

At a meeting of the Town Council holden in and for the Town of Gloucester on March 1, 2018:

I. Call to Order

The meeting was called to order at 7:30 p.m.

II. Roll Call

Members Present: George O. (Buster) Steere, Jr., President; Edward C. Burlingame, Vice-President; Walter M. O. Steere, III; William E. Reichert and Patricia Henry.

Also present: Jean Fecteau, Town Clerk; Timothy Kane, Town Solicitor; Susan Harris, Deputy Town Clerk; Gary Treml, Director of Public Works; Diane Brennan, Finance Director; Ken Johnson, Building/Zoning Official; Joseph DelPrete, Chief of Police; Karen Scott, Town Planner; Lori DeSantis, Tax Assessor; Judy Branch, Human Services Director; and Robert Shields, Recreation Director.

III. Pledge of Allegiance

The Pledge of Allegiance was recited.

IV. Open Forum - For Agenda Items

Ericka Dauphinais spoke regarding the Compensation Study item which is on the agenda. E. Dauphinais stated that she had sent an email and asked if her questions will be answered tonight. Councilor G. Steere stated that he did not open the email because he does not communicate by email, except with the Town Clerk and the rest of the Council. E. Dauphinais asked how his constituents can reach him. Councilor G. Steere replied that he is around town all week and he has a telephone. E. Dauphinais stated that she will read the email that she sent which "was ignored by the Council President". Councilor Burlingame stated that this is not a fair statement because he did not get a chance to respond to that. E. Dauphinais stated that at the last meeting, Councilor Burlingame told her that during Open Forum, there was no way that the Council could have discussion with her. Councilor Burlingame stated that E. Dauphinais just made a statement that the Council ignored her email. E. Dauphinais stated that she made lots of statements at the last meeting and all of those statements were ignored. E. Dauphinais stated that, in addition to that, she sent a letter that was ignored. Councilor Burlingame stated that the Town Clerk responded to the email as best as she could. E. Dauphinais replied that the Town Clerk advised her to reach out to the Council, which she did.

Councilor Burlingame stated that it is on the agenda tonight and the Council is prepared to talk about it. Councilor Burlingame stated that the Council did not ignore her. E. Dauphinais questioned why, in this day and age, the Council cannot email a taxpayer to say they received her email and will talk about it at the next meeting. Councilor G. Steere told E. Dauphinais to call him and he will answer the phone. E. Dauphinais replied that this is unacceptable.

E. Dauphinais read her email that she sent to the Council president on February 16<sup>th</sup>, after she emailed the Town Clerk, who indicated that a member of the Town Council would have to be contacted to have an item added to the agenda.

“Based upon the meeting on 2/15/2018 I would like to request that the Council add an agenda item to the 3/1/18 meeting. As I addressed during the Open Forum concerns about the recent lack of discussion about the study that was conducted regarding the Department Head and Directors (non-union) salary analysis. As a taxpayer, I feel it is extremely important that there is transparency to this review and to the allocation of the monies budgeted.

Specifically, I would like the Council to provide insight within the following areas:

- Discussion was tabled in reference to the need for a Town Manager without implementing a committee to review.
  - It was discussed that this role could potentially relieve the department heads of some their duties so they can have more focus in specific areas. The department heads, should a Town Manager be considered again, we have just increased salaries and could potentially reduce the scope of certain individuals. What is the plan to put the Town Manager back on the table for consideration?
  - It was additionally stated that “Also, within the next budget period there is room to hire “worker bees” in some departments, and dollars for a town manager could be more effectively used to help out certain departments that need more staff, and this was a better use of tax dollars”. Again, this is a suggestion of work realignment, yet it was voted to increase department head salaries when there could be an increase in positions. Additional positions would potentially alleviate day to day responsibilities from department heads reducing the need for expanded responsibilities and pay alignment to those responsibilities that were just granted due to the “salary analysis” that was done.
- Clarification of the methodology utilized to conduct the study by the Council and Finance Director over the last year.
  - How were increases issued to two individuals at the February meeting when the Council noted within three public meetings (June/Aug/Sept) that they were not equipped with enough information to make that decision?

- Explanation as to the role of the Council within the study throughout the year.
- During the meeting on 2/15 it was mentioned there will be an “external individual assigned to conduct a compensation study”, will those previously approved compensation adjustments (Chief DelPrete \$4K and Finance Director Brennan \$10K) be retracted since they are not slated to be in effect until July as the new analysis may have differing results from the prior study conducted by the Council?
- Originally during the approved budget meeting 4/17/17, there was \$50K slated for the Department Head & Directors (non-union) Salary Analysis, based upon the meetings throughout the year and adjustments made to this allocation what is the current plan for the remaining \$27K?
  - \$9,000 utilized to increase the pay for the full-time Senior Center Director because they eliminated the prior job and a new person came in and the job was reevaluated at that time.
  - \$4,000 issued for Chief DelPrete in February.
  - \$10,000 to the Finance Director, who hasn’t really been here that long and has already gotten an increase.
- What is the current process for annual reviews for all employees for the town to reward for performance vs. competitive pay? The reason that I brought this up is because in several conversations they talked about performance, which is very different from a competitive analysis, which looks at the role one does based upon their job description and you analyze that against similar job descriptions.”

(End of email)

E. Dauphinais stated that she is just asking questions as a concerned taxpayer. E. Dauphinais commented that she is not saying that the money that was given out was wrong, but she wants to know how it was calculated. E. Dauphinais stated that this was first discussed on March 2<sup>nd</sup> of 2017, again at the Budget meeting of 4/17, 6/1, 6/15 and 8/17 when it was stated that the Council did not have enough information. E. Dauphinais stated that there was an agenda item in October to talk about the creation of an exploratory subcommittee to determine the need for a town manager, but it was determined that this could cost \$125,000. E. Dauphinais asked if it would have been better to find out, source it, and then make a determination. E. Dauphinais stated that, as a taxpayer, she would have preferred to take the \$50,000 and roll it over to next year and hire somebody to do this effectively so that there is equitable distribution of funds. E. Dauphinais stated that there was a special meeting on 2/1 where the Council increased certain department heads. E. Dauphinais stated that it seems like there is no transparency and she hopes that today, during the Council’s discussion of this topic, we get some clarity. E. Dauphinais stated that next time she votes, she will be looking for individuals who can use email as a priority skill within their list of tools. Councilor G. Steere replied that “that is a great priority to vote for somebody”, and thanked E. Dauphinais for her opinion.

Councilor G. Steere stated that the Council has this coming up later on the agenda and maybe some of this will be discussed.

V. Citation

A. Harmony Fire Department - Life Member Service Award - Discussion and/or action  
Councilor G. Steere stated that the Harmony Fire Department has requested Council recognition of a 20 year firefighter retiring this month. Councilor G. Steere read the following Citation into the record:

The State of Rhode Island and Providence Plantations  
Town of Glocester  
Citation

Be it hereby known to all that:  
The Town of Glocester hereby offers its sincerest congratulations to:  
Life Member Captain Kevin Farley  
in recognition of  
20 Years of Service to the Harmony Fire Department

GIVEN IN RECOGNITION OF YOUR DEDICATION TO YOUR FIRE COMPANY AND  
OUR COMMUNITY WHEN CALLED TO SERVE THOSE IN NEED

Proposed this 1<sup>st</sup> day of March, 2018

George O. Steere, Jr.,  
President, Glocester Town Council

Jean M. Fecteau, CMC, Town Clerk

seconded by Councilor W. Steere.

Discussion: Councilor G. Steere noted that they are looking for a representative from the Glocester Town Council to present a Citation, Saturday, March 3, 2018, at the Harmony Lodge Chester's at 6:00 pm. Councilor G. Steere stated that the Council will confer to determine if one of the members can attend.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

VI. Consent Items - Discussion and/or action

A. Approval of Town Council meeting minutes of February 15, 2018 & Town Council Special meeting minutes of February 21<sup>st</sup>, 2018.

MOTION was made by Councilor Reichert to APPROVE the Town Council meeting minutes of February 15, 2018 and the Town Council Special meeting minutes of February 21, 2018; seconded by Councilor Burlingame.

Discussion: Councilor Henry stated that she will abstain from voting because she was not present at one of the meetings.

VOTE:           AYES- G. Steere, Burlingame, W. Steere and Reichert  
                  NAYS-0  
                  ABSTAIN - Henry

MOTION PASSED

## VII. Unfinished Business

A.       Statewide E-Permitting: Authorization to move forward - Discussion and/or action  
Councilor G. Steere stated that this was continued from last month.

Ken Johnson, Building/Zoning Official, stated that he attended a meeting today which included mostly assessors. K. Johnson stated that the communities that have it now are struggling with communication between departments. K. Johnson stated that in the larger urban communities, it probably works a little better because of the volume that they do, but he does not know if it would be money well spent for Gloucester. K. Johnson noted that this system is not mandated and there was a representative from the State House who kept reminding everyone of that fact. K. Johnson stated that from what he has heard and what he has seen he does not know if it would be beneficial to this community. K. Johnson stated that the \$10,000 grant would cover the software, but if you count the updates and maintenance fees, this is a small amount. K. Johnson stated his opinion that we do not need this and the town would be better served by the system we have in place now.

Councilor Henry stated that at the Department Head meeting, Matt Floor had stated that the grant funding will end by June of this year and if it becomes mandated down the road, the costs would become incumbent on the Town.

Councilor Reichert stated that he agrees with the Building Inspector, because if someone needs a permit to remove a boiler, they come in to the office and receive it right away. K. Johnson agreed, stating that with E-permitting, they would be waiting a long time. K. Johnson also pointed out that a city that does 1 0,000 permits a year would pay the same maintenance fees as Gloucester. Councilor Reichert stated that it is basically for big companies that are renovating large commercial buildings.

Lori DeSantis, Tax Assessor, stated that she also attended the meeting, but has a different opinion. L. DeSantis stated that the software is not that bad; they just have to work out the “kinks”. L. DeSantis stated that when the State presented this, they did not invite Assessors, IT’s or Building Officials. L. DeSantis stated that when the program was sold, they neglected to tell people to go to their software company to make sure there is a program that integrates with this one. L. DeSantis

stated that Vision has written a program which would cost \$1,800 plus a \$300 one time fee. L. DeSantis stated that the problem she sees by not going with E-permitting is that the program we have now will be supported but will never be upgraded and will become obsolete. L. DeSantis further stated that with times changing, she does not know if that is the right thing.

Councilor Reichert asked if we do enough business to justify the cost. L. DeSantis replied that it is so new that she is not really sure. L. DeSantis stated that the State would cover the \$10,000 start up fee but there would be a maintenance fee of \$2,400 plus a \$2,000 initial start up fee.

Councilor Henry asked if anybody has an informational packet regarding this program for the Council to read. L. DeSantis replied that she can email Viewpoint and request more information. Councilor Henry stated that the Council should become more informed before any decisions are made.

Councilor G. Steere asked about the problems that other communities are experiencing. L. DeSantis replied that the program works great for Building Officials offices, but there are issues with the Assessor's and Finance Offices.

Councilor G. Steere stated that we need to talk to Matt Floor because he takes care of IT. L. DeSantis stated that she has not seen the software but would like to. L. DeSantis stated that she thinks this will be addressed at the March 9<sup>th</sup> assessors' meeting. Councilor G. Steere stated that maybe L. DeSantis can bring back some information from that meeting.

MOTION was made by Councilor Burlingame to TABLE Statewide E-Permitting: Authorization to move forward - Discussion and/or action until the Council receives clarification of numbers and input from our IT Department; seconded by Councilor Reichert.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

#### VIII. New Business

##### A. Secretary of States Office - Elections - Discussion and/or action

##### 1. Discussion re: Early Voting concepts and legislation

Councilor G. Steere stated that Rob Rock, Director of Elections of the Secretary of States Office, is here to briefly explain legislation introduced promoting early voting in Rhode Island.

Rob Rock, Director of Elections for the Secretary of State's Office, explained the legislation that has been introduced to essentially formalize what is already in place regarding early voting. R. Rock stated that currently, voters across the State are able to come to Town Hall during the 20 days before an election and vote by what is called an Emergency Mail Ballot. R. Rock stated that the

voter fills out an application, the clerk inputs the information into the Central Voter Registration System, the voter is given a ballot, the voter will vote the ballot and put it into an envelope which needs to be signed by the voter, witnessed by the Town Clerk's Office, and hand-delivered from the Town Clerk's Office to the Board of Elections before Election Day. R. Rock commented that this is a very labor intensive and paper intensive process.

R. Rock stated that the early voting process that they are trying to implement is one where a voter can come to Town Hall during the 20 days prior to an election, show their ID which is scanned by the electronic poll book, bringing up the voter's information within 5 seconds, the voter signs the I-pad, the clerk initials it, the voter is given a ballot which gets voted and put into an actual voting machine, just like it would on Election Day. R. Rock stated that the bill that they are introducing streamlines the process for everybody involved. R. Rock expressed his opinion that it would also increase voter confidence because voters would rather feed a ballot right into the machine as opposed to leaving it with a stranger. R. Rock stated that this process would create an Election Day experience for voters who are unable to vote on Election Day.

R. Rock further stated that this will help assist issues at the polling place on Election Day, such as problems with a voter's registration, which can be looked up and taken care of at the Town Clerk's office.

R. Rock stated that they have worked very hard with the City and Town Clerks Association to get them on board with this bill which has been three (3) years in the making. R. Rock expressed hope that the Town Council will support the Resolution that is in front of them tonight. R. Rock stated that he would be happy to answer any questions from the Council.

Discussion: Councilor W. Steere stated that he likes the concept of having more ways for people to vote, but asked what would stop somebody from voting the day before the Election, then go to the polling place on Election Day to try to vote again. R. Rock replied that the record is updated instantly and explained that when a voter signs into the E-pollbook and the clerk checks off that you voted, and the name will be grayed out, indicating that the voter has already voted. R. Rock noted that if a pollworker tries to check in the voter, it will not allow it.

Councilor W. Steere stated that he feels that this is a much better process and in the last Election, it seems that liberties were taken in some communities with people using Emergency Ballots as early voting. Councilor W. Steere stated that this probably cleans it up and makes it more comprehensive for everybody.

R. Rock agreed and noted that in 2012, about 5,600 people took advantage of the Emergency Mail Ballot process, while in 2016, it was 15,000. R. Rock stated that across the country, 46% of voters voted in advance of Election Day in 2016. R. Rock stated that this will make it convenient for voters and help local election officials streamline the process.

Councilor W. Steere asked about the increased costs that would result from having more polling time available. Jean Fecteau, Town Clerk, stated that if we do it right, we should be okay and not spend more. R. Rock stated that there will be rules and regulations implemented with early voting and the committee that has been put together for that purpose is made up heavily of city and town clerk personnel because they are the ones that “run the show”.

Councilor G. Steere asked if there would only be one (1) polling location. R. Rock replied that the bill states at least one (1) location, but leaves that up to the city or town, and most will use their City or Town Hall.

The Council members thanked Rob Rock for his presentation.

Councilor W. Steere expressed his individual concern that if somebody votes before the General Election, and between then and the Election, something big happens, it may cause people to think twice about their vote.

J. Fecteau stated that in 2016 they had “no excuse” mail ballots, and at any given time, she would have 20 people at the counter filling out forms. J. Fecteau stated that it was the same thing as early voting. Councilor G. Steere commented that this sounds much easier for the Town Clerk’s Office. J. Fecteau stated that she feels there is less chance of voter fraud with the proposed legislation.

2. Resolution of Support of proposed legislation re: Early Voting

Councilor W. Steere read the following Resolution into the record:

**RESOLUTION 2018-02**  
**RESOLUTION IN SUPPORT OF HOUSE BILL #7501 & SENATE BILL #2419,**  
**RELATING TO THE IMPLEMENTATION OF IN PERSON EARLY VOTING**

**WHEREAS;** our country has long strived to institute new laws and procedures to better equip local government to hold honest, accurate and efficient elections for our voters; and

**WHEREAS;** in Rhode Island these initiatives have included the overhaul of antiquated voting equipment with the purchase of optical scan, paper ballot voting machines; our strong participation in the national Help America Vote Act initiatives to correct voter rolls; the implementation of provisional voting to allow more people to participate in the voting process; and the latest innovation of faster and more accurate electronic check in for our voters; and

**WHEREAS;** many states have provided their voters with the privilege of participating in some form of early voting with the goals of increasing voter participation, by allowing multiple days for voters to get out to the polls, and relieve congestion at polling locations on election day; and

**WHEREAS;** in Rhode Island we have tried to accomplish this goal with “no excuse” mail ballot voting which, while it achieves the concepts of early voting, has proven to be time consuming for both the voter and the canvassing boards and an overall cumbersome process when applied to larger numbers of voters; and

**WHEREAS;** current proposed legislation, if passed, would allow for a true early voting process with a procedure for implementation and practices recommended by an advisory committee with informed representation from state and local government; and

**NOW, THEREFORE BE IT RESOLVED,** That the Town Council, of the Town of Glocester, Hereby Supports the Passage of **House Bill #7501 and Senate Bill #2419** and strongly requests all Senators and Representatives, as well as all City & Town Councils to support this important legislation.

George O. Steere, Jr.  
Glocester Town Council President

Jean M. Fecteau, CMC, Town Clerk

Dated this 1<sup>st</sup> day of March, 2018

seconded by Councilor Reichert.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

B. 4<sup>th</sup> of July parade: Discussion and/or action regarding funding & future plans  
Councilor G. Steere stated that the chair of the Parade Committee is not present. Councilor G. Steere stated that there is currently about \$14,000 in the Committee’s budget, which is not enough for the Parade. Councilor G. Steere stated that the Police details alone cost about \$7,000. Diane Brennan, Finance Director, stated that when she said \$14,000, she was referring to the Parade Committee’s appropriation for this year. Councilor G. Steere asked what is left in the Budget. D. Brennan replied that she did not bring the balance with her. Councilor G. Steere stated that they do not have enough for a Parade.

Councilor Henry stated that they do not have a request for the proposed budget; they are at zero. D. Brennan stated that we don’t know what is in their account now. Councilor G. Steere noted that the chair did not attend the Budget meeting, so he put this on the agenda because the 4<sup>th</sup> of July will be here before we know it.

Councilor Burlingame asked what was the cost of the Parade, without the fireworks. D. Brennan replied that she did not bring any of that information with her tonight, but she knows that they have

vendors, a carnival, music and a little bit of Police detail. Councilor Burlingame stated that they also pay for the bands. Councilor G. Steere stated that he thinks it is roughly \$25,000. D. Brennan stated that the fireworks are usually \$10,000. Councilor G. Steere stated that he thinks the fireworks are actually \$15,000. Councilor Burlingame again asked how much for the Parade, apart from the fireworks. D. Brennan stated that she didn't know that the Council wanted to discuss this.

Councilor Burlingame asked if there is money left from last year's budget. Councilor G. Steere estimated that there is about \$15,000. D. Brennan stated that in order to have a 4<sup>th</sup> of July parade, they would have another appropriation for next year. Councilor Burlingame asked if another \$15,000 would cover it. D. Brennan stated that they usually generate revenue by having fund-raisers.

Councilor W. Steere commented that as long as he has been on the Council, we have always appropriated funds for the Parade, even during the "bad times". Councilor Henry asked how the fireworks have been funded. Councilor W. Steere stated that was by funding that they created through the Town. Councilor Henry asked if fireworks have been appropriated. The response was negative, nothing has been appropriated for next year.

Councilor W. Steere stated his opinion that we want to make sure that the Parade takes place. Councilor W. Steere stated that the fireworks cost \$15,000, not including Police details, etc., and this group of people have worked hard in the past to make all of this happen. Councilor W. Steere stated that, going down the road, the Town has to take a bigger grasp of it because it is a year-round working situation for volunteers and it is tough to get people to do that. Councilor W. Steere stated that at some point the Town, perhaps the Recreation Director, should start managing the Parade and festivities, with the help of volunteers. Councilor W. Steere stated that we want to make sure that these things are funded.

Councilor G. Steere agreed that it is a lot of work and the group has tried in many different ways with fund-raisers, but it seems like it is the same dozen people that attend, so it wasn't as successful as they thought it would be. Councilor G. Steere noted that local businesses have helped and he has reached out to the GBA for assistance this year. Councilor G. Steere stated that there is not enough to have a parade at this point and the Council must decide what to do.

Councilor Burlingame stated that a decision must be made to put it in the Budget. Councilor Henry stated that we need to know if we have a strong, viable committee because it is only four (4) months away. D. Brennan stated that if we are doing fireworks, we need to go out to bid for vendors. Councilor G. Steere stated that we still have people on that committee but at this point, the money is not there for a parade.

Councilor W. Steere stated that we need to find out exactly what we have, what it will take to run the parade, and then provide an appropriation since Budget season is here. Councilor W. Steere stated that everything else is another story, but we should at least make sure the parade happens. Councilor W. Steere commented that the fireworks are nice to have for the community, but it was only reinstated three (3) years ago due to fund-raising efforts of this group.

Councilor Burlingame asked D. Brennan what is the deadline for a decision to put it in the Budget. D. Brennan replied that the Budget Board has one (1) more meeting on March 12<sup>th</sup>, and will make their presentation to the Council on March 15<sup>th</sup>. Jean Fecteau, Town Clerk, advised the Council that they will have until at least mid-April to set their own Budget.

Councilor Burlingame stated that they have time to figure it out and suggested getting a hold of what their revenue and expenses were for last year's parade. D. Brennan stated that she will get that information to the Council. Councilor Burlingame commented that there may be some ways to reduce the costs, such as having fewer bands. D. Brennan again stated that if there will be fireworks, we have to go out to bid soon.

Councilor Henry asked if the current chair of the Parade Committee has a revenue and expense balance sheet from last year. Councilor Burlingame replied that he would rather get that from the Finance Department. Councilor Burlingame stated that this will be on the next agenda for further discussion.

MOTION was made by Councilor Burlingame to TABLE 4<sup>th</sup> of July parade: Discussion and/or action regarding funding and future plans until the next Town Council meeting; seconded by Councilor Reichert.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

- C. Personnel
  - 1. Dept. of Public Works
    - a. Appointment of Temporary Clerical staffing- Discussion and/or action

Councilor G. Steere read the following request from D. Brennan:

To: Town Councilor Ted Burlingame, Personnel Liaison

From: Diane L. Brennan, Finance, H/R Director

Memo: Temporary Help

Date: February 21, 2018

The Department of Public works is in need of a temporary employee due to a medical leave situation of the Administrative Aide. The department has been in discussion with the part time transfer station attendant Joyce Sweeney. Joyce is a capable employee that is willing to perform the tasks of the Administrative Aide. She has over thirty years experience as a senior team leader for a large insurance company. The request to the council would be for Joyce to train with the Administrative Aide for up to 10 hours a week as needed. Once the leave begins, Joyce would work up to 20 hours a week to perform the essential functions of the department. The time period would

begin once passed by the council. The date of the medical leave is to begin April 26, 2018. The request for the temporary services due to the medical leave is for a ten week period. This is based on the department's understanding of the medical situation. The total estimated hours are up to 280 hours. The rate is \$19.56 the hourly Clerk I rate. There are 10 weeks for up to 20 hours or 200 hours and eight weeks for up to 10 hours or 80 hours for a total of 280 hours. The cost for salary is \$5,477 and FICA and social security is an additional \$419 with an estimated total cost of \$5,896. The funds are not part of the Fiscal 2018 budget. Available funds could be found in the **Other Operational Expenses for Negotiations/Salary** code **01-082-2273** or with in the department of **public works** in total.

This request is pending a doctor's note from the employee. If for some reason the dates are changed to earlier or later and more time is needed, a subsequent request will come before the council.

(End of memo)

Discussion: None

MOTION was made by Councilor Reichert to APPROVE the request of the Public Works Dept. to expand, current employee, Joyce Sweeney's hours to cover the administrative aide position while the current administrative aide is out on medical leave. The hourly rate is \$19.56, the rate of a Clerk I. The approval is a not to exceed 280 hours to allow for time to learn the duties and cover the position. This includes up to 8 weeks of 10 hours per week prior to the leave and up to 10 weeks of 20 hours per week for the time allowed to cover the position. The estimated total cost is not to exceed \$5,896. The funds will be transferred from **Other operational expenses for Negotiations/salary** code **01-082-2273**. The transfer will be made once the expense has been realized. The code to receive the funds will be **01-050-2013-PT Wages PT Admin Aide**; seconded by Councilor W. Steere.

Discussion: Councilor W. Steere stated that the 10 weeks will keep us in this Fiscal Year. Diane Brennan, Finance Director, spoke but was inaudible on the recording.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

2. Police Department
  - a. Dispatcher - Authorization of Unpaid Leave - Discussion and/or action

Councilor G. Steere read the following request from D. Brennan:

To: Town Councilor Ted Burlingame, Personnel Liaison  
From: Diane L. Brennan, Finance, H/R Director  
Memo: Employee Time Off  
Date: February 21,2018

I am writing to request time off as unpaid leave for four days for Jacqueline M. Casale, a town employee. Jacqueline is a dispatcher out on medical leave which began on February 6, 2018. She has not met the 12 month period for employment to qualify for Family Medical Leave. She has ten months of full time employment with the town. She has exhausted her available sick time on February 28, 2018. She will use the four days to get to her expected return date of March 6, 2018. The department has concurred with the request and will utilize existing personnel to staff the dispatch area.

(End of memo)

Discussion: None.

MOTION was made by Councilor Reichert to GRANT unpaid leave to Police Dispatcher, Jacqueline M. Casale, for four days ending March 6, 2018; seconded by Councilor Burlingame.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

- b. Animal Control – Part time employee
  - 1. Resignation - Discussion and/or action

Councilor G. Steere stated that the resignation of Melissa White from the position of assistant animal control officer has been received effective March 25, 2018.

MOTION was made by Councilor Reichert to ACCEPT the resignation of Melissa White from the position of assistant animal control officer effective March 25, 2018; seconded by Councilor W. Steere.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

- 2. Request to advertise for replacement - Discussion and/or action

Councilor G. Steere read the following request from D. Brennan:

Memo: Town Council  
From: Diane L. Brennan, Finance/Personnel Director  
Date: February 21, 2018  
Re: Part time Animal Control Officer

This a request to advertise for a part time animal control officer. Melissa White has indicated she will be leaving the job. An advertisement is to be placed on the town web site and in the Bargain Buyer to begin the process. Once applications are received an interview process will begin to evaluate applicants.

(End of memo)

MOTION was made by Councilor Henry to AUTHORIZE the Personnel Director to advertise and evaluate candidates for the position of assistant animal control officer; seconded by Councilor Reichert.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

D. Ratification: Preparation and seeking proposals: RFP for Natural Hazard Mitigation Plan - Discussion and/or action

Councilor G. Steere stated that Karen Scott, Town Planner & Gerry Mosca, E.M.A. Director, have been working on getting the Town's Hazardous Mitigation Plan updated. Councilor G. Steere stated that at the Council meeting of February 15<sup>th</sup> there was Council consensus to allow the preparation of an RFP seeking a planning/engineering firm to complete the work. Council now can ratify that action.

MOTION was made by Councilor Reichert to RATIFY the AUTHORIZATION to prepare an RFP & continue the process to seek proposals for work related to the update of Gloucester's Hazardous Mitigation Plan 2018; seconded by Councilor Burlingame.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

E. Setting of Public Hearing re: Amended Gloucester Comprehensive Plan - Discussion and/or action

Councilor G. Steere read the following request from the Town Planner:

To: Town Council  
From: Karen Scott, Town Planner  
Date: February 23, 2018  
Re: Comprehensive Plan Adoption

After advertising in the Observer on 1/25/18, 2/1/18, 2/8/18 in accordance with RIGL 45-22.2, the Planning Board held a public hearing on newly updated Comprehensive Plan, Gloucester 2040. At the conclusion of that public hearing, a motion was made to recommend that the Town Council adopt Gloucester 2040, the Town of Gloucester's Comprehensive Community Plan. This Plan will replace in its entirety the previous Comprehensive Plan, adopted June 19, 2008. The Planning Board has developed the Comprehensive Plan together with staff. As part of this responsibility, the Planning Board has disseminated information to the public about the plan revision on the Town's website and at public meetings, solicited both written and oral comments during the preparation of the plan at public meetings, and held a public hearing on the draft Comprehensive Plan. Notice of the public hearing was given specifying the place, date and time of the hearing, indicated that the adoption of the comprehensive plan is under consideration, advised those interested where and when the matter under consideration may be examined or obtained, and stated that the plan may be altered prior to the close of the public hearing without further advertising.

I respectfully request that the Town Council authorize a public hearing on Gloucester 2040, the Town's Comprehensive Plan, to complete the required adoption process  
(end of memo)

Discussion: None.

MOTION was made by Councilor Reichert to set a Public Hearing for April 5<sup>th</sup>, 2018 to consider the adoption of Gloucester 2040, Town Comprehensive Plan; seconded by Councilor W. Steere.

Discussion: The Council members thanked Karen Scott and the Planning Board for their efforts.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

F. Boards and Commissions

1. Resignation

a. Planning Board Recording Clerk - Discussion and/or action

Councilor G. Steere stated that we have the resignation of Judi Rix from the position of Planning Board Clerk.

MOTION was made by Councilor Reichert to ACCEPT the resignation of Judi Rix from the Planning Board effective until May 1, 2018; seconded by Councilor Burlingame.

Discussion: George Charette, Planning Board chair, stated that Judi Rix sent a letter explaining why she had to leave the position of recording clerk, and she also stated that she is willing to take on the next two (2) months to allow the Council to advertise and hire somebody for the position. G. Charette noted that J. Rix specifically said that, as of May, she cannot continue.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry

NAYS-0  
MOTION PASSED

2. Appointments
  - a. Board of Canvassers - Discussion and/or action
    1. One expired six year term

Councilor G. Steere stated that this appointment is for the expired term of Wayne Farrington, who has expressed an interest to be reappointed.

MOTION was made by Councilor Reichert to REAPPOINT Wayne Farrington to the Board of Canvassers for a six year term to expire 3/2024; seconded by Councilor W. Steere.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

- b. Planning Board - Discussion and/or action
  1. Two expired five year terms

Councilor G. Steere stated that this is for the expired terms of Russell Gross and George Charette, both of whom wish to be reappointed.

MOTION was made by Councilor Reichert to REAPPOINT Russell Gross to the Planning Board for a five year term to expire 3/2023; seconded by Councilor W. Steere.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

MOTION was made by Councilor Reichert to REAPPOINT George Charette to the Planning Board for a five year term to expire 3/2023; seconded by Councilor W. Steere.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

- c. Planning Board Recording Clerk - Discussion and/or action

Diane Brennan, Finance Director, stated that she will advertise again and look through previous applications to see if there is anyone still out there. D. Brennan questioned if the Council does not accept the resignation until May, will she run into a problem if someone wants to start before then. Councilor G. Steere replied that Judi would probably be happy with that. Tim Kane, Town Solicitor, stated that the motion was “no later than May 1, 2018”.

MOTION was made by Councilor Burlingame to AUTHORIZE the Finance Director to advertise for a Planning Board recording clerk; seconded by Councilor Reichert.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

G. Bicycle Mobility Plan (BMP) - Discussion and/or action to submit Town Council input

Karen Scott, Town Planner, explained that the State is in the process of doing a Bicycle Mobility Plan to connect off-street paths with on-street paths so that everyone in the State has some access to biking. K. Scott stated that one of the paths that jumped out to her was on Route 44 coming in from Smithfield which showed Route 44 as 4 lanes going to 2 lanes, with a turning lane and bike lanes on either side. K. Scott stated that she wasn't sure where the Town was policy-wise regarding 4 lanes vs. 2 lanes on Route 44, so she wanted to point that out and did not want it to be a defacto endorsement of a policy that the Council was not onboard with.

K. Scott stated that there is a project in the current TIP for Route 44 from the maintenance facility to West Greenville Road. K. Scott stated that she is trying to find out who the project manager is to determine if the project is just resurfacing or an actual shrinkage of the number of travel lanes.

Councilor G. Steere stated that the Council had a presentation from DOT and it is going to go to 2 lanes with some turning lanes. Councilor W. Steere stated that in some areas there will be a third lane for passing and he thinks the area mentioned by K. Scott is one of them. Councilor G. Steere suggested that the Council ask DOT how this project would impact the last plan that we saw. K. Scott stated that she can make sure that they are coordinating with the current RIDOT project to ensure that the turning lanes and passing lanes previously discussed with the Council are unaffected.

Councilor G. Steere stated that Gee Marion has retired and someone else is the engineer for the project. K. Scott stated that she has calls in to four (4) different people and hopes that somebody contacts her to double check on this. K. Scott also stated that she could send a letter, signed by herself, to Statewide Planning to convey the Council's concerns. Councilor W. Steere stated that in the plan that was presented to the Council, there was no discussion of bike lanes. Councilor G. Steere

stated that there was discussion that they were doing what they were doing because there was no room to keep it 4 lanes, but bike lanes on both sides of the road will use up some footage.

K. Scott stated that the road project is funded under the 2018/2019 TIP and this bike plan is under development, therefore it is unlikely that the bike lanes will come out of this project. K. Scott stated that she wanted to make sure that we were not missing an opportunity to comment on the policy they might be setting through the bike plan, but it appears that “that ship has already sailed”. K. Scott stated that she will do her best to coordinate between the DOT plans and the State’s bike plan. Councilor G. Steere stated that there is a consensus that we don’t want to lose a passing lane or a turning lane to a bike lane.

H. Gloucester Memorial Park -Potential plans for park enhancements- Discussion and/or action

Bob Shields, Recreation Director, stated that he was asked by Councilor Henry to present a loose master plan with regard to potential improvements at Gloucester Memorial Park. B. Shields stated that there are Capital Improvement requests in the recent budget to start working on a parking lot on the west side of the park. B. Shields noted that this is not necessarily a project unto itself, but would actually work in concert with several years down the road. B. Shields stated that from there, the idea would be to re-purpose the west softball field into a multi-purpose field and the east softball field into the new location for the playground, for which we have some funding to apply. B. Shields stated that they would then replace the siding on the bath house and equipment house, potentially re-purposing some of the buildings. B. Shields stated that he wanted to make the Council aware that this is not just a one-time request, but is kind of a stepping stone to potentially try to revitalize a part of the Town that has not seen many repairs. B. Shields stated that tonight is a good opportunity to get some feedback from the Council to see what they would like to see going forward.

Councilor Henry stated that she had contacted B. Shields to tell him that the \$25,000 request that he submitted was not included in the Budget. Councilor Henry stated that Public Works has been working on the tennis courts and wondered how that is going to go and if there will be funding left to carry over, or if we need to put money in for next year. Councilor Henry stated that she would like to see a plan in action.

B. Shields stated that the question is do we want to go through various grant work, which is always on the table, however it would make sense to take bits and pieces on a yearly basis as opposed to taking an excess amount of funds in one particular calendar year.

Councilor Henry stated that she is often asked questions such as, are we going to have a dog park, are there going to be picnic tables, when are the tennis courts going to be open. Councilor Henry stated that she would like to get a sense so she can knowledgeably answer these questions.

Councilor G. Steere stated that we all agree that we want to spruce it up a bit. Councilor Henry spoke about the sign that used to be on Route 44, stating that B. Shields wants to put up a sign that is consistent with those at the Kent Pavilion and in front of Town Hall.

B. Shields stated that his only fear with going the “sprucing up” route is that people are parking on the grass which would ruin the landscaping. B. Shields stated that if guardrails are installed and appropriate spaces and lines are drawn, we have a better shot at keeping this in good shape. B. Shields stated that if we do invest in this park, there should be some sort of maintenance plan so we don’t get back into this particular situation.

Councilor Burlingame asked if B. Shields has put together any numbers of estimated costs. B. Shields replied that he got the numbers from Beth regarding paving, and talked to Wood & Wire to get the cost for guardrails. B. Shields stated that in his memo to the Budget Board, it was stated that the all-in cost for the project is \$25,000. Councilor Burlingame asked if that would cover 2019. B. Shields replied in the affirmative, if that piece was amended into the Budget.

Councilor Burlingame stated that we’re doing the tennis courts now, then the basketball courts next. G. Shields commented that the basketball courts will have to have significant dollars because that is the one that is consistently cracking at a higher rate. Councilor Burlingame asked B. Shields if he is okay with the amount of money he has for the tennis courts. B. Shields replied that he was not on board when the funding for the tennis courts was allocated.

Discussion took place regarding the basketball court. Councilor Henry asked Gary Treml, Director of Public Works, if DPW is doing the whole thing. G. Treml responded but was inaudible on the recording. G. Treml approached the Council and stated that the basketball court is lower than the tennis court, which was built on top of 3 feet of subsoil, causing drainage problems. G. Treml explained the plans to alleviate this issue. G. Treml stated that we could probably get the project done for \$20,000, depending on the type of surface used.

Councilor W. Steere asked how much the project at Winsor Park cost. B. Shields replied that he was looking through some notes and it was approximately \$10,400 to resurface the tennis and basketball courts. It was stated that the Winsor project was about 15 years ago.

Councilor Henry asked if there is any money left, do we want to have the sign installed so people will know where GMP is. Councilor W. Steere noted that the basketball court gets more use than anything else down there, so we might want to get that moving. B. Shields stated that the Recreation Commission expressed the same concerns regarding the basketball court.

Regarding the curbing and the guardrail, Councilor G. Steere asked if we needed both or one or the other. B. Shields replied that he is originally from Smithfield and used Deerfield as his ideal example, and they have both curbing and guardrails.

Councilor W. Steere stated that there is a lot of information for the Council to digest and suggested taking some time to go through it for discussion at the next meeting.

MOTION was made by Councilor W. Steere to TABLE Gloucester Memorial Park - Potential plans for park enhancement - Discussion and/or action until the second meeting in March; seconded by Councilor Reichert.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

I. Personnel

1. Compensation Study - Discussion and/or action

Councilor Burlingame stated that the Council has received a quote for \$5,000 to have the department heads evaluated in terms of comparative compensation, and the question is whether the Council wishes to proceed with the study. Councilor Burlingame stated that when we looked at the department head salaries based upon the State revenue analysis, we were significantly lower. Councilor Burlingame stated that there was a consensus to take it a step further and have a professional look at it.

Councilor W. Steere stated that he has been asking for this since last February, so he is in favor, however Councilor W. Steere question whether the Council wants to include all non-union employees in the scope of work. Councilor W. Steere noted that the union negotiates everything, but non-union obviously does not.

Councilor Reichert agreed and stated that he does not know if Bob Dauphinais is a department head. Councilor Reichert stated that when the Council created that job, it was to elevate B. Dauphinais to make him head carpenter, so everybody should be evaluated. Councilor W. Steere commented that it would give this Council and Councils going forward clarity and that is a step in the right direction.

Councilor G. Steere asked if the price quoted is “per person” because they knew how many department heads we have. D. Brennan, Finance Director, replied that it is a limited scope but they would do whatever we want. D. Brennan stated that she thinks it is an hourly rate and the \$5,000 was for up to nine (9) positions to be evaluated. D. Brennan stated that if the Council has a number of positions, she can go back to the company and ask. Councilor W. Steere stated that he does not know off the top of his head how many non-union positions we have. Councilor Reichert stated that we cannot go by individuals because Public Works has drivers, laborers, etc.

MOTION was made by Councilor Burlingame to get a price on all non-union positions for a compensation study; seconded by Councilor Reichert.

Discussion: None.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED

2. Employee Performance Review - Discussion and/or action

Councilor Burlingame stated that he and Diane Brennan, Finance Director, have had discussions with Steve Sette who works in an environment in Hopedale and formerly in Richmond. Councilor Burlingame stated that during negotiations with the clerks, they wanted to have some form of performance evaluations so there would be opportunity for advancement. Councilor Burlingame stated he has a proposal of an evaluation for the clerical staff, which is a performance review that would be done annually. Councilor Burlingame stated that he and Councilor Henry went through it with former Councilman Sette, who stated that it worked well in the towns that he has worked at. Councilor Burlingame stated that it has been tweaked to take some of the subjectivity out, and he would like the department heads to review it and provide feedback.

Councilor Burlingame noted that this won't affect the Police Department because they have their own evaluation. Councilor Burlingame stated that there is a separate one for Public Works and it is up to Gary Treml, Director of Public Works, whether he wants to use it.

Councilor W. Steere stated that he has a couple of concerns regarding the wording. Councilor W. Steere stated that it talks about ratings (1 through 10), then it says "satisfactory, unsatisfactory, outstanding", then at the end it talks about the final rating (above average, average, below average). Councilor W. Steere expressed his opinion that we need consistency in the terminology.

Councilor W. Steere further stated that the goals should be clearly agreed upon between the reviewer and the employee before the year starts. Councilor Burlingame asked Councilor W. Steere to forward his comments to him to be included with those from the department heads.

IX. Town Council Correspondence /Discussion

- A. Councilor G. Steere stated that the Council has received a resident request to talk about littering, illegal dumping and accumulated garbage, rubbish and refuse around Town. Councilor G. Steere stated that the resident would like to come and address the Council.
- B. Councilor G. Steere stated that another letter was received from the Rhode Island Infrastructure Bank regarding their next pooled wastewater bond. Councilor G. Steere stated that they are looking for any municipalities that are interested in borrowing money.
- C. Councilor G. Steere stated that a letter from the Trust to Beth DeCorte, Public Works, was received informing her that the \$1,000 grant for which she applied has been awarded for the purchase of an LED flood light fixture for fuel pumps at the DPW facility. Council thanked Beth DeCorte for her efforts.

- D. Councilor G. Steere stated that correspondence was received from Representative Tom Winfield and Representative Mike Chippendale requesting our support on a bill to rename part of Chopmist Hill Road from Route 44 in Chepachet to Route 6 in Scituate. Councilor G. Steere stated that they are looking to rename it to “Gold Star Family Highway”. Jean Fecteau, Town Clerk, explained that this is in conjunction with Wreaths Across America. Councilor G. Steere stated that maybe we can get a Resolution for the next meeting.
- E. Councilor W. Steere stated that the Rhode Island Foundation has some community grants offered that we may want to consider applying for. Councilor W. Steere noted that the deadline is April 6<sup>th</sup>.

Councilor W. Steere stated that the Ponaganset Wrestling Team has won the State Championship and suggested that the Council prepare a Citation for the team.

X. Department Head Reports/Discussion

- A. Diane Brennan, Finance Director, stated that she had posted the position for the Senior Clerk in the Tax Assessor’s office internally for promotional opportunities. D. Brennan stated that the deadline was yesterday and nobody came to apply, so she is looking for a general consensus to authorize her to advertise the position.  
  
D. Brennan stated that on the school side, bids have been out for Fogarty School for mechanical and exterior renovations, to be returned on March 8<sup>th</sup>.
- B. Councilor W. Steere asked Joseph DelPrete, Chief of Police, how the School Resource Officer has been received so far. Chief DelPrete replied that it is going very well.

XI. Bds. and Commissions Reports/ Discussion

- A. Charlie Wilson, chair of the Historic District Commission, stated that he has been working with the GBA with regard to getting banners for the period lights. C. Wilson stated that the Council seems to be happy with the two (2) signs at the Pavilion and Park, and commented that the sign on the front lawn is in poor shape. Councilor G. Steere asked C. Wilson if he had an estimate for it. C. Wilson replied that he can get one if the Council wants him to. Councilor G. Steere stated that it wouldn’t hurt to get an estimate.
- B. Councilor Henry stated that Walter Steere, Jr., School Committee member, is not here tonight, but she wanted to mention that she spoke to him and Kathleen Swanson from the Regional School Committee regarding how the schools are proactively doing things regarding what just happened with the school shooting in Florida. Councilor Henry stated that K. Swanson is working on putting a mental health commission together to have at our schools. Councilor Henry further stated that the

doors at the schools are locked and they are having assemblies to talk to the kids about “if you hear something, see something or know something, talk to the teachers”. Councilor Henry stated that she thinks it is important to note that things are moving forward and we are not unaware of what we need to do. Chief DelPrete stated that the SRO made a lot of strides in that regard.

## XII. Open Forum

- A. Lewis Pryeor spoke regarding trash, stating that trucks on the way to the Transfer Station often have bags of trash and recyclables fall off and some people come back to pick it up, but others do not. L. Pryeor stated that he likes the sign at the Transfer Station saying to secure your trash, but he would like another line added which states that you will be fined if you do not. L. Pryeor stated that it is getting bad all through the Town and he thinks we should be getting more proactive. L. Pryeor suggested that in April, a major cleanup take place in conjunction with Earth Day.

Councilor Henry stated that she spoke to Judy Colaluca, of the Sand Dam Association, and they along with the Conservation Commission are planning to put something together for April to do a town-wide cleanup. Councilor Henry stated that the Council had stated that they would maybe pay for some advertising and maybe give them some bags. L. Pryeor stated that he is the chair of the Democratic Committee and they wish to become involved in these efforts.

L. Pryeor spoke regarding the financing for the tennis courts and suggested that a grant writer be hired with an administrative fee, meaning they would get a percentage of any grants they obtain, therefore it would not cost the town any money. L. Pryeor stated that he would like to see improvements made but it sounds like the budget will be very tight.

L. Pryeor stated that last year Councilor Henry stated that she was going to paint the Senior Center, and L. Pryeor asked how that was coming. Councilor Henry replied that it has been partially painted.

- B. Ericka Dauphinais, Pine Orchard Road, stated that she is glad that the agenda included some of the comments she had previously discussed as well as some of the topics in her letter. E. Dauphinais stated that when she spoke at a previous meeting, she was told that the Council could not comment, perhaps because it was a challenging topic, but at the last meeting, Tom Sanzi came up and spoke, and the Council rebuttaled with him. E. Dauphinais stated that when she brought up a topic, she was told it was Open Forum and the Council could not speak. E. Dauphinais stated that, in addition, she sent a letter which was not opened because it was sent via email, yet the Council has correspondence from individuals that work for the Town as well as other taxpayers. E. Dauphinais asked if she has to send a letter through the mail. Councilor G. Steere stated that correspondence must be sent to the

Town Clerk. E. Dauphinais stated that she did email the Town Clerk and was advised that she should contact the Council members directly. E. Dauphinais stated that her letter was dismissed and was not read with the correspondence and you need a “decoder ring” to know what the appropriate forum is to speak to the Council. E. Dauphinais stated that she knows how government works and it is not very transparent. E. Dauphinais stated that we need to be more progressive but she does not see the direction of the Town going there.

E. Dauphinais referred to a meeting when she came to talk about her mother, a senior citizen who lived in this town and paid taxes for 20 years, moved out for 7 years, moved back and was disqualified from the senior rate because she hadn’t lived here for 5 consecutive years. E. Dauphinais noted that the Council revisited this issue but did not even consider it, and she brought it to the Town. E. Dauphinais stated that there has to be a better way for people to share their insight so that the decisions that are made are collectively for everybody here. E. Dauphinais stated that not many people attend these meetings and wondered what is stopping people from coming here and feeling like they can talk to the Council and share their experiences.

Councilor G. Steere gave his phone number and stated that he will sit with E. Dauphinais any time she wants. E. Dauphinais replied that her email contained her number, address and email address and Councilor G. Steere could have called her, if he had opened the email.

Jean Fecteau, Town Clerk, noted that every time somebody sends her correspondence with a request, she asks if they want it forwarded to the Council. J. Fecteau stated she is consistent with her process. E. Dauphinais agreed that the Town Clerk did ask her, but E. Dauphinais chose to contact the Council directly. E. Dauphinais stated that she wanted to follow the appropriate protocol to directly provide the Council her feedback. Councilor G. Steere stated that the protocol here, for 9 years, has been the Town Clerk has forwarded to the Council any emails that come in. E. Dauphinais noted that Councilor G. Steere does not open emails. Councilor G. Steere replied that he opens emails from Jean Fecteau, stating that there is a reason he does not open emails from everyone under the sun. Councilor G. Steere repeated his phone number and stated that he is in the phone book. Councilor G. Steere stated that he is at Dunkin Donuts every morning and he never refuses to talk to anyone about any matter. Councilor G. Steere stated that he is the most accessible person there. E. Dauphinais stated that she emailed him because she is not an accessible person, working 70 hours a week. Councilor G. Steere stated that when E. Dauphinais has an hour on a weekend, he would be glad to sit and talk with her.

Councilor Burlingame stated that his phone number is out there for the world and he gets phone calls all week from constituents. Councilor Reichert stated that he does not do email, period. E. Dauphinais noted that each Councilor has a computer in front

of them and it seems that it is short-sighted for the Town not to have a consolidated email address for the Council. E. Dauphinais stated that the website does not say to email the Town Clerk but she did so because she knows that the Town Clerk works closely with the Council.

Councilor Burlingame stated that the Town Clerk spent a lot of time looking over the letter and answered many of the questions in detail. Councilor Burlingame stated that three (3) of the questions said “refer to Council”. Councilor Burlingame stated that E. Dauphinais could have called any of the Council members to ask for answers to those questions. E. Dauphinais stated that subsequent to Jean Fecteau’s response, she emailed Councilor G. Steere, as a taxpayer and constituent, but J. Fecteau told her that he might not email her back. E. Dauphinais stated that the Council should have a group email box so they can all see the emails that come in. E. Dauphinais stated that she had called Councilor G. Steere about her mother. Councilor G. Steere replied that the Council addressed that matter when they redid the senior tax exemption policy.

Jean Fecteau stated that people ask her all the time why the Council does not have email, so E. Dauphinais is not the only one who has concerns. Councilor W. Steere stated that the Council could have one (1) email address, which could be managed by the Town Clerk.

Lew Pryeor stated that in Warwick, the Council members each had a computer with an email address. Lew Pryeor stated that E. Dauphinais mentioned transparency. L. Pryeor asked whatever happened at the Executive Session last week. Councilor G. Steere stated that it was announced at the end of the meeting that one (1) vote was taken. L. Pryeor asked what was the result. Councilor G. Steere stated that it was Executive Session. Councilor W. Steere noted that it was a personnel matter.

Councilor W. Steere stated that we should have some type of email but we must be careful because if the Council had individual email accounts, we could end up having a quorum. Councilor W. Steere noted that we don’t have a town manager to handle things day to day, and the Council does not have the responsibility to tell anybody anything without a consensus of the Council. Councilor W. Steere stated that if a Council member answered an email and gave an inappropriate response that was their opinion, it could cause a problem.

Councilor Burlingame agreed, stating that we must watch out for a “rolling quorum”, where one councilor responds, then others jump in with their responses.

Councilor G. Steere stated that Lew Pryeor called him a couple of times last year and asked L. Pryeor if he answered the phone. L. Pryeor replied in the affirmative.

- C. Tom Sanzi spoke regarding the new mileage restrictions of the Senior Transportation Policy. Councilor G. Steere stated that this was discussed in Open Forum at the last meeting and again the Council cannot respond. Councilor G. Steere stated that the Council voted on the policy and noted that the Director of Human Services has done what she can to assist T. Sanzi. Councilor G. Steere reiterated that there is nothing that can be done during Open Forum. Councilor Burlingame stated that the matter cannot be discussed any further. Councilor G. Steere stated that he spoke to T. Sanzi's father on the phone for an hour, and it was brought up at the next meeting, but the Council chose not to revisit it. Councilor Henry stated that Mr. Sanzi also called her home today and she advised him that it is the Director's decision. T. Sanzi stated that he understands, but there are other seniors that are affected by this because they don't have any other options. T. Sanzi commented that Judy Branch runs the program great and he has always supported her.
- D. Edna Kent spoke regarding a trash problem at Family Dollar. E. Kent stated that she now goes around the back to avoid the smokers in front of the building, and she has noticed that they throw boxes in the dumpster, but they blow away into the woods. E. Kent stated that there are also several tires that have been discarded behind the building. E. Kent asked if there is a way to appeal to the owner of the property to let his employees know that some of their "smoke time" should be spent cleaning up the premises. The Town Clerk agreed that the property, which is in the Historic District, is a disgrace. Ken Johnson, Building/Zoning Official, stated that he will write a letter to the owner.

### XIII. Adjourn

MOTION was made by Councilor Burlingame to ADJOURN at 9:43 p.m.; seconded by Councilor Reichert.

VOTE: AYES- G. Steere, Burlingame, W. Steere, Reichert and Henry  
NAYS-0

MOTION PASSED