



TOWN COUNCIL MEETING
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, December 5, 2016
6:30 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, PRESENTATIONS, RESOLUTIONS AND PROCLAMATIONS

A) Presentation

- 1) Jamestown Golf Course Facility: Town Planner Lisa Bryer, Public Works Director Michael Gray, and Architect William Burgin
 - a) Approval of site plan and next steps; review and discussion and/or potential action and/or vote

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) Upcoming meetings, work sessions, budget work sessions, workshops, and other sessions; review and discussion and/or potential action and/or vote

- 1) Town Council Meeting date and time
- 2) Board of Water and Sewer Commissioners Meeting date and time
- B) Peddler's License application and approval procedure revisions; review and discussion and/or potential action and/or vote

VIII. NEW BUSINESS

- A) Jamestown Community Playground Renovation Committee; review and discussion and/or potential action and/or vote
 - 1) Adoption of Resolution No. 2016-17 Establishment of Community Playground Renovation Committee
- B) Jamestown Tree Warden, pursuant to RIGL §2-14-2; annual appointment; review and discussion and/or potential action and/or vote
 - 1) Letter of interest for reappointment
 - a) Steve Saracino
 - 2) Letter of recommendation for reappointment
 - a) Jamestown Tree Preservation and Protection Committee
- C) Jamestown Cesspool Phase-out Program: Town Council appointment to Appeals Committee; review and discussion and/or potential action and/or vote

IX. ORDINANCES AND APPOINTMENTS, VACANCIES AND EXPIRING TERMS

- A) Vacancies
 - 1) Jamestown Housing Authority (One vacancy with an unexpired five-year term ending date of December 31, 2017); duly advertised; no applicants
 - 2) Jamestown Tax Assessment Board of Review – Alternate (One vacancy with a one-year term ending date of May 31, 2017); duly advertised; no applicants
 - 3) Jamestown Tree Preservation and Protection Committee (One vacancy with an unexpired three-year term ending date of December 31, 2017); duly advertised; no applicants
 - 4) Jamestown Juvenile Hearing Board – Alternate (One vacancy with an unexpired two-year term ending date of December 31, 2017); duly advertised; no applicants
- B) Expiring Terms
 - 1) Beavertail State Park Advisory Committee (One vacancy with a three-year term ending date of December 31, 2016); duly advertised
 - a) Letter of interest for reappointment
 - i) Barbara Szepatowski
 - b) Letter of interest for appointment
 - i) Job Toll
 - 2) Jamestown Conservation Commission (Three terms with three-year term ending dates of December 31, 2016); duly advertised
 - a) Letters of interest for reappointment

- i) Joyce Antonello
 - ii) George Souza
- 3) Jamestown Harbor Commission (Two terms with three-year term ending dates of December 31, 2016); duly advertised
 - a) Letter of interest for reappointment
 - i) David Cain
 - b) Letter of resignation
 - i) Bruce Dickinson
- 4) Jamestown Housing Authority (One term with a three-year term ending date of December 31, 2016); duly advertised
 - a) Letter of interest for reappointment
 - i) Valerie Malloy
- 5) Jamestown Juvenile Hearing Board (One term with a three-year term ending date of December 31, 2016); duly advertised
 - a) Letter of interest for reappointment
 - i) Agnes C. Filkins
- 6) Jamestown Library Board of Trustees (Two terms with three-year term ending dates of December 31 2016); duly advertised
 - a) Letter of interest for reappointment
 - i) Paul Housberg
- 7) Quonset Development Corporation Board of Directors (One term with a three-year term ending date of December 31, 2016); duly advertised
 - a) Letter of interest for reappointment
 - i) James Rugh
 - b) Letter of interest for appointment
 - i) Job Toll
- 8) Jamestown Tree Preservation and Protection Committee (Two terms with three-year term ending dates of December 31, 2016); duly advertised; no applicants
 - a) Term limit reached
 - i) John Collins
- 9) Jamestown Zoning Board of Review – Member (One term with a five-year term ending date of December 31, 2016); duly advertised
 - a) Letter of interest for appointment
 - i) Terrence Livingston – 1st Alternate
- 10) Jamestown Zoning Board of Review – Alternates (Three terms with a one-year term ending date of December 31, 2016); duly advertised
 - a) Letter of interest for reappointment
 - i) Edward Gromada – move up to 1st Alternate
 - ii) Marcy Coleman – move up to 2nd Alternate
 - b) Letter of interest for appointment
 - i) Judy Bell – Full member – requesting to serve as Alternate member – 3rd Alternate

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) November 21, 2016 (regular meeting)
 - 2) November 28, 2016 (special meeting)
- B) CRMC Notices
 - 1) December 2016 Calendar
- C) Abatements/Addenda of Taxes
 - Total Abatements: \$24,502.03 Total Addenda: \$24,435.50
 - 1) Motor Vehicles – Abatements to 2016 Tax Roll
 - Account/Abatement Amount**
 - a) 03-1338-25M \$ 218.46
 - b) 06-0618-02M \$ 318.32
 - 2) Real Property/Tangible – Abatements to 2016 Tax Roll
 - Account/Abatement Amount**
 - a) 06-0340-00 \$3,182.00
 - b) 08-0003-77 \$2,561.40
 - c) 08-0562-40 \$1,462.98
 - d) 10-0097-05 \$ 10.74
 - e) 11-0041-60 \$9,615.11
 - f) 12-0236-45 \$ 481.00
 - g) 13-1194-00 \$3,500.05
 - h) 16-0623-65 \$3,151.97
 - 3) Real Property/Tangible - Addenda to 2016 Tax Roll
 - Account/Addenda Amount**
 - a) 02-0116-74 \$3,182.00
 - b) 04-1037-55 \$3,151.97
 - c) 07-1070-25 \$9,615.11
 - d) 12-0236-45 \$2,424.97
 - e) 13-1199-95 \$3,151.97
 - f) 13-1677-00 \$3,500.05
- D) One Day Event/Entertainment License Applications
 - 1) Applicant: Jamestown 1st Day Plunge Committee/Bob Bailey
Event: 6th Annual Jamestown 1st Day Plunge
Date: January 1, 2017
Location: East Ferry Square and Beach
 - 2) Applicant: Conanicut Island Art Association
Event: CIAA Art Shows and Opening Receptions
Dates: January 26, March 2, April 13, June 22, July 19, September 28 and November 9, 2017
Location: Jamestown Town Hall
Dates: August 15 and December 2, 2017
Location: Jamestown Recreation Center

- 3) Applicant: Lawn Avenue School 8th Grade Class
Event: Duck Race for 8th Grade Washington, DC Trip
Date: January 1, 2017
Location: East Ferry Beach

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) Town Council Goals and Objectives
- B) Town Council Rules and Procedures
- C) Board/Commission/Committee Structure and Appointments
- D) Town Council Liaisons
- E) Town Solicitor, Prosecutor, Probate Judge and Town Sergeant appointments
- F) Review and discussion Business Licensing application and approval process
- G) Meeting with Library Board of Trustees

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 (2) potential litigation (RITBA solar array project); review and discussion and/or potential action and/or vote in executive session and/or open session
- B) Pursuant to RIGL §42-46-5(a) Subsection (2) pending litigation (Tarbox v Jamestown ZBR C.A. NC-2010-667); review and 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, notice also may be posted at the Jamestown Police Station and on the Internet at 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 not less than three (3) business days prior to the meeting.



Office of the Town Planner MEMORANDUM

TO: The Honorable Town Council
Ms. Kristine S. Trocki, Esq., President
FROM: Lisa W. Bryer, AICP, Town Planner
Michael Gray, PE, Public Works Director
RE: Jamestown Golf Course Clubhouse Facility
DATE: December 1, 2016

This Memo will serve as a summary of the last meeting on November 7, 2016 and as an introduction and guide to the presentation to be held on December 5, 2016.

Existing Studies on Golf Course:

- August, 2011 – Structural Assessment of existing golf course building by C.A. Pretzer Associates, Inc.
 - Recommended all structural recommendations be completed in order to continue currently established use of Public Assembly and Recreation.
- September 2011 - Building Condition Report Golf Course Clubhouse – Report from Buildings and Facilities Committee to Town Council
 - Conclusion – making existing building code compliant is 70% the cost of a new building. Must make repairs to existing building in order to continue its year round use. Use is limited in existing building.
- April 2012 – Jamestown Golf Course Building Replacement Strategies
 - Recommendation that Replacement of building in-kind is most cost effective option to maintain current flexibility for Rec. Dept, the Golf Course and other Town Organizations. Also that new building be sited and designed in a manner that will allow future expansion at an appropriate time that will provide enlarged conferencing and meeting capacity.

History of Public Participation on Golf Course Clubhouse Replacement:

- April 30, 2012 – Town Council Work Session – Presentation by Buildings and Facilities Committee Chair – Jamestown Golf Course Building Replacement Strategies
- January 22, 2013 – Town Council Meeting/Presentation by Buildings and Facilities Committee Chair – Building Condition Report on Golf Course Clubhouse. Establish program and location options for clubhouse replacement and compare options and alternatives.
 - Outcome – Town Council committed to replace the building and charged the Committee with beginning the process of developing next steps.
- April 15, 2013 – Town Council Work Session – regarding replacement strategies for existing Golf Course Facility

- Outcome – Town Council gave the Town Administrator consent to move forward with the RFQ to hire Architect as soon as possible
- October 30, 2013 – Town Council Work Session with Burgin/Lambert Architects - presented Schematic Design
 - Outcome – confusion about program for Golf Course, Golf vs. Recreation space vs. Performing Arts Center. No direction provided.

October 2013 till now...

- *Organization Assessment of the Parks and Recreation Department, Jamestown, RI* by Edward J. Collins, Jr. Center for Public Management, November 2013
- New Town Administrator
- PAC – Discussion of Community, Recreational and Cultural Arts Needs and Referendum, which would allow for community Recreation, conversion of Recreation Center into Performing Arts Center – Defeated, April 2015
- Lessons Learned/Assumptions: Community did not support funding of “dedicated” performing arts space; some recreation needs have been absorbed into the Community such as Arts/Yoga/Gym activities. 3.8 million not supported by Town Council or Community.

Building Location Considerations:

- Ease Of Operation
 - Proximity to 1st “T”
 - Reduce staff
- Take advantage of views
- Maintain view shed from street
- Take advantage of topography
- Site circulation

Budget Considerations:

- Lease – currently \$175,000
- \$145,000 - \$150,000 yearly will pay debt service of \$2,000,000 bond

PRELIMINARY PROJECT COST ESTIMATE

Building “A” Existing Storage Barn	
Renovations (allowance)	20,000.00
Building “B” Proposed Clubhouse	
Finished Interior Space	
3550 SF X \$350/SF	1,242,500.00
Golf Cart/Event Space	
2500 SF X \$50/SF	125,000.00
Exterior porches, decks, terraces	
3000 SF X 150	450,000.00

Site

Parking Area/Revised Landscaping	100,000.00
Existing Building Demolition	30,000.00
TOTAL PROJECT ESTIMATE	1,967,500.00

Building “D” Proposed Maintenance

Partial finished/unfinished 3300SF X \$110/SF	363,000.00
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Floor Plan

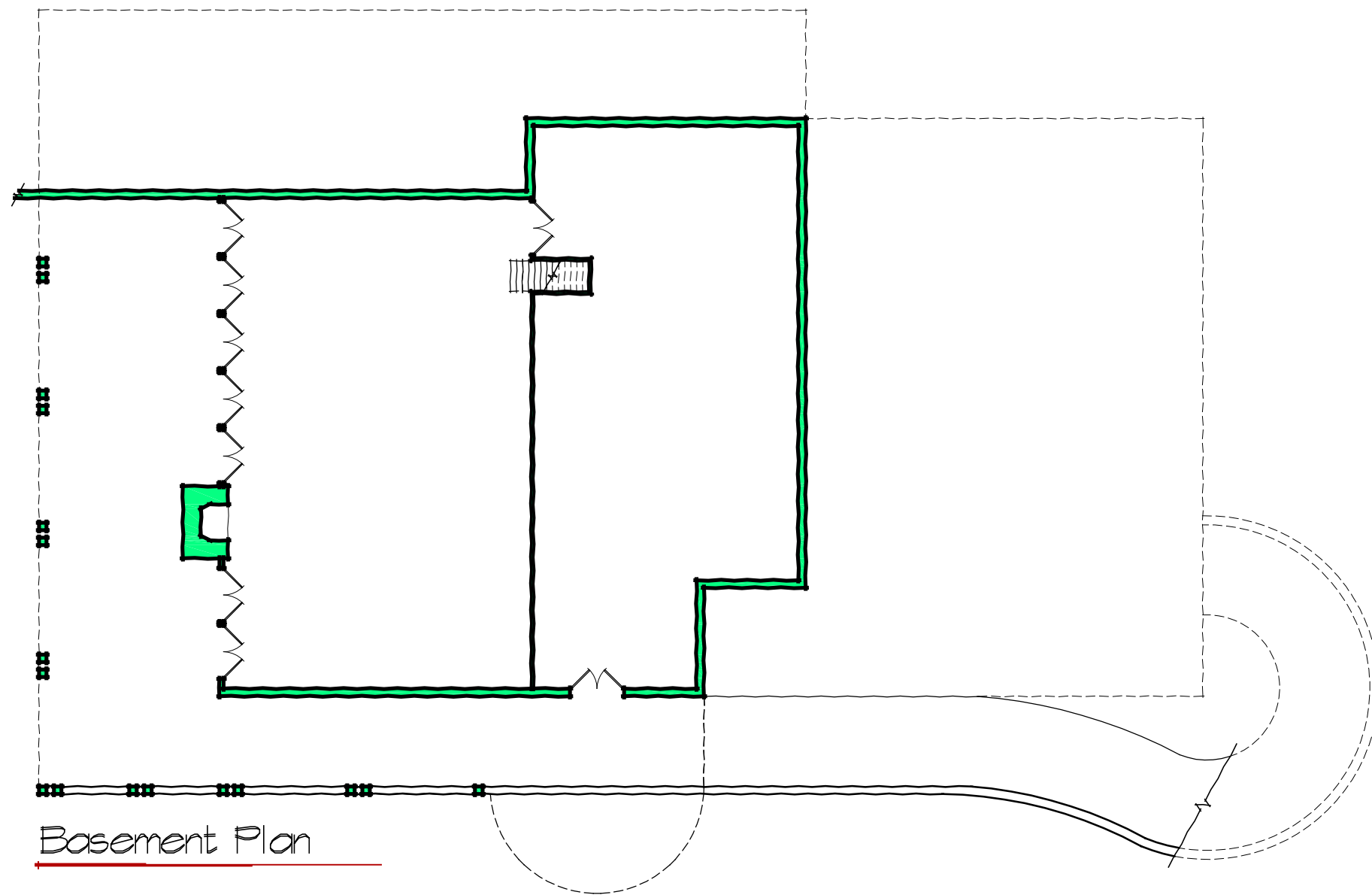
Based on our last meeting and the intrigue/interest of shared space between the golf course operator and “community space”, we felt it important to show how this concept could work. Attached are 3 conceptual plans provided by Burgin Lambert Architects; a basement level and two first floor level plans of the proposed country club building.

The first-floor level plans show a layout and general design concept for the club house based upon the existing program and the space needs established during our review of the operations of the golf course. The plans include the shared space shown as the large room adjacent to the “Caddy Shack”.

The “interior plus exterior” seating seat plan shows how the large room can be integrated with the “Caddy Shack” as one open concept. This plan is shown to maximize the seating and use of the facility for illustrative purposes. The second plan (72 seat) shows how the space can be divided for separate Caddy Shack and meeting/gathering space. The basement is under the facility only, and not under the cart storage area, which is proposed on a slab. The basement plan as shown is one open area that will be used for utilities and storage that may be required by the operator. This space can also be divided and developed for other programmed space in the future. We will be prepared to discuss this concept at our meeting on Monday.

Approval sought tonight:

1. Agreement on the space needs **program** and **Location** for the facility which will provide long term sustainability for the course
Strictly golf course support vs. including community space in facility
2. General agreement on a budget range to proceed with planning and design”.

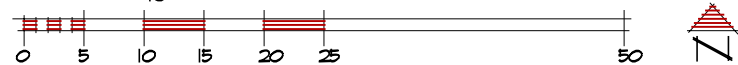


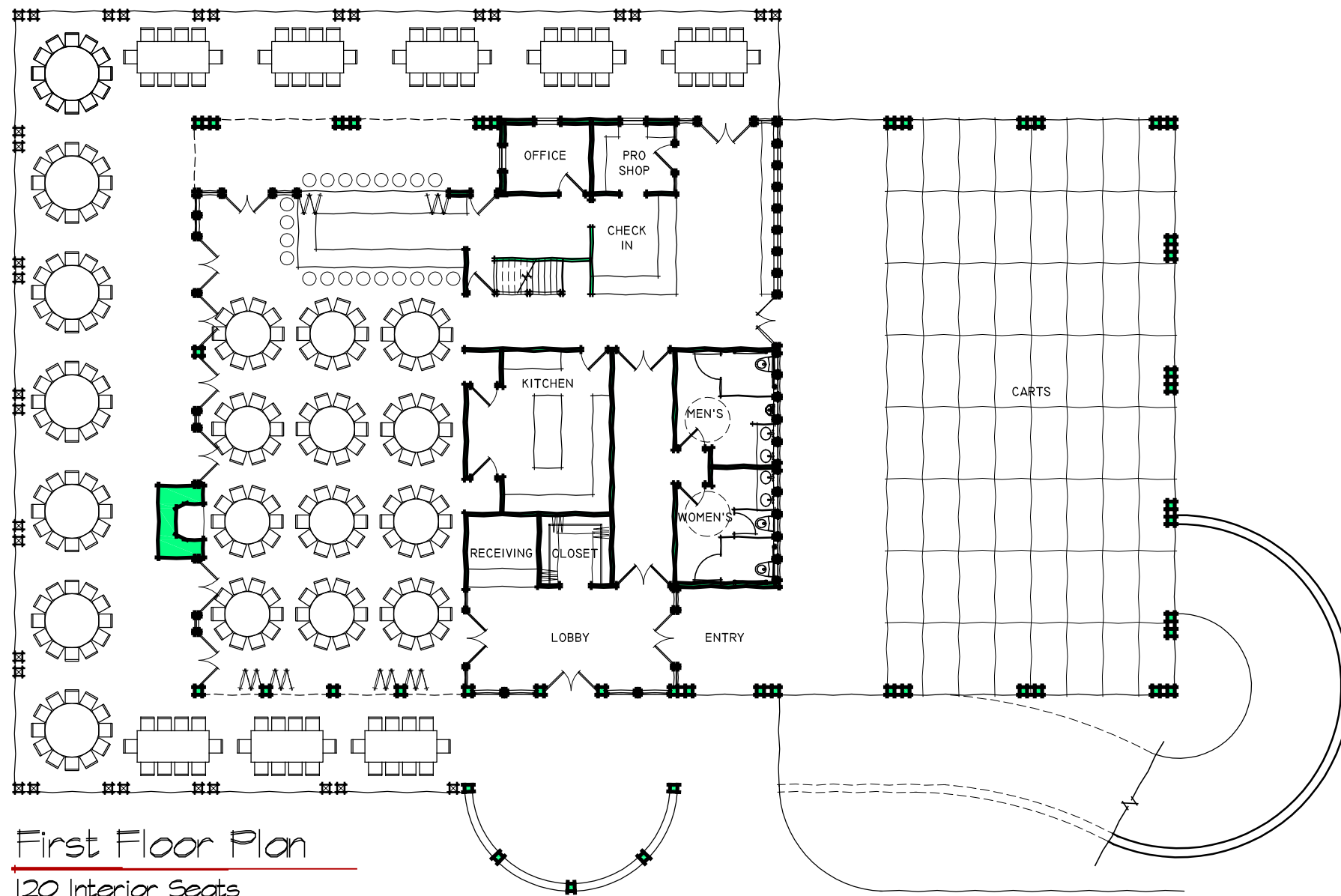
Jamestown Golf Club
Jamestown, Rhode Island

Burgin Lambert Architects
Newport, Rhode Island

11.3.16

Scale = $\frac{1}{6}'' = 1'-0''$





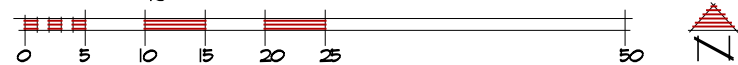
First Floor Plan

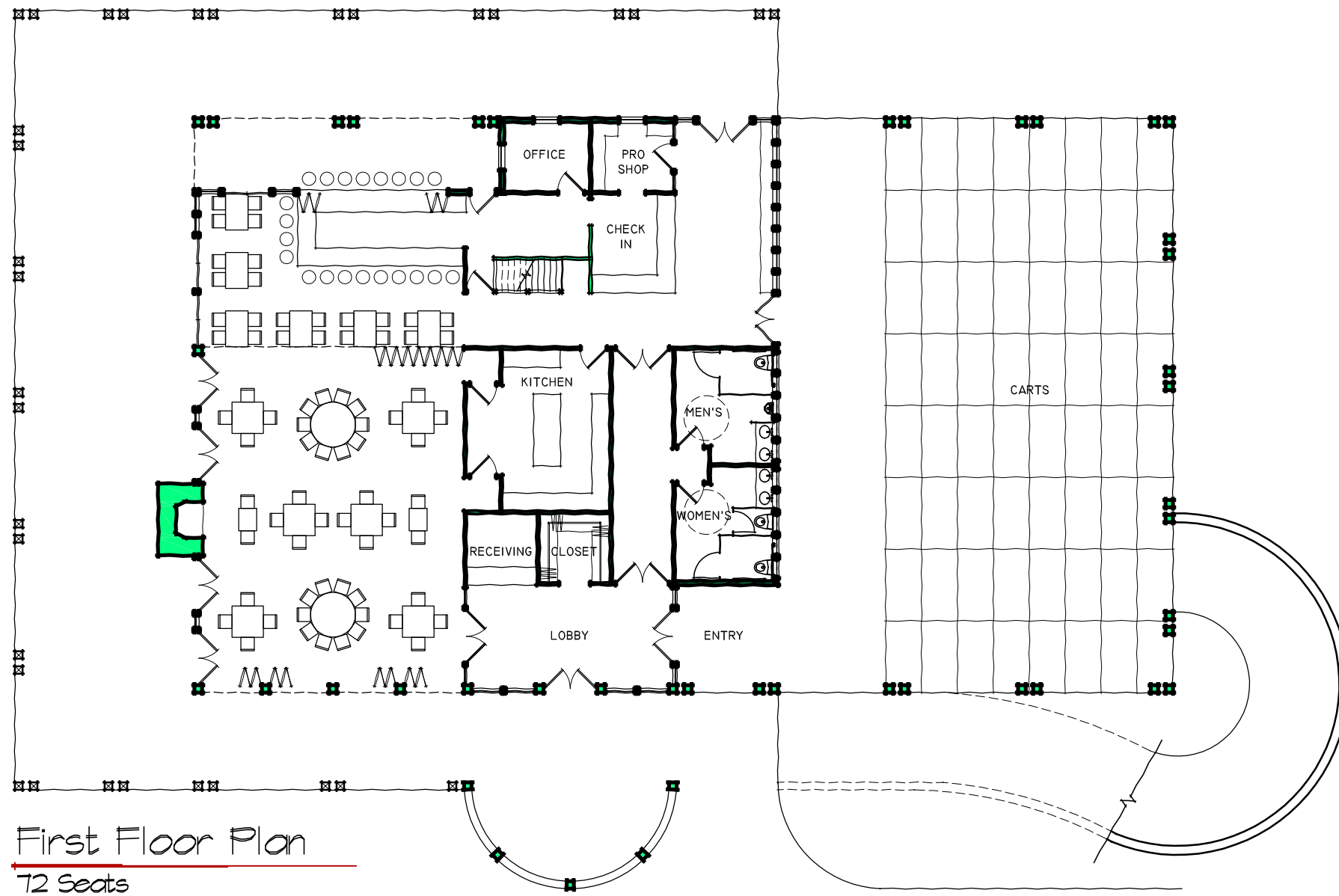
120 Interior Seats
150 Exterior Seats

Jamestown Golf Club
Jamestown, Rhode Island

Burgin Lambert Architects
Newport, Rhode Island

11.3.16
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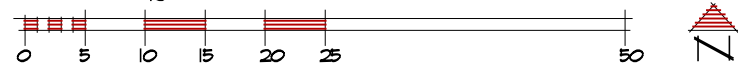




Jamestown Golf Club
Jamestown, Rhode Island

Burgin Lambert Architects
Newport, Rhode Island

11.3.16
Scale = 1/16" = 1'-0"





TOWN OF JAMESTOWN
93 NARRAGANSETT AVENUE
P.O. Box 377
JAMESTOWN, RHODE ISLAND 02835

TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR
SUBJECT: TOWN ADMINISTRATORS REPORT
DATE: December 2, 2016

The following business items are provided as part of the December 2016 Administrators report. They reflect ongoing projects and initiatives that are under review and in various stages of development with some requiring additional Town Council direction and others additional public input. Additional information is also provided as to the actions of select Town Departments and the various initiatives that they are presently involved with.

Project Updates

- **Fort Getty:** Facility rehabilitation/replacement (gate house, lower and upper restroom facilities and waterfront improvements; seeking direction to release RFP for consultant services;
- **Mackerel Cove:** Replacement of the portable restroom structure; design and exterior finish review; \$25,000 budgeted for materials with work planned to be performed by Town personnel, based on winter availability.
- **Fort Wetherill storage building roof replacement:** Final decision needed on roofing materials to finalize exterior work on building.
- **East Ferry parking area restoration:** Seeking direction on final design elements and grounds improvements. Public engagement to commence in winter 2016/17. Work scheduled to begin in spring 2017 with the main elements completed by the end of fall 2017.
- **Playground Restoration Project:** Town, grant and private funds total \$243,000 as of November 16'. Based on the eventual approved design, additional funding may be required to complete all project elements. The Recreation Director is seeking Town Council support to formulate a broader committee with community participation as public input thus far has been limited. Based on the length of the design phase and funding requirements and availability, work is expected to commence later in 2017, with parking and other site enhancements to be initiated in the spring. This timeline is tentative at this stage.
- **Lawn Avenue Recreation Project:** The Department is in the process of developing an RFP for consultant services to complete a detailed design of the approved enhancements for bid purposes and for review by Tribal representatives. This project timeline will extend over the next two years.

Other Project Updates and Business

- **Budget Development Process:** The initial Budget memorandum for Town Departments was released on November 18, 2016. This document provides general guidelines for all departments in the early development of their FY2017-2018 budget submittals. The general budget timeline

included internal meetings during January and February, Administrators budget submittal in early March, School Budget submittal to the Administrator in late February, Public Budget Hearings in March and April, Town Council Budget Adoption in late April, and the Budget Warrant completed and advertised in early/mid-May, with the FTM scheduled for Monday, June 5, 2017.

- **Transfer Station buildings and grounds:** Repairs and restoration of exterior of transfer station buildings is ongoing; Planning has begun on finalizing the landscape plan previously developed by the Tree Committee for the entrance to the transfer station. Private funding will support the majority of this project. This fall additional tree planting on the upper portion of the property was performed by Town personnel to enhance the green buffer with abutting neighborhoods.
- **Eldred Avenue Fields:** Initial discussions with local soccer organization regarding a future field enhancement project at Eldred Avenue recreational fields. This major rehabilitation project would be designed as a joint initiative between the Town and user groups to address drainage problems, inadequate field grading, poor soil and turf conditions causing unsafe playing conditions and the lack of field irrigation to maintain the surfacing.
- **Fiber Cabling Project:** The travel of this cable has been altered to address the difficult and costly option of crossing the Golf Course property. An aerial alternative is not planned requiring a longer path, but less costly option that can begin immediately. The installation from the Fire Station to the Police Department is scheduled to be completed in January. The Second phase is an in-ground installation for Police to the Highway and Wastewater facilities. Phase 3- includes a possible tie-in to the RITBA facility and the installation of a redundant line down Weeden Lane to a connection on North Road, also providing for a connection to the water plant. This work is being performed mainly by Town personnel.
- **Public ROW Review and CRMC Maintenance Assents:** The Town has received approval on the seven Maintenance Assents submitted to CRMC for the recognized public ROW's at the following locations: Hull Street, Heads Beach, Buccaneer Way, Champlin Way, Sunset Beach, Broad Street/Park Dock, Decatur Avenue. The majority of these assents call for minimal work, including the marking of property bounds, trimming of growth or the creation of a pathway to the shoreline, and the installation of ROW signage. A neighborhood group will be involved directly in providing input on the proposed work at the Champlin way site, inclusive of concrete repairs, property line delineation and other safety improvements. The Park Dock assent also provides for the installation of a safe travel way to the shoreline from the road surface. Work is expected to begin this winter/spring at all locations as staffing levels and resident participation allows.

Police Department

- The Department is working toward advertising for the position of patrol officer seeking both certified officers and academy candidates. If someone is selected to attend the academy, the academy schedule start date would be July 2017;
- A thorough review of the mock assessment for accreditation is underway and adjustments are being made, as needed;
- One Officer remains out on IOD;
- One Officer is working through the FTO program;
- Request to Bargain: In accordance with Rhode Island General Law 28-9.2-13 the Local IBPO has requesting the Town and Union begin the process of collective bargaining for the contract covering the period of July 1, 2017 through June 30, 2020. The existing contract expires on June 30, 2016.

Harbor

- The Chief is working with the Harbor Commission in the review and acceptance of the proposed operating 2017/2018 budget at their December meeting along with the development of a general capital plan. Both programs would then be presented to the Town Council for consideration in early January as presented by the Harbor Commission.

Fire Department

- The station expansion project is continuing with the steel frame and roofing elements underway. Weather depending, the roof sheathing is anticipated to be installed in mid-December, with other exterior elements scheduled to be completed during the month. Chief Bryer remains in the role of on-site project manager. Formal project meetings are held on a bi-weekly basis with Iron Construction, with Mike Gray and me. Chris Costa and the Town inspectors are handling the inspection process;
- The new Pumper Truck and Rescue approved and funded within the Capital Program and Bond Authorization, have been ordered and are expected to be received later this winter.

Tax Assessment Department

- The Assessor has been preparing packets, outlining appeal arguments and Assessor's opinions, for Tax Board hearings to be held on Wednesday, November 30th.
- Mailing Tangible property declarations to all Jamestown businesses;
- Preparing abatement/addenda lists for upcoming council meetings;
- Updating property and tax records to reflect recent property transfers.
- Preparing preliminary budget projections on anticipated role values for the Administrator as of December 31, 2016, for the budget process.

Building and Zoning

- This June, the Rhode Island State Fire Marshal and State Building Commission became the first two entities to launch our statewide e-Permitting platform. The state no longer accepts paper applications for building permits or plan review and the expectation is that ten municipalities in Phase 1 will be launched by spring 2017. Town staff will be present at an upcoming forum on this program so that we can hear from those that have launched the software and those who are in the middle of the implementation process. The forum is planned for Tuesday, December 6th, 2016 in Lecture Hall #1336, CCRI Flanagan Campus, 1762 Louisquisset Pike; Lincoln, RI;
- Building permitting has been steady but slowly dropping off in the fall which is normal for this time of year;
- Inspection requests have increased due to the increase of permits issued over the summer and fall months;
- The Fire Station project inspections are moving along with consistent progress being made;
- Office files and data conversion to electronic files is ongoing with steady progress;
- The Building Official is working with the Planning Department on recommendations for potential revisions to the Zoning Ordinance.

Planning Department

- RI Foundation Centennial Grant - Native American Memorial and Signage:
The Director is working with Tribal representatives to find a location for a possible Native American memorial and interpretive signage. Sites have narrowed down to a possible four locations, that will be presented to the Town Council, once a final review is conducted by the Tribal Historical Preservation Officer of the Narragansett Tribe. The Director is also working on a request for proposal for the Memorial; the details of which will be made available to the Town Council for review, inclusive of the proposed wording for the signage.

- **Sustainability Plan Development:** As part of our public participation component for the Sustainability Plan project, the consultant, Horsley Witten is recommending a project website that will be retired once the project is completed. The site is proposed to be a standalone site, with a link from the Town site during the duration of the project. The Planning Director has been working with the consultant gathering data for the plan and workshop. They are conducting extensive data gathering, with the help of Tina Collins, related to energy usage. The workshop is planned for the second or third week in February.
- **Safe Routes to School Grant:** The 90% plans are with the State for additional review. The grant is for a total of \$450,000 and the last cost estimate on the proposed enhancements total between \$700,000-\$750,000. The Town will be seeking direction on this program in the coming months once the design is completed, approvals are in place and we are prepared to bid specific elements of the project.
- **Golf Course Facility:** The Public Works Director, Planning Director and Town Administrator have been working with Architect Bill Burgin to develop a working floor plan to present to the Town Council on December 5th meeting. Work thus far has been based on the guidance provided by the earlier Facility Committee, in combination with the needs assessment and inventory of existing operational needs, facility/grounds needs and operating equipment used by the existing course operator.

Public Works Department

The Department continues with work on the North Main Road Drainage Improvement project. As of 11-23 the DPW completed the installation of the main drainage line and drainage structures to Sloop Street. Unfortunately, the ledge excavation slowed the progress of pipe installation over the past three weeks. The main goal for the project over the next two weeks will be to restore the trench pavement with asphalt and complete all of the drainage frames and grates for the structures that were installed. Asphalt plants will be closing the second week of December and we want to make sure that the road is ready for winter conditions. Work will then be suspended until March 2017.

The following is a list of other department work involvements during November.

- The carpenter has been working on re-siding and roofing the hopper building at the transfer station. He has also winterized the bathrooms at west ferry and Fort Getty.
- Evergreens have been planted at the transfer station as part of our landscaping plan for the property.
- DPW installed the drainage catch basin for the Fire Department Addition. Drainage piping should be complete by the end of the week and ready for the contractor to finish grade the site for asphalt paving.
- The mechanic is preparing sanders and dump trucks for snow plowing.
- The Steiner tractor that was purchased to remove snow from the sidewalks has been delivered. The mechanic has been getting it ready with the various implements and installing lights for snow removal operations.
- Water Department staff have been working on general maintenance and operation at the water treatment facility. The foreman has been working on a number of work order requests for seasonal shut-downs. He has also been working on brush removal at both reservoirs and dams.
- Paul White the Assistant Water Superintendent has been promoted to fill the vacant Superintendent position. The position of Water Operator has been posted with the NAGE bargaining until and will be advertise publicly should the position remain vacant. This model will parallel the existing structure used in the wastewater decision.
- Sewer Department staff have been working on general maintenance and operation at the wastewater treatment facility. Staff has identified an additional 2,000 linear feet of collection system for slip

lining using the remaining funds from the sewer interceptor lining project. We will be meeting with the contractor to determine a schedule for the additional work.

- Bid documents to replace two pilings at west ferry has been advertised and are due before the second Town Council meeting in December.
- Trees have been planted along Cole Street and Green Lane as part of our tree planting program. A tree was also replaced next to the Town Hall and a number of evergreens have been planted at the transfer station as part of our landscaping plan for the property.
- Fallen trees were cut on Court Street and Howland Avenue during after hour call-outs from storms over the past two weeks.

Library

- Vlad Vezikov has taken care of the wooden windows on the west side (front) and sanded and stained the patio doors;
- Preparations underway for the book sale;
- Building Committee is progressing with preliminary building design plans and a presentation to the Town Council on December 19th;
- Recommended compensation adjustments have been implemented.

Parks and Recreation

Maintenance

- Final cleanup of park properties prior to winter, final cuts, leaf cleanups, equipment removal, etc.;
- Winterizing of facilities at Fort Getty - Remove curtains on pavilion, evaluate clean and brighten fabric, nine panels sent out for repair; water and electricity utilities have been closed for the winter;
- Inspection of all picnic tables is underway, with repairs and winter storage commence;
- Winterizing all other parks facilities.

Programming

- Recruit and add seasonal staffing - to date three new staff have been brought in as Recreation Aids with the goal of creating a staff base that is capable of supporting multiple programs and other department needs;
- Preparing for East Ferry tree lighting
- Assessing the redefinition of the Teen Center Model
- Expand Recreational Program Base:
 - Evaluate Current Programs, Explore future program possibilities, Reach out for Community Partnerships
- Develop Winter Program Schedule
- Website Overhaul:
 - Complete redevelopment of Webpage, remove outdated information, educate staff with website training with Mike Glier, updating forms, pictures and general content.

Administrative:


- RI DEM Grants
 - Playground Grant Community Playground Committee Proposal to Town Council December 5
- Lawn Avenue Grant - Finalizing a RFQ for site design work; Define work for different elements of grant; Meet with school officials to discuss project elements; Meet with Narragansett Tribe.
- Develop more efficient Park Maintenance Schedule
 - Assessing department maintenance functions and process;

- Re-evaluate Fort Getty Regulations:
 - Re-Write RV Handbook, Re-write Tent Handbook
 - Review Fort Getty Campground Facility for potential camping redefinition of sites.
- Fort Getty Pavilion:
 - Review Rental Policy, Develop 2017 strategy for rental group administration, Publish updated handbook to website.
- Schedule Expenditure of Capital Improvement Funds for Recreation Center
 - Evaluate Needs, including Flooring (Side Entrance, Front Vestibule) Doors, Gymnasium Floor/Floor Covering, Lobby Lighting

If anyone has a question regarding these items, please contact me at your earliest convenience.



TOWN OF JAMESTOWN
93 NARRAGANSETT AVENUE
P.O. Box 377
JAMESTOWN, RHODE ISLAND 02835

TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR 
SUBJECT: PEDDLERS LICENSING PROCESS AND FORMAT
DATE: December 2, 2016

The following discussion was prompted by interest in improving the management and limitations placed on peddlers generally within the community and also specifically when access to public property is permitted.

The Town has historically received Peddler License applications from the following businesses with the corresponding access provided to the noted areas:

<u>Company</u>	<u>Permitted Locations</u>
Lucky Ridge Co., LLC. (Spinnakers):	Fort Getty, Mackerel Cove, East Ferry
Del's Lemonade & Refreshments, Inc.:	Fort Getty, Mackerel Cove, Head's Beach & Taylor Point
Tallulah, LLC (Taco Mobile Unit):	Mackerel Cove & Heads Beach
BADA Bing, Inc. (Hotdog Cart):	East Ferry

The question being presented to the Council, is whether you would prefer to modify the process by issuing annual peddler licenses for general roadside service as noted within the Town Code or continue with the practice of including access to specific town property and/or park areas under this same application? The Peddler License process is outlined in **Article II Peddlers and Solicitors** Section 46 of the Town Code. Specifically under **Section 46-41** the Code allows for this activity on the streets, lanes, squares, or alleys of the Town or from door to door with the appropriate licensing. The alternative to this process would be to issue the general peddlers license at the established fee and separately allow the Town staff to solicit interest through a Request for Proposal process (RFP) in offering food/beverage concession services at specific locations such as, East Ferry and Mackerel Cove, that have historically been the most actively used sites in town by local peddlers. Other sites can be added to this process at the Council's discretion as need or interest should warrant. This change would allow for additional controls regarding frequency and scope of use of the specific properties, allow for a sufficient financial recovery to the Town for providing a seasonal business with access to town property and allow for improved and consistent service levels for the public. Such agreements can be single or multi-year in design, be an open public bid process, can specify the type of service, hours/days of operation, location, etc. although in review of the proposals, the Council could ultimately decide which proposal was in the best interest of the community.

As part of this discussion, I've included a copy of the 2016 License approval for each business, the applicable Town Code Sections, and the 1996 Policy established by the Town Council specifically of the East Ferry Location.

This format modification also does not prohibit special events, programs or public/private functions from using a recognized peddler (food truck or other) to service a function, although pre-approval would be required. Other mandatory requirements would include, the expectation that all local and state licensing as well as insurance naming the Town as a co-insured for the event would be in place prior to the function.

Should you have any questions regarding this matter, please contact me at your convenience.



Town of Jamestown

TOWN CLERK'S OFFICE
Town Hall, 93 Narragansett Avenue
Jamestown, Rhode Island 02835-1199

Theresa C. Donovan, CMC
Town Clerk
Probate Clerk
Clerk to Town Council

June 26, 1996

401-423-7200
Fax: 401-423-7230

TO: ALL CURRENT PEDDLER LICENSE HOLDERS
FROM: TOWN CLERK *TC*
SUBJECT: POLICY ESTABLISHED BY TOWN COUNCIL

During meetings of the Town Council held on April 8 and May 28, 1996 Council established policy regarding limits on the number and location of peddlers. Since they receive numerous new requests for these licenses each year, Council also determined that current licenses must actively be used, or will be forfeited.

Specifically, their votes were as follows:

- * Peddler licenses will be considered forfeited if that license is not used for one season, "use" being defined as 25 days
- * Peddler licenses are required for use on public property only; private property is governed by zoning regulations
- * No more than three (3) licenses will be granted on public property at the East Ferry, which would not necessarily include a peddler who is allowed to go from site to site; East Ferry is defined as the area from the boat launch ramp south to Union Street, excluding the Veterans Memorial Square
- * The area beyond the seawall (beach and water) is under the jurisdiction of the Harbor Management Commission; beyond the mean high water mark is also governed by Coastal Resources Management Council

Should you have any questions, please feel free to contact me. The status of all current peddler licenses will be reviewed when renewal applications are issued in January, 1997.

State of Rhode Island and Providence Plantations

TOWN OF JAMESTOWN

LICENSE

License Number: 15-16-V28

TO: BADA Bing, Inc.
dba: Freddie Bing's Hotdog Thing (cart)
East Ferry Area
Jamestown, RI 02835

FOR THE PURPOSE OF:

Victualer Fee: \$20.00
✓ Certificate of Liability Insurance

FOR THE HOURS OF: 11:00 am and no later than 5:00 pm

LICENSING DATE: December 1, 2015 to November 30, 2016

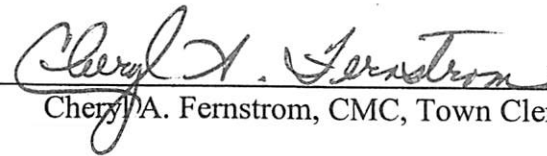
*Must be located north of RIPTA bus stop on East side of Conanicus Ave- per Chief of Police (Feb. 2014)

This license is issued subject to all ordinances of the Town of Jamestown as well as Rhode Island General Law

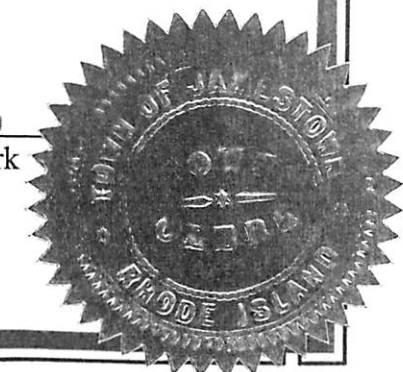
Signed and sealed by order and in behalf of the Jamestown Town Council:

NOV 12 2015

ate of Issue


Cheryl A. Fernstrom, CMC, Town Clerk

POST THIS LICENSE IN A CONSPICUOUS PLACE



State of Rhode Island and Providence Plantations

TOWN OF JAMESTOWN

LICENSE

License Number: 15-16-V35

TO: **Lucky Ridge Co., LLC**
dba: Spinnakers Café (Mobile Unit)
Fort Getty, Mackerel Cove (parking area only) and East Ferry area
Jamestown, RI 02835

FOR THE PURPOSE OF:

Victualer **Fee: \$20.00**
 Certificate of Liability Insurance

FOR THE HOURS OF: **10:00 am and no later than Dusk (seasonal)**


LICENSING DATE: **December 1, 2015 to November 30, 2016**

This license is issued subject to all ordinances of the Town of Jamestown as well as Rhode Island General Law

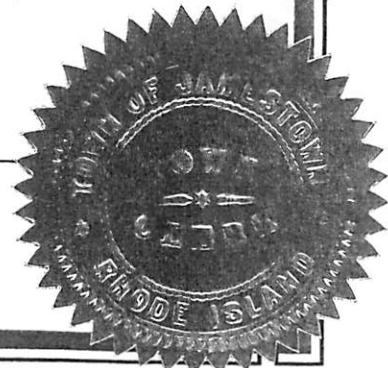
Signed and sealed by order and in behalf of the Jamestown Town Council:

NOV 12 2015

ate of Issue


Cheryl A. Fernstrom, CMC, Town Clerk

POST THIS LICENSE IN A CONSPICUOUS PLACE



State of Rhode Island and Providence Plantations

TOWN OF JAMESTOWN

LICENSE

License Number: 14-15-V30

TO: Del's Lemonade & Refreshments, Inc.
dba: Del's of Jamestown (Mobile Unit)
Fort Getty, Mackerel Cove (East side of parking lot), Head's Beach & Taylor Point areas
Jamestown, RI 02835

FOR THE PURPOSE OF:

Victualer Fee: \$20.00
✓ Certificate of Liability Insurance

FOR THE HOURS OF: 9:00 am and no later than 6:00 pm

LICENSING DATE: December 1, 2014 to November 30, 2015

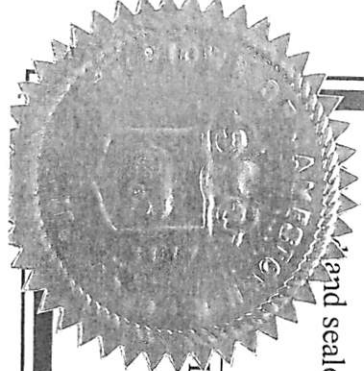
This license is issued subject to all ordinances of the Town of Jamestown as well as Rhode Island General Law

and sealed by order and in behalf of the Jamestown Town Council:

NOV 04 2014

Cheryl M. Fernstrom
Cheryl M. Fernstrom, CMC, Town Clerk

POST THIS LICENSE IN A CONSPICUOUS PLACE



State of Rhode Island and Providence Plantations

TOWN OF JAMESTOWN
LICENSE

License Number: 15-16-V44

TO: Tallulah, LLC
Db: Tallulah's Tacos (Mobile Unit)
Mackerel Cove (East side of parking lot) and Head's Beach
Jamestown, RI 02835

FOR THE PURPOSE OF:

Victualer **Fee: \$20.00**
✓Certificate of Liability Insurance

FOR THE HOURS OF: 9:00 am and to 6:00 p.m.
LICENSING DATE: December 1, 2015 to November 30, 2016

This license is issued subject to all ordinances of the Town of Jamestown as well as Rhode Island General Law

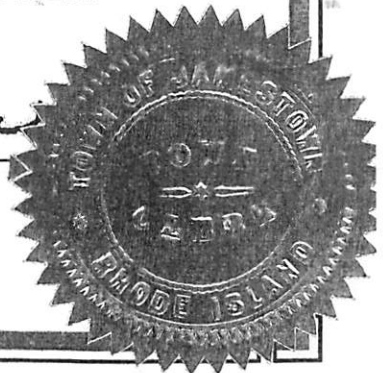
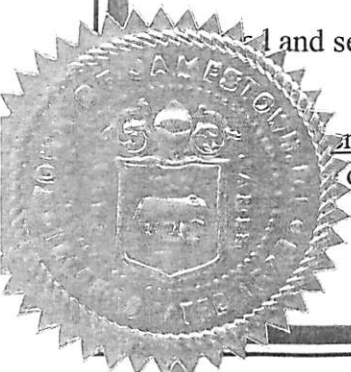
and sealed by order and in behalf of the Jamestown Town Council:

_____ **December 10, 2015**
_____ **of Issue**

Cheryl A. Fernstrom

Cheryl A. Fernstrom, CMC, Town Clerk

POST THIS LICENSE IN A CONSPICUOUS PLACE



ARTICLE I. IN GENERAL

Secs. 46-1—46-20. Reserved.

ARTICLE II. PEDDLERS AND SOLICITORS*

DIVISION 1. GENERALLY

Sec. 46-21. Creation of noise.

Hawkers and peddlers licensed under the provisions of this article shall make no loud outcries, or use horns or devices of a noisy character, liable to disturb or annoy inhabitants of the town. (Code 1982, § 10-10; Code 2003, § 46-21)

Sec. 46-22. Peddling at houses.

It shall be unlawful for any peddler or itinerant person to go to any house within the town and to knock at or ring any bell of such house, or otherwise to induce the occupant of such house to come to or open any door of the house for the purpose of buying or selling or offering to buy or sell, or to peddle or barter, or to leave thereat or take therefrom any chattels, wares or merchandise, or for the purpose of delivering or leaving thereat any sample or inquiry concerning certain wares or merchandise for sale without permission of such occupants had or given. This section shall not be construed to affect any local tradesmen who take orders for their wares for immediate delivery from their shops. (Code 1982, § 10-11; Code 2003, § 46-22)

Sec. 46-23. Penalty for violation of article.

Any person violating any of the provisions of this article shall be imprisoned or fined within the limits provided by G.L. 1956, § 5-11-18. (Code 1982, § 10-12; Code 2003, § 46-23)

Secs. 46-24—46-40. Reserved.

*State law reference—Hawkers, peddlers and solicitors, G.L. 1956, § 5-11-1.1 et seq.

DIVISION 2. LICENSE

Sec. 46-41. Required.

No person shall hawk or peddle or sell or offer for sale on any street, square or alley, or from door to door within the town any goods, wares, merchandise or other articles and substances from wagons, carts, pushcarts, other vehicles or on foot without first obtaining a license authorizing such person to sell such goods, wares, merchandise or other articles and substances on the streets, lanes, squares or alleys of the town, or from door to door. (Code 1982, § 10-1; Code 2003, § 46-41)

State law references—Local licenses required for hawkers, peddlers, solicitors, G.L. 1956, § 5-11-18; authority to license itinerant vendors, G.L. 1956, § 5-15-5.

Sec. 46-42. Application.

All hawkers and peddlers and all persons selling or offering for sale any goods, wares, merchandise and other articles or substances on any street of the town or from door to door shall make application for a license to the town council, and, upon approval of such application by the town council, the town clerk shall issue a license accordingly to such persons, respectively, to sell the articles and substances mentioned in this section, in such manner as shall be specified in such license upon any street in the town. (Code 1982, § 10-2; Code 2003, § 46-42)

Sec. 46-43. Fees.

(a) *Schedule.* Every person to whom a license shall be granted by the town council, before receiving the license, shall pay to the town clerk the fees which are established in appendix C.

(b) *Exemptions.* No license fee levied under subsection (a) of this section shall be charged where the licensee is exempt and has been licensed under G.L. 1956, § 5-11-18. (Code 1982, §§ 10-3, 10-4; Code 2003, § 46-43)

State law references—Fees authorized, G.L. 1956, § 5-11-18; fee authorized for itinerant vendor license, G.L. 1956, § 5-15-5.

Sec. 46-44. Permit.

(a) *Required; form; wearing; deposit; return.* Every person licensed under this article shall also obtain from the town clerk a permit of white

metal at least 2½ inches in diameter, and shall at all times while engaged in the business for which such person is licensed wear such permit conspicuously on the outside of such person's outside shirt or coat. Such permit shall bear in black enamel a number which shall correspond to the permit number marked on the license, and shall be issued upon the deposit of the cost of the permit to such person, and upon the surrender of such permit to the town clerk, the deposit shall be returned and the license shall thereby be revoked.

officer such person's license shall be deemed for the purpose of this article to be unlicensed and to have violated the provisions of this article.
(Code 1982, § 10-9; Code 2003, § 46-47)

(b) *Illegal use.* No person shall wear any such permit after the expiration or revocation of the license represented by it, and any licensed person who shall suffer any such permit, issued to such person, to be used by another person for a purpose similar to that for which the permit was issued to such person, shall forfeit the permit, together with the license represented by it.
(Code 1982, §§ 10-5, 10-6; Code 2003, § 46-44)

Sec. 46-45. Expiration.

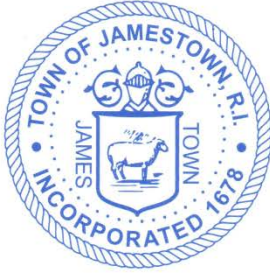
Each license issued under the provisions of this article not otherwise restricted as to its duration shall expire on the last day of February.
(Code 1982, § 10-7; Code 2003, § 46-45)

Sec. 46-46. Personal nature of issuance; non-transferable; assistance to licensee.

Such license shall not be transferable, or give authority to more than one person to sell goods as a hawker or peddler, either by agent or clerk; or in any other way than in such person's own proper person; but any licensee may have the assistance of one or more persons in conducting such licensee's business, who shall have authority to aid their principal but not to act for or without their principal.
(Code 1982, § 10-8; Code 2003, § 46-46)

Sec. 46-47. Display upon demand of police officer.

Any person who shall neglect or refuse on demand by any police officer to exhibit to such



TOWN OF JAMESTOWN
Parks & Recreation Office
P.O. Box 377
41 Conanicus Ave.
JAMESTOWN, RHODE ISLAND 02835

Recreation Office (401) 423-7260
Teen Center (401) 423-7261
Fort Getty (401) 423-7211
Fax (401) 423-7229

TO: Andrew E. Nota, Town Administrator
FROM: Andrew J. Wade, Parks & Recreation Director
DATE: November 30, 2016
SUBJECT: Formation of Community Playground Renovation Committee

The Parks and Recreation Department proposes establishment of the ad hoc Community Playground Renovation Committee. The Community Playground Renovation Committee shall be charged with refining the playground design to include equipment manufacturer(s), playground elements, playground surfacing, and its final layout. The Committee would consist of seven to nine (7-9) members. I would like to respectfully recommend that the committee consist of five (5) individuals representing the following groups/organizations by a designated appointee:

- Jamestown Library Board/Building Committee
- Ryan Bourque Family
- 1990 Jamestown Community Playground Building Committee
- Jamestown Arts Center
- Jamestown Parks and Recreation Director

Two to four (2-4) at large members who are residents and qualified electors in the Town of Jamestown and four (4) members who serve as ex officio members consisting of the:

- Public Works Director
- Town Planner
- Jamestown Police Department Member
- Town of Jamestown Professional Staff Member

The formation of the Committee and development of a Committee Charge requires approval by Town Council by vote at a regular meeting and adoption of a Resolution.

Committee vacancies would be advertised in the *Jamestown Press* and residents interested in serving would be directed to contact the Town Clerk's Office by submitting an application with a resume, noting applications can be found on the internet at www.jamestownri.gov, the Jamestown Library at 26 North Road, and the Town Clerk's Office located at 93 Narragansett Avenue.

Thank you.



Town of Jamestown

Resolution of the Town Council

No. 2016-17

Resolution Relative To The Establishment Of A Community Playground Renovation Committee

WHEREAS, the Town Council desires the establishment of a Community Playground Renovation Committee to assist and advise the Town Council on the necessary and appropriate renovations to the Jamestown Community Playground built in 1990 adjacent to the Jamestown Philomenian Library located on North Road; and

WHEREAS, the Community Playground has been a gathering place for families with children and a source of enjoyment for the children of Jamestown, and recognized by all as a place for children to play, grow, and learn; and

WHEREAS, the Community Playground is in need of upgrading and rebuilding due to its age, extensive use, and revised safety standards for playgrounds; and

WHEREAS, the Town of Jamestown was awarded a Rhode Island Department of Environmental Management Open Space and Recreation Small Development Grant in the amount of \$100,000 and the Jamestown Playground Restoration Fund in honor of Officer Ryan Bourque has raised over \$50,000 to date for the renovation of the Community Playground.

NOW, THEREFORE, BE IT RESOLVED, that we, the Town Council of the Town of Jamestown, hereby establish the Community Playground Renovation Committee and vest them with the authority to investigate, research, consult, deliberate and recommend the design and equipment needed for a safe, state-of-the-art Community Playground; and

BE IT FURTHER RESOLVED, that the Community Playground Renovation Committee shall consist of seven to nine (7-9) members appointed by the Town Council, five (5) individuals representing the Jamestown Library Board of Trustees Building Committee, the Ryan Bourque Family, the 1990 Jamestown Community Playground Building Committee, the Jamestown Arts Center, and the Director of Parks and Recreation, and two to four (2-4) at large members who are residents and qualified electors of the Town of Jamestown, and two to four (2-4) members who serve as ex officio members consisting of the Public Works Director, Town Planner, Member of the Jamestown Police Department or another designated member of the Town's professional staff. Town Administration and Staff is hereby authorized and directed to provide appropriate assistance to the Community Playground Renovation Committee to assist them with their duties. Meetings of the Community Playground Renovation Committee shall comply with all requirements of public meetings, including but not limited to the Open Meetings Act.

By Order of the Jamestown Town Council

Kristine S. Trocki, President

Michael G. White, Vice President

Blake A. Dickinson

Mary E. Meagher

Eugene B. Mihaly

IN WITNESS WHEREOF, I hereby attach my hand and the official seal
of the Town of Jamestown this 5th day of December, 2016.

Cheryl A. Fernstrom, CMC, Town Clerk

November 30, 2016

Cheryl Fernstrom
Town Clerk
93 Narragansett Avenue
Jamestown RI, 02835

RE: TREE WARDEN REAPPOINTMENT

Dear Cheryl,

At this time, I would like to respectfully request to be reappointed as Tree Warden for the Town of Jamestown, Rhode Island. I have enjoyed my tenure in the position and look forward to having the opportunity to continue. As Tree Warden, and with assistance from the Tree Preservation and Protection Committee we have consistently identified and completed important projects that have benefited the Town of Jamestown and its residents. We have also been successful in receiving yearly grant assistance that have funded all of our identified projects to date and continue to be recognized as a Tree City USA Community.

Note-worthy projects to date:

- 1) Designing and re-vegetating areas at the Jamestown Transfer station.
- 2) The designing of proposed areas at Fort Getty for plantings.
- 3) The continued management of Jamestown's sustainable Town Tree Nursery for Jamestown's residential planting program.

Upcoming identified projects include continued Town-wide tree planting projects, comprehensive Town-wide tree management/maintenance programs, and assisting with the development and restoration of areas at Taylor Point. Potential future grant requests and assistance will be specific to these projects.

In closing, I would welcome the opportunity to be re-appointed as Jamestown's Tree Warden and to continue to meet the Town of Jamestown and its resident's high expectations.

Sincerely,

Steven Saracino
Tree Warden
Jamestown, RI 02835

Jamestown Tree Protection and Preservation Committee

November 23, 2016

Jamestown Town Council
Cheryl Fernstrom Town Clerk
Jamestown, R.I. 02835

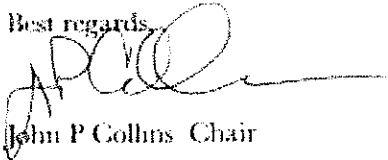
Dear Towncouncilman,

At our regularly scheduled meeting on November 15, 2016 the committee voted unanimously to recommend the re-appointment of Steven Saracino as the Tree Warden for the Town of Jamestown for his upcoming term in 2017.

Steven has worked closely and diligently on all of the matters the committee has discussed and acted on this year. He has kept us up to speed on the America the Beautiful grant program and the development of the 2017-2018 proposal. Our Tree Nursery is now rotating the first seedlings we planted into various spots around town under his supervision. And, he has been in very close contact with the provider of a potentially large tree planting donation for the Fort Getty entrance. These projects are just a few of the many responsibilities he is discharged with. Simply stated, Steven gets the job done in a timely and professional way.

As the chairperson for this year, Steven has always been available for a phone call or last minute visits regarding permits, disputes and the other tasks requiring attention that fall between our monthly meetings. I regard him as a team player with all of the department heads that our committee interfaces with. Steven has been a pleasure to work with and I am very confident he will transition seamlessly with the next chairperson.

Best regards,



John P Collins Chair



Town of Jamestown, Rhode Island

Engineering and GIS Office

93 Narragansett Ave ♦ Jamestown, RI 02835 – 1509

Date: December 1, 2016

To: Andy Nota, Mike Gray

From: Jean Lambert

RE: State of RI and Town of Jamestown Cesspool Phase-out: Program Summary

RIDEM and the RI State Legislature passed the Cesspool Phase-out Act in 2007 (amended 2015). This act required the immediate replacement of cesspools within 200 feet of the shoreline of tidal waters, within 200 feet of public wells and within 200 feet of a drinking water supply. Failed cesspools anywhere in the state required replacement within one year of the failure. In addition, the Act requires the upgrade, within one year of the closing date, of any cesspool serving a property subject to sale or transfer after January 1, 2016.

The Town of Jamestown Wastewater Management Ordinance was instituted in 2003. In addition to the above, the Ordinance also required the replacement of all sub-standard systems within the Town of Jamestown on January 1, 2016.

Cesspools were identified in the Town through a combination of RIDEM records and reports made by onsite wastewater treatment system (OWTS) inspectors. Notices were sent to the property owners where substandard systems were identified. These notices informed the property owners of the need to upgrade their systems by January 1, 2016. The most recent notices were sent in July 2016. These notices also outlined the availability of low interest loans for qualified individuals and the possibility of a financial hardship exemption from the requirements.

On November 7, 2016, a notice of violation (NOV) was sent to 18 property owners where substandard systems have been identified. The NOV gave the property owners 5 days to respond to the Department of Public Works, 30 days to apply for a permit from the RIDEM, and 60 days to inform the Town of the proposed time frame for installation of the new system. The Town required installation of a new system within one year. The NOV specifies a \$500 per violation penalty for neglecting or refusing to comply with the NOV with each day of a continuing violation constituting a separate and distinct violation.

The Jamestown Ordinance outlines the process of resolving the NOV. The first option available is to resolve the issue with Town staff at an informal administrative level. An owner unhappy with the staff decision can request an administrative conference. Representatives of the conference include the public works director, building official, town administrator and a *designated member of the town council*. An appeal of the administrative conference would go to the zoning board. And finally, owners can appeal to district court.

As of November 10, 2016, one request for an administrative hearing has been submitted. In order to convene the hearing, a Town Council member must be designated to complete the membership for the administrative conference.



Town of Jamestown

Town Clerk's Office

Town Hall

93 Narragansett Avenue

Jamestown, Rhode Island 02835-1199

401-423-9800 Fax 401-423-7230

Email: cfernstrom@jamestownri.net

Cheryl A. Fernstrom, CMC
Town Clerk/Probate Clerk

MEMORANDUM

TO: Andrew E. Nota, Town Administrator
COPIES TO: Town Council
FROM: Cheryl Fernstrom, Town Clerk
DATE: November 30, 2016
SUBJECT: Vacancies/Expiring Terms for Boards/Commissions/Committees

This memorandum is an update on appointments, vacancies, and expiring terms for town boards, commissions, and committees.

Vacancies for the unexpired terms of Housing Authority, Tax Assessment Board of Review, Tree Preservation and Protection Committee and Juvenile Hearing Board continue to be advertised in the *Jamestown Press* and continue on Council agendas.

Upcoming expiring terms of Beavertail Advisory Committee, Conservation Commission, Harbor Commission, Housing Authority, Library Board of Trustees, Quonset Development Corporation, and Zoning Board of Review Alternate were advertised in the *Jamestown Press*. Current board/commission/committee members were notified of the expiring terms and asked to submit a letter of request for reappointment or notified they have reached their limit of three consecutive full terms, per Charter. There are no expiring terms for the Planning Commission at this time.

Beavertail State Park Advisory (Three year terms). The first term for member Barbara Szeptowski expires December 31, 2016, and she has submitted a letter requesting reappointment. Job Toll has submitted a letter of interest for appointment. There are no other applicants.

Conservation Commission (Three year terms). The first term of Members Anne Kuhn-Hines and George Souza expire on December 31, 2016. Member Joyce Antoniello is fulfilling an unexpired term, and if reappointed, this will be her 1st full term. Members

Joyce Antoniello and George Souza have submitted letters of interest for reappointment; Anne Kuhn-Hines has not. There are no other applicants.

Harbor Commission (Three year terms). The second term for Member David Cain and first term for Member Bruce Dickinson expire on December 31, 2016. Member David Cain has submitted a letter of interest for reappointment, and Member Bruce Dickinson indicated via email he is submitting a letter of resignation. There are no other applicants.

Housing Authority (Five-year terms). The first term for Member Valerie Molloy expires on December 31, 2016, and she has submitted a letter of interest for reappointment. (The vacancy still exists for the unexpired term of Cheryl Main). There are no other applicants.

Juvenile Hearing Board (Member: Three year terms; Alternate: Two year terms). The first term for Member Agnes C. Filkins expires on December 1, 2016, and she has submitted a letter of interest for reappointment. There is no Alternate term expiring at this time. There are no other applicants.

Library Board of Trustees (Three year terms). Their first term for Member Peter Carson and Member Paul Housberg expire on December 31, 2016. Member Paul Housberg has submitted a letter of interest for reappointment; Member Peter Carson has not. Lisa Carlisle (an architect) has submitted a letter of interest for appointment. There are no other applicants.

Planning Commission (Four year terms). There are no expiring terms at this time.

Quonset Development Corporation Board of Directors (Three year term). The second term for Director James Rugh expires on December 31, 2016, and he has submitted a letter of interest for reappointment. Job Toll has submitted a letter of interest for appointment. There are no other applicants.

Tree Preservation and Protection Committee (Three year terms). The third term for Chair John Collins expires on December 31, 2016, and he is not eligible to serve another term, per Charter. To date there are no applicants, and a vacancy for an unexpired term to December 31, 2016 (Paula Samos) still exists. There are no applicants.

Tree Warden (One year term). Per RIGL §2-14-2 “every Town Council at its regular meeting in January of each year shall appoint a Tree Warden, who must be a registered arborist or within six months of the appointment is required to become a registered arborist.” This appointment is not advertised. Present Tree Warden Steve Saracino has sent a letter requesting reappointment, Tree Committee Chair John Collins sent a letter affirming the Tree Committee’s unanimous vote to request reappointment of Steve Saracino as Tree Warden. The Division of Forest Environment requires submission of the annual Tree Warden appointment by February 1, 2017. This reappointment is on the December 5th agenda under New Business.

Zoning Board of Review (Member: Five year terms; Alternate: One year terms). Due to the resignation of Member Dick Alphin, 1st Alternate Judy Bell was appointed to the full

Member position on October 19, 2015 to fulfill the unexpired term, which is expiring December 31, 2016. The Alternate members are appointed/reappointed annually. 1st Alternate is Terrance Livingston, 2nd Alternate is Edward Gromada, and 3rd Alternate is Marcy Coleman (appointed June 27, 2016 to fulfill the Alternate vacancy). Member Judy Bell forwarded a letter of interest to serve as an Alternate Member, did not reapply for the Member position, and recommended 1st Alternate Terrance Livingston be appointed as the Member. 1st Alternate Terrance Livingston submitted a letter of interest for the full Member position. There are no other applicants.

This office will continue to contact current board/commission/committee members and alternates who have not submitted letters of interest or resignation for their respective expiring terms. The expiring terms, along with vacancies, are on the December 5th agenda. The Council may want to review potential dates for vacancy interviews.

Thank you.

TOWN COUNCIL MEETING
November 21, 2016

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
Edward A. Mello, Police Chief
Andrew J. Wade, Parks & Recreation Director
Peter D. Ruggiero, Town Solicitor
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 7:01 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, and Councilor Dickinson led the Pledge of Allegiance.

Town Administrator Nota announced that notification was received this afternoon from the Board of Elections that non-contested elections were certified.

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

A) Acknowledgements

- 1) Town Council Member Thomas P. Tighe: Recognition of his service to the Town of Jamestown, 2012-2016

President Trocki acknowledged Councilor Tighe's 48 years of service to the Town of Jamestown; 4 years on the Town Council and 44 years with the Jamestown Police Department as an Officer and Police Chief.

President Trocki read Citations from the RI House and Senate in recognition of his 48 years of service to the Town of Jamestown. (Applause)

Councilor Tighe thanked everyone and stated it was an honor and a privilege to serve with the Council the last 4 years and to serve the Town of Jamestown for 48 years.

Vice President Meagher thanked Councilor Tighe for his kindness, wisdom and guidance and stated “I will miss you.”

Councilor Dickinson thanked Councilor Tighe for the pleasure of serving with him, his counsel, his friendship, and support.

IV. PUBLIC HEARINGS, LICENSES AND PERMITS

A motion was made by Vice President Meagher with second by Councilor White to open as the Alcoholic Beverage Licensing Board at 7:08 p.m. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

A) **Town Council Sitting as the Alcoholic Beverage Licensing Board**

- 1) NOTICE is hereby given by the Town Council of the Town of Jamestown, being the Licensing Board in said Town as provided under Title 3 Chapters 1-12 of the General Laws of Rhode Island 1956, and as amended, that the following **RENEWAL** application and **REQUEST TO EXPAND AUTHORIZED SERVICE AREA** has been received by the Town Council under said Act, for the period December 1, 2016 to November 30, 2017 (duly advertised in the *Jamestown Press* October 13th and October 20th); review and discussion and/or potential action and/or vote; continued from November 7, 2016:

a) **CLASS B – TAVERN**

Bay Voyage, LLC
dba: Bay Voyage
150 Conanicus Avenue

- i) Approval of Liquor License renewal application and request to expand the authorized service area for **CLASS B – TAVERN**, upon resolution of debts, taxes, State approval and appropriate signatures for the year December 1, 2016 to November 30, 2017; review and discussion and/or potential action and/or vote
1. Revised seating plan by applicant
 2. Zoning Official Costa’s determination
 3. Police Chief Mello’s recommended restrictions

Attorney Christian Infantolino and Restaurant Manager Frank Rosa are in attendance on behalf of Bay Voyage, LLC dba: Bay Voyage. Attorney Infantolino explained the proposed expansion of dining service onto the lawn area with six tables seating six people

at each table for a total of 36 additional seats for the period April 1st through October 31st. Table seating will cease at 8:00 p.m., with the lawn area vacant by 9:30 p.m. Lighting will include illumination at each table, with twinkle lights and low level walkway lighting for safety purposes. There will be no outside bar or outdoor music, special events will come back to the Council for approval, and approval of the additional table seating will limit the number of patrons congregating on the lawn.

President Trocki referenced Zoning Official Chris Costa's determination as outlined in his November 17th memorandum:

- There appears to be no conditions or restrictions where alcohol can be consumed or served
- Maximum parking increase generated from the expansion will not exceed the 77 spaces provided (calculations show $186 \text{ seats} \div 5 = 37$ plus one per 32 timeshare units is 69 parking spaces required)
- May 2, 2016 Town Council Minutes reflect granted permission to consume alcohol on the designated grass area
- Does not feel this application should be considered an expansion of use requiring separate Zoning Board review
- This application should fall under the jurisdiction of the Liquor Licensing Board for review and consideration.

President Trocki referenced Police Chief Edward Mello's determination as outlined in his November 17th memorandum with the following 11 conditions:

- 1) Alcohol service be allowed inside the restaurant area
- 2) Alcohol service be allowed on the deck area
- 3) Alcohol service be allowed in plastic ware in fenced pool area
- 4) Alcohol service be allowed on grass lawn area
- 5) Signage "NO ALCOHOL SERVICE BEYOND THIS POINT" be installed at east end of sidewalk of front lawn
- 6) No fixed or portable bar be permitted on the lawn area
- 7) The number of tables on the lawn area shall be limited to six with six seats each
- 8) The outside service be limited from April 1st through October 31st
- 9) The Liquor Licensing Board set an early end to outside service lawn area
- 10) Applicant to provide detailed floor/exterior plan indicating alcohol service area, proposed bars (permanent and temporary), and alcohol storage area
- 11) Any outside special events i.e. wedding, music, or entertainment would require a special event license.

Chief Mello approved the 9:30 p.m. time limit for service on the lawn and the revised site plan with six tables of six people. Attorney Infantolino stated the applicant agrees with the Police Chief's 11 conditions.

Public Comment.

Mary Lou Sanborn of Bay View Drive thanked Attorney Infantolino for his explanation. This is a residential neighborhood, she would like to retain that neighborhood, and there

is already outside seating at the Bay Voyage. She expressed concern for food service on the lawn and food droppings creating a rodent problem and asked if the 77 parking spaces included the condo units. Ms. Sanborn was informed that it did.

Vice President Meagher asked if condo unit parking was in the lot or on the street. She was informed the parking spaces include street parking, as granted by the original Zoning Board decision, as shared public space.

Solicitor Ruggiero commented on the Zoning Officer's decision and that the Zoning Board approves shared parking.

Vice President Meagher stated this is now an expanded use and we are giving the restaurant more control over the parking area.

Solicitor Ruggiero commented any issues caused by the expanded use can be brought before the Town Council, serving as the Licensing Board, for a Show Cause hearing for a problematic licensee.

Dennis Webster of Mt. Hope Avenue commented on the high demand for parking spaces in the Bay View Drive area on weekends during the summer months.

Solicitor Ruggiero stated the Zoning Officer determined it would not have an impact in making his decision. If there are any apprehensions, as the licensing body the Council can have a show cause hearing for unforeseen occurrences, over use, etc. to evaluate the situation, set conditions, and rescind the expansion for a problematic licensee.

Dennis Webster of Mt. Hope stated that on summer weekends those parking spaces are heavily used and are potential parking spaces for Bryer Beach users.

Attorney Infantolino commented that parking is always an issue in Jamestown, and the parking spaces allowed takes into consideration restaurant patrons and condo owners.

Vice President Meagher expressed concern for the expansion of use in a non-commercial area.

President Trocki commented we want businesses to thrive and be open year round, and Jamestowners enjoy alfresco dining. She welcomes the opportunity to test the expanded use, knowing it can be revoked. Ms. Sanborn's concern for rodents is interesting, and she appreciates the early closure time of 9:30 p.m., which is reasonable. The operation will be monitored and any issues will be brought forward.

Attorney Infantolino commented on regular lawn maintenance and cleaning activities that will keep the area clear.

Councilor Tighe agreed with Vice President Meagher, and he would rather see the licensee come back for special events rather than granting an expanded use. Once you open the gate it becomes difficult, and he can't give open approval for it.

Councilor White noted previous issues with other establishments the Council addressed to the satisfaction of area neighbors. He is willing to vote to grant the license.

A motion was made by Councilor White with second by Vice President Meagher to grant the license for the Class B Tavern License to the Bay Voyage, LLC. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

A motion was made by Councilor White to expand the authorized service area for the Class B Tavern license to the Bay Voyage, LLC to include the conditions outlined by Chief Mello, limit seating to a total of 36 seats, with the last seating at 8:00 p.m., with the tables being cleared by 9:30 p.m.

Discussion. Chief Mello will need a specific time in order to determine if there is a violation. Councilor Dickinson suggested limiting the license period for dining on the lawn to the months of July and August. Councilor White stated his preference to keep the license period for the entire time proposed so that the Council could see how it works, and if becomes unruly by June or July, it could be cut off. President Trocki commented these are seated guests for dining with certified TIP servers and wait staff, not a bar party situation.

Attorney Infantolino commented with the current license the Bay Voyage can serve food and patrons could go to the bar, get a drink and bring it back to the lawn area. There is more control with the expansion they are requesting.

President Trocki stated this is a safer option. It is important to come back for a special permit for music or other activity. Chief Mello stated lighting should not cause disruption for the neighbors or a hazard to traffic or pedestrians. Manager Frank Rosa stated lighting will not be bright. Lighting should be limited to table lights, twinkle lights, and low-level ground walkway lighting for safety.

A second to the motion was made by Councilor Dickinson, with the restriction that lighting is limited to table lights, twinkle lights, and low-level walkway lighting for safety, with no spotlights or other lighting that interferes with area traffic, pedestrians, or neighbors. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Nay. Motion passes by a majority vote in the affirmative.

A motion was made by Vice President Meagher with second by Councilor Dickinson to adjourn as the Alcoholic Beverage Licensing Board at 7:38 p.m. President Trocki,

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

V. OPEN FORUM

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

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

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

None.

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

A) Upcoming meetings, work sessions, budget work sessions, workshops, and other sessions; review and discussion and/or potential action and/or vote Discussion ensued of scheduling a swearing-in ceremony that would be strictly for the ceremony with a reception and no business meeting. November 28th is the preferred date.

Discussion ensued of the annual session with the School Committee, traditionally held prior to the first meeting in December, which is the 5th. Last year this session was held at 5:30 p.m., followed by Water and Sewer at 6:30 p.m., and Town Council at 7:00 p.m. The second meeting in December is the 19th. Discussion ensued that November 28th is appropriate for the swearing-in ceremony and reception only, with election of the Council President and Vice President. Solicitor Ruggiero stated he would address the solar array project in Executive Session on December 5th. The Library Building Committee will attend the December 19th meeting with preliminary plans for the Library renovations. Other items for discussion at upcoming meetings are the golf course, infrastructure projects, solar array, Ft. Getty, playground, East Ferry, and others that need to come before council for review and discussion, and scheduling of sessions should be an item on December 5th. Discussion ensued of a date and time for the swearing-in, determined it will be November 28th at 7:00 p.m. Discussion ensued of who will administer the Oath of Office, preferably a Jamestown resident, as Senator Reed is unavailable. Councilors are agreeable to the session with the School Committee at 5:30 p.m. on December 5th, followed by Water and Sewer at 6:30 p.m. and Town Council at 7:00 pm.

The Golf Course needs to be a priority in December. If the Council goal is to have a proposal ready for the FTM, a project design must be ready for the end of March or beginning of April. Discussion ensued of having the Golf Course session on December 5th as the first item.

Solicitor Ruggiero suggested putting everything on one agenda so that Council is not bound by a set time. Water and Sewer could be addressed last on December 5th. Discussion continued.

IX. ORDINANCES AND APPOINTMENTS AND VACANCIES

- A) Appointments and Vacancies
 - 1) Jamestown Housing Authority (One vacancy with an unexpired five-year term ending date of December 31, 2017); duly advertised; no applicants
 - 2) Jamestown Tax Assessment Board of Review – Alternate (One vacancy with a one-year term ending date of May 31, 2017); duly advertised; no applicants
 - 3) Jamestown Tree Preservation and Protection Committee (One vacancy with an unexpired three-year term ending date of December 31, 2016); duly advertised; no applicants
 - 4) Jamestown Juvenile Hearing Board – Alternate (One vacancy with an unexpired two-year term ending date of December 31, 2017)
 - a) Letter of resignation
 - ii) Theresa DiGiovanni

President Trocki noted the four vacancies and encouraged citizens to apply.

X. CONSENT AGENDA

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

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

The Consent Agenda approved consists of the following:

- A) Adoption of Council Minutes
 - 1) November 7, 2016 (regular meeting)
 - 2) November 7, 2016 (golf course workshop)
- B) Minutes from Boards, Commissions and Committees
 - 1) Jamestown Affordable Housing Committee (02/16/2016)
 - 2) Jamestown Affordable Housing Committee (03/16/2016)
 - 3) Jamestown Affordable Housing Committee (04/13/2016)
 - 4) Jamestown Conservation Commission (10/20/2016)
 - 5) Jamestown Harbor Commission (10/12/2016)
 - 6) Jamestown Library Board of Trustees (10/11/2016)
 - 7) Jamestown Library Renovation Building Committee (10/04/2016)
 - 8) Jamestown Library Renovation Building Committee (10/17/2016)
 - 9) Jamestown Planning Commission (08/17/2016)

- 10) Jamestown Planning Commission (10/05/2016)
- 11) Jamestown Traffic Committee (10/20/2016)
- 12) Jamestown Zoning Board of Review (10/25/201)
- C) Victualing License Renewal
 - 1) Ace's Pizza, Inc. dba: **Ace's Pizza**
- D) Abatements/Addenda of Taxes

Total Abatements: \$38,356.92 Total Addenda: \$37,003.34

 - 1) Motor Vehicles – Abatements to 2016 Tax Roll

<u>Account/Abatement Amount</u>	
a) 07-1133-30M	\$ 198.71
 - 2) Real Property/Tangible Abatements to 2016 Tax Roll

<u>Account/Abatement Amount</u>	
b) 06-0212-00	\$ 4,340.03
c) 07-0421-50	\$ 785.93
d) 08-0257-00	\$ 148.43
e) 10-0023-00	\$ 2,751.01
f) 10-0129-50	\$22,303.29
g) 19-0074-05	\$ 263.41
h) 19-0635-00	\$ 7,047.88
i) 19-1162-50	\$ 518.23
 - 3) Real Property/Tangible Addenda to 2016 Tax Roll

<u>Account/Abatement Amount</u>	
j) 09-0037-11	\$ 518.23
k) 10-0097-05	\$22,346.19
l) 12-0084-50	\$ 7,047.88
m) 13-1013-80	\$ 4,340.03
n) 19-0328-52	\$ 2,751.01
- E) Finance Director's Report
- F) One Day Event Licenses
 - 1) Applicant: Conanicut Island Art Association
 Event: CIAA Annual Holiday Arts & Crafts Fair
 Date: December 3, 2016
 Location: Lawn Avenue School
 - 2) Applicant: Tom Harris
 Event: Jamestown Christmas Tree Lighting Ceremony
 Date: December 3, 2016
 Location: East Ferry Green
 - 3) Applicant: Jamestown Community Chorus
 Event: Annual Holiday Concert
 Date: December 10, 2016
 Location: Jamestown Recreation Center
 - 4) Applicant: Jamestown Community Band
 Event: Annual Holiday Concert
 Date: December 13, 2016
 Location: Jamestown Recreation Center

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

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

The Communications received consists of the following:

- A) Communications
 - 1) Letter of Jeff Nicol re: Target shooting ordinance and gun safety
 - 2) Letter of Jean Button re: Golf Course building and future uses
 - 3) Letter of Carolyn and John Wayt re: tradition of making the highest vote recipient President of the Town Council

XII. AGENDA ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS

None.

XIII. EXECUTIVE SESSION

None.

XIV. ADJOURNMENT

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

The Jamestown Town Council adjourned the regular meeting at 7:53 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council
 Town Administrator
 Finance Director
 Town Solicitor

TOWN COUNCIL MEETING
November 28, 2016

I. CALL TO ORDER AND ROLL CALL

The Clerk called the special meeting of the Jamestown Town Council to order at 7:08 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue.

Newly-elected Town Council Members present:

Blake A. Dickinson
Kristine S. Trocki
Mary E. Meagher
Michael G. White
Eugene B. Mihaly

Newly-elected School Committee members present:

Sally F. Schott
Dorothy S. Strang
Agnes C. Filkins

Newly-elected Town Moderator present:

John A. Murphy

Also present:

Andrew E. Nota, Town Administrator
Edward A. Mello, Police Chief
Christina D. Collins, Finance Director
Lisa W. Bryer, Town Planner
Andrew J. Wade, Parks and Recreation Director
Fred Pease, Town Sergeant
Ken Duva, School Superintendent
Mike Convery, Acting School Superintendent
Wyatt A. Brochu, Town Solicitor
Cheryl A. Fernstrom, Town Clerk

II. PLEDGE OF ALLEGIANCE

The Clerk led the Pledge of Allegiance.

**III. ADMINISTRATION OF THE OATH OF OFFICE TO NEWLY ELECTED
TOWN COUNCIL MEMBERS, SCHOOL COMMITTEE MEMBERS, AND
TOWN MODERATOR: Judge Francis J. Darigan, Jr.**

Judge Darigan congratulated the newly-elected officials and stated he is honored to be invited to this evening's ceremony. Judge Darigan thanked the Council, School Committee, and Town Moderator for their services and stated he is glad that we have people who are interested in serving others here in Jamestown.

Judge Darigan declared the Board of Canvassers has certified the election results and the following were elected:

- A) Town Council:
 - 1) Blake A. Dickinson
 - 2) Kristine S. Trocki
 - 3) Mary E. Meagher
 - 4) Michael G. White
 - 5) Eugene B. Mihaly

The Oath of Office was administered to the newly-elected Town Council Members by Judge Darigan. Certificates were also presented. [Applause]

- B) School Committee:
 - 1) Sally F. Schott
 - 2) Dorothy S. Strang
 - 3) Agnes C. Filkins

The Oath of Office was administered to the newly-elected School Committee Members by Judge Darigan. Certificates were also presented. [Applause]

- C) Town Moderator
 - 1) John A. Murphy

The Oath of Office was administered to the newly-elected Town Moderator by Judge Darigan. A Certificate was also presented. [Applause]

IV. NOMINATION AND SELECTION OF TOWN COUNCIL PRESIDENT AND VICE PRESIDENT

The Clerk called for nominations for Town Council President.

A motion was made by Councilor Mihaly with second by Councilor White to nominate Kristine Trocki for Town Council President. Councilor Dickinson, Aye; Councilor Trocki, Aye; Councilor Meagher, Aye; Councilor White, Aye; Councilor Mihaly, Aye.

The meeting was turned over to President Trocki by the Clerk. President Trocki stated the next order of business is to elect a Vice President.

A motion was made by Councilor Meagher with second by Councilor Mihaly to nominate Michael White for Town Council Vice President. President Trocki, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor White, Aye; Councilor Mihaly, Aye.

V. INTRODUCTION OF DISTINGUISHED GUESTS

President Trocki thanked everyone for coming to this evening's meeting, and she considers everyone in attendance as distinguished guests. It is an honor to be here and serve for another two years and complete some of the major projects the Council has underway.

President Trocki thanked Judge Darigan for presiding this evening and acknowledged new School Superintendent Ken Duva and Acting Superintendent Mike Convery. President Trocki acknowledged former Council President Julio DiGiondo; CRMC Chair Anne Livingston and her husband Bruce Livingston, Veteran and supporter of this Town; Police Chief Ed Mello, Officer Joel Pinocchi and Officer Jason Hopkins; out-going Councilor Tom Tighe and his wife Anne; Town Sergeant Fred Pease; Parks and Recreation Director Andy Wade; Finance Director Tina Collins; Town Planner Lisa Bryer; Town Administrator Andy Nota; Town Solicitor Wyatt Brochu and Town Clerk Cheryl Fernstrom. It is a wonderful thing for our community to have so many friends and family in attendance as well.

President Trocki acknowledged the letter of congratulations to newly-elected officials from Representative Deb Ruggiero, who is unable to be here this evening. President Trocki noted upcoming issues that will be addressed by the Council and invited citizens to participate in Town government.

VIII. ADJOURNMENT

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

The special meeting was adjourned at 7:24 p.m. President Trocki invited all in attendance to join the Reception. [Applause]

X. RECEPTION: The newly-elected Town Officials will adjourn for pictures, congratulations and refreshments (in the Town Council Chambers)

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk
Town Council Meeting 11.28.2016

Copies to: Town Council
Town Administrator
Finance Director
Town Solicitor



State of Rhode Island and Providence Plantations
Coastal Resources Management Council
Oliver H. Stedman Government Center
4808 Tower Hill Road, Suite 116
Wakefield, RI 02879-1900

(401) 783-3370
Fax (401) 783-3767



DECEMBER 2016 CALENDAR

- Thursday, December 1** **Beach SAMP Stakeholder Meeting.** URI Bay Campus, Coastal Institute Auditorium, South Ferry Road, Narragansett, RI.
6-8pm
- Tuesday, December 13** **Semimonthly Meeting. Administration Building, Conference Room A, One Capitol Hill, Providence, RI.**
6:00 p.m.
- Tuesday, December 20** **Policy and Planning Subcommittee Meeting.** CRMC Conference Room, Oliver Stedman Government Center, 4808 Tower Hill Road, Wakefield, RI.
8:30 a.m.

Individuals requesting interpreter services for the hearing impaired for any of the above meetings must notify the Council office at (783-3370) 72-hours in advance of the meeting date.

/lat



**Town of Jamestown
Tax Assessor**

**93 Narragansett Avenue
Jamestown, RI 02835**

**Phone: 401-423-9802
Email: kgray@jamestownri.net**

To: PRESIDENT, JAMESTOWN TOWN COUNCIL

From: JAMESTOWN TAX ASSESSOR

Subject: ABATEMENTS/ADDENDA OF TAXES FOR THE **DECEMBER 5, 2016** MEETING

MOTOR VEHICLE ABATEMENTS TO 2016 TAX ROLL

#03-1338-25M Costello, Jason W.	Motor Vehicle – 2011 Toyota Reg. #363645 Soldier/Sailor Exemption	\$218.46
#06-0168-02M Fernengel, Christopher A.	Motor Vehicle – 2013 Ford Reg. #100569 Soldier/Sailor Exemption	\$318.32

REAL PROPERTY/TANGIBLE ABATEMENTS TO 2016 TAX ROLL

#06-0340-00 Ford, Andrew E.	Plat 8, Lot 607 – Property transfer 11-10-16 to Account #02-0116-74	\$3,182.00
#08-0003-77 Hackman Peter R & Prestigiacomio, Dana	Plat 15, Lot 172 – Property transfer 11-18-16 to Account #04-1037-55	\$2,561.40
#08-0562-40 Hocutt Family Trust	Plat 15, Lot 252 – Property transfer 11-7-16 to Account #12-0236-45	\$1,462.98
#10-0097-05 JBL Realty, LLC	Plat 8, Lot 772 – Transfer - Portion of Widow of Veteran Exemption used by former owner	\$10.74
#11-0041-60 Kalberer, Patricia & Celidonio, Louise	Plat 9, Lot 633 – Property transfer 11-10-16 to Account #07-1070-25	\$9,615.11
#12-0236-45 Lavallee, Daniel P.	Plat 15, Lot 252 – Transfer - Portion of Elderly Exemption used by former owner	\$481.00
#13-1194-00 McIntire, Kevin W. & Nancy J.	Plat 5, Lot 80 – Property transfer 11-4-16 to Account #13-1677-00	\$3,500.05
#16-0623-65 Perry, Michael J. & Donna M. et Norton, Lauren P.	Plat 8, Lot 545 – Property transfer 11-3-16 to Account #13-1199-95	\$3,151.97

REAL PROPERTY/TANGIBLE ADDENDA TO 2016 TAX ROLL

#02-0116-74 Bank of New York Mellon, Trustee	Plat 8, Lot 607 – Property transfer 11-10-16 from Account #06-0340-00	\$3,182.00
#04-1037-55 Duva, Michael C. & Gerard, Lauren E.	Plat 15, Lot 172 – Property transfer 11-18-16 from Account #08-0003-77	\$2,561.40
#07-1070-25 Guillemette, Larry T. & Virginia M.	Plat 9, Lot 633 – Property transfer 11-10-16 from Account #11-0041-60	\$9,615.11

#12-0236-45 Lavallee, Daniel P.	Plat 15, Lot 252 – Property transfer 11-7-16 from Account #08-0562-40	\$2,424.97
#13-1199-95 McIntyre, Jerry L. & Christina W.	Plat 8, Lot 545 – Property transfer 11-3-16 from Account #16-0623-65	\$3,151.97
#13-1677-00 Mindek, Richard B. & Kathleen C.	Plat 5, Lot 80 – Property transfer 11-4-16 from Account #13-1194-00	\$3,500.05

TOTAL ABATEMENTS	\$24,502.03
TOTAL ADDENDA	\$24,435.50

RESPECTFULLY SUBMITTED,

Kenneth S. Gray

KENNETH S. GRAY,
TAX ASSESSOR



TOWN OF JAMESTOWN

One Day Event/Entertainment Application

Date Rec'd _____
Office will enter date _____

\$5.00 Application Fee

All licenses are issued subject to the resolution of debts, taxes and appropriate signatures
(This form can be used with or without vendors)

Please complete the following information:

- Seasonal Event
- Parade
- Race:
 - Bicycle/Wheelchair
 - Run/Jog/Walk/Wheelchair
 - Marine Vessel
- Art/Craft Show
- Theatre/Film Production
- Concert
- Miscellaneous Function (please explain) _____

RECEIVED
TOWN OF JAMESTOWN, R.I.
16 NOV 18 PM 1:12

Name of Event: (if applicable) 6th Annual Jamestown 1st Day Pounce

Date of Event: JANUARY 1st 2017 Hours of Event: 10 AM - 1 PM

Location of Event: EAST FERRY SQUARE + BEACH Number of people attending: 500 +

Name of Applicant/ Business: JAMESTOWN 1st Day / Town of Jamestown / Bob Bailey

Mailing Address: 897 EAST PINE RD Business Phone #: 401-423-3440
JAMESTOWN, RI 02835

Contact Person: BOB BAILEY Phone Number: 401-413-6928

List the type of entertainment being requested, if applicable (Band, DJ, etc.) DJ, Community Band

Who will the event benefit? Ryan Bourque Playground Restoration Fund (Jamestown Improvement)

Type of Operation: (Private, State Sponsored, Non-Profit): non-profit / municipal

R.I. Show Promoter's Permit Number, per RIGL § 44-19-1, (if applicable): _____

If the applicant is a Non-Profit organization, is it registered with the State? Town of Jamestown Yes No

RI Tax ID #: _____ Non-Profit ID #: _____

Number of Vendors/Peddlers: (circle one) N/A 1-10 11-20 21-30 31-40 41-50
(\$5.00 each Vendor/Peddler in addition to Application Fee)

A list of vendor/peddler and fee must be submitted to the Town Clerk's Office with this license. Vendor/Peddler list Must include name, address, phone number, date of birth, type of merchandise to be sold and exact location of sales.

What types of items will be sold at this event? T shirts, wristbands, food truck service

Will food be sold at the location? If yes, you must contact the R.I. Department of Health will supply forms as needed Yes No

Will alcohol be provided and/or served at this event? If yes, Alcohol Liability Insurance must be provided Yes No

Will traffic control or a public facility be needed? Yes No
If yes, Please contact the Jamestown Police Department, Public Works Department and/or the Recreation Department for rates and forms for approval.

Note: All applicants must submit a liability insurance policy with coverage in the amount of \$1,000,000 (one million dollars) when using Town owned property. Certificate of insurance: Town Insurance Yes No

If there is additional information for the Town Council that you would like to add please attach separate correspondence.





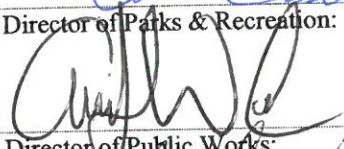
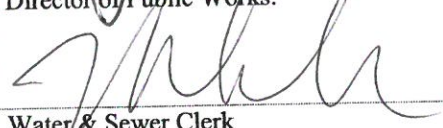
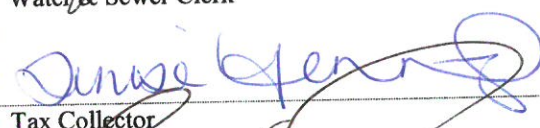

Signature of Applicant: Robert M. Bailey ROBERT M. BAILEY, organizer

Please attend the Town Council meeting on the _____ day of _____, 20____ for Council review.

For Office Use Only

License Fee: \$ _____ Ins. Policy: _____ Ft. Getty Rental Permit: _____

For Approval: Please sign, date & provide approximate cost to Town.

Department	Date	Approximate Cost or Comments
Town Administrator: 	12/1/16	
Chief of Police: 	11-30-16	RF DOT permit police detail req'd
Fire Chief: 	11.18.16	
Zoning Official: 	11-30-16	
Director of Parks & Recreation: 	11/18/16	
Director of Public Works: 	11-30-16	
Water & Sewer Clerk: 	11/21/16	
Tax Collector: 	11/29/16	

This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the _____ day of _____, 20____ for the event scheduled for: (date) _____ (time) _____ with a location of _____.

Issued: _____

Cheryl A. Fernstrom, CMC, Town Clerk

Please keep this license on hand for the day of the event.



TOWN OF JAMESTOWN One Day Event/Entertainment Application

\$5.00 Application Fee

Date Rec'd _____
Office will enter date _____

All licenses are issued subject to the resolution of debts, taxes and appropriate signatures
(This form can be used with or without vendors)

RECEIVED
TOWN OF JAMESTOWN, R.I.
16 NOV 17 AM 11:21

Please complete the following information:

- Seasonal Event
- Parade
- Race:
 - Bicycle/Wheelchair
 - Run/Jog/Walk/Wheelchair
 - Marine Vessel
- Art/Craft Show
- Theatre/Film Production
- Concert
- Miscellaneous Function (please explain) _____

Name of Event: (if applicable) CIAA ART SHOWS

Date of Event: SEE ATTACHED Hours of Event: 4 - 8pm

Location of Event: JAMESTOWN TOWN HALL Number of people attending: up to 100

Name of Applicant/ Business: CONNECTICUT ISLAND ART ASSOC.

Mailing Address: BOX 229 Business Phone #: N/A

JAMESTOWN RI 02835

Contact Person: FRAN GOLMAN, CIAA TREASURER Phone Number: 401-423-2084

List the type of entertainment being requested, if applicable (Band, DJ, etc.) —

Who will the event benefit? CIAA

Type of Operation: (Private, State Sponsored, Non-Profit): NON PROFIT

R.I. Show Promoter's Permit Number, per RIGL § 44-19-1, (if applicable): —

If the applicant is a Non-Profit organization, is it registered with the State? Yes No

RI Tax ID #: A1139 Non-Profit ID #: _____

Number of Vendors/Peddlers: (circle one) N/A 1-10 11-20 21-30 31-40 41-50

(\$5.00 each Vendor/Peddler in addition to Application Fee)

A list of vendor/peddler and fee must be submitted to the Town Clerk's Office with this license. Vendor/Peddler list Must include name, address, phone number, date of birth, type of merchandise to be sold and exact location of sales.

What types of items will be sold at this event? ORIGINAL ART WORK

Will food be sold at the location? *If yes, you must contact the R.I. Department of Health* Yes No

Will alcohol be provided and/or served at this event? *If yes, Alcohol Liability Insurance must be provided* Yes No

Will traffic control or a public facility be needed? *If yes, Please contact the Jamestown Police Department, Public Works Department and/or the Recreation Department for rates and forms for approval.* Yes No

Note: All applicants must submit a liability insurance policy with coverage in the amount of \$1,000,000 (one million dollars) when using Town owned property. Certificate of insurance: Yes No

If there is additional information for the Town Council that you would like to add please attach separate correspondence.






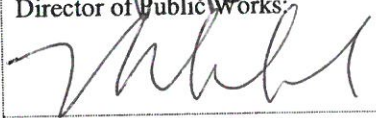


Signature of Applicant: [Signature]

Please attend the Town Council meeting on the _____ day of _____, 20____ for Council review.

For Office Use Only

License Fee: \$ _____ Ins. Policy: _____ Ft. Getty Rental Permit: _____

For Approval: Please sign, date & provide approximate cost to Town.

Department	Date	Approximate Cost or Comments
Town Administrator: 	12.1.16	
Chief of Police: 	11-30-16	
Fire Chief: 	11.17.16	
Zoning Official: 	11-30-16	
Director of Parks & Recreation: 	11/18/16	
Director of Public Works: 	11-30-16	
Water & Sewer Clerk: 	11/29/16	
Tax Collector: 	11/29/16	



This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the _____ day of _____, 20____ for the event scheduled for: (date) _____ (time) _____ with a location of _____.

Issued: _____

Cheryl A. Fernstrom, CMC, Town Clerk

Please keep this license on hand for the day of the event.



TOWN OF JAMESTOWN

One Day Event/Entertainment Application

\$5.00 Application Fee

Date Rec'd _____
Office will enter date

All licenses are issued subject to the resolution of debts, taxes and appropriate signatures
(This form can be used with or without vendors)

Please complete the following information:

- Seasonal Event
- Parade
- Race:
 - Bicycle/Wheelchair
 - Run/Jog/Walk/Wheelchair
 - Marine Vessel
- Art/Craft Show
- Theatre/Film Production
- Concert
- Miscellaneous Function (please explain)
Duck Race

Name of Event: (if applicable) Duck Race for Washington DC Trip
 Date of Event: Jan 1 2017 Hours of Event: 10:00 am
 Location of Event: East Ferry Beach Number of people attending: 100
 Name of Applicant/ Business: Jamestown Lawn A/C
 Mailing Address: Lawn A/C Business Phone #: 423-7000
Jamestown RI 02835
 Contact Person: Michelle Gibbs Phone Number: 508-863-0600

RECEIVED
TOWN OF JAMESTOWN, R.I.
16 NOV 15 AM 8:54

List the type of entertainment being requested, if applicable (Band, DJ, etc.) _____
 Who will the event benefit? Jamestown Lawn A/C 8th grade DC students
 Type of Operation: (Private, State Sponsored, Non-Profit): _____
 R.I. Show Promoter's Permit Number, per RIGL § 44-19-1, (if applicable): _____
 If the applicant is a Non-Profit organization, is it registered with the State? Yes No
 RI Tax ID #: _____ Non-Profit ID #: _____
 Number of Vendors/Peddlers: (circle one) N/A 1-10 11-20 21-30 31-40 41-50
 (\$5.00 each Vendor/Peddler in addition to Application Fee)

A list of vendor/peddler and fee must be submitted to the Town Clerk's Office with this license. Vendor/Peddler list Must include name, address, phone number, date of birth, type of merchandise to be sold and exact location of sales.

What types of items will be sold at this event? none

Will food be sold at the location? *If yes, you must contact the R.I. Department of Health* Yes No

Will alcohol be provided and/or served at this event? *If yes, Alcohol Liability Insurance must be provided* Yes No

Will traffic control or a public facility be needed? Yes No
If yes, Please contact the Jamestown Police Department, Public Works Department and/or the Recreation Department for rates and forms for approval.

Note: All applicants must submit a liability insurance policy with coverage in the amount of \$1,000,000 (one million dollars) when using Town owned property. Certificate of insurance: Yes No

If there is additional information for the Town Council that you would like to add please attach separate correspondence.

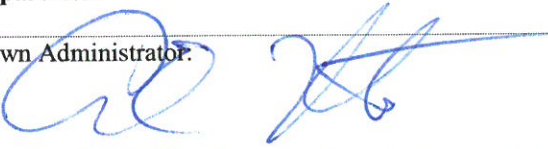




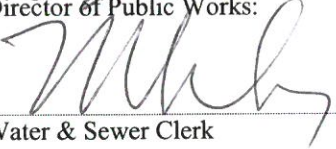


Signature of Applicant: Michelle Gibbs

Please attend the Town Council meeting on the _____ day of _____, 20____ for Council review.

For Office Use Only

License Fee: \$ _____ Ins. Policy: _____ Ft. Getty Rental Permit: _____

For Approval: Please sign, date & provide approximate cost to Town.

Department	Date	Approximate Cost or Comments
Town Administrator: 	12/1/16	
Chief of Police: 	11-30-16	
Fire Chief: 	11-17-16	
Zoning Official: 	11-30-16	
Director of Parks & Recreation: 	11/28/16	
Director of Public Works: 	11-30-16	
Water & Sewer Clerk 	11/30/16	
Tax Collector 	11/30/16	

This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the _____ day of _____, 20_____ for the event scheduled for: (date) _____ (time) _____ with a location of _____.

Issued: _____

Cheryl A. Fernstrom, CMC, Town Clerk

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