



## Memorandum

09/16/2016

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

**From:** Graham Waters, Town Manager

**Re:** TM Report – Week of September 18– September 24, 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. **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](mailto:gwaters@coventryri.org) or by phone at (401) 821-6400.**

- The Town manager attended the monthly Rhode Island League of Cities Meeting on Tuesday, 9/20.
- On Wednesday, 9/21 the Town Manager met with resident Michael Costello to discuss openings on the Manager's Citizen Advisory Board.
- Town Department Directors and the Town Manager held their bi-weekly department head staff meeting. Issues discussed involved updates on personnel matters, coordination among department heads on projects, and items for department heads to be aware of in the future.
- On Wednesday, 9/21, evening, the Town Manager attended the Celebrate Coventry Committee meeting. While the committee did not have enough members present for a quorum, discussion did take place about the upcoming Sleepy Hollow event being held on October 29, 2016.
- On Thursday, 9/22, the Town's Safety Committee met for its quarterly meeting. Topics of discussion involved the latest status of insurance claims for Workers' Comp. and liabilities facing the Town. Other discussion revolved around improving the safety of Town Hall and others facilities.
- On Thursday, 9/22, evening, the Town Manager attended the Open House for the Police/Department of Human Services Building Proposal. A well-attended event, there were over 500 viewers watching real-time via a live stream a town resident blogger was providing through Facebook. The Open House provided residents the opportunity to see floor plans, concept designs, and ask questions about traffic, noise, and property value questions, among many others.
- On Friday 9/23, the Town Manager participated on an interview panel for the Town of Westerly as they search for a new Police Chief.

### **Department of Public Works**

- The Public Works crews were continuing the work on the Potter Road drainage project
- The Department completed the street sweeping of sand throughout the Town, streets in western Coventry were swept for the first time in decades, all done with the new sweeper. The sweeper will be back in late Fall for leaf cleanup
- Crews worked on pothole repair, asphalt berm replacement, brush cutting and road grading
- Crews were also rebuilding catch basins in western Coventry
- Crews cleaned catch basin grates during the rain on Monday of debris

- DPW worked with Parks & Recreation to haul loam from one of their parks to the Wood Street Little League field expansion project
- The pavement marking program began this week with the re-stripping of stop bars, crosswalks, traffic stencils and traffic arrows
- The asphalt pavement project also began this week with the paving of a portion of Twin Brook Lane
- The DPW Director with the Traffic Committee to review traffic issues throughout Town. Per recommendations of the Traffic Committee, (3) three 3-way stop intersections were installed on Station Street and Gervais Street
- The DPW Director with the Interlocal Trust and the Safety Committee to discuss safety and security issues throughout the municipal buildings
- The DPW Director with the Planning Director and Public Works General Foreman to review and visit the proposed Industrial Drive storm drainage project

## **Department of Parks and Recreation**

### **PARK PROPERTIES**

#### **Miscellaneous**

1. Continued to haul and spread loam at Wood Street field.
2. Raena Blumenthal and Don Fascio planned a meeting for next week to go over proper safety protocol with the maintenance staff (9/27).

### **PROJECT UPDATES**

#### **Library Tot Lot**

David West, New England ADA Center, provided feedback on the proposed playground design. Minor suggestions were made. Don Fascio and Raena Blumenthal have reviewed the ADA compliance checklist provided by the Governor's Commission on Disabilities. Development of the playground is expected to start within the next couple of weeks.