

**PORTSMOUTH TOWN COUNCIL SPECIAL MEETING
TOWN COUNCIL RETREAT
DECEMBER 8, 2018 (Saturday)
(AMENDED)AGENDA**

9:00 AM – PORTSMOUTH HIGH SCHOOL LIBRARY, 120 EDUCATION LANE

EMERGENCY EVACUATION PLAN

PLEDGE OF ALLEGIANCE

SITTING AS THE PORTSMOUTH TOWN COUNCIL

NEW BUSINESS

1. Town Council 101 / M. Carroll, Portsmouth Public School Department Solicitor
2. Discussion – Town Administrator Goals

Documents:

[TOWN ADMINISTRATOR GOALS 2019-20.Pdf](#)

3. Discussion – Town Council Legislative Priorities
4. Discussion/Action – Request Town Council Set Aside First Item On Each Agenda For A Public Comment Period. / L. Ujifusa (10) (Fr. 11/26/18)

FUTURE MEETINGS

Dec 10 7:00 PM - Town Council Meeting
Dec 19 7:00 PM - Town Council Meeting - Special Meeting (Wednesday)
Jan 14 7:00 PM - Town Council Meeting
Jan 28 7:00 PM - Town Council Meeting

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 12/4/18

TOWN ADMINISTRATOR GOALS, PRIORITIES and INITIATIVES – 2019/20

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 all public facilities are well maintained.

Policy 1.1 - Improve procedures to continually revise a physical inventory of all Town facilities and assets to maintain both short and long-term Capital Improvement Programs.

Action items:

- Develop a phased replacement plan for town facilities
- Update capital improvement program:
 - Fold in Facilities Condition Assessment
- Schedule energy audits for town buildings
- Grant Application for Mt Hope Park project
- Pursue renewable energy projects

Policy 1.2 - 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 and tax calculation
- Work towards fund balance of 16%
- Pursue pension plan reforms
- Pursue OPEB and employee healthcare reforms
- Address cost of cyclical Property Revaluations
- Maintain and improve the Town's Bond Rating
- Upgrade Finance Department accounting software
- Continue the Pension Advisory Committee
- Issue RFP for new Investment firm
- Negotiate CBA with Fire and PMEA
 - Address pay and benefits, OPEB

Policy 1.3 - Maintain long-range maintenance and improvement / retirement programs for all existing public facilities and town-owned land to protect prior public investment.

Action items:

- Evaluate Town Hall security issues and implement security measures
- Continue to Monitor Town Hall air quality
- Maintain maintenance schedule and implement upgrades to Town Hall interior facilities

Develop long term use plans for town property
Pursue internet service improvement on Prudence Island

Policy 1.4 - Continuously seek grant opportunities and ways to increase revenue to the Town to offset the costs of providing services.

Action items:

Continue funding of AIPC
Issue RFP for short term rental compliance firm
Reevaluate current Town property leases
Pursue annual CDGB grant funds
Obtain TC approval for future of Coggeshall School Building
Pursue municipal ownership of streetlights
Implement LED Street Lighting program
Establish Grant Coordinator
Investigate Grant writer position
Maintain NCCC membership
Continue involvement in NCCC Economic Development Division initiative
Glen Manor House
 Negotiate GMH contract extension
 If Council objects, issue RFP for new GMH concessionaire

Policy 1.5 - Coordinate with neighboring communities to determine if shared facilities and/or services may increase effectiveness.

Action items:

Continue participation in AIPC
Pursue joint LED Street Lighting RFP
Pursue Navy interest in regional waste management initiative

Policy 1.6 - 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 - 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
Analyze staffing levels and prepare recommendation to TC
Enhance customer service in all departments

- Negotiate labor contracts as needed
- Explore new ways to communicate / inform citizens
- Review annual staff evaluation procedures and update as needed
- Implement succession planning for key personnel
- Determine Town Staff organization / levels:
 - Evaluate Deputy Town Clerk position
 - Evaluate consolidation of Town Clerk and Canvasser offices
 - Establish an on-call engineer
 - Institute full time administrative clerk (DPW)
- Implement OpenGov web application
- Establish Town Hall Social media account
- Elevate prominence of committee openings on Town Website
- Study implementation of full service recreation department
- Establish SOP for filing of contracts and official correspondence
- Amend funding for General and Special elections
- Establish Recreation Department SOP
 - Implement Recreation Department Planning / Scheduling software
- Establish Charter Review Committee

Policy 1.8 - Ensure 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
 - Work w/ Planning Dept., TC and Contractor to ensure public engagement
- Update the Zoning Ordinance for compliance with the new Comp Plan
- Review and update Town Ordinances
- Continue to implement:
 - Harbor Management Plan
 - Update Harbor Management Database
 - Complete ROW study for Town Council
 - Natural Hazard Mitigation Plan
 - Storm Water Management Plan
 - Low-Moderate Income Housing Plan

Policy 1.9 - Preserve the current high levels of public works activities by continuously prioritizing service demands, supporting staffing levels and managing effective facilities and equipment maintenance / replacement programs.

Action items:

- Adjust budget for DPW equipment:
 - Trucks (with plows)
 - Wash bay
- Calculate and adjust the annual road paving budget
- Review DPW staffing levels
- Re-establish Seasonal Employee program

Establish field maintenance funding
Issue RFP for FY 19/20 Road Paving program

Policy 1.10 - 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:

Continue State Septic Loan Program (CSSLP)
Work with DPW and RIDEM regarding the Melville Dam NOV

Policy 1.11 - 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:

Determine and adjust the annual Transfer Station use fee
Work towards putting TS in the General Fund
Evaluate alternative methods to address the handling of Portsmouth's waste

Policy 1.12 - Recognize the library as a cultural 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 - Improve on the current array of programs, services, and facilities for the benefit of the community.

Action items:

Implement plan to address Senior Center renovations
Implement fire-code upgrades
Evaluate funding of Portsmouth Historical Society
Develop Historic Cemetery action plan
Continue summer recreation program

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

Action items:

Evaluate and provide funding for:
New police cruiser acquisition program
Update Fire Department CIP
New fire rescue boat
Building Inspector Vehicle

Policy 2.2 - 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
Update EOC SOPs
Review and implement Code RED policies as required
Re-invigorate web base Install trouble call system

Policy 2.3 - Plan for future population growth and new development to ensure capacity to deliver appropriate public safety services at appropriate levels.

Action items:

Complete new Police Station with enhanced community center
Study and consider need for new Fire sub-station at south end of town

Policy 2.4 - Ensure that all public safety staff is adequately trained with proper levels of certification for their public safety duties.

Action items:

Pursue expansion of Citizen's Police Academy
Pursue permanent police accreditation officer

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

Policy 3.1 - Maintain and continuously seek ways to improve the current high quality in educational programming within the constraints of budgetary realities and regulatory guidelines.

Action items:

Work closely with School superintendent in development of town budget
Work with school department in establishing capital improvement plan
Work with school department to support renovation/replacement of PMS

Policy 3.2 - Under provision of Town Charter, maintain open and cooperative relations between the School Department and the Town Administration.

Action items:

Continue Superintendent of Schools inclusion at bi-weekly staff meetings
Continue monthly Town/School Management meeting
Pursue cooperation and collaboration in common services:
 Evaluate continuance of common HR Director
 Continue Shared Facilities Management program

Policy 3.3 - Ensure 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.

Action items:

Study feasibility of a snow plowing operation agreement between town and school