



Memorandum

10/21/2016

To: Town Council
Department Heads
Town Citizens

From: Graham Waters, Town Manager

Re: TM Report – Week of October 16 – October 22, 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 following information is not all encompassing and is in addition to the regular day-to-day business the Town Manager and Department Heads complete running the operations of the Town. **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.**

- Town Department Heads and the Town Manager met, Monday, 10/17, for their bi-weekly staff meeting. Items covered included the FY 2018 budget, capital purchases, a review of draft policies and discussion on the implementation of employee evaluations.
- The Town Manager and Director of Parks and Recreation met on Monday, 10/17, for a regular one-to-one update meeting. Discussion revolved around the latest happenings at Parks and Recreation and other matters being tended to by the Director.
- On Monday, 10/17, the Town Manager, Council President and Director of Finance attended the Rhode Island Public Expenditure Council (RIPEC) annual dinner. The featured speaker at the event was Dr. Mark Zandy, of Moody's Analytics. Dr. Zandi spoke on the national and state economies.
- On Tuesday, 10/18, the Town Manager met with Councilwoman Carlson to review and discuss town matters.
- On Wednesday, 10/19, the Town Manager met with members of the Western Fire District Board to receive a periodic update about the Western Fire District and discuss matters revolving around the fire districts of the town.
- On Wednesday, 10/19, the Town Manager met with the Chief of Police in their regular bi-monthly meeting. Matters related to the police department were discussed. The Chief updated the Town Manager on the efforts to hold informational sessions around town to help educate residents about the proposed Police Department/Department of Human Services (DHS) building renovation on Wood Street.
- On Wednesday, 10/19, the Town Manager attended a PD/DHS informational meeting held at the Westwood Clubhouse. The meeting was in a similar format to the meeting held earlier at the DHS building on Wood Street to discuss the Proposed PD/DHS building renovation.
- On Thursday, 10/20, the Town Manager attended the annual "The Trust" Joint Committees Meeting. Financials of The Trust claim pools were reviewed, along with other general financial information of The Trust. The Trust is the cooperative insurance pool carrier for the Town of Coventry, providing liability insurance for the Town, and it serves as a broker for health, dental and life insurance of the Town.
- On Friday, 10/21/ the Town Manager, Director of Public Works and Information Technology staff attended a webinar regarding a project management, work order tracking and managing city operations.

- On Saturday, 10/22, the Town Manager will be attending the regular “coffee with a cop” meeting of the Chief of Police. The meeting is being held at the Dunkin’ Doughnuts on Tiogue Avenue next to the Taco Bell, from 9:00 AM-10:00 AM
- The Town Manager has been working with staff on the following projects: Concerns about flood levels by residents around Lake Tiogue (Please see the below information on Lake Tiogue FEMA Flood Levels); the 2018 fiscal year budget planning; capital purchases for the Parks and Recreation Department; and, personnel matters.

Lake Tiogue Flood Levels Designated by FEMA

History of Base Flood Elevations (BFE) for Lake Tiogue:

1. 2015 – 229 feet (Most Recent Flood Level Study by FEMA)
2. 2010- 229 feet
3. 2001 - 229 feet (the study originally said 230 feet , but there was a datum change that subtracted a foot)
4. 1978 – Was not designated a flood area. During this time period the property was either in a flood area or not, there were no BFE’s assigned.

Despite a common thought that the Town could designate Lake Tiogue as a “Fish Pond”, representatives of FEMA have not heard of such a program where if designated town residents would not be required to get flood insurance.

The Town Engineer talked with FEMA on what avenues the Town could take in order to have the flood level lowered on Lake Tiogue. FEMA stated that the only option there is would be for a new study to be conducted. It was also stated that the residents, Town, or a combination there of would have to fund the study. FEMA wanted to make it clear that just because a new study is performed does not mean the Base Flood Elevation (BFE) would be lowered, it could stay the same (229 feet), be lowered, or possibly be raised. **If the BFE is raised then additional properties may be required to obtain flood insurance.**

FEMA was asked why all of a sudden these people are being required to have insurance when they were not required to have it in the past. FEMA stated that it is possible that they recently obtained a reverse mortgage and when the bank reviewed the flood maps saw that they were in a flood zone, and thus required them to obtain flood insurance. Another possibility is that the residents “just flew under the radar”, meaning they were never identified by mortgage companies in the past as being in the flood zone.

Department of Public Works

- The asphalt pavement project is underway and on schedule, the department contractor is working on Town Farm Road and Acres of Pine Road.
- The crack sealing project is nearing completion with work to be completed this week in Highwood Subdivision.
- The Shady Valley Road drainage project is 95% complete with only asphalt paving remaining.
- Asphalt pavement began on the Prospect Street Drainage Project at the drainage structures.
- Public Works trucked approximately 570 tons of a sand/salt mixture from the City of Providence at a reduced cost.
- The asphalt patching, brush cutting and spot street sweeping has continued this week.
- The catch basin cleaning program has begun, starting in western Coventry.
- We are posting this week that the Transfer Station will be open on Saturdays starting November 5th through December 17th to assist homeowners with yard waste disposal.

Department of Parks and Recreation

Programs

Planning for the Halloween Party and Family Bingo is complete.

Letters to local non-profit groups, to decorate Christmas trees for the Festival of Trees, was sent out.

Pat Shurtleff and Cathy Pendola spoke with Teen Center staff about positive youth development.

Administration

Raena Blumenthal attended the October Rhode Island Recreation and Parks Association meeting.

Maintenance

Two full-time maintenance workers, one permanent and the other temporary, have been hired.

Safety training on lockout/tagout procedures was done.

Leaf clean-up on the Greenway was completed.

Library Tot Lot

The playground spring animals have been installed.

Department of Information Technology

During the week of 10-17-16 to 10-22-16 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:

- Attended, along with Cody Haughton and Mike Broggi, a one day Cyber Security Conference conducted by RISP and held at FM Global in Johnston.
- Began installing and upgrading to VIPRE, the new town-wide anti-virus and security monitoring software.
- Completed installation of Phase 1 of the DPW security camera system. The entire front area of the compound is now under video surveillance.
- Continued work on researching the acquisition, regulations, legalities and cost of using a quad copter for various municipal functions.
- Began implementation of the E-Rec system. The IT department is now utilizing the use of the system for all purchases. Finalizing the approval process with the finance department.
- Installed and networked new computer in the recently built Project Friends new office. New phone line drop ordered from Cox.
- Continued research on potential vendors for audio and video live streaming and archiving of town meetings.
- Attended a webinar (along with G Waters, K McGee, & C Haughton) on ticketing and tracking software and systems for town wide maintenance issues.

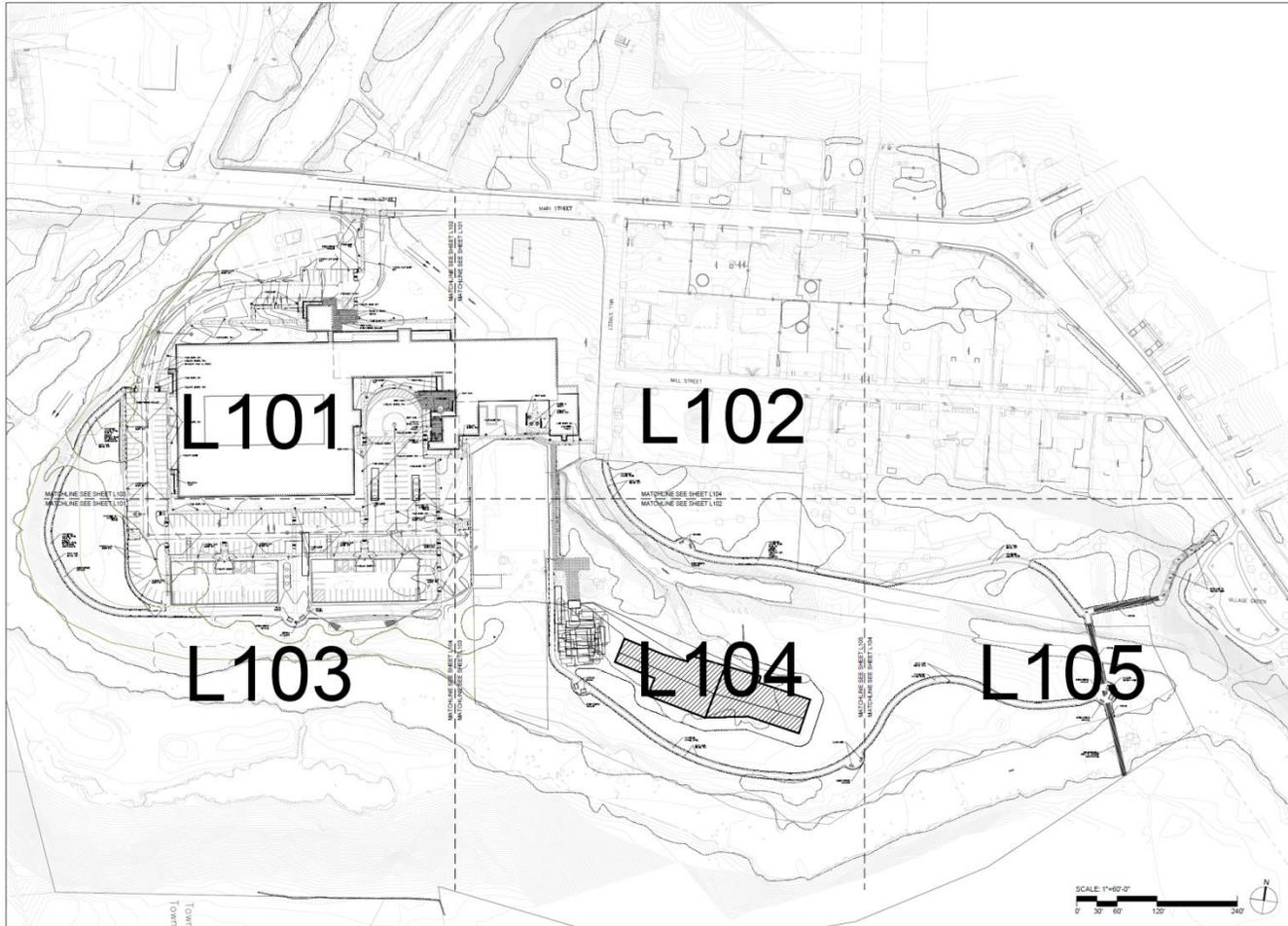
Police Department

- Colonel MacDonald hosted an Informational Meeting about Question 8 on Wednesday at the Westwood Estates Clubhouse and on Thursday the Police Department host an Open House Event on Question 8. They have been very active social media posting video tours of the station and a video on Frequently asked Questions.
- On Friday, Colonel MacDonald, LT Blair and Officer Snow will be attending the Tiogue School Fun run / walk and will have lunch with the winning class. Jennifer Carlson, the Tiogue PTA President organized the event.

- On Saturday, Oct 22nd Colonel MacDonald, Major Heise, and Officer Snow will be at 800 Tiogue Ave doing a Coffee with a Cop. Coffee with a Cop brings police officers and the community members they serve together—over coffee—to discuss issues and learn more about each other. A cup of coffee is a common bond. And, it can help officers build better relationships with the communities they serve. This is agenda free, no speeches or specific topics. Just informal conversations about what matters to community residents.

Department of Planning

- Engineers drawing of proposed Hope Mill Apartment Renovation



HOPE MILLS
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MAIN STREET (ROUTE 116) SCITUATE, RHODE ISLAND

PERMITTING
SUBMISSION

SCALE	AS SHOWN
DATE	08/19/18
DRAWN	MB - TC
CHECKED	CS
REVISIONS	

OVERALL SITE
IMPROVEMENT
PLAN
FOR Construction

L-100