**TOWN COUNCIL WORK SESSION**

March 9, 2017

1. **CALL TO ORDER**

The work session of the Jamestown Town Council for review of the Capital Budget was called to order by Vice-President White at 6:09 p.m. in the Rosamond A.Tefft Council Chambers of the Jamestown Town Hall at 93 Narragansett Avenue, Jamestown.

1. **ROLL CALL**

The following members were present:

Michael White, Vice-President

Mary Meagher

Blake E. Dickinson

Eugene Mihaly

Also present:

Andrew E. Nota, Town Administrator

Christine Collins, Finance Director

Cheryl Fernstrom, Town Clerk

Michael Gray, Public Works Director

Lisa Bryer, Town Planner

James Bryer, Fire Chief

Howard Tighe, Deputy Fire Chief

Edward Mello, Police Chief

Andrew Wade, Parks & Recreation Director

Absent:

Kristine Trocki, President

1. **TOWN COUNCIL WORK SESSION**

Town Administrator Nota explained the primary focus of a Capital Program is to provide a broad based community needs assessment. The second element is the development of an implementation schedule that addresses the community needs assessment priorities and the final action is to evaluate the Town’s financial ability to manage and finance the costs. The Capital Program identifies projects and equipment purchases and includes all facilities and infrastructure for the whole Town. The proposed budget is $1,221,675, a decrease of $111,070 over last year.

Debt Service Requirements were reviewed. Total debt service proposed is $949,260. including Fire Station Improvements (2.2 Mill @ 25 yrs.) and Fire Truck ($300,000 @ 10 yrs.).

**Financial Software**: $15,000 was proposed for the first major software upgrade since 2001. This integrates with current Fundware software. AuccuFund is specifically designed for governmental organizations. Modules include: General Ledger, Accounts Payable, Cash Receipting, Budget Development, Fixed Assets and Report Formatting. Councilor Dickinson ask about whether the modules could eventually be put on the web site. Ms. Collins will look into this. Ms. Collins also reported that about 200 boxes of old records were shredded by an outside shredding company therefore freeing up much needed room in the basement.

**Town Clerk:** These are recurring capitol projects. The proposed items are Clerk Records Management at $2,500, Codification at $5,000 and $15,000 for Vault Shelving.

**Tax Assessor:** Revaluation set aside is $15,000, with statistical revaluations for 2018 and a full revaluation for 2021.

**Planning:** $75,000 is proposed for Planning and Development Documents which includes a Zoning Code update and an additional $75,000 for Affordable Housing. Zoning needs to be consistent with the Comprehensive Plan of the Town of Jamestown.

**Technology:** $102,500 is proposed for the IT budget to include $24,000 for Rec Center infrastructure; $33,000 for Wireless System upgrade (Phase I); $35,000 for Annual Information Technology; and $10,000 for Town Website enhancement.

**Police:** $0.00 proposed

**Fire Department and EMS:** $154,000 is proposed for the Fire and EMS Services to include $5,000 for Radio/Pager Replacements; $15,000 for Facility Improvements; $16,000 Personal Protective Equipment; $30,000 ALS Defibrillators; $88,000 EMS Rescue (2nd Payment). Discussion ensued about finishing the shingles and the roof on the old part of the building. Several scenarios were presented. The town council requested additional estimates before making a decision.

**Public Works:** In December 2014 the data from the November 2011 inventory of the condition of the Town roads was updated. Of the 50 miles of Town roads, 59% are in good or excellent condition, 23% are in poor or failed condition and 18 % are in fair condition. Proposed road paving is $125,000. The North Main Road improvement cost is proposed at $200,000. Currently Phase I drainage is almost done with paving to start when complete. Phase II is funded and is waiting for permitting from DEM. All the work has been done by our highway department saving the tax payers much money. The Phase I drainage project ran into rock ledge which would have cost the taxpayers $250,000 if a private firm had done it. Sidewalks are being done in increments with a budget of $30,000 for this year. We save the Town’s people a lot of tax money by fixing the sidewalks in increments and by using our own highway laborers. The town is proposing $25,000 to do a preliminary analysis for Solar Feasibility on municipal buildings. The study will then be used to develop a Request for Proposals to complete final design, engineering and installation of solar projects. Fort Getty projects are proposed at $75,000 to include Pavilion Project Completion, Building improvements, Waterfront Improvements, and Historical Military structures.

**Library:** Proposed budget is $55,000 including $10,000 for interior painting; $25,000 HVAC System Improvements/Reserve; $10,000 Electrical/Lighting/Energy Upgrades; $10,000 Office Furnishings.

**Parks and recreation:** The proposed budget is $85,000. The improvements include $5,000 Public ROW Management; $15,000 Vehicle Replacement Program (replace non-functioning Department Crown Victoria; $50,000 Equipment Purchase/Replacement (Kubota L Series 6060 Tractor); $15,000 Senior Center Improvements including Heating System Ductwork and re-coating of hardwood flooring and interior painting.

**East Ferry Improvements:** $300,000 of alternate funding for Waterfront Improvement Project to include: Parking area reclamation and resurfacing and sidewalk and curb replacement with ADA access.

**Golf Course Clubhouse Facility:** Updated cost estimate in development.

Sav Rebecchi stated that he would like to see more access to ROW in the southern shores of the Jamestown Shores district. The Friends of ROW have identified invasive species along the ROW and would like to have money to fix the ROW on Garboard. He also asked if Michael Gray could explain the purpose of the drainage work on North Main Rd. and the infrastructure changes at East Ferry. Mr. Gray explained the drainage is necessary to the integrity of the road once paving commences and the changes to East Ferry are curbs and pavement. Money for East Ferry comes from a completely alternate fund.

1. **ADJOURNMENT**

There being no further business to discuss a motion was made by Councilor Mihaly and seconded by Councilor Dickinson to adjourned the work session at 8:07 p.m.

Attest:

Karen Montoya, Deputy Town Clerk

Copies to: Town Council

 Town Administrator

 Town Solicitor

 Finance Director