



Memorandum

4/22/2016

To: Town Council
Department Heads
Town Residents

From: Graham Waters, Town Manager (ETW)

Re: TM Report - week of April 17 – April 23, 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 and Director of Public Works are pricing the building of an office for Cheryl Wilcox to use in her capacity as human resources. Currently Cheryl has no private area to meet with employees or department heads to discuss confidential employment related matters. The office will be built with in-house talent and take up a small space in the back of the Tax Assessor.
- The Town Manager attended the monthly EMA meeting. During the meeting, there was a somewhat in-depth conversation about the Woodland Apartments' elevators being out of service for six weeks; Pat Shurtleff and Fire Chief Lamb are collaborating on assisting the Apartment Management Company in finding a solution for those who are immobile and live on a floor accessible to them only by elevator.

Planning Department

No report this week.

Finance Department

- Continued to work on further updates to the FY17 Budget
- Began working with Tradition Energy for the purpose of electricity procurement
- Coordinated with attorney Tim Bliss so he can begin updating the Municipal Pension Fund Plan Document and the Police Pension Fund Plan Document
- The \$40,000 Waterman-Fiske Loan to the Coventry Housing Associates has been put on hold because the pre-purchase house inspection of the property revealed that it has major electrical wiring issues

Police Department

The Police Locker Room Project:

DPW has done great work on combining several rooms in the basement of the Police HQ into a locker room which will hold about 28-30 lockers and house the male patrol force. DPW is nearing the end of this project and all that remains is to hand the doors and paint the floors. Overall, we believe that using DPW saved us in the range of 8-10K in labor costs for this project already.

COL MacDonald will be coming before Town Council soon to ask to use impact fees to purchase the new lockers (40-50K) since lockers run in the range \$800-\$1200. Impact Fee will qualify on this project as we expect to have these lockers for at least 20 years. The current lockers are well over 30 years old we estimate. We would take these lockers with us when we move to a new facility in the future. We will be getting several quotes from locker vendors on this project to ensure we have a good grasp on the price range and space needs.

We are also examining the remaining two areas the supervisor locker room and the female officers' locker room. These areas will need some preparations before the lockers arrive. DPW cannot attend to these projects as the summer season projects are coming into play and they will not likely have time to address these areas. We may also need to ask TC to approve impact fees in order to complete some renovations here as well. These two rooms should not exceed 4-5K in labor and costs.

Department of Public Works

- Attached to this weekly report is the completion of the most recent trash and recycling assessment. Please see that follow-up results will indicate how this education process is working. SEE ATTACHMENT 1

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Information Technology Department

I'll make this short and sweet. During the week of 4/17/16 the Information Technology Department was/is working on several projects along with taking care of the day to day problems and issues that repeatedly occur with users, computers and networks. The projects being worked on this week include but not limited to:

- Configured, installed and "trained" the Parks & Recreation Department and DPW Department for access into the General Ledger Finance system. These two departments now have real time access into all of their budget accounts and Grant accounts in real time. They will no longer need to contact the Finance Department for Account Balances and activity, Vendor Activity and the Access and printing of their Statement of Operations Reports.
- Configured and added the EMA budget and all additional Grant accounts to the Police Department's access in the General Ledger System.
- Departmental access to General Ledger is the first step in the transition to electronic rec

Parks and Recreation Department

- I. April Vacation Camp is in full swing with 105 children enjoying activities on site and at various venues such as Mystic Aquarium, Legion Bowl, Chucky E. Cheese, Apple Bees, Honeycomb, United Skates and other locations, including the Annex Gym and at Paine Fields and the two Playgrounds. With the inclusion of All-Day Kindergarten next schoolyear, we anticipate a need for expansion of this program and our other camp programs to include the Kindergarten population of children. I anticipate that we will run this as a Pilot program during fiscal years -2016-2017 and seek assistance in creative budgeting for fiscal year 2017-2018 to accommodate this prospective additional offering.
- II. With Opening Day for Little League Baseball only four days away, April 23rd, 2016 at 11:00AM, Parks Division Crews are hard at work reconstructing fences, re-edging base paths, cutting grass, thatching, fertilizing and primping concession facilities in advance of this important occasion, symbolic of the beginning of spring and enjoyed by so many in this community. I am very pleased to have been asked to speak to those in attendance at both the Little League and Girls Softball "Opening Day Ceremonies" during the next two weekends. This exercise has been most nostalgic as I reminisce about my Little League experiences over 44 years ago.
- III. The Vehicle Maintenance Division has completed many repairs on the aging fleet including replacement of the "Turbo Charger" only to send this Bulk Truck out on the road and discover an issue with the brakes. We recently received the utility trailer purchased with impact fees along with the macadam saw that we needed to complete repairs to parking lots within the parks system.
- IV. We had the occasion to utilize the new saw mentioned above as we built a new tennis backboard at the tennis courts at Paine Field within the past two weeks and we used the saw to secure the backboard. Our tennis instructor, Patrick LaSalle is very pleased to have the new facility being constructed in advance of the busy tennis season.
- V. We anticipate receiving our new Excavator soon and we are eager to get this vital piece of equipment as many projects await the arrival of the excavator.
- VI. I am very pleased to make the Council aware that the collaborative grant writing effort in conjunction with Town Librarian, Lynn Blanchette was successful as the **Town will receive a \$15,000.00** dollar grant from the Rhode Island Foundation, to construct a Tot Lot on the west side of the library on the Town Hall property, adjacent to the bike path. Crews will begin work on this project as soon as is possible, time allots and when we have the equipment necessary to do the job including the excavator.

- VII. Men's and Women's Softball programs begin soon, also signifying a move towards spring and summer.
- VIII. The Parks and Recreation divisions are interviewing candidates for various positions within town's Parks and Recreation Division with a full list of prospective hires to be forwarded to the Town Manager for review very shortly. I have enjoyed meeting members of the community through this process.
- IX. Celebrate Coventry is to conduct their first Annual Craft Fair at the Guy LeFebvre Community Center on Saturday, April 30th, 2016, directed by Celebrate Coventry member, Sandy Lukowicz. The All Day event will feature local artisans and more. This is one of many official Celebrate Coventry events developed to recognize the 275 years of the Town's existence. Let's hope for great weather and strong turnout for this event.
- X. I anticipate a request of the EMA to conduct an emergency, ("Ham Radio") communications overnight event at the Coventry Central Park in the month of June. Details are being determined at this time but I will sign off on this use of part of the park, as it will enhance our ability as a community to remain ready in the event of a communications breakdown and will impact the community's use of the park very little or not at all.
- XI. I have been working with Veteran Volunteers at the various parks for spring cleanup activities, providing materials, plant material and guidance, in working with Mr. Ed Broulliard as is tradition.
- XII. Several queries have come forward to my desk regarding upcoming Earth Day activities and the question is where to clean up the earth this year. When afforded emails, I have copied others on the various factions of volunteers, so that there need not be duplication of effort.
- XIII. The Programming Department is busy prepping for the summer camp season. We anticipate that over five hundred children will participate in our program this upcoming summer. We have registered over 45% of the potential registrants online to date with 40% of the registrants coming in the form of "online credit card" transactions. This has reduced the foot traffic in the office considerably, providing the office staff with more time to plan and work without interruption.

Department of Human Services (DHS)

DHS has no new information this week. Just rolling along

Public Library

Coventry Public Library and Parks & Recreation are pleased to announce they have been awarded a \$15,000 Rhode Island Foundation Centennial Community Grant for the construction of the library Tot Lot. The project will begin later this spring.

(Attachment 1)

Second Waste Contamination Assessment of Under Performing Areas

Overview:

While the Town is consistently increasing our recycling rate month over month, we have still not met the 35% recycling rate mandated by RIRRC. Our current FY16 recycling rate is 26.9% compared to 21.7% for FY15.

The residences located in the section of town with a Friday collection schedule have consistently underperformed since the beginning of the automated collection program in comparison to the other collection routes. This area of town is categorized as the neighborhoods surrounding Arnold and Hopkins Hill roads.

Approximately 19.33% of all waste generated is recyclable material. Overwhelmingly, the two largest groups of recyclables contaminating our waste stream are plastic containers (such as water bottles, yogurt cups, etc.) and paper (specifically mail).

The average number of bags found in the garbage cans is consistent with what was found in the March assessments. At this rate of contamination, we are looking at approximately **86.5 tons** of recyclables going to the landfill on a weekly basis throughout Town. On an annual basis that is *approximately 4495.4 tons, translating to \$183,957.54* (assuming 1414.27 tons over the cap).

Abstract:

During the weeks of April 8th and April 15th, the areas of Town with the lowest recycling rates were selected for random assessment of waste. The Recycling Coordinator randomly selected garbage containers from each route to assess contaminants, efforts were concentrated in the Arnold and Hopkins Hill roads neighborhoods. This report provides the findings.

Method:

Recycling rates are calculated on a daily basis by using the transaction records from the landfill given to each Driver Collector. The Town is broken into 20 segments, one for each of the four garbage routes per day.

The Recycling Coordinator counted the number of bags and weighed the garbage, then removed all recyclable materials and weighed the recyclable material to identify the contamination rate by weight.

The following table shows the recycling rates for the Friday garbage routes who, in comparison to other collection days, have consistently underperformed since the beginning of the automated collection program.

Garbage Route/Neighborhood	Garbage Tonnage (10/26-04/08)	Recycling Tonnage (10/26-04/08)	Starting Recycling Rate
1 – Coventry Drive	120.09	58.6	32.79%
2 – New London Tpk/Arnold Rd	157.75	81.97	34.19%
3 – Hopkins Hill	188.18	96.93	33.80%
4 – Arnold Rd	139.91	67.43	32.52%

Findings:

- *Number of Residences Assessed: 33*

- *Total Pounds of Garbage Assessed: 1,135.8*
- *Total Pounds of Recycling Removed: 219.6*
- *Contamination Rate: 19.33%*
- *Average Number of Bags per Residence: 3.77*
- *Average Weight of Garbage per Residence: 34.42 lbs.*
- *Average Weight of Recycling per Residence: 6.65 lbs*

Almost every single household had some sort of recyclable material in their garbage bags.

Material	Number of Residences	
Plastic	16	48.50%
Glass	2	6%
Metal	13	39.40%
Paper	25	75.80%

Initial Actions:

- Curbside - After conducting an assessment of waste, a Waste Contamination Assessment form detailing the findings for each individual cart was left for the resident and included a copy of the recycling guidelines as well as additional information as needed (e.g. Transfer Station informational flyer, Eco-Depot schedule, etc.).
- Office - At the end of each day a letter was sent to the residents (and/or property owner in cases of non-owner occupant) advising they were subject to a random assessment for a and this will not be an ongoing assessment. Additional recycling resources were included.
- S. Media – Engagement with the community asking for assistance in identifying the reason why the general populace puts mail in their garbage barrel instead of the recycling. Also engaged community to brain storm solutions to the problem.

Further Actions:

- Based on responses from the community the Recycling Coordinator will be creating a list of all Shredding Events in and around Coventry for the foreseeable future to aid residents in properly destroying and disposing of sensitive information.
- Ongoing assessments of underperforming areas are anticipated on a monthly or bimonthly basis, weather and availability permitting.
- Ongoing monitoring will be conducted to ensure affectability of this procedure.

Expected Further Results:

- Targeted education to small segments of the population based on need.
- Based on the results from the previous round of assessments, we are anticipating up to a 9.32% increase in recycling rate over the course of the next 4 weeks.
- Goal: Yield a 1% increase in recycling rates over a monthly basis up to and exceeding the 35% rate.