



Memorandum

07/29/2016

To: Town Council
Department Heads
Town Citizens

From: Graham Waters, Town Manager

Re: TM Report - Week of July 24 – July 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) 821-6400.**

- On Monday, July 25th, the Town Manager met with members of the Coventry Dog Park Association. The discussion revolved around the history of the matter and how the project will be moved forward in the near future.
- On Thursday, July 28th, the Town Manager met with Central Coventry Fire District Board Member Fred Gralinski and Administrative Director, Gayle Corrigan. The Town Manager received an update of administrative matters of the fire department and gave a brief overview of the Town's EMA Director part-time position and timeline for completing the search.
- There will be a temporary fence installed around 606-608 Washington Street, the yellow Mill Worker House. The Town has been plotting along with various state agencies to get approval for the demolition of the property. Due to recent damage to the property, it has become necessary to install a fence around the perimeter. The Town's goal is to have the building demolished as soon as possible.
- The Town has hired a new Parks and Recreation Director. Ms. Raena Blumenthal, from Jericho, New York. Ms. Blumenthal has leadership experience with various non-profit recreation organizations; most recently she was the Executive Director of Keep Brazos Beautiful, based in Bryan, Texas. Ms. Blumenthal's first day with the Town is Monday, August 22nd. We welcome her to our Town and know that she will be a great success for the organization.

Information Technology

During the week of 7/27/16 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 week include but not limited to:

- Worked on getting a .GOV domain for the town for an eventual changeover of the domain and email system.
- Spent a substantial amount of time on acquiring the proper clearance and reporting of ACA (Affordable Care Act) data to the IRS.
- Spent a considerable amount of time on upgrading workstations to Windows 10.
- Still working on refunds and financial data from the "MyRec" system.

Police Department

This past week members of the Coventry Police Department attended our annual training and recertification in CPR/AED. Every police officer, animal control officer, dispatcher and civilian employees take part in this training. It is our goal to ensure that our staff provides the best possible care for our residents and anyone who may visit the town of Coventry. Our officers are often the first ones on scene and must be proficient as well as confident in their life saving skills. Although every call is different and levels of stress may vary the overall goal is the same. We want people to see a Coventry police officer and feel comfortable in knowing that they are well trained and prepared for whatever may be thrown in their direction. Our vehicles are outfitted with AED's, NARCAN and other life safety equipment that could make a difference in someone's life. Our officers are ready to make a difference.

Finance Department

- I Participated in part 3 of a 3 part ICMA webinar on Municipal Budgeting
- The Treasury department continues to prepare for the FY16 audit
- I accompanied members of the School Department on a visit to the Rhode Island Department of Education to discuss current and future State Housing Aid.

Department of Planning and Development

- **Coventry Solar:**
Deep Water Wind, LLC is proposing 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 will need 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 500 houses. A Pre-Application Review hearing was conducted on June 22nd; on June 29th the Planning Commission conducted a site inspection of the premises; and on July 27th there was a continuation of the Pre-Application Review Process. The applicant will likely file a petition for a public hearing at either the August or September Planning Commission meetings.
- **Hope View Highlands:**
On July 27th the Planning Commission granted approval of a 3-lot minor residential cluster subdivision to Coventry Land Company. The project is adjacent to Hope Furnace Road. The applicant must provide 4.5 acres of passive open space (to be maintained by the homeowners). The Commission required that the applicant provide testimony from a traffic engineer. He testified that there should be a 25 foot no-cut buffer along the frontage of the lots to improve line of sight visibility. This recommendation was incorporated in the Commission's decision.
- **Greene Street Abandonment:**
On July 27th the Planning Commission made a favorable recommendation to the Town Council to abandon a "paper street" which traverses within the boundaries of the General Nathanael Greene Homestead. This matter will later be brought before the Town Council for its approval.
- **The Oaks Subdivision**
Construction of new homes in the 75 lot subdivision in the vicinity of Teakwood Drive and Watercress Court continues to be built-out. The developer pays an impact fee of \$7596 per dwelling house. In addition, the developer must contribute periodic payments totaling \$200,000 for off-site improvements. To date, 37 building permits for single-family homes have been issued. Homes are in the \$375,000-\$400,000 range.
- **Stonehill Estates:**
Currently there is land clearance and removal of brush & movement of a telephone pole (to improve sight distance) for a 10-lot residential subdivision on Station Street. The developer had reduced its request for a 22-lot subdivision to a 10-lot subdivision and will provide 10.35 acres of publicly accessible passive open space to the Town.

Department of Public Works

- The Crack Sealing Program is 75% complete this week.
- Hammett Road Culvert Project is underway with the center set of culverts installed.
- Potter Road Culvert Project is also underway with erosion controls, clearing and grubbing underway. The road is scheduled to be closed starting August 2nd until complete.
- The Emergency Generator has been put in place this week with wiring, startup and fence scheduled within the next two weeks.
- The 63 Isle of Capri Demolition project is scheduled and awaiting service disconnect from the utilities before completion.
- The normal maintenance work is ongoing; catch basin repair, asphalt berms and pothole repairs
- The sweeping, road grading and brush cutting continues

Department of Parks and Recreation

- The extension of the Wood Street Little League field is underway with fence and post removal completed and tree cutting almost complete
- Briar Point Beach is open once again as the follow-up water test results came in normal on Thursday 7/28 afternoon. This follow-up is from Monday's water test which showed slightly elevated bacteria counts.