

PORTSMOUTH TOWN COUNCIL MEETING
MARCH 28, 2016
AGENDA

6:00 PM - TOWN COUNCIL CHAMBERS, TOWN HALL, 2200 EAST MAIN ROAD

PUBLIC HEARING: Small Cities Community Development Block Grant

7:00 PM - TOWN COUNCIL MEETING

PLEDGE OF ALLEGIANCE

SITTING AS THE PORTSMOUTH TOWN COUNCIL

PRESENTATIONS/RECOGNITIONS

1. Proclamation Of Appreciation - Robert Gessler

Documents: [Proclamation - R Gessler.pdf](#)

SITTING AS THE BOARD OF LICENSE COMMISSIONERS

1. Request Approval For A Temporary Seasonal Expansion Of The Service Area:

Scampi, Inc., 657 Park Avenue, Portsmouth, RI, April 1, 2016 - October 30, 2016

Documents: [Scampi.pdf](#)

ADJOURN

PRESIDENT'S EXECUTIVE SUMMARY

MINUTES

TCM 3/14/16

Documents: [M 3-14-16 Draft.pdf](#)

BILLS

Documents: [Bill List.pdf](#)

TAX VOUCHERS

None

TOWN ADMINISTRATOR'S REPORT

1. Report on Salve Regina Leadership Matters Innovation Conference
2. Status of RFP's Lower Glen Farm Barns Facilities Management
3. Update on Gardner Seveney Sports Fields Maintenance
4. Comprehensive Community Plan Update
5. Mt. Hope Park Update
6. Recreation Department Update
7. Budget Process Update

RESIGNATIONS AND APPOINTMENTS

1. Resignations/Requests Not To Be Reappointed:
 - a. Conservation Commission - R. Gessler
Documents: [Conservation Commission - R Gessler.pdf](#)
 - b. Solid Waste/Recycling Committee - R. Gessler
Documents: [Solid Waste Recycling - R Gessler.pdf](#)
 - c. Glen Manor House Authority - M. Brady
Documents: [Glen Manor House - M Brady.pdf](#)
2. Appointments:
 - a. Zoning Board Of Review (1 Vacancy As 2nd Alternate)
Documents: [P Henriques - Zoning Board.pdf](#)

OLD BUSINESS

1. Presentation - Plan For Long Term Operation Of The Portsmouth Dog Park. / B. Miller (10)
Documents: [Dog Park.pdf](#)
2. Discussion - Outsourcing Of Facilities/Maintenance Director. / A. Riley, R. Rainer & D. Gleason (FR: 3/14/16) (10)
Documents: [Outsourcing Facilities Maintenance Director.pdf](#)
3. Presentation Of The Human Resources Management/Organization Study Conducted By DI Jacobs Consulting Company. / R. Rainer (10)
Documents: [Point Paper HR.pdf](#), [DI Jacobs HR Report.pdf](#)
4. Discussion/Action - Re-Designation Of Special Revenue And Agency Funds For Accounts #12, 13, 26, 65 & 80. / R. Rainer & J. Lathrop (FR: 12/14/16) (10)
Documents: [Special Funds.pdf](#)
 - a. Request Council Direction Regarding Items For Future Action.

NEW BUSINESS

1. Presentation And Request Approval Of Updated Qualifications For The Veteran's Honor Roll. / Michael Nott, Chairman, Veteran's Honor Roll Committee (10)
Documents: [Honor Roll.pdf](#)
2. Notice Of Public Meeting For The Draft Environmental Impact Statement For The Disposal And Reuse Of Surplus Property At Naval Station Newport, RI. / Department Of The Navy, Base Realignment And Closure Program & K. Hamilton (10)
Documents: [BRAC EIS.pdf](#)
3. Request Council Reschedule The September 12, 2016 Town Council Meeting In Order For The Canvassing Authority To Use The Town Council Chambers As A Polling Site For The September 13, 2016 Statewide Party Primary Elections. / J. Shulz (5)
Documents: [Canvassing Request.pdf](#)
4. Request To Schedule A Public Hearing For Proposed Amendment To Chapter 257 Of The Portsmouth Town Code – Noise Ordinance: §257-18 Sound Variances, Section C. / K. Gavin (5)

Documents: [Noise Ordinance Amendment.pdf](#)

5. Request Resolution In Support Of Budget Article 15 Of The Governor's FY 2017 Budget (Which Will Amend The Requirement To Revalue Property From 3 Years To 5 Years). / A. Irons, Narragansett Town Clerk (5)

Documents: [Resolution - Narragansett.pdf](#)

6. Request Rescission Of Appointment To The Tax Assessment Board Of Review. / J. Mower (2)

Documents: [Tax Assessment Board Of Review.pdf](#)

CORRESPONDENCE

1. Status Of The Town Of Portsmouth's Comprehensive Plan And Proposed Strategy. / J. Rhodes, Acting Associate Director, Statewide Planning Program & G. Crosby

Documents: [Statewide Planning Program.pdf](#)

2. Invitation To A Free Small Scale Forestry Workshop Presented By The Rhode Island Resource Conservation And Development Council And The Eastern Rhode Island Conservation District. / P. Dolan, Area Director RI RC & D Area Council, Inc.

Documents: [Forestry Workshop.pdf](#)

3. Invitation To The "Swing Into Spring" Fundraiser For The Dr. Martin Luther King, Jr. Community Center At The Newport Marriott Hotel, April 14, 2016

Documents: [Swing Into Spring Invitation.pdf](#)

FUTURE MEETINGS

April 11 7:00 PM - Town Council Meeting:

Public Hearing - Transfer a Class BV Beverage License from SDT Enterprises, LLC, d/b/a Melville Grille to Those Crazy Kids, LLC d/b/a Gulf Stream Bar and Grille

Public Hearing - Transfer a Class BV Ancillary Liquor License from NNGC Corp., d/b/a Newport National Golf Club to Newport National Golf Club, Inc.

April 27 7:00 PM - Town Council Meeting (Wednesday)

EXECUTIVE SESSION

1. RIGL 42-46-5(a)(2) - Collective Bargaining: Police

ADJOURN

RETURN TO OPEN SESSION

OPEN SESSION

ADJOURN

The public is welcome to any meeting of the Town's boards or its committees. If communication assistance (readers/interpreters/captions) is needed or any other accommodation to ensure equal participation, please contact the Town Clerk's Office at 683-2101 at least (3) business days prior to the meeting.

POSTED 3/24/16

TOWN OF PORTSMOUTH, RHODE ISLAND

**PROCLAMATION
OF
APPRECIATION**

*The Town Council, on behalf of the citizens of the Town of Portsmouth,
wishes to extend our thanks and appreciation to*

ROBERT GESSLER

for his many years of dedicated public service to the Town of Portsmouth

In 1994, Bob started his volunteer activities in the Town of Portsmouth when he approached the Conservation Commission with a plan for improving Heritage Park.

As a member of the Conservation Commission, he was instrumental in preserving the Bristol Ferry Town Common, organizing Earth Day cleanups and other educational activities, coordinating International Coastal Cleanup & Litter Surveys, preparing letters to the Town Council concerning the local impact of LNG, rights-of way and development proposals.

In 2002, Bob prepared the Conservation Commission draft tree ordinance that led to the creation of the Portsmouth Tree Commission.

Bob was also a founding member of the Portsmouth Solid Waste/Recycling Committee and served as the Chairman for many years. He also served on the Elmhurst Study Committee.

Bob has been involved in various other volunteer activities such as working in the community garden at St. Mary's Church and at a local soup kitchen. He has participated in local and international Habitat for Humanity and Fuller Center projects. He has travelled on mission trips to the Dominican Republic and South Sudan through the RI Episcopal Diocese.

*NOW THEREFORE, BE IT PROCLAIMED that the Town Council of the Town of Portsmouth,
not only for itself, but on behalf of the citizens of this community, SALUTE*

ROBERT GESSLER

on the occasion of his retirement from public service in the Town of Portsmouth and order this Proclamation be presented on this 28th day of March, 2016.



*Keith E. Hamilton, President,
Portsmouth Town Council*

ATTEST: _____
Joanne M. Mower, Town Clerk



657 Park Avenue
Portsmouth, RI 02871

RECEIVED
PORTSMOUTH, R.I.
2016 MAR -9 P 2: 17
JOANNE M. MOWER
TOWN CLERK

March 7, 2016

Portsmouth Town Council
Board of License Commissioners
2200 East Main Road
Portsmouth, RI 02871

RE: Scampi
657 Park Avenue
Portsmouth, RI 02871
Temporary seasonal expansion of service area
Owner Contact: 401.862.0625 | Audrey@newportplayhouse.com

Honorable Members of Board of License Commissioners:

Please accept this communication as a request for a temporary seasonal expansion of the service area for Scampi at the above referenced address. Scampi seeks permission to expand its service area to allow alcohol and food service in an outside dining area, as shown on the attached plan, between April 1 and October 30, 2016. The Council granted identical requests for the five previous years and the outside dining area was used from early April until the season end with great success. The outdoor dining area allows our patrons to enjoy an expansive view of Sakonnet River and allows us to compete effectively with many nearby and off island restaurants, which possess attractive water views. Please schedule this request for a hearing and notify Scampi of the date and time of the hearing. Thank you for your anticipated cooperation in this matter.

Sincerely,

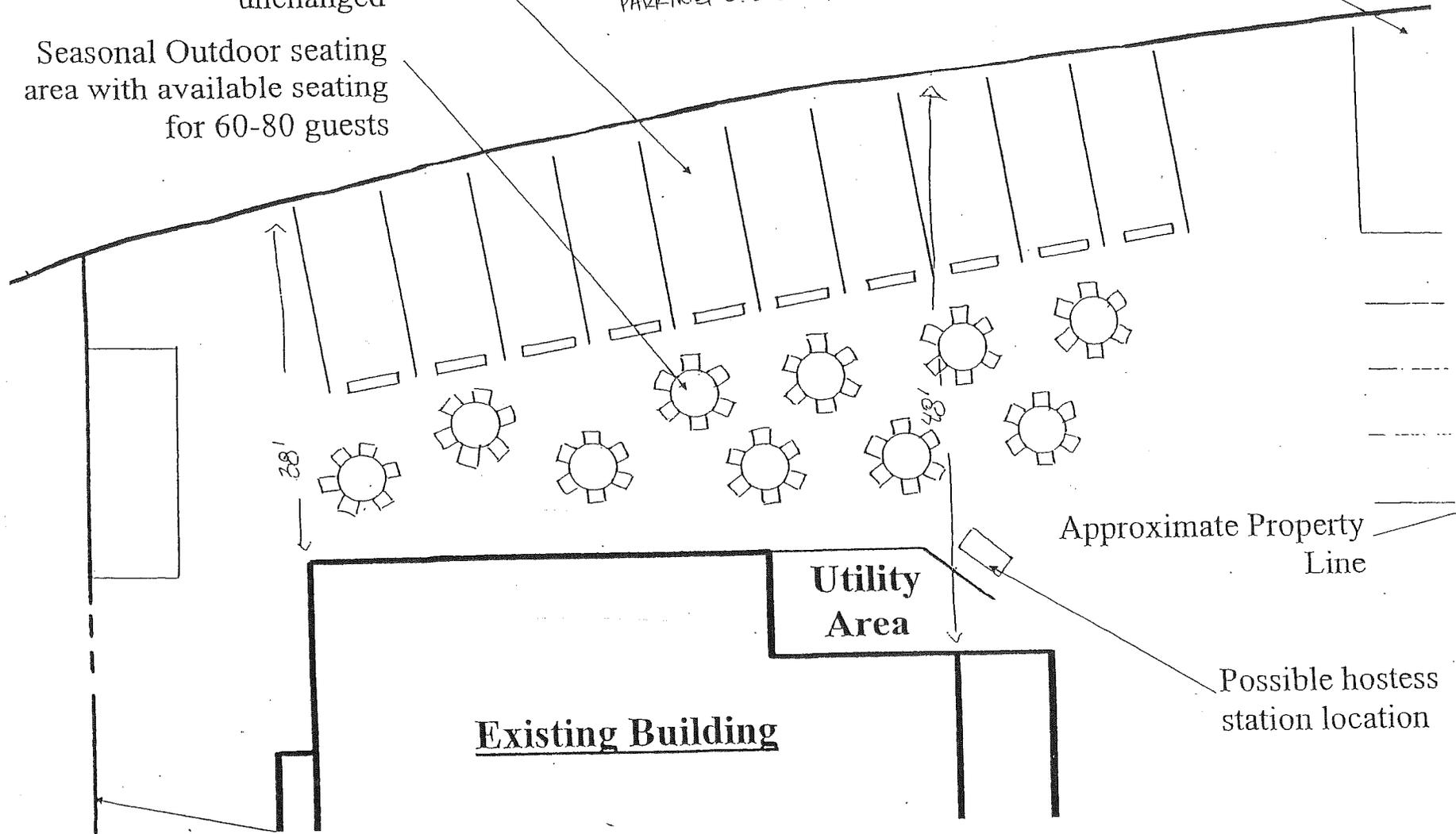
Jonathan Perry
President, Scampi

Relocated 9 parking spaces adjacent to road edge - parking space count remains unchanged

Seasonal Outdoor seating area with available seating for 60-80 guests

PARKING SPOTS 10 x 20

Trash Area



Approximate Property Line

Utility Area

Existing Building

Possible hostess station location

**PORTSMOUTH TOWN COUNCIL MEETING
MARCH 14, 2016**

7:00 PM – TOWN COUNCIL CHAMBERS, TOWN HALL, 2200 EAST MAIN ROAD

MEMBERS PRESENT: Keith E. Hamilton, James A. Seveney, Kevin M. Aguiar,
Michael A. Buddemeyer, David M. Gleason, Joseph W. Robicheau
and Elizabeth A. Pedro

PLEDGE OF ALLEGIANCE

A moment of silence for the men and women around the world in harm's way.

SITTING AS THE PORTSMOUTH TOWN COUNCIL

SITTING AS THE BOARD OF LICENSE COMMISSIONERS

1. Request to Advertise for a Public Hearing:

Application to Transfer a Class BV Liquor License from SDT Enterprises, LLC, d/b/a Melville Grille, One Lagoon Way, Portsmouth, RI to Those Crazy Kids, LLC, d/b/a Gulf Stream Bar and Grille

2. Request to Advertise for a Public Hearing:

Application to Transfer a Class BV Ancillary Liquor License from NNGC Corp., d/b/a Newport National Golf Club, 324 Mitchell's Lane, Middletown, RI to Newport National Golf Club, Inc.

A motion by Mr. Seveney, seconded by Mr. Buddemeyer, to approve advertising for both petitioners to a date certain, April 11, 2016. All voted in favor of the motion.

3. Entertainment License:

St. Barnabas Church, Annual Festival and Carnival, 1697 East Main Road, June 24- 26, 2016

A motion by Mr. Seveney, seconded by Mr. Buddemeyer, to approve. All voted in favor of the motion.

4. Class F Daily Liquor License:

St. Barnabas Church, Annual Festival and Carnival, 1697 East Main Road, June 24-26, 2016

A motion by Mr. Seveney, seconded by Ms. Pedro, to approve. All voted in favor of the motion.

5. Victualler License – Specific Event With Fee Waiver Request:

St. Barnabas Church, Annual Festival and Carnival, 1697 East Main Road, June 24-26, 2016

A motion by Ms. Pedro, seconded by Mr. Seveney to approve with fee waiver. All voted in favor of the motion.

6. Victualler License – Specific Event With Fee Waiver Request:

Portsmouth Lions Club, PO Box 657, Portsmouth, RI for the Portsmouth Free Public Library Touch-A-Truck Fundraiser, Glen Park May 7, 2016

A motion by Mr. Seveney, seconded by Mr. Robicheau, to approve with fee waiver. All voted in favor of the motion.

7. Peddler License – Specific Event:

McGrath Clambakes, Inc., 64 Halsey Street #5, Newport, RI for the Beast of the East Rugby Tournament, April 16- 17, 2016

A motion by Mr. Seveney, seconded by Mr. Gleason, to approve. All voted in favor of the motion.

8. Peddler License – Annual:

Rhode Island Kona Ice, LLC, d/b/a Kona Ice of Warwick/EG, 4 Cider Lane, Greenville, RI

A motion by Mr. Seveney, seconded by Mr. Robicheau, to approve. All voted in favor of the motion.

A motion by Mr. Seveney, seconded by Ms. Pedro, to adjourn as the Board of License Commissioners. All voted in favor of the motion.

ADJOURN

PRESIDENT’S EXECUTIVE SUMMARY

President Hamilton thanked the City of Newport for hosting himself, Ms. Pedro, Mr. Gleason, and Mr. Kelly from the School Department at the St. Patrick’s Parade.

PRESIDENT'S EXECUTIVE SUMMARY- Continued

President Hamilton then reported that the Town Council met in Executive Session on February 22nd to discuss the litigation and a path forward and some direction on the Sakonnet River Bridge toll fight that they continue to be involved in at that point, no votes were taken on that issue. We also had a discussion on the Prudence Island Ferry and how far we were going to get involved in the increases. The Council voted 6-0 to argue that the increases were in excessive amounts and outside of what they had asked for in the previous year. And they also voted to become an intervener in the Aquidneck Reliability Project that National Grid is doing to replace all their poles up and down the middle of Aquidneck Island.

MINUTES

TCM 2/22/16 and Exec.

A motion by Ms. Pedro, seconded by Mr. Seveney, to approve the minutes of TCM 2/22/16. The motion carried 6-0 with Mr. Robicheau abstaining due to his absence.

A motion by Ms. Pedro, seconded by Mr. Seveney, to approve the Executive minutes of 2/22/16. The motion carried 5-0 with Mr. Robicheau and Mr. Aguiar abstaining.

BILLS

A motion by Mr. Seveney, seconded by Mr. Gleason, to pay all just and due bills in the amount of \$208,574.38. All voted in favor of the motion.

TAX VOUCHERS

Request Approval for Tax Vouchers #20160314-01 to #20160314-05. / M. Helfand

A motion by Mr. Seveney, seconded by Mr. Robicheau, to approve Tax Vouchers #20160314-01 to #20160314-05. All voted in favor of the motion.

TOWN ADMINISTRATOR'S REPORT

Mr. Rainer introduced and welcomed the Town's new Building Official Larry Desormier.

1. Facilities Management Partnership – The School Department’s Facilities Manager Mr. Davidson is retiring and Mr. Rainer is working with the School Department on a partnership to include a discussion of custodian services. There will be no effect on personnel in place and no out-sourcing of janitorial staff. There will be a 40-60 split in costs with the Town’s portion being 40%.
2. Comprehensive Community Plan Update – The Town’s strategy on the plan was presented to the State in March and approved. It was also approved by the Planning Board. A workshop by the Planning Board is scheduled for April 27th, with workshops to be held the last Wednesday of every month. Our current Comp. Plan is in effect until the new one is approved by the State. A citizen advisory committee will be organized. The Plan should be complete by the end of the year.
3. Matrix Tank Farm Study Update – Matrix presented its initial study to the Committee and will return to them on April 26th for a workshop. They intend to present their findings to the Council on April 27th in open meeting and executive session.
4. Transfer Station Update - The Solid Waste Recycling Committee is suggesting the re-installation of a container for E-Waste at the Transfer Station. They are also discussing the pros and cons of a private contractor for security; having workers to help people sort their trash; and investigating the viability of a carry in/carry out at Town parks.

RESIGNATIONS AND APPOINTMENTS

1. Resignations:

- a. Zoning Board of Review – J. Sherrod

A motion by Mr. Seveney, seconded by Mr. Robicheau, to accept with regret. All voted in favor of the motion.

- b. Board of Canvassers – J. Oltz Wilson

A motion by Ms. Pedro, seconded by Mr. Seveney, to accept with regret. All voted in favor of the motion.

2. Appointments:

- a. Conservation Commission (Re-Appnt.) – A. Brown

A motion by Ms. Pedro, seconded by Mr. Seveney, to re-appoint Abigail Brown. All voted in favor of the motion.

b. Design Review Board (3 Vacancies)

A motion by Mr. Seveney, seconded by Mr. Aguiar, to appoint Cyrus Gibson. All voted in favor of the motion.

c. Zoning Board of Review (2 Vacancies)

Mr. Gleason recused himself from these matters.

1. Request Action to Elevate Kathleen Pavlakis to Full Member from 2nd Alternate

A motion by Mr. Seveney, seconded by Ms. Pedro, to elevate Kathleen Pavlakis to Full Member. The motion carried 6-0 with Mr. Gleason recused.

2. Appointment of 1st Alternate

A motion by Mr. Seveney, seconded by Mr. Robicheau, to appoint Eric Raposa as First Alternate. The motion carried 6-0 with Mr. Gleason recused.

d. Tax Assessment Board of Review (1 Vacancy)

1. Appointment of 2nd Alternate

A motion by Ms. Pedro, seconded by Mr. Seveney, to appoint Norbert Rattay as Second Alternate (Auxiliary) Member. All voted in favor of the motion.

e. Board of Canvassers (1 Vacancy – Must be a Bipartisan Board)

A motion by Mr. Seveney, seconded by Mr. Gleason, to appoint Regina Shers. All voted in favor of the motion.

A motion by Mr. Seveney, seconded by Mr. Gleason, to move all New Business forward to be heard before the Old Business. All voted in favor of the motion.

NEW BUSINESS

NB 1 - Request Approval and Financial Support to Relocate the Existing Scoreboard and Advance the Fence an Average of 17' to Bring the Lower Glen Softball Field in Compliance with Little League International Official Rules for Field Requirements.
/ S. MacDonald, VP Portsmouth Softball (10)

Ms. MacDonald reported that to meet the Little League requirements the field at Glen Park needs to be enlarged. This would require moving the fence, scoreboard, electrical and concrete as well as 60 yards of fill for right field. She has received quotes of \$7,940 to move the fence and \$4,560 to move the scoreboard, electrical and concrete. She stated that Little League International had granted them \$14,640 specifically for winter clinics, developmental instruction and to put a tunnel in (batting cage).

Finance Director Lathrop stated that the Town may have to go out to bid because the work is over \$10,000.

Mr. Gleason stated that he would feel better with three bids and Public Works Director Kehew involved.

A motion by Mr. Buddemeyer, seconded by Mr. Seveney, to approve up to \$10,000 to use from old capital projects and capital fund. All voted in favor of the motion.

President Hamilton added the caveat that the Little League must talk to Soccer since they would be taking some of the fields they use.

- a. Request Approval to Install a Batting Cage at the Lower Glen Softball Field.

A motion by Mr. Seveney, seconded by Ms. Pedro, to approve. All voted in favor of the motion.

NB 2 - Request Approval of Glen Farm Special Events Fields Applications. / T. Dunbar (10)

- a. Portsmouth Youth Soccer Assoc., Carlos Williams, 28 Prudence View Drive, Portsmouth, RI for Youth Soccer Tournament Dates of June 17-18, 2016; June 17-18, 2017; June 16-17, 2018; June 15-16, 2019; June 19-20, 2020

President Hamilton stated that this approval would not lock in the fees charged for future years.

A motion by Mr. Seveney, seconded by Mr. Robicheau, to approve. All voted in favor of the motion.

- b. UK Elite Soccer, Adam Corlett, 62 Main Street, Ste 201, Kingston, MA, for Summer Soccer Program August 1-5, 2016

A motion by Mr. Robicheau, seconded by Ms. Pedro, to approve. All voted in favor of the motion.

- c. John Tomlinson Soccer LLC, John Tomlinson, 114 Middle Road, Portsmouth, RI for Soccer Camp April 18-21, 2016

A motion by Mr. Robicheau, seconded by Mr. Seveney, to approve. All voted in favor of the motion.

- d. John Tomlinson Soccer LLC, John Tomlinson, 114 Middle Road, Portsmouth, RI for Soccer Camp July 18-21, 2016

A motion by Mr. Seveney, seconded by Mr. Robicheau, to approve. All voted in favor of the motion.

- e. John Tomlinson Soccer LLC, John Tomlinson, 114 Middle Road, Portsmouth, RI for Soccer Camp August 15-18, 2016

A motion by Mr. Robicheau, seconded by Mr. Seveney, to approve. All voted in favor of the motion.

NB 3 - Request from the Armenian National Committee of Rhode Island to Fly the Armenian Flag on April 24, 2016. / S. Elmasian (2)

A motion by Mr. Seveney, seconded by Ms. Pedro, to approve. All voted in favor of the motion.

OLD BUSINESS

1. PUBLIC HEARING: Discussion/Action – Proposed Amendments to Chapter 257 of the Portsmouth Town Code – Noise Ordinance: §257-5 Exceptions, Section L and §257-18 Sound Variances, Section C **Continued from: 12/14/15 (& 2/10/16 by Request of Petitioner)**
 - a. Petitioner’s Memorandum 12/8/2015. / R. Lantz, Owner, Bill’s Sales Firewood & A. Thayer, Esq., Sayer, Regan & Thayer
 - b. Petitioner’s Memorandum 2/2/2016. / R. Lantz, Owner, Bill’s Sales Firewood & A. Thayer, Esq., Sayer, Regan & Thayer
 - c. Objection to the Noise Variance Request 12/7/2015. / Mr. & Mrs. Tarney Waring, 30 Crossing Court

PUBLIC HEARING – Continued

- d. Addendum to Objection to the Noise Variance Request 2/1/2016. / Mr. & Mrs. Tarney Waring, 30 Crossing Court
- e. Letter in Support of Bill's Sales Request for a Commercial Sound Variance for Sound Beyond its Property Line of 75 Decibels from 7:00 am to 6:00 pm during their Business Days. / W. McGlinn, General Manager and Chief Engineer, Portsmouth Water and Fire District

President Hamilton stated that changing this ordinance would affect the entire community not just the location where Bill's Sales is located.

Attorney Adam Thayer, representing Bill's Sales, reviewed the changes in ordinances for that property over the past 35 years. He then listed the many remediation efforts done by the company including the moving of the splitter, the cement wall, and the acoustic fence. There would have to be a fundamental change to the business to keep the noise under 65 decibels. The Comprehensive Community Plan says that the job of the Town is to foster businesses like this.

Attorney Thayer asked the Council to grant an amendment to the Noise Ordinance to allow for a reasonable variance procedure and some sort of reasonable fee. He introduced sound engineer Joseph Fattore of VIBRA Sciences, Inc., Branford CT.

Mr. Fattore stated that he, at his first visit, had taken readings and recommended:

- a. The flexible sound barrier fence be increased by a height of four feet, which would bring the noise down ten decibels.
- b. The concrete barrier wall be heightened from 12 feet to 14 feet.
- c. All joints be mortared and fill with concrete.

Mr. Thayer stated that on the line of Bill's Sales' property abutting East Main Road the tire noise and the jake braking noise from trucks measures at 75 to 85 decibels.

Mr. Fattore stated that the kiln sounds measure at 44 decibels. Responding to questions from Mr. Gleason and Ms. Pedro, he stated that the sound barrier reflects the sound away from the home of Mr. Waring, the water department's tanks reflect noise as they are made of steel, and it would be a huge amount of money to lower the decibel level further. The concrete wall is about 15 feet beyond the building.

Mr. Thayer stated that the source of the noise is the wood entering the building and being processed by large machinery that is cutting wood and loading wood.

Mr. Fattore stated that a number of skid steers move the material in the back of the property.

Mr. Thayer added that they have now installed hydraulic arms on the skid steers so they do not rattle as they move around the property. And, in response to Mr. Aguiar, the loudest portion of the property at any given day is at East Main Road.

Mr. Fattore stated that the most excessive noise is less than a second in time.

Tarney Waring responded to President Hamilton that the noise level of the day to day operations has gone down with the new wall. The noise of the kiln fan is below the decibel levels but still goes throughout the night.

In response to Ms. Pedro, Mr. Waring stated that the Town should not amend the Noise Ordinance. As long as they stay true to form the noise has gone down.

In response to Mr. Robicheau asking Mr. Waring if he finds no reason now to complain that the activities and the noise resulting from Bill's Sales is a violation of the Noise Ordinance, that Bill's Sales has effectively corrected the problem, Mr. Waring answered, "right."

Mr. Waring stated that the business is certainly aware of past noise issues and consistent with past variances or special uses. There were conditions which should go into play, for example no machinery should be operational on holidays and Sundays a certain hour after the business day is done. Residents in the area need some peace.

President Hamilton stated that if we leave it the way it is and there are spikes we do not have enough police for monitoring that.

Peter Roberts, 80 Ormerod Avenue, asked why the Council wouldn't do anything about the Island Park noise and dust when there were complaints.

Attorney Thayer thanked Mr. Waring for the olive branch. He then stated their concern is if for some reason they fall out of favor or there's a momentary spike. He would like to request an annual variance for 67, 68 or 70 decibels where if they fail to comply with the variance it can be revoked so Bill's Sales doesn't have to come back again.

President Hamilton addressed his concerns that this would be an approval of a blanket change throughout the Town.

Mr. Thayer then asked the Council to make the ordinance better.

Mr. Robicheau suggested the Council make suggestions for the Solicitor to prepare and bring back for Council review and approval.

President Hamilton stated that the Comprehensive Community Plan is being reviewed and changes now may be in conflict with it.

Mr. Thayer suggested the Council just strike the \$50 fee. To initially take “the elephant in the room”, the fear of this massive fee, if they were to apply for a variance and be successful while still giving the Council time to draft some sort of comprehensive new ordinance.

Responding to President Hamilton, Town Clerk Mower stated that no applications for \$50 variances to the Noise Ordinances have come to the Clerk’s office.

Mr. Seveney stated that as we don’t do it for zoning why should we do it for this.

Mr. Buddemeyer suggested that we move forward with the Town Planner’s recommendation that he sent out to all of us.

Mr. Seveney stated that this could be fixed during regular business.

Ms. Pedro stated that we need a public hearing.

Solicitor Gavin stated if you wish to accomplish this tonight, you would just need to delete, under 257-18 Sound Variances Subsection C, the words “\$50 per day if granted” and “whether granted or denied.” Take out those words so then it would read “All applications shall be subject to a fee of an amount sufficient to cover advertising and notification.”

Ms. Pedro stated that that is not what was advertised.

President Hamilton stated that we need to have the Solicitor re-write the amendment. Since people may believe that this meeting is specifically for Bill’s Sales, he believes that we should at least put it out and advertise it as part of our normal agenda.

Solicitor stated that it doesn’t need to be advertised as it isn’t part of the Zoning Ordinance.

Nancy Howard, 16 Dianne Avenue, asked where we are in this meeting. What is happening to the request for a change in the Noise Ordinance?

President Hamilton stated that if we finish this public hearing and there is no action taken the public hearing will be closed and no action taken. The discussion between the Council right now is to go in and change the wording in the ordinance to remove the \$50 a day fee for a variance.

President Hamilton asked if there was any further public comment.

There was no further public comment.

A motion by Ms. Pedro, seconded by Mr. Seveney, to close the Public Hearing. All voted in favor of the motion.

No action taken.

CORRESPONDENCE

1. Outsourcing of Facilities/Maintenance Director. / A. Riley & R. Rainer
2. Letter of Appreciation on Behalf of the Extended Family of Pauline G. O'Brien. /M. O'Brien, Deputy Fire Chief
3. Resolution in Support of the Formation of a Coalition Among Rhode Island's Regional School Districts. / J. Christopher, Foster Town Clerk
4. Letter Stating that Rhode Island Housing Intends to File an Application With the Department of Agriculture, Rural Housing Service Under the Section 533 Housing Preservation Grants for Fiscal Year 2016. / C. Ventura, Deputy Director RI Housing
5. Invitation to Participate in the 33rd Annual Aquidneck Island National Police Parade, Sunday May 1, 2016. / G. George & F. Rosa, City of Newport

A motion by Ms. Pedro, seconded by Mr. Seveney, to receive all Correspondence and place on file.

A motion to amend by Mr. Gleason, seconded by Mr. Robicheau, to move item #1 to the next agenda. All voted in favor of the motion.

All voted in favor of the motion as amended.

FUTURE MEETINGS

March 28 7:00 PM – Town Council Meeting
April 11 7:00 PM – Town Council Meeting
April 27 7:00 PM – Town Council Meeting (Wednesday)

A motion by Mr. Seveney, seconded by Mr. Robicheau, to adjourn. All voted in favor of the motion.

ADJOURN

Joanne M. Mower, Town Clerk

DRAFT

Vendor	Account Number		Date	Description	Amount
Line Item 10002 TOWN ADMINISTRATOR					
AMERICAN ARBITRATION	1-01-312-10002-04	LEGAL SERVICES	3/29/2016	LEGAL SERVICES: LOCAL 1949, IAFF	\$275.00
CHAPPELL & CHAPPELL	1-01-312-10002-04	LEGAL SERVICES	3/29/2016	PROF SERVICES: FEBRUARY	\$1,562.50
URSILLO, TEITZ & RITCH, LTD.	1-01-312-10002-04	LEGAL SERVICES	3/29/2016	PROF SER: LABOR MATTERS	\$2,516.00
Sub Total:					\$4,353.50
Line Item 10003 TOWN CLERK					
ACS ENTERPRISE SOLUTIONS IN	1-01-333-10003-06	LAND EVID/VITAL STATS	3/29/2016	TOWN CLERK: LAND EVIDENCE	\$2,009.70
ACS ENTERPRISE SOLUTIONS IN	1-01-333-10003-06	LAND EVID/VITAL STATS	3/29/2016	TOWN CLERK: LAND EVIDENCE	\$1,164.00
FALL RIVER MODERN PRINTING C	1-01-434-10003-06	MUNICIPAL COURT	3/29/2016	MUNICIPAL COURT: SUPPLIES	\$75.50
Sub Total:					\$3,249.20
Line Item 10004 CANVASSING					
KENNEDY PERSONNEL SERVICES	1-01-129-10004-08	TEMPORARY ASSISTANCE	3/29/2016	CANVASSING: TEMP ASST	\$728.00
KENNEDY PERSONNEL SERVICES	1-01-129-10004-08	TEMPORARY ASSISTANCE	3/29/2016	CANVASSING: TEMP ASST	\$582.40
THE ALLIED GROUP INC	1-01-318-10004-08 *	PRINTING	3/29/2016	CANVASSING: PRINTING	\$390.00
Sub Total:					\$1,700.40
Line Item 10008 BOARDS & COMMITTEES					
STAPLES BUSINESS ADVANTAGE	1-01-436-10008-15 *	ECONOMIC DEVL P COMMISSN	3/29/2016	EDC: OFFICE SUPPLIES	\$68.48
Sub Total:					\$68.48
Line Item 10010 PLANNER					
FALL RIVER MODERN PRINTING C	1-01-401-10010-19 *	OFFICE SUPPLIES/EQUIP	3/29/2016	WASTEWATER MGMT: SUPPLIES	\$54.50
Sub Total:					\$54.50
Line Item 20001 FINANCE/PERSONNEL					
EAST BAY NEWSPAPERS	1-01-316-20001-20	ADVERTISING	3/29/2016	ADVERTISING: BOARD VOLUNTEERS	\$100.80
JKS TECHNOLOGIES	1-01-311-20001-20	IT EQUIPMENT & SERVICES	3/29/2016	IT: 12/3 - 3/3	\$10,645.48
JKS TECHNOLOGIES	1-01-311-20001-20	IT EQUIPMENT & SERVICES	3/29/2016	IT: ROUTER & CAMERA SYSTEM	\$2,920.89
JKS TECHNOLOGIES	1-01-311-20001-20	IT EQUIPMENT & SERVICES	3/29/2016	IT: EQUIP & SETUP OF AQUOS BOARD	\$1,930.98
MARCUM LLP	1-01-314-20001-20 *	AUDITING	3/29/2016	FINANCE: AUDIT	\$10,000.00
ROSKELLY INC	1-01-333-20001-20	PROFESSIONAL SERVICES	3/29/2016	ANNUAL REPORT	\$2,500.00
THE NEWPORT DAILY NEWS	1-01-316-20001-20	ADVERTISING	3/29/2016	PL BOARD: ADVERTISING	\$228.00
Sub Total:					\$28,326.15

Vendor	Account Number	Date	Description	Amount
Line Item 20002 TAX ASSESSOR/COLLECTOR				
MUNICIPAL COLLECTIONS, INC	1-01-319-20002-22 *	3/29/2016	DELINQUENT T/C FEES TAX: DELINQUENT TAX COLLECTION	\$482.58
Sub Total:				\$482.58
 Line Item 31001 POLICE				
CYBER COMM INC.	1-01-430-31001-24	3/29/2016	PROGRAM SUPPORT POLICE: PROGRAM SUPPORT	\$600.00
GM REFRIGERATION CO. INC.	1-01-405-31001-24	3/29/2016	BUILDING MAINTENANCE POLICE: BUILDING MAINT	\$1,186.70
KNIGHT BOOKSTORE, CCRI	1-01-454-31001-24	3/29/2016	POLICE ACADEMY RECRUITS POLICE: ACADEMY RECRUITS	\$498.00
M & M PLIMOTH BAY OUTFITTERS	1-01-501-31001-24	3/29/2016	EQUIPMENT POLICE: EQUIPMENT	\$179.91
NAPA AUTO PARTS	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$176.70
PORTSMOUTH ACE HARDWARE	1-01-405-31001-24	3/29/2016	BUILDING MAINTENANCE POLICE:BUILDING MAINT	\$49.98
PORTSMOUTH ACE HARDWARE	1-01-405-31001-24	3/29/2016	BUILDING MAINTENANCE POLICE: BUILDING MAINT	\$1.99
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$572.56
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$70.00
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$40.00
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$23.00
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$92.00
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$26.80
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$333.85
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$471.98
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$92.00
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$40.00
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$60.00
RAY'S AUTO CLINIC INC	1-01-346-31001-24	3/29/2016	VEHICLE MAINT/REPAIRS POLICE: VEHICLE MAINT	\$1,733.81
STEVE'S FAMOUS PIZZA	1-01-405-31001-24	3/29/2016	BUILDING MAINTENANCE POLICE: PRISONER MEALS	\$38.76
W B MASON CO INC	1-01-401-31001-24	3/29/2016	OFFICE SUPPLIES POLICE: OFFICE SUPPLIES	\$19.30
Sub Total:				\$6,307.34

Vendor	Account Number	Date	Description	Amount
Line Item 31003 FIRE				
AGT BATTERY SUPPLY LLC	1-01-501-31003-28	3/29/2016	EQUIPMENT NEW & REPLACE FIRE: EQUIPMENT	\$229.86
CLEMENTS' MARKETPLACE	1-01-401-31003-28 *	3/29/2016	OFFICE SUPPLIES/EQUIPT MAIN FIRE: SUPPLIES	\$100.58
CLINICAL ONE HOME MEDICAL	1-01-403-31003-28	3/29/2016	MEDICAL SUPPLIES/EQUIPMEN FIRE: MEDICAL SUPPLIES	\$343.62
CLINICAL ONE HOME MEDICAL	1-01-403-31003-28	3/29/2016	MEDICAL SUPPLIES/EQUIPMEN FIRE: MEDICAL SUPPLIES	\$300.00
CLINICAL ONE HOME MEDICAL	1-01-403-31003-28	3/29/2016	MEDICAL SUPPLIES/EQUIPMEN FIRE: MEDICAL SUPPLIES	\$234.37
CLINICAL ONE HOME MEDICAL	1-01-403-31003-28	3/29/2016	MEDICAL SUPPLIES/EQUIPMEN FIRE: MEDICAL SUPPLIES	\$79.50
CLINICAL ONE HOME MEDICAL	1-01-403-31003-28	3/29/2016	MEDICAL SUPPLIES/EQUIPMEN FIRE: MEDICAL SUPPLIES	\$47.50
DOMINIC LAUTIERI	1-01-290-31003-28 *	3/29/2016	EDUCATION/TRAINING FIRE: EDUCATION	\$50.00
GREENWOOD EMERGENCY VEHI	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$40.13
NAPA AUTO PARTS	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$22.32
NAPA AUTO PARTS	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$59.94
NAPA AUTO PARTS	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$77.94
NAPA AUTO PARTS	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$13.95
NAPA AUTO PARTS	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$22.32
NEW ENGLAND BOATWORKS, INC	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$408.80
OCEAN STATE OIL INC.	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$181.21
OUR DESIGNS INC.	1-01-426-31003-28	3/29/2016	CLOTHING, NEW & REPLACE FIRE: VEHICLE MAINT	\$24.93
PIONEER HEAVY DUTY PARTS IN	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$208.76
PIONEER HEAVY DUTY PARTS IN	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	(\$96.10)
PORTSMOUTH ACE HARDWARE	1-01-405-31003-28	3/29/2016	BUILDING MAINTENANCE FIRE: BUILDING MAINT	\$100.60
PORTSMOUTH ACE HARDWARE	1-01-501-31003-28	3/29/2016	EQUIPMENT NEW & REPLACE FIRE: EQUIPMENT	\$19.97
PROVIDENCE COLLEGE	1-01-290-31003-28 *	3/29/2016	EDUCATION/TRAINING FIRE: EDUCATION	\$1,980.00
RINFRET'S APPLIANCE SERVICE	1-01-405-31003-28	3/29/2016	BUILDING MAINTENANCE FIRE: BUILDING MAINT	\$149.00
ROGER WILLIAMS UNIVERSITY	1-01-290-31003-28 *	3/29/2016	EDUCATION/TRAINING EDUCATION: CRANSON, MICHAEL	\$1,468.70
ROGER WILLIAMS UNIVERSITY	1-01-290-31003-28 *	3/29/2016	EDUCATION/TRAINING FIRE: EDUCATION; O'BRIEN, M	\$1,468.70
SAFE WAY AUTO SALES INC	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$760.44
SHIPMAN'S FIRE EQUIP CO	1-01-501-31003-28	3/29/2016	EQUIPMENT NEW & REPLACE FIRE: EQUIPMENT	\$174.95
SHIP'S STORE, INC.	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$31.42
STATE INDUSTRIAL PRODUCTS	1-01-406-31003-28	3/29/2016	VEHICLE MAINT & REPAIRS FIRE: VEHICLE MAINT	\$143.81
T.J. RUSSELL CO., INC.	1-01-405-31003-28	3/29/2016	BUILDING MAINTENANCE FIRE: BUILDING MAINT	\$141.90
T.J. RUSSELL CO., INC.	1-01-405-31003-28	3/29/2016	BUILDING MAINTENANCE FIRE: BUILDING MAINT	\$67.90
THE DAWSON GROUP	1-01-918-31003-28	3/29/2016	AMBULANCE BILLING SERVICE FIRE: AMBULANCE BILLING	\$3,098.77
TOM'S LAWN & GARDEN EQUIP	1-01-501-31003-28	3/29/2016	EQUIPMENT NEW & REPLACE FIRE: EQUIPMENT	\$16.64
UNIFIRST CORPORATION	1-01-405-31003-28	3/29/2016	BUILDING MAINTENANCE FIRE: BUILDING MAINT	\$86.19
UNIFIRST CORPORATION	1-01-405-31003-28	3/29/2016	BUILDING MAINTENANCE FIRE: BUILDING MAINT	\$256.19
ZOLL MEDICAL CORPORATION	1-01-403-31003-28	3/29/2016	MEDICAL SUPPLIES/EQUIPMEN FIRE: MEDICAL SUPPLIES	\$2,879.90
Sub Total:				\$15,194.71

Vendor	Account Number	Date	Description	Amount
Line Item 33001 PUBLIC WORKS				
A&R MARINE CORP	1-88-649-33001-32 *	3/29/2016	DPW: PI RECYCLING	\$1,054.00
A&R MARINE CORP	1-01-639-33001-32	3/29/2016	DPW: PI FERRY	\$360.50
ATEC, INC.	1-01-428-33001-32	3/29/2016	DPW: TOOLS & SHOP EQUIPMENT	\$311.91
BEN MEADOWS	1-01-422-33001-32	3/29/2016	DPW: MOSQUITO CONTROL	\$41.78
BNI PUBLICATIONS, INC.	1-01-290-33001-32 *	3/29/2016	DPW: EDUCATION	\$160.70
DOMINA'S AGWAY	1-01-428-33001-32	3/29/2016	DPW: TOOLS & SHOP EQUIPMENT	\$73.96
ELECTRONIC ALARMS	1-01-434-33001-32	3/29/2016	DPW: TOWN HALL	\$103.56
SOUTHWORTH-MILTON, INC.	1-01-434-33001-32	3/29/2016	DPW: GENERATOR	\$592.50
TNT CLEANING SERVICES, INC.	1-01-136-33001-32	3/29/2016	TOWN HALL: FEB CUSTODIAL	\$1,733.33
WASTE MANAGEMENT OF RI, INC	1-88-649-33001-32 *	3/29/2016	DPW: PI RECYCLING	\$615.15
			Sub Total:	\$5,047.39
Line Item 33002 BUILDING INSPECTION				
FALL RIVER MODERN PRINTING C	1-01-401-33002-33 *	3/29/2016	BUILDING INSP: OFFICE SUPPLIES	\$101.75
THE NEWPORT DAILY NEWS	1-01-611-33002-33	3/29/2016	ZONING: ADVERTISING	\$843.60
			Sub Total:	\$945.35
Line Item 54003 GLEN COMMITTEE/MAINT				
HERBERT NICHELSON	1-01-700-54003-48 *	3/29/2016	GLEN PARK: FLAG	\$37.99
			Sub Total:	\$37.99
Line Item 54004 MANOR HOUSE COMM				
CRYSTAL SPRING WATER CO.	1-01-403-54004-50	3/29/2016	MANOR HOUSE: SUPPLIES	\$24.00
HUBERT COMPANY	1-01-403-54004-50	3/29/2016	MANOR HOUSE: SUPPLIES	\$439.25
OCEAN STATE JANITORIAL SERVI	1-01-137-54004-50	3/29/2016	MANOR HOUSE: JANITORIAL	\$31.00
SHEAHAN PRINTING CORPORATI	1-01-318-54004-50	3/29/2016	MANOR HOUSE: PRINTING	\$315.00
SHEAHAN PRINTING CORPORATI	1-01-318-54004-50	3/29/2016	MANOR HOUSE: PRINTING	\$1,235.00
SUPERIOR PLUS ENERGY SERVIC	1-01-410-54004-50	3/29/2016	MANOR HOUSE: HEATING FUEL	\$662.73
			Sub Total:	\$2,706.98
Line Item 61004 * No LINE ITEM Descriptor *				
R & A AUTO BODY, LLC	1-99-689-61004-00 *	3/29/2016	CIP: POLICE VEHICLE REFINISH	\$1,345.00
R & A AUTO BODY, LLC	1-99-689-61004-00 *	3/29/2016	CIP: POLICE VEHICLE REFINISH	\$1,345.00
R & A AUTO BODY, LLC	1-99-689-61004-00 *	3/29/2016	CIP: POLICE VEHICLE REFINISH	\$1,345.00
UNION STUDIO ARCHITECTURE	1-99-689-61004-00 *	3/29/2016	CIP: BROWN HOUSE #15-3300	\$16,950.65
			Sub Total:	\$20,985.65

Vendor	Account Number	Date	Description	Amount
Line Item 70000 NON-APPROP ACCOUNTS				
SIGNAL COMMUNICATIONS CORP.	1-52-861-70000-00 *	3/29/2016	FIRE ALARM MAINT EXP FIRE: ALARM MAINT	\$420.00
Sub Total:				\$420.00
Line Item 70500 * No LINE ITEM Descriptor *				
STAPLES CREDIT PLAN	1-53-861-70500-00 *	3/29/2016	FIRE PLAN REVIEW NON-PAYR FIRE: PLAN REVIEW	\$79.99
STAPLES CREDIT PLAN	1-53-861-70500-00 *	3/29/2016	FIRE PLAN REVIEW NON-PAYR FIRE: PLAN REVIEW	\$1,378.98
STAPLES CREDIT PLAN	1-53-861-70500-00 *	3/29/2016	FIRE PLAN REVIEW NON-PAYR FIRE: PLAN REVIEW	\$6.99
STAPLES CREDIT PLAN	1-53-861-70500-00 *	3/29/2016	FIRE PLAN REVIEW NON-PAYR FIRE: PLAN REVIEW	\$20.08
STAPLES CREDIT PLAN	1-53-861-70500-00 *	3/29/2016	FIRE PLAN REVIEW NON-PAYR FIRE: PLAN REVIEW	\$99.99
Sub Total:				\$1,586.03
Line Item 72900 TRF STATION SOLID WASTE				
PATRIOT DISPOSAL COMPANY, IN	1-88-863-72900-00 *	3/29/2016	XFER STA SOLID WASTE DISPO DPW: PI SOLID WASTE	\$60.00
Sub Total:				\$60.00
Line Item 72902 TRF STATION PI SOLID WAST				
A&R MARINE CORP	1-88-863-72902-00 *	3/29/2016	XFER STA PI SOLID WASTE DIS DPW: PI SOLID WASTE	\$744.00
WASTE MANAGEMENT OF RI, INC	1-88-863-72902-00 *	3/29/2016	XFER STA PI SOLID WASTE DIS DPW: PI SOLID WASTE	\$663.63
Sub Total:				\$1,407.63
Batch BILL LIST				\$92,933.88

PREPAY

Bill List Expenditures
Town of Portsmouth 2015-2016

3/22/2016 2:04:27 PM

Vendor	Account Number	Date	Description	Amount
Line Item 33001 PUBLIC WORKS				
R.I. DEPARTMENT OF LABOR & TR	1-01-290-33001-32 *	3/15/2016	LICENSING/DUES/MEMBERSHIP DPW: EXCAVATION LICENSING	\$72.00
Sub Total:				\$72.00
Line Item 54005 RECREATION DEPT				
EAST BAY NEWSPAPERS	1-01-332-54005-00	3/15/2016	PROF. SERVICES RECREATION: PORTSMOUTH TIMES	\$280.00
Sub Total:				\$280.00
Batch PREPAY				\$352.00

PRE-PAID

PREPAY

Bill List Expenditures
Town of Portsmouth 2015-2016

3/22/2016 2:04:27 PM

Vendor	Account Number	Date	Description	Amount
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Grand Total: \$93,285.88

Reviewed



Resign la 16

March 15, 2016

Portsmouth Town Council
Portsmouth Town Hall
2200 East Main Road
Portsmouth, RI 02871

RECEIVED
PORTSMOUTH, R.I.

2016 MAR 15 | A 10:48

JOANNE M. MOWER
TOWN CLERK

Re: Letter of Resignation

Dear Honorable Members of the Town Council:

Due to my upcoming move out of state I hereby resign my positions on the Portsmouth Conservation Commission and the Portsmouth Solid Waste/Recycling Committee, effective March 28, 2016. It has been a pleasure to serve the town as a member of the above groups. I have enjoyed working with fellow committee members and town councils over the years and send best wishes to the people of Portsmouth. This has been a great place to live!

Sincerely,



Robert Gessler
95 Long Meadow Road
Portsmouth, RI 02871

Resign la 16

March 15, 2016

Portsmouth Town Council
Portsmouth Town Hall
2200 East Main Road
Portsmouth, RI 02871

RECEIVED
PORTSMOUTH, R.I.

2016 MAR 15 | A 10: 48

JOANNE M. MOWER
TOWN CLERK

Re: Letter of Resignation

Dear Honorable Members of the Town Council:

Due to my upcoming move out of state I hereby resign my positions on the Portsmouth Conservation Commission and the Portsmouth Solid Waste/Recycling Committee, effective March 28, 2016. It has been a pleasure to serve the town as a member of the above groups. I have enjoyed working with fellow committee members and town councils over the years and send best wishes to the people of Portsmouth. This has been a great place to live!

Sincerely,



Robert Gessler
95 Long Meadow Road
Portsmouth, RI 02871

Resign.

Glen Manor House

RECEIVED
PORTSMOUTH, R.I.
2016 MAR -9 1 P 12:41
JOANNE M. MOWER
TOWN CLERK

March 8, 2016

Joanne M. Mower
Town Clerk
Portsmouth Town Hall
2200 East Main Road
Portsmouth, RI 02871

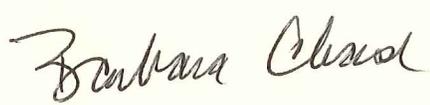
Dear Ms. Mower:

Margaret Brady has been a member of the Glen Manor House Authority Board for probably 25 years. Her loyalty and contributions to the Authority and the Glen Manor House are unparalleled. Her term has expired and she has decided she will not re-apply for appointment to the Board.

Mrs. Brady has been a key member of the Authority and Friends for many years, and we will miss her insight and ideas.

Please contact me should you have any questions.

Sincerely,



Barbara Chase
Chairman
Glen Manor House Authority

TOWN OF PORTSMOUTH, RI
BOARDS/COMMISSIONS/COMMITTEES
APPLICATION FORM

RECEIVED
PORTSMOUTH, R.I.

2016 MAR 22 A 9:37

JOANNE M. MOWER
CLERK

Date: 3-22-16 New Appointment: Re-Appointment
Board/Commission/Committee Being Applied For: Zoning Board of Review

(PLEASE PRINT) NAME: Paul Henriques
FULL STREET ADDRESS: 153 musselbed Shoal Rd. Parts.

MAILING ADDRESS (if different): _____

TELEPHONE NUMBERS:
HOME: 643-5311 BUSINESS: _____ CELL: 266-9106

E-MAIL ADDRESS: TransportJude63@AOL.com

PRESENT EMPLOYER NAME AND ADDRESS: Disabled

LENGTH OF EMPLOYMENT: _____

IF LESS THAN TWO YEARS, PREVIOUS EMPLOYER (Name and address):

EDUCATIONAL BACKGROUND: High School

WORK EXPERIENCE RELATED TO POSITION BEING APPLIED FOR:

Some construction

RE-APPOINTMENT MUST INCLUDE DATA ON ATTENDANCE OF
PREVIOUS TERM: _____

PROVIDE A BRIEF EXPLANATION OF YOUR INTEREST IN THIS
POSITION: NOT enough people showing up for
meetings Delaying votes and rulings

SIGNATURE OF APPLICANT: Paul Henriques
8/26/11

PLAN FOR LONG TERM OPERATION OF THE PORTSMOUTH DOG PARK

Portsmouth Town Council



Department of Parks & Recreation (when formed)



Friends of the Dog Park Committee

(Possibly a 501©3 organization to be created when Dog Park opens)

- 1) Set goals for maintenance and expansion
- 2) Fundraise for services and special projects: expected annual income total \$7,200
 - * Annual Fun Run * Annual Pup-Tail Party * Photos with Santa (Domina's Agway)
 - * Pet Washes * Fence and bulletin board advertising * Memorial Bricks & Plaques
- 3) Arrange for services:
 - Hire Campground contractor for mowing, trash removal (Apr. – Oct) 26 x \$400 = \$10,400
 - DPW – trash removal (November – March only)
 - Landscaping upkeep by volunteers
 - Order trash bags, mutt mitts, etc. \$300
- 4) Provide oversight of rules, regulations and policy
- 5) Develop volunteer opportunities at the park, such as maintenance teams, docents/greeters, pooper scoopers, etc.
- 6) Plan Special projects, which could include:
 - * Agility training area * Water play feature * Memorial Meditation Garden
 - * Dog training classes * Dog Bathing area (fee charged)

Town of Portsmouth will provide:

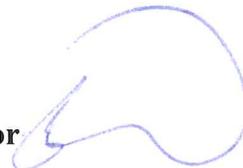
- Liability insurance under umbrella plan
- Utilities (electric and water)
- Trash pick-up, winter months only
- Emergency maintenance (such as tree or large limbs falling into park, serious vandalism). Reimbursement to be made ASAP.
- Provide base budget for committee of \$3,500 annually, to supplement fundraising, as needed.
- Oversight and guidance.

Estimated Annual total income: \$10,700

Estimated Annual total expenses: \$10,700

OB.
CORR. 1

TO: School Committee Members
Town Council Members

FROM: Ana C. Riley, Superintendent
Rich Rainer, Town Administrator 

RE: Outsourcing of Facilities/Maintenance Director

DATE: March 8, 2016

A discussion that has come out of our regular meetings has been the desire to align common needs of both the schools and the town departments. Facilities/Maintenance is ripe for this opportunity. On the school side we find ourselves at the end of our contract with Don Davidson who will be retiring this summer and on the town side a DPW already overburdened with road work and not enough time to focus on Facilities/Maintenance. Jim Lathrop connected us to the Facilities/Maintenance Director in Westerly who is an employee of a national organization (Aramark). In our meeting with him we recognized many opportunities that working in a similar situation would benefit both the schools and town departments.

Subsequently, Rich visited Manchester, NH where the Director is shared between Town and School and then both Chris and Rich visited Westerly, RI where the Director works for the School Department. Both visits were very impressive and encouraged us all to continue in pursuit of this endeavor.

Our vision is that the Director would be housed in the School Administration building but would be responsible for supervising both School and Town, custodial and maintenance staff. The Town would cost share the Director at a 40/60 split. This position brings with it a high level of expertise in logistics and management. In addition they would provide regular professional development and training to our staffs.

Point Paper
Human Resources Management / Organization Study

Background

- D. I. Jacobs Consulting Company was retained by the Town of Portsmouth to conduct a review and analysis of the organization and management of human resource services including the utilization of information technology to improve the cost effectiveness, efficiency, accountability, transparency and consistency of this function of the Town.

Bottom Line Up Front

- *“Compared to other municipal clients and industry-standard management practices, the provision of human resource services and specifically the administration of employee benefits in the Town of Portsmouth is **relatively well managed, relatively cost-efficient and effective in meeting most performance expectations.**”*

Summary

- Project methodology included:
 - Confidential surveys.
 - Meetings with project manager.
 - Evaluation of current management practices and utilization of technology.
- A SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis was conducted based on information from internal (staff) and external (client) sources.
- A final report listing recommendations for improvement was prepared based on this analysis.
 - It focused on improving effectiveness and level of accountability of the human resource function in the Town.
 - Recommendations were presented in priority order:
 - Essential: Immediate action or essential activity (1 year horizon).
 - Important: 12 to 15 month horizon.
 - Useful: Good ideas to be implemented as time and/or funding allows.

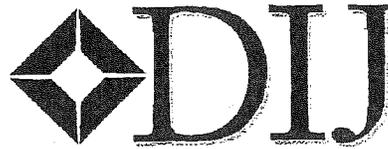
Findings and Discussion

- **Essential:**
 - *Establish a Human Resource Function*
 - STATUS: Concur - in progress.
 - Approved in latest PMEA (Town Hall employee Union) contract negotiation.
 - Current Benefits Coordinator position will transition to a Human Resource Officer position
 - Will take place upon retirement of current Benefits Coordinator.
 - Human Resource position will transition from the Finance Department and become a direct report to the Town Administrator.
 - Report also recommends the Town:
 - Examine the feasibility of establishing one payroll system between the School and the Town.
 - Concur in principle. We will examine if this is possible and appropriate.
 - Consolidate all of the Town’s financial functions in one department
 - In progress.

- *Update the current Classification and Compensation Plans*
 - STATUS: Concur – complete.
 - Completed in latest PMEA CBA.

- **Important:**
 - *Review and Update Town Personnel Policies*
 - STATUS: Concur.
 - Plan is to undertake a review and update all current personnel policies in the next fiscal year.

- **Useful:**
 - *Establish an Employee Performance Management Program*
 - STATUS: Concur – Ongoing.
 - The Town does have a Performance Management policy:
 - Current system is cumbersome and not adhered to.
 - Needs to be simplified, monitored and enforced.
 - Plan to undertake update and revision in next fiscal year.
 - *Develop and implement a Town-wide employee training program*
 - STATUS: Concur - Under development.
 - Working with RI Trust to development annual employee training program.
 - Working to incorporate Technological training as subset of future Technology Master Plan.
 - *Undertake a market benefits study to ensure competitiveness of current benefits*
 - STATUS: Adopting a different approach.
 - It is not just about benefits:
 - It is about recruiting.
 - Undertaking a review of what we do to recruit the best people.



Management Consultant Services

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Serving Cities and Towns for 25 Years



PORTSMOUTH
*Proud Heritage
Bright Future*

Town of Portsmouth, Rhode Island

Human Resources

Management/Organization Study

Final Report

August 31, 2015

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D I Jacobs Consulting Company

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August 31, 2015

Mr. Richard A. Rainer, Jr.
Town Administrator
Town of Portsmouth
Town Hall, 2200 East Main Road
Portsmouth, Rhode Island 02871

RE: Human Resources Organization Management Report

Dear Mr. Rainer:

I am pleased to submit for your review and comment, the enclosed human resources Organization and Management Study Report

I hope that the recommendations contained in this report will provide a road map and template to improve the level of accountability and effectiveness regarding the provision of human resource services in Portsmouth.

As with any organization, there is always room for improvement. While studies of this nature tend to be viewed in a critical manner, no criticism of any individuals is intended, nor should any be implied by the findings and recommendations that are contained in this report.

The recommendations that are contained in this report should be viewed as one step in the development of a Town-wide, integrated human resources strategic master plan that will enable the Town to provide these vital services in a more cost effective, and efficient manner consistent with the mission, vision, and fiscal constraints of the Town.

We would welcome the opportunity to meet with you and members of the Town Council and your staff to discuss the findings and recommendations in the enclosed report in more detail.

Sincerely,
D I Jacobs Consulting Company


Donald I. Jacobs, Principal



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Town of Portsmouth, Rhode island
Human Resource Management and Organization Study

EXECUTIVE SUMMARY

OVERVIEW OF THE PROJECT

The Town of Portsmouth ("Town") in an on-going effort to improve the provision of municipal services retained the services of D.I. Jacobs Consulting Company to conduct a comprehensive review and analysis of the organization and management of human resource services including the utilization of information technology to improve the cost effectiveness, efficiency, accountability, transparency and consistency of this vital function of the Town.

The purpose or goal of this study was to review and evaluate the Town's human resource function and not individual employees. While organizational studies tend to be viewed as critical in nature, no criticism of any individual employees or local officials is intended, not should the findings or recommendations imply any.

We are mindful that in our experience, all organizations are in need of continuous, on-going improvement. The recommendations that are contained in this report are intended to make a good organization even better by improving the **effectiveness** and the level **accountability** of the human resource function in the Town of Portsmouth.

SCOPE OF WORK

This study included the following specific objectives or tasks:

1. Conduct a comprehensive review of all current personnel policies, administrative practices and personnel forms;
2. Review the utilization of technology including the payroll software system;
3. Conduct a series of individual and group meetings with department heads and staff;
4. Conduct a confidential department head and employee survey regarding the provision of personnel services; and
5. Prepare a final report including recommendations for improvement on a short and long-term basis that are specific, measurable and time bound.

Human Resource employee survey responses have been organized in to the following components:

1. Employee Relations and Work Place Diversity
2. Human Resource Administration
3. Information and Communication
4. Management and Supervisory Competence
5. Employee Involvement and Receptivity to Change
6. Career Development and Training
7. Compensation and Benefit Administration and Management



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**Town of Portsmouth, Rhode island
Human Resource Management and Organization Study**

PROJECT METHODOLOGY

The study team utilized a variety of approaches to conduct this study as follows:

- **Maximize the input of Town staff and local officials**

The project team met with Town and School staff including department heads as well as employees who are directly engaged in the provision of human resource services.

A confidential employee survey was conducted. The objective of the survey was to provide employees an opportunity to express their concerns or opinions regarding the quality and effectiveness of human resource services. A copy of the survey instrument and a summary of the survey results is included in this report.

- **Conduct regular meetings with the Town's Project Manager**

During the course of the study, meetings were held with the Finance Director who served as the Town's Project Manager as necessary so that actual issues were reviewed and discussed in a timely manner as they arose during the course of the study. These meetings served as a basis for the Consultant to collect pertinent information and documents and to gain both a historical perspective and a thorough understanding of past, present and future issues pertaining to the provision of human resource services.

- **Analyze the provision of human resource services**

Evaluate the efficiency and cost effectiveness of the current management and administration of human services, including the organization structure, staffing, policies and standard operating procedures..

The project team reviewed the City's utilization of technology including payroll that is currently in place with respect to several key questions:

- Are information systems and infrastructure in place to provide cost-effective, efficient human resource services?
- Are management systems in place to effectively evaluate, monitor and measure human resource issues (i.e. performance management, leave accrual etc)?
- Is personnel data readily available in a secure, timely and accurate manner, and in sufficient detail?

The report which follows is the result of three (3) months of data and information collection and meeting with the administration and staff of the Town of Portsmouth. This analysis has included current as well as future demands for human resource services, staffing levels, standard operating practices and policies and identifies specific areas of improvement for the Town Administrator and Town Council to consider on both a short and long-term basis.



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Town of Portsmouth, Rhode island
Human Resource Management and Organization Study

HUMAN RESOURCE MANAGEMENT ISSUES

As we do in all of our Management and Organization studies, we reviewed the following management issues in order to address issues and topics in the scope of the project.

Governance

1. Legal structure/form of government/ role of departments
2. Role of the governing and advisory boards and committees
3. Policy making and decision making process
4. Identification of and compliance with legal, regulatory and policy requirements

Service Delivery Structure

1. Organization location of services and activities
2. Interdepartmental cooperation among town and school government departments
3. Alternative service delivery opportunities (internal, contracts, privatization)

Planning

1. Strategic planning process
2. Town and department vision, values, mission, strategies, goals, objectives and measurement standards
3. Operating budget, documents, and oversight

Management and Organization Practices

1. Management organization structure
2. Internal workings of the management team (exempt and non-exempt)
3. Management reporting and communications
4. Documentation of policies and administrative operating procedures
5. Customer and stakeholder relations and communications

Operations Management

1. Work planning and scheduling
2. Unit and crew organization and staffing
3. Job classifications horizontally (across departments) and vertically within a department
4. Activity and performance reporting and analysis

Resource Management

1. Human resource policies and standard operating practices
2. Training and career development
3. Safety and risk management
4. Employee and labor relations
7. Computer and technology applications (hardware and software)
8. Records management including documents, mapping, GIS etc.



Town of Portsmouth, Rhode island
Human Resource Management and Organization Study

RESULTS OF EMPLOYEE INTERVIEWS AND SURVEYS

SWOT ASSESSMENT

This section of the report summaries issues affecting the provision of human resource services that have been gleaned from employee interviews and survey responses organized in to the following categories:

- **Strengths:** What does the Town or department do well?
- **Weaknesses:** What needs to be changes or improved?
- **Opportunities:** What positive or ides are on the horizon?
- **Threats:** What situations or events would make the wheels fall off?

A summary of the survey results are included in the Addendum section of this report.

SWOT Issues from Town Officials and Department Heads

Strengths

1. Customer service generally and responsiveness to staff complaints
2. Dedicated, competent benefit administration staff; good teamwork
3. Competitive benefit package

Weaknesses

1. Level of staffing: lack of HR Director and staff back-up
2. Utilization of technology: payroll input is done manually; manage of leave accrual;
3. Lack of updated, comprehensive, town-wide HR policies
4. Lack of performance management program including measurement standards

Opportunities

1. Establish a human resource position
2. Utilization of technology: utilize ADP system to full extent
3. Establish a town-wide training program
4. Review and update current Classification and Compensation Plans

Threats

1. Current culture is adverse to change
3. Lack of funding for training and/or new positions



Town of Portsmouth, Rhode island
Human Resource Management and Organization Study

SWOT Issues from Employees

Strengths

1. Customer service and responsiveness to complaints and service requests
2. Dedicated benefit administration staff (teamwork and work ethic)

Weaknesses

1. Lack of staff back-up
2. Utilization of technology: payroll process is manually driven
5. Lack of performance management program including measurement standards
6. Lack of consistent, town-wide employee training
7. Lack of uniform administrative policies
8. Compensation needs to be linked to job duties and level of responsibility
9. Personnel polices and procedures need to be reviewed and updated

Opportunities

1. Develop a Town Employee Handbook
2. Establish a Human Resource or Personnel Director position

Threats

1. Lack of funding for training and a new position
2. Lack of management consistency and effectiveness



**Town of Portsmouth, Rhode island
Human Resource Management and Organization Study**

FINDINGS AND RECOMMENDATIONS

This section of the report presents DIJ's overall assessment of the Town's human resource function and highlights the major findings, issues, opportunities and recommendations to manage the provision of these services in a cost effective, transparent and consistent manner.

Overall Assessment of the Human Resource Function

Compared to other municipal clients and industry-standard best management practices, the provision of human resource services and specifically the administration of employee benefits in the Town of Portsmouth is **relatively well managed, relatively cost-efficient and effective in meeting most performance expectations**. Based on the results of the employee and department head surveys that were administered, the current level of human resource services and related programs generally have the support of Town managers and employees.

However, as described below, in addition to the administration of employee benefits, there are specific improvements that can and should be made to the planning and management of human resource services.

The findings and recommendations listed below are organized by functional area and a priority has been assigned for the implementation of each recommendation.

- 1 = Essential Recommendation: Recommendations requiring immediate action or an essential activity and therefore should be implemented within one- (1) year;
- 2 = Important Recommendation: These recommendations should be implemented within a 12 to 15 month period;
- 3 = Useful recommendation: Implementation of these recommendations would result in more efficient, effective personnel services and therefore should be implemented as time and/or funding allows.



Town of Portsmouth, Rhode island
Human Resource Management and Organization Study

FINDINGS

PRIORITY

1. Establish a Human Resource Function

1

To improve the consistency and effectiveness of human resource services, it is recommended that the current Benefit Coordinator position, should be established as a non-union administrative position, and re-tilted as Personnel Services Administrator under the direction of the Town Administrator. Please see the enclosed proposed Town Administrator department organization chart and a draft job description regarding the essential functions and minimum qualifications for this position .

The proposed Personnel Administrator position should be charged with the responsibility of administering the provision of human resources for the Town. At the present time, with regard to the provision of human resource services, the Town with approximately 110 full-time equivalent employees and the School department with approximately 300 full-time equivalent employees function for the most part independent of one another with separate payroll systems (Town-outsources payroll; and the School department- in-house). It is recommended that further study be undertaken to determine ways in which the Town and School department could work more effectively together regarding the provision of human resource services including the possibility of establishing one (1) payroll system.

Please note that it is recommended that the processing and administration of Town benefits continue under the direction of the Finance Director as part of the Finance Department. During the course of this study, in reviewing the role of the Finance Director in over seeing the provision of human resource services, the consultants were made aware that the Assessing function currently reports directly to the Town Administrator. It is recommended that all of the Town's financial functions (property assessment, collections, treasury and accounting) be under the direct supervision of the Finance Director. This will the added advantage of enabling the Town Administrator to assume the direct responsibility for overseeing the provision of human resource services.

2. Establish an Employee Performance Management Program

3

Develop and implement a consistent employee performance evaluation program to enhance communication between employees and the Town and document employee performance in an accurate comprehensive manner based on job duties, objectives and skills.

3. Update the current Union and Non-Union Classification and Compensation Plans

1

Current job descriptions are not up-to-date and do not accurately describe what employees are required to do (essential functions) and the minimum qualifications (knowledge, ability and skills) that are required to carry out job duties. In addition, the Town currently pays both



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Town of Portsmouth, Rhode island Human Resource Management and Organization Study

positions and employees in an inconsistent manner based on market competitiveness as well as an employee's years of service in a position and merit.

It is recommended that the Town conduct a Classification and Compensation Study for both union and non-union positions to establish and maintain internal and external equity enabling the Town to pay employees in a fair (consistent) and equitable (competitive) manner.

Although there does not appear to be any issues with regard to the designation of exempt and non-exempt employees, an analysis to ensure that the eligibility for overtime is being administered in accordance with federal laws has not been conducted in recent years. Therefore, it is recommended that the Classification and Compensation Study include a review of all positions with respect to being exempt or non-exempt from overtime. Additionally, meal and break periods should be reviewed for consistency and compliance with law.

4. Develop and implement a Town-wide employee training program 3

The Town does not have a Town-wide training program. Training is particularly important for supervisors in the areas of discrimination, performance appraisal and progressive discipline.

It is recommended that the Town establish a coordinated, town-wide employee training program with particular attention to supervisory training in order to improve the effectiveness and efficiency of employees and the quality of municipal services provided.

5. Benefits 3

Portsmouth is in full compliance with applicable laws relating to the administration of benefits. The Town and School department has a contractual relationship with a benefits administration firm and is in the process of reviewing the Town's health insurance program.

It is recommended that Town under take a market benefits study to ensure that current benefits are competitive with the market place.

6. Review and Update Town Personnel Policies (Chapter 45) 2

While the Town has some of the required basic policies, such as Sexual Harassment and Discrimination, it does not have many required policies such as Workplace Safety, Alcohol and Drug Use, Conflict of Interest, Political Activity, Personal Use of Equipment and Facilities, Central Personnel File Retention, Whistleblower Protection, Telecommunications, Technology, Social Media, Conduct, Dress Code, Compensation, Domestic Violence etc.

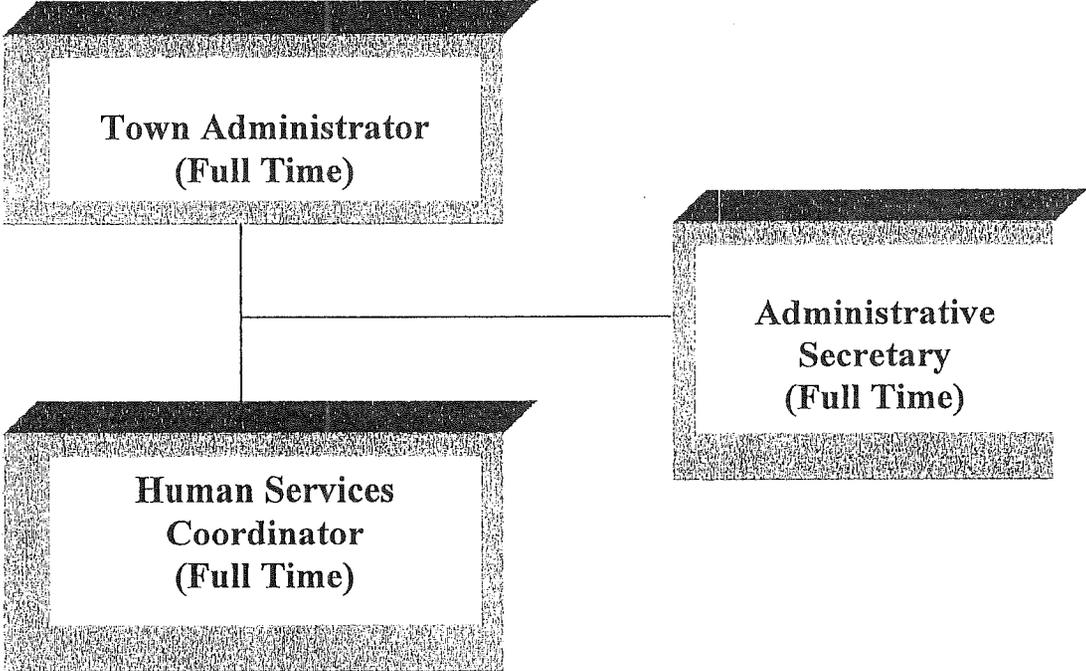
It is recommended that a study be undertaken to review and update all current personnel policies an Employee Handbook to improve communication between employees and the Town.



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Addendum Section

**Town of Portsmouth, Rhode Island
Town Administrator Department
Proposed Organization Chart**



**Town of Portsmouth, Rhode Island
Draft Job Description**

*PHIL
LAWSON
SPPSP
ACI*

Position Title:	Personnel Coordinator	Grade Level:	
Department	Town Administrator	Date:	
Reports to:	Town Administrator	FLSA Status	

Statement of Duties: The Personnel Coordinator is responsible for the development and administration of Town-wide human services including labor relations, employee health benefits, recruitment and training and the classification and compensation of positions as well as the provision of personnel benefits in accordance with Town, State, and Federal rules and regulations. The employee is required to perform all similar or related duties.

Supervision Required: Under the administrative direction of the Town Administrator, the employee works from organizational policies and objectives, establishing short-range plans and objectives, personal performance standards, and assumes direct accountability for department results. Employee consults with the Town Administrator where clarification, interpretation, or exception to organizational policy may be required. The employee exercises control in the development of departmental policies, goals, objectives, and budgets. The employee is also expected to resolve all conflicts that arise and coordinate with others as necessary.

Supervisory Responsibility: The employee is responsible for the direct supervision of a department, including service delivery, training, evaluating and disciplining of subordinates, and budget development and control; employees work at the same location and the same work schedule. The employee hires, disciplines, and evaluates personnel performance.

The employee is responsible for the direct supervision of one (1) full-time employee who works at the same location and the same work schedule. The numbers of employees supervised is relatively stable and is not subject to seasonal fluctuations. Work operations are not subject to substantial cyclic or seasonal fluctuations or substantial changes in work procedures.

Confidentiality: The employee has regular access to department-wide confidential information including collective bargaining, law suits, and employee records in accordance with the State Public Records law.

Judgment: Work is performed based on administrative or organizational policies, general principles, legislation, or directives that pertain to the Human Resources department and the provision of personnel services for all employees. Extensive judgment and ingenuity is required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, determining how they should be applied, and in developing operating policies and practices.

Complexity: Work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for

Town Administrator Department
Personnel Coordinator
8/26/15

Town of Portsmouth, Rhode Island
Draft Job Description

application to the work, recommending and writing policies, standards, or criteria.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee is required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Relationship: Employee has constant interaction with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee represents to the public the provision of personnel services on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Accountability: Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department services or programs, have extensive financial and/or legal repercussions, and adverse public relations to the Town.

Occupational Risk: Occupational risk exposure to the employee in carrying out essential functions of the position is similar to that found in typical indoor or office settings.

Essential Functions:

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

Oversees and participates in the development and provision of Town-wide personnel services, policies and manuals including recruitment, compensation, classification of positions and the provision of benefits to employees and retirees. Responsible the safekeeping of all employee official personnel files and designated as the official keeper of employee personnel records.

Serves as the Town's worker's compensation agent; meets with insurance representatives, department heads and union committees to review workplace safety, claims, and benefits and establishes procedures for implementation and training programs for safety and claims.

Serves as a member of the Town's Collective Bargaining Team in the coordination, negotiation and implementation of collective bargaining agreements including overseeing the provision of disciplinary actions as necessary.

Town Administrator Department
Personnel Coordinator
8/26/15

Town of Portsmouth, Rhode Island
Draft Job Description

Administers unemployment compensation services for the Town and the School.

Serves as the Town's Affirmative Action Officer to ensure compliance with Equal Opportunity and Affirmative Action rules and requirement.

Oversees the administration of the Town's delegated duties in accordance with the State Civil Service law for those non-tested positions within the municipal service.

Ensures that the Town is in compliance with all local, state and federal personnel laws, rules, and ordinances including ADA, civil rights, and the FLSA.

Directs recruitment and hiring activities, including the posting of vacancies, preparation of advertisements, screening of applicants, administering written examinations and other tests, assisting department heads in selecting and interviewing candidates, presenting recommendations to the Town Administrator and Board of Selectmen, arranging pre-employment physicals and conducting new employee orientations. Conducts exit interviews as needed or directed.

Develops and implements a wide range of employee training programs and identifies training needs for appropriate employee development.

Serves as the Town's liaison to the Employee Assistance Program (EAP).

Reviews and approves all personnel actions including entry onto the Town payroll, wage/salary adjustments, and disciplinary actions.

Serves as the Town's A.D.A. coordinator and conducts investigations to ensure Town compliance.

Required to maintain the Town position classification and compensation plans and related policies in accordance with town Bylaws, collective bargaining agreements, personnel rules and regulations, federal and state statutes. Evaluates and makes recommendations to the Town Administrator with regard to classification and compensation actions. Works with department heads to update job descriptions and to conduct periodic salary and benefit surveys of the market place.

Responsible for the administration of various employee benefit programs, including health, dental, life and disability insurance, workers compensation, retirement, deferred income and employee assistance programs.

Counsels employees, advises department heads, reviews performance evaluations, investigates personnel problems and disciplinary issues, etc. Serves as the Town's Sexual Harassment Grievance Officer and represents the Town at grievance hearings, meetings and seminars as directed.

Town Administrator Department
Personnel Coordinator
8/26/15

**Town of Portsmouth, Rhode Island
Draft Job Description**

Conducts special projects and other assignments as needed or directed to improve personnel administration and employee morale within the Town.

Required to attend training programs and seminars in order to maintain knowledge of applicable local, state and federal laws pertaining to the provision of human resource services and programs.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree in Public Administration, Business Administration or a related field; a minimum of five to seven (5-7) years of work experience preferably in the municipal personnel field; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid Motor Vehicle Driver's License.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of relevant municipal local, state and federal personnel laws, practices and regulations pertaining to municipal employees; knowledge of Town department operations and services. Knowledge of accepted personnel practices and procedures regarding the classification of positions and compensation of employees. Knowledge of State Civil Service and various Federal rules and regulations including civil rights and A.D.A. In depth knowledge of worker's compensation and unemployment insurance regulations and employee benefits including leave provisions, collective bargaining agreements, and insurance (health, life, dental etc.) including the costing of these issues. Knowledge of office and payroll software applications as well as web site, social media and web site technology in support of department operations.

Abilities: Ability to supervise employees; ability to develop, implement and monitor the effectiveness of a wide range of personnel services and policies. Ability to work effectively with confidential, sensitive information. Ability to work effectively with disgruntled employees. Ability to mediate employee concerns and enforce personnel rules and regulations in an impartial manner.

Skill: Proficient written and oral communication skills. Excellent personal computer hardware and software programs including word processing and spread sheet applications. Proficient customer service and employee interviewing skills.

Town Administrator Department
Personnel Coordinator
8/26/15

**Town of Portsmouth, Rhode Island
Draft Job Description**

Physical and Mental Requirements

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

Physical Skills: Little or no physical demands are required to perform the work. The employee is required to lift, push, or pull office equipment.

Motor Skills: Duties require the employee to utilize basic motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment.

Visual Skills: Employee is required to constantly read documents for general understanding and analytical purposes. The employee is rarely required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Town of Portsmouth, Rhode Island

Employee Personnel Service Survey

In response to a series of questions pertaining to a range of human resource issues employees were asked to respond to whether that "Agree", "Disagree" or are Undecided.

The following is a summary of the categories of the human resource employee survey:

Employee Relations and Workplace Diversity: The degree to which employees feel that the Town communicates personnel policies/procedures; and implements strategies to prevent harassment and discrimination in the workplace to create a healthy, productive and inclusive work environment.

Employees expressed concern regarding the need for the Town to recognize and respond to issues of discrimination and/or harassment in a timely manner. The general consensus was that this issue was a weakness and therefore needs to be improved.

A	D	U
79%	12%	9%

Human Resource Administration: The extent to which employees believe that personnel services (i.e. record keeping, recruitment, interviewing, promotions, corrective action, performance management, etc) are being administered effectively.

The employees overall rating of this component was good. Employees stated that they know who to contact re personnel issues and that changes in personnel policies are communicated in a timely and clear manner. Concerns were expressed regarding the accuracy of information contained on paychecks. The general consensus was that human resources are administered effectively and is a strength of the organization.

A	D	U
78%	12%	10%

Information and Communication: The extent to which employees feel that they receive important and useful personnel policies and procedures including Federal and State labor laws and/or State Civil Service regulations in a timely and accurate manner.

Employees stated that they are familiar with personnel policies and procedures and that information is provided to them in a timely manner. Concerns were expressed regarding the need to update current personnel policies and standard operating procedures. The general consensus was that this issue is an area of human resources that can be improved.

A	D	U
73%	33%	4%



Town of Portsmouth, Rhode Island

Management and Supervisory Competence: The extent to which employees have confidence in the knowledge, ability and supervisory skills of their managers to identify training needs, prevent workplace discrimination or harassment, and to maintain productive working relationships.

Employees stated that department heads were knowledgeable of personnel policies and practices and they were comfortable going to department heads or the Human Resource department if they have a question and/or concern regarding human resources. The general consensus was that this issue is a strength of the organization. Employees stated that they are encouraged by their department heads to express their concerns. Concern was expressed regarding the timeliness of resolving conflicts and that disciplinary action was not managed effectively.

A	D	U
79%	10%	11%

Employee Involvement and Receptivity to Change: The extent to which employees feel that managers are interested in identifying and solving personnel issues such as corrective discipline, workplace discrimination or harassment and that the people in their work group function as a team. The degree to which employees feel that their department and/or the Town consider their viewpoint important and corrective actions are taken in a timely, effective manner; The extent to which employees perceive the Town as open and receptive to change in personnel policies and/or procedures.

Employees expressed concern that they are not asked for input when personnel procedures or policies are being developed before a change is made and when conflicts arise they are not handled in a timely or constructive manner. Employees expressed concern re the current culture not being receptive to change and the lack of funding. This is an issue that employees felt is a weakness and therefore in need of improvement.

A	D	U
60%	25%	15%

Career Development/Training: The degree to which employees feel that career advancement is managed effectively and that skill training is readily available to those who are qualified and seek it.

Employees felt that there is a clear need to improve the quality, type and consistency of skill development and career training. Employees expressed concern regarding the fairness of the Town's promotion procedures. This is an area that employees felt was a weakness and in need of improvement.

A	D	U
64%	17%	19%



Town of Portsmouth, Rhode Island

Compensation and Benefits: The degree to which employees feel that the Town has established standards and processes to develop and communicate internal compensation policies and programs; and establish internal controls to ensure accuracy, confidentiality and consistency of compensation and benefit programs.

Employees expressed a concern that an employee's salary compensation is not always based on what they are required to do and does not take in to consideration an employee's performance. It was understood that this issue must be dealt with through the collective bargaining process and in accordance with the State Civil Service system. Employees also stated that job descriptions were not up-to-date and did not accurately describe what they currently are required to do. Concern was also expressed regarding the accuracy of information contained on their paychecks. Employees stated that the Town offers a quality benefit program. This is an area that employees felt was a weakness and in need of improvement.

A	D	U
80%	15%	5%



Town of Portsmouth, Rhode Island

HUMAN RESOURCES SERVICE SURVEY

The Town of Portsmouth has retained the services of D.I. Jacobs Consulting Company, a municipal consulting firm, to conduct a review and analysis of current human resource services including personnel policies, procedures and resources. The questions below are intended to provide an opportunity for you to express your opinion regarding the adequacy and effectiveness of how human resources services are provided today in Portsmouth.

Please answer all questions and circle the response that best expresses your opinion (only one response per question). Please remember:

This is not a test – There are no right or wrong answers. Just mark the answer below that you feel best describes the current situation.

Individual answers are confidential - No one will know how you marked your survey. Only the consultants will see your survey response and will include No Names!

You will receive feedback on the overall results of the survey – The results of the survey will be compiled by organizational categories, then report back to you the results of the survey.

	A – Agree	D – Disagree	U - Undecided
1. Personnel policies are communicated effectively to me in a regular and timely manner.			A D U
2. The Town is committed to creating a healthy, productive workplace.			A D U
3. The Town is committed to preventing harassment and discrimination in the workplace.			A D U
4. My department head is knowledgeable of ways to prevent harassment or discrimination.			A D U
5. Employees are encouraged to express concerns about harassment and/or discrimination concerns.			A D U
6. Changes in personnel procedures and policies are communicated to me in a timely and clear manner.			A D U
7. The Town’s complaint procedure is administered effectively for reporting instances of potential harassment, intimidation, or discrimination.			A D U



Town of Portsmouth, Rhode Island

- | | | | | |
|-----|--|---|---|---|
| 8. | If I have a question about a personnel policy or benefit I know who to contact. | A | D | U |
| 9. | I believe that the Town offers a quality benefit program (i.e. health insurance, life insurance, disability, sick etc.) | A | D | U |
| 10. | The Town has communicated various Federal, State, local labor laws or regulations to me in a timely manner. | A | D | U |
| 11. | The Town effectively manages the recruitment and hiring of new employees. | A | D | U |
| 12. | The Town provides regular career and skill development training for employees. | A | D | U |
| 13. | The people in my work group understand how the goals of our group fit into the goals of the Town. | A | D | U |
| 14. | I believe that my supervisor or department head has effective supervisory skills. | A | D | U |
| 15. | My job description is up-to-date and accurately describes What I am required to do. | A | D | U |
| 16. | In our department, we have good ways for dealing with little problems before they become big ones. | A | D | U |
| 17. | I feel that I am compensated based on what I am required to do | A | D | U |
| 18. | Disciplinary actions are administered in a fair manner. | A | D | U |
| 19. | In my department, promotions are usually given to the people who deserve them, regardless of how long they've been here. | A | D | U |
| 20. | My department head is someone I can go to if I have a question or concern regarding a personnel or benefit issue. | A | D | U |
| 21. | In our work group, we don't hide our problems, we get them out in the open and solve them. | A | D | U |
| 22. | The information reported on my paycheck is up-to-date and accurate including leave accrual. | A | D | U |
| 23. | My performance is evaluated in a consistent, fair manner | A | D | U |



Town of Portsmouth, Rhode Island

- | | | | | |
|-----|--|---|---|---|
| 24. | I am familiar with the Town's personnel policies and procedures | A | D | U |
| 25. | When new personnel procedures or policies are being developed, I am asked for my input before a change is made. | A | D | U |
| 26. | Our department plans for the future by preparing people for future positions through training and education. | A | D | U |
| 27. | Many times, it takes a crisis in order to get anyone to pay attention to our concerns or problems. | A | D | U |
| 28. | Most of the information I get about human resource benefits and/or policies comes from the "grapevine." | A | D | U |
| 29. | When conflicts arise in our work group or between our group and another, they are handled in a timely and constructive way. | A | D | U |
| 30. | It is hard to make changes to human resource policies or procedures; most people have just learned to accept things the way they are. | A | D | U |
| 31. | In our department, employees are encouraged to be open about their opinions about work-related problems. | A | D | U |
| 32. | There is not enough emphasis on career and skill training. | A | D | U |
| 33. | Consideration is given to a person's knowledge, skill and ability before they are promoted. | A | D | U |
| 34. | I would prefer to be compensated based on my performance rather than getting the same pay increases as everyone else. | A | D | U |
| 35. | Goals and objectives of my department are clear, understood, shared by all, and are related to the work that I and others do. | A | D | U |
| 36. | The information that I need regarding the Town's benefit programs including changes or updates when they occur is made available to me to a timely manner. | A | D | U |
| 37. | My department head is someone that I can go to if I have a problem; if not, then I feel that I can go to the Human Resource Department for assistance. | A | D | U |
| 38. | I am provided with sufficient training and resources to do my job. | A | D | U |
| 39. | I am provided with sufficient time to complete my work. | A | D | U |



Town of Portsmouth, Rhode Island

- 40. Have you witnessed any verbal and/or physical conduct that denigrates or shows hostility toward an individual because of his/her race, color, religion, national origin, age, disability or sexual orientation? A D U

- 41. Have you heard comments regarding a person's ability or have you observed treatment or behavior that may suggest favoritism? If so, please provide a brief description in the space provided below or on a separate sheet of paper. A D U

Please provide additional comments below regarding what you feel are the strengths of human resources (i.e. things that you feel that are done well today and need to be preserved or protected as well as specific human resource services, policies and/or practices that you feel need to be improved or expanded. Please feel free to use additional sheets of paper if necessary.

HUMAN RESOURCES



Town of Portsmouth, Rhode Island

SWOT ASSESSMENT FORM

Strengths: What are the major strengths and accomplishments of the human resource services today? What needs to be continued, preserved and/or protected?

(a) _____

(b) _____

(c) _____

Weaknesses: What current human resource services, policies, procedures need to be improved or modified?

(a) _____

(b) _____

(c) _____

Opportunities: What human resource services, policies, operating practices, staffing etc that do not exist to day need to be added, expanded and/or enhanced ?

(a) _____

(b) _____

(c) _____

Threats: What event or circumstance would prevent the Town from implementing any changes to providing effective human resource services? What would make the wheels fall off?

(a) _____

(b) _____

(c) _____



NB

Richard A. Rainer

From: James Lathrop <jlathrop@portsmouthri.com>
Sent: Friday, November 20, 2015 1:10 PM
To: Richard A. Rainer
Cc: Fung Chan; Kevin Gavin
Subject: Memo Other Funds
Attachments: memosprerevfund.doc

Rich,

Attached is a memo for your review. After review by solicitor we request that this be put on agenda to update council and for their action.

Jim



James Lathrop, CPA
Deputy Town Administrator/Finance Director
Town of Portsmouth, Rhode Island

401 643-0308 office
401 533-4899 cell



Memo

October 30, 2015

To: Rich Rainer, Town Administrator
From: Jim Lathrop & Fung Chan
Subject: Non General Fund Accounts

Besides the General Fund, Capital Fund and Various Enterprise Funds, municipalities have special revenue and agency funds.

Portsmouth currently has over 70 of such accounts on the Town side. The Finance department has been slowly closing funds that no longer are used, combining funds when appropriate, and accessing available funds for approved uses when available.

This memo is to update you on these funds and request that you present our recommendations for actions on various funds.

Recommendation:

Sherman Trust \$16,410.24: This Trust was created to fund needs of sick and invalids under the care of Portsmouth District Nursing Association.

These funds came to the Town as a result of the death of Ernestina Long and the termination of the Sherman Trust. We have discussed this with the Town's auditor.

Other municipal clients of theirs have reallocated these funds to a use of a similar nature. Their recommendation would be ambulance supplies and equipment.

Action Requested: Council approve use of these funds to purchase supplies and equipment for the Town Ambulances.

Cemetery \$139,974.65: This fund has had no activity for years. In most cases these funds were set up for reoccurring upkeep of specific types of Town property. The Town of Portsmouth does not own or maintain any cemeteries. We have discussed this with the Town's auditors and suggest possible use would be recurring type maintenance we have on other Town property.

Action Requested: Council approve use of these funds for maintenance and upkeep expenses of public parks and playgrounds.

CDBG 2004-2011 \$28,181.00: These are funds from previous CDBG grants where the expenditures were charged off as operating expenditures and not properly posted to these funds. This action resulted in a reduction of fund balance.

Action Requested: Council approve transfer of these funds to Town's Fund Balance.

Bench Fund \$3,866.05, Town Commons \$288.50, Haskins \$3,714.91, Conservation Commons: \$100. These funds have not had activity and were set up to address various maintenance issues.

Action Requested: Funds be transferred to Recreation Department for use related to Bathhouse Renovations.

Fire Alarm \$21,077.46 Fire Plan Review \$42,453.84, Smoke Detector \$39,043.80:

These are funds that are generated from services performed by the Fire Marshal. \$30,000 of these funds are included in FY 16 budget to be transferred to the General Fund as part of the agreement to restore the Fire Marshal position.

Action Requested: Council approve that future revenue of this nature will go to the General Fund, as cost of Fire Marshall is paid by General Fund. The balance of these funds be transferred to the General Fund with half being transferred in FY 17 and the remainder in FY 18

Inactive Funds with balances (positive or negative) of less than \$1,000

Action Requested: Close and combine and the net amount be transferred to general fund as Misc revenue

Portsmouth RI

Other Funds (does not include capital, deposit & agency, impact fees, pass through, and police grant funds)

Special Revenue

Fund	Title	Amount
12	Sherman Trust	\$ 16,410.24
13	Cemetery	\$ 139,974.65
26	CDGB 2004-2011	\$ 28,181.00
31	EDC	\$ 1,252.71
32	EMA	\$ (631.51)
33	EMW	\$ -
34	EMPG	\$ (11,181.74)
35	EMW	\$ -
36	Bench Fund	\$ 3,866.05
37	Skate Park	\$ -
42	Town Commons	\$ 288.50
43	EECBG	\$ -
47	FEMA	\$ -
48	Marine Salvage	\$ -
50	AIPC West Side	\$ 20,000.00

52	Fire Alarm Maintenance	\$ 21,077.46
53	Fire Plan Review	\$ 42,453.84
54	Historic Records	\$ 19,933.30
55	Haskins Fund	\$ 3,714.91
56	Lower Glen	\$ 2,425.47
58	Melville Trail Day	\$ 941.72
65	Dog Fund	\$ 5,518.90
66	Sr Center	\$ -
68	Tank Farm	\$ 4,699.79
70	Tech Upgrades	\$ 52,290.58
72	Glen Farm Donations	\$ 442.82
73	Smoke Detector	\$ 39,043.80
74	Waste Water	\$ -
76	EMA Meds	\$ 7,826.29
77	Meds Pods	\$ 14,402.59
78	EMA Marine	\$ -
79	Low Income Spy/Neuter	\$ 6,532.00
80	Shelter Spay/Neuter	\$ 7,432.00
82	Conserv Commons Maint	\$ 100.00
83	Safety Grant	\$ -
84	Tree Commission	\$ -
85	Friends of glen Park	\$ 277.88
86	Conservation Comm	\$ 500.00
new	Reserve: Revaluation	\$ -
new	Reserve: Snow & Ice	\$ -
new	Reserve: IOD	\$ -
new	Reserve: Harbor Master	\$ -
new	Reserve: Claims & Deductibles	\$ -
new	Reserve: Retire Buy Out	\$ -

TO: Portsmouth Town Council
FROM: Portsmouth Veterans Honor Roll Committee
DATE: February 29, 2016

Honorable Members of the Town Council:

The Portsmouth Veterans Honor Roll Committee (PVHRC) was formed and tasked to propose an updated process that would qualify a Portsmouth resident who served in the military for inclusion in the Town's Veterans Honor Roll. Currently, this Honor Roll is comprised of 12 plaques and is displayed at the Portsmouth Town Hall outside the Council Chambers. Our goal is to display the Honor Roll using a monitor and computer software that would present a scrolling list of names to accommodate displaying the names of our residents that meet the criteria identified in this letter.

The members of the PVHRC have reviewed the existing Town's requirements, dated February 17, 1999, to use as a model for this update. We have worked diligently to update these requirements in a fair and just manner in order to extend the opportunity to include all of our eligible Town's veterans.

The following is the recommended new criteria to have a name added to the Portsmouth Honor Roll. A Veteran must satisfy items 1 – 3 below:

1. ANY Portsmouth resident who served honorably in the military;
2. Must have received an honorable discharge at time of separation; and,
3. Must have been a Portsmouth resident at the time of entry into military service OR must have been a resident of the Town of Portsmouth for at least 10 years (verification of residency will be confirmed to the satisfaction of the Honor Roll Committee).¹
4. Those that have served at least one day on ACTIVE DUTY (not for training) during any of the periods of conflict listed below will be identified with that conflict listed next to his/her name²:

April 6, 1917 to November 11, 1918 (World War I)
December 7, 1941 to December 31, 1946 (World War II)
June 25, 1950 to January 31, 1955 (Korean War)
February 28, 1961 to May 7, 1975 (Vietnam War)
August 24, 1982 to July 31, 1984 (Lebanon/Grenada)
December 20, 1989 to January 31, 1990 (Operation Just Cause – Panama)
August 2, 1990 to today (Operation Desert Shield/Storm/Iraqi Freedom/Enduring Freedom)

Note: You need not apply if your name already appears on the Honor Roll.

We hope that you will be in agreement that it is necessary to provide this opportunity to honor our Veterans and unanimously approve the revised requirements.

Respectfully submitted by members of the VFW-Post 5390, American Legion-Post 18, DAV-RI Chapter 15, and Project Blue Star,

Michael Nott, Carlton Johnson, Walter Coelho, Jeffrey Richard, Carolyn Evans-Carbery, and David Duggan

¹ Verification of residence at time of entry into military service is documented on Form DD 214 which is required to be submitted.

² A copy of your Form DD 214 showing dates and character of service is required at application unless you are currently serving on active duty.

NB

March 11, 2016

To Whom It May Concern:

This week you received a package with your copy of the Draft Environmental Impact Statement (EIS) for the Disposal and Reuse of Surplus Property at Naval Station (NAVSTA) Newport, Rhode Island. Contained within that package was a "Notice of Public Meeting . . ." outlining some of the details of the project and a notice of upcoming meetings. Also within the letter, on the last page, the end date for the 45-day public comment period was noted as April 25, 2016; however, this was an error. The notice has been revised to the correct date of Monday, **May 2, 2016**. All other information remains the same.

Thank you for your upcoming review of the Draft EIS.



DEPARTMENT OF THE NAVY
BASE REALIGNMENT AND CLOSURE
PROGRAM MANAGEMENT OFFICE EAST
4911 SOUTH BROAD STREET
PHILADELPHIA, PA 19112-1303

RECEIVED
PORTSMOUTH, R.I.

2016 MAR 15 11:00

JOANNE M. MOWER
TOWN CLERK

Notice of Public Meeting for the Draft Environmental Impact Statement for the Disposal and Reuse of Surplus Property at Naval Station Newport, Rhode Island

AGENCY: Department of the Navy, DoD

ACTION: Notice

SUMMARY: Pursuant to the National Environmental Policy Act (NEPA) of 1969 (Public Law [P.L.] 91-190, 42 United States Code [U.S.C.] 4321-4347), as implemented by the Council on Environmental Quality (CEQ) regulations implementing NEPA (40 Code of Federal Regulations [CFR] Parts 1500-1508), the Department of the Navy (DoN) has prepared and filed the Draft Environmental Impact Statement (EIS) to evaluate the potential human and natural environmental consequences of the disposal of surplus property at Naval Station (NAVSTA) Newport, Rhode Island, by the Navy and its subsequent redevelopment by the respective municipalities in which the surplus property is geographically located. P.L. 101-510, the Defense Base Closure and Realignment Act of 1990, as amended in 2005 (BRAC Law), has directed the Navy to realign NAVSTA Newport. As a result of this action, the Navy has declared approximately 158 acres of land area at NAVSTA Newport to be surplus to the needs of the federal government. The DoN is initiating a 45-day public comment period to provide the community an opportunity to comment on the Draft EIS. Federal, state, and local elected officials and agencies and the public are encouraged to provide written comments. Two public meetings will also be held to provide information and receive written comments on the Draft EIS.

DATES AND ADDRESSES: The Navy will hold two open house public meetings at the locations listed below and will allow individuals to review and comment on the information presented in the Draft EIS. DoN representatives will be available during the open house to clarify information presented in the Draft EIS, as necessary. There will not be a formal presentation.

Thursday, April 14th, 2016

4:00 p.m. to 8:00 p.m.

**Joseph H. Gaudet Middle School Cafeteria
1113 Aquidneck Ave (Turner Rd entrance)
Middletown, Rhode Island 02842**

Friday, April 15th 2016

10:00 a.m. to 2:00 p.m.

**Assembly Room Newport Police Department
120 Broadway
Newport, Rhode Island 02840**

FOR FURTHER INFORMATION, CONTACT:

Director, BRAC Program Management Office (PMO) East, Attn: Newport EIS, 4911 South Broad Street, Building 679, Philadelphia, PA 19112-1303, telephone (215) 897-4900, fax: (215) 897-4902; e-mail: james.e.anderson1.ctr@navy.mil. For more information on the NAVSTA Newport BRAC Draft EIS, visit the Navy BRAC PMO website (<http://www.bracpmo.navy.mil>) or the project website <http://www.newporteis.com/>.

SUPPLEMENTARY INFORMATION: The Draft EIS was prepared in accordance with the requirements of the BRAC Law; NEPA; the CEQ regulations implementing NEPA (40 CFR 1500-1508); Navy procedures for implementing NEPA (32 CFR 775), Office of the Chief of Naval Operations (OPNAV) Manual M-5090.1; and other applicable Department of Defense (DoD) and Navy policies and guidance. A Notice of Intent (NOI) to prepare this Draft EIS was published in the *Federal Register* on October 31, 2012 (*Federal Register*, Vol. 77, No. 211/Wednesday, October 31, 2012/Notices). The Navy is the lead agency for the proposed action.

The purpose of the proposed action is to comply with the BRAC Law and provide for the disposal and reuse of surplus property at NAVSTA Newport in a manner consistent with the Aquidneck Island Reuse Planning Authority's (AIRPA) *Redevelopment Plan for Surplus Properties at NAVSTA Newport* (Redevelopment Plan). The proposed action is needed to provide the local community an opportunity for economic development and job creation.

The Draft EIS has considered two redevelopment alternatives. Alternative 1, the preferred alternative, is the disposal of the surplus property and reuse in accordance with the Redevelopment Plan, which has been prepared and approved by the AIRPA. Alternative 1 includes mixed land use types and densities for each of four non-contiguous surplus properties as well as open space and natural areas. Alternative 2 provides for the disposal of the surplus property at NAVSTA Newport and redevelopment at a higher density and with a different mix of uses than Alternative 1. A No Action alternative was also considered, as required by NEPA and to provide a point of comparison for assessing impacts of the redevelopment alternatives. The four surplus properties to be redeveloped are located in three separate municipalities on Aquidneck Island:

- **Former Navy Lodge** – Approximately 3 acres located in the Town of Middletown
- **Former Naval Hospital** – Approximately 15.2 acres, consisting of 8.3 acres of land and 6.9 acres of offshore riparian rights, located in the City of Newport.
- **Tank Farms 1 and 2** – Approximately 136 acres located in the Town of Portsmouth
- **Midway Pier/Greene Lane** – Approximately 10.7 acres located in the Town of Middletown

The Draft EIS addresses potential environmental impacts under each alternative associated with land use, zoning, and coastal resources; socioeconomics and environmental justice; community facilities and services; transportation; environmental management; air quality; noise; infrastructure and utilities; cultural resources; topography, geology, and soils; water resources; and biological resources. The analysis addresses direct and indirect impacts, and accounts for cumulative impacts from other foreseeable federal, state, or local activities at and around the former NAVSTA Newport properties. The DoN conducted a scoping process to identify community concerns and local issues that should be addressed in the EIS. The DoN considered the comments provided, which identified specific issues or topics of environmental concern, in determining the scope of the EIS. The Draft EIS identifies significant adverse impacts to traffic and cultural resources, and significant beneficial impacts to socioeconomics and community services. The Draft EIS has been distributed to various federal, state, and local agencies, as well as other interested individuals and organizations.

Federal, state, and local agencies, as well as interested members of the public, are invited and encouraged to review and comment on the Draft EIS. The Draft EIS is available for viewing at the following locations:

- **Newport Public Library** - 300 Spring Street, Newport, RI 02840
- **Town of Portsmouth Town Hall** - 2200 East Main Road, Portsmouth, RI 02871
- **City of Newport, City Hall, 43 Broadway** - Newport, RI 02840
- **Town of Middletown Planning Department** - 350 East Main Road, Middletown, RI 02842

An electronic version of the Draft EIS can be viewed or downloaded at the following websites - <http://www.bracpmo.navy.mil> and <http://www.newporteis.com/>. A limited number of hard copies are available by contacting BRAC PMO East at the address in this notice.

Comments can be made in the following ways: (1) written statements can be submitted to a DoN representative at the public meeting; (2) written comments can be mailed to Director, BRAC PMO East, Attn: Newport EIS, 4911 South Broad Street, Building 679, Philadelphia, PA 19112-1303; (3) written

comments can be e-mailed to james.e.anderson1.ctr@navy.mil; or (4) comments can be faxed to (215) 897-4902, Attn: Mr. James Anderson. Comments may be submitted without attending the public meeting. All comments postmarked or e-mailed no later than midnight, **May 2, 2016**, will become part of the public record and will be responded to in the Final EIS.

Requests for special assistance, sign language interpretation for the hearing impaired, language interpreters, or other auxiliary aids for the scheduled public meetings must be sent by mail or e-mail to Mr. Matthew Butwin, Ecology and Environment, Inc., 368 Pleasant View Drive, Lancaster, NY 14086, telephone: (716) 684-8060, e-mail: mbutwin@ene.com no later than April 1, 2016.

Dated: March 11, 2016

NB



Town of Portsmouth

2200 East Main Road
Portsmouth, Rhode Island 02871

Canvassing Authority

(401) 683-3157

March 18, 2016

Keith Hamilton, President
and Town Council Members
Town Council
Town Hall
2200 East Main Road
Portsmouth, RI 02871

Dear Mr. President and Town Council Members:

The 2016 Election Calendar has been released and I am submitting this request that the Town Council reschedule your September 12, 2016 Town Council meeting in order for the Town Council Chambers to be equipped to serve as Precinct 2706 polling site for the Statewide Party Primary Elections to be held on **Tuesday, September 13, 2016.**

Although there is no scheduled Council meeting on Monday, November 7, the Canvassing Authority requests that the Chambers remain available for both November 7 and 8 in order to set up the election equipment and conduct the Presidential Election to be held on **Tuesday, November 8, 2016.**

I will request the Public Works department to break down the election equipment on Wednesday morning, September 10, so that the room will be restored and available by 9:00 a.m. Please contact me if there are any other areas of concern regarding the election process.

Sincerely,

Jacqueline S. Schulz
Registrar of Voters

/jss

cc: Joanne Mower, Town Clerk

TOWN OF PORTSMOUTH, RI

ORDINANCE AMENDMENT

Ordinance # 2016 –

Chapter 257. NOISE

Be it ORDAINED by the Town Council of the Town of Portsmouth, Rhode Island, that Section 257-18 of Chapter 257 of the Portsmouth Code of Ordinances is hereby amended as follows:

§ 257-18. Sound variances.

- A. Council shall have the authority, consistent with this section, to grant sound variances from this chapter after public hearing.
- B. Any person seeking a sound variance under this section shall file an application with Council. The application shall contain information which demonstrates that bringing the source of sound or activity for which the sound variance is sought into compliance with this chapter would constitute an unreasonable hardship on the applicant, on the community or on other persons.
- C. All applications shall be subject to a fee of \$50 per day if granted and, whether granted or denied, an amount sufficient to cover the cost of advertising and notification to all residents and property owners within 100 feet of the noise source. Advertisement shall be made at least once, seven days prior to the public hearing, in a newspaper of general circulation in the Town. Notification shall be by regular mail at least seven days prior to the public hearing.
- D. In determining whether to grant or deny an application, or revoke a variance previously granted, Council shall balance the hardship to the applicant, the community and other persons, if the sound variance is not allowed, against the adverse impact on the health, safety and welfare of persons affected, the adverse impact on property affected, and any other adverse impact, if the sound variance is allowed. Applicants for sound variances and persons contesting sound variances may be required to submit any information that Council may reasonably require. In granting or denying an application or in revoking a sound variance previously granted, Council shall place on public file a copy of the decision and the reasons for granting, denying or revoking the sound variance.
- E. Sound variances shall be granted by notice to the applicant containing all necessary conditions, including a time limit on the permitted activity. The sound variance shall not become effective until all conditions are agreed to by the applicant. Noncompliance with any condition of the sound variance shall terminate it and subject the person holding it to those provisions of this chapter regulating the source of sound or activity for which the sound variance was granted.
- F. Determination of modification of a granted variance shall be made in accordance with the rules and procedures set forth in the section for original applications.

**ADOPTED BY TOWN COUNCIL
ACTION ON _____**

Joanne Mower, Town Clerk

Kathy Inch

From: Joanne Mower
Sent: Monday, March 21, 2016 11:42 AM
To: Kathy Inch
Subject: FW: Noise Ordinance / Draft of Ordinance Amending Section 364-18

From: Keith Hamilton [mailto:keithhamilton@cox.net]
Sent: Monday, March 21, 2016 10:42 AM
To: Kevin Gavin <kpgavin@aol.com>
Cc: Keith Hamilton <khamilton@portsmouthri.com>; Richard A. Rainer <rrainer@portsmouthri.com>; Gary R. Crosby <gcrosby@portsmouthri.com>; Joanne Mower <jmower@portsmouthri.com>
Subject: Re: Noise Ordinance / Draft of Ordinance Amending Section 364-18

Let's put this on the agenda for Monday to schedule a hearing at some point in the future, preferably after budget season.

Keith

Sent from my iPhone

On Mar 21, 2016, at 10:27 AM, Kevin Gavin <kpgavin@aol.com> wrote:

Keith,

I have attached a draft of a proposed ordinance amending Section 364-18 of the noise ordinance, to eliminate the \$50 daily fee for a granted sound variance.

I do not believe that a newspaper advertisement is legally required before the Council can hold a hearing on this proposed amendment. Our charter does not have such a procedural requirement for adopting or amending an ordinance (other towns do). The standard notice under the Open Meetings Act, which includes electronic notice on the Secretary of State's website, would be sufficient in this case. Of course, if you wish, this could be done in two steps, i.e., first put it on an agenda to vote to schedule a hearing, and then have a hearing on a future agenda. Past council's have chosen to run a single ad before holding a hearing to adopt or amend any ordinance (as opposed to a zoning ordinance amendment which would require publication of three advertisements). But again, I think you can skip a newspaper advertisement if you want to avoid the cost.

Kevin

Kevin P. Gavin
Portsmouth Town Solicitor
Law Office of Kevin P. Gavin
31 Harrington Avenue
Portsmouth, RI 02871
401-683-2044 Telephone

The Narragansett Town Council adopted the attached Resolution Supporting Article 15 of the Governor's budget at the March 21, 2016 town council meeting. Passage of Article 15 will amend the requirement to revalue property from 3 years to 5 years. The Narragansett Town Council is requesting support from your community.

Best regards to you all,

Anne
Anne M. Irons, CMC
Town Clerk
Town of Narragansett
25 Fifth Avenue
Narragansett, RI 02882
401-782-0603
401-783-9637 (fax)
airons@narragansettri.gov
www.narragansettri.gov



Town of Narragansett

Rhode Island

Resolution No. 2016-06



A RESOLUTION IN SUPPORT OF BUDGET ARTICLE 15 (RELATING TO MUNICIPALITIES) OF THE GOVERNOR'S FY 2017 BUDGET

WHEREAS: The Narragansett Town Council desires to address the issue of expanding the time frame between State mandated statistical property evaluations; and

WHEREAS: Passage of Article 15 will amend the requirement to revalue property from 3 (three) years to 5 (five) years thus collectively saving the Town of Narragansett and the state approximately \$1M annually; and

WHEREAS: The Town of Narragansett is desirous of escaping the endlessly 36 month cycle of revaluations, appeals and law suits that bring such instability and consternation to our community; and

WHEREAS: Expanding the time between "statistical revaluation" from every 3 years to one mid-point 5 year revaluation will not only help to relieve fiscal and administrative burdens on our town, more importantly, it will help give our tax-weary residents a better sense of property value stability and help restore confidence and trust in state government so

THEREFORE BE IT RESOLVED: That the Narragansett Town Council joins with other towns, cities and concerned citizens and hereby strongly urges passage of Article 15 by the Rhode Island General Assembly during this 2016 legislative session; and

BE IT FURTHER RESOLVED: That a copy of this resolution shall be forwarded to our legislative delegations and all cities and towns in Rhode Island requesting support in our mutual endeavor.

Adopted this 21st day of March, 2016.

TOWN OF NARRAGANSETT

Matthew M. Mannix, President

ATTEST:

Anne M. Irons, CMC
Town Clerk





Town of Portsmouth

2200 East Main Road / Portsmouth, Rhode Island 02871

Joanne M. Mower
Town Clerk

(401) 683-2101

March 21, 2016

FROM: Joanne M. Mower
Town Clerk

TO: President Hamilton and
The Portsmouth Town Council

SUBJ: Request Rescission of Appointment to the Tax Assessment Board of Review

Honorable Council Members:

It has come to my attention, upon review of the Portsmouth Town Charter, that Mr. Norbert Rattay may not be appointed to the Tax Assessment Board of Review at this time. Section 503 of the Portsmouth Town Charter states "...The Two (2) auxiliary members may not belong to the same political party. ..."

and as Mr. Ali Khorsand is a registered Republican the second auxiliary member must not be of the same party.

Please find attached my letter to Mr. Rattay.

Respectfully,

Joanne M. Mower
Town Clerk



Town of Portsmouth

2200 East Main Road / Portsmouth, Rhode Island 02871

Joanne M. Mower
Town Clerk

(401) 683-2101

March 15, 2016

Mr. Norbert Rattay
28 Cromwell Drive
Portsmouth, RI 02871

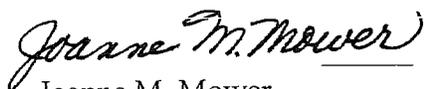
Dear Mr. Rattay:

The Portsmouth Town Council, at its regularly scheduled meeting of March 14, 2016, voted to appoint you as an alternate to the Tax Assessment Board of Review.

Unfortunately, after reviewing Section 503 of the Town Charter's, I find that the Board's two auxiliary members may not belong to the same political party and I must request that the Town Council rescind your appointment.

I deeply apologize for this error and hope that you will give consideration to a vacancy on another Town Board or Committee.

Respectfully,



Joanne M. Mower
Town Clerk

Cc: J. Endrusick, Chair

TAX ASSESSMENT BOARD OF REVIEW

From the Portsmouth Town Charter:

503. Tax Assessment Board of Review. There shall be a Tax Assessment Board of Review consisting of three (3) members who shall be qualified electors of the Town and shall be appointed by the Council for a term of three (3) years (except that the initial appointments under this charter shall provide that one (1) member serve for a one-year term and another member for a two-year term). There shall be no more than two (2) board members belonging to the same political party. If a member of such board shall cease to be a qualified elector his/her office shall thereby become vacant. The Town Council shall have the right to name two (2) auxiliary members to the Board who shall sit as inactive members when and if either a member or members of the Board are unable to serve at any hearing. The two (2) auxiliary members shall be qualified electors of the Town and shall be appointed by the Council for a term of three (3) years. The Two (a) auxiliary members may not belong to the same political party. If an auxiliary member of the Board ceases to be a qualified elector of the Town his Office shall thereby become vacant. The Tax Assessment Board of Review shall hear and consider the appeal of any property owner concerning the amount of his/her assessed valuation as determined by the Assessor. The Board shall keep an accurate record of its proceedings which shall be available for public inspection. If it shall appear that the valuation of any property has been erroneously or incorrectly assessed, the Board shall have the authority to order a correction. Such determination shall be certified by the Board to the Assessor whose duty it shall be to make such corrections in the valuation as the Board may determine.

If the tax roll has been certified by the Assessor he/she shall transmit the findings of the Board to the Council, which may cancel in whole or in part the tax based on such valuation in order to effect a correction. The Council shall provide by ordinance for the organization and procedure of the Tax Assessment Board of Review and for the manner of receiving, considering, and disposing of appeals. The taking of an appeal to the Tax Assessment Board of Review of any action thereon shall not be construed to limit or restrict the right of any taxpayer to apply to a court of competent jurisdiction for relief from any assessed valuation or tax. (Adopted November 7, 1972; as amended November 8, 1983; eff. date January 1, 1984 as amended November 3, 1998.)

(Ed. Note: The 1983 amendments to this section changed the title of the former board of assessment review to that of Tax Assessment Board of Review.)

Cowes



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
STATEWIDE PLANNING PROGRAM
One Capitol Hill
Providence, RI 02908 - 5872

March 10, 2016

Gary Crosby
Planning Director
Town of Portsmouth
2200 E. Main Road
Portsmouth, RI 02871

Dear Mr. Crosby,

Thank you for providing my staff with the opportunity to meet with you to discuss the update of the Town of Portsmouth's Comprehensive Plan. The strategy that the town has proposed for conducting the update will surely result in a comprehensive plan that addresses the town's needs in a thoughtful and well-rounded manner. Please know that the Division of Planning stands ready to assist the town in this undertaking, including through the review of draft chapters.

With regard to the status of the comprehensive plan, even though the Town of Portsmouth Community Comprehensive Plan does not currently have state approval, our office's understanding is that it remains in full force and effect, guiding local land use decisions and any amendments to the local zoning ordinance, until such time as the Town Council adopts a new or updated plan pursuant to RIGL section 45-22.2-8. The state approval process laid out in RIGL section 45-22.2-9 does not affect the validity of the locally adopted comprehensive plan for guiding local land use decisions.

We look forward to assisting the town in crafting its comprehensive plan. If you should have any questions or are in need of assistance at any point throughout your planning process, please do not hesitate to contact me at 222-5731 or jared.rhodes@doa.ri.gov, Kevin Nelson, Supervising Planner, at 222-2093 or kevin.nelson@doa.ri.gov, or Chelsea Siefert, Principal Planner, at 222-4721 or chelsea.siefert@doa.ri.gov.

Regards,

Jared Rhodes
Acting Associate Director

*The RI RC&D
Area Council, Inc.*



"HELPING PEOPLE HELP THE LAND SINCE 1973"

3/21/16

March 18, 2016

Dear Friend of the Environment:

The Rhode Island Resource Conservation and Development Council have been awarded a grant from the Natural Resource Conservation Service to work to educate small forest landowners (those that own 5 acres or more) about forest stewardship on their property. In Rhode Island there are 38,400 forestland owners with an average acreage of 9.9 acres. This is a significant amount of landowners in our rural areas, whom look at their land just for privacy and not as an asset. Two years we worked with 4 communities in the Northern part of the state with great success, and the same last year in the southern part of the state. This year we would like to work with 5 communities in the eastern part of the state. Jamestown, Little Compton, Tiverton, Portsmouth, and Middletown)

If you be so kind as to help us spread the word about our workshops, it would be greatly appreciated.. The first one is on Saturday April 16, 2016 at the Tiverton Library from 10:15 to 12:30. I have included a couple flyers dealing with the topics that day. Future workshops will be a tour of a Tree Farm in Little Compton in June and other Forestry topics in Portsmouth some time in early fall.

This program is in cooperation with the Eastern Rhode Island Conservation District

Any questions call me at 401-500-0399 or email me at rircd2283@gmail.com

Sincerely,

Paul C. Dolan
Area Director



*Rhode Island Resource Conservation and Development
Area Council, Inc.*

Small Scale Forestry

Free Workshop presented by:

***RI RC&D (Resource Conservation and Development)
Council and***

ERICD (Eastern Rhode Island Conservation District)

A program of forestry concepts and practices catering
to Forest Landowners with 5 acres or more

Saturday, April 16, 2016

Tiverton Library 10:15am to 12:30pm

34Roosevelt Ave

Tiverton, RI 02878

Topics include:

*Forest History

*Forest Ecology

* Tree Identification

*How to Get Started with a
Forest Management Plan

To register:

CALL: 401-500-0399 or

EMAIL: rircd2283@gmail.com

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Special thanks to our host
The Newport Marriott Hotel
and florist
The Water's Edge Flowers.



The Water's Edge Flowers

For Information & Reservations

Call : 401-846-4828 x102
E-mail: anovick@mlkccenter.org

Since 1922, the Dr. Martin Luther King, Jr. Community Center has continued to evolve in providing a safe and nurturing environment for the changing needs of Newport County residents who seek nutritional, educational and social supports to improve their quality of life.

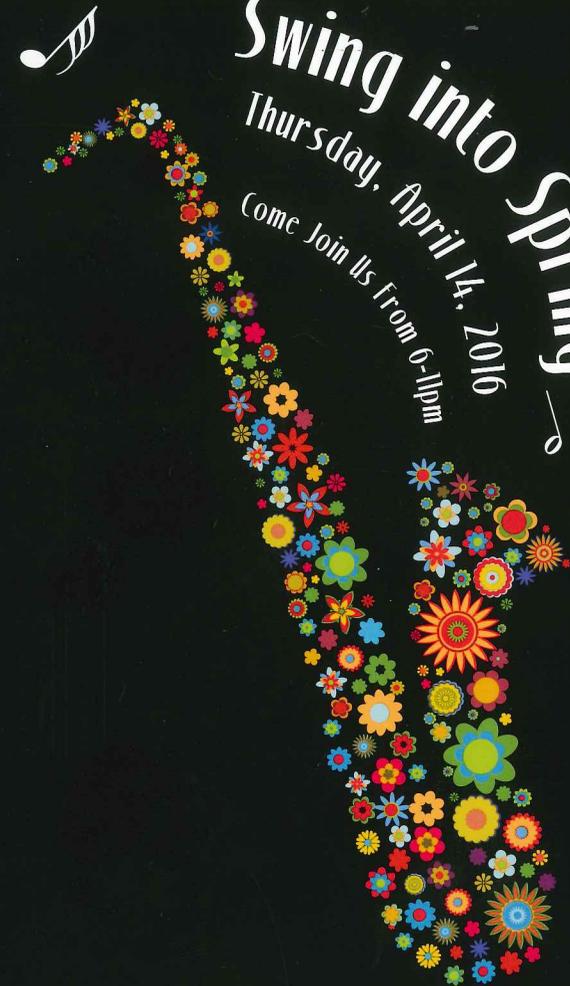
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Swing into Spring
Thursday, April 14, 2016
Come Join Us From 6-11pm

Dinner • Dancing • Auctions



A Benefit for the Dr. Martin Luther King, Jr. Community Center
at the Newport Marriott Hotel

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Come Join Us!

Zulekha Ludwig, Wendy Kagan, and the Board of Trustees
of the Dr. Martin Luther King, Jr. Community Center

**Invite you to kick up your heels
at the 20th Annual**

**Swing
into
Spring**

Thursday, April 14, 2016

6 – 11 pm

Newport Marriott Hotel
25 America's Cup Ave, Newport, RI 02840

Cash Bar
Dinner & Dancing
Live and Silent Auctions

Featuring:
The Music Of Wayz And Means

\$85 per person in advance

Tickets: \$95 per person at the door
\$750 Reserved Table of 10

RSVP by April 1st

Invitation designed by Steven Turilli

