



# SMITHFIELD TOWN COUNCIL MEETING

OPEN SESSION

TUESDAY  
August 1, 2024



**SMITHFIELD TOWN COUNCIL  
SMITHFIELD TOWN HALL  
COUNCIL CHAMBERS  
64 FARNUM PIKE  
THURSDAY, AUGUST 1, 2024  
6:00 P.M.**

**AGENDA**

- I. Meeting called to order at 6:30 p.m.
- II. Consider, discuss, and act upon adopting a resolution for a construction and maintenance agreement with the RI Department of Transportation for wall stabilization at Greenville Cemetery #45.
- III. Consider, discuss, and act upon a process for selection of a new Town Manager.
- IV. Public Comment.
- V. Adjournment.

**AGENDA POSTED: July 30, 2024**

**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.**

**Recommended Motion:**

That the Smithfield Town Council hereby adopts a resolution for a construction and maintenance agreement with the RI Department of Transportation for wall stabilization at Greenville Cemetery #45.

**THE TOWN OF SMITHFIELD, RHODE ISLAND**

**A RESOLUTION AUTHORIZING THE TOWN MANAGER TO ENTER INTO A  
CONSTRUCTION AND MAINTENANCE AGREEMENT WITH THE RHODE ISLAND  
DEPARTMENT OF TRANSPORTATION FOR WALL STABILIZATION AT  
GREENVILLE CEMETERY #45**

**WHEREAS**, the Smithfield Town Council recognizes the importance of protecting this historic structure while protecting the safety of those using the roadway and sidewalk.

**WHEREAS**, the State, in cooperation with the Town of Smithfield, has selected to stabilize the existing cemetery wall that is adjacent to the north side of RI Route 116 Smith Avenue (Greenville Cemetery #45), said improvements being made under the provisions established by the Federal Transportation Acts and policy of the United States Department of Transportation, Federal Highway Administration. And,

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, RHODE ISLAND AS FOLLOWS:**

**WHEREAS**, the Smithfield Town Council does hereby authorizes the Town Manager to enter into a Construction and Maintenance Agreement with the Rhode Island Department of Transportation for Wall Stabilization at Greenville Cemetery #45.

**WHEREAS**, this Resolution will take effect immediately upon its passage by the Town Council.

**PASSED:** August 1, 2024

**APPROVED:**

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T. Michael Lawton, President  
Smithfield Town Council

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Lyn M. Antonuccio, CMC  
Town Clerk

**R.I. Contract No.: TBD**  
**R.I. Federal-Aid Project No.: TBD**  
**CONSTRUCTION & MAINTENANCE AGREEMENT/MUNICIPALITY**  
**by and between the**  
**STATE OF RHODE ISLAND**  
**and the**  
**TOWN OF SMITHFIELD**  
**for**  
**WALL STABILIZATION AT GREENVILLE CEMETERY #45**

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**AGREEMENT** entered into by and between the State of Rhode Island (the “State”), through its Department of Transportation, and the Town of Smithfield (the “Municipality”) (collectively, the “Parties”).

**WHEREAS**, the State, in cooperation with the Municipality, has selected the above-referenced Project in the Town of Smithfield, to stabilize the existing cemetery wall that is adjacent to the north side of RI Route 116 Smith Avenue as in the attached Project Description (attached as “Exhibit A” and referred to as the “Project”), said improvements being made under the provisions established by the Federal Transportation Acts and policy of the United States Department of Transportation, Federal Highway Administration, and

**WHEREAS**, the State will accomplish said improvements with funds apportioned to the State under the Federal-Aid Highway Act, as amended, and supplemented, and from other sources available for the purpose, subject to the Municipality providing for the proper maintenance after completion of the wall stabilization.

**NOW THEREFORE**, the Parties hereby incorporate the preceding paragraphs as if stated again in full and agree as follows:

1. The Municipality agrees to secure the necessary consent from any other parties holding an interest in its land, to allow for the construction of the Project and for any subsequent maintenance and/or repairs.
2. The State will advertise and award the Project in conformance with 23 CFR Part 635 and the provisions of Title 37, Chapter 2 of the Rhode Island General Laws. Thereafter, the State shall issue a Notice to Proceed to its contractor (the “Contractor”), who will construct a new wall in front (on the sidewalk side) of a portion of the existing wall to stabilize the existing wall in accordance with the Plans and Specifications for the Project.
3. After issuance of the Notice to Proceed to the Contractor, the Municipality will allow the

Contractor and/or the State to enter onto its property, where applicable, for purposes of constructing the Project.

4. Upon completion of the Project, the Municipality will:
  - a. retain ownership and maintain the entire existing wall as at its own cost and expense, and will make ample provision each year for such maintenance; and
  - b. maintain the affected areas during construction of Project within the Municipal Right-of-Way; and
  - c. maintain the new wall installed to stabilize the existing wall in accordance with Project plans and specifications, at its own cost and expense, and will make ample provision each year for such maintenance.
5. All work performed under this Project is subject to the approval and inspection of the State and Federal authorities in accordance with the provisions of the Federal-Aid Highway Acts and the regulations, as aforementioned, which are hereby made a part of this Agreement by reference.
6. The Municipality will take all necessary steps to receive authority from its governing body to enter into and execute this Agreement including, but not limited to, submission of this Agreement to the Municipal governing body for ratification. Proof of such authority shall be provided to the State prior to project advertisement.
7. The State reserves the right to terminate this Agreement if State or Federal Funds are rescinded or not authorized for the Project.
8. This Agreement may not be altered or amended except by written agreement signed by the Parties.

**SIGNATURES APPEAR ON NEXT PAGE**

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by their duly authorized officials as of the date last written below.

Recommended for Approval:

DEPARTMENT OF TRANSPORTATION:

MUNICIPALITY:

\_\_\_\_\_  
Lori A. Fisette  
Administrator of Project Management (A)  
Department of Transportation  
Date: \_\_\_\_\_

\_\_\_\_\_  
Randy R. Rossi  
Town Manager  
Town of Smithfield  
Date: \_\_\_\_\_

Approved as to form:

Approved as to form:

\_\_\_\_\_  
John J. Igliazzi, Esq.  
Assistant Director of Legal Services  
Department of Transportation  
Date: \_\_\_\_\_

\_\_\_\_\_  
Anthony Gallone  
Town Solicitor  
Town of Smithfield  
Date: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Peter Alвити, Jr., P.E.  
Director  
Department of Transportation  
Date: \_\_\_\_\_

**EXHIBIT A**  
**PROJECT DESCRIPTION**

Greenville Cemetery (SM045) is located on Smith Ave RI Rt 116 in Smithfield, Rhode Island immediately west of 39 Smith Ave. The cemetery wall abuts directly against State property at the back of the sidewalk along Rt 116 Smith Ave. The wall is currently partially displacing/leaning over the State's sidewalk and has created an unsafe condition. The State has closed the sidewalk for safety concerns and pedestrians can use the sidewalk on the opposite side of Rt 116 Smith Ave in this area. The State conducted a ground penetrating radar (GPR) survey behind the wall and discovered multiple gravesites within one to two feet of the back of the wall. It is therefore undesirable to conduct work on the cemetery side of the wall, and desirable to minimize impacts to the existing wall to the greatest extent possible.

As such, the Project objective is to stabilize the existing wall while avoiding impacts to the cemetery and its graves, and minimizing impacts to the State sidewalk if possible. The Project therefore includes minor shifting of existing wall stones back into place, construction of a new wall in front (on the sidewalk side) of and directly against the existing wall to re-stabilize it permanently, and to provide an aesthetic treatment to the new wall face. The Project will include removing and rebuilding portions of the State sidewalk as necessary to facilitate the new wall construction.

The scope of this Project is not intended to include any other work not specifically mentioned within the contract documents. Any changes to the scope may require schedule or budget modifications.





# **RECRUITMENT PROFILE**

## **TOWN MANAGER**

### **TOWN OF SMITHFIELD RHODE ISLAND**



**February 24, 2017**

**Submit Resume to:**

Town Manager Selection Committee  
c/o Town of Smithfield  
64 Farnum Pike  
Smithfield, RI 02917

# **Town Manager**

## **Town of Smithfield, Rhode Island**

### **Background on the Town of Smithfield:**

The Town of Smithfield is a family-oriented community that maintains a high quality of life. Known as “Apple Valley” for the orchards introduced during the 20<sup>th</sup> century, the Town has grown into a suburban community, with a solid industrial and commercial base.

Smithfield is located in northern Rhode Island and is easily accessed, via Interstate 295 and U.S. Route 44. It is strategically located 50 minutes from Boston, 15 minutes from Providence, and 10 miles from T.F. Green State Airport, the State’s primary hub for air travel. Smithfield is also home to North Central State Airport. Smithfield was founded in 1730, covers 26.7 miles and is home to approximately 21,430 people.

Combining rural and suburban lifestyles, the Town is predominately residential, with commercial and industrial use development along Routes 7, 116 and 44. Several major roads traverse Smithfield, with Interstate 295 bisecting the Town in a northerly-southerly direction. Several State roads cross the Town in a southeasterly-northwesterly direction. They include Putnam Pike (Route 44), Farnum Pike (Route 104) and Douglas Pike (Route 7). They link villages of Esmond, Georgiaville, Stillwater, Spragueville and Greenville, whose developments date largely from the nineteenth century. These villages make up much of the Town’s civic and social fabric, steeped in New England tradition. The Town is also graced by a series of seven natural and manmade ponds, which provide recreation and natural beauty for its citizens. Smithfield still retains large, undeveloped, heavily forested lands, including several active apple orchards and farms.

### **Smithfield Town Government:**

Since 1994, the Town has operated under the Council/Manager form of government. Partisan elections are held every two years to elect five Council members, who then select a Council President. The Town Manager is appointed by the Council to serve as the administrative head of government. The Manager serves at the pleasure of the Council and may be removed by a majority vote. The Manager appoints all department directors, except the Town Clerk (Clerk of the Council) and the Town Solicitor. The Manager supervises and directs the administration of all Town departments and personnel; however, the general administration of the school system is the responsibility of the School Committee, within the provisions of powers and duties enumerated in the Rhode Island General Laws. The five-member School Committee is elected at-large during regular Town elections and members serve four-year terms. The Committee also appoints the Superintendent of Schools.

The Town provides most traditional municipal services, such as: police, fire, emergency rescue, planning, zoning, street maintenance, solid waste collection, recycling and recreation. The Town

also operates a public water system that serves one-third of the town. Two other water systems serve the remainder of the Town. In addition, the Town maintains all sewer lines and pumping stations through its Wastewater Treatment Plant. Smithfield is evolving into a major recreation provider with its 65-acre Deerfield Park, which houses a very active and expansive Senior Center and a Veterans Memorial Park. Additional recreational opportunities are available through the Town-operated ice rink and numerous other recreational parks and ponds. Smithfield also operates two public libraries and a Town Hall.

The Smithfield Town Budget is approximately \$69 million for FY 2017, and the Town employs approximately 499 full-time equivalent employees, including School Department personnel. The Town Budget is approved at a Financial Town Meeting conducted during June of each year.

The Public School System enrolls 2,387 students in grades Pre-K-12 at six school sites. The Rhode Island Department of Education has designated the Smithfield Public Schools as a High Performing School District. Approximately 90% of its graduates enroll in post-secondary education. Students participate in a variety of co-curricular activities including: the Arts, athletics, publications, state-level competitions and leadership.

The Police Department is nationally accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Town Council has appointed a fire feasibility task force to review a report on the analysis of the fire department facilities and operations from a fire service consultant.

### **Appointment and Qualifications:**

The Town Council by a majority vote of its total membership appoints a Town Manager for an indefinite term and fixes the Manager's compensation. The Town Manager shall have, at a minimum, a Bachelors Degree, a Master's Degree in Public Administration or its equivalent is preferred, at least five years of experience spent as a Senior Manager/Administrator or similar position, at least five years of experience in Municipal Collective bargaining is desirable, and a demonstrated ability to communicate orally and in writing. The Manager need not be a resident of the Town or State at the time of appointment but the Manager shall reside in the Town after his/her appointment.

### **Powers and Duties:**

The Town Manager shall be the Chief Administrative Officer of the Town, responsible to the Council for the administration of all Town affairs placed in the Manager's charge by or under the Town Charter. The Town Manager shall:

1. Appoint and, when necessary for the good of the service, suspend or remove all Town employees and appointive administrative officers provided for by or under the Charter, except as otherwise provided for by law, the Charter or personnel rules adopted pursuant to the Charter. The Town Manager may authorize any administrative officer, subject to the Manager's direction and supervision, to exercise these powers with respect to subordinates in that officer's department, office or agency;

2. Direct and supervise the administration of all departments, offices and agencies of the Town, except as otherwise provided by the Charter or by law;
3. Attend all Town Council meetings. The Town Manager shall have the right to take part in discussion but shall not vote;
4. See that all laws, provisions of the Charter and acts of the Town Council, subject to enforcement by the Town Manager or by officers subject to the Manager's direction and supervision, are faithfully executed;
5. Prepare and submit the annual budget and capital program to the Town Council;
6. Submit to the Town Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year;
7. Make such other reports as the Town Council may require concerning the operations of Town departments, offices and agencies subject to the Town Manager's direction and supervision;
8. Keep the Town Council fully advised as to the financial condition and future needs of the Town;
9. Make recommendations to the Town Council concerning the affairs of the Town;
10. Provide staff support services for the Council members; and
11. Perform such duties as are specified in the Charter or which may be required by the Town Council.
12. All contracts for municipal employment shall be approved by the Town Council and shall comply with the provision that certain appointees serve at the pleasure of the Town Manager.

### **Challenges Facing the Town Manager:**

Within the last ten years, through the collaborative efforts of the Town Council, Town Manager and staff, the Town has made significant strides to improve public services and stabilize municipal government operations.

The Town has experienced continued moderate growth. Fidelity Investments, an international provider of financial services and investment resources, is located in Smithfield, along with Bryant University, a nationally recognized university with a prestigious College of Business, Navigant Credit Union, Alexion Pharmaceuticals, Hanna Instruments, Honeywell Safety Products, FGX Foster Grant and many other premiere businesses. Smithfield is also home to one

regional and several local shopping malls, along with several medium and large sized, newly-developed industrial parks.

The Town Council remains committed to refining and implementing the Town's long range plans, with active participation and guidance of the Town Manager. For the community and organization to reach its potential, the entire leadership structure must remain together to provide solidarity in its direction to implement shared goals. The new Town Manager will arrive at a time when the political structure of the community has significantly matured, creating a favorable situation for the coordination of key leaders in addressing the following goals and objectives of the Town Council:

- Establish a stronger fiscal and budgetary process with tighter controls on the budget, and develop strategies to address pension and OPEB underfunding.
- Develop a strategic plan for the Town of Smithfield to address future economic and other impacts expected on the town and school system.
- Address infrastructure issues including indoor and outdoor town and school facilities, town roads, and the like.
- Establish a training and orientation program for new members of town boards and commissions.

### **Employee Relations and Staff Development:**

The Town maintains a full-time Human Resource Administrator to oversee personnel issues, employee benefits and provide assistance during contract negotiations. The vast majority of Town employees are unionized. Two of the five union contracts have recently been signed and extend until June 30<sup>th</sup>, 2019. The Town Hall, Police Civilian and DPW union contracts expire on June 30<sup>th</sup>, 2017, and negotiations will begin shortly.

### **Public Finance:**

The Town of Smithfield, similar to all other cities and towns in Rhode Island, is dependent upon property tax revenue (81%) as the primary source for the operating budget.

The total 2017 Operating Budget, including the School Department, is approximately \$69 million. The Municipal portion is \$32.2 million and the School portion is \$36.8 million. The 2017 Budget was approved in June, by the voters during a Financial Town Meeting.

By Town Charter, the undesignated Fund Balance is 5.60 % of the subsequent year's operating budget. Any excess funds are then distributed in the following manner: eighty percent to the Capital Reserve Fund and twenty percent to the Land Trust Reserve Fund.

For Fiscal year 2017, revenues from the State have been level-funded, and the proposed tax rate represents a 2.85% decrease over the previous year (prior to the implementation of revaluation).

Recent bond issues total \$11,975,000 dollars, which includes Health, Safety and Fire Code Repairs, Renovations and Improvements to school facilities and the renovation and expansion of Police Headquarters.

Smithfield holds an Aa2 credit rating from Moody's, and an AA credit rating from Standard and Poor's.

### **The Ideal Candidate:**

The Town Council seeks a Manager who is willing to commit to a tenure which allows for the implementation of policies, procedures and practices that will allow the Town to continue to improve as a public service organization. The new Manager will be expected to maintain the stability of Town government. The following personal and professional attributes are essential for Smithfield's next Manager:

#### **Personal:**

- Willingness to play a visible role in the community and participate broadly in community affairs;
- Ability to delegate internal managerial responsibility, holding the staff accountable for performance;
- Ability to work openly with community groups and employees in a collaborative manner;
- Ability to work as a team leader, with other Town officials, in a participative municipal environment. The successful candidate must possess a history of proven customer service to a demanding, but supportive electorate;
- Ability to serve as a spokesperson and representative for the Council and Administration to the community and the region;
- Ability to serve as a leader willing to serve on a personal, as well as professional level;
- Ability to serve as a goal-oriented leader, capable of providing direction in a manner that shares successes with elected officials, professionals and volunteers.
- Ability to lead by example.

#### **Professional:**

- Experience as a professionally stable administrator, with a record of tenure and consistent career growth;

- A proven track record of staff development, with an emphasis on team building;
- A bachelor's degree, with an MPA or MBA preferred.
- Display evidence of continued professional development such as designation as an ICMA Credentialed Manager.
- Be a fiscal manager who thoroughly understands and has experience utilizing new business practices, technology and innovation to achieve cost savings, efficiency and effectiveness.
- Work experience consisting of a minimum of five years of progressively responsible government, financial experience or equivalent as a Town Manager, Assistant Town Manager, Chief Financial Officer, or other similar related positions.
- Strong financial, budget and public relation skills, a strong interest in economic development, strategic planning skills, labor-management negotiating experience, a high level of communication and interpersonal skills, effective coordination with Town boards and commissions, and the ability to build consensus with different support groups in the community.
- Ability to team with Council and staff to provide open, responsive and consumer-oriented service to the community and provide sound recommendations to the Council.
- An effective communicator with a proven track record of informing the elected leadership of critical policy and service initiatives.
- Ability to keep officials informed, while staying totally detached from the political process and ensuring that the members of the administration maintain a similar detachment.

### **Salary:**

The salary range is \$110,000 - \$130,000, depending upon qualifications, with an excellent benefit package. Permanent residency in the Town of Smithfield is required. The Town and candidate will negotiate an employment contract for the position.

### **How to Apply:**

Send resume, a list of references and a summary of significant accomplishments to the Town Manager Search Committee, c/o Smithfield Town Hall, 64 Farnum Pike, Smithfield, RI 02917 by April 7<sup>th</sup>, 2017, or until such time as the position is filled. EEO Employer.



## Municipal CEO Salary Information

### Appointed

<b>Population</b>	<b>City/Town</b>	<b>Title</b>	<b>Salary 2024</b>	<b>Vehicle 2024</b>
17,201	Barrington	Town Manager	161,965	Unknown
16,186	Burrillville	Town Manager	137,578	Vehicle
8,012	Charlestown	Town Administrator	140,109	10,200
35,386	Coventry	Town Manager	150,004	Vehicle
13,970	East Greenwich	Town Manager	193,514	9,000
8,411	Hopkinton	Town Manager	119,646	Unknown
5,531	Jamestown	Town Administrator	134,183	4,200
3,600	Little Compton	Town Administrator	77,367	Unknown
16,983	Middletown	Town Administrator		Unknown
14,759	Narragansett	Town Manager	140,000	6,000
1,007	New Shoreham	Town Manager	144,374	Unknown
25,322	Newport	City Manager	225,000	Unknown
27,696	North Kingstown	Town Manager	159,649	9,000
17,802	Portsmouth	Town Administrator	152,262	5,500
8,064	Richmond	Town Administrator	94,875	5,600
21,855	Smithfield	Town Manager	150,000	4,500
31,576	South Kingstown	Town Manager	178,171	Vehicle
16,287	Tiverton	Town Administrator	111,000	None
11,166	Warren	Town Manager	102,512	3,000
30,823	West Warwick	Town Manager	153,080	Unknown
23,352	Westerly	Town Manager	178,606	6,000

### Elected (\*)

<b>Population</b>	<b>City/Town</b>	<b>Title</b>	<b>Salary 2024</b>	<b>Vehicle 2024</b>
22,305	Bristol	Town Administrator	95,500	Vehicle
22,192	Central Falls	Mayor	82,335	Vehicle
82,654	Cranston	Mayor	100,000	Vehicle
36,186	Cumberland	Mayor	95,500	Vehicle
47,171	East Providence	Mayor	90,000	Vehicle
6,858	Exeter	Town Council	N/A	N/A
4,505	Foster	Town Council	N/A	N/A
10,007	Glocester	Town Council	N/A	N/A
29,550	Johnston	Mayor	75,000	Vehicle
22,415	Lincoln	Town Administrator	102,720	Vehicle
33,935	North Providence	Mayor	105,000	Vehicle
12,537	North Smithfield	Town Administrator	90,000	Vehicle
75,200	Pawtucket	Mayor	105,912	Vehicle
188,812	Providence	Mayor		Vehicle
10,423	Scituate	Town Council	N/A	N/A
43,044	Woonsocket	Mayor	90,500	Vehicle
82,666	Warwick	Mayor	100,000	Vehicle
6,500	West Greenwich	Mayor	90,980	Vehicle

## EMPLOYMENT OPPORTUNITY



### TOWN MANAGER SMITHFIELD, RI



The Town of Smithfield, RI, (pop. 21,430) is seeking a Town Manager responsible for the daily operation of municipal government, fiscal management, capital planning, collective bargaining, procurement and management of personnel, oversight of Town departments, preparation of an annual operating budget over \$69M, and other related duties, as defined in the Town Charter.

Candidates must possess a bachelor's degree, with an MPA or MBA preferred. Work experience shall consist of a minimum of five years of progressively responsible government, financial experience or equivalent as a Town Manager, Assistant Town Manager, Chief Financial Officer, or other similar related positions. This position also requires strong financial, budget and public relation skills, personnel management, a strong interest in economic development, strategic planning skills, labor-management negotiating experience, a high level of communication and interpersonal skills, effective coordination with Town boards and commissions, and the ability to build consensus with different support groups in the community. Candidates need to work closely with Council and staff to provide open, responsive and consumer-oriented service to the community and provide sound recommendations to the Town Council. Salary range is \$110,000- \$130,000 DOQ, with excellent benefit package.

Send resume, a list of references and a summary of significant accomplishments to the Town Manager Search Committee, c/o Smithfield Town Hall, 64 Farnum Pike, Smithfield, RI 02917 by April 7<sup>th</sup>, 2017 or until such time as the position is filled. For further information about the position and the Town of Smithfield, kindly refer to the Town Manager Recruitment Profile under employment postings on the Town's website: [www.smithfieldri.com](http://www.smithfieldri.com). EEO Employer.

# **TOWN MANAGER SMITHFIELD, RI**

**The Town of Smithfield, RI, (pop. 21,430) is seeking a Town Manager responsible for the daily operation of municipal government, fiscal management, capital planning, collective bargaining, procurement and management of personnel, oversight of Town departments, preparation of an annual operating budget over \$69M, and other related duties, as defined in the Town Charter.**

**Send resume, a list of references and a summary of significant accomplishments to the Town Manager Search Committee, c/o Smithfield Town Hall, 64 Farnum Pike, Smithfield, RI 02917 by April 7<sup>h</sup>, 2017 or until such time as the position is filled. For further information about the position and the Town of Smithfield, kindly refer to the Town Manager Recruitment Profile under employment postings on the Town's website: [www.smithfieldri.com](http://www.smithfieldri.com). EEO Employer.**

## 2017 Town Manager position - advertising:

- Boston Globe – Ad in Sunday Globe and Boston.com and Monster for 30 days= \$799.00.
- ICMA- Newsletter Ad for two weeks and online for 30 days and featured in career network = \$650.00.
- Projo- 3/5 and 3/19 – Sunday paper, Monster and online - \$570
- Govtjobs.com – online for 45 days or deadline date listed - \$165.00
- RI league of Cities and Towns- 30 days – No cost.
- Town’s Cable, Web, Facebook and Twitter – No initial cost.  
Boosting ad on Facebook around middle of March.
- Indeed.com – Ad remains as long as needed- No cost.
- I sent an email to the Town Managers and Mayors in Rhode Island advising them of the advertisement on our website and asked them to spread the word.

# MINUTES OF SMITHFIELD TOWN COUNCIL MEETING

Date: Friday February 24, 2017

Place: Smithfield Town Hall

Time: 8:00 A.M.

Present: Town Council President Paul M. Santucci  
Town Council Vice-President Alberto J. LaGreca, Jr.  
Town Council Member Maxine A. Cavanagh  
Town Council Member Suzanna L. Alba  
Town Council Member T. Michael Lawton  
Town Solicitor Edmund L. Alves, Jr.  
Town Manager Dennis G. Finlay  
Town Clerk Carol A. Aquilante

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**Also present: Susan Pilkington, Human Resource Director**

**I. Town Council President Santucci calls the Friday, February 24, 2017 Smithfield Town Council Work Session to order at 8:00 a.m.**

**II. Town Council President Santucci offers a prayer.**

**III. Town Council President Santucci conducts a salute to the flag.**

**IV. The Emergency Evacuation and Health Announcement is made by Town Manager Dennis Finlay.**

**V. Discussion Items:**

- **Process for selection of new Town Manager**

Town Manger Finlay suggests that the job description for the Town Manager be advertised for thirty (30) days and as soon as possible.

Council President Santucci reviews the job description from the Town of Coventry, which includes a Master's Degree in Public Administration and a member of the ICMA.

Town Manager Finlay states that the Town Charter explains the Town Manager's duties.

Town Solicitor Alves explains that the Duties and Powers of the Town Manager are defined in Charter section 3.04 and qualifications are included in Charter Section 3.01. These should be included in the job description.

Sue Pilkington, Human Resource Manager, reviews the new State of Rhode Island – Department of Revenue, current pay rates of Town Managers throughout the State.

Town Manager Finlay states that the contract could consist of a three (3) tier process regarding the salary.

Council President Santucci suggests a salary range between \$110,000 - \$130,000 with the requirements of a Bachelor's Degree, Master's Degree preferred and an ICMA member.

Council President Santucci discusses the hiring of an independent search firm.

Council Vice-President LaGreca states that it is the responsibility of the Town Council, with the assistance of a search committee.

Sue Pilkington explains that some Towns do not have Human Resource Directors; therefore, a firm is needed when hiring a Town Manager.

Discussion takes place regarding the advertisement of the Town Manager position.

Ms. Pilkington explains that they can boost the Facebook population to include a greater population as well as the ICMA website.

Town Solicitor Alves states that there is a requirement for the Town Manager to live in Smithfield within six (6) months of hire, unless this is waived at the Town Council's discretion.

Ms. Pilkington states that she will be advertising in the Boston Globe, but due to the cost of advertisement she will be reducing the size of the ad and referring to the website.

Council member Alba asks Ms. Pilkington if there is a point system in place when interviewing the Town Manager.

Ms. Pilkington replies she does have a rating system for the Search Committee when interviewing.

Council Vice-President LaGreca believes the job needs to be advertised as soon as possible.

Town Solicitor Alves explains that on the second page of the recruitment profile, (2<sup>nd</sup> paragraph) should be changed to \$69 Million for FY 2017 and the Financial Town Meeting should be in June (not May). Town Solicitor Alves also states that the bottom paragraph on page 2 should read Goal and Objectives (not Challenges) of the Town Manager, and should include the present Council's goals and objectives.

Upon further discussion the Town Council members and HR Director Pilkington agree to advertise the Town Manager's position on the ICMA website, Boston Globe, Providence Journal, Town of Smithfield website, and Facebook.

Council member Alba would like the potential candidate to have continued professional developments, such as an ICMA Credential Manager. Council member Alba would also like to see the prospective candidate have ideas in new innovations in technology.

- **Discussion concerning the creation of a Search Committee for the Town Manager's position.**

Upon further discussion the Town Council members would like to ask the following to serve on the Search Committee:

- James Segovis, Bryant University
- Paul Ouellette, Northern RI Chamber of Commerce
- Keith Christensen, CVS (Personnel Board)
- Gary Furtado, Navigant Credit Union
- Kellie-Ann Heenan, HR Meeting Street School (former School Committee member)

Council member Alba states that a Public Forum should be held when choosing a Town Manager.

Ms. Pilkington explains that when someone applies for a new position it is confidential, because that candidate may not want to discuss this with their employer, in the event they are not chosen for the position they are applying for, their current position may be jeopardized.

Council member Alba states that the public should be included in the process.

Council President Santucci states that at the March 7, 2017 Town Council meeting a Search Committee can be appointed and the public can be informed on the process for selecting a new Town Manager.

**Motion** is made by Council Vice-President LaGreca, seconded by Council member Cavanagh, to amend the agenda to include the discussion of the Goals and Objectives of the Town Council. **Motion is approved by a unanimous 5/0 vote.**

Council member Alba and Council member Lawton are interested in having a Strategic Plan in place, which encompasses the Town and School Department.

Council member Lawton agrees to work with the various sports leagues in Town to amend the Sports Advisory Committee Town Ordinance.

Council member Alba asks about the Town Hall remaining open in the evenings.

Ms. Pilkington and Town Manager Finlay explain that this item will have to be part of LIUNA Union negotiations in June.

Upon further discussion the Town Council members agree to the following Goals and Objectives.

- Strategic Plan – Including Economic impacts; School Department current and future facilities; Stronger Fiscal Budgetary Process, Pension and OPEB Under-Funding; Indoor and Outdoor Recreational Facilities and Infrastructure of Town Buildings; Orientation Sessions for new Board members.

These Goals and Objective will be included in the Town Manager Recruitment Profile.

**Motion** is made by Council Vice-President LaGreca, seconded by Council member Cavanagh, to adjourn the Work Session. **Motion is approved by a unanimous 5/0 vote.**

Meeting adjourns at 9:49 A.M.

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Town Clerk

To: Search Committee Advisory Members  
From: Susan Pilkington, Recording Secretary  
Date: April 4, 2017  
Subject: Town Manager Search Committee Advisory Minutes

The meeting was called to order by Dennis Finlay, Town Manager at 4:40 pm.

In attendance were: Dennis Finlay, Town Manager; James Segovis, Bryant University; Paul Ouellette, Northern RI Chamber, Gary Furtado, Navigant Credit Union, Keith Christensen, CVS, Kellie-Ann Heenan, Meeting Street

Dennis Finlay began the meeting by following the outlined agenda items such as emergency evacuation and health notification.

Introductions then took place.

Selection of Chairperson and Vice- Chairperson:

Jim Segovis was nominated and unanimously selected and voted (5-0) as the Chairperson. Paul Ouellette was nominated and unanimously selected and voted (5-0) as the Vice Chairperson.

Dennis Finlay asked Susan Pilkington to distribute a copy of the employment opportunity advertisement and Recruitment Profile that is currently on the Town's website to all committee members. Susan indicated per the advertisement, the deadline for resume submittal is April 7, 2017 or until the position is filled. Resumes have been received from applicants located throughout the United States and internationally.

Discussion then took place in regards to the process and a time line.

Susan will forward all resumes to the Search Committee Advisory members the week of April 17<sup>th</sup>. Search Committee Advisory members will review the resumes individually and prepare to discuss the resumes as a committee at the next meeting.

The last item on the agenda was scheduling the next meeting. The next committee meeting is scheduled for April 25, 2017 at 4:30 p.m.

Meeting adjourned 5:34 pm.