



Memorandum

10/28/2016

To: Town Council
Department Heads
Town Citizens

From: Graham Waters, Town Manager

Re: TM Report – Week of October 23 – October 29, 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.**

- The Town Manager attended the Eagle Scout Ceremony of Joesph Hart, at Saint Vincent Depaul Church, on Sunday October 23. At the ceremony, the Town Manager presented a proclamation on behalf of the Town Council congratulating him and lauding him for his efforts in leadership and achieving the rank.
- The Town Manager met with Town Council candidate Deborah Bacon, Coventry Republican Committee Chairman Jim Pearson, and the Chief of Police to review what the Town is doing about missing election signs and other election questions in general.
- On Monday, October 24th, the Town Manager met with the Chief of Police, and Town IT staff to coordinate police and Town Hall IT projects, discuss communication between departments, and look at ways to improve project execution while collaborating and minimizing unnecessary financial impacts.
- On Wednesday October 25th, The Town Manager participated and a conference call with project contractors for the Coventry Landfill Remediation Project. The conference call involved discussion on ways to speed up the administrative approval process for all participating parties who need to sign off on the landfill contract amendment in order to start accepting higher revenue soil.
- Human Resources Manager, Cheryl Wilcox, worked with The Trust to provide town employees a stress seminar held in two sessions at lunch-time on Tuesday, October 25th. Sixteen employees attended the 45 minute seminar given by Stephani Gove of Integrative Health Services. The Trust is assisting to provide a Wellness Program for the Town. There was good feedback and more seminars will be scheduled in the future.
- On Friday, October 28, the Town Manager and Human Resources Manager attended a Management/Labor educational seminar in downtown Newport. Sponsored in part by the University of Rhode Island, Schmidt Labor Research Center, the seminar conducted multiple classes on management/labor relations and collaboration, dealing with the changing labor negotiating environment, the arbitration process, and other relevant topics to labor relations to assist the Town management in the future.

Department of Finance

- The Finance Director and the Tax Collector met with the West Warwick Sewer Authority Director of Administration and the Plant Manager this week to discuss a variety of issues related to the Coventry Sewer Program.

- The Finance Office completed on-site training conducted by a representative from Sungard. Sungard is the financial platform that the Finance Department uses. The training was designed to better familiarize the staff with the functionality of the platform's many programs as well as to introduce and train on its new features.

Department of Public Works

The Department of Public Works performed the following working this past week:

- Preparing the trucks with sanders and plows, to perform service on the equipment for the winter season
- Crews have been preparing the utility trench on the Prospect Street drainage project for asphalt paving
- Crews have been performing pothole repairs, installing asphalt berms, brush cutting, street sweeping and catch basin repairs
- Contract was signed with D'Ambra Construction for the Arnold Road North sewer project, to begin on November 7th.
- The asphalt pavement contract continues with work on Town Farm Road, Franklin Road, Hammet Road and Acres of Pine Road
- The catch basin cleaning contract continues in the central portion of town
- The crack sealing contract continues with the final streets being completed
- The Shady Valley drainage project is complete

Department of Parks and Recreation

Programs & Events

The free Halloween party occurred on Saturday, October 29, at 6:00 p.m. Families with children ages 3-10 enjoyed games, pizza, a costume contest, and treats. The Parks and Recreation Department would like to thank the members of Girl Scout Troop #653 for volunteering at this event.

Winter program planning has begun. Classes will expand to include more senior programs, updated fitness classes, and nature-based activities.

Teen Center

On October 28, participants enjoyed a Halloween celebration with costumes, pizza, pumpkin painting, and desserts.

Library Tot Lot

Wood chips have been added as ground cover.

Department of Planning and Development

Coventry Solar:

Deep Water Wind, LLC is proposed 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 would have needed 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 488 houses. The applicant filed a Petition for Master Plan approval which was heard in part on September 28, 2016. The applicant had proposed a re-arrangement in the location of the solar panels to a more centrally location onsite. The matter was further heard on October 26th. After hearing further expert testimony and public comment, the Planning Commission unanimously denied the applicant's request for Master Plan approval. At this juncture, it is unclear as to whether Deep Water Wind, LLC will appeal the decision of the Planning Commission.

Tony'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 was heard by the Planning Commission on Pre-Application Review on September 28, 2016. We are awaiting further plans from the developer.

Crompton Meadows:

The developer proposes to construct 156 4-unit duplexes adjacent to Crompton Road. 25% of the units will be low & moderate income housing. Ingress/egress will be from East Greenwich. It is located on the East Greenwich/Coventry border (although entirely within Coventry). The matter was heard on Pre-Application Review by the Planning Commission on September 28th. The matter was further heard on October 26th on continued Pre-Application Review at which time the Commission recommended that the developer secure approval from East Greenwich for ingress/egress to Crompton Road before it continues the Planning process.

Broadwall Farm:

Broadwall Farm is 224 acres of farmland on Sisson Road & Carr's Trail in western Coventry which is used for a beef heifer operation. The R.I. Department of Environmental Management sought Preliminary Plan approval to subdivide a small portion of the property and to acquire the remainder of the property for its development rights (to wit, not to allow further development of the property). At its October 26th meeting the Planning Commission granted Preliminary Plan approval of RIDEM's petition. Final Plan approval will proceed administratively through the Planning Department.

Washington Trust Bank:

A representative from Washington Trust Bank contacted the Planning Department and indicated that it had resolved matters with a neighbor and would begin reconstruction of the building (the former Tim Horton's on Tiogue Avenue) in the near future.

Department of Information Technology

During the week of 10-24-16 to 10-29-16 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:

- Began utilizing the E-Rec system from requisition entry to check printing. Started adding additional department into the system.
- Completed the town-wide installation and upgrade to the VIPRE anti-virus and security monitoring software.
- Began installation of Phase 2 of the DPW security camera system (the back of the complex including the Salt Dome and truck parking area.
- Had a meeting with the Chief McDonald, Mr. Waters and M Broggi to plan and schedule the completion of the new PD Computer Network. New PD network switches were delivered and transferred to Mike Broggi for installation in server rack.
- Two webinars with potential video recording and dissemination vendors (Granicus and ICompass) for video and audio recording of town meetings. Also included R. Waters, C George, D. Lavoie & C. Haughton.

- Coordinated two days of in-depth training on the Human Resources and Payroll Systems. Training was for the entire finance and HR departments.
- The new Neopost Mailing Machine was delivered, installed and now operational, replacing the Pitney Bowes system.

Police Department

From the Chief of Police:

The Coventry Police Department responded this week to the Coventry High School for a Lockdown Alarm. After the incident, the High School administration met with the Coventry Police Officers involved in the incident for an “after action review.” They reviewed the positives and negatives from the incident and discussed current protocols and potential new changes to existing protocols. The schools continue to work with the security company to try to find the source of the signal which initiated the lock down.

I am very pleased with our officer’s rapid response, decision making and flexibility during this incident. That said, even though I feel we are well prepared and trained to handle such incidents, I know we can improve in every facet. Our tactics and responses to these incidents must be continually trained on with an emphasis toward flexibility. We will take the lessons learned from this incident and build on them. The School Superintendent and I plan to review the debrief that took place this week and examine the gaps in some of our resources namely in communications and response training. Our school safety committee will continue its work toward improving safety in all our schools. As always, we pledge to communicate with parents and residents as rapidly as we can during these incidents.

Town Library

- Monster Month at the library has been a great fun for patrons and staff alike.
- Meanwhile, fall story hours and programs continue.
- We are preparing for the Book & Bake Sale on Friday and Saturday, 11/4 and 11/5 from 9 am – 3 pm.

