



Memorandum

5/6/2016

To: Town Council
Department Heads
Town Citizens

From: Graham Waters, Town Manager

Re: TM Report - week of May 1 – May 7, 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. **Should Councilmembers or the citizens of Coventry have follow up inquiries regarding matters listed in this report, they may contact the Town Manager directly at gwaters@coventryri.org or by phone at (401) 821-9185.**

- The Town Manager held a Town Hall/Administration employee meeting. Topics discussed included the employee health and wellness benefits fair, safety concerns by the employees for areas around Town Hall, and general other feedback the employees wanted to provide the Town Manager.
- There was an article in the Kent County Times on Monday, May 2nd, in regards to a possible resolution for homeowners who have had their properties recently designated as being in a flood zone around Johnson's Pond. The article provides a point of contact for homeowners through Congressman's Langevin's office, Mr. Seth Klaiman was cited as the point of contact through the Congressman's office and can be reached at 401-732-9400
- The Town Manager, Finance Director and the Town Manager's Executive Assistant in her HR capacity, met with a representative of the Trust to review the Town's insurance renewal rates. As discussed at the Town's Fiscal Year 2017 Budget Public Hearing, the Town is expecting a reduction in premiums in FY 2017 by over 2%.
- On Wednesday, May 3rd, the Town Manager and all department heads participated in sensitivity training covering the topics of workplace bullying and harassment. Senior staff learned ways to identify bullying and harassment among its employees and several methods to prevent it. Most importantly, senior staff learnt the impact they have in upholding high standards in the workplace as far as preventing bullying and harassment.
- To help with the Town's increasing requests to enforce zoning and code violations, I have approved a change in duty status of the Planning Clerk/Zoning Enforcement Officer, Kerrie Karwoski, to be temporarily designated as an assistant building officer too.
- Earlier in the week I emailed out a notice regarding the KCWA rate increase proposal; the Town Solicitor has drafted a motion to intervene on behalf of the Town of Coventry. I have asked IT to post the notice of the rate increase to the Town's Facebook page and website.

Planning Department

No report this week.

Finance Department

No report this week.

Town Library

No report this week.

Police Department

No report this week.

Department of Public Works

There are several items of note for this week regarding Public Works;

1. The Town Manager signed an addendum to the 2015-2017 Solid Waste and Recycling Services Agreement and we are awaiting the Town Solicitor's signature. This addendum summarily addresses the following items;

A. Section 4 Fees; changes to include "Municipality agrees to pay the Corporation \$54/ton for disposal of all Municipal Solid Waste in excess of its annual Cap Tonnage."

B. Section 11 (c) Tires; Effective July 1, 2016, "Municipality agrees to pay the Corporation:

1. A fee of \$175 per ton for segregated loads of waste tires, OR
2. A fee of \$ 5.00 per segregated waste auto tire
3. A fee of \$ 10.00 per segregated waste truck tire

C. Section 11 (d) Mattresses and Box Springs; changes include, "Municipality agrees to pay the Corporation, during Fiscal Years 2015 & 2016":

- 1 d. A fee of \$250.00 per ton for segregated loads of mattresses and/or box springs
- 2 d. A fee of \$15.00 per unit for segregated mattresses and/or box springs, OR
- 3 d. A fee of \$50.00 per unit for land-filled mattresses and box springs

Pursuant to the implementation of RIGL 23-90, dated May 1, 2016, Municipality agrees to divert loads of recoverable, recyclable mattresses to recyclers approved by the Mattress Recycling Council.

For Fiscal Year 2017, beginning July 1 , 2017, "Municipality agrees to pay the Corporation;

1. A fee of \$600.00 per ton for segregated loads of unrecoverable mattresses and/or box springs, OR

2. A fee of \$50.00/unit for unrecoverable mattresses and box springs.

2. Hopkins Hill Road asphalt pavement has been completed and pavement markings have begun to be installed.

3. Preparation has begun on the following roads for asphalt pavement this week; portion of Pembroke Lane, Reddington Street, portion of Center Street and Greene Street.

4. Catch Basins are being rebuilt, drainage swales are being cleaned of winter silt, streets are being swept, pot holes patched and working with Parks & Recreation and the School Department to complete sweeping of their parking lots.

Information Technology Department

Sticking with my “Short & Sweet” format, the saga continues. During the week of 5/2/16 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 Human Services Department and Planning 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, Vender Activity and the Access and printing of their Statement of Operations Reports.
- Configured and added all the grant funded line items in the budget and all additional Grant accounts to the DPW Department, Planning Department & Human Services Department access into the General Ledger System.
- Secured and removed Parks & Recreation Directors access to any and all Coventry Systems.
- Both Cody and I attended an all-day cyber security training provided by RISP.

Parks and Recreation Department

No report this week.

Department of Human Services (DHS)

No report this week.