



## Memorandum

10/7/2016

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

**From:** Graham Waters, Town Manager

**Re:** TM Report – Week of October 9 – October 15, 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 meet with the School Superintendent in their regular monthly meeting. Items discussed included capital needs and budgeting for the FY2018 year, the Rhode Island Dept. of Education (RIDE) Fast Track Repair Program, and personnel matters.
- The Town Manager met with staff of the Finance and Planning Departments to discuss ways in which the Town can restart its low interest (1%) septic loan program offered in collaboration with the State's Clean Water Infrastructure Bank. The program was tabled while the Town transitioned through Managers and determined its liability for underwriting the loans offered to residents. To give a brief summary of the program: with underwriting from the Town, residents can apply for a 1-2% low interest loan to replace their outdated septic systems with new ones that help reduce pollution. The loan works in a similar fashion to a home equity loan to cover the cost of replace a failing or outdated septic system.
- The Town Manager and Director of planning met with an engineer from DiPrete Engineering to review plans on the revival of the Hope Mill, located in Hope Scituate. A portion of the property crosses into Coventry, but not structural portions of the project extend into Coventry. Attached to this report is a engineers drawing of the proposed project. More information regarding the project can be accessed through the Town Planning Department.
- The Town Manager met with the Finance Director in their weekly coordination meeting. The FY 2018 budget and Tax Assessor search were among the items discussed.
- On Friday October 14<sup>th</sup>, the Town Manager and Finance Director attended a seminar, hosted in part by the Rhode Island League of Cities, which covered the topic of municipal pensions and Other Post Employment Benefits (OPEB) financial issues faced by municipalities. The Town of Coventry put in place and is following a plan to fully fund its municipal and police pensions by the year 2033.
- On Saturday, October 15<sup>th</sup>, the Town Manager along with Council President Shibley and Councilman Assalin, attended the ribbon cutting ceremony at O'Reilly's Auto Parts store, on Tiogue Avenue (Rt. 3)

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

#### **Programs**

Fall programs started this week. A promotional advertisement for the upcoming Halloween Party, scheduled for Oct. 29, has been finalized and will be printed in The Reminder next week.

### Maintenance

Final interviews for the full-time, permanent, maintenance worker position have been completed.

Weekly mowing and trash pick-up has been done.

### Library Tot Lot

Concrete footings have been put in. The climbing feature has been assembled and installed.

### Proposed Dog Park

The Director of Parks and Recreation, Raena Blumenthal, met with members of the Coventry Dog Park Association.

Together they identified and assessed potential locations that would best serve the public.

### **Department of Information Technology**

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:

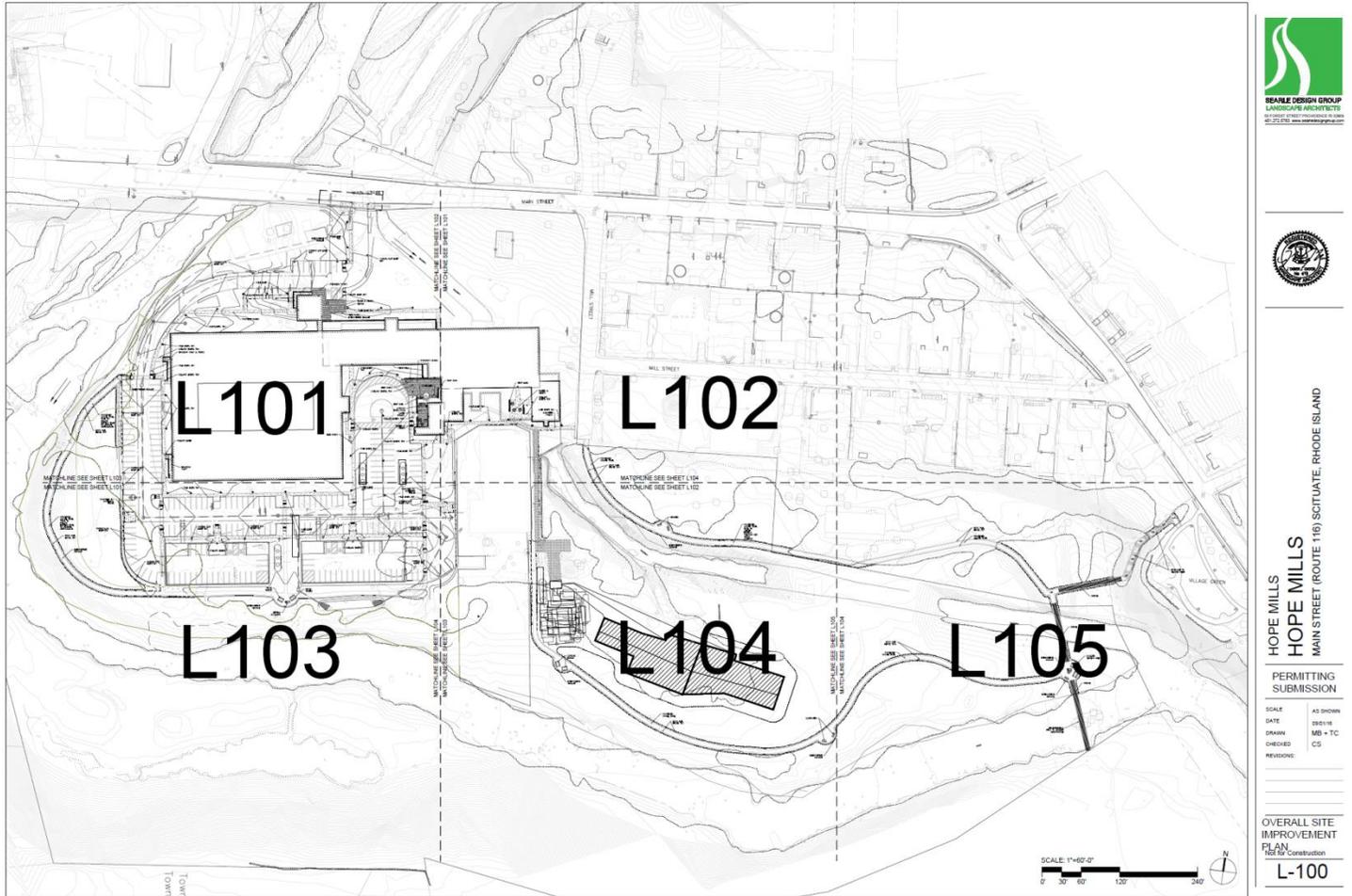
- Negotiated and finalized a lease with Neopost, LLC. to replace the recently expired lease with Pitney Bowes. The lease is for a postal machine and services for the mailing of Town correspondences. The old lease was for a \$590.00 month (\$7,080 annual), and the new one is \$367.54 a month (\$4,410.48 annual) for an annual savings of \$2,669.52 or \$10,678.08 over the life of the lease.
- Began talks with Granicus for possible purchase and installation of software and equipment needed for the recording and dissemination of video and live feed of Town meetings. A web demo of the system will be conducted sometime during the week of 10-17-16.
- Purchased new anti-virus software for both the PD and Town Hall Networks, along with new switches for the PD. Evaluating new high end computers for replacement of police dispatch centers' old systems.
- Continued working on installing the security cameras in the DPW area.
- Continued work on researching the acquisition, regulations, legalities and cost of using a quad copter for various municipal functions.
- Working on the E-Rec system and the elimination of the use of paper requisitions by town departments.
- Analyzed and planned out the requirements and installation of telecom and network cabling into a new office at the Human Services building. Cabling to be installed the week of October 16th.

### **Department of Human Services**

- The Department of Human Services is seeing more people in need for its holiday programs and questions about Low Income Heating Assistance Program.
- Stefani, the Department's health insurance liaison, is seeing a host of individuals for the various options in the state's health insurance open enrollment period. Open enrollment continues until December 5, 2016.

**Department of Planning**

- Engineers drawing of proposed Hope Mill Apartment Renovation



HOPE MILLS  
HOPE MILLS  
MAIN STREET (ROUTE 116) SCITUATE, RHODE ISLAND

PERMITTING  
SUBMISSION

SCALE	AS SHOWN
DATE	08/19/18
DRAWN	MB - TC
CHECKED	CS
REVISIONS	

OVERALL SITE  
IMPROVEMENT  
PLAN  
FOR Construction

**L-100**