



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
**93 Narragansett Avenue**  
**Tuesday, January 16, 2018**  
**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.*

*Attachments for items on this meeting agenda are available to the public on the Town website at: <http://www.jamestownri.gov/town-government/town-council/town-council-meetings-minutes/2018-meetings-minutes/2018-meetings>*

**I. ROLL CALL**

**II. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

**III. TOWN COUNCIL SITTING AS THE BOARD OF WATER AND SEWER COMMISSIONERS**

- A) Approval of Minutes; review, discussion and/or potential action and/or vote
  - 1) December 11, 2017 (regular meeting)
- B) Open Forum
  - 1) Scheduled request to address
  - 2) Non-scheduled request to address
- C) Report of Town Officials - Status Reports; review, discussion and/or potential action and/or vote
  - 1) Pumping Report
  - 2) Town Projects Reports
    - a) Town Wells
    - b) Water Treatment Plant
    - c) Transfer Pumping/Reservoir
    - d) Distribution System
    - e) Wastewater Treatment Facility

Town Council Adjourns from sitting as the Board of Water and Sewer Commissioners

**IV. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, PRESENTATIONS, RESOLUTIONS AND PROCLAMATIONS**

- A) Proclamations
  - 1) No. 2018-01 Honoring the Jamestown Fire Department
  - 2) No. 2018-02 Honoring Maureen Coleman, former Conservation Commission Chair

**V. PUBLIC HEARINGS, LICENSES AND PERMITS**

*All approvals for licenses and permits are subject to the resolution of debts, taxes and appropriate signatures as well as, when applicable, proof of insurance.*

- A) Licenses and Permits
  - 1) One Day Event/Entertainment License Application
    - a) Applicant: Rhode Races & Events, Inc.
    - Event: Jamestown Rhode Race
    - Date: September 22, 2018
    - Location: Fort Getty/Streets of Jamestown/Fort Getty

**VI. 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 request to address
- B) Non-scheduled request to address

**VII. COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS**

- A) Town Administrator's Report: Andrew E. Nota
  - 1) RIEMA Community Assistance Visit – National Flood Insurance Program
  - 2) Winter Storm Update
- B) Public Works Department Report: Director Michael C. Gray

**VIII. UNFINISHED BUSINESS**

*For past discussion documentation, please visit <http://www.jamestownri.gov/town-government/town-council/town-council-meetings-minutes/2017-meetings-minutes/2017-meetings>*

- A) Town Council Goals and Objectives Update; review, discussion and/or potential action and/or vote
- B) Upcoming Meetings and Sessions – dates and times
  - 1) Preliminary Schedule for budget hearings; review and discussion

**IX. NEW BUSINESS**

**X. ORDINANCES, APPOINTMENTS, VACANCIES AND EXPIRING TERMS**

- A) Appointments, Vacancies, and Expiring Terms; review, discussion and/or potential action and/or vote
  - 1) Jamestown Conservation Commission Member (one vacancy with a three-year term expiring December 31, 2020)

- a) No applicants
- 2) Jamestown Harbor Commission Member (one vacancy with a three-year term expiring December 31, 2020 and one vacancy with an unexpired three-year term expiring December 31, 2018)
  - a) No applicants
- 3) Jamestown Juvenile Hearing Board (one vacancy with a three-year term expiring December 31, 2020)
  - a) Letter of interest for appointment
    - i) Jill Harrison
- 4) Jamestown Zoning Board of Review 3<sup>rd</sup> Alternate (one unexpired one-year term expiring December 31, 2018)\*
  - a) Letters of interest for appointment
    - i) Steven Ceceri
    - ii) James King
    - iii) Lisa Hough

\*Zoning Board Members first serve as Alternates and then move up to Member

## XI. 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 Town Council Minutes
  - 1) January 2, 2018 (interview session)
  - 2) January 2, 2018 (regular meeting)
- B) Minutes of Town Boards/Commissions/Committees
  - 1) Jamestown Library Board of Trustees (12/12/2017)
  - 2) Jamestown Planning Commission (10/04/2017)
  - 3) Jamestown Planning Commission (10/18/2017)
  - 4) Jamestown Planning Commission (11/01/2017)
  - 5) Jamestown Planning Commission (12/06/2017)
  - 6) Jamestown Planning Commission (12/20/2017)
  - 7) Jamestown Tree Preservation and Protection (03/21/2017)
  - 8) Jamestown Tree Preservation and Protection (04/18/2017)
  - 9) Jamestown Tree Preservation and Protection (05/16/2017)
  - 10) Jamestown Tree Preservation and Protection (06/27/2017)
  - 11) Jamestown Tree Preservation and Protection (07/25/2017)
  - 12) Jamestown Tree Preservation and Protection (08/15/2017)
  - 13) Jamestown Tree Preservation and Protection (09/19/2017)
  - 14) Jamestown Tree Preservation and Protection (10/24/2017)
- C) Abatements/Addenda of Taxes
 

Total Abatements:	\$18,070.71	Total Addenda:	\$18,070.71
1) Real Property/Motor Vehicle/Tangible Abatements to 2017 Tax Roll			
	<b><u>Account/Abatement Amount</u></b>		
a)	03-0180-75	\$6,177.40	
b)	11-0460-00	\$7,483.96	

- c) 16-1250-00 \$4,409.35
  - 2) Real Property/Motor Vehicle/Tangible Addenda to 2017 Tax Roll
 

<u>Account/Addenda Amount</u>	
a) 02-0201-35	\$4,409.35
b) 02-0854-99	\$7,483.96
c) 04-0912-18	\$6,177.40
- D) Abutter Notification
  - 1) Notice is hereby given that the Jamestown Zoning Board of Review will hold a Public Hearing on January 23, 2018 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, RI at 7:00 p.m. upon the following: Application of Kayleigh E. Melroy, whose property is located at 76 Nautilus St. and further identified as Assessor's Plat 5, Lot 325 for a Special use permit from Article 82, Section 314.C & 82-601 Special Use Permits to construct an 8'x 16' addition as an extension of kitchen & bath in sub district A, high groundwater district. Said property is located in a R40 zone and contains 14,374 sq. ft.
  - 2) Notice is hereby given that the Jamestown Zoning Board of Review will hold a Public Hearing on January 23, 2018 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown RI at 7:00 p.m. upon the following: Application of Geoffrey Hamlin, whose property is located at Battery Lane and further identified as Assessor's Plat 11, Lot 38 for a Variance from Article 3, Section 82-316 Pools and tennis courts and 82-302 table 3-2 accessory setbacks, to allow a portion of tennis court that is impinging on side setback to be 11' where a 20' side setback is required. Said property is located in a RR-80 zone and contains 5.28 acres
  - 3) Notice is hereby given that the Jamestown Zoning Board of Review will hold a Public Hearing on January 23, 2018 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown RI at 7:00 p.m. upon the following: Application of Andrea Colognese et Doriana Carella, whose property is located at 2 Watson Avenue, and further identified as Assessor's Plat 8, Lot 774 for a Special use permit from Article 6, Section 82-601 Special Use Permits and Article 3 table 3-1 Restaurant with Alcohol beverages to obtain the right to sell alcoholic beverages at Village Hearth bakery/café, with no other changes in already permitted operation. Said property is located in a CL zone and contains 7000 sq. ft.
- E) CRMC Notices
  - 1) January 2018 Calendar
- F) Holiday License Renewal Application
  - 1) **Zeek's Creek Bait and Tackle, Inc.** dba: Zeek's Creek  
Address: 194 North Road

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

- A) Communications
  - 1) Notice of Public Workshops for Rhode Island Moving Forward 2040 on January 23, January 24, and January 31, 2018
- B) Proclamations and Resolutions of other Rhode Island cities and towns
  - 1) Resolution of the Exeter Town Council “In Support of an Act Relating to Taxation” to promote residential renewable energy

**XIII. AGENDA ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS**

- A) FY 2017 Audit Report
- B) Planning Department/Planning Commission/Affordable Housing Committee Reports (February)
- C) RI Turnpike and Bridge Authority Solar Array Project
- D) Interviews/Appointments/Reappointments/Vacancies for Town Boards/Commissions/Committees
- E) Award of Architectural Services contract for Fort Getty improvements
- F) Final report on the Fire Station Rehabilitation Project
- G) Review of the Legal Services Agreement for the Opioid Epidemic Litigation (February)

**XIV. EXECUTIVE SESSION**

**XV. 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](http://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](mailto:cfernstrom@jamestownri.net) not less than three (3) business days prior to the meeting.

*Posted on the RI Secretary of State website January 11, 2018*

**TOWN OF JAMESTOWN  
TOWN COUNCIL MEETING  
for  
TOWN, WATER AND SEWER MATTERS**

Monday, December 11, 2017

A regular meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners was called to order at the Jamestown Town Hall, Council Chambers, 93 Narragansett Avenue at 6:33 PM by Commission Vice-President, Michael G. White.

The following members were present:

Blake A. Dickinson  
Mary E. Meagher  
Eugene B. Mihaly

Also present were:

Andrew Nota, Town Administrator  
Wyatt Brochu Esq., Town Solicitor  
Michael Gray PE, Public Works Director  
Christina D. Collins, Finance Director  
Cheryl Fernstrom, Town Clerk  
Denise Jennings, Water and Sewer Clerk

Absent: Kristine S. Trocki, President

**AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS**

(None)

**READING AND APPROVAL OF MINUTES**

1) 11/20/17 (regular meeting)

Motion was made by Commissioner Dickinson, seconded by Commissioner Meagher to accept the 11/20/17 regular meeting minutes. So unanimously voted.

**OPEN FORUM**

1) Scheduled requests to address:

(None scheduled)

2) Non-scheduled request to address

(None)

**REPORT OF TOWN OFFICIALS**

1) **Pumping Report:**

The Public Works Director reported the following:

- Pumping was down for the month of November.
- JR-1 has been taken out of service for the season.
- Rainfall was down compared to the month of October.
- North Reservoir was @ 45MG, usable storage-60MG
- South Pond is @ 6MG, usable storage-6MG

2) **Town project reports:** (See attached Project Update Report dated November 2017)

**LETTERS AND COMMUNICATIONS**

(None)

**UNFINISHED BUSINESS**

(None)

**NEW BUSINESS**

(None)

**TOWN BUSINESS**

(None)

**ADJOURNMENT**

There being no further business before the Commission, motion was made by Commissioner Meagher, seconded by Commissioner Dickinson to adjourn the Water and Sewer meeting at 6:46 PM. So unanimously voted.

Attest:



Denise Jennings  
Water and Sewer Clerk

xc: Commission Members (5)  
Town Administrator  
Town Solicitor  
Public Works Director  
Town Clerk

## **Project Update November 2017**

### **WELLS**

JR-1, JR-3

- JR-1 has been taken out of service for the season. The piping is shallow and is prone to freezing.

### **TREATMENT PLANT**

- Water department staff have installed 2900 linear feet of conduit and fiber wiring between the water treatment plant and the South Pond pretreatment station. We are waiting on the delivery of the programmable logic control (PLC) equipment. Once installed at South Pond we will have direct communication between the chlorine dioxide station and the treatment plant Supervisory Control and Data Acquisition (SCADA) system.
- To provide safe drinking water to our customers, the water is disinfected with chlorine as the last step in treatment before distribution. Disinfectants can react with naturally occurring materials in the water to form byproducts that can pose health risks. The water department is responsible for monitoring water from the distribution system once every quarter for disinfection byproducts that include Total Trihalomethanes (TTHMs) and Total Haloacetic Acids (HAAs).

The Stage 2 Disinfection by-products rule requires us to collect and analyze a sample taken from the Town Hall each quarter. The second quarter testing results were 44.9 ppb for TTHMs and 29.5 ppb for HAAs. The EPA has set a maximum level of 80 ppb for TTHMs and 60 ppb for HAAs. The EPA determines maximum levels of contaminants in drinking water at which no adverse health effects are likely to occur. As the results show we are below the levels set by EPA.

### **TRANSFER PUMPING/RESERVOIR**

- Transfer pumping has been suspended until needed.

### **DISTRIBUTION SYSTEM**

South Pond @ 6 MG  
Usable Storage, 6 Million Gallons

North Pond @ 60 MG  
Usable Storage 45 Million Gallons

- Transfer pumping has been suspended until necessary.

### **WASTEWATER TREATMENT PLANT**

- The monthly average daily flow at the treatment plant for November was 0.29 million gallons per day. The peak daily flow was 0.53 million gallons. The permitted flow for the monthly average is 0.73 million gallons per day.
- There were no SSO's for the month of November.



## Project Update January 2018

### WELLS

JR-1, JR-3

- JR-1 has been taken out of service for the winter.

### TREATMENT PLANT

- Staff has been working on general equipment maintenance within the treatment plant. During this time of the year we complete our annual maintenance of the filter membranes. Each train is taken off line so that the filter membranes can be removed from the tank and inspected. Filter maintenance is scheduled February.

### TRANSFER PUMPING/RESERVOIR

- Transfer pumping has been taken out of service for the winter

### DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 46 MG

Usable Storage 60 Million Gallons

- There were a number of leaks in the distribution system over the past several weeks due to the cold weather that we experienced. Staff responded to a number of residences where contractors were working to thaw and repair frozen plumbing in homes. The DPW and water department responded to 3 watermain breaks since the snow storm. Breaks were repaired on Valley Street, Maple Avenue, and Longfellow and Conanicus Avenue.

### WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for December was 0.27 million gallons per day. The peak daily flow was 0.34 million gallons. The permitted flow for the monthly average is 0.73 million gallons per day.
- There were no SSO's for the month of December.
- The Staff at the Wastewater Treatment Facility received a notice that they are the recipient of the 2017 Regional EPA Operation and Maintenance Program Excellence Award. They were nominated by the RIDEM for the outstanding work performed by the Staff. This is the second such award that they have received by the EPA. They will receive the award at the annual New England Water Environment Association Luncheon in Boston on January 24<sup>th</sup>.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
Region 1  
5 Post Office Square, Suite 100  
BOSTON, MA 02109-3912

January 4, 2018

Andy Nota  
Town Administrator  
Town of Jamestown  
93 Narragansett Road  
Jamestown, RI 02835

Dear Mr. Nota:

On behalf of the U.S. Environmental Protection Agency (EPA) New England Office, we are pleased to have the **Town of Jamestown Wastewater Treatment Facility (Facility)** selected as a **2017 Regional EPA Operation and Maintenance (O&M) Excellence Award recipient**. The Facility was nominated by the Rhode Island Department of Environmental Management (RI DEM) to acknowledge the outstanding work that has been performed over the years by Douglas Ouellette and his staff. The award and acknowledgement from the RI DEM and the EPA are well deserved.

You or a representative of the Facility are cordially invited to **attend the annual New England Water Environment Association (NEWEA) Awards Luncheon on Wednesday, January 24, 2018 from approximately 11:00AM - 1:00PM at the Boston Marriott Hotel/Copley Place** when the Region will formally acknowledge the Facility as one of the 2017 Regional EPA Operation and Maintenance Program Excellence Award recipients. One complimentary luncheon ticket will be reserved in the Facility's name. If additional tickets are necessary, they may be purchased through NEWEA. Please contact NEWEA **as soon as possible at the following address/phone#:**

NEWEA  
10 Tower Office Park, Suite 601  
Woburn, MA 01801  
781-939-0908 (phone)      781-939-0907 (fax)

The NEWEA Registration desk will also provide conference badges that will allow admittance into the Exhibit Hall on the day of the luncheon. If one is interested in attending the on-going technical sessions during the conference (January 23rd-25th, 2017), they would need to register directly with NEWEA.

**If at all possible, we ask that representative(s) from the Facility arrive between 9:00AM and 9:30AM on the day of the Awards Luncheon and report to a designated room for photos.** Due to the large number of awards that will be announced and presented during the luncheon itself, this may be the only time set aside for formal picture taking.

**Please contact me at (617) 918-1531 or [Pimpare.justin@epa.gov](mailto:Pimpare.justin@epa.gov) on whether or not you will be able to attend the ceremony or should you have any additional questions.** Once again, EPA would like to congratulate the **Town of Jamestown Wastewater Treatment Facility** on being selected as a 2017 Regional EPA Operation and Maintenance Program Excellence Award recipient.

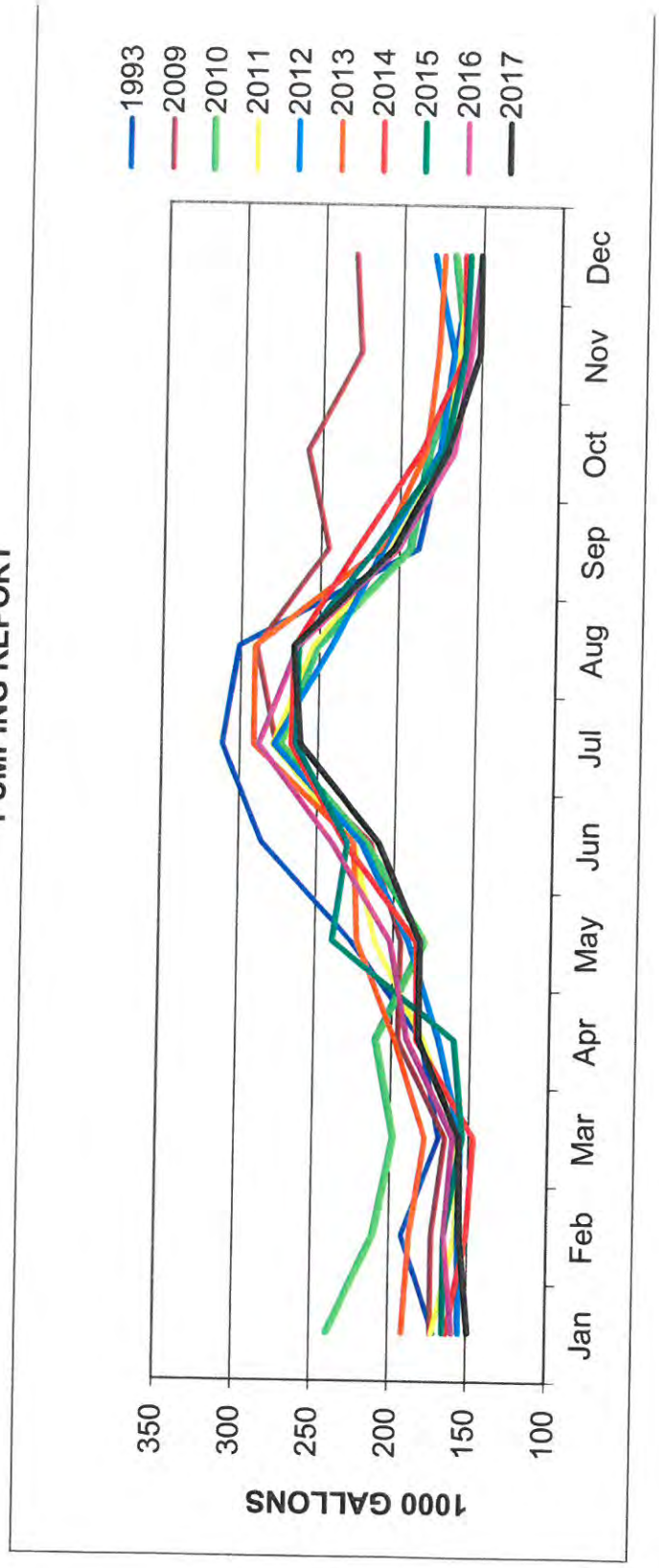
Sincerely,

Justin Pimpare  
Regional Pretreatment Coordinator  
Municipal Assistance Unit

cc: Bill Patenaude, RI DEM  
Douglas Ouellette, Town of Jamestown

	1993	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Jan	171	172	173	239	172	155	191	163	165	159	149
Feb	192	154	173	210	158	156	187	151	165	165	155
Mar	169	155	165	198	157	155	178	147	154	160	156
Apr	181	174	196	210	180	170	198	184	160	190	183
May	227	202	195	180	212	190	223	185	239	202	183
Jun	285	246	215	218	226	221	226	232	230	240	210
Jul	311	296	277	274	279	278	291	267	264	288	261
Aug	301	256	290	251	254	242	291	266	263	264	266
Sep	188	210	245	193	205	210	212	227	215	201	203
Oct	175	187	259	182	175	175	184	187	172	166	170
Nov	166	175	226	160	164	167	177	160	160	157	151
Dec	158	192	230	167	158	180	174	161	158	151	151

### PUMPING REPORT



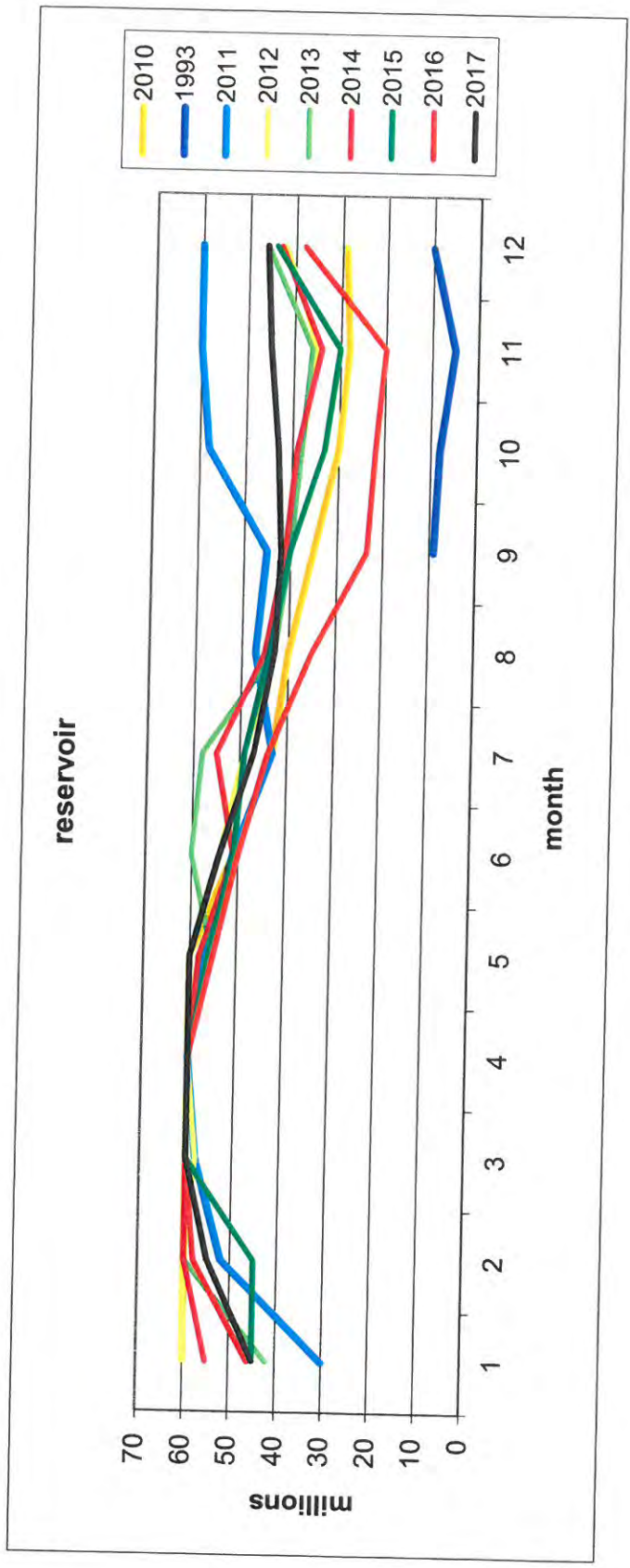
# Transfer Pumping NORTH POND WATER QUALITY



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2010	65	56	57	67	62	62	55	56	34	27	26.6	29.07
2011	25	18.97	35.62	42	53	53	58.6	46	32	37	62	75
2012	65	56	51	47	55	62	36	23	23	17	16	23
2013	26	22	27	35	33	58	63	33	34	25	18	24
2014	34	35	40	46	45	39	65	52	40	27	21	44
2015	59	54	40	44	36	33	50	47	36	23	24	32
2016	64	39	26	29	29	26	18	18	13	12	15	11
2017	23	26	23	23	31	27	39	25	24	21	32	31

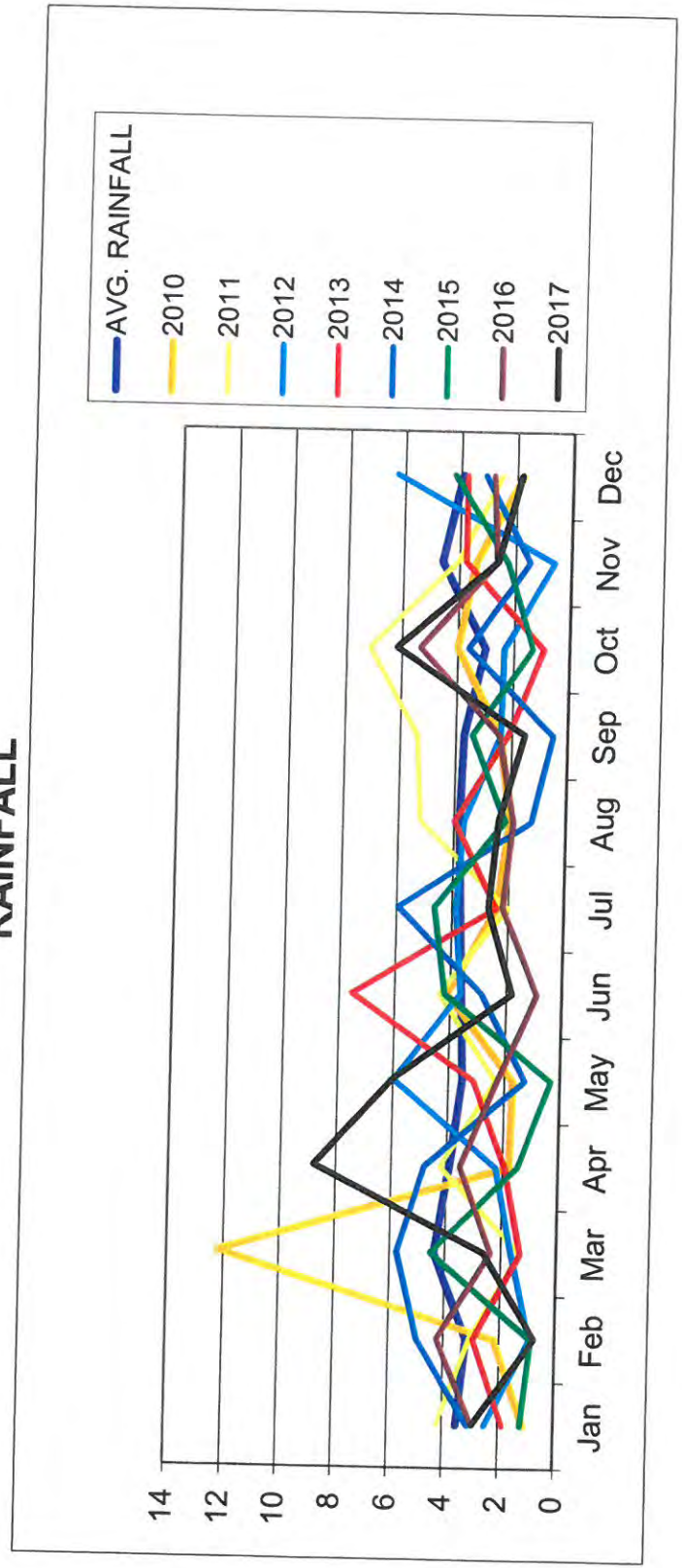
# RESERVOIR LEVEL

	1993	2010	2011	2012	2013	2014	2015	2016	2017
Jan		60	30	60	42	55	45	46	45
Feb		60	52	60	60	60	45	58	55
Mar		60	58	58	60	60	60	60	60
Apr		60	60	60	60	60	60	60	60
May		60	57	60	55	58	56	60	60
Jun		51	51	54	60	51	51	55	60
Jul		43	43	49	58	55	49	50	54
Aug	9	40	47	43	43	45	44	44	47
Sep	8	35	45	40	40	41	40	35	43
Oct	5	30	58	38	38	39	33	23.5	42
Nov	10	28	60	35	36	34	30	20	43
Dec		29	60	42	46	43	44	38	46



	AVG. RAINFALL																
	2010	2011	2012	2013	2014	2015	2016	2017		2010	2011	2012	2013	2014	2015	2016	2017
Jan	3.5	1.1	4.22	2.49	1.85	3.1	1.22	2.94	39.03	45.99	35.99	35.64	38.59	30.59	33.45	40.18	
Feb	3.2	2.2	3.09	0.93	2.94	4.98	0.86	4.25									
Mar	4.4	12.2	1.32	1.64	1.32	5.74	4.53	2.36									
Apr	3.9	1.77	4.25	2.24	1.92	4.8	1.47	3.53									
May	3.5	1.69	2.32	5.97	3.11	1.27	0.32	6.03									
Jun	3.6	4.11	4.4	3.64	7.55	2.86	4.2	1.79									
Jul	3.7	2.4	2.01	3.86	2.42	5.93	4.63	1.79									
Aug	3.8	2	5.23	3.64	3.98	1.23	2.17	2.7									
Sep	3.7	2.4	5.41	2.39	2.13	0.5	3.41	2.4									
Oct	3	4	7.18	2.33	0.9	3.61	1.31	1.54									
Nov	4.6	3.4	4.05	0.58	3.76	1.47	5.33	6.18									
Dec	3.9	1.76	2.51	6.28	3.76	3.1	2.27	2.61									
Total	44.8						4.2	1.81									

## RAINFALL





# 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)

RECEIVED  
TOWN OF JAMESTOWN, R.I.  
17 NOV 16 AM 10:34

Name of Event: (if applicable) Jamestown Rhode Race

Date of Event: Saturday, September 22, 2018 Hours of Event: 7 am -10:30 am

Location of Event: Fort Getty & various roads in Jamestown Number of people attending: 500

Name of Applicant/ Business: Rhode Races & Events, Inc.

Mailing Address: 3 Mayo Drive Business Phone #: 401-427-7764  
Warren, RI 02885

Contact Person: Karen Zyons Phone Number: 401-427-7764

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

Who will the event benefit? Multiple local organizations, yet TBD

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

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

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

RI Tax ID #: 47-5412470 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.

**We will submit our COI once our insurance policy renews for 2018**

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: Ka Zyons

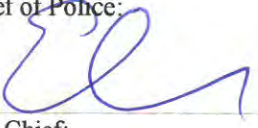



Please attend the Town Council meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for Council review.



**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:		
Chief of Police: 	11/14/17	Police Detail Report Req'd
Fire Chief: 	11.20.17	
Fire Marshal: 	11.20.17	
Zoning Official:		
Director of Parks & Recreation: 	11/28/17	
Director of Public Works:		
Water & Sewer Clerk		
Tax Collector		



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.***



**26 MILE MARKERS**

 **WATER STATION**

 **RESTROOMS**

 **ON COURSE NUTRITION**

138

Dutch Island Harbor

138

138

**START**  
**FINISH**

Fort Getty Rd.

Hamilton Ave.

Blueberry Ln.

2

Highland Dr.

Wallcott Ave.

Conanlicus Ave.

North Rd.

Seaside Dr.

Beacon Ave.

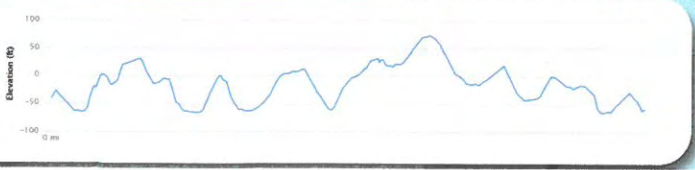
Frigate St.























Capstan St.
























America Way

E. Shore Rd.

E. Shore Rd.




 Head east on Fort Getty Rd toward Beavertail Rd	0 mi (+0.46 mi)
 Turn left onto Beavertail Rd Destination will be on the left	0.46 mi (+0.01 mi)
 Head north on Beavertail Rd Destination will be on the right	0.47 mi (+0.34 mi)
 Head east on Beavertail Rd toward Hamilton Ave	0.81 mi (+0.05 mi)
 Turn right onto Hamilton Ave	0.86 mi (+0.08 mi)
 Turn right onto Highland Dr Destination will be on the left	0.94 mi (+0.1 mi)
 Head southeast on Highland Dr toward Juniper Cir	1.05 mi (+0.42 mi)
 Turn left onto Blueberry Ln/Ocean St	1.47 mi (+0.11 mi)
 Head east on Blueberry Ln/Ocean St toward Highland Dr Continue to follow Blueberry Ln	1.59 mi (+0.35 mi)
 Turn left onto Walcott Ave Destination will be on the left	1.94 mi (+0.07 mi)
 Head north on Walcott Ave toward Stanton Rd Destination will be on the right	2.01 mi (+0.51 mi)
 Head north on Walcott Ave toward Hamilton Ave	2.52 mi (+0.09 mi)
 Continue onto Conanicus Ave	2.61 mi (+0.19 mi)
 Head northwest on Conanicus Ave toward Lincoln St Destination will be on the left	2.8 mi (+0.36 mi)
 Head northeast on Conanicus Ave toward Park Ave	3.15 mi (+0.21 mi)
 Head north on Conanicus Ave toward Davis St	3.37 mi (+0.38 mi)
 Slight right to stay on Conanicus Ave	3.75 mi (+0.02 mi)
 Slight right	3.76 mi (+0.03 mi)
 Head north	3.79 mi (+0.02 mi)
 Continue onto E Shore Rd Destination will be on the right	3.81 mi (+0.14 mi)
 Head northwest on E Shore Rd Destination will be on the right	3.95 mi (+0.51 mi)
 Head north on E Shore Rd toward Seaview Ave Destination will be on the right	4.46 mi (+0.51 mi)

 Head north on E Shore Rd toward Hull Ct Destination will be on the right	4.97 mi (+0.53 mi)
 Head north on E Shore Rd toward Reservoir Cir Destination will be on the right	5.5 mi (+0.5 mi)
 Head north on E Shore Rd toward Wright Ln Destination will be on the left	6 mi (+0.49 mi)
 Head north on E Shore Rd toward Bridgeview Dr	6.48 mi (+0.45 mi)
 Turn left onto America Way	6.94 mi (+0.06 mi)
 Head west on America Way toward Columbia Ln	7 mi (+0.21 mi)
 Head northwest on America Way toward Courageous Ct Destination will be on the right	7.21 mi (+0.62 mi)
 Head west on America Way toward N Main Rd	7.83 mi (+0.14 mi)
 Turn left onto N Main Rd Destination will be on the right	7.97 mi (+0.03 mi)
 Head south on N Main Rd toward Sloop St Destination will be on the left	8 mi (+0.52 mi)
 Head south on N Main Rd toward Carr Ln Destination will be on the left	8.52 mi (+0.69 mi)
 Head south on N Main Rd toward Cedar Ln	9.21 mi (+0.12 mi)
 Slight left to stay on N Main Rd	9.32 mi (+0.1 mi)
 Continue onto North Rd Destination will be on the right	9.42 mi (+1.05 mi)
 Head south on North Rd toward Westwind Dr	10.47 mi (+1 mi)
 Continue onto Southwest Ave Destination will be on the right	11.47 mi (+0.33 mi)
 Head southwest on Southwest Ave toward Hamilton Ave	11.81 mi (+0.23 mi)
 Continue onto Beavertail Rd Destination will be on the right	12.03 mi (+0.24 mi)
 Head southwest on Beavertail Rd toward Fort Getty Rd	12.28 mi (+0.16 mi)
 Turn right onto Fort Getty Rd	12.44 mi (+0.36 mi)
 Head west on Fort Getty Rd	12.8 mi (+0.3 mi)
 Head northwest on Fort Getty Rd	13.09 mi (+0.07 mi)
 Destination	13.16 mi (+0 mi)



**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:** JANUARY 2018 – PROJECT AND MISCELLANEOUS UPDATE  
**DATE:** January 11, 2018

The following business items are provided as part of the January 2018 - Administrators Report. These items reflect ongoing projects and initiatives that are under review and in various stages of development with the Town staff and some that may require further Town Council direction during the various stages of development.

- 1) RIEMA Community Assistance Visit (CAV): On December 7, 2017, Melinda Hopkins of the Rhode Island Emergency Management Agency (RIEMA) met with Chris Costa, Lisa Bryer and Christine Brochu to discuss the Town's participation and obligations in the National Flood Insurance Program. This visit was intended to check in with the community and to provide support where needed to review and enforce NFIP standards. As per the attached correspondence from Ms. Hopkins, the result of the meeting uncovered findings that after a review of all permits, elevation certificates and supporting documentation, no structures in the Special Flood Hazard Area were in violation of the rules and regulations of the NFIP.

The review also reflected that the Town did not have any Substantial Damage/Substantial Improvement permits to review and only two (2) new construction permits since 2012. Also, no variances had been requested during this same time period. In addition, a review of permitting procedures, Flood Insurance Rate Maps, local ordinances and flood insurance policies was conducted. The review reflected 225 flood insurance policies in effect accounting for \$206,542 in premiums and \$66,108,300 in coverage. There have been a total of 22 claims and \$242,334 in losses paid since 1978.

A recommendation was made by the agency for the community to consider participation in the voluntary Community Rating System (CRS) program, which recognized community flood plain management that exceeds minimum NFIP requirements. Flood Insurance premium rates are discounted for policy holders based on the implementation of activities deemed eligible under the program guidelines. Town staff will conduct a review of all costs/benefits associated with entering this program and report their findings.

- 2) Winter Storm Update: On Thursday, January 4<sup>th</sup> the Town endured a significant weather event that left the community with at least 12 inches of snow, wind gusts of more than 40 mph, and wind chill temperatures well below zero. Due to the severity of the event, early preparations were made for the potential of opening the main shelter at the Melrose School, should widespread power outages have occurred, and the Community Notification System, CODE RED was used to alert residents to the potential of harsh and dangerous conditions.

The Towns Highway Department used all available equipment and personnel in responding to the event. Approximately 10 crews, including trucks, heavy equipment and smaller sidewalk clearing equipment were dispatched. No major incidents were reported by the Police Department and only one EMS call was reported during the height of the storm. A parking ban had been initiated for the day through Friday morning that assisted the town crews and first responders in safely moving through the community during the worst of the weather.

During the event the staff did lose two trucks to mechanical issues which required the shifting of personnel to different plow routes. We did have reported several cases of isolated roads having be missed for a period of time until staff familiar with the specific routes were able to catch up on some of these areas.

As part of the planning process, a decision was made to leave the Town Hall open as a temporary warming center, just in case any isolated cases of power loss occurred and any residents needed a temporary shelter. The Town in recent years has purchased a portable generator for the Town Hall that allows this central building to remain open and heated during such events. The Town Hall was staffed until approximately 10:00am and the Police Department and I managed the building into the evening, until it became clear that the facility no longer needed to remain open.

In the days following the event, plows remaining on the road in high drift areas, pushing back corners and widening roads. The quality of snow in the commercial district required a separate initiative to remove the snow from interfering with parking on the Avenue. This work was addressed during an overnight shift from 11:00pm until 7:00am early in the week, with other minor clearing work occurring during the subsequent days. With warm temperatures anticipated in the coming week, the remainder was left to melt. Snow on the avenue was relocated to Veterans Square and Fort Getty.

During an event of this size and scope, the Town does require the support of residents and plow contractors to ensure the travel ways and sidewalks are safe for use. Town plow trucks are not able to clear driveways or mail boxes and residents need to assist drivers by clearing site lines to property bounds to guide the trucks along the property edge. In low visibility or white out conditions, no benchmarks are visible and a driver can place themselves or others in danger. Town staff also reported that after clearing neighborhood roads, some private snowplow contractors and homeowners were placing snow in the newly cleared streets. This is an activity that we would like to strongly discourage as it can be dangerous for drivers and is unnecessary. In future storm events

the Police Department will be assisting plow drivers in educating and addressing this issue with contractors and residents.

- 3) Budget Development Process: As reported earlier in the month, the budget development process for the FY2018-2019 has begun with all Town Departments having been provided with supporting materials to begin the process.

The Schedule of preliminary department budget meetings is provided below:

Monday, January 8 <sup>th</sup> :	1:00pm	Tax Assessor
	1:30pm	Building and Zoning Official Protective Service Zoning
	2:00pm	Town Clerks Office Town Council Probate Court Elections
	3:00pm	Police Department Animal Control EMA
Thursday, January 11 <sup>th</sup> :	9:00am	Parks and Recreation Senior Services Fort Getty Mackerel Cove Parks
	10:30am	Planning Department
	11:00am	Fire Department/EMS
	1:00pm	Public Works Department Highway Snow Removal Engineering Waste Removal Street Lighting Tree Management Public Buildings
Wednesday, January 17 <sup>th</sup> :	9:00am	Finance Information Technology Tax collector Audit Personnel Debt Service
Monday, January 22 <sup>nd</sup> :	11:00am	Library

Should you have any questions on the above items or any other local matter, please contact me at your convenience. Thank you.



# RIEMA

RHODE ISLAND  
EMERGENCY MANAGEMENT AGENCY

Gina M. Raimondo **Governor**  
Peter T. Gaynor **Director**

January 5, 2018

Andrew Nota  
Town Administrator  
93 Narragansett Avenue  
2<sup>nd</sup> Floor  
Jamestown, RI 02835

Dear Mr. Nota:

This letter is a follow-up to the Community Assistance Visit (CAV) held on December 7, 2017 in the Town of Jamestown. I met with Building Official Christopher Costa, Town Planner Lisa Bryer and Tax Assessor Christine Brochu to discuss the Town's participation in and obligations to the National Flood Insurance Program (NFIP). The intent of the meeting was also to provide assistance where necessary in strengthening the review and enforcement of NFIP standards. In addition, my visit provided an opportunity to assess the effectiveness of local floodplain management ordinances and enforcement practices.

As a voluntary participant in the NFIP, the Town of Jamestown agreed, at the time of its enrollment in the Program, to adopt and enforce the minimum federal floodplain management criteria in exchange for the availability of federally subsidized flood insurance, certain types of grants and loans, and federal disaster assistance. I greatly appreciate your staff taking the time to meet with me to discuss the Town's administration of its floodplain regulations.

The Federal Emergency Management Agency (FEMA) conducts CAVs to maintain periodic contact with communities participating in the NFIP in order to assess their needs for technical assistance and coordination, as necessary. At the request of FEMA, the Rhode Island Emergency Management Agency (RIEMA) conducts these visits on its behalf.

### **Findings**

On December 7<sup>th</sup>, we convened to discuss the Town's Special Flood Hazard Area (SFHA), regulations related to floodplain management, a follow up to the assessment of development in the SFHA, a review of the permitting and enforcement processes, and the Town's interest in the Community Rating System (CRS). After a thorough review of all building permits, Elevation Certificates (ECs) and relevant documents, it was found that no structures in the SFHA were in violation of the rules and regulations of the NFIP.



Substantial Damage/Substantial Improvement: Prior to the meeting, RIEMA requested development records for all permits issued in the SFHA since 2012. The Town of Jamestown did not have any Substantial Damage/Substantial Improvement permits to review and only two (2) new construction permits. In a review of the building permits and Elevation Certificates, it is clear that each department has awareness and recognizes the need to administer sound judgment in monitoring development.

Variances: There have been no variances granted or requested since 2012. It is important to note that granting variances will increase the risk of flooding and bear financial consequences for potential property owners. Any requests for variances in the floodplain should be forwarded to the State NFIP Coordinator for review and comment in accordance with RI State Building Code G105.1.1.1.

### **Permitting Procedures**

During my visit, we discussed Jamestown's procedures for permitting development in its adopted SFHAs. Specifically, NFIP minimum standards require permits for all development in the SFHA. *Development* is defined as "any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment and materials." Note that this definition does include other activities not associated with structures. Once an application for a building permit has been submitted, the building official checks it for completeness and accuracy. If it is incomplete, the applicant must fix any errors on it.

Communities are required to keep as-built documentation on file for all new or substantially improved structures to confirm that they have been built with a lowest floor elevation at or above Base Flood Elevation (BFE). The Town had Elevation Certificates (ECs) on file with the properties, along with the Letters of Map Amendments (LOMAs). The EC's should also be thoroughly reviewed for completeness and accuracy. Backup documentation for substantial improvements must be made available and placed in the respective file to ensure the work being done does not exceed 50% of the market value of the structure.

### **Flood Insurance Study and Flood Insurance Rate Maps**

Jamestown's current maps are part of the effective Newport County maps dated September 4, 2013.

### **Local Ordinances**

The Town of Jamestown's floodplain regulations, found in the Zoning Code under Section 82-317 Community floodplain ordinance for special flood hazard areas, are compliant with NFIP minimum standards. The ordinance was last updated in September of 2013 when the new maps became effective. A copy was provided to RIEMA prior to this visit.

### **Flood Insurance**

The Town of Jamestown currently has 225 flood insurance policies in force, accounting for \$206,542 in premiums and \$66,108,300 in coverage. There have been 33 claims made since 1978 and \$242,334 in paid losses. As a result of this visit, I encourage the Town of Jamestown to consider participation in the NFIP's Community Rating System (CRS), which is a voluntary



incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. As a result, flood insurance premium rates are discounted for policyholders based upon creditable activities.

**Summary**

Our office is happy to meet with your staff to provide additional training or assistance regarding floodplain management or permitting procedures and strongly encourage your staff to attend training as it becomes available. Overall, your community officials are quite familiar with administering regulations for development in the floodplain and each department has awareness and recognizes the need to administer sound judgment in monitoring development.

RIEMA appreciates the Town's continued commitment to the NFIP and managing development in its floodplains. It was a pleasure meeting with your staff. If there is any additional information I can provide regarding floodplain management, the NFIP in general, or the findings of this CAV, please do not hesitate to contact me at 462-7141 or email me at: [Melinda.Hopkins@ema.ri.gov](mailto:Melinda.Hopkins@ema.ri.gov).

Best Regards,



Melinda M. Hopkins, CFM

Cc: Kristine S. Trocki, Town Council President, Town of Jamestown  
Christopher Costa, Building Official, Town of Jamestown  
Lisa Bryer, Town Planner, Town of Jamestown  
Samantha Richer, CFM, State Floodplain Coordinator/Planning Branch Chief, RIEMA  
Christopher Markesich, CFM, Mitigation Division, FEMA Region 1  
Richard Nicklas, Floodplain & Insurance Branch Chief, FEMA Region  
Jack Leyden, RI State Building Commissioner



## **Goal: To Promote Quality of Life in the Community**

### **1. Maintain Jamestown’s “Rural Character “**

- A. *Define rural character and Jamestown’s unique character and sense of place;*
  - a. This is expressed in the Preamble of the Comprehensive Plan. The Planning Commission spent several evenings defining “Rural Character” as it pertains to Jamestown. The Planning Commission, acknowledging the vagueness and vastness of the term “rural character,” has defined it to mean, “that which is unique to the Island of Jamestown – a town infused with a rural feeling, an insular spirit and a village identity”.
- B. *Encourage preservation of open space on individual lots and small subdivisions;*
  - a. The Planning Commission has adopted amendments to the Comprehensive Plan related to Conservation Development and the importance of designing meaningful open space into subdivisions. The Planning Commission is in the process of adopting amendments to the Zoning and Subdivision Regulations (Conservation Development) which encourage open space in all subdivisions and mandate it in subdivisions of 5 lots and over. (Expected completion date December 2015). More clarification is needed to define “preservation of open space on individual lots” since development of existing lots requires nothing but a building permit in most situations.
  - b. The Tax Assessor’s office will continue to support and monitor properties in the Open Space Program. These properties, which must remain undeveloped for a period of 15 years, benefit by way of reduced assessments. There have been no significant changes in the Open Space Program during the recent years although the Conservation Commission is evaluating several possible acquisitions at this time.
- C. *Develop a strategy for the protection of vistas, views, and open space including landscape elements that evoke rural character;*
  - a. One effective option for the Council to consider in developing this strategy would be to task the Planning Commission and to include this language in the Zoning Ordinance/Jamestown Special Development District, in areas that provide and share the islands most treasured scenic views/vistas, open space and landscape elements. One of the purposes of the Zoning Ordinance is, 5) *Provide for the protection of the natural, historic, cultural, and scenic character of the town or areas therein;* The Rhode Island “Green Book” also provides for a solid basis for identifying such landscape elements. Additional work in this area is required in the coming years.
- D. *Develop a policy regarding preservation of historic structures;*
  - a. This topic has brought out various opinions within the community in terms of residential structures. Various perspectives have been offered by Planning Commission members, organized groups as well as individuals within the community. Further discussion and research should be conducted in order to assess the need and/or support for such a policy/regulation in the community. The preservation of historic structures and community landmarks has received general support from local residents, although the independent ability to manage ones’ property has been equally touted as a priority. A continued effort to preserve these important community assets may need to be formalized for future consistency. [This general topic was raised during the development of the Sustainability Plan as renovation of older structures is a more sustainable way to construct rather than demolishing a structure and building new.](#)

*E. Support initiatives that encourage farming, sustainable agriculture, fishing and aquaculture;*

- a. The Town is working with CRMC on an evaluation process of permits for expansion and management of aquaculture activities in local waters. As varying perspectives exist within the community on this topic, a balancing of commercial and residential interests will be required as the future of the industry looks favorable in terms of economic activity, jobs and improvement in the bays water quality. [The Town staff has provided input along with other impacted communities in the development of CRMC guidelines for locating aquaculture fields, and the potential water and landside impacts that sometimes follow. The guidelines are still being developed and are expected to be presented for the CRMC Council for public review and discussion in 2018.](#)
- b. Seeking viable options for the installation of upwellers at the Fort Getty waterfront and possible improvements to support commercial fishing operations [and transient boating and recreational opportunities. Discussion and research in this area will be ongoing in 2018 as numerous compatible opportunities are felt to exist in this new area.](#)
- c. The Tax Assessor's office will continue to support and monitor properties in the Farmland Program (Farm, Forest and Open Space). These properties, after being approved by the RI Division of Agriculture, must be actively farmed and undeveloped for a period of 10 years. The parcels are assessed at reduced rates based on state guidelines. The new owners of Fox Hill Farm on Fort Getty Road have renewed and updated their Farmland Designation.

*F. Continue to support Farmers Market and Community Farm;*

- a. The Town continues to support the application and function of Farmers Market at Fort Getty – seeking ways to increase the presence of locally grown products at farmers market and balance this with other locally made products. With the improved pavilion facilities, the grounds and restroom amenities are being utilized to enhance the market experience. Town staff are supporting the effort without managing it directly and allowing for growth in this public/private partnership.
- b. The need for a winter farmers market should be considered, if a sufficient number of local vendors, including Newport and South County vendors, if needed. [This program has been discussed and planning is now occurring with the real possibility of this program beginning in the coming winter months of 2018 at the Senior Center, on Friday afternoon/evenings. The program is expected to take time to develop and will evolve in terms of participating vendors and available products in the coming years.](#)
- c. The Zoning Dept. will review and advise on all Special Use Permits, License's, and Permits in support of community farming and farmers markets in the community.
- d. The Town will continue to coordinate with the organizers of the Community Farm on a wide array of issues, albeit the nature of the farms activities are technically that of a non-profit, it does fulfill an important community need and preserve an important parcel of land. In addition, the farm does link with residents that utilize the Eldred Ave. playfields and will also do so on a larger scale with the users of the future shared use path.

*G. Develop a strategy for road marking, signage and lighting that reduces visual clutter; and*

- a. The Shores parking program is designed to limit signage by area regulatory approach, versus signing each specific roadway. Broader Town-wide strategy remains in discussion before Traffic

Committee. A community-wide assessment should be conducted along with improvements to directional signage, street signs and directional signs for places of local importance.

As of July 2016 the Traffic Committee finalized its thoughts on the northern Shores area, and focus its attention on other roads and neighborhoods in town regarding the issues of overnight parking and public safety access. [Additional review will occur with consideration for the updating of local ordinances as they pertain to general parking restrictions, fines and timed parking limitations.](#)

- b. Coordination with RIDOT regarding state signage throughout the community and updating of existing signs, where needed.
  - c. Council approves (Sept. 2015) delegation of permit review to Bldg./Zoning Official to address sandwich board signs used by community organizations and within the commercial district(s). [Future review of sign ordinance is required in commercial district to facilitate appropriate revisions for inclusion in the updating of the zoning ordinance that is now underway. The Town has recently awarded a consultant contract with the Horsley Whitten Group, for the Ordinance re-write. This effort will actively involve multiple departments and Planning Commission, with the process being managed by the Planning Department.](#)
- H. *Support the development of trails, walks, habitat restoration and programs that support resident’s awareness and knowledge of the natural world around them;*
- a. Ongoing Projects include, the Taylors Point Initiative, Mackerel Cove Dune Restoration, the Creek Restoration program, Fort Getty Trails, Hull Cove and other public rights of way. Also included is the continuation of an active dialogue on access to North and South Pond property inclusive of the future shared use path at the North Reservoir.

## 2. Protect Natural Resources

- A. *Continue to protect the center island watershed;*
  - a. Discussion on various supporting initiatives continue at this time, with more in-depth study required in future years. [The Planning Department is presently engaged with a property owner off of Carr Lane regarding a possible acquisition to address the need for both watershed property expansion and affordable housing needs.](#)
- B. *Support community efforts towards habitat restoration, resource protection;*
  - a. Dune restoration efforts at Mackerel Cove and Fort Getty continue with the use of dune fencing and grass replanting efforts are continuing. A major restoration project is in the planning stages at Taylor Point with inventorying of invasive species already underway along with a detailed mapping of the property and the establishment of a partnership with a habitat restoration program at the University of Rhode Island.
- C. *Implement measures to address poor water quality in Sheffield Cove;*
  - a. Consultant hired and water testing phase is ongoing; town staff with the support of several college interns worked with our consultant ESS Group researching the source of elevated bacteria levels in stormwater discharges to Sheffield Cove. During a period over several months water samples were collected from the drainage and watershed during wet and dry weather events. Another round of sampling will be conducted and a report will be prepared that will summarize their findings.

In October 2015, the Council supported the submittal of a grant application for \$118,200 with the New England Interstate Water Pollution Control Commission (NEIWPCC) along with the Narragansett Bay Estuary Program. A 40% Town match is required, although the Town's proposal includes a \$5,000 financial match and \$35,000 in-kind match. This was a competitive review process and the Town has since received notification that our 2016 application was approved. Town staff coordinated and managed this project in working with the consultant, the ESS Group on this project. Design and permitting plans of the proposed drainage improvements were completed for submission to CRMC and DEM in winter 2016/2017. In November the DPW began installation of an innovative stormwater treatment system at the intersection of Spring Street and Maple Avenue. Permeable concrete pavement will intercept runoff upstream of the drainage outfall to Sheffield Cove. The stormwater will flow through the open pours in the pavement through multiple layers of sand and stone and then ultimately discharge to the cove. Upon completion staff will collect samples from the stormwater runoff at the discharge to determine the effectiveness of the treatment system to remove bacteria. Sampling will be conducted over several months by Town Staff. Results will be submitted to DEM with the ultimate goal of opening the area to shell fishing. This project was completed in December 2017.

- D. *Continue to update and revise the Ground Water Ordinance;*
  - a. Ongoing program - Ordinance revisions being prepared for consideration and updating in 2017.
- E. *Continue to purchase environmentally sensitive tax lots in the Shores neighborhood;*
  - a. This program is ongoing in the shore neighborhood with the Town providing the closing costs and related expenses associated with the acquisition of property.
  - b. The Tax Assessor's office will continue to maintain up-to-date lists of all vacant properties acquired by the Town. This office also coordinates the assessment list with the separate list maintained by the Planning Office.
- F. *Continue with the ongoing efforts to improve the health and condition of Round Marsh; and*
  - a. In December of 2014 the DPW worked with staff from Save the Bay and RIDEM to improve tidal flow to Round Marsh. Tidal ditches were excavated and cleaned to restore tidal flows to the salt marsh. A contractor was hired to mulch invasive phragmites within Round Marsh. Over the next two years additional mulching will be conducted. Save the Bay has been monitoring the marsh for the effectiveness of the ditch excavation. The work will need to be repeated again in the future as ongoing maintenance will be required as sea level rise and other factors impact the marsh.
- G. *Continue efforts in wildlife management suggested by Tick Task force;*
  - a. The Task Force is entering its third year of program development and its third hunting season. The committee is working on the development of a comprehensive educational program, improved educational opportunities and media exposure to its messaging. The Taskforce has also forged a productive working relationship with URI's Tom Mather in his research associated with tick borne diseases and comprehensive prevention programming. In addition, communication remains ongoing with RIDEM officials regarding approved methods to manage the local deer population and future opportunities to positively impact the herd on Dutch and Gould Islands. The Town has coordinated a visit to Dutch Island with RIDEM officials in November 2015 to evaluate the improvements being conducted by the Army Corps. Of Engineers and further discuss the idea of a coordinated hunting program in future years and allowing for increased public access. The Army Corps of Engineers completed its work in the summer 2017 and the town has begun informal discussion with RIDM regarding the islands future.

The Taskforce structure as a working group has subsided and general oversight of the initiative has been transitioned to the Conservation Commission. A new consultant has been hired to perform the core tasks of program coordination, public education and media relations. The approved budget for this program remains stable in FY2017-18 at \$15,000.

### **3. Promote Public Access to the Water, Water-based Activities and Use of Jamestown's Natural Resources**

#### *A. Develop stable funding mechanism and clear line of responsibility for maintenance of Public Right of Ways to the water;*

- a.* Town staff, along with the Friends of Jamestown ROW committee and the Conservation Commission is reviewing the findings of the most recent ROW report from 2013. In review of this document, and a series of on-site visits to specific ROW's in the Shores neighborhood, the Town is preparing to send letters to all ROW abutters alerting them the effort to clearly delineate all property lines and to appropriately mark all public ROW's. The High Street ROW has been completed in 2015 with the engineering being completed for the bid development for the Hull Cove accessible boardwalk project. The Conservation Commission and Friends group are preparing a broader discussion with the Town Council and community on Public ROW's for later in 2017 and in 2018. The Friends of Jamestown ROW's and the Conservation Commission presented information to the Council in Oct. 2015 and again in a public session in October 2016 with Town staff in updating the ROW inventory document that was produced in 2013. The first phase of this work included ROW's (1-21) from the Creek to the Northern tip of the island, with work on the southern ROW's to continue in 2016. [Town staff have begun to visit each ROW in November 2015 and annually since with representatives of the Friends group and independently in order to discuss possible enhancements at each location.](#)

As of Fall 2016 a letter has been compiled that will be submitted to all ROW property abutters providing them with notice of the Town's intention to visually mark the various ROW's in the community, with the appropriate CRMC public access signage and by visually marking the properties corners. In addition, maintenance assents have been approved and issues from CRMC for seven (7) existing ROW's, for minimal clearing of trails, delineation of property bounds, installation of CRMC signage and other minor improvements.

- b.* Maintenance continues to be one of the greatest challenges in terms of the sustainability of a ROW program. Town staff are working with neighbors in an attempt to secure the necessary assistance in this area. Discussions on the possibility of alternate funding sources in this area is being researched.

#### *B. Improve restroom facilities and parking accommodations at Mackerel Cove and Fort Getty;*

- a.* [Funding in the amount of \\$30,000 was utilized to develop the replacement of the portable restrooms at Mackerel Cove as part of the FY2015-16 Capital Program. The Town Public Works Department completed the necessary CRMC permitting to install this improved facility. The portable structures unique design was developed by local architect Ron Dimauro and construction was performed in-house by Town personnel. Construction of the life guard and restroom building was fully completed and installed for the 2017 summer season.](#)







#### 4. Recognize the Importance of the Village as the Town Center, the Focal Point for Most Community Activities

- A. *Encourage economic development, especially in prime and undeveloped properties to achieve suitable commercial and retail growth, with emphasis on the Town Center and waterfront;*
  - a. Consider the development of an Economic Development Committee to guide a local process. The sustainability of Jamestown’s economy will be a specific topic addressed during the Sustain Jamestown program. Discussions are ongoing with cultural arts-based organizations in developing concepts around exposure to the wealth of the artist community residing in Jamestown and how this resource can be harnessed to benefit the community and commercial district. This working group is hosting an internal organizational meeting in July 2016 with additional meetings to be scheduled, with the hope of moving the program forward during the fall 2016 through 2018. The first phase of the initiative includes public engagement and information gathering to assess the community’s sentiments regarding the arts and culture program. One of the group’s goals is to assess the accuracy of the local sentiment on this topic. Discussions are also occurring with business owners/Chamber of Commerce seeking alternative methods to attract unconventional businesses and entrepreneurs to the community to fill vacant storefronts.
- B. *Continue to work with Newport County Communities, Washington County Regional Planning Council and local organizations (i.e. Chambers of Commerce) to develop strategies to encourage investment and business sustainability in the village;*
  - a. Discussion is continuing with the Washington County Regional Planning and National Grid on various street light purchase and replacement programs; Town also looking into other options as well involving street light replacement partnerships with neighboring Town’s. [The Town was in the process of scheduling a presentation on the Prism program and the 372 inventoried street lights in town for Winter 2017, although has opted to first assess a new program offered through National Grid that involves the updating of municipal street lights to LED fixtures. Town staff met with NGRID and will be evaluating this program as a possible option that includes purchasing the street lights and having the fixtures changed to LED, with no capital investment and reduced electrical costs.](#)
  - b. Progress is continuing with the development of a Newport County EDC agency to champion the opportunities that exist in each participating county community for business retention and new business development; meetings are continuing and all Newport County Communities have committed varying financial commitments to implement this program beginning in FY2015-2016. [Officials from each participating community are continuing to meet in the development of this regional organization throughout FY2017-2018 and preparing to move to the next phase of organizational development in 2018. A series of consultants was interviewed and Fourth Economy was secured to officially begin this program. All Newport County communities and the Town of Bristol is partnering with Commerce RI and other entities involved in Business retention and expansion activities in the area. An initial meeting with a small working group of town representatives is scheduled to occur in the winter 2018. The expectation for Jamestown is that we will have access to coordinated County-wide economic development and business retention and expansion expertise to uniquely support each community and its needs in this area. The philosophy is that as a County, activities in a given community do impact the other partners and communication and coordination at all levels including availability of staff, housing and quality of life also play an instrumental role in the regions success.](#)

- c. The development of an economic development committee is something that the community may want to consider in the near future. The question still exists as to whether a formal committee is necessary for EDC progress or a more well-organized effort by the private sector with the town supporting the effort could address this specific need. Town staff has previously worked with the Chamber of Commerce on the installation of an informational kiosk in town to provide members with improved marketing opportunities; targeted conversations with individual commercial investors is continuing regarding properties that are presently available for possible development in the village. [The Planning Commission will further engage the Chamber of Commerce and general business community during the Sustainability Planning in the Winter/Spring of 2017/18.](#)
- C. *Ensure that future development and renovation in the Village maintains small scale and “walkable” character, while supporting businesses and investment that will encourage residents’ and visitors use;*
  - a. More detailed discussions need to occur on this topic in order to agree on best and appropriate practices in this area. [The Town continues to address small scale infrastructure issues in this area, with annual investment and planning in connectability, sidewalk improvements, safe routes to school routes, and discussions on specific village services and clusters of services and how walkable access can be improved.](#)
- D. *Provide improved customer and employee parking in the village;*
  - a. Continue to seek opportunities for parking enhancements in the village and encourage businesses to coordinate off-site parking for their employees. Seek Planning Commission attention to this issue in their review of applications in the Village District. Additional consideration should be given to the review of properties (possible acquisition) that may be able to assist in either seasonal parking, event parking or additional dedicated parking for local uses. [The potential sale or reuse of the EMS Barn property may enter this conversation in the coming months, although the limited seasonal impact maybe outweighed by the overall value of the parcel, based on its location.](#)
- E. *Develop a policy regarding preservation of historic structures in Village;*
  - a. This topic has previously been divisive within the community with various perspectives offered by Planning Commission members and residents. Further discussion and research should be conducted in order to assess the need and/or support for such a policy/regulation in the community.
- F. *Support the development of a Community Center, with the support and for the benefit of community organizations and residents;*
  - a. Continue to evaluate the options available to diversify the use of the existing community center facility (Recreation Dept.). Also, consider possible enhancements and/or repurposing of areas in other public facilities, including the Library, EMS Barn, Schools and quasi-governmental buildings like the Grange, for such purposes. The Library Building project in particular is one that has raised this point as nationally, Libraries are taking on an expanded role with the changes in services, technology and community demand. Research and communication on this item is ongoing and dependent on future public, private and grant funding to support any such initiative.
- G. *Complete the planning, design and construction of consolidated Fire/EMS station; and*
  - a. [The bid for the project was awarded by the Council to Iron Construction for \\$2,129,500 in June 2016 after two years of preliminary planning. The overall authorization amount for bonding was](#)

\$2.2 million. The estimated project completion period at that time was in the spring/summer 2017. The main project was completed in November 2017 with EMS personnel having moved in to the new building from the Knowles court facility. Minor painting, electrical, and misc. work to be completed by the Fire Department personnel during the upcoming year, along with the last of several exterior capital projects to be completed on the older section of the building during the winter of 2018. The consolidation of the department into one modernized public safety facility will provide for improved efficiencies internally in the department and a cost savings to the community by centralizing operations in one building and further considering options to either repurpose, lease or sell the former EMS property on Knowles Court.

*H. Coordinate planning, design and capital campaign activities with the Town’s Library Board in guiding plans for future building improvements and the establishment of a Library endowment.*

*a.* Library Board is progressing with the organization for a Capital Campaign; evaluating its relationship with Friends of the Jamestown Library (501-c3); Building Committee is continuing to review the Library needs assessment and preliminary architectural designs; OLIS Consultant has been selected by Trustees per a requirement of the OLIS program; and alternative financial resources are being researched (Champlin Foundation, RI Foundation, OLIS, etc.) The Building committee has completed a community survey to assess any new input and/or changes in community sentiment regarding library services and the proposed facility enhancements. The results of the survey have been compiled and have been reported out publicly. The building committee has moved on to the building design phase in evaluating the physical needs of the Library. The Building committee has provided the Town Council with several updates as to their progress at various meetings since 2015/2016. Earlier in the process preliminary updates included designs from the LBOT that have varied from \$2.5 million dollar options to as high as \$6 million dollar proposals. More recently, upon the conclusion and release of a consultant’s report regarding the feasibility of a capital campaign program, the Board was provided a recommendation to focus on three specific areas. 1) better educate constituents to the idea of library improvements, 2) continue to gather input from the community to better explain and defend the scope of the proposed improvements, 3) address the perceived relationship issues with the Town. The report reflected that the Board had the capacity to raise no more than \$100,000 to support the effort unless these areas were addressed. Based on the results of this report the board is looking at options to downsize the scope of the project as previously proposed. Town staff will continue to consider financial options as to how this program may be integrated with the community’s long-term debt service schedule and annual capital program and what impact that will have on the budget program. The Board of Trustees for the Library began this process in 2011.

**5. Support Cultural, Civic and Recreational Opportunities that Promote a Sense of Community**

*A. Implement an improved Parks & Recreation program based on resident need and ongoing community assessment;*

*a.* Beginning in spring 2016, the Parks and Recreation Department has offered an expanded program base. Programs now run on a scheduled 4-season schedule with 8-10 week sessions. Youth Programs such as gymnastics, pee-wee PE, and youth yoga are now being offered. Added Teen Center programs such as crocheting, sewing, baby sitting and hip hop dance have been

offered. Adult Programming has been expanded by the addition of programs such as Dog Obedience, Adult Kickball, Pickleball, and Line Dancing. Programs are being evaluated after each session and new programs are scheduled to be added in upcoming seasonal sessions. Additional workshops were held in June and October 2016 and continued in 2017/18 that focused on the facilities and grounds that the department oversees, including several that the department was awarded state RIDEM grant funding for enhancement purposes, inclusive of the Playground on North Rd. (\$100,000) and the Lawn Avenue Complex (\$400,000).

The Recreation Department has also invested in its personnel in recent years by recruiting program expertise and providing for professional development opportunities for existing personnel to better equip them to address local needs. The Department leadership is generally new over the past three years and their expertise is weighted in the area of community programming and department administration.

*B. Provide expanded, accessible and diversified program offerings for Jamestown's seniors;*

- a. In the winter of 2016 the Parks & Recreation Department revised the way in which support was provided to the Senior Services program in Jamestown. The Senior Coordinator is now a member of the Recreation Department and reports to the Recreation Supervisor in coordinating expand and develop a well-balanced slate of senior programming. A new Senior Coordinator has been hired and is scheduled to begin work on January 22<sup>nd</sup>, 2018. This coordinator comes to the position with significant experience in senior center operations, food service, program experience and familiarity in the immediate Rhode Island area. The Coordinator position has been expanded to a 30 hour per week position that will accommodate increased building coverage, increased time to address program and building need and the ability to grow the program by working in collaboration with the P&R program staff.*

*Programs have expanded since then through community partnerships with the Garden Club, Jamestown Fitness, and Library. Weekly programs as well as stand-alone one day events have been added to the schedule including mah-jong, balance, and Zumba. Daily trips have been offered to Foxwoods, Trinity Theatre, and the State House. Routine conversations with the Friends of Jamestown Seniors are conducted to fill in potential gaps in programming. Further program enhancements including facility enhancements are being planned including further upgrades to the main senior center facility at the Grange and relationship building with outside agencies that can partner in certain program areas. All programs are evaluated and additions are planned to the quarterly schedule.*

*C. Continue to maintain a strong partnership with the Jamestown Schools;*

- a. The Town maintains a close working partnership with the District and individual School Administrations, in terms of municipal department interaction, coordinated budgeting approach including capital program and long-term debt requirements, pension matters, as well as statewide financial issues and concerns, etc.. Coordination of significant capital/infrastructure improvements to school facilities will dominate the conversation in the coming years, as RIDE completed a report that indicated approximately \$16 million dollars in improvements were needed in the district in the coming years. An initial stage -1 application of \$8.5 million has been*

submitted for consideration as part of the state reimbursement program. The Governor is expected to include a bond authorization recommendation to support a major infusion of state funds (\$500 million +/-) into local schools over the next 10-year period.

- b. The library participates and promotes in collaboration with the Jamestown Schools, a summer reading program; Afterschool activities: Book Groups, safe haven and meeting space, tutor space as well as class visits including library use instruction from professional librarians;
  - c. Coordinated use and maintenance of indoor and outdoor facilities continues by the Recreation Department for community programming and the board of canvassers for various town election functions.
  - d. Other town departments including Police and Fire provide for educational opportunities including a presence in the schools to establish stronger ties with the student and school department populations.
  - e. Annual 5<sup>th</sup> Grade class visit to Town Hall and tour of the Town Clerk's Office, Vault, Historical Society Conanicut Land Agreement of 1657 Exhibit, and Town Council Chambers with explanation of town department operations. The history of the Town Hall and the origin of the Town Council form of government and its function also reviewed, with the assistance of a Town Council member. This activity is coordinated through the Town Clerk's Office.
  - f. The Parks & Recreation Department has begun to build partnerships with the Jamestown Schools collaborating on student input projects regarding the renovation of the Community Playground. The Melrose students were asked to draw pictures of what they would like to see at the new playground. The Teen Center Coordinator makes routine visits to the Lawn School to promote teen programming and building strong relationships with the staff and students alike.
- D. *Review the need for additional community space, condition and quality of space, and long-term funding options for improvements;*
- a. The Council may wish to consider the reformation of the Buildings and Facilities Committee to provide useful input into this analysis. Ongoing at this time is the work being performed at the Library through the efforts of the Board of Trustees who are looking into the redesign of the facility and improvements to the existing structure to meet the needs of the community; Initial review of restoration work needed at the Recreation Center facility is underway with smaller projects being addressed by Town staff and larger improvements yet to be fully defined; and further review is being performed for the construction of a new Clubhouse at the Town Golf Course. [The Town Council directed staff to hire an architect for design of the new golf course clubhouse facility in 2013. Burgin Lambert Architects were hired to develop a design for a new golf course clubhouse facility. Preliminary plans were presented to the Town Council that included space for a club house with a shared room for public use. A budget level cost estimate was prepared based upon the preliminary plan. The Council has authorized the architect to advance the design to a 50% design level with details for structural, mechanical, electrical, fire suppression, and finishes so that the cost estimate can be refined. We are expecting the plans and estimate to be completed in January/February 2018.](#)
- E. *Complete the planning, design and refurbishment of PAC facility as a potential new recreation center, subject to voter approval;*



submitting a Planning grant with the National Endowment of the Arts (NEA). This grant that would be submitted in FY2016-2017 or in a later grant cycle would involve the development of a Master Plan that would reflect the physical and programmatic integration of various public and private entities in the Village. This integration possibly culminating in the creation of a Cultural distinction that could be branded to attract and service residents and visitors. Future meetings are being planned with various partners to assess public sentiment to the concept of coordinated programming and marketing of arts/culture-based programming along with various municipal initiatives all that provide for ancillary benefits and support of the business community.

- I. *Complete the 90% design phase and secure approval to initiate the implementation of the Safe Routes to School program;*
  - a. The consultant (Crossman Engineering) has completed the 90% design phase plans that will prompt the initiation of the implementation phase of the program; Town staff are in contact with Federal and State Highway representatives and will be meeting once this next phase is completed.
- J. *Complete components of bike path improvements and assess options for integration of pedestrian/bicycle paths and trails connecting key areas within the community;*
  - a. The final design has been completed by (PARE) the project consultant hired to complete the design work on bike path connector (bridge design) at North Pond. CIP funding will be requested in future budget cycles and alternate funding sources are being researched to support the construction of the project.
- K. *Review the need for a new Golf Course Clubhouse project and related facility needs;*
  - a. Project options are still under review although planning recommenced in a public discussion with the Council in November 2016 and has continued at various times since. The operators lease expired in 2016 although with the Council having approved a 1-year extension through 2017 and 2018 this allows for a thorough RFP process to commence and for the building plan to be developed. The overall golf program need was established during prior review of Building and Facilities Committee and additional review of both gold and community need continues. Staff has re-engaged the architect of record to finalize a draft plan for Town Council review in winter 2016-2017. The goal of the administration is to have a viable plan and funding options presented to the Town Council in preparation for the 2018 FTM. Additional public discussions and work sessions are being scheduled to evaluate several final design options and cost estimates. Burgin Lambert Architects were hired to develop a design for a new golf course clubhouse facility. Preliminary plans were presented to the Town Council that included space for a club house with a shared room for public use. A budget level cost estimate was prepared based upon the preliminary plan. The Council has authorized the architect to advance the design to a 50% design level with details for structural, mechanical, electrical, fire suppression, and finishes so that the cost estimate can be refined. We are expecting the plans and estimate to be completed in January/February 2018.
- L. *Acknowledge and support social and cultural organizations in the allocation of town spaces (meeting rooms) and services (security for events); and*
  - a. This remains on ongoing discussion amongst community groups. Thoughts on this topic are being revised since the PAC was not acquired by the Town. Social and cultural organizations remain interested in addressing this ongoing space issue and are seeking to creative options to do so. Town staff are working on research for future improvements to the Recreation Center space,



repurposing opportunities of other Town/local facilities, and future opportunities to collaborate in the development of a solution to this challenge.

*M. Complete Fort Getty Pavilion improvements;*

- a. Pavilion Improvements are approximately 95% complete as of summer 2017 with the anticipated completion date estimated in 2017, depending on funding availability. Additional improvements still pending include, stonework on the west end of the structure, expanded shell surfaced walkways and additional lighting fixtures. A fundraising component has surfaced with this project, with donors being sought to fund several of the final finishing elements of the project. The western side of the pavilion includes the construction of an outdoor fireplace and stone sitting wall. Construction of the foundation for the chimney is complete however additional funding is required to complete that element of the design. Hardscape pavers were installed in the spring of 2017 before the summer season. A preliminary evaluation of the potential of a roof-top solar array has been included in a larger town-wide evaluation of all municipal structures. Although the pavilion uses limited electricity, overall park electricity usage is very high on a seasonal basis.*

*6. Promote a Sustainable Jamestown*

*A. Adopt Sustainable Jamestown Plan that supports community goals;*

- a. Process scheduled to begin in December 2016. The Horsley Witten Group has been working with the Planning Commission and Planning Office on finalizing the goals and actions for this project. These goals and actions are based on the public workshop, focus groups and Planning Commission input. The final product on this project will be web-based and will remain on the [www.sustainablejamestown.com](http://www.sustainablejamestown.com) platform so that it can be a living document and be updated periodically. The final public workshop will be in March 2018.*

*B. Support initiatives that encourage farming, sustainable agriculture, fishing and aquaculture;*

- a. Town staff working on elements pertaining to support for aquaculture and farming initiatives. In 2015-2016 the Town has supported an expansion of oyster and seaweed farming in leases on the west side of the island. The Town Council heard concerns of residents in the area of West Ferry regarding the proliferation of aquaculture fields along that coastline. These points were raised at a CRMC hearing before the Coastal Council in October 2016 and at a subsequent hearing in 2017. Town staff met with CRMC officials in the draft development of aquaculture gear guidelines being developed that will provide for some guidance in this area. As these guidelines are further vetted with the CRMC staff and Coastal Council, public discussion will be included as part of the public hearing process. This discussion will remain ongoing as this industry continues to evolve in local and stateside waters.*

*C. Ensure that future development and renovation in the village maintains small scale and “walkable” character, while supporting businesses and investment that will encourage residents’ and visitors use;*

- a. Town staff are working on an update and coordination of various initiatives to address this element. The Town continues to address small scale infrastructure issues in this area, with annual investment and planning in connectability, sidewalk improvements, safe routes to school routes, and discussions on specific village services and clusters of services and how walkable access can be improved.*

**D. Promote the use of green technologies and energy conservation;**

- a. RISE completed an audit of lighting for the Town Hall, Library, Police Station, Highway Garage, and Recreation buildings in January 2016. The lighting improvements for each of the buildings will be funded through future capital budgeting proposals. The Sustainability Plan will assist in the energy planning for Jamestown. National Grid staff made a presentation to the Town Council regarding a number of programs that are available to municipalities including energy efficiencies of Town buildings. Town staff met with NGRID and have submitted applications to enter into the efficiency program for 5 Town buildings. NGRID will be completing an audit of the buildings in the coming months.
- b. *Research grant opportunities to support town-wide energy conservation measures and energy-based facility improvements; and*
  1. *The Town is taking on this initiative in terms of planned energy enhancements to all town facilities and town-wide street lighting replacement and these improvements are a major part of the work being performed as part of the library redesign efforts, in terms of energy efficient lighting, HVAC systems and water conservation.*
  2. *Take part in initiative to improve energy efficiency of Town street lights, while curbing light pollution and improving traffic safety;*
    - i. Town staff are evaluating several options in this regard. Continued efforts by the Washington County Regional Planning Council with the PRISM program, along with National Grid programs and other sub-groups of Rhode Island Town's will all provide the community with viable alternatives in the next year to consider moving forward with this effort. The preliminary assessment of the Towns street light inventory has been completed and we are awaiting approval for Phase 2 of this assessment in order to move toward purchase of the inventory and the eventual change in ownership and implementation of more efficient lighting fixtures.

**7. Ensure Housing Affordability and Provide a Range of Housing Choices for Residents**

- A. *Develop, renovate or restore units of affordable housing by promoting affordable accessory apartments and existing opportunities to subdivide lots for affordable housing purposes;*
  - a. *Program remains active with periodic interest from property owners. There are presently two parcels that are being considered for a possible acquisition to support in total the possibility of 2-3 new affordable units per site. As is always the case, the property cost is a deterrent to housing organizations based on the subsidy required to reduce the cost, thus making the unit affordable. The Town continues to provide annual capital funds and access to a \$400,000 revolving fund to support this initiative.*
- B. *Develop new strategies to buy "development rights" for existing homes, allowing current residents to age in place;*
  - a. *Affordable Housing Trust Fund implemented and presently active.*

- C. *Encourage the development of an Affordable Housing Trust that could include private donations;*
  - a. *Program approved, funded and implemented.*
- D. *Support the development of additional affordable housing units;*
  - a. Review of new opportunities for affordable housing development remains ongoing. The Tax Assessor’s office will assist in the identification of potential affordable housing properties. Several properties in the Village are under review at this time as possible candidates. The former PAC property is moving through the review process with a private developer proposing 16 units, including 4 affordable. Phase 1- broke ground in fall 2016 with building-1 and building-2 is expected to follow shortly thereafter.
  - b. *Review strategies for creating or subsidizing work-force housing for Town employees;*
    - 1. Very little interest has been expressed in this area by town personnel, although further research is needed.
  - c. *Research additional funding sources to support housing initiatives;*
    - 1. Research is ongoing, future updates to be provided.
  - d. *Complete Rules and Regulations for Affordable Housing Revolving Fund project eligibility;*
    - 1. Completed on 5/18/2015.
- a. *Continue to provide stable and consistent annual grant funding for housing programs*
  - a. In FY2015-2016 Town providing consistent \$75,000 in grant funds for affordable housing opportunities. \$400,000 Revolving fund local program also activated in FY2015-2016. Both programs remain in place and active in support of housing initiatives.
- E. *Foster and expand partnership opportunities with Housing Agencies seeking to build-out projects;*
  - a. Educate the community as to the importance of this initiative, the existing Affordable Housing Funding Programs and the efforts of the Affordable Housing Committee;
    - 1. Education Program efforts remain ongoing through the efforts of the Planning Department.

## **8. Senior Citizen Programming and Services**

- A. *Ensure Senior Citizen program, facility, transportation and funding needs are being met.*
  - a. Coordination between the Town’s Senior Program staff and the Friends of Jamestown Seniors is ongoing with communication occurring as to expanded program opportunities inside and outside of the community, including expanded transportation services and general conditions and need at the Senior Center facility. The senior program is fully funded by the Town under the direction of the Parks and Recreation Department. Additional staff and facility coordination is being implemented via improved communication amongst agencies and personnel involved. The Town has made a commitment through recruitment in improving the experience and skills of senior program staff in just recently hiring a new Senior Coordinator with specific expertise in this area. This person will work jointly with Recreation Department program personnel and seek input from the Friends organization in growing this program base. Reporting and tracking of metrics is provided similar to other community programs and contains important information on meals, programming data and other pertinent information. Library programs and

services are available seniors and include home delivery of materials and assistance within-home library technology.

- b. The Tax Assessor's office will continue to assist seniors with the Elderly Exemption Program, which aims to help qualifying seniors remain in their homes by offering them a reduction in taxes. The Elderly Exemption Program continues to provide generous and effective financial aid to Jamestown's low income seniors.

## **Goal: Ensure Effective and Accountable Town Government**

### **1. Improve Access to Local Government**

#### *A. Improve services provided by the Town's web site;*

##### *a. Enable on-line application process and payments;*

1. The Finance Department has established an on-line payment system for water/sewer payments for credit card use through a third party vendor at no cost to the Town. This work has been completed and is actively in use.
2. The Tax Assessors/Finance Department are collaboratively working on placing all motor vehicle and real property data on-line which will add great flexibility and search capability of the data by residents.
3. Research is being conducted into various financial accounting systems that would provide more direct access and transparency with Town revenues and expenditures. The Finance Director has implemented a new AccuFund financial accounting software suite that will allow for expanded accounting options and services moving forward. The core system provides for General Ledger, Financial Report Writer, Accounts payable, Cash Receipting, Bank Reconciliation, Dashboards, System Security, Forms Designer, Data Imports/Exports, Tablized Account Structure, Document Imaging, and EF Payment in Accounts Payable. The system is also expandable to other modules in the future. This upgrade allowed the Department to retire an older version of this system that no longer provided for support.

#### *B. Encourage both internal and external public engagement and pursue cooperative relationships with various local, state and regional organizations;*

- a. Town staff are continuing to work on the development of public engagement opportunities with local, state and regional groups. An example of this includes, joint efforts to address the cost of street lighting, economic development efforts in Newport County, broader County and statewide efforts as organized through the RI League of Cities and Towns.
- b. The Town is working on assessing various electronic means to engage the public and secure increased participation on various local issues. This effort is presently tied to the work of the local arts and culture groups that are also developing a means to generate similar input on residents' perspective on the arts and culture presence in the community. A consistent and easily accessible means to provide such input could assist the town on numerous projects and initiatives in future years.

#### *C. Continue to foster volunteer initiatives and seek increased public participation; and*

- a. Various Town Departments have engaged the support of volunteers in the community and are working collaboratively on a number of local initiatives, including but not limited to broadening

the structure and use of volunteer boards and Commissions in the community. Some of the more active groups today involve, the Friends of Jamestown ROW's, the Taylor Point Restoration Association, Historical Society, Arts groups(CIAA/JAC), Scouting Groups, Rotary Club, the Friends of the Jamestown Philomenian Library, and the Friends of Jamestown Seniors.

- D. *Maximize use of local media, internet, and Town's web site to improve public access to information.*
  - a. The various Town Departments continue to be very active in maintaining current and useful information on the Town's website. Additionally, several departments use social media Facebook to inform residents of events, noteworthy achievements within the department and emergency conditions i.e. weather events. The Parks and Recreation Department launched an on-line registration process on RecDesk which has worked well and been well received by program users within the community and by seasonal visitors to Fort Getty.

## **2. Maintain the Town's Remarkable Sense of Fiscal Responsibility**

*Strive for financial stability and sustainability in the Town's Enterprise Fund programs;*

- a. The Town has completed the negotiations of the three Town marina leases. This was completed with the goal in mind of achieving improved services and revenue generation allowing for increased investment through the Town Waterfront Fund in future waterfront projects.
  - b. Town staff has begun to implement a needed restructuring of the management and staffing of Fort Getty to address financial stability, asset maintenance and sustainability of the site. The full implementation of this program is expected to take 1-2 additional seasonal cycles to complete.
  - c. The Towns Golf Course completed its debt payments in 2007, stemming from the original Bond authorization of \$1,750,000 and as of today is generating \$150,000 annually as a transfer to the General Fund and \$25,000 for the golf course capital fund. The lease for the course operation has been extended through the 2018 season and an RFP is being developed for release during the winter 2018 for Town Council consideration for the next long-term lease. Discussions are continuing regarding the possibility of rebuilding the Clubhouse in 2018. Early cost projections place the project in the range of \$1.75 – 2.25 million.
- B. *Continue to pursue cost recovery and revenue generating strategies in the Water & Sewer Division to provide for rate stabilization;*
    - a. Town staff have been working on options to impact revenue enhancement opportunities in both the water and sewer divisions. A more comprehensive program of renegotiation of utility cell tower leases has been somewhat successful in the water division, and the possible lease of communication cabling to the Turnpike and Bridge Authority for redundancy purposes may provide much needed support to the sewer division in the next year.
- C. *Maintain open communication with the School Committee/Administration to allow for coordinated approach in achieving transparent financial management practices;*
    - a. There exists an ongoing dialogue with the School District. Annual budget meetings are planned with the Superintendent in anticipation of the joint meeting with the Town Council and School Committee in preparation of developing the Towns annual budget. Discussion on consolidation of services, long-term debt coordination, OPEB program collaboration and addressing various forms of long-term liability are held on an as-needed basis. **An added focus**

will need to be placed on the need for large-scale school infrastructure improvements in the coming years with the continued monitoring of the RIDE program to enhance local reimbursement through an incentive based initiative.

- D. *Implement a Capital Budget year closeout process for projects to assess the need for project continuation;*
  - a. Closeout of CIP projects is reviewed on an annual basis during the budget process and managed by the Finance Department.
- E. *Ensure a clear process and stable funding source to support Town waterfront improvements;*
  - a. Revisions to the Harbor Management Plan and Ordinance have provided for the Waterfront Reserve Fund in conjunction with annual harbor commission funding and periodic Town Capital Funding to provide the consistent availability of funding in this area.
- F. *Streamline the local government process, by improving efficiency through prioritization of resource allocation, and continual review of unfunded mandates;*
  - a. Internal and external assessments are being performed annually in reevaluation areas where improved efficiencies can be achieved. An example of this is a reduction in 20% of the Tax Assessor services in FY2015-2016 and a statewide effort being considered locally for the consolidation of dispatch services.
  - b. With the hiring of a new Building/Zoning Official the existing permitting systems in that office are under review for potential updating and online options. The State is presently managing a PILOT program for a new statewide e-permitting system that may the Town may want to consider in the future for implementation.
  - c. The consolidation of the Fire Department into one facility and the centralization of dispatch services in the Police Department are steps recently taken to improve efficiency and streamline the government process.
  - d. A merger has been facilitated with NAGE 68 with the positions of the Harbor Clerk (union position 30 hr.) and Police Chief’s Administrative assistant (non-union 30 hr.). This position has been located at the Police Station, thus consolidating the Harbor Division activities the Station and streamlining staffing to one full-time position (37.5 hrs.).
  - e. With the resignation of the GIS and Environmental Coordinator planned in late January 2016, an opportunity to seek a realignment of this position and its duties has become available. This position has been filled as of spring 2016.
  - f. The Harbor Master position was negotiated out of the NAGE 69 agreement during this most recent round of negotiations and the scope of annual duties has been reduced.
  - g. A Water Operator position has been formed in place of an Assistant Superintendent position at this time. The Assistant position may remain vacant allowing for this position to be filled at the time when a licensed individual becomes available. The Operator was hired into this position in April 2017 and is seeking expanded licensing to broaden their role and responsibilities in the department in the coming years.
  - h. An expansion of service support for local seniors has been prioritized with the expansion in hours for the Senior Coordinator position. Growth in demand for services from this growing and underserved population continues to be a priority of the P&R Department.
- G. *Continue to maintain a favorable bond rating; and*

- a. This effort is ongoing with a continual focus on prudent budgeting and fiscal responsibility. The towns recent upgrade to a (Aa1) rating, up from the former (Aa2) rating is very strong rating and only one of five towns in Rhode Island to achieve this standing. The Town has already reaped the benefits of achieving the rating upgrade with savings on a bond refinancing and on the debt associated with the Fire Station project and equipment acquisition. The Aa1 rating was recently confirmed in a Moody’s review.
  - b. In order to maintain fair, accurate and up-to-date property values, the Tax Assessor’s Department conducted a scheduled 3 year Statistical Revaluation as of December 31, 2015. The most recent statistical revaluation reflected in the Towns 2016-17 tax bills, were monitored in order to evaluate the fairness of the revaluation project. Real estate sales has remained very strong at that time 2016 with the new assessments proving to be accurate, with the average ratio of assessments to sales prices at a healthy 94%. Since that time and in preparation of the 2018 statistical review, market conditions have remained surprisingly strong with sales in certain parts of the community consistently performing well above assessed values.
  - c. With the RI State pension suit having been settled, further investigation was initiated by the Town and School to assess the need for a dedicated Trust Fund to address future OPEB liability. The Town Council and school Committee decided to enter the RI Interlocal Trusts OPEB Irrevocable Trust Program in FY2016-2017. The school department has already transferred \$1,000,000 of their assigned reserve funds and as of November 2017 the school is showing a balance of \$1,122,388 with the Town reflecting a balance of \$145,586. The Town has begun an incremental approach to funding our net OPEB obligations with an annual contribution and investment income. The Town and School have also transferred their PAYG – pay as you go - annual funds into the trust as of FY2016-2017. Revisions to the GASB regulations may in fact impact the Towns bond rating should funding not be dedicated for this purpose.
- H. *Develop a consistent and equitable fee policy and rate structure for outside organizations when public safety details are required.*
- a. This effort is limited by the collective bargaining agreement language and will need to be addressed in future negotiations.
  - b. In discussion with the RI Interlocal Risk Management Trust representatives, the concept of using trained CSO officers and/or retired law enforcement officials to assist in filling open details has been implemented t provide the additional support needed.

### **3. Maintain and Improve Town Infrastructure**

- A. *Continue to support the Towns Pavement Management Program;*
- a. *Complete the drainage and road reconstruction of North Main Road in accordance with the Towns Pavement Management Plan; North Road reconstruction beginning in FY2016, with a three year (three phase) road drainage and repaving program accompanied by a fourth phase that includes a shared path/trail connector from West Reach to North Pond to interconnect with the North Pond Connector that exits onto Eldred Avenue. Project completion anticipated in FY2019-2020, based on funding availability. The construction of the first phase of the North Main Road Improvement project began in September 2016 with the installation of drainage between West Reach and Sloop Street.*

North Main Road reconstruction between Laurel Lane and West Reach Drive was completed in November. The second phase of the project between North Reservoir and Laurel Lane was submitted to the RIDEM for wetlands permitting. In November we addressed some minor comments from the Biologist and expect an approval in January 2018. The project will involve 3,000 linear feet of stormwater drainage piping, catch basins, and water quality basins for treating the stormwater before discharging to the reservoir watershed. Construction will begin in March 2018. The Town received a notice from the RIDEM that a grant submittal for \$265,000 was approved to fund the construction of the drainage system for this second phase of the project. Once the drainage system is installed the road will be schedule for paving which will complete the road reconstruction between Route 138 and West Reach Drive. The final phase of the project will include the construction of a pedestrian path along the East Side of North Main Road between West Reach Drive and the North Reservoir.

- B. *Complete planning, design and construction of consolidated Fire/EMS station;*
  - a. The bid for the project was awarded by the Council to Iron Construction for \$2,129,500 in June 2016. The overall authorization amount for bonding was \$2.2 million. The estimated project completion period at that time was in the spring/summer 2017. The main project was completed in November 2017 with EMS personnel having moved in to the new building from the Knowles court facility. Minor painting, electrical, and misc. work to be completed by the Fire Department personnel during the upcoming year, along with the last of several exterior capital projects to be completed on the older section of the building during the winter of 2018.
  - b. The Building and Zoning Department worked closely with the Planning Office, TRC, Planning Commission and Zoning Board to ensure compliance of this project with all local and State Building and Zoning Codes.
- C. *Complete the planning, design and refurbishment of PAC facility as a potential new recreation center, subject to voter approval;*
  - a. Property has been sold and project is no longer viable.
- D. *Review the need for additional community space, condition and quality of space, and long-term funding options for improvements;*
  - a. The review of community needs in this area is an ongoing process with additional discussions planned in fall/winter 2015. The library currently acts as a defacto secondary Community Center offering resident instructed classes, meeting space for non-profit Boards, community organizations and groups: Children’s programing, story hours, book discussion for adults and children, the Friends cultural and educational programing. Future needs in the area of a community wide center, inclusive of recreation programming and senior services will require further community discussion and research.
  - b. Continue to evaluate the options available to diversify the use of the existing community center facility (Recreation Dept.). Also, consider possible enhancements and/or repurposing of areas in other public facilities, including the Library, EMS Barn, Schools and quasi-governmental buildings like the Grange, for such purposes. The Library Building project in particular is one that has raised this point as nationally, Libraries are taking on an expanded role with the changes in services, technology and community demand. Research and



communication on this item is ongoing and dependent on future public, private and grant funding to support any such initiative.

*E. Coordinate planning, design and capital campaign activities with the Town's Library Board in guiding plans for future building improvements and the establishment of a Library endowment;*

*a.* Library Board is progressing with the organization for a Capital Campaign; evaluating its relationship with Friends of the Jamestown Library (501-c3); Building Committee is continuing to review the Library needs assessment and preliminary architectural designs; OLIS Consultant has been selected by Trustees per a requirement of the OLIS program; and alternative financial resources are being researched (Champlin Foundation, RI Foundation, OLIS, etc.) The Building committee has completed a community survey to assess any new input and/or changes in community sentiment regarding library services and the proposed facility enhancements. The results of the survey have been compiled and have been reported out publicly. The building committee has moved on to the building design phase in evaluating the physical needs of the Library. The Building committee has provided the Town Council with several updates as to their progress at various meetings since 2015/2016. Earlier in the process preliminary updates included designs from the LBOT that have varied from \$2.5 million dollar options to as high as \$6 million dollar proposals. More recently, upon the conclusion and release of a consultant's report regarding the feasibility of a capital campaign program, the Board was provided a recommendation to focus on three specific areas. 1) better educate constituents to the idea of library improvements, 2) continue to gather input from the community to better explain and defend the scope of the proposed improvements, 3) address the perceived relationship issues with the Town. The report reflected that the Board had the capacity to raise no more than \$100,000 to support the effort unless these areas were addressed. Based on the results of this report the board is looking at options to downsize the scope of the project as previously proposed. Town staff will continue to consider financial options as to how this program may be integrated with the community's long-term debt service schedule and annual capital program and what impact that will have on the budget program. The Board of Trustees for the Library began this process in 2011.

*F. Coordinate planning for the replacement of the Town's playground with proposed library improvements, safe routes to school and neighborhood;*

*a.* The CIP for FY2015-2016 included the first allotment of funding for the refurbishment of the Town's playground and with a second amount in FY2016-2017 at total of \$85,000 in CIP funding is available. It is anticipated that this project will cost in the range of \$350,000 - \$400,000 to fully develop. The remainder of resources required will be made up from the \$100,000 grant award from RIDEM and funds being raised for the Ryan Bourque Memorial. A total of approximately \$280,000 is available as of November 2017. The Public Works Department has scheduled the removal of the existing playground equipment in December 2017. The site will then be prepared for final grading and the installation of footings for the new equipment which is scheduled for delivery in late February/March 2018. The first phase of the new playground will be completed in the early spring 2018 and makeup approximately 75 % of the overall project.

*b.* As part of the playground enhancement, the Public Works Department has completed a redesign of Valley Street in order to provide for angle parking along the playground and the installation of an accessible sidewalk to tie-in with the sidewalk to be installed along North

Road as part of the safe routes to school program. The parking lot and sidewalk was constructed in August 2017 with final paving completed in December.

- G. *Complete the 90% design phase and secure approval to initiate the implementation of the Safe Routes to School program;*
  - a. The consultant has completed 90% design phase plans that will prompt the initiation of the implementation phase of the program; Town staff are in contact with Federal and State Highway representatives regarding review of the 90% plans.
  
- H. *Complete Fort Getty Pavilion improvements;*
  - a. Pavilion Improvements are approximately 95% complete as of summer 2017 with the anticipated completion date estimated in 2017, depending on funding availability. Additional improvements still pending include, stonework on the west end of the structure, expanded shell surfaced walkways and additional lighting fixtures. A fundraising component has surfaced with this project, with donors being sought to fund several of the final finishing elements of the project. The western side of the pavilion includes the construction of an outdoor fireplace and stone sitting wall. Construction of the foundation for the chimney is complete however additional funding is required to complete that element of the design. Hardscape pavers were installed in the spring of 2017 before the summer season. A preliminary evaluation of the potential of a roof-top solar array has been included in a larger town-wide evaluation of all municipal structures. Although the pavilion uses limited electricity, overall park electricity usage is very high on a seasonal basis.
  
- I. *Complete components of bike path improvements and assess options for integration of pedestrian/bicycle paths and trails connecting key areas within the community;*
  - a. This is an ongoing discussion, with existing projects including the safe routes to school program, North Reservoir connector and North Road path proposals. Design of the bridge crossing the North Reservoir spillway is complete and the project is ready for construction pending future funding. The North Road path is part of a 4-5 year program to reconstruct the final two phases of the North Road Drainage and repaving project. This work is also subject to available funding.
  - b. North Pond connector design funding approved in FY2016 capital program, with award of contract made in August 2015. Pare has completed the design of the bridge spanning the spillway at the North Reservoir and the project is ready for construction. Request for CIP funding is anticipated in the FY 2017-2018 and FY2018-2019, unless alternate funding can be secured to support the project. This project was delisted from the 2017-2025 State Transportation Improvement Program and the Town did provide an official objection to this action. The State has resurrected this project as part of two TIP projects (one existing and one former). RIDOT is working with Fuss and O’Neill, consultants, studying bicycle feasibility from North Kingstown to the Newport Bridge. The Planning Office is assisting the team on this project.
  - c. North Road reconstruction beginning in FY2016, with three year(three phase) road drainage and repaving program accompanied by a fourth phase that includes a bike path/trail connector from West Reach to North Pond to interconnect with the North Pond Connector

that exits onto Eldred Avenue. Project completion anticipated in FY2019-2020, based on funding availability.

North Main Road reconstruction between Laurel Lane and West Reach Drive was completed in November. The second phase of the project between North Reservoir and Laurel Lane was submitted to the RIDEM for wetlands permitting. In November we addressed some minor comments from the Biologist and expect an approval in January 2018. The project will involve 3,000 linear feet of stormwater drainage piping, catch basins, and water quality basins for treating the stormwater before discharging to the reservoir watershed. Construction will begin in March 2018. The Town received a notice from the RIDEM that a grant in the amount of \$265,000 was approved to fund the construction of the drainage system for this second phase of the project.

Once the drainage system is installed the road will be schedule for paving which will complete the road reconstruction between Route 138 and West Reach Drive. The final phase of the project will include the construction of a pedestrian path along the East Side of North Road between West Reach Drive and the North Reservoir.

- J. *Continue to study the need for a new Golf Course Clubhouse and equipment storage facility, design, funding, lease solicitation and program implementation schedule;*
  - a. This project was placed on hold pending the outcome of the PAC referendum. Project options are still under review although planning recommenced in a public discussion with the Council in November 2016 and has continued at various times since. The operators lease expired in 2016 although with the Council having approved a 1-year extension through 2017 and 2018 this allows for a thorough RFP process to commence and for the building plan to be developed. The overall golf program need was established during prior review of Building and Facilities Committee and additional review of both gold and community need continues. Staff has re-engaged the architect of record to finalize a draft plan for Town Council review in winter 2016-2017. The goal of the administration is to have a viable plan and funding options presented to the Town Council in preparation for the 2018 FTM. Additional public discussions and work sessions are being scheduled to evaluate several final design options and cost estimates. Burgin Lambert Architects were hired to develop a design for a new golf course clubhouse facility. Preliminary plans were presented to the Town Council that included space for a club house with a shared room for public use. A budget level cost estimate was prepared based upon the preliminary plan. The Council has authorized the architect to advance the design to a 50% design level with details for structural, mechanical, electrical, fire suppression, and finishes so that the cost estimate can be refined. We are expecting the plans and estimate to be completed in January 2018.
- K. *Perform evaluation of existing Town assets in assessing options for improvement, repurposing, or removal from Town asset list; and*
  - a. The Department was actively seeking a \$200,000 grant through the FEMA Hazard Mitigation Grant Program which was to be committed to the Bay View Drive revetment project. This project was ultimately funded through the Town Capital Projects at a much reduced overall cost. The project was completed in the summer of 2016. Continued review of the Towns other assets including Fort Wetherill, EMS Barn, Fort Getty, the Recreation Center, and other

facilities like the Grange as well as open/vacant property and the town's parks system continue to be actively discussed on an annual basis.

- L. *Refresh long-term plans for Fort Getty and Fort Wetherill in assessing future options for each property.*
  - a. Rehabilitative work is continuing on the Fort Wetherill building, including the restoration of the exterior of the building, new windows and a new roof slated for spring 2017/18. The lease renewal with the FWBOA has been finalized and approved by the Town Council and FWBOA for the period, October 1, 2015 – December 31, 2020. [The FWBOA has engaged the Town in seeking a longer-term commitment to address significant capital investment that will be required in the marina floats, ramps and pilings. Additional assessment of both properties for long-term options will recommence in fall/winter 2017-2018.](#)

#### **4. Pursue Effective Local, State and Regional Partnerships**

- A. *Schedule routine public discussions with our local State Legislative team to educate them as to local concerns and areas of interest;*
  - a. This matter will be brought to the Council for consideration in the winter 2016.
- B. *Research regional and statewide programs for financial opportunity;*
  - a. The library staff participates in continuing education through OLIS and is a member of the Ocean State library Consortia. The Town supports professional staff development on a state, regional and national level.
- C. *Research grant opportunities to support town-wide energy conservation measures and facility improvements;*
  - a. Take part in initiative to improve energy efficiency of Town street lights, curb light pollution and improve traffic safety.
    - 1. Town staff are engaged with the RI League of Cities and Towns as well as other joint regional assessments as to the most efficient course of action and fiscally prudent choices to consider in this regard.
- D. *Adopt Sustainable Jamestown Plan;*
  - a. Town staff working on plan with selected consultant Horsley Witten Group that offers a Sustainable Design that promotes an integrated approach to development and redevelopment that considers natural resource protection and energy consumption through a holistic design approach.
- E. *Continue to work with Newport County groups, Washington County Planning, Jamestown Chamber of Commerce and local organizations to develop data and strategies to encourage investment and business in village;*
  - a. The Town is engaged with the regional organization representing Newport and Bristol County's to address this specific issue investment business and the health of our commercial districts.
- F. *Support and work with community organizations in the development of trails, walks, habitat restoration and programs that support residents' awareness and knowledge of the natural environment.*
  - a. Ongoing Projects include, the Taylors Point Initiative, Mackerel Cove Dune Restoration, the Creek Restoration program, Strom Drain Educational Program, Fort Getty Trails, active dialogue on access to North and South Pond property, and interaction with the State of Rhode

regarding their local assets of Beavertail, Fort Wetherill and through CRMC and the permitting of aquaculture zones.

## **Goal: Ensure Public Health and Safety**

### ***1. Maintain an Effective and Responsive Community Policing Program***

*A. Ensure that all public safety officials become familiar with the community and establish a positive working relationship with its residents;*

1. Improve and diversify a visual presence throughout the community, the schools, the waterfront and at special community events; and
2. Encourage community engagement with residents, local organizations, the schools, boaters and businesses by all Officials.

*a.* In 2014, the Police Department developed and adopted a detailed and specific plan to enhance the overall community policing effort. Since that time, a department-wide philosophy of community policing and building a strong relationship with the community has begun to develop. This includes officers attending a variety of community events, community group meetings, bicycle patrols, walking beats within the village, specific liaison officers assigned to the senior population and school department. A computerized system of monitoring all officer activities in these specific areas has been developed. All supervisors are held accountable by monthly monitoring and reporting of all community policing based activities.

*b.* The department has established the police leadership council which is comprised of a variety of local residents. The council has met on three occasions and will continue to meet bi-annually. Meetings to date have included discussions regarding police community relations as a local and national topic and police use of force as a local and national topic. We expect the next meeting scheduled for early fall to include additional participants such as high school aged residents. The Council assisted in facilitating a public workshop on police department matters and public engagement in the community.

*c.* The Police Department is significantly involved with the Local Traffic Committee as it weighs a wide variety of traffic related concerns.

*d.* The department hosted several public discussion opportunities in the spring 2016 regarding the Police Accreditation program, community policing and the department in general.

*e.* The department was awarded the 2016 community policing award from the New England Police Chiefs Association. Jamestown was one of only two communities to review this honor in 2016.

### ***2. Maintain a Safe and Secure Environment for Residents of all Ages***

*A. Provide improved town-wide emergency and alert communication through the use of the Code Red Notification System;*

1. The Police Department continues to maintain and use the Code Red System to notify residents as necessary due to local event related emergencies. The Department was a key stakeholder

working with Rhode Island Emergency Management in the development of a statewide emergency notification system. This led to RIEMA contracting with Code Red to provide a statewide system. When fully implemented, it will result in a greater data base available to Jamestown and a cost savings to the Town.

*B. Improve local systems to address community, school and Harbor needs during disaster events;*

1. In 2015, the Police Department applied for a received a grant to fund the replacement of all 21 mobile radios installed in the entire DPW fleet of vehicles. This upgrade along with the transition to a high-band radio system will allow for reliable radio communications with all emergency personnel assigned to the DPW.
  - a. In 2016 a \$30,000 RIEMA Grant was secured for 800mh portable radios to equip the school department administration with improved communication to engage emergency responders.
  - b. [In 2017, the Department was awarded Storm Ready Status by RIEMA, FEMA and NWS.](#)
2. *Secure a portable generator for use at Town Hall and to support other critical government functions; and*
  - a. In 2014, the Police Department applied for and received a \$17,500 grant to replace the aging and undersized generator at the police station. This project was funded through a combination of grant and local capital dollars. The end result was a 60 KW generator was installed along with a modern automatic transfer switch.
  - b. In 2015, the Police Department applied for and received a grant of approximately \$20,000 which assisted in the funding of 70KW portable generator to be assigned to the Town Hall in times of significant duration power outages. This generator has been delivered, is available for use and is stored at the DPW.
3. *Expand the Town's fuel capacity to support emergency operations and community need, when necessary and available;*
  - a. The Police Department has applied for a federal grant to partially fund the purchase of a 4,000 gallon diesel tank which will be installed at the Highway Department. The department was unsuccessful in their initial application, although ultimately received \$17,500 of the total \$35,000 project form RIEMA. The new 4,000 gallon diesel tank was installed in the summer of 2016.
4. *Achieve Police Department Accreditation;*
  - a. [The Police Department continues to work toward accreditation through the Rhode Island Accreditation Commission with a full assessment planned in March 2018.](#) The department just recently completed a mock assessment element of the process. Lt. Deneault has served as the primary individual responsible for this endeavor. In doing so the Department has revised the rules and regulations and presented this draft to the Town Council for consideration and adoption. Apart from the rules and regulations are the Department's policies and procedures. The existing 60 policies have been reviewed and resulted in the re-write and revision of 20 policies. An additional 52 policies have been developed and are currently under review. Nine job descriptions have been written and are under review. An in-house process of tracking all accreditations standards and the required proofs has been developed including the development and

disbursement of nearly 12 reporting forms required for a variety of accountability tracking purposes.

5. *Maintain active MOU's and ongoing communication with our neighboring communities, State Police and Turnpike and Bridge Authority; and*
  - a. The Police Department currently has active MOUs with the Town of North Kingstown and the City of Newport. These respective MOUs require review and revision on a periodic basis and received Council authorization for FY2017.
6. *Adopt policy regarding town surveillance cameras;*
  - a. *A draft policy has been developed and no further action has been taken on this initiative. Dialogue is again ongoing on this issue since a new Superintendent was hired.*

### **3. Continue to Support Volunteer Fire Department and EMS Modernization and Improvements**

#### **A. Complete planning, design and construction of consolidated Fire/EMS station;**

1. The bid for the project was awarded by the Council to Iron Construction for \$2,129,500 in June 2016. The overall authorization amount for bonding was \$2.2 million. Estimated project completion period at that time was in the spring/summer 2017. The main project was completed in November 2017 with EMS personnel having moved in to the new building from the Knowles court facility. Minor painting, electrical, and misc. work to be completed by the Fire Department personnel during the upcoming year, along with the last of several exterior capital projects to be completed on the older section of the building during the winter of 2018.

#### **A. Continue to monitor new ALS service and support EMS efforts to maintain and upgrade services;**

1. The Fire Department and specifically the EMS Division are in close contact with the Town in regard to this program. Additional updates regarding this program are anticipated in fall 2015, at which time we will have a much better sense of the accuracy of the Town's revenue and expense projects for this program. Additional updates on this program will be forthcoming. Tax Assessor's office will continue to offer the \$700 tax credit to qualified volunteers.

#### **B. Evaluate future need for EMS Barn property and department facility placement in community; and**

- a. This future discussion will become better defined as part of the FY 2018-19 budget process with the EMS Division having moved into the new facility as of November 2017. The Fire Department will continue to use the building as a storage facility and continue to maintain the building until such time that a decision is made as to the buildings future.

#### **C. Define and clarify a framework for the relationship between the Town and Fire Department/EMS.**

- a. This discussion has begun in the fall/winter 2015 and the department was determined to be a 501-c3 non-profit whose relationship with the town is defined in state legislation and in the town charter.

### **4. Support Water System Improvements**

#### **A. Continue to evaluate and improve water system infrastructure;**

- a. Water Department and DPW completed the installation of a new 12" water main in High Street in the winter of 2015. Service connections will be completed in 2017. Staff will determine the next phase for water distribution improvements for the 2018 construction

season. Work was delayed in the completion of the High Street project due to staffing at the water department. An operator was hired in 2017 and is being trained in the operation, maintenance and construction of the water system. The South Pond Dam Improvement project has received permitting approval and funding authorization for construction. Work is scheduled for the summer of 2018.

*B. Manage water supply to meet needs of all users; and*

- a.* There are 3 existing sources of water supply - North Reservoir, Well JR-1, and South Reservoir (transfer to North Pond). Limitations continue to exist regarding the yield capacity of the water system and the demand to increase the size of the district and user base, beyond those properties already recognized in the buildout analysis.

*C. Continue to research rate stabilization options;*

- a.* Driven by capital infrastructure investment of \$50,000 annually which is insufficient to meet the districts needs and general operating costs and conservation and annual usage, predicated on water restrictions limits the Towns ability to stabilize rates at this time. There remains significant needs in water infrastructure in the short term which includes the South Reservoir Dam reconstruction and Long Term capital requirements for a large investment in distribution piping estimated to be in the millions.

Revenues are annually driven by water usage, the need for water restrictions and the inability of the Town to dramatically expand the size of the district, based on properties within the district that have the right to tie-in at some point in the future, based on the calculated capacity of the system.

**5. Support Continued Wastewater System Improvements**

*A. Continue to evaluate and improve wastewater system infrastructure;*

- a.* Sewer Lining and Rehabilitation of approximately 9,000 linear feet of sewer interceptor main was complete in the spring of 2016. Staff is evaluating the sewer collection system for additional sections of piping that requires slip lining and rehabilitation using the funding remaining from savings from the first phase of the project. Collection system piping was lined on Grinnell Street, Lawn Avenue, Pemberton Avenue, and Valley Street. Bid documents are being prepared to replace the sewer collection system piping on Grinnell Street that could not be slip lined. Construction will be in the spring of 2018.

*B. Monitor methods to limit excess wastewater flow to collection system; and*

- a.* Additional slip-lining will be required to eliminate sources of I-I to the system, which drives increased operating costs of the plant. Significant rainfall realized in the fall 2015 increased the flow at the plant from 100k to 1 million in less than 2 hours, which indicates significant I-I into the system. Funding is available to complete additional slip lining of the sewer collection system piping due to savings from the sewer interceptor lining project. Staff is reviewing the collection system to determine sections that are a priority for lining. Staff will continue to monitor flows in the collection system to determine where additional improvements can be made to reduce I-I in the future.



*C. Continue to research rate stabilization options.*

- a. A large investment in collection system improvements are required over the next 10-year period and beyond. Presently the \$25,000 in capital investment is inadequate to fund the needed improvements in the system. Typically the \$25,000 is insufficient to address unforeseen equipment replacement needs on an annual basis. Staff is working on a comprehensive asset management plan for both the water and sewer divisions to determine a long-range capital program. [Wastewater staff have completed the initial inventory and review of the equipment for an asset management plan. This plan is being used to assist in the short and long term planning for the replacement and upgrading of equipment.](#)

[Water Department staff is in the process of developing the inventory for the baseline of an asset plan for all water infrastructure. Pare Corporation is working on the 5 year update to our Infrastructure Replacement Plan for the Department of Health.](#)

**6. Maintain and Improve Town Roads and Facilities Used by the Public**

*A. Complete the 90% design phase and secure approval to initiate the implementation of the Safe Routes to School program;*

- a. The consultant has completed the 90% design phase plans that will prompt the initiation of the implementation phase of the program; Town staff are in contact with Federal and State Highway representatives regarding review of the plan.

*B. Evaluate Village District pedestrian and bicycle safety features;*

- a. North Pond connector design funding approved in FY2016 capital program, with award of contract made in August 2015. Preliminary work on path base expected to begin in 2016 by the Town's consultant PARE. Project development timeline is based on Town staff availability and funding.
- b. North Road reconstruction beginning in FY2016, with three year(three phase) road drainage and repaving program accompanied by a fourth phase that includes a bike path/trail connector from West Reach to North Pond to interconnect with the North Pond Connector that exits onto Eldred Avenue. Project completion anticipated in FY2019-2020, based on funding availability.
- c. The traffic Committee has recently taken steps to improve pedestrian safety through interaction with the State Traffic Commission for improvements to the crosswalks located at Mackerel Cove and High Street/Spring Street along Southwest Avenue.
- d. Traffic Commission is also evaluation the crosswalk placement on Conanicus Avenue adjacent to the Recreation Center and East Ferry.
- e. The Town's proposed FY2017 – FY 2025 TIP recommendations for the Federal Transportation Improvement Program were due in early January 2016. Projects the Town considered in this round include, reconstruction of the approach and bridge at the Great Creek due to sea level rise, sidewalk enhancements, ferry landing improvements, bike path improvements, and road widening projects. These projects have been reviewed and reprioritized in subsequent rounds and based on funding availability.

C. *Complete the drainage and road reconstruction of North Main Road in accordance with the Towns Pavement Management Plan; and*

- a. This program is under way with Phase I- drainage funded in FY2015-16 with subsequent Phases of drainage and road reconstruction scheduled over the following three-year cycle. The project in its entirety including the pedestrian /bicycle path is estimated to be completed in FY 2018-2019, subject to available capital program funding. [North Main Road reconstruction between Laurel Lane and West Reach Drive was completed in November. The second phase of the project between North Reservoir and Laurel Lane was submitted to the RIDEM for wetlands permitting. In November we addressed some minor comments from the Biologist and expect an approval in January 2018. The project will involve 3,000 linear feet of stormwater drainage piping, catch basins, and water quality basins for treating the stormwater before discharging to the reservoir watershed. Construction will begin in March 2018. The Town received a notice from the RIDEM that our grant was approved to fund the construction of the drainage system for this second phase of the project.](#)

D. *Improve restroom facilities at Mackerel Cove and Fort Getty.*

- a. Funding for replacement restrooms at Mackerel Cove were approved as part of the FY2015-16 Capital Program. A proposed design will be presented to the Town Council for approval in the fall/winter of 2016. [Construction of the Mackerel Cove Life Guard Station and Bathrooms was completed by the DPW and installed for the 2017 summer season.](#)
- b. Discussion regarding improved restrooms at Fort Getty is continuing with more formal discussions expected to occur as part of the 2017 season review discussion with the Parks and Recreation Department. The future of both the lower and upper structures remain in question, and the need to replace both facilities is a priority improvement needed in the park. The concept of a shared facility in the park accommodating public restroom/shower use, park storage and program space is also being researched. [An Architectural Services RFP was released in the Fall 2017 with submittals presently being reviewed for an upcoming award of contract. The selected consultant will outline the potential work and facility design options for each of the existing structures in a phased approach. This work will continue into FY2019-20.](#)

**7. Reduce Incidence of Tick Borne Disease;**

- a. Continue to pursue Lyme disease prevention strategies initiated by Tick Task Force and deer herd management under the process regulated by RIDEM.
  1. In 2014, the Police Department was tasked with developing the rules and regulations governing the hunting to be allowed on four parcels of Town owned property. These rules and regulations were adopted by the Council. Immediately following, the Department was tasked with managing the use of said properties. It is anticipated that this program will continue into the next hunting season with the same responsibilities remaining with the Department.
  2. The Task Force is entering its third year of program development and its third hunting season. The committee is working on the development of a comprehensive educational program, improved educational opportunities and

media exposure to its messaging. The Taskforce has also forged a productive working relationship with URI's Tom Mather in his research associated with tick borne diseases and comprehensive prevention programming. In addition, communication remains ongoing with RIDEM officials regarding approved methods to manage the local deer population and future opportunities to positively impact the herd on Dutch and Gould Islands. [The Town has coordinated a visit to Dutch Island with RIDEM officials in November 2015 to evaluate the improvements being conducted by the Army Corps. Of Engineers and further discuss the idea of a coordinated hunting program in future years and allowing for increased public access. The Army Corps of Engineers completed its work in the summer 2017 and the town has begun informal discussion with RIDM regarding the islands future.](#)

[The Taskforce structure as a working group has subsided and general oversight of the initiative has been transitioned to the Conservation Commission. A new consultant has been hired to perform the core tasks of program coordination, public education and media relations. The approved budget for this program remains stable in FY2017-18 at \\$15,000.](#)

**TOWN COUNCIL INTERVIEW SESSION**  
**January 2, 2018**

**I. CALL TO ORDER**

The interview session for the Jamestown Town Council was called to order at 6:30 p.m. on Tuesday, January 2, 2018, in the Conference Room of the Jamestown Hall at 93 Narragansett Avenue.

**II. ROLL CALL**

Town Council members present:

Kristine S. Trocki, President  
Michael G. White, Vice President  
Mary E. Meagher  
Eugene B. Mihaly

Town Council members absent:

Blake A. Dickinson

**III. INTERVIEW SESSION**

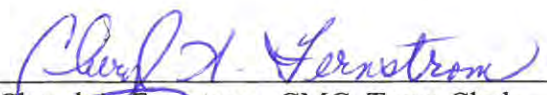
The following candidates were interviewed:

<u>Name</u>	<u>Committee</u>
Steven Ceceri	Zoning Board of Review
James King	Zoning Board of Review

**IV. ADJOURNMENT**

Town Council interviews were concluded at 6:55 p.m.

Attest:

  
Cheryl A. Fernstrom, CMC, Town Clerk

Copies to:     Town Council  
                  Town Administrator  
                  Town Solicitor  
                  Finance Director

**TOWN COUNCIL MEETING**  
**January 2, 2018**

**I. ROLL CALL**

Town Council Members present:

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

Also in attendance:

Andrew E. Nota, Town Administrator  
Christina D. Collins, Finance Director  
Michael C. Gray, Public Works Director  
Edward A. Mello, Police Chief  
Lisa W. Bryer, Town Planner  
Mary Lou Sanborn, Library Trustees Chair  
Donna Fogarty, Library 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 7:05 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, and Councilor Dickinson led the Pledge of Allegiance.

**III. TOWN COUNCIL SITTING AS THE BOARD OF  
WATER AND SEWER COMMISSIONERS**

None.

**IV. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, PRESENTATIONS,  
RESOLUTIONS AND PROCLAMATIONS**

A) Presentations

- 1) Swearing-in ceremony for new Jamestown Police Officers - Administration of the Oath, Presentation of Certificates, and Pinning of Badges: Police Chief Edward A. Mello, Town Council President Kristine S. Trocki and Town Administrator Andrew E. Nota
  - a) Nathaniel Schaffer
  - b) Matthew Andrade
  - c) Chad Specht

President Trocki welcomed our three new Police Officers and their families.

Chief Mello introduced the new Police Officers and explained the twenty-two week Municipal Police Academy training and experience. Jamestown was well represented at the December 17<sup>th</sup> Academy graduation, with the Class Valedictorian, Class Sergeant, Top Gun Award, and playing the National Anthem on the saxophone. The Police Department is proud of them.

Officer Schaffer graduated from West Warwick High School as Class Salutatorian, graduated from the University of Rhode Island, a member of the RI National Guard, Valedictorian of the Police Academy, Top Gun Award Recipient, and played the National Anthem at the Police Academy graduation.

Officer Andrade of Bristol graduated from Barrington Christian Academy, receiving the Service Award, continued his education at CCRI, and is pursuing a Bachelor's Degree at Roger Williams University. He served as an Assistant Harbor Master and Police Dispatcher.

Officer Specht of Voluntown, CT was born and raised in Cheyenne, WY, from a law enforcement family. He served eight years in the Marine Corps, including two deployments to Afghanistan, is continuing his education at CCRI, and was selected by the Academy to serve as Class Sergeant.

President Trocki administered the Oath of Office to the new Police Officers. Officer Shaffer's mother, Officer Andrade's father, and Officer Specht's wife performed the pinning of badges. (Applause)

Chief Mello congratulated the new officers and invited family members and guests to the reception at the Grange.

B) Proclamation

- 1) No. 2018-01 Honoring the Jamestown Fire Department

Continued to the next meeting agenda.

**A motion was made by Councilor Mihaly with second by Councilor Meagher to move up Agenda Item VII. A) 1) to the next item to be addressed. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

**VII. COUNCIL, ADMINISTRATOR, SOLICITOR,  
COMMISSION/COMMITTEE REPORTS**

C) Town Administrator's Report: Andrew E. Nota

- 1) Coyote Management

Police Chief Mello updated the Council on coyotes, noting limited sightings and interactions at this time of year. Chief Mello reported on the incident at Beavertail that involved Barbara Szepatowski and her two dogs in an altercation with a coyote in which all involved sustained injury. JPD and RIDEM conducted an investigation, but the subject

coyote was not found. JPD continues to work with Dr. Numi Mitchell using trail cameras to capture coyote activities, and the tracking collar used to determine food sources has arrived and will be activated soon. Coyotes will be more active as spring approaches. Chief Mello reviewed precautionary measures to avoid coyote interactions, explained improved signage and upcoming public information campaign, and will report updates as the tracking project progresses.

**A motion was made by Vice President White with second by Councilor Meagher to move up Agenda Item IX. C) to the next item to be addressed. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

## **IX. NEW BUSINESS**

- C) Crosswalk at Mt. Hope Avenue; review, discussion and/or potential action and/or vote

Chief Mello reported the Jamestown Traffic Committee addressed this issue and forwarded it to the State Traffic Commission, and they agreed to conduct a traffic study. Chief Mello asked RIDOT and RITBA to work collectively with the State Traffic Commission on the project as traffic from the bridge and Route 138 affect this area.

Barbara Szeptowski of Riptide Street commented on the coyote incident that involved her and remarked on the fine job done by Chief Mello. The subject coyote was in good condition and well fed. The public needs to stop feeding coyotes for the health and safety of our residents and domestic pets, and all sightings and incidents should continue to be reported to Chief Mello. Discussion ensued of the dangers of feeding wildlife, what to avoid, and the No Feed Ordinance adopted by the Council making it an offense to feed wildlife.

## **V. PUBLIC HEARINGS, LICENSES AND PERMITS**

- A) Public Hearings
- 1) Proposed Amendment of the Jamestown Code of Ordinances, Chapter 82 Zoning, Article 3. Application of District Regulations, Sec. 82-301 Uses and Districts, Table 3-1 Permitted Uses, VI. Commercial Retail; Miscellaneous Retail No. 14 Marijuana growing, processing, cultivating, testing, and sales, including but not limited to: Marijuana Compassion Center; Licensed Marijuana Cultivator; Marijuana Processing and Testing; Marijuana Wholesale and Retail Sales (Excludes State Medical Marijuana Program for Individual Qualified Patient Cardholder, Primary Caregiver, and Licensed Medical Marijuana Cooperative) (new); duly advertised in the *Jamestown Press* December 14<sup>th</sup>, December 21<sup>st</sup>, and December 28<sup>th</sup> editions; review, discussion and/or potential action and/or vote

**A motion was made by Councilor Meagher with second by Vice President White to move into Public Hearing at 7:36 p.m. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

Town Planner Lisa Bryer gave an overview of the proposed amendment. The Planning Commission addressed the issue at five sessions and forwarded a recommendation to the Council for amendment of the Zoning Ordinance to address the growing, processing, cultivating, testing and sales of marijuana. On June 19<sup>th</sup> the Council adopted Resolution No. 2017-13 “Establishing a Temporary Moratorium on Applications and Permitting for Marijuana Cultivation, Processing, Distribution and Sales” to allow time to review other State’s ordinances, the March 20<sup>th</sup> presentation by the Attorney General’s Office, discussions with Solicitor Brochu and Police Chief Mello, and develop recommendations for the regulations before Council this evening. The Planning Commission’s deliberation included a full understanding of the medical marijuana issue, Jamestown’s limited commercial district, and balancing the need of the community with what is appropriate for Jamestown. There was no intent to limit medical marijuana for the individual resident, including the caregiver provision. The proposed ordinance language was revised after the December 11<sup>th</sup> public hearing to remove the prohibition for Licensed Marijuana Cooperative. The State Medical Marijuana Program for Individual Qualified Patient Cardholder, Primary Caregiver, and Licensed Medical Marijuana Cooperative were excluded from the provisions of the ordinance. Discussion ensued of the ACLU concerns.

Public Comment. None.

Town Council Comment. None.

**A motion was made by Councilor Mihaly with second by Councilor Meagher to move adoption of the amendment. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

**A motion was made by Councilor Meagher with second by Vice President White to close the public hearing at 7:43 p.m. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

## **VI. OPEN FORUM**

### **A) Scheduled request to address**

#### **1) Mary Lou Sanborn – Library Renovations update**

Mary Lou Sanborn of Bay View Drive, Library Board of Trustees Chair, updated the Council on the \$5.2 million Library Renovations Project based on the Buildings Needs Assessment and schematic design. A feasibility study was conducted by ESC of New England, and is available on the Library website. The results of the feasibility study and survey of potential donors did not support the project based on the needs assessment and preliminary schematic design. The Building Renovation Committee reconvened and discussed an interior only renovation project in phases. Phase 1 would be the building shell including roof, windows, doors, basement and HVAC system. Phase 2 would be the first



floor staff and patron areas. The Building Renovation Committee recommended an engineering analysis be completed on the HVAC system. Upon completion (January) the Committee will reconvene and a revised schematic design will begin. The OLIS contribution is unknown at this time and will be further researched. Library Director Fogarty and Trustees Chair Sanborn will meet with the Champlin Foundation on potential funding and an update will be provided in March or April.

Discussion ensued of the project and the feasibility study. The Library addition is removed from the renovation project at this time.

Town Administrator Nota reported OLIS was contacted for clarification of the reimbursement program. Once the Library Board defines the reduced scope of the project, a more focused funding plan can be developed, based on a more concrete definition of the scope and scale of the project, so that the maximum reimbursement can be authorized by OLIS. Councilor Mihaly noted the Westerly Library Project, which reflects the current climate for potential Library donations.

- B) Non-scheduled request to address. None.

## **VII. COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS**

- A) Town Administrator's Report: Andrew E. Nota
  - 1) Coyote Management. Addressed previously.
  - 2) Budget Development Process

Mr. Nota reported budget review appointments are scheduled with Town departments over the next three weeks, and more information on upcoming budget sessions will be available at the next meeting. The public is invited to forward their suggestions to the Town Administrator.

- 3) Municipal Solar Project Feasibility

Mr. Nota reported he is working with Public Works Director Gray to evaluate potential power generation projects for Town buildings as part of capital budget development. School projects will be part of a broader discussion as part of the infrastructure review. Council members note other potential alternative energy sources/projects. Trustees Chair Sanborn noted past discussions of photovoltaics on the Library roof, and Mr. Gray noted all aspects and possibilities are being explored.

## **VIII. UNFINISHED BUSINESS**

- A) Upcoming Meetings and Sessions – dates and times

Mr. Nota reports the next Council meeting is Tuesday, January 16<sup>th</sup>, with discussion of upcoming budget work sessions. February meetings are Monday, February 5<sup>th</sup> and Tuesday February 20<sup>th</sup>.

## IX. NEW BUSINESS

- A) Jamestown Tree Warden, pursuant to RIGL §2-14-2; annual appointment; review, 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

Council members noted the fine job done by Steve Saracino.

**A motion was made by Vice President White with second by Councilor Mihaly to reappoint Steve Saracino. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

- B) Town sidewalk obstructions; review, discussion and/or potential action and/or vote

Councilor Dickinson requested this agenda item, reflecting on obstructive vegetation that makes it difficult for walkers to traverse Town sidewalks and resident complaints of obstructive vegetation blocking views for motorists. Town Administrator Nota referenced sections of the Zoning Ordinance, Tree Preservation and Protection Ordinance, and State Property Maintenance Code that address this issue. The Watson Avenue/North Road crosswalk obstruction issue was noted and efforts for a solution are ongoing. Vice President White commented on narrow sidewalks due to utility poles that limit passage and suggested review by the State Traffic Commission for potential improvement. Public Works Director Gray commented on complaints received in his department regarding obstructive vegetation and their corrective actions. We need to let the homeowners know this is their responsibility. Mr. Nota noted the challenge of heaving sidewalks due to roots of large trees and shrubs. President Trocki hopes the *Jamestown Press* reports on this issue. She believes there is a happy balance for keeping residents safe and making pathways walkable. Discussion ensued of keeping sidewalks clear of snow during the winter months and the responsibility of homeowners.

- C) Crosswalk at Mt. Hope Avenue; review, discussion and/or potential action and/or vote – Addressed previously.

## X. ORDINANCES, APPOINTMENTS, VACANCIES AND EXPIRING TERMS

- A) Appointments, Vacancies, and Expiring Terms; review, discussion and/or potential action and/or vote
  - 1) Beavertail State Park Advisory Board Member (one vacancy with a three-year term expiring December 31, 2020)
    - a) Term expiring for Suzann Andrews
    - b) Letter of interest for reappointment
      - i) Suzann Andrews

**A motion was made by Councilor Meagher with second by Vice President White to reappoint Suzann Andrews to the Beavertail State Park Advisory Board. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

- 2) Jamestown Conservation Commission Member (one vacancy with a three-year term expiring December 31, 2020)
  - a) Term expiring for Bruce DiGennaro
  - b) No applicants

Advertising will continue and citizens are urged to apply.

- 3) Jamestown Harbor Commission Member (one vacancy with a three-year term expiring December 31, 2020 and one unexpired three-year term expiring December 31, 2018)
  - a) Term expiring for Clifford Kurz (resigned)
  - b) Letter of resignation for the unexpired term
    - i) Joseph McGrady (Commercial Mooring Operator)
  - c) No applicants

Council members note the Harbor Commission categories are not restrictive, advertising will continue, and citizens are urged to apply.

- 4) Jamestown Juvenile Hearing Board (one vacancy with a three-year term expiring December 31, 2020)
  - a) Term expiring for Susan Earley
  - b) Letter of interest for appointment
    - i) Jill Harrison

Ms. Harrison will be interviewed, and interested citizens are urged to apply.

- 5) Jamestown Zoning Board of Review (one unexpired five-year term expiring December 31, 2018)\*
  - a) Letter of resignation
    - i) Richard Crib
  - b) Appointment of 1<sup>st</sup> Alternate to Member
    - i) Edward Gromada
  - c) Appointment of 2<sup>nd</sup> Alternate to 1<sup>st</sup> Alternate
    - i) Marcy Coleman
  - d) Appointment of 3<sup>rd</sup> Alternate to 2<sup>nd</sup> Alternate
    - i) Judy Bell

Councilor Meagher recused on the appointment of Ed Gromada and left the dais.

**A motion was made by Councilor Mihaly with second by Vice President White to appoint Ed Gromada to the unexpired Member term. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Recused; and Councilor Mihaly, Aye.**

Councilor Meagher returned.

**A motion was made by Councilor Meagher with second by Councilor Mihaly to move Marcy Coleman and Judy Bell up to their respective Alternate positions. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

- e) Letters of interest for appointment (3<sup>rd</sup> Alternate)
  - i) Steven Ceceri
  - ii) James King
  - iii) Lisa Hough

President Trocki noted this appointment will be continued until all candidates are interviewed.

\*Zoning Board Members first serve as Alternates and then move up to Member

## **XI. CONSENT AGENDA**

President Trocki noted the vote on Page 12 of the December 11<sup>th</sup> Minutes of the regular meeting should reflect she was absent.

**A motion was made by Councilor Meagher with second by Vice President White to approve the Minutes as amended. President Trocki, Abstained; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

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

The Consent Agenda approved consists of the following:

- A) Adoption of Town Council Minutes
  - 1) December 11, 2017 (work session)
  - 3) December 11, 2017 (executive session)
- B) Abatements/Addenda of Taxes
  - Total Abatements: \$52,447.81      Total Addenda: \$52,407.44
  - 1) Real Property/Motor Vehicle/Tangible Abatements to 2017 Tax Roll
    - Account/Abatement Amount**
    - a) 06-0500-29      \$ 5,978.08
    - a) 07-1024-15      \$ 3,212.08
    - b) 10-0052-50      \$ 490.37
    - c) 12-0934-77      \$ 5,981.54
    - d) 13-0498-51      \$18,494.38
    - e) 13-1960-50      \$ 3,249.31
    - f) 15-0221-01      \$ 4,950.14
    - g) 18-0835-50      \$ 1,548.15
    - h) 19-0676-49      \$ 3,949.18

	i)	19-1509-25	\$ 4,594.58
2)		Real Property/Motor Vehicle/Tangible Addenda to 2017 Tax Roll	
		<b><u>Account/Abatement Amount</u></b>	
	a)	01-0262-20	\$ 3,212.08
	b)	04-0852-00	\$ 4,950.14
	c)	07-0614-75	\$ 5,981.54
	d)	08-0609-10	\$ 450.00
	e)	12-0068-25	\$ 3,249.31
	f)	13-1960-50	\$ 3,949.18
	g)	13-2281-50	\$18,494.38
	h)	14-0410-05	\$ 1,548.15
	i)	18-0604-82	\$ 5,978.08
	j)	22-0124-50	\$ 4,594.58

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

The memorandum of the Conservation Commission recognizing past Chair Maureen Coleman was noted and a Proclamation will be drafted and placed on the next agenda. The letter of the American Legion and VFW Post expressing appreciation for the Town's support for Veterans events was noted. It was special they took the time to write the letter. The letter of the Beavertail Lighthouse Museum Association thanking the Council for the donation and the matching fund donation was noted. The letter of the Ethics Commission announcing their public workshop and written comment deadline of January 30<sup>th</sup> was noted.

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

The Communications and Resolutions and Proclamations from other RI cities and towns received consists of the following:

- A) Communications
  - 1) Letter of ACLU re: proposed Zoning Ordinance amendment regulating marijuana sales and uses
  - 2) Memorandum of the Conservation Commission recognizing past Chair Maureen Coleman
  - 3) Letter of Arnold-Zweir Post 22 American Legion and Jamestown VFW Post 9447 expressing appreciation for the Town's efforts on behalf of the two Veterans Day events and acknowledging Town Administrator Nota, Parks and Recreation Director Wade and Recreation Supervisor Hagie for their support
  - 4) Letter of RI Ethics Commission announcing Public Workshop on February 6, 2018 to explore amendments to its procedural regulations and requesting posting of the workshop Notice

- 5) Letter of RIDOT re: proposal to construct and operate toll systems at Toll Locations 3, 4 and 6 through 13 along major highway corridors
- 6) Letter of Beavertail Lighthouse Museum Association thanking the Council for the donation to the Matching Gift Campaign

### **XIII. AGENDA ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS**

- A) Town Council Goals and Objectives Update (January 16)
- B) Public Works Department Report (January 16)
- C) FY 2017 Audit Report
- D) Planning Department/Planning Commission/Affordable Housing Committee Reports (February)
- E) RI Turnpike and Bridge Authority Solar Array Project
- F) Interviews/Appointments/Reappointments/Vacancies for Town Boards/Commissions/Committees

Mr. Nota commented the above items that will be addressed between February and March. Architect Bill Burgin has prepared a new design for the Golf Course Building that will be before Council with cost estimates and a more simplified design based on the needs assessment.

### **XIV. EXECUTIVE SESSION**

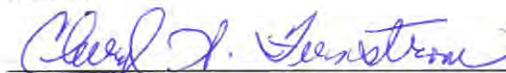
None.

### **XV. ADJOURNMENT**

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

The Jamestown Town Council adjourned the regular meeting at 8:27 p.m.

Attest:

  
Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council  
Town Administrator  
Finance Director  
Town Solicitor

JAMESTOWN PHILOMENIAN LIBRARY

Board of Trustees Meeting Minutes

Tuesday, December 12, 2017

**A. Call to Order:**

The meeting was called to order at 5:05 pm by board chair Sanborn. In attendance were Peter Carson, Jennifer Cloud, Chris Walsh, Donna Fogarty, Mary Lou Sanborn, and Paul Housberg. Absent: Christian Infantolino and Marianne Kirby.

**B. Executive Session:**

A motion was made by board member Walsh, seconded by board member Carson to move into Executive Session. The motion passed unanimously. No votes were taken during Executive Session. A motion was made by board member Walsh, seconded by board member Cloud to adjourn Executive Session and return to Open Session at 5:26 pm. The motion passed unanimously.

**C. Chair's Report:**

Board chair Sanborn suggested the LBOT use a section of the monthly library newsletter to broadcast LBOT information beginning in January 2018. Board chair Sanborn will write the initial article. Board chair Sanborn also mentioned she had delivered the gift from the LBOT to Attorney Rusty Sallee.

**D. Consent Agenda:** A motion was made by board member Carson, seconded by board member Walsh to accept the Consent Agenda as presented. Note: As part of the Library Director's report, it was noted a patron attending a library event had fallen on the sidewalk curb outside the large meeting room entrance. The LBOT and Donna Fogarty has been in discussion with the Town to get the sidewalk repaired and more lighting installed.

**E. Friends of Library Report:**

Donna Fogarty reported that as a result of leadership changes, the Friends of the Library are in the process of identifying goals, programming, and fundraising initiatives and would welcome support and recommendations from Donna.

**F. Unfinished Business:**

1. Board of Trustees sub-committees update:

a. Finance/Budget: No report

A motion was made by board member Carson, seconded by board member Cloud, to make a onetime donation \$1,000 to the Friends in support of the organization

development as noted above. The motion passed unanimously.

b. Policy:

Board Trustee Housberg will introduce the following policies at the next meeting: Agenda Planning, Board-LD Relationship, and Board-Staff Relationship.

c. Facilities:

Discussion took place regarding the need for improved exterior lighting as well as interior painting and carpeting. The funds are available in the CIP. A motion was made by Board member Housberg, seconded by board member Carson to initiate the RFP process for exterior lighting, carpeting, and painting. The motion passed unanimously. Board chair Sanborn and Donna Fogarty will initiate the process.

2. Library Renovation:

a. Library Building Program Report:

Edits were made to the page “Design Considerations for the Renovated Library”. A final review will take place at the January meeting.

b. Building Committee:

As recommended by the Library Renovation Building Committee, discussion took place of the need for an engineering analysis of the current HVAC system, basement (moisture, drainage), and building systems, as well as attendant costs. A motion was made by board member Walsh, seconded by board member Cloud to have the work completed by an engineering firm as a consultant to Newport Architecture (Mohamad Farzin). The motion passed unanimously.

c. Fundraising:

Discussion took place regarding the possibility of engaging Hannah Street Consulting, Inc. to do PR for the library. Board member Carson will contact Hannah Street Consulting. Discussion tabled until January meeting.

d. Project Outline:

Board chair Sanborn is scheduled to address the TC on January 2, 2018 to provide them with an update of the library building renovation project..

3. Board Process Review:

Discussion regarding focus of a special meeting presently scheduled for Jan 24 at 5:00 pm, in particular whether our need is primarily for board development or Ends (goals as defined by Carver) and to what extent Jill Pfitzenmayer of The Rhode Island Foundation may be able to guide us. Board Trustee Housberg will contact Pfitzenmayer and report to the Board at its January meetig.



4. Playground Renovation Committee: No report.

5. Jamestown Library Foundation:

Final application requirement for 501C3 status involves current revenue for 2017 and forecast for the next three years. JPL Foundation member Carson agreed to provide same. Target date for submission is Jan 2nd. In addition, potential board members are being sought.

6. Evaluation of Library Director:

Discussion took place regarding a “360 review” at the time Library Director’s annual review. This will be included as part of the policy.

**G. New Business:**

1. JPL Staff Luncheon:

Discussion of Staff Luncheon for Thursday, Jan 18, 2018 and possible caterers. Board member Housberg will ask Steve Leibhauser of Slice of Heaven about providing food.

**H. Future Agenda Items:**

1. Letter to Town Council regarding LBOT vacancies

**I. Public Comment:** none

**J. Adjournment**

A motion was made by board member Housberg, seconded by board member Carson to adjourn the meeting at 6:52pm. The motion passed unanimously.  
Date of next meeting: Tuesday, Jan 9th.

Respectfully submitted,  
Paul Housberg  
Vice Chair

**Approved As Written**  
**PLANNING COMMISSION MINUTES**  
**October 4, 2017**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

**I. Call to Order and Roll Call**

The meeting was called to order at 7:02 p.m. and the following members were present:

Michael Swistak – Chair	Duncan Pendlebury – Vice Chair
Rosemary Enright – Secretary	Mick Cochran
Bernie Pfeiffer	Dana Prestigiacomio
Michael Smith	

Also present:

Lisa Bryer, AICP – Town Planner  
Wyatt Brochu – Town Solicitor  
Cinthia Reppe – Planning Assistant

**II. Approval of Minutes September 20, 2017;** review, discussion and/or action and/or vote

A motion was made by Commissioner Enright and seconded by Commissioner Cochran to accept the minutes as written. So unanimously voted.

**III. Correspondence**

1. FYI – Memo to Zoning Board – Stamp – Plat 16 Lot 185 – recommendation for approval. Received
2. FYI – Memo to Town Council - Zoning Ordinance Amendment related to Marijuana Uses. Received

**IV. Citizen’s Non-Agenda Item -nobody in attendance - nothing at this time**

**V. Reports**

1. Town Planner’s Report – The Town Council voted to put on the next agenda to advertise for the public hearing for the marijuana Zoning amendments. At the next meeting we will be talking about Sustainability with Horsley Witten. We need to update Section 308 of the zoning ordinance and will be talking about that, the state is looking to take over that responsibility, we need to amend to say we will be consistent with the state regulations as long as they have DEM permit. November 1<sup>st</sup> meeting we will have a high groundwater application and Jamestown Landing. November 15<sup>th</sup> Lisa will be out. Zoning Consultants were interviewed and a recommendation will be made at the next council meeting.
2. Chairpersons report
3. Town Committees
4. Sub Committees

## **VI. Old Business -nothing at this time**

## **VII. New Business**

### **1. Zoning Ordinance Update – Article 11, Design Guidelines Discussion; review, discussion and/or action and/or vote**

We have been working with the Village District Design Guidelines for the last 8 years since they were adopted. Town Planner Lisa Bryer took some pictures of the commercial buildings downtown today that have been through the development plan review process. And all but a few have been through some kind of review in the last 20 years. In 2009 the Zoning Code was updated to include the Village Special Development District. At that time we also adopted design guidelines and have used them as a review tool. The other thing that was instituted at that time was the Technical Review Committee which has been very successful.

Ms. Bryer gave a power point presentation to the planning commission looking at the buildings in hopes that it would spark some conversation about how it has been working with the regulations over the last 8 years.

Commissioner Swistak thinks that it needs to be put into the zoning ordinance everything should come before the planning commission including municipal projects, including the bike path, the playground and east ferry parking. It could be an advisory process suggested Commissioner Pendlebury that happens early in the process so they do not get too far before they get feedback. Like a pre-application meeting.

Wyatt Brochu said the commission should be concerned about volume of buildings, and it is controlled by parking and setbacks.

We do shared parking agreements with a special use permit but from enforcement perspective it is hard to control and enforce. If a property transfers ownership and there is an agreement it will go away with new ownership. Difficult to encourage when full variances for parking are granted routinely and eventually the available lots for parking will dry up.

This is part of what the conversation should include with regards to having no parking requirements for businesses; No net loss.

A discussion ensued regarding some of the projects that were recently done in town. Where do we want to be in the future? Commissioner Pendlebury said it seems these businesses are doing well so he does not want to make it more difficult, referring to the old Extra Mart building and the changes that have been made.

Discussion ensued about regulating pop up uses, commercial branding in terms of architecture and signage and color, updating acceptable types of materials like hardy plank, maintenance of commercial yards and facades, murals and public art.

Need templates for upkeep of the buildings after they come before planning. We could look at where we can put this into the zoning ordinance.

Town Solicitor Wyatt Brochu said from a regulatory standpoint if it is an allowed use it is difficult to deny and to fight this in court in general the courts are pro property rights. They point to the goals and objectives in Comp Plan. If a dimension is tied to an objective it could be more sustainable.

There is a strong desire to regulate plantings and maintenance of shrubs along sidewalks.

It was mentioned that we review the definition of substantial modification.

The trigger for “change in use” needs to be clarified. For example, it was questioned whether the Village Hearth Bakery should have come back to us because they switched from a take out facility to a restaurant?

Ms. Bryer made many notes and there were many different facets of the parking regulations that may need discussion. Another mentioned is should we calculate bike spaces into the parking requirement. We used the smart code model for the village district. The Design guidelines for DPR design component is consultative. Should we keep the guidelines and incorporate that or still use as guidance. Bryer referred to page 86 of Article 11 and page 87. Commissioner Smith said won't it be more restrictive putting the design guidelines into the zoning ordinance? It will provide the applicant clear guidance so they do not go a different direction from what is expected of them.

Rosemary asked if we need to look at Buildings of Value again? It is still suggested in Article 11. Commissioner Swistak said we need to look at multi family and where is it appropriate. Multi family, the only way to reduce density would be for new lots or it would be taking away their rights, Commissioner Pendlebury said.

They discussed short term rentals and Bed and Breakfasts and the restrictions of the two and how it should be more consistent with each other.

### **VIII. Adjournment**

A motion to adjourn was made by Commissioner Enright and seconded by Commissioner Smith at 8:50 p.m. So unanimously voted.

Attest:

Cynthia L. Reppe  
Planning Assistant

**Approved As Written**  
**PLANNING COMMISSION MINUTES**  
**October 18, 2017**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

**I. Call to Order and Roll Call**

The meeting was called to order and the following members were present:

Michael Swistak – Chair	Duncan Pendlebury – Vice Chair
Rosemary Enright – Secretary	Mick Cochran
Bernie Pfeiffer	Dana Prestigiacomio
Michael Smith	

Also present:

Lisa Bryer, AICP – Town Planner  
Wyatt Brochu – Town Solicitor  
Cinthia Reppe – Planning Assistant  
Krista Moravec- Horsley Witten

**II. Approval of Minutes October 4, 2017; review, discussion and/or action and/or vote**

A motion was made by Commissioner Cochran and seconded by Commissioner Pendlebury to accept the minutes as written. So unanimously voted.

**III. Correspondence**

1. FYI – Letter to Ann Delmonico 28 Pemberton Ave. AFDU – TRC approval. Received
2. FYI – Letter to Douglas DiSimone/Douglas Enterprises LTD – Final Approval. Received

**IV. Citizen’s Non-Agenda Item – nothing at this time**

**V. Reports**

1. Town Planner’s Report – The Town council decided to go forward to a 50%plan on the Golf Course Building. 1.9 million was the last cost estimate. Go forward with more detail of costs so if they want to cut things they will know the value.
2. Chairpersons report
3. Town Committees
4. Sub Committees

**VI. Old Business**

1. Sustainable Jamestown Plan – Discussion with Horsley Witten Group

Krista Moravec presented from Horsley Witten and said since the last time they were here they took all of the information and pulled it together and thought about goals and actions. They met with Lisa and think a web based plan is the best idea for a final product. This is a public website and with this you are to the point and not vague. It will be more responsive than a static report that sits on a shelf.

There are a lot of actions that are in our comprehensive plan and they did not want to repeat those actions in the Sustainability Plan.

Town Planner Lisa Bryer said a website is the best choice for this. It needs something that will encourage people to make a stop at it Commissioner Pendlebury said. Is the content of this website impossible to do on Facebook? Krista said Facebook is not organized enough to be a resource for this. It could be a link on a Facebook page.

They had a focus group yesterday with Department Heads and the town needs to take the lead. They went through the goals and agreed with the six goals that are pointed out in the document that you have in front of you.

Commissioner Prestigiacommo asked if there is a place that shows people are engaging in this plan. Is there a way to gauging activity on the website? Commissioner Enright said people could be participating in different things but not necessarily part of a sustainability plan. This could be an action Bryer said and Krista agreed.

Commissioner Smith asked does disaster planning tie into sustainability? The Hazard Mitigation plan addresses those issues, we address a lot of these issues in the Comp Plan so we did not want to duplicate it with this plan.

Next steps, another focus group and then we will put more content into this and then schedule a public workshop, as soon as November. The Planning Commission agreed that it should be in Jan-Feb. Website will not be changed until the public meeting.

Ms. Bryer said it is important to look through all of this information and go back to the workshop info to make sure we have addressed everything. Bryer said thinking about the future and getting people involved in the community, there may be a committee created as stewards of this project. A steering committee. Maybe they can meet quarterly. Commissioner Pendlebury said we have to tell people what the benefits are. Public education is important. Commissioner Swistak said maybe have the committee report quarterly at Planning Commission meeting. Ms. Bryer said we will meet the first meeting in December to continue with the future plans and she also said to look at the 4 topic areas and think about the goals and actions.

## **VII. New Business**

### **1. Potential Zoning Ordinance Amendment - Section 308, Setback to Freshwater Wetlands; review, discussion and/or action and/or vote**

We talked about this at last meeting and because the state is taking over permitting for setbacks to wetlands we have to change the way we are reviewing these applications. Once they have a permit from DEM we will be required to accept it.

Commissioner Swistak asked why should we do this because before the state comes up with the regulations. Wyatt responded that it is currently in the legal process now at the state. This could be a 2-3 month fix then Swistak asked? It could be we do not know.

This will be sent to the town council then advertised. How different is the state language from this language? It is unclear at this point until they are released for public review.

In the big picture it takes local review and overrides it. Town Solicitor Brochu said. Commissioner Cochran asked what is the impact in Jamestown? It will probably be around 100 ft. we currently say 150 ft. We do not have qualified staff to review this, so having DEM review these applications helps the town.

A Motion was made by Commissioner Swistak and seconded by Commissioner Pendlebury to approve the proposal and forward to the Town Council for advertising and public hearing and action. So unanimously voted:


Michael Swistak – Aye  
Rosemary Enright – Aye  
Bernie Pfeiffer - Aye  
Michael Smith – Aye

Duncan Pendlebury – Aye  
Mick Cochran - Aye  
Dana Prestigiaco - Aye

#### **VIII. Adjournment**

A motion to adjourn was made by Commissioner Cochran and seconded by Commissioner Enright at 8:05 p.m. So unanimously voted.

Attest:

  
Cinthia L. Reppe

# **PLANNING COMMISSION MINUTES**

**November 1, 2017**

**7:00 PM**

**Jamestown Town Hall**

**93 Narragansett Ave.**

## **I. Call to Order and Roll Call**

The meeting was called to order at 7:04p.m. and the following members were present:

Michael Swistak – Chair

Duncan Pendlebury – Vice Chair

Mick Cochran

Dana Prestigiacomio

Michael Smith

Not present: Rosemary Enright, Bernie Pfeiffer

Also present:

Lisa Bryer, AICP – Town Planner

Wyatt Brochu – Town Solicitor

Cynthia Reppe – Planning Assistant

Dan Cotta – American Engineering

Kayleigh Melroy

## **II. Approval of Minutes October 18, 2017; review, discussion and/or action and/or vote**

A motion was made by Commissioner Cochran and seconded by Commissioner Pendlebury to accept the minutes as written. So unanimously voted.

## **III. Correspondence**

1. FYI – Letter to The Breck & Tracy Collingsworth Family Trust – Administrative Subdivision A.P. Plat 10 Lots 53,53,55. Received

## **IV. Citizen's Non-Agenda Item – nothing at this time**

## **V. Reports**

1. Town Planner's Report
2. Chairpersons report
3. Town Committees
4. Sub Committees

## **VI. Old Business – nothing at this time**



## VII. New Business

### 1. **Kayleigh Melroy – Plat 5, Lot 325, 76 Nautilus St. Jamestown - Section 82-314, High Groundwater Table and Impervious Overlay District -Sub-District A – recommendation to Zoning Board; review, discussion and/or action and/or vote**

Dan Cotta from American Engineering made the presentation on behalf of Kayleigh Melroy. Commissioner Pendlebury made a motion to accept Mr. Cotta as an expert witness and it was seconded by Commissioner Cochran. So unanimously voted.

The septic system was installed in 2014 and has been maintained. This house is on the Northwest corner of Nautilus and Beach. She is proposing to add a kitchen with a bump out. She is allowed 10% and they are at 8.2%. The new gutters will run to the rain garden. What is the strategy for the gutters from the addition? It was not sized for the current house, just the addition. They discussed the runoff situation. Dan Cotta said it is a fairly flat lot. Will it impact the adjacent lot since it is close to the property line, Lisa Bryer asked. It is designed for a 10 year storm so they will see a decrease in runoff.

A motion was made by Commissioner Swistak and seconded by Commissioner Cochran to recommend to the Jamestown Zoning Board, approval of the application Kayleigh Melroy – Assessor’s Plat 5 Lot 325; being reviewed under Zoning Ordinance Section Section 314 - High Groundwater Table and Impervious Overlay District Sub-district A review in accordance with the plan entitled **Town Submission for Kayleigh Melroy, located at 76 Nautilus Street, Jamestown, RI Sheet 1 of 1. Dated, 10/03/2017, by American Engineering, Inc., Daniel R. Cotta, Professional Engineer/Professional Land Surveyor, 400 South County Trail – Suite A 201, Exeter, Rhode Island 02822.** The recommendation for approval is based on the following findings of facts as amended:

#### Findings of Fact Section 314

The applicant owns a 14,400-square foot lot with an existing 2-bedroom dwelling, gravel driveway, shed, well and two-bedroom advanced treatment OWTS (RIDEM permit #1315-1182). The applicant is proposing to construct a 128-square foot addition to the existing dwelling. A pervious gravel driveway is to remain in place.

1. Based on soil evaluation reports, the subject lot is in sub-district A of the High Groundwater Table and Impervious Overlay District.
2. Plat 5 Lot 325 has an existing, Septi-tec to Bottomless Sand Filter OWTS (RIDEM permit number #1015-0056). The inspection for this system was due on October 20, 2017. Annual inspections are required for the subject system.
3. The existing impervious lot coverage for the subject lot is 1127 square feet, totaling 7.8 % impervious cover. The proposed impervious cover will increase by 128 square feet to 1255 square feet with the proposed plan, totaling 8.7% impervious cover. The maximum allowable impervious lot coverage for this lot under Zoning Ordinance Section 314 is 10%. This application requires a special use permit under Section 314.
4. The applicant’s representative Dan Cotta, PLS, PE, represented the applicant before the Planning Commission on 11/1/17.

5. The applicants engineer has submitted a Water Volume Calculations Report dated September 20, 2017 which addresses stormwater treatment by a 88-square foot, 37 cubic foot of storage rain garden which provides water quality treatment and mitigation for the runoff associated with the new impervious surfaces on the site. The proposed rain garden exceeds the required storage volume of 31 cubic feet. The proposed BMP's provides treatment for the 1" water quality volume and provides storage for runoff from a 10-year frequency storm event for the increased area of impervious surface on the site.
6. Jamestown Engineer Jean Lambert provided correspondence to Chris Costa, Building Official and Lisa Bryer, Town Planner dated October 12, 2017 regarding the Melroy application with respect to Zoning Section 314 (attached) which notes that, the proposal, in her professional judgement, the requirements for development within 82-314 of the Zoning Ordinance have been met.

**Recommended Conditions of Approval**

1. A Special Use Permit for Section 314 is required from the Zoning Board of Review;
2. The Operation and Maintenance (O & M) Plan (reproduced in 8.5" x 11" for the stormwater mitigation (rain garden) shall be recorded in the Office of the Town Clerk with the Zoning Approval and evidence of such shall be provided to the Zoning Enforcement Officer.
3. The OWTS must be inspected and maintained as required by the Town Onsite Wastewater Management Ordinance and Program.

Michael Swistak – Aye  
Mick Cochran - Aye  
Michael Smith - Aye


Duncan Pendlebury – Aye  
Dana Prestigiacomio - Aye

Motion carries 5-0

**VIII. Adjournment**

A motion was made by Commissioner Cochran and seconded by Commissioner Pendlebury to adjourn the meeting at 7:20 p.m. So unanimously voted.

Attest:

  
Cynthia L. Reppe  
Planning Assistant

**Approved As Written**  
**PLANNING COMMISSION MINUTES**  
**December 6, 2017**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

**I. Call to Order and Roll Call**

The meeting was called to order at 7:03 p.m. and the following members were present:

Michael Swistak – Chair	Duncan Pendlebury – Vice Chair
Rosemary Enright – Secretary	Mick Cochran
Bernie Pfeiffer	Dana Prestigiacomio
Michael Smith	

Also present:

Lisa Bryer, AICP – Town Planner  
Andrew Nota – Town Administrator  
Wyatt Brochu – Town Solicitor  
Cinthia Reppe – Planning Assistant  
Mike Hill – FM Properties  
Christian Infantolino – Attorney  
Bill Munger  
May Munger  
Donna Wood

**II. Approval of Minutes November 1, 2017; review, discussion and/or action and/or vote**

A motion was made by Commissioner Cochran and seconded by Commissioner Pendlebury to accept the minutes as written. So unanimously voted.

**III. Correspondence**

1. FYI – Delbonis Family Trust – Administrative Subdivision approval letter. Received

**IV. Citizen’s Non-Agenda Item – nothing at this time**

**V. Reports**

1. **Town Planner’s Report** – Ms. Bryer met with the zoning consultant today they will be at the next meeting that we have availability and sustainability will be on the end of January beginning of February.
2. **Chairpersons report**
3. **Town Committees**
4. **Sub Committees**

## VI. Old Business – Nothing at this time

## VII. New Business

### 1. **Jamestown Landing LLC. 95 North Rd., Jamestown- Pre-application for Development Plan Review per Zoning Ordinance Article 11 - Village Special Development District - review, discussion and/or action and/or vote**

Town Planner Lisa Bryer said we have had 3 TRC meetings for this project. This is a significant location/lot as you enter into Jamestown coming down North Rd. so we want this project to meet the guidelines outlined in Village District as well as the village design guidelines. Mr. Hill has worked really hard on the modular plan to make the buildings have a different appearance than all looking the same since it is 2 duplexes, side by side.

Two rain gardens have been designed to hopefully help with the drainage issues in the area. We have a sidewalk plan for both sides of the street on Arnold Ave. At this point, we have partial funding for the sidewalks on the other side of Arnold Avenue and would like this project to contribute to that network. Ms. Bryer spoke to Mike Gray about what kind of sidewalk material should be used. Mr. Hill agreed to participate in the sidewalks.

Commissioner Pendlebury said we met with the applicant 3 times. The zoning requirements were satisfied when he came back and some of the guidelines of the village district were incorporated. He took notes and really put in the time to focus on the comments made by the TRC to make the changes to comply with zoning, frontage, window details, he made some concessions on his part to the favor of the buildings.

Ms. Bryer said it has been great that we have had Commissioner Pendlebury who is an architect on the commission and TRC to review projects like this but we also need to ask for money at budget time for this review too in case we do not have volunteer effort in the future.

Commissioner Swistak introduced Mr. Hill and asked for an update for the project. Mr. Hill said the project is at 95 North Rd. and is in the CL district. He has met all the requirements in the zoning ordinance. He said they are not going to allow sheds on the property he feels there is enough storage in the garages. That will be part of the condo association rules.

Commissioner Enright asked about the storage if he feels it is adequate and he said yes. Commissioner Swistak asked about the condo association agreement, Christian Infantolino said he is working on it.

Will there be a minimum rental period? He does not know that yet. It would be a month minimum he is thinking. Lisa Bryer noted that that was the requirement at Jamestown Terrace Condos.

Commissioner Cochran asked about the site lines when entering and exiting Arnold Avenue and Narragansett Avenue. He said to take another look at 82-309 to make sure.

A discussion ensued regarding the address of the duplexes and generally the address is based on the front of the house. The tax assessor makes that decision.

Commissioner Prestigiacommo asked about the yard maintenance. It will be part of the condo fees Mr. Hill noted and he was asked about a price point and he did not have an answer but said they are working on that now.

Commissioner Swistak asked about a cistern. The water table is too high there for a cistern to be effective unless it is above ground.

Commissioner Pfeiffer asked about lot coverage they are at 27.5 percent and are allowed 35 percent.

A discussion about the fee in lieu of land dedication. When Mr. Hill was given an approximate amount by the Planning Office. That amount was based on 1 unit but since it will be 2 new units on the new lot it has to be recalculated. There was discussion on his request to base the fee on the assessed value instead of the sale price. It was determined that the difference would be negligible.

A motion was made by Commissioner Pendlebury and seconded by Commissioner Pfeiffer to grant Development Plan Approval based on the following findings of fact and subject to the following conditions of approval:

Findings of Fact:

1. The application was reviewed under the standards of Zoning Article 11;
2. This application has been reviewed by the TRC on October 19, 2017, November 7, 2017, and November 29, 2017 as required. (See attached Memos from TRC);
3. The applicant has provided the following information for the current application (attached):
  - Drawings by Westchester Modular Homes, Inc., A-1 through A-8 showing North, West, East, South Elevations, floor plans and Sill to Ridge Height Plans for Units A, B, C and D dated 11/22/2017;
  - Proposed Conditions Plan and Existing Conditions Plan for AP 8 Lot 95 for Jamestown Landing, LLC, A Minor Residential Development located at 95 North Road, Jamestown, RI 02835 by American Engineering, Inc., Sheets 2, dated 9/19/17 and 3, dated 11/14/17 of 4;
4. The plans show the following improvements:
  - a. Two separate lots with 1 duplex building on each lot containing 2-bedroom units;
  - b. Landscape Improvements with a rain garden on each lot.
5. This property is located in the Commercial Limited (CL) District. Duplex dwellings are permitted in the CL District with a 5,000 square foot lot size requirement;
6. No zoning relief is necessary;
7. The existing garage building will be removed;
8. There is adequate parking provided on site for each unit. A one car garage and driveway will accommodate a minimum of 2 cars for each unit. There are 4 units total. 1.5 spaces are required per unit for multi-family buildings. Therefore 3 spaces are required for each duplex;

9. The Fee in Lieu of Land Dedication for Open Space and Recreation will be calculated by the Planning Office at the time of final recording of the Subdivision and will be based on 2 new units which represents the increase in units since the subdivision as required by the Subdivision Regulations Article 3D.

Conditions of Approval:

1. The proposed improvements, as shown on the plans referenced in Finding of Fact #3, shall be constructed in strict conformance with the approved plans including:
  - a. A shadow board will be provided on the angled roof edges on all sides;
  - b. A Condo Association will be formed for each lot (or all together) for the purpose of maintenance of the common areas including the rain gardens;
  - c. The rain gardens O and M will be recorded with the Condominium Association documents;
  - d. Gravel Driveways shall remain pervious in perpetuity unless approval is received by the Planning Commission and stormwater mitigation is accounted for the additional impervious cover on site;
  - e. The Condominium Documents shall be reviewed by the Town Legal representatives including a rental clause stating a 30 day minimum and “no garden or storage sheds” shall be allowed;
  - f. The site lines, entering and exiting Narragansett Avenue and Arnold Avenue shall conform to Zoning Ordinance Section 82-309 – Vision Clearance at Street Corners;
  - g. The address for these units will be determined by the Tax Assessor and confirmed by emergency services.
2. The applicant has agreed to provide payment for or construct a 250 foot concrete sidewalk on the north side of Arnold Avenue. The amount shall be determined and paid prior to building permit issuance;
3. The Fee in Lieu of for Open Space and Recreation shall be based on 2 new units and developed by the Planning Office and paid prior to recording of the subdivision plans.

All in Favor.

- 2. East Ferry, Plat 9 Lot 355 Conanicut Marine Services/property of Town of Jamestown - Review and Recommendation to Town Council related to landside impacts of Dock Expansion and Reconfiguration of the ferry access dockage including construction of a new 130' floating dock to replace the existing 30' dock- review, discussion and/or action and/or vote**

Commissioner Swistak said the Planning Commission has been asked by the Town Administrator/Town Council to review the future plans of CMS. He asked Lisa, Andy Nota and Wyatt Brochu confirmed that what the Planning Commission is giving is an opinion of potential impacts of the proposed marina expansion. The applicant has asked the Town to amend their lease

with the Town to include exclusive use of the new pier being proposed for ferry use. The lease is not in the Planning Commission purview, so we will not be discussing that.

Andy Nota said he has been tasked with looking at this; most of which he can handle administratively with Mr. Munger. We have just gone through the East Ferry project so this is fresh in the planning commissions mind with all the issues down there. Mr. Munger must deal with certain mandates from the PUC to provide ferry service. This new facility at the marina will be providing access for boaters that are physically challenged as well as providing an upgraded dock for the new and existing ferries. The parking at East Ferry, and the Boat Yard needs to be addressed here. Mr. Nota noted that the Zoning Board has capped the boat yard's parking capacity to 50 cars for "marina customers only" along with 12 employee spaces. The current use at the boatyard as it relates to the ferry and boatyard needs to reconcile all of those influences and also meet the zoning ordinance and approvals. He is looking for an open discussion. Mr. Munger has a timeline related to his grant that he has secured and for replacement of the fuel tanks. This is a comprehensive process.

Commissioner Swistak said we will have an open discussion and maybe a consensus. Christian Infantolino attorney for CMS handed out a packet that he will go through it step by step. They are looking for a recommendation from the Planning Commission to the Town Administrator/Town Council. He is going to start with Project 1 the north easterly fingers will be expanded a bit. He asked if they have any questions on the maintenance project? Do the tanks get filled the same way they get filled now, yes, they are taking out 3 and putting 2 back. The Town confirmed they were aware of this project, it has been vetted with the Town Council and the Veterans due to the location in Veterans Square and did not anticipate discussing this tonight.

CMS is applying for a grant because they do operate as a public utility. There is no handicap or wheelchair accessibility and the new 130' float will provide that. He showed pictures of Newport as an example. There is currently 5 stops for the ferry: Perrotti Park stop has handicap accessibility currently; Anne St pier can do motorized chairs; Rose Island and Fort Adams are going through upgrades. CMS home is Jamestown so he would like to spend the money here but will take it to Newport if he cannot get the approval that he is looking for here. Mr. Munger explained the handicap accessibility.

Attorney Infantolino said the memo from Lisa mentioned landside impacts. He sees it as a "net zero, and noted that there will not be a major increase in ferry service" in his opinion. Currently the ferries he has have space for 48 and 34 passengers, and he operates charter vessels too during special events such as the Jazz Fest and Folk Festival, one of them is 249 passengers. Will the new one replace the other 2? He is not sure but it may during special events. They are on a constant loop with the ferries. This will help with the weekend crowd. He was asked if the new vessel is to accommodate wheelchair accessibility or more passengers? He answered both.

Commissioner Enright asked about leasing more vessels. The Jazz, Folk Festivals and Boat show he charters vessels to accommodate the increase in traffic. If people complain to the PUC, he may lose his license or it can be given to a business better equipped to accommodate the crowds. But they need to have a landing in Jamestown.

He was asked if this would double demand other than special events? We have the capability of it but we are not expecting twice as many customers. He explained when asked that 50% of tickets are sold here and 50% are sold in Newport.

He said they have parking for 100-200 at Taylor point, and about 80 here downtown with the use of Narragansett Ave. and Walcott. During festivals they rent a school bus for shuttling to Taylor Point. Questioning occurred about the 50 marina spots that are required for the marina, how can they be used for the ferry because they need to be available for the marina? There is no requirement for parking for the ferry noted Attorney Infantolino. It does not mean there is no impact noted a Commissioner.

Commissioner Prestigiacomo said it sounds like nothing will be changing with regards to parking if what you are saying is accurate. Mr. Munger agreed.

Town Planner Bryer asked if they distinguish between everyday ferry patrons who park and those who come for special events like, Jazz, Folk, Save the Bay, the boat show. Mr. Munger said yes, they do distinguish, and feel that the Jazz Fest etc, are special events even though it is handled by the same ferry service. He noted that their website notes spots available on Conanicus Avenue and Narragansett Ave. He also has spots at Knowles Court that are reserved for marina patrons.

Commissioner Swistak asked who ultimately owns the improvements? The Town or CMS? The grant will go towards the handicap accessible ramp and the floating docks which are movable and by lease would be owned by CMS.

Mr. Nota supports the concept of one vendor. CMS has the lease for the next 20 years, if he is given exclusive rights to that dock, no more outside vendor could come into east ferry. He needs legal decision to see what has happened since 2000 when they asked for 250 spaces at Taylor Point and were denied, twice by the Zoning Board, but still park there for ferry services including special events. Swistak asked have you thought about how does parking get reconciled? Can it be off site.? Attorney Infantolino said again, there is no parking requirement for the ferry in Zoning.

Attorney Infantolino noted that this is similar to the RIPTA bus service; you do not require them to provide parking in town. Commissioner Cochran disagreed and said the buses are servicing walkers he has one right in front of his house and people walk to it, they do not park and then take the bus. Other Commissioners agreed that this was not analogous.

Commissioner Swistak asked if we have any knowledge that ferry customers in cars are causing a parking issue in town. Commissioner Swistak asked if Mr. Munger knows exactly who uses the ferry? No he does not. On his contract if you are going offshore the day or week you have to be in the boatyard because they cannot park downtown overnight. Can you tell us how many people are at Taylor Point for the ferry or the marina? It does not sound like there is a parking issue Commissioner Cochran said.

Commissioner Enright wants to look at something other than parking. She asked how many people that take the ferry actually help support Jamestown businesses? Mr. Munger did not know but imagined many. Commissioner Prestigiacomo said that if it were her business she would



advertise to come to Jamestown and park since it is free. Is that part of your business plan in the future? If that happens we will end up with more of a parking problem.

Taylor point seems to have room to park Swistak said and Mr. Nota said that is the logical place to put cars but the approval is not there. Again Attorney Infantolino said this enhancement is a net zero impact. Commissioner Swistak said he is not sure that they can come to an opinion to say that ferry customers can park there and it's a good idea and should be on the table. He does not feel this board can rectify this issue.

Andy Nota said is this has the potential to have a significant impact which may impact other businesses too. CMS is a successful business in Jamestown and we want that but we, as the Town, must look at the balance of all businesses and residents with respect to this potential growth.

Commissioner Enright said she is all for providing handicap accessibility and if other people can use it to get into their own boats she thinks this is a positive way of looking at it. Andy is looking at the comp plan and harbor management plan too. The Comp plan supports a multi use waterfront, not just a marina or ferry service. It is for all residents and business use.

Commissioner Pendlebury said it adds to enhancing the vitality of the downtown. Pendlebury said CMS has done everything they can to make the parking more fluid. We don't have the physical space to do it any other way. He would add that when he takes the kids to Perroti park he likes the railings on the docks. He would love to see more railings at the docks downtown and he thinks that with the improvement we should see more railings.

Commissioner Swistak is giving them options, it is not binding just an opinion.

Make it work – all 7 of the planning commissioners

Negative Impact – 0

Undecided – 0

Commissioner Swistak will put it together with Lisa and send to the Town Council with the draft minutes.

### **VIII. Adjournment**

A motion to adjourn at was made by Commissioner Enright and seconded by Commissioner Smith at 9:23p.m. So unanimously voted.

Attest:



Cynthia L Reppe

**Approved As Written**  
**PLANNING COMMISSION MINUTES**  
**December 20, 2017**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

**I. Call to Order and Roll Call**

The meeting was called to order at 7:00 p.m. and the following members were present:

Michael Swistak – Chair	Duncan Pendlebury – Vice Chair
Rosemary Enright – Secretary	Mick Cochran
Bernie Pfeiffer	Dana Prestigiacomio
Michael Smith	

Also present:

Lisa Bryer, AICP – Town Planner  
Wyatt Brochu, Esq. – Town Solicitor  
Cinthia Reppe – Planning Assistant  
Krista Moravec – Horsley Witten  
Nate Kelly – Horsley Witten  
Jeff Davis – Horsley Witten

**II. Approval of Minutes December 6, 2017;** review, discussion and/or action and/or vote

A motion was made by Commissioner Enright and seconded by Commissioner Cochran to accept the minutes as written. So unanimously voted.

**III. Correspondence – nothing at this time**

**IV. Citizen’s Non-Agenda Item – nothing at this time**

**V. Reports**

1. Town Planner’s Report -Several applications coming up, a subdivision on Highland Drive will come to the Planning Commission and a solar array at McQuades and an accessory family dwelling unit will be reviewed by the TRC.
2. Chairpersons report
3. Town Committees
4. Sub Committees

**VI. Old Business**

1. **Sustainable Jamestown**
  - **Review of goals and actions.**

- **Discussion of 2<sup>nd</sup> Public meeting, the proposed approach and date**

At the last meeting we went through the website on paper, at that time the Planning Commissions homework assignment was to review the site and the goals and actions by topic area. Krista went through the changes to a few of the topics based on the meeting with Department Heads.

Commissioner Swistak said over the last month or 2 the town has been discussing school buildings. He asked is this something we need to consider during this process or do we consider this separate. The Consultants and The Town Planner agreed that it could be included under energy efficiency of public buildings and under the Our Community Section with respect to our changing demographics and the socioeconomic impacts.

Commissioner Prestigiacoamo asked about our targets and where are they and how do we address them. We need to get data to show this information. Krista Moravec went through the actions with the planning commission. Commissioner Enright questioned energy resources is it more of an action than a resource? That will be changed. Parking options were brought up. Lisa Bryer asked about local economy, She did not think it was the intention to delete former action 1 related to our Chamber of Commerce but will talk to Andy. A new action was added related to the Newport Chamber of Commerce. Krista said this was a conversation at the focus group.

We don't want to duplicate the actions in the comp plan. Focus on our local chamber. A discussion about water came up and not only the downtown water users but also those on wells since all the water comes from the same place.

Part of the focus group was how to build momentum and get everybody involved in this process. Krista said a block party was suggested but it won't work in February.

We need to test the goals and principals, talk about the website platform, showcase sustainable choices residents can make. This can be done through an interactive event. Looking at late February or early March 5:30-7:30. A bigger space is needed for this. Public workshop but also trying to make it fun.

The Commission said we should do the public workshop here again instead of the school or rec center. Commissioner Pendlebury asked about the council involvement, Swistak said he does not think they will get involved. We need to flush out interest. Let's see some interest first then set the date and place.

- Preview of the website

This is less of a plan and more of a platform for the Sustainability initiative. Jeff previewed the website.

A commissioner asked at what stage do you think this could be launched, Krista said after the event. Website will have a record of all that has happened. If you submit something to the website it should not be anonymous. Prestigiacoamo asked if there are things that can drive people to go there. Cochran said there should be a newsfeed and links inside homepage to keep it fresh. Monthly or weekly you can list events throughout the state.

## **VII. New Business**

### **1. Horsley Witten – Consultant - Zoning Ordinance Update**

The general concept for the scope of work was discussed. Most of the conversation will be at Planning Commission meetings and we will have focus groups also. The end of January beginning of February is when we will start on this. We need to think about certain things in our current zoning ordinance that are not working now so we have a sense of what needs to be changed. They will put up a temporary website for this project also, that will be taken down after the project is done. Our consultants think that educational one pagers work very well to educate the public. such as Zoning 101 or common terms. They are suggesting open houses for the different topics and they are arranged by topic on the handout.

A discussion ensued with regards to what issues right off the top we need to address in Jamestown; Parking, HGWTO, alternative energy, Aquaculture are a few right off the top. A Public hearing by November of next year sounds about right with timing.

Commissioner Prestigiacommo asked if we can go back over the last few years to address zoning variances and what the greatest percentage of them are for? Maybe we need to address that in the update if there is a pattern.

Wyatt Brochu said he does not want to speak for the zoning board, but dimensional variances are a greater issue that the zoning board has from the litigation side.

Commissioner Enright asked how many zoning denials have been overturned by the courts? Not many Wyatt Brochu said. In the 1990's they agreed with the zoning board now the trend is supportive of property rights. That backdrop should be part of the discussion Wyatt said. Legal review of the Zoning Update will be with our in-house solicitor.

Commissioner Swistak asked how or who is grandfathered. If someone is already developed they are grandfathered. The language in the non-conforming article between use and dimension needs to be addressed.

We need to discuss how is this good for us; Policy discussions. Nate said zoning may not be the place to work these issues out we will be mindful of it as we go on with regards to Air Bnb rentals etc. Wyatt had a discussion with the planning commission regarding the legal issues.

The planning commissions primary homework is what the objectives should be and think about the uses and definitions and which ones have been problematic. Make sure definitions make sense and are not ambiguous. Smith said can we develop definitions since there might be differing opinions or interpretations like with height and regards to chimneys. Pfeifer said State building code definitions is what we should use.

### **VIII. Adjournment**

A motion was made by Commissioner Enright and seconded by Commissioner Pendlebury to adjourn the meeting at 8:55.

So unanimously voted.

Attest:

Planning Commission Meeting

December 20, 2017

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*Cynthia L. Reppe*

Cynthia L. Reppe

## **Jamestown Tree Preservation and Protection Committee**

Jamestown Philomenian Library, 26 North Road, Jamestown, RI

Tuesday, March 21, 2017 6:45 pm

### **Minutes**

**Call to Order:** *The meeting was called to order @ 6:52 pm.*

**Roll Call:** *Present: Lois Migneault, Elaine Peterson, George Souza(Conservation Committee liaison), Mark Girard, Roger Birn, & Tree Warden Steve Saracino. Absent Peter Kallman.*

**Reading of Minutes:** *Elaine Peterson moved for approval, Roger Birn seconded and the motion was passed unanimously.*

**Correspondence:** *None*

**Tree Warden Report:** *(see details in the attached report)*

**FORT GETTY PLANTING PROJECT:** *List consolidated and sent to Mr Boal , Andy Nota & Mike Gray. Andy and Mike suggested that moving the power lines would be excessively costly.*

**2016-2017 AMERICA THE BEAUTIFUL GRANTS PROGRAM:** *This request was not approved. There were less funds available this year in the grant.*

**2017 ARBOR DAY:** *Possibility of planting 2 Red Maples at St. Mathews church, finalize at next meeting.*

**TRANSFER STATION PLANTING:** *Steve met with Mike Gray. The area needed to be planted is larger than the original and will need a new plan and more plants. Steve is working on this.*

### **TREE REMOVAL/TRIMMING PERMIT APPLICATIONS**

### **MEETING WITH ANDY NOTA & MIKE GRAY**

### **Old Business**

- Heather Faubert lecture Wed., March 29, 6:30 pm at library: winter moths, oak disease, gypsy moth caterpillars: *Everyone should be at the library to setup chairs at 5:30PM*
- Update: Tree and shrub recommendations for Fort Getty Road : –see Tree Warden Report
- Update: 2016 ATB grant –see Tree Warden Report
- Update: Transfer station tree planting plan –see Tree Warden Report
- Arbor Day, April 28 –see Tree Warden Report

### **New Business**

- Set up library meeting room for Faubert lecture
- Flyers promoting lecture

**Liaison and Other Reports:** Lois reported that TPRA has completed and presented to the Town Council a restoration plan. The TPRA 2016 Annual Report was presented to all members.

**Open Forum-** *No attendees for the Public Forum*

**Adjourn:** *The meeting was adjourned at 7:58 PM. Elaine Petersen moved to adjourn the meeting. Mark Girard seconded the motion, all approved.*

**Next Meeting: Tuesday, April 18, 2017**



Jamestown Tree Preservation and Protection Committee  
Jamestown Philomenian Library  
26 North Road, Jamestown, RI  
Tuesday, April 18, 2017

**Minutes**

**Call to Order:** *The meeting was called to order @ 6:48 pm.*

**Roll Call:** *Present: Lois Migneault, Elaine Peterson, Peter Kallman, Jeff Hunter & Tree Warden Steve Saracino. Absent were Roger Birn, Mark Girard, and George Souza.*

**Reading of Minutes:** *Peter Kallman moved for approval, Elaine Peterson Roger seconded and the motion was passed unanimously.*

**Correspondence:** *None*

**Tree Warden Report:** *(see details in the attached report)*

- 
- Steve Saracino to meet with Dennis Webster concerning a work request.
- Steve has not heard back from Jeff Boals concerning the Fort Getty work and needs to develop a timeline for this effort.
- Once he hears back from Mr Boals Steve will send the information to Mike Gray and Andy Nota. They will in turn present this to the Town Council.
- ATB grant: The breakdown of the \$4000 grant is \$1000 for tools and \$3000 for invasive management (Herbicide treatment). Work to be done in the mid to late summer. The town will cover these expenses and then apply for reimbursement as is usually done.
- Jamestown is considering applying for a DEM grant to cover the Bike Path from North Main Road and to do work at Taylor Point such as the parking lots, erosion control, paths, etc.
- April 28, Arbor Day planting of 2 red maple trees (October Glory) at Saint Mathews Church: Cheryl Ferstrom will provide the banner, the town will read a proclamation which will be offered to the Historical Society by way of Sue Maden. The Jamestown Press, Joan Breakell, Deb Ruggerio, Anna Templeton, & the Town Council Members will be notified and asked to attend.
- Transfer station tree planting plan: Mike Gray would like to plant 3 areas this spring in May. There will be approximately 50 trees planted.

**New Business**

- The tree committee discussed having a program in the fall covering reasons to prune trees.

**Liaison and Other Reports:** none

**Open Forum-** *No attendees for the Public Forum*

**Adjourn:** *The meeting was adjourned at 7:52 PM. Lois Migneault moved to adjourn the meeting. Peter Kallman seconded the motion, all approved.*

**Next Meeting: Tuesday, June 20, 2017**





**Jamestown Tree Preservation and Protection Committee**  
**Minutes for Tuesday, May 16, 2017**

The meeting was called to order at 6:51 PM. Present: Elaine Peterson, Mark Girard, Andrew Hunter, and Tree Warden Steve Saracino. Absent: Roger Birn, Peter Kallman, Lois Migneault, Conservation Commission Representative George Souza.

Minutes of the April meeting were read. Andrew Hunter moved for approval, Mark Girard seconded and the motion was passed unanimously.

There was no correspondence to review.

**Tree Warden Report.** Steve Saracino provided the following updates.

- **Fort Getty Planting Project**  
A list of proposed plant material was emailed over one month ago to Jeff Boals for his review and feedback. Steve Saracino will reach out to Jeff Boals for his thoughts and input. Once that has been received, the list will be sent to the town council, town administrator, and director of the Department of Public Works.
- **2017 Arbor Day Celebration**  
The Arbor Day celebration was held April 28, 2017, at 10 a.m. Two red maple trees were planted in front of St. Matthew's Church. [Sixteen people attended the celebration. A photo of the group was published in the *Jamestown Press*. The RI DEM sent a Tree USA banner for the event.]
- **Transfer Station planting**  
Material tagged for the transfer station has been relinquished due to lack of response from the supplier. New suppliers are being researched. New pricing may reduce the quantity. Purchasing and planting may be staggered to obtain the best pricing.
- **Tree Removal/Trimming Permit Requests**  
**Conanicut Battery** – Steve Saracino reviewed and approved the request from Dennis Webster to remove invasive plants and scrub from the Conanicut Battery.  
**101 Southwest Ave.** - A field visit will be made to assess a request to remove a declining tree in the wires adjacent to the property.

**Old Business**

- 2016-2017 America the Beautiful grant update: Members of the Taylor Point Restoration, walked the Black Cherry Woodland portion of Taylor Point with Tom Fortier to learn his thoughts on removing bittersweet vines on the cherry trees. The TPRA board is scheduled to meet in mid-June to discuss Fortier's proposal.
- Tom Fortier proposal: Four men will work two days @\$1000 per day to remove bittersweet vines on cherry trees in the black cherry woodland.
- Joe Ford from the Department of Public Works is slated to take the Rhode Island State Arborist Licensure Examination.

**New Business**

Discussion was held regarding a public program presentation on the correct pruning and planting of trees, along with a tour of the tree farm, in late Q1 of 2017. It was proposed that the presentation take place at the tree farm in conjunction with the tour. Tools for pruning and planting will also be part of the presentation.

Andrew Hunter moved to explore a March 2018 tree farm tour and demonstrations of correct tree pruning and planting. Mark Girard seconded the motion. The motion passed unanimously.

Mark Girard moved to adjourn the meeting and Andrew Hunter seconded the motion. This motion passed unanimously and the meeting adjourned at 7:56 p.m.

Jamestown Tree Preservation and Protection Committee  
Jamestown Philomenian Library  
26 North Road, Jamestown, RI  
Tuesday, June 27, 2017

**Minutes**

**Call to Order:** *The meeting was called to order @ 7:00 pm.*

**Roll Call:**

*Present: Roger Birn, Mark Girard, Lois Migneault, and Jeff Hunter*

*Absent: Elaine Peterson, Peter Kallman, (Tree Warden) Steve Saracino, and George Souza.*

**Reading of Minutes:** *Mark Girard moved for approval, Jeff Hunter seconded and the motion was passed unanimously.*

**Correspondence:** *None*

**Tree Warden Report:** *(see details in the attached report)*

*Report was read by Lois.*

**Old Business**

- Transfer station: Attendees discussed the stonewall at the transfer station.
- Tree and shrub recommendations for Fort Getty Road: Attendees discussed planting options given the overhead wires as well as alternative options for lighting.
- Taylor Point: Lois reported on Taylor Point CRMC Coastal Buffer zone application.

**New Business**

None discussed

**Liaison and Other Reports:** none

**Open Forum-** *No attendees for the Public Forum*

**Adjourn:** *The meeting was adjourned at 7:55 PM. Lois Migneault moved to adjourn the meeting. Mark Girard seconded the motion, all approved.*

2017 Attendance Log

P: Present A: Absent X: Resigned C: Canceled	Jan 24	Feb 21	March 21	April 18	May 16	June 20	July 25	Aug 15	Sept 19	Oct 17	Nov 21	Dec 19
Roger Birn	P	A	P	A	A	P						
Mark Girard	P	P	P	A	P	P						
Peter Kallman	A	A	A	P	P	A						
Andrew Hunter	X	X	X	(new)	P	P						
Lois Migneault	P	P	P	P	A	P						
Elaine Peterson	P	P	P	P	P	A						
Tree Warden Steve Saracino	P	P	P	P	P	A						
Conservation Committee Liaison George Souza	A	P	P	A	A	A						

Jamestown Tree Preservation and Protection Committee  
Jamestown Philomenian Library  
26 North Road, Jamestown, RI  
Tuesday, July 25, 2017

**Minutes**

**Call to Order:** *The meeting was called to order @ 6:50 pm.*

**Roll Call:**

*Present: Elaine Peterson, Mark Girard, Lois Migneault, Jeff Hunter, George Souza, Peter Kallman, and (Tree Warden) Steve Saracino.*

*Absent: Roger Birn*

**Reading of Minutes:** *Minutes were not presented,*

**Correspondence:** *None*

**Tree Warden Report:** *(see details in the attached report)*

**Old Business**

Tree Nursery: Steve visits the nursery on weekends. He has repaired the deer fencing, and mowed and trimmed the grass. Two residents have requested trees.

Jim Rugh, George, and Steve need to look into the possibility that the drip irrigation may have a leak. Peter want to visit the nursery.

Transfer station tree planting plan: Mike Gray determined that tree planting would be done in the fall. Steve will bring the planting plan to the next meeting. Jeff has 200 ft of wire to protect trees at the transfer stations and will provide it to George.

Status of work at Taylor Point for the 2016-2017 ATB grant: Under the ATB grant, TPRA has spent about \$1000 on tools for the volunteers. TPRA has filed CRMC Coastal Buffer Permit applications and are waited for the permits to be issued. At that point Tom Fournier will work for 3 days to clean honeysuckle vines. Taylor Point needs to provide volunteer hours to Steve for the ABT grant town reimbursement. Due date is September 30, 2017.

ATB grant for next year: Suggestions for work under the grant: New Trees for the Nursery, Clearing of invasive plants, Mapping of trees in the community using students from RW college.

Tree and shrub recommendations for Fort Getty Road: Planting will take place in the fall. Selection of plants material is on-going and needs to be approved by the town council.

Town Arborist: Request for Status of arborist certification for Joe Ford, DPW

Annual Programs: Possible programs include the following:

- Tree farm tour
- Planting/pruning/mulch lecture possibility in January 2018

**New Business**

Memorial trees: Suggested that we determine possible planting locations for memorial trees before promoting the Memorial tree program. Committee members are asked to find locations prior to the next meeting.

Additional goals for 2017

Proposed Goal: Obtaining a grant to remove Common Reed (*Phragmites australis*) from Round Marsh (Zeek's Creek). Suggested that Conservation Commission could present to the Tree Committee their experience removing Phragmites.

**Liaison and Other Reports:** none

**Open Forum-** *No attendees for the Public Forum*

**Adjourn:** *The meeting was adjourned at 7:58 PM. Elaine Peterson moved to adjourn the meeting. Mark Girard seconded the motion, all approved.*

**Next Meeting: Tuesday, August 15, 2017**

2017 Attendance Log

P: Present A: Absent X: Resigned C: Canceled	Jan 24	Feb 21	March 21	April 18	May 16	June 20	July 25	Aug 15	Sept 19	Oct 17	Nov 21	Dec 19
Roger Birn	P	A	P	A	A	P	A					
Mark Girard	P	P	P	A	P	P	P					
Peter Kallman	A	A	A	P	P	A	P					
Andrew Hunter	X	X	X	(new)	P	P	P					
Lois Migneault	P	P	P	P	A	P	P					
Elaine Peterson	P	P	P	P	P	A	P					
Tree Warden Steve Saracino	P	P	P	P	P	A	P					
Conservation Committee Liaison George Souza	A	P	P	A	A	A	P					

Jamestown Tree Preservation and Protection Committee  
Jamestown Philomenian Library  
26 North Road, Jamestown, RI  
Tuesday, August 15, 2017

**Minutes**

**Call to Order:** *The meeting was called to order @ 6:40 pm.*

**Roll Call:**

*Present: Elaine Peterson, Mark Girard, Lois Migneault, Jeff Hunter, George Souza, Peter Kallman, Roger Birn, and (Tree Warden) Steve Saracino.*

**Reading of Minutes:**

Minutes for June: Approved

Minutes for July: Approved

**Correspondence:** *None*

**Tree Warden Report:** *(see details in the attached report)*

**Old Business**

**Tree Removals:**

Jessica Donaldson 26 West Street requested a Town Hall Tree Removal

Barbara Van Sciver 17 Knolls Court requested a tree removed or pruned to restore the view

□

**Fort Getty:**

Steve discussed the items in his report relative to his conversations with Jeff Boal. Abby is still reviewing the list for planting this fall. Still under discussion are the transition curves of the road, the 5 maples near the house that are in poor condition, and the possibility of extending the planting in another phase to the Fort Getty Shack.

Jamestown Tree Committee Members will meet with Jeff Boals on Friday August 25, 2017 at 7:30AM to discuss the plantings.

**Transfer station tree planting plan:**

Planting will begin in the fall at the Transfer Station. Steve provided the committee with lists of plants for each of the 3 areas to be planted. They will be sourced from Morning Star Nursery. Report contains details on on-going work and requests for 3 trees.

**Taylor Point:** 2016-2017 ATB grant: Under the ATB grant, TPRA has spent about \$1000 on tools for the volunteers. CRMC Coastal Buffer Permit applications has still not yet been granted. TPRA still plans on using Tom Fournier for 3 days to clean honeysuckle vines. Due date is September 30, 2017.

**JT Tree Committee Lecture Series:** Roger Birn moved to hold the Planting/pruning/mulching and tool demonstration in March of 2018. Mark Girard seconded the motion, all approved. This lecture will be a do & don't lecture. Committee Members are asked to supply images and videos that might be useful for the presentation.

**Town Arborist:** Steve reported that Joe and Brendon would be obtaining their Arborist licenses this fall.

**Possible Locations for Memorial Trees:**

- Battery
- Along the Bike Path
- Kit Wright Trail at Fort Getty
- NE of Circular parking lot of Taylor Point
- Near the Memorial circle at Fort Getty
- At Broad Street Park-Dock
- Reservoir (Conifers Only)
- At other Rights-of-Ways

**New Business**

**ATB grant for 2018:** Suggestions for work under the grant: New Trees for the Nursery, Clearing of invasive plants, Mapping of trees in the community using students from RW college.

**Liaison and Other Reports:** *none*

**Open Forum-** No attendees for the Public Forum

**Adjourn:** The meeting was adjourned at 7:49 PM. Mark Girard moved to adjourn the meeting. Elaine Peterson seconded the motion, all approved.

**Next Meeting: Tuesday, September 15, 2017**

2017 Attendance Log

P: Present A: Absent X: Resigned C: Canceled	Jan 24	Feb 21	March 21	April 18	May 16	June 20	July 25	Aug 15	Sept 19	Oct 17	Nov 21	Dec 19
Roger Birn	P	A	P	A	A	P	A	P				
Mark Girard	P	P	P	A	P	P	P	P				
Peter Kallman	A	A	A	P	P	A	P	P				
Andrew Hunter	X	X	X	(new)	P	P	P	P				
Lois Migneault	P	P	P	P	A	P	P	P				
Elaine Peterson	P	P	P	P	P	A	P	P				
Tree Warden Steve Saracino	P	P	P	P	P	A	P	P				
Conservation Committee Liaison George Souza	A	P	P	A	A	A	P	P				



Jamestown Tree Preservation and Protection Committee  
Jamestown Philomenian Library  
26 North Road, Jamestown, RI  
Tuesday, September 19, 2017

**Minutes**

**Call to Order:** The meeting was called to order @ 6:46 pm.

**Roll Call:**

**Present:** Elaine Peterson, Mark Girard, Lois Migneault, Jeff Hunter, George Souza, Roger Birn, and (Tree Warden) Steve Saracino

**Absent:** Peter Kallman

**Reading of Minutes:**

Minutes for August: Mark Girard moved to approve the minutes. Roger Birn seconded the motion, all approved.

**Correspondence:** None

**Tree Warden Report:** (see details in the attached report)

**Old Business**

**Tree Removals:** None

**Fort Getty:**

Plantings will be done in stages. Groupings of plants will be repeated along the distance of the island designated for plantings. The area near the house will have the maples removed and replaced with larger trees that will be provide by Jeff Boal. The plan will be presented to Andy Nota next week.

Steve will travel with Mike Gray to nurseries to source tree material. Morning Star nursery is one that they will visit.

**Transfer station tree planting plan:**

Jeff Hunter suggested that Sweet Gum is a tree that might be added to the plantings at the transfer station.

**JT Tree Committee Lecture Series:** Lois Migneault moved to hold the pruning lecture in February of 2018. Jeff Hunter seconded the motion, all approved. Jeff suggested that the Katsura tree in front of the library might be pruned during the lecture.

**Taylor Point:** 2016-2017 ATB DEM Grant: Lois will provide Steve with volunteer hours, tool expenditures, and consultant payments. Due date is September 30, 2017.

**Town Arborist:** Steve will look into the dates for Arborists tests that Joe and Brendon would taking this fall.

**Memorial Trees:**

The Conservation Commission suggested that a memorial tree be planted for William Kitts at the school. The family needs to be spoken to about this possibility.

**ATB grant for 2018:** Continued the conversation on mapping of trees in the community using students from RW college. An alternative to this is tree plantings.

**New Business:** None

**Liaison and Other Reports:** None

**Open Forum-** No attendees for the Public Forum

**Adjourn:** The meeting was adjourned at 7:57 PM. Jeff Hunter moved to adjourn the meeting. Mark Girard seconded the motion, all approved.

**Next Meeting: Tuesday, November 21, 2017**

2017 Attendance Log

P: Present A: Absent X: Resigned C: Canceled	Jan 24	Feb 21	March 21	April 18	May 16	June 20	July 25	Aug 15	Sept 19	Oct 17	Nov 21	Dec 19
Roger Birn	P	A	P	A	A	P	A	P	P			
Mark Girard	P	P	P	A	P	P	P	P	P			
Peter Kallman	A	A	A	P	P	A	P	P	A			
Andrew Hunter	X	X	X	(new)	P	P	P	P	P			
Lois Migneault	P	P	P	P	A	P	P	P	P			
Elaine Peterson	P	P	P	P	P	A	P	P	P			
Tree Warden Steve Saracino	P	P	P	P	P	A	P	P	P			
Conservation Committee Liaison George Souza	A	P	P	A	A	A	P	P	P			

Jamestown Tree Preservation and Protection Committee  
Jamestown Philomenian Library  
26 North Road, Jamestown, RI  
Tuesday, October 24, 2017

**Minutes**

**Call to Order:** The meeting was called to order @ 6:49 pm.

**Roll Call:**

**Present:** Elaine Peterson, Mark Girard, Lois Migneault, Andrew Hunter, George Souza, Peter Kallman, Roger Birn, Dick Lynn(new member), and (Tree Warden) Steve Saracino

**Absent:**

**Reading of Minutes:**

Minutes for September: Roger Birn moved to approve the minutes Mark Girard. seconded the motion, all approved.

**Correspondence:** None

**Tree Warden Report:** (report included below)

**Old Business**

**Tree Removals:** None

**Fort Getty:**

Andy Nota and Mike Gray will present the list of Plant Material to the Town Council at the November meeting. Planting will be start in the spring.

**Taylor Point:** 2016-2017 ATB DEM Grant expenditures were submitted to DEM by September 30.

**Transfer station tree planting plan:**

Andrew Hunter suggested that Sweet Gum is a tree that might be added to the plantings at the transfer station. Steve Saracino and Mike Gray have tagged these trees.

**JT Tree Committee Lecture Series:** Tree Farm tour and planting/pruning/tool demonstration, February 10, 2018. Committee decided on a start time of 10AM. Andrew suggested pruning the Katsura Tree (Cercidiphyllum) for the pruning demonstration.

**Memorial Trees for William Kitts:**

Elaine will speak with school superintendent about planting a tree and plaque on school property to honor William Kitts who recently died.

Andrew Hunter offered to talk with Mr. Kitts' parents about the tree and plaque to determine if his parents would be receptive to a tree and plaque. He will discuss with them a variety of tree options as provided by Steve Saracino. Elaine Peterson will have the plaque made. Plaque wording is restricted to "In memory of" or "Honoring." Steve Saracino will coordinate tree sourcing and planting.

**ATB grant for 2018:** This grant is due in December. Andrew Hunter made a motion to request funding for tree planting on Narragansett Avenue. Mark Girard seconded the motion, all approved.

**New Business:**

**Tree City USA:** Steve is working on this submittal with Cheryl Fernstrom

**Liaison and Other Reports:** None

**Open Forum-** No attendees for the Public Forum

**Adjourn:** The meeting was adjourned at 7:57 PM. Andrew Hunter moved to adjourn the meeting. Mark Girard seconded the motion, all approved.

**Next Meeting: Tuesday, November 21, 2017**

2017 Attendance Log

P: Present A: Absent X: Resigned C: Canceled	Jan 24	Feb 21	March 21	April 18	May 16	June 20	July 25	Aug 15	Sept 19	Oct 17	Nov 21	Dec 19
Roger Birn	P	A	P	A	A	P	A	P	P	P		
Mark Girard	P	P	P	A	P	P	P	P	P	P		
Peter Kallman	A	A	A	P	P	A	P	P	A	P		
Andrew Hunter				P	P	P	P	P	P	P		
Dick Lynn										P		
Lois Migneault	P	P	P	P	A	P	P	P	P	P		
Elaine Peterson	P	P	P	P	P	A	P	P	P	P		
Tree Warden Steve Saracino	P	P	P	P	P	A	P	P	P	P		
Conservation Committee Liaison George Souza	A	P	P	A	A	A	P	P	P	P		



**Town of Jamestown  
Tax Assessor**

**93 Narragansett Avenue  
Jamestown, RI 02835**

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

To: COUNCIL PRESIDENT TROCKI, JAMESTOWN TOWN COUNCIL

From: CHRISTINE BROCHU, JAMESTOWN TAX ASSESSOR

Subject: ABATEMENTS/ADDENDA OF TAXES FOR THE **January 16, 2018** MEETING

**REAL PROPERTY/TANGIBLE ABATEMENTS TO 2017 TAX ROLL**

#03-0180-75 Cardin, Paul A & Diane J	Plat 9, Lot 700 transferred on 01-03-2018 to Account #04-0912-18	\$6,177.40
#11-0460-00 Knight, Winston & Judith Trustees	Plat 8, Lot 249 transferred on 12-27-2017 to Account #02-0854-99	\$7,483.96
#16-1250-00 Preston RE 24 LLC	Plat 8, Lot 604 transferred on 12-27-2017 to Account #02-0201-35	\$4,409.35

**ADDENDA TO 2017 TAX ROLL**

#02-0201-35 Barnes, David T.	Plat 8, Lot 604 transferred on 12-27-2017 from Account #16-1250-00	\$4,409.35
#02-0854-99 Bois, Steven G	Plat 8, Lot 249 transferred on 12-27-2017 from Account #11-0460-00	\$7,483.96
#04-0912-18 Drzal, Michael P & Rebecca B	Plat 9, Lot 700 transferred on 01-03-2018 from Account #03-0180-75	\$6,177.40

<b>TOTAL ABATEMENTS</b>	<b>\$ 18,070.71</b>
<b>TOTAL ADDENDA</b>	<b>\$ 18,070.71</b>

RESPECTFULLY SUBMITTED,

*Christine Brochu*

CHRISTINE BROCHU,  
TAX ASSESSOR

Town of Jamestown as an abutter.

Town Property: Plat 5, Lots 283, 343, & 344.

TOWN OF JAMESTOWN  
ZONING BOARD OF REVIEW  
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE JAMESTOWN ZONING BOARD OF REVIEW WILL HOLD A PUBLIC HEARING January 23, 2018, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT **7:00** P.M. UPON THE FOLLOWING:

Application of Kayleigh E. Melroy, whose property is located at 76 Nautilus St. and further identified as Assessor's Plat 5, Lot 325 for a Special use permit from Article 82, Section 314.C & 82-601 Special Use Permits to construct an 8'x 16' addition as an extension of kitchen & bath in sub district A, high groundwater district. Said property is located in a R40 zone and contains 14,374 sq. ft.

BY ORDER OF THE ZONING BOARD OF REVIEW  
RICHARD BOREN, CHAIRMAN  
CHRIS COSTA, ZONING OFFICER

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

Town of Jamestown as an abutter.

Town Property: Plat 11, Lot 39

TOWN OF JAMESTOWN  
ZONING BOARD OF REVIEW  
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE JAMESTOWN ZONING BOARD OF REVIEW WILL HOLD A PUBLIC HEARING January 23, 2018 AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT **7:00** P.M. UPON THE FOLLOWING:

Application of Geoffrey Hamlin, whose property is located at Battery Lane. and further identified as Assessor's Plat 11, Lot 38 for a Variance from Article 3, Section 82-316 Pools and tennis courts and 82-302 table 3-2 accessory setbacks, to allow a portion of tennis court that is impinging on side setback to be 11' where a 20' side setback is required. Said property is located in a RR-80 zone and contains 5.28 acres

BY ORDER OF THE ZONING BOARD OF REVIEW  
RICHARD BOREN, CHAIRMAN  
CHRIS COSTA, ZONING OFFICER

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

Town of Jamestown as an abutter.

Town Property: Plat 8, Lot 440

TOWN OF JAMESTOWN  
ZONING BOARD OF REVIEW  
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE JAMESTOWN ZONING BOARD OF REVIEW WILL HOLD A PUBLIC HEARING January 23, 2018 AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT **7:00** P.M. UPON THE FOLLOWING:

Application of Andrea Colognese et Doriana Carella, whose property is located at 2 Watson Avenue, and further identified as Assessor's Plat 8, Lot 774 for a Special use permit from Article 6, Section 82-601 Special Use Permits and Article 3 table 3-1 Restaurant with Alcohol beverages to obtain the right to sell alcoholic beverages at Village Hearth bakery/café, with no other changes in already permitted operation. Said property is located in a CL zone and contains 7000 sq. ft.

BY ORDER OF THE ZONING BOARD OF REVIEW  
RICHARD BOREN, CHAIRMAN  
CHRIS COSTA, ZONING OFFICER

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





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

## **JANUARY 2018 CALENDAR**

- Tuesday, January 9**      **Semimonthly Meeting.** Administration Building, Conference Room A, One Capitol Hill, Providence, RI.  
**6:00 p.m.**
- Tuesday, January 16**      **Policy and Planning Subcommittee Meeting.** CRMC Conference Room, Oliver Stedman Government Center, 4808 Tower Hill Road, Wakefield, RI.  
**8:30 a.m.**
- Tuesday, January 23**      **ROW Subcommittee Meeting.** Administration Building, Conference Room A, One Capitol Hill, Providence, RI.  
**5:45 p.m.**
- Tuesday, January 23**      **Semimonthly Meeting.** Administration Building, Conference Room A, One Capitol Hill, Providence, RI.  
**6:00 p.m.**
- Friday, January 26**      **Administrative Fine Hearings.** CRMC Conference Room, Oliver Stedman Government Center, 4808 Tower Hill Road, Wakefield, RI.  
**9:30 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

Town Clerk's Office  
93 Narragansett Avenue  
Jamestown, RI 02835  
423-7282 ~ fax: 423-7230

December 1, - November 30,

## Holiday License

RECEIVED  
TOWN OF JAMESTOWN, RI  
17 DEC 20 AM 9:21

*Please provide the Town Clerk's office with the following:*

Retail Sales Tax Permit

Holiday License Fee \$20.00

Name of Applicant ( Corporation Name): zeeK creek bait + tackle Inc.

DBA:

Business Address: 194 North Rd

Business Phone: 423-1170

Hours of Operation: May - June 12 - 6 pm daily Sept - Columbus Day 9 - 7pm daily July, Aug 9 - 7pm daily + 1st week sept

Owner Address: 11 Mercy Weeden Ct Owner Phone: 423-2419


Signature of Applicant: Megyn K. Zeck

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.


**For Office Use Only**

*Approval: Please Sign & Date*

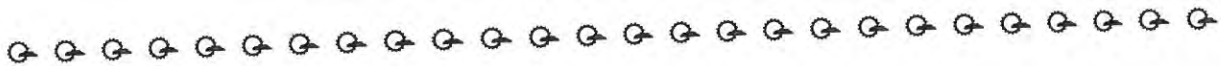
Chief of Police: \_\_\_\_\_

Fire Chief:  12.20.17

Zoning Official: \_\_\_\_\_

Water & Sewer Clerk:  1/4/18

Tax Collector:  12/20/17



This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2017 for the period of **December 1, 2017 to November 30, 2018**.

Issued: \_\_\_\_\_

\_\_\_\_\_  
Cheryl A. Fernstrom, CMC, Town Clerk



## Rhode Island Moving Forward 2040 Upcoming Public Workshops

The Rhode Island Division of Planning at the Department of the Administration has scheduled a second round of public workshops to craft a vision, goals, and investment priorities for the state's transportation network over the next 20 years. The Division is developing the Rhode Island Long Range Transportation Plan titled *Rhode Island Moving Forward*. This plan also includes completion of a Statewide Bicycle Mobility Plan focused on cycling needs of the state residents. Transportation influences Rhode Island residents in a variety of ways such as supporting neighborhood retail, small business, travel, tourism, jobs, the environment, and health.

By identifying future needs of our roads, highways, transit, bicycle and pedestrian network, informed decisions can be made on how to set priorities for transportation spending in future years that will address the needs of Rhode Island residents and business owners.

Over the month of September three public workshops were held in Pawtucket, Narragansett, and Bristol, with a focus on determining participants' transportation priorities. "I think it is important that we have alternatives to getting in our own cars and driving by ourselves, whether it is ride sharing, bus routes that connect towns, or better bicycle access," Richmond resident Helen Drew said at September's Narragansett workshop. The second round of workshops will look at specific transportation goals and how we can achieve the transportation network Rhode Islanders want.



The next round of public workshops will focus on Visioning & Goals.

Check out [www.PlanRI.com](http://www.PlanRI.com) for more information!

**Tuesday, January 23:** South Kingstown, Neighborhood Guild

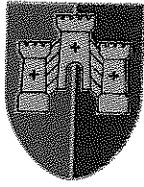
**Wednesday, January 24:** Providence, West End Community Center

**Wednesday, January 31:** Newport, Edward King House

Printable flyers can be downloaded here if you'd like to help us spread the word: [S. Kingstown, Providence, Newport](#)

Thank you for your support!





# TOWN OF EXETER, RI

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**TOWN COUNCIL**

Kevin P. McGovern, President  
Daniel W. Patterson, Vice President  
Calvin A. Ellis  
Francis T. Maher, Jr.  
Raymond A. Morrissey, Jr.

675 Ten Rod Road  
Exeter, R.I. 02822  
Ph: (401) 294-3891  
Fax: (401) 295-1248  
clerk@town.exeter.ri.us

## STATE OF RHODE ISLAND TOWN OF EXETER

### RESOLUTION

No. 2017-06

### IN SUPPORT OF AMENDING ACT RELATING TO TAXATION

**WHEREAS:** The Citizens of the Town of Exeter have repeatedly mandated its Town Council and Planning Board to act on their behalf and to do all in their power to maintain the “rural character” of the Town and advance the economic viability of the Town; and

**WHEREAS:** The Town of Exeter supports the use of renewable energy that is compatible with the rural character of the Town of Exeter as reflected in the Exeter Comprehensive Plan; and

**WHEREAS:** The Town of Exeter is a rural community without infrastructure such as electrical power generation, public water supplies, or a sewer system; and

**WHEREAS:** Current legislation is intended to provide an incentive to promote residential renewable energy at a scale that is compatible with rural character and lifestyle of the Town of Exeter, and

**WHEREAS:** This current legislation to promote residential renewable energy would be more effective and beneficial to the citizenry of Exeter by extending the tax credit as a carryover; and

**WHEREAS:** This tax credit and proposed extended carryover would enhance the intent of this statute, which is to promote new renewable energy projects and provide added stimulus for the growth of the residential renewable energy industry in Rhode Island; and

**WHEREAS:** Would consequently contribute to the long-range improvement of both the Town of Exeter and the State of Rhode Island economies.


**NOW, THEREFORE, BE IT RESOLVED:**

That the Exeter Town Council expresses its support of the substance, intent, and spirit of the proposed legislation to promote residential renewable energy, *and herein recommends amending SECTION 44-57-1 to remove the tax credit carryover restriction and allow any credit not used in accordance with subsection (b) of this section to be carried over to the next following year or three years maximum*, and cause a copy of this resolution to be mailed to Governor Gina Raimondo, Senate President Domenic Ruggiero, Speaker of the House Nicholas Mattiello, State Senator Elaine Morgan, and State Representative Justin Price and Julie Casmiro.

**ADOPTED BY VOTE OF THE EXETER TOWN COUNCIL THIS 2<sup>ND</sup> DAY OF JANUARY, 2018.**



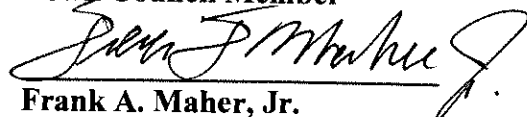
**Kevin P. McGovern  
Town Council President**



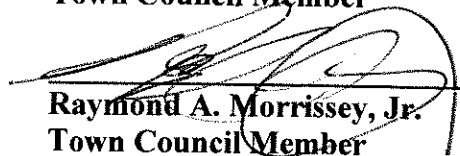
**Daniel W. Patterson  
Town Council Vice President**



**Calvin A. Ellis  
Town Council Member**

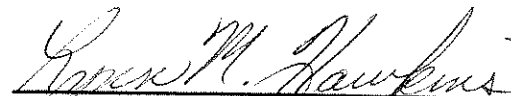


**Frank A. Maher, Jr.  
Town Council Member**



**Raymond A. Morrissey, Jr.  
Town Council Member**

**IN WITNESS WHEREOF, I HEREBY SET MY HAND AND THE OFFICIAL SEAL OF THE TOWN OF EXETER THIS 2<sup>ND</sup> DAY OF JANUARY, 2018.**



**Lynn M. Hawkins, CMC  
Town Clerk**