



Memorandum

12/2/2016

To: Town Council
Department Heads
Town Citizens

From: Graham Waters, Town Manager

Re: TM Report – Week of November 27 – December 3, 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.gov or by phone at (401) 821-6400.**

- The Town Manager is working with Wind Energy Development and Town resident Sean Sullivan to resolve issues that the resident has brought forward to the Town's attention.
- School and sand
- On Monday, November 28th, the Town Manager met w national grid to discuss an outstanding account balance issue with street lights in the Anthony/Coventry Fire District.
- On Monday, November 28th, the Town Manager met with Police Chief, John MacDonald and the Town's selected hazard mitigation consultant Carissa Lord of VHB. Over the next 6-8 months, Carissa will be working on updating the Town's Hazard Mitigation Plan to identify and provide solutions to potential natural disasters that could impact the Town. Upon completion, the Town will have comprehensive plans in place for various types of natural disasters, along with guidelines ways to mitigate and respond. It will then be the responsibility of the Town's EMA Director to ensure the Town is prepared to react to natural disasters and follow the hazard mitigation plan.
- On Monday, November 28th, the Town Manager along with the Town Solicitor, and Town Councilmembers Greg LaBoissonniere and Glen Shibley, met with the Receiver of the Center of New England development project. The Receiver gave the group an update of the legal proceedings and other ongoing issues that are still outstanding. The group discussed long and short-term possibilities, as well as ways in which the Town can provide assistance to help bring a final solution for the development project.
- On Tuesday, November 29th, the Town Manager, Assistant Planner, and Town Solicitor met with representatives of Oak Square Partners, who are interested in developing solar farms in the town. The meeting was convened by the developers to have town staff provide procedural guidance to Oak Square Partners about their proposed solar farm projects, and ask for suggestions to engage the town's residents about the various projects.
- On Wednesday, November 30th, the Town Manager attended a meeting at Hopkins Hill Elementary School convened by the school's PTA. The meeting, attended by the Center of New England development project Receiver, the school's Superintendent, as well as various other staff parties, revolved around the 15 year old issue of the sand lot behind the school.

- On Thursday, December 1, the Town Manager attended a meeting of the Rhode Island League of Cities Executive Board to discuss the final candidate chosen as the succeeding Executive Director for the League. The League will be putting out a press release in the near future with the finalist's information.
- On Thursday, December 1, the Town Manager and Town Engineer participated in a conference call with the staff of the Town's Congressional Delegation and representatives of FEMA to discuss the FEMA designated flood levels for Johnson's Pond and Lake Tiogue.

Department of Parks and Recreation

- **Events & Programs**

The Town of Coventry's Department of Parks and Recreation Web page has been updated to include upcoming programs and events.

Surveys have been distributed to fall 2016 program participants to determine 1) their level of satisfaction with their programs and 2) what activities they would like the department to provide in the future.

The Kent County Daily Times featured an article about the Festival of Trees (published Dec. 1, 2016).

- **Inter-Departmental Collaborations**

Raena Blumenthal provided Colonel John MacDonald a list of upcoming events for potential Coventry Police Department participation.

- **Staff**

Five staff members completed CPR training.

- **Tot Lot**

Ground cover and the sandbox backhoe digger area have been completed.

Town Library

- The library was awarded a Champlin Foundation grant in the amount of \$55,230 to re-carpet the library.
- Library staff and the library Trustee Chair John Ball met with Superintendent Levis and Director of Curriculum, Instruction, and Assessment Cowart to discuss some new collaborative efforts between the library and Coventry schools.
- Members of Literacy Volunteers of Kent County are meeting with the West Bay CAP to expand our cooperative work for the benefit of our adult learners.
- The library is now using the e-requisition system. Thank you to IT Director Ed Warzycha for training.
- Holiday programs are scheduled for the week of December 12th.

Department of Human Services (DHS)

- Coventry DHS Social Workers continue to meet with needy families to assess for this upcoming holiday season. We have also recruited 40 local businesses, churches, and schools to adopt families. We do not have an exact count on how many families we will be assisting as we continue to receive requests for assistance.
- Social workers are also assisting Coventry residents in applying for Heating Assistance. Anyone needing assistance should contact the department to make an appointment with one of the social workers.
- Coventry Department of Human Services will hold our Annual Bazaar at the Coventry Senior Center on Saturday December 3, from 9:00 a until 2:00 p. Come join us for a day of crafts, jewelry, raffles, food and more!

- On November 28, from 9:30 a -12:00 p, Coventry Senior Center offered a Preventative Pneumonia Vaccine Clinic
- Coventry Cares Community Clinic nurses continue to meet with residents every day to monitor blood pressure, weight and diabetes and answer any health care questions. All are welcome to take advantage of this free service.
- URI students continue to be available as mentors for free lessons on computer instruction for all who are interested. All skill levels are welcome and lessons are tailored to your interest and devices. Anyone interested should contact Pat Fleming for more information.

Finance Department

- The Treasury department continues to work with the auditors on the FY16 audit.
- On Monday November 28th, the Finance Director, along with other Town officials, attended a meeting regarding the Town`s sewer system.
- Tasha Bizier has accepted the Assistant Tax Assessor position and will start on Monday December 5th. Tasha joins us from Vision Government Solutions where she was an Implementation Manager for tax assessment software.