



Memorandum

5/6/2016

To: Town Council
Department Heads
Town Citizens

From: Graham Waters, Town Manager

Re: TM Report - week of May 8 – May 14, 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 has had a successful search for the Assistant Planning Director position. Assuming all goes well with the Financial Town Meeting, the Town will advertise for the Associate Planner position to have it filled by the start of the coming fiscal year.
- After the spirited discussion at the May 9 Council Meeting, and hearing the public comment, the Town Manager has instructed the Town Clerk and Director of Information Technology to begin posting all Town committee/board/commission meeting minutes and audio recordings onto the Town's website. This is a long term project, and minutes and audio recordings will be posted as they become available.
- Beginning at the May 23rd Council Meeting, the Town Manager has requested the Town's Kent County Water Authority (KCWA) board representative, Ed Inman, to begin quarterly reports to the Town Council, in a similar fashion of the reports presented by the Coventry School Board. This will hopefully facilitate better transparency and communication between the Town and KCWA regarding the Town's portion of the water system.

Police Department

- Several members of the Police Department, including the Chief of Police, participated in the Coventry Substance Abuse Task Force video recording in the Town Council Chambers on Thursday May 12th.
 - A wide variety of speakers were featured and the focus was prescription opioids and heroin.
 - The video will be edited into short vignettes designed for release on social media.
 - The task force plans on using the video during a future coordinated school event to address parents and students at some point this fall.
 - The video also features a demonstration on drug recognition and administering NARCAN.

Information Technology Department

From the Director's Desk:

“Sticking with my popular ‘Short & Sweet’ format, the opened ended voyage of the Starship **Technology Department** continues”. During the week of 5/9/16 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:

- Continued configuring and installing more departments access into the General Ledger Finance system. The Town Library and Town Clerks office are about to be given access. The two departments will have (Friday or Monday at the latest) 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.
- The IT department configured and added all the grant funded line items in the budgets of the rest of the departments that have access into the GL (General Ledger) System.
- Spent a considerable amount of time on setting up a system to breakout the revenue disbursement by GL accounts of the “MyRec” program moneys.

Department of Public Works

- During this week Public Works has concentrated on pot hole patching, street sweeping, cleaning storm drains and vegetation trimming.
- The asphalt paving project completed the roads in Oak Haven that were prepped last week, Perry Hill Road and Laurel Avenue have been prepped for paving next week.
- Facilities Maintenance have worked on cutting and trimming the lawns and preparing for the **Compost-Fest on Saturday 5/14, from 11AM-2:30PM**
- The Barb's Hill Bridge replacement has been moved to a high priority from RIDOT. The Town has received the 10% design plans for comment. As more information is made available the Town will publish notice of the project.

Department of Finance

- Continued to work on final updates to the FY17 Budget in advance of the Monday, May 9th Council meeting.
- Continued working with Tradition Energy for the purpose of electricity procurement.
- Assisted Kevin McGee and Cathy Pendola on finance matters related to Parks & Recreation including the MyRec system.
- Prepared and sent the FY17 Proposed Budget information to the State Department of Revenue for its review and approval of the newspaper ad.
- Participated in a walk-through inspection conducted by the RI Interlocal Trust for the purpose of improving security within Town Hall.

Department of Human Services (DHS)

During the past week, the Department of Human Services undertook the following activities and projects:

- Shot a drug awareness video using funds from the Substance Abuse Task Force. It was done very well by all participants including DHS, Coventry Schools, the Town's Police Department, Dr. Zabbo from Kent Hospital E.R. and a representative from Anchor Resource for Recovery center. Sue Pajak should be commended for her great work on bringing this project to fruition.
- Stephanie Weber hosted the first of a six part series in cooking on a budget using all items received at the food Bank. The clients who attended felt it was a worthwhile effort and are committed to the whole series. We hope this effort will grow over time.
- Gail Tatangelo was able to negotiate a great price for pressure treated lumber to replace all the raised beds for the Community Garden. This work should be completed within the next two weeks by volunteers.
- Next week the DHS Director will be appearing before the House Finance committee to testify about the legislative grant the Town received.
- After receiving the support of the town council to place the bond for a new Public Safety/ Human Services Complex, Colonel McDonald and the DHS Director met with legislators to request their support with the General Assembly to pass the bill thru the Assembly so the Town can move to the next step. Senator Raptakis took the proposal to the General Assembly and was able to put it on the Senate calendar. Our Representatives were all willing to assist on the House side. Their efforts and support are greatly appreciated.