

**PORTSMOUTH TOWN COUNCIL MEETING
DECEMBER 12, 2016
AGENDA**

6:30 PM - Town Council Chambers, Portsmouth Town Hall, 2200 East Main Road

EXECUTIVE SESSION

1. RIGL 42-46-5(a)(2) - Litigation: Cofield v. Town of Portsmouth
2. RIGL 42-46-5(a)(2) - Litigation: Stratoberdha v. Clements Properties, LLC et al
3. RIGL 42-46-5(a)(2) - Litigation: Tax Appeals/Generally
4. RIGL 42-46-5(a)(2) - Litigation: Balmuth/Qua/Antle Tax Appeals (Carnegie Heights)
5. RIGL 42-46-5(a)(2) - Litigation: Sakonnet River Bridge Toll
6. RIGL 42-46-5(a)(2) - Litigation: The Narragansett Electric Company, d/b/a National Grid v. Town of Portsmouth
7. RIGL 42-46-5(a)(2) - Litigation: Town of Portsmouth v. RLI Insurance Company

ADJOURN

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

PLEDGE OF ALLEGIANCE

SITTING AS THE PORTSMOUTH TOWN COUNCIL

CONSENT AGENDA

1. CRMC & RIDEM - JOINT PUBLIC NOTICE:
The Application of New England Boatworks, 1 Lagoon Road, Portsmouth, RI, for a State of Rhode Island Assent and a State of Rhode Island Dredge Permit and a State of Rhode Island Water Quality Certification. The Project will include the construction of a new 200 Ton Travel Lift Facility that includes a new set of piers into the existing marina, new bulkhead and new dredging with reuse of the dredge material on site.

Documents:

[CRMC-DEM Joint Notice.pdf](#)

2. CRMC - PUBLIC NOTICE:

The Application of Francis Lee and Judy Davidson, 411 Walnut Street #6970, Green Cove Springs, FL, 32043, for a State of Rhode Island Assent to construct and maintain: removal of existing residential boating facility and construction of a new 128 foot residential boating facility consisting of: a 73' fixed pier to a 30' ramp to a 6' x 25' float extending to 74' beyond mean low water. The facility requires a 25' variance. The project is located at 189 Narragansett Boulevard.

Documents:

PRESIDENT'S EXECUTIVE SUMMARY

MINUTES

TCM 11/3/16
TCM 11/14/16 and Exec.
TCM 11/28/16

Documents:

M 11-3-16 Draft.pdf
M 11-14-16 Draft.pdf
M 11-28-16 - Draft.pdf

BILLS

Documents:

Bill Llst.pdf

TAX VOUCHERS

Request Approval for Tax Vouchers #20161212-01. / M. Helfand

Documents:

Tax Vouchers.pdf

TOWN ADMINISTRATOR'S REPORT

1. Report on Department Head Offsite
2. Update on NCCC Regional Economic Development Initiative
3. Report on Municipal Leaders Meeting Regarding Homelessness and Panhandling
4. Update of CBA Negotiations
5. Update on School/Town Collaboration Initiatives

RESIGNATIONS AND APPOINTMENTS

1. Resignations:
 - a. Lower Glen Farm Preservation Committee - H. Nichelson

Documents:

H Nichelson.pdf

OLD BUSINESS

1. Request To Approve Reallocation Of Funds To Design Roadway Improvements On Broadway Avenue On Prudence Island. / B. Woodhead (5)

Documents:

PI Paving.pdf

2. Request To Tentatively Approve Selection Of Firm For Architectural Services For The New Police Station. / D. Faucher & R. Talipsky (10)

Documents:

Documents:

[Architectural Services.pdf](#)
[Architectural Services Presentation.pdf](#)

3. Discussion/Action - Confirmation Of Town Administrator's Raise Effective July 1, 2016. / K. Hamilton (5) (No Backup)

NEW BUSINESS

1. Request Approval Of An Easement On A Public Right Of Way To Install A Septic System Located At 337 Riverside Street. / William & Carroll Brown (10)

Documents:

[Easement Request.pdf](#)
[TA DPW Easement Memo.pdf](#)

2. Discussion/Action - Transfer Station Sticker Price Recommendation. / R. Antaya (10)

Documents:

[Transfer Station.pdf](#)

3. Request To Purchase Chevrolet Truck For DPW. / D. Faucher & B. Woodhouse (5)

Documents:

[DPW Truck.pdf](#)

4. Request Authorization To Pay Bills In Accordance With The Regular Agenda Deadline. / D. Faucher (5)

Documents:

[Pay Bills.pdf](#)

5. Discussion/Action - Proposed FY 2018 Budget Calendar. / R. Rainer (5)

Documents:

[Proposed Budget Dates.pdf](#)

CORRESPONDENCE

1. Invitation To Apply To Become A Tree City USA Community. / Tee Jay Boudreau, Coordinator, RI Urban & Community Forestry Program

Documents:

[Tree City USA.pdf](#)

2. Request A Letter Of Support To The Rhode Island General Assembly To Convene A Study Commission To Investigate The Most Effective Education Modules For Divorcing Parents And How These Modules May Be Implemented In Our State. / T. Lemire, Providence

Documents:

[Divorce Education.pdf](#)

3. Portsmouth Water And Fire District's Quarterly Financial Report Ending October 31, 2016. / N. John Larsen, Senior Accountant

Documents:

[Water Dept.pdf](#)

4. Town Administrator's Goals, Priorities And Initiatives. / R, Rainer

Documents:

[TA Goals.pdf](#)

FUTURE MEETINGS

December 27 7:00 PM - Town Council Meeting (Tuesday)
January 9 7:00 PM - Town Council Meeting
January 23 7:00 PM - Town Council Meeting

EXECUTIVE SESSION - IF NEEDED

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 12/08/16

State of Rhode Island
Coastal Resources Management Council
Oliver H. Stedman Government Center
4808 Tower Hill Road, Suite 3
Wakefield, RI 02879
(401)783-3370

RECEIVED
NOV 15 A 2:22
DANIE L. JONES
OFF CLERK

State of Rhode Island
Department of Environmental Management
Office of Technical and Customer Asst.
235 Promenade Street
Providence, RI 02908-5767
(401)222-6822

JOINT PUBLIC NOTICE

CRMC File No.: B2016-10-098 Date: November 3, 2016

RIDEM Water Quality Certification Number: DP 16-154

These offices have under consideration the application of:

**New England Boatworks
1 Lagoon Road
Portsmouth, RI 02871**

for State of Rhode Island Assent (in accordance with the Coastal Resources Management Program), and a State of Rhode Island Dredge Permit (in accordance with the Marina infrastructure Maintenance Act of 1996 and the Marine Waterways and Boating Facilities Act of 2001, Rhode Island General Laws Chapter 46-6.1) and State of Rhode Island Water Quality Certification (in accordance with Chapter 42-35 pursuant to Chapters 46-12 and 42-17.1 of the RIGL, as amended). The project will include the construction of a new 200 Ton Travel lift facility that includes a new set of piers into the existing marina, new bulkhead and new dredging with reuse of the dredge material on site.

Project Location: New England Boatworks
Street & Number: 1 Lagoon Road
City/Town: Portsmouth
Plat Number: 37 Lot Number: 36, 36A, 36B, 36C
Waterway: East Passage

Plans of the proposed work may be seen at the CRMC office in Wakefield.

In accordance with the Administrative Procedures Act (Chapter 42-35 of the Rhode Island General Laws) you may request a hearing on this matter. You are advised that if you have good reason to enter protests against the proposed work it is your privilege to do so. It is expected that objectors will review the application and plans thoroughly, visit site of proposed work if necessary, to familiarize themselves with the conditions and cite what law or laws, if any, would in their opinion be violated by the work proposed.

RICRMC/RIDEM Joint Public Notice
CRMC File No. B2016-10-098
November 3, 2016
Page Two

This also serves as notice that the Rhode Island Department of Environmental Management, Office of Water Resources, Water Quality Certification Program has under consideration and review the same proposed activity as described above for compliance with the State's Water Quality Regulations (AUTHORITY: in accordance with Clean Water Act, as amended (33 U.S.C. 1251 et.seq.; Chapter 42-35 pursuant to Chapters 46-12 and 42-17.1 of the Rhode Island General Laws of 1956, as amended).

If you desire to protest, you must attend the scheduled hearing and give sworn testimony. A notice of the time and place of such hearing will be furnished you as soon as possible after receipt of your request for hearing. If you desire to request a hearing, to receive consideration, it should be in writing and be received at this office on or before December 3, 2016.

It is expected that objectors will review the application and associates plans thoroughly. Comments that pertain to this Joint Notice must be submitted in writing and must be addressed to Rhode Island Coastal Resources Management Council and Rhode Island Dept of Environmental Management at the above referenced addresses.

/lat



State of Rhode Island and Providence Plantations
Coastal Resources Management Council
Oliver H. Stedman Government Center
4808 Tower Hill Road, Suite 3
Wakefield, RI 02879-1900

RECEIVED
PROVIDENCE, R.I.
(401) 783-3370
Fax (401) 783-3767
2016 DEC 5 10 28 AM

PUBLIC NOTICE

File Number: 2016-07-106

Date: November 30, 2016

This office has under consideration the application of:

Francis Lee & Judy Davidson
411 Walnut Street #6970
Green Cove Springs, FL 32043

for a State of Rhode Island Assent to construct and maintain: Removal of existing residential boating facility and construction of new 128 foot residential boating facility consisting of: a 73' fixed pier to a 30' ramp to a 6'x25' float extending to 74' beyond Mean Low Water (MLW). The facility requires a 25 foot variance to Section 300.4.E.3.1 (50 feet beyond MLW).

Project Location:	189 Narragansett Boulevard
City/Town:	Portsmouth
Plat/Lot:	5 / 63
Waterway:	Sakonnet River

Plans of the proposed work may be seen at the CRMC office in Wakefield.

In accordance with the Administrative Procedures Act (Chapter 42-35 of the Rhode Island General Laws) you may request a hearing on this matter.

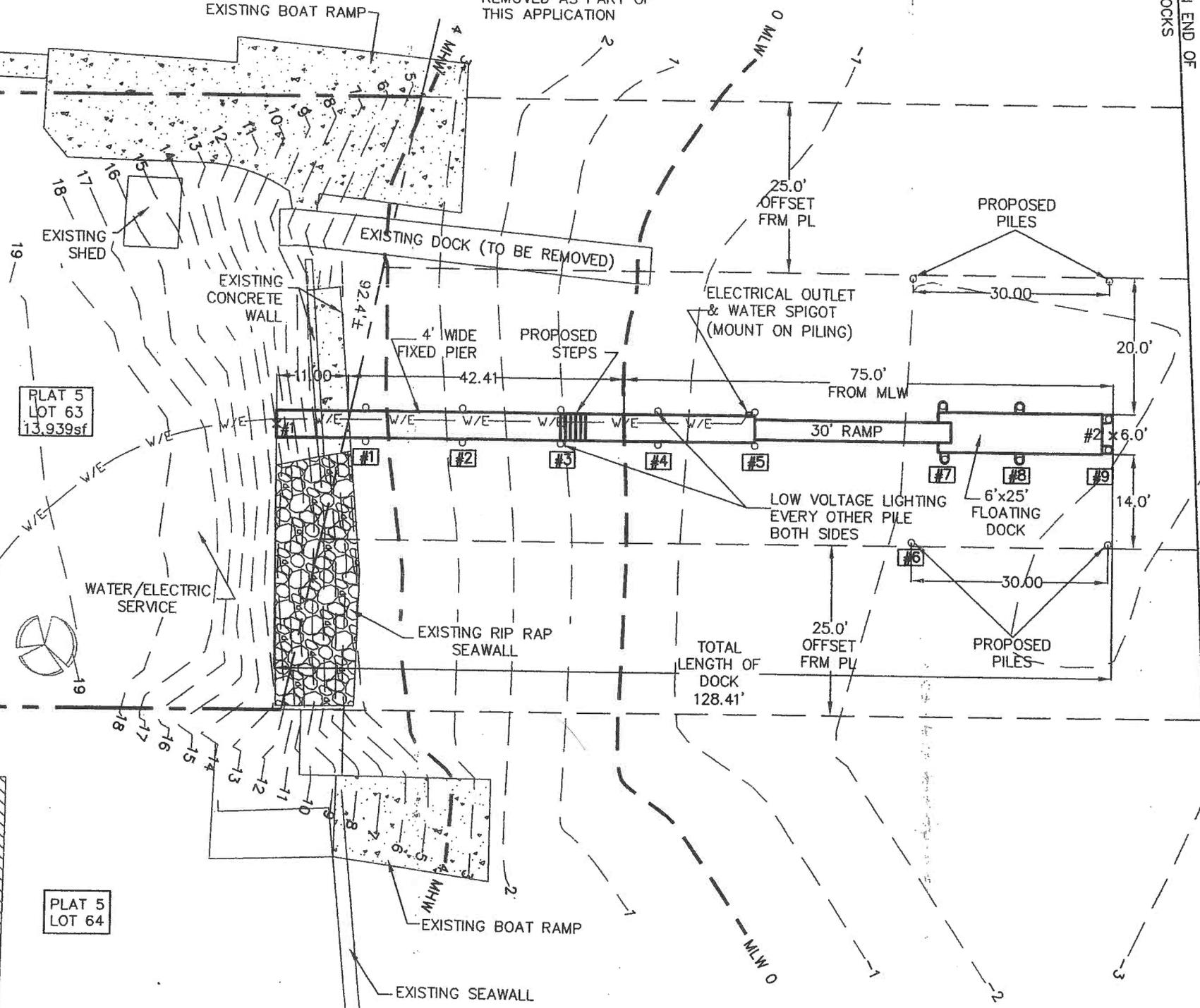
You are advised that if you have good reason to enter protests against the proposed work it is your privilege to do so. It is expected that objectors will review the application and plans thoroughly, visit site of proposed work if necessary, to familiarize themselves with the conditions and cite what law or laws, if any, would in their opinion be violated by the work proposed.

If you desire to protest, you must attend the scheduled hearing and give sworn testimony. A notice of the time and place of such hearing will be furnished you as soon as possible after receipt of your request for hearing. If you desire to request a hearing, to receive consideration, it should be in writing (**with your correct mailing address, e-mail address and valid contact number**) and be received at this office on or before December 30, 2016.

PLAT 5
LOT 62

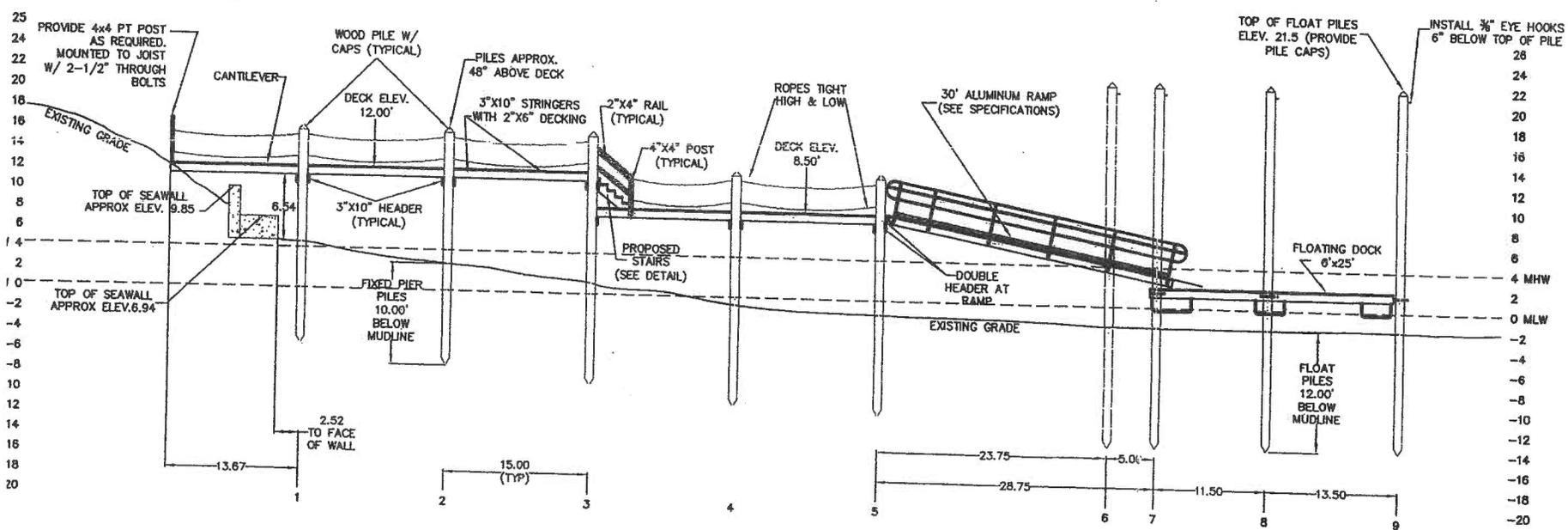
NOTE:
EXISTING DOCK
PRE-DATES CRMP.
THIS DOCK SHALL BE
REMOVED AS PART OF
THIS APPLICATION

BETWEEN END OF
OTHER DOCKS



PLAT 5
LOT 63
13,939sf

PLAT 5
LOT 64



FLOOD ZONE IS VE (EL 17) MSL.
 HEIGHT OF FLOAT PILES=17+2'(MLW TO MSL)+1.5'(FREEBOARD)+0.5'=21.00

DOCK PROFILE



SCALE: 1"=10'

PORTSMOUTH TOWN COUNCIL MEETING
NOVEMBER 3, 2016

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

MEMBERS PRESENT: Keith E. Hamilton James A. Seveney, Kevin M. Aguiar,
David M. Gleason, Elizabeth A. Pedro

Members absent: Michael A. Buddemeyer and Joseph W. Robicheau

PLEDGE OF ALLEGIANCE

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

SITTING AS THE PORTSMOUTH TOWN COUNCIL

OLD BUSINESS

OB 1 - Discussion - Tank Farm Redevelopment. / D. Schnepf, Matrix Design Group &
G. Crosby

Mr. Crosby stated that the Navy will either sell the Tank Farm property to someone else or make a deal with the Town. At a later time, the Council will have to go into Executive Session to decide this, but tonight is required to be an open meeting with the public to develop the Town's Tank Farm redevelopment goals.

Mr. Schnepf provided a power point presentation updating possible strategies the Town may use. His perceived limitations are:

- The town does not want to own the property
- The town does not want to assume the role of real estate developer
- The town does not want to take on any liability for environmental conditions of the property
- The town does not want to provide any of its funds to facilitate the tank farms development

Mr. Schnepf suggested three land transfer approaches:

1. Public Sale – could take up to 10 years
2. Privatization Strategy – could take 5 + years
3. Parcelization – could take 3 + years

Mr. Crosby summarized that an OEA Grant application can be done. He is asking the Council to vote at the November 14th meeting to apply for a grant to continue the analysis process.

In response to President Hamilton's inquiry, Mr. Schnepf recommended the hybrid option, #3. It would begin about three years after preparation and implementation.

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

ADJOURN

Time: 9:22 PM

Joanne M. Mower, Town Clerk

PORTSMOUTH TOWN COUNCIL MEETING
NOVEMBER 14, 2016

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

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

PLEDGE OF ALLEGIANCE

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

SITTING AS THE PORTSMOUTH TOWN COUNCIL

PRESENTATIONS/RECOGNITIONS

1. Veteran's Ceremony Honoring Panama (Operation Just Cause) War Era Veterans

President Hamilton, assisted by Ms. Carolyn Carbery, read the names of the honorees and presented proclamations and certificates to those veterans in attendance. Mr. Seveney volunteered to help Ms. Carbery deliver the remaining certificates.

A motion by Mr. Seveney, seconded by Mr. Robicheau, to go into Executive Session under RIGL 42-46-5(a)(1) – Personnel at this time. All voted in favor of the motion.

EXECUTIVE SESSION

1. RIGL 42-46-5(a)(1) – Personnel: Any discussions of the job performance, character, or physical or mental health of a person or persons provided that such person or persons affected shall have been notified in advance in writing and advised that they may require that the discussion be held at an open meeting.

TIME: 6:20 PM – Break

TIME: 6:50 PM – Return to Open Session

President Hamilton reported that the Council met in Executive Session to do a review Mr. Rainer's performance over the past year. His performance was given an above average rating and he will be with us for the foreseeable future. There were no motions taken, no votes passed. The next step for Mr. Rainer, we will put an agenda item on to discuss the budgeted raise that is in this year's budget at a future Council meeting.

CONSENT AGENDA

1. CRMC – PUBLIC NOTICE:

The Application of Chessawanock Island Oyster Co., c/o Kyle Hess, 400 Station Street, Cranston, RI for a State of Rhode Island Assent to Create and Maintain a Small (750 square foot) Aquaculture Site for Winter Storage of Oysters on the East Side of Hog Island. The Site would be Used Between November 1 and May 1 at which Time All Gear would be Removed from the Location.

A motion by Ms. Pedro, seconded by Mr. Seveney, to receive and place on file. All voted in favor of the motion.

SITTING AS THE BOARD OF LICENSE COMMISSIONERS

A motion by Ms. Pedro, seconded by Mr. Seveney, to move 1b(1) to be heard in conjunction with this item. All voted in favor of the motion.

1. Request Review of Incidents at The Beachcomber to Determine if Any Action Should Be Taken. / T. Lee

And Class BV Liquor License renewal for R and M 506, LLC, d/b/a The Beachcomber, 506 Park Avenue

Police Chief Lee spoke of the two incidents at the Beachcomber. He stated that there have been no incidents since the two in October. He requested a plan be in place by the establishment to prevent further incidents.

Mr. Richard stated that the staff is "STOP" trained. He was told that the person had only two drinks, proof of which is a debit card receipt. He was told that the problem was with a stabilizer bar on the vehicle. A witness said the person was driving fine, then a wheel fell off and the car hit a trailer.

Mr. Richard stated that in the other incident, the lady was already inebriated when she entered the establishment and was refused service.

A motion by Mr. Gleason, seconded by Mr. Seveney, to place the letter dated 10/25/16 on file.
All voted in favor of the motion.

A motion by Mr. Robicheau, seconded by Mr. Seveney, to approve the Class BV license renewal for R and M 506, LLC. All voted in favor of the motion.

HEARING - ANNUAL LICENSE RENEWALS:

1. Liquor Licenses:

a. Class A

Moriarty's Liquor Locker, Inc., 624 Park Avenue

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

b. Class BV

Bracky, Ltd, d/b/a Island Tap, 568 Park Avenue
TNBC Beach Club, LLC, d/b/a Newport Beach Club, 195 Newport Harbor Drive
Newport National Golf Club, Inc., 324 Mitchell's Lane, Middletown
Tremblay's Bar & Grill, Inc., 514 Park Avenue
Dina Occhi, d/b/a Valley Inn Restaurant, 2221 West Main Road

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

c. Class BVL

Rahilly, Inc., d/b/a West Main Pizza, 1620 West Main Road

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

d. Class D

Rhode Island Abbey Golf Club, Inc., 125 Corys Lane

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

2. Sunday Sales Licenses:

Moriarty's Liquor Locker, Inc., 624 Park Avenue

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

3. Victualler Licenses:

R and M 506, LLC, d/b/a The Beachcomber, 506 Park Avenue
Food Works, Inc., d/b/a Food Works Restaurant, 2461 East Main Road
Bracky, Ltd, d/b/a Island Tap, 568 Park Avenue
Kelle O'Connor, d/b/a My Kitchen Table, 1965 East Main Road
Newport & Narragansett Bay Railroad Co., LLC, 1 Alexander Road
TNBC Beach Club, LLC, d/b/a Newport Beach Club, 195 Newport Harbor Drive
3302 Holdings LLC, d/b/a Patriot Petroleum, 3302 East Main Road
Rhode Island Abbey Golf Club, Inc., 125 Corys Lane
Eric Hyson, d/b/a Samantha's Seafood & More, 108 Chase Road
F & T Pizzeria, LLC, d/b/a Steve's Famous Pizza, 2460 East Main Road
Tremblay's Bar & Grill, Inc., 514 Park Avenue
Dina Occhi, d/b/a Valley Inn Restaurant, 2221 West Main Road
Rahilly, Inc., d/b/a West Main Pizza, 1620 West Main Road

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

4. Amusement Games:

Games

- 5 Bracky, Ltd, d/b/a Island Tap, 568 Park Avenue
- 3 R and M 506, LLC, d/b/a The Beachcomber, 506 Park Avenue

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

5. Peddler Licenses:

Longade, LLC, d/b/a Del's Lemonade, 729 West Main Road, Middletown
– 3 Vehicles, 2 Push Carts
Julia Sweet, d/b/a Gilded Tomato Co, 2 Peckham Street, Rehoboth, MA – 1 Vehicle
Scott Naso, d/b/a Hawaiian Jim's Shave Ice, 21 Linda Avenue – 1 Vehicle
Heather Zoller, d/b/a Z Truck, LLC, 56 Kingswood Road, Bristol – 1 Vehicle

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

6. Holiday Licenses:

Rhode Island CVS Pharmacy LLC, d/b/a CVS/Pharmacy #2358, 10 Turnpike Avenue
Island Gun Shop, Inc., 1678 East Main Road, Unit 17
Henry & Stacy Mello, d/b/a Mello's Farm & Flower Center, 444 Boyd's Lane
3302 Holdings, LLC, d/b/a Patriot Petroleum, 3302 East Main Road

Rhode Island Abbey Golf Club, Inc., 125 Corys Lane
Stalise, Inc., 105 Clock Tower Square

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

7. Gunsmith/Gun Dealers:

Island Gun Shop, Inc., 1678 East Main Road, Unit 17

A motion by Mr. Seveney, seconded by Mr. Robicheau, to approve the renewal of the Gunsmith/Gun Dealers license. All voted in favor of the motion.

A motion by Ms. Pedro, seconded by Mr. Seveney, to continue the hearing to Monday November 28, 2016. All voted in favor of the motion.

PRESIDENT'S EXECUTIVE SUMMARY

President Hamilton reiterated that the Council met in Executive Session to do a personnel review of Mr. Rainer's performance over the past year. His performance was given an above average rating and he will be with us for the foreseeable future.

MINUTES

TCM 10/24/16

Mr. Hamilton recused himself as he was absent from the meeting.

A motion by Mr. Gleason, seconded by Ms. Pedro, to approve the minutes. The motion carried 5-0 with Mr. Hamilton recused.

BILLS

A motion by Mr. Seveney, seconded by Mr. Gleason, to pay all just and due bills in the amount of \$437,260.01. All voted in favor of the motion.

TAX VOUCHERS

Request Approval for Tax Vouchers #20161114-01 to #20161114-02. / M. Helfand

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

TOWN ADMINISTRATOR'S REPORT

1. Elmhurst Park Update – drainage work is complete. Phase I will be done by the end of December. The appearance will be of a completed project.
2. Technological Upgrades in the Town Clerk's Office – 5 monitors and computers, a main server, and two cashiering stations were replaced as well as connections to two computers in the Town Hall as part of the upgrade and five-year contract renewal with XEROX.
3. DPW Update – Prudence Island road project is complete. Any extra funds will go to the extension of Broadway. Sea meadow Drive is complete. The Salt Shed construction has begun along with the removal of 12 trees on Linden Lane.
4. Update on Finance Director – Mr. Lathrop's last day in Portsmouth was last Friday. David Faucher will be the interim Finance Director.
5. Update on Wastewater Manager – Galen McGovern resigned and will be replaced by Tod Drake of Middletown. He will start on November 28th and Ms. McGovern will come back for the turnover.
6. Portsmouth Middle School Career Day – 60 presenters including the Fire Chief, the Special Reserve Officer and the Town Administrator
7. Report on Veterans Day – a ceremony was held at the Town hall last Friday
8. Update on Leonard Brown House – on schedule for next spring within budget. Exterior work is being wrapped up so they can work on the interior this winter. With the \$40,000 contingency, there is still \$27,000 remaining.

RESIGNATIONS AND APPOINTMENTS

1. Resignations:
 - a. Bristol Ferry Town Common Committee - D. Ratte

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

2. Appointments:
 - a. Economic Development Committee

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

OLD BUSINESS

OB 1 - Dog Park Update. / B. Miller (10)

Ms. Miller thanked the Town Council along with the Town Administrator, Finance Director, Town Clerk, Public Works Department, Economic Development Director, Town Solicitor, Tree Warden and Campground Manager for the help they provided in the development of the dog park. After 19 fund raisers, the Grand Opening is scheduled for next spring. There is the possibility of a soft opening this winter on weekends.

OB 2-Update/Discussion/Action– OnGoing Work at the Leonard Brown House./D. Gleason (10)
Mr. Gleason addressed his concerns about the elimination of one of the chimneys.

Mr. Rainer stated that it was a fake chimney only used as a flue for heaters. It would cost over \$10,000 to replace it.

No Action.

OB 3 - Vote to Authorize Town Staff to Apply for an OEA Grant to Fund Efforts to Pursue Acquisition of Surplus Tank Farm Property from the Navy Via Economic Development Conveyance (EDC) or Other Land Transfer Mechanisms. / G. Crosby (10)

A motion by Mr. Seveney, seconded by Mr. Aguiar, to approve the Town Planner's office proceed with the grant process. All voted in favor of the motion.

OB 4 - Request Approval of a Resolution Requesting a Second Non-Restoring Line of Credit to Continue Funding the Community Septic System Loan Program (CCSLP). / G. Crosby (10)

- a. Request Authorization for the Town Administrator to Send a Letter to the Rhode Island Infrastructure Bank to Request a Second Non-Restoring Line of Credit.

A motion by Mr. Seveney, seconded by Mr. Gleason, to approve the resolution requesting \$300,000 for the CCSLP. All voted in favor of the motion.

OB 5 - Budget Update. / D. Faucher (5)

A motion by Mr. Seveney, seconded by Mr. Robicheau, to receive and place on file. All voted in

favor of the motion.

OB 6 - Request Approval of Selection Recommendation for Lower Glen Farm Complex (RFP #8-1-16). / R. Talipsky (10)

Ms. Pedro recused herself due to a possible conflict of interest.

Mr. Gleason stated that he wished that the bid package had been made available to him before having to vote.

A motion by Mr. Seveney, seconded by Mr. Gleason, to approve the acceptance of Clemens Equine LLC. The motion passed 5-0 with Ms. Pedro recused.

OB 7 - Request Approval of the Proposed Layout of the Transfer Station. / R. Antaya (10)

Mr. Aguiar recused himself due to a possible conflict of interest.

Ray Antaya, Recycling Coordinator, provided a schematic for the new route through the Transfer Station allowing for a fast lane into the pit area where one pit will be for trash and the other pit area will be for single stream recycling on one side and a route with access to the other recycling containers on the other.

A motion by Mr. Seveney, seconded by Mr. Gleason, to approve the design. The motion was 5-0 with Mr. Aguiar recused.

NEW BUSINESS

NB 1 - Review and Approval of Rate Schedule for Glen Manor House. / B. Chase, Chairman, Glen Manor House Authority (10)

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

NB 2 - Presentation of the SY 2015-16 Community Needs Assessment Study on Adolescent Substance Abuse Issues in Portsmouth. / R. Davis & J. Mattson (40)

Ray Davis and John Mattson, gave a review of the study.

No Action.

CORRESPONDENCE

1. Announcement of the St. Mary's Souls in Harmony Campaign to Raise Funds to Restore the St. Mary's Pipe Organ. / Rev. Kris Von Maluski, Pastor, St. Mary's Church
2. America the Beautiful Grant Program Request for Proposal 2017-2018. / Rhode Island Department of Environmental Management Division of Forest Environment (DFE)

A motion by Ms. Pedro, seconded by Mr. Seveney, to receive and place on file. All voted in favor of the motion.

FUTURE MEETINGS

- November 21 7:00 PM – Swearing-In Ceremony (possibility if canvassers certify the votes)
November 28 7:00 PM – Town Council Meeting
December 12 7:00 PM – Town Council Meeting
December 27 7:00 PM – Town Council Meeting (Tuesday)

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

Time: 9:55 PM

Joanne M. Mower, Town Clerk

PORTSMOUTH TOWN COUNCIL MEETING
NOVEMBER 28, 2016

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

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

Members Absent: Michael A. Buddemeyer

PLEDGE OF ALLEGIANCE

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

SITTING AS THE PORTSMOUTH TOWN COUNCIL

CONSENT AGENDA

1. Thank You for Support and Assistance in the Production of the Certificate Folders for the Veterans Serving During the Era of the US Invasion of Panama (Operation Just Cause) Project. / C. Evans-Carbery

A motion by Mr. Seveney, seconded by Mr. Robicheau, to receive and place on file. All voted in favor of the motion.

SITTING AS THE BOARD OF LICENSE COMMISSIONERS

HEARING - ANNUAL LICENSE RENEWALS:

1. Victualler License:

Gerald DuPont, d/b/a, Edible Creations by Gerry, 500 Anthony Road

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

2. Peddler License:

Flint and Flame, LLC, 122 Constitution Street, Bristol, RI

A motion by Mr. Seveney, seconded by Mr. Aguiar, to approve the renewal of the Peddler

license. All voted in favor of the motion.

3. Holiday Licenses:

GE Supply, LLC, d/b/a Portsmouth Ace Hardware, 3001 East Main Road
SSND, Inc., d/b/a Ship's Store & Rigging, 1 Lagoon Road

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

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

ADJOURN

BILLS

A motion by Mr. Aguiar, seconded by Mr. Seveney, to approve all just and due bills in the amount of \$118,320.80. All voted in favor of the motion.

TAX VOUCHERS

Request Approval for Tax Vouchers #20161128-01 to #20161128-02. / M. Helfand

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

OLD BUSINESS

OB1. Request Approval of an Ordinance Allowing the Town to Issue a Tax Exempt Bond. / D. Faucher

Mr. Faucher acknowledged a correction should be made to his memo and the current interest rate is 2.35% and not 2% as stated.

Mr. Robicheau inquired if the Ordinance need to be advertised for public hearing and Mr. Gavin advised that it did not.

Ms. Pedro inquired as to what the various Town projects were that are referenced in Section 10. Mr. Faucher stated it was contingency funds for the Brown House and the Salt Shed, and remaining funds could be used for other capital projects. Ms. Pedro suggested the \$300,000 should be appropriated for specific projects and not just left open-ended. She does not believe the Town should borrow funds, and pay interest on that money, if the Town does not need the funds for a specific purpose. Mr. Robicheau agreed.

Mr. Seveney stated that risk planning is a valid management practice and any unused funds would go into the General Fund, which is an interest bearing account.

A motion by Mr. Seveney, seconded by Mr. Aguiar was made to adopt the ordinance.

Mr. Gleason indicated the issue was with transparency on how Section 10 was written.

Mr. Gleason made a motion to amend the main motion, seconded by Mr. Seveney for discussion, and suggested the wording be changed to \$100,000 for the Brown House, \$100,000 for the Salt Shed and \$100,000 for other various projects. The motion passed 4-2, with Ms. Pedro and Mr. Robicheau opposed.

Mr. Larry Fitzmorris, 50 Kristen Court, inquired as to why the additional \$100,000 was not included in Section 3 under the Brown House appropriation. He also questioned if the Town had to go to the State to borrow the additional \$2.4 million when the voters authorized \$10 million. Mr. Gavin advised the Town is permitted to borrow additional funds as long as it doesn't exceed 3% of the referendum amount. Mr. Fitzmorris disagreed and stated the Town should go back to the State to make sure it has the authority for the additional dollar amount.

Mr. Leonard Katzman, 162 Spring Hill Road, questioned the legality of the current Council conducting any business tonight per the Town Charter. He stated that the new Council should be sworn in and they should be the ones to conduct Town business. Ms. Pedro agreed and stated OB1 should be tabled until the next Town Council Meeting in two weeks. Mr. Faucher indicated time was of the essence and a decision had to be made tonight in order to secure the financing. Mr. Seveney and Mr. Gavin both stated it was a legal meeting and the current Council had the authority to conduct Town business.

The main motion, as amended, to approve the ordinance and to change the wording of Section 10 to reads as follows: \$100,000 for the Brown House, \$100,000 for the Salt Shed and \$100,000 for other various projects. The motion passed 4-2, with Ms. Pedro and Mr. Robicheau opposed.

SWEARING-IN CEREMONY – See Separate Program

The Flag Ceremony was presented by Portsmouth Boy Scout Troop #82. The National Anthem was sung by the Portsmouth High School Vocal Ensemble.

Pastor Robert Rosinski delivered the Invocation.

SWEARING-IN CEREMONY

Council President Hamilton introduced the Honorable J. Terence Houlihan, Jr., State of Rhode Island District Court Associate Judge, who performed the swearing in of the newly-elected officials.

TOWN CLERK

Judge Houlihan gave the oath of office to Jennifer M. West, Town Clerk.

SCHOOL COMMITTEE

Judge Houlihan gave the oath of office to the newly elected School Committee members:

Emily A. Copeland
Terri-Denise Cortvriend
Andrew V. Kelly
Allen J. Shers

Mr. Robicheau gave farewell comments. Vice President Seveney gave farewell comments.

President Hamilton thanked Mr. Seveney and Mr. Robicheau for their years of service on the Council. He also acknowledged the newly-elected council members, Kevin Aguiar, David Gleason, Liz Pedro, Paul Kesson, Mark Ryan and Linda Ujifusa.

TOWN COUNCIL

Judge Houlihan gave the oath of office to the newly-elected Town Council:

Kevin M. Aguiar
David M. Gleason
Keith E. Hamilton
Paul F. Kesson
Elizabeth A. Pedro
J. Mark Ryan
Linda L. Ujifusa

ELECTION OF COUNCIL PRESIDENT

With Town Clerk West presiding, nominations for Council President were requested.

Mr. Aguiar nominated Mr. Hamilton.

Town Clerk West asked two more times for any other nominations. None being heard, nominations were declared closed.

Ms. Ujifusa seconded the nomination.

The Town Clerk asked for all those in favor of Mr. Hamilton as President of the Town Council to signify by saying Aye. All Councilors replied in favor of the vote. Mr. Hamilton was declared the Council President.

ELECTION OF VICE PRESIDENT

Council President Hamilton opened nominations for Vice President.

Ms. Pedro nominated Mr. Kesson, seconded by Mr. Gleason.

President Hamilton asked all those in favor of Mr. Kesson for Vice President of the Town Council to signify by saying Aye. The vote failed 3-4, with Mr. Hamilton, Mr. Aguiar, Ms. Ujifusa and Mr. Ryan opposed.

President Hamilton asked for any other nominations.

Ms. Ujifusa nominated Mr. Aguiar, seconded by Mr. Ryan.

President Hamilton asked for any further nominations.

President Hamilton asked all those in favor of Mr. Aguiar for Vice President of the Town Council to signify by saying Aye. The vote passed 6-1, with Mr. Pedro opposed. Mr. Aguiar was declared the Council Vice President.

President Hamilton presented a Town plaque to Mr. Robicheau and Mr. Seveney in appreciation of their years of service on the Council.

Representative John Edwards, along with Representatives Dennis Canario, Susan Donovan, and Kenneth Mendonca, thanked Mr. Robicheau and Mr. Seveney for their service and presented a citation to them.

FUTURE MEETINGS

December 12 7:00 PM – Town Council Meeting
December 27 7:00 PM – Town Council Meeting (Tuesday)
January 9 7:00 PM – Town Council Meeting

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

ADJOURN

Time: 7:43 PM

Jennifer West

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 11/23/16

Bill List Expenditures
Town of Portsmouth 2016-2017

Vendor	Account Number		Date	Description	Amount
Line Item 10001 Town Council					
HODGES BADGE CO INC	1-01-499-10001-00	GF\Misc Exp\Town Council\	12/13/2016	4 plaques for outgoing Council and Clerk	\$64.00
JOANNE M. MOWER	1-01-499-10001-00	GF\Misc Exp\Town Council\	12/13/2016	paper goods for swearing in ceremony	\$10.70
JOANNE M. MOWER	1-01-499-10001-00	GF\Misc Exp\Town Council\	12/13/2016	3 pepsi for swearing in	\$2.47
JOANNE M. MOWER	1-01-499-10001-00	GF\Misc Exp\Town Council\	12/13/2016	3 pepsi for swearing in	\$2.47
				Sub Total:	\$79.64
Line Item 10002 Town Admin					
RICOH USA INC	1-01-324-10002-00 *	GF\Printing\Town Admin\	12/13/2016	2ND FLOOR COPIER	\$165.87
				Sub Total:	\$165.87
Line Item 10003 Town Clerk					
NEACTC	1-01-353-10003-00	GF\Membership & Sub\Town Clerk\	12/13/2016	2017 Membership Dues for New England Assoc. of City and Town Clerks	\$35.00
RITCCA	1-01-353-10003-00	GF\Membership & Sub\Town Clerk\	12/13/2016	Membership to Ri Town & Clerk Assoc. 2017	\$50.00
XEROX BUSINESS SERVICES LLC	1-01-413-10003-00	GF\Land Evid Doc Processing\Tow	12/13/2016	Land Evidence index ver, 9/16;Land rec. mgt. 10/16	\$2,047.80
XEROX BUSINESS SERVICES LLC	1-01-414-10003-00 *	GF\Probate Doc Processing\Town	12/13/2016	Probate microfische	\$282.36
				Sub Total:	\$2,415.16
Line Item 10004 Canvassing					
COMMON FENCE POINT	1-01-401-10004-00	GF\Rent\Polling Site\Canvassing\	12/13/2016	Rental Polling Site: Precinct 2703 as per agreement	\$300.00
FARNHAM FARM TRUSTEES	1-01-401-10004-00	GF\Rent\Polling Site\Canvassing\	12/13/2016	Donation; Precinct 2701; November 8, 2016	\$125.00
KENNEDY PERSONNEL SERVICES	1-01-306-10004-00	GF\Temp Assistance\Canvassing\	12/13/2016	Invoice 18248; Jennifer Anderson; week ending 11-13-2016	\$504.40
KENNEDY PERSONNEL SERVICES	1-01-306-10004-00	GF\Temp Assistance\Canvassing\	12/13/2016	Invoice 18245 Jennifer Anderson week ending 11-06-2016	\$338.00
KENNEDY PERSONNEL SERVICES	1-01-306-10004-00	GF\Temp Assistance\Canvassing\	12/13/2016	Temporary Assistance; Jennifer Anderson; week ending 11/20/2016; 20.8 hr	\$509.60
KENNEDY PERSONNEL SERVICES	1-01-306-10004-00	GF\Temp Assistance\Canvassing\	12/13/2016	Invoice 18254; Jennifer Anderson; week ending 11-27-2016	\$291.20
SCOTT A. SHERMAN	1-01-311-10004-00	GF\Janitorial\Custodial Serv\Canva	12/13/2016	4 HOURS PRIMARY SEPT 13, 2016; 8 HOURS GENERAL NOV 8, 2016	\$204.00
ST BARNABAS CHURCH	1-01-401-10004-00	GF\Rent\Polling Site\Canvassing\	12/13/2016	Donation; Precinct 2707; November 8, 2016	\$125.00
				Sub Total:	\$2,397.20
Line Item 10010 Planner					
GALEN H. MCGOVERN	1-01-305-10010-00 *	GF\Prof/Contact Serv\Planner\	12/13/2016	PL BD: 11/28 & 12/1, 16HRS	\$446.40
				Sub Total:	\$446.40

Bill List Expenditures
Town of Portsmouth 2016-2017

Vendor	Account Number		Date	Description	Amount
Line Item 20001 Finance/Personnel					
EAST BAY NEWSPAPERS	1-01-326-20001-00	GF\Advertising\Finance/Personnel\	12/13/2016	ADVERTISING: POLICE	\$151.20
EAST BAY NEWSPAPERS	1-01-326-20001-00	GF\Advertising\Finance/Personnel\	12/13/2016	ADVERTISING: RECORDS C CLERK	\$151.20
LASALLE ST SECURITIES	1-01-499-20001-00	GF\Misc Exp\Finance/Personnel\	12/13/2016	FINANCE: 2016 ACCOUNT MAINT	\$40.00
LASALLE ST SECURITIES	1-01-499-20001-00	GF\Misc Exp\Finance/Personnel\	12/13/2016	FINANCE: 2016 ACCOUNT MAINT	\$40.00
LASALLE ST SECURITIES	1-01-499-20001-00	GF\Misc Exp\Finance/Personnel\	12/13/2016	FINANCE: 2016 ACCOUNT MAINT	\$40.00
MARCUM LLP	1-01-307-20001-00 *	GF\Auditing Serv\Finance/Personn	12/13/2016	AUDITING: 5TH BILLING 6/30/16	\$20,000.00
OCCUPATIONAL HEALTH CENTER	1-01-214-20001-00 *	GF\Vaccines & Immu\Finance/Pers	12/13/2016	FINANCE: VACCINES	\$119.00
OCCUPATIONAL HEALTH CENTER	1-01-312-20001-00	GF\Testing\Finance/Personnel\	12/13/2016	FINANCE: TESTING	\$522.00
THE ANGELL PENSION GROUP IN	1-01-305-20001-00	GF\Prof/Contact Serv\Finance/Pers	12/13/2016	FLEXIBLE BENEFITS PLAN	\$375.00
UNIVERSITY OF RHODE ISLAND	1-01-312-20001-00	GF\Testing\Finance/Personnel\	12/13/2016	FINANCE: TESTING	\$4,200.00
WB MASON CO INC	1-01-330-20001-00	GF\Office Supply & Eq\Finance/Per	12/13/2016	FINANCE: OFFICE SUPPLIES	\$135.14
Sub Total:					\$25,773.54
Line Item 20002 Tax					
VISION GOVERNMENT SOLUTION	1-01-315-20002-00	GF\Prop Reval Serv\Tax\	12/13/2016	Contract Payment Due	\$15,395.13
Sub Total:					\$15,395.13
Line Item 20003 IT					
SHI INTERNATIONAL CORP	1-01-337-20003-00	GF\IT Equipment\IT\	12/13/2016	HP ProBook 455 G3 laptop (admin)	\$443.00
SHI INTERNATIONAL CORP	1-01-337-20003-00	GF\IT Equipment\IT\	12/13/2016	Extended service agreement 3yrs	\$172.89
Sub Total:					\$615.89

Bill List Expenditures
Town of Portsmouth 2016-2017

Vendor	Account Number	Date	Description	Amount
Line Item 31003 Fire				
AIRGAS USA LLC	1-01-342-31003-00 *	12/13/2016	GF\Equip Repair\Maint\Fire\ tank for the acetyline torch (lease 1 year)	\$94.50
MICHAEL M. CRANSON	1-01-352-31003-00	12/13/2016	GF\Professional Dev\Fire\ ASPA membership renewal	\$50.00
MICHAEL P. O'BRIEN	1-01-352-31003-00	12/13/2016	GF\Professional Dev\Fire\ MPO ASPA membership	\$50.00
MICHAEL P. O'BRIEN	1-01-352-31003-00	12/13/2016	GF\Professional Dev\Fire\ RIAFC membership MPO	\$60.00
MICHAEL P. O'BRIEN	1-01-330-31003-00	12/13/2016	GF\Office Supply & Eq\Fire\ Rehab supplies for police standoff	\$21.00
NAPA AUTO PARTS	1-01-345-31003-00	12/13/2016	GF\Bldgs/Grounds Repair\Maint\Fir Air hose, regulator, coupler	\$80.91
NAPA AUTO PARTS	1-01-340-31003-00	12/13/2016	GF\Vehicle Repair\Maint\Fire\ E1 dome lamp	\$30.12
OCCUPATIONAL HEALTH CENTER	1-01-357-31003-00 *	12/13/2016	GF\NFA Compliance\Fire\ NFPA COMPLIANCE	\$2,645.00
OCCUPATIONAL HEALTH CENTER	1-01-357-31003-00 *	12/13/2016	GF\NFA Compliance\Fire\ NFPA COMPLIANCE	\$1,135.00
PHYSIO-CONTROL, INC	1-01-334-31003-00	12/13/2016	GF\Med Supply & Eq\Fire\ Lucas device suction cup (2)	\$246.40
PORTSMOUTH ACE HARDWARE	1-01-330-31003-00	12/13/2016	GF\Office Supply & Eq\Fire\ Shipping box for airbag	\$3.99
PORTSMOUTH ACE HARDWARE	1-01-342-31003-00 *	12/13/2016	GF\Equip Repair\Maint\Fire\ tarp and bungee for M1	\$27.95
RI ASSOC. OF FIRE CHIEFS, INC.	1-01-352-31003-00	12/13/2016	GF\Professional Dev\Fire\ MMC membership renewal	\$150.00
THE DAWSON GROUP	1-01-316-31003-00	12/13/2016	GF\Ambulance Billing\Fire\ FIRE: AMBULANCE BILLING	\$3,409.45
TOPPA'S FOODSERVICE & PAPER	1-01-345-31003-00	12/13/2016	GF\Bldgs/Grounds Repair\Maint\Fir coffee and filters	\$86.75
UNIFIRST CORPORATION	1-01-345-31003-00	12/13/2016	GF\Bldgs/Grounds Repair\Maint\Fir Cleaning supplies	\$57.60
			Sub Total:	\$8,148.67

Vendor	Account Number		Date	Description	Amount
Line Item 33001 DPW					
AQUIDNECK FASTENERS, INC.	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Item # CB8-1-058-0250 5/8-11 X 2 1/2 grade 8 carriage bolt plain	\$241.55
AQUIDNECK FASTENERS, INC.	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Item # NU8-8-058 5/8-11 finished hex nut J995 GR 8 Z/Y	\$29.88
AQUIDNECK FASTENERS, INC.	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Item # LOC8-8-058 5/8 medium split lock GR 8 Z/Y	\$14.37
AQUIDNECK FASTENERS, INC.	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Item # MOR-RB614T05 6 X 3/4 X .035 X 14 T bi-metal recip saw blade	\$9.73
AQUIDNECK FASTENERS, INC.	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Item # MOR-RB618T05 6 X 3/4 X .035 X 18 T metal 18g to 1/8 recip saw blade bi-metal	\$9.73
AQUIDNECK FASTENERS, INC.	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Item # UNI 05751 3 X 19 X .014 curved handle scratch brush	\$2.87
AQUIDNECK FASTENERS, INC.	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Item # UNI-20063 4 1/2 X 1/4 X 7/8 A24R grinding wheel type 27 13300 RPM	\$2.00
AQUIDNECK FASTENERS, INC.	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Item # UNI-20060 4 1/2 X 1/4 X 7/8 A24N grinding wheel type 27 13300 RPM	\$6.18
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Mod Assy Engine Oil	\$902.41
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Kit Oil Cooler Module	\$50.74
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Kit Turbo	\$1,945.74
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Core	\$350.00
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Nut Flange	\$47.36
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Kit, Turbo Mounting	\$101.08
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Switch Headlight-3 Way	\$23.73
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Housing Switch Assembly	\$214.49
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Seal Kit	\$16.60
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Sensor ICP/BCP	\$181.01
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Speedo/tach mod	\$654.52
COASTAL INTERNATIONAL TRUCK	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Speedo	\$125.00
CONSOLIDATED CONCRETE	1-01-345-33001-00	GF\Bldgs/Grounds Repair\Maint\DP	12/13/2016	2 X 2 X 8 Good Block	\$1,050.00
CONSOLIDATED CONCRETE	1-01-345-33001-00	GF\Bldgs/Grounds Repair\Maint\DP	12/13/2016	2 X 2 X 4 Good Block	\$195.00
GRAINGER INC	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	General Purpose Lantern, LED, Black	\$84.04
GRAINGER INC	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Standard Battery D, Alkaline, 12 pk Item #38W368	\$18.79
GRAINGER INC	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Standard Battery D, Alkaline 12 pk Item # 5LE21	\$37.58
J.C. MADIGAN, INC.	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Part No. FIS21501K-1 Pump, Insta Act	\$297.87
J.C. MADIGAN, INC.	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Part No. FIS21500K-1 Motor, Electric (Insta Act 4 1/2 inch)	\$163.86
J.C. MADIGAN, INC.	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Part No. HWY85005 Jack, Feedgate	\$265.50
MID CITY STEEL CORP.	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	3/8 inch X 3 inch flat Size - 10 foot	\$47.00
MID CITY STEEL CORP.	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	1/2 inch X 3 inch flat Size - 10 foot	\$55.00
NARRAGANSETT ENGINEERING IN	1-01-396-33001-00	GF\Paving-Current\DPW\	12/13/2016	BFL ROAD BOND	\$2,240.00
ONE STOP BUILDING SUPPLY	1-01-388-33001-00	GF\Snow Removal Mat\DPW\	12/13/2016	17 oz Safety GREEN Mark Paint	\$9.88
ONE STOP BUILDING SUPPLY	1-01-388-33001-00	GF\Snow Removal Mat\DPW\	12/13/2016	1X1X48 inch oak stake	\$214.00
PJ KEATING COMPANY	1-01-397-33001-00 *	GF\Road Maintenance\DPW\	12/13/2016	UPM Cold Patch Each = Ton	\$1,065.40

Bill List Expenditures
Town of Portsmouth 2016-2017

Vendor	Account Number		Date	Description	Amount
PJ KEATING COMPANY	1-01-397-33001-00 *	GF\Road Maintenance\DPW\	12/13/2016	UPM Cold Patch Each = Ton	\$1,215.20
PORTSMOUTH ACE HARDWARE	1-01-345-33001-11	GF\Bldgs/Grounds Repair\Maint\DP	12/13/2016	Ice Melt 40# Pail	\$299.88
SNAP-ON TOOLS	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Item # EEHD880010 International V2.0 Engines	\$652.22
SNAP-ON TOOLS	1-01-335-33001-00	GF\Prof Equipment\DPW\	12/13/2016	Item #EEHD865048 LMT 2014 Ultra	\$691.43
SUPERIOR PLUS ENERGY SERVIC	1-01-374-33001-00	GF\Heating Fuel\DPW\	12/13/2016	Dyed #2 Heating Fuel	\$282.56
THE HOSE CONNECTION, INC.	1-01-342-33001-00	GF\Equip Repair\Maint\DPW\	12/13/2016	Item # LCDC 10 Flexaust Polypro Leaf and Lawn	\$140.00
WASTE MANAGEMENT OF RI, INC	1-01-345-33001-11	GF\Bldgs/Grounds Repair\Maint\DP	12/13/2016	TOWN HALL: REFUSE	\$19.36
WB MASON CO INC	1-01-330-33001-00	GF\Office Supply & Eq\DPW\	12/13/2016	Board, Marker, 23 inch X 23 inch	\$49.99
WB MASON CO INC	1-01-330-33001-00	GF\Office Supply & Eq\DPW\	12/13/2016	Metallic Magnets	\$16.99
				Sub Total:	\$14,040.54
 Line Item 33002 Bldg Inspection					
FALL RIVER MODERN PRINTING C	1-01-330-33002-00	GF\Office Supply & Eq\Bldg Inspec	12/13/2016	Name plate for Gareth Eames and Tim Gardiner	\$54.00
				Sub Total:	\$54.00
 Line Item 54004 GMH					
LF PEASE CO.	1-90-465-54004-00	GMH\GMH Building\GMH\	12/13/2016	MANOR HOUSE: HOUSE MAINT	\$980.00
NEWPORT COUNTY PROPANE, IN	1-90-378-54004-00	GMH\Propane\GMH\	12/13/2016	MANOR HOUSE: PROPANE	\$131.12
				Sub Total:	\$1,111.12
 Line Item 71000 Elmhurst Park					
EAST COAST CONSTRUCTION	1-99-750-71000-00 *	Town CIP\Town CIP\Elmhurst Park	12/13/2016	Landscape Improvements and Parking Lot at the Elmhurst Park. Price per bid submitted.	\$78,119.00
				Sub Total:	\$78,119.00
 Line Item 71006 Brown House					
PORTSMOUTH ACE HARDWARE	1-99-750-71006-00 *	Town CIP\Town CIP\Brown House\	12/13/2016	CIP: BROWN HOUSE WATER LINE	\$15.98
PORTSMOUTH ACE HARDWARE	1-99-750-71006-00 *	Town CIP\Town CIP\Brown House\	12/13/2016	CIP: BROWN HOUSE WATER LINE	\$20.97
PORTSMOUTH ACE HARDWARE	1-99-750-71006-00 *	Town CIP\Town CIP\Brown House\	12/13/2016	CIP: BROWN HOUSE WATER LINE	\$33.96
UNION STUDIO ARCHITECTURE	1-99-750-71006-00 *	Town CIP\Town CIP\Brown House\	12/13/2016	CIP: BROWN HOUSE #15-3300	\$2,595.07
				Sub Total:	\$2,665.98
 Line Item 71007 Salt Shed					
URBANE CONSTRUCTION	1-99-750-71007-00 *	Town CIP\Town CIP\Salt Shed\	12/13/2016	Salt Shed Project-60 x 60 price per bid submitted.	\$136,450.00
				Sub Total:	\$136,450.00

Bill List Expenditures
Town of Portsmouth 2016-2017

Vendor	Account Number		Date	Description	Amount
Line Item 71011 Senior Ctr					
ALPHA OMEGA CONSTRUCTION	1-99-750-71011-00 *	Town CIP\Town CIP\Senior Ctr\	12/13/2016	Senior Ctr Masonry Repair, price per bid based on the base bid plus alternate 2-5.	\$10,203.00
				Sub Total:	\$10,203.00
Line Item 71014 Town Hall Space Study					
UNION STUDIO ARCHITECTURE	1-99-750-71014-00 *	Town CIP\Town CIP\Town Hall Spa	12/13/2016	TOWN HALL: SPACE STUDY 16-3500	\$2,125.00
				Sub Total:	\$2,125.00
Line Item 71016 15-16 Town CIP					
VANASSE HANGEN BRUSTLIN INC	1-99-750-71016-00 *	Town CIP\Town CIP\15-16 Town CI	12/13/2016	15/16 CIP: PI PAVING #72730.00	\$18,385.81
				Sub Total:	\$18,385.81
Line Item 73500 Special Rev					
HOME DEPOT CREDIT SERVICES	1-73-870-73500-00 *	Fire Smoke Detector Insp\Exp-Sp	12/13/2016	FIRE: SMOKE DETECTOR	\$508.91
NFPA INTERNATIONAL	1-53-870-73500-00 *	Fire Plan Review\Exp-Sp Rev\Speci	12/13/2016	rdm 1031class	\$440.00
THE DAWSON GROUP	1-52-870-73500-00 *	Fire Alarm Maint\Exp-Sp Rev\Speci	12/13/2016	Radio Box Fees bill	\$12.00
				Sub Total:	\$960.91
Line Item 75000 TS					
JR VINAGRO CORPORATION	1-88-380-75000-00 *	Transfer Station\Waste Disposa\T	12/13/2016	TR. ST: NON HAZ MIXED C&D	\$1,005.60
RAYMOND ANTAYA	1-88-381-75000-00 *	Transfer Station\Recycling Remova	12/13/2016	RECYCLING: 76 MILES	\$41.04
RI RESOURCE RECOVERY CORPO	1-88-380-75000-00 *	Transfer Station\Waste Disposa\T	12/13/2016	TRANSFER STATION	\$13,293.40
WASTE MANAGEMENT OF RI, INC	1-88-380-75000-83 *	Transfer Station\Waste Disposa\T	12/13/2016	40 yard roll off	\$668.28
WASTE MANAGEMENT OF RI, INC	1-88-381-75000-83 *	Transfer Station\Recycling Remova	12/13/2016		\$639.06
				Sub Total:	\$15,647.38
Line Item 76100 Pass-thru PR					
THE SEGAL COMPANY INC.	1-06-830-76100-00 *	Non-Approp\Pension/Annuity/Term\	12/13/2016	PENSION: ACTUARIAL VALUATION	\$15,000.00
				Sub Total:	\$15,000.00
				Batch BILL LT 1212	\$350,200.24

Vendor	Account Number		Date	Description	Amount
Line Item 20001 Finance/Personnel					
RANDI FRANK CONSULTING LLC	1-01-305-20001-00	GF\Prof/Contact Serv\Finance/Pers	12/6/2016	HR Consulting, price per bid.	\$3,087.50
				Sub Total:	\$3,087.50
				Batch PREPAY 12.12	\$3,087.50

PRE-PAID

Vendor	Account Number	Date	Description	Amount
Line Item 10005 Legal				
CLERK, RI SUPERIOR COURT	1-01-300-10005-00	12/1/2016	GF\Solicitor\Legal\ BALMUTH et al v. DOLCE, 2010-0296	\$170.75
CLERK, RI SUPERIOR COURT	1-01-300-10005-00	12/1/2016	GF\Solicitor\Legal\ QUA et al v. DOLCE, NC 2010-0298	\$170.75
CLERK, RI SUPERIOR COURT	1-01-300-10005-00	12/1/2016	GF\Solicitor\Legal\ QUA et al v. DOLCE, NC 2011-0127	\$170.75
CLERK, RI SUPERIOR COURT	1-01-300-10005-00	12/1/2016	GF\Solicitor\Legal\ ANTLE et al v. DOLCE, NC 2010-0299	\$170.75
CLERK, RI SUPERIOR COURT	1-01-300-10005-00	12/1/2016	GF\Solicitor\Legal\ ANTLE et al v. DOLCE, NC 2011-0131	\$170.75
LAW OFFICE OF KEVIN GAVIN	1-01-300-10005-00	12/1/2016	SOLICITOR: NOVEMBER	\$10,330.00
			Sub Total:	\$11,183.75
			Batch PREPAY 1212	\$11,183.75

PRE-PAID

Bill List Expenditures
Town of Portsmouth 2016-2017

Vendor	Account Number	Date	Description	Amount
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Grand Total: \$364,471.49

Reviewed



Robert Taylor

Resign la.

Herbert Nichelson
156 Glen Rd.
Portsmouth, RI 02871
November 16, 2016

RECEIVED
PORTSMOUTH, R.I.
2016 DEC -5 P 1:51
JANE M. HOWER
TOWN CLERK

Portsmouth Town Council
Via: Lower Glen Farm Preservation Committee
2200 East Main Rd.
Portsmouth, RI 02871

Dear Town Council Members,

I am writing to resign from the Lower Glen Farm Preservation Committee effective 16 NOV 2016.
Thank you for the opportunity to have served on the committee.

Sincerely,



Herbert J. Nichelson

hjn

CC: Joseph Reynolds, Chair Lower Glen Farm Preservation Committee



08 DEC 2016

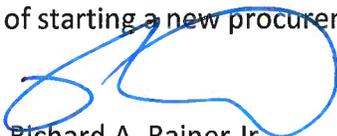
Memorandum Endorsement

Town Administrator Endorsement on Brian Woohed, Acting Director of Public Works, memo requesting Town Council approval to reallocate \$31,540.00 from VHB Engineering Consultant's original Prudence Island Paving contract of \$213,600.00 to design roadway improvements on Broadway from Narragansett Avenue to the roadway highest point, dated 29 NOV 2016

From: Rich Rainer, Town Administrator
To: Portsmouth Town Council

Subj: REQUEST APPROVE REALLOCATION OF FUNDS TO DESIGN ROADWAY
IMPROVEMENTS ON BROADWAY AVENUE IN PRUDENCE ISLAND

1. Forwarded, recommending Approval.
2. The Town Solicitor's review finds this amendment comes within the general scope of the initial RFQ and the general scope of the current contract with VHB, and does not represent a substantial increase in the value, etc., therefore the town can enter into a contract amendment with VHB without the of starting a new procurement process.


Richard A. Rainer Jr.
Town Administrator

Town of Portsmouth
Public Works Department

143 Hedly Street / Portsmouth, Rhode Island 02871

Brian Woodhead
Deputy Director

Phone: (401) 683-0362
Fax: (401) 682-1390

MEMO TO: Richard Rainer

FROM: Brian Woodhead

DATE: November 29, 2016

RE: Broadway Improvements (Prudence Island)

Rich,

(AUG 22, 2016)

OLD BUSINESS OB 1^A - Award of Contract to the Lowest Qualified Bidder for Roadway Improvements to Narragansett Avenue on Prudence Island. / J. Pisano, VHB & B. Woodhead (10) Brian Woodhead, Deputy Public Works Director, stated that the work would be for Narragansett Avenue from Broadway to Rafael. Work will begin right after Labor Day with a projected completion date of November 15th . If, after November 15th, there is still extra money, we will come back to the Council to request additional work be authorized. Jamie Pisano, VHB, stated that it would take about three months to get permitting and they should be ready to do that work in the spring of 2017. A motion by Mr. Seveney, seconded by Ms. Pedro, to award the contract to P. J. Keating Co. for a bid of \$1,826,955. All voted in favor of the motion. (August 22, 2016)

Originally, the Town of Portsmouth evaluated several roadways on Prudence Island for roadway improvements. Based on budgetary constraints the DPW hired VHB to design the Roadway Improvements to Narragansett Avenue from Broadway to Raphael Avenue. On behalf of the Town of Portsmouth Department of Public Works (DPW), PJ Keating completed construction of the Roadway Improvements on the Narragansett Avenue project under budget. As such, the DPW would like VHB to design Roadway Improvements on Broadway from Narragansett Avenue to the roadway high point (approximately 700 feet). VHB has identified the attached scope of work and fee to design the Roadway Improvements on Broadway.

From the original contract and contract amendment no. 2, the town allocated \$181,050 in labor and \$32,550 in expenses or \$213,600 in total budget. As of today, VHB has completed the design and construction support efforts for the Roadway Improvements to Narragansett Avenue project. VHB completed this work efficiently and did not expend the entire budget. As such, \$31,738.22 remains under this contract.

I would like to request the Town Council to reallocate \$31,650.00 from VHB's original contract of \$213,600.00 to design the Roadway improvements on Broadway from Narragansett Ave to the roadway high point (approximately 700 feet).

We have estimated the potential construction cost of Broadway Improvements will be \$265,000.00.

Respectfully Submitted,

Brian Woodhead
Deputy Director

This is a cost update on Narragansett Ave Improvements on Prudence Island.

Prudence Island Cost Breakdown

Bond 2,500,000.00

Engineering: VHB contract \$213,600.00 with \$181,861.78 being used to date. This leaves \$31,738.22 remaining in their contract.

Joe Casali Engineering: \$20,200.50 (2014-2015) \$1,300.00 (2015-2016) Total: \$21,500.50

PJ Keating: \$1,826,955.00

Police Details: \$11,803.33

Total to Date: 2,042,120.61

Balance: \$457,879.39

Respectfully Submitted

Brian Woodhead



Phone 401.272.8100
 Fax 401.277.8400
 www.vhb.com

Engineers | Scientists | Planners | Designers

1 Cedar Street
 Suite 400
 Providence, RI 02903-1023

Client Authorization

New Contract Date November 9, 2016

Amendment No. 3 Project No. 72730.00

Project Name Prudence Island Roadway Improvement Engineering Services

		Cost Estimate	
		Amendment	Contract Total
To:	Mr. David P. Kehew Director of Public Works Town of Portsmouth 143 Hedly Street Portsmouth, RI 02871	Labor	-\$2,600.00
		Expenses	\$2,600.00
		TOTAL	\$0.00
			\$178,450.00
			\$35,150.00
			\$213,600.00

E-mail: dkehew@portsmouthri.com

Lump Sum

Time & Expenses

Cost + Fixed Fee

Labor Multiplier

Phone No: 401-683-0362

Estimated Date of Completion: **March 30, 2017**

Scope of Services:

Originally, the Town of Portsmouth (town) evaluated several roadways on Prudence Island for roadway improvements. Based on budgetary constraints the DPW hired VHB to design the Roadway Improvements to Narragansett Avenue, Prudence Island from Broadway to Raphael Avenue. On behalf of the Town of Portsmouth Department of Public Works (DPW), PJ Keating completed construction of the Roadway Improvements to Narragansett Avenue, Prudence Island project under budget. As such the DPW would like VHB to design Roadway Improvements to Broadway from Narragansett Avenue to the roadway high point (approximately 700 feet). VHB has identified the attached scope of work and fee to design the Roadway Improvements to Broadway.

From the original contract and contract amendment no. 2, the town allocated \$181,050 in labor and \$32,550 in expenses or \$213,600 in total budget. As of today VHB has completed the design and construction support efforts for the Roadway Improvements to Narragansett Avenue, Prudence Island project. VHB completed this work efficiently and did not expend the entire budget. As such, \$31,738.22 remain under this contract.

VHB would like to reallocate this remaining budget to the fee requested to perform the design of the Roadway Improvements to Broadway. As such VHB is not requesting any additional funds to perform the design of the Roadway Improvements to Broadway.

Construction Phase services for the Roadway Improvements to Broadway will be by supplemental agreement.



Mr. David P. Kehew
Ref: 72730.00
November 9, 2016
Page 2

Prepared By: **Jamie Pisano**

Department Approval:

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

Subject to attached terms & conditions.

JTW

Subject to terms & conditions in our original agreement dated November 5, 2015

Vanasse Hangen Brustlin, Inc. Authorization

Client Authorization *(Please sign original and return)*

By _____

By _____

Print _____

Print _____

Title _____

Title _____

Date _____

Date _____



PROJECT DESCRIPTION

The Town of Portsmouth intends to perform roadway improvements to Broadway between Narragansett Avenue and the roadway high point (approximately 700 feet) on Prudence Island in Portsmouth, Rhode Island. These roadway improvements are based on the Roadway Improvements to Narragansett Avenue Prudence Island. Best Management Practices will be incorporated.

KEY ASSUMPTIONS

In developing this scope and fee estimate, VHB has made the following key assumptions. Significant changes to these assumptions may require changes to VHB's scope and fee.

- The proposed pavement structure for Broadway will be the same as Narragansett Avenue.
- The Town will provide an excavator and operator to dig the test pits.
- The Town will "advertise" this project for bidding.

SCOPE OF SERVICES

As outlined above, VHB has prepared this document to outline the overall scope of services, as we currently understand it, that VHB will complete as part of the design and permitting of the Project. A detailed summary of each component of the scope is presented below.

1.0 DATA COLLECTION

1.1 Wetland Resource Area Delineation

Based upon a review of aerial photographs and available information, wetland resources subject to the jurisdiction of the Rhode Island Department of Environmental Management (RIDEM), the Rhode Island Coastal Resources Management Council (RI CRMC), and the U.S. Army Corps of Engineers (USACE) are not present proximate to the proposed work areas. If found wetland resource area delineation will be by supplemental agreement.

1.2 Existing Conditions Survey

See attached proposal from Able Engineering Inc. dated November 7, 2016.

1.3 Existing Conditions Field Review

VHB will field review the base mapping to confirm the existing conditions as shown appropriately. VHB will perform a photo inventory of the existing conditions.



1.4 Subsurface Exploration

The capacity of a soil to infiltrate stormwater is affected by several soil characteristics. In order to evaluate soil-based limitations to infiltration, a VHB Class IV Licensed Soil Evaluator will conduct a day of test pit evaluations at locations along the project route. VHB will work with the Town to identify suitable areas for soil test pits and coordinate to obtain a DIGSAFE number for the work. VHB anticipates that the Portsmouth DPW will provide an excavator and operator to dig the test pits.

The Soil Evaluator will describe the soil profile in 2 soil test pits. The profile description will include descriptions of the each of the horizons in the soil profile including: texture, color, consistence, and presence of foreign objects and boundary topography. The depths to restricting layers such as dense till, bedrock and/or seasonal high water table will also be recorded.

VHB will install up to two PVC stand pipes for future groundwater table monitoring if the soils appear conducive to infiltration. VHB assumes the Town will take weekly readings for four consecutive weeks.

The Soil Evaluator will estimate the infiltration rates for the soil layers at the design depths for a system first by using Rawls rates reported in Table 5-3 of the RISDISM. The surficial geology of Prudence Island is dominated by lodgement till deposits. VHB soils scientists have noted that the actual infiltration rates for the dense basal till or "hardpan" layers found in these soils more closely correlates to lower values assigned by the Soil Survey of Rhode Island than to the Rawls Rates provided in the RISDISM. The rates from the Soil Survey will also be presented in a summary report evaluating the suitability for infiltration as a stormwater best management practice. It is anticipated that the soils on Prudence Island will be found generally unsuitable for infiltration, facilitating a request to waive the recharge requirement in favor of other suitable Low Impact Development technologies.

2.0 PRELIMINARY DESIGN/STORMWATER MANAGEMENT

2.1 Design Plans

Based on the Town approved Conceptual Design, VHB will prepare Design Plans for the proposed roadway improvements. VHB's plans developed under this task are intended to support design and permitting and are not intended to be used for construction.

VHB's civil engineering plans will consist of the following:

- **Cover Sheet:** This sheet will contain the project title, a project locus map, and drawing index.
- **General Legend and Notes:** These sheets will be a modified version of the RIDOT Standard Sheets.
- **Typical Sections:** This sheet will contain the proposed pavement structure and side slope treatments.



- **Construction Plans:** These plans will show the proposed roadway improvements. These improvements will identify limits of proposed pavement, roadside treatments, drainage swales, drainage structures and pipes. These improvements will also identify utility adjustments and/or relocations/betterments.
- **Location Plans:** These plans will show the geometric layout of the proposed improvements. These plans will also show proposed signage.
- **Grading Plans:** These plans will show the proposed contours and spot grades along the roadway and roadside.
- **Critical Cross Sections:** These plans will show proposed cross sections at critical locations such as cross culverts. VHB anticipates 10 critical sections will be required. Additional cross sections will be by supplemental agreement.
- **Traffic Control Plans:** These plans will show typical details for closing sections of the roadway to perform the roadway improvements.

VHB will prepare the following:

Hydrologic Analysis

VHB will hydrologically evaluate existing and proposed conditions. Soils within the project watershed will be classified based on the most recent National Resource Conservation Service (NRCS) delineations as shown on the NRCS maps. VHB will develop a Hydrologic Model to determine existing peak runoff rates and volumes for storm events with a recurrence interval of 2-, 10- and 100 -year storm events.

Best Management Practices

VHB will evaluate structural and non-structural Best Management Practices (BMPs) to address Groundwater Recharge and Water Quality to the maximum extent practicable. VHB assumes grassed swales and sand filters will be developed to address Water Quality. Additional BMPs will be by supplemental agreement.

Using the latest Rhode Island Department of Environmental Management (RIDEM) template, VHB will prepare a Soil Erosion and Sediment Control Plan (SESCP). This template is separated by the limit of disturbance. Following the RISDISM, this project will fall under the 5 to 50 acre site template. The SESCO will address Minimum Standard 7: Pollution Prevention and in conjunction with the Construction Plans address Minimum Standard 10: Construction Erosion and Sedimentation Control.

3.0 RIGHT-OF-WAY

3.1 Temporary Easement Agreement

VHB will prepare a "generic" temporary easement agreement or right-of-entry document. The Town will coordinate with the abutting property owners to secure permission to access private land during construction. VHB will support the Town in discussions with the property owners during the Public Hearing.



4.0 FINAL DESIGN/CONSTRUCTION DOCUMENTS

4.1 Construction Plans

VHB will revise the Design Plans according to comments received from the Town.

4.2 Construction Specifications

VHB will prepare a Contract Book for this project. The Contract Book shall include General Provisions, Job Specific Specifications, and Proposal Pages as well as standard contract language and contract agreement forms provided by the Town. The General Provisions shall identify contract specific information such as town and utility company contacts, notice to contractors, environmental permits, right-of-way documentation, and schedule requirements. The job specific specifications shall identify work items not covered by the Rhode Island Department of Transportation Standard Specifications for Road and Bridge Construction, latest edition including revisions. The Proposal Pages shall include a table of work items and quantities that allow the bidder to fill in their unit price per work item.

VHB will prepare a quantity take-off for work items on this project.

4.3 Addenda/Bid Review

VHB will review bidders' questions and prepare addenda as required. For the purposes of this agreement, VHB assumes one addenda will be prepared to address bidders' questions.

VHB will perform a bid review after the Town opens the bids received.

5.0 MEETINGS AND SUPPORT

VHB will prepare for, attend, and document Project meetings. As assumed below:

- Field Review meeting with the Town to discuss and identify existing issues and concerns
- Design Review meeting with the Town to present and review plans and documents
- Pre-Bid meeting to present the project to perspective bidders

Services included as part of this task are meeting preparation and attendance, travel, preparation of supporting graphics and the preparation of meeting notes.

CLIENT-FURNISHED INFORMATION

It is understood that VHB will perform services under the sole direction of the Client. In the performance of these services, VHB, and those it is responsible for, shall exercise the degree of skill and care customarily accepted as good professional practices and procedures by members of the same profession currently practicing under similar conditions in the same locality. The Client shall provide VHB with project-related technical data including, but not limited to, the following:



- Permissions to access the Site and surrounding areas as necessary
- Copies of available previous surveys and record plans of the roadway and surrounding areas as necessary
- Project-related technical data including any historical environmental reports, and all other relevant data pertaining to the environmental condition of the site;

VHB will rely upon the accuracy and completeness of information furnished by the Client as well as other members of the Project Team in connection with the performance of services under this Agreement.

SCHEDULE

VHB's role is limited to the scope of services defined herein and may be subject to the direction and input of others on the project team. The delivery of VHB's services is dependent on the timely delivery of information or work products from others. It is also VHB's understanding that the Client is providing the ultimate direction to and coordination of all the consultants on the project team. VHB shall not be responsible for failure to perform or for delays in the performance of services which arise out of causes beyond the control and/or without the fault or negligence of VHB.

VHB will begin performance of the above services upon receipt of a fully executed contract. The schedule is also subject to weather and timely delivery of information to be provided by the Client and is exclusive of Client and local review of interim products. If the Client requests that work under this agreement be stopped, or instructs VHB to complete work out of sequence, the schedule and fee estimate is subject to renegotiation when written authorization to proceed is received.

DELIVERABLES

Based on the Scope of Services in this agreement, VHB will submit to the Town or state agencies the following:

- Four copies of the Design Plans (Scale 1"=20')
- Two copies of the Temporary Easement Agreements
- Four copies of the Construction Plans (Scale 1"=20') and Construction Specifications

Additional copies beyond the numbers listed above will be by supplemental agreement.



COMPENSATION

VHB will perform the Scope of Services contained in this Agreement on a cost plus fixed fee basis at the actual labor rates in effect at the time the work is performed and with an overhead rate of 161.70% and a fixed fee rate of 10% by Task as outlined below.

Task	Description	Estimated VHB Labor Fees
1.0	DATA COLLECTION	\$3,600.00
2.0	PRELIMINARY DESIGN/STORMWATER MANAGEMENT	\$8,600.00
3.0	RIGHT-OF-WAY	\$1,350.00
4.0	FINAL DESIGN/CONSTRUCTION DOCUMENTS	\$4,500.00
5.0	MEETINGS AND SUPPORT	\$3,600.00
TOTAL LABOR		\$21,650.00

In addition to the labor compensation, VHB shall be reimbursed for expenditures made specifically for the project such as: printing and reprographics; travel and subsistence; telephone charges; shipping, postage, and courier service charges; purchase of maps or similar documents; etc. These direct expenses will be billed at cost. If subconsultants and subcontractors are engaged by VHB for this project, and are therefore under contract to VHB, their services will be invoiced at their actual cost. **VHB estimates these direct expenses to be \$10,000 including environmental permitting application fees.**

The total for labor and direct expenses is \$31,650.00. Please note that the remaining budget for this contract will be reallocated to this labor and direct expenses. No additional funding is requested for this Scope of Work and Fee.

VHB reserves the right to reallocate the budget among the various tasks or between labor and expenses within the framework of the overall total Upset Limit of this Scope of Services.

SERVICES NOT INCLUDED

The Scope of Services for this Agreement is inclusive only of those tasks herein specified. Should any other work be required, VHB will prepare an appropriate proposal or amendment, at the Client's request, that contains the scope of services, fee, and schedule required to complete the additional work items.

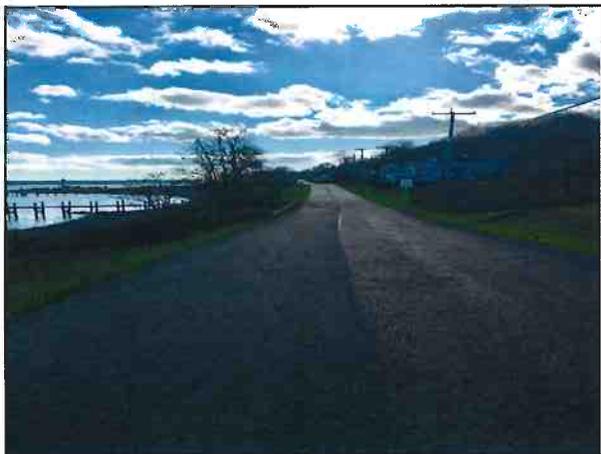
The Client and no other party may rely upon the documents prepared by VHB. The Client understands that VHB is providing the limited services above. As such, VHB shall not be liable for any unknown or unforeseen circumstances which may affect the Client's purchase, sale or development of the site.

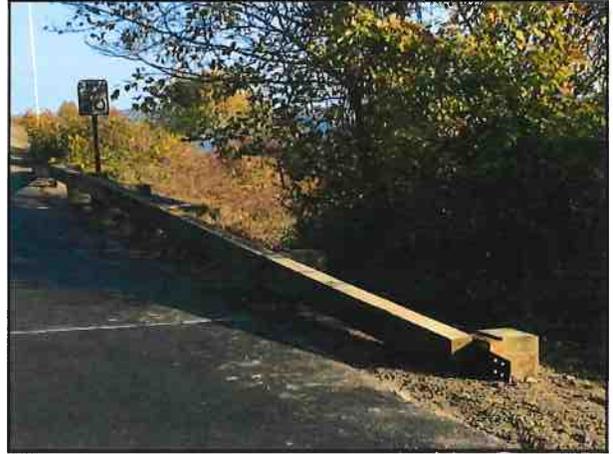
Town of Portsmouth
Department of Public Works
Narragansett Avenue, Prudence Island
2016











OB



01 DEC 2016

Memorandum Endorsement

Town Administrator Endorsement on David Faucher, Director of Finance, memo requesting tentative approval of selection of architectural firm for new police station, dated 01 DEC 2016

From: Rich Rainer, Town Administrator

To: Portsmouth Town Council

Subj: REQUEST TO TENTATIVELY APPROVE SELECTION OF FIRM FOR ARCHITECTURAL SERVICES FOR THE NEW POLICE STATION

1. Forwarded, recommending tentative approval.
2. Final approval request will be contingent upon a successful negotiation with Drumey Rosane Anderson, Inc. (DRA).

Richard A. Rainer Jr.
Town Administrator



December 1, 2016

Memo

From: David Faucher, Director of Finance *DF*
To: Richard Rainer, Town Administrator
Subject: Request to Tentatively Approve Selection of Firm for Architectural Services
for the new Police Station

I request that you seek Town Council tentative approval for the selection of Drummey Rosane Anderson, Inc (DRA) for architectural services for the new Portsmouth Police Station.

Twelve proposals were submitted in response to the Request for Qualifications. Copies of the proposals are available in the Finance Office for review.

The Council will receive a presentation by Richard Talipsky on how the highest qualified architectural firm was identified by the evaluation committee.

Town Council tentative approval for the hiring is sought to pursue contract negotiations with DRA. If successful, the final approval for the contract award to DRA will be brought before the Town Council.

The background of the slide is a detailed architectural floor plan of a police station. The plan is color-coded by room type: pink for administrative offices, blue for police desks, green for support areas, orange for a central corridor, and yellow for a large open area. A diagonal line, possibly representing a ramp or a structural element, runs from the top-left towards the bottom-right. The text 'Request for Qualification Police Station Architectural Services' is centered over the plan in a large, bold, black font.

Request for Qualification Police Station Architectural Services

Schedule

- October 25 - RFQ Issued
- November 21 – Proposal Opening
- November 21 – 30 – Independent Team Evaluation
- November 30 – Team Discussion
- December 2 – Additional Bidder Discussions

12 Bidders

- Aharonian & Associates, Inc.
- Architectura
- Brewster/ Thornton Group Architects LLP
- Drummey Rosane Anderson, INC (DRA)
- Studio GHK+
- Kaestle – Boos Associates, Inc
- Lerner Ladds Bartels Architects (LLB)
- Northeast Collaborative Architects (NCA)
- RGB Architects
- Saccoccio & Associates, Architects
- William Starck Architects, INC
- Tecton Architects

Evaluation Team

- Rich Talipsky – Town Director of Business Development
- Chief Tom Lee – Portsmouth Police Dept
- Dave Faucher – Interim Finance Director
- Allen Shers – Portsmouth School Committee Member
- Brian Woodhead – Town Deputy Director of DPW

Evaluation Criteria

Technical Evaluation

- Qualifications and relevant work experience of the company (20)
- Project understanding and technical approach (30)
- Qualification and experience of project team (30)
- Time frame completion (10)
- Previous work completed for the Town of Portsmouth (10)

Other Evaluation Criteria

- Individual Bidder Interviews
- References

Technical Evaluation (100 pts max)

DRA	83.6
RGB	81.4
Kaestle – Boos	77.8
LLB	65.2
GHK	64.2
NCA	64.2
Tecton	60.6
Saccoccio	58.8
Starck	58.6
Brewster/ Thornton	57.6
Aharonian	52.6
Architectura	51.6

Top Selections

- Technical Evaluation

	<u>Score</u>
1. DRA	83.6
2. RGB	81.4
3. Kaestle- Boos	77.8

- Individual Bidder Interviews
- Reference Checks

Final Evaluation (after Interviews and Reference Checks)

- DRA Proposal – “all-inclusive”
 - Response to RFQ was “to the letter”
 - High Technical Understanding
 - High Familiarity with Project Needs
 - High Confidence in Ability to Meet Technical Specs and Schedule
- Kaestle-Boos
 - List of Legal and/or Administrative Actions, Litigations, Judgements or Rulings not provided as required by RFQ
- RGB
 - No Cost Estimator provided in their response
 - Many exclusions in proposal (HAZMAT, Traffic, Site Lighting Design, Acoustic Consulting, LEED Cert, and AV Systems)
 - Design Risk evaluated as High

Recommended Bidder - DRA

- Overview of Proposal
 - 100% Response to the RFQ
 - Time to Construction Start – 9 Months
 - Construction Completion Estimate – Dec 2018 – Jan 2019
 - ✓ Could be Fall 2018 if 2017/18 winter weather not severe
 - All Inclusive Bid
 - ✓ Includes coordination of interior design and exterior lighting, parking and landscaping
 - ✓ Coordination with special equipment contractors
 - Close Coordination Anticipated
 - ✓ Coordination with Town Officials
 - ✓ Bi-weekly team meetings (more often, if needed).
 - ✓ 24/7 emergent need support (e-mail, Phone, Skype)
 - ✓ Participation in Contractor “walk-throughs”
 - High Confidence in Ability to Deliver
 - ✓ Strong Subject Matter Expert Subcontractors on Team
 - CES (MEP, FP,LEED)
 - DiPrete (Civil Eng, Land Planning, Surveying)
 - Girard & Co (Structural Engineering)
 - John C. Carter & Co (Landscape Design, Environmental)
 - MPR (Cost Estimating)
 - ✓ Familiarity with Concept, Preliminary Site Studies and Town Stakeholders
 - ✓ Considerable Public Safety Past Performance

Request

- Town Council tentatively approve selection of DRA as the Architectural Services Contractor for the new Portsmouth Police Department Facility.
- Town Council approval will be subsequently requested following successful contract negotiations.

November 23, 2016

RECEIVED
PORTSMOUTH, R.I.
2016 NOV 24 A 2:47
LAUREN M. MOWER
TOWN CLERK

To: Portsmouth Town Council
Clerk's Office
Portsmouth Town Hall

From: William & Carroll Brown
337 Riverside St.

Re: Request to present on December 12, 2016

Subject: Town Council Approval of residential septic design.

Specific request: Written letter of approval from the Portsmouth Town Council for the residential septic design at 337 Riverside St.

Town Council's approval letter will accompany the Portsmouth Water Department's letter of approval and the residential septic design by Principe Engineering.

All 3 documents are needed for submission to RIDEM because a one-way street divides the residential property and the effluent pipe crosses under a public way.

Estimate of time to present: 5 - 10 minutes.

Additionally: Septic Design and Water Department Approval Letter will be provided.

Portsmouth Water and Fire District

1944 East Main Road
P.O. Box 99
Portsmouth, Rhode Island 02871-0099

(401) 683-2090
Fax (401) 682-1550
E-mail: info@portsmouthwater.org

PWFD VARIANCE LETTER FOR OWTS CONFLICTS

October 26, 2016

Thomas J. Principe, III, P.E
Principe Company
Engineering Division
29 Silver Beech Road
Tiverton, RI 02878

Re: OWTS Repair for 337 Riverside St, Portsmouth
Map 15, Lots 80

Dear Mr. Principe:

We have reviewed the OWTS design drawing dated 07/12/16, prepared for: William P. Brown, by Principe Company, for the OWTS repair at the above referenced address.

The District has identified the following conflicts between the ISDS and the water supply system:

- The distance from the proposed septic tank and the water serviceline is approximately 3-feet, which is less than the 10-feet required minimum.
- The proposed building sewer line crosses over the existing water main in Riverside Street.
- The distance from the proposed septic tank to the existing water main in Riverside Street is 10-feet, which just meets the minimum 10-foot requirement.

The following remedial measures are required to ensure proper separation of the systems:

- Install an impervious barrier as shown on the attached drawing as may be marked-up by the District. The impervious barrier shall consist of a 30 mil thick polyethylene sheet installed in a 5.5-foot deep trench. The trench shall be backfilled with an approved impervious material.

- Install the proposed building sewer line in a pressure-tight conduit for a distance of 10-feet on either side of the existing water main crossing, with said distance measured perpendicular to the water main to the ends of the conduit. Construct the proposed sewer line so that the crossing is as close to 90-degrees as reasonably practical.

The required remedial measures will ensure proper separation or create an artificial separation sufficient to protect the public water system and the water service line consistent with DEM and District requirements.

Accordingly, the District approves the exception to the specified separation requirements. This exception is contingent upon the following:

- The project is constructed substantially as shown on the attached drawing submitted to the District, as may be marked-up by the District, and the required remedial measures are implemented.
- The installation of the impervious barrier is installed per District standards and inspected by the District prior to backfill per normal procedures.
- The location of the proposed septic tank relative to the water main in Riverside Street is inspected by the District prior to back fill.
- The installation of the building sewer line inside the water-tight conduit is inspected by the District prior to backfill.
- A copy of this letter is provided to the installation contractor and the contractor is required by the owner/applicant to coordinate the required inspections with the District to ensure that the variance approval remains valid.

If you have any questions on the above, please do not hesitate to contact me.

Sincerely,
PORTSMOUTH WATER AND FIRE DISTRICT



William J. McGlenn, P.E.
General Manager and Chief Engineer

WJM/wjm
Enclosure

cc: Nathan Lister
William P Brown, 497 Rock St, Fall River, MA 02720-3435
Gareth Eames, Portsmouth Building Inspector



07 DEC 2016

Memorandum

From: Rich Rainer, Town Administrator
To: Portsmouth Town Council

Subj: OWTS REPIAR FOR 337 RIVERSIDE ST, PORTSMOUTH
MAP 15, LOTS 80

Encl: DPW Memo to Town Administrator dtd 07 DEC 2016 re: OWTS Repair for 337
Riverside St, Portsmouth Map 15, Lots 80

1. The Acting Director of DPW has reviewed the subject request and asks that any approval granted by the Council stipulate conditional requirements as outlined in the attached enclosure.
2. I concur and recommend approval contingent upon the homeowner's agreement to the DPW requests.
3. If approved, I recommend a motion authorizing me to draft the letter requested by the homeowners. As precedence, in a previous similar case, the Council voted in August 2015 to grant an easement for a septic encroachment on Town land, and voted in September 2015 to approve the easement and authorize the president to sign it for recording in Land Evidence.

Richard A. Rainer Jr.
Town Administrator

Town of Portsmouth
Public Works Department

143 Hedly Street / Portsmouth, Rhode Island 02871

Brian Woodhead
Deputy Director

Phone: (401) 683-0362
Fax: (401) 682-1390

MEMO TO: Richard Rainer

FROM: Brian Woodhead

DATE: December 7, 2016

RE: OWTS Repair for 337 Riverside St, Portsmouth Map 15, Lots 80

Rich,

I have reviewed the OWTS design drawing dated 7/12/16, prepared for William P. Brown, by Principe Company.

The Department of Public Works resurfaced Riverside Street on August 19, 2015 and will require the following.

1. The Department of Public will require a Road Cut Permit from the contractor per the Town's Street Excavations Ordinance.
2. The Department of Public Works requires the contractor to missile under Riverside Street with the 4" Sch. 80 sleeve for the 1.25 F.M.

If the use of the missile under the Roadway this not possible then the following will be required:

- All material from the excavation on the Towns Right of Way Roadway shall be removed and flowable fill (CLSM) shall be used for backfill material to within 3-1/2 inches of finish grade.
- 2 inches of 12.5 Bituminous Concrete shall be used for the Base Course
- 1-1/2 inches of 9.5 Bituminous Concrete shall be used for the Surface Course

Thank you,

Brian Woodhead
Deputy Director

(Encl 1)



08 DEC 2016

Memorandum

From: Rich Rainer, Town Administrator

To: Portsmouth Town Council

Subj: Transfer Station Sticker Price Recommendation

Encl: (1) RIRRC (personal communication, dtd 08 DEC 2016) re RIRRC Tipping Fees

(2) Transfer Station Budgets reflecting various sticker prices: \$150, \$156, \$160

1. RIRRC will increase the tipping fee to \$39.50 per ton in July 2017 as indicated in enclosure (1).
2. The Finance Department and Recycling Coordinator have prepared three projected budgets:
 - a.) Current sticker price (\$150.00)
 - b.) A "break even" price at \$156 per sticker
 - c.) One at \$160 per sticker.
3. We would run a slight surplus at ^{\$160}~~\$165.00~~ per sticker. There is a possibility that the current Transfer Station operator may not renew their contract in Jun 2017. A new operator would almost certainly charge a higher fee.
4. I recommend the Town Council approve a \$160 sticker fee for the coming year.

Very respectfully,

Richard A. Rainer Jr.
Town Administrator

From: Mike OConnell [mailto:MOConnell@rirrc.org]
Sent: Thursday, December 08, 2016 9:00 AM
To:
Subject: Municipal Tip Fee Rates for F2018 and F2019

Mayors, Town Administrators, Town Managers and Town Officials:

This is RIRRC's official notification of municipal solid waste tip fee rates per ton for F2018 and F2019 in accordance with the Municipal Tip Fee and Procedure Rule (ERLID# 8262) adopted and filed with the Secretary of State in February 2016.

Based on the methodology contained in the Rule the rates per ton are as follows:

	<u>F2018</u>	<u>F2019</u>
Calculated	\$46.00	\$47.00
Final RIRRC Board Approved	\$39.50	\$47.00

RIRRC's Board had requested we evaluate a phased-in price for F2018 since this rate increase is outside the norm given 25 years at \$32/ton. Accordingly, we reviewed the key assumptions that lie behind the calculations and were comfortable they are reasonable. That said, the commercial volumes remain above the target that optimizes landfill life despite three price increases over the past 18 months. Although not a certainty, we believe that with a somewhat slower rate of commercial volume decline, there should be enough cash to allow phased pricing for the initial year. We agreed we could manage around that risk and the Board approved the phased-in price of \$39.50 for F2018.

As part of the pricing process, RIRRC is also exploring the level of municipal interest in a voluntary Pay As You Throw (PAYT) program managed by RIRRC as a way to reduce trash volume and offset some of the impact of this increase. We will be discussing benefits as well as the local challenges of such a program over the next couple of months to determine if enough municipalities are interested in a voluntary statewide program to justify the cost to develop and administer it. Regardless, municipalities are certainly free to adopt their own PAYT program and customize it to their specific needs.

While we certainly don't like raising prices especially with our valued municipal customers, we must now face reality. Without this increase, RIRRC will be unable to meet its financial obligations over the next two fiscal years including being in default of its bond payment. We have done what we could to delay this increase. We cut actual operating costs by \$17M over the past 10 years, raised commercial prices almost 50%, and used insurance proceeds from the corruption cases to augment cash flow. But now we need to address the price. The good news is that even with the new prices, solid waste disposal is still the best bargain in the State. It is

below cost, being subsidized by the commercial sector, and well below market. The regional rate for municipalities in Connecticut and Massachusetts is in the \$65-\$80/ton range.

Attached is the presentation we made to our Board on Wednesday. It includes the calculations used to develop the rates.

Any questions, let me know.

Sincerely,

Mike OConnell

This e-mail has been scanned by Verizon Managed Email Content Service, using Skeptic(tm) technology powered by MessageLabs. For more information on Verizon's Managed Email Content Service, visit <http://www.verizonbusiness.com>.

Transfer Station Budget - DRAFT		<i>\$150⁰⁰ Price</i>
	FY 2017	(July 1, 2016 - June 30, 2017)
GENERAL INCOME		NOTES
		<i>* We may or may not continue the 5% drop in Transfer Station sticker sales - 5 year trend</i>
Transfer Station Sticker Sales (January - February 2017)	\$ 600,000	Actual sticker sales (Jan - Feb 28, 2017)
Transfer Station Sticker Sales (March - December, 2017)		5-year average - Actual Sales (Mar - Dec, 2017)
Town Contribution for Hog Island Transfer Station	\$ 5,900	Town Contribution from General Funds
RIRRC Recycling Material Credit		<i>* Assume recycling rate improves but cost of materials continues to fall.</i>
RIRRC tipping fee Rebates for improved recycling rates	\$ 10,000	Project 4200 tons MSW delivered. Assume \$1 rebate with improved recycling rate. With continued efforts, we should be able to reach at least the first tier of rebates in FY 2017. Based on 2015 rebate number (\$10,803).
RIRRC Small Grant program - recycling bin, label matching grant	\$ 3,500	Recycling bin, label matching grant
Subtotal - Transfer Station Income	\$ 619,400	
PROGRAM INCOME		
RIRRC Profit Sharing: FY '16 and FY '17 - Sale of Recyclable Materials		RIRRC: July '16 - June '17 estimate <i>* Assume recycling rate improves but cost of materials continues to fall.</i>
Propane tanks	\$ 600	Estimate 300 size 20 tanks at semi-annual pick up
Sale of Recycling Bins	\$ 700	Optimistic Estimate - sell 100 bins at \$7 retail
Sale of Compost Bins	\$ 1,350	Optimistic Estimate - sell 30 bins at \$45 retail
Donations from Rain Barrel Sales	\$ 220	Optimistic Estimate - sell 20 bins - donation of \$11 each from the RI Water Lady
GROSS INCOME	\$ 2,870	
HEDLY ST - INCOME		
Construction & Demolition (C & D) Drop-Off Fees	\$ 4,000	fees collected at Transfer Station; reduced if ordinance to require construction site dumpster
Scrap Material Sales	\$ 21,850	all sale proceeds to town for scrap metal (<i>assume 230 tons @ \$90 - 100 - used estimate of \$95/ton</i>)check with Barbara (233 tons in CY 2015)
Tires	\$ 2,000	\$5 per tire drop-off fee; check with finance dept for history, estimate of 400 tires
Mattress & Box Spring Drop-Off Fees (<i>could end April 30, 2016</i>)	\$ -	no fees / no costs under Mattress Recycling Program as of May 1, 2016
Subtotal Income - PROGRAMS & HEDLY ST	\$ 650,120	

Current Price

150⁰⁰

ENCL (2)

PRUDENCE ISLAND - INCOME		
Drop-off fees collected	\$ 500	C&D, tires, etc?
Mattress & Box Spring Drop-Off Fees	\$ 450	30 mattresses/box springs at \$15 each; verify numbers from DPW
Other	\$ -	
TOTAL INCOME - PRUDENCE ISLAND	\$ 950	
Total Income - Programs and All Transfer Stations		
	\$ 651,070	
GENERAL - EXPENSES		
Recycling Coordinator (<i>Personnel Expenses</i>)	\$ 23,000	unless this becomes a full time position with benefits
Recycling Coordinator <i>incentives</i>	\$ -	unless incentive program is changed
Recycling Programs (<i>Program Expenses</i>)	\$ 500	mailing, mileage, training, etc.
Transfer Sticker and handouts - printing and misc.	\$ 3,700	numbers from Tax collector's office
Capital (new bins or Solar Bins for Park Recycling)		???
RIRRC Small Grant program - recycling bin, label matching grant	\$ 3,500	Recycling bin, label matching grant
Subtotal - Recycling Program Expenses	\$ 30,700	
PROGRAM EXPENSES		
Recycling Programs	\$ 500	Professional services (<i>graphic design, professional photography, poster printing</i>)
Cost of recycle bins	\$ 414	Estimate - sell 100 bins @ \$4.14 per bin
Cost of compost bins	\$ 1,050	Estimate - sell 30 bins @ \$35.00 per bin
Cost of Rain Barrels		Direct Cost \$0. Indirect cost: barrels stored 1 night at DPW lot and 2 hour pickup window in April. Resident order pick-ups overseen by Recycling Coordinator and SW/Recycling Committee volunteers.
Subtotal - Program Expenses	\$ 1,964	
PERSONNEL EXPENSES		
***Assume a 2% inflation rate for all expenses		
Recycling Coordinator (<i>hourly wages and incentive payments</i>)		Wages & FICA
Recycling Coordinator Misc. Expenses	\$ 500	Miscellaneous (mileage, materials, printing, conferences, education)
Training, Conferences, Workshops	\$ 500	Regional Recycling, Composting and Waste Management Conferences and training events, single and multiple day event registrations, travel and hotels
Subtotal - Personnel	\$ 1,000	
HEDLY ST - EXPENSES		
Transfer Station Management (Vinagro)	\$ 135,897	Recycling, MSW & Patriot Contract

CURRENT PRICE
150.00

Hauling - Solid Waste & Recycling Materials, RIRRC Tipping Fees (?) and misc site management fees (Vinagro -Patriot)	\$ 148,500	hauling - Recycling, MSW, Yard Waste, ABC, C&D, Rigid Plastic, etc. - Patriot Contract (includes 10% increase)
RIRRC Tipping Fees	\$ 152,875	project 4000 tons at RIRRC tipping fee of \$32/ton through June 30, 2017 & \$39.50/ton starting July 1
Security Guard - Sticker Verification at Gate	\$ 35,000	contract with security firm or 4 gate guards
Transfer Station Assistant, Instructor, floater at station	\$ -	contract with security firm (17000-20000)
Utilities - Electricity & Water	\$ 7,000	Town Number
Reserves / Debt Service - New Building Shell	\$ 23,280	Town Number - is the debt service finished? Finance dept
Reserves / Debt Service - Compactor	\$ 2,500	Town Number; check with finance dept
Compactor Maintenance & Replacement Reserve Fund	\$ 5,500	
Building Maintenance & Replacement Reserve Fund	\$ 5,500	
Site Maintenance (Pavement, Fence, Gates, Snow Plowing, Lawn Mowing)		Part of Vinagro contract ?
Waste Oil Collection fees	\$ 476	1700 gallons in CY 2015 (5.95 tons); \$.028 per gallon to Western Oil.
Tires	\$ 819	4.3 tons in CY 2015; \$2.00 per car tire, \$10 per truck tire - Bob's Tire
Propane collection fee	\$ 100	Mighty Flame pickup - some income for reusable tanks and expense for non-reusable tanks
Miscellaneous	\$ 2,750	Sticker printing and misc.; numbers from tax collector's office
Hog Island Expenses (pd by General Funds)	\$ 5,900	check with DPW and finance dept; should match income amount above
Subtotal - Hedly St. Transfer Station Expenses	\$ 526,097	
PRUDENCE ISLAND - EXPENSES		
Materials Hauling	\$ 54,000	Recycling & MSW
Ferry Fees	\$ 42,500	85 trips (\$500/trip) - up from \$250 per trip
Landfill Testing	\$ 3,000	
Wages	\$ 16,000	Wages & FICA
Oil Collection Station and oil collection fees - not needed	\$ -	Not be needed if eco-depot in October 2017
Subtotal Prudence Island Expenses	\$ 115,500	
TOTAL EXPENSES - All Transfer Stations	\$ 675,261	
Net Transfer Station and Recycling Program Income less Expenses	\$ (24,191)	

CURRENT PRICE
150⁰⁰

projected shortfall to be covered by increase in cost of transfer stickers.	\$	6.05	
number of stickers	\$	4,000	
price per sticker	\$	150	

*Current Price
150.00*

Transfer Station Budget - DRAFT		<i>\$ 156⁰⁰ Price</i>
	FY 2017	(July 1, 2016 - June 30, 2017)
GENERAL INCOME		NOTES
		* We may or may not continue the 5% drop in Transfer Station sticker sales - 5 year trend
Transfer Station Sticker Sales (January - February 2017)	\$ 624,000	Actual sticker sales (Jan - Feb 28, 2017)
Transfer Station Sticker Sales (March - December, 2017)		5-year average - Actual Sales (Mar - Dec, 2017)
Town Contribution for Hog Island Transfer Station	\$ 5,900	Town Contribution from General Funds
RIRRC Recycling Material Credit		* Assume recycling rate improves but cost of materials continues to fall.
RIRRC tipping fee Rebates for improved recycling rates	\$ 10,000	Project 4200 tons MSW delivered. Assume \$1 rebate with improved recycling rate. With continued efforts, we should be able to reach at least the first tier of rebates in FY 2017. Based on 2015 rebate number (\$10,803).
RIRRC Small Grant program - recycling bin, label matching grant	\$ 3,500	Recycling bin, label matching grant
Subtotal - Transfer Station Income	\$ 643,400	
PROGRAM INCOME		
RIRRC Profit Sharing: FY '16 and FY '17 - Sale of Recyclable Materials		RIRRC: July '16 - June '17 estimate * Assume recycling rate improves but cost of materials continues to fall.
Propane tanks	\$ 600	Estimate 300 size 20 tanks at semi-annual pick up
Sale of Recycling Bins	\$ 700	Optimistic Estimate - sell 100 bins at \$7 retail
Sale of Compost Bins	\$ 1,350	Optimistic Estimate - sell 30 bins at \$45 retail
Donations from Rain Barrel Sales	\$ 220	Optimistic Estimate - sell 20 bins - donation of \$11 each from the RI Water Lady
GROSS INCOME	\$ 2,870	
HEDLY ST - INCOME		
Construction & Demolition (C & D) Drop-Off Fees	\$ 4,000	fees collected at Transfer Station; reduced if ordinance to require construction site dumpster
Scrap Material Sales	\$ 21,850	all sale proceeds to town for scrap metal (assume 230 tons @ \$90 - 100 - used estimate of \$95/ton)check with Barbara (233 tons in CY 2015)
Tires	\$ 2,000	\$5 per tire drop-off fee; check with finance dept for history, estimate of 400 tires
Mattress & Box Spring Drop-Off Fees (could end April 30, 2016)	\$ -	no fees / no costs under Mattress Recycling Program as of May 1, 2016
Subtotal Income - PROGRAMS & HEDLY ST	\$ 674,120	

\$ 156⁰⁰

PRUDENCE ISLAND - INCOME		
Drop-off fees collected	\$ 500	C&D, tires, etc?
Mattress & Box Spring Drop-Off Fees	\$ 450	30 mattresses/box springs at \$15 each; verify numbers from DPW
Other	\$ -	
TOTAL INCOME - PRUDENCE ISLAND	\$ 950	
Total Income - Programs and All Transfer Stations		
	\$ 675,070	
GENERAL - EXPENSES		
Recycling Coordinator (<i>Personnel Expenses</i>)	\$ 23,000	unless this becomes a full time position with benefits
Recycling Coordinator <i>incentives</i>	\$ -	unless incentive program is changed
Recycling Programs (<i>Program Expenses</i>)	\$ 500	mailing, mileage, training, etc.
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Capital (new bins or Solar Bins for Park Recycling)		???
RIRRC Small Grant program - recycling bin, label matching grant	\$ 3,500	Recycling bin, label matching grant
Subtotal - Recycling Program Expenses	\$ 30,700	
PROGRAM EXPENSES		
Recycling Programs	\$ 500	Professional services (<i>graphic design, professional photography, poster printing</i>)
Cost of recycle bins	\$ 414	Estimate - sell 100 bins @ \$4.14 per bin
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Cost of Rain Barrels		Direct Cost \$0. Indirect cost: barrels stored 1 night at DPW lot and 2 hour pickup window in April. Resident order pick-ups overseen by Recycling Coordinator and SW/Recycling Committee volunteers.
Subtotal - Program Expenses	\$ 1,964	
PERSONNEL EXPENSES		
***Assume a 2% inflation rate for all expenses		
Recycling Coordinator (<i>hourly wages and incentive payments</i>)		Wages & FICA
Recycling Coordinator Misc. Expenses	\$ 500	Miscellaneous (mileage, materials, printing, conferences, education)
Training, Conferences, Workshops	\$ 500	Regional Recycling, Composting and Waste Management Conferences and training events, single and multiple day event registrations, travel and hotels
Subtotal - Personnel	\$ 1,000	
HEDLY ST - EXPENSES		
Transfer Station Management (Vinagro)	\$ 135,897	Recycling, MSW & Patriot Contract

\$ 156 00

Hauling - Solid Waste & Recycling Materials, RIRRC Tipping Fees (?) and misc site management fees (Vinagro -Patriot)	\$ 148,500	hauling - Recycling, MSW, Yard Waste, ABC, C&D, Rigid Plastic, etc. - Patriot Contract (includes 10% increase)
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Miscellaneous	\$ 2,750	Sticker printing and misc.; numbers from tax collector's office
Hog Island Expenses (pd by General Funds)	\$ 5,900	check with DPW and finance dept; <i>should match income amount above</i>
Subtotal - Hedly St. Transfer Station Expenses	\$ 526,097	
PRUDENCE ISLAND - EXPENSES		
Materials Hauling	\$ 54,000	Recycling & MSW
Ferry Fees	\$ 42,500	85 trips (\$500/trip) - up from \$250 per trip
Landfill Testing	\$ 3,000	
Wages	\$ 16,000	Wages & FICA
Oil Collection Station and oil collection fees - not needed	\$ -	Not be needed if eco-depot in October 2017
Subtotal Prudence Island Expenses	\$ 115,500	
TOTAL EXPENSES - All Transfer Stations	\$ 675,261	
Net Transfer Station and Recycling Program Income less Expenses	\$ (191)	

\$ 156 00

projected shortfall to be covered by increase in cost of transfer stickers.	\$	0.05	
number of stickers	\$	4,000	
price per sticker	\$	156	

\$156⁰⁰

Transfer Station Budget - DRAFT		<i>\$160⁰⁰ Price</i>
	FY 2017	(July 1, 2016 - June 30, 2017)
GENERAL INCOME		NOTES
		* We may or may not continue the 5% drop in Transfer Station sticker sales - 5 year trend
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RIRRC Small Grant program - recycling bin, label matching grant	\$ 3,500	Recycling bin, label matching grant
Subtotal - Transfer Station Income	\$ 659,400	
PROGRAM INCOME		
RIRRC Profit Sharing: FY '16 and FY '17 - Sale of Recyclable Materials		RIRRC: July '16 - June '17 estimate * Assume recycling rate improves but cost of materials continues to fall.
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HEDLY ST - INCOME		
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Tires	\$ 2,000	\$5 per tire drop-off fee; check with finance dept for history, estimate of 400 tires
Mattress & Box Spring Drop-Off Fees (could end April 30, 2016)	\$ -	no fees / no costs under Mattress Recycling Program as of May 1, 2016
Subtotal Income - PROGRAMS & HEDLY ST	\$ 690,120	

\$160⁰⁰

PRUDENCE ISLAND - INCOME		
Drop-off fees collected	\$ 500	C&D, tires, etc?
Mattress & Box Spring Drop-Off Fees	\$ 450	30 mattresses/box springs at \$15 each; verify numbers from DPW
Other	\$ -	
TOTAL INCOME - PRUDENCE ISLAND	\$ 950	
Total Income - Programs and All Transfer Stations		
	\$ 691,070	
GENERAL - EXPENSES		
Recycling Coordinator (<i>Personnel Expenses</i>)	\$ 23,000	unless this becomes a full time position with benefits
Recycling Coordinator (<i>incentives</i>)	\$ -	unless incentive program is changed
Recycling Programs (<i>Program Expenses</i>)	\$ 500	mailing, mileage, training, etc.
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Capital (new bins or Solar Bins for Park Recycling)		???
RIRRC Small Grant program - recycling bin, label matching grant	\$ 3,500	Recycling bin, label matching grant
Subtotal - Recycling Program Expenses	\$ 30,700	
PROGRAM EXPENSES		
Recycling Programs	\$ 500	Professional services (<i>graphic design, professional photography, poster printing</i>)
Cost of recycle bins	\$ 414	Estimate - sell 100 bins @ \$4.14 per bin
Cost of compost bins	\$ 1,050	Estimate - sell 30 bins @ \$35.00 per bin
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Subtotal - Personnel	\$ 1,000	
HEDLY ST - EXPENSES		
Transfer Station Management (Vinagro)	\$ 135,897	Recycling, MSW & Patriot Contract

\$160.00

ENCL (2)

Hauling - Solid Waste & Recycling Materials, RIRRC Tipping Fees (?) and misc site management fees (Vinagro -Patriot)	\$ 148,500	hauling - Recycling, MSW, Yard Waste, ABC, C&D, Rigid Plastic, etc. - Patriot Contract (includes 10% increase)
RIRRC Tipping Fees	\$ 152,875	project 4000 tons at RIRRC tipping fee of \$32/ton through June 30, 2017 & \$39.50/ton starting July 1
Security Guard - Sticker Verification at Gate	\$ 35,000	contract with security firm or 4 gate guards
Transfer Station Assistant, Instructor, floater at station	\$ -	contract with security firm (17000-20000)
Utilities - Electricity & Water	\$ 7,000	Town Number
Reserves / Debt Service - New Building Shell	\$ 23,280	Town Number - is the debt service finished? Finance dept
Reserves / Debt Service - Compactor	\$ 2,500	Town Number; check with finance dept
Compactor Maintenance & Replacement Reserve Fund	\$ 5,500	
Building Maintenance & Replacement Reserve Fund	\$ 5,500	
Site Maintenance (Pavement, Fence, Gates, Snow Plowing, Lawn Mowing)		Part of Vinagro contract ?
Waste Oil Collection fees	\$ 476	1700 gallons in CY 2015 (5.95 tons); \$.028 per gallon to Western Oil.
Tires	\$ 819	4.3 tons in CY 2015; \$2.00 per car tire, \$10 per truck tire - Bob's Tire
Propane collection fee	\$ 100	Mighty Flame pickup - some income for reusable tanks and expense for non-reusable tanks
Miscellaneous	\$ 2,750	Sticker printing and misc.; numbers from tax collector's office
Hog Island Expenses (pd by General Funds)	\$ 5,900	check with DPW and finance dept; should match income amount above
Subtotal - Hedly St. Transfer Station Expenses	\$ 526,097	
PRUDENCE ISLAND - EXPENSES		
Materials Hauling	\$ 54,000	Recycling & MSW
Ferry Fees	\$ 42,500	85 trips (\$500/trip) - up from \$250 per trip
Landfill Testing	\$ 3,000	
Wages	\$ 16,000	Wages & FICA
Oil Collection Station and oil collection fees - not needed	\$ -	Not be needed if eco-depot in October 2017
Subtotal Prudence Island Expenses	\$ 115,500	
TOTAL EXPENSES - All Transfer Stations	\$ 675,261	
Net Transfer Station and Recycling Program Income less Expenses	\$ 15,809	

\$ 160 00

projected shortfall to be covered by increase in cost of transfer stickers.	\$	(3.95)
number of stickers	\$	4,000
price per sticker	\$	160

\$160⁰⁰

ENCL (2)



01 DEC 2016

Memorandum Endorsement

Town Administrator Endorsement on David Faucher, Director of Finance, memo requesting to purchase a Chevrolet truck for DPW, dated 01 DEC 2016

From: Rich Rainer, Town Administrator

To: Portsmouth Town Council

Subj: REQUEST TO PURCHASE CHEVROLET TRUCK FOR DPW

1. Forwarded, recommending approval.
2. If this purchase is approved, the truck will replace a 1999 Chevrolet 1-Ton Pickup Truck w/ plow. DPW will surplus the old truck.

Richard A. Rainer Jr.
Town Administrator



December 1, 2016

Memo

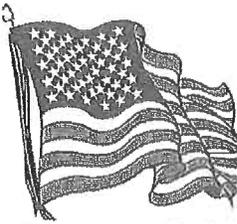
From: David Faucher, Director of Finance
To: Richard Rainer, Town Administrator
Subject: Request to Purchase Chevrolet Truck for DPW

I request that you seek Town Council approval for the purchase of a new gas powered truck for DPW.

Attached is a quote from Liberty Chevrolet for \$56,985.50. The DPW Acting Director recommends purchase of a Chevrolet truck to remain consistent for parts and labor with the existing fleet of Chevrolet trucks.

The price for the vehicle comes from a competitive bid awarded by the Plymouth County Commissioners.

The Town has \$250,000 in the FY 2017 budget for DPW equipment. This purchase would come from this line item.



Liberty Chevrolet

Portsmouth Public Works Department
143 Hedly Street
Portsmouth, RI 02871
Attn.: Brian Woodhead, Deputy Director

October 11, 2016

Dear Mr. Woodhead,

Per your request, I am writing to offer a proposal to supply your department with a new Chevrolet per our contract #15-16-17-18-19, with the Plymouth County Commissioners. All vehicles offered under this contract come with a 5 year/100,000 mile powertrain warranty.

Item #23	2016 Four Wheel Drive Chassis, 13,200 LB GVWR 6.0 Liter, 322 HP V8 Gas Engine with Oil Cooler Six Speed Automatic Transmission with Oil Cooler Heavy Duty Handling/Trailer Suspension Package Front Frame Mounted Recovery Hooks 150 Amp Alternator and 720 CCA Battery (7) LT235/80R17E All Season Radials Power 4 Wheel Disc Brakes with 4 Wheel ABS Factory Air Conditioning Tilt Steering Wheel and Cruise Control AM/FM Stereo with Digital Clock Dual Fuel Tanks with 63 Gallon Capacity Automatic Halogen Headlights with Daytime Running Lights Vinyl 40/20/40 Split Bench Seat with Center Fold Down Armrest Heavy Duty Vinyl Floor Mat Full Factory Gauge Package with Tachometer Interior Dome and Reading Lights Driver and Front Passenger Airbags 2 Dash Mounted Auxiliary Power Outlets Manual Windows and Door Locks	\$28,334.41
1.01	On/Off Road Tread Radials for DRW Truck	\$ 178.64
1.03	Limited Slip Rear Axle	\$ 341.04
1.11	Factory Snow Plow Prep Package	\$ 492.28
1.16	220 Amp Heavy Duty Alternator	\$ 133.98
1.19	Factory Skid Plate Package	\$ 235.48
1.23	Power Windows and Door Locks	\$ 895.23
1.24	Keyless Remote Entry	\$ 244.62
1.43	Electronic Trailer Brake Controller	\$ 299.43
1.44	Electric Remote Heated OSRV Camper Mirrors	\$ 353.22
2.09	Whelen Mini Liberty LED	\$ 1,075.00
2.21	Electronic Back up Alarm	\$ 179.00
3.11	Fisher 9' Snow Plow System	\$5,481.00
3.18	Snow Foil Attachment for snow Plow	\$ 463.50



3.24	Material Spreader with Rear Engine Drive	\$ 4,305.00
3.26	Stainless Steel Upgrade for Spreader	\$ 4,435.00
4.02	2/3 Yard Electric Hydraulic Dump Body	\$ 7,140.00
4.10	Manually Retracted Load Cover	\$ 498.75
10.18	Reinforced Plate Mounted Pintel/Ball Hitch	\$ 695.00
3.06	Whelen 4 Corner Hide-Away LED Flashers	\$ 685.00
Customer Requested Options:		
	Adder for Rear LED Flashers for Dump Body	\$ 265.00
	Trailer Wiring Harness and Plug for Chassis	\$ 245.00
	Color Red	
	TOTAL DELIVERED PRICE	\$56,985.50

Liberty Chevrolet currently has this truck (VIN 327497) in stock and available for immediate delivery, allowing approximately 4-6 weeks for installation of body and plow. This unit is subject to prior sale, therefore please contact me as soon as a purchase decision is made so that it may be secured for your department.

Thank you for your consideration of Liberty Chevrolet. If you have any questions concerning our proposal, please don't hesitate to contact me at (781) 287-7541.

Sincerely,



Kevin Nugent
Fleet Sales Manager



December 6, 2016

Memo

From: David Faucher, Director of Finance 
To: Richard Rainer, Town Administrator
Subject: Request Authorization to Pay Bills in Accordance with the Regular Agenda
Deadline

If the Town Council decides to not have a regular Council meeting on December 27, 2016, I request that you seek Council authorization to pay all just and due departmental bills in accordance with the regular agenda deadline. Any questionable bills will remain unpaid and placed on the next regular Council meeting agenda for payment approval.

A separate bill listing of all bills paid during this time period (where a regular Council meeting is not held) will be prepared and included in the next regular Council meeting agenda for Council approval.



05 DEC 2016

Memorandum

From: Rich Rainer, Town Administrator

To: Portsmouth Town Council

Subj: PROPOSED FY 2018 BUDGET DATES

1. I respectfully submit for your review the proposed milestone dates for preparation and approval of the FY 2018 Budget:

Dec 06	(2016) Request for capital submitted by departments to Finance Director
Jan 09	Budget requests submitted by departments to Town Administrator
Jan 28	Joint Town Council & School Committee meeting (Legislative and Budget priorities)
Feb 09	Organizations seeking civic support submit requests to Town Administrator
Mar 08	Submission of School Budget to Town Administrator
Apr 10	Town Administrator submits proposed budget of receipts and expenditures to Town Council
Apr 24	Budget Overview and Discussion on Revenues
Apr 25	Department Reviews: Town Hall, Police, Fire, & Public Works
Apr 26	Department Reviews: All Other Departments
Apr 27	Department Reviews (if needed)
MAY 8	Town Council adopts Provisional Budget
JUN 7	Public Budget Hearing
Jun 12	Town Council adopts Budget

Richard A. Rainer Jr
Town Administrator

Cowesp.



RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

DIVISION OF FOREST ENVIRONMENT
235 Promenade Street, Suite 394
Providence, RI 02908

Office: 401.222.2445
Fax: 401.222.2444

November 28, 2016

Subject: Tree City USA Certification

On behalf of the RI DEM, Division of Forest Environment, I would like to make you aware of an important community improvement program that that may be of interest to your community.

Tree City USA, sponsored by the Arbor Day Foundation in cooperation with the USDA Forest Service and the National Association of State Foresters, is a recognition program for municipalities that effectively manage their public trees, and encourages the implementation of sustainable community tree management practices.

Eligibility for Tree City USA is based on four standards that form a basic foundation for effective management of the urban forest, where each community must:

1. have an annual Arbor Day Observance and Proclamation,
2. have a Tree Care Ordinance,
3. have a Tree Board, Department, or a designated tree care decision-maker
4. have a community forestry program with annual budget of at least \$2.00 per capita.

RI currently has 11 Tree City USA communities, including Barrington, Bristol, Central Falls, Jamestown, Narragansett, Newport, Portsmouth, Providence, Warren, Warwick, and West Warwick; collectively, these municipalities have over 150 years as Tree City USA communities!

I would like to work with you to be included on this list. If you feel that your community has achieved all four of these standards, please fill out the enclosed application, include the required documentation, and forward the information to our office so that we receive it no later than January 31, 2016. If you would like to become a Tree City USA community, but have not fulfilled all of the requirements, I am happy to assist your community in achieving these goals, and help you to obtain Tree City USA status.

You may also find additional information on Tree City USA program at www.arborday.org, where electronic applications are available for printing if needed.

If you have any questions or wish to discuss eligibility for the program, please do not hesitate to contact me at (401) 222-2445 x2059 or teejay.boudreau@dem.ri.gov.

Sincerely,

Tee Jay Boudreau
Coordinator
RI Urban & Community Forestry Program

RECEIVED
PORTSMOUTH, R.I.
NOV DEC - 1 P 2:15

Conversp 2.

Tim Lemire
78 Grand View St.
Providence, RI 02906
Nov. 28, 2016

Keith E. Hamilton
President, Town Council
2200 E. Main Road
Portsmouth, RI 02871

Dear Mr. Hamilton:

In June 2016, I wrote to ask for your support for an initiative I'm pursuing with Rep. Aaron Regunberg.

I want to petition our state General Assembly, in their next session, to convene a Study Commission: one that will investigate the most effective education modules on co-parenting for divorcing parents and how those modules may be implemented in our state.

Currently, 17 U.S. states—including our neighbors Massachusetts and Connecticut—require that *all* divorcing parents take an education module about co-parenting and communication skills, regardless of whether or not the divorce is contested.

In Rhode Island, a contested divorce takes an average 510 days to process, and in all that time, we require *nothing* of divorcing parents when it comes to getting help on parenting through and after divorce.

Town Councilman HENRY OPPENHEIMER (Richmond), Mayor SCOTT AVEDISIAN (Warwick), and Mayor DONALD GREBIAN (Pawtucket) were the first to send me their support. Mayor Avedisian shared information about my initiative with Family Court Chief Judge MICHAEL FORTE, who wrote to me personally, in recognition of this initiative's importance.

On Nov. 15, the *Warwick Beacon* newspaper put an article about this initiative on its front page. I've enclosed a copy of it with this letter.

I invite you again to lend your voice to this pro-family, pro-children issue.

I ask you to reply—via the above address or email (lemire.tim@gmail.com)—to say **YES: I support the RI General Assembly convening a Study Commission to investigate the most effective education modules for divorcing parents and how those modules may be implemented in our state.**

Rhode Island needs a robust marketplace of educational offerings for divorcing parents, to help them co-parent and communicate for their children's benefit. Otherwise, children of divorce are at risk for anxiety, depression, impaired academic performance, and even self-harm. Family Court judges should have a spectrum of classes to assign: from short classes for low-conflict couples to longer seminars for more high-conflict situations.

We all know divorce can be expensive: the people who pay the biggest price should never be the children.

Thank you,



from front page of *Warwick Beacon* newspaper, 11/15/2017

For the kids: Former resident proposes divorce education

By Tessa Roy



One of Warwick's own has high hopes of bringing new legislature to the state of Rhode Island.

Tim Lemire is a Warwick native and a professional writer currently residing in Providence. His father was a longtime Director of Special Services in the Warwick School Department. He's also trying to assemble support to convince the Rhode Island General Assembly to form a study commission to examine possible educational modules for divorcing parents.

"I want to see our state have a robust offering of education modules to help divorcing parents, and once that's in place I plan to advocate for those modules becoming mandatory by law as in Massachusetts and Connecticut," he said. "Children of divorce in Rhode Island deserve better than the status quo."

Seventeen states, including neighboring Massachusetts and Connecticut, have laws requiring divorcing parents to take classes on how to co-parent their children through divorce.

"These are supposed to give you guidance on how to be a better parent. It's not to get mom and dad back together, not to pretend there are no problems, but to give you tools and techniques to do the best you can by your children," he said.

Just a quick Google search for the worst states for divorce will lead to lots of lists that include Rhode Island. Lemire wants to improve the state's reputation on the issue and thinks his initiative might help.

"I have gone through a divorce myself here in Rhode Island. I saw firsthand a situation that needs improvement, and I wasn't content to sit back and think somebody else will do something about it someday," he said.

Lemire's efforts have the health of children in mind. A report from Utah State University said children of divorce are more likely to suffer from emotional distress and psychological issues. They may harbor more anger toward themselves and others, break rules more often, have sleep problems, feel guilty frequently, isolate or withdraw themselves from friends and family, abuse drugs and/or alcohol, participate in early sexual activity, or have thoughts of violence or suicide, the report details.

In addition to emotional and psychological impacts, there may also be a cost to the state if social services become involved, Lemire said. If parents better understand how divorce affects their children, he said, maybe some of those effects can be prevented.

"I think most moms and dads do not wake up in the morning and say to themselves, 'how can I damage my children for life? I think that's what I'll do today,'" Lemire said. "But they don't realize that even small things like badmouthing your former spouse in front of your children or interfering with visitation have an effect on kids."

Some may be skeptical of mandatory classes, especially in high-conflict situations. However, Lemire said that just because classes may not work for a minority of cases does not mean they also won't for many more.

"Should we not have AA because you can't change people? Should we not have suicide hotlines because if someone wants to kill themselves that's what they'll do? We shouldn't let cynicism about the most extreme cases make the decision," he said. "I think there will always be a minority of cases that may not be helped by classes and seminars, just as there are people who slip through the cracks of social services, rehabilitation programs, and other things. But I think the majority of people would benefit by them."

Lemire has contacted mayors and city/town council presidents throughout the state asking for support. His efforts are backed by the likes of Warwick Mayor Scott Avedisian, Richmond Town Council President Henry Oppenheimer, Representative Aaron Regunberg and Pawtucket Mayor Donald R. Grebian.

Oppenheimer said the issue is a "no-brainer" and that it wouldn't be "rocket science" for a study commission to come up with results.

"I think the [minor aged] kids are the ones that suffer most. The basic bottom line of this is that parents need to be acquainted with the facts of divorce and how it impacts their kids," he said.

Avedisian was on the Board of Directors at St. Mary's Home for Children for 25 years and said the Home used to have classes like the ones Lemire is proposing.

"It's a really good idea. It won't reunify families, but it will definitely make the divorce process a lot less traumatizing for children," he said.

In addition, Lemire reached out to family organizations across the state. He's received support in that respect as well; he said DCYF, Parent Information Network and Center for Mediation and Collaboration all welcomed the idea of more class offerings for divorcing parents.

For now, Lemire doesn't have all the answers to questions people may have, but a study commission might. Lemire strongly believes the idea of classes would appeal to kids and is prepared to bring his research to the General Assembly come the next session.

"Ask any child, 'would you like it if mom and dad took a class that would help them cooperate and not fight as much?' Look me in the eye and tell me a child would not say yes," he said.

Courtesy.

Portsmouth Water and Fire District

1944 East Main Road
P.O. Box 99
Portsmouth, Rhode Island 02871-0099

(401) 683-2090
Fax (401) 682-1550
E-mail: info@portsmouthwater.org

November 16, 2016

Keith Hamilton, President
Portsmouth Town Council
Town of Portsmouth
2200 East Main Road
Portsmouth, RI 02871

Re: Quarterly Financial Reports

Dear Mr. Hamilton:

Pursuant to Rhode Island General Laws Section 45-12-22.2, enclosed please find copies of the Portsmouth Water and Fire District's quarterly financial report for the periods ending October 31, 2016, for distribution to the members of the Portsmouth Town Council.

Sincerely,
Portsmouth Water and Fire District



N. John Larsen
Senior Accountant

NJL/njl

Enclosure

Quarterly Period Ending: 10/31/2016
Fiscal Year 2017
Pursuant to Rhode Island General Law Section 45-12-22.2

Fire District: Portsmouth Water and Fire District

Tiers I and II Fire Districts complete pages 1 and 2 of Form FD-3A and attach detail

Please indicate accounting method for reporting: Cash Accrual
 ##### %

	Adopted Budget	Revised Budget	Actual Year To Date	Collected Expended YTD	Projected Total FY 2016	Projected Revenue Variance
Opening Surplus/(Deficit)						
Revenues	4,670,493		3,230,953	69.18%		
Expenditures	4,670,434		2,488,190	53.28%		
* Projected Operating Surplus/(Deficit)	59		742,763			
* Projected Cumulative Surplus/(Deficit)						

*A correction action plan is required for deficits reported on lines marked with an asterisk.

I certify that the following schedules are accurate to the best of my knowledge and belief.



 Governing Board Chairperson: Philip T. Driscoll

 Date

 TOWNSARG169@COX.NET
 Email Address

 401-683-3081
 Phone Number

I certify that the following schedules are accurate to the best of my knowledge and belief.



 Finance Officer: Allen J. Shers

 Date

 AJSHERS@AOL.COM
 Email Address

 401-846-4424
 Phone Number

Please remit this report to the following offices on or before the 25th day of the month succeeding the end of each fiscal quarter to:

Fire-District Governing Board

Members of the Town Council

kimberly.prasinos@dor.ri.gov
 Division of Municipal Finance
 One Capitol Hill, 1st Floor
 Providence, RI 02908

ag@oag.ri.gov
 Office of the Auditor General
 86 Weybosset Street
 Providence, RI 02903

Quarterly Report

Fire District: Portsmouth Water and Fire District

For the period ending 10/31/2016
(mm/dd/yyyy)

In accordance with Section 45-12-22.2 of the General Laws of Rhode Island, as amended, the following information must be submitted on or before the 25th day of the month following the end of each fiscal quarter to the Division of Municipal Finance and the RI Auditor General

FIRE DISTRICT REVENUES:	Adopted Budget	Revised Budget	Actual: Year to Date	% Collected YTD	Projected Total Revenues FY 2016	Projected Revenue Variance FY 2016
1 Local Property Taxes	600,500		599,099	99.77%		
2 Federal Funds	-					
3 Miscellaneous Fees	388,723		287,751	74.02%		
4 Payments from Other Fire Districts or Agencies	-					
5 Rescue Services	-					
6 Interest Income	300		170	56.67%		
7 Other Income	3,680,970		2,343,933	63.68%		
Total Fire District Revenue	4,670,493		3,230,953	69.18%		

FIRE DISTRICT EXPENDITURES: (attach detail)	Adopted Budget	Revised Budget		% Spent YTD	Projected Total Expenditures FY 2016	Projected Expenditures Variance FY 2016
1. Operating Disbursements or Expenditures	4,289,859		2,320,111	54.08%		
2. Capital Outlay*	5,000		0	0.00%		
3. Debt Service Payment						
Principal	286,170		122,000	42.63%		
Interest	89,405		46,079	51.54%		
4. Payments to Other Fire Districts						
5. Other (specify)	0					
Total Fire District Expenditures	4,670,434		2,488,190	53.28%		

*Please describe how the capital outlay expenditures were financed during the year (i.e. borrowing, lease, reserves, operations, or combination, etc.)

PORTSMOUTH WATER & FIRE DISTRICT
Trial Balance
As of October 31, 2016

	Oct 31, 16	
	Debit	Credit
1020 - Fleet - Capitol Improvements	0.00	
1040 - People's Savings Account	5,131.95	
1041 - People's Money Market Account	2,727.52	
1045 - People's Certificate Account	0.00	
1050 - BankNewport Money Market Acct	8,860.94	
1060 - Cash - Citizens Checking	380,386.09	
1070 - Citizens Investment Account	4,562.31	
1075 - Restricted Cash - Investment	0.00	
1080 - 2002 Bond Proceeds Capital Acct	0.00	
1085 - 2002 Bond Investment Account	0.00	
1090 - Petty Cash	200.00	
1098 - Undeposited Cash & R/I		29,967.89
1195 - A/R - Other		3,855.89
1200 - A/R - Billmaster	0.00	
1210 - A/R - Taxmaster	0.00	
1220 - A/R - Sundries	10,070.25	
1225 - A/R - Unbilled	647,000.00	
1230 - A/R - Excess	0.00	
1120 - Inventory Asset	116,954.03	
1130 - Accrued Interest Revenue	0.00	
1205 - A/R - UMS Water Receivables	659,615.86	
1215 - A/R - UMS Tax Receivable	599,511.97	
1235 - State Sales Tax	0.00	
1240 - A/R - FY Adjustment	0.00	
1250 - Allowance for Bad Debt		8,692.39
1290 - Inventory	0.00	
1300 - Water Inventory	15,760.00	
1320 - 2007 RICWFA Proceeds	16,659.40	
1325 - 2009A2 RICWFA Proceeds	0.00	
1345 - 2012 RICWFA Proceeds	47,309.49	
1350 - Prepaid Expenses	8,137.31	
1350 - Prepaid Expenses:1350A - Prepaid Expenses - Insurance	23,918.63	
1350 - Prepaid Expenses:1350B - Prepaid Expenses - Cathedrals	2,813.97	
1350 - Prepaid Expenses:1350C - Prepaid Expenses - Software	9,442.36	
1500 - Plant - Water System	16,073,720.68	
1501 - Plant - Meter & Telemetry	540,051.75	
1505 - Plant - AMI - Radio Read System	0.00	
1510 - Plant - Curb Stops	1,032,755.95	
1540 - Plant - Tanks	343,653.33	
1550 - Plant - Office Building	373,385.15	
1560 - Plant - Vehicles	151,601.92	
1570 - Plant - Office Equip & Other	137,761.95	
1580 - Plant - Operation Equip & Other	160,745.92	
1590 - Plant - Land & Rights	84,440.36	
1595 - Plant - Fluoridation	123,447.81	
1596 - CIP - Capital- Tanks Project	0.00	
1596 - CIP - Capital- Tanks Project:1596B - CIP - AMI - 2012	1,235,742.65	
1600 - Accumulated Depreciation		10,362,925.84
1190 - RIB Subsidy	837,592.91	
1700 - 2002 Bond - Cost of Issuance	22,977.99	
1705 - Acc Amortization - 2002 Bond		22,977.99
1800 - 2007 RICWFA - Cost of Issuance	29,857.17	
1805 - Acc Amortization - 2007 RICWFA		29,857.17
1810 - 2009A RICWFA - Cost of Issuance	9,197.00	
1815 - Acc Amortization - 2009 RICWFA		9,197.00
1820 - 2012 RICWFA - Cost of Issue	16,650.00	
1825 - Acc Amortization - 2012 RICWFA		16,650.00
2000 - Accounts Payable		222,787.57
2005 - A/P - FY Adjustment		42,500.00
2010 - Deferred Water Revenue	0.00	
2020 - A/P - Billmaster		1,072.48
2030 - A/P - Taxmaster	275.07	
2035 - A/P - Tax Sale Redemption	585.03	
2045 - A/P RIDWP		11,097.46
2050 - Unclaimed Property	0.00	
2120 - Customer/Vendor Deposits		4,890.00
2130 - Deferred Rental Revenue	0.00	
2140 - Tenant Security Deposits		15,000.00
2200 - FICA W/H	0.00	
2201 - *Sales Tax Payable	0.00	
2210 - Federal W/H	0.00	
2220 - RI W/H	0.00	
2230 - TDI W/H	0.00	
2240 - Employee Voluntary Deduction		12.00
2310 - FMHA Note Payable	0.00	
2314 - Pollution Remediation	0.00	
2315 - 2002 Bond Payable - Current		175,000.00
2320 - 2007 Bond Payable - Current		15,829.40
2330 - 2009A Bond Payable - Current	0.00	
2340 - 2009A(2) Bond Payable - Current	0.00	
2350 - 2012 Bond Payable - Current	0.00	
2500 - Accrued Payroll Taxes	0.00	
2510 - Sales Tax Payable Billmaster	0.00	

PORTSMOUTH WATER & FIRE DISTRICT
Trial Balance
As of October 31, 2016

	Oct 31, 16	
	Debit	Credit
2610 · Accrued Interest Expense	0.00	
2620 · Accrued RIDWP	0.00	
2630 · Accrued Payroll	0.00	
2640 · Accrued Comp. Absence		100,119.92
2650 · Accrued Pension	0.00	
2660 · Accrued Utilities	0.00	
2670 · Accrued Accounting	0.00	
2700 · Cash Overage		340.03
2710 · OPEB - Other Post Emp Benefits		691,347.00
2810 · FMHA L/T Note Payable	0.00	
2815 · 2002 Bond Payable - L/T		695,000.00
2820 · 2007 RICWFA Bond Payable - L/T		1,087,000.00
2825 · 2009A RICWFA Bond Payable - L/T		131,000.00
2830 · 2009A 2 RICWFA Bond Payable-L/T		33,000.00
2840 · 2012 RICWFA Bond Payable - L/T		810,000.00
5529 · Contra RICWFA Bond Payable	0.00	
3000 · Opening Bal Equity	0.00	
3010 · Equity - Gvrnt Contributions		2,142,302.95
3020 · Equity - Cvrnt Contributions		554,836.57
3030 · Equity - Dvlpr Contributions		3,593,846.23
3040 · Equity - Grant Contributions		655,816.19
3100 · R/E - Unrestricted		2,668,333.59
3110 · R/E - Board Restricted		104,860.00
3900 · Retained Earnings	1,371,373.07	
4245 · Property Leases	89,964.00	2,343,932.89 Other Income
4015 · Base Charge	165,565.95	599,098.71 Property Taxes
4020 · Water Sales	2,083,610.95	169.83 Interest Income
4022 · Bulk Sales	1,932.38	287,750.70 Misc Fees
4025 · RIDWP - PWFD Apportionment	2,859.61	3,230,952.13
4225 · Interest Earned		169.83
4100 · Tax - Property	599,098.71	
4250 · Construction Reimbursement		288.00
4010 · Inspection Services Development		226.00
4030 · Fire Service		5,457.00
4035 · Hydrant Rental		200,825.00
4040 · Late & Interest Charges		33,478.21
4050 · Misc. S/C		13,419.08
4055 · New Meter Charge		3,920.00
4060 · C/S Inspection & Misc		540.00
4065 · Tap, Missile & C/S Fees		5,070.00
4070 · Meter - Install/Remove		4,130.00
4075 · Material Sales - Revenue		9,902.82
4110 · Tax - Misc		7,480.66
4215 · Back Charge - Labor, Equip, etc		3,013.93 3,230,952.13 Revenue
5000 · Cost of Goods Sold	7,647.78	
5310 · Cost of Water - Newport	1,232,981.01	
5400 · Electric - Union St P/S	25,086.07	
5405 · Electric - Turkey Hill P/S	461.58	
5410 · Electric - Valves & Pits	428.47	
5415 · Diesel Fuel	20.00	
5420 · Hydrant Assembly M & R	3,055.58	
5430 · Structure M & R	300.44	
5435 · Mechanical Equipment M&R	3,124.52	
5440 · SCADA / Controls M & R	179.64	
5442 · AMI /Controls M & R	24,868.87	
5444 · Curb Stop M & R	13,131.16	
5445 · Distribution System M & R	147,950.61	
5450 · Back Charged Construction	864.30	
5455 · Meters - New	802.06	
5458 · Meter - Replacement	2,541.64	
5460 · Water Sample Testing	11,183.24	
5490 · Inventory Change		419.25
5500 · Wages - Operations	150,889.43	
5505 · Overtime - Operations	6,966.60	
5507 · Wages - Engineering Technician	22,135.70	
5520 · FICA/Med - Operations	13,228.56	
5525 · Pension - Operations	16,547.06	
5526 · Group Health - Operations	65,796.28	
5526 · Group Health - Operations:5526A · Group Health - Cost Share Prem		5,863.44
5528 · Group Dental - Operations	3,419.23	
5528 · Group Dental - Operations:5528A · Dental - CostShare - Operations		234.23
5530 · Uniforms	951.54	
5535 · Communication Systems	3,407.98	
5540 · Vehicle Fuel	5,004.44	
5545 · Vehicle M & R	2,307.75	
5550 · Tools / Equipment M & R	652.23	
5555 · Tools / Equipment - Purchases	1,631.34	
5560 · Misc. Material & Other	1,114.89	
5580 · Chemicals	990.05	
5660 · Freight & Delivery	1,178.01	
6000 · Wages - Board Members	3,562.50	
6010 · Wages - Office	156,075.21	
6015 · Overtime - Office	1,848.22	

PORTSMOUTH WATER & FIRE DISTRICT
Trial Balance
As of October 31, 2016

	Oct 31, 16		
	Debit	Credit	
6017 · Wages - GIS Technician	25,105.76		
6025 · Temp Help - Office	14,882.75		
6030 · FICA/Med - Office	14,766.10		
6035 · Pension - Office	16,870.35		
6040 · Group Health	46,507.26		
6040 · Group Health:6040A · Group Health - Cost Share Prem		4,101.55	
6040 · Group Health:6040B · Group Health - Med Ins Opt-On	741.01		
6041 · Group Dental Plan	1,925.27		
6041 · Group Dental Plan:6041A · Group Dental - Cost Share Prem		207.99	
6041 · Group Dental Plan:6041B · Group Dental - Med Ins Opt	37.70		
6042 · Flexible Spending Plan-Emp Ded		4,297.29	
6042 · Flexible Spending Plan-Emp Ded:6042 B · FSA - Emp t	4,343.32		
6043 · FSA & POP Service Charges	624.44		
6045 · Electric - Office	2,989.60		
6050 · Gas - Office	137.81		
6055 · Telephone - Office	285.63		
6060 · Insurance - All	20,740.98		
6065 · Dig Safe	1,953.30		
6075 · Office Building M & R	5,570.10		
6080 · Office Equipment M & R	12,566.34		
6082 · Software Maint & Tech Support	21,860.02		
6085 · Office Supplies & Sundries	2,776.20		
6090 · Office Equipment Purchase	1,294.37		
6095 · Postage & Meter Rental	11,439.46		
6100 · Printing & Binding	5,149.53		
6105 · Public Notices	268.08		
6115 · Election of Board Members	2,051.08		
6120 · Fees, Dues & Registrations	11,252.30		
6125 · Meetings & Seminars	5,452.93		
6135 · Annual Audit	14,904.00		
6145 · General Counsel	23,791.00		
6150 · Special Counsel	64,711.75		
6158 · Misc. Consultants	39,322.50		
6160 · Bank Charges	1,947.76		
6165 · Credit Card Charges	3,378.00		
6195 · Misc. Expense	126.98		
6205 · Tax Sale	20,698.64		
6215 · Payroll Service Charges	2,208.55		
6220 · Retrofitting	220.00		
7315 · 2002 Bond Interest	22,391.78		0.00 Fixed Asset
7316 · 2007 RICWFA Bond Int & Fee	21,038.45		2,320,111.11 Operating Expense
7317 · 2009A RICWFA Bond Int & Fee	2,174.91		122,000.00 Debt
7318 · 2009A (2) RICWFA Bond Int & Fee	473.65		46,078.79 Interest
	<u>27,486,191.44</u>	<u>27,486,191.44</u>	<u>2,488,189.9</u>
Dr	2,381,313.65		
Cr	15,123.75		
	<u>2,366,189.90</u>		



07 DEC 2016

Memorandum

From: Rich Rainer, Town Administrator

To: Portsmouth Town Council

Subj: TOWN STAFF GOALS, PRIORITIES, AND INITIATIVES

Encl: (1) Town Administrator Priorities Memo dtd 19 NOV 2015

(2) Staff Developed Capital Improvement Projects

(3) Town Administrator Initiatives for 2017

1. In 2015 I drafted a list of priorities and initiatives I intended to concentrate on in 2016 (Enclosure (1)). I've attached an annotated copy of that list as an update to the Council. Items are color coded as follows:

- a.) GREEN: Completed
- b.) YELLOW: Started and/or Ongoing
- c.) RED: Yet to be started

2. On December 6th, an offsite meeting was held amongst the principle heads of Town Departments and Function areas in order to review past, and identify new, capital priorities. The School Superintendent also attended the meeting. The outcome of that meeting is presented for your review as enclosure (2). The listed projects have been sorted by relative timing of the project, urgency, and importance.

3. Additionally, there are a number of initiatives I intend to pursue in the upcoming year. These are listed in enclosure (3) and are intended for your information.

4. My intent is to use these enclosures as guide posts in the formulation of our next budget. It would be most helpful if the Town Council would provide their input at a future TC Meeting in January.

Very respectfully,

Richard A. Rainer Jr.
Town Administrator



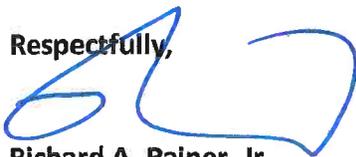
November 19, 2015

**To: Town Council
From: Town Administrator**

Attached please find my list of proposed priorities and concentration items for your review.

I will bring this back at the next Town Council meeting for discussion.

Respectfully,


**Richard A. Rainer, Jr.
Town Administrator**

ENCL (1)

SERVICES AND FACILITIES

VISION

PORTSMOUTH WILL BE A COMMUNITY WHERE COST-EFFECTIVE, HIGH-QUALITY MUNICIPAL SERVICES AND WELL-MAINTAINED PUBLIC FACILITIES MEET THE CHANGING NEEDS OF CURRENT AND FUTURE RESIDENTS.

GOALS AND POLICIES

Goal 1 - Deliver cost-effective, high-quality municipal services and ensure that all public facilities are well-maintained.

Policy 1.1 – Town Administration

Improve procedures to continually revise a physical inventory of all Town facilities and assets in order to maintain both short and long-term Capital Improvement Programs.

Action items:

- Create Baseline physical Inventory of all Town Facilities and Assets
- Develop a Planned Maintenance and Phased replacement Plan for all facilities
- Determine funding sources for Capital Improvement Programs
- Capital Improvement Funds are needed for (not listed in order of priority):
 - New Portsmouth Police Station
 - Prudence Island Police sub-station
 - Police Gun Range refurbishment
 - Harbor Master Boat for east side of Town
 - Fire Station HVAC
 - Prudence Island road paving
 - Brown House
 - Glen Stables
 - Phelps House
 - Sandy Point Beach House
 - Glen Park toilet facilities
 - Coggeshall School building

- Senior Center
- Schedule Energy Audits for all Town Buildings
- Pursue Renewable Energy projects including the Wind Turbine

WAITING ON
GOCCES/HALL
SCHOOL BLDG

Policy 1.2 - Town Administration

Maintain sound fiscal management of Portsmouth's financial resources by developing sustainable annual budgets that promote long-term financial stability.

Action items:

- Prepare the Annual Budget / Tax Rate calculation
- Work to restore Fund Balance to 16%
- Pursue Pension Plan Reforms
- Pursue OPEB and employee healthcare reforms
- Address costs of cyclical Property Reevaluations
- Maintain and Improve the Town's Bond Rating
- Move Trust accounts to the General Fund
- Upgrade the Finance Department's Accounting Software

Policy 1.3 - Town Administration

Maintain long-range maintenance and improvement / retirement programs for all existing public facilities and town-owned land in order to protect prior public investment.

Action items:

- Undertake a Town Hall structure and space needs analysis
- Evaluate Town Hall Security issues and implement security measures
- Monitor Town Hall Air Quality and implement
- Maintain a Maintenance schedule/upgrades to Town Hall interior facilities
- Engage in IT Collaboration with School Department
- Develop Long-term Use Plans for:
 - Glen Farm Property
 - Glen Manor House
 - Glen Stables

- 3S Property
- Stone Bridge
- Weaver Cove Boat Ramp
- Elmhurst Park
- Tank Farms and Burma / Stringham Roads
- Bristol Ferry Landing
- Dog Park
- Melville Camp Ground

Policy 1.4 – Town Administration

Continuously seek grant opportunities and ways to increase revenue to the Town in order to offset the costs of providing services.

Action items:

- Reevaluate all current Town property leases
- Pursue annual CDBG grant funds
- ~~Work with the New Revenue Committee~~ N/A

Policy 1.5 – Town Administration

Coordinate with neighboring communities to determine if shared facilities and/or services may increase effectiveness.

Action items:

- Continue funding and participation in AIPC
- Investigate the establishment of an Inter-Community Working Group
- Investigate possibility of a shared Salt Shed with Middletown

↳ NOT INTERESTED

Policy 1.6 – Town Administration

Improve municipal services and facilities to Prudence and Hog Islands commensurate with the inherent limitations of access being by ferry or private vessel only.

Action items:

- Maintain high-quality Ferry Service to Prudence Island.

- Investigate limited Ferry Service to Hog Island

Policy 1.7 – Town Administration

Ensure a high level of administrative functions from all town departments and enhance effective communication between town staff and citizens.

Action items:

- Encourage collaboration between Town Departments
- Enhance customer service in all departments
 - Initiate a Staff training program
 - Use “Portsmouth This Week” to best advantage
 - Adjust Town Hall hours / Work week
 - Revamp “fix-it” form on Town Web site
 - Implement a web-based Customer Service survey
- Analyze and implement Department performance audit recommendations
- Review all Town Boards and Committees – by laws and performance
- Institute Professional/Leadership Development for appropriate Town Staff
- Negotiate Labor Contracts as needed
- Implement a Mentorship Program
- Review Annual Staff Evaluation procedures and update if needed
- Implement a Succession Planning strategy for key personnel
- Pursue “appointment vs. election” of Town Clerk
- Determine Town Staffing organization / levels:
 - HR Department under Town Administrator
 - Tax / assessor to Finance
 - Building Inspector
 - Asst. Building Inspector
 - Business Development Director
 - Grant Coordination
 - Deputy Town Clerk
 - Canvasser / Town Clerk’s office consolidation
 - “NUG” Group

- On-call Engineer
- Administrative Clerk
- Implement WebGIS program to put parcel data online
- Install PurTechnology upgrades at Town Hall
- Implement OpenGov Web Application
- Revamp Town Web site
- Adopt Cyber Security measures
- Pursue OSHEAN Fiber Network use
- Investigate Cloud-based computing – determine server status
- Pursue expansion of the Municipal Court
- Establish, staff and expand a full-service Recreation Department
- Amend funding for General and Special Elections

Policy 1.8 – Town Administration

Ensure that the Town maintains compliance with all state and federal regulations and with the General Laws of the State of Rhode Island.

Action items:

- Complete the Comprehensive Community Plan
- Update the Zoning Ordinance for compliance with new Comp Plan
- Review and update all Town Ordinances
- Continue to implement:
 - Harbor Management Plan
 - On-Site Wastewater Management Plan
 - Natural Hazard Mitigation Plan
 - Storm water Management Plan
 - Lo-Moderate Income Housing Plan
 - Recycling Plan
- Review RIDOT – Town Center Project

Policy 1.9 – Public Works

Preserve the current high level of public works activities by continuously prioritizing service demands, supporting appropriate staffing levels and managing effective facilities and equipment maintenance / replacement programs.

Action items:

- Adjust Budget for DPW Equipment
 - Trucks (w/plows)
 - Sander
 - Backhoe
 - Salt Shed and Wash Bay at DPW Facilities
- Calculate / Adjust the Annual Road Paving Budget
- Calculate / Adjust the Annual Snow Removal Budget
- Review DPW Staffing levels
- Consider Municipal ownership of street lights

Policy 1.10 – Public Works

Advance efficient and environmentally sensitive programs and practices to manage storm water runoff and on-site wastewater treatment to mitigate adverse impacts on receiving waters.

Action items:

- Establish the State Septic Loan Program (CSSLP)
- Provide Funding for Storm water infrastructure improvements
- Work with DPW and RIDEM regarding the Melville Dam NOV

Policy 1.11 – Public Works

Promote adequate solid waste disposal and recycling programs that will serve the community with a minimum impact on the environment and assure compliance with the State's minimum goals for recycling and solid waste diversion rates.

Action items:

- Draft and implement a Solid Waste Recycling Plan

- Determine/adjust the annual Transfer Station use fee

Policy 1.12 – Community Services

Recognize the library as a cultural center and a critical public service by adequately funding to not only maintain but expand and diversify library facilities and programs.

Action items:

- Evaluate Funding for Portsmouth Public Library budget

Policy 1.13 – Community Services

Improve on the current array of programs, services, and facilities for the benefit of senior citizens and disadvantaged individuals/families in the community.

Action items:

- Implement Senior Center repairs and maintenance
- Evaluate Funding for the Portsmouth Historical Society

Goal 2 - Protect residents and property by delivering coordinated, cost effective, high-quality fire protection, law enforcement, emergency medical services and emergency disaster response:

Policy 2.1 – Public Safety

Continuously assess the adequacy of public safety facilities, resources, and equipment to ensure the highest state of readiness.

Action items:

- Evaluate and provide funding for:
 - New Police Cruiser Acquisition Program
 - New Ambulance
 - An additional Fire/Rescue Boat

NEW

Policy 2.2 – Public Safety

Maintain and continuously seek to improve the current high level of public safety services within the constraints of budgetary realities and best-practice standards.

Action items:

- Evaluate staffing at Police and Fire Departments – Supervisors on each shift
- Review and Code Red system if necessary
- Install Trouble Call software
- Implement recommendations of Operational Audits

Policy 2.3 – Public Safety

Plan for future population growth and new development to ensure capacity to deliver appropriate public safety services at appropriate levels.

Action items:

- Construct a new Police Station
- Study and consider a new Fire Sub-station at the South end of Town
- Study and consider an additional Police boat for the East side of Town

Policy 2.4 – Public Safety

Ensure that all public safety staff is adequately trained with proper levels of certification for their public safety duties.

Action items:

- Pursue expansion of the Citizen's Police Academy
- Pursue Statewide Accreditation

Goal 3 - Provide students with a consistently superior public education in safe, efficient, well-maintained school buildings and facilities.

Policy 3.1 – Public Education

Maintain and continuously seek ways to improve the current high quality in educational programing within the constraints of budgetary realities and regulatory guidelines.

Policy 3.2 – Public Education

Under the provisions of the Town Charter, maintain open and cooperative relations between the School Department, and the Town Administration.

Action items:

- Continue Superintendent of Schools included in bi-weekly staff meetings
- Establish a monthly Town/School Department working group

Policy 3.3 – Public Education

Ensure that school facilities have the capacity to meet enrollment needs, are well maintained and are continuously evaluated for their utility as a setting for academic excellence.

DRAFT

<u>Ranking</u>	<u>Avg Relative Weight</u>	<u>CIP</u>	<u>Relative Weights based on possible sorts</u>					
1	1.0	Phone Replacement	1	1	1	1	1	1
1	1.0	Police Fleet Replacement Program	1	1	1	1	1	1
1	1.0	Road Paving	1	1	1	1	1	1
2	2.5	Playground Safety	2	3	3	2	2	3
2	2.5	Town Hall Rot and Paint	2	3	3	2	2	3
3	4.0	PMS Electrical Panels	3	5	5	4	3	4
4	5.7	Police Walkie-Talkie Replacement	5	2	2	11	12	2
5	6.0	Windows at Hathaway	10	4	4	3	5	10
6	6.2	Council Chambers Audio / Visual	4	8	8	6	4	7
7	7.8	Public Works Fleet Replacement	11	7	7	5	6	11
8	8.0	Melville Dam Phase II	6	6	6	12	13	5
9	9.0	Fire Records Software Update	7	7	7	13	14	6
9	9.0	Hog Island Extinguisher	7	7	7	13	14	6
10	9.5	Security Lock for Town Hall	12	10	10	6	7	12
11	10.5	Fire Boat Replacement	8	9	9	14	15	8
12	11.8	Dispatch Retention (Pay Raise)	9	11	11	15	16	9
13	13.3	Town Signs	13	18	18	8	8	15
14	14.2	Glen Stable Cupolas	16	12	12	16	17	12
15	16.3	MT Hope Park Project	14	24	24	9	9	18
16	16.3	SSS Property	17	16	16	18	18	13
17	16.8	Open Gov Software	28	15	14	7	11	26
18	17.8	Fire Station Study	18	18	18	19	19	15
19	19.3	Public Works Back Flows	19	20	20	21	20	16
20	20.2	Town Hall Electronic Bulletin Board	15	31	31	10	10	24
21	20.3	Coggeshall School Repair	24	14	15	28	29	12
22	20.3	Middle Road Catch Basin	29	13	13	17	25	25
23	21.2	Glen Park Building Improvements	20	23	23	23	21	17
24	22.0	IT Replacement Printer	25	17	17	29	30	14
25	22.7	Town Hall Roof	21	25	25	24	22	19
26	23.5	Honor Wall Shift	30	19	19	20	26	27
26	23.5	Town Hall Renovations (Space Study)	30	19	19	20	26	27
27	23.7	Demo of GMH Boat House	22	26	26	25	23	20
28	25.0	Town Hall Furniture Replacement	23	28	28	26	24	21
29	25.0	OSHEAN Links to Library / Brown House	31	21	21	22	27	28
30	28.2	Canvasser Scanner Replacement	26	29	29	32	31	22
31	28.2	Clerk Office Painting	33	22	22	30	33	29
31	28.2	Clerk Postage Meter	33	22	22	30	33	29
32	29.2	Linden Lane Hydrants	27	30	30	33	32	23
33	30.5	Dog Park Electric and Water	34	27	27	31	34	30
34	30.8	Stone Wall Repair at Linden Lane	32	33	33	27	28	32
35	33.2	Town Hall Paver Replacement	35	32	32	34	35	31

ENCL (2)

Initiatives / Projects

Cement Mixer
Town Signage
Paint Town Hall
Snow Removal Equipment
NCCC Economic Development Division
NCCC Membership
Historic Cemetery Action Plan
Hire HR Director
Issue Transfer Station RFP
Execute Town Hall Space Study Plan
Procure Brown House Furnishings
Phase in Plan for Town Hall Office Furniture
Issue Phelps House RFP
Glen Manor House Contract
Glen Stables Refurbishment Plan
Negotiation of Glen Stables Contract
Dog Park Electricity and Water
Disestablish Dog Park Committee
High Security Lock(s) for Town Hall
Honor Wall IT Support
Old Honor Wall to new location
New Window for Tax Office
Town Hall IT Transition
Elmhurst Park Phase II
MT Hope Park Development
Transfer Station Guards
Recreation Department Summer Program
Municipal Court Judge funding
Better Town Hall Bulletin Board for Public Notices
Right of Ways (17 and 18)
Completion of Comp Plan
Response to Burma Road Study
Arrange for town lawn waste composting
Investment Contract
Arrange for Auditing Services
Better entrance to South End of Town Hall
AIPC Re-Engagement w/ Town Council
Establish a Staff Training Plan
Establish Town Hall Social Media Account
Establish SOP for filing of Contracts and Official Correspondence
Establish a REC Department SOP
Implement REC Department Planning / Scheduling Software
Implement Building Inspector Permit Software
Elevate Prominence of Committee Openings on Town Website
Post revamped Town Website
Grant Application for PI Communications Tower

1

Ever (3)

Update on Ferry Landing Repairs
Police CBA
DPW CBA
Address Dam Notice of Violations
Implement LED Streetlight Program
Continue Air Quality Monitoring Test of Town Hall
Start FCU and Vent Cleaning maintenance
New Seveney Sports Complex Sign on East Main Road
Begin Triple S Property project
Catch Basin Project on Middle Road
Completion of Bond sale
Legislative Priorities MTG between TC and SC
Establish Ownership of Old Stone Bridge
Complete Business Application Streamlining Initiative
Deliver OPEB Report to TC
Institute Harbor MGT Plan
Update Harbor Master Database
Renovate Glen Stables Cupolas
Increase Library Funding
Establish refurbishment plan for Glen Park buildings
Start Ordinances Review
Start Consolidation of Committees
Continue stonewall repairs on Linden Lane
Implement OPEN GOV Software
Establish OSHEAN Fiber Optic links to Library / Brown House
TC Approval of Financial Plan for AICA
Renew Heritage Park Sign
Staff Picnic
Staff Christmas Party
Re-invigorate Pension Committee
Seasonal Employees for DPW
TC Chamber Audio Visual Upgrades
Establish Field Maintenance Fund
Committee Charters (See Rich T. email 7 March 2016)
Coggeshall School Building Repairs and Upgrades
Securing / Demolition of GMH Boat House
Establish Waste Collection Calendar on Web Site
Status of \$67K to Brown House
Storm water Report
Issue RFP for FY 17/18 Road Paving