

AGENDA
Town Council
Town of East Greenwich
Regular Meeting
September 25, 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) Acknowledgements
 - (a) Kenneth Powell for serving over two years on the Cove Management Commission.
- (3) Town Council Minutes
 - (a) June 26, 2017 Regular and Executive Sessions
 - (b) August 7, 2017 Regular Session
 - (c) August 28, 2017 Regular and Executive Sessions
 - (d) September 11, 2017 Regular and Executive Sessions
- (4) Consent Calendar
 - (a) Reappointment of Jennifer Suellentrop to the Municipal Land Trust for a five-year term to expire October 1, 2022
 - (b) Installation of a telephone pole on Grand View Drive
 - (c) Installation of a telephone pole on Hanaford Drive
 - (d) Installation of a telephone pole on Woodland Drive
- (5) Unfinished Business
 - (a) Review of Town Council Rules and Guidelines
- (6) New Business
 - (a) Extension of time for completion of Fry Brook Condominium Project Performance Bond Improvements.
- (7) Town Manager's Report
- (8) Council Comments
- (9) Public Comments (15 minute time limit)
- (10) Executive Session

- (a) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss the matter, Gendron v. Peixinho, KC-2016-0027, including, but not limited to the ratification of a settlement agreement reached in said matter.
- (b) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss the matter, IAFF Local 3328 and James Perry v. East Greenwich, KC-2017-0898.
- (c) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss on going labor relations matters concerning East Greenwich Firefighters Local 3328, IAFF.
- (d) Closed pursuant to RIGL 42-46-5 (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.

Posted September 22, 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

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **9/25/2017**

1. Agenda item (List as it should appear on the agenda)
Kenneth Powell for serving over two years on the Cove Management Commission.
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
Sherri Dunwoody - 886-8602

ATTACHMENTS:

Description	Type
☐ Kenneth Powell - Commendation - Cove Management Commission	Commendation

State of Rhode Island and Providence Plantations

Town of East Greenwich

COMMENDATION

*The East Greenwich Town Council
wishes to recognize*

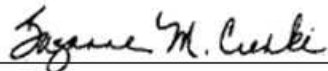
Kenneth Powell

for serving over 2 years on the

East Greenwich Cove Management Commission.

*The Council thanks him for his time
and service to the town.*


Attest the Seal of the Town Council
of the Town of East Greenwich
this 25th day of September, A.D. 2017



Suzanne M. Cienki, President



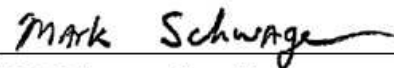
Sean M. Todd, Vice President



Andrew F. Deutsch, Councilor



Nino M. Granatiero, Councilor



Mark Schwager, Councilor

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **9/25/2017**

1. Agenda item (List as it should appear on the agenda)
June 26, 2017 Regular and Executive Sessions
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
Leigh Carney 401-886-8604

ATTACHMENTS:

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

MINUTES
Town Council
Town of East Greenwich
Regular Meeting
June 26, 2017 at 6:30 PM
Town Hall, 125 Main Street, East Greenwich, RI 02818

(1) Roll Call

Town Council Present (4/5): S. Cienki, S. Todd, A. Deutsch, M. Schwager, (N. Granatiero - absent)

Town Staff Present: L. Carney, G. Corrigan

(2) Interviews for Boards and Commissions

- (a) Kathleen (Katie) Keefe for Planning Board

Candidate was interviewed. Discussion ensued.

- (b) Matthew Leathers for Personnel Board, Planning Board, or Affordable Housing Commission

Candidate was interviewed. Discussion ensued.

(3) Roll Call and Pledge of Allegiance to the American Flag

Town Council Present (4/5): S. Cienki, S. Todd, A. Deutsch, M. Schwager, (N. Granatiero - absent)

Town Staff Present: L. Carney, G. Corrigan, D. D'Agostino, S. Brown, S. Cirella, R. McGillivray, L. Bourbonnais, C. Bradley, J. Duarte, D. Bazar

President Cienki called the meeting to order at 7:07pm and led the assembly in the Pledge of Allegiance to the American Flag.

(4) Acknowledgements

- (a) Stuart D. Hallagan IV for attaining the rank of Eagle Scout

Motion to approve made by Mark Schwager, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

(5) Town Council Minutes

- (a) May 15, 2017 Special Session and Joint Session with School Committee
- (b) May 22, 2017 Executive and Regular Sessions
- (c) June 5, 2017 Special Session

Motion to approve made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

(6) Reports and Communications

- (a) Public Comment (15-minute time limit for items NOT on the agenda)

David Caldwell, 8 Aurora Road, spoke against the process of hiring the Town Manager and demanded more transparency.

Elizabeth Wiens, 43 Fifth Street, provided some general observations about recent changes in management and voiced her concern over a possible conflict of interest.

Justine Caldwell, 8 Aurora Road, commented on the conduct of elected officials.

Jon Polis, 43 Fifth Street, asked about the Town's fiscal health and how surpluses relate to State laws.

Mark Chace with Sun Run advised they work with National Grid to provide solar programs and will begin soliciting.

Caryn Corenthall, 5 Brookfield Court, relayed that people are angry with Council and she asked them to look at the State of Kansas.

Gene Quinn disputed statements in the Town mailer and the validity of the annual report figures on the Town's website. Councilor Deutsch offered to have him sit with Finance to review the numbers.

(7) Public Hearing

- (a) An ORDINANCE in amendment of the Code of the Town of East Greenwich to ADD a new Chapter entitled "Fire Department" (SECOND READING).

Item was tabled

(8) Consent Calendar

- (a) Application for Laundry License Renewals 2017/2018

Motion to approve made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

- (b) Application for Holiday Sales License Renewals 2017/2018

Motion to approve made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

- (c) Award of bid to Specialty Diving Services, Inc., 192 Smith Street, North

Kingstown, RI 02852 for the installation of 4 piles at the old town dock in the amount of \$27,774.00.

Motion to award the bid to Specialty Diving Services made by Sean Todd, seconded by Mark Schwager.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

- (d) Award of bid to Access Associates Inc., 470 Coral Creek Drive, Cape Haze, FL 33946 for the purchase of an ADA Compliant Kayak Dock in the amount of \$34,617.00.

Motion to approve subject to CRMC approval made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

- (9) Unfinished Business

None

- (10) New Business

- (a) Resolution opposing House Bill 6172, An Act Relating to Agriculture and Forestry - Right to Farm.

Motion to approve made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

- (b) Municipal Court Restructuring

Ms. Corrigan explained that in order to be in compliance with the DMV, the Town must purchase and install new software by July 1st. She disseminated a handout showing an estimated deficit for FY 2018 and noted other costs still need to be considered. Compliance was discussed. She proposed moving traffic violations to the Rhode Island Traffic Tribunal and housing violations to district court effective August 1, 2017. Discussion ensued.

The Honorable David Bazar, 43 Cindy Ann Drive and Judge of the Municipal Court, disputed the loss of revenue and the residency of violators as previously presented. He explained the process of pretrial settlements and how it could impact costs if court is dissolved. He advocated that it is a valuable service to the Town.

President Cienki asked Judge Bazar to consider a proposal to move traffic violations to the traffic tribunal and keeping other municipal violations in Town. After reviewing the cost of the software, he argued that removing traffic would result in a loss of income. Fees were discussed.

Kelly McDonald, Municipal Court Clerk, clarified that she is covered by the Town's health insurance

policy but will not be effective July 1.

Discussion continued on reviewing revenues and expenditures and the Safe Driver Initiative that benefits young East Greenwich drivers.

Robert Vespia commented that the effort is ridiculous.

Mike Zarrella, an attorney of 40 River Farm Drive, commented that the Town will spend much more money if court is removed and hurt the Town's residents. He begged Council to maintain local control for the good of the people.

It was decided that a cost benefit analysis is needed and Ms. Schmidle suggested suspending court sessions for July which would allow the software to be installed while the DMV is going through a phase in process. Judge Bazar asked to keep the July 6th session as tickets were already written.

(c) Discussion for search process for Town Manager

Councilors discussed the creation of a process to search for a new Town Manager including criteria and timeline. A discussion about the Town's relationship with Mr. Corrigan was deferred to Executive Session. Item to be added to next agenda.

(d) Award of municipal Audit Services contract, based on updated responses received after solicitation of service providers was amended following meeting with RI Auditor General.

Motion to approve the award of bid to Baxter, Dansereau and Associates as the Town's auditor for the next three years made by Sean Todd, seconded by Andrew Deutsch.

Ms. Corrigan explained the results of the bid opening and recommended awarding the bid to Baxter, Dansereau and Associates in the amount of \$179,105 which is subject to approval by the Auditor General.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

(e) Implementation of One Town initiative and ratification of waiver of Fire Marshal plan review fee(s) and waiver of police/fire detail assignment fees for East Greenwich School Department.

Motion to approve ratification of initiation and waiver made by Sean Todd, seconded by Andrew Deutsch.

The Town will no longer be charging the School Department for police and fire details or plan review fees.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

(11) Town Manager's Report

Ms. Corrigan thanked the Department Heads for their support and warm welcome. She will be working on the 30/60/90 day plan.

(12) Council Comments

Councilor Deutsch commented on the separation of the former Town Manager and explained his vote was a tough decision.

Councilor Schwager noted that the Cole Middle School baseball team is now State Champions. He addressed concerns about financial challenges and risks associated with not having an open government.

VP Todd commented respectfully about the former Town Manager. He spoke highly about Ms. Corrigan's initiatives going forward. He is still working through valet issues.

President Cienki commented on managing change, increasing transparency and the emerging structural deficit.

(13) Public Comments (15 minute time limit)

Robert Vespia, Shippeetown Road, requested more details on tax levy increases and questioned the hiring process and salary of the Town Manager.

Dave Caldwell, 8 Aurora Road, questioned who is legally the Town Manager based on the Town's charter. President Cienki replied Gayle Corrigan.

Chris Suellentrop, 55 Princess Pine, commented on the reduced level of services for his children in school now despite what has been presented.

Mary Ward, 40 Cavalier Drive, suggested expanding the criteria for Town Manager and thinking outside the box for revenues.

(14) Executive Session

- (a) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss updates on Pawtucket Credit Union, et al. v. Town of East Greenwich, KC-2017-0084.
- (b) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss legal implications related to municipal collective bargaining agreement obligations and common-law/statutory obligations of the Town.

Motion to go into Executive Session per RIGL 42-46-5 (a) (2) for sessions pertaining to collective bargaining or litigation made by Andrew Deutsch, seconded by Mark Schwager.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

Motion to return to Open Session and seal the Executive Session minutes made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

Motion to adjourn made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Schwager, Todd

Motion Carried

Submitted By:
Leigh A. Carney, CMC
Town Clerk

Approved By Town Council:
(Pending)

AUDIO AVAILABLE IN TOWN CLERK'S OFFICE

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **9/25/2017**

1. Agenda item (List as it should appear on the agenda)
August 7, 2017 Regular 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
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
Regular Meeting
August 7, 2017 at 7:00 PM
Swift Community Center, 121 Peirce 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: L. Carney, G. Corrigan, D. D'Agostino, L. Dykeman, C. Bradley, S. Hughes, E. McAndrew, S. Brown, S. Cirella, R. McGillivray,

President Cienki called the meeting to order and led the assembly in the Pledge of Allegiance to the American Flag.

(2) Town Council Minutes

(a) June 12, 2017 (Regular and Executive Sessions)

Motion to approve made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(3) Reports and Communications

None

(4) Consent Calendar

(a) Abatement of Police Detail Fees for Dogs on Main Stroll, June 22, 2017, in the amount of \$365.28.

Motion to approve made by Sean Todd, seconded by Nino Granatiero.

President Cienki noted that abatements for expenditures must now be approved by the Town Council instead of the Town Manager.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(5) Unfinished Business

(a) Review of Town Council Rules and Guidelines

Solicitor D'Agostino explained that the revisions previously requested by Council related to Public Comments, releasing media/press releases and monthly financial reporting were incorporated; however, additional revisions are forthcoming after meeting with the Town Manager and Chief of Staff.

Councilor Schwager asked Solicitor D'Agostino to add language that addresses the issue of an individual Councilor posting comments on the Town's website which should be channeled through the Town Manager. The definition of an emergency situation and the inclusion of Town-wide mailings as part of Correspondence were discussed.

(6) New Business

- (a) Appointment to the Affordable Housing Commission for a three-year term to expire August 7, 2010.

Motion to appoint Dr. Daisy Bassen to the Affordable Housing Commission for a three-year term to expire August 7, 2020. made by Mark Schwager, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

- (b) Resolution authorizing the transfer of the unexpended balance of Capital Appropriations made in prior FY 2017 to be applied in the current FY 2018.

Motion to approve made by Sean Todd, seconded by Nino Granatiero.

Ms. Corrigan explained that \$96,175 was being reassigned from Capital Appropriations to FY 2018 for projects that were not completed or monies that were not spent in FY 2017. An explanation was provided on the projects. Discussion followed on the Impact Fee Study.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

- (c) An ordinance to amend the Code of the Town of East Greenwich, Chapter 15 Alcoholic Beverages, Section 15-4 to extend the time employees shall leave the licensed premises after the legal closing hour and to add the requirement for filing a certificate of insurance and maintaining general liability insurance (FIRST READING AND INTRODUCTION).

Motion to approve on First Reading and schedule for Public Hearing on August 28th made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

- (d) Discussion regarding valet services

VP Todd stated that during an earlier meeting with the valet companies and restaurant owners, a color coded map was requested to show where restaurants and valets were parking cars. Lisa Verducci with Valet Services stated that at this point all she has is pictures of the lots. She provided some details on which restaurants use which lots or streets and the volume of traffic typically seen. Councilor Deutsch expected a color coded map and Ms. Verducci noted that some issues have been addressed. Discussion followed on obtaining badges/name tags for all employees and signage with a phone number. Ms. Verducci added that she uses GPS to monitor the location of employees at all

times. A map will be provided to Ms. Verducci.

(e) Discussion regarding claims processing policy

Solicitor D'Agostino was tasked with coming up with a policy to address the issue of processing any legal claims that are made against the Town which should be reviewed by the Town Council.

(f) Discussion regarding Social Media Policy

Solicitor D'Agostino was tasked with creating a Town-wide policy.

(7) Town Manager's Report

(a) Capital Outlay FY 2018

Details on the variances from the original capital budget proposal and the prioritization of projects were reported by Ms. Corrigan. A lengthy discussion ensued. Revenue sources, rescue billing and grants for the Fire Department were also discussed. The Waterfront Study was re-appropriated to 2018. After performance reviews for non-union members are completed, she will be making recommendations to the Council. The CDBG Consortium Program was discussed.

(8) Council Comments

Councilor Schwager questioned the validity and payment of invoices from Providence Analytics. He requested that those issues be revisited in open or closed session to clarify his questions.

VP Todd asked Ms. Corrigan to send another email to business owners asking them not to park on Main Street. He asked that the Council's priority list be kept current. He attended the One Town fundraiser.

Councilor Granatiero commented that he appreciates the comprehensive nature of the Town Manager's reports on the CDBG program and for digging deeper on issues than has been done in the past.

Councilor Deutsch spoke in support of an upcoming event presented by Bob Houghtaling called "Tell Me a Story".

President Cienki asked each Councilor to recommend a person to serve on the Search Committee for the new Town Manager by the next meeting on August 28. It was also noted that the Personnel Board shall provide recommendations.

(9) Public Comments (15 minute time limit)

Caren Corenthal, 5 Brookfield Court, commented on the parking problem she has observed and volunteered to help remedy the situation.

Karen Boegemann, 50 Partridge Run, was concerned about the process of awarding the bid to Providence Analytics and the invoice approval process. She inquired about salary and tax information

on the Town Manager.

Elizabeth Wiens, 43 Fifth Street, voiced her concerns about transparency, the hiring of the Fire Department's Clerk and the availability of minutes.

Eugene Quinn reported that he met with the Tax Assessor and provided some details related to the actual tax rate increase between 2011 and 2016 and property valuations.

Tracie Truesdell recruited Ms. Corrigan and Councilor Deutsch to get in the dunk tank at the Farmer's Market. Waiving fees for police details should be submitted to Council for consideration. Public Comments will stay on the agenda. Lea Anthony-Hitchen was successful in securing a \$150K grant towards the slate roof repair. She reiterated that she wants to be part of the search committee for the new Town Manager. Ms. Truesdell asked for clarification on the Town's financial stability based on conflicting comments to which President Cienki replied that there is an emerging structural deficit on the school's side.

(10) Executive Session

Motion to adjourn at 8:40pm made by Sean Todd, seconded by Nino Granatiero.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

Submitted By:
Leigh A. Carney, CMC
Town Clerk

Approved By Town Council:

(Pending)

AUDIO AVAILABLE IN TOWN CLERK'S OFFICE

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **9/25/2017**

1. Agenda item (List as it should appear on the agenda)
August 28, 2017 Regular and Executive Sessions
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
Leigh Carney 401-886-8604

ATTACHMENTS:

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

MINUTES
Town Council
Town of East Greenwich
Regular Meeting
August 28, 2017 at 7:00 PM
Swift Community Center, 121 Peirce Street, East Greenwich, RI 02818

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

Town Council Present: S. Cienki, S. Todd, A. Deutsch, N. Granatiero, M. Schwager

Town Staff Present: G. Corrigan, L. Dykeman, D. D'Agostino, L. Carney, E. McAndrew, W. Schmidle, J. Duarte, C. Bradley, S. O'Neill, R. McGillivray, S. Brown, S. Cirella, R. Houghtaling, M. Antunes, S. Hughes, A. Lindo

Others: C. Malaga

President Cienki called the meeting to order and led the assembly in the Pledge of Allegiance to the American Flag.

President Cienki apologized to the President of the Fire Union for remarks made in a private meeting.

Solicitor D'Agostino set forth the rules of conduct for the meeting.

(2) Acknowledgements

- (a) William Daly for eight years of service on the Affordable Housing Commission.
- (b) Hilary Levey Friedman for over one year of service on the Affordable Housing Commission.

Motion to approve made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(3) Town Council Minutes

- (a) June 26, 2017 (Regular and Executive Sessions)
- (b) July 10, 2019 (Regular/Joint Session with School Committee)
- (c) July 11, 2017 (Special Session)
- (d) July 24, 2017 (Regular and Executive Sessions)
- (e) August 19, 2017 (Special Session)

Motion to accept made by Mark Schwager, seconded by Nino Granatiero.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

Motion to amend the original motion to approve July 10, July 11, July 24 and August 19 and table the minutes from June 26 made by Sean Todd, seconded by Nino Granatiero.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(4) Public Hearing

(a) FY 2018 Sewer Budget

Mr. Duarte highlighted several line items that have variances from the previous year. Discussion followed on the accounting of salaries, capital upgrades and debt service. The proposed rate is \$12.06 per 100 cubic feet which reflects a 13.23% increase. There were no public comments. Item scheduled for September 11.

- (b) An ordinance to amend the Code of the Town of East Greenwich, Chapter 15 Alcoholic Beverages, Section 15-4 to extend the time employees shall leave the licensed premises after the legal closing hour and to add the requirement for filing a certificate of insurance and maintaining general liability insurance (SECOND READING).

Motion to close the Public Hearing and move to third reading on September 11, 2017 made by Andrew Deutsch, seconded by Nino Granatiero.

There were no public comments.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

- (c) Application for a NEW Second Hand Dealer License for 1164 Douglas Ave LLC, 575 Main Street.

Motion to approve made by Sean Todd, seconded by Andrew Deutsch.

Anthony Gianfrancesco and his son Domenic stated they are using the space as Preamble Consignment and selling antiques and used furniture.

There were no public comments.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(5) Reports and Communications

(a) East Greenwich Drug Program 2016-2017 End of Year Report

Bob Houghtaling gave a presentation on the East Greenwich Drug Program which included details on his role as the Town's Substance Abuse Coordinator over the past 34 years. He spoke about statistics, the Youth 2 Youth program, the Teen Center and events that enhance the community. The opioid epidemic was addressed. He asked Council for their support in creating a partnership with New England Institute of Technology to host the Youth 2 Youth Conference. The Student Leadership Initiative was introduced. He closed by reciting a poem he wrote entitled *The Windowsill*.

Councilor Deutsch thanked Mr. Houghtaling for his support both personally and Town-wide.

VP Todd shared that his brother passed a year ago and that he was appreciative and thankful for the work that Mr. Houghtaling does for the Town.

President Cienki added that she plans on returning to Youth 2 Youth next year.

Additional financial support would allow for more scholarships to Youth 2 Youth, exploring options at New England Tech and increasing the intervention budget.

(6) Unfinished Business

(a) Discussion regarding claims processing policy

Motion to approve made by Sean Todd, seconded by Andrew Deutsch.

Solicitor D'Agostino proposed the same policy for property damage and personal injury which tracks state law. The reference to processing claims under \$1,000 will be removed from the Town Council Rules and Guidelines. Discussion followed on processing claims, types of claims and the statute of limitations.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(7) New Business

(a) Application for a NEW Victualing License for Boxed Lunch LLC d/b/a Boxed Lunch, 591 Main Street.

Motion to approve made by Nino Granatiero, seconded by Andrew Deutsch.

Dennis Iannotti stated the theme is serving good food fast. He was on Shark Tank for his company Nuts and More.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(b) An ORDINANCE in amendment of the Code of the Town of East Greenwich, Chapter 260 Zoning (as amended) to add Article XX "Solar Photovoltaic Systems", and to amend Section 260-62, Plan Review, Subsection C-3. (FIRST READING AND INTRODUCTION)

Motion to schedule for public hearing at first meeting in October made by Sean Todd, seconded by Andrew Deutsch.

Mr. Lindo was present to answer any questions. The Historic District Commission and the Planning Board will be providing additional input. Installers are pre-vetted through State agencies. Major installations will go before the Planning Board.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(8) Town Manager's Report

Ms. Corrigan spoke briefly before introducing Michael Walker with Berkshire Advisors, Inc. who gave a presentation that summarized the fiscal impact of changes to the FY2014-FY2016 and FY2016-FY2019 Fire Department contracts. Discussion ensued throughout and Councilors commented.

(9) Council Comments

Councilor Granatiero invited everyone to the Summers End concert.

Councilor Schwager asked Council to address the recent comments made in a work session, invoices for Town Manager services, inclusion of the Personnel Board in the search for a new Town Manager, use of the Town's website and the rules for Council conduct.

President Cienki added that the Personnel Board agreed to meet in a work session.

(10) Public Comments (15 minute time limit)

David Caldwell, 8 Aurora Road, commented on employees losing their jobs and advised he filed a complaint related to open meetings violations.

Rob Vespia, Shippeetown Road, commented on the appearance of impropriety.

Rick Tremble, 130 Cindy Ann Drive, commented on the Open Meetings Act, hiring of consultants, public employees and Council terms.

Karen Boegemann commented on the consultant, Fire Department, jaws of life, the Youth 2 Youth program, lateral transfers, payment of invoices and hiring a Town Manager.

Tracie Truesdell commented on the dunk tank, open session versus closed, Chief of Staff, budget adoption and the Open Meetings Act.

(11) Executive Session

- (a) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss a claim under RIGL 45-15-5 by Kristen B. Benoit dated July 25, 2017, presented through her legal counsel.

- (b) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss the matter, IAFF Local 3328 and James Perry v. East Greenwich, KC-2017-0898.
- (c) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss the matter, Hancur v. Peixinho, KC-2016-0084, including, but not limited to the ratification of a settlement agreement reached in said matter.
- (d) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss on going labor relations matters concerning East Greenwich Firefighters Local 3328, IAFF.

Motion to go into Executive Session per RIGL 42-46-5 (a) (2) made by Sean Todd, seconded by Nino Granatiero.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

Motion to reconvene to open session made by Sean Todd, seconded by Andrew Deutsch.

A vote was taken to approve the settlement agreement in item 11 (c) and the motion carried 5-0.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

Motion to close the executive session and to seal the minutes and keep them under seal pursuant to RIGL 42-46-4 (b) made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

Motion to adjourn made by Sean Todd, seconded by Andrew Deutsch.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

Submitted By:
Leigh A. Carney, CMC
Town Clerk

Approved By Town Council:

(pending)

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **9/25/2017**

1. Agenda item (List as it should appear on the agenda)
September 11, 2017 Regular and Executive Sessions
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
Leigh Carney 401-886-8604

ATTACHMENTS:

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

MINUTES
Town Council
Town of East Greenwich
Regular Meeting
September 11, 2017 at 7:00 PM
Swift Community Center, 121 Peirce 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: G. Corrigan, L. Dykeman, D. D'Agostino, L. Carney, E. McAndrew, J. Duarte, C. Bradley, S. Brown, S. Cirella, R. McGillivray, S. O'Neil

President Cienki called the meeting to order at 7:02pm and led the assembly in the Pledge of Allegiance to the American Flag. A moment of silence followed.

(2) Reports and Communications

- (a) Presentation by The Rhode Island Infrastructure Bank on the Commercial Property Assessed Clean Energy Program.

Michael Baer from the Rhode Island Infrastructure Bank (RIIB) explained the C-PACE program which allows commercial property owners to finance energy efficiency and renewable energy improvements in commercial buildings. The Town would opt-in by approving a resolution and executing an agreement with RIIB. Discussion ensued about involving schools, borrowing and savings.

- (b) Presentation by The Office of Energy Resources about free resources to assist the Town, and residential and commercial property owners save money on energy costs.

Carrie Gill and Shauna Beland with the Office of Energy Resources, Jerry Drummond with National Grid and Jeffrey Diehl, Executive Director and CEO of the Rhode Island Infrastructure Bank, were all present. Ms. Gill spoke about available resources and Mr. Drummond briefly explained incentives and rebates from National Grid. Free energy audits, LED streetlight incentives and EV's (electrical vehicles) were discussed. Ms. Beland spoke about the Solarize Rhode Island program. Discussion ensued. Purchasing and financing mechanisms such as the state's MPA and the EBT (Efficient Buildings Fund) were explained. Additionally, the Green Buildings Act and Aggregate Energy Procurement were discussed. Council discussion followed on charging stations, municipal action and LED lighting. Mr. Diehl commented on energy consultants and borrowing.

(3) Consent Calendar

- (a) Halloween Parade Permit
- (b) Application for Private Detective License for Kevin Hopkins, 250 Chestnut Drive, East Greenwich

Motion to approve the Consent Calendar made by VP Todd, seconded by Councilor Schwager.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(4) Unfinished Business

(a) FY 2018 Sewer Budget

Motion to approve made by VP Todd, seconded by Councilor Schwager.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(b) Review of Town Council Rules and Guidelines

Item was tabled.

(c) An ordinance to amend the Code of the Town of East Greenwich, Chapter 15 Alcoholic Beverages, Section 15-4 to extend the time employees shall leave the licensed premises after the legal closing hour and to add the requirement for filing a certificate of insurance and maintaining general liability insurance (THIRD READING).

Motion to approve made by Councilor Deutsch, seconded by Councilor Schwager.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(5) New Business

(a) Resolution ordering the assessment of valuations by the Assessor of Taxes on the ratable real estate and tangible personal property and registered motor vehicles and trailers of the Town as of the 31st day of December, A.D. 2016 at twelve o'clock midnight, according to law.

Motion to approve made by VP Todd, seconded by Councilor Granatiero.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(b) Payment of claim by Matthew Iadeluca for tire damage sustained on South County Trail in the amount of \$110.09.

Motion to approve made by VP Todd, seconded by Councilor Schwager.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

- (c) Payment of claim by Anthony Perretta for tire damage sustained on Cora Street in the amount of \$100.00.

Motion to approve made by VP Todd, seconded by Councilor Schwager.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

- (d) Payment of claim to Travelers Claims Hartford for damage to vehicle owned by Matthew Goodwin on Kenyon Avenue as a result of snow plowing in the amount of \$4,887.63.

Motion to approve made by VP Todd, seconded by Councilor Schwager.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

(6) Town Manager's Report

Department Head evaluations will be presented at the next meeting. Visits were made to the East Greenwich Free Library, Farmer's Market and the 9/11 service at New England Tech. Work is being done with Cathy Bradley on DEM grants.

(7) Council Comments

Councilor Schwager reiterated his requests for Council discussion on remarks made by the Council President in August; Providence Analytics billings for Town Manager services; postings on the Town website by the Council President regarding pension liabilities; the General Treasurer's report on the Town; the mailer on Town taxes and the search for a new Town Manager to include the Personnel Board.

VP Todd was pleased with the work being done on the culvert on Frenchtown Road.

(8) Public Comments (15 minute time limit)

Justine Caldwell, 8 Aurora, Road, commented on a recent Twitter conversation among residents and the harmful effects of racism. Speaking on behalf of the entire Town Council, President Cienki condemned all forms of racism.

Caryn Corenthel, 5 Brookfield Court, was concerned about unanswered questions posed by Councilor Schwager and many residents over the past few meetings.

Robert Vespia, Shippeetown Road, commented on the payment of the claim on South County Trail, the consultant's presentation on the Fire Department, the 30/60/90 day plan and requested a Q & A section be added to the agenda.

Katherine Goldman, 200 Kenyon Avenue, spoke out vehemently about having no tolerance for bullying and hate speech.

Dana Guyer, 2200 Middle Road, commented on the discourse of the Council in public.

Eric Kaldor, 525 Stone Ridge, voiced his dismay with the recent Twitter conversation and Council's silence on the issue.

Nic Gregorian, 178 Main Street, suggested reducing overtime in the Fire Department to help pay for a librarian at the high school.

(9) Executive Session

- (a) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss the matter, IAFF Local 3328 and James Perry v. East Greenwich, KC-2017-0898.
- (b) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss the matter, Gendron v. Peixinho, KC-2016-0027, including, but not limited to the ratification of a settlement agreement reached in said matter.
- (c) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss on going labor relations matters concerning East Greenwich Firefighters Local 3328, IAFF.
- (d) Closed pursuant to RIGL 42-46-5 (a) (4), discussions involving investigative proceedings regarding allegations of misconduct, civil or criminal.

Motion to go in to Executive Session per RIGL 42-46-5 (a) (2) and (4) made by Councilor Deutsch, seconded by Councilor Granatiero.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

Motion to return to Open Session made by VP Todd, seconded by Councilor Deutsch.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

Motion to seal the Executive Session minutes made by VP Todd, seconded by Councilor Deutsch.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

Motion to adjourn at 11:50 pm made by VP Todd, seconded by Councilor Deutsch.

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

Motion Carried

Submitted By:
Leigh A. Carney, CMC
Town Clerk

Approved By Town Council:
(pending)

AUDIO AVAILABLE IN TOWN CLERK'S OFFICE

DRAFT

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **9/25/2017**

1. Agenda item (List as it should appear on the agenda)
Reappointment of Jennifer Suellentrop to the Municipal Land Trust for a five-year term to expire October 1, 2022
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

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Recommendation Letter	Backup Material

Jen's attendance rate is 90% and she is sharp as a tack. She also does a lot of "above and beyond the call" type work. She is single handedly organizing this year's "Land Trust Days" activities (a state-wide promotional effort to build support for open space) and is helping to research grant funding opportunities to benefit the historic structures at Boesch Farm. Please re-appoint. But note – we are still down a member on the Land Trust so another body would be welcomed. Same with the Planning Board – they are down a man as well and we are starting to have quorum problems as a result. . .
. THANKS A BUNCH!

Lisa W. Bourbonnais
Planning Director
Town of East Greenwich, RI
PO Box 111; 125 Main Street
East Greenwich, RI 02818
401-886-8644 (phone); 401-886-8657 (fax)
Visit our website: www.eastgreenwichri.com

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **9/25/2017**

1. Agenda item (List as it should appear on the agenda)
Installation of a telephone pole on Grand View Drive
2. Submitted by (List department and individual, if necessary)
Public Works
3. Provide a brief description of the item and why it is on the agenda
National Grid wants to install a telephone pole on Grand View Drive
4. Contact person and phone number for questions
Joseph Duarte

ATTACHMENTS:

Description	Type
□ Petition to install a telephone pole on Grand View Dr.	Memo

Town Copy

PETITION OF THE NATIONAL GRID
FOR POLE LOCATIONS

TO THE HONORABLE _____ TOWN COUNCIL
OF EAST GREENWICH _____ RHODE ISLAND
THE NATIONAL GRID

Respectfully asks permission to locate and maintain poles, wires and fixtures,
including the necessary sustain and protecting fixtures to be owned by your
petitioner along and across the following public ways:

GRAND VIEW ROAD PROPOSE NEW SOLELY OWNED POLE LOCATION

Wherefore your petitioner request that they be granted locations for and permission to erect and
maintain poles and wires together with such sustaining and protecting fixtures as it may find
necessary, poles to be located in accordance with the plan filed herewith marked: **23988314**

_____ DATED 05/01/2017 _____

Your petitioner agrees to reserve or provide space for one cross arm at
a suitable point on each of said poles for the fire, police, and telephone
wires belonging to the municipality and used by it exclusively for municipal
purposes.

THE NATIONAL GRID

BY John Carey ap Engineering

ORDER

The foregoing petition having been read it was voted that the consent of the

_____ for the use of public ways named for the purposes stated in said petition be and it hereby
is granted----work to be done subject to the supervision at

A true copy of the vote at the _____

Adopted _____ and recorded in Records Book# _____ Page# _____

CLERK

Pole & UG Petition/Permit Request Form

City East Greenwich WR # 23988314
Town of _____
(circle one)

Install 1 pole & anchor SO Poles on Grand View Rd
(quantity) (circle one) (street name)

Remove _____ SO Poles on _____
(quantity) (circle one) (street name)

Relocate _____ SO Poles on _____
(quantity) (circle one) (street name)

Beginning at a point approximately _____ feet _____ of the centerline
(distance) (compass heading)
of the intersection of _____
(street name)

and continuing approximately _____ feet in a _____ direction.
(distance) (compass heading)

Install underground facilities:

Street(s) _____

Description of Work:

Install pole, down guy, and anchor with an 5ft lead across from pole 16 Grand View Rd. Pole and anchor will be located on town property on the easterly side of Grand View Rd. Pole will be labeled 16-84.

ENGINEER Prasand Nair

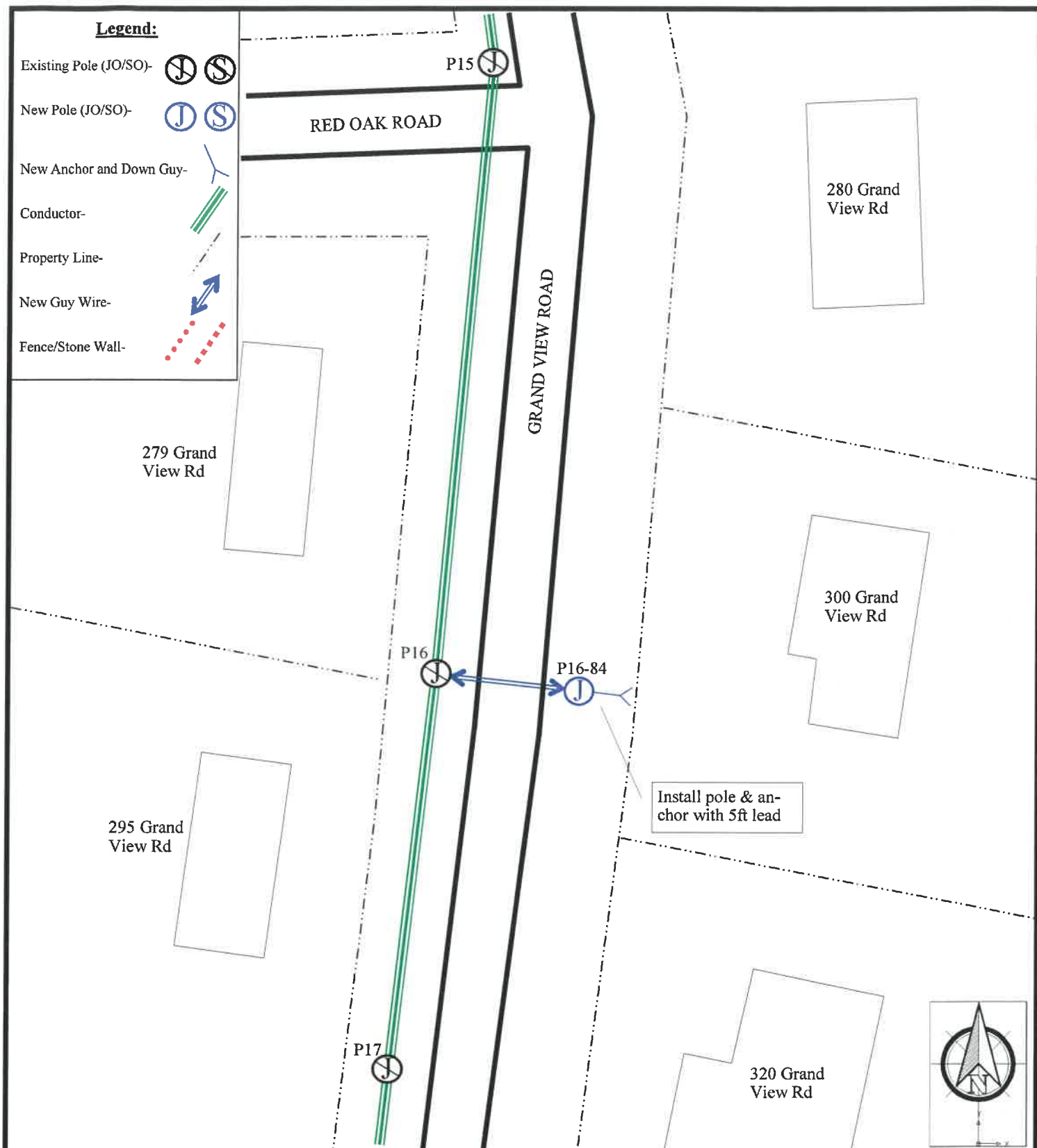
DATE 5/1/17

Distribution Design

Updated by: JMD.

Last Updated: 01/14/2011

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Petition #:	Petition Sketch	nationalgrid
Designer: Prasand Nair Date: 5/1/17 Work Order #: 23988314 Town: East Greenwich, RI	CONSTRUCTION DETAILS: Install 35ft class 3 pole, down guy, and anchor with an 5ft lead across from pole 16 Grand View Rd. Pole and anchor will be located on town property on the easterly side of Grand View Rd. Pole will be labeled 16-84.	Exhibit A–Not to Scale The Exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **9/25/2017**

1. Agenda item (List as it should appear on the agenda)
Installation of a telephone pole on Hanaford Drive
2. Submitted by (List department and individual, if necessary)
Public Works
3. Provide a brief description of the item and why it is on the agenda
National Grid wants to install a telephone pole on Hanaford Drive.
4. Contact person and phone number for questions
Joseph Duarte

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Installation of a telephone pole on Hanaford Dr.	Memo

Town Copy

PETITION OF THE NATIONAL GRID
FOR POLE LOCATIONS

TO THE HONORABLE _____ TOWN COUNCIL
OF EAST GREENWICH _____ RHODE ISLAND
THE NATIONAL GRID

Respectfully asks permission to locate and maintain poles, wires and fixtures,
including the necessary sustain and protecting fixtures to be owned by your
petitioner along and across the following public ways:

HANAFORD DRIVE PROPOSE NEW SOLELY OWNED POLE LOCATION

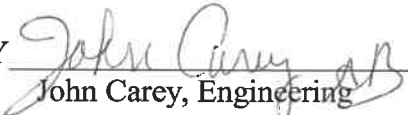
Wherefore your petitioner request that they be granted locations for and permission to erect and
maintain poles and wires together with such sustaining and protecting fixtures as it may find
necessary, poles to be located in accordance with the plan filed herewith marked: **23988314**

_____ DATED 05/01/2017 _____

Your petitioner agrees to reserve or provide space for one cross arm at
a suitable point on each of said poles for the fire, police, and telephone
wires belonging to the municipality and used by it exclusively for municipal
purposes.

THE NATIONAL GRID

BY


John Carey, Engineering

ORDER

The foregoing petition having been read it was voted that the consent of the

_____ for the use of public ways named for the purposes stated in said petition be and it hereby
is granted----work to be done subject to the supervision at

A true copy of the vote at the _____

Adopted _____ and recorded in Records Book# _____ Page# _____

CLERK

Pole & UG Petition/Permit Request Form

City
Town of East Greenwich WR # 23988314
(circle one)

Install 1 pole and anchor SO Poles on Hanaford Dr.
(quantity) (circle one) (street name)

Remove _____ SO Poles on _____
(quantity) (circle one) (street name)

Relocate _____ SO Poles on _____
(quantity) (circle one) (street name)

Beginning at a point approximately _____ feet _____ of the centerline
(distance) (compass heading)
of the intersection of _____
(street name)

and continuing approximately _____ feet in a _____ direction.
(distance) (compass heading)

Install underground facilities:

Street(s) _____

Description of Work:

Install pole, down guy, and anchor with an 8ft lead across from pole 2 Hanaford Dr. Pole and anchor will be located on town property on the north side of Hanaford Dr. Pole will be labeled 2-84.

ENGINEER Prasand Nair

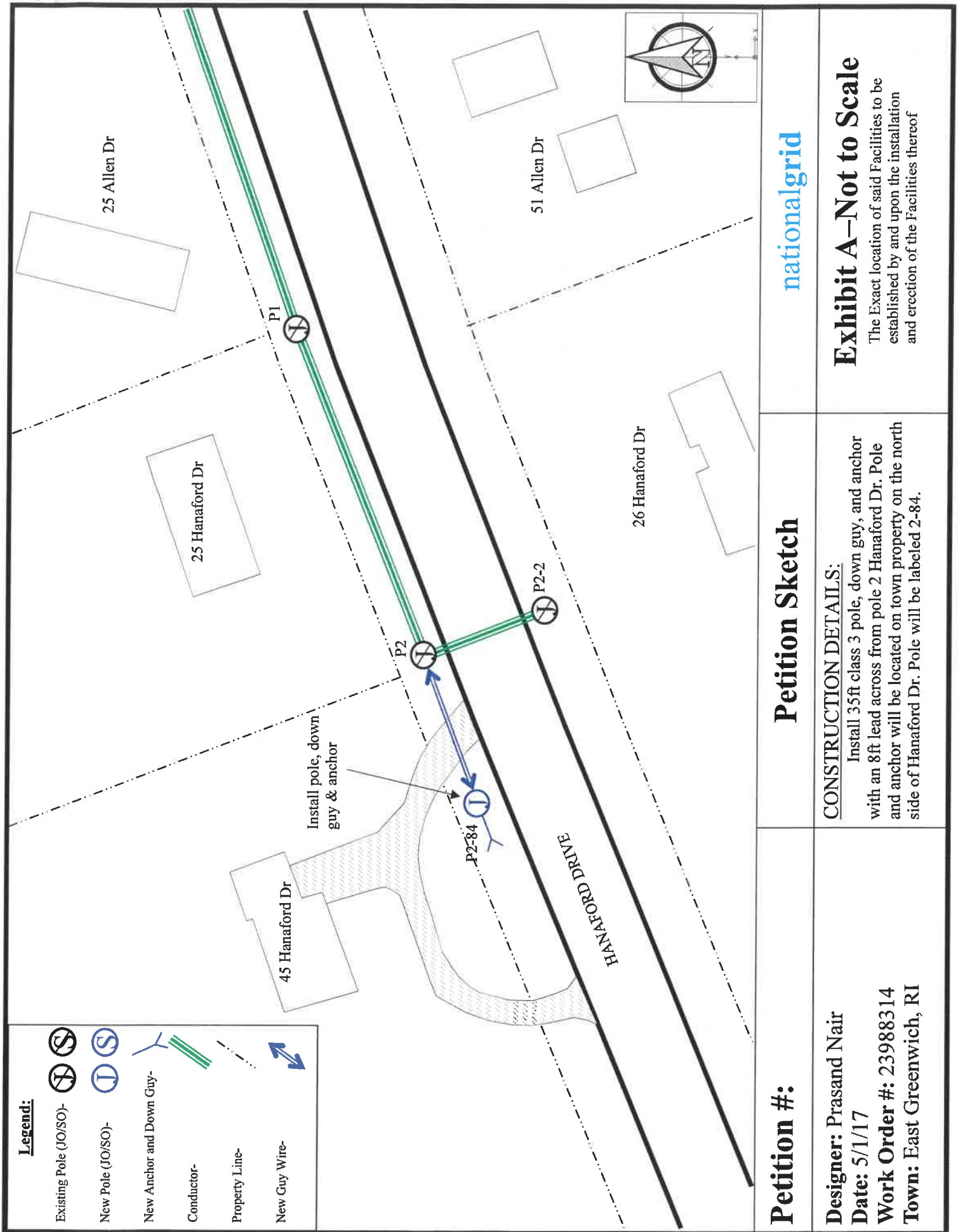
DATE 5/1/17

Distribution Design

Updated by: JMD.

Last Updated: 01/14/2011

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TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **9/25/2017**

1. Agenda item (List as it should appear on the agenda)
Installation of a telephone pole on Woodland Drive
2. Submitted by (List department and individual, if necessary)
Public Works
3. Provide a brief description of the item and why it is on the agenda
National Grid wants to install a telephone pole on Woodland Drive.
4. Contact person and phone number for questions
Joseph Duarte

ATTACHMENTS:

Description	Type
☐ Installation of a telephone pole on Woodland Dr.	Memo

Town Copy

PETITION OF THE NATIONAL GRID
FOR POLE LOCATIONS

TO THE HONORABLE _____ TOWN COUNCIL
OF _____ **EAST GREENWICH** _____ RHODE ISLAND
THE NATIONAL GRID

Respectfully asks permission to locate and maintain poles, wires and fixtures,
including the necessary sustain and protecting fixtures to be owned by your
petitioner along and across the following public ways:

WOODLAND ROAD PROPOSE NEW SOLELY OWNED POLE LOCATION

Wherefore your petitioner request that they be granted locations for and permission to erect and
maintain poles and wires together with such sustaining and protecting fixtures as it may find
necessary, poles to be located in accordance with the plan filed herewith marked: **23988314**

_____ DATED **05/05/2017** _____

Your petitioner agrees to reserve or provide space for one cross arm at
a suitable point on each of said poles for the fire, police, and telephone
wires belonging to the municipality and used by it exclusively for municipal
purposes.

THE NATIONAL GRID

BY John Carey AB

ORDER

The foregoing petition having been read it was voted that the consent of the

_____ for the use of public ways named for the purposes stated in said petition be and it hereby
is granted----work to be done subject to the supervision at

A true copy of the vote at the _____

Adopted _____ and recorded in Records Book# _____ Page# _____

CLERK

Pole & UG Petition/Permit Request Form

City
Town of East Greenwich WR # 23988314
(circle one)

Install 1 pole and anchor SO Poles on Woodland Rd
(quantity) (circle one) (street name)

Remove SO Poles on
(quantity) (circle one) (street name)

Relocate SO Poles on
(quantity) (circle one) (street name)

Beginning at a point approximately feet of the centerline
(distance) (compass heading)
of the intersection of
(street name)

and continuing approximately feet in a direction.
(distance) (compass heading)

Install underground facilities:

Street(s)

Description of Work:

Install pole, down guy, and anchor with an 4ft lead across from pole 9 Woodland Rd. Pole and anchor will be located on town property on the north side of Woodland Rd. Pole will be labeled 9-84.

ENGINEER Prasand Nair

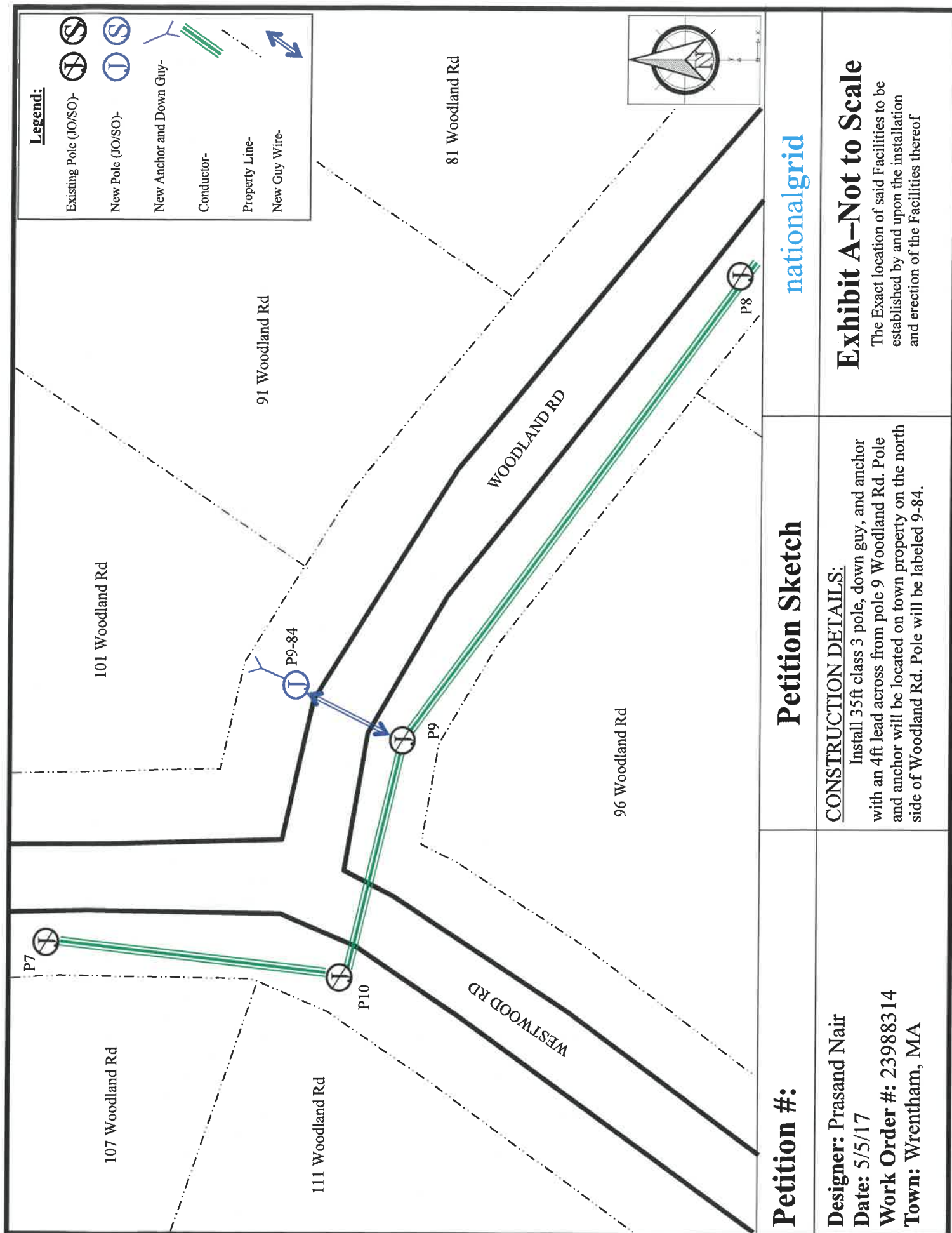
DATE 5/5/17

Distribution Design

Updated by: JMD.

Last Updated: 01/14/2011

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TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **9/25/2017**

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
Revised as of 9/11/17
4. Contact person and phone number for questions
Leigh Carney 401-886-8604

ATTACHMENTS:

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

TOWN COUNCIL
RULES AND GUIDELINES

1. The Council agenda shall be prepared by the Town Manager and transmitted to the Town Clerk in a timely fashion. Final review and approval of the agenda shall be required ~~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 request items be added ~~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 in each meeting to allow for Public Comment. This time will be limited to no more than thirty (30) minutes; those wishing to comment will use a sign-in sheet available at the start of the meeting, 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 RI Open Meetings Law Act, 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.~~

Reviewed 4/14/16 09/11/2017

1

12. Non-confidential mail or written communications received by Council members ~~that~~ relaterelated to Town business or issues ~~will~~ may be forwarded to the Town Manager's office for copying and/or email distribution to the entire Council, upon request by said Council member.

~~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.~~

~~14.13. When a Council member is going to be unavailable for an extended period of time, the member will advise the Town Manager.~~

~~15.14. E-mail messages will be utilized to keep all Council members updated on issues or matters of interest.~~

~~16.15. As Council members are made aware of problems or concerns within the Town, the Council member may notify the Town Manager will be notified either by e-mail or by leaving a phone message so that the matter can be addressed promptly.~~

~~17.16. 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.~~

~~18.17. The Council will only consider applicants for appointment to boards and commissions if they have a letter of interest (mail or electronic) on file stating their qualifications.~~

~~19.18. The Town Council remains committed to the enforcement of all applicable laws and regulations which prohibit discrimination.~~

~~20.19. 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.~~

~~21.20. Town Council Rules and Guidelines will automatically be placed on the agenda for review every January and July.~~

~~22.21. Any request for action/study to a board or commission shall be made by a majority vote of the entire Council.~~

22. Messages and information posted to the Town website or press releases distributed to the media will require Council approval and a vote, provided said communications are ascribed to the "Town Council". All information must be presented to the entire Council before it goes to the press. This does not preclude emergency messages and information from being distributed through, or posted to, any Town website or email distribution list without Council approval if the circumstances of the emergency so require.

23. Notifications and communications posted to the Town's website shall require Council approval and a vote, provided said notification or communication is ascribed to the "Town Council." In all instances, information, notifications and communications posted to the Town's website shall be ascribed to the Town Manager or the Department Head(s) issuing said information, notification or communication.

~~24. Financial Reports will be presented monthly to the Council by the Finance Director.~~

Reviewed 4/14/1609/11/2017

2

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- 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.**

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **9/25/2017**

1. Agenda item (List as it should appear on the agenda)
Extension of time for completion of Fry Brook Condominium Project Performance Bond Improvements.
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
The Town Council approved a zone change ordinance for a project called “The Residences at Middleberry” in October, 2016. A condition of the zone change required that the developer make certain improvements associated with a past development, the “Frybrook Condominium Project.” Developer was given a July 31, 2017 deadline which was subsequently extended (at the July 24, 2017 Town Council meeting) to October 1, 2017. Developer now requires a further extension to November 1.
4. Contact person and phone number for questions
Lisa Bourbonnais 886-8644 or Joe Duarte 886-8615

ATTACHMENTS:

Description

Type