

## Time Line of Holiday Tree Lighting Event

### **September 14, 2015**

TRC meeting minutes document initial discussion to change the tree lighting event from Sunday to Saturday and move to a larger indoor venue; group discussion yielded no objection/issue to these changes, unanimous agreement.

TRC minutes filed with Clerk and included on Council Agenda October 26, 2015.

### **September 25, 2015**

School Facility Use form submitted to request Ft. Barton gym for holiday event; conversation with Principal Wordell prior to submitting form for her approval/support

### **October 4, 2015**

TRC meeting minutes reflect continued discussion of holiday event; including the day and date. No objections/issue raised by any member present.

Minutes filed with Clerk and included on Council Agenda November 9, 2015.

### **October 29-30, 2015**

I was initially asked to contact D. de Medeiros about her participation in the holiday event. No history of her participation was offered. The attached email includes the day, date and location modifications. I requested information about her participation and our willingness to include her any way she desired. After my follow up email to her question there was no further communication from her, and no objections were raised at this time. I concluded there were no issues requiring additional discussion and we continued with our planning of the holiday event..

### **November 2-3, 2015**

T. Mello of the Fire Department was contacted. He had been the contact person for the Halloween event, thus he was approached for the holiday event. He was given information regarding the day, date and location. No follow up emails indicated there was an issue we needed to address or there was anyone else we needed to contact within the department.

### **November 4, 2015**

TRC meeting minutes discussed plans for holiday event. No concerns to date discussed by any member, draft attached.

### **November 18, 2015**

Email received from the Town Administrator now cites issues with the arrangements made for the holiday event based on the informational flyer submitted for the Town Council Agenda, November 23, 2015. I responded to his email promptly.

**November 19, 2015**

I received a follow up email and met with the Town Administrator at 1:30pm hoping to resolve any and all issues and go forward with the holiday event as planned. At this meeting he relayed backstory particulars about the event, all of which had been unknown to the commission members.

**November 20, 2015 8:36am**

I emailed D. de Medeiros an apology for any confusion or oversight related to the plans for the event and made myself available to meet with her and discuss our event and her participation. I believed we could resolve her concerns. No response has been received to date.

**November 20, 2015 9:08am**

I emailed Chief Lloyd an apology for any confusion or oversight related to the event plans and made myself available to meet and discuss any further possible arrangements. Again, I believed there could be successful resolution with a conversation. No response has been received to date.

**November 20, 2015 9:06am**

Immediately after writing the 2 previous emails I opened an email from the Town Administrator. I was stunned by his remarks. I immediately forwarded the emails I had just sent to D. de Medeiros and Chief Lloyd to him to inform him of my efforts to resolve the issues. I had been given no indication that I had been expected to respond by the end of the previous day.

**November 20, 2015 9:38/10:19/11:11/11:50am**

A series of emails requesting I contact D. de Medeiros additionally by phone to follow up the email I sent that morning.

**November 20, 2015 12:46pm**

I reached Ms. de Medeiros at work; she was unable to speak with me at that time. She stated she would return my call after 5:00pm. I still honestly believed a conversation could diffuse the situation and we could include her in the event however she so desired.

I never received a phone response that evening or since.

**November 23, 2015**

Following the emails and events from the 18<sup>th</sup>-20<sup>th</sup> I informed the Clerk I would not be attending the scheduled Town Council meeting that evening. I believed I had made a number of attempts to correct the situation which had gone unanswered, and the Administrator had sufficient information to answer any questions the Council might have about the event. I did not believe any benefit would come from my attending.

Submitted by: Susan Gill

**Town of Tiverton  
Recreation and Beach Commission  
34 Roosevelt Drive  
Tiverton RI  
Meeting Minutes for 9/14/15**

Meeting called to order at 6:45 pm on 9/14/15.

Members present; Chris Roemlien, Susan Gill, Susan Zimich, Kristen Plourde. Members absent; John Cordeiro and Tom Pearce.

Item #1 Approval of minutes

SZ made the motion to approve the amended minutes and CR seconded. All approved.

Item #2 Treasurer's Report; no report given

Item #3 Fall Field work report; SG reported that Bill M. worked on the fields for the this fall for approximately \$1,400.

Soccer used the lower and upper fields during heavy rains, Bill has noticed damage. He will continue to monitor the fields. Bill M did recommend that soccer remove the goals at the end of game and practice days to allow the grass to regenerate.

SZ to send out the Wet Field Policy again to all leagues. Turf Maintenance Contractor will access and make estimates of any damage to any field used during these inclement weather episodes.

**New projects update.**

CR handed out material on Pump Tracks to be built on the land fill site. CR to attend the next land fill meeting to propose the Pump Track.

CR also mentioned that the Paddle Tennis for Town Farm would cost approximately \$100,000.00. Hopefully we can find a donor.

## Beach Fire Policy

Commission will continue to discuss and research.

## New Business

### A) Beach Report

Keith Cory resigned. SG reported that the beaches finished the season on the plus side with decent numbers.

### B) Summer Programs Report

SG reported that the Parks program at Pocasset brought in \$2,375 and spent \$4,620 in payroll. The Camps program brought in \$8,990 and spent \$9,510 in payroll.

### C) Halloween update

SG reported Trunk or Treat for 10/24/15 at the Tiverton Library to start at 4:30 pm to 7pm. Commission authorized \$250 for supplies.

Motion made to approve by CR and seconded by SZ. All approved.

### D) Christmas Program

SG to put in request for Fort Barton gym for either Dec. 5th or 12th. Asking Senior Center Chorus to participate. CR to reach out to the High School Band and Jazz Band to participate.

### E) 2016 Meeting Schedule

Possible 1st Thursday of the month.

### F) Planning for next year's budget

SG to look into the numbers.

### G) Request Advertising for New Recreation Director position

SG to send out new copy the job description, new description to go in front to the town council next meeting. Then to be posted on the Sakonnet Times early October.

Next Meeting October 5th at 6:30 at the Tiverton Library.

Meeting adjourned at 8:35 pm, motion made by SZ and seconded by CR.  
All approved.

Minutes submitted by Kristen Plourde

APPLICATION AND AGREEMENT FORM FOR USE OF SCHOOL PROPERTY

please!

Ft. Barton  
(SCHOOL)

9/25/15  
(DATE)

AREA OF SCHOOL TO BE USED: Gym EQUIPMENT TO BE USED: —  
 ORGANIZATION: Tiverton Recreation INDIVIDUAL IN CHARGE: Susan Gill  
 NATURE OF USE: Christmas / Santa event  
 DATE TO BE USED: Dec 5, 2015 TIME: FROM: 3 1/2 pm TO: 8 pm  
 ANY REHEARSALS: — DATE: — TIME: FROM: — TO: —

THE FOLLOWING REGULATIONS ARE UNDERSTOOD AND AGREED UPON:

1. No meeting of any kind shall be held in any public school without written approval having been obtained from the Principal of the school and the Superintendent of schools. Applicant must inform the Principal of type of meeting to be conducted.
2. No smoking, no alcoholic beverages, rules are to be observed.
3. Meetings other than school meetings are not open to children under sixteen years of age, unless accompanied by an adult.
4. Building use shall include only the occupancy and use of the hall and area(s) designated by this contract. No other portion of the school building is to be included in this contract.
5. Organizations shall be responsible for the good conduct of all persons present. There shall be no defacing or misuse of property and no marking or erasing of blackboards. Organizations contracting for school halls shall be financially responsible for any damage.
6. All but personnel authorized by the School Department are prohibited from handling any utility connection such as heat and light.
7. All but personnel authorized by the School Department are prohibited from transporting, setting up, and/or operating school equipment.
8. Remittance for services rendered by School Department-authorized personnel in connection with use of school facilities and/or equipment is to be made payable to Tiverton School Department.
9. The School Department shall not be held responsible for any liability resulting from personal injury suffered during use of school facility or equipment. Proof of current insurance is required.
10. Supervision is to be provided as listed herein with responsibility for complete and thorough policing of entire school area.
11. Organizations, upon notice, may be requested to relinquish the use of school facilities on any given date for the purpose of School Department needs.

I HAVE READ THE ABOVE REGULATIONS AND AGREE TO THEM IN EVERY PARTICULAR

DISTRIBUTION

1st COPY WHITE	TO PRINCIPAL
2nd COPY CANARY	TO APPLICANT
3rd COPY PINK	TO SUPT'S OFFICE
4th COPY GOLDENROD	TO CUSTODIAN

SIGNED Susan Gill  
 ADDRESS 1392 Main Rd  
 TEL 624-8842

APPROVED: Suzanne Woodell  
SIGNATURE OF PRINCIPAL

APPROVED FOR USE WITHOUT RENTAL CHARGE:

[Signature]  
SIGNATURE OF SUPERINTENDENT

**Town of Tiverton**  
**Recreation and Beach Commission**

---

**MEETING MINUTES**

---

**Organization:** Recreation and Beach Commission  
**Date and Time:** Monday October 5, 2015 @ 6:30pm  
**Location:** Tiverton Public Library, Tiverton, RI 02878

**Meeting called to order at 6:35pm**

**Members in attendance:** Susan Gill (Chair), Susan Zmich, Kristin Plourde & John Cordeiro

**Members Absent:** Chris Roemlein, Tom Pearce

**Public Delegations:** India Keyon, Rebecca Elwell

**Item #1: Approval of Minutes** = 09/14/15 minor corrections noted.

*\*A motion to approve minutes was made by Susan Zmich and seconded by Kristen Plourde.*

*Minutes Approved: FOR: KP,JC,SG,SZ*

*AGAINST: N/A.*

*ABSTAIN: N/A*

**Item #2: Treasurer's Report**

- Total Expense Budget to Actual Budget (6-30-15) was distributed and discussed.

**Item #3: OLD BUSINESS**

**A) Final summer report – Beach & Programs**

- Susan Gill reviewed work in progress of number of children served by the summer program, amount spent on programs and amount generated from the programs.

**B) Halloween Program status – India Kenyon**

- Plans are well established for the Halloween Trunk or Treat. The response has been positive. Food vendors will be there, many local business will be participating, Rosemary's School of dance will be performing and Envy Gymnastics will set up an obstacle course.

**C) Christmas Program status – India Kenyon**

- Progress continues on the Tree Lighting ceremony. Santa has been confirmed for Saturday December 5<sup>th</sup>. Looking to change to a larger venue to more comfortably host the event. Fort Barton is being pursued. More information to follow next month.

**D) 2016 Meeting Schedule**

- To be discussed at next meeting

**E) New project update - Chris**

- CR & SG went to last Tiverton Land Fill Commission meeting to discuss the proposed pimp track over the future capped landfill. The LF Commission seemed receptive to the proposal for the land. Steve (DPW) to talk to the DEM to see what they might require.

**F) Soccer complex status - John**

- JC will be meeting with Mike Janick (TYS) to discuss the new contract (2 year extension) & go to the Town Council meeting to discuss the Restricted Account for the soccer complex fund to move forward.

**Item #4: NEW BUSINESS**

**A) K. Cory resignation accepted**

- K. Cory's resignation was accepted at the last Town Council meeting.

**B) RFP for new program coordinator**

- Advertisement for a new Recreation Coordinator is in process. Applicants will hopefully be able to be interviewed by the end of this month.

**C) Tiverton Prevention Coalition initiatives – Rebecca Elwell**

- Rebecca Elwell spoke and had a power point presentation discussing the goals of the Tiverton Prevention Coalition. The Coalition is in the last year of its 5 year federal grant. The goal is to expand the Coalition's reach in the community. TRC could be a natural partner in involving Tiverton families.

**D) Field work and possible vote**

- Addition work on the fields for grub control and repairs steaming from grub damage are needed for soccer upper and baseball outfields.

*\*A motion to approve \$2,450 addition turf maintenance work for grub damage was made by John Cordeiro and seconded by Kristen Plourde.*

*Motion Approved: FOR: KP,SG,SZ,JC*

*AGAINST: N/A.*

*ABSTAIN: N/A*

- General maintenance of fields should be considered to be part of future mowing/lawn contracts. Detailed explanations of work required and preformed should be listed in the contract and recorded as completed.

**E) Budget planning 2016-17 discussion**

- SG to follow up on finding out timeline for filing for referendum regarding acquiring a separate account from the town's general fund for any donations or future field fees to go directly towards field maintenance.

**F) Seaside Ad Hoc Committee Report**

- SG attended meetings and reported that abutment work moving slowly at DOT.

**Item # 5: Next meeting schedule/adjournment**

- The commission's next meeting will be on **Wednesday November 4, 2015 at 6:30pm.** Location to be at the Tiverton Town Hall.

*\*A motion to adjourn was made at 8:55pm by John Cordeiro and seconded Kristen Plourde*

*Motion Approved: FOR: KP,SG, SZ, JC*

*AGAINST: N/A.*

*ABSTAIN: N/A*

Submitted by: Susan Zmich

Approval Date: 11/4/2015





Susan Gill &lt;susan.gill@redacted.com&gt;

---

**Christmas event**

3 messages

---

**Susan Gill** <susan.gill@redacted.com>  
To: redacted

Thu, Oct 29, 2015 at 4:40 PM

Hi Denise,

Recreation is getting the plans for the tree lighting event together. I know you helped with the TFD last year. Is there some way you wish to be involved this year?

We will still be doing the tree lighting at Town Hall but the main event will take place at the Ft. Barton school using the gym to stay warm and dry, and accommodate more families. Based on the great turnout we had for Halloween I expect a big crowd this year.

We have changed it to the first Saturday, so it will be December 5th. It seemed kind of crazy to compete with Patriot's football on Sunday!

Any questions just let me know, I'm around.

Susan

---

**redacted**  
To: susan.gill@redacted.com

Fri, Oct 30, 2015 at 10:05 AM

Is the fire department still bringing Santa.

[Quoted text hidden]

---

**Susan Gill** <susan.gill@redacted.com>  
To: redacted.com" redacted.com>

Fri, Oct 30, 2015 at 12:46 PM

Yes they will be. They have been contacted but we haven't worked out the details yet.

S

[Quoted text hidden]



---

## Santa's workshop

---

India [REDACTED]  
To: "Tmello@tivertonfire.com" <Tmello@tivertonfire.com>

Mon, Nov 2, 2015 at 7:05 PM

Hi! This is India [REDACTED] I was wondering if the fire department would be willing to participate in the tree lighting and Santas workshop that I am running through the Tiverton recreation department? It will be held on December 5th 5:00 to 7:00. The tree lighting will be done at Town Hall. It would be great if you were able to meet Santa at the Stonebridge gas station. Then drive him up the hill to Fort Barton School. Where all the children will be waiting there for him. Thank you so much!!!! India

Sent from my iPhone

---

Thomas Mello <TMello@tivertonfire.com>  
To: India [REDACTED]

Tue, Nov 3, 2015 at 3:23 PM

Sure thing [REDACTED] we will pick him up at 5pm and bring him to Town Hall.

Call me direct if you need anything else 401-297-1385

Tom Mello  
Fire Marshal

Tiverton Fire  
85 Main Road  
Tiverton RI 02878  
O:401-625-6786 F: 401-625-6753

---

From: India [REDACTED]  
Sent: Monday, November 2, 2015 7:05 PM  
To: Thomas Mello  
Subject: Santa's workshop

Hi! This is India [REDACTED] I was wondering if the fire department would be willing to participate in the tree lighting and Santas workshop that I am running through the Tiverton recreation department? It will be held on December 5th 5:00 to 7:00. The tree lighting will be done at Town Hall. It would be great if you were able to meet Santa at the Stonebridge gas station. Then drive him up the hill to Fort Barton School. Where all the children will be waiting there for him. Thank you so much!!!! India

Sent from my iPhone

Please consider the environment when printing this email

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

India [REDACTED]  
To: Thomas Mello <TMello@tivertonfire.com>

Tue, Nov 3, 2015 at 6:28 PM

Thank you so much! I actually think you should pick him up at 5:45. Is that ok? Because they will light the tree at town hall at 5. So that will give you guys time to get there.

Sent from my iPhone  
[Quoted text hidden]

Thomas Mello <TMello@tivertonfire.com>  
To: India [REDACTED]

Wed, Nov 4, 2015 at 8:34 AM

No Problem India

Tom Mello  
Fire Marshal

Tiverton Fire  
85 Main Road  
Tiverton RI 02878  
O:401-625-6786 F: 401-625-6753

---

From: India [REDACTED]  
Sent: Tuesday, November 3, 2015 6:28 PM  
To: Thomas Mello  
Subject: Re: Santa's workshop  
[Quoted text hidden]

India [REDACTED]  
To: Thomas Mello <TMello@tivertonfire.com>

Wed, Nov 4, 2015 at 8:40 AM

Thanks so much agin!!!!  
[Quoted text hidden]

**Town of Tiverton  
Tiverton Recreation and Beach Commission  
207 Canonicus St.  
Tiverton Ri 02878**

**Meeting Minutes  
Nov. 4, 2015**

Meeting called to order at 6:33pm by Susan Gill.

Members present; Susan Zimich, Susan Gill, John Cordeiro and Kristen Plourde.  
Chris Romelien absent from meeting.

Approval of minutes from October 5, 2015. No corrections noted, SG made motion to approve minutes, JC seconded that motion, all approved.

Treasurer's Report: JC has not received any budget material to date.

No public presentations/speakers present.

Old Business: Tom Pearce has stepped down from the Recreation and Beach Commission.

A) Review of 2016 meeting schedule.  
SZ made motion to accept schedule, KP seconded that motion, all approved.

B) Halloween event report.  
Event went very well, lots of positive feedback. One suggestion was to start the event a half hour earlier, and to add a guest book to the event.

C) Landfill Project.  
SG researched pump tracks in the state, Barrington and Woonsocket both have converted landfills into pump tracks. SG went to the last landfill meeting, the concept of a pump track was positively received. SG to go to the next landfill meeting and also to get on the Town Council agenda to propose the idea.

D) Soccer site contract renewal.  
JC met with Mike Janik, he has put their minutes in the cloud for the public to read. They may possible ask for 2 more acres to improve field size and parking.

New Business

— A) Holiday event status.

The event is planned for Dec. 5th from 5 to 7 pm. Tree lighting at the town hall, festivities to follow at Fort Barton School gymnasium. India Kenyon to help with coordination of event. India has secured many vendors; Black Goose, Moose Cafe, Tiverton Grill, Coastal Rosters. Captivation Photography has agreed to take pictures with Santa for free as long as TRC buys the props. \$75 cost. Senior Chorus will be present. SZ and CR to reach out to school bands. Creative Dance to participate also. India will order 200 plates from the Dollar Store for children to decorate. Will have to hire custodian at \$30 an hour. Motion made by JC to fund the event at a cost no more than 1 thousand dollars. SZ seconded that motion, all approved.

B) Facebook status.

KP started a Facebook page for TRC. SZ to provide the picture from the Halloween event.

C) Recreation Coordination Position

India Kenyon and one other applicant has interviewed. India Kenyon meet with the Town Administrator over the diverse/vague job description. Concerns over one individual being able to adequately perform all the duties, position should be split in two.

D) Seaside Ad Hoc.

Stalled at this time.

E) Soccer field repair recommendation.

Bill M. said field damage to the lower field is from the 1st heavy rain when play was not suspended. Due to wet field policy, soccer is responsible for the cost of the repair. SG to write a letter to Tiverton Soccer about their violation and the cost of the repair. If soccer covers the cost of the repair, TRC will purchase 4 Turf Blankets at a cost of \$1080 to ensure regrowth for the spring season. JC made motion to approve, SZ seconded that motion, all approved.

F) Field and beach closure for the season.

Water has been drained from the bathrooms at the beaches, Bulgarmarsh is next on the schedule.

G) Town Council report.

SG to go in front of the council with a list of needs.

Next meeting schedule for Dec. 7th 2015 at 6:30 pm at the Tiverton Library. Motion to adjourn meeting at 9:28 pm by SG, seconded by SZ all approved.

Submitted by, Kristen Plourde



Susan Gill &lt;[REDACTED]&gt;

---

**holiday event**

---

**Matt Wojcik** <administrator@tiverton.nj.gov>

Wed, Nov 18, 2015 at 2:11 PM

To: Susan Gill &lt;[REDACTED]&gt;

Susan:

*Along the way messages seemed to have been garbled or perhaps filtered and there are a couple of things we need to clear up.*

*As I reminded Gary [REDACTED] several times, the Recreation Commission reports to me. That language in the Charter is there for a reason. I hate being heavy handed but as a general matter my requests and interactions are not mere suggestions. I pay attention to the wishes of the Council on matters and translate those ideas into implementation requests for the various boards and commissions.*

*When we discussed the winter recreation concept, and the tree lighting and night for the kids, I thought I was very clear that I had no particular objection to your thoughts, but that you had to check in with the Council President and others before finalizing your plans – not after. In every small Town there are initiatives that are begun, nurtured and maintained by different people for their own independent reasons. That's how volunteers and small towns work. Over time the entire event becomes a tradition, and at holiday time tradition has its own value that no one should underestimate. When people observe an occasion a certain way for a long time, memories pass down inter-generationally and within siblings and they become a checkpoint in the season. This does not mean that change is impossible, it just means there is a way to go about it.*

*Therefore I want the Commission to STOP and START OVER and bring in those who have for many years been intimately involved with planning this event, including the Council President, the Fire Chief, members of the Fire Department and others and make sure the tradition is honored and continued. Santa arrives in fire apparatus... that plan was neglected until the very last minute last year and it is now time to make sure that is all lined up. Same for getting the lights on the tree and for making any other provision needed to continue the event. As for location and specifics – such as where the band plays, how the tree gets lit, etc. I leave to others to decide. But please make sure it is an inclusive process.*

*I myself am an admittedly absurdly obsessed fan of Christmas lights and I am willing to donate any set of items that might enhance the outside atmosphere in a way that makes the event better, if people decide that is the way to go.*

Thank you.



This email has been checked for viruses by Avast antivirus software.



Susan Gill [REDACTED]

---

**holiday event**


---

Susan Gill [REDACTED]  
 To: Matt Wojcik <administrator@tiverton.nj.gov>  
 Bcc: Susan Zmich [REDACTED], [REDACTED]

Wed, Nov 18, 2015 at 3:56 PM

Matt,

*I apologize if you asked me to inform others before anything was arranged, I did not get that message. Last year was my first year participating as a member at the event and I don't recall Gary presenting the plans to the Council prior, all I remember is a lot of last minute scrambling on his part. He did not involve any of us in that process either before, during or after, the TFD, Denise's role, Brett's, reading or the TPD. We all just watched his part unfold and took notes.*

*I have been working with India and others on the Commission for at least the last 3 weeks and we have altered a few things but not the main happenings.*

*I went through channels and secured Ft. Barton school last month as it was obvious to all of us that last year we had outgrown the Town Hall space. We discussed our plans at our November meeting and all were on board with this.*

*The tree at Town Hall will be lit as in previous years, additional lights have been purchased and arrangements to have them go on the tree will happen this week, weather permitting by JDH, the company we used last year. Phil is up to date on all of this.*

*We have hired the Santa we used last year and India has those arrangements secured.*

*India is the chief organizer and planner of the event and she contacted the TFD several weeks ago. She was referred to Tom Mello and has made arrangements with him for the truck.*

*I contacted Denise after I was informed she participates every year, but I am still unclear in what capacity. She asked if we were still planning on the Fire truck for Santa and I informed her we were. I then asked if she wished to participate and in what capacity but have not heard any further from her on this. Of course she is welcome, but we need to know how so India can coordinate it.*

*India has left several messages for Chief Blakey but she has yet to hear from him.*

*We have the Senior Center Chorus performing, the THS band was arranged by Susan Z to perform although they will not be marching with the truck this year, their choice.*

*The truck will leave from Stone Bridge, come up the hill on Lawton and stop in front of the school with Santa..*

*The people will gather on the school lawn for the tree lighting at 5pm, then follow Santa into the school gym.*

*Brett has been invited to do his Night Before Christmas reading as in past years.*

*There will be several local businesses providing refreshments they are donating and a local dance studio performing. We have the Arts Council attending, the Tiverton Prevention Coalition collecting donated coats and mittens and a local photographer providing photos at no charge. There will also be several craft tables set up for the kids. We have reached out to the PTO's if they wish to participate in some form and this week to the Celebrate Tiverton people.*

*This has been a big undertaking and a lot of hours have already gone into the planning.*

*If we have missed a detail and offended someone it is because we are unaware of it, I assure you we have not intentionally tried to slight anyone, in fact we are trying to be extremely inclusive and make this an event for the town to embrace.*

*I did not get a sense when I presented the Halloween event to the Council they wished to have input, perhaps the holiday event is different as it has been long established. I also didn't get a sense from you that there was a need to know all the details I have just given you. in light of other more pressing town business. If we need to undo any of this I should be informed asap.*

*I will reach out to Chief Lloyd and Chief Blakey and Denise this week.*

*I had hoped to be on an earlier Council agenda but it didn't happen because of the special meeting and 2 weeks ago we didn't have enough of it lined up to give a complete report.*

11/21/2015

Gmail - holiday event

*I was planning to stop in this afternoon, to ask about the Recreation Director position but you had [REDACTED] your doorstep. What is the status of the position? The Commission would like to move forward with planning for next year and it is difficult when we are in limbo with the position.*

*I will be in the building tomorrow if you have time to meet to discuss any of this.*

Susan

[Quoted text hidden]





Susan Gill [REDACTED]

---

**holiday event**

---

**Matt Wojcik** <administrator@tiverton.ni.gov>

Thu, Nov 19, 2015 at 8:47 AM

To: Susan Gill [REDACTED]

Also, this has a lot to do with process, not substance. You and the Commission and India have done an excellent job thinking things through and trying to improve a popular event. I have no issue with that. The conundrum is that for years Denise and the Chief organized this event and they feel slighted having been brought into this year so late (last year they assumed Gary was on top of everything so they did not raise any warning bells even as the event got very close). The event is so close now I frankly do not know what to do to address this communication jumble after the fact. Managing the transition from tree lighting at Town Hall to Santa's presence at the school is one issue outstanding and so is the switch from Sunday to Saturday.... There are some ruffled feathers here so everything going forward is under a microscope. Please do return Denise's communication even if she is annoyed it is better to respond than to avoid it.

**From:** Susan Gill [REDACTED]**Sent:** Wednesday, November 18, 2015 3:56 PM**To:** Matt Wojcik**Subject:** Re: holiday event

Matt,

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]



Susan Gill &lt;[REDACTED]&gt;

---

## Holiday event

---

Susan Gill &lt;[REDACTED]&gt;

Fri, Nov 20, 2015 at 8:36 AM

To: [REDACTED]

Bcc: Susan Z [REDACTED]

Denise,

*I met with Matt yesterday to clear up the confusion with this event we have planned. He related the backstory, of which I and the other member of the commission had no knowledge. Now, your interest in this event as well as Chief Lloyd's and Brett's makes perfect sense. I will record this somehow so it gets passed on to future members.*

*I know you are usually around Town Hall on Monday's, if there is a time I can sit with you I would really like to discuss the event and how you would like to participate. We never intended to slight anyone, I sincerely apologize if it came across that way. I will reach out to Chief Lloyd as well. Tom Metto has made the arrangements with India for the truck and procession, I assumed Chief Lloyd was in the loop, I'm sure things can be corrected on his end if needed.*

*Let me know your schedule Monday, I will make myself available at your convenience.*

Susan



Susan Gill [REDACTED]

---

## Holiday event

---

Susan Gill [REDACTED]

Fri, Nov 20, 2015 at 9:08 AM

To: Robert Lloyd &lt;chief@tivertonfire.com&gt;

Chief,

I spoke with Matt yesterday and he enlightened me on the backstory of the tree lighting event. None of us on the Commission had this information to take into account when we began organizing this year. Gary did not pass on any of this history, but now it all makes perfect sense why Denise, Brett and the TFD participate. I sincerely apologize if we have offended any of you.

India [REDACTED] was referred to Tom Mello for making arrangements with the truck several weeks ago. I would have assumed he cleared these plans with you. If Dan Murphy prefers to drive the truck or any other arrangement's we have absolutely no issue with that.

I stopped by the station twice yesterday to see if I could speak with you, but the place was locked up. You know I am around, a lot and I am more than willing to discuss the plans or alter them as much as is in our power, just let me know a time and place.

I will make sure the backstory gets passed on to prevent this confusion in the future.

Susan



Susan Gill [REDACTED]

???

**Matt Wojcik** <administrator@tiverton.ri.gov>

Fri, Nov 20, 2015 at 9:06 AM

To: Susan Gill [REDACTED]

Cc: "Assistant, Administrative" &lt;adminassist@tiverton.ri.gov&gt;

*As of about 8:30 last night, you had not reached out to Denise. If there has been no attempt at this point to work this out with her you are forcing my hand. I am furious that you cannot seem to get this done. I am in meetings up to my ears today and do not have time to shepherd you to a diplomatic solution. If I have no assurance from you that you have tried to work things out with the Council president, I will be stuck with embarrassing virtually everyone, including myself, over this tree lighting. Please prevent that from happening - last request.*



This email has been checked for viruses by Avast antivirus software.  
[www.avast.com](http://www.avast.com)



Susan Gill &lt;[REDACTED]&gt;

???

Susan Gill <[REDACTED]>  
To: Matt Wojcik <administrator@tiverton.ri.gov>

Fri, Nov 20, 2015 at 9:38 AM

*I just finished emailing Denise and Chief Lloyd apologizing, and making myself available to meet at their convenience to discuss the event and what they would like to do for their part.  
I spent about 7 hours of my day yesterday doing town volunteer work and then went to the Landfill meeting at 6:30. I didn't know there was a time clock running on Denise's part. I hope she will find my email soon and respond.*

[Quoted text hidden]



Susan Gill [REDACTED]

---

???

---

**Matt Wojcik** <administrator@tiverton.ri.gov>  
To: Susan Gill [REDACTED]

Fri, Nov 20, 2015 at 10:19 AM

I respectfully request that you back the email up with a phone call. I think an email was very important, but now the touch needs to be personal please. Thanks.

**From:** Susan Gill [REDACTED]  
**Sent:** Friday, November 20, 2015 9:39 AM  
**To:** Matt Wojcik  
**Subject:** Re: ???

[Quoted text hidden]  
[Quoted text hidden]



Susan Gill [REDACTED]

please call me...

Mary Lou Sullivan <adminassist@tiverton.ri.gov>  
To: Susan Gill [REDACTED]

Fri, Nov 20, 2015 at 11:11 AM

*I need to know if/when you called Denise deMedeiros.*

Thanks,

ML

Mary Lou Sullivan  
Executive Admin Assistant for  
Matthew J. Wojcik, Town Administrator  
TOWN OF TIVERTON  
401-625-6710  
adminassist@tiverton.ri.gov



This email has been checked for viruses by Avast antivirus software.  
[www.avast.com](http://www.avast.com)



Susan Gill <[REDACTED]>

---

**please call me...**

---

Susan Gill <[REDACTED]>  
To: Mary Lou Sullivan <adminassist@tiverton.ri.gov>

Fri, Nov 20, 2015 at 11:50 AM

*I need a phone number if you have it.  
Thanks*

[Quoted text hidden]





Susan Gill <[REDACTED]>

---

please call me...

---

Susan Gill <[REDACTED]>  
To: Mary Lou Sullivan <adminassist@tiverton.ri.gov>

Fri, Nov 20, 2015 at 2:09 PM

*I assume you told Matt I phoned her  
Thanks*

[Quoted text hidden]



Susan Gill <[redacted]>

please call me...

Mary Lou Sullivan <adminassist@tiverton.ri.gov>  
To: Susan Gill <[redacted]>

Fri, Nov 20, 2015 at 2:15 PM

*He has been in meetings behind closed doors since I got back from lunch. I have told him nothing yet.*

Mary Lou Sullivan  
Executive Admin Assistant for  
Matthew J. Wojcik, Town Administrator  
TOWN OF TIVERTON  
401-625-6710  
adminassist@tiverton.ri.gov

**From:** Susan Gill [mailto:[redacted]]  
**Sent:** Friday, November 20, 2015 2:10 PM

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]



Susan Gill [REDACTED]

---

(no subject)

---

Mary Lou Sullivan <adminassist@tiverton.ri.gov>  
To: Susan Gill [REDACTED]

Fri, Nov 20, 2015 at 4:21 PM

Susan,

We just had a long talk, Matt & me. He knows you reached out the Denise. He's all set ... just a crazy "go-around", huh?

Try to forget about it ... He thinks the event sounds so well organized...

Have a good weekend...

ML

Mary Lou Sullivan

Executive Admin Assistant for

Matthew J. Wojcik, Town Administrator

TOWN OF TIVERTON

401-625-6710

adminassist@tiverton.ri.gov

---

**From:** Susan Gill [REDACTED]  
**Sent:** Friday, November 20, 2015 2:21 PM  
**To:** Mary Lou Sullivan  
**Subject:** Re: please call me...

Ok

## **ATTENTION LAWTON RESIDENTS**

**Saturday, December 5<sup>th</sup> the Fire Department will process Santa up Lawton at approximately 4:45-5:00PM. The fire truck will stop in front of Ft. Barton School where Santa will disembark. The THS band may play a number or two, weather permitting, and then the lights on the tree at town hall will be turned on ~5:00PM. Everyone attending will then proceed in to the school gym to meet Santa and participate in the planned activities and entertainment.**

**You are all most welcome to attend. The Recreation Commission wanted to let you know in advance that the street may be very congested with cars and children for a short period of time, most likely from 4:30-5:30, but the street will not be closed. If you have plans to either arrive or leave your residence during that time it may be difficult, unless you park elsewhere. We expect the event will conclude by 7:00PM.**

**We hope this event does not cause an inconvenience to you.**

**Cheers,  
Tiverton Recreation Commission**

**See attached flyer.**

## Economic Development Commission

The last 3 years I developed the concept and worked with graphic designers to create marketing brochures for the Town; then distributed thousands throughout Newport County

- Open Space
- Discover the Arts
- Fogland Beach

Attended **Tiverton Four Corners Merchants Association** monthly meetings

Attended **Discover Newport Board of Directors** meetings

Attended **Harbor Commission** meetings for 18 months until schedule conflict arose

Attended **Open Space** meetings for 18 months until schedule conflict arose

Attended **Historic Preservation Advisory Board** meetings for last 18 months

Attended **Town Council** meetings for last 2 years

Attended **Budget Committee** meetings for last 2 years

Participated in **Seaside Gas Station charrette**

## Recreation and Beach Commission

- Performed duties of Chairman for 10 months
- Developed framework for agenda and minutes and submitting to SOS
- Updated website- ongoing
- Identified spending patterns in Commission's budget and made substantial recommendations
- Oversaw management of all town fields (6); numerous site visits with turf manager, Bill McGeough, reported recommendations
- Coordinated with town leagues field status and recommended requests for work to be funded, postponed or denied
- First year (2015) that required all sport leagues and summer programs provide proof of insurance liability to protect the Town
- Coordinated with DPW/Phil maintenance on town buildings at recreation sites (4)
- **Girls on the Run organization:** first time participation last Spring
- Proposed ordinance change to allow vendors at beaches-*final draft and approval by Council pending since April 2015*
- Initiated RFP for food vendors at beaches; point of contact
- Initiated RFP for kayak rental at Fogland; point of contact
- Assisted with development/expansion of summer sport programs; registration, handling funds, securing locations, shared point of contact for all instructors

- Assisted with development and management of summer camp; arranged all field trips and transportation, secured facilities and all related equipment and supplies, hired individual to develop program with 3 weeks' notice and only limited participation available, supervision of personnel daily for 7 weeks and provided administrative support when necessary, submitted payroll hours
- Obtained all seasonal employees proper employment paperwork filing
- Assisted **CPAC subcommittee** with section on Recreation; goals, inventory of properties and maps
- Developed proposal for Halloween event; secured location, assisted with advertising and secured independent contractor to organize and run
- Assisted with development of holiday event, secured location and assisted with advertising and independent contractor to organize and run
- Invited **Senior Center Chorus** to participate at holiday event
- Invited **Tiverton Prevention Coalition** to organize coat/mitten drive at holiday event and promote their mission and Project Purple ribbons
- Attended **Tiverton Prevention Coalition** meetings as Recreation liaison
- Attended several **Fogland Oversight Committee** meetings to inform and discuss plans for summer 2015
- Attended 2 **Landfill Committee** meetings to discuss new proposal
- Attended 2 **Soccer Complex project** meetings to discuss Recreation's role and coordinate efforts with private group
- Attended **Seaside Gas Station Ad Hoc Committee** meetings as Recreation liaison, as appointed Secretary minutes recorded and submitted to date
- Initiated contact with **Tiverton Arts Council** and coordination of efforts between 2 groups, attended several meetings
- Fielded phone calls and emails from citizens and sport groups and provided information or forwarded to appropriate entity
- Attended **Town Council and Budget Committee** meetings for last 2 years to understand process and participate as requested