



Memorandum

11/4/2016

To: Town Council
Department Heads
Town Citizens

From: Graham Waters, Town Manager

Re: TM Report – Week of October 30 – November 5, 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. The following information is not all encompassing and is in addition to the regular day-to-day business the Town Manager and Department Heads complete running the operations of the Town. **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.gov or by phone at (401) 821-6400.**

- The Town Manager along with the Planning Director, Assistant Planner and Human Resource Manager interviewed candidates for the Associate Planner position with the Town. The interviews were productive and a selection for the position will be made in the near future.
- The Town Manager held his regular bi-weekly staff meeting. Issues were discussed around Human Resources and information was exchanged between department heads on various projects.
- The Town Manager and Human Resources Manager attend a “tele-medicine” demonstration meeting with a company called Call-A-Doctor Plus. The meeting revolved around a product which would allow Town employees to contact a physician remotely. There are potential conveniences for town employees, and this product is already in place for the Town schools with a lot of success.
- On Wednesday November 2, the Town Manager met with representatives of AFSCME Local Council 94 to negotiate a new Collective Bargaining Contract.
- On Thursday, November 3, the Town manager met with members of the Board of Elections to brief them on matters related to the election.
- Thursday evening, the Town Manager attended a Police Department/Department of Human Services “Town Hall” meeting to discuss the proposed building bond and renovation of the Human Services Building. Held at the Western Coventry Fire Department, the meeting was well attended.

Department of Finance

- The Finance Director and the Tax Collector met with the West Warwick Sewer Authority Director of Administration and the Plant Manager this week to discuss a variety of issues related to the Coventry Sewer Program.
- The Finance Office completed on-site training conducted by a representative from Sungard. Sungard is the financial platform that the Finance Department uses. The training was designed to better familiarize the staff with the functionality of the platform’s many programs as well as to introduce and train on its new features.

Department of Public Works

The Department of Public Works performed the following working this past week:

- Preparing the trucks with sanders and plows, to perform service on the equipment for the winter season
- Crews have been preparing the utility trench on the Prospect Street drainage project for asphalt paving
- Crews have been performing pothole repairs, installing asphalt berms, brush cutting, street sweeping and catch basin repairs
- Contract was signed with D'Ambra Construction for the Arnold Road North sewer project, to begin on November 7th.
- The asphalt pavement contract continues with work on Town Farm Road, Franklin Road, Hammet Road and Acres of Pine Road
- The catch basin cleaning contract continues in the central portion of town
- The crack sealing contract continues with the final streets being completed
- The Shady Valley drainage project is complete

Department of Parks and Recreation

Programs & Events

The Department of Parks and Recreation is receiving sponsorships from local non-profit groups to purchase and decorate trees for Coventry's 27th Annual Christmas Tree Lighting.

Guy L. Lefebvre Community Center Christmas light decorations have been confirmed. There will be roof lighting, tree/shrub lighting, and custom décor.

Teen Center

To promote positive police-youth relations, plans have been set for Officer Snow, from the Coventry Police Department, to visit the Teen Center the week of November 14.

Library Tot Lot

The remaining playground equipment has been delivered. Installation will begin next week.

Maintenance

Routine mowing and trimming has been completed.

Department of Information Technology

During the week of 10-31-16 to 11-4-16 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:

- Working on an RFP for the audio and video live streaming of town meetings.
- Completed installation of Phase 2 (currently 12 cameras' are operational) of the DPW security camera system. The North, South and West sides of the complex have full video monitoring and recording capabilities.
- The installation of the new FuelMaster fuel pump system started. Management and "sales" tracking software installed on town server, DPW work-station and computer operations work-station. Software is now operational and ready for data entry in system tables.
- Payroll issues required a substantial investment in time for resolution.

- Worked with Finance Department on the E-Req. system for training and process development. Additional requisitions were completed from entry to check printing with no problems.

Police Department

From the Chief of Police:

- Colonel MacDonald and Pat Shurtleff conducted their final meeting (2) public meetings this week on the Question 8 referendum. The VFW meeting on Wednesday night was well attended and many good questions were asked. This is the final week before the vote and both departments have made a tremendous effort to get out the information on the bond. Media efforts have included TV interviews with Channel 10 and 12, radio interviews, publishing live and recorded videos on Facebook, newspaper articles in the Providence Journal and Kent County Times and weekly reminder advertisements in the local newspapers. The Chief and Pat Shurtleff have met with dozens of local residents and business people in an effort to educate people about the state of the buildings, the need and the facts about the Question 8 Bond.