

**AGENDA**  
**Local Emergency Coordinating Committee Meeting**  
**December 2, 2021**  
**5:00 PM**  
**Virtual Meeting Via ZOOM application**

1. Call To Order, Roll Call
2. Audience Of Citizens
3. Acceptance Of Minutes - October 7, 2021 (E)

Documents:

[LECC MINUTES 10-7-21.PDF](#)

4. COVID-19 Updates:
5. Events:
  - o Debrief: Veterans Day Road Race
  - o Christmas in the Village: December 5, 2021
6. Agency Updates
7. Other Business
8. Adjournment

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**Zoom Meeting:**

**Contact Town Manager for information  
to participate in Audience of Citizens (860) 742-6324  
or email [JElsesser@coventryct.org](mailto:JElsesser@coventryct.org)**

(E) *denotes enclosure*

**Minutes**  
**Local Emergency Coordination Committee**  
**October 7, 2021**  
**(Virtual meeting due to COVID-19 safety guidelines)**

1. The meeting was called to order at 5:01 PM by Town Manager John Elsesser  
**Present:** John Elsesser, Laura Stone, Mark Palmer, Bill Watkins, Ted Opdenbrouw, Jim McLoughlin, Beth Mancini, Bud Meyers  
**Absent:** Julie Blanchard, Matthew O'Brien, Jr.,
2. **Audience of Citizens:** none.
3. **Acceptance of Minutes:**  
Bud Meyers to accept the minutes of the September 2, 2021 meeting, seconded by Ted Opdenbrouw. The motion carried on unanimous vote.
4. **COVID-19 Update –Jim McLoughlin:**
  - Notice came out regarding OSHA rules for employees, but we still haven't seen anything.
  - John Elsesser said that the numbers are coming down quickly, whether this is a trend or a blip, we don't know. We are waiting for OSHA information. His observation is that businesses are getting good compliance regarding facemasks. We haven't seen any arguing.
  - Jim said that the Governor's office is getting ready to implement a 45-day suspension for unvaccinated State workers. After 45 days if the employee is still unvaccinated, they could lose their job. We don't know if this will trickle down to municipal employees. John said our policy will be based on OSHA regulations. The OSHA fine is high, so we anticipate compliance. Ted Opdenbrouw noted there have been a couple of student cases, but nothing like last year. A couple of anti-mask flyers were circulated.
5. **Agency updates:**
  - Public Works – Bill Watkins:**
    - We have started street sweeping and chip sealing various roads. The train job on Carpenter, Trowbridge and South River will be done the week of October 18.
    - Catch basin work started today on Hickory. We are working with Mike Ruef to raise manholes. Paving will be done November 1.
    - John Elsesser noted that CT Water is doing a project in the Midlands area. They are going to get lines in this fall and patch, and do a payment in lieu of taxes for \$85,000 for us to pave it over. The work will be done in the spring.
    - We are getting toward the end of the road bond work.
  - Fire/EMS/Emergency Management –Jim McLoughlin:**
    - The evacuation map was updated with Ted for the middle school.
    - Ambulance update: the cabin chassis will arrive in mid-November and some final work will be done in spring. There was a problem with the placement of orders so the owner is trying to fast-track it.
    - We kicked off Fire Prevention Week at the Coventry Farmers' Market and got positive feedback.
    - A trunk or treat event will take place on 10/30.
    - Al Landry has inquired about the availability of Fire & EMS services at certain events and will send a schedule.

- We had an initial consult with OSHA on the fire brigade and respiratory requirements. They gave some guidance and we are working on it.
- We are developing a MOU with UConn for shared ambulance use.
- Information was provided to the Council on activity levels of membership during COVID.
- Notices were sent to inactive members.
- Preparation of a 5-year vision statement is underway.
- Recognition of personnel for two life-saving events will take place at the Council meeting on 10/18.

**Coventry Public Schools – Ted Opdenbrouw:**

- There is a meeting this month on the Safety & Security grants. A response was due 7/1 but we are still in a holding pattern. The grant review committee at the State is down to one person.
- Last month we did training with the front office staff on procedures for allowing visitors into the schools. We also got new advisory signage informing the public of the need for IDs.
- The All Hazards Report is nearing completion. It is due 11/1.

**Police Department – Mark Palmer:**

- Officer Santiago is progressing in his field training and will be done by Thanksgiving.
- Officer Calkins is done with training and is in the field. He is happy to be here.
- Tomorrow is Chief Palmer's last day with the Town of Coventry. Jeff Spadjinske will be Acting Chief until a new chief is appointed. Mark will stay involved in a consulting capacity and will stay in town. He gave thanks to all – this is a great group; professionals who do a lot without a lot of resources. His cell phone number will remain the same if needed. John Elsesser thanked Mark for all he did during his tenure.

**Fire Chief – Bud Meyers:**

- There were 125 calls in September consisting of 33 ALS, 55 BLS, 3 cardiac arrests, 1 structure fire, 2 brush fires, 1 appliance malfunction, 7 MVA, 6 false alarms, 9 tree and wires, 8 good intent.

**Town Manager – John Elsesser:**

- Council elections are coming up and there are two questions on the ballot, for softball fields and school roofs. The transfer station will be relocated to a new site near the DPW facility.
- We got the grant application for piping methane at the old landfill. Restoration will have more topsoil and group from the treatment plant to level the practice field area. The engineers are doing final specs.
- We have not heard on the Orchard Hills grant – it was awarded 12 months ago and we lost the whole construction season. Cost increases may cause us to have to reduce the scope.
- ADA improvements at town museums and touchless bathrooms were approved.
- We expect to award the bid for Swamp Rd/Rt. 44 intersection improvements soon. The bids were over but within the contingency. Three bids were within \$10,000 of each other. Spazzini Construction is the apparent low bidder and they have a good reputation. We hope to do some of the work over the winter. There is an 8-month wait on traffic signals, so we will order those first.

- There has been a setback on the Main Street sidewalk program. The State Historic Preservation Office (SHPO) wants a full archeological review.
- The South Street project is delayed about 5 months by SHPO. We got the necessary easement from the Fife & Drum Corps, so we await authorization to proceed.
- We need to get back on the South Street project at Swamp. Todd hasn't had time.
- We are hoping to do a trails project along Bear Swamp/Long Hill to hook up with Hop River. We are trying to define the Nathan Hale right of way. There is a difficult area on Bear Swamp crossing Rufus Brook. We are running out of time.
- CT DEEP wants an easement across our land to the Skungamaug River for fishing easement. We don't know if we'll have time to prepare two grant applications.
- We purchased two latrine trailers for \$50 each at auction and we have the money to fix them up. We may use at the softball field or maybe one will be assigned for firefighter use. We also purchased a DPH trailer worth \$110,000 for \$50, and are looking to see if it can be converted to a snack shack for softball. The trailer is at DPW if you want to look at it. We also got a 14' Boston Whaler and put it at Patriots Park. Community Rowing put a motor on it, and we will have quick access if needed.

**Administration – Laura Stone:**

- Items for the November e-blast are due 10/15. It will be distributed on 10/25.
- The fall newsletter has been delivered by several weeks but should be in homes by mid-October.
- Items for the 2020/21 Annual Report were due on 10/1.

**6. Other Business:**

Annual thank-you letters and gifts from the Town Council are available for committee members. Stop by the office to pick them up.

**7. Adjournment:**

The meeting was adjourned at 5:32 PM on a motion by Mark Palmer, seconded by Bud Meyers and unanimously approved.

Respectfully submitted,

Laura Stone