

**STATE OF RHODE ISLAND  
THE TOWN OF NORTH SMITHFIELD**

**RESOLUTION OF THE TOWN COUNCIL ESTABLISHING  
THE HALLIWELL MULTIGENERATIONAL BUILDING COMMITTEE (HMBC)**

Number Vol 4 #6  
Approved 2/3/2025

**WHEREAS**, pursuant to Article IV, Section 8(22) of the Charter of the Town of North Smithfield (the “Charter”) and Section 2-204(a) of the North Smithfield Code of Ordinances, the Town Council of the Town of North Smithfield (“Town Council”) desires to establish the Halliwell Multigenerational Building Committee (“HMBC”).

**WHEREAS**, the Town of North Smithfield was awarded a 4-million-dollar Federal Grant to construct a multigenerational community center located in the Town of North Smithfield, along with an additional 1-million-dollar Federal Community Project Funding Grant for recreational improvements at the Halliwell site.

**WHEREAS**, the Town Council, at its October 7, 2024, meeting passed a motion to locate the new multigenerational community center at the site of the former Halliwell Memorial School.

**WHEREAS**, the Town Council desires to establish a Halliwell Multigenerational Building Committee (HMBC) that will be responsible for overseeing the site development and construction of the Halliwell multigenerational community center project and advising the Town Council.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of North Smithfield hereby establishes a Halliwell Multigenerational Building Committee (“HMBC”).

**SECTION 1.** Membership of the HMBC shall consist of a total of ten (10) members, seven (7) voting members, two (2) of whom shall be alternate members, voting only in the absence of a regular member. All voting members shall be residents of the Town of North Smithfield who shall be appointed by the Town Council, one (1) of which shall be a sitting council member. There shall also be three (3) professional staff members of the Town of North Smithfield, who shall serve in an advisory capacity to the HMBC. Said professional staff members shall include the Director of Public Works or their designee, the Town Planner or their designee, and the Building Official or their designee. The professional staff shall be non-voting ex-officio members of the committee and shall advise the committee on matters related to their areas of expertise.

The terms of all members shall be co-terminus with the term of the Town Council that appointed them, or until a successor is appointed by a newly sworn in Town Council, or until the HMBC is dissolved by the Town Council upon completion of the project.

The HMBC shall have no executive or legislative powers and shall report its recommendations to the Town Council, to whom it shall serve in an advisory capacity.

The HMBC shall meet regularly at such time and place as may be necessary to perform its charge but not less frequently than once each month.

**SECTION 2.** The HMBC shall be charged with the following duties:

A. The HMBC shall be responsible for advising the Town Council on issues related to and overseeing the North Smithfield multigenerational community center building construction project and prepare recommendations and advice for consideration by the Town Council, which, however, shall be non-binding on the Town Council, and which recommendations shall include:

- Identify potential supplemental funding sources through public or private grants, donations, contributions, etc., to be referred to the Town Council and Town Administrator for consideration and action by the town.

- The development of a building and site design proposal that best meets the Town's needs in accordance with the funds allocated by the town and in accordance with law, including procurement processes and procedures.
- Review and make recommendations relating to plans, specifications, and designs.
- Review and make recommendations relating to cost estimates, bids, bonds, budgets and contracts.
- Review and make recommendations relating to permits, applications, licenses, and construction schedules.
- Oversight of construction and completion.
- The HMBC, with prior Town Council approval, may be aided by the assistance of consultants of various fields of expertise directly related to the project, as necessary throughout the development and construction process.

B. All contracts, and modifications to contracts, or change orders, shall be approved by the Town Council following a written recommendation from the HMBC. It is expected that the HMBC chairperson will be the principal line of communication between the HMBC and the Town Council throughout the duration of the project.

C. All monetary decisions shall be referred, for approval, to the Town Council accompanied by a written recommendation from the HMBC.

**SECTION 3.** The HMBC shall appoint a chairperson, a vice chairperson, and a secretary. The secretary shall take notes on the activities of the HMBC, develop minutes, and facilitate compliance with the RI Open Meetings Law and other procedures. Minutes shall be filed by the HMBC with the Town Clerk and the RI Secretary of State's Office upon adoption and approval by HMBC for distribution to the Town Council.

**SECTION 4.** Consultant interaction. All interaction with consultants, subconsultants, contractors, etc., as authorized under Section 2 of this resolution shall be in accordance with the following:

- 1) At a formal meeting of the HMBC,
- 2) Through the professional (administrative) staff,
- 3) In conjunction with professional (administrative) staff, and/or
- 4) In consultation with professional (administrative) staff.

All contact/interaction with said consultants, subconsultants, contractors, etc., should receive prior authorization of the HMBC and shall be reported to the full HMBC at its next scheduled committee meeting.

**SECTION 5.** Meetings, Notice, Records. Meetings of the HMBC shall comply with the Rhode Island Open Meetings Act pursuant to RIGL 42-46 et. seq., and the Rhode Island Access to Public Records Act pursuant to RIGL 38-2 et. seq. The meetings shall be open for public comment addressed to the HMBC at each meeting.

**SECTION 6.** The HMBC shall report its activities to the Town Council at least once every month, as well as at such other times as it or the Town Council deems appropriate.

The undersigned and the duly elected Town Council of the Town of North Smithfield have hereunto set their hands and caused this resolution to be adopted.

This resolution shall take effect upon passage.

Passed by the Town Council on February 3, 2025  
Joanne Butte  
Town Clerk

Approved as to form: David V. Iglio  
David V. Iglio, Town Solicitor

NORTH SMITHFIELD TOWN COUNCIL

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Kimberly Alves, President

Rebecca DeCristofaro

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