



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
93 Narragansett Avenue  
**Tuesday, February 18, 2014**  
**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. 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) Licenses and Permits**

- 1) Holiday License renewal applications
  - a) Baker's Pharmacy of Jamestown, Inc. dba: Baker's Pharmacy  
Location: 53 Narragansett Avenue
  - b) Cumberland Farms, Inc. dba: Cumberland Farms Store #1108  
Location : 41 North Road
  - c) Deb's Beads/The Purple Door  
Location: 47 Conanicus Avenue
  - d) Dorianna Corella dba: The Village Hearth Bakery  
Location: 2 Watson Avenue
  - e) East Ferry Market, Ltd. dba: East Ferry Market & Deli  
Location: 47 Conanicus Avenue
  - f) ESJ, Inc. dba: Simpatico Jamestown  
Location: 13 Narragansett Avenue
  - g) Gail Chase dba: Hodgkiss Farm  
Location: 305 North Road
  - h) Islandish, Ltd. dba: Chopmist Charlie's  
Location: 40 Narragansett Avenue
  - i) Jamestown Boat Yard, Inc. dba: Jamestown Boat Yard  
Location: 60 Dumpling Drive
  - j) Jamestown Designs dba: Jamestown Designs  
Location: 17 Narragansett Avenue

- k) Jamestown Hardware, Inc. dba: Jamestown True Value Hardware  
Location: 5 Narragansett Avenue
- l) Jamestown Mist, LLC dba: Jamestown Mist  
Location: 35 Narragansett Avenue
- m) Jamestown Oyster Bar, Inc. dba: Jamestown Oyster Bar  
22 Narragansett Avenue
- n) Lucky Ridge Co. LLC dba: Spinnaker's Café  
Location: 3 Ferry Wharf
- o) Plantation Catering, Inc. dba: Plantation at the Bay Voyage  
Location: 150 Conanicus Avenue
- p) Portuguese American Citizens Club dba: Jamestown Bar & Grille  
Location: 11 Pemberton Avenue
- q) Slice of Heaven, Inc. dba: Slice of Heaven  
Location: 32 Narragansett Avenue
- r) Tallulah, LLC dba: Tallulah's Tacos  
Location: 252 Narragansett Avenue
- s) TMT Corp. dba: McQuade's Laundromat  
Location: 5 Clarke Street
- t) TMT Corp. dba: McQuade's Supermarket  
Location: 6 Clarke Street
- u) Urban Flowers, LLC dba: The Secret Garden  
Location: 12 Southwest Avenue
- v) Varsha, Inc. dba: Jamestown Wine & Spirits  
Location: 30 Southwest Avenue
- w) Yun Chen dba: Peking Garden  
Location: 34 Narragansett Avenue
- 2) Holiday and Peddler License renewal applications
  - a) A. B. Monroe Dairy, Inc. dba: A. B. Munroe Dairy  
Location: Island-wide
  - b) Del's Lemonade & Refreshments, Inc. dba: Del's of Jamestown  
Location: Mackerel Cove Beach (East side of parking lot); Ft. Getty & Jamestown Shores Beach
  - c) Lucky Ridge Co. LLC dba: Spinnaker's Café Mobile Unit  
Location: East Ferry, Ft. Getty, & Mackerel Cove Beach parking lot
  - d) Tallulah, LLC dba: Tallulah's Tacos Mobile Unit  
Location: Mackerel Cove (east side of parking lot) & Head's Beach
- 3) Peddler License renewal application
  - a) Jennifer Talancy dba: Stearns Farms Organic Produce  
Location: East Ferry Beach (near seawall)
- 4) Trash Collector License Renewal applications
  - a) Island Rubbish Service, Inc. dba: Island Rubbish Service, Inc.  
Location: 8 Swinburne Street
  - b) Waste Management of RI, Inc. dba: Waste Management of RI, Inc.  
Location: Island-wide
- 5) One Day Event/Entertainment License applications

- a) Applicant: Leo Cote  
Event: Cote Family Party  
Date: May 25, 2014  
Location: Fort Getty Pavilion
- b) Applicant: Payton Elizabeth Watson Memorial Foundation  
Event: Payton's Pace 5K Run/Walk  
Date: May 18, 2014  
Location: Fort Getty & streets of Jamestown
  - i) Request for waiver of Pavilion rental fee for Payton's Pace 5K

#### **IV. 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) Ellen Winsor
- B) Non-scheduled to address

#### **V. UNFINISHED BUSINESS**

- A) Website redesign project update
- B) Handicapped parking issue at Narragansett Avenue/Clinton Avenue
- C) Fire Department Strategic Plan
- D) Electronic Surveillance Policy update

#### **VI. NEW BUSINESS**

- A) Community Policing plan discussion
- B) Collins Center Recreation Study action plan
- C) Agenda items for March 3, 2014

#### **VII. ORDINANCES AND APPOINTMENTS**

- A) Appointments/Vacancies/Resignations
  - 1) Newport and Bristol County Conventions & Visitors' Bureau Representative for the unexpired term to September 7, 2014
    - a) Letter of interest; interview conducted
      - i) Frank F. Sallee
  - 2) Jamestown Housing Authority – Resident Commissioner – One (1) five-year term to December 31, 2018
    - a) Letter of appointment from Housing Authority Director Richard Leco
      - i) Jane Carroll

#### **VIII. 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) Finance Director's Report

- B) Zoning Abutter Notification
- 1) Notice is hereby given that the Jamestown Zoning Board of Review will hold a public hearing February 25, 2014, at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island, at 7:00 p.m. upon the following: Application of Mains' 1 Properties, LLC, owner, & Joseph P. McGrady, Jr. and Maria McGrady, applicant. Property located at 244-252 Narragansett Avenue, and further identified as Assessor's Plat 8, Lots 2, 463 & 597, for a variance from Article 3, Table 3-2 (District Dimensional Regulations) to construct an addition to the existing dwelling which will be 14.85 ft. from the easterly property line, 20 ft. being required, and an addition to the existing boat shed which will be 19.20 ft. from the southerly lot line, 30 ft. being required. Said property is located in a CW zone and contains 31,184 sq. ft. of land.

#### **IX. 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); discussion and/or potential vote in executive session and/or open session

#### **X. ADJOURNMENT**

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

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

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

## **Ellen Winsor, Former Town Councilor, Jamestown Rhode Island 2009 - 2012**

February 5, 2014

Dear Jamestown Town Councilors,

### **MUNICIPALITIES, INNOVATION AND JOB CREATION PARADIGM**

A \$3M Department of Energy grant, issued only January 6, 2014, pushes a conversation with you; the grant deadline is in February. I offer an economic approach for your review, to more swiftly scale up technology towards job creation, one which focuses on the role of municipalities.

### **MUNICIPAL ASSETS OPENED TO INNOVATORS**

My goal to strengthen Rhode Island and entrepreneurship, plus parlay the military presence of the Naval Underwater Warfare Center and Naval War College, is for Rhode Island to become known as a prototype test state where (preferably) all RI municipalities (eventually) sign on as prototype test areas. The goal is for each participating municipality to identify municipal assets (for example, public lands, Waste Water Treatment Plants, redundant brick factories, etc.) that the municipality is willing to open to entrepreneurs to test their prototypes, for a short period of purposeful testing, or for a longer commitment to the entrepreneurs, as needed. The paradigm aims to streamline documentation with standardized innovators' contracts and standardized insurance coverage for the municipalities and entrepreneurs.

Rhode Island municipalities helping to test prototypes and supporting excellent potential product development early on, makes it all the more likely, when it comes time to assemble products or produce parts for the innovation, the skilled and semiskilled jobs may come to Rhode Island. Municipalities hosting green energy prototypes may be able to benefit too by offsetting their municipal energy bills during the prototype's green energy production. (See below for prototype sources)

### **SMALLEST STATE IN THE UNION: GENERATING PROMISE**

The small size of Rhode Island (and the large number of municipalities in close geographic proximity) serves as an advantage to be capitalized on making the paradigm manageable. The endeavor may start in a single RI municipality, such as the island of Jamestown, after Town Council discussion and with consensus, but scale up quickly to encompass Newport's Aquidneck Island communities, along with 'military NUWC and NWC,' and progress statewide by aligning innovators with applicable municipal assets. A goal of full municipal 'sign on' in Rhode Island, with innovators lined up, will create an exciting choreographed collaboration, while offering new promise for taxpayers and businesses, plus garner positive attention for innovation.

### **EXISTING BUSINESSES**

The paradigm is also proactive in identifying and seeking out technological enhancements needed by *existing* RI businesses for higher profits and growth. Innovations for prototype testing can be gleaned from MIT's (very sophisticated) Emerging Technology (EmTech) conference, MIT Energy and Venture Capital conferences, the Department of Energy's ARPA-E conference (transformational products is their goal), Aspen Ideas Festival (many leaders present from all realms of intellectual life), the Naval Underwater Warfare Center (open patents and Forums), universities, clean energy consortiums, innovators forums, to name a few. Formally focusing on municipalities, in conjunction with BetaSpring and other RI entrepreneurial support systems, parlays public and private economic focus, plus stronger job growth potential, and an enhanced RI identity nationally. This endeavor focuses on municipalities; it is local.

#### YOUTH: STEM AND STEAM

Teenagers and children will be invited to participate in the paradigm in various ways, which will help foster the nation's educational needs for Science, Technology and Math competency, with influence of the out-of-the-box ARTS, while inspiring the next generation to excel through innovators as potential mentors. Educators and social advocates (ex, the Providence's TEDx presenters) are welcome liaisons.

#### NOT-FOR-PROFIT WITH EQUITY CLOUD FUNDING and EXPERT BOARD MEMBERS

A nonprofit is probably the entity of choice for the paradigm, backed by a board of RI and national experts to firmly establish the fundamentals of the paradigm, assure equitable implementation, and importantly create crowd-sourced internet donations, plus rewards-based equity cloud funding, and public-private partnerships.

#### NATIONAL EXPERTS

Presenters from The Aspen Ideas Festival 2013 have strong expertise in policy, energy, law, insurance, behavioral economics, homeland security and funding. I feel experts such as these would be wonderful advisors to weigh-in on the paradigm, with some potentially as board members for a new nonprofit to collaborate closely with innovators and municipalities. Of course participating municipalities would have freewill to receive, or not, a prototype for testing, with cloud-internet funding, and public-private partnerships, to underwrite the temporary testing period.

#### ECONOMIC GROWTH MUNICIPAL LEVEL

At the December 2012 *Kauffman Foundation* conference, *Summit on the New American City*, it was noted "Seeding economic growth is easier to do locally than statewide or on a national level," this according to Brad Field, expert at building entrepreneurial cities.

#### DOE GRANT

I do not know yet what COMMERCE RI, STAC and the *Renewable Energy Fund* staff will include in the grant's White Paper. In the meantime, I seek that this paradigm and grant topic be placed on the agenda at the Council's February 17 meeting given the grant's deadline is February 21, 2014. My motivation is Rhode Island's high unemployment, now tied for last with Nevada.

#### THE TOWN COUNCIL'S VOTE

If the White Paper includes this paradigm, the Jamestown Town Council would be approving interest pending further details.

#### ENTREPRENEURS

Please see the examples of three entrepreneurs with clean innovations in the Post Script.

Best regards,

*Ellen M. Winsor*

Ellen Winsor  
Former Jamestown RI Town Councilor, 2009 - 2012  
736 East Shore Road Jamestown, RI 02835-1845  
Cell: 401-458-5750  
[exmouthri@aol.com](mailto:exmouthri@aol.com)

## EXAMPLES OF THREE ENTREPRENEURS

### **Combined Heat & Power, Jason Ethier, and Dynamo Micropower**

Jason Ethier is a Duke University engineering graduate who has a Combined Heat & Power unit (CHP). It is basically a tiny jet engine as turbine (or a tiny furnace) which can run on multiple fuels, captures waste heat for better efficiency - with excess energy available for the grid. I suggested Jason apply for the Kauffman Foundation STARTUP AWARD for his "Dynamo Microturbine." He was selected co-grand prize winner for his innovation out of 400 applications and 60 nations. Forbes magazine declared Jason a "30 Under 30 for Energy." I continue to follow Jason Ethier's endeavors.

### **Vertical Access Wind Turbine, Caltech**

John Dabiri Ph.D, professor at Caltech, a Presidential Scholar and a MacArthur Fellow, has a vertical access wind turbine (VWAT) in a particular arrangement for wind efficiency. I have emailed John periodically in the last two years about potentially testing a prototype on Jamestown. A few months ago I attended MIT's Emerging Technology conference (MIT EmTech) where they award entrepreneurs under the age of 35 for their exceptional technological innovations. Dr. Dabiri was present as a "TR35" awardee. I introduced myself for the first time to John in person and he joined my table for lunch. Since the New Year, Dr. Dabiri and I have emailed about some specifics for testing a VWAT on Jamestown (while he is at Woods Hole this summer), which is something I planned to bring up with the Town Council when I had all the information needed. Currently Dr. Dabiri is interviewing two manufacturers. For the paradigm above, the example I gave our Town Administrator Kevin Paico, perhaps Dr. Dabiri's *vertical* access wind turbine could be placed on the front lawn at the Waste Water Treatment Plant, with a goal that the plant's electricity be offset while the turbine is being tested.

### **MAKANI POWER**

Makani Power's wind wing is fascinating and very futuristic, a 'wing' on a tether. Google X recently bought out Makani Power and featured the Makani wing at GoogleX's MIT EmTech conference. I have seen the wing at ARPA-E and at the MIT Energy Conference. For two years I had been in touch with the engineers and mentioned Jamestown's wind. Now that Makani Power has been bought out by secretive Google X all has gone silent (except what little was presented at MIT recently), but we should watch for when they surface, because perhaps Jamestown would want to advocate the island be the site to fly the wing during data gathering.

### **TED TALK**

*Please consider watching this TED Talk.* It is fantastic and sets a tone. The DARPA director's talk is *far more* cutting-edge that I am proposing, but captures the spirit, and hope, of the paradigm I offer for municipalities to foster product development - ultimately towards job creation:

[http://www.ted.com/talks/regina\\_dugan\\_from\\_mach\\_20\\_glider\\_to\\_humming\\_bird\\_drone.html](http://www.ted.com/talks/regina_dugan_from_mach_20_glider_to_humming_bird_drone.html)



# THE TOWN OF JAMESTOWN

93 Narragansett Ave  
P.O BOX 377  
JAMESTOWN, RHODE ISLAND 02835

Kevin Paicos, Town Administrator  
Phone: (401) 423-7201  
Fax: (401) 423-7228

## MEMO

February 10, 2014

To: Town Council  
From: Kevin Paicos, Town Administrator  
Subject: request for Town-Owned Land on Clinton Avenue  
Cc: Mike Gray, Fred Brown, Lisa Bryer, Ken Gray, Tina Collins, Peter Ruggiero

At your meeting on Feb. 18, 2014 you will consider an agenda item requesting use of Town-owned land on Clinton Avenue near the intersection with Narragansett.

This request was continued from your meeting first on Aug. 19, 2013, than again on Sept. 3, 2013 and finally Oct. 21, 2013.

To assist you with recalling this issue a copy of your minutes from all dates is attached and italicized below.

### 10/21/2013

#### **VI. NEW BUSINESS**

A) *Handicapped parking issue (Narragansett Avenue at Clinton Avenue). Town Administrator Paicos stated he met with Mr. Bell and Public Works Director Gray last week, and he is optimistic we can work out a compromise that will be in the public's best interest and result in the least amount of construction on the premises and will be acceptable to the Council, Planning Board, and Mr. Bell. This item will be continued to a future date.*

### 09/03/2013

#### **VII. UNFINISHED BUSINESS**

- A) *Handicapped parking issue (Narragansett Avenue at Clinton Avenue).*
- 1) *Opinion of Building Official Frederick W. Brown*
  - 2) *Opinion of Public Works Director Michael C. Gray*



*Vice President Meagher recused on this issue and filed the appropriate form. The reports prepared by Mr. Brown and Mr. Gray were noted and reviewed. The issue regards the parking layout and handicapped parking space at Environmental Packaging International.*

*Per Mr. Brown's report, the Zoning Board of Review granted owner Victor Bell's request for parking ordinance variances to create off-street parking for seven (7) cars. As built the parking lot contains eight (8) spaces, with a handicapped parking space that straddles Town property. It is Mr. Brown's opinion only the ZBR can authorize acceptance of the parking lot as constructed, and Mr. Bell can petition the ZBR to accept the revised parking plan after receiving permission from the land owner, the Town, to use the space.*

*Mr. Gray prepared a report as requested, providing the plan approved by the ZBR (showing sidewalk and landscaping within the Town ROW), June 2013 plan showing the layout of sidewalk to be installed by DPW (with 4' concrete sidewalk and 3.7' landscaping section in the Right-of-Way), and plan showing the "as built" condition (eliminating landscaping section). Mr. Gray decided to install the sidewalk only within the limits of the parking lot. Striping was not installed (by building owner) according to the plan and the 5' access aisle adjacent to the handicapped space was not striped as required by ADA regulation. Mr. Bell requests to use the 3.7' of Town land for use as additional parking area. Lengthy discussion of present conditions ensued. Without the landscaped barrier, a potential safety issue exists, as some vehicles drive right over the curb. The handicapped space does not appear to be ADA compliant.*

*President Trocki noted the question before the Council is whether the Town should allow use of Town land for private parking. Solicitor Ruggiero stated if anything is granted, it should be done as a license. The area is used as public parking after hours and Mr. Bell has never closed the spaces off for public after-hours use. Council comments include ADA compliance is needed, Zoning regulations must be followed, there must be a balance between the need for downtown parking and the discrepancy with the approved plan, and safety is paramount. Solicitor Ruggiero stated if Council does not give permission to use the area, the issue does not proceed to Zoning. Lengthy discussion ensued.*

***A motion was made by Eugene Mihaly with second by Kristine Trocki to return to the original plan and put the landscaping strip back in.***

*Discussion. This would go back to the seven (7) parking spaces on the original plan. If a handicapped space is created, it should line up with the ramp and be compliant, with the stripes and the landscaping.*

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

08/19/2013

**I. 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.*

*Victor Bell. Ocean Avenue. Mr. Bell noted he is the President of EPI and owner of their new building. He is here asking advice on how to proceed regarding the parking spaces at the new building (Clinton Avenue at Narragansett Avenue). The rebuilt parking area has a handicapped space that encroaches on Town property due to the new sidewalk installed last year (picture displayed). A Complaint was filed, and per the Building Official, he is unable to give approval for the handicapped space on Town land. He is requesting advice from Council on how to proceed. Discussion continued.*

*Town Administrator Keiser noted Building Official Brown and Public Works Director Gray visited the site. He suggested the Council direct this issue back to Town staff, who will give a report at the next meeting on the best action to follow to resolve the issue. President Trocki noted as this is Open Forum the Council can only listen and cannot act on the issue this evening. Vice President Meagher noted she would have to recuse herself from any future discussion or action on this issue.*

I have met with the staff twice on this issue and have also met with Mr. Victor Bell (the requestor) on site, regarding this issue.

As you will note from your meeting minutes, Mr. Bell constructed 8 parking spaces on his land instead of the 7 spaces approved by the Zoning Board of Review.

This 8<sup>th</sup> space cannot be accommodated unless the Town first provides a grant of land and then the Zoning Board agrees to amend the approved plan.

Unfortunately, it does not appear that the grant of land can be accommodated without the creation of liability for the Town.

It was my hope that some compromise might be achieved that would allow the parking lot to stay as constructed and resolve any public safety issues as well.

Unfortunately I do not see how both issues can be accommodated.

Accordingly, I recommend that the request to use Town-owned land be denied.

Inasmuch as the Council has previously voted its disposition of this issue no further action by the Council is necessary unless you wish to change your Sept. 3, 2013 vote.

The Staff and I do not see any other resolution to this issue.



**From:** mleco@aol.com [mailto:mleco@aol.com]  
**Sent:** Thursday, February 06, 2014 12:21 PM  
**To:** cfernstrom@jamestownri.net

**Subject:** Housing Authority Resident Commissioner

Dear Cheryl,

Please accept this letter as our official notification that Ms. Jane Carroll of apartment F-26 at Pemberton Apartments has been elected by her fellow residents for the position of resident commissioner. All residents were notified in writing of the opportunity to express their interest in the position. At the given deadline only Ms. Carroll had submitted a letter of interest. We are pleased to forward her name to you and the council for consideration of appointment.

Thank You,  
Rick Leco  
Executive Director

Sent from Windows Mail

Town of Jamestown as an abutter.

Town Property: Plat 8, Lot 530

Subject Property: Plat 8, Lots 2, 463, & 597

TOWN OF JAMESTOWN  
ZONING BOARD OF REVIEW  
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE JAMESTOWN ZONING BOARD OF REVIEW WILL HOLD A PUBLIC HEARING FEBRUARY 25, 2014, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT 7:00 P.M. UPON THE FOLLOWING:

Application of Mains'1 Properties, LLC, owner & Joseph P. McGrady, Jr. and Maria McGrady, applicant. Property located at 244-252 Narragansett Ave., and further identified as Assessor's Plat 8, Lots 2, 463 & 597 for a variance from Article 3, Table 3-2 (District Dimensional Regulations) to construct an addition to the existing dwelling which will be 14.85 ft. from the easterly property line, 20 ft. being required, and an addition to the existing boat shed which will be 19.20 ft. from the southerly lot line, 30 ft. being required. Said property is located in a CW zone and contains 31,184 sq. ft. of land.

BY ORDER OF THE ZONING BOARD OF REVIEW  
RICHARD BOREN, CHAIRMAN  
Fred Brown, Zoning Officer

This meeting location is accessible to the physically challenged. Hearing or speech impaired individuals requiring the services of an interpreter should call 1-800-745-5555 not less than 3 business days prior to the meeting.

# Memo

Date: 1/24/2014  
To: Mr. Kevin Paicos, Town Administrator  
From: William Piva, Recreation Director  
RE: Recreation Programming and Maintenance

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Attached you will find a detailed outline of Jamestown Recreation Programming and Maintenance responsibilities. If you have any questions, please let me know.

*Jamestown Parks & Recreation*  
*William Piva, Director*

**Mission Statement**

It is the mission of the Jamestown Parks and Recreation Department to provide residents and visitors of Jamestown with safe and accessible recreational opportunities. Our goal is to enhance the quality of life in Jamestown by offering active and passive recreation programs in a clean, safe and appealing environment. This is accomplished through cooperation between the Parks & Recreation Department and various local community groups and individual volunteers.

The Jamestown Parks & Recreation Department recognizes the vital role of its employees in the delivery of recreational services. To that end, a team approach has been implemented that encourages employee involvement in problem solving, program and project planning, and training opportunities.

**Maintenance Staff Responsibilities**

**Fort Getty:** 35-plus acre waterfront park and campground with 83 RV sites, water and electric hook-ups, 24 tent sites, two restroom buildings with showers, and the Lt. Col. John C. Rembijas Pavilion for large gatherings. Responsible for all mowing and trimming, trash removal, rest room cleaning and stocking, minor plumbing repairs and other types of general maintenance.

**Lawn Avenue and Melrose Avenue Recreation Complex:** Multi-use recreation area that also serves as Jamestown School athletic facility and physical education classes. Two soccer fields, three baseball diamonds, six tennis courts, one basketball court and skate park. All maintenance is currently performed by Parks and Recreation staff. We are responsible for pre-season preparation of ball fields. During each sports season, maintenance staff performs mowing, trimming, any needed repairs and trash removal.

**John Eldred Recreation Area:** 4-acre soccer field consisting of one full-size and two smaller youth fields. Recreation staff aerates, top dress, seed and performs weekly mowing, trimming and trash removal.

**Mackerel Cove Beach:** Daily beach raking, trash removal and any repairs and painting to life guard chairs, beach shed, fences, bathroom maintenance and cleaning.

**Jamestown Shores (Head's) Beach:** Mowing and trimming, maintenance of picnic tables and fencing.

**Community Playground:** Mowing and trimming, repairs in accordance with annual inspection reports.

**Recreation Center:** Mowing and trimming, snow removal, indoor maintenance includes gym floor, trash removal, lobby floor and windows and minor repairs.

**Country Club:** Previous maintenance of exercise classroom and restrooms, trimming around building and snow removal. At this time, minimal maintenance is performed at this location.

**Taylor Point, Park Dock, Hull Cove:** Mowing, trimming, trash removal and fence repairs.

**Other Town Properties:** The department also performs mowing and trimming of the following town properties;

- East Ferry Memorial Square, traffic island, and north to boat ramp
- Town Cemetery
- Pemberton Avenue mini-park
- Police Station
- Town Hall





# THE TOWN OF JAMESTOWN

93 Narragansett Ave  
P.O BOX 377  
JAMESTOWN, RHODE ISLAND 02835

Kevin Paicos, Town Administrator  
Phone: (401) 423-7201  
Fax: (401) 423-7228

## MEMO

February 4, 2014

To: Town Council  
From: Kevin Paicos, TA  
Subject: Status Report on Collins' Study Implementation Plan  
Cc: Mike Gray, Bill Piva, Tina Collins, Dr. Marcia Lukon, Lew Kitts

At the last Council discussion you directed me to investigate additional options for the transfer of two Recreation Department field maintenance workers.

Specifically, you wanted a review of a privatization option as well as the feasibility of the School Dep't. accepting the responsibility of directing a combined town/school building and grounds maintenance department.

To complete the privatization option, we first reviewed the complete list of major field maintenance responsibilities of the Rec. Dep't. workers.

Those responsibilities are outlined in the attached memo from the Rec. Director Bill Piva.

Those responsibilities are further explained, in a more detailed manner, in the attached memo from Mike Gray.

As you will note, those field maintenance responsibilities are largely grouped into three major areas; grounds maintenance (of all town-owned facilities), pre-season preparation of athletic fields, and general maintenance at a wide variety of town facilities.

For purposes of this privatization analysis, it is assumed that the part-time summer staff currently employed each year will remain with the Rec. Dep't. and will continue to complete Ft. Getty facility bathroom maintenance and trash removal.

The DPW Director compared the total hours estimated for the grounds maintenance responsibilities to hourly contractor rates currently available in Jamestown, and established a total annual privatized cost of approximately \$380,250.

For purposes of comparability, the labor costs associated with the other three options shown on the Cost Analysis spreadsheet (attached) are multiplied by 40% to represent the Town's overhead (i.e. health insurance, pensions, etc.).

When the resultant costs are compared, the privatization model does not compare well to the Town's retention of the associated employees.

For that reason, we will not pursue the privatization option further.

Recently, I sat with School Sup't. Marcia Lukon and School Building Manager Lew Kitts to discuss the possibility of a combined school-town buildings and grounds maintenance department.

While they maintain an open mind on the subject, they made the observation that currently, the Town does not have a fully staffed and funded building maintenance capability.

The School on the other hand, has a building maintenance staff and budget and the excellent condition and appearance of the schools is evidence of that fact.

Consequently, there would be little to "combine" at this point.

The Sup't. and Lew have graciously offered to assist the Town in researching what a proper building maintenance capability would look like and have introduced me to an excellent resource person, Mr. Jack Wilcox.

Lew and Mr. Wilcox will join with Mike Gray and me, to meet over the next few months and design that program in time for a presentation to the Council later this year.

I hope that a proposal might be made as part of the FY '16 budget cycle.

With sufficient building maintenance staff and funding in place, the possibility of a combined School/Town Building and Grounds Maintenance Dep't. would become a possibility for all to consider.

In the meantime, I strongly urge the transfer of the two Rec. Dep't. field maintenance workers to the DPW.

This will allow for direction and supervision of these two personnel by qualified DPW staffs that are specifically trained, by skill and experience, for such supervisory responsibility. I believe the nature of this more qualified supervisory authority is the main reason the transfer was recommended by the Collins Center.

Recently, I reviewed the capital budget requests of all departments including Rec. and the DPW.

The DPW had requested the purchase of a new tractor mower to maintain the grass newly planted at the landfill which is now closed. This 12-acres of grass will require a full day of maintenance each week.

To ensure the completion of such work, the DPW Director requested a \$25,000 tractor mower in the current capital budget.

The Rec. Dep't. owns such a tractor mower.

A quick analysis was completed by Mike and Bill and we found that the current tractor mower could be used to complete all needed work. However, the Rec. Dep't. mower is of sufficient age that it may need to be replaced (it is currently being analyzed by a mechanic and his report is pending). However, even if such replacement is needed, we will only need to purchase and maintain a single mower, not two, producing a savings of \$25,000.

This kind of "duplication avoidance" is precisely why the field maintenance workers should be in the department that already completes similar work on a routine basis...the DPW.

As the Council is aware, we have \$70,000 currently available for the construction of a building at Ft. Getty to house the Rec. Dep't. tractor mower and related equipment.

The DPW Director has proposed the purchase of a trailer (\$10,000), to transport the tractor needed to cut the grass at the landfill.

If this trailer is purchased, the Rec. maintenance staff is transferred to the DPW, and only a single tractor operated, then the storage building at Ft. Getty is no longer needed.

This efficiency will save the Town \$60,000 further (\$70,000 bldg. appropriation less the \$10,000 trailer).

To provide further efficiencies, I recommend that the current Rec. Dep't. Foreman position be eliminated and replaced by a second laborer position (shown on the alternatives spreadsheet as a new column titled "Elimination of Foremen Position).

Once the two field maintenance workers are moved to the DPW's supervision, sufficient capability already exists (with the creation of the Dep. DPW Director position and elimination of the Environmental Engr. position) to supervise staff and the Foremen position is no longer needed and may be replaced with a laborer.

This will produce a savings of \$21,241.

Total savings produced is \$208,285 (Environmental Engr. pos. plus related expenses elimination \$75,707, plus 2<sup>nd</sup> tractor elimination \$25,000, plus bldg. elimination \$60,000, plus Foreman pos. elimination \$47,578).

Total new cost proposed is \$120,337 (Dep. DPW Dir. pos. plus related expenses \$84,000, plus trailer \$10,000, plus 2nd laborer pos. \$26,337).

The net savings to the taxpayers is approximately \$87,948.

Not only does substantial savings accrue, but better supervision of field maintenance staff, equipment duplication avoidance, the ability to consolidate DPW staff during periods of emergency, retention of important GIS/environmental science capability and creation of DPW Director back-up are all further advantages created as well.

When it is considered that there already exists a critical need for back-up of the DPW Director, that we can do so at a reduced cost represents a unique opportunity.

This proposal will be discussed at the next Council meeting on Feb. 18<sup>th</sup>. Please do not hesitate to call with any questions or concerns in the meantime.

My thanks to Mike Gray and Bill Piva for their good work in researching aspects of this memo and proposal.

Thanks also to Dr. Lukon and Lew Kitts for their courtesy and expertise in graciously considering new ideas and their offer of assistance with future research.



## Current Recreation Programs

Program	Approx. # of Participants	Location	Time Frame
Adult Competitive Volleyball	20 Participants	Lawn Avenue	November-April
Adult Fitness Boot Camp	10 Participants	Recreation Center	Summer
Adult Tennis	40 Participants	Watson Ave Tennis Courts	April-September
Baseball Camp Week	25 Participants	Lawn Avenue	July /1 week
High School Summer Hoop League	30 Participants	Recreation Center	July-October
Basketball Camp Week	30 Participants	Lawn Avenue	July / 1 week
Higher Level Soccer	25 Participants	Recreation Center	November-April
Jamestown Summer Camp	90 Participants	Ft.Getty	June-August / 8 weeks
Jamestown Teen Center	250 Participants	Recreation Center	On-Going
Outdoor Cooperative Volleyball	25 Participants	Lawn Avenue	June-September
Over 40 co-ed Soccer	25 Participants	Lawn Avenue	November-April
Yoga	10 Participants	Jamestown Library	On-Going
Youth Basketball (k-8)	60 Participants	Recreation Center	January-March
Youth Tennis	30 Participants	Watson Ave Tennis Courts	July-August/ 6 weeks
Adult Recreational Volleyball	20 Participants	Lawn Avenue	November-April
Intergenerational Volleyball	30 Participants	Lawn Avenue	November-April
Open Co-ed Recreation Soccer	20 Participants	Recreation Center	November-April
Over 35 Bball	25 Participants	Lawn Avenue	November-April
Youth Volleyball	25 Participants	Lawn Avenue	November-April
Kinder Gym	20 Participants	Recreation Center	On-Going
Open Recreation	35 Participants	Recreation Center	On-Going
Longwood Giving Baseball Camp	50 Participants	Lawn Avenue	August / 1 week
Jamestown Community Theatre	80 Participants	Recreation Center	On Going production in Fall
Young Adult Basketball	20 Participants	Recreation Center	January-March
Youth Tae Kwon Do	TBD	Recreation Center	On-Going
Adult Tae Kwon Do	TBD	Recreation Center	On-Going

## Current Recreation Supported Programs

Save The Bay Summer Camp	100 Participants	Ft.Getty	June-August
Jamestown Soccer Association	50 Participants	Rec Center/Lawn Ave/Eldred Ave	On-Going
Jamestown Baseball Association	80 Participants	Lawn Avenue	Spring
CISF Sailing Camp	65 Participants	Ft.Getty	June-August

CYO Basketball	30 Participants	Lawn Avenue/ Recreation Center	October-March
Free Sailing Wednesday Night @ Getty	15 Participants	Ft.Getty	June-August
Bridges Open Rec	20 Participants	Recreation Center	On-Going
Rock Climbing Club w/ Jtown School	12 Participants	Wakfield	Oct-Dec

### Current Reception Events

Jamestown Summer Concert Series	8 bands/200 Audience every Sunday	Memorial Square (Rec Center)	July - August /7 weeks
The Jamestown Jack O' Lantern Jog	250 Participants (rec event)	Recreation Center	Last Sunday in October
Jamestown Community Theatre Plays/Musicals	200 Audience (rec event)	Recreation Center	Production in fall
Teen Talent Show	15 Participants/100 Aud. (rec event)	Recreation Center	July
Jamestown Day	250 Participants (rec event)	Ft.Getty	August
Skatefest	200 Participants (rec event)	Lawn Ave. Skate Park	August

### Current Recreation Supported Events

St. Matthews Family Basketball Tournament	100 Participants (support)	Recreation Center	March
Friends of Jamestown Youth Speaker Series	825 Participants (support)	Recreation Center	On-Going
Annual Easter Egg Hunt	200 Participants (support)	Lawn Ave.	April
Met School Showcase	150 Audience (support)	Recreation Center	On-Going
Friends of Jamestown Youth Meetings	10 Participants (support)	Recreation Center	On-Going
Annual Jamestown Classic(Bike Race)	800 Participants (support)	Recreation Center	Columbus Day
Community Chorus of Jamestown Concert	194: 150 Audience (support)	Recreation Center	November
Jamestown Talent Show	50 Participants/300 Aud. (support)	Recreation Center	August
Jamestown Art Association Art Show	100 Participants/500 Aud. (support)	Recreation Center	July
Jamestown Craft Show	100 Participants/300 Aud. (support)	Recreation Center	July
Jamestown Fire Works	300 Participants (support)	Memorial Square	July
Pinewood Derby	100 Participants (support)	Recreation Center	April
Green Up Day	100 Participants (support)	Lawn Ave.	April
Jamestown Chamber of Commerce Expo	150 Participants (support)	Recreation Center	April

## Reorganization of Rec. Dep't. and Creation of Bldgs. And Grounds Capability Alternatives Cost Analysis

<u>Position/Cost Item</u>	<u>Current</u>	<u>Stand - Alone Dep't.</u>	<u>Div. of DPW #1</u>	<u>Privatization</u>	<u>Elimination of Foreman Pos.</u>
Bldgs. & Grnds. Director	\$ -	\$ 75,000	\$ -	\$ -	
Dir. Expenses	\$ -	\$ 10,000	\$ -	\$ -	
Dir. Fringes	\$ -	\$ 15,000	\$ -	\$ -	
Dep. DPW Director	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000
Dep. Dir. Expenses	\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000
Dep. Dir. Fringes	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Environmental Engr.	\$ 59,507	\$ -	\$ -	\$ -	\$ -
Env. Engr. Expenses	\$ 1,200	\$ -	\$ -	\$ -	\$ -
Env. Engr. Fringes	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Rec. Foreman	\$ 47,578	\$ 47,578	\$ 47,578	\$ -	\$ -
Rec. Laborer	\$ 26,337	\$ 26,337	\$ 26,337	\$ -	\$ 52,674
Grounds Maint.	Included	Included	Included	\$ 315,000	\$ -
Field pre-season prep.	Included	Included	Included	\$ 11,250	\$ -
General Maint.	Included	Included	Included	\$ 54,000	\$ -
<b>Total:</b>	<b>\$ 149,622</b>	<b>\$ 173,915</b>	<b>\$ 157,915</b>	<b>\$ 380,250</b>	<b>136,674</b>
40% Overhead Multiplier	\$ 59,849	\$ 69,566	\$ 63,166		\$ 54,670
<b>Comparative Cost</b>	<b>\$ 209,471</b>	<b>\$ 243,481</b>	<b>\$ 221,081</b>	<b>\$ 380,250</b>	<b>\$ 191,344</b>



**Town of  
Jamestown, Rhode Island**

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**Date:** January 28, 2014

**To:** Kevin Paicos  
Town Administrator

**From:** Michael Gray  
Public Works Director

**RE:** Parks & Recreation Maintenance

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This memo provides a budget level cost estimate for subcontracting the maintenance services for the Parks & Recreation Department based upon the list of responsibilities provided by Bill Piva.

**Grounds Maintenance - \$315,000**

Mowing and Trimming of all Town properties is the primary responsibility of the staff of the recreation department 7 days a week for a season that is approximately 30 weeks. For this estimate it is assumed that the same level of effort would be required for a contractor using the same forces. The recreation department has 4 employees during that period so it is assumed that 4 contractors would be needed to perform the same level of effort for maintenance.

1 crew = 2 contractors @\$750/day  
2 crews = \$1500/day for 30 weeks = \$315,000

**Pre-season preparation of soccer and baseball fields - \$11,250**

The baseball field and soccer fields will require additional maintenance prior to the start of each season that consists of aeration of grass, in-field tilling, fence painting, etc. Based upon the level of effort it is assumed that 1 crew would require 2-3 weeks of time preparing the fields for league use.

1 crew @ \$750/day for 3 weeks = \$11,250

**Fort Getty Bathroom Maintenance - \$40,000**

The recreation center bathroom and west ferry bathrooms are maintained by a private contractor twice a day during the season. The 2013 billing for these services for 2 bathrooms was \$16,700. Fort Getty will require additional resources and effort beyond what the recreation center and west ferry require because of the shower facilities. It is also anticipated that the bathroom cleaning service will be more than twice daily during the weekend.

2 bathrooms @ \$20,000 each = \$40,000

**Trash removal - \$33,600**

The parks & recreation staff provides trash removal at a Fort Getty, Lawn Avenue and Melrose Avenue fields, Mackerel Cove Beach, Jamestown Shores, Taylor Point, Park Dock, Hull Cove, and the Recreation Center on a daily basis.

8 facilities @ \$20/ facility for 30 weeks = \$33,600

**General Maintenance - \$54,000**

The parks & recreation staff provide general maintenance duties of all facilities that include minor carpentry repairs, plumbing, electrical, and responding to complaints received at Fort Getty and the ball fields. Fort Getty and the Pavilion will require additional resources at the opening of the facilities and before events. It appears that a general maintenance person or crew would be needed above and beyond a maintenance crew performing grass cutting and trimming.

Maintenance Contractor - \$75/hour

Season of 30 weeks at 24 hours per week - \$75/hour x 24 hours x 30 weeks = \$54,000

**Budget Estimate for Privatization = \$453,850**