

**AGENDA**  
**Town Council Steering Committee Meeting**  
**May 23, 2016**  
**7:00 PM**  
**Town Hall Conference Room B**

1. Call To Order, Roll Call
2. Acceptance Of Minutes:
  - 2.A. April 25, 2016 (E)  
Documents: [APRIL 25, 2016 MINUTES WITH ATTACHMENTS.PDF](#)
3. Reports:
  - 3.A. Chairperson
  - 3.B. Committee Members
  - 3.C. Possible Recommendations/Vacancy List/Board & Commission List (E)  
Documents: [DIRECTORY REPORT.PDF](#), [EXPIRING TERMS REPORT.PDF](#),  
[MEMBER REPORT.PDF](#), [VACANCY REPORT.PDF](#)
4. Resignations/Not Wishing To Be Reappointed:
  - 4.A. Building Code Board Of Appeals: John Motycka (E)  
Documents: [RESIGNATION MOTYCKA.PDF](#)
  - 4.B. CoventryVision: Robert Plant (E)  
Documents: [RESIGNATION PLANT.PDF](#)
  - 4.C. School Building And Energy Efficiency Building Committee: Matthew Mullen (E)  
Documents: [RESIGNATION MULLEN.PDF](#)
  - 4.D. Energy Conservation/Alternative Energy Advisory Committee: Matthew Mullen (E)  
Documents: [RESIGNATION MULLEN.PDF](#)
5. Reappointments (E)
  - 5.A. Health District Eastern Highlands: John Elsesser (E)  
Documents: [STATEMENT OF INTEREST ELSESSER.PDF](#)
6. Appointments (E)
  - 6.A. Building Code Board Of Appeals: Kathy Fournier (E)  
Documents: [STATEMENT OF INTEREST FOURNIER.PDF](#)
  - 6.B. School Building & Energy Efficiency Building Committee: Danielle Kloster (E)  
Documents: [STATEMENT OF INTEREST KLOSTER.PDF](#)
7. Booth & Dimock Library Building Expansion Project: Policy Considerations (E)
8. Consideration: Acceptance Of Avery Shores As Town Road (E)  
Documents: [ATTORNEY MEMO RE\\_ AVERY SHORES \(2\).PDF](#), [GERALD PARK](#)

REVISED OFFER TO TURN OVER ROAD TO TOWN 5-2-16.PDF, 2016-0316  
COVENTRY RESPONSE TO GERALD PARK OFFER.PDF, GERALD PARK OFFER TO  
TURN OVER ROADS.PDF

9. Consideration: Tax Abatements For Seniors (E)

Documents: MEMO RE OPTIONS TO ADDRESS SENIOR TAX ABATEMENT  
PROPOSAL (WITH ATTACHMENTS).PDF, ELDERLY TAX RELIEF PROGRAM ISSUES  
LIST.PDF, ELDERLY TAX RELIEF T.POPE RESPONSE ON ISSUES FOR  
CONSIDERATION.PDF

10. Adjournment

**Minutes**  
**Town Council Steering Committee meeting**  
**April 25, 2016**  
**Town Hall Conference Room B**

1. The meeting was called to order at 7:00 PM.  
Present: Thomas Pope, Julie Blanchard, Richard Williams, Lisa Thomas  
Also present: John Elsesser, Town Manager; Todd Penney, Town Engineer; Mark Kiefer, Director of Public Works
2. Lisa Thomas made a motion to move up item 6, Consideration: Acceptance of Lake Association Roads, in consideration of guests in attendance. The motion was seconded by Richard Williams and carried on unanimous vote. Sam Norman, Louise Napoletano, Ben Emmanuele and Jerry Dallas were present from the neighborhood associations.

Thomas Pope read a statement regarding his position on the matter (*attached to these minutes*). He believes there is a communication problem and that a checklist of tasks needs to be clarified so that the associations can have a feeling of confidence that the road acceptance requirements are not fluid. He suggested that once the requirements are understood that it may be prudent to examine the timeline and work together to bring the matter to a successful conclusion

**Avery Shores:** Todd Penney provided background information on Avery Shores, which is a road in Gerald Park Association. All of the other roads, Fitzgerald, Washburn, etc. were town roads as early as 1975. Avery Shores is the only private road left in the association. The acceptance of Avery Shores is not an easy one. It is the only road, private, public or otherwise where the actual right of way (ROW) has been carved out. He showed maps depicting the length of the road and the areas where ROW has been impacted.

John Elsesser noted there was a 50' ROW and the association has transferred the road usage to people, so it is no longer available as a road under our standards. Ben Emmanuele expressed concern that this hasn't come up before.

Todd said there is an existing right of way – it is 50'. When the sewer project came in the Town obtained a sewer easement over that full width except for a piece of property that is not necessarily a part of Avery Shores, which is a point of concern with taking over the road. If this ROW was available it would have been very easy to get the ROW through. There was history with the ROW when the sewers came through, because there were outbuildings that encroached into the existing 50' ROW. Unlike most of the roads that were deeded to the Town during the sewer project, this one was not. John said the Town offered to take it but the association declined.

Todd continued with a review of the map, outlining areas where parcels were granted to abutting property owners by the association. After the sewer project came through the association deeded or quit-claimed these parcels from the ROW to the edge of the pavement. They kept easement rights for that ROW and they kept maintenance and easement responsibilities for these chunks of land. The abutting property owners got additional land, but there is still a restriction on these parcels with ROW and maintenance responsibilities. He feels this is a valid point. One of the things very early on was identifying they didn't control ownership of that 50' right of way. No other street has that situation. Through the evolution process of working with Ben, Jerry and Harvey Barrette, (former DPW Director) Dave Gofstein and now Mark Kiefer, we realized there was no way for us to get this 50' swath of land that we typically get. Todd came up with what he now thinks was a bad idea – he

looked at other associations and tried to be cooperative. Not all associations have a 50' right of way. Lakeview Terrace is 20'. Others are 30'. So without thinking through the process, he said what if we just get the pavement. The 50' right of way has a boundary that is definable. It was defined in the original association and through further surveys over the years. He made the suggestion to the association that we just take ROW to the edge of road. However, things evolve over time and getting this and re-creating that edge of pavement in the future will be a problem. That is what we did on another association - Pine Lake Shores. The edge of pavement varies. But if we only have to the edge of pavement how do we do any construction or other activities? So we tried to get a 5' offset to the edge of the pavement to resolve this. He showed a dotted line on the map indicating the 5' offset. When he saw that he really started to have a concern about what he had suggested to the association with regards to getting a road and/or boundary that would serve the Town of Coventry going forward. That is the major crux of the matter. There are other issues, such as turnaround issues. That a private owner actually owns a portion of Avery Shores is another issue. Having dedicated parking in the ROW is another concern, and having the edge of the road be at or over the ROW is another. He thinks those are all issues that can be worked out. It's the issue of coming up with a newly-defined ROW. The thing he has suggested was to try to create a new corridor with bearings and distances and tangent curves just like you would see in other associations that would be re-creatable. To follow the center line of Avery Shores as it stands now, we could go 15' from that and establish a new boundary line. That is a lot easier said than done. The reason is parsing of the ROW and defining new easements on the people that own the properties. Then there are parcels that people don't own – so it is not cut and dry. That's why we are where we are. It is a matter of two things: the circumstance with which Avery Shores was parsed out, and a bad idea becoming festered. He is not pleased with where we are. He thinks there is a fundamental issue with this road that is not simple to try to resolve. Thomas Pope commented that everything is resolvable.

John Elsesser noted at the time the association was dividing up these properties, the Planning & Zoning Commission had considered filing legal action because it made the subdivision more non-conforming. Richard Williams asked who made that decision – the association? Ben Emmanuele said yes, because we felt the Town wanted to take our properties. Boundaries were set in 1911 and recorded in the land records. The survey that was done as part of the sewer project was deeply flawed. Now pieces of property we all thought belonged to us are part of the ROW. We attempted to make sure any existing structures were grandfathered in and we were told no. Jerry Dallas said he remembers a meeting at which we were told the Town felt this to be an illegal subdivision. One thing that stuck in his head was the statement that the minute one of those deeds to transfer the property hit the Town Clerk's office, that the Town would file a suit. John replied the Planning & Zoning Commission decided not to take that action due to political pressure.

Thomas Pope asked about the white strip between the orange sections on the map. Todd said that is the existing pavement edge. Thomas asked how wide it is at the narrowest point. Todd said approximately 18-20 feet. He thinks the simplest way to do this, and he, Sam and Mark have talked about it, is to go with the original Avery Shores 50' ROW and reserving the right to enter the property for road maintenance and improvements. The simplest way to do this would be that we get the pavement as our property, and then have the association quit-claim all of those properties to us. One caveat is there are outstanding parcels that haven't done that. If we got it for all of the properties it would be easy. He doesn't know the ramifications if we don't. It is important to have something that is re-creatable in the future. The road will evolve over time. The edge of the pavement will break, or someone will go over it, etc. It needs to have meets and bounds on it. Even with taking 5 feet on either side of the edge of the pavement you are still defining something that could be fluid.

Thomas Pope said it appears we are solving everything except for the blue area on the map. Todd said he thinks we need opinion from town attorney on that. John said the Town owns most of the roads

that are roads through the original establishment of the communities in town. At some point it was pointed out that the Town doesn't really want to own the roads, just have rights to them to reduce liability. We said we would prefer to own them so we have all rights. If the association wanted to turn over ownership of the areas in orange then we could potentially move forward. This doesn't address the issue of parking in the road. It is expensive to overturn an A2 survey. The only way to do that is with another A2 survey. There is a path here if people want to find it, but as far as the Town's interest - we are willing to take paved areas to work on it, but we need offsets to the side of it. Owning 50' is gone but if we have maintenance rights it helps because we don't have to define 5' off a paved surface.

Jerry Dallas said the association hired Steven Phillip to do the survey specifically to define where the pavement exists within the 50' area. He would think if that is the white area, then 5' alongside of it should be definable. It may not be perfect, but what is? Todd said technically this map doesn't tell us how to get from point to point. His issue is not today - it is 40 years from now when we are dead and gone. How does the Public Works Director deal with it then? You could do something like that but to re-create it you would have to put coordinate points at each change of vertices on that line. That is not practical in his opinion. John said if their deed says to the edge of pavement that leaves in question where that is even today. Todd's point about involving the Town Attorney is a valid point. If the road shifts it could be a problem. It is not something we're going to get title insurance on. Todd said there is no defined dimension for "bounded by easterly and westerly." In 2006 was it 10 feet and 12 feet. We don't know. Thomas said getting a legal description could be done today with GPS but it would be particularly messy because you don't have established points. Todd said that is why he recommends using the existing 50' right of way and claiming rights. Jerry said he believes as long as you have that map we could scrape the existing road away and go back to the right of way. Todd said we can't recreate it.

Ben Emmanuele said if these are minor issues we may very well be able to resolve them. It is upsetting to him to hear this information five years into the process. No presentation has been made like this before. He feels like we have been shadowboxing in the dark. Thomas Pope said he is not interested in what happened 10 years ago as long as we can move forward.

Sam Norman said one of the solutions was to find the centerline. We would like to move on. Jerry said there are conditions being put forth now that cannot be met by Gerald Park Association. Todd said he had originally given them two options. He now believes the better scenario is A. The association likes B. Sam said both A and B were presented as viable options. We were told to pick one and then when we did, now we're being told no. John noted that staff has certain responsibilities, but also has to go back to Council policy. Item 3.0 of the policy emphasizes extraordinary circumstances. Todd was giving some options but Council policy says generally it will not be deemed adequate. Sam said it sounds like an extraordinary circumstance to him. Ben said this was done only because of the extraordinary circumstance that our surveys were changed by Town action. Thomas said he thinks the language indicates that the unusual circumstance is the width of the road, rather than the idea that Gerald Park is different.

John Elsesser said if these two options are still in play he would recommend getting the Town Attorney's advice as to whether both are advisable, or one vs. the other. Todd said it can be done but it is a task. Thomas asked what the objections are to deeding rights of maintenance to the Town. Ben replied we have offered that from the beginning. Lisa Thomas read a summary of this matter from the document outlining the association's offer to turn over the road to the Town, which was included with the agenda packet. Ben said that is only a summary of our position. We provided a thick packet with deeds, maps, etc. as long ago as 2013. Thomas asked what the objection is to transferring maintenance rights of the entire 50' ROW to the Town. Ben replied to the extent of maintenance, none. In terms of reserving rights to take down people's property there is a concern. We were told to

watch for this. That language kept appearing in agreements. Thomas asked regarding the rights you maintain now - do they include the right to tear down property. Ben replied we do not have those rights. Thomas said then if they transfer it to the Town, the Town doesn't have those rights either. John said in the transfer we could beef those criteria up. Ben said that may be doable – we have never had this offer made to us before. This is completely new and not what we came here prepared to do. We will have to take it back to the membership - they will probably agree. Jerry said all those people who were concerned they might lose their garages will still have issues. John said there were issues during the sewer project that stipulated if a garage was torn down it would not be allowed to be reconstructed. They have agreed with different Public Works directors that if we have to take the 5' easement they would do so. He thinks 50' would be better because it is definable. It won't matter because we are talking about maintenance. Thomas said the only difference would be that the Town would do maintenance. Jerry said he doesn't think people would agree to allow an additional 20' into their land. John said the issue is maintenance.

Todd said the 50' ROW was never on the table. If you read the language again you will see they are going to deed us the property of the road that is within the ROW and then deed us the easement. Thomas said he doesn't care what was on the table previously. He cares about tonight. Todd noted that working to get surveys done and maps in place is a costly process. We were trying to keep the process simple and keep the association from incurring additional expenses. Maybe by trying to make it easy he has made it more complicated. Richard said it seems to him you have the pavement and you just take 5' on either side. Thomas said the issue is how you define the pavement. Sam said the issue of the 50' being the only line of demarcation is rigmarole - that's why we did the A2 survey. Ben said the survey was done by Phillip based on Todd's assertion that they had what they need. Todd said he disagrees. He believes his idea to do a nebulous offset from the edge of the road is a bad idea. We can create a 30' right of way but you are changing everybody's easement line. Sam said if we transfer the rights we can always add restrictions. We could agree to 5' past the pavement. We don't have to go door to door - we already have those rights. He doesn't think it's difficult and that the Town is nitpicking. We took what Todd said in good faith and created a response. We took the choice. Can we move on? Jerry said we're not going to get people to take a step back in history and give up their rights. Thomas said they already gave them up. Jerry said then what are we talking about. John said there would be an easement over an easement which will further cloud your title. We will have to get another deed filed on every property. Ben said the only easement we retained was a 5' easement for road maintenance. John said no, you kept the whole easement. An easement on top of an easement may affect your property value and your title. Sam said that would be our problem. Can we move on? John recommended they talk to a real estate attorney before making that decision.

Jerry asked how we move forward. John replied there are two bodies here that make the decision. Staff recommends to the Planning & Zoning Commission. Planning & Zoning then forwards their recommendations to the Town Council. If they say no it can be overridden by a 2/3 vote. Sam said we are concerned about doing the work and having the Town say they changed their minds. He would like to negotiate and get something in writing that says if we do what we say under the policy, and it gets done the proper way, and to Todd's and Mark's specifications, that the road will be accepted.

Richard Williams moved to recommend acceptance of Avery Shores as a Town road with a 50' easement defined by a map which would be presented to Planning & Zoning. John noted this would not preclude the association from introducing other restrictions. Thomas Pope seconded the motion.

Jerry said there are other issues. Some properties have deeded rights for parking. They park up against a retaining wall. It is a sticking point – they have been doing it for 60 years. John asked if it is on the road. Jerry said no. This area will not be deeded to the Town. John asked how narrow the road would be there. Jerry said he walked it with Mark who thought it would be ok. Mark said the

discussions we had regarding turnaround were satisfactory. Todd noted that what you would have is a road with a perpendicular parking area in the ROW established by deed. So you are going to lop off that section of the ROW. Jerry said yes we would redefine that area of the road.

John said the blue area on the map would need to be deeded to the Town. In another section we run out of room for the 5' easement because the association doesn't own the property. Jerry said in all places we are proposing giving a 5' easement on at least one side. In most cases both sides would have it except where indicated. He asked if that is acceptable. John said we have some concerns because we could be told we can't discharge snow. That could get the Town into litigation. As it stands now we can say we won't plow on a private road. Ben said our attorney has told us the plowing has been done long before this. We could move to get a summary judgment. Mark said he does have some concerns about snow removal in those areas because there is no snow shelf. Jerry said when discussions began we were told not to let it sink the ship. Ben said we have always known that particular homeowner has the ability to stop the negotiations. Thomas asked if they have talked with the homeowner. Ben said yes. She is not willing to give the 5' easement. Thomas said he is not willing to make a decision for a small interest group that might jeopardize the Town. Lisa said she is concerned whether the Town would be willing to accept liability. John said we might be able to get an easement for the right to discharge snow.

Jerry showed an area of the map where the road goes into Sam Norman's property. Sam is willing to let the association build a turnaround at the association's expense to Mark's specifications. Sam said that (former DPW Director) Dave Gofstein said backing up was not ideal but it could be done. Jerry urged the Council to take a closer look at the map and see that we have solved every problem we can solve. There are some situations we can't solve. Richard asked to verify whether you can back up with a plow. John said there has been a change of heart regarding backing up. There was a fatality on a Public Works crew last year which reminds us that backing up is a bad idea. Jerry asked what the Town is going to do this winter. John said we are hoping to make things better. We appreciate Sam's offer. We try to tell our drivers not to back up but every year it seems we have an accident. Jerry asked if backup cameras would help. John replied somewhat, but when you have sanders, etc. the view is hampered. Mark said safety is one issue but there is also efficiency. When there is an area that you can't maneuver it hampers your efficiency. Then if we get a big winter it becomes a lot more difficult. This might be an area where Dave and I differ but he is working toward maximum productivity. Mark said when the association gets a contractor to contact him so he can meet with them before they do the work and inspect the work after it is done.

Lisa Thomas noted a motion is on the table. She asked if we should continue it or withdraw it. Thomas said let's continue as long as we are making progress. Ben said he feels optimistic. Thomas asked if there is anything else we need to address. Mark said we need to inspect the road - he has not done that. We need to evaluate catchbasins, and trees to be removed and trimmed prior to moving forward. He would like to have current conditions on record and document improvements for completion of sign-off from Public Works. Ben asked if there is anything else needed in relation to catchbasins. Mark said we need to inspect them to make sure none have collapsed. Todd said drainage easements need to be defined. John thinks most of the drainage issues were captured by Vortex during the sewer project. Ben said we don't anticipate a problem with that.

John said his recommendation before the Committee votes is to seek legal counsel. At some point we should have someone who knows real estate law take a look at both options. Richard Williams withdrew his motion. Thomas Pope withdrew his second. Thomas said next month we want to see some progress. John will contact the attorney. Mark will look at the road, catchbasins and trees. John will talk to the person with the snow removal issue. Somebody has to talk to person with the blue section to get an easement. Thomas asked if the association members are comfortable with the

progress made tonight. Sam said regarding the issue of doing the work first and not getting approval – he would ask the Council to change that part of the policy so other associations do not have same problem.

**Pine Lake Shores:** Louise Napoletano said she agreed with what Sam was saying regarding changing requirements. When all this started for the trails in Pine Lake Shores, she and Todd were working on easements and then Mr. Kiefer walked into our meeting in March 2015 and said we have to do turnarounds. The association doesn't have a lot of people willing to make all these little easements. There is a parcel that one owner might be willing to convey. She understands the need for turnarounds but we don't have a lot of people on board. The size of the space he needs is the size of her house. She wants to know if we do all of this work that you will agree to take over the property. Mark Kiefer also added having the roads reclaimed and milled and large brush removed. It seems like every single time we make progress something gets added. We asked for an extension. If the Town wants us to do all this extra work we need more money and more time.

John Elsesser said he thinks the extension shouldn't be a problem but there are some philosophical issues about what is a trail and what is a common driveway. Other associations like Waterfront Heights had to do major improvements before the Town would accept their roads: gravel, drainage, etc. They are still 20' roads but when the roads are so shot there is nothing left, the pavement deteriorates over time. On some of these trails, we used to send letters to associations saying we can no longer plow your road because it will damage our plows. The sewer project fixed a lot of those roads so we haven't had to send many of those letters. Your trails are in that poor condition. We need to come up with a plan before we spend a lot of money on those trails. The A2 survey was valuable. Getting the roadside mower over there was helpful. Pine Lake Shores was a stretch to take. Basic philosophies were to take the main road in an association. Waterfront Manor also has lots of little roads that serve one house that we will never take. The policy doesn't do that, but if it's serving only two houses it's a common driveway and the association might want to deed them over to get out of the road business. Louise said the longest trail we have has 8 houses on it. What we need to know is if this is going to happen. John said they need to be patient. The road bond diverted staff into our core jobs. Some special projects had to be delayed. Todd was working well with you but we had to pull him off the project. A trail with 8 houses, let's try to find a way to do it. A trail with two houses might be a driveway. We need to give you guidance but we haven't. Louise asked if she is wasting her time. John said he doesn't think so. The Council gave a little more in this year's budget – a little more money and fewer roads might help. Right now one of the reasons he is recommending more time is because staff needs more time. We would also love to find another way out of Pine Lake Shores but topography is a challenge. Long term the solution is probably through Fred White's property. He has indicated he might be willing to turn it over as open space. We might want to ask him for emergency access. We try to do a main loop and we don't own the sides off of it. Louise said we still want to try to work through this because we have come so far, but we just can't comply with the new requirements. We don't want snowplowing to end. John said we know how much these improvements cost. We think there is still more than the main drag that can be done. We need to give you guidance. You worked well with us on Pine Lake Shores. The partial turnaround is helpful. During a recent fire we had access issues for fire trucks. There are a lot of one-way roads in and no way out. We need time and we will work with you to define roads that are good candidates.

Anita Baldwin was also present from the association. She owns the end of the road that backs up to the Firth property. She would be willing to grant access wide enough for a fire truck. She said it is almost time for our annual meeting and we would like to be able to tell our members we haven't been abandoned. Thomas Pope asked how much time is needed. Todd recommended giving the association 5 years. John agreed, along with some plans for earlier action. Mark said he knows they have tried to upgrade roads to best of their ability. He thinks an extension would help because the driving issue is

funding to bring the roads up to standard. Even the roads you have worked on still need work. There are wheel ruts, etc. We need to develop what you should do and he is willing to do that. If the Town is going to take them we should know what we are accepting. He can't with a clear conscious accept some of them in their current condition. Thomas asked how long it would take Mark to give them a list. Mark said it won't take long, we have already sent an email with some requirements. The turnarounds are even more important in this area. In the middle of the night, when there is driving snow, you can't see. Thomas asked if the list is complete. Mark said no, he was concentrating on two. Louise said when we do the work, a year later it needs to be redone. We would have Jimmy Galey do the work but we don't want to wait for 3 years to find out we need to redo the work. Mark said that's why we concentrated on only two roads. Todd asked how many roads there are. Louise replied 12. Todd said then it won't be five years, it will be 10. John said we will need until September to come up with a list of issues for roads. He is afraid of overpromising with the Main Street project and other priorities. We can put something in writing for the association's annual meeting. You will need to let us know which road to concentrate on for work this summer. You also need to be aware of the betterment assessment option. The Council would also have to agree. There also might be financing available using CDBG grant funds to do road work. There are income eligibility requirements - people on the road to be addressed would have to do a survey. 75% of them would need to be able to income-qualify. We have done some of these - Kings Road for example, and we could get up to \$500,000. We would have to get into their grant cycle. This year we are going for roofing repairs at Orchard Hills. We will share the income guidelines.

Lisa Thomas made a motion to recommend a 5-year extension to the Council's Road Acceptance Policy for Pine Lake Shores to improve their roads for turnover with an option for a 5-year extension beyond that. The motion was seconded by Richard Williams and carried on unanimous vote.

Sam Norman asked if Gerald Park Association will need an extension for Avery Shores. John said yes. Thomas said we will do that at the next meeting.

3. **Acceptance of Minutes:**

Richard Williams moved to accept the minutes of the Steering Committee's March 28, 2016 meeting. The motion was seconded by Lisa Thomas and carried on unanimous vote.

4. **Reports:**

*Chairman:* None.

*Committee:* None.

*Review/Boards & Commissions/Vacancies/Possible Appointments:* None.

*Resignations:* JoAnn Watson, Zoning Board of Appeals. This resignation was noted and a letter of appreciation will be sent. John noted that this is an elected position and typically the political party is reached out to for a recommendation.

5. **Booth & Dimock Library Expansion Project/Policy Considerations:**

John said he met with the Board of Directors about a week and a half ago. They are in the process of hiring an attorney to review the sample agreements we sent that the two fire departments have for building use, and to possibly send a letter of intent to turn the building over to the Town upon completion of a successful referendum and funding for the project. He told them they did not need to be here tonight to convey that. They have huge sentimental issues they need to work through.

6. **Request for Improvements, Hinman Road:**

Thomas Pope said this road really amounts to a shared driveway. Lisa said she feels badly but it is not a town road. John recommended not to proceed and will draft a letter to the person making the request that includes information about how people with another road in an abandoned association solved

their maintenance problem. Consensus was to leave this issue up to the Town Manager.

7. **Consideration, Tax Abatements for Seniors:**

Await further information. No discussion.

8. **Adjournment:**

The meeting was adjourned at 9:25 PM on a motion by Richard Williams, seconded by Lisa Thomas and unanimously approved.

Respectfully submitted,

Laura Stone  
Town Council Clerk

# ATTACHMENT

The existing policy for Acceptance of Lake Association Roads as written is a source of concern, confusion and consternation. I have listened to input from a variety of people and perspectives. I have heard input from all sides and frankly we have a communication problem that is exacerbated from a lack of specificity as to the exact requirements that are required to facilitate the transfer.

The organizations have a perception that requirements have been fluid based on interpretations of individuals as personal has changed. The Town has an interpretation based on experience and in-depth knowledge of public works projects. It would seem at this point that we need to clarify in writing a detailed checklist of tasks, that once complete will accomplish the goal of making the roads acceptable for transfer.

The Associations need to have a feeling of confidence in going forward that requirements are not fluid but are specific, realistic and can be accomplished. The Town must be comfortable that in the end the Town will be accepting roads that will not place an undue burden on the community as a whole that would not generally be beyond that of other roads accepted.

At this point in time once the checklist is written and understood by all parties, it may be prudent to examine the timeframe for completion in light of the existing approaching deadline for completion of the work. It should be the goal of all sides to work together in a spirit of harmony to bring this matter to a successful conclusion.



# Town of Coventry Boards



| Board Name   | Board Type    | # of Positions | Notes  | Is Active? |
|--|---------------|----------------|--|------------|
| A.D.A. Coordinator                                     | Board         | 1              |  | true       |
| Ad-Hoc Coventry Lake Advisory and Monitoring Committee | Committee     | 7              | Est by Conser Comm\n5-7 members 3yr term from appt         | true       |
| Ad-Hoc Farmers' Market Operating Committee             | Committee     | 7              | 7 members, 3 yr term (staggered)\n1 vendor/1 Landmarks Rep | true       |
| Ad-Hoc Town Protected Spaces Stewardship               | Sub-Committee | 5              | 5 Mem initially 3yr/2yr then 3 yr terms                    | true       |
| Ad-Hoc Water Supply Committee                          | Committee     | 5              | 5 MMBR, CNCL, BOE, PZC, EDC, HSNG, AUTH                    | true       |
| Animal Control Officer                                 | Department    | 1              | Charter Sec 5-14   | true       |
| Ass't Town Clerk/Registrar of Vital Statistics         | Department    | 2              |  | true       |
| Ass't. to the Assessor                                 | Board         | 1              |  | true       |
| Ass't. Treasurer                                       | Department    | 1              |  | true       |
| Assessor   | Department    | 1              | Charter Sec 5-11   | true       |
| Auditor  | Department    | 1              |  | true       |
| Board of Assessment Appeals                            | Board         | 5              | elec 4 yr terms  | true       |
| Board of Education                                     | Board         | 7              | 2 year term  | true       |
| Building Code Board of Appeals                         | Board         | 5              | Staggered 1 per year\n3 REP 2 DEM                          | true       |
| Building Official                                      | Department    | 1              | Charter Sec 5-13   | true       |
| Burning Officials (Permits)                            | Department    | 4              |  | true       |

|   |                  |   |  |      |
|---|------------------|---|--|------|
| Business Manager                                    | Department       | 1 |  | true |
| Cable Television Advisory Committee                 | Committee        | 3 | 3 member 2yr term<br>2 council,<br>1 BOE                                       | true |
| Capitol Region Council of Governments (CROG)        | Board            | 1 |  | true |
| Cemetery Commission                                 | Commission       | 6 | Ord#131(Town owned/maintained)<br>5 mem 3 yr terms 3/2 staggered<br>3 Dem 2 Un | true |
| Center Cemetery                                     | Board            | 3 | Boston Tpke / Rte 44   | true |
| Chief of Police                                     | Department       | 1 |  | true |
| Community Development (HUD)                         | Board            | 1 |  | true |
| Conservation Commission                             | Commission       | 7 | 7 mem 4yr term<br>interm exp 1/1 staggered<br>4 Dem 2 Un                       | true |
| Coventry HS Walls Code Compliance Bulding Committee | Committee        | 5 | 5 members/ 1Town Council/1 BOE   | true |
| Coventry Volunteer Fire Assn.                       | Board            | 4 |  | true |
| CoventryVision                                      | Committee        | 5 | 3 term staggered   | true |
| CT State Representative 8th Assembly District       | Legislative Body | 1 | 2 year term  | true |
| CT State Senator 35th District                      | Legislative Body | 1 | 2 year term  | true |
| CT Water Co Advisory Council                        | Board            | 1 |  | true |
| Director of Health (District)                       | Department       | 1 |  | true |
| Director of Planning and Development                | Department       | 1 |  | true |
| Eastern Connecticut Mental Health Board             | Board            | 1 |  | true |
| Economic Development Commission                     | Commission       | 9 | 9 Mem 5yr terms<br>interms staggered 2,2,2,2,1<br>CGS                          | true |

|   |                  |   |  |      |
|---|------------------|---|--|------|
|   |                  |   | 136\n5 Dem 1 Rep 1 Un  |      |
| Emergency Management/Homeland Security                    | Department       | 1 | Charter Sec 5-12   | true |
| Energy Conservation/Alternative Energy Advisory Comm. Alt | Committee        | 1 | 1 member \n3 year term   | true |
| Energy Conservation/Alternative Energy Advisory Committee | Committee        | 5 | 5 members 3 year terms\nstaggered                                    | true |
| Finance Director  | Department       | 1 |  | true |
| Fire Marshal  | Department       | 5 | Charter Sec 5-17   | true |
| Flood and Erosion Control Board                           | Board            | 7 | 7 Mem 2yr term appd Council Member serves elected term\n2 Dems 5 Rep | true |
| Governor  | Legislative Body | 2 |  | true |
| Health District Eastern Highlands                         | Board            | 2 | 2 Mem 3yr term   | true |
| Housing Authority   | Board            | 5 | Staggered 1 per yr 5 yr terms\n3 Dem 2 Rep                           | true |
| Hud Housing Rehab/Fair Housing Commission                 | Commission       | 6 | 5 Mem 2 yr terms\n   | true |
| Human Rights Commission                                   | Commission       | 6 | 5 Mem 2yr term\nOrd# 146 & 185                                       | true |
| Human Rights Officer                                      | Department       | 1 | Ord # 146  | true |
| Human Services Administrator                              | Department       | 1 | Charter Sec 5-9  | true |
| Inland Wetlands Agency                                    | Commission       | 6 | 5 member 3yr term\nOrd # 190 staggered (2,2,1)                       | true |
| Inland Wetlands Agency Alternate                          | Commission       | 2 | 2 mem 3yr terms\nOrd # 190 Staggered                                 | true |
| Insurance Advisory  | Board            | 5 | 5 Mem 2yr expire 7-1 staggered (2,3) 1 BOE recommend                 | true |

|  |                  |    |  |      |
|--|------------------|----|--|------|
| Insurance Agent of Record                      | Department       | 1  |  | true |
| Justice of the Peace                           | Board            | 20 | 4yr elected  | true |
| Library Expansion Building Committee           | Committee        | 5  | 5 mbr indefinite term  | true |
| Library Expansion Building Committee Alternate | Committee        | 1  |  | true |
| Local Emergency Coordinating Committee         | Committee        | 11 | FKA JT Fire/Safe   | true |
| Mid- NEROC                                     | Board            | 1  |  | true |
| Municipal Agent Elderly                        | Board            | 1  | 2 or 4 years. Mgr appt   | true |
| Municipal Historian                            | Department       | 1  | 4 year term/Council appt                                       | true |
| North Coventry Volunteer Fire Dept.            | Board            | 3  |  | true |
| Parks and Recreation Commission                | Commission       | 6  | 5 mbr 2yr terms\nOrd# 122,122A,216,238 \nStaggered terms (3,4) | true |
| Parks and Recreation Commission Alternates     | Commission       | 2  | 2 mem 2yr term\nOrd# 226,238\n 1 exp odd yr 1 exp even yr      | true |
| Pension and Retirement                         | Board            | 5  | 3-5 Members\n3yr terms   | true |
| Personnel Appeals Board                        | Board            | 7  | 7 Mem 3yr term (5 cncl 2 mgr)\nExpire 1/1 stagger (2,3,2)      | true |
| Planning and Zoning Alternate                  | Commission       | 3  | 3 member 3yr term\ncharter sec 5-7 staggered (1,1,1)           | true |
| Planning and Zoning Commission                 | Commission       | 6  | 5 mem 3yr term\nCharter 5-7 staggered (2,2,1)                  | true |
| President                                      | Legislative Body | 1  |  | true |
| Public Works                                   | Department       | 2  |  | true |
| Recreation                                     | Department       | 2  |  | true |
| Regional Mental Health                         | Board            | 1  |  | true |

|  |                  |    |   |      |
|--|------------------|----|---|------|
| Council Rep  |                  |    |   |      |
| Registrar of Voters  | Department       | 2  | 4 year term/elected   | true |
| Registrar of Voters Deputy                                   | Committee        | 2  | App't by Registrar  | true |
| Representative in Congress                                   | Legislative Body | 1  |   | true |
| Saint Mary Cemetery  | Board            | 1  | 1600 Main Street  | true |
| Sanitarian   | Department       | 1  |   | true |
| School Energy and Building Efficiency Building Committee     | Committee        | 5  | 5 Members: 1 Council, 1 BoE, 1 Energy Adv. Comm, 2 at large. Indefinite terms | true |
| School Energy and Building Efficiency Building Committee Alt | Committee        | 1  | Indefinite term   | true |
| School Readiness Council                                     | Board            | 1  | CEO/SUPT/PARENTS AND COMMUNITY REPS/NO MMBR LIMIT                             | true |
| Senior Center Coordinator                                    | Department       | 1  |   | true |
| Sewer Treatment Plant Operator                               | Department       | 1  |   | true |
| Special Constable  | Department       | 2  | Council appt./2 yr terms/PD recommendation                                    | true |
| Superintendent of Schools                                    | Department       | 1  |   | true |
| Tax Collector  | Department       | 3  | Charter Sec 5-6   | true |
| Tolland County Mutual Aid Fire Services Inc.                 | Board            | 1  |   | true |
| Tolland-Mansfield Probate Court                              | Board            | 1  | 4 year/elected  | true |
| Town Attorney  | Department       | 1  | Charter Sec 5-10  | true |
| Town Clerk/Registrar of Vital Statistics                     | Department       | 1  | Charter Sec 5-4   | true |
| Town Committee Chairman and Nominating Committee             | Board            | 11 |   | true |
|  |                  |    |   |      |

|   |                  |    |  |      |
|---|------------------|----|--|------|
| Town Council                            | Legislative Body | 7  | 7 members 2 year term                          | true |
| Town Council Finance Committee          | Sub-Committee    | 3  |  | true |
| Town Council Steering/Liaison Committee | Sub-Committee    | 3  |  | true |
| Town Engineer                           | Department       | 1  |  | true |
| Town Manager                            | Department       | 1  | Charter 6-1                                    | true |
| Traffic Authority                       | Board            | 3  | Town Mgr, Police Chief,\nPublic Works Director | true |
| Treasurer                               | Department       | 1  | Charter Sec 5-5                                | true |
| Tree Warden                             | Department       | 1  | Charter Sec 5-15                               | true |
| United States Senators                  | Legislative Body | 2  | zip code 20515\n6 year terms                   | true |
| Veterans Memorial Committee             | Committee        | 7  | Ord # 151 + 171                                | true |
| Visiting Nurses Board of Directors      | Board            | 1  |  | true |
| VNA East                                | Board            | 2  |  | true |
| Water Pollution Control Authority       | Board            | 5  | 5 Mem 2yr term\nOrd# 134 & 173                 | true |
| Water System Advisory Committee         | Committee        | 1  | CT Water - UConn Water                         | true |
| Wetlands Agent                          | Department       | 1  |  | true |
| Windham Regional Transit District       | Board            | 1  |  | true |
| WPCA Technician                         | Department       | 1  |  | true |
| Youth Advisory Board                    | Board            | 18 |  | true |
| Youth Services Administrator            | Department       | 1  |  | true |
| Zoning Board of Appeals                 | Board            | 5  | 2 year terms/elected                           | true |
| Zoning Board of Appeals Alt.            | Board            | 3  | 2 year terms/elected                           | true |

|                                      |            |    |  |       |
|--------------------------------------|------------|----|--|-------|
| Zoning Enforcement Officer           | Department | 1  |  | true  |
| Ad- Hoc Fire and EMS Study Committee | Committee  | 10 | 10 Mbrs 2 Cncl 2 Cfvd 2 Ncfd<br>\n4 At- Large Indef Term | false |



# Town of Coventry Expiring Report for 5/17/2016



| Board Name                        | Member           | Position | Start Date | Calculated End | Days Until Exp |
|-----------------------------------|------------------|----------|------------|----------------|----------------|
| Health District Eastern Highlands | Elsesser, John A | Seat 1   | 6/8/2013   | 6/7/2016       | 21             |
| Insurance Advisory                | Chipkin, Robert  | Seat 2   | 7/2/2014   | 7/1/2016       | 45             |



## Town of Coventry Member Report for All Boards



| Board Name   | Member Name               | Phone            | E-mail   | Start Date | End Date   | Title        | Notes |
|--|---------------------------|------------------|--|------------|------------|--------------|-------|
| A.D.A. Coordinator                                     | Elsesser, John A          | (860) 742 - 6324 | jelsesser@coventryct.org                         | 1/1/2000   | 12/31/2098 | Town Manager |       |
| Ad- Hoc Fire and EMS Study Committee                   | Blanchard, Julie A        | (860) 742 - 1082 | jblanchard@coventryct.org                        | 3/3/2014   | 3/2/2113   | Chairperson  | R     |
| Ad- Hoc Fire and EMS Study Committee                   | Boutin, Kenneth M         | (860) 742 - 5777 | ken.boutin@coventryfire.org                      | 3/3/2014   | 3/2/2113   | Member       | R     |
| Ad- Hoc Fire and EMS Study Committee                   | Eldridge, Jr, Raymond H   | (860) 966 - 4035 | r111ray@sbcglobal.net                            | 3/3/2014   | 3/2/2113   | Member       | D     |
| Ad- Hoc Fire and EMS Study Committee                   | Goldsneider, Beth Mancini | (860) 712 - 0252 | cbgold@sbcglobal.net                             | 3/3/2014   | 3/2/2113   | Member       | D     |
| Ad- Hoc Fire and EMS Study Committee                   | Griswold, Michael Eric    | (860) 742 - 5784 | MIKE.GRISWOLD@YAHOO.COM                          | 3/3/2014   | 3/2/2113   | Vice Chair   | R     |
| Ad- Hoc Fire and EMS Study Committee                   | Rappe, David C            | (860) 742 - 8191 | daverappe@aol.com                                | 3/3/2014   | 3/2/2113   | Member       | R     |
| Ad- Hoc Fire and EMS Study Committee                   | Taber, Danielle M         | (860) 617 - 9778 |  | 3/3/2014   | 3/2/2113   | Member       | D     |
| Ad- Hoc Fire and EMS Study Committee                   | Twerdy, John L            | (860) 742 - 8949 |  | 3/3/2014   | 3/2/2113   | Member       | D     |
| Ad- Hoc Fire and EMS Study Committee                   | Zenko, William J          | (860) 742 - 9754 | ryanzenko@aol.com                                | 3/3/2014   | 3/2/2113   | Secretary    | D     |
| Ad-Hoc Coventry Lake Advisory and Monitoring Committee | Brown, Charles A          | (860) 614 - 1725 | CHARLIEBROWN.CB@GMAIL.COM                        | 5/5/2015   | 5/4/2018   | Member       | D     |
| Ad-Hoc Coventry Lake Advisory and Monitoring Committee | Clausen, John C           | (860) 742 - 7216 | johnclausen@gmail.com                            | 8/2/2014   | 8/1/2017   | Member       | U     |
| Ad-Hoc Coventry Lake Advisory and Monitoring Committee | Comeau, Linda             | (860) 539 - 7090 | STNEVIS@AOL.COM                                  | 8/3/2015   | 5/7/2018   | Member       | R     |
| Ad-Hoc Coventry Lake Advisory and Monitoring Committee | Gallo, Scott              | (860) 208 - 2337 | lakefront130@yahoo.com                           | 4/4/2016   | 5/7/2018   | Member       | D     |
| Ad-Hoc Coventry Lake Advisory and Monitoring Committee | Shor, Leslie McCabe       | (860) 617 - 4780 | leslie.shor@uconn.edu or<br>leslieshor@gmail.com | 5/8/2015   | 5/7/2018   | Vice Chair   | R     |
| Ad-Hoc Coventry Lake Advisory and Monitoring Committee | Zak, Gerard Francis       | (860) 368 - 5404 | garzak60@yahoo.com                               | 2/17/2015  | 12/5/2017  | Member       | D     |
| Ad-Hoc Coventry Lake Advisory and Monitoring Committee | Zeppa, Deborah B          | (860) 742 - 7169 | debby@zep.net                                    | 8/2/2014   | 8/1/2017   | Chairperson  | D     |

|  |                      |                        |                              |           |            |                    |             |
|--|----------------------|------------------------|------------------------------|-----------|------------|--------------------|-------------|
| Ad-Hoc Farmers' Market Operating Committee     | Barry, Barbara J     | (860)<br>742 -<br>7160 | bhbmail@rcn.com              | 12/7/2015 | 12/7/2018  | Member             | R           |
| Ad-Hoc Farmers' Market Operating Committee     | Bauer, Elizabeth     | (860)<br>742 -<br>3528 | BBAUER@COVENTRYCT.ORG        | 11/2/2015 | 11/1/2017  | Member             |             |
| Ad-Hoc Farmers' Market Operating Committee     | Chandler, David      | (612)<br>306 -<br>2932 | TRAZEUS@GMAIL.COM            | 12/7/2015 | 12/6/2017  | Member             | D           |
| Ad-Hoc Farmers' Market Operating Committee     | Jarrett, Ted         | (413)<br>537 -<br>1914 | tjmapleheights@aol.com       | 1/4/2016  | 12/27/2018 | Member             | U           |
| Ad-Hoc Farmers' Market Operating Committee     | Nelson, Jean         | (860)<br>209 -<br>9851 | jeancnelson@hotmail.com      | 1/4/2016  | 12/27/2018 | Member             | U           |
| Ad-Hoc Farmers' Market Operating Committee     | Pesce, Michelle      | (516)<br>491 -<br>7156 | MKPESCE@GMAIL.COM            | 11/2/2015 | 11/2/2018  | Member             | D           |
| Ad-Hoc Town Protected Spaces Stewardship       | Oros, Joan M         | (860)<br>742 -<br>9077 | orosjoanmary@snet.net        | 6/1/2015  | 5/31/2018  | Member             | R           |
| Ad-Hoc Town Protected Spaces Stewardship       | Thomas, Eric         | (860)<br>742 -<br>9908 | WATERTHAMES@YAHOO.COM        | 6/1/2015  | 5/31/2018  | Member             | D           |
| Ad-Hoc Town Protected Spaces Stewardship       | Wolf, Jasmine        | (860)<br>742 -<br>5253 | JBIRSINGS@AOL.COM            | 6/1/2015  | 5/31/2018  | Member             | D           |
| Ad-Hoc Water Supply Committee                  | Bradley, Albert E    | (860)<br>882 -<br>2702 | aebjeb@aol.com               | 12/1/2013 | 11/30/2017 | Member             | D           |
| Ad-Hoc Water Supply Committee                  | Infante, Frank       | (860)<br>742 -<br>9375 | FRANK1066@AOL.COM            | 11/4/2015 | 11/3/2017  | Member             | R           |
| Ad-Hoc Water Supply Committee                  | Lavitt, Mark C       | (860)<br>306 -<br>6293 | mlav11@sbcglobal.net         | 2/1/2014  | 2/1/2018   | Member             | D           |
| Ad-Hoc Water Supply Committee                  | Pattee, Christine    | (860)<br>742 -<br>6511 | c2pattee@aol.com             | 10/6/2014 | 10/5/2017  | Member             | D           |
| Ad-Hoc Water Supply Committee                  | Zenko, William J     | (860)<br>742 -<br>9754 | ryanzenko@aol.com            | 2/4/2013  | 2/3/2112   | Member             | D           |
| Animal Control Officer                         | Chipman, III, John H | (860)<br>742 -<br>4074 | jchipman@coventryct.org      | 4/3/2000  | 4/2/2099   | Officer            |             |
| Ass't Town Clerk/Registrar of Vital Statistics | Grindle, Dianna      | (860)<br>742 -<br>7966 | dgrindle@coventryct.org      | 4/6/2015  | 4/5/2114   | Asst. Town Clerk   |             |
| Ass't Town Clerk/Registrar of Vital Statistics | Manning, Brooke R    | (860)<br>742 -<br>7966 | bmannings@coventryct.org     | 12/2/2013 | 12/1/2112  | Asst. Town Clerk   |             |
| Ass't. to the Assessor                         | Vertefeuille, Rachel | (860)<br>742 -<br>4067 | rvertefeuille@coventryct.org | 9/10/2012 | 12/31/2098 | Ass't. to Assessor | EXT.<br>124 |
| Ass't. Treasurer                               | Kratochvil, Debbie   | (860)<br>742 -<br>3528 |                              | 1/1/2000  | 8/7/2086   | Ass't Treasurer    |             |
|  |                      | (860)                  |                              |           |            |                    |             |

|                                |                          |                  |                             |           |           |                   |   |
|--------------------------------|--------------------------|------------------|-----------------------------|-----------|-----------|-------------------|---|
| Assessor                       | D'Amicol, Michael        | 742 - 4067       | mdamicol@coventryct.org     | 6/9/2008  | 6/8/2107  | Assessor          |   |
| Auditor                        | BlumShapiro, Audit Firm  | (860) 561 - 6824 |                             | 4/7/2008  | 4/6/2107  | Member            |   |
| Board of Assessment Appeals    | Chellstorp-Bonney, Joyce | (860) 742 - 0332 | JCBONNEY@SBCGLOBAL.NET      | 11/8/2015 | 11/7/2019 | Member            | R |
| Board of Assessment Appeals    | Dextrateur, Ronald E     | (860) 742 - 7127 | jrDEX@yahoo.com             | 11/8/2013 | 11/7/2017 | Member            | D |
| Board of Assessment Appeals    | McMahon Jr, Robert       | (860) 742 - 5152 | Bobmcm24@gmail.com          | 11/8/2015 | 11/7/2019 | Chairperson       | D |
| Board of Assessment Appeals    | Oros, Joan M             | (860) 742 - 9077 | orosjoanmary@snet.net       | 11/8/2013 | 11/7/2017 | Member            | R |
| Board of Assessment Appeals    | Wood Reviczky, Jill G    | (860) 402 - 1554 | jillianwood@sbcglobal.net   | 11/8/2013 | 11/7/2017 | Member            | D |
| Board of Education             | Beausoleil, Jennifer E   | (860) 742 - 0039 | jebeausoleil@coventryct.org | 11/4/2015 | 11/3/2017 | Vice Chair        | D |
| Board of Education             | Griswold, Michael Eric   | (860) 742 - 5784 | MIKE.GRISWOLD@YAHOO.COM     | 11/4/2015 | 11/3/2017 | Member            | R |
| Board of Education             | Infante, Frank           | (860) 742 - 9375 | FRANK1066@AOL.COM           | 11/4/2015 | 11/3/2017 | Member            | R |
| Board of Education             | Kortmann, Mary S         | (860) 742 - 0272 | mkortmann@coventryct.org    | 11/4/2015 | 11/3/2017 | Member            | D |
| Board of Education             | Marchand, Eugene T       | (860) 742 - 7371 | gmarchand@coventryct.org    | 11/4/2015 | 11/3/2017 | Member            | D |
| Board of Education             | Oros, Sr, William M      | (860) 742 - 9077 | woros@coventryct.org        | 11/4/2015 | 11/3/2017 | Chairperson       | R |
| Board of Education             | Sobol, Michael A         | (860) 918 - 0415 | msobol@coventryct.org       | 11/4/2015 | 11/3/2017 | Secretary         | R |
| Building Code Board of Appeals | Barrette, Harvey R       | (860) 742 - 5261 | lakefront24@att.net         | 6/3/2013  | 6/1/2018  | Member            | R |
| Building Code Board of Appeals | Canny, Brian W           | (860) 212 - 1819 | brian.canny@sbcglobal.net   | 6/4/2012  | 6/1/2017  | Vice Chair        | D |
| Building Code Board of Appeals | Cleary, Michael F        | (860) 742 - 1303 |                             | 6/2/2015  | 6/1/2020  | Chairperson       | R |
| Building Code Board of Appeals | Willnauer, John          | (860) 742 - 7770 | ASHERWRIGHT1776@AOL.COM     | 11/2/2015 | 6/1/2019  | Member            | D |
| Building Official              | Callahan, Joseph         | (860) 742 - 4064 | jcallahan@coventryct.org    | 5/3/1999  | 5/2/2098  | Building Official |   |
| Burning Officials              | Breault,                 | (860) 573 -      |                             | 5/16/2007 | 5/15/2106 | Official          |   |

|  |                          |                  |                            |            |            |                  |   |
|--|--------------------------|------------------|----------------------------|------------|------------|------------------|---|
| (Permits)                                    | Robert                   | 5969             |                            |            |            |                  |   |
| Burning Officials (Permits)                  | Hutchins, Jr, Reginald V | (860) 742 - 5798 |                            | 5/1/2000   | 4/30/2099  | Official         |   |
| Burning Officials (Permits)                  | Tanganelli, Brigit       | (860) 742 - 4064 | btanganelli@coventryct.org | 3/15/2011  | 3/14/2110  | Official         |   |
| Burning Officials (Permits)                  | Waite, Noel              | (860) 742 - 4064 | nwaite@coventryct.org      | 10/15/1990 | 10/14/2089 | Official         |   |
| Business Manager                             | Carroll, Robert          | (860) 742 - 7317 | rcarroll@coventryct.org    | 3/31/2012  | 3/30/2111  | Business Manager |   |
| Capitol Region Council of Governments (CROG) | Hall, Arthur             | (860) 742 - 7454 |                            | 7/14/2015  | 7/13/2114  | Member           |   |
| Cemetery Commission                          | Boudreau, Thomas Scott   | (860) 742 - 0749 | tombo0749@charter.net      | 10/18/2015 | 10/17/2018 | Chairperson      | D |
| Cemetery Commission                          | Merriam, Michael         | (860) 869 - 5772 | mcmerriam@gmail.com        | 1/1/2000   | 12/31/2098 | Sexton           |   |
| Cemetery Commission                          | Naegeli, Patricia        | (860) 742 - 7117 | FOGHOLLOWSTUDIO@GMAIL.COM  | 10/18/2015 | 10/17/2017 | Member           | D |
| Cemetery Commission                          | Pagliuco, Linda G        | (860) 742 - 0274 | lgpagliuco@sbcglobal.net   | 11/4/2013  | 10/17/2016 | Secretary        | U |
| Cemetery Commission                          | Palmer, Susan            | (860) 498 - 0356 | SUZY619@CHARTER.NET        | 2/17/2015  | 10/17/2016 | Member           | U |
| Cemetery Commission                          | Vieten, Anne Claudine    | (860) 742 - 6750 | avieten@comcast.net        | 10/18/2013 | 10/17/2016 | Member           | D |
| Center Cemetery                              | Heckler, Linda           | (860) 742 - 7963 |                            | 1/1/2000   | 12/31/2098 | Secretary        |   |
| Center Cemetery                              | Hill, Edward             | (860) 742 - 7803 |                            | 1/1/2000   | 12/31/2098 | Sexton           |   |
| Center Cemetery                              | Hill, Judith             | (860) 742 - 9024 |                            | 1/1/2000   | 12/31/2098 | President        |   |
| Chief of Police                              | Palmer, Mark A           | (860) 742 - 7331 | mpalmer@coventryct.org     | 11/6/2006  | 11/5/2105  | Chief            |   |
| Community Development (HUD)                  | Huckins, Peter           | (860) 456 - 0782 | peterhuckins@charter.net   | 1/1/2000   | 12/31/2098 | Administrator    |   |
| Conservation Commission                      | Coss, Brian D            | (860) 817 - 2310 |                            | 5/5/2014   | 1/1/2018   | Member           | D |
| Conservation Commission                      | Hall, Jr, Arthur W       | (860) 742 - 7454 |                            | 1/2/2015   | 1/1/2019   | Member           | D |
| Conservation Commission                      | Lowe, Jr, Leroy Amos     | (860) 742 - 6460 | leroylowe1@gmail.com       | 2/1/2016   | 1/1/2020   | Chairperson      | D |

|   |                      |                     |                               |           |            |                    |   |
|---|----------------------|---------------------|-------------------------------|-----------|------------|--------------------|---|
| Conservation Commission                             | Manzone, Paul C      | (860)<br>742 - 6633 | pmanz66@gmail.com             | 1/2/2013  | 1/1/2017   | Member             | D |
| Conservation Commission                             | Messino, Vincent E   | (860)<br>742 - 9020 | vincent.messino@sbcglobal.net | 3/3/2014  | 1/1/2017   | Member             | U |
| Conservation Commission                             | Proctor, Robert R    | (860)<br>742 - 6143 | rrproctor@charter.net         | 1/2/2016  | 1/1/2020   | Member             | U |
| Coventry HS Walls Code Compliance Bulding Committee | Carter, Nathan       | (843)<br>407 - 0384 | natecarterengineer@gmail.com  | 4/4/2016  | 4/3/2115   | Member             | R |
| Coventry Volunteer Fire Assn.                       | Boutin, Kenneth M    | (860)<br>742 - 5777 | ken.boutin@coventryfire.org   | 2/10/2013 | 2/9/2112   | Chief              | R |
| Coventry Volunteer Fire Assn.                       | Dittrich, W Dennis   | (860)<br>742 - 3510 | dennisdittrich@earthlink.net  | 2/10/2013 | 2/9/2112   | President          |   |
| Coventry Volunteer Fire Assn.                       | Pacholski, Steve     | (860)<br>742 - 3510 |                               | 2/10/2013 | 2/9/2112   | Deputy Chief       |   |
| Coventry Volunteer Fire Assn.                       | Taber, Danielle M    | (860)<br>617 - 9778 |                               | 2/10/2013 | 2/9/2112   | Vice President     | D |
| CoventryVision                                      | Mroczek, Konrad      | (860)<br>301 - 5295 | Mroczu33@msn.com              | 5/4/2015  | 5/4/2018   | Member             | U |
| CoventryVision                                      | Plant, Robert A      | (860)<br>742 - 8347 | bplant8347@charter.net        | 5/4/2013  | 5/3/2016   | Member             | U |
| CoventryVision                                      | Stave, Bruce M       | (860)<br>742 - 0200 | bstave@earthlink.net          | 5/4/2015  | 5/3/2018   | Member             | D |
| CT State Representative 8th Assembly District       | Ackert, Timothy J    | (860)<br>742 - 5287 | tackert@aol.com               | 1/5/2015  | 1/4/2017   | Representative     | R |
| CT State Senator 35th District                      | Guglielmo, Anthony   | (860)<br>648 - 4878 | anthony.guglielmo@cga.ct.gov  | 1/5/2015  | 1/4/2017   | Senator            | R |
| CT Water Co Advisory Council                        | Landry, Jr, Albert   | (860)<br>742 - 9490 |                               | 4/3/2006  | 4/2/2105   | Member             | U |
| Director of Health (District)                       | Miller, Robert L     | (860)<br>429 - 3325 | MillerRL@ehhd.org             | 6/7/1997  | 6/6/2096   | Director of Health |   |
| Director of Planning and Development                | Trott, Eric M        | (860)<br>742 - 4062 | etrott@coventryct.org         | 12/5/1994 | 12/4/2093  | Director           |   |
| Eastern Connecticut Mental Health Board             | Ruth, David          | (860)<br>742 - 5121 |                               | 1/1/2000  | 12/31/2098 | Member             |   |
| Economic Development Commission                     | Barry, Barbara J     | (860)<br>742 - 7160 | bhbmail@rcn.com               | 2/2/2016  | 2/1/2021   | Member             | R |
| Economic Development Commission                     | Belsito, Ill, Samuel | (860)<br>306 - 0176 | SAMBELSITO@GMAIL.COM          | 5/5/2014  | 2/1/2019   | Member             | U |

|   |                       |                        |                            |            |            |                  |   |
|---|-----------------------|------------------------|----------------------------|------------|------------|------------------|---|
| Economic Development Commission                           | Giggey, Richard       | (860)<br>742 -<br>9344 | RGIGGEY@GMAIL.COM          | 2/17/2015  | 2/1/2020   | Member           | D |
| Economic Development Commission                           | Jobbagy, William J    | (860)<br>742 -<br>9401 | bjobbagy@earthlink.net     | 2/1/2013   | 2/1/2017   | Vice Chair       | U |
| Economic Development Commission                           | Koenigsberg, Alex     | (860)<br>918 -<br>8876 | ALEX_KOENIGSBERG@YAHOO.COM | 8/3/2015   | 2/1/2018   | Member           | D |
| Economic Development Commission                           | Lavitt, Mark C        | (860)<br>306 -<br>6293 | mlav11@sbcglobal.net       | 2/2/2013   | 2/1/2018   | Secretary        | D |
| Economic Development Commission                           | Liptrap, Timothy      | (860)<br>742 -<br>4171 | Tim.Liptrap@Nichols.edu    | 2/17/2015  | 2/1/2020   | Member           | U |
| Economic Development Commission                           | Polsky, Carol F       | (860)<br>916 -<br>4798 | cpolsky@snet.net           | 2/2/2012   | 2/1/2017   | Member           | D |
| Economic Development Commission                           | Stave, Sondra Astor   | (860)<br>742 -<br>0200 | pkat7@earthlink.net        | 2/3/2014   | 2/1/2019   | Chairperson      | D |
| Emergency Management/Homeland Security                    | Waite, Noel           | (860)<br>742 -<br>4064 | nwaite@coventryct.org      | 7/1/2004   | 6/30/2103  | Director         |   |
| Energy Conservation/Alternative Energy Advisory Comm. Alt | Depalma, Andy         | (860)<br>944 -<br>1269 | ANDY.DEPALMA@GMAIL.COM     | 8/3/2015   | 3/1/2018   | Alternate        | U |
| Energy Conservation/Alternative Energy Advisory Committee | Blake, Laura          | (860)<br>778 -<br>4705 | LBLAKE@ECOVA.COM           | 6/1/2015   | 3/1/2018   | Member           | D |
| Energy Conservation/Alternative Energy Advisory Committee | Bradley, Brandon      | (617)<br>501 -<br>5255 | BBRADLEY@ABCO.CO           | 3/2/2015   | 3/1/2018   | Member           | U |
| Energy Conservation/Alternative Energy Advisory Committee | Kloster, Danielle     | (845)<br>661 -<br>2316 |                            | 5/5/2015   | 3/1/2018   | Member           | D |
| Energy Conservation/Alternative Energy Advisory Committee | Reilly, Jennifer Lynn | (860)<br>742 -<br>6766 | jennlj79@gmail.com         | 3/2/2014   | 3/1/2017   | Chairperson      | D |
| Finance Director  | Bauer, Elizabeth      | (860)<br>742 -<br>3528 | BBAUER@COVENTRYCT.ORG      | 9/29/2003  | 9/28/2102  | Finance Director |   |
| Fire Marshal  | Kittle, Leslie A      | (860)<br>228 -<br>5939 |                            | 10/14/2005 | 10/13/2104 | Deputy           |   |
| Fire Marshal  | Meyers, Bud           | (860)<br>234 -<br>9325 | budforewarned@aol.com      | 1/1/2000   | 12/31/2098 | Deputy           |   |
| Fire Marshal  | Palmer, Richard       | (860)<br>487 -<br>0388 |                            | 2/8/2001   | 2/7/2100   | Deputy           |   |
| Fire Marshal  | Raiola Jr, Francis P  | (860)<br>742 -<br>8145 | RaiolaFP@mansfieldct.org   | 12/16/1991 | 12/15/2090 | Deputy           |   |
|   |                       | (860)                  |                            |            |            |                  |   |

|   |                         |                  |                              |            |            |                                |   |
|---|-------------------------|------------------|------------------------------|------------|------------|--------------------------------|---|
| Fire Marshal                              | Waite, Noel             | 742 - 4064       | nwaite@coventryct.org        | 10/15/1990 | 10/14/2089 | Marshal                        |   |
| Flood and Erosion Control Board           | Blanchard, Julie A      | (860) 742 - 1082 | jblanchard@coventryct.org    | 11/8/2015  | 11/7/2017  | Member                         | R |
| Flood and Erosion Control Board           | Brodersen, Andy         | (860) 875 - 1730 | abrodersen@coventryct.org    | 11/8/2015  | 11/7/2017  | Member                         | R |
| Flood and Erosion Control Board           | O'Brien, Matthew        | (860) 803 - 9319 | MOBRIEN@COVENTRYCT.ORG       | 11/8/2015  | 11/7/2017  | Member                         | R |
| Flood and Erosion Control Board           | Pietrantonio, Hannah G  | (860) 742 - 0063 | hpietrantonio@coventryct.org | 11/8/2015  | 11/7/2017  | Member                         | D |
| Flood and Erosion Control Board           | Pope, Thomas V          | (860) 989 - 8344 | tpope@coventryct.org         | 11/8/2015  | 11/7/2017  | Member                         | R |
| Flood and Erosion Control Board           | Thomas, Lisa D          | (860) 742 - 9908 | lthomas@coventryct.org       | 11/8/2015  | 11/7/2017  | Member                         | D |
| Flood and Erosion Control Board           | Williams, Jr, Richard L | (860) 742 - 1739 | rwilliams@coventryct.org     | 11/8/2015  | 11/7/2017  | Member                         | R |
| Governor                                  | Malloy, Dan             | (860) 566 - 4840 |                              | 1/8/2015   | 1/7/2019   | Governor                       | D |
| Governor                                  | Wyman, Nancy            | (860) 524 - 7384 |                              | 1/8/2015   | 1/9/2019   | Lt Governor                    | D |
| Health District Eastern Highlands         | Elsesser, John A        | (860) 742 - 6324 | jelsesser@coventryct.org     | 6/8/2013   | 6/7/2016   | Member                         |   |
| Health District Eastern Highlands         | Walsh, M Deborah        | (860) 742 - 7116 | debwalshbell@earthlink.net   | 6/8/2014   | 6/7/2017   | Member                         | D |
| Housing Authority                         | Arn, Jeffrey S          | (860) 742 - 7854 | jeffa@vernonhousing.org      | 1/3/2012   | 11/30/2016 | Member                         | R |
| Housing Authority                         | Barrette, Marilyn E     | (860) 742 - 5261 | lakefront24@att.net          | 12/1/2013  | 11/30/2018 | Secretary/Treasurer            | R |
| Housing Authority                         | Bradley, Albert E       | (860) 882 - 2702 | aebjeb@aol.com               | 12/1/2013  | 11/30/2017 | Chairperson                    | D |
| Housing Authority                         | Lynch, Lorraine U       | (860) 742 - 7430 | iamlul@aol.com               | 12/1/2014  | 11/30/2019 | Member                         | D |
| Housing Authority                         | Noyes, Susan            | (860) 498 - 0363 |                              | 12/28/2015 | 11/30/2020 | Member                         | D |
| Hud Housing Rehab/Fair Housing Commission | Bradley, Albert E       | (860) 882 - 2702 | aebjeb@aol.com               | 1/1/2016   | 12/31/2017 | Member                         | D |
| Hud Housing Rehab/Fair Housing Commission | Grady, Dorothy M        | (860) 742 - 0449 | dmgrady@aol.com              | 1/1/2015   | 12/31/2016 | Member                         | D |
| Hud Housing Rehab/Fair Housing Commission | Huckins, Peter          | (860) 456 - 0782 | peterhuckins@charter.net     | 1/1/2000   | 12/31/2098 | Registrar of Voters Republican |   |

|   |                       |                        |                            |           |            |                       |   |
|---|-----------------------|------------------------|----------------------------|-----------|------------|-----------------------|---|
| Hud Housing Rehab/Fair Housing Commission | Roach, Marjorie       | (860)<br>742 -<br>8549 | roachmarj@aol.com          | 1/1/2016  | 12/31/2017 | Member                | D |
| Hud Housing Rehab/Fair Housing Commission | Szczebak, Sarah       | (413)<br>222 -<br>4970 | SARAHSCZEBAK@GMAIL.COM     | 1/1/2016  | 12/31/2016 | Member                | U |
| Human Rights Commission                   | Bear, Heather A       | (860)<br>593 -<br>8395 | heather.bear1979@gmail.com | 1/2/2016  | 1/1/2018   | Member                | U |
| Human Rights Commission                   | Bradley, Albert E     | (860)<br>882 -<br>2702 | aebjeb@aol.com             | 1/2/2016  | 1/1/2018   | Housing Authority Rep | D |
| Human Rights Commission                   | Chan, Courtney        | (860)<br>742 -<br>5324 | cchan@coventryct.org       | 9/4/2007  | 9/3/2106   | Representative        |   |
| Human Rights Commission                   | Kurpiewski, Michael J | (860)<br>508 -<br>1814 | mjkurp@aim.com             | 1/2/2016  | 1/1/2018   | Member                | U |
| Human Rights Commission                   | Roach, Marjorie       | (860)<br>742 -<br>8549 | roachmarj@aol.com          | 1/2/2016  | 1/1/2018   | Member                | D |
| Human Rights Commission                   | Stave, Bruce M        | (860)<br>742 -<br>0200 | bstave@earthlink.net       | 1/2/2016  | 1/1/2018   | Member                | D |
| Human Rights Officer                      | Chan, Courtney        | (860)<br>742 -<br>5324 | cchan@coventryct.org       | 9/4/2007  | 9/3/2106   | Officer               |   |
| Human Services Administrator              | Chan, Courtney        | (860)<br>742 -<br>5324 | cchan@coventryct.org       | 9/4/2007  | 9/3/2106   | Administrator         |   |
| Inland Wetlands Agency                    | Barrette, Harvey R    | (860)<br>742 -<br>5261 | lakefront24@att.net        | 4/4/2016  | 9/15/2016  | Member                | R |
| Inland Wetlands Agency                    | Clapp, Jr, Charles S  | (860)<br>742 -<br>5155 | cclapp01@charter.net       | 9/16/2014 | 9/15/2017  | Member                | D |
| Inland Wetlands Agency                    | Mathieu, Lori J       | (860)<br>305 -<br>1906 | ljmathieu@att.net          | 10/7/2013 | 9/15/2016  | Member                | U |
| Inland Wetlands Agency                    | Norman, Sam           | (860)<br>729 -<br>9169 | snorman2252@gmail.com      | 4/4/2016  | 9/15/2018  | Member                |   |
| Inland Wetlands Agency                    | Penney, Todd          | (860)<br>742 -<br>4062 |                            | 10/9/2007 | 12/31/2098 | Agent                 |   |
| Inland Wetlands Agency                    | Wolf, Thomas P        | (860)<br>742 -<br>2256 | twoolfcvct@charter.net     | 9/16/2014 | 9/15/2017  | Vice Chair            | D |
| Inland Wetlands Agency Alternate          | Sorich, David W       | (860)<br>742 -<br>6056 | dwsorich@yahoo.com         | 9/16/2015 | 9/15/2018  | Member                | U |
| Insurance Advisory                        | Chipkin, Robert       | (860)<br>498 -<br>1024 | rchipkin@comcast.net       | 7/2/2014  | 7/1/2016   | Member                | R |
| Insurance Advisory                        | Dejulius, Dena        | (860)<br>742 -<br>4525 | DDEJULIUS@COVENTRYCT.ORG   | 9/12/2015 | 9/11/2017  | Member                |   |

|                           |                          |                        |                           |          |            |        |   |
|---------------------------|--------------------------|------------------------|---------------------------|----------|------------|--------|---|
| Insurance Agent of Record | Quigley, Kim             | (860)<br>896 -<br>2263 |                           | 1/1/2000 | 12/31/2098 | Member |   |
| Justice of the Peace      | Barrette,<br>Harvey R    | (860)<br>742 -<br>5261 | lakefront24@att.net       | 1/7/2013 | 1/2/2017   | JP     | R |
| Justice of the Peace      | Birch, Victor<br>A       | (860)<br>742 -<br>6699 |                           | 1/7/2013 | 1/2/2017   | JP     | U |
| Justice of the Peace      | Birge, Robert<br>R       | (860)<br>742 -<br>5122 |                           | 1/7/2013 | 1/2/2017   | JP     | U |
| Justice of the Peace      | Bonney,<br>Joyce C       | (860)<br>742 -<br>0332 |                           | 1/7/2013 | 1/2/2017   | JP     | R |
| Justice of the Peace      | Bradley,<br>Albert E     | (860)<br>882 -<br>2702 | aebjeb@aol.com            | 1/7/2013 | 1/2/2017   | JP     | D |
| Justice of the Peace      | Chicoine,<br>Phyllis P   | (860)<br>742 -<br>3051 | rdchicoine@sbcglobal.net  | 1/7/2013 | 1/2/2017   | JP     | R |
| Justice of the Peace      | Chicoine,<br>Raymond D   | (860)<br>742 -<br>3051 | rdchicoine@sbcglobal.net  | 1/7/2013 | 1/2/2017   | JP     | R |
| Justice of the Peace      | Grady,<br>Dorothy M      | (860)<br>742 -<br>0449 | dmgrady@aol.com           | 1/7/2013 | 1/2/2017   | JP     | D |
| Justice of the Peace      | Jatkowski,<br>Paul F     | (860)<br>742 -<br>7801 | skyking10@charter.net     | 1/7/2013 | 1/2/2017   | JP     | D |
| Justice of the Peace      | Krider, M<br>Kathleen    | (860)<br>742 -<br>1078 |                           | 1/7/2013 | 1/2/2017   | JP     | D |
| Justice of the Peace      | Lamore,<br>David E       | (860)<br>742 -<br>0669 | DTHINELK@YAHOO.COM        | 1/7/2013 | 1/2/2017   | JP     | U |
| Justice of the Peace      | Naegeli,<br>Patricia     | (860)<br>742 -<br>7117 | FOGHOLLOWSTUDIO@GMAIL.COM | 1/7/2013 | 1/2/2017   | JP     | D |
| Justice of the Peace      | Oros, Joan M             | (860)<br>742 -<br>9077 | orosjoanmary@snet.net     | 1/7/2013 | 1/2/2017   | JP     | R |
| Justice of the Peace      | Piccolo,<br>Jacqueline A | (860)<br>742 -<br>1051 |                           | 1/7/2013 | 1/2/2017   | JP     | U |
| Justice of the Peace      | Pollansky,<br>Darby L    | (860)<br>742 -<br>9334 | darbyp@gmail.com          | 1/7/2013 | 1/2/2017   | JP     | R |
| Justice of the Peace      | Pope,<br>Thomas V        | (860)<br>989 -<br>8344 | tpope@coventryct.org      | 1/7/2013 | 1/2/2017   | JP     | R |
| Justice of the Peace      | Riordan,<br>Barbara E    | (860)<br>742 -<br>1427 | BG@bgardnerlaw.com        | 1/7/2013 | 1/2/2017   | JP     | D |
| Justice of the Peace      | Shorts,<br>Valerie A     | (860)<br>742 -<br>2203 |                           | 1/7/2013 | 1/2/2017   | JP     | R |
|                           | Stave,                   | (860)                  |                           |          |            |        |   |

|  |                             |                        |                              |            |            |               |   |
|--|-----------------------------|------------------------|------------------------------|------------|------------|---------------|---|
| Justice of the Peace                                 | Sondra Astor                | 742 - 0200             | pkat7@earthlink.net          | 1/7/2013   | 1/2/2017   | JP            | D |
| Justice of the Peace                                 | Wood<br>Reviczky, Jill<br>G | (860)<br>402 -<br>1554 | jillianwood@sbcglobal.net    | 1/7/2013   | 1/2/2017   | JP            | D |
| Library Expansion<br>Building Committee              | Bonney,<br>William R        | (860)<br>742 -<br>0332 | WRBONNEY@GMAIL.COM           | 6/2/2014   | 6/1/2113   | Member        | R |
| Library Expansion<br>Building Committee              | Miller, Glenn<br>P          | (860)<br>519 -<br>8630 | millermusic5658@yahoo.com    | 8/4/2014   | 8/3/2113   | Member        | R |
| Library Expansion<br>Building Committee              | Ryan,<br>Kathleen M         | (860)<br>742 -<br>9754 | ryanzenko@aol.com            | 4/7/2014   | 4/6/2113   | Secretary     | D |
| Library Expansion<br>Building Committee              | Stave,<br>Sondra Astor      | (860)<br>742 -<br>0200 | pkat7@earthlink.net          | 4/7/2014   | 4/6/2113   | Vice Chair    | D |
| Library Expansion<br>Building Committee              | Timberman,<br>Dewilton      | (860)<br>742 -<br>0378 | timbermant@sbcglobal.net     | 4/7/2014   | 4/6/2113   | Chairperson   | D |
| Library Expansion<br>Building Committee<br>Alternate | Laplante,<br>Felicia        | (860)<br>878 -<br>4245 |                              | 12/28/2015 | 12/27/2114 | Member        | U |
| Local Emergency<br>Coordinating Committee            | Blanchard,<br>Julie A       | (860)<br>742 -<br>1082 | jblanchard@coventryct.org    | 1/1/2000   | 12/31/2098 | Chairperson   | R |
| Local Emergency<br>Coordinating Committee            | Brodersen,<br>Andy          | (860)<br>875 -<br>1730 | abrodersen@coventryct.org    | 1/1/2000   | 12/31/2098 | Member        | R |
| Local Emergency<br>Coordinating Committee            | Dittrich, W<br>Dennis       | (860)<br>742 -<br>3510 | dennisdittrich@earthlink.net | 1/1/2000   | 12/31/2098 | Member        |   |
| Local Emergency<br>Coordinating Committee            | Eldridge, Jr,<br>Raymond H  | (860)<br>966 -<br>4035 | r111ray@sbcglobal.net        | 1/1/2000   | 12/31/2098 | Chief         | D |
| Local Emergency<br>Coordinating Committee            | Elsesser,<br>John A         | (860)<br>742 -<br>6324 | jelsesser@coventryct.org     | 1/1/2000   | 12/31/2098 | Town Manager  |   |
| Local Emergency<br>Coordinating Committee            | Firth, Geoff                |                        | goeff.firth@coventryfire.org | 1/1/2000   | 12/31/2098 | Chief         |   |
| Local Emergency<br>Coordinating Committee            | Kiefer, Mark                | (860)<br>742 -<br>6588 | mkiefer@coventryct.org       | 1/1/2000   | 12/31/2098 | Public Works  |   |
| Local Emergency<br>Coordinating Committee            | Meyers, Bud                 | (860)<br>234 -<br>9325 | budforewarned@aol.com        | 1/1/2000   | 12/31/2098 | President     |   |
| Local Emergency<br>Coordinating Committee            | Palmer, Mark<br>A           | (860)<br>742 -<br>7331 | mpalmer@coventryct.org       | 1/1/2000   | 12/31/2098 | Police Chief  |   |
| Local Emergency<br>Coordinating Committee            | Trudelle, Bill              | (860)<br>742 -<br>4525 | wtrudelle@coventryct.org     | 1/1/2000   | 12/31/2098 | Member        |   |
| Local Emergency<br>Coordinating Committee            | Waite, Noel                 | (860)<br>742 -<br>4064 | nwaite@coventryct.org        | 1/1/2000   | 12/31/2098 | Fire Marshall |   |
| Mid- NEROC   | Wyman,<br>Nancy             | (860)<br>524 -<br>7384 |                              | 6/20/2012  | 6/19/2111  | Member        | D |

|  |                         |                        |                          |           |            |              |   |
|--|-------------------------|------------------------|--------------------------|-----------|------------|--------------|---|
| Municipal Agent Elderly                    | Chan, Courtney          | (860)<br>742 -<br>5324 | cchan@coventryct.org     | 7/1/2013  | 6/30/2017  | Agent        |   |
| North Coventry Volunteer Fire Dept.        | Beecher, Chuck          | (860)<br>742 -<br>1606 | cbeec2@sbcglobal.net     | 6/18/2013 | 6/17/2112  | Deputy Chief |   |
| North Coventry Volunteer Fire Dept.        | Curtiss, Stephen P      | (860)<br>742 -<br>0104 | spcurtiss@gmail.com      | 1/1/2014  | 12/31/2112 | President    | D |
| North Coventry Volunteer Fire Dept.        | Eldridge, Jr, Raymond H | (860)<br>966 -<br>4035 | r111ray@sbcglobal.net    | 6/18/2013 | 6/17/2112  | Chief        | D |
| Parks and Recreation Commission            | Butler, Sean            | (860)<br>761 -<br>4482 | rgrdad3@gmail.com        | 1/2/2015  | 1/1/2017   | Member       | U |
| Parks and Recreation Commission            | Conti, Antonia C        | (860)<br>742 -<br>5026 | toniconti948@yahoo.com   | 2/17/2015 | 1/1/2017   | Secretary    | D |
| Parks and Recreation Commission            | Gallo-Hall, Marie       | (860)<br>205 -<br>1908 | mariegallohall@yahoo.com | 1/2/2016  | 1/1/2018   | Member       | D |
| Parks and Recreation Commission            | Messier, Todd W         | (860)<br>742 -<br>7392 | messier4@sbcglobal.net   | 1/2/2015  | 1/1/2017   | Member       | R |
| Parks and Recreation Commission            | Rodgers, Jennifer       | (978)<br>660 -<br>2078 |                          | 2/1/2016  | 1/1/2018   | Member       | U |
| Parks and Recreation Commission            | Rubin, Wendy L          | (860)<br>742 -<br>4068 | wrubin@coventryct.org    | 6/16/2008 | 12/31/2098 | Rec Director |   |
| Parks and Recreation Commission Alternates | Miner, Jillian          | (860)<br>377 -<br>2218 | JILLIANHMINER@YAHOO.COM  | 2/1/2016  | 1/1/2018   | Member       | D |
| Pension and Retirement                     | Emanuele, Benedict D    | (860)<br>742 -<br>5082 | emanuele88@aol.com       | 2/3/2014  | 1/1/2017   | Member       | R |
| Pension and Retirement                     | Jatkowski, Paul F       | (860)<br>742 -<br>7801 | skyking10@charter.net    | 1/2/2014  | 1/1/2017   | Member       | D |
| Pension and Retirement                     | Murzyn, Robert          | (860)<br>742 -<br>9442 |                          | 2/3/2014  | 1/1/2017   | Member       | D |
| Pension and Retirement                     | Powers, David C         | (860)<br>742 -<br>1090 | dkjpowers@charter.net    | 1/2/2014  | 1/1/2017   | Member       | R |
| Pension and Retirement                     | Revett, Cara M          | (860)<br>498 -<br>0172 | crevett@charter.net      | 1/2/2014  | 1/1/2017   | Member       | U |
| Personnel Appeals Board                    | Emanuele, Benedict D    | (860)<br>742 -<br>5082 | emanuele88@aol.com       | 1/2/2015  | 1/1/2018   | Member       | R |
| Personnel Appeals Board                    | Jatkowski, Paul F       | (860)<br>742 -<br>7801 | skyking10@charter.net    | 1/2/2016  | 1/1/2019   | Member       | D |
| Personnel Appeals Board                    | Riordan, Barbara E      | (860)<br>742 -<br>1427 | BG@bgardnerlaw.com       | 2/1/2016  | 1/1/2019   | Member       | D |
| Personnel Appeals                          | Zenko,                  | (860)                  |                          |           |            |              |   |

|                                    |                       |                  |                        |           |            |                                |   |
|------------------------------------|-----------------------|------------------|------------------------|-----------|------------|--------------------------------|---|
| Board                              | William J             | 742 - 9754       | ryanzenko@aol.com      | 1/2/2015  | 1/1/2018   | Member                         | D |
| Planning and Zoning Alternate      | Genovese, Brent Alton | (860) 781 - 7147 | 70SKYVIEW@CHARTER.NET  | 3/2/2015  | 11/1/2017  | Member                         | D |
| Planning and Zoning Alternate      | Hall, Steven          | (860) 742 - 5872 | NEVEHLL@YAHOO.COM      | 3/2/2015  | 11/1/2016  | Member                         | D |
| Planning and Zoning Commission     | Giglio, Raymond P     | (860) 742 - 9310 | rgiglio@charter.net    | 11/2/2014 | 11/1/2017  | Chairperson                    | R |
| Planning and Zoning Commission     | Jobbagy, William J    | (860) 742 - 9401 | bjobbagy@earthlink.net | 11/2/2015 | 11/1/2018  | Vice Chair                     | U |
| Planning and Zoning Commission     | Marek, Stephen (Ed)   | (860) 498 - 0243 | SMAREK6701@HOTMAIL.COM | 11/2/2015 | 11/1/2018  | Member                         | R |
| Planning and Zoning Commission     | Pattee, Christine     | (860) 742 - 6511 | c2pattee@aol.com       | 11/2/2014 | 11/1/2017  | Secretary                      | D |
| Planning and Zoning Commission     | Pollansky, Darby L    | (860) 742 - 9334 | darbyp@gmail.com       | 2/3/2014  | 11/1/2016  | Member                         | R |
| Planning and Zoning Commission     | Trott, Eric M         | (860) 742 - 4062 | etrott@coventryct.org  | 1/1/2000  | 12/31/2098 | Representative                 |   |
| President                          | Obama, Barack         | (456) 141 - 4    |                        | 1/21/2013 | 1/20/2017  | President                      | D |
| Public Works                       | Kiefer, Mark          | (860) 742 - 6588 | mkiefer@coventryct.org | 12/8/2014 | 12/7/2113  | Director                       |   |
| Public Works                       | Reese, Douglas R      | (860) 742 - 6588 | dreese@coventryct.org  | 11/8/2010 | 11/7/2109  | Supt. Operations               |   |
| Recreation                         | Merriam, Caterina     | (860) 742 - 4068 |                        | 11/6/2006 | 11/5/2105  | Assistant                      |   |
| Recreation                         | Rubin, Wendy L        | (860) 742 - 4068 | wrubin@coventryct.org  | 6/16/2008 | 6/15/2107  | Director                       |   |
| Regional Mental Health Council Rep | Brunell, Christine J  | (860) 742 - 1024 |                        | 10/5/1992 | 10/4/2091  | Member                         | D |
| Registrar of Voters                | Pope, Inge            | (860) 742 - 4061 | ipope@coventryct.org   | 1/1/2013  | 12/31/2016 | Registrar of Voters Republican | R |
| Registrar of Voters                | Roach, Marjorie       | (860) 742 - 8549 | roachmarj@aol.com      | 1/1/2013  | 12/31/2016 | Registrar of Voters Democratic | D |
| Registrar of Voters Deputy         | Johnson, Barbara K    | (860) 742 - 7662 |                        | 1/1/2013  | 12/31/2016 | Deputy Registrar Democratic    | D |
| Registrar of Voters Deputy         | Sewell, Pamela        | (860) 742 - 9907 |                        | 1/1/2013  | 12/31/2016 | Deputy Registrar Republican    | R |
| Representative in                  | Courtney,             | (202) 225 -      | NORWICH, CT 06360      | 1/4/2015  | 1/3/2017   | Representative                 | D |

|  |                          |                        |                             |            |            |                             |   |
|--|--------------------------|------------------------|-----------------------------|------------|------------|-----------------------------|---|
| Congress   | Joe                      | 2076                   |                             |            |            |                             |   |
| Saint Mary Cemetery                                      | Melichar, Judy           | (742)<br>068 -<br>1    |                             | 10/1/2014  | 9/30/2113  | Sexton                      |   |
| Sanitarian   | Bagdoian, Glenn          | (860)<br>742 -<br>4064 | bagdoiangh@ehhd.org         | 1/1/2000   | 12/31/2098 | Sanitarian                  |   |
| School Energy and Building Efficiency Building Committee | Arn, Jeffrey S           | (860)<br>742 -<br>7854 | jeffa@vernonhousing.org     | 6/1/2015   | 5/31/2114  | Member                      | R |
| School Energy and Building Efficiency Building Committee | Kolodziej, Thomas        | (860)<br>742 -<br>8513 | TOMKOLODZIEJ@CHARTER.NET    | 12/5/2014  | 12/4/2113  | Chairperson                 | D |
| School Energy and Building Efficiency Building Committee | Kortmann, Mary S         | (860)<br>742 -<br>0272 | mkortmann@coventryct.org    | 8/14/2014  | 8/13/2113  | Vice Chair                  | D |
| School Energy and Building Efficiency Building Committee | Trudon, Cheryl           | (860)<br>214 -<br>1054 | CTRUDONCON@GMAIL.COM        | 6/1/2015   | 5/31/2114  | Member                      | D |
| School Readiness Council                                 | Lewis, Joan              | (860)<br>742 -<br>3231 | joan-lewis@charter.net      | 4/6/2005   | 4/4/2104   | Chairperson                 | D |
| Senior Center Coordinator                                | Concatelli, Carrie       | (860)<br>742 -<br>3525 | cconcatelli@coventryct.org  | 11/17/2014 | 11/16/2113 | Coordinator                 |   |
| Sewer Treatment Plant Operator                           | Ruef, Michael            | (860)<br>742 -<br>4069 | mruef@coventryct.org        | 8/18/2008  | 8/17/2107  | Operator                    |   |
| Special Constable  | Chipman, III, John H     | (860)<br>742 -<br>4074 | jchipman@coventryct.org     | 3/17/2014  | 3/16/2016  | Special Constable           |   |
| Special Constable  | Meikle, Norm             | (860)<br>742 -<br>7331 | nmeikle@coventryct.org      | 7/6/2015   | 7/5/2017   | Special Constable           |   |
| Superintendent of Schools                                | Petrone, David           | (860)<br>742 -<br>7317 | dpetrone@coventryct.org     | 1/3/2012   | 1/2/2111   | Administrator               |   |
| Tax Collector  | Cabral, Ida B            | (860)<br>742 -<br>4066 | icabral@coventryct.org      | 4/12/2016  | 1/2/2111   | Tax Collector               |   |
| Tax Collector  | Greenbacker, Linda L     | (860)<br>742 -<br>4066 | lgreenbacker@coventryct.org | 6/18/2002  | 6/17/2101  | Tax Collector               |   |
| Tax Collector  | Zahner, Carrie           | (860)<br>742 -<br>4066 | czahner@coventryct.org      | 9/24/2012  | 9/23/2111  | Ass't. Collector of Revenue |   |
| Tolland County Mutual Aid Fire Services Inc.             | Waite, Noel              | (860)<br>742 -<br>4064 | nwaite@coventryct.org       | 1/1/2000   | 12/31/2098 | Representative              |   |
| Tolland-Mansfield Probate Court                          | Gardner-Riordan, Barbara | (860)<br>871 -<br>3640 | BG@bgardnerlaw.com          | 1/1/2015   | 1/6/2018   | Probate Judge               | D |
| Town Attorney  | Forsyth, Duncan          | (860)<br>522 -<br>6103 |                             | 5/4/2009   | 5/3/2108   | Attorney                    |   |
| Town Clerk/Registrar of Vital Statistics                 | Tollmann, Lori           | (860)<br>742 -<br>7966 | ltollmann@coventryct.org    | 12/1/2014  | 11/30/2113 | Town Clerk                  |   |

|  |                         |                  |                              |           |           |                  |   |
|--|-------------------------|------------------|------------------------------|-----------|-----------|------------------|---|
| Town Committee Chairman and Nominating Committee | Blanchard, Julie A      | (860) 742 - 1082 | jblanchard@coventryct.org    | 6/10/2015 | 6/9/2114  | Secretary        | R |
| Town Committee Chairman and Nominating Committee | Bonney, Joyce C         | (860) 742 - 0332 |                              | 3/13/2014 | 3/12/2113 | Deputy Treasurer | R |
| Town Committee Chairman and Nominating Committee | Chipkin, Robert         | (860) 498 - 1024 | rchipkin@comcast.net         | 3/13/2014 | 3/12/2113 | Treasurer        | R |
| Town Committee Chairman and Nominating Committee | Conti, Antonia C        | (860) 742 - 5026 | toniconti948@yahoo.com       | 3/13/2012 | 3/12/2111 | Secretary        | D |
| Town Committee Chairman and Nominating Committee | Grady, Dorothy M        | (860) 742 - 0449 | dmgrady@aol.com              | 3/13/2012 | 3/12/2111 | Chairperson      | D |
| Town Committee Chairman and Nominating Committee | Jatkowski, Paul F       | (860) 742 - 7801 | skyking10@charter.net        | 3/13/2012 | 3/12/2111 | Ass't Treasurer  | D |
| Town Committee Chairman and Nominating Committee | Milkovic, Marty         | (860) 742 - 8478 | marty@milkovic.org           | 3/13/2012 | 3/12/2111 | Vice Chair       | D |
| Town Committee Chairman and Nominating Committee | O'Brien, Matthew        | (860) 803 - 9319 | MOBRIEN@COVENTRYCT.ORG       | 6/10/2015 | 6/9/2114  | Vice Chair       | R |
| Town Committee Chairman and Nominating Committee | Pope, Thomas V          | (860) 989 - 8344 | tpope@coventryct.org         | 6/10/2015 | 6/9/2114  | Chairperson      | R |
| Town Committee Chairman and Nominating Committee | Wolf, Thomas P          | (860) 742 - 2256 | twoolfcvct@charter.net       | 2/11/2016 | 2/10/2115 | Treasurer        | D |
| Town Committee Chairman and Nominating Committee | Zenko, William J        | (860) 742 - 9754 | ryanzenko@aol.com            | 2/11/2016 | 2/10/2115 | Member           | D |
| Town Council                                     | Blanchard, Julie A      | (860) 742 - 1082 | jblanchard@coventryct.org    | 11/4/2015 | 11/3/2017 | Chairperson      | R |
| Town Council                                     | Brodersen, Andy         | (860) 875 - 1730 | abrodersen@coventryct.org    | 11/4/2015 | 11/3/2017 | Member           | R |
| Town Council                                     | O'Brien, Matthew        | (860) 803 - 9319 | MOBRIEN@COVENTRYCT.ORG       | 11/4/2015 | 11/3/2017 | Vice Chair       | R |
| Town Council                                     | Pietrantonio, Hannah G  | (860) 742 - 0063 | hpietrantonio@coventryct.org | 11/4/2015 | 11/3/2017 | Member           | D |
| Town Council                                     | Pope, Thomas V          | (860) 989 - 8344 | tpope@coventryct.org         | 11/4/2015 | 11/3/2017 | Member           | R |
| Town Council                                     | Thomas, Lisa D          | (860) 742 - 9908 | lthomas@coventryct.org       | 11/4/2015 | 11/3/2017 | Member           | D |
| Town Council                                     | Williams, Jr, Richard L | (860) 742 - 1739 | rwilliams@coventryct.org     | 11/4/2015 | 11/3/2017 | Secretary        | R |
| Town Council Finance Committee                   | Brodersen, Andy         | (860) 875 - 1730 | abrodersen@coventryct.org    | 11/4/2015 | 11/3/2017 | Member           | R |
| Town Council Finance                             | O'Brien,                | (860)            |                              |           |           |                  |   |

|   |                              |                  |   |           |           |               |   |
|---|------------------------------|------------------|---|-----------|-----------|---------------|---|
| Committee                               | Matthew                      | 803 - 9319       | MOBRIEN@COVENTRYCT.ORG                            | 11/4/2015 | 11/3/2017 | Chairperson   | R |
| Town Council Finance Committee          | Pietrantonio, Hannah G       | (860) 742 - 0063 | hpietrantonio@coventryct.org                      | 11/4/2015 | 11/3/2017 | Member        | D |
| Town Council Steering/Liaison Committee | Pope, Thomas V               | (860) 989 - 8344 | tpope@coventryct.org                              | 11/4/2015 | 11/3/2017 | Chairperson   | R |
| Town Council Steering/Liaison Committee | Thomas, Lisa D               | (860) 742 - 9908 | lthomas@coventryct.org                            | 11/4/2015 | 11/3/2017 | Member        | D |
| Town Council Steering/Liaison Committee | Williams, Jr, Richard L      | (860) 742 - 1739 | rwilliams@coventryct.org                          | 11/4/2015 | 11/3/2017 | Member        | R |
| Town Engineer                           | Penney, Todd                 | (860) 742 - 4062 |   | 10/9/2007 | 10/8/2106 | Town Engineer |   |
| Town Manager                            | Elsesser, John A             | (860) 742 - 6324 | jelsesser@coventryct.org                          | 5/6/1988  | 5/5/2087  | Town Manager  |   |
| Traffic Authority                       | Elsesser, John A             | (860) 742 - 6324 | jelsesser@coventryct.org                          | 2/11/2016 | 2/10/2114 | Member        |   |
| Traffic Authority                       | Kiefer, Mark                 | (860) 742 - 6588 | mkiefer@coventryct.org                            | 2/11/2016 | 2/10/2115 | Member        |   |
| Traffic Authority                       | Palmer, Mark A               | (860) 742 - 7331 | mpalmer@coventryct.org                            | 2/11/2016 | 2/10/2115 | Member        |   |
| Treasurer                               | Bauer, Elizabeth             | (860) 742 - 3528 | BBAUER@COVENTRYCT.ORG                             | 9/29/2003 | 9/28/2102 | Treasurer     |   |
| Tree Warden                             | Kiefer, Mark                 | (860) 742 - 6588 | mkiefer@coventryct.org                            | 12/8/2014 | 12/7/2113 | Tree Warden   |   |
| United States Senators                  | Blumenthal, Richard          | (860) 258 - 6940 |   | 1/5/2011  | 1/3/2017  | Senator       | D |
| United States Senators                  | Murphy, Christopher S        | (202) 225 - 4476 |   | 1/4/2013  | 1/3/2019  | Senator       | D |
| Veterans Memorial Committee             | Lowe, Jr, Leroy Amos         | (860) 742 - 6460 | leroylowe1@gmail.com                              | 2/1/2016  | 1/1/2018  | Member        | D |
| Veterans Memorial Committee             | Ohlund, Eric J               | (860) 742 - 7969 | ohlundej@mansfieldct.org or kiasobeak@charter.net | 1/2/2016  | 1/1/2018  | Chairperson   | R |
| Veterans Memorial Committee             | Sanborn, Jr, Richard C       | (860) 742 - 7615 |   | 1/2/2016  | 1/1/2018  | Treasurer     | U |
| Veterans Memorial Committee             | Sanborn-Ledoyt, Donna Louise | (860) 742 - 7565 |   | 1/2/2016  | 1/1/2018  | Member        | R |
| Visiting Nurses Board of Directors      | Bobbitt, Annie               | (860) 742 - 7458 | abobbitt7458@charter.net                          | 3/7/2011  | 3/6/2110  | Liaison       | D |
| VNA East                                | Ohlund, Ill,                 | (860) 742 -      |   | 2/11/2016 | 2/10/2115 | Co-Pres       | R |

|                                   |                            |                        |                             |            |            |             |   |
|-----------------------------------|----------------------------|------------------------|-----------------------------|------------|------------|-------------|---|
|                                   | John A                     | 7819                   |                             |            |            |             |   |
| VNA East                          | Roach, Marjorie            | (860)<br>742 -<br>8549 | roachmarj@aol.com           | 2/11/2016  | 2/10/2115  | Co-Pres     | D |
| Water Pollution Control Authority | Brand, Richard W           | (860)<br>742 -<br>6532 | sailcat18@yahoo.com         | 12/7/2015  | 11/7/2017  | Vice Chair  | U |
| Water Pollution Control Authority | Jamaitus, Susan E          | (860)<br>742 -<br>6195 | suezeeque@earthlink.net     | 11/8/2014  | 11/7/2016  | Member      | U |
| Water Pollution Control Authority | Murphy, Daniel R           | (860)<br>742 -<br>5885 | murphydr@cdmsmith.com       | 11/8/2014  | 11/7/2016  | Member      | D |
| Water Pollution Control Authority | Twerdy, Matthew J          | (860)<br>742 -<br>6479 | mtwerdy@charter.net         | 12/7/2015  | 11/7/2017  | Chairperson | D |
| Water Pollution Control Authority | Wilmot, Lyndon             | (860)<br>742 -<br>1419 | blueberryhill01@charter.net | 11/8/2014  | 11/7/2016  | Member      | R |
| Water System Advisory Committee   | Hall, Arthur               | (860)<br>742 -<br>7454 |                             | 8/4/2014   | 12/31/2098 | Chairperson |   |
| Wetlands Agent                    | Penney, Todd               | (860)<br>742 -<br>4062 |                             | 10/19/2007 | 10/18/2106 | Agent       |   |
| Windham Regional Transit District | Roach, Marjorie            | (860)<br>742 -<br>8549 | roachmarj@aol.com           | 4/4/2011   | 4/3/2110   | Member      | D |
| WPCA Technician                   | Ruef, Michael              | (860)<br>742 -<br>4069 | mruef@coventryct.org        | 8/18/2008  | 8/17/2107  | Technician  |   |
| Youth Advisory Board              | Bishop, Phyllis Cohen      | (860)<br>508 -<br>8137 |                             | 1/1/2000   | 12/31/2098 | Member      |   |
| Youth Advisory Board              | Bobbitt, Annie             | (860)<br>742 -<br>7458 | abobbitt7458@charter.net    | 1/1/2000   | 12/31/2098 | Member      | D |
| Youth Advisory Board              | Burr, Judy                 | (860)<br>742 -<br>7346 |                             | 1/1/2000   | 12/31/2098 | Member      |   |
| Youth Advisory Board              | Cannon, Bill               | (860)<br>428 -<br>4931 | billdcannon@gmail.com       | 1/1/2000   | 12/31/2098 | Member      | D |
| Youth Advisory Board              | Carpenter, Terrie D        | (860)<br>742 -<br>8611 | COMMUNITY MEMBER            | 1/1/2000   | 12/31/2098 | Chairperson | R |
| Youth Advisory Board              | Deveau, Vicki              | (860)<br>742 -<br>7341 |                             | 1/1/2000   | 12/31/2098 | Member      |   |
| Youth Advisory Board              | Elsesser, John A           | (860)<br>742 -<br>6324 | jelsesser@coventryct.org    | 1/1/2000   | 12/31/2098 | Member      |   |
| Youth Advisory Board              | Genca, Maria L             | (860)<br>742 -<br>6239 |                             | 1/1/2000   | 12/31/2098 | Member      | U |
| Youth Advisory Board              | Houlberg, Jr, Arthur James | (860)<br>319 -<br>9427 | whitee25@yahoo.com          | 1/1/2000   | 12/31/2098 | Member      | R |

|                              |                         |                  |                          |           |            |               |   |
|------------------------------|-------------------------|------------------|--------------------------|-----------|------------|---------------|---|
| Youth Advisory Board         | King, Shannon Elizabeth | (860) 331 - 0712 | SHANNONKING@MY.CCSU.EDU  | 1/1/2000  | 12/31/2098 | Member        | D |
| Youth Advisory Board         | Lajeunesse, Florence    | (860) 742 - 9991 | flo62955@charter.net     | 1/1/2000  | 12/31/2098 | Member        |   |
| Youth Advisory Board         | Lapierre, Roger J       | (860) 742 - 6086 |                          | 1/1/2000  | 12/31/2098 | Member        | D |
| Youth Advisory Board         | MacKintosh, Heather     | (860) 742 - 7346 |                          | 1/1/2000  | 12/31/2098 | Member        |   |
| Youth Advisory Board         | McDonagh, Michael       | (860) 742 - 7331 | mmcdonagh@coventryct.org | 1/1/2000  | 12/31/2098 | Member        |   |
| Youth Advisory Board         | Molleur, Ginny          | (860) 930 - 2512 |                          | 1/1/2000  | 12/31/2098 | Member        |   |
| Youth Advisory Board         | Morawitz, Crystal       | (860) 742 - 5324 |                          | 1/1/2000  | 12/31/2098 | Member        |   |
| Youth Advisory Board         | Obomalayat, Lynn        | (860) 742 - 7346 |                          | 1/1/2000  | 12/31/2098 | Member        |   |
| Youth Advisory Board         | Petrone, David          | (860) 742 - 7317 | dpetrone@coventryct.org  | 1/1/2000  | 12/31/2098 | Member        |   |
| Youth Services Administrator | Morawitz, Crystal       | (860) 742 - 5324 |                          | 3/1/2008  | 2/28/2107  | Administrator |   |
| Zoning Board of Appeals      | Chicoine, Raymond D     | (860) 742 - 3051 | rdchicoine@sbcglobal.net | 11/4/2015 | 11/3/2017  | Secretary     | R |
| Zoning Board of Appeals      | Chipkin, Carol          | (860) 498 - 1024 | CCHIPKIN@COMCAST.NET     | 11/4/2015 | 11/3/2017  | Member        | R |
| Zoning Board of Appeals      | Riordan, William J      | (860) 742 - 1427 | wjriordan@snet.net       | 11/4/2015 | 11/3/2017  | Member        | D |
| Zoning Board of Appeals      | Twerdy, Claire          | (860) 742 - 8949 | JUDGECCCT@AOL.COM        | 11/4/2015 | 11/3/2017  | Member        | D |
| Zoning Board of Appeals Alt. | Bonney, William R       | (860) 742 - 0332 | WRBONNEY@GMAIL.COM       | 11/4/2015 | 11/3/2017  | Member        | R |
| Zoning Board of Appeals Alt. | Curtiss, Stephen P      | (860) 742 - 0104 | spcurtiss@gmail.com      | 11/4/2015 | 11/3/2017  | Member        | D |
| Zoning Board of Appeals Alt. | Pollinger, Suzanne E    | (860) 808 - 9974 | SUEZQ03@HOTMAIL.COM      | 11/4/2015 | 11/3/2017  | Member        | R |
| Zoning Enforcement Officer   | Perrone, Mason          | (860) 742 - 4062 |                          | 11/2/2015 | 11/1/2114  | Officer       |   |



# Town of Coventry Vacancy Report for All Boards



| Board Name  | Position Name    | Last Member     | Start Date | End Date   |
|---|------------------|-----------------|------------|------------|
| Ad-Hoc Farmers' Market Operating Committee          | Seat 4           |                 | 12/28/2015 | 12/27/2018 |
| Ad-Hoc Town Protected Spaces Stewardship            | Seat 4           |                 | 6/1/2015   | 5/31/2018  |
| Ad-Hoc Town Protected Spaces Stewardship            | Seat 5           |                 | 6/1/2015   | 5/31/2018  |
| Building Code Board of Appeals                      | Seat 5           | Motycka, John N | 6/2/2011   | 6/1/2016   |
| Cable Television Advisory Committee                 | Seat 1           |                 | 11/6/2016  | 11/5/2018  |
| Cable Television Advisory Committee                 | Seat 2           |                 | 3/2/2016   | 3/1/2018   |
| Cable Television Advisory Committee                 | Seat 3           |                 | 3/2/2016   | 3/1/2018   |
| Conservation Commission                             | Seat 1           |                 | 1/2/2014   | 1/1/2018   |
| Coventry HS Walls Code Compliance Bulding Committee | Chairperson      |                 | 4/4/2016   | 4/3/2115   |
| Coventry HS Walls Code Compliance Bulding Committee | Seat 2           |                 | 4/4/2016   | 4/3/2115   |
| Coventry HS Walls Code Compliance Bulding Committee | Secretary        |                 | 4/4/2016   | 4/3/2115   |
| Coventry HS Walls Code Compliance Bulding Committee | Vice Chairperson |                 | 4/4/2016   | 4/3/2115   |
| CoventryVision                                      | Seat 1           |                 | 5/4/2016   | 5/3/2019   |
| CoventryVision                                      | Seat 2           |                 | 5/4/2016   | 5/3/2019   |
| CoventryVision                                      | Seat 5           | Plant, Robert A | 5/4/2013   | 5/3/2016   |

|  |           |                       |           |            |
|--|-----------|-----------------------|-----------|------------|
| Energy Conservation/Alternative Energy Advisory Committee    | Seat 4    | Mullen, Matthew E     | 3/2/2014  | 3/1/2017   |
| Hud Housing Rehab/Fair Housing Commission                    | Seat 5    |                       | 1/1/2016  | 12/31/2017 |
| Inland Wetlands Agency Alternate                             | Seat 1    | Burokas, Michael John | 9/16/2013 | 9/15/2016  |
| Insurance Advisory   | Seat 3    | Chipkin, Robert       | 7/2/2014  | 7/1/2016   |
| Insurance Advisory   | Seat 4    | Forte, David E        | 7/2/2015  | 7/1/2017   |
| Insurance Advisory   | Seat 5    |                       | 7/2/2015  | 7/1/2017   |
| Municipal Historian  | Seat 1    |                       | 6/20/2016 | 6/19/2020  |
| Parks and Recreation Commission Alternates                   | Seat 2    |                       | 1/2/2015  | 1/1/2017   |
| Personnel Appeals Board                                      | Seat 1    |                       | 1/2/2015  | 1/1/2018   |
| Personnel Appeals Board                                      | Seat 6    |                       | 1/2/2014  | 1/1/2017   |
| Personnel Appeals Board                                      | Seat 7    |                       | 1/2/2014  | 1/1/2017   |
| Planning and Zoning Alternate                                | Seat 3    |                       | 11/2/2013 | 11/1/2016  |
| School Energy and Building Efficiency Building Committee     | Secretary | Mullen, Matthew E     | 8/4/2014  | 8/3/2113   |
| School Energy and Building Efficiency Building Committee Alt | Seat 1    |                       | 5/5/2014  | 5/4/2113   |
| Special Constable  | Seat 1    |                       | 3/17/2014 | 3/16/2016  |
| Veterans Memorial Committee                                  | Seat 5    |                       | 1/2/2016  | 1/1/2018   |
| Veterans Memorial Committee                                  | Seat 6    |                       | 1/2/2016  | 1/1/2018   |
| Veterans Memorial Committee                                  | Seat 7    |                       | 1/2/2016  | 1/1/2018   |
| Zoning Board of Appeals                                      | Seat 4    | Watson, Jo Ann        | 11/4/2015 | 11/3/2017  |



STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION

Appointed



Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: \_\_\_\_\_

First Name: **John N. Motycka**

Address: **104 Folly Lane, Coventry, CT 06238**

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email address: \_\_\_\_\_

Board or Commission name: **Building Code Board of Appeals**

Current members please indicate:

\_\_\_\_\_ I wish to be reappointed



I do not wish to be reappointed

Prospective members, please answer the following questions.

Where did you hear of this opening?

Channel 191    Website    Word of mouth    Town e-blast    Recruited by  
Committee Member or Town Council    Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? \_\_\_\_\_

Are you a registered voter of Coventry? (Must be a resident elector to serve)

Yes    No

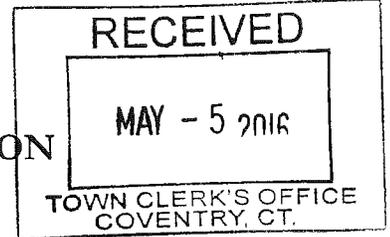
What is your political party affiliation?    Democratic    Republican    Unaffiliated

Other (specify): \_\_\_\_\_

Appointed



STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION



Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 3 May 2016

First Name: **Robert A. Plant**

Address: **508 Geraldine Dr., Coventry, CT 06238**

Telephone (Day) (860) 742-8341 (Evening) \_\_\_\_\_

Email address: \_\_\_\_\_

Board or Commission name: **CoventryVision Committee**

Current members please indicate:

\_\_\_\_\_ I wish to be reappointed

I do not wish to be reappointed  
**DUE TO HEALTH REASONS**

Prospective members, please answer the following questions.

Where did you hear of this opening?

Channel 191    Website    Word of mouth    Town e-blast    Recruited by  
Committee Member or Town Council    Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? \_\_\_\_\_

Are you a registered voter of Coventry? (Must be a resident elector to serve)

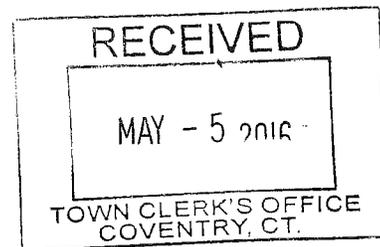
Yes    No

What is your political party affiliation?    Democratic    Republican    Unaffiliated

Other (specify): \_\_\_\_\_

**Matthew E. Mullen, P.E.**

114 Zeya Drive  
Coventry, CT 06238  
860-742-1221  
memullen@charter.net



May 3, 2016

Ms. Lori Tollmann  
Town Clerk, Town of Coventry, CT  
1712 Main Street  
Coventry, CT 06238

Subject: Resignation from Committees

Ms. Tollmann,

It is with regret that I hereby resign effective immediately from both the Energy Conservation/Alternative Energy Advisory Committee and School Building and Energy Efficiency Building Committee as I will no longer be a resident of the town as of May 6, 2016. I have enjoyed my volunteer experience and hope my service has been beneficial to the Town.

If you have any questions regarding the above, please contact me immediately through my cell phone at 860-573-5910. Thank you.

Very Truly Yours,

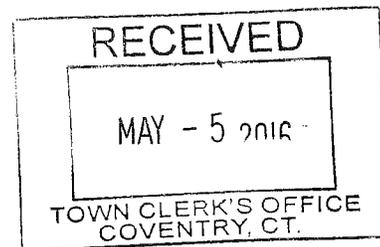
A handwritten signature in black ink that reads "Matthew Mullen". The signature is fluid and cursive, with a long horizontal line extending to the right.

Matthew Mullen

CC: John Elsesser – Town Manager  
Jenn Reilly – Chair, Energy Conservation/Alternative Energy Advisory Committee  
Tom Kolodziej – Chair, Energy Efficiency Building Committee

**Matthew E. Mullen, P.E.**

114 Zeya Drive  
Coventry, CT 06238  
860-742-1221  
memullen@charter.net



May 3, 2016

Ms. Lori Tollmann  
Town Clerk, Town of Coventry, CT  
1712 Main Street  
Coventry, CT 06238

Subject: Resignation from Committees

Ms. Tollmann,

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Very Truly Yours,

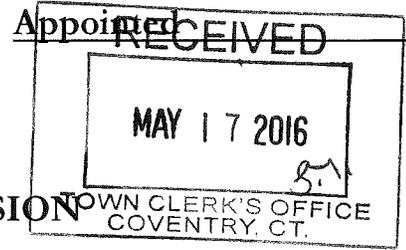
A handwritten signature in black ink that reads "Matthew Mullen". The signature is fluid and cursive, with a long horizontal line extending to the right.

Matthew Mullen

CC: John Elsesser – Town Manager  
Jenn Reilly – Chair, Energy Conservation/Alternative Energy Advisory Committee  
Tom Kolodziej – Chair, Energy Efficiency Building Committee



STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION



Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 5/17/16  
First Name: John Eldeste Last Name: \_\_\_\_\_  
Address: 533 Silver St  
Telephone (Day) 860 742-6324 (Evening) 860 742-7025  
Email address: JEldeste@coventryct.org  
Board or Commission name: E H H District

Current members please indicate:

I wish to be reappointed       I do not wish to be reappointed

Prospective members, please answer the following questions.

Where did you hear of this opening?

Channel 191    Website    Word of mouth    Town e-blast    Recruited by Committee Member or Town Council    Other: (specify) letter on town web

How long have you lived in Coventry? 28 years

Are you a registered voter of Coventry? (Must be a resident elector to serve)

Yes    No

What is your political party affiliation?    Democratic    Republican    Unaffiliated

Other (specify): \_\_\_\_\_

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

Continue great work at district

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

currently vice chairman of Health District

**Conflict of Interest Statement**

In order to promote impartiality of decisions and fairness in the treatment of those having business with the Town of Coventry through its Boards and Commissions, any conflict of interest must be eliminated. Members of any Board or Commission having direct or indirect financial or personal interest in any contract, transaction or decision of that board to commission, or any officer or agent of the Town of Coventry, shall disclose that interest to said Board or Commission and disqualify themselves from any awarding, assignment or discussion of any contract, transaction, or decision regarding their personal interests.

By signing below, I certify that the information I have provided on this form is true and accurate to the best of my knowledge, that I desire appointment to a Board or Commission in Coventry, that I am willing to adhere to the conflict of interest policy stated above, and that I will abide by Council policies for volunteers as detailed in the Volunteer Handbook.

Date: 5/17/16 Signature: [Handwritten Signature]

**TOWN COMMITTEE ENDORSEMENT:** (optional)

The \_\_\_\_\_  
recommends \_\_\_\_\_  
for (re)appointment to \_\_\_\_\_  
Official \_\_\_\_\_ Office \_\_\_\_\_



# Town of Coventry

---

1712 Main Street • Coventry, CT 06238 • Fax (860) 742-8911

Office of the Town Clerk  
860-742-7966

April 28, 2016

John A. Elsesser  
1712 Main St.  
Coventry, CT 06238

Dear Mr. Elsesser,

Our records indicate that your term as a member of the **Health District - Eastern Highlands will be expiring on June 7, 2016.**

If you are interested in reappointment, please complete the enclosed 'Statement of Interest' form, sign and return to my attention prior to your term expiration. At reappointment the new **3 year term** will be **June 7, 2019.**

*Alternatively, if you are not interested in reappointment, please so indicate, sign and return this form to my attention at the address below. Upon receipt, a vacancy shall be created for which a suitable candidate may be selected.*

Yours truly,

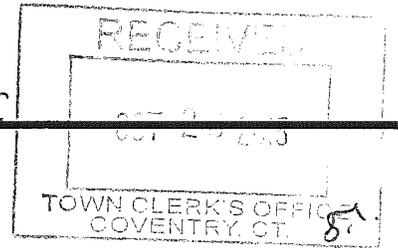
Lori Tollmann  
Town Clerk of Coventry

SECTION 5-2 OF THE COVENTRY TOWN CHARTER - TERMS OF OFFICE: All such appointees shall take office on the day they are appointed and qualified, shall serve such terms as are herein specified and until their respective successors have been appointed and qualified.

Enclosure: "Statement of Interest Application"

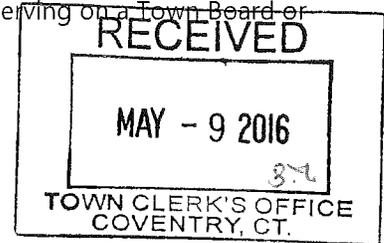


~~To fill vacancy of Eddy term to expire  
(and Applicant for position) 6/1/2019~~  
**Lori Tollmann To fill Motycka vacancy term to expire**



**From:** noreply@civicplus.com  
**Sent:** Sunday, October 25, 2015 9:47 AM  
**To:** Lori Tollmann; Laura Stone  
**Subject:** Online Form Submittal: Statement of Interest In Serving on a Town Board or Commission

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged



## Statement of Interest In Serving on a Town Board or Commission

### STATEMENT OF INTEREST IN SERVING ON A TOWN BOARD OR COMMISSION

Date 10/24/2015

*Use this form to apply online to serve on a Town Board or Commission. This helps the Town Council get to know those being considered for appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.*

First Name Kathy  
Last Name Fournier  
Address 312 Hannah Lane  
City Coventry  
State Ct  
Zip 06289  
Telephone (Day): 860-628-1184  
Telephone (Evening): 860-628-1184  
Email address: [kfhouseplans@aol.com](mailto:kfhouseplans@aol.com)  
Board or Commission name: Building Code Board of Appeals  
Current members please indicate: *Field not completed.*  
Where did you hear of Other:

this opening?

If other please specify      Town News

Prospective members:  
how long have you lived  
in Coventry?      5 years

Are you a registered voter  
in Coventry?      Yes

What is your party  
affiliation?      Other (see next column)

Other party (please  
specify)      Independent

Briefly explain why you  
are interested in serving  
on this Board or  
Commission and what  
you would like to  
accomplish.      After living in Coventry for 5 years, I am interested in starting to get involved in the community. I feel that the Building Code Board of Appeals is an ideal way to begin, given my job experience. With more than 26 years experience in the area of designing and drafting homes in the State of Connecticut and dealing with the most up to date building codes on a daily basis, I have a good working knowledge of code interpretation and can make a positive contribution to the Board.

Please provide a brief resume of your education and employment experience:

College or University:      Porter and Chester Institute - Trade School

Degree:      Certificate (2 year program)

Major:      Architectural & Civil Design & Drafting

Employment:      Presently- Owner/Designer Architectural Design and Drafting Services, LLC, 133 Main St. , Southington, CT. 06489 Phone: 860-620-9597

Duties:      Design and draft residential homes, condominiums, and additions to homes for approval thru local building departments for permitting. Assuring that all National, State, and local building codes are met, I work closely with both home owners and builders to develop their plans.

Employment:      Past Employment- Harry E. Cole and Son (Civil Engineering and Surveying) South Main Street, Plantsville, Ct. 06479

Duties:      Drafting site plans, plot plans and subdivision plans. Giving me a good working knowledge of septic systems and plotting field locations, and reading topographic mapping. This was a

valuable learning experience and a resource with whom I consult regularly giving me an up to date working knowledge of this field as well.

Employment: *Field not completed.*

Duties: *Field not completed.*

Upload resume, if desired. *Field not completed.*

Please outline other experience which would be helpful to the Board or Commission to which you are applying: *Field not completed.*

**Conflict of Interest Statement:**

*In order to promote impartiality of decisions and fairness in the treatment of those having business with the Town of Coventry through its Boards and Commissions, any conflict of interest must be eliminated. Members of any Board or Commission having direct or indirect financial or personal interest in any contract, transaction or decision of that Board or Commission, or any officer or agent of the Town of Coventry, shall disclose that interest to said Board or Commission and disqualify themselves from any awarding, assignment or discussion of any contract, transaction, or decision regarding their personal interests.*

Electronic verification of Conflict of Interest Statement:

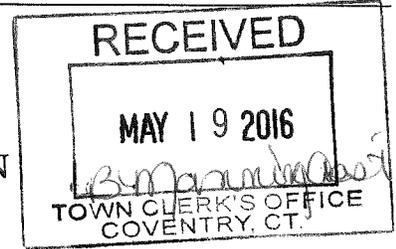
By checking this box, I am indicating my desire for an appointment to a Board or Commission in Coventry and declare my willingness to adhere to the conflict of interest policy stated above.

Email not displaying correctly? [View it in your browser.](#)

Appointed



STATEMENT OF INTEREST  
IN SERVING ON A  
TOWN BOARD OR COMMISSION



Use this form to apply online to serve on a Town Board of Commission. This helps the Town Council get to know those being considered for an appointment. Candidates are reviewed at the monthly meeting of the Town Council Steering Committee and recommended for appointment at the following full Town Council meeting.

Date: 4/25/2016

First Name: Danielle Last Name: Kloster

Address: PO Box 235 947 Pucker St. Coventry, CT 06238

Telephone (Day) 845 661 2316 (Evening) Same

Email address: danielle.kloster@uconn.edu

Board or Commission name: School Building Energy Efficiency

**Current members please indicate:**

I wish to be reappointed  I do not wish to be reappointed

**Prospective members, please answer the following questions.**

Where did you hear of this opening?

Channel 191  Website  Word of mouth  Town e-blast  Recruited by  
Committee Member or Town Council  Other: (specify) \_\_\_\_\_

How long have you lived in Coventry? 2 years

Are you a registered voter of Coventry? (Must be a resident elector to serve)

Yes  No

What is your political party affiliation?  Democratic  Republican  Unaffiliated

Other (specify): \_\_\_\_\_

Briefly explain why you are interested in serving on this Board or Commission and what you would like to accomplish.

I would like to serve as a representative from the Alternative Energy & Energy Conservation Committee to the Building Committee, to allow for communication between the two committees.

Please outline other relevant education or experience which would be helpful to the Board or Commission you are requesting:

- I have been on the Alternative Energy Committee for one year.
- I have a Master's degree in Environmental Science with a focus on biomass/wood energy and I am currently getting a PhD in Natural Resources at UConn.

**Conflict of Interest Statement**

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By signing below, I certify that the information I have provided on this form is true and accurate to the best of my knowledge, that I desire appointment to a Board or Commission in Coventry, that I am willing to adhere to the conflict of interest policy stated above, and that I will abide by Council policies for volunteers as detailed in the Volunteer Handbook.

Date: 4/25/2016 Signature: Danielle P. Koster

**TOWN COMMITTEE ENDORSEMENT:** (optional)

The \_\_\_\_\_  
recommends \_\_\_\_\_  
for (re)appointment to \_\_\_\_\_  
Official \_\_\_\_\_ Office \_\_\_\_\_

MEMORANDUM FROM THE LAW OFFICES OF  
HALLORAN & SAGE LLP  
225 Asylum Street  
Hartford Connecticut 06103

|       |  |
|-------|--|
| TO:   | John A. Elsesser                                       |
| FROM: | Duncan J. Forsyth<br>Richard P. Roberts                |
| DATE: | May 18, 2016   |
| RE:   | Avery Shores Road Conveyance<br>Our File No.: 17996.74 |

You have asked for our guidance regarding the possible conveyance of a portion of Avery Shores Road to the Town of Coventry. As we understand it, the Gerald Park Association (“Association”) owns the bulk of the right of way and has proposed providing the Town with a quitclaim deed for the current road surface along with a five foot highway maintenance easement on either side of the roadway. It would also obtain easements from persons who own property adjacent to the roadway, some of whom have been conveyed an interest in the right of way by the Association over the years. We have compared this proposal to the current Town Council Policy – Special Requirements for Acceptance of Lake Association Road (Rev. April 26, 2016) (“Policy”) We have also reviewed the Right of Way Survey and Road-Way Survey, prepared by Filip Associates, dated February 8, 2013 (“Survey”) and offer the following comments:

1. Section 4.0 of the Policy states that a right of way shall be conveyed to the Town with warranty covenants. The entire right of way shown on the Survey appears to be fifty feet in width (+/-) with larger widths at either end. The proposal by the Association falls far short of the requirements of the Policy. Additionally, a review of the Survey shows that the Association would never be capable of meeting the requirement of the Policy since it has conveyed certain property rights to many of the property owners who abut the paved roadway via quit-claim deeds over the past decade.

2. The Town Council could consider accepting a quit-claim deed from the Association for the entire right of way. We have reviewed various quit-claim deeds from the Association to eighteen abutting property owners and note that in each of these deeds the Association reserved to itself “the right to enter the property for road maintenance and improvement and drainage maintenance and improvement.” A quit-claim deed for the entire right of way would provide the Town with the right to utilize those conveyed properties for purpose of road and drainage maintenance and improvement.

3. The Association has proposed to only convey the paved portion of the roadway along with a five foot easement on either side of the paved road. We have

been advised that the paved portion of the road varies between 17-22 feet and meanders through the 50 foot right of way. We agree with the Town Engineer that the Association's proposal to merely convey the paved portion of the road and a single five foot easement on either side of the paved surface is both impractical and insufficient to meet the Town's needs and obligations should this become a public road.

4. You have advised us that the Town has undertaken the burden of plowing Avery Shores Road even though it has no obligation to do so. Since there is no ingress or egress to any major thoroughfare on either end of Avery Shores Road, and there is no public street that requires traversing Avery Shores Road in order to be reached, we are unable to justify any legal reason for the Town to undertake this burden. Rather, it is clear that the Association bears the burden of maintaining and plowing its private road and the Town has provided the Association with a great service over the past several years. Thus, we are puzzled by the Association's position in only offering a very limited conveyance in exchange for shifting all of the maintenance responsibilities on to the Town going forward.

We hope that you find the above analysis helpful. If you, or any member of the Town Council, have any questions, please do not hesitate to contact us.

**Laura Stone**

---

**Subject:** FW: Avery Shores Documents

---

**From:** John Elsesser  
**Sent:** Wednesday, May 04, 2016 10:08 AM  
**To:** Laura Stone  
**Subject:** Fwd: Avery Shores Documents

Print out for Avery shores street file

Sent from my iPhone  
Begin forwarded message:

**From:** Thomas Pope <[tpope@coventryct.org](mailto:tpope@coventryct.org)>  
**Date:** May 4, 2016 at 10:02:02 AM EDT  
**To:** Jerry Dallas <[jjdallasct@sbcglobal.net](mailto:jjdallasct@sbcglobal.net)>  
**Cc:** Julie Blanchard <[jblanchard@coventryct.org](mailto:jblanchard@coventryct.org)>, Lisa thomas <[lthomas@coventryct.org](mailto:lthomas@coventryct.org)>, Richard Williams Jr. <[rwilliamsjr@coventryct.org](mailto:rwilliamsjr@coventryct.org)>, Matthew OBrien <[MattOBrien@coventryct.org](mailto:MattOBrien@coventryct.org)>, Andy Brodersen <[abrodersen@coventryct.org](mailto:abrodersen@coventryct.org)>, Hannah HPietrantonioTC <[HPietrantonioTC@coventryct.org](mailto:HPietrantonioTC@coventryct.org)>, John Elsesser <[jelsesser@coventryct.org](mailto:jelsesser@coventryct.org)>, Mark Kiefer <[mkiefer@coventryct.org](mailto:mkiefer@coventryct.org)>, Todd Penney <[tpenney@coventryct.org](mailto:tpenney@coventryct.org)>  
**Subject:** RE: Avery Shores Documents

Thank you for your additional input. The Committee as you are aware is requesting additional legal opinion on the matters discussed at our joint meeting. We will have this issue on the next Committee meeting agenda. Your input appears to be a very specific final proposal that can be discussed by the Committee and excepted "as is" for recommendation to the entire Town Council or rejected by the Committee.

I can assure you the Committee will review your proposal with an open mind and full consideration, however I can not assure you of acceptance. If the Committee does not feel the proposal is acceptable the Committee may also recognize that your organization is not able, ready or willing to meet the conditions required to convey the road to the Town of Coventry.

Since we are all citizens of Coventry I would hope in the end we can all agree we must all do what is in the best interest for the entire Town. If that means recommending rejection of the road or acceptance of the road as a Town road we will all know what has been done will be for the overall good of the Town. Thank you for helping to bring this issue and request to a conclusion.

Tom Pope

---

**From:** Jerry Dallas [[jjdallasct@sbcglobal.net](mailto:jjdallasct@sbcglobal.net)]  
**Sent:** Tuesday, May 03, 2016 9:30 AM  
**To:** Thomas Pope  
**Cc:** Julie Blanchard; Lisa thomas; Richard Williams Jr.; Matthew OBrien; Andy Brodersen; Hannah HPietrantonioTC; John Elsesser; Mark Kiefer; Todd Penney  
**Subject:** Avery Shores Documents

Good Morning everyone,

The Secretary of the Gerald Park Association, Ben Emanuele, is having technical problems with his PC this morning, so he has asked me to send out the attached two documents concerning Gerald Park's desire to turn Avery Shores to the Town of Coventry.

Our road committee and our Board of Directors has reviewed both documents, and agree that they should be sent out to all on copy.

If you have any questions or concerns, please feel free to contact Ben Emanuele, Sam Norman, or me, Jerry Dallas.

On behalf of our entire Association, thank you all for your cooperation in this matter.

Jerry Dallas

May 2, 2016

Honorable Chair Thomas Pope  
Steering Committee of the Town Council  
Town of Coventry  
Coventry, CT 06238

Dear Honorable Chairperson Pope,

We would like to express our appreciation for the patience, concern, and attention afforded us by all members present at the Town Council Steering Committee meeting on Monday, April 25<sup>th</sup>.

Unfortunately, we do not find ourselves in a position to present an offer to turn over Avery Shores to the Town of Coventry with the condition that we grant an easement to the Town over the entire fifty foot right-of-way. Having spoken to several long-time residents of Avery Shores, we feel that there would be little, if any, support for granting an easement over the entire fifty foot right-of-way.

In prior discussions with the Town, we have understood that a five foot easement on either side of the road would suffice for road maintenance and snow removal purposes. For that reason we have presented the five foot easement concept at several Association meetings over the past few years, and the general response has been positive. Given that the Town has already accepted other formerly private road(s) with a five foot easement, we do not understand why the Town would want to insist on a fifty foot easement from us. Although we listened carefully to the Town Engineer's comment about an unrecratable geometry, an Engineer with whom we consulted verified that, given an accurate map, a five foot easement could be easily indicated on the map and subsequently located on the property; in the same way, the boundary of the pavement turned over to the Town could be as readily located should revisions to the margin of the road be made.

We are attaching a document which, in simple, straightforward terms, describes Gerald Park's offer to turn the road known as Avery Shores over to the Town.

We feel that the attached proposal is fair, achievable, and sufficient to allow the Town to maintain the road in the future, and continue to plow snow during the winter months in a manner equal to or better than they have been plowing for the last six to seven decades. This proposal also serves to protect the parking rights of #6 and #8 Avery Shores to continue to park as they have been doing for that same timeframe.

To expedite this matter, we are sending a copy of this letter, along with a copy of our proposal, to all the Town Council members and Town officials we know to be involved in this matter.

Sincerely,

John Petrovits, President, on behalf of The Gerald Park Association Board of Directors

Attachment: Gerald Park Association's Offer to turn Avery Shores  
Over to the Town of Coventry (revised 5/2/2016)

|     |                     |  |
|-----|---------------------|--|
| cc: | Julie Blanchard     | Chairperson, Town of Coventry Town Council |
|     | Matthew D. O'Brien  | Vice Chair, Town of Coventry Town Council  |
|     | Richard Williams    | Secretary, Town of Coventry Town Council   |
|     | Andy Brodersen      | Member, Town of Coventry Town Council      |
|     | Hannah Pietrantonio | Member, Town of Coventry Town Council      |
|     | Thomas Pope         | Member, Town of Coventry Town Council      |
|     | Lisa Thomas         | Member, Town of Coventry Town Council      |
|     | John Elsesser       | Town Manager, Town of Coventry             |
|     | Mark Kiefer         | Director of Public Works, Town of Coventry |
|     | Todd Penney         | Town Engineer, Town of Coventry            |

## Gerald Park Association's Offer to Turn Avery Shores Over to the Town of Coventry (revised 5/2/2016)

1. The Gerald Park Association will provide an easement to the Town of Coventry for highway maintenance purposes over, under, and through a five foot strip of land on either side of the paved surface of Avery Shores wherever the five foot strip of land falls within the fifty foot right of way.

*We would like to point out that wherever we cannot provide such an easement, we are able to provide an easement on the other side of the road.*

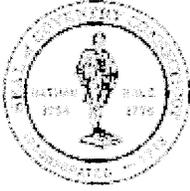
2. Jean Ries will grant a public road easement over and under the paved portion of the road which she owns, along with a five foot easement for highway maintenance purposes on the portion of that property adjacent to the paved road on the southern side of Avery Shores. The Gerald Park Association will grant Jean Ries an easement across and under Avery Shores in order to give her permanent access to her well located on the southern side of Avery Shores.
3. To allow the owners of #6 and #8 Avery Shores to continue parking in the same area that they have been using for many years, the Gerald Park Association will quit claim an area (approximately eighteen feet deep by forty feet wide) to the owner of #6 Avery Shores to be used by the owners of #6 and #8 Avery Shores for parking.
4. The Gerald Park Association will quit claim the remaining paved surface of Avery Shores as well as all drainage/catch basins to the Town of Coventry.
5. The Gerald Park Association will make every effort possible to obtain easements for drainage maintenance, specifically:

Between the Sadloski / Emanuele property

Between the Guardino / Washburn property and Guardino / LaFond property

*Please note that an easement for the Vortex Tank project along Avery Shores is already referenced in the Town Land Records Office. (see Town map 2856).*

6. Sam and Teri Norman of 225 Avery Shores will provide an easement to allow town trucks to turn around while plowing snow. The description, position, and specifications for the turnaround are to be approved by Mark Kiefer and Sam and Teri Norman before work begins.
7. Mark Kiefer will provide a concrete and complete list of any / all items that need to be addressed by the Gerald Park Association (not mentioned above) in order to turn the Road over to the Town.
8. All of the items in 1 through 6, above will be depicted on a brought-to-date survey of the map dated February 8, 2013, prepared by Steven Filip.



# Town of Coventry

Office of the Town Engineer

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

1712 Main Street • Coventry, CT 06238

Phone: 860 742-4078

Fax: 860 742-5467

Web: [coventryct.org](http://coventryct.org)

## MEMORANDUM

DATE: March 18, 2016

TO: Gerald Park Association  
C/o Sam Norman

SUBJECT: Avery Shores  
Road Turnover

---

This document is in response to Gerald Park Association's (GPA) offer to turn Avery Shores over to the Town of Coventry submitted to Coventry's Planning and Zoning office. This document references the April 2, 2007 Town of Coventry Council Policy "Special Requirements for Acceptance of Lake Association Roads" herein called "The Policy" and is attached for the reader's use.

- GPA Quit Claim Deed for pavement surface:** Requirement 3.0 of The Policy requires the existing Right of Way to be conveyed with an A-2 Property Survey. This requirement cannot be met by Gerald Park Association as portions of the property of the Right of Way. The compromise suggested by the Town Engineer was to Transfer the paved section only. This compromise will need to be ultimately approved by the Town Council. A deed describing the transfer with reference to the final version of the A-2 Property Survey will need to be reviewed by the Town Attorney to determine compliance with section 4.0 of The Policy.
- GPA Deed Assignment for 5-Foot Easement:** The compromise initiated in Bullet number 1 requires there to be an easement granted to the Town of Coventry that would allow the Town to perform activities to the immediately adjacent pavement surface edge without requiring private property owner permission. The 5-Foot Easement was identified by the Town Engineer as it would create a 30-Foot easement corridor as the existing pavement width is 20 feet wide. This 30-Foot corridor width is consistent with other the Right of Ways received in other Lake Associations. The stipulation to this 5-Foot Easement by the Town Engineer was for GPA's licensed land surveyor to "develop" a uniformed 30-Foot Easement boundary using horizontal geometry. A horizontal geometry, tangent curves and bearings and distance, for an approximate centerline of the pavement surface would be developed and 15-Foot offsets would create the 30-Foot Corridor. This approach would not provide an exact 5-Foot buffer to the pavement edge, but rather a more importantly a boundary that could be easily recreated on site. For the record, the Town Engineer volunteered to perform the centerline geometry task during Town office time if the appropriate CAD file was provided. Once complete the data would be returned to the licensed land surveyor to finish the work. The other option to this 5-Foot Easement would be for GPA to quit claim over to the Town the existing 50-Foot

Avery Shores boundary for highway purposes. These rights/easements GPA has maintained when the Right of Way property has been Quit Claimed to abutters as GPA has told the Town Engineer. GPA needs to explain on how it plans on obtaining necessary easements for all properties where the paved surface is at or encroaches over the Avery Shores right of way line. The Town Engineer will not recommend acceptance unless those easements are obtained as well to make the corridor complete.

3. **Jean Ries Property:** It is the Town Engineer's opinion that quit claim title for the portion of the paved surface of the road on Ms. Ries property needs to be obtained to be in compliance with section 4.0 of The Policy
4. **On Street Parking for #6 & #8:** The Town Engineer will not recommend any perpendicular parking that encroaches into the deeded (paved) section of Avery Shores. GPA needs to map exactly how this bullet will be accomplished with clarity before concurrence can be obtained.
5. Regarding the east and west ends of Avery Shores:
  - On the East End:** The GPA will hire, at its own expense, a contractor to do excavation and grading work to provide an extra five to six feet of snow shelf for pushing snow further off of the easternmost end of the paved surface of the road, as recommended by Mark Kiefer, Director of Public Works during a walkthrough of Avery Shores on October 15, 2015. This work will be inspected by the Department of Public works prior to acceptance; in accordance with section 6.0 of The Policy.
  - On the West End:** Sam and Teri Norman, of 225 Avery Shores, will provide an easement on their property for a twenty foot wide by thirty foot deep turn around area for the Town trucks to use when plowing, and the Town will continue plowing to the east end terminus of Avery Shores. The Gerald Park Association will, at its own expense, and as indicated by Town-supplied specifications, have this area known as the Norman's "old driveway" graded and paved. Once constructed, any future maintenance of this turnaround will be the responsibility of the Town. This work will be inspected by the Department of Public works prior to acceptance; in accordance with section 6.0 of The Policy.
6. **Other easements:** The Town of Coventry will review and inspect all rights-of-ways and easements in accordance with section 5.0 and 6.0 of The Policy and will advise the GPA of any deficiencies. All storm drainage discharges from Avery Shores to the Lake need to be deeded to the Town. The Town Engineer will not recommend acceptance of Avery Shores if these critical easements are not obtained.
7. The GPA will provide an A-2 Survey map that depicts all the items mentioned in items 1 through 6 above. This requirement is consistent with section 8.0 of The Policy.

## Gerald Park Offer to Turn Avery Shores Over to the Town of Coventry

- 1: The Gerald Park Association will provide a quit claim deed transferring the paved surface of Avery Shores over to the Town of Coventry wherever the paved surface of Avery Shores lies within the fifty foot right-of-way, subject to items #3 and item #4 below.
- 2: The Gerald Park Association will provide a deed assigning an easement for highway maintenance purposes over, under, and through a five foot strip of land on either side of Avery Shores wherever the five foot strip of land lies within the fifty foot right of way. The deed will reference the volume and page for each previously conveyed portion right of way deeded to abutting property owners by the Gerald Park Association.
- 3: Jean Ries, of 14 Avery Shores, will provide an Easement for Highway Purposes for the property she owns extending into the paved surface of Avery Shores as well as an easement for highway maintenance purposes for an additional five foot strip of land abutting that property along the southern boundary of the paved surface of Avery Shores.
- 4: The Gerald Park Association will quit claim an area approximately eighteen feet deep and forty feet wide to the owner of #6 Avery Shores to be used for parking for #6 and #8 Avery Shores. This area will not be transferred to the Town; it will be used to satisfy the parking rights referred to in the Town records for #6 and #8 Avery Shores.
- 5: Regarding the east and west ends of Avery Shores:

On the east end:

The Gerald Park Association will hire, at its own expense, a contractor to do excavation and grading work to provide an extra five to six feet of snow shelf for pushing snow further off of the easternmost end of the paved surface of the road, as recommended by Mark Kiefer, Director of Public Works during a walkthrough of Avery Shores on October 15, 2015..

On the west end,

Sam and Teri Norman, of 225 Avery Shores, will provide an easement on their property for a twenty foot wide by thirty foot deep turn around area for the Town trucks to use when plowing, and the Town will continue plowing to the east end terminus of Avery Shores.

The Gerald Park Association will, at its own expense, and as indicated by Town-supplied specifications, have this area known as the Norman's "old driveway" graded and paved. Once constructed, any future maintenance of this turnaround will be the responsibility of the Town.

6. Other easements:

The Town of Coventry will advise the Gerald Park Association of any other easements requested, such as drainage easements, and the Gerald Park Association will make every effort possible to secure such easements.

7. The Gerald Park Association will provide an A-2 Survey map that depicts all the items mentioned in items 1 through 6 above.

Please feel free to direct questions about or responses to this offer to:

either Ben Emanuele 860-742-5082 Emanuele88@aol.com  
or Sam Norman 860-498-0559 Snorman2252@gmail.com

MEMORANDUM FROM THE LAW OFFICES OF  
HALLORAN & SAGE LLP  
225 Asylum Street  
Hartford Connecticut 06103

|       |   |
|-------|---|
| TO:   | John Elsesser, Town Manager             |
| FROM: | Michael C. Collins<br>Duncan J. Forsyth |
| DATE: | 5/17/2016                               |
| RE:   | <b>Senior Tax Abatement Proposal</b>    |

You have requested our guidance regarding a proposed program of tax relief for senior residents of the Town of Coventry concerning the taxes on their homes. The proposal ("Senior Tax Option Plan"), which is currently in the form of a conceptual draft only, is attached. We have reviewed pertinent statutes as well as background information that you provided to us.

It must be stated as a general proposition that a municipality's power regarding taxation comes from the state. Only through express statutory authority may a municipality levy, exempt or abate taxes.

There are certain state statutes that provide for tax relief for elderly taxpayers. See, for example, General Statutes § 12-170aa to §12-170cc which provides a state-reimbursed tax reduction to homeowners who are at least 65 years old and who meet certain income limits. See, also, General Statutes §12-170v to §12-170w, which provides municipalities with the option to provide real property relief to homeowners who are at least 70 years of age and who meet certain income limits. However, the relief programs provided by these statutes, and the requirements necessary to qualify for the programs, are specific and do not provide authority to implement the type of relief plan that we have been asked to review.

General Statutes §12-129n provides municipalities with the authority to provide tax relief to elderly homeowners with more flexibility than the statutes cited above. The flexibility provided in this statute provides authority to address most, but not all, of the proposed qualifications for the program being considered.

General Statutes §12-129n provides that any municipality may, by vote of its legislative body on recommendation of its board of finance or equivalent body, provide property tax relief to residents of such municipality, with respect to real property owned and occupied by such residents as their principal residence, or held in trust for and occupied by such residents as their principal residence, who are:

(1) sixty-five years of age and over, or (2) whose spouses, living with them, are sixty-five years of age or (3) over sixty years of age or over and the surviving spouse of a taxpayer qualified in such municipality under this section at the time of his or her death or (4) with respect to real property on which such residents or their spouses are liable for taxes under section 12-48 (life estates), or (5) under age sixty-five and eligible in accordance with certain requirements for total disability benefits.

Any of these individuals are eligible for a program established under the statute “provided such residents or their spouses under [the] subdivisions above have been taxpayers of such municipality for one year immediately preceding their receipt of tax benefits under this section....” (emphasis added).

The statute provides authority for the town to exercise the option to create a program that provides additional property tax relief to certain of its citizens. However, the group of citizens who would be eligible under the statute is larger than that contemplated by the draft plan, as certain individuals (cited above) under the age of sixty-five would be entitled to participate pursuant to the statute. Perhaps more significantly, the statute does not authorize restricting such a tax relief program to applicants who have owned and paid taxes on the residence for a minimum of 30 years, as the statute specifically provides for a one year period. However, it may be possible to at least partially address this issue in an indirect manner.

Eligibility for a program established pursuant to General Statutes §12-129n also requires that the residents “meet the requirements which may be established by such municipality with respect to maximum income allowable during the calendar year preceding the year in which application is made for the tax relief provided in this section.” (emphasis added). This portion of the statute provides that a municipality, while not required to establish income limitations, may do so. While the statute does not directly provide the authority to limit participation in a program established pursuant to its authority based upon a more lengthy time period of ownership than one year, a graduated income limitation scale could be established whereby it is easier to qualify as one owns the residence for a longer period of time. For example, for residents who have owned the property for less than 20 years, the maximum income allowable is X; for those who have owned the property for more than 20 years, but less than 30 years, the maximum income allowable is 2X; for those who have owned the property for more than 30 years, the maximum income allowable is 3X (or even waived altogether).

General Statutes §12-129n also includes a requirement that prior to the initial approval of a plan of property tax relief provided pursuant to the statute, the executive authority of the town “shall appoint a committee consisting of not less than five resident taxpayers of such municipality” to conduct “a study and investigation with respect to such property tax relief” and present a report to the Board of Finance or equivalent body. This report shall include (1) the fiscal impact of such property tax relief on property tax revenue for the town; (2) recommendations with respect to the form and extent of such property tax relief. This provides flexibility to the town in determining what the tax relief program will entail. This flexibility does provide the authority, once

the necessary process has been complied with, to establish a program which freezes residential property tax at current levels for qualified taxpayers.

Review of the proposed tax relief plan is somewhat complicated by the fact that the Town of Coventry already has a local tax referral program that appears to invoke the authority of General Statutes §12-129n. The Code of Ordinances of the Town of Coventry, Article III, Sec. 94-91 through 94-104 provides for a Local Tax Deferral Program (see attached). While the ordinance does not specifically cite the statute, the qualifications for the program and the nature of the relief follow the provisions of the General Statutes §12-129n. The nature of the relief provided is a tax deferral, as stated in the title of the article. It would be necessary to consider whether the proposed new program would be offered in place of, or as an alternative to, the existing program.<sup>1</sup> It does not appear that the terms of the proposed new program could be accommodated together with the terms of the existing deferral program.

Another factor that must be considered in establishing a tax relief program pursuant to the authority provided by General Statutes §12-129n, is that the statute establishes limits on the amount of relief that can be granted on both an individual basis and on an aggregate basis for the town. The statute provides, regarding individual taxpayers, that no relief provided pursuant to the statute, "together with any relief received by any such resident under the provisions of sections 12-129b to 12-129d, inclusive, and 12-170aa shall exceed in the aggregate to total taxes which would otherwise have been laid against the taxpayer. Further, General Statutes §12-129n provides the municipality with an option to place a lien on the property for which property tax relief is granted pursuant to the statute. The statute makes such a lien mandatory if the relief provided pursuant to the statute, "together with any relief received by any such resident under the provisions of sections 12-129b to 12-129d, inclusive, and 12-170aa shall exceed in the aggregate seventy-five percent of the total taxes which would otherwise have been laid against the taxpayer.

There is also a limit pursuant to the statute for the town-wide total abatement of property tax revenue pursuant to the statute. Such relief "shall not exceed an amount equal to ten per cent of the total real property tax assessed in such municipality in the preceding tax year."

This memorandum addresses the issues presented with the proposed Senior Tax Option Plan in its current conceptual form. Please advise if you have any questions regarding this memorandum, or if you would like to discuss the issues in more detail.

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<sup>1</sup> See the attached ordinance of the City of Stamford for an example of a tax relief program which provides two options of relief to qualified taxpayers.

## Senior Tax Option Plan (CONCEPTIAL DRAFT ONLY)

The Connecticut General Statutes (C.G.S.) provide guidelines for municipally-funded elderly tax relief. Local options for elderly tax relief are not mandated by the state, however the state provides minimum criteria for applicants to qualify for the programs as well as guidelines for implementation.

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~~Coventry as a community recognizes the importance and significance of the long term contributions our past generations have made to establish and build the quality of life we enjoy today as citizens of this great community. It was through their vision, hopes, dreams, and hard work that Coventry has become the Town we enjoy and call home today.~~

It is in tribute and appreciation to them that we recognize their contribution and establish a **Senior Tax Option Plan (STOP)** hereafter referred to as **STOP**. A plan for citizens above the age of 65 that have been long-term residents and currently have limited resources to continue to support increased government taxation.

**STOP** will allow a citizen to freeze their residential property tax at current levels, **STOP** is for citizens that qualify, based on past contribution and continued length of residence. **STOP** will provide assurance for citizens with limited funds to have some protection from government taxation increases that would erode or eliminate what income qualifying citizens do receive.

To qualify for **STOP** a person or couple must meet the following qualifications:

1. All of the persons or person holding interest or title to the subject property must be at least 65 years of age at the time of application. (reference section 12-48 C.G.S.)
2. The subject property must be a residential home within the Town of Coventry for which the applicant(s) are solely responsible for the payment of property tax to the Town of Coventry.
3. The applicant(s) must provide evidence that they have owned and paid property tax on a residence within the Town of Coventry for a minimum of 30 years.
4. The applicant(s) must not owe back taxes or have previously received any property tax forgiveness during their time of residency within the Town of Coventry.
5. The subject property may not be occupied by anyone other than the applicant(s). The only exception to this stipulation shall be a single (1) individual residing on the premises providing residential and/or medical care.
6. Full application would be required for the initial enrollment in **STOP** and an annual reaffirmation of information would be required each year to continue enrollment in the program.
7. Once the **STOP** is approved residential property tax would freeze at current levels however if for any reason **STOP** is not renewed the property would be placed back on the grand list at current levels of taxation and a new basis for any future application would be established at the new current rate of tax due on the property. The applicant would not

however be liable to repay any past forgiveness of taxes that may have been granted under STOP during any previous years.

8. **STOP** shall only be granted to residents for property used as a primary residence without additional income generated from use of the property. Any income generated from use of the property shall exclude the property from consideration even if the income is assigned to another individual(s) or entity. The intent of **STOP** is to protect a homestead and shall not be construed or used as a subsidy or an instrument of tax avoidance for activity that shall provide income from use of property subject to qualify as the primary residence under **STOP**.
- ~~9. **STOP** shall be granted for a single budget year and be valid for the entire budget year~~ except in cases where the eligibility is no longer valid due to death, change of title or change of occupants at which time the eligibility for **STOP** shall cease immediately.
10. **STOP** shall not apply to any special tax assessment or emergency tax assessment due to acts of God or emergency funds required by the Town of Coventry. **STOP** shall apply to any supplemental tax that may be levied to augment a previously passed budget.
11. The Finance Director shall prepare a report annually to the Town Council prior to September 1 that includes the number of properties under **STOP** and the total cost to the Town under the last passed budget.
12. **STOP** applications and renewals for the budget year that starts in July shall be submitted between October 1 and December 31 of the previous year.
13. The income limits shall be as follows: **NONE** if **STOP** is limited to tax increases only.

# Town of Coventry

*Adopted May 7, 2012*

## ARTICLE III. LOCAL TAX DEFERRAL PROGRAM

### Sec. 94-91. Short title.

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This article shall be known and may be cited as the "Local Tax Deferral Program."

### Sec. 94-92. Qualifying.

All residents who have been taxpayers in the town for one year immediately preceding their receipt of tax deferral benefits under this section and meet the other requirements in this article may apply for the town local tax deferral program on real property owned and occupied as their principal residence. Principal residence shall include the house and lot on which the house is situated but shall not include excess acreage as determined by the assessor. Unit owners of a cooperative, condominium or other common interest ownership unit will also qualify if they meet the other requirements of this program.

### Sec. 94-93. Requirements.

All applicants must be 65 years of age by December 31 of the preceding year or reside with spouses who are 65 years of age or older by December 31 of the preceding year, or be eligible in accordance with applicable federal regulations to receive permanent total disability benefits under Social Security, or have not been engaged in employment covered by Social Security and accordingly have not qualified for benefits thereunder, but have become qualified for permanent total disability benefits under any federal, state or local government retirement or disability plan, including the Railroad Retirement Act and any government related teacher's retirement plan in which requirements with respect to such qualifications for such permanent total disability benefits are comparable to such requirements under Social Security as of December 31 preceding application with the town.

### Sec. 94-94. Declaration of income; income ceilings.

All applicants must declare all sources of income\* received during the prior calendar year as part of the application process. The income ceilings for program qualification shall be the same as those approved by the state office of policy and management for the homeowners' - elderly/disabled (circuit breaker) tax relief program, and shall be adjusted annually to reflect each year's current income standards, which are normally predicated on the cost of living index provided by the Social Security Administration.

**Note**—\*Total income includes earned and unearned income including but not limited to all income derived from wages, Social Security, bank interest, interest and dividends from stocks and bonds, etc.

### Sec. 94-95. Time period to file application.

All property owners who wish to apply for this tax deferral may do so from February 1 through May 15 annually by filing an application with the assessor. Upon application, all applicants must complete all of the information on a form prepared by the assessor and provide proof of all forms of income from the prior calendar year. All approved applicants will be required to re-file biennially with the assessor.

**Sec. 94-96. Lien filing upon approval of application.**

Upon approval of the application by the assessor, a lien shall be filed annually by the collector of revenue with the town clerk. This lien will be for the amount of tax annually deferred with no interest charge. This lien shall have priority in the settlement of the applicant's estate.

**Sec. 94-97. Tax adjustment based on sliding scale.**

After the processing of all other exemptions that the eligible applicant may also qualify for (e.g., veterans exemption, circuit breaker, additional veteran's exemption, etc.), the eligible applicant shall receive a tax adjustment for the local tax deferral program based on the sliding scale used by the circuit breaker program.

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**Sec. 94-98. When tax deferral prorated.**

In cases where title to real property is recorded in the name of the taxpayer or his or her spouse who is eligible for tax deferral and any other person or persons, the tax deferral under this article shall be prorated to allow a tax deferral equivalent to the fractional share in the property of such taxpayer or spouse, and the persons not otherwise eligible for tax deferral shall not receive any tax deferral.

**Sec. 94-99. Applicants who are not record owners of the property.**

Applicants who are not the record owners of property but have a deeded life use to their residence which requires the applicant to pay the property taxes may qualify for a benefit under this program provided that the record owner consents to the requested tax deferral and lien upon the property and that applicants comply with all other requirements.

**Sec. 94-100. Death of beneficiary—Surviving spouse to re-file biennially.**

Upon the death of a beneficiary of this program who is elderly, the surviving spouse may continue to receive this tax deferral if he/she is 60 years of age or older as of the date of the primary applicant's death. The surviving spouse will be required to re-file biennially with the assessor and meet all other program eligibility guidelines. Should a surviving spouse not qualify for the local tax deferral program for any reason other than age, he/she shall not be eligible to continue to receive this tax deferral. The surviving spouse may apply as a primary applicant if totally disabled prior to reaching age 65 or upon reaching age 65 as specified in [section 94-103](#).

**Sec. 94-101. Same—No surviving spouse.**

Upon the death of a qualified applicant, or upon the recording of any instrument with the town clerk indicating that the local tax deferral program beneficiary is no longer the primary recipient of the local tax deferral benefit, (such as a transfer of the title of the property) and there is no surviving spouse eligible to assume continuation of the benefit, the tax deferral status shall be removed and the current assessment for that assessment year shall be prorated.

**Sec. 94-102. Assessor to determine eligibility and calculate deferral.**

The assessor shall determine the eligibility of each person who has applied for the program and shall calculate the tax deferral for all eligible persons except that a lesser deferral shall be made when and to the extent required to ensure that:

(1) Any person may receive a property tax deferral, even if such deferral entirely eliminates/postpones payment of current taxes, when combined with any such other tax relief for which such taxpayer may be eligible in accordance with G.S. §§ 12-129b, 12-129d inclusive, 12-129h, or 12-170aa.

(2) The total of all deferrals granted under the provisions of this article for any tax year shall not exceed an amount equal to one-half of one percent of the town's current adopted operating budget in effect as of February 1. In the event it exceeds one-half percent of the budget, the tax deferrals given to eligible persons shall be prorated uniformly to keep the total amount of town tax deferral within the statutory limit using the following formula:

FORMULA = one-half of one percent of total operating budget = Prorate percent cost of program.

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**Sec. 94-103. Duration of deferral; exceptions.**

The amount deferred shall be determined by the taxes on the grand list preceding the application period and remain in effect for two years unless one of the following occurs:

(1) In the event that under a revaluation, and by applying the current mill rate, the tax owed on a property under this article is less than the deferred figure granted under this article, then the assessor shall re-set the deferred tax at the lower figure.

(2) If there are improvements, changes, alterations, or additions that result in an increase in the assessed value of the deferred residential property, the property shall be reevaluated at the deferred mill rate.

(3) In the event the total deferral of taxes of all eligible residents exceeds an amount greater than or equal to one-half of one percent of the total budget and a prorate is implemented as per section 94-102(2), the deferred tax for each recipient will be prorated to reflect the new amount.

**Sec. 94-104. Applicability.**

This article shall apply to annual real property taxes as are due and payable for the fiscal year beginning July 1, 2011, and all subsequent fiscal years.

# City of Stamford

## ARTICLE IV. SENIOR CITIZENS TAX ABATEMENT

*Adopted July 1, 1996*

### Sec. 220-8. Eligibility requirements.

To be eligible for the real property tax relief provided herein, an applicant shall meet the following requirements:

#### A. State of Connecticut basic statutory requirements pursuant to C.G.S. § 12-129n.

(1)(a) An applicant shall be a resident of Stamford and sixty-five (65) years of age or over, or a resident whose spouse, living with said resident, is sixty-five (65) years of age or over, or a resident sixty (60) years of age or over and the surviving spouse of a taxpayer qualified in Stamford under this Article at the time of his or her death; or

(b) Under age sixty-five (65) and eligible in accordance with applicable federal regulations to receive permanent total disability benefits under Social Security, or have not been engaged in employment covered by Social Security and accordingly have not qualified for benefits there under, but have become qualified for permanent total disability benefits under any federal, state or local government retirement or disability plan, including the Railroad Retirement Act and any government-related teacher's retirement plan, in which requirements with respect to qualifications for such permanent total disability benefits are comparable to such requirements under Social Security.

(2) Such residents or their spouses eligible under subsection (1)(a) or (b) above, shall:

(a) Own and occupy the subject real property as a principal residence; or

(b) As life tenant or tenant for years, be liable for taxes for the subject real property under C.G.S. § 12-48; or

(c) Reside in a cooperative unit owned and occupied by the applicant as a principal residence.

(3) Further, such residents or their spouses, eligible under subsections A(1) and (2) above, shall:

(a) Have been taxpayers of Stamford for one (1) year immediately preceding their receipt of tax benefits under this Article; and

(b) Shall meet the additional local eligibility requirements established below.

#### B. Additional local eligibility requirements promulgated pursuant to C.G.S. § 12-129n(a).

(1) The maximum income allowable during the calendar year preceding the year in which application is made for local tax relief shall be:

(a) Eighty-five thousand dollars (\$85,000.00) for a single resident.

(b) One hundred thousand dollars (\$100,000.00) for a married resident or qualified spouse.

2. With respect to subsection 220-9.A, the net worth of an unmarried resident shall not exceed two hundred fifty thousand dollars (\$250,000.00), or, if married, of a resident and his or her spouse, shall not exceed three hundred thousand dollars (\$300,000.00) exclusive of an exemption of one million dollars (\$1,000,000.00) on the fair market value of the residence for which the tax relief is sought.

3. With respect to subsection 220-9.B, the net worth of an unmarried resident or, if married, of a resident and his or her spouse shall not exceed four hundred thousand dollars (\$400,000.00), exclusive of an exemption of one million dollars (\$1,000,000.00) on the fair market value of the residence for which the tax relief is sought.

### **Sec. 220-9. Municipal programs of property tax relief available.**

Those residents who meet the requirements set forth in §§ 220-8 and 220-10 shall have the choice to receive relief pursuant to this Article under either Option 1 or Option 2, as follows:

#### **A. Option 1: Abatement of Property Tax.**

(1) Those residents choosing abatement of property taxes as the form of municipal tax relief shall be entitled to an amount of relief based upon their income as provided in § 220-9.1, below.

(2) With respect to any amount of taxes properly abated, there shall be no payment or collection of such amount.

#### **B. Option 2: Deferral of Property Tax.**

(1) Those residents choosing deferral of property taxes as the form of municipal tax relief shall be entitled to an amount of relief, interest free, based upon their income as provided in § 220-9.1, below.

(2) With respect to any amount of taxes properly deferred:

In accordance with C.G.S. 12-129n(f), the City of Stamford may establish a lien on such property each year that such taxes are deferred in the amount of the relief granted, provided that if the total amount of such property tax relief, when combined with any such tax relief received by such taxpayer in accordance with sections 12-129b to 12-129d, inclusive, or 12-170aa, exceeds in the aggregate seventy-five percent of the property tax for which such taxpayer would be liable, the City shall be required to establish a lien on such property in the amount of the total tax relief granted, plus interest applicable to the total of such unpaid taxes at a rate to be recommended by the Board of Finance and approved by the Board of Representatives.

### **Sec. 220-9.1. Schedule of qualifying income and corresponding tax abatements and deferrals.**

A schedule of qualifying income and corresponding tax abatements and deferrals shall be set each year in the following manner:

A. Annually, in March, the Board of Finance shall recommend to the Board of Representatives a limit for the total benefits under this senior citizen tax relief program.

B. On or before its April meeting, the Board of Representatives shall, by resolution, set a limit for the total benefits. Based upon said limit, the Tax Assessor shall prepare a schedule of qualifying income and corresponding tax abatements and deferrals. In the event that the number and income of eligible applicants would exceed said limit, the Tax Assessor shall reduce the benefits proportionally.

C. Said schedule of qualifying income and corresponding tax abatements and deferrals shall be approved by the Board of Finance and adopted by the Board of Representatives by resolution.

D. The following schedule of qualifying income and corresponding tax abatements and deferrals is adopted by the Board of Representatives:

**Benefit for Single Applicants**

| Income From | Income To   | Abatement Amount | Deferral Amount |
|-------------|-------------|------------------|-----------------|
| \$ 0.00     | \$10,000.00 | \$1,200.00       | \$1,200.00      |
| 10,001.00   | 20,000.00   | 900.00           | 900.00          |
| 20,001.00   | 30,000.00   | 650.00           | 750.00          |
| 30,001.00   | 40,000.00   | 450.00           | 625.00          |
| 40,001.00   | 50,000.00   | 250.00           | 500.00          |
| 50,001.00   | 60,000.00   | 250.00           | 500.00          |
| 60,001.00   | 70,000.00   | 250.00           | 500.00          |
| 70,001.00   | 85,000.00   | 250.00           | 500.00          |

**Benefit for Married Applicants**

| Income From | Income To   | Abatement Amount | Deferral Amount |
|-------------|-------------|------------------|-----------------|
| \$ 0.00     | \$25,000.00 | \$1,200.00       | \$1,200.00      |
| 25,001.00   | 35,000.00   | 800.00           | 850.00          |
| 35,001.00   | 45,000.00   | 600.00           | 650.00          |
| 45,001.00   | 60,000.00   | 500.00           | 500.00          |
| 60,001.00   | 70,000.00   | 400.00           | 500.00          |
| 70,001.00   | 80,000.00   | 300.00           | 500.00          |
| 80,001.00   | 90,000.00   | 250.00           | 500.00          |
| 90,001.00   | 100,000.00  | 250.00           | 500.00          |

**Sec. 220-10. Application procedure.**

Eligible residents shall apply:

A. Between February 1 and May 15, and biennially thereafter as required by state statute.

B. At the office of the Tax Assessor of the City of Stamford.

C. On forms provided by the Assessor, and be accompanied by documentation of all qualifying income, including a copy of the applicant's most recent federal tax returns for the calendar year preceding the fiscal year for which tax relief is being requested.

**Sec. 220-11. Miscellaneous provisions.**

A. The property tax relief provided for in this Article may, in any case where title to real property is recorded in the name of the taxpayer or his or her spouse or and any other person or persons, be prorated to reflect the fractional share of such taxpayer or spouse, or if such property is a multiple-family dwelling, such relief may be prorated to reflect the fractional portion of such property occupied by the qualified taxpayer or his or her spouse.

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B. If any person entitled to tax relief pursuant to this Article sells property with respect to which such tax credit is or has been granted, no additional tax credit shall be allowed for his/her interest in such property for any fiscal year commencing after the date of the sale of such property, and the purchaser of such property shall pay the City of Stamford a prorated share of such tax credit as provided by C.G.S. § 12-81a.

**Sec. 220-11.1. Amendments to tax relief program; procedure.**

Pursuant to C.G.S. § 12-129n, The Optional Tax Relief Program for eligible homeowners age sixty-five (65) and over may be amended from time to time by vote of the Board of Representatives on recommendation of the Board of Finance.

**Sec. 220-12. Authority to enforce.**

The Mayor, Tax Assessor and Tax Collector are authorized to do what is necessary to effectuate this Article.

**Sec. 220-12.1. When effective.**

This article shall take effect upon enactment.

## **Elderly Tax Relief Program Issues for Consideration**

- Future tax impact
- What happens in revaluation?
- What happens when property improvements are made?
- Home offices
- Issues regarding living trusts
- Staff time to process applications
- Concerns regarding unequal protections if qualify by age rather than income
- Concerns regarding discrimination if qualify by long-term residency

## **Elderly Tax Relief Program Issues for Consideration**

**Future tax impact** – referred to the Finance Committee for this consideration

### **What happens in revaluation?**

Since the amount of tax is frozen at current levels revaluation would not have any impact. Remember in the original concept re-certification would be annual and any person may withdraw from the program at the end of any year by not taking any action to renew. The revaluation value would still appear on the land records just as it currently does. The act of revaluation would not directly impact a beneficiary of STOP but a beneficiary may find that revaluation could result in a lower tax bill than the amount at which their tax was originally frozen. In the year of revaluation as in any other year an applicant has the option and must make their own decision concerning the opportunity to enroll or re-enroll in STOP.

What happens when property improvements are made? The act of revaluation does not raise or lower taxes it merely redistributes the obligation of tax payments based on current values for the purpose of equality.

### **Home offices**

Home offices are by their nature part of a business and used for income producing activities, hence under the original draft such property would not qualify for a STOP enrollment.

### **Issues regarding living trusts**

As originally drafted the concept was for "individuals" and would not apply to corporations, LLC, or trusts. However this is an area that may have to be examined in more detail

### **Staff time to process applications**

This does not have to be complicated and can rely on the applicant to a great degree to accept responsibility for certifying the accuracy of the application. That being said, any knowingly false statement to receive the benefit of STOP would be considered fraudulent. During the initial application period the Steering Committee could perhaps act as a clearing house for verification or review of the applications to not only reduce the burden on staff but to also better monitor the program for future refinement.

### **Concerns regarding unequal protections if qualify by age rather than income**

This was a concern when the concept of senior citizen discounts were first popularized however much of that concern was put aside with the opinion that an age qualification was in fact equal since everyone has an equal opportunity to reach the age. This has been the justification voice in discount programs and housing set asides for age restricted living.

### **Concerns regarding discrimination if qualify by long-term residency**

This is a concern not based on residency but on length of residency since State Statute requires a length of residency in enabling legislation it is well established some term is permissible. It is hard to argue that STOP is any more discriminatory than the longevity bonus given to employees in State Union contracts. The benefit is accrued over time and everyone is eligible to earn that benefit provided they comply with all other qualification factors of the program one need only stay alive to qualify.