

TOWN COUNCIL MEETING
January 5, 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
Wyatt A. Brochu, Town Solicitor
Edward A. Mello, Police Chief
Lisa Bryer, Town Planner
Michael Glier, IT Director
Michael Gray, Public Works Director
Cathy Kaiser, School Committee Chair
William Piva, Recreation Director
Cheryl A. Fernstrom, Town Clerk

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Council President Trocki called the regular meeting of the Jamestown Town Council to order at 7:00 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, and Councilor Dickinson led the Pledge of Allegiance.

**III. ACKNOWLEDGEMENTS, ANNOUNCEMENTS,
RESOLUTIONS AND PROCLAMATIONS**

A) Resolution No. 2015-01 Purchase of 138 Narragansett Avenue by Bond Funding
The Proclamation was read by Council President Trocki.

Town Administrator Nota gave an overview of the process and stated the amount of funding for purchase and renovation of the property is the only action required, pending approval by the voters. Town staff members have been engaging vendors, evaluating the building, existing space, potential future uses, and costs to preserve and improve the building. We have done due diligence to determine what is needed to improve the existing space for public access, but it is difficult to develop a finite amount. The Purchase and Sales Agreement is for \$800,000, subject to inspections, and the timeline continues to move forward.

The original plan was to have an all day referenda in March, but time constraints bring the tentative date to Tuesday, April 14, 2015 (prior to school vacation). Thirty days is required for approval by both the House and Senate, and the Secretary of State's Office needs 60 days. The secondary date choice is Tuesday, April 28, 2015, after school vacation. The date of the referenda is not part of the Legislation.

Discussion ensued of the original referenda estimate of \$1,000,000. This has been revised to \$1,500,000 for bond authorization. The exact final figure is unknown, but should be available prior to the referenda. All inspections and conceptual plans need to be vetted out to provide a true number as we move forward. The referenda question will contain the language “. . . not to exceed \$1,500,000,” and all expenditures will come back before the Council for approval.

Discussion involved new construction costs, which were \$300 per sq. ft. for Town Hall, and renovation costs for the PAC building, \$200/\$250 per sq. ft. The PAC decision is tied to other decisions the town and citizens face, including the Fire Station, EMS Barn, Golf Course, and other ongoing projects, including the Library and Recreation Center. The Legislation was prepared by Bond Counsel and reviewed by our Town Solicitor. Vice President Meagher noted the singularity of this property is a trigger point for other projects, and we can't go forward until this one is decided. There will be more opportunities for discussion prior to the referenda. Discussion continued.

Councilor Tighe noted the legislation is specific to 138 Narragansett Avenue; can't we get the Fire Station on this legislation? Councilor Dickinson questioned the difference between “usable” and “satisfies the needs” of the community. Why not make this not to exceed \$1,800,000? He feels a higher number is more appropriate. Town Administrator Nota stated we are proposing an amount of funding to buy and renovate the building to make it available for the public over the next two years. CDBG funds, Open Space funds, RI Foundation, Champlin Foundation, and citizen donor opportunities to assist with financing were referenced. Discussion ensued of historic portions of the building and recreational uses. Finance Director Collins noted bonding costs and other projects that may come along; she is comfortable with the \$1,500,000, which would bring town debt to less than 1% of gross assessed value and below the 3% of gross assessed value borrowing guideline. Councilor White agreed with Councilor Dickinson on the \$1,800,000 amount; we don't have to spend it but it is there if needed. His concern is what figure is too high that it causes the community to reject it. The Town Administrator feels \$1,500,000 is appropriate to get into and open the facility. This is a two-year project, and we will have that time to secure additional funding if necessary. A more finite number should be available by the referenda. The Town will only spend what is needed, and will take on what we can afford.

A motion was made by Vice President Meagher with second by President Trocki to approve both the Resolution and the Act for submission to the General Assembly Authorizing the Town of Jamestown to Purchase 138 Narragansett Avenue and to Finance the Purchase and Renovation for an amount of not more than \$1,500,000.

Discussion. Councilor Tighe expressed his disappointment as the Resolution and referendum do not include the Fire Station. The reason it was not included was the time frame. The PAC is time sensitive, and the Fire Station is not. It is impossible to meet the terms of the Purchase and Sales Agreement and include the Fire Department project, which can be placed on the FTM or scheduled for an all day referendum. Vice President Meagher noted the Fire Department project is in the beginning stages, and there are no accurate cost figures. The architect has been chosen, but there are no designs or accurate cost figures (only estimated cost based on square footage). Councilor Dickinson feels the higher number (\$1,800,000) should be presented as the “not to exceed” number to the voters. We will have a solid number by April. Discussion continued.

Back to the vote on the motion. **President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Nay. Motion passes by a majority vote in the affirmative.**

IV. PUBLIC HEARINGS, LICENSES AND PERMITS

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

- A) One Day Event/Entertainment Licenses, continued from December 1, 2014
- 1) Applicant: Eident Sports Marketing
 - Event: Jamestown Half Marathon
 - Date: July 11, 2015
 - Location: Streets circling the Island

John Matthews of Eident Sports Marketing is here to present a new proposal to the Council. He worked with Town Administrator Nota and Police Chief Mello to address the Town’s concerns. The event as originally proposed (July) is not viable as a major summer event. The new date proposed is Saturday, September 19th or Sunday, September 20th. Eident offers a rental fee of \$7,500 for Fort Getty. The day prior to race day is registration pickup. Eident offers the Town other initiatives, including \$2 per runner; if water stops are manned and sponsored by local charitable organizations, that figure could go up to \$4 per runner. This is a popular race, attracting 1,500 runners. Eident proposes to host a “Taste of Jamestown” at the finish line to provide a sampling of local restaurant specialties to promote local businesses. Registration pickup is proposed for 12:00 noon to 6:00 p.m. (at Fort Getty) the day before the race, and runners would stay for dinner in Jamestown and frequent local restaurants. Recreation Director Piva stated there should be no conflicts as there are no Pavilion bookings after the end of the Fort Getty camping season. Eident prefers September 19th as the race date over September 26th, as the next scheduled race is October 11th in Newport. Eident has online registration and will offer free website advertisements for local businesses. Eident will also provide free advertising in their Athlete Guide and promotions on their Facebook page, which has 30,000 friends. Eident uses a charitable website for runners to choose a charity for race donations/proceeds, which can be local groups. Eident will review with Chief Mello a leapfrogging plan to move police officers when runners complete a portion of the race to another segment of the race

course. The race course begins at Fort Getty and is detoured away from the downtown area. President Trocki thanked Eident Sports for their efforts to develop the revised plan.

Town Administrator Nota stated Eident was able to address the majority of concerns. He asked that the Council approve the race, subject to approval of a parking plan, fine-tuned race course, and approved public safety plan by Chief Mello. This can be a positive experience for all if it is done the right way. John Matthews noted they would also support a Chamber breakfast or other event. We can't eliminate the inconvenience to residents, but it is much less at that time of year. Council members like the charity aspect of the race and the opportunity for participant dollars to stay in Jamestown. Staffing at Fort Getty and the camping season were reviewed. Discussion continued.

A motion was made by Vice President Meagher with second by Councilor White to approve the Jamestown Half Marathon for the September 19th or September 20th date (whichever works best) subject to agreement by Chief Mello and Town Administrator Nota of the parking plan, race course, and public safety plan. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

V. OPEN FORUM

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

- A) Scheduled to address. None.
- B) Non-scheduled to address.

Bill Munger of Cole Street, President of Conanicut Marine Services, noted Item VII. B) on the agenda regarding the East Ferry Lease. For some time Conanicut has managed local access to the Bay. They have accommodated large and small boats, 81% of them belonging to Jamestown residents. Conanicut offers free dingy dock service and accommodates fueling for all boats. It has been a seamless operation where the public knows who is accountable. Conanicut supports facilities shared with town leased spaces providing onsite restrooms, showers, trash, recycling, offsite parking and shuttling, compliance plans for hazardous waste, and a professionally trained staff. 31 of the 63 professionally trained employees are residents, and it is managed by a certified marine manager. Conanicut is 1 of only 4 marinas in RI recognized as a Clean Marina Facility. What is missing from the current partnership? What modifications would the town make? He is concerned for customers, boat guests, and whether his employees will have a job. Customers ask if they will still have a spot. If the town solicits bids, he will bid. In the end the results would be no different than what could be achieved in a few hours. Thank you.

Steve Devoe of Clinton Avenue asked if he should speak now or when agenda item VII. B) is addressed. He was informed to wait until that item is reached for a full and thorough discussion.

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

A) Administrator's Report: Town Administrator Andrew E. Nota.
Mr. Nota noted the items in his report to be addressed.

1) Employee Evaluation Forms

Mr. Nota stated the appraisal package for employee performance evaluations and the cover letter are included in the Council packet for their information. Councilor Dickinson commented there was no reference to achievement of Town Council goals on the performance evaluations. This will be discussed during the Goals agenda item.

2) North Road Update

The project will be discussed in more detail during the upcoming Capital Budget process. Public Works Director Gray and Mr. Nota have made revisions to address improvements and make them a priority. This will become a 3-year project proposal on a pay-as-you-go basis, shaving off one year from the original plan. FY 2015-2016 includes Phase I Drainage work at \$100,000; FY 2016-2017 includes Phase I Paving at \$190,000; FY 2016-2017 includes Phase II Drainage at \$100,000; FY 2017-2018 includes Phase II Paving at \$190,000 (total cost of \$580,000); FY 2018-2019 includes the proposed Bike/Pedestrian walk at \$125,000. Town staff will save considerable funds by performing drainage work at a cost of \$200,000 that would cost \$700,000 if outsourced. Public Works Director Gray was asked about lines on North Road, referenced the difficulty to stripe it, and stated the budget will include funding for a center line if needed. Reflectors are proposed to indicate drainage swales and provide safety. Discussion continued.

B) Planning Department Initiatives Update: Town Planner Lisa Bryer.

The Planning Commission's work with respect to preservation was first reported with the Shoreby Hill Historic District proposal that ended with a recommendation in June 2013. Planning then moved to correct the ambiguous language in Article 11 related to buildings of value. The discussions began in August 2013 and "Preserving Jamestown's Past, Does it Matter to Jamestown's Future?" historic workshop was held, followed by further discussions on preservation. A focus meeting with business owners and multiple work sessions on the topic were also held. The Planning Commission and the business community supports utilizing design guidelines for commercial development plans as part of the Zoning Ordinance along with basic amendments to Section 82-1105 Pre-existing conditions and Section 82-1106 Special requirements. The design guidelines are for use as a benefit for the applicant and assist Planning with the application review process.

Amendments to the Zoning Ordinance are just about finalized. The only area not fully vetted is demolition and whether to regulate it. Planning had discussions with Don Powers in December (person contracted to amend the guidelines), and is looking to amend the regulations to make them more meaningful to commercial districts and make them more locally relevant for the downtown area and how it pertains to development in Jamestown. Other projects include the Comprehensive Plan, which Planning is finalizing. We now have a plan that is enforceable, and the State came back with comments that language revisions to beef it up were needed. This will be discussed at Wednesday's Planning Commission

meeting. Natural hazards language is mandatory and is tied into sea level rise, climate change as it filters down and setting policy at the State level. Purchase of the Park Dock is being finalized, and we are thankful to Mr. Notorantonio for selling the property to the Town at a price much lower than market value. The Town will apply for recreation grants for improvements in the future. Affordable Housing is working with Roger Williams University students to prepare a survey (for publication in the *Jamestown Press*) to further identify Jamestown's need for affordable housing, the types, and who needs it. Planning is also working with the Narragansett Tribe for a Recognition Day that will include a reburial ceremony on the Island. In the next year Planning will start the Jamestown Sustainable Project to determine how to make Jamestown more sustainable in the future.

Councilor Dickinson inquired if the Planning Commission is looking at vineyards and farming. He was informed yes, and this has been an ongoing discussion since 2007. The farmers need clear direction, this is a necessary conversation, and more specificity in the zoning ordinance is required.

C) Police Department Initiatives Update: Police Chief Edward Mello. Community Policing. Efforts are ongoing and the first Community Leadership Committee meeting was held in November, attended by 10 members of the public, and will meet again in February. The citizen members give public ownership to the direction of the Committee. Their Mission is to maintain a dialogue between the public and the Police Department.

Liaison Program. The program is ongoing, but changing due to staffing, with a variety of involvement. In the spring the department will be preparing for CERT teams, training residents to assist during natural disasters. MEDPOD volunteers will be trained in skills needed to assist the town when medical dispensing services are needed. This is a great program for Jamestown.

Accreditation Process. The RI Police Accreditation Commission will review all police departments. The Jamestown Police Department has 84 policies to date under review. When the process is complete we should have about 150 policies. An additional 28 policies are written. There are written Rules and Regulations (separate from the Policies and Procedures), which will eventually come before the Council. The Department should be ready for review for accreditation by the end of the year. Discussion continues.

Chief Mello answered Council questions as follows: Community Leadership Committee members were chosen by their interest and are a diverse group. The Policies and Procedures are adopted by the Police Department, and the Rules and Regulations (separate) are approved by the Town Council.

VII. UNFINISHED BUSINESS

A) Videotaping of Town Council meetings: discussion and possible action. The installed camera and related equipment was referenced, which was installed by Town staff. IT Director Michael Glier noted this is a discussion follow-up to the last meeting. The Town Council Meeting 01.05.2015

next step is to make a decision on editing, syncing, and publishing the meeting videos. There are three options to achieve this:

1. Town produce everything
2. Outsource everything
3. Hybrid of the two

Town Production. Mr. Glier explained in-house video editing, syncing and hosting is possible, with considerable training and time. It will take 15 to 30 minutes of staff time per hour of video time to produce the meeting videos. This may be reduced over time as staff becomes familiar with the process. There is as an ongoing cost of \$1,000 per year to rent the software, and the training period is lengthy (could begin in February or March).

Outsource everything. Editing, syncing and hosting could be accomplished by sending the video to a site contracted with a vendor. The average cost for the service is \$12,000 to \$18,000 per year, generally combined with hosting of Minutes, agendas and documents.

Hybrid. This would require outside production help for certain components and the finished recording would be selectable from the town website. The estimated cost is \$4,200 annually. This would cover multiple meetings, not just Town Council. As this is below the \$5,000 set by state law, no RFP is required.

The current proposal is from Sav Rebecchi for the hybrid option at \$4,200. Discussion ensued of access to past media, which could be licensed to the Town at a reasonable cost. Town Administrator Nota and IT Director Glier recommend the hybrid proposal. We can pick and choose on the level and scope of services provided. Even though we have the capability, the staff has other duties as well. The issue can always come back to the Council if a change is required.

A motion was made by Councilor Dickinson with second by Vice President Meagher to use the hybrid approach at a cost of \$4,200. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

B) East Ferry Lease; discussion and possible action.

Councilor Dickinson recused himself on the issue due to a familial relationship (as advised by the RI Ethics Commission), left the Council table, and filed the appropriate form.

Town Administrator Nota stated this item is on the agenda as the lease is ending in June, and there are two marina leases (5 year) expiring next year (Fort Wetherill and West Ferry). Conanicut Marine has had the lease for 40 years (2 10-year based leases, with 10-year renegotiated extensions on each), and the town applauds the Mungers for the work they have done. The Council has various options:

1. Council can provide guidance to renegotiate with Conanicut Marine
2. An RFP process for services, written by staff that is all encompassing

3. Due to timeliness it would be prudent to extend the Conanicut Lease for one more year
4. Let the lease expire and the Town operate the marina or sell the property outright.

This is an important matter than can be trend setting for all leases going forward. Mr. Munger's letter and Mr. Devoe's letter were referenced.

Public Comment.

Steve Devoe of Clinton Avenue, one of three owners of Jamestown Boat Yard, encourages the Council to go to RFP as there are three financially stable marinas willing to bid on this town asset. Any aspects of the lease, provided services, and the town's conditions could all be listed in the RFP and all applicants would have to comply. The local marinas have worked well as competitors. There are governing factors to guide the RFP. The docks are owned by the lessee, and as new docks are needed (should be part of the RFP) and the cost has to be amortized over the course of the lease, there is a precedent to keep the lease terms the same, 10 years with a 10-year extension option. Jamestown Boat Yard is interested in this project as they have a number of boats that cannot be accommodated by their marina's depth and Conanicut has sufficient slips of the depth they require. JBY would make the transition as smooth as possible, if awarded the RFP. He agrees the June 6th date would be impossible to accomplish, and the logical thing to do is extend the current lease for one year to give the new operator the ability to plan for the next season.

Steve Froberg of North Main Road, employee of Conanicut Marine, stated this is an important issue for the employees. The heart and soul of the business is out of the downtown area, and he has been there almost 30 years. It is convenient, as he is on the Fire Department and has a child at school. The 10-year lease is good sound management. It is tough for the employees as we don't know if we have a job next December, and this affects a lot of people. We have worked well with Steve for the last 15 years, but having our jobs is a little more important than having a place for him to dock his boats.

Council comments.

Vice President Meagher stated money is not the only component of the RFP, and other criteria were raised here. Any applicant would have to give the flavor for what they would offer for a scope of services and continuity as the operator. Town Administrator Nota stated it is under the purview of the Council to make a decision. They can renegotiate with Conanicut or proceed to RFP (proposals could come from anywhere). Town staff would review proposals and make a recommendation, but the Council makes the final decision. President Trocki hears the concerns, and feels uncomfortable at this time as the leases do not tell the whole picture and it is difficult to understand the issues to the depths she is comfortable with before making a decision. The Town is interested in evaluating the fair market value of all leases as it is fiscally prudent, but she is confused with how this plays with an RFP and making an informed decision. All the boat yards provide top-rate service, and the businesses need to know what will transpire as soon as possible. Lengthy discussion ensued.

Councilor White stated he is ready to extend the current lease to December 31st. He is not sure he is ready to make a decision, and would like to see an RFP so that we know what we are working with.

Councilor Dickinson (speaking as a citizen) asked what the Council's goal is in order to move forward beyond the extension. President Trocki stated her concern is there are people looking to bid on an RFP and she does not know what this operation entails. We are being asked to make a decision with a severe impact, and she wants to understand what the Town wants in a partnership going forward, and if there are strengths or weaknesses, what are they. Town Administrator Nota stated what it comes down to is the marina lease is a valuable asset to the town and an RFP would show the level of detail involved, prioritize the criteria and what is needed, and answer any questions the Council has. The Council has to make a decision to stay the course or go in another direction. Solicitor Brochu stated the current lease can be extended to December 31st or other date so that staff can address the lease termination. He also stated the Council has the authority to extend the lease and should do so, and he will review the lease again. In his opinion, as this transaction exceeds \$5,000, state law requires an RFP process. Vice President Meagher stated what is there at East Ferry is because of Conanicut Marine, but we owe it to the taxpayers to proceed to RFP and extend the lease to December 31st. The fuel station area was referenced, which needs upgrade. The components of the operation make the lease process complicated. Mr. Munger stated it is an easy decision to extend to December 31st to give the summer to analyze how the marina functions as a stand-alone operation and as a piece of a larger decision. Councilor Tighe is okay with the extension. The current situation is not broken and has worked for 40 years, so what are we trying to fix. We should get an appraisal and then renegotiate. If we can't reach an agreement, then go out to RFP. President Trocki wants a more solid answer whether an RFP is required or we have a true option, as this has not been explained to her full satisfaction.

A motion was made by Councilor White with second by Vice President Meagher to extend the lease with Conanicut Marine to December 31, 2015, subject to the same terms and conditions of the existing lease, and staff will provide a list of the content areas that would be included in a future RFP. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

Recess taken at 9:22 p.m. Meeting reconvened at 9:28 p.m.

- C) Fort Getty Discussion; discussion and possible action.
 - 1) Operating Plan
 - 2) Fee Schedule

Town Administrator Nota stated Recreation Director Piva reviewed the entire program operation and has recommendations. Parks and Recreation Director Piva stated it is his recommendation to increase the tent camping fee from \$25 per night to \$27 per night to cover the costs of a 24-hour online automated reservation system. The user will be charged a fee for credit card payments. He recommends all other fees remain the same. It is a minor

inconvenience to add staff for Pavilion activities and this should be addressed as there is no staff or security personnel after the camping season closes. The current fee is \$40 per night for a two-week minimum for transient RV's, and Mr. Piva would prefer to maintain this. The Recreation Department can fill in blocks as needed, there is less disruption with the two-week minimum, and seasonal campers also prefer this. Vice President Meagher agrees the full seasonal rate should stay the same and transients should remain at \$40 per day for a two week minimum; however transients that want to register for less than two weeks should pay \$50 per day. President Trocki noted much-needed park upgrades and electricity cost increases estimated at 50%.

Discussed ensued of the person who posted a letter in the *Jamestown Press* complaining about electrical issues. Mr. Piva spoke with the person who stated they were shocked less this past season than in prior seasons. All were surprised as the electrical issues were supposedly fixed by National Grid and no new issues were brought to our attention by campers. National Grid thought it was addressed as well. All were caught off guard by this complaint. It is unclear if the problem is with National Grid or the town. Stray electricity is common at campgrounds and marinas. Town Administrator Nota stated the electric bill was \$23,417.95, and will go up 50% this year, a big hit on the budget. Councilor Dickinson suggested a surcharge of \$20 per seasonal camper. Campers would like to see improvements when there are increases, and there needs to be a commitment by the Town. All rest rooms need replacement and require an investment. Vice President Meagher commented it is time to put money back into Fort Getty, and the discussion should continue during the budget cycle.

Gayen Thompson of Grinnell Street stated her friend camps at Fort Getty and they pay a flat fee regardless of how much electricity they use. Some campers have computers, air conditioning, and large screen TV's. Council members noted there is no way to monitor electricity use as there are no individual meters, and it would cost in excess of \$300,000 to rewire the entire campground for individual electrical meters. Ms. Thompson asked if campers are informed of what it would cost to meter electricity. People have varying sizes of RV's and various levels of responsibility and conscience. It is a bigger discussion as to what type of investment the town wants to make to be in the campground business. Ms. Thompson stated trash disposal receptacles are another area of complaint.

Mr. Piva reported the campers must vacate on or before September 14. The Park closure date needs to be determined for the beginning of October; Columbus Day was suggested as a closure date. Town Administrator Nota suggested evaluating the campground and Pavilion schedules separately. Support staff is available during the campground season. We need a charge for personnel and cleanup for late Pavilion bookings. Discussion continued.

3) CISF Agreement

CISF requests to extend their current contract for another season, would appreciate their contract extended to Columbus Day for sailing, and wish to have a discussion on installing a trailer at Fort Getty for the campers for use during inclement weather and for storage.

Jamestown Outdoors is also in attendance and commented they would like to operate to Columbus Day as well.

Councilor Dickinson asks where the trailer would be located. The campers were moved away from the road during reorganization. Vice President Meagher stated the reorganization was done to reduce places of friction and make it work better, and this was successful. She suggested the location of the CISF trailer should be closest to the water and electricity, to make it work better. It is presumed the trailer would be a temporary structure and it makes perfect sense to have a place for the sail campers to go.

Meg Myles wants the trailer for classroom space for inclement weather and storage. They need something appealing to the eye. The size and location are up to the town and they are agreeable to their wishes. The cost is unknown at this time. CISF lost money the first two years, had a minimal profit this year, and all proceeds are reinvested in the programs. Non-residents are charged the same as residents, and there are approximately 30 non-residents. Councilor Dickinson suggested non-residents pay for non-resident stickers, as fishermen and others pay for stickers to use town facilities. Discussion ensued that parents drop off children for the camps. Most of them leave, but they could stay and have full use of the park and beach for the day if they wanted at no charge. A non-resident sticker could offset expenses and is not uncommon to have a baseline operating expense for such programs, even non-profits. Lengthy discussion ensued. If the Council is comfortable, Mr. Nota will negotiate with CISF.

A motion was made by Vice President Meagher with second by Councilor White that the camper season will stay the same as last year beginning May 14, and the Park will remain open until Columbus Day. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

A motion was made by Vice President Meagher with second by Councilor White that the rates are to stay the same as last year, except for the \$2 surcharge for the tent campers and the increased daily rate for transient campers staying less than two weeks by \$10 to \$50 per day. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

A motion was made by Vice President Meagher with second by Councilor Dickinson to enter into an agreement with the Conanicut Island Sailing Foundation, for this season allow them to locate a trailer in a designated spot to assist them in their programs, subject to recommendations for fees, aesthetics, and location and as agreed to by Town Administrator Nota. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

VIII. NEW BUSINESS

A) January Calendar

- 1) Date for Water & Sewer Meeting and Town Council Agenda Setting Work Session (Monday, January 26, 2015). A special meeting with executive session is also required.

A motion was made by President Trocki with second by Councilor Dickinson to hold Item VIII. A) to the end of the meeting. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- B) Harbor Budget – Marine Development Fund; adoption of amendment for FY 2014-2015; discussion and possible action.

The spreadsheet prepared by Kim Devlin, Tina Collins, Andy Nota and Chief Mello was referenced. Chief Mello stated the revised budget was brought back before the Harbor Commission for approval at their December 10, 2014 meeting. The revised current year budget involves two items: East Ferry Boat Ramp for \$14,177.50 and Old Ferry Landing for \$14,177.50, funded through the lease fees under the capital budget that will now be placed under the operating budget. The Council is requested to approve the revised Harbor Budget Marine Development Fund. Discussion continued.

A motion was made by Vice President Meagher with second by Councilor White to approve the Harbor Budget amendment. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- C) Town Council Goals update: discussion and possible action.

Town Administrator Nota referenced Councilor Tighe's request for a progress report on the Council Goals and Objectives, which have not been discussed as a Council and Administrator. The most up-to-date schedule was reviewed and the goals spreadsheet from January 27, 2014 was updated. Mr. Nota recommends the Council digest the information, retire what has been completed, add new items as needed, and include Councilor White in the discussion. After March 1st would be an ideal date for a Goals discussion (after budget completion). Councilor Dickinson referenced the employee evaluation process, linking it to the goals, and how this is helping us achieve our goals as requested by the taxpayers. These are the goals we hoped to accomplish. It is his opinion that when he hears managers speak, he is not sure they are participating in the same goal set as the Council. He would like to see a mission statement that would consolidate the Goals list, and feels more can be accomplished. President Trocki feels that everything the staff does is to assist with achieving the Council's goals. Lengthy discussion ensued.

Town Administrator Nota stated the evaluation tied to achievement of the goals should be included as part of the Town Administrator's evaluation, and he is happy to work with a model and a structure to use for his evaluation. A performance evaluation for support staff and management staff is not something the Council would see. Town Administrator Nota stated this process is evolving, this is a good starting point, and everyone's expectations vary. The evaluation will change over time and he will work with Town staff where

improvements are needed. If expectations are not being met, it will be communicated and included in the evaluation, and a plan for improvement developed. If the result is negative, this would be communicated, as perhaps this might not be the proper fit for that staff member. Staff needs to know they are meeting their expectations and that Council is supportive but have expectations. The dialogue will continue over the coming months until we find what system fits in Jamestown. Discussion continued.

Councilor Tighe noted ALS (Advanced Life Support) was estimated to begin on January 1st and this was not achieved. Why? Mr. Nota stated he met with representatives of the Fire Department and they just hired ALS certified personnel and are acquiring the equipment they need. The interceptor vehicle is in place, and once the hiring and scheduling are completed, the operation will begin. There is a licensing issue that is being worked out logistically, which goes back to when JEMS ceased to exist. It appears there will have to be a payroll relationship with the Fire Department (like the incentive payments), and we are close to resolving this administrative issue. Once this is accomplished, The Trust requirement will be satisfied and the insurance issue resolved. The expected operational date is March 1st. The goal was January 1st, with an expectation this would probably take longer. The Fire Department is moving forward and will continue to report back with their progress. Councilor Tighe asked Town Administrator Nota to remove completed items from the Goals spreadsheet. A short discussion of completed goals will be scheduled for the January 26th session with a longer discussion in March.

D) Charter Review Commission: discussion and possible action.

Vice President Meagher stated we are in the time frame where we need a Charter Review (last review in 2009; required every six years).

A motion was made by Vice President Meagher with second by Councilor Dickinson to advertise for a Charter Review Commission. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

IX. ORDINANCES AND APPOINTMENTS

A) Ordinances

- 1) Amendment of the Jamestown Code of Ordinances, Chapter 22 Environment, Article III. Noise, Sec. 22-61 through Sec. 22-68; Article IIIA. Construction Activities Sec. 22-69 through Sec. 22-85; discussion and possible vote to proceed to advertise in the *Jamestown Press* January 22nd edition for public hearing on February 2, 2015
- 2) Amendment of the Jamestown Code of Ordinances, Chapter 38 Offenses and Miscellaneous Provisions, Article II. Conduct, Sec. 38-37 through Sec. 38-42; Article IV. Alcoholic Beverages, Sec. 38-91 through Sec. 38-92; discussion and possible vote to proceed to advertise in the *Jamestown Press* January 22nd edition for public hearing on February 2, 2015
- 3) Amendment of the Jamestown Code of Ordinances, Chapter 42, Parks and

Recreation, Article II. Regulations Division 3 Beaches and Other Water Related Facilities, Sec. 42-51 through Sec. 42-58; discussion and possible vote to proceed to advertise in the *Jamestown Press* January 22nd edition for public hearing on February 2, 2015

- 4) Amendment of the Jamestown Code of Ordinances, Chapter 70 Traffic and Vehicles, Article III. Specific Street Regulations, Sec. 70-52 through Sec. 70-54; and Article IV. Stopping, Standing and Parking Sec. 70-84 through Sec. 70-87; discussion and possible vote to proceed to advertise in the *Jamestown Press* January 22nd edition for public hearing on February 2, 2015

President Trocki noted after review and discussion with the Town Administrator, there is a lot of clarification needed on the rationale behind some of the changes to 1), 2), and 3). We need to understand the amendments better and they should be continued. 4) is fine as it stands.

Vice President Meagher commented the amendments on the Noise Ordinance could be addressed at an earlier time to accommodate the operators of Island Rubbish on January 26th and discussed further when we have more time. The ordinance amendments will be continued to the January 26 work session.

A motion was made by Vice President Meagher with second by Councilor White to proceed to advertise in the January 22nd edition of the *Jamestown Press* for public hearing on February 2, 2015 4) Traffic and Vehicles Ordinance amendments. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

This is agreeable to Chief Mello.

- B) Appointments and Vacancies. President Trocki stated the Council appreciates all the volunteers who came forward. Letters of thanks will be sent to those who have reached term limits.
 - 1) Beavertail State Park Advisory (One vacancy with a three-year term ending date of December 31, 2017)
 - a) Third Term Limit Reached
 - i) Linda Warner
 - b) Request for Appointment
 - i) Robert Lambert
 - ii) Paula Samos – not interviewed
 - iii) Suzann Andrews

Two qualified applicants were interviewed. Suzann Andrews serves on the Beavertail Lighthouse Association and it would be appropriate for her to serve. The Council thanked Robert Lambert for coming forward to volunteer for the town and he should be encouraged to reapply.

A motion was made by Vice President Meagher with second by Councilor Tighe to appoint Suzann Andrews to the Beavertail State Park Advisory Committee. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- 2) Conservation Commission (Two vacancies with a three-year term ending date of December 31, 2017)
 - a) Request for Reappointment
 - i) Maureen Coleman
 - ii) Bruce DeGennaro

A motion was made by Councilor Dickinson with second by Councilor Tighe to reappoint Maureen Coleman and Bruce DeGennaro to the Conservation Commission.

Discussion. Both have done an outstanding job on the Conservation Commission.

Back to the motion. **President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

- 3) Harbor Commission (Three vacancies with a three-year term ending date of December 31, 2017)
 - a) Third Term Limit Reached
 - i) Michael DeAngeli
 - b) Request for Reappointment
 - i) J. William Harsch
 - ii) Patrick Bolger
 - c) Request for Appointment
 - i) Robert Lieberman
 - ii) Mark Grosby
 - iii) Clifford Kurz

The Council offers thanks to Michael DeAngeli for his services.

A motion was made by Councilor Dickinson with second by Councilor White to reappoint J. William Harsch and Patrick Bolger to the Harbor Commission. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

Robert Lieberman removed himself from the list of applicants this afternoon. Two excellent candidates were interviewed.

A motion was made by Vice President Meagher with second by Councilor White to appoint Clifford Kurz to the Harbor Commission. President Trocki, Aye; Vice

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

Thank you to Mark Grosby, and he is urged to reapply for public service.

- 4) Jamestown Housing Authority (One vacancy with a five-year term ending date of December 31, 2019)
 - a) Letter of Resignation
 - i) Valerie Topp
 - b) Request for Appointment
 - i) Carroll Pruell

Thanks go to Valerie Topp for her service.

A motion was made by Councilor Dickinson with second by Councilor Tighe to appoint Carroll Pruell to the Jamestown Housing Authority. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- 5) Juvenile Hearing Board (Two vacancies with a three-year term ending date of December 1, 2017)
 - a) Request for Reappointment
 - i) Gary Cournoyer
 - ii) Susan Earley
 - b) Letter of Resignation
 - i) Susan Pratt
 - c) Request for Appointment
 - i) Richard Mulcahey

A motion was made by Vice President Meagher with second by Councilor White to reappoint Gary Cournoyer and Susan Earley to the Juvenile Hearing Board. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

A motion was made by Vice President Meagher with second by Councilor White to appoint Richard Mulcahey to the Juvenile Hearing Board for the remainder of Susan Pratt's term.

Discussion. Thank you to Susan Pratt for her services. Rick Mulcahey's background and experience will give a new perspective to the Board.

Back to the vote on the motion. **President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

- 6) Library Board of Trustees (Three vacancies with a three-year term ending date of December 31, 2017)
 - a) Third Term Limit Reached
 - i) Katherine Wineberg
 - ii) Delia Klingbeil
 - b) Request for Reappointment
 - i) Laura Yentsch
 - c) Request for Appointment
 - i) Christopher Walsh
 - ii) Cristina Harsch
 - d) Letter of Recommendation
 - i) From Eugene Mihaly

A motion was made by Vice President Meagher with second by Councilor Dickinson to reappoint Laura Yentsch to the Library Board of Trustees. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

Thank you to Kitty and Delia for their services. Chris Walsh was interviewed, but the Town Clerk's Office was unable to reach Christina Harsch.

A motion was made by Vice President Meagher with second by Councilor Tighe to appoint Christopher Walsh to the Library Board of Trustees. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

A motion was made by Vice President Meagher with second by Councilor Tighe to readvertise the remaining Library vacancy, try to reach Christina Harsch to schedule an interview for her, and schedule an interview for any new applicants that come forward. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- 7) Planning Commission (One vacancy with a four-year term ending date of December 31, 2018)
 - a) Request for Reappointment
 - i) Michael Jacquard

A motion was made by Vice President Meagher with second by Councilor White to reappoint Michael Jacquard to the Planning Commission. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- 7) Tree Warden (One year term per RIGL)
 - a) Request for Reappointment
 - i) Steve Saracino

- b) Letter of Recommendation
 - i) From James Rugh

A motion was made by Councilor Dickinson with second by Councilor White to reappoint Steve Saracino as Tree Warden for 2015. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- 8) Tree Preservation & Protection Committee (Three vacancies with a three-year term ending December 31, 2017)
 - a) Term Ending December 31, 2014 – No Response
 - i) Lydia Thomas
 - b) Request for Reappointment
 - i) Roger Birn
 - ii) Lois Migneault

A motion was made by Vice President Meagher with second by Councilor Dickinson to reappoint Roger Birn and Lois Migneault to the Tree Preservation and Protection Committee. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

The Tree Committee vacancy will be advertised.

- 10) Zoning Board of Review (One vacancy with a remaining five-year term ending December 31, 2016)
 - a) Letter of Resignation
 - i) David Nardolillo
 - b) Request for Reappointment (Alternate positions with a one-year term ending December 31, 2014) ***Alternates move up as Alternate 1 fills Regular member position**
 - i) Richard Allphin – *(Appoint as regular member)
 - ii) Judith Bell – *(Appoint as Alternate 1)
 - iii) Terrance Livingston – *(Appoint as Alternate 2)
 - c) Request for Appointment
 - i) Edward Gromada (Alternate 3 position open)

Thank you to David Nardolillo for his service.

A motion was made by Councilor Dickinson with second by Vice President Meagher to appoint Richard Allphin as a regular Member, appoint Judith Bell as 1st Alternate, and appoint Terrance Livingston as 2nd Alternate to the Zoning Board of Review. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

A motion was made by Vice President Meagher with second by Councilor White to appoint Edward Gromada as 3rd Alternate to the Zoning Board of Review. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

The Council acknowledged Probate Clerk Heather Lopes in attendance, as she is leaving January 16th to go back to school full time. Heather was thanked for her services and wished well in her educational endeavor. She will be missed.

X. CONSENT AGENDA

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

A motion was made by Councilor Tighe with second by Councilor White to approve and accept the Consent Agenda. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

The Consent Agenda approved consists of the following:

- A) Adoption of Town Council Minutes:
 - 1) December 1, 2014 (special meeting)
 - 2) December 1, 2014 (special executive session)
 - 3) December 1, 2014 (work session)
 - 4) December 1, 2014 (regular meeting)
 - 5) December 1, 2014 (regular executive session)
 - 6) December 29, 2014 (work session)
- B) Minutes from Boards, Commissions and Committees
 - 1) Jamestown Affordable Housing Committee (09/10/2014)
 - 2) Jamestown Affordable Housing Committee (10/08/2014)
 - 3) Jamestown Affordable Housing Committee (11/19/2014)
 - 4) Jamestown Harbor Commission (11/12/2014)
 - 5) Jamestown Philomenian Library Board of Trustees (10/14/2014)
 - 6) Jamestown Philomenian Library Board of Trustees (11/12/2014)
 - 7) Jamestown Planning Commission (10/15/2014)
 - 8) Jamestown Planning Commission (11/05/2014)
 - 9) Jamestown Planning Commission (11/19/2014)
 - 10) Jamestown Planning Commission (12/03/2014)
- C) CRMC Notices
 - 1) Public Notice of RESCHEDULED Rule-Making Public Hearing for proposed amendments to CRMC Program Table 1 Water Type 6 Matrix and Sections 110 and 210.3 to Tuesday, January 13, 2015, 6:00 pm, Conference Room A, Department of Administration, One Capitol Hill, Providence
- D) Office of Code Enforcement abutter notification:
 - 1) Proposed Accessory Family Dwelling: Notice is given to inform you as an abutter that the Office of Zoning Enforcement has received a completed

application from Catherine Northrup, 386 Beacon Avenue, proposing an Accessory Family Dwelling Unit in accordance with Article 14, Section 82-1400 of the Town of Jamestown Zoning Ordinance. The proposed unit will be located within the existing single family dwelling; no exterior changes are proposed. The existing three bedroom OWTS has been deemed adequate for the proposed use. The completed application is available for viewing at the Building Official's Office in Town Hall. You have the right to object to this proposal. Objections must be in writing and received within ten days receipt of said notice. If no written objection is received, the proposal for an Accessory Family Dwelling Unit shall be granted. Per order of Frederick W. Brown, Zoning Enforcement Officer

- E) Abatements/Addenda of Taxes
- F) Finance Director's Report
- G) Award of Bid: for two (2) new 6-ton Tilt Equipment Trailers to Wright Trailers, Inc. for an amount not to exceed \$12,800 as recommended by Public Works Director Michael Gray
- H) Award of Bid: for two (2) Sanders to ATS Equipment, Inc. for an amount not to exceed \$11,990 as recommended by Public Works Director Michael Gray

XI. COMMUNICATIONS AND PETITIONS

Communications 3) and 2) were addressed and 4) will go to the Traffic Committee for review.

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

The Communications accepted consists of the following:

- A) Communications
 - 1) Memorandum of Beavertail Road area residents opposing permitting to commercial winery activities as of right on all properties in RR-80 and RR-200 zoning districts re: PBH Realty, LLC and PBH Vineyards, LLC (dba: Jamestown Vineyards), 334 Beavertail Road
 - 2) Letter of Jeff and Abby Boal of Fox Hill Farm re: consideration to extend camping season at Fort Getty
 - 3) Letter of Bill Munger, Conanicut Marine President re: lease of water and dock space at East Ferry
 - 4) Letter of David and Jennelle Goodburn re: proposal to add a street light at the intersection of Hamilton Avenue, Southwest Avenue, and Beavertail Road

XII. EXECUTIVE SESSION

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

- A) Pursuant to RIGL §42-46-5(a) Subsection (2) collective bargaining (IBPO contract negotiations); discussion, and/or potential action and/or vote in executive session and/or open session

The Executive Session will be continued to January 26th.

VIII. NEW BUSINESS, continued

- A) January Calendar
1) Date for Water & Sewer Meeting and Town Council Agenda Setting Work Session (Monday, January 26, 2015)

Discussion ensued of appropriate time to schedule the Executive Session, Work Session, and Water and Sewer Meeting.

Water and Sewer Meeting is scheduled for 5:00 p.m.

The Agenda Setting Work Session will be a meeting and include agenda setting, calendar, ordinances, goals (completed and continuing), and executive session (IBPO and Winery) for 5:30 p.m.

XIII. ADJOURNMENT

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

The regular meeting was adjourned at 10:54 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council
Town Administrator
Finance Director
Town Solicitor