



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
**93 Narragansett Avenue**  
**Thursday, December 17, 2015**  
**6:00 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**

**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

**VII. UNFINISHED BUSINESS**

- A) Conanicut Island Sailing Foundation at Fort Getty; discussion and/or potential action and/or vote
  - 1) Authorization for Town Administrator to negotiate terms and conditions for Multi-year MOA

**VIII. NEW BUSINESS**

- A) Jamestown Senior Services: consolidation of administrative services; discussion and/or potential action and/or vote
- B) Town Council Meeting calendar; additions/revisions

**IX. ORDINANCES AND APPOINTMENTS AND VACANCIES**

- A) Appointments & Vacancies
  - 1) Jamestown Planning Commission (One vacancy with an unexpired four year term ending date of December 31, 2013); duly advertised; interview conducted; discussion and/or potential action and/or vote
    - a) Letter of interest
      - i) Theresa DiGiovanni
  - 2) Jamestown Housing Authority (One vacancy with a five year term ending date of 12/31/2020; duly advertised; interviews conducted; discussion and/or potential action and/or vote
    - a) Letters of interest
      - i) Edward Gromada
      - ii) Cynthia Wolfe
      - iii) Ernest Anthony
  - 3) Jamestown Tree Preservation and Protection Committee
    - a) Term limit reached
      - i) James Rugh
      - ii) Anthony Antine
  - 4) Jamestown Conservation Commission
    - a) Term limit reached
      - i) Kate Smith
  - 5) Jamestown Harbor Commission (One upcoming vacancy with a three year term ending date of December 31, 2018); duly advertised
    - a) Current member not seeking reappointment
      - i) Edward McGuirl

**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) December 7, 2015 (work session)
  - 2) December 7, 2015 (interview session)
  - 3) December 7, 2015 (regular session)
- B) Minutes from Boards, Commissions and Committees
  - 1) Jamestown Philomenian Library Board of Trustees (11/10/2015)
- C) Abatements/Addenda of Taxes
  - Total Abatements: \$40,166.86 Total Addenda: \$36,571.12
  - 1) Motor Vehicles – Abatements to 2013 Tax Roll
    - Account/Abatement Amount**
    - a) #588956 \$ 30.47
  - 2) Motor Vehicles – Abatements to 2014 Tax Roll

		<b><u>Account/Abatement Amount</u></b>	
	a)	#588956	\$ 64.89
3)		Motor Vehicles – Abatements to 2015 Tax Roll	
		<b><u>Account/Abatement Amount</u></b>	
	a)	#588956	\$ 53.35
4)		Properties – Abatements to 2015 Tax Roll	
		<b><u>Property/Abatement Amount</u></b>	
	a)	Plat 8, Lot 47	\$ 2,470.21
	b)	Plat 9, Lot 422	\$ 3,525.81
	c)	Plat 9, Lot 291-A	\$10,091.58
	d)	Plat 9, Lot 506	\$ 3,876.33
	e)	Plat 9, Lot 860	\$ 4,527.85
	f)	Plat 3, Lot 486	\$ 3,447.03
	g)	Plat 16, Lot 157	\$ 2,438.01
	h)	Plat 5, Lot 429	\$ 4,582.97
	i)	Plat 15, Lot 243	\$ 2,000.77
	j)	Plat 8, Lot 468	\$ 3,057.59
5)		Properties – Addenda to 2015 Tax Roll	
		<b><u>Property/Addenda Amount</u></b>	
	a)	Plat 15, Lot 243	\$ 2,000.77
	b)	Plat 16, Lot 157	\$ 2,438.01
	c)	Plat 9, Lot 291A	\$10,091.58
	d)	Plat 8, Lot 468	\$ 3,057.59
	e)	Plat 9, Lot 860	\$ 4,527.85
	f)	Plat 9, Lot 422	\$ 3,525.81
	g)	Plat 5, Lot 429	\$ 4,582.97
	h)	Plat 9, Lot 506	\$ 3,876.33
	i)	Plat 8, Lot 46	\$ 2,470.21

**XI. COMMUNICATIONS, PETITIONS, AND PROCLAMATIONS AND RESOLUTIONS FROM OTHER RHODE ISLAND CITIES AND TOWNS**

**XII. AGENDA ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS**

- A) Boards/Commissions/Committees expiring terms – Schedule interviews

**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](http://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](mailto:cfernstrom@jamestownri.net) not less than three (3) business days prior to the meeting.

## FY 2016-2017 BUDGET SCHEDULE and Related Meetings

Date	Time	Meeting
Monday, December 7, 2015	5:00PM	Joint Town/ School Committee Budget Discussion
	6:30PM	Water and Sewer Meeting
	7:00PM	Regular Town Council Meeting
<b>Monday, December 21, 2015</b>	<b>7:00PM</b>	<b>Town Council - Rescheduled to December 17th</b>
Thursday, December 17, 2015	6:00PM	Regular Town Council Meeting
Monday, January 4, 2016	6:30PM	Water and Sewer Meeting
Monday, January 4, 2016	7:00PM	Regular Town Council Meeting
Tuesday, January 19, 2016	7:30PM	Regular Town Council Meeting
Tuesday, January 12, 2016	1:00 / 2:30PM	Staff Budget Meetings with Administrator
Wednesday, January 13, 2016	1:00 / 2:30PM	Staff Budget Meetings with Administrator
Thursday, January 14, 2016	1:00 / 2:30PM	Staff Budget Meetings with Administrator
Friday, January 15, 2016	1:00 / 2:30PM	Staff Budget Meetings with Administrator
Tuesday, January 19, 2016	1:00 / 2:30PM	Staff Budget Meetings with Administrator
Wednesday, January 20, 2016	1:00 / 2:30PM	Staff Budget Meetings with Administrator
Thursday, January 21, 2016	1:00 / 2:30PM	Staff Budget Meetings with Administrator
Friday, January 22, 2016	1:00 / 2:30PM	Staff Budget Meetings with Administrator
Thursday, January 28, 2016		Presentation of 2016-2017 School Budget
Monday, February 1, 2016	6:30PM	Water and Sewer Meeting
Monday, February 1, 2016	7:00PM	Regular Town Council Meeting
Thursday, February 4, 2016		School Committee Budget Workshop
Thursday, February 11, 2016		School Committee Budget Workshop
Tuesday, February 16, 2016	7:30PM	Regular Town Council Meeting
Thursday, February 18, 2016		School Committee Budget Workshop
Thursday, February 25, 2016		School Committee Budget Workshop, <b>if required</b>
Friday, February 26, 2016		School Budget Presentation to Town Administrator
Monday, March 07, 2016	6:30pm	Water and Sewer Meeting
Monday, March 07, 2016	7:00pm	Regular Town Council Meeting
Monday, March 07, 2016	7:00pm	Submittal of FY2016-2017 Town Budget
Monday, March 14, 2016	6:00pm	Capital Budget Work session
Monday, March 21, 2016	7:30pm	Regular Town Council Meeting
Monday, March 28, 2016	6:00pm	Town Operating Budget Work session
March		Joint Town Council/School Committee Budget Work session
April	6:00pm	Town Operating, Capital, School Budget Review Session ( <b>tentative</b> )
Monday, April 04, 2016	6:30pm	Water and Sewer Meeting
Monday, April 04, 2016	7:00pm	Regular Town Council Meeting
April	6:00pm	Town Operating, Capital, School Budget Review Session ( <b>tentative</b> )
Monday, April 18, 2016	7:30pm	Regular Town Council Meeting
Monday, April 18, 2016	7:30pm	Town Council Budget Adoption FY2016-2017
Monday, May 02, 2016	6:30pm	Water and Sewer Meeting
Monday, May 02, 2016	7:00pm	Regular Town Council Meeting
Monday, May 16, 2016	7:30pm	Regular Town Council Meeting
Monday, June 06, 2016	7:00pm	Financial Town Meeting



**TOWN COUNCIL WORK SESSION  
December 7, 2015**

**I. CALL TO ORDER**

The Joint Jamestown Town Council and School Committee Pre-Budget Work Session was called to order at 5:01 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue by President Trocki.

**II. ROLL CALL**

Town Council members present:

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

School Committee members present:

Cathy Kaiser, Chair  
B. J. Whitehouse  
Julia Held

School Committee members absent:

Sarah Baines  
Melissa Mastrostefano

Also present:

Andrew E. Nota, Town Administrator  
Peter D. Ruggiero, Town Solicitor  
Christina D. Collins, Finance Director  
Carol Blanchette, School Superintendent  
Jane Littlefield, School Director of Finance  
Nate Edmunds, Lawn School Principal  
Carol Peterson, Melrose School Principal  
Ken Duva, Director of Student Services  
Lewis Kitts, Director of Facilities Maintenance  
Cheryl A. Fernstrom, Town Clerk

A moment of reflection commenced in honor of Pearl Harbor Day.

**III. JOINT TOWN COUNCIL AND SCHOOL COMMITTEE WORK SESSION  
BUDGET ISSUES FOR FY 2015 (JULY 1, 2015 TO JUNE 30, 2016) and  
BUDGET ISSUES FOR FY 2016 (JULY 1, 2016 TO JUNE 30, 2017)**

Superintendent Blanchette distributed a proposed FY 2017 Budget for July 1, 2016 to June 30, 2017. The budget was reviewed as follows:

Program Budget – to fund expenses related to:

- Meet needs of known student population
- Achieving strategic goals set by the new strategic plan
- Zero based budgeting
- Uses RIDE’s Chart of Accounts
- New standards based curriculum
- Professional development
- Contract negotiations with JESP Association

Review and discussion ensued.

Zero Based Budgeting

- Budgeting method where all expenses are justified for each new period
- Continual improvement = Continual change
- Continual change = Need for budget fluidity
- Fluidity = As needs change so may allocations for: staffing, programs, instructional materials and technology

Review and discussion ensued. OPEB funding noted, which is currently pay as you go. Discussion ensued of fund balances, obligations, compensated absences, accrued liabilities, and surplus funds, bond rating and use of undesignated funds.

Factors Contributing to our Need for Budget Fluidity

- Student population shifts through the year
- Enrollment issues, grade levels and specific needs of new students, including: special education, K-8 v high school students, ADA Sec. 504 requirements, ELL requirements, military students, out-of-district students, charter schools, career and technical schools

Review and discussion ensued. Unexpected enrollment impact discussed. Current enrollment is 490. Students attend out-of-district as follows: charter school students – 3 elementary, 3 high school; career and technical students – 10; North Kingstown High students – 138; Narragansett High students – 7; out-of-district special education students – 6. Discussion ensued of tuition and transportation costs.

Comprehensive Education Reform = Continual Changes Require  
New Learning by Administrators and Teachers

- Educator evaluation using RIDE model
- Increasing requirements for data collection, analysis and reporting
- Adoption of Common Core State Standards/New Generation science standards
- Development and teaching of guaranteed and viable curricula
- New uses of technology by teachers and administrators
- New technology for online PARCC Assessment

- Assess students mastery of New Math and ELA CCSS
- Review and discussion ensued.

#### Major Cost Factors

- Contractual obligations
- State and federal mandates
- Tuitions (NK, Narragansett, Charter Schools, Out of District)
- Transportation
- Plant operations
- Capital Budget

Review and discussion ensued. Town Administrator Nota will forward a summary of budget development issues to Superintendent Blanchette. Discussion ensued of the RI economy, property tax cap, tax roll projections, bonding, contractual obligations, six-year capital plan, and motor vehicle tax exemptions.

#### Special Services Budget Factors

- Compliance with federal and state regulations re: children with disabilities
- IEP requirements and impacts on staffing and programs
- Salaries and benefits for special services staff
- Strategies to close achievement gaps
- Out-of-district tuitions and transportation

Review and discussion ensued.

#### Unknowns

- Federal and state aid funding levels
- Increases in health insurance premiums
- Out-of-district transportation system costs (% cost for buses not determined until August)
- Tuition students (out-of-district special education, charter schools, CTE tuitions)
- Needs of incoming students

Review and discussion ensued. Health care costs and consolidation of town and school positions, fluctuating property values, special needs students, and English language students continued.

#### Operating Budget History

FY 2012	\$11,822,753
FY 2013	\$11,923,787
FY 2014	\$11,638,648
FY 2015	\$11,583,891
FY 2016	\$11,652,671

FY 15 to FY 16      \$68,780 increase      .59%

#### Five Year Change

FY 12 to FY 16      \$170,082 decrease      (1.44%)

Review and discussion ensued.

Town Administrator Nota distributed a FY 2016-2017 Initial Budget Hearing document including:

- Budget development goals to be accomplished
- Budget calendar, discussed in detail.
- Discussion of budget process.
- Senate Bill 3050 adopted in 2006, requires a 4% maximum increase over prior year levy
- No major changes expected
- RI Economic landscape
- Municipal landscape
- Property Tax roll projection
- Property Tax roll classification
- Preliminary Budget development guidance
  - Preliminary expenditure considerations
  - Preliminary revenue considerations
- Pro forma budget template

Discussion ensued of State Aid received by Jamestown, educational formula follows the student and declining enrollment and how it affects the tax rate. The Town's bonding capacity is excellent at just under .5%

Budget review included:

- Motor vehicle exemption
- In FY 2015 93.74% of the budget is residential property tax dependent
- Not anticipating expansion of Town services
- Salary increases at 2%, with health insurance co-shares consistent
- Contract negotiations for NAGE 68 and 69
- JFD improvements referenced

Review and discussion ensued. Upcoming issues and factors were noted.

School Committee members and administrators were thanked for coming. Town Council and School Committee members look forward to a productive year ahead.

## **V. ADJOURNMENT**

There being no further business to discuss, the pre-budget work session was adjourned at 6:01 p.m.

Attest:

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Cheryl A. Fernstrom, CMC, Town Clerk

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



**TOWN COUNCIL MEETING  
December 7, 2015**

**I. ROLL CALL**

Town Council Members present:

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

Also in attendance:

Andrew E. Nota, Town Administrator  
Peter D. Ruggiero, Town Solicitor  
Christina D. Collins, Finance Director  
Edward A. Mello, Police Chief  
Michael C. Gray, Public Works Director  
Chris Costa, Building/Zoning Official  
Donna Fogarty, Library 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 7:06 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, and Councilor Dickinson led the Pledge of Allegiance.

Council members reflected that today is Pearl Harbor Day.

**III. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, RESOLUTIONS**

None.

**IV. PUBLIC HEARINGS, LICENSES AND PERMITS**

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

**A motion was made by Councilor Tighe with second by Vice President Meagher to open the public hearing at 7:07 p.m. President Trocki, Aye; Vice President Meagher, Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

- A) Licenses
  - 1) Victualing License Renewals
    - a) Tallulah, LLC dba: **Tallulah's Tacos**  
252 Narragansett Avenue

- b) Tallulah, LLC dba: **Tallulah's Tacos – Mobile Unit**  
252 Narragansett Avenue  
Mackerel Cove Beach (east side of lot) and Head's Beach

Owners Kelly and Jacob Rojas in attendance. President Trocki noted the letter from Tallulah's emailed on December 3<sup>rd</sup> that did not make it past the town firewall; a copy the letter is an addendum to the meeting packet. President Trocki read the letter from Mr. and Mrs. Rojas, owners of Tallulah's, in response to letters of concern by West Ferry neighbors regarding the operation of Tallulah's, license renewal, their menu, the Planning Board recommendations outlined in the April 6, 2009 memorandum, and respect for the Dutch Harbor Boatyard and West Ferry neighborhood. This letter and a copy of their menu will be added to the public meeting packet and reposted on the Town website.

Public comment.

Ken Newman of Avenue B referenced neighbors' concerns with the original proposal and stated he has never heard anyone state they do not want a business located there. The Rojas' are very forthright and we could all do better communicating the issues. The neighbors hope the spirit of the original approval is maintained, the operation does not evolve into something more, and meets all codes and adheres to the original variance granted in 2009.

President Trocki noted that clearance by all Town departments is required prior to going forward with the application approval process.

Julia Held of Westwood Road stated no one is trying to get rid of Tallulah's; they just wish it were quieter. They feel the fan is more than just for ventilation and is noisy. If it is only used when employees are present, that is fine.

Kelly and Jake Rojas of Seaside Drive, owners of Tallulah's, state the fan is turned off at the end of business and turned on when it opens in the morning.

Mary Brennan of Narragansett Avenue reviewed the history of The Shack opened in 2009, which was primarily for the sale of lobster rolls and prepared deli foods, and that no food would be cooked on site, a provision in the original variance. Ms. Brennan noted a television show on WGBH-TV that presented a lobster going from live, raw lobster to cooked and prepared lobster at Tallulah's.

Vice President Meagher stated per the original variance, only a microwave and electric heating element are used, and food is not cooked on the premises, only reheated as part of preparation and to comply with food safety guidelines.

Ms. Brennan stated only a crock pot and microwave are allowed by the original variance, and neighbors want the original restrictions adhered to.

Kelly and Jake Rojas from Seaside Drive, owners of Tallulah's, state what was done for WGBH-TV was for marketing purposes, and was only done one time for the video. They use frozen pre-cooked lobster that is not cooked and is heated using the heating element on premises. The statements on their menu that Tallulah's is a "to-go" shack on a private dock, picnic tables are shared, and respect the privacy of boatyard clients was noted.

Carol Cronin of Narragansett Avenue stated the neighbors are not trying to shut Tallulah's down. Kelly and Jake have been responsive to the neighbor's concerns. The fan is an issue as it runs 24/7, and she requests it be turned off at the close of business each day.

President Trocki stated the Rojas' are open to working with the neighbors and addressing concerns, and this meeting is an opportunity to address problems and concerns.

There were no Council comments.

**A motion was made by Vice President Meagher with second by Councilor White to approve the Victualing License for Tallulah, LLC dba: Tallulah's Tacos located at 252 Narragansett Avenue. President Trocki, Aye; Vice President Meagher, Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

**A motion was made by Vice President Meagher with second by Councilor White to approve the Victualing License for Tallulah, LLC dba: Tallulah's Tacos Mobile Unit (located at Mackerel Cove Beach and Head's Beach). President Trocki, Aye; Vice President Meagher, Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

- 2) One Day Event/Entertainment License Application
  - a) Applicant: Rhode Races & Events, Inc.
  - Event: Jamestown Half Marathon Rhode Race
  - Date: October 15, 2016
  - Location: Fort Getty/streets of Jamestown/Fort Getty

Karen Zyons of Rhode Races & Events, Inc. in attendance. Town Administrator Nota commented on the new organization and changes that will take place with this year's proposed event. Ms. Zyons introduced Rhode Races & Events co-founder Susan Rancourt and commented on the meeting with Town Administrator Nota and Police Chief Mello to vet issues for this year's proposed event. Their revised application includes three potential Saturday dates of September 24<sup>th</sup>, October 15<sup>th</sup>, and October 22<sup>nd</sup>, with September 24<sup>th</sup> their first choice. (The Fort Getty season may be revised, which will appear later in the agenda.) The move to Fort Getty was a success, and they would like to move their location further into the park to avoid cars and racers using the roadway at the same time. Their organization would make a financial contribution to Jamestown based on runner participation (down last year due to date change from mid July). They request a date confirmation in order to secure sponsors and increase runner participation for 2016.

Mr. Nota reviewed event conditions, including safety plans, private EMS coverage, police patrols, equipment, and other issues, and details would be worked out with the Fire Chief and Police Chief. He is in favor of approving the application subject to the revisions outlined. Police Chief Mello commented on last year's race, there were no complaints, the group was organized, and there was little demand for services not reimbursed.

Ms. Zyons expressed the organization's appreciation for the Jamestown community and the race course, and the half marathon is their premier event. Mr. Nota stated if the Council is supportive he would negotiate a base fee plus a per-participant fee that would return a sizable contribution to the community.

**A motion was made by Vice President Meagher with second by Councilor White to approve the license application pending a schedule and fee to be determined by the Town Administrator. 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.

1) Taxpayers Association of Jamestown re: Jamestown Fire Station

Mary Lou Sanborn and Fritz Attaway in attendance. Fritz Attaway of Decatur Avenue thanked the Council for the opportunity to speak this evening, referencing and summarizing the Taxpayers Association of Jamestown letter regarding the RFP being prepared for renovation of the Fire Department building. The voters approved \$2,200,000 to renovate the fire house, TAJ is concerned the 5% project contingency is not enough, and they recommend a 25% contingency reserve. TAJ requests the Town clarify all cost issues prior to posting a bid and seeks assurances the Town will not move forward with an RFP until it is clear the project can be completed within the \$2,200,000 cap approved by the taxpayers. They respectfully request a copy of the RFP when it is posted.

President Trocki inquired why TAJ proposed the large contingency fund. Mr. Attaway gave the Police Department expansion project as an example, which came in over budget. Vice President Meagher disagreed stating the scope of the original proposal was changed to include needed roof and heating system replacement. Public Works Director Gray addressed the meeting stating the project changes were made prior to proceeding to RFP, and in fact, the project when completed came in under budget. Discussion continued.

Mr. Attaway commented the TAJ wants to be sure the scope of the project will not change and if it does, includes contingency amounts prior to commencement of construction. Mr. Gray referenced the architect's bid estimate, and alternatives and flexibility that will be included in the RFP in order to ensure that project costs remain in line with the bid

amount. There will be an itemized budget and bids come before Council for approval and must be in line with the amount approved by the voters. Discussion continued.

President Trocki stated the bid will be revised as needed, and will not be awarded for more than the amount approved by the voters. Discussion ensued that a 25% contingency is very unusual.

Town Administrator Nota commented on the preliminary research that went into the project and the extensive work involved in the RFP preparation so that when it goes out to bid in the spring it will be as flexible as possible, taking into account fluctuating construction costs and interest rates. The demolition of the Grinnell Street property that occurred today with the assistance of Town staff saved \$10,000 to \$12,000, elevating the contingency to 6%. As the process continues the Town will save money where applicable. Mr. Nota referenced other potential savings areas. Discussion continued.

Vice President Meagher noted the Council would not approve an RFP above the amount allocated by the voters. The project will not start as soon as awarded and alternatives will be used to keep on budget. Project design will meet the needs of JFD efficiently and modified to fit the budget.

Mr. Attaway stated his appreciation for Council's intention to stay on budget and asked them to use extra due diligence in evaluating costs and changes in order to stay within the amount approved by the voters. President Trocki agreed that is the Council's intention and thanked him for his comments.

Mary Lou Sanborn of Bay View Drive asked the Town Administrator if the demolition of the Grinnell Street property was part of the Town budget or JFD project budget. Mr. Nota explained the demolition was part of the fire station project and ultimately paid through that project. It was undertaken at this time as the equipment was available for the Bay View Drive project and the Town took advantage of the opportunity in order to save \$10,000 to \$12,000 in costs.

B) Non-scheduled to address. None

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

A) Administrator's Report: Town Administrator Andrew E. Nota

1) Goals and Objectives Update

President Trocki suggested bi-monthly or quarterly updates in lieu of monthly. Mr. Nota reported this can be done quarterly.

Mr. Nota reported on the RI League Cities and Towns 16<sup>th</sup> annual conference at the Crowne Plaza in Warwick on January 28<sup>th</sup>. The annual (free) conference features

numerous exhibitors and appropriate sessions on important issues faced by all municipalities. It is well worth attending for elected officials and municipal staff.

B) 3<sup>rd</sup> Quarter 2015 GZA Monitoring Report

Public Works Director Gray reported on the conclusions and recommendations noted in the report. The wells tested did not exceed any drinking water quality standards. Almost 15 years of monitoring reveal fifteen significant decreasing trends, basically metals, and one increasing trend, Barium, which leaches out of the soil and may not be related to the landfill. By the end of the month all data for the landfill will be finalized, a report submitted, and a letter confirming successful landfill closure should be received in the near future.

## VII. UNFINISHED BUSINESS

None.

## VIII. NEW BUSINESS

A) Conanicut Island Sailing Foundation 2015 Report

CISF Director Meg Myles in attendance. Ms. Myles proceeded with a PowerPoint presentation covering:

### 2015 Jamestown Sea Adventure Camp Review

- CISF Mission Statement
- Additions for 2015 (photos displayed)
  - 2 Hartley sailboats
  - Office trailer (10 weeks)
- Camp Basics
  - 7 weeks of camps – Explorers, Marine Adventures
  - Half day and Full day camps, \$125 - \$290; accommodations for special needs
- Capacity
  - 262 spots – 257 filled (98% capacity)
- Trash/Marine Debris
  - Campers collected 599.9 pounds of trash over 7 weeks
- Scholarships
  - Jamestown Education gave one full-week scholarship
  - CISF granted 11 full scholarships
- Challenges
  - Office trailer kept camp more organized; helped during inclement weather
  - Heavy rainfall causes tent to flood
  - For 2016 – make-up days at the end
  - Bathrooms in poor condition
- Multi-Uses at Fort Getty (pictures also displayed)
  - CYC hosted NBYA Junior Race Week August 10-12

- Port-a-johns should have been located away from bathrooms
- News to Report (photos also displayed)
  - Instructors Haley Barber, Rachel Bryer, Katie Dobbin, Nate Coolidge and Lee Dumaliang won the Community Sailing Excellence in Instruction Award
  - Received \$10,000 grant from 11<sup>th</sup> Hour Racing which includes
    - Hydrokinetic energy study
    - Aquabotz
    - I-Pads
    - Gear to develop weather station
    - Zip2Water filters (2)
- Conclusions
  - Fort Getty ideal location for learning, exploring, and marine activity; Sea Adventure Camp would not be as positive an experience anywhere else
  - CISF has the best interest of Fort Getty and its resources in mind at all times
  - Town has been fantastic to work with
- Summer 2016
  - CISF requests multi-year agreement for Sea Adventure Camp
  - CISF requests to have office trailer on site again
  - CISF hopes to add a fifth Hobie Wave
  - CISF adding third week for ages 6 & 7
- Public-Private Partnership (photos displayed)
  - CISF interested in building permanent structure at Fort Getty
  - Extend programming past current season

Ms. Myles thanked the Council and community for their support.

Town Administrator Nota commented on the great working relationship with CISF, partnership opportunities, funding should be discussed during the facility upgrades planning process, and a multi-year agreement would be appropriate and will be placed on the next agenda for discussion and potential action or approval.

Council members are impressed with CISF programming, continuing their activities, and would like more information to assist with strategic planning for the future. Discussion continued.

B) Awarding of Bid: Bay View Drive Revetment Project shoreline protection facility to be constructed of stone rip-rap along 400 linear feet of shoreline (eroded by Tropical Storm Sandy in 2012) for 1300 tons of filter stone to be covered by 3000 tons of stone rip-rap to Material Sand and Stone Corporation as bid as recommended by Public Works Director Michael Gray as follows:

Item 1	FS-3 Filter Stone	\$23.45 per ton
Item 2	R-7 Rip-Rap Stone	\$24.45 per ton

Public Works Director Gray in attendance. Mr. Gray displayed panels that were part of Town Council Meeting 12.07.2015

the Assent application approved by CRMC that demonstrate storm damage, erosion and the restoration plan. The stone to be used (\$100,000 cost), shoreline repair, grass slope reclamation, maintenance and paving were explained. The project will start next week and finished next spring.

Councilor Dickinson inquired about the materials and costs associated with the project. Mr. Gray noted the project came in under the funding allocated.

**A motion was made by Councilor Tighe with second by Councilor Dickinson to approve the award of bid to Material Sand and Stone Corporation as bid as recommended by Public Works Director Mike Gray. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

- C) Awarding of Bid: Harbor Master's Vessel replacement for 2013 21 ft. aluminum constructed boat with 250 hp motor to Silver Ships, Inc. for an amount not to exceed \$98,475 as bid as recommended by Police Chief Edward Mello

Police Chief Mello in attendance. Chief Mello gave an overview of the current 26-year old vessel and extensive repairs needed. Available vessels from various suppliers were researched and a bid was advertised, with three vendors responding. The 2013 vessel was the lowest bid, and if awarded, could take delivery in a matter of days.

**A motion was made by Councilor Tighe with second by Councilor Dickinson to approve the award of bid to Silver Ships, Inc. as bid as recommended by Chief Mello. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

- D) Calendar and Meeting Schedule for 2016: discussion and/or potential action and/or vote
- 1) FY 2016/2017 Budget meeting schedule
  - 2) 2016 Calendar
  - 3) Schedule Work Session with Board of Fire Wardens

Town Administrator Nota will integrate the School Committee budget meetings into the schedule. Discussion ensued of proceeding with the December 21<sup>st</sup> regular meeting which has only a few items, scheduling interviews on December 17<sup>th</sup>, and scheduling a meeting with executive session so that vacancies can be filled. Vacancies and upcoming term expirations were noted and Council members urged citizens to come forward to apply for the volunteer board/committee/commission positions. This date and time will be finalized tomorrow. Scheduling the work session with the Board of Fire Wardens will be continued. Discussion continued.

- E) 2017-2025 Transportation Improvement Program: discussion and/or potential action and/or vote

- 1) Letter of State Planning Council Chairman Michael DiBiase re: Transportation Improvement Program for Federal Fiscal Years 2017-2025
- 2) Public Works Director's recommendation

Public Works Director Michael Gray in attendance. Mr. Gray noted the packet that contained the picture of a proposed bridge at Zeek's Creek. All municipalities were solicited to provide a list of projects for potential inclusion on the TIP plan for federal funding, which must be submitted by January 8<sup>th</sup> and focus on bridges, paving, and traffic issues (six projects are proposed). Current TIP Program Projects for 2011-2016 are as follows:

- Sidewalk and Curbing Replacement on Walcott Avenue
- Resurfacing Narragansett Avenue from Southwest Avenue to West Ferry
- Bike Path from North Road to East Shore Road (move from study and development to program for construction)

Current projects must be reviewed and a request made to remain on the TIP list, and Mr. Gray recommends continuance. Discussion ensued of the Bike Path project across the dam and the bicycle-pedestrian crossing over the Jamestown Bridge. Proposed new TIP Program Projects for 2017-2025 are as follows:

- Round Marsh Bridge, North Road at tidal inlet
- Curb Ramps for ADA access on Conanicus Avenue and Walcott Avenue, to provide curb ramps to existing sidewalks at all intersections and crosswalks on Conanicus and Walcott

Lengthy discussion ensued. Mr. Gray stated once the list of projects is decided, the projects should be prioritized. He recommends top priority for the Round Marsh Bridge at North Road.

Mr. Nota referenced other areas of interest, including road widening (shoulders) and ferry landings (piers at Fort Getty, Dutch Island). It may be appropriate to begin the discussion with RIDEM to partner on projects. Per Michael Gray, the TIP process will be open more frequently than in the past and prior to 2025. Discussion continued.

Council members discuss prioritizing the TIP list. Road widening and ferry landings will be added to the TIP application. Lengthy discussion ensued. The TIP list should include: North Road Bike Path, Sidewalk and Curbing Replacement for Walcott and Hamilton Avenues, Bicycle/Pedestrian Access to Jamestown Bridge, Pavement Resurfacing of Narragansett Avenue, Downtown Improvement Project.

**A motion was made by Vice President Meagher with second by Councilor White to approve the Transportation Improvement Program status report as outlined by Public Works Director Michael Gray, with the addition of the road widening and ferry landings suggested by Town Administrator Nota. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

- F) Fort Getty: discussion and/or potential action and/or vote
  - 1) Fee Schedule for 2016 Season

Town Administrator Nota referenced the recommended \$100 fee increase for resident and non-resident seasonal RV campers and 3% convenience fee for credit card payments. The convenience fee would save the \$7,000 cost incurred this past season.

Discussion ensued of the interest to use Fort Getty for community based activities into the fall season. Vice President Meagher referenced the September 15, 2015 camping season closing, which seemed rather early, and potentially extending the camping season or shifting the opening and closing of the season. The fee schedule proposed is not based on an extended season. Parks and Recreation Program Director Jill Goldstein suggested opening the season earlier in the week so that staff is available. Discussion ensued.

**A motion was made by Vice President Meagher with second by Councilor White to approve the 2016 Fort Getty Fee Schedule as recommended with the fee increase of \$100 for the resident and non-resident seasonal campers and 3% convenience fee for credit cards with a 2016 season schedule of May 19<sup>th</sup> to September 19<sup>th</sup>. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

Town Administrator Nota stated Fort Getty Pavilion policies, procedures, and fees will be on the January agenda.

- G) Tree Warden Appointment: discussion and/or potential action and/or vote
  - 1) Letter of Steven Saracino with request for reappointment as Tree Warden
  - 2) Letter of Tree Preservation and Protection Committee Chair James Rugh re: Committee's unanimous vote to support reappointment of Steven Saracino as Tree Warden
  - 3) Letter of RIDEM Division of Forest Environment Coordinator Tee Jay Boudreau requesting submission of annual Tree Warden Appointment by February 1, 2016

**A motion was made by Councilor White with second by Councilor Dickinson to reappoint Steve Saracino as the Tree Warden.**

Discussion. Steve Saracino has done a great job.

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

## **IX. ORDINANCES AND APPOINTMENTS AND VACANCIES**

- A) Appointments and Vacancies,  
Interviews were conducted over several dates.
  - 1) Jamestown Harbor Commission (One vacancy with an unexpired three-year term ending date of December 31, 2017); duly advertised, interviews conducted; review and/or potential action and/or vote

- a) Letters of interest
  - i) Daniel Wurzbacher
  - ii) Wayne Banks

A current Harbor Commission member is not seeking reappointment creating two openings. Discussion ensued of appointing one applicant. This agenda item will be continued to the January Town Council meeting.

- 2) Jamestown Library Board of Trustees (One vacancy with an unexpired three-year term ending date of December 31, 2015); duly advertised; interviews conducted; review and/or potential action and/or vote
  - a) Letters of interest
    - i) Christian Infantolino
    - ii) Frank F. Sallee
    - iii) David Reardon
    - iv) Marianne Kirby
    - v) Lauren McCombs

President Trocki thanked all those who applied. The candidates were all qualified and capable and it is a difficult choice to make. Vice President Meagher stated this is a great group of applicants. Marianne Kirby has experience with youth and young adults, the target group for the Library renovation project. Councilors Dickinson, White and Tighe concur.

**A motion was made by Vice President Meagher with second by Councilor Tighe to appoint Maryanne Kirby to the unexpired term to December 31, 2015. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

- 3) Jamestown Tax Assessment Board of Review (One vacancy with an unexpired three year term ending date of May 31, 2016); duly advertised; interviews conducted; review and/or potential action and/or vote
  - a) Letters of interest
    - i) Karen Gabriele
    - ii) Joyce Antoniello

**A motion was made by Councilor White with second by Vice President Meagher to appoint Joyce Antoniello to the unexpired term.**

Discussion. This would place two agents from the same real estate firm on the Board.

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

**A motion was made by Councilor Dickinson with second by Councilor Tighe to**  
Town Council Meeting 12.07.2015 Page 11 of 15

**appoint Karen Gabriele to the Tax Assessment Board of Review. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

- 4) Jamestown Planning Commission (One vacancy with an unexpired four year term ending date of December 31, 2018); duly advertised
  - a) Letter of interest
    - i) Theresa DiGiovanni

**A motion was made by Vice President Meagher with second by Councilor White to hold the appointment until Ms. DiGiovanni's interview is completed. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

#### **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 Vice President Meagher 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 Council Minutes
  - 1) November 9, 2015 (regular meeting)
  - 2) November 9, 2015 (work session)
  - 3) November 9, 2015 (interview session)
- B) Minutes from Boards, Commissions and Committees
  - 1) Jamestown Charter Review Committee (10/28/2015)
  - 2) Jamestown Charter Review Committee (11/04/2015)
  - 3) Jamestown Philomenian Library Board of Trustees (10/13/2015)
  - 4) Jamestown Traffic Committee (10/20/2015)
  - 5) Jamestown Tree Preservation & Protection Committee (10/27/2015)
  - 6) Jamestown Zoning Board of Review (09/22/2015)
- C) Zoning Abutter Notification
  - 1) NOTICE IS HEREBY GIVEN: that the Jamestown Zoning Board of Review will hold a public hearing December 15, 2015 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island at 7:00 p.m. upon the following: Application of EPI Real Estate Holdings, LLC, whose property is located at 41 Narragansett Ave., and further identified as Assessor's Plat 9, Lot 211 for a variance from Article 3, Table 3-2 Dimensional variances, 3. Art. 12, Sec. 1203 Parking Requirements.
    1. Chapter 82 Zoning-Appendix A-Minor Subdivision Regulation.

2. Preliminary Plat check list No. 3.
3. Art. 12, Sec. 1203 Parking Requirements. To 1. Divide current 10,210 into 2 lots. Lot A to be 4,059 sq. ft. instead of the required 5,000 sq. ft. 2. Lot B to be 4 ft. 9 in. rear lot set back instead of 12 ft. 3. Lot B – A variance to allow the existing configuration of parking to satisfy the requirements for Lot B. No physical alterations are being requested. Said property is located in a CD zone and contains 10,210 sq. ft.

D) CRMC Notices

- 1) December 2015 Calendar
- 2) Semi-Monthly Meeting Agenda for December 8, 2015

E) Abatements/Addenda of Taxes

Total Abatements: \$109,661.56 Total Addenda: \$109,653.49

1) Motor Vehicles – Abatements to 2015 Tax Roll

**Account/Abatement Amount**

a) #18-0028-40M \$ 43.24

2) Properties – Abatements to 2015 Tax Roll

**Property/Abatement Amount**

a) Plat 4 Lot 27 \$ 11,654.38  
 b) Plat 5 Lot 457 \$ 3,147.44  
 c) Plat 9 Lot 146 \$ 5,780.80  
 d) Plat 2 Lot 112 \$ 6,650.66  
 e) Plat 8 Lot 788 \$ 3,491.86  
 f) Plat 1 Lot 219 \$ 5,885.04  
 g) Plat 2 Lot 184 \$ 5,066.74  
 h) Plat 10 Lot 8 \$ 7,029.95  
 i) Plat 10 Lot 35 \$ 2,219.58  
 j) Plat 8 Lot 170-4H \$ 5,615.18  
 k) Plat 9 Lot 794 \$ 4,968.77  
 l) Plat 10 Lot 111 \$ 6,964.98  
 m) Plat 3 Lot 228 \$ 2,567.96  
 n) Plat 14 Lot 153 \$ 619.87  
 o) Plat 3 Lot 526 \$ 2,902.47  
 p) Plat 8 Lot 170-4H \$ 8.73  
 q) Plat 15 Lot 292 \$ 3,391.52  
 r) Plat 9 Lot 792 \$ 26,191.42

3) Properties – Addenda to 2015 Tax Roll

**Property/Addenda Amount**

a) Plat 2 Lot 184 \$ 5,066.74  
 b) Plat 5 Lot 457 \$ 3,147.44  
 c) Plat 14 Lot 153 \$ 619.87  
 d) Plat 10 Lot 111 \$ 6,964.98  
 e) Plat 9 Lot 146 \$ 5,780.80  
 f) Plat 4 Lot 27 \$ 11,654.38  
 g) Plat 14 Lot 144 \$ 2,946.37  
 h) Plat 9 Lot 794 \$ 4,968.77

- |  |    |                   |              |
|--|----|-------------------|--------------|
|  | i) | Plat 10 Lot 35    | \$ 2,219.58  |
|  | j) | Plat 2 Lot 112    | \$ 5,650.66  |
|  | k) | Plat 9 Lot 228    | \$ 2,567.96  |
|  | l) | Plat 9 Lot 792    | \$ 26,191.42 |
|  | m) | Plat 3 Lot 526    | \$ 5,460.97  |
|  | n) | Plat 8 Lot 1704-H | \$ 5,615.18  |
|  | o) | Plat 15 Lot 292   | \$ 3,391.52  |
|  | p) | Plat 8 Lot 788    | \$ 3,491.86  |
|  | q) | Plat 10 Lot 8     | \$ 7,029.95  |
|  | r) | Plat 1 Lot 219    | \$ 5,885.04  |
- F) Finance Director's Report
- G) One Day Event/Entertainment License Application
- 1) Applicant: Jamestown 1<sup>st</sup> Day Plunge  
Event: Jamestown 1<sup>st</sup> Day Plunge 2016  
Date: January 1, 2016  
Location: East Ferry Beach/Veterans' Square

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

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

The Communications, Petitions, and Proclamations and Resolutions from Other Rhode Island Cities and Towns received consists of the following:

- A) Communications
- 1) Statewide Planning Council announcement of Public Hearings for Amendment to Rules and Standards – Comprehensive Plan Review on Monday, December 7, 2015 11:00 a.m. and 6:00 p.m.
  - 2) Letter of House Minority Leader Brian C. Newberry re: HUD's AFFH rule and Sustainable Community grants for land use and new development of affordable housing
  - 3) Notice of Master Plan Information Meeting for application of Jamestown Terrace, 138 Narragansett Avenue, Plat 8 Lot 79, Applicant: Douglas Enterprises, LTD for Comprehensive Permit for low and moderate income housing, a Major Land Development Project for 16 units, 2 buildings, Special Use Permit for Multi-Family Development Proposal with Variances on December 16, 2015 meeting of the Jamestown Planning Commission, 7:00 p.m., in the Jamestown Town Hall Town Council Chambers at 93 Narragansett Avenue
  - 4) Announcement and Registration form for RI League of Cities & Towns 2016 Annual Convention, January 28, 2016, Crown Plaza, Warwick

**XII. ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS**

Addressed previously.

### **XIII. EXECUTIVE SESSION**

None.

### **XIV. ADJOURNMENT**

**A motion was made by Vice President Meagher with second by Councilor White to adjourn. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye. Motion passes by a majority vote in the affirmative.**

The regular meeting was adjourned at 9:18 p.m.

Attest:

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Cheryl A. Fernstrom, CMC, Town Clerk

Copies to:     Town Council  
                  Town Administrator  
                  Finance Director  
                  Solicitor

**JAMESTOWN PHILOMENIAN LIBRARY**  
**Revised Minutes of a Regular Meeting of the Board of Trustees**  
**Tuesday, November 10, 2015**

The meeting was called to order at 5 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, Mary Lou Sanborn, Paul Housberg, Chris Walsh, and Jennifer Cloud

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

Guest: Andrew Nota (Town Administrator)

- I. **Roll Call of Members:** The roll call of attendance was completed by Secretary Laura Yentsch. The attendance is noted above.
- II. **Agenda Revision:** Mary Lou Sanborn made a motion to revise the November agenda based on one item not included on November agenda which was marked for this agenda in the October 13, 2015 minutes. This item was a discussion on the Annual Report. Andy Nota clarified the procedures for adding items to the formal agenda based on recent changes made by the Secretary of State office. It was decided by the Trustees that the Annual Report will be added to the December 2015 agenda.
- III. **Consent Agenda:** Peter Carson asked the Trustees if there were any items to be pulled from the consent agenda. Peter wanted to remove the Trustee Financial Report and discuss it under New Business. The consent agenda items included Financial Reports (Library) and the report of the Library Director, Donna Fogarty. A motion was made to accept the consent agenda. This motion was unanimously approved.
- IV. **Disposition of Minutes of October 13, 2015**  
There was a motion to accept the minutes pending the following revision: the use of the Friends 501c3 account for fundraising, if necessary. The following Trustees voted to accept the minutes with this revision: Peter Carson, Paul Housberg, Jennifer Cloud, Laura Yentsch, Chris Walsh, and Mary Lou Sanborn.
- V. **President's Report:**
  - A. Peter Carson noted that an OLIS workshop with the coalition of Library Services will be held on Thursday, Nov. 12, 2015 in Cumberland, RI. Peter Carson and Mary Lou Sanborn stated that they will attend the meeting.
  - B. Peter wanted to review Title 29 of the Rhode Island General Laws, specifically sections 29-4-5, 29-4-6, and 29-4-7. These sections address the issue on the appointment of the Board of Trustees and the charge of the Trustees. It was decided by the Trustees to table this conversation until January 2016 when the new Trustee is appointed. There was a suggestion by Mary Lou Sanborn that we review these sections of the Rhode Island General Law before the January 2016 meeting; all Trustees concurred. Donna Fogarty will send out a link to this part of the Statute.
  - C. Peter Carson wants to accept Town Councilman Blake Dickinson's offer for the Trustees to meet with the Town Council to discover our roles as Trustees. Peter is also not clear on how to use Open Meetings Act (OMA). He thinks we should invite someone from OLIS or State Library Board to the meeting with the

Town Council. He is willing to come to meeting with the Town Council to get to the bottom of the responsibilities of the Trustees.

- D. Laura Yentsch brought up items noted in recent email correspondence among Paul Housberg, Peter Carson, and Blake Dickinson. The emails were sent to the Town Council members and ultimately to the Trustees. Laura Yentsch noted that three areas contained inaccurate information. The Items which were inaccurate were the appointment of Paul Housberg by all Trustees, the Trustee review of Board governance policies, and the issue of emailing the Town Council and the Town Administrator without notifying the Trustees. A discussion ensued about this issue. Donna Fogarty, Jennifer Cloud, and Peter Carson said that they thought there was discussion Paul's appointment. Laura Yentsch noted that this was inaccurate and referred to the approved minutes of September 22, 2015 Trustee meeting as proof. Peter Carson said that he will make sure that all appointments are voted on going forward.
- E. Jennifer Cloud asked about how to finance the survey. The Library Renovation Committee will research this information (revision).

**VI. Progress and Service Report of the Library Director:**

Prior to the meeting, Donna Fogarty submitted a report to the Trustees. The report was reviewed with no questions.

**VII. Friends of the Library Report:**

Jennifer Cloud attended the Friends' meeting this month. Items discussed were future programs, the renovation committee and secrecy issues, and Christmas programs. The Friends' group suggested an announcement in the *Jamestown Press* to make the Renovation Committee meetings known to the public. Peter Carson mentioned that it is important to have the liaison with the Friends and to continue improving communications. There was a question on the Friends' liaison to the Trustees. It was noted that Dorothy Strang was not a liaison to the Trustees, but was the representative to the Renovation Committee. A recommendation was made to have Laura Yentsch ask the Friends' group to appoint a liaison to the Trustees. Laura Yentsch will attend the December Friends' meeting.

**VIII. Communications:** None

**IX. Old Business:**

**Library Renovation Committee Charge:**

Chris Walsh reported the following took place at the last meeting:

- A. A lively discussion on what was an excellent library for Jamestown.
- B. A handout of topics was distributed. Topics included survey, children's room, community and patron spaces, technology, staff area needs, physical plant, and building needs. Chris Walsh reviewed the topics and asked the Trustees if any other topics needed to be added. Laura Yentsch mentioned adding "other libraries" to the list of topics.
- C. A survey was discussed at the last Renovation Committee meeting. Chris Walsh is hoping to complete the survey content at the next meeting. He wants to talk about disseminating the survey. Lisa Bryer volunteered to move this forward. Chris wanted to have the Trustees approve it in the December Trustee meeting in order to implement the survey by January 2016.
- D. Chris Walsh asked for a timeframe and direction on what needs to happen in Phase 1 of the project.

- E. Mary Lou Sanborn mentioned that we need a project outline. She took the initiative and worked and distributed a draft copy of the project outline. She suggested a special meeting to look at this draft copy and then present it to the Town Council. This would be a living document. Peter Carson's concern was about putting this out to the public in case things change going forward. Mary Lou Sanborn stated that this should be given to the Town Council. Chris Walsh said that this project plan was very helpful and he suggested refining the plan a bit. Chris Walsh said that this addresses the information. Mary Lou Sanborn said that the automation of the survey will make a difference in the timeline. Donna Fogarty asked about how to reach summer residents. Dissemination of the survey will be a discussion at the next Library Renovation meeting.
- F. Peter Carson mentioned marketing the survey and action plan need to be disseminated correctly; it is not to be rushed. This schedule will inform the Town Capital Improvement Plan for the budget in 2016. Mary Lou mentioned that this would come out of Phase 2, design. Andy Nota mentioned that the engineering study needs to take place by the end of the fiscal year, June 30, 2016. A discussion ensued on how to go about hiring an architect. Andy Nota mentioned that he and Donna Fogarty will work on an RFP to accomplish this task.
- G. Mary Lou Sanborn asked Chris Walsh if the suggestion at the October 13, 2015 Trustee meeting of adding members from all aspects of the community to the Library Renovation Committee took place. Chris Walsh mentioned that he will contact the Jamestown Chamber of Commerce to include different populations of the island.

**X. New Business:**

**Governance Policies:**

- A. Paul Housberg apologized to the Board of Trustees for creating all of the drama with recent email correspondence to the Town Council. Paul Housberg mentioned that he needs to have a better understanding of communication. This type of issue should be considered as part of the Library Trustees By-Laws/ Board Policies.
- B. Paul Housberg stated that he has experience in two different boards. He suggests that we try a couple of policies. Paul Housberg wanted to now take a vote on his appointment to the governance policy position. A motion was made to appoint Paul Housberg to lead the governance section. It was unanimously approved by the Trustees.
- C. Paul Housberg referred to a handout of topics for the proposed policies for Board Development.
- D. Peter Carson asked how to adopt policies; do we adopt each as the policies are reviewed. Mary Lou Sanborn mentioned that policies are distributed, reviewed, and placed on 30-day reads, pending a vote at the next Board of Trustee meeting.
- E. The first policy distributed was titled "Governing Style." Mary Lou Sanborn looked for a relation to Title 29. Jennifer Cloud asked specifically about orientation of new board members. A "Code of Conduct" policy was also distributed. In the January 2016 meeting, the two sections will be reviewed and either adopt or put aside.

**b. Financial Reports (Trustee):**

- A. Peter Carson asked about the details in the September 2015 report; specifically, activity of the accounts. Mary Lou Sanborn said that she can provide this information. Peter Carson wanted the Treasurer to include this information going forward. Mary Lou Sanborn noted that two checks were written from the 330 account to Blakeley Briscoe, there was a transfer from the Capital Campaign account to the checking account, and the Champlin Fund account was the same. Mary Lou Sanborn will include details going forward. A motion was made to accept the report. It was unanously approved.
- B. Jennifer Cloud asked about a Christmas gesture for the staff of the library. All agreed that this was a good idea. Mary Lou suggested teaming up with the Friends to do the luncheon. Mary Lou Sanborn offered to contact Arlene Petit regarding this issue.
- C. Mary Lou Sanborn asked about evaluating the director, Donna Fogarty. Donna Fogarty mentioned that this is usually done every February.

**XI. Public Presentation to, or discussion with, the Board – None**

**XII. Adjournment and Date of the next regular meeting** –The meeting was adjourned at 6:35 p.m. The next regular meeting of the Trustees will be held on Tuesday, December 8, 2015, at 5 p.m.

Laura Yentsch  
Secretary.

**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 **DECEMBER 17, 2015** MEETING

**MOTOR VEHICLE ABATEMENTS TO 2013 TAX ROLL**

#06-0397-97M Francis, Scott A.	Motor Vehicle - 2003 Toyota Reg. #588956 Soldier/Sailor Exemption	\$30.47
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**MOTOR VEHICLE ABATEMENTS TO 2014 TAX ROLL**

#06-0397-97M Francis, Scott A.	Motor Vehicle - 2003 Toyota Reg. #588956 Soldier/Sailor Exemption	\$64.89
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**MOTOR VEHICLE ABATEMENTS TO 2015 TAX ROLL**

#06-0397-97M Francis, Scott A.	Motor Vehicle - 2003 Toyota Reg. #588956 Soldier/Sailor Exemption	\$53.35
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**REAL PROPERTY ABATEMENTS TO 2015 TAX ROLL**

#01-0262-00 Taylor, Thomas R. Jr. & Mary Louise	Plat 8, Lot 47 – Property transfer 11-23-15 to Account #20-0100-00	\$2,470.21
#01-0382-20 Anderson, William F., Trustee	Plat 9, Lot 422 – Property transfer 11-30-15 to Account #18-0691-00	\$3,525.81
#02-0564-00 Beretta, David III et al	Plat 9, Lot 291-A– Property transfer 11-20-15 to Account #13-0281-00	\$10,091.58
#07-0771-50 Graham, E.W. Sterling III & Taft, Amy	Plat 9, Lot 506 – Property transfer 11-3-15 to Account #20-0010-50	\$3,876.33
#08-0509-40 Highland Family Trust	Plat 9, Lot 860 – Property transfer 11-17-15 to Account #16-0681-45	\$4,527.85
#10-0011-90 Jacobs, Douglas L. et ux Pemmerl, Constance, R.	Plat 3, Lot 486 - Tax Appeal Assessment reduced based on sale price New value = \$2,400,000	\$3,447.03
#12-0895-01 Lovegreen, Steven D. & Craig P.	Plat 16, Lot 157 – Property transfer 11-17-15 to Account #12-0892-00	\$2,438.01
#13-1737-75 Misto, Nancy L. & Ralph L. Jr.	Plat 5, Lot 429 – Property transfer 12-1-15 to Account #18-0780-50	\$4,582.97
#13-1780-10 Mizzen Mast Properties, LLC	Plat 15, Lot 243 – Property transfer 11-10-15 to Account #06-0031-60	\$2,000.77

#22-0186-75 Vieira, Daniel J. P.	Plat 8, Lot 468 – Property transfer 11-5-15 to Account #16-0144-10	\$3,057.59
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**REAL PROPERTY ADDENDA TO 2015 TAX ROLL**

#06-0031-60 Fagan, Robert J. & Jean M.	Plat 15, Lot 243 – Property transfer 11-10-15 from Account #13-1780-10	\$2,000.77
#12-0892-00 Lovegreen, Craig P. & Alison J.	Plat 16, Lot 157 – Property transfer 11-17-15 from Account #12-0895-01	\$2,438.01
#13-0281-00 Mainiero, Douglas H. & Martha B.	Plat 9, Lot 291A – Property transfer 11-20-15 from Account #02-0564-00	\$10,091.58
#16-0144-10 Paolino, Kate Vieira	Plat 8, Lot 468 – Property transfer 11-5-15 from Account #22-0186-75	\$3,057.59
#16-0681-45 Petrie, Aidan & Kathryn	Plat 9, Lot 860 – Property transfer 11-17-15 from Account #08-0509-40	\$4,527.85
#18-0691-00 Romashkowsky, Maria E.	Plat 9, Lot 422 – Property transfer 11-30-15 from Account #01-0382-20	\$3,525.81
#18-0780-50 Rothemich, Karl D. & DeAngelis-Rothemich, Linda A.	Plat 5, Lot 429 – Property transfer 12-1-15 from Account #13-1737-75	\$4,582.97
#20-0010-50 Taft, Amy Wood	Plat 9, Lot 506 – Property transfer 11-3-15 from Account #07-0771-50	\$3,876.33
#20-0100-00 Taylor, Thomas R. Jr. & Mary Louise	Plat 8, Lot 46 – Property transfer 11-23-15 from Account #01-0262-00	\$2,470.21

<b>TOTAL ABATEMENTS</b>	<b>\$40,166.86</b>
<b>TOTAL ADDENDA</b>	<b>\$36,571.12</b>

RESPECTFULLY SUBMITTED,

*Kenneth S. Gray*

KENNETH S. GRAY,  
TAX ASSESSOR