

**July 12, 2007**

The July 12, 2007 Town Council Meeting was called to order by Colette J. Matarese President at the Ben Eddy, Foster, Rhode Island at 7:00 p.m.

The following members were present :

Colette J. Matarese, President,  
John Lewis, Vice President  
Peter Baribault  
Lynne S. Rider  
Harold R. Shippee, Sr.  
John J. Bevilacqua, Jr., Town Solicitor

Staff

Ann-Marie Ignasher,  
Brad Gove, Public Works Director, excused  
Pamela Fontaine, Tax Collector  
Randy Rossi, Treasurer,

The Pledge of Allegiance was recited.

Lynne S. Rider moved, Harold R. Shippee, Sr. seconded to approve the minutes of the June 28, 2007 meeting.

John Lewis noted that he did want it reflected in the minutes regarding the motion he made on the Economic Development Advisory Commission that the current membership was dissolved and that was not mentioned.

John Lewis moved, Lynne S. Rider seconded and it was unanimously so voted to amend the minutes by amending "John Lewis moved, Harold R. Shippee, Sr. seconded, and it was unanimously so voted to dissolve the current membership and temporarily place the responsibilities of the Economic Development Advisory Commission on the council with the Town Planner and the Treasurer.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

Colette J. Matarese asked for a vote on the main motion and the vote was as follows:

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

No public comments were taken at this time.

Harold R. Shippee, Sr. moved, Peter Baribault seconded, and unanimously so voted to approve Payroll Warrant #52 in the amount of \$25,558.05, Payroll Warrant #1 in the amount of \$49,550.11, General Warrant #31 in the amount of \$74,225.77 and General Warrant #1 in the amount of \$34,096.46.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

Peter Baribault moved, John Lewis seconded and it was unanimously so voted to approve the monthly reports as submitted.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

John Lewis moved, Peter Baribault seconded and it was unanimously so voted to award the audit services bid to Bacon & Company for three years as recommended by the Town Treasurer provided that they receive approval by the State Auditor General.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

Colette J. Matarese explained that the Bid Award for the bathroom renovations for the Human Services Department would be held off as one bidder was told that he could do a different type of venting system and the other bidder was not told that. She noted that Robert Fallon is working on the matter and will be placed on another agenda.

Town Solicitor John Bevilacqua explained that he reviewed the Town Charter and Ordinances and there is nothing that creates or formulates a recreation committee. He noted that the only reference to a recreation committee is in a resolution adopted by April 6, 1989 and was never reaffirmed or adopted as an ordinance which meant that it did not carry from year to year. He noted that every council did treat the Recreation Director and Committee as governing law but it is not. Mr. Bevilacqua said that it should be by ordinance and then there would be no question on whether or not it exists and that it has certain powers, duties and responsibilities and it has the authority to exercise those powers that are granted as a result of the Charter. John Bevilacqua remarked that if the council chooses it can select a one or two person group or subcommittee which he would be happy to participate with so an ordinance can be adopted or introduced so a recreation committee can be created that has the authority that is vested in the laws of the town.

Peter Baribault moved, Harold R. Shippee, Sr. seconded and it was unanimously so voted on the Town Solicitor's recommendation that the council form a three member subcommittee to review, write, adopt and present an ordinance for the formation of a recreation committee and director to consist of one council member John Lewis, Recreation Director Mr. Polouski and an unnamed member of the Recreation Committee to be named at a future date or appointed by the Council President.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese

Peter Baribault moved, John Lewis seconded and it was unanimously so voted to abate \$109.74 for account 10-1875-00 for the 2006 tax roll.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

Peter Baribault moved, John Lewis seconded and it was unanimously so voted to approve abatements for \$264.54 for accounts 10-0652-50,18-0660-00,03-03460-00 and additions for \$453.19 for accounts 10-0640-01,07-1500-00,18-0650-00 to the 2007 tax roll.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

Peter Baribault moved, John Lewis seconded and it was unanimously so voted to approve prorated abatements for \$292.39 for account 04-2740-02 and prorated additions for \$2,938.91 for accounts 13-1841-25, 04-2740-50 to the 2007 tax roll.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

The Foster Engineering Board solicited bids to 5 vendors for the purchase of approximately 7000 feet of 4 inch hose. The following bid was received and opened.

Shipman's Fire Equipment	C& S Specialty
PO Box 257	1172 Old Smithfield Road
Waterford, CT 06385-0257	North Smithfield, RI 02896
\$34,650.00 and Option \$29,750	\$33,225.50 and Option \$27,580

John Lewis moved, Peter Baribault seconded and it was unanimously so voted that the bid be referred to the Engineering Board for an analysis and recommendation.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

Colette J. Matarese noted that the Town of Foster recycles for the past June was over 20%. She noted that the Conservation Commission had flyers placed in all real estate tax bills that went out for July 1<sup>st</sup>.

Harold R. Shippee, Sr. moved, Lynne S. Rider seconded, and it was unanimously so voted to appoint John W. Forrest of Harrisville, Rhode Island as a recruit from the upcoming Rhode Island Municipal Police Academy commencing August 14, 2007.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

John Lewis remarked that there was a request from the Foster Center Volunteer Fire Company to add three people as constables. It was noted that two were residents of the Town of Scituate. The matter was held until further review of the addresses

John Lewis moved, Harold R. Shippee, Sr. seconded and it was unanimously so voted to table until such time the residence is verified of the two individuals and input from the other fire stations regarding the top five officers being constables.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

An email was received from Edward Creighton, member of the Conservation Commission requesting his resignation from the Conservation Commission.

John Lewis moved, Peter Baribault seconded, and it was unanimously so voted to accept the resignation from Edward Creighton from the Conservation Commission and forward a letter of appreciation and regrets.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

John Lewis moved, Harold R. Shippee, Sr. seconded, and it was unanimously so voted to appoint Christian Iozzi, the Alternate member of Conservation Commission as a regular member of the Conservation Commission.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

A request was received from the Engineering Board to release \$3,975 from the training fund to purchase two training boxes for fire, smoke, search and rescue training.

John Lewis moved, Lynne S. Rider seconded, and it was unanimously so voted to grant the request of \$3,975 from training fund for the purchase of the two training boxes.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
Colette J. Matarese aye

A request was received from the Foster Ambulance Corps via the Foster Engineering Board to release funds from the training fund for various reimbursements.

John Lewis moved, Peter Baribault seconded to approve the following pending proper documentation of paperwork that will satisfy the auditor and successful completion of the courses Kerri Brierley \$1200 for an EMT-Cardiac Course, Heather Dexter \$1200 for an EMT Cardiac Course, Kristina Dexter \$1300 for comparable reimbursement for a small portion of an EMT Paramedic course, Michael & Kristina Dexter \$275 and \$200 for a ClinCon EMS Expo. Thomas Walden commented that the individuals have been paid for the ClinCon Expo it would be reimbursing the Foster Ambulance Corps.

John Lewis moved, Peter Baribault seconded, and it was unanimously so voted to amend the motion that the reimbursement for the ClinCon Expo Conference be made directly to the Foster Ambulance Corps not the individuals attending.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
 Colette J. Matarese aye

Colette J. Matarese asked for the vote on the main motion and it was as follows:

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
 Colette J. Matarese aye

John Lewis noted that there is a need for IT services in the Town Hall and in the past it had been contracted out and a lot of work has been done for the first six months of office and most of it done by Mr. Rossi. Mr. Lewis explained that and IT Director job description has been drafted and made the following motion.

John Lewis moved, Harold R. Shippee, Sr. seconded, and it was unanimously so voted to appoint Mr. Rossi as the IT Director position of the Town of Foster for whatever hours are necessary to complete the job and a compensation set at \$6,000 a year.

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis aye  
 Colette J. Matarese aye

**Town of Foster**

**Job Description**

Job Title:	<b>IT DIRECTOR</b>
Department:	FINANCE
Notification To *:	Town Council President (if not available the Town Council Vice President) and Deputy Town Treasurer

**\*Person to whom a non-scheduled absence or emergency is reported.**

**PRIMARY PURPOSE**

Under the general direction of the Town Council. Performs professional and complex computer and telecommunication design and maintenance for the town.

**DUTIES AND RESPONSIBILITIES**

**Specific Tasks:**

- Consults with users, management, vendors, and technicians to determine computing needs and system requirements.
- Develops and interprets organizational goals, policies, and procedures, and reviews project plans.
- Develops performance standards and evaluates work in light of established standards.
- Evaluates data processing project proposals and assesses project feasibility.
- Meets with department heads, managers, supervisors, vendors, and others to solicit cooperation and resolve problems.
- Participates in staffing decisions.
- Prepares operational reports or project progress reports.

**Generalized Activities:**

- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Providing guidance and direction to end users.

- Combining, evaluating, and reasoning with information and data to make decisions and solve problems. These processes involve making decisions about the relative importance of information and choosing the best solution.
- Keeping up-to-date technically and knowing the department's functions.
- Coordinating with town administration to accomplish technology goals.
- Developing constructive and cooperative working relationships with others.

## **EDUCATION and/or EXPERIENCE**

Qualifications and Requirements -- Education:

- The qualifications required would generally be acquired with a Bachelor's Degree in Computer Information Systems or some closely related field and three years of increasingly responsible experience in information technology..

Previous Experience:

- An equivalent combination of experience and training may be substituted for any of the aforementioned specific qualifications.

Specialized Training & Requirement:

- The position requires experience with computers and financial management systems.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents.

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.

Ability to prepare financial reports and statements and write complex correspondence.

Ability to effectively present information to staff, boards and commissions, public groups and citizens.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to use knowledge and reasoning to solve complex problems without assistance.

## **PHYSICAL DEMANDS**

Required to sit; use hands to finger, handle, or feel; and talk and hear.

Required to reach with hands and arms.

Occasionally required to stand and walk.

Must frequently lift and/or move up to 25 pounds.

Occasionally will lift up to twenty-five pounds, such as to lift monitors and other equipment.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

Must be able to perform manipulative skills such as writing and using a keyboard or calculator with accuracy.

**WORK ENVIRONMENT** (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job).

Duties performed in an office environment.

Some stress involved in public contact.

The noise level in the work environment is moderate.

Exposure to computers and related equipment.

## **SPECIFIC REQUIREMENTS**

### **KNOWLEDGE, SKILLS AND ABILITIES :**

- Ability to work effectively with other Town employees' knowledge of computer application on a variety of platforms.
- Ability to analyze user requirements with regard to computerization.
- Ability to solve practical problems and deals with a variety of concrete variables in situation where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Gordon Rogers, 62 Cucumber Hill Road said he was asked by the Foster Ambulance Corps to explain to the Town Council and the Solicitor about problems with the new Rescue. He also commented that he was told his taxes were only going up \$30.00 but his taxes went up \$400 so there must be something wrong.

Colette J. Matarese noted that the taxes went up 65 cents per thousand. The Treasurer explained that the \$30.00 was at the first financial town meeting when the schools were level funded and then there was the second meeting at the regional school budget was passed. John Lewis noted that the town tax was 13 cents and that was the \$30.00 and 41 cents was the regional school budget.

John Bevilacqua noted that the Attorney General was holding an Open Summit on August 3, 2007.

John Bevilacqua also reported on the ESCO project and reimbursement.

Lynne S. Rider moved, John Lewis seconded and it was unanimously so voted to go into executive session according to 42-46-4&5 (a) (2) Collective Bargaining regarding Emergency Dispatchers, 42-46-4&5 (a) (2) Collective Bargaining Public Works Contract, and 42-46-4&5 collective bargaining Police Chief and 42-46-4 &5 (1) Personnel and to reconvene in open session and further to keep the minutes of said meeting closed and the minutes of all Executive Sessions held previous to this meeting be closed and remain closed pursuant to provisions of the General Laws of Rhode Island 42-46-4-5.

The meeting was recessed at 8:10 p.m.

The council voted to pay the balance of money for the months of May & June to John Bevilacqua for services rendered during fiscal year 2006/07 from the balance remaining in the 06-07 budget. The vote was as follows:

Peter Baribault aye, Lynne S. Rider aye, Harold R. Shippee aye, John Lewis nay  
Colette J. Matarese aye

The meeting was adjourned at 10:50 p.m.

Submitted by

Anne M. Irons  
Town Clerk

An electronic tape is made a part of the record for a complete account of the council meeting. This tape is on file in the vault at town hall.