



Memorandum

08/19/2016

To: Town Council
Department Heads
Town Citizens

From: Graham Waters, Town Manager

Re: TM Report – Week(s) of August 14 – August 20, 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.**

- The Town has received several complaints about the appearance of the Town roads after crack sealing is completed. Crack sealing is done to extend the useful life of the Town's roads by up to ten years. While it might be unsightly, the markings do fade in time and save the Town's taxpayers hundreds of thousands of dollars on road reconditioning costs.
- The Town Manager with the DPW Director inspected the Hammet Road Culvert Project and recent repaving. Part of the \$5 million road bond the Town recently approved, the project is an impressive feat of local engineering which will alleviate flooding along that roadway.

Information Technology

During the week of 8/15/16 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 work on researching the acquisition, regulations, legalities and cost of using a quad copter for various municipal functions.
- Working on the start of the E-Rec system and the elimination of the use of paper requisitions by town departments. Computer Operation should be going live on E-Rec next week.
- Finalizing the financial reports and breakdown of funds from the "MyRec" system.
- Completed the work of acquiring a ".gov" domain for the town for an eventual changeover of the domain and email system. "coventryri.gov" now exists
- Completed final planning of and ordered the camera's and recording equipment for security monitoring of the exterior of the DPW building and surrounding area.
- Completed a fix to the payroll system so the ICMA "Town Share" total annual deduction now reflects the full amount contributed by the town for each employee in the ICMA system.

Police Department

- Domestic Violence In Service Training - All officers attended a 4 hour in service training this week on Domestic Violence and Human Trafficking. Instructors highlighted some recent changes to the laws and reviewed

polices. DV Instructors included Coventry Police Officer Bob Jacavone, our Domestic Violence Advocate Brooke Darelius and outside instructors from Sojourner House and Elizabeth Buffam Chace House.

- Community Policing - Coventry Housing Authority hosted an "End of Summer FUN DAY" event for their children residents who attend a free summer program. The event was to celebrate a great summer and to reward the children. Coventry Police Off. Medeiros and Domestic violence advocate Brooke Darelius participated in some of the events. The most exciting event was a water balloon battle royal. Off. Medeiros and Miss. Darelius stated they had an amazing time with the kids and it was a good change in pace from the everyday police work. Members of the Coventry Police Dept. look forward to building a better relationship within the community and strive to make a positive impact with everyone we meet.

Department of Human Services

- Have finally completed the process for State licensure for Project Friends
- We are assessing folks who need help with getting kids ready to go back to school with Payless gift Cards thru a program they sponsor.
- Believe it or not we will be getting ready for the 'Tis the Season Holiday Distribution program for 2016. All recipients from 2015's program will receive letters to apply if they think there will be a need of assistance for 2016.

Department of Public Works

- DPW assisted the Parks Department finishing the rough work at the Wood Street Little League field expansion
- Numerous potholes, berms were addressed throughout Town by the asphalt crew
- Street Sweeping, Road Grading and Brush Cutting are continuing
- Preparations have been made to start the Prospect Street Drainage Project next week

Planning Department

- **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 has filed an application for a Master Plan hearing which is scheduled for August 24th.
- **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 is scheduled for August 22nd before the Town Council for its approval.
- **State Preservation Grant:**
On August 18th the Town submitted a grant application for repainting & rehabilitation of Read School to the R.I. Historical Preservation & Heritage Commission. The grant terms are such that the Town must contribute \$1 for every \$2 of State funds. The Read School (c. 1832) is in need to scraping & painting the exterior of the structure as well as repairing the entrance doors. The structure was placed on the National Register of Historic Places on March 20, 2002.
- **Heritage Estates:**
The proposed 26-Lot Major Residential Subdivision (located to the rear of Stonegate Estates) has previously received Master Plan & Preliminary Plan approval. Due to the national recession, the State tolled all approved developments until July 1, 2017. The developer has indicated a desire to proceed at this time with the project. A work session on the matter will be conducted before the Planning Commission at its August 24th meeting.
- **Tom's Clam Shack:**
A seasonal seafood restaurant, similar to Warwick's Rocky Point Chowder House, is being proposed to be located at the intersection of Route 3 and Reservoir Road. The matter is still in its infancy and will likely be heard by the Planning Commission in the fall of 2016.

Finance Department

- The Treasury department continues to prepare for the FY16 audit
- The Finance Director accompanied members of the School Department on a second visit to the Rhode Island Department of Education to discuss current and future State Housing Aid.
- The Finance Director created a cash handling policy with input from staff and the Town Manager. The policy will go into effect on September 1, 2016