



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
**93 Narragansett Avenue**  
**Monday, October 15, 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) September 17, 2018 (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
- D) Communications
  - 1) Letter of Gay Herud Green to the Jamestown Technical Review Committee requesting administrative review and consideration of separate metering for Accessory Family Dwelling Units

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

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

- A) Presentations: Police Chief Edward A. Mello and Town Administrator Andrew E. Nota
- 1) Jamestown Police Department Life Saving Award
    - a) Sergeant Joel Pinocci, Jamestown Police Department
    - b) Officer Chad Specht, Jamestown Police Department
  - 2) Jamestown Police Department Unit Citation
    - a) Detective Matthew Bohanan, Sutton, MA Police Department
    - b) Trooper Andrew Elsing, Rhode Island State Police
    - c) Lieutenant Michael Naylor, Newport Police Department
    - d) Sergeant Karen Catlow, Jamestown Police Department
    - e) Officer Ronald Jacobson, Jamestown Police Department
    - f) Dispatcher Robert Rexter, Jamestown Police Department

**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.*

**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) Connect Greater Newport Economic Development Initiative
  - 2) East Ferry Project Update
  - 3) Update of Water Division hire
  - 4) Water Resources Protection Committee

**VIII. UNFINISHED BUSINESS**

*For past discussion documentation, please visit <http://www.jamestownri.gov/town-government/town-council/town-council-meetings-minutes/2018-meetings-minutes/2018-meetings>*

- A) Update on recent Police activities, as requested by Councilor Blake A. Dickinson: Police Chief Edward A. Mello; review, discussion and/or potential action and/or vote
- B) Upcoming Meetings and Sessions – dates and times
  - 1) Scheduling of public information session for Golf Course, Library and School Bonds, continued from October 1, 2018; review, discussion and/or potential action and/or vote
  - 2) Town Council Meeting Schedule – November 5<sup>th</sup>, 6:30 p.m.; review, discussion and/or potential action and/or vote

**IX. NEW BUSINESS**

- A) Water supply concerns in the Jamestown Shores; review, discussion and/or potential action and/or vote

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

- A) Appointments
  - 1) Ad Hoc Committee for Public Art: Appointment of ten (10) Members; review, discussion and/or potential action and/or vote

**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) October 1, 2018 (interview session)
  - 2) October 1, 2018 (regular meeting)
  - 3) October 1, 2018 (executive session)
- B) Minutes of Town Boards/Commissions/Committees
  - 4) Jamestown Planning Commission (06/20/2018)
  - 5) Jamestown Planning Commission (07/18/2018)
  - 6) Jamestown Planning Commission (08/15/2018)
  - 7) Jamestown Planning Commission (09/05/2018)
- C) CRMC Notices
  - 1) Public Notice of Application of Timothy Lemmon for an Assent to construct and maintain a Hybrid shoreline protection facility consisting of a Riprap Toe protection and coir logs and plantings landward at North Main Road, Plat 3 Lot 566, West Passage of Narragansett Bay
  - 2) Public Notice of Proposed Amendment to the Aquidneck Island SAMP – Coastal Development Regulations, with public comment period ending 11/08/2018
  - 3) Public Notice of Proposed Amendment to the Metro Bay SAMP – Urban Coastal Greenway, with comment period ending 11/08/2018
- D) Abatements/Addenda of Taxes
  - Total Abatements: \$43,247.30      Total Addenda: \$43,038.99
  - 1) Motor Vehicle Abatements to 2018 Tax Roll
    - Account/Abatement Amount**
    - a) 07-0850-74M      \$ 57.49
    - b) 11-0183-00M      \$ 126.84
  - 2) Real Estate/Tangible Abatements to 2018 Tax Roll
    - Account/Abatement Amount**
    - a) 02-1620-00      \$ 9,956.78
    - b) 03-0150-00      \$ 4,663.16
    - c) 04-0343-25      \$ 4,246.97
    - d) 05-0289-50      \$ 1,029.26

- e) 06-0168-60 \$13,680.36
- f) 13-2095-66 \$ 9,486.44
- 3) Addenda to 2018 Real Estate Tax Roll
  - Account/Addenda Amount**
  - a) 02-0632-65 \$13,680.36
  - b) 07-0590-65 \$ 9,486.44
  - c) 07-0640-30 \$ 4,246.97
  - d) 13-1396-45 \$ 4,813.16
  - e) 13-1561-65 \$ 600.15
  - f) 13-2095-66 \$ 9,956.78
- 4) Addenda to 2018 Motor Vehicle Tax Roll
  - Account/Addenda Amount**
  - a) 01-0570-65M \$ 255.13
- E) One Day Event/Entertainment License Applications
  - 1) Applicant: Jamestown Recreation Dept. and Police Dept.  
 Event: November Neon Night 5K Run/Walk  
 Date: November 3, 2018  
 Location: Fort Getty
  - 2) Applicant: Tom Harris  
 Event: Jamestown Christmas Tree Lighting Ceremony  
 Date: December 1, 2018  
 Location: East Ferry

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

- A) Communications
  - 1) Email of Jamestown Arts Center Chair Dianne Grippi offering JAC advisory services and assistance to the Jamestown Ad Hoc Committee for Public Art
  - 2) Invitation of Codac Behavioral Healthcare to the “Celebration of 40 Years Serving Newport County” event on Thursday, October 25, 2018, 5:00 p.m. to 8:00 p.m., The Young Building, Salve Regina University

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

- A) Liquor License Renewals Public Hearing (November 5)
- B) Victualing with Extended Hours License Renewal Public Hearing (November 5)
- C) Victualing/Holiday/Multi License Renewals (November 5)
- D) Review and possible approval of a Memorandum of Understanding between the Town of Jamestown and Friends of the Jamestown Seniors, Inc. re: Senior programs and Senior Center use (November 5)

**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 not less than three (3) business days prior to the meeting.

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

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

Monday, September 17, 2018

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 6:37 PM by Commission President Kristine S. Trocki.

The following members were present:

Michael White, Vice -President  
Blake A. Dickinson  
Mary E. Meagher  
Eugene B. Mihaly

Also present were:

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

**AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS**

(None)

**READING AND APPROVAL OF MINUTES**

1) 08/20/18 (regular meeting)

Motion was made by Commissioner Dickinson, seconded by Commissioner White to accept the 08/20/18 regular meeting minutes. So unanimously voted.

**OPEN FORUM**

Commission President Trocki noted that this open forum would be for water and sewer matters only.

1) Scheduled requests to address:

(No scheduled requests)

2) Non-scheduled request to address:

(No non-scheduled requests)

## REPORT OF TOWN OFFICIALS

### 1) **Pumping Report:**

The Public Works Director reported the following:

- Pumping was average for the month of August.
- JR-1 was turned off when groundwater levels dropped due to dry conditions.
- Rainfall was up for the month of August and compared to the previous few months.
- Transfer pumping is in service and will be used on an as needed basis.
- North Reservoir @ 35MG, usable storage-60MG
- South Pond is @ capacity, usable storage-6MG

### 2) **Town project reports:** *(See attached Project Update Report dated September 2018)*

The Public Works Director reported the following:

#### **Treatment Plant**

- Water Department staff has been working at the North Reservoir to try to determine the cause of elevated turbidity levels in the raw water entering the treatment plant.
- Sam Patterson assisted with the inspection of the connection in the reservoir at the inlet to the transmission main.
- The source of the elevated turbidity levels has not yet been determined.
- Water Department staff has installed emergency bypass piping over the dam to isolate the main pipe through the dam to determine if water quality improves.
- The original pipe is more than 100 years old.

#### **Transfer Pumping/Reservoir**

- Highway staff has been preparing the site at the South Pond Dike area.

#### **Wastewater Treatment Plant**

- Highway staff will begin the sewer main replacement (900 linear feet) project on Grinnell Street on Monday, September 24<sup>th</sup>. This section of the road will be closed to traffic and the neighborhood will be notified and will be asked to cooperate.

Saverio Rebecchi of 13 Sail Street asked for clarification on how water staff measures the level of the well. The Public Works Director briefly explained the process and stated when conditions are dry, they do not want the level of water to go below the pump and that this is why pumping was discontinued.

Commission consensus: To accept the Public Works Director's reports, as presented.

### 4) **Finance Director's Report**

Commission consensus: To accept the Finance Director's Report, as presented.

## LETTERS AND COMMUNICATIONS

(None)

## UNFINISHED BUSINESS

(None)

## NEW BUSINESS

1) **Application of H. P. Bunaes** (Plat 12, Lot 205; 25 Hull Cove Street) for **utility service connection** (water only)

Commission President Trocki stated that the Commission has reviewed the application of Mr. Bunaes and it appears as though there is a well test report, which states that the existing well does not meet the flow standard.

Following brief discussion and clarification on a few items, motion was made by Commissioner Dickinson, seconded by Commissioner Mihaly to approve the application of H. P. Bunaes (Plat 12, Lot 205; 25 Hull Cove Street) for utility service connection (water only), subject to the following, as recommended by the Public Works Director:

- The applicant must install water efficient plumbing fixtures and toilets.
- The applicant must pay the required connections fees.

Motion so unanimously voted.

## TOWN BUSINESS

(None)

## ADJOURNMENT

There being no further business before the Commission, motion was made by Commissioner Mihaly, seconded by Commissioner Meagher to adjourn the Water and Sewer meeting at 6:50 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**

September 2018

### **WELLS**

JR-1, JR-3

- JR-1 was turned off when groundwater levels dropped due to the dry conditions we are experiencing.

### **TREATMENT PLANT**

- The water department Staff have been dealing with elevated turbidity levels in the raw water at treatment plant. Increased turbidity is problematic for instrumentation, water chemistry and reduces run times for the membrane filters causing additional backwashing and increasing vacuum pressures. Over the past two weeks we have been investigating the transmission main immediately downstream of the reservoir and with assistance from Sam Patterson we have inspected the connection in the reservoir at the inlet to the transmission main. To date we have not determined the source. Staff installed our emergency bypass piping over the dam so that we can isolate the main pipe through the dam to determine if water quality improves and to do a more detailed inspection of our transmission main through the dam. This pipe is more than 100 years old.

### **TRANSFER PUMPING/RESERVOIR**

- Transfer pumping has been placed into service and will be used as needed to pump water to North Reservoir.
- During the past week the DPW has been preparing the site access to the South Pond Dike area. We will be using an existing path on the westerly side of the reservoir for getting equipment and materials to the site. Crews have been placing stone on the path, trimming vegetation, and installing erosion controls. Two trees that are within the limits of work were also removed. We will monitor the weather to determine if work can proceed over the next few weeks or if we will need to delay the project. The recent rains have an impact on the construction entrance and the work adjacent to the dam.

### **DISTRIBUTION SYSTEM**

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 35 MG

Usable Storage 60 Million Gallons

### **WASTEWATER TREATMENT PLANT**

- The monthly average daily flow at the treatment plant for August was 0.133 million gallons per day. The peak daily flow was 0.247 million gallons. The permitted monthly average flow is 0.73 million gallons per day.
- The sewer main replacement project on Grinnell Street is tentatively scheduled to begin the week of September 17<sup>th</sup>. Wolfe Construction will be replacing approximately 900 linear feet of sewer main.

## **Project Update October 2018**

### **WELLS**

JR-1, JR-3

- JR-1 was turned off when groundwater levels dropped due to the dry conditions we are experiencing.

### **TREATMENT PLANT**

- Over the past several weeks the water department has been investigating the source for high turbidity in the raw water from the reservoir. The raw water transmission main that runs through the dam was turned off and water was siphoned over the dam using our emergency bypass piping. Turbidity levels dropped within hours. The transmission main was flushed for an extended period of time using the bypass piping. Sam Paterson provided diving services to install a new connection on the entrance to the transmission main. The transmission main was placed back on line and has been in use for the past week. Raw water entering the plant has improved since that time. We are working on a permanent pipe and connection to eliminate future problems at the entrance to the main at the reservoir.
- John Salafia was hired as the third operator within the water department. He has 5 years of experience within the water industry and has a Grade II treatment plant license.

### **TRANSFER PUMPING/RESERVOIR**

- Transfer pumping has been placed into service and will be used as needed to pump water to North Reservoir.
- The recent rains have impacted the construction area at South Pond. Work has been postponed.

### **DISTRIBUTION SYSTEM**

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 36 MG

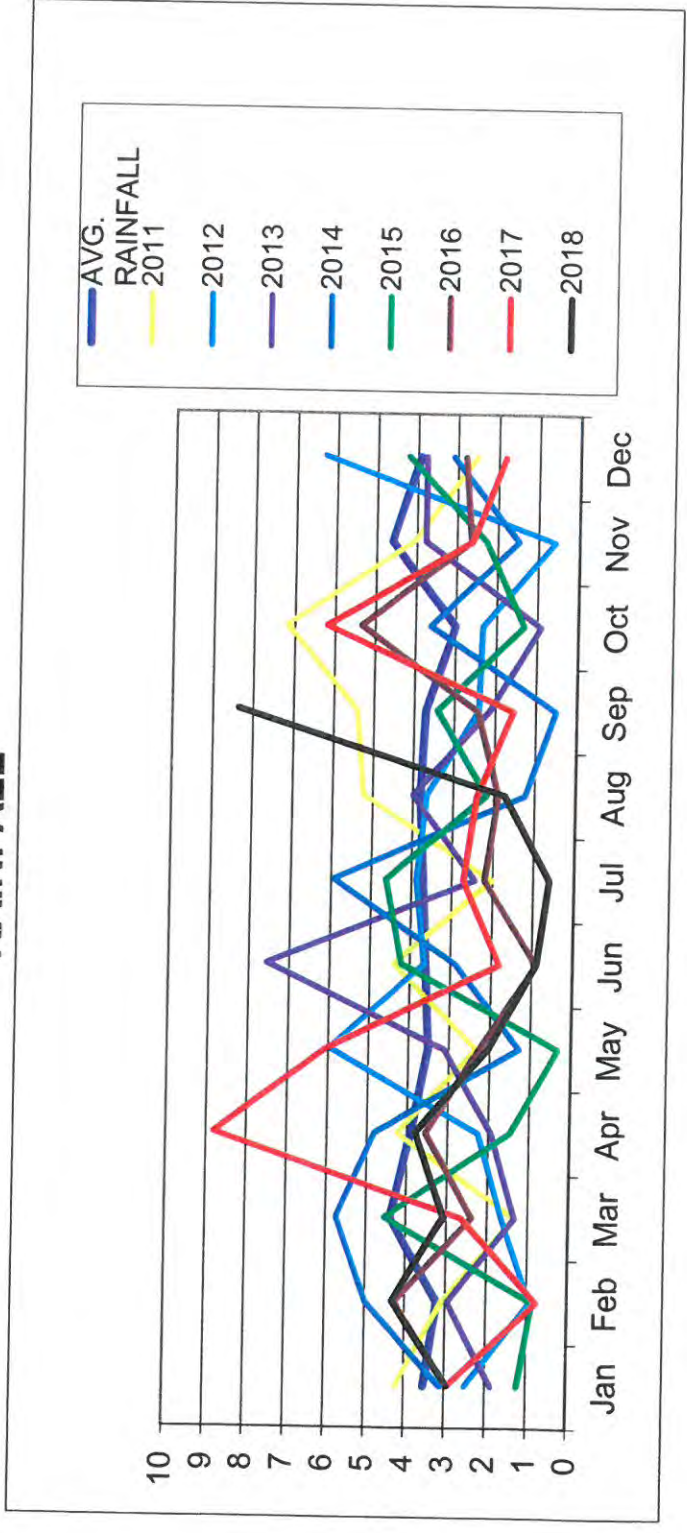
Usable Storage 60 Million Gallons

### **WASTEWATER TREATMENT PLANT**

- The monthly average daily flow at the treatment plant for September was 0.1503 million gallons per day. The peak daily flow was 0.362 million gallons. The permitted monthly average flow is 0.73 million gallons per day.
- The sewer main replacement project on Grinnell Street began the week of September 17<sup>th</sup>. This project includes the replacement of 900 linear feet of sewer main and installation of new services within the Town Right of Way. The project is approximately 50% complete.

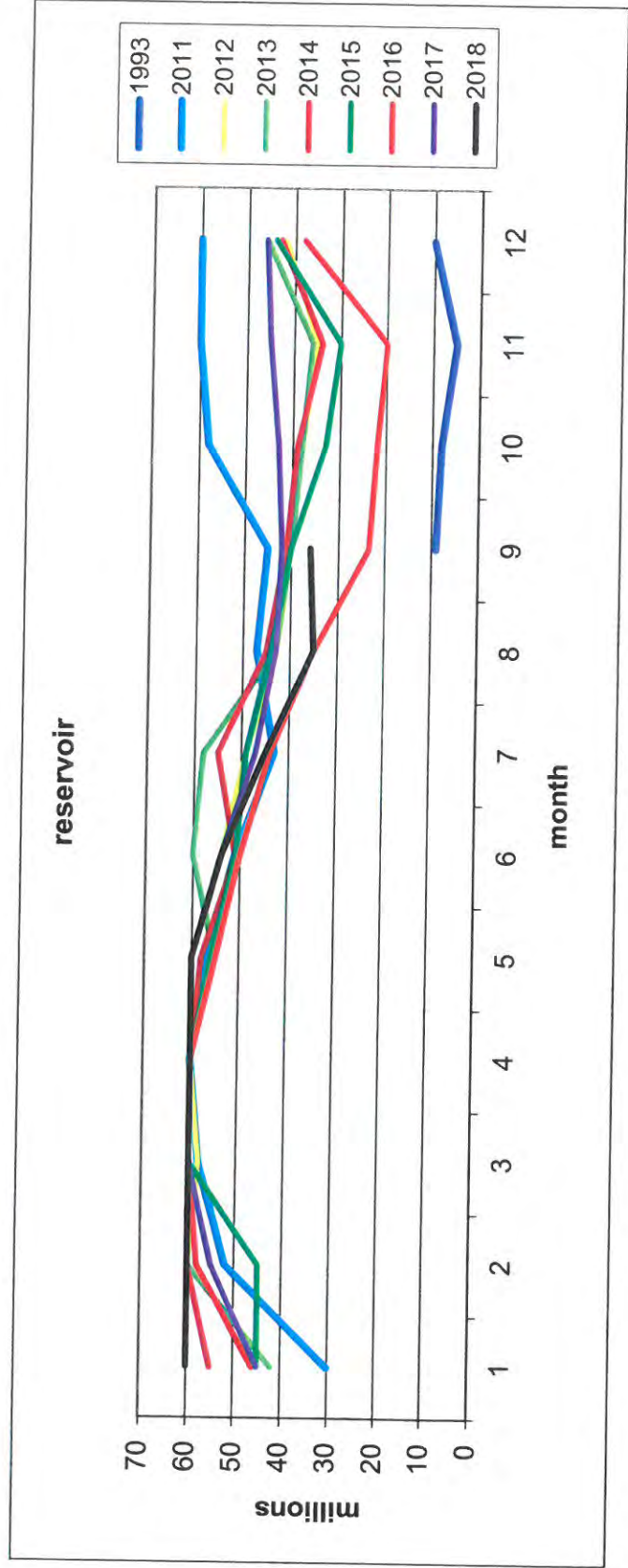
	2010	2011	2012	2013	2014	2015	2016	2017	2018
Jan	3.5	1.1	2.49	1.85	3.1	1.22	2.94	2.94	2.94
Feb	3.2	2.2	0.93	2.94	4.98	0.86	4.25	0.76	4.33
Mar	4.4	1.32	1.64	1.32	5.74	4.53	2.36	2.62	3.07
Apr	3.9	1.77	2.24	1.92	4.8	1.47	3.53	8.8	3.79
May	3.5	1.69	5.97	3.11	1.27	0.32	2.24	6.03	2.03
Jun	3.6	4.11	3.64	7.55	2.86	4.2	0.89	1.79	0.89
Jul	3.7	2.4	3.86	2.42	5.93	4.63	2.19	2.7	0.61
Aug	3.8	2	3.64	3.98	1.23	2.17	1.88	2.4	1.73 Deficit-10.2"
Sep	3.7	2.4	2.39	2.13	0.5	3.41	2.42	1.54	8.35 Deficit-5.62
Oct	3	4	2.33	0.9	3.61	1.31	5.33	6.18	
Nov	4.6	3.4	0.58	3.76	1.47	2.27	2.63	2.61	
Dec	3.9	1.76	6.28	3.76	3.1	4.2	2.79	1.81	
Total	44.8	39.03	35.99	35.64	38.59	30.59	33.45	40.18	

### RAINFALL

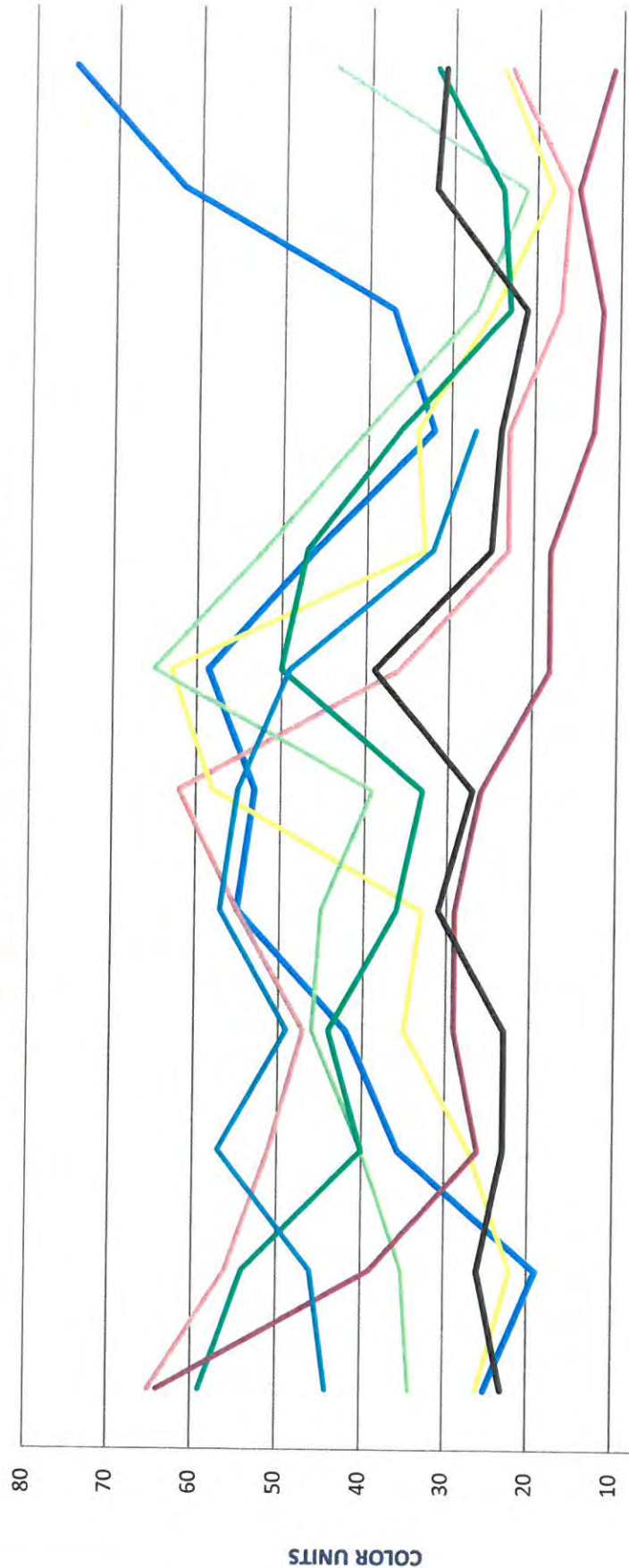


# RESERVOIR LEVEL

	1993	2010	2011	2012	2013	2014	2015	2016	2017	2018
Jan	9	60	30	60	42	55	45	46	45	60
Feb	8	60	52	60	60	60	45	58	55	60
Mar	5	60	58	58	60	60	60	60	60	60
Apr	10	60	60	60	60	60	60	60	60	60
May		60	57	60	55	58	56	55	60	60
Jun		51	51	54	60	51	51	50	54	60
Jul		43	43	49	58	55	49	44	47	45
Aug		40	47	43	43	45	44	35	43	35
Sep		35	45	40	40	41	40	23.5	42	36
Oct		30	58	38	38	39	33	22	43	
Nov		28	60	35	36	34	30	20	45	
Dec		29	60	42	46	43	44	38	46	



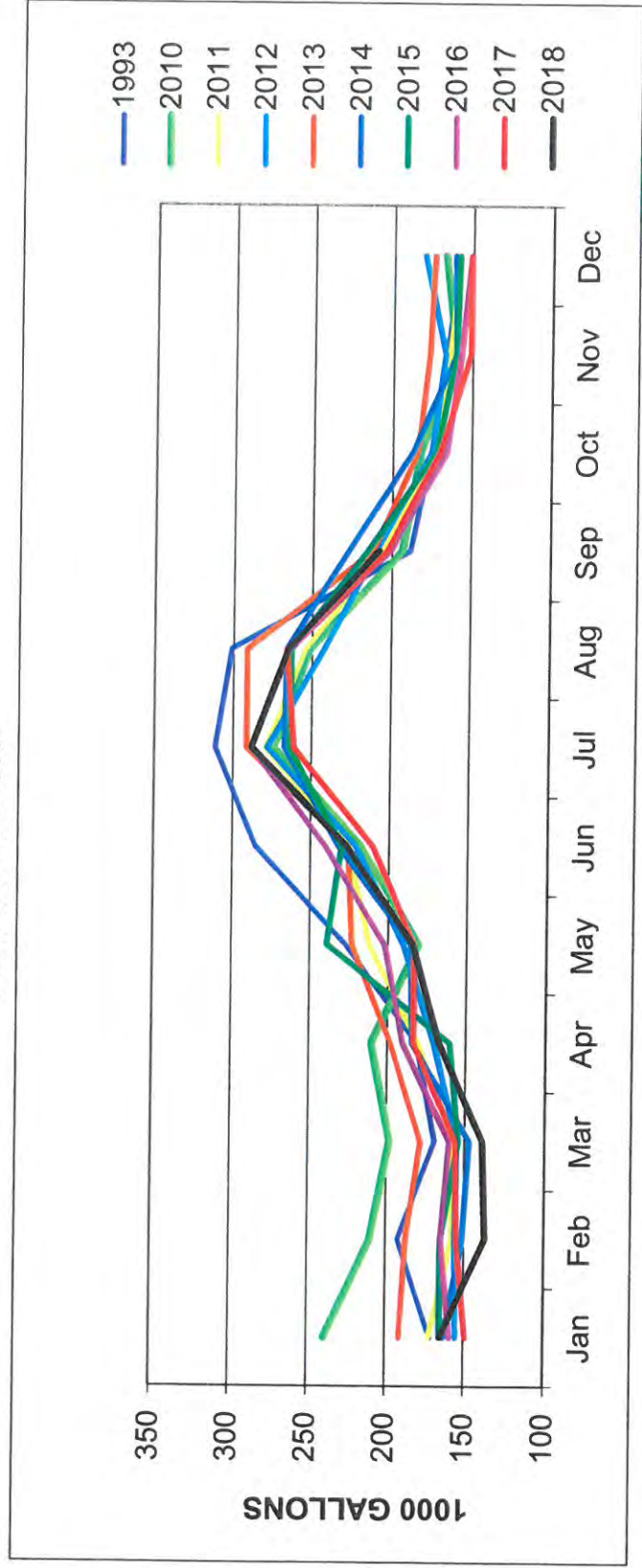
# Transfer Pumping NORTH POND WATER QUALITY



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2011	25	18.97	35.62	42	55	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
2018	44	46	57	49	57	55	49	32	27			

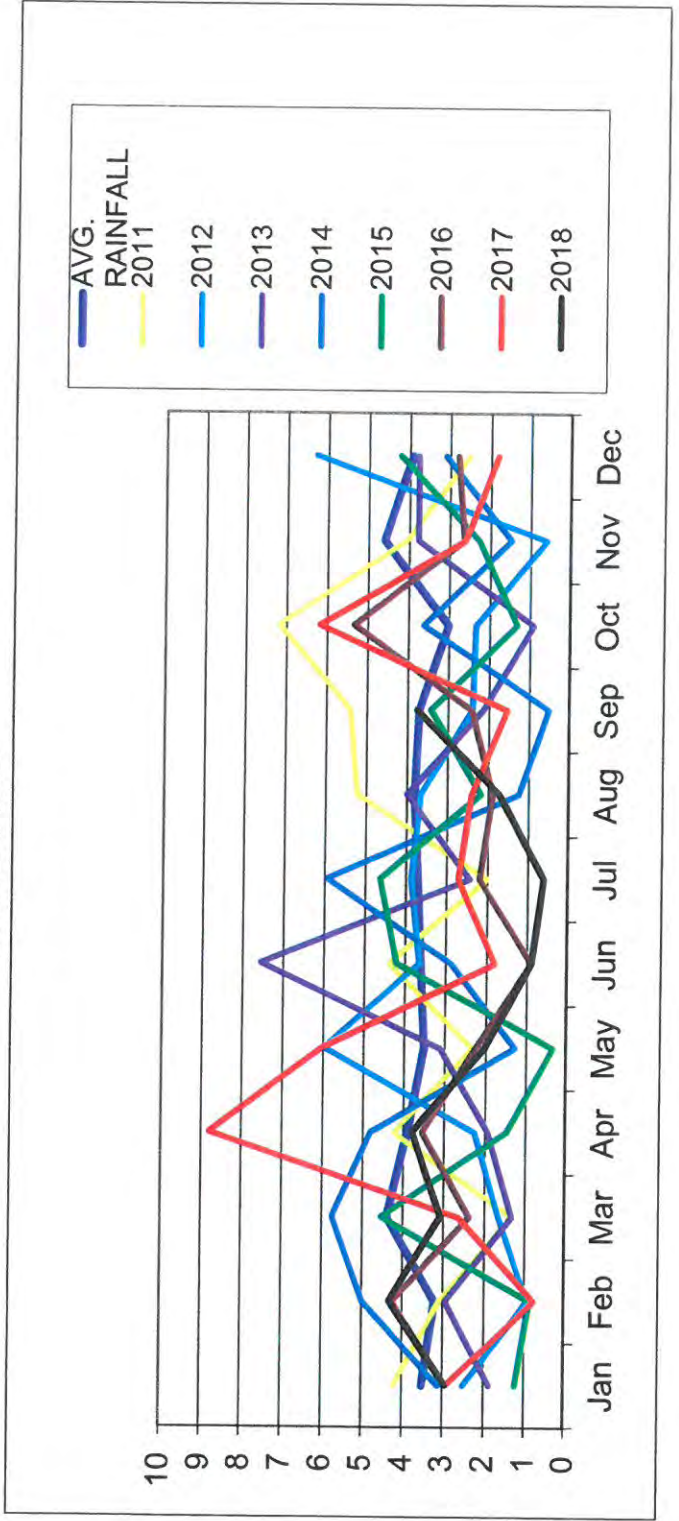
	1993	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Jan	171	172	173	239	172	155	191	163	165	159	149	165
Feb	192	154	173	210	158	156	187	151	165	165	155	137
Mar	169	155	165	198	157	155	178	147	154	160	156	139
Apr	181	174	196	210	180	170	198	184	160	190	183	167
May	227	202	195	212	212	190	223	185	239	202	183	184
Jun	285	246	215	218	226	221	226	232	230	240	210	227
Jul	311	296	277	274	279	278	291	267	264	288	261	288
Aug	301	256	290	251	254	242	291	266	263	264	266	265
Sep	188	210	245	193	205	210	212	227	215	201	203	208
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



	AVG. RAINFALL												Total	
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	3.77 Defecit-10.2"
Jan	1.1	4.22	2.49	1.85	3.1	1.22	2.94	2.94	2.94	2.94	2.94	2.94	2.94	
Feb	2.2	3.09	0.93	2.94	4.98	0.86	4.25	0.76	4.33	0.76	4.33	0.76	4.33	
Mar	4.4	1.32	1.64	1.32	5.74	4.53	2.36	2.62	3.07	2.62	3.07	2.62	3.07	
Apr	1.77	4.25	2.24	1.92	4.8	1.47	3.53	8.8	3.79	3.53	8.8	3.79	3.07	
May	1.69	2.32	5.97	3.11	1.27	0.32	2.24	6.03	2.03	2.24	6.03	2.03	2.03	
Jun	4.11	4.4	3.64	7.55	2.86	4.2	0.89	1.79	0.89	0.89	1.79	0.89	0.89	
Jul	2.4	2.01	3.86	2.42	5.93	4.63	2.19	2.7	0.61	2.19	2.7	0.61	0.61	
Aug	2	5.23	3.64	3.98	1.23	2.17	1.88	2.4	1.73	1.88	2.4	1.73	1.73	
Sep	3.7	5.41	2.39	2.13	0.5	3.41	2.42	1.54	3.77	2.42	1.54	3.77	3.77	
Oct	3	7.18	2.33	0.9	3.61	1.31	5.33	6.18	6.18	5.33	6.18	6.18	6.18	
Nov	4.6	4.05	0.58	3.76	1.47	2.27	2.63	2.61	2.61	2.63	2.61	2.61	2.61	
Dec	3.9	2.51	6.28	3.76	3.1	4.2	2.79	1.81	1.81	2.79	1.81	1.81	1.81	
Total	44.8	45.99	35.99	35.64	38.59	30.59	33.45	40.18						

### RAINFALL



09/17/18

Chris Costa, Zoning Officer  
Lisa Bryer, Town Planner  
Technical Review Committee Meeting



RE: Application for Donata Barber - Accessory Family Dwelling Unit Application

I submit these comments since I will be out of town and can not attend the Friday September 21st 9am meeting.

During a review of the plan in the office it was learned that Accessory Family Dwelling Unit do not require a separate water/sewer installation and/or metering. While this might not be a an issue for the TRC I will be sharing this letter with the Jamestown Zoning Board and Water/Sewer Board/Town Council, Mike Gray and Andrew Nota.

I would request that the Committee, Board or Administrator responsible for the requirements of the Accessory Family Dwelling Unit closely review why separate metering is not required.

While it might be acceptable to forgo the initial expense of installation and tie in fees of separate water and sewer lines that doesn't preclude the installation of a separate meter to collect minimum water and sewer charges plus overages on a separate bill sent to the owner to support our town's infrastructure.

Since the initial requests stemmed from the need for "In Law Apartments" and subsequent creation of these Special Use permits, it's inherent that the original occupants will not live in these spaces forever. And since enforcement in the future will become a challenge it's in the interest of all people on the town's water/sewer to pay in support of the town's infrastructure.

Therefore, I request that the town Administrator, Public Works Director, Water Sewer Board\ Town Council explore further how the town can insure the town's assets are protected financially while providing an opportunity for family to support family.

I will look for the Jamestown Zoning Board notification for variance and special use permit in the near future.

Respectfully,

Handwritten signature of Gay Herud Greene in black ink.


Gay Herud Greene  
104 Howland Avenue  
Jamestown RI, 02835

Cc: Water/Sewer Board/Town Council, Andrew Nota, Town Administrator, Michael Gray, PW Director





**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:** OCTOBER 15, 2018 – PROJECT AND BUSINESS UPDATE  
**DATE:** OCTOBER 11, 2018

The following business items are provided as part of an interim October 15, 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.

**A) Connect Greater Newport Economic Development Initiative:**

The Connect Greater Newport (CGN) program represents a Business Retention and Expansion (BRE) program that the Town has been participating in over the past several years. The initial organizational phase of work was an internal exercise in the development of the program and outlining the targeted goals, the hiring of a firm (Fourth Economy) to address implementation and to guide the core community participants and the refining of the specific results to be achieved. The core communities include, Bristol, Barrington, Jamestown, Little Compton, Middletown, Newport, Portsmouth, Tiverton and Warren.

CGN is designed to support businesses throughout the region, communities looking to support and preserve sustainable economic development, and collaborate with the region's economic development assets including its colleges, universities, trade groups, defense sector and tourism industry.

The development of this organization as a county collaboration is designed to address the slow erosion of the areas economic strength and an unclear future business climate. The capacity to respond to the changing needs of our existing business community and to sustain an acceptable level of future business success is a difficult responsibility as no single community can support the range of resources and expertise that the local assets require. This effort will be coordinated with the State EDC and efforts put forth through Commerce RI.

The Newport County Chamber in a separate and distinct governance role from the Chamber Board has provided significant leadership in the development and continued forward movement of the program. In addition, several key stakeholders including the Van Buren Foundation, Roger Williams University, Bank Newport and others have also joined the initial effort as the group works to build on the public/private model to ensure future support and program consistency. A five-year strategic plan has been developed that relies on county/region collaboration and in developing a business climate that is future focused and sustainable. As noted in the five-year plan, the first two years were designed with more clarity and consumer informed direction while the next three years would build on the results of

that experience. The recommendations that are the building blocks of this plan, rely on discussion with the advisory board, trade associations in the region, interviews with individual businesses and a review of regional indicators.

In the most recent Steering Committee Meeting held this past week in which I attended, the following main topics were discussed:

- ❖ BRE Work and Business Outreach
- ❖ Promotion and Marketing of the Initiative
- ❖ Funding and Partnerships
  
- ❖ Review and Discussion on projects of Regional Significance

- **Workforce Housing:**

CGN will work to further define the gap in workforce housing by working with Housing Works RI, AIPC, developers and regional employers. While the stories of workforce housing partners creating situations where employers are limited in their ability to attract talent, there remains a lack of information as to a figure that defines the actual number of units (rent/own) that are needed at this time.

- **Broadband Capacity:**

CNG will work with municipal officials, institutions and regional businesses to create a broadband needs assessment. CNG will begin by convening a Broadband Advisory Committee. The committee will serve as the sounding board as they conduct the assessment. The carriers in the area will be notified (Cox /Version) of the effort and offer that they can serve as subject matter experts. Feedback from stakeholders to date has noted broadband issues around availability, cost and reliability. The frequency and impacts that are being described merit a serious inquiry and development of a thorough needs assessment.

- Business Connections – Resources:
- Education – Develop/recruit/Initiate Programs to meet business needs:
- Bridge Academic/Business Gap:
- Tank Farms:

Additional program details, ongoing efforts and pertinent links to related news of this CGN initiative can be found at: [www.ConnectGreaterNewport.com](http://www.ConnectGreaterNewport.com) and on Facebook. Direct contact can be made for additional program information with Ashley Medeiros of Fourth Economy representative working in Newport County at: [Ashley.medeiros@connectgreaternewport.com](mailto:Ashley.medeiros@connectgreaternewport.com).

- B) **East Ferry Project Update:** As has been evident on-site at East Ferry this past week, Cardi Corp. mobilized and restarted work at East Ferry beginning Tuesday Oct. 9<sup>th</sup>, following the Columbus Day weekend. The beginning of phase -2 work was delayed until this point in time to provide relief to the local business community until after the Holiday and until a majority of the seasonal boaters began to haul out in preparation for the winter season. The main focus for the Cardi Corp. in the coming weeks is for the excavation and pouring of all new raised aggregate sidewalks and stamped crosswalks. The initial work will begin on the center island and then moving to the sidewalk along the bulked and other isolated areas. The East Ferry businesses will also begin work on the sidewalk in front of their storefronts during this same time period with concrete removal, preparation of the subsurface, and necessary repairs, so the town can install a new granite curb along that portion of the property line, separating and supporting the sidewalk and parking lot asphalt. The businesses will then have their sidewalk poured to finish the full loop around the main parking area.

During this Phase and in preparation for the asphalt removal from the parking area, conduit will be installed by CMS in order to house the wiring needed for the two new fuel tanks to be installed beneath the approach to the steel pier by CMS later this fall. Upon completion of the sidewalks and parking lot preparation, the entire lot along with the small parking area to the North will be completely resurfaced and lined. Another smaller element to be handled by the Town staff is the rebuilding of the pump storage unit located adjacent to the ferry loading area.

Other smaller ancillary projects will include the installation of wiring for power in select locations, including lighting and electrical power for the tree lighting. The concrete posts along the bulkhead will also be rubbed to provide for necessary repair and consistency on all of the existing posts. In the spring, the project will be completed, with the installation of benches, receptacles, landscaping, metal rail repair and necessary parking and informational signage.

**C) Water Division Operator Hiring:**

The Public Works Department would like to announce the hiring of John Salafia as the newest member of the Water Division as the new Water Operator. John comes to Jamestown with several years of experience with Connecticut Water having served in the positions of Field Representative having worked on the distribution system, and Water Operator that included monitoring of certain system operations, testing and system adjustments, and various other maintenance and pump station operating functions. In addition, John brings with him a Class 2 Water Treatment License that is also recognized in Rhode Island in placing him ahead of schedule in terms of securing the necessary State licensing as is presently mandated. The Water Operator will work under the direction of the Water Superintendent and Assistant Superintendent.

**D) Water Resources Protection Committee:** On Oct. 10<sup>th</sup> a second informational discussion was held with sub-committee members, Jack Hubbard, Jim Turenne and Carol Nelson-Lee. This discussion was a follow up to the last Conservation Commission meeting at which time the Commission did discuss several issues related to this topic. At that meeting, it was reported that issues relating to data collection regarding well outside the water district and the reporting relationship and composition of the WRPB were initially discussed. The idea of expanding the committee with periodic reporting to the Council was also discussed.

In their initial request to reestablish the WRPB, the Conservation Commission recommend several goals related to the charge of the WRPB. These points were raised in a memorandum from the Chairperson of the Commission to the Town Council in February 2017 and included:

- 1) Gathering information to assist in understanding current conditions as well as factors influencing both water quality and the supply of drinking water on the island;
- 2) Make recommendations and coordinate logistics for land purchases for conservation purposes;
- 3) Assist in the solicitation of funds from outside sources;
- 4) Make recommendations for best practice in water conservation and protection;
- 5) Develop educational initiatives to build awareness of best practice in water conservation and practices for residents, including homes with private wells as well as those with town supplied water and sewer.

The Conservation Commission will revisit these items at their next meeting this month and upon concluding these preliminary discussions, plans to provide the Council with recommendations as to the recommended next step(s) in the process.

Some additional questions and discussion points that have been raised in these early conversations include the following:

- A) What is the Town of Jamestown responsibility of the aquifer/water resources, within and outside of the water district?
- B) What will occur if the aquifer is impacted in some fashion and the water supply is inadequate to meet local demand?
- C) The legal implications for water restrictions for residents with private wells?
- D) How does the Towns comprehensive plan address this issue and what is the commitment to enforcement of any recommendations in the Plan?
- E) How are other communities with similar problems addressing this issue?

Also, in the second informal discussion held this past week, potential future action items included,

- A) Defining the scope of a potential comprehensive community survey;
- B) Development of a brief introductory survey to assess any existing areas of concern and to better define the broader issues.
- C) Development of a public education program focused on conservation and other areas of positive and negative impacting ground water levels.
- D) Development of a map to reflect existing and proposed new test wells for future testing to assess impacts on ground water levels.
- E) Transitioning of historical well report data from 690 total reports with 390 locations specified from the Department of Health and RIDEM. This data has begun to be consolidated into a usable form and format for future use by Town engineering personnel.
- F) Potential solicitation of the USGS - U.S Geological Survey to assess cost and compatibility to secure their services for a comprehensive study of Jamestown's water resources. A similar study of a sole sources ground water supply was conducted on Bainbridge Island in Washington. The major objectives of that study were to characterize the ground water flow system and its interaction associated with surface water features. This data was then integrated into a numerical groundwater flow model to assist water reserve management in the development of a watershed management plan.

Should you have question relating to these or other matters of local interest, please contact me at your convenience.

**This brochure provides information and statistics regarding the proposed Golf Course Facility.**

**Background**

The Buildings and Facilities Committee (BFC) began studying the existing Golf Course Facility in 2007 along with other town facilities and then more specifically in 2011.

In its review, the committee discovered a multitude of problems with the existing structure, including undersized floor joists and roof rafters, missing supports and a foundation that had been undermined by a previous owner who tried to create a full basement from a crawl space to get more storage. The southern half of the basement is a warren of tunnels in the dirt, revealing exposed foundation footings. All systems for heat, electricity and plumbing would need replacement.

In April 2012, after considering the multiple options, the BFC recommended that a replacement-in-kind building at the golf course is the most cost effective option to maintain the current flexibility for the Recreation Department, the Golf Course and other Town organizations. They estimated that maintaining and renovating the existing building would be 70% of the cost of replacement and there would still be inadequacies in the building due to the existing layout. The Committee also recommended that the building be built with a second floor to be used for multi-purpose community space, to include meeting, banquet, indoor recreation, storage, restrooms, catering kitchen, porch and deck.

**Facts**

The proposed facility accommodates all those uses. Although the building envisioned by the Committee was much larger, the proposed building meets the intent with efficient design to reduce costs but still accommodating all the Golf Course needs and allowing for programmed public use of the second floor.

**Paying for the Golf Course Facility**

Construction of the new Golf Course Facility will provide dedicated Golf Course uses on the first floor measuring 2,751 square feet of which 47% is public restaurant/kitchen/bar space, 8% is golf desk, office and pro-shop, and the remainder is bathrooms, elevator, stairs and the lobby. The second floor is comprised of 2,835 square feet of space dedicated to public/multi-use of which 65% is meeting rooms/public space and 35% includes a catering kitchen, handicap accessible bathrooms, an elevator, hallways and stairs. The building will also include a full basement for storage for the golf course operator and town as well as mechanical and electrical uses.

**What are the construction costs?**

The estimated cost to build the new two story Golf Course Facility is \$2.9 million. This estimate was provided to the town by a commercial contractor in Newport at the request of the architects. Public building costs are often higher than comparable private development due to requirements established by the US Department of Labor regarding prevailing wage and benefit rates.

**How will this affect my property taxes?**

To finance the construction of a new Golf Course Facility, the Town is proposing to assume \$2.9 million in bonded debt for a 20-year loan term which will require \$192,369 in annual debt payments. This translates to an increase of 8 cents/\$1000 of value or \$40/year for a home valued at \$500,000. However, the Golf Course is currently leased to an operator at an annual base lease payment of \$175,000 per year. It is planned that all of the lease payment be dedicated towards the construction debt, leaving less than \$20,000 of debt per year. This would cost the average taxpayer (who owns a home valued at \$500,000) less than \$5/year.



**Proposed Golf Course Facility**

**Local Question #4**

**NEW CONSTRUCTION, DEMOLITION, RENOVATIONS AND/OR IMPROVEMENTS TO THE JAMESTOWN GOLF COURSE. BONDS AND NOTES NOT TO EXCEED \$2,900,000**



Existing Facility Built 1901

**DRAFT**

BUILDING SPACES	EXISTING	PROPOSED
DIMENSION OF BUILDING	55' x 90'	50' x 65'
ROOF OVER GOLF CART STORAGE	N/A	40' X 45'
FIRST FLOOR	4,476 sq. ft. (includes club house, storage, office, dirt floor basement areas and un-excavated crawl space)	2,751 sq. ft.
First Floor (Golf Course)	2,771 sq. ft. (club house)	2,751 sq. ft.
First Floor (Dirt Floor Basement – unexcavated)	1,705 sq. ft.	N/A
SECOND FLOOR	4,476 sq. ft.	2,835 sq. ft.
Meeting Rooms/Public Space	4,129 sq. ft.	1,861 sq. ft.
Golf Cart Storage	1,300 (under tent)	1,800 (under roof)
Porches/Decks/Terrace	600 sq. ft.	2,700 sq. ft.

**Please VOTE**  
**November 6, 2018**  
**Full Plans available for viewing in Town Hall Vestibule**

### Background

The Library Board of Trustees (LBOT) is assessing the Library 's future building and programmatic needs. They have planned, in conjunction with the Library Building Committee, a realistic renovation project that will serve the community for a minimum of 20 years into the future. This project will provide capital investment for infrastructure replacement and system upgrades. These improvements will allow the Library to continue to serve as the cultural cornerstone for the community in delivering high quality, diverse broad spectrum Library services to the entire community. The project is planned in 2 phases.

Phase 1 includes necessary investment to keep the building warm, safe and dry. The Towns contribution to this portion of the project is this \$1 million bond; 35% of which is expected to be reimbursed through a State Office of Library and Information Systems grant application targeted for Public Library Construction. The Infrastructure Improvements proposed include:

- Roof Replacements:
  - Sloped Asphalt Shingle
  - Flat Membrane Roof
- Entranceway Improvements
  - Front, Rear and Patio
- Complete HVAC System Replacement
- Complete Restroom Rehabilitation with ADA Enhancements
- Electrical System Revision and Modernization
- Solar PV System Installation

Phase II is not included in this bond funding proposal. Phase II includes building expansion and reorganization. Phase II is being proposed by the LBOT to be privately funded through grants and fundraising and the building plans can be viewed in the vestibule of the Library, 26 North Road.

### Facts

- ⇒ The Library was built in 1970 and last underwent a major renovation in 1992-1993.
- ⇒ In 2016 Needs Assessment, over 75% of local population noted they were current JPL card-holders.
- ⇒ The LBOT have studied the issues of spatial reorganization and building renovation in addressing local needs, as far back as 2012.
- ⇒ Systems are in excess of 25 years old surpassing lifecycle expectations and now require replacement.
- ⇒ Energy Efficiency Incentives are available from the RI Renewable Energy Fund for a Solar PV System installation for onsite electricity production and consumption.

## Paying for the Library Facility

### What are the construction costs?

The proposed Town bond of \$1 million will provide the necessary investment at the Library to keep its infrastructure in good condition and its systems operational for a minimum of 20 years. This estimate was provided to the town by a qualified Architect in Newport specializing in Library construction.

### How will this affect my property taxes?

To finance the necessary capital investment in infrastructure replacement and system upgrades, the Town is proposing to assume \$1 million in bonded debt for a 20-year loan term at 4% interest which will require \$73,700 in annual debt payments. This translates to an increase of 3 cents/\$1000 of value or \$10/year for a home valued at \$500,000. **However**, the State Office of Library and Information Systems grant application targeted for Public Library Construction would allow for an estimated 35% reimbursement of these funds over the life of the loan. In this scenario, this would cost the average taxpayer (who owns a home valued at \$500,000) \_\_\_\_\_/year.



## Town of Jamestown Proposed Library Renovations

### Local Question #5

LIBRARY RENOVATIONS, REPAIRS AND/OR EXPANSION AND RELATED EQUIPMENT BONDS AND NOTES NOT TO EXCEED \$1,000,000



**DRAFT**

### Project Contacts:

Kristine Trocki, Town Council President  
Kristine Trocki trockijamestowntc@gmail.com

Andrew Nota, Town Administrator  
anota@jamestownri.net

Lisa W. Bryer, Town Planner  
lbryer@jamestownri.net

Golf Course Facility Design  
William L. Burgin, Architect  
Newport, RI

Library Facility Design  
NewPort Architecture, LLC,  
Mohamad Farzan, Architect  
Newport, RI

## Please VOTE

November 6, 2018

Full Plans available for viewing  
in Library Vestibule

# Vote Yes!



## Our Schools, Our Students, Our Future



**Jamestown School Construction Bond (Question 6)**



**State Construction Bond Rhode Island School Buildings  
(Question 1)**

### WHY?

To keep our well-maintained schools warm, safe and dry for the present and future generations of Jamestown students.

**Lawn School was built in 1951  
Melrose School was built in 1991**

Infrastructure Improvements:

- ★ School Safety Upgrades
- ★ Roof Replacement
  - Melrose roof is 27 years old
  - Lawn gym roof is 24 years old
- ★ Window Replacement at Lawn - 27 years old
- ★ HVAC and other Mechanical system repairs - 27 years old
- ★ Floor Replacements - 27 years old
- ★ Energy Efficiency Measures, Solar Power Panels
- ★ Collaborative Learning Spaces

### WHY NOW?

- ★ This is a unique opportunity that we don't want to miss.
- ★ Jamestown is eligible for a **35% reimbursement** on **ALL** school construction projects with up to an **additional 5% reimbursement** from the state bond. **Up to \$3.7 million reimbursement on \$5.9 million bond**
- ★ Benefit from Low Interest Rates
- ★ Improvements will provide high quality learning environments for future generations.

***Our outstanding and commended schools are the result of your support!***

**THANK YOU!**

**Jamestown School Department**



For more information on the School Construction Bond visit our website  
[www.jamestownschools.org](http://www.jamestownschools.org)

# Jamestown School Department

# BOND 2018

**“Our Schools, Our Students, Our Future”**

**What: \$5.9 million dollar Local School Improvement Bond**

**When: Tuesday, November 6, 2018**

*Did you know? Jamestown is eligible for a 35% reimbursement from the state on all school construction projects that were approved in the [5 Year Capital Improvement Plan](#).*

Additional incentive reimbursements are also available for school health, safety, security, & educational enhancements through a State Bond. On November 6th you will also be asked to vote for the State General Obligation Bond for school construction. These bonds will allow us to make the needed repairs to our Jamestown Schools.

## Repair projects to be funded by the Bond...

### **Melrose School**

- Roof Replacement
- Install Solar Panels
- Replace HVAC controls & upgrades
- Replace boilers & domestic hot water
- Collaborative classroom space for integrated learning

### **Lawn School**

- Roof Replacement
- Install Solar Panels
- Framing of roof
- Repoint brick exterior
- Window replacement
- Replace HVAC controls
- Replace mechanical piping
- Replace exhaust fans & unit vent
- Upgrade entry for office & gymnasium
- VAT abatement & replace flooring
- Abatement of piping elbows
- Replace generator
- Educational Program enhancements to provide innovative collaborative learning spaces for our students and teachers

For questions or to have a tour of the facilities please contact  
[Superintendent Ken Duva, Ed.D](#)



**TOWN COUNCIL INTERVIEW SESSION**  
**October 1, 2018**

**I. CALL TO ORDER**

The interview session for the Jamestown Town Council was called to order at 5:31 p.m. on Monday, October 1, 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  
Blake A. Dickinson (arriving late)  
Mary E. Meagher  
Eugene B. Mihaly

**III. INTERVIEW SESSION**

The following candidates were interviewed for the Jamestown Ad Hoc Committee for Public Art:

Kate Petrie  
Sandy Sorlien  
James Rugh  
Mick Cochran  
Ron Ratcliff  
Josephine Brak  
Tory Reiff  
Duncan Pendlebury

**IV. ADJOURNMENT**

Town Council interviews were concluded at 6:29 p.m.

Attest:

---

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to:   Town Council  
                  Town Administrator  
                  Town Solicitor  
                  Finance Director

## **TOWN COUNCIL MEETING**

**October 1, 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  
Andrew J. Wade, Parks and Recreation Director  
Mary Lou Sanborn, Library Trustees Chair  
Donna Fogarty, Library Director  
Kenneth Duva, School Superintendent  
Peter D. Ruggiero, Town Solicitor  
Cheryl A. Fernstrom, Town Clerk

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

President Trocki called the regular meeting of the Jamestown Town Council to order at 7:10 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**

None.

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

- A) Proclamation; review, discussion and/or potential action and/or vote  
1) No. 2018-18: October as “Dysautonomia Awareness Month”

President Trocki read a synopsis of the Proclamation.

**A motion was made by Councilor Mihaly with second by Councilor Meagher to waive reading of the Proclamation. 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 adopt the Proclamation. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

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

None.

## **VI. OPEN FORUM**

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

William W. Smith, III of Hull Cove Farm Road noted the request of Conanicut Sanctuary (CS) for a public hearing for adoption of an Immigrant Protection Ordinance and the petition with 500 signatures supporting that request submitted to the Council at the May 21<sup>st</sup> meeting. He canvassed the Beavertail area and only three residents refused to sign the petition. Citizens are outraged at the Federal government's practice of sending immigrants, to detention centers and separating families. The proposed ordinance would direct police officers to ignore the immigration status of people they encounter during law enforcement duties, so they can concentrate on public safety and local policing issues. Many immigrants come to America to escape oppression and it would enrich our community to welcome them. Conanicut Sanctuary asked for a hearing and the Council did not listen to constituents nor take action, and CS will proceed with an initiative under Section 218 of the Town Charter for public hearing on an Immigrant Protection Ordinance, as there is overwhelming support in the Town of Jamestown.

Helen O'Grady of Schooner Avenue outlined the actions of Conanicut Sanctuary (CS) beginning in March, 2017. On May 21, 2018 CS submitted their request to Council for a public hearing on an Immigrant Protection Ordinance, petition in support of immigrant protection with 500 signatures, and a sample ordinance. As part of the Jamestown Sanctuary Working Group and meeting with Chief Mello, CS submitted a revised ordinance (based on the South Kingstown Ordinance), and then a third version based on the Chicago Welcoming Ordinance adapted for Jamestown. This version complies with Federal law and does not violate the Town Charter. Protecting immigrants remains a Jamestown and public safety issue, and the proposed ordinance does not protect violent criminals, does not prohibit our police from cooperating with Federal and State agencies, and keeps us all safer. CS stands by its petition with 500 signatures and the Welcome City Ordinance in its current version, and Jamestown needs to reaffirm its commitment to equal protection under the Constitution. Thank you.

Carol Nelson-Lee of Buoy Street commented on rights-of-way and paper roads and the process of developing a street ordinance. She recommends Council create a committee of citizens with a range of skills and experience to help develop such an ordinance.

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

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

Town Administrator Nota reported on the following:

1) International City/County Management Association (ICMA) Conference

Mr. Nota attended the 104<sup>th</sup> ICMA Conference in Baltimore. The professional education sessions were relevant to issues facing municipal and county governments and included key note addresses by Doris Kearns Goodwin "Leadership in Turbulent Times" and Greg Bell "Unleashing the Potential of Teams and Individuals". ICMA is the sole national organization that supports the Administrator/Management form of government. He connected members of the Scituate Town Council with ICMA officials for an exchange of ideas and information as Scituate looks at revising its form of governance. It was a productive experience.

2) Shared Path (bicycle/pedestrian) Update

Mr. Nota commented on recent citizen inquiries on the status of the Shared Path, and the update report on Phase 1 and Phase 2 is included in this report. The program began in 2000 as a State initiative to connect North Road across the Reservoir to Eldred Avenue and a connector from West Reach to the North Reservoir. The program is fully funded with \$116,000 in Capital Improvement funding, \$130,000 in Capital Improvement funds for Phase 1, and \$400,000 in State Grant funding. RIDOT is supportive of this initiative and more information will be provided in the future.

3) RI League of Cities and Towns

Annual Meeting. Mr. Nota attended the Annual League Dinner, installation of Officers and 50<sup>th</sup> Anniversary celebration on Thursday, September 27<sup>th</sup>, National League of Cities Executive Director Clarence Anthony was the key note speaker.

EMS Regulations Update. The letter of RILCT Executive Director Brian Daniels to Paula Pullano of the RIDOH Division of Policy regarding the proposed Rule for Emergency Medical Services is part of the meeting packet. Fire Chief Bryer and Deputy Chief Tighe are actively involved with the initiative and there is a statewide mobilization regarding the potential fiscal impact to local communities.

4) Police Chief's Update of local activity

Police Chief's Report. Chief Mello reported on recent incidents of stolen vehicles and theft of private property that have infiltrated Jamestown. On September 17<sup>th</sup> there were reports of vehicles entered on private property, with three vehicles stolen. Police pursuits through RI and CT followed, with 2 vehicles recovered, and one juvenile suspect taken into custody. On September 26<sup>th</sup> 35 vehicles were entered and four vehicles stolen; at 5:45 a.m. Sgt. Hopkins engaged a stolen vehicle, resulting in pursuit and a suspect apprehended. Newport, North Kingstown, and State Police were involved. A total of 53 vehicles were entered during the two events, all unlocked, with 28 victims of larceny and seven vehicles stolen. Police throughout the region gathered evidence and two adult males identified, with one in custody. Jamestown is working with local and State officials through the RI Fusion Center;

such incidents are not isolated to RI. Sharing of information through the Code Red alert system and Facebook will continue. Citizens are encouraged to lock their vehicles, take their keys, and report any suspicious actions to the Police Department. Explanation of how to register for Code Red followed.

President Trocki urged residents to sign-up for the Code Red alert system in order to receive emergency information.

Councilor Dickinson thanked Chief Mello for the information. He expressed concern as much of the information circulated throughout town came from Facebook. The Council represents the Town and this body did not have anything to tell our citizens. Our ability to deliberate the issue was taken away and we did not have the answers regarding what was being done to address the situation for citizens. He requested this be placed as an agenda item to discuss this, not part of the Administrator's Report. Council members noted they received an initial email through the Town Administrator as well as updates.

Town Administrator Nota reported he was attending the ICMA Conference in Baltimore on Wednesday, returning that morning, when the latest incident occurred. He was in communication with Chief Mello and informed Council members of the incident and provided updates as well. As the event evolved, Chief Mello was provided the opportunity to manage the situation. A more comprehensive email followed providing information to the Council and Solicitor, noting engagement with other law enforcement agencies. To solve a problem takes the entire community, and in such matters we have to rely on law enforcement and all branches of town government. As he did not have all the information from Chief Mello, he is not aware how other sources had such information. During emergency situations he works with the Council and Police Chief, not against them. In this case it took a period of time to gather information, followed by a more comprehensive email outlining events, including cooperation with other law enforcement departments. For security reasons this type of information is not immediately provided to the public, but due to the fact that firearms and public safety were involved, Chief Mello posted an emergency notice. Information on any and all actions taken was available to Council within a day.

If Council feels they should have been provided a summary of events in a more-timely manner, he apologizes. After the first incident this was placed on an agenda for an update. If Council would like an agenda item for such situations, he is happy to place them on future agendas. The agenda is set according to the Open Meetings Act and Town Council Rules and Procedures (Rule 4 Developing the Agenda), and this was placed on the agenda under his report. Councilor Dickinson's request (on Friday) for an agenda item did not comply with Town Council Rules and Procedures nor the Open Meetings Act posting requirements (48 hours excluding weekends and holidays). This can be placed on the October 15<sup>th</sup> agenda for follow-up.

Councilor Dickinson commented this is serious business and the feedback he received is people want the problem solved using all resources at our disposal, including more money, to fix the problem.

- B) Public Informational session for \$1,000,000 Library, \$2,900,000 Golf Course, and \$5,900,000 Public School Bonds on the November 6, 2018 Election Ballot

Town Administrator Nota reported there are three presentations on the Bonds before the public. This has been an active, robust discussion with diverse opinions. Past Bonds were enacted after engaged discussions and commitment of resources with tremendous success, such as the Town Hall, Fire Station, Highway Barn and Farmlands. This evening's public information session is to provide facts and information for each Bond.

\$5,900,000 School Bond: School Superintendent Kenneth Duva.

Superintendent Duva announced that Melrose School was named a 2018 National Blue Ribbon School by the U.S. Department of Education, its highest award. (Applause) Explanation of the award ensued. Superintendent Duva and Principal Peterson will travel to Washington, D.C. in November to accept the award.

Superintendent Duva explained the application process for the renovations to repair and replace the infrastructure at our schools, with approval for the Bond on the November Ballot. A PowerPoint presentation proceeded on the Bond as follows:

Bond 2018 – “Our Schools, Our Students, our Future – We want to provide for the present and future generations of Jamestown students a learning environment that is warm, safe and dry. We want student learning to occur in healthy, safe environments, while providing education spaces that meet the needs of 21<sup>st</sup> century learning environments.”

Necessity of School Construction Process

- Multi-stage application to conduct facility assessments for creation of a masterplan
- Each stage prioritized by School Building Authority – RI Department of Education
- Council on Elementary and Secondary Education approved school construction projects on May 15, 2018

2017-2019 Timeline reviewed

- Bond Referendum November 2018
- Renovations to begin July 2019

Why Now

- Systems approaching end of life cycle
- Reimbursement from the State of 35-40%
- Capital improvements support learning

Investing in Existing Facilities

- Impacts educational environments – newer educational spaces built to allow for flexible learning, collaborative spaces and S.T.E.A.M. based curricula
- School safety – Teachers and students need a safe environment
- Maintain existing facilities – infrastructure and mechanics have come to the end of their natural life cycle

Melrose School – replace roof; refurbish HVAC and controls, electric unit heater, unit vents and air handlers; replace boiler; and replace hot water storage tank.

Lawn School – replace roof and windows; brick repointing; vestibule to front entrance/gymnasium; asbestos abatement and flooring; repair/replace HVAC and HVAC controls and ductwork; repair/replace electric unit heater, unit vents and air handlers; and replace generator.

Pictures of needed repairs with explanation proceeded including:

- Flooring; pipe asbestos recovering; window replacements; roof leaks repair around the building and classrooms; heating and ventilation vents and mechanics.

**Financial Plan**

- School fund balance - \$935,710
- Bond - \$5,900,000
- Total - \$6,835,710
- Jamestown to receive 35-40% reimbursement for approved projects completed in the five-year plan

**State School Construction Bonuses**

- School Safety and Security – 5 bonus points
- Health and Safety Deficiencies – 5 bonus points
- Educational Enhancements – 5 bonus points

**Potential Reimbursement from State Share Ratio**

- \$3.3 million to \$3.7 million, 35% to 40%

**Projected Sub-totals – Infrastructure repair projects must be completed by 2023 (5 years)**

- School Department Capital Expenditures - FY 2019 \$114,443; FY 2020 \$116,975; FY 2021 \$125,273; FY 2022 \$248,911; FY 2023 \$330,108 Total: \$935,710;
- Bond \$5,900,000;
- Total \$6,835,710

**Projected Bond Debt Service:**

School	Assessed Property	Tax Increase
Amount	\$5,900,000	\$500,000
Interest (tax exempt)	4.0%	\$45.00
Length	25 years	
State Aid Reimbursement (\$3,766,960)	40.0%	
Average Yearly Debt Service	\$226,818	
Average increase at current		
Tax Assessment Valuation	\$.09	
Principal	\$5,900,000	
Interest	\$3,542,400	
State Aid	<u>-\$3,776,960</u>	
Total	\$5,665,440	

**Council comments.**

Councilor Dickinson asked what commitment the Town has to be reimbursed by the State.

Superintendent Duva stated a percentage of our School Budget must be allocated to the capital budget for maintenance to guarantee that the repairs and renovations funded by the Bond are maintained.

Councilor Dickinson noted that Newport is building a new High School and will get reimbursed. Councilor Meagher noted the reason they will receive reimbursement is because the Jacobs Report determined the structure repairs required for Rogers are so extensive it would not be cost effective to repair the building.

Superintendent Duva stated Jamestown Schools were not determined to be in need of replacement and therefore would not be eligible for reimbursement for school replacement.

Public comments. None.

Town Administrator Nota commented Newport is a 35% reimbursement municipality, the same as Jamestown. The projected annual debt service is approximately \$226,000, and in FY 2020-2021 the last School Bond (Melrose School) at \$238,000 is retired.

Superintendent Duva noted solar panels are part of the School Rehabilitation and will cover 100% of the annual electric bills at \$80,000. Discussion ensued of the mandated maintenance required by the School Infrastructure plan and the various options.

Council members thanked Superintendent Duva for the informative presentation.

\$2,900,000 Golf Course Bond: Planner Lisa Bryer and Public Works Director Michael Gray  
A PowerPoint presentation proceeded:

Planner Bryer reviewed the history of the Golf Course Clubhouse Facility

- December 16, 1986 – golf course purchased by town
- 2012 Buildings and Facilities Committee began plan for facility repair/replacement
- May 7, 2018 – Council voted to put a \$2.9 million bond on November Ballot for a new Golf Course Clubhouse Facility

Public Works Director Gray reviewed the Existing Building Deficiencies, noting the Buildings and Facilities Committee Report with thorough evaluation of the facility and recommendations, including the structure and uses, recommending the Town replace the building, as repair costs were 70% of replacement costs

Exterior:

- All Single pane windows , frames, and sills need immediate replacement
- Building Permit records indicate roof shingles are 30 years old and need replacement

Miscellaneous:

- Pressure-treated deck needs replacement
- ADA access ramp does not meet code
- Concrete/stone walks and retaining walls need re-pointing and repair
- Exterior doors and hardware need replacement
- Siding and trim should be checked for lead paint; there is peeled trim paint and rot
- Paving/parking lot needs recoating and paving repair

Interior:

- AC units, boiler and furnace due for replacement



- Electrical assessment determined lower level electrical panels are overloaded and need replacement
- Wiring throughout building does not comply with code and needs replacement
- Outdated, inefficient heating/cooling/electrical/plumbing and lighting systems require rehabilitation to bring them to present building/electrical/ADA and energy codes

Structural:

- Framing and floor joists do not meet current building code requirements for recreational and assembly activities
- Wall footings are not structurally sound
- Foundation does not meet code

General:

- Restrooms are not handicapped accessible nor ADA compliant
- Insulation lacking in some areas; excessive dampness caused by exposed earthen floor (lower level) can lead to mold and disintegration of the unprotected wood structure
- Lower level interior walls show water damage and need replacement; upper level floors, walls and ceilings need replacement or updating

Photos displayed illustrate the conditions that require repair or replacement.

Planner Bryer displayed a Site Plan depicting existing and proposed structure placement on the lot, with review of past and present use of the Golf Course Clubhouse.

Two-Story Scheme for 1<sup>st</sup> floor dedicated to golf; 2<sup>nd</sup> floor for Community Multi-Purpose Use reviewed

- Ground floor plan for 2,751 sq. ft. reviewed, including Caddy Shack, Office, Shop, Check-in, Golf, Circulation, Lobby, Restrooms, Main Entrance and Kitchen
- Second floor plan for 2,991 sq. ft. reviewed, including Multi-Purpose space, Catering Kitchen, Toilets, Meeting space, Circulation, Lobby, and Seminar Porch
- All spaces have separate entrances
- 2<sup>nd</sup> floor can operate independently from 1<sup>st</sup> floor golf operation when closed.

Elevations reviewed

- West Elevation with water views
- South Elevation to parking lot
- East Elevation to Conanicus Avenue
- North Elevation to 1<sup>st</sup> Tee

Building designed so that existing business can operate as is and more efficiently. Comparison of present structure to proposed structure ensued.

Town Administrator Nota reviewed financing for the \$2.9 million Golf Course Clubhouse. As a commercial facility the taxable interest rate would be 4.6% over 25 years; debt service would be \$192,369 or \$.08 annually on the tax rate, and on a \$500,000 house the impact would be \$40.00 annually. The \$2,900,000 Bond plus interest of \$1,909,215 is a total cost of \$4,809,215. The golf course was paid off in 2007. Of the \$175,000 annual lease payment \$150,000 was went into the General Fund and \$25,000 was put in the Golf Course Capital Fund. For this fiscal year \$50,000 is going to the General Fund with \$125,000 going to the

Golf Course Capital Fund. Every \$25,000 of expenses equals \$.01 on the tax rate. The Town has made a commitment to invest in the course, and the operator will incur significant expense as well. Further discussion and explanation of finances ensued.

Public comment.

Connie Rainone of West Reach Drive commended the plan for a 2<sup>nd</sup> floor as it makes sense and will provide needed meeting space. She noted extra services provided by the golf course operator for fundraising events. The golf course is an asset to the community.

Council members thanked the Town Planner, Public Works Director and Town Administrator for the informative presentation.

\$1,000,000 Library Bond: Town Administrator Nota

Library plans displayed in the Council Chambers were noted. The project is evolving and many of the capital improvements are eligible for reimbursement through OLIS. The proposal before you began in 2012. A PowerPoint presentation proceeded for the proposed Bond issue covering:

Brief History

- 1970 Library Construction and 1992 Rehabilitation Project
- 2012 LBOT study and analysis of physical space and resources conducted
- 2013 the Space Reorganization and Renovation Committee formed to review technology, social value of the Library, redesign space accommodate programs for young people and renovate, renew and ensure safety of basis
- 2014 Letter of Intent sent to OLIS and presentation to the Town Council of for a proposed Library redesign
- 2015 Building Renovation Committee formed
- 2016 Library Needs Assessment completed
- 2017 Capital Campaign Feasibility Study Report completed

The following were reviewed:

- Six Year Capital Improvement Budget for Library Improvements
- Library Estimated Project Costs and expenses reviewed by categories including:
 

Ø Town Contribution (Bond)	\$1,000,000.00
Ø Priority for Fundraising	\$1,385,396.22
Ø If all Fundraising Goals Achieved	<u>\$1,088,500.00</u>
Ø Grand Total	\$3,473,896.22

Review of needed improvements with photographs proceeded including roof, entranceway, HVAC, air handlers, and restrooms; the proposed Solar Array Project reviewed

Review of Debt Service Schedule proceeded

Bond (20 Year): Principal	\$1,000,000 + Interest \$474,800 (4.0%) =	\$1,474,000
	State Aid	- <u>589,600</u>
	Total	\$ 884,400

Average yearly debt service \$73,700; for \$500,000 property tax increase = \$ 15

Council comments.

Councilor Dickinson noted the Town's commitment is approximately 25% of the total cost, a good return. Council members noted Library Board members in attendance and thanked Mr. Nota for the informative report.

## VIII. UNFINISHED BUSINESS

- A) Parks and Recreation Department Update: Parks and Recreation Director Andrew J. Wade; review, discussion and/or potential action and/or vote
- 1) Fort Getty - update report
    - a) 2018 Camping and Recreation Season report

Parks and Recreation Director Wade gave an Update for the 2018 summer season, covering Fort Getty, Mackerel Cove, Sumer Programs, and Playground. A PowerPoint presentation proceeded as follows:

### Fort Getty Highlights – 2018 Season

- Revenues are up and expenses down
- New fencing and shrubs planted at lower tent sites
- 1<sup>st</sup> season utilizing online tent reservations (80% of reservations)
- Tent reservations increased over the last three seasons
- 70 events held at Fort Getty Pavilion
- Jamestown Outdoors Kayak rental rack relocated, reducing boat ramp congestion
- Staff added for Pavilion events, weekend security, and gate house
- New boat washing area for seasonal campers

### Mackerel Cove Highlights – 2018 Season

- Revenues are up and expenses down; discussion ensued of eliminating fee for residents
- Dune fencing replaced
- Staff added to handle high volume of patrons
- Beach raking schedule increased and Power Rake purchased
- New Beach Rules signs installed

### Summer Camps and Programs Highlights – 2018 season

- Record attendance for program – average of 77 children per week (300% increase over 2015 season) - Staff members Deb Hagie, Molly Conlon and Aileen Flath acknowledged for outstanding performance
- Location changed to Lawn School Athletic Complex - Steve Anderson acknowledged for his cooperation
- Extended hours to accommodate family schedules to 4:30 p.m.
- Expanded field trips, special activities, and staffing levels
- Ultimate Paddle and Surf Camp – expanded to 5 weeks – working with Jamestown Outdoors
- Swim Lessons at Mackerel Cove – very successful season

### Summer Adult Programs – Summer 2018

- Senior Picnic at Fort Getty – joint FOJS & Town staff event, with over 120 guests, 14 Recreation staff and 10 volunteers

- Active Living Every Day (ALED) – NRPA Grant funded instructor training, with walking program at various locations, and over 30 participants

#### Community Playground

- Heavy use this summer, usually full by 9:00 a.m.
- Playground rules signs installed
- Memory Walk installation begun; over \$65,000 raised, with bricks still available
- Benches and picnic tables to be installed soon
- Additional surfacing to be ordered
- Donor signs to be installed or replaced
- Playground sign to be created and installed for rededication (Spring 2019)

Mildred Feeney of Hamilton Avenue noted the difficulty getting on the beach at Mackerel Cove. The parking and entrance fee charged at Narragansett Beach for non-town residents was noted and suggested it would be appropriate for Jamestown. We need a solution for our residents and Jamestown beaches should be designated as residents only with passes and a system for checking passes.

Council members ask Director Wade to look at creative solutions for resident access to Mackerel Cove. Mr. Wade noted the requirements are property owner or resident, and he will review this with the staff going forward.

Director Wade gave an update of where we are to date with Fort Getty Park. He, Planner Bryer and Public Works Director Gray met with Union Studio to review the Gatehouse design so that we can move forward with a bid process for construction and recommendation for Council.

#### b) Fort Getty long-range vision

Director Wade asked for Council direction going forward, to continue as a revenue-generating, full-service campground and event center or to bring it back to a facility for Town residents. He is not opposed to developing a committee of stakeholders to communicate citizen needs and requests. Discussion ensued of creating a balance, impacts on the operation and uses, with changes in the current uses. Discussion ensued of infrastructure repairs and the costs for electricity and water and the ability to bill each campsite for utilities. This may not work right now, but there could be a charge for the boat washout. Director Wade noted the cost for water and electricity is not outrageous compared to the overall revenue generated - \$10,000 for water for the 80 campsites. Discussion ensued of better access and lower fees for use of the Pavilion by Jamestown residents. Discussion ensued of cleaning the beach areas and cleanup provided by the Litter Corp at Park Dock.

#### B) Upcoming Meetings and Sessions – dates and times

- 1) Scheduling of additional public informational session for Golf Course, Library and School Bonds, continued from September 17, 2018; review, discussion and/or potential action and/or vote

President Trocki noted an additional public information session with advertising and an insert in the *Jamestown Press* and at various locations in Town is needed. Town Administrator Nota reviewed potential dates for a public information session the week of October 22<sup>nd</sup> or 29<sup>th</sup>. This will be scheduled and information forwarded to the Council.

- 2) Town Council Meeting Schedule – October 1<sup>st</sup>, October 15<sup>th</sup>, November 5<sup>th</sup>; review, discussion and/or potential action and/or vote
  - a) Time for November 5, 2018 Council Meeting

Town Council members would like the November 5<sup>th</sup> meeting at 6:30 p.m.

### **IX. NEW BUSINESS**

None.

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

None.

### **XI. CONSENT AGENDA**

**A motion was made by Councilor Mihaly 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) September 17, 2018 (special meeting)
  - 2) September 17, 2018 (executive session)
  - 3) September 17, 2018 (regular meeting)
- B) Minutes of Town Boards/Commissions/Committees
  - 1) Jamestown Board of Canvassers (05/14/2018)
  - 2) Jamestown Board of Canvassers (07/27/2018)
  - 3) Jamestown Zoning Board of Review (08/28/2018)
- C) CRMC Notices
  - 1) Public Notice of Proposed Changes to federally-approved RI CRMC Program to the National Oceanic and Atmospheric Administration (NOAA) for permanent offshore wind facilities & underwater cables, per federal requirements of the Coastal Zone Management Act
  - 2) October 2018 Calendar
- D) Abatements/Addenda of Taxes  
Total Abatements: \$49,551.88      Total Addenda: \$53,912.96
  - 1) Motor Vehicle Abatements to 2018 Tax Roll  
**Account/Abatement Amount**
    - a) 01-0023-81M      \$    88.68
  - 2) Real Estate/Tangible Abatements to 2018 Tax Roll  
**Account/Abatement Amount**

a)	02-0911-15	\$ 700.00
b)	04-0320-00	\$24,884.08
c)	12-0068-35	\$14,198.59
d)	12-0100-75	\$ 454.01
e)	13-0640-10	\$ 3,842.32
f)	16-0683-30	\$ 114.17
g)	20-0135-00	\$ 5,270.03
3)	Addenda to 2018 Tax Roll	
	<b><u>Account/Addenda Amount</u></b>	
a)	01-0002-24	\$24,884.08
b)	02-1265-69	\$ 114.17
c)	06-0162-01	\$ 3,842.32
d)	09-0012-95	\$14,198.59
e)	10-0043-25	\$ 2,411.75
f)	14-0092-40	\$ 5,420.03
g)	20-0033-76	\$ 1,319.43
h)	23-1007-10	\$ 1,722.59

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

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

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

- A) Communications
  - 1) Letter of B. W. Carton re: Whale's Tail Sculpture and the public art debate
  - 2) Letter of Rosalie Ingrassia re: lack of respect for Jamestown beaches by visitors and request to make Potters Cove residents only
  - 3) Email of Mary Berthelot in support of the Cross Island Bike Path
  - 4) Email of Lisa Lawless in support of the Cross Island Bike Path
  - 5) Letter of Conanicut Island Land Trust re: use of Godena Farm property for a cell phone tower and Development Rights restrictions

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

- A) Veterans' Exemptions
- B) Town Council/Public use of cell phones at meetings (after seating of new Council)
- C) Planning Commission/Planning Department/Affordable Housing Committee Reports (October 15)
- D) Water supply concerns in the Jamestown Shores (October 15)

**A motion was made by Councilor Mihaly with second by Vice President White to move acceptance of the future agenda items and keeping the November 5<sup>th</sup> meeting light. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

#### **XIV. EXECUTIVE SESSION**

- A) Pursuant to RIGL §42-46-5(a) Subsection (5) Real Estate (EMS Barn and possible disposition); review, discussion and/or potential action and/or vote in executive session and/or open session**

**A motion was made by Councilor Meagher with second by Vice President White to enter into Executive Session at 10:22 p.m. pursuant to RIGL §42-46-5(a) Subsection (5) Real Estate.**

**Pursuant to RIGL §42-46-5(a) Subsection (5) Real Estate the following vote was taken: President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

The Town Council reconvened the regular meeting at 10:30 p.m. President Trocki announced that no action was taken in the Executive Session.

**A motion was made by Councilor Meagher with second by Vice President White to seal the Minutes of Executive Session. President Trocki, Aye; Vice President White, Aye; Councilor Dickinson, Aye; Councilor Meagher, Aye; Councilor Mihaly, Aye.**

#### **XV. ADJOURNMENT**

**A motion was made by Councilor Meagher with second by Councilor Mihaly 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 10:31 p.m.

Attest:

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Cheryl A. Fernstrom, CMC, Town Clerk

Copies to:     Town Council  
                  Town Administrator  
                  Finance Director  
                  Town Solicitor

**Approved As Written**  
**PLANNING COMMISSION MINUTES**  
**June 20, 2018**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

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

The meeting was called to order at 7:04 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  
Nate Kelly – Consultant Horsley Witten  
Jeff Davis – Consultant Horsley Witten  
Michael Darveau – Professional Land Surveyor  
Jim Rafferty

**II. Approval of Minutes June 6, 2018;** 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 – Hemphill – Administrative Merger of lots. Received
2. FYI – Letter from Richard Boren Zoning Chair Re: High Groundwater Table and Impervious Layer Overlay District. Received we will talk about this when it comes up in zoning changes  
Wyatt said this came up last month at zoning and lots of neighbors showed up and they felt coming at the end of process was useless and it should be at the beginning.

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

**V. Reports**



1. Town Planner's Report - Lisa said 1 meeting in July, it is a HGWO application we have been working on for a month they would like to be on sooner for zoning, can we possibly have a meeting another day. Let's meet at 6:30 on the 18<sup>th</sup> of July.
2. Chairpersons report
3. Town Committees
4. Sub Committees

## VI. Old Business

### 1. Zoning Ordinance Update discussion with Horsley Witten - review, discussion and/or action and/or vote

a. Article 15 - Bed and Breakfast Homes – 2 major points - site plan requirements and develop a check list, a major policy question is removing the regulations for the interior the consultant recommends you remove the requirements for gross floor space. Commissioner Swistak said are the B&B's competing with other short term models? Have you seen other towns do something similar? Jeff Davis said these are commercial uses in residential areas so you do want to have some stipulations. B&B has professional management onsite at all times. Other models do not. Warwick hotels are advertising on Air bnb. The platform is a little different than booking.com. In terms of rules and regulations they have drafted a short term rental ordinance and they will present this at the July meeting. Pendlebury said the state is proposing licensing. Jeff said the Communities can make them pay fees. Swistak asked about taxing on them, Bryer will look into how they are taxed.

#### b. Sample Cottage Ordinance

As an example, Nate Kelly brought up cottages on the green in East Greenwich. It is easier to integrate, stylistically, the affordable and market rate units. These units range from 900-1200 sq ft. with common areas. Where can we do this in Jamestown? Smith asked if this is like cluster zoning that we currently have in our ordinance. Nate Kelly said its different the only open space you have is the courtyard. These cottages are more concerned with design and not lot size. Maybe we should also talk about tiny homes Swistak said. Jeff David said, "If you have ideas after reviewing our information please send it to us."

#### c. Sample Farm Related Business Ordinance

They wanted to step back a bit and look at this issue more holistically. What can be done for local farms to keep them surviving and what do you want to see in terms of uses and also potential definitions. Right now, we have a designation for crops and animals. Commissioner Enright noted that aquaculture is in with agriculture but shouldn't it be separate? Jeff did not think it warranted additional language, Lisa Bryer noted that on and off loading of catch is regulated and fishermen would like to offload on docks and its not allowed. Should this be a conversation? Allowed in residential areas? Pendlebury asked if the right to farm act comes into play? Wyatt said let's wait to see if it passes and we will address it then. Jeff said he does not think it will pass. Should we spend time on this will it be worth it. Jeff thinks you should think about this regardless. Jeff handed out dots for a matrix of options for farm related retail uses and the commissioners put dots where they thought the use was appropriate and were able to comment on potential elements for regulation.

Retail - how do you feel in general about it on the farms?

As long as it is fair and not out of balance. You put in your definitions. So you only want what is produced onsite? .Let's talk about weddings and parties? Is it a wedding venue? The town can make rules for it as far as how many per year etc. Commissioner Swistak said do I have to have a permit if I am having a party? Jamestown is not an enforcement town like some other towns, Wyatt said and he gave examples of other towns.

What is the difference between vineyard and winery? Lisa Bryer would like to see a very defined list of things that can occur; we want our farms viable and it says it very strongly in the comprehensive plan. There are certain things we can target. For instance, someone came in today to talk about wind turbines for the farms but that is a commercial enterprise and currently it is not permitted in Jamestown. But they were not utility scale turbines, but smaller ones that may not be offensive to the majority of residents.

The consultant will update the draft they shared with the planning commission. As long as it can be regulated and if it can't be maybe it should be off the table and we can find something else. Commissioner Swistak said there are farms but some of them are open space and events happen on those parcels as well. Nate said these are meant to be accessory uses. Smith would like to see farms as farm and see the open space instead of all the bushes and trees that obstruct views.

d. Policy Discussion – Article 8 – RR–200 Zoning District  
To be discussed at another meeting

e. Policy Discussion – Section 82-314 High Groundwater Table and Impervious Overlay District  
To be discussed at another meeting

## VII. New Business

### **1. 91 Carr Lane, Plat 4 Lot 52, James T. and Lisa M. Rafferty and Town of Jamestown - Minor 2 Lot Subdivision with Variances to be used for conservation and affordable housing. Preliminary Plan - review, discussion and/or action and/or vote**

Lisa Bryer said we are in severe need of affordable housing in Jamestown and we are very fortunate that Jim and Lisa Rafferty are willing to do this project with the Town of Jamestown. This is a 6.7 acre property preserving 5.5 acres, it's located in an RR 200 zone and is adjacent to other watershed property. The lot directly to the east of property the town purchased from the Ryng family. DEM will put a conservation easement on it. We have been in contact with CCHC, the town will purchase the property then CCHC will purchase from the Town for affordable housing. We were not aware that we had to subdivide this property prior to acquisition until recently.

The report shows the zoning variances that are required. The conservation lot will have only a 10 ft frontage instead of 200 ft which is required, and it does not meet the requirement of 200,000 sq. ft. of upland. The overall lot size for the house lot is smaller than what is required; the residential lot it is required to be 200,000 sq. ft and it is 59,119 square feet. There is a temporary easement for the OWTS on the conservation lot, which will go away when the OWTS is relocated further away from the wetlands. No new lots are being created for development so there will not be a Fee in lieu of land dedication. Mike Darveau came up with plan for the configurations of the lots. The

existing house will now meet rear and side setbacks after the subdivision. Mike Darveau said the back part of lot is contiguous with the wetland and reservoir.

Commissioner Pendlebury asked when they come for renovations will they be challenged by the building official for the existing setback that is non-conforming? Only if they are proposing to change it but not for interior renovation. If they demolish and start over they will have to stay within setbacks.

Commissioner Swistak asked how sure is this with CCHC? They have looked at the lot and they are confident they can make it work as affordable housing. It would be in the land trust program. Town Solicitor Wyatt Brochu said the way the closing will be structured is the town will be the owner. Once we buy it if nothing else happens the town still owns it.

Mike Swistak asked Jim Rafferty what he thought of the project. He said he thinks this is a great project.

The TRC reviewed this today and they recommended approval of the application. Commissioner Smith who was the representative from the Planning Commission thinks it is a win win situation affordable housing and watershed protection.

Commissioner Swistak said the location of affordable housing should be located in the downtown area he thought. Comprehensive Plan states that we should have affordable housing integrated all over the island.

The Town Council has approved a purchase and sales agreement authorized contingent upon subdivision approval and grant funding release.

A motion was made by Commissioner Swistak and seconded by Commissioner Cochran to Grant Preliminary Plan approval in accordance with the Town of Jamestown Subdivision Regulations, RIGL 45-23-37 and the plans entitled "**Subdivision Plan for James T. & Lisa M. Rafferty, Plat 4 Lot 52, 91 Carr Lane, Jamestown, RI**; prepared by **Darveau Land Survey, Inc., P.O. Box 7918, Cumberland, RI 02864, Phone 401-475-5700; dated June 14, 2018** based on the following Findings of Fact and subject to the following Conditions of Approval:

**A. Findings of Fact**

The Planning Commission makes the following findings:

1. This application proposes to subdivide a 6.8929 acre (300,256 square foot) parcel with an existing house in the RR-200 (minimum lot size 200,000 square feet) with frontage on Carr Lane into 2 lots.
2. The Town of Jamestown is the Co-applicant with James T. and Lisa M. Rafferty, owners of 91 Carr Lane. The Town has an active purchase and sales agreement with the Rafferty's, for the purpose of protecting approximately 5.5 acres (241,133 square feet) of vacant drinking water watershed property as well as selling the house lot, approximately 1.36 acres (59,119 square feet) to Church Community Housing Corporation for the purpose of affordable housing.
3. The existing house on Carr Lane has an existing garage. The existing house and garage will remain on a separate lot and a new conservation lot will be created. The conservation lot

will be protected through a RIDEM conservation easement, supported by a RIDEM grant for 50% of the value of the land. For access purposes, required by RIDEM, the Town desires to create the conservation parcel as a potentially developable lot which will require a lot frontage variance.

4. The subdivision is consistent with the requirements of the Jamestown Comprehensive Plan;
5. Neither lot in the subdivision conforms to the standards and provisions of the Jamestown Zoning Ordinance and are seeking relief from the Zoning Board of Review for the following elements:
  - a. Lot Size: Parcel A 59,119 square feet (1.36 acres), where 200,000 square feet (4.59 acres) are required, and,
  - b. Frontage: Conservation Parcel (10 feet where 300 feet are required)
6. The subdivision as proposed will not result in the creation of individual lots with such physical constraints to development that building on those lots according to pertinent regulations and buildings standards would be impracticable. The Conservation Parcel has 241,133 square feet (5.5 acres) including approximately 90,000 square feet of upland and approximately 151,133 square feet of freshwater wetland;
7. All subdivision lots have adequate and permanent physical access to a public street, namely, Carr Lane;
8. The subdivision provides for safe circulation of pedestrian and vehicular traffic, for adequate surface water runoff, for suitable building sites and for preservation of natural, historical, or cultural features that contribute to the attractiveness of the community;
9. The design and location of streets, building lots, utilities, drainage improvements, and other improvements in the subdivision minimize flooding and soil erosion;
10. The only lot in the subdivision intended for building has access to sufficient potable water for the intended use through a private well;
11. Michael Darveau, PLS, testified as an expert witness on behalf of the applicants; and,
12. James Rafferty testified that he approves of the project.

**B. Conditions of Approval**

1. The approval is for a total of 2 lots;
2. That payment of a fee in-lieu-of land dedication shall not be required for this subdivision since no new lots for development are being created.
3. Suitable survey markers other than concrete, shall be placed at all corner points at the new property line;
4. The temporary easement for the OWTS shall be extinguished once approval is granted for the new OWTS on the house lot;
5. Approval shall be granted by the Zoning Board for the following variances prior to final Planning Commission approval:
  - a. Lot Size:
    - 1) Parcel A 59,119 square feet, where 200,000 square feet are required, and,
    - 2) Conservation Parcel (meets lot size but does not have 200,000 square feet of upland)
  - b. Frontage for the Conservation Parcel (10 feet where 300 feet are required)
6. This approval shall be recorded with the Town Clerk within 30 days of signature; and,

7. This approval shall expire one year from the date of approval by the Planning Commission unless final approval is granted.

So unanimously voted:

Michael Swistak – Aye

Rosemary Enright – Aye

Bernie Pfeiffer - Aye

Michael Smith - Aye

Duncan Pendlebury – Aye

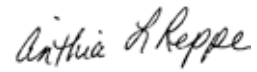
Mick Cochran - Aye

Dana Prestigiacomio - Aye

### VIII. Adjournment

A motion to adjourn was made by Commissioner Cochran and seconded by Commissioner Enright at 9:20 p.m. So unanimously voted.

Attest:



Cynthia L. Reppe  
Planning Assistant

**Approved As Written**  
**PLANNING COMMISSION MINUTES**  
**July 18, 2018**  
**6:30 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

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

The meeting was called to order at 6:35 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 – arrived 6:56 p.m.	

Also present:

Lisa Bryer, AICP – Town Planner  
Wyatt Brochu – Town Solicitor  
Cinthia Reppe – Planning Assistant  
Jeff Davis - Horsley Witten  
Nate Kelly – Horsley Witten  
Richard Carrigan - PE  
Carol O'Donnell  
Terrence Clen

**II. Approval of Minutes June 20, 2018;** 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 – The Breck & Tracy Collingsworth Family LLC – Administrative Subdivision. Received

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

**V. Reports**

1. Town Planner's Report
2. Chairpersons report – Commissioner Swistak read a letter from the press regarding building in the shores that was also copied to the Planning Commission chair from Ms. Ann Gagnon. Commissioner Swistak wants Ms. Gagnon to be invited to meet with Ms. Bryer. The letter from the zoning board chair about decisions already being made before zoning also needs to be addressed. Commissioner Swistak would like our

solicitor at the meeting too and he will be there. Solicitor Brochu said the general public really does not understand the framework in which we do things. Should it be done administratively with 1 or 2 members? Ms. Bryer does not have a preference. If this is the view for all Jamestown Shores members there needs to be a set agenda. Mr. Brochu said there might be issues brought up to the planning commission that might not be in their purview. Commissioner Smith wants Mike Gray there too to talk about the water issues. Commissioner Pendlebury says not a planning board issue. Complex issue Pendlebury said. We always circle back to property rights issue. The Planning Commission may discuss this at a future meeting.

3. Town Committees
4. Sub Committees

## VI. Old Business

1. Zoning Ordinance Update discussion with Horsley Witten - review, discussion and/or action and/or vote

a. Cottage Home Zoning – Nate Kelly asked the planning commission what their thoughts are on the cottage zoning. The key to this is parking is centralized. The market exists for small houses. Commissioner Pendlebury likes the whole idea of it in the village it would work well he said. Our inclusionary affordable housing requirement would apply. 20 percent of all units over 4 units would be required. Parking could be an issue too Swistak said. Bryer is not inclined to relax the 20% affordable requirement since we have not met our 10% required by the state. This needs to be tailored to Jamestown minimum lot size maybe is ½ acre, in terms of affordable there is a density bonus calculation already in the ordinance.

b. Policy Discussion – Article 8 – RR–200 Zoning District

c. Policy Discussion – Section 82-314 High Groundwater Table and Impervious Overlay District

d. Short Term Rentals – A discussion ensued regarding some of the issues happening in Jamestown currently with short term rentals. Commissioner Enright said the house will rent for 1 or 2 people and there ends up being many, many more. Noise ordinances can be brought into this. Commissioner Pfeiffer says it is a commercial enterprise. They want more rules and regulations for short term rentals. Discussion ensued about whether this should be an ordinance or just a registration process with the clerk’s office. Solicitor Brochu said it is easier to sell a registration component. Now what happens if it’s not followed.

Jeff Davis said the Building Heights initiative was passed at the state level and they are drafting an overlay zone where the flood hazard zones are for height. If CRMC’s calculations are higher than FEMA and it can be started there, they will be proposing this overlay with 25 feet high.

1. **Terrence Clen – 83 Neptune St. Jamestown RI - Plat 5 Lot 217- 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**

A motion was made by Commissioner Swistak and seconded by Commissioner Pendlebury to accept Richard Carrigan P.E. as an expert witness. He is a registered civil engineer for 28 years in

Rhode Island and Massachusetts, receiving his degree from Virginia Tech. He has been recognized from several towns and cities in RI as an expert witness. So unanimously voted.

Mr. Carrigan representing the applicant and made a presentation. The soil evaluation puts them in Sub District A review. The runoff will be mitigated with a rain garden. Commissioner Pendlebury asked about a down spout on the side of the porch. Yes, there will be one there. It should show on the plan. The calculation was done including the porch. Does the existing lot coverage include the shed? Yes. The existing septic has passed and it will handle the addition which is not a bedroom. Driveway limitations were not discussed because they are not changing it.

A motion was made by Commissioner Swistak and seconded by Commissioner Cochran to recommend to the Jamestown Zoning Board, approval of the application of Terrance Clen: AP 5, Lot 217; Neptune Street, Jamestown, RI; being reviewed under Zoning Ordinance Section 314 - High Groundwater Table and Impervious Overlay District Sub-district A review in accordance with the plan entitled **Drainage Assessor's Plat 5 Lot 217, 83 Neptune Street, Jamestown, RI, Prepared for Carol O'Donnel, Sheet 1 and 2 of 1. Dated, revised 6/15/18 (sheet 1) and 6/6/18 (sheet 2), by Carrigan Engineering, Inc., 86 Brook Farm Road South, Wakefield, RI 02879, (401) 789-6865.** The recommendation for approval is based on the following findings of facts as amended:

Findings of Fact Section 314

1. Property is 14,400 sf in area. It is located in an R-40 Zoning District which follows R-20 setbacks.
2. There is an existing house has a 960 square foot footprint and the applicant is proposing to add a 200-square foot (10' x 20') front porch with pavers and a roof and a 340 square foot sunroom to the west side of the home;
3. The soil evaluation conducted on the property indicated 50 inch seasonal high water table and a 37" depth to category 9 soils. The site falls under Sub-district "A" requirements of the High Groundwater Table and Impervious Overlay District. The maximum impervious cover allowed is 13%.
4. Existing impervious cover is 6.67% sf. Proposed impervious cover is 1492 square feet (10.36%);
5. The applicant's representative Craig Carrigan, PE, represented the applicant before the Planning Commission on 7/18/18.

The applicants engineer has submitted runoff calculations dated 20 April 2018 which addresses stormwater treatment by a rain garden. The runoff from the new rooftop will be directed to a rain garden with an approximate area of 240 square feet (top of garden dimension) and a storage volume of approximately 160 cubic feet. The rain gardens provide treatment for the 1" water quality volume and provides storage for the increased storm water runoff associated with a 10-year frequency storm event.

6. The existing OWTS is a galley type (RIDEM Permit Number 8615-266). It is up to date on inspections and pumping with the Town program.
7. Jamestown Engineer Jean Lambert provided correspondence to Chris Costa, Building Official and Lisa Bryer, Town Planner dated June 29, 2018 regarding the Clen 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. An as-built plan should be provided at the completion of construction to the Building Official depicting the size and location of the house, size and location of the rain gardens, and verifying the elevations and grading shown on the proposed site plan.
3. The OWTS must be inspected and maintained as required by the Town Onsite Wastewater Management Program.
4. The Operation and Maintenance (O & M) Plan (reproduced in 8.5" x 11" for the stormwater mitigation (rain gardens) 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. A copy of the recorded Operation and Maintenance requirements shall be submitted to the Planning Department.
5. An erosion and sediment control permit will be required from the building official prior to commencement of construction. Erosion and sediment controls shall be installed at the down gradient limit of disturbance as shown on the site plans. Erosion controls shall be maintained until final stabilization is achieved on the site.
6. Applicant will add gutters and downspout connections from the porch to the rain garden. The addition is already shown.
7. Driveway will remain pervious unless additional approval is granted by the Zoning Board.

So unanimously voted.

Michael Swistak – Aye

Rosemary Enright – Aye

Bernie Pfeiffer - Aye

Michael Smith – Aye

Duncan Pendlebury – Aye

Mick Cochran - Aye

Dana Prestigiacomio - Aye

**VII. Adjournment**

A motion was made by Commissioner Cochran and seconded by Commissioner Enright to adjourn the meeting at 8:30 p.m. So unanimously voted.

No applications for the August 1<sup>st</sup> meeting so there will be no meeting.

Attest:



Cynthia L Reppe

**Approved As Written**  
**PLANNING COMMISSION MINUTES**  
**August 15, 2018**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

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

The meeting was called to order at 7:05 p.m. and the following members were present:

Michael Swistak – Chair	Duncan Pendlebury – Vice Chair
Mick Cochran	Bernie Pfeiffer
Dana Prestigiacombo	Michael Smith
Rosemary Enright – arrived at 7:20	

Also present:

Lisa Bryer, AICP – Town Planner  
Wyatt Brochu – Town Solicitor  
Mike Darveau – Darveau Land Surveying

**II. Approval of Minutes July 18, 2018; 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 – Memo to Zoning Board Re: Clen HGWTO. 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**

1. **Rafferty – 2 Lot Minor Subdivision with Variances, Final Approval, Discussion and/or action and/or vote**

Mike Darveau made a presentation to the planning commission, discussion ensued about the bounds and the following motion was made by Commissioner Swistak and seconded by Commissioner Pendlebury.

At the August 15, 2018 Planning Commission meeting, the Planning Commission voted unanimously to Grant Final Plan approval in accordance with the Town of Jamestown Subdivision Regulations, RIGL 45-23-37 and the plans entitled "**Final Plan, Subdivision Plan for The Town of Jamestown, Plat 4 Lot 52, 91 Carr Lane, Jamestown, RI**; prepared by **Darveau Land Survey, Inc., P.O. Box 7918, Cumberland, RI 02864, Phone 401-475-5700; dated August 8, 2018**. The Conditions of Preliminary Approval, as granted on June 20, 2018 have been met as follows:

1. The Final Plan is for 2 lots, one conservation lot and one lot for affordable housing;
2. That payment of a fee in-lieu-of land dedication shall not be required for this subdivision since no new lots for development are being created.
3. Survey markers have been placed at all corner points at the new property line;
4. The temporary easement for the OWTS shall be extinguished once approval is granted for the new OWTS on the house lot and the OWTS is constructed;
5. Approval was granted by the Zoning Board on July 24, 2018 for the following variances:
  - a. Parcel A has 59,119 square feet, where 200,000 square feet are required, and
  - b. Frontage for the Conservation Parcel (10 feet where 300 feet are required)

This approval shall expire in 90 days unless the final plan is recorded in the office of the Town Clerk prior to that time.

So voted:

Michael Swistak – Aye

Duncan Pendlebury – Aye

Mick Cochran - Aye

Bernie Pfeiffer - Aye

Dana Prestigiacomio - Aye

Michael Smith - Aye

Motion Carries

**2. Sustainability Plan – Review of Website - review, discussion and/or action and/or vote**  
**The Planning Commission reviewed the Sustainability website and discussed the changes they would like to see.**

Lisa Bryer, Town Planner presented the website and walked the Planning Commission through the set up and pages. The Planning Commission made the following suggestions:

General comments

- a. It is difficult to know where you are in the website because it has multi layers. It would be helpful to have a site map either on the left hand side or elsewhere so that you always know where you are within the website; or an index as suggested by Commissioner Smith.
- b. Some of the pages are long and it would be helpful to have a header that does not move at the top so you always know where you are.
- c. You cannot get from one issue to another without back, back, back.
- d. The Back button should be bigger.

- e. Don't like the word "issues". It has a negative connotation. Maybe something different?
- f. Don't like the phrase "concrete steps" since that is not what we are proposing
- g. Things like LEED and Zero Waste should be linked

#### Calendar

- a. This needs guidelines of what type of events should be allowed to post.
- b. Needs to be rethought. Is this something that we want to maintain. Lisa should talk to the Library to see what level of effort is required to maintain a calendar.

#### Infrastructure Section:

Start out with discussion on water, since that is Jamestown's biggest issue, and not climate change at this point.

We will be hearing back from Horsley Witten on this project when they finish the tracking method and report card sections. Possibly in September, for sure in October.

### **VII. New Business**

#### **1. Planning Commission - Election of Officers - review, discussion and/or action and/or vote**

The election for these officers will remain in effect until June of 2019.

A motion was made to elect Michael Swistak to remain as Chair of the Commission by Commissioner Smith and was seconded by Commissioner Cochran. So unanimously voted.

A motion was made by Commissioner Cochran and seconded by Commissioner Pfeiffer to elect Duncan Pendlebury to remain as Vice Chair. So unanimously voted.

A motion was made by Commissioner Pfeiffer and seconded by Commissioner Cochran to elect Rosemary Enright to remain as Secretary. So unanimously voted.

The Planning Commission would like the Rules of Procedure on a future agenda.

### **VIII. Adjournment**

A motion to adjourn the meeting at 9:35 was made by Commissioner Cochran and seconded by Commissioner Enright. So unanimously voted.

**Approved As Written**  
**PLANNING COMMISSION MINUTES**  
**Sept 5, 2018**  
**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                                  Michael Smith

Not present: Dana Prestigiacommo

Also present:

Lisa Bryer, AICP – Town Planner

Wyatt Brochu – Town Solicitor

Cinthia Reppe – Planning Assistant

**II. Approval of Minutes Aug 15, 2018;** review, discussion and/or action and/or vote

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

Ms. Bryer reported that the town closed on 91 Carr Lane, 5.5 acres protected through a grant from DEM. The town is planning to enter into a purchase and sales agreement with CCHC for the remaining residential lot for affordable housing. It will be on the council agenda on September 17<sup>th</sup>.

Horsley Witten will be here for next meeting to discuss Zoning and in October for Sustainability plan.

2. Chairpersons report

Swistak asked if the cell tower proposal will come here to planning Lisa said it depends on where it is and if it may need height variance, they are looking into whether it needs planning approval. Could be a TRC review. Bryer reported that the council decided there should be a formal procedure for accepting public art, they are taking resumes for the committee. Smith said he heard

the opposition isn't to the art it is to the location. Swistak said the Town Council should be cautious. The Planning Commission is the keeper of the comp plan. It should not go to another committee and should come here to us. Anyone is welcome to apply. Pendlebury said it should be part of a master plan and should be related to goals and ambitions of the town. Commissioner Swistak asked about tax lots. There are 34 remaining that are not protected with a conservation easement.

3. Town Committees
4. Sub Committees

## VI. Old Business

1. **Zoning Ordinance Update - review, discussion and/or action and/or vote**
  - a. **Short Term Rentals**
  - b. **Accessory Family Dwelling Units/Accessory Dwelling Units**
  - c. **Guest Houses**

Lisa Bryer, Town Planner briefly presented the difference between all the types of units including Bed and Breakfast Dwellings.

It was noted that the Town had a previous ordinance proposal for B&Bs that allowed them with more stringent criteria than the underlying zoning, including lot size, parking etc. There was a discussion about there being no incentive to fund and run a B&B. It is more lucrative to have a short term rental. Will AFDU/ADU be a better option? Ms. Bryer said there needs to be an adjustment to the way an AFDU size is calculated. It should appear to be accessory to the main house and if the main house has a significant amount of living space underground then the AFDU will appear large compared to the main house. Commissioner Pendlebury said it is very generous percentage.

Wyatt said you have to be very careful on this issue with zoning it can only be permitted by zoning and once it is a permitted use it is entitled to relief. Superior court is more permissive than restrictive. Look at the neighborhood impact.

There have been whole neighborhoods that turn into short term rentals when allowed by zoning. Short term rentals should require registration of the unit if the owner is not on site. Smith thinks short term rental is rampant on Jamestown.

Owner occupied units were discussed. Swistak did does not think there is a difference between owner occupied and non-owner occupied. In terms of neighborhood impact, it is generally a big difference when the owner is on site. We allow B&B's so if we expand that role and then only allow short term rentals either owner occupied or for longer periods of time like for 1 or 2 weeks then that may be better. Commissioner Pfeiffer noted that it is still a commercial use in a residential neighborhood.

Town Planner Lisa Bryer is looking for a consensus. No short term -nobody put hands up for this. Everyone agrees it needs to be regulated. Minimum stay any thoughts on that, impossible to regulate Swistak said.

The ordinance says less than 30 days. Cochran says there should be a substantial fine for the first event. Wyatt noted there is different enforcement path for zoning and the code of ordinances.


B&B – Do B&B’s pay a tax? Lisa said they are taxed on the business inventory and property value. Wyatt says there is more variety of when and how people rent under the short-term rental model. It could be rented all summer or a room rented where as a B&B is more of a business. If it goes up to 10 rooms it should be determined by lot size. Mr. Brochu asked are we on a permissive track or restrictive track? This is what the planning commission needs to decide on tonight. Its one thing when the town does not regulate it so there is no town involvement but another thing when you address it and it is not enforced. We need a mechanism in town to follow up on it.

#### **VII. New Business – nothing at this time**

#### **VIII. Adjournment**

A motion to adjourn at 9:00 pm was made by Commissioner Cochran and seconded by Commissioner Enright. So unanimously voted.

Attest:



Cynthia L. Reppe  
Planning Assistant



State of Rhode Island and Providence Plantations  
**Coastal Resources Management Council**  
 Oliver H. Stedman Government Center  
 4808 Tower Hill Road, Suite 3  
 Wakefield, RI 02879-1900

(401) 783-3370  
 Fax (401) 783-2069

**PUBLIC NOTICE**

File Number: 2018-07-035 Date: October 3, 2018

This office has under consideration the application of:

**Timothy Lemmon**  
**924 West End Avenue; Apt. 43**  
**New York, NY 10025**

for a State of Rhode Island Assent to construct and maintain:

Construct a “Hybrid” shoreline protection facility consisting of a Riprap Toe protection and coir logs and plantings landward.

Project Location:	1151 North Main Road
City/Town:	Jamestown
Plat/Lot:	3 / 566
Waterway:	Narragansett Bay (West Passage)

Plans of the proposed work may be seen at the CRMC office in Wakefield.

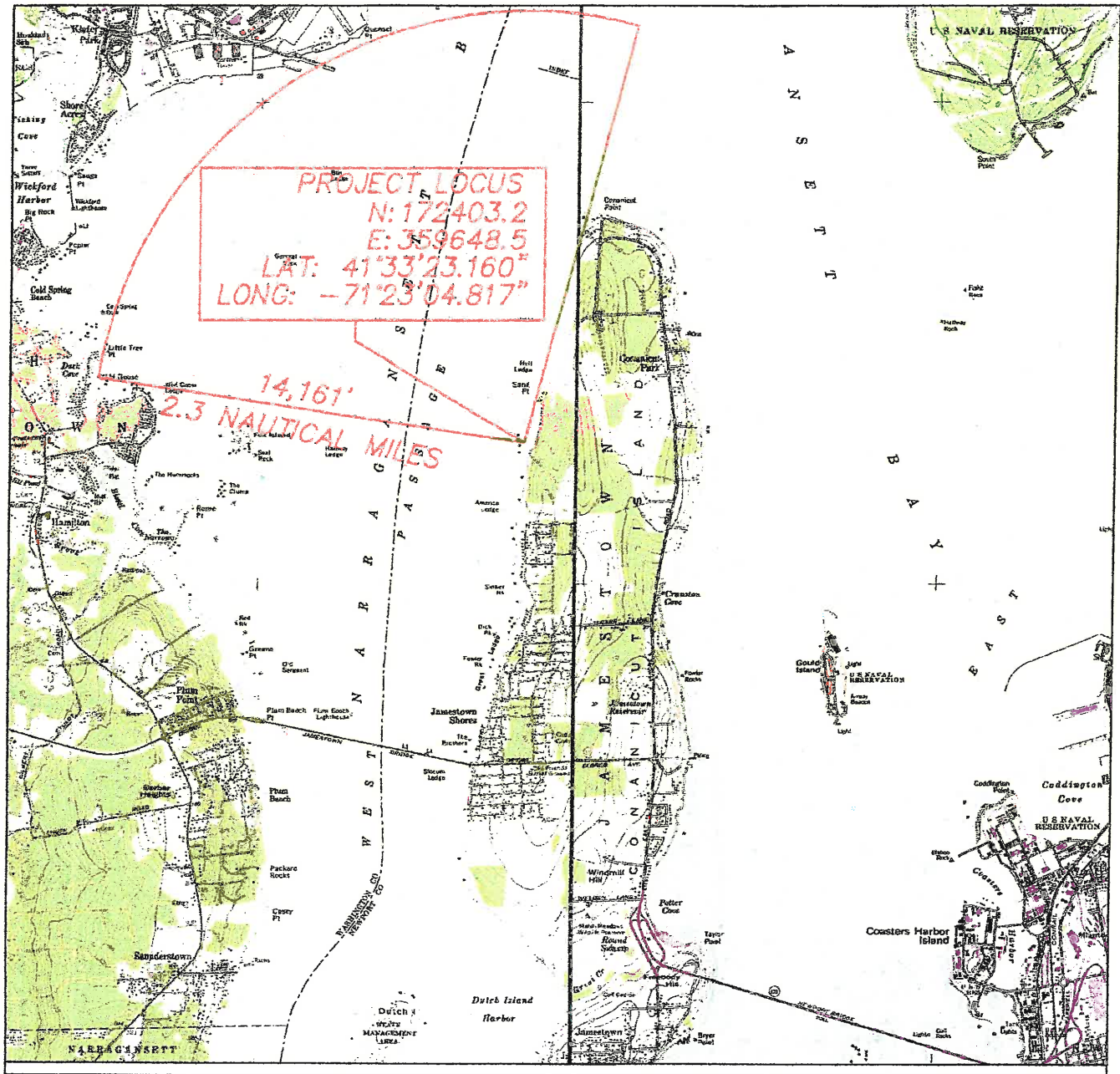
In accordance with the Administrative Procedures Act (Chapter 42-35 of the Rhode Island General Laws) you may request a hearing on this matter.

You are advised that if you have good reason to enter protests against the proposed work it is your privilege to do so. It is expected that objectors will review the application and plans thoroughly, visit site of proposed work if necessary, to familiarize themselves with the conditions and cite what law or laws, if any, would in their opinion be violated by the work proposed.

If you desire to protest, you must attend the scheduled hearing and give sworn testimony. A notice of the time and place of such hearing will be furnished you as soon as possible after receipt of your request for hearing. If you desire to request a hearing, to receive consideration, it should be in writing (**with your correct mailing address, e-mail address and valid contact number**) and be received at this office on or before 11/02/2018.

/lat





LOCUS PLAN 1"=5280'

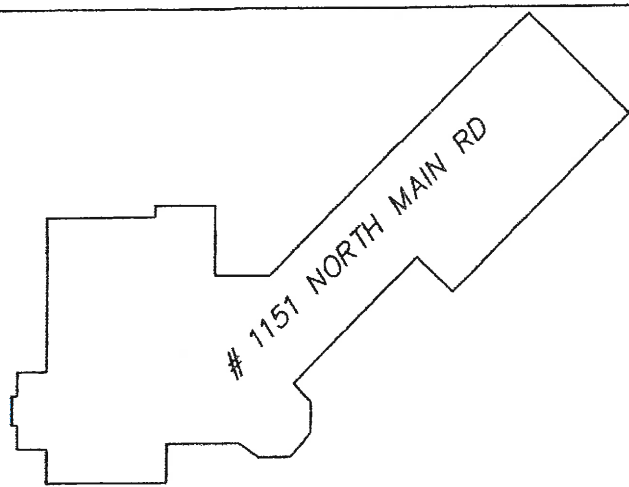
PLAN OF PROPOSED BANK STABILIZATION  
 TIM LEMMON  
 1151 N MAIN RD., JAMESTOWN, RI 02835  
 AP 3, LOT 566  
 BY: WARREN HALL, CIVIL ENGINEER  
 JULY 14 2018 SHEET 1 OF 3

RECEIVED  
 JUL 16 2018  
 COASTAL RESOURCES  
 MANAGEMENT COUNCIL

WARREN HALL  
  
 REGISTERED  
 PROFESSIONAL ENGINEER

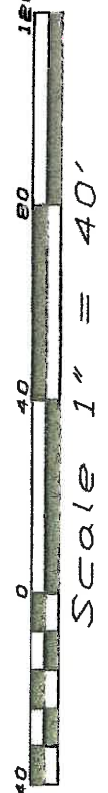
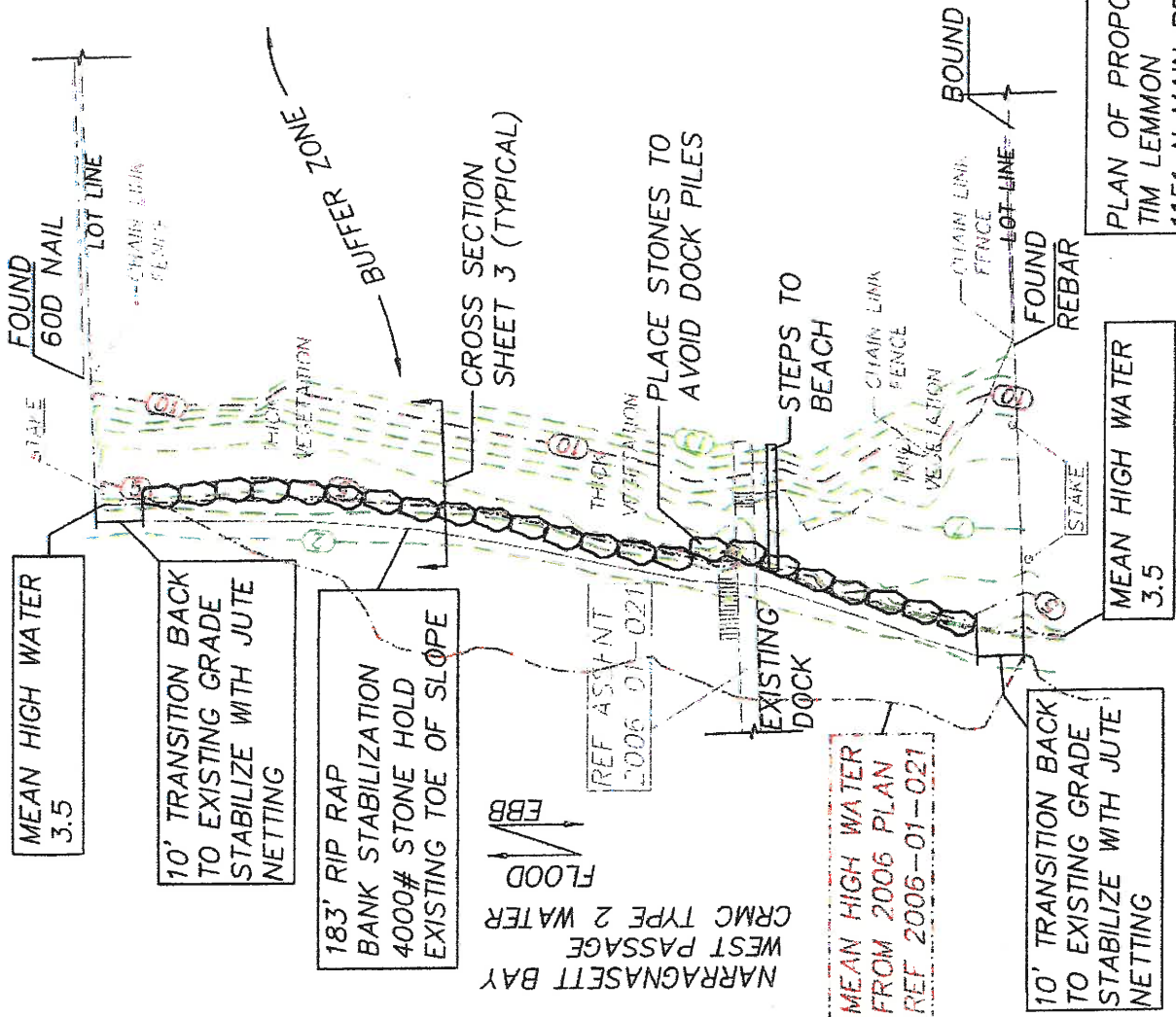


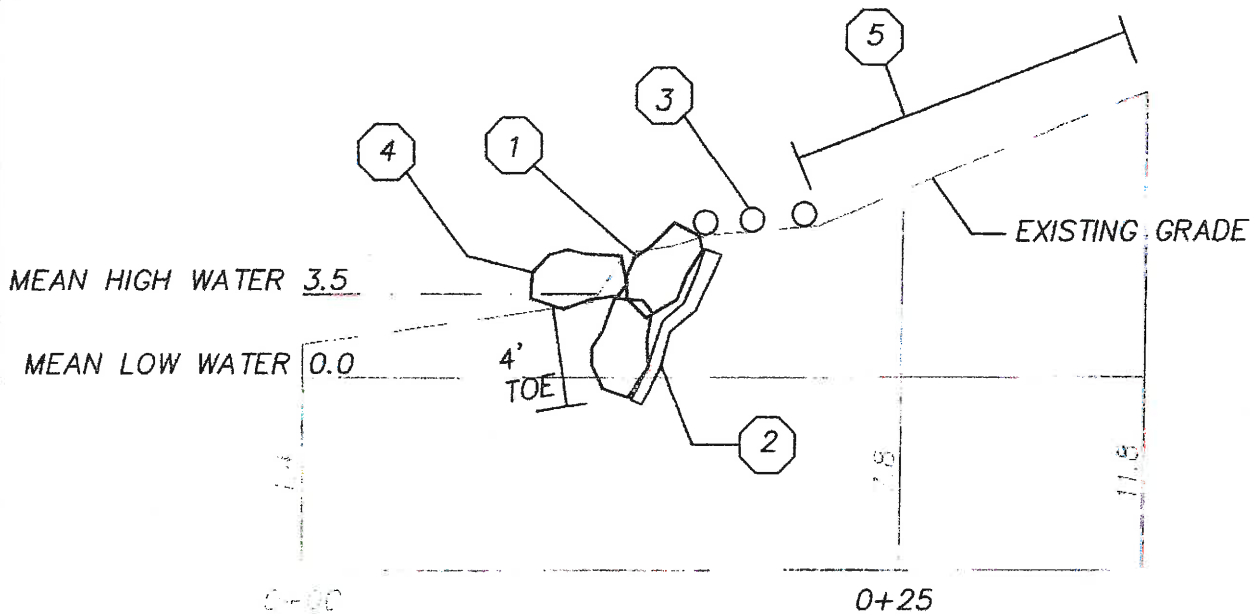
PLAN REFERENCE:  
 1) HALSTEAD RESIDENTIAL DOCK  
 PLAT 3, LOT 566, SHEET 1 OF 3,  
 BY NORTHEAST ENGINEERS, DATED DEC 1, 2005



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PLAN OF PROPOSED BANK STABILIZATION  
 TIM LEMMON  
 1151 N MAIN RD., JAMESTOWN, RI 02835  
 AP 3, LOT 566  
 BY: WARREN HALL, CIVIL ENGINEER  
 SEPTEMBER 10, 2018 SHEET 2 OF 3





TYPICAL CROSS SECTION  
1/8"=1'-0"

1 — 4000 # STONE

2 — TYPE R-5 (10")  
RIP RAP ENCASE  
IN TENSAR UX200  
GEO GRID  
WRAP GRID WITH  
MIRAFI 140 FABRIC

3 — 12" COIR LOGS SET ON GRADE  
(NO EXCAVATION), WRAP AROUND  
EXISTING WOODY GROWTH, ANCHOR  
INTO GRADE WITH HI STRENGTH  
DUCK BILL ANCHORS, RE VEGETATE  
WITH NATIVE 5 GALLON SIZE SHRUBS  
ADD JUTE NETTING TO ALL DISTURBED AREAS  
& SALT TOLERANT CONSERVATION SEED MIX  
MAINTAIN AFTER ALL RAINFALL & STORM  
EVENTS

4 — SINGLE STONE SET 20' ON CENTER  
SET 20' ON CENTER ALONG TOE  
OF RIP RAP

5 — AREA OF LIMITED DISTURBANCE  
HAND CLEAR INVASIVE VEGETATION  
ADD 5 GALLON SIZE NATIVE SHRUBS

PLAN OF PROPOSED BANK STABILIZATION  
TIM LEMMON  
1151 N MAIN RD., JAMESTOWN, RI 02835  
AP 3, LOT 566  
BY: WARREN HALL, CIVIL ENGINEER  
SEPTEMBER 10, 2018 SHEET 3 OF 3

**RHODE ISLAND GOVERNMENT REGISTER  
PUBLIC NOTICE OF PROPOSED RULEMAKING**

**COASTAL RESOURCES MANAGEMENT COUNCIL**

**Title of Rule:** Rhode Island Coastal Resources Management Program - Aquidneck Island SAMP - Coastal Development Regulations

**Rule Identifier:** 650-RICR-20-00-7

**Rulemaking Action:** Proposed Amendment

**Important Dates:**

Date of Public Notice: 10/09/2018

Hearing Date: 10/23/2018

End of Public Comment: 11/08/2018

**Authority for this Rulemaking:**

RIGL 46-23 et. seq

**Summary of Rulemaking Action:**

In 2016, the legislature passed an amendment to R.I. Gen. Laws § 42-35-5(b) that required the Secretary of State to oversee the publication of an updated uniform code of state regulations. The purpose of this proposed rule is to reformat the Aquidneck Island (SAMP) Coastal Development Regulations and codify the rules in accordance with the new uniform code of state regulations, called the Rhode Island Code of Regulations ("RICR"). Figures 5, 6 and 7 showing CRMC and DEM freshwater wetlands jurisdiction are being deleted, as DEM has established a user-friendly online map service for determining freshwater wetlands jurisdiction. Part 7.11 - Appendix A is being added to provide habitat maps currently available on the CRMC website here:

[http://www.crmc.ri.gov/samp\\_ai/AI\\_SAMP\\_Habitat\\_Linkage\\_Map.pdf](http://www.crmc.ri.gov/samp_ai/AI_SAMP_Habitat_Linkage_Map.pdf). Otherwise, there are no substantive changes to the rule.

**Additional Information and Comments:**

All interested parties are invited to request additional information or submit written or oral comments concerning the proposed amendment until November 8, 2018 by contacting the appropriate party at the address listed below:

James Boyd  
Coastal Resources Management Council  
Stedman Government Center  
4808 Tower Hill Road  
Wakefield, RI 02879  
jboyd@crmc.ri.gov

**Public Hearing:**

A public hearing, in accordance with R.I. Gen. Laws § 42-35-2.8, to consider the proposed amendment shall be held on October 23, 2018 at 6:00 pm at Department of Administration, Conference Room A, One Capitol Hill, Providence, RI 02908 at which time and place all persons interested therein will be heard. The seating capacity of the room will be enforced and therefore the number of persons participating in the hearing may be limited at any given time by the hearing officer, in order to comply with safety and fire codes.

The place of the public hearing is accessible to individuals who are handicapped. If communication assistance (readers/interpreters/captioners) is needed, or any other accommodation to ensure equal participation, please call 401-783-3370 or RI Relay 711 at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting.

**Regulatory Analysis Summary and Supporting Documentation:**

In the development of the proposed adoption consideration was given to: (1) alternative approaches; (2) overlap or duplication with other statutory and regulatory provisions; and (3) significant economic impact on small business. No alternative approach, duplication, or overlap was identified based upon available information. Additionally, the benefits of the proposed amendments justify any costs of the proposed rule, and the proposed amendments will achieve the objectives of the authorizing statute in a more cost-effective manner, or with greater net benefits, than other regulatory alternatives.

For full regulatory analysis or supporting documentation see agency contact person above.

**RHODE ISLAND GOVERNMENT REGISTER  
PUBLIC NOTICE OF PROPOSED RULEMAKING**

**COASTAL RESOURCES MANAGEMENT COUNCIL**

**Title of Rule:** RI Coastal Resources Management Program - MetroBay SAMP - Urban Coastal Greenways

**Rule Identifier:** 650-RICR-20-00-5

**Rulemaking Action:** Proposed Amendment

**Important Dates:**

Date of Public Notice: 10/09/2018

Hearing Date: 10/23/2018

End of Public Comment: 11/08/2018

**Authority for this Rulemaking:**

RIGL 46-23 et. seq.

**Summary of Rulemaking Action:**

The purpose of these regulations is to provide a concise set of coastal development regulations for properties located within the Metro Bay Region SAMP boundary that are predictable and provide developers with several options for coastal buffers to promote economic development and coastal resource protection. In 2016, the legislature passed an amendment to R.I. Gen. Laws § 42-35-5(b) that required the Secretary of State to oversee the publication of an updated uniform code of state regulations. The purpose of this amendment is to reformat the Metro Bay Region SAMP in accordance with the new uniform code of state regulations, called the Rhode Island Code of Regulations ("RICR"), consolidate and integrate desirable elements of the Providence Harbor SAMP, and to make other non-technical changes. There are no substantive changes to the existing regulations. Reformatting of the regulation in accordance with RICR includes, but is not limited to, renumbering, moving of definitions, movement of text, and elimination of duplicative or non-regulatory text, among other format changes. A summary of changes between current and proposed regulation by section is as follows:

- Add new § 5.1(B) to highlight federal Coastal Zone Management Act authority for implementation of Special Area Management Plans
- Add new § 5.1(C) to further clarify the purpose of the consolidated rules
- Add new § 5.3 as a consolidation of Metro Bay Region policies
- Add new § 5.3.1 to account for Providence Harbor SAMP prohibitions

- Add new § 5.3.2 to account for specific Providence Harbor policies
- Clarify applicability of roadway projects at § 5.5(C)(1)(a)(2)(CC)
- Clarify status of the compensation option at §§ 5.4(C)(3), 5.5.1(B)(5), 5.8(C)(3)(b)(2), 5.8(C)(4)(a)(4), and 5.9(B)(4)(a)

**Additional Information and Comments:**

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For full regulatory analysis or supporting documentation see agency contact person above.







**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 **October 15, 2018** MEETING

**MOTOR VEHICLE ABATEMENTS TO 2018 TAX ROLL**

07-0850-74M Greene, Marc E	Motor Vehicle- soldier / sailor exempt	\$57.49
11-0183-00M Koehr, Valerie	Motor Vehicle- soldier / sailor exempt	\$126.84

**REAL PROPERTY/TANGIBLE ABATEMENTS TO 2018 TAX ROLL**

02-1620-00 Bunaes, Hans Paal & Antonia	Plat 12, lot 205 transferred on 09-25-2018 to Account 13-2095-66	\$9,956.78
03-0150-00 Capece, Raymond Azari, Maria	Plat 12, Lot 63 transferred on 10-01-2018 to Account 13-1396-45	\$4,663.16
04-0343-25 Delmonico, Michael & Deborah	Plat 8, lot 149 transferred on 09-26-2018 to Account 07-0640-30	\$4,246.97
05-0289-50 Engberg, Jamie & Steven	Plat 2, Lot 208 – Tax Appeal – reduced value based on appraisal – New Value \$715,000	\$1,029.26
06-0168-60 Ferro, Marianne	Plat 9, lot 837 transferred on 09-25-2018 to Account 02-0632-65	\$13,680.36
13-2095-66 Morse, Paul	Plat 8, lot 488, unit 302 transferred on 09-25-2018 to Account 07-0590-65	\$9,486.44

**ADDENDA TO 2018 TAX ROLL**

02-0632-65 Bianco, Angelo & Mari	Plat 9, lot 837 transferred on 09-25-2018 from Account 06-0168-60	\$13,680.36
07-0590-65 Golden, Karen & Brian	Plat 8, lot 488, unit 302 transferred on 09-25-2018 from Account 13-2095-66	\$9,486.44
07-0640-30 Good, John & Sandra	Plat 8, lot 149 transferred on 09-26-2018 from Account 04-0343-25	\$4,246.97
13-1396-45 Mendelsberg, Maria L	Plat 12, Lot 63 transferred on 10-01-2018 to Account 03-0150-00	\$4,813.16
13-1561-65 Mihaly, Eugene & Stacy	Plat 8, Lot 488, Unit 104, updated Property records. New Value \$756,800	\$600.15
13-2095-66 Morse, Paul	Plat 12, lot 205 transferred on 09-25-2018 from Account 02-1620-00	\$9,956.78

**ADDENDA TO 2018 MOTOR VEHICLE TAX ROLL**

01-0570-65M Ardente, Nathaniel J	Motor Vehicle-2016 Jeep - Reg. # U34 Transferred from Providence	\$255.13
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<b>TOTAL ABATEMENTS</b>	<b>\$ 43,247.30</b>
<b>TOTAL ADDENDA</b>	<b>\$ 43,038.99</b>

RESPECTFULLY SUBMITTED,

*Christine Brochu*

CHRISTINE BROCHU  
TAX ASSESSOR

**Subject:** FW: Town Committee for Public Art

Please pass to all council members. Thanks, Kristine

| KRISTINE S. TROCKI |  
*Attorney and Counsellor at Law, LLC*

38 Narragansett Avenue, Unit D  
Jamestown, Rhode Island 02835  
Telephone: 401.423.3390  
Facsimile: 401.423.3370  
kst@trockilaw.com  
www.trockilaw.com

On Oct 2, 2018, at 5:31 PM, Dianne Grippi <[dianne@islandrealtyri.com](mailto:dianne@islandrealtyri.com)> wrote:

Dear Kristine,

The JAC Board has discussed in depth the question of how we, as an organization, can contribute to the Committee's work.

The JAC does not assess a particular work of art but instead encourages works of art and artistic endeavors of all sorts in the Jamestown community, without judging any work's intrinsic artistic quality. Given that the committee's charge includes an aesthetic decision on the sculpture, the JAC Board feels it inappropriate for the organization to formally appoint a representative to the committee.

That said, we understand that the committee is very likely to focus much of its time and energy on the process for and a possible town policy on public art. We should like to formally offer to serve as consultants to the committee on these critical matters, in which JAC Board and associates have much experience.

We are delighted with this focus and hope that we can be useful to the committee's deliberations.

Best,

Dianne Grippi  
Chair  
Jamestown Arts Center

*Please join us as we celebrate  
40 years of serving Newport County*

**40** years



*We would like to express our  
gratitude and thank the community  
of Newport County  
for supporting us.*

*Thursday October 25, 2018  
5:00 PM - 8:00 PM*

*Location:*

*The Young Building  
Salve Regina University  
518 Bellevue Avenue  
Newport, R.I. 02840*

*Refreshments*

*Speaking presentation*

*Awards Ceremony*

*Please RSVP by October 18th, 2018*

*[Nurner@codacino.org](mailto:Nurner@codacino.org)*