

**TOWN OF WEST GREENWICH
TOWN COUNCIL**

REGULAR MEETING

April 10, 2013

A regular meeting of the West Greenwich Town Council was held on April 10, 2013. Present were Mark Tourgee, Susan Woloohojian, Robert Andrews, and Gregory Coutcher. Also present were Town Administrator Kevin Breene and Town Solicitor Michael Ursillo.

A. CALL TO ORDER - 7:00 P.M.

Council President Tourgee called the meeting to order at 7:00 P.M.

B. PLEDGE OF ALLEGIANCE

The Boy Scouts of Troop 35 led the Pledge of Allegiance.

The Pledge of Allegiance was recited.

A moment of silence was held in memory of Donald Harrington, who passed away on March 9, 2013. Town Administrator Breene commented on his life.

Councilman Andrews moved to set a blank page in the minutes in the honor of Donald Harrington. Council Vice President Woloohojian seconded.

VOTED: Tourgee - aye, Woloohojian - aye, Andrews - aye, Coutcher –aye

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C. ANNOUNCEMENTS

Council President Tourgee made the following announcements: The School District All Day Referendum was held on Monday, April 8, 2013. The School Committee proposed budget passed with a total of 570 Votes; in which 288 were from West Greenwich and the proposed Amendment had a total of 220 Votes; in which 141 were from West Greenwich. The Boy Scouts Troop 35 were present to review the Council meeting for a Community Merit Badge. Dog Licenses are due April 1st. The cost is \$6 and proof of rabies vaccination is required. There will be a Rabies Clinic held for dogs, cats & ferrets on April 28th from 10 A.M. to 12 P.M., to be held at the highway garage. The cost is \$10 and cash only is accepted. The Land Trust Earth Day at Louttit Library is Sunday, April 28th from 1 P.M. to 4 P.M. A Family Game Night at Louttit Library will be held on Tuesday, April 16th beginning at 6 P.M. followed by an ice cream social. Louttit Library now has passes available for the Paw Sox. For more information, inquire at the library. There will be a Partnership with Parents program on nutrition for the whole family on April 30th from 6 P.M. to 8 P.M. in the Jr/Sr. High Auditorium.

D. CONSENT AGENDA - All items on the Consent Agenda are considered routine by the Town Council and may be enacted by one motion. There will be no separate discussion of these items unless a member of the Council so requests, in which event the item will be removed from Consent Agenda consideration and considered in sequential order. The List of Consent Agenda Items is appended below.

Council Vice President Woloohojian requested Correspondence item 8 be pulled for further consideration.

Council Vice President Woloohojian moved to approve the Consent Agenda with Correspondence item 8 pulled for further consideration. Councilman Coutcher seconded.

VOTED: Tourgee - aye, Woloohojian - aye, Andrews - aye, Coutcher – aye

I. MINUTES

1. APPROVAL OF MINUTES OF MEETING OF MARCH 13, 2013
2. APPROVAL OF MINUTES OF EXECUTIVE SESSION- MARCH 13, 2013 (SEALED)
3. APPROVAL OF MINUTES OF MEETING OF MARCH 20, 2013

II. REPORTS

(THE FOLLOWING REPORTS ARE RECEIVED BY THE TOWN COUNCIL.)

1. TOWN CLERK REPORT – MARCH, 2013
2. PLANNING DEPT. MONTHLY REPORT – MARCH, 2013
3. TAX OFFICE MONTHLY REPORT – MARCH, 2013

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4. BUILDING OFFICIAL'S MONTHLY REPORT – MARCH, 2013
5. TREASURER'S REPORT - MARCH, 2013
6. POLICE DEPT. REPORT – MARCH, 2013
7. PUBLIC WORKS DEPT. REPORT – MARCH, 2013

III. CORRESPONDENCE

(THE FOLLOWING CORRESPONDENCE IS RECEIVED BY THE TOWN COUNCIL.)

1. CONSERVATION COMMISSION - MINUTES OF MARCH 6, 2013 MEETING
2. FIRE BOARD OF ENGINEERS - MINUTES OF NOVEMBER 19, 2012 MEETING
3. COPY OF LETTER TO: ERIN LIESE, ACTING TOWN CLERK
FROM: ARMENIAN NATIONAL COMMITTEE OF RHODE ISLAND
MARCH 20, 2013
RE: ARMENIAN FLAG
4. COPY OF LETTER TO: MR. JAMES H. ERINAKES, II, SUPERINTENDENT OF SCHOOLS
FROM: KEVIN A. BREENE, TOWN ADMINISTRATOR
MARCH 21, 2013
RE: RESOURCE OFFICER
5. COPY OF LETTER TO: JOSEPH ANDRIOLE, VP RI STATE ASSOC. OF FIRE FIGHTERS
AND DANIEL K. KINDER, ESQ.
FROM: JOANNE SAINT-LOUIS, CASE MANAGER AMERICAN ARBITRATION ASSOC.
MARCH 28, 2013
RE: 113900085712WG FIRE AND RESCUE IAFF4771 & TOWN OF WEST GREENWICH
6. COPY OF EMAIL TO: KEVIN A. BREENE, TOWN ADMINISTRATOR
FROM: EUNICE LEE, ENVIRONMENT RHODE ISLAND
APRIL 2, 2013
RE: SOLAR ENERGY LETTER TO GOVERNOR CHAFEE

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7. COPY OF RESOLUTION TO: WEST GREENWICH TOWN COUNCIL
FROM: FOSTER TOWN COUNCIL
RE: OPPOSING BINDING ARBITRATION

9. COPY OF AGREEMENT
FROM: CSG SERVICES, INC
RE: SUN POWER

10. COPY OF SENATE ENVIRONMENT & AGRICULTURE BILL

11. COPY OF RESOLUTION TO: WEST GREENWICH TOWN COUNCIL
FROM: CHARLESTOWN TOWN COUNCIL
RE: OBJECTING S0640 & S0672

12. COPY OF RESOLUTION TO: WEST GREENWICH TOWN COUNCIL
FROM: CHARLESTOWN TOWN COUNCIL
RE: OBJECTING H 5703

13. COPY OF RESOLUTION TO: WEST GREENWICH TOWN COUNCIL
FROM: CHARLESTOWN TOWN COUNCIL
RE: OBJECTING H 5425

14. COPY OF RESOLUTION TO: WEST GREENWICH TOWN COUNCIL
FROM: CHARLESTOWN TOWN COUNCIL
RE: OBJECTING H 5393

15. COPY OF RESOLUTION TO: WEST GREENWICH TOWN COUNCIL
FROM: CHARLESTOWN TOWN COUNCIL
RE: OBJECTING H 5340

16. COPY OF MOTION TO DISMISS
FROM: STATE HOUSING APPEALS BOARD
RE: SWAP, INC.

17. COPY OF CONTRACT
FROM: SIGFRIDSON WOOD PRODUCTS, LLC
RE: PAVILION

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- 18. COPY OF TRANSFER STATION FIELD INSPECTION REPORT
MARCH 1, 2013

- 19. COPY OF LETTER TO: MS. CHRISTINE DAROCHA, RHODE ISLAND HOUSING
FROM: JENNIFER PAQUET, TOWN PLANNER
MARCH 19, 2013
RE: SWAP VS. WEST GREENWICH (VICTORY WOODS)

IV. ADDITIONS, ABATEMENTS, REBATES & UNCOLLECTABLES

- 1. REQUEST OF TAX ASSESSOR/TAX COLLECTOR FOR SPECIFIC UNCOLLECTABLES
AND VOTE REGARDING SAME – MARCH, 2013

ACCT #	NAME	AMOUNT	CODE
<u>Abatements</u>			
20-0115-50	TROJAN DEBORAH (2012)	\$281.97	05
<u>Additions</u>			
12-0304-86	LUKER PETER ('91 & '92)	\$1,099.69	37
20-0115-50	TROJAN DEBORAH (2012)	\$204.71	05

V. CHECK SUMMARY REPORT

- 1. RECEIPT OF CHECK SUMMARY REPORT FOR
MONTH OF MARCH, 2013
FROM TOWN TREASURER

The following item from the Consent Agenda was considered:

- 8. COPY OF LETTER TO: WEST GREENWICH TOWN COUNCIL
FROM: LYNN HAWKINS, EXETER TOWN CLERK
MARCH 6, 2013
RE: REVISED ANIMAL SHELTER FEES

Council Vice President Woloohojian read the following memo: Please be advised that the Exeter Town Council at its Regular Meeting of March 4, 2013, approved animal shelter fee increases as follows: Boarding Fee: Per Day West Greenwich and out of town animals is \$20.00. Turn-in Fees: Exeter animals only, Exeter dogs and cats \$25.00, Non-sterilized cars \$75.00 and non-sterilized dogs \$175.00.

Town Administrator Breene advised that Chief Ramsay was looking into an agreement with Coventry.

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Councilman Andrews moved to approve Correspondence 8 pulled for further consideration. Councilman Coutcher seconded. VOTED: Tourgee - aye, Woloohojian - aye, Andrews - aye, Coutcher – aye

E. OLD BUSINESS

F. NEW BUSINESS

1. SWEARING IN CEREMONY FOR POLICE PERSONNEL-

Council President Tourgee read the following memo from Chief Ramsay: The promotional process for the rank of Sergeant was completed yesterday and per the police contract I am sending over the names of the top two candidates, Corporal Michael Andrews and Officer Keith Laliberte. It was a long process filled with many challenges for all who went through the process and I am recommending to the Town Council we promote Corporal Michael Andrews, who finished first in the process. If the Town Council agrees with my recommendation, I would also request Officer Keith Laliberte, being the senior patrolman with over 10 years experience and who finished second in the promotional process, be promoted to the rank of Corporal. This position will be left vacant upon the approval of Corporal Andrews promotion to Sergeant.

KEITH LALIBERTE- CORPORAL

Councilman Andrews moved to approve the promotion of Keith Laliberte to rank of Corporal. Councilman Coutcher seconded. VOTED: Tourgee - aye, Woloohojian - aye, Andrews - aye, Coutcher – aye

Chief Ramsay discussed the career of Officer Keith Laliberte

Town Solicitor Michael Ursillo sworn in Keith Laliberte to the rank of Corporal.

Councilman Andrews recused.

MICHAEL ANDREWS- SERGEANT

Council Vice President Woloohojian moved to appoint Michael Andrews to Sergeant. Councilman Coutcher seconded. VOTED: Tourgee - aye, Woloohojian - aye, Coutcher – aye

Chief Ramsay discussed the career of Michael Andrews.

Town Solicitor Michael Ursillo sworn in Michael Andrews to the rank of Sergeant.

Council President Tourgee commented on the Officers history with the Police Department and commended them for their service.

Council President Tourgee announced that Councilman Mulchahey was on a rescue call and would be tardy.

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2. DISCUSSION AND VOTE ON PUBLIC HEARING-COMMUNITY DEVELOPMENT BLOCK GRANT

Town Planner Jennifer Paquet explained the Community Development Block Grant and that a resolution would need to be passed on the order of preference. The following memo was explained: At their regular meeting on March 18, 2013, the Planning Board voted unanimously (5-0) on the following motion: make a finding that the following proposed projects in the 2013 CDBG request are not inconsistent with the Comprehensive Community Plan and that the Planning Board recommends to the Town Council the following priority order: Looking Upwards, Inc.- emergency generator, Education Exchange -Work Ready credential program, Westerly Area Rest Meals -Permanent Supportive Housing Rehabilitation, Westerly Area Rest Meals shelter- Employment/Job Readiness Program, Community Housing Land Trust- Operating Expenses, Washington County Community Development Corporation- Operating Expenses and Welcome House of South County- Operating Expenses .The total was \$43,358.00 and \$ 6,500 was administration cost.

Paquet also explained that each applicant had to demonstrate how it served West Greenwich residents.

Council President Tourgee questioned why Washington County Community Development Corporation and Welcome House of South County have shown not applicable or zero for West Greenwich representation. Paquet explained that Washington County Community Development Corporation has not developed any housing in West Greenwich and Welcome House of South County did not assist West Greenwich Residents in 2012.

Council President Tourgee stated he would not be inclined to support funding for projects or organizations which do not benefit West Greenwich.

Gerard Bertrand and Geoff Marchant from Washington County Community Development Corporation explained they have not had a manger and the USDA Rural Development Grant.

Discussion ensued on services available to homeless Residents.

Council President Tourgee requested notification of CDBG be placed on our website.

Council Vice President Woloohojian moved to authorize the resolution as presented and to approve the ranking order. Councilman Coutcher seconded.

VOTED: Tourgee - aye, Woloohojian - aye, Andrews - aye, Coutcher – aye

The following display advertisement for this hearing ran in the March 27, 2013 edition of the Kent County Daily Times.

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**PUBLIC NOTICE
WEST GREENWICH
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**

The Town of West Greenwich will be submitting an application to the Rhode Island Dept of Administration, Office of Housing and Community Development, for funding under the federal Small Cities Community Development Block Grant Program, application due on April 19, 2013. The following activities are being considered for inclusion in that application:

Washington County CDC	\$ 5,000
Community Housing Land Trust	\$ 3,000
Looking Upwards	\$ 4,688
Welcome House:	\$ 4,500
WARM Shelter:	
Jobs Program	\$ 8,000
Housing Rehabilitation	\$ 16,670
Education Exchange	\$ 1,500
Administration	\$ 6,500
TOTAL FY '13	\$ 49,858

A **Public Hearing** on the proposed application will be held on Wednesday, **April 10, 2013** during the Town Council meeting starting at 7:00 PM in the Council Chambers at West Greenwich Town Hall, 280 Victory Highway, RI 02817, in order to obtain the views of the public on the proposed application, after which the Council will act to finalize the application for submission. A copy of the proposed application is available for review in the Office of the Town Planner and on the Town's website at http://www.wgtownri.org/departments/planning/planning_board.php.

Comments on the proposed activities may be submitted in writing to the Town Planner or may be made during the Public Hearing.

The Town of West Greenwich will provide interpreters for the hearing impaired provided three (3) days notice is provided.

3. DISCUSSION AND VOTE ON FIRST READING –AMENDMENTS TO ORDINANCE NO. 65 - ADMINISTRATIVE PERSONNEL POLICY

Town Solicitor explained that the Administrative Personnel Policy has been reviewed for some time and the last update was in May, 2000.

Council Vice President requested a change to part time hours to be consistent with page 1.

Council Vice President Woloohojian moved to second reading of Ordinance No. 65 Administrative Personnel Policy for Public Hearing on May 8, 2013. Councilman Coutcher seconded.

VOTED: Tourgee - aye, Woloohojian - aye, Andrews - aye, Coutcher – aye

5. DISCUSSION AND VOTE ON REAPPOINTMENTS OF CONSERVATION COMMISSION- SANDRA BOCKES, ROBERT ZULEGER, CLIFF SUNDELIN (This item was taken out of order)

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Council President Tourgee explained the appointments to the Conservation Commission.

Council Vice President Woloohojian moved to reappoint Sandra Bockes, Robert Zuleger and Cliff Sundelin to the Conservation Commission. Councilman Andrews seconded.

VOTED: Tourgee - aye, Woloohojian - aye, Andrews - aye, Coutcher – aye

Sandy Bockes from the Conservation Commission explained the need for increased membership. The Commission is in short two alternates and one full member. She also noted that April 20th was the annual Earth Day cleanup to be held at Big River and they meet at the park and ride on Hopkins Hill Road.

Council President Tourgee explained the importance of the Conservation Commission and need for Board members.

6. DISCUSSION AND VOTE ON MUTUAL AID AGREEMENT AND RESOLUTION FOR RHODE ISLAND LAW ENFORCEMENT AGENCIES – WEST GREENWICH & EXETER

Chief Ramsay explained that this is the same agreement entered into previously with Coventry and East Greenwich. He further explained that this would allow for Officers to enter in the district schools located in Exeter.

Town Administrator Breene further explained the SRO in the school.

Chief Ramsay noted that Exeter has signed this agreement at their April Town Council Meeting.

Councilman Andrews moved to authorize the Town Council President to enter into this agreement with Exeter. Council Vice President Woloohojian seconded.

VOTED: Tourgee - aye, Woloohojian - aye, Andrews - aye, Coutcher – aye

7. DISCUSSION AND VOTE ON AWARDING BID FOR 2013 STATISTICAL REVALUATION

Tax Assessor/Collector Charlene Randall explained the following: The RFP for the statistical revaluation to be conducted for 12/31/2013 was mailed to the following registered revaluation companies:

- Clipboard, Inc.
- Northeast Revaluation Group, LLC
- Real Estate Research Consultants, Inc.
- Tyler Technologies, Inc.
- Vision Government Solutions
- Wimborne and Summertree, LLC

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The bid was also posted on Friday, February 15, 2013 in the Kent County Daily Times as well as on the Town website. Two bids were received. The bid opening was Wednesday, March 6th at 11 am. A representative from Vision Government Solutions (VGS) attended the opening. In an attempt to save the Town money, I included two options in the RFP – one price if I did the building permits and another if the company did the permits. The bid amounts were as follows:

Vision:	Option 1	\$48,000
	Option 2	\$46,000
Northeast:	Option 1	\$45,000
	Option 2	\$45,000

Vision is currently in 20 communities and they have acquired Certified Reval who are in 10 communities. Northeast is in 9 communities.

After reviewing the proposals, I sent a list of questions to each company which they responded to. As we will need to implement new software, I met with each company for a demonstration. Here are some of the highlights from the bids and my interviews:

- **GIS:** Both systems have the capability to import GIS data should the Town eventually digitize our maps and they both have the capability to integrate Pictometry.
- **Personal Property:** Although I liked both software programs, Northeast's does not have the ability to export personal property into our current Admin system. This would mean manually entering the data into CAMA and then again into Admin. However, we did discuss Northeast creating the export.
- **Software Ownership:** Northeast uses Patriot software, they do not own it. We would have a user agreement with Patriot.
- **Conversion:** Vision has converted CRC (our current CAMA system) and Northeast has not. Because Vision has recently acquired CRC, we are guaranteed the conversion will be smooth. It is extremely important that we convert properly and don't lose data. Northeast has guaranteed to manually convert any data that does not automatically convert into the Patriot software. I would need to oversee the conversion of either of these softwares and in talking with other assessors, I have been assured that both Patriot and Vision are excellent programs.
- **Training:** Northeast recommends 30 hours of training for their software where Vision recommends around 12 hours. With our limited staffing, the less time we need for training, the better. However, after observing the software during my interviews, both seemed pretty user friendly and I don't think Kay or I would have any trouble learning either.

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- **Staffing:** The project manager from Vision, Neal Dupuis, is a RI Certified Appraiser. He has done revals in this town for over 10 years and knows the properties and history well. CRC has provided the Town will quality work for many years. The project manager from Northeast is not a RI Certified Appraiser but there is one on staff.
- **Litigation:** The RFP called for unlimited litigation support. Vision has agreed to that. Northeast's bid included support for five days after which the Town would be billed \$750 per day and \$400 per half day.
- **Additional Expenses:** Annual License & Maintenance fee for Northeast starts January 2014 and is \$4,000 per year; for Vision it starts July 2014 and is \$5,500 per year. Web Hosting with Northeast is included in the bid price through December 2016; for Vision is it \$2,200 a year. The totals over the 3 year period would be Vision at \$23,100 and Northeast at \$12,000.
- **Hardware Requirements:** Vision currently operates on an Oracle platform but their newer version, due out in July, would work off Microsoft SQL but it is not complete yet. Northeast uses a Microsoft SQL platform. Our current network provider has worked with Patriot previously.
- **Company Info:** Northeast is a small RI company. Vision, although they employ a number of Rhode Islander's, are located in Mass. One reason we have hired CRC in the past is they were a small RI based company and our taxpayers had access to the President of the company.

After careful consideration and much research, and based on the following:

- Vision's bid being higher and their hosting and maintenance fees being almost doubled and
- Northeast being a smaller Rhode Island based company and
- Vision not having their new software version completed and the current version not being compatible with our server

I would recommend the Town award the 2013 Statistical Revaluation bid to Northeast Revaluation Group, LLC at the cost of \$45,000. Please note the State of RI will reimburse the Town 60% or up to \$12 per parcel.

Discussion ensued on the need for a Statistical Revaluation.

Councilman Andrews moved to approve the bid from North East Revaluation. Council Vice President Woloohojian seconded. VOTED: Tourgee - aye, Woloohojian - aye, Andrews - aye, Coutcher – aye

Richard Nagle, from North East Revaluation commented on the company and his availability during the revaluation.

G. PUBLIC FORUM

Sandra Bockes, Hazard Road stated she received no notice with regard to voting on the School Budget on April 8, 2013. She explained the violation of the school charter regarding mailings.

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Tourgee requested this item be discussed further after the student recognition.

4. EWG STUDENT RECOGNITION

Council President Tourgee commented on the inception of the combined Hockey team and explained this was the 6th championship for EWG.

Council President Tourgee recognized the West Warwick-Exeter/West Greenwich Ice Hockey team for Division III State Ice Hockey Championship with Coach Keith Mosca. The following were awarded with a Certificate of Recognition: Head Coach Mr. Peter Ethier, Assistant Coach Mr. Keith Mosca, Volunteer Mr. Joel Lake, Domenic J. Kiers, Brendan P. Sheridan, Antonion S. Rei, Alexander L. Ventura, Patrick T. Fields, Jr., Austin J. Barlow, Andrew L. Lachapelle, Brett H. Coski, Daniel M. Skorski, Dean P. Brown, Ivan A. Forcier, Justin K. Lake, Megan M. Sugrue, Jared A. Olson, Troy D. Sankey Corey M. Andrade, Joshua J. Marco, Anthony Ventura III, Thomas J. Pecchia, Daniel Vogel, Sam Lachapelle, Nick Pecchia, and Brenden Coski.

Coach Keith Mosca commented on the season.

G. PUBLIC FORUM (Continued)

F. 8

Council Vice President Woloohojian moved to add to the agenda discussion of EWG School District Communication. Councilman Coutcher seconded.

VOTED: Tourgee - aye, Woloohojian - aye, Andrews - aye, Coutcher – aye

Sandra Bockes further explained the issues with communication.

Councilman Mulchahey arrived at 8:18 P.M.

Councilman Andrews questioned the complaint. Bockes stated the notice seemed to be a targeted mailing and was not neutral, provided that tax rates were not objectively disclosed.

Council President Tourgee stated that the school is separately chartered therefor they have a lack of control. He had had discussed this issue with Teri Cicero, School Committee Chair.

Discussion ensued on the mailing, school charter and All Day Referendum.

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Lee Kissinger, School Committee member, stated he is doing his best to represent the tax payers and the students. He further discussed the technology mandate the school is facing. He apologized with regard to the notification; however it was advertised and requested Bockes bring this complaint before the School Committee.

Discussion ensued on taxing authority.

Discussion ensued on the caliber and success of Exeter-West Greenwich.

Discussion ensued on state mandates

Pursuant to RI General Laws §42-46-6(b), public comment regarding subject matter not on the agenda but received during the public participation portion of a meeting shall be for information purposes only and may not be voted on except where necessary to address an unexpected occurrence that requires immediate action to protect the public or to refer the matter to an appropriate committee or to another body or official.

H. EXECUTIVE SESSION

Council Vice President Woloohojian moved to adjourn at 8:49 P.M. Councilman Andrews seconded.
VOTED: Tourgee - aye, Woloohojian - aye, Coutcher –aye, Andrews – aye, Mulcahey –aye

**ERIN F. LIESE, CMC
ACTING TOWN CLERK**