

AGENDA

TOWN OF SOUTH KINGSTOWN

RHODE ISLAND



TOWN COUNCIL

REGULAR SESSION

MONDAY, JANUARY 25, 2021

7:30 PM

**VIRTUAL MEETING VIA
VIDEO- AND TELE-CONFERENCING**

Join Zoom Meeting

Please click this URL to join: <https://zoom.us/j/407751247>

To join by Telephone call 1 929 205 6099

Webinar ID: 407 751 247

See Attachment C for detailed public access instructions

NOTE: Individuals requesting American Sign Language interpreters or CART service must call the Town Clerk's Office at 401-789-9331 seventy-two (72) hours in advance of the meeting date.

DATE POSTED: 1/21/2021

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1. **A. INTERVIEWS – 7:00 PM**
See Attachment A for *Boards and Commissions Appointments Report*.
- B. WORK SESSION – immediately following**
All items listed on Town Council agenda are subject to discussion.
- C. REGULAR SESSION – 7:30 PM**
Please be advised that the Council intends to discuss and/or act upon each and every item appearing on this agenda.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. **Work Sessions – January 5, January 11 and January 13, 2021**
 - B. **Regular Session – January 11, 2021**
5. **CONSENT AGENDA**

* * * * *

- I. Rule 10A. for the conduct of the meetings of the South Kingstown Town Council: Members of the public shall be entitled to speak at regular meetings during any period designated on the agenda for public comment, once, for a period of five minutes, or longer at the discretion of the President, and at other times when invited to do so by the President. The public shall address their comments to the question under debate as indicated on the agenda. Pursuant to RI General Laws §42-46-6(b), public comment regarding subject matter not on the agenda but received during the public participation portion of a meeting shall be for information purposes only and may not be voted on except where necessary to address an unexpected occurrence that requires immediate action to protect the public or to refer the matter to an appropriate committee or to another body or official.
- II. Rule 11: No item of business other than that of adjournment may be brought before the Town Council at any meeting unless such an item is introduced before 11:00 PM; provided, however, that this rule may be suspended by an affirmative vote of a majority of members present.
- III. Rule 13: All items listed with a (CA) are to be considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Council, or a member of the public so requests, in which event the item will be removed from Consent Agenda (CA) consideration and considered in its normal sequence on the agenda.

Pursuant to RIGL §42-46-6(b). Notice – “Nothing contained herein shall prevent a public body, other than a school committee from adding additional items to the agenda by majority vote of the members. Such additional items shall be for informational purposes only and may not be voted on except where necessary to address an unexpected occurrence that requires immediate action to protect the public or to refer the matter to an appropriate committee or to another body or official.”

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6. LICENSES

- (CA) A.** A resolution granting Victualling and Holiday Sales Licenses to the following; Renewals:

KCW Bagels III, LLC d/b/a Providence Bagel, 99 Fortin Road, Kingston, RI 02881. Application by Chris Wietecha, Member.

Kingstown Road Coffee LLC d/b/a Bess Eaton, 621 Kingstown Road, Wakefield, RI 02879. Application by Mary Haverly, Member.

- (CA) B.** A resolution granting Victualling Licenses to the following; Renewals.

Caf Bar, LLC d/b/a Caf Bar, 119 Main Street, Wakefield, RI 02879. Application by Elias Boutros, Member.

DE Foods, Inc. d/b/a Kentucky Fried Chicken, 139 Old Tower Hill Road, Wakefield, RI 02879. Application by David Evans, President.

- (CA) C.** A resolution granting a Holiday Sales License to Critter Hut, Inc. d/b/a Critter Hut Aquarium & Pets, 160 Old Tower Hill Road, Wakefield, RI 02879. Application by Jeffrey Champlin, President; Renewal.

7. PUBLIC HEARING

- A.** A Public Hearing relative to adoption of the proposed FY 2021-2022 to FY 2026-2027 Capital Improvement Program, as shown on Exhibit 1 attached hereto.

8. COMMUNICATIONS

- A.** A letter dated January 8, 2021 from Justin Pimpare, EPA Regional Pretreatment Coordinator, Municipal Assistance Unit advising that the South Kingstown Regional Wastewater Treatment Facility has been awarded a 2020 Regional EPA Wastewater Treatment Plant Operation and Maintenance Excellence Award, and offering a virtual public presentation of the award is received, placed on file, and the Town Council further directs _____.

- (CA) B.** An email dated January 12, 2021 from Michelle Flippin seeking information on the high school renovation proposal is received, placed on file, and referred to the School Superintendent.

- (CA) C.** Emails concerning submission of the Stage II application to the RI Department of Education for funding of school facilities improvements from the following are received and placed on file: Lauren M. Weinstock, Jeanine Silversmith, Diane O'Brien, Christine Byrne, Chris Hubbard, and Judith Warburton.

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- (CA) D. Any communication added to the Agenda subsequent to this is hereby added by majority vote, in accordance with RIGL §42-46-6 (b) Notice --... “Nothing contained herein shall prevent a public body, other than a school committee, from adding additional items to the agenda by majority vote of the members. Such additional items shall be for informational purposes only and may not be voted on except where necessary to address an unexpected occurrence that requires immediate action to protect the public or to refer the matter to an appropriate committee or to another body or official.”

9. COMMENTS FROM INTERESTED CITIZENS

10. TOWN MANAGER’S REPORT

See Attachment B for *Flag Report* and *Town Manager’s Reports*

11. APPOINTMENTS

- A. A resolution appointing _____ to the _____ Board/Committee/Commission for a term to expire in _____. (See *Attachment A for Boards and Commissions Appointments Report*)

12. NEW BUSINESS

- A. A resolution concurring with the South Kingstown School Committee’s decision to submit a Necessity of School Construction application for assistance (Stage I and Stage II application) to the Rhode Island Department of Education as presented by the School Committee and its consultant, Robinson Green Beretta Corporation, at a joint Town Council and School Committee Work Session held on January 20, 2021. And further authorizing the Town Manager to execute any documents necessary to effectuate the submission of relevant application materials.
- B. A resolution authorizing the Town Clerk to advertise for Order of Notice a Public Hearing to consider proposed amendments to the Town Code, Chapter 10 Motor Vehicles and Traffic, as follows:

**Chapter 10 Motor Vehicles and Traffic
Article II. Stopping, Standing and Parking**

Sec. 10-52. Prohibited at any time.

No person shall stop, stand or park a vehicle on any of the following streets or portions of streets at any time, except to avoid conflict with other traffic:

* * *

Green Hill Beach Road.

(1) The easterly and westerly sides from the town's right-of-way in a northerly direction to the intersection of Matunuck School House Road, a distance of 1.1 miles except as provided in subsection (2) of this amendment.

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(2) Parking is allowed on the westerly side between 8:00 a.m. and 8:00 p.m. from ~~NEC Pole No. 2335~~ the intersection of Green Hill Ocean Drive and Green Hill Beach Road in a northerly direction for a distance of ~~one hundred seventy five (175)~~ two hundred twenty-five (225) feet ending at a point adjacent to the northern boundary of Lot No. 89. Parallel parking is authorized except in front of the twenty-five-foot driveway entrance to Lot No. 87, also known as Surfside Parking Lot.

Towing authorized at discretion of police department.

* * *

This Ordinance shall take effect upon passage.

- (CA)**
- C.** A resolution authorizing the Tax Assessor to abate taxes in the total amount of \$1,123.92, as shown on Tax Abatement Request No. 579.
 - D.** A resolution authorizing the Tax Assessor to abate taxes in the total amount of \$24,701.38, as shown on Tax Abatement Request No. 580.
 - E.** A resolution authorizing an award of bid to MTE Turf Equipment Solutions, 33 Thruway Park Drive, New Milford, CT 06776 for the purchase of one 2021 Jacobsen HR600 wide area mower in accordance with all bid specifications in an amount not to exceed \$49,017, including a trade allowance of \$13,000; and as further described in a memorandum from the Park Superintendent to the Town Manager dated January 7, 2021 and entitled “Bid Recommendation, Wide Area Mower.”
 - F.** A resolution authorizing an award of contract to Newport Appraisal Group, 221 Third Street, Newport, RI 02840 for real estate appraisal services in accordance with all bidding specifications, in the amount of \$10,500; and as further described in a memorandum from the Leisure Services Director to the Town Manager dated January 19, 2021 and entitled "Recommendation for Bid Award – Town Farm Park Appraisal Services.”
 - G.** A resolution authorizing an award of bid to Gervais Ford Fleet, 5 Littleton Road, Ayer, MA 01432 for a 2021 Ford F350 with lift gate in an amount not to exceed \$32,417, including trade-in; and as further described in a memorandum from the Public Services Director to the Town Manager dated January 14, 2021 and entitled “Bid Recommendation: One (1) Ton Pickup with Lift Gate.”

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- H. A resolution authorizing an additional one-year extension of an initial five (5) year lease between the Town of South Kingstown and Bruce Thunberg d/b/a Twin Peaks Land and Cattle Company, 501 Matunuck School House Road, Wakefield, RI 02879 to farm an approximately 22 acre parcel of property, from December 2020 through December 31, 2021, at the annual fee of \$2,500. Said property being a portion of A.P. 92-2, Lot 39 as further identified on Town of South Kingstown GIS map #PL14-76 dated 12/14; and as further described in a memorandum from the Director of Planning to the Town Manager dated November 19, 2020 and entitled “Town Beach Agricultural Field Lease.”
- I. A resolution extending the Town’s Declaration of Emergency adopted at an Emergency Session on March 15, 2020 and subsequently renewed on April 13, 2020, May 11, 2020, June 8, 2020, July 13, 2020, August 11, 2020, September 14, 2020, October 13, 2020, November 9, 2020, December 14, 2020 and January 11, 2021, as shown on Exhibit 2 attached hereto.
- J. A resolution adopting Executive Order 2020-09 (Ninth Amendment) relative to gathering limitations and travel restrictions, as shown on Exhibit 3 attached hereto.
- (CA) K.** Any New Business added to the Agenda subsequent to this is hereby added by majority vote, in accordance with RIGL §42-46-6 (b) Notice --... “Nothing contained herein shall prevent a public body, other than a school committee, from adding additional items to the agenda by majority vote of the members. Such additional items shall be for informational purposes only and may not be voted on except where necessary to address an unexpected occurrence that requires immediate action to protect the public or to refer the matter to an appropriate committee or to another body or official.”

FY 2021-2022 to FY 2026-2027 Capital Improvement Program

The Town Manager has prepared the six-year Capital Improvement Program for the period FY 2021-2022 through FY 2026-2027 which includes the following proposed project expenditures:

I. 2021-2022 Capital Budget

A. <u>General Fund</u>	<u>FY 2021-2022</u>
1 Park Rehabilitation/Improvements	\$100,000
2 Recreation Equipment Acquisition/Replacement	178,000
3 Road Improvement Program	690,000
4 Public Works Equipment Acquisition/Replacement	374,000
5 Public Safety Computer System Equipment	20,000
6 Public Safety Communications Equipment	30,000
7 Public Safety Building - General	15,000
8 EMS Medical Diagnostics/Equipment	49,000
9 EMS Vehicle Replacement	89,000
10 Prism Digitizers - Panic and Burglar Alarms	10,000
11 Fire Alarm Division Radio Replacement	12,500
12 Fire Alarm Division Vehicle Replacement	7,000
13 Library water service line replacement - Hale branch	35,000
14 Information Technology Program	83,200
15 Property Appraisal Program	30,000
16 Town Hall Renovations and Upkeep	47,000
17 Pool Car/Facilities Superintendent Truck	40,000
	<u>\$1,809,700</u>
B. <u>Senior Services Fund</u>	
1 Senior Center Facility Improvements	\$40,000
	<u>\$40,000</u>
C. <u>Neighborhood Guild Fund</u>	
1 Exterior Main Entrance Alcove	\$75,000
2 Window Replacement/HVAC	945,000
3 Roof Replacement	50,000
4 Interior Restoration	30,000
5 Security/Surveillance System	15,000
6 Floor Cleaning Machine	10,000
	<u>\$1,125,000</u>

D.	<u>Water Fund</u>	
	1 Mautucket and Victoria Lane Water Tank Repair	\$40,000
	2 Water Quality Study/Disinfection Station	60,000
	3 Leak Detection Reserve	25,000
	4 Water Main Replacement Reserve	10,000
	5 Valve Exercising Machine	15,000
	6 Rolling Stock Equipment Replacement	7,000
		<hr/> \$157,000 <hr/>
E.	<u>Wastewater Fund</u>	
	1 Telemetry and Control Upgrade	\$20,000
	2 Local Pump Station Improvements	10,000
	3 Silver Lake Pump Station Upgrades	10,000
	4 Kingston Pump Station Upgrades	10,000
	5 Influent Headworks	40,000
	6 Chemical Storage Building Repair	40,000
	7 Aeration Equipment Upgrade	50,000
	8 Interceptor Repair and Cleaning	150,000
	9 DPS Building Improvement Contribution	20,000
	10 GIS System Upgrade	12,000
		<hr/> \$362,000 <hr/>
F.	<u>School Fund</u>	
	1 Office Computer Equipment Replacement	\$40,000
	2 Computer Equity/Replacement	95,213
	3 Student Computer Initiative (1:1 Ratio)	160,000
	4 Wireless Controllers	25,000
	5 Network Hardware	50,000
	6 HVAC Rooftop Units	25,000
	7 District Security Camera Upgrades	60,000
	8 HVAC Controls	52,000
	9 Video/UPS Intercom System	30,000
		<hr/> \$537,213 <hr/>
	Grand Total	<hr/> \$4,030,913 <hr/>

II. **Long-Term Capital Projects**

Listed below are the program costs that would be required to complete proposed major capital projects during the six-year period FY 2021-2022 through FY 2026-2027:

Six-Year Long Term Element

Open Space Program	\$225,000
Affordable Housing	225,000
Village Infrastructure	\$60,000
Leisure Services Programs	2,455,101
General Municipal Programs	14,491,946
Senior Services Program	250,000
School Department Programs	95,789,600
Utilities Programs	1,000,000
Total	<u><u>\$114,496,647</u></u>

III. **Fair Share Development Fees (Effective July 1, 2021)**

Recreational Facilities

Single Household Fee	\$3,763
Households with two bedrooms or less	\$2,940

**Town of South Kingstown
Renewed Declaration of Emergency**

On March 15, 2020, pursuant to Sec. 3214 of the South Kingstown Home Rule Charter, the Town Council declared the existence of an emergency. The basis for the Council's emergency declaration was the danger to health and life posed by the novel coronavirus known as COVID-19, as set forth in Governor Gina Raimondo's Executive Order 20-02 dated March 9, 2020 declaring a state of emergency, and Executive Order 20-03 dated March 13, 2020 containing a supplemental emergency declaration. Governor Raimondo extended the state of emergency as set forth in Executive Order 20-23 on April 10, 2020, and it was further extended on May 7, June 4, July 3, July 31, September 2, October 2, November 2, December 2, December 22, 2020, and January 19, 2021. The Town Council voted to extend the date of the local emergency declaration on April 13, 2020, and it was further extended on May 11, June 8, July 13, August 11, September 14, October 13, November 9, December 14, 2020, and January 11, 2021.

Since the Council's declaration of emergency, Governor Raimondo has issued 116 further supplemental emergency declarations (as of January 20, 2021) relating to the COVID-19 pandemic, and circumstances have continued to be dire both locally, statewide, and nationwide. On January 19, 2021, Governor Raimondo issued Executive Order 21-06 further extending the state of emergency to February 17, 2021. Therefore, the Town Council deems it prudent to declare that a state of emergency continues to exist in Town, and hereby extends the end date of its emergency declaration from January 25, 2021 to February 22, 2021. The substance of the Council's declaration of emergency remains in full force and effect, except to the extent that it has been superseded by an Executive Order of the Governor of the State of Rhode Island.

The Council hereby delegates the authority to the Town Manager to take any and all actions deemed necessary to address the ongoing emergency. The Town Manager shall report actions taken pursuant to this emergency declaration to the Council and to the public as soon as practicable, including ongoing updates on the Town's website.

This Ordinance shall take effect immediately and remain in full force and effect until February 22, 2021 unless renewed, modified, or terminated by a subsequent ordinance. Provided, however, that if the statewide state of emergency is not extended by executive order of Governor Gina Raimondo on or before February 17, 2021, this Ordinance shall expire on that date.

EMERGENCY MANAGEMENT DIRECTOR
EXECUTIVE ORDER 2020-09 (NINTH AMENDMENT)

WHEREAS, on March 9, 2020, the State of Rhode Island Governor Gina M. Raimondo issued Executive Order 20-02 declaring a state of emergency due to the outbreak of COVID-19; and the Town Council of the Town of South Kingstown declared a state of emergency through an emergency ordinance enacted on March 15, 2020, and extended through February 22, 2021 to deal with the COVID-19 pandemic; and

WHEREAS, social distancing is the most effective and important tool available to combat the spread of the pandemic;

NOW THEREFORE, the following emergency measures are hereby enacted:

1. Gathering limitations must be pursuant to and in accordance with any current or future executive order(s) issued by the Governor of the State of Rhode Island (“the Governor”). At the time of this Executive Order issuance, such limitations are as detailed in the Governor’s Executive Order 20-108, as extended by Executive Order 21-05 and as amended by Executive Order 21-07.
2. Resident, Non-Resident, and Seasonal Resident travel, travel restrictions and self-quarantine requirements must be pursuant to and in accordance with any current or future executive order(s) issued by the Governor. At the time of this Executive Order issuance, such restrictions and requirements are as detailed in the Governor’s Executive Order 20-108, as extended by Executive Order 21-05 and as amended by Executive Order 21-07.
3. All Short-Term Lodging owners and operators shall inform their guests when making reservations and upon guest arrival of the aforementioned travel restrictions and self-quarantine requirements, and that if self-quarantine requirements are applicable, guests must remain on the Short-Term Lodging property for the duration of their stay, or for the duration of their required self-quarantine timeframe, whichever timeframe is shorter. All owners and operators of Short-Term Lodging facilities must arrange delivery service for their self-quarantined guests during the effective period, so that guests are not required to leave the Short-Term Lodging for food or other essentials. For purposes of this emergency ordinance, “Short-Term Lodging” is lodging of thirty (30) days or fewer, including, but not limited to, lodging in hotels, inns, and motels, and owners and operations taking reservations through online rental platforms such as Airbnb.
4. Any violation of any provision of this executive order is punishable by a fine not exceeding five hundred dollars (\$500), with every day a violation continues considered a separate violation.

The South Kingstown Police Department is authorized to enforce these regulations in accordance with state directives and the Emergency Management statute.

To the extent that any provision in this order is inconsistent with any executive order issued by the Governor of the State of Rhode Island for dealing with COVID-19, the executive order of the Governor shall supersede this order and govern in its stead.

This executive order 2020-09 shall remain in effect until February 22, 2021 or the expiration of the State declaration of emergency, whichever is sooner. This executive order 2020-09 may be further extended if necessary by a subsequent executive order.

Boards and Commissions Appointments Report

The following information reflects the status of those Town boards, commissions and committees which have vacancies, members whose terms are expiring and are eligible for reappointment, and/or applications filed for consideration of appointment. The Town Council may make appointments at any meeting.

Affordable Housing Collaborative Committee *(7 members; 3 year term)*

Vacancies: terms expire August 2021 and August 2023 (Geoffrey Marchant resigned; Faye-Ann Hope resigned)

Assessment Board of Review *(3 members/1 alternate; 3 year term)*

Reappointments for terms expiring March 2021: Bradford F. Hevenor wishes to be reappointed. Awaiting response from David Baud.

Building Code/Minimum Housing Code Boards of Appeal

Reappointment for a term expiring June 2025: Michael Joyce wishes to be reappointed (to be interviewed 1/25/2021).

Canvassing Authority *(3 members; 6 year term)*

Reappointment for a term expiring March 2021: Helen Rose DiSanto wishes to be reappointed.

Conservation Commission *(7 members; 3 year term)*

Applicant: Timothy A. Ulmschneider (applied 12/30/2019)

Economic Development Committee *(11 members, 3 year term)*

Vacancy: term expires March 2022 (Sarah Daly-Van Oot resigned)

Reappointments for terms expiring March 2021: Larry Fish and Joanne Esposito wish to be reappointed. Awaiting response from Patricia Gardner and Jude Nuzum.

Historic District Commission *(7 members, 3 year term)*

Vacancy: term expires December 2021 (James Garfield resigned)

Reappointments for terms expired December 2020: Caroline Griswold does not wish to be reappointed. Andrew Martinez wishes to be reappointed (to be interviewed 1/25/2021). It is reported that Mr. Martinez attended 12 of the 16 meetings held during the current term.

Applicant: William Murray Gates (applied 1/20/2021)

Housing Authority *(5 members; 5 year term)*

Applicants: John Glasheen (applied 2/14/2020; interviewed 2/24/2020); Susan Strakosch (applied 2/14/2020; interviewed 2/24/2020); John Taylor Ellis (applied 2/18/2020; interviewed 2/24/2020)

Library Board of Trustees *(7 members; 3 year term)*

Applicants: Lori A. Underhill (applied 8/6/2020; interviewed 9/29/2020); Heidi Henderson (applied 8/14/2020; interviewed 9/29/2020); Stephanie R. Canter (applied 10/7/2020); Joanne Mikolajewski Walsh (applied 10/19/2020)

Attachment A

Planning Board (7 members; 3 year term)

Applicants: Rufus H. Thomas, Jr. (applied 5/14/2020; interviewed 6/22/2020); Robyn C. Pothier (applied 6/2/2020; interviewed 6/22/2020); Robert A. Mohr (applied 6/8/2020; interviewed 6/22/2020); Michael L. Geremia (applied 6/29/2020; interviewed 10/13/2020)

Recreation Commission (5 members; 3 year term)

Applicant: Sean C. Johnson (applied 8/3/2020; interviewed 8/11/2020)

Route 1 Stewardship Plan Development Committee (7 members)

Vacancy (Steve Wood resigned)

Applicant: Jude M. Nuzum (applied 2/28/2020)

Saugatucket Veterans' Memorial Park Commission (5 members; 5 year term)

Vacancy: term expires January 2025 (Mark Spangler deceased)

Statistical Modeling and Analytics Research Tools (SMART) Committee (9 members)

Applicants: Chris Roman (applied 2/10/2020); Nathaniel H. Merrill (applied 4/5/2020)

Trustees of the South Kingstown School Funds (5 members; 5 year term)

Vacancy: term expires June 2022 (Michael McEntee did not wish to be reappointed)

Waterfront Advisory Commission (7 members; 3 year term)

Applicant: Nathaniel H. Merrill (applied 4/5/2020; interviewed 7/27/2020)

Zoning Board of Review (5 members, 2 alternates; 3 year term)

Vacancy: Full Member term expires March 2022 (John Bernardo resigned)

Reappointment for a term expiring March 2021: Awaiting response from William Mark. It is reported that Mr. Mark has attended 41 of 53 meetings held during the current term.

Applicant: Michele A. Doherty (applied 7/2/2020; interviewed 9/14/2020)

**TOWN OF SOUTH KINGSTOWN
OFFICE OF THE TOWN MANAGER**

TO THE HONORABLE TOWN COUNCIL
FROM ROBERT C. ZARNETSKE, TOWN MANAGER
SUBJECT TOWN MANAGER'S INTERIM REPORT
DATE JANUARY 14, 2021



- A. [Calendar of Upcoming Town Meetings](#) and Public Hearings Schedule dated January 14th. The link to the School District's calendar is included here: https://www.skschools.net/our_district/district_calendar. For reference, the Council's upcoming meetings are listed below:
- January 20 – Stage 2 Facilities Application Work Session with School Committee (6:30pm)
January 25 - Regular Session (includes public hearing and adoption of FY 2021-2022 through 2026-2027 CIP)
February 1 – Joint Work Session with Planning Board and Affordable Housing Collaborative (7pm)
February 3 – Goals & Objectives and Council Rules Work Session (7pm)
February 8 - Regular Session
February 22 - Regular Session
March 3 – Budget Work Session with School Committee (6:30pm)
March 4 – Budget Work Session with municipal departments (6:30pm)
March 8 - Regular Session
March 10 – Budget Work Session with human services and outside agencies (6:30pm)
March 22 - Regular Session (includes FY 2021-2022 Preliminary Budget adoption)
- B. All Executive Orders and Press Releases issued to date in response to COVID-19 (coronavirus) are linked to the COVID-19 page published on the Town's website in order to provide the public with information and resources on COVID-19 (coronavirus) and promote awareness, prevention, and preparedness in our community. This page will be updated as additional information becomes available: www.southkingstownri.com/998/COVID-19.
- C. Capital Improvement Program (CIP) public hearing is scheduled for Monday, January 25th during the Council's regular session. The CIP public hearing notice will be advertised in the January 15 and 22nd publications of *The Narragansett Times*. The CIP ad and other budget related information and documents are linked to the budget page on the Town website, which will be updated as the budget process continues: <https://www.southkingstownri.com/1031/2021-2022-Fiscal-Year>.
- D. Zoning Board of Review agenda for January 20, 2021.
- E. Agendas for School Building Committee and School Building Committee Communications Task Force meetings held January 11, 2021.
- F. Bicycle Pedestrian Advisory Commission agenda and flyer for their January 21, 2021 meeting to unveil their Bike and Pedestrian Master Plan (BPMP).

Attachment B

- G. Memorandum dated January 12, 2021 from the Town Solicitor's office regarding the Open Meetings Act and Town Council Membership on Democratic Town Committee.
- H. Letter dated January 12, 2021 from Secretary of State Nellie M. Gorbea advising of a grant the town will receive to utilize for the special election.
- I. School Funds Trustees agenda for January 20, 2021.
- J. Town Council and School Committee joint work session agenda for January 20, 2021 regarding the Stage II Application to the RI Department of Education for School Facilities Improvements.

TOWN OF SOUTH KINGSTOWN OFFICE OF THE TOWN MANAGER

TO THE HONORABLE TOWN COUNCIL
FROM ROBERT C. ZARNETSKE, TOWN MANAGER
SUBJECT TOWN MANAGER'S MISCELLANEOUS REPORT
DATE JANUARY 21, 2021



- A. [Calendar of Upcoming Meetings](#). For reference, below is list of upcoming Council meetings:
 - January 25 - Regular Session (includes Public Hearing and Adoption of CIP)
 - February 1 – Goals & Objectives and Council Rules Work Session (7pm)
 - February 3 – Joint Work Session with Planning Board and Affordable Housing Collaborative (7pm)
 - February 8 - Regular Session
 - February 22 - Regular Session
 - March 3 – Budget Work Session with School Committee (6:30pm)
 - March 4 – Budget Work Session with municipal departments (6:30pm)
 - March 8 - Regular Session
 - March 10 – Budget Work Session with human services and outside agencies (6:30pm)
 - March 22 - Regular Session (includes FY 2021-2022 Preliminary Budget Adoption)
- B. All Executive Orders and Press Releases issued to date in response to COVID-19 (coronavirus) are linked to the COVID-19 page published on the Town's website in order to provide the public with information and resources on COVID-19 (coronavirus) and promote awareness, prevention, and preparedness in our community. This page will be updated as additional information becomes available: www.southkingstownri.com/998/COVID-19.
- C. Public Hearing and Adoption of the Capital Improvement Program will be held during the Town Council's regular session Monday evening. The schedule of budget hearings for FY 2021-2022 and other budget related information and documents are linked to the budget page on the Town website, which will be updated as the budget process continues: <https://www.southkingstownri.com/1031/2021-2022-Fiscal-Year>.
- D. Recreation Commission agenda for their meeting held January 19, 2021 and minutes from December 21, 2020.

Attachment B

- E. Planning Board agenda for January 26, 2021 and minutes from November 10, 2020, November 12, 2020 and November 24, 2020.
- F. Zoning Board of Review agenda for January 27, 2021 (continued from January 20, 2021) and minutes from December 16, 2020.
- G. SMART Committee agenda for January 28, 2020 and minutes from October 22, 2020 and November 19, 2020.
- H. Town Manager Flag Report for the period ending January 20, 2021.

DEPARTMENT: Police Department

Flag	Summary Narrative
<p>Significant Challenges</p>	<ul style="list-style-type: none"> • Increase in COVID cases statewide. • COVID health and safety in the workplace. Continued screenings and disinfecting of the police station/cruisers. • URI student population as it relates to COVID. URI students back. URI testing all students upon return. • One police employee positive COVID expected return 1/22. • Detective Division and Professional Standards Division has been split. Half work days and half nights. No overlap. • Employees signing up for COVID vaccines.
<p>Minor Concerns</p>	<ul style="list-style-type: none"> • Speeding complaints throughout the Town. Directed patrols for problem areas.
<p>Successes or Anticipated Successes</p>	<ul style="list-style-type: none"> • All civilian staff that can work from home have been issued computers • South Rd School is open for COVID testing for public safety employees. Results are being sent within 24-48 hours. • Second round of vaccinations scheduled for 1/26-1/28 South Rd School.

DEPARTMENT: Senior Services January 20, 2021

Flag	Summary Narrative
Significant Challenges	<ul style="list-style-type: none">• Maintaining the health and safety of our staff.• Classes held at the Center are postponed through mid-February when the situation will be reevaluated.• Large volume of calls from resident seniors regarding vaccine distribution within the Town.
Minor Concerns	<ul style="list-style-type: none">• Making alternative plans for programming for February including continuing with current Zoom classes and adding more when possible.• Weekly wellness checks with the nurse resuming January 20th by appointment only.• Finalizing FY21-22 budget.
Successes or Anticipated Successes	<ul style="list-style-type: none">• 1,406 boxed lunches were distributed during the past two weeks. Continuing to promote lunch program and provide services where they are needed.• Continuity of services during pandemic months: lunch program, zoom classes, information and referral Services, Medicare Open Enrollment, wellness calls and in-person classes when appropriate.• Recommendation to begin negotiations with Cornerstone Adult Day Services, Inc. was approved by the Town Council.• Monthly newsletter including many on-line sites, games, puzzles, and sources of entertainment continues to be distributed and made available on the Town website.• Improvements being made to Senior Services Section of Town Website.

DEPARTMENT: Leisure Services

January 20, 2021

Flag	Summary Narrative
Significant Challenges	<p>Parks Division still operating with two less FT PMT's and one FT seasonal laborer – impacting winter tasks and maintenance project timelines.</p> <p>Revenue projections for current year significantly impacted by limited indoor programs.</p> <p>Planning for spring/summer programs in 2021 with uncertain path forward due to Covid-19.</p>
Minor Concerns	<p>Three small offices at PDOB vacant. Current climate less than ideal for securing new tenants long-term. Will offer space for shorter terms i.e. year to year, rather than typical 5 year term.</p> <p>Budget prep – separate funds (Guild, Rec Ctr, Sr Services, PDOB) require personnel/benefit figures to establish required revenue projections.</p>
Successes or Anticipated Successes	<p>Waterfront Advisory Commission assisting with review of public access inventory for Harbor Management Plan update.</p> <p>Low/moderate risk, structured activities have resumed at the Guild and Rec Center. Have had excellent compliance from all participants and staff.</p> <p>New safety netting installation project at Old Mountain Field baseball to be completed prior to the start of spring season.</p> <p>RFP for Marina Park Boat ramp project has been advertised. Anticipate project construction in September.</p> <p>Parks division completed reconstruction of dugout roofs at Brousseau Park little league field. SKLL contributed funding to support this project.</p> <p>Parks staff nearing completion of play structure component replacement project at Brousseau Park playground.</p> <p>Stepping Stone Preschool has successfully resumed classes since coming back from holiday break.</p> <p>Public activity in parks remain high particularly for this time of year. Tennis, basketball, disc golf, dog park, bike path, nature trails, skate park are utilized. Parks division has made additional efforts to clear snow from high use facilities and will continue to do so through the winter months.</p>
	<p>Dept has contracted with displaced spin instructors from recently closed Riverbend facility for use of third floor studio at Peace Dale Office Building.</p>

FY20-21 Budget Projection

The table below provides rough projections for Funds 308, 306 and 101 (parks/recreation) for the current fiscal year. This projection is subject to change based on continuation of restrictions through the first half of 2021.

	Budgeted	Projected	
	FY20-21	FY20-21	Difference
Rec Center			
Expenditures	539,915	443,333	96,582
Revenue	539,915	470,030	69,885
Guild			
Expenditures	878,737	585,569	293,168
Revenue	878,737	647,397	231,340
General Fund			
Expenditures	2,007,386	1,950,000	57,386
Revenue	711,077	604,320	106,757
TOTAL Projected Revenue Deficit			407,982

PUBLIC ACCESS INSTRUCTIONS

A. MEMBERS OF THE PUBLIC

The public can join this Zoom meeting electronically by computer, smartphone or tablet using the instructions below. If you do not have a smartphone or other electronic device capable of joining the Zoom meeting room, you may also join by telephone only.

Testing Computer & Audio Equipment

Attendees are encouraged to test their internet connection and audio capabilities in advance of the meeting. Please use the following link for detailed information from Zoom on how to test your equipment: <https://support.zoom.us/hc/en-us/articles/115002262083>

Accessing the Zoom Meeting via Computer, Tablet or Smartphone:

Click on this link to join the meeting: <https://zoom.us/j/407751247>

- When prompted you will be asked to join via computer audio, or telephone. Use of computer audio is recommended, however you can also use your telephone for audio.
- When you enter the meeting room, your phone will be muted.
- You will be able to view see members and participate when called on for public comment.
- If you would like to speak when the Council President opens the floor for public comment, use the 'raise your hand' in the Zoom platform. You will be recognized to speak and can share your comments via audio when recognized.

Accessing the Meeting by Telephone Only:

- If you do not have access to a device capable of accessing the internet-based Zoom meeting, you may use your telephone to join the meeting.
- **Dial this phone number to join the meeting:** Or Telephone:

Dial by your location

+1 929 205 6099 US (New York)
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US

- When prompted to enter the Meeting ID, use your phone to dial the following meeting ID: 407 751 247
- When you join the meeting, your phone will be muted.
- If you would like to speak during public comment, dial *9 to 'raise your hand' and you will be recognized to speak. Once recognized to speak, dial *6 to unmute your telephone; and when done speaking *6 to mute yourself

Basic Troubleshooting when Speaking:

If you have been recognized to speak, but cannot be heard in the Zoom meeting use the following steps to troubleshoot your computer audio, or telephone connection.

Attachment C

- Ensure your microphone or telephone is unmuted. For users joining the meeting in the virtual meeting room you will find your 'mute' control in the lower left hand corner of the Zoom meeting screen. For telephone only users, dial *6.
- If you still cannot be heard and have joined by computer audio, you may need to switch to a telephone to improve the audio connection. Click on the 'drop-down' menu located beside the 'mute' control on the screen to change your audio connection to telephone. Use the information that pops-up on the Zoom screen to join the meeting using a telephone. You will need to enter a meeting id after calling the phone number, and a participant ID.
- If you are still unable to be heard, you may need to disconnect from the Zoom meeting and rejoin. If you rejoin the meeting and still cannot speak, use the 'Q&A' function on the Zoom screen to inform the host that you cannot be heard.

Accessing Documents & Site Plans:

To access any documents referenced on the agenda, please use the links on the meeting agenda.

B. PRESENTERS, APPLICANTS & INVITED GUESTS

Presenters, applicants, and invited guests should use the invitation provided via email to access the meeting. If you cannot find the email invitation provided to you in advance of the meeting you may join using the instructions above for public access.