

SMITHFIELD TOWN COUNCIL MEETING

SMITHFIELD TOWN HALL

OPEN SESSION

TUESDAY
November 21, 2017



**SMITHFIELD TOWN COUNCIL
MEETING
SMITHFIELD SENIOR CENTER
1 WILLIAM J. HAWKINS TRAIL
TUESDAY, NOVEMBER 21, 2017
7:00 P.M.**

A. MEETING CALLED TO ORDER

B. AGENDA

- I. Prayer
- II. Salute to the Flag
- III. Emergency evacuation and health notification
- IV. Presentations: None
- V. Minutes:
 - A. Move that the minutes of the November 7, 2017 Town Council meeting be approved, as recorded.
 - B. Move that the minutes of the November 7, 2017 Town Council meeting closed session be approved, as recorded, and sealed.
- VI. Appointments: None
- VII. Public Hearings: None
- VIII. Licenses and Permits: None
- IX. Old Business: None
- X. New Business:
 - A. Consider, discuss, and act upon the submission of a 2018 RI DEM Recreation, Acquisition and Development Grant for a multi-purpose field at Deerfield Park.
 - B. Consider, discuss, and act upon a bid award to replace the administrative offices gable and entryway roofs at the Ice Rink.
- XII. Public Comment
- XIII. Announce any closed session votes required to be disclosed pursuant to Rhode Island General Laws, Sec. 42-46-4.
- XIV. Adjournment.

AGENDA POSTED: FRIDAY, NOVEMBER 17, 2017

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.

MINUTES OF SMITHFIELD TOWN COUNCIL MEETING

Date: Tuesday, November 7, 2017

Place: Smithfield Town Hall

Time: 6:00 P.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 Patricia A. Buckley, Esq.
Town Manager Randy R. Rossi
Town Clerk Carol A. Aquilante

Motion is made by, Council Vice-President LaGreca, seconded by Council member Lawton, to consider, discuss and act upon matters pursuant to Rhode Island General Laws Sec. 42-46-5(a)(5), Acquisition of Real Property for Public Purposes and Rhode Island General Laws Sec. 42-46-5(a)(2), Potential Litigation; Consider, discuss and act upon matters pursuant to Rhode Island General Laws Sec. 42-46-5(a)(2), existing litigation; Consider, discuss and act upon matters pursuant to Rhode Island General Laws Sec. 42-46-5(a)(1), Personnel to interview Michael Tartaglia, Ernest E. Powers, and Jonathan H. Klein for possible appointments to a Town Board or Commission. **Motion is approved by a unanimous 5/0 vote.**

Council President Santucci states the following:

This Council is here twice a month to do the business of the Town of Smithfield. It is not a forum for settling scores or airing of personal hostility.

People addressing this Council are expected to do so civilly and respectfully. We will not allow personal attacks on anyone or disrespectful behavior directed toward anyone. If you behave disrespectfully or launch into a personal attack, you will be ruled out of order and will not be allowed to continue. It's as simple as that.

The public is invited to comment on issues in two ways: during either Public Comment, when any issue may be brought up, or during a noticed Public Hearing with comments pertaining to the subject of that Public Hearing. Tonight the only Public Hearing is under Part VIII.B concerning the DEM Grant.

All comments from the public are to be addressed to the entire Council – not individual Council members. Members will not respond to personal attacks or engage in discussions about personal matters.

We very much want to hear what the people of Smithfield have to say to us about the issues of importance to all of us. But personal attacks and disrespectful behavior have no place at Council meetings and will not be tolerated.

Council President Santucci welcomes everyone who attended the meeting this evening, and introduces Patricia Buckley, Town Solicitor.

Council President Santucci calls the Tuesday, November 7, 2017 Smithfield Town Council meeting to order at 7:07 p.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 Randy Rossi.

Council President Santucci announces that the following vote was taken in Closed Session:

Motion is made by Council Vice-President LaGreca, seconded by Council member Lawton, that the Smithfield Town Council hereby rescinds the authorization given on May 2, 2017 to the Smithfield Land Trust for the purchase of a Conservation Easement on the sixteen (16) acres of land. **Motion is approved by a unanimous 5/0 vote.**

V. Presentation:

A. Dog Park Committee

Beth Cerroni, Dog Park Chair, is present and states that the Third Annual Dog Walk Festival was held on October 21, 2017 at the Smithfield High School. The funds raised at the Third Annual Dog Walk & Festival, was \$6,600 with the following breakdown of revenue.

- \$4,050 in sponsorships
- \$680.00 pre-registrations (thirty-four (34) online registrations)
- \$760 on-site registrations (thirty-eight (38) registrations)
- \$500 raffle
- \$40.00 t-shirts
- \$375 vendor fees.

Chair Cerroni further explains that seventy-five (75) total households registered this year and there were eight-nine (89) dogs who participated and one hundred one (101) people who attended. Chair Cerroni wishes to thank all the business who donated and sponsored the event, as well as Council member Alba for her all her support and leadership. Chair Cerroni also extends her well wishes to Town Manager Rossi and Sharon Gilmore for all their help. Chair Cerroni presents a gift and citation to Todd Manni, Emergency Management Director, for all of his hard work in assuring the safety of everyone.

Todd Manni, Emergency Management Director, expresses his sincere thanks to Chair Cerroni and the Dog Park Committee for this great honor. Director Manni also thanks Captain Brown for all his assistance on that day as well.

B. Jaswell's Farm

Town Manager Rossi states that this presentation is to celebrate and highlight Jaswell's Farm. Town Manager Rossi further states that Jaswell Farm's was recently showcased in the October 24, 2017 edition of the Providence Journal "Jaswell's keeps their farm in the family". Town Manager Rossi explains that this fourth generation run farm is the oldest operating apple orchard in Smithfield, which was originally started in 1899 by Nicholas Jaswell. Town Manager Rossi also explains that over the years the farm has grown and diversified into the farm we know and love today.

Town Manager Rossi presents Christopher Jaswell and Allison Jaswell with a citation from the Town of Smithfield for their family achievements.

Christopher Jaswell and Allison Mollis, thank Town Manager Rossi for his acknowledgement of their achievements.

C. Presentation by Alfred Costantino requested by Council members Alba and Lawton, concerning the following Land Trust Properties (time limit: 25 minutes):

- **Steere/Connelly Property - Plat 49/Lots 82, 89**

Mr. Costantino reviews the establishment of the Land Trust Commission through legislation, as well as the bond funding for the Land Trust which appeared on the 2004 ballot. Mr. Costantino reviews the William Steere Property/Hanton City Trail/Aldrich Trail appraisal and survey and states that the purchase price was \$297,065.

***See supporting documentation attached**

- **Cavanagh Property - Plat 49/Lots 141, 164**

Mr. Costantino review information compiled for the Cavanagh property, and he also reviews a comparison between a Rapid Assessment Form and the certified appraisal of the Cavanagh property. Mr. Costantino also reads a timeline, which describes the Purchase and Sale Agreement, emails and a closing statement reflecting a settlement date of December 30, 2009.

***See supporting documentation attached.**

- **Booker Property - Plat 44/Lot 3**

Mr. Costantino reviews the Smithfield Land Trust Development Rights Acquisition for the Booker property on West Greenville Road in Smithfield. Mr. Costantino also reviews a timeline regarding the acquisition, referring to an appraisal and the USDA grant application process.

***See supporting documentation attached.**

VI. Minutes:

- A. Move that the minutes of the October 10, 2017 work session with the Smithfield Land Trust be approved, as recorded.**

Motion is made by Council member Lawton, seconded by Council Vice-President LaGreca, that the minutes of the October 10, 2017 work session with the Smithfield Land Trust be approved, as recorded. **Motion is approved by a 4/0 vote. Council member Alba abstains from voting.**

- B. Move that the minutes of October 17, 2017 Town Council meeting be approved, as recorded.**

Motion is made by Council Vice-President LaGreca, seconded by Council member Lawton, that the minutes of the October 17, 2017 Town Council meeting be approved, as recorded. **Motion is approved by a 4/0 vote. Council member Cavanagh abstains from voting.**

- C. Move that the minutes of the October 17, 2017 Town Council meeting closed session be approved, as recorded, and sealed.**

Motion is made by Council Vice-President LaGreca, seconded by Council member Alba, that the minutes of the October 17, 2017 Town Council meeting closed session be approved, as recorded, and sealed. **Motion is approved by a 4/0 vote. Council member Cavanagh abstains from voting.**

- D. Move that the minutes of the October 24, 2017 work session with the Fire Department Study Implementation Task Force be approved, as recorded.**

Motion is made by Council Vice-President LaGreca, seconded by Council member Lawton, that the minutes of the October 24, 2017 work session with the Fire Department Study Implementation Task Force be approved, as recorded. **Motion is approved by a unanimous 5/0 vote.**

- E. Move that the minutes of the October 24, 2017 work session on the Animal Shelter be approved, as recorded.**

Motion is made by Council member Alba, seconded by Council Vice-President LaGreca, that the minutes of the October 24, 2017 work session on the Animal Shelter be approved, as recorded. **Motion is approved by a unanimous 5/0 vote.**

VII. Appointments: None

VIII. Public Hearings:

A. Consider scheduling a Public Hearing on December 19, 2017 to approve the Town Council of Smithfield's Capital Improvements Proposed Plan for Fiscal Years 2019-2024.

Motion is made by Council Vice-President LaGreca, seconded by Council member Cavanagh, that the Smithfield Town Council authorizes the scheduling of a Public Hearing for the Capital Improvement Program Plan for 2019-2024 for the December 19, 2017 Town Council meeting. **Motion is approved by a unanimous 5/0 vote.**

B. Conduct a Public Hearing to discuss the submission of a 2018 RI DEM Recreation and Acquisition and Development Grant for a multi-purpose field at Deerfield Park.

Council President Santucci opens the Public Hearing.

Michael Phillips, Director of Planning & Economic Development, addresses the Town Council members and explains that they have before them tonight a draft of the 2018 Recreation Acquisition and Development Grant application. Town Planner Phillips explains that the proposed project funding involves the area north of the tennis/basketball courts in Deerfield Park. Town Planner Phillips further explains that the informal field area has been used for tee-ball games, soccer practice for younger age groups and lacrosse practice for a number of years and the surface is rough and the condition of the turf is poor. Town Planner Phillips states that improvements in this area would allow for more intensive use of an area that has already been prepared for play fields and would fulfill the goal of providing a multi-use area that could be used by all the leagues that currently use Deerfield Park. Town Planner Phillips further states that improvements required to achieve this would include providing irrigation in the area, construction of a backstop, improvements to the play surface, minor grading, re-loam and re-seeding. Additional improvements would include the addition of eyebrow parking along the roadway and/or the expansion of the Little League parking lot or parking adjacent to the tennis courts adjacent to this area.

Council member Cavanagh asks if the abutters of Deerfield Park were notified. Council member Cavanagh also asks Town Planner Phillips about the irrigation system and if it would be Town water or well.

Town Planner Phillips replies that they were notified by a Public Hearing ad in the Valley Breeze, and he is not sure if it would be an existing well or Town water. Council member Cavanagh refers to Page 5, Action RD2-1d. Council member Cavanagh states that she would like to see Willow Field be restored for future use. Council member Cavanagh questions if the Town would have to purchase top soil for the Little League field.

Town Planner Phillips replies that the Town would most likely have to have top soil imported in.

Town Manager Rossi explains that in order to keep the cost to a minimum they decided to advertise the Public Hearing in the Observer/Valley Breeze.

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Council member Cavanagh asks about page 6; of the grant application, which refers to “the facilities needed by both the Scholastic and Recreational athletic programs”. Town Planner Phillips replies that the School Department can use the field if they request it. Council member Cavanagh also refers to page 7 Section B.1 the Parks Department FY 2016 overall budget of \$406,862, which refers to a small increase in the budget.

Town Planner Phillips replies that he does not know what the small increase in the budget would be.

Council President Santucci asks about the current garage at Deerfield Park which is grossly undersized. Council President Santucci asks Town Planner Phillips if any money can be incorporated into adding an addition to this garage.

Town Planner Phillips replies that he can research that, however, usually the funding is used only for playing fields.

Council member Cavanagh asks Town Planner Phillips about Page 11, which refers to a Strategic Plan for future field development. Council member Cavanagh states that this section mentions the Smithfield Viking Football team and lacrosse programs each having between 175-200 players and the lacrosse program specifically has been growing rapidly in the last few years to approximately 450 players. Baseball has 450 players and cross country has 200 participants. Council member Cavanagh is concerned about updating this section of the grant before it is submitted, because, it is now explained correctly.

Town Planner Phillips agrees and will address this section before the application is submitted.

Council member Cavanagh suggests that Town Planner Phillips also reviews the estimated cost of the project.

Town Planner Phillips explains that the estimated cost of the project is \$340,000 and he is requesting approximately \$266,000 from the State and will contribute in-kind services and cash of approximately \$73,000. Town Planner Phillips further explains that the match will include \$20,000 cash and \$53,440 worth of in-kind services which will include land clearing, site prep, soil erosion, bituminous walkway construction and landscape plantings. Town Planner Phillips also explains that the Town did apply in the years of 2013 and 2016, but did not receive the grant.

Council member Cavanagh states that she should would feel more comfortable notifying the abutters of Deerfield Park before the grant is applied for.

Council member Alba asks Town Planner Phillips, what the timeline is for the grant application.

Town Planner Phillips explains that the deadline to submit the application is December 1, 2017 and it would take a few months for a committee to review and score the application. If the grant is approved, contracts would need to be signed and a contractor will need to be assigned to the

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project. Town Planner Phillips also explains that the project could begin by the summer months. Karen Pare, Town resident, states that she has two (2) concerns regarding the need and location of the field. Ms. Pare explains that she visits Deerfield Park daily, and there are very few children using the fields. Ms. Pare also explains that very few kids are playing soccer on the weekend. Ms. Pare did her own survey and on two (2) consecutive Saturdays and two (2) consecutive Sundays, all the Soccer field were not being used. Ms. Pare is concerned if another field is needed. Ms. Pare also explains that the location of the field would take away all the trees that about her property. Ms. Pare further explains that she spent \$23,000 to have her foundation fixed (due to a sinking foundation), and she is concerned about the location of the new field due to the wetlands issue. Ms. Pare does not want this field in her backyard for good reasons.

Robert Bazinet, Town resident, states that behind his house are wetlands, and there is no reason to take away more wooded areas. Mr. Bazinet also is concerned about the extra parking and added traffic to the area on his street. Mr. Bazinet further states that sidewalks should be installed for children to walk on and the speed bumps removed.

Donald Brown, Town resident, states that a multi-use field is not good for a baseball field. Mr. Brown also states that the Town does not have a field for the adult softball league.

Peter Pare, Town resident, states that he believes that people outside of the Town of Smithfield use the park as well.

Ryan McNelis, Town resident states that notices should have been sent to abutters, in order for more residents to have attended this meeting and voice their concerns.

Dennis Woisard, Town resident, states that the football field at Smithfield High School is a mess, as well as other fields. Mr. Woisard further states that the abutters of Deerfield Park should have been notified in order to participate in the discussion.

Sandra Bazinet, Town resident, asks why the Town can't look at the other side of the park for another field, and the abutters should have been notified. Ms. Bazinet asks if the grant is approved can the field be changed to the other side of the park. Ms. Bazinet is also very concerned about the parking and increased attendance at Deerfield Park.

Town Planner Phillips replies that if the grant is approved, the field cannot be changed to the other side of the park.

Alfred Costantino, Town resident, believes that all the abutters should have been notified.

Council Vice-President LaGreca states that it was his understanding that whenever there is a change at Deerfield Park, the Town was to notify all the abutters. Council Vice-President LaGreca explains that he will not vote on this item this evening until all of the abutters of Deerfield Park are notified of the Public Hearing.

Bernard Hawkins, Town resident, states that in the Town received the grant in 2011, and it was

voted out at the Financial Town meeting.

Council member Alba states that notices should have been sent out to abutters.

Council member Lawton suggests that we do not submit the application, and reconsider it next year.

Council President Santucci asks Town Planner Phillip if the grant could be submitted to repurpose the existing fields.

Town Planner Phillips states that those requests do not score as well.

James Archer, Town resident, is concerned about the maintenance of the fields and also states that anyone recusing from a vote needs to fill out a recusal form.

Motion is made by Council member Lawton, seconded by Council Vice-President LaGreca, that the Smithfield Town Council continue the Public Hearing to a Work Session to be held on November 21, 2017 at 5:00 P.M. and continue the decision to the Town Council following the Work Session on November 21, 2017 at 7:00 P.M., at the Smithfield Senior Center. **Motion is approved by a unanimous 5/0 vote.**

IX. Licenses and Permits: None

X. Old Business: None

XI. New Business:

A. Consider, discuss, and act upon authorizing the Sewer Authority to request contract amendment #2 from the Sewer Authority's consultant, Veolia, for consideration of capital project management services.

Kevin Cleary, Town Engineer, explains that as part of the ten (10) year contract with Veolia Water, they are responsible for the operation and maintenance duties associated with the wastewater treatment and collection systems throughout the Town. Town Engineer Cleary states that in 2014 the Town of Smithfield completed wastewater upgrades to the treatment facility's tertiary system through the installation of Actiflo treatment technology. Town Engineer Cleary further explains that in a preliminary discussion with Veolia management staff, this project approach has been recommended as a favorable option for the Sewer Authority to explore in the ongoing need to manage the assets properly in the future.

Motion is made by Council member Alba, seconded by Council member Lawton, that the Smithfield Town Council hereby authorizes the Sewer Authority to request Contract Amendment #2 from Veolia Water for consideration of Capital Project Management Services, as permitted under the Operations & Maintenance Contract. **Motion is approved by a unanimous 5/0 vote.**

B. Consider, discuss, and act upon a bid award for cafeteria tables at the Gallagher Middle School and Smithfield High School in the amount of \$72,496.03 to Douglas Equipment.

Dr. Judith Paolucci, School Superintendent, and Lisa Cournoyer, Director of Financial Operations, address the Town Council members and explain that they are purchasing forty-five (49) tables in total. Dr. Paolucci states that there are twenty-five (25) regular tables, will be at the high school and twenty (20) tables at the junior high school. Ms. Cournoyer explains that there will also be four (4) ADA compliant tables (with two (2) benches for wheelchairs) purchased for handicapped students.

Council Vice-President LaGreca asks if the School Committee have approved these items.

Dr. Paolucci confirms that the School Committee approved the purchase of these tables from Douglas Equipment.

Council President Santucci asks about an item crossed out on the contract. Council President Santucci asks Ms. Cournoyer to have Douglas Equipment initial where it was crossed out on the contract.

Ms. Cournoyer replies that she will contact Douglas Equipment.

Motion is made by Council member Council Vice-President LaGreca, seconded by Council member Alba, that the Smithfield Town Council authorizes the Smithfield School Department to purchase forty-nine (49) tables from Douglas equipment at a total cost of \$72,496.03. The tables will be paid from the Smithfield School Lunch fund, and the RI Department of Education has authorized this expenditure from the Lunch Fund. **Motion is approved by a unanimous 5/0 vote.**

C. Consider, discuss, and act upon rescinding the Request for Proposals to replace the administrative offices gable and entryway roofs at the Ice Rink.

Motion is made by Council Vice-President LaGreca, seconded by Council member Lawton, that the Smithfield Town Council rescinds the RFP for the Replacement of the Administrative Office's Gable & Entryway Roofs at the Smithfield Municipal Ice Rink which had a bid due date of October 31, 2017. **Motion is approved by a unanimous 5/0 vote.**

D. Consider, discuss, and act upon authorizing a new Request for Proposals to replace the administrative offices gable and entryway roofs at the Ice Rink.

Thomas J. Tullie, Ice Rink Manager, explains that he is seeking a new RFP request and is requesting a new due date of Tuesday, November 14, 2017 at 10:00 A.M., for the submission of the bid. Mr. Tullie is hoping to start the project before the winter weather arrives.

Motion is made by Council member Lawton seconded by Council member Alba, that the Smithfield Town Council authorizes a RFP for the replacement of Administrative Office's Gable & Entryway Roofs, at the Smithfield Municipal Ice Rink, that the RFP submission is due by Tuesday, November 14, 2017 at 10:00A.M. **Motion is approved by a unanimous 5/0 vote.**

E. Consider, discuss, and act upon proposed 2018 Town Council meeting schedule.

Motion is made by Council Vice-President LaGreca, seconded by Council member Lawton, that the Smithfield Town Council hereby authorizes the proposed 2018 Town Council meeting dates as recommended. **Motion is approved by a unanimous 5/0 vote.**

F. Consider, discuss, and act upon canceling the November 21, 2017 Town Council meeting.

This agenda item no longer needs to be addressed.

XII. Public Comment

Anne Allen, Town resident, states that Mr. Costantino's presentation was inappropriate and should have not been presented as an agenda item during a Town Council meeting.

James Archer, Town resident, states that the members of the Land Trust should have been contacted because it was a frontal assault on their integrity. Mr. Archer asks if anyone was present from the Land Trust this evening.

Council President Santucci states that Barbara Rich, Land Trust Chair was present this evening.

Mr. Archer also states that the purpose of the meeting was not to attack people, however, the Land Trust member's integrity was attacked.

Katie Law, Town resident, speaks of the Booker Property and its importance to the Town's history. Ms. Law gives the historical background of the Captain Elisha Steere home. Ms. Law also explains about the importance of farming in the past and present. Ms. Law states that Mr. Jeffrey Booker invested a great deal of money to restore the home to its original history. Ms. Law explains that Mr. Booker was not invited to attend any meeting, while his name was being slandered. Ms. Law also states that Mr. Booker donated ten (10) years of his time to serving on the Land Trust Commission.

Alfred Costantino, Town resident, hands out two (2) copies of a report submitted this evening and addresses two (2) items. Mr. Costantino refers to Council President Santucci's statement at the onset of the meeting referring to the public speaking during public hearings only. Mr. Costantino refers to section 8 of the Town Council Rules of Procedure, explaining that people can speak during two forums, (an agenda item and Public Comment). Mr. Costantino states that he Town Council is not abiding by the Town Council Rules of Procedure. Mr. Costantino asks Council President Santucci to be placed on a Closed Session agenda before the Town Council.

Council President Santucci will take this under advisement.

Town Solicitor Buckley explains to Mr. Costantino that he contact Town Manager Rossi to be placed on a Closed Session agenda.

Joseph O'Connor, Town resident, states that he will be reading a letter that he wrote to the editor of the Valley Breeze/Observer on October 5, 2017, which references the October 3, 2017 Town Council meeting. The Valley Breeze editor chose not to publish it, so he will read it publicly this evening. Mr. O'Connor states the he is objection to the restrictions placed on limiting the time to speak during Public Comment.

XIII. Announce any closed session votes required to be disclosed pursuant to RI General Laws, Sec. 42-46-4.

Motion is made by Council Vice-President LaGreca, seconded by Council member Lawton, that the Smithfield Town Council hereby rescinds the authorization given on May 2, 2017 to the Smithfield Land Trust for the purchase of a Conservation Easement on the sixteen (16) acres of land. **Motion is approved by a unanimous 5/0 vote.**

XIV. Adjournment.

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

Meeting adjourns at 9:45 P.M.

Carol A. Aquilante, OMC

Town Clerk

Proposed Motion:

That the Smithfield Town Council hereby authorizes the submission of the 2018 RI DEM Recreation, Acquisition & Development grant for a multi-purpose field at Deerfield Park.



Town of Smithfield

64 FARNUM PIKE

PLANNING DEPARTMENT

Telephone (401) 233-1017

Fax (401) 233-1091

November 2, 2017

TO: Smithfield Town Council

FROM: Michael Phillips, Director of Planning & Economic Development

RE: RIDEM Grant Application for Deerfield Park Multi-purpose Field & Public Hearing

Attached is a draft of the 2018 Recreation Acquisition and Development Grant application. The proposed project we are seeking funding for involves the area north of the tennis/basketball courts in Deerfield Park. This informal field area has been used for tee-ball games, soccer practice for younger age groups and lacrosse practice for a number of years. The surface is rough and the turf is not in good condition.

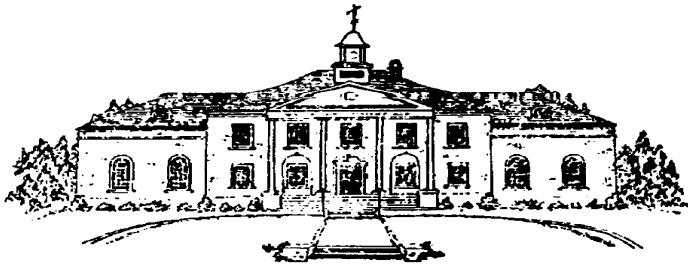
Improvements to this area would allow for more intensive use of an area that has already prepared for play fields and would fulfill the goal of providing a multi-use area that could be used by all the leagues that currently use Deerfield Park.

Improvements required to achieve this would include providing irrigation to the area, construction of a backstop, improvements to the play surface, minor grading, re-loam and re-seeding. Additional improvements would include the addition of eyebrow parking along the roadway and/or the expansion of the Little League parking lot or parking adjacent to the tennis courts adjacent to this area.

The estimated cost of the project is \$340,000. We are requesting approximately \$266,000 from the State and will contribute in-kind services and cash of approximately \$73,000. The match will include \$20,000 cash and \$53,440 worth of in-kind services which will include land clearing, site prep, soil erosion, bituminous walkway construction and landscape plantings.

There is a public participation component to the grant that requires the municipality to conduct at least one public hearing to solicit input from the community.

As resolution authorizing the Town Manager to submit the application is enclosed.



Town of Smithfield

64 FARNUM PIKE
SMITHFIELD, RHODE ISLAND 02917
TELEPHONE (401) 233-1010 FAX (401) 233-1080

THE TOWN OF SMITHFIELD STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS RESOLUTION OF THE TOWN COUNCIL

WHEREAS: funding is available under the Rhode Island Recreation Acquisition and Development Grants program, administered by the Department of Environmental Management, Division of Planning and Development; and

WHEREAS: the Governor of the State of Rhode Island has authorized the Director of said department to provide funding equal to 80% of the costs to develop or renovate recreation facilities; and

WHEREAS: that a funding application in the amount of \$340,000 has been prepared by the Planning Department for the development of multi-purpose field area and associated parking at Deerfield Park; and

WHEREAS: the Town of Smithfield will provide \$64,000 in matching funds and in-kind services for the proposed improvements.

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD:

That Randy R. Rossi, is hereby authorized and directed to file a Recreation Acquisition and Development grant application to fund improvements at Deerfield Park with the Office of Planning and Development, to provide any additional information or documents required by said office, to make any assurances required in connection with this program, to execute an agreement with the State of Rhode Island and to otherwise act as the representative of the Town of Smithfield in all matters relating to this application and any award which may be based upon this application.

Passed as a Resolution of the Smithfield Town Council this 7th day of November, 2017.

In witness whereof I have hereunto
Set my hand and affixed the official
Seal of the Town of Smithfield this
7th Day of November 2017.

by the Smithfield Town Council

Carol Aquilante, Town Clerk

Paul Santucci, President
Smithfield Town Council



Recreation Acquisition & Development Grant Program 2018 Grant Application

Please see the 2018 Grant Instructions Sheet and enter the information in the spaces provided:

1. **Municipality:** Smithfield
2. **Project Name:** Deerfield Park – Multi-purpose Field
3. **Address of property to be developed or acquired:** 1 William Hawkins Trail
4. **Map and Lot:** Plat 44, Lot 33
5. **Grant Category** Check one below:
 - Small Recreation Development Projects up to \$100,000 (20% match)
 - Large Recreation Development Projects \$100,001 to \$300,000 (20% match)
 - Recreation Acquisition Projects up to \$300,000 (50% match)
For acquisition projects, has a separate application for an associated recreation development project been submitted? Yes No
6. **Grant Amount Requested:** \$320,000
7. **Does the Municipality own the property?** Yes No
If proposed acquisition, list current owner: [Click here to enter text.](#)
8. **Authorized Government Official Name & Email:** Randy R. Rossi, rrossi@smithfieldri.com
9. **Name of Contact:** Michael Phillips, Town Planner
10. **Email of Contact:** mphilips@smithfieldri.com
11. **Telephone: of Contact:** 401-233-1017
12. **Address of Contact:** 64 Farnum Pike
13. **Municipal FEIN #:** 05-6000512
14. **Target Dates:** **Start Date:** Fall 2018 **Finish Date:** Spring 2019

15. Project Description (*Please be concise and limit to one half page*):

With this application, the Town is seeking funds to construct a multi-purpose field in the northern part of the park adjacent to the basketball/tennis courts. A portion of this area of the park was cleared, graded and prepared for use as an informal practice field area in 2007. The expanded area would be designed to accommodate lacrosse, football, soccer and Tee-ball games and practices. A 30-car expansion of an existing parking lot that serves the basketball/court area is also proposed. A bituminous walking path is proposed to connect the expanded parking lot to the proposed new field area. Town personnel and materials will be employed for land clearing and site preparation

The Town of Smithfield is requesting RIDEM Recreation Development Grant (RDG) funding to develop a multi-purpose field area within Deerfield Park. Deerfield Park is a 94 acre multi-function recreational facility in Census Tract 127.1 of the Town of Smithfield. The Town received RIDEM Recreation Development Grant funding in 1991 to acquire the property and develop Phase I improvements. The Town received additional RDG funding to complete certain Phase II improvements. The last of these improvements, completed in 2007-08, included a regulation little league field, toilet facilities, parking and associated drainage and utility work.

With this application, the Town is seeking funds to construct a multi-purpose field in the northern part of the park adjacent to the basketball/tennis courts. A portion of this area of the park was cleared graded and prepared for use as an informal practice field area in 2007. The poor quality of the loam used to finish the area and lack of irrigation resulted in a poor play surface and consequently, the area is used infrequently. Clearing and grading of an additional area about one-half acre in area is proposed to the north and west of the existing leveled area. The expanded field area is designed to accommodate lacross, football, soccer and Tee-ball games and practices.

When regional tournaments are held at the park or, when multiple events are held at the same time, parking spaces are at a premium. Consequently, any expansion of field space in the park must also include an expansion of parking as well. Accordingly, a 30-car expansion of an existing parking lot that serves the basketball/court area is proposed. A bituminous walking path is proposed to connect the expanded parking lot to the proposed new field area. Town personnel and materials will be employed for land clearing and site preparation.

Town personnel and materials will be employed for land clearing, and some site preparation.

16. For all Recreation Development projects, list the new facilities that will be developed and/or the existing facilities that will be renovated. Expand the table as needed.

	Proposed Scope of Work (Include number of items, square footage, dimensions, etc.)	New facility or existing facility to be renovated?	Timeline (Start & Finish)
1	Construction of 2.3 acre Multi-purpose Field	.57 Acres of New Field- 1.73 Acres of renovated field	6 Months
2	30 Car Parking Lot Expansion	Expansion of Existing Lot	2 Months
3	T-Ball Backstop	New	
4	Walking path – 190'	Extension of Existing Path	1 Months
5	Evergreen Buffer Plantings – (38) Street Trees – (10)	New	1 Months
6	Irrigation system	New	2 Months
7	Retaining walls	New	2 Months

17. For Recreation Acquisition projects, please provide the following information:

- **Acreage to be acquired:** Click here to enter text.
- **Assessed value of land:** Click here to enter text.
- **Date of Assessment:** Click here to enter text.
- **Appraised value (if known):** Click here to enter text.
- **Source and date of appraisal:** Click here to enter text.
- **Current owner of property:** Click here to enter text.
- **Is the land currently for sale?** Yes No
 - o If, yes, what is the asking price? Click here to enter text.
 - o If no, is there a willing seller? Yes No

18. Estimate of project costs and funding sources (*Modify the table as needed*):

DESCRIPTION	ESTIMATED COSTS	PROPOSED FUNDING SOURCES			
		DEM Recreation Grant	Local Appropriation	Local In-Kind Services & Equipment	Other Funding (Specify):
Acquisition Costs:					
<i>Land acquisition costs</i>					
<i>Overhead costs (ex. fees for appraisal, survey, title search & insurance)</i>					
Development Costs: <i>(Itemized below)</i>					
<i>Planning, Coordination & Outreach</i>					
<i>Architectural & Engineering Design</i>	\$20,000		\$20,000		
<i>Permit Plan Preparation and Fees</i>					
<i>Site Preparation (Surveys, Mobilization/Demob, Demolition & Removal)</i>	\$36,000	\$3,400		\$32,625	
<i>Development Construction (Cost of equipment, materials and installation)</i>	\$180,000	\$173,900		\$6,100	
<i>Landscaping Design & Installation</i>	\$102,000			\$14,715	
<i>Signage</i>					
<i>Other Costs (Specify):</i>					
Survey	\$2,000	\$2,000			
Totals	\$340,000	\$266,560	\$20,000	\$53,440	
	<i>Minimum Match Required for DEM Grant*</i>	\$68,000			
	<i>Total Proposed Match from Non-Grant Funding Sources Above</i>	\$73,483			

*Minimum Match Required = 50% for acquisitions and 20% for developments (grant amount ÷ .8 – grant amount)

19. **Public Participation (See Grant Instruction Sheet):**

All projects shall require public notice and at least one (1) public hearing or meeting held not more than 120 days prior to the grant submission:

- Enter date(s) of public meeting or hearing: 11/07/17
- Is a copy of the agenda and meeting/hearing minutes attached? Yes No

20. **City/Town Authorization to submit application (See Grant Instruction Sheet):**

- Enter date(s) of City/Town council meeting approving submission of this application:
November 07, 2017
- Is a copy of a resolution or meeting minutes approving the submission of this application attached? Yes No

21. **Fees:**

Are fees currently charged or proposed for this facility? Yes No

If yes, is a copy of the fee schedule attached? Yes No

22. **Permit Requirements:**

Please list all anticipated state permits required for the project and their application status (ex. date to be submitted/date submitted, file #, pending/approved, etc.):

The project is adjacent to an isolated 1.2 acre fresh water wetland. All proposed work would be outside of RIDEM jurisdictional wetlands and we believe that wetland permit would not be required .

23. **Signature:**

By checking the box below, the person filling out this application certifies that he or she is authorized to sign this application on behalf of the applicant/municipality and, if awarded a grant, the municipality will comply with the following program requirements:

- Diligently manage and execute the grant to complete the project to the specifications described in this application within the project period and budget;
- Operate and properly maintain all public-use facilities developed pursuant to the project;
- Not discriminate in the availability and usage of any public facilities developed pursuant to the project;
- Certify that the project land area be permanently restricted to outdoor recreational use.

Name and Title: Randy R. Rossi, Town Manager

Date:

PRIORITY RATING SYSTEM QUESTIONS:

- The following Sections are required for the "Large" Recreation Development and Acquisition Categories but not required for the "Small" Recreation Development Category.

- **Please be concise and stay within the space provided. If you are referencing reports and documents that are available on the internet, provide links to access them instead of copying the full report in the application or as an attachment.**

SECTION A - PLANNING CONSISTENCY - 25 Points Available

1. Local Planning Consistency: (10 Points)

The proposal satisfies priority needs documented in the Community Comprehensive Land Use Plan and conforms to the plan's acquisition and development schedule for project priority, timeline and cost. Identify the neighborhood or community needs for this project by citing references from the local plan and provide links to appropriate web resources.

The following goal, policy and actions of the Smithfield Comprehensive Community Plan (Certified by the State on October 3, 2017) support this project:

GOAL RC-2 ENSURE THAT THE RECREATIONAL NEEDS OF ALL SMITHFIELD RESIDENTS ARE WELL MET A

Policy RC-2.1 Ensure that recreational opportunities and facilities keep pace with community growth.

Action RC-2.1d Take advantage of grant opportunities available for funding new recreational facilities at Deerfield Park, Whipple Field and Willow Field including a multi-purpose field, Little League and softball fields with associated parking and other amenities.

The following is an excerpt from the Recreation, Conservation & Open Space element of the Smithfield Comprehensive Community Plan (Locally adopted May 3, 2016) regarding future recreation needs.

“Although the recreation inventory indicates a number of recreation options for Smithfield residents, the demand for certain types of active recreational space continues to be high, particularly soccer, softball/baseball and lacrosse fields which are some of the more popular youth sports in the community. Public use of recreation facilities has resulted in the need for additional recreational space and expanded facilities. The limited capacity of some recreation facilities needs to be addressed to absorb growth-induced demands. The need for facility expansion and development will continue as residential growth increases and the Town continues towards a full build-out. Impact fees and other growth management tools provide a mechanism to assess population growth on community services and maintain the provision of adequate services.

A number of existing recreation facilities, such as Deerfield Park can be expanded and developed further to address this need. In 2013, the Town hired the Gifford Design Group to develop a revised Master Plan for Deerfield Park and to conduct a needs analysis of the existing and proposed athletic fields in Smithfield. This study analyzed the existing Town wide athletic fields for their current use and function. It also evaluated the extent and limitations of these existing fields with respect to the current and projected needs of the Town's Scholastic and Recreational Athletic Programs. An excerpt from the Study follows:

As is typical amongst all Rhode Island communities, the Town of Smithfield struggles to keep up with an increasing need for athletic sport fields. Deficiencies can be found regarding site layout, use and efficiency. The result of these deficiencies is that many of the Town fields are

over-used, and exhibit excessive wear.

This inventory substantiates the determination of previous administrations. That is, the Town's current athletic field deficiencies cannot be met through a redesign of the Town's existing field resources located outside of the Deerfield Park property. Therefore, this study proposes the development of new fields within Deerfield Park to meet these deficiencies. The creation of new field areas in Deerfield Park presents an opportunity to provide the facilities needed by both the Scholastic and Recreational athletic programs, in one of the most densely populated section of Town.

This study concludes that Phase IIA be completed, with an additional little league ball field constructed within the northeast of Deerfield Park. This will allow more games to be scheduled in a centralized location, and give the Little League a "Home Base."

In addition, Phase IIB of Deerfield Park offers an unusual opportunity that's not found in many Rhode Island communities. Specifically, this area is large enough to serve an additional field for flexible use. This field could be for school use, but may provide the opportunity for general town-wide recreational use. Field Sport activities such as Soccer, Lacrosse, and Field Hockey produce the most excessive field wear. Sized to meet the expanse of a lacrosse field, this multi-purpose field will allow the opportunity to give other fields a rest. A rotation schedule may be established between seasons to allow time for turf to recover."

2. State Planning Consistency: (10 Points)

The project satisfies priority needs documented in the State Comprehensive Outdoor Recreation Plan (SCORP), Greenspace and Greenways Plan and any other State Guide Plan elements identified by the RRRP. Points will be awarded based on the number and/or importance of recommended actions supported by the proposal. Cite Plans and References.

The following goals and policies of the State Comprehensive Outdoor Recreation Plan (SCORP) support this project:

Goal 2 Meeting Critical Needs...Improve Recreation Opportunities and Resource Conservation

Rhode Island will improve its system of outdoor recreation facilities and conservation areas to meet the needs of its residents and visitors.

Goal 3 Stewardship and Partnership... Improve Accessibility, Operations and Resource Management

Rhode Island's public and private partners will join as strong stewards of the state's outdoor recreation and open space system and will protect, maintain, and improve its essential features. Demonstrate and promote sustainable design and building concepts in recreation projects.

4-3-1 A Diverse, Balanced System

Policy RCOS - 12 Provide a diverse, balanced system offering quality recreational opportunities that meet user's needs.

4-3-8 Urban and Community Recreation

Policy RCOS – 21 Strengthen and expand community-based recreation facilities and open spaces to meet close to home needs

Policy RCOS – 26 Cooperatively support appropriate levels of funding for the acquisition, development and renovation of the state's open spaces and recreation facilities.

Policy RCOS – 27 Provide sufficient resources for effective operation and maintenance of state and local parks, recreation facilities and conservation areas.

3. Applicant Priority: (5 Points)

The applicant's highest priority application will receive 5 points. Additional applications will receive progressively fewer points.

The multi-purpose field is the #1 priority project under the Large Grant program.

SECTION B - OPERATION AND MAINTENANCE - 10 Points Available

1. Operation & Maintenance Requirement: (5 Points)

Explain the operation and maintenance needs, including budget, equipment and labor for the proposed project. Explain how the municipality will fund the maintenance.

The proposed new fields will be maintained by the Parks & Recreation Department which is now responsible for all recreation activities under the direction of the Department of Public Works. The Parks Department has a field maintenance program that includes weekly mowing, base path and infield upkeep, seasonal fertilization, reseeding and sprinkler system shut down and start-up. The Department has 4 full-time employees dedicated to park maintenance in the spring, summer, and fall and hires 6-7 part-time summer workers devoted to field maintenance. The Parks Department FY 2016 overall budget is \$406,862. As there is only a small increase in the size of the field area proposed, the cost of maintenance will not increase significantly.

2. Maintenance Record: (5 Points)

Explain the municipality's plan and capacity to maintain outdoor recreation facilities in the municipality.

The Parks and Recreation Director oversees the maintenance personnel and coordinates all site preparation work that occurs on the recreation facilities. The Department maintains numerous recreation facilities throughout the Town including the following:

RECREATION AREAS	Service Area/Function	Total Acreage	Planning District/ Census Tract	Facilities
<i>Public Schools</i>				
Smithfield High School	Community	37.1	3/127	Football/soccer field, baseball & softball field practice soccer/football field, Running track four lit tennis courts gymnasium
	Playfield			
Smithfield Jr. High School	Community	27	3/127	Combination baseball/softball/ soccer field
	Playfield			
Winsor Elementary	Neighborhood	1	3/127	Playground, basketball court
	Playground			
Old County Road Elementary	Neighborhood	27	4/126	Playground, basketball court, walking Trail 60' ballfield Playground
	Playground			
LaPerche Elementary	Neighborhood	3	4/126	
	Playground			
McCabe Elementary	Neighborhood	6	3/126	60' ballfield 2 basketball courts Lit playground area
SUBTOTAL		101.1		
<i>Town Recreation Areas</i>				
Whipple Field	Neighborhood	11.8	4/126	Five ballfields (4-60', 1- 90')
	Playfield			Soccer field
Mendes Field	Neighborhood	2	4/126	60' ballfield
	Playfield			
Deerfield Park	Community	98		Little League field, soccer fields, cross-country trail playground, tennis & basketball courts, senior center
Burgess Field	Neighborhood	6	3/127	90' ballfield/soccer field
	Playfield			climbing gym
Willow Field	Neighborhood	12.9	3/127	60' ballfield
SUBTOTAL		142.5*		

SECTION C – BONUS FEATURES – 22 Points Available

1. The project addresses multi-community or regional needs. (3 Points)

Deerfield Park is the Town's primary recreation facility and serves a number of different inter-scholastic sport leagues. State-wide tournaments and meets for soccer, cross-country and other sports are hosted at the park. The increased field space and parking will help accommodate additional visitors to the park many who come from adjacent communities for meets, matches and to visit the memorial sites adjacent to the Senior Center.

**2. The project is part of a multi-phase project with a Master Plan. (3 Points)
(Master Plan must be submitted with the application)**

The Master Plan for Deerfield Park developed in 1991 was updated in 2013 to account for recent development within the park and to account for changes in demand and future need. The subject area in the updated Master Plan is identified as an "Existing Informal Field". This proposal will be implementing work that was begun on Phase II of the Master Plan. Topsoil and fill material taken from this area in 2007 was used to construct the Little League field in Phase II A. Changes in participation rates in certain sports such as lacrosse, and the need to rest fields to avoid overuse suggest that a multi-purpose field is needed. The updated Master Plan is attached.

3. The project will improve the economy of an area. (5 Points) For example, the project spurs job creation, town center redevelopment or development of a facility in an area identified for revitalization in State or community programs.

The project will help sustain construction jobs for the firm that is awarded the contract.

4. The Project includes redevelopment of a Brownfield as defined by DEM Rule and Regulations for the Brownfields Remediation and Economic Development Fund (Section 6) See: www.dem.ri.gov/pubs/regqs/regqs/waste/bbreg15.pdf (5 Points)

N/A

5. Special or Innovative Design Features: (3 Points)

Examples include Low Impact Development (LID) design, recycled materials, water or energy conservation, preservation of an historical feature, landscaping or habitat restoration.

Wetland buffer plantings are proposed along the western border of the field to screen an adjacent forested wetland. Evergreen plantings and retaining walls are also proposed to screen homes adjacent to the expanded field area.

6. Exceptional Features: (3 Points)

The project has special features not noted elsewhere in the application. For example, promotes arts, tourism or special programming.

Click here to enter text.

SECTION D – PROJECT MERIT 50 points available for either an acquisition or development project. Instructions: Complete either Section D1 for Acquisition Grants or Section D2 for Large Development Grants

Section D1: CRITERIA FOR RECREATION ACQUISITION PROJECTS ONLY:

- 1. Project is based on the need and/or demand for parks or other recreational land in the area: (15 Points)**

N/A

- 2. Relationship to Overall System: (10 Points)**
The project adds to existing public or protected land, will close an inholding, or is identified in the Greenspace and Greenways Plan, or another element of the State Guide Plan.

N/A

- 3. Multiple Objectives: (10 Points)**
The project combines recreational use with unique or significant natural, cultural, or historical features.

N/A

- 4. Equity, Service and Accessibility: (15 Points: 5 each for a, b, and c)**
The project will expand recreational opportunities to disadvantaged segments of the population:

- a. The project is located within or provides enhanced service to a low income and/ or minority neighborhood.**

N/A

- b. The project is located in a densely populated neighborhood or a neighborhood identified for revitalization by State or community programs.**

N/A

- c. The project is served by public transportation (within ¼ mile of a bus stop) or is proximate to a bikeway.**

N/A

Section D2: CRITERIA FOR RECREATION DEVELOPMENT PROJECTS ONLY:

1. Project is based on the need and/or demand for the proposed recreational activity in the area: (10 Points)

Project will address need for the type of recreational activity in the area. SCORP and Local Comprehensive Plan identifies areas requiring additional recreation facilities.

A Strategic Plan for Future Field Development was prepared for the Town in 2013, by The Gifford Design Group. This plan identifies opportunities for expansion of playfields at Deerfield Park including the area that is the subject of this application. The Smithfield Youth Soccer Association has over 950 participants between the recreation and the competitive leagues that run during the whole year with the exception of a few weeks in July. Deerfield Park also hosts a number of statewide soccer tournaments. The Smithfield Viking Football and the lacrosse programs each have between 175-200 players and the lacrosse program specifically has been growing rapidly in the last few years to about 450 players. Baseball has 450 players and Cross country has 200 participants.

With the growth of these programs there is increased wear and tear on the existing fields. The leagues that share field space and the Parks Department spend more of their resources on maintaining fields. The addition of another field will allow for recovery time on other fields and result in an overall improvement in the condition of all the fields at the park.

2. Expanded Usage: (10 Points)

The project adds recreational amenities or hours of usage (e.g. additional fields are added to a facility or lights are added so it can be used at night).

The addition of a multi-purpose field adds to the amenities of Deerfield Park which currently has soccer/lacrosse fields, tennis courts, basketball courts and a little league field all of which are in high demand. The proposed multi-purpose field will provide an area for games and practice for the Smithfield Vikings Football and Cheerleading program, Smithfield Youth Soccer program, Northern Rhode Island Lacrosse program and T-Ball. All programs have expressed the need for additional field space to conduct practices and games.

3. Multiple Uses: (5 Points)

The project integrates a variety of recreational opportunities providing activities for a mix of age groups and degrees of physical abilities.

The Town proposes to construct a multi-purpose field that will be designed to accommodate the needs of local youth football, soccer, lacrosse programs and T-Ball. The lacrosse and soccer programs support boys and girls grades K-9 and the Vikings Youth Football program supports boys and girls ages 5-14.

4. Improved User Comfort or Safety: (5 Points)

The project improves user comfort or safety such as the additional of sanitary facilities, fencing to separate recreational activities, benches, shade trees or shelters.

The expansion the parking lot and walking path proposed as part of this project will improve user comfort and safety. Parking is at a premium when there are multiple events occurring at the park. During these busy times cars often park in the shoulder of busy park roadways, leading to unsafe conditions for pedestrians and motorists. The addition of 30 extra parking

spaces and a walking path connecting the parking area to the proposed field will help minimize parking along the roadway and increase user safety Buffer plantings are proposed along the property line of an adjacent residential lot to screen recreation activities as has been done in other areas of the park.

**5. Equity, Service and Accessibility: (20 Points: 5 each for a, b, c, and d)
The project will expand recreational opportunities to disadvantaged segments of the population.**

a. The project is located within or provides enhanced service to neighborhoods in which low income and/or minority residents are over-represented.

N/A

b. The project is located in a densely populated neighborhood or neighborhood identified for revitalization by State or community programs.

Deerfield Park is the community's primary recreational facility and serves the entire population of Smithfield (21,430- 2010 pop.). The park is situated within a dense residential area, and adjacent to similar uses such as the Smithfield YMCA, school recreation facilities and other Town ballfields. There are more than 600 homes within one-quarter mile of the park and 1,700 homes are within three-quarters of a mile. In addition, the park is located in Census Tract 127, which includes Greenville, the most densely populated area of Smithfield.

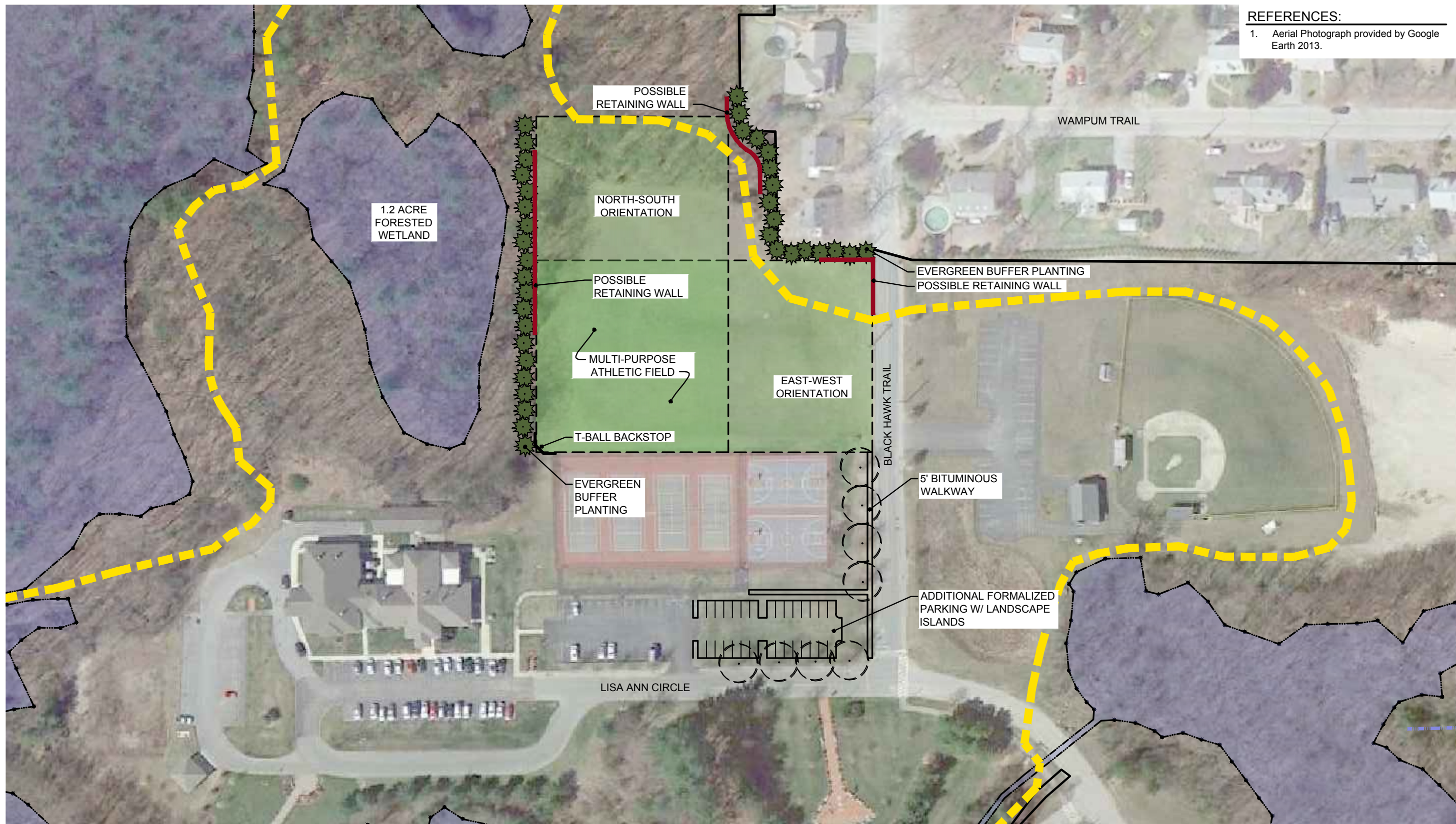
c. The project is served by public transportation (within ¼ mile of a bus stop) or is proximate to a bikeway.

Deerfield Park is approximately ½ mile from Route 44 which is a RIPTA bus route.

d. The project is provides activity or amenity features that expand the recreational opportunities for physically or mentally challenged individuals (such features to be in excess of normally mandated barrier-free accessibility standards).

N/A

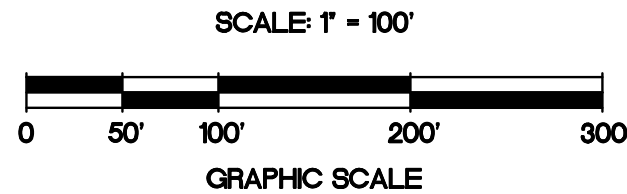
REFERENCES:
1. Aerial Photograph provided by Google Earth 2013.



MULTI-PURPOSE ATHLETIC FIELD

DEERFIELD PARK, SMITHFIELD, RI

NOVEMBER 25, 2013



THE GIFFORD DESIGN GROUP, Inc.
 LANDSCAPE ARCHITECTURE
 ENVIRONMENTAL PLANNING
 4086 MENDON ROAD, CUMBERLAND, RHODE ISLAND 02864
 PHONE (401) 671-6386 FAX (401) 671-6466



Memorandum

November 15, 2017

TO: Smithfield Town Council
FROM: Thomas J. Tullie, Ice Rink Manager
SUBJECT: COUNCIL AGENDA ITEM COVER SHEET

SUBJECT:

Award of the Administrative Office's Gable & Entryway Roofs Replacement Project at the Smithfield Municipal Ice Rink.

BACKGROUND:

The Administrative Office's Gable & Entryway Roofs Replacement Project RFP was approved at the November 7th Town Council Meeting. The detailed project terms and requirements were advertised and sealed proposals were accepted by the Office of the Finance Director until 10:00am on Tuesday, November 14, 2017. As a result of the qualified bid process the Smithfield Municipal Ice Rink has selected ADS Construction, Inc. to complete this project at a cost of \$17,000.00. This is a Capital Improvement Project, which has been approved in the Fiscal Year 2017-18 Budget Process.

FINANCIAL IMPACT:

The funds for this project will come from the Ice Rink Operating Fund.

ATTACHMENTS:

Administrative Office's Gable & Entryway Roof Replacement RFP Terms & Requirements and Bid Tab.

MOTION:

MOVED, the Smithfield Town Council awards the Ice Rink Administrative Office's Gable & Entryway Roofs Replacement Project to ADS Construction, Inc. at the qualified bid price of \$17,000.00 - the project funds to come from the Ice Rink Operating Fund.

TOWN OF SMITHFIELD
State of Rhode Island
Terms and Requirements for Request for Proposal

Item Description: Ice Rink Administrative Office's Gable & Entryway Roof Replacement

Date and Time to be OPENED: Tuesday, November 14, 2017 at 10:00 AM

Proposals may be submitted up to **10:00 AM** on the above meeting date at the **Office of the Town Finance Director**, 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 **Finance Director**, 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
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).
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 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

CONSTRUCTION AND SERVICE PROPOSAL TERMS

1. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the Town Manager or his designee.
2. Awards will be made within sixty (60) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.
4. Only one shipping charge will be applied in the event of partial deliveries for blanket purchases or term contracts.
5. The successful responder shall, prior to commencing performance under the contract, attach and submit evidence that they have complied with the provisions of the Rhode Island Worker's Compensation Act Title 28, Section 1, et seq (R.I.G.L.). If the successful responder is exempt from compliance under the Worker's Compensation Act, an officer of the successful responder shall so state by way of sworn Affidavit which shall accompany the signed contract.
6. The successful responder shall, prior to commencing performance under the contract, attach and submit a certificate of insurance, in a form satisfactory to the Town by which the successful responder will indemnify and hold harmless the Town during the term of the contract from claims for personal injury or damages to property sustained by third person, or their agents, servants and/or claimed under them.

TOWN OF SMITHFIELD
State of Rhode Island

A. BACKGROUND

The Town of Smithfield is seeking proposals for the Replacement of the Administrative Office's Gable and Entryway Roofs at the Smithfield Municipal Ice Rink.

B. SPECIFICATIONS

1. Obtain a building permit from local jurisdiction. All work to conform to State of Rhode Island Building Code SBC-1 (2013).
2. Furnish and install appropriate safety equipment as per OSHA Construction Industry Regulations. Provide protection for existing structure in immediate vicinity of work area.
3. Remove existing shingle roof down to wood deck and dispose of all debris.
4. Renail existing plywood sheathing to rafters with 8d ring shank nails (approx. 6" on center in field and 4" on center on edge).
5. Self-adhering ice and water shield to be furnished and installed a minimum 36" at eaves and rakes.
6. Furnish and install Certainteed Diamond Deck synthetic underlayment over areas of exposed wood decking.
7. Furnish and install 8" aluminum drip edge along all eaves and gable/rakes fastened at a maximum 12" on center with a 2" minimum overlap.
8. Furnish and install Certainteed SwiftStart starter shingles at all eaves and gable/rakes per manufacturer's specifications.
9. Furnish and install forty (40) year Certainteed Landmark fiberglass roof shingles, storm nailed (6 nails per shingle) in accordance with R.I. Building Code, owner to choose shingle color.
10. Furnish and install new 1" x 6" AZEK fascia board at mansard/main roof intersection.
11. Furnish and install new flashings on all roof penetrations.
12. Furnish and install new counterflashing under existing counterflashing at main roof/wall intersection.
13. Furnish and install .032 ga. (minimum) fascia and soffit cladding over existing fascia and soffit. Owner to choose color.

TOWN OF SMITHFIELD
State of Rhode Island

14. Furnish standard forty (40) year Certainteed shingle warranty including Sure-Start Plus 4 Star coverage and an enhanced wind speed warranty by Certainteed. Furnish a standard five (5) year workmanship warranty by contractor.

15. All labor and materials are to be included.

16. Provide a square foot cost for the removal, disposal, and replacement of existing deteriorated plywood sheathing, if necessary.

17. Provide cost to install gutters and downspouts, if necessary.

Note: This project is subject to prevailing wage and certified payroll will be required. Ice Rink to provide any necessary mechanical lifts for the project. Exclusions: R.I. Sales Tax.

C. REQUIREMENTS

1. Insurance – Contractor is required to provide evidence of auto liability, general liability and workers' compensation coverage.
2. Have sufficient manpower to complete the project in a timely manner.
3. **Provide a list of at least three (3) client references. Including contact name, phone and type of services provided.**
4. No allowance shall subsequently be made on behalf of the successful responder by reason of any error or neglect on his or her part.
5. Responders must guarantee that the services can be provided within the time specified by the Town.
6. In the case of proposing equivalent or better products bidders must furnish sufficient descriptive literature with their bids to show that the product offered meets applicable specifications. Products which do not, in the opinion of the Town, meet the specified requirements will not be accepted.
7. Submitted proposals which do not, in the opinion of the Town, meet the specified requirements will not be accepted.

D. INQUIRIES

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

Thomas J. Tullie, MBA
Ice Rink Manager
109 Pleasant View Avenue
Smithfield, RI 02917
(401) 233-1051 ext. 0
icerink@smithfieldri.com

E. PROPOSAL

To include the following:

1. An outline of the services provided by the agency and company representatives.
2. A brief general statement describing your agency and its ability to provide the indicated services, including the total number of staff, support and profession employees.
3. Background information regarding the specific individuals who will be responsible for servicing this account from your agency.
4. List at least three (3) references of other clients that you service that are non-profit organizations, include the name and telephone number of a person to contact.
5. List any past experience providing services to the Town.

F. COST PROPOSAL

The cost proposal should include the following information:

1. The responder shall submit Attachment "A" filled out completely.
2. The cost proposal should contain all pricing information relative to performing the services as described in this specification.
3. The pricing shall remain until the completion of the project.

G. EVALUATION CRITERIA:

- An evaluation committee will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed below. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the Town.
- Proposal will be evaluated on the following:

		Score
1.	Company Information and Years in Business	10
2.	Required documents stated in RFP	20
3.	Past Experience with the Town and References	25
4.	Business Location in Town	10
5.	Pricing	35
	Grand Total	100

H. FINAL SELECTION

- The Smithfield Town Council will select a firm based upon the recommendation submitted by the evaluation committee. Following the notification of the firm selected, it is expected a contract will be executed between the parties.
- A firm's submission of a proposal indicates acceptance of the conditions contained in this Proposal Specification, pages 1 through 8, including but without limitation the Notice to Vendors and the Construction and Service Proposal Terms, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Smithfield and the firm selected.

ATTACHMENT A
TOWN OF SMITHFIELD
COST PROPOSAL FORM

Item Description: **Ice Rink Administrative Office's Gable & Entryway Roof Replacement**
Date and Time to be **OPENED: Tuesday, November 14, 2017 at 10:00 AM**

VENDOR NAME:	
VENDOR ADDRESS:	
CITY, STATE, ZIP:	
Soc. Sec. # or Fed. ID #	

BID (Includes all Materials, Labor and Equipment):

\$ _____
(In numerals)

(In words)

PHONE _____ FAX _____

EMAIL _____

CONTACT PERSON NAME TITLE

CONTACT PERSON SIGNATURE



Submitted by: Purchasing Agent
Prepared by: Carolyn A. Dorazio
(401) 233-1000 Ext. 138

TOWN OF SMITHFIELD

BID TAB

Smithfield Ice Rink Administrative Office's Gable & Entryway Roof Replacement

BID OPENING: November 14, 2017 @ 10:00AM

		Bid Amount
Furey Roofing and Construction Co., Inc.	85 Cypress Street Warwick, RI 02888	\$19,750.00
ADS Construction, Inc.	300 Wampanoag Trail East Providence, RI 02915	\$17,000.00

REFERRED TO THE ICE RINK DIRECTOR FOR EVALUATION, AND FUTURE RECOMMENDATION WILL
BE FORWARDED TO THE TOWN COUNCIL FOR APPROVAL.