



TOWN COUNCIL MEETING
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, October 5, 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) Proclamation

- 1) No. 2015-18 Honoring William J. Piva, Jr.

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

B) Goals and Objectives Update: Town Administrator Andrew E. Nota

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- A) Jamestown Fire Department – False Alarms; discussion and/or potential action and/or vote

- B) Traffic Committee recommendation for Commercial Traffic flow at the intersection of Columbia Avenue and Windsor Street at McQuade's Market; discussion and/or potential action and/or vote to:
 - 1) Place restrictions on commercial delivery vehicles proceeding from the south side of McQuade's Market through the intersection of Columbia Avenue and Windsor Street
 - 2) Make the intersection of Columbia Avenue and Windsor Street a four-way stop
 - 3) Add enhanced warning signage in the area of the intersection of Columbia Avenue and Windsor Street
- C) Liaison for Senior Center; discussion and/or potential action and/or vote

IX. ORDINANCES AND APPOINTMENTS AND VACANCIES

- A) Ordinances
 - 1) Amendment of the Jamestown Code of Ordinances Chapter 70 Traffic and Vehicles, Article III. Specific Street Regulations, Sec. 70-52 Stop Intersections and Sec. 70-55 Restrictions on Certain Streets; discussion and/or potential action and/or vote to proceed to advertise in the *Jamestown Press* for public hearing on November 2, 2015
- B) Appointments & Vacancies
 - 1) Jamestown Tree Preservation & Protection Committee (One vacancy with an unexpired three-year term ending date of December 31, 2017); duly advertised
 - a) Letter of interest
 - i) Mark Girard (previous candidate, interviewed)
 - 2) Jamestown Library Board of Trustees (One vacancy with an unexpired three-year term ending date of December 31, 2015); duly advertised
 - a) Letters of interest
 - i) Christian Infantolino
 - ii) Frank F. Sallee
 - iii) Holly Turton
 - 3) Jamestown Harbor Commission (One vacancy with an unexpired three-year term ending date of December 31, 2017); duly advertised
 - 4) Jamestown Zoning Board of Review (One vacancy with an unexpired five-year term ending date of December 31, 2016)
 - a) Letter of resignation
 - i) Richard Allphin
 - 5) Jamestown Tax Assessment Board of Review (One vacancy with an unexpired three-year term ending date of May 31, 2017)
 - a) Letter of resignation
 - i) Richard Allphin

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) September 21, 2015 (regular meeting)
 - 2) September 21, 2015 (executive session)
- B) Minutes from Boards, Commissions and Committees
 - 1) Jamestown Harbor Commission (07/08/2015)
 - 2) Jamestown Harbor Commission (08/12/2015)
 - 3) Jamestown Philomenian Library Board of Trustees (08/11/2015)
 - 4) Jamestown Tick Task Force (08/26/2013)
 - 5) Jamestown Tick Task Force (06/16/2014)
 - 6) Jamestown Tick Task Force (08/18/2014)
 - 7) Jamestown Tick Task Force (04/13/2015)
 - 8) Jamestown Tick Task Force (08/24/2015)
 - 9) Jamestown Zoning Board of Review (07/28/2015)
- C) RIDEM Notices
 - 1) Memorandum re: Continuance of RIPDES General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems
- D) Abatements/Addenda of Taxes
 - Total Abatements: \$72,720.24
 - Total Addenda: \$70,624.18
 - 1) Properties – Abatements to 2015 Tax Roll
 - Property/Abatement Amount**
 - a) Plat 2 Lot 112 \$ 6,650.66
 - b) Plat 8 Lot 580 \$ 2,981.41
 - c) Plat 7 Lot 135 \$13,636.90
 - d) Plat 8 Lot 525 \$ 3,801.50
 - e) Plat 3 Lot 566 \$24,035.06
 - f) Plat 9 Lot 640 \$ 2,036.26
 - g) Plat 16 Lot 181 \$ 941.22
 - h) Plat 3 Lot 460 \$ 778.79
 - i) Plat 2 Lot 126 \$ 5,064.99
 - j) Plat 2 Lot 217 \$ 4,962.26
 - k) Plat 15 Lot 103 \$ 3,334.45
 - l) Plat 1 Lot 324 \$ 2,598.00
 - m) Plat 3 Lot 488 \$ 1,721.76
 - 2) Properties – Addenda to 2015 Tax Roll
 - Property/Addenda Amount**
 - a) Plat 8 Lot 525 \$ 3,801.50
 - b) Plat 2 Lot 112 \$ 6,650.66
 - c) Plat 3 Lot 460 \$ 778.79
 - d) Plat 1 Lot 324 \$ 2,598.00
 - e) Plat 8 Lot 580 \$ 2,981.41

- | | | | |
|----|--|--|-------------|
| | f) | Plat 2 Lot 126 | \$ 5,064.99 |
| | g) | Plat 15 Lot 103 | \$ 3,334.45 |
| | h) | Plat 3 Lot 566 | \$24,035.06 |
| | i) | Plat 2 Lot 217 | \$ 4,962.26 |
| | j) | Plat 7 Lot 135 | \$13,636.90 |
| | k) | Plat 9 Lot 640 | \$ 2,780.17 |
| 3) | Motor Vehicles – Abatements to 2014 Tax Roll | | |
| | <u>Account/Abatement Amount</u> | | |
| | a) | #04-0350-15M | \$ 56.69 |
| | b) | #04-0350-17M | \$ 25.35 |
| 4) | Motor Vehicles – Abatements to 2015 Tax Roll | | |
| | <u>Account/Abatement Amount</u> | | |
| | a) | #04-0350-15M | \$ 94.94 |
| E) | One Day Event/Entertainment License Applications | | |
| | 1) | Applicant: Jamestown Rotary Club | |
| | | Event: Jamestown Classic Bike Race | |
| | | Date: October 12, 2015 | |
| | | Location: East Ferry and around the Island | |
| | 2) | Applicant: Jamestown Police Department | |
| | | Event: Wheels & Steel (Touch-A-Truck) | |
| | | Date: October 11, 2015 | |
| | | Location: 250 Conanicus Avenue (Police Station) | |
| | 3) | Applicant: Benjamin Lessard | |
| | | Event: Lessard-Berg Wedding | |
| | | Date: October 10, 2015 | |
| | | Location: Fort Getty Pavilion | |
| | 4) | Applicant: Jamestown Police Department | |
| | | Event: Halloween Block Party | |
| | | Date: October 31, 2015 | |
| | | Location: Narragansett Avenue/Jamestown Fire Station Lot | |

XI. COMMUNICATIONS, PETITIONS, AND RESOLUTIONS AND PROCLAMATIONS FROM OTHER RI CITIES AND TOWNS

- A) Communications
- 1) Letter of Discover Newport President & CEO Evan Smith with annual audit report
 - 2) Letter of Mary Lou Sanborn re: Jamestown Yacht Club event
- B) Resolutions and Proclamations of other Rhode Island cities and towns
- 1) Resolution of the Middletown Town Council in Support of the Quonset Air Museum
 - 2) Resolution of the Westerly Town Council in Support of the Quonset Air Museum

XII. ITEMS FOR OCTOBER 19, 2015 AGENDA AND FUTURE MEETINGS

- A) Jamestown Rental Properties
- B) Discussion of Public Rights-of-Way

XIII. 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 (1) Personnel; discussion and/or potential action and/or vote in executive session and/or open session

XIV. 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 of Jamestown



PROCLAMATION OF THE TOWN COUNCIL

NO. 2015-18

WILLIAM J. PIVA, PARKS AND RECREATION DIRECTOR

- WHEREAS:** William J. Piva, Jr. is a life-long resident of Jamestown and began his career with the Town as a member of the Jamestown Police Department on August 26, 1985; and
- WHEREAS:** As a Law Enforcement Officer, rising to the rank of Sergeant, William Piva worked tirelessly to safeguard the lives and property of his fellow citizens, receiving many commendations for his services, most notably for the rescue an elderly citizen from her fully engulfed burning home in 1994; and
- WHEREAS:** On March 1, 2007 William Piva was appointed Interim Parks and Recreation Director, and on February 29, 2008 retired from the Jamestown Police Department, and on March 1, 2008 began serving as the Parks and Recreation Director for the Town of Jamestown; and
- WHEREAS:** As a Police Officer and Parks and Recreation Director William Piva worked with the children of our community, gaining their trust and understanding, while teaching them the skills needed to avoid involvement in drugs, violence, and juvenile delinquency, and directing them along the right path to become responsible citizens; and
- WHEREAS:** As Parks and Recreation Director William Piva brought the spirit and intent of the Teen Center to fruition and made the Recreation Center a safe and welcoming equal opportunity place for Jamestown's youth to go to after school to participate in athletic and cultural activities; and
- WHEREAS:** During his 30-year tenure, William Piva has influenced the lives of Jamestown's youth, many of whom still consider him a role model and seek his advice as adults.

NOW, THEREFORE, BE IT RESOLVED that ***PARKS AND RECREATION DIRECTOR WILLIAM J. PIVA, JR.*** is hereby recognized by the Town of Jamestown for his dedication to the youth of our community and for his service to all our citizens.

AND, BE IT FURTHER RESOLVED that the Jamestown Town Council urges all citizens to join us as we honor ***WILLIAM J. PIVA, JR.*** and wish him success in all his future endeavors. He will be missed!

By Order of the Jamestown Town Council

Kristine S. Trocki, President

Mary E. Meagher, Vice President

Blake A. Dickinson

Michael G. White

Thomas P. Tighe

IN WITNESS WHEREOF, I hereby attach my hand and the official
Seal of the Town of Jamestown this 5th day of October, 2015.

Cheryl A. Fernstrom, CMC, Town Clerk



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
SUBJECT: TOWN ADMINISTRATORS REPORT
DATE: October 5, 2015

The following information is provide as part of the October 2015 Administrators report. Please advise if you should have any questions or require additional information on any of the matters noted.

1) **Town Council Goals and Objectives:**

Included in the October Administrators report is a further update provided by the Town Staff regarding the Town Council Goals and Objectives approved in April 2015. The Goals listed have been set by the Council for the Town Council's 2014-2016 Term with the expectation on many of the items that significant progress and/or full completion of an item will be achieved by the end of the term. The list of Goals and Objectives with corresponding updates is attached for your review.

2) **Jamestown Storm Drain Project:**

This is a brief update on the Storm Drain Project following the Conservation Commission more formal public update regarding this efforts educational program at the July Town Council meeting. In recent weeks some additional movement has occurred internal to the program, including the overall process as touched upon at this meeting. Below is some of the key points that have been outlined for the program:

- 1) Scheduling art-making sessions with Met School students and North Kingstown High School Art students. (Sept. – Oct.)
- 2) Confirmation of environmental education slogans. (Oct.)
- 3) Select 20 storm drain location to develop site specific sketches.
- 4) Designate five locations for possible murals and 15 for messaging and images.
- 5) Coordinate with Town on program components.
- 6) Communicate with neighbors and businesses regarding program and seek out those that are interested.
- 7) Conduct door to door education campaign.
- 8) Schedule and publicize storm drain painting dates.

- 3) **ICMA 2015 Conference Summary:** Provided below is a summary of sessions I attended at the recent International City/County Management Association (ICMA) annual conference.

Key Note Sessions:

- **Our bias can be dangerous** - Helping to break-down barriers to race, gender, and sexual orientation. Recognition of our own biases, and combating them emphasizing a low guilt, high responsibility philosophy.
- **Leadership models** that improve organizational health, teamwork, clarity, employee engagement, and client/customer service.

General Educational Sessions

Taking your Civic Pulse: What do measures of community engagement, volunteerism, voting, demographics, social media, and even parent/school involvement say about our future? What steps can you take now to spot potential warning signs or steer your local residents to a healthier, more effective long-term prognosis?

Building Relationships across borders through city to city partnerships: ICMA has organized partnerships between communities sharing lessons learned and best practices that result in a livable and sustainable and resilient communities.

Are your City's Finances Sustainable? Examining the volatility of local revenues in today's economy and identifying lessons unheeded from the last recession that could spell fiscal relapse during an even mild downturn.

Police, the Community and the Manager: The role of the Police, building community trust and the leadership challenge of the Manager.

The Power of Critical Relationships? The roles of the City Manager and Police Chief: The work of the Chief of Police and Manager is critical to the success of any community, yet in some communities the relationship between the two is non-existent or in need of repair.

Project Outcome Overview: Helping Public Libraries Implement Performance: Project Outcome offers public libraries a set of survey and data analysis tools to measure the impact of services and programming in their community.

City Managers: Make the most out of your transparency Initiative: Financial transparency has become a major initiative for thousands of local governments across the country. What are the essential ingredients you need to execute a successful financial transparency initiative?

The ten things you should know about Preparing Your Community for the aging population: If communities are to sustain through the dips and bends of changing economies, demographics and environments, they will need to understand what changes to expect. Over time, great places will be able to have the right mix of amenities and capital projects to serve older adults as well as post-millennials.

Human resources for small Communities: Human resources has become more strategic and less compliance or transaction driven. For smaller localities this is increasingly difficult given that some budget cuts threaten the existence of HR.

Getting a return on Recreation, Lifestyle, and community Amenities? Is it worth it? Local governments are using innovative approaches to encourage economic enhancement of their communities. Discuss your best strategies to generate a return on investment on recreation and lifestyle assets and amenities and get exposure to tools to analyze success on these investments.

Transforming Organizational Culture: With today's changing demographics, the ability to interact effectively with people of different cultures is more important than ever. Learn how to incorporate diversity into your organizations core values and be better able to serve your residents.

Council Norms: Do you have this tool in your tool box? Improving the working relationship between elected officials and staff is a continuing need. One technique is to establish behavioral norms in creating better and productive relationships.

4) **Rhode Island Resource Recovery Profit Sharing:**

The Town recently received a profit sharing check from RI Resource Recovery in the amount of \$5,295.76. These funds are annually dedicated to local projects that enhance local recycling programs. This past year the funds were spent to develop the new recycling area where the towns, roll-off dumpsters are located at the transfer station.

If anyone has a question regarding these items, please contact me at your earliest convenience.

Hurricane Joaquin



NOAA

Emergency Manager Update

October 2, 2015

2PM



HSIN | Homeland Security
Information Network

Agenda

- Weather Overview
- Potential Impacts
- Legal Update
- This Weekend's Timeline
- SEOC Activation
- Reportable Critical Information Requirements
- Communications Plan
- Electric Restoration Resources
- Available State Master Price Agreements (MPAs)
- Media Talking Points & Key Messages
- Safety Messages
- Key Contact Information
- Stayed Informed & Resources
- Questions / Next Call

Weather Overview

- Summary

- Rain, possibly heavy at times along the South coast of RI. Through Saturday an additional 0.50 to 1.00 inch of rainfall is likely, possibly up to 1.5 inches along the South coast including Block Island.
- Building seas/swells through early next week, regardless of the track of Joaquin.
- Minor Coastal/Tidal Flooding is possible around the Monday time frame pending the exact track of Hurricane Joaquin.
- Hurricane Joaquin Impacts – trends continue offshore with some impact possible here Monday.

- Watches & Warnings

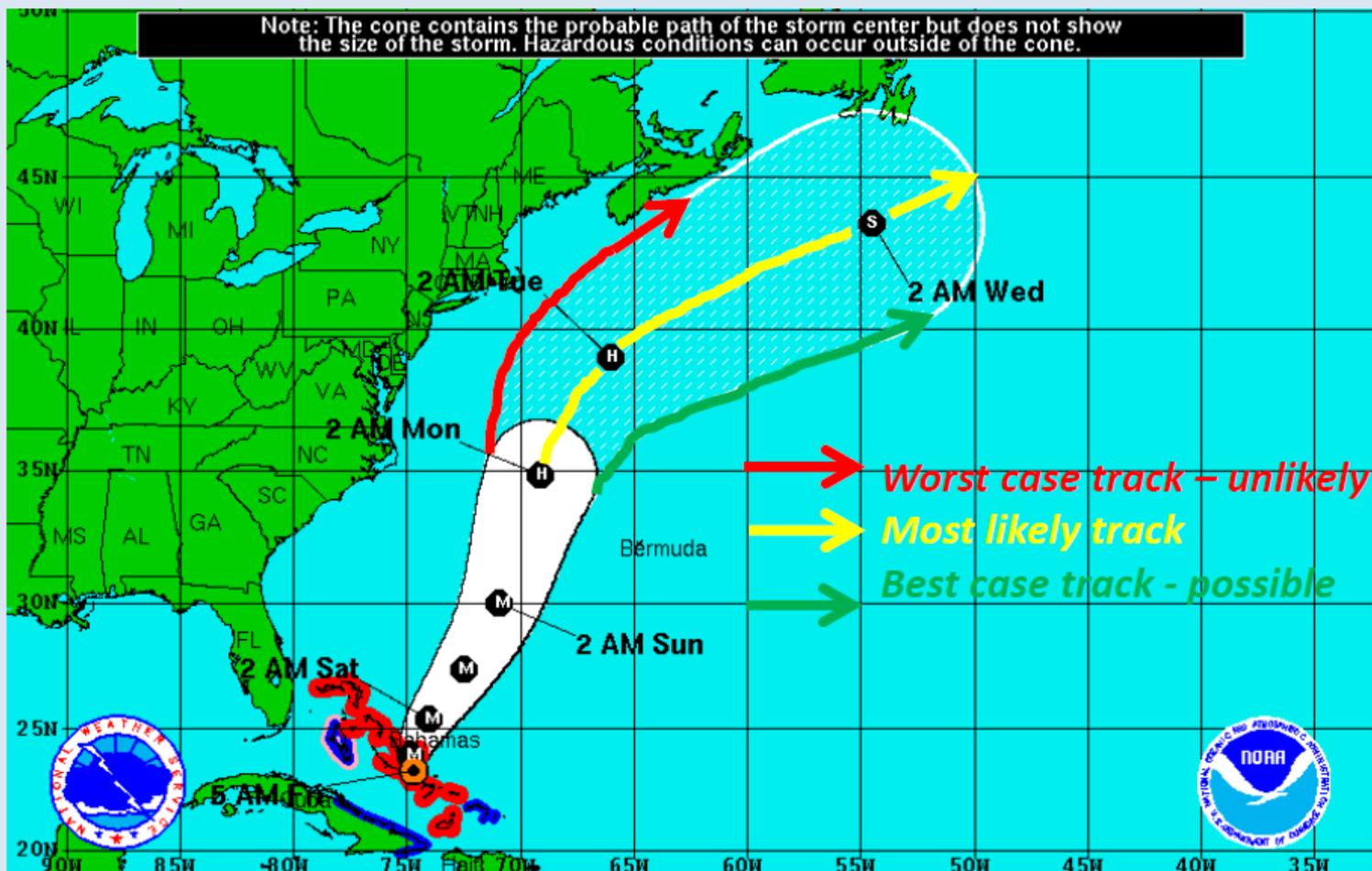
- Wind Advisory through Saturday morning for the entire South coast of RI.



Major Hurricane Joaquin: Category 4 (130 mph sustained)

Note: The cone contains the probable path of the storm center but does not show the size of the storm. Hazardous conditions can occur outside of the cone.

Note: Southern New England is **NO** longer inside the cone. Nevertheless Joaquin still needs to be monitored



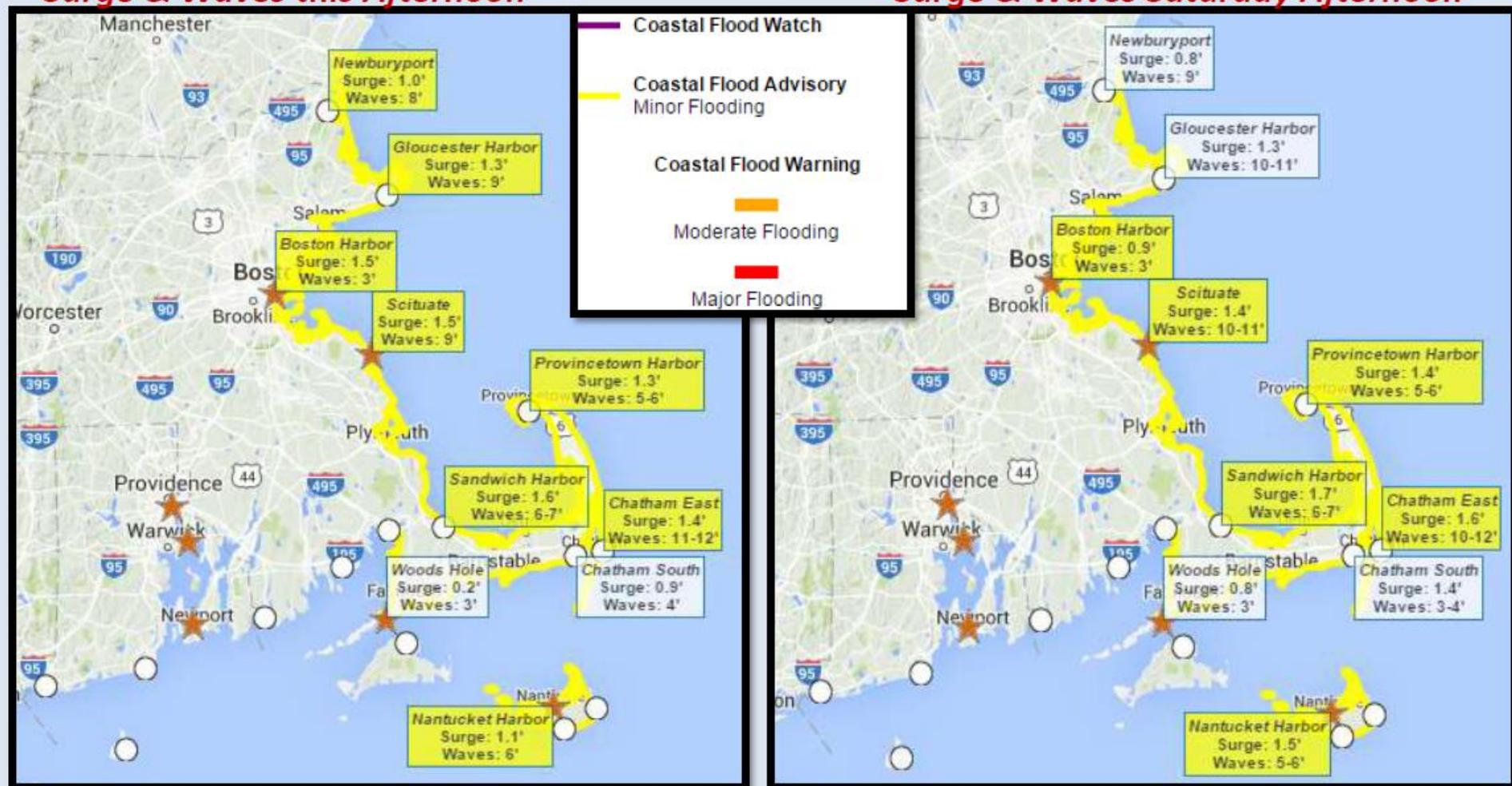
Hurricane Joaquin Friday October 2, 2015 5 AM EDT Advisory 18 NWS National Hurricane Center	Current Information: Center Location 23.3 N 74.7 W Max Sustained Wind 135 mph Movement NW at 3 mph	Forecast Positions: ● Tropical Cyclone ○ Post-Tropical Sustained Winds: D < 39 mph S 39-73 mph H 74-110 mph M > 110mph
Potential Track Area: ▽ Day 1-3 ◻ Day 4-5	Watches: ■ Hurricane ■ Trop.Storm	Warnings: ■ Hurricane ■ Trop.Storm

Coastal Flood Threat

- Coastal Flood Advisory for east coastal MA, including Nantucket this afternoon. Another round of minor coastal flooding is possible Saturday afternoon.

Surge & Waves this Afternoon

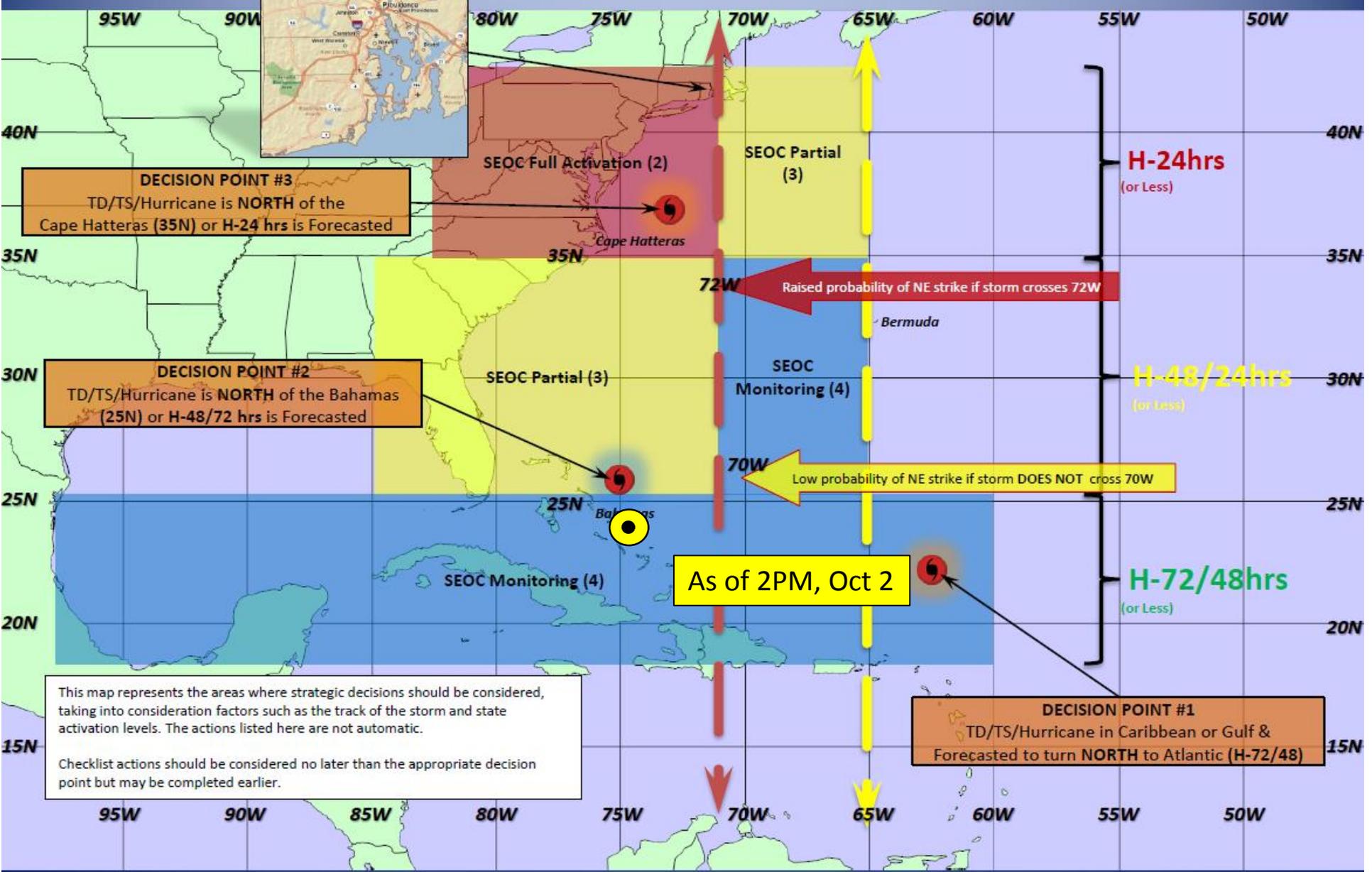
Surge & Waves Saturday Afternoon



120 pm Scituate, MA: reports of coastal flooding of a few shore roads in the Humarock section

RHODE ISLAND

Rhode Island Emergency Management Agency-TD/TS/Hurricane Geographical/Time Decision Points



Potential Impacts: Hurricane Joaquin

- Rain: TBD
- Wind: TBD
- Inland / Urban Flooding: TBD
- Power Outages: TBD
- Access Issues: TBD
- Coastal Flooding
 - Astronomical High Tide in decline

Legal Update

- Emergency Declaration / Executive Order: **Drafted**
- Pre-Disaster Emergency Declaration Request: **None**

- **30-15-12 Local emergency management.** – (b) The chief executive officer of each city or town has powers and duties with respect to emergency management within their city or town similar to those of the governor on the state level, not inconsistent with other provisions of law.

This Weekend's Timeline

- Tentative Timing
 - 2AM Sunday – FL / GA Line
 - 2AM Monday – VA / NSC Line
 - 2AM Tuesday – 300mile SE off of Nantucket
- Monitoring & Messaging
 - Time: All Weekend
- SEOC Activation
 - Time: Monday AM +/-
- Effects from Tropical Storms Winds
 - Time: Tuesday +/-

SEOC Activation

- Time: Monday AM +/-
- ESFs: All ESFs
- Contact:
 - SEOC DepOps | 401.462.7071 (**Official Use Only**)
 - 24/7" | 401.946.9996
 - Administration | 401.462.7166
- Incident Name: Hurricane Joaquin
- Status Boards:
 - Update your "Municipal Status Board"
 - On Activity Logs please click "**Post to Statewide Significant Events**" Board

Reportable Critical Information Requirements

Critical Information Requirements	
1	Any injuries, accidents, or death of Public Safety personnel.
2	Any occurrence or report of a State or National disaster or incident involving weapons of mass destruction, or any event affecting the overall safety and security of the citizens of Rhode Island.
3	Any information indicating a threat or the potential for an incident that would endanger the population or critical infrastructure and key resources of the State.
4	Any occurrence or report of a major air, rail, roadway or maritime incident in local area.
5	Any incident or event that exceeds the local and/or multi-jurisdictional mutual aid capability /or any locally declared emergency.
6	Any imminent weather event to include NWS Watches and Warning notifications.
7	Any reported, possible or confirmed Improvised Explosive Device incident.
8	Any reported, possible or confirmed major Hazardous Materials incident (includes chemical, biological, white power, contaminated water, nuclear, and radiological).
9	Any major Interoperable Communications and/or Information Technology disruption or cyber security incident effecting Critical Infrastructure, Key Resources or a significant percentage of the State's population.
10	Any reported or confirmed major Electrical or Utility Outage(s) effecting over 1,200 State residents.
11	Any Mass Casualty / Mass Fatality incident within or adjacent to the Rhode Island State borders that requires Mutual Aid.
12	Any request for support of the Rhode Island Emergency Management Agency by any federal, state or local entity to include any EMAC / IEMAC requests.
13	Any significant incident that does not meet the criteria listed above (i.e. Amber Alert, Shelter Openings).

Communications Plan

- Talk Groups:
 - (P) EMs to the SEOC: “RIEMA 1”
 - (A) EMs to the SEOC: “Wide Area 7”
 - Will Post ICS-205 on WebEOC
- On Air: Sunday PM +/-
- Communication Check: Check WebEOC post for schedules time of radio check.
- 800 MHz Related Issues? Call Tom Guthlein or ESF-2 when SEOC is activated.

Electric Restoration Resources

- As of today's forecast, National Grid will have the following resources available this weekend (this is subject to change based on updated forecasts.

15 Crews (Crew = bucket truck & 2 workers)

8 Troublemans

- National Grid has 250 contractors on standby at this time for the storm if needed.

nationalgrid

Available State Master Price Agreements (MPAs)

- MPA 388
 - Emergency Management and Homeland Security Svcs
 - Witt Group Holdings, LLC
 - O'Brien's Response Management Inc.
 - AshBritt, Inc.
 - Adjusters International
 - Phillips and Jordan, Inc.
 - Hagerty Consulting
 - Vanasse Hangen Brustlin, Inc.
 - CrowderGulf
 - Maguire Group Inc.
 - Leidos, Inc.

Available State Master Price Agreements (MPAs)

- MPA 397
 - Disaster Recovery/Restoration Services
 - Legacy Cleaning Services Ltd
 - Insurance Reconstruction Services, Inc.
 - BMCA, Inc.
 - DRC Emergency Services, LLC
 - Lynch's Cleaning Service
 - Supreme Restoration LLC
 - Enviro-Clean, Inc.
 - Smoke Clean of New England, Inc.
 - C & C Construction

Available State Master Price Agreements (MPAs)

- MPA 372
 - **Tree & Shrub Removal**
 - North-Eastern Tree Service, Inc.
 - Stanley Tree Service, INC.
 - Warwick Tree Acquisition Corporation
- MPA 406
 - **Equipment Rentals**
 - United Rentals (North America), Inc.

Media Talking Points & Key Messages

- It's imperative that Rhode Islanders PREPARE NOW so that they are ready for severe weather associated with Hurricane Joaquin.
- Now is the time to double check your disaster-supply kit and gather any additional items that you may need. Make sure to include water, food, flashlight, extra batteries, radio, first aid kit, and any necessary medicines and prescriptions.
- We encourage individuals, families, and businesses to take a look around their property and check for dangling or damaged tree limbs and safely remove them in order to avoid debris that could potentially damage your home or property. Develop a family communications plan in case you are separated during an emergency.
- Make sure all family members have an emergency contact list.
- Know your local emergency evacuation routes by visiting the RIEMA website at www.riema.ri.gov/prepare/evacuation.
- Take down any outdoor decorations and bring in lawn furniture.
- Properly secure or remove your boat from the water.
- Clear leaves, sticks, and other debris from nearby storm drains in order to avoid clogging that could lead to street flooding.
- Visit www.riema.ri.gov to Register with CodeRed and receive free emergency notifications from local and state officials.
- RIEMA will provide additional updates on Hurricane Joaquin, as well as rainfall potential over the next several days via Twitter, Facebook, and the RIEMA website.

Safety Messages

- ***Have a Plan of Action!***
- **Downed Wires**
 - Avoid downed wires. Always assume that a downed wire is a live wire.
 - In the event of a power outage, do NOT call E9-1-1. Contact National Grid at 1-800-465-1212.
- **Generators**
 - Do not operate a generator indoors. Make sure that it is used in a well-ventilated area.
- **Flooded Roads**
 - Avoid driving or walking through flooded roads.
- **Traffic Intersections without Power**
 - Avoid intersections without power. If you approach an intersection where the lights are out, always treat as a 4-way stop.

Safety Messages (+)

- Shelters
 - Visit your local municipalities public safety website to find out where the nearest shelter is located.
- Evacuation Orders & Routes
 - Know your local emergency evacuation routes by visiting the RIEMA website at www.riema.ri.gov/prepare/evacuation.
 - If you evacuated, do not return until officials say that it is safe to do so.
- Damaged Structures
 - Inspect your home for damage and take pictures, both inside and outside, for insurance purposes.
 - Do not enter a structure if the foundations is damage. When in doubt, stay out! Contact your local officials for assistance.
- Boil Water Advisories
 - Avoid drinking or preparing food with tap water until you are sure it's not contaminated.

Key Contact Information

- SEOC:
 - 401.462.7071 (DepOps)
 - 401.462.7344 (ESF-2 – All Communication Issues)
- National Grid: 1.800.465.1212 | @nationalgridus
- Pascoag Utility District: 401.568.6222 | @PascoagUtility
- Block Island Power: 401.466.7754
- Verizon: 1.800.837.4966 | @VerizonSupport
- Cox: 1.877.206.4210 | @CoxHelp
- AT&T: 1.800.288.2020 | @ATTCares
- RI 2-1-1: 211 | @liveunitedri
 - TDD/TTY: 519-0374
 - Out-of-State callers: 1.800.367.2700

Stay Informed

- *National Weather Service* Taunton:
www.weather.gov/boston
- Utilize *Rhode Island CodeRED* to receive emergency notifications and information. Visit:
<https://public.coderedweb.com/CNE/BF1E5F52D694>
- Utilize *National Grid's* real-time power outage viewer to stay informed about current power outages in your community and region, and across the state, including information about restoration times: <https://www1.nationalgridus.com/OutageCentralHub>

Resources

- Rhode Island Emergency Management Agency at <http://www.riema.ri.gov/>
- RIEMA's Facebook page: <https://www.facebook.com/RhodeIslandEMA>
- RIEMA Twitter: [@RhodeIslandEMA](https://twitter.com/RhodeIslandEMA)
- Federal Emergency Management Agency at www.fema.gov
National Weather Service/Taunton at www.weather.gov/boston
- National Weather Service Weather Prediction Center: <http://www.hpc.ncep.noaa.gov/>
- National Weather Service Storm Prediction Center: <http://www.spc.noaa.gov/>
- Northeast River Forecast Center: <http://www.weather.gov/nerfc/>
- RI 2-1-1: <http://www.211ri.org/>

Questions / Next Call

- Questions: ?
- Next Call: TBD

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.
 - b. *The Tax Assessor’s office will continue to support and monitor properties in the Open Space Program. These properties, which must remain undeveloped for a period of 15 years, benefit by way of reduced assessments.*
- 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.*
 - c. *The Tax Assessor’s office will continue to support and monitor properties in the Farmland Program. These properties, after being approved by the RI Division of Agriculture, must be*

actively farmed and undeveloped for a period of 10 years. The parcels are assessed at reduced rates based on state guidelines.

- 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.*
 - c. *The Zoning Dept. will review and advise on all Special Use Permits, License’s, and permits in support of community farming and farmers markets in the community.*
- 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.*
 - b. *Council approves (Sept. 2015) delegation of permit review to Bldg./Zoning Official to address sandwich board signs used by community organizations and within the commercial district(s). Future review of*
- 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, Mackerel Cove Dune Restoration, 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.*

- b. *The Tax Assessor's office will continue to maintain up-to-date lists of all vacant properties acquired by the Town.*

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 positively impact the herd on Dutch and Gould Islands. 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. The Friends group and Town are preparing a broader discussion with the Town Council on Public ROW's for later October, early November 2015.*
- 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 upcoming 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 with the potential of a third party partner relationship.*

- C. *Continue improvements to the Pier, Ramp, Boat Storage and Water Access at Fort Getty;*
 - a. *A thorough review of existing facilities is underway, Town staff has been in communication with RIDEM officials regarding various grant programs available to assist with the refurbishment and improvements to the Fort Getty waterfront. This in concert with a long-term Capital waterfront funding commitment will be necessary to support any major improvements that are desired.*
- 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 refurbishment and possible relocation of existing restroom facilities, the construction of a new gatehouse, the completion of Pavilion improvements in 2016, improvements to the waterfront facilities, and possible enhancements to the historic 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. This project will be phased with curbing and sidewalk reconstruction followed by pavement reconstruction. In terms of the importance of the East Ferry area to the community, this project is deemed a priority to be considered in the upcoming budget cycle.*
- F. *Provide support for all community appropriate sailing, fishing, and marine-based activities; and*
 - a. *Recreation Department personnel are working on developing expanded water-based programs, using local organizations and businesses to support program offerings. Discussions are planned in fall 2015 with the CISF organization to discuss options to expand water-based programming at Fort Getty. Jamestown Outdoors has continued offering access to the public to water-based recreation equipment at Fort Getty in a MOU with the Town as well as offering delivery services at other locations in the community.*
- 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 made in August 2015. Preliminary work on path base expected to begin in 2016 by the Town's consultant PARE. Project development timeline is based on Town staff availability and funding.*
 - b. *North Road reconstruction beginning in FY2016, with three year(three phase) road drainage and repaving program accompanied by a fourth phase that includes a bike path/trail connector from West Reach to North Pond to interconnect with the North Pond Connector that exits 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 a local process; The Sustainability of Jamestown's Economy will be a specific topic addressed during the Sustain Jamestown program. Discussions are ongoing with cultural arts-based organizations in developing concepts around exposure to the wealth of the artist community residing in Jamestown and how this resource can be harnessed to benefit the community and commercial district. Discussion are*

also incurring with business owners/Chamber of Commerce seeking alternative methods to attract unconventional businesses and entrepreneurs to the community to fill vacant storefronts.

- 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 each local community 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. *More detailed discussions need to occur on this topic 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 the 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 and residents. 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. The Library Building project in particular is one that has raised this point as nationally Libraries are taking on an expanded role with the changes in services, technology and community demand. 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 held TRC meeting on July 23 and August 25, and Planning Commission public hearing was held on September 2nd with plan approval granted with support for relief that was sought. Zoning Board meeting to follow on September 22nd to address zoning relief required. Bid specifications are presently being developed and a tentative schedule to advertise bids has been planned for October/November 2015, barring 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; evaluating its 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 has been selected by Trustees 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 to begin in September FY 2015-2016 and continue into the fall; 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 for 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;*

- c. Coordinated use and maintenance of indoor and outdoor facilities continues by the Recreation Department for community programming and the board of canvassers for various town election functions.*
- 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 the redesign of the facility and improvements to the existing structure to meet the needs of the community; Initial review of restoration work needed at the Recreation Center facility is underway; and further review is being performed for the construction of a new Clubhouse at the Town Golf Course. Further study will continue through the winter of FY2015-2016.*
- 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. This initial meeting with the Friends is planned for September 2, 2015.*
- H. Coordinate planning for the replacement of the Town's playground with proposed library improvements, safe routes to school and neighborhood;*
 - a. The CIP for FY2015-2016 included the first allotment of funding for the refurbishment of the Town's playground. It is anticipated that this project will cost between \$150,000 - \$200,000 to complete. It is anticipated that the second allotment of funding in the amount of \$50,000 will be requested as part of the Towns FY2016-2017 CIP program. The remainder of funds needed will be included as part of a grant application with RIDEM in the coming year or when the next grant program is released to all municipalities.*
 - b. As part of the playground enhancement, the Public Works Department is working on a redesign of Valley Street in order to provide for angle parking along the playground and the installation of a sidewalk to tie-in with the sidewalk to be installed along North Road.*
 - c. The Town has authorized Crossman Engineering to proceed to 90% design on the Safe Routes to School program, specially addressing the parking, sidewalks and crosswalks along North Road adjacent to the Library and Playground. Upon completing the 90% design, the Town staff will*

- meet with Federal and State Highway officials, including a representative from the Narragansett Tribe regarding the next step in the authorization process.*
- d. Informal discussions have occurred involving the Town, Library staff/Board of Trustees, select artists, the JAC and Worldway Social Marketing representatives, regarding an investigation into submitting a Planning grant with the National Endowment of the Arts(NEA). This grant that would be submitted in FY2016-2017 would involve the development of a Master Plan that would reflect the physical and programmatic integration of various public and private entities in the Village. This integration possibly culminating in the creation of a Cultural distinction that could be branded to attract and service residents and visitors. Discussion have been very preliminary at this stage, further work is needed.*
 - I. Complete the 90% design phase and secure approval to initiate the implementation of the Safe Routes to School program;*
 - a. The consultant (Crossman Engineering) 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 will be meeting once this next phase is completed.*
 - 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 services (PARE) made 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. Engineering work on bridge design has begun, with boring samples being taken on-site in October 2015.*
 - 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. Staff is preparing to re-engage the architect of record to finalize a draft plan for Town Council review in early 2016.*
 - L. Acknowledge and support social and cultural organizations in the allocation of town spaces (meeting rooms) and services (security for events); and*
 - a. This remains on ongoing discussion amongst community groups. Thoughts on this topic are being revised since the loss of the PAC opportunity. Social and cultural organizations remain interested in addressing this ongoing space issue and are seeking to creative options to do so. Town staff are working on research for future improvements to the Recreation Center space, repurposing opportunities of other Town/local facilities, and future opportunities to collaborate in the development of a solution to this challenge.*
 - M. Complete Fort Getty Pavilion improvements.*
 - a. Pavilion Improvements are approximately 60-75% complete as of summer 2015 with the anticipated completion date estimated in summer 2016. Additional improvements to include, stonework on the east and west needs of the structure, hardscape paver walkways, expanded shall surfaced walkways, and the installation of two portable restroom structures that will be connected to holding tanks.*

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. The Tax Assessor’s office will assist in the identification of potential affordable housing properties. Several properties in the Village are under review at this time as possible candidates.*
 - 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.*
 - b. *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. *The Tax Assessor's office will continue to assist seniors with the Elderly Exemption Program, which aims to help qualifying seniors remain in their homes by offering them a reduction in taxes.*

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.*
 - b. *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.*

- 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.*
 - b. *With the hiring of a new Building/Zoning Official the existing permitting systems in that office are under review for potential updating and online options.*
 - c. *The consolidation of the Fire Department into one facility and the centralization of dispatch services in the Police Department are steps recently taken to improve efficiency and streamline the government process.*
- G. *Continue to maintain a favorable bond rating; and*
 - a. *This effort is ongoing with a continual focus on prudent budgeting and fiscal responsibility. The towns Aa2 rating is very strong for a community of Jamestown's size, and may represent the highest rating we can achieve based on the limitations of the Towns commercial district.*
 - b. *In order to maintain fair, accurate and up-to-date property values, the Tax Assessment Department will conduct a scheduled 3 year Statistical Revaluation as of December 31, 2015.*
- 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.*
 - b. *The Building and Zoning Department will be working with the Planning Office, TRC, Planning Commission and Zoning Board to ensure compliance of this project with the Building and Zoning Codes.*
- 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 programing, story hours, book discussion for adults and children, the Friends cultural and educational programing. Future needs in the area of a community wide center, inclusive of recreation programing 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 Golf 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, including the restoration of the exterior of the building, new windows and a new roof slated for Fall 2015. The lease renewal with the FWBOA has been finalized and approved by the Town Council and FWBOA for the period, October 1, 2015 – December 31, 2020. 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/winter 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 are engaged with the RI League of Cities and Towns as well as other joint regional assessments as to the most efficient course of action and fiscally prudent choices to consider in this regard.*
- 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. *The Town is engaged with the regional organization representing Newport and Bristol Counties to address this specific issue investment business and the health of our commercial districts.*

- 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. *Ongoing Projects include, the Taylors Point Initiative, Mackerel Cove Dune Restoration, the Creek Restoration program, Strom Drain Educational Program, Fort Getty Trails, active dialogue on access to North and South Pond property, and interaction with the State of Rhode regarding their local assets of Beavertail, Fort Wetherill and through CRMC and the permitting of aquaculture zones.*

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 and 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, is available for use and is stored at 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 Town's 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 August 25, and Planning Commission meeting on September 2 with public hearing and zoning board meeting on September 22. Tentative schedule to advertise bids is 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. *North Pond connector design funding approved in FY2016 capital program, with award of contract made in August 2015. Preliminary work on path base expected to begin in 2016 by the Town's consultant PARE. Project development timeline is based on Town staff availability and funding.*
 - b. *North Road reconstruction beginning in FY2016, with three year(three phase) road drainage and repaving program accompanied by a fourth phase that includes a bike path/trail connector from West Reach to North Pond to interconnect with the North Pond Connector that exits onto Eldred Avenue. Project completion anticipated in FY2019-2020, based on funding availability.*
 - c. *The traffic Committee has recently taken steps to improve pedestrian safety through interaction with the State Traffic Commission for improvements to the crosswalks located at Mackerel Cove and High Street/Spring Street along Southwest Avenue.*
 - d. *Traffic Commission is also evaluation the crosswalk placement on Conanicus Avenue adjacent to the Recreation Center and East Ferry.*
- 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 remaining with the Department.*

Adopted by the Jamestown Town Council
At a Public Hearing on _____, 2015

Attest: _____
Cheryl A. Fernstrom, CMC, Town Clerk

**PUBLIC HEARING NOTICE
TOWN OF JAMESTOWN**

Notice is hereby given that the Town Council of the Town of Jamestown will conduct a public hearing on November ____, 2015 at 7:00 p.m. at the Jamestown Town Hall, 93 Narragansett Avenue on the following proposed amendment to the Code of Ordinances regarding Chapter 70 – Traffic and Vehicles. Opportunity shall be given to all persons interested to be heard upon the matter at the public hearing. The following proposed ordinance amendment is under consideration and may be adopted and/or altered or amended prior to the close of the public hearing without further advertising, as a result of further study or because of the views expressed at the public hearing. Any alteration or amendment must be presented for comment in the course of the public hearing. The proposed amendment is available for review and/or purchase at the Town Clerk’s Office between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding Holidays.

Section 1. The Jamestown Code Of Ordinances, Chapter 70, Traffic and Vehicles, as the same may have been heretofore amended, is hereby amended by changing the text of the Chapter, as follows:

NOTE: words set as ~~striketrough~~ are to be deleted from the ordinance;
words underlined are to be added to the ordinance.

See Exhibit A, attached hereto and incorporated herein by reference.

Section 2. The Town Clerk is hereby authorized to cause said changes to be made to Chapter 70 of the Town of Jamestown’s Code of Ordinances.

Section 3. This Ordinance shall take effect upon its passage.

Ad Date(s): _____

Publication Source: Jamestown Press

Hearing Date: _____

Action: _____

Certified: Cheryl A. Fernstrom, Town Clerk

Sec. 70-52. - Stop intersections.

Stop signs shall be erected and traffic controlled in conformance with Section 70-51 on the following streets and highways within the town:

Windsor Street and Cole Street	Cole Street
Windsor Street and Columbia Avenue	Columbia Avenue <u>4-way stop</u>
Windsor Street and Clarke Street	Clarke Street
Windsor Street at Southwest Avenue	Windsor Street

Sec. 70-55. Restrictions on certain streets.

Any commercially-registered vehicle weighing over 7,000 pounds GVRW is prohibited on the following streets. ~~Carr Lane and Reservoir Circle~~. This prohibition shall not apply to commercially-registered vehicles going to or coming from places upon such streets for the purpose of making deliveries of goods or providing services to property owners or similar activities for abutting lands or buildings, or federal, state, public service corporation or town-owned vehicles or, emergency response vehicles. ~~Carr Lane and Reservoir Circle shall be posted on each end with the use restriction information by the Department of Public Works. The Department of Public Works shall also post signage on East Shore Road and Route 138 as the "Truck Route."~~

Carr Lane

Columbia Avenue-from a point 200 feet south of West Street and continuing entire length to southern end.

Reservoir Circle



Town of Jamestown
Town Clerk's Office
Town Hall
93 Narragansett Avenue
Jamestown, Rhode Island 02835-1199
401-423-9800 Fax 401-423-7230
Email: cfernstrom@jamestownri.net

Cheryl A. Fernstrom, CMC
Town Clerk/Probate Clerk

MEMORANDUM

TO: Jamestown Town Council
COPIES TO: Town Administrator, Town Solicitor
FROM: Cheryl Fernstrom, Town Clerk
DATE: October 1, 2015
SUBJECT: Appointments and Vacancies

IX. Appointments and Vacancies appear on the October 5, 2015 Town Council Meeting Agenda.

Jamestown Tree Preservation & Protection Committee – there is one vacancy for the unexpired three-year term to December 31, 2017 (resignation of Paula Shevlin). The vacancy was duly advertised and previous candidate Mark Girard, who was interviewed, submitted a letter of interest for the position.

Jamestown Library Board of Trustees - there is one vacancy for the unexpired three-year term to December 31, 2015 (resignation of Karen Montoya). The vacancy was duly advertised and there are three new applicants: Christian Infantolino, Frank Sallee, and Holly Turton, who have not been interviewed.

Jamestown Harbor Commission – there is one vacancy for the unexpired three-year term to December 31, 2017 (resignation of Pat Bolger). The vacancy was duly advertised, there are no prior candidates interested in serving, and there are no other applicants who have come forward.

Jamestown Zoning Board of Review – there is one vacancy for the unexpired five-year term to December 31, 2016 (resignation of Dick Allphin). The vacancy will be advertised October 1, 2015, and the resignation needs to be accepted at the October 5, 2015 meeting.

Jamestown Tax Assessment Board of Review – there is one vacancy for the unexpired three-year term to May 31, 2017 (resignation of Dick Allphin). The vacancy will be advertised October 1, 2015, and the resignation needs to be accepted at the October 5, 2015 meeting.

Advertisement in the *Jamestown Press* will continue until the vacancies are filled. Thank you.

TOWN COUNCIL MEETING
September 21, 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
Michael C. Gray, Public Works Director
Edward A. Mello, Police Chief
Karen Montoya, Deputy Town Clerk

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Council President Trocki called the regular meeting of the Jamestown Town Council to order at 7:30 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

- A) Resolution
- 1) No. 2015-17 “Dedication of Park Dock Beach in Memory of Ferdinando Notarantonio and Grandson Fred Notarantonio”

The Resolution was read by President Trocki. She thanked the family for their generosity to help the town acquire this waterfront property for the whole community.

A motion was made by Vice President Meagher with second by Councilor White to adopt the Resolution. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

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.

None.

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.

James Rugh of America Way addressed the council. Jim reported that he was on the Quonset Development Corporation Board and the resolutions supporting the Quonset Air Museum were sent to the Board in error. They have no relationship with the Quonset Air Museum and the future resolution should be sent to the Rhode Island Airport Corporation.

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

None.

VII. UNFINISHED BUSINESS

A) Public Rights of way update: Mr. Nota and the council received an email from Sav Rebecchi concerning a ROW on Seaside Dr. Mr. Nota met with Carol Nelson-Lee and thought it would be more appropriate if they reported back to the council with a broader discussion later in October. Mike Gray is working with an engineering firm on preliminary plans concerning Hull Cove ROW project. CRMC valued the project in excess of \$300,000. It is in the "V" zone forcing the footings to be much more invasive in the watershed area. The town will be seeking direction from the council on how to proceed. If the project is too expensive would the council like to investigate the possibility of CRMC reallocating some funds to other ROWs in the community with smaller access points? Mr. Nota will reconvene with CRMC to see if there are alternatives they would be willing to consider in terms of the overall design. Right now Mr. Nota finds it difficult to believe that our overall maximum contribution would stay at \$20,000 as previously calculated. Blake Dickinson noted that the cost would be \$550-\$600 per square foot if the project stands at \$300,000.

Chris Powell of Mount Hope Avenue, former chair of the Conservation Commission. The town should propose a ground level boardwalk and go for a variance for a special exception. He would be willing to help move this forward. This would be much less expensive.

No other discussion on the ROWs. Mr. Nota will get back to them in October for a further discussion with Carol Nelson-Lee and include Sav Rebecchi's e-mail information.

B) Chris Powell asked the Town Council to consider waiving the fee for the police detail for the Fools' Rules Regatta and to reconsider their policy for community based events. Not much money is generated from T-shirt sales. The goal is to keep it free and not drive people away with the cost. The profit margin is very low and the money is given away to local charities. It is a wonderful community event. Mr. Nota suggested that the non-profit events come to the Town Council and ask for money at budget time, then the Council could make the decision to appropriate the taxpayers money to a charity

event. Mr. Nota stated that there are multiple costs to a police detail. For a local non-profit group, the Town does waive all the administration fees and the vehicle fees—they just pay direct detail labor. For a big for-profit event all fees and labor are included in their cost. Councilor Tighe would like to see two council members work with the town administrator on this but tonight the vote is on waiving the fee. Councilor Dickinson is open to meeting half way but in the future maybe an entry fee may be an alternative. President Trocki suggested maybe a joint effort with the Chamber might be an alternative. Councilor White is of the same opinion as Councilor Dickinson to reduce it to \$450.00.

A motion was made by Councilor White, with a second by Councilor Tighe to reduce the fee for the police detail from \$900.00 to \$450.00. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

VIII. NEW BUSINESS

A) Community Development Block Grant Program 2015: Councilor Dickinson asked what the town requirements are to accept this money. Lisa Bryer responded that the money is only allocated for these specific programs on the priority list. Councilor Dickinson also questioned item #7 for funding for East Bay Community Action Program to support the operation of its health and dental services through dental supplies. He stated that the Town Council already allocated money to them in our budget and was wondering why that wasn't disclosed. Vice President Meagher said this was another source of funding and the money we gave was not necessarily for dental supplies. Mr. Nota interjected that although we ask for this amount we might not receive it and that the priority list can be changed. In the next budget cycle we can request a financial report from the agencies as to how much they are funded and adjust our budget accordingly.

A motion was made by Councilor Tighe with second by Councilor Dickinson to approve the Community Development Block Grant in the amount of \$150,000. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

B) Ciampa Easement Maintenance Agreement of September 15, 2015. Vice President Meagher has recused.

Christian Infantolino from Morneau & Murphy Law Office explained the easement. The easement crosses town property. All parties involved have vetted the easement and are in agreement. Councilor Dickinson asked what recourse the town had if they don't fulfill this agreement. Mr. Infantolino responded there could be an injunction to make them live up to their responsibilities. It would be a breach of contract. Their main responsibility would be to maintain the vegetation.

A motion was made by Councilor Dickinson with second by Councilor Tighe to approve the Ciampa Easement Maintenance Agreement dated September 15, 2015. President Trocki, Aye; Vice President Meagher, Recused; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

A motion was made by Councilor Tighe with second by Councilor Dickinson to approve the signing of the Ciampa Easement Maintenance Agreement dated September 15, 2015. President Trocki, Aye; Vice President Meagher, Recused; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

C) Parks and Recreation Department work session: Mr. Nota covered the topics in a broad sense for the council. Vice President Meagher won't be available during October so November 9th at 6:00 pm was set for the work session. Mr. Nota outlined possible topics: 1) Update on the search for a new Parks & Recreation Director; 2) Full review of the Collins Center Study; 3) Comprehensive review of Fort Getty's restrooms, gate house, campground, pavilion and beach as well as the programs along the waterfront; 4) Mackerel Cove Beach parking and staffing. Mr. Nota is seeking a full review of the department's future vision in regards to what its services will be with recreational programming, senior services, parks, facilities, performing arts and partnering with a number of cultural arts organizations in town. Chris Powell suggested using the Eagle Scout Projects to help with right-of-way maintenance.

D) Rental Properties: Mr. Nota stated that there are 3 discussions. 1) The nuisance issues and what residents can do; whether we have the tools in place for our zoning officials and police to react. 2) Those properties that are being openly marketed for event locations which is a zoning violation. 3) Those individuals who are asking about the sales tax—how can the town benefit, how they are reported to the tax division and a lot of other tax questions. An ordinance revision might be in order. This should be placed on a town council meeting sometime in October. It was decided to put a place holder on the agenda for the second session in October.

E) Special permit signs and signs on Town property: Chris Costa has received numerous complaints about signs and the sandwich boards downtown. There are two issues Community signs and sandwich boards in the commercial district by local businesses. There is a process in place but seldom used for these signs. Groups wanting to place community signs need to come to the zoning office for a permit. There is no fee and no restriction on how many times a sign can be placed, but the zoning office needs to be aware of the areas, set back, ADA requirements, visibility, size of sign and limit the number of signs that would fit in the area. They can't be put up until 14 days before an event and must come down 48 hours after the event has happened. Based on the existing ordinance that is in place all sandwich board signs are prohibited. The exception being the Town Council has sole discretion as to the suitability of all signs erected on Town property. In this case having the signs in the right of way would fall under this section. So to legitimize the signs, pending a full review of the sign ordinance, would the council like all businesses to come in individually to request permission or is the council

comfortable delegating that authority Chris Costa, the building and zoning official for him to manage the permit and use of the signs. The Town reached out to businesses and gave them copies of the ordinances. Mr. Nota reached out to Aileen Flath of the chamber of commerce notifying her that the Town was putting a stay on this matter until the council addressed it. President Trocki called for a motion to delegate Chris Costa with controlling the sign issue. Councilor Dickinson asked about community signs on private property. Solicitor Ruggiero answered that they would have to go to zoning for approval except political signs which are allowed. Aileen Flath asked how community organizations were going to be notified. Mr. Costa will notify them through a letter and the Press. President Trocki suggested Mr. Costa connect with Aileen to put it on the chamber website.

A motion was made by Councilor Tighe with second by Councilor Dickinson to allow the zoning enforcement officer Chris Costa to administratively regulate the signs on town property in the commercial district Sec. 82-1305 of the zoning ordinance. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

IX. ORDINANCES AND APPOINTMENTS AND VACANCIES

Town Clerk Cheryl Fernstrom wrote a memo updating the council concerning vacancies on different committees. Paula Shevlin has resigned the Tree Preservation and Protection Committee. Ms. Fernstrom is requesting permission to contact Mark Girard who had applied earlier to see if he is still interested. The council gives their permission.

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.

The following item was removed from the Consent Agenda for discussion: E) One Day Event License application for ColinsLaw.Org Benefit Road Rally

A motion was made by Vice President Mary Meagher with second by Councilor White to accept the Consent Agenda except for ColinsLaw.Org Benefit Road Rally. 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) Adoption of Council Minutes
 - 1) September 8, 2015 (regular meeting)
 - 2) September 8, 2015 (executive session)
- B) Minutes from Boards, Commissions and Committees
 - 1) Jamestown Charter Review Committee (08/11/2015)

- 2) Jamestown Charter Review Committee (08/26/2015)
 - 3) Jamestown Housing Authority (01/15/2014)
 - 4) Jamestown Housing Authority (02/12/2014)
 - 5) Jamestown Housing Authority (03/05/2014)
 - 6) Jamestown Housing Authority (04/09/2014)
 - 7) Jamestown Housing Authority (05/14/2014)
 - 8) Jamestown Housing Authority (06/18/2014)
 - 9) Jamestown Housing Authority (08/13/2014)
 - 10) Jamestown Housing Authority (09/24/2014)
 - 11) Jamestown Housing Authority (10/08/2014)
 - 12) Jamestown Housing Authority (11/19/2014)
 - 13) Jamestown Housing Authority (12/10/2014)
 - 14) Jamestown Housing Authority (01/20/2015)
 - 15) Jamestown Housing Authority (02/18/2015)
 - 16) Jamestown Housing Authority (03/11/2015)
 - 17) Jamestown Housing Authority (04/09/2015)
 - 18) Jamestown Housing Authority (05/20/2015)
 - 19) Jamestown Housing Authority (06/09/2015)
 - 20) Jamestown Housing Authority (07/15/2015)
 - 21) Jamestown Traffic Committee (08/18/2015)
 - 22) Jamestown Tree Preservation & Protection Committee (06/16/2015)
 - 23) Jamestown Tree Preservation & Protection Committee (07/21/2015)
- C) CRMC Notices
- 1) Public Notice for proposed Amendments to CRMC Procedures Section 4.3 Schedule of Fees, October 27, 2015 at 6:00 p.m., Department of Administration, One Capitol Hill, Providence, RI
 - 2) Semi-Monthly Meeting Agenda for September 22, 2015
- D) Abatements/Addenda of Taxes
- | | |
|-------------------|------------|
| Total Abatements: | \$1,566.74 |
| Total Addenda: | \$ 249.95 |
- 1) Abatement to 2014 Tax Roll: Motor Vehicle

<u>Account/Abatement Amount</u>	
a) #21-0065-01M	\$ 69.03
 - 2) Abatements to 2015 Tax Roll: Motor Vehicles

<u>Account/Abatement Amount</u>	
a) #08-0339-77M	\$ 229.07
b) #09-0037-10M	\$ 96.82
c) #19-1565-00M	\$ 249.95
d) #21-0065-01M	\$ 99.30
 - 3) Abatements to 2015 Tax Roll: Tangible Property

<u>Account/Abatement Amount</u>	
a) #06-0031-81	\$ 253.66
b) #08-0415-50	\$ 61.46
c) #10-0044-00	\$ 65.85
d) #16-0308-00	\$ 441.60

- 4) Addenda to 2015 Tax Roll: Motor Vehicle

	<u>Account/Addenda Amount</u>	
a)	#19-1565-01M	\$ 249.95
- E) One Day Event/Entertainment License Applications
 - 1) Applicant: ColinsLaw.Org, Inc.
 Event: ColinsLaw.Org Benefit Road Rally
 Date: October 3, 2015
 Location: Fort Getty Pavilion
 - 2) Applicant: Kate McDonell
 Event: Hoffman/McDonell
 Date: October 9, 2015
 Location: Fort Getty Pavilion
 - 3) Applicant: Jamestown Fitness Center
 Event: Jamestown Fitness Halloween Parade
 Date: October 31, 2015
 Location: Narragansett Avenue

Mr. Foote is requesting a waiver of the pavilion fees for his event. Mr. Foote is representing ColinsLaw.org which advocates for safer roads at intersections specifically running red lights.

A motion was made by Vice President Mary Meagher with second by Councilor Tighe to waive the fee for the Pavilion for ColinsLaw.Org Benefit Road Rally. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

XI. COMMUNICATIONS, PETITIONS AND PROCLAMATIONS AND RESOLUTIONS FROM OTHER RI CITIES AND TOWNS

President Trocki asked for a motion to accept the Resolutions for the Quonset Air Museum because these were addressed earlier by Mr. Rugh. Councilor Tighe questioned an email he received from Mr. Nota regarding false alarms. Mr. Nota responded it was just information for the council. Councilor Tighe requested that it be put on the next agenda and request Chief Mello and Chief Bryer to attend. He would also like a cost analysis if available and time factor for the false alarms.

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 consist of the following:

- A) Resolutions and Proclamations of other Rhode Island cities and towns
 - 1) Resolution of the Cranston City Council In Support of the Quonset Air Museum

- 2) Resolution of the Burrillville Town Council In Support of the Quonset Air Museum
- 3) Resolution of the Charlestown Town Council In Support of the Quonset Air Museum
- 4) Resolution of the West Greenwich Town Council In Support of the Quonset Air Museum

Mr. Nota didn't have a formal report but a few things have come up and he wanted to address the council with these concerns: 1) Reminder that tomorrow evening will be the zoning board meeting about the Fire Station expansion. 2) Follow up to Richard Koster and questions he had about the ad from the Tick Task Force, specifically about owners offering their property for hunting. He raised concerns but they weren't prepared that evening to give him the response that he needed. There are specific laws in RIGL §32-6-3 for property owners offering up their property for hunting. The rights and liabilities of a landowner are protected to encourage landowners to participate in the hunting program. Roadway paving is underway. Mr. Nota gave a status update. Because of perfect weather the paving should be complete in the next couple of weeks. Vice President Meagher interjected that in the future she wanted to use this part of the meeting to put different items on the agenda. Councilor Tighe wanted to know if the Town Council has completed the task of appointing a liaison to the different boards or committees who get money from the town. He asked if anyone was a liaison on the Senior Center Board. It was suggested that it should go on the next agenda.

XII. EXECUTIVE SESSION

- A) Pursuant to RIGL §42-46-5(a) Subsection (1) Personnel; discussion and/or potential action and/or vote in executive session and/or open session

A motion was made by Vice President Meagher with second by Councilor White to enter into Executive Session pursuant to RIGL §42-46-5(a) Subsection (1) to discuss Personnel.

President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

The Jamestown Town Council reconvened the regular meeting at 9:08 p.m. President Trocki announced that no votes were taken in the Executive Session.

A motion was made by Councilor Dickinson with second by Councilor Tighe to seal the Minutes of the Executive Session. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

XIII. ADJOURNMENT

A motion was made by Vice President Meagher with a second by Councilor White to adjourn. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

The regular meeting was adjourned at 9:09 p.m.

Attest:

Karen Montoya, Deputy Town Clerk

Copies to: Town Council
 Town Administrator
 Finance Director
 Solicitor



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

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**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the July 8, 2015 Meeting of the Jamestown Harbor Commission
Approved: 8/12/2015

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, July 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
Bruce Dickinson, Commissioner
Clifford Kurz, Commissioner
Joseph McGrady, Commissioner

Absent:

Ed McGuirl, Vice-Chairman
William Harsch, Commissioner

Also in attendance:

Executive Director Chief Mello
George Souza, Conservation Commission Liaison
Kim Devlin, Harbor Clerk & Recording Secretary
Sam Paterson, Harbormaster
John Recca, Assistant Harbormaster

2. APPROVAL OF MEETING MINUTES

A. May 13, 2015

Commissioner Dickinson moved to approve the minutes of the May 13, 2015 Jamestown Harbor Commission meeting. Commissioner McGrady seconded. So voted (4 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 East Ferry boat ramp project is ready to move forward with permitting. The ramp will be widened from 18' to 24' and the length and pitch will remain the same. There will be two pre-cast ramps side by side, similar to what is currently there. The cost estimate is approximately \$150,000. Grant funding will be explored.

Executive Director Mello also reported that Pat Bolger has resigned from the Harbor Commission and hopefully the position will be filled by September.

7. MARINE DEVELOPMENT FUND BUDGET

A. 2014/2015 MDF YTD Budget

The Marine Development Fund budget was presented to the Jamestown Harbor Commission. Executive Director Mello reported that this is a new fiscal year and the audit for the prior fiscal year is typically not done until October.

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 season has been uneventful so far and the weather has pushed back the season. New permits have been issued to Rights-of Ways.

10. LIAISON REPORTS

A. Conservation Commission Liaison

Conservation Commission Liaison Souza had nothing to report.

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 will begin discussing parking on the north side of the Jamestown bridge.

12. OLD BUSINESS

There was no Old Business to discuss.

13. NEW BUSINESS

A. Mooring Installer and Inspector list update approval

Executive Director Mello stated that the highlighted ones (service providers) are revised. There will be a revised form for the 2016 year that will require companies to list divers and provide proof certification. Clarks boatyard revised their information, and Sam has been added as a service provider. Sam can service customers directly and I have put checks and balances in place. It is my recommendation that both be approved. Commissioner Dickinson moved to approve the updated mooring installer and inspector list; Commissioner McGrady seconded. So voted; (4 ayes, 0 nays).

B. Beach rack additions at Ft. Getty and Head's Beach

Executive Director Mello explained that there is a high demand for beach permits that is not being met. The solution is not a simple as throwing another rack out and we need to evaluate the situation and see what is realistic. The permits issued are fluid and the demand is not the same at each location for the same type of vessel. Executive Director Mello stated he is putting this out there now so we can plan for next year.

C. Appeal – Deirdre Painter; Second consecutive grace period

Chairman Cain moved to continue the appeal; Commissioner McGrady seconded. So voted; (4 ayes, 0 nays).

14. CORRESPONDENCE

A. CRMC – July 2015 calendar; 6/26/2015

The correspondence was submitted to the Jamestown Harbor Commission.

15. OPEN FORUM – CONTINUED

Executive Director Mello stated that there have been changes in personnel. John Recca is the new Assistant Harbormaster. He has been working two or three weeks now and is very familiar with water and has spent time with Sam, so there is not much for John to catch up with. Executive Director Mello stated he is confident of John's knowledge of the community and that he will be a good fit for the position.

That is the happy news; the sad news is Joe has decided not to come back. He has served the community very well. Joe has always been a true gentleman, a good fit, a kind man, and we want to recognize his service. Executive Director Mello presented Joe with a plaque.

16. ADJOURNMENT

Chairman Cain moved to adjourn at 7:35 PM, Vice-Chairman McGuirl seconded. So voted; (4 ayes, 0 nays).

Respectfully submitted,



Kim Devlin
Jamestown Harbor Clerk



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**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the August 12, 2015 Meeting of the Jamestown Harbor Commission
Approved: 9/9/2015

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, August 12, 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
Bruce Dickinson, Commissioner
William Harsch, Commissioner
Joseph McGrady, Commissioner
Ed McGuirl, Vice-Chairman

Absent:

Clifford Kurz, Commissioner

Also in attendance:

Executive Director Chief Mello
George Souza, Conservation Commission Liaison
Kim Devlin, Harbor Clerk & Recording Secretary
Sam Paterson, Harbormaster
John Recca, Assistant Harbormaster

2. APPROVAL OF MEETING MINUTES

A. July 8, 2015

Commissioner Dickinson moved to approve the minutes of the July 8, 2015 Jamestown Harbor Commission meeting. Commissioner McGrady seconded. So voted (4 ayes, 0 nays, 1 abstention (Harsch)).

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

Mr. Pio Moretti addressed the Jamestown Harbor Commission regarding their decision to allow the Harbormaster to be placed on the list of Qualified Mooring Installers and Inspectors.

A discussion ensued.

6. EXECUTIVE DIRECTOR MELLO'S REPORT

Executive Director Mello had nothing to report.

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 had nothing to report.

9. HARBORMASTER REPORT

Harbormaster Recca reported that the Ribcraft in for repairs to the motor.

10. LIAISON REPORTS

A. Conservation Commission Liaison

Conservation Commission Liaison Souza was absent.

11. ONGOING BUSINESS

A. Budget

Commissioner Kurz had nothing to report.

B. Facilities

A. Beach rack additions at Ft. Getty and Head's Beach

Commissioner McGuirl reported that there were 15 beach permits at Ft. Getty in 2013 and has increased to 35 beach permits in 2015. The question is if we would like to add racks at Head's Beach and Ft. Getty.

Executive Director Mello stated that the commission should consider asking the town if we could add racks at those locations.

Vice-Chairman McGuirl feels it is worth pursuing.

Chairman Cain agreed that it is worth pursuing additional beach racks for Ft. Getty and Head's beach.

C. Mooring Implementation

Chairman Cain had nothing to report.

D. Traffic Committee

Chairman Cain reported that the Traffic Committee will begin discussing parking on the north side of the Jamestown bridge.

12. OLD BUSINESS

There was no Old Business to discuss.

13. NEW BUSINESS

A. Appeal – Deirdre Painter; Second consecutive grace period

The appeal was withdrawn. Commissioner Harsch moved to dismiss the appeal, Commissioner Dickinson seconded. So voted; (5 ayes, 0 nays).

14. CORRESPONDENCE

A. Request for Appeal – Deirdre Painter; 7/6/2015 (Continued)

B. CRMC – August 2015 Calendar

Vice-Chairman McGuirl moved to accept Correspondence items A and B, Commissioner McGrady seconded. So voted; (5 ayes, 0 nays).

15. OPEN FORUM – CONTINUED

No Continued Open Forum.

16. ADJOURNMENT

Vice-Chairman McGuirl moved to adjourn at 7:35 PM, Commissioner Harsch seconded. So voted; (5 ayes, 0 nays).

Respectfully submitted,



Kim Devlin
Jamestown Harbor Clerk

JAMESTOWN PHILOMENIAN LIBRARY
Revised Minutes of a Regular Meeting of the Board of Trustees
Tuesday, August 11, 2015

The meeting was called to order at 5:01 p.m. by President Peter Carson. The meeting was held in the Sidney Wright Museum Room of the library.

In Attendance: Peter Carson, Laura Yentsch, Donna Fogarty, Karen Montoya, Paul Housberg, Jennifer Cloud, and Chris Walsh

Guest: Kristine Trocki (Town Council President and Liaison to the Library Board of Trustees)

- I. **Roll Call of Members:** The roll call of attendance was completed by Secretary Laura Yentsch. All members were present.
- II. **Disposition of Minutes of the Previous Meeting and the Minutes of June 9th**
 - a. Peter Carson began a discussion on the minutes of the June 9th meeting. Prior to this meeting, the June 9th meeting minutes were redrafted by Secretary Laura Yentsch. There was a motion to accept the minutes. The following Trustees voted to accept the minutes, as corrected: Peter Carson, Karen Montoya, Paul Housberg, Jennifer Cloud, and Chris Walsh; Laura Yentsch abstained.
 - b. The minutes of the July 14th were reviewed by the Trustees. The minutes were unanously approved with corrections.
- III. **Financial Reports:**
 - Trustee:**
 - a. Karen Montoya distributed and explained a handout listing checking and RI Foundation account specifics. Current bills were discussed. The RI Foundation account expenditures were discussed, including payments to Brakeley Briscoe, Fundraising Consultants.
 - Library:**
 - b. Donna reviewed the library accounts. A handout was distributed listing payments and expenditures ending July 2015. A quarterly payment for OLIS membership and one to Blue Moon was discussed. Donna also mentioned the purchase of recording equipment for future Trustee meetings.
- IV. **President's Report:** Peter Carson reported on the following:
 - a. Board of Trustees Annual Calendar
 - b. Vice-Chairman (in a temporary position). This will be postponed until the September meeting.
 - c. Conversation with the President of the Friends' group. Ways to improve communication with the Friends' group were discussed. It was decided that two Trustees will alternate attending monthly Friends' meetings, namely, Laura Yentsch and Jennifer Cloud. A Friends' member will be invited to the Trustee meeting.
- V. **Progress and Service Report of the Library Director:**

Donna submitted a report covering the following topics:

 - a. Summer reading program
 - b. Vacation of the Library Director
 - c. Folder including the following:
 - i. Distribution of the Three-Year Strategic Plan (for review)
 - ii. Report completed by Dick Waters (March 2012)

- iii. Hard Copy of the Trustee By-Laws
 - d. Staffing of the Library
- VI. **Friends of the Library Report** –. The Friends group did not meet this month. For the month of August, a Pot Luck supper was held.
- VII. **Communications:** None
- VIII. **Old Business:**
 - a. **Survey:** A survey was completed by library last August which discussed technology, including other suggestions. A draft of the original Space Reallocation Survey was discussed, as well the OLIS Consultant, Karen Mellor. It was agreed that the new Library Consultant that was recently hired will handle the survey.
 - b. **Meeting with the Town Administrator and Jamestown Art Center** – Chris Walsh reported on a meeting with Pebbles Wadsworth on the topic of a Cultural Arts Center. Coordination of all areas (library, playground, Arts Center) is desired. A NEA “Planning Grant” was mentioned included groups/individuals involved; matching funds are available. Andrew Nota discussed coordination of different projects (redesign of the playground, library, Arts Center, Safe Routes to Schools) as the goal. JAC has a grant writer; additional research will be completed. Donna reported on development of a logo.
 - c. **OLIS Library Consultant** – Paul reported that two consultants were interviewed for the position. A consultant is required by the state. The recommendation was made to hire Kathryn T. Taylor of Dynamic Solution Associates. This recommendation was unanously approved by the Trustees.
- IX. **New Business:**
 - a. **Board Development Workshop with RI Foundation September 17th at 5 p.m.**
The meeting will be held in the Library.
- X. **Building Committee Report:**
 - a. Chris reported that the committee was awaiting hiring the Fundraising Consultant. Chris and Jennifer will contact the hired consultant and make decisions on how to proceed with the committee. A motion was made to appoint Chris Walsh as a Chair of the Building Committee. It was unanously approved by the Trustees. A motion was made to make Jennifer Cloud a Co-Chair of the Building Committee. It was also unanimously approved.
 - b. Paul Housberg asked for clarification of the Building Committee. Several Trustees offered feedback. The role of the Building Committee was discussed.
- XI. **Capital Campaign Committee Report:** Peter Carson reported on one recent meeting. Peter approached the President of the Friends’ to use the 501c3 account. Concerns were raised in the Friends’ group on the use of this account. Peter Carson and Andy Nota will attend the September meeting of the Friends and discuss the 501c3 account, including the possibility of setting up two accounts, one for the Building Committee and one for the Endowment. Peter Carson reported on libraries in RI (Tiverton) that have started their own Foundations. Peter distributed a handout titled, ” Library Friends and Library Foundations.” Andy Nota discussed the nature of the Friends’ Board vs the Library Board of Trustees. An Endowment with the RI Foundation was discussed. Peter announced that the next meeting of the Capital Campaign is August 24th at 5:30 p.m.
- XII. **Public Presentation to, or discussion with, the Board** – None
- XIII. **Adjournment and Date of the next regular meeting** –The meeting was adjourned at 6:38 p.m. The next regular meeting of the Trustees will be held on Tuesday, September 22nd, at 5 p.m. In addition, a Board Development Workshop will take place on September 17th at 5 p.m.

Laura Yentsch
Secretary.

Monhegan Island

Maine Medical Center Research Institute, Portland, ME

<http://www.mmcri.org>

Dr Peter Rand MMCRI and Dr Kirby Stafford PHD

"Deer are the key to tick abundance. If we could bring deer ticks low enough we could break the cycle between reservoir hosts and ticks. No ticks, no Lyme disease." The study by Dr Peter Rand of the Maine Medical Center confirmed that this approach worked on Monhegan Island, Maine.

Charles (Chuck) Lubelczyk –field biologist at MMCRI (informal review re Monhegan Island)

- started by going after rats, the only small carrier animal on the island. No chipmunks, mice etc
- worked with "Island Rat Control Committee"
- futile
- moved on to deer
- 1st tried "4 post device." Deer rub against posts with tick killing agent while accessing corn feed.

Only effective IF animal gets ample amount of rub. Only dominant deer get treated due to social hierarchy. About half the deer get adequate dose to kill ticks.

Expensive and labor intensive to replenish several times a week.

Repeat annually. Artificially feeding and bolstering deer population.

Deer begin to congregate causing new concern for transmitting disease among herds. State Wild life has to approve use.

- Eventually voted to cull deer
- Hired White Buffalo, Inc out of CT to cull deer <http://www.whitebuffaloinc.org>

Dr. Anthony J. DeNicola

Co-founder and President, received his Ph.D. from Purdue University in wildlife ecology. His dissertation was entitled "Control of reproduction in overabundant white-tailed deer populations". In addition to being certified as a wildlife biologist by the Wildlife Society, he holds research affiliate positions with Rutgers University, University of Illinois, Trinity College of Hartford, and the Denver Zoological Society. Dr. DeNicola has 30+ publications in reputable scientific journals and has presented at numerous professional conferences

-Chuck recommended talking with Dr Howie Ginsberg, at US Geological Survey and URI- "top researcher". No doubt he is contemporary of Dr Thomas Mather at Tick Encounter. Also spoke highly of Dr Kirby Stafford

PHD. expert on ticks with the CT Agricultural Experiment Station, scientist working with communities to cull deer

<http://www.deeralliance.com/node/10> Fairfield County, CT

Summary

-At the Monhegan Island cull, the deer count was twice as high as the Maine Dept of Wild Life had estimated. Actual number was 115-120 (rough numbers)

-The Monhegan deer population was not native. Instead deer were introduced to the island in 1955. Monhegan is 10 miles out so they do not have to worry about future population returning.

-overall data re: deer culling...Chuck, "headline grabbing information is not fair to science" In places where deer are reduced from 100 to 50 per mile the community (and press) may not see a drop in lyme. Where deer are reduced below 20 we see significant drop, however no one knows the exact magic #.

Reading through articles I (julie) keep seeing 8-10 deer per mile to 0, as the target number

-Deer and small animals like mice, play separate roles in the ecology of lyme disease.

Mice(and other animals and birds) are the reservoir for bacteria, while deer are not. In the summer mice, voles, chipmunks, birds etc, host the sub-adult ticks where they acquire the bacteria in feeding.

Deer do not carry the bacteria but are the "critical reproductive stage hosts" for adult ticks before they lay their eggs. Reduce deer...reduce reproductive capacity. The ticks actually mate on the deer as well.

-**"IC3"** is the name of a compound that kills ticks. It has to be applied by a licensed person/company. According to Chuck this Rosemary-Wintergreen oil compound is just as effective as classic insecticide, with minimal impact on "non targets (bees, dragonflies, frogs...)"

Still waiting to hear back from a list of people regarding Prudence Island initiative. Perhaps we should rebrand our efforts to hunt deer as **"Deer Management"**, especially since artificially feeding and treating the deer through rub stations may be detrimental.

JTTF June 16, 2014 meeting notes

Reviewed:

Draft, *Tick Task Force Recommendations to Jamestown Town Council*

Gene asked that we submit any additional suggested edits in writing to him

Education:

Include direction to web site address

Clarify name/affiliation, "Center for Vector Borne Diseases" at URI

Take a "tick encounter risk survey" in the school area and soccer field to assess chance of exposure. IPM or "Integrated Pest Management" requires assessing risk before taking action.

Recommendations:

If "tick encounter risk survey" is moderate to high at the soccer field or school grounds, action be taken. Examples: spraying, tubes, fencing

Get inventory of plots from GIS that match hunting requirements. Match hunters and their choice of implements with plots.

Talk to Dan Wolf who brokers relationships between hunters and landowners to learn what has proven to be most effective way to work with communities. What are the pros and cons of working with Dan vs doing it all internally?

Ask DEM for permission to bait deer in order to attract deer off properties that hunters have no access to. Baiting is also effective for bow hunting on smaller parcels of land. (not sure you want to include this specific reasoning in the document)

In an effort to match land owners with hunters, create a promotional flyer with a contact name/number that reads ... "Are you tired of deer eating your gardens etccall"

Medical Warning

Edit our existing document using an already established piece that Tom will forward

Additional Information to consider

There are approximately 200 Jamestown hunters. 50 hunters live off the meat, taking 4(?) deer a year. Realistically, how many of the remaining hunters are active and will hunt at full capacity? Do the numbers match our deer management goals?

For 8.18.14 minutes – next steps

2 sub committees formed

Education and Prevention

Co-chairs, Maureen and Cliff

- consult with Tom to create a package of educational products for schools
- assign a budget

Deer and Tick Management

Co-chairs, Brice and Dave

- include local hunters on committee
- meet with DEM(Larry) before 9/8/14 to confirm goal of 10 deer per sq mile/seek approval:

- 1) open hunting on Dutch Island
- 2) bait
- 3) extend firearm hunting season

assign

Andy

- inform Larry that Gene will be calling about setting up a face to face meeting with Deer Management co-chairs
- contact DEM for clarity on hunting legislation/liability issues
- Add to Sept town meeting agenda:
 - 1) formal vote to hunt on town property/watershed property
 - 2) approval on an updated modified budget

Blake

- work with Andy to update budget

Barbara

- PR person working with concerned families

Christian

- Neutral voice of reason

Gene

- consider adding line to community letter asking for donation
- follow up on Andy's call to DEM with a meeting

Julie

Look into APP to manage and collect donations

Additional suggestions

- track where the deer are hunted
- call Dan Wolf of Mass Deer Services for advice. We don't know what we don't know.
- secure list of people on land trust
- are DEM funds available to offset budget?
- can we tap into surplus funds in "animal control" budget?
- make a list of potential sponsors

4.13.15 minutes

Bruce hunting reporting

- Brian flew over island in 2103 and estimated 350-400 deer
- 2015 estimated 350-400 deer count remained the same ???
- 95% of helicopter sightings are North of Carr

- 2015, 56 deer kills tagged in Jamestown
- 2015, deer kills in Jamestown went up 8% compared to an 18% drop in deer kills for RI. (as per Blake, Jamestown shows a 26% increase compared to the state average)
- 7 deer were taken from town land that was opened
- Lower overall deer kills attributed to abundance of food.
Deer do not need to move to eat.

Bruce suggests the Jamestown kill count is higher than we think:
"Closer to 200 deer were taken"

If an off island hunter sends a card in, he/she does not have to specify the location, depressing the count

SUGGESTIONS:

- There is a trail map that supposedly oks walking on the reservoir. People have been sighted walking their dogs in this restricted area. Needs correcting. Signage?
- we need to come up with a request list for DEM to change policy:
 - allow baiting (offset challenge of food abundance)
 - hunting season length
 - hunting on town land be accessed by private property owners to ensure stands are not clustered together.
- freezer and subsidy funding not needed.
- reallocate some of these monies + hunter ad money (?) to advertising directed to LAND HOLDERS, asking them to access land for hunters. Keep \$500 for hunter material (?)

Cynthia, Cliff , Tom education

- common core curriculum has no apparent room for tick training unless it is integrated into existing classes. Best chance is Health class.
- no response on getting info online.

-Cynthia is looking at \$15K or 12K education budget for next year. Blake's notes indicate 12) She is looking to do "signage, mailing and more" between now and close of this fiscal year. The money has not been spent yet.

-there are about 50 tick lab test subsidies left in the fiscal year or \$1500.

SUGGESTIONS:

-ask superintendent if tick education can be after school

Tom:

-create a universal kit to distribute to everyone 1x a year or 1x a month during key months.

-tick surveillance 1x a month among school kids. EX check your dogs Nov, April and May

-Tom will submit a list of what is involved to be a "tick smart town:"

- tick survey

- 6 seasonal poster campaigns

- training program

-Cynthia putting together a tighter education budget.

- town website needs a tab to connect JTTF info
who is collating the info to be put on website?
who is the educational contact?

Summary

There is \$22k left in the budget this year that will be spent in the coming months. The budget recommendation for 2015/16 fiscal year is \$15k(12k education+\$3k in outreach materials) as per Blake's notes.

A tighter educational budget is needed and action plan implemented. Hunting program went well with no incidences, and can be improved with more land access, and DEM provisions. The chief thought that opening the town land was a positive move.

Jamestown Tick Tsk Force 8.24.2015

Attendees:

Barbara Szepatowski

Eugene Mihaly

Cynthia Leonard

Clifford Kurz

Heather Kopsco

Tom Mather

Blake Dickinson

Julie Janson

Bruce Dickinson

Christian Smith

Deer Management:

Deer population plus harvest questioned

-200 deer seem to be missing when considering:

If there are approximately 200 breeding deer that each have 2 fawns that would give you 400 as a baseline.

-If the reported number is correct, then we have stabilized populations vs reduced population.

-There is either a discrepancy in the count or hunters are under reporting kills

Should we keep the reimbursement for the 2nd deer?

We are all in favor of pursuing baiting. Dave is the spokesman to get DEM approval.

Requesting that the Chief approve to access to town land via private land so disperse hunters for safety and more even distribution.

Agreed to advertising ¼ page B&W, end of August, in Jamestown Press. Ask locals to provide hunters access to their land.

Bruce to set up meeting with person willing to head up Jamestown Coop. The coop needs to incorporate for liability purposes. "Jamestown Deer Cooperataive"

Bruce has a new donated cooler which will save the town \$

Christian, Barbara, Cliff and Bruce will help set up coop. The town would manage the funds.

Proposed outline of coop:

-Hunter pays to be member of coop

-Coop director matches hunter with property owner

-hunter pays to access land
-coop member get deer donated to coop

Education:

-Dave may right an article on hunting. (bounce ideas off Tom)
Boot spraying promo- up to 10 pairs sprayed

October 24 – Tick Walk and Talk with Tom

Fall message – Ticks are bigger. Tuck your shirt in as ticks are found above the waist. Show people where the ticks are.

New email - TickSmartJamestown@gmail.com

New Facebook Page – TickSmartJamestown

Admins: Maureen

Cynthia – to set policy, “what to post and not to post”

Julie (still waiting to be put on the page so she contribute)

Blake will talk to Andy about the website

Cynthia looking for the following on the website:

1-portal to tick encounter with bite prevention management

2-testing/diagnosis/treatment

3-FAQ

4-events

Tom suggested creating a hyperlink to Tick Encounter on the school website.
Blake suggested police and fire do the same thing as they manage their own pages.

Tom presented sample lawn signs for the first day of school, “Tick Check Today”.
Tom will share file with Cynthia to produce 5 custom signs.

Blake is bringing a Tick Encounter poster to golf club.

November “International LDA” is having a conference in Warwick. Cynthia is trying to piggyback a speaker, like Dr. Sam Donta, to also give a talk in Jamestown..

LDA brochures can be ordered for \$10 (count?)

Cliff has restarted communication with school. The principle at Melrose is looking to incorporate Lyme awareness into health curriculum. Principle at Lawn School

is reticent. Nothing is happening there yet. Cliff and Cynthia will talk to Lawn School principle.

Cynthia asked the library to purchase 3 books on Lyme.

JAMESTOWN ZONING BOARD OF REVIEW

Minutes of the July 28, 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
Dean Wagner
Richard Cribb
Judith Bell
Terence Livingston

Also present: Chris Costa, Zoning Officer
Brenda Hanna, Stenographer
Pat Westall, Zoning Clerk
Wyatt Brochu, Counsel

MINUTES

Minutes of June 23, 2015

A motion was made by Richard Cribb and seconded by Joseph Logan to accept the minutes of the June 23, 2015 meeting as presented.

The motion carried by a vote of 5 -0.

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

Terence Livingston was not seated and Richard Allphin and Edward Gromada were absent.

CORRESPONDENCE

A letter dated July 14, 2015 from Christian Infantolino, Esq. requesting a one month continuance of application of William

Claypool in order to have the application reviewed by the Planning Commission.

A motion was made by Richard Boren and seconded by Dean Wagner to continue the application of William Claypool to the August 18, 2015 meeting at their request.

The motion carried by a vote of 5 -0.

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

Terence Livingston was not seated and Richard Allphin and Edward Gromada were absent.

NEW BUSINESS

Colognese

A motion was made by Richard Cribb and seconded by Joseph Logan to continue the request of Andrea Colognese & Doriana Carella, to the August 18, 2015 meeting. The Board wants to review the decision letter from a previously granted variance for this property.

The motion carried by a vote of 5 -0.

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

Terence Livingston was not seated and Richard Allphin and Edward Gromada were absent.

C. Smith

A motion was made by Dean Wagner and seconded by Joseph Logan to continue the request of Christian Smith to the September 22, 2015 meeting and refer the matter to the Planning Commission.

The motion carried by a vote of 5 -0.

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

Terence Livingston was not seated and Richard Allphin and Edward Gromada were absent.

Solicitor's Report

Nothing at this time.

ADJOURNMENT

A motion was made and seconded to adjourn at 8:07 p.m.

The motion carried unanimously.



RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

235 Promenade Street, Providence, RI 02908-5767

TDD 401-222-4462

CERTIFIED MAIL

TO: Highest Elected Official

CC: MS4 Stormwater Coordinator

FROM: Margarita H. Chatterton, Senior Sanitary Engineer
RIPDES Program/Office of Water Resources 

DATE: September 24, 2015

RE: Continuance of the Rhode Island Pollutant Discharge Elimination System (RIPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) and from Industrial Activity at Eligible Facilities Operated by Regulated Small MS4s (MS4 GP)

The Office of Water Resources' files indicate that your MS4 was granted authorization to discharge stormwater under the Small MS4 General Permit that expired on December 19, 2008 and was issued by the RIPDES Program.

Please be aware that in accordance with Rule 13 of the RIPDES Regulations and based on EPA's guidance, an expired RIPDES permit continues in force until the effective date of a new RIPDES permit, provided the Department, through no fault of the permittee, does not issue a new permit.

In addition, Part IV.A.C of the MS4 GP states that all elements of the Stormwater Management Program Plan (SWMPP), including but not limited to all required procedures, must be fully adopted and **implemented** by the expiration date of the permit. Permittees authorized under the expired MS4 GP **must continue implementation** of the requirements of the six minimum control measures and TMDL requirements during calendar year 2015. If you want a list of the required annual best management practices (BMPs) and measurable goals that need continuous implementation, please call our office at the number below.

The Department will notify permittees once a draft MS4 permit becomes available, at which time the Department intends to hold a public workshop to discuss changes to the expired MS4 GP, permit coverage, and permit requirements.

Please note that all permitted MS4s will be required to report FULL compliance with the 2003 MS4 GP required measurable goals as part of the application process when a new MS4 GP is re-issued.

COMING SOON! Be on the lookout for a presentation of RI MS4s' Annual Reports Summary and a redesigned Annual Report template for 2015.

**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 **OCTOBER 5, 2015** MEETING

MOTOR VEHICLE ABATEMENTS TO 2014 TAX ROLL

#04-0350-15M DeMarco, Joseph A.	2011 GMC - Registration #069619 Registered in Indiana 11-14-2013	\$56.69
#04-0350-17M DeMarco, Sherri L.	2010 Subaru - Registration #994306 Sold 7-22-2013	\$25.35

MOTOR VEHICLE ABATEMENTS TO 2015 TAX ROLL

#04-0350-15M DeMarco, Joseph A.	2011 GMC - Registration #069619 Registered in Indiana 11-14-2013	\$94.94
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REAL PROPERTY ABATEMENTS TO 2015 TAX ROLL

#05-0361-00 Evangelista, Stephen A.	Plat 2, Lot 112 - Property transfer 9-2-15 to Account #03-0370-95	\$6,650.66
#06-0042-00 Fantoli, John R. & Joyce A.	Plat 8, Lot 580 - Property transfer 8-31-15 to Account #07-1009-50	\$2,981.41
#07-0020-00 Gagne, Regina L. (Estate of)	Plat 7, Lot 135 - Property transfer 9-9-15 to Account #19-0012-20	\$13,636.90
#07-1009-50 Gromada, Edward M. & Madeleine T.	Plat 8, Lot 525 - Property transfer 8-31-15 to Account #02-1651-00	\$3,801.50
#08-0060-20 Halstead, Robert W. & Nancy L.	Plat 3, Lot 566 - Property transfer 9-11-15 to Account #12-0447-14	\$24,035.06
#13-2010-00 Morinho, Edward J. & Harder, Mary-Lee, Trustees	Plat 9, Lot 640 - Property transfer 9-10-15 to Account #19-1265-50	\$2,036.26
#15-0345-75 Orsi, Leo N. Jr.	Plat 16, Lot 181 - Tax Appeal - Reduction House under construction, New Value \$212,300	\$941.22
#16-1005-00 Pompili, Michael V. & Amanda	Plat 3, Lot 460 - Property transfer 8-28-15 to Account #03-0480-05	\$778.79
#18-0622-95 Roche, Edward J. & Ann M., Trustees	Plat 2, Lot 126 - Property transfer 9-1-15 to Account #08-0641-00	\$5,064.99
#19-1692-05 Swistak, Matthew J.	Plat 2, Lot 217 - Property transfer 9-3-15 to Account #13-0423-01	\$4,962.26
#20-0142-50 Troiano, Ernest & Franciosa, Veronica	Plat 15, Lot 103 - Property transfer 9-4-15 to Account #11-0516-05	\$3,334.45

#22-0125-10 Vickers, Robert P. & Joann	Plat 1, Lot 324 - Property transfer 9-14-15 to Account #05-0003-05	\$2,598.00
#26-0053-75 Zona, Anthony Andrew, Jr., Trustee	Plat 3 Lot 488 Tax Appeal, Reduction based on neighboring values- New Value \$2,821,300	\$1,721.76

REAL PROPERTY ADDENDA TO 2015 TAX ROLL

#02-1651-00 Burditt, Frederic M. & Burditt, Jean Northup, Trustees	Plat 8, Lot 525 - Property transfer 8-31-15 from Account #07-1009-50	\$3,801.50
#03-0370-95 Case, John & Quaker	Plat 2, Lot 112 - Property transfer 9-2-15 from Account #05-0361-00	\$6,650.66
#03-0480-05 Cavanagh, Julia S. & Daniel	Plat 3, Lot 460 - Property transfer 8-28-15 from Account #16-1005-00	\$778.79
#05-0003-05 Earley, Jack D. & Susan J.	Plat 1, Lot 324 - Property transfer 9-14-15 from Account #22-0125-10	\$2,598.00
#07-1009-50 Gromada, Edward M. & Madeleine T.	Plat 8, Lot 580 - Property transfer 8-31-15 from Account #06-0042-00	\$2,981.41
#08-0641-00 Holland, Bruce S.	Plat 2, Lot 126 - Property transfer 9-1-15 from Account #18-0622-95	\$5,064.99
#11-0516-05 Kohler, Joseph C. & Darlene M.	Plat 15, Lot 103 - Property transfer 9-4-15 from Account #20-0142-50	\$3,334.45
#12-0447-14 Lemmon, Timothy John & Waldman, Margot Lee	Plat 3, Lot 566 - Property transfer 9-11-15 from Account #08-0060-20	\$24,035.06
#13-0423-01 Manyan, George M.	Plat 2, Lot 217 - Property transfer 9-3-15 from Account #19-1692-05	\$4,962.26
#19-0012-20 Saletin, Deborah Furness & Jeffrey	Plat 7, Lot 135 - Property transfer 9-9-15 from Account #07-0020-00	\$13,636.90
#19-1265-50 Sorlien, Christopher C.	Plat 9, Lot 640 - Property transfer 9-10-15 from Account #13-2010-00	\$2,780.16

TOTAL ABATEMENTS	\$72,720.24
TOTAL ADDENDA	\$70,624.18

RESPECTFULLY SUBMITTED,

Kenneth S. Gray

KENNETH S. GRAY,
TAX ASSESSOR



September 14, 2015

Offices of the Town Council
Town Hall
93 Narragansett Ave
Jamestown, RI 02835

Dear Council Members,

In accordance with RI State Statute 42-105-11, we have enclosed a copy of our fiscal year ended March 31, 2015 annual audit report. I am pleased to report that we received an unmodified opinion and had no significant deficiencies or material weaknesses.

If you would like an electronic copy of the audit report, please contact our Director of Finance & Human Resources, Alyson Adkins, at aadkins@discovernewport.org.

Sincerely,

A handwritten signature in blue ink that reads "Evan Smith".

Evan Smith
President & CEO

Enclosures
Cc: Frank Sallee

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU
(DBA DISCOVER NEWPORT)**

**GENERAL PURPOSE
FINANCIAL STATEMENTS
FOR THE YEARS ENDED
MARCH 31, 2015 AND 2014**

INDEPENDENT AUDITORS' REPORT



SANSIVERI, KIMBALL & CO., L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS BUSINESS ADVISORS

**NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU
(DBA DISCOVER NEWPORT)**

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SANSIVERI, KIMBALL & CO., L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS · BUSINESS ADVISORS

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the
Newport and Bristol County Convention and Visitors' Bureau:

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of Newport and Bristol County Convention and Visitors' Bureau (DBA Discover Newport), a component unit of the State of Rhode Island, as of and for the years ended March 31, 2015 and 2014, and the related notes to the financial statements, which comprise Discover Newport's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of Discover Newport, a component unit of the State of Rhode Island, as of March 31, 2015 and 2014, and the changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 18, 2015, on our consideration of Discover Newport's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Discover Newport's internal control over financial reporting and compliance.

Samsiri, Kendall & Co., L.L.P.

Providence, Rhode Island
August 18, 2015

**NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU
(DBA DISCOVER NEWPORT)**

STATEMENTS OF NET POSITION
MARCH 31, 2015 AND 2014

	2015	2014
ASSETS		
CURRENT ASSETS:		
Cash	\$ 717,813	\$ 527,209
Accounts receivable, net of allowance for doubtful accounts	203,225	194,780
Prepaid expenses and other current assets	171,620	143,530
Total current assets	1,092,658	865,519
PROPERTY AND EQUIPMENT - NET	359,076	364,429
OTHER ASSETS:		
Board-designated cash:		
Reserve fund	107,470	107,202
Capital improvement fund	83,954	53,511
Intangible assets, net of accumulated amortization of approximately \$122,000 in 2015 and \$102,000 in 2014	50,085	60,699
Total other assets	241,509	221,412
TOTAL	\$ 1,693,243	\$ 1,451,360
LIABILITIES AND NET POSITION		
CURRENT LIABILITIES:		
Accounts payable	\$ 99,734	\$ 91,705
Deferred revenue	142,718	114,901
Accrued expenses:		
Payroll and related liabilities	45,752	34,136
Other	145,335	105,105
Total current liabilities	433,539	345,847
COMMITMENTS		
NET POSITION:		
Net investment in capital assets	409,161	425,128
Unrestricted	850,543	680,385
Total net position	1,259,704	1,105,513
TOTAL	\$ 1,693,243	\$ 1,451,360

See notes to financial statements.

**NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU
(DBA DISCOVER NEWPORT)**

**STATEMENTS OF ACTIVITIES AND CHANGE IN NET POSITION
FOR THE YEARS ENDED MARCH 31, 2015 AND 2014**

	2015	2014
REVENUES:		
Room and occupancy taxes	\$ 2,812,360	\$ 2,610,757
Advertising income	244,580	220,047
Ticket commission income	124,200	125,580
Co-op shows and advertising income	133,000	94,321
Other income	30,300	55,940
TOTAL REVENUES	<u>3,344,440</u>	<u>3,106,645</u>
EXPENDITURES:		
Personnel costs	1,782,458	1,755,133
Visitor's center, administrative and general operations	678,121	660,036
Marketing and communications	501,872	447,348
Sales and services	225,728	219,375
Loss on disposal of property, equipment and intangible asset	2,070	40,207
TOTAL EXPENDITURES	<u>3,190,249</u>	<u>3,122,099</u>
CHANGE IN NET POSITION	154,191	(15,454)
NET POSITION, BEGINNING OF THE YEAR	<u>1,105,513</u>	<u>1,120,967</u>
NET POSITION, END OF THE YEAR	<u>\$ 1,259,704</u>	<u>\$ 1,105,513</u>

See notes to financial statements.

**NEWPORT AND BRISTOL COUNTY CONVENTION AND VISITORS' BUREAU
(DBA DISCOVER NEWPORT)**

**STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED MARCH 31, 2015 AND 2014**

	2015	2014
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net position	\$ 154,191	\$ (15,454)
Adjustments to reconcile change in net position to net cash provided by operating activities:		
Depreciation and amortization	103,912	96,518
Bad debt expense (recoveries)	(1,100)	100
Loss on disposal of property, equipment and intangible asset	2,070	40,207
Changes in assets and liabilities:		
Accounts receivable	(7,345)	(98)
Prepaid expenses and other current assets	(28,090)	11,984
Accounts payable	8,029	12,864
Deferred revenue	27,817	34,121
Accrued expenses	51,846	(5,445)
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>311,330</u>	<u>174,797</u>
CASH FLOWS FROM CAPITAL ACTIVITIES:		
Purchases of:		
Property and equipment	(76,015)	(114,188)
Intangible assets	(14,000)	(6,295)
NET CASH USED BY CAPITAL ACTIVITIES	<u>(90,015)</u>	<u>(120,483)</u>
INCREASE IN CASH	221,315	54,314
CASH, BEGINNING OF THE YEAR	<u>687,922</u>	<u>633,608</u>
CASH, END OF THE YEAR	<u>\$ 909,237</u>	<u>\$ 687,922</u>
COMPONENTS OF CASH:		
Operating fund	\$ 717,813	\$ 527,209
Reserve fund	107,470	107,202
Capital improvement fund	83,954	53,511
Total	<u>\$ 909,237</u>	<u>\$ 687,922</u>

See notes to financial statements.

**NEWPORT AND BRISTOL COUNTY
CONVENTION AND VISITORS' BUREAU
(DBA DISCOVER NEWPORT)**

NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Newport and Bristol County Convention and Visitors' Bureau (DBA Discover Newport) was created by the General Assembly of the State of Rhode Island (the State), having a distinct legal existence from the State and not constituting a department of state government. Discover Newport is a governmental agency and public instrumentality of the State, and for financial reporting purposes, is considered a component unit of the State.

Discover Newport was created to achieve the following purposes through its business-type activities:

- To establish an operating program to promote and encourage tourism.
- To coordinate tourism activities within Newport and Bristol Counties and the State.
- To establish a fund to promote and encourage tourism.
- To aid the municipalities in Newport and Bristol County in resolving problems that may arise due to growth in the tourism industry and to improve the quality of life in Newport and Bristol Counties.

Discover Newport's principal funding source is a percentage of hotel tax collected regionally by the State and locally by the City of Newport (the City). Discover Newport's revenues from the State represented approximately 24% and 23% of total revenues for the years ended March 31, 2015 and 2014, respectively. In addition, Discover Newport's revenues from the City represented approximately 60% and 61% of total revenues for the years ended March 31, 2015 and 2014, respectively. Also, accounts receivable from the State and the City represent approximately 22% and 45%, respectively, of total accounts receivable at March 31, 2015.

Basis of Accounting

The accompanying financial statements of Discover Newport have been prepared on the accrual basis of accounting, under which revenues are recognized in the period in which they are earned and become measurable. Expenses are recognized in the period incurred.

The financial statements are intended to present the net position and results of its activities of only that portion of the financial reporting entity of the State that is attributable to the transactions of Discover Newport.

Accounts Receivable

Accounts receivable include hotel tax receivables from the City and State and advanced billings related to advertising. Discover Newport reports its accounts receivable net of an allowance for doubtful accounts. Discover Newport provides appropriate provisions for doubtful accounts based upon factors surrounding the credit risk and activity of specific customers, historical trends, and other information.

Discover Newport does not accrue interest on accounts receivable. Accounts are written off when Discover Newport has determined that there is no likelihood of collection.

Property and Equipment

Property and equipment is recorded at cost, or if donated, at fair market value. Depreciation is computed on the straight-line method over the estimated useful lives of the assets.

Intangible Assets

Discover Newport's intangible assets consist of computer software, website costs, and costs to develop a brand name and are being amortized on a straight-line basis over periods ranging from two to twelve years.

Revenue Recognition

Revenue is substantially derived from the hotel tax imposed by the State on the hospitality industry in Newport and Bristol Counties. Discover Newport receives a percentage of the hotel tax collected by the State and the City in accordance with Rhode Island General Laws Title 42 Chapter 63.1. The hotel tax is recognized as revenue in the month in which the tax was imposed by the State.

Discover Newport receives advertising income for advertisements placed in the visitor center and on their websites. Advertising income is earned over the life of the advertising contract. Revenue billed in advance is deferred, and recognized when earned. Discover Newport also receives commission income for tickets they sell for attractions throughout Newport and Bristol Counties.

Occupancy Expenses

For each of the years ended March 31, 2015 and 2014, Discover Newport paid the City approximately \$40,000 in connection with its occupancy of facilities owned by the City. The fair market rental value of the facilities has not been determined and, accordingly, any market value adjustments in rent are not included in Discover Newport's operating results.

Advertising

Advertising costs are expensed in the period in which the advertisement appears for the first time. Advertising costs amounted to approximately \$293,000 and \$248,000 for the years ended March 31, 2015 and 2014, respectively.

Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

Management has evaluated subsequent events through August 18, 2015, which is the date the financial statements were available to be issued.

2. ACCOUNTS RECEIVABLE

As of March 31, 2015 and 2014, accounts receivable consisted of the following:

	<u>2015</u>	<u>2014</u>
Hotel tax due from:		
The City of Newport	\$ 91,014	\$ 112,679
The State of Rhode Island	44,216	41,101
Other (net of allowance for doubtful accounts of \$2,550 in 2015 and \$3,650 in 2014)	<u>67,995</u>	<u>41,000</u>
Accounts receivable, net	<u>\$ 203,225</u>	<u>\$ 194,780</u>

3. PROPERTY AND EQUIPMENT

As of March 31, 2015 and 2014, property and equipment consisted of the following:

	<u>2015</u>	<u>2014</u>
Leasehold improvements	\$ 1,034,274	\$ 991,616
Computer, office equipment and furnishings	304,469	297,513
Vehicles	77,953	55,475
Construction in progress	-	15,000
Total property and equipment	<u>1,416,696</u>	<u>1,359,604</u>
Less accumulated depreciation	<u>1,057,620</u>	<u>995,175</u>
Property and equipment, net	<u>\$ 359,076</u>	<u>\$ 364,429</u>

4. INTANGIBLE ASSETS

As of March 31, 2015 and 2014, intangible assets consisted of the following:

	<u>2015</u>	<u>2014</u>
Computer software	\$ 82,044	\$ 82,044
Website	80,655	71,455
Brand name	8,970	8,970
Total	<u>171,669</u>	<u>162,469</u>
Less accumulated amortization	<u>121,584</u>	<u>101,770</u>
Intangible assets, net	<u>\$ 50,085</u>	<u>\$ 60,699</u>

As of March 31, 2015, the aggregate future amortization expense is as follows:

<u>Year</u>	<u>Amount</u>
2016	\$ 21,000
2017	10,500
2018	7,000
2019	3,600
2020	3,600
2021 and thereafter	<u>4,385</u>
Total	<u>\$ 50,085</u>

Amortization expense for the years ended March 31, 2015 and 2014 was approximately \$23,200 and \$21,800, respectively.

5. SHORT-TERM FINANCING ARRANGEMENT

Discover Newport maintains a line-of-credit with a financial institution that provides for maximum available borrowings of \$100,000. Borrowings on the line-of-credit are due on demand and collateralized by substantially all assets of Discover Newport. Interest is payable monthly and is computed at the financial institution's base rate plus .50%. As of March 31, 2015, the financial institution's base rate was 3.25%. There were no outstanding borrowings on the line-of-credit as of March 31, 2015 and 2014.

6. ROOM AND OCCUPANCY TAX REVENUE

Discover Newport receives funding from the State in the form of a percentage of the hotel tax collected by the State and by the City. For the years ended March 31, 2015 and 2014, Discover Newport recorded hotel tax revenue as follows:

	<u>2015</u>	<u>2014</u>
Collected by:		
City of Newport	\$ 2,007,711	\$ 1,900,648
State of Rhode Island	804,649	710,109
	<u> </u>	<u> </u>
Total	<u>\$ 2,812,360</u>	<u>\$ 2,610,757</u>

7. EMPLOYEE BENEFIT PLAN

Discover Newport maintains a retirement plan for employees who have completed one year of service and have attained the age of twenty-one. Discover Newport's contribution is discretionary and determined by its Board of Directors on an annual basis. For the years ended March 31, 2015 and 2014, Discover Newport contributed \$100,000 and \$80,000, respectively, to the plan.

8. COMMITMENTS

Operating Leases

Discover Newport leases an automobile and certain property and equipment under non-cancelable operating lease agreements expiring at various dates through February 2019.

As of March 31, 2015, the approximate future minimum lease payments under non-cancelable operating leases with terms of one year or more consisted of the following:

<u>Year</u>	<u>Amount</u>
2016	\$ 65,000
2017	24,000
2018	20,000
2019	<u>18,000</u>
Total	<u>\$ 127,000</u>

Rent expense, under all operating lease agreements, for the years ended March 31, 2015 and 2014 was approximately \$66,000 and \$61,000, respectively.

9. SUBSEQUENT EVENT

Effective January 2016, Discover Newport's share of the hotel tax by the State of Rhode Island will be reduced from 47% to 42%.



SANSIVERI, KIMBALL & CO., L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS · BUSINESS ADVISORS

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of the
Newport and Bristol County Convention and Visitors' Bureau
Newport, Rhode Island

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of Newport and Bristol County Convention and Visitors' Bureau (DBA Discover Newport), a component unit of the State of Rhode Island, as of and for the year ended March 31, 2015, and the related notes to the financial statements, which comprise Discover Newport's basic financial statements, and have issued our report thereon dated August 18, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Discover Newport's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Discover Newport's internal control. Accordingly, we do not express an opinion on the effectiveness of Discover Newport's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Discover Newport's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Discover Newport's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Discover Newport's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Amsivari, Kinsell & Co, L.L.P.

Providence, Rhode Island
August 18, 2015



21 Bay View Drive
Jamestown, RI 02835

September 30, 2015

Mr. Barry Stacer
General Manager
The Conanicut Yacht Club
40 Bay View Drive
Jamestown, RI 02835

Dear Mr. Stacer,

As a permanent and year round resident of Bay View Drive, I am quite concerned by the type of function that was held at the Conanicut Yacht Club on Saturday, August 8, 2015. The function held that day exceeded the noise ordinance created for the Town of Jamestown residents that no one at your facility bothered to address that evening. The only way it was addressed was when I contacted the Jamestown Police Department. As you are well aware, the Conanicut Yacht Club is situated in a residential neighborhood and I would hope you would take this into consideration when hosting functions. There have been other instances where the noise level has been elevated, but not to the extent that it was on Saturday, August 8th.

The other issue I would like to address, that happened with that same function, was the parking and vehicles attending the function. A touring bus entered Bay View Drive from the south and headed north to the yacht club. After the passengers disembarked from the bus, the bus driver proceeded to back down in a southerly direction on Bay View Drive. The driver was going to leave the bus there. I approached the bus driver and told him to contact yacht club management for parking instructions. The bus was left in front of your building for the duration of the function. Parking is definitely an issue not only when you have events for members, but also for non-members. There are many instances when vehicles are parked on both the north and south sides of the club. Many of whom park in front of fire hydrants. Agreements for off premises parking should be made by the Conanicut Yacht Club.

During the summer, the traffic flow and traffic speed from both members' events and sailing school are also of concern to me. Bay View Drive is a narrow and quirky street where both need to be addressed. By copy of this

letter to Jamestown Town Council members, I am requesting them to have the Traffic Commission complete a traffic study for Bay View Drive.

Please contact me if you have any questions.

Thank you.

Mary Lou Sanborn

Cc: Jamestown Town Council members

TOWN OF MIDDLETOWN
RESOLUTION
OF THE COUNCIL

- Whereas: The Quonset Air Museum has been a catalyst in keeping the legacy and history of military aviation for our town, state and nation alive, and
- Whereas: The Museum functions as a research, education, and exhibit facility to preserve Rhode Island's rich aviation history, and
- Whereas: Since 1992, the air museum has educated the public from all over the world in our State's aviation legacies and displays collections that document the contributions of Rhode Islanders to the growth and development of aviation and space exploration, and
- Whereas: There is a present need for a museum focused on the history of North Kingstown and the State of Rhode Island's place in our nation's rich aviation history, and
- Whereas: The Quonset Air Museum fills this need while bringing added tourism and complementing our extremely successful Rhode Island National Guard Open House and Air Show.

Now, Therefore Be It Resolved,

The Town Council of the Town of Middletown: 1) fully supports the endeavors of the Quonset Air Museum to remain at its current location, work on a plan to remediate its building maintenance issues, and return stronger than ever to bring Rhode Island and North Kingstown's rich military aviation heritage and important events to life; 2) would not endorse any plans for the Rhode Island Airport Corporation to evict, remove or place the Quonset Air Museum and its artifacts in jeopardy of destruction, deterioration, repossession, or private purchase for personal gain; and 3) respectfully requests that the Rhode Island Airport Corporation work with the Quonset Air Museum and North Kingstown Town Council, on a plan to keep the museum in its rightful place and retract its eviction notice for September 2015, since the museum still has six years on its lease with the Corporation, and

Therefore Be It Further Resolved,

That a copy of this resolution be forwarded to Governor Gina Raimondo, Senate President M. Teresa Paiva Weed, Speaker of the House Nicholas A. Mattiello, State Senator Elaine J. Morgan, State Senator Louis P. DiPalma, State Representative Justin Price, State Representative Doreen Costa, State Representative Marvin L. Abney, State Representative Daniel P. Reilly, State Representative Deborah L. Ruggiero and the Quonset Development Corporation Board of Directors, the Rhode Island Airport Corporation, and all Cities and Towns seeking their support in opposing same.

September 8, 2015
READ AND PASSED IN COUNCIL


Wendy J.W. Marshall, CMC
Town Clerk

RESOLUTION IN SUPPORT OF THE QUONSET AIR MUSEUM

WHEREAS, the Quonset Air Museum has been a catalyst in keeping the legacy and history of military aviation for our town, state, and nation alive; and

WHEREAS, the museum functions as a research, education, and exhibit facility to preserve Rhode Island's rich aviation history; and

WHEREAS, since 1992, the air museum has educated the public from all over the world in our State's aviation legacies and displays collections that document the contributions of Rhode Islanders to the growth and development of aviation and space exploration; and

WHEREAS, there is a present need for a museum focused on the history of North Kingstown and the State of Rhode Island's place in our nation's rich aviation history; and

WHEREAS, the Quonset Air Museum fills this need while bringing added tourism and complimenting our extremely successful Rhode Island National Guard Open House and Air Show; now therefore, be it hereby

RESOLVED: That the Westerly Town Council: 1) fully supports the endeavors of the Quonset Air Museum to remain at its current location, work on a plan to remediate its building maintenance issues, and return stronger than ever to bring Rhode Island and North Kingstown's rich military aviation heritage and important events to life; 2) would not endorse any plans for the Rhode Island Airport Corporation to evict, remove, or place the Quonset Air Museum and its artifacts in jeopardy of destruction, deterioration, repossession, or private purchase for personal gain; and 3) respectfully requests that the Rhode Island Airport Corporation work with the Quonset Air Museum and the Town Council, on a plan to keep the museum in its rightful place and retract its eviction notice for September 2015, since the museum still has six years on its lease with the Corporation; and therefore, be it

FURTHER RESOLVED: That a copy of this resolution be forwarded to Governor Gina Raimondo, Senate President M. Teresa Paiva Weed, Speaker of the House Nicholas A. Mattiello, State Senator Dennis A. Algieri, State Representative Samuel A. Azzinaro, State Representative Blake Anthony Filippi, State Representative Brian P. Kennedy, the Quonset Development Corporation Board of Directors, the Rhode Island Airport Corporation, and all Cities and Towns seeking their support in opposing same.

ADOPTED: September 21, 2015