

Town Council Meeting
June 22, 2017

The June 22, 2017, Town Council Meeting was called to order by Denise L. DiFranco, President of the Foster Town Council, at the Foster Town House, Foster, Rhode Island, at 7:00 p.m.

The following members were present:	Also present:
Denise L. DiFranco, President	Solicitor, Atty. Mark Tourgee
Chris Stone, Vice President	Kelli Russ, Treasurer
Gordon Rogers	
Michael Dillon	
Cheryl Hawes	

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| I. PLEDGE OF ALLEGIANCE | The Pledge of Allegiance was recited. |
| II. PUBLIC COMMENT | Lynne Rider |
| III. ANNOUNCEMENTS | None. |
| IV. WARRANTS | <p>Gordon Rogers moved, Michael Dillon seconded, move accept Payroll Warrant #48 for \$33,712.77.</p> <p>Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.</p> <p>Gordon Rogers moved, Chris Stone seconded, move accept Payroll Warrant #49 for \$38,955.45.</p> <p>Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.</p> <p>Gordon Rogers moved, Chris Stone, to accept General Warrant #23 for \$153,330.02</p> <p>Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.</p> <p>Chris Stone moved, Michael Dillon, to accept General Warrant #23A for \$150.00.</p> <p>Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, recused; and Michael Dillon, aye. Motion carried 4-0. 1 recusal.</p> |
| V. MONTHLYREPORTS | <p>Gordon Rogers moved, Chris Stone seconded, to accept May’s Monthly Reports for the Building & Zoning Department, Department of Public Works, Finance Department, Human Services, Police Department, RIRRC, Tax Assessor and Planning Department.</p> <p>Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.</p> |
| VI. OLD BUSINESS | |
| a. Regionalization of Animal Control Officer | <p>Cheryl Hawes moved, Gordon Rogers seconded, to accept the additional sentence added by the Town of Scituate to the Regionalization of the Animal Control Contract. <i>“Subject to the adoption of Scituate’s Town ordinance, if calls for service increase, we can open the contract / MOU for additional fees and/or salaries”</i></p> <p>Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.</p> |
| VII. NEW BUSINESS | |
| a. Financial Statements and Standard Policies and Procedures | <p>Gordon Rogers moved, Chris Stone seconded, to approve the “Financial Statements and Standards Policies and Procedures for all Non-Receiving Appropriations” (Exhibit A) which includes internal controls and reporting requirements to the Town of Foster and forward it to the Fire Stations, Ambulance Corps, and Foster Libraries for additional review and request that it be returned to the Town for possible changes</p> <p>Discussion: Denise DiFranco, Cheryl Hawes, Gordon Rogers, Solicitor, Atty. Mark Tourgee, Kelli Russ and Gordon Brayton.</p> |

Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.

- b. Solid Waste and Recycling Contract** Gordon Rogers moved, Chris Stone seconded, to accept the “Solid Waste and Recycling Service Agreement Contract” between RI Resource Recovery and the Town of Foster.

Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.

- c. Abatements** Gordon Rogers moved, Chris Stone seconded, to approve the Motor Vehicle Abatement in the amount of \$166.17.

Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.

- d. Appointment of full-time dispatcher** Gordon Rogers moved, Cheryl Hawes seconded, to accept Police Chief Ziehl’s recommendation to appoint Kevin Pressley as a full-time dispatcher for the Foster Police Department.

Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.

- e. Request to carry over comp time** Gordon Rogers moved, Chris Stone seconded, to allow Patti Moreau to carry over 11 hours of Compensation Time to be used by October 31, 2017.

Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.

f. Bids

- 1. Surplus Equipment** Gordon Rogers moved, Chris Stone seconded, to accept the recommendation of the DPW Director to put the Surplus Equipment out for rebid.

Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.

- 2. Loader Repair** Michael Dillon moved, Cheryl Hawes seconded, to accept the bid to from Mobile Trucking in the amount of \$11,556.58.

Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; and Michael Dillon, aye; Gordon Rogers, recused. Motion carried 4-0 with 1 recusal.

- 3. Street Paving** Gordon Rogers moved, Chris Stone seconded to accept the DPW recommendation to award the bid to All-State as prices presented.

Bituminous	Keyways/line	Tack Coat
Concrete \$64.80	sq. ft. \$5.00	sq.yd \$.30

- 4. Purchase used Dump Truck** Gordon Rogers moved, Chris Stone seconded, to accept the DPW recommendation to award the bid to purchase plow truck with wing plow from Morris Prior.

Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0

VIII. FUTURE AGENDA ITEMS

- Financial Statements and Standards Policies and Procedures for Non-Town Entities Receiving Appropriations
- Appointment to Conservation Committee

IX. EXECUTIVE SESSION

Executive session began at 8:01 p.m.

Gordon Rogers moved, Cheryl Hawes seconded, to go into Executive Closed Session pursuant to RIGL 42-46-5, (A), (9) Arbitration, RIGL 42-46-5, (A), (2) Litigation and RIGL 42-46-5, (A), (1) Personnel.

Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.

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Gordon Rogers moved, Mike Dillon seconded, to approve, adopt and seal the minutes – with or without corrections – of all prior executive closed session minutes and to close and seal the current executive closed session minutes in RIGL 42-46-4 and 5; and further move to reconvene into public open session to announce any votes taken during executive closed session that must be disclosed as required under Rhode Island General Laws 42-46-4.

Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.

Executive session ended 8:45 p.m.

X. ADJOURNMENT

Gordon Rogers moved, Chris Stone seconded, to adjourn the meeting Denise L. DiFranco, aye; Chris Stone, aye; Cheryl Hawes, aye; Gordon Rogers, aye; and Michael Dillon, aye. Motion carried 5-0.

Meeting adjourned at 8:46 p.m.

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

Submitted by

Susan M. Dillon
Town Clerk

Exhibit A
TCM June 22, 2017

Financial Statements and Standards Policies and Procedures for Non-Town Entities Receiving
Appropriations

- I. As a subrecipient of Town's funds, the entity must have established internal control policies and procedures in place to minimize the risk of material misstatements and fraud as required by Federal and State law for municipalities.

These controls should include the following:

- a. A review of all expenditure documentation by someone independent of the Treasurer or the person preparing the payment and financial reports.
- b. Dual signature requirement on checks
- c. A review of the bank reconciliations by someone independent of the Treasurer or person who reconciles them. (this should be a quick process)
- d. A general ledger accounting system in place for use in preparation of financial reports (i.e. Quicken or Quickbooks)
- e. Internal audit or independent review of the financial statements.
- f. The State's guidelines for record retention should be utilized for documents used to prepare the financial statement including revenue and expenditure supporting documentation.

- II. Reporting to the Town

- a. Quarterly reports to the Town Council should include revenue and expenditures year-to-date
- b. Annual requests for appropriations should include the following:
 - i. Most recent IRS Form 990
 - ii. Balance Sheet for organization's most recent fiscal year end
 - iii. Income Statement for organization's most recent fiscal year end
 - iv. Year to date budget to actual
 - v. Budget for upcoming fiscal year including all sources of revenue and all anticipated expenditures