



Memorandum

4/29/2016

To: Town Council
Department Heads
Town Citizens

From: Graham Waters, Town Manager

Re: TM Report - week of April 24 – April 30, 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. **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 or by phone at (401) 821-9185.**

- The Town Manager has implemented a spending freeze effective April 29th. The freeze is being put in place as an abundance of caution as we approach the end of the fiscal year. “The freeze” isn’t an all-out stop to spending, but extra approval steps by the Finance Director and Town Manager are put in place on every purchase to ensure strict adherence to budget limits.
- The Town Manager was contacted by a citizen residing on Conifer Court in regards to the installation of sidewalks in the Pine Ridge Estates neighborhood. Thanks to the citizen’s awareness, it was determined that the developer had not completed the installation of sidewalks as required. The Town reached out to the developer to notify them that their bond money will be held by the Town until the sidewalk work is completed. The Town anticipates the developer will comply and finish installation of the sidewalks.
- The Town Manager and Director of Finance met with representatives of Wind Energy Development (WED.) WED called to have the meeting to review the contract with the Town Manager and answer questions the Town Manager had about the project and the contract. The Town Manager will be revisiting this matter in the future.
- The Town Manager has received several complaints about traffic and speeding in various areas of the Town, including: Grandview Ave., Tiffany Rd., and Waterman Hill Rd among others. The Town Manager is working with the Chief of Police and Director of Public Works to implement an all-encompassing policy to respond to these specific complaints. The final resolution will involve a verification of the complaint, measurement of the problem, analysis of the appropriate corrective actions to be implemented, implementation of corrective actions, and a final measurement to compare pre-corrective action and post corrective action data to determine its effectiveness. This is a long term project for the Town.
- On April 28th, the Town Manager, Director of Information Services, Finance Director, Chief of Police and several of his officers, the Town’s Safety Compliance Officer, Director of Human

Services, Director of Parks and Recreation, and the Library Director, attended a training conference on workplace and school-place violence. The session included detailed and specific information on how municipalities and their schools can prepare for and respond to workplace/school-place violence. The Town staff is taking the lessons and tips learned from this session and beginning planning low cost/no cost measures to implement to enhance the safety of the various facilities. The Town Manager has asked that this be a priority of the Town's safety committee and to work within the confines of the Town's budget and future budgets to plan and implement safety measures accordingly.

- In response to a citizen concern expressed during the public hearing for the closure of the Coventry landfill and acceptance of higher lead contaminated fill-dirt, the Town has priced out additional lead testing for Lake Tiogue to take place during the landfill closure. The Town has determined that this test can be covered by the bond money and not expensed against the general fund. Costs are estimated at ~\$150/year.
- The Town Manager met with representatives of the 443rd Civil Affairs Battalion of Newport. The 443 is conducting a Military Readiness Exercise from Friday, May 20 – Sunday, May 22, in preparation for an upcoming mission to Western Africa. Their Soldiers will be conducting the actual site assessments at the Town fire stations, with a focus on EMA and command and control over volunteer Fire and Rescue.
- The Town Manager attended the Ocean State Job Lot Annual Kick Off to fight hunger. The event was well attended but more suitable for elected officials. The Town Council President had RSVP'd to the event, but was unable to attend due to personal reasons that took him out of Town.
- The Town Manager attended the Citizen Advisory Committee meeting on Tuesday April 26 at 6:00PM. The Citizens Advisory Committee, a committee reporting directly to the Town Manager, was conducting an analysis of the Town's Senior Tax Freeze and determining ways to make it more equitable for those truly in need of the relief. A final report will be presented to the Town Manager, who will be bringing the report forward (with a presentation by the committee) in November to the Town Council.
- Saturday, April 30 is the 1st annual Town Craft Fair, held at the Guy L. Lefebvre Community Center. The event is being held by the Celebrate Coventry Committee as part of the 275th Anniversary celebration. The fair is being held from 10:00 AM to 3:00 PM, with over 40 craft vendors in attendance.
- The Town held its annual public hearing on the FY 2017 Town Manager's proposed budget. The hearing was held at the Town Hall Annex, with the Town Council, School Board, and town and school staff in attendance. The meeting was cordial and productive with a respectable turn out by the citizens of the Town.

Planning Department

- The Town continues to receive applicants for the Assistant Director of Planning position. Interviews have been set up over the next two weeks. A selection will be made as soon as a candidate is found.

Finance Department

- Continued to work on further updates to the FY17 Budget and prepared for the Public Hearing
- Continued working with Tradition Energy for the purpose of electricity procurement
- Worked with Nick Gorham and Karen Grande regarding the refunding of two of the Town's Sewer Bonds by the Rhode Island Infrastructure Bank
- Attended the Citizens Advisory Committee meeting on Tuesday April 26th

Town Library

- Another week full of story times and programming. We've started organizing volunteers for our mini-book sale during the Compost-Fest on 5/14.

Police Department

Last week (4) four of our detectives attended the Henry C. Lee Institute of Forensic Science training course called "Homicide and Death Investigation." The course covered the complex issues of homicide investigation and all causes and manner of death that an investigator may encounter. Patrol functions, detective functions, crime scene unit, and liaison with other entities such as the medical examiner's office were covered. Forensic evidence location and collection methods and technologies were also covered.

Department of Public Works

During the week in question, the DPW worked and oversaw the following projects:

- Asphalt milling of Hopkins Hill Road was completed and the asphalt pavement has begun to be installed and will be completed by mid-week.
- Restrictive boulders were installed at the Tiogue Lake emergency spillway as vehicles were turning around too close to the spillway
- Facilities Maintenance has begun the Spring cleanups and mowing
- The final portion of the quarterly recycling compliance assessment report is attached (See ATTACHMENT 1).
- DPW assisted the Board of Canvassers in the distribution and collection of the ballot boxes for the Presidential Primary
- The RIDOT Bridge Engineering Department declared a "critical finding" for the Sandy Bottom Road bridge. Barriers were installed to restrict vehicle traffic along the curb line and to restrict pedestrian traffic in the same areas. RIDOT has not specified a timeline for any construction. As soon as engineering, maintenance and design get together, they will have a more definitive answer for the Town to post. Please see ATTACHMENT 2 for the report and photos of the issues.

Information Technology Department

No report this week.

Parks and Recreation Department

No report this week.

Department of Human Services (DHS)

No report this week.

(ATTACHMENT 1)

FINAL - Second Waste Contamination Assessment of Under Performing Areas

Overview:

While the Town is consistently increasing our recycling rate month over month, we have still not met the 35% recycling rate mandated by RIRRC. Our current FY16 recycling rate is 26.9% compared to 21.7% for FY15.

The residences located in the section of town with a Friday collection schedule have consistently underperformed since the beginning of the automated collection program in comparison to the other collection routes. This area of town is categorized as the neighborhoods surrounding Arnold and Hopkins Hill roads.

Approximately 19.33% of all waste generated is recyclable material. Overwhelmingly, the two largest groups of recyclables contaminating our waste stream are plastic containers (such as water bottles, yogurt cups, etc.) and paper (specifically mail).

The average number of bags found in the garbage cans is consistent with what was found in the March assessments. At this rate of contamination, we are looking at approximately **86.5 tons** of recyclables going to the landfill on a weekly basis throughout Town. On an annual basis that is *approximately 4495.4 tons, translating to \$183,957.54* (assuming 1414.27 tons over the cap).

Abstract:

During the weeks of April 8th and April 15th, the areas of Town with the lowest recycling rates were selected for random assessment of waste. The Recycling Coordinator randomly selected garbage containers from each route to assess contaminants, efforts were concentrated in the Arnold and Hopkins Hill roads neighborhoods. This report provides the findings.

Method:

Recycling rates are calculated on a daily basis by using the transaction records from the landfill given to each Driver Collector. The Town is broken into 20 segments, one for each of the four garbage routes per day.

The Recycling Coordinator counted the number of bags and weighed the garbage, then removed all recyclable materials and weighed the recyclable material to identify the contamination rate by weight.

The following table shows the recycling rates for the Friday garbage routes who, in comparison to other collection days, have consistently underperformed since the beginning of the automated collection program.

Garbage Route/Neighborhood	Garbage Tonnage (10/26-04/08)	Recycling Tonnage (10/26-04/08)	Starting Recycling Rate
1 – Coventry Drive	120.09	58.6	32.79%
2 – New London Tpk/Arnold Rd	157.75	81.97	34.19%
3 – Hopkins Hill	188.18	96.93	33.80%
4 – Arnold Rd	139.91	67.43	32.52%

Findings:

- *Number of Residences Assessed: 33*
- *Total Pounds of Garbage Assessed: 1,135.8*
- *Total Pounds of Recycling Removed: 219.6*
- *Contamination Rate: 19.33%*

- *Average Number of Bags per Residence: 3.77*
- *Average Weight of Garbage per Residence: 34.42 lbs.*
- *Average Weight of Recycling per Residence: 6.65 lbs*

Almost every single household had some sort of recyclable material in their garbage bags.

Material	Number of Residences	
Plastic	16	48.50%
Glass	2	6%
Metal	13	39.40%
Paper	25	75.80%

Initial Actions:

- Curbside - After conducting an assessment of waste, a Waste Contamination Assessment form detailing the findings for each individual cart was left for the resident and included a copy of the recycling guidelines as well as additional information as needed (e.g. Transfer Station informational flyer, Eco-Depot schedule, etc.).
- Office - At the end of each day a letter was sent to the residents (and/or property owner in cases of non-owner occupant) advising they were subject to a random assessment for a and this will not be an ongoing assessment. Additional recycling resources were included.
- S. Media – Engagement with the community asking for assistance in identifying the reason why the general populace puts mail in their garbage barrel instead of the recycling. Also engaged community to brain storm solutions to the problem.

Further Actions:

- Based on responses from the community the Recycling Coordinator will be creating a list of all Shredding Events in and around Coventry for the foreseeable future to aid residents in properly destroying and disposing of sensitive information.
- Ongoing assessments of underperforming areas are anticipated on a monthly or bimonthly basis, weather and availability permitting.
- Ongoing monitoring will be conducted to ensure affectability of this procedure.

Expected Further Results:

- Targeted education to small segments of the population based on need.
- Based on the results from the previous round of assessments, we are anticipating up to a 9.32% increase in recycling rate over the course of the next 4 weeks.
- Goal: Yield a 1% increase in recycling rates over a monthly basis up to and exceeding the 35% rate.

(Attachment 2)

**RHODE ISLAND DEPARTMENT OF TRANSPORTATION
BRIDGE ENGINEERING-BRIDGE INSPECTION UNIT**

**BRIDGE CRITICAL FINDINGS
(Form BI-006)**

Bridge No.:	025701
Bridge Name:	Sandy Bottom
Route Carried:	RI 33 (Sandy Bottom Road)
Crossing:	Pawtuxet River
City/Town:	Coventry

Date Reported:
04/13/16
Time Reported:
9:30 AM
Reported By:
BMT/ MDD
Firm/Agency:
Michael Baker International

ISSUE

1. The west curb and sidewalk in span 1 are severely spalled up to 13' long x 10" wide x full sidewalk depth (+/- 6" deep) with exposed mesh and three (3) exposed/ de-bonded rebar. The west fascia of the deck slab below this location also has an 18' long x up to 16" high x 6" deep spall with two exposed/ de-bonded rebar with up to 75% estimated section loss, causing an up to 13' long section of the west sidewalk to be inadequately supported on the bridge deck slab. Note, the average west curb reveal height was measured to be 5" high and is therefore considered mountable to vehicular traffic.
2. The east curb and sidewalk in span 1 are severely spalled up to 2-1/2' long x 1" wide x full depth. The east fascia of the deck slab below this location has an 8' long x full height x up to 7" deep spall with two exposed rebar near top (with up to 25% estimated section loss) causing an up to 2.5' long section of the east sidewalk to be inadequately supported on the bridge deck slab. The average east curb reveal height was measured to be 7" high.
3. There are random up to 8' long x full width x 3" deep spalls / areas of scale with exposed reinforcement along the top of both sidewalks. Isolated full depth sidewalk spalls (up to 10" long x 10" wide) also exist. Both may pose a safety concern for the public.
4. The east fascia of the deck slab in span 3 has an 10' long x full height x 8" deep spall with one exposed rebar causing isolated up to 1' long sections of the east sidewalk to be inadequately supported on the bridge deck slab.

ACTION/COMMENTS

1. Add temporary barrier along each curblines to restrict both pedestrian and vehicular traffic from using the bridge sidewalks.
2. Repair deck slab, sidewalk and curb spalls as necessary.

Notes:

1. See attached photos.



Photo #1

Photo 2

Bridge No. 025701

Typical west sidewalk and bridge railing, looking south

03/29/16

Photo #2



13' long x 10" wide x full depth
sidewalk / curb spall with exposed
mesh and three (3) exposed and
debonded rebar

Bridge No. 025701

Span 1, west sidewalk, looking northwest

03/29/16

Photo #3

18' long x up to 16" high x 6" deep
spall with two (2) exposed and
debonded rebar with estimated 75%
section loss

16' long x 2' high x 6"
deep spall with three
(3) exposed rebar (2 of
3 are debonded)

Bridge No. 025701

Span 1, typical underside of superstructure, looking east

03/29/16

Photo #4



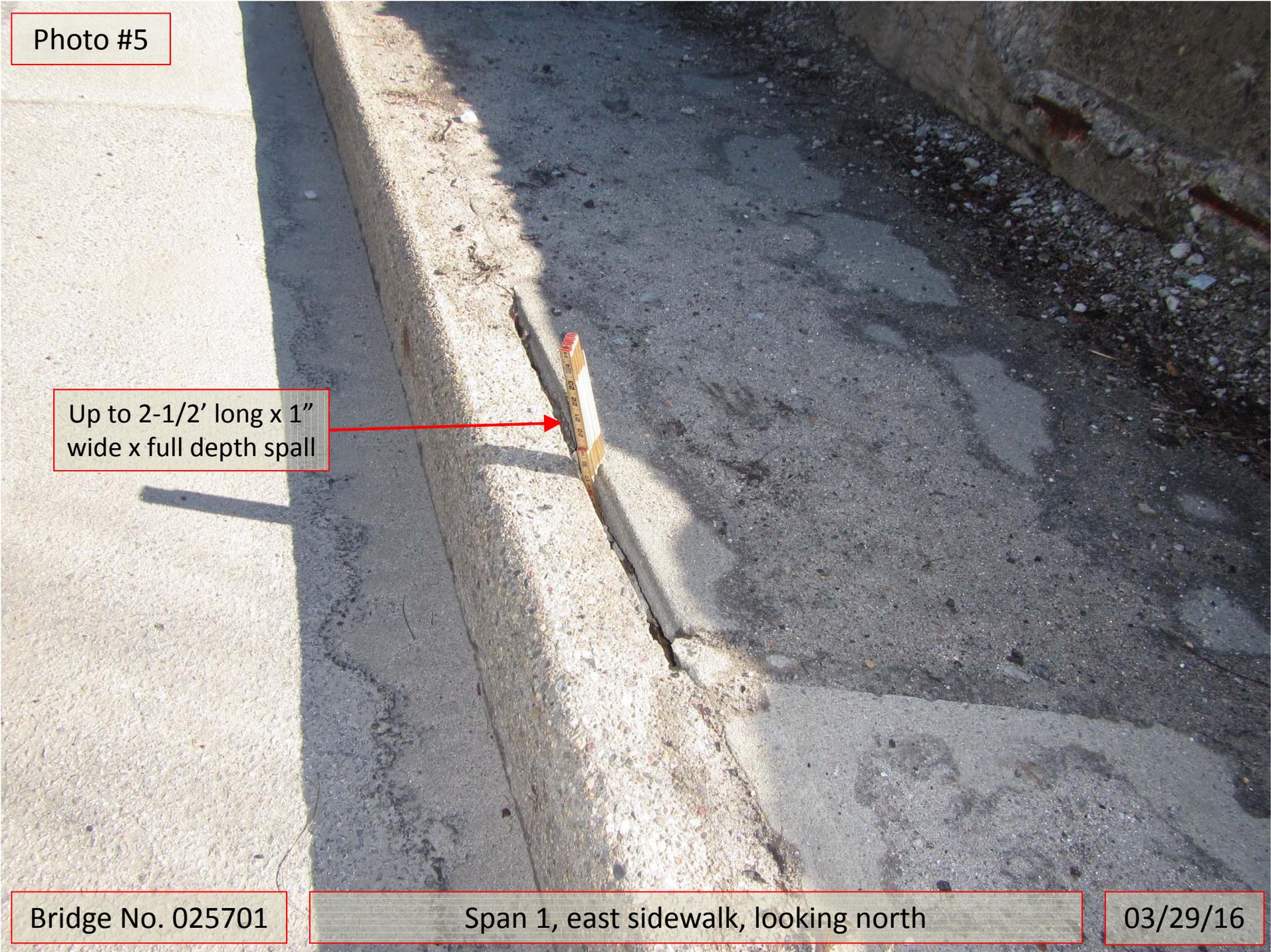
Bridge No. 025701

Typical east sidewalk and bridge railing, looking south

03/29/16

Photo #5

Up to 2-1/2' long x 1"
wide x full depth spall



Bridge No. 025701

Span 1, east sidewalk, looking north

03/29/16

Photo #6

8' long x full height x up to 7" deep spall, that continues 6" wide on the underside with five (5) exposed rebar (13/16" minimum remaining)

Up to 2-1/2' long x full depth x 1" wide joint opening filled with sand

Bridge No. 025701

Span 1, underside of east sidewalk overhang, looking south

03/29/16

Photo #7

Remaining length of the span has a full height area of hairline map cracks with efflorescence

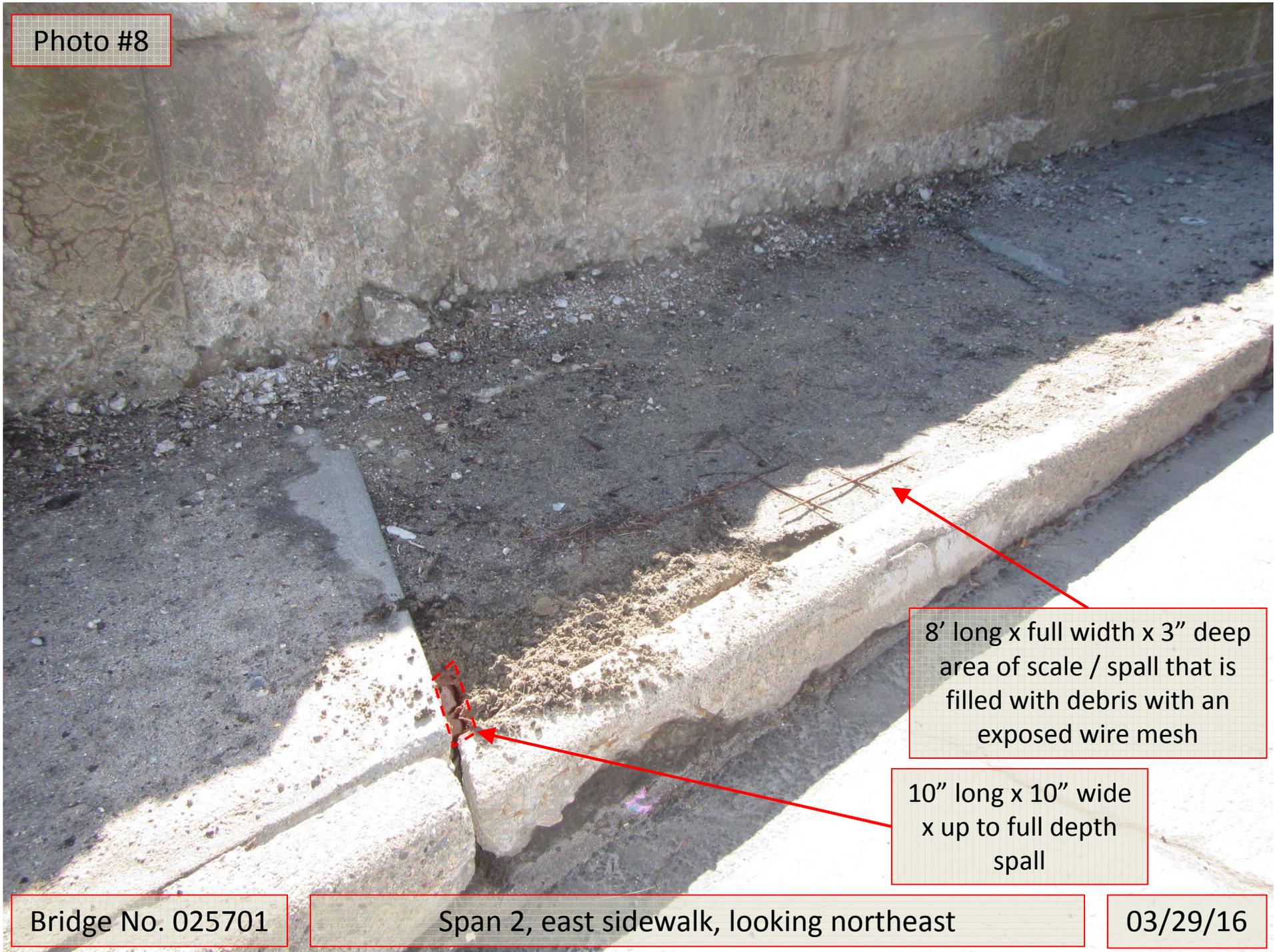
10' long x full height x up to 8" deep spall with one (1) exposed rebar

Bridge No. 025701

Span 3, east slab, looking southwest

03/29/16

Photo #8



8' long x full width x 3" deep
area of scale / spall that is
filled with debris with an
exposed wire mesh

10" long x 10" wide
x up to full depth
spall

Bridge No. 025701

Span 2, east sidewalk, looking northeast

03/29/16