



## Memorandum

08/12/2016

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

**From:** Graham Waters, Town Manager

**Re:** TM Report – Week(s) of July 31 – August 13, 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.**

- The Town Manager has initiated a new staff only traffic committee to review and solve a number of traffic complaints that have come into the Town Manager's Office. Whereas the Town had a traffic committee before, made up of citizens and elected officials, this committee will be compiled of staff representatives of the Police Department, Public Works Department, and Planning and Engineering Departments.
- The Town Manager's Office is continuing to receive operation and environmental complaints about the industrial park off of Reservoir/Airport Road. The Town is aware of the issues and continues to try new approaches to ensure compliance with town laws.
- On Wednesday July 3<sup>rd</sup>, the Town Manager and Director of Finance meet with The Vice President of Operations and Director of Finance of SiHL/Arkwright-The Coating Company. This was an introductory meeting and part of an effort by the Town Manager to reach out to the business community.
- The Town Manager and School Superintendent held a resident listening session at the Hopkins Hill Fire Department on August 8<sup>th</sup>, Monday evening. Being the inaugural meeting, it was well attended by a handful of residents. It is anticipated a second one will be held in the coming months at the Greene Library, but details are still being discussed.
- Woodland Manor Apartments has an elevator down for servicing. This has created an issue where elevator-reliant disabled residents cannot leave their apartments until the elevator is repaired. To alleviate this problem, the Town worked with the management company to install a chair lift for the stairs. The chair lift has been installed and inspected by the state.
- Saturday, August 13<sup>th</sup> (11:00AM – 2:00PM) is the Town's Second Annual Car Show, sponsored in part by the Celebrate Coventry Committee, Centreville Bank, Bamford Signs, Bank RI, Atlantic Trophy, Finn Auto Body, Ianotti's Funeral Home, Coventry Credit Union and Barbozza & Sons Roofing. There will be a variety of style and era of cars, as well as various vendors providing food and entertainment.

### **Town Clerk**

#### *Update on Town Council vacancy in District 5*

As stated in the Town Charter, Section 3.06, Filling Vacancy, "if such vacancy shall occur less than six (6) months prior to the next regular election, the vacancy shall be filled for the unexpired term by the remaining members of the Town Council."

A notice of Vacancy on the Town Council in District 5 has been placed in the Kent County Times and the Coventry Reminder as well as on the Town's website. The Chairmen of each political party in Coventry have been informed, by letter, of the vacancy and the possibility that the District 5 seat may be filled at a Town Council meeting scheduled for August 22, 2016 or at any meeting thereafter, with due notice given.

### Information Technology

During the weeks of 8/1/16 and 8/8/16 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 time period include but not limited to:

- Researching the acquisition, regulations, legalities and cost of using a quad copter for various municipal functions.
- Upgraded and replaced all municipal cell phones. Transitioned from AT & T to Sprint for a substantial reduction in monthly cost.
- Prepping for the start of the E-Rec system and the elimination of the use of paper requisitions by town departments.
- Still working on refunds and financial data from the "MyRec" system.
- Continued Working on the .GOV domain for the town for an eventual changeover of the domain and email system.

### Police Department

- This week much of the police department staff attended the RI EMA Hurricane Conference.
- The Chief of Police and Director of Human Services will be meeting with a Department of Transportation representative to discuss Wood Street traffic and potential partnership with the new Public Safety Human Services project entrance.
- The Police Department will be hosting a table and touch-a-truck and Saturday's Car Show. The Police Department's car show booth will include a CODE RED sign up area and a Police SUV.

### Department of Human Services

- **Project Friends is having their first major fundraiser on 9-23-2016. It will be a comedy night held at the Phenix Sportsman's Club. There will a meal served and a great night of entertainment plus raffles. We have a few tickets left. Cheryl Wilcox was going to check to see if anyone from Town Hall wanted to go. Tickets are \$25.00 each.**
- The department is anxiously awaiting the architects drawing of the proposed new building design so we can begin our marketing campaign. The department would like to reveal the drawings to the Town Council before the September 12<sup>th</sup> meeting.
- The Department of Human Services is currently planning its fall programs.
- The department is looking forward to more collaboration with Department of Parks and Recreation and Coventry Library to enhance all our efforts to bring resources and services to resident of this community. It is exciting to have a new partner with the arrival of the Parks and Recreation Director.
- The Coventry Food Bank is experiencing the low amount of food at the food bank. The summer is always a challenge as the amount of food donated thru school food drives; churches etc. is lower that during other times of the year. We are purchasing more from the State Food Bank to keep basic essentials stocked. The Community Garden has been a great asset again this year to the Food Bank.

### **Department of Public Works**

- The Potter Road culvert replacement is complete.
- The demolition of the Town owned property at 63 Isle of Capri Road is complete.
- The Hammet Road Culvert Replacement Project is ahead of schedule, 2/3 culverts being complete with the final run of pipes under way.
- The repair of the catch basin on Black Rock Road is complete.
- The Town's Pothole repairs, construction of asphalt berms and various paving projects are ongoing. The Town posted a tentative road repair schedule on its website.
- Brush Cutting, Road Grading, Street Sweeping and Mowing is ongoing.
- The Department of Public Works is assisting the Parks Department with expansion of the Little League field at Wood Street.

### **Department of Parks and Recreation**

- Cleared and treated for grubs - the Little League field expansion at Wood Street.
- The Town's Fields, Greenway, Parks have been mowed and fertilized.
- The Town's Beaches and parks have been cleaned.