

TOWN COUNCIL WORK SESSION

March 13, 2014

A work session of the Jamestown Town Council was called to order at the Jamestown Town Hall in the Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue at 5:04 p.m. by Council President Kristine Trocki. The following members were present:

Kristine Trocki, President
Mary Meagher, Vice- President
Eugene Mihaly
Thomas Tighe
Blake Dickinson

Also present:

Christina Collins, Acting-Town Administrator/Finance Director
Heather R. Lopes, Assistant Town Clerk
Wyatt Brochu, Town Solicitor
Cheryl Fernstrom, Town Clerk
Lisa Bryer, Town Planner
William Piva, Parks & Recreation Director
Ken Gray, Tax Assessor
James Bryer, Fire Chief
Edward Mello, Police Chief
Donna Fogarty, Library Director
Howie Tighe, Deputy Fire Chief
Mike Glier, IT Consultant
Justin Jobin, GIS Coordinator

Tina Collins reviewed the Capital Improvement budget line by line. The Department Head requests totaled \$5,417,555. Several items have been in discussion over the last few years or longer. The items brought forward by the Administration are the annual amounts set aside and items looked at to proceed with this year.

- **Town Clerk:** These items are annual set asides to maintain the records in the Clerk's office for probate, land evidence and codification. In the 2013/2014 budget the monies for microfilming probate records was removed. Codification is required to be completed this year.
- **Tax Assessor:** A full revaluation was completed in 2012 and is required every 10 years. A statistical revaluation is required to be completed in 2 years. The Town is required to set aside funds for these items although the State does reimburse some of the expense. Ken Gray states the State refunds 60% of the statistical revaluation expense but the Town needs to fund the full amount of the full revaluations.
- **Planning:** Council President Trocki asked if the Affordable Housing funds were an item for the Financial Town Meeting. Lisa Bryer states no, the Town has put monies aside from the Capital budget to the Affordable Housing Trust Fund since

2006. Discussion ensued over the ideas and options to have more money put aside to be used toward purchases for affordable housing. It was discussed to put a warrant on the 2014 Financial Town Meeting to approve usage of some of the undesignated fund monies strictly for this purpose with an amount limit. Many opportunities have been lost due to funding not being readily available. Lisa Bryer gave an overview of the process affordable housing builders, such as CCHC (Church Community Housing Corporation) must go through to obtain funding and the length of time these processes take. Projects and properties are lost due to the lengthy process. Solicitor Ruggiero and Tina Collins are looking into the details and warrant language.

- **Technology:** Councilor Mihaly asked if the fiber line is aerial or subterranean and is told these will be aerial. Councilor Dickinson asked if this is a backup line to have a backup system at the Fire department and what is the purpose of this line. Tina stated this is part of the project the Town has been involved in with OCEAN to raise the internet service efficiency and is more cost effective than the current process. OCEAN provides these services to public entities. The Town is bringing to the Fire Department as a public safety tool. Tina will follow up on more details and advise the Council. Information Technology line item is a yearly set aside amount and covers items such as replacement of computers, servers, licensing and other related necessities over the course of the year. Mike Glier, IT Consultant, spoke on the fiber optic project stating this is a 2 phase project. The first phase is to connect the Town Hall, Fire Department and the infrastructure to get it up and running. Phase two will connect with the Police Department and the Library. Implementation of this will expand the Town's options of services available. The School Department and the Town are unable to combine these services due to grants and funding the School Department receives.
- **Police Protection: EMA:** The amount is for crowd control fencing as there are more public events now. Venues have also showed interest in renting the fencing from the Town if the option were available. This would assist in recouping some of the cost.
- **Fire Department:** Replacement of the "JAWS" of life is an absolute necessity due to wear and tear during usage and during the last incident on North Rd, they were damaged beyond repair. Councilor Dickinson asked if some of the cost is able to be recouped from the victims insurance. Tina is unsure and can inquire with the third party billing used by the Town. Councilor Dickinson inquired why personal protection equipment is listed in the Operating budget for the Police but under Capital budget for the Fire Department. Tina states for the Police it is contractual, these are needed per the person and if the money is not used it is carried over to the next year. Chief Bryer addressed the items not proposed by the Administration. Many of the items on the list are an either/or not both dependent upon the decision to redesign the current fire station and possibility of a facility built in the North end or to leave the facility as is. The first item is actually one truck, not two dependent on the truck bay size available to put it in. The ramp replacement is an ongoing amount. There are some funds set aside already so that

should be accounted for and repaired this year. The windows can be repaired or replaced with what they currently have. Discussion ensued regarding funding, time frames and the process of designing and possibly implementing a new facility. Chief Bryer stated the Beavertail Facility versus a mobile training facility is also an either/or. DEM has been very accommodating and supportive of the Fire Department's use of the bunker for live fire training but the bunker has become dangerous itself. DEM has allowed the use since 1995. The amount for fire proof panels is to replace the concrete that is falling apart and has become dangerous in the bunker. Chief Bryer stressed the importance of live training for the members. Councilor Mihaly inquired if there is another bunker available. Chief Bryer stated there is not. It is stated the estimated life of the panels is approximately 20 years.

- **EMS Division:** The re-shingling of the building on Knowles Ct is also dependent upon a redesign of the fire station and possibly moving EMS to that location. Another year of the current shingles is possible. Chief Bryer and Mike Gray have been able to replace the shingles as necessary but this happens every time the wind blows so is becoming very frequent. Currently there are no leaks in the roof as they have been able to handle the situations quickly but it is stated it is only a matter of time before there are leaks.

ALS Presentation: Deputy Chief Tighe gave a presentation with handouts on Jamestown EMS moving from BLS (Basic Life Support) Service to ALS (Advanced Life Support) service. He began with the current number of members of both the Fire Department and the EMS Division (153), licensed EMTs (53) and the number of EMT-Cardiac (27) on the department. The incident total in 2013 was listed at 544. This number was broken down in detail on the type of runs and services provided to individuals. Data on EMS response provided is only since the integration of EMS & JFD. Deputy Chief Tighe explained the parameters of transports and the restrictions on where Jamestown EMS is allowed, as a BLS service, to transport patients due to State of RI regulations. Councilor Tighe asked if there was a figure on the amount of patients brought to Newport Hospital that then needed to be transferred to another facility. Deputy Chief Tighe stated that figure is unavailable and possibly not able to be accessed due to HIPA Laws. Councilor Mihaly inquired to the daily number of Cardiac level members on a shift. It is believed that every day at least one Cardiac certified member is on shift or available on the island. These members are trained but not necessarily experienced because Jamestown is not allowed to provide/practice any ALS level of service regardless of certification of members at this time. The experience some members have is due to their full time jobs in this field. Informational presentation continued.

Revenue to date for 2013/2014 Ambulance billing is \$105,824, was budgeted to be \$95,000 and is proposed to be \$115,000 for 2014/2015 fiscal year. It is estimated if the transition to ALS service were to occur in the next fiscal year generated revenue would be approximately \$210,000. The total cost of having an ALS per-diem provider on duty 24/7 in FY 2014/2015 would be \$175,720. Cost

of obtaining necessary equipment for ALS service as a capital expense, then being transferred to an operating expense was discussed. The requirements to meet State regulations and protocols as an ALS provider were also discussed. Tina Collins stated this is not something that is able to be done in phases. Paperwork, licensing and such will take a few months to complete. Consensus of the Council is required. Council President Trocki asked where the funding will come from. Tina stated monies will come from taxes. Councilor Dickinson stated he does not disagree but feels this should have been brought to the Council earlier. Discussion ensued regarding the study that was done and the integration that began in 2011 as well as the process necessary on both the Fire Department/EMS sides and the Town to reach this point. Councilor Dickinson stated he disagrees with this process and is concerned over the revenues versus expenses. He is told exact budget numbers are hard to project due to revenue being based on the number of rescue runs in the upcoming year which is undeterminable. Figures are based on historical numbers. Discussion continued.

- **Public Works:** Sidewalks on the list for repairs are as follows: Union St, Knowles Ct, areas of Narragansett Ave and Bay View Dr. Roads on the tentative list to be paved include: Helm St, Mast St, Garboard St, Steamboat St, Keel Ave and Buoy St. Tina states the paving line item was increased a few years ago and has been very beneficial to the Town. Drainage improvements are expected for the catch basin installation on Clarke St and Coulter St. as well as other projects for the 2014 year.

By request of Town Council Mike Gray determined the feasibility of installing a paved path for walking and biking on North Rd. He is anticipating approximately \$15,000 for DEM & State permitting for the first year. In subsequent years additional funding would be required. This is potentially a three year project and would be located on North Rd north of the Rte. 138 overpass. Discussion ensued. An overview of the paving management program was given by Justin Jobin, GIS Coordinator. Discussion continued regarding the bike paths, paving, funding and the processes needed to keep projects moving. Bob Sutton, of Rosemary Ln, spoke in favor of the bike paths, the process and steps needed. He stated he would like to see the Council budget money for these projects this year and ongoing to completion.

GIS Program funding is increased due to the need for replacing the Tremble Unit (mapping equipment) as well as other supplies and licensing. Justin Jobin stated there are upcoming projects that will need to utilize this equipment. There is an estimated \$6,000 carry over amount from last year's budget.

Storm-water Management Phase II is monies to cover the required testing by DEM for the annual report.

Town Hall Generator – Last year's budget funded installation of the transfer switch which is now complete. The funding this year will cover the purchase of a

portable generator. Power supply with this generator will not be 100% but will cover running all the main functions necessary during an outage.

Town Hall Doors – This is a two phase project to address concerns from some residents regarding handicap accessibility to the Town Hall as well as energy loss from the current doors. Money was set aside two years ago to add push button capability for opening. It is more feasible to change the doors themselves at this time to address energy efficiency as well. Discussion ensued regarding the architectural design and Councilor Meagher suggested replacing only the rear doors for design reasons. Alternative options were discussed regarding heating certain areas and found to be dangerous or not energy efficient.

Recreation Center siding – This item was not proposed until it is determined the direction the Town will be taking regarding use of the building.

Highway Garage items- Monies for these are moved to possibly next year. The Public Works Director would like to keep these items in mind for the future.

High St. ROW- Councilor Mihaly inquired if this project is necessary. Council President Trocki asked what the money will cover. Tina stated this is for the survey and design for the foundation and stairs for public access, presently there is a steep drop. Discussion continued on the need for the stairs. Lisa Bryer gave a history of the area and situation, the desire of CRMC and the concern of noting it as a right of way in its dangerous state of accessibility. Discussion continued regarding receiving grants and construction time frame of possibly next year.

Bay View Dr. embankment project is much needed for the Town. The Council needs to give direction for this project. Funds from FEMA were not realized last year. The timeline for submitting and approval of paperwork and applications is not feasible to receive monies this year either. Tina stated we are able to keep the cost down by doing some work in-house. Councilor Mihaly asked if funds from the Harbor budget could be used as well. This would be a decision for the Council to make this request to the Harbor Commission. The concern is high due to the utilities in that area and the close proximity to the water. One more storm could have a tremendous impact on the area. In past years this line item has not been funded due to the search for grants and assistance from FEMA. Sav Rebecchi, of Sail St, inquired on the use of funds from the reserved fund toward this project and believes this project was approved with use of these funds last year. Tina stated discussion did occur but no monies were earmarked for this project specifically. The Hazardous Mitigation Plan was discussed and its completion is expected to be the end of this calendar year.

Pavilion Site Improvements – Tina Collins stated this is not shown as funded due to there being many phases of this for Council direction and different ways to accomplish this project. Lisa Bryer stated the total cost of the project is approximately \$713,000. Of this figure the Town's Public Works department will be completing approximately \$150,000 of the work. The first phase of the

project's cost is an estimated \$250,000, with a 10% contingency totals \$284,595. Lisa provided a list of items to be completed in Phase I. Line items that may be considered to remove for the time being to lower the \$250,000 are lines 13- exposed aggregate sidewalk, 20- concrete plank pavers & 22- East seat wall. These may be able to obtain other sources of funding such as donations. Issues that should be kept a priority are road improvements, drainage, moving electricity poles. Councilor Meagher stated if the mentioned items are put aside for a later time could save approximately \$88,000 - \$96,000 this year. Councilor Dickinson stated he would like to see the reverse process and move ahead with the aesthetics as he feels it shows the Town's intentions of making it a beautiful area. Council President Trocki agrees with making it more beautiful and accessible as soon as possible and wonders what makes sense first, engineering or aesthetics. Arek Galle, of GLA, stated infrastructure and drainage should be first as there is a lot involved. Councilor Dickinson feels people will see an unfinished project and question it but are less likely if the aesthetics are there first and they are able to enjoy the area outside of the building. He would like the money for pavers placed back in the figures. Councilor Meagher would like to remove monies for the East wall as this has some donations already. Arek Galle stated included in the second phase is updating the restrooms and onsite wastewater. Council President Trocki would like more meetings to decide what to keep in Phase I and items to move to Phase II with more specific plans. Arek Galle also noted rental of the Pavilion is almost full for the season. Bill Piva confirmed this and stated there has been no forewarning to the renters regarding a possible work site in the area during this season. He also noted the season ends in mid-September and weather permitting there could possibly be a month or so of time to work in the area. It is the consensus of the Town Council to include the amount of \$250,000 into the 2014/2015 Fiscal Year Budget.

Landfill Closure- Funding for this line is to finalize the closure. Unfortunately due to the very heavy rains last year the hydro-seeding was washed away and did not take. This funding is to replace the hydro-seeding and other small items to ensure the project is complete. Councilor Dickinson inquired as to the amount of money saved by completing this project in-house and is surprised more funding is being requested. Tina can provide the Council with the exact figure but states it was a significant savings and an amount above the request of \$75,000.

Public Works Equipment – Tina Collins reviewed the list of equipment this would include and also the state of the current equipment. This was discussed at the March 10, 2014 budget meeting. Councilor Mihaly noted this has been approved by the Council prior to this. Tina stated yes, it is being shown in all areas for transparency on the spending.

Councilor Dickinson requested the figures on the revenue of the transfer station. Tina stated it is just over \$100,000 p/year and is a line item in the budget. Councilor Dickinson questions the expense to operate the transfer station versus the revenue it brings. He stated it seems unbalanced. Councilor Meagher asked if he would like to close it instead. Councilor Dickinson stated he would like it

looked at further regarding cost of the stickers and possibly closing the transfer station. Tina noted this has been an ongoing discussion for many years. Approval of these items is to ensure we continue operation as of July 1, 2014.

- **Library:** Tina Collins stated she received this request late in the budget process, approximately late February. The item of the dumb waiter elevator was discussed with the previous Town Administrator. The Library is in the process of a redesign. Donna Fogarty stated included in the redesign is to use the basement as a storage area and the elevator would allow better access to move items. Councilor Mihaly asked if it would be feasible to incorporate this into the redesign. Donna stated the redesign is near completion but yes, this could probably be incorporated. She also stated the elevator has been requested in past years. Councilor Mihaly inquire if there is carry over monies from last year on projects that were not completed. Tina stated yes, there are some funds that have not been used.
- **Recreation:** Tina stated the Recreation Director came forward with the figure to replace the playground next to the Library. Fund raising and grants are wonderful sources for funding these types of projects but there is a larger picture. Bill Piva stated the playground was redone in 1990 and rehabbed in 2000. It does not have updated and current equipment. He has received many comments and concerns from resident parents that it is not up to public standards. Bill Piva stated the playground passes a yearly inspection which is based on the standards of the approximate time it was built. The amount is for a full replacement. Councilor Mihaly inquired if this could be completed in phases. Bill Piva stated yes it is an option and that the equipment alone is approximately \$170,000. Council President Trocki would like to see the playground updated and current and noted the serious issue regarding parking in the area. Discussion ensued regarding parking. Arek Galle noted this area is a multi-generational resource and it may be time for advancement not just for the playground but the whole block. He stated forming a coalition of entities such as Safe Routes to School, the surrounding businesses and the Town to form a Master Plan for the area is a beneficial idea. Discussion continued regarding the parking issue and possibly changing the priority and funding of other projects to address this first. Lisa Bryer noted a sidewalk for the area on North Rd in front of the Library is already designed with the Safe Routes to School project. As with many projects, Native America Burial grounds and excavation are an issue. Tina will meet with Mike Gray to discuss options.

Tennis Courts- Bill Piva stated the amount should cover all 6 courts and some fencing repair. Resurfacing is more effective than filling the cracks and the last time this has been done was approximately 20 years ago.

Maintenance Trailer/Truck- The current Bobcat is used almost on a daily basis and during an inspection it was found the driving to various locations through Town is causes a great amount of wear and tear above its intended use. Purchase of a trailer would alleviate this and is more efficient. The truck is not funded

because Bill Piva and Mike Gray are working together to repair vehicles and monies allocated for a truck in last year's budget have not been spent.

The work session adjourned at 7:24 p.m.

Attest:

Heather R. Lopes, CMC
Assistant Town Clerk