

Town Of East Greenwich

Town Manager

Memorandum

To: Honorable Town Council
From: Andrew E. Nota, Town Manager
c. Andrew Teitz, Leigh Carney
Date: September 5, 2019
Subject: Town Managers Report

The following business items are provided as part of the September 9, 2019 – Town Manager’s Report. These items reflect ongoing projects and initiatives that are under review and in various stages of development with the Town’s professional staff inclusive of various matters that may require further Town Council direction.

A) **Professional Staff Meetings:**

This past week I had the opportunity to host my first meeting with the Town’s senior staff outlining various matters of importance and other general information as we begin working together. I briefly reviewed my particular style of management and approach to our daily business in serving the community at-large. I also spent some time in reviewing the upcoming schedule for general business items, personnel matters, and organizational changes that previously occurred, some of which may require additional review and future modification, and then finished up with a brief summary of the FY2021 budget process. In that conversation we addressed internal communication models and what my expectation was in terms of Town Council communication with individual departments, similar to what has been proposed in the Town Council Rules and Guidelines.

In moving forward, the administration including Department Heads will be meeting the week before each Town Council meeting and in the off-weeks, I will be hosting individual meetings with each Department and/or Division Head at their location, with the discussion surrounding their immediate and long-term needs. At each Department Head meeting we will be reviewing the agenda for upcoming meetings as well as provide for individual departments to openly discuss with the entire group various initiatives they are working on and/or troubleshoot matters that require perspective and input from other departments.

We wrapped up this first meeting with a brief review of the upcoming FY2021 budget process inclusive of the Capital and overall General Fund Programs and the needs to dramatically revise the present system. This change will involve revisions to the present coordination of the process through the Planning Department and the review and decision making role of the Planning Board. On larger scale community-wide initiatives both the Planning Department and Planning Board will remain instrumental participants in the process of guiding the community and Town Council through those discussions and future planning exercises that will be required.

Additional updates will be provided as to our internal systems and potential future changes to support sustainable and efficient system implementation in the coming months.

B) **ICMA Northeast Region Conference and Rhode Island Interlocal Risk Management Trust Strategic Planning Retreat:**

In October, I will be attending two significant conference and educational sessions to support my work and continuing professional education with the International City/County Management Association (19th-23rd) and a strategic planning session with the Rhode Island Interlocal Risk Management Trust from the (3rd-5th). I will follow up with pertinent information from each session for review with the Council in a future report.

C) **Organizational Personnel Considerations:** The senior staff and I are in the process of reviewing the extent of vacant positions that remain unfilled, but funded in the FY2020 budget program. These positions include the Municipal Court Clerk, Fire Department Chief Clerk, and one Police Officer. In addition, other changes are being made to implement and support staffing needs in certain areas with part-time seasonal support, such as in Parks & Grounds to assist in field and park preparation for the fall season.

In addition, much attention has been focused on the critical area of Town Finance and I will be proposing an immediate addition to that department at the September 23rd meeting. This is a required change in order for the Town to address several areas of critical importance, internal system improvements and implementation/training, outside state reporting as well as to allow for numerous audit requirements. This adjustment will also allow for the beginning changes to the budget development and presentation process.

D) **RIDE School Fund Capital Reserve:** In the coming week, I have initiated a meeting with the School Superintendent to discuss the administrative matter that was recently publicly discussed surrounding the mechanics involved in processing RIDE School Construction annual capital reimbursements for school-based capital investments. The Town Solicitor's office has researched this matter and provided pertinent information regarding the express RIDE regulations in this area, specific case law impacting other Rhode Island cities and towns, and the traditional processing travel of such RIDE reimbursements historically within the community. Other areas to be discussed include the annual budget process, use and requirements of unassigned reserve funds for the Town and/or School Department and how and what roles these funds have played on an annual basis in terms of budget development, capital planning, and the Town's overall contribution to the school program.

I remain confident that the Superintendent and I will be able to administratively manage this matter and will hopefully be prepared to report back to both the School Committee and Town Council in the coming months with a detailed informational update.

E) **Rhode Island League of Cities and Towns Program and Business Updates:**

1. **Training Opportunity: Property Revaluation** reschedule to Thursday, October 3rd at 4:00pm at the Weaver Public Library, East Providence) – In response to member interest, the League is hosting an informational session for elected and appointed officials on the property revaluation process. Featuring tax officials from three communities, the session will cover the

entire revaluation process – selecting a vendor, communicating with the public, setting a tax rate and managing the appeals process. If you have any questions, please contact Jennifer Slattery at jslattery@rileague.org or 401-272-3434.

2. REMINDER: Board / Commission Appointments – The League has been asked for assistance in filling appointments to the following committees:

- State Emergency Response Committee – The League has an appointment to the SERC, which is charged with identifying hazardous materials in communities and coordinating emergency preparedness and response. SERC meets about quarterly, and the ideal candidate should have public safety or emergency preparedness experience.
- E-911 Advisory Committee – The FY 2020 budget makes several changes to the administration of revenues collected from the E-911 surcharge on phone lines, including targeting funds for additional training. The Governor's Office has asked for nominees for an E-911 Advisory Committee to assist with planning for the E-911 and emergency response systems. Nominees should have experience in public safety and emergency response.
- Natural Heritage Preservation Commission Advisory Committee – The Committee is responsible for scoring applications for DEM's Open Space Grant Program. (Information about the program is located at www.dem.ri.gov; a list of recent awardees is at www.ri.gov/press/view/32470. DEM has asked the League for a list of potential nominees for consideration by the Governor's Office. DEM has requested people with experience/understanding of the program and from several geographically diverse communities.
- **Solar RFP** – PowerOptions, one of the League's service providers under the RI Energy Aggregation Program, has asked if any communities are interested in pursuing solar projects. They are aware of multiple projects pending in RI and are looking for municipalities interested in purchasing solar power. PowerOptions would be willing to coordinate an RFP for any community/communities that are interested in such an effort.
- **RI Complete Count Committee Survey for 2020 Census** – The League worked with the Rhode Island Complete Count Committee (RICCC) to develop a survey to determine what resources cities and towns need for the 2020 Census. The RICCC was established by Governor Raimondo through Executive Order in December 2018. This effort is a partnership between the state, local governments, and the private and non-profit sectors to conduct comprehensive outreach and leverage existing community assets to encourage all Rhode Islanders to complete the 2020 Census. The RICCC has taken on the mission of developing the tools and resources to make sure that every Rhode Islander is a part of the 2020 Census: as staff to the RICCC, the Division of Statewide Planning provides a web presence for the RI Complete Count Committee : www.planning.ri.gov/planning-areas/Census/census-2020.php - a simple address to find resources, including the series of action plans, with recommended Census outreach strategies, to encourage full participation in the 2020 Census. One of the paramount goals of the effort is to empower our

communities to build capacity, but to help provide the information or resources you may need; the RICCC first needs your help. Please take a moment to complete this short, 5 question survey (link below). If you have any questions, please contact Vin Flood in the Division of Statewide Planning at Vincent.flood@doa.ri.gov or (401) 222-1243. **Survey Link:** <https://www.surveymonkey.com/r/GDWKBK5>

3. **URI MPA Project Opportunity** – URI's Master's in Public Administration Program is soliciting research projects for its policy analysis fellows program. The League worked with the program last year, and the fellows prepared a thorough and well-researched report into the regulatory landscape of short-term rentals. They have asked for project proposals for this coming fall. Additional information is below; please submit projects via the Google docs link (https://docs.google.com/forms/d/e/1FAIpQLSdT_U7B_arOVsZ2E7kmyPHq1gb8HyLnOaqXQWs6w2saXL44A/viewform?vc=0&c=0&w=1) by 5:00 p.m. on Friday, August 30.
4. **Reminder: League Annual Dinner** – Thursday, Sept. 19th – Providence Marriott Downtown, Orms Street, Providence (new location from previous years) –
 - **Training: Municipal Meeting Management (3:00 – 5:00 PM)** – Responding to one of the top training requests we have received from members, the League has invited certified parliamentarian Evan Lemoine to discuss managing public meetings and Robert's Rules of Order. All municipal officials, employees and affiliate members are welcome to attend. Please register at: <http://events.r20.constantcontact.com/register/event?oeidk=a07egjsz3rn49f6f6f6&llr=4rsdw86ab>
 - **Annual Dinner Meeting (cocktail hour at 5:30 PM, dinner at 6:30 PM)** – Meet with municipal leaders from throughout the state and hear special remarks from Joe DeLong, Executive Director of the Connecticut Conference of Municipalities, on the importance of local government and advocacy with state policymakers. Members may contact Denise Arrighi (denise@rileague.org or 401-272-3434) to reserve seats or a table, or reserve online at: <http://events.r20.constantcontact.com/register/event?oeidk=a07egjsz3rn49f6f6f6&llr=4rsdw86ab>
5. **Member Inquiry: Benefits to Ex-Spouses** – The City of Cranston is looking into the legal basis of whether ex-spouses have a right to keep healthcare coverage through their husband or wife that is actively employed or retired (police and fire) by the City. They have asked how other municipalities handle ex-spouses with divorce settlements and qualified domestic relations orders. Please share any information with Dan Parrillo, Director of Administration, at DParrillo@Cranstonri.org
6. **Member Inquiry: Locally Administered Pension Plans** – The Town of Lincoln has asked the following of communities with locally administered pension plans:
 - How many have been using John Hancock to manage (issue monthly checks and related statements) their plans?
 - Have they determined a replacement or alternative?
 - If not managed by Hancock, do they perform these services in-house, or do they have a contract with a third party?

Please share any responses with Joe Almond, Town Administrator, at jalmond@lincolnri.org

7. **RIDOT Request: Local Utility Paving Standards** – Under a law passed by the General Assembly earlier this year ([H5028 Aaa](#)), utilities are required to completely repave a roadway disturbed by utility work. The RI Department of Transportation is charged with establishing standards for the repaving and, to assist them with rulemaking, have asked what communities currently use for their repaving standards. Please send any pertinent repaving standards or policies in your community to me at bdaniels@rileague.org.
8. **Office of Energy Resources: Free Municipal Energy Audits** -- The RI Infrastructure Bank and the Office of Energy Resources recently announced the availability of free energy audits for municipalities and quasi-public agencies. Additional information is available by contacting Jerry Drummond at jerry.drummond@nationalgrid.com or 401-330-7834.
9. **RI Housing Request: Municipal Housing Survey** – As part of a housing study being conducted jointly by RI Housing (RIH) and the Office of Housing and Community Development (OHCD), they are interested in hearing from municipal officials—elected, appointed and employed persons who lead and manage Rhode Island’s 39 communities—about housing. In addition, OHCD is interested in learning about each municipality’s community development needs as part of the State’s five-year Consolidated Planning process. Visit www.rihousing.com/statewide-housing-plan/ for the survey, which will take about 10 minutes. All responses are important in order for RIH and OHCD to plan for current and future housing and community development needs across Rhode Island.
10. **Department of Health Proposed Regulations, Licensing Aquatic Venues** – The Department of Health has proposed amendments to the licensing and regulation of pools and aquatic facilities, including those owned by cities and towns. Affected communities are encouraged to review the proposed changes (available at <https://drive.google.com/file/d/1kWaBa4ezBGEGasyA32X9TWIVSfBEgVw0/view>). Comments are due by October 7th, and requests for a public hearing are required within 30 days of initial notice (posted September 5th).
11. **Fidelity Investments Invitation: Investment Day for RI Local Governments** – Wednesday, September 18th @ 1:00 PM. We received the invitation below from Fidelity Investments. If you are interested in attending, RSVP using the provided link below.



FIDELITY INSTITUTIONAL ASSET MANAGEMENT®

Please Join Us for This Special Liquidity Management Event

We hope that you will join us for a gathering of local governments, cities, and towns at our corporate office in Smithfield. This meeting will provide access to our top

thought leaders on liquidity management and updates from one of our portfolio managers.

At this meeting, discussion topics will include:

- Opening remarks from Rhode Island's Deputy Treasurer Kelly Rogers
- An economic and Ocean State Investment Pool update from Portfolio Manager Kerry Pope
- Fidelity's impact on the Rhode Island community
- How to make yourself a difficult target for cyber criminals

We look forward to seeing you there.

Fidelity Institutional Liquidity Management Solutions Team:

Event:

2019 Investment Day for
Rhode Island Local
Governments, Cities, and
Towns

Date:

September 18, 2019

Time:

1–4 p.m.

Meeting Location:

Fidelity Investments
500 Salem St., Amphitheater
Smithfield, RI 02917

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CANNOT ATTEND

Space is limited.

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