



## Rhode Island Department of Revenue Office of the Director

March 19, 2015

Mr. Paul Luba  
3217 West Shore Road  
Warwick, RI 02886

**Via Regular and Electronic Mail**

Dear Mr. Luba,

This letter serves as confirmation of your dual appointment to the position of Finance Advisor to the City of Woonsocket while you continue to serve in that same capacity in East Providence. The City of Woonsocket appointment will be effective on Friday, March 20, 2015, concurrent with the dissolution of the Woonsocket Budget Commission. You will allocate your time between the two communities based upon need, and track days spent in each community so that your salary can be properly allocated to them at designated times during the year. It is anticipated that at least initially you will spend three days in Woonsocket and two days in East Providence, but that over time a 50/50 split will likely be achieved. It is expected that you will schedule your time in accordance with the City Council and School Committee meeting schedules, spending Tuesdays in East Providence, Mondays and Wednesdays in Woonsocket, and allocating Thursdays and Fridays depending upon the needs of the two communities. Since your five year appointment in East Providence ends on September, 16, 2018, all subsequent time under this appointment will be either scheduled solely in Woonsocket, or split between Woonsocket and another community, according to need.

As required by R.I. General Law §45-9-10, as amended during the 2013 legislative session, you will continue to report to the Director of Revenue. Since you commenced as an employee of the City of East Providence, you will remain as such, but the local share (50%) of your salary and benefits will be allocated according to actual time spent in Woonsocket and East Providence. After September 16 2018, you will become an employee of Woonsocket, and Woonsocket will be responsible for the entire local share, unless another community is allocated a portion of your time. If so, the local share will be distributed according to actual time spend in each community. This is a five-year appointment in Woonsocket, and the duties and responsibilities of the position include the following:

- (1) Recommend to the elected chief executive officer, city or town council and school committee sound fiscal policies for implementation and monitor implementation;
- (2) Monitor and oversee all financial operations and activities including the city's or town's operating and capital financial plans to maintain fiscal stability;
- (3) Review operational results of various city or town funds and evaluate the structural soundness of each;

- (4) Advise the assessor, director of finance, city or town treasurer, purchasing agent and employees performing similar duties but with different titles;
- (5) Provide assistance in all matters related to municipal financial affairs;
- (6) Review and approve the development and preparation of the annual municipal budget, all department operating and capital budgets and spending plans;
- (7) Review and approve all proposed labor contracts and obligations to determine if consistent with a structurally balanced five year plan;
- (8) Monitor the receipt of revenues and expenditures of all funds with the assistance of city/town staff;
- (9) Participate in rating agency calls pertaining to the city or town;
- (10) Determine compliance with the various ordinances, laws (federal and state) and rules and regulations related to receipt and expenditure of city funds;
- (11) Provide comment to the local governing body on the annual or supplemental municipal budgets of the city or town and all of its departments;
- (12) Report quarterly to the chief elected officer, city or town council, director of revenue, the auditor general, the governor and the chairpersons of the house finance and senate finance committees on the progress made towards maintaining fiscal stability and all financial operations of the city or town;
- (13) Make recommendations to the elected chief executive officer, city or town council, school committee, and the director of revenue, as appropriate, to begin to address any operational and/or structural deficit;
- (14) Make recommendations to the elected chief executive officer, city or town council, and school committee, as appropriate, to have operational, performance, or forensic audits, or similar assessments conducted;
- (15) Report any (i) inappropriate expenditure, (ii) any improper accounting procedure, (iii) all failures to properly record financial transactions, and (iv) other inaccuracies, irregularities, and shortages, as soon as practical to the elected chief executive officer, or in the case of a municipality without an elected chief executive officer, the city or town council;
- (16) Notify in writing as soon as practical, the elected chief executive officer or the city or town council; if the finance advisor discovers any errors, unusual practices, or any other discrepancies in connection with his or her work; and
- (17) Other related work as required.

Your salary in this position will continue to be \$90,000 annually and the benefits package will be consistent with the non-union Department head package offered to other City of East Providence employees.

I am confident your experience in both the City of East Providence in your capacity as Finance Advisor and your private sector career will be a great benefit to the City of Woonsocket as we move to the next phase of oversight. Please feel free to contact myself at 574-8999 or Susanne Greschner, at 574-9910 with any questions.

Sincerely,



Rosemary Booth Gallogly  
Director

RBG

Cc: Governor Gina Raimondo  
Speaker of the House of Representatives Nicholas Mattiello  
Senate President M. Teresa Paiva Weed  
Mayor Lisa Baldelli-Hunt  
Chairman Senate Finance Committee Daniel DaPonte  
Chairman House Finance Committee Raymond Gallison  
Senator Marc A. Cote  
Senator Roger A. Picard  
Representative Stephen Casey  
Representative Michael Morin  
Representative Robert D. Phillips  
City Council Members  
Albert Brien  
Robert Moreau  
Christopher Beauchamp  
Daniel Gendron  
Roger Jalette  
Garrett Mancieri  
Melissa Murray  
School Committee Members  
George Lacoutrue  
Soren Seale  
Donald Burke  
Susan Pawlina  
Jose Rivera  
Michael Marcello, City Solicitor  
Patrick McGee, Ph.D., Acting Superintendent of Schools

Christine Duarte, City Clerk  
Kimberly Blais, School Committee clerk  
Stephen Neuman, Chief of Staff to Governor Chafee  
Christine Chamberlain, City Finance Director  
Dennis Hoyle, Auditor General  
Dina Dutremble, Woonsocket Budget Commission  
Susanne Greschner, Chief of Municipal Finance  
Carolyn Dias, Woonsocket Budget Commission  
Bernie Lane, Woonsocket Budget Commission