

City of East Providence Budget Commission
City Hall
145 Taunton Avenue
East Providence, RI 02914
(401) 435-7500
Meeting Minutes January 31, 2013
3:00 PM Room 306, City Hall

Working Session 3:00 PM
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Room 306, City Hall

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

Other Attendees: Christy Healey, Deputy Director, Department of Revenue
Robert Eaton, Budget Commission Fiscal Advisor
Heather Martino, Interim Human Resource Director
Malcolm Moore, Finance Director
John Cimino, Interim Finance Director
John DeGoes, Interim Superintendent
Joel Monteiro, School Committee Chair
Members of the Public

The Meeting was called to order at 3:06 PM.

Item #1: Review of Cash Flow, Review of FY 2013 Budget to Actual Report, and approval of Resolution for \$5 million TANS – Malcolm Moore.

TANs Resolution. Finance Director Moore states that the City will save \$20,000 by drawing down \$5 million at a time. The Resolution for \$5,000,000 in TANS is approved. Budget to Actual - Commissioner O’Keefe asks if the actual projections include seasonal variances. Finance Director Moore stated that it will be included next time.

Item#2: Review of BPR; approval of Tentative Collective Bargaining Agreements with EPPMTEA and Steelworkers. Approval of Gap Agreement with Teacher Assistant Association – Joe Whelan.

BPR – need to rebase for FY 2012 actual expenditures. EPPMTEA and Steelworkers tentative collective bargaining agreements are held. Gap Agreement with Teachers Assistants is approved.

Item #3: Review of amended proposal for closing Oldham Elementary School beginning September 2013.

Superintendent DeGoes explained the amended closing proposal. The main concerns of the original proposal were Title 1 School funding implications, class size, lunch, parking and scheduling. These concerns are reflected in the amended proposal.

The amended proposal transfers Oldham students, teachers and administration to Meadowcrest Elementary School. The Special Needs Program at Meadowcrest will transfer to Waddington Elementary School.

The City Manager states this is a better proposal.

Member of the Public Freddy Rybka speaks with concerns about Meadowcrest. He states there is no gym and 160 students in same room at lunchtime and for after school activities. He also asked about costs to renovate the buildings.

Chair Brennan speaks on the \$2 million in RIDE Housing Aide. There are more maintenance costs than the City can afford if Oldham stays open.

School Committee Member Tim Conley speaks that the City needs a fair and open process for the community for the special needs parents at Meadowcrest.

Commissioner O'Keefe states the Oldham closing started with the B&E recommendation.

School Committee Chair Monteiro states the School Committee voted to approve Superintendent DeGoes' amended proposal 3-0. The other 2 votes liked the amended proposal, but wanted more public opportunity to comment.

Councilwoman Rossi asks where in the budget are the savings.

Chair Brennan states that they can have a public hearing for a smooth transition.

The Budget Commission votes to approve the amended proposal to close Oldham Elementary School effective for the school year beginning in September 2013.

Item #4: Request to fill vacant School Department positions and approval of personnel actions – John DeGoes.

Juliane Socci - Business Teacher – EPHS. This position has been vacant since the beginning of the school year. This item was approved. Resignations were approved.

Item #5: Requests to fill vacant City positions and approval of personnel actions – Peter Graczykowski.

Item #5A: Request to reorganize the Consolidated Finance Department – Malcolm Moore.

Finance Director Moore states that there will be minimal implications on the budget. Commissioner O'Keefe asks what function the Deputy Finance Director will perform. Finance Director Moore explains the position will require being involved in all the Finance Department positions and being the point-of-contact when the Director is not available. The City Manager states that the Commission should expect to see requests to post and fill positions at the next meeting. The proposed re-organization is approved.

Item #5B: Request to fill Deputy Police Chief Position and Backfills – Peter Graczykowski.

The City Manager states the City had 30 days to fill the Deputy Chief's position. The recommended appointment will be effective with the Budget Commission approval and is subject to an individual employment agreement. This will create backfills. The reason for this is because the City doesn't have an active list.

This item of filing the Deputy Chief position is approved along with authorizing the backfill appointments of acting Captain, permanent Lieutenant and permanent Sergeant, pursuant to the department's operational requirements and union contract provisions.

Item #5C: Request to fill Information Systems Technician and two Information Systems Managers – Kelly Aherns.

Request to fill IT Positions is approved along with approval of Certified Lists.

Item #6: Review and approval of City Council 1/22/13 City Solicitor and Assistant Solicitor appointees and recommendations from Legal RFP Review Committee – Rob Eaton. Mr. Eaton stated that the solicitor appointments were not approved at the last Budget Commission meeting pending the legal RFP review. The review committee has met and does not recommend awarding the RFP. The Committee recommended approving the City Council appointments and the current EPSD counsel. All counsel would have formal agreements in place and there would need to be monthly invoices submitted to the City and School for review.

City Council Appointments:

Timothy Chapman - Solicitor - \$65,000 was approved.
Gregory Dias - Assistant Solicitor - \$40,000 was approved.
Robert Craven - Assistant Solicitor - \$40,000 was approved.

School Committee Appointment:

Robert Silva, Silva, Thomas, Martland and Offenbergl, Ltd. - Legal Counsel - \$150 per hour was approved.

Item #7: Request for approval of procurement and/or payments in excess of \$25,000 and review of payments and/or procurements under \$25,000 – Malcolm Moore.

City Payments Greater Than \$25,000 are approved.
City Payments Less Than \$25,000 are approved.
School Payments Greater Than \$25,000 are approved.

School Payments Less Than \$25,000 are approved.

Item #7A: Request to award Pre-Audit assistance service from External Auditing Bid– Malcolm Moore.

Item was approved.

Item #7B: Request to award sole source vendor video surveillance and access control equipment at the East Providence High School, East Providence Career and Technical School, Martin Middle School, and Riverside Middle School – Chief Joe Tavares.

The item was requested using sole source emergency procurement procedures. The Police Department received the UASI grant funding as a re-allocation of funds that other cities and towns in the state did not choose to use. Lt. Michael David stated that the recommended vendor, Dane Tech, had previously installed surveillance equipment in several schools. The new equipment would need to integrate with the current system. All work needed to be completed and invoiced by March 31, 2013. The Commission did not agree that this was a sole source vendor, as there are other vendors that could do the project. The Commission recommended that the Department prepare an expedited bid and return at the next meeting on 2/14/13 with a recommendation to award the bid.

Item #7C: Request to approve proposed East Providence Police Department Vehicle Replacement Program – Peter Graczykowski and Chief Joe Tavares.

The Police Department requested the use of \$1.8 million in asset forfeiture funds to buy new police vehicles. All prices were obtained through State Bid Lists (State Police). There are 85 vehicles currently. Commissioner O'Keefe stated that he is concerned that the Department is replacing 60 of 85 vehicles. Chief Tavares states this is because they have stretched the vehicles out as far as they can. Commission O'Keefe states this is a lack of a plan and that he would like to see a revised plan that shows an annual plan for 5 years. A public member asked what the average mileage is on a vehicle before they are replaced. The Chief states the vehicles have 130,000-140,000 miles on them before they are replaced. This item is held to complete a revised 5 year plan.

Item #7D: Request to apply for FEMA Hazard Mitigation Grant Program Funding – Jeanne Boyle and Wayne Barnes.

Item is approved.

Item #8: Update on Superintendent and City Manager action items/work plans – John DeGoes and Peter Graczykowski.

Item #8A: Update of Streetlight Management Program.

The City Manager states he will report on the progress. Commissioner O'Keefe asks if the electricity came from the Interlocal. The City Manager states yes. Commission O'Keefe asks if this will affect the Interlocal's rates. The City Manager states no, as this is National Grid.

However, more analysis will be completed and brought back in front of the Budget Commission at the next meeting.

Item #8B: Approval of Offset Program Agreement with Division of Taxation.

Agreement is formally approved.

Item #9: Review of official minutes from Board of Assessment Review and approval of Resolution to overturn Board of Assessment Review exemptions – Steve Hazard.

Assessor Steve Hazard states that 3 of 4 approvals of appeal by the Board of Assessment did not qualify under the statute.

Dennis Roy, representing the East Bay Community Action Program, states that reason for the exemption that was approved by the Board of Assessment Review is that it is an educational facility. Michal Pollack, also representing EPCAP noted that the properties may be exempt under RI General Law which provides exemptions for certain agencies that serve the poor. He requests that the items be tabled until a later meeting to allow the agency to negotiate with the Board of Assessment Review. Chair Brennan states they have 14 days to act under the Budget Commission statute, therefore it can't be tabled. The agency will still be able to negotiate with the Board,

The Resolution is approved to rescind 3 of 4 approvals.

Item #10: Additional Commission Items.

The City Manager recognizes Heather Martino and thanks her for her work as Interim Consolidated Human Resource Director. A member of the public requested that the Commission discuss the status all day Kindergarten at the next meeting, and Chair Brennan states that this would be added to the next meeting.

Item #11: Review of City Council Minutes from January 8, 2013.

Item #12: Approval of Minutes from January 17, 2013.

The next meeting will be held on 2/14/13 and the City Manager will Chair as Chair Brennan will be out.

The meeting adjourns at 4:20PM

Approved by the East Providence Budget Commission February 14, 2013.

EPBC/kc, re, ch

REQUISITIONS/VOUCHERS OVER \$25,000 FOR APPROVAL BY THE BUDGET COMMISSION FOR THE EAST PROVIDENCE SCHOOL DEPARTMENT

#	ENTITY	REQUISITION/ VOUCHER	AMOUNT	FUND SOURCE	DESCRIPTION	BC ACTION		
						APPROVED	DENIED	MORE INFO
1	Sch	CBE Technologies	\$52,800.00	General	Temporary IT assistance Nov/Dec	X		
2	Sch							
3	Sch							
4	Sch							
5	Sch							
6	Sch							
7	Sch							
8	Sch							
9	Sch							
10	Sch							
11	Sch							
12	Sch							
13	Sch							
14	Sch							
15	Sch							
16	Sch							
17	Sch							
18	Sch							
19	Sch							
20	Sch							
		Total	\$52,800.00					
					Approved by the EPBC 2/14/13			
					BC Signature/Date			

VOUCHERS OVER \$25,000 FOR APPROVAL BY THE EAST PROVIDENCE BUDGET COMMISSION

#	ENTITY	VOUCHER	AMOUNT	FUND SOURCE	DESCRIPTION	COMMISSION ACTION		
						APPROVED	DENIED	MORE INFO
1	City	SunTrust Equipment Finance & Lease	\$80,806.60	General	Lease Purchase of 2 Fire Trucks and Jet Vac Truck	X		
2	City	Key Government Finance	\$34,882.65	General	Lease Purchase of Telephone System	X		
3	City	MHQ Muncipal Vehicles	\$79,790.00	General	Purchase of 2 F250 Pickups with plows	X		
4	City	Vision Government Solutions	\$96,771.91	General	Revaluation Statistical Update, Tax Assessment and Tax Collection Software	X		
5	City	RI Resource Recovery	\$35,811.59	General	Refuse Disposal - January 2013	X		
6	City	National Grid	\$87,891.05	General	Stree Lighting - December 2012 and January 2013	X		
7	City	Mellon Bank - United Water	\$364,289.62	Wastewater	Treatment and Collection - November 2012	X		
8	City	Aracadis US	\$25,016.63	Wastewater	Professional Services - December 2012	X		
9	City	SD Concept Engineering	\$40,000.00	Trust	SBA Green Loan - Waterfront Commission	X		
10	City	Automatic Temperature Controls	\$57,857.30	Grant	HVAC System - Energy Management System Project DPW	X		
11	City							
12	City							
13	City							
14	City							

Total

\$903,117.35

February 14, 2013 Meeting

Approved by the EPBC 2/14/13

Approval Date _____