**Town Council Budget Work Session**

**March 9, 2013**

**Call to Order.** The Budget Work Session to review the Capital Budget and Capital Improvement Plan was called to order by Town Council President Trocki at 9:08 a.m. in the Rosamond A. Tefft Council Chambers of the Jamestown Town Hall at 93 Narragansett Avenue, Jamestown.

Town Council Members Present:

Kristine S. Trocki, President

Mary E. Meagher, Vice President

Thomas P. Tighe

Eugene B. Mihaly

Blake A. Dickinson

Also in attendance:

James Bryer, Fire Chief

Michael Glier, IT Director

Kenneth Gray, Tax Assessor

Michael Gray, Public Works Director

Justin Jobin, Environmental Scientist/GIS Coordinator

Catherine Kaiser, School Committee Chair

Edward A. Mello, Police Chief

William Piva, Parks and Recreation Director

Christina D. Collins, Finance Director

Bruce R. Keiser, Town Administrator

Cheryl A. Fernstrom, Town Clerk

Absent:

Lisa Bryer, Town Planner

Donna Fogarty, Library Director

**Budget Overview and Meeting Format.**

Town Administrator Keiser gave introductory remarks and explained the format for this morning’s budget work session for review of the Capital Budget and Capital Improvement Plan for FY 2014 to FY 2019. A synopsis of the budget submittal and review process followed. The overall budget increase for the Town and School combined is 0.48%, or $103,681, a very slight increase ($21,586,065 to $21,689,746). The Town Operating Budget represents an increase of 2.1%, or $157,579 ($7,493,256 to $7,650,835). The Capital Budget increase is the largest portion at 29.0%, or $270,876 ($932,840 to $1,203,716). Due to tuition reductions, there is a $201,475 decrease in the School Department operating budget, or 1.7% ($11,923,787 to $11,722,312). The Total Capital Improvement budget requested by department heads was $2,077,916; the Town Administrator’s proposed Total Capital Improvement budget is $1,603,716.00, offset by Grant Funding for $250,000 and money from the Undesignated Fund Balance for a Net to Tax Appropriations of $1,203,716.

The revaluation underway reflects an approximate growth of $10,000,000 in new real estate, estimated to generate $90,000 in new tax revenue. Based on pre-revaluation data, the average homeowner ($400,000 assessed property) would experience a tax increase of $.07 per thousand dollars of valuation ($28.00 for the average property). Waterfront property values were referenced. We await final results of the revaluation. The major expense increases in the Operating Budget are health insurance premium needs and salary increases for Town union and non-union workers. At the Town Council’s request, Capital Budgets will be reviewed by the department heads, following the Capital Improvement Plan 2014-2019 format, reflecting the six year capital plan with 2012 balance, 2011-2012 adopted, 2012-2013 adopted, 2013-2014 requested, 2013-2014 proposed, through 2019, with projected funding.

**Overview of Capital Budget requests by Department.**

**Probate Court.** ($5,000) The Town Clerk explained the $5,000 appropriation is for microfilming of old probate records prior to 1950. The Probate budget is level funded.

**Town Clerk.** ($10,000) The Town Clerk explained the $5,000 appropriation for Codification is money set aside for the five-year re-codification outlined in the Town Charter. The Clerk Records Management ($5,000) is for back indexing and transcribing of older records for future inclusion in the ACS System. The overall budget remains level funded.

**Elections.** There is no appropriation for the capital budget for Elections. The overall budget is reduced as 2013 is a non-election year.

**Tax Assessor**. ($30,000) Tax Assessor Ken Gray stated the appropriation is the annual revaluation set aside of $25,000 for State mandated revaluation every nine years and statistical revaluation every three years. The $5,000 is for the CAMA 6 and Vision 7 software upgrades. This is required as both are heavily used by real estate professionals, appraisers and the public to view assessment information online (office visitors have diminished with online access). Explanation of the software continued. Councilor Mihaly asked if the number of visitors to the site could be tracked. There are two software sites. Discussion continued.

IT Director Mike Glier stated Vision 6 only runs on Windows XP, forcing the Town to upgrade to Vision 7. Councilor Dickinson inquired if other XP equipment could be commandeered until a larger IT plan is developed. Mr. Glier suggested holding off upgrades but allocating the funding in case it is needed; the upgrade is inevitable. Preliminary numbers for a cloud based system indicate $11,000. Discussion continued.

**Planning Department/Affordable Housing.** ($50,000) Lisa Bryer is the Liaison for the town-wide function. Town Administrator Keiser noted the Swinburne Street project, Bridges project and others. Jamestown is unique in allocating $50,000 annually for affordable housing, with a reserve of $141,625, for a total of $191,625. This demonstrates local commitment. Discussion continued.

**Planning and Development**. Town Administrator Keiser noted there is currently $237,425 in reserve, with no funding proposed for this year, but each year thereafter, as the Comprehensive Plan update was just completed, so the need is not there, and enough is set aside.

**Information Technology**. ($27,000) IT Director Mike Glier referenced the three items under IT – IT and Maintenance, Wireless Network, and Town Telephone Replacement. IT and Maintenance is increased this year, as it is usually over run (operating budget). Equipment replacement is on a five-year basis. The budget is 40% for repair, replacement, and upgrade; 20% for internet services, increasing in recent years; and 40% software and hardware (primarily for printers, with an average age over six years). Mr. Glier explained the department continues to find ways to cut expenses, including the number of servers.

**Telephone Replacement**. ($35,000) This is the biggest capital project. An RFP will go out for components of the project, with a comparison of in-house vs. hosted, for the first portion of a two-year project, which does not include the schools. **Wireless Network Project** ($7,500). The second capital project is in Phase 2. This addition would remove the monthly telephone connection charges and others and is an investment that completes connections.

Councilor Dickinson commented this does not include money for public access to town services and the technology budget is not aggressive enough to provide proper services for Town residents and staff to accomplish what we want to do. Town Administrator Keiser suggested further review by Councilor Dickinson, with IT Director Glier and Finance Director Collins, for fine tuning. Councilor Dickinson referenced prior discussions and an enterprise-wide approach to maintaining, servicing, and protecting the physical equipment and intellectual property of the Town. This would include centralizing services and agreements, consolidating budget items, and saving money. It is his opinion this is under-funded. Examples of centralized services were discussed. We need to begin the conversation to realize savings and protect our resources. Short term and midterm goals were referenced. Discussion continued.

**Police Protection and EMA.** ($83,500) Police Chief Edward Mello addressed the fleet replacement schedule, and the five-year old cruiser with 125,000 miles. The Police Interceptor is the new patrol vehicle purpose-built for police services only. The cost is approximately $28,000 plus $6,000 for specialized equipment, for a total of $33,000. This is a seven-year project by Ford, and the new vehicle is 20% more fuel efficient. There are 10 vehicles in the Police Department fleet. The generator replacement of $24,000 is necessary due to issues during recent storms. Repairs to the generator (purchased in 1991) are increasing in volume and cost. Warranty and maintenance contracts were discussed. The generator will probably be diesel, as it would be compatible with heating fuel.

Station improvements. Interior and exterior painting, garage doors, bathroom upgrades, booking room improvements, and replacement of exterior lighting fixtures (more efficient) are proposed. Car video systems for cars with laptops were explained, resulting in four cruisers with video cameras and laptops. Barricade fencing is rented by the Rotary Club and others and if purchased, would relieve the burden on Rotary, and provide fencing for use by the Department for numerous events for vehicle and pedestrian control. Charge-backs to charitable organization events and uniformity of pricing were referenced.

Portable Generators (2). Chief Mello stated if the Island is without power, we would be at a disadvantage. Use of private facilities was referenced. Town-owned portable generators would be deployed as needed (not for schools). The goal is for Police and Fire to have their own generators. Other uses, grants, holding off for one year, and use of town resources were discussed.

A break was called at 10:10 a.m. The work session resumed at 10:22 a.m.

**Fire Department and EMS**. ($139,839.00) Chief James Bryer noted the North End Fire Station with an estimated cost of $300,000. The $15,000 proposed is seed money for beginning the project. There is an immediate need, with a target date of summer 2014. Design work, best location and feasibility were discussed at length. Bond financing would most likely be for 20 years, depending on other town projects. Discussion of the two lots under consideration and type of construction and materials continued. Borrowing could be done with a direct, bond-like financing with banks, rather than bonding (at a similar rate), to expedite the process. Engine #1 Replacement ($400,000). By purchasing an off-line vehicle for the new sub-station would result in a tremendous cost-savings over a custom order new vehicle to fit the current in-town Fire Station. As a result, the new vehicle would almost pay for the North End building. Lower cost for apparatus and improved response time is a win/win situation. Councilor Dickinson referenced consolidation at the Narragansett Avenue facility. He would like to see the grand plan on a separate agenda for review. Discussion continued.

Concrete Replacement. Chief Bryer referenced the concrete ramp which is falling apart and needs replacement. With prior year’s money and the proposed money ($10,000/$10,000/$2,695) it is estimated half of the ramp could be done in the upcoming fiscal year. Discussion continued.

Mobile Portable radios/Pagers. Chief Bryer noted this is ongoing project, spread out rather than done all at once. Fire Hose Replacement is proposed at $5,000, so that all trucks have the same amount of hose. The hose would transfer to new vehicle. Rescue Boat Tube Replacement. Chief Bryer reported the tubing around the boat requires repair and replacement and can be kept going one more season (with the current year’s budget). Life expectancy for tubes is 20 years, and we are there. The cost for new tubing is $31,750, with the work done in Canada. The boat should be back next year at this time ready for the 2014 season. The boat is not used in winter.

Personal Protective Equipment and Extrication Equipment. There is money left over. Equipment is replaced annually due to damage, and new personnel must be outfitted. There is currently $16,500 in reserve. The extrication equipment (jaws of life) is older, heavier, and needs replacement. The modern equipment is much easier to handle (1 person vs. 2 to 3 people). This is moved to next year, or can be obtained through grant funding. As Jamestown is considered affluent, it is difficult to get grants.

Radio Repeater/Antennae. Chief Bryer reports there is no reception in certain areas of town. As part of the North End station and due to zones without reception, the new antennae would boost the radio signal (estimated at $13,000). A tower at the new sub-station is possible. Discussion continued.

Window Replacement. Chief Bryer noted this is an ongoing project to replace (1960) windows with energy efficient windows. There are six left in the main building that can be accomplished with funding available.

30 KW Generator for Main Station.Chief Bryer reported the 1960 generator from the old State House is no longer operational. A new diesel generator (as recommended) is more expensive than predicted at $60,000. The Emergencies and Incidentals account with approximately $45,000 was referenced for funding to meet the need. The State Master Price Agreement and emergency purchases provision were referenced. Discussion continued.

Repaint Engine 3. ($8,000) This would take care of rust to extend the life of the vehicle.

SCBA 45 Minute Bottles. The bottles are reaching the end of the life cycle and must be disposed of and replaced at a cost of $10,000. The equipment is required for firefighters entering buildings. Porta-Count Fit Testing Machine.JFD would like to purchase the testing machine, as it costs $1,000 annually to rent and $8,000 to purchase, and it lasts almost indefinitely.

Washer/dryer replacement. Chief Bryer noted special extraction appliances are needed for the fire equipment. The room for the equipment is a former bathroom and should be completed soon (after new bathroom is finished).

EMS. Zoll AED Pro Defiz/AED (3).($9,000) Automated Vital Sign Machine (3). ($6,000) Portable Suction Units. ($3,000) Stair-pro Model 6252 Stair Chair.($3,189) This equipment came with the Rescue units at the merger and needs replacement, resulting in all three trucks having the same equipment for continuity. The EMS equipment replacement schedule was referenced.

Rescue Truck.The replacement of the oldest vehicle will be done over a six-year period.

ALS Services. Chief Bryer stated this is here in case JFD moves forward with ALS. This would require high skills and would be difficult to achieve with volunteers. This is not mandated and quality assurance discussions are ongoing with RIDOH and Newport Hospital regarding its need. Discussion ensued of AED’s in police cars, schools, and Recreation Center.

**Public Works.** ($685,000) Paving. ($325,000) Public Works Director Michael Gray distributed the Pavement Management Program updated in 2011. Mr. Gray stated 75% of departmental calls regard road conditions/pavement. Each road is evaluated for condition and given a PCI number. Of 50 miles of town roads: 47% are good to excellent; 31% are poor to fair. Incremental improvements were referenced. The estimated cost to get caught up is $4,000,000. The red sections and blue sections on the GIS map are the target roads with more traffic, placing them higher on the five-year plan list. Discussion continued. Of note are North Road, Carr Lane, Green Lane and Pemberton Avenue. Paving is estimated at $80 per ton; if the actual cost is less and money is available, additional areas will be repaired. Town Administrator Keiser referenced the planned appropriations over the next five years. Councilor Dickinson and Councilor Mihaly are in favor of bonding for road improvements. Paving in conjunction with drainage and other repairs was referenced. Mr. Gray recommended picking a road, such as North Road (eligible for Federal highway money for improvements), for bonding. The proposed Bike Path was referenced. Lengthy discussion ensued.

Sidewalk Repairs**. (**$15,000) Mr. Gray noted repairs needed. Drainage.($20,000) Areas in the Shores and Clarke street were noted. Street Repairs.($15,000). Mr. Gray noted this covers small repairs to keep water from entering properties. A replacement for the chip sealing process is under review.

Stormwater Management – Phase 2 Compliance.($5,000) Mr. Gray noted the Town’s permit and that the Town is responsible for all stormwater that leaves the Island and testing of stormwater samples, including the location of any sources of pollution.

Heavy Equipment.Mr. Gray noted the compactor at the Transfer Station needs replacement; one dump truck with sander, a mini-excavator, and a chipper are in need of replacement. Discussion ensued of the amount of trash generated at the Transfer Station (future agenda item).

GIS Program.($15,000) Mr. Gray noted the GIS Program used for mapping (Justin Jobin is GIS Coordinator).

Sheffield Cove Stormwater Study. ($30,000). Mr. Gray noted the seasonal closure that is now permanent closure for shell fishing due to sampling study results, believed to be stormwater related. The allocation would pay for a study so that the source can be found and eradicated (grant funding is available for construction work). Lengthy discussion continued.

Bike Path Engineering Study. ($5,000) The Town has a permit under review at RIDEM. This is for any additional charges that may result from the permit review process.

Bay View Drive Riprap Embankment. ($250,000) Mr. Gray noted this is listed as a project with FEMA. A substantial project, it requires 2,500 cubic yards of riprap and 25,000 square feet of fabric and erosion control. Bay View is a Town road, and design work has been completed. Senator Reed and Representative Cicilline are working on our behalf with FEMA. Sequester applies to FEMA. Damage by recent storms was referenced.

Previously funded projects in the works that did not receive funding in the proposed budget were referenced.

**Town Hall.** ($105,000) Generator. ($35,000) Represents a trailer mounted generator that can be deployed in one hour, as needed, to power the Town Hall during storms/emergencies. The transfer switch is already installed. The Town server is located at Town Hall, which is one of the few that does not have generator power. Councilor Dickinson would like this included with IT discussions and disaster recovery as part of the broader enterprise solution. Discussion continued.

Door Replacement ($35,000). This represents funding for the exterior lobby doors with a handicapped button. The current doors are aesthetically pleasing but not energy efficient. The doors (funded last year) will be replaced with the handicapped retrofitting at the same time.

Paint Exterior ($20,000) This is general routine maintenance. Insulation ($15,000) is from the energy audit recommendation for floor and ceiling insulation for heating and cooling efficiency.

**Community/Recreation Center. (**$325,000) CommunityPlayground.Recreation Director Piva noted the annual set aside for the Playground, as the operating budget cannot handle it all, for equipment replacement as needed. The original equipment is from 1990; some of the equipment is no longer produced and must be replaced. A long-term plan, grants, and regular safety inspection reports were discussed. The new plastic-type equipment replaces the wooden equipment.

Replace roof**.** ($150,000) Mr. Piva reported this has been the worst season for roof leaks at the Recreation Center. This project is moving forward.

Interior Restroom. ($35,000) The bathroom is not ADA compliant. The repairs will take care of this.

Insulation ($35,000). This project is moving forward as part of the energy initiative and is focused under the gym floor and in the ceiling.

Pickup Truck**.** ($35,000). This is to replace the 1995 truck; the 2003 vehicle with 120,000 miles was referenced; the vehicle will be used for all recreational facilities.

Mackerel Cove Bath House. ($20,000) This project is slated for next year if the current facility makes it. Mackerel Cove Parking Stanchions. The project was proposed due to complaints received about the barrels. The cost is $100 each, and the stanchions would be seasonal, not permanent, and aesthetically pleasing. Enforcement and attractive signage were discussed.

**Special Projects.** Fort Getty Improvements. ($50,000) Landscaping and other improvements around the Pavilion were referenced. Mr. Keiser noted the balance in the Fort Getty Account is $92,000.

Golf Course. East Ferry Pier. Mr. Keiser noted there is $280,000 in golf course reserves. East Ferry parking and sidewalks can be addressed for the FY 2014-2015 capital budget. Debt Service reductions due to expiring bonding was discussed.

The total tax appropriation impact for the current year is $1.2 million as proposed. This base is higher than funded in the past. Discussion continued.

Solar panels on the Recreation Center roof were discussed. It is worth looking into. The energy audit showed it wasn’t worth the expense based on the energy cost savings. Solar hot water is not worth it, based on the study performed 18 months ago. Without subsidy the payback is 30 years. Discussion continued.

Jerry Scott. Walcott Avenue. Mr. Scott stated he found this morning’s session helpful to better understand needs and priorities. He feels the process should go further and referenced the Taxpayer’s Association request; the more taxpayer input the better in making the right funding decision. He would like to know whether it is more important to spend $40,000 on ALS to save lives or $35,000 for a generator. The Council expressed appreciation to Mr. Scott for his attendance and remarks.

**Library.** ($105,877) Carpeting($40,000). Michael Gray noted the carpet needs repair and has become a tripping hazard and air quality issue. Interior Paint.($12,000) The facility has seen much use and it is routine maintenance. Front Door.($15,000) The wood door is a weather issue with an insulated replacement door. 4 HVAC Air Conditioning Units. At over 20 years old, the units are at end of their useful life.

Councilor Tighe asked if a separate Maintenance Department was under consideration. Mr. Keiser and Mr. Gray stated yes, and this is a policy decision for future discussion to determine if it is feasible. Mr. Keiser referenced consolidation of departmental duties, such as buildings and grounds maintenance centralized under a Public Works foreman, to include Recreation Department facilities maintenance. This would be for consideration for FY 2014-2015. Reorganization, efficiencies, oversight, accountability, etc. warrants more discussion.

**Adjournment.** There being no further business to discuss, the Capital Budget Work Session was adjourned at 12:20 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council Members (5)

 Town Administrator

 Town Solicitor