

City of East Providence Budget Commission
City Hall
145 Taunton Avenue
East Providence, RI 02914
(401) 435-7500

Meeting Minutes
April 19, 2012, 5:30 PM

Members: Michael O’Keefe – present
Stephen Bannon – present
Diane Brennan – present
City Manager, Peter Graczykowski – present
Mayor Bruce Rogers – present

Other Attendees: Ellen Eggeman – City Finance Director
Christy Healey, Budget Commission Fiscal Advisor
David Eaton, Budget Commission Fiscal Advisor
Wayne Barnes, Planning Department
Jim Moran, Planning Department
Members of the Public

The meeting commenced at 5:35pm. Agenda Item #1 and #2 Budget Projects/Timelines and Review of BPR and Cash Flow; were addressed simultaneously by Michael O’Keefe. There were no new changes to the Budget Planning Report or the Work Plan. Mr. O’Keefe stated that he and representatives of the City and School had met with Moody’s yesterday. This meeting addressed Moody’s “90 Day Watch” on East Providence and the overall progress the Budget Commission has made to date. He presented a 120 day update to the Moody’s representatives. The details of this meeting and the update plan will be presented to the public on three different occasions. The public meetings will be held on April 25th in Riverside, April 26th at the Senior Center and a date in early May in Councilman Rose’s district.

Agenda Item #3: Review of procurement/payments in excess of \$25,000 and under \$25,000; presented by Michael O’Keefe. Mr. Bannon asked for clarification if the asset forfeiture money used to pay MHQ Municipal Vehicles was Google Asset Forfeiture. Ellen Eggeman, Finance Director clarified that the asset forfeiture is not the Google funding. The Budget Commission approved the procurements and payments unanimously (See addendum #1 for approved copy).

Agenda Item #4: Approval of April 5, 2012 and April 10, 2012 minutes; Christy Healey, Fiscal Advisor. These minutes were approved unanimously by the Budget Commission. Mr. O’Keefe noted that all of the meeting handouts would soon be made available on the city’s website.

Agenda Item #5: Approval of City Council appointments; Michael O'Keefe, Chairman. The Budget Commission unanimously approved one appointment to the Canvassing Authority and one to the Conservation Commission. The appointment of Bruce DiTraglia was not approved because he is a state employee and therefore not eligible to be on the Canvassing authority. The Council had made a subsequent appointment to replace him.

Agenda Item #6: Delegated Authority to effectuate Library Closures; Peter Graczykowski, City Manager. The Budget Commission approved delegating to the City Manager the authority to terminate four part time staff members due to the closures of the Rumford and Fuller branch libraries. The staff reductions will be effective April 21, 2012. Mayor Rogers asked if the layoffs were made in consultation with the Board of Trustees. Peter Graczykowski reported that they had.

Agenda Item #7: Temporary Human Resource assistance; Peter Graczykowski, City Manager. The hourly rate of pay will be \$47.30 per hour and not to exceed \$5,000. Mr. O'Keefe stated that Heather Martino is on loan from the state, and is acting as the Human Resources Director. Ms. Martino may need to consult with Mary Scanlon, the former Human Resource Director on occasion. Ms. Scanlon wishes to be compensated, and the hours would be authorized only by Ms. Martino. R. Graczykowski noted that Ms. Scanlon was working on several projects prior to her departure that are near completion. It would make sense to have Ms. Scanlon complete certain items, such as testimony for certain cases. Mayor Rogers questioned why this assistance was necessary, and noted that he was concerned that there was no one in the Human Resource Department who was able to provide the assistance. Mr. O'Keefe stated that in municipal government the departments are small, resulting in a lack of depth. He stated that he felt strongly that this item was necessary to assist Ms. Martino because the burden would otherwise fall on her. The Budget Commission approved the temporary services.

Agenda Item #8: Request for two week extension of temporary staff; Ellen Eggeman, Finance Director. The request included seven temporary positions for the Carousel for the weekends of April 22nd and April 29th. The extension will allow the Carousel to continue operations while the seasonal hiring process is finalized. Ms. Eggeman stated that the request is also in result of scheduling conflicts for interviews, selection committee meetings and school vacation. Mayor Rogers asked who appointed the interview Committee. Mr. Graczykowski stated that he had appointed the Committee, which was comprised of the Carousel Ride Manager, a Carousel Commission member and a City appointee. Mayor Rogers stated that there should have been alternates, and Mr. O'Keefe agreed. The Budget Commission approved this item unanimously.

Agenda Item #9: Approval of loan to My Laundry Hamper, Inc.; James Moran, Planning Department. A \$60,000 loan is for the purposed of completing leasehold improvements and the acquisition of equipment at 89 Valley Street in East Providence. Mr. Moran stated that this loan had been approved at two meetings of the Economic Development Committee. The Committee approved a loan amount of \$60,000. The original loan request was for \$99,000. The company was relocating from Central Falls to the East Providence Waterfront District. There were several issues during the application process relating to additional equity. The company has a \$73,000 loan from the Waterfront Commission from SBA funds that will be used to purchase energy efficient washers and dryers. The applicant has \$20,000 in equity.

The \$60,000 loan is available from a UDAG loan that was made in the 1980's. The repayment from that loan was used to finance new loans. The loan is guaranteed and the City will take a position on property owned by the business owner in Central Falls. The business is a laundry and dry cleaning service that offers pick up and drop off service. The business owner has 30 years of drycleaning experience. The business is currently operating out of Central Falls, but the location is too small. The Central Falls location will continue to be a drycleaning business. Mr. O'Keefe noted that the owner was only providing 15% equity and asked if this was low. Mr. Moran noted that the loans typically did have 20% equity. The rate was 20% below prime with a floor of 3%. The Budget Commission requested to review this item and for it to be moved to next week's agenda for approval.

Agenda Item #10: Request to authorize the RI DOT to manage and design the Safe Routes to School project; Wayne Barnes, Planning Department. Mr. Barnes noted that the State Division of Statewide Planning would like a signed agreement in 10 days, and Mr. O'Keefe requested that Mr. Barnes contact the Division to request a delay. The Budget Commission requested to review this item and for it to be moved to next week's agenda for approval.

Agenda Item #11: Additional Items; None.

Agenda Item #12: Next scheduled meeting is in Room 306 from 3:00pm to 4:00pm.

Meeting adjourned at 6:01pm.

EPBC/de, ceh

Approved by the East Providence Budget Commission on April 26, 2012.