



TOWN COUNCIL MEETING
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, August 3, 2015
7:00 PM

The public is welcome to participate in this Town Council meeting. Open Forum offers citizens the opportunity to clarify an item on the agenda, address items not on the agenda, or comment on a communication or Consent Agenda item. Citizens are welcome to speak to the subject of a Public Hearing, and are allowed to speak at the discretion of the Council President or a majority of Councilors present, or at other times during the meeting, in particular during New or Unfinished Business.

Anyone wishing to speak should use the microphone at the front of the room, stating their name and address for the record; comments must be addressed to the Council, not the audience. It is the Town Council's hope that citizens and Councilors alike will be respectful of each other's right to speak, tolerant of different points of view, and mindful of everyone's time.

I. ROLL CALL

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

III. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, RESOLUTIONS AND PROCLAMATIONS

A) Resolution

- 1) No. 2015-13 "Authorizing the Town Administrator to make a One-Time Election to Re-Amortize the Unfunded Actuarial Accrued Liability to Twenty-One Years for MERS General Employees"
 - a) Memorandum of Town Administrator and Finance Director
With supporting documents

IV. PUBLIC HEARINGS, LICENSES AND PERMITS

All approvals for licenses and permits are subject to the resolution of debts, taxes and appropriate signatures as well as, when applicable, proof of insurance.

V. OPEN FORUM

Please note that, under scheduled requests to address, if the topic of the address is available to be put on the agenda, the Council may discuss the issue

- A) Scheduled to address
- B) Non-scheduled to address

VI. COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS

- A) Administrator's Report: Town Administrator Andrew E. Nota
 - 1) Goals and Objectives Update
 - 2) Rights of Way and Access Update

- 3) RhodeMap RI and Rhode Island economic development plan

VII. UNFINISHED BUSINESS

- A) Police Department Rules and Regulations; discussion, and/or potential action, and/or vote to adopt
- B) Discussion surrounding new Crosswalk at Southwest Avenue and High Street

VIII. NEW BUSINESS

- A) Award of Bid: Design Services for the Jamestown Bike Path for an amount not to exceed \$50,000 as recommended by Public Works Director Michael Gray
 - 1) PARE Corporation Proposal

IX. ORDINANCES AND APPOINTMENTS AND VACANCIES

- A) Appointments and Vacancies
 - 1) Affordable Housing Committee (One vacancy with a three-year term ending date of May 31, 2018); duly advertised
 - a) Request for appointment – previous applicant, interviewed
 - i) William Reardon
 - b) Request for appointment – new applicant
 - i) Theresa DiGiovanni
 - 2) Coastal Resources Management Council (One vacancy with a two-year ending date of May 31, 2017); duly advertised
 - a) Request for appointment
 - i) Hali Beckman
 - 3) Jamestown Harbor Commission – Coastal Waters (One vacancy with an unexpired three-year term ending date of December 31, 2017); duly advertised
 - 4) Jamestown Philomenian Library Board of Trustees (One vacancy with an unexpired three-year term ending date of December 31, 2015)
 - a) Letter of resignation
 - i) Craig Watson

X. CONSENT AGENDA

An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to approval of each item as if it had been acted upon separately.

- A) Adoption of Council Minutes
 - 1) July 6, 2015 (regular meeting)
 - 2) July 6, 2015 (interview session)
 - 3) April 9, 2015 (budget work session)
 - 4) April 2, 2015 (budget work session)
 - 5) March 30, 2015 (fire station work session)

- 6) March 9, 2015 (budget work session)
- B) Minutes from Boards, Commissions and Committees
 - 1) Jamestown Fire Department Incentive Committee (07/14/2015)
 - 2) Jamestown Harbor Commission (04/08/2015)
 - 3) Jamestown Harbor Commission (05/13/2015)
 - 4) Jamestown Zoning Board of Review (06/23/2015)
- C) CRMC Notices
 - 1) August 2015 Calendar
- D) Zoning Board of Review Abutter Notice
 - 1) Notice is hereby given that the Jamestown Zoning Board of Review will hold a Public Hearing on July 28, 2015 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island at 7:00 p.m. upon the following: Application of Andrea Colognese and Doriana Carella, whose property is located at 85 Gondola Avenue and further identified as Assessor's Plat 16 Lot 351, for a variance from Article 3 Table 3-2 (District Dimensional Regulation) to construct an addition which will be 5 ft. from the northerly boundary instead of the required 30 ft. Said property is located in a RR80 zone and contains 2.507 acres
- E) Abatements/Addenda of Taxes
 - 1) Abatements - Properties
 - a) Plat 5 Lot 343 \$784.88 (2014 tax roll)
 - b) Plat 5 Lot 343 \$787.57 (2015 tax roll)
 - c) Plat 8 Lot 217 \$1,879.20 (2015 tax roll)
 - 2) Addenda – Properties
 - a) Plat 8 Lot 764 \$743.90 (2015 tax roll)
 - 3) Addenda – Motor Vehicles
 - a) C. Corbesso \$194.31 (2014 tax roll)
 - b) P. Schieffelin \$263.53 (2015 tax roll)
- F) Finance Director's Report
- G) Eagle Scout Service Project Proposal Approval: Battery drainage project by Ryan Geib (presented to Council July 6, 2015)
- H) One Day Event/Entertainment License Applications
 - 1) Applicant: Martha Yates
Event: Party
Date: September 26, 2015
Location: Ft. Getty Pavilion
 - 2) Applicant: Kristine Smith
Event: Wedding
Date: August 29, 2015
Location: Ft. Getty Pavilion
 - 3) Applicant: Jamestown Yacht Club
Event: Fools' Rules Regatta
Date: August 22, 2015 (rain date August 23, 2015)
Location: East Ferry Beach

- 4) Applicant: Jamestown Rotary Club
Event: Dough Boys by Rotary
Date: August 22, 2015
Location: East Ferry
- 5) Applicant: Terry Tiernan
Event: Wedding
Date: September 5, 2015
Location: Ft. Getty Pavilion
- 6) Applicant: North Kingstown Lions Club
Event: Lions Club Car Show
Date: August 22, 2015
Location: Ft. Getty
- 7) Applicant: Jamestown Striper Club
Event: Annual Striper Club Kid's Fishing Derby
Date: August 15, 2015
Location: North Reservoir
- 8) Applicant: Paul and Pat Jutras
Event: Dance Party
Date: August 9, 2015
Location: Ft. Getty Pavilion
- 9) Applicant: Nathan Banks
Event: Family Celebration
Date: August 30, 2015
Location: Ft. Getty Pavilion
- 10) Applicant: John A. Murphy
Event: Wedding
Date: August 14, 2015
Location: Ft. Getty Pavilion
- 11) Applicant: Kevin Gaudreau
Event: Wedding
Date: August 14, 2015
Location: Ft. Getty Pavilion
- 12) Applicant: Bambi Wood
Event: Party
Date: August 7, 2015
Location: Ft. Getty Pavilion
- I) One Day Peddler License Applications
 - 1) Applicant: Hawaiian Jim's Shave Ice Company
Event: NBYA Jr. Race Week
Date: August 10-11, 2015
Location: Ft. Getty

XI. COMMUNICATIONS, PETITIONS

A) Communications

- 1) Letter of Jamestown Yacht Club re: Fools' Rules Regatta requesting the Town Council review the policy of charging for Police details and waive or reduce costs so they can continue to donate all profits to Jamestown youth sailing
- B) Petitions
 - 1) Pole Petition: National Grid and Verizon proposal for new Joint Pole 18 at Arnold Avenue at the intersection of Lawn Avenue
 - a) Recommendation by Public Works Director Michael Gray

XII. EXECUTIVE SESSION

The Town Council may seek to go into Executive Session to discuss the following items:

- A) Pursuant to RIGL §42-46-5(a) Subsection (5) real estate (Ft. Wetherill Boat Owners Association); discussion and/or potential action and/or vote in executive session and/or open session
- B) Pursuant to RIGL §42-46-5(a) Subsection (2) pending litigation (Tarbox v. Jamestown Zoning Board of Review); discussion and/or potential action and/or vote in executive session and/or open session

XIII. ADJOURNMENT

Pursuant to RIGL § 42-46-6(c) Notice of this meeting shall be posted on the Secretary of State's website and at the Town Hall and the Jamestown Philomenian Library.

In addition to the two above-mentioned locations, notice also may be posted, from time to time, at the following location: Jamestown Police Station; and on the Internet at www.jamestownri.gov.

ALL NOTE: This meeting location is accessible to the physically challenged. If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-5555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to cfernstrom@jamestownri.net not less than three (3) business days prior to the meeting.

TOWN COUNCIL INTERVIEW SESSION
July 6, 2015

I. CALL TO ORDER

A special session of the Jamestown Town Council began at 6:13 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, Jamestown.

II. ROLL CALL

The following members were present:

Mary E. Meagher, Vice President
Blake A. Dickinson
Michael G. White
Thomas P. Tighe

The following member was absent:

Kristine S. Trocki, President
(recused due to conflict)

Also present:

Cheryl A. Fernstrom, Town Clerk

III. INTERVIEWS

The following candidate appeared before the Town Council for an interview:

Susan Hoagland	Fire Department Compensation Committee Citizen at Large
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IV. ADJOURNMENT

There being no further interviews scheduled, the Council adjourns the special session at 6:20 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council Members (5)
 Town Administrator
 Finance Director
 Town Solicitor



Town of Jamestown

Resolution of the Town Council

No. 2015-13

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
JAMESTOWN AUTHORIZING THE TOWN ADMINISTRATOR TO MAKE
A ONE-TIME ELECTION TO RE-AMORTIZE THE UNFUNDED
ACTUARIAL ACCRUED LIABILITY TO TWENTY-ONE YEARS FOR
MERS GENERAL EMPLOYEES**

WHEREAS: 2015-H 5900 SUB A Article 21 Relating to Pensions was enacted as part of the State of Rhode Island's Fiscal Year 2016 budget making changes to pension plans as part of the settlement to end litigation pertaining to changes in the law from 2009, 2010 and 2011.

WHEREAS: The Town of Jamestown's municipal employees (Unit #1272-NAGE 68 and 69, non-union, Department Heads and Unit #1273-School Support Staff [non-teachers]) are members of the Municipal Employees Retirement System.

WHEREAS: RIGL 45-21-43.1 allows MERS employers to elect to a re-amortization of the current unfunded actuarial accrued liability (UAAL) over a twenty-five or twenty-one year period.

WHEREAS: It has been determined it is in the best interest of the Town of Jamestown to elect to re-amortize the UAAL over twenty-one years.

NOW THEREFORE, BE IT RESOLVED THAT:

The Town Council approves of the election to re-amortize the UAAL over twenty-one years.

The Town Council authorizes the Town Administrator to notify the Employees' Retirement System of Rhode Island of said election.

This Resolution shall take effect upon its adoption by the Town Council.

By Order of the Jamestown Town Council

Kristine S. Trocki, President

Cheryl A. Fernstrom, the Town Clerk, hereby certifies that the above foregoing resolution was duly and regularly adopted by said council at a regular meeting thereof held on August 3, 2015, and passed by a unanimous vote of said Council.

IN WITNESS WHEREOF, I hereby attach my hand and the official seal of the Town of Jamestown this 3rd day of August, 2015.

Cheryl A. Fernstrom, CMC, Town Clerk

**TOWN OF JAMESTOWN
TAX ASSESSOR
93 Narragansett Avenue
Jamestown, RI 02835**

To: PRESIDENT, JAMESTOWN TOWN COUNCIL

From: JAMESTOWN TAX ASSESSOR

Subject: ABATEMENTS/ADDENDA OF TAXES FOR **AUGUST 3, 2015** MEETING

ABATEMENT TO 2014 TAX ROLL

#16-1027-00 Porrazzo, Peter	Plat 5, Lot 343 - Parcel donated to town	\$784.88
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ABATEMENTS TO 2015 TAX ROLL

#16-1027-00 Porrazzo, Peter	Plat 5, Lot 343 - Parcel donated to town	\$787.57
#22-0293-00 Vieira, Marylou, Trustee	Plat 8, Lot 217 - To settle tax claim Incorrect lot size resulted in overbilling	\$1,879.20

ADDENDUM TO 2014 TAX ROLL

#03-1237-53M Corbesero, Cheryl A.	Motor Vehicle - 2009 Acura Reg. #VQ 278 Transfer from West Warwick	\$194.31
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ADDENDA TO 2015 TAX ROLL

#03-0365-00 Cartier, Paul J. & Joyce M.	Plat 8, Lot 764 - To cancel Veteran and Volunteer exemptions - Florida residents	\$743.90
#19-0305-15M Schieffelin, Peter L.	Motor Vehicle - 2010 MB Reg. #DZ 881 Transfer from North Kingstown	\$263.53

TOTAL ABATEMENTS		\$3,451.65
TOTAL ADDENDA		\$1,201.74

RESPECTFULLY SUBMITTED,

Kenneth S. Gray

KENNETH S. GRAY,
TAX ASSESSOR



Engineers | Scientists | Planners

PARECORP.COM



January 29, 2014
Revised July 30, 2015

Mr. Michael Gray, P.E.
Town of Jamestown
Director of Public Works
93 Narragansett Avenue
Jamestown, RI 02835

Re: **Jamestown Reservoir Shared Use Path**
Jamestown, Rhode Island
Bridge Final Design Services
PARE Proposal No.: TP029.13

Dear Mr. Gray:

Pare Corporation (PARE) is pleased to have this opportunity to submit this Proposal for Professional Services for the final design of the bridge and return walls for the Phase 1 Jamestown Reservoir Shared Use Path, based on our discussion at our meeting of July 16, 2015. Outlined herein are the description of your project, our scope of services, and the method and basis of compensation for our services.

PROJECT DESCRIPTION

The Town of Jamestown (Town) requires professional engineering services for the development of the final design plans for the bridge elements of the Phase I Jamestown Reservoir Shared Use Path. Under this proposal, PARE will provide the bridge final design for a prefabricated timber bridge with Geosynthetic Reinforced Soil (GRS) foundation system to span the existing dam's raceway and retaining wall system. Also it is our understanding that the Phase I portion of the shared use path will extend from station 1+00 to station 13+00+/- and be constructed using the Town's DPW staff using the current 30% design plans. It is also our understanding that the GRS foundation system will be constructed using Town forces. The bridge final design will include the necessary technical specifications for the bridge structure and will be listed on the plans and will not include traditional contract bid documents.

SCOPE OF SERVICES

PARE will provide the following basic services for the completion of the final design phase of the project:

Basic Services

Project Meetings, Coordination, and Correspondence: Upon written authorization to proceed, PARE will coordinate with the Town to discuss the specified scope of work and schedule for the final design of this project. It is anticipated that PARE will attend up to two (2) meetings with the Town during the bridge final design phase to discuss details of the design development.





Under this task PARE will provide monthly progress reports to the Town with brief descriptions of the project status. The progress reports will be in the form of a letter with bulleted items detailing the tasks completed to date, outstanding issues, and next scheduled submission dates. For the purposes of this proposal four (4) months have been anticipated for this coordination effort.

Supplemental Field Review: PARE will perform a supplemental field review of the project area to field verify any differing site conditions from the existing survey conducted in the spring of 2012. The field evaluation will include a review of the bridge crossing area downstream of the dam's spillway located at the raceway walls and identify a suitable staging area for delivery and assembly of the prefabricated bridge. For the purposes of this proposal, it is anticipated that one (1) site visit will be performed by a civil engineer and a structural engineer during this design stage.

Subsurface Explorations/Geotechnical Design: A subsurface soil investigation program will be required to collect soil information for the design of the bridge abutments and retaining walls. PARE will layout and coordinate the boring program with our drilling contractor. It is anticipated that borings will be performed at either side of the raceway in the location of the proposed bridge abutments and walls. It is anticipated that 3 soil borings will be required. One at each of the 2 abutments to an anticipated depth of 50 feet, with 1 rock core (if encountered) to a depth of 10 feet. The remaining boring will be taken along the proposed retaining wall east of the bridge, to an anticipated depth of 30 feet. Borings will not be taken without prior approval by the Town. An engineer from PARE will be provided on-site to observe and note the subsurface soil conditions. For the purposes of this proposal, PARE anticipates a field engineer for two days of drilling observation.

The subsurface soil information will be collected, reviewed, and analyzed to determine the soil design parameters. Geotechnical analyses will be performed to establish allowable soil bearing capacities and other geotechnical criteria to be used in the final design of the bridge abutments and walls. For the purposes of this proposal it is anticipated that shallow foundations (i.e. spread footings) will be allowable for the foundation system. During the geotechnical design phase of the project, PARE will investigate the use of a Geosynthetic Reinforced Soil (GRS) foundation system to support the bridge superstructure and mechanically stabilized earth (MSE) wall systems at the approaches. If during design it is determined that deep foundations (i.e. pile supports) are required, the work effort to complete this task will be covered under a supplemental agreement.

Final Design Plans: Based on coordination with the Town, PARE will investigate two alternative bridge superstructure types, a pedestrian bridge and a pedestrian bridge capable of carrying maintenance vehicles. Preliminary cost information will be collected and a memo of findings will be prepared and submitted to the Town for review. Upon selection of an alternative by the Town and approval to proceed to final design of the bridge, PARE will prepare the Final Bridge Design plans.

The design of the proposed prefabricated bridge structure will be developed to span the existing dam's raceway walls located downstream of the spillway. For the purpose of this proposal it is anticipated that the GRS foundation system behind the existing raceway walls will be designed to support the proposed bridge superstructure. The foundation design will be in accordance with the latest American Association of State Highway and Transportation Officials (AASHTO) design guides for bridge abutments, the



RIDOT Bridge Design Manual, and the Federal Highway Administration (FHWA) Guidelines for the GRS System.

Based on the current 30% design plans, a retaining wall system will be required for a portion of the path at the two bridge approaches. We anticipate using an MSE wall system for this project due to the ease of construction and minimal impact of disturbance on the wetlands. PARE will layout and design the wall system to limit the fill requirements, while staying within the limits of disturbance as shown on the approved RIDEM permit plan submission.

The following plans anticipated to be included in the Final Design:

- Cover Sheet (1 sheet)
- Standard Plan Symbols & Legend (1 sheet)
- Standard Notes (2 sheets)
- Job Specific Plan Symbols, Legend & Notes (1 sheet)
- Bridge General Plan (1 sheet)
- Bridge Abutments and Walls (2 sheets)
- Bridge Details (2 sheets)
- Miscellaneous Details (2 sheets)
- Soil Boring and Test Pits (1 sheet)

Quantity Take-offs & Opinion of Costs: Based on completion of the final bridge design plans, PARE will prepare quantity takeoffs for the proposed bridge improvements and develop a tabulation of quantities for use by the Town for the purchasing of materials and products for construction by the DPW staff. Also we will prepare an opinion of probable construction costs based on RIDOT's latest unit prices from recent projects to be used by the Town for budgetary purposes.

Technical Specifications: PARE will prepare the necessary technical specifications as may be required to be included on the design plans for construction of this project by the Town.

Outside Services: PARE will retain the services of a soil boring Contractor to perform the subsurface soil investigation.

SERVICES PROVIDED BY THE TOWN

- Access to the site for the field reviews and soil borings.

PERIOD OF SERVICE

The time period for performance of the services as set forth in the Scope of Services shall be a reasonable time frame as agreed to by the Town and PARE and shall begin from receipt of a written authorization to proceed. Additional services may materially add to the time required to complete the work of the Project. PARE will be entitled to an equitable adjustment in the Period of Service as a result of services added.



Mr. Michael Gray, P.E.

(4)

January 29, 2014
Revised July 30, 2015

BASIS OF COMPENSATION AND METHOD OF PAYMENT

The Town shall pay PARE for **Basic Services** rendered as described above, a Lump Sum fee of **Fifty Thousand Dollars (\$50,000.00)**. A Summary of Fee Breakdown for the Final Design is attached to this proposal.

Included in the fee provided for above is the cost for reimbursable expenses including mileage, reproduction and out-of-pocket expenses for the soil boring services.

Rates for personnel categories and for reimbursable expenses are shown on the attached Schedule of Fees. Invoices for services rendered and expenses incurred will be submitted monthly and are due and payable upon receipt. In addition, for contracts more than thirty days in arrears for payment, PARE may, with seven (7) days written notice, suspend services.

PARE reserves the right to renegotiate or adjust our fee accordingly if our Proposal for Service is not accepted within a 60-day period.

This represents our best judgement at this time as to the effort required to achieve the stated objectives. It should be recognized that should the Scope of Services or corresponding level of effort upon which this proposal is based change, an increase or decrease in charges may result. You will be notified of any change regarding an increase in charges and we will not exceed the recommended budget without your approval, nor will be required to work beyond the approved budget.

ADDITIONAL SERVICES

Services required by the Town which are not part of the Scope of Services as described above shall be considered Additional Services. Additional Services shall be furnished by PARE, or obtained from others by PARE if requested in writing by the Town. The Town shall pay PARE for Additional Services in accordance with rates and charges agreed to in writing prior to authorization by the Town.

Oral directives by the Town authorizing Additional Services will be confirmed in writing by PARE. The Town shall pay PARE for orally directed Additional Services furnished by PARE in accordance with PARE's current Schedule of Fees unless other rates and charges for compensation are agreed to subsequent to completion of authorized Additional Services.

As stated above, this letter constitutes our Proposal for Professional Services in connection with this Project. Should you accept this Proposal, we will enter into a separate form of agreement that will supersede this Proposal and constitute the final, complete and integrated agreement between us.



Mr. Michael Gray, P.E.

(5)

January 29, 2014
Revised July 30, 2015

Thank you for the opportunity to submit this Proposal. We are available to meet with at your convenience to further discuss the proposal. If you have any questions, please contact us at your convenience.

Sincerely,

Carl J. Adamo, P.E.
Vice President

CJA/KV

Enclosures

Summary of Fee Breakdown for Bridge Final Design Services
Schedule of Fees dated July 30, 2015



Town of Jamestown

Phase I: Jamestown Reservoir Shared Use Path – Bridge Final Design

Summary of Fee Breakdown for Bridge Final Design Services

<u>TASKS</u>	<u>BUDGET</u>
1.) Project Management/Coordination	\$ 5,000.00
• Includes 2 coordination meetings with Town	
• Includes monthly progress reports and coordination with Town	
2.) Geotechnical Analysis and Design Services	\$ 7,500.00
• Soil Borings Field Observation (<i>for 2 Days</i>)	
• Soil Evaluation Report (<i>for Bridge Abutment Design</i>)	
3.) Timber Bridge Design Plans	\$ 26,000.00
• Bridge/Abutment and GRS Foundation System Design	
• Final Design Plans to include, Bridge General Plan, Abutments, Wall Details and GRS Foundation.	
4.) Technical Specifications on Plans	\$ 3,500.00
5.) Opinion of Probable Construction Cost for the Bridge Elements	<u>\$ 2,000.00</u>
Sub-total for PARE	\$ 44,000.00
6.) Out of Pocket Expenses:	
• Soil Borings (Estimated Budget based on 2 days)	\$ 5,500.00
• Travel, Printing, etc.	<u>\$ 500.00</u>
Sub-total for Expenses	\$ 6,000.00
Total Lump Sum Fee for Bridge Final Design Services	\$ 50,000.00



SCHEDULE OF FEES

For Proposal for Services, dated July 30, 2015
(PARE Proposal No. TP029.13)

LABOR:

Engineer	\$ 90.00/Hour
Senior Engineer	\$ 105.00/Hour
Project Engineer	\$ 125.00/Hour
Senior Project Engineer	\$ 140.00/Hour
Managing Engineer	\$ 165.00/Hour
Principals & Officers	\$ 180.00/Hour
Planner/Scientist	\$ 75.00/Hour
Senior Planner/Scientist	\$ 90.00/Hour
Principal Planner/Scientist	\$ 130.00/Hour
Resident Project Representative	\$ 75.00/Hour
Senior Resident Project Representative	\$ 90.00/Hour
CADD Operator	\$ 85.00/Hour
Senior CADD Operator/Designer	\$ 100.00/Hour
Engineering Technician	\$ 85.00/Hour
Senior Engineering Technician	\$ 100.00/Hour
Clerical/Office Personnel	\$ 60.00/Hour

REIMBURSABLE EXPENSES:

Mileage (at Federal Standard Rate)	\$ 0.575/Mile
Printing/Copying Wide Format (in-house)	\$ 0.15/Square Foot
Photocopying (in-house)	\$ 0.10/Copy
Outside Services and Out-of-Pocket Expenses	Cost plus 10%

The above rates for technical and support personnel will be charged for actual time worked on the project. In addition, there will be charges for time required for travel from company office to job or site, and return.

For expert and material witness services, including preparation, associated with any actual or potential litigation, mediation, arbitration, or similar proceeding, a fifty percent (50%) premium will be added to the above rates.

Overtime worked by non-exempt, non-professional employees will be charged at a rate of one and one-half times the rates shown above for all time worked in excess of 8 hours per day.

**Town of
Jamestown, Rhode Island**

PO Box 377
Jamestown, RI 02835- 1509
Phone: (401) 423-7220
Fax: (401) 423-7229



Date: July 30, 2015

To: Andrew Nota
Town Administrator

From: Michael Gray
Public Works Director

RE: Design Services
Jamestown Bike Path

The Town advertised a request for qualifications from consulting engineering firms for the Jamestown Bike Path in December of 2011. Pare Corporation was selected from 8 firms that submitted qualifications for the project. Since that time Pare has been providing design services for the Bike Path which have included the completion of a permit submission to the RIDEM Office of Freshwater Wetlands for review and approval. The design plans were developed to a 30% design stage for that submission.

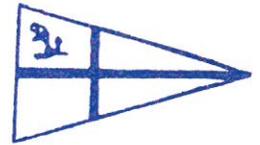
During the Capital budget process we requested funding to complete the final design of the bridge elements to cross the spillway at the North Reservoir. Attached is the proposal from Pare Corporation for engineering services to complete the final design of the retaining walls and a prefabricated timber bridge to span the spillway at North Reservoir.

I have reviewed the scope of services for the final design of the bridge and retaining wall systems as outlined in their proposal. **I am recommending that the Town Council approve an extension of their design services for the design of the bridge and retaining wall system for the Bike Path Project for an amount not to exceed \$50,000.**

Jamestown Yacht Club

P.O. Box 562

Jamestown, R.I. 02835



Jamestown Town Council
93 Narragansett Ave.
Jamestown, RI 02835

27 July 2015

Dear Councilors:

On behalf of the Jamestown Yacht Club I would like to address the cost issue of the police detail for the annual Fools' Rules Regatta. As Chief Fool I have been running the regatta for over thirty years. Since it is "just plain fun" we want to keep the regatta simple, open to everyone and therefore have never charged a registration or entry fee. In 1984 we began selling Fools' Rules T- Shirts to cover all expenses of the regatta. As sponsor of the Fools' Rules Regatta the Jamestown Yacht Club decided many years ago to donate all profits from the regatta only to Jamestown community organizations including the Ambulance Assoc., Fire Department and Police Department. The yacht club receives no financial benefit from the event.

Profits were traditionally in excess of \$1000 but declined to just under \$500 in 2011 due to increased expenses of providing portable toilets and liability insurance.

In 2014 we were notified that we would have to pay \$766.15 for the Jamestown Police detail. We very much appreciate the fine job the Police Department has done over the years to control the traffic along Conanicus Ave. and could not hold the event without their help. However, to cover the increased cost we raised the t-shirt price from \$10 to \$15 in 2014. Chief Mello estimated our cost for the police detail for this year to be approximately \$900.

Our profit in 2014 was just under \$600. With lower profits in recent years the yacht club has decided to limit our donations to youth sailing programs that involve Jamestown youth. These include the Conanicut Island Sailing Foundation, North Kingstown High School Sailing Team and the Josh Leonard Sailing Scholarship fund that provides sailing tuition scholarships enabling Jamestown youth to attend youth sailing programs.

As you are aware, the Fools' Rules Regatta engages many from the community to participate and spectate. It is truly one of the largest and most entertaining summer community events in Jamestown.

Considering the above and our increasing expenses we respectfully request that the Town Council review the policy of charging for the Police detail and waive or substantially reduce our cost so we can continue to donate all profits to Jamestown youth sailing.

Thank you for your time and consideration of our request.

Respectfully,

Chris Powell

Cc: Andy Nota, Town Administrator
Chief Mello, Jamestown Police Dept.

RECEIVED
TOWN OF JAMESTOWN, R.I.
15 JUL 28 AM 9:53



State of Rhode Island and Providence Plantations
Coastal Resources Management Council
Oliver H. Stedman Government Center
4808 Tower Hill Road, Suite 116
Wakefield, RI 02879-1900

(401) 783-3370
Fax (401) 783-3767

AUGUST 2015 CALENDAR

- Tuesday, August 18** **Policy and Planning Subcommittee Meeting.** CRMC; Conference Room, Oliver Stedman Government Center, 4808 Tower Hill Road, Wakefield, RI.
8:30 a.m.
- Tuesday, August 18** **ROW Subcommittee Hearing – CRMC File No. 2015-07-032 Ferry Road ROW, Bristol.** Burnside Building, 400 Hope Street, Bristol, RI.
7:30 p.m.
- Thursday, August 21** **Administrative Fine Hearings. East Providence City Hall, Council Chambers, 145 Taunton Avenue, East Providence, RI.**
9:30 a.m.
- Tuesday, August 25** **ROW Subcommittee Meeting.** Administration Building, Conference Room A, One Capitol Hill, Providence, RI.
5:45 p.m.
- Tuesday, August 25** **Semimonthly Meeting.** Administration Building, Conference Room A, One Capitol Hill, Providence, RI.
6:00 p.m.

Individuals requesting interpreter services for the hearing impaired for any of the above meetings must notify the Council office at (783-3370) 72-hours in advance of the meeting date.

/lat



JAMESTOWN POLICE DEPARTMENT

250 Conanicus Avenue, Jamestown, RI 02835

Tel: (401) 423-1212 Fax: (401) 423-3710

www.jamestownri.net/police

Edward A. Mello
Chief of Police



MEMORANDUM

TO: Andy Nota, Town Administrator
FROM: Chief Edward A. Mello
DATE: July 31, 2015
SUBJECT: Southwest Avenue Crosswalk Time line

July 17, 2014 Received a phone call and email from resident regarding speeding and pedestrian safety on Southwest Avenue-numerous emails attached

July 29 2014-I submitted a memo to local traffic committee recommending that they request RIDOT to study the area and recommended an in road pedestrian sign be requested

October 21, 2014 Local Traffic Committee directs request to the RI State Traffic Commission to study the intersection for the potential installation of a crosswalk and consider an in road pedi sign

November 12, 2014 RISTC hears the request and orders a study.

June 2015 RISTC studies intersection

July 8, 2015 RISTC approves crosswalk request and in road pedi sign

July 13, 2015 Pedi sign is ordered

July 15, 2015 request DPW paint temporary crosswalk until such time that RIDOT install permanent solution

July 20, 2015 Pedi sign is placed

Chief Edward Mello

From: Sgt. Karen Catlow [kcatlow@jamestownri.net]
Sent: Thursday, July 30, 2015 4:38 PM
To: Chief Edward Mello
Subject: Fwd: Thank you

Sent from my iPhone

Begin forwarded message:

From: Lauren Meyer <giellm@yahoo.com>
Date: July 30, 2015 at 3:55:25 PM EDT
To: "kcatlow@jamestownri.net" <kcatlow@jamestownri.net>, John Meyer <johnameyer1313@gmail.com>
Subject: Thank you
Reply-To: Lauren Meyer <giellm@yahoo.com>

Hi Sergeant Catlow,
My name is Lauren Meyer. My husband, John visited the police station yesterday to address our concerns over the speed south of the traffic signal on Southwest Ave. I am writing to thank you and the Jamestown Police Department for the speed sign, and pedestrian crosswalk sign in the middle of the road. Both are just north of our house on Southwest and my family and I did a cheer in the car when we saw it out today. Thank you for your quick response. We just moved here from Washington State and we are so impressed at the community in the 8 days we have lived here. This is exactly why we chose to rent a house on the island during our time at the Naval War College. Again, thank you so much for your quick action. We have already noticed cars slowing down and break lights as people are monitoring their speed.

Many heart felt thanks!

Lauren Meyer

Chief Edward Mello

From: Sue Gaynor [chica0365@cox.net]
Sent: Thursday, July 17, 2014 8:56 PM
To: emello@jamestownri.net
Subject: traffic/speeding on SW Ave

Dear Chief,

Thank you so much for calling me back on Tuesday. I am a lifelong resident in Jamestown and I'm getting more and more concerned with the high speeds on the island, specifically on Southwest Ave where I reside.

Southwest Ave is a heavily trafficked area for pedestrians, bikers, joggers dog walkers and beach goers. I'm not sure what the average speed on our road is, I just know it's NOT 25. I also know we don't have enough officers to police every street on the island, but something has to be done.

I recently spoke to one of your patrolmen on Southwest Ave and thanked him for being on my street to slow traffic down. Sadly, with the sale of the Jamestown town office the police cars have nowhere to park to try and capture speeders. I know that Southwest Ave is a state road, but we as a town should be able to come up with some ideas to slow down the traffic. We have a cross walk at the Four Corners and then we don't have another one until the turn before Mackerel Cove. If you try to use the crosswalk near the beach you take your life in your hands. The oncoming cars from Beavertail cannot see anyone in the crosswalk until it's too late. The High Street and Spring Street area has become a very popular crossing on Southwest Ave and I would love to see a crosswalk put there. What kind of study do we need to perform for the state/town to make that happen. **Is it possible to have a sign** (like Newport and the Military base has) **that's stands in the road telling drivers to STOP for pedestrians?** **Could this possibly slow people down on Southwest Ave and on other parts of the island???** Once cars leave the Four Corners heading south there is nothing to slow them down and their speed gradually picks up as they travel further down the road and it worsens at night time.

We live in a beautiful, quiet community that is being taken over by outrageously fast drivers. I would love to see some steps taken to slow down the traffic speeding by. I'm sure there are many like myself who would be willing to help. Please let me know what we can do to eradicate (or reduce) the speeding problem we have.

Thank you for your time,
Sue Gaynor 423-0365
100 Southwest Ave
Jamestown, RI 02835

Chief Edward Mello

From: Sue Gaynor [chica0365@cox.net]
Sent: Wednesday, July 30, 2014 9:36 PM
To: 'Chief Edward Mello'
Subject: RE: traffic/speeding on SW Ave

Thanks so much, I appreciate your help,
Sue Gaynor

From: Chief Edward Mello [mailto:emello@jamestownri.net]
Sent: Tuesday, July 29, 2014 11:25 AM
To: 'Sue Gaynor'
Cc: 'Sgt. Karen Catlow'; 'Angela Deneault'
Subject: RE: traffic/speeding on SW Ave

Sue

I have submitted a request to the local traffic commission to review the crosswalks for all of Southwest Avenue, Beavertail Road and Hamilton Avenue. Additionally, I have recommended that they request permission for the Town to be allowed to deploy pedestrian crosswalks sign in the roadway. This review would be conducted by RIDOT.

I have requested DPW to clear out some obstructed speed limit signs and for patrols to post in the area. Archie Clark has given permission to use his large driveway for the officers to post in the area.

I ask that you be patient with any RIDOT improvements i.e. crosswalks etc. as this is normally a long process.

Thank you.

Edward A. Mello
Chief of Police
Jamestown Police Department
250 Conanicus Avenue
Jamestown RI 02835

phone: 401-423-1212
fax: 401-423-9648

From: Sue Gaynor [mailto:chica0365@cox.net]
Sent: Thursday, July 17, 2014 8:56 PM
To: emello@jamestownri.net
Subject: traffic/speeding on SW Ave

Dear Chief,

Thank you so much for calling me back on Tuesday. I am a lifelong resident in Jamestown and I'm getting more and more concerned with the high speeds on the island, specifically on Southwest Ave where I reside. Southwest Ave is a heavily trafficked area for pedestrians, bikers, joggers dog walkers and beach goers. I'm not sure what the average speed on our road is, I just know it's NOT 25. I also know we don't have enough officers to police every street on the island, but something has to be done.

I recently spoke to one of your patrolmen on Southwest Ave and thanked him for being on my street to slow traffic down. Sadly, with the sale of the Jamestown town office the police cars have nowhere to park to try and capture speeders. I know that Southwest Ave is a state road, but we as a town should be able to come up with some ideas to slow down the traffic. We have a cross walk at the Four Corners and then we don't have another one until the turn before Mackerel Cove. If you try to use the crosswalk near the beach you take your life in your hands. The oncoming cars from Beavertail cannot see anyone in the crosswalk until it's too late. The High Street and Spring Street area has become a very popular crossing on Southwest Ave and I would love to see a crosswalk put there. What kind of study do we need to perform for the state/town to make that happen. Is it possible to have a sign (like Newport and the Military base has) that's stands in the road telling drivers to STOP for pedestrians? Could this possibly slow people down on Southwest Ave and on other parts of the island??? Once cars leave the Four Corners heading south there is nothing to slow them down and their speed gradually picks up as they travel further down the road and it worsens at night time. We live in a beautiful, quiet community that is being taken over by outrageously fast drivers. I would love to see some steps taken to slow down the traffic speeding by. I'm sure there are many like myself who would be willing to help. Please let me know what we can do to eradicate (or reduce) the speeding problem we have.

Thank you for your time,
Sue Gaynor 423-0365
100 Southwest Ave
Jamestown, RI 02835

Chief Edward Mello

From: Sue Gaynor [chica0365@cox.net]
Sent: Wednesday, July 01, 2015 9:29 AM
To: 'Chief Edward Mello'
Subject: RE: traffic/speeding on SW Ave

Thanks Chief, I was thinking about you and was planning on shooting you an e-mail soon.

Is it every Tuesday that they have a traffic mtg at the town hall, or maybe once a month?? Is it worth taking in a meeting???

We really need to find a way to slow people down on this island.

I'm glad you have forgotten me.

Best,
Sue Gaynor

From: Chief Edward Mello [mailto:emello@jamestownri.net]
Sent: Monday, June 29, 2015 9:40 AM
To: 'Sue Gaynor'
Subject: RE: traffic/speeding on SW Ave

Sue
I know it has been almost a year since you asked me to address the concerns at Southwest Avenue and Spring Street. As I previously informed you, I did request RIDOT to assess the area. I have been challenged by their process and schedule to have an answer for you. I do however expect one soon.
Wanted to let you know that it remains on the list and I haven't forgotten about your concern.

Thank you for your patience.

Edward A. Mello
Chief of Police
Jamestown Police Department
250 Conanicus Avenue
Jamestown RI 02835

phone: 401-423-1212
fax: 401-423-9648

From: Sue Gaynor [mailto:chica0365@cox.net]
Sent: Wednesday, July 30, 2014 9:36 PM
To: 'Chief Edward Mello'
Subject: RE: traffic/speeding on SW Ave

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Sue Gaynor

From: Chief Edward Mello [<mailto:emello@jamestownri.net>]
Sent: Tuesday, July 29, 2014 11:25 AM
To: 'Sue Gaynor'
Cc: 'Sgt. Karen Catlow'; 'Angela Deneault'
Subject: RE: traffic/speeding on SW Ave

Sue

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I have requested DPW to clear out some obstructed speed limit signs and for patrols to post in the area. Archie Clark has given permission to use his large driveway for the officers to post in the area.

I ask that you be patient with any RIDOT improvements i.e. crosswalks etc. as this is normally a long process.

Thank you.

Edward A. Mello
Chief of Police
Jamestown Police Department
250 Conanicus Avenue
Jamestown RI 02835

phone: 401-423-1212
fax: 401-423-9648

From: Sue Gaynor [<mailto:chica0365@cox.net>]
Sent: Thursday, July 17, 2014 8:56 PM
To: emello@jamestownri.net
Subject: traffic/speeding on SW Ave

Dear Chief,

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Southwest Ave is a heavily trafficked area for pedestrians, bikers, joggers dog walkers and beach goers. I'm not sure what the average speed on our road is, I just know it's NOT 25. I also know we don't have enough officers to police every street on the island, but something has to be done.

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Thank you for your time,
Sue Gaynor 423-0365
100 Southwest Ave
Jamestown, RI 02835

Chief Edward Mello

From: Sue Gaynor [chica0365@cox.net]
Sent: Wednesday, July 15, 2015 6:51 PM
To: 'Chief Edward Mello'
Subject: RE: southwest ave

Yippee!!!

That's GREAT news Chief!!! Thanks so much for working with me to try and solve our speeding issue on Southwest Ave. I truly appreciate your help and the increase of patrol cars in the neighborhood.

I look forward to a pedestrian sign being placed at High and Spring soon and hopefully a temporary painted walk until the permanent one is in.

Better late than never!!

Thanks again,
Sue Gaynor

From: Chief Edward Mello [<mailto:emello@jamestownri.net>]
Sent: Wednesday, July 15, 2015 8:38 AM
To: 'Sue Gaynor'
Subject: southwest ave

Good morning Sue

The good news is that RISTC has approved a crosswalk just north of your home at the intersection with Maple Ave. This will allow for additional pedestrian signage to be installed. The bad news is it will likely take until next summer at least until the crosswalk is installed by RIDOT.

In the meantime, the Town will purchase and temporarily install an inroad pedestrian sign at this location. I will also request that DPW paint a temporary sidewalk-not sure if they are willing to do so for a number of reasons.

You may have also noticed an increased presence of police officers conducting speed enforcement on the road in that area.

All of these measure will likely cause the speed to be reduced.

Edward A. Mello
Chief of Police
Jamestown Police Department
250 Conanicus Avenue
Jamestown RI 02835

phone: 401-423-1212
fax: 401-423-9648

From: Sue Gaynor
To: emello@jamestownri.net
Subject: traffic/speeding on SW Ave
Date: Thursday, July 17, 2014 8:56:34 PM

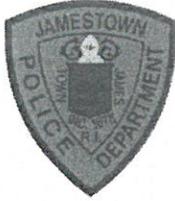
Dear Chief,

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Southwest Ave is a heavily trafficked area for pedestrians, bikers, joggers dog walkers and beach goers. I'm not sure what the average speed on our road is, I just know it's NOT 25. I also know we don't have enough officers to police every street on the island, but something has to be done. I recently spoke to one of your patrolmen on Southwest Ave and thanked him for being on my street to slow traffic down. Sadly, with the sale of the Jamestown town office the police cars have nowhere to park to try and capture speeders. I know that Southwest Ave is a state road, but we as a town should be able to come up with some ideas to slow down the traffic. We have a cross walk at the Four Corners and then we don't have another one until the turn before Mackerel Cove. If you try to use the crosswalk near the beach you take your life in your hands. The oncoming cars from Beavertail cannot see anyone in the crosswalk until it's too late. The High Street and Spring Street area has become a very popular crossing on Southwest Ave and I would love to see a crosswalk put there. What kind of study do we need to perform for the state/town to make that happen. Is it possible to have a sign (like Newport and the Military base has) that's stands in the road telling drivers to STOP for pedestrians? Could this possibly slow people down on Southwest Ave and on other parts of the island??? Once cars leave the Four Corners heading south there is nothing to slow them down and their speed gradually picks up as they travel further down the road and it worsens at night time.

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Thank you for your time,
Sue Gaynor 423-0365
100 Southwest Ave
Jamestown, RI 02835



JAMESTOWN POLICE DEPARTMENT

250 Conanicus Avenue, Jamestown, RI 02835

Tel: (401) 423-1212 Fax: (401) 423-3710

www.jamestownri.net/police

Edward A. Mello
Chief of Police



MEMORANDUM

TO: Jamestown Traffic Commission
FROM: Chief Edward A. Mello
DATE: July 29, 2014
SUBJECT: Southwest Avenue and Beavertail Road

The RIDOT has begun a study of crosswalks on Beavertail Road in the area of Mackerel Cove. In addition, they have begun to study the intersection of Hamilton Avenue and Southwest Avenue. Attached, you will also find an email from a resident requesting a cross walk at the intersection of Spring Street on Southwest Avenue. As you know, this entire area is heavily travelled by vehicles, bicycles and pedestrians.

I recommend that the Jamestown Traffic Commission request RIDOT to study this entire corridor; Narragansett Avenue to the south side of Fort Getty Road, to determine appropriate placement of crosswalks and the potential of allowing in-road signage on the crosswalks. If such crosswalk signage is permitted on certain locations, this would be a responsibility of the Town to purchase, maintain and deploy.



JAMESTOWN TRAFFIC COMMITTEE

Jamestown Town Hall

Rosamond A. Tefft Council Chambers

93 Narragansett Avenue

Tuesday, October 21, 2014

6:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A) September 16, 2014

IV. OPEN FORUM

V. OLD BUSINESS

- A) Update on RIDOT/RISTC Plan for Hamilton Avenue and Southwest Avenue
B) Update on RIDOT parking on Conanicus Avenue from Bay View Drive to Mount Hope Avenue
C) Update on RIDOT Plan for crosswalks at Mackerel Cove

VI. NEW BUSINESS

- A) Mast Street and Helm Street safety issues/stop sign
B) East Shore Road parking and right-of-way issues
C) Heads Beach parking
D) Overnight parking
1) Elimination of ordinance prohibiting overnight parking on ALL streets in Jamestown
2) Begin process to selectively apply this restriction to specific areas that become problematic
E) Park Dock
1) Permit parking only in seven designated areas - four designated as resident parking permit or resident recreation sticker required
2) No overnight (11:00 p.m. until 5:00 a.m.) parking, May 15 to October 15
3) No parking on either side of North Road from East Shore Road west 200 feet
F) Water Treatment Plant (North Road)
1) Limit parking to designated spaces
2) Prohibit parking in driveway and blocking gate
G) Provide History on crosswalk at Conanicus Avenue (Recreation Center)
H) Request for crosswalk on Southwest Avenue at Spring Street
I) Request for in-street pedestrian signs at:
1) Mackerel Cove

- 2) Southwest Avenue/Spring Street
- 3) North Road/Watson Avenue

VII. ADJOURNMENT

Pursuant to RIGL § 42-46-6(c) Notice of this meeting shall be posted on the Secretary of State's website and at the Town Hall and the Jamestown Philomenian Library.

In addition to the two above-mentioned locations, notice also may be posted, from time to time, at the following location: Jamestown Police Station; and on the Internet at www.jamestownri.net/council/council.html

NOTE: This meeting location is accessible to the physically challenged. If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-5555, by facsimile to 401-423-7230, or email cfernstrom@jamestownri.net not less than three (3) business days prior to the meeting.

TRAFFIC COMMITTEE MEETING
October 21, 2014

I. CALL TO ORDER

The Traffic Committee meeting was called to order at 6:00 p.m. on Tuesday, October 21, 2014 in the Rosamond A. Tefft Council Chambers of the Jamestown Town Hall at 93 Narragansett Avenue by Councilor Thomas Tighe.

II. ROLL CALL

Members present:

Vincent Moretti, Traffic Committee
Bill Munger, Traffic Committee Representative from Chamber of Commerce
Timothy Yentsch Traffic Committee
Mellissa Mastrostefano Traffic Committee

Members Absent

Thomas P. Tighe, Town Council Member
Mary E. Meagher, Town Council Vice President
David Cain, Traffic Committee Representative from Harbor Commission

Also present:

Chief Edward Mello
Paul Sprague –on Mast St. stop sign
Anita Girard- on Park Dock, Heads Beach parking



III. Approval of Minutes

Tabled to November 18 2018 due to absences

IV. Open Forum- no items discussed

V. OLD BUSINESS

Per Chief Mello

- A) Update on RIDOT/RISTC Plan for Hamilton Avenue and Southwest Avenue. Chief Mello explained RIDOT plan. Portions of this plan will be implemented in the immediate future but changes such as tightening of the corner will be part of a reconstruction that is 2 years away. Street light request is a local issue under Town Administrator jurisdiction and is presently with the Administrator

Traffic Committee 2/26/14

B) Update on RIDOT parking on Conanicus Avenue from Bay View Drive to Mount Hope Avenue DOT has approved creation of parking This will create approx. 30 spaces. Spaces will start 30 ft. north of existing crosswalk. Work to begin in the spring of 2015. Prohibition on boat trailer parking will remain in effect for these spots

C) Update on RIDOT Plan for crosswalks at Mackerel Cove

- a. 3 crosswalks exist but only 2 are approved
- b. Northernmost crosswalk close to curve at north end of the beach is a problem due to restricted visibility. Chief recommends reducing walkways to 2 and aligning with existing footpaths
- c.

VI. NEW BUSINESS

H., I (taken out of sequence) Request for in street pedestrian signs at

a. Mackerel Cove

b. North Road/ Watson Ave

c. Southwest Ave/Spring St. (new crosswalk.

This was combined with Agenda Item H.

Chief Mello: The request is for 2 signs for Mackerel Cove, 1 sign for North Rd. (Watson (to be maintained by School Department-used during school year), and 1 sign for Spring St. These signs will reduce speeds which are currently too high. Mackerel Cove speeds are 37 mph in 25 mph zone.

Motion to Approve request for crosswalk signs Thomas Tighe – Second -Mellissa Mastrostefano

Discussion Timothy Yentsch What is primary pedestrian traffic generator at Spring St. Chief Mello 60 kayak owners store boats at end of High St. Spring St crossing is access point from main section of Town. Absence of sidewalk on West side of Southwest Ave south of High St causes pedestrians to cross Southwest Ave at Spring St.

Motion for crosswalk sign request approved unanimously

**Timothy Yentsch moved for approval of request for new Spring St crosswalk
Second Mellissa Mastrostefano- approved unanimously**

A. Mast Street and Helm Street safety issues/stop sign- Comments by Chief Mello the Town has cleared brush around no thru traffic sign, relocated 25 mph sign to deter traffic-especially tourists and reduce speed. Not recommending a new stop sign at this time. No ordinance covering 4- way stop at Bow St. moved sign to address an immediate need.

Comment Paul Sprague 11 Mast St. - put signs at stops on Helm –Mast St and Stern St. Overgrown corner lot on one side of Helmand homeowner's vegetation on other side of same corner creates visibility issue –without stop possible accidents and danger to local children. Bus stop and wide turns without required stop creates additional hazard. Comment by Meyer – State signs direct traffic from 138 onto Helm –tourist mistakes. Thomas Tighe- take a look at overgrown property -cut back 10 ft.?

Timothy Yentsch- alternative mitigation measures available and effective? Chief Mello speed bumps possible but not accepted and create other issues. Other measures ineffective. Sprague –enforcement problem on traffic coming from Seaside- blow thru stop signs. Cannot see cars coming

Thomas Tighe proposed that matter be tabled to 11/18/14as more evaluation needed. No objection

- B. East Shore Road parking and right-of-way issues.** Per [redacted] Water truck parking to fill property owner's cistern is primary issue. Improvements require trucks to park in travel lane ½ hour at a time-multiple trucks per day Chief Mello: DOT has not responded yet to request for information as to any permits granted for the Cistern fill pipe, landscaping in State right of way, or right to use fill pipe **Tom Tighe requested that the matter be tabled to 11/18/14 to allow time for DOT response to arrive- no objection**

- C. Heads Beach Parking-** this was carried over from prior agenda. Not ready to consider as many factors including input from Jamestown Shores at meeting 10/22 **Tom Tighe requested that the matter be tabled to 11/18/14 no objection**

D. Overnight Parking

- a. Elimination of ordinance prohibiting overnight parking on ALL streets in Jamestown
- b. Begin process to selectively apply this restriction to specific areas that become problematic

Discussion

Chief Mello Ordinance exists but is not consistently enforces and is impractical in many areas. Goal-eliminate selective enforcement. Put back restrictions in selectively considered spots (one at the time (must go to Council with each)

Timothy Yentsch- this ordinance should be maintained for large commercial vehicles, boat trailers RV's etc.

Chief Mello –this is worthy of consideration

41 Southwest Ave.

- In summer extensive use of local streets for overnight parking, sleeping in cars etc.-to avoid sanctions for overnight stays in parks.
- There are 226 streets in Jamestown profusion of signs needed for adequate notice as tourists won't understand. Matter of enforcement.
- Only 2 signs exist now.
- Resident stickers applicable? Many issues

Tom Tighe requested that the matter be tabled to 11/18/14 as much research needed-no objection

E) Park Dock

- 1) Permit parking only in seven designated areas - four designated as resident parking permit or resident recreation sticker required

- 2) No overnight (11:00 p.m. until 5:00 a.m.) parking, May 15 to October 15
- 3) No parking on either side of North Road from East Shore Rd. West 200 ft.
Discussion: Chief Mello: Nuisance violations, fires, trash, camping are primary problem. Matter of enforcement. Police Dept. working with Solicitor to streamline the process for violations. Currently requires Court process. Plan provides 4 resident spaces at East end of the road. 3 other spaces-newly created – will be unrestricted. Penalty for use by non-resident will be \$15. Comment by Anita Girard- fine is low –comparable with parking fees at State beaches. Chief Mello –Fine amount not critical as collecting fines is a problem. Collection agency not permitted but other remedies possible. Will come back with fine schedule. Towing not an option due to logistics. Two options for sticker, Resident Recreation sticker or recreation sticker (sold to both resident and non-resident)

Motion Timothy Yentsch- approve revised parking plan with resident recreation sticker specified. Second Mellissa Mastrostefano- - approved unanimously

Motion Thomas Tighe- approve North Road parking restrictions –continue no overnight parking restriction at Park Dock Second Timothy Yentsch Motion Timothy Yentsch- approve revised parking plan with resident recreation sticker specified. Second Mellissa Mastrostefano- - approved unanimously

F) Water Treatment Plant (North Road)

- 1) Limit parking to designated spaces
- 2) Prohibit parking in driveway and blocking gate

Discussion Chief Mello – clean up ordinance. Individuals are blocking access to water plant –may be unmanned but access needs to be available

Motion Thomas Tighe approve restrictions- Second Vincent Moretti- approved unanimously

VI. ADJOURNMENT

Thomas Tighe made a motion to adjourn, Vincent Moretti seconded voted all in favor.
Approx. 7:300 pm



JAMESTOWN TRAFFIC COMMITTEE
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Tuesday, September 16, 2014
6:00 PM

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES
 - A) August 19, 2014
- IV. OPEN FORUM
- V. OLD BUSINESS
 - A) Motorcycle Parking on Conanicus Avenue, continued from July 15, 2014
 - B) Reservoir Circle restrictions-update
 - C) Residents of Reservoir Circle: Letter of thanks
- VI. NEW BUSINESS
 - A) RI State Traffic Commission update-parking on Conanicus Avenue between Bay View Drive and Mt. Hope Avenue
 - B) Review safety concerns at Intersection of Hamilton Avenue and Southwest Avenue: request of Edwina Cloherty
- VII. ADJOURNMENT

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Next 21 Oct

Sandy Winterslow

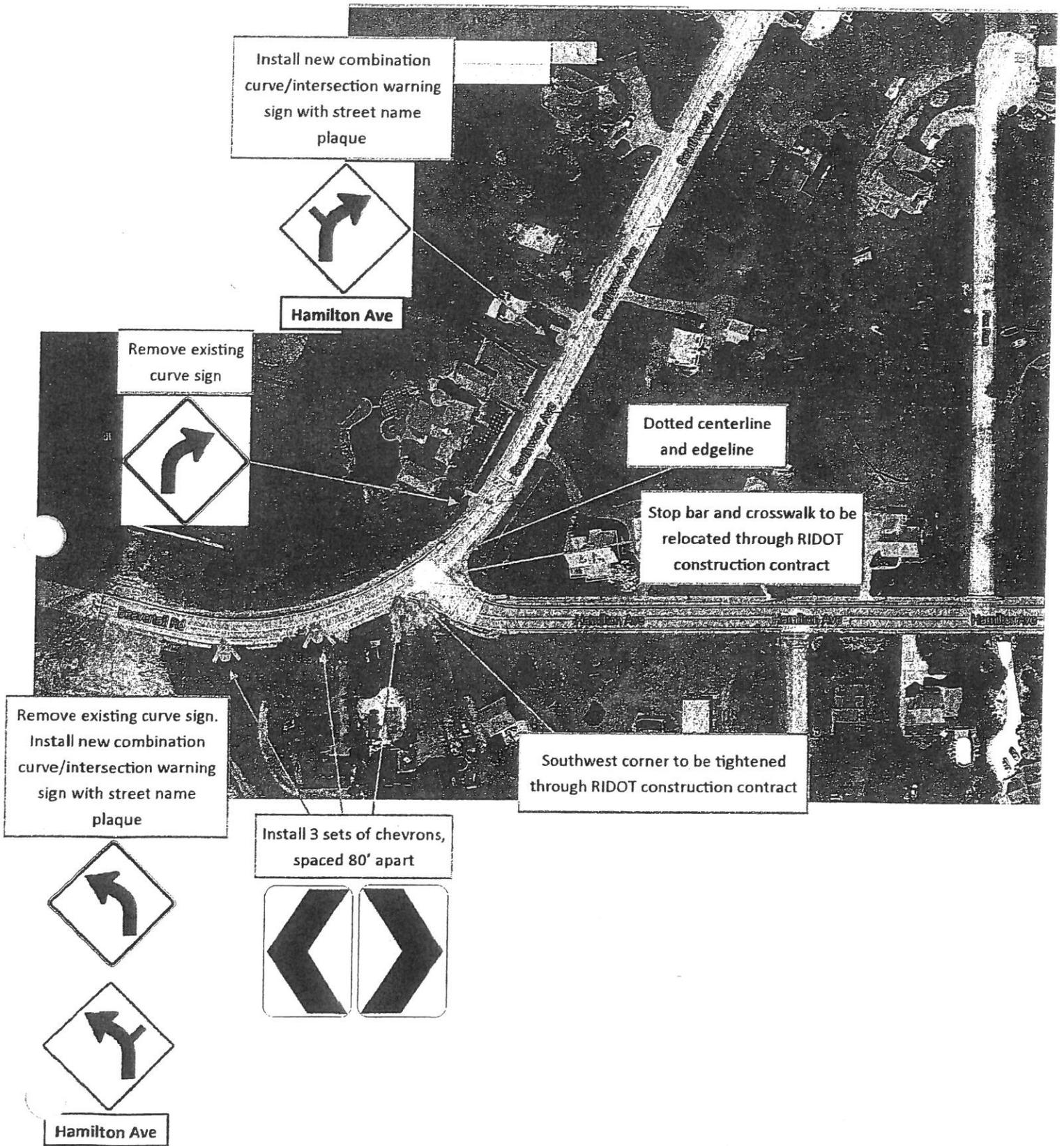
- Moist/Holm stop

Saw

- Supports above

V/A

PROPOSED CHANGES TO SOUTHWEST AVENUE/BEAVERTAIL ROAD
AT HAMILTON AVENUE





Edward A. Mello
Chief of Police

JAMESTOWN POLICE DEPARTMENT

250 Conanicus Avenue, Jamestown, RI 02835

Tel: (401) 423-1212 Fax: (401) 423-3710

www.jamestownri.net/police



MEMORANDUM

TO: Jamestown Traffic Commission
FROM: Chief Edward A. Mello
DATE: July 29, 2014
SUBJECT: Southwest Avenue and Beavertail Road

The RIDOT has begun a study of crosswalks on Beavertail Road in the area of Mackerel Cove. In addition, they have begun to study the intersection of Hamilton Avenue and Southwest Avenue. Attached, you will also find an email from a resident requesting a cross walk at the intersection of Spring Street on Southwest Avenue. As you know, this entire area is heavily travelled by vehicles, bicycles and pedestrians.

I recommend that the Jamestown Traffic Commission request RIDOT to study this entire corridor; Narragansett Avenue to the south side of Fort Getty Road, to determine appropriate placement of crosswalks and the potential of allowing in-road signage on the crosswalks. If such crosswalk signage is permitted on certain locations, this would be a responsibility of the Town to purchase, maintain and deploy.



Edward A. Mello
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Steve Pristawa
Rhode Island State Traffic Commission
Two Capitol Hill
Providence RI 02903

October 16, 2014

Dear Mr. Pristawa;

Please accept this formal request of the RISTC to consider the installation of a crosswalk on Southwest Avenue at the intersection of Spring Street/High Street. The posted speed limit in this area is 25 MPH. There is a sidewalk on the west side of Southwest Avenue only.

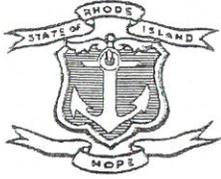
By my observation, many residents from the neighborhood to the east of Southwest Avenue cross at this intersection in order to continue onto Spring Street where there are approximately 60 small boats stored on Town property. Additionally, residents cross at this intersection in order to access the sidewalk as they continue south toward Mackerel Cove Beach.

If said crosswalk is approved, I would submit a written request for approval of "In-Street Pedestrian Crossing Sign."

I thank you in advance for your assistance.

Respectfully submitted,

Edward A. Mello
Chief of Police



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
STATE TRAFFIC COMMISSION
Two Capitol Hill
Providence, R. I. 02903

REC'D NOV 03 2014

October 28, 2014

Edward A. Mello
Chief of Police
Jamestown Police Department
250 Conanicus Avenue
Jamestown, RI 02835

Dear Chief Mello:

The following requests have been placed on the agenda for the State Traffic Commission's (STC) November 12, 2014 meeting at 10:00 a.m. in Room 203 of the State House:

- Request for the installation of a crosswalk on Southwest Avenue at the intersection with Spring Street/High Street.
- Request to determine an appropriate speed limit for the entire stretch of Tashtassuc Road from the Route 138 off-ramp to the intersection with North Main Road/North Road.
- Request for approval to install in-road pedestrian crossing signs at the marked crosswalk located on North Road at the intersection with Watson Avenue.
- Request to create a parking lane on the east side of Conanicus Road between Bryer Avenue and Mt. Hope Avenue. Parking will not be allowed on the west side of the road within these limits.

Additionally, STC Item No. 41279 has been moved back on the agenda. This request was for the consolidation and/or relocation of three closely spaced existing crosswalks on Beavertail Road near the Mackerel Cove beach, which our records did not indicate were previously approved by the STC. As you are aware, this item was tabled while we awaited a response from the Town regarding the proposed recommendations. We have since received your letter regarding this item and expect to be able to vote on this matter at the upcoming November meeting. We will promptly notify you once the STC takes action on these requests.

Very truly yours,
STATE TRAFFIC COMMISSION

Steven W. Pristawa, P.E.
Secretary

SWP/MM

Cc: The Honorable M. Teresa Paiva-Weed, Senate President
Andy Nota, Town Administrator
Director Lewis, Frezza, file



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Ryan Geib

Eagle Scout Requirement 5

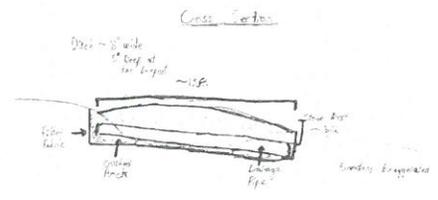
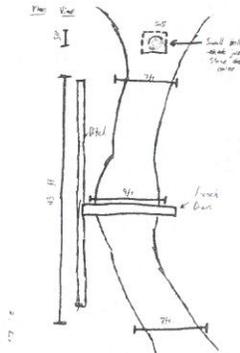
- While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start.
- You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Eagle Scout Service Project Proposal

Project Description and Benefit

Eagle Scout candidate: **Ryan Geib**

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it. Drainage and trail improvements on the Giant Boulder Path in the Conanicut Battery



Tell how your project will be helpful to the beneficiary. Why is it needed?

It will make the trail more attractive to tourists and locals that frequent the area. It will also help the plants grow back properly on the side of the trail.

When do you plan to begin work on the project? **July-August 2015**

How long do you think it will take to complete? **It will take two to three weekends**

Giving Leadership

Approximately how many people will be needed to help on your project? **5-6 on the first day and then 8-10**

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

Scout meetings, scout email, and personal phone calls and texts

What do you think will be most difficult about leading them?

Leading the scouts over two work places.

Eagle Scout Service Project Proposal, continued

Materials (Materials are things that become part of the finished project, such as lumber, nail, and paint.)

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

Two pieces of cardboard for signs, 60 ft of 2" PVC pipe, 2 2" T-joints, PVC cement, 2/3 cubic yards of crushed rock, 4 cubic yards of stone dust

Supplies (Supplies are things you use up, such as masking tape, tarps, and garbage bags.)

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Stakes, refreshments

Tools

What kind of tools, if any, will you need?

ATV and trailer, shovels, pickaxes, pruning saw, razor knife, lopping shears, tape measure, electric drill, 1/2" bit, saw

Permits and Permissions (Note that property owners normally secure permits.)

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them? How much will they cost? How long will it take to secure them?

No permits required; I need to present to the Battery Committee and the Town Council

Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonable expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses.)

Items	Cost	Fundraising Explain where you will get the money for total costs indicated below, left.
Materials	\$260	I will get the materials from the Public Works Department of Jamestown. The rest of the money will be supplied by the Historical Society and the Battery Committee.
Supplies	\$11	
Tools	\$0	
Other*	\$0	
Total costs:	\$271	

*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.

Project Phases (You may have more than eight phases, or fewer, as needed; if more, click the button to add a phase.)

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. Clear brush
2. Drill PVC

Eagle Scout Service Project Proposal, continued

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

3. Lay out project above the ground
4. Dig ditches and apply filter fabric
5. Install pipe
6. Cover with filter fabric
7. Lay out crushed rock and cover with stone dust
- 8.

Logistics

(A tour and activity plan has also been called a "tour permit." Check with your council service center to determine if one is required.)

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a tour and activity plan?
Private transportation; the crushed rock and stone dust will be delivered to the parking lot.

Safety Issues

(The Guide to Safe Scouting is an important resource in considering safety issues.)

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.
Poison ivy, muscle injuries, dehydration and sunburn.

Further Planning

(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."
I need to determine the exact dates of my proposing to the Town Council and Battery Committee and I need to schedule the delivery of the stone dust. I need to schedule the work dates of the project.

Candidate's Promise *(Signed before approvals below are granted)*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4-4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed *Ryan Sahl*

Date *6/23/15*

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Date

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date

Eagle Scout Service Project Proposal, continued

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed



Date 23 JUN 2015

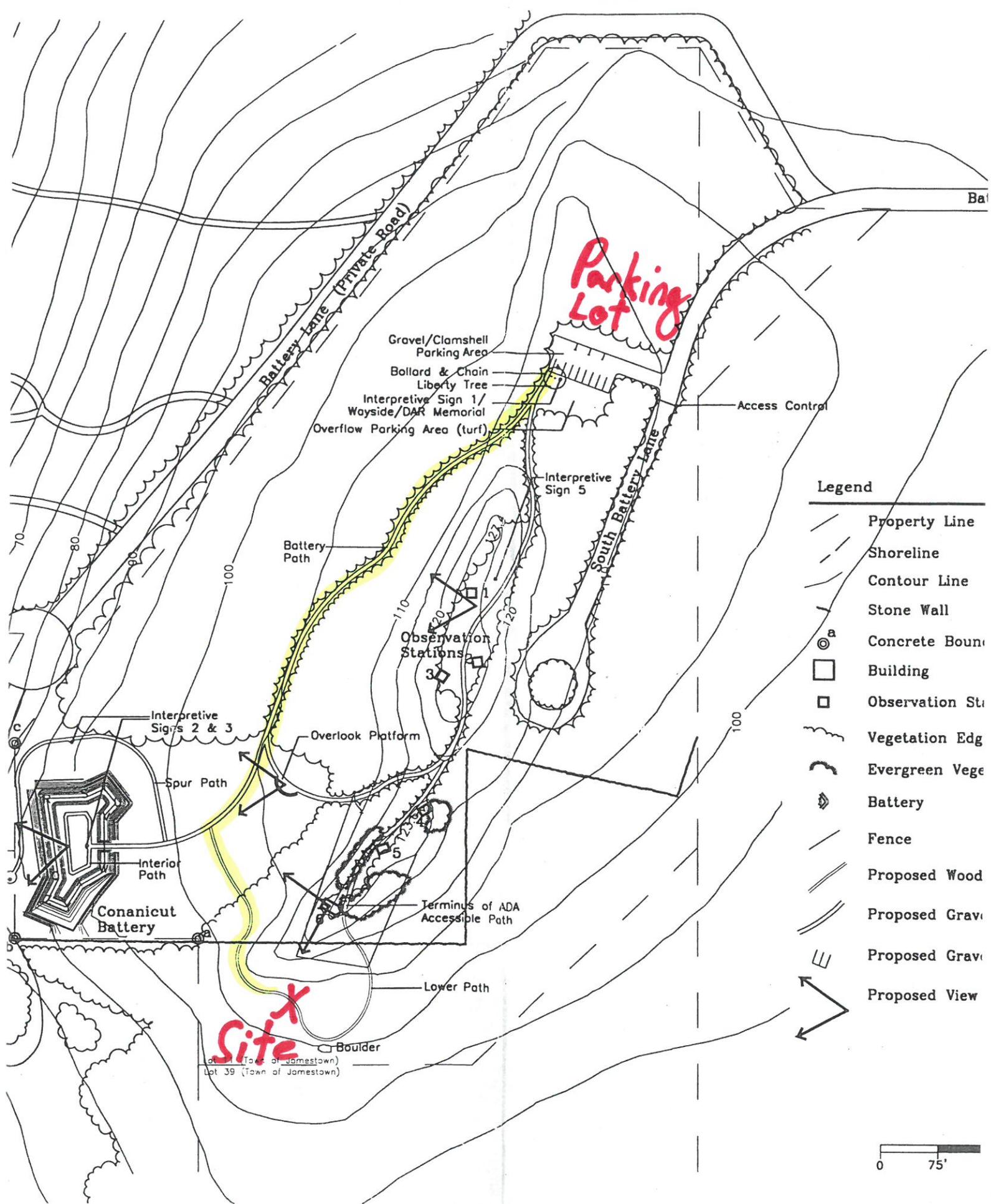
Council or District Approval

I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

Signed

Date

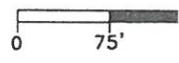
While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (). However, council or district approval must come after the others.



Parking Lot

Site X
 (Town of Jamestown)
 Lot 39 (Town of Jamestown)

- Legend**
- Property Line
 - Shoreline
 - Contour Line
 - Stone Wall
 - Concrete Bound
 - Building
 - Observation Station
 - Vegetation Edge
 - Evergreen Vegetation
 - Battery
 - Fence
 - Proposed Wood
 - Proposed Gravel
 - Proposed Gravel
 - Proposed View





TOWN OF JAMESTOWN

93 NARRAGANSETT AVENUE
P.O. Box 377
JAMESTOWN, RHODE ISLAND 02835

Town Offices - 423-7201
Fax - 423-7229

TO: Honorable Town Council
FROM: Andrew E. Nota, Town Administrator
Christina D. Collins, Finance Director
DATE: 7/29/2015
SUBJECT: Amortization of MERS Unfunded Liability
(Reporting Unit# 1272 Town & Unit# 1273 School Support Staff)

The State Pension settlement agreement, *2015-H 5900 SUB A Article Relating to Pensions*, was enacted as part of this year's legislative budget. The newly enacted RIGL §45-21-43.1, includes a re-amortization of the current UAAL (Unfunded Actuarial Accrued Liability), as of June 30, 2014 over a twenty-five (25) year period. It also provides for a one-time election to remain under the current 21 year amortization schedule, if the community chooses so. The Town Council must pass a resolution if they would like to remain under the current twenty-one (21) year amortization schedule.

To increase the amortization schedule to twenty-five (25) years would slightly reduce the Town's and the School's support staffs yearly contribution starting in FY2017. The savings in FY2017 would be \$14,921.00, but overall the Town would pay approximately \$517,841.00 more in contributions if it choose the 25 year amortization option. It does not make financial sense to add the additional \$517,841.00 in cost to the Town's MERS liability, by staying on the 25 year amortization schedule. It is our recommendation to pass the resolution stating that the Town would like to remain under the current 21 year amortization schedule.

Attachments:
Resolution
Letter from Employees' Retirement System of Rhode Island
21 yr. to 25 yr. analysis



Employees' Retirement System of Rhode Island

ERSRI Board:

June 26, 2015

Seth Magaziner
General Treasurer
Chair

William B. Finelli
Vice Chair

Gary R. Alger

Daniel L. Beardsley

Roger P. Boudreau

Michael R. Boyce

Mark A. Carruolo

Michael DiBiase

John P. Maguire

John J. Meehan

Marianne F. Monte

Thomas A. Mullaney

Claire M. Newell

Louis M. Prata

Jean Rondeau

Frank J. Karpinski
Executive Director

Mr. Andrew Nota
Town Administrator
Jamestown Town Hall
44 Southwest Ave., PO Box 377
Jamestown, RI 02835

RE: MERS General Employer Reserve 3015 (Reporting Unit# 1272 1273)

Dear Town Administrator Nota:

As you may be are aware, *2015-H 5900 SUB A Article 21 Relating to Pensions*, was enacted as part of this year's legislative budget. It makes changes to State Employees and Teachers, MERS General and MERS Public Safety plans as part of a settlement to end litigation pertaining to changes in the law from 2009, 2010, and 2011.

In particular, for the local employer portion of the Teacher contributions and the MERS employers, the unfunded actuarial accrued liability (UAAL) as of the June 30, 2014 valuation will be re-amortized back 4 additional years to 25. Consistent with the newly enacted RIGL §45-21-43.1, for MERS employers only, the determination of the employer contribution rate, commencing with fiscal year 2017, includes a re-amortization of the current UAAL as of June 30, 2014 over a twenty-five (25) year period, and provides for a one-time election to be made by August 1, 2015 to remain under the current 21 year amortization schedule.

In order to effectuate the election to remain under the current 21 year amortization schedule, we will require a resolution, **for each employer reserve group for whom you have control**, of your governing body (e.g., City or Town Council, school committee, board, wardens etc.). If no response is received by August 1st, we will deem the employer group to have accepted the 25 year re-amortization.

The applicable employer cost related to the enacted legislative changes and your re-amortization decision is reflected in the attached revised FY 2017 contribution rate; **your FY 2016 rates however, will remain the same with no changes.**

To assist in your decision to either remain under the current 21 year schedule or to re-amortize, we have provided you with an analysis, by each employer reserve group for whom you have control, of the projected contributions for each amortization option and their effect related to the attainment of 80% funding.

If you intend to remain under the current amortization schedule of 21 years, please forward your authenticated resolution stating that you *intend to remain under the current amortization schedule of 21 years for employer reserve group/s* (list the applicable employer reserve group number/numbers noted on the first page of this letter) **by August 1, 2015** to:

Frank J. Karpinski, Executive Director
50 Service Avenue 2nd Floor
Warwick, RI 02886

Please feel free to contact me should you have any questions at 462-7610.

Sincerely,



Frank J. Karpinski
Executive Director

**Projected Employer Contribution Amounts
Jamestown, Unit 3015**

Fiscal Year	Projected Employer Contributions	
	21 Years (Current)	25 Years
2015	\$ 428,969	\$ 428,969
2016	417,523	417,523
2017	423,027	408,106
2018	436,775	421,370
2019	450,971	435,064
2020	465,627	449,204
2021	480,760	463,803
2022	496,385	478,876
2023	512,517	494,440
2024	529,174	510,509
2025	546,372	527,101
2026	564,129	544,232
2027	582,464	561,919
2028	601,394	580,182
2029	620,939	599,037
2030	641,119	618,506
2031	661,956	638,608
2032	683,469	659,362
2033	705,682	680,792
2034	728,617	702,917
2035	752,297	725,762
2036	534,615	749,349
2037	551,990	773,703
2038	569,930	798,849
2039	588,452	824,811
2040	607,577	607,577
2041	627,323	627,323
2042	647,711	647,711
2043	668,762	668,762
2044	690,497	690,497

FY 2017 ER Contribution Rate		10.49%		10.12%
Total Contributions	\$	17,217,023	\$	17,734,864
Year Attaining 80% Funded		2014		2014

	21 yrs	25 yrs	25 vs. 21
2015	\$428,969.00	\$428,969.00	\$0.00
2016	\$417,523.00	\$417,523.00	\$0.00
2017	\$423,027.00	\$408,106.00	-\$14,921.00
2018	\$436,775.00	\$421,370.00	-\$15,405.00
2019	\$450,971.00	\$435,064.00	-\$15,907.00
2020	\$465,627.00	\$449,204.00	-\$16,423.00
2021	\$480,760.00	\$463,803.00	-\$16,957.00
2022	\$496,385.00	\$478,876.00	-\$17,509.00
2023	\$512,517.00	\$494,440.00	-\$18,077.00
2024	\$529,174.00	\$510,509.00	-\$18,665.00
2025	\$546,372.00	\$527,101.00	-\$19,271.00
2026	\$564,129.00	\$544,232.00	-\$19,897.00
2027	\$582,464.00	\$561,919.00	-\$20,545.00
2028	\$601,394.00	\$580,182.00	-\$21,212.00
2029	\$620,939.00	\$599,037.00	-\$21,902.00
2030	\$641,119.00	\$618,506.00	-\$22,613.00
2031	\$661,956.00	\$638,608.00	-\$23,348.00
2032	\$683,469.00	\$659,362.00	-\$24,107.00
2033	\$705,682.00	\$680,792.00	-\$24,890.00
2034	\$728,617.00	\$702,917.00	-\$25,700.00
2035	\$752,297.00	\$725,762.00	-\$26,535.00
2036	\$534,615.00	\$749,349.00	\$214,734.00
2037	\$551,990.00	\$773,703.00	\$221,713.00
2038	\$569,930.00	\$798,849.00	\$228,919.00
2039	\$588,452.00	\$824,811.00	\$236,359.00
2040	\$607,577.00	\$607,577.00	\$0.00
2041	\$627,323.00	\$627,323.00	\$0.00
2042	\$647,711.00	\$647,711.00	\$0.00
2043	\$668,762.00	\$668,762.00	\$0.00
2044	\$690,497.00	\$690,497.00	\$0.00

Total \$17,217,023.00 \$17,734,864.00

Difference \$517,841.00

JFD Incentive Committee Meeting Minutes

Date/Time : July 14 , 2015

Location : Jamestown Fire Dept (7PM)

Incentive Committee Members: (Bold/Underline indicates member attendance):

Ron Barber, Jerry Scott, **Steve Jepson**, **Pat Perry**, **Prim Bullock**

Non-Members:

Bev Barber

OPENING:

Introduced and welcomed our new committee member (Pat Perry) who is replacing Paul Balzer.

We skipped the scheduled May meeting, so we had a lot to catch up on.

TRAINING RECORD REVIEW:

Committee also reviewed and approved TRAINING records starting Feb 5 thru May 21 2015. These training records are for the cycle ending in June 2016. These totals will be used to determine eligibility for incentive/compensation to be distributed in Q3 of 2016. 24 trainings are required.

RUN/INCIDENT RECORD REVIEW:

Committee reviewed and approved RUN records for February, 2015 (starting at run #68) through the end of June 2015, to complete the RUN accounting for the FY (ending at run #426). These totals will be used to determine incentive/compensation amount to be distributed in Q3 of 2015.

CLOSING

No new issues. Next meeting will be **Tuesday, November 10, 2015**... 7PM at JFD



JAMESTOWN HARBOR OFFICE
TOWN HALL
93 NARRAGANSETT AVENUE
JAMESTOWN, RHODE ISLAND 02835

Phone 401.423.7262
Fax 401.423.7229

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the April 8, 2015 Meeting of the Jamestown Harbor Commission
Approved: 5/13/2015

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, April 8, 2015 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

1. CALL TO ORDER AND ROLL CALL

Chairman Cain called the meeting to order at 7:00 PM with roll call:

Present:

David Cain, Chairman
Ed McGuirl, Vice-Chairman
Patrick Bolger, Commissioner
Bruce Dickinson, Commissioner
William Harsch, Commissioner
Clifford Kurz, Commissioner
Joseph McGrady, Commissioner

Also in attendance:

Executive Director Chief Mello
George Souza, Conservation Commission Liaison
Kim Devlin, Harbor Clerk & Recording Secretary

2. APPROVAL OF MEETING MINUTES

A. March 11, 2015

Commissioner McGrady moved to approve the minutes of the March 11, 2015 Jamestown Harbor Commission meeting. Commissioner Bolger seconded. So voted (7 ayes, 0 nays).

3. CONSENT AGENDA

No Consent Agenda.

4. EXECUTIVE SESSION

No Executive Session.

5. OPEN FORUM

A. Scheduled Requests to Address

No Scheduled requests to address.

B. Non-scheduled Requests to Address

No Non-Scheduled requests to address.

6. EXECUTIVE DIRECTOR MELLO'S REPORT

Executive Director Mello reported that the Mr. Pinheiro made payment and paid in full for current season, and his permit will expire in May. The boat that was at Ft. Getty was finally moved 10 days ago.

Executive Director Mello also reported that the East Ferry boat ramp design cost estimate will be presented at the May meeting.

Executive Director Mello reported that the Harbormaster is back on duty for the season and the boats are being prepared. Additionally, Rhode Island Mooring Service (RIMS) is actively preparing the channel markers, and the public works department is repairing the West Ferry floats and gearing up for summer.

7. MARINE DEVELOPMENT FUND BUDGET

A. 2014/2015 MDF YTD Budget

The Marine Development Fund budget was presented to the Jamestown Harbor Commission.

8. HARBOR CLERK REPORT

Harbor Clerk Devlin reported permit renewals have been sent and renewals are being processed. The season is off to a nice start.

9. LIAISON REPORTS

A. Conservation Commission Liaison

Conservation Commission Liaison Souza was absent.

10. ONGOING BUSINESS

A. Budget

Commissioner Kurz had nothing to report.

B. Facilities

Commissioner McGuirl had nothing to report.

C. Mooring Implementation

Chairman Cain had nothing to report.

D. Traffic Committee

Chairman Cain had nothing to report.

11. OLD BUSINESS

There was no Old Business to discuss.

12. NEW BUSINESS

A. Harbor Management Plan Revision for water quality certification

Executive Director Mello stated that the process to obtain full approval of the Harbor Management Ordinance from CRMC is almost complete, the last step being a review by DEM for water quality. There are a couple of edits DEM would like made to the Comprehensive Harbor Management Plan, including the inclusion of two maps. The maps are self-explanatory. The focus is on the number of pumpout stations per boat.

Executive Director Mello noted the changes, beginning on page 12, line 10: "~~Moorings areas shall be adequately serviced and pump out stations shall be accessible and operationally maintained. Mooring and marina areas shall be adequately serviced with the number of pump out facilities as stipulated in the Harbor Management Plan. Any long-term reduction in pump out facilities (i.e. greater than 6 months) shall require an amendment to the Harbor Management Plan.~~"

The other change is noted on page 16, line 44: "~~There are two pump out facilities for boats in Jamestown's harbor waters. The Town owns and manages one unit each on East and West Ferry docks. Marina owners at both East and West Ferry own and operate a pumpout boat. The Town owns and operates one pump out station on the west side of the island and three on the east side of the island. The commercial marina operator on the east operates one additional pump out station and a pump out boat.~~"

Asking to consider that and upon approval bring back to the Town Council at their first May meeting.

Vice-Chairman McGuirl made a motion to approve the changes to the Comprehensive Harbor Management Plan, Commissioner Harsch seconded. So voted; (7 ayes, 0 nays).

B. Mr. Antonio Pinheiro – Re: Request to place an upweller at Ft. Getty Pier

Mr. Pinheiro has withdrawn his request.

13. CORRESPONDENCE

A. Joseph Pinheiro – Re: Appeal; 2/11/2015

B. CRMC – Public Notice; Re: Adam Silkes Aquaculture Application; 2/18/2015

C. CRMC – Public Notice; Re: Mark Goerner Aquaculture Application; 2/18/2015

D. CRMC – Semi-Monthly Meeting Agenda; 2/20/2015

E. CRMC – March 2015 Calendar

Commissioner Dickinson moved to accept Correspondence items 13(A-E); Chairman Cain seconded. So voted; (7 ayes, 0 nays).

14. OPEN FORUM – CONTINUED

Executive Director Mello clarified that Mr. Pinheiro sent an email stating he was withdrawing his request.

15. ADJOURNMENT

Chairman Cain moved to adjourn at 7:15 PM, Vice-Chairman McGuirl seconded. So voted; (7 ayes, 0 nays).

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K. Devlin', with a horizontal line extending to the right.

Kim Devlin
Jamestown Harbor Clerk



JAMESTOWN HARBOR OFFICE
TOWN HALL
93 NARRAGANSETT AVENUE
JAMESTOWN, RHODE ISLAND 02835

Phone 401.423.7262
Fax 401.423.7229

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the May 13, 2015 Meeting of the Jamestown Harbor Commission
Approved: 7/8/2015

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, May 13, 2015 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

1. CALL TO ORDER AND ROLL CALL

Chairman Cain called the meeting to order at 7:00 PM with roll call:

Present:

David Cain, Chairman
Ed McGuirl, Vice-Chairman
Bruce Dickinson, Commissioner
William Harsch, Commissioner
Clifford Kurz, Commissioner
Joseph McGrady, Commissioner

Absent:

Patrick Bolger, Commissioner

Also in attendance:

Executive Director Chief Mello
George Souza, Conservation Commission Liaison
Kim Devlin, Harbor Clerk & Recording Secretary

2. APPROVAL OF MEETING MINUTES

A. April 8, 2015

Commissioner Harsch moved to approve the minutes of the April 8, 2015 Jamestown Harbor Commission meeting. Commissioner McGrady seconded. So voted (6 ayes, 0 nays).

3. CONSENT AGENDA

No Consent Agenda.

4. EXECUTIVE SESSION

No Executive Session.

5. OPEN FORUM

A. Scheduled Requests to Address

No Scheduled requests to address.

B. Non-scheduled Requests to Address

No Non-Scheduled requests to address.

6. EXECUTIVE DIRECTOR MELLO'S REPORT

Executive Director Mello reported that the Comprehensive Harbor Management Plan is on the Town Council agenda and has been advertised for a public hearing to bring the document into DEM water quality compliance.

7. MARINE DEVELOPMENT FUND BUDGET

A. 2014/2015 MDF YTD Budget

The Marine Development Fund budget was presented to the Jamestown Harbor Commission. Commissioner Kurz moved to accept the document; Commissioner Harsch seconded. So voted; (6 ayes, 0 nays).

8. HARBOR CLERK REPORT

Harbor Clerk Devlin reported that permit renewals are being processed and there are no issues to report.

9. HARBORMASTER REPORT

Harbormaster Paterson reported that the Ribcraft is in the water and running well and the Eastern is going in this weekend. The Volvo race series is this weekend.

Chairman Cain asked if the channel markers are in.

Harbormaster Paterson responded that yes, they are in and in good shape.

Executive Director Mello stated that we changed vendors this year and revised the process, so the expense will increase. We are making an effort to improve the condition and service of the markers.

10. LIAISON REPORTS

A. Conservation Commission Liaison

Conservation Commission Liaison Souza reported that a gentleman presented an aquaculture plan to the Conservation Commission and stated he will be applying for a permit to run an aquaculture project on the southeast side of Dutch Island.

Executive Director Mello stated that there was a preliminary meeting with Dave Beutel and the application is for a unique arrangement of oysters and kelp. This plan does not appear to interfere with recreational boating.

11. ONGOING BUSINESS

A. Budget

Commissioner Kurz had nothing to report.

B. Facilities

Commissioner McGuirl had nothing to report.

C. Mooring Implementation

Chairman Cain had nothing to report.

D. Traffic Committee

Chairman Cain reported that the Traffic Committee met last night and voted to recommend action on a portion of the roads south of the bridge in the shores. The action is with respect to parking and public safety. It is possible that Right-of-Way access will become a part of the discussion.

12. OLD BUSINESS

There was no Old Business to discuss.

13. NEW BUSINESS

A. Approval of updated 2015 Mooring Installer and Inspector List

Commissioner Dickinson moved to accept the updated mooring installer and inspector list; Chairman Cain seconded. So voted; (6 ayes, 0 nays).

B. Mr. Anthony Pinheiro – Request for permission to place upwellers at Ft. Getty dock

Chairman Cain began the discussion by stating that one thing the aquaculture applicant needs to do is obtain approval from the facility owner. The Jamestown Harbor Commission does not own the Ft. Getty dock, therefore the Town Council has to approve the use.

Executive Director Mello stated that the proposal is to modify an existing boat and install upwellers underneath that boat. That type of use is not either permitted or prohibited. One of the challenges is the zoning restriction that one cannot move product across Ft. Getty.

Mr. Pinheiro states that he will not be moving product through Ft. Getty, he will be moving product via sea transport to the aquaculture farm and that he understands he will have to go to the Town Council for approval, but is asking for approval from the Jamestown Harbor Commission. CRMC said if he has approval from the town then they will permit the project.

Chairman Cain stated that the discussion with the town should start with the zoning officer. Unclear what part we (the Jamestown Harbor Commission) will take after.

Mr. Pinheiro stated that the Jamestown Harbor Commission is in charge of what happens to Ft. Getty dock and to go to the Town Council it will delay the growing season another month.

Executive Director Mello stated that this is uncharted territory for the Jamestown Harbor Commission.

Commissioner Kurz questioned if the operation will be able to move during strong storms.

Mr. Pinheiro stated that it will not be an issue to move the upweller in a storm, and it can be moved on a trailer at any time. It is also a very short season.

Chairman Cain stated that the Jamestown Harbor Commission cannot take legal action unless we are sure the Harbor Management Ordinance allows us to do so. We (The Jamestown Harbor Commission) would like to be able to help you but it is not defined in the ordinance. Chairman Cain stated that he looked to other towns and states and found a Maine upweller report to read and educate himself on the subject. Chairman Cain suggested Mr. Pinheiro take the Maine report to the members of the boards and councils so they understand what you want to do .

Mr. Pinheiro stated he came to the Jamestown Harbor Commission on the recommendation of Town Administrator Andy Nota.

Vice-Chairman McGuirl stated that the Jamestown Harbor Commission should possibly get some clarification from the Town Council regarding situations such as this. We (the Jamestown Harbor Commission) should know what we need in the Harbor Management Ordinance that will either permit or prohibit a certain activity and vote to codify the regulations in the Harbor Management Ordinance for the future so it is clear what is allowed.

Commissioner McGrady stated he wished we saw this application six months ago.

Chairman Cain suggested that Mr. Pinheiro mention the time issue during meetings with other authorities.

Mr. Pinheiro questioned what he would need to do at zoning.

Commissioner Kurz stated that it would be a good idea to clarify that you are not going to carry product across town property.

Executive Director Mello mentioned that there is a Town Council meeting on Monday and suggested Mr. Pinheiro put together a presentation for council.

Conservation Commission Liaison Souza suggested Mr. Pinheiro attend the Conservation Commission meeting tomorrow.

14. CORRESPONDENCE

- A. CRMC – Re: Public Notice 4/3/2015**
- B. CRMC – Re: Semi-Monthly Meeting Agenda; 4/10/2015**
- C. CRMC – Re: April 2015 Calendar; 4/13/2015**
- D. CRMC – Re: Semi-Monthly Meeting Agenda; 4/20/2015**
- E. Antonio Pinheiro – Re: Request to place an upweller at Ft. Getty; 4/23/2015**
- F. CRMC – Re: May 2015 Calendar, 5/8/2015**
- G. CRMC – Re: Semi-Monthly Meeting Agenda; 5/8/2015**

Vice-Chairman McGuirl moved to accept Correspondence items 13(A-E); Commissioner Dickinson seconded. So voted; (6 ayes, 0 nays).

15. OPEN FORUM – CONTINUED

Executive Director Mello stated that he expects Thursday, Friday, Saturday, and Sunday to be very busy for the Volvo race. Also, a few applications have been received for the Assistant Harbormaster position and Executive Director Mello will be putting together a safe boating course.

16. ADJOURNMENT

Chairman Cain moved to adjourn at 7:15 PM, Vice-Chairman McGuirl seconded. So voted; (7 ayes, 0 nays).

Respectfully submitted,



Kim Devlin
Jamestown Harbor Clerk

JAMESTOWN ZONING BOARD OF REVIEW

Minutes of the June 23, 2015 Meeting

A regular meeting of the Jamestown Zoning Board of Review was held at the Jamestown Town Hall, 93 Narragansett Avenue. The Chairman called the meeting to order at 7:00 p.m. The stenographer called the roll and noted the following members present:

Richard Boren
Joseph Logan
Richard Cribb
Richard Allphin
Judith Bell
Edward Gromada

Also present: Brenda Hanna, Stenographer
Pat Westall, Zoning Clerk
Wyatt Brochu, Counsel
Justin Jobin, Environmental Scientist

MINUTES

Minutes of May 26, 2015

A motion was made by Joseph Logan and seconded by Richard Cribb to accept the minutes of the May 26, 2015 meeting as presented.

The motion carried by a vote of 5 -0.

Richard Boren, Joseph Logan, Richard Cribb, Richard Allphin, and Judith Bell, and voted in favor of the motion.

Edward Gromada was not seated and Dean Wagner and Terence Livingston were absent.

CORRESPONDENCE

Nothing at this time.

OLD BUSINESS

Douglas Enterprises

A motion was made by Joseph Logan and seconded by Richard Allphin to grant the request of Douglas Enterprises, LTD, (Randy & Ann Harootonian, owners) whose property is located at Helm St., and further identified as Assessor's Plat 14, Lot 336 & 345 for Special Use Permit from Article 3, Section 82-314 (High Groundwater Table & Impervious Layer Overlay District) to construct a new 3 bedroom single family home with associated well, septic system (OWTS) & storm water control.

This Board has determined that this application does satisfy the requirements of ARTICLE 6, SECTIONS 600 and 602.

This Special Use Permit is granted with the following restriction/condition(s):

1. This project must be constructed in strict accordance with the site and building plans duly approved by this Board.
2. The project must conform to the conditions set out in the April 23, 2015 Planning Commission memorandum.

This motion is based on the following findings of fact:

1. Said property is located in a R40 zone and contains 14,400 sq. ft.
2. Testimony by experts has shown that all the requirements of the ordinance for this application have been met.
3. There were no objectors.
4. The Planning Commission has recommended approval.

The motion carried by a vote of 5 -0.

Richard Boren, Joseph Logan, Richard Cribb, Richard Allphin, and Judith Bell, and voted in favor of the motion.

Edward Gromada was not seated and Dean Wagner and Terence Livingston were absent.

Solicitor's Report

Nothing at this time.

EXECUTIVE SESSION

Nothing at this time.

ADJOURNMENT

A motion was made and seconded to adjourn at 7:17 p.m.

The motion carried unanimously.

Town Copy



PETITION OF THE NATIONAL GRID FOR
JOINT OR IDENTICAL POLE LOCATION

TO THE HONORABLE ___ TOWN COUNCIL _____

OF _____ JAMESTOWN _____ RHODE ISLAND
THE NATIONAL GRID

Respectfully asks permission to locate and maintain poles, wires and fixtures, including the necessary sustain and protecting fixtures to be owned and used in common by you petitioner along and across the following public ways:

ARNOLD AVENUE PROPOSE NEW JO POLE LOCATION

Wherefore your petitioners pray that they be granted joint of identical location for existing poles and permission to erect and maintain poles and wires together with such sustaining and protecting fixtures as the may find necessary, said poles erected or to erected substantially in accordance with the plan filed herewith marked: **18930068**

DATED 03/11/2015

Your petitioner agrees to reserve or provide space for one cross arm at a suitable point on each of said poles for the fire, police, telephone signal wires belonging to the municipality and used by it exclusively for municipal purposes.

THE NATIONAL GRID

BY: John Carey
John Carey, Engineering

THE VERIZON NEW ENGLAND INC

BY: Daryl Crossman
ORDER

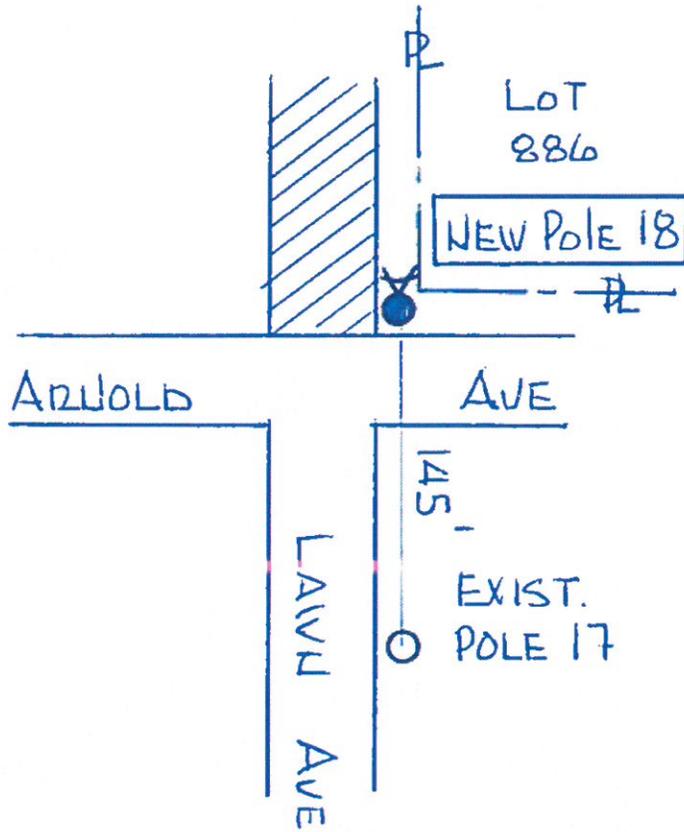
The foregoing petition been read, it was voted that the consent at the

For the use of public ways named for the purposes stated in said petition be and it hereby is granted-----
work to be done subject to the supervision of

A true copy of the vote at the _____

Adopted _____ and recorded in Records Book# _____ Page#

CLERK



THE NARRANGANSETT ELECTRIC COMPANY

PLAN TO ACCOMPANY PETITION DATED 3/11/2015

TO THE TOWN OF Jamestown FOR

POLE LOCATION ON Arnold Ave

DATE OF PLAN 3/11/2015 PLAN # _____

SYMBOL KEY

- Proposed New JO Pole Location
- Existing JO Pole Location
- ⊗ Existing JO Pole Location to be Abandoned
- ⚡ Proposed JO Anchor

MAP #

DATE OF EXISTING GRANT

**Town of
Jamestown, Rhode Island**

PO Box 377
Jamestown, RI 02835- 1509
Phone: (401) 423-7220
Fax: (401) 423-7229



Date: July 31, 2015

To: Andrew Nota
Town Administrator

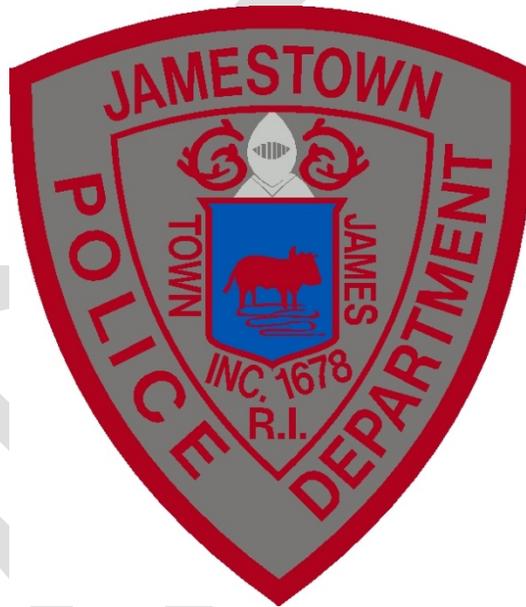
From: Michael Gray
Public Works Director

RE: New Utility Pole
Arnold and Lawn

I have reviewed the request from National Grid for a new pole to be installed within the ROW of Arnold Avenue at the intersection of Lawn Avenue. I recommend that the Town Council approve the petition with a condition that they coordinate with the public works department on the location of water and sewer piping within the ROW before the pole is installed.

Jamestown Police Department

Rules and Regulations



Approved by the Jamestown Council

In accordance with the Jamestown Charter Article IX, Section 417

Revised and Adopted

Date XX, 2015

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DRAFT

Section 1 Introduction

These rules and regulations are adopted as a guide for the discipline and government of the Police Department. It cannot be expected that any set of regulations will cover all situations or emergencies that arise. In a role as complex as that of a police officer, intelligence and discretion will often be the only available guidelines.

There is a need for standards of conduct and general rules in any organization, especially one in an area as important as law enforcement. This is particularly true in a police agency because the reputation of the organization is fundamentally dependent upon the personal conduct and professional competence of its individual officers.

Section 2 Severability

These Rules and Regulations shall become effective on the date of issuance and shall remain in full force and effect until amended or rescinded. If any part of these regulations is rendered inoperable or declared illegal by any court or tribunal of competent jurisdiction, the balance of the entire Manual will remain in full force and effect.

Section 3 Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency.

I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulation of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and the relentless prosecution of criminals, I will enforce the law courteously and

appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts or corruption of bribery, nor will I condone such acts by other police officers.

I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession - law enforcement.

Section 4 Mission and Vision Statement

4.1 Mission Statement

It is the mission of the Jamestown Police Department to:

- Protect and provide for the safety of the general public
- Enforce the laws of the State of Rhode Island and the Ordinances of the Town of Jamestown
- Create a proactive partnership with the residents of the Town of Jamestown that best serves the needs of the community
- Attain a high quality of life for all.

4.2 Vision Statement

The Jamestown Police Department is committed to providing the most professional police services; where the citizens we serve are treated with respect and dignity; where all employees have an opportunity to contribute, learn, receive recognition for accomplishments and be involved in their own personal and professional development; where we constantly evaluate and improve our efforts to enhance public safety while actively engaging the community.

Section 5 Oath of Office

All persons selected for appointment as a police officer for the Jamestown Police Department shall take and subscribe to the following oath of office prior to commencing their duties.

I _____ solemnly swear (or affirm) that I will obey the laws and support the Constitution of the United States of America and the State of Rhode Island and Providence Plantations; that I will in all respects, observe the provisions of the Charter and Ordinances of the Town of Jamestown and will faithfully discharge the duties of the office of police officer, so help me God (or this affirmation I make and give upon the peril of the penalty of perjury).

Section 6 Definitions

Area-A particular geographic route or beat to patrol.

Assignment- A specifically established or prescribed police duty.

Beat- A particular geographical area of the community.

Chain of Command- The unbroken line of authority extending from the Chief to the Officer in command.

Chief of Police-The chief executive officer of the Police Department as provided by the Charter Article IV, Section 417 and appointed as provided by the Charter Article III, Section 305.

Commanding Officer -An officer assigned to command and direct any functional unit or subdivision of the department.

Department -The Police Department, a division of the Town as provided by the Town Charter Article IV, Section 417.

Division- A subdivision of the department which encompasses groups or units.

Duty-The obligation to perform police action or service.

Force -The membership of the Department possessing police powers.

Incompetence- Being incapable of the satisfactory performance of Police duties, which may include a lack of initiative, diligence, sound judgment, ability to take decisive action or any other trait which demonstrates incapacity or ineptness in the performance of assigned tasks.

Manual-The Police Manual of the Department to include all rules and regulations and policy and procedures.

Member- A duly appointed member both sworn and civilian of the Department.

Memorandum- An informal record of any proceeding or an informal communication of any kind.

Officer -A sworn member of the Police force having the power and authority of a Police Officer.

Officer-in-charge- A Commanding Officer (highest ranking officer) of a shift or the Commanding Officer of any given situation.

Official Channels-The Department chain of command.

Orders- Commands or instructions, oral or written, issued by the Chief or a ranking officer.

Patrol Officer- A duly appointed and sworn member Police Officer serving at the first level of the Department structure.

Policy- A statement either written or oral which embodies the thinking, philosophy and interest of the Chief.

Post- A fixed point or location to which an officer or employee is assigned for patrol purposes.

Probationary Status- Probationary status shall be regarded as a phase of the examination process and shall be utilized for closely observing an employee's work, for securing the most effective adjustment of a new employee to their position and for eliminating any probationary employee whose performance does not meet the required standards of work. The normal probation period will be one year from appointment to the Jamestown Police Department.

Ranking Officer- The Officer having the highest rank or grade on duty at a particular time.

Relieved from Duty- The official act of temporarily removing an officer from street or field duty, with or without pay, for a specific purpose.

Shift -A regular tour of duty, unless otherwise ordered by the Chief of Police.

Senior Officer- A member in any given rank with the longest service in that rank, unless otherwise designated by the Chief of Police or department policy.

Suspension- The official act of temporarily removing an officer from all police duties, without pay for a specified period of time, for violation of Department rules, regulations, orders or directives.

Tour of Duty- A regularly established work period.

Uniform of the Day -The Police uniform specifically designated by the Chief to be worn by all uniformed officers at particular times and occasions.

Section 7 Professional Responsibilities

Police officers are professionals, and as such are expected to maintain exceptionally high standards in the performance of their duties. Effective and efficient performance of duty requires that a Police Officer maintain the cooperation and respect of the community. This requirement dictates that the conduct of all police officers will be above reproach in all matters both within and outside the Department.

General professional responsibilities include taking appropriate action to:

- a) protect life and property;
- b) preserve the peace;
- c) prevent crime;
- d) detect and arrest violators of the law;
- e) enforce all laws coming within departmental jurisdiction;
- f) supervise public functions (such as parades and dances) where public order requires police presence;
- g) respond to all public emergencies;
- h) endeavor to maintain good community relations;
- i) perform such other police related services required by the community;
- j) create a sense of safety and security for the entire community through vigilant preventive patrol;
- k) accomplish all Police objectives within the law and the constitutional guarantees of all citizens.

Section 8 Authority and Discretion

8.1 Responsibility of Enforcing Laws

Upon appointment and commission by the Chief, each Officer shall be charged with the responsibilities of enforcing the laws of the State of Rhode Island and the Town of Jamestown, and shall be fully vested with the authority to do so.

8.2 Authority/Discretion

Concurrent with their authority, each officer is vested with the discretion to exercise the benefits of their reason, experience and expertise in the daily performance of their duties. Where policy, law, rule or regulation dictates their course of action, they shall be fastidious

in their compliance. Where discretion may be exercised, they shall always act in the best interests of justice and the citizens from whom they derive their authority.

8.3 Probable Cause/Discretion

An Officer who has probable cause to believe a person has committed a crime has the authority to detain, arrest and incarcerate that person. An Officer also has the discretion to exercise alternatives to arrest or incarceration, including summons and release, referral, informal resolution or release for arrest at a later date. Each decision to arrest, incarcerate or release shall be clearly articulable, and based on the safety and good order of the community, the safety of any victim, and the likelihood of a continuation of the offense.

Section 9 Territory

9.1 Jamestown Police Department shall exercise police authority on all lands and waters within the territorial limits of the Town of Jamestown, Rhode Island, and in all places where there is concurrent jurisdiction between the State of Rhode Island and the United States.

9.2 The Jamestown Police Department may enter the State Parks to check for security of the facilities, and also to investigate any and all complaints.

Section 10 Organization Classifications

The Jamestown Police Department shall consist of the following Organization Classifications:

10.1 Chief of Police

The Chief of Police shall be the superior sworn officer of the police department. The Chief is the direct Commander of the police department, and as such, will administer Rules and Regulations concerning the conduct for all members of the Jamestown Police Department. The Chief shall act as the principal liaison between the Jamestown Police Department and all governmental agencies, authorities and offices of municipal authority in matters of department policy.

10.2 Lieutenant

The Lieutenant shall be responsible for all operational services and shall be accountable to the Chief of Police for all official activities. The Lieutenant shall plan, direct, and coordinate the

activities of all personnel concerning patrol functions, prevention and protection of crime, the protection of life and property, and all criminal investigations. In the absence of the Chief of Police, the Lieutenant shall act as principle liaison between the Jamestown Police Department and all governmental agencies, authorities, and offices of municipal authority in matters of department policy.

10.3 Sergeant

A sergeant will be the patrol supervisor. The sergeant shall be the commander of all operations on their shift.

10.4 Detective

The detective will be responsible for the further investigation and prosecution of all misdemeanors, felonies, thefts, frauds, burglaries, check cases, assaults, arson, and other such misdemeanors as may be assigned. The degree of proficiency required in any performance of the specific sanctions of duties which shall follow, shall be determined by the Chief of Police.

10.5 Police Officer

A Police Officer will be assigned to the uniformed division. They may further be assigned on a temporary basis to Detective Duties or any other duty or assignment as the Chief of Police may prescribe.

10.6 Dispatcher

There shall be, within the Department, the position of Dispatcher, whose primary responsibilities are to maintain and run the dispatch office and communication system in an effective and efficient manner.

10.7 Special Police Officer

The Department may from time to time employ persons known as Special Police Officers. Prior to appointment as a Special Officer, he will be required to pass psychological examinations, all other certifications as required by State Law and any other such qualifying tests as may be required by the Chief of Police. Special police officers shall serve at the pleasure of the Chief of Police.

Section 11 Conflict of Interest

Since the position of a police officer is a public trust, it is important to avoid all situations involving conflicts of interest whether in fact or only in appearance.

11.1 Membership in Organizations

A member or employee of this Department shall not affiliate with or become a member of any organization if such affiliation or membership would in any way interfere with or prevent him from performing their duty.

11.2 Employment Outside the Department

Employment outside the department will be in accordance with Extra-duty and Secondary Employment. Policy.

11.3 Political Activities

Participation in political activities while in uniform or on duty is prohibited. All actions which could even give the impression that an officer or employee is using their official position to influence the electoral process are to be avoided. Members and employees who become candidates for salaried elective office shall take a leave of absence without pay. Such leave shall encompass both the campaign and the tenure of office if elected.

11.4 Gifts and Gratuities

A member and employee shall not under any circumstances solicit or accept any gift, gratuity, loan, service, reward, or fee where there is any direct or indirect connection between the solicitation and their departmental membership or employment, except as may be specifically authorized by the Chief. Members and employees must pay for all meals and beverages.

11.5 Unauthorized Transactions

A member and employee is prohibited from entering into any transactions of material value at substantially lower than fair market value, when such a transaction takes place between himself and any person involved in any matter or case which arose out of their employment with the department, except as may be specifically authorized by the Chief. This paragraph shall not prohibit members and employees from taking advantage of standard discounts that are available to all members and employees of the Department.

11.6 Use of Official Position

Officers and employees shall not use their official position, official identification, cards or badges for personal or financial gain, for obtaining privileges not otherwise available to them except in the performance of duty, or for avoiding consequences of illegal acts.

Officers shall not authorize the use of their names, photographs, or official titles which identify them as officers, in connection with testimonials or advertisements of any person, commodity or commercial enterprise, without the approval of the Chief.

11.7 Testimonials and Presents

No officer or employee of the Department shall collect or receive any money or other thing of value from any source for the purpose of making a present to any active officer or employee of the Department unless specific permission is granted by the Chief. No Officer shall sell tickets or solicit contributions for a testimonial dinner or similar function for any person in active employment in any law enforcement agency or regulatory body of the state or any city or town.

11.8 Disposition of Unauthorized Gifts, Gratuities, etc.

Any unauthorized gift, gratuity, fee or reward coming into the possession of any officer or employee shall be forwarded to the Chief, together with a written report or the circumstances connected therewith.

11.9 Conducting personal Business while on duty

No officer or employees of the department will conduct personal business while on duty or during scheduled work hours to include details and overtime unless authorized by the Chief.

Section 12 Orders

An order is a command or instruction, written or oral, given by a superior officer. All lawful orders, written and oral shall be carried out fully and in the manner prescribed. An order relayed from a dispatcher or other officer from a superior officer will be treated as an order from a superior Officer.

12.1 General Orders

General Orders are permanent written orders issued by the Chief of Police outlining policy matters which affect the entire Department. A General Order is the most authoritative written order the Chief issues and may be used to amend, supersede, or cancel any previous order. General Orders remain in effect until amended, superseded, or cancelled by the Chief.

12.2 Special Orders or Memorandum Orders

Special Orders are temporary written orders issued by the Chief of Police outlining instructions covering particular situations. Special Orders are usually self-canceling after the objective has been achieved for a specific time period has passed.

12.3 Directive Orders

Any permanent written order authorized by the Chief of Police outlining matters which affect the entire department. A directive holds the same force and effect as a department rule or regulation.

12.4 Unlawful Orders

No member or employee shall knowingly issue an order in violation of any law or any departmental regulation. Unlawful orders shall not be obeyed. The officer to whom the order was given shall notify the ordering officer of the illegality of the order. Responsibility for refusal to obey rests with the officer or employee to whom the order was given. They shall be strictly required to justify their action(s).

12.5 Memorandum Orders

Written communications issued by the Chief of Police or other authorized command personnel for the following purposes: (a) to issue information or instructions which do not warrant a formal order; (b) to direct the actions of subordinates in specific situations; (c) to explain or emphasize portions of previously issued orders; (d) to inform members of the actions or policies of the agency.

12.6 Unjust or Improper Orders

Lawful orders which appear to be unjust or improper shall be respectfully called to the attention of the ordering officer or employee. If the order is not corrected, then the order shall be carried out. After carrying out the orders, the officer or employee to whom the order was given may file a written report to the Chief via the chain-of-command indicating the circumstances and the reasons for questioning the orders, along with a request for clarification of departmental policy. An officer or employee who performs an order found to be unjust or improper by the Chief will not be held responsible for carrying out such an order.

12.7 Conflicting Orders

Should any order given by a superior officer conflict with any previous departmental order, the member to whom such order is given will call attention to the conflict. If the superior officer does not change the order to avoid such conflict, the superior officer's order will be obeyed; however, the member or employee obeying such order will not be held responsible for disobedience of the previous order. All incidents of conflicting orders will be reported in writing to the Chief for clarification.

12.8 Effectiveness of Orders

All general orders, special orders, directives, memoranda, or other orders in writing that have been approved by the Chief, shall have the force and effect of a departmental regulation and shall be obeyed as such. All officers and non-sworn employees will become familiar with the rules and regulations thereof.

12.9 Knowledge of Policies/ Directives

All officers and non-sworn employees are responsible for knowing and understanding all department regulations, policies, and directives. It is the responsibility of the officer or employee to seek clarification, through the chain of command, of any order or material which is not clearly understood.

Section 13 Required Conduct

In addition to the specific duties of each individual rank and assignment, the following provisions are applicable to all members and employees of the Department.

13.1 Arrests

Whenever possible, arrests should be made under the authority of a valid warrant. Arrests without warrants shall be made in accordance with the law and all prescribed departmental procedure. All constitutional and statutory rights shall be provided to all arrested persons at the time of arrest and immediately thereafter. Only sworn officers of the department are authorized to serve a warrant.

13.2 Assistance, Furnishing

Officers shall furnish assistance to persons making such a request consistent with their police duties and assignments. They shall assist and cooperate with all other law enforcement agencies, provide authorized information, and submit a report on all action taken.

13.3 Awareness of Activities

Upon returning from any absence from duty, every officer will familiarize themselves with all new regulations, policies, memoranda, directives, special orders and all other matters concerning their assignment.

13.4 Bearing

Officers will carry themselves in a professional manner as befits an officer of the law. Slouching in public view is prohibited.

13.5 Civil Disputes

All officers shall take a neutral position in any dispute of a civil nature, acting only to prevent or control any breach of the peace that may arise.

13.6 Civility

All officers and non-sworn employees will be civil, orderly, diligent, discrete, courteous, and patient as a reasonable person is expected to be in any situation and will not engage in any physical altercation, or otherwise, whether on duty or not, with any officer or employee of the department.

13.7 Civil Suits for Personal Injuries

Any claims for damage to clothing or other personal property belonging to a member or employee caused by the performance of duty shall be made in accordance with departmental procedures. Members and employees shall not seek in any way, nor accept from any persons, money or compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Chief of Police in writing. Members and employees who have received municipal salaries for illness or for personal injuries sustained off duty shall notify the Chief of Police in writing of any intent to seek, sue, solicit, or accept compensation as damages for such illness or injury. This provision shall not apply to private insurance policies held by officers for whom premiums are not paid in part or in whole by the municipality.

13.8 Communications, Departmental

All officers and employees shall transmit all official communications promptly, accurately and completely to other officers and employees of the department as required, and shall immediately inform their officer-in-charge of any matter of police importance coming to their attention during their tour of duty or otherwise. They shall call to the attention of their relieving officers and employees any information regarding unresolved problems or problems that may arise during the next tour of duty.

13.9 Complying with Instructions from Radio Dispatcher

All messages transmitted over the police radio system by officers or non-sworn personnel will be direct, concise, and will conform with all departmental radio procedures and rules and regulations of the Federal Communications Commission (FCC). No officer will disobey or refuse any communications transmitted by the Communications Center unless directed to do so by a superior officer.

13.10 Courtesy

All officers and employees shall be courteous and considerate to the public, to their superior officers and to their fellow officers and employees of the Department. They shall be tactful in the performance of their duties and are expected to exercise the utmost patience and discretion, even under the most trying circumstances.

13.11 Defects in Streets or Roadways

Every officer shall observe and immediately report in writing to the Officer-in-Charge any defect, obstruction or nuisance in the streets, sidewalks, or other public areas which may cause a hazard to the general public or create a civil liability upon the community. Appropriate notification shall be made to the radio dispatcher for more immediate remedial action where necessary.

13.12 Duty to Obey

Every officer and non-sworn employee will promptly obey all department rules and regulations, orders, directives, memoranda and lawful orders of a superior officer.

13.13 Duty, Attention to

All officers and employees shall, at all times, be alert and vigilant in the performance of their duties and respond prudently but decisively when action is required. Recreational reading will not be permitted while on duty.

13.14 Duty, Devotion to

All officers and employees, while on duty, shall devote their full time and attention to the service of the Department and to the citizens of the community. They shall remain awake and alert at all times while on duty.

13.15 Duty Outside of the Community

Members of the Department will not be detailed to perform duty beyond the limits of the Town of Jamestown except to assist the authority of another city or town upon request, to suppress disorder or preserve the peace under the direction of the Commanding officer of such city or town involved. Members of the Department shall have the authority as a police officer within the Town of North Kingstown and the City of Newport and shall have the same immunity and privileges under a mutual agreement as when acting in the Town of Jamestown. When requested under a state of emergency, members of the Department shall have the authority as a police officer within the remaining cities and towns of the State of Rhode Island, and shall have the same immunities and privileges as when acting in the Town of Jamestown.

13.16 Duty, Reporting for

All officers and employees shall report for duty promptly at the time and place required by their assignment or as otherwise directed by the Chief or the commanding officer. They shall be properly uniformed and suitably equipped, ready to immediately assume their duties. While on duty, they shall avoid any activities not directly related to their responsibilities and shall not absent themselves from duty without leave.

Officers and employees unable to report for duty because of sickness or injury shall notify the officer-in-charge at least four hours prior to their next tour of duty, except in cases of emergency.

13.17 Duty Status

Although officers of the Department are assigned specific hours of regular duty, they shall immediately report all crimes of which they witness to the appropriate authority.

13.18 Firearms, Care and Security of

All officers shall maintain their service firearms in good working order at all times and report any damage, loss, or unserviceable condition immediately to their commanding officer. All officers shall be personally responsible for the security and safekeeping of their service firearms at all times and shall not alter or repair any part of their service firearms without the approval of the Chief.

13.19 Firearms, Use of

Police officers are authorized to use firearms in life-threatening situations when there is no other reasonable alternative available but shall comply strictly with prescribed departmental procedures for the use of such force. The use of firearms is the highest degree of force that an officer may apply and is the most crucial official decision he will ever make. An officer shall never brandish a firearm or display it unnecessarily at any time.

13.20 General Knowledge and Performance

Every officer will familiarize themselves with all laws, statutes, ordinances, and regulations necessary for proficient execution of their duty as a police officer.

13.21 Home Address and Telephone

All officers and employees shall have a telephone in their residence or a phone number at which they can be reached and shall report it in writing, within 24 hours, any change of phone number or address to their superior officer. This information shall not be given out to anyone outside of the department without the authorization of a superior officer. In cases of emergency, the telephone number will be called with a notification to call the person making the emergency request.

13.22 Identification

All officers shall carry their badges and identification cards on their persons while on duty, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and badge number to any person requesting that information, when they are on duty or while holding themselves out as having an official capacity, except

when the withholding of such information is necessary for the performance of police duties or is authorized by proper authority.

13.23 Immediate Action

Every officer, regardless of rank or assignment, will act instantly to protect life, liberty, or property: to enforce all laws, detect the commission of crimes, and to apprehend law violators.

13.24 Knowledge of the Community

Every officer and employee shall familiarize himself with the geography of the community, including routes of public transportation, the location of streets, highways, bridges, public buildings and places, hospitals, courts, transportation offices and stations, prominent or important office buildings, large industrial plants or commercial establishments, and such other information as may be disseminated by superior officers from time to time.

13.25 Leaving the Community

Whenever a member of this Department, during their tour of duty, is about to leave the town limits for the purposes of investigation, pursuit, or any other reason, they shall inform the Shift Commander or Dispatcher prior to leaving and again on return.

13.26 Line of Duty Disability

Any injury, illness or disability incurred in the line of duty, shall be immediately reported in accordance with Department policy.

13.27 Mutual Protection

All officers shall come to the immediate aid, assistance or protection of fellow officers who, in the performance of their duties, require such aid and assistance.

13.28 Paid Details

Members assigned to special details are also bound by the rules and regulations, policies and procedures of the Department.

13.29. Personal Appearance

All officers and employees shall be neat and clean in appearance while on duty, whether in or out of uniform, and they shall maintain police quarters, lockers, desks, equipment, and vehicles used by them in a neat, clean orderly condition.

13.30 Personal Relationships

All officers and employees shall be considerate and polite at all times to all department personnel and maintain good relations with their superiors and their fellow officers in a spirit of mutual concern for their common objectives.

13.31 Physical Fitness

All officers shall maintain good physical condition in accordance with a standard determined by the Chief, after consultation with a physician. All officers are expected to keep themselves as physically fit as their age permits and the nature of their duties requires.

13.32 Police Information, Duty to Report

It is the duty of all officers to report to a superior officer all information provided in good faith by a citizen regarding matters that indicate the need for police action.

13.33 Prisoners, Care and Custody of

All arrested persons shall be transported safely and directly to the appropriate place of custody. Officers shall ensure that prisoners do not injure themselves or others and that they do not attempt to escape or dispose of evidence.

13.34 Property, Care and Custody of

All personal property, including money, which comes in to an officer's or employee's custody while on duty, whether lost, stolen, confiscated, abandoned, turned into the Department or taken shall be secured in the designated place of storage, for safekeeping, in accordance with current departmental procedures.

13.35 Public Appearances

All requests for public appearances or speaking engagements by officers and employees on the subject of departmental operations or policies shall be submitted to the Chief for approval. Officers and employees who are approached directly for this purpose shall suggest that such requests be forwarded directly to the Chief.

13.36 Questions of Citizens

Officers and non-sworn personnel will answer questions from citizens in a courteous manner and if unable to provide an answer, will make every effort to obtain a correct answer for the citizen, avoiding argument and unnecessary conversation. An officer will give their badge number in a courteous manner to any person who requests it.

13.37 Reports, Submitting

All officers and employees shall promptly and accurately submit all reports and forms prior to the end of their tour of duty unless the officer-in-charge approves otherwise.

13.38 Report, Use of Weapons

An officer who finds it necessary to use any weapon in the performance of duty shall immediately notify their commanding officer and the said commanding officer shall conduct an immediate investigation as to the possibility of injury to any person or property, and the propriety of the member's use of their weapon. Officers will complete a Use of Force report for all indicated incidents as soon as feasible. Also, officers shall make a written report of any deliberate or accidental discharge of firearms and shall complete a Firearms Discharge Report as soon as possible (excluding authorized target practice and departmental scheduled firearms qualifications).

13.39 Searches and Seizures

All required searches and seizures shall be conducted in accordance with the law and all prescribed departmental procedures. All officers serving search warrants shall be responsible for their lawful execution.

13.40 Trials and Hearings

All officers and employees concerned with cases before the courts, grand jury or hearing boards shall be punctual in attendance. All officers shall have the cases in which they are concerned properly prepared; their witnesses shall be present and their evidence suitably arranged for presentation to the court, grand jury or hearing board. They shall afford the utmost respect toward the court, officers of the hearing boards and members of the jury. When presenting evidence or testimony, they shall speak calmly and explicitly in a clear, distinct, and audible tone as to be easily understood. They shall give evidence with accuracy, confining themselves to the case before the court and shall neither suppress nor overstate the slightest circumstance with the intention of favoring any person or projecting ill will to either the complainant or defendant. When cross-examined by a defense attorney, they shall answer with the same civility and readiness as when giving testimony in support of the prosecution. Officers and employees will present a clean, neat appearance, and will be attired in either the uniform of the day or proper business attire.

13.41 Truthfulness

An officer or employee shall truthfully state the facts in all reports as well as when they appear before any judicial, departmental or other official investigation, hearing, trial or proceeding. They shall cooperate fully in all phases of such investigations, hearings, trials and proceedings. A member or employee of the department will speak the truth at all times and under all circumstances. In cases in which the officer or employee is not allowed by the

regulations of the department to divulge facts within their knowledge the member will decline to speak on the subject.

13.42 Weapons and Ammunition, Custody of Department

All officers having temporary or permanent custody of departmental weapons or ammunition, in addition to their service weapons or ammunition, will be accountable for the security, amount and condition, of said weapons and ammunition throughout the period the weapons or ammunition remains in their custody.

Section 14 Prohibited Conduct

The following acts, actions or activities by department personnel are prohibited or restricted:

14.1 Abusive Treatment

Officers and employees will not use any indecent, profane or unnecessarily harsh language nor abuse the dignity of any citizen or fellow officer or employee.

14.2 Borrowing

No officer or employee will borrow from any other officer or employee any money, security, or property, or obtain credit or guarantee of credit; nor will any officer or employee borrow from any liquor establishment or assign his or her salary to any money lender, or sell or assign his or her wages, or give any power to an attorney for the collection thereof.

14.3 Conduct Prejudicial to Public Peace or Welfare

Officers and non-sworn employees will not purposely commit an act to disrupt public tranquility or safety without just cause.

14.4 Conduct Unbecoming an Officer

Conduct unbecoming an officer shall include that which brings the Department into disrepute or reflects discredit upon the officer as a member of the Department, or that which impairs the operation and/or efficiency of the Department.

14.5 Controversial or Disparaging Remarks

An officer or non-sworn employee of the department will not make any controversial or disparaging remarks against any race, religion, national origin, sex, age, disability, or sexual preference of any person or group.

14.6 Criminal Conduct

Officers and employees will not participate in any activities which violate any federal, state, or local law, and will not commit any act or malfeasance which facilitates such violation by others. A conviction of the violation of any law shall be prima facie evidence of a violation of this section.

14.7 Criticism and Malicious Gossip

An officer or employee will not criticize any other officer or employee, except in the line of duty as a superior to the subordinate, nor will any officer or employee maliciously gossip about any superior, order, policy, procedure, case, or event that should remain police information, nor will an officer or employee cause to discredit, lower, or injure the morale of the personnel of the department or that of any individual of the department.

14.8 Department Property, Abuse of

An officer or employee will not intentionally or negligently abuse, misuse, damage or lose Police Department property or equipment. In the event that departmental property is lost, or found bearing evidence of damage which has not been reported, the last person using the property may be charged with failure to report and may be held responsible for the damages.

14.9 Department Telephones, Use of

The use of Department telephones shall be restricted to Department business only and reasonable personal use. Employees may be required to pay the cost of any un-official toll calls.

14.10 Discourtesy

An officer or employee shall not be rude, impolite, contemptuous, or insolent to a superior officer, to a fellow officer, employee, or to a member of the public.

14.11 Duty Status

Although certain workday hours are allotted to every member of the force for the performance of specific workday duties, members shall be prepared for duty whenever the member has been advised of the potential need for police service.

14.12 Equipment

All equipment must be clean, in good working order and conform to departmental specifications. Only issued or approved accessories or equipment shall be worn on the uniform or carried by officers on duty.

14.13 False Information of Records

An officer or employee shall not make or submit any false or inaccurate reports or knowingly enter or cause to be entered into any departmental books, records or reports, any inaccurate, false or improper information.

14.14 Feigning Illness

An officer or employee shall not feign illness or injury, falsely report themselves as ill or injured, or otherwise deceive or attempt to deceive any official of the Department as to the condition of their health.

14.15 Gambling

No officers or non-sworn employee will participate in any illegal game of chance or card playing, or any type of illegal gambling in any police building, station or elsewhere.

14.16 Gross Incompetence

No officer or employee will perform any act or duty in such a manner as to be construed as blatantly incompetent or misfeasant.

14.17 Impaired Condition

No officer or employee will permit another officer or employee to commence or continue his or her duties when that officer or employee is not fit to do so by reason of physical, mental, emotional, or impaired condition. All such observations will be reported to the Officer-in-Charge.

14.18 Improper Associations

Officers shall avoid voluntarily maintaining or establishing relationships with persons whom they know or should know are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties with the knowledge and approval of the Chief or the officer's Commanding Officer, or where unavoidable because of family relationships of the officer.

14.19 Improper Intercession

Officers and employees will not intercede nor cause another person to intercede with superior officers in the department for preferential treatment in their behalf; neither will a member intercede with superiors on behalf of another employee.

14.20 Incompetence

An officer or employee shall maintain sufficient competency to perform their duty and to assume the responsibilities of their position. Incompetence may be demonstrated by the following:

- a lack of knowledge of the application of laws required to be enforced;
- an unwillingness or inability to perform assigned tasks;
- the failure to conform to work standards established for the officer's rank, grade or position;
- Repeated poor evaluations or repeated infractions of the rules and regulations.

14.21 Incurring Department Liability

An officer or employee shall not incur a liability chargeable to the Police Department without the prior knowledge and consent of the Chief.

14.22 Insubordination

Officers and employees will not refuse or fail to obey a lawful order issued by a superior officer or commit any act or omission contrary to good order or discipline.

14.23 Interfering with Course of Justice

All officers and non-sworn employees are forbidden to take part in, or be connected with, either directly or indirectly, any compromise or arrangement with any person for the purpose of permitting an accused person to escape the penalty of his or her wrongdoing; or seek to obtain a continuance of any trial or otherwise interfere with the course of justice. Information of any negotiations between the accused or his or her representative and the accuser or any witness, will be disclosed to the proper superior or to the presiding officer of a court or hearing.

14.24 Intoxicating Beverages or Drugs, Use of, Possession

An officer or employee:

shall not, while on duty, consume any intoxicating beverage, except for a proper police purpose with specific approval of the Chief or a superior officer;

shall not, while on duty, use any narcotic, controlled substance or other toxic drug except at the direction of a physician for a specific health purpose (in any case where it is necessary to take any such drug on the advice of a physician, such officer or employee shall notify their Commanding Officer upon reporting for duty and be guided by the physician's decision as to their fitness for duty);

shall not report for duty while under the influence of intoxicating liquor or under the influence of any narcotic drug or controlled substance unlawfully administered;

shall not report for duty with the odor of intoxicants on their breath;

shall not, while off duty, render themselves unfit to report for scheduled duty through the use of intoxicating beverages or through the use of any narcotic drug or controlled substance unlawfully administered;

shall not, while off duty and while wearing any identifiable part of their uniform, drink any intoxicating beverage in public view or in any place accessible to the public;

shall not bring, place, or keep, or permit to be brought, placed, or kept in any police building or vehicle any intoxicating beverage or any narcotic drug or controlled substance, except in the proper performance of police duty as required by departmental practices and procedures.

14.25 Letterhead, Department

Officers and employees shall not use the departmental letterhead for private correspondence or for sending official correspondence out of the Department without the permission of the Chief of Police.

14.26 Loitering

On-duty officers will not loiter in liquor establishments, businesses or public places unless assigned to that location.

14.27 Mailing Address

Officers and employees shall not use the Department as a mailing address for private purposes without the permission of the Chief of Police.

14.28 Misappropriation of Property

An officer or non-sworn employee of the department will not appropriate for his or her own use any lost, found, stolen, or city property nor convert to his or her use any property held by the department as evidence.

14.29 Neglect of Duty

Leaving a post or assignment without being properly relieved or failing to take suitable and appropriate police action when any crime, public disorder or other incident requires police attention or failing to give suitable attention to the performance of their duty is prohibited.

14.30 Notices, Department-Marking or Altering of

An officer or employee will not mark, alter, mar or deface any printed or written notice, memorandum, general order, or directive relating to police business. An officer or employee will not mark, alter, mar, or deface any notice posted on any bulletin board or blackboard maintained by the department. All notices of personal nature and/or of a derogatory character regarding any officer, employee, or unit of the department are prohibited.

14.31 Official Information, Dissemination of

An officer and employee shall treat the official business of the department as confidential and shall conform to the following guidelines:

Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures.

An officer shall not remove or copy official records or reports from the police station except in accordance with established departmental procedures.

An officer shall not divulge the identity of a person giving confidential information except as authorized by proper authority in the performance of police duties.

14.32 Press Relations

Releasing to the press or news media information concerning departmental policy or the evidentiary aspects of any criminal investigation will be done in accordance with department policy.

14.33 Paid Details

Payments for paid police details must be channeled through the Police Department. No officer shall accept compensation directly from such private employers for paid details. Members assigned to paid details are also bound by the provisions of this manual.

14.34 Personal Business

Officers and employees while on duty or while in uniform, shall not conduct any personal business, purchase any alcoholic beverages or purchase and carry any noticeable amounts of non work related merchandise, unless required in the performance of duty.

14.35 Political Activities while on-duty

Officers will not participate in political activities while in uniform or while on-duty. All actions which could even give the impression that an officer is using their official position to influence the electoral process are to be avoided.

14.36 Picketing in Uniform

Any officer or employee who desires to peacefully demonstrate or picket will not wear his or her uniform or any part thereof while exercising this privilege without the Chief's or designee's approval.

14.37 Possessing Keys to Private Premises

Having keys to private buildings or dwellings on a member's area of patrol without the permission of the Chief is prohibited.

14.38 Private Services, Recommending

An officer or employee shall not officially recommend or suggest to the public the employment or purchase of any professional or commercial service or product, such as lawyers, bondsmen, undertakers, towing services or burglar alarm companies.

14.39 Private Vehicles, Use of

While an officer is on regular department duty, he shall not drive a private vehicle to their duty assignment or cover their duty assignment in or with a private vehicle unless authorized to do so by the Chief or their Commanding Officer.

14.40 Prohibited Places

Except in the line of duty, an officer or non-sworn employee will not visit or loiter near any bar, tavern, tap, lounge, or other establishment suspected by the police as being a place of actual or probable law violations.

14.41 Property Identification

All personal property including all money and valuables that comes under an officer's control whether lost, stole, confiscated or given to the department shall be tagged and cared for according to current departmental procedures.

14.42 Public Statements

No officer or employee shall make, publish or issue any derogatory, discreditable or disparaging public statements concerning the department or its officers which might tend to undermine the efficiency of department operations and/or the morale of its membership.

14.43 Release of Telephone Numbers

Officers and non-sworn employees will not release to the public or any public/private agency, the home or personal numbers of any officer or employee of the department without authorization of the Officer-in-Charge.

14.44 Rewards

No officer or employee will seek or accept any money, gift, gratuity, reward, or compensation for a service rendered or expense incurred in the line of duty without written consent of the Chief.

14.45 Sleeping

Sleeping while on duty is prohibited.

14.46 Soliciting Petitions for Promotion or Change of Duty

Officers will not solicit a petition for their promotion to a higher rank or a change in duty status, or for the promotion or change in duty status for any other officer or the appointment for anyone to the department, nor will an officer support or cause to be supported any political influence to effect such an end.

14.47 Tobacco use

The police station is a smoke-free building. Officers shall follow the current Smoking Policy and shall adhere to its guidelines for all tobacco usage.

14.48 Testimony in Civil Cases

An officer or employee shall not testify in any civil case involving the Police Department in any court unless legally summonsed to do so or unless he shall have received permission or order from the Chief. When summonsed to testify, he shall notify the Chief in advance.

14.49 Testimony for Defendant in Criminal Cases

An officer or employee shall not testify for the defendant in a criminal court in any case unless legally summonsed to do so and in such cases he shall, before testifying, notify the Chief of the nature of the testimony he intends to give.

14.50 Towing Services

No member or employee of this Department shall solicit or assist in any way for a towing service. All requests for a towing service shall be referred to the station. It shall be the responsibility of the superior officer in charge to follow the directives of the Chief of Police and call the towing service designated.

14.51 Undue Influence

An officer or employee shall not seek or obtain the influence or intervention of any person outside the department for purposes of personal preferment, advantage, transfer or advancement.

14.52 Unlawful Orders

No officer or employee will knowingly issue an order in violation of any law or any departmental regulation. A subordinate who is issued an order, which he or she knows to be unlawful, will not obey that order. The officer or employee to whom the order was given will notify the ordering officer of the illegality of his or her order. Responsibility for refusal to obey rests with the officer to whom the order is given. He or she will be strictly required to justify his or her actions.

14.53 Unnecessary Force

The use of more physical force than that which is necessary to accomplish a proper police purpose. Officers shall use force only when required in accordance with law and departmental procedures.

14.54 Use of Alcohol and Drugs

Consumption of intoxicating beverages is prohibited while in uniform or on duty except in the performance of a duty while acting under proper and specific order from a superior officer. Appearing for duty or being on duty, while under the influence of liquor, controlled substances or drugs to any degree whatsoever, or with and odor of intoxicants on their breath is strictly prohibited. Use of illegal narcotics, inhalants, hypnotics, hallucinogens, or other toxic drugs, by an officer or non-sworn employee of the department is strictly prohibited.

14.55 Unsatisfactory Performance (Sworn Officers)

Officers shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Officers shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the objectives of the department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, grade, or position; the failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention; or absence without leave. In addition to other indicators of unsatisfactory performance, the following, will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations or a written record of repeated infractions of rules, directives, or orders of the department.

14.56 Unsatisfactory Performance (Non-Sworn Personnel)

Civilians shall maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Civilians shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the objectives of the department. Unsatisfactory performance may be demonstrated by a lack of knowledge of department policies and procedures; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the civilian member's position; the failure to take appropriate action within the responsibilities of the civilian member's assignment; or absence without leave. In addition to other indicators of unsatisfactory performance, the following, will be considered prima facie evidence of unsatisfactory performance: repeated poor evaluations or a written record of repeated infractions of rules, directives, or orders of the department.

14.57 Warrants for Assault Upon a Police Officer

An officer shall not make application for a warrant charging that he was assaulted while in the performance of police duty without first reporting the facts of the case to the supervisor and seeking permission to make such application.

14.58 Wearing the Uniform

An officer shall not wear any identifiable part of their uniform outside the limits of the community except while in the performance of official duty, except with permission from the Chief of Police.

14.59 Withholding Evidence

An officer or employee shall not fabricate, withhold or destroy any evidence of any kind. Evidence/Property Officers will dispose of all property and evidence in accordance with department policy.

Section 15 Uniforms and Appearance

All members and employees shall be neat in appearance and well groomed while in uniform. All articles of clothing shall conform to the departmental uniform policy. Civilian clothing shall not be worn with any distinguishable part of the uniform while on duty.

15.1 Hair Styles

Hairstyles will be neatly trimmed, clean and combed or brushed in such a manner that all department headgear (emergency, protective, and uniform), of a size commensurate with the head size may be worn. The length, bulk or appearance of a member's hair shall not be excessive, ragged, shabby, bushy, unkempt, or neglected. Hair may not be worn in cornrows

or in a Mohawk style, nor shall it be clean shaven in any area to show any form of initials or other artwork through the use of the hair.

15.1.1 Hair Regulations-Male

Hair on the forehead shall be groomed so that it does not fall within one inch of the eyebrows and will not extend below the band of properly worn headgear. Hair on the back and sides of the head shall be cut in a tapered style so that the hair conforms with the general shape of the head. Hair will not extend over the shirt or collar when the member is standing with the head in a normal posture, and will not be grown to a length greater than ½ inch at the base of the back of the head. Hair must be neatly tapered. Sideburns may not extend below the lowest part of the exterior opening of the ear, not flared, of even width and ending with a clean shaven horizontal line. Hair may not cover any part of the ears nor shall the hair (when normally combed) extend outward from the skull to a depth greater than that measured by the outward protrusions of the ears.

15.1.2 Hair Regulations-Female

Hair is recommended to be no longer than the top of the shoulders, however, if the hair runs longer than this length it shall be worn up in such a fashion so as to be no longer than this length. The total length will not interfere with the wearing of departmental headgear. A braid, bun or twist will be permitted on the top or back of the head, provided it is worn in a neat manner and does not interfere with the wearing of departmental headgear. No ribbons or ornaments shall be worn in the hair except for inconspicuous bobby pins or conservative barrettes which blend with the color of the hair.

15.2 Mustaches

Neatly trimmed mustaches are authorized. However, they shall not extend below the upper lip nor more than ½ inch past the corner of the mouth.

15.3 Beards

The face will be clean-shaven, other than for the acceptable mustache. Detectives may be allowed a beard if appropriate for a particular assignment and with the authorization of the Chief.

15.4 Jewelry

On duty officers both male and female shall not wear any earrings. Visible body piercings are prohibited for uniform, investigative, administrative and non-sworn employees while on duty. No uniform officer, both male and female will wear a necklace outside of the uniform shirt. Female employees on investigative or administrative assignments may wear one necklace outside their clothing. Investigative personnel may be allowed to wear earrings/jewelry when appropriate for a particular assignment and with the authorization of the Chief.

15.5 Tattoos

Visible tattoos are prohibited by all employees while on duty, other than those existing at their time of employment to the department or those in existence previous to the enactment of these rules and regulations.

15.6 Wearing of the Uniform

The Uniform shall conform to the standards as set forth in the current uniform policy. Uniforms shall be kept neat, clean, and well pressed at all times. Care should be taken not to wear threadbare or faded items. The uniform hat shall be worn out of doors unless otherwise directed by competent authority. The Chief shall periodically issue special orders pertaining to daily or seasonal wear and any changes to the uniform policy.

15.7 Civilian Clothing

Employees wearing civilian clothing on duty, both sworn and non-sworn shall present a neat and clean appearance. Employees shall wear clothing which is appropriate to the type of duties and citizen contact expected, e.g., coat and tie for men and equivalent skirt, blouse, or pants outfit for women are appropriate for business contacts. All shirts worn by department employees must be of such a length that they can remain tucked in to the pants or skirt being worn. Boots and shoes must be kept clean, polished and in good repair. Sneakers are prohibited. Civilian dress should not be a source of negative comment from the community. This section also applies to all student interns, work-study, part time, temporary employees and volunteers.

Section 16 Department Property and Equipment

Equipment issued to members and employees of the Department shall remain the property of the Department. Members and employees shall maintain departmental property and equipment assigned to them in good condition, and uses such property and equipment in a careful and proper manner. Damaged or lost property may subject the responsible individual to reimbursement charges and/or appropriate disciplinary action.

16.1 Damaged, Defective, or Inoperative Property and Equipment

Members and employees shall immediately report to their supervisor on designated forms any loss or damage to departmental property or equipment assigned to them. The immediate superior shall be notified of any defects or hazardous condition existing in any departmental property or equipment.

16.2 Care of Departmental Building

Members and employees shall not mar, mark or deface any surface in any departmental building. No material shall be affixed in any way to any wall in departmental buildings without specific authorization from a Supervisor.

16.3 Surrender of Departmental Property

Members and employees are required to surrender all departmental property in their possession upon separation from the service or when otherwise ordered.

16.4 Safe Driving of Police Vehicles

The driver of any police vehicle shall operate said vehicle in a reasonable and safe manner, exercising due caution and judgment. He shall operate the police vehicle in compliance with the motor vehicle laws and traffic regulations. When in actual pursuit or in responding to an emergency, he shall strictly adhere to the driving procedures established for the operation of emergency vehicles, as well as the department Pursuit Policy.

16.5 Responsibility for Vehicle

An officer or employee who is assigned to duty as an operator of a department vehicle shall be responsible for checking the serviceability of the vehicle assigned to their use. Except when the vehicle is in emergency use, the officer or employee shall inspect the vehicle when it is turned over to them and shall submit a written report to their Supervisor of any defect, damage or unserviceability of said vehicle. The officer at the same time shall also inspect the interior of the vehicle for the presence of any unauthorized articles.

16.6 Unattended Police Vehicles

The operator of a department motor vehicle shall lock all doors when leaving the vehicle unattended. Department vehicles will not be left unattended while the engine is running. Officers are prohibited from making or possessing spare keys to department vehicles.

16.7 Report of Loss or Damage

In the event that department property is lost or found bearing evidence of damage which has not been reported, the last person using the property may be charged with failure to report same and may be held responsible for damages.

16.8 Transporting Citizens

Citizens shall be transported in departmental vehicles only when necessary to accomplish a police purpose. Such transportation shall be done in conformance with departmental policy or at the direction of a supervisor, or the communications center.

16.9 Authorized Equipment

While on duty, a member or employee shall carry equipment as is issued by the Department or authorized by the Chief of Police. No additional equipment may be carried without authorization of the Chief of Police.

16.20 Reporting Accidents

Accidents involving departmental property, personnel and/or equipment must be reported in accordance with procedures established by the Chief of Police.

16.21 Upkeep of Police Manual

All members and employees who are issued this Manual are responsible for its maintenance and knowledge of its contents and they are required to make appropriate changes or inserts as issued by the Chief. The Manual shall be considered departmental property.

Section 17 Accountability and Discipline

An effective and responsible system of personnel accountability and discipline has for its purpose the maintaining of efficient Department performance and the preserving of overall Department morale. A clearly defined disciplinary policy enables all officers and employees to know what is expected of them and to understand that appropriate discipline will be administered when required. Essential fairness and justice are the foundation of the disciplinary process and it is the personal responsibility of the Chief to ensure that this standard is equitably maintained. A complete record will be made of the facts and circumstances of any disciplinary action taken.

Officers will not be subjected to unjust, capricious or frivolous complaints and they will be exonerated when investigation determines that they were carrying out their duties in accordance with the law or in compliance with department practices and procedures.

17.1 Counseling- the Chief or superior officer may counsel a subordinate in an informal manner without creating an official record of such event. Counseling by its nature is not considered punitive, and supervisors are encouraged to use counselling statements whenever appropriate as a corrective measure.

17.2 Department standards of conduct and performance will be enforced in a uniform and consistent manner and the disciplinary measures taken will be based upon the seriousness of the charges. When appropriate, the following disciplinary measures may be considered:

Verbal Reprimand -The Chief or a superior officer may reprimand or admonish for minor infractions of department regulations or procedures. At the superior officer's discretion, a record of the same may be kept.

Written Reprimand – The Chief of Police or a superior officer may issue a written reprimand for infractions of department regulations or procedures.

Suspension – The Chief of Police may impose or recommend suspension without pay in accordance with the RI Police Officers Bill of Rights.

Termination – The Chief of Police may recommend termination of employment in accordance with the RI Police Officers Bill of Rights.

Record of Disciplinary Action – The record of all disciplinary actions shall be maintained in each members electronic and/or personnel file.

17.3 Authority

The chief of police shall be in direct command of the police force and shall, subject to the approval of the town administrator and the town council, make rules and regulations concerning the conduct of all officers and subordinates.

17.4 Duty to Obey

Every officer and employee has the duty to obey the Regulations set forth in this manual, all general orders, special orders, all orders of superior officers, and rules of common sense, good conduct and good judgment. The Chief has the authority to discipline any sworn member in accordance with procedures set forth in the Law Enforcement Officer's Bill of Rights for failure to so observe or obey, by a suspension, reduction in rank, dismissal, or other appropriate disciplinary action. Non-sworn employees may be disciplined in accordance with department policy.

17.5 Superior Officers – Duty to Report

All superior officers must report all offenses and violations of rules and regulations by officers and employees under their command to the Chief through the Chain of Command.

17.6 Violations of Regulations

When a person takes an oath as a police officer, he or she has, under their own free will, placed themselves under the authority of the police administration. They have assumed the consequences of any violations of the regulations established by that administration. A violation of the Regulations need not be a punishable offense under the existing statutes or ordinances for it to be considered as punishable under the provisions of the regulations. There need be no moral turpitude or intent to violate the Regulations. Nevertheless, the

regulations are promulgated to be obeyed. Failure to obey them, regardless of motive, is sufficient cause for corrective action.

17.7 Purpose of Hearings and Investigations

The object of the departmental hearings and internal investigations is to find the truth in order to protect the integrity of the department and the reputation and interests of the department's officers.

17.8 Conduct of Hearings and Investigations

Departmental hearings will be conducted in accordance with the procedures set forth in the Law Enforcement Officers' Bill of Rights, where applicable.

17.9 Knowledge of Regulations

Every officer and employee is charged with knowledge of contents of the regulations and is required to be familiar with such regulations. Failure to be aware of a specific regulation will not constitute a defense at any hearing.

17.10 Punishable Offenses

Any violation of the Code of Conduct, Rules and Regulations, policies or orders by an officer will subject that officer to disciplinary action as set forth in these regulations in accordance with the Law enforcement Officers' Bill of Rights. Civilian employees will be subject to disciplinary action in accordance with applicable departmental regulations and any other applicable rules and regulations.

17.11 Charges and Specifications

A "charge" is an accusation of a violation of any regulation governing the police department.

A "specification" is a detailed description of the action or lack thereof, which constitutes the violation. Every charge will be provided to members and employees in writing and will contain the charges and specifications.

17.12 Correction and Admonition

All superiors have the duty to administer timely correction and/or admonition to subordinates of their command when and where necessary to maintain discipline, efficiency and good order. Such correction and/or admonition will not be construed as

punitive in nature, and imposition of the same will not be a bar to future proceedings. Properly administered, it is intended to prevent the necessity for later and more severe corrective measures.

17.13 Official Reprimand

Superior officers may without formal hearing, recommend official reprimands for minor violations of regulations, orders, or instructions where the good of the department and/or individual appear to be best served. Official reprimands will be reviewed by the Chief and will be entered in the records of the department. A copy of the reprimand will be given to the officer.

17.14 All Officers – Duty to Report

Any member or employee of the Department having knowledge that another member has been guilty of any of the offenses set out in the Regulations hereof, has the sworn duty to, and will make written complaint to the commanding officer of the member accused or to the Chief of Police. If the complaint is made by an officer of superior rank to the accused, it need not be verified by affidavit.

17.15 Right to Disciplinary Action Review

Officers against whom disciplinary action is taken have the right to the appeals process afforded by the Law Enforcement Officers' Bill of Rights. Non-sworn employees may appeal disciplinary action through applicable Collective Bargaining Agreements and applicable rules and regulations.

17.16 Suspension Provisions

An officer of the department whom a complaint has been lodged or charges preferred may be suspended in accordance with the Law Enforcement officers' Bill of Rights. While under the suspension, an officer will not wear the uniform or insignia of their rank, except during trial, and will surrender all police department property to their superior on demand.

17.17 Intercession Forbidden

An officer or employee under charges of suspension will not cause or procure any person to intercede or to interfere, either personally or by communications, with any member of the Department, or with any person who may be a witness against them.

Section 18 Honors, Courtesies and Ceremonies

18.1 Salutes

The following regulations will govern the hand salute:

Ranking officers with the rank of Sergeant and above will be saluted by junior officers.

The salute is made whether or not the hat is worn.

The junior salutes first at recognition distance – about thirty paces maximum distance. The senior officer returns the salute.

The salute is rendered only once except in the case where conversation ensues and then the salute is exchanged on parting.

When several officers are grouped, but not in formation, all will come to attention and salute or return a salute. As a rule, while in formation only the commander or senior salutes.

These same courtesies shall be extended to members of the other agencies with the rank of Sergeant and above.

18.2 Saluting the Colors

National colors are entitled to the salute.

A uniformed officer salutes the colors with the hand salute. If indoors and uncovered, an officer rises to attention facing the colors.

An officer not in uniform or a civilian facing the colors removes his or her headdress with the right hand and holds it against his or her left shoulder.

18.3 National Anthem

Whenever the National Anthem is played, all persons should come to attention and face the flag if it is displayed; if no flag is displayed, they should face the music.

Personnel in uniform and covered will salute at the first note of the music and hold the salute until the last note. If uncovered and indoors, the salute is not rendered.

Jamestown Police Department Rules and Regulations

Approved by the Jamestown Town Council

Kenneth Littman
President

David Long
Vice President

Julio DiGiando

Claire Ferguson

Guy Settipane

Thomas P. Tighe
Interim Town Administrator

William G. Donovan
Acting Chief of Police

Revised and Adopted
November 8, 2004

**JAMESTOWN POLICE DEPARTMENT
ARTICLES OF RULES AND REGULATIONS**

TO ALL MEMBERS OF THE JAMESTOWN POLICE DEPARTMENT

This document is a guide to proper and legal behavior. As a member of the Jamestown Police Department, in or out of uniform, on or off duty, you are a public figure. As a public figure you have an obligation and a responsibility to the Town of Jamestown as well as to your Department. Your actions and appearance in public will be scrutinized and subject to criticism much more than those of the ordinary citizen. Improper behavior on the part of a member of the police force may not only cause injury or loss of life, but also reflects poorly on police officers everywhere.

Mission Statement

It is the mission of the Jamestown Police Department to

Protect and provide for the safety of the general public

Enforce the laws of the State of Rhode Island and the
Ordinances of the Town of Jamestown

Create a proactive partnership with the residents of the Town of
Jamestown that best serves the needs of the community

Attain a high quality of life for all

The Department seeks to work with the citizens of the Town of Jamestown
to solve the problems facing our community.

The Jamestown Police Department has adopted the Law Enforcement Code of Ethics as the standard by which all its members shall conduct themselves at all times. The following Code of Ethics shall serve as a constant reminder of the responsibilities that accompany police powers and as a guide to daily actions.

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception; the weak against oppression or intimidation, and the peaceful against violence and disorder; and to respect the constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of the department. Whatever I see or hear of confidential nature or that is confided to me in my official capacity will be kept secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudice, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – law enforcement.

ARTICLE 1

TERMS

- 1.1 The term “Jamestown Police Department” shall mean the Police Department of the Town of Jamestown, Rhode Island as authorized by Chapter 73 of the Public Laws of Rhode Island, and established under Article IV, Section .417 of the Charter of the Town of Jamestown, Rhode Island.
- 1.2 The term “Chief of Police” shall mean the highest-ranking sworn member of the Jamestown Police Department, appointed under Chapter 73, Section 1 of the Public Laws of Rhode Island, and Article 9, Chapter 1, Section 3 of the Charter of the Town of Jamestown, Rhode Island.
- 1.3 The term “Commissioned Officer” shall include the following ranks: Chief of Police, Lieutenant, and Sergeant.
- 1.4 The term “Police Officer” shall include those sworn members of the department below the rank of Sergeant.
- 1.5 The term “Member” shall mean any person serving as a sworn law enforcement officer or a civilian employee of the Jamestown Police Department, with or without compensation, including, special officers and dispatchers.
- 1.6 The term “he” shall also mean “she”.
- 1.7 Enforcement of all Department Rules and Regulations, Policies and Procedures, General Orders, Directives, Special Orders, Memorandums, Manuals, Bulletins, Verbal Orders, and/or other rules that may be entitled, will be in accordance with the Law Enforcement Officers Bill of Rights for all Full-Time Sworn Police Officers.

ARTICLE 2

TERRITORY OF THE JAMESTOWN POLICE

- 2.0 Jamestown Police Department is to exercise police authority on all lands and waters within the territorial limits of the Town of Jamestown, Rhode Island, and in all places where there is concurrent jurisdiction between the State of Rhode Island and the United States.
- 2.1 The Jamestown Police Department may enter the State Parks to check for security of the facilities, and also to investigate any and all complaints.

ARTICLE 3

ORGANIZATION, CLASSIFICATION AND RESPONSIBILITIES

The Jamestown Police Department shall consist of the following Organization Classifications:

Chief of Police
Lieutenant
Sergeant
Detective
Officer
Dispatcher

3.0 Chief of Police

The Chief of Police shall be the superior sworn officer of the police department. He is the direct Commander of the police department, and as such, he will administer Rules and Regulations concerning the conduct for all members of the Jamestown Police Department. He shall act as the principal liaison between the Jamestown Police Department and all governmental agencies, authorities and offices of municipal authority in matters of department policy.

Duties and Responsibilities

- A. Promptly execute all lawful directives issued by the Town Administrator.
- B. Be directly responsible for all discipline, training and efficiency of the department.
- C. Enforce the Rules and Regulations and the Policies and Procedures governing the operation of the department.
- D. Be responsible for the administration and management of the department and shall ensure the effective and efficient execution of the Mission of the department.
- E. As needed, issue Special Orders, General Orders, Directives, Memorandums, Bulletins, and Verbal Orders in order to ensure the proper operation of the department.
- F. Rule on interpretations of Rules and Regulations and Policy and Procedures.
- G. Perform such other duties that the Town Administrator or the Town Council, through the office of the Town Administrator, may prescribe.

3.1 Lieutenant

A commissioned officer with the rank of Lieutenant shall be the Patrol Commander. He shall be responsible for all operational services under his command, and shall be accountable to the Chief of Police for all his official activities. He shall plan, direct, and coordinate the activities of all personnel under his command concerning patrol functions, prevention and protection of crime, the protection of life and property and preliminary investigation when necessary. In the absence of the Chief of Police, he shall act as principle liaison between the Jamestown Police Department and all governmental agencies, authorities, and offices of municipal authority in matters of department policy.

Duties and Responsibilities

- A. Enforce discipline.
- B. Respond to the scene of all unusually and important crimes and incidents and acquaint himself with the location and conditions so he may take any action required.
- C. To verify that all members under his command are efficiently performing their duties. He shall take adequate steps to correct any violations of laws, rules, orders, or dereliction of duty he observe or have brought to his attention.
- D. Personally bring to the attention the Chief of Police the details of any event of grave importance or of unusual character.
- E. Investigate, or cause to be investigated, all complaints relative to the conduct of the men and women under his command, keeping in mind the rights of an officer under the Law Enforcement Officers' Bill of Rights. Well-founded complainants of actions of commission or omission shall be submitted to the Chief of Police. He shall make written report with conclusion and recommendations to the Chief of Police on all complaints.
- F. Perform such other duties in addition to those herein prescribed, as the Chief of Police may order him to do so.
- G. Keep and maintain all town property and equipment under his control in good repair clean, sanitary, and available for efficient use at all times. He shall when necessary instruct a member to clean, repair, or replace unfit uniforms and/or equipment. He shall be responsible when a member of the department is suspended or severs his connections with the department for the return of all equipment issued by or paid for by the town, and will issue a receipt for all returned equipment.
- H. Upon assuming initial command of his shift he shall check with the shift supervisors regarding operations and/or matters of importance to the department.
- I. Keep himself fully and accurately informed as to meetings and gatherings likely to attract large numbers of persons at particular places in the community and shall take steps that maybe necessary to insure proper police services at such assemblages.

- J. He shall be responsible for instruction of and proper enforcement of Rules and Regulations and Orders of the Jamestown Police Department. He shall be responsible to review the Rules and Regulations with all members of the Jamestown Police to insure understanding and compliance.
- K. Carefully examine books, records, and reports to be kept concerning his watch and shall be kept in conformity with Rules and Regulations, administrative orders, and customs of the Jamestown Police Department and the Town.
- L. He shall request through the office of the Chief of Police, all supplies and equipment necessary for the proper operation of the department.
- M. All civilian employees working under his command shall be under his direct supervision and it shall be his responsibility to see that his work is properly performed and that there attendance records are properly kept.
- N. Keep himself aware of current policy and shall promptly request from the Chief of Police clarification of all matters pertaining thereto.
- O. Hold Sergeants and Police Officers under his command to the strict performance of their duties. In this respect he should insist upon these officers taking proper action as required.

3.1 Sergeant

A sergeant will be the patrol supervisor. He shall be the commander of all operations on his shift.

Duties and Responsibilities

- A. Be responsible for the prevention, and detection of crime, the protection of life and property and the apprehension of violators of the law during his shift.
- B. Keep himself fully and accurately informed as to meetings likely to attract large numbers of persons and vehicles at particular places in the community and shall take steps that maybe necessary to insure proper police services at such assemblages.
- C. See that all necessary reports are transmitted to the Lieutenant properly and promptly. He shall bring to the attention of the Lieutenant of any event of grave importance or of unusual character. In the event the Lieutenant is unavailable, he shall communicate his concerns directly to the Chief of Police.
- D. Maintain a strict and constant scrutiny of all members of his watch serving their probationary period with a view to ascertaining their fitness for the position they occupy. He shall report to the Lieutenant any incident of poor job performance by probationary officers in his duties.
- E. Make a report to the Lieutenant of any compliance or intelligence concerning gaming and vice operations.
- F. Set and example for all subordinates in sobriety, dignity, skill, courtesy, discretion, diligence, and the observance of proper discipline, and shall, at all times, appear neatly attired and clean in person and equipment.
- G. Assist and instruct the members under his supervision in the proper discharge of their duties; and shall be held strictly responsible for their efficiency, discipline and general good conduct and appearance.

- H. Make himself thoroughly acquainted with the capabilities of the members under his supervision and impartially report in writing to the Lieutenant every case of misconduct, in competency, neglect of duty or any violation of the Rules and Regulations of this department. These reports will contain his conclusion and recommendations.
- I. Constantly scrutinize and follow-up the activities of members of his watch with a view of ascertaining whether Police duties, orders and instructions are promptly and efficiently performed.
- J. Make inspections of all portions of the patrol area at irregular hours for the purpose of observing conditions and the manner in which patrols are performed.
- K. Instruct patrols in general and specific assignments prior to starting each shift.
- L. Inspect patrols to ensure that proper support equipment is functioning properly, that personnel are properly attired and that operational procedures are performed in accordance with Department Orders. He shall record and report any discrepancies noted.
- M. Supervise traffic and criminal investigations involving members assigned to his shift.
- N. Supervise the investigation of cases promulgated by officers assigned to his shift and shall, when necessary, assist in the preparation of reports that ensue.
- O. Ensure that all relevant information obtained by patrols is properly channeled.
- P. Perform such other duties as the Chief of Police, or Lieutenant may prescribe.

3.3 Detective

The position of detective shall be appointed by the Chief of Police. The detective will be responsible for the further investigation and prosecution of all misdemeanors, felonies, thefts, frauds, burglaries, check cases, assaults, arson, and other such misdemeanors as may be assigned by the Chief of Police. The detective is directly responsible to the Chief of Police. The degree of proficiency required in any performance of the specific sanctions of duties, which shall follow, shall be determined by the Chief of Police. Hours of the detective shall be determined by the Chief.

Duties and Responsibilities

- A. Investigate promptly and diligently all assignments utilizing all available resources upon receipt of case, immediately interview the complainant, victim, and/or witnesses. When any person is interviewed or interrogated, identify himself properly before asking any questions.
- B. Keep the Chief of Police and/or the senior officer of the unit informed of the progress of his investigations and request additional instructions when further progress appears impossible. Also, communicate to the Chief of Police any information uncovered which relates criminal activity beyond the scope of his immediate investigation.

- C. Submit a written report of his activities regarding assigned cases to the Chief of Police, as requested. Furnish such other daily or monthly reports as required.
- D. Follow up all cases until there is a final disposition or the case is declared inactive by the Chief of Police.
- E. Contact the complainant of victim periodically to apprise him/her of the situation of the investigation and/or the prosecution of the case. Within the first two weeks following a crime, personally contact the complainant or victim for these purposes unless special reasons not to do so exists.
- F. Be familiar with the legal and departmental procedures and policies surrounding the handling of suspect and crime scene control, the care of evidence, prisoners, and the presentation of evidence in court.
- G. Prepare cases for court, carefully preparing the presentation of facts.
- H. Be familiar with known criminals and their associates. Know their general behavior patterns, their hangouts, and their modus operandi. Be alert for sources of information and cultivate them.
- I. Safeguard all property recovered; tag all lost, stolen, or found property that comes into your possession and submit such property to the evidence custodian along with a written report.
- J. Report during the tour of duty, at such intervals as the Chief of Police may designate.
- K. See that any assigned motor vehicle is well maintained mechanically and that it is kept clean inside and out. Immediately report all defects and damage sustained to the vehicle to the Chief of Police and complete all reports and forms required for such by current procedures. Use your call number assigned when contacting the department. Operate the radio in line with FCC regulations and current departmental procedures.
- L. Communicate to the Patrol Commander, all information received or known that may affect the safety of other members of the department in the execution of his or her duties. For example, the identity of person's known to be carrying weapons.
- M. Be available by telephone, radio, or pager twenty-four hours a day seven days a week.
- N. Cooperate fully with other units within the department and with departments and agencies in other jurisdictions. Make investigations for them and provide criminal records and other information to them, where such action does not conflict with any investigation being conducted by this department. In addition, be prepared to aid as a liaison officer between this department and all similar bureaus or units in other police departments and law enforcement agencies.
- O. Certain expenses incurred while on duty in and out of the Town on assignments must be pre-approved by the Chief of Police before presenting such for reimbursement.
- P. Coordinate his police work with other members of the department to ensure a harmonious relationship between divisions.

- Q. Cooperate with other police departments and agencies in the investigation of auto larcenies and the recovery of stolen motor vehicles.
- R. Review all complaints are received by this department so a determination may be made on how best the matter may be investigated.
- S. Duties will involve other various phases of detective work, including, but not limited to, surveillance, undercover operations, drug enforcement, arson investigation, and any other duties as may be assigned by the Chief of Police.
- T. Attire will be the attire, which will be necessary in accordance with an assignment at the direction of the Chief of Police. Attendance at court for arraignments, pretrial, and trials will require a suit and tie.

3.4 Police Officer

A Police Officer will be assigned to the uniformed division. He may further be assigned on a temporary basis to Detective Duties or any other duty or assignment as the Chief of Police may prescribe.

Duties and Responsibilities

- A. In carrying out the functions of the Jamestown Police Department, he will constantly direct his best efforts to accomplish that end and shall hold himself in readiness at all times to answer calls and obey orders of his superiors.
- B. When assigned to patrol, faithfully, diligently and continually patrol every part thereof. He shall not conceal himself, except when the situation requires it. He shall be constantly alert, observing everything that takes place within his sight of hearing and keep a diligent watch for offenses against persons, property and the public peace.
- C. When on patrol, travel at a normal rate of speed, except when responding to an emergency or a violation. Unnecessary use of sirens or horns by members of the Jamestown Police Department is strictly forbidden.
- D. Carefully note the conduct of all suspicious persons and persons of known bad character and make such observations as will enable recognition of them at any time. He shall particularly note their movements, habits, associations and the premises they enter or frequent. He shall learn their names, vehicles, residences and occupations, keep record of same and report to his immediate supervisor such information he may obtain. He shall constantly report his observations to his superior.
- E. Make note of all known or suspected gambling houses, house of ill fame, disorderly houses, resorts or persons of bad character, and all places of questionable conduct and report same promptly to his immediate supervisor. He shall constantly report his observations to his superior.
- F. On patrol, note all highway obstructions or defects from which accidents may occur and report them to the station so that necessary steps may be taken to remedy or remove them.
- G. Familiarize himself with the location of all highway and directional signs as well as traffic control devices and if they have been misplaced or tampered

with in any manner or are not in proper operation, he shall notify the station so that the same may be corrected by the proper authority.

- H. While on patrol during the time that places are closed, exercise the greatest vigilance; he shall pay particular attention to residences in the Town which are temporarily closed and report the status of these residences to his immediate supervisor for the information of other members in the department.
- I. It is necessary that a Police Officer make himself perfectly acquainted with all parts of the Town and his patrol area. He must know the quickest way from one point to another in the Town. He shall familiarize himself with all public buildings and areas, hospitals, transportation offices and depots, prominent offices and residences and such other knowledge as will enable him to render intelligent and helpful information and assistance.
- J. Be responsible to accurately and promptly submit, in full, all written reports required for him.
- K. Perform such other duties as his superior officers may prescribe.
- L. Be alert to any and all streetlights that are not working and make a report on them so they can be repaired.
- M. Be alert to new construction that is being done without a building permit. He shall report to the Building Inspector any and all violations.
- N. Be alert to any new business that does not have the necessary permits to be conducted said business.

Assignments and Responsibilities

3.5 Firearms instructor

Be assigned to the position by the Chief of Police and be responsible to the Chief of Police for all duties in that position.

- A. Be responsible for the purchase and issuance of all ammunition used for training and target practice.
- B. Be responsible to qualify each member of the department, permitted to carry a firearm, at least once a year, in accordance with terms of Rhode Island General Laws 11-47-17.1 as amended. He will report his findings, in writing, to the Chief of Police no later than 14 days following said qualifications.
- C. Be responsible for the proper firearms training, handling and qualifications of all department personnel who are authorized use of said prescribed weapons while on or off duty.
- D. Perform such other duties as the Chief of Police may prescribe.
- E. Provide for the maintenance and periodic inspection of all department-issued firearms.

3.6 Training Officer

A member of the Jamestown Police Department will be assigned as the Training Officer. He shall be responsible to the Chief of Police for all duties in that status.

Duties and Responsibilities

- A. Be responsible for the training of all members of the department.
- B. Be responsible for obtaining handouts, books, films and all other related materials needed to conduct an in-service training program for all members.
- C. Keep inventory of all issued and stocked training material and will know at all times what material is issued to members.
- D. Be responsible for investigating new training aids and sites where training is offered with the intent of assigning personnel to these sites.
- E. Inquire of all members receiving training material or attending schools as to the relevancy of the material or schools. He shall bring to the attention of the Chief of Police, in writing, the status of this training.
- F. Be in contact with the Rhode Island Municipal Training Academy as to offered recruit and in-service training projects.
- G. Perform such other duties as the Chief of Police may prescribe.

3.7 Traffic Officer

An officer of the department shall be assigned by the Chief of Police as the traffic officer. He shall be responsible to the Lieutenant and the Chief of Police.

Duties and Responsibilities

- A. Be responsible for all traffic accident reports, Rhode Island Traffic Tribunal (RITT) complaints and citations, and preparation and scheduling of all RITT hearings and trials. He shall maintain files for each item and will insure that officers submit reports and forms correctly and promptly.
- B. Conduct investigations in problem areas within the community as to accidents, traffic flow, parking and road repair and make recommendations to the Chief of Police as to how the department should respond.
- C. Be the liaison officer between the Department of Transportation and the Jamestown Police Department.
- D. Be responsible for compiling periodic statistical summaries to guide the Chief of Police in planning and evaluating the department's traffic program.
- E. Perform such other duties, as the Chief of Police shall prescribe.

3.8 Public Information Officer (PIO)

A member of the department shall be known as the Public Information Officer. He will be assigned by and be directly responsible to the Chief of Police.

Duties and Responsibilities

- A. Serve as the central source of information for release by the department and respond to requests for information by the news media and the community under the Access to Public Records Act (R. I. G. L. 38-2-2).
- B. Assist news media in covering routine news stories, and at the scenes of incidents.
- C. Prepare and distribute news releases.

- D. Arrange for and assist at news conferences.
- E. Coordinate and authorize the release of information about victims, witnesses and suspects.
- F. Assist in crisis situations within the agency.
- G. Deliver public addresses on police matters to public, private and civic groups as assigned by the Chief of Police.

3.9 Crime Prevention Officer

A member or members of the police department shall be known as Crime Prevention Officers. They will be assigned by and be directly responsible to the Chief of Police.

Duties and Responsibilities

- A. When requested, address public and private school children in specific topics.
- B. Act as liaison between the Department and school and recreation department authorities in public relation and crime prevention matters.
- C. Conduct or cause to be conducted tours of the Jamestown Police Station.
- D. Set up and manage a viable crime prevention program addressing the needs of the community, including but not limited to the special needs of the elderly, handicapped, and the business community.
- E. Act as liaison between the Department and all governmental and private agencies involved in crime prevention.
- F. Conduct surveys of private and public establishments in order to give security suggestions to minimize the opportunity for crime.
- G. Keep himself informed on all new programs initiated by other agencies that could be developed by the Department.
- H. Coordinate with the Detective to assign all community service hours as may be designated by the court.
- I. Be responsible for all civilian interns that may be assigned to the Jamestown Police Department. He will assign intern duties and account for all hours worked. He will report the intern's progress to the institution in which the intern is enrolled.
- J. Perform such other related duties as may be prescribed by the Chief of Police.

3.10 Special Police Officer

The Department may from time to time employ persons known as Special Police Officers. Prior to appointment as a Special Officer, he will be required to pass psychological examinations as required by State Law and all other such qualifying tests as may be required by the Chief of Police. In addition, he must qualify with the department issued weapon and shall serve at the pleasure of the Chief of Police.

Duties and Responsibilities

- A. Assigned duties as required by the Department.

- B. His duties and responsibilities are enumerated in Rule 3.4, Duties of Patrolman, Section A through D.
- C. Will not have seniority rights as to duties and assignments. All permanent sworn officers shall be senior to him in authority.
- D. Be held responsible for obeying Rules and Regulations, Policy and Procedures, and any general or special orders governing the department.

3.11 Dispatcher

There shall be, within the Department, the position of Dispatcher, whose primary responsibilities are to maintain and run the dispatchers office and communication system in an effective and efficient manner.

Duties and Responsibilities

- A. Receive all in coming telephone complaints, and when necessary, make a record thereof in the dispatch log and assign the appropriate incident numbers.
- B. Be accurate and exact in the performance of their duties, shall use tact and good judgment and shall keep their Shift Supervisor fully informed of all complaints, accidents, or unusual requests for police service. When in doubt about any procedure to be followed or action to be taken on any request for police service, they shall forthwith consult the Officer in Charge.
- C. In the performance of their duty exercise civility and courtesy and extend maximum consideration, understanding, and cooperation to the public and all members of the police department.
- D. Dispatch immediately without waiting for specific instructions such police officers, ambulances, fire apparatus, and/or rescue equipment as may be needed to handle all such complaints and requests for police assistance, which ordinarily require such action.
- E. Acquire thorough knowledge of the location of all streets, buildings, parks, or other information regarding the Town and shall, when necessary, disregard patrol boundaries in dispatching police vehicles to incidents requiring the immediate attention of the police. When in doubt in handling a call, they shall consult the officer in charge.
- F. Log the status of all in service/out of service units and ensure that a sufficient number of units remain in service for the adequate patrol and protection of the patrol areas. If unable to contact an in service unit, immediately notify the officer in charge.
- G. Alert field personnel being dispatched on hazardous calls with such information relating to the nature of the call as will enable them to take suitable precautions and shall so advise responding officers when such information is not available. When reported conditions indicate the need, dispatch two or more units to the scene.
- H. Be calm, articulate, and concise when transmitting on the communications system. Be courteous in manner; do not use profanity or vulgarity and refrain from using any angry or impatient tone of voice. Do not indulge in any conversations that do not pertain strictly to police matters.

- I. Acknowledge all radio messages transmitted from mobile and portable units and take appropriate action.
- J. Ascertain that the recording device monitoring telephone calls is in proper and constant operating condition.
- K. Remain at the desk at all times while on duty unless relieved by a competent person and do not allow any person to use department equipment and supplies unless authorized by the department.
- L. Be familiar with and activate all emergency procedures of the department relating to hold ups, alarms, fires, medical aid, and other matters requiring police attention.
- M. Carry out all paperwork assignments required, including but not limited to, IMC computer and NCIC/RILETS terminal, records, tow logs, and parking tickets.
- N. Perform such other duties as their superior officers may prescribe.
- O. Keep an accurate dispatch log.
- P. Keep an accurate attendance, assignment, and gas log.
- Q. Answer the telephone and identify himself using his surname.
- R. Read over complaints and reports so that in the event someone calls regarding the complaint he will be able to provide assistance.
- S. When a complaint is registered, obtain all necessary information needed to fill out the complaint report, including directions to the complainant. If a complaint is of a sensitive nature, direct the officer on duty to call the station with information regarding the complaint. Be familiar with proper radio procedures and the operation of all department radios on all frequencies.
- T. Be familiar with the operation of the NCIC/RILETS terminal. The NCIC/RILETS terminal is to be checked regularly for proper operation and for any incoming messages of importance to this department. In case of an NCIC/RILETS breakdown, call for repairs.
- U. Obtain NCIC, registration and license data checks for the officers on patrol. Upon receipt of the requested information contact the police officer and advise him.
- V. Assist the officer on duty in obtaining a wrecker, fire apparatus, ambulance, etc. Notify the officers when the requested assistance has been obtained.
- W. Assist the public in obtaining information regarding directions.
- X. Assist arresting officers in completing various tasks including but not limited to completion of fingerprint cards, arrest and arraignment paperwork, and court complaints. Assist the officers on duty by taking statements from persons involved in a complaint. Return all completed reports to the arresting officer.
- Y. Dispatchers will perform such other duties as their superior officers or the Chief of Police may prescribe.

ARTICLE 4

ARREST: GENERAL CONSIDERATIONS AND GUIDELINES

As the power to arrest deprives a person of liberty and freedom, it is one of the most serious responsibilities of a police officer and whenever possible, an arrest should be made with a valid warrant.

An arrest is defined as the taking of a person into custody for the purpose of answering to a charge of a crime, to prevent any person from harming himself or others or depriving a person of their freedom of movement. The arresting officer must have lawful authority to make the arrest and must exercise that authority in a lawful manner.

In addition to having lawful authority, an officer must also have probable cause to make an arrest. "Probable cause" means that the information within the officers knowledge is sufficient for a reasonable and prudent person to believe that a crime is occurring or has occurred, and that the person being arrested is committing or has committed the crime for which the arrest is being made.

It should always be recognized that there is no such thing as a "routine" arrest. Because of the unpredictability of human behavior, there is a potential element of danger in every arrest and all officers must guard against this possibility. Life threatening struggles have resulted from what appeared to be a simple misdemeanor arrest.

All constitutional and statutory rights must be afforded to all arrested persons at the time of arrest and immediately thereafter.

1. ARREST WITH A WARRANT:

An arrest warrant is a process, issued in the name of a legal authority and directed to officers authorized to serve criminal process, commanding them to take an individual into custody.

Before issuing the warrant, the authorized official must have probable cause to believe that an offense has been committed and that the person sought to be arrested committed said offense.

The name, or a sufficient description of the person to be arrested must appear in the arrest warrant. Therefore, so-called "John Doe" warrants, without such descriptions are illegal and void. The substance of the charge should appear in the warrant, and a copy of the complaint attached, if possible. Service of the arrest warrant should be made promptly to prevent possible dismissal of a complaint or indictment.

2. ARREST WITHOUT A WARRANT:

This aspect of arrest merits more detailed study because of the subjective factors involved. Objection to an arrest will more likely be made by defense counsel when the arrest is without a warrant. It should also be noted that in general if an unlawful arrest is made, any search made incidental to the arrest will be found unlawful and any evidence seized declared inadmissible.

Arrest without a warrant is constitutionally valid when probable cause exists for that arrest. Probable cause requires more than mere suspicion but does not require evidence that would justify a conviction.

Whether or not the arrest is based on probable cause will depend on a variety of factors, and unless the offense is committed in the officer's presence, usually no single fact alone is controlling.

Of great importance, therefore, is the totality of the circumstances surrounding the arrest. Each officer should be aware of the type of circumstances that have been looked into establishing probable cause:

1. Direct observations of the police officers;
2. Knowledge of the prior criminal record or bad reputation of the person arrested;
3. Flight;
4. Evasive answers and/or conflicting stories;
5. Time of day or night;
6. Experience of the officer;
7. Reliable hearsay

Hearsay statements often present additional problems. Usually, they are derived from three principle sources:

1. Statements from the victims and/or witnesses;
2. Statements from other police officers;
3. Statements from informants

It is this latter source that is closely scrutinized when used to establish probable cause. The officer relying on the hearsay statement of the informant must show:

1. The circumstances establishing the reliability of the informant;
2. The circumstances establishing the reliability of the informant's information (the sources of his knowledge or a sufficiently detailed description of the accused person's criminal activity)
3. The freshness of the information

When probable cause exists, police officers may arrest without a warrant any person they reasonably believe has committed or is committing a felony, or when the person to be arrested has, in fact, committed or is committing a felony.

Procedures:

1. An arrest should never be made to show authority or to vent personal feelings.
 - A. Verbal abuse is never sufficient justification for an arrest.
 - B. Arrest should never be a substitute for resolving a problem when less severe methods are available.

2. Whenever possible, arrests should be made with a warrant.
 - A. The officer must fill out a complaint and affidavit.
 - B. The warrant must be obtained from the proper authority.
 - C. The warrant must name the person(s) to be arrested and/or shall contain a sufficient description thereof.
 - D. The warrant should contain the substance of the charge against the person(s) to be arrested.

3. Arrest without warrant shall only be made when the arrest is lawful and:
 - A. The arresting officer has probable cause and the arrest is for:
 1. A felony just committed in the officer's presence or on a reasonable and justifiable belief that a felony has been or is being committed; or
 2. A misdemeanor amounting to a breach of the peace committed in the officer's presence; or
 3. A misdemeanor not amounting to a breach of the peace committed in the officer's presence and the arrest is authorized by statute.

 - B. All officers should be able to point to specific factors that justify the arrest without warrant. Examples of such factors are:
 1. Did they see the crime being committed?
 2. Did they see the suspect run away?
 3. Did they receive prompt and direct replies to questions, or was the suspect vague and confused?
 4. Have they had experience in similar situations?
 5. Did they receive information from other persons, and if so, were they certain of the reliability of such persons and the information received?

4. At the time of arrest, unnecessary conversation should be avoided and any orders or directions to the person(s) arrested should be clear and brief. However;
 - A. Arresting officers must identify themselves as police officers.
 - B. Whenever possible, the person(s) being placed under arrest must be expressly informed of the facts.
 - C. An officer must state the reason for the arrest and allow examination of the arrest warrant, if any, by the persons arrested or other person acting on their behalf. These procedures are not binding when the officer is met with resistance.

5. Arresting officers should not act in a careless or routine manner but take all necessary steps to ensure the safety of themselves and other persons. Such steps include but are not limited to:
 - A. Obtaining assistance when necessary whether before or after the arrest; this is particularly advisable when:
 1. There is more than one person to be arrested;
 2. A dangerous crime is involved, usually a felony or of a serious nature;
 3. Prior experience has shown the need for assistance in particular situations.
 - B. Searching for and seizing any instruments capable of inflicting serious bodily injury or causing death;
 - C. Making a search of the area within the immediate reach and control of the person(s) arrested;
 - D. Keeping the person(s) arrested in front of the officer at all times. If more than one officer is present, the additional officer shall never pass or stand between the arresting officer and the person arrested.

6. Force should only be used when there is resistance or reasonable certainty of resistance. The amount of force shall be restricted to that which is reasonable, necessary, and proper for the safe custody of the prisoner, or for overcoming any resistance that may be offered. All uses of force shall be in compliance with the Jamestown Police Department's Use of Force Policy.

7. Once an arrest is made, it is the responsibility of the arresting officer or officers to ensure that prisoners do not injure themselves or others, and that they do not escape or dispose of evidence.

8. Persons arrested shall be given the Miranda Warnings prior to interrogation regarding guilt.
 - A. The warnings are as follows:
 1. That they have the right to remain silent;

2. That anything they say may and will be used as evidence against them in court;
3. That they have a right to the presence of a lawyer and to talk to a lawyer before and during any questioning;
4. That if they cannot afford a lawyer, the State will provide one at the State's expense;
5. That they understand each of the rights explained to them
6. Have person read "rights form" and have him sign form to prove the fact that his rights were given to him.

B. The warning should be read from a card or other permanent record to ensure that none are omitted. This procedure is beneficial for other reasons:

1. The card itself can later be introduced as evidence.
2. Officers have tangible proof that they have not relied solely on memory.
3. The suspect can also be allowed to read the card. Each officer giving the warning shall ask and verify that the person arrested has heard and understood the warnings given.

C. No questioning of arrested persons shall take place until the warnings have been given. However, officers must note that the Miranda Warnings are aimed at "custodial interrogation". Therefore, if suspects freely choose to divulge information without questioning, there is no violation of rights simply because they were not given these warnings. There is no requirement that officers prevent suspects from continuing to talk and whenever statements are made voluntarily and with no compulsion such statements shall be noted. However, if an officer wishes to gain more information through questioning, the warnings shall be given before questioning begins.

9. The person(s) arrested shall be promptly and safely transported to the police station in accordance with the following:

A. If the arresting officer is without assistance, the arrested person shall be handcuffed and placed in the rear seat of the cruiser and restrained with the safety belt.

10. Juvenile Arrest:

A. Delinquent: The term applied to a juvenile who has committed any offense, which, if committed by an adult, would constitute a felony.

B. Wayward (2 types):

1. Misdemeanor Offender: The term applied to a juvenile who has committed any act which, if committed by an adult, would constitute a misdemeanor offense.
2. Status Offender: The term applied to a juvenile who has committed any offense, which, if committed by an adult would not be a misdemeanor or felony violation (in essence, an age-related offense). According to Rhode Island Law, status offenses under the wayward classification would include:
 - a. Truancy from school (under age 16),
 - b. Runaway from home,
 - c. Disobedience.

Note: A juvenile accused of possession or consumption of alcohol (in a case that would not be a criminal offense if the juvenile were an adult) should be considered and handled as a status offender.

Notify parents/guardian:

The arresting officer will make all reasonable efforts to contact parents/guardian of the accused juvenile during the period between arrest and the presentation of the juvenile to any detention facility.

Non-Secure Detention:

While awaiting the arrival of a contacted parent or guardian, the juvenile will be detained in a non-secure area of the police station. A non-secure area would be an unlock, multipurpose area (lobby, office, interview room or conference room). It may not be an area which is set aside or used as a secure detention area, and the juvenile may not physically secured to any stationary part of the non-secure hold area.

Secure Detention:

The officer that takes a juvenile into custody for committing an offense that if committed by an adult would constitute a criminal offense (either a felony or misdemeanor), may hold the accused juvenile in secure detention for up to six hours before release to parents, or transfer to RITS or to DCF. The six-hour time limit starts when the juvenile has been placed into a secure room or cell, not at the start of questioning/booking procedures.

Once the juvenile has been placed into secure detention, his/her transfer or release must be made within the six-hour time limit, regardless if at any point in time the juvenile is temporarily removed from the secure detention setting.

Prior to formal questioning, the arresting officer or other officer that is administering the rights, should have the juvenile, in addition to parent or guardian, if available, physically sign or initial each Miranda right on a written form that details each Constitutional right for purposes of preserving the juvenile's Constitutional rights, insuring that admissibility of any statements made by the juvenile and alleviating any question of whether the juvenile understands those rights.

ARTICLE 5

GENERAL RULES

- 5.1 All members of the Jamestown Police Department are required to familiarize themselves with the Rules and Regulations, Policies and Procedures, General Orders, Directives and all other Orders and Directives, verbal or written, issued by the Chief of Police or by his order. Ignorance or alleged ignorance of the terms and provisions of any such Rule, Policy, Order, or Directive issued will not be recognized and shall not be pleaded nor offered by any member of the department in excuse for, or extenuation of or from, any disregard or violation of such Rules or Orders.
- 5.2 All members of the department including Dispatchers, Animal Control Officer and Harbormaster shall be required to observe all Rules and Regulations, Polices, Procedures, General Orders or Directives. Any member of the department violating any of the provisions of any Rule or Rules may be disciplined as provided under the Rhode Island Law Enforcement Officers' Bill of Rights and Article 6 of the Rules and Regulations of the Jamestown Police Department.
- 5.3 Any member of the department, including Dispatchers, Animal Control Officer and Harbormaster found in violation after the trial of any of the provisions of these Rules MAY be subject to dismissal or any lesser punishment as provided under the Law Enforcement Officers' Bill of Rights.
- 5.4 No person shall procure his enlistment in the department by means of willful misrepresentation or misstatement as to his qualifications, character, reputation or physical disability.
- 5.5 Members of the department shall be held responsible for the proper performance of duties assigned to them and for strict adherence on their part to the Rules adopted from time to time for the department; and it shall not be received as an excise or justification for anything that they may omit to do, that they followed the advice or suggestion of any other person, whether that person be connected with the department or not, except when an officer or higher rank may take upon himself the responsibility of issuing direct and positive orders.
- 5.6 Notwithstanding the assignment of specific duties and responsibilities to members of the department by the provisions of the Rules of the department, all members shall perform all such duties as may be required of them by a Superior, Officer in Charge or designee of the Chief of Police.
- 5.7 Members of the department shall promptly obey any lawful order emanating from any superior officer. Should any such order conflict with a previous order from any other superior officer, with any General or Special Order or any provision of the Rules, the member to whom such order is given shall respectfully call

- attention to such conflict in orders, and if the officer giving the last order does not change his order so as to obviate such conflict, his order shall stand and the responsibility shall be his, and the person obeying the same shall not be held in any way responsible for disobedience of any orders theretofore issued. If any unlawful order is given to any member of the department, such member shall promptly report such a fact to the Chief of Police.
- 5.8 No member of the department shall absent himself from duty without proper leave.
- 5.9 All members of the department are on duty of subject to call twenty-four (24) hours a day and may be recalled from leave or vacation when necessity demands. On hearing of a major emergency affecting the Town of Jamestown, such as a nuclear attack, tornado, hurricane, hazardous waste incident or any other extraordinary event, all members of the department on vacation or time off shall call the station to ascertain if they are needed for duty.
- 5.10 A member of the department shall report in writing any change in his place of residence or telephone number immediately upon completion or said change.
- 5.11 Members of the department shall report in writing any change of status with reference to marriage, divorce, death of a wife or husband or birth of children.
- 5.12 No member of the department shall associate himself with any publishing house or any other organization having as its purpose the obtaining of the Jamestown Police news or information, or permit any person to solicit advertising, donations, contributions subscriptions, or any other funds in the name of the Jamestown Police. The intent of this provision is to protect the Jamestown Police Department against promiscuous dissemination of information or commercialization and is not intended to prevent distribution of legitimate news to the media through proper channels.
- 5.13 A member of the department shall not permit the use of a photograph of himself in uniform in connection with any testimonial or advertisement or any commodity or commercial enterprise; nor shall he use his official title, rank or membership in the department in connection with any such testimonial or advertisement.
- 5.14 Members of the department shall not deliver addresses at public meetings of behalf of the department concerning the work of the department, nor shall they under any circumstances make statements for publication concerning the plans, policies, affairs of administration of the department, or on behalf of the department, unless duly authorized to do so by the Chief of Police.
- 5.15 Members of the department shall not directly or indirectly seek publicity through the use of their office.

- 5.16 No member of the department shall attempt or threaten to strike or assault any other member of the department.
- 5.17 No member of the department shall willfully disobey any lawful command of a superior officer of the department.
- 5.18 No member of the department shall use threatening or insulting language or behave in any insubordinate or disrespectful manner toward any member of the department.
- 5.19 No member of the department shall act or behave in an official capacity in such a manner as to dishonor or disgrace himself as a member of the department, or shall engage in any conduct unbecoming a Police Officer.
- 5.20 Members of the Jamestown Police Department are encouraged to take college course under the Municipal Police Incentive Pay, R.I.G.L. 42-48.4 et. Seq. All work and preparation of these courses must be done during OFF-DUTY HOURS.
- 5.21 The use of harsh, coarse, profane, insolent, indecent, suggestive, sarcastic, or insulting language is positively prohibited, and care must be taken to meet the public with every decent courtesy and consideration. When asked a question, it must be answered with all possible attention and courtesy. Conversation must be conducted in a dignified and proper manner, avoiding the use of slang and facetious expressions.
- 5.22 Except as otherwise provided, a member of the department shall not leave the State on police business except by authority of the Chief of Police, or in his absence, his designee.
- 5.23 Any member of the department summoned to the prosecutor's office in any jurisdiction or before any magistrate or administrative board concerning a matter, in which he or any other member of the department becomes the defendant, must at once report the facts in writing to the Chief of Police.
- 5.24 Members of the department must be particularly careful not to interfere idly or unnecessarily in the affairs or conduct of citizens, except in cases of a breach of the peace. When required to act in the performance of duty, they shall proceed with energy and unfaltering resolution; and in the proper exercise of their authority, they will have the complete support of their superior officers.
- 5.25 Every member of the department must at all times be quiet, civil and orderly; and in the performance of his duties he must maintain decorum, command of temper, patience and discretion.
- 5.26 No member of the department or his agent shall publicly ridicule any official action of any member of the department.

- 5.27 Every member of the department must conduct himself at all times, whether on duty or off, within or outside departmental jurisdiction, in such manner as to set a good example for all others with whom he may come in contact with.
- 5.28 It shall be the duty of all members of the department, individually and collectively, to cultivate and maintain the good opinion of the law abiding public by prompt obedience of all commands, by a steady and impartial line of conduct in the discharge of its duties, by clean, sober and orderly habits and by a respectful bearing to all persons.
- 5.29 Members of the department shall not smoke in uniform while in view of the public, nor shall they smoke in any police vehicle.
- 5.30 Every member of the department shall immediately give his name, department and badge number to any person requesting this information.
- 5.31 All members of the department shall treat as confidential the business of the department. They shall not impart information regarding departmental business to anyone except those for whom it is intended, or as may be directed by the Chief of Police. Members of the department or their agent (s) shall not talk for publications, nor be interviewed, nor make public speeches on police business, except by permission of the Chief of Police.
- 5.32 All members of the department shall keep themselves physically fit and subject to duty at all times, except when on sick leave.
- 5.33 Members of the department must transact all their official business through the established Chain of Command. If any member, after bringing a matter to a superior officer, feels that justice has not been done, he may apply through his supervisor to meet with the next superior. Any request for an interview with the Chief of Police on police matters must go through the established Chain of Command.
- 5.34 Members of the department shall communicate promptly to their respective superior officers all crimes, suicides, attempted suicides, fires, accidents, and all important happenings, complaints, and information which the department takes cognizance, that may come to their attention. Any member withholding "tips" or information with a view to personal achievement or for any other reason shall be subject to charges.
- 5.35 If any member of the department shall bring civil action for damages for personal injuries incurred while in the performance of his duties, he shall immediately notify the Chief of Police through channels in writing. A copy of his allegations must be filed with the Chief of Police.

- 5.36 A member of the department shall apply for a complaint for an assault on himself when existing conditions so warrant. He shall not compound any offense committed against his person or property or withdraw any complaint without the consent of the Chief of Police.
- 5.37 Every member of the department must at all times appear and be neat and clean; he must keep his clothing and equipment in proper repair. Whenever he appears before the public he must be properly shaven, hair properly groomed, and clean as to his person and clothing. When necessity causes any unseemliness or lack of neatness, he must avail himself of the first opportunity to remedy this situation.
- 5.38 No member of the department is permitted to receive or seek any gift or anything of pecuniary value for services in any instance incident to his duties as a member of the department other than his compensation from the Town.
- 5.39 No member of the department shall directly or indirectly be concerned with making any arrangements, agreements or compromises between a criminal and the person or persons who have suffered from his criminal act, so as to allow the criminal to escape punishment as provided by the law. Any member of the department having knowledge of any such arrangements must report the same to the Chief of Police without delay.
- 5.40 Members of the department shall not recommend or suggest to anyone the employment or name of any attorney, firm, counsel or bondsman; nor shall they give any advice or information to any person arrested as to the defense or prosecution against him. Further, members shall not recommend or suggest to anyone the employment or name of any real estate agent, café, restaurant, towing firm, undertaker, or other tradesman, or inform such tradesman of any situation wherein their services might be sought.
- 5.41 Members shall not remove office equipment, furniture, files or other fixtures, furnishings or equipment which has been officially assigned to the use of members in the police building, except with the express knowledge and consent of the Chief of Police.
- 5.42 No member of the department shall mangle, feign illness or attempt to shirk his duties.
- 5.43 Members shall not establish patterns of absenteeism. Establishing a pattern of absenteeism is a violation of official standards regardless of whether any part of the absenteeism within the patterns has been approved or disapproved by management.
- 5.44 Members of the department shall not sleep while on duty.

- 5.45 Failure on the part of any member of the department to report and take proper action in any situation requiring police attention, within a reasonable time after arriving on the scene, will be considered neglect of duty.
- 5.46 Coolness and firmness are required of every member of the department in times of extreme peril. Concerted action and mutual protection are imperative in the restoration of order and no member of the department shall shirk danger, avoid responsibility or manifest cowardice.
- 5.47 No member of the department shall, under any circumstance whatsoever, manufacture, withhold, or destroy any evidence of any kind.
- 5.48 No member of the department shall, under any circumstance, make any false official statement of intentional misrepresentation of facts.
- 5.49 No member of the department shall make false official reports, or knowingly enter or cause to be entered in any department books or records, any inaccurate, false or improper entries or registration of police information or matter.
- 5.50 No member of the department shall knowingly enter or cause to be entered any false, inaccurate or improper material in the RILETS system. No information will be extracted from the RILETS system for personal use or the use of any unauthorized person not a member of the law enforcement agency.
- 5.51 Entries in the IMC Dispatch log shall be made without unnecessary delay, accurately and concisely, in chronological order by the member designated for such duty.
- 5.52 A member of the department assigned to a patrol or post shall not leave the patrol or post except for police necessity. If required to leave his post or patrol, he shall, prior to leaving, notify his superior officer of the fact that he wishes to leave his patrol or post and the reasons thereof.
- 5.53 A member of the department shall not transmit lengthy descriptions, details, or other lengthy information over the police radio system unless circumstances prevent the member from communicating necessary information in any other way. Transmissions of nonsense or imprudence are strictly forbidden.
- 5.54 No member of the department shall use any department issued equipment for purposes other than those for which they were intended or issued.
- 5.55 Department stationery or letterhead shall not be used for personal correspondence.
- 5.56 All members of the department on duty will carry either the issued service pistol or some other weapon approved by the Chief of Police. While off duty it is the

- option of the member to carry either the issued pistol or some other weapon he/she has qualified with.
- 5.57 No member of the department shall allow another member of the department or any other person to use his badge or any other means of identification.
- 5.58 No member of the department shall appear on duty under the influence of alcoholic beverages or drugs, or unfit for duty because of any use of alcohol or drugs.
- 5.59 No member of the department shall become drunk or disorderly in a public place at any time, whether on or off duty.
- 5.60 No member of the department shall bring alcoholic beverages into any part of the station or other quarters officially occupied by department members, nor shall he transport alcoholic beverages in department vehicles, except as evidence in a current case.
- 5.61 All alcoholic beverages seized as a result of a case must be properly tagged, marked, and dated, with names of defendants and also the officer's name, then secured in the evidence locker until it has been entered into evidence in a court trial at which time it shall be destroyed as the court requires.
- 5.62 All other alcoholic beverages seized and held for evidence in criminal cases, but not subject to confiscation, shall be returned to the owner after the final disposition if the case.
- 5.63 No member of the department shall operate a department vehicle after consuming drugs, alcoholic beverages, or prescription drugs that would render them incapable of operating a motor vehicle. While on duty, no member of the department shall partake of drugs, alcoholic beverages or such prescription drugs. No member in civilian clothing, while on duty, shall partake of alcoholic beverages except when on special assignment and when instructed by a superior officer to do so in connection with obtaining evidence in a criminal case.
- 5.64 No member of the department, while in uniform, shall enter any place, tavern or otherwise, where alcoholic beverages are sold except in proper performance of his duty, or to partake of his meal break.
- 5.65 No member of the department shall attempt to create, originate, excite, cause or join in any mutinous, rebellious or reactionary movement within the department.
- 5.66 Any member of the department, who being present or having cognizance of any mutinous, rebellious or reactionary movement within the department, shall report such activity to his superior officer.

- 5.67 All members of the department are prohibited from affiliating with any organization or body, the provision or whose constitution or charter would in any way exact prior consideration and prevent him from performing his duty as a member of the department.
- 5.68 Members of the department are forbidden to have or to use personal cards describing their police business or giving a police address or phone number, except by permission of the Chief of Police.
- 5.69 No member shall release to the public the restricted or unlisted telephone number of any other member of the department without authorization of said member or his immediate superior officer.
- 5.70 The right of every member of the department to entertain political and anti-partisan ideas and to express them when expressions will not concern the immediate discharge of his duties is declared sacred and inviolate, as is his right of franchise. However, no member of the department, while on duty, will be permitted to be a delegate or representative or take active part in any movement for the nomination or election of candidates for political office.
- 5.71 No member of the department shall, under any circumstance, use his position as a member of the department for any political purpose whatsoever.
- 5.72 No member of the department shall act as a clerk or judge of any board of registry or elections or a clerk or judge of a primary election.
- 5.73 Members of the department shall not engage in political or religious discussions to the detriment of discipline. No member shall speak slightly of the race, color, creed, ancestry, nationality, sex or sexual persuasion of any person.
- 5.74 No member of the department shall cause any person, not his superior in the department, to intervene for the purpose of making representations in his behalf to his superiors or any other person or body.
- 5.75 Members of the department shall not request the aid of any person outside the department to have them transferred to any assignment from which they have been removed by order of a superior officer, or to have them promoted to a higher rank in service; nor shall they knowingly permit any petition to be presented by citizens in their behalf requesting such transfer, restoration or promotion.
- 5.76 When the nature of their assignment requires, members of the department may wear civilian clothing. When civilian clothing is worn on duty, the members shall be attired in business dress unless specific instructions to the contrary are issued by a superior officer.

- 5.77 It shall be the duty of all members of the department to treat the station, cruisers, furniture, toilet facilities and all equipment with care and respect.
- 5.78 Any member of the department who is absent because of illness or family illness shall notify the station, no later than four hours prior to their shift, and cause same to be logged in the dispatch log.
- 5.79 No member of the department shall associate with known criminals, professional gamblers, and persons of low moral character or known or identified organized crime figures.
- 5.80 All members of the department who are in charge of or assigned to a motor vehicle and/ or equipment shall be responsible for its proper maintenance and upkeep. Willful, wanton, reckless, or careless handling of department equipment resulting in damage, loss or destruction of same or any part thereof, shall be cause for disciplinary action. The Town of Jamestown may hold the member or members of the department financially responsible for the repairs, restoration, or replacement of such equipment.
- 5.81 No member, as a representative of the Jamestown Police Department, shall under any circumstance solicit subscriptions, sell tickets or collect donations for any purpose whatsoever except with permission of the Chief of Police.
- 5.82 Members of the department must be punctual in attendance to all calls, requirements of duty, court appointments, training, and other situations where time is specified.
- 5.83 Any member of the department under suspension must turn in his badge, ID cards, and weapons before leaving the station. He shall be deprived of all police powers and privileges and must not represent himself as a member of the department. In case of lengthy suspensions, the Chief of Police may require the member to turn in all equipment of police nature.
- 5.84 Whenever there is a doubt as to the meaning of a rule or regulation, initial inquiry must be made through the Chain of Command to the Chief of Police for an explanation.
- 5.85 Members of the department must be scrupulously careful of their conduct with members of the opposite sex within the department or in the course of duty, and in such relations they are required to conduct themselves with strict regard to rules of propriety and the department policy on sexual harassment.
- 5.86 A member of the department using a weapon of any kind, except under direct order or permission of a superior officer in the lawful performance of his duty shall make a true report, in writing, as soon as possible thereafter to his superior

officer. The superior officer will, in turn and through channels, make a written report of the circumstances to the Chief of Police.

A member of the department using a weapon in the lawful performance of his duty shall report to his immediate supervisor the circumstances of the use of this weapon. He shall in turn notify the Lieutenant or his advisor. In the case where a firearm is fired, the immediate supervisor shall immediately contact the Chief of Police and a shooting investigation will be immediately conducted.

- 5.87 Members of the department assigned to any division or to any special assignment shall fully cooperate with all other members of the department.
- 5.88 It shall be the duty of every member of the department to study and familiarize himself with the laws, rules and regulations, policy and procedures and all other material governing or relating to the organization and operation of the department.
- 5.89 Members shall not remove any reports or material from any police files, or tamper with or alter any reports or material in or from any police department file. Members shall not remove department records or reports from the police station unless it is necessary in the performance of police duties. No department record shall be destroyed or permanently removed from its file except on the order of the Chief of Police.
- 5.90 Every person arrested for any cause, except in the case of the issuance of traffic summonses for motor vehicle offenses, shall be transported to the police station for proper booking. Any out of state operators arrested for District Court traffic offenses may be transported to the station for a special arraignment.
- 5.91 Officers not in uniform shall not stop traffic violators on sight except when the violation constitutes a criminal offense and is of such flagrant or dangerous nature that the officer is required to take the violator into custody.
- 5.92 Whenever an arrested person is brought into the station, an officer shall examine him/her for cuts, bruises, and/or other injures and if he shall find any, make a written report of his findings. If such injures require medical attention, the subject should be examined by rescue personnel. If wounds or injures appear to have been inflicted by the arresting officer, any officer or dispatcher shall record this fact and immediately contact the Chief of Police.
- 5.93 Any officer who is injured while on duty shall immediately make out or have made out for him/her, a report of the nature of the injures and the manner in which it was sustained. Such report shall be forwarded to the Chief of Police within twenty-four hours.
- 5.94 Members shall use care in handling department equipment and property and shall report via IMC email immediately, any that is lost, damaged or in bad order. Any

member who willfully or negligently loses or destroys department property shall be held responsible for the cost, repair or replacement.

- 5.95 Members shall be held responsible for damage resulting from an accident where the evidence shows willful, wanton, or reckless carelessness. Each member shall examine his vehicle at the start of his tour of duty for dents, broken glass, or other readily visible damage, and shall submit an email of such damage to his commanding officer at that time. Failure to report such damage shall be considered “Prima Facie” evidence that the damage occurred while the vehicle was in his possession and he shall be held responsible for said damages.
- 5.96 A member of the department shall not appropriate for his own use any lost, found, or stolen property; no convert to his own use any property of the Town of Jamestown or property held by the department for evidence.
- 5.97 A member of the department shall not mark, alter, mar or deface any printed or written notice, memorandum, general order, or directive relating to police business. A member or employee shall not mark, alter, mar or deface any notice posted on any bulletin board or marker board maintained by the department. All notices of a personal nature and/or a derogatory character regarding any member of the department are strictly forbidden.
- 5.98 All requests for leaves of absence must be in writing to the Chief of Police and shall set forth the purpose for which the leave is requested.
- 5.99 Any member of the department desiring to engage in outside employment must submit to the Chief of Police a formal written application which will state the name of the employer, address, telephone number, hours and type of employment. No employment will be permitted until final approval by the Chief of Police, and such personnel shall be ready and available for duty at all times, as their first obligation is their sworn duty as members of the Jamestown Police Department. No member shall engage in private or special police work for any café, club, dancehall, or similar type establishment unless they have received specific permission to do so from the Chief of Police or commanding officer.
- 5.100 Any member of the department having knowledge that another member has been guilty of any of the offenses set out in the Rules and Regulations has the sworn duty to and shall make written notifications to the commanding officer of the member accused or to the Chief of Police. If the complaint is made by an officer of superior rank to the accused, it need not be verified by affidavit. In all other cases such complaint shall verified by affidavit.

ARTICLE 6

DISCIPLINE

- 6.0 The Chief of Police and Commanding Officers of all subdivisions and units may, without formal trial, administer official reprimands for minor violations of the regulations, orders, or instructions where the good of the department and/or the individual appear to be best served. Official reprimands shall be entered into the records of the department and a signed copy shall be given to the person receiving the reprimand.
- 6.1 The Chief of Police may suspend without pay any member of the police force for any cause for a period not to exceed ten calendar days. All disciplinary proceedings shall be in accordance with the Rhode Island Law Enforcement Officer's Bill of Rights.
- 6.2 Charges and Specifications
- A. The Chief of Police shall prepare, in writing, the charges and specifications against any member of the department after proper investigation of a complaint has been conducted.
 - B. A charge is an accusation of a violation of any rule or regulation, policy or procedure, general order, or directive, governing the Jamestown Police Department.
 - C. A specification is a detailed description of the action or lack thereof that constitutes the violation.
- 6.3 While under suspension, a member of the police force shall not wear the uniform or insignia of his rank, except during attendance at hearings, and shall surrender all police department property to the Chief of Police on demand.
- 6.4 A member of the police department under charges or suspension shall not cause or procure any person to intercede or to interfere, either personally or by communication with the Town Council, Town Administrator, or any member of the police force, or with any person who may be a witness against him.
- 6.5 No charges of an unreasonable or frivolous nature shall be lodged against a member of the department unless there is sufficient reason to believe that the accusations can be proved by presentation of factual evidence. The Chief of Police shall have final determination of such complaints.

ARTICLE 7

MILITARY COURTESIES

All members of the Jamestown Police Department shall be governed by the following policies in regard to military courtesies. The Department is a paramilitary organization and as such, military courtesies in public instill confidence and displays discipline to the public.

- 7.1 Members of the Department will, while in public or when the public is in attendance, address superior officers by their titles.
- 7.2 A member of the department while on duty, shall upon seeing a superior officer for the first time of the day tender a proper military salute to said superior officer. All members of the department will tender a proper military salute to all superior officers of this department when in public, and to all known superior officers of any other police department, whether that officer is on or off duty.
- 7.3 Unless performing police duty requiring immediate attention, members of the department in uniform shall salute the national flag as it passes on all public occasions, ceremonies, parades or when it is carried into any building, room or other place where they are present. When a member is indoors and uncovered, he shall come to attention but not tender a salute.
- 7.4 Unless performing police duty requiring immediate attention, members of the department shall, upon hearing the National Anthem, face the flag or in absence of the flag, face the music, come to attention and at the first note render a hand salute, holding same until the last note has been played. Members in civilian clothes will face the flag or music at attention and place their right hand over the left breast until the last note has been played.
- 7.5 At parades, ceremonies, or other public events where two or more members are present, the senior/superior officer will take command and see that all military courtesies are carried out, including but not limited to, military formation of those present.
- 7.6 At parades, ceremonies, funerals, or other public events attended by the Jamestown Honor Guard, members shall take commands from the Captain of the Guard.

ARTICLE 8

UNIFORMS AND EQUIPMENT

- 8.1 Such uniforms and equipment shall be issued or authorized for purchase to each member of the Department as may be prescribed by the Chief of Police.
- 8.2 No uniform of any nature shall be worn by any member of the department other than that prescribed by orders of the Chief of Police.
- 8.3 When a uniform has been damaged, lost or destroyed while in use on duty, another uniform or necessary part therefore will be issued or purchased by the member, with proper authorization of the Chief of Police. When a uniform is damaged, lost, or destroyed by negligence or misuse by a member of the department to whom it was furnished, he will be obliged to replace it at his own expense. This rule shall apply to all other equipment or property issued, bought, or otherwise furnished by the department.
- 8.4 All uniforms and equipment issued, furnished or authorized for purchase remains the property of the department and must be returned to the department upon suspension, retirement, discharge or resignation from the department. All members shall give an accounting of all uniforms and equipment upon request of the Chief of Police.
- 8.5 Uniform service caps shall be worn by all members when outside the confines of the building or cruiser.
- 8.6 Members of the department, while in uniform and appearing in public in numbers of two or more, shall be dressed alike in the seasonal "uniform of the day".
- 8.7 When members of the department of any number are assembled for police duty or such other duty, the officer who issues the order for such assemblage shall prescribe the uniform to be worn.

ARTICLE 9

TRANSPORTATION

- 9.1 No motor vehicle the property of the department shall be operated at an excessive speed unless in the case of an emergency. When operated in an emergency situation, police vehicles will be operated in accordance with Department Policy on High Speed Driving or Pursuits.
- 9.2 All members of the department, while operating department vehicles, shall operate them at all times in a cautious manner. In the event of a police emergency the operator thereof shall obey all traffic rules and regulations of the State of Rhode Island and Department Policy.
- 9.3 Before any motor vehicle shall be secured at the end of its use by a member, it shall be checked for gasoline, filled if it is at a half tank or less, and left in complete readiness for any immediate use.
- 9.4 Private persons shall not be permitted to sit or ride in a department motor vehicle unless the presence of such person is necessary in the furtherance of police work, or permission is given by the ranking officer on duty at the time.
- 9.5 When providing a transport for a private person, the officer will call the dispatcher with the reason for the transportation, the time and cruiser mileage. Immediately upon dropping off the person, he will again call, stating that the person is at their destination noting again the time and mileage. This information will be placed in the dispatch log.
- 9.6 Cruiser lights will be used at all times, day and night, when responding to an emergency call or when stopping a motor vehicle. In cases where an emergency exists and lights and siren will jeopardize the successful conclusion of the call, no lights or siren need be used.
- 9.7 No additional accessories shall be put on departmental vehicles without approval of the Chief of Police, including but not limited to bumper stickers.
- 9.8 In all cases where departmental vehicles are involved in an accident or otherwise damaged, the operator will cause an immediate investigation by his superior on duty at the time. If it is proven that the member is at fault, the member may be subject to disciplinary action. If any member or any other person is injured in the accident, the Chief of Police will be notified immediately.

ARTICLE 10

SPECIAL ORDERS, GENERAL ORDERS, DIRECTIVES

- 10.1 It shall be the policy of the Jamestown Police Department to issue, from time to time, Special Orders, General Orders, and Directives. These orders shall be issued under the authority of the Chief of Police and shall have the same effect as a Rule of the Department and shall be considered Rules of the Department.
- A. The term “Special Order” shall mean written orders issued from time to time by the Chief of Police applicable to one or more members, but less than the entire personnel of the department.
 - B. The term “General Order” shall mean written orders issued from time to time by the Chief of Police applicable to all Department Personnel. These shall include but not be limited to the announcement of assignments, transfers, discharge, retirement and orders affecting the efficient and effective operation of the Police Department not covered by Rules and Regulations and Policy and Procedures.
 - C. The term “Directive” shall mean written communications issued from time to time by the Chief of Police applicable to all or any part of the entire departmental personnel indicating the direction the department will take in specific limited commitments. A directive may be issued for a limited time period or may be of an unlimited time period.
- 10.2 All Special Orders, General Orders, and Directives shall be issued by the Chief of Police and will be written communication containing:
- A. The date of the order;
 - B. The number of the order;
 - C. The signature of the Chief of Police.
- 10.3 Each of the above will be distributed to every member of the police department. It shall be the responsibility of each shift commander to ensure that all personnel under his command are made aware of all orders and directives affecting them. It shall not be a defense of the member that he was unaware of any of the above.
- Any of the above directly concerning an individual member shall be make part of his personal jacket.

ARTICLE 11

PROFESSIONAL GROOMING

- 15.1 All members of the department shall be clean-shaven with the exception of mustaches, which shall be kept neatly trimmed. In no case may a mustache come down further than the corners of the mouth. So-called “handlebar” mustaches are prohibited.
- 15.2 No police officer while in uniform and on duty, may wear any type of earring or other facial jewelry. Exceptions to this regulation may be made for officers assigned to special duties.
- 15.3 All members of the department shall keep their hair neatly trimmed. Male members hair shall not hang below the top of the ears, nor extend past the top of the uniform shirt collar. Female members with long hair shall put their hair up neatly.
- 15.4 Court Appearance: Whenever a member has to appear in court, he shall wear the department uniform of the day or a jacket and tie. Female members shall be properly dressed in uniform or proper business attire.

ARTICLE 12

AMERICANS WITH DISABILITIES ACT

- 12.1 The Americans with Disabilities Act was passed by Congress and signed into Law by the President to protect the right of the disabled to equal access to public services and equal employment opportunities. A person qualifying as disabled under this Act is any person who has a disability that impairs one or more of their life functions or one who is perceived as having such a disability. This department will make every effort to comply with the provisions of this Act.

ARTICLE 13

ANNUAL REVIEW

- 17.1 These Articles of Rules and Regulations shall be reviewed annually by the Chief of Police, and if it is found that changes need to be made, the revisions shall be made and submitted to the Town Council for adoption at any regularly scheduled meeting.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
STATEWIDE PLANNING PROGRAM
One Capitol Hill
Providence, RI 02908 - 5872

July 17, 2015

Andrew E. Nota
Town Administrator
Town of Jamestown
93 Narragansett Avenue
Jamestown RI 02835-1199

Dear Mr. Nota:

As a civic leader in Rhode Island, it is important that you have the latest, most accurate information available when making important decisions that affect the economic and civic future of our state. Towards that end, I would like to take this opportunity to provide clarity on the RhodeMap RI planning process, the *Rhode Island Rising* economic development plan, and the State's grant funding from HUD. Over the past year, there has been much confusion and misinformation on the role and impact of this work. I hope that this letter and its attachments will help to set the record straight.

The attached Question and Answer document clarifies many of the most commonly heard misconceptions about the RhodeMap RI process and fair housing requirements. I am also attaching two letters from HUD: one addressed to the Town of Foster and the other addressed to Senator Reed. Both letters put in writing HUD's perspective on the role of its programs and policies vis-à-vis state and local government.

If you have any further questions regarding RhodeMap RI, *Rhode Island Rising* or issues related to the State's relationship with HUD, please do not hesitate to contact me at 222-6496 or kevin.flynn@doa.ri.gov.

I sincerely look forward to continued collaboration and coordination with each and every municipality in the state as we work together to make a better future for all Rhode Islanders.

Thank you,

Kevin M. Flynn
Associate Director

Frequently Asked Questions

RhodeMap RI and Rhode Island Rising

Q: What is RhodeMap RI?

RhodeMap RI was a planning process aimed at developing a vision and guidance for Rhode Island's future, in a way that encourages coordination among land use, transportation, water, housing, and economic development policies, programs, and investments. It was funded by a Sustainable Communities Regional Planning Grant from HUD awarded to the RI Division of Planning. The Division of Planning applied for this grant in 2011, along with many other partners including municipalities, other state agencies, and local non-profits.

The grant was used to develop new Economic Development and Housing elements of the State Guide Plan and a toolkit to help implement growth centers. The State Guide Plan is a state-level planning framework that includes a collection of over 20 "elements" that provide policy guidance for state agencies, the state's 39 cities and towns, and the General Assembly. Some of the more notable elements of the State Guide Plan include Transportation 2030, Water 2030, and Land Use 2025.

Q: What is *Rhode Island Rising*?

A: *Rhode Island Rising* is one deliverable that resulted from the RhodeMap RI process. It is the economic development element of the State Guide Plan recently developed by the Department of Administration's Division of Planning in collaboration with many stakeholders and citizens over the course of the last couple of years. *Rhode Island Rising* was adopted by the State Planning Council in December 2014, replacing the older Economic Development and Industrial Land Use Plans of the State Guide Plan, adopted in 2000 and amended in 2001.

In addition, the General Assembly passed a bill in 2013 calling for the adoption of a strategic state-level economic development plan every four years. *Rhode Island Rising* served to meet this legislative requirement. This document is also approved by the U.S. Economic Development Administration (EDA) as Rhode Island's Comprehensive Economic Development Strategy (CEDS). CEDS is a federal planning process used to develop a five-year economic strategy that is updated annually. Rhode Island is mandated to submit a CEDS to the EDA in order to receive certain federal funding for economic development projects.

Finally, it is worth noting a few things that are not part of the role of this plan. The plan does not, in and of itself, change any laws, set any regulations, change any tax policy, or serve as a budget. It is meant to provide guidance to the legislature, state agencies, and Rhode Island's municipalities, which will continue to make these decisions and actions at the state and local level.

Q: What is the Sustainable Communities grant?

A: The RhodeMap RI process was funded with a Sustainable Communities Initiative Grant. The grant is one of several offered through the Federal Partnership for Sustainable Communities, a collaboration of the U.S. Department of Housing and Urban Development (HUD), the U.S.

Environmental Protection Agency, and the U.S. Department of Transportation. The Sustainable Communities Regional Planning Grant Program supports metropolitan and multi-jurisdictional planning efforts that integrate economic and workforce development, transportation, housing, land use, and infrastructure investments. EDA also provided additional funding for this planning process to help ensure the plan met all requirements of a CEDS.

Rhode Island Rising: The Economic Development Element of the State Guide Plan

Q: Will the federal government impose new mandates on Rhode Island because we have developed an economic development plan that was created with funding from a HUD grant?

A: No. Adoption of *Rhode Island Rising* does not make Rhode Island subject to any new rules or regulations.

HUD did not provide any content for the *Rhode Island Rising* plan. The plan was drafted by the Rhode Island Division of Planning after conducting a thorough public stakeholder process, known as RhodeMap RI (“RhodeMap”). Input was collected from state leaders in the government, business and non-profit sectors and interested citizens over a period of 18 months.

The state applied for the HUD grant that funded the RhodeMap stakeholder process because the principles of the grant program are closely aligned with Rhode Island’s existing policies for land use, smart growth, and coordinated planning. The grant gave the state the necessary resources to do the important work of creating a comprehensive plan to help get Rhode Island’s economy back on track.

Q: What does the new economic development plan mean for municipalities?

A: The Department of Administration’s Division of Planning hopes that many of the ideas in the plan will be useful to municipalities. Municipalities are expected to develop comprehensive plans consistent with the goals and policies of *Rhode Island Rising*, but the plan does not mandate specific strategies for achieving the objectives. The effort has been about putting people first, and a belief that pursuing policies that help make life better for everyone in Rhode Island will unlock our full economic potential.

The plan plays the same role as all previous economic development elements of the State Guide Plan. Municipal comprehensive plans are required to be consistent with all elements of the State Guide Plan in order to be approved by the state. Municipal comprehensive plans are also expected to embody the vision, goals, and policies expressed in the State Plan’s Executive Summary. Finally, the plan has no authority to force the rezoning of any property within the state.

Q: Does the economic development plan take away private property rights or encourage the use of eminent domain?

A. No. The plan in no way alters the personal property rights of Rhode Islanders as guaranteed by the United States Constitution, the Rhode Island Constitution, and state statute. Further, the plan takes no position on eminent domain and does not advocate for its use. The plan has no authority to force the rezoning of any property within the state, nor can it compel development or redevelopment against the will of a property owner.

Q: Does this plan advocate for forcibly moving people from the suburbs into “dense” city apartments or relocating city dwellers into the suburbs?

A: No. *Rhode Island Rising* aims to expand opportunity for everyone in the state and does not dictate how and where people live.

Communities will grow and change in the years and decades ahead, and mindful planning can help identify the costs and benefits of development patterns. It is the role of the Department of Administration’s Division of Planning to encourage municipalities to make choices that benefit the state as a whole while also meeting local needs. Smart, planned growth helps us protect and support our communities, our economy and everyone’s way of life.

Q: What are “Growth Centers,” and will they be forced upon municipalities?

A. The concept of Growth Centers pre-dates the RhodeMap process. The concept formally grew out of recommendations in a 2002 report from the Governor’s Growth Planning Council whereby the Council defined Growth Centers as: “dynamic and efficient centers for development that have a core of commercial and community services, residential development, and natural and built landmarks and boundaries that provide a sense of place.” This concept was further addressed in 2006 in the State Guide Plan Element Land Use 2025. Growth Centers are encouraged by the Land Use 2025 plan in areas of the state that already have a core of residential and commercial development or are well suited to future development.

While the Division of Planning offers guidance and technical assistance to municipalities interested in establishing Growth Centers, it does NOT have the authority to dictate if and/or where local Growth Centers are designated (nor does the federal government, for that matter). Many Rhode Island municipalities recognize the positive role that Growth Centers can play in their community, and have already incorporated them into their comprehensive plans and zoning ordinances. The RhodeMap process was able to provide technical assistance to six municipalities that are exploring their own Growth Centers. This work was done at the request of each municipality, and was designed to further inform the work they had all already started.

Q: Is this plan an Economic Development plan?

A. *Rhode Island Rising* addresses critical economic issues including workforce development, economic resilience, building strong infrastructure, creating a friendlier business climate, and building on Rhode Island’s economic strengths, among many others. The plan also expresses a

point of view that people and places matter for a healthy economy. *Rhode Island Rising* focuses on making sure our economy works to the benefit of all Rhode Islanders. Further, the U.S. Economic Development Administration (EDA) has approved the plan to serve as Rhode Island's Comprehensive Economic Development Strategy (CEDS). EDA has expressed its appreciation for this "innovative, regionally-driven economic development strategy."

Q: Why is "social equity" a relevant component of an economic development plan?

A: Our government is responsible for providing services in a way that is fair, accessible and responsive to all residents. Rhode Island's slow recovery from the economic downturn has impacted people throughout the state, but has disproportionately affected some populations.

Rhode Island's minority communities have consistently poorer outcomes in terms of education, income, health, and more. It is predicted that by 2040, 41 percent of Rhode Islanders will have backgrounds other than non-Hispanic white, including an increasingly large share of the young people who will make up our workforce. If all of our residents don't have access to the education, skills and opportunities to succeed, the State's economy will not achieve its full potential. Planning for what Rhode Island will look like 20 years from now and developing long-term solutions to improve access to opportunity for everyone is crucial to our economic development.

Housing: Current Systems and Future Obligations

Q: By accepting the Sustainable Communities grant, or passing any plans related to RhodeMap, is Rhode Island beholden to additional HUD requirements – particularly around the issue of fair housing?

A: No. The state has no additional requirements from HUD for fair housing as a result of this grant. The State of Rhode Island and its municipalities have observed state and federal laws related to fair housing for over 40 years. The state and municipalities would be obligated to comply with these longstanding requirements regardless of the RhodeMap RI process.

Rhode Island, like all 50 states, is obligated to address any new requirements from HUD regardless of our Sustainable Communities grant or the adoption of any plans developed through the RhodeMap process.

The Westchester County, New York case related to the issue of fair housing was brought under the Fair Housing Act, and has nothing to do with the Sustainable Communities grant program. Westchester County is not a Sustainable Communities grant recipient, and the issues at play there go back many years – well before the existence of the Sustainable Communities program.

Q. What is meant by “fair housing” and why is it important?

A: Fair housing is a condition where individuals of similar income levels in the same housing market have a similar range of housing choice available to them regardless of age, race, color, ancestry, national origin, religion, sex, disability, marital status, familial status, sexual orientation, or any other arbitrary factor. Housing plays a major role in defining a person's quality of life, and equal access to housing is fundamental to meeting essential needs and pursuing personal, educational, employment or other goals.

Q: Who is protected under fair housing laws?

A: Rhode Island residents are protected under federal and state fair housing laws dating back to the 1960s. The major federal fair housing law is the Fair Housing Act (Title VIII of the Civil Rights Act of 1968). The Fair Housing Act protects against discrimination based on race, color, religion, sex, disability, familial status, or national origin. The Rhode Island Fair Housing Practices Act (R.I.G.L. chapter 34-37) makes it illegal to discriminate on these bases and also on ancestral origin, age, marital status, sexual orientation, gender identity/expression or status as a victim of domestic abuse. There are many other important statutes (the 1990 Americans with Disabilities Act, for example), Presidential orders, and federal memoranda and guidance that also protect an individual's right to fair housing and equal opportunity.

Rhode Island and all its municipalities are subject to federal fair housing laws regardless of whether a local community accepts HUD funds.

Q: What obligation is the state under to affirmatively further fair housing?

A: The federal Fair Housing Act specifically requires all agencies of the federal government administering programs involving housing and community development to act “in a manner affirmatively to further the policies of [the Fair Housing Act].” The Act directs HUD to further fair housing in all of its funding programs and assigns it a lead role among all federal agencies for this purpose.

The regulations governing the Community Development Block Grant (“CDBG”), HOME Investment Partnership and federal public housing programs also require recipient jurisdictions and public housing agencies to certify that they will affirmatively further fair housing. To be certified, HUD grantees must conduct a written analysis of impediments to fair housing choice within the jurisdiction (the Analysis of Impediments, or “AI”); take action to overcome the effects of any impediments identified through the AI; and maintain records reflecting both the AI and fair housing activities. In the case of Rhode Island, this analysis includes the state’s six Entitlement Communities (Cranston, East Providence, Pawtucket, Providence, Warwick, and Woonsocket) and the state. All non-Entitlement Communities are covered by the work of the state. An AI is a review of a state or entitlement jurisdiction’s laws, regulations, administrative policies, procedures, and practices and an assessment of how they affect the location, availability, and accessibility of housing. Jurisdictions are required to update the AI where necessary and document progress in a Consolidated Annual Performance and Evaluation Report (CAPER).

Q: How has Rhode Island furthered fair housing in the past?

The State of Rhode Island and the six entitlement communities have each been responsible for producing and submitting AIs to HUD for many years. All non-entitlement Rhode Island municipalities are covered by the state's AI. Below are some examples of the types of fair housing strategies pursued in Rhode Island recently:

- In 2014, the RI General Assembly session passed "Just Cause" legislation. This provides tenants of properties in foreclosure with notification that the property may be subject to foreclosure and also ensures that mortgage holders cannot evict tenants living in properties that have been foreclosed on without "just cause" for doing so.
- In 2013, the RI General Assembly passed and the Governor signed into law legislation which provided new protections to help struggling homeowners avoid foreclosure and remain in their homes. This law expanded the mediation process, available in five municipalities, to all Rhode Island cities and towns.
- In 2012, the Housing Resources Commission and the Interagency Council on Homelessness adopted Opening Doors RI, the state's plan to end homelessness. This plan prioritizes moving the chronically homeless, many of whom face mental health challenges, into permanent supportive housing.
- The Department of Human Services is administering a "Money Follows the Person" program which is designed to assist persons who have the ability to live more independently in moving from institutional settings, such as a nursing home, into community-based housing.
- Neighborhood revitalization activities receive priority in key housing and community development programs including Low Income Housing Tax Credits, Building Homes Rhode Island bond funds ("BHRI") and CDBG. There have been major revitalization efforts underway in Pawtucket and in three Providence neighborhoods particularly hard hit by the foreclosure crisis, Smith Hill, Olneyville and the West End.

Q: Has HUD changed its Fair Housing Act guidelines?

A: To better support local, regional and statewide government's ability to meet the goals and spirit of the Fair Housing Act, HUD has developed an *Affirmatively Furthering Fair Housing Rule (AFFH)*. The rule, approved July 8, 2015, will equip local governments with a more sophisticated data tool for identifying unnecessary barriers to fair housing. However, Rhode Island will not have to address this new rule until 2020, and will therefore have the advantage of observing how the rule is applied in other places throughout the country before it is applied here.

Some have questioned whether, because the data HUD will be providing to regions throughout the country on race and poverty are at the census tract level, HUD will expect changes to local zoning that would allow for affordable housing in every census tract. There is no reason to believe that this is the case. In fact, the *Regulatory Impact Analysis* HUD submitted for this proposed rule very clearly states the following: "Though the purpose of the proposed rule is to ensure that the challenges faced by persons in protected classes are fully considered by program participants when they make resource allocation and other policy decisions, *the proposed rule does not mandate any particular policy decision*" (emphasis added). The new rule may be found on line at: http://www.huduser.org/portal/affht_pt.html#final-rule.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

June 25, 2015

Ms. Juliana King
Town Planner
181 Howard Hill Road
Foster, RI 02825

Dear Ms. King:

On behalf of Secretary Castro, thank you for your participation in the Community Development Block Grant (CDBG) program. HUD also congratulates you on taking part in the visioning process for the State of Rhode Island's Fiscal Year 2011 Sustainable Communities Regional Planning Grant. This grant, worth \$1,934,961, was issued to help Rhode Island communities improve their economic competitiveness by connecting housing with good jobs, quality schools and transportation. Since receiving its award, the state of Rhode Island has used its grant to compile data, perform outreach to local communities, and create RhodeMap RI, an overarching plan for sustainable development and growth in Rhode Island.

HUD understands that questions have been raised about the requirements local communities commit to when they accept HUD's grants and in particular, about the requirement that grant recipients conduct analyses of impediments to fair housing. Some have claimed that acceptance of the Regional Planning Grant will force local governments to give up local control over zoning decisions or obligate them to use eminent domain to acquire properties. HUD wants to make it absolutely clear that there is no truth to either of these claims.

Local zoning is- and should remain- a local power. HUD respects the right of local communities to determine their own zoning ordinances and has neither the authority nor the intention to infringe on these local powers. Additionally, the acceptance of the Regional Planning Grant does not provide recipients with additional authority to use eminent domain. State and local governments can make the decision to use eminent domain in Rhode Island regardless of whether the RhodeMapRI plan goes into effect, and HUD, by providing the grant, is not endorsing or encouraging its use.

With regard to the fair housing analysis that grantees commit to when they receive HUD funds, HUD firmly believes that this requirement promotes an important goal that is central to the Department's mission and it is also aligned with the long-standing legal obligation rooted in the Fair Housing Act of 1968. This analysis, which has been required of grantees for decades, allows recipients to assess how future development will affect the state's compliance with federal fair housing laws. The requirement is a necessary safeguard that ensures that taxpayer dollars are not used to further patterns of segregation in the communities HUD serves.

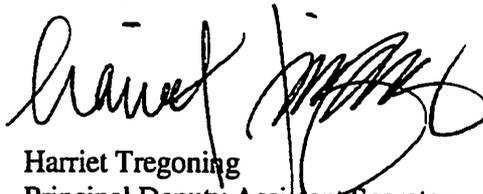
Fair housing analyses are required not just of Regional Planning grantees, but of all HUD grant recipients, including participants in the Community Development Block Grant program, which has funded projects throughout Rhode Island for decades. It should be noted that, HUD requirements aside, Rhode Island statute already mandates that at least ten percent of the housing stock in the state's municipalities be affordable.

HUD's forthcoming Affirmatively Furthering Fair Housing (AFFH) rule, which has been the subject of some unwarranted controversy, will help grant recipients carry out this longstanding requirement by providing a tool that allows them to use data to conduct more accurate and informed analyses. To be clear, there is nothing in the AFFH rule or in HUD's grant recipient requirements that gives HUD the authority to make changes to local zoning codes or acquire property using eminent domain; these local powers have always been and will remain in local hands.

While it is unfortunate that misunderstandings about the Regional Planning Grant have caused some of your constituents to question its value, HUD believes this grant will enable communities to chart a course of development that furthers local priorities such as job creation, transit access for workers and the expansion of affordable housing opportunities. HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all Americans, and this grant can serve as a vital resource to help ensure that every citizen has the opportunity to determine how these important goals can be achieved.

Thank you for your interest in the Department's programs.

Sincerely,

A handwritten signature in black ink, appearing to read "Harriet Tregoning", written over a faint circular stamp or watermark.

Harriet Tregoning
Principal Deputy Assistant Secretary
for Community Planning and Development



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-1000

ASSISTANT SECRETARY FOR CONGRESSIONAL
AND INTERGOVERNMENTAL RELATIONS

The Honorable Jack Reed
United States Senate
Washington, DC 20510-3903

JUN 26 2015

Dear Ranking Member Reed:

Thank you for your letter to HUD Secretary Julián Castro about concerns you have heard from your constituents about the State of Rhode Island's Fiscal Year 2011 Sustainable Communities Regional Planning Grant. This grant, worth \$1,934,961, was issued to help Rhode Island communities improve their economic competitiveness by connecting housing to good jobs, quality schools and transportation.

We understand that questions have been raised about the requirements local communities commit to when they accept HUD's grants and, in particular, about the requirement that grant recipients conduct analyses of impediments to fair housing. Some have claimed that acceptance of the Regional Planning Grant will force local governments to give up local control over zoning decisions or obligate them to use eminent domain to acquire properties. We want to make it absolutely clear that there is no truth to either of these claims.

Local zoning is- and should remain- a local power. HUD respects the right of local communities to determine their own zoning ordinances and has neither the authority nor the intention to infringe on these local powers. Additionally, the acceptance of the Regional Planning Grant does not provide recipients with additional authority to use eminent domain. State and local governments can make the decision to use eminent domain in Rhode Island regardless of whether the RhodeMapRI plan goes into effect, and HUD, by providing the grant, is not endorsing or encouraging its use.

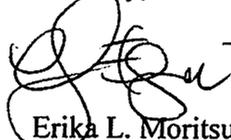
With regard to the fair housing analysis that grantees commit to when they receive HUD funds, we firmly believe that this requirement promotes an important goal that is central to the department's mission and it is also aligned with the long-standing legal obligation rooted in the Fair Housing Act of 1968. This analysis, which has been required of grantees for decades, allows recipients to assess how future development will affect the state's compliance with federal fair housing laws. The requirement is a necessary safeguard that ensures that taxpayer dollars are not used to further patterns of segregation in the communities we serve.

Fair housing analyses are required not just of Regional Planning grantees, but of all HUD grant recipients, including participants in the Community Development Block Grant program, which has funded projects throughout Rhode Island for decades. It should also be noted that, HUD requirements aside, Rhode Island law already mandates that at least ten percent of the housing stock in the state's municipalities be affordable.

HUD's forthcoming Affirmatively Furthering Fair Housing (AFFH) rule, which has been the subject of some unwarranted controversy, will help grant recipients carry out this longstanding requirement by providing a tool that allows them to use data to conduct more accurate and informed analyses. To be clear, there is nothing in the AFFH rule or in HUD's grant recipient requirements that gives HUD the authority to make changes to local zoning codes or acquire property using eminent domain; these local powers have always been and will remain in local hands.

While it is unfortunate that misunderstandings about the Regional Planning Grant have caused some of your constituents to question its value, we believe this grant will enable communities to chart a course of development that furthers local priorities such as job creation, transit access for workers and the expansion of affordable housing opportunities. HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all Americans, and this grant can serve as a vital resource to help ensure that every citizen has the opportunity to determine how these important goals can be achieved.

Sincerely,

A handwritten signature in black ink, appearing to read "Erika L. Moritsugu", written over a circular stamp or seal.

Erika L. Moritsugu
Assistant Secretary for Congressional
and Intergovernmental Relations

Town of Jamestown as an abutter.

Town Property: Plat 16, Lots 269, 325, 329, 330, 331, & 326.

Subject Property: Plat 16, Lot 351.

TOWN OF JAMESTOWN
ZONING BOARD OF REVIEW
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE JAMESTOWN ZONING BOARD OF REVIEW WILL HOLD A PUBLIC HEARING JULY 28, 2015, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT 7:00 P.M. UPON THE FOLLOWING:

Application of Andrea Colognese & Doriana Carella, whose property is located at 85 Gondola Ave., and further identified as Assessor's Plat 16, Lot 351 for a variance from Article 3, Table 3-2 (District Dimensional Reg.) to construct an addition which will be 5 ft. from the northerly boundary instead of the required 30 ft. Said property is located in a RR80 zone and contains 2.507 acres.

BY ORDER OF THE ZONING BOARD OF REVIEW
RICHARD BOREN, CHAIRMAN
Fred Brown, Zoning Officer

This meeting location is accessible to the physically challenged. Hearing or speech impaired individuals requiring the services of an interpreter should call 1-800-745-5555 not less than 3 business days prior to the meeting.

TOWN COUNCIL MEETING
July 6, 2015

I. ROLL CALL

Town Council members present:

Kristine S. Trocki, President
Mary E. Meagher, Vice President
Blake A. Dickinson
Michael G. White
Thomas P. Tighe

Also in attendance:

Andrew E. Nota, Town Administrator
Peter D. Ruggiero, Town Solicitor
Christina D. Collins, Finance Director
Edward A. Mello, Police Chief
Cathy Kaiser, School Committee Chair
Cheryl A. Fernstrom, Town Clerk

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Council President Trocki called the regular meeting of the Jamestown Town Council to order at 7:00 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, and Councilor Dickinson led the Pledge of Allegiance.

III. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, RESOLUTIONS

None.

IV. PUBLIC HEARINGS, LICENSES AND PERMITS

All approvals for licenses and permits are subject to the resolution of debts, taxes and appropriate signatures as well as, when applicable, proof of insurance.

- A) Public Hearing
 - 1) Proposed Amendment of the Jamestown Code of Ordinances Chapter 70 Traffic and Vehicles, Article III. Specific Street Regulations, Sec. 70-52 Stop Intersections; duly advertised in the *Jamestown Press* June 25, 2015 edition

A motion was made by Vice President Meagher with second by Councilor White to open the public hearing at 7:01 p.m. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

Police Chief's comments.

Police Chief Mello stated the ordinance review and amendment process was vetted through the Traffic Committee. Their recommendation is to install an additional stop sign at the intersection of Seaside Drive and Beach Avenue at the triangle to control traffic.

Town Council comments. None.

Public comments. None.

A motion was made by Vice President Meagher with second by Councilor White to adopt the Ordinance amendment. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

A motion was made by Councilor Dickinson with second by Councilor White to close the public hearing at 7:03 p.m. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

V. OPEN FORUM

Please note that, under scheduled requests to address, if the topic of the address is available to be put on the agenda, the Council may discuss the issue.

A) Scheduled to address. None.

B) Non-scheduled to address.

Ryan Geib of Columbia Avenue addressed the Council regarding his proposed Eagle Scout Project to improve the Jamestown Battery. Ryan displayed pictures and a narrative of the project. His plans would alleviate the rain water that collects at the bottom of the hill creating a muddy area that makes it difficult for the numerous walkers who visit the area regularly. The solution is to build French drains, which entails digging a ditch along one side of the trail so that water flows into the ditch, follows gravity to the low point, and is funneled through under the trail and away. The job requires require cutting away some of the brush, with proper signage during work time, and digging a ditch along the side, install the pipe, cover with filter fabric, cover with the crushed rock, and stone dust so it has a natural finish.

President Trocki referenced her walks with her dog along the muddy trail and that she will appreciate the completion of the project.

Solicitor Petrarca commented on the Open Forum format and that no votes can be taken at this time; this will be placed on the next agenda for approval (on the Consent Agenda).

Vice President Meagher commented on the difficulty walking her dog on the muddy trail as well. She noted Mr. Webster is the steward for the Historical Society for the Battery, former member of the Army Corps of Engineers, and Ryan's advisor for the project. There are no wetlands issues regarding this project.

Councilor Dickinson asked if heavy equipment would be brought in. Ryan stated a trailer and wheelbarrow would be used. Vice President Meagher commented on the fine job done by a Scout who cleared the Observation areas along the Battery.

Council members continue discussion, inform Ryan this is a good project, thank him for his presentation, and state this will appear on the next agenda for approval.

VI. COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS

A) Administrator's Report: Town Administrator Andrew E. Nota.

1) Legislative Update from the RI League of Cities and Towns

Town Administrator Nota reviewed the League of Cities and Towns legislative summary, which provides links to the legislation. Some of the legislation was reviewed previously; though not yet approved, it may still have an impact on the Town.

Revaluation Schedule Bills H 5406 and S 238 provide cost savings by instituting a 5-5-15 year revaluation. It is expected to be brought back in the next session and has strong support for approval.

Motor Vehicle Excise Tax Bills S 846 and H 6138 would allow local Assessors to use a combination of retail and trade-in values for determining the value of automobiles instead of the Vehicle Value Commission. It passed the Senate but remains in House Finance and is expected to come back in the next session.

Wastewater Management District. This legislation would not have an impact on Jamestown, but is a stripping of local authority. It is brought to the Council's attention in case it comes back and Council wishes to weigh in.

Levy and Assessment of Taxes. This legislation was passed by the Senate and the House over the last three sessions and vetoed by the Governor. It provides no taxation on subdivision homes and condominiums until the property sells. The Council may wish to provide an opinion to the Governor.

A flurry of legislation was submitted at the end of the session. It appears the Senate President is not in favor of a special session, and most items will be placed on the second session that begins in September. Town Administrator Nota will keep the Council informed. The Right to Farm Act may come back in the second session, which could impact agricultural properties in Jamestown and would strip local authority.

2) Jamestown Storm Drain Project

Mr. Nota reported the Conservation Commission has been working on the Jamestown Storm Drain Project for 1 ½ years in conjunction with the Jamestown Arts Center. Mr. Nota met with Conservation Member Mike Brown and JAC Member Lisa Randall to review the educational outreach program. It is comprehensive and well intended, with a

goal to communicate with members of the community regarding infiltration of contaminants into the stormwater drainage system that ultimately end up in the Bay using artwork appealing to all ages. The pilot octopus artwork painted on the Pemberton Avenue drainpipe was done to test paint durability and scope and scale of size. Council members expressed interest in the project and concern for potential freelance artwork. Part of the project is a six-week educational program at the middle school focusing on environmental impact. Conservation Chair Maureen Coleman and Member Mike Brown are in attendance to further explain the project. Discussion ensued of the Council's role to provide guidance prior to implementation of project. President Trocki welcomed Maureen and Mike to review the process.

Maureen Coleman of East Shore Road Conservation Commission Chair, reviewed the program that began approximately two years ago to bring awareness to the problems associated with contaminants that find their way to the Bay through runoff. The goal is to establish a creative and fun way to bring awareness to the community. Conservation has worked with Town staff to determine the drains that would be involved. The runoff areas around the schools and how the runoff, including contaminants, enter the Bay were referenced. Conservation is working with the Jamestown Arts Center to present the project as a combination of art and science.

Councilor Dickinson commented this is a good message. What is surprising was the process. From a procedural issue he was not aware of it, which may be a communication issue. Ms. Coleman referenced the Conservation Commission Annual Report and Minutes that mentioned the project and commented on communication and how it could be improved in the future.

Conservation Member Mike Brown commented the project began with review with Town staff last September, which he thought percolated through the Town and Administration was aware of it. Discussion ensued of how the project came about, publicity, grant funding, proposed curriculum for various levels of school children, and the cooperation with the JAC. The focus will be on the drains that empty directly into the Bay.

Chamber of Commerce Director Aileen Flath of Melrose Avenue inquired about the approval process for art work on public property. Councilor Tighe suggested that whenever a grant is sought it should be coordinated with the Town Administrator for his determination the project is appropriate and should proceed. Town Administrator Nota stated no one questions the merits of the program but rather implementation and exact location, liability, environment, safety, scale, and appropriateness of it. Town Administration will work with Conservation to communicate with members of the community. The project can be refined over the next few months to a level of accessibility by the Council. Discussion ensued of financing and the grant, which went through the JAC. The Council will consider action regarding liaisons later in agenda.

Councilor Dickinson commented it is important to note this type of project should be presented to the Council for their recommendation. Discussion ensued of the filming of

meetings and expanding that to the Conference Room. All town officials should be copied on important communications so that they are informed.

VII. UNFINISHED BUSINESS

A) Jamestown Conservation Commission memorandum re: Reservoir Trail Public Access.

B) Board/Commission/Committee Liaisons.

Councilor Dickinson commented on the letter that appeared in the *Jamestown Press* written by Commissioner Smayda regarding public access to the Reservoir. Conservation being an advisory board, his recommendation should have been communicated to the Water and Sewer Commissioners or Council to determine its feasibility. Conservation Commission Chair Maureen Coleman stated this goes back to the communication issue. What may be stated in the newspaper may not be the consensus of the entire Conservation Commission. The subject of the article was part of a broad discussion of the Reservoir property and protection of the area, which are reflected in their Minutes.

Vice President Meagher commented on how to handle provocative statements and keep the collegiality of a volunteer committee. The appointment of liaisons to facilitate dialogue would help and it is her recommendation to make such appointments. Previously Council did not appoint liaisons in an effort to include Committees in Council sessions and result in fewer Town Council meetings. Conservation and other Committees could have staff assigned to assist them as well, and representation should be appointed this evening. Councilor White suggested Council members be assigned to read specific Committee Minutes to determine what should be reviewed further. Councilor Dickinson stated he would be happy to attend meetings. Town Administrator Nota will solve staff contact issues.

A motion was made by Vice President Meagher with second by President Trocki to appoint Councilor Dickinson as liaison to the Conservation Commission. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

A motion was made by Vice President Meagher with second by Councilor Dickinson to appoint President Trocki as liaison to the Library Board of Trustees. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

The Harbor Commission and Planning Commission have Town staff involvement. The Council will hold on other appointments at this time.

VIII. NEW BUSINESS

A) Reallocation of Operating Budget Funds to Capital Budget Funds
1) Road Paving

- 2) PAC Purchase
- 3) Town Hall Generator

Town Administrator Nota commented on discussions since the budget process. Defeat of the PAC Referendum left \$43,500 (\$28,500 Debt Service and \$15,000 Operational) available. The Town was awarded a grant for reimbursement of 50% of the cost for a generator for \$20,750 (\$40,000 budgeted), for a total of \$64,250 in available funding. There are three additional roads of significance that could be added to the approved Capital Program of \$350,000 - Racquet Road, Summit Avenue, and Starboard in addition to Bayberry Drive, Bridgeview Drive, Clarke Street, Court Street, Nun Avenue, Ship Street, Pemberton Avenue, Buoy Street, Norman Road and Dumpling Drive. If council is comfortable, the transfer of funding could address the additional roads suggested.

A motion was made by Vice President Meagher with second by Councilor White to move \$20,750 from the Capital Improvement Fund for the Generator to the Road Improvement Project, move \$28,500 from the PAC Debt Service, and move \$15,000 from the PAC Operational under Parks and Recreation, for a total of \$64,250 to be put towards Road Improvement. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- B) Police Department Rules and Regulations; discussion, and/or potential action and/or vote to adopt

President Trocki noted the revised rules for 2015 and the 2004 version. Police Chief Mello commented on the comprehensive package. The changes in rules and regulations and policies and procedures were explained. Most of the content remains constant and is revised to meet the criteria for accreditation. Explanation of the evaluation process and policies and procedures development continued. Chief Mello requests this item be continued to the August 3rd Town Council Meeting.

A motion was made by Councilor Dickinson with second by Vice President Meagher to continue this item to the August 3rd meeting. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- C) Award of Bid:

- 1) Used, reconditioned forklift to NITCO for an amount not to exceed \$13,300 as recommended by Public Works Director Michael Gray

Public Works Director Gray commented on the need for a forklift, as it is a very useful piece of equipment.

A motion was made by Vice President Meagher with second by Councilor White to award the bid for the reconditioned forklift to NITCO as recommended. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

IX. ORDINANCES AND APPOINTMENTS AND VACANCIES

- A) Appointments
- 1) Fire Department Compensation Committee Fire Department Representative (Two vacancies with a three-year term ending date of May 31, 2018); duly advertised
 - a) Request for reappointment
 - i) Ron Barber
 - b) Recommendation from JFD to reappointment:
 - i) Ron Barber
 - c) Recommendation from JFD to appoint:
 - i) Patricia Perry

A motion was made by Vice President Meagher with second by Councilor White to reappoint Ron Barber and appoint Patricia Perry to the Fire Department Compensation Committee as Fire Department Representatives. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- 2) Fire Department Compensation Committee Citizen At Large (One vacancy with a three-year term ending date of May 31, 2018); duly advertised
 - a) Request for Reappointment
 - i) Jerome Scott
 - b) Request for Appointment; interview conducted
 - i) Susan Hoagland

President Trocki recused on this appointment due to a conflict, filed the appropriate form, and left the dais. Vice President Meagher presides over the meeting.

A motion was made by Councilor Dickinson with second by Vice President Meagher to reappoint Jerome Scott. President Trocki, Recuses; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

A letter of thanks will be sent to Susan Hoagland and she will be encouraged to stay interested in serving the Town.

President Trocki returns to preside over the meeting.

- 3) Tax Assessment Board of Review Member (One vacancy with a three-year term ending date of May 31, 2018); duly advertised
 - a) Request for Appointment:
 - i) William Dawson (current Alternate Member)

A motion was made by Vice President Meagher with second by Councilor White to appoint Bill Dawson to the as a full Member. President Trocki, Aye; Vice President

Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- 4) Tax Assessment Board of Review Alternate Member (One vacancy with a one-year term ending date of May 31, 2016); duly advertised
 - a) Request for Appointment
 - i) Joan McCauley (current Member)

Discussion of the frequency of meetings ensued.

A motion was made by Vice President Meagher with second by Councilor White to appoint Joan McCauley as the Alternate Member. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

B) Vacancies

- 1) Jamestown Harbor Commission - Coastal Waters (One vacancy with an unexpired three-year term ending date of December 31, 2017)
 - a) Letter of resignation
 - i) Patrick Bolger

A letter of thanks will be sent to Pat Bolger for his services to the Town.

- 1) Affordable Housing Committee (One vacancy with a three-year term ending date of May 31, 2018); duly advertised; no applicant

Two applicants just came forward today, and this will be placed on the next agenda.

- 2) Coastal Resources Management Council (One vacancy with a two-year term ending date of May 31, 2017); duly advertised; no applicant

This item will be continued to the next agenda.

X. CONSENT AGENDA

An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to approval of each item as if it had been acted upon separately.

A motion was made by Vice President Meagher with second by Councilor Dickinson to pull D) One Day Event License Applications 5) Jamestown Chamber of Commerce from the Consent Agenda. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

President Trocki recused on this issue as she has a conflict, filed the appropriate form, and left the dais. Vice President Meagher presides over the meeting.

- D) One Day Event/Entertainment License Applications
 - 5) Applicant: Jamestown Chamber of Commerce
 - Event: "Night at Fort Getty 2015"
 - Date: August 15, 2015
 - Location: Fort Getty Pavilion

Aileen Flath of Melrose Avenue, Chamber of Commerce Executive Director, stated this is the Chamber's annual fundraiser and will take place at the Fort Getty Pavilion with a luau theme. This year The Friends of the Jamestown Seniors will be the recipient of part of the proceeds from the event. They request the Council waive the fee for the Pavilion.

A motion was made by Councilor Tighe with second by Councilor Dickinson to approve the One Day Event License and waive the rental fee. President Trocki, Recuses; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye. Motion passes by a majority vote in the affirmative.

President Trocki returns to preside over the meeting.

A motion was made by Vice President Meagher with second by Councilor White to approve and accept the Consent Agenda. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

The Consent Agenda approved consists of the following:

- A) Approval of Council Minutes
 - 1) June 22, 2015 (regular meeting)
 - 2) June 22, 2015 (executive session)
- B) Minutes of Boards, Commissions and Committees
 - 1) Jamestown Philomenian Library Board of Trustees (05/12/2015)
 - 2) Jamestown Zoning Board of Review (05/26/2015)
- C) Abatements/Addenda of Taxes
 - 1) Motor Vehicles
 - a) \$57.32
- D) One Day Event/Entertainment License Applications
 - 1) Applicant: Amy Kempe
 - Event: Party
 - Date: July 9, 2015
 - Location: Fort Getty Pavilion
 - 2) Applicant: Karl Seelig
 - Event: AIM Company Picnic
 - Date: July 16, 2015
 - Location: Fort Getty Pavilion
 - 3) Applicant: Paul Dube/Anvil EPS
 - Event: Clambake

- Date: July 21, 2015
- Location: Fort Getty Pavilion
- 4) Applicant: Virginia Murray
- Event: Family Reception
- Date: July 26, 2015
- Location: Fort Getty Pavilion
- 6) Applicant: Nicole Landry
- Event: Landry Wedding
- Date: August 21, 2015
- Location: Fort Getty Pavilion

XI. COMMUNICATIONS, PETITIONS AND PROCLAMATIONS AND RESOLUTIONS FROM OTHER RI CITIES AND TOWNS

A motion was made by Vice President Meagher with second by Councilor Dickinson to receive the Communications. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

The Communications received consists of the following:

- A) Communications
 - 1) Invitation to Ribbon Cutting Ceremony and tour of first Offshore Wind Farm Support Vessel on Monday, July 13, 2015 at 10:30 a.m., Blount Shipyard in Warren, RI

XII. EXECUTIVE SESSION

None.

XIII. ADJOURNMENT

A motion was made by Councilor White with second by Councilor Tighe to adjourn. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

The regular meeting was adjourned at 8:13 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council
 Town Administrator
 Finance Director
 Solicitor

TOWN COUNCIL WORK SESSION
April 9, 2015

I. ROLL CALL

Town Council Members present:

Kristine S. Trocki, President
Mary E. Meagher, Vice President
Blake A. Dickinson
Michael G. White
Thomas P. Tighe

Others in attendance:

Andrew E. Nota, Finance Director
Christina D. Collins, Finance Director
James Bryer, Fire Chief
Donna Fogarty, Library Director
Michael C. Gray, Public Works Director
Edward E. Mello, Police Chief
Cheryl A. Fernstrom, Town Clerk

II. CALL TO ORDER

The Town Council Budget Work session and Hearing for FY 2016 for review of the Capital, School Department, and Operating Budget is called to order at 6:00 p.m. in the Rosamond A. Tefft Council Chambers of the Jamestown Town Hall at 93 Narragansett Avenue by President Trocki.

III. TOWN COUNCIL WORK SESSION

- A) Town Council Budget Work Session and Hearing for FY 2016 (July 1, 2015 to June 30, 2016); if needed
- 1) Capital, School Department, and Operating Budget review and discussion
- Town Administrator Nota reviewed the budget process. A slide presentation proceeded with a summary of budget changes due to reductions and updated revenues, including adjustments for Blue Cross reduction, workers compensation, police retirement and website enhancement. The School Department budget reflects increased State Aid that raised revenue and cost reductions.

Council discussion included Public Health revisions. A comparative analysis will be done for public health entities for future budget cycles in order to more effectively allocate funding. The information gained by the reports from public health agencies at the last session was helpful. Discussion ensued of the Thundemist request and reallocating

funding for former New Visions (merged with Newport County CAP). Council will reallocate the New Visions funding as follows: \$500 to Thundermist, \$500 to East Bay Community Action, and \$500 to Visiting Nurses of Newport County.

A summary of budget revisions was distributed and explained by Finance Director Collins. Town Administrator Nota reviewed the budget by category as it stands.

Operating Budget:

Town Council, Town Administrator, Probate Court, Elections & Town Meetings, Legal Services, Town Clerk & Records, Planning, Zoning, Personnel, for Total General Government of \$2,250,923, a reduction of three quarters of 1%.

Town Council members are in agreement.

Finance:

Finance Office, Tax Assessor's Office, Audit for Total Finance Department of \$321,694
Town Council members are in agreement

Public Safety:

Police (reduction of 1.9%) at \$1,638,832, EMA (\$10,000 from Police \$5,000 Telephone and \$5,000 from Salaries). Discussion ensued of the cost for Telephone and VOIP, which also includes internet. VOIP should realize savings.

Fire Protection:

Fire Protection, EMS Services, for 3% increase for fire protection and EMS \$87,600 increase for implementation of ALS, and Protective Services is total of \$2,726,681. For an increase of 4.8%

Town Council members are in agreement.

Public Works:

Administration, Engineering, Highway Division, Snow Removal, Waste Removal, Street Lighting, Cemetery and Parades, Public Buildings, and Tree Management totaling \$1,816,659 for a 3.46% increase. Discussion. Waste Removal includes the cost of GZA monitoring/reporting.

Town Council members are in agreement.

Public Welfare:

Public Welfare, Public Health up by \$1,500.

Town Council members are in agreement.

Animal Control: \$20,000; The Tick Task Force allocation may be adjusted after their meeting.

Library, increased by 4.65%, Parks & Recreation 2.87% increase; Debt Service includes the \$20,000 adjustment for \$943,672. Miscellaneous adjusted to \$61,200, Capital Improvement Fund with web enhancements \$1,254,000, decrease of 11%.

Total General Budget is \$10,436,547, an increase of 1.49% for expenditures
Total School Department Budget is \$12,563,341, a \$90,000 decrease
Total Town and School Budget is \$22,999,818 for a 1.54% increase for the total budget.
Town Council members are in agreement

Discussion ensued of large expenses for Electrical service (\$100,000), ALS, personnel, contracted salary/wage increases. Adjustments helped mitigate increases. Capital budget changed by \$10,000 for website enhancements. Councilor Dickinson commented on providing the best services possible for our residents. Discussion ensued of working with universities working with town departments and interns to facilitate projects inexpensively. We need to look at how we migrate information to the website.

Capital Budget. Discussion of playground upgrades ensued. The town would have grant opportunities for the improvements. Discussion of a large RIDEM grant for improvement to the entire Lawn Avenue project ensued. This may be an opportunity in the coming year.

Transfer Station Improvements. Mike Gray reviewed additional funding for improvements.

Bike Path. Councilor Dickinson suggested paving of Summit Avenue in place of the Bike Path design and engineering services at \$50,000. Originally TIP money was anticipated to fund the Bike path project; being realistic, the Town will have to fund the project. Designing it can be done less expensively doing it locally as opposed to TIP funding with Federal government regulations tied to TIP funding. Discussion continued. It is important to get the design done and have permits in place, then focus on funding to build the connector. Councilor Dickinson asked if this is a priority, noted the Reservoir is owned by the Water and Sewer ratepayers, and we need to reach out to them in order to proceed, as property is not town property. Town Administrator Nota commented on access for Public Safety and Water and Sewer with the Bike Path project. Lengthy discussion ensued of having control and restricting access over the dam and protecting it. Reservoir protection and Bike Path discussion continued. The decision must be made if this is a community priority. Councilor White access to East Shore Road and being in favor of this with previous Councils.

2) Open Forum

Donald Richardson of Davis Street commented he hasn't seen a design and asked where the Bike Path would go. He was informed it would go below the dam.

Councilor Dickinson commented on upcoming projects in addition to the Bike Path, where the money comes from, and asked to put this off until we know who owns the property and if ratepayers are okay with having people access the area. Vice President Meagher stated North Road is being repaved with new drainage as it is needed. Lengthy discussion ensued. Discussion ensued of widening North Road, the Bike Path being separate from North Road improvements, water quality improvements, drainage, and the necessity for improvements. The desire was to get the connector completed in three years.

Jerry Scott of Racquet Road asked what items are priorities. He was informed the engineering and design for the Bike Path connector.

Councilor Dickinson commented on paving that would provide more bicycle access. Discussion ensued of increases to ratepayers creating animosity with bike riders. Vice President Meagher stated the bike riders are school children who want to connect to other parts of the Island, not just North Road. The dam needs to be protected, and a connector could protect it by providing an alternative to going over the dam, which is dangerous for the ratepayers. Total reconstruction for Summit Avenue is \$79,000. How many people are affected by every dollar spent? Discussion ensued that it is unlikely TIP money will be available. Discussion of realignment of funding ensued.

Chief Bryer commented on the engineering study being beneficial to the ratepayers and the community and for protection of the reservoir. Discussion ensued of the Goals and Objectives. Councilor Tighe commented this project if approved and this project falls under this. It is also referenced in the Comprehensive Plan.

Public Works Director Gray stated the reservoir property is not for recreation. Paving or overlaying of Racquet Road, Starboard Street and Summit Avenue discussion ensued. Discussion ensued of a compromise leaving the \$50,000 for design and engineering work. Once done, the town could decide if this is publicly supported and we want to go forward.

Adjustments will be made for the April 20th meeting for Council vote. Discussion ensued of funding the cost of the Bike Path and the other major projects proposed – PAC, golf course, fire station. The desire is for the Bike Path whether for serious bikers or school children seeking access to other parts of town.

Generator and Fuel Tank. Chief Mello submitted applications for EMA grants for 50% reimbursement of the projects. Priority for the generator is Town Hall, but it is portable and can be used at other locations. The gas station closure and power outages caused by severe weather conditions prompted review of fuel capacities on the Island. Diesel fuel capacity for the town is sub-standard. Discussion ensued of moving a fuel tank to the Highway Barn. The new 6,000 gallon tank for the Police Station would afford a larger

storage capacity for town vehicles and use. This would provide 6,000 gallon diesel capacity at Public Works and 6,000 gallon gasoline at the Police Station. The one-time \$50,000 expense would cover our needs for emergencies. A 50% matching grant has been applied for, which may cut the expense in half.

Discussion of fuel needs and costs based on averages was discussed. It is difficult to predict as each incident varies. Chief Mello commented on the importance of the diesel storage capacity during emergencies. Councilor Dickinson commented if the town is in a serious situation, the town can take fuel by eminent domain. We cannot rely on the State to take care of us. Discussion ensued of town-owned generators.

Fire Department Capital expenses. Councilor Dickinson inquired on the difference between SCBA bottles and oxygen and air packs. Chief Bryer stated they are the same. The capital item is for new equipment, and the operating budget line item is for repairs. Councilor Dickinson asked how the radio and pagers is different from alarm and radio. Chief Bryer explained the alarm and radio is at the Station and pagers are worn by Fire personnel. Discussion ensued of pager difficulties.

Discussion ensued of the lagging RI economy and asking voters to fund multiple projects. Discussion ensued of debt service. Town Administrator Nota explained the first year is interest only and it is included in the debt service as a placeholders for the Fire Station, fire truck, and PAC referenda. If it fails, there is additional funding available.

Discussion ensued of Police Overtime for details for events in town. As outlined in the Goals and Objectives, a fair and equitable detail fee would be developed and charged. Discussion ensued of what Rotary pays for the bike race details. The rotary would pay for staffing estimated at \$3,000 but not for cruisers. Discussion continued. The \$3,000 allocated for the bike race will continue until a policy is adopted.

Jerry Scott of Racquet Road asked why the entity paying for the details can't pay the FICA as well. He was informed this is not an option. Discussion continued of hiring flaggers, police details, community service officers, and collective bargaining and contractual obligations.

Don Richardson of Davis Street commented on the bike race, which raises money for charity, and use of volunteers. Councilor Tighe commented on State mandates and liability that makes it impossible to use volunteers.

The next meeting is April 20th. In summary: no cuts or additions to the Capital Budget; an additional \$500 to three public health agencies; final discussion of the budget will be at the April 20th meeting at 7 pm; there may be adjustments for grants, School adjustments, or Tick Task Force adjustments.

Discussion ensued of Jerry Scott's letter regarding design costs for the Fire Station. Mr. Scott will be provided with information on the project.

Don Richardson asked what is in the emergency fund. He was informed \$50,000. There are unreserved fund balances of \$4,500,000 for town and school combined. Usually 20% is kept in unreserved that may also be used.

President Trocki thanked those in attendance for their participation.

IV. ADJOURNMENT

There being no further business to discuss, the budget work session was adjourned at 8:05 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council
 Town Administrator
 Finance Director
 Town Solicitor

TOWN COUNCIL BUDGET WORK SESSION
April 2, 2015

I. ROLL CALL

Town Council Members present:

Kristine S. Trocki, President
Mary E. Meagher, Vice President
Blake A. Dickinson
Michael G. White
Thomas P. Tighe

Also in attendance:

Andrew E. Nota, Town Administrator
Christina D. Collins, Finance Director
James Bryer, Fire Chief
Cheryl A. Fernstrom, Town Clerk

II. CALL TO ORDER

The Town Council Work Session for Operating Budget Review and Capital Budget Review was called to order at 6:02 p.m. in the Rosamond A. Tefft Council Chambers of the Jamestown Town Hall at 93 Narragansett Avenue by President Trocki.

III. TOWN COUNCIL BUDGET WORK SESSION

A) Town Council Budget Work Session and Hearing for FY 2016 (July 1, 2015 to June 30, 2016)

1) Operating Budget, continued

Town Administrator Nota reviewed the budget process. The original projected tax rate was \$8.92. After revisions and adjustments made to the proposed budget since the first operating budget hearing the present estimated tax rate is \$8.79, a 4 cent increase over the current fiscal year. Tax Assessor Gray updates the tax roll value regularly and the current value is \$2,128,000,000, which represents approximately \$11,000,000 in growth. The PowerPoint presentation to accompany the discussion work sheet was noted.

a) Public Welfare

Town Administrator Nota stated the Public Welfare budget will be reviewed with presentations by supported agencies. Account 101 under Public Welfare for the Director's salary remains the same at \$3,964 for quarterly stipends for Margaret Grenier.

b) Public Health

Thundermist Health Center. Director Lauren Nocera in attendance explained the operations of Thundermist, a full service primary care facility located in South Kingstown, in operation for 45 years, serving all of southern RI. With a 30% patient growth over the last three years, they just completed a renovation that increased the size of their facility by 50%. Medical and dental services for uninsured Jamestown residents is \$15,000. Thundermist requested an additional one-time allocation of \$5,000 to help fund the renovation project in addition to the \$1,500 annual allocation. Further discussion of their extensive health and social services ensued. Copies of their annual report with contact information were distributed. Ms. Nocera was thanked for the presentation.

East Bay Community Action Program. Chief Operating Officer Susan Schenck in attendance gave an overview of their programs and operation, which has been in existence 50 years. They are a large agency, having merged with New Visions for Newport County and Self Help, Inc., serving 22,000 people annually from East Providence to Little Compton, many from Jamestown. Two of the new buildings are located on the Newport CCRI campus housing the Health Center and Head Start facility. Their facility at 19 Broadway encompasses the renovated, modern Dental Center. Other services include the Family Center, Social Services, Food Pantry, Fuel Assistance, Youth Counseling, Nutrition Services, and Employment and Training Program. The annual request is \$1,500. Ms. Schenk thanked Jamestown for their support and including them in the town's CDBG application. Council members were invited to tour their facilities.

VNS Home Health Services Director Sue Jamieson in attendance explained the agency's operation and extensive in-home services provided, including nursing, CNA, physical therapy, pain management, occupational and speech therapy, and routine health screenings at the Jamestown Meal Site, serving 81 Jamestown residents with 1,700 visits last year. They request a \$7,000 allocation again this year.

Visiting Nurses of Newport Bristol County representative Beth Wilcox in attendance explained the agency's operation and in-home services, which she stated are the same as those offered by VNS Home Health Services. The agency has been in existence for 65 years. Care provided to Jamestown last year included two flu clinics, 64 home care patients, 10 hospice care patients, palliative care patients, high risk newborns and family, life alert provided to 23 people, and tele-health. They request a \$1,000 allocation

Jamestown Substance Abuse Prevention Task Force. They agency requests \$4,000 for a grant match to serve teens and children through programs at the schools and in the community.

Samaritans for \$100 and Women's Resource Center for \$500 annual allocations were noted. Mr. Nota stated the draft budget carries \$16,000 in case there are additional requests. This can be reviewed later in the session.

Senior Program

Mr. Nota stated they requested level funding at \$71,693 for FY 2015-2016, with an estimated total budget of \$95,820. The additional \$25,000 for their budget comes from grants and donations. Review of the PowerPoint presentation continued; the group representing the Jamestown Seniors was noted. Jamestown has the oldest average age population in Newport County at 49. An increased need for expanded senior services will be realized in the near future. The \$3,000 for Transportation in the Recreation budget is to help get the senior bus operating. The Council thanks the Friends of the Jamestown Seniors for all they do for the seniors of Jamestown.

c) Miscellaneous

Mr. Nota reviewed items with requests under Miscellaneous that may appear under a different budget category in the future, Civic Organizations.

There is \$50,000 under the account for Incidentals and Emergencies for emergency expenditures that arise after the budget adoption during the fiscal year. Conservation Commission is allocated \$2,200.

Chamber of Commerce. President Trocki recuses, files the appropriate form, and turns the meeting over to Vice President Meagher due to her Chamber affiliation.

Chamber of Commerce Director John Macauley referenced the Chamber's \$4,000 request last year for funding an off-island advertising program to increase business on the Island. The Chamber's businesses were listed on their website which was advertised in publications, most notably Yankee Magazine, increasing business. They again request \$4,000 and propose to use the funding for an informational summer kiosk at East Ferry. Part of the funding will be used for maps, directions, and visitor information. The portable kiosk would be manned during July and August by paid individuals and Chamber volunteers. The kiosk is \$2,500 plus \$500 for materials. Mr. Macauley reviewed this previously with Town Administrator Nota. The kiosk would be available for other organizations and community events. It would be manned for 60 days for 4 hours of peak time with volunteers and paid staff 7 days per week. Discussion ensued of the design and placement of the kiosk, which need to be worked out. Mr. Macauley thanked the Council.

Eastern RI Cooperative Extension. Since the time of the original request, they have expanded to \$1,300.

Economic Development. Mr. Nota stated this is a new \$5,000 item for involvement in the Newport County Collaborative Group involving all Newport county communities seeking to secure a grant to study the feasibility and sustainability of an economic development committee for the County. Next steps should be available soon and the communities are in favor of supporting the initiative. Plans include hiring of a professional director. Start up costs are \$200,000 to \$300,000. Additional funding will be sought through the State

budget. Discussion ensued of the proposed function in relation to the local Chamber and State Economic Development and what this would provide Jamestown. Mr. Nota continues to attend meetings and keep the Council informed. Lengthy discussion ensued. The potential information to be gathered could be beneficial for our community and our commercial district. This will be continued.

Rotary Club. Mark Holland is here to request funding and review the history of events in town such as the Bike Race and Fools Rules Regatta in order to have a consistent approach to public safety support. Mr. Nota wants the information publicly explained so that Council can determine how to address such activities and funding. Rotary requests funding for details for the Bike Race, requiring \$1,800 to \$2,750 for police coverage for 5-8 officers as needed. Next year is Jamestown Rotary's 75th anniversary; their work and community support through donations were reviewed. Support for the Bike Race is important to keep it alive as numbers have dropped in recent years. It benefits the Island and visitors enjoy coming here. Council members discuss the event. Mr. Holland reviewed alternate parking locations to alleviate a negative impact on the business community. Chief Mello commented on the event and costs for overtime, as three quarters of the Police Department must commit to work on that date, and last year was an improvement. Rotary requests \$3,000 for the Bike Race. Discussion ensued of this event as part of economic development. This organization contributes to Jamestown. This is an organization that contributes to Jamestown, and the Bike Race is their major fundraiser.

- d) Public Safety
 - i) Police Protection.

Police Overtime was noted. Due to vacancies and extended absences, Salaries is at 67% of budget, but Overtime is at 138%. Mr. Nota reviewed the Salaries line item at \$912,000 with a \$5,000 reduction moved to a different line item. Salaries is also reduced due to senior members moving on and new recruits joining the department. Discussion ensued of line item revisions resulting in 1.87% budget reductions. The \$1,638,832 budget request for 2015-2016 is down from the current \$1,670,096 this year.

- ii) Emergency Management Agency

This is proposed at \$10,000.

- iii) Animal Control

The request has been reduced from \$10,000 to \$5,000. This may be modified in future years as needed.

Lyme Diseases Prevention through the Tick Task Force is new at \$15,000 for education, supplies and initiatives. \$12,000 was requested for education and outreach and \$3,500 for the incentive and cooler. The TTF thanked the town for getting the initiative started and the cooperative will be privately managed and funded and will not request support for hunting related activities from the town. The request is for the education portion only,

and it is anticipated the amount will go down. This amount can be revised prior to the April 20th meeting. Discussion ensued.

iv) Fire Protection

Mr. Nota stated an overall increase of 3.5% for \$396,246 is proposed, with a 2.5% increase in salaries. The rest is very conservative. Salary increases as related to town non-union department heads was discussed, as the Fire Chiefs are not town department heads but have consistently received the same salary increases. This is a cloudy issue that evolved over time. Defining the relationship between the Town and Fire Department under Goals and Objectives is on Monday's agenda. This proposed budget is the town's contribution, and the Fire Chiefs are the only members paid through the town.

v) Emergency Medical Services.

This is a 31.56 % increase for a \$402,130 proposed allocation due to the second six months of implementation of ALS services, which comprises most of the total increase. Additional vehicle, medications, and supplies required were noted. Only six months for the program was budgeted in the current fiscal. The major expense is for per diem paramedics and the Interceptor vehicle for the \$87,600 increase.

Chief Bryer commented on the smooth operation, success of the program, and increased training. Council members comment on the success and the caliber of paramedics chosen for the program. Donations and their use in purchasing ALS supplies were noted.

Public Health and Welfare continued. Finance Director Collins commented on the attendance by the agencies and their annual reports. Council members comment on the importance of learning what the agencies do, their programs and services, and what they provide for Jamestown residents. Discussion ensued of taking the funding that will not be used to provide additional funding for the agencies. A recommendation based on updated figures will be developed. Next year information on what other communities allocate for public health agencies will be included in the budget package.

2) Capital Budget review, if needed

Town Administrator Nota has updated information. For Website Enhancement an additional \$10,000 is proposed.

Roads. An overall assessment of town roads revealed they are not as bad as originally predicted. The roads have settled in after the difficult winter season, which is positive. Problem areas are Racquet Road at \$60,000, Starboard at \$36,000, and Summit Avenue at \$80,000 for reconstruction. This adds \$170,000 to \$180,000 to the road paving plan. Discussion ensued of overlaying and other relief activities if funding is not available. Discussion ensued of capital budget fluctuation due to potential grant awards for the generator and fuel tank. There could be some other built in dollars.

3) Open Forum

Jerry Scott of Racquet Road commented on the condition of Racquet Road, which he prefers remain the same, as it slows the traffic down. The residents should be consulted for their opinions prior to major reconstruction.

Mr. Nota stated figures will be refined prior to the next meeting for Council update and review.

President Trocki thanked everyone for their attendance and input.

IV. ADJOURNMENT

There being no further business to discuss, the work session was adjourned at 7:56 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council
 Town Administrator
 Finance Director
 Town Solicitor

**TOWN COUNCIL WORK SESSION
FIRE STATION RENOVATION PROJECT
March 30, 2015**

I. ROLL CALL

Council Members present:

Kristine S. Trocki, President
Mary E. Meagher, Vice President
Blake A. Dickinson
Michael G. White
Thomas P. Tighe

II. CALL TO ORDER

The Town Council Work Session for the Fire Station Renovation Project was called to order at 6:02 p.m. on Monday, March 30, 2015 in the Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue by President Kristine Trocki.

III. TOWN COUNCIL WORK SESSION

- A) Fire Station Expansion/Consolidation Project
- 1) Overview of Project: Andrew E. Nota, Town Administrator and James Bryer, Fire Chief

Town Administrator Nota reviewed the work performed by Chief Bryer, command staff, members of the Board of Fire Wardens and Town staff and the communication involved to reach this point and to present the first draft before you.

- 2) Design and Renovation: John A. Ahraonian, R. A. Aharonian & Associates, Inc.

Mr. Aharonian introduced architect Alex Ziemba. Mr. Ziemba gave an overview of the proposed site plans and floor plans. The project proposes to provide additional space for the Fire Department and move the EMS Division to the Narragansett Avenue location in order to house the two divisions and all vehicles at one location. Renderings of the current and proposed addition were displayed. Mr. Ziemba reviewed the renovations, including first floor: new entrance, radio room, rest room, de-containment room, handicapped accessibility elevator, storage space, laundry space, garage, vehicle bays, and apparatus bays; second floor: common space (training space), ramp, offices, EMS area with bunk rooms and suite, equipment storage, showers, conference room areas, and multi-purpose space above the apparatus bay.

Vice President Meagher commented the multi-purpose space above the apparatus bay is accessible by stairs and is not handicapped accessible. Mr. Ziemba stated this is not considered a public space. The other spaces are at the existing level.

Mr. Ziembra reviewed proposed exterior renovations, including the existing and proposed main entrance. The design was worked to match the current structure design with a mind towards cost. The new 14' bays eliminate the need for custom vehicles and the scale of the building works with the surrounding residential area. Existing and proposed traveling views were displayed with building (on Grinnell Street) removed and landscaping. The steamer engine would be moved from the museum to the fire station main entrance to make the building accessible and part of the community. The images displayed give a view of what the structure would look like.

President Trocki asked for the timeline and the architect's next steps. Mr. Ziembra stated they are working with the Chief and his group to incorporate the scope of the project, moving into design development, creating a timeline, and costs. President Trocki asked how many additional vehicles will be in the new structure. Mr. Ziembra stated the renovated structure would house the ladder truck, two tankers and three engines. Chief Bryer stated four additional vehicles from EMS would be housed indoors. Only the fire boat and two trailers will be housed outside.

Discussion involved final decisions on the plan, cost to be presented at the FTM, process through Planning and Zoning, and timing. The budget should be before the Council for approval April 20th, with an amount for the "not to exceed" number for the Fire Station renovation project at the April 6th meeting.

Vice President Meagher commented on the plan. Chief Bryer noted JFD member approval of the plan and the work involved to get to this point. The interior design and possible revisions were noted; the main concern was the exterior look and fit with the surroundings and the footprint. With this design the ladder truck will fit in the new bay on Narragansett Avenue. Discussion ensued of the best options. Chief Bryer reviewed turning radius and the determination where vehicles should be housed.

Council members commented fire engines using Narragansett Avenue is a nice response to the Grinnell Street residents. Vice President Meagher commented on the views and would like more stone. Chief Bryer stated this design accentuates the main entrance and people will know where to enter, especially with EMS services to be located there.

Discussion involved the roof lines of the building on the Grinnell Street side and Mr. Ziembra explained the reason for the size and balance. The area discussed is basically for storage. Chief Bryer noted this was space needed for storage and training and not planned for public access. Red cedar shingles in the new section would darken over time and blend in. Chief Bryer noted the doors would be painted red.

Councilor Dickinson states the building is aesthetically pleasing and functional. His only question is what it's going to cost. Town Administrator Nota commented what is proposed is a conservative footprint and efficient design to meet the needs of the department and integration of EMS. A not to exceed number will be proposed.

President Trocki asked about elimination of parking. Mr. Ziemba noted additional parking spaces (six by the museum), including visitor and handicapped parking. Parking spaces will be designated.

3) Review, Questions and Answers

Ray Iannetta of Stanchion Street asked about the customization of trucks due to door height. Chief Bryer explained where the current custom ladder truck would be located, which would be replaced with a standard truck in the future. Deputy Chief Tighe commented the 25-year truck life and 30-year ladder truck life. Customization can cause mechanical problems and increase the cost of the vehicle considerably (\$200,000). The purchase of standard trucks that fit in the new bays will save money. Discussion ensued of the cost, age, safety, and conditions of present JFD vehicles and the history of the bays that house the vehicles.

Councilor Dickinson commented on the footprint and whether anything could be put off or eliminated as a cost savings. Deputy Chief Tighe and Chief Bryer explained why the proposed spaces on the second floor are necessary for the JFD and EMS Division operations. The only space added is the multi-purpose area and storage. Chief Bryer stated the area above the bays could be postponed if necessary and shingling could be delayed for a year or two to save \$25,000, but may cost more to do outside of the renovation project. Town Administrator Nota stated once the project is bid out there may be savings realized. The addition is 7,970 sq. ft., bringing the total square footage of the facility to just over 16,000 (existing building is 8,700 sq. ft.), with 11,710 sq. ft. of renovation/construction space.

Councilor Dickinson asked for next steps. Chief Bryer stated the first step is approval for funding, application before Planning, and then Zoning. Any changes proposed by Planning and Zoning would be included before finalizing the plans.

Ray Ianetta of Stanchion Street stated going for the funding first is prudent. You want to get the project bonded first to lock in a rate.

Town Administrator Nota stated based on 11,710 sq. ft. of impact on the project comes out to \$177.45 per sq. ft. Overall that is a good sq. ft. number for the work proposed. The estimated total cost is \$2,078,111. This could vary in the open market but shows us where the “not to exceed” figure should be for the FTM.

The value of Knowles Court was questioned, and Chief Bryer stated a preliminary market value is \$750,000. Discussion ensued of past bond projects, including Town Hall. Vice President Meagher stated the Fire Station project will provide a proper facility and benefit the town. Council members were not surprised by the proposed amount for the project to house JFD and EMS division in one location. This is the future and what we are trying to accomplish. The Fire Department was thanked for their efforts.

Town Administrator Nota stated this will be on Monday's agenda for Council review and decision. Between the fire truck and building it is \$2,300,000 without a contingency. Councilor Dickinson requested leasing information as an alternative. Discussion continued. President Trocki asked for any additional questions or comments.

4) Next session: date, time location

President Trocki stated community input will continue at future work sessions to be announced.

IV. ADJOURNMENT

There being no future business to discuss, the work session was adjourned at 7:11 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council
 Town Administrator
 Town Solicitor
 Finance Director

TOWN COUNCIL WORK SESSION

March 9, 2015

I. CALL TO ORDER

The work session of the Jamestown Town Council for review of the Capital Budget was called to order by President Trocki at 6:03 p.m. in the Rosamond A. Tefft Council Chambers of the Jamestown Town Hall at 93 Narragansett Avenue, Jamestown.

II. ROLL CALL

The following members were present:

Kristine S. Trocki, President
Mary E. Meagher, Vice-President
Blake E. Dickinson
Michael G. White
Thomas P. Tighe

Also present:

Andrew E. Nota, Town Administrator
Christina Collins, Finance Director
James Bryer, Fire Chief
Lisa Bryer, Town Planner
Donna Fogarty, Library Director
Michael Glier, IT Consultant
Jill Goldstein, Recreation Program Director
Cathy Kaiser, School Committee Chair
Kenneth Gray, Tax Assessor
Michael Gray, Public Works Director
Justin Jobin, GIS Coordinator
Edward Mello, Police Chief
William Piva, Parks & Recreation Director
Howard Tighe, Deputy Fire Chief
Cheryl A. Fernstrom, Town Clerk

III. TOWN COUNCIL WORK SESSION

A) Town Capital Budget Work Session and Hearing for FY 2016 (July 1, 2015 to June 30, 2016)

1) Review and Discussion

Town Administrator Nota explained the documents for this evening's work session. Review of the Capital Improvement Budget for FY 2015-2016 proceeded line by line using a PowerPoint presentation. The Town Department Head requests totaled \$1,263,000. Each department has a six-year capital plan. The items brought forward by the Administration are the annual amounts set aside for capital improvements and proposed for approval. The Town Administrator's proposed capital budget is \$1,244,000,

a reduction of \$163,000 from last year. Capital improvements are a needs assessment and development of a schedule to address the community's needs over time, prioritizing them, and evaluating how to finance the improvements.

Debt Service requirements were reviewed, including the Fire Station project (7 years for the pumper truck and 25 years for building enhancement) at \$2,000,000 and \$1,500,000 for the PAC referenda. Total debt service with the addition of the PAC and Fire Station is \$16,500,000. The Golf Course and Library enhancements would be added once the projects are set and added to the schedule. Review by department ensued.

Town Clerk: There are recurring capital projects. The proposed capital items are Clerk Records Management at \$2,500 and Codification at \$5,000 for a total of \$7,500. Each program has an explanation

Tax Assessor: The capital budget proposed is \$10,000. The budget includes the \$105,000 set aside for Revaluation and Statistical Revaluation. The last revaluation was completed in 2012 and cost \$140,000. 2015 is a Statistical revaluation year, with a bid awarded to Vision Government Solutions for \$52,400. The set aside account contains \$105,500. The next Statistical Revaluation is in 2018 with a full Revaluation in 2021. Legislation is proposed to amend the schedule to every five years for cost savings. Total costs for the three revaluations are \$252,400, with reimbursement of \$67,440 from the State, for a balance of over \$100,000 or \$13,200 per year. Set aside amounts will change if new legislation is enacted. Discussion ensued.

Planning: Two place holders are Planning Services and Development Documents for \$15,000 and Affordable Housing Program for \$75,000, for a total of \$90,000. Discussion ensued of the Comprehensive Plan. Councilor Dickinson would like to see information on the town website so that surveys can be done in-house rather than hiring outside firms to do the work, saving money.

Technology: Information Technology annual set aside is \$27,000 and Phase 2 of the Fiber Optic Network is \$22,000 for a total of \$49,000. Councilor Dickinson would like the website utilized and it should be the priority. Access to local government is the most important item we can spend our money on. We need to take servicing the people more seriously and give attention where needed in order to provide services. The website is the first thing people see. Discussion ensued of accurate website information and increased use of the site. President Trocki inquired what is needed to make the website accessible and reliable. Michael Glier stated it is at first a culture issue as each department has the responsibility to maintain their information, unless we assign someone full time to the task who is not be distracted by day-to-day activities. Also, web content tends to get delayed because of the decision process; sometimes it takes a while as permissions are sought for the data to be put on the web. We need to take the time to do it, understand the process and policies, and it needs to be prioritized. Councilor Dickinson stated if financing is needed, we should commit to it. Mr. Glier commented we average 20 recurring visitors per day to the website. Discussion ensued. Council members support promoting the website using social media and whatever it takes. Discussion ensued of how much should be invested in the website. Discussion ensued of filing of forms, what

can be done in an interactive way, and what must be completed and mailed in or delivered. The allocation can be revised at a future meeting.

Jerry Scott of Walcott Avenue commented on the number of hits for Town Council meetings and the poor audio for the recordings (Jamestown Record). Town Administrator Nota stated as long as people use the microphone the audio will be better.

Website maintenance discussion ensued. Councilor Dickinson does not think the \$27,000 allocation is enough. The website maintenance contract is \$2,900. We need to find money to improve the process. Town Administrator Nota stated we will do this.

Police Protection: Police Protection EMS: A total of \$83,000 is proposed for Police Protection, an increase of \$8,000 over the current year, and includes \$34,000 for a police cruiser and \$49,000 for a new 6,000 fuel tank for gasoline. This will provide ample fuel to keep us operating for the winter, especially during storms. The present 4,000 gallon tank will be relocated to increase the town's diesel capacity from 2,000 to 6,000 gallon capacity; the school department's 1,000 gallon tank gives us 7,000 gallons of diesel fuel to give the town the capacity to operate for one week during difficult conditions. Chief Mello is working on a RIEMA Emergency Performance grant for 50% reimbursement of the tank purchase price. The second grant being applied for is for the portable generator for use at Town Hall (to be discussed under the Highway budget).

The cruiser replacement would include the retiring of two vehicles, trading in one vehicle, and one requires significant work. The vehicles average 22,000 miles per year. In rotating the vehicles one is replaced annually, with the opportunity to skip a vehicle purchase every five years. Councilors inquired about the grant and what cruiser would be replaced. Chief Mello stated the total cost for the tank is expected to be \$49,000, and there is no guarantee the grant will be approved. The vehicle to be replaced is a patrol car with 145,000 miles; two vehicles will be traded in. (There will be 9 police vehicles). Discussion ensued of the traffic vehicle, which costs \$20 per hour plus the cost of the Officer. Discussion ensued of an agreement with Cumberland Farms for fuel for emergency purposes (first 3,000 gallons). Cumberland Farms did not include a generator in their renovation project.

Fire Department and EMS Division: The joint six-year plan totals \$37,000 including radio and pager replacements, SCBA bottles, personal protective equipment, and hose replacement. There are two projects for EMS for the automated CPR machine and patient stretchers for \$45,000, for a grand total of \$82,000. This is a significant reduction from last year. Based on future needs, one rescue vehicle is upcoming. The proposed standard size pumper truck will save about \$250,000.

Town Administrator Nota commented some of the items in the capital program are place holders, and the town will only spend dollars when necessary. Discussion ensued.

Public Works: The capital budget proposed totals \$770,000 for FY 2015-2016, including \$350,000 for the road improvement program, \$100,000 for North Road drainage improvements, \$15,000 for street repairs, \$20,000 for sidewalk repairs, \$5,000

for road striping, \$75,000 for Fort Getty projects, \$50,000 for replacement of the roof at Ft. Wetherill, \$25,000 for replacement of Mackerel Cove restrooms, \$40,000 for a portable generator, \$15,000 for GIS programming, \$50,000 Bike path design engineering, \$5,000 for stormwater management phase 2, \$5,000 for Taylor Point guardrails, and \$15,000 transfer station improvements in order to close the landfill. The pavement management plan was referenced. The town has 78 miles of road, 50 miles of town roads with 43 miles paved.

Councilor Dickinson commented on the bond to close the landfill. Public Works Director Gray commented the funding requested is needed due to the washout during the winter months and for roll-offs. The bond was for \$1,000,000. During the project 20% more trash was found that was absorbed into the project at no extra cost. The detention basin was sized appropriately for the amount of impervious cover at the Transfer Station. Additional impervious cover is required to handle stormwater runoff. Other initiatives will result in increased recycling capabilities for cardboard and heavy plastics. Lengthy discussion ensued. Residents have been provided with information on the closure. Though technically closed, the landfill will not be officially closed until these final tasks are completed.

North Road improvements were discussed, including Phase 1, 2015-2016, installation of drainage from West Reach to Godena Farm, 3,000 linear feet. Phase 2, 2016-2017, entails drainage in the south section (reservoir) with collection piping and swales. Phase 3, 2017-2018 will be paving from Godena Farm to the Reservoir. Phase 4 will be construction of a pedestrian or bike path. Town staff will perform duties wherever possible to reduce costs. To expedite the project would require outsourcing to contractors at significantly higher costs. Cost comparisons for in-house and outsourcing of project phases ensued. Lengthy discussion continued.

Public Works Director Gray referenced the pavement management summary, updated annually. It contains pavement conditions for all town roads color coded by section. Road conditions are: failed, poor, fair, good, and excellent. Roads that have the most traffic are given paving preference, and Public Works is making progress on paving roads in need. Discussion continued. Councilor Dickinson proposed the Bike Path Project be put back a year and do Summit Road, due to concern for by bikers for North Road, who would rather see a road paved they could use. Mr. Gray agreed Summit is in need. Mr. Nota commented some Summit Road residents may not want it paved. Vice President Meagher asked if there is any sense of what the State will do, as Beavertail Road is in poor condition. Mr. Gray commented their activities are tied to the State budget and it is unknown at this time when it will be addressed. Town road conditions will be continually evaluated for need and may be addressed at future budget sessions.

Library: Town Administrator Nota referenced the two capital projects: \$7,500 for a full mechanical engineering study and \$15,000 for furnishing upgrades for young adults/teen users, as this group needs their own space. The Library is facing challenges in serving the teen population, which includes tutoring. Discussion continued.

Parks and Recreation: Town Administrator Nota commented this is the beginning of a comprehensive evaluation of the elements of the Parks and Recreation Department programs. There are six projects proposed including: Eldred Avenue field improvements for \$10,000, Lawn Avenue field improvements for \$10,000, Playground reserve fund for \$50,000, basketball court for \$30,000, skateboard park for \$5,000, and Community Center improvements for \$25,000. The field complexes need significant upgrades including access to water. The prior capital project for a well at the Eldridge Avenue property was noted including the restrictions in place. The next round of RIDEM grants will be sought for matching funds. The Playground constructed by volunteers has deteriorated over time. It will take several years and sizable funding to complete a modern play area. The skateboard park is for advanced skaters and the proposal is to compile funding over two years for a beginners park. The deteriorating basketball court is proposed to be upgraded with six outdoor basketball hoops and overlay the existing court. The skaters have offered to assist with fundraising and provide ideas for improvements. Also proposed is a buffer between the school and the park. The \$25,000 is proposed for refurbishing of the foyer at the Recreation Center, including repair to the stairs and front door.

Council members expressed appreciation for the background information, which is most helpful. This information will be on the website tomorrow morning.

Jerry Scott of Walcott Avenue asked for a description of the process on how the town interacts with the State. How is something initiated, particularly with roads? Town Council members comment they do not contact the State but work through Representative Ruggiero. Town Administrator Nota commented some town departments work regularly with RIDOT and would be happy to facilitate meetings with our legislative delegation to assist residents in need.

President Trocki thanked everyone in attendance. The next budget hearing is Monday, March 23, 2015.

IV. ADJOURNMENT

There being no further business to discuss the work session was adjourned at 7:42 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council
 Town Administrator
 Town Solicitor
 Finance Director

Town of Jamestown

Finance Department

Town Hall

93 Narragansett Avenue

Jamestown, Rhode Island 02835-1199

401-423-9809 Fax 401-423-7229

Email: ccollins@jamestownri.net



Christina D. Collins
Finance Director

MEMORANDUM

TO: Andrew E. Nota, Town Administrator

FROM: Christina D. Collins, Finance Director

A handwritten signature in black ink, appearing to be "C. Collins", enclosed in a circular scribble.

DATE: 7/31/2015

SUBJECT: Budget to Actual

Attached is the Budget to Actual reports for the Fiscal Year 2014/2015. The report contains the expenses that have been paid through June 30, 2015.

Please do not hesitate to contact me with any questions or concerns.

**TOWN OF JAMESTOWN
BUDGET VS. ACTUAL
JULY 2014 - JUNE 2015
June 1, 2015 - June 30, 2015**

<u>Account Number & Description</u>	<u>Annual Budget</u>	<u>PTD Expenses</u>	<u>YTD Expenses</u>	<u>Remaining \$</u>	<u>% of Budget</u>
TOWN COUNCIL					
70001101 Salaries (5)	11,300.00	2,825.00	11,300.00	0.00	100.00%
70001302 Fees & Supplies	1,500.00	5.99	189.85	1,310.15	12.66%
70001305 Advertising	2,500.00	273.00	273.00	2,227.00	10.92%
70001 Town Council	15,300.00	3,103.99	11,762.85	3,537.15	76.88%
TOWN ADMINISTRATOR					
70002101 Salary, Administrator	108,572.00	8,351.64	108,571.32	0.68	100.00%
70002102 Salary, Clerical w/longevity	61,382.00	4,390.92	61,349.72	32.28	99.95%
70002302 Fees, Supplies & Dues	2,800.00	92.72	1,730.46	1,069.54	61.80%
70002303 Travel Expenses	5,500.00	750.00	9,375.70	-3,875.70	170.47%
70002 Town Administrator	178,254.00	13,585.28	181,027.20	-2,773.20	101.56%
PROBATE COURT					
70003101 Salary, Judge	4,957.00	381.28	4,956.64	0.36	99.99%
70003302 Fees, Supplies & Dues	2,000.00	-116.76	713.13	1,286.87	35.66%
70003 Probate Court	6,957.00	264.52	5,669.77	1,287.23	81.50%
ELECTIONS & TOWN MEETINGS					
70004101 Salaries, Canvassers (3&2alt.)	5,234.00	0.00	3,927.00	1,307.00	75.03%
70004102 Salary, Clerical	1,159.00	0.00	1,243.44	-84.44	107.29%
70004103 Salaries, Moderator & Sergeant	1,445.00	323.68	1,294.72	150.28	89.60%
70004104 Election Supervisors	4,800.00	1,309.00	8,184.00	-3,384.00	170.50%
70004302 Fees, Supplies & Dues	3,775.00	53.74	1,980.63	1,794.37	52.47%
70004305 Advertising & Printing	1,030.00	1,405.74	2,176.49	-1,146.49	211.31%
70004 Elections And Town Mtgs	17,443.00	3,092.16	18,806.28	-1,363.28	107.82%
LEGAL					
70050201 Professional Services	95,000.00	27,508.50	98,057.00	-3,057.00	103.22%
70005 Legal	95,000.00	27,508.50	98,057.00	-3,057.00	103.22%
CLERK & RECORDS					
70060101 Salary, Town Clerk w/longevity	65,943.00	4,948.76	65,942.23	0.77	100.00%
70060102 Salary, Clerical (2) w/longevity	88,596.00	6,485.83	84,120.56	4,475.44	94.95%
70060302 Fees, Supplies & Dues	33,000.00	4,986.58	26,504.58	6,495.42	80.32%
70060305 Advertising & Printing	3,200.00	1,036.56	2,131.76	1,068.24	66.62%
70060 Clerk & Records	190,739.00	17,457.73	178,699.13	12,039.87	93.69%
PLANNING					
70070101 Salary, Town Planner w/longevity	75,799.00	5,373.88	75,798.58	0.42	100.00%
70070102 Salary, Clerical (.8) w/longevity	35,615.00	2,548.48	35,596.39	18.61	99.95%
70070201 Planning Commission	7,150.00	0.00	7,000.00	150.00	97.90%
70070302 Fees, Supplies & Dues	5,500.00	1,145.21	5,438.72	61.28	98.89%
70070305 Advertising	600.00	0.00	0.00	600.00	0.00%
70070 Planning	124,664.00	9,067.57	123,833.69	830.31	99.33%
ZONING					
70080101 Salaries, Zoning Board (10)	10,000.00	650.00	6,340.27	3,659.73	63.40%
70080302 Supplies	700.00	446.13	157.55	542.45	22.51%
70080 Zoning	10,700.00	1,096.13	6,497.82	4,202.18	60.73%
PERSONNEL					
70090900 Social Security Tax	291,485.00	23,282.88	285,073.54	6,411.46	97.80%
70090901 Blue Cross/Delta Dental	681,500.00	38,375.98	566,577.17	114,922.83	83.14%
70090902 Worker's Compensation	73,500.00	0.00	66,546.16	6,953.84	90.54%
70090903 Retirement System	296,425.00	84,089.71	331,387.14	-34,962.14	111.79%
70090906 Life Insurance	10,000.00	745.22	9,079.00	921.00	90.79%
70090907 General Liability Insurance	110,000.00	0.00	107,960.70	2,039.30	98.15%
70090910 Salary Study Adjustment	65,000.00	0.00	0.00	65,000.00	0.00%
70090920 Health Benefits - Police Retirees	101,008.00	10,622.91	112,471.04	-11,463.04	111.35%
70090 Personnel	1,628,918.00	157,116.70	1,479,094.75	149,823.25	90.80%

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BUDGET VS. ACTUAL
JULY 2014 - JUNE 2015
June 1, 2015 - June 30, 2015**

<u>Account Number & Description</u>	<u>Annual Budget</u>	<u>PTD Expenses</u>	<u>YTD Expenses</u>	<u>Remaining \$</u>	<u>% of Budget</u>
FINANCE					
70100100 Salary, Finance Director w/longevity	87,412.00	6,254.86	88,631.82	-1,219.82	101.40%
70100101 Salary, Deputy Tax Collector w/long	63,317.00	8,839.72	65,659.39	-2,342.39	103.70%
70100102 Consultant, Computer Technican	40,000.00	7,111.40	41,009.98	-1,009.98	102.52%
70100201 Professional Services	16,000.00	2,825.98	15,913.04	86.96	99.46%
70100302 Fees, Supplies & Dues	22,000.00	-1,333.64	19,810.86	2,189.14	90.05%
70100305 Advertising & Printing	500.00	42.00	126.00	374.00	25.20%
70100 Finance	229,229.00	23,740.32	231,151.09	-1,922.09	100.84%
TAX ASSESSOR					
70110101 Salary, Assessor w/longevity	64,559.00	4,713.16	64,558.80	0.20	100.00%
70110102 Clerical (as needed)	0.00	0.00	0.00	0.00	#DIV/0!
70110302 Fees, Supplies & Dues	12,500.00	575.67	12,459.75	40.25	99.68%
70110305 Advertising & Printing	1,200.00	346.12	1,117.76	82.24	93.15%
70110308 Field Inspections	2,000.00	0.00	2,000.00	0.00	100.00%
70110 Tax Assessor	80,259.00	5,634.95	80,136.31	122.69	99.85%
AUDIT OF ACCOUNTS					
70120201 Professional Services	25,000.00	0.00	23,200.00	1,800.00	92.80%
70120 Audit of Accounts	25,000.00	0.00	23,200.00	1,800.00	92.80%
POLICE PROTECTION					
70310100 Salary, Police Chief	86,362.00	6,643.18	86,361.34	0.66	100.00%
70310101 Salaries, Police(13)/ Dispatch(4.5) /Support (.8 & 1 seasonal)	920,178.00	70,381.46	857,386.93	62,791.07	93.18%
70310102 Longevity, Officers/Dispatch/ Support	53,922.00	7,430.35	50,402.23	3,519.77	93.47%
70310103 Police Benefits	54,005.00	3,946.82	51,395.20	2,609.80	95.17%
70310104 Overtime & Sick Leave	165,000.00	21,439.43	303,900.67	-138,900.67	184.18%
70310105 Police Retirement	141,332.00	70,500.00	141,000.00	332.00	99.77%
70310302 Fees, Supplies & Dues	21,000.00	1,122.88	23,111.26	-2,111.26	110.05%
70310303 Computer Maintenance	18,500.00	1,572.59	22,718.59	-4,218.59	122.80%
70310305 Advertising	200.00	0.00	163.65	36.35	81.83%
70310307 Building Maintenance	5,000.00	484.94	4,199.49	800.51	83.99%
70310308 Vehicle Insurance	8,197.00	0.00	8,197.00	0.00	100.00%
70310309 Telephone	26,500.00	7,020.83	20,312.43	6,187.57	76.65%
70310310 Personal Equipment, Uniforms	8,000.00	7,460.61	11,646.25	-3,646.25	145.58%
70310311 Maintenance Of Uniforms	32,150.00	0.00	25,850.00	6,300.00	80.40%
70310312 Ammunition & Supplies	4,500.00	0.00	6,231.29	-1,731.29	138.47%
70310313 Maintenance, Police Cars	15,000.00	2,367.49	9,603.28	5,396.72	64.02%
70310314 Gas & Tires	40,000.00	1,966.77	26,765.35	13,234.65	66.91%
70310315 Training	22,000.00	2,499.21	17,084.22	4,915.78	77.66%
70310316 Police Incentive/Education	23,000.00	0.00	18,309.30	4,690.70	79.61%
70310317 Maintenance of Radio System	16,500.00	1,016.02	7,914.50	8,585.50	47.97%
70310318 Equipment	8,750.00	400.45	2,317.44	6,432.56	26.49%
70310 Police Protection	1,670,096.00	206,253.03	1,694,870.42	-24,774.42	101.48%
FIRE PROTECTION					
70320100 Salary, Fire Chief/Fire Inspector	53,976.00	4,151.96	53,975.48	0.52	100.00%
70320101 Salaries, Employees w/longevity w/OT	56,831.00	4,000.82	56,127.11	703.89	98.76%
70320102 Deputy Fire Chief Stipend (2)	2,000.00	2,000.00	2,000.00	0.00	100.00%
70320103 Salary, Fire Inspector	20,556.00	915.35	13,625.38	6,930.62	66.28%
70320104 Fire Incentive Program	70,000.00	0.00	0.00	70,000.00	0.00%
70320302 Fees, Supplies & Dues	4,800.00	357.50	4,581.53	218.47	95.45%
70320308 Insurance	50,000.00	750.25	48,882.50	1,117.50	97.77%
70320309 Telephone	8,000.00	1,575.49	9,225.82	-1,225.82	115.32%
70320313 Apparatus & Truck Repair	25,000.00	1,995.69	18,454.11	6,545.89	73.82%
70320314 Gas, Tires & Oil	15,000.00	1,443.25	9,348.78	5,651.22	62.33%
70320315 Training	12,000.00	710.00	3,904.01	8,095.99	32.53%
70320319 Fuel Oil	12,000.00	482.42	10,679.50	1,320.50	89.00%
70320320 Maintenance	13,000.00	3,068.59	9,361.87	3,638.13	72.01%
70320321 Electricity	8,500.00	1,376.59	8,121.59	378.41	95.55%
70320322 Alarm & Radio	7,200.00	0.00	3,299.54	3,900.46	45.83%

**TOWN OF JAMESTOWN
BUDGET VS. ACTUAL
JULY 2014 - JUNE 2015
June 1, 2015 - June 30, 2015**

Account Number & Description	Annual Budget	PTD Expenses	YTD Expenses	Remaining \$	% of Budget
70320323 Oxygen & Air Pack	5,500.00	491.00	1,522.97	3,977.03	27.69%
70320324 Water	1,500.00	187.64	786.88	713.12	52.46%
70320325 Fire Equipment	15,000.00	3,646.48	12,340.72	2,659.28	82.27%
70320326 Fire Extinguisher Agents	2,500.00	1,448.00	2,352.50	147.50	94.10%
70320399 Subscriptions & Journal	600.00	0.00	456.40	143.60	76.07%
70320 Fire Protection	383,963.00	28,601.03	269,046.69	114,916.31	70.07%
EMERGENCY MEDICAL SERVICES					
70600101 Ambulance Incentive Program	80,000.00	0.00	0.00	80,000.00	0.00%
70600102 EMS Director	27,248.00	1,992.25	29,555.99	-2,307.99	108.47%
70600103 JFD EMS Captain	1,000.00	1,000.00	1,000.00	0.00	100.00%
70600104 ALS Per Diem (6 months)	87,600.00	14,400.00	72,000.00	15,600.00	82.19%
70600xxx Medical Director Stipend	0.00	0.00	0.00	0.00	#DIV/0!
70600xxx QA/QI Stipend	0.00	0.00	0.00	0.00	#DIV/0!
70600330 Ambulance Building	16,500.00	1,852.60	12,036.46	4,463.54	72.95%
70600332 Ambulance Personal Equipment/Uniforms	10,000.00	289.00	5,265.47	4,734.53	52.65%
70600333 Ambulance Medical	17,500.00	3,549.06	18,138.97	-638.97	103.65%
70600334 Ambulance Office	5,500.00	363.80	5,805.85	-305.85	105.56%
70600336 Ambulance Vehicles	12,000.00	697.68	6,789.14	5,210.86	56.58%
70600337 Ambulance Training	23,000.00	0.00	7,206.80	15,793.20	31.33%
70600455 Insurance on Ambulance	25,320.00	0.00	16,500.00	8,820.00	65.17%
70600 EMS	305,668.00	24,144.39	174,298.68	131,369.32	57.02%
PROTECTIVE SERVICE					
70330101 Salary, Building Inspector w/longevity	68,384.00	10,240.11	69,171.44	-787.44	101.15%
70330102 Salary, Clerical (.5) w/longevity	24,380.00	1,790.06	24,547.51	-167.51	100.69%
70330117 Salary, Electrical Inspector	10,000.00	833.33	9,999.96	0.04	100.00%
70330118 Salary, Plumbing Inspector	5,000.00	416.67	5,000.04	-0.04	100.00%
70330119 Salary, Mechanical Inspector	5,000.00	416.67	5,000.04	-0.04	100.00%
70330302 Fees, Supplies & Dues	4,500.00	106.38	4,427.28	72.72	98.38%
70330328 Hydrant Rental	125,000.00	125,000.00	125,000.00	0.00	100.00%
70330 Protective Service	242,264.00	138,803.22	243,146.27	-882.27	100.36%
ADMINISTRATION					
70410101 Salary, Public Works Director (1/2 salary) w/longevity	49,249.00	8,293.44	49,248.72	0.28	100.00%
70410302 Fees, Supplies & Dues	1,400.00	160.77	1,017.35	382.65	72.67%
70410 Administration	50,649.00	8,454.21	50,266.07	382.93	99.24%
ENGINEERING					
70420101 Salary/Environ Services (.6) w/long	39,902.00	2,722.18	38,042.46	1,859.54	95.34%
70420103 Intern	10,000.00	4,140.00	10,861.75	-861.75	108.62%
70420302 Fees, Supplies & Dues	1,200.00	441.42	1,182.80	17.20	98.57%
70420 Engineering	51,102.00	7,303.60	50,087.01	1,014.99	98.01%
HIGHWAY					
70430100 Salary, Supervisor w/longevity	65,498.00	4,764.56	66,127.35	-629.35	100.96%
70430101 Salaries (10) w/longevity & Overtime	568,000.00	40,802.92	542,380.37	25,619.63	95.49%
70430308 Vehicle Insurance	13,200.00	0.00	13,200.00	0.00	100.00%
70430313 Upkeep of Equipment	65,000.00	11,612.31	99,754.23	-34,754.23	153.47%
70430314 Oil & Gas	80,000.00	6,723.38	54,092.86	25,907.14	67.62%
70430330 Sand & Gravel	15,000.00	822.34	14,527.06	472.94	96.85%
70430331 Cold Patch	15,000.00	1,133.28	14,856.06	143.94	99.04%
70430333 Road Supplies/Street Signs	15,000.00	3,753.15	15,956.36	-956.36	106.38%
70430334 Equipment Rental	3,000.00	0.00	3,649.55	-649.55	121.65%
70430336 Clothing (contractual)	5,000.00	495.97	5,423.15	-423.15	108.46%
70430399 Safety & Licensing	6,500.00	1,250.39	6,757.04	-257.04	103.95%
70430 Highway	851,198.00	71,358.30	836,724.03	14,473.97	98.30%

**TOWN OF JAMESTOWN
BUDGET VS. ACTUAL
JULY 2014 - JUNE 2015
June 1, 2015 - June 30, 2015**

Account Number & Description	Annual Budget	PTD Expenses	YTD Expenses	Remaining \$	% of Budget
SNOW REMOVAL					
70440336 Snow Removal (overtime)	28,000.00	0.00	39,608.32	-11,608.32	141.46%
70440337 Equipment & Supplies	45,000.00	0.00	53,224.34	-8,224.34	118.28%
70440 Snow Removal	73,000.00	0.00	92,832.66	-19,832.66	127.17%
WASTE REMOVAL					
70450101 Salary, Operator w/long & Sun.OT hrs	60,500.00	4,357.49	62,246.86	-1,746.86	102.89%
70450309 Telephone	500.00	101.21	599.77	-99.77	119.95%
70450321 Electricity	1,000.00	68.68	1,001.75	-1.75	100.18%
70450340 Maintenance & Testing	45,000.00	9,443.55	36,769.62	8,230.38	81.71%
70450341 Transfer Trucking & Recycling	310,000.00	37,372.61	272,161.38	37,838.62	87.79%
70450350 Hazardous Waste Recycling	1,000.00	0.00	432.50	567.50	43.25%
70450 Waste Removal	418,000.00	51,343.54	373,211.88	44,788.12	89.29%
STREET LIGHTING					
70460321 Electricity	55,000.00	10,211.02	63,328.02	-8,328.02	115.14%
70460 Street Lighting	55,000.00	10,211.02	63,328.02	-8,328.02	115.14%
OTHER PUBLIC WORKS					
70480342 Town Cemetery & Parade	2,100.00	684.14	1,917.99	182.01	91.33%
70480 Other Public Works	2,100.00	684.14	1,917.99	182.01	91.33%
PUBLIC BUILDINGS					
70490101 Salaries/Service Contract	53,000.00	4,765.57	55,045.84	-2,045.84	103.86%
70490302 Building/Cleaning Supplies	5,500.00	342.21	6,090.18	-590.18	110.73%
70490309 Telephone & Alarms	15,000.00	2,730.54	16,248.49	-1,248.49	108.32%
70490321 Electricity	40,000.00	7,963.93	43,748.11	-3,748.11	109.37%
70490324 Water	10,000.00	1,855.95	7,629.62	2,370.38	76.30%
70490343 Heat	45,000.00	1,035.32	37,749.31	7,250.69	83.89%
70490344 Repairs & Maintenance	45,000.00	6,400.88	52,889.07	-7,889.07	117.53%
70490375 Landscape	10,000.00	731.63	4,074.96	5,925.04	40.75%
70490 Public Buildings	223,500.00	25,826.03	223,475.58	24.42	99.99%
TREE MANAGEMENT PROGRAM					
70495101 Consultant	9,600.00	1,725.00	10,550.00	-950.00	109.90%
70495302 Materials & Supplies	1,800.00	0.00	1,780.59	19.41	98.92%
70495360 Tree Pruning	15,000.00	881.50	16,727.73	-1,727.73	111.52%
70495370 Purchase Of Trees	5,000.00	250.00	1,484.78	3,515.22	29.70%
70495 Tree Management Program	31,400.00	2,856.50	30,543.10	856.90	97.27%
PUBLIC WELFARE					
70500101 Salary, Welfare Director	3,964.00	991.00	3,964.00	0.00	100.00%
70500347 New Visions, Newport County	1,500.00	0.00	0.00	1,500.00	0.00%
70500 Public Welfare	5,464.00	991.00	3,964.00	1,500.00	72.55%
PUBLIC HEALTH					
70600456 Visiting Nurse/Mental Health/ SC Hospice/ Substance Abuse	20,000.00	0.00	4,000.00	16,000.00	20.00%
70600458 Senior Center Operations	71,693.00	188.94	71,881.98	-188.98	100.26%
70600 Public Health	91,693.00	188.94	75,881.98	15,811.02	82.76%
ANIMAL CONTROL					
70610xxx Animal Control Services/Shelter	10,000.00	0.00	0.00	10,000.00	0.00%
70610302 Fees, Supplies & Dues	0.00	3,230.00	3,539.75	-3,539.75	#DIV/0!
70610306 Tick Task Force	0.00	6,502.75	18,642.05	-18,642.05	#DIV/0!
70610 Animal Control	10,000.00	9,732.75	22,181.80	-12,181.80	221.82%
LIBRARY					
70700100 Salary, Librarian	66,553.00	5,119.41	66,552.21	0.79	100.00%
70700101 Salaries (2FT, 2@.8 &PT) w/long if applic	141,588.00	9,122.56	137,025.14	4,562.86	96.78%
70700102 Custodian	6,600.00	1,051.00	3,954.34	2,645.66	59.91%
70700302 Fees, Supplies & Dues	8,000.00	1,882.49	7,434.72	565.28	92.93%
70700308 Insurance	11,689.00	0.00	11,689.00	0.00	100.00%

**TOWN OF JAMESTOWN
BUDGET VS. ACTUAL
JULY 2014 - JUNE 2015
June 1, 2015 - June 30, 2015**

<u>Account Number & Description</u>	<u>Annual Budget</u>	<u>PTD Expenses</u>	<u>YTD Expenses</u>	<u>Remaining \$</u>	<u>% of Budget</u>
70700309 Telephone	2,000.00	150.88	917.29	1,082.71	45.86%
70700310 Equipment	500.00	0.00	786.82	-286.82	157.36%
70700321 Electricity	16,000.00	3,192.93	19,226.46	-3,226.46	120.17%
70700343 Heat	16,000.00	555.48	14,583.54	1,416.46	91.15%
70700344 Repairs & Maintenance	18,000.00	779.87	23,060.69	-5,060.69	128.11%
70700345 Computers	6,000.00	5,861.50	6,349.25	-349.25	105.82%
70700351 Books & Periodicals	30,000.00	4,746.49	31,229.44	-1,229.44	104.10%
70700352 Books - State Aid	80,467.00	5,657.46	79,099.16	1,367.84	98.30%
70700 Library	403,397.00	38,120.07	401,908.06	1,488.94	99.63%
PARKS, BEACHES & RECREATION					
70800101 Salary, Director w/longevity	63,244.00	4,704.28	63,243.89	0.11	100.00%
70800102 Salaries, Other Rec, Parks & Beaches (3.8 & seasonal) w/longevity	280,000.00	27,238.27	242,794.20	37,205.80	86.71%
70800103 Salary, Teen Center Coordinator	34,784.00	2,675.64	34,783.81	0.19	100.00%
70800104 Salaries, Teen Center Support Staff	14,901.00	947.37	3,313.57	11,587.43	22.24%
70800302 Fees, Supplies & Dues	5,965.00	413.19	3,536.16	2,428.84	59.28%
70800305 Advertising & Printing	3,750.00	970.35	3,226.48	523.52	86.04%
70800308 Insurance	5,882.00	0.00	5,882.00	0.00	100.00%
70800309 Telephone	2,500.00	445.95	2,408.82	91.18	96.35%
70800310 Equipment	4,600.00	1,516.40	3,266.66	1,333.34	71.01%
70800314 Gas & Oil	9,500.00	2,011.79	9,550.87	-50.87	100.54%
70800321 Electricity & Field Lighting	22,400.00	3,131.63	17,778.68	4,621.32	79.37%
70800322 Ft Getty Waste Water Removal	8,000.00	0.00	5,999.50	2,000.50	74.99%
70800323 Shores Beach/Sanitary Facility	3,000.00	0.00	0.00	3,000.00	0.00%
70800324 Water	13,000.00	150.89	11,390.08	1,609.92	87.62%
70800341 Trash Removal	10,000.00	2,688.00	8,331.00	1,669.00	83.31%
70800344 Repairs, Maintenance & Improvements	26,648.00	7,425.21	27,111.69	-463.69	101.74%
70800382 Summer Programs	3,825.00	0.00	3,650.00	175.00	95.42%
70800383 Winter Programs	1,200.00	0.00	1,093.24	106.76	91.10%
70800 Parks, Beaches & Recreation	513,199.00	54,318.97	447,360.65	65,838.35	87.17%
70801381 Special Activities	0.00	-930.00	45.54	45.54	
70801384 Exercise	0.00	32.40	-382.60	0.00	
70801386 Flag Football S/F	0.00	0.00	0.00	0.00	
70801388 Basketball S/F	0.00	-70.00	-244.84	-244.84	
70801391 Sports Camp S/F	0.00	3.85	-241.15	-241.15	
70801392 Tennis S/F	0.00	-245.00	-180.00	-180.00	
70801393 Soccer S/F	0.00	0.00	-1,040.00	-1,040.00	
70801395 Girl's Softball S/F	0.00	164.06	64.06	64.06	
70801396 Restoration Rec Ctr S/F	0.00	0.00	451.96	451.96	
70801398 Pavilion	0.00	-4,703.63	-11,236.59	-11,236.59	
70801399 Miscellaneous	0.00	0.00	0.00	0.00	
70801400 Volleyball S/F	0.00	0.00	0.00	0.00	
70801401 Summer Playground S/F	0.00	-1,692.79	-6,261.73	-6,261.73	
70801402 J.Y.O. S/F	0.00	0.00	0.00	0.00	
70801 Recreation Programs	0.00	-7,441.11	-19,025.35	-18,642.75	
DEBIT SERVICE					
70900504 Payment Of Principal	520,000.00	-30,750.00	520,000.00	0.00	100.00%
70900505 Payment Of Interest	306,698.00	0.00	299,203.76	7,494.24	97.56%
xxxxxxx Lease DPW Equipment Resolution	6,019.00	0.00	0.00	6,019.00	0.00%
xxxxxxx Lease JetVac	1,913.00	0.00	0.00	1,913.00	0.00%
70900 Debit Service	834,630.00	-30,750.00	819,203.76	15,426.24	
MISCELLANEOUS					
70920527 Incidentals & Emergencies	50,000.00	0.00	16,869.45	33,130.55	33.74%
70920530 Conservation Commission	2,200.00	0.00	696.76	1,503.24	31.67%
70920550 Chamber of Commerce Development	4,000.00	0.00	4,000.00	0.00	100.00%
70920536 Eastern RI Co-Op Extension	1,300.00	0.00	0.00	1,300.00	0.00%
70920 Miscellaneous	57,500.00	0.00	21,566.21	35,933.79	37.51%
Total	8,876,286.00	910,108.59	8,333,750.75	542,535.25	93.89%

Goal: To Promote Quality of Life in the Community

1. Maintain Jamestown's "Rural Character "

- A. *Define rural character and Jamestown's unique character and sense of place;*
 - a. This is expressed in the Preamble of the Comprehensive Plan. The Planning Commission spent several evenings defining "Rural Character" as it pertains to Jamestown. The Planning Commission, acknowledging the vagueness and vastness of the term "rural character," has defined it to mean, that which is unique to the Island of Jamestown – a town infused with a rural feeling, an insular spirit and a village identity.
- B. *Encourage preservation of open space on individual lots and small subdivisions;*
 - a. The Planning Commission has adopted amendments to the Comprehensive Plan related to Conservation Development and the importance of designing meaningful open space into subdivisions. The Planning Commission is in the process of adopting amendments to the Zoning and Subdivision Regulations (Conservation Development) which encourage open space in all subdivisions and mandate it in subdivisions of 5 lots and over. (Expected completion date December 2015). More clarification is needed to define "preservation of open space on individual lots" since development of existing lots requires nothing but a building permit in most situations.
- C. *Develop a strategy for the protection of vistas, views, and open space including landscape elements that evoke rural character;*
 - a. One effective option for the Council to consider in developing this strategy would be to task the Planning Commission and to include this language in the Zoning Ordinance/Jamestown Special Development District, in areas that provide and share the islands most treasured scenic views/vistas, open space and landscape elements. One of the purposes of the Zoning Ordinance is 5) Provide for the protection of the natural, historic, cultural, and scenic character of the town or areas therein; The Rhode Island "Green Book" also provides for a solid basis for identifying such landscape elements. Additional work in this area is required.
- D. *Develop a policy regarding preservation of historic structures;*
 - a. This topic has at times been somewhat divisive within the community with various perspectives offered by Planning Commission members, various organized groups as well as individuals within the community. Further discussion and research should be conducted in order to assess the need and/or support for such a policy/regulation in the community.
- E. *Support initiatives that encourage farming, sustainable agriculture, fishing and aquaculture;*
 - a. *Working with CRMC on evaluation process of permits for expansion of aquaculture activities in local waters.*
 - b. *Seeking viable options for the installation of upwellers at the Fort Getty waterfront and possible improvements to support commercial fishing operations. Discussion and research in this area will be ongoing through the winter months 2015-2016.*
- F. *Continue to support Farmers Market and Community Farm;*
 - a. *Supporting licensing application and function of Farmers Market at Fort Getty – seeking ways to increase food presence at Farm and balance local craft presence with locally grown products.*
 - b. *The need for a winter farmers market should be considered, if a sufficient number of local vendors, including Newport and South County vendors, if needed, express interest and a viable location can be secured.*

- G. *Develop a strategy for road marking, signage and lighting that reduces visual clutter; and*
 - a. *Shores parking restriction program designed to limit signage by area regulatory approach, versus signing each specific roadway. Broader Town-wide strategy remains in discussion before Traffic Committee. Community-wide should be investigated along with improvements to directional signage, street signs and directional signs for places of local importance.*
- H. *Support the development of trails, walks, habitat restoration and programs that support resident's awareness and knowledge of the natural world around them.*
 - a. *Ongoing Projects include, the Taylors Point Initiative, the Creek restoration program, Fort Getty Trails, active dialogue on access to North and South Pond property.*

2. Protect Natural Resources

- A. *Continue to protect the center island watershed;*
 - a. *Discussion on various supporting initiatives is ongoing.*
- B. *Support community efforts towards habitat restoration, resource protection;*
 - a. *Dune restoration efforts at Mackerel Cove and Fort Getty, use of dune fencing and grass replanting efforts are continuing.*
- C. *Implement measures to address poor water quality in Sheffield Cove;*
 - a. *Consultant hired and water testing phase is ongoing; Justin Jobin and interns for the Town are working with our consultant ESS Group on determining the source of elevated bacteria levels in stormwater discharges to Sheffield Cove. Over the past two months water samples have been collected from the drainage and watershed during wet and dry weather events. Another round of sampling will be conducted and a report will be prepared that will summarize the findings.*
- D. *Continue to update and revise the Ground Water Ordinance;*
 - a. *Ongoing program, Ordinance will be updated by the end of 2015.*
- E. *Continue to purchase environmentally sensitive tax lots in the Shores neighborhood;*
 - a. *This program is ongoing in the shore neighborhood with the Town providing the closing costs and related expenses associated with the acquisition of property.*
- F. *Continue with the ongoing efforts to improve the health and condition of Round Marsh; and*
 - a. *In December of 2014 the DPW worked with staff from Save the Bay and RIDEM to improve tidal flow to Round Marsh. Tidal ditches were excavated and cleaned to restore tidal flows to the salt marsh. A contractor was hired to mulch invasive phragmites within Round Marsh. Over the next two years additional mulching will be conducted. Save the Bay has been monitoring the marsh for the effectiveness of the ditch excavation.*
- G. *Continue efforts in wildlife management suggested by Tick Task force.*
 - a. *The Task Force is entering its second year of program development and its second hunting season. The committee is working on the development of a comprehensive educational program, improved educational opportunities and media exposure to its messaging. In addition, communication remains ongoing with RIDEM officials regarding approved methods to manage the local deer population and future opportunities to impact the herd on Dutch and Gould Islands that also impact the main herd in Town. The approved budget for this program in FY2015-16 is \$15,000.*

3. Promote Public Access to the Water, Water-based Activities and Use of Jamestown's Natural Resources

- A. *Develop stable funding mechanism and clear line of responsibility for maintenance of Public Right of Ways to the water;*
 - a. *Town staff, along with a volunteer ROW committee and the Conservation Commission is reviewing the findings of the most recent ROW report from 2013. In review of this document, and a series of on-site visits to specific ROW's in the Shores neighborhood, the Town is preparing to send letters to all ROW abutters alerting them the effort to clearly delineate all property lines and to appropriately mark all public ROW's. The High Street ROW has been completed in 2015 with the engineering being completed for the bid development for the Hull Cove accessible boardwalk project.*
 - b. *Maintenance continues to be one of the greatest challenges in terms of the sustainability of a ROW program. Town staff are working with neighbors in an attempt to secure the necessary assistance in this area.*
- B. *Improve restroom facilities and parking accommodations at Mackerel Cove and Fort Getty;*
 - a. *Funding for replacement restrooms at Mackerel Cove were approved as part of the FY2015-16 Capital Program. The portable structure is expected to be built during the winter months and be completed in time for the 2016 beach season.*
 - b. *Discussion regarding improved restrooms at Fort Getty is continuing with more formal discussions expected to occur as part of the 2015 season review discussion with the Parks and Recreation Department. The future of both the lower and upper structures remain in question, and the need to replace both facilities is a priority improvement needed in the park. The concept of a shared facility in the park accommodating public restroom/shower use, park storage and program space is also being researched.*
- C. *Continue improvements to the Pier, Ramp, Boat Storage and Water Access at Fort Getty;*
 - a. *Complete review of existing facilities is underway, Town has been in communication with RIDEM officials regarding various grant program available to assist with the refurbishment and improvements to the Fort Getty waterfront.*
- D. *Refresh long-term plans for Fort Getty and Fort Wetherill in assessing future improvement and development options for each property;*
 - a. *Fort Getty long-term planning is set to be revisited in late 2015. Ongoing discussions include the refurbishments and possible relocation of existing restroom facilities, the construction of a new gatehouse, the completion of the Pavilion improvements in 2016, improvements to the waterfront facilities, and possible enhancements to the historical military facilities.*
- E. *Review the parking design at East Ferry and plans for rehabilitating the East Ferry-Ferry Landing;*
 - a. *Review of the East Ferry parking area and sidewalks remains ongoing with a funding recommendation planned for the FY2016-17 budget program. Project will be phased with curbing and sidewalk reconstruction followed by pavement reconstruction.*
- F. *Provide support for all community appropriate sailing, fishing, and marine-based activities; and*
 - a. *Parks and Recreation Department program personnel working on developing water-based programs, using local organizations and businesses, to support program offerings. Discussion are planned in fall 2015 with the CISF organization to discuss options to expand water-based programming at Fort Getty.*

- G. *Complete components of bike path improvements and continue to assess options for integration of pedestrian/bicycle paths and trails connecting key areas within the community.*
 - a. *North Pond connector design funding approved in FY2016 capital program, with award of contract proposed in August 2015. Preliminary work on path base expected to begin in 2016.*
 - b. *North Road reconstruction beginning in FY2016, with three year(three phase) road drainage and repaving program accompanied by Phase four that includes a bike path/trail connector from West Reach to North Pond to interconnect with the North Pond Connector that exists onto Eldred Avenue. Project completion anticipated in FY2019-2020, based on funding availability.*

4. Recognize the Importance of the Village as the Town Center, the Focal Point for Most Community Activities

- A. *Encourage economic development, especially in prime and undeveloped properties to achieve suitable commercial and retail growth, with emphasis on the Town Center and waterfront;*
 - a. *Consider the development of an Economic Development Committee to guide local process; The Sustainability of Jamestown's Economy will be a specific topic addressed during the Sustain Jamestown program.*
- B. *Continue to work with Newport County Communities, Washington County Regional Planning Council and local organizations (i.e. Chambers of Commerce) to develop strategies to encourage investment and business sustainability in the village;*
 - a. *Discussion is continuing with the Washington County Regional Planning on the street light purchase and replacement program; Town also looking into other options for street light replacement with neighboring Town's.*
 - b. *Progress is anticipated with the development of a Newport County EDC agency to champion the opportunities that exist in the local communities for business retention and new business development; meetings are continuing and all Newport County Communities have committed varying financial commitments to implement this program in FY2015-2016.*
 - c. *The development of an economic development committee is presently being considered. Town staff have been working with the Chamber of Commerce on the installation of an informational kiosk in town to provide members with improved marketing opportunities; targeted conversations with individual commercial investors is continuing regarding properties that are presently available for possible development in the village.*
- C. *Ensure that future development and renovation in the village maintains small scale and "walkable" character, while supporting businesses and investment that will encourage residents' and visitors use;*
 - a. *Discussions need to occur in this in order to agree on best and appropriate practices in this area.*
- D. *Provide improved customer and employee parking in the village;*
 - a. *Continue to seek opportunities for parking enhancements in the village and encourage businesses to coordinate off-site parking for their employees. Seek Planning Commission attention to this issue in their review of applications in the Village district. Additional consideration should be given to review of properties (possible acquisition) that may be able to assist in either seasonal parking, event parking or additional dedicated parking for local uses.*

- E. *Develop a policy regarding preservation of historic structures in Village;*
 - a. *This topic has previously been divisive within the community with various perspectives offered by Planning Commission members. Further discussion and research should be conducted in order to assess the need and/or support for such a policy/regulation in the community.*
- F. *Support the development of a Community Center, with the support and for the benefit of community organizations and residents;*
 - a. *Continue to evaluate the options available to diversify the use of the existing community center facility (Recreation Dept.). Also, consider possible enhancements and/or repurposing of areas in other public facilities, including the Library, EMS Barn, Schools and quasi-governmental buildings like the Grange, for such purposes. Research and communication on this item is ongoing and dependent on future public, private and grant funding to support any such initiative.*
- G. *Complete the planning, design and construction of consolidated Fire/EMS station; and*
 - a. *Building Committee has scheduled TRC meeting on July 23, and Planning Commission meeting on August 5th, with public hearing and zoning board meetings to follow in September/October. Tentative schedule to advertise bids is September/October 2015, barring any delays. Estimated project completion period, summer/fall 2016.*
- H. *Coordinate planning, design and capital campaign activities with the Town's Library Board in guiding plans for future building improvements and the establishment of a Library endowment.*
 - a. *Library Board is progressing with the organization for a Capital Campaign, relationship with Friends of the Jamestown Library (501-c3), Building Committee is continuing to review the Library needs assessment and preliminary architectural designs, OLIS consultant is being secured, per a requirement of the OLIS program and alternative financial resources are being researched (Champlin Foundation, RI Foundation, OLIS, etc.) The Board of Trustees for the Library began this process in 2011.*

5. Support Cultural, Civic and Recreational Opportunities that Promote a Sense of Community

- A. *Implement an improved Parks & Recreation program based on resident need and ongoing community assessment;*
 - a. *Discussion on this topic is slated for fall/winter FY 2015-2016. Comparisons and assessment of data gathered on needed P&R programming in recent years, Collins Center Report, the PAC discussions, prior studies, and other influence on this subject should be considered during this assessment.*
- B. *Provide expanded, accessible and diversified program offerings for Jamestown's seniors;*
 - a. *Coordination with Senior Association Board and Executive Director is ongoing with communication occurring as to expanded program opportunities inside and outside of the community, including expanded transportation services. These services are to be supported by the Association, jointly with the Parks and Recreation Department. Additional staff and facility coordination is being implemented via improved communication amongst agencies and personnel involved. Quarterly reports being submitted by Association to Town regarding meals, programming data and other pertinent information. The Town also provides guidance in the areas of payroll, information technology and purchasing procedures. Library programs and services are*

available seniors and include home delivery of materials and assistance within-home library technology.

- C. Continue to maintain a strong partnership with the Jamestown Schools;
 - a. The Town maintains a close working partnership with the District and individual School Administrations, in terms of municipal department interaction, coordinated budgeting approach including capital program and long-term debt requirements, pension matters, as well as statewide financial issues and concerns, etc.
 - b. The library participates and promotes, in collaboration with the Jamestown Schools, a summer reading program; Afterschool activities: Book Groups, safe haven and meeting space, tutor space as well as class visits including library use instruction from professional librarians.
- D. Review the need for additional community space, condition and quality of space, and long-term funding options for improvements;
 - a. The Council may wish to consider the reformation of the Buildings and Facilities Committee to provide useful input into this analysis. Ongoing at this time is the work being performed at the Library through the efforts of the Board of Trustees who are looking into redesign of the facility and improvement to the existing structure to meet the needs of the community.
- E. Complete the planning, design and refurbishment of PAC facility as a potential new recreation center, subject to voter approval;
 - a. *Property has been sold and project is no longer viable.*
- F. Support the development of a Community Center, with the support and for the benefit of community organizations and residents;
 - a. Continue to evaluate the options available to diversify the use of the existing community center facility (Recreation Dept.). Also, consider possible enhancements and/or repurposing of areas in other public facilities, including the Library, EMS Barn, Schools and quasi-governmental buildings like the Grange, for such purposes. Research and communication on this item is ongoing and dependent on future public, private and grant funding to support any such initiative.
- G. Coordinate planning, design and capital campaign activities with the Town's Library Board of Trustees in guiding plans for future building improvements and the establishment of a Library endowment;
 - a. The Board of Trustees are moving forward in this area with planning and design work on a redesign of the facility and planning of a capital campaign and partnership with the Friends of the Library in terms of managing private donations raised during the campaign to support the building project and the establishment of an endowment to support future library needs.
- H. Coordinate planning for the replacement of the Town's playground with proposed library improvements, safe routes to school and neighborhood;
 - a. Town staff working on update.
- I. Complete the 90% design phase and secure approval to initiate the implementation of the Safe Routes to School program;
 - a. *The consultant is progressing with 90% design phase plans that will prompt the initiation of the implementation phase of the program; Town staff are in contact with Federal and State Highway representatives and the plan is in draft form and beginning to take shape.*

- J. Complete components of bike path improvements and assess options for integration of pedestrian/bicycle paths and trails connecting key areas within the community;
 - a. Award for consultant service anticipated on August 3rd to complete the design work on bike path connector (bridge design) at North Pond, Highway division to begin planning for path base installation from North Road to Eldred Avenue, North Road path project scheduled for FY2019.
- K. Review the need for a new Golf Course Clubhouse project and related facility needs;
 - a. Project options under review, on hold during PAC discussion although planning will recommence in fall 2015. Overall need established during prior review of Building and Facilities Committee.
- L. Acknowledge and support social and cultural organizations in the allocation of town spaces (meeting rooms) and services (security for events); and
 - a. Town staff working on update.
- M. Complete Fort Getty Pavilion improvements.
 - a. Pavilion Improvements are approximately 50-75% complete as of summer 2015 with the anticipated completion date estimated in summer 2016.

6. Promote a Sustainable Jamestown

- A. Adopt Sustainable Jamestown Plan that supports community goals;
 - a. Process scheduled to begin in fall 2015.
- B. Support initiatives that encourage farming, sustainable agriculture, fishing and aquaculture;
 - a. Town staff working on update.
- C. Ensure that future development and renovation in the village maintains small scale and “walkable” character, while supporting businesses and investment that will encourage residents’ and visitors use;
 - a. Town staff working on update.
- D. Promote the use of green technologies and energy conservation;
 - a. Town needs to hire a consultant to perform an energy evaluation and develop a comprehensive plan. RFP development will commence in FY2015-2016.
 - 1. Research grant opportunities to support town-wide energy conservation measures and energy-based facility improvements; and
 - a. The Town is taking on this initiative in terms of planned energy enhancements to all town facilities and town-wide street lighting replacement and these improvements are a major part of the work being performed as part of the library redesign efforts, in terms of energy efficient lighting, HVAC systems and water conservation.
 - 2. Take part in initiative to improve energy efficiency of Town street lights, while curbing light pollution and improving traffic safety.
 - a. Town staff are evaluating several options in this regard. Continued efforts by the Washington County Regional Planning Council with the PRISM program, along with National Grid programs and other sub-groups of Rhode Island Town’s will all provide the community with viable alternatives in the next year to consider moving forward with this effort.

7. Ensure Housing Affordability and Provide a Range of Housing Choices for Residents

- A. *Develop, renovate or restore units of affordable housing by promoting affordable accessory apartments and existing opportunities to subdivide lots for affordable housing purposes;*
 - a. *Program is active and ongoing.*
- B. *Develop new strategies to buy “development rights “ for existing homes, allowing current residents to age in place;*
 - a. *Affordable Housing Trust Fund implemented and presently active.*
- C. *Encourage the development of an Affordable Housing Trust that could include private donations;*
 - a. *Program approved, funded and implemented.*
- D. *Support the development of additional affordable housing units;*
 - a. *Review of new opportunities for affordable housing development remains ongoing.*
 - 1. *Review strategies for creating or subsidizing work-force housing for Town employees;*
 - a. *Very little interest has been expressed in this area by town personnel, although further research is needed.*
 - 2. *Research additional funding sources to support housing initiatives;*
 - a. *Research is ongoing, future updates to be provided.*
 - 3. *Complete Rules and Regulations for Affordable Housing Revolving Fund project eligibility;*
 - a. *Completed on 5/18/2015.*
 - 4. *Continue to provide stable and consistent annual grant funding for housing programs*
 - a. *In FY2015-2016 Town providing consistent \$75,000 in grant funds for affordable housing opportunities. \$400,000 Revolving fund local program also activated in FY2015-2016.*
- E. *Foster and expand partnership opportunities with Housing Agencies seeking to build-out projects;*
 - 1. *Educate the community as to the importance of this initiative, the existing Affordable Housing Funding Programs and the efforts of the Affordable Housing Committee;*
 - a. *Education effort is ongoing.*

8. Senior Citizen Programming and Services

- A. *Ensure Senior Citizen program, facility, transportation and funding needs are being met.*
 - a. *Coordination with Senior Association Board and Executive Director is ongoing with communication occurring as to expanded program opportunities inside and outside of the community, including expanded transportation services. These services are to be supported by the Association, jointly with the Parks and Recreation Department. Additional staff and facility coordination is being implemented via improved communication amongst agencies and personnel involved. Quarterly reports being submitted by Association to Town regarding meals, programming data and other pertinent information. The Town also provides guidance in the areas of payroll, information technology and purchasing procedures. Library programs and services are available seniors and include home delivery of materials and assistance within-home library technology.*

Goal: Ensure Effective and Accountable Town Government

1. Improve Access to Local Government

- A. *Improve services provided by the Town's web site;*
 - 1. *Enable on-line application process and payments;*
 - a. *The Finance Department is in the process of establishing an on-line payment system for water/sewer payments for credit card use through a third party vendor at no cost to the Town. This work will be completed in the fall 2015. The Tax Assessors/Finance Department are collaboratively working on placing all motor vehicle and real property data on-line which will add great flexibility and search capability of the data by residents.*
- B. *Encourage both internal and external public engagement and pursue cooperative relationships with various local, state and regional organizations;*
 - a. *Town staff working on update.*
- C. *Continue to foster volunteer initiatives and seek increased public participation; and*
 - a. *Town staff working on update.*
- D. *Maximize use of local media, internet, and Town's web site to improve public access to information.*
 - a. *The Department continues to be very active in maintaining current and useful information on the Town's website. Additionally, the department uses a very active Facebook account informing the residents of events, noteworthy achievements within the department and emergency conditions i.e. weather events.*

2. Maintain the Town's Remarkable Sense of Fiscal Responsibility

- A. *Strive for financial stability and sustainability in the Town's Enterprise Fund programs;*
 - a. *Town staff working on update.*
- B. *Continue to pursue cost recovery and revenue generating strategies in the Water & Sewer Division to provide for rate stabilization;*
 - a. *Town staff working on update.*
- C. *Maintain open communication with the School Committee/Administration to allow for coordinated approach in achieving transparent financial management practices;*
 - a. *Ongoing dialogue with the School District.*
- D. *Implement a Capital Budget year closeout process for projects to assess the need for project continuation;*
 - a. *This is reviewed on an annual basis during the budget process.*
- E. *Ensure a clear process and stable funding source to support Town waterfront improvements;*
 - a. *Revisions to the Harbor Management Plan and Ordinance have provided for the Waterfront Reserve Fund in conjunction with annual harbor commission funding and periodic Town Capital Funding to provide the consistent availability of funding in this area.*

- F. *Streamline the local government process, by improving efficiency through prioritization of resource allocation, and continual review of unfunded mandates;*
 - a. *Internal and external assessment are being performed annually in reevaluation areas where improved efficiencies can be achieved. An example of this is a reduction in 20% of the Tax Assessor services in FY2015-2016 and a statewide effort being considered locally for the consolidation of dispatch services.*
- G. *Continue to maintain a favorable bond rating; and*
 - a. *This is ongoing with continual efforts of prudent budgeting and fiscal responsibility.*
- H. *Develop a consistent and equitable fee policy and rate structure for outside organizations when public safety details are required.*
 - a. *This effort is limited by the collective bargaining agreement language and will need to be addressed in future negotiations.*

3. Maintain and Improve Town Infrastructure

- A. *Continue to support the Towns Pavement Management Program;*
 - 1. *Complete the drainage and road reconstruction of North Main Road in accordance with the Towns Pavement Management Plan;*
 - a. *Drawings will be complete in August 2015 for submission to RIDEM for review and approval. Materials will be advertised for bid and construction is anticipated to start in the fall of 2015 for the first phase of the project which includes drainage installation between Sloop Street and West Reach Drive.*
- B. *Complete planning, design and construction of consolidated Fire/EMS station;*
 - a. *Building Committee has scheduled TRC meeting on July 23, and Planning Commission meeting on August 5th, with public hearing and zoning board meetings to follow in September/October. Tentative schedule to advertise bids is September/October 2015, barring any delays. Estimated project completion period, summer/fall 2016.*
- C. *Complete the planning, design and refurbishment of PAC facility as a potential new recreation center, subject to voter approval;*
 - a. *Property has been sold and project is no longer viable.*
- D. *Review the need for additional community space, condition and quality of space, and long-term funding options for improvements;*
 - a. *The review of community needs in this area is an ongoing process with additional discussions planned in fall/winter 2015. The library currently acts as a defacto secondary Community Center offering resident instructed classes, meeting space for non-profit Boards, community organizations and groups: Children's programming, story hours, book discussion for adults and children, the Friends cultural and educational programming. Future needs in the area of a community wide center, inclusive of recreation programming and senior services will require further community discussion and research.*
- E. *Coordinate planning, design and capital campaign activities with the Town's Library Board in guiding plans for future building improvements and the establishment of a Library endowment;*
 - a. *The Board of Trustees are moving forward in this area with planning and design work on a redesign of the facility and planning of a capital campaign and partnership with the Friends of*

the Library in terms of managing private donations raised during the campaign to support the building project and the establishment of an endowment to support future library needs.

- F. Coordinate planning for the replacement of the Town's playground with proposed library improvements, safe routes to school and neighborhood;
 - a. The first allotment of funding (\$50,000) has been placed in reserve for the replacement and upgrading of the Towns playground. Informal discussions have begun involving representatives for the Library staff, Board of Trustees, Town Administration and JAC regarding the coordination of infrastructure improvements and programming. Additional public discussion and research is required.**
- G. Complete the 90% design phase and secure approval to initiate the implementation of the Safe Routes to School program;
 - a. The consultant is progressing with 90% design phase plans that will prompt the initiation of the implementation phase of the program; Town staff are in contact with Federal and State Highway representatives and the plan is in draft form and beginning to take shape.**
- H. Complete Fort Getty Pavilion improvements;
 - a. Landscape improvements are complete. Walkways, field stone seating areas, and chimney will be installed in the fall of 2015. Modular Bathrooms will be constructed during the off season by the highway department for use during the 2016 season.**
- I. Complete components of bike path improvements and assess options for integration of pedestrian/bicycle paths and trails connecting key areas within the community;
 - a. This is an ongoing discussion, with existing projects including the safe routes to school program, North Pond connector and North Road path proposals. The design work on the North Pond connector is being presented for approval in August 2015 with work projected to begin in 2016, subject to funding availability. The North Road path is part of a 4-5 year program to reconstruct the final two phases of the North Road Drainage and repaving project. This work is also subject to available funding.**
- J. Continue to study the need for a new Golf Course Clubhouse and equipment storage facility, design, funding, lease solicitation and program implementation schedule;
 - a. This project was placed on hold pending the outcome of the PAC referendum. Town staff are planning to reengage this process in fall 2015 along with considerations regarding an RFP for a new lease on the Town course for 2017.**
- K. Perform evaluation of existing Town assets in assessing options for improvement, repurposing, or removal from Town asset list; and
 - a. The Department is actively seeking a \$200,000 grant through the FEMA Hazard Mitigation Grant Program which will be committed to the Bay View Drive revetment project. This project is currently funded through the Town Capital Projects. If this grant is awarded, it will allow for the Town to reallocate this funding to other Town projects.**
- L. Refresh long-term plans for Fort Getty and Fort Wetherill in assessing future options for each property.
 - a. Rehabilitative work is continuing on the Fort Wetherill building, and the lease renewal with the FWBOA is scheduled to be presented to the Council in August 2015. Additional assessment of both properties for long-term options will recommence in fall/winter 2015-2016.**

4. Pursue Effective Local, State and Regional Partnerships

- A. *Schedule routine public discussions with our local State Legislative team to educate them as to local concerns and areas of interest;*
 - a. *This matter will be brought to the Council for consideration in the fall 2015.*
- B. *Research regional and statewide programs for financial opportunity;*
 - a. *The library staff participates in continuing education through OLIS and is a member of the Ocean State library Consortia. The Town supports professional staff development on a state, regional and national level.*
- C. *Research grant opportunities to support town-wide energy conservation measures and facility improvements;*
 - 1. *Take part in initiative to improve energy efficiency of Town street lights, curb light pollution and improve traffic safety.*
 - a. *Town staff working on update.*
- D. *Adopt Sustainable Jamestown Plan;*
 - a. *Town staff working on update.*
- E. *Continue to work with Newport County groups, Washington County Planning, Jamestown Chamber of Commerce and local organizations to develop data and strategies to encourage investment and business in village;*
 - a. *Town staff working on update.*
- F. *Support and work with community organizations in the development of trails, walks, habitat restoration and programs that support residents' awareness and knowledge of the natural environment.*
 - a. *Town staff working on update.*

Goal: Ensure Public Health and Safety

1. Maintain an Effective and Responsive Community Policing Program

- A. *Ensure that all public safety officials become familiar with the community and establish a positive working relationship with its residents;*
 - 1. *Improve and diversify a visual presence throughout the community, the schools, the waterfront and at special community events; and*
 - 2. *Encourage community engagement with residents, local organizations, the schools, boaters and businesses by all Officials.*
 - a. *In 2014, the Police Department developed and adopted a detailed and specific plan to enhance the overall community policing effort. Since that time, a department-wide philosophy of community policing and building a strong relationship with the community has begun to develop. This includes officers attending a variety of community events, community group meetings, bicycle patrols, walking beats within the village, specific liaison officers assigned to the senior population and school department. A computerized system of monitoring all officer activities in these specific areas has been developed. All supervisors are held accountable by monthly monitoring and reporting of all community policing based activities.*

- b. *The department has established the police leadership council which is comprised of a variety of local residents. The council has met on three occasions and will continue to meet bi-annually. Meetings to date have included discussions regarding police community relations as a local and national topic and police use of force as a local and national topic. We expect the next meeting scheduled for early fall to include additional participants such as high school aged residents.*
- c. *The Police Department is significantly involved with the Local Traffic Committee as it weighs a wide variety of traffic related concerns.*

2. Maintain a Safe and Secure Environment for Residents of all Ages

- A. *Provide improved town-wide emergency and alert communication through the use of the Code Red Notification System;*
 - a. *The Police Department continues to maintain and use the Code Red System to notify residents as necessary due to local event related emergencies. The Department was a key stakeholder working with Rhode Island Emergency Management in the development of a statewide emergency notification system. This led to RIEMA contracting with Code Red to provide a statewide system. When fully implemented, it will result in a greater data base available to Jamestown and a cost savings to the Town.*
- B. *Improve local systems to address community, school and Harbor needs during disaster events;*
 - a. *In 2015, the Police Department applied for a received a grant to fund the replacement of all 21 mobile radios installed in the entire DPW fleet of vehicles. This upgrade along with the transition to a high-band radio system will allow for reliable radio communications with all emergency personnel assigned to the DPW.*
- 1. *Secure a portable generator for use at Town Hall and to support other critical government functions; and*
 - a. *In 2014, the Police Department applied for and received a \$17,500 grant to replace the aging and undersized generator at the police station. This project was funded through a combination of grant and local capital dollars. The end result was a 60 KW generator was installed along with a modern automatic transfer switch.*
 - b. *In 2015, the Police Department applied for and received a grant of approximately \$20,000 which assisted in the funding of 70KW portable generator to be assigned to the Town Hall in times of significant duration power outages. This generator has been delivered and is stored by the DPW.*
- 2. *Expand the Town's fuel capacity to support emergency operations and community need, when necessary and available.*
 - a. *The Police Department has applied for a federal grant to partially fund the purchase of a 4,000 gallon diesel tank which will be installed at the Highway Department. This grant announcement is expected in the fall of 2015. If successful the grant will fund \$17,500 of the total \$35,000 project and will greatly increase the diesel fuel capacity.*

C. Achieve Police Department Accreditation;

a. The Police Department continues to work toward accreditation through the Rhode Island Accreditation Commission with a tentative review in the late fall of 2015. Lt. Deneault has served as the primary individual responsible for this endeavor. In doing so the Department has revised the rules and regulations and presented this draft to the Town Council for consideration and adoption. It is expected that the Council will take action of this matter in August 2015. Apart from the rules and regulations are the Department's policies and procedures. The existing 60 policies have been reviewed and resulted in the re-write and revision of 20 policies. An additional 52 policies have been developed and are currently under review. Nine job descriptions have been written and are under review. An in-house process of tracking all accreditations standards and the required proofs has been developed including the development and disbursement of nearly 12 reporting forms required for a variety of accountability tracking purposes.

D. Maintain active MOU's and ongoing communication with our neighboring communities, State Police and Turnpike and Bridge Authority; and

a. The Police Department currently has active MOUs with the Town of North Kingstown and the City of Newport. These respective MOUs will require review and revision in the fall of 2015 and will ultimately require Council approval.

E. Adopt policy regarding town surveillance cameras.

a. A draft policy has been developed and is under review.

3. Continue to Support Volunteer Fire Department and EMS Modernization and Improvements

A. Complete planning, design and construction of consolidated Fire/EMS station;

a. Building Committee has scheduled TRC meeting on July 23, and Planning Commission meeting on August 5th, with public hearing and zoning board meetings to follow in September/October. Tentative schedule to advertise bids is September/October 2015, barring any delays. Estimated project completion period, summer/fall 2016.

B. Continue to monitor new ALS service and support EMS efforts to maintain and upgrade services;

a. The Fire Department and specifically the EMS Division are in close contact with the Town in regard to this program. Additional updates regarding this program are anticipated in fall 2015, at which time we will have a much better sense of the accuracy of the Town's revenue and expense projects for this program. Additional updates on this program will be forthcoming.

C. Evaluate future need for EMS Barn property and department facility placement in community; and

a. This future discussion will commence as part of the FY 2016-17 budget process later in the FY2015-2016 year.

D. Define and clarify a framework for the relationship between the Town and Fire Department/EMS.

a. This discussion is expected to begin in a work session format later in the fall/winter 2015.

4. Support Water System Improvements

- A. *Continue to evaluate and improve water system infrastructure;*
 - a. *Town staff working on update.*
- B. *Manage water supply to meet needs of all users; and*
 - a. *Town staff working on update.*
- C. *Continue to research rate stabilization options.*
 - a. *Town staff working on update.*

5. Support Continued Wastewater System Improvements

- A. *Continue to evaluate and improve wastewater system infrastructure;*
 - a. *Town staff working on update.*
- B. *Monitor methods to limit excess wastewater flow to collection system; and*
 - a. *Town staff working on update.*
- C. *Continue to research rate stabilization options.*
 - a. *Town staff working on update.*

6. Maintain and Improve Town Roads and Facilities Used by the Public

- A. *Complete the 90% design phase and secure approval to initiate the implementation of the Safe Routes to School program;*
 - a. *The consultant is progressing with 90% design phase plans that will prompt the initiation of the implementation phase of the program; Town staff are in contact with Federal and State Highway representatives and the plan is in draft form and beginning to take shape.*
- B. *Evaluate Village District pedestrian and bicycle safety features;*
 - a. *Town staff working on update.*
- C. *Complete the drainage and road reconstruction of North Main Road in accordance with the Towns Pavement Management Plan; and*
 - a. *This program is under way with Phase I- drainage funded in FY2015-16 with subsequent Phases of drainage and road reconstruction scheduled over the following three-year cycle. The project in its entirety including the pedestrian /bicycle path is estimated to be completed in FY 2018-2019, subject to available capital program funding.*
- D. *Improve restroom facilities at Mackerel Cove and Fort Getty.*
 - a. *Funding for replacement restrooms at Mackerel Cove were approved as part of the FY2015-16 Capital Program. The portable structure is expected to be built during the winter months and be completed in time for the 2016 beach season.*
 - b. *Discussion regarding improved restrooms at Fort Getty is continuing with more formal discussions expected to occur as part of the 2015 season review discussion with the Parks and Recreation Department. The future of both the lower and upper structures remain in question, and the need to replace both facilities is a priority improvement needed in the park. The concept of a shared facility in the park accommodating public restroom/shower use, park storage and program space is also being researched.*

7. *Reduce Incidence of Tick Borne Disease*

- A. Continue to pursue Lyme disease prevention strategies initiated by Tick Task Force and deer herd management under the process regulated by RIDEM.
 - a. *In 2014, the Police Department was tasked with developing the rules and regulations governing the hunting to be allowed on four parcels of Town owned property. These rules and regulations were adopted by the Council. Immediately following, the Department was tasked with managing the use of said properties. It is anticipated that this program will continue into the next hunting season with the same responsibilities lying with the Department.*