Call to Order and Pledge of Allegiance to the American Flag


School Committee Present (6/7): C. Mark, M. Fain, Y. Sun, L. McEwen, M. Plain, J. Dronzek, (M. Winters - absent)

Others: Dr. V. Mercurio, M. Oliverio, Esq., C. Malaga

At 7:03pm, President Cienki called the Town Council meeting followed by Chairwoman Mark who called the School Committee to order.

The Pledge of Allegiance was recited by the assembly.

Joint Meeting with East Greenwich School Committee

(a) Report from Superintendent and Town Manager

Ms. Corrigan presented the One Town Status Report providing details on the timeline through June 30, 2018 and the Finance Director/Business Manager Consolidated Position. Ms. Mark clarified that what is being presented is a draft for review only and the School Committee has not made any decisions based on what is being presented. Dr. Mercurio explained the organizational chart for the Finance Department depicts what it could look like based on a matrix management format. He spoke briefly about the next steps to take for the Finance Department consolidation, IT Department analysis and consolidation plan and an in-depth spending analysis for both municipal and school. The CDBG program is part of the in-depth spending analysis. The RFQ for an outside consultant to analyze both IT Departments is pending.

Dr. McEwen did not agree with the dotted line concept in the organizational chart from the Finance Director to the Superintendent. She asked where the Human Resources Director position went. Ms. Corrigan replied that the Town's Charter assigns the Town Manager as the Personnel Director and any new position would come as a result of a desk audit.

Mr. Fain asked what the existing organizational chart would look like as of July 1, 2017. Ms. Corrigan replied that the Finance Director position would have Business Manager after it. No changes in HR have been made on the school's side. The positions in the MOA that the Town is paying for on behalf of the schools stay the same.

Ms. Mark clarified that the consolidated HR position previously announced was put on hold and the Finance Director is working for both the Town and schools with separate agreements. The chart being presented is not actual. Ms. Corrigan agreed and added that the percentages of time the Finance Director/Business Manager works for each side may change as the year progresses.
draft job description will be finalized once the position is truly consolidated.

A lengthy discussion followed on the dotted line concept (report to/work for) and who would ultimately have the authority to hire, fire and make high level decisions about employees. RIDE requirements are a major concern to support the district's mission.

Mr. Dronzek commented that it would be worthwhile to look into opportunities to generate revenue on both sides. He cautioned that the Director of Administration position is much more than just a financial one and operates more so as a COO reporting to the Superintendent.

Chairwoman Mark was concerned with the School Facilities Director reporting to the Finance Director on the organizational chart.

Mr. Plain requested to see a component on the allocation of time for the consolidated Finance Director position. He clarified that the hiring of the Business Manager on the school side is not a permanent position only an interim one. Also, that the Town Manager has no authority over the school's human resources. He would like to see clarification on the Supervision Required section of the draft job description as it relates to the dotted line concept.

Dr. Sun pointed out that the time line for the IT consolidation is very aggressive. She was concerned about the risks associated with it and the potential for a disruption in services.

Councilor Schwager received clarification from Ms. Corrigan that Linda Dykeman was appointed as the Town's Finance Director with a salary and no contract. The $133,000 savings in FY18 resulted from the school's Business Manager resigning and the layoff of the Town's Finance Director which is now one person with a percentage of time allocated to the schools and a percentage allocated to the Town. Chris Spagnoli is working as the school's Business Manager and Rose Emilio is still employed as the Human Resources person for the schools. Only the Human Resources position on the Town side has not been filled. Ms. Corrigan clarified again that the $133K savings comes from the difference between the salaries and benefits of the school's former Business Manager, the Town's former Finance Director and what is currently being paid to Ms. Dykeman. He was concerned about the Town hiring a school department employee, namely Ms. Dykeman, without Council's consent. He asked why the process of posting vacancies, advertising and interviewing was avoided to which President Cienki replied that only union positions requiring posting. His major concern was the flawed process undertaken before the consolidation took place. He added that the Town Council met on June 26th in Executive Session to discuss the Town Manager's proposal to consolidate two departments between the school and Town. The plan was announced on June 30th which eliminated two Town employees and appointed two School Department employees. Councilor Schwager was disturbed by the hiring of consultants who now occupy the two most important positions in the Town, the lack of involvement with the School Committee and demanded a more formal and transparent process going forward.

Councilor Deutsch felt confident with the draft documents as presented and was optimistic about the future.

Chairwoman Mark noted that because the School Committee was just seeing this for the first time, she suggested that they review the information and discuss at their next meeting on August 1st in order to make recommendations for the next version.

Solicitor Oliverio emphasized that statutory requirements must be met regarding the management of school department employees.
President Cienki stated that it was understood that the School Committee has already approved to document and was seeking Town Council's approval.

Chairwoman Mark replied that that was not exactly the case. The MOA originated out of the School Committee's desire to codify some agreements made through the budget process. Since the time the School Committee approved it, both Solicitors have been back and forth negotiating on the context of the existing draft document. One element requires further discussion and more time is needed before it is ratified.

Solicitor Oliverio explained that on June 20, 2017, the School Committee met to amend their budget to conform to the level funding appropriation made by the Town Council. He drafted the MOA to document what the Town had promised as far as absorbing some costs for school personnel, etc. Solicitor D'Agostino requested some revisions which were incorporated; however, the clause related to the School Committee supporting the One Town plan is a concern since the School Committee has not had ample time to review it.

President Cienki suggested that the language is cleaned up and both parties vote on the amended version at subsequent meetings. Also, any Special Education needs could also be included in the revision.

Chairwoman Mark asked how the Council wanted to address the issue of the $45,000 for sewers. President Cienki replied it would be discussed further but tabled for now.

With no further comments from the School Committee, Mr. Fain motioned to adjourn, seconded by Mr. Plain. Voted 6-0 all in favor, motion carried.

(3) Town Council Minutes

(a) June 8, 2017 (Special Session)

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

Ayes: Cienki, Deutsch, Granatiero, Schwager

Motion Carried

(4) Reports and Communications

(a) Municipal Court - report from Judge Bazar

Judge Bazar reported that he and Ms. Corrigan had discussed the creation of the court, its statutory nature and the importance of the Town maintaining its jurisdiction. After further discussion on the urgency of purchasing and installing new software and her authority as Town Manager to administer the court, it was indicated that temporarily moving traffic violations to the Rhode Island Traffic Tribunal would allow for more time to gather more information to make a final decision. He later learned that the Town Manager posted a memo on the Town's website which seemed misleading; indicating a reduction in expenses but not the loss of revenue and that change was permanent. It was
agreed that this is just a pause to reevaluate and collect more data. He felt it would be a mistake to not take back the traffic jurisdiction as soon as possible.

(5) Consent Calendar

(a) Release of Fry Brook Condominium Project Performance Bond and extension of time for completion.

Motion to approve the release of the performance bond and give an extension to September 30th for the implementation and delivery of the structure made by Andrew Deutsch, seconded by Mark Schwager.

Item 5a was removed for separate consideration.

Solicitor D'Agostino explained that due to the lag time between the deadline imposed as a condition of the Middlebury project and the delivery/installation of the final culvert, an extension of time is necessary. A cash escrow has been setup which protects the Town so releasing the bond is appropriate.

Thomas Primeau added that the manufacturer has indicated that the earliest delivery date is early to mid September. Mr. Duarte was not adverse to adding an extension but delayed construction conflicts with school buses and wet weather. If the bond was pulled, project completion would be pushed to next year. All documentation has been provided per Mr. Primeau and he has forwarded several thousand of dollars as cash escrow. Once delivered, installation takes one week.

Ayes: Cienki, Deutsch, Granatiero, Schwager

Motion Carried

(b) Reappoint Susan Aitcheson to the Affordable Housing Commission for a three year term to expire July 14, 2020.

(c) Reappoint Marc Gertsacov to Board of Assessment Review and move from alternate member to regular member for a three year term to expire July 1, 2020.

(d) Reappoint Elyse Pare to the Board of Assessment Review as an alternate member for a one year term to expire July 1, 2018.

(e) Reappoint Mark Shapiro to the Cove Management Commission for a three year term to expire July 1, 2020.

(f) Reappoint Bethany Warburton to the Cove Management Commission for a three year term to expire July 1, 2020.

(g) Reappoint Benjamin Lupovitz to the Planning Board and move from an alternate member to a regular member for the remainder of a three year term to expire April 30, 2020.

(h) Reappoint Richard Land to the Zoning Board as a regular member for a five year
term to expire July 1, 2022.

(i) Reappoint Melody Alger to the Zoning Board as an alternate member for a one year term to expire July 1, 2018.

(j) Reappoint Barry Golden to the Zoning Board as an alternate member for a one year term to expire July 1, 2018.

Motion to approve all re-appointments on the Consent Calendar made by Mark Schwager, seconded by Nino Granatiero.

Ayes: Cienki, Deutsch, Granatiero, Schwager

Motion Carried

(6) New Business

(a) Application for a NEW Victualing License for Guruhari LLC. d/b/a Sunny Hill Convenience Store, 1002 Main Street (formerly Sunnybrook Farms).

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

Applicant was not present and there was no Council discussion.

Ayes: Cienki, Deutsch, Granatiero, Schwager

Motion Carried

(b) Council authorization to allow Main Street Association of East Greenwich to use Town properties for an outdoor movie screening on August 12 (rain date of August 13), to include coverage under the Town's insurance policy. Discussion and request for Council to waive overtime fees, building rental fees and insurance requirements for the Main Street Association's Outdoor Movie.

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

Ayes: Cienki, Deutsch, Granatiero, Schwager

Motion Carried

(c) Discussion and request for Council to waive overtime, detail costs and miscellaneous Town fees (i.e. liquor license, amplified music permit, etc.) for Summer's End.

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

Councilor Granatiero recused himself.

Ayes: Cienki, Deutsch, Schwager

Motion Carried

(d) Discussion and request for Council to waive the insurance requirement for the Farmer's Market and to authorize use of Town property for said Farmer's Market.
Motion to approve made by Andrew Deutsch, seconded by Mark Schwager.

Ayes: Cienki, Deutsch, Granatiero, Schwager

Motion Carried

(e) Appointment of a Regular Member to the Planning Board for the remainder of a three term to expire April 30, 2020.

Motion to appoint Katie Keeffe made by Andrew Deutsch, seconded by Mark Schwager.

Ayes: Cienki, Deutsch, Granatiero, Schwager

Motion Carried

(f) Appointment to the Personnel Board to fill the remainder of a three year term to expire March 31, 2019.

Motion to appoint Matthew Leathers made by Andrew Deutsch, seconded by Mark Schwager.

Ayes: Cienki, Deutsch, Granatiero, Schwager

Motion Carried

(g) Review of Town Council Rules and Guidelines

Councilor Granatiero requested that number 24 be revised to say that an operational review will be presented monthly to the Council by the Finance Director, instead of just financial reports.

Councilor Schwager was concerned about a singular Councilor sending out messages that were not approved by Council and the inappropriate use of the Town's website and email to do so.

President Cienki recommended reviewing number 11 related to public comments.

Councilor Schwager requested that any new policies to be disseminated using the Town's website or by mail as it relates to the relations campaign be approved and signed off by all members of Council and voted on.

Solicitor D'Agostino offered to review and make some suggestions.

(h) Discussion of Town Manager position

Motion to remove the designation of "acting" as it relates to the appointment of Gayle Corrigan as the Town Manager made by Andrew Deutsch, seconded by Nino Granatiero.

Solicitor D'Agostino addressed questions that have arisen related to the hiring of an 'acting' Town Manager. He referred to Section C-67 subsections (e) and (f) of the Town Charter as it relates to the the appointment of the Town Manager and the term 'officer'. He added that at the time of the appointment, some things were not known such as the departure of the former Town Manager. He recommended that due to the emergence of the One Town initiative, appointing Gayle Corrigan as the Town Manager would be appropriate without the 'acting' designation.
President Cienki clarified that the appointment would not stop the process of searching for a full-time Town Manager but rather just eliminate the term 'acting'.

Solicitor D'Agostino reiterated that the Town Charter allows for the Town Council to appoint and/or remove the Town Manager at any time with or without cause and without appeal.

Further discussion was had on the creation of a search committee and the Charter language pertaining to the Town Manager's appointment, etc.

Councilor Schwager was concerned about the absence of a contract with Ms. Corrigan and whether or not her appointment is temporary or permanent.

Solicitor D'Agostino added that the job duties are not changing and that the removal of the term 'acting' helps to reduce legal exposure.

Councilor Deutsch wanted reassurance that the search committee will be formed to find the next Town Manager as a permanent replacement. President Cienki commented that after speaking with other Town Council Presidents in North Kingstown and Smithfield about the search process, the processes took from one to two years and included a nationwide search. A job description needs to be created based on the contents of the Charter. She agreed the search committee was a good idea.

Councilor Schwager stated that the intent of the Charter is not being followed as far the appointment of an officer of the Town as the 'acting' Town Manager to serve until the search process was completed and a permanent replacement was appointed. Without a formal contract in place with Ms. Corrigan, he is unsure how she is getting paid. He requested codifying an agreement with her before the search process begins. President Cienki replied that Council will address those concerns in Executive Session.

Solicitor D'Agostino provided further clarification that Council had used the term 'acting' during the original appointment of Ms. Corrigan based on the situation at the time and he recommended its removal from any future designation.

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

**Motion Carried**

(7)  **Town Manager's Report**

None

(8)  **Council Comments**

None

(9)  **Public Comments (30 minute time limit)**

David Caldwell, 8 Aurora Road, commented about the lack of respect constituents are sensing and not being able to get answers from elected officials. He remains critical of the hiring process and the secrecy surrounding Ms. Corrigan. He asked President Cienki to correct her past comments for the record that secrecy was required when discussing personnel matters. Solicitor D'Agostino referred to RIGL 42-46-5 which states that closed meetings are permissive at the option of the person being discussed. It was further clarified that Council has the option to have personnel meetings held in open
session. He asked if the items in Executive Session could be held in open session to which Solicitor D'Agostino replied yes. He asked Ms. Corrigan if she would demand to have the meeting in open session which she declined. He referenced previous comments made by Ms. Corrigan about a discussion she had with Judge Bazar which he stated never happened.

Caren Corenthal, 5 Brookfield Court, commented that what she has been witnessing since January is not good government. She remains concerned about the lack of transparency, the lack of communication and animosity with the schools and the demise of the Town's reputation.

Robert Vespia, Shippeetown Road, commented that the idea of an acting Town Manager gives residents the sense that it is a temporary position and there is no urgency to find a permanent replacement. He questioned why a search was not done.

John Pierson, 70 Sylvan Drive, commented on the numbers 343, 23 and 37 which represent the number of fire, police and port authority workers that were lost on September 11th. He wanted them all publicly acknowledged and asked that no cuts were made to public safety during the consolidation. We should never forget what happened and respect these people as the public servants they are.

John Paulhus, 43 Fifth Street, commented that the Town is concerned about the transparency of the relationship between the Town Council and Providence Analytics/Management Resource Partners; specifically how much the Town has paid out. President Cienki replied that the information will be available on the Town's website tomorrow. He asked what the current Town Manager has been compensated so far and what it will be. President Cienki replied that nothing has been paid out as of July 1. There is no existing contract and she is an employee at will. The MOU with Providence Analytics will be posted as well. Further discussion will take place in Executive Session.

Rick Tremble, 130 Cindy Ann Drive, commented that mathematically, living in East Greenwich is cost effective based on the educational excellence found in the school system alone. He spoke about the many benefits of living in the community. He was concerned that lowering staffing levels at the schools is cheating the kids and not worth the tax reduction. He continued that the process of implementing the One Town plan should include employees at all levels as real change happens at the bottom and that instituting these changes should be looked at very carefully.

Roberta Anderson, 32 Atherton Road, commented that she was concerned about hiring a person that provided a paid contracted service. She appreciates the heritage, the schools and the government.

John Ireland, 30 Forest Lane, asked what services have been consolidated so far. President Cienki replied that the Town is working on the Finance Department and the Schools are working on IT, Human Resource and Finance with one individual working on both sides. The Town has saved $133K since July 1st with the structural changes. He does not appreciate the method of secrecy surrounding the changes.

Tracie Truesdell, 163 Spring Street, retracted her support for the Town Council. She asked who sent out the mailer that was from the Town Council to which President Cienki replied it was approved by the Town Council. Councilor Schwager interjected that the finished product was not approved by Council in open session. She asked to be considered for a position on the search committee. When asked when the information would be posted, President Cienki explained that further discussion was needed with all members of the Council. She asked when the contract with Ms. Corrigan will be visible. President Cienki stated that it is being discussed in Executive Session and will be posted as soon as possible. She commented further that giving Ms. Corrigan the title of Town Manager diminishes the credibility of the residents and gives a sense of permanancy which she is not okay with.
Carla Swanson, 38 Greene Street, commented that governance and effective leadership should not be partisan. She was disappointed with the seemingly partisan voting happening on basic governmental issues. She added that independent voters are watching and the reluctance of some members to engage is disturbing and disappointing.

Bill Higgins, 88 Greenwich Boulevard, challenged previous comments made by President Cienki about non-union positions not having to be posted. He referred to the Town's personnel ordinance and asked if the Personnel Board was involved in the recent changes. President Cienki replied that the ordinance being referenced was outdated and trumped by the existing Charter. Mr. Higgins disputed that stating that the Charter refers to the personnel ordinance no matter how old it is. He questioned the votes taken by Council members in favor of laying off three employees and how could they make an educated and informed decision without having any discussions about if they were qualified to fill the newly created positions.

Isaac Mears, 3254 South County Trail, asked it the Town finished the year with a surplus or deficit. President Cienki replied that the Town is currently being audited and the exact number will be presented in November. The Town currently has a surplus of over $7 million and the schools have over $4 million.

(10) Executive Session

(a) Closed pursuant to RIGL 42-46-5 (a)(1), sessions pertaining to discussion of the job performance, character, or physical or mental health of persons in the employ of the Town of East Greenwich. The Council affirmatively asserts that such persons affected shall have been notified in advance in writing and advised that they may require that the discussion be held at an open meeting.

(b) Closed pursuant to RIGL 42-46-5 (a)(2), sessions pertaining to collective bargaining or litigation, specifically to discuss the matter, Pawtucket Credit Union, et al. v. East Greenwich, KC-2017-0084.

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

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, Granatiero, Schwager

Motion Carried

Motion to close the Executive Session, seal the Executive Session minutes and return to Open Session made by Nino Granatiero, seconded by Andrew Deutsch.

Upon reconvening, the vote to approve the engagement of Gayle A. Corrigan as Town Manager, removing the "acting" designation and to confirm the Term Sheet was disclosed.

Ayes: Cienki, Deutsch, Granatiero, Schwager
Motion Carried

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

Ayes: Cienki, Deutsch, Granatiero, Schwager

Motion Carried

Submitted By:
Leigh A. Carney, CMC
Town Clerk

Approved By Town Council:
August 28, 2017

Note: Revised on September 21, 2017 per Solicitor to disclose vote made in Executive Session.

Approved by Town Council as REVISED:
October 2, 2017

AUDIO AVAILABLE IN TOWN CLERK'S OFFICE
1. Agenda item (List as it should appear on the agenda)
   Report from Superintendent and Town Manager

2. Submitted by (List department and individual, if necessary)
   Legal

3. Provide a brief description of the item and why it is on the agenda

4. Contact person and phone number for questions
   Dave D'Agostino
1. Agenda item (List as it should appear on the agenda)
   Ratification of Memorandum of Agreement between the Town Council and School Committee to further and implement One Town Plan.

2. Submitted by (List department and individual, if necessary)
   Town Clerk

3. Provide a brief description of the item and why it is on the agenda

4. Contact person and phone number for questions
   David D'Agostino 647-1400

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOA</td>
<td>Agreement</td>
</tr>
</tbody>
</table>
MEMORANDUM OF AGREEMENT

Between

EAST GREENWICH SCHOOL COMMITTEE ("Committee")

and

EAST GREENWICH TOWN COUNCIL ("Council")

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Trans Date</th>
<th>Job</th>
<th>FY18 Annual</th>
<th>FICA</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Spagnoli/Linda Dykeman</td>
<td>07/01/2017</td>
<td>Bus Ops O</td>
<td>116,154.95</td>
<td>3,976.84</td>
<td>120,131.79</td>
</tr>
<tr>
<td>Vic Babson</td>
<td>09/01/2017</td>
<td>Data Proc</td>
<td>83,596.34</td>
<td>6,395.12</td>
<td>89,991.46</td>
</tr>
<tr>
<td>Rose Emilio</td>
<td>07/01/2017</td>
<td>Bus Ops O</td>
<td>54,386.95</td>
<td>4,160.60</td>
<td>58,547.55</td>
</tr>
<tr>
<td>Stephanie Russo</td>
<td>07/01/2017</td>
<td>Bus Ops O</td>
<td>60,785.17</td>
<td>4,650.07</td>
<td>65,435.23</td>
</tr>
<tr>
<td>Andrew Mello</td>
<td>09/01/2017</td>
<td>Data Proc</td>
<td>41,583.58</td>
<td>3,181.14</td>
<td>44,764.72</td>
</tr>
<tr>
<td>Gregory Rumowicz</td>
<td>09/01/2017</td>
<td>Data Proc</td>
<td>52,965.52</td>
<td>4,051.86</td>
<td>57,017.39</td>
</tr>
<tr>
<td>Donna Wayles</td>
<td>09/01/2017</td>
<td>Data Proc</td>
<td>38,945.06</td>
<td>2,979.30</td>
<td>41,924.36</td>
</tr>
</tbody>
</table>

448,417.57  29,394.94  477,812.51
<table>
<thead>
<tr>
<th>Object</th>
<th>Description</th>
<th>FY18 Budget (Adjusted)</th>
<th>FY18 Budget (Original)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>54204</td>
<td>Grounds keeping*</td>
<td>-</td>
<td>27,600</td>
<td>27,600</td>
</tr>
<tr>
<td>54201</td>
<td>Rubbish Disposal*</td>
<td>-</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>52501</td>
<td>Unemployment*</td>
<td>-</td>
<td>17,300</td>
<td>17,300</td>
</tr>
<tr>
<td>52201</td>
<td>EAP*</td>
<td>-</td>
<td>4,489</td>
<td>4,489</td>
</tr>
</tbody>
</table>

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

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

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

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

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

2. Upon presentation to the Council by the Committee of demonstrated need to increase the appropriation related to special education services, as identified in the budget line items below, the Council shall make a supplemental appropriation.
3. The Council may also consider funding additional line items in the Committee’s budget, such as sewer charges, but such requests will not be binding and will only be considered on a case-by-case basis.

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

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

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

EAST GREENWICH SCHOOL COMMITTEE

By: Carolyn Mark, Chairperson

Date

EAST GREENWICH TOWN COUNCIL

By: Suzanne McGee Cienki, President

Date

July 24, 2017
1. Agenda item (List as it should appear on the agenda)
   June 8, 2017 (Special Session)

2. Submitted by (List department and individual, if necessary)
   Town Clerk

3. Provide a brief description of the item and why it is on the agenda
   Draft minutes for Council review and approval

4. Contact person and phone number for questions
   Leigh Carney 401-886-8604

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAFT Minutes</td>
<td>Minutes</td>
</tr>
</tbody>
</table>
(1) Call to Order and Pledge of Allegiance to the American Flag


Others: C. Malaga

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

(2) Public Hearing

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

There was no Council discussion or public comment.

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

Sean Todd/Andrew Deutsch/Motion Carried

Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd

(3) Unfinished Business

(a) FY 2018 Operating Budget

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

President Cienki called for discussion.

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

President Cienki would accept comments on the motion only.

Councilor Schwager proposed that only discussion should take place and no vote since there has been no opportunity for Council to publicly review and discuss anything that has been presented in the last 72 hours including the Town Manager's budget, departmental budgets and the consultant's
report, all of which dramatically reconfigure the budget. He asked Solicitor D'Agostino for an opinion on what would happen if no vote was taken.

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

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

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

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

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

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

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

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

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

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

Councilor Schwager asked what capital items are not being funded.

President Cienki explained that the Town Manager will prioritize projects and has been instructed to hold back the first two quarters of the year to see if the schools need additional funds.
Councilor Deutsch asked if the money can not be used for certain things.

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

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

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

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

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

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

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

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

President Cienki called the question.

Councilor Schwager asked to keep the discussion open.

President Cienki called the question.

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

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

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

President Cienki called for a vote.

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

*Nino Granatiero/Sean Todd/Motion Carried*

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

Motion to adjourn at 7:50 pm

Sean Todd/Andrew Deutsch/Motion Carried

Ayes: Cienki, Deutsch, Granatiero, Todd

Nays: Schwager

(4) Executive Session

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

There was no motion for Executive Session.

Submitted By:
Leigh A. Carney, CMC
Town Clerk

Approved By Town Council:

(Pending)
1. Agenda item (List as it should appear on the agenda)
   Municipal Court - report from Judge Bazar

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
   Gayle Corrigan
1. Agenda item (List as it should appear on the agenda)
   Release of Fry Brook Condominium Project Performance Bond and extension of time for completion.

2. Submitted by (List department and individual, if necessary)
   Planning

3. Provide a brief description of the item and why it is on the agenda
   Fry Brook Developer negotiated the bond release upon project completion or upon posting of cash in escrow as part of a recent subsequent project approval (Residences at Middleberry). Cash has been received so the developer is now eligible for release.

4. Contact person and phone number for questions
   Lisa Bourbonnais 886-8644 or Joe Duarte 886-8615

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
</table>
1. Agenda item (List as it should appear on the agenda)
   Reappoint Susan Aitcheson to the Affordable Housing Commission for a three year term to expire July 14, 2020.

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
   Interviewed July 11, 2017

4. Contact person and phone number for questions
   Leigh Carney 401-886-8604
1. Agenda item (List as it should appear on the agenda)
   Reappoint Marc Gertsacov to Board of Assessment Review and move from alternate member to regular member for a
   three year term to expire July 1, 2020.

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
   Interviewed July 11, 2017

4. Contact person and phone number for questions
   Leigh Carney 401-886-8604
1. Agenda item (List as it should appear on the agenda)
   Reappoint Elyse Pare to the Board of Assessment Review as an alternate member for a one year term to expire July 1, 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
   Interviewed July 11, 2017

4. Contact person and phone number for questions
   Leigh Carney 401-886-8604
1. Agenda item (List as it should appear on the agenda)
   Reappoint Mark Shapiro to the Cove Management Commission for a three year term to expire July 1, 2020.

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
   Interviewed July 11, 2017
   Current Vice Chair

4. Contact person and phone number for questions
   Leigh Carney 401-886-8604
1. Agenda item (List as it should appear on the agenda)
   Reappoint Bethany Warburton to the Cove Management Commission for a three year term to expire July 1, 2020.

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
   Interviewed July 11, 2017
   Current Chair

4. Contact person and phone number for questions
   Leigh Carney 401-886-8604
1. Agenda item (List as it should appear on the agenda)
   Reappoint Benjamin Lupovitz to the Planning Board and move from an alternate member to a regular member for
   the remainder of a three year term to expire April 30, 2020.

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
   Interviewed July 11, 2017

4. Contact person and phone number for questions
   Leigh Carney 401-886-8604
1. Agenda item (List as it should appear on the agenda)
   Reappoint Richard Land to the Zoning Board as a regular member for a five year term to expire July 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
   Interviewed July 11, 2017
   Current Chair

4. Contact person and phone number for questions
   Leigh Carney 401-886-8604
1. Agenda item (List as it should appear on the agenda)
   **Reappoint Melody Alger to the Zoning Board as an alternate member for a one year term to expire July 1, 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
   **Interviewed July 11, 2017**

4. Contact person and phone number for questions
   **Leigh Carney 401-886-8604**
1. Agenda item (List as it should appear on the agenda)
   Reappoint Barry Golden to the Zoning Board as an alternate member for a one year term to expire July 1, 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
   Interviewed July 11, 2017

4. Contact person and phone number for questions
   Leigh Carney 401-886-8604
1. Agenda item (List as it should appear on the agenda)
   Application for a NEW Victualing License for Guruhari LLC. d/b/a Sunny Hill Convenience Store, 1002 Main Street
   (formerly Sunnybrook Farms).

2. Submitted by (List department and individual, if necessary)
   Town Clerk

3. Provide a brief description of the item and why it is on the agenda
   Convenience Stores require victualing licenses approved by Town Council. All administrative approvals have been
   met.

4. Contact person and phone number for questions
   Elaine Vespia, Town Clerk's Office 401-886-8603

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form</td>
<td>Application</td>
</tr>
</tbody>
</table>
APPLICATION FOR VICTUALING LICENSE
DECEMBER 1, 2016 to NOVEMBER 30, 2017
(Pursuant to provisions of RIGL Section 5-24-1)

☐ RENEWAL  ✔ NEW

BUSINESS NAME  GURUHARI LLC

(D/B/A)  Sunny Hill Convenience Store

LOCATION OF BUSINESS  1082 Main St, East Greenwich, RI 02818

BUSINESS ADDRESS (If different than location)

TELEPHONE  401-598-2016  HOURS OF OPERATION  6:00 am to 10:00 am

SOLE PROPRIETOR (PRINT NAME, ADDRESS AND DATE OF BIRTH):
NAME  TARASEN PATEL
ADDRESS  100 Shilton St, Chelsea, MA 02150
DATE OF BIRTH  09/13/1955

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

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

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

Seating capacity  __________  No. of Dining Rooms  __________  No. of Kitchens  

RI RETAIL SALES TAX PERMIT NO.  82-1842784

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

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

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

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

Office Use Only

<table>
<thead>
<tr>
<th>Date Approved by Council:</th>
<th>Date License Issued:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Paid: $75.00</td>
<td>Date License Expires:</td>
</tr>
<tr>
<td>Extended Hours (1 AM – 4 AM) $100.00</td>
<td>License Issued By:</td>
</tr>
</tbody>
</table>
1. Agenda item (List as it should appear on the agenda)
   Council authorization to allow Main Street Association of East Greenwich to use Town properties for an outdoor movie screening on August 12 (rain date of August 13), to include coverage under the Town's insurance policy. Discussion and request for Council to waive overtime fees, building rental fees and insurance requirements for the Main Street Association's Outdoor Movie.

2. Submitted by (List department and individual, if necessary)
   Town Clerk

3. Provide a brief description of the item and why it is on the agenda

4. Contact person and phone number for questions
   David D'Agostino 647-1400

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense spreadsheet</td>
<td>Backup Material</td>
</tr>
<tr>
<td>Outdoor Movies Main St Assoc</td>
<td>Memo</td>
</tr>
</tbody>
</table>
### Summer's End In House Expenses

<table>
<thead>
<tr>
<th>Department</th>
<th>Overtime</th>
<th>Field rental cost: None</th>
<th>Insurance: Provided by Summer's End Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rate</td>
<td>Staff</td>
<td>Total</td>
</tr>
<tr>
<td>Fire</td>
<td>$40.00</td>
<td>2</td>
<td>4 $320.00</td>
</tr>
<tr>
<td>Police</td>
<td>$46.58</td>
<td>8</td>
<td>8 $2,981.12</td>
</tr>
<tr>
<td>Parks &amp; Grounds</td>
<td>$31.35</td>
<td>2</td>
<td>11 $689.70</td>
</tr>
<tr>
<td></td>
<td>$31.35</td>
<td>2</td>
<td>4 $250.80</td>
</tr>
<tr>
<td>Highway</td>
<td>$31.35</td>
<td>1</td>
<td>3 $94.05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>$4,335.67</strong> (Friday Event)</td>
</tr>
<tr>
<td>Festival Permit</td>
<td></td>
<td></td>
<td>Waived</td>
</tr>
<tr>
<td>Liquor License</td>
<td></td>
<td></td>
<td>Waived</td>
</tr>
</tbody>
</table>

*Parks & Grounds has 2 staff working the event at regular time when the event is on Friday. That time is not accounted for here.  
$20.90 x 2 x 7 hours = $292.60

### Main Street Association

<table>
<thead>
<tr>
<th>Event</th>
<th>Swift Rental Cost: $100-waived</th>
<th>Insurance: Waived-Town is a co-sponsor in name only</th>
<th>Staff Fees: Paid by Main St. Ass.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Movie</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egg Hunt</td>
<td>Field Rental cost: None</td>
<td>Insurance: Waived-Town is a co-sponsor in name only</td>
<td>Staff Fees: None</td>
</tr>
<tr>
<td>Turkey Trot</td>
<td>Facility Rental cost: None</td>
<td>Insurance: Provided by Race Organizer used by Main St. Ass.</td>
<td>Staff Fees: Paid by Main St. Ass.</td>
</tr>
</tbody>
</table>

### Farmer's Market

<table>
<thead>
<tr>
<th>Facility rental cost: None</th>
<th>Insurance: Waived-Town is a co-sponsor in name only</th>
<th>Staff Fees: None</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vendors carry their own insurance naming the Town as additional insured, which is managed by Tracy Truesdale.</td>
<td></td>
</tr>
</tbody>
</table>
Information for East Greenwich Town Council Agenda on Monday, July 10, 2017:
The Main Street Association of East Greenwich hosts an annual Outdoor Movie on Academy Field (behind the Swift Community Center) during the summer. The 2017 event is scheduled for Saturday, August 12th with a rain date of Sunday, August 13th. The Town has previously allowed the Association to use the Town’s liability insurance for the event. Attendees of the outdoor movie use restrooms located in the Swift Community Center. The Association has not previously paid a rental fee to use the restrooms. The rental fee is currently $100. The Association has always paid the Town Agent fee. A Town Agent is an East Greenwich employee from either the Department of Public Works or the Parks and Recreation Department who is on site during the entire event (including set up and break down).

Sincerely,

Erin McAndrew
Director of Senior and Human Services
Town of East Greenwich
401-886-8669, ext. 1
1. Agenda item (List as it should appear on the agenda)
   Discussion and request for Council to waive overtime, detail costs and miscellaneous Town fees (i.e. liquor license, amplified music permit, etc.) for Summer's End.

2. Submitted by (List department and individual, if necessary)
   Town Clerk

3. Provide a brief description of the item and why it is on the agenda

4. Contact person and phone number for questions
   David D'Agostino 647-1400

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense spreadsheet</td>
<td>Backup Material</td>
</tr>
</tbody>
</table>
### Summer's End In House Expenses

<table>
<thead>
<tr>
<th>Department</th>
<th>Overtime</th>
<th>Field rental cost: None</th>
<th>Insurance: Provided by Summer's End Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rate</td>
<td>Staff</td>
<td>Friday</td>
</tr>
<tr>
<td>Fire</td>
<td>$40.00</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Police</td>
<td>$46.58</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Parks &amp; Grounds</td>
<td>$31.35</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>Parks &amp; Grounds</td>
<td>$31.35</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Highway</td>
<td>$31.35</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL**

$4,335.67  (Friday Event)  
Waived  
$4,774.57  (Saturday Rain Date)

Festival Permit  $100-waived  
Liquor License  $25-waived

*Parks & Grounds has 2 staff working the event at regular time when the event is on Friday. That time is not accounted for here.  
$20.90 x 2 x 7 hours = $292.60

### Main Street Association

- **Outdoor Movie**  
  - Swift Rental Cost: $100-waived  
  - Insurance: Waived-Town is a co-sponsor in name only  
  - Staff Fees: Paid by Main St. Ass.

- **Egg Hunt**  
  - Field Rental cost: None  
  - Insurance: Waived-Town is a co-sponsor in name only  
  - Staff Fees: None

- **Turkey Trot**  
  - Facility Rental cost: None  
  - Insurance: Provided by Race Organizer used by Main St. Ass.  
  - Staff Fees: Paid by Main St. Ass.

### Farmer's Market

- Facility rental cost: None  
  - Insurance: Waived-Town is a co-sponsor in name only  
  - Staff Fees: None  

  Vendors carry their own insurance naming the Town as additional insured, which is managed by Tracy Truesdale.
1. Agenda item (List as it should appear on the agenda)
   Discussion and request for Council to waive the insurance requirement for the Farmer's Market and to authorize use of Town property for said Farmer's Market.

2. Submitted by (List department and individual, if necessary)
   Legal

3. Provide a brief description of the item and why it is on the agenda

4. Contact person and phone number for questions
   David D'Agostino 647-1400

ATTACHMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense spreadsheet</td>
<td>Backup Material</td>
</tr>
</tbody>
</table>
### Summer's End In House Expenses

**Department** | **Overtime Rate** | **Staff** | **Friday Hours** | **Total** | **Overtime** | **Saturday Hours** | **Total**
--- | --- | --- | --- | --- | --- | --- | ---
Fire | $40.00 | 2 | 4 | $320.00 |  |  | $320.00
Police | $46.58 | 8 | 8 | $2,981.12 |  |  | $2,981.12
Parks & Grounds | $31.35 | 2 | 11 | $689.70 | $31.35 | 2 | 18 | $1,128.60
Parks & Grounds | $31.35 | 2 | 4 | $250.80 | $31.35 | 2 | 4 | $250.80
Highway | $31.35 | 1 | 3 | $94.05 |  |  | $94.05

**TOTAL** |  |  |  | **$4,335.67** (Friday Event) |  |  | **$4,774.57** (Saturday Rain Date)

Festival Permit | $100-waived Waived
Liquor License | $25-waived Waived

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

$20.90 x 2 x 7 hours = $292.60

### Main Street Association

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

### Farmer's Market

Facility rental cost: None | Insurance: Waived-Town is a co-sponsor in name only | Staff Fees: None

Vendors carry their own insurance naming the Town as additional insured, which is managed by Tracy Truesdale.
1. Agenda item (List as it should appear on the agenda)
   Appointment of a Regular Member to the Planning Board for the remainder of a three term to expire April 30, 2020.

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
1. Agenda item (List as it should appear on the agenda)
   
   **Appointment to the Personnel Board to fill the remainder of a three year term to expire March 31, 2019.**

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
1. Agenda item (List as it should appear on the agenda)
   **Review of Town Council Rules and Guidelines**

2. Submitted by (List department and individual, if necessary)
   **Town Clerk**

3. Provide a brief description of the item and why it is on the agenda
   **Bi-annual review period**

4. Contact person and phone number for questions
   **Leigh Carney 401-886-8604**

**ATTACHMENTS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rules and Guidelines</td>
<td>Backup Material</td>
</tr>
</tbody>
</table>
TOWN COUNCIL
RULES AND GUIDELINES

1. The Council agenda shall be prepared by the Town Manager and the Town Clerk in a timely fashion with the final review and approval of the agenda by the Council President, or, in his/her absence, the Vice President. Any two members of Council may add items to the agenda.

2. All questions of order shall be decided by the presiding officer with the right of appeal to the Council as a body for a vote upon the request by any member.

3. Council and staff members shall keep matters that need to be discussed in executive session confidential.

4. Motions made at any session shall be presented in written format by the Clerk if so requested by any Council member.

5. Items on the Consent Calendar of the Agenda may be voted on by a single motion. However, items may be removed for separate action by request of any Council member.

6. It shall be the policy of this Council that anyone appearing before it shall be treated with respect and common courtesy and without discrimination. This applies to the public, employees, staff, and the Council itself.

7. The Council will only vote at meetings posted as Town Council Meetings or Special Town Council Meetings.

8. Members of the Council may contact department heads directly, but the Town Manager should be informed of the contact. Contact will be for information purposes.

9. The Town Manager shall undertake special projects or commit staff resources to research special projects only after the majority vote of the Council as a whole.

10. Contact with the Town Solicitor shall be coordinated by the Town Manager and/or Council President so that he/she is aware of the questions being presented to the Solicitor. The Town Manager shall then follow through to be sure that all the Council is informed of the response or recommendation of the Solicitor. In an effort to keep the Council informed, any communication with the Town Solicitor shall be relayed by the Solicitor to the Town Manager for distribution.

11. An opportunity will be provided near the beginning of each regular meeting for up to 15 minutes, with each individual limited to 5 minutes, to allow for Public Comment for items not on the agenda. In accord with the Open Meetings Law, any item not on the agenda for which a collective discussion will take place may be added to the agenda for discussion only by an affirmative vote of the Council. When appropriate to an agenda item, the presiding officer may allow Public Comment on an item. A public comment period of 15 minutes will be allowed at the end of the meeting, with each individual limited to 5 minutes.

12. Non-confidential mail or written communications received by Council members that relate to Town business or issues will be forwarded to the Town Manager’s office for copying and/or email distribution to the entire Council.
13. A Council Reminder List will be maintained, reviewed, and updated regularly by the Town Manager with items of concern or consideration for the Council or items requiring follow up by staff. Any Council member can request to have items added to the list at any time at a Council meeting. Council will receive a copy on a periodic basis.

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

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

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

17. Any claims or settlements of less than $1,000 may be administered by the Town Manager. Claims settled by the Town Manager will be reported to the Council.

18. The Council will only consider applicants for appointment if they have a letter of interest (mail or electronic) on file stating their qualifications.

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

20. When invited to a public function as a representative of the Town, the Town may pay for the cost for the Council member or Council member and guest.

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

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

23. All information must be presented to the entire Council before it goes to the press.

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

25. At any public hearing, the presiding officer may establish time limits for individual speakers and may limit the number of times an individual may speak. The purpose of the limitations is to provide all members of the public with the opportunity to be heard at the public hearing.

26. When considering motions for expenditures that have not been budgeted, the Council shall indicate from which accounts funds shall be reallocated. The Town Manager shall provide a recommendation to the Council.

27. Documents (ordinances, policies, resolutions or other documents and backup material) of substantial length or complexity shall be provided to Council members at least seven (7) days prior to the Council meeting at which the item will be on the agenda. If such documents have not been delivered at least seven (7) days prior to the Council meeting, then the item to which the documents relate shall not be put on the Council agenda, unless an emergency situation or other justifiable circumstances require delivery within a shorter time period.
1. Agenda item (List as it should appear on the agenda)
   Discussion of Town Manager position

2. Submitted by (List department and individual, if necessary)
   Legal

3. Provide a brief description of the item and why it is on the agenda

4. Contact person and phone number for questions
   Dave D'Agostino
1. Agenda item (List as it should appear on the agenda)
   Closed pursuant to RIGL 42-46-5 (a)(1), sessions pertaining to discussion of the job performance, character, or physical or mental health of persons in the employ of the Town of East Greenwich. The Council affirmatively asserts that such persons affected shall have been notified in advance in writing and advised that they may require that the discussion be held at an open meeting.

2. Submitted by (List department and individual, if necessary)
   Legal

3. Provide a brief description of the item and why it is on the agenda

4. Contact person and phone number for questions
   David D'Agostino 647-1400
1. Agenda item (List as it should appear on the agenda)
   Closed pursuant to RIGL 42-46-5 (a)(2), sessions pertaining to collective bargaining or litigation, specifically to discuss the matter, Pawtucket Credit Union, et al. v. East Greenwich, KC-2017-0084.

2. Submitted by (List department and individual, if necessary)
   Legal

3. Provide a brief description of the item and why it is on the agenda

4. Contact person and phone number for questions
   David D'Agostino 647-1400
1. Agenda item (List as it should appear on the agenda)
   Closed pursuant to RIGL 42-46-5(a)(2), sessions pertaining to collective bargaining or litigation, specifically to discuss with the Solicitor matters pertaining to employment matters, including but not limited to, collective bargaining obligations as it pertains to a Fire Department clerk position.

2. Submitted by (List department and individual, if necessary)
   Legal

3. Provide a brief description of the item and why it is on the agenda

4. Contact person and phone number for questions
   David D'Agostino 647-1400