

State of Rhode Island

County of Washington

In Hopkinton on the nineteenth day of January 2016 A.D. the said meeting was called to order by Town Council President Frank Landolfi at 7:00 P.M. in the Town Hall Meeting Room, 1 Town House Road, Hopkinton, RI 02832.

PRESENT: Frank Landolfi, Barbara Capalbo, Sylvia Thompson, David Husband, Thomas Buck; Town Solicitor Kevin McAllister; Town Manager William McGarry; Town Clerk Elizabeth Cook-Martin.

The meeting opened with a moment of silent meditation and salute to the Flag.

Town Manager William McGarry introduced Elizabeth “Beth” Metcalf as the Tax Assessor Senior Clerk. Mr. McGarry noted she was the most qualified candidate. She graduated from Doherty Memorial High School in MA and Assumption College in Worcester, MA. She was recently employed in the banking industry and before that owned her own business in Westerly. Mrs. Metcalf expressed her appreciation for the opportunity to work for the town and mentioned that everyone had been welcoming to her.

## **HEARINGS**

A MOTION WAS MADE BY COUNCILOR CAPALBO AND SECONDED BY COUNCILOR HUSBAND TO SIT AS A LICENSING BOARD.

IN FAVOR: Landolfi, Capalbo, Thompson, Husband, Buck

OPPOSED: None

SO VOTED

## **COMMERCIAL HAULERS LICENSE RENEWAL**

The Council opened a hearing on the renewal of the following commercial haulers licenses: Cory’s Rubbish Removal, 69½ Ward Ave., Westerly, RI; CWPM, LLC, 25 Norton Place, Plainville, CT; EZ Waste Systems, Inc., 67 Ledward Ave., Westerly, RI; On-Time Disposal, 203 Ashaway Rd, Bradford, RI; Patriot Disposal, Joseph Vinagro, 2101 Plainfield Pike, Johnston, RI; RPE Waste Services, 9 New King’s Factory Rd., Wood River Jct., RI; Sanitation by Quint

Perry, 7 Sweet Corn Ln., Westerly, RI; Sam Piccolo Jr. & Sons, Inc., 7 Boombridge Rd., Westerly, RI; T&J Sanitation, 235 Westerly Bradford Rd., Westerly, RI.

Applications and filing fees had been received and notice had been posted. Waste Management, 1610 Pontiac Ave., Cranston, RI did not file an application for renewal. The Town Clerk will follow up with Waste Management. Councilor Capalbo noted there was missing information on the following applications related to the State of Origin of either a driver's license or a vehicle registration: Cory's Rubbish Removal, Patriot Disposal, CWPM, LLC. The Town Clerk will follow up with the haulers. There were no objectors.

A MOTION WAS MADE BY COUNCILOR CAPALBO AND SECONDED BY COUNCILOR HUSBAND TO APPROVE THE RENEWAL OF THE COMMERCIAL HAULERS LICENSES WITH THE EXCEPTION OF WASTE MANAGEMENT.

IN FAVOR: Landolfi, Capalbo, Thompson, Husband, Buck

OPPOSED: None

SO VOTED

A MOTION WAS MADE BY COUNCILOR THOMPSON AND SECONDED BY COUNCILOR CAPALBO TO ADJOURN AS LICENSING BOARD AND RECONVENE AS COUNCIL.

IN FAVOR: Landolfi, Capalbo, Thompson, Husband, Buck

OPPOSED: None

SO VOTED

**CONSENT AGENDA**

The January 4, 2016 minutes were amended on page four, second paragraph, line 8 delete the "t" from the word bridge; on page 6, second paragraph, line 5, change the word "cased" to "caused", on page 7, insert the names of the Councilors who made the motions; page 8 was questioned, but no changes were made.

A MOTION WAS MADE BY COUNCILOR CAPALBO AND SECONDED BY

**COUNCILOR HUSBAND TO APPROVE THE CONSENT AGENDA AS**

**FOLLOWS:** Approve Town Council Meeting Minutes of January 4, 2016 with amendments; Executive Session Minutes of December 21, 2015; Accept the following monthly financial/activity report: Town Clerk; Approve refunds due to overpayment submitted by the Tax Collector.

**IN FAVOR:** Landolfi, Capalbo, Thompson, Husband, Buck

**OPPOSED:** None

**SO VOTED**

**PUBLIC FORUM**

No one spoke during the first public forum.

**TOWN MANAGER REPORT**

Town Manager William McGarry reported he and Finance Director Brian Rosso had conducted fourteen individual meetings with Department Heads for the annual budget development process; he reported he and IT Director Ed Vazquez and Mr. McGarry's assistant Courtney Hyland had prepared an RFP for the sale of 28 used electronic equipment units (printers, copy machines, faxes and a scanner). The Town has already replaced them with fewer, less expensive, more effective and efficient equipment pursuant to its Town-wide study conducted by Finance Director Brian Rosso and IT Director Ed Vazquez and plan to advertise and solicit competitive bids for the used equipment, with a bid award scheduled for the March 7 Town Council Meeting. This effort has reduced from 45 units down to 24 units.

**OLD BUSINESS:**

**STATUS UPDATE RE: PROPOSED CONSOLIDATION OF OFFICES AT TOWN HALL**

A presentation and status update by DRA Principal Architect Kenneth Best on the proposed consolidation of offices at Town Hall (Informational Purposes Only).

Mr. Best and Engineer Anthony Nenna were present. A status review was given on the budget, proposed floor plan, model images, draft site plan and the proposed project schedule. Mr. Best noted the project had been whittled down by 7% so the building would not exceed 5,000 square feet because of LEEDS requirements.

Presently, there is \$1.44 million set aside in the CIP and an additional \$250,000.00 was planned to be added in each year over the next two fiscal years.

No funding for bonding expenses is necessary. A table had been compiled showing the various costs comparing data from 2011 to 2016 was reviewed. The total project cost in 2011 had been estimated at \$1,790,000.00 and the 2016 total project cost was estimated at \$1,972,728.00, an increase of 10% over the five years. Over the course of the next few weeks the design development costs from an independent cost estimator will provide more exact figures. The floor plan was reviewed. The dimensions of the addition were 50 feet wide and 90 feet long and the office size for the Tax Collector was 15 feet long and 12 feet wide. The building will bring over eight employees from various locations: two from Crandall House, four from Thayer House and the two employees in Building & Zoning DPW. Ceiling heights are 8'6" with higher ceilings in the hallway that will be designed with gridded beams and a central light fixture. It is a truss roof with an open area in the center to house utilities. It will have carpet tiles over concrete floor with radiant heating in the concrete slab. There will be a combination of solid panel doors and doors with windows. It will include two corridors and two additional entrances. Other amenities such as beadboard and wood trim were budget dependent. There will be 39 parking spaces. There will be two parking areas; one area to the right of the building for employees or overflow parking and one area to be accessed around the Thayer House and access to the left of the Town Hall Meeting Room. The new structure will have handicap accessible ramps. One suggestion is to include a side walk and grass area to provide a separation from the street. The existing stone wall may be split with a stone wall on either side of the driveway. The existing septic system design is adequate for the building. The Council stressed the importance of a warm, welcoming building suitable in scale for the location. Construction could begin in September 2016 with permitting with state agencies to be done by the end of April and then they would be able to go out to bid. Construction could take a year start to finish.

**NEW BUSINESS:**

**PROPOSED TOWN-WIDE FY 16/17 ANNUAL GOALS AND FY'S 18/20 MULTI YEAR GOALS**

This matter had been scheduled to discuss and consider adopting the proposed Town-wide FY 2016-17 Annual Goals and FYs 2018-20 Multi-year Goals. Mr.

McGarry reported on January 6, 2016, the Town's Department Heads met, discussed and selected their proposed FY 2016-17 Town-wide Annual Goals and FY's 2018-20 Town-wide Multi-year Goals. The goals were not prioritized, just listed. The proposed Annual Goals included:

1. Complete the rewriting and updating of the town's zoning ordinances, consistent with the comprehensive plan
2. Procure and install a generator at Town Hall, funded through the CDBG Program.
3. Redesign the Town's website
4. Renovate and update the interior of the police department funded from the police forfeiture fund.
5. Obtain, state-wide law enforcement accreditation of the police department.
6. Re-shingle the roof at the police department.
7. Procure and implement an electronic payment method for permit fees in the building/zoning office.
8. Procure and install fire alarm and electrical systems at DPW.
9. Procure one medium duty sized truck at DPW.
10. Procure and install two computer servers.

The proposed Multi-Year Goals included:

1. Expand and renovate Town Hall to consolidate municipal offices.
2. Design and construct improvements to Langworthy Field.
3. Remove and replace the Crandall Field playground.
4. Purchase Town streetlights from the state-wide utility company.
5. Replace furnaces at the police station.

Councilor Capalbo asked about annual goal #2 – Town Hall Generator and whether the Town should wait for construction of the building. Mr. McGarry responded no, explaining that CDBG funds would be used to fund the purchase of the generator. He noted there had been a meeting with CDBG Coordinator Geoffrey Marchant and others and the excess amount remaining in CDBG funds from the purchase of the Crandall House generator that would be transferred to

purchase the Town Hall generator. He noted timing was an issue and that the generator would have to be installed a little earlier than necessary. Councilor Capalbo asked if Crandall Field would be included in the CIP and if not whether an amount would be budgeted for Crandall Field to begin planning for that project. Mr. McGarry noted the Town Hall was in the CIP and grants had been received for Langworthy Field and nothing more had been requested. With regard to the streetlight purchase, more information would be required from Thomas Gentz on whether to pursue the purchase. With regard to the furnaces, estimates were being sought. He stated it was unknown if Crandall Field would be in the CIP at this point. Chief Palmer noted they could not use Google funds for the furnaces as the use of these funds are to supplement not supplant. Councilor Buck asked about what was wrong with the furnaces. Chief Palmer responded DPW Director Tim Tefft came to him and informed him that the longevity of the furnaces installed were about ten years and the age of the police station was thirteen plus years. Councilor Buck asked about the DPW fire alarm. Mr. McGarry explained it was accounted for in the CIP last year and was as yet unspent. Councilor Capalbo asked if the medium sized truck for the DPW would have a plow. Mr. McGarry responded yes, a plow and sander and the cost estimates were about \$130,000.00. Councilor Capalbo asked about the two computer server's purchase and installation and felt it was a good idea. Mr. McGarry reported the Town was moving forward with that purchase estimated to cost \$4,000.00.

A MOTION WAS MADE BY COUNCILOR THOMPSON AND SECONDED BY COUNCILOR CAPALBO THAT THE HOPKINTON TOWN COUNCIL APPROVE THE PROPOSED TOWN-WIDE FY 16/17 ANNUAL GOALS AND FY'S 18/20 MULTI YEAR GOALS COMPILED BY DEPARTMENT HEADS (AS AMENDED).

IN FAVOR: Landolfi, Capalbo, Thompson, Husband, Buck

OPPOSED: None

SO VOTED

**DISCUSS AND CONSIDER RESOLUTION OPPOSING TOLLS**

This matter had been scheduled to discuss and consider a resolution opposing tolls. Council President Landolfi wanted the Council's thoughts on the proposed gantry tolls and whether they were interested in a resolution opposing the tolls. Councilor Capalbo did not feel it was premature to consider a resolution and felt the Council should oppose the tolls. Councilor Thompson noted the Town has opposed tolls proposed in Hopkinton in the past. She stated she was interested in hearing from the RIDOT. She suggested sending a letter as there was no information about the cost per truck or the size of trucks to be tolled. She is concerned about the impact from big trucks getting off the highway to avoid the tolls. Council President Landolfi noted he would speak to the new owner of the facility on Chase Hill Road about the impact tolls would have on his business. Councilor Buck felt that if the trucks bypassed the tolls it would affect anticipated revenue and would eventually end up with tolls on cars. He noted he doesn't trust the legislature and commented that they seem to think RI stops at exit 6. Councilor Husband felt the proposal was anti-business and would affect local businesses. Councilor Capalbo suggested a general resolution opposing the tolls until more information was forthcoming. Council President Landolfi noted the Town could do two things: work on a resolution and he would work with the Town Manager on a letter to go to RIDOT.

**TREE WARDEN APPOINTMENT**

A MOTION WAS MADE BY COUNCILOR CAPALBO AND SECONDED BY COUNCILOR HUSBAND TO REAPPOINT SCOTT AHERN AS TREE WARDEN FOR 2016.

IN FAVOR: Landolfi, Capalbo, Thompson, Husband, Buck

OPPOSED: None

**SO VOTED**

Council President Frank Landolfi stepped down to read a letter under public forum. Council Vice President Barbara Capalbo was seated.

**PUBLIC FORUM**

Council President Landolfi read a thank you note he had received from the St. Vincent de Paul Society: "Dear Frank: Please extend a thank you from the St. Vincent de Paul Society to the Council member who donated \$20.00 to our

society to help a Hopkinton family. The family we picked to help with the donation from the Town Council members was overjoyed with being the recipient of two gift cards. The mother was in tears and so grateful that she would be able to provide gifts for her children. We thank you once again for making Christmas special for this family.”

**ADJOURNMENT**

Council President Frank Landolfi was reseated and Council Vice President Barbara Capalbo returned to her seat.

A MOTION WAS MADE BY COUNCILOR CAPALBO AND SECONDED BY COUNCILOR HUSBAND TO ADJOURN.

SO VOTED

Elizabeth J. Cook-Martin

Town Clerk