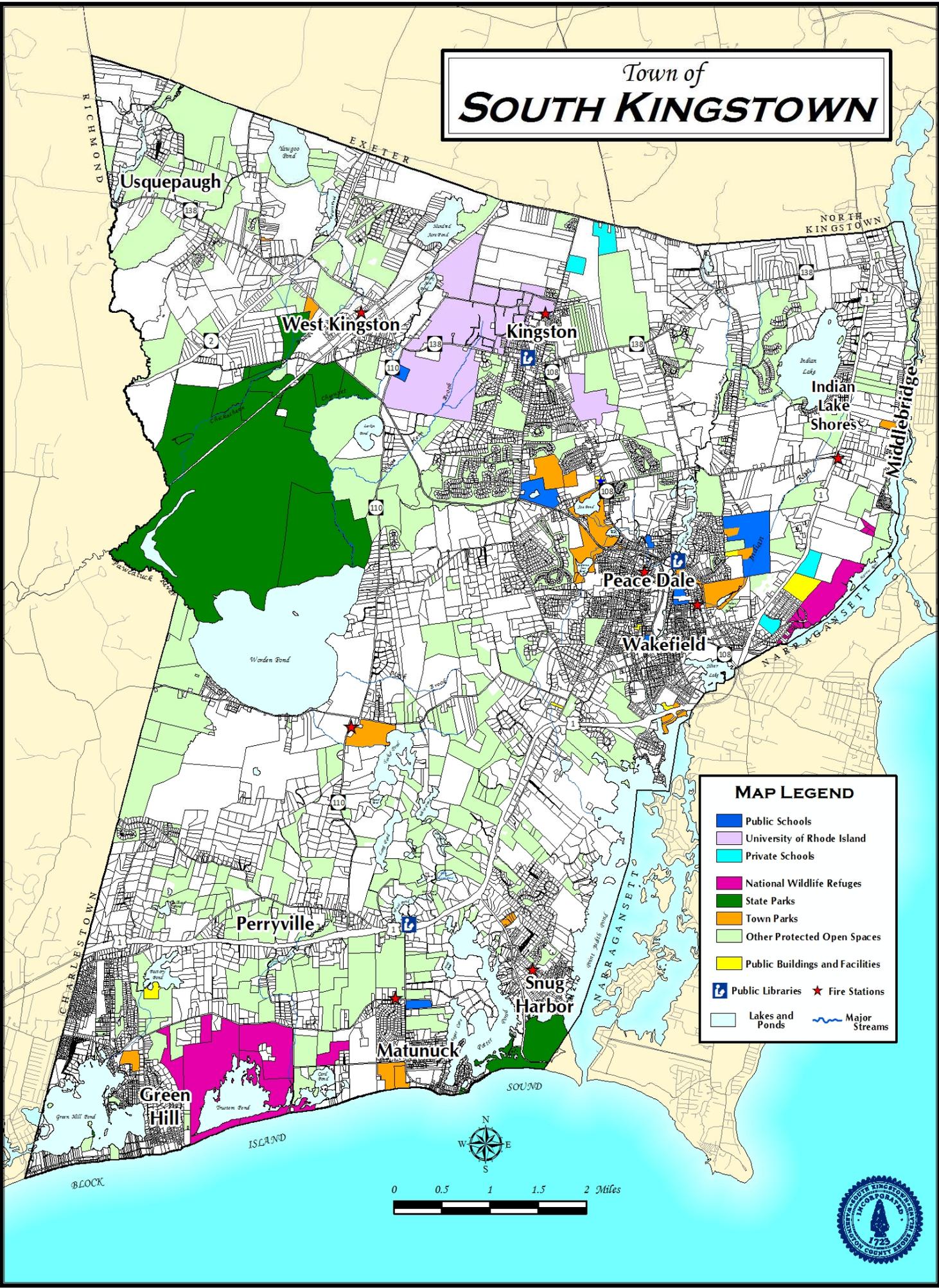




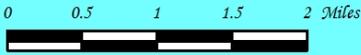
Town of South Kingstown
2013-2014 Annual Report of Municipal Services

Town of ***SOUTH KINGSTOWN***



MAP LEGEND

- Public Schools
- University of Rhode Island
- Private Schools
- National Wildlife Refuges
- State Parks
- Town Parks
- Other Protected Open Spaces
- Public Buildings and Facilities
- Public Libraries
- Lakes and Ponds
- Fire Stations
- Major Streams





Town of South Kingstown, Rhode Island

OFFICE OF TOWN MANAGER

180 High Street
Wakefield, RI 02879
Tel. 401-789-9331
Fax. 401-789-5280

salfred@southkingstownri.com

STEPHEN A. ALFRED
TOWN MANAGER

September 30, 2014

Honorable Town Council Members:

The enclosed *Town of South Kingstown FY 2013-2014 Annual Report of Municipal Services* provides detailed information accompanied by visual images of the local government services and programs delivered to the community during the most recently completed fiscal year.

This report presents a summary of municipal policy and planning directives that the Town has pursued, administrative improvements that have been implemented, and an outline of initiatives designed to address the community's ongoing fiscal and service oriented challenges. Secondly, the report also provides a look at the level of services measured in quantitative terms that have been provided by our operating departments, inclusive of budgetary adjustments. Finally, in addition to prior year accomplishments, departmental goals are included that will direct the FY 2014-2015 administrative work plan.

I trust that this year's Annual Report will inform the Town Council about the scope of activities and accomplishments that the Town has achieved and the important policy and administrative issues and capital projects that the Town will address during the current fiscal year. Preparation of this report requires a team effort and I would like to acknowledge each of our Town departments for their individual assistance. In particular, however, I would like to thank Colleen Camp, Executive Assistant, for her contribution in the development of this document.

Sincerely,

Stephen A. Alfred
Town Manager

TOWN OF SOUTH KINGSTOWN, RHODE ISLAND



THE HONORABLE TOWN COUNCIL

ELLA M. WHALEY, PRESIDENT
CAROL HAGAN McENTEE, VICE-PRESIDENT
PAUL DONNELLY
MARGARET M. HEALY
JAMES W. O'NEILL

STEPHEN A. ALFRED
TOWN MANAGER

www.southkingstownri.com

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TOWN COUNCIL

The South Kingstown Town Council consists of five members elected at large in even-numbered years in November. The Town Council meets regularly on the second and fourth Monday of each month at 7:30 pm in the Council Chambers, Town Hall, 180 High Street, Wakefield, RI. All meetings are open to the public, except as provided in the State Open Meetings law. Notices of meetings are posted on the Town's website at www.southkingstownri.com, the Town Hall, the Peace Dale Library, and the RI Secretary of State's website at www.sos.ri.gov.



Town Council 2012-2014 Term

From left to right: Council members Paul Donnelly, Vice-President Carol Hagan McEntee, President Ella M. Whaley, James W. O'Neil, Margaret M. Healy

Regular Sessions are videotaped for broadcast on public access television, via Cox cable channel 17 and Verizon Fios channel 28, on the Tuesday following the meeting at 7:30pm and also the following day, Wednesday, at 12 noon. Since January 2010, the Town Council meetings are video-streamed live and on-demand via the internet as part of "[ClerkBase](http://www.clerkbase.com)" the Town's meeting management system which can be accessed under Quick Links on the Town's website (www.southkingstownri.com). In addition, the agendas and back-up materials are linked to each agenda item when the agenda is posted to the Town's website. Most work sessions, including budget sessions, are also video streamed live and then available on demand, as well as recorded and aired on public access television within a few days of the meeting. The viewing schedule is available on the public access channels and on the Town's website.

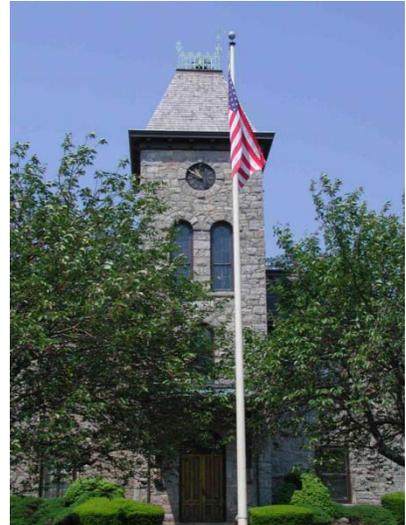
The Town Council can be reached via the Office of the Town Manager, Town Hall, 180 High Street, Wakefield, RI 02879; (401) 789-9331 ext. 1201; or email at towncouncil@southkingstownri.com.

OFFICE OF THE TOWN MANAGER

MISSION STATEMENT

The Office of the Town Manager provides general administrative management, policy direction and oversight of municipal operations. To fulfill this primary function, the Office performs the following services:

- Advise the Town Council on municipal policy and programs affecting the community.
- Direct and coordinate the activities and work programs of Town departments.
- Interact with federal and state agencies and other local governments and agencies.
- Conduct short and long-range financial planning including preparation of the annual operating budget and the six-year capital improvement program.
- Administer the personnel program and manage labor relations.
- Perform special studies and issue analyses and evaluations as needed to promote informed decision-making.
- Review and oversee the submission and administration of federal, state and foundation grants.
- Monitor proposed state legislation and represent the local government interests.
- Provide general management oversight of major Town construction projects.



Budget FY 2014-2015

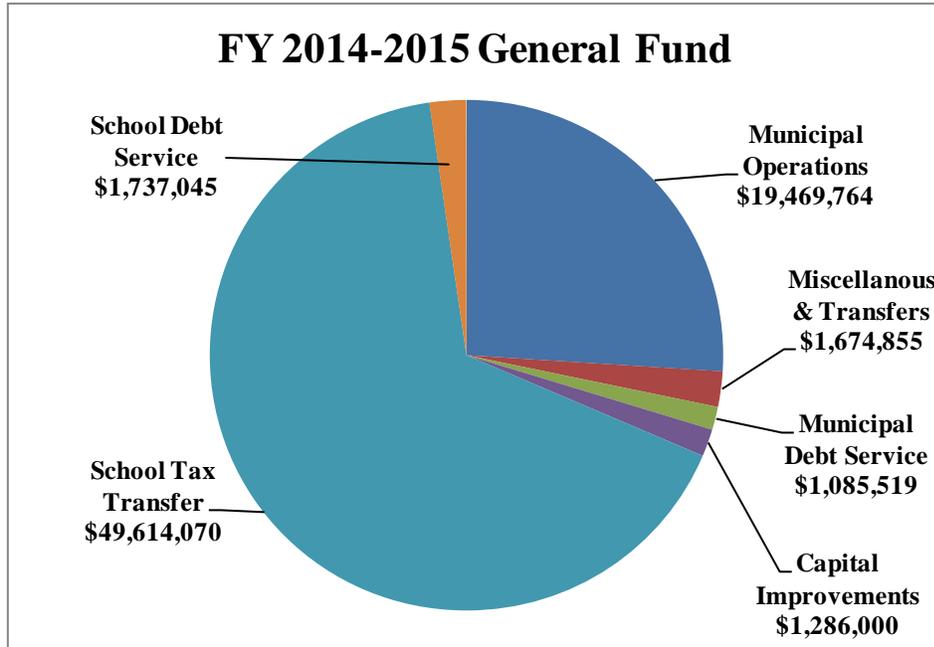
The final budget for the 2014-2015 fiscal year in the amount of \$74,867,254 was adopted by the Town Council in a regular session held April 28, 2014 representing an increase of \$671,914 over the prior fiscal year restated budget. Funding is allocated in the amount of \$23,516,139 (31.4%) for municipal services and \$51,351,115 (68.6%) for school programs and school related debt service. The School Department receives additional revenues from the State and miscellaneous sources in the amount of \$8,988,403 with the School's total budget comprising nearly (70%) of the Town's combined General Fund and School Fund Budget totaling \$83,855,657.

Appropriations for municipal operating programs and services equal \$21,144,620, an increase of \$532,994 (2.6%) over FY 2013-2014. Outlays for capital projects require expending \$1,286,000, and \$1,085,519 will be needed to meet municipal debt service requirements.

The approved budget includes a property tax transfer for school operations in the amount of \$49,614,070 representing an increase of \$482,628 (0.98%) over FY 2013-2014. Spending for school-related debt service will require \$1,737,045, which is \$378,534 less than the 2013-2014 fiscal year funding level.

Budget Distribution

The chart below illustrates the FY 2014-2015 General Fund Program by major function:



In 2006, the State passed legislation setting limitations on the growth of municipal property tax levies. The new requirements placed restrictions on tax levy growth beginning in FY 2007-2008 at 5.5% and continuing to annually reduce tax levy increases by one half of one percent until the “tax cap” reached a 4% limit in FY 2012-2013. The tax levy approved in the 2014-2015 fiscal year will grow by 0.78% or \$525,524, as noted below:

Compliance with State Property Tax Cap	Adopted FY 2013-2014 Tax Levy	Maximum FY 2014-2015 Tax Levy	Proposed FY 2014-2015 Tax Levy	Amount Below Statutory Tax Cap
Property Tax Levy	\$67,082,117	\$69,765,402	\$67,607,641	(\$2,157,761)
Increase in Levy	682,335	2,683,285	525,524	
Percent Increase	1.03%	4.00%	0.78%	
Property Tax Rate	\$15.47	\$16.00	\$15.48	(\$0.52)

A significant change in the State’s enacted budget in FY 2011 included a restructuring of the motor vehicle tax reimbursement program to all cities and towns. For FY 2015, the enacted State budget remains consistent with FY 2014 in requiring a vehicle assessment reduction of \$500 per vehicle and provides the enabling authority for a community to increase the exemption up to \$6,000 per vehicle, without State reimbursement of any lost property tax other than the exempted value of \$500 per vehicle. The enacted State budget for FY 2015 provides a reimbursement of approximately \$146,786 in excise taxes that are removed from the tax roll as a result of the State mandated value reduction.

Real Estate and Personal Property Tax Roll

The average assessment of a single family dwelling in FY 2014-2015 is \$330,628 with a corresponding real estate property tax of \$5,119. This reflects a \$31 or 0.61% increase in the property tax levy over the prior year's average assessment of \$328,887.

The tax levy fluctuations during the ten (10) year period from FY 2004-2005 to FY 2014-2015 varied from a high of a 5.06% increase to a low of a 3.88% decrease in FY 2010-2011 when the motor vehicle exemption was reduced from \$6,000 to \$500 per vehicle. The average percentage increase during this same period amounted to 1.91% per year, as reflected in the chart below:

Year	# of Single Households	Median Sale Price ¹	Average Assessment	Tax Levy	\$ Increase	% Increase
FY 2004- 2005	8,477	\$353,750	\$336,825	\$4,237		
FY 2005- 2006	8,586	390,000	339,037	4,452	\$214	5.06%
FY 2006- 2007	8,663	370,000	341,957	4,668	216	4.86%
FY 2007- 2008	8,707	359,500	418,672	4,820	152	3.26%
FY 2008- 2009	8,731	317,000	420,516	5,033	213	4.43%
FY 2009- 2010	8,753	285,000	422,854	5,112	79	1.57%
FY 2010- 2011	8,774	300,000	346,376	4,914	(198)	-3.88%
FY 2011- 2012	8,796	290,000	347,021	5,036	122	2.48%
FY 2012- 2013	8,825	280,000	348,115	5,048	12	0.24%
FY 2013- 2014	8,863	295,000	328,887	5,088	40	0.79%
FY 2014- 2015	8,899	308,500	330,628	5,119	31	0.61%
10 Year Increase	422	(\$45,250)	(\$6,197)	\$882	\$882	1.91%

¹ Source: *Thewarrengroup.com*

The average property tax liability for a household with two motor vehicles is \$5,390.87 in the 2014-2015 fiscal year, up from \$5,362.12 in FY 2013-2014, reflecting a 0.54% increase.

Average Single Family With 2 Vehicles			
	FY 2013-2014	FY 2014-2015	Change
Real Estate Tax Levy	\$5,087.88	\$5,118.72	\$30.84
Motor Vehicle Excise Tax -2 vehicles	274.24	272.15	(2.09)
Average Residential Tax Levy	\$5,362.12	\$5,390.87	\$28.75
Percentage Increase			0.54%

As presented in the chart on the next page, the real estate and tangible property roll increased by approximately \$29 million (0.71%) in taxable property in FY 2014-2015. The motor vehicles excise tax roll increased by approximately \$1.5 million over the prior year. It is noted that the Town continues to provide a \$3,000 tax credit for all vehicles subject to excise taxation.

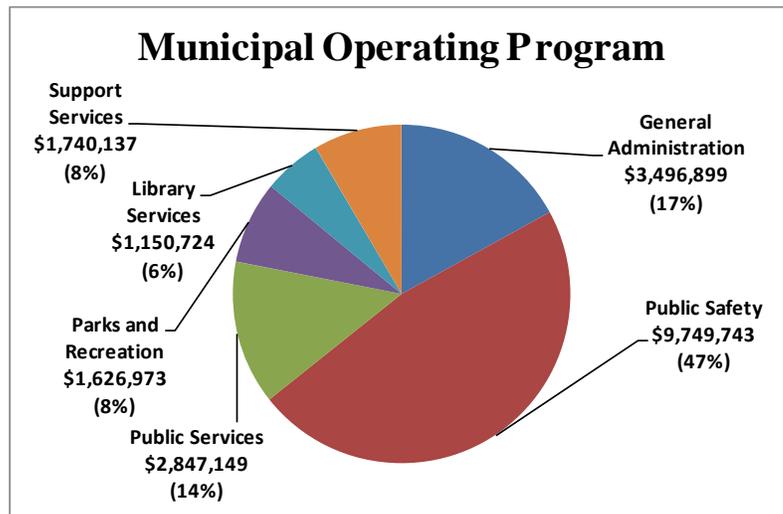
Taxable Property List	2012-2013 Taxable Property	2013-2014 Taxable Property	2014-2015 Taxable Property	Increase (Decrease) From Prior Year
Taxable Land /Buildings Tangible Property	\$4,150,727,192 202,728,309	\$3,946,264,414 174,040,007	\$4,095,876,600 106,473,897	\$149,612,186 (67,566,110)
Total Taxable Property	\$4,353,455,501	\$4,120,304,421	\$4,202,350,497	\$82,046,076
Less Exemptions	(\$9,627,415)	(\$8,839,487)	(\$61,825,014)	(\$52,985,527)
Net Taxable Property	\$4,343,828,086	\$4,111,464,934	\$4,140,525,483	\$29,060,549
Taxable Property Growth - %	0.15%	-5.35%	0.71%	0.71%
Taxable Property Growth - \$	\$6,572,341	(\$232,363,152)	\$29,060,549	
Net Motor Vehicles -Roll	\$182,251,511	\$185,876,659	\$187,325,550	\$1,448,891
Total Taxable Property	\$4,526,079,597	\$4,297,341,593	\$4,327,851,033	\$30,509,440

Highlights of FY 2014-2015 Budget

MUNICIPAL BUDGET

The adopted FY 2014-2015 *municipal operating* budget amounts to \$21,144,620, an increase of \$532,994 or 2.6% more than the prior year. This increase is primarily driven by an anticipated increase of \$315,641 in Municipal Pension Contributions and \$208,454 related to salary increases (2%) for the General Fund's 168 full time employees.

As shown below, the cost of public safety services represents the largest municipal program expenditure, which in FY 2014-2015 will amount to \$9,749,743 consuming 47% of the municipal budget. Public Safety includes police and emergency medical services, dispatch, animal control and shelter programs, harbor patrol, and communications. Public Safety is followed by General Administration at 17%; Public Services at 14%; Support Services and Parks and Recreation at 8% each; and Library Services at 6%.



SHARED SERVICES

As the idea of expanding shared/consolidated services on a state-wide basis continues to be discussed, the Town has been proactive in having already achieved much operational efficiency, while continuing to investigate new opportunities both within and externally to the community. A recent collaboration with the School Department involves the purchase and implementation of a Governmental Financial Management System. This joint effort will afford both the Town and School Department the opportunity to better coordinate financial operations, as well as share a newly filled Information Technology Director position, that will provide support to both School and Municipal operations. Further research on new opportunities for shared service programs continue to be considered in an effort to meet the challenges brought about by reductions in State Aid, static or limited growth in revenues, and an economy that just recently has shown signs of limited growth.

The more established and well known shared service programs involving the Town include:

External

- Bi-town agreement with the Town of Narragansett in coordinating the location and management of Emergency Sheltering Services in South Kingstown during emergency events
- Wastewater Treatment at the Regional Treatment Facility in Narragansett
- Regional Road Striping Program
- Solid Waste and Recycling Services at the Rose Hill Regional Transfer Station
- Nutrition, General Programming and Adult Day Services for Seniors
- Animal Shelter Operations
- Police and Emergency Medical Services (*Mutual Aid*)
- Superfund Landfill Closeout
- Plains Road Use & Maintenance
- Planning Efforts
- Grant Administration

Internal- Joint Initiatives with School Department

- Budget Review
- Other Post Employment Benefit Preparation
- Accounts Payable and Appropriation
- Health Care and Dental Benefit Information
- Athletic Field Maintenance
- Radon Testing
- Information Technology Support
- Bank Reconciliation
- Check Endorsements and Wire Transfers

The Town has taken advantage of consolidation opportunities with outside agencies involving Risk Management with the Rhode Island Interlocal Risk Management Trust, Shared Support of Youth Recreational Leagues and facilities, Electricity Purchasing, Health Care Coverage, Open Space Acquisition, and county-wide programs such as the Washington County Regional Planning Council. The need to maintain and expand shared service relationships will continue to be an ongoing priority of the community in the coming years.

SCHOOL BUDGET

The adopted School Fund for FY 2014-2015 of \$58,602,473 is \$335,000 less than originally requested by the School Committee and \$23,027 less than the adopted FY 2013-2014 budget. Since funding for school programs and facilities (inclusive of School-related debt service) represents 76% of the local property tax levy need, major emphasis is placed on the review of the School Committee's expenditure budget and revenue requirements. Property tax support necessary to fund the School Committee's program for FY 2014-2015 amounts to \$49,614,070, an increase of \$482,628 or 0.98% more than the FY 2013-2014 appropriation of \$49,131,442.

FIVE-YEAR BUDGET TRENDS

Budgeted expenditures for all municipal services, capital projects and debt service have risen an average of \$280,091 or 1.2% annually over the five-year period FY 2009-2010 through FY 2014-2015. Expenditures for municipal *operating* programs have increased an average of \$356,243 (1.78%) annually, while spending for Town *debt service* has decreased by an average of \$52,152 (-4.34%) per year. The *capital budget* has decreased annually by an average of \$24,000 (-1.90%).

TOWN OF SOUTH KINGSTOWN MUNICIPAL BUDGET TRENDS									
Fiscal Year Assessment Date	2009-2010 12/31/2008	2010-2011 12/31/2009	2011-2012 12/31/2010	2012-2013 12/31/2011	2013-2014 12/31/2012	2014-2015 12/31/2013	5 Year Increase	Average Annual Inc.	Percent Increase
General Fund Revenue Statement									
Current Yr Property Taxes	\$63,223,529	\$64,240,096	\$64,857,683	\$65,148,020	\$65,785,386	\$66,600,977	\$3,377,448	\$675,490	1.04%
Prior Year Taxes and Penalty	750,000	845,000	815,000	825,000	890,000	913,500	\$163,500	32,700	3.89%
State Aid	4,139,156	2,190,768	2,348,749	2,394,693	2,376,063	2,513,928	(\$1,625,228)	(\$325,046)	-12.22%
Local Revenue	4,137,522	4,307,389	4,150,618	3,968,699	4,143,891	4,013,849	(\$123,673)	(\$24,735)	-0.60%
Fund Balance Forwarded	1,200,000	1,200,000	1,200,000	1,000,000	1,000,000	825,000	(\$375,000)	(\$75,000)	-7.00%
Total Revenues	\$73,450,207	\$72,783,253	\$73,372,050	\$73,336,412	\$74,195,340	\$74,867,254	\$1,417,047	\$283,409	0.38%
General Fund Expenditure Statement									
Municipal Program	\$19,363,407	\$19,254,033	\$19,812,157	\$20,171,016	\$20,611,625	\$21,144,620	\$1,781,213	\$356,243	1.78%
School Fund Transfer	47,909,928	47,909,928	48,216,336	48,364,159	49,131,442	49,614,070	1,704,142	340,828	0.70%
Capital Budget	1,406,000	1,221,000	1,239,000	1,210,000	1,232,000	1,286,000	(120,000)	(24,000)	-1.90%
School Debt Service	3,424,593	3,164,869	2,888,815	2,370,336	2,115,579	1,737,045	(1,687,548)	(337,510)	-12.90%
Town Debt Service	1,346,279	1,233,423	1,215,742	1,220,901	1,104,694	1,085,519	(260,760)	(52,152)	-4.34%
General Fund	\$73,450,207	\$72,783,253	\$73,372,050	\$73,336,412	\$74,195,340	\$74,867,254	\$1,417,047	\$283,409	0.38%
Plus 3rd Party School Aid	\$11,957,106	\$11,702,035	\$10,277,658	\$9,886,241	\$9,494,058	\$8,988,403	(2,968,703)	(593,741)	-5.72%
School/Municipal Cost	\$85,407,313	\$84,485,288	\$83,649,708	\$83,222,653	\$83,689,398	\$83,855,657	(\$1,551,656)	(\$310,331)	-0.37%

During this five-year period, the local tax appropriation for *school programs* has risen an average of \$340,828 or 0.70% annually while *debt service* for school facilities construction and improvements has decreased by an annual average of \$337,510.

Over this five-year period, the average annual growth rate for the total General Fund budget has been \$283,409 representing an average of 0.38% percent.

A disturbing trend over the past year years is evidenced in the loss of State Aid to both Municipal and School Programs. Over the past 5 years the Town has lost \$1.63 million in General State Aid and the School Department has experienced a \$1.50 million loss.

PROPERTY TAX

A five year summary of growth in the Property Tax Levy and its relationship to the statewide rate of growth in all municipal tax levies is presented on the next page. As noted therein, South Kingstown's tax levy has grown at a rate of 1.05% per year. Over this same period, the annual rate of growth averaged 3.03%.

Five Year Property Tax Levy Growth				
Fiscal Year	Tax Levy	Increase - \$	Increase - %	State Wide
FY2010	\$64,504,174	\$777,182	1.22%	3.31%
FY2011	65,499,433	995,259	1.54%	4.92%
FY2012	66,120,832	621,399	0.95%	3.33%
FY2013	66,399,782	278,950	0.42%	1.73%
FY2014	67,082,117	682,335	1.03%	1.87%
5 year Increase		\$3,355,125	1.05%	3.03%
FY2015	\$67,607,641	\$525,524	0.78%	N/A

Based on the historical state/local tax structure in Rhode Island, cities and towns must rely on the property tax as the principal revenue source to support municipal and school services. In the adopted FY 2014-2015 budget, the required property tax levy, inclusive of the motor vehicle excise tax and overlay, amounts to \$67,607,641.

The property tax allocation for municipal programs is \$16,250,145 (24.04%) and \$51,357,495 (74.96%) for school services and facilities. The property tax rate for FY 2014-2015 is \$15.48 per thousand dollars, consisting of \$11.76 for school purposes and \$3.72 for municipal services.

Administration/Management

PERSONNEL MANAGEMENT

It is the mission of the Personnel Division to provide effective and efficient human resource management by developing and implementing policies, programs, and services that contribute to attaining Town and employee goals. The Town aims to provide high quality service to all prospective, current, and past employees, and to treat such individuals with respect, good care, and individual attention to their personnel needs, from their first inquiries about position vacancies through retirement. By making this commitment to its employees, the Town promotes an environment of mutual respect and equal opportunity, and provides outstanding service to the community.

Responsibilities include assisting other Town departments in administering a comprehensive human resources program, including the recruitment of qualified applicants into a diverse workforce; ensuring a safe and discrimination free environment; employment and orientation services; employee benefits program; pre-payroll administration and processes for employees; personnel policy development and administration; job classification, compensation, and labor market research; employee/labor relations; maintenance of personnel records; management of the Town’s human resources database; management of performance evaluation programs; coordination of the employee grievance process; management of work related injuries; town-wide training; and ensuring adherence to local and federal employment laws and mandates.

During FY 2013-2014, the Town filled ten full time positions within the departments of EMS (3), Police (3), Guild (1), Finance (2), and Public Services (1). Two of these positions were filled via promotion of existing employees. Throughout this same period, the Personnel Division managed the recruitment, selection, and appointment of 97 part time, seasonal and per diem positions throughout the various Town departments. In addition, three employees retired (2 full time and 1 part time), and ten full time individuals resigned from the Town’s service.

During the fiscal year, the Personnel Division worked to help implement the human resources portion of the Town's new financial management system, MUNIS. The integration of payroll and human resources within MUNIS provides a more organized, efficient, and cost-effective process for the management of employee data. The Division continues to manage/monitor all accrued leave and paid time off for 198 full time and 21 eligible part time employees. This information is used by department heads to assist in the coordination of staff coverage especially during peak vacation periods, as well as by employees. The Finance Department utilizes the end of year reports based on this system to determine the cost of compensable absences.

The Personnel Division continues to monitor the implementation and use of an updated performance evaluation process that was modified in FY 2012-2013. The reviews are completed for new employees at the end of their probationary period, and then on an annual basis thereafter. The Police Department utilizes a separate evaluation system, designed specifically to address law enforcement skills, requirements, and outcomes. Part-time employees who work on a year-round basis or seasonally are also evaluated, although these groups are assessed using a more streamlined process. The evaluation process includes a supervisor assessment of the individual employee, along with an employee self-assessment. These two forms of review are used to coordinate employer and employee perspectives on their work product and a wide array of other attributes that impact an employee's work with the Town.

The Division continues to work on revisions to the Employee handbook and the Personnel Ordinance, as well as the updating of personnel policies and procedures.



The Personnel Division is responsible for the Town's participation in the Federal Department of Transportation Commercial Motor Vehicle CDL random drug and alcohol testing program. This program monitors all of

the Town's required commercial driver licensed employees. The Town continues to be 100% compliant in administering this program.

The Division is also involved in oversight of questionable unemployment claims through the Rhode Island Department of Labor as well as those that involve the Rhode Island Commission for Human Rights. The Division provides research and resolution of claims through the appeal and legal process.

The Town's Safety Committee, managed by the Personnel Division, offers ongoing training including Fire Safety, Blood-borne Pathogens, welding, confined space, lockout/tagout, and driver training workshops. The Town continues to actively manage the Police and EMS injured-on-duty program that is outside of the workers' compensation program administered by the Town's insurance carrier, The Rhode Island Interlocal Risk Management Trust. Police and EMS personnel are more susceptible and sustain a high percentage of injuries based on the sometimes unpredictable and hazardous work performed on a daily basis. Through continuous oversight of reported injuries, the Town has maintained an excellent record of returning these individuals to productive work in a safe and timely manner.



The Town's Wellness Committee continues to offer health and wellness related information and workshops. The Personnel Division coordinates the annual Health and Safety Fair, which was held on September 19, 2013. Approximately eighty (80) employees and twenty-one (21) vendors participated.

Town Hall staff, police civilians, public service administration, and recreation administration personnel participate in "dress-down days" for charity, typically once per month. Through this effort, employees contributed several hundred dollars to the Jonnycake Center during the year to aide them in continuing their mission. In addition, Town employees participated in the Jonnycake Center's holiday gift program that donates toys and gift certificates to community members in need.

UNION CONTRACTS

The Town completed the second year of three year contracts for three collective bargaining units, including the American Federation of State, County and Municipal Employees (AFSCME) Council 94 Local 1612; The International Association of Fire Fighters (IAFF) Local 3365; and SKMEA/NEARI Local 826. The Town also completed the first year of a three year contract for one collective bargaining unit, the International Brotherhood of Police Officers (IBPO) Local 489.

The Town negotiated the healthcare in retirement provision out of all but one contract. If retirees have healthcare available through an alternate source, such as a spouse, retirees are not eligible to receive healthcare in retirement from the Town. The Personnel Division communicates with retirees on an annual basis to ensure that healthcare affidavits are up to date and in accordance with the various collective bargaining agreements. The affidavits require retirees to proclaim that they do not have healthcare available through another source. In addition, union contracts now have a provision that requires retirees to contribute towards the cost of their healthcare. Post retirement healthcare benefits for newer employees are limited and based on years of service.

SKMEA/NEARI

In April 2013 the Town and SKMEA/NEARI came to an agreement on a three-year labor contract representing 48 full time and 5 part-time members retroactive to July 1, 2012 and extending through June 30, 2015. Principal components focus on the main issues of salary, health and fringe benefits.



Salary Provisions

The agreement provides for a two percent (2%) increase per year in all three years of the contract (FY 2012-2013, FY 2013-2014 and FY 2014-2015). This is consistent with the contractual terms negotiated with all other employee groups for this same three-year period.

Longevity

The agreement provides for a modification in the longevity payment program in the third year. Longevity payments will continue to be provided based on the number of years of service (more than 4 years) multiplied by a stipend equal to the following:

Longevity Schedule for FY 2013, FY 2014 and FY 2015:

FISCAL YEAR	RATE PER WEEK	RATE PER YEAR
FY 2012-2013	\$2.20	\$114.40
FY 2013-2014	\$2.20	\$114.40
FY 2014-2015	\$2.25	\$117.00

Health Insurance and Co-Share

Effective July 1, 2012 NEA employees co-share is 15% of premium, exclusive of those employees earning less than \$30,000 whose co-share increased to 5% of premium and will remain constant throughout the duration of this agreement. A 17.5% co-share will be in effect for contract years commencing July 1, 2013 and July 1, 2014.

The agreement provides for a modification in the Co-Pay schedule effective July 1, 2013:

Type of Doctor's Visit	Co-Pay Schedule	
	June 30, 2013	July 1, 2013
Specialist Visit	\$10	\$15
Urgent-Care Center	\$10	\$20
Emergency Room	\$50	\$75

Fringe Benefits

Effective July 1, 2012, the Town provides reimbursement of \$150 for eye wear, for employees only, every other fiscal year.

IBPO Local 489



The Town and the International Brotherhood of Police Officers (IBPO), representing fifty-one (51) uniformed officers reached an agreement on a 3-year contract commencing July 1, 2013 and extending through June 30, 2016. The principal components of the Agreement address salary, special detail rates and health benefits. The Town and the Union agreed that during this period the provisions of Article XXII concerning pension benefits shall be temporarily held in abeyance, and the Town shall comply with the terms of RIGL §45-21.2 as amended.

It is noted, however, that if this statute is successfully challenged and adjudicated by the Superior Court, including any interim orders or temporary injunctive relief which may issue from the Court, the parties reserve the right to re-open the Extension Agreement for further negotiations relative to the collective bargaining agreement.

Salary Provisions

The bargaining unit did not receive a salary increase for fiscal year 2013 when all other union and non-union municipal employees received a 2% increase. The salary schedule includes a 4% salary increase in fiscal year 2014 to address the 0% received in fiscal year 2013 and a 2% increase in fiscal year 2015. In fiscal year 2016, the final year of the agreement, a scaled increase will affect members in the following manner: a 2% increase for all Patrol Officers, 2.25% for Sergeants, 2.5% for Lieutenants and 2.75% for Captains.

Health Insurance and Co-Share

Co-Share Requirements	Effective 7/1/13	Effective 7/1/14	Effective 7/1/15
Employees hired prior to July 1, 2002	17.5%	19.0%	20.0%
Employees hired after July 1, 2002	20.0%	20.0%	20.0%

Medical and Dental Buy Back

This contract includes a substantial change in the way members are reimbursed for electing to waive insurance because of eligibility under another health insurance plan. Previously, the Town provided 30% of the value of the health care premium or working rate, minus the co-share. As of July 1, 2013, the Town provides a flat payment of \$3,000 per year, pro-rated over bi-weekly pay periods throughout the fiscal year, for those that waive medical insurance and \$250 to those that waive the Town's dental plan.

Post-Retirement Healthcare

Previously, employees that retired on or after July 1, 2007 would pay 70% of the health care premium co-share that they were paying at the time of their retirement. As of July 1, 2013, retired members shall contribute the same co-share of the health care premium as active members.

AFSCME Council 94 Local 1612

In December of 2012, The Town reached a 3 year labor agreement with the American Federation of State, County and Municipal Employees (AFSCME) Council 94 Local 1612, representing the Town’s forty-four (44) public services employees and public safety dispatchers. The principal components of the agreement address salary and health benefits.



Salary Provisions

The agreement provides a salary increase of two percent (2%) for all employees in FY 2012-2013, FY 2013-2014 and FY 2014-2015. In addition to this annual increase, several positions received further adjustment to reflect more accurately the work being performed in their roles.

- *Highway Crew Foreman*: Increase \$0.25 per hour in FY 2013-2014 and FY 2014-2015
- *Animal Shelter Manager*: A one-time increase of five percent (5%) to annual salary in FY 2013-2014
- *Parks Maintenance Technician*: Increase \$0.40 per hour in FY 2013-2014 and FY 2014-2015
- *Wastewater Employees*: Incentive \$0.25 per hour provided to employees scheduled on weekends and holidays

Health Insurance and Co-Share

The agreement provides for a modification in the Co-Pay schedule effective July 1, 2013:

Type of Doctor’s Visit	Co-Pay Schedule	
	June 30, 2013	July 1, 2013
Primary Care	\$10	\$15
Specialist Visit	\$15	\$15
Urgent-Care Center	\$10	\$20
Emergency Room	\$75	\$75

Co-Share Requirements

Fiscal Year	Co-Share
7/1/2012	15%
7/1/2013	17.5%
6/30/2015	20%

Buy Back

New language regarding healthcare buyback has been added to the contract. Any member who has coverage or is eligible for coverage under another health insurance plan may elect to waive the Town health plan and receive an annual payment equal to \$2,000 pro-rated over bi-weekly pay periods throughout the fiscal year.

Leave Benefits

The new agreement provides for one additional personal day per fiscal year. In addition, employees are now able to accumulate an additional ten days of sick leave up to a maximum of 190 days. This change parallels benefits offered to NEARI and non-union employees.

IAFF Local 3365



The Town reached an agreement with the International Association of Fire Fighters (IAFF) Local 3365, representing the Town's 15 paramedics and one emergency medical technician in November 2012.

The three-year agreement is effective July 1, 2012 through June 30, 2015. The principal components address salary and health benefits.

Salary Provisions

The agreement provides a salary increase of two percent (2%) for all employees in FY 2012-2013, FY 2013-2014 and FY 2014-2015. In addition to this annual increase, a separate classification was delineated for the four Supervisor positions.

Healthcare and Co-Share Requirements

Effective July 1, 2012 all members of IAFF now contribute a twenty percent (20%) co-payment toward the cost of health care premium or working rate. The Emergency Room co-pay increased to \$50 per visit on July 1, 2013 and effective July 1, 2014 increased to \$75 per visit (without an overnight stay).

Technology

GOVERNMENT FINANCIAL MANAGEMENT SYSTEM (GFMS)

The Town and School Department continued implementation of new financial management systems to replace those that had become outdated, including resource systems and other core software systems, general ledger, purchasing, accounts payable, budgeting, fixed assets, payroll, tax assessment and collection, water and sewer billing and collection, permitting, and licensing. The Town has contracted with the following vendors:

- Tyler Technologies: Financial, Payroll, and Human Resources
- Vision Governmental Solutions: Tax Assessment/Collection and Utility Billing/Collection
- Viewpoint Governmental Solutions: Licensing and Permitting

Inclusive of Consulting and Management Services, software modules, training, data conversion, maintenance and hardware, the overall cost of the system is estimated at \$1.3 million. The replacement of these core systems was a major undertaking involving countless hours of needs and workflow analysis, data conversion, staff training and ultimately implementation and execution.

Implementation of the major Financial modules (General Ledger, Budgeting, Requisition/Purchasing, and Accounts Payable) took place in October 2013. The next systems implemented were Payroll and Human Resources which went live in January 2014. Tax Assessment and Collection systems were deployed in October and December 2013, respectively. Utility Billing and Collection were installed in July 2014, with the final system to be installed being Licensing and Permitting which is currently underway. Working collaboratively under the guidance of Finance and IT, the Town has been able to meet estimated timelines and stay within budget.

COMMUNITY NOTIFICATION SYSTEM (CNS)

Since 2011 the Town Council has contracted with Everbridge Aware for Citizen Alerts, for a community notification system (CNS) which allows notification to residents and businesses in the event of an emergency. The Town has the ability to alert residents about severe weather, evacuations, fires, floods, and other emergencies using the Everbridge Aware system.

In addition, the Town has the ability to use the Everbridge system to notify residents about other non-emergency community notifications, such as road closures, meetings, and street sweeping information. Messages can be sent on multiple communication devices such as cell phone, home phone, email, or text messaging device ensuring that residents receive life-saving emergency information and important public service announcements in minutes.

The Town has used the system on several occasions in recent years in response to time sensitive events having potential impact on our community. These events have included coastal and rain-based flooding events, power outages, hurricane/coastal storm erosion and flooding as well as severe winter storms. The system can also accommodate targeted messaging to address any incident in which other types of disasters are involved, the railroad network, University of Rhode Island and South County Hospital. The School Department and University of Rhode Island maintain similar communication systems, although they function separately from the Town and provide them with the ability to communicate directly with their students, staff and campus populations.

The Everbridge System is populated with residential land line phone numbers that are updated periodically, for emergency use only. All residents and businesses are encouraged to self-register and provide their specific contact information, including cell and text messaging information, for emergency and/or non-emergency type notifications. This can be accomplished by going to the Town's website at www.southkingstownri.com and clicking on "Everbridge" under the Quick Links section.

LIVE VIDEO STREAMING

Since January 2010 the Town has been live and using on-demand video streaming for the Town Council meetings as part of ClerkBase, the Town's meeting management system. In addition, the agendas and corresponding back-up materials are linked to each item shown on the agenda, which is posted to the Town's website (www.southkingstownri.com). Work sessions, including budget sessions, are also live and on demand video streamed as well as recorded and aired on public access television within a few days of the meeting. The viewing schedule is available on the public access channels and on the Town's website. Regular Sessions are also videotaped for broadcast on public access television, via Cox cable channel 17 and Verizon Fios channel 28, on the Tuesday following the meeting at 7:30pm and again the following day, Wednesday, at Noon.

RECREATION DATA MANAGEMENT SYSTEM

In July 2013, the Town Council authorized the purchase of a Recreation Data Management Software system, RecPro, to replace the Parks and Recreation Department's former system which would no longer be supported by the manufacturer due to its outdated functionality. The goal was to implement a new system that would allow for comprehensive data management of major departmental functions including activity scheduling, participant registration, facility reservations, online registration, and reporting. The base software modules including activity and facility registration and POS, were implemented in May 2013.

In September 2013, the Town Council further authorized the purchase of the online registration and payment processing modules which represent Phase II of the system implementation. It is projected that online registration and payment features will go into effect by year end 2014. This feature offers significant benefits to the public, particularly the convenience to register for a recreation program from home or from a mobile device; and brings the Recreation Department up to date with offering web-based features for 24/7 customer service.

Planning Programs

TOWN / UNIVERSITY RELATIONS

The Town has maintained an active role in University policy development through the URI Master Plan Review Team and the Planning Department's outreach to the URI administration in the development of the URI Element of the Town's Comprehensive Plan. Also, the Town/Gown relationship has continued to evolve in a positive fashion. This is illustrated in the February 25, 2014 Town/URI "shared services" agreement concerning the abandonment of a portion of Plains Road (~2,300') and providing for the assignment of maintenance responsibilities for this segment at the westerly entry to the campus.



The Town continues an active effort at communication and collaboration with the University of Rhode Island. In this regard various meetings and communications on numerous matters have occurred between Town staff and URI administrators during the past year. Topics and issues that have been discussed include transportation issues, such as Plains Road use and maintenance, parking enforcement, Route 138 reconstruction, URI sponsored projects in the State's Transportation Improvement Program (TIP) and the design of the University connection to the William C. O'Neill Bicycle Path, inclusive of a link to West Kingston Elementary School. In addition, the Director of Planning continues to serve on the University's Master Plan Review Team, a group that reviews capital projects and provides guidance for URI's long term planning efforts.

DOWNTOWN INTER-MODAL PARK ENHANCEMENT

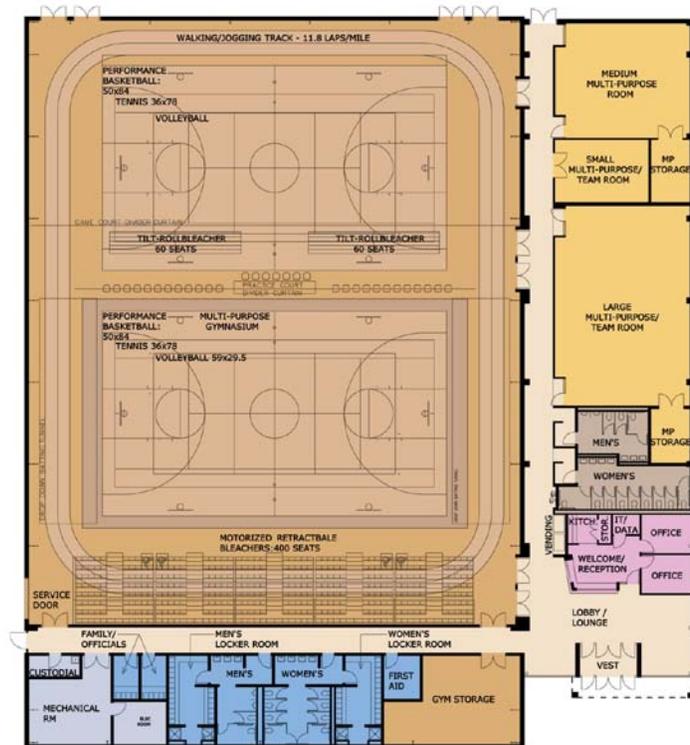


Several years ago the Town received a grant award from the RI Department of Transportation (RIDOT) for the development of an Intermodal type facility to provide restrooms and a small community meeting room. The design elements of the building plan depict a public comfort station accented with railroad style architecture to be located adjacent to the William C. O'Neill Bike Path, at the point where the path crosses Main Street (the former Teeny's Glass site). The Comfort Station will complement the existing municipal parking lot which was improved in 2011 by RIDOT as an add-on to Phase 3 of the O'Neill bicycle path. Together these facilities will provide a significant asset to the Downtown Wakefield business community and to residents and visitors alike. Project construction of the intermodal building began in March 2014 and is expected to be completed by late fall 2014, with all project costs being covered in full using RIDOT Transportation Improvement Fund resources.

COMMUNITY RECREATION CENTER

The Community Recreation Center project was first introduced ten years ago in the Town Council's FY 2003-2004 Adopted Capital Improvement Program (CIP) in response to the need for additional gymnasium space for recreational youth sports programming and interscholastic athletics. Since then, the needs have expanded to include all age segments of the community, as new demands for adult/senior sports programming have also increased.

All age groups in the community have recreational and fitness needs that will be served by this facility. As the Town's population continues to grow, the need to expand existing recreational programs also increases. The health and wellness of the community is well served with the development of indoor recreation space. While the Town's public parks system provides a great variety of active play spaces for outdoor programming, the Town needs to provide the same commitment to offering indoor play spaces to service residents throughout the winter season and during inclement weather. As a vibrant community, new and creative opportunities need to be developed that allow all facets of the Town's population to lead healthier lives.



In June 2014, the South Kingstown Recreation Commission established a Community Recreation Center Planning Committee to work with Town Staff and an architectural consultant in the development of a conceptual design plan and probable construction costs for the project. At its July 12, 2014 meeting, the Town Council authorized an award of bid for architectural design services related to the Community Recreation Center for a three-phased design development and construction management process with Phase I expected to be completed by early October 2014.

Passage of a scheduled \$1,000,000 bond question in November 2014 will provide the last financial component for the project to proceed to construction, which is projected to commence in July 2015, with facility completion anticipated in the Fall 2016.

The approximately 25,000-30,000 square foot facility consists of the following proposed elements:

- Multi-court gymnasium for sports and athletic programming;
- Two (2) smaller multi-use rooms for existing exercise classes and meeting spaces;
- Walking track around the perimeter of the court area;
- Reception area and office space to house staff responsible for the oversight of the facility.
- Locker rooms and lavatories to accommodate the public and school athletic teams
- Storage space
- Parking lot (approximately 125 spaces)

Environmental Planning

COASTAL EROSION ASSESSMENT AND REMEDIATION



The Town's 2010 update of its Multi-Hazard Mitigation Strategy Plan, which gained final approval by the RI Emergency Management Agency (RIEMA) and Federal Emergency Management Agency (FEMA), in March 2012, represents the Town's comprehensive strategy program for reducing risks from natural hazards. The plan identifies potential measures to mitigate coastal erosion and sea level rise impacts so as to protect critical natural resources, property, and municipal infrastructure. The plan provides the policy backing for the Town's project to relocate the Town Beach Pavilion and Onsite Wastewater Treatment System (OWTS) inland as a response to continued erosion at the beach. Inclusion of this project in the plan also provided for its eligibility for federal funding to assist the relocation. Two grants have been received by the Town totaling approximately \$300,000 towards this project, which is estimated to cost \$400,000. The Parks and Recreation Department has also secured a CRMC assent for the pavilion relocation. In April 2014, Pavilion Relocation Project implementation began with Town Council authorization for the installation of a new onsite wastewater treatment system which was installed in June 2014 and is at 95% completion (the final 5% requires that the pavilion be in place for system connection and final conformance test). Phase II of the project - relocation of the pavilion structure - is scheduled to begin in March 2015. The entire relocation program is anticipated to be complete by May 2015, prior to the opening of the summer season.

The issue of addressing coastal erosion and infrastructure protection and resultant public safety and access issues in the Matunuck area has continued to be a major focus for the Town administration. The initial project consists of the installation of a 202' +/- sheet pile/armor wall right of way protection system along the south side of Matunuck Beach Road in the area to the west of the Ocean Mist Restaurant. This project was approved by the Coastal Council in an assent dated July 17, 2012. An award of bid was granted to HK&S Holding Company from Newport, RI, in September 2013 in the amount of \$998,000 for this project. Funding is being provided by RIDOT via agreement with the Town. However, an abutting property owner, Hang Ten, LLC (a/k/a the Ocean Mist) sued the CRMC in RI Superior Court contesting that the agency should have not issued an Assent for the project. Superior Court Judge Nugent subsequently remanded the project Assent back to CRMC for the agency to reaffirm that environmental mitigation and public use conflicts were minimized to the greatest extent possible. A reaffirmed CRMC Assent was issued in September 2014 and has been forwarded to the Superior Court for review and affirmation. Seawall construction is scheduled to begin in February 2015, with an anticipated project completion of June 2015.



The Town Administration via the Planning Department has also been involved with a new Flood Insurance Study (FIS) of Washington County communities conducted by FEMA. This FIS resulted in revisions to flood plain hazard mapping in the coastal areas of the Town and required amendments to the Town's Floodplain Management Ordinance (Chapter 21 of the Town Code of Ordinances). The revisions to this Chapter were adopted by the Town Council in September 2013 maintaining municipal compliance with required provisions of the National Flood Insurance Program, as administered by FEMA.

As a result of on-going coastal erosion, the Town's South Shore water supply main was damaged during Superstorm Sandy at the terminus of Ocean Avenue in Matunuck. The South Shore water system is very linear in nature, whereby a single 12" water main runs along the Matunuck/ East Matunuck barrier beach. Should this water main be permanently compromised, the westerly and easterly areas would be divided in half, thereby losing potable water supply and fire protection service to approximately 1,200 properties west of the barrier beach (current water supply is provided via a wholesale water connection with United Water-RI (UWRI) at the Town's South County Hills water meter pit).

As such, an award of contract was made to PARE Corporation in December 2012, to prepare engineering design plans and bid specifications for an emergency potable water main interconnection along the northerly side of Potters Pond in the Matunuck/ East Matunuck area of South Kingstown. In July 2014, the Town was subsequently notified of a \$1.33M grant award from RIEMA to help defray the overall anticipated project cost of \$2.2M. The Town will continue to pursue additional grant funding from the RI Water Resources Board (RIWRB) to further reduce locally funded project expenses. The project is expected to commence construction in March 2015, with substantial completion by November 2015.

COMMUNITY SEPTIC SYSTEM LOAN PROGRAM (CSSLP)

Since 2002 the Town has participated in the RI Clean Water Finance Agency's Community Septic System Loan Program (CSSLP) that provides low-interest loans to homeowners for the purpose of upgrading or replacing their failing on-site wastewater treatment systems. CSSLP funds are made available under Title VI of the Clean Water Act and § 46-12.2 of RI General Laws. Since program inception, 103 CSSLP loans have been issued to South Kingstown property owners, totaling \$1,497,287. The Town has been approved for additional funding authorization of \$1 million to allow for additional program participation.

OPEN SPACE PRESERVATION

Preservation of open space remains an ongoing effort of the Town, with the Planning Department serving as the Town's lead under the direction of the Town Manager's office. In this regard, the Planning Department works in conjunction with the Partnership for Preservation (SK Land Trust, Narrow River Land Trust, US Fish and Wildlife, RIDEM, The Nature Conservancy and the Champlin Foundation) to identify candidate parcels for acquisition and the varied resources needed to facilitate such preservation.

While the Town did not participate in the purchase or acquisition of new open space parcels in South Kingstown over the past year, support of the Partnership for Preservation continued, with technical assistance (i.e. GIS mapping and land evidence record support) being provided for ongoing negotiations with local property owners. In addition, the Planning Department undertook a detailed review of land use holdings by the various conservation entities and other property owners in the Town in an effort to update and refine the inventory of preserved land in the community. This review uncovered previously unaccounted "cluster or conservation" open space in subdivisions, coupled with recently recorded conservation subdivisions, increased the "cluster/private" open space category in the Town by 173.9 acres. This figure includes open space associated with the recently recorded East Matunuck Farm subdivision (18.42 acres) and Woods at Laurel Lane (13.76 acres). The review also corrects an error from the July 2013 inventory concerning Nature Conservancy property in Perryville which had resulted in an over count of 48.5 acres.

The Planning Department and Planning Board also worked with the RI Department of Environmental Management (DEM) on a minor subdivision application with the RI Boy Scouts of America to create a 6.93 acre parcel on Worden's Pond Road. The subdivision was approved by the Planning Board and recorded in May 2014. A portion of this parcel is planned to provide improved access (parking) for the existing public boat ramp at Worden's Pond.

The total preserved acreage in South Kingstown as of July 2014 amounts to 11,446.7 acres, representing 31.5% of the land area in the Town, an increase of 141.7 acres or 0.4% from July 2013.

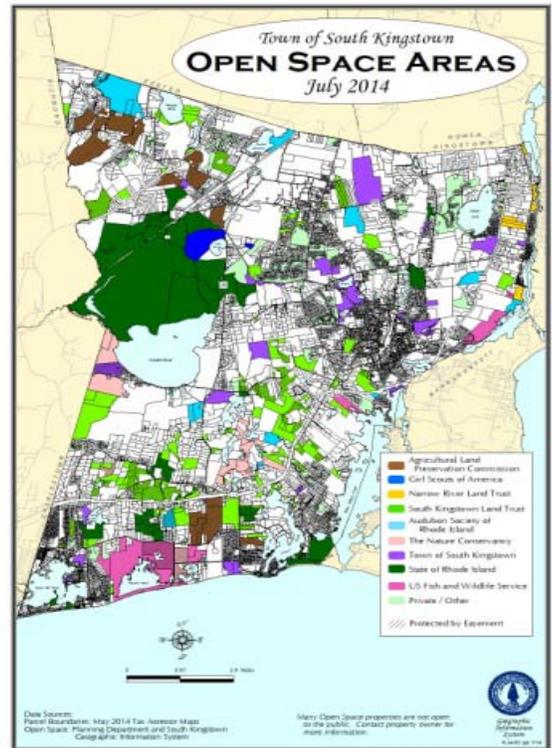
ENERGY PROGRAMS

Under the coordination and direction of the Town Manager's office, the Town's Energy Conservation Program continued to produce positive results for the community over the past fiscal year. This effort has involved a cooperative partnership among various Town departments, State officials, utility providers and other interested parties. This burgeoning program has been generally supported through grant funding over the last few years and has resulted in substantial system upgrades to a number of Town buildings and facilities improving energy efficiency and comfort levels for workers and residents.

Over the past year the Town has worked to conclude the remaining grant project providing resources for this program.

Building Local Capacity for Clean Energy and Climate Change Initiatives: An Intergovernmental Partnership – This is a cooperative grant venture of the Town, the URI Energy Center, the USEPA and three other RI communities (Warwick, East Greenwich, and North Providence), with a grant budget of approximately \$55,000 that was used for the following:

- South Kingstown's EPA Grant "Demonstration Project" consisted of a retrofit all lighting at the South Kingstown Public Safety Building on Kingstown Road. The project was completed in the late spring of 2014, its total cost consists of \$85,579 (this includes a \$38,933 incentive from N-Grid under its Enhanced Municipal Initiative Program; the net Town cost was \$46,646 and was covered in full by the EPA grant). For FY 13/14 the facility used 60,240 fewer KWH (kilowatt hours) than in FY 12/14 which resulted in saving \$4,676 overall.



As an outgrowth of these grant funding efforts and to better focus administration efforts around conservation and facility management the FY13-14 budget provides for a new position, that of Facilities Superintendent. This position will be responsible for coordination and implementation of projects and operational procedures to better conserve energy at municipal facilities.



SOLID WASTE/RECYCLING PROGRAM

The Rose Hill Regional Transfer Station (RHRTS) has been privatized since 1985 and is currently operated by Waste Haulers of Johnston, RI. A three year privatization contract extension was authorized by the Town Council on July 26, 2010, which provides stabilized residential disposal costs through June 30, 2015. The contract extension also provides for an additional two-year extension by mutual agreement, through June 30, 2017.



As required by RI state law, all municipal solid waste (MSW) *a/k/a residential solid waste* and all municipal recyclables under the Town's control must be delivered to the RI Resource Recovery Corporation (RIRRC) Central Landfill facility. The RHRTS serves as the localized collection point for these materials, which are subsequently transferred to the RIRRC Central Landfill facilities. In addition to processing MSW and municipal recyclables collected by private refuse haulers and direct access residential users, the RHRTS serves as a regional disposal facility for non-municipal, commercial waste.

For calendar year 2013, the Town diverted 54.5% of municipal sector waste from landfill, the highest in the State. In September 2013, the Town received a recycling profit sharing check in the amount of \$24,241 from RIRRC, representing 3,120 tons of recyclables generated by South Kingstown residents. Although recycling tonnage increased from the prior year (2,545 tons in 2012), the recycling profit sharing revenue was less due to a "soft" recycling commodity market in 2013.

In an effort to further increase recyclable material diversion from the solid waste stream, RIRRC began a State-wide "Recycle Together" *a/k/a "single stream"* recycling program in June 2012. Under the single stream program, residential users no longer have to separate paper products from container recyclables. RIRRC envisions recycling rates will significantly increase with this initiative, thereby saving valuable and finite landfill capacity. Private subscription hauler recycling compliance continues to be problematic and will require additional public education efforts and legal sanctions for failure to meet minimum recycling diversion rates.

Transportation Projects

LOCAL TRAFFIC AND TRANSPORTATION PROJECTS

Transportation Improvement Program. The TIP has served as the Town's transportation planning and guidance document in an effort to prioritize transportation improvements. Road improvement project priorities are reviewed each year in conjunction with the Town's capital improvement program (CIP). The Town began a road reconstruction program in 2001 for municipally owned arterial collector roads in poor condition, many of which date back to colonial times. Road construction standards today involve meeting performance requirements associated with high traffic volumes, speeds and vehicle weights.

Although full-depth reclamation (FDR) road reconstruction continues to be the proper and preferred alternative for pavement management, the Town simply cannot afford to reconstruct each road in Town. In an effort to provide a suitable driving surface at a reasonable cost, the Town commenced a pavement overlay program during the Summer 2013, rather than full road reconstruction. While FDR typically runs \$115 per linear foot, pavement overlay runs approximately \$32 per linear foot. However, unlike FDR projects, reflective cracking from existing road substrate and drainage complaints can be expected with an overlay program. Pavement overlay will continue to be the preferred method for bituminous concrete application and will augment other surface treatments (ex.: stone seal, microsurfacing) performed in conjunction with the annual operating budget program.

STATE HIGHWAY PROJECTS

Programmed improvements to primary State highways and arterial roads require continuous coordination and planning with the RI Department of Transportation. The Town maintains an active dialogue with RIDOT concerning local project priorities with annual meetings conducted to discuss local needs and priorities. The Town has focused its advocacy on the following needs:

Route 1 from the Narragansett Town line to Succotash Road. This repaving project includes improvements to three (3) bridges along the project corridor and various drainage improvements. Paving was completed in FY 2010-2011, with Pond Street, Saugatucket River and Salt Pond Road overpass reconstruction scheduled for 2015.

High Street Infrastructure. Following years of Town advocacy, RIDOT has agreed to undertake a rehabilitation effort for High Street, to include a new road surface, curbing and sidewalks as well as cleaning/rehabilitation of the drainage system. Project plans and specifications will require environmental regulatory agency permits, with construction anticipated for 2016.

High Hazard Intersection Improvements to Dale Carlia Corners. Lane and traffic signal improvements began in June 2014 are anticipated to be substantially complete by December 2014.



West Kingston Amtrak Station – Additional Parking. Supplemental and improved additional parking is proposed for the access road adjacent to the Kingston signal tower where unimproved parking is occurring. Approximately 43 parking spaces with sidewalk were completed during the Spring 2014.

Major projects that are advancing include:

Route 138 Traffic Improvements. Town staff has continued to work with RIDOT, URI, the project consultant Beta Group, and the Route 138 Project Area Committee (PAC) in advancing an improvement design for this road segment that will provide traffic flow improvements, pedestrian, bicycle and aesthetic enhancements in relation to the URI campus and the historic villages of Kingston and West Kingston. The project limits are Route 108 on the east and Route 2 at the west end. Funding for the \$15M project was secured by the RI Senatorial delegation and has been included as an earmark in the federal highway funding reauthorization. Plans and specifications are at the 90% design stage and have been submitted for environmental permitting and cultural impact review. Final design, bidding and construction will follow receipt of environmental permits and conclusion of other external reviews.



The first project phase planned, known as Contract 1, includes the easterly end of the project (Route 108 and Kingston Village) west to the AMTRAK Bridge in West Kingston. Contract 2 will be the area west of the bridge to Route 2. The West Kingston Railroad Bridge will proceed as a separate project. The earliest start of construction is anticipated for the latter part of the 2015 or early 2016 construction season. Final design details and logistics of the construction contract(s) will be the subject of review by the PAC.

AMTRAK Bridge (at Route 138) Repairs. The bridge on Route 138 that spans the AMTRAK railroad corridor was determined to be in need of repairs a number of years ago by RIDOT. Repairs to the bridge were originally scheduled to be completed as part of the Route 138 reconstruction project. However, RIDOT determined that the level of effort needed to repair the bridge necessitated the bridge to be constructed as a separate project. Although a date for full bridge repairs has not yet been determined, RIDOT will be performing interim repairs to the eastbound lane bridge abutment. The project will take 6-7 months to complete and is anticipated to begin in the Fall 2014.

Route 138 Accelerated Pavement Overlay (Route 2 to Railroad Avenue). RIDOT recently determined that portions of Route 138 (Route 2 to Railroad Avenue) require near term pavement overlay due to the existing road condition. Although this section of Route 138 is scheduled for full reconstruction as part of the Route 138 reconstruction project, RIDOT determined that it could not wait until Route 138 Phase 2 reconstruction, which does not have a firm construction start date as of yet. Accelerated overlay work began and was completed in September 2014.

Goals FY 2014-2015

ADMINISTRATION

- Prepare and submit to the Town Council a six-year Capital Improvement Program for the period FY 2015-2016 through FY 2020-2021.
- Prepare and submit the FY 2015-2016 Town Manager's Proposed Budget to the Town Council.
- Commence labor negotiations with the three collective bargaining units whose agreements are set to expire June 30th, 2015: Council 94 AFSCME, IAFF (EMS), and SKMEA/NEARI.
- Complete implementation of a new Government Financial Management Software (GFMS) system, which began in FY 2012-2013. The final system for Licensing and Permitting is expected to go live in January 2015.
- Complete installation of the 202 ft. sheet pile/armor wall project in Matunuck and initiate further study on the use of experimental soft armor and hybrid projects along that section of the Town beach property included by CRMC within the authorized experimental zone.
- Continue to monitor the Town's solid waste management and recycling program for roadside residential recycling and collection services while maintaining services offered at the Rose Hill Regional Transfer Station.
- Complete Town Beach Pavilion relocation and installation of onsite wastewater treatment system as protective measure against shoreline erosion.
- Implement Phases II & III of the Community Recreation Center Project, which includes bidding and construction of the new facility to be located off Broad Rock Road.

PLANNING/ECONOMIC DEVELOPMENT

- Promote affordable housing opportunities through the development and implementation of policies, regulations, resources and programs on the local and state levels.
- Continue to identify opportunities to expand and diversify the tax base through low-impact development and the appropriate reuse of underutilized commercial and industrial parcels.
- Work with the Planning Board and Planning Department to begin the process of implementation of policies and action items contained within the South Kingstown Comprehensive Community Plan (approved by the State in April 2014).
- In concert with the Planning Department and Planning Board, review and make recommendations for amendments relating to regulations affecting coastal, seasonal communities in the Town.
- Analyze and Update local regulations concerning WECS “Wind Energy Conversion Systems.” This process will be assisted by a Statewide Planning Program Technical Paper entitled: Renewable Energy Siting Guidelines, Part 1: Interim Siting Factors for Terrestrial Wind Energy Systems.
- Continue to assist in the promotion of ongoing “grassroots” efforts at Main Street (Wakefield) and Peace Dale village revitalization.



- Promote the Town’s interests by participating in the development of the Beach SAMP (Special Area Management Plan) being developed by the CRMC concerning shoreline erosion and seal level rise impacts on coastal areas in the south shore areas of the State (Phase I of a Statewide project).
- Continue coordination with Town staff, CRMC, RIDOT, RIDEM local property owners and other interested parties concerning coastal erosion impacts and mitigation projects in the south shore area (with a particular focus on Matunuck vicinity). This may include a potential municipal application for the Town Beach under CRMC’s newly enacted Experimental Erosion Control regulations, Section 980 of the Special Area Management Plan for the Salt Pond Region.

- Review and assess the condition/usability of identified public rights-of-way to the shoreline.



- In conjunction with the Planning Department, assist in the review of the Town's Zoning Ordinance relating to mill reuse with a focus on the development of regulatory amendments that will promote increased tenancy and flexibility of usage within the IND -1 zoning district.
- Continue to maintain an active dialogue and positive working relationships with URI, South County Hospital, and local fire districts concerning their master planning efforts and capital improvement planning in order to respond changing programmatic needs and community and institutional growth.

OFFICE OF THE TOWN CLERK

MISSION STATEMENT

The Town Clerk's Office is responsible for providing a number of services to the public. The Office consists of six major divisions: Town Council Records, Land Records Registry, Board of Canvassers, Registry of Vital Statistics, Probate Court, and Business Licenses. In addition to receiving, recording, and issuing these documents, the Office is responsible for maintaining, indexing, and storing these records for easy access by the public and Town staff; and for the safe, permanent storage of Town records, both in the record vault and at a secure site off premises. Assistance is also provided to the Town Manager and other departments for special research projects as they arise.

Accomplishments FY 2013-2014

TOWN COUNCIL



The Town Clerk is the Clerk to the Town Council and attends all Regular and Work Sessions and Closed Executive Sessions of the Council. Agendas are prepared for all Town Council meetings and posted at four sites including the Town Hall, Peace Dale Library, the Town's website at www.southkingstownri.com and the Secretary of State's website at www.sos.ri.gov. In addition to the agendas, back-up material is linked to each agenda item when the agenda is posted to ClerkBase, the Town's meeting management system which includes live and on-demand video streaming and agenda management on the Town's website. The preparation of individual ordinances, resolutions, awards of bid,

proclamations and commendations, licenses, correspondence and minutes are necessary in finalizing each meeting.

Many actions of the Town Council require Public Hearings, necessitating the preparation of advertisements in accordance with state statutes, Charter provisions, town ordinances and as directed by the Town Council. All Town Council meeting agendas, votes and minutes are prepared, recorded, indexed and maintained in the Office of the Town Clerk. The Town Code and Zoning Ordinance are also maintained and sold in the office.

A number of Town Council policies are administered through the Office of the Town Clerk, including the liquor license policy which allows interested parties to submit an application for Town Council consideration, the selection process for appointment to Town boards and commissions which requires the filing of applications and correspondence with applicants, scheduling interviews, quarterly advertising, correspondence with board members and maintenance of attendance records; serving as liaison with the RI Ethics Commission concerning the filing of conflict of interest statements and recusal forms by local elected and appointed officials; maintaining and updating the Town's Schedule of Fees; and overseeing a central depository for claims filed against the Town. The Town Clerk serves as the Filing Coordinator for the Town of South Kingstown and acts as the liaison between the Town and the Secretary of State to ensure that each Board, Committee, and Commission complies with the Open Meetings Law requiring these entities to post their agendas to the Secretary of State's website.

The Office conducted the following Council-related activities during FY 2013-2014:

- Prepared agendas, minutes, and required legal advertisements, ordinances, resolutions, proclamations, commendations and correspondence for 27 Regular Council meetings and 8 Work Sessions. Also held were 4 Closed Executive Sessions.
- Coordinated Live Video Streaming for all Town Council meetings since January 2010, and published to ClerkBase with timestamps for viewing individual meeting segments. A meeting archive is available for viewing.
- There were 5 amendments to the Town Code and 2 amendments to the Zoning Ordinance. Amendments are posted on the Municipal Code website at www.municode.com at the time of adoption, and incorporated into the yearly supplement.
- Maintained the Town Clerk, Canvassing, Town Council, Board, Commission and Committee, Policies and Procedures and Schedule of Fees pages on the Town website.
- Prepared and indexed 2013 Town Council minutes for microfilming and conversion to book form.

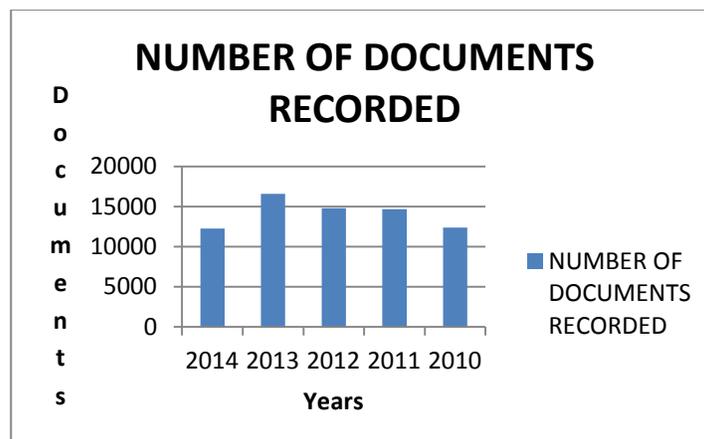
LAND RECORDS REGISTRY



All records associated with land transactions are recorded, indexed, proofed and scanned through an indexing and imaging system on a daily basis, providing accurate and prompt information. Some of the records include deeds, mortgages and discharges, liens and maps – records vital to individuals seeking financing or purchasing and selling properties, as well as professionals doing title, legal and engineering work. Each record is microfilmed and stored off-premise for safe keeping, as required by law, at a storage facility specifically for the protection and storage of such records should a catastrophic event occur at Town Hall. A Disaster Recovery System has been implemented, allowing for uninterrupted access to land records in the event of a catastrophic occurrence. Records are available

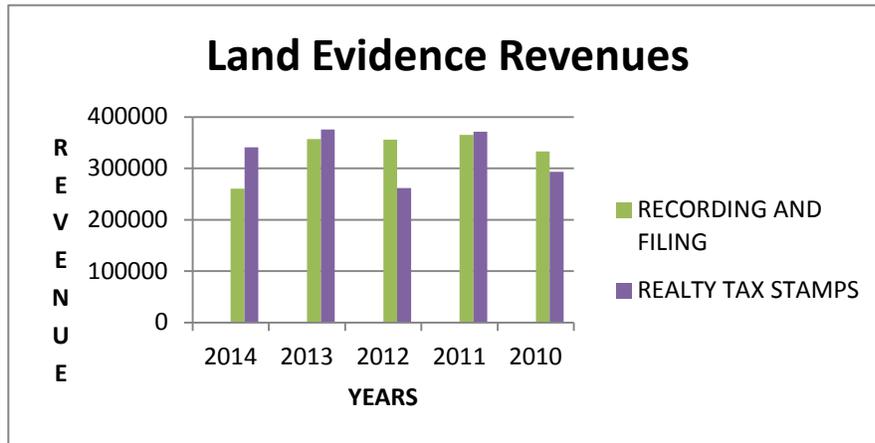
to the public via the Town’s website. Indexes and images back to 1980 may be viewed for free; pre-paid accounts allow document to be printed.

The chart below depicts total documents recorded over the past five years:



The following activities were performed in the administration of land records during FY 2013-2014:

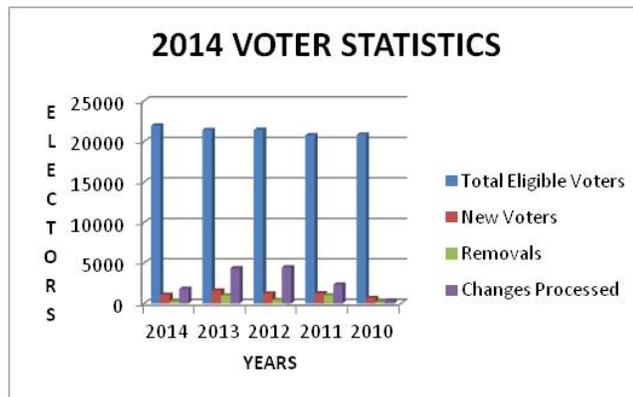
- Recorded 12,246 land evidence documents;
- Recorded 46 maps associated with land evidence;
- Revenues generated from the recording and filing of these documents in FY 2013-2014 were \$260,657 and \$27,129.80 was collected for preservation of the records and for technology. Revenues generated from Realty Tax Stamps were \$341,132.80 of which \$263,695.69 was retained for the acquisition of open space.
- Revenue from online accounts was \$1,400.



CANVASSING AUTHORITY

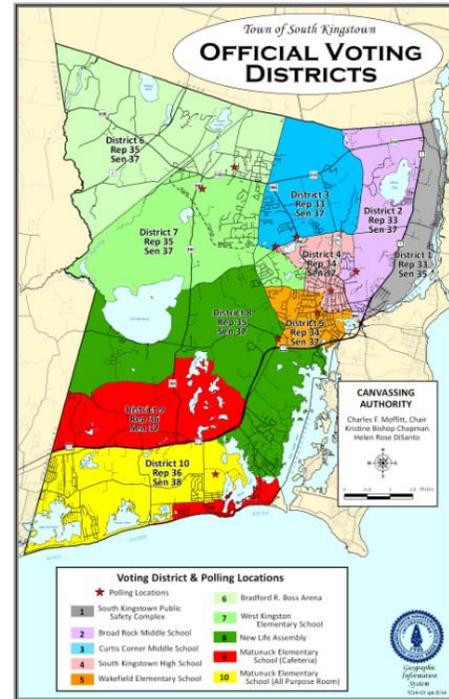
The Town Clerk serves as the Clerk to the Canvassing Authority and is responsible for the preparation and maintenance of all Town voting records and the administration of all national, state, and local elections, including budget referendums. In FY 2013-2014, no elections were held, however actions were taken to find a new polling location for the electors of voting district 3208 and change that location from the Club House at Wordens Pond to the New Life Assembly. In addition, 2,749 electors were notified of the change.

The chart below shows a summary of the number of eligible voters, new voters, removals and changes made to the voter rolls over the last five year period. No Budget Referendum was held in June 2014, but it is noted that if one had been required, a single polling location would work efficiently.



Board of Canvassers

- Maintain 2013-2014 Voter Lists
- Eligible Voters: 21,952
- New Registrations: 1,050
- Cancellations: 239
- Changes: 1,798
- Voter List requests: 15
- Affiliation changes: 193
- Voter List maintenance to include:
 - 124 Acknowledgement letters
 - 192 Confirmation letters
- Voter Drives held at
 - South Kingstown High School on April 15, 2014
 - South Kingstown Public Safety Complex on May 11, 2014
- Prepared ads, postings, Warrants, and all other Referendum filing and coordination, in accordance with budget process adopted in November 2006.
- Continued records retention schedule
- Completed the 2013 National Change of Address
- Prepared and posted agendas and minutes for Board of Canvassers meetings (2)
- Change of polling location for voters in District 3208
- Tour of voting facilities with Board of Election representative to ensure compliance to ADA regulations
- Grant application to improve accessibility of polling locations at Matunuck, West Kingston and Curtis Corner Schools
- Coordinated meeting with representatives from Board of Election and Board of Canvassers to discuss upcoming changes for 2014 election season
- Candidate Management: Primary 107 Candidates
- Transferred Election History binder to electronic record



VITAL STATISTICS REGISTRY



The Town Clerk serves as the Registrar of Vital Statistics for the Town of South Kingstown. All records associated with marriages and deaths that occur in the Town of South Kingstown are filed, indexed, maintained, and stored in this office. The original records are sent to the State Department of Health's Division of Vital Statistics. Birth records are sent directly to the State by all the hospitals in the state and this office can access those records via an internet connection for issuance of those records dating back to 1960.

The Department also processes deaths and marriages that occur elsewhere for residents. The Town Clerk also issues marriage licenses for residents marrying within the State and non-residents wishing to marry in the Town. The Office had issued civil union licenses since July 5, 2011, and began issuing same sex marriage licenses August 1, 2013 under newly adopted State law.

The following activities were performed relative to the archiving of Vital Records in 2013-2014:

- Received and processed 425 death and 203 marriage records
- Issued 148 marriage licenses and 3,540 certified vital records

All marriage, and death records from 1984 to the present date are indexed into the Town's computer database; staff has begun indexing years prior to 1984.

PROBATE COURT



In accordance with the Town Charter, the Town Clerk serves as the Clerk of the Probate Court, as well as Acting Judge in the absence or inability of the Probate Judge or Town Solicitor to serve in that capacity. All petitions filed in association with the administration of the estate of a resident or property owner in the Town of South Kingstown are filed in the Office and scheduled for hearing. All petitions require the calculation and collection of fees, notice preparation, and indexing. In addition, all of the petitions are microfilmed and sent off-site to a storage facility for safekeeping.

The following activities were performed for the Probate Court during the fiscal year 2013-2014:

- Served as Clerk for 12 regular sessions and 7 special sessions of the Probate Court.
- Filed petitions for 193 estates opened, of which 17 were wills filed for record only, and 19 were guardianships.

BUSINESS LICENSES

In accordance with the Town Code, Chapter 9, all business license applications are prepared by and submitted to the Town Clerk for consideration by the Town Council. The department staff manages all investigations and approvals by other Town departments and State agencies and acts as the liaison between the Town and the applicant during the licensing process. Upon Council approval, licenses are prepared, processed, and issued to the applicant. Licenses are also filed, indexed, and stored for record in the Office of the Town Clerk. Liquor Licenses require the preparation of advertisements for Public Hearing; coordination with the State Department of Health and RI Division of Taxation; and preparation and submittal of reports to the State Department of Business Regulation.

The following activities were performed relative to the issuance of licenses during FY 2013-2014:

- Issued 448 business licenses, 41 liquor licenses, 3 transfers of liquor licenses and 4 nineteen hour beverage licenses.
- Issued 3 industrial wastewater licenses, 10 waste haulers, and 2 zero discharge licenses.
- Issued 17 Miscellaneous Licenses for Road Races, Festivals and Block Parties, each requiring the execution of indemnification agreements, certificates of insurance and verifying that any required state licenses are obtained.

OTHER LICENSES & PERMITS

Transfer Station Tags, Dog and Kennel Licenses, Beach Stickers, and Hunting and Fishing Licenses may all be purchased in the Town Clerk's Office, in addition to the animal impoundment fines that are also paid and filed with the Office. The Department also issues mooring licenses.

- Sold 2,345 refuse tags and 373 yard waste tags.
- Sold 228 beach passes for the 2013 beach season.
- Issued 63 Hunting/Fishing Licenses and Stamps, of which 30 were permanent Hunting/Fishing Licenses with no fee for residents 65 or over.
- Issued 163 mooring licenses for the 2013-2014 boating season; collected \$29,700 in fees.
- Maintained Mooring Waiting List resulting in a reduction from 18 to 12 individuals.
- Coordinated with the Harbormaster to enforce inspection requirements and resolve nonpayment of licensing fees to ensure compliance of current mooring holders.
- Issued 1,331 dog licenses and 1 kennel license; collected \$11,055 in fees.
- Processed \$6,640 in animal control fines/fees.

REVENUE COLLECTED

The Town Clerk's Office collected \$929,883.65 in revenue during FY 2013-2014.

Administrative Accomplishments FY 2013-2014

- Continued live video streaming and on-demand access of Town Council meetings on the Town website, including synchronization of each agenda item and attachment of Town Council packet for public access. Agendas, minutes, and video files are maintained in a searchable database back to January 2010. Minutes are archived back to 2006.
- Continued posting of Town Code and Zoning amendments on the Municipal Code website as they are adopted. Published the yearly supplement. Added OrdBank feature which links the online history notes to a copy of the original ordinance.
- Converted and integrated to new software programs for cash receipts, vitals, probate, and dogs.
- Maintained postings on the Town's website to provide residents and visitors with current information.
- Continued to assist the Harbormaster in enforcing inspection requirements and resolving licensing issues to ensure compliance with the boats and waterways ordinance.
- Staff cross trained in voter registration/election procedures, business licenses, and land evidence recording to help insure flexibility of department and vacation coverage.

Goals FY 2014-2015

TOWN COUNCIL

- Investigate use of laptop computers by Town Council members in order to eliminate paper packets.

LAND EVIDENCE

- Continue entering indexes prior to 1980 into Browntech database and scan associated land evidence books to expand database of records available electronically and on the internet.
- Continue to maintain customer accounts for internet access.
- Continue to scan in recorded Land Plans for internet access.

CANVASSING

- Prepare for the September 2014 Primary and November 2014 General Election, as well as the Budget Referendum if needed.
- Continue with CVRS training.
- Continue to cross train staff.

VITAL STATISTICS

- Continue electronic indexing of vital records.
- Implement paperless storage of all vital statistic records going forward.
- Implement new scan and indexing system.
- Scan deaths and marriages that occurred prior to implementation of new vitals system so all vitals will be accessible electronically through new LL Data vital system.

PROBATE

- Continue automation of probate records for easier public access and security microfilming.
- Implement new scan and indexing system.
- Scan probate records that occurred prior to implementation of new probate system so all estates will be accessible through new LL Data probate system.

MISCELLANEOUS

- Continue to work with Harbormaster to ensure compliance to mooring regulations and maintenance of mooring waiting list working with new Mooring License Program.
- Continue to ensure efficient and knowledgeable customer service to members of the community.
- Training pertaining to all aspects of Town Clerk's office functions with a focus on CVRS, Elections, Licenses, Vitals and Probate.
- Improve office organization through records management best practices and retention guidelines.
- Continue to transfer election statistics to electronic record.

TOWN SOLICITOR

MISSION STATEMENT

The law firm of Ursillo, Teitz & Ritch, Ltd. provides legal representation to the Town in the form of legal assistance and advice to the Town Council, Town Manager, Town staff, and Town boards and commissions, exclusive of the School Department* and police prosecutions*; and advocacy on behalf of the Town. The Town Solicitor is proactive, meeting with Town Officials to anticipate and avoid potential problems before they arise and tracking state policy affecting the municipality.

Responses are provided to all requests for legal advice from Town Departments, through either the department heads directly or the Town Manager. The Town Solicitor accepts service of process on behalf of the Town and defends the Town in all lawsuits not handled by the Town's insurance carrier. The Town's legal staff also files actions on behalf of the Town when necessary seeking civil remedies, including enforcement actions against public nuisances and violations of Town Ordinances. The Solicitor exercises independent professional judgment and renders candid advice to the Town Manager and staff involving matters of concern to the Town.

Attorneys from the Town Solicitor's office participate in all meetings of the Town Council, Planning Board, and Zoning Board of Review, as well as other Town board meetings from time to time, on an as-needed basis. Additionally, attorneys from the Town Solicitor's office attend office hours at the Town Hall, interacting with Town officials and staff on a regular basis.

** The School Department retains legal representation independent of the Town. Attorney Terrence Simpson serves as Special Legal Counsel in handling criminal misdemeanor prosecutions and wayward petitions in the District and Family Courts.*

Accomplishments FY 2013-2014

The law firm of Ursillo, Teitz & Ritch, Ltd. has provided all general municipal legal services to the Town since 1995. Michael A. Ursillo serves as Town Solicitor and Andrew M. Teitz, AICP, serves as Special Legal Counsel for Zoning and Planning. Scott A. Ritch assists with review of all contractual matters. The Town Solicitor also addresses liability claims with the Town's insurer.

The following chart summarizes the categories of lawsuits/actions that the Solicitor's office has either represented the Town or assisted the Town's insurance carrier over the past two years:

Category	2012-2013 Cases	2013-2014 Cases
Agency Hearings	2	3
Claims for which suit has not been instituted	3	2
Code Enforcement Actions	9	6
Labor Arbitration Cases	1	2
Minimum Housing Enforcement	0	0
RI Human Rights Commission	1	0
Superior Court Appeals (non-zoning)	1	5
Supreme Court Appeals	1	1
Tax Appeals and Cases	3	4
Unemployment Hearings	2	2
Zoning Appeals	3	3
TOTAL	26	28

The Town Solicitor and Special Legal Counsel have attended an average of four to six evening meetings per month representing the Town Council and various Town boards. This is in addition to daytime meetings with Town staff and state agencies and numerous court appearances on behalf of the Town.

The Town Solicitor's office has also provided counsel to various town boards and departments relative to long-range planning, affordable housing production, and other special planning projects.

Finally, the Solicitor's Office represents the Town at sessions of the General Assembly regarding various municipal bills which are being supported or opposed by the Town.

Goals FY 2014-2015

- Provide high quality legal services to the Town in a timely fashion and at an affordable rate.
- Successfully defend lawsuits brought against the Town.
- Provide proactive representation through the review of various ordinances, contracts, memoranda, and policies prior to implementation and by keeping abreast of continued state law and regulatory changes.
- Provide advice relative to long-range planning projects.
- Provide non-partisan legal advice, based on the combined experience of legal counsel, set forth in a comprehensible and straightforward manner.

FINANCE DEPARTMENT

MISSION STATEMENT

The Finance Department serves all departments of the Town as an information gathering and control center, providing both internal and external reports relative to any financial information involving the Town. The timely delivery of this service is essential for the proper and effective financial management of the Town. The Department is responsible for maintaining the accounting and financial reporting system for approximately 55 different funds. Each fund is considered a separate entity with its own set of records.

Accomplishments FY 2013-2014

INTEGRATED FINANCIAL MANAGEMENT SYSTEMS

The Finance Department, Town Manager and School Department Administration have replaced the Town and School Department's current financial management systems including fund accounting, accounts payable, budget, purchasing, fixed assets, human resources, payroll, tax assessment and collection, utility billing and collection systems. In February 2013, the Town Council awarded contracts to the following vendors who demonstrated that their solutions best met the needs of the Town and School: Tyler Technologies (MUNIS) for Financial, Payroll and Human Resources; Vision for Tax Assessment/Collection and Utility Billing/Collection; and Viewpoint for Licensing and Permitting.

The implementation has been accomplished utilizing a phased-in approach. The first phase began with the implementation and training of staff for some of the key financial management functions starting in March 2013 including fund accounting, accounts payable, budgeting and purchasing, which "went live" on October 1, 2013. Payroll and Personnel "went live" in January 2014; Tax Administration and Collection and Utility Billing began in the Fall 2013 and "went live" with the tax and utility billings in July 2014. With the implementation and training of these new integrated systems, Town and School personnel have been undergoing dramatic improvements in the efficiency of financial operations and procedures. Following are just a few examples of these improvements that are already allowing for greater efficiencies and generating savings of both time and cost of producing paper documents.

Accounting - Departments now have on-line access to their own up-to-the-minute budgetary accounting records without the need for the Finance Department to produce, print and distribute monthly reports that previously were soon out of date and required manual side records in order for departments to track spending.

Purchasing - All departments now submit on-line, paperless requisitions rather than creating paper purchase requisitions forms that previously had to travel from person to person for approval signatures. Authorized approvers are notified via E-mail of pending requisitions and approvals are made on-line. Purchase Order documents may now be E-mailed to Vendors upon request. All departments are approving invoices on-line, which in turn notifies the Finance Department of when payments can be processed.

Payroll/Personnel - As of January 1, 2014, with the implementation of the new payroll/personnel software system, the Town and School payroll has been decentralized and brought in-house, whereas previously, payroll services were purchased from an outside contractor. Each department inputs their staff's daily time and attendance data into the payroll system, which allows the Finance Department to review and accept the information and convert it into a biweekly payroll. At the same time, all the data collected is available for utilization by Town and School Management to maintain personnel, budgetary accounting and attendance records. This in-house payroll system provides an opportunity for the Town to account for all personnel benefit costs by individual employee and to reflect these expenses within each Department's budget rather



than a total by Fund as had been past practice. In the near future, employees will be given on-line access to their individual payroll/personnel information through the implementation of a self-service portal module.

Cash Management - With the implementation of cash management and accounting software, the Town has established a “pooled cash fund” that allows for direct charge and credit to individual fund cash accounts without the need for separate bank accounts that would require bank transactions to move the cash. This system has allowed for a reduction from a high of fourteen to three bank checking accounts.

Budget - The budget software system allows Departments to input their own budgetary line-item requests and then continues to track each change throughout the budget process. Departments are given quick access to historical detail accounting information for each line item to aid in making decisions on their requests for funding. Budgetary requests for payroll and fringe benefits flow from payroll/personnel system for each budgeted position. After the budget is adopted the final budget appropriation then flows into the budget accounting system.

Tax & Utility Collection - With the mailing of the 2014 Tax bills in July 2014, taxpayers now have the ability to access their account information on-line via an assigned login and password, as well as the option to pay on-line by credit card. An outside electronic payment-processing firm is utilized that allows taxpayers to pay their bills with credit cards either over the internet or by phone. The firm adds a fee that is charged directly to the taxpayer for the transaction. With the implementation of the new Utility Billing and Collection System, the credit card payment option will also be accepted for water and sewer bills beginning in October 2014; it is noted that the billing and collection of water bills will change to a quarterly basis beginning with the October 2014 billing. By January 2015, over-the-counter credit card payments will be accepted in the Tax Collector’s Office at Town Hall.

TAX COLLECTION

Automatic Withdrawal (ACH transfer) - Since 2009, the Town has provided taxpayers the opportunity to sign up for automatic withdrawal of quarterly tax payments, by ACH transfer from the taxpayer's bank account. This option affords taxpayers the convenience of not having to mail a check to the Town, or drive to Town Hall to pay in person, while eliminating the possibility of incurring interest penalties for late payments. This continues to be a most cost effective method of collecting taxes, while also providing an added convenience to taxpayers. The chart below provides a summary of the utilization of ACH transfers by taxpayers for the first six years of the program, as well as an estimate for FY 2014-2015 payments:

Fiscal Year	Number of Tax Payments	Amount Received
2009	89	\$ 103,325
2010	1,798	2,030,544
2011	3,094	2,989,046
2012	3,427	3,227,321
2013	3,574	3,325,289
2014	4,139	3,377,644
2015 <i>Estimate</i>	4,800	3,450,000

Credit Card Payments - The use of credit cards for making tax payments has increased significantly over the last five years. For FY 2010, seventy-one tax payments were made by credit card for a total amount of \$56,903; FY 2011 saw 343 credit card payments totaling \$145,675; for FY 2012 there were 374 credit card payments totaling \$216,118; FY 2013 had 427 credit card payments totaling \$270,369; and for FY 2014 there were 542 credit card payments made, totaling \$314,302 in taxes and interest received. With the acceptance of over-the-counter credit card payments scheduled to begin by January 2015, and the added opportunity for utility bills to be paid with credit cards, an even more significant increase in credit card receipts is anticipated for FY 2015.

DELINQUENT TAX RECEIVABLES

The Department continues its efforts to collect delinquent taxes utilizing various methods of collection. The results of the delinquent tax collection program are reflected in the collection rates on the following table. Prior year tax receivables, as of August 31, 2014, are listed on the next page along with the percentage of Net Levy for each of the past five years.

Fiscal Year	Net Levy	Uncollected as of 8/31/11	% of Net Levy	Uncollected as of 8/31/12	% of Net Levy	Uncollected as of 8/31/13	% of Net Levy	Uncollected as of 8/31/14	% of Net Levy
2014	66,921,801							661,996	0.99%
2013	66,127,063					648,333	0.98%	97,658	0.15%
2012	65,885,154			618,926	0.94%	98,602	0.15%	59,888	0.09%
2011	65,199,289	702,456	1.08%	96,371	0.15%	79,229	0.12%	73,249	0.11%
2010	64,231,377	46,643	0.07%	22,641	0.04%	19,660	0.03%	18,786	0.03%

Explanations for each of the collection methods utilized for delinquent accounts are provided below:

Motor Vehicle Taxes - The amount of outstanding taxes forwarded to the Town’s collection agency, Rossi Law Offices, Ltd., from program inception in March 2008 to June 2013 totals \$233,787. Rossi Law Offices, Ltd. has collected \$43,386 in past due taxes and an additional \$29,944 in interest penalties through the end of June 2014. It is anticipated that any outstanding 2008, 2009 and 2010 motor vehicle accounts will be turned over to Rossi in the Fall 2014 for collection. The RI Department of Motor Vehicles’ computerized registration system provides the Tax Collector’s office with the ability to place “unpaid local tax” holds on registration renewals for delinquent taxpayers.

Real Estate Taxes - The Tax Collector held an annual tax sale in April 2014 for unpaid 2012 real estate taxes and prior amounts due, with all 23 parcels that were advertised being collected on, for a total of \$94,366 in total taxes collected.

Tangible (Personal Property) Taxes - The Town files UCC liens with the Secretary of State’s Office against tangible property owners to protect the Town’s tax lien for unpaid taxes. These owners include business tangible property as well as mobile/manufactured homes on leased land. Delinquent tangible accounts are forwarded to the collection agency for the collection of these difficult to collect receivables. Many of these tangible property owners are taxes for businesses that have gone out of business, making them extremely difficult to collect. Since March 2008, 416 accounts totaling \$64,567 have been placed with Rossi Law Offices; of that amount, \$3,829 in taxes and \$1,546 in interest has been collected through June 2014.

FRAUD PREVENTION SERVICES

With the implementation of a “pooled cash” account that has reduced the need for separate bank accounts and has resulted in a reduction of bank transactions such as check and wire transfers between accounts, the Finance Department has implemented some significant banking improvements to the Town's fraud protection program including 1.) Automated Clearing House (ACH) blocking and filtering of debit transactions; 2.) “Positive Pay” for all Town and School issued checks to prevent unauthorized checks being charged to Town accounts which, in turn, provides for full check reconciliation of bank accounts allowing for prompt monthly bank account reconciliation; and 3.) On-line, current-day banking for secure inquiry and up-to-the-minute cash transaction scrutiny.

OTHER POST-EMPLOYMENT BENEFITS

Under the provisions of Governmental Accounting Standards Board (GASB) Statements 43 and 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions (OPEB), the Town is required to include the accounting and financial reporting of post-employment benefits (medical, dental, and life insurance benefits for retirees) in its financial statements. The Town Council awarded a contract to Nyhart of Indianapolis, Indiana in 2013 to perform the actuarial reviews as mandated by GASB Statement 45. Nyhart will prepare the required actuarial report showing the plan’s financial status as of July 1, 2013. The total annual required contribution (ARC) for the 2014-2015 fiscal year was budgeted at \$1,942,740 for all Town and School Department employees. The Town is in its sixth year of fully funding its annual required contribution for OPEB and remains one of only a few municipalities in the State that has fully funded its ARC. As of June 30, 2014 the Town had assets totaling \$5,314,346 in an OPEB trust fund at the Washington Trust Company.

BOND RATING

Moody’s Investors Service, Inc. recalibrated the Town’s bond rating on April 30, 2010 as part of their new, uniform, single global rating scale, which rates municipal and corporate securities in the same manner to better serve all market participants. This resulted in an upward shift of the Town’s long-term municipal rating from Aa2 to Aa1. Prior to this recalibration of the Town’s bond rating, there had been three upgrades in the Town’s bond rating since 1952, when bond anticipation notes were first issued by the Town. The rating was upgraded from A to A1 in December 1991; from A1 to Aa3 in June 2002; and from Aa3 to Aa2 in May 2005. With this recalibration in April 2010, the Town’s bond rating now stands at a very favorable Aa1, which is only one notch below the highest possible rating of Aaa. South Kingstown is one of only four communities in the State that have a bond rating of Aa1, which represents the highest municipal rating for a Rhode Island municipality. Moody’s has cited the Town’s strong financial management practices, thereby allowing South Kingstown to continue to merit this very positive rating.

	Moody's	Standard & Poor's
Best Quality	Aaa	AAA
High Quality	Aa1 Aa2 Aa3	AA+ AA AA-
Upper Medium Quality	A1 A2 A3	A+ A A-
Medium Grade	Baa1 Baa2 Baa3	BBB+ BBB BBB-

PURCHASING

The Town Manager’s Office and the Finance Department have implemented an automated web-based bidder/proposal system. The Town participates in an on-line system hosted by the City of Newport that is utilized by Rhode Island Municipalities and School Departments. The site allows participating vendors to receive immediate notification of specific bids via E-mail, with the vendor being directed to the site to view the posting and download the specifications.

This system provides an additional form of publication of Town bids in addition to the legal newspaper advertisement and the bid posting on the Town’s web page. This allows for the specifications to reach many more vendors while providing quicker access to specifications for vendors. It also saves time and money due to the reduction of costs for printing and mailing of specifications, since the vendors now download and print the specifications themselves, while at the same time creating a record of their visit to the bid posting.

In addition, improvements have been made to the Town’s website with the introduction of a page that provides access to completed bid information, listing all closed bids back to 2009 and allowing for the further search of bid award documents through the use of the Town’s online ClerkBase system.

FINANCIAL AUDIT

As part of the annual financial audit process, the Finance Department was successful in closing the prior fiscal year trial balances and completing the necessary work papers for the Town's outside independent auditors to review. All deadlines mandated by the State Auditor General were met. The Town received an unqualified opinion on its financial statements, which indicates that the Town's financial report is in full compliance with generally accepted accounting principles.



For the fiscal year ending June 30, 2012, the Finance Department solicited proposals from outside independent audit firms. Four proposals were received and it was determined that the firm of Blum, Shapiro & Company, P.C. would best serve the needs of the Town. State Law requires the approval of the Auditor General prior to the employment of private auditors by Rhode Island municipalities, and the Auditor General in May 2012 authorized the Town Council to award the three year contract to Blum, Shapiro & Company for fiscal years 2012 through 2014.

CERTIFICATE OF ACHIEVEMENT AWARD

The Town received notification from the Government Finance Officers Association (GFOA) that it had been awarded the Certificate of Achievement Award for the FY 2013 Comprehensive Annual Financial Report (CAFR). This represents the 24th consecutive year that the Town has received this prestigious award.

The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Its attainment represents a significant accomplishment for the Town of South Kingstown. The award could not have been received without the dedicated team approach the entire Finance Department staff took in the development of the report.

Goals FY 2014-2015

- Continue to troubleshoot the new financial management systems to provide uniformity and benchmarking with neighboring communities.
- Evaluate potential alternative revenue sources or expenditure reductions that could be utilized to reduce reliance on the property tax to finance Town services, with the focus on reviewing the current fee schedule to ensure that the fees are adequate for the services provided.
- Maintain or improve the Town's Aa1 bond rating from Moody's Investors Service.
- Complete revision of the Finance Department Accounting Manual as required with the implementation of the new financial information systems.
- Update the Town's Purchasing Rules and Regulations to allow for new purchasing system procedures as well as change to requirements for competitive quotations and adopting a threshold for capital asset reporting as a best practice in financial management.
- Identify and monitor opportunities for refinancing outstanding debt during favorable market conditions.
- Continue to pursue alternate means of collecting delinquent motor vehicle and tangible property taxes. While South Kingstown has one of the best tax collection rates in the State, the Town must continue to look for new alternatives in collecting overdue taxes.

INFORMATION TECHNOLOGY

MISSION STATEMENT

It is the responsibility of the Information Technology Division, under the Finance Department, to provide technological assistance, uniformity, and control in the analysis, design, development, and functionality of all technology related projects and computer system services.

The IT Division, which consists of 2 full time staff members, oversees a wide and varied network of buildings, hardware, and software. The network connects Town Hall, Public Services, Wastewater Treatment Plant, Highway Garage, Neighborhood Guild, and Adult Day Services. These buildings are connected through the Town's own cabling system maintained by the Communications Department or by Cox Communications leased lines. The buildings connected in this fashion have full access to all Town network services (servers, printers, firewall protection, internet use, email, etc.) wherever deemed necessary. These six buildings have approximately 120 personal computers and laptops and 26 network printers and copiers.



SERVERS

There are seven main servers and one Storage Area Network (SAN) device meeting the bulk of the Town's data needs. The Town's file server runs Windows Server 2008 and hosts some town-shared MS Access databases, and shareable directories. The Town maintains a physical Active Directory Domain Controller running Windows server 2008. The IBM Power 7 server hosts the BrownTech Land Evidence Management system for the Town Clerks Office.

IT also manages a virtual server environment containing three physical server hosts and two IBM SANs. The virtual environment runs on VMware ESX 4.1, and all virtual servers run the Windows 2008 Server operating systems. A secondary Domain Controller was added to complement the physical Domain Controller. Contained within this environment is a multitude of virtual servers. The MUNIS server supports the Town and School's Financial Management System that includes General Ledger, Budgeting, Fixed Assets, Payroll and Human Resources. The virtual Exchange server houses the Town's email system. The Vision server hosts the Tax Assessor's Vision Appraisal CAMA package, Tax Administration/Collection system and the Utility Billing system. The RecWare/Safari server hosts the Guild's class enrollment scheduling software. The GIS server also houses the Town's mapping system, and is run virtually.

SOFTWARE

Starting in 2013, the Town began replacing its antiquated ADMINS systems with more robust software. For the Town's Financial, Budgeting, Accounts Payables, Fixed Assets, Payroll and Human Resources applications, the MUNIS application was implemented. This project spanned approximately one year and changed processes in almost every department. For Tax and Utility administration, billing and collections, the Town deployed the Vision system. This project was completed in a one year window as well. Both projects have allowed the Town to leverage the power of its own data. Management is now able to easily extract data into Excel and provide up to the minute reports on budgets, workforce costs, property values and payment history.

Policy Objectives

- Create a standards based database environment while increasing the productivity and functionality for Town and School staff to service our constituency.
- Establish traditional audit trails and controls.
- Assist in the training and orientation of technology users.
- Adapt to changing technologies / Adopt new and emerging technologies.
- Empower Town and School staff to embrace and utilize technology.

Accomplishments FY 2013-2014

- Completion of the Government Financial Management System (GFMS) - This implementation included both Town and School departments and comprised General Ledger, Budget, Purchasing, Account Payable, Fixed Assets, Project/Grant Accounting, Cash Management, Payroll and Human Resources. This project was vast in its scope as all Town and School departments were involved. The deployment of this system changed business processes and workflow across the Town.
- Deployment of a new Tax Administration and Tax Collection system – Working with the Tax Assessment and Collection offices, IT rolled out a Tax system from Vision Appraisal Technologies. After data conversion and staff training, the July 2014 tax bills were produced from Vision. With this 2014 Tax Roll, the Town also offers the tax roll information online and upgraded its public Vision web site to include greater functionality and ease of use.
- Implementation of Microsoft Exchange – The IT Division migrated over 130 Gigabytes of email to an in-house Exchange system that includes global contact lists, shared calendaring and archiving capabilities.
- Convert to a new Utility Billing system and quarterly billing – As mandated by State Law, the Town needed to issue water bills on a quarterly basis. IT worked with the Department of Public Services and the Tax Collector’s office to implement a new Utility Billing system for the billing and collections of water and wastewater charges. This migration included converting the data from the Town’s legacy system, training staff on its usage and changing to a quarterly bill for water charges.
- Deployment of in-house help desk ticketing system – IT leverage a free software to deploy a help desk ticketing system to better track IT’s usage, department needs and IT response time.

Goals FY 2014-2015

- Implementation of a Permit and Licensing system for Building, Zoning, Planning and Town Clerk offices
- Installation of a Town Private Fiber Optic network to connect Town facilities
- Replacement of aging computers
- Cost effective printer plan
- User training in the areas of computer utilization and MS-Office

DEPARTMENT OF ASSESSMENT

MISSION STATEMENT

The mission of the Department of Assessment is to provide for the orderly valuation of all real estate, motor vehicles and tangible personal property located in the Town of South Kingstown. The primary objective of the Department is to discover, list and value all taxable and exempt property, to ensure that assessments are made properly and uniformly, and that the tax roll, when completed, is a true and accurate account of all ratable property in the jurisdiction.

Accomplishments FY 2013-2014

2014 TAX ROLL

As of December 31, 2013 the Flexible Tax Roll was \$4,140,525,483; an increase of \$29,060,549 compared to the prior year taxable roll. The flexible taxable property roll generated \$64,102,780 in property taxes or 94.82% of all levied taxes. Property taxes generated from the taxation of motor vehicles produced \$3,504,861 or 5.18% of total taxes levied. The taxable value of motor vehicles increased \$1,448,891 in FY 2014-2015.

Tax Roll Comparison					
	FY 2013-2014	\$15.470	FY 2014-2015	\$15.482	
	December 2012		December 2013		
	Taxable Value	Tax Levied	Taxable Value	Tax Levied	% of Total
Residential	\$3,551,627,462	\$54,943,679	3,573,415,674	\$55,322,900	81.83%
Commercial	\$487,305,270	\$7,538,613	493,273,045	\$7,636,754	11.30%
Industrial	\$31,849,800	\$492,716	31,849,800	\$493,092	0.73%
Utilities	\$40,682,402	\$629,357	41,986,964	\$650,034	0.96%
Flexible Tax Base	\$4,111,464,934	\$63,604,365	\$4,140,525,483	\$64,102,780	94.82%
Motor Vehicles - \$18.71	185,876,659	3,477,752	187,325,550	3,504,861	5.18%
Net Motor Vehicles	185,876,659	3,477,752	187,325,550	3,504,861	5.18%
Total Tax Roll/Levy	\$4,297,341,593	\$67,082,117	\$4,327,851,033	\$67,607,641	100.00%

With the elimination of the inventory tax for the 2008 tax roll, the Town currently utilizes two tax rates in the 2014-2015 fiscal year, as defined below:

- \$15.48 for real estate and tangible personal property.
- \$18.71 for motor vehicles; excise tax exemption was legislatively reduced to \$500; however, for the 2014 tax roll the Town provided an additional \$2,500 exemption, resulting in a total motor vehicle exemption of \$3,000.

NEW VISION GOVERNMENT SOLUTIONS TAX ADMINISTRATION SOFTWARE

During the 2013-2014 fiscal year the Office implemented a new tax administration software package. This software provides greater efficiency in managing the assessment of real property, personal property and motor vehicles. This system interfaces with the existing real estate assessment software, as well as the Tax Collector's software.

NEW MUNIS FINANCIAL MANAGEMENT SOFTWARE

The Assessor's Office also participated in the Town's implementation of a new financial management software system (MUNIS) in FY 2013-2014. This system interfaces with the Finance Department and allows for both payroll and accounts payable to be processed in a more efficient manner.

INFORMATION TECHNOLOGY (IT) / GEOGRAPHIC INFORMATION SYSTEMS (GIS)

On a yearly basis the GIS Division continues to maintain and update the Tax Assessors plat maps, providing the Assessor's Office both hardcopy and digital format on the Town's website. Additionally, the Town's WebGIS staff computer interface is used regularly by Town staff to access the Town's GIS database. This interface allows staff to find a parcel by name, plat/lot or street address and view the parcel with an aerial photo, wetland, surrounding protected open space or zoning district overlay. A similar site on the Internet is also available to the public.

The IT and GIS Divisions continue to provide substantial assistance to the Assessor's Office in terms of fulfilling the public demand for information. All pertinent assessment information, such as property ownership, style of dwelling, total living area, year built, land size, etc., is available to the public on two town web sites. Since its implementation, both of these sites have been of particular value to the public when reviewing assessments and are used extensively by the community. The public can access the Town's site at www.southkingstownri.com and the revaluation company's (Vision Government Solutions) at www.vgsi.com. Assessment values are easily accessed from each site and provide an abundance of information to property owners who wish to research town-wide assessments.

VETERANS' EXEMPTIONS

FOR THE 2014 TAX ROLL THERE WERE 1,151 VETERAN'S WHO RECEIVED ONE OF THE EXEMPTIONS LISTED BELOW.

- VETERAN/WIDOW OF VETERAN..... \$126.00
- GOLD STAR PARENT.....\$378.00
- 100% DISABLED VETERAN..... \$252.00
- EX - P.O.W..... \$409.65

ELDERLY ABATEMENT PROGRAM

Each year the Assessor's Office reviews the elderly tax abatement program to insure the Town's elderly tax credits are competitive with other communities in Washington County. The program has been an effective means of easing the property tax burden for qualified elderly home owners. In addition to meeting household income criteria, a person must be at least 65 years of age, have owned and occupied property in Town for at least the past 5 years, and reside at the premises under application. Proof of income must be filed on an annual basis.

The program is based on financial need. The maximum allowable household income remained at \$37,000 for 2014. For the 2014 tax roll there were 191 participants in this program. The tax credit dollars total \$281,780. The Assessor's Office continues to process applications for this program throughout the year. The chart on the following page displays the bracketed tax credits by income levels.

2013 Gross Income	Maximum Tax Credit
\$0 - \$13,000	\$ 2,100
13,001 - 15,000	2,000
15,001 - 17,500	1,900
17,501 - 19,500	1,800
19,501 - 23,500	1,700
23,501 - 26,000	1,600
26,001 - 30,000	1,500
30,001 - 32,000	1,300
32,001 - 33,000	1,200
33,001 - 34,000	950
34,001 - 35,000	700
35,001 - 37,000	450

PRORATION OF NEW CONSTRUCTION



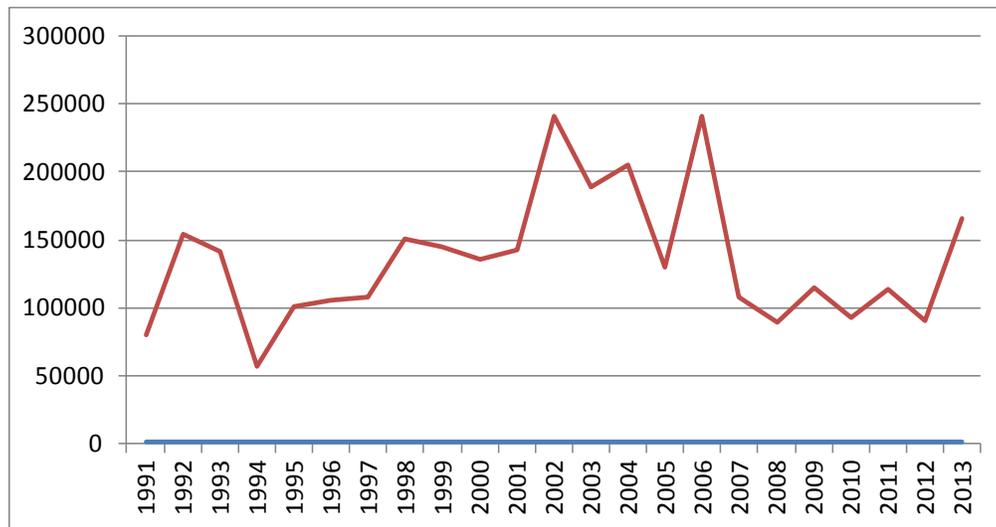
This program, initiated in 1991, requires the Town to prorate the value of new construction completed after the date of assessment (December 31). South Kingstown was the first assessment office in the State to obtain special legislation to prorate new construction. Through this program, \$164,099 in new construction tax dollars was generated in 2014.

Since its inception in 1991, totals to date include assessed value of \$185,661,699 and taxes billed of \$3,056,643.

A five year summary of the taxable value associated with this program is as follows:

Proration of New Construction		
Year	Assessed Value	Taxes Billed
2009	9,331,792	112,611
2010	6,518,555	90,763
2011	7,712,949	111,820
2012	6,132,700	88,930
2013	10,607,570	164,099

The chart below shows the annual income generated through this program since inception:



ASSESSMENT APPEALS

In 2013, property owners had until October 30th to file property appeals based on the 2012 revaluation and market conditions that existed at that time. As a result, there were twenty-six assessment appeals to the Assessor's Office in 2013, which resulted in seven assessment reductions. Ten appeals were further appealed to the Assessment Board of Review resulting in four reductions.

For the July 2014 tax bill, property owners will have until October 30th to appeal their assessments. All appeals will be based on the market conditions that existed as of the date of the last revaluation, December 31, 2012.

It should be noted there is a continual year-to-year discussion process with property owners answering and explaining assessment related questions.

FARM, FOREST & OPEN SPACE PROGRAM

In conjunction with the RI Department of Environmental Management, the Assessor's Office administers the Farm, Forest, Open Space Program (FF/OS). The FF/OS tax relief program has several purposes - to encourage the preservation of farm, forest and open space land in order to maintain a readily available source of food and farm products; to conserve the State's natural resources; to prevent the forced conversion of farm, forest and open space land to more intensive uses; to preserve agricultural heritage; and to protect scenic views and rural character.

As part of the Town Council's Growth Management Program, the Department continues to maintain an active role in the process of expanding public participation in the State FF/OS Land Act.



Goals FY 2014-2015

STATISTICAL REVALUATION – DECEMBER 31, 2015

With the three year revaluation cycle currently in place, revaluation projects dominate a significant portion of the yearly work load that takes place within the Assessor's Office.

Under the State's revaluation guidelines, revaluations are to be performed every three years by all cities and towns. The revaluation cycle requires a full revaluation every 9 years with two statistical revaluations at 3-year intervals in between that 9-year period. A full revaluation was conducted in 2012, and a statistical will be conducted in 2015.

In January 2015, a Request for Proposals (RFP) will be prepared, advertised, and posted on the Town's web site for potential revaluation companies to bid on this project.

New assessment notices will be mailed to property owners in March 2016, and appeal hearings with the revaluation company will follow during the same month. All appeals will be reviewed with appropriate adjustments being applied on an individual and town-wide basis.

Property owners will have further opportunities to appeal their assessments after the tax bills are mailed in July 2016. An appeal can be filed with the Assessor's Office with a filing deadline of October 30. The Assessor will then review those appeals and apply appropriate adjustments where warranted. Further appeals can then be made to the Assessment Board of Review.

PLANNING DEPARTMENT

MISSION STATEMENT

Under the direction of the Town Manager, the Planning Department provides professional planning services for the Town across following areas:

ADMINISTRATION OF LAND USE REGULATIONS

Prepares and administers the provisions of the Zoning Ordinance and Subdivision and Land Development Regulations, as well as other local regulations that may affect community development.

ADMINISTRATION OF ON-GOING PLANNING PROGRAMS

Responsible for the initiation, administration and completion of such diverse planning programs as land acquisition, historic preservation, housing, economic and community development.

COORDINATION WITH FEDERAL AND STATE AGENCIES

Works closely with various Federal and State agencies in the completion of projects where either Federal and/or State funds are involved or regulatory permits are required.

COORDINATION WITH TOWN BOARDS, DEPARTMENTS, AND AGENCIES

Provides direct staff support to eight permanent Town boards (*Town Council, Planning Board, Technical Review Committee [TRC], Conservation Commission [Tree Board and OWTS Commission], Historic District Commission, Affordable Housing Collaborative, Economic Development Committee, and Traffic and Transportation Review Committee [T²RC in cooperation with the Police Department and the Department of Public Services]*) and other coordination as needed.

COORDINATION OF TOWN / INSTITUTIONAL RELATIONS

Under the direction of the Town Manager, takes a lead role in providing support services, issue analysis, and regulatory administration relating to the Town's relationships with the University of Rhode Island, South County Hospital, and local fire districts (Union Fire District and Kingston Fire District).

ENVIRONMENTAL PROTECTION

Coordinates the review of development proposals that may affect the Town's natural resources and makes recommendations for appropriate environmental protection measures and initiatives.

GRANT APPLICATION AND ADMINISTRATION

Applies for and administers various Federal, State and foundation grants relating to land use, affordable housing, transportation improvements, open space acquisition, neighborhood revitalization, natural hazard mitigation, economic stimulus, energy-related and environmental protection programs.

LAND USE PLANNING AND COMMUNITY GROWTH

Responsible for preparation, maintenance, and implementation of the Comprehensive Community Plan, the principal long-range guide for development within the Town.

RESEARCH ACTIVITIES

Researches issues related to community planning at the request of the Town Manager, Town Council and other boards and agencies as directed.

Accomplishments FY 2013-2014

AFFORDABLE HOUSING INITIATIVES

The Department, in coordination with the Affordable Housing Collaborative (AHC), has continued with work on implementing major recommendations of the Affordable Housing Production Plan. Highlights of these efforts in the 2013-2014 fiscal year include the following:

- Discussion during monthly meetings relating to promoting affordability of housing within the community. The AHC provided advisory reviews and recommendations to the Planning Board for “inclusionary” subdivision and land development applications.
- For the 2013 calendar year the official count of affordable housing in South Kingstown stands at 5.44% per statistics compiled by RI Housing and Mortgage Finance Corporation (593 units out of a total year round unit count of 10,900. This represents an increase of 5 units over the 2012 affordable housing inventory of 588 units).
- The AHC membership discussed housing related legislative proposals and provided correspondence to the House and Senate leadership relaying concerns about pending legislation regarding “in lieu fees” for affordable housing production.
- Provided an advisory recommendation on the use of resources the Town’s Housing Trust Fund in support of a potential LIHTC (Low Income Housing Tax Credit) application for the rehabilitation of existing rental units at 422 Main Street.

COMPREHENSIVE PLAN UPDATE

Through the efforts of the Planning Department, Planning Board and consultant Horsley Witten Group, the Town’s State mandated five-year update of the South Kingstown Comprehensive Community Plan gained State of Rhode Island approval on April 1, 2014. This concluded a major work effort by the Department involving an extensive public input process, including public workshops, online and hardcopy surveys, key informant interviews, and formal public hearings held by both the Planning Board and Town Council.

ECONOMIC DEVELOPMENT

Economic Development Committee - The Economic Development Committee (EDC) has continued to promote potential amendments to the Town’s Zoning Ordinance Use Tables and formulated recommendations with an eye towards greater regulatory flexibility and improvements to the local business environment. The Committee has also begun work on a baseline local business survey to better understand the issues, concerns and opportunities that exist with regard to economic development in South Kingstown. The EDC also compiled a Strategic Plan to guide their efforts and work program going forward.

RI Commerce Corporation - The Town administration and Planning Department have continued active lines of communication with RI Commerce Corporation (formerly RI Economic Development Corporation) concerning local economic development issues.

ENERGY PROGRAMS

The Planning Department has served as a coordinating entity among various Town departments, State officials, utility providers and other interested parties in the Town's development of its energy management program. This burgeoning program has been generally supported through grant funding over the last few years and has resulted in substantial system upgrades to a number of Town buildings and facilities improving energy efficiency and comfort levels for workers and residents. Over the past year, the Town has worked to conclude the remaining grant project providing resources for this program.

Building Local Capacity for Clean Energy and Climate Change Initiatives: An Intergovernmental Partnership – This is a cooperative grant venture of the Town, the URI Energy Center, the USEPA and three other RI communities (Warwick, East Greenwich, and North Providence). South Kingstown's grant budget is approximately \$55,000 and was used for the following:

- South Kingstown's EPA Grant "Demonstration project" consisted of a retrofit all lighting at the South Kingstown Public Safety Building. The project was completed in the late spring of 2014, its total cost consists of \$85,579 (this includes a \$38,933 incentive from N-Grid under its Enhanced Municipal Initiative Program; the net Town cost was \$46,646 and was covered in full by the EPA grant).
- As an outgrowth of these grant funding efforts and to better focus administration efforts around conservation and facility management the FY 2013-2014 budget provides for a new position, that of Facilities Superintendent. This position is responsible for coordination and implementation of projects and operational procedures to better conserve energy at municipal facilities. The Planning Department assisted the Town Manager's office in development of the job description and overall responsibilities for this new supervisory position.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DIVISION

The Geographic Information System (GIS) Division provides access to the Town's geographic information in both digital and hardcopy format as a tool in decision-making for Town government and the public. Tasks include developing and maintaining Town-wide GIS data layers, providing geospatial analyses, decision-making support services and map production to Town departments, maintaining internet sites (WebGIS) for Town staff and the public for access to GIS data and incorporating evolving GIS and spatial technological changes into the Town's GIS. Specific accomplishments in FY 2013-2014 include:

- Provided GIS mapping capabilities, analyses and technical expertise to Town departments including the Planning Department for the Comprehensive Plan Update, the Tax Assessor for the Full Revaluation and the Public Services Department in continuation of storm water inspections using a mobile application.
- Updated Tax Assessor maps.
- Working with GIS contractor in migrating WebGIS site from Adobe Flex to HTML5 interface.
- Working with Information Technology Department in integrating GIS with ViewPermit software.
- Produced 203 maps for nine Town departments.
- Continued scanning of Town Clerk recorded land evidence maps using Town's large format scanner. Scanned 562 maps, including many from the 1950-60's. Printed 501 copies of recorded maps for public upon request.
- Maintained and updated numerous GIS data layers including roads, protected open space, zoning, comprehensive land use plan, and Town's utility infrastructure.
- Continued to migrate Town's GIS database and map production capabilities to new version of GIS software, ArcGIS 10.2.

HEALTHY PLACES BY DESIGN (HPBD)

The official grant period for the Healthy Places by Design (HPBD) project ended in June 2012 but the implementation effort has continued through a variety of means including policy amendments, program initiatives and ongoing meetings of “grass roots” working groups. Notable achievements of the past year include final adoption of the Town’s Comprehensive Community Plan 2014 Update (with several HPBD-related policies), securing additional pedestrian flags and signage at 5 crosswalks near Peace Dale Elementary School and receipt of a GrowSmart RI award for “Outstanding Smart Growth Plan.”



MATUNUCK BEACH AREA COASTAL EROSION

The issue of addressing coastal erosion and infrastructure protection and resultant public safety and access issues in the Matunuck area has continued to be a major focus of the Town’s professional staff. The Planning Department has assisted this effort under the direction of the Town Manager and in cooperation with the Departments of Public Services and Parks and Recreation, the Town Solicitor, hired project engineers, RIDOT, CRMC and other interested parties.

The Town’s major project planned is the installation of a 202’ +/- sheet pile/armor wall right of way protection system along the south side of Matunuck Beach Road in the area to the west of the Ocean Mist Bar/Restaurant. This project was approved by the Coastal Council in an assent dated June 27, 2012. Funding for the project is being provided by RIDOT via agreement with the Town. The contract for the construction was awarded to HK & S Construction in September 2013 for \$1.19 Million including a \$200,000 contingency, (base bid of \$998,534). Concurrent to the Town process of specification preparation, bid and award, the CRMC permit was the subject of a court challenge to the RI Superior Court by the owner of the Ocean Mist. The Court remanded the matter back to the Coastal Council to clarify and further substantiate its earlier permit. This clarification was heard by the CRMC on June 24, 2014 and an amended assent was approved, which the Town received on September 9, 2014. This revised approval will be reviewed by Judge Nugent to determine if it sufficiently addresses the earlier finding of the court. Due to the circumstances noted above, the Town and contractor have agreed to a revised start time in the late winter/early spring 2015. Project completion is projected for the Fall 2015.

The Planning Department also worked with the Coastal Resources Management Council (CRMC) in the development of “experimental coastal erosion measures” that would be permissible over designated properties in the Matunuck area, inclusive of the main parcel comprising the Town Beach. These regulations (referenced as Section 980 of the Special Area Management Plan for the Salt Pond Region), which provide more protective options than existing regulations, became effective on October 7, 2013.

NATURAL HAZARD MITIGATION PLANNING

The Planning Department was the Town’s lead entity concerning an updated Flood Insurance Study (FIS) of Washington County communities conducted by FEMA. This FIS resulted in revisions to flood plain hazard mapping in the coastal areas of the Town and requires amendments to the Town’s Floodplain Management Ordinance (Chapter 21 of the Town Code of Ordinances). Revisions to this Chapter were adopted by the Town Council in September of 2013 maintaining municipal compliance with required provisions of the National Flood Insurance Program, as administered by FEMA.

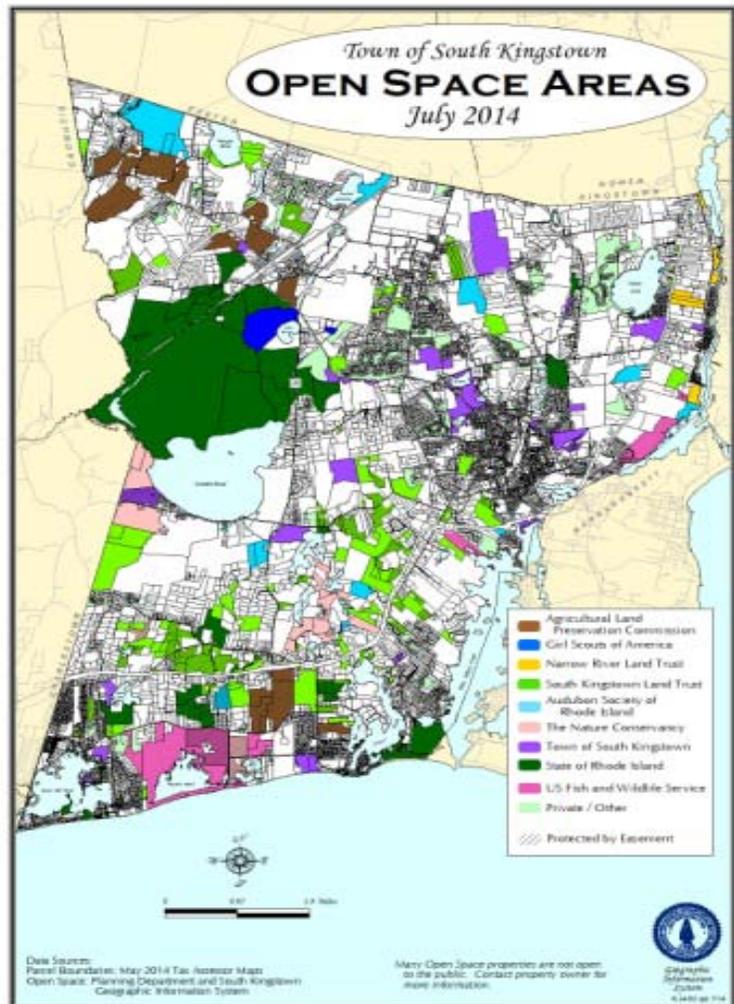
OPEN SPACE PRESERVATION

Preservation of open space remains an ongoing effort of the Town, with the Planning Department serving as the Town's lead, working cooperatively with the Partnership for Preservation (SK Land Trust, Narrow River Land Trust, US Fish and Wildlife, RIDEM, The Nature Conservancy and the Champlin Foundation).

Over the past fiscal year, although the Town did not participate in the purchase or acquisition of new open space parcels in South Kingstown, support of the Partnership for Preservation continued, with technical assistance (i.e. GIS mapping and land evidence record support) being provided for ongoing negotiations with local property owners. In addition, the Town undertook a detailed review of land use holdings by various conservation entities and other property owners in an effort to update and refine the inventory of preserved land in South Kingstown. This review uncovered previously unaccounted "cluster or conservation" open space in subdivisions, coupled with recently recorded conservation subdivisions, increased the "cluster/private" open space category in the Town by 173.9 acres. This figure includes open space associated with the recently recorded East Matunuck Farm subdivision (18.42 acres) and Woods at Laurel Lane (13.76 acres). The review also corrects an error from the July 2013 inventory concerning Nature Conservancy property in Perryville which had resulted in an over count of 48.5 acres.

The Planning Department and Planning Board also worked with the RI Department of Environmental Management (DEM) on a minor subdivision application with the RI Boy Scouts of America to create a 6.93 acre parcel on Worden's Pond Road. The subdivision was approved by the Planning Board and recorded in May 2014. A portion of this parcel is planned to provide improved access (parking) for the existing public boat ramp at Worden's Pond.

The total preserved acreage in South Kingstown as of July 2014 amounts to 11,446.7 acres, representing 31.5% of the land area in the Town, an increase of 141.7 acres or 0.4% from July 2013, as illustrated in the map to the right.



TOWN/INSTITUTIONAL RELATIONS

Planning and Town administrative staff maintain an ongoing dialogue with South County Hospital administrators over a variety of issues, as needed. The Planning and Public Services Departments and GIS Division staff have also maintained active lines of communication and provide assistance to the Union and Kingston Fire Districts in areas of mutual interest and concern. The Planning Director also sits as a member of the State Planning Council as a local government representative designee of the RI League of Cities and Towns.

UNIVERSITY OF RHODE ISLAND MASTER PLAN

The Planning Director continues to participate as the Town's sole representative on the University of Rhode Island's Master Plan Review Team. Through the Master Plan Review Team process the Planning Department remains involved with the pending capital projects at the University and the forthcoming planned update of the University Master Plan. The Town has continued to be involved with URI on a variety of specific issues, especially concerning infrastructure and transportation management including the reconstruction project for Route 138 between Route 2 and Route 108; and advocating for URI projects on the State Transportation Improvement Program.



VILLAGES STUDY WEST KINGSTON AND MATUNUCK

The Department continued work on the Village Studies for West Kingston and Matunuck as awarded through a Planning Challenge Grant from RI Statewide Planning (\$40,000) to engage local residents and stakeholders to identify critical issues facing these villages. The Department had previously published Village Studies for Wakefield and Peace Dale. This project is part of a broader Town planning model to incorporate village-centric plans into the Town's Comprehensive Community Plan. The Department is partnering with the Horsley Witten Group as the project consultant in this regard.

At this point, the consultant, in concert with the Planning Department and Planning Board, is finalizing draft reports for each village setting. These reports are based on research into the history, heritage of the West Kingston and Matunuck villages and contemporary issues facing each. The reports are intended to be celebratory, "micro-plans" that are centered on the issues and opportunities noted by residents and businesses during the public outreach efforts conducted over the course of the study. Additional outreach will be provided in each setting to review and gain reaction to the respective plan's overall findings and recommendations. This effort is expected to conclude in early 2015.

ZONING ORDINANCE AMENDMENT

In concert with the Planning Board, the Planning Department took a lead role in the development of zoning amendments concerning parking requirements in the Commercial Highway (CH) zoning district. The revised ordinance lessened the parking requirements for restaurant uses in this commercial district. These amendments were adopted in December 2013.

Report of Activities/Work Programs FY 2013-2014

Planning Department staff works in cooperation with the Planning Board, Conservation Commission, Historic District Commission, Affordable Housing Collaborative, Economic Development Committee and other Town, State and Federal agencies to review all applications for development and other activities that may impact the Town's natural, historical, and cultural resources. During FY 2013-2014 the following activities took place:

Affordable Housing Collaborative Committee

The five-member Affordable Housing Collaborative Committee (AHC) held eight regular meetings during FY 2013-2014. Over the past year, the following issues and topics were reviewed and discussed:

- Draft 2012 South Kingstown Affordable Housing Inventory figures
- Marketing issues for affordable units
- Legislative issues related to the 2014 session of the General Assembly relative to affordable housing
- Recommendation that the Town Council grant the request of the Washington County Community Development Corporation for 'pre-development' funding support from the Town's Housing Fund for the Low Income Housing Tax Credit Program (LIHTC)
- Potential funding resources for affordable housing

Conservation Commission

The Conservation Commission held eleven regular meetings in FY 2013-2014. The Commission also continued to serve as the Town Tree Board and the Onsite Wastewater Treatment System (OWTS) Commission. The Conservation Commission reviewed and provided advisory recommendations on the following items in FY 2013-2014:

Type	Amount
Section 504.1 Special Use Permits/OWTS	2
CRMC Applications	10

The Conservation Commission applied for and received a grant of \$2,500 from the America the Beautiful Program to facilitate a pilot community tree planting project. Grant funds were used to purchase 20 trees that were planted on private property. The Commission implemented the entire grant from application, site review and selection, planting education, tree distribution and planting to follow-up. The Commission also discussed proposed changes to its budget allocation, Commission objectives for FY 2013-2014, development of a Section 504 guidance sheet, and consideration of a town-wide ban on plastic shopping bags. Commission members also reviewed and provided a recommendation to the Planning Board on the 571 Main Street Major Land Development Project.

Economic Development Committee

The Economic Development Committee (EDC) met in regular session on ten occasions and conducted one site visit during FY 2013-2014. Major issues and topics comprising the work program of the EDC include the following: the Tax Stabilization Program, the EDC Strategic Plan, the EDC mission statement and Town's website presence, potential for apprenticeship programs with local businesses and a proposed survey of local businesses. The EDC provided advisory recommendations to the Planning Board on Zoning Ordinance Use Code changes and the Land Development application for 571 Main Street. The EDC also made advisory recommendations to the Town Council on the Paul Masse Buick GMAC South proposed parking improvements and the High Road Hospitality proposed hotel construction in the Route 1 Special Management District.

Historic District Commission

The Historic District Commission (HDC) held six regular meetings in FY 2013-2014. During this time the HDC also distributed hard copies of its recently approved Homeowner's Guidebook (June 2013) to all property owners in the Kingston Historic District. The Commission reviewed and acted upon seven Certificates of Appropriateness including one approval for construction of a new single-family home, rendered one advisory opinion to the Town Council concerning the Route 138 Improvement Plan and two advisory opinions to the Planning Board concerning development applications for Stone House Place (Isaac Peace Rodman Property) and 571 Main Street (Mrs. William Davis Miller House).

Planning Board

The review and approval of land subdivision is the responsibility of the Planning Board, for which the Planning Department provides staff support. During the past year, the Board met 21 times, including twelve regular meetings, five work sessions and one site visit. The Board also conducted three public workshops.

Planning Board decisions and major actions in FY 2013-2014 included the following:

- Reviewed and approved one Conceptual Master Plan, seven Preliminary Plans, one Combined Conceptual Master Plan/Preliminary Plan and four Development Plan applications;
- Reviewed five Pre-Application submissions;
- Made recommendation to the Town Council relative to amendments to the Zoning Ordinance regarding required parking ratios; granted an amendment to a previously approved Preliminary Plan of a major subdivision; accepted the CDBG-DR (Disaster Relief) application and the CDBG 2014 report; and approved the final draft of the 2014 Comprehensive Community Plan Update;
- Made a recommendation to the Zoning Board of Review relative to one Special Use Permit.
- The Administrative Officer's Report shows that ten Administrative Subdivisions, seven Minor Subdivisions and four Major Subdivisions were recorded in FY 2013-2014.

During its work sessions the following major topics were discussed by the Planning Board:

- Matunuck and West Kingston Village Studies
- Regulatory environment for seasonal leased-land communities and the potential for implementing a seasonal leased land beach community overlay district
- Progress of the Comprehensive Community Plan 2014 Update including State review and implementation priorities
- State legislation relative to Inclusionary Zoning (fee in-lieu requirements)
- Drainage handling and the role of green infrastructure in subdivision and land development projects
- Potential revisions to existing Town ordinances concerning signs and lighting
- Route 1 Scenic Highway Designation application

Technical Review Committee

In support of the Planning Board, the Technical Review Committee (TRC) met a total of thirteen times, providing pre-review of applications and making recommendations to assist the Board's formal consideration. The TRC reviewed and approved two Development Plans.

GRANT ADMINISTRATION

The Planning Department undertook the preparation and administration of various grants for the Town. The following grants were actively worked upon during the 2013-2014 fiscal year:

Type of Grant	Amount
Small Cities CDBG (PY 2013)	\$277,938
America the Beautiful Grant	\$2,500
Planning Challenge Grant (West Kingston/Matunuck Villages Study)	\$40,000
US EPA Climate Showcase Communities Program (w/ URI)	\$55,400

ROUTE 138/ KINGSTON TRANSPORTATION PLANNING

Planning Department staff continued to work with RIDOT, URI, the project consultant (Beta Group), and the Route 138 Project Area Committee (PAC) to implement the reconstruction design for this road segment that will provide traffic flow improvements, pedestrian, bicycle, and aesthetic enhancements in relation to the URI campus and the historic villages of Kingston and West Kingston. The project limits are Route 108 on the east and Route 2 at the west end. Funding for the \$15M project was secured by the Rhode Island Senatorial delegation and has been included as an “earmark” in the federal highway funding reauthorization. Plans and specifications are presently moving to the 90% design status. Environmental permitting is now in process to address drainage handling, wetlands impacts and archaeological issues. The earliest anticipated start of construction for this project is in late 2015/early 2016. In order to address pavement deterioration issues that raised safety concerns, RIDOT completed selective pavement repairs on Rt. 138 from Route 2 to Route 110 in September 2014.

Goals and Objectives FY 2014-2015

- Work with the Planning Board to begin implementation of policies and action items detailed in the Comprehensive Community Plan (as approved by the State in April 2014)
- Develop recommendations to update/amend the Town’s Sign Ordinance “micro-plan” process and visual preference survey (Article 8 of the Zoning Ordinance)
- In cooperation with the Planning Board, review and make recommendations for amendments relating to regulations affecting coastal, seasonal communities in the Town
- Analyze and update local regulations concerning WECS “Wind Energy Conversion Systems.” This process will be assisted by a Statewide Planning Program Technical Paper entitled: Renewable Energy Siting Guidelines, Part 1: Interim Siting Factors for Terrestrial Wind Energy Systems
- Under the direction of the Town Manager’s office, continue coordination with Town staff, CRMC, RIDOT, RIDEM local property owners and other interested parties concerning coastal erosion impacts and mitigation projects in the Town’s south shore area (with a particular focus on Matunuck vicinity). This will include a potential municipal application for the Town Beach under CRMC’s newly enacted Experimental Erosion Control regulations, Section 980 of the Special Area Management Plan for the Salt Pond Region
- The Planning Department will continue to represent the Town’s interests in the development of the Beach SAMP (Special Area Management Plan) being developed by the CRMC
- Develop a use program and plan for passive recreational use of the Noyes Farm property in Kingston

AFFORDABLE HOUSING INITIATIVES

The Planning Department, in cooperation with the Affordable Housing Collaborative (AHC) and Planning Board, will advance implementation items contained in the "South Kingstown Comprehensive Community Plan Update, Housing Element." The Department will also provide technical assistance to the Planning Board and AHC in reviewing the impact of legislation passed by the General Assembly last session concerning inclusionary zoning and the use of "in-lieu" fees to meet such requirements.

ECONOMIC DEVELOPMENT

The Planning Department will continue to work with the Town's Economic Development Committee (EDC), Planning Board and Town administration to identify opportunities to support and enhance the local economy and employment base. This work will also involve liaison work with local business and civic organizations, development interests and the newly re-branded by the State Legislature, RI Commerce Corporation (RICC).

ENERGY PROGRAMS

The Planning Department will continue to assist in the coordination and implementation of the Town's Energy Services Program. The Town will utilize grant opportunities and programs through utility providers to fund improvements and also include targeted improvements to facilities and equipment through the Capital Improvement Program. The Town's energy program will also continue to be assisted by a partnership with the University of RI Energy Center in closing out the grant-funded program entitled: "US EPA Climate Showcase Communities Program" which extends into the Fall 2014.

HEALTHY PLACES BY DESIGN

Planning Department professional staff will continue to advocate for policies and programs that advance "healthy places by design" in the community, including continued collaboration with former grant partners in the program and the provision of basic supportive services to the grass roots, community working groups that emerged from the process.

GEOGRAPHIC INFORMATION SYSTEM (GIS)

- Complete migration of WebGIS site from Adobe Flex to HTML5 format and to full hosting by GIS vendor, CDM Smith, Inc. in Cambridge, MA
- Increase public awareness and use of WebGIS site
- Continued GIS support of all Town departments
- Further integrate access to, and use of SKGIS in everyday activities of Town departments
- Continued organization and scanning of historical Town Clerk recorded maps
- Work with Information Technology Division to better integrate GIS with other Town software

SCENIC ROADWAY DESIGNATION FOR ROUTE 1

The Town's application requesting a "Scenic Roadway Designation" by the State for the full length of Route 1 located in South Kingstown (11.8 miles) has been pending since October 2003 due to prior lack of appointments to the RI Scenic Roadways Board (SRB). Appointments have since been made to allow for a quorum to be achieved, with Planning Department staff subsequently having met with staff for the SRB and the newly constituted Board itself to review the requirements and logistics for reassembling and



refreshing the application. Staff has also participated in discussions with local citizen advocates who have offered to provide assistance in assembling the application and will also support the application through the public hearing process before the Town Council and Scenic Roadway Board. The Town plans to assemble and resubmit its application to the SRB in the late Fall 2014.

TRANSPORTATION ADVOCACY

The Planning Department, in concert with the Town Manager's office, will continue to advocate for consistent maintenance, upgrades as required and general improvements to State roads that service the Town.

VILLAGE PLANNING

The Planning Department and Planning Board will continue efforts to produce village plans as a means to further the goals and objectives of the Town's Comprehensive Community Plan. This will include completion of the Village Plans for Matunuck and West Kingstown.

Under the direction of the Town Manager, the Planning Department provides professional planning services for the Town in the following areas:

ADMINISTRATION OF LAND USE REGULATIONS

Prepares and administers the provisions of the Zoning Ordinance and Subdivision and Land Development Regulations, as well as other local regulations that may affect community development.

ADMINISTRATION OF ON-GOING PLANNING PROGRAMS

Responsible for the initiation, administration and completion of such diverse planning programs as land acquisition, historic preservation, housing, economic and community development.

COORDINATION WITH FEDERAL AND STATE AGENCIES

Works closely with various Federal and State agencies in the completion of projects where either Federal and/or State funds are involved or regulatory permits are required.

COORDINATION WITH TOWN BOARDS, DEPARTMENTS, AND AGENCIES

Provides direct staff support to eight permanent Town boards (*Town Council, Planning Board, Technical Review Committee [TRC], Conservation Commission [Tree Board and OWTS Commission], Historic District Commission, Affordable Housing Collaborative, Economic Development Committee, and Traffic and Transportation Review Committee [T²RC in cooperation with the Police Department and the Department of Public Services]*) and other coordination as needed.

COORDINATION OF TOWN / INSTITUTIONAL RELATIONS

Under the direction of the Town Manager, takes a lead role in providing support services, issue analysis, and regulatory administration relating to the Town's relationships with the University of Rhode Island, South County Hospital, and local fire districts (Union Fire District and Kingston Fire District).



ENVIRONMENTAL PROTECTION

Reviews all development proposals that may affect the Town's natural resources and makes recommendations for appropriate environmental protection measures and initiatives.

GRANT APPLICATION AND ADMINISTRATION

Applies for and administers various Federal, State and foundation grants relating to land use, affordable housing, transportation improvements, open space acquisition, neighborhood revitalization, natural hazard mitigation, economic stimulus, energy-related and environmental protection programs.



LAND USE PLANNING AND COMMUNITY GROWTH

Responsible for preparation, maintenance, and updating of the Comprehensive Community Plan, the principal long-range guide for development within the Town.

RESEARCH ACTIVITIES

Research issues related to community planning at the request of the Town Manager, Town Council and other boards and agencies for which staff services are assigned.



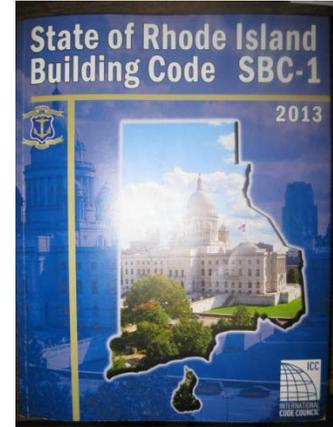
ZONING AND BUILDING INSPECTION

MISSION STATEMENT

The Zoning and Building Inspection Office is charged with enforcement of the Rhode Island State Building, Plumbing, Mechanical, Electrical, Gas, Energy, and Housing Maintenance Codes; as well as the Tourist Accommodations, Soil Erosion, and Flood Plain Management Ordinances and other portions of the Town Code.

Assistance is also rendered to other Town Departments within the office's field of expertise.

The Building Official also oversees the daily maintenance of the Town Hall complex.



Accomplishments FY 2013-2014

The Department issued 2,789 permits and 17 Zoning Certificates, reviewed 38 applications to CRMC for zoning compliance, and performed 3,996 inspections and administered an increasing Minimum Housing Program. The Department's permitting activity for the past two fiscal years is detailed below:

BUILDING AND UTILITY PERMITS							
	FY 2012-2013				FY 2013-2014		
	Permits Issued	Construction Value	Fees Collected		Permits Issued	Construction Value	Fees Collected
Residential	898	\$36,470,671			900	\$28,836,442	
Commercial/Industrial	84	6,405,786			67	5,567,028	
			\$320,955				\$271,838
Plumbing	381	N/A	27,255		324	N/A	26,042
Electrical	773	N/A	47,945		784	N/A	51,658
Mechanical	657	N/A	48,310		714	N/A	52,154
	2,793	\$42,876,457	\$444,465		2,789	\$34,403,470	\$401,692

ZONING PETITIONS AND HEARINGS

	<u>FY 2012-2013</u>	<u>FY 2013-2014</u>
➤ Number of Meetings	12	13
➤ Number of Petitions	82	78
➤ Fees Collected	\$13,800	\$13,950

MINIMUM HOUSING INSPECTIONS AND ACTIONS

	<u>FY 2012-2013</u>	<u>FY 2013-2014</u>
➤ Complaints Received & Investigated	212	118
➤ Violation Notices/Advisories Issued	74	43

Goals FY 2014-2015

The Department will continue to enforce all codes that are the responsibility of the Building Official in a fair and impartial manner and in conformance with said codes.

DEPARTMENT OF PUBLIC SERVICES

MISSION STATEMENT

The Department of Public Services is responsible for the administration, planning, and design of all public works and utility enterprise fund programs and projects.

Operations include streets and highways; stormwater management; street lighting; tree program; dams; Onsite Wastewater Management Program; water, wastewater and solid waste enterprise funds; and all associated capital improvement projects.

ENGINEERING DIVISION

The Engineering Division develops and manages the Town's infrastructure improvement program. The replacement and rehabilitation of roads, bridges, buildings and sidewalks; stormwater management compliance; soil erosion runoff sediment control program; and traffic improvements are accomplished using professional engineering expertise, GIS, construction management, contract administration, and drafting services.

Engineering services are provided on a regular basis to the Town Manager; Planning and Recreation Departments; Highway, Water and Wastewater Divisions; and Planning Board. Also requiring engineering assistance are the School, Police, and Senior Services Departments. Services include construction management, plan and specification review, drafting, and contract development and administration.

HIGHWAY DIVISION

The Highway Division has direct responsibility for maintenance and improvement of the Town roads, bridges, dams, storm drainage, landfill maintenance, and related infrastructure. In addition to routine right-of-way duties, the Highway Division is also responsible for providing support services to other various Town departments where third party subcontractor work is not warranted, or when preparation of bidding documents for smaller projects becomes too time consuming.

ONSITE WASTEWATER MANAGEMENT PROGRAM

The Public Services Department is charged with enforcing the mandatory on-site wastewater management (OWM) inspection program passed by the Town Council on October 15, 2001. This program has been phased in over a seven-year period and requires a mandatory First Maintenance Inspection of all on-site wastewater treatment system (OWTS) and Cesspools. A Notice of Violation (NOV) is issued for a failed OWTS or cesspool, whereby property owners are required to repair or replace the failed OWTS or cesspool in accordance with current State design standards.

WATER, WASTEWATER AND SOLID WASTE ENTERPRISE FUNDS

The Department is responsible for overseeing the Town's Water, Wastewater, and Solid Waste Enterprise Utility Funds. These three divisions generate revenue from user fees rather than from general taxation.



WATER DIVISION

The Water Division provides continuous municipal water for both domestic use and fire protection for the geographic area lying south of U.S. Route 1 from Green Hill to East Matunuck, including the Perryville area. Since the Fall 2002, the Division purchases wholesale water from United Water- Rhode Island (UWRI) for the South Shore water system, as a result of on-going iron discoloration problems associated with the water system's groundwater supply. A permanent interconnection along U.S. Route 1 between UWRI and the South Shore system was completed in August 2005. Given the commencement in 2002 of wholesale water purchase for the South Shore system, engineering design and construction of a water filtration plant has been postponed indefinitely. The Water Division will continue to test and exercise the South Shore well field in the event it needs to be reactivated in an emergency. Otherwise, the well field will remain dormant until such time that the additional source of water supply is needed, and the cost of treatment is justifiable. The Division also purchases wholesale water from UWRI to service customers in the Middlebridge area. Reducing "unaccounted water" loss in a cost effective manner will continue to be the greatest on-going challenge by Water Division staff.

WASTEWATER DIVISION

The Wastewater Division operates and maintains a wastewater treatment facility (WWTF) located on Westmoreland Street in Narragansett that services portions of South Kingstown and its regional partners, the Town of Narragansett and University of Rhode Island. The facility receives septage from outlying areas, and conventional wastewater via the Town's municipal gravity collection system and twelve pump stations. The Division strives to protect the environment by providing optimum treatment of influent into the plant, which results in an excellent quality of effluent. The Division received a new RI Pollutant Discharge Elimination System (RIPDES) discharge permit in March 2012 for a five-year term to expire in 2017.

SOLID WASTE DIVISION

The Solid Waste Division facilities currently consist of the Rose Hill Regional Transfer Station (RHRTS), a commercial recycling building and a residential recycling and trash disposal "Pay As You Throw" (PAYT) center. All facilities are located on Rose Hill Road in Peace Dale and accept refuse from residents of South Kingstown and Narragansett.

South Kingstown residents have the option of contracting with a private trash hauler or taking their garbage to the RHRTS. The RHRTS employs a volume based "tag" disposal system for refuse disposal that was implemented in August 1994. In addition, an enhanced recycling center is offered to residents to maximize their recycling and minimize their waste disposal. Since September 2008, residents utilizing private haulers are able to dispose of their recyclables curbside.

As recycling becomes increasingly important for all communities, the Town embarked on a licensing program with residential haulers to ensure that all residents are practicing curbside recycling. The program requires that all haulers be licensed by the Town and a condition of that license is that haulers will be required to collect curbside residential recyclables and either meet or exceed minimum recycling diversion rates. Haulers who do not meet this condition will not be allowed to collect waste in Town. To facilitate the curbside recycling process, each private hauler must collect residential recyclables on a regular schedule for their customers. The Town continues to work diligently in order to achieve high recycling standards through joint efforts of Town staff, private haulers, and all residents. The availability of curbside recycling has made it easier for all residents to participate in this community-wide environmental effort. In an effort to increase statewide recycling tonnage and divert waste from the State landfill, the RI Resources Recovery Corporation (RIRRC) commenced "single- stream" recycling in June 2012.

Engineering Division Accomplishments FY 2013-2014

- Pavement Overlay Program – *completed*
 - Shannock Road, Plains Road (Flagg to Stony Fort Road), Silver Lake Avenue, Dockray Street, West Street (Gooseberry Road to Hartford Avenue), Fairgrounds Road (Route 138 to Waites Corner Road), Glen Rock Road, South Road (Route 138 to Curtis Corner Road), Stony Fort Road (Slocum Road to Old North Road), Wampum Trail South, Green Hill Beach Road (Matunuck School House Road to ocean terminus), Matunuck School House Road (Green Hill Beach Road to Charlestown Town line), Watson Road and Factory Pond Access Road
- Roadway Stone Sealing and Crack Sealing Bi-annual Construction Contracts – *contract under review*
- Matunuck Beach Road Protection Improvements Project – *contract awarded*
- Municipal building refuse and recycling collection contract award- *first year of a 2-year program*
- Tree and stump removal contracts – *Fall 2013 completed*
- Soil Erosion, Run-off and Sediment Control (SERSC) Permits Issued: *82 in 2013 and 45 to date 2014*
- Notice of Violations – *28 violations inspected and tracked*
- Right-of-Way, Utility, and Utility Pole Permits and Petitions - *ongoing*
- Phase II Stormwater Management Plan implementation - *ongoing*
- Miscellaneous stormwater drainage design projects - *ongoing*
- Inspection and coordination of Town-wide developments - *in-house inspection - ongoing*
- Survey of miscellaneous projects for property line clarification, etc. - *ongoing*
- Coordination and review of RIDOT design and construction projects - *ongoing*
- GPS sewer manholes, drainage structures and water infrastructure – *ongoing*
- Town property damage claim investigations and reporting – *as required*
- Subdivision open space violation investigation – *ongoing*
- Regional Road Striping – *2013-2014 completed*
- Town wide Inspection of Catch Basins – *bid awarded June 2014*
- RFQ Consultant Services – *Fall 2013*
- Municipal Excavating Services – *awarded June 2014*
- Sewer Infrastructure Cleaning and Video – *awarded June 2014*
- On-site Wastewater Treatment System (OWTS) at Town Beach – *work continuing*
- Town Benchmark and Survey Monument Location Project by Engineering staff – *began October 2013*

Highway Division Accomplishments FY 2013-2014

ROAD/ RIGHT-OF-WAY MAINTENANCE

- Swept 151 miles of Town roads
- Inspected all Town owned catch basins and manholes for sump and debris depth to establish a predictive maintenance and cleaning program
- Cleaned a total of 21 cubic yards of material from 12 stormwater catch basins and drainage manholes and jetted 3 drainage outlets with “jet- vac” truck. All catch basin data was electronically compiled for Phase II stormwater reporting purposes.
- Performed roadside mowing of all Town rights-of-way
- Performed municipal pothole repairs on an as needed basis
- Prepared designated roads for stone sealing operations
- Performed annual spring grading of Town and private roads (approximately 45 miles)
- Performed seasonal application of mosquito larvicide during the summer months for all 2,687 municipal catch basins and 33 detention ponds utilizing environmentally friendly biological larvicide
- Scraped and maintained roadside shoulders to improve drainage and maintain road integrity

- Performed annual sweeping for all School properties in Town
- Cleared and maintained access to established municipal waterfront right-of-ways
- Provided field support to the Engineering Division in preparing documents and roadways for reconstruction
- Evaluated arterial and collector roads to prioritize for future reconstruction under the Town's six-year Capital Improvement Program
- Disposed of 1,224 tons of road sweepings and catch basin spoils at the Central Landfill in Johnston, RI to be used as landfill cover
- Inspected and performed maintenance on Town owned bridges and landfills

DRAINAGE

- Performed culvert cleaning
- Made repairs to catch basins structures, frames and grates on an as-needed basis
- Performed bi-annual inspection and testing of all town drainage outfalls in accordance with Phase II Stormwater requirements
- Upgraded drainage culverts along Town roads to improve water flow on an as-needed basis
- Constructed drainage improvements to critical areas prone to flooding during heavy rains on an as-needed basis; new RIDEM low impact design (LID) stormwater practices are now used, to the greatest extent possible, for stormwater improvements in lieu of traditional "closed pipe" systems
- Installed dry wells along right of ways to alleviate ponding and icing conditions; this is the preferred method under Phase II Stormwater Regulations

TRAFFIC CONTROL

- Replaced traffic control and street signs on an as-needed basis - *ongoing*
- Painted crosswalks and parking stalls on municipal streets and schools using high prismatic glass beads, thereby increasing nighttime reflectivity - *ongoing*
- Initiated installation of highly reflective prismatic regulatory signs as replacement becomes necessary in order to comply with new federal minimum retro-reflectivity standards as required by the Federal Highway Administration- *ongoing*
- Manufactured specialty signs for other Town departments- *ongoing*

VEHICLE AND EQUIPMENT MAINTENANCE

- In-house maintenance staff performed all routine maintenance and repairs to the following equipment: 35 police and 6 emergency vehicles; 35 pickups; 16 cars and vans; 20 heavy duty dump trucks; 1 catch basin cleaning vac truck; 8 pieces of H/D diesel construction equipment; 3 H/D on- and off-road mowers; 11 pieces of miscellaneous construction equipment (i.e. compressors, chippers, etc.); 29 pieces of equipment, including trailers, chain saws, trimmers, mowers, generators; and all other miscellaneous equipment required by Town forces.

SNOWPLOWING/DEICING

- Highway Division personnel continued to provide seasonal snow removal and sanding duties as required by employing 22 plow routes and 11 sanding routes.
- A comparison of storm related activities during FY 2012-2013 vs. FY 2013-2014 is shown on the following page.

	<u>2012-2013</u>	<u>2013-2014</u>
OT Hours Highway Forces	725*/1,159 **	888 */768 **
OT Hours Non-Highway Forces	4*/806 **	57 */800 **
Tons of Deicing Sand	1,742	2,894
Tons of Road Salt	1,716	2,941

* *Comp time* / ** *Overtime*

- \$211,090 was budgeted for snow removal labor and materials for FY 2013-2014, whereby \$255,390 or 121% was actually expended.

MISCELLANEOUS PROJECTS

- Spring sweeping of sidewalks
- Replaced approximately 35 linear feet of deteriorating sidewalk; this is an ongoing program
- Performed periodic street sweeping of Main Street and surrounding areas to enhance public events and provide support for the merchants
- Coordinated with Town Administration to ensure Town public rights of way to oceans and ponds are clearly marked with signage and passable for the general public
- Continued to work with other Town departments to coordinate projects and accomplish common tasks in the most efficient and cost effective manner
- Maintained Homeland Security equipment and supplies for use by all Town Departments
- Implemented the Stormwater Pollution Prevention Plan (SWPPP) for the Highway Facility including training of all personnel on best demonstrated practices, Phase II Stormwater
- Coordinated with the Engineering Division in reporting, monitoring and providing resolution for Notices of Violations (NOVs)
- Provided support and assistance for the Town’s recycling program

Onsite Wastewater Management Program Accomplishments FY 2013-2014

- Final Wastewater Facilities Plan amendment for the Green Hill Pond area of Town completed and submitted to State regulatory agencies and is pending State approval.
- Revisited properties that did not have an original baseline inspection and recorded a Notice of Violation (NOV) against same.
- Six- (6) Community Septic System Loan Program (CSSLP) loans were awarded during FY 2013-2014 in the amount of \$119,170. A total of 103 loans in the amount of \$1,497,287 have been awarded since the program began.

Water Division Accomplishments FY 2013-2014

WATER ACCOUNT SUMMARY

2,479	South Shore Accounts	284	Middlebridge Accounts
3,048	South Shore Units	295	Middlebridge Units

WATER METER READING STATUS

- All meters read the first business day of each month
- Monthly “leak” letters sent to water users when leaks are suspected

NEW REGULATORY RULES

- Fifth year completed of monthly testing for residual chlorine in accordance with USEPA Safe Drinking Water Act

DISTRIBUTION AND WATER STORAGE FACILITIES

- System wide fire hydrant painting and repairs – *on-going*
- South Shore curb stop location program - *ongoing*
- 35 Broken or leaking curb stops replaced
- New roof installed on Well House, Office and Garage Building

SOUTH SHORE WATER SUPPLY INFRASTRUCTURE

- Wells 1, 2 and 3 continue to be tested by the Rhode Island Department of Health in order to remain in “active” status
- New Mini Excavator purchased

Wastewater Division Accomplishments FY 2013-2014

WASTEWATER TREATMENT PLANT FLOW SUMMARY

Design capacity:	5.0 MGD*
Total yearly flow:	943.09 MG
Average daily flow:	2.589 MGD
Highest / Lowest daily flow:	7.095 /1.646 MGD

**WWTF average daily flow of 5.0 MGD established with January 1, 1996 RIPDES permit.
New RIPDES permit issued March 1, 2012, with March 1, 2017 expiration.*

WASTEWATER ACCOUNT SUMMARY

- 3,748 Accounts 5,611 Units

COLLECTION SYSTEM

- Wastewater collection system jet-spray maintenance program on-going
- Continued installing manhole cover inserts to reduce surface water inflow as needed
- Contracted cleaning of Fairgrounds Road, Sweet Allen Farm, Potter Farm, Diane Drive, Middlebridge and Treaty Rock pump station wet wells
- Inspection of collection system continues with telemetry camera equipment on-going
- Continued wastewater collection system easement clearing in the Kingston, West Kingston, Wakefield, and Peace Dale areas

WWTF/ PUMP STATION EQUIPMENT UPGRADES

- Salt Pond Lift Station – new heaters, dehumidifiers, explosion proof light replacement, new transformer installed, waterproofing applied to mitigate groundwater infiltration

- Work continues with engineering projects awarded to Wright-Pierce for 4 projects:
 - Installation of new pump at Silver Lake Pump Station
 - Replacement of WWTF operations building flat roof
 - Kingston Pump Station generator replacement
 - WWTF headworks building concrete repair and replacement of bar rack
- New Variable Frequency Drive for pump 1 at Silver Lake Pump Station
- Replaced main breaker in MCC panel at Silver Lake Pump Station for pump 1. Required complete shutdown of all power to the station. Temporary hook up to portable 500 kw generator

MIDDLEBRIDGE AND DIANE DRIVE SEWER SYSTEMS

Shown below is a summary of sewer connections and assessments to date:

	Middlebridge	Diane Drive
Total developed properties not connected	1	0
Total assessments remaining	1	7
Total assessments paid in full	323	18
Total Elderly Abatement assessments	1	0

EASEMENT MAINTENANCE

Wastewater Treatment Facility staff cleared the following easements:

- Indian Run
- Spring Street to Kingstown Road
- Westmoreland Street forced main from Karen Ann Drive to WWTF (Narragansett)
- Rodman Street to Pike Street
- Silver Lake Avenue to Main Street
- Hospital Pump Station to Hillcrest Road
- Westwind Road

Solid Waste Division Accomplishments FY 2013-2014

ROSE HILL REGIONAL TRANSFER STATION (RHRTS)

In July 2010, the Town Council authorized a three- (3) year extension to an award of contract to Waste Haulers, Inc. of Johnston, RI, for the transportation of municipal waste and recyclables from the RHRTS to the Rhode Island Resource Recovery Corporation (RIRRC) Central Landfill and Material Recycling Facilities. This contract extension provides solid waste disposal fee stability for residents of the Town through June 2015.

TONNAGE SUMMARY

- Total municipal solid waste (MSW) to Central Landfill 7,976 tons
- Total residential recyclables to the Central Landfill 4,232 tons
- Total RHRTS residential user "Tagged" refuse 1,078 tons

RHRTS RESIDENTIAL USER SUMMARY

- Total refuse tags sold: 93,886
- Total yard waste bags/ tags sold: 9,754

RECYCLING OPERATIONS

The current recycling program for residents utilizing the Rose Hill Regional Transfer Station has been in effect since July 1, 2001. To ensure that all residential solid waste disposed of in Town meets or exceeds statewide recycling mandates, the Town's Solid Waste Management Ordinance requires among other things:

- All private haulers collecting solid waste in South Kingstown must secure a Town license;
- As a condition of license approval, any private hauler collecting residential solid waste in Town must demonstrate that he/ she has a bona fide recycling plan to provide recycling services to each and every residential customer on a regular basis;
- Each private hauler collecting residential solid waste and recyclables must meet minimum Town recycling diversion rates in order to continue to hold a private hauler license in Town.

In addition, the Town provides 64 gallon rolling recycling "toters" to private haulers for distribution to each subscription residential customer. A public outreach program was then initiated in order to familiarize "curbside" residential users with the merits of recycling their solid waste. The Town's Recycling Coordinator is responsible for the public outreach and education programs and enforcement to ensure that private haulers and residents are meeting minimum Town recycling diversion rates.

In 2013, in an effort to bring awareness to and increase recycling, the Recycling Program began distributing 64 gallon green rolling toters to residents who do not have curbside services. This program provides all residents living in single family or residential units or 4 or less access to the rolling toters. To expand the program further, toters are now offered to all residential structures, including condominium complexes and apartment buildings with over four- (4) residential units.

RECYCLING EVENTS

The Town, in partnership with the Rhode Island Resource Recovery Corporation, hosts an annual hazardous waste drop off day at Town Hall the last Saturday of every June. On June 28, 2014, 27,349 pounds of hazardous waste (at a cost of \$14,746 that was paid by the State) were collected and properly disposed.

SUPERFUND

- Rose Hill and West Kingston title work completed and submitted to EPA
- Awaiting signed institutional controls (ICs) from Rose Hill and West Kingston abutting property owners
- Highway Division performed annual cap mowing and maintenance on an as needed basis for each landfill

Engineering Division Goals FY 2014-2015

- Pavement Overlay Program – *evaluating pavement overlays Summer/Fall 2014 for construction during FY 2014-15*
- Analytical laboratory testing annual contract – *year 2 of contract*
- Matunuck Beach Road Protection Improvements Project – *start construction Spring 2015*
- Roadway Stone Sealing and Crack Sealing Bi-annual Construction Contracts – *evaluating program for late Spring 2015 construction*
- Townwide Catch Basin Maintenance Survey – *Summer 2014*
- Tree and Stump Removal Contracts – *Fall 2014*
- Uniforms Bid – *award July 2014*
- Stormwater drainage complaint resolution where feasible – *ongoing*
- Phase II Stormwater Management Program Plan (SWMPP) implementation – *ongoing*

- Town-wide Road Striping Contract – *bid for two year contract 2015-2017*
- Continue oversight of land development projects in Town – *ongoing*
- Town Recreation Center proposal-bid recommendation for Architectural and Engineering Design service; Advisory role during design phases – *ongoing*
- Cleaning of Stormwater Structures Contract – *awarded and ongoing*
- Sewer and Infrastructure Cleaning and Video – *awarded and ongoing*
- Town Beach Pavilion and On-site Wastewater Treatment System relocation – *ongoing*
- Town Benchmark and Survey Monument Location Project by Engineering Staff - *ongoing*

Highway Division Goals FY 2014-2015

- Continue grading gravel roads; roadside mowing; and traffic control line painting
- Continue stormwater outfall inspections and sampling
- Replace approximately 300 linear feet of sidewalk, including installation of detectable warning plates where necessary – *ongoing*
- Construct miscellaneous municipal stormwater drainage projects. An emphasis will be placed on eliminating closed piping systems and constructing infiltration systems to minimize or eliminate point stormwater discharges
- Continue training employees in stormwater management, construction methods, safety, and materials
- Inventory and GPS all regulatory street signs on-going
- Participate in the surrounding communities shared resources program
- Initiate the process of installing highly reflective prismatic panels on all town maintained guardrails
- Continue to provide the necessary support services to other Town departments on an as needed basis

Onsite Wastewater Management Program Goals FY 2014-2015

- Update and refine septic system tracking software as needed
- Prepare Wastewater Management Ordinance amendments as needed
- Continue to re-evaluate program effectiveness and consider program changes

Water Division Goals FY 2014-2015

- Flush all fire hydrants each fall and spring; continue painting and oiling fire hydrants
- Continue South Shore curb stop location program
- South Shore leak detection program - *ongoing*
- Replace curb stops as needed
- East Matunuck/ US Route 1 water main interconnect – Spring 2015 construction
- Update SCADA System
- Clean and repair all gate valve boxes in South Shore and Middlebridge – *ongoing*
- South Shore Water Quality study to evaluate recent non-acute water quality violations – *completed*
- Complete design for South Shore disinfection system and construct same
- Power wash exterior of Victoria Lane Tank and Mautucket Road Tank – Fall 2014

Wastewater Division Goals FY 2014-2015

- Continue clearing sewer easements
- Continue two- (2) year maintenance schedule of all sewer collection lines
- Continue televising wastewater collection system
- Install new pump at Silver Lake Pump Station
- Install influent grinder at Salt Pond lift station
- Perform in-house electrical and equipment repairs to Hospital lift station
- Prepare for Kingston Pump Station generator replacement

- Repair WWTF headworks building concrete and bar rack
- Replace WWTF operations building roof
- Repair and clean interceptor approaching Silver Lake Pump Station
- Purchase 4-wheel drive utility body truck with small crane

Solid Waste Division Goals FY 2014-2015

SOLID WASTE AND RECYCLING

- Continue to promote new “recycle together RI” single stream recycling through public education and outreach
- Assist licensed private haulers with meeting or exceeding their recycling diversion rate
- Maintain high rates of overall Town wide recycling and diversion rates
- Continue to work with South Kingstown schools to promote recycling
- Sponsor a Hazardous Waste collection day in conjunction with RIRRC
- Continue to develop and improve range of recycling options
- Implement metal recycling free of charge to residents using the Rose Hill Regional Transfer Station

SUPERFUND

- Review Rose Hill landfill on-going long term monitoring plan (LTMP) results with RIDEM and USEPA staff.
- Continue coordination with USEPA and RIDEM staff regarding Rose Hill landfill gas flare program
- Continue Rose Hill and West Kingston cap maintenance
- Continue West Kingston LTMP
- Secure and record “institutional controls” for Rose Hill landfill and off-site properties
- Secure and record “institutional controls” for West Kingston landfill and off-site properties

COMMUNICATIONS DEPARTMENT

MISSION STATEMENT



The Communications Department is charged with enforcement of the Rhode Island Fire Prevention Code as it pertains to the installation and maintenance of commercial fire alarm systems for all new and existing buildings in South Kingstown.

The Department also responds 24 hours a day, seven days a week with the Union and Kingston fire districts to all commercial fire alarm activations. It is the responsibility of the Department to assist the fire department in locating the origin of the alarm and then reset the system.

The Department is also charged with the engineering, installation, and maintenance of the Town's Municipal Cable Plant, which supports the following:

- Municipal Fire Alarm
- Fire Station Horns
- Sewer Alarm Monitoring
- Burglar Alarm Monitoring
- High Speed Internet
- Off Premise Phone Extensions
- Remote stations for two-way radios



Accomplishments FY 2013-2014

- The Department was dispatched to 227 commercial fire alarm activations
- 8 municipally connected commercial systems were approved
- 7 local commercial and 5 residential fire alarm systems were approved
- 29 projects were submitted for plan review
- Received \$2,269 in Municipal Fire Alarm connection and plan review fees

Goals FY 2014-2015

- Complete installation of replacing communications cable on Main Street
- Continue GIS mapping of the existing cable plant
- Continue to modify existing cable plant to create test points throughout the system to minimize time spent when troubleshooting any of the 50-plus circuits that are supported by the cable plant
- Continue to work on the five, ten, and fifteen-year master plan for cable plant usage and expansion, to include the use of fiber optic cable

PUBLIC LIBRARY

MISSION STATEMENT

The South Kingstown Public Library provides free, convenient, and equal access to print and non-print materials, services, and technologies that support our community's informational, educational, cultural, and recreational needs.

Profile



A 1975 Town ordinance established the South Kingstown Public Library, uniting three previously independent libraries. This free public library system is comprised of the central library at Peace Dale and two branch libraries - Kingston Free Library, located at the corner of Route 138 and Upper College Road in Kingston, and Robert Beverly Hale Library, located on Route 1 in Matunuck.

The Library operates with a Library Director under the direction of a seven-member Board of Trustees appointed by the Town Council for three-year terms. Staff consists of 10 full-time and 24 part-time employees, including 9 professional librarians. The Library is open 130 concurrent hours and 60 unique hours per week.

Annual operating revenues are derived from local tax appropriations, private endowments, overdue fines, and State grant-in-aid.

Core library services include: information for school, work or personal enrichment; access to a varied collection of print, non-print and electronic resources including digital media; educational and cultural programs for all age groups; meeting rooms and study space. PCs are available providing access to the library system's online reference resources, Microsoft Office software, and the Internet. Residents can also access library online reference resources remotely. Wireless access to the Internet is offered at all library locations, for those who bring their own digital devices.

A member of the Ocean State Libraries consortium, the Library offers card holders access to seventy-two library collections in the state of Rhode Island.

Accomplishments FY 2013-2014

CIRCULATION

A total of 267,491 items were checked out in the 2013-2014 fiscal year, including 17,315 e-books. There were 13,173 registered library card holders as of June 30, 2014 with walk-in attendance estimated at 159,237.



INFORMATION REQUESTS

During the past year, library staff received 29,343 requests for information. Of this number, staff members were able to provide direct answers to 29,025 questions, for a fill rate of 98.9%.

ELECTRONIC INFORMATION SERVICES



Electronic resources are available from within the library and remotely from homes or businesses. 4,273 searches were conducted within the Library using the subscription databases. The Library maintains a Web site providing information and access to the Internet. Public computer workstations are located at the three library locations and were utilized 27,700 times during the year.

LIBRARY COLLECTION/NEW ACQUISITIONS

As of June 30, 2014, the number of books in the library system totaled 70,599. Non-print holdings (audio books, DVDs, videos, and recorded music) totaled 9,232 items.

During the past year, 7,100 books and audiovisual items were added to the collection. In addition, 5,524 books and audiovisual items were withdrawn from the collection as a result of either being outdated (in terms of information, poor condition, loss, or damage) or decline in usage. The library subscribes to 274 periodicals and 16 newspapers.

LIBRARY PROGRAMS

Total attendance at the 486 library-sponsored programs this past year numbered 11,457. Early childhood programs accounted for 29.4% of the attendance. Programs for children in grades K-5 and young adults (grades 6-10) ranked first in attendance at 29.9%. This category also includes classroom visits by the Youth Services Librarians to public and private schools as well as visits to the libraries by individual classrooms. Programs for adults, the elderly and families were also presented.



MEETING ROOMS

The library system has three meeting rooms available for use by town, state, and federal boards, commissions, agencies and officials as well as individuals, community groups, and organizations. The Peace Dale Room was used 197 times for non library-related activities; the Conference Room at Peace Dale, 408 times; and Potter Hall at Kingston, 108 times.

FACILITIES



New energy efficient lighting fixtures were installed at the Hale, Kingston and Peace Dale Libraries. The outside stair railings at the Hale Library were repaired and painted.

At Peace Dale Library, the sprinkler system received a major overhaul, security cameras were upgraded and new controls were installed on the steam heat radiators to help reduce energy costs.

GRANTS

- \$25,450 from the Champlin Foundations for electrical energy saving lighting improvements at the Robert Beverly Hale and Kingston Free Libraries and for restoration of the historic wrought iron fence at Kingston.
- \$1,350 from the Mary LeMoine Potter Fund through the Rhode Island Foundation to purchase four electronic devices to provide access to digital formats, to provide technical support to library users and to aid in staff training at the Kingston Free Library.
- \$2,537 from the Nathaniel W. and Mabel C. Smith Fund through the Rhode Island Foundation for print materials.



GIFTS

- Museum and zoo passes provided by the *Friends of the Kingston Free, Peace Dale and Robert Beverly Hale Libraries*. The Mystic Aquarium also donated passes, available at the three library locations.
- *Friends of the Robert Beverly Hale Library* provided funds for audio books; large print books; DVDs; children's programming supplies; Summer Reading Program performers and prizes; a coffee maker; and holiday wreaths.
- *Friends of the Kingston Free Library* provided funds for adult programming; Summer Reading Program performers and prizes; movie licenses; a subscription renewal to *Book Page*; a subscription to *Birds and Blooms* magazine; and refreshments for program attendees.
- *Friends of the Peace Dale Library* provided funds for adult, young adult and juvenile programs and supplies; a subscription to *Book Page*; movie licenses; programming support for the library accounting system; four electronic devices to provide access to digital resources, technical support to library users and aid in staff training; refreshments for program attendees; magazine racks for the children's room; a rug for story hour; and a small puppet theater.

STATE STANDARDS

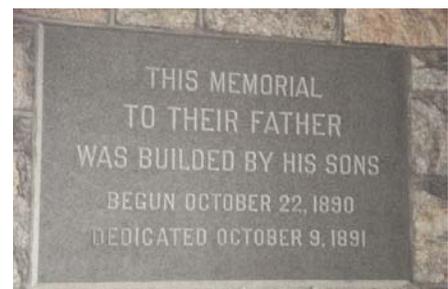
In FY 2013-2014 the library complied with standards set forth by the RI Office of Library & Information Services (OLIS) for continued membership in the Library Rhode Island (LORI). As a result, the library system will continue to receive network services such as interlibrary loan and delivery and the annual state grant-in-aid to municipalities for public library services.

LIBRARY BOARD OF TRUSTEES

Six meetings of the Library Board of Trustees were held during the past year; two new members appointed. The Trustees began a planning process which will assess the needs of Library users and determine services required to meet those needs.

Goals FY 2014-2015

- To implement the FY2014-2015 objectives set forth in the Library's *Action Plan*, which is available on the Library's website.
- To continue the library's cooperative relationship with the school system.
- To continue to enhance the library's e-book collection.



PARKS AND RECREATION DEPARTMENT

MISSION STATEMENT

The Parks and Recreation Department serves the needs of the community by providing enriching recreation experiences and quality facilities.

OBJECTIVES

- Promote health and wellness through programs that encourage active lifestyles
- Connect all citizens to the community through increased cultural unity by offering programs and facilities that encourage inclusion and participation
- Promote life-long learning through recreational and cultural programs
- Protect and maintain environmental resources
- Develop facilities that will improve the livability of the community, including recreation facilities, parks, open space, greenways, multi-use paths, and diverse play spaces
- Facilitate community problem solving
- Strengthen community image and sense of place
- Maintain a high level of customer service to all patrons
- Ensure the Department is both citizen and professionally driven by the consistent use of program and facility evaluations, and community-wide surveys

Profile

The South Kingstown Recreation Commission, a five-member policy board appointed by the Town Council, is responsible for overseeing policy adherence and development for the Parks and Recreation Department. The Department employs an administrative staff of 18 full-time employees and over 200 part-time and seasonal employees and independent contractors. The Leisure Services Director is responsible for daily administration of all Department operations.

The FY 2013-2014 operating budget (inclusive of the Neighborhood Guild) was approximately \$2.3 million with roughly 68% of the budget generated by user fees and charges, facility management, and several trust funds. The remainder of the operating budget, approximately \$722,000 was supported by local property taxes.



The Department manages over 50,000 square feet of indoor facility space that includes the Neighborhood Guild, Peace Dale Office Building, Stepping Stone Preschool, Tri-Pond Park Nature Center, plus several smaller support facilities, and over 422 acres of outdoor parkland and playfields.

Overview FY 2013-2014

RECREATION DIVISION

The Recreation Division is managed by the Recreation Superintendent who oversees four full-time employees and coordinates a combination of approximately 175 part-time employees and independent program instructors. Over 1,200 classes and programs in sports, fitness, community education, and arts are offered for all ages from preschoolers to senior citizens. The Recreation Division also oversees the operation

of the South Kingstown Town Beach through the summer season, and the summer entertainment series which includes weekly concerts on the Village Green and at Marina Park; movies at Marina Park, and the annual Fourth of July Celebration at Old Mountain Field.

The Recreation Division also coordinates numerous other special events such as:

Children's Fest	Pumpkin Launch	Tree Lighting and Carol Sing
Swap-It	Earth Day Yard Sale	Letters from Santa
Ice Cream Social	May Breakfast	Janet Gould Memorial Storywalk
Fishing Derby	Visits with Santa	<i>Harlem Rockets!</i> Basketball Game
Easter Egg Hunts	Easter Bunny Breakfast	

Through creativity, forward-thinking, and distribution of three seasonal program brochures, the Recreation Division strives to offer a diverse programming calendar for the entire community. A "rEc-Mail" digital newsletter is published weekly to keep residents up to date on programs and events. Residents can sign up to receive these email updates by completing a brief information card that is available at the Guild. The Department's summer Discovery Camp, Extreme Adventure Camp, school's out day camps and school vacation camps give families a variety of programming options when their children are not in school. Stepping Stone Preschool provides the community with a superior early education experience. The program, licensed through DCYF is open to children ages 3 and 4. The curriculum is designed to prepare children for kindergarten in a fun and nurturing environment.



Athletic programming is a large component of the Recreation Division. Camps and classes are offered for the following sports:

Soccer	Basketball	Field Hockey
Softball	Baseball	Lacrosse
Multi-sports	Golf	Skateboard
Champ's Camp	Wrestling	Sports Extravaganza
Flag Football	Volleyball	Cross Country
Tai Chi	50+ Fitness	Aerobicconditioning
Dance Fitness	Yoga and Pilates	Rock Climbing

For the adult athletic community, drop-in programs are offered for Women's Basketball, Men's Basketball, Volleyball, and Tennis. Limited gymnasium space continues to hinder the Department's ability to offer a wider range of drop in programs. This ongoing need for additional indoor athletic space has been identified in the Town Council's Adopted Capital Improvement Program since 2004 with the proposed Community Recreation Center project. The project is currently in the design phase; pending approval of a \$1 million dollar bond referendum in November 2014, construction is expected to begin in FY 2015-2016.



Program participation totals for the past three fiscal years are shown below:

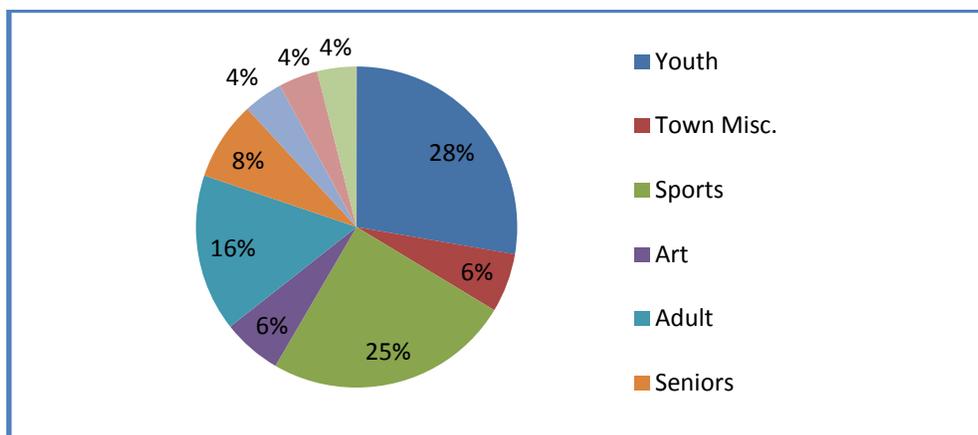
Program Participation	FY2011-2012	FY2012-2013	FY2013-2014
Community Education			
Preschool	628	680	492*
Youth and Teen		1,514	1,698
Adult		4,666	1,694 **
Access to Art	767	486	718
Environmental	336	285	292
Knapp School of Music	1,408	1,577	1,678
Sports and Fitness	12,569	9,002	13,477
Senior Programming ***	827	562	458 ***
Special Events	10,739	9,973	10,043
Totals	32,978	32,978	30,550

* Decline in the attendance of Toddler Time.

** Decline due to the elimination of the SKILLS and line dancing programs, a decline in the bridge program, and the move of 50+ Fitness from adults to Sports and Fitness.

***Senior programming numbers reflect a decline in the trip program.

FY 2013-2014 Customer Registration by Program Category



Programming revenue is also used as a measurement to gauge programming growth. Below is a breakdown of revenue generated by the Recreation Division in the 2013-2014 fiscal year:

Recreation Program			
	Revenue	Expenses	Total
Guild	\$339,230	\$293,237	\$45,993
PDOB	14,976	10,279	4,697
Town	569,882	588,297	(18,415)
TOTALS	\$924,088	\$891,813	\$32,275

The Department realized a net increase in programming revenue of \$10,874 in FY 2013-2014 when compared to the 2012-2013 fiscal year.

The final measurement utilized by the Division to evaluate the recreation program component is in new programs offered. The Department strives to achieve 20 new programs offered during each of the four seasons. Shown below are new programs offered over each of the past four fiscal years:

FY 2010-2011.....	123	FY 2012-2013.....	301*
FY 2011-2012.....	157	FY 2013-2014.....	113

**The spike in new programs during FY2012-2013 reflects the S.K.I.L.L.S. program (South Kingstown's Inclusive Life's Leisure and Sports Program,) for developmentally disabled adults. The program was discontinued due to departure of the contracted coordinator.*



PARKS DIVISION

The Parks Division is responsible for the day to day maintenance and upkeep of eight neighborhood parks, five community parks, and six special use recreational facilities. The Park Superintendent supervises six full-time park maintenance and three full-time building maintenance employees, as well as seasonal employees hired for bike path, beach, and park maintenance.

In addition to 17 parks and recreation properties, Park Maintenance staff is responsible for other sites including the William C. O'Neill Bike Path, Town Hall, three branch libraries, Neighborhood Guild, Senior Center and Adult Day Services, and various public grounds totaling approximately 420 acres of land. Staff is also responsible for assisting with special events/ projects, snow removal and capital improvement projects. Building Maintenance staff members are responsible for all indoor and minor outdoor maintenance at the Neighborhood Guild, Peace Dale Office, Building, Stepping Stone Preschool, and the Tri-Pond Nature Center, totaling more than 50,000 square feet. Staff is also responsible for maintaining several smaller buildings (restroom/concession/parks maintenance) located at Marina Park, Old Mountain Field, Broad Rock and Curtis Corner Playfields, and West Kingston, Tuckertown and Green Hill Parks.



Accomplishments/Highlights FY 2013-2014

- Exceeded Town Beach budgeted revenue by \$16,295 with a net gain of \$18,287
- Renewed agreement with Ocean State Waves Baseball for a second season at Old Mountain Field
- Collaborated with Ocean State Waves for acquisition and installation of new scoreboard, sound system, and picnic tables at Old Mountain Field
- Exceeded park rental revenue by \$3,444
- Maintained Pre School License through RI DCYF for Stepping Stone Preschool
- Awarded over \$6,800 in camp and program scholarships based on financial need
- Ran successful 4th Annual Earth Day Yard Sale collaborating with the Southern Rhode Island Animal Rescue League
- Successfully ran 113 new classes/camps
- Maintained an 83% average on the number of classes offered versus the number of classes that ran successfully (The standard set by the National Parks and Recreation Association is 80%)
- Doubled participation in the rEc-Mail Club to 1,187. The weekly E-newsletter targets general recreation news, the Department's trip program and Access to Art classes
- Raised over \$5,900 in sponsorships for special events, obtained from local businesses; over \$4,500 in sponsorships for the youth basketball program was obtained
- Increased the number of volunteers used for special events through assistance from the High School and Middle School's guidance offices

- Continued to improve operation of RecPro for registration and facility scheduling. Began research on the implementation of online registration.
- Continued to offer the Janet Gould Memorial Storywalk®, with the walk taking place seasonally in fall, spring and summer.
- Ran highly successful Skateboard Competition through Friends of South Kingstown Parks and Recreation to raise funds for on-going renovations of the Skateboard Park.
- Sponsored *Harlem Rockets* Basketball game in cooperation with the School Department. Funds raised supported the Recreation Department’s basketball and youth scholarship program.
- Offered several family-fun programs to encourage families to participate in activities together, including scavenger and treasure hunts.
- Introduced several Saturday morning “cartoon-free zone” classes for children free or for a minimal fee, which provided families with an alternative to athletic programs.
- Sponsored inaugural off road “Travel the Trails” 5K walk/run at Curtis Corner Play Fields.
- Developed and opened a new disc golf course at Curtis Corner Play Fields, in cooperation with volunteers from the South Kingstown Disc Golf Association.
- Successfully protected the Peace Dale Office Building from major damage on the ground floor, as a result of flash flooding in March 2014.



CAPITAL IMPROVEMENT PROJECTS

The following approved CIP projects were either completed in FY 2013-2014 or are in progress:

<i>Project</i>	<i>Status</i>
Town Beach Play Structure	Completed June 2013
Brousseau Park Basketball Court Resurfacing	Completed June 2013
Tuckertown Park Tennis/Basketball Court Resurfacing	Completed June 2013
Curtis Corner Play Fields Disc Golf Course (front 9)	Completed May 2014
Neighborhood Guild Entrance Staircase	95% Complete
Town Beach Onsite Wastewater Treatment System	95% Complete
Town Beach Pavilion Relocation Project	In Progress; completion anticipated Late Fall 2014/Winter 2015



Beach Pavilion Relocation and OWTS Installation

Over the last five years the Beach Improvement program has incorporated funding support for aggressive maintenance and mitigation efforts necessary to address



the significant impact of ongoing erosion at the Town Beach, affecting both the beach itself and the pavilion structure.

In July 2013, implementation of the Alternate Project Plan and Hazard Mitigation Grant Plan began, as submitted by the Town to the RI Emergency Management Agency in 2011. The project entails the installation of a new onsite wastewater treatment system and the relocation of the beach pavilion approximately 300 feet north of its current location. A new onsite wastewater treatment system was installed in June 2014.



Phase II of the project, relocation of the pavilion structure, is scheduled to begin in November 2014, with completion of the entire project by May 2015, prior to the opening of the 2015 summer season.

Community Recreation Center

The Community Recreation Center project was first introduced ten years ago in the FY 2003-2004 Capital Improvement Program (CIP) in response to the need for additional gymnasium space for recreational youth sports programming and interscholastic athletics. Since then, the needs have expanded to include all age segments of the community, as new demands for adult/senior sports programming have also increased.



The facility is intended to address current needs in the community for recreational opportunities and programs. In June 2014, the South Kingstown Recreation Commission established a Community Recreation Center Planning Committee to work with Town Staff and an architectural consultant in the development of a conceptual design plan and probable construction costs for the project. In July 2014, the Town Council authorized an award of bid for architectural design services related to the Community Recreation Center, for a three-phased design development and construction management process, with Phase I expected to be completed by early October 2014. Passage of a scheduled \$1,000,000 bond question in November 2014 will provide the last financial

component for the project to proceed to construction, with is projected to commence in July 2015 with facility completion anticipated in the Fall 2016.

Goals FY 2014-2015

- Restructure of the Recreation Division to provide expanded programs, classes and special events to meet the needs of the community in a more efficient manner
- Complete Town Beach Pavilion Relocation project before May 1, 2015
- Complete planned CIP work on Playground Rehabilitation projects
- Begin Phase II of the Community Recreation Center capital project
- Expand the disc golf course from 9 to 18 holes
- Promote new online program registration feature
- Establish employee training opportunities for expanded employee skill sets
- Continue to seek opportunities for regionalization of shared services; and collaboration with private/public organizations
- Research grant funding opportunities to offset CIP project and local program costs
- Increase teen and adult program offerings
- Increase use of alternate revenues generated through select program and team sponsorships
- Increase distribution of email marketing program by 25%
- Expand social media marketing efforts
- Continue to offer no cost/low cost family special events and activities

DEPARTMENT OF SENIOR SERVICES

MISSION STATEMENT

The Department of Senior Services is responsible for identifying and documenting elderly service needs, managing direct service programs, coordinating existing senior service programs provided by other public and private agencies, and promoting accessibility of services.

The Department operates four direct service programs: The Senior Services Center, the Senior Nutrition Program, the Adult Day Services Program, and the Senior Transportation Program.



Senior Services Center Program FY 2013-2014

The objective of the Senior Services Center is to provide senior programs in conjunction with other existing local service providers for a single point of entry to comprehensive services. This is in keeping with the Department's overall charge of coordinating programs and services to support independence and promote optimal aging. "The Center" serves as a "community focal point" for access to the various services and activities for older adults. It features:

- Senior Nutrition program
- Senior Transportation Program
- social and recreational activities
- health promotions and screenings
- case management services
- senior associations
- volunteer services
- educational programming
- information and referral services



Notwithstanding the daily meal program which experienced a decline in 2013-2014, activity at The Center increased. The Center continued its collaboration with the Recreation Department to offer classes such as zumba, computers, and ballroom dancing. In response to the identified need for more program space, an office area previously utilized by Southern Rhode Island Volunteers (SRIV) Inc. was converted to an 800 square foot multi-purpose room. SRIV continues to operate an office at the Center; to provide senior volunteer opportunities for the benefit of the Washington County area. Since the refurbishment of the space in May, activities have been held in the new room on a daily basis.

FISCAL

- Total operational budget for the Senior Center in FY2013-2014 was \$279,245
- A total of \$81,190 in outside funding support was received from the State of Rhode Island, Department of Elderly Affairs, South County Community Action Program and the Town of Narragansett

GRANT FUNDING SOURCES	
State of RI Community Service Grant	\$4,935
DEA Title IIIB Grant	\$14,443
South County Community Action	\$23,812
Town of Narragansett	\$38,000

ADMINISTRATIVE OPERATIONS

The Center was nationally accredited through the National Council on Aging in 2001 and 2006. Accreditation is the official recognition of a center of excellence, implementing best practice models in the field and effectively meeting its mission.

In addition to health, wellness and enrichment programs, the Senior Center also offers social services assistance providing a full time Community Information Specialist (CIS). The CIS is available daily to assist seniors with information, referrals, and education on a wide variety of services such as Medicare, Senior Health Insurance, RI Pharmaceutical Assistance, Medicare Part D, housing and other similar programs. In FY 2013-2014 the Information Specialist recorded 2,488 service contacts with area seniors.



PROGRAM PARTNERSHIPS

Having established multiple partnerships with other local agencies and organizations, the Senior Center is able to offer a broad spectrum of programs and services to the Town's senior population, as well as to neighboring communities. The Center will continue to seek new service links in order to meet the changing needs of the population.

Some of the Center's existing partnerships are:

VNS Home Health Services

Chronic Disease Self Management
Driver Fitness Program Series

University of Rhode Island

College of Nursing and Gerontology
College of Pharmacy
Food Science and Nutrition
Dept. of Speech and Hearing

South County Hospital Partnership

'Wellness Clinic' staffed by RN

Exeter Job Corps

Job Training for Young Adults

RIC School of Nursing

Clinical with Senior Nursing Student

Tri-Town Community Action Program

Case management services
Fall Prevention Program
Medicare Part D Open Enrollment workshops

South County Community Action Inc.

Emergency Food Assistance Program

South Kingstown School Department

Internet Café – Computer
Broad Rock Elementary School

Narragansett School Department

School to Work Program

Senior Nutrition Program FY 2013-2014

The Senior Nutrition Program provides a daily, nutritionally balanced meal, in The Senior Center's congregate dining room, to any senior citizen regardless of ability to pay. Over and above the primary health benefits of a balanced meal, diners also receive the benefit of socialization with peers and the opportunity to take part in a variety of leisure activities offered at The Senior Center. The Town has operated the locally based, federally funded, Senior Nutrition Program since April 1996. In FY 2013-2014 the program experienced an 8.5% decline in participation levels for the daily meal. West Bay Community Action, the state selected administrator of the congregate meal program contracted with a new catering company to provide prepared meals to the Senior Center. As a result of subpar food quality, regular participants of the program stopped attending the Senior Center for lunch. After direct feedback from diners and other participating senior centers, West Bay Community Action took steps to discontinue the contract and a new catering company was hired to begin in September 2014.

For seniors who are homebound, Southern Rhode Island Volunteers Inc. (f/k/a Seniors Helping Others) under an agreement with Rhode Island Meals on Wheels, Inc. provides the local administration and delivery of Meals on Wheels.



FISCAL

- Total operational budget for Nutrition program in FY 2013-2014 was \$106,540.
- Received \$4,214 from the State of RI Community Service Grant for FY 2013-2014 program operations.
- \$29,701 in support received from the Town of Narragansett for FY 2013-2014 program operations.

PROGRAM STATISTICS

- Total number of congregate meals served in FY 2013-2014.....9,648
- Average number of unduplicated individuals served per week.....155
- Total number of Nutrition Program volunteer hours per year.....3,647

Adult Day Services Program FY 2013-2014

The Adult Day Services Program is designed to provide a safe and caring environment for the frail elderly to spend the day. By offering daytime care in a supervised setting, Adult Day Services helps to keep seniors in their homes and with their loved ones longer and prevents premature placement in institutional care settings.

During the course of a day, the Center’s professional staff members facilitate a variety of therapeutic and social activities designed for the functional levels of the participants. Participants enjoy breakfast, lunch and snacks as part of the daily routine.



In FY 2013-2014 the adult day services program’s average daily census saw a reduction from 14 to 12 clients. This fluctuation is due in part to the frailty of the client population, as well as an increase in the average age of the client population.

FISCAL

The FY 2013-2014 Adult Day program was funded through a combination of sources including Medicare/Medicaid subsidies, client payments, and contributions from the neighboring communities of North Kingstown and Narragansett, whose residents received services. The total operating budget for FY 2013-2014 was \$328,085 of which 11.2% or \$36,809 was funded through direct taxpayer support.

PROGRAM STATISTICS

- Service Days in FY 2013-2014249
- Clients served per Day 12
- Total Number of Client Days2,961
- Clients Retained from 2012.....22
- New Client Admissions..... 18
- Discharges 19
- Year End Active Caseload23
- Clients Served (Unduplicated)42
- Average Client Age 84.5



Senior Transportation Program FY 2013-2014



The Senior Transportation Program provides non-medical transportation within the Town borders for residents age sixty and older. The service is provided to assist seniors with maintaining their independence in the community and preventing social isolation. The program operates Monday through Friday, 9:00 a.m. to 3:00 p.m. Rides are provided free of charge for grocery and retail shopping, hair appointments, banking, government center visits, pharmacy visits, volunteering, and visiting at South County Hospital or area nursing homes.

The senior van also transports participants to and from the Senior Center for participation in the congregate meal program and/or daily activities. The program operates directly out of the Senior Center for maximum access to the elderly population. The 2011, eighteen-passenger, handicapped accessible van provides door to door passenger pick up and drop off. Since being acquired and placed in service in March 2012, the vehicle has logged 38,528 miles.

PROGRAM STATISTICS

- Passengers transported (unduplicated) 147
- Average number of rides per month..... 520
- Total # miles logged 15,897
- Total # of trips provided in FY2013-14 6,246

ACCOMPLISHMENTS/HIGHLIGHTS

- Received \$13,757 in funding for Adult Day Service program through Title IIIB grant.
- Safely transported 147 South Kingstown senior residents to a variety of locations such as The Senior Center, grocery stores, pharmacies, salons and retail shops.
- Awarded Federal Title IIIB Supportive Services Grant Extension: \$18,000 for FY 2013-2014.
- Collaborated with the Recreation Department in offering 2 evening dances at The Senior Center.
- Celebrated the 13th Anniversary of The Senior Center. The annual barbecue was held with celebrity chefs at the grill. Entertainment was provided by resident band The ROMPS.
- Collaborated with Rhode Island Dept. of Health and Division of Elderly Affairs in presenting "Living Well RI," a 6-week, evidence based self-management program for those coping with chronic disease.

- Implemented “My Senior Center” a web based database system used to track statistical data of participants, nutrition program and activities offered at The Senior Center.
- Launched the Café initiative of Senior Dining to reflect the changing appetites of participants by offering three meal choices: “Hearty, Pub and Spa” options.
- Co-Sponsored Community Flu Clinic with South County Hospital.
- Offered Shingles Vaccination Clinic through South County Hospital and the Wellness Company.
- Identified and created additional programming space for expansion of wellness, exercise and enrichment programs.
- Worked directly with West Bay Community Action and State of RI Dept. of Elderly Affairs for change in catering contract for the congregate meal program.
- Presented “Empower Rhode Island” Initiative in collaboration with the Office of Rhode Island General Treasurer, to assist and empower residents to take charge of their finances.
- Provided monthly office hours from a representative from the RI Division of Veterans Affairs to answer questions regarding benefits for Veterans and their spouses.
- Collaborated with the South Kingstown Elks Lodge #1899 to offer a complimentary Dinner Dance to honor older adults in the community.
- RI Center for Law and Public Policy Legal Clinic provided bi-weekly appointments with a lawyer.
- Offered AARP Tax-Aide Assistance for seniors and low-income individuals with preparing income tax returns and electronic filing of returns.

Goals FY 2014-2015

- To continue provision of comprehensive social services to older adults and their families
- To maintain partnership with the Town’s Recreation Department for senior-specific programs
- To expand staff knowledge through training and development opportunities
- To re-establish an active congregate meal program through collaboration with third party vendor
- To raise awareness of the Adult Day Services program through marketing and community outreach
- To explore additional opportunities for outside funding of programs and services
- To promote senior transportation services and increase ridership
- To provide programming geared towards recent retirees and baby boomers



POLICE DEPARTMENT

MISSION STATEMENT

The Mission Philosophy of the South Kingstown Police Department is a component of the Department Rules and Regulations, which in accordance with the Town Charter were adopted and approved by the Town Council in August 1987.

This mission statement is unique in that in addition to defining the well-accepted principal duties of law enforcement, it also advocates that the Town's public safety personnel recognize the need to function as community service providers.

UNIFORM CRIME REPORT STATISTICS

Department Rules and Regulations require the Police Chief to prepare an annual report that encompasses the calendar year. Following department procedure, the report is prepared in a manner that provides comparisons of departmental statistics for the past few years. The 2013 Police Department Annual Report includes the Uniform Crime Report (UCR), which contains statistical information covering the seven major crime classifications of homicide, rape, robbery, assault, burglary, larceny, and motor vehicle theft. UCR figures are reported to the Federal Bureau of Investigation (FBI) on a calendar year basis.



For the purpose of the Town's annual report, the UCR statistics have been converted to a fiscal year date range, to show a comparison of activity levels during the Town's fiscal year reporting period.

- When applying the UCR statistics on a fiscal year basis for the offenses reported within the major crime classifications, the total increased from 444 in FY 2012-2013 to 486 this past fiscal year. Compared to the prior year, there was an increase in reported offenses for the categories of rape, assault, burglary, larceny, and motor vehicle theft, and a decrease in robbery. There were no criminal homicides in either year.
- The overall total number of UCR classified adult arrests, for all categories of crime classifications, increased from 546 in FY 2012-2013 to 583 this past fiscal year. Of the adults arrested, there was a decrease in the number of cases of driving under the influence, with 96 adult drivers charged in FY 2013-2014, compared to 111 in FY 2012-2013.
- Juvenile arrests decreased from 80 recorded during the 2012-2013 fiscal year to 62 in the 2013-2014 fiscal year.

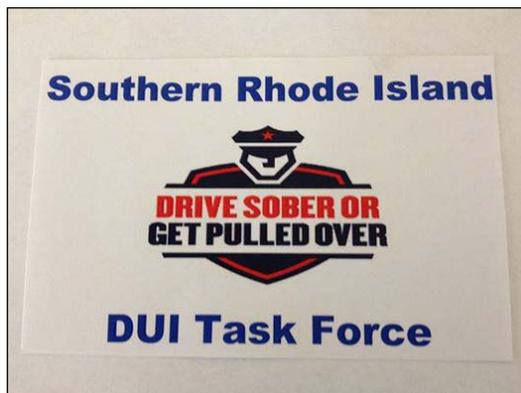
The Department continues to be vigilant in investigating the trafficking of illegal substances in Town. During FY 2013-2014 there were 90 arrests, adult and juvenile, for drug related offenses, which encompassed drug abuse violations, sale, and possession. The arrests are due to the combined efforts of the Patrol and Detective Divisions and are often a result of useful intelligence that is developed, along with undercover surveillance operations performed by Detective personnel.

DEPARTMENT IN GENERAL

As in past years, the Department continues to work in unison with the RI Emergency Management Agency (RIEMA), the US Department of Homeland Security (DHS), the American Red Cross – RI Chapter, and South County Hospital on community preparedness planning for incidents such as hurricanes, severe flooding, pandemic flu, and terrorism. The Department has worked in partnership with members of the American Red Cross, South Kingstown Shelter Services and the South Kingstown School Department throughout the year to ensure that shelters are ready and staffed when needed. The High School continues to serve as the Town's primary shelter. Broad Rock Middle School and Curtis Corner Middle School serve as secondary, or over-flow shelters, if necessary.



The Department continues a pro-active approach to alcohol enforcement and education initiatives to abate underage alcohol consumption. A close working relationship has been established with the South Kingstown Partnership for Prevention. Supplementing these efforts, the Department utilizes grant funding from the RI Department of Behavioral, Developmental Disabilities and Hospitals (BHDDH) to staff party patrols and check liquor establishments for underage drinking and use of fraudulent identifications by minors. The Department also participates in a grant program offered through BHDDH, Division of Substance Abuse to conduct tobacco compliance checks throughout Town at establishments where tobacco products are sold. The Department conducted compliance checks at licensed establishments to ascertain whether tobacco was being unlawfully sold to persons under the age of eighteen; all of the businesses checked were in compliance with state law.



The Department again participated in the RI Department of Transportation/Office of Highway Safety "Operation Blue Riptide" program and received grant funding to conduct planned Impaired/Drunk Driving Enforcement, Speed Management activities, Child Safety Seat and Seatbelt Safety efforts. The additional dedicated patrols provided through this grant program enable the Police to reinforce traffic safety efforts, along with providing services to the public to keep vehicle/passenger safety initiative on the forefront. The South Kingstown Police Department took the lead in the regional effort to deter, detect, and remove impaired drivers from our roads by developing the Southern Rhode Island DUI Task

Force (SRI DUI Task Force). In May 2014, the first deployment of the task force resulted in the arrest of eleven motorists suspected of driving while impaired and three subjects on active warrants. The task force was made up of ten Southern Rhode Island Police Departments and the Rhode Island State Police.

PERSONNEL/STAFFING

The Police Department operates with an approved level of fifty-two sworn officers, which represents a reduction of three officers from the full complement of fifty-five sworn officers. This reduction in staffing was accomplished through attrition over the last several years. The Department continues to monitor the effects of these staffing reductions and recommendations and adjustments will be made as necessary.

In June 2013, the Department re-activated its Bicycle Patrol Unit for the summer and fall. The Patrol focuses primarily on the villages of Peace Dale, Wakefield and all south shore beach areas. It is also used in neighborhood sub-divisions for crime patrol/prevention purposes, as well as patrolling the William C. O'Neill Bike Path and the Housing Authority properties.

In September 2013, Officer Jerome Gillen began his second year as the Resource Officer (SRO) at the South Kingstown High School. This program has been successful in fostering a safe and secure learning environment.

The Honor Guard Unit continues to play an important role in representing the Department in ceremonial events, such as parades and memorial services. Since the reorganization of the unit in 1989, they have participated in close to 320 events; Lieutenant Craig Young currently leads the unit.



The Department had one veteran officer retire in FY 2013-2014 (Officer Coons—19 years service).

Promotions/Transfers

Over the course of the fiscal year, the Department announced four promotions; Sergeants James Krajewski, Mark Healy and Alfred Bucco were promoted to the rank of Lieutenant, and Officer Douglas O'Brien was promoted to the rank of Sergeant. Officer Mark Sgalia transferred from the Patrol Division to the Detective Division.

Probationary Officers

The Department welcomed three new probationary officers during the past fiscal year – Officers Thomas Brusco, Christopher Sarasin, and James Tsagaroulis. Officers Brusco and Sarasin graduated from the RI Municipal Police Training Academy (RIMPTA) in December 2013, and were assigned to the Patrol Division upon completion of their field training in March 2014. Officer James Tsagaroulis graduated from the RIMPTA in May 2014, and finished with his field training in August 2014, at which time he received a Patrol Division assignment.

Training

During FY 2013-2014, both sworn and civilian staff members at all levels of the South Kingstown Police Department participated in training: in-service training, outside training, and/or roll-call trainings. The Training Division coordinated annual training for all police officers in the areas of Spring and Fall Firearms Qualifications, Firearms Simulation, Active Shooter training, and Breathalyzer Recertification by the RI Department of Health. Additionally, individual members of the Uniform Patrol Division, Administrative Staff, Detective Division, Prosecution Officer, and the School Resource Officer participated in specialized training programs.

Department administrative staff also worked in conjunction with the Town Administration in implementing the new financial management system for budgeting, purchasing, and payroll functions for the Public Safety Division.

EQUIPMENT IMPROVEMENTS

The Department was successful in completing the following acquisitions during FY 2013-2014, allowing the Department to remain on the forefront of technology.

Vehicles & Police Equipment

- 2013/2014 Dodge Charger V8 Police Vehicles (5 marked, 2 unmarked)
- Soft Body-Armor Bulletproof Vest (5 officers) – Partial Federal Grant Funding
- Light bar for the Patrol Division (1 each)
- Radar Units for Patrol Division (2 each)
- Automated External Defibrillator (1 each)
- Patrol Rifle Upgrades – Night Sights/LED Lighting (7 each)
- Tactical Rifle – Detective Division (1 each) – Drug Forfeiture Funding
- Highway Safety Grant Funding – Equipment Acquisitions
 - Hand-held Laser Radar (1 each)
 - Enhanced Variable Message Sign Upgrade
 - Alcohol Breath Analyzer (1 each)



Computer System Equipment & Peripherals

- Workstation Replacements (2 each)
- Vehicle Notebook & Modem Replacements (3 each)
- Laptop – Detective Division (1 each) – Drug Forfeiture Funding
- Printer Replacement (1 each)
- Network Tape Back-Up System Replacement
- Digital Cameras - Patrol Division (42 each)

Goals FY 2014-2015

The Department will continue to strive toward the advancement of professional police services to promote enhanced administrative, technical, and operational police practices. In furtherance of this goal, the Department is working toward achieving accreditation status through a new in-state accreditation process developed by the Police Chiefs' Association. The fundamentals of this program involve the examination and adoption of professional policing standards by which all law enforcement agencies are to be measured.



- Administered Tdap vaccine and seasonal flu vaccine to the school age population (grades K-12), and adult residents during a public clinic in South Kingstown in cooperation with the School Department and Department of Health.
- Continued working with the RI Department of Health in the creation of new EMS protocols and education guidelines.
- Renewed Town's Heart Safe designation by RI Dept. of Health through striving to teach CPR to the public and continued placement of AED's throughout the community.
- Continued to increase public education and awareness activities, advocate for emergency preparedness for all citizens.

STAFF TRAINING

- Advanced Cardiac Life Support
- Pediatric Advanced Life Support
- Basic Trauma Life Support
- EMS response to terrorism
- Advanced Trauma Life Support
- Incident Command levels 100-800
- Computer based continuing education
- Mass Casualty Incident procedures
- Participated in the training of new Paramedics
- Traditional classroom based training in conjunction with surrounding public safety agencies



Main Station – Public Safety Complex

Goals FY 2014-2015

- Continue to utilize Medical Director for quality improvement
- Continue to improve on disaster response in cooperation with RI Department of Health and the RI Emergency Management Agency. This includes Point of Distribution (POD) Plan for health threats, maintaining appropriate levels of medications for public health threats, and Pandemic Flu preparation
- Continue progression of building improvements to southern EMS station
- Continue community education and interaction programs in conjunction with Fire Prevention programs to expose the community to emergency responders in non-emergent times, building greater trust and cooperation with responders and community residents
- Provide greater training to personnel in Supervisory positions to enhance department leadership and professionalism
- Integrate more diverse training to help prepare EMS personnel to respond to traditional and non-traditional events
- Design and take delivery of new Paramedic 2 vehicle
- Upgrade to new version of electronic patient care report system provided by vendor
- Replace personal protective equipment



South Station – Route 1

ANIMAL CONTROL PROGRAM (SHELTER AND ROAD)

MISSION STATEMENT



SHELTER - Founded in 1980, the South Kingstown Animal Shelter accepts neglected, abandoned, and/or stray dogs and cats. The Shelter maintains a policy of euthanizing animals only for extreme behavioral problems or incurable medical conditions. The Shelter is committed to improving the quality of life of all strays in its care. To this end, adoption applicants are carefully screened. All possible medical care, including preventative attention, is given to the animals.

ROAD - To enforce all animal-related Town Ordinances and State laws, provide humane education to the general public and to ensure that all animals within the Town's jurisdiction are treated humanely.

Program Overview FY 2013-2014

SHELTER

The primary function of the South Kingstown Animal Shelter located at 132 Asa Pond Road is to house the stray animal population of South Kingstown and Narragansett; this includes but is not limited to: dogs, puppies, cats, kittens, goats, pigs, horses, cows, birds of a number of varieties, ferrets, rabbits, salt & fresh water fish, and reptiles.



The Shelter focuses on returning strays to their owners through advertising, lost & found ledger, and access to the shelter seven days a week. The Shelter also focuses on animal placement, both on premises at the Shelter and off premises through displays and/or arrangements with local businesses such as PetsMart. The success of the Shelter's reclaim and adoption rate is evidenced by the low euthanasia rate of less than 5% of impounded animals. While euthanasia does occur, it is only in circumstances that deem the animal unadoptable. These animals have non-repairable injuries, incurable illnesses, are of very advanced age, or may display unpredictable behavior traits such as aggression.

In addition to basic needs, shelter staff provides a vast amount of the required medical care to impounded animals. Animals are prepared for adoption/placement with activities such as bathing, nail trimming, testing (leukemia, FIV and Feline AIDS, heartworm disease), Front Line applications, and behavioral training. Once an animal receives the necessary veterinary treatment, it is tended to by the Shelter staff or other outreach programs (i.e. foster care) where animals receive socialization as well as medical care or Breed Rescues, groups whose expertise in certain areas makes it more cost effective for them to provide the necessary services.



Shelter operations were moved into the newly constructed addition in January 2012, with renovations to the old section of the building completed in spring 2012. This state of the art facility supports the shelter's philosophy to provide the animals with the best quality care possible utilizing all available resources. To reduce utility costs for the operation of this expanded size facility, energy savings measures were implemented in FY 2013-2014; including the reconfiguration of ductwork, the integration of an economizer control package into the HVAC system, and the installation of an induct air purification system.

The Shelter continues to serve the stray population of the Town of Narragansett through a shared services agreement. In FY 2013-2014 the Town of Narragansett contributed \$70,000 toward the Shelter's operating expenses reflecting the services offered to the Narragansett impounded population. Additionally, the Animal Shelter raised \$39,513 through various donations and fundraising efforts throughout the year.



The Shelter has been designated as a Regional Emergency Animal Shelter in Rhode Island for sheltering pets in the event of a disaster or severe weather event requiring evacuation. The RI Department of Environmental Management, in cooperation with the RI State Veterinarian, has supplied the Shelter with a 25kw portable generator to support shelter operations during these events.

ROAD



The Animal Control Officers are responsible for the investigation of all animal-related complaints, issuance of citations, and transportation to the Shelter of all animals found roaming at large, as well as the disposal of animals that are destroyed or injured on the Town's roadways. As a component of the daily contact with the public, the Animal Control Officers use those opportunities to provide education on dealing with bite prevention, rabies, benefits of spaying/neutering and dog fighting/animal cruelty.

Road Statistics

	<u>FY 2012-2013</u>	<u>FY 2013-2014</u>
Total Animal Complaints	1,260	1,357
Total Impoundments	383	318
➤ Canine	216	162
➤ Feline	155	154
Total Summons issued	2	5
Total Quarantines	54	58
➤ Canine	45	46
➤ Feline	9	12

Goals FY 2014-2015

SHELTER

- Continue the Shelter's commitment to provide the general public with access to the shelter
- Continue the Shelter's commitment to educate the general public
- Continue general fundraising
- Continue the Off Premise Adoption Program
- Continue to work on refining operational procedures for the new shelter facility

ROAD

- Continue to educate the public regarding the humane treatment of animals, and the importance of proactive care; along with keeping the public informed regarding dog bite prevention, rabies, the benefits of spaying/neutering, and dog fighting/animal cruelty
- Participate in additional training

HARBOR PATROL

MISSION STATEMENT

To provide for the safety of the boating public on waters located in the Town of South Kingstown, through education and enforcement of State and local boating safety laws, while assisting Federal, State, and local governmental agencies in their efforts by providing local knowledge relative to their specific water related issues.

Program Overview FY 2013-2014

A major emphasis is placed on educating recreational boaters about the rules and regulations governing the use of Town waters in order to promote public safety and enjoyment. The Harbormaster utilizes seasonal assistants and interns from the University of Rhode Island to staff the program. These efforts, combined with coordinating coverage with the Narragansett Harbormaster, makes it possible to cover the Town's waterways (weather permitting) seven days a week for the entire fifteen-week summer season.



The presence of the Harbor Patrol on the Town's waterways has a calming effect on the general boating population and promotes a safe boating environment for all to enjoy. During the 2013 boating season, the Harbormaster crew conducted 43 safety checks and issued 4 warnings for various boating violations.

The Harbormaster also manages the Town's mooring fields which generated \$29,572 in rental fees during the 2013-2014 fiscal year.



URI Sailing Center



Marina Park Boating Facilities

Goals FY 2014-2015

The Harbormaster Division will continue its efforts in educating the public on boating safety, in addition to enforcing state and local boating safety laws.

TOWN OF SOUTH KINGSTOWN



MUNICIPAL DEPARTMENT DIRECTORS

As of September 2014

TOWN MANAGERSTEPHEN A. ALFRED

INTERIM DIRECTOR OF ADMINISTRATIVE SERVICES..... AIMEE REINER

TOWN CLERKDALE S. HOLBERTON

TOWN SOLICITOR MICHAEL A. URSILLO

FINANCE DIRECTOR..... PATRICIA SUNDERLAND

TOWN ASSESSOR JEAN PAUL BOUCHARD

DIRECTOR OF PLANNING L. VINCENT MURRAY

BUILDING OFFICIAL..... JEFFREY T. O'HARA

DIRECTOR OF PUBLIC SERVICESJON R. SCHOCK

COMMUNICATIONS SUPERINTENDENTBRIAN BALLOU

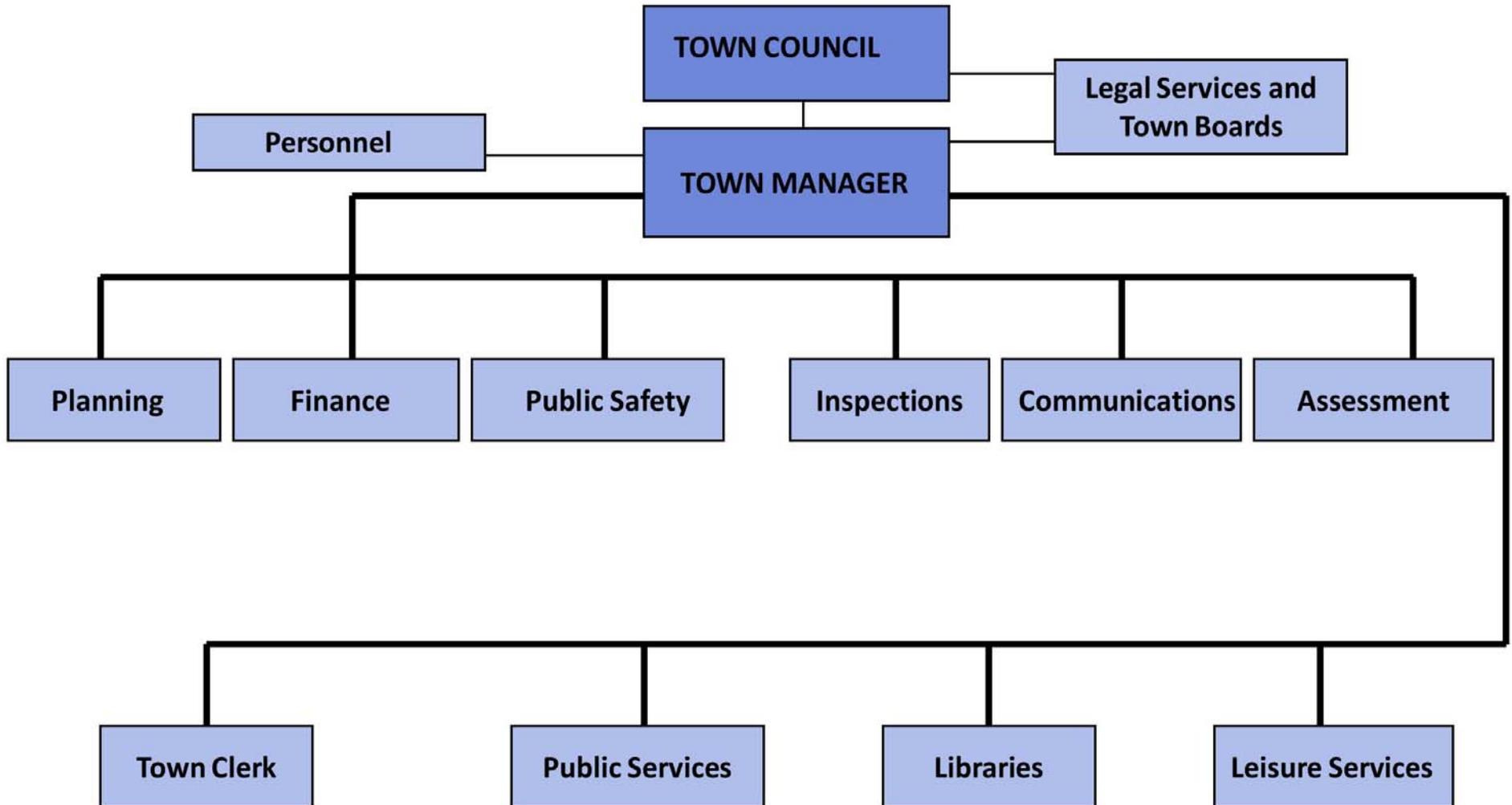
LIBRARY DIRECTOR.....SHIRLEY LONG

DIRECTOR OF LEISURE SERVICES THERESA L. MURPHY

CHIEF OF POLICE VINCENT VESPIA, JR.

EMERGENCY MEDICAL SERVICES DIRECTOR MICHAEL A. DEMELLO

Town of South Kingstown –Organizational Chart



Public Services Department
509 Comm O. H. Perry Hwy
Wakefield, RI 02879
(401) 789-9331 ext. 2250

Animal Shelter
132 Asa Pond Road
Wakefield, RI 02879

Public Safety Complex
1790 Kingstown Road
Wakefield, RI 02879

Peace Dale Library
1057 Kingstown Road
Peace Dale, RI 02879

Kingston Free Library
2605 Kingstown Road
Kingston, RI 02881

Robert Beverly Hale Library
2601 Comm O. H. Perry Hwy
Wakefield, RI 02879
(401) 783-5386

Senior Center
25 St. Dominic Road
Wakefield, RI 02879
(401) 789-0268

Adult Day Services Center
283 Post Road
Wakefield, RI 02879
(401) 783-8736

Neighborhood Guild
325 Columbia Street
Peace Dale, RI 02879
(401) 789-9301

TOWN OF SOUTH KINGSTOWN

Town Hall

180 High Street, Wakefield, RI 02879

401-789-9331

www.southkingstownri.com