

TOWN OF RICHMOND, RHODE ISLAND
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HOME RULE CHARTER COMMISSION

Town Hall – Council Chambers
March 30, 2022
5:30 P.M.

MINUTES

A. CALL TO ORDER

The meeting was called to order at 5:49 P.M. by Chairman Reddish.

Chairman Reddish requested Vice Chair Reynolds run the meeting as he needs to depart early.

B. ROLL CALL

Present: Chair B. Joe Reddish, III, Mark Reynolds, Gina M. DeBernardo, Erin F. Liese, and Benjamin Jack. Not present: Krista Tracy, Tracy A. Nelson, and Joseph Arsenault.

C. APPROVAL OF MINUTES

- 1) Discussion and Approval of Minutes from March 14, 2022

MOTION made by J. Reddish SECOND by G. DeBernardo to approve the minutes of the March 14, 2022 meeting with one scribe error amendment. Vote: All Ayes

D. PUBLIC FORUM

- 1) Resident's suggested amendment's to the Home Rule Charter

There was no public comment.

E. NEW BUSINESS

Please Note in Accordance with Section 42-46-6 (b) the Commission May Review, Discuss and/or take Action on the following items:

- 1) Discussion on Final Review

M. Reynolds discussed the recall provision in the Charter. He further described what other communities recall provisions included.

Discussion ensued on the recall provision. It was determined to keep the provision the same.

K. Tracy arrived via Zoom at 6:00 P.M.; however was not successful at connecting audio.

Direction of town employees section was reviewed.

M. Reynolds advised that he did look at other Charter provisions of local towns. He advised they are similar to ours and did suggest the following language: Except as provided for in this Charter, the Town Council or any of its members shall not direct or request the appointment of any person to office or their removal from office by the Town Manager or by any of his/her subordinates. The Town Council and its members shall deal with the town departments solely through the Town Manager and neither the Town Council nor any member thereof shall give orders to any subordinates of the Town Manager either publicly or privately.

The suggested language was reviewed and it was noted that the commission all agreed on the suggested.

The Town Manager Section was reviewed.

M. Reynolds stated concern with annual review and placement.

The following section was reviewed:

ARTICLE 4 – Administration.

Section 1 – Town ~~Administrator~~ Manager.

A. The Town Council shall appoint a Town ~~Administrator~~ Manager to supervise the business of the Town government at its direction. The appointment shall be made solely on the basis of executive, administrative, and educational qualifications.

B. The Town Council shall annually evaluate the performance of the Town Manager

~~B~~ C. The Town ~~Administrator~~ Manager shall be the chief administrative officer of the Town. It shall be the responsibility of the Town ~~Administrator~~ Manager to:

1. **Hire with the advice and consent of the Town Council the heads of Town Departments, and hire all other town employees.** The Town Manager shall notify the Town Council of all employees hired.
2. The Town ~~Administrator~~ Manager shall submit to the Town Council a list of qualified candidates **for the positions of Moderator and Town Sergeant. The Town Council** may make an appointment from among the candidates submitted, may ask the Town ~~Administrator~~ Manager to submit additional candidates, or may ask the Town ~~Administrator~~ Manager to re-advertise the position.
- 3.. Supervise and coordinate the administrative activities of the Town and the performance of each department, office, and agency. No later than ~~November thirtieth~~ **March 31** of each year, the Town ~~Administrator~~ Manager shall **conduct performance evaluations of all department heads and review the annual evaluations conducted by directors of employees in their respective departments.**

4. The Town Manager shall submit to the Town Council a report on the performance of each department.

- 5.. Discipline and suspend Town employees, including department directors, provided that he or she shall immediately notify the Town Council of such discipline or suspension.
- 6.. Terminate with the approval of the Town Council, any department head, and terminate for the good of the Town all other employees, after consultation with the head of the department having direct supervision of the employee. The Town Manager shall immediately notify the Town Council of such termination.**
- 7. Establish and implement an annual evaluation process for all department heads and town employees.**
- 4 **8.** Designate a temporary replacement in the event of the absence or disability of a department director, provided that he or she shall immediately notify the Town Council of such appointment.
- 9.** Supervise the negotiation of all collective bargaining agreements.
- 6 10. Maintain an inventory of all Town property and assets.
- 7 11. Annually prepare and present to the Town Council a five-year capital improvement plan and budget.
- 8 12. Ensure that all laws and ordinances of the Town are enforced, that all franchises, permits, and privileges granted by the town are observed, and that all contracts made by the Town are performed.
- 9 **13.** Perform any other duties required by this Charter or by ordinance of the Town or assigned by the Town Council.
- 10 **14.** Act as the Purchasing Agent.

Discussion ensued on accountability and performance section of Town Manager.

The Employee Evaluation section was reviewed.

The Moderator and Sergeant was reviewed and it was noted that they should have their own section.

The termination section was reviewed and it was noted the following should be reflected: Terminate with the approval of the Town Council, any department head, and terminate for the good of the Town all other employees, after consultation with the head of the department having direct supervision of the employee. The Town Manager shall immediately notify the Town Council of such termination.

Department Head labels were reviewed.

J. Reddish departed at 6:47 P.M.

The Recreation Commission and Recreation Director position was reviewed.

The following amendments were suggested: There shall be a Recreation Department ~~supervised by a Recreation Commission and~~ administered by a Recreation Director. The department shall be responsible for operation and staffing of recreation programs.

F. A Recreation Commission appointed by the Town Council. The Recreation Commission shall provide advice and information to the Town Council and to other Town officials and departments about recreational facilities and programs to serve the citizens of the Town. Members shall serve without compensation.

The Budget Referendum language was reviewed.

- 2) Discussion on any other areas that should be reviewed or added to the Charter

It was noted M. Reynolds would provide an update to the working draft and send to E. Liese for distribution of the members.

- 3) Schedule future meeting dates

Meeting dates were reviewed and it was determined E. Liese would poll the members to see availability of 4/18 or 4/20.

F. ADJOURNMENT

**MOTION made by G. DeBernardo, SECOND by E. Liese to adjourn at 7:17 P.M.
All Ayes**

Respectfully submitted,

Erin F. Liese, CMC
Town Clerk