

At the Regular Meeting of the Town Council of the Town of North Kingstown, County of Washington, and State of Rhode Island, held in and for said Town, County, and State this 28<sup>th</sup> day of October, 2024 at the Town Hall Council Chambers, 80 Boston Neck Road, at 7:00 p.m.

PRESENT WERE: Gregory A. Mancini, President  
Katherine K. Anderson  
Lawrence C. Mandel  
Matthew B. McCoy  
Dr. Kimberly Ann Page

ALSO PRESENT: A. Ralph Mollis, Town Manager  
Jeannette Alyward, Town Clerk  
Susan A. Murray, Deputy Town Clerk  
James M. Callaghan, Town Solicitor

An audio recording and video recording of this meeting was made to supplement the written record.

1. Call to Order

The Regular Meeting of the Town Council of the Town of North Kingstown held on October 28, 2024 was called to order by President Mancini.

2. Notice of Meeting being posted

Pursuant to R.I.G.L. 42-46-6(c), notice of this meeting has been posted on the Secretary of State's Website.

3. Salute to Flag

President Mancini led those in attendance in a salute to the flag.

President Mancini led those in attendance in a moment of silence in honor of the passing of Joe Gilmartin.

**I. PUBLIC HEARING**

4. Alcoholic Beverage, Victualling, Dance, Entertainment, Billiard, Amusement, and Jukebox License Renewals 2024-2025

Motion by Councilor Page, seconded by Councilor McCoy and unanimously

VOTED: To open the Public Hearing.

There was no public comment.

Motion by Councilor McCoy, seconded by Councilor Mandel and unanimously

VOTED: To close the Public Hearing.

Motion by Councilor Mandel, seconded by Councilor Page and unanimously

VOTED: To approve the following list of Alcoholic Beverage, Victualling and other License Renewals, expiring on December 1, 2025, subject to taxes, water, and any other assessments paid to date; compliance with the recommendations of the Fire Department and the Building Official; and receipt of a Certificate of Good Standing by November 30, 2024:

LIC #	Class	BUSINESS NAME	DBA	BUS LOC	HOURS	CITY	ST AT E	SEATS	INSIDE SUMMER	OUTSIDE SUMMER	V	A	B	D	J	E
2	A	JAY SMIT INC	COLONIAL WINE & SPIRITS	7745 POST RD	9:00 AM- 9:00 PM	NK	RI	N/A	N/A	N/A	0	0	0	0	0	0
19	A	QUAKER LANEWINE 7 SPIRITS		4020 QUAKER LN		NK	RI	N/A	N/A	N/A	0	0	0	0	0	0
3	A	POST ROAD LIQUOR MART INC	KINGSTOWN LIQUOR MART	6800 POST RD	9:00 AM- 9:00 PM	NK	RI	N/A	N/A	N/A	0	0	0	0	0	0
4	B	AMPO INC	BACK 40	20 SOUTH COUNTY TRL	11:00 AM- 12:00 AM	NK	RI	124	104	22	1	0	0	0	0	1
30	B	CKL ENTERPRISES INC	THE NEIGHBORHOOD TABLE AND THE BAH (FORMERLY SONOMA BISTRO & WINE BAR)	7366 POST RD	8:00 AM- 1:00 AM	NK	RI	236	236	0	1	0	0	0	0	1
58	B	DRAGON PALACE OF NORTH KINGSTOWN	DRAGON PALACE	7400 POST RD	11:00 AM- 10:00 PM	NK	RI	130	130	0	1	0	0	0	0	0
31	B	FAIRFIELD ENTERPRISES INC	O'CONNOR'S PUB	6125 POST RD	9:00 AM- 1:00 AM	NK	RI	75	75	0	1	2	5	0	0	0
20	B	GERRY ENTERPRISES INC	QUONSET O CLUB	220 LT JAMES BROWN RD	10:00 AM- 12:00 AM	NK	RI	500	500	0	1	0	0	1	0	0
22	B	JAMM GOLF LLC	ROLLING GREENS GOLF COURSE	1625 TEN ROD RD	6:00 AM- 12:00 AM	NK	RI	50	50	0	1	0	0	0	0	0
45	B	JB ON THE WATER LLC	WICKFORD ON THE WATER	85 BROWN ST	11:00 AM- 10:00 PM	NK	RI	182	66	116	1	0	0	0	0	1
75	B	JOE VAN GOGH LLC	JOE VAN GOGH	22 W MAIN ST	10:00 AM- 11:00 PM	NK	RI	40	40	0	1	0	0	0	0	0
15	B	JORDAN FOODS COMPANY LLC	GREGG'S RESTURANT	4120 QUAKER LN	11:00 AM- 11:00 PM	NK	RI	323	260	63	1	0	0	0	0	1
46	B	KPK LLC	TAVERN BY THE SEA	16 W MAIN ST	11:30 AM- 10:00 PM	NK	RI	138	50	122	1	0	0	0	0	0
10	B	KR ENTERPRISES INC	THE CARRIAGE INN	1065 TOWER HILL RD	11:30 AM- 1:00 AM	NK	RI	250	225	25	1	0	0	1	0	1
83	B	LITTLE RHODY LLC	JIGGERS SLOTH	640 BOSTON NECK RD	6:30 AM- 7:00 PM	NK	RI	40	40	40	1	0	0	0	0	0
48	B	O SUSHI RESTAURANT & BAR INC		7659 POST RD	11:00 AM- 1:00AM	NK	RI	80	80	0	1	0	0	0	0	0
9	B	PALOMARES INC	EL TAPATIO MEXICAN FAMILY RESTAURANT	8220 POST RD	11:00 AM- 11:00PM	NK	RI	86	66	20	1	0	0	0	0	0
86	B	PRESS LLC		30 W MAINST	10:00AM-10:00PM	NK	RI	49	49	0	1	0	0	0	0	0
21	B	QUIDNESSETT COUNTRY CLUB INC		950 N QUIDNESSETT RD	7:00 AM- 1:00 AM	NK	RI	800	750	50	1	0	0	1	0	1
84	B	QUONSET TAVERN BY THE GREEN INC		615 CALLAHAN RD	11:00 AM- 9:00 PM	NK	RI	273	228	45	1	0	0	1	1	1
6	B	TUCKER & CASEY CATERERS INC	OAK HILL TAVERN	565 TOWER HILL RD	9:00 AM- 1:00 AM	NK	RI	129	109	20	1	1	0	1	1	1
59	B	WICKFORD DINER LLC	WICKFORD CLUB /WICKFORD OYSTER BAR	95-97 BROWN ST	PENDING	NK	RI	50	50	0	1	0	0	0	0	0
49	B	LADJ LLC	Frankies Bar & Grill	1051 Ten Rod Rd	12:00PM-9:00PM	NK	RI	140	140	0	1	0	0	0	0	0
89	B	TAMPPELLA RESTAURANT	CAFFE MILANO	400 Quaker Ln	7:00AM-9:00pM	NK	RI	45	45	0	1	0	0	0	0	0
17	B	TATES INC	TATE'S ITALIAN KITCHEN	64-66 Brown Street		NK	RI	49	49	0	1	1	0	0	0	0
23	B	KINGS CROSSING INC	Kings Crossing Golf Club	655 Old Baptist Rd	6:00AM-10:00PM	NK	RI	100	100	0	1	0	0	1	0	1
53	BL	7610 LLC	SOCRATES PIZZA	7610 POST RD	11:00 AM- 10:00 PM	NK	RI	40	40	0	1	0	0	0	0	0
52	BL	ATM DEVELOPMENT LLC	WIDE WORLD OF INDOOR SPORTS SOUTH	1610 DAVISVILLE RD	8:00 AM- 12:00 PM	NK	RI	50	50	0	1	0	0	0	0	0
61	BL	BAPSANG LLC	BAPSANG	6170 POST RD	11:30 AM- 9:00 PM	NK	RI	24	24	0	1	0	0	0	0	0
18	BL	FOUR BROTHERS INC	FOUR BROTHERS PIZZARIA & RESTAURANT	6921 POST RD	11:00 AM- 9:00 PM	NK	RI	75	75	0	1	0	0	0	0	0
55	BL	JIQ CORP	THE PROVISIONER NY DELI & CAFE	7669 POST RD	11:00 AM- 8:00 PM	NK	RI	40	20	20	1	0	0	0	0	1
39	BL	FILIPPOU'S PIZZA NORTH KINGSTOWN LLC	DBA FILIPPOU'S PIZZA	670 Ten Rod Rd	11:00AM-9:00PM Sun.-Thurs. 11:00AM-9:00PM Fri.&Sat.	NK	RI	24	24	0	1	0	0	0	0	0
47	BL	WICKFORD LANES INC		7565 POST RD	VARIES	NK	RI	22	22	0	1	0	0	0	0	0
34	D	WASHINGTON COUNTY COLUMBUS CLUB	ST FRANCIS COUNCIL KNIGHTS OF COLUMBU	1265 TOWER HILL RD	AS SCHEDULED	NK	RI	144	144	0	1	0	0	1	0	0
88	C	BUTTERCUP THE FLOWER TRUCK		4 Brown Street	12:00PM-8:00PM	NK	RI	17	5	12	1	0	0	0	0	0
78	C	WICKFORD WINE CO	GOOSENECK VINEYARDS	1340 TOWER HILL RD		NK	RI	80	80	0	1	0	0	0	0	1

5. Second Reading – Amendment to Section 11-66

Motion by Councilor Page, seconded by Councilor McCoy and unanimously

VOTED: To open the Public Hearing.

There was no public comment.

Motion by Councilor Mandel, seconded by Councilor Anderson and unanimously

VOTED: To close the Public Hearing.

Motion by Councilor Mandel, seconded by Councilor Page and unanimously

VOTED: To adopt an Ordinance in Amendment of Section 11-66 of the Code of Ordinances, Town of North Kingstown, entitled, "Stop Signs", and that this shall constitute the Second Reading thereof.

6. Public Comment

Kathleen Guarino, 139 Summit View Lane, thanked the Council for everything they have done for the Town. She stated that it was a pleasure working with the Council and she will miss Katie as she had a calm, quiet voice. We need more Katie's in the future.

Brett Mallery, 731 Annaquatucket Road, asked when the school budget is prepared. He stated that he would like to see ¼ million dollars put aside each year to help with their capital improvements.

II. CONSENT AGENDA

Motion by Councilor Page, seconded by Councilor Mandel and unanimously

VOTED: To approve Consent Agenda Item Numbers 7 through 17 as presented with the exception of Agenda Item Numbers 10, 12, and 17.

7. Approval of Minutes

VOTED: To approve the minutes of the Regular Meeting of September 23, 2024 and the Regular Meeting of October 7, 2024 as submitted by the Office of the Town Clerk.

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8. Receipt of Donations

VOTED: To accept with gratitude the following donations in the amount of \$2,135.00:

For: Beechwood Senior Center To be used for Programs for the Mealsite	
From: Anonymous	\$ 25.00
For: Beechwood Senior Center To be used for Programs	
From: Anonymous	\$ 15.00
For: Holiday Giving Program	
From: William and Tamara Sharp	\$500.00
Margaret Ciocca	300.00
Sean and Tanja Carroll	250.00
Paul Thompson	225.00
Bruce and Jill Mulford	125.00
Nancy Gauthier	100.00
Barbara Frueh	100.00
Beverly Wood	100.00
Joe and Donna Dube	100.00
Riggs & Gallagher, Inc.	100.00
Mae's Place	100.00
John McGeehan	75.00
Mary Blue Hewitt	20.00

and it was

FURTHER VOTED: That the Town Council accepts future donations designated for the Holiday Giving Program during the holiday season provided ratification of the receipt of donations is presented to the Town Council as soon as practicable.

9. Letter of Resignation

VOTED: To accept the letter of resignation from Steven Borowick, resigning from the Historic District Commission, and that the Town Council President send a letter of appreciation to him for the dedicated service he gave to the Town of North Kingstown.

10. Award of Contract

Motion by Councilor Mandel, seconded by Councilor Anderson and unanimously

VOTED: To award the contract for road striping for the Department of Public Works, bid and awarded by the Town of South Kingstown, to K5 Corporation, 9 Rockview Way, Rockland, MA 02370, through June 30, 2026, in the amount of \$100,000.00.

Funding for this contract is from FY2024 Prior Year Encumbrances Account 00100000-201002 and Public Works Highway/Line Painting Account 00110020-531208.

11. Municipal Road and Bridge Program State Funds Local Public Agency Agreement

VOTED: To authorize the Town Manager to execute the Municipal Road and Bridge Program State Funds Local Public Agency Agreement with the State of Rhode Island acting through its Department of Transportation for State Matching Funds of thirty-three percent (33%) not to exceed \$184,211.00 for various projects as defined in said agreement.

12. Supplemental Appropriation to the FY2024/2025 School Fund General Operating Budget

A motion was made by Councilor Mandel, seconded by Councilor Page and unanimously voted to adopt the following resolution:

WHEREAS, the Town Council adopted the FY2024/2025 School Department Budget on April 24, 2024 as follows:

Town Appropriation	\$61,416,009.00
State Aid	\$13,257,645.00
Total	\$74,673,654.00

and

WHEREAS, the Town Council approved a Supplemental Appropriation at their September 23, 2024 Council Meeting in the amount of \$93,934.00 in additional State Aid; and

WHEREAS, the Town and School Department have been notified that the School Department will receive an additional \$97,259.00 in State Aid; and

WHEREAS, the School Department will also receive \$45,954.00 for Multilingual Learner (MLL) for funding in restricted aid for education.

NOW, THEREFORE, BE IT RESOLVED: That the Town Council approves a supplemental appropriation of funds to the FY2024/2025 School Budget in the amount of \$97,259.00; and be it

FURTHER RESOLVED: That the Town Council approves a supplemental appropriation of Multilingual Learner Restricted State Aid in the amount of \$45,954.00; and be it

FURTHER RESOLVED: That the School Budget shall be revised as follows:

Town Appropriation	\$61,416,009.00
State Aid	\$13,448,838.00
MLL (restricted)	\$ 45,954.00
Total	\$74,910,801.00

13. Bingo License (new)

VOTED: To ratify the Town Clerk's approval of the application for a Bingo License by the North Kingstown High School Musical Boosters, 150 Fairway Drive, to have a Bingo Game on the grounds of the Cold Spring Community Center, which was held on Sunday, October 27, 2024, from 1:00 p.m. to 5:00 p.m., subject to taxes and water paid to date.

14. Class F Alcoholic Beverage License

VOTED: To approve the application for a Class F Alcoholic Beverage License by Kyla Kenney, Massachusetts General Hospital, 3 Remington Farm Road, Coventry 02816, to have a fundraiser at St. Francis de Sales Church, 381 School Street, on Saturday, November 16, 2024, from 6:00 p.m. to 10:00 p.m., subject to taxes and water paid to date.

15. Exhibition License (11-20 vendors)

VOTED: To approve the application for an Exhibition License with 11-20 vendors by Quonset Tavern By the Green, Inc., 615 Callahan Road, to hold a Holiday Sip & Shop, on Sunday, November 3, 2024, from 9:00 a.m. to 5:00 p.m., subject to taxes and water paid to date; receipt of a Show Promoter's Permit; receipt of a list of vendors at the Town Clerk's Office by October 31, 2024 (which shall include their name, address, phone number, Tax ID Number, type of merchandise, and date of birth); and compliance with the recommendations of the Fire Department, the Police Department, the Building Official, and the Planning Department.

16. Holiday Sales License (new)

VOTED: To approve to July 1, 2025 the renewal application for a Holiday Sales License by Dollar Tree Store Inc., dba Dollar Tree #09594, 59 Brown Street, subject to taxes and water paid to date.

17. First Reading – Amendment to Section 14-25

Motion by Councilor Anderson, seconded by Councilor Page and unanimously

VOTED: That this shall constitute the First Reading of an Ordinance in Amendment of Section 14-25 of the Code of Ordinances, Town of North Kingstown, entitled, "Whistleblower Complaints", and that this be advertised and referred to the Regular Town Council Meeting of November 18, 2024 for Second Reading and Consideration of Adoption.

**III. REPORTS**

18. Report by the Town Manager

Town Manager Mollis gave the following report:

October 28, 2024

**Manager's Report**

A. Ralph Mollis, Town Manager



# Projects

Revolution Wind  
Offshore Wind Farm



- Regular meetings continue.
- Their work continues on the Onshore Substation, Circuit Drive Roadway Duct Bank and Interconnection Facility.
- Extended hours, primarily for interior and non-disruptive works, continues without incident.
- Community outreach also continues.
- Questions/Concerns? Contact Revolution Wind at (401) 255-2207 or [info@revolution-wind.com](mailto:info@revolution-wind.com) – we receive weekly reports on these matters.

RI Department of Transportation  
Post Road Sidewalks  
Wickford Roundabout



- We had a productive meeting with RI DOT last week; these projects will be advertised this winter or early spring 2025, with a proposed kickoff for the Sidewalks Project in summer 2025.
  - It is expected to be an 18-month project, with 90% of the project placing sidewalks on both sides of the roadway.
  - The Wickford Mini Roundabout has encountered some CRMC delays; we should have a better timeframe on this project shortly.
- We are attempting to coordinate both projects in a manner that results in the least amount of disruption for the busiest times of year in Wickford Village.
- We also brought up Route 4 concerns and Devil's Foot Road Bridge in our meeting last week; these are being handled by different RI DOT teams and will get back to us.

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- We continue with our regular meetings with Revolution Wind regarding their Offshore Wind Farm Project. Their work continues with their Onshore Substation, Circuit Drive Roadway Duct Bank, and Interconnection Facility. Their extended hours, primarily for interior and non-disruptive work, continues without incident. And our thanks to them as they continue with their aggressive community outreach and sponsorships.

As always, anyone having any questions or concerns are encouraged to contact Revolution Wind at 401-251-2207 or [info@revolution-wind.com](mailto:info@revolution-wind.com). They provide us with weekly reports on all contacts and how they were handled.

- We had a very productive meeting with the R.I. Department of Transportation last week regarding the upcoming Post Road/West Main Street Sidewalk Project and the proposed mini roundabout in Wickford Village. They plan to advertise these projects this Winter or early Spring of 2025 with a proposed kick-off of the Sidewalk Project in the Summer of 2025. It is expected to be an 18-month project with 90% of the project placing sidewalks on both sides of the roadways. RIDOT has advised us that CRMC has resulted in some delays in the roundabout, and we'll get a better timeframe on this project shortly. We are attempting to coordinate both projects in a manner that will result in the least amount of disruption during the busiest seasons in Wickford.

We will be meeting this week with RIDOT staff on-site for a walkthrough of the sidewalk project.

We also brought up the Route 4 discussions and the Devils Foot Road Bridge during last week's meeting. These projects are handled by separate teams and at our request they will be looking into both and getting back to us.

# Projects

## Municipal Office Building Renovations Update



- We have gone out to bid for the M.O.B. renovation project and had a walkthrough with a number of interested contractors last week.
  - This morning, we had a meeting to review potential location for a relocation of administrative operations during construction to ensure the least disruptive and most cost-effective project.

## Yorktown Park Renovations Update



- We have also gone out to bid for the long-anticipated Yorktown Park renovation. Depending on the result, I look forward to presenting and discussing with the Town Council at an upcoming meeting.

- We have gone out to bid for the Municipal Office Building renovation project. We had a walkthrough with a number of interested contractors last week. And this morning we had a meeting to review potential locations for the relocation of Office Building Operations during construction as this could result in the least disruptive and most cost-efficient manner to handle this project. I will keep the Town Council up to date on both matters.
- We also went out to bid last week for the long-anticipated Yorktown Park renovation. Depending on the result of the bids, I look forward to this being presented and discussed with the Town Council at an upcoming meeting.

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# Events/Initiatives

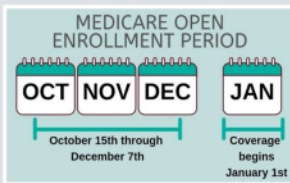
- We had two Public Information Forums for the two Bond Questions on the Ballot. Thank you to all involved in hosting and putting together these community engagement events, the extensive information that is available on the Town and School Department's websites, and for the public for taking the time to attend, ask questions and be informed prior to voting.
  - Tours and meeting recordings are available online: <https://www.northkingstownri.gov/1051/2024-Bond-Referenda>
- Early voting has been busy and successful thanks to the work of those in the Town Clerk's Office and Board of Canvassers; early voting continues in the Municipal Office Building until 4:00 PM on Monday, November 4<sup>th</sup>.
- We also had a successful Founder's Day Ceremony this past Saturday as we begin closing out what has been a memorable, fun, and historic 350<sup>th</sup> Anniversary year.
  - My continued thanks to all involved in making this a very special year.

- We had what I thought were successful and well-attended Public Informational Forums regarding our two Bond Ballot Questions last week. I want to thank all involved in putting together these informational forums, the extensive information that is on both websites, and the public for taking the time to attend, ask questions and be informed prior to voting. Early voting, which has been busy and has been seamless thanks to the work of



the Town Clerk's Office and Board of Canvassers, continues at the Municipal Office Building.

We also had a successful Founders Day Celebration this past Saturday as we begin closing out what was a very successful, memorable and historic 350<sup>th</sup> Anniversary Year of Celebration. My continued thanks to all involved in making this a very special year for so many.



## Events/Initiatives

- The Senior Center's Holiday Giving Program has begun for this season: [https://www.northkingstownri.gov/758/Holiday-Giving-Program-and-Forms?fbclid=IwZXh0bgNhZW0CMTAAR1XWzUVW\\_FuOICbbshl3mSb\\_vlukYqfOP2O4UXGaswCetQDP8tBO1v0tDQ\\_aem\\_JyZKqVVGAdv35ZKTRogLw](https://www.northkingstownri.gov/758/Holiday-Giving-Program-and-Forms?fbclid=IwZXh0bgNhZW0CMTAAR1XWzUVW_FuOICbbshl3mSb_vlukYqfOP2O4UXGaswCetQDP8tBO1v0tDQ_aem_JyZKqVVGAdv35ZKTRogLw)
  - It provides gifts for families with children ages 13 and under that are experiencing hardship preventing them from providing gifts during the holiday season.
  - Please contact the Senior Center to donate or if you may be part of a family that may qualify: 401-268-1596
- Also at the Senior Center: Medicare Open Enrollment is open and runs through December 7<sup>th</sup>
  - This is the time to review current plans and compare to new plans for 2025 as companies change formulas and costs each year.
  - Social Services at the Senior Center are taking appointment to assist seniors with plan reviews.

- The Senior Center's Holiday Giving Program has begun and runs through December. The Holiday Giving Program provides gifts for families of children 13 and under experiencing hardship which prevents them from providing gifts this holiday season. Please contact the Senior Center if you are interested in contributing or if you are, or know, a family in need.
- Medicare Open Enrollment at the Senior Center is also now open and runs through December 7<sup>th</sup>. This is the time for individuals to review their current plans and compare it to new plans for 2025 as companies are able to change their formulas and costs each year. Social Services at the Senior Center are taking appointments to assist seniors with reviewing their plans.

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## Initiatives

- Recreation Director Chelsey Dumas -Gibbs will be applying for a \$200,000 grant for the well-publicized Trolls Project which was most recently in South County, RI this year.
  - Data shows they increase tourism and revenue to local businesses throughout the area.
  - South County Tourism will also be applying for a grant.
  - If successful, the Recreation Department plans to offer programs through the Recreation Department and incorporate other organizations with this project.
    - I will keep the Council up to date on our application and if successful, we will be before Council again for acceptance of the grant award.





- Recreation Director Chelsey Dumas-Gibbs will be applying for a \$200,000 Grant for the well-publicized and successful Trolls Project which took place in South County this past year. The individual building these trolls is known worldwide.

The data from South County Tourism showed that foot traffic and visitors totaled in the thousands in just a matter of weeks. It brought attention to Charlestown Park and Ninigret and increased revenue in local businesses throughout the area. South County Tourism will also be applying for a Grant. Chelsey feels that the Trolls Project has brought excitement to the state not seen since the start of water fires and she wants North Kingstown to be part of this project. She will be able to offer some programming with this project through our Recreation Department, incorporating other organizations. I will keep the Council up to date and if successful, we will be before the Council for acceptance of the Grant.



## Recognition

- Congratulations to Lt. Don Barrington on receiving a Mother's Against Drunk Driving 2024 Unsung Hero Award for his commitment, courage and dedication as a recognized DUI enforcement officer.
  - Lt. Barrington has received numerous past recognitions and awards for his efforts in addressing DUI in North Kingstown and statewide.
- Thank you to the Department of Public Works for their professionalism and quick work on the installation of the flagpole across the street in Veterans Memorial Park
  - The donation of this flagpole was made by town resident and WII Veteran, George Silva, then accepted by Council at the meeting early this month.

- Our thanks to the professionalism and amazing job from our Public Works Department in the installation of the flagpole which World War II Veteran George Silva donated to our town and whose donation was accepted by the Town Council at your last meeting. Mr. Silva was at Veterans Memorial Park while it was being installed and I'm told he was very pleased, and the individuals within our Public Works Department went out of their way to make this a special location.

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- Congratulations to Lt. Don Barrington on receiving the Mother's Against Drunk Driving 2024 Unsung Hero Award for his commitment, courage and dedication with his work as a recognized DUI Officer. Lt. Barrington has received countless recognition for his efforts in addressing DUI both here in North Kingstown and statewide.



October 28, 2024

## Thank You

A. Ralph Mollis, Town Manager

In answer to Councilor Mandel's question regarding the Recreation Department's application for the Troll Grant and whether we are applying in cooperation with South County Tourism or will they be competing applications, Mr. Mollis stated we will be competing, but they have been working together with the hope that both will be successful. Mr. Mollis stated that depending on how the grant is awarded, South County Tourism will work with us and us with them.

### 19. Report by the Finance Director

Finance Director Deb Bridgham gave the following report:

The first quarter of Fiscal Year 2025 has presented several challenges for the Town. Actual increases to health, dental, life, and pension versus what was provided to us came in higher. The major increase is due to the State pension contribution rates (76.71%). The original documents distributed to all cities and towns were incorrect. Notification of the correction was not distributed until after the budget was adopted.

The other was in salaries due to negotiations being ratified. However, we will be able to offset some of these costs with savings from unfilled positions in several departments.

To also assist in the shortfall, we received unbudgeted State Aid for the tangible property exemptions. During the budget process, the State had not finalized how much we would receive in reimbursement. Therefore, the decision was made not to include it in our adopted budget. This reimbursement, along with the continued benefit of interest income and net metering credits, allows us a projected balanced budget.

Due to the complexity of the salary and benefits adjustments by departments, I will be presenting the financial report by type in my power point presentation. However, I did include the collection report, and the cash analysis usually included.

I am pleased to report that collections for the first quarter of FY 2025 are slightly higher (3.31%) than in the same period last year. On the cash report, you will see that the largest portion of cash is currently invested in a short-term certificate of deposit which is earning 5%. Overall cash is lower than reported in July. This was due to the first quarter payment to the School Department.

We will continue to monitor both departmental expenses and revenues closely. We will continue to update you monthly.

# Town of North Kingstown Fiscal Year 2025 September Financial Report



Presented by: Deb Bridgham,  
Finance Director

October 28, 2024

Revenue Type	FY 2025 Adopted Budget	FY 2025 July-Sept	% of Total Budget	FY2025 Projection	Variance
Taxes, Interest	\$87,535,731	\$27,315,232	31.2%	\$87,535,731	n/a
Pilots	\$ 5,649,927	\$ 1,734,009	30.7%	\$ 5,649,927	n/a
State Aid	\$ 8,349,345	\$ 2,615,265	23.4%	\$ 8,704,482	\$355,137
Department	\$ 4,271,855	\$ 1,483,200	34.7%	\$ 4,297,106	\$ 25,250
Other	\$ 2,885,116	\$ 973,809	33.8%	\$ 2,708,484	(\$176,640)
Passthrough: Library School	\$ 314,881	\$0.00	\$0.00	\$ 325,575	\$ 10,694
Unrestricted	\$13,257,645	\$ 2,734,041	20.6%	\$13,448,838	\$191,193
Restricted	n/a			\$ 45,954	\$ 45,954
<b>Total</b>	<b>\$122,264,500</b>	<b>\$36,855,556</b>	<b>30.1%</b>	<b>\$122,716,088</b>	<b>\$451,588</b>



REVENUE VARIANCES			
INCREASE	<b>STATE AID</b>		
	Tangible Property	\$ 329,980	The reimbursement is based the grand lists' assessed value at the rate set in 2024 (17.85 per thousand). This amount will not vary each year. Approximately 902 businesses received an exemption; maximum exemption is \$50,000 per business.
	Public Service	\$ 25,142	Budgeted \$367,0604, Adopted Budget \$392,206
	Aid to Education	\$ 237,147	Pass through from the State transferred to the School Department with no impact on tax rate.
	Grant in Aid Library	\$ 10,694	Pass through from the State transferred to Libraries. No impact on tax rate
	<b>DEPARTMENT</b>		
	Inspection Fees	\$ 25,200	2% on construction cost budget to actuals
DECREASE	<b>OTHER</b>		
	Insurance Payment	\$ 53,754	Final payment to cyber claim
	Energy Refunds	\$ 69,606	Rhode Island Energy solar credit refund
	<b>OTHER</b>		
	Sale of Property	\$ 300,000	Postponement of sale of Wickford El

Expense Type	FY 2025 Adopted Budget	FY 2025 July-Sept	% of Total Budget	FY2025 Projection	Variance
Salary & Fringe Benefits	\$30,041,492	\$6,828,107	22.0%	\$30,245,238	\$203,746
Department Operations	\$8,145,111	\$2,496,909	30.7%	\$8,145,111	\$0.00
Utilities, Civic Contributions, QDC	\$2,454,266	\$610,472	24.1%	\$2,456,109	\$1,843
Library Appropriation	\$1,691,940	\$422,985	25.0%	\$1,700,791	\$8,851
School Appropriation	\$61,416,009	\$15,354,002	25.0%	\$61,416,009	\$0.00
School State Aid Unrestricted	\$13,257,645	\$3,314,411	25.0%	\$13,448,838	\$191,193
Restricted				\$45,954	\$45,954
Debt Service	\$5,258,038	2,629,019	50.0%	\$5,258,038	\$0.00
<b>Total</b>	<b>\$122,264,500</b>	<b>\$29,655,905</b>	<b>25.9%</b>	<b>\$122,716,088</b>	<b>\$451,588</b>



EXPENDITURE VARIANCES			
INCREASE	<b>STATE AID</b>		
	Aid to Education	\$ 237,147	Pass through from the State transferred to the School Department with no impact on tax rate.
	Aid to Libraries	\$ 10,694	Pass through from the State transferred to Libraries. No impact on tax rate
	<b>DEPARTMENT</b>		
	Salary and Fringe Benefits	\$ 203,746	Contractual obligations Police and Local 1033. Health, Dental, and Pension rates higher then originally provided. Total fiscal impact reduced due to unfilled positions as of September 2024.

## Town of North Kingstown September FY2025 Financial Report



### Summary:

- Balanced Budget
- Financial impact - Salary & Benefits
- Additional Aid to Education & Library
- State Reimbursement Tangible Property Exemption (RIGL # 44-5-12.1)

Questions ??

The Council thanked Ms. Bridgham for her report.

#### **IV. NEW BUSINESS**

20. Request by Michael McGovern to name the “Cross Country Path” at Ryan Park as the “Paul Tetreault Trail”

Motion by Councilor Mandel, seconded by Councilor Anderson and unanimously

VOTED: To acknowledge the request by Michael McGovern to name and dedicate the “cross-country path” at Ryan Park as the “Paul Tetreault Trail” in recognition of his extraordinary commitment to the North Kingstown High School Cross Country Program and to schedule the naming of this trail for a Public Hearing at the Regular Town Council Meeting of November 18, 2024.

21. Approval of Revised Lease

Motion by Councilor Mandel, seconded by Councilor McCoy and was

VOTED: To approve the revised lease between the Town of North Kingstown and the North Kingstown Food Pantry and to authorize the Town Manager to sign the lease.

Councilor Page recused herself from this vote as she is on the Board of the North Kingstown Food Pantry.

22. Adoption of Budget Policies and Procedures for Fiscal Year 2025/2026

Motion by Councilor Mandel, seconded by Councilor Page and unanimously

VOTED: To adopt the proposed Budget Policies and Procedures for the Fiscal Year 2025/2026 Town Budget as follows:

- The Town Manager’s Budget submitted for consideration must be prepared on the zero-based budgeting method.
- All expenditures passed by the Town Council within the FY2026 Budget shall be noted as such within future Consent Agendas when associated expenditures for items that were approved within the budget are submitted for Town Council approval.
- If a Department Head’s budget request calls for an increase of greater than 4% over the previous year (FY2025), the Town Manager shall require documentation to be provided to him/her to show the critical need of expenditure(s) that must be met which results in this increase of greater than 4%.
- The Asset Management Advisory Commission’s Capital Improvement Program shall be filed by January 31, 2025.
- The proposed budget shall be based on the needs of the individual Department; in conjunction with the needs and capacity of the overall budget; shall be focused on results and priorities; and shall keep in mind the list of priority initiatives and programs requested from the Town Council.

23. Reaffirmation of Fund Balance Policy (FY2025/2026)

Motion by Councilor Page, seconded by Councilor Mandel and unanimously

VOTED: To reaffirm the Fund Balance Policy as follows:

#### **Fund Balance Policy**

##### **Purpose**

The Town Council recognizes that the maintenance of fund balance is essential to the preservation of the financial integrity of the Town of North Kingstown. This policy ensures that the Community maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flows for daily financial needs
- Secure and maintain investment grade bond ratings
- Provide funds for unforeseen expenditures

## Definitions

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund. The Governmental Accounting Standards Board (GASB) distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts are reported in the following categories:

- **Nonspendable:** Amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- **Restricted:** Amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
- **Committed:** Amounts that can be used only for the specific purposes determined by a formal action of the Town Council. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally.
- **Assigned:** Amounts intended to be used by the government for specific purposes. Intent can be expressed by the Town Council by a designee to whom the governing body delegates the authority (e.g., Town Manager).
- **Unassigned:** Amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

## Policy

The responsibility for designating funds to specific classifications shall be as follows:

**Committed Fund Balance:** The Town Council is the Town's legislative branch and formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council.

**Assigned Fund Balance:** The Town Council has authorized the Town Manager and the Town Finance Director as officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

## Minimum Fund Balances

**Unassigned:** It is the goal of the Town Council to achieve and maintain a general fund unassigned fund balance of 10% with an acceptable range of not less than 8% and not more of 15% at fiscal year-end. If the unassigned fund balance at fiscal year-end falls below the minimum range (8%), the Town Manager shall develop a restoration plan to achieve and maintain the minimum fund balance within 5 years. Should unassigned fund balance of the general fund ever exceed the maximum (15%) range, the Town Manager, with Town Council approval, will consider such fund balance surpluses for one-time expenditures that are non-recurring in nature and which will not require additional expense outlays for maintenance, additional staffing or other recurring expenditures.

**Unrestricted:** It is the goal of the Town Council to achieve and maintain a general fund unrestricted balance of 17% with an acceptable range of not less than 10% and not more of 25% at fiscal year-end. If the unrestricted fund balance at fiscal year-end falls below the minimal range (10%), the Town Manager shall develop a restoration plan to achieve and maintain the minimum fund balance within 5 years. Should unrestricted fund balance of the general fund ever exceed the maximum (25%) range, the Town Manager, with Town Council approval, will consider such fund balance surpluses for one-time expenditures that are non-recurring in nature and which will not require additional expense outlays for maintenance, additional staffing or other recurring expenditures.

**The difference between Unassigned and Unrestricted Fund Balance:** Unassigned Fund Balance is currently unallocated funds and are under control by the legislative body (Town Council). Unrestricted Fund Balance is comprised of the Committed, Assigned and Unassigned Fund Balances. It is termed Unrestricted as the use of these funds are under the control of the legislative body (Town Council) who may reclassify them as they deem appropriate.

This policy shall take effect upon passage and all Policies or parts of Policies inconsistent herewith are hereby repealed.

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24. Adoption of an Amendment to the Debt Policy and Management/Fiscal Practices Policy

Motion by Councilor Mandel, seconded by Councilor Page and unanimously

VOTED: To adopt the Debt Policy and Management/Fiscal Practices, as amended, as follows:

DEBT POLICY  
&  
MANAGEMENT/FISCAL PRACTICES

**A. Purpose**

1. To ensure the quality of decision-making while considering the debt affordability to the taxpayer;
2. To provide justification for the structure of debt issuance so as to not exceed acceptable levels of indebtedness;
3. To demonstrate a commitment to long-term financial planning to meet infrastructure needs through a planned program of future financing, which is evident through the Town's Capital Improvement Program; and
4. To illustrate to rating agencies and capital markets that the Town is well managed and attentive to maintaining a favorable debt position.

**B. General Principles**

1. Under the governance and guidance of Rhode Island State Law (R.I.G.L. 45-12) – “Indebtedness of Towns and Cities”, the Town may issue debt as it pertains to the requirements of charter and under the state mandated debt limitations.
2. In order to maintain and enhance its existing credit ratings, the Town will monitor its debt management process. Prudent debt management can have a positive impact on these ratings if the Town demonstrates adherence to the policy over time.
3. The Town may periodically enter into debt obligations to finance the costs of construction or to improve and expand infrastructure and other assets to maintain and improve its quality of life. In order to meet its obligation of due diligence and prudent financial management to its residents, the Town shall strive that debt obligations are issued in such a fashion so as to obtain the best long-term financial advantage and investment terms. The Town may also refinance existing debt in order to reduce future debt service. (The Town shall determine the costs of incurring a sufficient amount of debt funding to complete the proposed project(s) when determining the amount of debt to issue. Debt is a mechanism to equalize the costs of improvement to present and future residents.) The decision to issue debt should fall within the following criteria:
  - a. The asset's life cycle shall exceed the term of the debt issue.
  - b. Life expectancy shall be considered when determining the issuance of debt to finance capital projects. The current operating budgets serve as the financing source for capital requirements that are recurring, relatively low-cost or are short-lived improvements.
  - c. The Town will not issue debt long term obligations or utilize debt proceeds to finance the current operations of the government.
  - d. The Town will seek to minimize the burden on its residents and businesses to repay debt, which thereby enhance its ability to attract and retain those same residents and businesses.

**C. Capital Improvement Program**

1. Town Staff, in cooperation with the assistance Asset Management Commission (AMC) will prepare a yearly Capital Improvement Program (CIP). The AMC is a nine-member advisory committee.
2. The AMC is to annually review all capital improvement and asset protection requests for both town and school facilities, assign priorities to the projects, recommend funding levels and assemble a comprehensive capital improvement program to be submitted to the



Town Council for their review and consideration. The Plan is a multi-year, prioritized listing of long-term capital projects.

3. The Capital Improvement Plan shall be submitted by the AMC to the Town Council and approved yearly as part of the budget process.

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#### **D. Capital Reserve Funds**

1. A Capital Reserve Fund provides a leveling effect in departmental budgets. The annual appropriation for future purchases, repairs and improvements on a timely basis eliminates the need for peaks and valleys in the budget and offers a more stabilized method of budgeting, which helps in maintaining infrastructure improvements. Eliminating the opportunity to set money aside for the future will expedite deterioration of the Town's assets and infrastructure.
2. The Capital Reserve Fund considers the following when determining the criteria for qualification of the fund:
  - a. An asset shall have a minimum dollar value of \$20,000 for any single bid item, construction project or vehicle.
  - b. The Town Council shall make funding for Capital Reserve items by separate resolution if required.

#### **E. Debt Issuance Ratios/Limits**

1. The Town shall establish the following limits while considering the issuance of debt:
  - a. The Town shall not exceed its statutory debt limits except as set forth below in 2(c).
  - b. The Town's legal debt limit as set forth by RIGL 45-12-2 is limited to three (3%) percent of total assessed value.
  - c. Nevertheless, the Town direct debt burden should be maintained at less than two (2%) percent of full assessed valuation.
  - d. The Town's annual debt service payments should never exceed a maximum of ten percent (10%) of the general fund budget, unless approved by a resolution of the Town Council.
2. The useful life of the asset or infrastructure improvement shall be considered when determining the repayment schedules:
  - a. Up to Thirty (30) ~~Twenty (20)~~ years for most public improvement debt issued through a general obligation bond.
  - b. Twenty (20) to ~~Twenty-Five (25)~~ Thirty (30) years for the issuance of debt for the large construction of a new school which is supported by State Housing Aid.
  - c. The Town may from time to time seek permission from the state legislature, by special legislation, to incur indebtedness outside the statutory limitation established by RIGL 45-12-2. Any such special legislation adopted by the legislature is subject to a referendum by the voters of the Town.
  - d. Overall, all general obligation debt shall be structured to retire at least fifty (50%) percent of the Town's indebtedness over the first half of the term of the debt.

#### **F. Budget Savings and Consolidation**

1. It is the position of the Town Council that opportunities should continually be explored to generate budget cost savings. It is understood that the recurring and on-going practices and efforts of department heads to initiate cost savings and control measures are not intended to be captured by this policy. As savings are achieved, whether through contract negotiations, competitive bidding, consolidation, or any such programmatic fiscal initiatives, it is imperative that each elected body adheres to sound short-term and long-term fiscal management practices.

It shall be the policy of the Town Council that such savings, when realized, shall not be used for recurring operational expenses and purposes. Such savings, when identified, shall be designated in one of four manners:

- a. directed into a reserve account to finance one-time activities that enhance the quality of life of the Town and/or enhancement of the school system,
- b. for the immediate expense of a one-time capital or a one-time operating project of more than \$50,000,
- c. or to offset or minimize a proposed increase in taxes or fees, or

d. directed to the Town's Fund Balance.

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**G. Recommended Alternative Plan**

The Town Manager reserves the right to recommend to the Town Council an alternative plan for financing of proposed capital projects if the alternative plan is in the best interest for the Town of North Kingstown.

This policy shall take effect upon passage and all Policies or parts of Policies inconsistent herewith are hereby repealed.

25. Correspondence

The following is a summary of the e-mail correspondence received from constituents since the last regular North Kingstown Town Council Meeting on October 7, 2024:

10/08/2024 – Robert Case – Town of North Kingstown Trash Bid

10/08/2024 – Kara Martone – Tax Impact of Proposed Bonds

10/08/2024 – Jane Brog – Keep out of Our Trash

10/11/2024 – Katie Kelliher – Street Lights

10/14/2024 – Barbara Keefe – Woodland Solar Farm

10/14/2024 – Donna Hutchinson – NKGM1 Solar Array Proposal – North Kingstown Planning Commission Review

10/14/2024 – Heather Murphy – Solar Hearing

10/15/2024 – Frank Sullivan – Urgent North Kingstown Ordinance Violation – NKGM1 Solar

10/17/2024 – Bob Egan – Public Safety Complex Bond Issue

10/17/2024 – Erin Earle – North Kingstown Trash Bid

10/19/2024 – Kathleen Orsi – Trash Collection

10/19/2024 & 10/20/2024 – Heather Murphy – Question 8

10/22/2024 – Christine Jenkins – Reynolds Farm Speed and Lack of Signage

10/23/2024 & 10/28/2024 – Janice Depsey – Street Light Outage in Neighborhood

10/27/2024 – Diane Gautieri – Use of ARPA (COVID Funds) coming to North Kingstown

Note: Information cutoff time and date: 3:15 PM, Monday, October 28, 2024.

Councilor Mandel stated that he held office hours on September 24<sup>th</sup>. Marcie and Kevin O'Connor inquired about electricity amalgamation, Jennifer LeComte stopped in to get acquainted, and Jim Roehm had questions regarding leaf collection.

He further stated that Gina Decenso came to office hours on October 22<sup>nd</sup> inquiring about the trash at the town dock.

**V. ADJOURNMENT**

The meeting adjourned at 8:02 p.m.

Jeannette Alyward  
Town Clerk