



Memorandum

4/1/2016

To: Town Council
Department Heads
Town Residents

From: Graham Waters, Town Manager

Re: TM Report - week of March 28 – April 1, 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 Town Manager and Executive Assistant Cheryl Wilcox, met with The Trust to review The Trust's program and forms of assistance that they have available for the Town.
- The Town Manager met with the Parks and Recreation Director, Jay Primiano, and town resident, Gail Hardink, to discuss expansion of the garden program to the T-Ball field in a modified form. Ms. Hardink and Mr. Primiano would like to come before Council to share the proposed changes to the use of the T-Ball Field at the Town Hall Annex.
- The Town will be re-opening the search for the Assistant Planning Director position. Unfortunately, we have been unsuccessful at recruiting a qualified candidate. The new search will be more expansive than the previous one, and hopefully yield a better pool of candidates.
- The Town Manager met with Ginny Soucy who is on the Town's Zoning Board and a member of the Coventry Historical Society. We discussed several properties which are in need of maintenance and upkeep, including Reed School House, the library building at Summit, and the church hall across the street from the Summit Library.
- The Town Manager continues to work on issues regarding residents that live within the revised flood levels of Johnson's pond. There is a plan to seek assistance from the State's Federal Delegation to help communicate with FEMA regarding the inconsistent appeals process.
- The Town Manager spoke with Councilwoman Carlson regarding ongoing issues in her district in relation to the Rhody Rovers dirt bike organization.

Planning Department

During the week of March 27-April Planning Staff, Bob Joyal and the Finance Director met with U.S.D.A.-Natural Resources Conservation Service to effect a final reconciliation of billing due to the contractor (Cardi Corp.) respecting the Pawtuxet River Stabilization Project. This project involved removal & replacement of riverbank walls, widening of the South Branch of the Pawtuxet River and stabilization of the Anthony Mill Tower. It was funded primarily by NRCS (90%); the remainder was in the form of contributions from the owners of Anthony Mill & Concordia fibers and in-kind labor by the Town's DPW.

Finance Department

The Finance Department is currently working on the following:

- State Disclosure documents for the FY17 Budget
- Further updates to the FY17 Budget
- the Town's insurance renewals with the RI Interlocal Trust
-

During this past week, Finance Director, Bob Thibeault visited the RI office of the NRCS (Natural Resources Conservation Service) with Paul Sprague and Bob Joyal on Tuesday to correct billing & payment errors made by the NRCS on the Pawtuxet River Riverbank Project.

Worked in conjunction with the Town's IT Department to issue IRS form 1095C to employees

Worked on finance compliance matters regarding the Supreme Court Consent Judgment between the Town and Spectrum Properties, LLC. Spectrum is the builder of The Oaks sub-division off of Colvintown Road.

Police Department

The Chief of Police met with the Town Manager and Human Services Director, Pat Shurtleff, to discuss facility needs of both departments. It was agreed that Wood Street serves as a good location for both departments, and that there is strong potential for a symbiotic facility to house both departments on the Town's property. More discussion and planning is needed, but time is of the essence if a ballot question is to be proposed for November.

Report of Marijuana Grow – 31 Reservoir Road

From the Chief:

After receiving an email from Councilwoman Duxbury, I asked my detectives to look into this marijuana grow on 3/8/16.

My detectives responded to the area and determined that it was a garage/condo (multiple garages).

They spoke with a few of the people who rent some of the neighboring garage spaces and they advised of the strong odor of marijuana. They indicated the odor seems to come from garage D of 31 Reservoir Road.

They got in touch with the storage facility's office and the owner of the facility, Mike Baird.

They talked with Baird who was cooperative and advised that whatever documentation we need from his business they would provide.

Detective received all of the requested information and contacted the renter who openly stated that there was a marijuana grow.

Our Detectives asked to meet the renter at 31 D Reservoir Road where they were allowed access to the marijuana grow.

The Grow is being operated under a RI Department of Health medical patient's card and consisted of 12 large plants and 12 seedlings. The patient card had a RI Department of Health card registration number MMP38461704374 which was issued 07/27/10 and expires 07/27/16.

Checks later revealed that the patient card from RIDOH was valid.

Everything was determined to be within the legal range and our detectives cleared the scene.

Department of Public Works

The Town's Department of Public Works' asphalt pavement program began this week. The milling and preparation of new London Turnpike will be complete by weeks' end and pavement installation will begin on Monday 4/04, weather permitting.

Information Technology Department

During the week of 3/28/16 the Information Technology Department was 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 week include:

- Compiling, importing into the HR/Payroll system, reporting and printing the 2015 ACA data required by the IRS for Form 1095-C that was issued to all employees.
- Acquiring and configuring new Windows Surface Pro 4 Tablets, and other equipment for the Human Services, Project Friends new reporting and tracking system.
- working on the new Police Department network servers

Parks and Recreation Department

The Parks and Recreation Department has been working to slide into outdoor spring seasonal activities as we move closer to April's opening day events for many of our sister programs such as, Baseball, Youth Softball, Adult Softball, Lacrosse, Soccer and more. The schedules have been scrutinized and the lighting usage plan has been pre-programmed for the automated RICE Field facility for the next three months.

Automated lighting electronics provides us with the opportunity to remotely turn lighting systems at Rice Field on and off from a smart phone system. The Parks Division has been hard at work on the fields this week in preparation for upcoming training sessions for the children and adults registered in the upcoming programs.

Director Primiano met with Cranston Community Action Plan (CCAP) officials to determine how they might be able to expand the Town's involvement with the organization in the utilizing their workforce for not only our "Clean Team Litter Patrol," but expand to use of workers in our many parks, beaches, greenway spaces and to augment our staff with the summer camp program. The program provides workers enrolled 240 service hours to be paid at a rate of \$9.60 per hour at "NO" cost to the Town of Coventry. Additionally, Director Primiano has reached out to our many sports organizations in order to provide them with information about CCAP and the potential impact on their programs.

As of 2:41PM on the date of March 31, 2016, the online program registrations total, \$81,373.00 of which only \$3,914.00 have been collected in house and the balance applied through the new online registration program. We are delighted with the reduction in traffic in the offices as this processing change has been very successful thus far.

The upkeep work which was completed over the moderate weather winter months, throughout the parks system and particularly at Central Coventry Park, has been highly successful. While not entirely complete, the park has improved sight lines, picnic areas cleared, low hanging tree branches cut to safe heights and pathways laden with chips. The facility is far safer for runners, walkers and users of all types due to the security improvements as a result of the work completed by the Parks Division Crew.