

**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 Corenthall, 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:

September 25, 2017

AUDIO AVAILABLE IN TOWN CLERK'S OFFICE

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **8/7/2017**

1. Agenda item (List as it should appear on the agenda)  
**June 12, 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  
**Draft minutes require Council's approval**
4. Contact person and phone number for questions  
**Leigh Carney 401-886-8604**

ATTACHMENTS:

	Description	Type
□	<a href="#">DRAFT Minutes</a>	Minutes

**MINUTES**  
**Town Council**  
**Town of East Greenwich**  
**Regular Session**  
**June 12, 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 (5/5): S. Cienki, S. Todd, A. Deutsch, N. Granatiero, M. Schwager

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

Others: M. Donegan

President Cienki called the meeting to order at 7:03pm and led the assembly in the Pledge of Allegiance to the American Flag.

(2) Acknowledgements

(a) Nickolai Dieploltz for attaining the rank of Eagle Scout

(b) Colby Anderson for promoting school safety

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

Nickolai Dieploltz received his commendation at his Eagle Court of Honor on June 11.

Colby Anderson was congratulated by Council.

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

**Motion Carried**

(3) Town Council Minutes

None

(4) Reports and Communications

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

Pamela Gencarella, 100 Tipping Rock Drive, voiced her concerns about the intent of the affordable housing piece of the Comprehensive Plan, specifically the references to the percentage of LMI housing goals. She referenced a supreme court case between Narragansett Electric and the Town of East Greenwich. She asked that the zoning ordinance be amended to allow for the percentages to revert back to 10% once that goal is met. Other concerns were the accelerated rate of build out and rezoning of the north quadrant which could impact the tax base. She asked if tax stabilization agreements or waivers from the tax levy cap were an option to which President Cienki replied no. She was also concerned about waiving impact fees and the percentage of the average median income. She asked Council to review it carefully and make sure the intention is clearly stated.

Caren Corenthal, 5 Brookfield Court, said how disappointed and appalled she was at the last meeting because there was no time given for public comments and no response from the Town after the presentation given by Providence Analytics.

Carla Vargas, an employee at Frank and John's, voiced her concerns about valet parking on Main Street and customers complaining about the aggressive attitudes of parking attendants. She submitted a petition signed by customers asking for support from the Police to regulate the use of public parking spaces. VP Todd asked the Town Manager to set up another meeting with the valet company.

Robert Vespia, Shippeetown Road, asked about the term of the school's \$3.4 million contract which covers 2017 - 2019. He was concerned that the last audit did not show any issues, his suggestion to plan for the end of an agreement with Warwick Fire was overlooked and the lack of transparency and the sharing of results on legal cases.

Lisa Verducci of Valet Connection noted there are two new managers on Main Street and she disputed some of the previous comments made by Ms. Vargas. She is willing to meet again, train employees and plan for what is best for the Town and all the patrons. The meeting should include restaurant owners.

(b) April 2017 Finance Reports

Ms. Benoit reported on the financial highlights from April 2017. Departmental expenditures that are over-budgeted were explained.

(5) Public Hearing

None

(6) Consent Calendar

None

(7) Unfinished Business

- (a) An ORDINANCE in amendment of the Code of the Town of East Greenwich, Chapter 260, Zoning adopted July 25, 2000 as amended, to replace Article XVII, Affordable Housing, Sections 98 through 101 in their entirety and adding Sections 101.1 and 101.2 (THIRD READING).

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

Ms. Bourbonnais provided a recap of what was presented at the last meeting. She explained that the housing part of the Comprehensive Plan was farmed out to Rhode Island Housing by the State Division of Planning which is where the theoretical percentages came from. Percentages can be scaled back in the future amendment if too burdensome. The process of doing the contrasting build out analysis was also explained. Impact fees are still being waived. The number of proposed affordable units in the northwest quadrant will be revisited. The amendment defines the area median income as at or below 120 percent as per State law.

A lengthy discussion followed on the likelihood of meeting the full ten percent over the next ten years, waiving impact fees, economic impact on operations and infrastructure, maintaining control and budgeting based on state mandates, current impact fee analysis in progress, anticipated revenues and per unit expenses, benefits of local control and fiscal impact statements on affordable housing

projects.

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

**Motion Carried**

- (b) 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 (THIRD READING).

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

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

**Motion Carried**

(8) New Business

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

**Motion to approve and schedule for public hearing on June 26th made by Sean Todd, seconded by Andrew Deutsch.**

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

**Motion Carried**

(9) Town Manager's Report

None

(10) Council Comments

Councilor Granatiero asked for Council's consideration on a documented operating system for the Town Manager to review financials with Department Heads including Dr. Mercurio; monthly open session to discuss communications; and ongoing communications with residents and how the transformation is progressing.

Councilor Schwager suggested visiting the strategic plans and revisit Council's priorities.

(11) Public Comments (15 minute time limit)

Pamela Gencarella, 100 Tipping Rock Drive, suggested another amendment to the Zoning Ordinance including a statement that the goal is 10% and other percentages would roll back once that goal is met.

Judy Johnson, 2605 Division Road, voiced her frustration with not being able to hear during periods of discussion. She was concerned about high-density impact without knowing the total effects.

Robert Vespia, Shippeetown Road, asked for future clarification on how the One Town initiative will be done.



SallyAnne Lund, 37 Miss Fry Drive, submitted a petition from Westwood Farms residents opposing the proposed zone change required for a high density housing development.

Ms. Bourbonnais thanked Mr. Duarte and DPW for their expeditious work on the pipe that burst in her office. Also, she stated she was willing to meet and speak with anyone to explain and help understand land development issues.

(a) Petition Westwood Farms

(12) Executive Session

- (a) Closed pursuant to RIGL § 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss the status of Pawtucket Credit Union v. East Greenwich, KC-2017-0084 with Solicitor, including discussion of case handling strategy.
- (b) Closed pursuant to RIGL § 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss Zoning Code enforcement options, including potential legal action(s) with Solicitor.

**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 Sean Todd.**

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

**Motion Carried**

**Motion to return to Open Session made by Sean Todd, seconded by Andrew Deutsch.**

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

**Motion Carried**

**Motion to seal the Executive Session minutes 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: **8/7/2017**

1. Agenda item (List as it should appear on the agenda)  
**Abatement of Police Detail Fees for Dogs on Main Stroll, June 22, 2017, in the amount of \$365.28.**
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"/> <a href="#">Invoice</a>	Backup Material

# EAST GREENWICH POLICE DEPARTMENT

176 First Avenue  
401-886-8628  
East Greenwich, RI 02818

## Invoice For Details

EAST GREENWICH CHAMBER OF COMMERCE  
Attention: *AMY MOORE*  
580 MAIN ST  
EAST GREENWICH, RI 02818

Today's Date	07/05/2017
Page	1 of 1
Billing Date	06/30/2017
Invoice #	17-63-DV
Total	365.28

Phone: 401-885-0020

PLEASE MAKE CHECK PAYABLE TO EAST GREENWICH POLICE DEPARTMENT

Name: Lieutenant ROBERT A SIPLE III						
Worked: 06/22/2017		Entered: 06/24/2017		Comments: DOG PARADE		
Hours: 4.00		Cost: 182.64		Admin Fee: 0.00	Other Fee: 0.00	Total: 182.64
Name: Patrol Officer HUMBERTO MONTALBAN						
Worked: 06/22/2017		Entered: 06/24/2017		Comments: DOG PARADE		
Hours: 4.00		Cost: 182.64		Admin Fee: 0.00	Other Fee: 0.00	Total: 182.64
All Charges For This Invoice		Cost: 365.28		Admin Fee: 0.00	Other Fee: 0.00	Total: 365.28

*Dog stroll in June: August 7  
Agenda*

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **8/7/2017**

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  
**Incorporated Council's suggestions from July 24, 2017.**
4. Contact person and phone number for questions  
**Leigh Carney 401-886-8604**

ATTACHMENTS:

	Description	Type
□	<a href="#">REVISED Rules and Guidelines</a>	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 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.~~

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. 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.
24. The Director of Finance will provide a monthly report on the Town's finances with an operational review, to include identification of fiscal issues needing immediate attention to avoid fiscal instability. 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.**



TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **8/7/2017**

1. Agenda item (List as it should appear on the agenda)  
**Appointment to the Affordable Housing Commission for a three-year term to expire August 7, 2010.**
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  
**Daisy Bassen interviewed March 27, 2017.**
4. Contact person and phone number for questions  
**Leigh Carney 401-886-8604**

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **8/7/2017**

1. Agenda item (List as it should appear on the agenda)  
**Resolution authorizing the transfer of the unexpended balance of Capital Appropriations made in prior FY 2017 to be applied in the current FY 2018.**
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  
**Linda Dykeman 401-886-8609**

ATTACHMENTS:

	Description	Type
□	<a href="#"><u>DRAFT Resolution</u></a>	Resolution

TOWN OF EAST GREENWICH

RESOLUTION

OF THE

TOWN COUNCIL

NO. \_\_\_\_\_

In the matter of Transfer of Capital Appropriations.

RESOLVED:

That the Town Council hereby authorizes the Transfer of the unexpended balance of Capital Appropriations made in the prior Fiscal Year (2017), to be applied in the current Fiscal Year (2018), for the purposes for which said prior appropriation was originally passed.

The list of said Capital Appropriations is attached hereto and incorporated herein by reference.

This Resolution is authorized by Charter provision, Section C-30.

PASSED AND ADOPTED this \_\_\_\_\_ day of August 2017.

APPROVED \_\_\_\_\_  
Suzanne McGee Cienki, Council President

ATTEST \_\_\_\_\_  
Leigh A. Carney, Town Clerk

PROJECT NAME	Capital Budget FY17	Expended FY17		Assigned Fund BalanceCapital FY18	Reassigned Fund Balance Capital FY18
<b>Information Technology</b>					
ASA 5510 Replacement	5,000.00	-		5,000.00	-
Novus Agenda	20,000.00	16,130.37		3,869.63	-
UB CIS Migration	10,000.00	-		10,000.00	-
Public Safety Radios	16,000.00	16,000.00		-	
<b>Parks &amp; Recreation Department</b>					
Eldredge Courts Repair 12	15,000.00	-			15,000.00
HS Tennis Courts Repair	30,000.00	23,989.00		-	6,011.00
Turf & Field Groomer	15,000.00	15,105.34		-	(105.34)
<b>Planning Deparment</b>				-	-
Impact Fee Study	35,000.00	-		35,000.00	
<b>Police Department</b>					
Police Vehicles (2)	90,000.00	90,000.00		-	-
<b>Public Works</b>					
Ford 550 Utility Truck	60,000.00	58,467.55		-	
Tractor Mower Ford	135,000.00	131,882.15		-	
Payloader Tires	10,000.00	9,950.00		-	
Snow Plow 9' H6	10,000.00	7,255.00		-	
Court house Maintenance	30,000.00	30,000.00		-	
P&G Furnace/Hot Water Heater	9,000.00	3,975.00		-	
PD Valves/Backflow valve/sump pump	8,000.00	9,218.00		-	
Asphalt - Somerset signal & midlands	211,500.00	283,858.00			
<b>Town Council Priorities</b>					
Main St. Sidewalks	70,000.00	22,929.25		-	
Lighting (Year Round Lights)	9,000.00	1,626.90			
Right of Ways	4,000.00			4,000.00	
Mobile Dynamic Webpage	20,000.00	11,695.00		8,305.00	
Waterfront Plan	30,000.00			30,000.00	
Tree improvements	5,000.00				
Kiosks	3,000.00				
<b>TOWN TOTAL</b>	<b>\$ 850,500</b>	<b>\$ 732,082</b>		<b>\$ 96,175</b>	<b>\$ 20,906 *</b>

Reassign \$20,906 to Frenchtown tennis court repairs

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **8/7/2017**

1. Agenda item (List as it should appear on the agenda)

**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).**

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

**Restaurant owners have requested an extension of time to allow employees to stay one full hour after the legal closing time, instead of one half hour.**

**General Assembly passed [S0373A](#) related to insurance.**

4. Contact person and phone number for questions

**Leigh Carney 401-886-8604**

ATTACHMENTS:

	Description	Type
▯	<a href="#">DRAFT Ordinance</a>	Ordinance

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF EAST GREENWICH, CHAPTER 15 THEREOF, ENTITLED "ALCOHOLIC BEVERAGES", SECTION 15-4, "LIQUOR LICENSE REGULATIONS."

The Town Council of the Town of East Greenwich hereby ordains:

Section 1. Section 15-4 of Chapter 15 Alcoholic Beverages, of the Code of the Town of East Greenwich, is hereby amended to extend the time in which employees shall leave the licensed premises after the legal closing time and to add the requirement of filing a certificate of insurance and maintaining general liability insurance as a condition:

**§ 15-4 Liquor license regulations.**

**[Amended 4-26-1994 by Ord. No. 609; 8-11-1998 by Ord. No. 661]**

A. The conditions and regulations for obtaining and maintaining a liquor license in the Town are as follows:

- (1) (9) All patrons shall leave the licensed premises not later than 20 minutes after 1:00 a.m. All employees shall leave the licensed premises within ~~1/2~~ one hour after the legal closing time. However, the owner, general managers and/or staff of any establishment may enter or be in a licensed establishment at any time for a legitimate business purpose; provided, however, that the owner or general managers obtain prior written approval from the Town Council or its designee, who shall notify the Police Department. Management and bona fide employees may not consume alcoholic beverages after the legal closing time nor before the legal opening time. No employee shall be allowed on the premises earlier than two hours before the legal opening time and, during this period, there shall be no consumption of alcoholic beverages. The Town Council or its designee may authorize additional hours for maintenance purposes upon written application and after conducting a hearing thereon. In the event of extenuating circumstances (emergency) that occur after the normal business hours, the licensee may request an extension of time for cleaning and/or maintenance purposes from the commanding officer on duty at the Police Department. Such extension, if granted, shall be for a specific time. No one, other than employees, on-duty police and enforcement personnel shall be admitted to the premises after the required closing time (1/2 hour after the legal closing time) nor before the legal opening time.

(31) Effective August 1, 2017, any applicant or holder of a retail license for the sale of alcoholic beverages, except for those holders of class F liquor licenses, to file a certificate of insurance and maintain commercial general liability insurance as a condition of holding a retail license. Insurance coverage shall be no less than three hundred thousand dollars (\$300,000).

Section 2. This ordinance shall become effective upon adoption.

Main street East Greenwich parking suggestions to town council 08-07-17.

I want to thank you for allowing us to give our suggestions and feedback on main street.

Most of our restaurants have their own lots and those who do not own their lots pay for access to a nearby lot separately not through the valet company. We valet cars but are always willing to help our customers find lots if they are nearby and available. I think and I hope when some new businesses decide to rent on main street they look at parking before they ever sign a lease.

We have been parking cars on main street for ten years now and I believe Lamasseria was the first restaurant to want valet.

Below is a current list of our East Greenwich clients and descriptions of their parking lots below.

Beso's has two lots 50 spaces, owns the lots.

Fresco pays for a lot 30 spaces but anyone can self-park there also.

Lamasarias pays for his lot, 20 spaces, they also have an agreement with bank ten spots on right hand side of bank lot, facing the bank. I believe the bank does not own those ten spots. They also use municipal lot when those two lots are full.

Nautika has three lots they pay for. Just an FYI they are not near main street.

EG boat lot explains itself. Not near main street.

Roccas has no lot. They do not even get 5 cars a night currently, most customers can self-park on the streets as well. We use side streets nearby.

Rasa has no lot. They do not get any cars on slow nights and on busy nights most is 5 cars. For Rasa we use side street next to restaurant. Again, their customers can self-park.

I never use valet on main street I always park my own car as my friends do. So, I think many people self-park.

The side street next to Lamasseria the customer's pull in to get off of main street sometimes 3 to 5 cars pull in all at the same time and pull their own car into the resident's drive way. The problem is they pull into a resident's driveway with two cars behind them and a car in the coned off area so the valets quickly move them as fast as possible. We do not pull cars into her driveway. She will come out and tell us and we quickly move the three vehicles even though the valet's can see it.

I believe this is an easy fix, what we could do is cone it off or get a sign but remember we arrive at 5 and it is only on busy nights Friday and Saturday only at dinner time. We could cone it off so the restaurant customers stop doing it only on busy nights on the weekend. This is providing the owner says it is ok and the town also says it is ok to do that.

Our suggestion at the last meeting was why don't we ask or the town to email all businesses to ask all employees to not park on main street. This will open many spots for visitors and

customers. After that meeting we told our valets their cars cannot be on main street for the night anymore. Please read the email blast to all our employees with the new rules for main street.

A few weeks ago, the business next door to Roccos the owner came out when we arrived at 5 and said the valets parked a car in front of my business all day. The Main street manager Corey said Miss we just arrived at 5 and have not parked any vehicles yet. An hour later he saw an employee from Fat Belly's come out get into his vehicle in front of her business and drive home but it did not matter when we told her she said the valets did it????

Regarding the parking lots that are interested in renting out spots to the town or the restaurants these are names and their numbers below.

St Lukes Church Richard Kelly 401-244-9112  
99 pierce Street  
He has 30 spots available Friday and Saturday only.  
The church needs a new steeple

Christine La Point- Jeffy Salon - 20-25 spaces (578-0315)  
146 Duke Street  
Monday to Saturday 6:00 on  
Sunday anytime

We did what you suggested and put an area manager on main street his name is Corey Plante. All our valets are GPS via their cell phone to the location so we know in real time if they are on time and on site. They are all tips alcohol certified.

The restaurants owners and managers will inform us in real time if any valet is doing anything inappropriate at all before it ever gets to you. For instance, a few weeks ago we had a very negative employee at Roccos, very unhappy, they called me the next night he was taken off main street indefinitely, then unfortunately he was fired. That does not happen that often.

The owner of Us Valet Punched one of our valets in the face he was arrested. He came out of Kair bar crossed the street and started pulling the valets Jackets just a mess. He was drinking all night and that is what happens.

Fat bellies Scott has been very aggressive with them on a couple of occasions after drinking all night.

The newest council man was calling and parking in the coned of areas and mostly getting in the valet's face but thankfully Sue has addressed it and it has stopped for the moment.

What prompted the announcement below was the first meeting and the owner of Fat Bellies coming out Drunk and yelling at the valets late at night.



I did not Email this one to entire staff I told them in person at the office the main street employees only that week because it has a true but derogatory statement in it about Fat Belly's owner.

Although we were told to bring it up in the meetings, I know it will only make things worse.

#### East Greenwich Main Street Procedures

No cars can be put past the ally in front of Lamasseria. Facing main street to the right of Lasmasseria, towards Fat Belly's.

No cars can be put in front of Fat Belly's, EVER. No employee cars or customer cars in front of Fat Belly's.

If the Fat Belly Owner comes out to harass you, stay calm, don't say too much and just yes him. Text Manny immediately.

One spot in front of every Restaurant only!!! You cannot take three spots no matter what!!!

Be Respectful (at all times) to the POLICE, VC employees, restaurant managers and customers at all times.

A New Manger will be posted on Main street in the next week or so. You are to be respectful and helpful to him always.

This is an email blast we sent out to all 100 employees and to their phones after second meeting. We have a program called work chat, I can reach any employee at any time very quickly. Even though we did not have to do this we wanted to stop all the erroneous complaints, meeting's and phone calls. Even though we can use main street which makes our job allot easier we decided to stay away from the two businesses and see if this would make them happy.

**Date:** Thu, Jun 29, 2017 4:37 pm

**To:** Lisa <[lverducci@valetconnection.com](mailto:lverducci@valetconnection.com)>

## **New East Greenwich Main Street Parking Rules Effective Immediately!!!**

Hi Lisa,

No employee cars can be parked on main street at all. All employee cars can be parked in municipal parking lot or side streets. The town will be emailing ALL main street businesses as well, so no employees can park on the street and they will tag and tow cars appropriately.

No cars can be parked in the Bank parking lot at all going forward.

Try to keep cars off main street, please use lots provided for each restaurant and then start using side streets and municipal lots and try to keep the cars off main street. Use main street as a last resort.

Do not park any cars near Frank and Johns and Fat bellies.

Each restaurant can block off two spots in front with cones per the Town officials for drop off and pick up only.

Thank you Karen West

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I hope this helps Frank and Johns to stop complaining about a parking issue when they have a free bank lot for their customers to use when all the other restaurants are paying for parking. We will not park near their restaurants. Please just give them a loading zone so we can rest.

Fat Bellies I know his complaint was he spent 35,000.00 on parking and then the town said no but I am not sure why he would do that but it really has nothing to do with us.

Going forward when or if they approach the valets after 1 year of this type of crazy behavior we have decided they are to call Corey first, who will call Manny and he will advise them to contact the police. So, I hope we can get back to the way it used to be a year ago and quickly.

I know at the last meeting the residents and Scott were saying it is a safety issue??? The valets parking cars. None of them have been punched in the face, harassed or chased by drunk people while working. We kept quiet at the meeting to alleviate any more stress or uncomfortable moments.

If you need any further assistance please contact anytime.



TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **8/7/2017**

1. Agenda item (List as it should appear on the agenda)  
**Discussion regarding claims processing policy**
2. Submitted by (List department and individual, if necessary)
3. Provide a brief description of the item and why it is on the agenda
4. Contact person and phone number for questions

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **8/7/2017**

1. Agenda item (List as it should appear on the agenda)  
**Discussion regarding Social Media Policy**
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  
**Michael Antunes 401-886-8665**

**Town of East Greenwich**  
**Capital Outlay Fiscal Year 2018**

Original Budget Proposal				
Project	Amount	Notes		Prioritized Purchases
<b>Public Works</b>				
Elgin Sweeper S2	210,000		210,000	2
Frenchtown Road Outlet	40,000		20,000	6
Town Hall Slate Roof	150,000	End of Year Contribution	150,000	8
Garage Space Assessment	30,000	Architectural Study in January		
Couthouse Maintenance	30,000	To be reviewed at year end		
Town Hall Generator	25,000	Not immediately necessary		
<b>Police Department</b>				
Police Vehicles (2)	92,000		92,000	9
<b>Fire Department</b>				
Power Stretchers	18,000	Purchase Approved 6/22/17	18,000	1
Halmatro Tool (Jaws of Life)	11,500			
2017 Heart Monitors (3)	135,000			
<b>Parks and Recreation Department</b>				
HS Court Repairs	20,000	Completed in FY 17	(20,000)	
Frenchtown Tennis Court Repairs	20,000	Funded with FY17 Assignment	(20,000)	
Leaf Blower	12,000		12,000	3
<b>Information Technology</b>				
Router Replacement	14,000		14,000	5
Public Safety Radios	14,500	To be Reviewed		
Munis Application Improvements	13,500		13,500	7
<b>Human Services</b>				
Commercial Dish Washer	15,000		15,000	4
<b>Total</b>	<b>850,500</b>			
<b>Total Approved Capital Budget</b>	<b>444,235</b>	<b>Total</b>	<b>504,500</b>	
<b>Variance</b>	<b>(406,265)</b>			