



Memorandum

4/8/2016

To: Town Council
Department Heads
Town Residents

From: Graham Waters, Town Manager

Re: TM Report - week of April 4 – April 8, 2016

The following is a report of events and projects that have taken place over the past week. Some of them involved town staff collaboration; other items listed are updates to the Council on ongoing Town matters.

- The Town Manager called a meeting of all staff members involved with the Town's sewer system. This was the first regular meeting of what will be a continuous quarterly meeting to coordinate activities of the Town's sewer system and related staff. The goal is to provide a forum to promote communication and coordination of the sewer system.
- For the fourth consecutive year, The Trust presented the Town with a check, in the amount of \$500, to assist the Coventry Police Department participate in the Rhode Island In-State Accreditation Program. For this year, The Trust also contributed a second amount of \$500, to support the continued work of the of the Town's accreditation commission.
- The Town Manager met with Ken Goodwin, the Quidnick Dam liaison. Mr. Goodwin reviewed the operations and history of the dam with the Town Manager.
- The Town Manager met with Gayle Corrigan and Fred Gralinski of the Central Coventry Fire Department. This was an informal introduction meeting with little business being discussed.
- The Town Manager met with Kasim Yarn, Director, of the Rhode Island Veteran Affairs. The meeting revolved around how the Town and the state's department can work together to make Coventry residents aware of available services. The Town Manager recommended that the Police Department and Department of Human Services work with the state's V.A., and will pass the information along to the departments.
- The Town Manager attended a meeting of the Library Board of Trustees. The Board expressed a need for an expanded library facility or additional room for programing if possible.
- The Town Manager met with Lynn Blanchette, the Director of the Library, to discuss operations, needs and expectations.
- The Town Manager and Director of Public Works meet with "Community Green Energy" a community solar company. The solar energy company proposed a partnership with the Town to lease it's rooftop space on three of its largest facilities. The Town Manager requested that the company come do a presentation before the Council to see if there is further interest, and to allow for initial community education and outreach about this positive opportunity for the Community.

Planning Department

- As Planning Director Sprague mentioned at the Council Budget Meeting on 04/07/2016, the Town has resumed the search for an Assistant Planning Director. Unfortunately, the selected candidate turned down the position despite a very generous offer. Director Sprague felt it was necessary to re-open the search to find a new pool of candidates. The Town is expanding its search area to include surrounding states and higher education institutions with planning programs. Hopefully a better candidate will be found soon.

Finance Department

- Continued to work on State Disclosure documents for the FY17 Budget
- Continued to work on further updates to the FY17 Budget
- Continued to work on the Town`s insurance renewals with the RI Interlocal Trust
- Participated in Sewer Meeting on 4/4 with Kent Nichols, Nick Gorham & Town employees involved in the Town`s Sewer Program to discuss sewer-related matters to including possible new sewer projects
- Participated in conference call on 4/7 with Direct Energy, the League of Cities & Towns, and Town employees to correct ongoing billing issues with Direct Energy

Police Department

No report this week.

Department of Public Works

- The Town Manager and Director of Public Works visited 343 Camp Westwood Rd. to asses reported damage by a snow plow. This particular location presents a continuous problem that is reported to the Town, and the Director is working on a solution to prevent the issue from reoccurring.
- The Town Manager participated in a “Meet and Greet” of the Public Works Department, with a tour of the facility thereafter.

Information Technology Department

No report this week.

Parks and Recreation Department

No report this week.

Department of Human Services (DHS)

- DHS is gathering all of the information regarding upgrades to the main bathrooms and install ceiling fans in the meal site/ large activity room and Adult Day Care main room. They will provide the information to the Town Manager and the Town Council to request permission to use Impact fees to complete the tasks.

- DHS is in the process of arranging a meeting with Mr. Tyrone Smith, Veterans Affairs Coordinator for Senator Sheldon, at the DHS, 60 Wood Street, to determine how DHS can partner to access more resources for veterans living in the Town. Ultimately, DHS would like to be able to schedule a person to be available weekly to meet with veterans about potential benefits and resources.
- The Substance Abuse Prevention Taskforce Coordinator and DHS are finalizing plans for a video which will provide valuable information to residents about substance abuse and resources to contact for help.
- DHS continues to see an increase in the number of families being seen with children who are experiencing serious emotional issues. We are diligently trying to build a bank of resources for referral especially in the area of psychiatric treatment. Unfortunately, many of these families have come forward thru the Truancy Court. Social Worker Cathy Pendola attends the court weekly for the department and follows- thru with the situation as needed and indicated by the team at the court. These situations receive case management from Social Work Staff at DHS.