

**DECEMBER 23, 2013  
TOWN COUNCIL MEETING**

The December 23, 2013, Town Council Meeting was called to order by John L. Lewis, Jr., President of the Foster Town Council, at the Benjamin Eddy Building, Foster, Rhode Island, at 7:00 p.m.

The following members were present:  
**John L. Lewis, Jr., President**  
**Pamela Fontaine, Vice President,**  
**Neal C. Whitelaw,**  
**Denise DiFranco, and**  
**Roger L. Hawes.**

Also present were:  
Renee M. Bevilacqua, Town Solicitor  
William Ziehl, Police Chief

- I. PLEDGE OF ALLEGIANCE**      The Pledge of Allegiance was recited.
  
- II. ANNOUNCEMENTS**      John L. Lewis, Jr. stated that the notice of the meeting was properly posted on the Secretary of State’s web site.

Pamela Fontaine read the notice from the top of the agenda: *The Foster Town Council does not sanction any electronic audio/video recordings of Town Council Meetings made by the public. Any audio/video recordings made by the public are not public records under Title 38 Public Records*
  
- III. NEW BUSINESS**      John Lewis stated that the Council had to settle on the wording of the advertisement for the Director of the Department of Public Works, and that the Council members had all been provided with two drafts of an advertisement to consider and discuss; one with language very close to the job description manual, and one with language reflecting higher qualifications. Also required was the determination of print and online media for the posting/publication of the advertisement. Mr. Lewis asked the Council to read through the ad copy and comment.

Pamela Fontaine moved, John Lewis seconded, to accept the first of two ads, reflecting the higher qualifications.

Discussion: Ron Cervasio asked what the contents of the ad were. Mr. Lewis read the copy aloud. Mr. Cervasio suggested that if the Town preferred to hire a Civil Engineer, the Council should consider entering into a contractual agreement rather than an appointment, to eliminate the continuing problem of having one DPW director on staff and one on unemployment. He suggested a three year contract.

Neal Whitelaw asked that the second ad be read aloud as well, which contained some different language taken from the Town Job Description booklet. Mr. Lewis read this draft as well. Mr. Whitelaw also commented that if we are going to take anything from the Job Description book, then it should be verbatim.

Mrs. Rider commented that the Town should try for a candidate with the higher qualifications.

Mr. Lewis responded that he was reluctant to support ad #2 because of the sparse requirements in the wording picked up from the Job Description book.

Pamela Fontaine amended her motion to include the wording “The position will remain open until filled” at the bottom of Ad #1.

John Lewis, aye; Pamela Fontaine, aye; Denise DiFranco, aye; Roger Hawes, aye; and Neal Whitelaw, aye. Amendment passed 5-0.

Renee Bevilacqua argued that the Council shouldn’t use language in a job description advertisement from the job description manual as it leaves the Town Council open later to issues with the rest of the job description, if the Council wants to revise it.

John Lewis, aye; Pamela Fontaine, aye; Denise DiFranco, aye; Roger Hawes, aye; and Neal Whitelaw, nay. Main motion passed 4-1.

John Lewis suggested they request that all job applications be sent to Town Hall by January 16, 2014, at 4:00 p.m. in order to be included in the packets for the Council meeting date of January 23, 2014.

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**a. DPW Director: Advertisement (continued)** The Council determined to advertise as follows: Place the advertisement in the *Valley Breeze/Observer* for the edition appearing on January 2<sup>nd</sup>, 2014. Digital upload to appear on the Town website on 12/30/13. (see Exhibit A for final ad copy)

Discussion: Denise DiFranco asked if there were any special websites that the ad might be placed on. Ron Cervasio suggested calling the University of RI and Roger Williams College engineering schools for their input on appropriate websites to advertise on. Another gentleman stated that the State has a Board of Professional engineers, and that each County in Rhode Island also has a Board of Engineers; those Boards could be consulted. Pamela Fontaine suggested the ad be put on the State Department of Labor and Training site.

Mr. Lewis moved, Roger Hawes seconded, that the advertisement be placed for the initial round of applications, with those applications due in to the Town Hall by January 16, 2014, at 4:00 p.m., and that the Town advertise on any professional web sites that URI, Roger Williams, or the State Board of Engineers can recommend, on the State Department of Labor and Training, and the Town web site. The ad will also appear in the *Observer* one time, to appear January 2<sup>nd</sup>.

Renee Bevilacqua suggested that looking at a search engine online would yield additional site results for consideration.

John Lewis, aye; Pamela Fontaine, aye; Denise DiFranco, aye; Roger Hawes, aye; and Neal Whitelaw, aye. Motion passed 5-0.

**b. Interim DPW Director** John Lewis stated that with the decisions that the Council just made regarding advertising, it was unlikely that a new DPW Director would be hired before mid-February; and that Harold Shippee, Jr., who is currently filling the duties of the DPW Director, agreed to continue in the capacity of Acting DPW

Director until a new director is hired. Mr. Lewis asked if the Council was comfortable with this situation, or did they want to choose another person to act as Interim Director? They stated they would continue with Mr. Shippee.

There was no Executive Session.

**IV. ADJOURNMENT** Neal Whitelaw moved, Roger Hawes seconded a motion to adjourn.

John Lewis, aye; Pamela Fontaine, aye; Denise DiFranco, aye; Roger Hawes, aye; and Neal Whitelaw, aye. Motion passed 5-0.

Meeting adjourned at 7:25 p.m.

A digital sound file is made a part of the record for a complete account of the council meeting.

Submitted by

Jane Christopher,  
Deputy Town Clerk