

**AGENDA**  
**Town Council**  
**Town of East Greenwich**  
**Regular Meeting/Joint Meeting with School Committee**  
**July 24, 2017 at 7:00 PM**  
**Swift Community Center, 121 Peirce Street, East Greenwich, RI 02818**

**(Any matter listed on this agenda is subject to a vote by the Town Council.)**

- (1) Call to Order and Pledge of Allegiance to the American Flag
- (2) JOINT MEETING WITH EAST GREENWICH SCHOOL COMMITTEE
  - (a) Report from Superintendent and Town Manager
  - (b) Ratification of Memorandum of Agreement between the Town Council and School Committee to further and implement One Town Plan.
- (3) Town Council Minutes
  - (a) June 8, 2017 (Special Session)
- (4) Reports and Communications
  - (a) Municipal Court - report from Judge Bazar
- (5) Consent Calendar
  - (a) Release of Fry Brook Condominium Project Performance Bond and extension of time for completion.
  - (b) Reappoint Susan Aitcheson to the Affordable Housing Commission for a three year term to expire July 14, 2020.
  - (c) Reappoint Marc Gertsacov to Board of Assessment Review and move from alternate member to regular member for a three year term to expire July 1, 2020.
  - (d) Reappoint Elyse Pare to the Board of Assessment Review as an alternate member for a one year term to expire July 1, 2018.
  - (e) Reappoint Mark Shapiro to the Cove Management Commission for a three year term to expire July 1, 2020.
  - (f) Reappoint Bethany Warburton to the Cove Management Commission for a three year term to expire July 1, 2020.
  - (g) Reappoint Benjamin Lupovitz to the Planning Board and move from an alternate member to a regular member for the remainder of a three year term to expire April 30, 2020.
  - (h) Reappoint Richard Land to the Zoning Board as a regular member for a five year term to expire July 1, 2022.

- (i) Reappoint Melody Alger to the Zoning Board as an alternate member for a one year term to expire July 1, 2018.
  - (j) Reappoint Barry Golden to the Zoning Board as an alternate member for a one year term to expire July 1, 2018.
- (6) New Business
- (a) Application for a NEW Victualing License for Guruhari LLC. d/b/a Sunny Hill Convenience Store, 1002 Main Street (formerly Sunnybrook Farms).
  - (b) Council authorization to allow Main Street Association of East Greenwich to use Town properties for an outdoor movie screening on August 12 (rain date of August 13), to include coverage under the Town's insurance policy. Discussion and request for Council to waive overtime fees, building rental fees and insurance requirements for the Main Street Association's Outdoor Movie.
  - (c) Discussion and request for Council to waive overtime, detail costs and miscellaneous Town fees (i.e. liquor license, amplified music permit, etc.) for Summer's End.
  - (d) Discussion and request for Council to waive the insurance requirement for the Farmer's Market and to authorize use of Town property for said Farmer's Market.
  - (e) Appointment of a Regular Member to the Planning Board for the remainder of a three term to expire April 30, 2020.
  - (f) Appointment to the Personnel Board to fill the remainder of a three year term to expire March 31, 2019.
  - (g) Review of Town Council Rules and Guidelines
  - (h) Discussion of Town Manager position
- (7) Town Manager's Report
- (8) Council Comments
- (9) Public Comments (30 minute time limit)
- (10) Executive Session
- (a) Closed pursuant to RIGL 42-46-5 (a)(1), sessions pertaining to discussion of the job performance, character, or physical or mental health of persons in the employ of the Town of East Greenwich. The Council affirmatively asserts that such persons affected shall have been notified in advance in writing and advised that they may require that the discussion be held at an open meeting.
  - (b) Closed pursuant to RIGL 42-46-5 (a)(2), sessions pertaining to collective bargaining or litigation, specifically to discuss the matter,

Pawtucket Credit Union, et al. v. East Greenwich, KC-2017-0084.

- (c) Closed pursuant to RIGL 42-46-5(a)(2), sessions pertaining to collective bargaining or litigation, specifically to discuss with the Solicitor matters pertaining to employment matters, including but not limited to, collective bargaining obligations as it pertains to a Fire Department clerk position.

Posted July 20, 2017 in accordance with RIGL 42-46-6 at EG Town Hall, EG Library, Swift Community Center, EG Town Website and Secretary of State website. Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk's office at (401) 886-8604 via RI Relay #711 (800-745-5555 TTY) or in writing, at least forty-eight (48) hours in advance of the hearing date

# **One Town Status Report**

## **July 24, 2017**

**Victor Mercurio, Superintendent**

**Gayle Corrigan, Acting Town Manager**

# One Town Consolidation Timeline

## **7/1/2017-12/31/2017**

- Finance Director/Business Manager consolidated position
- Finance Department consolidation (including human resource/benefits coordination)
- IT Department analysis and consolidation plan
- In-depth spending analysis

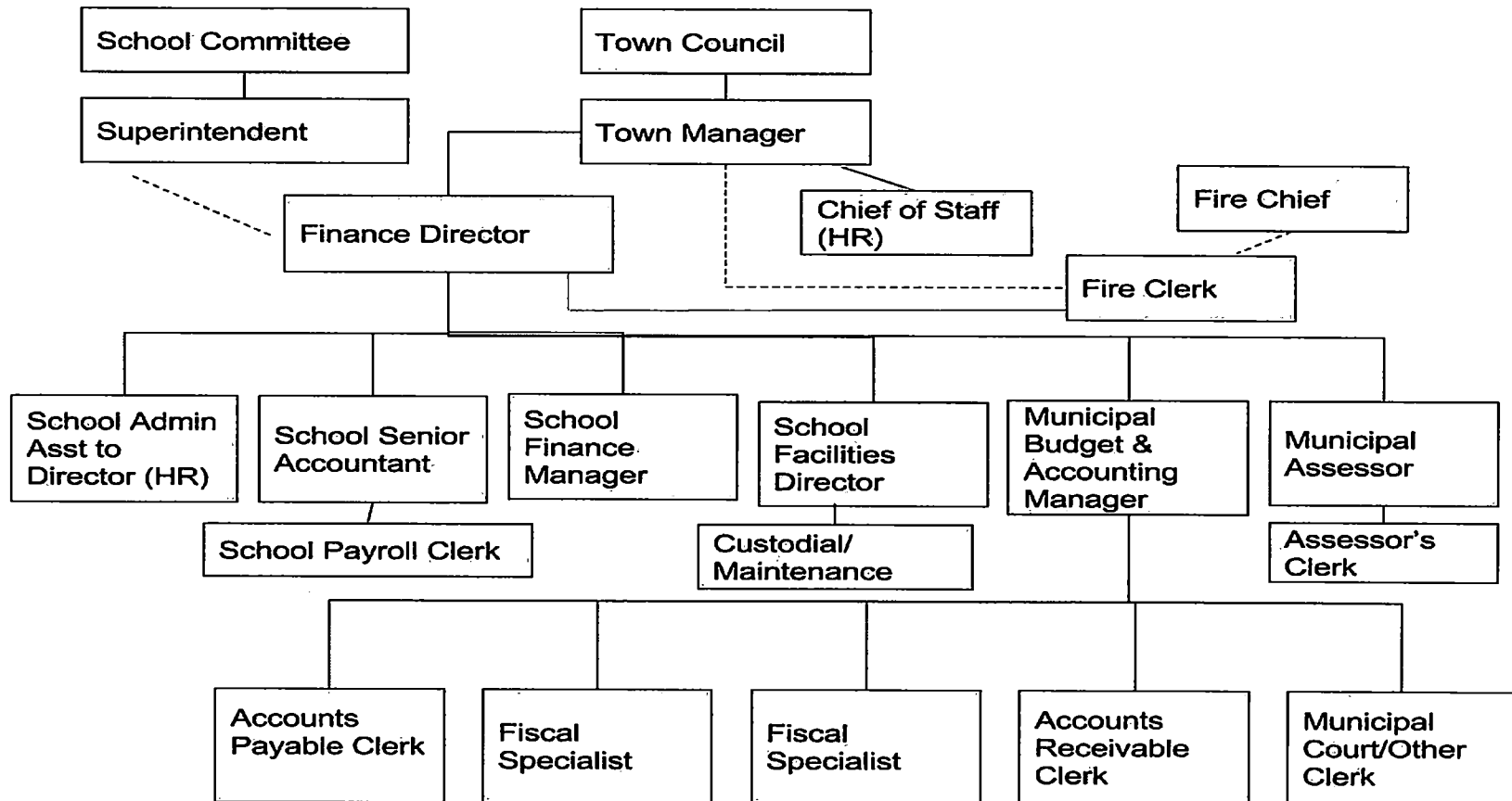
## **1/1/2018-6/30/2018**

- IT Department consolidation plan implementation
- Facilities/Maintenance analysis and consolidation plan (to be effective 7/1/2018)
- Purchasing analysis and consolidation plan

# **Finance Director/Business Manager Consolidated Position**

- Joint appointment – School Committee (5/26/2017) and Town Council (6/26/2017)
- Supervision: direct report to Town Manager; dotted-line report to Superintendent
- Evaluation: Town Manager and Superintendent
- Salary - \$127,500
- FY18 **Savings** (elimination 1 FTE) - \$133,779
- Draft Job Description completed

# Finance Department Organizational Chart as of 7-24-2017



# Next Steps

- **Finance Department consolidation**
  - ☐ Desk audit – analysis of current processes to determine consolidated job titles, duties and responsibilities
  - ☐ HR coordination activities (on-boarding, benefits admin, employee file maintenance, etc.) included
  - ☐ Union and legal counsel input
- **IT Department analysis and consolidation plan**
  - ☐ Joint RFQ for outside consultant to analyze both IT Departments and needs August, 2017
  - ☐ Report from consultant October/November, 2017
  - ☐ Implementation effective 1/1/2018
- **In-depth spending analysis (municipal and school)**



## Town of East Greenwich, Rhode Island

### Finance Director Job Description

**Statement of Duties:** This highly responsible professional position responsible for the development and administration of all financial services including the preparation and administration of the Town's and School's operating and capital budgets. Work includes the control of all accounting, collection of taxes and other revenues, and payments being properly administered. Oversees the maintenance and integrity of the accounting systems, coordinates financial transactions, ensures for the proper preparation and maintenance of financial records, reports and statements including Federal, State, and UCOA reporting, and develops and maintains internal control policies. The employee is required to perform all similar or related duties.

**Supervision Required:** Employee works at the administrative direction of the Town Manager with a dotted line to the Superintendent of Schools and is responsible for two major town departments. Work is performed according to municipal and school policies and objectives; individual establishes short-range plans and objectives. Consults with supervisor where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets.

**Supervisory Responsibility:** Responsibilities include recommending the hiring and firing of employees, developing and administering budget and policies. Workload is subject to cyclical or seasonal fluctuations between municipal and school needs.

**Essential Functions:** The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Oversees the administration of the provision of municipal and school financial services including treasury, collection and other accounting functions.
2. Oversees the collection and receipt of all taxes and special assessments.
3. Maintains custody of all public funds belonging to the school and municipality, deposits funds as deemed appropriate.
4. Invests funds for the town, ensures the safekeeping of bonds and notes for transfer, registration or exchange.
5. Exercises control over all expenditures by pre-auditing all bills, invoices, payrolls, etc.; makes sure claims are valid and appropriate; issues checks for payment as appropriate.
6. Implements and maintains an accounting system with standard accounting procedures for the town, school department, and sewer department.
7. Prepares monthly, annual, and other reports and statements as required.

8. Coordinates and manages municipal and school-wide financial programs and practices using automated accounting systems.
9. Coordinates monthly and year-end closing of the General Ledger and side funds and all routing activity in the financial software (warrants, purges, maintenance, etc.).
10. Develops policies and procedures as needed to ensure for the effective operation of the finance department and the provision of financial services including payroll.
11. Resolves problems, conducts research, and provides troubleshooting to resolve problems as needs arise.
12. Supervises and reviews the work of staff for accuracy and compliance with procedures.
13. Maintains and updates records, compiles information, prepares documents, and performs a variety of administrative functions for the department.
14. Acts as a liaison between the Finance Department and all other municipal departments, the school department, and state and federal agencies as required.
15. Annually prepares and monitors RI Department of Education Housing Aid forms and as needed Necessity of Construction Application.
16. Administers the school's and town's insurance and asset protection programs.
17. Participates in the labor contract negotiations, analyzes proposals, and prepares fiscal impact statements.
18. Administers, through Human Resource personnel, all personnel data reports and benefits administration including medical, dental and life insurance, pension, disability and workers' compensation and record keeping of sick leave and absences.
19. Administers, through the Director of Facilities, operation of the school plant.
20. Administers, through the Food Service Company, the cafeteria services and school lunch program.
21. Provides feedback to the Town Manager and Superintendent regarding municipal and school activities and issues.

#### **Recommended Minimum Qualifications**

**Education and Experience:** Position requires a four year degree preferably in the field of finance, and five to seven- (5-7) years of experience in municipal finance or related field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Certified Public Accountant is desirable; Business Manager Certification from RIDE required.

## **Knowledge, Abilities and Skill**

**Knowledge:** Municipal finance and accounting practices and procedures, internal control procedures and management information systems, payroll, purchasing, and accounts payable functions, budgetary and accounting reporting systems.

**Abilities:** To prepare and analyze complex financial reports, maintain efficient and effective financial systems and procedures, and accurately account town funds; to make presentations to groups and individuals. Ability to conduct research independently and to write reports in a timely and accurate manner.

**Skills:** Effective leadership and supervisory skills, accuracy and attention to detail is a crucial skill for this position, proficient written and oral communication skills, recordkeeping and administrative skills, proficient use of computer programs and office software operations.

## **Physical and Mental Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects up to 30 lbs.

**Motor Skills:** Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a motor vehicle, operating a personal computer and/or most other office equipment, typing and/or word processing, filing or sorting of papers.

**Visual Skills:** Position requires constant reading of documents and reports for understanding and analytical purposes; Ability to distinguish colors is not required



## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **7/24/2017**

1. Agenda item (List as it should appear on the agenda)  
**Ratification of Memorandum of Agreement between the Town Council and School Committee to further and implement One Town Plan.**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda
4. Contact person and phone number for questions  
**David D'Agostino 647-1400**

### ATTACHMENTS:

Description	Type
☐ MOA	Agreement

# **MEMORANDUM OF AGREEMENT**

**Between**

**EAST GREENWICH SCHOOL COMMITTEE (“Committee”)**

**and**

**EAST GREENWICH TOWN COUNCIL (“Council”)**

WHEREAS during the course of the fiscal year 2018 (“FY18”) budget discussions and deliberations, the Committee submitted its proposed budget to the Council seeking a 4% increase in its overall appropriation from its FY17 appropriation; and

WHEREAS, in order to reduce the tax burden to its residents, the Council voted to pass its FY18 budget that did not provide for any increase in its appropriation to the Committee for the operation of the Town’s public education system; and

WHEREAS, in light of the level funded budget passed by the Council, the Committee attempted to balance its budget to avoid any projected deficit for FY18 by examining its line items and making reductions in certain expenditures, including personnel and programs; and

WHEREAS, both the Committee and the Council are cognizant of the Committee’s obligation under law to provide a level of educational programs and services consistent with the Basic Education Program and other mandates of federal and state law; and

WHEREAS, the Council is cognizant of its obligation to provide for a maintenance of effort funding, including all legal and contractual obligations of the Committee; and

WHEREAS, the Council and Committee support the One Town plan, which is codified in the budget appropriation as part of the FY18 budget as approved by the Council and Committee; and,

WHEREAS, in light of the above, the parties worked diligently with the Council's auditor to restore in the Committee's proposed budget certain programs and related expenditures the Superintendent and the Committee recommended maintaining. In so doing, the Council agreed to shift and assume with the Town-side budget certain fiscal obligations of the Committee, consisting primarily of salaries for certain School Department personnel, all of which are identified in the chart below, and all of which were passed and approved in the Council's final FY18 operating budget; and

Salaries Transferred to Town (paid by Town) Net of Curriculum Director					
Name	Trans Date	Job	FY18 Annual	FICA	TOTAL
Chris Spagnoli/Linda Dykeman	07/01/2017	Bus Ops O	116,154.95	3,976.84	120,131.79
Vic Babson	09/01/2017	Data Proc	83,596.34	6,395.12	89,991.46
Rose Emilio	07/01/2017	Bus Ops O	54,386.95	4,160.60	58,547.55
Stephanie Russo	07/01/2017	Bus Ops O	60,785.17	4,650.07	65,435.23
Andrew Mello	09/01/2017	Data Proc	41,583.58	3,181.14	44,764.72
Gregory Rumowicz	09/01/2017	Data Proc	52,965.52	4,051.86	57,017.39
Donna Wayles	09/01/2017	Data Proc	38,945.06	2,979.30	41,924.36
			448,417.57	29,394.94	477,812.51

100% Town Responsibility					
Object		Description	FY18 Budget (Adjusted)	FY18 Budget (Original)	Total
54204		Grounds keeping*	-	27,600	27,600
54201		Rubbish Disposal*	-	500	500
52501		Unemployment*	-	17,300	17,300
52201		EAP*	-	4,489	4,489
					49,889

NOTE: The cost for Fire/Police Details have been eliminated by Council Resolution.

NOTE: Items with (\*) are fixed amounts and any cost in excess of the stated amounts shall be the sole responsibility of the School Department.

WHEREAS, in reliance on the representations made by the Council and its auditor that it would assume the above-identified expenditures, on June 20, 2017 the Committee amended its proposed budget to conform to the level-funded appropriation by the Council.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the sufficiency of which is hereby acknowledged by the Committee and the Council, and intending to be legally and equitably bound hereby, the parties agree as follows:

1. For the duration of FY18, and in furtherance of the One Town plan, the Council will assume the obligations of the Committee set forth in the chart above totaling approximately \$527,701.51.

2. Upon presentation to the Council by the Committee of demonstrated need to increase the appropriation related to special education services, as identified in the budget line items below, the Council shall make a supplemental appropriation.



Special Ed - Reductions per Town commitment to subsequently fund documented need				
Object	Description	FY18 Budget (Adjusted)	FY18 Budget (Original)	Variance
53220	Other Purchased Prof Ed	598,850	672,259	73,409
53417	Contracted Nursing Svcs	173,850	247,200	73,350
55610	Tuition to Other School Districts	100,000	111,830	11,830
55630	Tuition to Private Sources	1,091,395	1,246,432	155,037
55640	Tuition to Educational Services	70,000	115,500	45,500

3. The Council may also consider funding additional line items in the Committee's budget, such as sewer charges, but such requests will not be binding and will only be considered on a case-by-case basis.

4. The Committee will continue to pay required health care and pension contributions for the employees and/or positions identified above, according to contract or law.

5. The Council acknowledges that the above positions are School Department employees and as such report to and take instruction from the Superintendent in the performance of their respective duties on behalf of the School Department.

6. The terms of this Memorandum of Agreement may only be amended in writing upon mutual assent of both parties.

EAST GREENWICH SCHOOL  
COMMITTEE

EAST GREENWICH TOWN COUNCIL

\_\_\_\_\_  
By: Carolyn Mark, Chairperson

\_\_\_\_\_  
By: Suzanne McGee Cienki, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **7/24/2017**

1. Agenda item (List as it should appear on the agenda)  
**June 8, 2017 (Special Session)**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda  
**Draft minutes for Council review and approval**
4. Contact person and phone number for questions  
**Leigh Carney 401-886-8604**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT Minutes	Minutes

**MINUTES**  
**Town Council**  
**Town of East Greenwich**  
**Special Session**  
**June 8, 2017 at 7:00 PM**  
**Town Hall, 125 Main Street, East Greenwich, RI 02818**

(1) Call to Order and Pledge of Allegiance to the American Flag

Town Council Present (5/5): S. Cienki, S. Todd, A. Deutsch, N. Granatiero, M. Schwager

Town Staff Present: T. Coyle, III, D. D'Agostino, L. Carney, K. Benoit, J. Duarte, L. Bourbonnais, W. Schmidle, C. Bradley, S. Brown, S. Cirella, R. McGillivray, E. McAndrew, S. Kitchin

Others: C. Malaga

President Cienki called the meeting to order at 7:10pm and led the assembly in the Pledge of Allegiance to the American Flag.

(2) Public Hearing

- (a) An ORDINANCE to amend the Charter and the Code of the Town of East Greenwich to strike and revise language throughout referring to the Financial Town Meeting which voters approved to eliminate at the November 2016 election (SECOND READING).

There was no Council discussion or public comment.

**Motion to approve and move the third reading on June 12th**

**Sean Todd/Andrew Deutsch/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

(3) Unfinished Business

- (a) FY 2018 Operating Budget

A motion was made to approve the budget of \$61,598,368 by Councilor Granatiero, seconded by VP Todd.

President Cienki called for discussion.

Councilor Schwager asked for clarification on the ground rules for discussion since the process has changed from previous years.

President Cienki would accept comments on the motion only.

Councilor Schwager proposed that only discussion should take place and no vote since there has been no opportunity for Council to publicly review and discuss anything that has been presented in the last 72 hours including the Town Manager's budget, departmental budgets and the consultant's

report, all of which dramatically reconfigure the budget. He asked Solicitor D'Agostino for an opinion on what would happen if no vote was taken.

Solicitor D'Agostino explained that the Town Charter requires adoption of the new budget by June 10. If not adopted by July 1, Rhode Island General Law 45-2-3.2 states that amounts from the previous year are still available but are subject to monthly or quarterly allotments as determined by the Chief Financial Officer. There is no impact on bonds or indebtedness. The Council can continue to meet but must act by July 1st or prior year allocations will be triggered until the Council votes.

Councilor Schwager asked if there were any regulatory or legal impacts by delaying the vote. Solicitor D'Agostino reiterated that legally, the State will impose a budget if Council does not approve one by July 1 and the Charter would be violated if not adopted by June 10.

President Cienki noted that the Schools need their budget now and it would not be fiscally prudent to make them wait. The School Committee has a decision to make on hiring and recalling layoffs and this must be done now. The vote is on a number and the allocation given to the schools is included in the budget.

Councilor Schwager disagreed and noted that delaying the vote would be obligatory to the taxpayers and the School Committee to allow time to discuss the major changes presented within the last 72 hours and asked for more time to deliberate.

President Cienki added that the School Department is treated as a big department whose function is to oversee education and the Town allocates the funds for the schools. The tax levy has increased 390% over the past 30 years and the tax levy and spending is four times the rate of inflation. A vote would take pressure off the School Committee so they could get to work implementing their budget. The One Town approach removes administrative costs from their budget and sets money aside in the Town's budget for additional needs.

Councilor Granatiero remarked that the ability to pay for rising costs is not there. He has reviewed all materials and is ready to vote.

Councilor Schwager asked where the line item is in the Town budget for the pool of money held in reserve for school services.

President Cienki replied that Town capital expenses were reduced and debt is rolling off giving over \$600K to the School Committee to spend as they want.

Councilor Deutsch asked if there was a way to keep taxes even and find more efficiencies on the Town side.

President Cienki explained that after meeting with the Auditor General, part of the plan was to work with the schools to identify how to correct the emerging structural deficit and come up with a corrective action plan. Additionally, identify ways to allocate more money for the schools, holding it on the Town side until the schools ask for it. Finding more efficiencies is not the sole answer but structural changes need to be done.

Councilor Schwager asked what capital items are not being funded.

President Cienki explained that the Town Manager will prioritize projects and has been instructed to hold back the first two quarters of the year to see if the schools need additional funds.

Councilor Deutsch asked if the money can not be used for certain things.

Solicitor D'Agostino explained that the Town holds the money and controls the power to appropriate based on the needs presented by the School Committee.

VP Todd reiterated that the schools cannot receive any less than last year and that consolidation of services is long overdue.

Councilor Schwager was opposed to the idea of a rainy day fund for the Schools.

President Cienki replied that the Town is taking the administrative costs from the Schools allowing them to do what they want with those funds and setting aside additional funds for any unforeseen needs. She explained what access they have to their fund balance.

Councilor Schwager spoke about the discrepancy between what was previously presented and what is being discussed. He pushed for more deliberations in open meetings to discuss other allocations, payment for the consultants, etc. He asked for the Town Manager to review the budget and Department Heads to present their budgets.

President Cienki stated that the bottom number is the same and has not changed since the Town Manager presented the budget on May 1st.

Councilor Schwager added that the budget always changed in previous years after reviewing with the Town Manager and Department Heads.

VP Todd said that the Town Manager was instructed to level fund the budget.

President Cienki called the question.

Councilor Schwager asked to keep the discussion open.

President Cienki called the question.

Councilor Schwager called for a point of order to clarify if debate can be unilaterally closed by a single Councilor according to Roberts Rules of Order.

Solicitor D'Agostino stated that the Chair runs the meeting and although he was unsure if the Charter indicates that meetings are run according to Roberts Rules of Order, the Chair holds the ability to make and decide questions of order.

Councilor Schwager added that traditionally, Council has followed Roberts Rules of Order as a mutual agreement.

President Cienki called for a vote.

**Motion to approve the budget of \$61,598,368**

**Nino Granatiero/Sean Todd/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Todd**

**Nays: Schwager**

**Motion to adjourn at 7:50 pm**

**Sean Todd/Andrew Deutsch/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Todd**

**Nays: Schwager**

**(4) Executive Session**

- (a) (1) discussions concerning the job performance, character, or physical or mental health of a person in the employ of the Town of East Greenwich, provided that such person affected shall have been notified in advance in writing and advised that they may require that the discussion be held at an open meeting.

There was no motion for Executive Session.

Submitted By:  
Leigh A. Carney, CMC  
Town Clerk

Approved By Town Council:

(Pending)

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **7/24/2017**

1. Agenda item (List as it should appear on the agenda)  
**Release of Fry Brook Condominium Project Performance Bond and extension of time for completion.**
2. Submitted by (List department and individual, if necessary)  
**Planning**
3. Provide a brief description of the item and why it is on the agenda  
**Fry Brook Developer negotiated the bond release upon project completion or upon posting of cash in escrow as part of a recent subsequent project approval (Residences at Middleberry). Cash has been received so the developer is now eligible for release.**
4. Contact person and phone number for questions  
**Lisa Bourbonnais 886-8644 or Joe Duarte 886-8615**

### ATTACHMENTS:

Description

Type

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

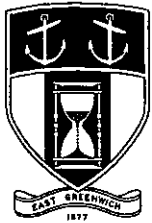
Town Council Meeting Date: **7/24/2017**

1. Agenda item (List as it should appear on the agenda)  
**Application for a NEW Victualing License for Guruhari LLC. d/b/a Sunny Hill Convenience Store, 1002 Main Street (formerly Sunnybrook Farms).**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda  
**Convenience Stores require victualing licenses approved by Town Council. All administrative approvals have been met.**
4. Contact person and phone number for questions  
**Elaine Vespia, Town Clerk's Office 401-886-8603**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Application Form	Application





**Town of East Greenwich, Rhode Island**

Town Clerk's Office, 125 Main Street, PO Box 111, East Greenwich, RI 02818  
(401) 886-8605

**APPLICATION FOR VICTUALING LICENSE**

**DECEMBER 1, 2016 to NOVEMBER 30, 2017**

(Pursuant to provisions of RIGL Section 5-24-1)

☐

RENEWAL

☒

NEW

BUSINESS NAME GURUMATI LLC

(D/B/A) Sunny Hill Convenience Store

LOCATION OF BUSINESS 1002 Main St East Greenwich RI 02818

BUSINESS ADDRESS (If different than location) \_\_\_\_\_

TELEPHONE 401-398-2016 HOURS OF OPERATION 6:00am to 10:00am  
429-8863

SOLE PROPRIETOR (PRINT NAME, ADDRESS AND DATE OF BIRTH):

NAME

ADDRESS

DATE OF BIRTH

TARABEN PATEL 100 Stockton St 09/13/1955  
Chelsea MA 02150

CORPORATIONS/PARTNERSHIPS (PRINT NAME, ADDRESS AND DATE OF BIRTH of all partners or principal officers and stockholders):

NAME

ADDRESS

DATE OF BIRTH

DESCRIBE TYPE OF OPERATION (Restaurant, Bakery, etc.): Convenience Store

Is your operation and storage area all on one floor? Yes ☒ No ☐

Seating capacity \_\_\_\_\_ No. of Dining Rooms \_\_\_\_\_ No. of Kitchens \_\_\_\_\_

RI RETAIL SALES TAX PERMIT NO. 82-1842784

I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE OF APPLICANT: T.R. Patel DATE: 07-05-2017

**NOTE:** INSPECTIONS BY THE RI HEALTH DEPT, BUILDING INSPECTOR AND FIRE MARSHAL ARE REQUIRED. NO ACTIVITY WILL BE AUTHORIZED UNTIL SATISFACTORY CERTIFICATES ARE OBTAINED. ALL TAXES MUST BE PAID.

(A victualing house is a business where food is prepared and/or consumed on the premises.)

Office Use Only

Date Approved by Council:	Date License Issued:
Fee Paid: \$75.00 <u>PAID CASH 7/5/17 EMO</u>	Date License Expires:
Extended Hours (1 AM - 4 AM) \$100.00	
License Issued By:	

**Summer's End In House Expenses**

Field rental cost: None

Insurance: Provided by Summer's End Committee

Department	Overtime	Staff	Friday	Total	Overtime	Staff	Saturday	Total
	Rate		Hours		Rate		Hours	
Fire	\$40.00	2	4	\$320.00				\$320.00
Police	\$46.58	8	8	\$2,981.12				\$2,981.12
Parks & Grounds	\$31.35	2	11	\$689.70	\$31.35	2	18	\$1,128.60
Parks & Grounds	\$31.35	2	4	\$250.80	\$31.35	2	4	\$250.80
Highway	\$31.35	1	3	\$94.05				\$94.05
<b>TOTAL</b>				<b>\$4,335.67</b> (Friday Event)				<b>\$4,774.57</b> (Saturday Rain Date)
				Waived				Waived
Festival Permit	\$100-waived							
Liquor License	\$25-waived							

\*Parks & Grounds has 2 staff working the event at regular time when the event is on Friday. That time is not accounted for here.

\$20.90 x 2 x 7 hours = \$292.60

**Main Street Association**

Outdoor Movie	Swift Rental Cost: \$100-waived	Insurance: Waived-Town is a co-sponsor in name only	Staff Fees: Paid by Main St. Ass.
Egg Hunt	Field Rental cost: None	Insurance: Waived-Town is a co-sponsor in name only	Staff Fees: None
Turkey Trot	Facility Rental cost: None	Insurance: Provided by Race Organizer used by Main St. Ass.	Staff Fees: Paid by Main St. Ass.

**Farmer's Market**

Facility rental cost: None	Insurance: Waived-Town is a co-sponsor in name only	Staff Fees: None
	Vendors carry their own insurance naming the Town as additional insured, which is managed by Tracy Truesdale.	

**Information for East Greenwich Town Council Agenda on Monday, July 10, 2017:**

The Main Street Association of East Greenwich hosts an annual Outdoor Movie on Academy Field (behind the Swift Community Center) during the summer. The 2017 event is scheduled for Saturday, August 12<sup>th</sup> with a rain date of Sunday, August 13<sup>th</sup>. The Town has previously allowed the Association to use the Town's liability insurance for the event. Attendees of the outdoor movie use restrooms located in the Swift Community Center. The Association has not previously paid a rental fee to use the restrooms. The rental fee is currently \$100. The Association has always paid the Town Agent fee. A Town Agent is an East Greenwich employee from either the Department of Public Works or the Parks and Recreation Department who is on site during the entire event (including set up and break down).

Sincerely,

Erin McAndrew  
Director of Senior and Human Services  
Town of East Greenwich  
401-886-8669, ext. 1

**Summer's End In House Expenses**

Field rental cost: None

Insurance: Provided by Summer's End Committee

Department	Overtime	Staff	Friday	Total	Overtime	Staff	Saturday	Total
	Rate		Hours		Rate		Hours	
Fire	\$40.00	2	4	\$320.00				\$320.00
Police	\$46.58	8	8	\$2,981.12				\$2,981.12
Parks & Grounds	\$31.35	2	11	\$689.70	\$31.35	2	18	\$1,128.60
Parks & Grounds	\$31.35	2	4	\$250.80	\$31.35	2	4	\$250.80
Highway	\$31.35	1	3	\$94.05				\$94.05
<b>TOTAL</b>				<b>\$4,335.67</b> (Friday Event)				<b>\$4,774.57</b> (Saturday Rain Date)
				Waived				Waived
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## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **7/24/2017**

1. Agenda item (List as it should appear on the agenda)  
**Review of Town Council Rules and Guidelines**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda  
**Bi-annual review period**
4. Contact person and phone number for questions  
**Leigh Carney 401-886-8604**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Rules and Guidelines	Backup Material

## **TOWN COUNCIL RULES AND GUIDELINES**

- 1. The Council agenda shall be prepared by the Town Manager and the Town Clerk in a timely fashion with the final review and approval of the agenda by the Council President, or, in his/her absence, the Vice President. Any two members of Council may add items to the agenda.**
- 2. All questions of order shall be decided by the presiding officer with the right of appeal to the Council as a body for a vote upon the request by any member.**
- 3. Council and staff members shall keep matters that need to be discussed in executive session confidential.**
- 4. Motions made at any session shall be presented in written format by the Clerk if so requested by any Council member.**
- 5. Items on the Consent Calendar of the Agenda may be voted on by a single motion. However, items may be removed for separate action by request of any Council member.**
- 6. It shall be the policy of this Council that anyone appearing before it shall be treated with respect and common courtesy and without discrimination. This applies to the public, employees, staff, and the Council itself.**
- 7. The Council will only vote at meetings posted as Town Council Meetings or Special Town Council Meetings.**
- 8. Members of the Council may contact department heads directly, but the Town Manager should be informed of the contact. Contact will be for information purposes.**
- 9. The Town Manager shall undertake special projects or commit staff resources to research special projects only after the majority vote of the Council as a whole.**
- 10. Contact with the Town Solicitor shall be coordinated by the Town Manager and/or Council President so that he/she is aware of the questions being presented to the Solicitor. The Town Manager shall then follow through to be sure that all the Council is informed of the response or recommendation of the Solicitor. In an effort to keep the Council informed, any communication with the Town Solicitor shall be relayed by the Solicitor to the Town Manager for distribution.**
- 11. An opportunity will be provided near the beginning of each regular meeting for up to 15 minutes, with each individual limited to 5 minutes, to allow for Public Comment for items not on the agenda. In accord with the Open Meetings Law, any item not on the agenda for which a collective discussion will take place may be added to the agenda for discussion only by an affirmative vote of the Council. When appropriate to an agenda item, the presiding officer may allow Public Comment on an item. A public comment period of 15 minutes will be allowed at the end of the meeting, with each individual limited to 5 minutes.**
- 12. Non-confidential mail or written communications received by Council members that relate to Town business or issues will be forwarded to the Town Manager's office for copying and/or email distribution to the entire Council.**

- 13. A Council Reminder List will be maintained, reviewed, and updated regularly by the Town Manager with items of concern or consideration for the Council or items requiring follow up by staff. Any Council member can request to have items added to the list at any time at a Council meeting. Council will receive a copy on a periodic basis.**
- 14. When a Council member is going to be unavailable for an extended period of time, the member will advise the Town Manager.**
- 15. E-mail messages will be utilized to keep all Council members updated on issues or matters of interest.**
- 16. As Council members are made aware of problems or concerns within the Town, the Town Manager will be notified either by e-mail or by leaving a phone message so that the matter can be addressed promptly.**
- 17. Any claims or settlements of less than \$1,000 may be administered by the Town Manager. Claims settled by the Town Manager will be reported to the Council.**
- 18. The Council will only consider applicants for appointment if they have a letter of interest (mail or electronic) on file stating their qualifications.**
- 19. The Town Council remains committed to the enforcement of all applicable laws and regulations which prohibit discrimination.**
- 20. When invited to a public function as a representative of the Town, the Town may pay for the cost for the Council member or Council member and guest.**
- 21. Town Council Rules and Guidelines will automatically be placed on the agenda for review every January and July.**
- 22. Any request for action/study to a board shall be made by a majority vote of the entire Council.**
- 23. All information must be presented to the entire Council before it goes to the press.**
- 24. Financial Reports will be presented monthly to the Council by the Finance Director.**
- 25. At any public hearing, the presiding officer may establish time limits for individual speakers and may limit the number of times an individual may speak. The purpose of the limitations is to provide all members of the public with the opportunity to be heard at the public hearing.**
- 26. When considering motions for expenditures that have not been budgeted, the Council shall indicate from which accounts funds shall be reallocated. The Town Manager shall provide a recommendation to the Council.**
- 27. Documents (ordinances, policies, resolutions or other documents and backup material) of substantial length or complexity shall be provided to Council members at least seven (7) days prior to the Council meeting at which the item will be on the agenda. If such documents have not been delivered at least seven (7) days prior to the Council meeting, then the item to which the documents relate shall not be put on the Council agenda, unless an emergency situation or other justifiable circumstances require delivery within a shorter time period.**