



## Memorandum

07/22/2016

**To:** Town Council  
Department Heads  
Town Citizens

**From:** Graham Waters, Town Manager

**Re:** TM Report - Week of July 17– July 23, 2016

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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](mailto:gwaters@coventryri.org) or by phone at (401) 821-6400.**

- On Monday, July 18<sup>th</sup>, the Town Manager met with Council candidate Keith Taylor to provide updates on goals and projects in the Town.
- On Monday, July 18<sup>th</sup>, the Town Manager met with Mr. Earl Mahar to discuss his role as the Town's Weights and Measures Inspector, and to discuss the future of the position in the Town.
- On Wednesday, July 20<sup>th</sup>, the Town Manager and Town Councilwoman Karen Carlson, attended an evening meeting with residents of Isle of Capri Road to discuss the demolition of 63 Isle of Capri, a house the Town bought with FEMA funding and is slated to be demolished. The residents expressed concerns about trespassing on the lot post demolition, as well as parking and other neighborhood issues. The Town has no plans for the property post demolition, but will take steps to inhibit trespassing on the property.
- On Thursday, July 21<sup>st</sup>, the Town Manager, Public Works Director, and Council President meet with representatives of the Lake Tiogue Homeowners Association to discuss the recent closing of Briar Point Beach. The meeting was productive and involved the topic of how the Town will implement best practices for beach closings when water sampling shows high bacteria counts. The July 4<sup>th</sup> weekend closure of Briar Point Beach was the first such closing in Town history, so no procedures were ever implemented by Town personnel in the past.
- On Thursday, July 21<sup>st</sup>, the Town Manager met with town resident and local developer, Mr. John Assalone to discuss private sewer lines owned by Mr. Assalone throughout his respective private developments. The meeting consisted of a driving tour of various manufactured home residential neighborhoods and discussion of his Reservoir Road sewer line, which the Town has been considering purchasing.
- On Thursday, July 21, The Town Manager and Town Councilwoman Karen Carlson attended an evening meeting of the Gentry Farm Homeowners Association. The meeting was a meet and greet for the Town Manager, as well as discussion revolving around the private road maintained by the association. The Association is interested in what the probability of the Town taking over the road is, and what process is involved with such an idea.

### **Police Department**

- Department Personnel and Human Services met with NCA – Northeast Collaborative Architects to discuss space needs.
- Officers continue to conduct traffic enforcement on Maple Valley Road and Hopkins Hill Road.
- The traffic box is currently deployed on Maple Valley Road in order to conduct a traffic study to determine the speeds of the vehicles traveling that road.

## Department of Human Services (DHS)

- DHS - Project Friends has been doing very well with their snacks and drinks effort for campers at Parks and Recreation. The campers and their parents appreciate the selection and low price.
- DHS is preparing a "Storm-Ready Checklist" which will be placed in our newsletter in August. We will also distribute this flyer to the manufactured home residential neighborhoods via their tenant's association community rooms if needed.
- **DHS received a \$6500 grant from the Electric Boat Employees Community association for the food bank.**
- The Town's Community Garden is doing well and Coventry Food Bank clients are enjoying the harvest.

## Department of Public Works

- **Received a \$3,000 check from Senator Raptakis, from the Rhode Island Senate Grants, for the Mapleroot Cemetery fence project completion.**
- The road closure of Hammet Road is in place, and the Culvert Replacement Project is under way.
- First notifications have been sent to the residents of Potter Road for the culvert replacement and the subsequent road **CLOSURE STARTING THE WEEK OF AUGUST 1ST**. The notice has been placed on the Town web site, Public Works Facebook page, Town of Foster, Coventry Police and Western Coventry Fire and an advertisement in the Reminder. Secondary notices will be sent to the residents next week.
- Our seasonal maintenance is continuing; catch basin repairs, asphalt berms, street sweeping in Wood Estates will be complete on Friday 7/22, brush cutting throughout the Town and pothole repair
- The crack filling project finished in Wood Estates and is currently in the Coventry Drive area
- The Sanitation Department, Recycling Division, hosted another Backyard Compost Bin workshop on July 20th and in excess of **40 compost bins were sold**.

## Department of Finance

- Attached is the **Pre-audit** fiscal year-end Financial Report: Please note that these figures are **NOT FINAL** and will change over the next two months as the Town's audit is conducted. (Attachment 1)

## Department of Parks and Recreation

- We met with leaders of the Little League, the extension of the Wood Street field continues, which include extending the length of the field by 20' to accommodate the new Little League regulation for the 50/50 program
- Our seasonal maintenance continues, field maintenance, Greenway, Town beach and Summer Camp locations



**TOWN OF COVENTRY  
TOWN GENERAL FUND  
STATEMENT OF REVENUES  
FOR THE YEAR ENDING JUNE 30, 2016  
PRE-AUDIT AS OF 7/22/16**

	BUDGET 2015-2016	ACTUAL TO DATE	% OF ACTUAL/BUDGET
Real Estate Taxes Current	\$16,745,617	\$16,548,869	98.8%
Real Estate Taxes Prior	557,120	530,130	95.2%
Auto Excise Tax	5,209,642	5,246,343	100.7%
State Reim. Auto Tax	246,097	246,097	100.0%
Payment in Lieu of Taxes	60,979	66,898	109.7%
Interest and Penalties	557,485	518,517	93.0%
Animal Rescue Fees	15,463	9,507	61.5%
Telephone Tax	474,601	432,985	91.2%
Hotel Tax	89,853	96,031	106.9%
Meal & Beverage Tax	398,643	389,939	97.8%
Municipal Incentive Aid	166,346	171,006	102.8%
Misc. Receipts	674,532	994,559	147.4%
Municipal Court	33,300	51,353	154.2%
Police Car Rentals	93,830	118,090	125.9%
Police Detail Revenue	16,439	0	0.0%
Real Estate Taxes Debt Service	1,282,494	1,282,494	100.0%
School Pymt Perf Energy Bond	58,701	58,701	100.0%
State Reimbursement Perf Energy Bond	261,341	0	0.0%
Prior Year Surplus	66,140	0	0.0%
Westwood Reimbursement	7,500	9,964	132.9%
Lease Buy-Out Cone	0	43,656	#DIV/0!
Insurance Settlements	0	39,744	#DIV/0!
Recording Fees	314,429	325,624	103.6%
Probate Fees	50,506	54,969	108.8%
Marriage Licenses	1,333	1,264	94.8%
Dog Licenses	17,898	15,618	87.3%
Realty Fees	40,000	40,000	100.0%
Alcoholic Beverage Licenses	23,860	21,300	0.0%
Hunting and Fishing Licenses	22	26	118.2%
Miscellaneous Licenses	103,948	97,043	93.4%
Land Trust Fees	215,030	174,444	81.1%
Interest on Investments	148,097	195,807	132.2%
Building Permits	110,430	213,917	193.7%
Plumbing and Heating Permits	17,322	23,423	135.2%
Electrical Permits	16,510	26,164	158.5%
Library Fees	25,149	22,639	90.0%
State Aid Libraries	97,718	97,717	100.0%
Planning Comm/Steno Fees	1,657	4,635	279.7%
Planning Commission	10,023	7,980	79.6%
State Aid Revaluation	97,200	0	0.0%
<b>Total Municipal</b>	<b>\$28,307,255</b>	<b>\$28,177,453</b>	<b>99.5%</b>

**TOWN OF COVENTRY  
TOWN GENERAL FUND  
STATEMENT OF EXPENDITURES  
FOR THE YEAR ENDING JUNE 30, 2016  
PRE-AUDIT AS OF 7/22/16**

	BUDGET 2015-2016	ACTUAL TO DATE	% SPENT
110 Town Council	\$25,821	\$25,568	99.0%
210 Town Manager	318,055	331,938	104.4%
211 Citizens Advisory Committee	1,077	613	56.9%
225 Information Tech	340,434	312,612	91.8%
310 Town Clerk	295,840	331,659	112.1%
320 Board of Canvassers	99,047	66,486	67.1%
410 Town Solicitor	416,500	442,082	106.1%
420 Municipal Court	42,526	41,078	96.6%
510 Probate Court	17,873	16,252	90.9%
610 Treasurer	321,141	321,440	100.1%
620 Tax Assessor	193,578	201,995	104.3%
630 Tax Collector	231,352	232,135	100.3%
640 Bd of Assessment Review	4,296	2,522	58.7%
710 Police Department	12,079,800	12,066,890	99.9%
720 Animal Control	220,025	212,213	96.4%
750 Emergency Management	19,075	12,161	63.8%
760 Town Sergeant	2,335	2,311	99.0%
790 School Crossing Guards	29,859	27,779	93.0%
810 Engineering	110,820	103,992	93.8%
820 Inspection & Permits	219,919	201,917	91.8%
830 Roads & Bridges	2,013,378	1,949,299	96.8%
840 Snow Removal	286,988	295,316	102.9%
850 Building Maintenance	471,395	519,921	110.3%
860 Refuse Collection	767,426	735,883	95.9%
870 Refuse Disposal	502,380	459,535	91.5%
880 Vehicular Maintenance	910,594	819,591	90.0%
910 Recreation Department	1,058,398	1,007,597	95.2%
925 Human Services	773,855	795,537	102.8%
930 Public Library	987,955	999,047	101.1%
940 Planning Department	294,838	277,051	94.0%
941 Planning Commission	15,191	13,293	87.5%
942 Zoning Board of Review	10,363	10,272	99.1%
943 Conservation Commission	1,500	650	43.3%
944 Land Trust Commission	1,615	1,085	67.2%
945 Economic Development	1,777	0	0.0%
946 Historic District Commission	3,215	1,140	35.5%
950 Town General	3,406,470	3,448,011	101.2%
965 Coventry Housing Authority	4,069	3,719	91.4%
970 Debt Service	1,513,975	1,495,358	98.8%
980 Capital Improvement	292,500	134,787	46.1%
<b>Total Municipal</b>	<b>\$28,307,255</b>	<b>\$27,920,735</b>	<b>98.6%</b>

**TOWN OF COVENTRY**  
**TOWN GENERAL FUND**  
**SUMMARY OF REVENUES & EXPENDITURES**  
**FOR THE FISCAL YEAR ENDING JUNE 30, 2016**  
**PRE-AUDIT AS OF 7/22/16**

	BUDGET 2015-2016	PRE-AUDIT TO DATE	SURPLUS/ (DEFICIT)
REVENUE	28,307,255	28,177,453	(129,802)
EXPENSE	28,307,255	27,920,735	386,520
<b>FY16 PRE-AUDIT SURPLUS/(DEFICIT)</b>			<b>256,718</b>