

State of Rhode Island

County of Washington

In Hopkinton on the fifth day of October 2020 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 02833.

**PRESENT:** Frank Landolfi, Scott Bill Hirst, Sylvia Thompson, Barbara Capalbo; Town Manager William McGarry and Interim Public Works Director David Caswell were present in the Meeting Room; Sharon Davis; Town Solicitor Kevin McAllister and Town Clerk Elizabeth Cook-Martin attended remotely.

The Meeting was held remotely due to the Covid-19 pandemic. The agenda included instructions for participating in the meeting. The meeting was called to order with a moment of silent meditation and a salute to the Flag.

#### **HEARINGS**

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

IN FAVOR: Landolfi, Hirst, Capalbo, Thompson, Davis

OPPOSED: None

SO VOTED

#### **CLASS F LIQUOR LICENSE**

The Council opened a remote hearing on an application for a Class F Liquor License to hold a Virtual Wine Tasting Fundraising Event scheduled for October 24, 2020 filed by Donna Bodell, Langworthy Public Library Board of Trustees Treasurer on behalf of the Langworthy Public Library, 24 Spring Street, Hope Valley RI 02832 in order to allow participants to pick up their pre-ordered and pre-packaged wine tasting materials at the library.

Donna Bodell was in attendance, participating remotely. There was a request for a waiver of the \$15.00 filing fee.

Ms. Bodell advised that the Langworthy Public Library will be holding a virtual wine tasting and the public could purchase tickets at the library or online. She advised that on October 24, 2020, after the library closed, from 2 p.m. to 6 p.m. they will be distributing bags containing a bottle of wine, book, snack that is paired with the wine, and maybe a gift card which has been donated by a local business. The deadline to purchase tickets is October 23, 2020 and the cost of a ticket is \$30.00 or two for \$50.00.

Councilor Thompson noted that anyone just wishing to make a donation can do so online or by mail to Langworthy Public Library, 24 Spring Street, Hope Valley, RI 02832.

A MOTION WAS MADE BY COUNCILOR CAPALBO AND SECONDED BY COUNCILOR DAVIS TO APPROVE THE APPLICATION FOR A CLASS F LIQUOR LICENSE FOR A VIRTUAL WINE TASTING FUNDRAISING EVENT SCHEDULED FOR OCTOBER 24, 2020 FOR LANGWORTHY PUBLIC LIBRARY AND GRANT A WAIVER OF THE \$15.00 FILING FEE.

IN FAVOR: Landolfi, Hirst, Capalbo, Thompson, Davis

OPPOSED: None

SO VOTED

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

IN FAVOR: Landolfi, Hirst, Capalbo, Thompson, Davis

OPPOSED: None

SO VOTED

A MOTION WAS MADE BY COUNCILOR CAPALBO AND SECONDED BY COUNCILOR HIRST TO AMEND THE AGENDA AND MOVE THE NEW BUSINESS ITEM UP AHEAD OF CONSENT AGENDA.

IN FAVOR: Landolfi, Hirst, Capalbo, Thompson, Davis

OPPOSED: None

SO VOTED

**NEW BUSINESS**

**AWARD BID RE: HEAVY-DUTY DUMP TRUCK RFP**

This matter had been scheduled to discuss, consider and possibly vote to award the bid for a heavy-duty dump truck to Rhode Island Truck Center of East Providence, RI in the amount of \$161,270 funded through the Town’s Capital Improvement Plan (DPW#1).

Town Manager William McGarry stated that an ad had been placed in the Providence Journal and Westerly Sun on Sunday, August 23, 2020 to solicit bids for the purchase of a new DPW heavy duty dump truck. There were five truck dealers who bid and Acting DPW Director Dave Caswell had submitted his bid award memorandum. Mr. McGarry stated that he concurred with Mr. Caswell’s recommendation to award the bid to the Rhode Island Truck Center for a Freightliner 108-SD with a dura class body and a Viking plow in the amount of \$161,270. This was the lowest bid received and met the required specifications enumerated in the town’s request for proposal and was less than the \$172,682 which had been set aside for the purchase and financing of a truck.

Councilor Hirst asked Mr. Caswell approximately how long he expected this truck to last and Mr. Caswell noted that they used to believe they lasted twenty years; however, with the electronics and deterioration, he believed it would have a twelve to fifteen year life expectancy.

A MOTION WAS MADE BY COUNCILOR CAPALBO AND SECONDED BY COUNCILOR HIRST TO AWARD THE BID FOR A HEAVY-DUTY DUMP TRUCK FOR THE TOWN’S PUBLIC WORKS DEPARTMENT TO THE RHODE ISLAND TRUCK CENTER OF EAST PROVIDENCE, RHODE ISLAND IN THE AMOUNT OF \$161,270 FUNDED THROUGH THE TOWN’S CAPITAL IMPROVEMENT PLAN (DPW#1).

IN FAVOR: Landolfi, Hirst, Capalbo, Thompson, Davis

OPPOSED: None

SO VOTED

**CONSENT AGENDA**

Councilor Hirst removed the September 21, 2020 Town Council Meeting Minutes from the Consent Agenda asking that the spelling of the late Justice Ruth Bader Ginsberg's last name be corrected in the record as he believed it to be Ginsburg.

A MOTION WAS MADE BY COUNCILOR HIRST AND SECONDED BY COUNCILOR THOMPSON TO APPROVE TOWN COUNCIL MEETING MINUTES OF SEPTEMBER 21, 2020 WITH THE CLARIFICATION MADE ON THE SPELLING OF GINSBURG.

IN FAVOR: Landolfi, Hirst, Capalbo, Thompson, Davis

OPPOSED: None

SO VOTED

A MOTION WAS MADE BY COUNCILOR CAPALBO AND SECONDED BY COUNCILOR THOMPSON TO APPROVE THE REMAINDER OF THE CONSENT AGENDA AS FOLLOWS: Approve refund as a result of an overpayment by the escrow company on a 2020 real property tax and an overpayment by the taxpayer on a 2020 tangible tax; Set November 3, 2020 as a hearing date for a transfer of a Class A Liquor License filed by D&M Liquors/Village Wine & Spirits; Ratify and approve the Tenth Local Declaration of Emergency from October 5<sup>th</sup> to November 1<sup>st</sup>, 2020.

IN FAVOR: Landolfi, Hirst, Capalbo, Thompson, Davis

OPPOSED: None

SO VOTED

#### TOWN MANAGER REPORT

Town Manager William McGarry reported on a number of topics:

**Student Locator Cards** - Over the last several months, he has been assisting the Town Clerk's office in the review of Chariho Regional School District (CRSD) student locator card requests. The Clerk's office serves as the first level of review, and he served as the second level. He noted that any questionable requests are followed up with Donna Sieczkiewicz, the Chariho Superintendent's administrative assistant, and by Hopkinton Police Department officers who visit the residence to ensure the student lives there. All persons applying for locator cards from the Town of Hopkinton are required to meet several requirements and

to sign a sworn, notarized affidavit confirming that their child/student actually lives in Hopkinton. As of this date, we have denied many requests and have saved the Town hundreds of thousands of dollars as a result of our combined efforts which began in September of 2019. The list of Chariho students in all grades, by town, is forwarded to the three Chariho towns by the Chariho Regional School District on or about October 1<sup>st</sup> of each year.

**DPW Director & Town Manager Administrative Assistant Ads** - As a result of the DPW Director and my administrative assistant leaving Town employment, we have advertised to fill the positions. The DPW Director's position was advertised on September 20<sup>th</sup> in the Westerly Sun and on our website. The Town Manager's Administrative Assistant slot was advertised and re-advertised in the Westerly Sun, Providence Journal and on our website. The deadline date for the receipt of applications is October 9<sup>th</sup> for both positions. The game plan is to try and fill these positions before November 1<sup>st</sup>, if possible.

**Stubtown Road Landfill** - The Stubtown Road Landfill project continues to move forward. On July 6<sup>th</sup>, the Town Council voted to authorize the issuance of an RFP for the Phase II parcel of the landfill. On September 20<sup>th</sup>, an advertisement was placed in the Providence Journal and on the Town's website soliciting bids for a proposed lease agreement from experienced renewable energy companies for the solar project. A pre-bid meeting and site inspection was scheduled for October 1<sup>st</sup>, and the due date for the receipt of bid submissions is November 5<sup>th</sup>. In addition, on September 18<sup>th</sup>, Planner Jim Lamphere submitted two Brownfields Site Preparation and Remediation applications to RIDEM to offset remediation costs. The first grant was for \$459,872 and the second was for \$523,035. We have been working very closely with RIDEM and the State Office of Energy Resources on this project and, hopefully, will receive the amount requested to partially fund this project. Special thanks to Jim Lamphere for his work on these grant applications. On October 1<sup>st</sup> the site inspection was conducted at the landfill site; 36 people were present, along with roughly 25 representatives from solar companies that represent potential bidders.

**Tree Removal Meeting** - On September 16<sup>th</sup>, Acting DPW Director Dave Caswell and I met with Scott Yeadon, a Northeastern Tree supervisor, at the

Crandall House to discuss tree removal operations in Hopkinton. Northeastern Tree is on the State Master Price Agreement (MPA) and comes highly recommended. On September 23<sup>rd</sup>, DPW employee Jamie Edwards met with Scott Yeadon and inspected the 98 trees earmarked to be removed. Mr. Yeadon also advised that if the Town waits until after January 1, 2021, the cost to remove these trees is discounted by 20%, which is the most cost-effective path to follow. We are currently awaiting an estimate on the removal cost which should actually be below the cost reflected on the MPA. In addition, National Grid and DPW employees continue to remove dangerous trees in Town, as needed.

**Municipal Court Operations** - The Town is currently attempting to schedule Hopkinton Municipal Court (HMC) sessions for non-traffic offenses (Building/Zoning violation cases) in the near future. Judge Maggie Steele, Solicitor Kevin McAllister, Certified Building Official (CBO) Anthony Santilli, court staff and my office are proposing scheduling a few sessions (up to five) thirty minutes apart to resolve some of the backlogged cases. This arrangement will comply with the Governor's executive orders and be supervised by a police officer to ensure compliance. I met with the CBO Anthony Santilli on September 29<sup>th</sup> and there are currently three cases scheduled for the November 6, 2020 session of the Hopkinton Municipal Court.

Councilor Davis asked how many potential bidders attended the Stubtown Road landfill site inspection and Mr. McGarry noted approximately 25 people were affiliated with companies who responded and hopefully they all will submit bids. Councilor Davis also wished to clarify who indicated that if the town waited to remove trees until after January 1, 2021, the cost would go down by 20% and she wondered why that was. Mr. McGarry explained that Mr. Yeadon of Northeastern Tree had advised that this would be a slow time for them and therefore they were able to discount their work in January, February and March by 20%. Councilor Davis asked if there were other companies on the State's Master Price Agreement and Mr. McGarry advised that there were three: one quote was excessively high and one quote was slightly lower, but they didn't have a very good reputation for performance, according to DPW.

Councilor Thompson asked Mr. McGarry if he knew when RIDEM would announce the winners of the grants that had been applied for concerning the landfill, but he did not know. She also asked Mr. McGarry if there would be any action required by the Town Council to delay the tree removal work until after January 1, 2021 and he advised no, that was the consensus because the savings the town will realize will be approximately \$14,000.

Councilor Davis asked what Northeastern Tree was charging for removing these trees and Mr. McGarry advised that they were waiting receipt of their proposal.

Councilor Capalbo asked Mr. McGarry if he felt that it would make more sense to have the new Town Manager hire his/her own administrative assistant. Mr. McGarry believed that if he hired someone now he could familiarize them with how the office is run and then after he is gone they would have some type of knowledge of how the office works. When the next Town Manager is hired the administrative assistant could explain to him/her what she has learned. Councilor Capalbo also asked Mr. McGarry to explain how he was able to deny some locator cards; Mr. McGarry explained that if there was uncertainty as to whether a child actually resided in town, he would have a police officer go to the residence to verify residency.

Councilor Hirst supported Mr. McGarry's decision to hire a new administrative assistant prior to his leaving for the reasons Mr. McGarry had stated and also because there would be a new Town Council appointed in November.

Councilor Davis also supported Mr. McGarry's decision to hire a new administrative assistant prior to his leaving.

Councilor Thompson noted that it would be very important to hire someone to help the remaining staff.

Council President Landolfi asked if Mr. McGarry had received any applications and Mr. McGarry stated that he had received three; however, two did not meet the minimum education requirement. It was noted that this position was 29 hours per week and approximately \$22.00 per hour.

## **BOARDS & COMMISSIONS:**

### **Conservation Commission**

This matter had been scheduled to discuss, consider and possibly vote to appoint Bradley Hodge to the Conservation Commission. Mr. Hodge had been interviewed on September 21, 2020.

A MOTION WAS MADE BY COUNCILOR THOMPSON AND SECONDED BY COUNCILOR HIRST TO APPOINT BRADLEY HODGE TO THE CONSERVATION COMMISSION. Discussion on the motion:

Councilor Capalbo noted that her only concern was that Mr. Hodge would like to keep the town forested and homes. She noted that she was interested in seeing the town as farms, meadows, pastures and dairy farms, not all forest, trees and homes. Also, he has only lived in town for two years which was not a lot of time to learn the needs of the town. She was also concerned that people sometimes want to join a Commission but have not attended a meeting to learn the people or the problems and concerns. She felt that Mr. Hodge needed more experience and more work with the town to learn the processes and the way they try to accomplish a complex issue.

Councilor Hirst felt that Hopkinton's dilemma is that it is hard to get volunteers. He noted that the Conservation Commission is only an advisory board and he will support Mr. Hodge but requested that he acquaint himself a little more with the town.

Councilor Thompson felt this was a perfect way for Mr. Hodge to learn about the town.

Council President Landolfi noted that he would never want to turn down a volunteer. He requested that Mr. Hodge remain objective and respect the opinions of other members on the board.

Mr. Hodge was present remotely and noted that he appreciated all of the advice and looked forward to being able to do his part and help out where he can.

Discussion ended and the Council proceeded to vote as follows:

IN FAVOR: Landolfi, Hirst, Capalbo, Thompson, Davis

OPPOSED: None

SO VOTED

**PUBLIC FORUM**

No one spoke during public forum.

**ADJOURNMENT**

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

SO VOTED

Elizabeth J. Cook-Martin

Town Clerk

Marita D. Murray

Deputy Town Clerk