



## Memorandum

11/19/2016

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

**From:** Graham Waters, Town Manager

**Re:** TM Report – Weeks of November 6 – November 18, 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. 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](mailto:gwaters@coventryri.gov) or by phone at (401) 821-6400.**

- The Town has reinitiated it's no interest Community Septic System Loan Program to help homeowners replace aging and failing septic system with a new system. These medium term (10 years) loans allow the homeowner in town to borrow a no-interest home equity loan to replace the septic system.
- One of the main goals the Town Council tasked the new Town Manager with, is to get the Town's Economic Development program up and thriving. The Town Manager is working on a proposal to bring before Council which lays out several ideas for the Town to adhere to moving forward in developing and carrying out such a plan.
- The Town has received a few noise and "flicker" complaints regarding the wind turbines which were recently erected in the western area of the town. The Town Manager's Office is working with zoning enforcement and Wind Energy Development to address these complaints.
- On Monday 11/7, the Town Manager met with Town Hall Department employees in a bi-annual meeting to discuss safety issues, town administrative policies, and hold an open Q&A sessions with them.
- On Thursday, 11/10, the Town Manager met with representatives of HallKeen Management (Woodland Manner) to discuss future matters related to the property.
- On Tuesday, November 15<sup>th</sup>, the Town Manager attended the regularly schedule RI League of Cities and Towns Executive Committee meeting. Items discussed on the agenda of note to the town included: Solid Waste Municipal Tip Fee and the strong probability that this will be increasing in the near future, but the amount is yet to be determined; an update on the Executive Director search for the League; municipalities pursuing local legislation to address panhandling within the confines of the U.S. Constitution.
- On Wednesday, 11/16, the Town Manager and Director of Human Services met in their regular one-to-one meeting. Items discussed included departmental business, how the department uses statistics and data for improving operations and addressing future personnel and budget needs. The conversation around data is part of an effort by the Town Manager to get department heads thinking more about what points of data within their department can be examined to help determine service needs for the Town.
- On, Wednesday, 11/16, the Town Manager and Department Heads met in their regular staff meeting to discuss matter of town business, issues around departments, and share ongoing project information.

- On Thursday, 11/17, Department Heads and senior departmental staff participated in training sessions on how to implement change within their departments, and important aspects of carrying out successful performance reviews.
- On Friday, 11/18, the Town Manager and Director of Finance met to discuss preparations for the FY 2018 budget season.
- On Friday, 11/18, the Town Manager met with town resident, Michael Baird, to discuss issues the resident brought forward.

### **Department of Finance**

- The Treasury department continues to work with the auditors on the FY16 audit.
- The Finance Director attended the November 15th meeting of the Citizens Advisory Committee. He advised the Committee on Cemetery and Board & Commission matters.
- On November 17th, the Finance Director attended NRI Supervisor Training along with other Town supervisors.
- On November 17th, the Finance Director along with the Town Manager met with the Superintendent of Schools and the School Department's Interim Finance Director to discuss the FY18 budget process.
- On November 17th, the Town tendered an offer to a candidate for the vacant Assistant Tax Assessor position.
- The FY17 Q1 Report of General Fund Revenues & Expenses is attached. See Attachment 1

### **Department of Public Works**

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

- The DPW crew has completed the asphalt paving of the utility trench for the Prospect Street Drainage Project
- D'Ambra Construction continues the installation of sewers along the northern portion of Arnold Road
- The paving of Maple Valley Road is nearing completion
- Five members of the Public Works Department undertook training for Defensive Driving at the Interlocal Trust offices
- Sidewalks are nearing completion in the Spring Valley area
- Public Works has been working with a contractor to bring our fuel island into compliance with new RIDEM regulations
- DPW crews also worked to repair potholes and asphalt berms
- DPW also assisted the Board of Canvassers in the collection and loading of the voting machines

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

#### **Events**

Activities, decorations, and staff have been finalized for the Annual Christmas Tree Lighting and Letters to Santa. The Parks and Recreation Department would like to thank Fire Chief Peter Lamb and Central Coventry Fire District, in advance, for helping with the Christmas Tree Lighting festivities.

The Parks and Recreation Department led a group of residents on a trip to Providence Performing Arts Center to enjoy Roger and Hammerstein's The King and I.

Christmas trees have been picked up from Confreda Gardens in Coventry and set-up at the Guy L. Lefebvre Community Center. Local non-profit groups will start decorating them this weekend.

#### **Inter-Departmental Collaborations**

Raena Blumenthal (Parks and Recreation) met with Pat Shurtleff and Pat Fleming (Human Services) to discuss how to bring a more diverse offering of events and programs to the community. Program planning staff from the Library and Parks and Recreation also met to move this effort forward.

To encourage reading, and provide additional resources to the community's youth, Lynn Blanchette (Library) has agreed to provide books to the Department of Parks and Recreation's Teen Center.

Officer Snow (Coventry Police Department) visited the Teen Center to engage and play ping-pong with the youth.

#### Maintenance

Restrooms have been winterized at Briar Point Beach, Wood Street Field, and Central Coventry Park.

The American, Rhode Island, and POW/MIA flags have been replaced at Veterans Memorial Park. The Town of Coventry flag, which has gone missing, has been ordered.

In preparation for winter weather, Don Fascio (Parks and Recreation) reviewed plow and snow safety at the Department of Parks and Recreation's monthly safety meeting.

#### Library Tot Lot

Fencing/gate installation has started.

#### Sandy Acres Recreation Area

Robert Joyal (Engineer) has agreed to complete the ELUR for Sandy Acres. This inspection needs to occur annually and be submitted to RIDEM.

#### Staff

We are pleased to welcome Denise Cummiskey, bookkeeper/administrative assistant, to the Parks and Recreation Department. Trainings with Human Resources and the Treasurer's Department have occurred.

#### **Department of Information Technology**

During the week of 11-14-16 to 11-18-16 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:

- Continued working on an RFP for the audio and video live streaming of town meetings.
- The installation of the new FuelMaster fuel pump system continued with new control and network cabling installed from DPW main building to the fuel island.
- Payroll issues required a substantial investment in time for resolution and training.
- Worked with Finance Department on the E-Req. system for training and process development. Trained Parks & Rec and Tax Assessors office on use of the system. Departments currently using the E-Req. system are: IT, Tax Collector, Town Clerk, Tax Assessor & Parks & Rec.
- Attended NRI Supervisor Training along with The Town Manager and nearly all Department Directors.
- Worked with Parks & Rec in an unsuccessful attempt to get network connectivity out to the garage behind the main building.
- Working on getting the Zoning Regulations that are currently maintained "in-house" converted to a hosted system by "General Code", (the company that currently hosts and handles the Code book and Charter).

## Department of Planning and Development

- **Coventry Solar:**

Deep Water Wind, LLC proposed to construct a 20+ acre 3.75 MW Major Solar Installation on a 40+ acre site adjacent to Hopkins Hollow Road. The land is currently owned by the Camp Greene Association. The camp has not been utilized for many years. The applicant would have needed to secure approvals from both the Planning Commission and Zoning Board of Review. A 3.75 MW solar facility would typically provide energy for approximately 488 houses. The applicant filed a Petition for Master Plan approval which was heard in part on September 28, 2016. The applicant had proposed a re-arrangement in the location of the solar panels to a more centrally location onsite. The matter was further heard on October 26<sup>th</sup>. After hearing further expert testimony and public comment, the Planning Commission unanimously denied the applicant's request for Master Plan approval. At this juncture, it is unclear as to whether Deep Water Wind, LLC will appeal the decision of the Planning Commission.

- **Crompton Meadows**

The developer proposes to construct 156 4-unit duplexes adjacent to Crompton Road. 25% of the units will be low & moderate income housing. Ingress/egress will be from East Greenwich. It is located on the East Greenwich/Coventry border (although entirely within Coventry). The matter was heard on Pre-Application Review by the Planning Commission on September 28<sup>th</sup>. The matter was further heard on October 26<sup>th</sup> on continued Pre-Application Review at which time the Commission recommended that the developer secure approval from East Greenwich for ingress/egress to Crompton Road before it continues the Planning process. The Planning Commission has yet to hear from the developer with respect to its success to secure approval from East Greenwich to connect to Crompton Road.

- **White Tail Estates**

The subject proposed development is at the terminus of Leuba Road. Originally, the developer sought to construct a low to moderate income housing development (25% low/mod) which would consist of 35 units. Included in these units were single family homes and duplexes. The Planning Commission denied the application. The developer then appealed the matter to the State Housing Appeals Board (said Board is typically pro-low/mod housing). During the pendency of the appeal an agreement was made between the Town Solicitor and the developer. The agreement provided for a reduction in the number of units from 35 to 30 and elimination of the duplexes. In addition, all units were to be market rate dwellings. On October 16, 2016 the developer came before the Planning Commission on Public Informational Hearing with its revised plans. The revised plans depict 30 single family dwellings and 9.8 acres of open space. In addition, the drainage plans indicate that stormwater runoff will be directed towards an onsite wetlands rather than to homes in the vicinity of Leuba Road. All homes will incur an impact fee. Furthermore, Leuba Road will be upgraded so that it is more passable for traffic.

- **Ledge Road**

Ledge Road has been verified as an official Town Road. It is listed as such in the Town's Official Map Study and is depicted as a public road on the Town's Official Map dated April 1972. Moreover, it has been maintained and plowed on a regular basis by the Town's Department of Public Works. Recently a landowner on Ledge Road sought information respecting what he must accomplish in order to be able to construct a home on his property. The DPW Director of Public Works established minimum standards for the road. The next step for the landowner is to appear before the Planning Commission to determine the road standard and, if necessary, to seek a waiver from any of the requirements established by the DPW Director. Inasmuch as the current roadway is only 22' feet wide and the DPW Director's guidelines require a minimum width of the roadway to be 24' it is expected that the landowner will seek a waiver as to minimum width of the roadway.

Attachment\_1

**TOWN OF COVENTRY  
GENERAL FUND  
STATEMENT OF REVENUES  
FOR THE QUARTER ENDING SEPTEMBER 30, 2016**

MUNICIPAL GOVERNMENT	BUDGET	ACTUAL	% OF	PRIOR YEAR	ACTUAL	%	% DIFFERENTIAL
	2016-2017	TO DATE	ACTUAL/BUDGET		2015-2016	TO-DATE	
Real Estate Taxes Current	\$17,342,916	\$5,487,060	31.6%	\$16,745,617	\$5,206,397	31.1%	0.5%
Real Estate Taxes Prior	504,392	248,003	49.2%	557,120	252,590	45.3%	3.8%
Auto Excise Tax	5,209,642	3,117,018	59.8%	5,209,642	2,854,694	54.8%	5.0%
State Reim. Auto Tax	244,791	0	0.0%	246,097	0	0.0%	0.0%
Payment in Lieu of Taxes	79,918	12,813	16.0%	60,979	0	0.0%	16.0%
Interest and Penalties	532,527	35,481	6.7%	557,485	38,207	6.9%	-0.2%
Animal Rescue Fees	9,627	1,723	17.9%	15,463	1,459	9.4%	8.5%
Telephone Tax	432,985	0	0.0%	474,601	0	0.0%	0.0%
Hotel Tax	107,608	36,619	34.0%	89,853	33,946	37.8%	-3.7%
Meal & Beverage Tax	427,647	110,037	25.7%	398,643	104,754	26.3%	-0.5%
Municipal Incentive Aid	0	0	0.0%	166,346	0	0.0%	0.0%
Misc. Receipts	358,895	37,453	10.4%	674,532	37,302	5.5%	4.9%
Municipal Court	51,250	17,618	34.4%	33,300	10,245	30.8%	3.6%
Police Car Rentals	200,000	31,207	15.6%	93,830	27,837	29.7%	-14.1%
Police Detail Revenue	14,118	0	0.0%	16,439	0	0.0%	0.0%
Real Estate Taxes Debt Service	1,755,468	0	0.0%	1,282,494	0	0.0%	0.0%
School Pymt Perf Energy Bond	68,835	0	0.0%	58,701	0	0.0%	0.0%
State Reimbursement Perf Energy Bond	0	0	0.0%	261,341	0	0.0%	0.0%
Prior Year Surplus	292,976	0	0.0%	66,140	0	0.0%	0.0%
Westwood Reimbursement	8,000	2,797	35.0%	7,500	0	0.0%	35.0%
Insurance Settlements	0	15,541	N/A	0	13,100	N/A	N/A
Recording Fees	326,481	95,840	29.4%	314,429	86,672	27.6%	1.8%
Probate Fees	50,377	12,025	23.9%	50,506	13,590	26.9%	-3.0%
Marriage Licenses	1,386	600	43.3%	1,333	544	40.8%	2.5%
Dog Licenses	16,355	1,047	6.4%	17,898	1,288	7.2%	-0.8%
Realty Fees	40,000	40,000	100.0%	40,000	40,000	100.0%	0.0%
Alcoholic Beverage Licenses	23,667	0	0.0%	23,860	0	0.0%	0.0%
Hunting and Fishing Licenses	25	1	2.0%	22	3	13.6%	-11.6%
Miscellaneous Licenses	111,607	22,644	20.3%	103,948	22,662	21.8%	-1.5%
Land Trust Fees	294,654	75,954	25.8%	215,030	69,890	32.5%	-6.7%
Interest on Investments	111,715	78,976	70.7%	148,097	(42,162)	-28.5%	99.2%
Bond Premium Issuance of Debt	200,910	0	0.0%	0	0	0.0%	0.0%
Building Permits	121,573	37,445	30.8%	110,430	36,650	33.2%	-2.4%
Plumbing and Heating Permits	21,186	7,396	34.9%	17,322	6,191	35.7%	-0.8%
Electrical Permits	19,918	6,712	33.7%	16,510	5,882	35.6%	-1.9%
Library Fees	24,259	5,398	22.3%	25,149	5,360	21.3%	0.9%
State Aid Libraries	35,000	0	0.0%	97,718	0	0.0%	0.0%
Planning Comm/Steno Fees	2,090	0	0.0%	1,657	329	19.8%	-19.8%
Planning Commission	8,181	1,660	20.3%	10,023	3,170	31.6%	-11.3%
State Aid Revaluation	0	0	0.0%	97,200	0	0.0%	0.0%
<b>Total Municipal</b>	<b>\$29,050,979</b>	<b>\$9,539,068</b>	<b>32.8%</b>	<b>\$28,307,255</b>	<b>\$8,830,600</b>	<b>31.2%</b>	<b>1.6%</b>
<b>SCHOOL DEPARTMENT</b>							
State Aid to Education	\$22,921,325	\$2,599,608	11.3%	\$21,613,551	\$4,380,250	20.3%	-8.9%
School Revenues	1,664,317	1,568,277	94.2%	1,781,177	1,881,445	105.6%	-11.4%
Real Estate Taxes-Operations	43,857,323	14,154,347	32.3%	42,655,728	13,425,665	31.5%	0.8%
Real Estate Taxes-Debt Service	1,450,497	0	0.0%	1,210,957	0	0.0%	0.0%
State Aid School Housing	1,390,278	573,547	41.3%	1,713,487	557,547	32.5%	8.7%
Transfer between funds	0	0	0.0%	0	0	0.0%	0.0%
<b>Total School Department</b>	<b>\$71,283,740</b>	<b>\$18,895,779</b>	<b>26.5%</b>	<b>\$68,974,900</b>	<b>\$20,244,906</b>	<b>29.4%</b>	<b>-2.8%</b>
<b>Grand Total</b>	<b>\$100,334,719</b>	<b>\$28,434,847</b>	<b>28.3%</b>	<b>\$97,282,155</b>	<b>\$29,075,507</b>	<b>29.9%</b>	<b>-1.5%</b>

**TOWN OF COVENTRY  
GENERAL FUND  
STATEMENT OF EXPENDITURES  
FOR THE QUARTER ENDING SEPTEMBER 30, 2016**

MUNICIPAL GOVERNMENT	BUDGET	ACTUAL	%	BUDGET	ACTUAL	%	% DIFFERENTIAL
	2016-2017	TO DATE	SPENT	PRIOR YEAR 2015-2016	TO DATE PRIOR YEAR	SPENT	FY17 vs. FY16
110 Town Council	\$25,918	\$6,585	25.4%	\$25,821	\$7,029	27.2%	-1.82%
210 Town Manager	271,154	72,618	26.8%	322,255	112,777	35.0%	-8.21%
211 Citizens Advisory Committee	915	0	0.0%	1,077	183	17.0%	-16.95%
225 Information Tech	320,035	70,371	22.0%	340,434	65,575	19.3%	2.73%
250 Human Relations	0	0	0.0%	0	0	0.0%	0.00%
310 Town Clerk	319,161	73,804	23.1%	295,840	77,461	26.2%	-3.06%
320 Board of Canvassers	141,989	32,151	22.6%	99,047	13,803	13.9%	8.71%
410 Town Solicitor	416,500	84,398	20.3%	416,500	66,327	15.9%	4.34%
420 Municipal Court	43,114	10,068	23.4%	42,526	9,869	23.2%	0.15%
510 Probate Court	17,873	3,813	21.3%	17,873	4,064	22.7%	-1.41%
610 Treasurer	322,375	86,521	26.8%	321,141	82,665	25.7%	1.10%
620 Tax Assessor	173,314	46,212	26.7%	193,578	48,196	24.9%	1.77%
630 Tax Collector	232,085	65,880	28.4%	231,352	61,859	26.7%	1.65%
640 Bd of Assessment Review	4,298	1,669	38.8%	4,296	834	19.4%	19.40%
710 Police Department	12,201,618	3,557,965	29.2%	11,745,938	3,474,111	29.6%	-0.42%
720 Animal Control	217,232	60,433	27.8%	220,025	51,223	23.3%	4.54%
750 Emergency Management	38,730	10,000	25.8%	19,075	168	0.9%	24.94%
760 Town Sergeant	2,335	622	26.6%	2,335	622	26.6%	0.00%
790 School Crossing Guards	29,379	2,921	9.9%	29,859	2,418	8.1%	1.84%
810 Engineering	136,502	26,780	19.6%	110,820	30,742	27.7%	-8.12%
820 Inspection & Permits	256,507	54,172	21.1%	219,919	52,248	23.8%	-2.64%
830 Roads & Bridges	2,136,809	535,500	25.1%	2,052,389	588,484	28.7%	-3.61%
840 Snow Removal	286,488	1,577	0.6%	286,988	8,511	3.0%	-2.42%
850 Building Maintenance	456,748	126,690	27.7%	471,395	130,711	27.7%	0.01%
860 Refuse Collection	784,355	208,078	26.5%	786,532	228,211	29.0%	-2.49%
870 Refuse Disposal	507,838	47,593	9.4%	502,380	107,852	21.5%	-12.10%
880 Vehicular Maintenance	857,520	201,253	23.5%	910,594	172,884	19.0%	4.48%
910 Recreation Department	1,110,420	327,468	29.5%	1,087,213	313,322	28.8%	0.67%
925 Human Services	798,996	208,161	26.1%	787,585	198,153	25.2%	0.89%
930 Public Library	987,955	212,176	21.5%	987,955	227,569	23.0%	-1.56%
940 Planning Department	383,610	74,441	19.4%	294,838	73,707	25.0%	-5.59%
941 Planning Commission	14,258	1,774	12.4%	15,191	2,253	14.8%	-2.39%
942 Zoning Board of Review	9,610	2,343	24.4%	10,363	2,064	19.9%	4.46%
943 Conservation Commission	1,000	0	0.0%	1,500	650	43.3%	-43.33%
944 Land Trust Commission	1,361	493	36.3%	1,615	127	7.9%	28.39%
945 Economic Development	538	0	0.0%	1,777	0	0.0%	0.00%
946 Historic District Commission	2,615	0	0.0%	3,215	109	3.4%	-3.39%
950 Town General	3,559,805	1,598,621	44.9%	3,635,470	1,620,642	44.6%	0.33%
960 Town General Contributions	0	0	0.0%	0	0	0.0%	0.00%
965 Coventry Housing Authority	4,069	0	0.0%	4,069	0	0.0%	0.00%
970 Debt Service	1,756,218	475,436	27.1%	1,513,975	336,289	22.2%	4.86%
980 Capital Improvement	219,732	15,367	0.0%	292,500	0	0.0%	0.00%
<b>Total Municipal</b>	<b>\$29,050,979</b>	<b>\$8,303,954</b>	<b>28.6%</b>	<b>\$28,307,255</b>	<b>\$8,173,709</b>	<b>28.9%</b>	<b>-0.29%</b>
<b>SCHOOL DEPARTMENT</b>							
Operation & Maint.	\$68,442,965	\$17,527,338	25.6%	\$66,050,456	\$15,429,051	23.4%	2.25%
Principal on Bonds	2,290,000	0	0.0%	2,315,000	0	0.0%	0.00%
Interest on Bonds	550,775	159,216	28.9%	609,444	167,916	27.6%	1.36%
<b>Total School Department</b>	<b>\$71,283,740</b>	<b>\$17,686,554</b>	<b>24.8%</b>	<b>\$68,974,900</b>	<b>\$15,596,967</b>	<b>22.6%</b>	<b>2.20%</b>
<b>GRAND TOTAL</b>	<b>\$100,334,719</b>	<b>\$25,990,508</b>	<b>25.9%</b>	<b>\$97,282,155</b>	<b>\$23,770,676</b>	<b>24.4%</b>	<b>1.47%</b>