



COVENTRY FIRE DISTRICT

571 Washington Street
Coventry, RI 02816

Incorporated 1889

STREETLIGHT MANAGEMENT POLICY AND PROCEDURE

Administration Policy Name: Streetlight Request Policy
Board Approval: March 9, 2022
Policy No: 2022-001
Policy Revision Date: March 9, 2022

PURPOSE

This Administrative Policy establishes a standardized procedure for managing and tracking Taxpayer requests for the installation, repair of, removal of, adjustment or other change to the District's streetlights to be followed and promulgates a standardized omnibus form to implement the procedure.

POLICY

Taxpayers (or those acting on their behalf in a representative capacity i.e., attorneys, developers, or builders) and District Fire Fighters may request streetlight installation, repair, maintenance, removal, or other change. The Clerk must confirm that the applicant is a Taxpayer or is acting on behalf of a Taxpayer or is a District Fire Fighter.

The process is as follows:

1. An Omnibus Streetlight Request Form is filed with the District Clerk.
2. The Clerk certifies that the Request was filed by or on behalf of a District Taxpayer and then refers it to a Board Director (on a rotating basis) who will conduct a prompt site visit during the dark of night to evaluate the request. The site survey should be completed within two (2) weeks after being assigned to a Director who will endorse his recommendation thereon. The Request will be returned to the Clerk who will place it on the Agenda for the full Board's action at the next available Board meeting.

3. An approved Request will be sent to PRISM for such further action as is necessary in the circumstances. If further approval is needed by the Pole Owner (National Grid or its successors), PRISM will complete all necessary forms (which the Board Chairman or Vice-Chairman will sign on behalf of the District) and PRISM will forward the request to the Pole Owner for its action
4. Once the Request is approved by the District and the Pole Owner (if necessary), PRISM will make such other authorized change promptly.

The Clerk shall keep either the original or a digital or other copy of each Omnibus Request Form, with all action taken endorsed thereon in order that each request filed, and the action taken thereon, shall be publicly available.

POLICY

EFFECTIVE DATE

This Policy shall take effect and be in force from and after the date upon which it is approved by the Board of Directors of the District.