

# SMITHFIELD TOWN COUNCIL MEETING

OPEN SESSION

**TUESDAY**  
**May 16, 2023**



**SMITHFIELD TOWN COUNCIL MEETING  
SMITHFIELD TOWN HALL  
COUNCIL CHAMBERS  
64 FARNUM PIKE  
TUESDAY, MAY 16, 2023  
6:00 P.M.**

**6:00 P.M.      EXECUTIVE SESSION**

Convene into executive session to consider, discuss, and act upon matters pursuant to Rhode Island General Laws Section 42-46-5(a)(1) Personnel; to interview Daniel Greene, Richard Leveille, and Thomas DellaRosa for possible appointment or reappointment to a Town board or commission and to consider, discuss, and act upon the Chief of Police employment agreement.

**7:00 P.M.      AGENDA**

- I. Regular meeting reconvened at 7:00 p.m.
  - Announce any executive session votes required to be disclosed pursuant to Rhode Island General Laws, Sec. 42-46-4.
- II. Prayer
- III. Salute to the Flag
- IV. Emergency Evacuation and Health Notification
- V. Presentations:
  - A. Smithfield Police Department – “Police Citizen Award”.
  - B. Smithfield Samaritan Award – Bethany Sluter, Olivia Sylva, India Gaffney, Xiao Yan, Elizabeth Blanchette, and Emma Santos.
  - C. Receipt of the Budget and Financial Review Board’s Recommended Fiscal Year 2024 Budget.
- VI. Minutes:
  - A. Move that the minutes of the May 2, 2023 executive session held pursuant to Rhode Island General Laws Section 42-46-5(a)(1) Personnel; to interview Daniel Greene, John Yoakum, Kenneth Orabona, and Peter Libutti for possible appointment or reappointment to a Town board or commission be approved as recorded and sealed.
  - B. Move that the minutes of the May 2, 2023 open session meeting be approved as recorded.
- VII. Consider, discuss and act upon the following possible appointments and

reappointments:

- A. Zoning Board of Review appointment with a term expiring in May of 2024.
- B. Planning Board reappointments (2) with terms expiring in May of 2026.

VIII. Public Hearings:

- A. Sitting as the Smithfield Water Supply Board, conduct a public hearing to consider and act upon water rate changes.
- B. Consider, discuss, and act upon approving a new B-Victualler Liquor License for Crudo, LLC d/b/a “Crudo”, 266 Putnam Pike, with the hours of operation to be Monday through Sunday 6:00 a.m. to 1:00 a.m., as applied, subject to compliance with all State regulations, local ordinances, final approval from the RI Department of Health and a copy of the Retail Sales Permit.

IX. Licenses:

- A. Consider, discuss, and act upon approving a new Victualling License for Crudo, LLC d/b/a “Crudo”, 266 Putnam Pike, with the hours of operation to be Monday through Sunday from 6:00 a.m. to 1:00 a.m., as applied, subject to compliance with all State regulations, local ordinances, a copy of the Retail Sales Permit and final approval from the RI Department of Health.
- B. Consider, discuss, and act upon approving a new Entertainment License for Crudo, LLC d/b/a “Crudo”, 266 Putnam Pike, as applied, subject to compliance with all State regulations and local ordinances.
- C. Consider, discuss, and act upon approving a new Special Dance License for Crudo, LLC d/b/a “Crudo”, 266 Putnam Pike, as applied, subject to compliance with all State regulations and local ordinances.
- D. Consider, discuss, and act upon approving the annual renewal of two (2) Holiday Sales Licenses, as listed, as applied, subject to compliance with all State regulations and local ordinances.
  - 1. Ironclad Fitness North d/b/a “Ironclad Fitness Center”, 300A George Washington Highway
  - 2. Kohl’s Department Stores, Inc. d/b/a “Kohl’s Department Stores, Inc.”, 371 Putnam Pike
- E. Consider, discuss, and act upon approving the annual renewal of one (1) Massage Establishment License, as applied, subject to compliance with all State regulations and local ordinances.
  - 1. Rhonda Rohelia d/b/a “Soothing Touch Spa”, 180C Pleasant View Avenue

- F. Consider, discuss, and act upon approving the annual renewal of one (1) Massage Therapy License, as applied, subject to compliance with all State regulations and local ordinances.
  - 1. Rhonda Rohelia working at “Soothing Touch Spa”, 180C Pleasant View Avenue
- G. Consider, discuss, and act upon approving a new Mobile Food Truck License for Tiffany Bettez d/b/a “Chicked Out Nuggz, LLC”, 150 James Street, Warwick, RI, with a RI Reg. number 1DS731, as applied, subject to compliance with all State regulations and local ordinances.
- H. Consider, discuss, and act upon approving a new Solicitation License for “Trinity Solar”, soliciting solar power options, as applied, subject to compliance with all State regulations, local ordinances, and the following conditions: The Smithfield Police Department is to be notified each time the applicant is soliciting, including which area of Town solicitation will take place. Solicitations may take place between the hours of 9:00 a.m. to 7:00 p.m. only. If conditions of the license are not adhered to, the applicant will be required to appear before the Town Council.
- I. Consider, discuss, and act upon the annual renewal of one (1) Mobile Food Truck License, as applied, subject to compliance with all State regulations and local ordinances.
  - 1. Pa’L Monte, LLC d/b/a “Pa’L Monte”, to sell empanadas with a RI Reg. #35663, as applied, subject to compliance with all State regulations and local ordinances.
- X. Old Business: None.
- XI. New Business:
  - A. Consider, discuss, and act upon referring Bay Crane's Tax Stabilization Application to the Budget and Financial Review Board for an advisory recommendation.
  - B. Consider, discuss, and act upon authorizing a waiver of a preemptive right to purchase property located at 230 George Washington Highway (Plat 361, a portion of Parcel 14).
  - C. Consider, discuss, and act upon authorizing the Town Manager to execute the Learn365RI Municipal Compact.
  - D. Consider, discuss, and act upon a bid award for School Department snow removal services.



- E. Consider, discuss, and act upon authorizing a request for proposals for School Department #2 hearing fuel oil.
- F. Consider, discuss, and act upon authorizing a new classification of Working Lead Person/Safety Compliance Officer within the Public Works Union Contract and authorize the Town Manager to execute the Consent Agreement.
- G. Consider, discuss, and act upon pole petitions from RI Energy Co. to install new poles on Battey Drive.
- H. Consider, discuss, and act upon adopting a resolution on a Town flag policy on town-owned property sponsored by Councilman John J. Tassoni, Jr.
- I. Consider, discuss, and act upon adopting a resolution recognizing the month of June as Pride Month sponsored by Councilman Sean M. Kilduff.
- XII. Public Comment.
- XIII. Adjournment.

**AGENDA POSTED: FRIDAY, MAY 12, 2023**

**The public is welcome to any meeting of the Town Council or its sub-committees. If communication assistance (readers/interpreters/captions) or any other accommodation to ensure equal participation is needed, please contact the Smithfield Town Manager's office at 401-233-1010 at least forty-eight (48) hours prior to the meeting.**



## SMITHFIELD POLICE DEPARTMENT INTER-DEPARTMENTAL MEMO

**DATE:** Monday, May 08, 2023  
**TO:** Chief Richard St.Sauveur  
**FROM:** Deputy Chief Eric Dolan  
**SUBJECT:** POLICE CITIZEN AWARD

Chief,

On March 23, 2023, at approximately 3:20 pm, an armed robbery occurred at the Citizens Bank located in the Super Stop & Shop on Putnam Pike. The teller advised the police that a black male wearing a mask approached the service counter and said he had a gun and to give him all the money. Two tellers emptied their drawers and handed the money to the male subject. The male then ran out through the produce entrance of the store.

Steven St. Lawrence was entering the store to cash a check at the bank as the guy was running out. He was advised that the bank had just been robbed. He asked if it was the male who just ran out of the store, and the tellers said yes. Mr. St. Lawrence ran into the parking lot and saw the suspect running towards a car parked at Applebee's. Mr. St. Lawrence ran and got into his pickup truck to get a picture of the license plate on the car. He was able to get a picture of the vehicle, a white Honda CR-V, and then followed the car and was also able to get a photograph of the vehicle's Massachusetts license plate. He responded back to the scene and provided the police with pictures, a description of the suspect and the occupant of the fleeing vehicle, and a direction of travel.

The information provided to the Smithfield Police from Mr. St. Lawrence was broadcast to regional agencies. A short time after the incident, it was learned that the Massachusetts State Police stopped the suspect vehicle after a brief pursuit on I-84 in Sturbridge. There was a gun in the car and the suspected stolen currency. The two occupants were taken into custody.

Mr. St. Lawrence's meritorious actions significantly contributed to the Smithfield Police Department's mission, goals, and objectives and should be recognized as receiving the Smithfield Police Department "Police Citizen Award."

Respectfully Submitted,



Deputy Chief Eric Dolan



## SMITHFIELD SAMARITANS

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The Smithfield Samaritan Program encourages anyone in the community to self-nominate or submit a name to the Town Manager of a Smithfield resident or business in Town who is doing, or has performed, an act of kindness or good deed that is notable or charitable.

The Town Council will review all nominations that are submitted and each month will select one individual or business to be recognized with a citation and given the opportunity to speak at a Town Council meeting to describe their good deeds "on the record."

Please submit your nomination form via email to [rrossi@smithfieldri.com](mailto:rrossi@smithfieldri.com) or send to Randy Rossi, Town Manager, Smithfield Town Hall, 64 Farnum Pike, Smithfield, RI 02917.

**DATE OF SUBMISSION:** 5/11/23

**NOMINATOR INFORMATION:**

Name: Suzy Alba  
Address: 85 Colwell Road Smithfield  
Email: Suzyalba for smithfield@gmail.com  
Phone: 401 - 243 - 5744

**NOMINEE INFORMATION:**

Name: See below  
Address:  
Email:  
Phone:

Bethany Slater  
Olivia Silva  
India Gaffney  
Xiao Yan

Elizabeth Blanchette  
Emma Santos

1. Please describe below in 250 words or less why you feel this individual or business should be recognized:

I'd like to nominate and recognize the following students for a Smithfield Samaritan award:

Bethany Slater

ELIZABETH BLANCHETTE

Olivia Silva

EMMA SANTOS

India Gaffney

Xiao Yan

These young women when they were high school freshmen, approached the town council with a desire to beautify Town Hall by painting murals throughout the building, as part of the National Junior Honor Society. I had the opportunity to sponsor these students when they were freshmen with the first mural they hand painted in the town council chamber. Then they returned in their senior year to complete a second hand painted mural in the town hall chamber. These beautiful murals depict famous landmarks in Smithfield and in Rhode Island. Their artistic talents, and desire to make their town a better and more beautiful place deserves praise and to be recognized.

**Thank you for your nomination.**

I am very proud to nominate them as Smithfield Samaritans.

# Town of Smithfield Rhode Island

## 2024 Operating Budget

BUDGET & FINANCIAL REVIEW BOARD'S APPROVED

May 10, 2023



### **Smithfield Town Hall**

64 Farnum Pike

Smithfield, RI 02917

Phone: (401) 233-1000 ▪ Fax: (401) 233-1080

Hours: 8:30 am – 4:30 pm ▪ Monday through Friday

[www.smithfieldri.com](http://www.smithfieldri.com)





**Town of Smithfield**  
**Fiscal Year 2023 - 2024**  
**Budget & Financial Review Board - Adopted 5/10/2023**  
**General Fund**  
 Budget Book Addendum for Tax Rate Computation

			Page #	FY 2024 Pre-Adoption Amount	FY 2024 B&FRB Amendments	FY 2024 B&FRB Adopted
<b><u>Revenue Adjustments:</u></b>						
SAFER Grant			Exhibit-D	\$0	951,300	\$951,300
<b>Total Revenue Adjustment</b>					<b>\$951,300</b>	
<b><u>Expenditure Adjustments:</u></b>						
Town Manager			Exhibit - H	\$496,567		\$505,385
	1-01-004-0101	Salary & Wages	Page 164		8,818	
Planning and Economic Development			Exhibit - H	\$239,753		\$234,121
	1-01-007-0101	Salary & Wages	Page 111		(5,632)	
Fire Department			Exhibit - H	\$10,673,941		\$11,390,241
	1-01-031-0101	Salary & Wages	Page 81		644,806	
	1-01-031-0102	Overtime	Page 81		(250,000)	
	1-01-031-0105	Holidays	Page 81		32,236	
	1-01-031-0122	Special Personnel Services	Page 82		21,000	
	1-01-031-0131	FICA/Social Security	Page 82		51,794	
	1-01-031-0142	Medical Insurance - Active (FF)	Page 82		116,916	
	1-01-031-0143	Dental Insurance - Active (FF)	Page 82		4,358	
	1-01-031-0147	Pension - State Pension (FF)	Page 82		48,038	
	1-01-031-0150	Pension - Local Set Aside (FF)	Page 82		6,448	
	1-01-031-0155	Life Insurance	Page 82		2,604	
	1-01-031-0401	Clothing Allowance	Page 82		15,300	
	1-01-031-0494	Uniform Maintenance	Page 83		7,800	
	1-01-031-0524	Gas & Oil	Page 83		15,000	
					<b>\$716,300</b>	
Public Works			Exhibit - H	\$5,374,854		\$5,541,854
	1-01-041-0101	Operations - Salary & Wages	Page 127		5,000	
	1-01-042-0584	Special Projects - Highway Resurfacing - Minor Reconstruction	Page 133		162,000	
					<b>\$167,000</b>	
East Smithfield Public Library			Exhibit - H	\$599,112		\$610,859
	Town Appropriation		Page 91		11,747	
School Department			Exhibit - H	\$43,147,305		\$43,200,372
	Town Appropriation		Page 151		53,067	
<b>Total Expenditure Adjustment</b>					<b>\$951,300</b>	
<b>Net Change to the Fiscal Year 2024 Budget</b>					<b>\$0</b>	

**Town of Smithfield**  
**Fiscal Year 2023 - 2024**  
**Budget & Financial Review Board - Adopted 5/10/2023**  
**Sewer Fund**  
**Budget Book Addendum**

	Page #	FY 2024 Pre-Adoption Amount	FY 2024 B&FRB Amendments	FY 2024 B&FRB Adopted
<b><u>Revenue Adjustments:</u></b>				
User Charges	Page 207	\$4,008,091	(200,000)	\$3,808,091
<b>Total Revenue Adjustment</b>			<b><u>(\$200,000)</u></b>	
<b><u>Expenditure Adjustment:</u></b>				
Sewer Authority	Page 204	\$2,500,000		\$2,300,000
1-03-094-0503 Sewer Fund - Contract Services			(200,000)	
<b>Total Expenditure Adjustment</b>			<b><u>(\$200,000)</u></b>	
<b>Net Change to the Fiscal Year 2024 Budget</b>			<b><u><u>\$0</u></u></b>	



**EXHIBIT A****TAX RATE DISCLOSURE**

**Town of Smithfield**  
**BUDGET ANALYSIS**  
**FISCAL YEAR 2023-2024**

**Current Year - Proposed (ESTIMATED)**

	Gross Assessed Valuation	Exemptions	Net Assessed Valuation
Residential - Real Estate	2,060,102,310	(5,505,553)	2,054,596,757
Commercial - Real Estate	844,392,080	(39,020,069)	805,372,011
Real Estate - Frozen (Market Value)	639,440,200	(24,687,992)	614,752,208
Tangible Property	214,631,560	(66,799,444)	147,832,116

Tax Levy		Proposed Tax Rate	Prior Year Tax Rate	Increase \$	Increase %
Residential - Real Estate	28,517,803	13.88	13.36	0.52	3.89%
Commercial - Real Estate	15,646,642	19.43	18.70	0.73	3.89%
Real Estate - Frozen	6,969,659				
Tangible Property	8,831,491	59.74	59.74	0.00	0.00%
	<u>59,965,594</u>				

Tax Levies	
Proposed Year Tax Levy	59,965,594
Prior Year Tax Levy	58,247,230
Levy Increase - Amount	1,718,364
Levy Increase - %	2.95%

Tax Levies - Net of Motor Vehicle	
Proposed Year Tax Levy	59,965,594
Prior Year Tax Levy	58,247,230

Levy Increase - Amount	1,718,364
Levy Increase - %	2.95%

Budget Expenses	
GROSS Budget	\$ 86,167,617
TOTAL Revenues	26,202,023
NET Budget (Tax Levy)	<u>\$ 59,965,594</u>

<b><u>Current Estimated Tax Levy</u></b>	<b><u>\$ 59,965,594</u></b>
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**EXHIBIT B**  
**Town of Smithfield**  
**FISCAL YEAR 2024**  
**TAX RATE INFORMATION SUMMARY**

	TAX RATE RESIDENTIAL REAL ESTATE (1)	PERCENT RATE CHANGE	TAX RATE COMMERCIAL REAL ESTATE	PERCENT RATE CHANGE	TOTAL TAX LEVY	AMOUNT OF FUND BALANCE UTILIZED	AMOUNT FROM OTHER ESCROW FUNDS UTILIZED	TOTAL BUDGET
FY 2024	\$13.88	3.89%	\$19.43	3.89%	\$ 59,965,594	\$ 600,000	\$ 1,983,498	\$ 86,167,617
FY 2023 Revaluation	13.36	0.00%	18.70	0.00%	61,098,009	600,000	2,140,885	82,986,155
FY 2022	17.13	1.90%	18.70	1.91%	60,021,839	600,000	1,775,847	78,754,901
FY 2021	16.81	0.00%	18.35	0.00%	59,670,761	600,000	1,870,547	76,700,583
FY 2020 Revaluation	16.81	-4.27%	18.35	-0.27%	59,752,045	600,000	1,930,998	74,809,085
FY 2019	17.56	0.00%	18.40	0.00%	58,146,492	600,000	2,567,827	74,502,662
FY 2018	17.56	4.96%	18.40	4.96%	58,127,981	600,000	3,155,000	72,285,519
FY 2017 Revaluation	16.73	-4.78%	17.53		56,132,554	600,000	2,765,000	69,045,313
FY 2016	17.57	2.57%			55,094,768	600,000	2,253,300	67,028,007
FY 2015	17.13	-2.23%			53,767,983	550,000	2,230,000	64,785,731
FY 2014 Revaluation (3)	17.52	1.63%			51,713,919	550,000	2,679,182	64,224,223
FY 2013	16.02	1.07%			50,485,821	656,744	3,346,375	62,048,443
FY 2012	15.85	1.67%			49,357,184	450,000	4,661,500	61,942,487
FY 2011 Revaluation	15.59	11.52% (2)			48,233,106	850,000	3,818,674	60,619,089
FY 2010	13.98	2.19%			46,156,583	-	3,500,373	60,970,586
FY 2009	13.68	3.40%			44,064,149	-	3,820,444	61,538,789
FY 2008 Revaluation	13.23	5.19%			41,966,249	-	2,375,833	58,235,323
FY 2007	15.40	4.90%			39,873,408	-	2,217,704	54,947,763
FY 2006	14.68	5.23%			37,721,249	-	2,198,266	51,766,323
FY 2005 Revaluation	13.95	5.50%			35,369,460	-	2,334,444	49,264,872
FY 2004	21.40	8.74%			33,020,550	-	3,331,472	48,100,401
FY 2003	19.68	5.47%			32,372,871	-	1,647,627	44,336,416
FY 2002 Revaluation	18.66	0.00%			29,800,739	100,000	1,040,000	40,622,741
FY 2001	22.40	0.00%			27,891,542	-	1,314,000	38,183,918
FY 2000	22.40	9.75%			27,754,385	-	971,500	36,236,885
FY 1999	20.41	2.56%			25,521,694	1,220,000	1,413,334	34,374,592
FY 1998	19.90	0.00%			24,391,296	1,375,000	1,457,500	33,429,754

**Notes:**

- The town has utilized \$10,551,744 in Fund Balance and \$62,817,632 in escrow funds in prior years budgetary procedures.
- 1) The tax rate for motor vehicles remains constant at \$39.00 per thousand.  
The Phase out exemption is applied based on State mandates.
  - 2) Percentage is based on rate increase, actual tax increase was a 4.5% increase due to revaluation
  - 3) Percentage increase is calculated using the revaluation adjusted rate.

**Town of Smithfield**  
**GENERAL FUND**  
**SUMMARY OF REVENUES, TRANSFERS**  
**AND EXPENDITURES ON BUDGETARY BASIS**  
**FISCAL YEAR 2024**

	<b>FY 2021<sup>1</sup></b>	<b>FY 2022<sup>1</sup></b>	<b>Appropriated FY 2023</b>	<b>Projected FY 2023</b>	<b>Anticipated FY 2024</b>
<b><u>REVENUE AND TRANSFERS:</u></b>					
School State Aid	\$ 6,089,786	\$ 6,966,851	\$ 7,460,599	\$ 7,460,599	\$ 8,742,214
School Receipts - Miscellaneous	457,841	601,843	607,179	607,179	586,548
Property Taxes	60,033,868	60,202,797	61,098,009	58,248,185	59,965,594
Intergovernmental Revenue	5,377,369	6,139,896	8,464,033	11,482,727	11,240,764
Licenses, Fees and Permits	1,225,681	1,276,283	915,000	1,150,000	975,000
Departmental Revenue	1,053,488	642,464	529,475	529,475	1,568,999
Miscellaneous	736,669	457,010	1,170,975	1,170,975	505,000
Other Financing Sources	3,533,001	3,862,834	600,000	2,649,417	600,000
Revenue for Capital Exp. and Operations	1,595,547	1,531,897	2,140,885	2,140,885	1,983,498
<b>Total Revenue and Transfers</b>	<b>\$ 80,103,250</b>	<b>\$ 81,681,876</b>	<b>\$ 82,986,155</b>	<b>\$ 85,439,442</b>	<b>\$86,167,617</b>
<b><u>EXPENDITURES:</u></b>					
General Government	\$ 3,677,007	\$ 3,586,511	\$ 3,894,153	\$ 3,905,848	\$ 4,056,998
Public Safety	19,694,141	20,596,990	20,043,317	20,609,574	20,906,105
Public Works	4,823,883	4,618,687	4,744,908	4,744,908	5,541,854
Public Health and Assistance	14,522	14,500	25,325	25,325	25,325
Recreation and Senior Center	1,129,210	1,222,941	1,373,426	1,376,816	1,476,216
Libraries	1,454,008	1,471,571	1,501,002	1,501,002	1,542,709
Education	39,075,701	40,418,021	41,224,800	43,059,265	43,200,372
Miscellaneous	2,532,056	2,568,534	3,100,500	3,105,500	3,198,151
Debt Service	2,359,700	2,979,560	4,664,101	4,696,582	4,717,388
Municipal Capital Improvements	2,214,388	1,393,032	2,414,622	2,414,622	1,502,499
<b>Total Expenditures</b>	<b>\$ 76,974,615</b>	<b>\$ 78,870,347</b>	<b>\$ 82,986,155</b>	<b>\$ 85,439,442</b>	<b>\$86,167,617</b>
<b>EXCESS OF REVENUES AND TRANSFERS OVER EXPENDITURES INCLUDING RUBS <sup>2</sup></b>	<b>\$ 3,128,635</b>	<b>\$ 2,811,529</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

Note: 1. FY 2021 and 2022 are audited amounts.  
2. RUB = Reappropriated Unexpended Balance

# Town of Smithfield

## GENERAL FUND

### ACTUAL AND ANTICIPATED REVENUES

#### FISCAL YEAR 2024

	FY 2021	FY 2022	Appropriated FY 2023	Projected FY 2023	Anticipated FY 2024
<b><u>MISCELLANEOUS STATE &amp; LOCAL REVENUES</u></b>					
<u>School Aid</u>					
State Aid Schools	6,089,786	6,966,851	7,460,599	7,460,599	8,742,214
<u>State Revenues</u>					
School Housing Aid	300,648	267,750	1,998,125	1,998,125	1,561,250
Payment-in-lieu of Taxes - University/Airport	977,391	900,667	941,869	941,869	941,869
Telephone Tax	269,396	258,355	258,355	258,355	269,260
Hotel Tax / Meals Tax	862,394	1,153,398	1,185,684	1,185,684	1,369,691
Motor Vehicle Phase-out	2,967,540	3,559,726	4,080,000	7,098,694	7,098,694
<u>Federal Aid</u>					
SAFER Grant	621,621	196,061	-	-	951,300
<u>Local - Non-Property Tax Revenue</u>					
School Miscellaneous	457,841	601,843	607,179	607,179	586,548
Departmental Revenue	431,867	446,403	529,475	529,475	617,699
Local Miscellaneous	239,089	123,649	200,000	200,000	200,000
Licenses, Fees and Permits	1,225,681	1,276,283	915,000	1,150,000	975,000
Impact Fees	75,000	75,000	645,975	645,975	-
Interest on Invested Funds	7,085	(12,464)	25,000	25,000	25,000
Interest on Taxes	415,495	270,825	300,000	300,000	280,000
<u>Revenue for Capital Exp. and Operations</u>					
Revenue for Capital Exp. and Operations	1,595,547	1,531,897	2,140,885	2,140,885	1,983,498
<u>Other Financing Sources</u>					
Lease Proceeds	-	146,537	-	-	-
Transfers from Fund Balance	3,533,001	3,716,297	600,000	2,649,417	600,000
<b><i>Total Miscellaneous Revenue</i></b>	<b>20,069,382</b>	<b>21,479,078</b>	<b>21,888,146</b>	<b>27,191,257</b>	<b>26,202,023</b>
<b><u>Local Property Tax Revenues</u></b>	<b>60,033,868</b>	<b>60,202,797</b>	<b>61,098,009</b>	<b>58,248,185</b>	<b>59,965,594</b>
<b><i>TOTAL - ACTUAL AND ANTICIPATED REVENUES</i></b>	<b>\$ 80,103,250</b>	<b>\$ 81,681,875</b>	<b>\$ 82,986,155</b>	<b>\$ 85,439,442</b>	<b>\$ 86,167,617</b>

# Town of Smithfield

## GENERAL FUND

### REVENUE DETAIL SUMMARY

### FISCAL YEAR 2024

ANTICIPATED REVENUE - GENERAL FUND		FY 2023 - 2024
<b><u>Miscellaneous State &amp; Local Revenue</u></b>		
<u>State Revenues</u>		
School Housing Aid	\$ 1,561,250	
Payment-in-Lieu of Taxes - University & Airport	941,869	
Telephone Tax	269,260	
Hotel Tax / Meals Tax	1,369,691	
Motor Vehicle Phase-out	7,098,694	
Total - State Revenues:		11,240,764
<u>Federal Aid</u>		
SAFER Grant	951,300	
Total - Federal Revenues:		951,300
<u>Local - Non-Property Tax Revenue</u>		
Local Miscellaneous - Town	1,316,660	
Local Miscellaneous - School	586,548	
Impact Fees	-	
Indirect Cost Transfers from Enterprise Funds	476,039	
Reserve for Future Tax Assessments	600,000	
Interest on Invested Funds	25,000	
Interest on Taxes	280,000	
Total - Local Miscellaneous:		3,284,247
<b>Total - State &amp; Local Revenues</b>		<b>15,476,311</b>
<b><u>Revenue for Capital Expenditures and Operations</u></b>		
Rescue Billing Fund	1,200,000	
Police Capital Equipment Escrow Fund	198,498	
Reallocation of RUBS and Prior Capital	185,000	
Capital Reserve Fund	400,000	
<b>Total - Capital Expenditures and Operations Revenues</b>		<b>1,983,498</b>
<b><u>School Revenues - State Aid</u></b>		
State Aid School		8,742,214
<b><u>Local Property Tax Revenues</u></b>		
Local Taxes (Tax Levy)		59,965,594
<b>TOTAL - ANTICIPATED REVENUE</b>		<b>\$ 86,167,617</b>

**Town of Smithfield**  
**GENERAL FUND & ENTERPRISE FUNDS**

**EXPENDITURES - SUMMARY BY DEPARTMENT**  
**FISCAL YEAR 2024**

	FY 2021	FY 2022	FY 2023	FY 2023	FY 2023-2024	FY 2023-2024	FY 2023-2024
Department	Actual	Actual	Appropriation	Projected	Request	Town Manager's	B&FRB Budget
1 Building Official	425,276	462,524	474,232	474,231	547,604	527,864	527,864
2 Treasurer-Tax Collector	679,703	696,562	687,220	697,910	709,153	703,795	703,795
3 Tax Assessor	277,631	269,559	295,861	297,081	305,283	303,678	303,678
4 Fire Department	9,817,241	10,540,669	9,918,404	10,484,660	10,853,794	10,673,941	11,390,242
5 East Smithfield Library	575,849	575,849	587,365	587,365	748,829	599,112	610,859
6 Greenville Library	878,159	895,722	913,637	913,637	1,013,815	931,850	931,850
7 Senior Center Department	399,319	453,389	480,227	483,197	511,293	504,795	504,795
8 East Smithfield Neighborhood Center	11,343	-	6,465	6,465	6,465	6,465	6,465
9 Planning and Economic Development	234,760	211,491	234,121	231,621	241,358	239,753	234,121
10 Police Department	9,652,893	9,828,057	9,897,338	9,897,338	10,352,117	9,256,187	9,256,187
11 Animal Control	224,007	228,265	227,576	227,576	259,678	259,677	259,677
12 Public Works	4,823,883	4,618,687	4,744,908	4,744,908	6,776,239	5,374,854	5,541,854
13 Parks and Recreation	718,548	769,552	886,734	887,154	970,481	964,956	964,956
14 Town Engineer	357,669	325,237	389,412	352,063	398,489	396,557	396,557
15 School Department	39,075,701	40,418,021	41,224,800	43,059,265	43,810,445	43,147,305	43,200,372
16 Town Clerk	391,426	322,391	420,619	420,619	430,100	416,342	416,342
17 Town Manager	399,810	443,575	478,284	492,838	517,306	496,567	505,385
18 Town Hall	132,210	148,730	171,536	170,736	175,346	171,536	171,536
19 Human Services	22	-	10,825	10,825	10,825	10,825	10,825
20 Emergency Management Agency	42,079	102,752	116,365	118,865	120,497	120,496	120,496
21 Legislative and Policy	661,409	563,524	568,049	550,534	577,819	570,819	570,819
22 Town-Aided Programs	59,550	60,350	61,350	61,350	63,850	63,850	63,850
23 Board of Assessment Review	-	135	250	250	250	250	250
24 Board of Canvassers	48,652	12,423	13,350	54,650	55,350	53,350	53,350
25 Conservation Commission	12,468	15,994	18,230	18,150	20,730	20,730	20,730
26 Economic Development Commission	1,375	1,530	2,750	2,750	2,750	2,750	2,750
27 Land Trust Commission	2,883	4,006	5,750	5,750	11,200	11,200	11,200
28 Planning Board	800	400	1,250	1,350	1,250	1,250	1,250
29 Soil Erosion Committee	500	250	875	450	875	875	875
30 Board of Affordable Housing	-	250	1,500	1,500	1,500	1,500	1,500
31 Zoning Board	8,355	4,925	8,500	8,500	8,500	8,500	8,500
32 Other Boards & Commissions	-	254	6,000	6,000	6,000	6,000	6,000
33 System-Wide Municipal Obligations	2,487,006	2,522,684	3,053,650	3,058,650	3,188,799	3,148,801	3,148,801
34 Municipal Debt Service	2,359,700	2,979,560	4,664,101	4,696,582	4,784,888	4,717,388	4,717,388
35 Municipal Capital Improvements	2,214,388	1,393,032	2,414,622	2,414,622	4,396,666	1,502,499	1,502,499
<b>Total General Fund Expenditures</b>	<b>76,974,615</b>	<b>78,870,347</b>	<b>82,986,154</b>	<b>85,439,442</b>	<b>91,879,543</b>	<b>85,216,317</b>	<b>86,167,617</b>
1 Smithfield Sewer Authority	3,452,730	3,604,381	4,086,891	2,957,646	4,279,711	4,279,711	4,079,711
2 Smithfield Water Supply Board	1,562,251	1,768,072	2,151,354	2,043,954	2,240,925	2,240,925	2,240,925
3 Smithfield Ice Rink	646,527	729,444	806,416	704,390	778,192	778,192	778,192
<b>Total Enterprise Fund Expenditures</b>	<b>5,661,508</b>	<b>6,101,897</b>	<b>7,044,661</b>	<b>5,705,990</b>	<b>7,298,828</b>	<b>7,298,828</b>	<b>7,098,828</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 82,636,123</b>	<b>\$ 84,972,244</b>	<b>90,030,815</b>	<b>\$ 91,145,432</b>	<b>99,178,371</b>	<b>92,515,145</b>	<b>93,266,445</b>

**Town of Smithfield**  
**GENERAL FUND**  
**CAPITAL IMPROVEMENT PROJECTS**  
**FISCAL YEAR 2024**

**FIRE DEPARTMENT**

Protective Clothing	\$ 40,000	
Deputy Chief Vehicle Replacement	80,000	
New Fire Pumper - Engine 1 - Payment #1	120,000	
Fire Hose Replacement	10,000	
Replace 1 set of JAWS	45,000	
Ladder Truck Replacement - Payment #1	156,000	
Equipment for New Engine & New Ladder	40,000	
New Rescue 1, Final Payment	50,000	
<b>Total Fire Department</b>		\$ 541,000

**POLICE DEPARTMENT**

Replace 4 aging Police Vehicles, Payment (1 of 4)	\$ 60,000	
4 - 2022 Cruisers, Payment (2 of 4)	67,918	
5 - 2021 Cruisers, Payment (1 of 4)	43,581	
Taser Replacement, Payment (2 of 5)	12,000	
Computer upgrades for new CAD system	15,000	
<b>Total Police Department</b>		\$ 198,499

**PARKS AND RECREATION DEPARTMENT**

Truck Replacement Program, Payment (1 of 2)	\$ 38,250	
Parks & Rec Maintenance Facility	50,000	
Whipple Field Renovations	25,000	
<b>Total Parks Department</b>		\$ 113,250

**PUBLIC WORKS DEPARTMENT**

Lease Payment (3 of 4) Heavy Duty Fleet Vehicles	\$ 108,250	
Failed Roof replacement DPW Garage	125,000	
Equipment Replacement, Payment (1 of 4)	121,500	
<b>Total Public Works Department</b>		\$ 354,750

**LEGISLATIVE AND POLICY**

Mountindale Road Culvert Design	\$ 60,000	
Spencer Street Drainage Bypass	85,000	
TarkIn Road Culvert Replacement	40,000	
School Capital Reserve	10,000	
Camp Sheppard Lease Payment (2 of 10)	100,000	
<b>Total Legislative and Policy</b>		\$ 295,000

**PROPOSED CAPITAL IMPROVEMENT PROJECTS**

\$ 1,502,499

**LESS: REVENUE TOWARD PROJECTS**

Police Department Equipment Account	\$ 198,499	
Fire Department - Rescue Billing	541,000	
Capital Reserve Fund	400,000	
<b>Total Revenue/Grants Toward Projects</b>		<u>\$ 1,139,499</u>

**TOTAL TAX LEVY UTILIZED FOR PROPOSED CAPITAL IMPROVEMENT PROJECTS**  
**LESS REVENUE TOWARDS PROJECTS**

\$ 363,000

# Town of Smithfield

## GENERAL FUND & ENTERPRISE FUNDS

### OPERATING EXPENDITURES BY DEPARTMENT

FISCAL YEAR 2024

### COMPARISON OF FY 2023 APPROPRIATED AND FY 2024 B&FRB RECOMMENDED

	Department	FY 2023 Appropriation	FY 2023 Projected	FY 2023-2024 Requested	FY 2023-2024 Town Manager's	FY 2023-2024 B&FRB Budget	Amount Change	Percentage Change
1	Building Official	474,232	474,231	547,604	527,864	527,864	53,633	11.31%
2	Treasurer-Tax Collector	687,220	697,910	709,153	703,795	703,795	16,575	2.41%
3	Tax Assessor	295,861	297,081	305,283	303,678	303,678	7,817	2.64%
4	Fire Department	9,918,404	10,484,660	10,853,794	10,673,941	11,390,242	1,471,838	14.84%
5	East Smithfield Library	587,365	587,365	748,829	599,112	610,859	23,494	4.00%
6	Greenville Library	913,637	913,637	1,013,815	931,850	931,850	18,213	1.99%
7	Senior Center Department	480,227	483,197	511,293	504,795	504,795	24,568	5.12%
8	East Smithfield Neighborhood Center	6,465	6,465	6,465	6,465	6,465	-	0.00%
9	Planning and Economic Development	234,121	231,621	241,358	239,753	234,121	(0)	0.00%
10	Police Department	9,897,338	9,897,338	10,352,117	9,256,187	9,256,187	(641,151)	-6.48%
11	Animal Control	227,576	227,576	259,678	259,677	259,677	32,101	14.11%
12	Public Works	4,744,908	4,744,908	6,776,239	5,374,854	5,541,854	796,946	16.80%
13	Parks and Recreation	886,734	887,154	970,481	964,956	964,956	78,222	8.82%
14	Town Engineer	389,412	352,063	398,489	396,557	396,557	7,145	1.83%
15	School Department	41,224,800	43,059,265	43,810,445	43,147,305	43,200,372	1,975,572	4.79%
16	Town Clerk	420,619	420,619	430,100	416,342	416,342	(4,277)	-1.02%
17	Town Manager	478,284	492,838	517,306	496,567	505,385	27,101	5.67%
18	Town Hall	171,536	170,736	175,346	171,536	171,536	-	0.00%
19	Human Services	10,825	10,825	10,825	10,825	10,825	0	0.00%
20	Emergency Management Agency	116,365	118,865	120,497	120,496	120,496	4,131	3.55%
21	Legislative and Policy	568,049	550,534	577,819	570,819	570,819	2,770	0.49%
22	Town-Aided Programs	61,350	61,350	63,850	63,850	63,850	2,500	4.07%
23	Board of Assessment Review	250	250	250	250	250	-	0.00%
23	Board of Canvassers	13,350	54,650	55,350	53,350	53,350	40,000	299.63%
23	Conservation Commission	18,230	18,150	20,730	20,730	20,730	2,500	13.71%
23	Economic Development Commission	2,750	2,750	2,750	2,750	2,750	-	0.00%
23	Land Trust Commission	5,750	5,750	11,200	11,200	11,200	5,450	94.78%
23	Planning Board	1,250	1,350	1,250	1,250	1,250	-	0.00%
29	Soil Erosion Committee	875	450	875	875	875	-	0.00%
30	Board of Affordable Housing	1,500	1,500	1,500	1,500	1,500	-	0.00%
31	Zoning Board	8,500	8,500	8,500	8,500	8,500	-	0.00%
32	Other Boards & Commissions	6,000	6,000	6,000	6,000	6,000	-	0.00%
33	System-Wide Municipal Obligations	3,053,650	3,058,650	3,188,799	3,148,801	3,148,801	95,151	3.12%
34	Municipal Debt Service	4,664,101	4,696,582	4,784,888	4,717,388	4,717,388	53,287	1.14%
35	Municipal Capital Improvements	2,414,622	2,414,622	4,396,666	1,502,499	1,502,499	(912,123)	-37.77%
	<b>Total General Fund Expenditures</b>	<b>82,986,154</b>	<b>85,439,442</b>	<b>91,879,543</b>	<b>85,216,317</b>	<b>86,167,617</b>	<b>3,181,463</b>	<b>3.83%</b>
1	Smithfield Sewer Authority	4,086,891	2,957,646	4,279,711	4,279,711	4,079,711	(7,180)	-0.18%
2	Smithfield Water Supply Board	2,151,354	2,043,954	2,240,925	2,240,925	2,240,925	89,570	4.16%
3	Smithfield Ice Rink	806,416	704,390	778,192	778,192	778,192	(28,224)	-3.50%
	<b>Total Enterprise Fund Expenditures</b>	<b>7,044,661</b>	<b>5,705,990</b>	<b>7,298,828</b>	<b>7,298,828</b>	<b>7,098,828</b>	<b>54,167</b>	<b>0.77%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 90,030,815</b>	<b>\$ 91,145,432</b>	<b>99,178,371</b>	<b>\$ 92,515,145</b>	<b>\$ 93,266,445</b>	<b>3,235,630</b>	<b>3.59%</b>



**EXHIBIT I**

**Town of Smithfield**  
**GENERAL FUND**  
**BALANCE SHEET**  
**FISCAL YEAR ENDED JUNE 30, 2022**

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**ASSETS**

Cash, Investments, and cash equivalents	\$ 22,899,429
Property taxes receivable	1,846,270
Due from other funds, entities and intergovernmental receivable	8,999,220
<b><i>TOTAL ASSETS</i></b>	<b><u><u>\$ 33,744,919</u></u></b>

**LIABILITIES, DEFERRED INFLOW, AND FUND BALANCE****Liabilities:**

Accounts payable and accrued expenses	\$ 2,149,045
Due to other funds and intergovernmental payable	16,575,779
Other Liabilities	584,179
<b><i>Total Liabilities</i></b>	<b><u><u>19,309,003</u></u></b>

**Deferred Inflow of Resources:**

Unavailable tax and fee revenue	681,516
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**Fund Balance:**

Non-spendable	2,246,834
Committed	4,868,674
Unassigned	6,638,892
<b><i>Total Fund Balance</i></b>	<b><u><u>13,754,400</u></u></b>

***TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES,  
AND FUND BALANCE***

**\$ 33,744,919**

**Town of Smithfield**  
**Summary of Debt Service to General Fund Expenditures**

**(Gross of Outside Revenue)**

Budget	Fiscal 2024	%	Fiscal 2023	%	\$ Change	% Change
Municipal Budget	\$ 38,249,857	44.4%	\$ 37,097,254	44.7%	\$ 1,152,603	3.11%
Debt Service	<u>1,565,297</u>	<u>1.8%</u>	<u>1,668,976</u>	<u>2.0%</u>	<u>(103,679)</u>	<u>-6.21%</u>
Total Municipal	\$ 39,815,154	46.2%	\$ 38,766,230	46.7%	\$ 1,048,924	2.71%
School Budget	\$ 43,200,372	50.1%	\$ 41,224,800	49.7%	\$ 1,975,572	4.79%
Debt Service	<u>3,152,091</u>	<u>3.7%</u>	<u>2,995,125</u>	<u>3.6%</u>	<u>156,966</u>	<u>5.24%</u>
Total School	\$ 46,352,463	53.8%	\$ 44,219,925	53.3%	\$ 2,132,538	4.82%
Operating Budget	\$ 81,450,229	94.5%	\$ 78,322,054	94.4%	\$ 3,128,175	3.99%
Debt Service	<u>4,717,388</u>	<u>5.5%</u>	<u>4,664,101</u>	<u>5.6%</u>	<u>53,287</u>	<u>1.14%</u>
Total Budget	\$ 86,167,617	100.0%	\$ 82,986,155	100.0%	\$ 3,181,462	3.83%

**Town of Smithfield  
Charter Amendment Balances  
Fiscal Year 2024**

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Unassigned Fund Balance June 30, 2022	<u><u>\$ 6,638,892</u></u>
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	<u><b>Land Trust</b></u>	<u><b>Capital Reserve Fund</b></u>
Fund Balance as of June 30, 2022	\$ 214,310	\$ 1,141,153
Fiscal Year '23 Designated Contributions	<u>-</u>	<u>(400,000)</u>
Fund Balance Available	214,310	741,153
 Fiscal Year 2023 Expenditures	 <u>-</u>	 <u>-</u>
Estimated Cash Balance June 30, 2023	\$ 214,310	\$ 741,153
Fiscal Year Proposed 2024 Expenditures	<u>-</u>	<u>(400,000)</u>
Estimated Fund Balance June 30, 2024	<u><u>\$ 214,310</u></u>	<u><u>\$ 341,153</u></u>

## Municipal Debt Service

### 7/1/2023 - 6/30/2024

		Payment Date	Principal	Interest		Total
Town						
	\$4.520 GO 5/12 (Refunded 97 & 03)	10/15/2023	\$ 250,000	2.05%	2,563	\$ 252,563
						252,563
	\$4.355 GO 11/20 (Refunded 11A & 12B)	7/15/2023		0.929%	19,214	19,214
		1/15/2024	575,000	0.929%	19,214	594,214
						613,428
	\$2.050 GO 11/20 (Refunded 2011A)	7/15/2023		5.00%	39,850	39,850
		1/15/2024	205,000	5.00%	39,850	244,850
						284,700
	\$4.375 GO 12/15	11/15/2023		5.00%	80,063	80,063
		5/15/2024	300,000	5.00%	80,063	380,063
						460,126
	\$6.075 GO 9/16	9/1/2023	305,000	4.00%	57,853	362,853
		3/1/2024		4.00%	51,753	51,753
						414,606
	\$35.985 GO 9/21	11/15/2023			656,250	656,250
		5/15/2023	1,210,000	5.00%	656,250	1,866,250
						2,522,500
	\$6.618 RIIB 12/22	9/1/2023		2.09%	84,733	84,733
		3/1/2024		2.09%	84,733	84,733
						169,465
	Total Town Debt Service		\$ 2,845,000		\$ 1,872,388	\$ 4,717,388
Sewer *						
	\$560K RI Clean Water Finance Bonds	9/1/2023	38,275	1.01%	582	38,857
		3/1/2024		1.01%	293	293
						39,150
	\$4.0 RI Clean Water Finance Bonds	9/1/2023	186,931	2.11%	31,387	218,318
		3/1/2024		2.11%	28,947	28,947
						247,265
	\$3.37 RI Clean Water Finance Bonds	9/1/2023	168,450	1.82%	26,160	194,610
		3/1/2024		1.82%	24,206	24,206
						218,816
	Total Sewer Debt Service		\$ 393,656		\$ 111,575	\$ 505,231
* Sewer Bonds are budgeted in Sewer Fund						
Water *						
	\$3.0 RI Infrastructure Bank	9/1/2023	105,925	2.12%	30,826	136,751
		3/1/2024		2.12%	40,467	40,467
						177,218
	Total Water Debt Service		\$ 105,925		\$ 71,293	\$ 177,218

**PLEASE SEE EXECUTIVE**  
**SESSION ENVELOPE**

## **MINUTES OF SMITHFIELD TOWN COUNCIL MEETING**

**Date: Tuesday, May 2, 2023**

**Place: Smithfield Town Hall**

**Time: 6:15 P.M.**

### **Present:**

Town Council President T. Michael Lawton  
Town Council Member Sean M Kilduff  
Town Council Member Michael P. Iannotti  
Town Council Member Rachel S. Toppi  
Town Council Member John J. Tassoni, Jr.  
Town Manager Randy R. Rossi  
Town Solicitor Anthony Gallone  
Town Clerk Lyn M. Antonuccio

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### **I. President Lawton calls the Tuesday, May 2, 2023 Smithfield Town Council Meeting to order at 7:00 p.m.**

At 6:15 p.m., a motion was made by Member Tassoni, seconded by Vice President Iannotti, to convene into executive session to consider, discuss, and act upon matters pursuant to Rhode Island General Laws Section 42-46-5(1) Personnel; to interview Daniel Greene, John Yoakum, Kenneth Orabona, and Peter Libutti for possible appointment to a Town board or commission. At 6:58 p.m. a motion was made by Member Kilduff, seconded by Vice President Iannotti, to adjourn the executive session and seal the minutes. The motion was unanimously approved.

President Lawton reconvened the Town Council regular meeting at 7:00 p.m. and reported that no votes were taken in executive session that are required to be reported pursuant to RIGL § 42-46-4

### **II. President Lawton offers a prayer.**

### **III. Salute to the flag.**

### **IV. Emergency Evacuation and Health Notification**

### **V. Presentations: None**

### **VI. Minutes:**

#### **A. Move that the minutes of the April 11, 2023 work session meeting with the Diversity, Equity and Inclusion Task Force be approved as recorded.**

**Motion** is made by Member Tassoni, seconded by Vice President Iannotti, that the minutes of the April 11, 2023 work session meeting with the Diversity, Equity and Inclusion Task Force be approved, as recorded, and amended. **Motion is approved by a 5/0 vote.**

#### **B. Move that the minutes of the April 11, 2023 work session meeting with the Economic Development Commission be approved as recorded.**

**Motion** is made by Member Tassoni, seconded by Member Kilduff, that the minutes of the April 11, 2023 work session meeting with the Economic Development Commission be approved as recorded. **Motion is approved by a unanimous.**

**C. Move that the minutes of the April 18, 2023 open session meeting be approved as recorded.**

**Motion** is made by Member Tassoni, seconded by Vice President Iannotti, that the minutes of the April 18, 2023 open session meeting be approved as recorded. **Motion is approved by a unanimous 5/0 vote.**

**VII. Consider, discuss and act upon the following possible appointments and reappointments.**

**A. Planning Board reappointment with a term expiring in May of 2026.**

**Motion** is made by Vice President Iannotti, seconded by Member Tassoni, that the Smithfield Town Council hereby reappoints James D'Ambra to the Planning Board with a term expiring in May of 2026. **Motion is approved by a unanimous 5/0 vote.**

**VIII. Public Hearings:**

**A. Conduct a public hearing to consider and act upon sewer usage rate changes.**

President Lawton declares the public hearing open.

Town Engineer Kevin Cleary explains that the Sewer Authority has voted in favor of the FY24 through FY28 rates with an upcoming rate of \$425. Engineer Cleary further explains that the scheduling of a public hearing was approved by the Town Council in April, duly advertised by the Town Clerk, and a Rate Study for the Sewer Fund was completed by Berry-Dunn.

Engineer Cleary also explains that this process began in 2019 with another consultant that passed away, the onset of COVID, job loss and financial disparity, the Sewer Authority felt it was in the best interest of the community to delay this process. Engineer Cleary states that recognizing the Town is still running some aspects of the Sewer Authority operations overall budget with a structural deficient, therefore, there has been ample time to reconvene this matter and re-update the analysis.

Member Tassoni questions the current rate. Engineer Cleary states that the Sewer Authority charges an annual sewer usage rate of \$355 per year.

Vice President Iannotti questions when the last time there was an increase. Engineer Cleary believes that there was an increase approximately six (6) or seven (7) years ago, and the increase may have been about five (5) or ten (10) dollars. Engineer Cleary explains that residents saw minor incremental step increases back to 2007.

Project Manager Jesse Myott explains that a revenue analysis has been established to determine revenue requirements and provide rate guidance for the Sewer Enterprise Fund in order to give

the overview of the required rates that will be necessary to satisfy those rate revenue requirements, fund capital to the necessary level, and maintain a sufficient reserve fund balance to ensure business and service continuity should it be needed for the next five (5) fiscal years.

Mr. Myott gives a presentation (see attached documentation) that highlights the core components from the findings, outlines rate scenarios to satisfy those findings, and offers recommendations for the council's consideration.

Member Tassoni questions who sets the Reserve Fund balance. Engineer Cleary believes this is based on government accounting standards. Mr. Myott explains that the fund balance is determined by state statute or local policy (or a combination of both), however, in this instance it is the set policy of the Town.

Member Tassoni questions when the last rate increase took place. Engineer Cleary states that this is the first time he has been involved in a rate increase. Town Manager Rossi explains that he believes an increase took place approximately seven (7) or eight (8) years ago, and the increase was approximately \$5. Town Manager Rossi further explains that it is time to have a full analysis of the plant infrastructure and the Enterprise Fund to determine the "best direction to go".

Member Tassoni states that the analysis is good, however, there would be a \$70 increase per household. Member Tassoni further states he does not support this increase amount.

Vice President Iannotti also feels that \$70 is too large of an increase for one (1) year.

Member Tassoni states that although the Town splits the total in four (4) payments to help the residents, an increase of \$70 is too much. Member Tassoni further states that, in his opinion, he maybe would raise it to \$400. Member Tassoni also states that people are "hitting it tough" with utility rates going up, as well as insurance premiums.

President Lawton questions when something significant happened and the fund needed to be used. Engineer Cleary states that the Town has had to use the fund for the Camp Street Pump Station and for the wastewater facility. Engineer Cleary further states that in both instances funds earmarked for capital improvements were steered to the fund those emergencies, however, the Town has not had to pull from the Capital Reserve to maintain that. Engineer Cleary feels that it is important to keep a healthy reserve for the future.

Engineer Cleary explains that compared to the rest of the state, Smithfield is in the lower 1/3, and while it is great that the Town has awarded its users in the rate system the economic windfall for as long as we have, but we should recognize that the average rate throughout the state is \$600 annually. Engineer Cleary reminds the members that some communities do not offer quarterly billing.

Member Tassoni questions if the increase takes into effect the Reserve Fund getting interest on top of what is already in the fund. Mr. Ayotte explains that when establishing the revenue requirements, fees and charges are taken into considerations along with all revenue and interest.



President Lawton questions if there is a scenario if there is an increase of \$400 and should the calculations show further increases are not needed for the next year. Engineer Cleary explains there are options such as revisiting the rate structure in another year or two, and if a more mild increase can be made at that time, the council has the ability to do so.

Member Tassoni questions if a residence with an in-law apartment pays twice.

Member Iannotti questions if commercial property is metered. Engineer Cleary states that it is not metered on the sewer side, the Town uses the Water Utilities Metered Rates as what goes into the building is assumed to go out, unless there is a deduct meter proving otherwise showing nothing is being charged into the sewer system. Engineer Cleary further states that there are credits for deduct meters that are allowable.

Member Kilduff suggests continuing the public hearing to the next council meeting so that he can explore if a residence with an in-law apartment must pay once or twice. Town Manager Rossi states that this can be explored, however, it would be a separate piece, as this is just the rate portion needed to be considered, and then the ordinance aspect can be addressed.

Town Manager Rossi states that he has two recommendations:

- Move forward with the rates so that the Town can plan, get the budget passed then prepare for the billing.
- Review a two (2) or three (3) year scenario to see what the coming year looks like, and potentially address this after the third year.

Town Manager Rossi further states that the Town can look at the units captured to add to the revenue and factor that in.

Member Toppi suggests meeting in the middle such as a rate of \$405, which is what Vice President Iannotti suggested at the last meeting.

Vice President Iannotti feels that the rate should be spread out, however, the Town cannot be running a deficient or depleting the fund balance. Vice President Iannotti suggests \$400 this year, \$435 or \$440 next year, and keep going until everything is in balance. Vice President Iannotti reminds everyone that the Town needs to make up what has been used from the fund balance because it is reduced every time we do not balance the budget.

Frank O'Connell of 37 Lakeside Drive questions how old the plant is. Engineer Cleary states that the treatment plant went into service in 1978. Mr. O'Connell states that the plant is forty-five (45) years old, and during his forty (40) work history with FM Global, one of the nastiest mechanical failures happen to be at sewer treatment plants because it is wet, heavy, it smells, and it is hard to work on. Mr. O'Connell further states that all of the equipment in the plant must be explosion proof rated because of methane, and installation of electrical equipment is expensive to install.

Mr. O'Connell also states that as a resident, he considers \$1.00 per day for sewage to be extremely cheap. Mr. O'Connell explains that the Town needs to ensure there is enough contingency to respond to an emergency without having to go to emergency bonding or anything the Town is not prepared for. Mr. O'Connell further explains that this is a vital service to the Town, and funds should not be so lean that you cannot respond to the normal wear and tear for an old facility.

Mr. O'Connell reminds the members that water is corrosive, and a metal thickness test has not been completed. Mr. O'Connell also reminds the members that the metal has eroded for over forty (40) years, there is wear and tear, no one is painting the inside of the tank, no one is controlling the galvanized stainless steel shafts, the price of electric gear has increased, and we are in a flood zone. Mr. O'Connell urges the council to ensure the Town is robustly funded, and the plant is well cared for.

James Kevin McNelis of 9 Rosewood Drive explains that he is the Chairman of the Sewer Authority. Mr. McNelis further explains that there was a \$300,000 repair made at Camp Street, and while there was an alternative that could have been done, the repair was fixed and will last for twenty (20) to thirty (30) years. Mr. McNelis states that a lesser fix could have been done, however, that would have been a band aid.

Mr. McNelis states that the council, without exception, has gone the "fix route". Mr. McNelis commends the council for a job well done.

Michael Moan of 18 Maplecrest Drive states that the Comprehensive Plan called for this study, and it was completed.

Mr. Moan questions an industrial pretreatment charge on his bill. Mr. Moan explains that the Comprehensive Plan states that the Town is looking to create for an industrial pretreatment program and describes the industrial wastewater is significantly different from the standard residential wastewater.

Mr. Moan further explains that the Town Charter states industrial wastes are defined as "from industrial processes, trade or business. Distinct from domestic or sanitary waste". Mr. Moan also states that the Town Charter outlines this charge for residents to pay.

Engineer Cleary explains that industrial pretreatment program fee is an earmarked fund that every sewer user rate payer contributes to. Engineer Cleary further explains that this shows overall continuity in the system for industrial and commercial users to ensure they are discharging waste into the system that we have the ability to treat. Engineer Cleary also explains that these fees are placed into the pretreatment program pool to monitor sewers throughout the community, spot check manholes, and sampling programs.

Member Kilduff suggests changing the language to read "service fee". Town Manager Rossi states that the council can discuss the language change when they review the ordinance.

Vice President Iannotti questions if the fee is higher for industrial users. Engineer Cleary believes it is universal across the board.

Member Tassoni questions if the fee is in a separate account. Town Manager Rossi explains that the fee is allocated in and offset by the expenses that come specifically with that. Town Manager Rossi further explains that it all comes in with one deposit, however, that portion is considered in what is expended out.

Hearing no further comments, President Lawton closes the public hearing.

**Motion** is made by Member Tassoni, seconded by Member Kilduff, that the Smithfield Town Council hereby splits the \$70 to \$35 for a total of \$390. **Motion fails. Vice President Iannotti and Member Toppi vote nay.**

Vice President Iannotti questions if that amount will be enough because of the approximate deficient of \$1M per year.

Mr. Myott explains that a total of \$390 will satisfy the revenue requirements, and will delay the return to eliminating the deficient absent of any large emergencies or investments that need to be made.

Mr. Myott further explains that he prepared an analysis for a \$400 increase which would be sufficient on a lower end. It is Mr. Myott's opinion that \$390 would be sufficient for a year, and plan to revisit this for FY25 to perhaps make another adjustment. Mr. Myott also explains that if the council wants to eliminate that deficient within the second fiscal year, the rate would need to be increased to \$400.

Town Manager Rossi states that by having the funds, the Town would be able to pay for the capital items in order not to borrow for the sewer plant. Town Manager Rossi further states that if the Town does need to borrow for larger projects, by having the funds available will help to reduce the rate at which the Town borrows. Town Manager Rossi also states that the Town is benefitting from the current rate. Town Manager Rossi suggests that the rate be increased to \$400.

President Lawton questions if the increases in the next five (5) years will be made incrementally. Town Manager Rossi explains that it is the council's decision if they want to consider one (1) year or two (2) years to plan it out, which would allow for residents to budget for the increase.

**Motion** is made by Vice President Iannotti, seconded by Member Toppi, to increase the sewer use billing increase starting with \$400 in FY24, with \$25 incremental increases for the next two (2) fiscal years after FY24. **Motion is approved by 4/1 vote. Member Tassoni votes nay.**

**B. Schedule a public hearing on June 6, 2023 to consider and act upon amendments to Chapter 294-17 of the Code of Ordinance entitled "Sewer Computation".**

Engineer Cleary explains that it was brought to his attention last year that due to an anomaly in sewer use billing in the easterly side of Town, closer to Lincoln, where sewer user rates billed to a particular user were astronomically high because of water leakage in their facility. Engineer Cleary further explains that the council voted on the matter to reduce that individual's user rate

rate based on that anomaly because their sewer usage discharges into the Narragansett Bay district but within our community. Engineer Cleary also explains that this individual was receiving the full sewer usage bill from the Town, but not receiving our wastewater treatment services.

Engineer Cleary states that they were charged approximately 35% of the sewer usage charge voted on by the council. Engineer Cleary further states that this remedied that one (1) bill for one (1) fiscal year, however, looking further into that system which we have a collection system but do not provide treatment services, eleven (11) properties were flagged that tip their sewage into the Narragansett Bay Commission. Engineer Cleary also states this amendment would keep those sewer usage invoices more uniform.

**Motion** is made by Member Tassoni, seconded by Member Kilduff, hereby schedules a Public Hearing for June 6, 2023 to consider and act upon requested amendments to Ordinance 294-17, Sewer Computation. **Motion is approved by a unanimous 5/0 vote.**

- C. Schedule a public hearing on June 6, 2023 to consider and act upon amendments to Chapter 126 of the Code of Ordinance entitled “Animals”, Sections 126-8, 126-10, 126-16, 126-20, 126-26, 126-45, and 126-53, sponsored by Councilman John J. Tassoni, Jr.**

**Motion** is made by Member Tassoni, seconded by Member Kilduff, that the Smithfield Town Council hereby schedules a public hearing on June 6, 2023 to consider and act upon amendments to Chapter 126 of the Code of Ordinance entitled “Animals”, Sections 126-8, 126-10, 126-16, 126-20, 126-26, 126-45, and 126-53, sponsored by Councilman John J. Tassoni, Jr. **Motion is approved by a unanimous 5/0 vote.**

- D. Schedule a public hearing on June 6, 2023 to consider and act upon amendments to Section 4.3 “Table of Uses”, Section 4.4M “Adult Recreational Use Cannabis” and Section 5.11 “Solar Energy Systems” of the Zoning Ordinance.**

Vice President Iannotti expresses his concerns about the cannabis amendment, which the council needs to review before the public hearing. Vice President Iannotti states that it needs to be determined if the definitions include businesses selling CBD oil, which he wants to be sure they are not put out of business.

**Motion** is made by Member Tassoni, seconded by Member Kilduff, that the Smithfield Town Council hereby schedules a public hearing on June 6, 2023 to consider adopting the proposed amendments to the Zoning Ordinance. **Motion is approved by a unanimous 5/0 vote.**

- E. Consider scheduling a show cause hearing on Tuesday, May 16, 2023 to consider and act upon the possible suspension, revocation, or other sanction regarding the listed Mobile Food Truck license due to non-renewal or non-compliance with the conditions of renewal:**

- A. Pa’L Monte, LLC d/b/a “Pa’L Monte”, 285 Douglas Pike**

**Motion** is made by Member Tassoni, seconded by Member Kilduff, that the Smithfield Town Council hereby schedules a show cause hearing on Tuesday, May 16, 2023

**IX. Licenses:**

- A. Consider, discuss, and act upon approving the annual renewal of two (2) Holiday Sales Licenses, as listed, as applied, subject to compliance with all State regulations and local ordinances.**

- 1. Target Corporation d/b/a “Target Store T-1404”, 371 Putnam Pike**
- 2. The Sevigny Group, LLC d/b/a “Smithfield Fitness”, 970 Douglas Pike**

**Motion** is made by Member Tassoni, seconded by Vice President Iannotti, that the Smithfield Town Council approve the annual renewal of two (2) Holiday Sales Licenses, as listed, as applied, subject to compliance with all State regulations and local ordinances.

1. Target Corporation d/b/a “Target Store T-1404”, 371 Putnam Pike
2. The Sevigny Group, LLC d/b/a “Smithfield Fitness”, 970 Douglas Pike

**Motion is approved by a unanimous 5/0 vote.**

- B. Consider, discuss, and act upon approving the annual renewal of two (2) Massage Establishment Licenses, as listed, as applied, subject to compliance with all State regulations and local ordinances.**

- 1. Body Grateful Day Spa, LLC d/b/a “Body Grateful Day Spa”, 10A Cedar Swamp Road**
- 2. Limary Morel Brown d/b/a “Massage by Mari”, 359 Putnam Pike**

**Motion** is made by Member Tassoni, seconded by Vice President Iannotti, that the Smithfield Town Council approve the annual renewal of two (2) Massage Establishment Licenses, as listed, as applied, subject to compliance with all State regulations and local ordinances.

1. Body Grateful Day Spa, LLC d/b/a “Body Grateful Day Spa”, 10A Cedar Swamp Road
2. Limary Morel Brown d/b/a “Massage by Mari”, 359 Putnam Pike

**Motion is approved by a unanimous 5/0 vote.**

- C. Consider, discuss, and act upon approving the annual renewal of two (2) Massage Therapy Licenses, as listed, as applied, subject to compliance with all State regulations and local ordinances.**

- 1. Katelynn Tessier working at “Body Grateful Day Spa”, 10A Cedar Swamp Road**
- 2. Limary Morel Brown working at “Massage by Mari”, 359 Putnam Pike**

**Motion** is made by Member Tassoni, seconded by Vice President Iannotti, that the Smithfield Town Council approve the annual renewal of two (2) Massage Therapy Licenses, as listed, as applied, subject to compliance with all State regulations and local ordinances.

1. Katelynn Tessier working at “Body Grateful Day Spa”, 10A Cedar Swamp Road
2. Limary Morel Brown working at “Massage by Mari”, 359 Putnam Pike

**Motion is approved by a unanimous 5/0 vote.**

**D. Consider, discuss, and act upon approving two (2) One-Day Special Event Licenses for Wat Lao Buddhovath of RI, Inc. for Lao New Year celebration, 88 Limerock Road on the following dates:**

- Saturday, May 13, 2023 from 12:00 p.m. to 6:00 p.m.
- Sunday, May 14, 2023 from 12:00 p.m. to 6:00 p.m.

**All Special Event Licenses for Wat Lao Buddhovath of RI, Inc. are subject to compliance with all State regulations and local ordinances.**

**Motion** is made by Member Tassoni, seconded by Member Kilduff, that the Smithfield Town Council approve two (2) One-Day Special Event Licenses for Wat Lao Buddhovath of RI, Inc. for Lao New Year celebration, 88 Limerock Road on the following dates:

- Saturday, May 13, 2023 from 12:00 p.m. to 6:00 p.m.
- Sunday, May 14, 2023 from 12:00 p.m. to 6:00 p.m.

**All Special Event Licenses for Wat Lao Buddhovath of RI, Inc. are subject to compliance with all State regulations and local ordinances.**

**Motion is approved by a unanimous 5/0 vote.**

**E. Consider, discuss, and act upon the annual renewal of two (2) Peddler’s Licenses, as listed, as applied, subject to compliance with all State regulations and local ordinances.**

1. CALM Enterprises, Inc. d/b/a “Del’s of Smithfield”, to sell only frozen lemonade from a truck with RI Reg. #'s 25883, 126485 and 51697, 115 Pleasant View Avenue
2. CALM Enterprises, Inc. d/b/a “Del’s of Smithfield”, to sell only frozen lemonade and frozen treats from a pushcart with RI Reg. #55218, 115 Pleasant View Avenue

**Motion** is made by Member Tassoni, seconded by Member Toppi, that the Smithfield Town Council approve the the annual renewal of two (2) Peddler’s Licenses, as listed, as applied, subject to compliance with all State regulations and local ordinances.

1. CALM Enterprises, Inc. d/b/a “Del’s of Smithfield”, to sell only frozen lemonade from a truck with RI Reg. #'s 25883, 126485 and 51697, 115 Pleasant View Avenue
2. CALM Enterprises, Inc. d/b/a “Del’s of Smithfield”, to sell only frozen lemonade and frozen treats from a pushcart with RI Reg. #55218, 115 Pleasant View Avenue

**Motion is approved by a unanimous 5/0 vote.**

**F. Consider, discuss, and act upon approving one (1) One-Day Special Event License for Smithfield Classic Cars and Auto Sales for a Car Show, 278 Douglas Pike on the following date:**

- **Saturday, May 27, 2023 from 9:30 a.m. to 3:00 p.m. with a rain date of June 3, 2023**

**All Special Event License for Classic Cars and Auto Sales are subject to compliance with all State regulations and local ordinances.**

**Motion** is made by Member Tassoni, seconded by Member Toppi, that the Smithfield Town Council approve one (1) One-Day Special Event License for Smithfield Classic Cars and Auto Sales for a Car Show, 278 Douglas Pike on the following date:

- **Saturday, May 27, 2023 from 9:30 a.m. to 3:00 p.m. with a rain date of June 3, 2023**

**All Special Event License for Classic Cars and Auto Sales are subject to compliance with all State regulations and local ordinances.**

**Motion is approved by a unanimous 5/0 vote.**

**G. Consider, discuss, and act upon approving three (3) One-Day Special Event Licenses for the Smithfield Parks and Recreation Department for a “Food Truck Event”, 1 William J. Hawkins., Jr. Trail on the following dates:**

- **Tuesday, June 13, 2023 from 4:00 p.m. to 9:00 p.m.**
- **Saturday, July 1, 2023 from 4:00 p.m. to 9:00 p.m., with a rain date of July 9, 2023**
- **Tuesday, August 15, 2023 from 4:00 p.m. to 9:00 p.m.**

**All Special Event Licenses for the Smithfield Parks and Recreation Department are subject to compliance with all State regulations and local ordinances.**

**Motion** is made by Member Tassoni, seconded by Member Kilduff, that the Smithfield Town Council approve three (3) One-Day Special Event Licenses for the Smithfield Parks and

Recreation Department for a “Food Truck Event”, 1 William J. Hawkins., Jr. Trail on the following dates:

- Tuesday, June 13, 2023 from 4:00 p.m. to 9:00 p.m.
- Saturday, July 1, 2023 from 4:00 p.m. to 9:00 p.m., with a rain date of July 9, 2023
- Tuesday, August 15, 2023 from 4:00 p.m. to 9:00 p.m.

All Special Event Licenses for the Smithfield Parks and Recreation Department are subject to compliance with all State regulations and local ordinances.

**Motion is approved by a unanimous 5/0 vote.**

**X. Old Business:** None

**XI. New Business:**

**A. Consider, discuss, and act upon pole petitions from RI Energy Co. to install new poles on Riverview Avenue and Business Park Drive.**

Member Toppi questions how many EV charging stations are currently in Town, and who is requesting these new poles.

Town Manager Rossi explains that the pole petition is from RI Energy, and he is not sure about the amount of EV charging stations in the Town. Town Manager Rossi further explains that the petition allows the Town to install the poles.

**Motion** is made by Member Tassoni, seconded by Member Kilduff, that the Smithfield Town Council approve pole petitions WR 30759007 and WR 30693060 from RI Energy Co. to install two new poles on Riverview Avenue and Business Park Drive as described in the attached petition.

**Motion is approved by a unanimous 5/0 vote.**

**B. Consider, discuss, and act upon authorizing the Town Manager to enter into an agreement for Fiscal Years 2024 and 2025 with RI Resource Recovery Corporation for the disposal of solid waste and recycling material.**

Vice President Iannotti questions what would happen if the council were not to approve this. Town Manager Rossi explains that the Town would need to find a new place for its waste. Town Manager Rossi further explains that RRRC has worked with the communities on these increases, and the Town has representation from other municipalities.

Vice President Iannotti states that the Town must use RRRC based on state law.



**Motion** is made by Member Tassoni, seconded by Vice President Iannotti, that the Smithfield Town Council authorizes the Town Manager to enter into an agreement for Fiscal Years 2024 and 2025 with RI Resource Recovery Corporation for the disposal of solid waste and recycling material with the Rhode Island Resource Recovery Corporation located at 65 Shun Pike, Johnston, RI 02919 for Fiscal Years 2024 and 2025. **Motion is approved by a unanimous 5.0 vote.**

**C. Consider, discuss and act upon authorizing an update of the Police & Fire Pension Funds Investment Policy as recommended by the Police & Fire Pension Committee.**

Town Manager Rossi explains that at the last meeting of the Police & Fire Pension Committee, based on the Town's current portfolio and where the market stands, the Town needed to adjust the asset allocation to work to the favor of both funds.

**Motion** is made by Member Tassoni, seconded by Member Kilduff, that the Smithfield Town Council approve the statement of investment policy for the Police and Fire Pension Funds as recommended by the Police and Fire Pension Committee. **Motion is approved by a unanimous 5/0 vote.**

**D. Consider, discuss, and act upon authorizing the Town Manager to purchase twelve (12) laptop computers, through the Massachusetts Higher Education Consortium, #F05, for the East Smithfield Neighborhood Center in an amount not to exceed fourteen thousand, three hundred, fifty-nine dollars and thirty-two cents (\$14,359.32).**

Town Manager Rossi explains that this item is part of a grant that was received by the Town for the Neighborhood Center, which is to expand the broadband to all residents and to supply laptops throughout the center.

Member Tassoni questions if the Massachusetts Higher Education Consortium is where the grant was from. Town Manager Rossi explains that they are a purchasing collaborative that is approved by the AG's office, and they go out to bid for products.

Town Manager Rossi further explains that they are guaranteed to get the lowest prices based on the quantities they purchase.

Member Kilduff states that you can purchase the same laptop for the same price on Amazon.

**Motion** is made by Member Kilduff, seconded by Member Tassoni, that the Smithfield Town Council authorizes the Town Manager to purchase, through the Massachusetts Higher Education Consortium, #F05, with Dell Technologies at One Dell Way, RR1-33, Round Rock, TX 78682, for the provision of 12 laptop computers not to exceed \$14,359.32. **Motion is approved by a unanimous 5/0 vote.**

**E. Consider, discuss, and act upon authorizing a bid award for concession services at the Smithfield Ice Rink.**

Ice Rink Manager Thomas Tullie explains that the current service agreement expired at the end of April 2023, and on Tuesday, March 21, 2023 the council approved advertising an RFP for a new two (2) year contract with an optional two (2) year extension. Manager Tullie further explains that the April 8, 2023 was the RFP deadline, and only one (1) proposal was submitted although thirty-four (34) companies reviewed the proposal.

Manager Tullie also explains that Cagney Food Service was the one proposal and also the existing vendor.

Member Toppi questions if it is typical to have numerous companies review the proposal and only one (1) bid is received. Town Manager Rossi explains that this is an odd request because the company is being asked to pay the Town a minimum amount of dollars. Town Manager Rossi further explains that the bidding system is nationwide, therefore, a company further out of state would not be running a concession service in Town.

Member Tassoni questions if there would be an issue with re-bidding. Town Manager Rossi explains it is a time issue because their contract has expired. Manager Tullie feels that it would be additional exercise to get the same results.

**Motion** is made by Member Tassoni, seconded by Member Kilduff, that the Smithfield Town Council hereby award the Concession Services Agreement at the Smithfield Municipal Ice Rink for the contract period of April 30, 2023 to April 29, 2025 to Cagney Food Service, 212 Andrews Ave., West Warwick, RI for an amount not to exceed \$15,600.00 with an optional two (2) year extension from April 30, 2025 to April 29, 2027 for an amount not to exceed \$17,400.00, the extension may be exercised at the sole discretion of the Town. **Motion is approved by a unanimous 5/0 vote.**

**F. Consider, discuss, and act upon authorizing a request for proposals for concession services at Deerfield Park subject to final review by the Town Solicitor.**

Parks and Recreation Director Robert Caine explains that this is for the Deerfield Park concession stand which is not currently open. Director Caine further explains that in the past the soccer leagues would try to keep it open, however, they have been having a hard time staffing it with their volunteers. Director Caine also explains that this would include staffing during the games and during the day when the children are in the playground.

Member Tassoni questions what benefits the Recreation Department will receive. Director Caine explains that all of the proceeds would be reinvested into the Play for All Fund to purchase playground equipment for special needs children.

Member Tassoni questions if this would be a percentage or monthly fee, and how much. Director Caine explains this would be a monthly fee, however, he is not sure of what that fee will be.

Member Kilduff questions if Del's would be allowed to sell at Deerfield Park, and what the competition would be. Director Caine explains that Del's is in/out of the park all day.

Member Kilduff also questions what is in the concession stand. Director Caine explains that there are two (2) refrigerators and a sink but no grills or fryolators.

**Motion** is made by Member Tassoni, seconded by Member Kilduff, that the Smithfield Town Council hereby authorize the Purchasing Agent to advertise this new RFP for concession services at the Smithfield's Deerfield Park – Play for All Pavilion for the new contract period of April 30, 2023 to April 29, 2025. Subject to final review by the Town Solicitor. **Motion is approved by a unanimous 5/0 vote.**

**G. Consider, discuss, and act upon authorizing the Parks & Recreation Department to allow and promote rental usage of the Splash Pad and Pavilion at Deerfield Park.**

Member Toppi questions if padding can be installed. Director Caine explains that during the bid process, the Town looked at the installation of padding, however, the padding does not last, and the company that the Recreation Department has been working with will not offer a warranty because the rubber they installed at other jobs failed. Director Caine assures the members that the other community's splash pads are concrete. Member Toppi states that she foresees issues.

Member Toppi also questions the timeslot availability. Director Caine explains that the splash pad will be open every day, and this would be before it is traditionally open and after hours.

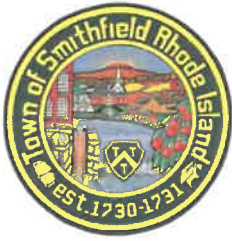
President Lawton questions how rental functions will be enforced. Director Caine exploring the options.

Member Tassoni questions if renters will be signing a waiver. Director Caine explains this would fall under the Town's insurance policy. Member Tassoni is not in favor of this falling under the Town's insurance policy.

Town Manager Rossi explains this will be handled in conjunction with The Trust, the insurance lawyer, and the solicitor. Town Manager Rossi assures the members that the legal documents will be in place before any rentals take place and the Town is not at stake

Vice President Iannotti feels that the waiver included in the council packet is not sufficient as it does not mention parents/guardians are to sign on behalf of children.

Vice President Iannotti questions if there are alternatives to the Recreation Department running this or can it be contracted out.




# TOWN OF SMITHFIELD DEPARTMENT OF PUBLIC WORKS

PHONE: (401) 233-1034

FAX: (401) 233-1075

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## MEMORANDUM

Date: May 16, 2023  
To: Honorable Town Council  
Through: Randy R. Rossi, Town Manager  
From: Gene Allen, Director of Public Works / Water Commissioner 

RE: Water Rates Study Presentation

## BACKGROUND:

The Smithfield Water Supply Board last reviewed and adopted revisions to the Rates, Rules and Regulations for the Smithfield Water Supply Board (SWSB) on November 5, 2019.

BerryDunn was contracted to review the current SWSB financial status and project the revenue requirements of the Enterprise Fund for FY2024 through FY2026. This review incorporates wholesale water rate increases, along with projected operating cost and debt service obligations.

The recommendations presented are intended to provide the SWSB with the required revenue, to ensure the reliable supply of water at the highest quality for our customers.

## FINANCIAL IMPACT:

The recommended rate increases, if approved, will be implemented for water consumed starting July 1, 2023.

### Recommended Increases:

- Increase Consumption rate by 7% annually, for all tiers, in 2024, 2025 and 2026
- Increase Minimum Charge and Non-Consumption Charges by 10% in 2025 and 2026
- Increase Fire Protection Charge by \$25 annually in 2025 and 2026

**RECOMMENDATION:** That the Smithfield Town Council, sitting as the Smithfield Water Supply Board, approve water rate increases pursuant to the Water Enterprise Fund Rate Study and Guidance, conducted by Berry Dunn.

- Increase Consumption rate by 7% annually, for all tiers, in 2024, 2025 and 2026
- Increase Minimum Charge and Non-Consumption Charges by 10% in 2025 and 2026
- Increase Fire Protection Charge by \$25 annually in 2025 and 2026

**MOVED:** *That the Smithfield Town Council, sitting as the Smithfield Water Supply Board, approve water rate increases pursuant to the Water Enterprise Fund Rate Study and Guidance, conducted by Berry Dunn.*

*Increase Consumption rate by 7% annually, for all tiers, in 2024, 2025 and 2026*

*Increase Minimum Charge and Non-Consumption Charges by 10% in 2025 and 2026*

*Increase Fire Protection Charge by \$25 annually in 2025 and 2026*

# **Town of Smithfield Water Enterprise Fund Rate Study and Guidance**



**Town Council Presentation**

**May 16, 2023**

**7:00 p.m.**

# Agenda

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## ① Project Background



## ② Summary of Findings



## ③ Recommendations & Considerations

## ④ Questions and Discussion



# 1: Project Background

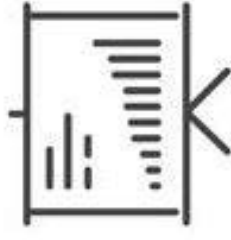




# Project Background



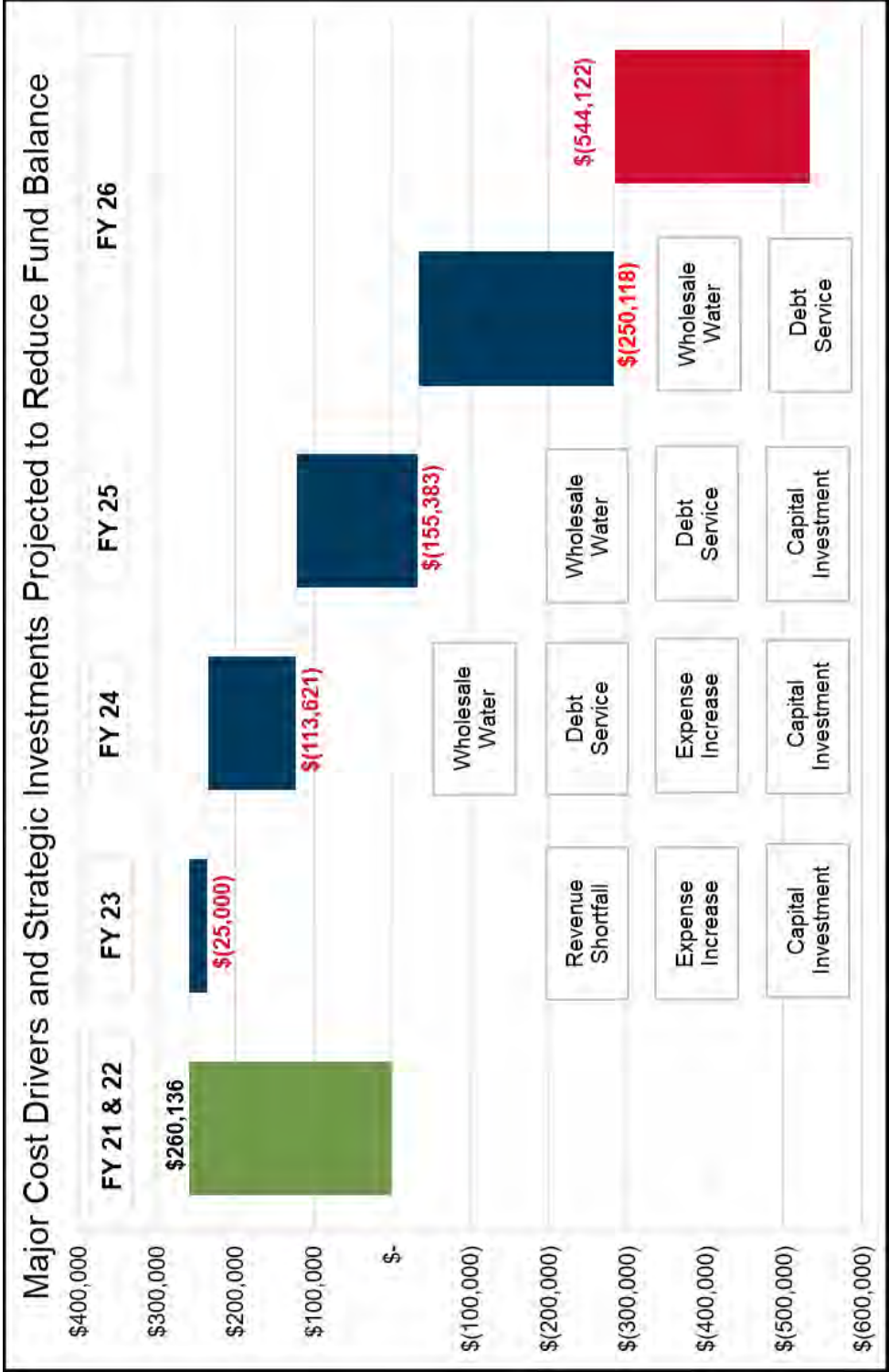
- **December 2022:** The Town partnered with BerryDunn to assist with preparing a cost of service (CoS) analysis and determining revenue requirements for the Water Enterprise Fund for fiscal years (FY) 2024 – FY 2026.
- **January 2023 – April 2023:** BerryDunn met on multiple occasions with Town staff, prepared the CoS analysis, determined revenue requirements, and developed meter, hydrant, and tiered usage rate scenarios designed to satisfy revenue requirements for the enterprise fund and maintain a sufficient reserve fund balance through FY 2026.
- **April 2023 – May 2023:** BerryDunn compiled all staff feedback, financial and operational analysis methodologies, findings and recommendations into a final project report and CoS model.
- **May 2023:** BerryDunn presenting findings and recommendations to staff, stakeholders, and the Town Council for consideration and adoption.



## 2: Summary of Findings



# Summary of Findings: Water Distribution Services



- FY 21 & FY 22 Average Projected Revenue: **\$2,087,363**
- FY 21 & FY 22 Average Projected Expense: **\$1,827,227**
- FY 23 – FY 26 Projected Revenue Shortfall: **\$(544,122)**
- Projected revenue shortfall at current rates, operational cost increase realization, debt service, and capital investments



# Summary of Findings – Water Distribution Services

- The table below, outlines actual, projected, and estimated revenue and expense at current rate levels – inclusive of cost increases, funding capital improvements to the level necessary to maintain and improve the system and maintaining a sufficient reserve fund balance for FY 2024 – FY 2026.

Fiscal Year	Revenue	Expense	Net	Cost Recovery
2021 (actual)	\$2,094,048	\$1,562,255	\$531,793	134.0%
2022 (actual)	\$2,016,687	\$1,768,072	\$248,615	114.0%
2023 (projected)	\$2,151,354	\$2,151,354	\$0 to (\$25,000)*	100.0%
2024 (estimated)	\$2,157,057	\$2,270,677	(\$113,621)	95.0%
2025 (estimated)	\$2,196,370	\$2,351,753	(\$155,383)	93.4%
2026 (estimated)	\$2,236,469	\$2,486,587	(\$250,118)	89.9%

\*Fiscal year is not complete; revenue and expense is not fully realized.



# Summary of Findings – Water Distribution Services

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- **Projected Expense Increase – Wholesale Water Purchases.** Increases projected for annual Providence Water wholesale purchase expense for the period FY 2024 – FY 2026 of an estimated 5% each FY, or a total increase of \$118,219. Absorption of significant cost increases, FY 2019 – FY 2023.
- **Projected Expense Increase – Debt Service.** Increases projected for annual debt service expense for the period FY 2024 – FY 2026 of an estimated \$200,000 annually, or a total increase of \$600,000. (storage tanks rehab)
- **Projected Expense Increase – Overall Operations.** Increases projected in annual operations and maintenance expense for the period FY 2024 – FY 2026 of an estimated 5% each FY, or a total increase of \$327,000.
- **Projected Expense Increase – Capital Allocations.** Planned capital investments designed to address deferred capital maintenance and improvements will likely deplete reserve funding levels significantly for the period FY 2024 – FY 2026 should no rate increases be adopted.

# Summary of Findings – Water Distribution Services



- The figure below depicts the projected enterprise fund reserve balance through FY 2026 should no rate increase be adopted, and expense increases are realized and projected capital expenditures are made.



### 3: Recommendations & Considerations





# Current Rates and Recommended Rates - Consumption



## Increase Rates 7% each FY: 2024 - 2026

Current Rate Structure		FY 2023	FY 2024 7% Increase	FY 2025 7% Increase	FY 2026 7% Increase
Tier	Usage Range (gallons)	Current Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)
Tier 1	1 – 100,000	\$4.88	\$5.22	\$5.59	\$5.98
Tier 2	100,001 – 1,000,000	\$5.78	\$6.18	\$6.62	\$7.08
Tier 3	Over 1,000,000	\$6.66	\$7.13	\$7.63	\$8.16
Current Rate Structure		FY 2023	FY 2024 No Increase	FY 2025 No Increase	FY 2026 No Increase
		Current Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)
Smithfield Infrastructure Replacement Charge (SIRP)		\$0.50	\$0.50	\$0.50	\$0.50
Rhode Island State Watershed & Water Quality Charge		\$0.30	\$0.30	\$0.30	\$0.30



# Current Rates and Recommended Rates – Minimum Charges & Non-Consumption Charges



No rate increase in FY 2024, 10% increases in FY 2025 and FY 2026

Meter Charges (Base Charges)		0% Increase	10% Increase	10% Increase
Meter Size	Current Rate	FY 2024 Proposed Rate	FY 2025 Proposed Rate	FY 2026 Proposed Rate
5/8" to 1"	\$60	\$60	\$66	\$73
1 1/2"	\$120	\$120	\$132	\$145
2"	\$180	\$180	\$198	\$218
3"	\$375	\$375	\$413	\$454
4"	\$600	\$600	\$660	\$726
6"	\$1,125	\$1,125	\$1,238	\$1,361
8"	\$1,950	\$1,950	\$2,145	\$2,360
10"	\$2,625	\$2,625	\$2,888	\$3,176

# Current Rates and Recommended Rates – Minimum Charges & Non-Consumption Charges



No rate increase in FY 2024, \$25 increases in FY 2025 and FY 2026

Private Fire Protection Charges		\$0 Increase	\$25 Increase	\$25 Increase
Connection Size	Current Rate	FY 2024 Proposed Rate	FY 2025 Proposed Rate	FY 2026 Proposed Rate
Hydrant (ea.)	\$250	\$250	\$275	\$300
1½"	\$100	\$100	\$125	\$150
4"	\$150	\$150	\$175	\$200
6"	\$200	\$200	\$225	\$250
8"	\$250	\$250	\$275	\$300
10"	\$300	\$300	\$325	\$350
12"	\$350	\$350	\$375	\$400



# Recommended Rates – Estimated Customer Impact

User Type			Estimated Annual New Charges				
Customer Category	Annual Usage (gallons)	Current Annual Charges	FY 2024	FY 2025	FY 2026	Three-Year Est. Charges Increase	Est. Percent of Revenue
Low-End User (5/8" Meter)	15,000	\$145	\$158	\$164	\$170	\$56	14%
Average – Low-End User (5/8" Meter)	40,000	\$287	\$309	\$324	\$339	\$110	
Average – Middle-End User (5/8" Meter)	75,000	\$486	\$520	\$547	\$577	\$185	
Average – High-End User (5/8" Meter)	120,000	\$760	\$810	\$855	\$904	\$290	
Large User (2" Meter)	600,000	\$4,038	\$4,272	\$4,529	\$4,798	\$1,485	25%
Large User (4" Meter)	3,000,000	\$22,010	\$23,344	\$24,777	\$26,290	\$8,381	61%

# Recommended Rates – Reserve Fund Balance Impact



- The figure below depicts the projected enterprise fund reserve balance through FY 2026 should proposed rate increases be adopted.



# Peer Comparisons – Water Distribution Services



Common Rates and Charges				
District	Metered Rate (per 1,000 gallons)	Infrastructure Rate (per 1,000 gallons)	5/8" Meter Charge	Fire Hydrant (ea.)
SWSB (current)	\$4.88	\$0.50	\$60	\$250
SWSB (FY 2024)	\$5.22	\$0.50	\$60	\$250
SWSB (FY 2025)	\$5.59	\$0.50	\$66	\$275
SWSB (FY 2026)	\$5.98	\$0.50	\$73	\$300
Greenville Water District <sup>2</sup>	\$4.61	\$0.65	\$27.89	\$550
Providence Water <sup>3</sup>	\$5.12	\$0.47	\$124.20	\$621
Lincoln Water Commission <sup>4</sup>	\$5.23	\$0.76	N/A	\$330

<sup>2</sup> Rates effective as of 2023: [www.greenvillewd.org](http://www.greenvillewd.org), accessed February 2023.

<sup>3</sup> Rates effective as of July 1, 2021: [www.provwater.com](http://www.provwater.com), accessed February 2023.

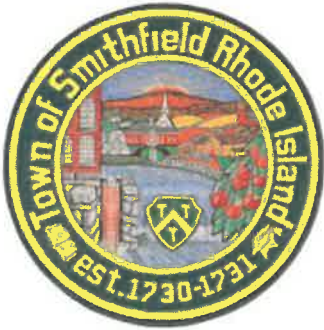
<sup>4</sup> Rates effective August 8, 2018: [www.lincolnwatercommission.com](http://www.lincolnwatercommission.com), accessed February 2023.

# Thank You!

4: Questions and Discussion

# Town of Smithfield

Smithfield Water Supply Board – Water Rate Study  
Draft Report – V2.0



**Submitted by:**

BerryDunn  
2211 Congress Street  
Portland, ME 04102-1955  
207.541.2200

**Kevin Price, Principal**

[kprice@berrydunn.com](mailto:kprice@berrydunn.com)

**Jesse Myott, Project Manager**

[jmyott@berrydunn.com](mailto:jmyott@berrydunn.com)

**Submitted on:**

Final Draft v2.0: March 8, 2023

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## 1.0 Introduction

*This section of the report provides a high-level background of the project, as well as key terms and their definitions.*

### 1.1 Project Background

The Town of Smithfield (Town) retained Berry Dunn McNeil & Parker, LLC (BerryDunn) to prepare a Water Rate Study for the Smithfield Water Supply Board (SWSB) Enterprise Fund (Fund). The analysis has projected the full cost of providing SWSB potable water distribution services supported by the Fund. The results have provided a revenue requirement determination, which will serve to provide guidance for setting water rates at the level necessary to meet projected revenue requirements for the next three fiscal years (FYs): FY 2024 – FY 2026. The rates proposed in this report reflect the projected level necessary to fund service delivery for FY 2024 through FY 2026 based on applicable guidelines established by the American Water Works Association.<sup>1</sup>

Identifying major cost drivers projected to be realized in the future has allowed a more detailed revenue requirement forecast to be developed, which can then be used as a foundation for assessing the level of water rates necessary to meet revenue requirements, sustain current operations, and fund goals, initiatives, and enhanced service delivery in the future. The final project report includes recommendations based on the objective analytical findings and institutional knowledge, as well as assumptions related to known expense increases likely to be realized in the future. The analysis has also identified possible barriers and challenges to implementing recommendations and considerations.

The Town's last major cost of service (CoS) analysis and rate study was conducted in 2019. Since then, rates are scheduled to be analyzed and adjusted every three years in order to satisfy annual revenue requirements, provide funding for current operations and known costs increases, and to fund capital investments to the level necessary to maintain and improve the distribution system.

For these reasons, the Town is interested in understanding the projected full cost of providing potable water distribution services for FY 2024 – FY 2026 and considering recommendations that might better align rate levels in the future to reflect these costs, satisfy revenue requirements, fund future development and planning initiatives, and maintain a sufficient unrestricted reserve fund balance to provide rate stabilization, fund capital investments, and help ensure business continuity, if needed.

The final project report provides the Town with an overview of current water rates, non-metered charges, and associated revenues. Additionally, this final project report provides projected expenses associated with operating and maintaining the distribution system. The report also

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<sup>1</sup> American Water Works Association, *M1 Principles of Water Rates, Fees and Charges, 7<sup>th</sup> Edition*, [www.awwa.org](http://www.awwa.org). Accessed February 2023.

documents the estimated percentage of reserve fund balance as a percentage of full operational costs, which will allow Town and SWSB officials to make informed policy decisions regarding adjustments to water rates and non-metered charges, if so desired. Finally, this report describes BerryDunn's approach to the analysis and understanding of the SWSB's organizational structure and services provided, findings, considerations, and recommendations.

## 1.2 Abbreviations and Terms

**Table 1.2.1: Project Abbreviations, Terms, and Definitions**

Abbreviation/Term	Definition
BerryDunn	Berry Dunn McNeil & Parker, LLC
CoS	Cost of Service
Fund	SWSB Enterprise Fund – Unrestricted Fund Balance
FY	Fiscal Year
MS	Microsoft
SIRP	Smithfield Infrastructure Replacement Charge
SME	Subject Matter Expert
State	State of Rhode Island
SWSB	Smithfield Water Supply Board
Town	Town of Smithfield

## 2.0 Approach and Work Performed

*This section of the report outlines how BerryDunn approached the project, summarizes the major tasks performed within each phase, provides an overview of how expense assumptions were identified and revenue requirement forecasts developed, and provides a high-level synopsis of the project deliverables.*

### 2.1 Work Performed

BerryDunn's approach to completing this study involved four phases:

- Phase 0 – Project Management and Data Request
- Phase 1 – Revenue Requirement Determination and Rate Guidance
- Phase 2 – Draft Water Rate Study Report
- Phase 3 – Final Water Rate Study Report and Final Presentation

Central to the approach was the use of BerryDunn's Microsoft (MS) Excel-based CoS model, which was used to forecast the SWSB's full cost for providing potable water distribution services for FY 2024 – FY 2026. BerryDunn used the cost model to develop forecast scenarios to assess the financial impact of increased operational and maintenance costs, necessary capital improvement investments, debt service requirements, and the revenue requirements needed to maintain a sufficient Fund balance.

After an initial project-planning call with the Town to clarify goals and objectives, identify known project constraints, and refine dates and/or tasks as appropriate, BerryDunn requested and reviewed documentation and data to get a better understanding of the SWSB's current fiscal and services environment.

BerryDunn commenced the project and scheduled a series of follow-up meetings with Town subject matter experts (SMEs) involved in the water rate analysis. BerryDunn also followed up with Town staff on multiple occasions throughout the course of the project to confirm BerryDunn's understanding of the data and information provided. The aim of these meetings and conversations was to discuss assumptions related to major cost drivers identified in FY 2024 – FY 2026 associated with operations and maintenance required to deliver SWSB services to customers, and to discuss the revenue requirements necessary to fund services.

BerryDunn reviewed the SWSB's current water rate (volume) charges and non-metered fees and charges schedules related to enterprise fund services and guided Town staff through discussions to consider adjustments to rate levels that might better generate the revenue needed to cover the CoS the SWSB commonly provides. Other charges, such as penalties, fines, and State of Rhode Island (State) mandated fees, were excluded from the analysis.

BerryDunn employed a standard cost accounting methodology to identify and assign expected costs to the services SWSB provides. This methodology uses identified expected expenses, mainly from the SWSB's adopted FY 2023 operating budget segments, and in some instances actual expenses incurred in prior FYs, to determine projected full costs. Finally, where detailed

and/or accurate data was nonexistent, BerryDunn used institutional knowledge from Town and SWSB SMEs to develop assumptions and proportional assignment of expenses based on weighted averages and other standard analytical techniques.

Also included in the analysis are the identified actual revenues from FY 2021 and FY 2022 and projected revenues for FY 2023 associated with providing potable water distribution services to rate payers, which Town and SWSB SMEs also verified.

BerryDunn prepared a cost model for the SWSB's current water rates analyzed for this project based on:

- SWSB's FY 2023 adopted expenditure budget
- Applicable actual expenditures incurred in prior FYs and prior FYs' reported actual revenue in the enterprise fund
- Key staff input and institutional knowledge
- Town financial document reviews
- Data discussed and reviewed during meetings with Town and SWSB SMEs

BerryDunn reviewed the study findings with the Town on multiple occasions, identifying any needed revisions and allowing the opportunity for the Town to give feedback and request additions and deletions before approving final deliverables and recommendations.

## 3.0 SWSB Enterprise Fund: Technical Analysis and Findings

*This section of the report provides a general overview of the SWSB's organizational structure, the major technical findings BerryDunn identified, and BerryDunn's projections based on those findings.*

### 3.1 SWSB Overview

The SWSB provides high-quality potable water to more than 9,400 residents through 1,600 meters throughout the Town and a portion of the Town of North Providence. The Town's main—and only—source of water is purchased from the Providence Water Supply. The Town is supplied water by two other districts in addition to the SWSB: the Providence Water Supply Board and the Greenville Water District. The SWSB makes certain all applicable work necessary to maintain and operate the distribution system is performed in accordance with all federal, State, and local municipal code sections and health and safety provisions.

The SWSB operates as an enterprise fund, with all operations funded from rate payers and non-metered fees and charges. The Town Council also acts as the Board of Water Commissioners. In October 2017, the SWSB appointed a five-member Advisory Commission. The volunteer Advisory Commission provides analyses and insight into SWSB policy and fiscal matters. The Director of Public Works also serves as the Smithfield Water Commissioner.

### 3.2 Current Rate Structure

The SWSB's current rate structure is generally comprised of two components: non-metered fees and charges, and usage (volume) charges. Non-metered fees and charges are flat-rate or fixed charges, which are assessed based on the meter size, connection size, or customer category. Table 3.2.1 and Table 3.2.2 below outline the SWSB's current non-metered fees and charges related to water meters and private fire protection (safety) connections.

**Table 3.2.1: Current Non-Metered (Base) Fees and Charges – Water**

Current Non-Metered Fees and Charges – Water	
Meter Size (inches)	Current Charge
5/8" to 1"	\$60
1½"	\$120
2"	\$180
3"	\$375
4"	\$600
6"	\$1,125
8"	\$1,950
10"	\$2,625

**Table 3.2.2: Current Non-Metered Fees and Charges – Private Fire Connection**

Current Non-Metered Fees and Charges – Fire	
Connection Size (inches)	Current Charge
Hydrant (ea.)	\$250
1½"	\$100
4"	\$150
6"	\$200
8"	\$250
10"	\$300
12"	\$350

Usage or volume charges are assessed on the amount of metered water consumption for a specific billing period. The SWSB's current charges rate structure is divided into three unique service-tier categories. Table 3.2.3 below outlines the three usage tiers.

**Table 3.2.3: Current Three-Tier Rate Structure**

Current Rate Structure	
Customer Tier and Current Rate	Description
Tier 1 Usage: \$4.88 (per 1,000 gallons of consumption)	<p>Tier 1 rates apply to customers who use between one gallon and 100,000 gallons of water annually. This is the most common usage tier as most average-size residential properties and small commercial operations fall within this usage tier.</p> <p>Of the 1,693 active customer accounts in 2022, 1,212 fell within this usage tier, consuming an estimated 50,929,176 gallons of water.</p>
Tier 2 Usage: \$5.78 (per 1,000 gallons of consumption)	<p>Tier 2 rates apply to customers who use between 100,001 gallons and 1,000,000 gallons of water annually. Generally, larger residential properties, larger commercial business operations, apartment/condominium complexes, and properties using significant irrigation fall within this usage tier.</p> <p>Of the 1,693 active customer accounts in 2022, 449 fell within this usage tier, consuming an estimated 91,181,539 gallons of water.</p>
Tier 3 Usage: \$6.66 (per 1,000 gallons of consumption)	<p>Tier 3 rates apply to customers who use more than 1,000,000 gallons of water annually. Generally, large commercial business and industrial operations and colleges and universities fall within this usage tier.</p> <p>Of the 1,693 active customer accounts in 2022, 32 fell within this usage tier, consuming an estimated 147,995,079 gallons of water.</p>



### 3.3 SWSB Enterprise Fund: Revenue Requirement Analysis

BerryDunn reviewed all enterprise fund revenue and expenses associated with potable water distribution and delivery for FY 2021, FY 2022, and FY 2023 (projected) and determined the average full cost to provide all water distribution and delivery services was \$1,827,227 annually. The average revenue generated across all rate components and fees and charges structures was \$2,087,363 annually. BerryDunn calculated the percentage of costs recovered by way of current rates and charges, finding that the enterprise fund recovered an average of 116% of the cost to provide services between FY 2021 and FY 2023 (projected).

Revenue generation remained relatively flat across the FYs analyzed, likely due in large part to conservation efforts on behalf of customers. However, the SWSB did experience increased expenditures related to personnel, services, and supplies—and specifically a significant increase in the cost of purchased wholesale water from Providence Water, an increase of 46% percent since 2017.

Furthermore, BerryDunn projected revenue and expenses associated with potable water distribution and delivery for FY 2024, FY 2025, and FY 2026 and estimates the average full cost to provide all water distribution and delivery services will be \$2,369,673 annually. The average revenue estimated across all rate components and fees and charges structures is projected to be \$2,196,632 annually, at current rates and charges levels. BerryDunn calculated the percentage of costs recovered by way of current rates and charges, finding that the enterprise fund is projected to recover an estimated average of 92.8% of the cost to provide services between FY 2024 and FY 2026 at current rates and charges levels. Table 3.3.1, below, outlines actual, projected, and estimated revenue and expense at current rates and charges levels.

**Table 3.3.1: Revenue and Expense at Current Rates and Charges Levels: FY 2021 – FY 2026**

Fiscal Year	Revenue	Expense	Net	Cost Recovery
2021 (actual)	\$2,094,048	\$1,562,255	\$531,793	134.0%
2022 (actual)	\$2,016,687	\$1,768,072	\$248,615	114.0%
2023 (projected)	\$2,151,354	\$2,151,354	\$0	100.0%
2024 (estimated)	\$2,157,057	\$2,270,677	(\$113,621)	95.0%
2025 (estimated)	\$2,196,370	\$2,351,753	(\$155,383)	93.4%
2026 (estimated)	\$2,236,469	\$2,486,587	(\$250,118)	89.9%

The analysis shows that, even with no rate increases, revenue is projected to increase slightly year-over-year given current consumption trends related to larger customers (commercial, university, etc.). However, despite some projected gains in some revenue categories post-pandemic, expenditures are estimated to outpace revenues year-over-year, with the most significant expense indicators pointing to the continuation of this trend. Left unchecked, these trends might have consequential effects on Fund balance levels and, ultimately, the SWSB's ability to continue delivering services at current levels. Table 3.3.2, below, outlines the core expense components estimated to impact operations between FY 2024 and FY 2026.

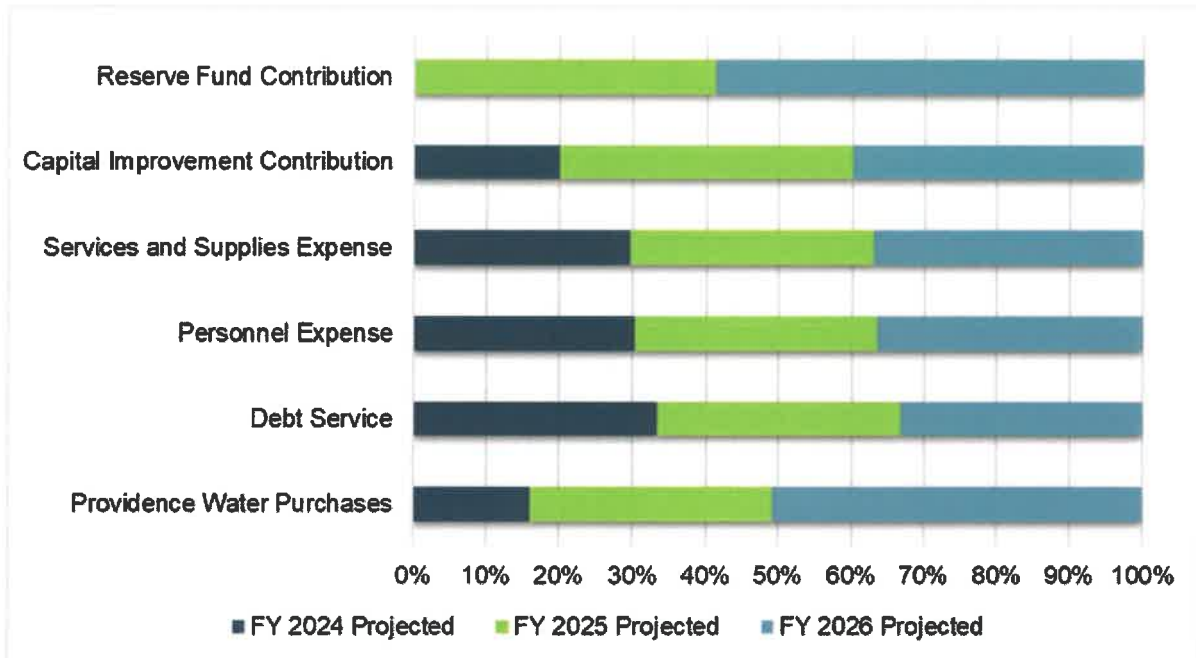


**Table 3.3.2: Core Expense Component Increases: FY 2024 – FY 2026**

Summary of Findings		
Category		Findings
1	Projected Expense Increase – Wholesale Water Purchases	BerryDunn identified significant increases in average annual Providence Water wholesale purchase expense for the periods analyzed: FY 2017 – FY 2020: \$628,719 annually (wholesale water cost) FY 2021 – FY 2023 (est.): \$745,779 annually (wholesale water cost) FY 2024 – FY 2026: \$827,531 annually (projected wholesale water cost)
2	Projected Expense Increase – Debt Service	BerryDunn projects debt service expense will increase \$200,000 to an estimated \$230,000 annually, FY 2024 – FY 2026, due to the scheduled repayment of bonded debt issued and used for capital improvements.
3	Projected Expense Increase – Personnel	BerryDunn projects an increase in personnel expense of \$64,000, should an additional full-time position be approved.
4	Projected Expense Increase – Service and Supplies	BerryDunn projects an increase in general service and supplies expense of \$40,000 – \$50,000, annually.
5	Capital Improvements	BerryDunn identified significant deferred capital maintenance and replacement investment. Though recent efforts have developed an approach to begin addressing deferred capital investment, the distribution system still needs significant short-term and long-term capital investment. Capital investments help ensure business and service continuity, system improvements and capacity increases can be realized, and water quality and safety standards can be maintained.
6	Reserve Funds	BerryDunn identified sufficient reserve funding to date; however, planned capital investments designed to address some of the deferred investment identified above will likely deplete reserve funding levels significantly. Maintaining adequate reserves is a fundamental principal of sound financial management. It is essential that the SWSB maintain adequate levels of working capital in its enterprise fund to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenses) and to help ensure stable delivery of services.

In addition to the projected dollar values listed above, Figure 3.3.1 below depicts the core expense components and their projected impact to year-over-year expenditure increases as a percentage of the total core expense component increases estimated.

**Figure 3.3.1: Core Expense Component Increases as a Percent of Total: FY 2024 – FY 2026**



For these reasons, BerryDunn recommends the SWSB consider annual adjustments to the three-tier rate structure of a 7% increase across all three tiers in FY 2024, a 7% increase across all three tiers in FY 2025, and a 7% increase across all three tiers in FY 2026 to address the estimated revenue shortfalls year-over-year. BerryDunn estimates that in doing so, the SWSB will be able to meet its annual revenue requirements needed to sufficiently operate, maintain, and improve the water distribution system. Table 3.3.3 below outlines the revenue and expense scenarios estimated for the enterprise fund between FY 2024 and FY 2026 with the proposed water rate increases of 7% year-over-year annually for three FYs.

**Table 3.3.3: Enterprise Fund Revenue and Expense With Rates and Charge Increases: FY 2024 – FY 2026**

Fiscal Year	Revenue	Expense	Net	Cost Recovery
2024 (estimated)	\$2,253,413	\$2,270,677	(\$17,265)	99.2%
2025 (estimated)	\$2,397,753	\$2,351,753	\$46,000	102.0%
2026 (estimated)	\$2,552,199	\$2,486,587	\$65,612	102.6%

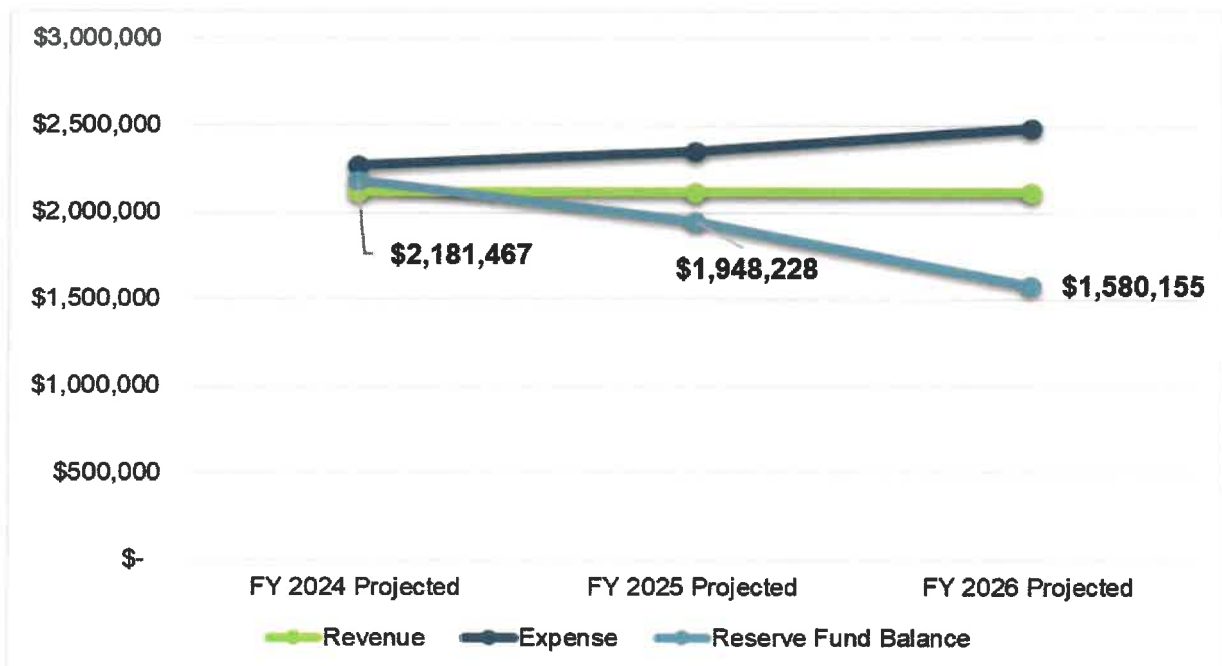
### 3.4 SWSB Reserve Fund: Unrestricted Fund Balance

The SWSB needs an unrestricted fund balance sufficient to help ensure business and service continuity if a downturn in the economy, or some other unforeseen event or circumstance, occurs. Unrestricted fund balance funds can generally be used for any lawful purposes associated with operating and maintaining the potable water distribution system. Therefore, rates should be set a level sufficient to meet annual revenue requirement needs but also maintain an adequate unrestricted fund balance level.

At the start of FY 2023, the SWSB enterprise fund maintained a fund balance of \$2,333,630 compared to average expenditures of the two prior FYs, which generally fall in the \$1,600,000 to \$1,700,000 range. However, as previously mentioned, the SWSB has projected increased operational expenditures related to personnel, services and supplies, and water purchase costs as well as programmed capital improvement projects designed to upgrade and enhance the functionality of the water distribution system.

For these reasons, the projected unrestricted fund balance level is expected to decline significantly over the next few FYs as funds that might be needed to fund operations and capital improvements are instead used in a “pay-as-you-go” model to mitigate severe impacts to rate payers. To that end, despite current capacity to use unrestricted fund balance appropriations over the next few FYs to fund larger capital projects and initiatives, without rate increases, the unrestricted fund balance is projected to decline significantly as operational expenditures increase. Figure 3.4.1 depicts the projected fund balance through FY 2026 should no rate increase be adopted.

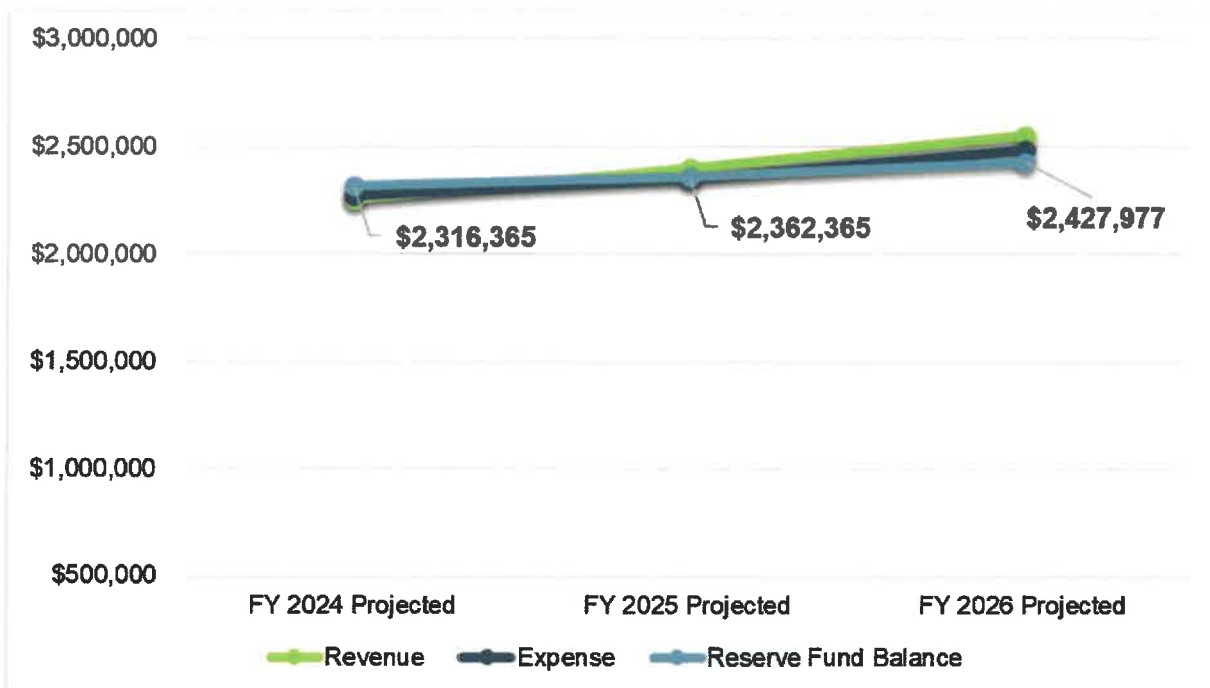
**Figure 3.4.1: Reserve Fund Balance Projection FY 2024 – FY 2026 With No Rate Increase**



Given the combination of projected operations and maintenance expenditure increases and projected capital improvement investments, the unrestricted reserve fund balance is expected to decline substantially by the end of FY 2026 to \$1,580,155 or to a level that represents only 63.5% of projected annual expenditures in FY 2026, without the adoption of rate increases.

Beginning in FY 2024, BerryDunn recommends that the Town adopt a tiered usage rate increase of 7% in FY 2024, 7% in FY 2025, and 7% in FY 2026 to help ensure sufficient revenue is generated to cover operational and maintenance expenses and to maintain a sufficient unrestricted reserve fund balance level. Figure 3.4.2 depicts the projected fund balance through FY 2026 should a 7% rate increase be adopted each FY through FY 2026.

**Figure 3.4.2: Reserve Fund Balance Projection FY 2024 – FY 2026 With 7% Rate Increases**



As is evident from Figure 3.4.2, above, should the proposed rate increases be adopted, the unrestricted reserve fund balance is expected to rise in conjunction with projected expenditures, maintaining an estimated level of \$2,427,977 or 97.6% of projected expenditures in FY 2026.

Though future water consumption needs and demand trends cannot be known for certain, nor what unforeseen water distribution system needs may arise, the recommended rate increases are projected to allow sufficient revenue generated each FY based on known core expense assumptions and customer consumption trends. For these reasons, BerryDunn recommends that the SWSB monitor the fund balance periodically to help ensure a sufficient level is being maintained, and that funds are being expended in a lawful, consistent manner. BerryDunn also recommends that the SWSB monitor local indicators related to water consumption and monitor the fund balance consistently to identify any large fluctuations should they be evident, as dramatic changes may indicate longer-term trends pertaining to revenue or expenditure increases or decreases.

### 3.5 Summary of Technical Findings

Table 3.5.1 summarizes the key technical findings of BerryDunn's analysis of the SWSB's rates, fees, and charges environment.

**Table 3.5.1: Summary of Technical Findings**

Summary of Technical Findings		
Category		Findings
1	Revenue	BerryDunn identified average annual revenue generation of \$2,087,363 across FY 2021 (actual), FY 2022 (actual), FY 2023 (projected).
2	Expense	BerryDunn identified average annual expenditures of \$1,827,227 across FY 2021 (actual), FY 2022 (actual), FY 2023 (projected).
3	Fund Balance	BerryDunn identified a SWSB enterprise fund balance of \$2,333,630 at the start of FY 2023.
4	Projected Expense Increase – Wholesale Water Purchases	BerryDunn identified significant increases in average annual Providence Water wholesale purchase expense for the periods analyzed: FY 2017 – FY 2020: \$628,719 annually (wholesale water cost) FY 2021 – FY 2023 (est.): \$745,779 annually (wholesale water cost) FY 2024 – FY 2026: \$827,531 annually (projected wholesale water cost)
5	Projected Expense Increase – Debt Service	BerryDunn projects debt service expense will increase \$200,000 to an estimated \$230,000 annually, FY 2024 – FY 2026, due to the scheduled repayment of bonded debt issued and used for capital improvements.
6	Projected Expense Increase – Personnel	BerryDunn projects an increase in personnel expense of \$64,000, should an additional full-time position be approved.
7	Projected Expense Increase – Service and Supplies	BerryDunn projects an increase in general service and supplies expense of \$40,000 – \$50,000, annually.
8	Capital Improvements	BerryDunn identified significant deferred capital maintenance and replacement investment. Though recent efforts have developed an approach to begin addressing deferred capital investment, the distribution system still needs significant short-term and long-term capital investment. This helps ensure business and service continuity, system improvements and capacity increases can be realized, and water quality and safety standards can be maintained.

Summary of Technical Findings		
Category		Findings
9	Reserve Funds	BerryDunn identified sufficient reserve funding to date; however, planned capital investments designed to address some of the deferred investment identified above will likely deplete reserve funding levels significantly. Maintaining adequate reserves is a fundamental principal of sound financial management. It is essential that the SWSB maintain adequate levels of working capital in its enterprise fund to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenses) and to help ensure stable service delivery.
10	Projected Revenue Requirement	BerryDunn projected average annual revenue requirement needs of \$2,401,122 annually for FY 2024 – FY 2026.
11	Current Water Rates	BerryDunn identified the projected revenue requirements needed to fund operations for FY 2024 – FY 2026 and determined that current rate levels are not sufficient to generate the revenue needed to adequately operate the distribution system and maintain an adequate unrestricted reserve fund balance.



## 4.0 Recommendations and Considerations

*This section of the report outlines various recommendations and considerations BerryDunn has provided based on the technical revenue requirement analysis, current fees and charges environment analysis, peer comparisons, and meetings with staff and stakeholders to discuss SWSB and townwide priorities.*

### 4.1 Proposed Rates

The Town is responsible for setting water rates in accordance with the projected revenue requirements necessary to sufficiently fund water distribution services annually. Generally, rates are set at levels projected to satisfy annual revenue requirements based on known assumptions of major cost drivers in the future and to maintain an adequate reserve fund level.

Based on the technical analysis performed, the proposed rates below are projected to satisfy revenue requirement needs to fund operations and maintenance of the distribution system, fund needed capital improvement projects, and maintain adequate reserves for FY 2024 through FY 2026. It is assumed that rate increases will take effect July 1 of each calendar year, should they be adopted at the levels proposed below.

#### 4.1.1 Proposed Meter Charges and Private Fire Protection Charges

**Table 4.1.1.1: Proposed Meter Charges FY 2024 – FY 2026**

Meter Charges (Base Charges)		0% Increase	10% Increase	10% Increase
Meter Size	Current Rate	FY 2024 Proposed Rate	FY 2025 Proposed Rate	FY 2026 Proposed Rate
5/8" to 1"	\$60	\$60	\$66	\$73
1½"	\$120	\$120	\$132	\$145
2"	\$180	\$180	\$198	\$218
3"	\$375	\$375	\$413	\$454
4"	\$600	\$600	\$660	\$726
6"	\$1,125	\$1,125	\$1,238	\$1,361
8"	\$1,950	\$1,950	\$2,145	\$2,360
10"	\$2,625	\$2,625	\$2,888	\$3,176

**Table 4.1.1.2: Proposed Private Fire Protection Charges FY 2024 – FY 2026**

Private Fire Protection Charges		\$0 Increase	\$25 Increase	\$25 Increase
Connection Size	Current Rate	FY 2024 Proposed Rate	FY 2025 Proposed Rate	FY 2026 Proposed Rate
Hydrant (ea.)	\$250	\$250	\$275	\$300
1½"	\$100	\$100	\$125	\$150
4"	\$150	\$150	\$175	\$200
6"	\$200	\$200	\$225	\$250
8"	\$250	\$250	\$275	\$300
10"	\$300	\$300	\$325	\$350
12"	\$350	\$350	\$375	\$400

#### 4.1.2 Proposed Tiered Usage Rates (Volume Charges)

Table 4.1.2.1 below, reflects the current rate level per usage tier and the proposed rates per usage tier FY 2024 through FY 2026.

**Table 4.1.2.1: Proposed Tiered Usage Rate FY 2024 – FY 2026**

Current Rate Structure		FY 2023	FY 2024 7% Increase	FY 2025 7% Increase	FY 2026 7% Increase
Tier	Usage Range (gallons)	Current Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)
Tier 1	1 – 100,000	\$4.88	\$5.22	\$5.59	\$5.98
Tier 2	100,001 – 1,000,000	\$5.78	\$6.18	\$6.62	\$7.08
Tier 3	Over 1,000,000	\$6.66	\$7.13	\$7.63	\$8.16
Current Rate Structure		FY 2023	FY 2024 No Increase	FY 2025 No Increase	FY 2026 No Increase
		Current Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)	Proposed Rate (per 1,000 gallons)
Smithfield Infrastructure Replacement Charge (SIRP)		\$0.50	\$0.50	\$0.50	\$0.50
Rhode Island State Watershed & Water Quality Charge		\$0.30	\$0.30	\$0.30	\$0.30



BerryDunn estimates that an additional \$102,059 of revenue will be realized in FY 2024, an additional \$144,341 of revenue will be realized in FY 2025, and an additional \$154,445 of revenue will be realized in FY 2026 should the proposed water rate increase be adopted and usage trends remain similar. The proposed water rate increases are projected to satisfy the revenue requirements necessary to operate and maintain the water distribution system, fund capital improvements, and maintain an adequate unrestricted reserve fund balance.

BerryDunn does recommend any adjustments to the SIRP. The current charge should be maintained at the current level of \$0.50 per 1,000 gallons of consumption FY 2024 through FY 2026 as is outlined in Table 4.1.2.1 above.

The Rhode Island State Watershed & Water Quality Charge is a State set fee and therefore is not applicable to recommendations or adjustments per this study as is outlined in Table 4.1.2.1 above.

### 4.1.3 Projected Customer Impacts

The following customer impact analyses estimates projected billing impacts based on 1,693 customer accounts across the three-tier rate structure.

**Table 4.1.3.1: Projected Customer Billing Impacts FY 2024 – FY 2026**

User Type			Estimated Annual New Charges				
Customer Category	Annual Usage (gallons)	Current Annual Charges	FY 2024	FY 2025	FY 2026	Three-Year Est. Charges Increase	Percent of Customer Accounts
Low-End User (5/8" Meter)	15,000	\$145	\$158	\$164	\$170	\$56	72%
Average – Low-End User (5/8" Meter)	40,000	\$287	\$309	\$324	\$339	\$110	
Average – Middle-End User (5/8" Meter)	75,000	\$486	\$520	\$547	\$577	\$185	
Average – High-End User (5/8" Meter)	120,000	\$760	\$810	\$855	\$904	\$290	
Large User (2" Meter)	600,000	\$4,038	\$4,272	\$4,529	\$4,798	\$1,485	26%

User Type			Estimated Annual New Charges				
Customer Category	Annual Usage (gallons)	Current Annual Charges	FY 2024	FY 2025	FY 2026	Three-Year Est. Charges Increase	Percent of Customer Accounts
Large User (4" Meter)	3,000,000	\$22,010	\$23,344	\$24,777	\$26,290	\$8,381	2%

As is evident from Table 4.1.3.1, above, projected bill increases for the most common usage customers range from \$56 to \$290 over the three FYs annualized. Larger commercial and industrial customers might see increases ranging from \$1,485 to \$8,381 over the three FYs analyzed, depending on usage and conservation efforts.

## 4.2 Proposed Rate Structure

BerryDunn recommends that the Town keep the current three-tier rate structure as is. BerryDunn determined from the technical analysis that this structure adequately reflects the current customer base, and no adjustments are recommended at this time.

## 4.3 Summary of Recommendations and Considerations

**Table 4.3.1: Summary of Recommendations and Considerations**

Category		Recommendation
1	Meter (Base) Charges	BerryDunn recommends the Town adopt a 10% increase to meter (base) charges in FY 2025 and a 10% increase to meter (base) charges in FY 2026.
2	Private Fire Protection Charges	BerryDunn recommends the Town adopt a \$25 increase to private fire protection charges in FY 2025 and a \$25 increase to private fire protection charges in FY 2026.
3	Tiered Usage (Volume) Rates	BerryDunn recommends the Town adopt a 7% increase in tiered usage rates in FY 2024, a 7% increase in FY 2025, and a 7% increase in FY 2026 to help ensure projected revenue requirements for each FY are met and that an adequate unrestricted reserve fund balance is maintained in the water enterprise fund.
4	Three-Tier Rate Structure	BerryDunn recommends that the Town keep the current three-tier rate structure as is.
5	Unrestricted Reserve Fund Balance	BerryDunn recommends the Town maintain an unrestricted reserve fund balance, in the water enterprise fund, in the range of 70% to 80% of estimated FY expenditures. Expenditures should be identified as any expense made to operate, maintain, and improve the water distribution system in a given FY.

## 5.0 Peer Comparisons

Peer comparisons can provide useful insights into how the Town's water rates, fees, and charges environment compares with similar operations in the State. While the SWSB operations are unique in many ways, the selection of peers for comparison attempts to reflect as closely as possible the unique elements found throughout the SWSB distribution area.

### 5.1 Greenville Water District

**Table 5.1.1: Current Rate, Fees, and Charges Comparison – SWSB and Greenville Water District**

Common Rates and Charges				
District	Metered Rate (per 1,000 gallons)	Infrastructure Rate (per 1,000 gallons)	$\frac{5}{8}$ " Meter Charge	Fire Hydrant (ea.)
<b>SWSB (current)</b>	<b>\$4.88</b>	<b>\$0.50</b>	<b>\$60</b>	<b>\$250</b>
SWSB (FY 2024)	\$5.22	\$0.50	\$60	\$250
SWSB (FY 2025)	\$5.59	\$0.50	\$66	\$275
SWSB (FY 2026)	\$5.98	\$0.50	\$73	\$300
Greenville Water District <sup>2</sup>	\$4.61	\$0.65	\$27.89	\$550

<sup>2</sup> Rates effective as of 2023: [www.greenvillewd.org](http://www.greenvillewd.org), accessed February 2023.

### 5.2 Providence Water

**Table 5.2.1: Current Rate, Fees, and Charges Comparison – SWSB and Providence Water**

Common Rates and Charges				
District	Metered Rate (per 1,000 gallons)	Infrastructure Rate (per 1,000 gallons)	$\frac{5}{8}$ " Meter Charge	Fire Connection: 4"
<b>SWSB</b>	<b>\$4.88</b>	<b>\$0.50</b>	<b>\$60</b>	<b>\$150</b>
SWSB (FY 2024)	\$5.22	\$0.50	\$60	\$250
SWSB (FY 2025)	\$5.59	\$0.50	\$66	\$275
SWSB (FY 2026)	\$5.98	\$0.50	\$73	\$300
Providence Water <sup>3</sup>	\$5.12	\$0.47	\$124.20	\$313

<sup>3</sup> Rates effective as of July 1, 2021: [www.provwater.com](http://www.provwater.com), accessed February 2023.

### 5.3 Lincoln Water Commission

**Table 5.3.1: Current Rate, Fees, and Charges Comparison – SWSB and Lincoln Water Commission**

Common Rates and Charges				
District	Metered Rate (per 1,000 gallons)	Infrastructure Rate (per 1,000 gallons)	5/8" Meter Charge	Fire Connection: 1 1/2"
<b>SWSB</b>	<b>\$4.88</b>	<b>\$0.50</b>	<b>\$60</b>	<b>\$100</b>
SWSB (FY 2024)	\$5.22	\$0.50	\$60	\$250
SWSB (FY 2025)	\$5.59	\$0.50	\$66	\$275
SWSB (FY 2026)	\$5.98	\$0.50	\$73	\$300
Lincoln Water Commission <sup>4</sup>	\$5.23	\$0.76	N/A	\$225.72

<sup>4</sup>Rates effective August 8, 2018: [www.lincolnwatercommission.com](http://www.lincolnwatercommission.com), accessed February 2023.

## Appendix A: Revenue Requirements

Town of Smithfield, RI  
Smithfield Water Supply Board - Revenue Requirements  
Fiscal Year 2024 & 2025 & 2026

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
<b>Water Rate Impact</b>	0.0%	0.0%	0.0%	0.0%	7.0%	7.0%	7.0%
<b>Revenue and Other Sources:</b>							
Water Charges	\$ 1,819,096	\$ 1,692,388	\$ 1,782,118	\$ 1,782,118	\$ 1,906,866	\$ 2,040,347	\$ 2,183,171
Hydrant Revenue	\$ 77,400	\$ 76,000	\$ 75,000	\$ 75,000	\$ 76,133	\$ 76,133	\$ 76,133
Unbilled Water Revenue	\$ 26,225	\$ 60,256	\$ -	\$ -	\$ 28,827	\$ 28,827	\$ 28,827
Miscellaneous Revenue	\$ 46,410	\$ 48,102	\$ 146,236	\$ 146,236	\$ 80,249	\$ 80,249	\$ 80,249
Communications Tower	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Water Billings	\$ 7,810	\$ 7,725	\$ -	\$ -	\$ 5,178	\$ 5,178	\$ 5,178
RIIB Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Improvement Fund	\$ 117,094	\$ 132,204	\$ 145,000	\$ 145,000	\$ 155,150	\$ 166,011	\$ 177,631
Investment Interest - WAS	\$ 13	\$ 13	\$ 3,000	\$ 3,000	\$ 1,009	\$ 1,009	\$ 1,009
<b>Sub-Total</b>	<b>\$ 2,094,048</b>	<b>\$ 2,016,687</b>	<b>\$ 2,151,354</b>	<b>\$ 2,151,354</b>	<b>\$ 2,253,413</b>	<b>\$ 2,397,754</b>	<b>\$ 2,552,199</b>
Retained Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue &amp; Other Sources</b>	<b>\$ 2,094,048</b>	<b>\$ 2,016,687</b>	<b>\$ 2,151,354</b>	<b>\$ 2,151,354</b>	<b>\$ 2,253,413</b>	<b>\$ 2,397,754</b>	<b>\$ 2,552,199</b>
<b>Expenditures and Other Uses:</b>							
<b>Personnel Expense Impact</b>		0.0%	0.0%	0.0%	3.5%	3.5%	3.5%
<b>Water Personnel</b>							
Salaries & Wages	\$ 123,336	\$ 125,128	\$ 128,040	\$ 128,040	\$ 196,521	\$ 203,400	\$ 210,519
Overtime	\$ 14,614	\$ 15,016	\$ 15,365	\$ 15,365	\$ 15,903	\$ 16,459	\$ 17,035
Longevity	\$ 6,716	\$ 19,940	\$ 25,000	\$ 25,000	\$ 25,875	\$ 26,781	\$ 27,718
Vacation and Sick	\$ (18,888)	\$ 2,509	\$ 4,000	\$ 4,000	\$ 4,140	\$ 4,285	\$ 4,435
FICA / Social Security	\$ 10,352	\$ 11,829	\$ 13,189	\$ 13,189	\$ 13,651	\$ 14,128	\$ 14,623
Blue Cross / Delta Dental	\$ 48,514	\$ 48,609	\$ 45,754	\$ 45,754	\$ 47,355	\$ 49,013	\$ 50,728
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pension - State Pension	\$ 13,677	\$ 14,233	\$ 14,226	\$ 14,226	\$ 14,724	\$ 15,239	\$ 15,773
Life Insurance	\$ 418	\$ 433	\$ 418	\$ 418	\$ 433	\$ 448	\$ 463
<b>Total Water Personnel</b>	<b>\$ 198,739</b>	<b>\$ 237,697</b>	<b>\$ 245,992</b>	<b>\$ 245,992</b>	<b>\$ 318,602</b>	<b>\$ 329,753</b>	<b>\$ 341,294</b>
<b>Operating Expense Impact</b>		0.0%	0.0%	0.0%	5.0%	5.0%	5.0%
<b>Water Purchase Expense</b>		0.0%	0.0%	0.0%	5.0%	5.0%	5.0%
<b>Water Operating Expenses</b>							
Utilities	\$ 84,454	\$ 104,376	\$ 110,000	\$ 110,000	\$ 115,500	\$ 121,275	\$ 127,339
<b>Water</b>	<b>\$ 749,588</b>	<b>\$ 737,748</b>	<b>\$ 760,000</b>	<b>\$ 760,000</b>	<b>\$ 787,500</b>	<b>\$ 826,875</b>	<b>\$ 868,219</b>
Testing	\$ 5,809	\$ 11,220	\$ 6,700	\$ 6,700	\$ 7,035	\$ 7,387	\$ 7,756
Service Fee - Contract Services	\$ 7,553	\$ 16,746	\$ 15,000	\$ 15,000	\$ 15,750	\$ 16,538	\$ 17,364
Taxes	\$ 1,811	\$ 1,823	\$ 3,700	\$ 3,700	\$ 3,885	\$ 4,079	\$ 4,283
Gas, Oil, Grease	\$ 8,654	\$ 7,398	\$ 7,000	\$ 7,000	\$ 7,350	\$ 7,718	\$ 8,103
Repairs	\$ 23,708	\$ 52,716	\$ 150,000	\$ 150,000	\$ 157,500	\$ 165,375	\$ 173,644
Office Supplies	\$ 1,018	\$ 2,204	\$ 1,000	\$ 1,000	\$ 1,050	\$ 1,103	\$ 1,158
Supplies & Maintenance	\$ 44,929	\$ 46,108	\$ 70,000	\$ 70,000	\$ 73,500	\$ 77,175	\$ 81,034
Professional Fees	\$ 42,518	\$ 194,417	\$ 50,000	\$ 50,000	\$ 52,500	\$ 55,125	\$ 57,881
Miscellaneous	\$ 4,267	\$ 6,787	\$ 5,000	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,788
<b>Total Water Operating Expenses</b>	<b>\$ 974,309</b>	<b>\$ 1,181,543</b>	<b>\$ 1,168,400</b>	<b>\$ 1,168,400</b>	<b>\$ 1,226,820</b>	<b>\$ 1,288,161</b>	<b>\$ 1,352,559</b>
<b>Water Capital</b>							
Capital Reserve Expense	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Capital Expenditures	\$ 31,354	\$ -	\$ 270,000	\$ 270,000	\$ 50,000	\$ 50,000	\$ 100,000
<b>Total Water Capital</b>	<b>\$ 31,354</b>	<b>\$ -</b>	<b>\$ 305,000</b>	<b>\$ 305,000</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 135,000</b>
<b>Water Other Uses</b>							
Depreciation	\$ 101,435	\$ 105,453	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
Debt Service Expense	\$ 30,276	\$ 10,795	\$ 30,000	\$ 30,000	\$ 230,000	\$ 230,000	\$ 230,000
Interest - COPS Payable	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
<b>Total Water Other Uses</b>	<b>\$ 131,711</b>	<b>\$ 116,248</b>	<b>\$ 195,000</b>	<b>\$ 195,000</b>	<b>\$ 395,000</b>	<b>\$ 395,000</b>	<b>\$ 395,000</b>
<b>Indirect Costs</b>	<b>\$ 226,142</b>	<b>\$ 232,584</b>	<b>\$ 236,962</b>	<b>\$ 236,962</b>	<b>\$ 245,256</b>	<b>\$ 253,840</b>	<b>\$ 262,724</b>
<b>Total Expenditures and Other Uses</b>	<b>\$ 1,562,255</b>	<b>\$ 1,766,072</b>	<b>\$ 2,151,354</b>	<b>\$ 2,151,354</b>	<b>\$ 2,270,677</b>	<b>\$ 2,351,753</b>	<b>\$ 2,486,587</b>
<b>Available Funds: Excess (Deficit)</b>	<b>\$ 531,793</b>	<b>\$ 248,615</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (17,265)</b>	<b>\$ 46,000</b>	<b>\$ 65,612</b>
<b>Fund Balance / Retained Earnings Summary:</b>							
Certified Fund Balance / Retained Earnings	\$ 531,793	\$ 248,615	\$ -	\$ -	\$ (17,265)	\$ 46,000	\$ 65,612
Available Fund Balance / Retained Earnings	\$ 1,585,181	\$ 1,833,796	\$ 2,333,630	\$ 2,333,630	\$ 2,316,365	\$ 2,362,365	\$ 2,427,977
Unrestricted Fund Balance % of Expenditure	101.5%	103.7%	108.5%	108.5%	102.0%	100.5%	97.6%

## Appendix B: Cost Model

*The complete cost model developed to project revenue requirements is attached as a MS Excel file.*



# Memorandum

**DATE:** May 10, 2023

**TO:** Smithfield Town Council

**FROM:** Carol Banville – License Coordinator

**SUBJECT:** New Class B-Victualler Liquor License for Crudo, LLC d/b/a “Crudo”, for the May 16<sup>th</sup>  
Town Council Meeting

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## **BACKGROUND:**

Conduct a Public Hearing to consider the approval of a new Class B-Victualler Liquor License for Crudo, LLC, d/b/a “Crudo”, located at 266 Putnam Pike, with the hours of operation to be Monday through Sunday 6:00 a.m. to 1:00 a.m., subject to compliance with all State regulations and local ordinances.

## **TOWN REVENUE:**

Fee for a Class B-Victualler Limited Liquor License is \$600.00 per year

## **SUPPORTING DOCUMENTS:**

Copy of application

Copy of BCI – No Record

Notice of Public Hearing that appeared in the Valley Breeze on the following dates: May 11, 2023 and May 18, 2023

Copy of Notice to abutters

Copy of radius map and abutters list

Tip Cards

Certificate of Good Standing

Menu

**RECOMMENDED MOTION:**

Move that the Smithfield Town Council approve a new Class B-Victualler Liquor License for Crudo, LLC d/b/a “Crudo”, subject to compliance with all State regulations, local ordinances, final approval from the RI Department of Health and a copy of the Retail Sales Permit.



TOWN OF SMITHFIELD  
OFFICE OF THE TOWN CLERK  
LICENSE APPLICATION

FEE.

PLEASE COMPLETE APPLICATION AND  
RETURN WITH FEE TO THE OFFICE OF  
THE TOWN CLERK BY:

PLEASE PRINT:

Note: Please fill in ALL the necessary information.

Date of Application: 4/29/2023  
Type of License: CLASS B-VICTUALLER  
(FULL PRIVILEGE)  
Name of Applicant: Antonio Lanni  
Resident Address: 4 TOMCAT TERR  
N.P. 02911  
Corporation Name: CRUDO, LLC  
Operating Under  
Trade Name of: CRUDO

License Application Status: NEW RENEWAL TRANSFER  
Date of Birth: 10/1/1972  
Business Address: 266 PUTNAM PIKE Smithfield Map:  
Resident Telephone: 401-864-0927 Lot:  
Business Telephone:

If incorporated, fill in necessary information: State, Title, Date of Birth, Partner's/Owner's (Other than person applying) (Pres., Vice Pres., Sec., Tres.)

Antonio Lanni PRESIDENT 10/1/1972  
Anthony QUETTA VICE PRESIDENT 1/20/1970

Describe Operation of Business: RESTAURANT - BRUNCH - OYSTER BAR - BAR - DINING ROOM

Required to fill requested  
Hours of Operation:

9am - 10pm SUNDAY - SATURDAY

Signature of Applicant: X [Signature] Title: X PRESIDENT

APPLIES TO BUSINESS ESTABLISHMENTS ONLY:

In Case of Emergency/Person to Contact

Name: Address: Telephone:  
Name: Address: Telephone:

Police Chief: X [Signature]  
Building Official: X \_\_\_\_\_  
RI Dept. of Health: \_\_\_\_\_

For Official Use Only

Fire Chief: X [Signature]  
Owner of Premises: X [Signature]

At a meeting of the Smithfield Town Council, held on \_\_\_\_\_ the above stated application was

( ) Approved ( ) Denied License# \_\_\_\_\_ Date Issued: \_\_\_\_\_

SMITHFIELD POLICE DEPARTMENT  
215 Pleasant View Avenue, Smithfield, RI 02917  
(401-231-2500)

NO Criminal  
Record

**POLICE CLEARANCE REPORT FOR  
LICENSE APPLICATION**

DATE: 4/27/2023

1. NAME OF CANDIDATE: (PRINT)

Lanni Antonio Pasquale  
LAST FIRST MIDDLE

MAIDEN NAME

10/01/1972

2. DATE OF BIRTH

4 Tomcat Terrace

4. CURRENT ADDRESS

Restaurant

6. TYPE OF BUSINESS

yes

8. IS BUSINESS INCORPORATED

Antonio P. Lanni, President

(401) 864-0927

9. BUSINESS PHONE

Providence

3. PLACE OF BIRTH

Crudo

5. NAME OF BUSINESS

266 Putnam Pike

7. BUSINESS ADDRESS

IF SO, LIST OFFICERS

11. List below each address which you have maintained beginning with your current address:

From Mo./Yr.	To: Mo./Year	St. No. & Name	City & State
<u>6/2001</u>	<u>current</u>	<u>4 Tomcat Terrace</u>	<u>North Providence, RI</u>
<u>10/1972</u>	<u>6/2001</u>	<u>4 Julie Ann Court</u>	<u>North Providence, RI</u>

12. Have you ever been arrested or detained by any police agency? YES X NO

If the answer to question 12 is yes, give details below. Include date, place and charge or reason for detention.

13. List below two (2) character references

1. <u>Ernie Spaziano</u>	<u>55 Roger Williams Drive</u>	<u>401-837-9703</u>
NAME	ADDRESS	PHONE
2. <u>Father Edward Cardente</u>	<u>1413 Mineral Spring Ave</u>	<u>401-353-3120</u>
NAME	ADDRESS	PHONE

CANDIDATE'S SIGNATURE: [Signature]

Witness: [Signature]

# **TOWN OF SMITHFIELD INTOXICATING BEVERAGE LICENSE**

NOTICE IS HEREBY GIVEN, by the Smithfield Town Council of Smithfield serving as the Smithfield Licensing Board, that an application for a License to sell intoxicating beverages under the provisions of Title 3, of the General Laws of R.I., 1956, and any amendments thereto has been made to said Council as follows:

## **CLASS B-VICTUALLER BEVERAGE LICENSE**

**Crudo, LLC d/b/a “Crudo”, 266 Putnam Pike in the Town of Smithfield**

The above named application will be in order for a hearing of the Town Council on May 16, 2023, at 7:00 p.m., Smithfield Town Hall, Council Chambers, 64 Farnum Pike at which time and place all remonstrants may make their objections. The public is welcome to any meeting of the Smithfield Town Council. If communication assistance (readers/interpreters/captions) or any other accommodation to ensure equal participation is needed, please contact the Smithfield Town Manager's office at 401-233-1010 at least forty-eight hours prior to the meeting.

By order of the Town Council: Lyn Antonuccio, MPA, CMC, Town Clerk

May 9, 2023

PUBLIC HEARING

TOWN OF SMITHFIELD  
INTOXICATING BEVERAGE LICENSE

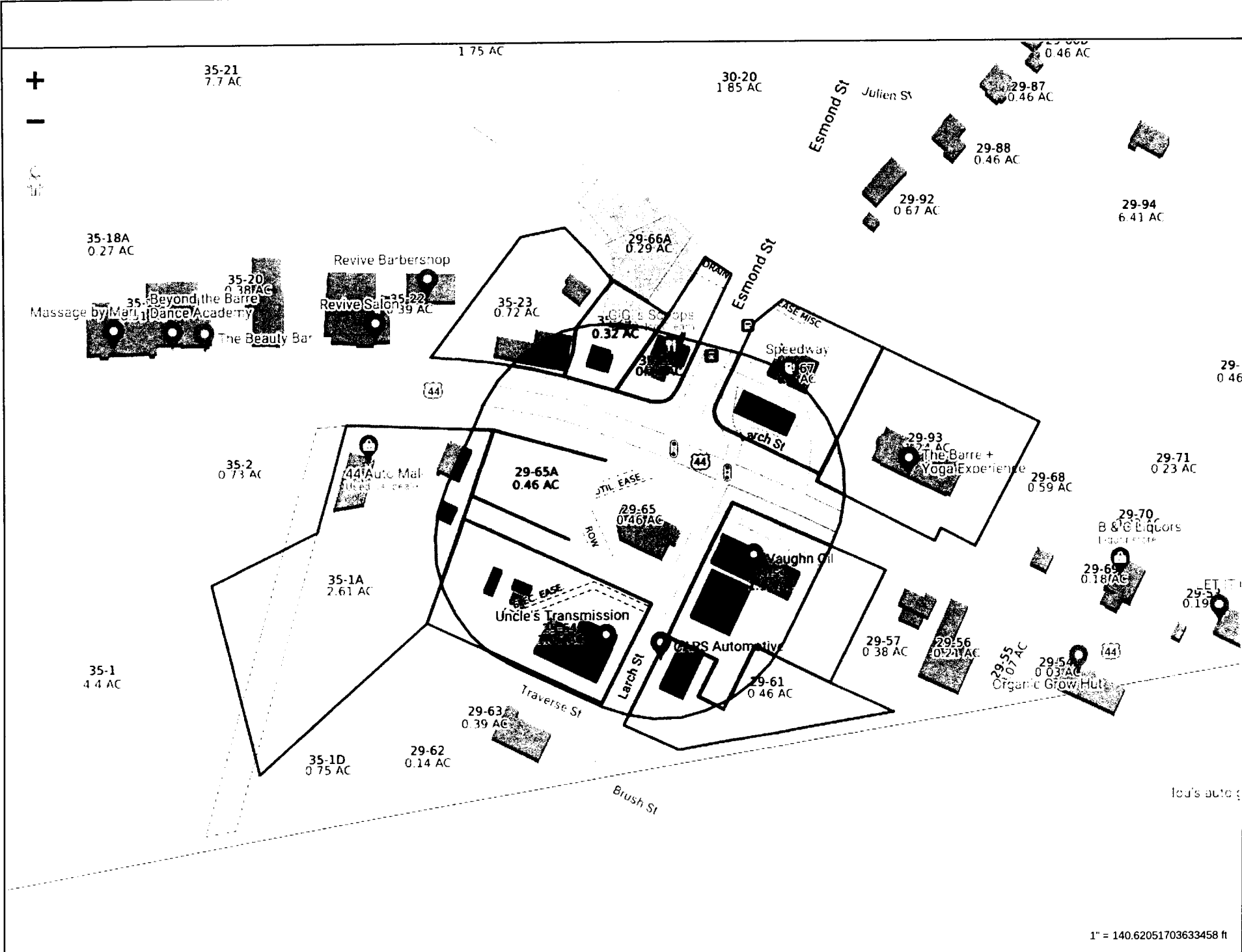
**NOTICE IS HEREBY GIVEN** by the Town Council of the Town of Smithfield, being the Licensing Board in said Town, that an application for a license to sell intoxicating beverages under the provisions of Title 3, of the General Laws of R.I., 1956, and any amendments thereto, has been made to said Council as follows:

**CLASS B-VICTUALLER BEVERAGE LICENSE**

**Crudo, LLC d/b/a "Crudo"**, 266 Putnam Pike, in the Town of Smithfield.

The above named application will be in order for a hearing of the Town Council on May 16, 2023 at 7:00 p.m., Smithfield Town Hall, Council Chambers, 64 Farnum Pike, Smithfield, at which time and place all remonstrants may make their objections. The public is welcome to any meeting of the Smithfield Town Council. If communication assistance (readers/interpreters/captions) or any other accommodation to ensure equal participation is needed, please contact the Smithfield Town Manager's Office at 401-233-1010 at least forty-eight (48) hours prior to the meeting.

By order of the Town Council: Lyn Antonuccio, MPA, CMC, Town Clerk



Property Information  
Property ID 2971  
Location 266 PUTNAM PIKE  
Owner 266 PUTNAM AVENUE LLC



MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT

Town of Smithfield, RI makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 6/11/2021  
Data updated 6/11/2021

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

## Abutters Report

### Abutters

#### REM\_ACCT\_NUM

22-0340-10  
20-1411-50  
03-2175-20  
22-0306-43  
13-2798-67  
13-2594-49  
02-1061-00  
01-0724-05  
13-2683-72  
03-1543-20  
12-1975-40

#### REM\_OWN\_NAME

VELTRI NICHOLAS  
266 PUTNAM AVENUE LLC  
CIRELLO SALVATORE JR & CY  
VAUGHN REALTY LLC  
MOLL ROBERT E  
C & M REAL ESTATE INVESTM  
ELMWOOD REALTY LLC  
SPEEDWAY LLC  
MINOT LEDGE DEVELOPMENT L  
CERRONI ROBERT O  
CLOVER LEAF RET LLC

#### REM\_PRCL\_LOCN

268 PUTNAM PIKE ✓  
266 PUTNAM PIKE ✓ SUBJECT  
5 LARCH ST ✓  
264 PUTNAM PIKE ✓  
275 PUTNAM PIKE ✓  
271 PUTNAM PIKE ✓  
265 PUTNAM PIKE ✓  
261 PUTNAM PIKE ✓  
L259 PUTNAM PIKE ✓  
8 LARCH ST ✓  
270 PUTNAM PIKE ✓

This card certifies satisfactory completion of training  
in the S.T.O.P. Alcohol Awareness Server Program.



SERVER TRAINING ON PREMISE

Issued: **09/26/2020**

Code: **20 - 186**

Name:

**Antonio Lanni**

**4 Tomcat Terrace**

**N. Providence, RI 02911**

Expiration Date: **09/26/2023**

*Instructor: Frank J. Faubert 401-943-5454*



**ServSafe**  
National Restaurant Association

# ServSafe® CERTIFICATION

## ANTONIO LANNI

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

17478846

CERTIFICATE NUMBER

5423

EXAM FORM NUMBER

2/18/2019

DATE OF EXAMINATION

2/18/2024

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

Sherman  
Executive Vice President, National Restaurant Association Solutions



In accordance with Minnesota Statute 66A.01, this document is subject to public release.

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Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or [ServSafe@restaurant.org](mailto:ServSafe@restaurant.org).





State of Rhode Island  
DIVISION OF TAXATION  
One Capitol Hill  
Providence, RI 02908-5800



Notice ID:	10015294139
Case ID:	20716531
Taxpayer ID:	923659085

# LIQUOR LICENSE CERTIFICATE OF GOOD STANDING

For the purpose of:

## NEW LIQUOR LICENSE

It appears from our records that **CRUDO LLC**, located at **266 PUTNAM PIKE** and operating under Rhode Island sales tax permit number **92-3659085**, has filed all the required returns due for this Certificate of Good Standing and paid all known tax liabilities as of this date. **CRUDO LLC** is in good standing with the Rhode Island Division of Taxation (Division) as of **05/05/2023**. This Certificate of Good Standing is expressly conditional and may be based upon unaudited returns, subject to future audit.

This Certificate of Good Standing does not cover any violation of Chapter 20 of Title 44 that has occurred within the last thirty (30) days and any resulting assessments and/or license suspension which have not yet been issued from the Division for such violation(s). Any subsequent application for a license or permit may be denied in accordance with R.I. Gen. Laws § 44-20-4.1.

NEENA S. SAVAGE  
TAX ADMINISTRATOR

IAN BEAUREGARD, Supervising Revenue Officer  
Compliance and Collections

## SMALL PLATES

### COLD

#### Hamachi Crudo

With pickled mango, sweet peppers and  
Sesame ginger vinaigrette Stuffed

#### Grilled Chilled Shrimp

With sopresetta, fresh mozzarella and bass

### RAW BAR

#### Local Oysters

Selections Vary Daily

#### Wild RI Littlenecks

Sold by the piece with lemon, cocktail sauce and  
mignonette

#### Shrimp Cocktail

#### Chilled Lobster Cocktail

#### Crudo "Smoking" Seafood Tower

Littlenecks, Oysters, Shrimp

#### Charcuterie Board

Sopresetta, Prosciutto, Salami, Fresh Mozzarella,  
Roasted Garlic, Roasted Tomato and Merlino's Crusty  
Baguette

#### Tomato Jam Jar

Jam layered with pesto and creamy ricotta, served with  
Merlino's Baguette and prosciutto di parma

#### Green Goddess Deviled Eggs

Topped with pickled onion and crispy guanciale

#### Maryland Crab Cakes

Chipotle Lime Aioli

#### Maple Cider Glazed Bacon

Cinnamon brown sugar encrusted French toast bites  
with a maple habanero cream

#### Sweet Chili Cauliflower

With cool housemade ranch dipping sauce

### GETTING WARMER

#### Jumbo Pork Dumplings

Our Handmade Dumplings Pan fried, sesame ginger  
dipping sauce

#### Crispy Artichokes

Artichoke hearts, shaved parmesan,  
Garlic confit aioli

#### House Meatballs

With our marinara and creamy ricotta

#### Fried Calamari

Garlic butter and cherry peppers.

#### Grilled Oysters

With white wine herb butter

#### Clam Zuppa

Littlenecks, spicy tomato broth, onion, jalapeño and  
scallion

Table Bread Service Provided by Merlino's  
Pizzeria in Cranston.

## SOUPS & SALADS

#### Creamy Chowder

Fresh Littleneck Clams, Native Corn, Oyster Crackers

#### French Onion Soup

Gruyere, garlic croutons

#### Gem Salad

Gem lettuce, Calabrian Chile dressing, Parmigiano,  
bread crumbs

#### Greek Summer Vegetable Salad

Mixed lettuce, tomato, cucumber, red onion,  
kalamata, oregano, Greek vinaigrette

#### Tomato Caprese

Heirloom tomato, Narragansett  
Creamery mozzarella, basil

#### Chop Salad

Mixed Lettuce, Hard Cooked Eggs, Salami, Fresh  
Mozzarella, Bacon and House Dressing

### MAINS

#### Cast Iron Halibut

With seared native corn and tomato salad and creamy  
parmesan risotto.

#### Grilled Faroe Island Salmon

Mustard glazed with mashed and wilted spinach

#### Cioppino

Italian fisherman's stew with crusty grilled bread.

#### Swordfish Siciliano

Garlicky lemon, parsley and white wine sauce

#### Spaghetti Cacio e Pepe

Pecorino, Parmesan, black pepper....

"the greatest thing in the history of the world." A. Bourdain

#### Baked Rigatoni Bolognese

With Burrata Mozzarella and gremolina bread crumbs

#### Bucatini all'Amatriciana

Guanciale, smoked mozzarella and jalapeno

#### Oven Braised Short Ribs

Over our mashed potato, with French onion jus and crispy  
onions

#### Pan Roasted Chicken

With mashed or risotto, sauteed greens, baby carrots and pan  
gravy

#### Steak Frites

16 oz sirloin, chumichurn, house fries and arugula salad

#### Maple Glazed Grilled Pork Tenderloin

With roasted corn bacon relish, mashed and sautéed greens

#### Crudo Lobster Roll

With house fries.

#### Crudo Smash Burger

American cheese, caramelized onion, diced cherry peppers,  
special sauce, house fries.

#### Fried Chicken Sandwich

Our battered chicken with candied onion, jalapeño, bacon and

### SIDES

#### House Fries

#### Parmesan Truffle Fries

#### Garlic Mashed Potatoes

#### Baked Mac n Cheese

#### Sautéed Spinach

#### Crispy Brussels sprouts

#### Jalapeno Gratin

#### Honey Butter Carrots



# Memorandum

**DATE:** May 10, 2023

**TO:** Smithfield Town Council

**FROM:** Carol Banville – License Coordinator

**SUBJECT:** New Victualling License for Crudo, LLC d/b/a “Crudo” for the May 16<sup>th</sup> Town Council Meeting

---

## **BACKGROUND:**

Crudo, LLC d/b/a “Crudo”, has applied for a new Victualling License for their business located at 266 Putnam Pike.

## **TOWN REVENUE:**

Fee for a Victualling License is \$50.00 per year

## **SUPPORTING DOCUMENTS:**

Copy of application  
Copy of BCI – No Record

## **RECOMMENDED MOTION:**

Move that the Smithfield Town Council approve a new Victualling License for Crudo, LLC d/b/a “Crudo”, 266 Putnam Pike with the hours of operation to be Monday through Sunday from 6:00 a.m. to 1:00 a.m., as applied, subject to compliance with all State regulations, local ordinances, a copy of the Retail Sales Permit and final approval from the RI Department of Health.

FEE: \$0.00

TOWN OF SMITHFIELD  
OFFICE OF THE TOWN CLERK  
LICENSE APPLICATION

PLEASE PRINT:

Note: Please fill in ALL the necessary information.

Date of Application: 4/29/2023

Type of License: Victualling Check One:

New ☒ Renewal ☐ Amended ☐

Name of Applicant: ANTONIO LAMMI

Date of Birth: 10/1/1972

Resident Address: 4 TOMCAT TERR N.P.

Business Address: 266 PUTNAM PIKE Smithfield

Operating Under

Resident Business

Trade Name of: CRUDO, LLC

Telephone: 401-864-0927 Telephone

If incorporated, fill in necessary information: State: Title, Date of Birth, Partner's/Owner's (Other than person applying) (Pres., Vice Pres., Sec., Treas.)

Name: Antonio Lammi Address: 4 TOMCAT TERR N.P. Title: PRESIDENT DOB 10/1/1972

Name: Anthony Quetta Address: 47 CONIFER DR N.P. Title: VICE PRESIDENT DOB 4/20/1970

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Title: \_\_\_\_\_ DOB \_\_\_\_\_

Describe operation of business: RESTAURANT - BAR - BRUNCH - OYSTER BAR - DINING

Requested Hours of Operation: 9am - 10pm Sunday - SATURDAY

Signature of Applicant: X Title: X PRESIDENT

Applies to business establishments only:

In case of emergency/person to contact

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

For Official Use Only

Police Chief: X [Signature]

Fire Chief: X [Signature]

Building Official: X

Owner of premises: X [Signature]

RI Dept. of Health: X

At a meeting of the Smithfield Town Council, held on

the above stated application was:

( ) Approved ( ) Denied

License #:

Date Issued:

SMITHFIELD POLICE DEPARTMENT  
215 Pleasant View Avenue, Smithfield, RI 02917  
(401-231-2500)

NO Criminal  
Record

**POLICE CLEARANCE REPORT FOR  
LICENSE APPLICATION**

DATE: 4/27/2023

1. NAME OF CANDIDATE: (PRINT)

Lanni Antonio Pasquale  
LAST FIRST MIDDLE

MAIDEN NAME

10/01/1972

2. DATE OF BIRTH

4 Tomcat Terrace

4. CURRENT ADDRESS

Restaurant

6. TYPE OF BUSINESS

yes

8. IS BUSINESS INCORPORATED

Antonio P. Lanni, President

(401) 864-0927

9. BUSINESS PHONE

Providence

3. PLACE OF BIRTH

Crudo

5. NAME OF BUSINESS

266 Putnam Pike

7. BUSINESS ADDRESS

IF SO, LIST OFFICERS

11. List below each address which you have maintained beginning with your current address:

From Mo./Yr.	To: Mo./Year	St. No. & Name	City & State
<u>6/2001</u>	<u>current</u>	<u>4 Tomcat Terrace</u>	<u>North Providence, RI</u>
<u>10/1972</u>	<u>6/2001</u>	<u>4 Julie Ann Court</u>	<u>North Providence, RI</u>

12. Have you ever been arrested or detained by any police agency? X

YES NO

If the answer to question 12 is yes, give details below. Include date, place and charge or reason for detention.

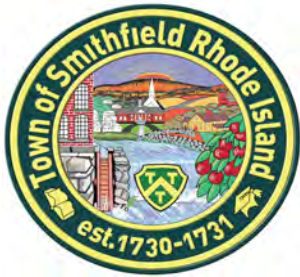
13. List below two (2) character references

1. <u>Ernie Spaziano</u>	<u>55 Roger Williams Drive</u>	<u>401-837-9703</u>
NAME	ADDRESS	PHONE
2. <u>Father Edward Cardente</u>	<u>1413 Mineral Spring Ave</u>	<u>401-353-3120</u>
NAME	ADDRESS	PHONE

CANDIDATE'S SIGNATURE: Antonio P. Lanni

Witness: [Signature]





# Memorandum

**DATE:** May 10, 2023

**TO:** Smithfield Town Council

**FROM:** Carol Banville – License Coordinator

**SUBJECT:** New Entertainment License for Crudo, LLC d/b/a “Crudo” for the May 16<sup>th</sup> Town Council Meeting

---

## **BACKGROUND:**

Crudo, LLC d/b/a “Crudo”, has applied for a new Entertainment License for their business located at 266 Putnam Pike.

## **TOWN REVENUE:**

The cost for a new Entertainment License is \$100.00 plus a one-time initial application fee of \$15.00

## **SUPPORTING DOCUMENTS:**

Copy of License Application  
Copy of BCI – No Record

## **RECOMMENDED MOTION:**

Move that the Smithfield Town Council approve a new Entertainment License for Crudo, LLC d/b/a “Crudo”, for their business located at 266 Putnam Pike, as applied, subject to compliance with all State regulations and local ordinances.

**\$15.00 (one time application fee)**

\$100.00

(New)

FEE:

\$50.00

(Renewal)

TOWN OF SMITHFIELD  
OFFICE OF THE TOWN CLERK  
LICENSE APPLICATION

PLEASE COMPLETE APPLICATION AND RETURN  
WITH FEE TO THE OFFICE OF THE TOWN CLERK BY:

PLEASE PRINT:

Note: Please fill in ALL the necessary information.

Date of Application: 4/29/2023

Type of License: ENTERTAINMENT

Check

One:

New (☒) Renewal (☐) Transfer (☐)

Name of Applicant: Antonio Lanni

Date of Birth: 10/1/1972

Resident Address: 4 TONCAT TERR N.P.

Business

Address: 246 PUTNAM AVE Smithfield Plat

Operating Under

Resident

Business

Trade Name of: CRUDO, LLC

Telephone: 44-864-0927 Telephone

If incorporated, fill in necessary information: State: Title, Date of Birth, Partner's/Owner's (Other than person applying) (Pres., Vice Pres., Sec., Treas.)

Name: Antonio Lanni Address: 4 TONCAT TERR N.P. Title: PRESIDENT DOB: 10/1/1972

Name: Anthony Quetta Address: 47 CONSIDER DR. N.P. Title: VICE PRESIDENT DOB: 1/20/1970

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Title: \_\_\_\_\_ DOB: \_\_\_\_\_

Describe operation of business: RESTAURANT - BAR - BRUNCH - OUTDOOR - DINING ROOM

Hours of Operation:

9 AM - 10 PM SUNDAY TO SATURDAY

Signature of Applicant: X Title: K President

Applies to business establishments only:

In case of emergency/person to contact

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Police Chief:

X

For Official Use Only

Fire Chief:

X

Building Official:

X

Only if permits were pulled

Owner of

premises:

X

RI Dept.

of Health:

**SIGNATURE NOT REQUIRED**

At a meeting of the Smithfield Town Council, held on \_\_\_\_\_

the above stated application was:

( ) Approved

( ) Denied

License #:

Date

Issued:

SMITHFIELD POLICE DEPARTMENT  
215 Pleasant View Avenue, Smithfield, RI 02917  
(401-231-2500)

NO Criminal  
Record

**POLICE CLEARANCE REPORT FOR  
LICENSE APPLICATION**

DATE: 4/27/2023

1. NAME OF CANDIDATE: (PRINT)

Lanni Antonio Pasevale  
LAST FIRST MIDDLE

MAIDEN NAME

10/01/1972

2. DATE OF BIRTH

4 Tomcat Terrace

4. CURRENT ADDRESS

Restaurant

6. TYPE OF BUSINESS

Yes

8. IS BUSINESS INCORPORATED

Antonio P. Lanni, President

(401) 864-0927

9. BUSINESS PHONE

Providence

3. PLACE OF BIRTH

Crudo

5. NAME OF BUSINESS

266 Putnam Pike

7. BUSINESS ADDRESS

IF SO, LIST OFFICERS

11. List below each address which you have maintained beginning with your current address:

From Mo./Yr.	To: Mo./Year	St. No. & Name	City & State
<u>6/2001</u>	<u>Current</u>	<u>4 Tomcat Terrace</u>	<u>North Providence, RI</u>
<u>10/1972</u>	<u>6/2001</u>	<u>4 Julie Ann Court</u>	<u>North Providence, RI</u>

12. Have you ever been arrested or detained by any police agency? YES X NO

If the answer to question 12 is yes, give details below. Include date, place and charge or reason for detention.

13. List below two (2) character references

1. Ernie Spaziano 55 Roger Williams Drive 401-837-9703  
NAME ADDRESS PHONE  
2. Father Edward Cardente 1413 Mineral Spring Ave 401-353-3120  
NAME ADDRESS PHONE

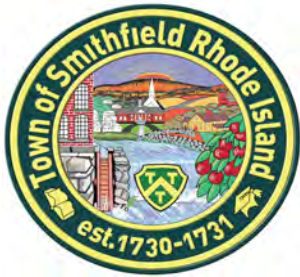
CANDIDATE'S SIGNATURE:

Antonio P. Lanni

Witness:

[Signature]





# Memorandum

**DATE:** May 10, 2023

**TO:** Smithfield Town Council

**FROM:** Carol Banville – License Coordinator

**SUBJECT:** New Special Dance License for Crudo, LLC d/b/a “Crudo” for the May 16<sup>th</sup> Town Council Meeting

---

## **BACKGROUND:**

Crudo, LLC d/b/a “Crudo”, has applied for a new Special Dance License for their business located at 266 Putnam Pike.

## **TOWN REVENUE:**

The cost for a new Special Dance License is \$1.00

## **SUPPORTING DOCUMENTS:**

Copy of License Application  
Copy of BCI – No Record

## **RECOMMENDED MOTION:**

Move that the Smithfield Town Council approve a new Special Dance License for Crudo, LLC d/b/a “Crudo”, for their business located at 266 Putnam Pike, as applied, subject to compliance with all State regulations and local ordinances.

TOWN OF SMITHFIELD  
OFFICE OF THE TOWN CLERK  
LICENSE APPLICATION

FEE: \$1.00

PLEASE COMPLETE APPLICATION AND RETURN  
WITH FEE TO THE OFFICE OF THE TOWN CLERK BY:

PLEASE PRINT:

Note: Please fill in ALL the necessary information.

Date of Application: 4/29/2023

Type of License: SPECIAL DANCE Check One:

New (☒) Renewal (☐) Transfer (☐)

Name of Applicant: ANTONIO LANNI

Date of Birth: 10/1/1972

Resident Address: 4 TOMCAT TERR N.P. 02911

Business Address: 266 PUTNAM PIKE Smithfield Plat Lot

Operating Under Trade Name of: CRUDO, LLC

Resident Telephone: 401-864-0927 Business Telephone

If incorporated, fill in necessary information: State: Title, Date of Birth, Partner's/Owner's (Other than person applying) (Pres., Vice Pres., Sec., Treas.)

Name: ANTONIO LANNI Address: 4 TOMCAT TERR N.P. Title: PRESIDENT DOB 10/1/1972

Name: ANTHONY QUETTA Address: 47 CONIFER DR. N.P. Title: VICE PRESIDENT DOB 1/20/1970

Name: Address: Title: DOB

Describe operation of business: RESTAURANT-BAR-Brunch - Oyster Bar - Dining Room

9am - 10pm SUNDAY TO SATURDAY Hours of Operation:

Signature of Applicant: X [Signature] Title: X President

Applies to business establishments only:

In case of emergency/person to contact

Name: Address: Phone:

Name: Address: Phone:

Police Chief:

X [Signature]  
SIGNATURE NOT REQUIRED

For Official Use Only

Fire Chief:

Owner of premises:

X [Signature]  
[Signature]

Building Official:

RI Dept.

of Health:

SIGNATURE NOT REQUIRED

At a meeting of the Smithfield Town Council, held on

the above stated application was:

( ) Approved ( ) Denied

License #: Date Issued:

SMITHFIELD POLICE DEPARTMENT  
215 Pleasant View Avenue, Smithfield, RI 02917  
(401-231-2500)

NO Criminal  
Record

**POLICE CLEARANCE REPORT FOR  
LICENSE APPLICATION**

DATE: 4/27/2023

1. NAME OF CANDIDATE: (PRINT)

Lanni Antonio Pasquale  
LAST FIRST MIDDLE

MAIDEN NAME

10/01/1972

2. DATE OF BIRTH

4 Tomcat Terrace

4. CURRENT ADDRESS

Restaurant

6. TYPE OF BUSINESS

yes

8. IS BUSINESS INCORPORATED

Antonio P. Lanni, President

(401) 864-0927

9. BUSINESS PHONE

Providence

3. PLACE OF BIRTH

Crudo

5. NAME OF BUSINESS

266 Putnam Pike

7. BUSINESS ADDRESS

IF SO, LIST OFFICERS

11. List below each address which you have maintained beginning with your current address:

From Mo./Yr.	To: Mo./Year	St. No. & Name	City & State
<u>6/2001</u>	<u>current</u>	<u>4 Tomcat Terrace</u>	<u>North Providence, RI</u>
<u>10/1972</u>	<u>6/2001</u>	<u>4 Julie Ann Court</u>	<u>North Providence, RI</u>

12. Have you ever been arrested or detained by any police agency? YES X NO

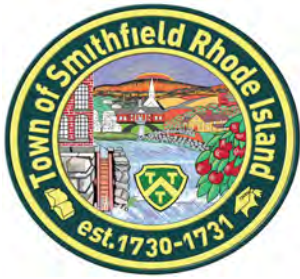
If the answer to question 12 is yes, give details below. Include date, place and charge or reason for detention.

13. List below two (2) character references

1. <u>Ernie Spaziano</u>	<u>55 Roger Williams Drive</u>	<u>401-837-9703</u>
NAME	ADDRESS	PHONE
2. <u>Father Edward Cardente</u>	<u>1413 Mineral Spring Ave</u>	<u>401-353-3120</u>
NAME	ADDRESS	PHONE

CANDIDATE'S SIGNATURE: Antonio P. Lanni

Witness: [Signature]



# Memorandum

**DATE:** May 10, 2023

**TO:** Smithfield Town Council

**FROM:** Carol Banville – License Coordinator

**SUBJECT:** Annual renewal of two (2) Holiday Sales Licenses for the May 16<sup>th</sup> Town Council Meeting

---

## **BACKGROUND:**

The businesses listed below have filed their applications for renewal.

## **TOWN REVENUE:**

The cost to renew the Holiday Sales License is \$50.00 per year.

## **APPROVAL STATUS:**

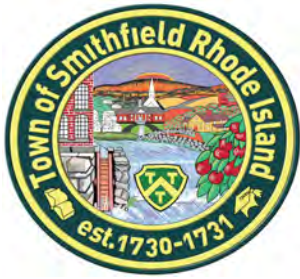
Applications are complete for approval by the Town Council.

## **RECOMMENDED MOTION:**

Move that the Smithfield Town Council approve the annual renewal of two (2) Holiday Sales Licenses, as listed, as applied, subject to compliance with all State regulations and local ordinances.

1. Ironclad Fitness North d/b/a “Ironclad Fitness Center”, 300A George Washington Highway
2. Kohl’s Department Stores, Inc. d/b/a “Kohl’s Department Stores, Inc.”, 371 Putnam Pike





# Memorandum

**DATE:** May 10, 2023

**TO:** Smithfield Town Council

**FROM:** Carol Banville – License Coordinator

**SUBJECT:** Annual Renewal of one (1) Massage Establishment License for the May 16<sup>th</sup> Town Council Meeting

---

## **BACKGROUND:**

The business listed below has filed their application for renewal.

## **TOWN REVENUE:**

The cost to renew the Massage Establishment License is \$100.00 per year.

## **APPROVAL STATUS:**

All paperwork is complete for Town Council approval.

## **RECOMMENDED MOTION:**

Move that the Smithfield Town Council approve the annual renewal of one (1) Massage Establishment License, as applied, subject to compliance with all State regulations and local ordinances:

1. Rhonda Rohelia d/b/a “Soothing Touch Spa”, 180C Pleasant View Avenue

TOWN OF SMITHFIELD  
OFFICE OF THE TOWN CLERK  
LICENSE APPLICATION

FEE: \$100.00

PLEASE COMPLETE APPLICATION AND  
RETURN WITH FEE TO THE OFFICE OF  
THE TOWN CLERK BY:

PLEASE PRINT:

Note: Please fill in ALL the necessary information.

Date of Application: 3 / 9 / 2023

Type of License: Massage Establishment

License Application Status: Renewal

Name of Applicant: Rhonda Rohelia

Date of Birth: 2/9/1969

Resident Address: 28 Prospect Street  
North Providence RI 02904

Business Address: 180C Pleasant View Avenue  
Smithfield RI 02917

Map:  
Lot:

Corporation Name:

Resident  
Telephone: (401) 486-0931

Business  
Telephone: (401) 349-5330

Operating Under  
Trade Name of: Soothing Touch Spa

If incorporated, fill in necessary information: State, Title, Date of Birth, Partner's/Owner's (Other than person applying) (Pres., Vice Pres., Sec., Tres.)

Describe Operation of Business: Esthetics and massage therapy. Rhonda Rohelia cell phone 401-486-0931

Required to fill requested  
Hours of Operation: Monday to Saturday 9:00 a.m. to 8:00 p.m. Open by appointment only.

Signature of Applicant: X  Title: X Owner

APPLIES TO BUSINESS ESTABLISHMENTS ONLY:

In Case of Emergency/Person to Contact

Name: Gary Masterson Address: 5 Julie Ann Court, North Providence, RI Telephone: (401) 996-5023

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Police Chief: \_\_\_\_\_

For Official Use Only

Fire Chief: \_\_\_\_\_

Building Official: \_\_\_\_\_

Owner of Premises: \_\_\_\_\_

RI Dept. of Health: \_\_\_\_\_

At a meeting of the Smithfield Town Council, held on 5/10/23 the above stated application was

( ) Approved ( ) Denied

License# 3

Date Issued: \_\_\_\_\_

SIGNATURE NOT REQUIRED

SIGNATURE NOT REQUIRED

OK  
5/10/23  
SME



# Memorandum

**DATE:** May 10, 2023

**TO:** Smithfield Town Council

**FROM:** Carol Banville – License Coordinator

**SUBJECT:** Annual Renewal of one (1) Massage Therapy License for the May 16<sup>th</sup> Town Council Meeting

---

## **BACKGROUND:**

The business listed below has filed their application for renewal.

## **TOWN REVENUE:**

The cost to renew the Massage Therapy License is \$75.00 per year.

## **APPROVAL STATUS:**

All paperwork is complete for Town Council approval

## **RECOMMENDED MOTION:**

Move that the Smithfield Town Council approve the annual renewal of one (1) Massage Therapy License, as applied, subject to compliance with all State regulations and local ordinances:

1. Rhonda Rohelia working at “Soothing Touch Spa”, 180C Pleasant View Avenue

✓

TOWN OF SMITHFIELD  
OFFICE OF THE TOWN CLERK  
LICENSE APPLICATION

FEE: \$75.00

PLEASE COMPLETE APPLICATION AND  
RETURN WITH FEE TO THE OFFICE OF  
THE TOWN CLERK BY:

PLEASE PRINT:

Note: Please fill in ALL the necessary information.

Date of Application: 3 / 9 / 2023

Type of License: Massagist

License Application Status: Renewal

Name of Applicant: Rhonda Rohelia

Date of Birth: 2/9/1969

Resident Address: 28 Prospect Street  
North Providence RI 02904

Business Address: 180C Pleasant View Avenue  
Smithfield RI 02917 Map: \_\_\_\_\_  
Lot: \_\_\_\_\_

Corporation Name: \_\_\_\_\_

Resident Telephone: (401) 486-0931

Business Telephone: (401) 349-5330

Operating Under  
Trade Name of: Soothing Touch Spa

If incorporated, fill in necessary information: State, Title, Date of Birth, Partner's/Owner's (Other than person applying) (Pres., Vice Pres., Sec., Tres.)

Describe Operation of Business: Esthetics and massage therapy. Rhonda Rohelia cell phone 401-486-0931

Required to fill requested  
Hours of Operation: Monday to Saturday 9:00 a.m. to 8:00 p.m. Open by appointment only.

Signature of Applicant: X

Title: X Owner

APPLIES TO BUSINESS ESTABLISHMENTS ONLY:

In Case of Emergency/Person to Contact

Name: Gary Masterson

Address: 5 Julie Ann Court, North Providence, RI

Telephone: (401) 996-5023

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Police Chief: \_\_\_\_\_

For Official Use Only

Fire Chief: \_\_\_\_\_

Building Official: \_\_\_\_\_

Owner of Premises: \_\_\_\_\_

RI Dept. of Health: \_\_\_\_\_

At a meeting of the Smithfield Town Council, held on 5/16/23 the above stated application was

( ) Approved ( ) Denied

License# 3

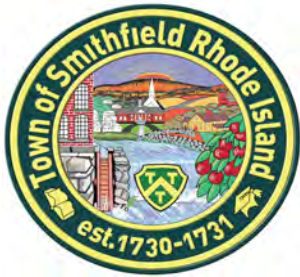
Date Issued: \_\_\_\_\_

SIGNATURE NOT REQUIRED

SIGNATURE NOT REQUIRED

OK  
5/16/23  
CML





# Memorandum

**DATE:** May 10, 2023

**TO:** Smithfield Town Council

**FROM:** Carol Banville – License Coordinator

**SUBJECT:** New Mobile Food Truck License for Chicked Out Nuggz, LLC d/b/a “Chicked Out Nuggz, LLC” for the May 16<sup>th</sup> Town Council Meeting

---

## **BACKGROUND:**

The business listed below has filed for a new Mobile Food Truck License. The new Mobile Food Truck License requires a Rhode Island Mobile Food Truck Establishment Registration. The Mobile Food Truck License will expire on March 1<sup>st</sup> of each year. Chicked Out Nuggz, LLC d/b/a “Chicked Out Nuggz, LLC” has already registered with the State of Rhode Island as a Mobile Food Truck Establishment.

## **TOWN REVENUE:**

The cost for a Mobile Food Truck License is \$75.00 per year, however, if the Mobile Food Truck applicant has an existing restaurant then the fee would be \$50.00 per year.

## **SUPPORTING DOCUMENTS:**

Copy of application  
BCI – No record  
Menu  
Copy of Rhode Island Mobile Food Establishment Registration

## **APPROVAL STATUS:**

All paperwork is complete for Town Council approval.

**RECOMMENDED MOTION:**

Move that the Smithfield Town Council consider, discuss and act upon approving a new Mobile Food Truck License, as applied, subject to compliance with all State regulations and local ordinances.

1. Chicked Out Nuggz, LLC d/b/a “Chicked Out Nuggz, LLC”, to sell fried chicken nuggets from a truck with RI Reg. number 1DS731, 150 James Street, Warwick, RI.

**TOWN OF SMITHFIELD**  
**OFFICE OF THE TOWN CLERK**  
**LICENSE APPLICATION**

FEE: \$75.00 - If no store front  
\$50.00 - If there is a store front

PLEASE COMPLETE APPLICATION AND  
RETURN WITH FEE TO THE OFFICE OF  
THE TOWN CLERK BY:

PLEASE PRINT:

Note: Please fill in ALL the necessary information.

Date of Application: March 22, 2023

Type of License: Mobile Food Truck

Name of Applicant: Tiffany Bettez

Resident Address: 150 James St  
Warwick, RI 02886

Corporation Name: chicked out nuggetz LLC

Operating Under  
Trade Name of: same as above

License Application Status: new, no store front

Date of Birth: 09/03/1981

Business Address: 150 James St  
Warwick, RI 02886

Map:

Lot:

Resident Telephone: 401-216-6844

Business Telephone: 401-216-6844

If incorporated, fill in necessary information: State, Title, Date of Birth, Partner's/Owner's (Other than person applying) (Pres., Vice Pres., Sec., Tres.)

Describe Operation of Business: Food truck specializing in making fried chicken nuggets

Required to fill requested  
Hours of Operation:

TBD- varies by event

Signature of Applicant: X Tiffany Bettez

Title: X owner

**APPLIES TO BUSINESS ESTABLISHMENTS ONLY:**

**In Case of Emergency/Person to Contact**

Name: Kenneth Bettez

Address: 27 Rogers Run W. Warwick RI 02893

Telephone: 401-230-2502

Name: Cibalia Bettez

Address: 22 Cactus St Warwick RI 02886

Telephone: 401-699-4481

Police Chief: X

**For Official Use Only**

**SIGNATURE NOT REQUIRED**

Fire Chief: \_\_\_\_\_

Building Official: \_\_\_\_\_

Owner of Premises: X

**SIGNATURE NOT REQUIRED**

RI Dept. of Health: **SIGNATURE NOT REQUIRED**

At a meeting of the Smithfield Town Council, held on 5/16/23

the above stated application was

( ) Approved

( ) Denied

License# 15

Date Issued: \_\_\_\_\_

SMITHFIELD POLICE DEPARTMENT  
215 Pleasant View Avenue, Smithfield, RI 02917  
(401-231-2500)

NO Criminal  
Record

**POLICE CLEARANCE REPORT FOR  
LICENSE APPLICATION**

DATE: March 22, 2023

1. NAME OF CANDIDATE: (PRINT)

Bettez Tiffany Kristen  
LAST FIRST MIDDLE

MAIDEN NAME

N/A

2. DATE OF BIRTH

09/03/1981

3. PLACE OF BIRTH

Warwick, RI

4. CURRENT ADDRESS

Food Truck

5. NAME OF BUSINESS

150 James St Warwick RI 02886

6. TYPE OF BUSINESS

NO

7. BUSINESS ADDRESS

8. IS BUSINESS INCORPORATED

IF SO, LIST OFFICERS

401-216-6844

9. BUSINESS PHONE

401-935-0200

10. HOME PHONE

11. List below each address which you have maintained beginning with your current address:

From Mo./Yr.	To: Mo./Year	St. No. & Name	City & State
<u>5/2011</u>	<u>current</u>	<u>150 James St</u>	<u>Warwick, RI</u>

12. Have you ever been arrested or detained by any police agency?

YES ☒ NO

If the answer to question 12 is yes, give details below. Include date, place and charge or reason for detention.

13. List below two (2) character references

- |                            |  |                     |
|----------------------------|--|---------------------|
| 1. <u>Laura Kaminagh</u>   | <u>52 Orient St Warwick RI 02886</u>     | <u>401-741-0528</u> |
| NAME                       | ADDRESS                                  | PHONE               |
| 2. <u>Lillian Cordeiro</u> | <u>247 Chestnut St Rehoboth MA 02769</u> |                     |
| NAME                       | ADDRESS                                  | PHONE               |

CANDIDATE'S SIGNATURE:

Tiffany Bettez

Witness:

[Signature]

## Chicked Out Nuggz Menu

All Nuggz are prepared with fresh chicken, brined, coated in corn flour mixture, then fried.  
Naturally Gluten Free

Barby Nuggz- Hickory and brown sugar barbeque sauce, shredded cheddar cheese, bacon crumbles, scallions

Buffy Nuggz- Buffalo sauce, blue cheese dressing, shredded cheddar cheese, shredded carrots, scallions

Honey Nuggz- Honey mustard sauce, shredded cheddar cheese, mixed greens, bacon crumbles, shredded carrots,

Mary Nuggz- Marinara sauce, shredded mozzarella cheese, grated parmesan cheese, basil

Sweety Nuggz- Sweet and sour sauce, bacon crumbles, pineapple chunks, scallions

Naked Nuggz- No sauces or toppings

French Fries

Water



# MOBILE FOOD ESTABLISHMENT REGISTRATION

BE IT KNOWN THAT

Mobile Food Establishment Owner:

Tiffany Beltez  
1150 James St  
Warwick, RI 02886

Business Entity Name:

DBA (Doing Business As):

Name of Mobile Food  
Establishment/Truck:

DMV License Plate State and  
Number of Truck/Cart/Trailer or  
DEM Registration Number:

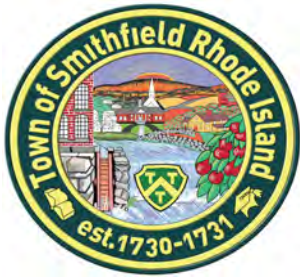
Chicked Out Nuggz LLC

RI-1DS731

has met the requirements of the Department of Business Regulation and has been granted this license as a  
Truck which serves Prepared Foods  
IN THE STATE OF RHODE ISLAND.

License Number: MFE-912

Expiration Date: October 26, 2023



# Memorandum

**DATE:** May 10, 2023

**TO:** Smithfield Town Council

**FROM:** Carol Banville – License Coordinator

**SUBJECT:** New Solicitation License for “Trinity Solar” for the May 16<sup>th</sup> Town Council Meeting

---

## **BACKGROUND:**

Philip Coppolino, a representative for “Trinity Solar”, has applied for a Solicitation License on their behalf. There will be two (2) employees canvassing for the company. A background check was completed on the canvassers and there were no disqualifying records. The Police Chief has signed the application with the following conditions: The Smithfield Police Department is to be notified each time the applicant is soliciting, including which area of Town solicitation will take place. Solicitation may take place between the hours of 9:00 a.m. to 7:00 p.m. only. If conditions of the license are not adhered to, the applicant will be required to appear before the Town Council.

## **TOWN REVENUE:**

The fee for the Solicitation License is \$200.00 and is valid for two (2) years.

## **SUPPORTING DOCUMENTS:**

Copy of Application  
Copy of BCI – No Record  
Letter from Trinity Solar  
Copy of registration of vehicle to be used  
Proof of insurance

**RECOMMENDED MOTION:**

Move that the Smithfield Town Council approve a new Solicitation License for “Trinity Solar”, soliciting solar power options, as applied, subject to compliance with all State regulations, local ordinances, and the following conditions: The Smithfield Police Department is to be notified each time the applicant is soliciting, including which area of Town solicitation will take place. Solicitation may take place between the hours of 9:00 a.m. and 7:00 p.m. only. If conditions of the license are not adhered to, the applicant will be required to appear before the Town Council.



## TOWN OF SMITHFIELD

OFFICE OF THE TOWN CLERK

## LICENSE APPLICATION

FEE: \$200.00

PLEASE COMPLETE APPLICATION AND RETURN  
WITH FEE TO THE OFFICE OF THE TOWN CLERK BY:

PLEASE PRINT:

Note: Please fill in ALL the necessary information.

Date of Application: 05/02/2023

Type of License: Solicitation Check One: New (☒) Renewal (☐) Transfer (☐)

Name of Applicant: Philip Coppolino Date of Birth: 05/08/2002

Resident Address: 115 Boardman Ave, Red Cumberland Business Address: 20 Patterson Brook rd. Plat Lot Unit 1  
Operating Under Trade Name of: Trinity Solar 08164 Resident Telephone: 401-617-6418 Business Telephone: 508-291-0007

If incorporated, fill in necessary information: State: Title, Date of Birth, Partner's/Owner's (Other than person applying) (Pres., Vice Pres., Sec., Treas.)

Name: Address: Title: DOB

Name: Address: Title: DOB

Name: Address: Title: DOB

Describe operation of business: We are a local solar company specializing in outreach. residential financing options. Door to door Hours of Operation: 9am - 7pm ET

Signature of Applicant: Title: Field Marketing Rep.

Applies to business establishments only:

In case of emergency/person to contact

Name: Kevin Wnukowski Address: Phone: 774-437-8448

Name: Leah Parullo Address: Phone: 401-654-9905

For Official Use Only

Police Chief:

Building Official:

RI Dept.  
of Health:

Fire Chief:

Owner of  
premises:

SIGNATURE NOT REQUIRED

SIGNATURE NOT REQUIRED

SIGNATURE NOT REQUIRED

SIGNATURE NOT REQUIRED

At a meeting of the Smithfield Town Council, held on

5/16/23

the above stated application was:

( ) Approved ( ) Denied

License #:

7

Date  
Issued:

SMITHFIELD POLICE DEPARTMENT  
215 Pleasant View Avenue, Smithfield, RI 02917  
(401-231-2500)

NO Criminal  
Record

**POLICE CLEARANCE REPORT FOR  
LICENSE APPLICATION**

DATE: 04/26/23

1. NAME OF CANDIDATE: (PRINT)

Goppolino Philip Charles  
LAST FIRST MIDDLE

MAIDEN NAME

05/08/2002

2. DATE OF BIRTH

115 Boardman Ave Cumberland, RI

4. CURRENT ADDRESS

Solar

6. TYPE OF BUSINESS

YES

8. IS BUSINESS INCORPORATED

Rhode Island

3. PLACE OF BIRTH

Trinity Solar Inc.

5. NAME OF BUSINESS

2211 Allenwood Road, Wall, NJ 07719

7. BUSINESS ADDRESS

IF SO, LIST OFFICERS

Thomas Pollock, Bill Condit, Adam Blackman (manager of representative applying)

732-780-3779 Ext: 9809

9. BUSINESS PHONE

401-617-6418

10. HOME PHONE

11. List below each address which you have maintained beginning with your current address:

From Mo./Yr.	To: Mo./Year	St. No. & Name	City & State
<u>05/08/2002</u>	<u>4/26/2023</u>	<u>115 Boardman Ave</u>	<u>Cumberland, RI</u>

12. Have you ever been arrested or detained by any police agency? YES NO

If the answer to question 12 is yes, give details below. Include date, place and charge or reason for detention.

13. List below two (2) character references

1. <u>Kevin Warkowski</u>	<u>774-437-8448</u>
NAME	PHONE
2. <u>Mark Goppolino</u>	<u>401-617-6418</u>
NAME	PHONE
<u>115 Boardman Ave</u>	
ADDRESS	

CANDIDATE'S SIGNATURE: \_\_\_\_\_

Witness: \_\_\_\_\_



SMITHFIELD POLICE DEPARTMENT  
215 Pleasant View Avenue, Smithfield, RI 02917  
(401-231-2500)

NO Criminal  
Record

**POLICE CLEARANCE REPORT FOR  
LICENSE APPLICATION**

DATE: 04/26/2023

1. NAME OF CANDIDATE: (PRINT)

Coppolino  
LAST

Mark  
FIRST

A  
MIDDLE

MAIDEN NAME

03/30/2000

2. DATE OF BIRTH

03/30/2000 115 Boardman Ave

3. PLACE OF BIRTH

Trinity Solar Inc.

4. CURRENT ADDRESS

Solar

5. NAME OF BUSINESS

2211 Allenwood Road, Wall, NJ 07719

6. TYPE OF BUSINESS

YES

7. BUSINESS ADDRESS

8. IS BUSINESS INCORPORATED

IF SO, LIST OFFICERS

Thomas Pollock, Bill Condit, Adam Blackman (manager of representative applying)

732-780-3779 Ext: 9809

9. BUSINESS PHONE

401-617-7101  
10. HOME PHONE

11. List below each address which you have maintained beginning with your current address:

From Mo./Yr.	To: Mo./Year	St. No. & Name	City & State
		<u>115 Boardman Ave</u>	<u>Cumberland, RI</u>

12. Have you ever been arrested or detained by any police agency?

YES

NO

If the answer to question 12 is yes, give details below. Include date, place and charge or reason for detention.

13. List below two (2) character references

1. Philip Coppolino

NAME

115 Boardman Ave, Cumberland RI  
ADDRESS

401-617-6418  
PHONE

2. Kevin Whukowski

NAME

ADDRESS

774-437-8448  
PHONE

CANDIDATE'S SIGNATURE:

Mark Coppolino

Witness:



MA, Master Electric Contractor # 21233A  
MA, Home Improvement Contractor # 170355  
Rhode Island Contractors' Registration and Licensing Board Registration No. 39372  
Rhode Island Renewable Energy Prof REPC-126  
For other jurisdictions, please visit: <http://www.trinity-solar.com/about-us/locations-and-licenses>

RECEIVED

MAY 02 2023

April 19, 2023

SMITHFIELD TOWN CLERK

To Whom It May Concern:

**Philip Coppolino** is a Trinity Sales employee seeking approval to solicit in **Smithfield, RI**. We are a local solar company specializing in residential financing options, and they are a part of the division that generates leads by going door-to-door. The most prominent product we offer is a power purchase agreement for homeowners to supplement their current utility bills by using solar energy produced on their home.

Please contact me if you should have any questions.

Sincerely,

---

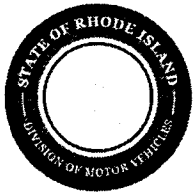
Michelle Horton  
Licensing Administrator  
O: 732-780-3779 Ext: 9809  
E: [Licensing@trinity-solar.com](mailto:Licensing@trinity-solar.com)

**Philip Coppolino has been working for Trinity Solar Inc. since February 06, 2023.**

**\*\*This letter must be presented to the Town Council for approval\*\***

**Wareham, MA and Rhode Island Offices**  
20 Patterson Brook Road, Unit 1  
Wareham, MA 02576

**1-877-SUN-SAVES**  
Ph: 508-291-0007  
Fax: 508-291-0040  
[www.trinity-solar.com](http://www.trinity-solar.com)



STATE OF RHODE ISLAND  
DIVISION OF MOTOR VEHICLES

600 New London Avenue  
Cranston RI 02920-3024  
Web Address: WWW.DMV.RI.GOV



Date: 01/28/2022

PHILIP C COPPOLINO  
115 BOARDMAN AVE  
CUMBERLAND RI 02864-3714

Registration Certificate

REG NUMBER: <b>1AM501</b>	PLATE TYPE: <b>PASSENGER</b>	PLATE DESIGN: <b>WAVE</b>	VEHICLE TYPE: <b>PASSENGER</b>	DRIVERS LICENSE: <b>40047202</b>	REG EXP DATE: <b>02/29/2024</b>
YEAR: <b>2007</b>	MAKE: <b>PONTIAC</b>	MODEL: <b>VIBE</b>	BODY TYPE: <b>HATCHBACK</b>	MAJOR COLOR: <b>SILVER</b>	MINOR COLOR: <b>SILVER</b>
VEHICLE IDENTIFICATION NUMBER: <b>5Y2SL67817Z422461</b>		RENEWAL FEE: <b>\$92.50</b>	GROSS WEIGHT: <b>3450</b>	# OF PASSENGERS: <b>5</b>	# OF CYLINDERS: <b>4</b>
FUEL TYPE: <b>GAS</b>		CARRYING CAPACITY: <b>N/A</b>	LENGTH: <b>N/A</b>	CCs: <b>N/A</b>	MAX SPEED: <b>0</b>
REGISTERED OWNER/LEASING COMPANY: <b>PHILIP C COPPOLINO 115 BOARDMAN AVE CUMBERLAND RI 02864-3714</b>			SECOND OWNER:/LESSEE		

- TAX TOWN: **CUMBERLAND**
- Notice: The law requires that the DMV be notified within 10 days of any change in name or address. Please visit our website to update your address online.
- Plate Cancellation -Excise Tax: Plates must be **cancelled** with the DMV to ensure the vehicle is removed from the city or town tax rolls. Please retain your receipt as proof of cancellation.
- Every registration plate shall be at all times securely fastened in a horizontal position and be in a condition to be clearly legible. Validation stickers are only to be placed securely on the lower right corner of the registration plate.
- Registration Certificate shall at all times be carried in the vehicle to which it refers or shall be carried by the person driving or in control of such vehicle.
- Proof of valid insurance/financial security is required as per Rhode Island General Laws § 31-47 (Motor Vehicle Repairs Act).
- It is your responsibility to renew your registration prior to the expiration date. Failure to do so may result in the assignment of new plates.
- Failure to obtain an **Emissions Inspection** on or before **05/15/2023** will result in this vehicle being suspended.
- Not valid without official signature of Administrator.
- Any vehicle operating in excess of legal weight limits is required to have an overweight permit per Chapter 31-25 of the Rhode Island General Laws. Failure to obtain an overweight permit may result in the imposition of fines and/or other penalties.

WALTER R. CRADDOCK  
Administrator  
Division Of Motor Vehicles

01/28/2022



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 4000 Midlantic Drive Suite 200 Mount Laurel NJ 08054	<b>CONTACT NAME:</b> Mark Grasela	
	<b>PHONE (A/C, No, Ext):</b> 856-482-9900	<b>FAX (A/C, No):</b> 856-482-1888
	<b>E-MAIL ADDRESS:</b> CherryHill.BSD.CertM@AJG.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Gotham Insurance Company	25569
	<b>INSURER B:</b> National Union Fire Insurance Company of Pittsburg	19445
	<b>INSURER C:</b> Liberty International Underwriters	
	<b>INSURER D:</b> Endurance American Specialty Ins Co	41718
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 77331279 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GL202100013378	6/1/2021	6/1/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA 2960145	6/1/2022	6/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A D C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			EX202100001871 ELD30006989101 1000231834-06	6/1/2021 6/1/2022 6/1/2022	6/1/2023 6/1/2023 6/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 Limit x of \$5,000,000 \$ 19,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/> N/A	WC 13588108	6/1/2022	6/1/2023	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Automobile Comp/ Collision Ded.			CA 2960145	6/1/2022	6/1/2023	All Other Units Truck-Tractors and Semi-Trailers \$250/500 \$250/500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Contractors Operations Professional, Environmental (COPE) Policy  
Insurance Carrier: Underwriter's at Lloyds  
Policy Number: CPLUS4267223  
Policy Effective Dates: 6/1/2021 - 6/1/2023  
Professional Services Liability Limit: \$2,000,000  
Professional Services Liability Aggregate Limit \$2,000,000  
Deductible: \$25,000  
Professional Liability Each Pollution Condition Non-Owned Location Limit: \$2,000,000  
See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Memorandum

**DATE:** May 10, 2023

**TO:** Smithfield Town Council

**FROM:** Carol Banville – License Coordinator

**SUBJECT:** Mobile Food Truck License Renewal for the May 16<sup>th</sup> Town Council Meeting

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## **BACKGROUND:**

The business listed below has filed their application for renewal.

## **TOWN REVENUE:**

The cost for a Mobile Food Truck License is \$75.00 per year, however, if the Mobile Food Truck applicant has an existing restaurant then the fee would be \$50.00 per year.

## **APPROVAL STATUS:**

Application is complete for approval by the Town Council.

## **RECOMMENDED MOTION:**

Move that the Smithfield Town Council approve the renewal of one (1) Mobile Food Truck License, as applied, subject to compliance with all State regulations and local ordinances.

1. Pa'L Monte, LLC d/b/a "Pa'L Monte", to sell empanadas from a truck with RI Reg. #35663

**TOWN OF SMITHFIELD  
OFFICE OF THE TOWN CLERK  
LICENSE APPLICATION**

FEE: \$75.00

PLEASE COMPLETE APPLICATION AND  
RETURN WITH FEE TO THE OFFICE OF  
THE TOWN CLERK BY:

PLEASE PRINT:

Note: Please fill in ALL the necessary information.

Date of Application: 1 /6 /2023

Type of License: Mobile Food Trucks

License Application Status: Renewal

Name of Applicant: Rafael Perez

Date of Birth: 2/14/1976

Resident Address: 285 Douglas Pike  
Smithfield RI 02917

Business Address: 285 Douglas Pike  
Smithfield RI 02917 Map:  
Lot:

Corporation Name: Pa'L Monte, LLC

Resident Telephone: (401) 618-4720 Business  
Telephone: (401) 618-4720

Operating Under  
Trade Name of: Pa'L Monte

If incorporated, fill in necessary information: State, Title, Date of Birth, Partner's/Owner's (Other than person applying) (Pres., Vice Pres., Sec., Tres.)

Describe Operation of Business: year round food truck

Required to fill requested  
Hours of Operation:

Sun: 11am-6 W: 11am-7pm Thu-Sat: 11am-7pm Sunday: 11am-6pm

Signature of Applicant: X [Signature]

Title: X owner/operator

APPLIES TO BUSINESS ESTABLISHMENTS ONLY:

In Case of Emergency/Person to Contact

Name:

Address:

Telephone:

Name:

Address:

Telephone:

For Official Use Only

Police Chief: \_\_\_\_\_

Fire Chief: \_\_\_\_\_

Building Official: \_\_\_\_\_

Owner of Premises: \_\_\_\_\_

RI Dept. of Health: \_\_\_\_\_

At a meeting of the Smithfield Town Council, held on \_\_\_\_\_ the above stated application was

( ) Approved ( ) Denied

License# 10

Date Issued: \_\_\_\_\_





**Rhode Island Department of Business Regulation**

**1511 Pontiac Avenue, Cranston, RI 02920**

**Telephone: (401) 462-9506 Fax: (401) 462-9645**

## **MOBILE FOOD ESTABLISHMENT REGISTRATION**

***BE IT KNOWN THAT***

***Mobile Food Establishment Owner:***

*Rafael Perez  
285 Douglas Pike  
Smithfield, Rhode Island 02917*

**Business Entity Name:**

*Pal' Mote*

**DBA (Doing Business As):**

**Name of Mobile Food  
Establishment/Truck:**

**DMV License Plate Stat  
Number of Truck/Cart/T  
or DEM Registration Nu  
Rhode Island-215764**

***has met the requirements of the Department of Business Regulation and has been granted this license as a  
Trailer which serves Hot Dog .  
IN THE STATE OF RHODE ISLAND.***

**License Number: MFE-489**

**Expiration Date: May 9, 2024**



# memorandum

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**DATE:** May 16, 2023

**TO:** Smithfield Town Council

**FROM:** Christopher Celeste, Tax Assessor

**RE:** Eligibility of Bay Crane Northeast, LLC ("Bay Crane") for Tax Stabilization under Article VI of Chapter 321 of the Town of Smithfield Code of Ordinances.

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Bay Crane has requested a Tax Stabilization Agreement with the Town of Smithfield in accordance with Article VI of Chapter 321 of the Town Code. They have brought more than Twenty-Four Million Dollars (\$24,000,000) worth of additional equipment to the Smithfield facility in the form of fifteen (15) cranes and two forklifts. They have also increased their employee roster by thirty (30) employees, bringing their total employee count from sixty-six (66) at the end of calendar year 2021 to ninety-six (96) at the end of calendar year 2022. They have submitted the required application, which includes the backup for the aforementioned equipment and employee increases, as well as a letter of good standing from the Secretary of State. Additionally, all outstanding taxes and fees are paid, as required by the ordinance. The application has been approved by all Town offices as required. The application including all submitted documents is attached for your review.

The final agreement will need to be created as a contract between the Town and the Bay Crane, subject to the terms of Article VI of Chapter 321 of the Smithfield Code of Ordinances and also requires further Town Council Approval.

It is our request that the Town Council refer said application to the Budget and Financial Review Board.

**MOTION:**

That the Smithfield Town Council hereby refers the application of Bay Crane Northeast, LLC to the Budget and Financial Review Board for an advisory recommendation.



## TOWN OF SMITHFIELD, RHODE ISLAND APPLICATION FOR TAX STABILIZATION

Note: This application for tax stabilization is subject to review as described under the requirements of Article VI in Chapter 321 of the Smithfield Code of Ordinances, as amended.

File with the Town Clerk, Town Hall, 64 Farnum Pike, Smithfield, RI 02917

1. Applicant Name Bay Crane Northeast, LLC Applicant Address 115 Lydia Ann Rd.  
City Smithfield State RI Zip 02917 Tel. 401-349-2755 email joan@baycrane.com
2. Owner Name Kenneth Bernardo Owner Address 1102 43rd Ave.  
City Long Island City State NY Zip 11101 Tel. 718-392-0800 email \_\_\_\_\_
3. Address of Property 115 Lydia Ann Rd. Map, Lot, Parcel(s) of Property AP 45, LOT 26
4. Attach a detailed description of any proposed renovations or expansion of the existing facility, roster of employees and positions to be added to the existing workforce and identify and list any new equipment to be added to the facility along with the value of the equipment ☒ attached
5. Status of any Planning Board or Zoning Board approvals N/A
6. Attach Certificate of Good Standing from the Secretary of State ☒ attached
7. Applicant's Signature and Certification

I hereby certify that the application meets the eligibility requirements of Article VI in Chapter 321 of the Smithfield Code of Ordinances.

Applicant Signature [Signature] Date 4-19-23  
State of Rhode Island County of Providence  
Signed before me on 4/19/23 (date) by Joshua Wilbur (name(s) of individual(s)).  
Signature of Notary Public David M. Rodriguez Notary ID 768986 My Commission Expires 6/29/26  
~~Notary Public Expires 06/29/2026~~

The Information below is to be filled out by Town staff only

### I. CERTIFICATION OF CURRENT TAXES AND FEES

All taxes and fees are current [Signature] Date 4/24/23  
Tax Collector  
Outstanding taxes and/or fees are as follows 4th Quarter Due June 30th \$24,719.42

### II. PRE APPLICATION PROPERTY VALUE

Pre application values: Land N/A Building N/A Personal Property \$1,605,830

I certify that the above pre application value is accurate and reflects the true value of the property based upon currently accepted assessment practices in the Town of Smithfield.

[Signature] Date 4-24-23  
Town Assessor

### III. TAXABLE VALUE DETERMINATION

Estimated value of the proposed real property improvements N/A  
Estimated value of the proposed additional personal property \$24,749,820

I hereby certify that the above estimated taxable value, as it relates to the proposed improvements, is accurate, and that the applicant meets the eligibility requirements of Article VI in Chapter 321 of the Smithfield Code of Ordinances.

Application eligible to proceed under this program [Signature] Date 4-24-23  
Town Assessor

Application ineligible to proceed, for the following reason(s) \_\_\_\_\_

**Bay Crane Northeast, LLC**  
**New assets as of 12-31-2022**

<b>Make</b>	<b>Model</b>	<b>Description</b>	<b>Value</b>
Magni	RTH8.25	8.5 Ton Forklift	\$ 290,000.00
Magni	RTH8.25	8.5 Ton Forklift	398,437.50
Liebherr	LTC1050	50 Ton Hydraulic Crane	711,450.00
Liebherr	LTM1055	65 Ton Hydraulic Crane	348,850.00
Liebherr	LTM1055	65 Ton Hydraulic Crane	727,500.00
Liebherr	LTM1090 - 4.2	110 Ton Hydraulic Crane	765,169.00
Liebherr	LTM1090 - 4.2	110 Ton Hydraulic Crane	1,075,860.00
Liebherr	LTM1110	125 Ton Hydraulic Crane	1,215,620.50
Liebherr	LTM1110	125 Ton Hydraulic Crane	1,215,850.00
Liebherr	LTM1160	180 Ton Hydraulic Crane	1,522,050.00
Liebherr	LTM1160	180 Ton Hydraulic Crane	1,520,980.00
Liebherr	LTM1230	275 Ton Hydraulic Crane	1,702,485.00
Liebherr	LTM1250	300 Ton Hydraulic Crane	1,780,590.00
Liebherr	LTM1250	300 Ton Hydraulic Crane	1,760,000.00
Liebherr	LTM1300	350 Ton Hydraulic Crane	1,610,000.00
Liebherr	LTM1450	550 Ton Hydrualic Crane	2,610,000.00
Liebherr	LTM1650	770 Ton Hydraulic Crane	5,190,412.50
<b>TOTAL ADDITIONAL ASSETS</b>			<b>\$ 24,445,254.50</b>



**Bay Crane Northeast, LLC**  
Employee Roster as of 12-31-2021

COMPANY CODE	NAME	POSITION ID	HIRE DATE	PRIMARY POSITION	HOME DEPARTMENT	RATE TYPE	CURRENCY
2WP	Glennon, Michael P	2WP000445	06/14/2021	Yes	000370-Field - Drivers	H-Hourly	USD
2WP	Marinosci, Rudolph A	2WP000232	11/15/2010	Yes	000370-Field - Drivers	H-Hourly	USD
2WP	McQuown, John E	2WP000234	07/08/2019	Yes	000370-Field - Drivers	H-Hourly	USD
2WP	Misuta, Jacob A	2WP000525	11/01/2021	Yes	000370-Field - Drivers	H-Hourly	USD
2WP	Norton, Patrick R	2WP000238	12/21/2017	Yes	000370-Field - Drivers	H-Hourly	USD
2WP	Palmer, Duncan G	2WP000420	04/26/2021	Yes	000370-Field - Drivers	H-Hourly	USD
2WP	Thornhill, Michael M	2WP000249	07/17/2018	Yes	000370-Field - Drivers	H-Hourly	USD
2X0	Adamczyk, Ariel D	2X0000199	10/21/2019	Yes	000350-Field - OE	H-Hourly	USD
2X0	Bellavance, Adam R	2X0000449	06/21/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Blais, Alexandra C	2X0000338	02/13/2012	Yes	000310-Operations - Administrative	S-Salary	USD
2X0	Breen, Robert M	2X0000200	12/07/2020	Yes	000350-Field - OE	H-Hourly	USD
2X0	Buebendorf, Ryan W	2X0000201	06/27/2014	Yes	000350-Field - OE	H-Hourly	USD
2X0	Burke, Brian	2X0000415	04/16/2021	Yes	000400-Sales	S-Salary	USD
2X0	Chaves, James A	2X0000203	06/28/2010	Yes	000400-Sales	H-Hourly	USD
2X0	Conway, William E	2X0000204	09/22/2017	Yes	000350-Field - OE	H-Hourly	USD
2X0	Coulombe, Zachary A	2X0000205	10/12/2020	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Criasia, Matthew G	2X0000206	07/20/2020	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Delfarno, Thomas D	2X0000208	01/06/2017	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Delfarno, Thomas D	2X0000207	09/21/2015	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Delucia, Alex J	2X0000344	12/30/2019	Yes	000310-Operations - Administrative	S-Salary	USD
2X0	Dempsey, Andrew T	2X0000345	08/07/2017	Yes	000400-Sales	S-Salary	USD
2X0	Dempsey, Tyler S	2X0000209	07/14/2020	Yes	000350-Field - OE	H-Hourly	USD
2X0	Denis, Christopher	2X0000210	06/20/2011	Yes	000350-Field - OE	H-Hourly	USD
2X0	Dexter, Kiel G	2X0000211	08/03/2015	Yes	000350-Field - OE	H-Hourly	USD
2X0	Diko, Matthew W	2X0000212	09/23/2013	Yes	000350-Field - OE	H-Hourly	USD
2X0	Dufficy, Mark D	2X0000213	02/15/2019	Yes	000350-Field - OE	H-Hourly	USD
2X0	Fish, Michael H	2X0000214	04/04/2014	Yes	000350-Field - OE	H-Hourly	USD
2X0	Flaherty, Sean F	2X0000215	12/13/2016	Yes	000350-Field - OE	H-Hourly	USD
2X0	Garriepy, Joseph P	2X0000216	06/28/2010	Yes	000370-Field - Drivers	H-Hourly	USD
2X0	Giguere, Alexander	2X0000552	12/28/2021	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Golden, James	2X0000511	10/05/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Gordon, Bradley	2X0000406	04/05/2021	Yes	000400-Sales	S-Salary	USD
2X0	Hanson, Todd A	2X0000217	09/19/2011	Yes	000370-Field - Drivers	H-Hourly	USD
2X0	Hassett., Mark J	2X0000218	11/23/2020	Yes	000350-Field - OE	H-Hourly	USD
2X0	Healy, Brendan	2X0000503	09/22/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Ireland, Frank B	2X0000221	09/23/2011	Yes	000400-Sales	H-Hourly	USD
2X0	Ireland, Shawn M	2X0000222	11/02/2020	Yes	000350-Field - OE	H-Hourly	USD
2X0	Jandruue, Matthew D	2X0000223	08/13/2015	Yes	000350-Field - OE	H-Hourly	USD
2X0	Johnson, Aaron P	2X0000224	06/25/2010	Yes	000350-Field - OE	H-Hourly	USD
2X0	Kreidler., Joseph A	2X0000225	06/29/2015	Yes	000350-Field - OE	H-Hourly	USD
2X0	Lacourse, Keith P	2X0000388	02/19/2021	Yes	000390-Field - Shop	S-Salary	USD
2X0	Latterell, Clinton R	2X0000226	02/15/2019	Yes	000360-Field - Riggers	H-Hourly	USD
2X0	Lopes, Ryan S	2X0000230	07/20/2020	Yes	000390-Field - Shop	H-Hourly	USD
2X0	McSweeney, Dennis R	2X0000235	10/15/2018	Yes	000350-Field - OE	H-Hourly	USD
2X0	Meehan, Kevin	2X0000462	07/16/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Millette, Sean J	2X0000236	06/25/2019	Yes	000350-Field - OE	H-Hourly	USD
2X0	Mitchell, Joan	2X0000369	07/12/2010	Yes	000310-Operations - Administrative	S-Salary	USD
2X0	Mullis III, Paul John	2X0000441	06/07/2021	Yes	000350-Field - OE	H-Hourly	USD



# Bay Crane Northeast, LLC

## Employee Roster as of 12-31-2022

COMPANY CODE	NAME	POSITION ID	HIRE DATE	PRIMARY POSITION	HOME DEPARTMENT	RATE TYPE	CURRENCY
2WP	Glennon, Michael P	2WP000445	06/14/2021	Yes	000370-Field - Drivers	H-Hourly	USD
2WP	Marinosci, Ronald J	2WP000231	08/05/2012	Yes	000370-Field - Drivers	H-Hourly	USD
2WP	Marinosci, Rudolph A	2WP000232	11/15/2010	Yes	000370-Field - Drivers	H-Hourly	USD
2WP	McQuown, John E	2WP000234	07/08/2019	Yes	000370-Field - Drivers	H-Hourly	USD
2WP	Misuta, Jacob A	2WP000525	11/01/2021	Yes	000370-Field - Drivers	H-Hourly	USD
2WP	Norton, Patrick R	2WP000238	12/21/2017	Yes	000370-Field - Drivers	H-Hourly	USD
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2X0	Adamczyk, Ariel D	2X0000199	10/21/2019	Yes	000350-Field - OE	H-Hourly	USD
2X0	Bellavance, Adam R	2X0000449	06/21/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Blais, Alexandra C	2X0000338	02/13/2012	Yes	000310-Operations - Administrative	S-Salary	USD
2X0	Breen, Robert M	2X0000200	12/07/2020	Yes	000350-Field - OE	H-Hourly	USD
2X0	Buebendorf, Ryan W	2X0000201	06/27/2014	Yes	000350-Field - OE	H-Hourly	USD
2X0	Caron, Jonathan Micheal	2X0000775	12/28/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Cefail, Steven	2X0000652	06/18/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Chaves, James A	2X0000203	06/28/2010	Yes	000400-Sales	H-Hourly	USD
2X0	Clarke, Christopher	2X0000630	06/01/2022	Yes	000390-Field - Shop	H-Hourly	USD
2X0	Colucci, Ryan	2X0000742	10/24/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Conway, William E	2X0000204	09/22/2017	Yes	000350-Field - OE	H-Hourly	USD
2X0	Coulombe, Zachary A	2X0000205	10/12/2020	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Criasia, Matthew G	2X0000206	07/20/2020	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Davis, Harrison	2X0000594	04/05/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Delfarno, Thomas D	2X0000208	01/06/2017	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Delfarno, Thomas D	2X0000207	09/21/2015	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Delucia, Alex J	2X0000344	12/30/2019	Yes	000310-Operations - Administrative	S-Salary	USD
2X0	Dempsey, Andrew T	2X0000345	08/07/2017	Yes	000400-Sales	S-Salary	USD
2X0	Dempsey, Tyler S	2X0000209	07/14/2020	Yes	000350-Field - OE	H-Hourly	USD
2X0	Denis, Christopher	2X0000210	06/20/2011	Yes	000350-Field - OE	H-Hourly	USD
2X0	Diko, Matthew W	2X0000212	09/23/2013	Yes	000350-Field - OE	H-Hourly	USD
2X0	Dube, Eric W	2X0000621	05/10/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Ducharme Jr., Ronnie Alfred	2X0000744	10/26/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Dufficy, Mark D	2X0000213	02/15/2019	Yes	000350-Field - OE	H-Hourly	USD
2X0	Fehirov, Dimitrije	2X0000580	03/01/2022	Yes	000310-Operations - Administrative	S-Salary	USD
2X0	Fish, Michael H	2X0000214	04/04/2014	Yes	000350-Field - OE	H-Hourly	USD
2X0	Flaherty, Sean F	2X0000215	12/13/2016	Yes	000350-Field - OE	H-Hourly	USD
2X0	Garriepy, Joseph P	2X0000216	06/28/2010	Yes	000370-Field - Drivers	H-Hourly	USD
2X0	Giguere, Alexander	2X0000552	12/28/2021	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Golden, James	2X0000511	10/05/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Gordon, Bradley	2X0000406	04/05/2021	Yes	000400-Sales	S-Salary	USD
2X0	Haen, Doug T	2X0000682	08/12/2022	Yes	000390-Field - Shop	H-Hourly	USD
2X0	Hanson, Todd A	2X0000217	09/19/2011	Yes	000370-Field - Drivers	H-Hourly	USD
2X0	Hassett., Mark J	2X0000218	11/23/2020	Yes	000350-Field - OE	H-Hourly	USD
2X0	Haynes, Paul J	2X0000219	06/12/2015	Yes	000350-Field - OE	H-Hourly	USD
2X0	Healy, Brendan	2X0000503	09/22/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Henriquez Escobar, Edwin Abel	2X0000553	01/05/2022	Yes	000360-Field - Riggers	H-Hourly	USD
2X0	Howard, Robert	2X0000694	09/06/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Hughes, Aleksandr Zhenya	2X0000610	05/09/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Ireland, Frank B	2X0000221	09/23/2011	Yes	000400-Sales	H-Hourly	USD
2X0	Ireland, Shawn M	2X0000222	11/02/2020	Yes	000350-Field - OE	H-Hourly	USD

COMPANY CODE	NAME	POSITION ID	HIRE DATE	PRIMARY POSITION	HOME DEPARTMENT	RATE TYPE	CURRENCY
2X0	Jandrué, Matthew D	2X0000223	08/13/2015	Yes	000350-Field - OE	H-Hourly	USD
2X0	Jean, Manuel	2X0000566	01/24/2022	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Johnson, Aaron P	2X0000224	06/25/2010	Yes	000350-Field - OE	H-Hourly	USD
2X0	Kreidler., Joseph A	2X0000225	06/29/2015	Yes	000350-Field - OE	H-Hourly	USD
2X0	Lacourse, Keith P	2X0000388	02/19/2021	Yes	000390-Field - Shop	S-Salary	USD
2X0	Latterell, Clinton R	2X0000226	02/15/2019	Yes	000360-Field - Riggers	H-Hourly	USD
2X0	Latterell, Earl J	2X0000364	07/16/2018	Yes	000400-Sales	H-Hourly	USD
2X0	Lawrence, Steven D	2X0000228	06/23/2010	Yes	000350-Field - OE	H-Hourly	USD
2X0	Lockhart, George F	2X0000493	09/09/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Lopes, Ryan S	2X0000230	07/20/2020	Yes	000390-Field - Shop	H-Hourly	USD
2X0	McCoin, Brian	2X0000564	01/20/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	McDevitt, Shane	2X0000655	06/21/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	McSweeney, Dennis R	2X0000235	10/15/2018	Yes	000350-Field - OE	H-Hourly	USD
2X0	Medeiros, Marc John	2X0000609	04/27/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Millette, Sean J	2X0000236	06/25/2019	Yes	000350-Field - OE	H-Hourly	USD
2X0	Mitchell, Joan	2X0000369	07/12/2010	Yes	000310-Operations - Administrative	S-Salary	USD
2X0	Morse, Adam	2X0000577	02/28/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Mullis III, Paul John	2X0000441	06/07/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Murphy, William J	2X0000497	09/09/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Nasuti, Noah T	2X0000370	12/16/2019	Yes	000390-Field - Shop	H-Hourly	USD
2X0	Nordby, Kristopher	2X0000763	12/08/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	O'Neill, Jason R	2X0000239	06/23/2010	Yes	000350-Field - OE	H-Hourly	USD
2X0	O'Neill, John J	2X0000240	06/23/2010	Yes	000340-Field - Management	H-Hourly	USD
2X0	O'Neill, Patrick T	2X0000241	10/04/2010	Yes	000350-Field - OE	H-Hourly	USD
2X0	Palardy, Timothy D	2X0000371	09/28/2015	Yes	000400-Sales	S-Salary	USD
2X0	Parrelli, Robert W	2X0000242	04/09/2012	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Peloquin, David A	2X0000372	08/03/2015	Yes	000310-Operations - Administrative	S-Salary	USD
2X0	Peloquin, Kyle	2X0000939	11/28/2022	Yes	000390-Field - Shop	H-Hourly	USD
2X0	Perry, Sean	2X0000573	02/23/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Poirier, Joseph A	2X0000244	01/11/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Primmer, Joshua E	2X0000375	01/05/2015	Yes	000330-Operations - Engineering	S-Salary	USD
2X0	Rao, Spencer A	2X0000245	03/12/2018	Yes	000350-Field - OE	H-Hourly	USD
2X0	Rodrigues, David M	2X0000758	12/05/2022	Yes	000400-Sales	S-Salary	USD
2X0	Siniscalchi, Jared	2X0000663	07/06/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Skalubinski, Neil	2X0000768	12/15/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Sousa, Daniel J	2X0000246	05/08/2018	Yes	000350-Field - OE	H-Hourly	USD
2X0	Spencer, William E	2X0000247	04/06/2015	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Sullivan, Kimberly M	2X0000381	07/13/2020	Yes	000310-Operations - Administrative	S-Salary	USD
2X0	Techiera, Alan David	2X0000772	12/21/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Tetreault, Wayne F	2X0000248	05/17/2012	Yes	000350-Field - OE	H-Hourly	USD
2X0	Thibault, Gregory	2X0000510	10/05/2021	Yes	000350-Field - OE	H-Hourly	USD
2X0	Vieira, Ariana	2X0000572	02/09/2022	Yes	000350-Field - OE	H-Hourly	USD
2X0	Whitfield, Thomas J	2X0000251	08/23/2010	Yes	000380-Field - Mechanics	H-Hourly	USD
2X0	Wilbur, Ian E	2X0000252	06/18/2018	Yes	000390-Field - Shop	H-Hourly	USD
2X0	Wilbur, Joshua R	2X0000386	06/21/2010	Yes	000320-Operations - Management	S-Salary	USD
2X0	Wilbur, Leah C.	2X0000624	05/13/2022	Yes	000310-Operations - Administrative	S-Salary	USD
2X0	Wilbur, Milton	2X0000253	06/22/2010	Yes	000390-Field - Shop	H-Hourly	USD
2X0	Wilmot, Andre	2X0000739	10/20/2022	Yes	000350-Field - OE	H-Hourly	USD
Report Totals:	Count Of Employees In Report:96						





*State of Rhode Island*  
**Department of State | Office of the Secretary of State**  
**Nellie M. Gorbea, Secretary of State**

## **CERTIFICATE OF GOOD STANDING**

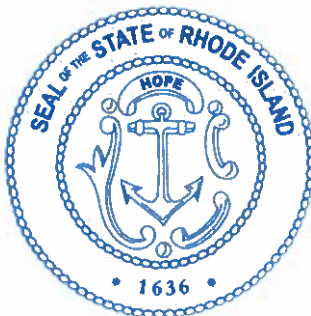
I, Nellie M. Gorbea, Secretary of State and custodian of the seal and corporate records of the State of Rhode Island, hereby certify that:

### **Bay Crane Northeast LLC**

is a Rhode Island Limited Liability Company organized on **August 11, 2010.**

I further certify that revocation proceedings are not pending; articles of dissolution have not been filed; all annual reports are of record and the company is active and in good standing with this office.

This certificate is not to be considered as a notice of the company's tax status, financial condition or business practices; such information is not available from this office.



SIGNED and SEALED on  
September 30, 2022

Secretary of State

Certificate Number: 22090144680

Verify this Certificate at: <http://business.sos.ri.gov/CorpWeb/Certificates/Verify.aspx>

Processed by: dantonelli

**Recommended Motion:**

That the Smithfield Town Council hereby waives a preemptive right to purchase a portion of property located at 230 George Washington Highway (Plat 361, portion of parcel 14).



Department of Transportation  
Office of Property Management  
2 Capitol Hill, Room 130  
Providence, RI 02903  
Office (401) 222-2450  
Fax (401) 222-1212

April 10, 2023

CERTIFIED MAIL  
91 7199 9991 7036 4691 6642

Lyn Antonuccio  
Smithfield Town Clerk  
64 Farnum Pike  
Smithfield, Rhode Island 02917

Dear Ms. Antonuccio:

Subject: DISPOSITION OF SURPLUS STATE LAND  
CONDEMNATION PLAT 361, A PORTION OF PARCEL 14  
LOCATION: 230 GEORGE WASHINGTON HIGHWAY

On December 2, 1931, the Department of Transportation, on behalf of the State of Rhode Island, acquired by condemnation land in the Town of Smithfield for the construction of the George Washington Highway Project. Upon completion of the project a parcel of land containing 10,332 square feet, more or less, became surplus to highway needs and is now available for sale. The Department of Transportation is poised to sell this excess land (see parcel indicated in yellow on enclosed map).

Title 37, Chapter 7, Section 3 of the General Laws of Rhode Island, 1956, as amended, mandates that the Town of Smithfield has second preemptive rights to purchase the parcel if the former owners waive their preemptive rights to purchase.

Accordingly, said 10,332 square feet  $\pm$  parcel is hereby offered to the Town of Smithfield, subject to the approval of the State Properties Committee and subject to suitable restrictions, for a market value of Seven Dollars (\$7.00) Per Square Foot.

It is the Town's responsibility to hire an engineer to prepare the conveyance plat map and a metes and bounds description of the subject property, which must meet RIDOT specifications, should you decide to go forward with the acquisition of the property. The Town will also be required to record the deed and plat at the Smithfield Town Hall and will be responsible for all subdivision requirements.

This transaction may be governed by Chapter 45-23, of the Rhode Island General Laws, 1956, as amended, with respect to subdivision regulations. Therefore, we suggest that you consult with the Town of Smithfield's Planning Division to make that determination.

Please note that if this statute is applicable to this transaction, all costs associated with compliance along with the recording fees must be borne by the Town of Smithfield.

The suitable restrictions mentioned above are as follow:

1. Any use of said parcel of land will be in compliance with Title VI of the Federal Civil Rights Act of 1964, 42 U.S.C. §§ 2000d-2000d-4, i.e., without discrimination as to race, color, sex, national origin, age, or disability. Moreover, the Grantee covenants and agrees, as a covenant running with the land, that in the event facilities are constructed, maintained, or otherwise operated on said parcel of land described in this deed, for a purpose for which a U.S. Department of Transportation program or activity is extended, or for another purpose involving the provision of similar services or benefits, the Grantee shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 C.F.R. Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation- Effectuation of Title VI of the Civil Rights Act of 1964 (the Regulations), and as the Regulations may be amended.

If the property is used for a transportation-related purpose, the following line will be added.

*In the event of breach of any of the above nondiscrimination covenants, the Grantor shall have the right to re-enter said parcel of land and the facilities thereon, and the above-described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Grantor and its assigns.*

2. No billboard, sign, or other outdoor advertising devices shall be erected upon said parcel of land other than those indicating ownership or on-premise advertising and shall be subject to reasonable restrictions with respect to number, size, location, and design by regulation of the Department of Transportation and/or the Federal Highway Administration and subject to local zoning ordinances.
3. Any public utilities or municipalities having facilities under, over, or through the parcel of land herein conveyed as of the date of these presents shall have the right and easement to continue to maintain, operate, and renew their facilities within the premises herein described.
4. The Grantee will indemnify, save harmless and defend the Grantor or its Department of Transportation from any claim or claims arising from the discovery, uncovering, finding, transportation, storage, and disposal of any oil, hazardous material, hazardous waste or hazardous substance, as those terms are defined by any applicable law or regulation, including, without limitation, the Rhode Island Hazardous Waste Management Corporation Act, R.I.G.L. 23-19-1 et seq., the Rhode Island Hazardous Substance Act, R.I.G.L. 23-24-1 et seq., the Rhode Island Rules and Regulations for Hazardous Waste Generation,

Transportation, Treatment, Storage and Disposal, the Comprehensive Environmental Response, Compensation and Liability Act, as amended, 42 U.S.C. 9601 et seq. and the Resource Conservation and Recovery Act, as amended, 42 U.S.C. 6901 et seq., on, beneath, above or under the parcel herein conveyed attributable to the Grantee subsequent to the date of this conveyance arising under Rhode Island General Laws, Sections 23-19-1 through 23-19-27, inclusive, as amended or otherwise.

Failure by the Town of Smithfield to accept this offer within thirty (30) days of the date of this letter will be deemed to be a waiver of any right the Town of Smithfield has to acquire said land. Please respond in writing with regards to your intention.

Should you have any questions, please contact Ronald Ricci, of my staff, at (401) 563-4525 or [Ronald.Ricci@dot.ri.gov](mailto:Ronald.Ricci@dot.ri.gov)

Sincerely,

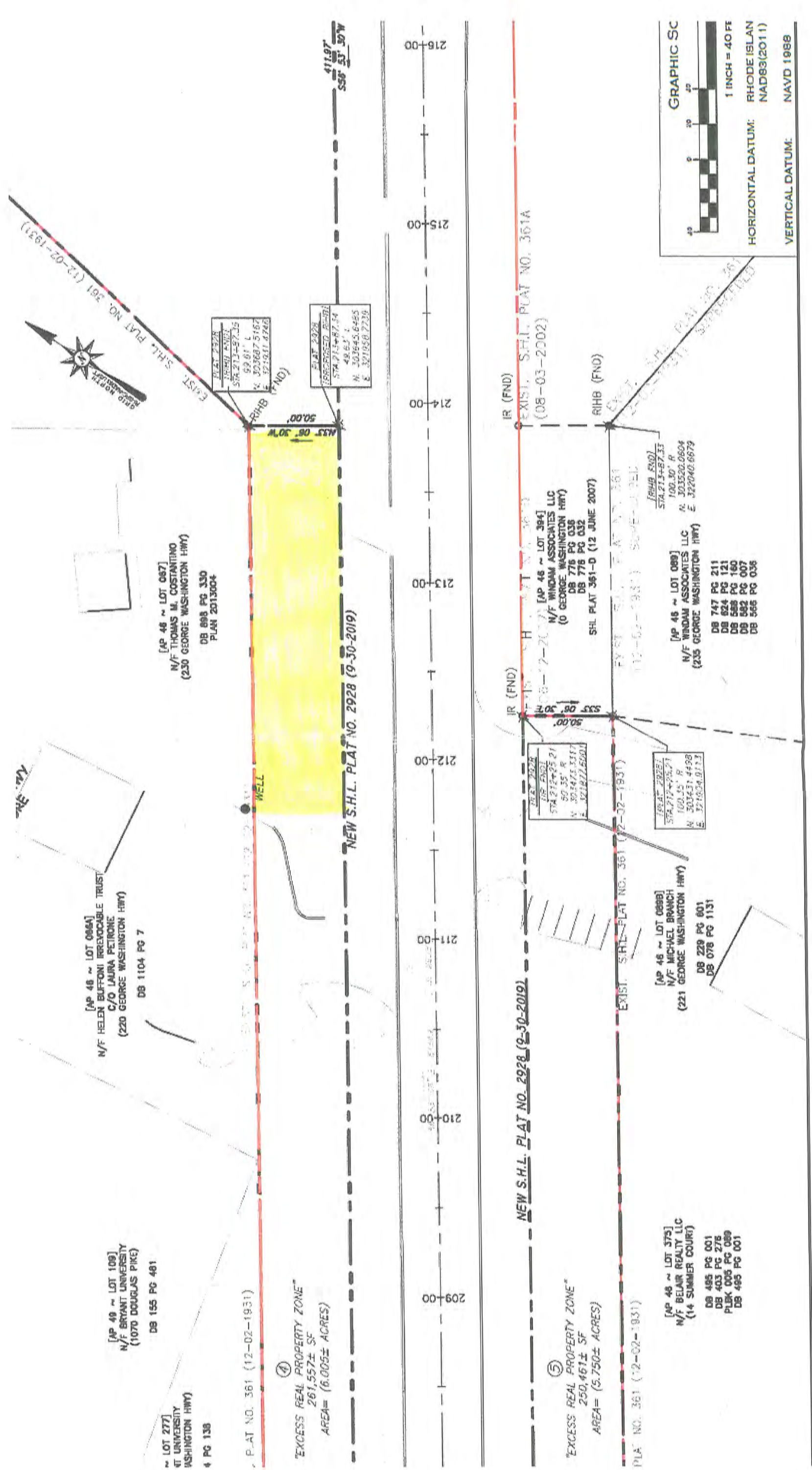


Christopher D. Santilli  
Administrator of Real Estate

CS/rr  
Enclosure

cc: V. Diluglio, Esq., S. Almagno, R. Ricci, File







# memorandum

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**DATE:** May 10, 2023

**TO:** Smithfield Town Council

**FROM:** Randy R. Rossi, Town Manager

**RE:** Learn365RI Municipal Compact

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Governor McKee has introduced the Learn365RI education initiative to improve student learning outcomes. This concept involves embracing a 365-day, year-round learning strategy driven by municipal leaders and increasing out-of-school learning time.

Enacting the Learn365RI Municipal Compact demonstrates the Town's commitment to creating learning opportunities that support and enhance efforts both inside and outside of the traditional school. The Governor has allocated \$4 million in GEER (federal) funding to support out-of-school learning and help cities and towns who sign the compact to coordinate, expand or enrich out-of-school learning opportunities.

**MOTION:**

That the Smithfield Town Council hereby authorizes the Town Manager to execute the Learn365RI Municipal Compact.



## Rhode Island Municipal Education Compact

The Town of Smithfield recognizes that **improving educational outcomes** is central to **raising the incomes** of those who live in our community and ensuring all residents lead **healthier lives**. Moreover, as Rhode Islanders, we recognize that **all of us together** have a role to play in adding 1 million hours of out-of-school learning time per year across our state to help reach our goal of improving educational outcomes.

The Town of Smithfield aspires to be among the very best public education systems in New England and the United States;

The Town of Smithfield will foster a culture of innovation, collaboration, and increased awareness of learning opportunities for all community members;

The Town of Smithfield will explore participating in and creating learning opportunities that support and enhance efforts both inside and outside of the traditional school settings and schedules to enhance learning outcomes;

The Town of Smithfield will work to ensure that the children and adult learners are exposed to and deeply engaged in learning activities; and

While each city and town in Rhode Island is unique, there are several specific actions steps that municipal leaders can take to help advance the concept of expanding the culture of learning from the 180-day school year to a full 365-day calendar year. Below is a sample of potential ways that municipal leaders can engage in this effort:

- ☐ Conduct a community-wide needs assessment and audit of existing and desired out-of-school time opportunities.
- ☐ Regularly promote out-of-school-time learning activities using social media, constituent newsletters, and public forums
- ☐ Host an annual community forum on education.
- ☐ Commit to reviewing both K-12 and higher education outcomes data with the Rhode Island Department of Education on an annual basis to better understand areas for improvement.
- ☐ Create a Municipal Youth Commission to engage students in local leadership opportunities and develop critical thinking, communication skills and more.
- ☐ Invest in existing or new community learning programs, centers, and/or libraries that will help advance the goal of improving educational outcomes.
- ☐ Ensure seamless family supports to connect families from the school day to out-of-school time opportunities (e.g. support awareness campaigns, transportation)
- ☐ Be creative and propose programs that advance learning in ways that are unique to the needs of your community.



# TOWN OF SMITHFIELD

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## INTEROFFICE MEMORANDUM

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**TO:** HONORABLE SMITHFIELD TOWN COUNCIL  
**FROM:** CARLOS SANTOS, PURCHASING AGENT  
**SUBJECT:** SNOW REMOVAL/PLOWING SERVICES  
**DATE:** MAY 10, 2023  
**CC:** RANDY ROSSI, TOWN MANAGER  
ANGELO MENCUCCI, DIRECTOR OF BUILDINGS & GROUNDS  
DAWN BARTZ, SUPERINTENDENT OF SCHOOLS  
ARIANA SPICOLA, DIRECTOR OF FINANCE & OPERATIONS

---

**Background:**

On April 21, 2023 the Purchasing Agent on behalf of the Director of Building & Grounds for the Smithfield School Department solicited bids for snow plowing services, under RFP# 23421.

The bid for Snow Plowing Services was authorized by the Town Council at the April 18, 2023 meeting. The detailed specifications were advertised and the deadline for proposal submissions was 10:00 AM on Tuesday, May 9, 2023, at which time three proposals were received.

A review was conducted of the submitted proposals for appropriateness in meeting the criteria set forth in the specifications.

Company Information & Years in Business = 20 Points  
Required Documents stated in RFP = 20 Points  
Experience and References = 20 Points  
Pricing = 40 Points

The proposals were reviewed by the following evaluation team on May 10, 2023:

Angelo Mencucci -Director of Buildings & Grounds - Smithfield School Department  
Ariana Spicola – Director of Financial Operations- Smithfield School Department

Using the above criteria, P & K Landscaping, Inc. scored the highest points with competitive pricing and their overall proposal in accordance with the specifications listed in the RFP. They have also provided snow removal services to the Smithfield School Department over the last seven years and we have been very satisfied with their service. After careful consideration and discussion with the Town, we recommend the award of a three-year bid.

Scoring for each vendor is included with comments.

	P+K Landscaping Inc.	Solito Property Solutions LLC	N.E.L.T.S. Inc.
1. Company Information & Years in Business	20	20	20
2. Required Documents stated in RFP	15	20	19
3. Experience & Reference	20	20	20
4. Pricing	40	25	15
<b>Total Points</b>	<b>95</b>	<b>85</b>	<b>74</b>

P&K Landscaping Inc. received a reduction in points for required documents stated in RFP as they did not include Section 6.1 in the RFP.

N.E.L.T.S received a reduction in points for required documents stated in RFP as although they included information pertaining to Section 6.1 in the RFP, not all requested information was included.

**Financial:**

School Operating General Fund 2023-2024

**Recommendation:**

Recommendation to approve P&K Landscaping, Inc. to a three-year contract for the period July 1, 2023 – June 30, 2026 at the quote provided in the RFP. Pricing included for reference:

Inches of Snowfall	Cost per Snowstorm 2023-2026
2”-6”	\$2,450.00
6.1”-12”	\$3,950.00
12.2” & Above	\$7,850.00

**Moved:**

That the Smithfield Town Council hereby award the bid for snow plowing/removal services for the Smithfield School Department to P&K Landscaping, Inc. for the contract time period July 1, 2023 – June 30, 2026.



CARLOS SANTOS  
PURCHASING AGENT

## Town of Smithfield

PURCHASING AGENT  
FINANCE OFFICE, SMITHFIELD TOWN HALL  
64 FARNUM PIKE  
SMITHFIELD, RHODE ISLAND 02917  
TELEPHONE: (401) 233-1000 EXT: 138  
EMAIL: CSANTOS@SMITHFIELDRI.COM

---

**DATE:** May 10, 2023  
**TO:** Honorable Town Council  
**FROM:** Carlos Santos, Purchasing Agent  
**CC:** Randy R. Rossi, Town Manager  
Ariana Spicola, Director of Finance & Operations  
Angelo Mencucci, Director of Facilities  
**RE:** #2 Heating Fuel Oil for several School Buildings.

---

### **SUBJECT:**

The current contract with Peterson Oil is expiring on June 30, 2023 and the School Department would like to advertise a Request for Proposals (RFP) for a new contract to supply #2 heating fuel oil for the period of July 1, 2023 to June 30, 2024. The Town of Smithfield may choose to extend this Agreement for an optional second year based on prices submitted for the period of July 1, 2024 – June 30, 2025.

The Town of Smithfield is soliciting proposals for the furnishing and delivery of #2 Heating Fuel Oil for the Smithfield School Department at the following locations:

- Irving S. Cook School (School Administration Office), 49 Farnum Pike
- Smithfield High School, 90 Pleasant View Ave. FOR EMERGENCY PURPOSES ONLY

All fuel oil deliveries will be on automatic delivery with the exception of Smithfield High School.

Proposal price shall be based on cents per gallon over the **May 29, 2023** posted low tank car price for the Providence market as published in the Oil Price Information Service (OPIS) and shall be subject to an increase or decrease as noted in the above publication

### **MOTION:**

That the Smithfield Town Council hereby authorize the advertisement of this RFP for #2 heating fuel oil for the location specified in this memo for the period of July 1, 2023 to June 30, 2024. The Town of Smithfield, Smithfield School Department at its discretion may choose to extend this Agreement for an optional second year based on prices submitted for the period of July 1, 2024 – June 30, 2025. These price factors will be applied to the lowest daily rack prices published by the Oil Price Information Services (OPIS).

TOWN OF SMITHFIELD



ON BEHALF OF

THE SMITHFIELD SCHOOL DEPARTMENT



SMITHFIELD  
PUBLIC SCHOOLS

REQUEST FOR PROPOSALS

RFP # 230510

#2 HEATING FUEL – SMITHFIELD SCHOOL BUILDINGS

**TOWN of SMITHFIELD**  
State of Rhode Island

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2.0	Table of Contents/Introduction
3.0	Bid/Solicitation Instructions
4.0	Notice to Vendors
5.0 - 6.0	#2 Heating Fuel Specifications
7.0	Attachment A – Cost Proposal Form

**INTRODUCTION**

The Town of Smithfield on behalf of the Smithfield School Department is requesting sealed Bids/Proposals for #2 Heating Fuel, this contract will run from July 1, 2023 – June 30, 2024.

The Smithfield School Department may choose to exercise the optional second year Agreement based on prices submitted for the period of July 1, 2024 – June 30, 2025.

Sealed Proposals are to be directed to the Purchasing Agent, Finance Office, Smithfield Town Hall, 64 Farnum Pike, Smithfield RI 02917 until 10:00 AM EST on May 31, 2023 at which time all Bids/Proposals will be publicly opened and read aloud.



## TOWN of SMITHFIELD

State of Rhode Island



Item Description: **#2 Fuel Oil – Smithfield School Department**

Date and Time to be **OPENED: WEDNESDAY, MAY 31, 2023 at 10:00 AM**

Proposals may be submitted up to **10:00 AM** on the above meeting date at the **Office of the Town Purchasing Agent**, 64 Farnum Pike, Smithfield, RI 02917, during normal business hours, 8:30 AM through 4:30 PM. All proposals will be publicly opened and read at the Town Hall Council Chambers, second floor, Town Hall.

### Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the above captioned item or work. The proposal envelope and any information relative to the proposal must be addressed to the **Town Purchasing Agent**, 64 Farnum Pike, Smithfield, RI 02917. Any communications that are not competitive sealed proposals (i.e., product information or samples) should have **“NOT A BID”** written on the envelope or wrapper.
2. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. Proposal responses must be in ink or typewritten.
4. The price or prices proposed should be stated both in **WRITING** and in **NUMERALS**, and any proposal not so stated may be rejected.
5. Proposals **SHOULD BE TOTALED** WHEN APPLICABLE. Do not group items: price each item individually. Awards may be made on the basis of *total* proposal or by *individual items*.
6. Each responder is required to state in their proposal their full name and place of residence; and must state the names of persons or firms with whom he/she is submitting a joint proposal. All proposals **SHOULD BE SIGNED IN INK**.
7. One original proposal and **three copies** shall be submitted.



**TOWN of SMITHFIELD**  
State of Rhode Island

**Terms and Requirements**  
**NOTICE TO VENDORS**

1. The Town of Smithfield reserves the right to waive any and all informalities and to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. No proposal will be accepted if made in collusion with any other responder.
3. A responder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. Gen. Laws, as amended, Sections 7-1.2-1401.
4. The Town of Smithfield reserves the right to reject any and all proposals.
5. In determining the lowest responsible evaluated bid proposal, cash discounts for payments less than thirty (30) days will not be considered.
6. The Town of Smithfield reserves the right to award to one responder, or to split the award.
7. All proposals will be disclosed at the formal proposal opening. After a reasonable lapse of time, tabulation of proposals may be seen on the Town's website ([www.smithfieldri.com/bids](http://www.smithfieldri.com/bids))
8. As the Town of Smithfield is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
9. In case of error in the extension of prices quoted, the unit price will be considered.
10. The contractor will not be permitted to either assign or underlet the contract, nor assign legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the Town Manager.
11. Delivery dates must be shown on your proposal. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. A certificate of insurance shall be required of a successful bidder within five (5) days of contract award. The Town of Smithfield shall be an *additionally named insured* in the title holder box of said certificate.
13. Proposals may be submitted on an "equal" in quality basis. The Town reserves the right to decide equality. Responders must indicate brand or make offered and submit detailed specifications if other than the brand requested.
14. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law Sec. 37-13-1 et seq. as amended).
15. No goods should be delivered or work started without Notice from the Town.

## TOWN of SMITHFIELD

State of Rhode Island

### #2 FUEL OIL SPECIFICATIONS

The Town of Smithfield is soliciting proposals for the furnishing and delivery of #2 Fuel Oil for the Smithfield School Department at the following locations:

- Irving S. Cook School (School Administration Office), 49 Farnum Pike
  - Smithfield High School, 90 Pleasant View Avenue FOR EMERGENCY PURPOSES ONLY
1. All fuel oil deliveries will be on automatic delivery with the exception of Smithfield High School.
  2. The price should be based on deliveries of 500 gallons or more to any individual school or combination of the above schools.
  3. Deliveries to Smithfield High School (90 Pleasant View Avenue) will be for emergency purposes only.
  4. Normal delivery should only be made on weekdays between 9:00AM and 3:00PM, and all deliveries must be met and signed for by a school employee.
  5. Proposal price shall be based on cents per gallon over the **May 29, 2023** posted low tank car price for the Providence market as published in the Oil Price Information Service (OPIS) and shall be subject to an increase or decrease as noted in the above publication.
  6. THIS CONTRACT WILL RUN FROM JULY 1, 2023 – JUNE 30, 2024.
  7. The Town may choose to extend this agreement for a second year based on optional prices submitted for the period of July 1, 2024 – June 30, 2025.

#### Requirements:

1. Responders must guarantee that the services can be provided to the Smithfield School Department within the time specified in the proposal form.
2. Services which do not in the opinion of the Town meet the specified requirements will not be accepted.
3. Inquiries:

Inquiries concerning clarification on any portion of this RFP should be made to:

Carlos Santos, Purchasing Agent  
Finance Office, Smithfield Town Hall  
64 Farnum Pike  
Smithfield, RI 02917  
[csantos@smithfieldri.com](mailto:csantos@smithfieldri.com)

## **TOWN of SMITHFIELD**

State of Rhode Island

### **4. Cost Proposal:**

- i. The cost proposal should include the following information:
  - a. The responder shall submit Attachment “A” filled out completely.
  - b. The cost proposal should contain all pricing information relative to performing the services as described in this specification.
  - c. The pricing shall remain for the duration of the contract.

### **Final Selection:**

- i. The Smithfield Town Council will select a firm after taking into account the recommendation submitted by the evaluation committee. The Smithfield School Committee will take final action as to whether to go forward with the project. Following the notification of the firm selected, it is expected a contract will be executed by the parties.
- ii. A firm’s submission of a proposal indicates acceptance of all the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Smithfield and the firm selected.

### **Timeline**

Request for Proposals Issued	May 17, 2023
Proposal Due Date and Opening	May 31, 2023 at 10:00 am



TOWN of SMITHFIELD  
State of Rhode Island

ATTACHMENT A



COST PROPOSAL FORM

Agrees to respond on: #2 Fuel Oil – SMITHFIELD SCHOOL DEPARTMENT

Date and time to be opened: Wednesday May 31, 2023 at 10:00 AM

<b>VENDOR NAME:</b>	
<b>VENDOR ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>Soc. Sec. # or Fed. ID #</b>	

**FIRST YEAR PRICING:**

Shall be based on cents per gallon over the **May 29, 2023** posted low tank car price for the Providence market as published in the Oil Price Information Service (OPIS)

**JULY 1, 2023 – JUNE 30, 2024**, Gallon Price as stated in Item 5, \$ \_\_\_\_\_ / GALLON

INCREMENT ONLY \$ \_\_\_\_\_ / GALLON

TOTAL BID PRICE \$ \_\_\_\_\_ / GALLON

**2<sup>nd</sup> YEAR RENEWAL OPTION PRICING:**

Shall be based on cents per gallon over the **May 29, 2024** posted low tank car price for the Providence market as published in the Oil Price Information Service (OPIS).

**JULY 1, 2024 – JUNE 30, 2025** Option to renew this contract at the discretion of the Smithfield Town Council.

INCREMENT ONLY \$ \_\_\_\_\_ / GALLON

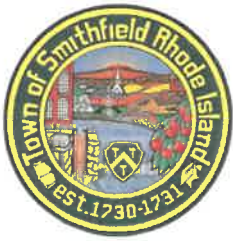
TOTAL BID PRICE \$ \_\_\_\_\_ / GALLON

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT PERSON NAME

TITLE

CONTACT PERSON SIGNATURE



# TOWN OF SMITHFIELD


## DEPARTMENT OF PUBLIC WORKS

PHONE: (401) 233-1034

FAX: (401) 233-1075

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### MEMORANDUM

Date: May 16, 2023  
To: Honorable Town Council  
Through: Randy R. Rossi, Town Manager  
From: Gene Allen, Director of Public Works / Water Commissioner 

RE: Working Lead Person / Safety Compliance Officer - New Position

### BACKGROUND:

Through the Town's Safety Committee, and in coordination with The RI Interlocal Trust, a subcommittee was established to consider ways of reducing workplace injuries. The subcommittee reviewed assigned work processes for job assignments, safety considerations within supervisory responsibilities and creation of appropriate Policy to implement improvements. Emphasis was placed on reengineering highly physical job tasks, reviewing current preventative maintenance schedules, and consistently incorporate the use of automated lift devices such as overhead electric hoists, forklifts, and lift tailgates. As needed, replacement or additional tools were purchased.

The last initiative identified by the subcommittee was the creation of an oversight process. It was essential to have this oversight as an integral component of the daily workforce activities. This was achieved by the Department creating, and Town approving, the Working Lead Person/Safety Compliance Officer position within the Department of Public Works.

The intent of this position is to develop appropriate safety standards, assist in the investigation of reported work-related accidents and near misses, and developing specific training programs to prevent these accidents from occurring again.

Attached you will find the Job Description for the new position. This is the existing Working Lead Person job description expanded to incorporate the Safety Compliance Officers duties.

Attached for your review are the Consent Agreement, Affidavit in Support of Consent Agreement for Accretion and the Job Description for the new position

### FINANCIAL IMPACT:

The financial impact is an additional \$3,800 to the existing Working Lead Person position salary.

**RECOMMENDATION:** That the Smithfield Town Council approve the new classification of the Working Lead Person / Safety Compliance Officer within the DPW union contract, with an annual salary of \$69,127.00, and, to authorize the Town Manager to sign the Consent Agreement.

**MOVED:** *That the Smithfield Town Council approve the new classification of the Working Lead Person / Safety Compliance Officer within the DPW union contract, with an annual salary of \$69,127.00, and, to authorize the Town Manager to sign the Consent Agreement.*

## Susan Pilkington

---

**From:** Susan Pilkington  
**Sent:** Monday, April 24, 2023 6:20 PM  
**To:** 'Joseph Sousa'  
**Cc:** Randy Rossi  
**Subject:** Request -new classification  
**Attachments:** Safety Compliance Officer -RR.pdf

Hi Joe,

The Town is requesting a new classification called "Working Lead Person /Safety Compliance Officer" to the DPW union contract with an annual salary of sixty nine thousand, one hundred twenty seven dollars (\$69,127.00.) Please see the attached job description. Upon union review & proposed language from your General Counsel, Randy will submit it to the Town Solicitor for final review. Please let me know if you need anything further.

Sincerely,  
Sue



### Susan Pilkington

*Human Resources Administrator*

Town of Smithfield  
64 Farnum Pike  
Smithfield, RI 02917  
(401) 233-1009





**STATE OF RHODE ISLAND  
STATE LABOR RELATIONS BOARD**

<hr/>	:	
IN THE MATTER OF	:	
	:	
TOWN OF SMITHFIELD-DPW	:	:
	:	
-AND-	:	CASE NO. EE- 3275
	:	
	:	
RI LABORERS' DISTRICT COUNCIL,	:	
ON BEHALF OF LOCAL 1217	:	:
<hr/>		

**CONSENT AGREEMENT**

Now comes the Town of Smithfield-DPW (hereinafter "Employer") and the Rhode Island Laborers' District Council on behalf of Local Union 1217 (hereinafter "Union") (hereinafter collectively "Parties"), and, pursuant to Rule 465-RICR-10-1-1.16(J)(1-2) of the Rules and Regulations of the Rhode Island State Labor Relations Board, hereby consent and agree that the following order shall enter in the above captioned matter:

1. That the following position shall be accreted into the bargaining unit within the above captioned Certification of Representatives dated December 1, 1980:
  - a. Working Lead Person/Safety Compliance Officer

The effective date for the accretion of this position shall be May 1, 2023.

IN WITNESS HEREOF, the Parties hereto have caused this instrument to be duly  
executed this 28th day of April, 2023.

Town of Smithfield

\_\_\_\_\_  
Randy R. Rossi, Town Manager

Rhode Island Laborers' District Council  
on behalf of Local Union 1217.

  
\_\_\_\_\_  
Michael F. Sabitoni, Business Manager

Local Union 1217

  
\_\_\_\_\_  
Joseph Sousa, Business Manager

Date

  
\_\_\_\_\_  
4/28/23

**STATE OF RHODE ISLAND  
STATE LABOR RELATIONS BOARD**

IN THE MATTER OF	:	
	:	
TOWN OF SMITHFIELD- DPW	:	:
	:	
-AND-	:	CASE NO. EE- 3275
	:	
	:	
RI LABORERS' DISTRICT COUNCIL,	:	
ON BEHALF OF LOCAL UNION 1217	:	:


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**AFFIDAVIT IN SUPPORT OF  
CONSENT AGREEMENT FOR ACCRETION**

I, Joseph Sousa, Business Manager of the Rhode Island Public Housing Authority Employees', Local 1217, hereby, on oath, swear and affirm that the following statements are true to the best of my knowledge regarding the Consent Agreement in Case No. EE-3275.

1. By agreement between the RI Laborers' District Council, Local 1217 and the Town of Smithfield, the following position shall be accreted into the bargaining unit within the above captioned Certification of Representatives dated December 1,1980:  
  
Working Lead Person/Safety Compliance Officer
2. The individual in the position set forth in paragraph 1 shares a community of interest with the members of the existing bargaining unit in that they share similar terms of conditions of employment including:
  - a. scale and manner of determining earnings;
  - b. employment benefits such as hours of work, retirement benefits, insurance; benefits and the scale and manner of determining eligibility for paid leave;
  - c. similarity in the kind of work performed;
  - d. similarity in qualifications, skills and training; and
  - e. common supervision and determination of labor relations policies.

2. The individual in the position set forth in paragraph 1 and the members of the existing bargaining unit are also
- a. In frequent contact with each other during the work day; and
  - b. In geographic proximity to each other.

  
JOESPEH SOUSA  
BUSINESS MANAGER  
LOCAL 1217

STATE OF RHODE ISLAND  
CITY OF Providence

Subscribed to and sworn to before me in Providence, Rhode Island, on  
the 28th day in April 2023.



  
Notary Name: Gina Sabitoni-Arakelian

My Commission Expires: 11/21/25

**JOB DESCRIPTION**

Town of Smithfield

**WORKING LEAD PERSON**

**/SAFETY COMPLIANCE**

**OFFICER**

**APPROVED**



**GENERAL SUMMARY:** Under general supervision of the Deputy Director of Public Works, this position is responsible for assignment, supervision, as well as actual performance of daily operations of Public Works crews. This position involves significant public contact which is to be managed in a profession and helpful manner.

**Nature of Safety Compliance Work:** Responsible for assisting the administration in determining appropriate safety standards, managing and developing training programs, investigating work-related accidents and implementing injury prevention programs through the Interlocal Risk Management Trust. Assists the Director and Deputy Director and develops OSHA standard fire and training programs for construction related work. Employees in this class perform a variety of tasks requiring considerable skill and dexterity in the construction and utility industry, i.e. roads, water, sewer systems, along with several trade areas, such as carpentry, painting, plumbing and masonry. Work is performed according to standard trade practices learned through previous experience or training and requires the exercise of some independent judgement in carrying out assigned tasks.

**ESSENTIAL FUNCTIONS:**

1. Assign personnel and equipment to various work projects.
2. Establish daily work requirements in the form of carefully detailed work assignments with job deadlines.
3. Check all work in progress for conformance to work order requirements, quality of workmanship and specifications, and adherence to deadlines.
4. Adjust work methods and quantities, where field conditions dictate. Revise daily and seasonal work schedules to compensate for weather conditions and other circumstances.
5. Resolve unforeseen field problems.
6. Inventory road materials and supplies. Estimate job needs and advise Deputy Director as to quantities required.
7. Inspect locations which are the subject of citizen complaints.

8. Conduct physical condition and needs assessment of town owned roads, bridges, causeways, and public rights-of-way/structures and help prioritize repairs.
9. Notify utility companies of conflicting roadway work. General knowledge of utility operations.
10. Supervise all aspects of snow and ice control operations.
11. Physically perform all functions of all lower job classifications.
12. Interact positively with the public in a cheerful and courteous manner and assist Deputy Director and Director in establishing and maintaining employee technical, safety, and human relations training programs.
13. Ensure all state and federal safety statutes and regulations are followed at all work locations.

#### **EXAMPLES OF ESSENTIAL SAFETY COMPLIANCE DUTIES:**

Duties may include, but are not limited to the following:

1. Coordinates with the Deputy Director in planning, organizing, coordinating and monitoring employee safety programs.
2. Conducts internal safety inspections and audits to identify hazards and take or recommend corrective action.
3. Recommends safety procedures and policies that meet state and federal requirements and monitor those systems to ensure continued compliance.
4. Provides technical advice to department in establishing safety standards and in ensuring compliance with State and Federal OSHA requirements.
5. Advises departments and employees on changes in laws and regulations related to safety in the workplace. Investigates work-related accidents and injuries, determines causes and recommends corrective action to prevent recurrence.
6. Assists departments in determining proper safe work practices and procedures, identifies appropriate safety equipment for new and existing positions and processes.
7. Develops safety training programs that meet or exceed the requirements of SB 198 and all other related RI/OSHA employee safety standards.
8. Conducts safety training and daily job-site training sessions; maintains resources to assist departments in providing safety training.
9. Assesses risk factors and develops and implements prevention and mitigation plans that reduce risk in an effective and efficient fashion.
10. Performs such duties as necessary to meet Interlocal Risk Management Trust Safety Standards and/or guidelines.
11. Performs such duties as assigned by the Director and Deputy Director of Public Works.

#### **JOB REQUIREMENTS:**

**Education/Training:**

1. Graduation from High School or G.E.D.
2. Current Commercial Driver's License (CDL) with Class II endorsements, or greater.
3. Current Payloader/Backhoe "Hoisting Engineer's" license.

4. Ability to obtain certification in Work Zone Construction (traffic control) within one (1) year from date of appointment.
5. Five years' experience in maintenance and repairs to municipal roads, utilities, and other infrastructure.
6. Knowledge of construction materials, methods, and procedures.

**OTHER:**

1. Ability to prepare written reports and maintains routine records.
2. Ability to prepare project budgets.
3. Ability to deal effectively, tactfully and sensitively with the public.
4. Ability to act independently and exercise discretion and good judgment.

**PHYSICAL REQUIREMENTS: (See functional job description)**

**WORKING CONDITIONS:**

1. Ability to work in all weather conditions including outside extremes of temperature as well as all types of precipitation.
2. Ability to work inside truck for lengthy duration.
3. Ability to work nights and weekends (overtime) for severe weather events and emergency conditions or as first-responder for on-call situations as determined by Deputy Director or Director.

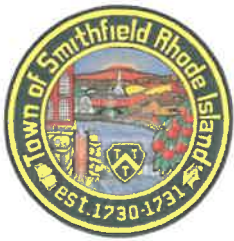
**SALARY:** Union position, stipulated by contractual LIUNA Agreement

**(5/97) (rev 9/01) (4/16) (7/22)**



## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Working Lead Person / Safety Compliance Officer</b>
<b>Department:</b>	<b>Public Works</b>
<b>Job Description:</b>	
<p><b>General Summary:</b> Under general supervision of the Deputy Director of Public Works, this position is responsible for assignment, supervision, as well as actual performance of daily operations of Public Work crews. This position involves significant public contact which is to be managed in a professional and helpful manner.</p>	
<p><b>Nature of Safety Compliance Work:</b> Responsible for assisting the administration in determining appropriate safety standards, managing and developing training programs, investigating work-related accidents and implementing injury prevention programs through the Interlocal Risk Management Trust. Assists the Director and Deputy Director and Develops OSHA standard fire and training programs for construction related work. Employees in this class perform a variety of tasks requiring considerable skill and dexterity in the construction and utility industry, i.e. roads, water, sewer systems, along with several trade areas, such as carpentry, painting, plumbing and masonry. Work is performed according to standard trade practices learned through previous experience or training and requires the exercise of some independent judgement in carrying out assigned tasks.</p>	
<p><b>Working Conditions:</b> ability to work in all weather conditions including outside extremes of temperature as well as types of precipitation; ability to work inside truck for lengthy duration; ability to work nights and weekends (overtime) for severe weather events and emergency conditions or as first-responder for on-call (beeper) situations as determined by the Deputy Director or Director.</p>	
<p><b>Examples of essential Safety Compliance duties:</b> Duties may include, but are not limited to the following: coordinates with the Deputy Director in planning, organizing, coordinating and monitoring employee safety programs. Conducts internal safety inspections and audits to identify hazards and take or recommend corrective action. Recommends safety procedures and policies that meet state and federal requirements and monitor those systems to ensure continued compliance. Provides technical advice to department in establishing safety standards and in ensuring compliance with State and Federal OSHA requirements. Advises departments and employees on changes in laws and regulations related to safety in the workplace. Investigates work-related accidents and injuries, determines causes and recommends corrective action to prevent recurrence. Assists departments in determining proper safe work practices and procedures, identifies appropriate safety equipment for new and existing positions and processes. Develops safety training programs that meet or exceed the requirements of SB 198 and all other related RI/OSHA employee safety standards. Conducts safety training and daily job-site training sessions; maintains resources to assist departments in providing safety training. Assesses risk factors and develops and implements prevention and mitigation plans that reduce risk in an effective and efficient fashion. Performs such duties as necessary to meet Interlocal Risk Management Trust Safety Standards and/or guidelines. Performs related duties as assigned. Performs such duties as assigned by the Director and Deputy Director of Public Works. Receive and respond to citizen complaints in a profession and helpful.</p>	
<p><b>Examples of essential Lead Person duties:</b> Assists the Deputy Director in the assignment of personnel and equipment to various work projects as appropriate to the ability and skill level of employees; establish daily work requirements in the form of carefully detailed work assignments with safety guidelines and job deadlines; check all work in progress for conformance to work order requirements, quality of workmanship and specifications, and adherence to deadlines; adjust work methods and quantities, where field conditions dictate. Revise daily and seasonal work schedules to compensate for weather conditions and other circumstances; resolve unforeseen field problems; inventory road materials and supplies; estimate job needs and advise Deputy Director as to quantities required; inspect locations which are the subject of citizen complaints; conduct physical condition and needs assessment of facilities and infrastructures and help prioritize repairs; notify utility companies of conflicting roadway work; general knowledge of utility operations; supervise all aspects of snow and ice control operations; physically perform all functions of all lower job classifications; interact positively with the public in a cheerful and courteous manner; assist in establishing and maintaining employee technical, safety and human relations training programs; ensure all state and federal statutes and regulations are followed at all work locations. Perform additional duties as assigned.</p>	



# TOWN OF SMITHFIELD

## DEPARTMENT OF PUBLIC WORKS

PHONE: (401) 233-1034

FAX: (401) 233-1075

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### MEMORANDUM

Date: May 16, 2023  
To: Honorable Town Council  
Through: Randy R. Rossi, Town Manager  
From: Gene Allen, Public Works Director

RE: WR 30774278 – Battey Drive – Installation of Pole #2-50

Please be advised that I have reviewed the application to install one new pole at the aforementioned location, and find the proposed location acceptable.

***Financial Impact:***

The costs associated with this work are by RI Energy.

***Recommendation:***

That the Smithfield Town Council approve pole petition WR 30774278 from RI Energy Co. to install one new pole on Battey Drive as described in the attached petition.

***Moved:*** That the Smithfield Town Council approve the pole petition WR 30774278 from RI Energy Co. to install one new pole on Battey Drive as described in the attached petition.

RECEIVED

Town Copy

MAY 05 2023



SMITHFIELD TOWN CLERK

Town of Smithfield  
Town Clerk  
64 Farnum Pike  
Smithfield, RI 02917

May 1, 2023

To Whom It May Concern:

Enclosed please find a petition of NARRAGANSETT ELECTRIC and VERIZON NEW ENGLAND INC., covering joint NARRAGANSETT ELECTRIC-VERIZON NEW ENGLAND INC pole locations

If this petition meets with your approval, please return an executed copy to each of the above-named Companies.

Narraganset Electric Contact: Wendy Paluch 280 Melrose Street 3<sup>rd</sup> FL, Providence, RI 02907

If you have any questions regarding this permit, please contact Ms. Paluch at:  
401-784-4267 or [wapaluch@ng.rienergy.com](mailto:wapaluch@ng.rienergy.com)

Very truly yours,

  
Christopher Montalto,  
Distribution Design 

Enclosures



PETITION OF NARRAGANSETT ELECTRIC FOR JOINT OR IDENTICAL POLE  
LOCATION TO THE HONORABLE TOWN COUNCIL OF SMITHFIELD, RHODE ISLAND

Town of Smithfield  
Town Clerk  
64 Farnum Pike  
Esmond, RI 02917

**THE NARRAGANSETT ELECTRIC & Verizon New England Inc.,**

Respectfully asks permission to locate and maintain poles, wires, and fixtures, including the necessary sustain and protecting fixtures to be owned and used in common by you petitioner along and across the following public ways:

**Bathey Dr**

**Installing new J/O Pole 2-50 to service new house**

Therefore, your petitioners pray that they be granted joint of identical location for existing poles and permission to erect and maintain poles and wires together with such sustaining and protecting fixtures as they may find necessary, said poles erected or to erected substantially in accordance with the plan filed herewith marked:

**WR# 30774278**

**Dated 4/26/2023**

Your petitioner agrees to reserve or provide space for one cross arm at a suitable point on each of said poles for the fire, police, telephone signal wires belonging to the municipality and used by it exclusively for municipal purposes.

NARRAGANSETT ELECTRIC

BY: Christopher Montalto

VERIZON NEW ENGLAND, INC.

BY  
ORDER

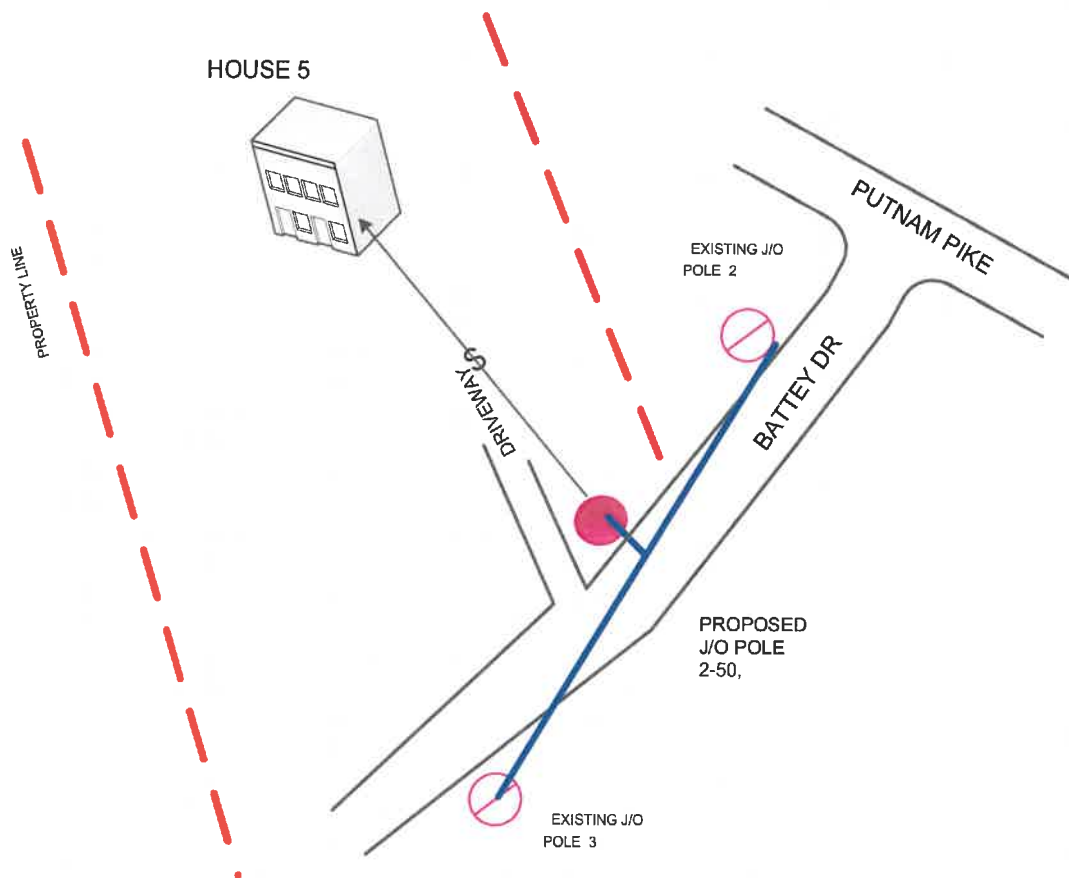
Daryl Cusack  
4/28/23

The foregoing petition been read, it was voted that the consent at the

For the use of public ways named for the purposes stated in said petition be and it hereby is granted-----  
work to be done subject to the supervision of

A true copy of the vote at the \_\_\_\_\_

Adopted \_\_\_\_\_ and recorded in Records Book# \_\_\_\_\_ Page \_\_\_\_\_



### TOWN PETITION LEGEND



- PROPOSED J/O POLE



- EXISTING J/O POLE



SECONDARY



SERVICE

## NARRAGANSETT ELECTRIC

### Exhibit 'A' Not to Scale

The exact location of said Facilities to be  
Established by and upon the installation and  
Erection of the Facilities thereof.

INSTALLING NEW J/O POLE 2-50  
SERVING NEW HOUSE  
5 BATEY DR SMITHFIELD RI

Scale: **NOT TO SCALE**

Date: 4/26/2023

Drawn By: DEPINF

Approved By:

**WR # 30774278**

**Recommended Motion:**

That the Smithfield Town Council hereby adopts a resolution on a Town flag policy on town-owned property sponsored by Councilman John J. Tassoni, Jr.

# **TOWN OF SMITHFIELD, RHODE ISLAND**

## **TOWN FLAG POLICY ON TOWN OWNED PROPERTY**

**WHEREAS**, a policy has been developed to regulate the display of flags on Town Property; and

**NOW, THEREFORE, BE IT RESOLVED** by the Smithfield Town Council that the following policy be and hereby adopted by and for the Town of Smithfield:

1. This policy (the “Flag Policy”) shall apply to all flags, banners, and signs (and similar traditional display devices), all individually and together herein referred to as “Flags,” unless otherwise noted by reference or the context hereof.
2. All Flags shall fly in accord with the standards of the United State Code, Title 4, Chapter 1. All other Flags shall be displayed in accordance with applicable laws.
3. If placed upon any official Town flagpole, no more than two (2) Flags shall fly below the United States Flag, and if one of them is the Rhode Island State Flag or the Town of Smithfield Flag, such shall take the spot on the flagpole immediately below the United States Flag.
4. No commercial Flags shall be flown or displayed, and no Flag may be displayed for commercial purposes, except in the form of sponsorship or donation recognition.
5. All Town-owned properties may display Flags as outlined in this policy.
6. The Flags approved under this Flag Policy include the following:
  - a) The United States of America Flag
  - b) The Rhode Island State Flag
  - c) The Town of Smithfield Flag
7. This Resolution shall take effect upon passage.



**PASSED:** May 16, 203

**APPROVED:**

---

T. Michael Lawton, President  
Smithfield Town Council

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Lyn M. Antonuccio, CMC  
Acting Town Clerk

**Recommended Motion:**

That the Smithfield Town Council hereby adopts a resolution recognizing the month of June as Pride Month sponsored by Councilman Sean M. Kilduff.

## **TOWN OF SMITHFIELD, RHODE ISLAND**

### **A RESOLUTION RECOGNIZING THE MONTH OF JUNE AS PRIDE MONTH**

**WHEREAS**, June is Pride month, a time to celebrate and affirm that lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) rights are human rights; and

**WHEREAS**, The origin of Pride is the Stonewall Uprising of 1969, in which LGBTQIA community members affirmed their right to live free of harassment, prejudice, and violence; and

**WHEREAS**, The Smithfield Town Council affirms the right of all residents to live and work in a safe and inclusive community free from discrimination; and

**WHEREAS**, Discrimination, bullying, violence, and a lack of acceptance continues to contribute to higher rates of school dropouts, youth homelessness, and ongoing mental health challenges for LGBTQIA youth; and

**WHEREAS**, Adult members of the LGBTQIA community continue to face discrimination, inequity in opportunity, and violence, simply for expressing their full humanity, and this is especially true for trans women and trans women of color; and

**WHEREAS**, Education regarding LGBTQIA issues supported by a legal framework that outlaws discrimination in employment, housing, financial transactions, and other services is important to help increase safety and respect for LGBTQIA members.

**NOW, THEREFORE, BE IT RESOLVED**, That Smithfield Town Council welcomes June as Pride month as a celebration of LGBTQIA members and a call to action to expand equity, diversity, community safety for all residents.

**BE IT FURTHER RESOLVED**, That Smithfield Town Council celebrates and recognizes the contributions, struggles, risks, and many identities of Smithfield's LGBTQIA community and their families and proudly affirms that love is love.

**BE IT FURTHER RESOLVED**, That the Smithfield Town Council hereby recognizes June as Pride Month in perpetuity.

**BE IT FURTHER RESOLVED**, That the Smithfield Town Council wishes the LGBTQIA community and straight allies a very happy Pride month, and encourages safe celebrations.

**PASSED:** May 16, 2023

APPROVED:

---

T. Michael Lawton, President  
Smithfield Town Council

ATTEST:

---

Lyn M. Antonuccio  
Town Clerk