



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
**93 Narragansett Avenue**  
**Tuesday, February 19, 2019**  
**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/2019-meetings-minutes/2019-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) January 22, 2019 (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
  - 3) Finance Director's Report

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

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

- A) Presentation
  - 1) Jamestown Sustainability Plan: Krista Moravec, Planner, Horsley Witten Group
- B) Proclamations
  - 1) No. 2019-02: Recognizing the Services of Stephen Ostiguy, Executive Director of Church Community Housing Corporation
  - 2) No. 2019-03: Recognizing Church Community Housing Corporation

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

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

- A) Town Council Sitting as the Alcoholic Beverage Licensing Board
  - 1) **CLASS B – VICTUALER – LIMITED**
    - a) Set the **CLASS B – VICTUALER – LIMITED** Liquor License Cap at FOUR (4); review, discussion and/or potential action and/or vote

**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
  - 1) Katherine Wineberg
  - 2) Representative Deborah L. Ruggiero, District 74
- B) Non-scheduled request to address

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

- A) Town Administrator's Report: Andrew E. Nota
  - 1) Budget Process Status Report
  - 2) RI League of Cities and Towns Legislative and Program Report
    - a) Saturday, March 2<sup>nd</sup> 10:00 a.m. – Noon: Introduction to Municipal Budgeting, Jamestown Philomenian Library
      - i) Mayor Alan Fung, City of Cranston; Andrew E. Nota and Christina D. Collins, Town of Jamestown; Brian Daniels, Executive Director of RILCT and Peder Schaeffer, Associate Director of RILCT, and others
  - 3) ICMA New England Regional Conference, New Brunswick, NJ
    - a) Participating as Member of the Regional Nominating Committee for Vice President of the National ICMA Board
  - 4) RI Interlocal Risk Management Trust Status Report Update

- B) Town Solicitor's Report: Peter D. Ruggiero, Esq.
  - 1) Initiative Petition Status
    - a) Memorandum of Town Solicitor David A. Petrarca to Jamestown Town Council, dated February 11, 2019
    - b) Memorandum of Town Solicitor David A. Petrarca to RI Board of Elections, dated February 11, 2019
    - c) Memorandum of Canvassing Clerk Karen Montoya to Town Administrator Andrew E. Nota, dated February 11, 2019
    - d) Revised Certificate of Town Clerk Cheryl A. Fernstrom, dated February 11, 2019

**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> and <http://www.jamestownri.gov/town-government/town-council/town-council-meetings-minutes/2019-meetings-minutes/2019-meetings>*

- A) Fort Getty Gatehouse and Restrooms project recommendation; review, discussion and/or potential action and/or vote
- B) Upcoming Meetings and Sessions – dates and times
  - 1) Town Council Meeting Schedule – March 4<sup>th</sup>, March 18<sup>th</sup> and April 1<sup>st</sup> at 6:30 p.m.; review, discussion and/or potential action and/or vote
  - 2) Budget Work Sessions for FY 2019-2020: Capital Budget Hearing, March 19<sup>th</sup>; Town/School Committee Budget Hearing, March 21<sup>st</sup>; Operating Budget Hearings, March 25<sup>th</sup> and April 2<sup>nd</sup>; Budget Review Hearings, if needed, April 4<sup>th</sup>, April 8<sup>th</sup> and April 11<sup>th</sup>; review, discussion and/or potential action and/or vote

**IX. NEW BUSINESS**

- A) Conanicut Island Sailing Foundation 2018 Reports, 2019 Program, and 2019 Agreement; review discussion and/or potential action and/or vote
  - 1) 2018 Free Sailing Program
  - 2) 2018 Sea Adventure Camps
  - 3) 2019 Program
  - 4) 2019 Memorandum of Agreement
- B) Establishment of a Charter Review Committee to review Jamestown Town Charter Sec. 218 Initiative and Referendum, Sec. 219 Initiative Procedure, and Sec. 220 Referendum Procedure and make recommendations to the Jamestown Town Council; review, discussion and/or potential action and/or vote
  - 1) Committee Charge

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

- A) Appointments, Vacancies, and Expiring Terms; review, discussion and/or potential action and/or vote on each listed appointment and/or vacancy

- 1) Jamestown Affordable Housing Committee (One vacancy with a three-year term ending date of May 31, 2021; duly advertised; no applicants)
- 2) Jamestown Fire Department Compensation Committee (One Citizen-at-Large vacancy with a three-year term ending date of May 31, 2021); duly advertised
  - a) Letter of interest for appointment
    - i) Sydney Keen
- 3) Jamestown Juvenile Hearing Board (One Alternate Member vacancy with a two-year term ending dates of December 31, 2020); duly advertised; no applicants
- 4) Jamestown Tree Preservation and Protection Committee (Three vacancies with One unexpired three-year term ending date of December 31, 2019 and Two three-year term ending dates of December 31, 2021); duly advertised; no applicants
- 5) Jamestown Zoning Board of Review – Alternate Member (One vacancy with a one-year term ending date of December 31, 2019); duly advertised
  - a) Letter of interest for appointment
    - i) James King

## 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) February 4, 2019 (regular meeting)
- B) Minutes of Town Boards/Commissions/Committees
  - 1) Jamestown Planning Commission (11-07-2018)
  - 2) Jamestown Planning Commission (12-05-2018)
  - 3) Jamestown Planning Commission (01-02-2019)
  - 4) Jamestown Planning Commission (01-16-2019)
- C) Abatements and Addenda of Taxes
 

Total Abatements: \$2,145.33	Total Addenda: \$2,145.33
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  - 1) Real Property/Tangible Abatements to 2018 Tax Roll
 

<u>Account/Abatement Amount</u>	
a) 13-0590-00	\$2,145.33
  - 2) Addenda to 2018 Tax Roll
 

<u>Account/Abatement Amount</u>	
a) 23-1002-50	\$2,145.33
- D) CRMC Notices
  - 1) February 2019 Amended Calendar
- E) One Day Event/Entertainment License Application



- 1) Applicant: Jamestown 1<sup>st</sup> Day Plunge/Town of Jamestown  
Event: 2<sup>nd</sup> Annual Jamestown St. Paddy's Day Splash  
Date: Sunday, March 17, 2019  
Location: East Ferry/Conanicus Avenue
- F) Peddler and Holiday License Renewal Application
  - 1) Applicant: A. B. Monroe Dairy, Inc. **dba: Munroe Dairy**  
Address: 151 North Bow Street, East Providence, RI 02914
- G) Trash Collector License Renewal Applications
  - 1) Applicant: Island Rubbish Service, Inc. **dba: Island Rubbish**  
Address: 8 Swinburne Street, Jamestown, RI 02835
  - 2) Applicant: Republic Services, Inc. **dba: Republic Services, Inc.**  
Address: 1080 Airport Road, Fall River, MA 02720
- H) Finance Director's Report

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

- A) Communications
  - 1) Statewide Planning February 2019 Newsletter
  - 2) Letter of Katherine Wineberg re: Jamestown Board of Canvassers
- B) Proclamations and Resolutions from other Rhode Island Cities and Towns
  - 1) Resolution of the Smithfield School Committee requesting General Assembly Stabilization of the State Education Funding Formula
  - 2) Resolution of the Central Falls City Council calling on the General Assembly to pass Enabling Legislation Calling for Municipal Tobacco Licensing
  - 3) Resolution of the Portsmouth Town Council Requesting RIDOT Reject Proposed Cuts to the Transportation Alternatives Program (TAP)
  - 4) Resolution of the Portsmouth Town Council Requesting RIDOT Reject Proposed Delays to STIP Project, ID 1379 and 1380 in Portsmouth

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

- A) Paper streets in Jamestown and water access
- B) Road abandonment petition discussions (March/April)
- C) Amendments of Code of Ordinances to Article IV. Stopping, Standing and Parking for parking restrictions
- D) Town Council Goals and Objectives and Rules and Procedures (April/May)
- E) Library Rehabilitation Project and Funding Program Presentation (March 18)
- F) Proposed Water Resources Protection Committee Discussion (March)
- G) Review and Discussion of Conservation Easement on Shores Lots (March)

**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. Notice is also 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 February 14, 2019*

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

Tuesday, January 22, 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 6:30 PM by Commission President Michael G. White.

The following members were present:

Mary E. Meagher, Vice-President  
Nancy A. Beye  
William J. Piva, Jr.  
Randall White

Also present were:

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

**AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS**

(None)

**READING AND APPROVAL OF MINUTES**

1) 12/17/18 (regular meeting)

Motion was made by Commissioner Meagher, seconded by Commissioner Piva to accept the 12/17/18 regular meeting minutes. Motion so voted, 4 in favor; Commission President White abstained. Commission President White was absent from said meeting.

**OPEN FORUM**

Commission President White 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 down slightly for the month of December.
- JR-1 was turned off for the winter to protect the equipment and to keep the pipes from freezing.
- Rainfall was down for the month of December and compared to previous months.
- Transfer pumping has been disconnected for the winter to protect the equipment and to keep the pipes from freezing.
- North Reservoir is @ capacity, usable storage-60MG
- South Pond is @ capacity, usable storage-6MG

### 2) **Town project reports: (See attached Project Update Report dated January 2019)**

#### Treatment Plant

The Public Works Director reported that the water department is responsible for monitoring water from the distribution system once every quarter for disinfection byproducts that include TTHMs and HAAs and that the Town is below the levels set by the EPA.

#### Transfer Pumping/Reservoir

The Public Works Director reported the following:

- The Town has completed their second round of E. Coli monitoring at the reservoir.
- The Town is now required by the RIDOH to collect a sample from the reservoir every two weeks to be analyzed for E. Coli. Our annual average is above 10, which is due to an error at the lab.
- He is hoping that the RIDOH will recognize that the average is above 10 and is due to this error.
- Budget costs for this line item will be going up and will be due to the biweekly testing.
- He will be submitting a report to the RIDOH summarizing the analytical results. Based upon these results the RIDOH may require cryptosporidium monitoring for the next 12 months.

#### Wastewater Treatment Plant

The Public Works Director reported that the RIDEM Office of Water Resources completed their annual compliance evaluation of the Wastewater Treatment Facility in December and that he is currently working on a plan to address their concerns, specifically requiring a more robust program to remove Inflow and Infiltration from the collection system (*See the attached Project Update Report dated January 2019 for more detail regarding this matter*) and also a requirement to add more staffing within the Wastewater Department. The Public Works Director further reported that he will be responding to the RIDEM Office of Water Resources regarding this inspection and their requests.

Raymond Dunlevy of 25 Bay Street stated that he walks regularly and he expressed his concerns regarding sump pumps drainage onto the sidewalks and into the street and that this a major concern, especially this time of year with freezing/ice.

Commission President White suggested that there be some sort of educational program regarding sump pumps or that the Jamestown Press could place something in the newspaper to get the word out to customers regarding this matter.

Following clarification on a few items, it was the consensus of the Commission to accept the Public Works Director's report, as presented.

**LETTERS AND COMMUNICATIONS**

(None)

**UNFINISHED BUSINESS**

(None)

**NEW BUSINESS**

(None)

**TOWN BUSINESS**

(None)

**ADJOURNMENT**

There being no further business before the Commission, motion was made by Commissioner Meagher, seconded by Commissioner Piva to adjourn the Water and Sewer meeting at 6:54 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 January 2019**

### **WELLS**

JR-1, JR-3

- JR-1 is turned off for winter conditions to protect equipment and piping from freezing.

### **TREATMENT PLANT**

- To provide safe drinking water to our customers, the water is disinfected with chlorine as the last step in treatment before distribution. Disinfectants can react with naturally occurring materials in the water to form byproducts that can pose health risks. The water department is responsible for monitoring water from the distribution system once every quarter for disinfection byproducts that include Total Trihalomethanes (TTHMs) and Total Haloacetic Acids (HAAs).

The Stage 2 Disinfection by-products rule requires us to collect and analyze a sample taken from the Town Hall each quarter. The fourth quarter testing results were 53.2 ppb for TTHMs and 15.2 ppb for HAAs. The EPA has set a maximum level of 80 ppb for TTHMs and 60 ppb for HAAs. The EPA determines maximum levels of contaminants in drinking water at which no adverse health effects are likely to occur. As the results show we are below the levels set by EPA.

### **TRANSFER PUMPING/RESERVOIR**

- The piping for our transfer pump has been disconnected to protect equipment from freezing during the winter months.
- Work on the south pond dam was postponed until the 2019 summer season.
- We have completed our second round of E. Coli monitoring of the reservoir. We were required by the RI Department of Health to collect a sample from the reservoir every two weeks to be analyzed for E. Coli. I will be submitting a report to the RIDOH summarizing our analytical results. Based upon these results the RIDOH may require cryptosporidium monitoring for the next 12 months.

### **DISTRIBUTION SYSTEM**

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 60 MG

Usable Storage 60 Million Gallons

- There were no leaks reported in the system for the month of December.

### **WASTEWATER TREATMENT PLANT**

- The monthly average daily flow at the treatment plant for December was 0.66 million gallons per day. The peak daily flow was 1.3 million gallons. The permitted monthly average flow is 0.73 million gallons per day. There were no sanitary sewer overflows for the month of December. Rain and groundwater continue to have an impact on the sewer collection system due to I/I (Inflow & infiltration).

The RIDEM Office of Water Resources completed their annual compliance evaluation of the wastewater treatment facility in December. I am currently working on a response to comments received regarding this inspection. There are two items that I would like to note:

1. The RIDEM is requiring a more robust program to remove Inflow and Infiltration (I/I) from our collection system. They have concerns with the recent sanitary flows received at the plant that have exceeded the permitted discharge of 0.73 million gallons per day and the Sanitary Sewer Overflow (SSO) to the Bay that occurred in March 2018.
  - o In March 2018 the Staff at the Wastewater Treatment Facility dealt with excessive flows with the rains received and the groundwater levels in the village. During the weekend of March 2<sup>nd</sup> through the 4<sup>th</sup> the staff at the wastewater department had to deal with high flows at all 4 pump stations and power outages due to the coastal storm that dumped 2.47 inches of rain and winds in excess of 50 MPH. Flows recorded at 6:00 am on March 2<sup>nd</sup> before the storm were at 0.6 million by 8:00 pm flows were in excess of 2 million gallons at the wastewater plant. Staff worked around the clock for three days manning the pump stations, responding to alarms, dealing with pump and electrical issues and keeping generators running and fueled. Sanitary sewer overflows (SSOs) were logged at Conanicus, Knowles Court, and Mackerel Cove due to the event.

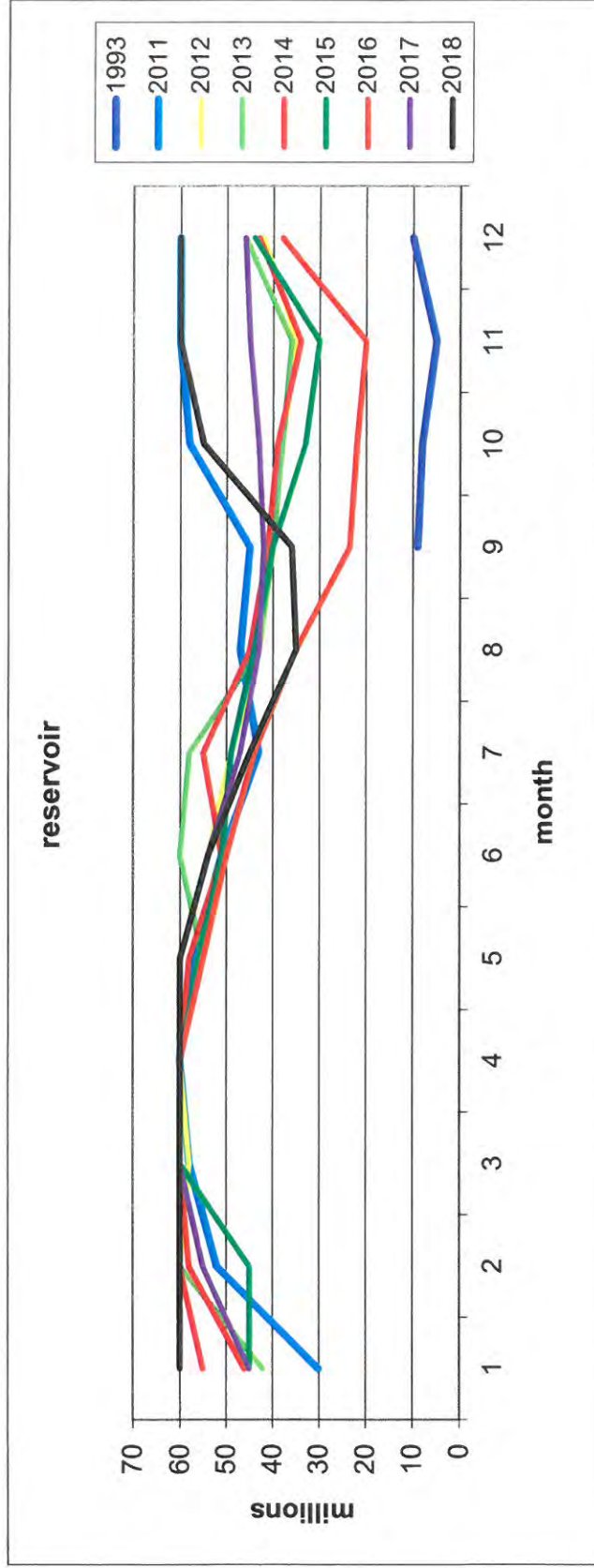
I am working with our Wastewater superintendent to develop a plan to address issues of I/I in the sewer collection system. Elements of the plan will include sump pump inspections, collection system cleaning, TV inspection of piping, and developing a long-term capital investment plan for improvements to the collection system with pipe lining and/or replacement.

2. The second item of importance to the Board is the requirement of the RIDEM for additional staffing within the wastewater department. We currently have 3 full time operators at the facility. The operation and maintenance manual approved by the RIDEM lists a fourth position of seasonal laborer. This laborer position was not filled after sludge processing was eliminated at the treatment facility. Sludge is now hauled offsite in tanker trucks for disposal.



# RESERVOIR LEVEL

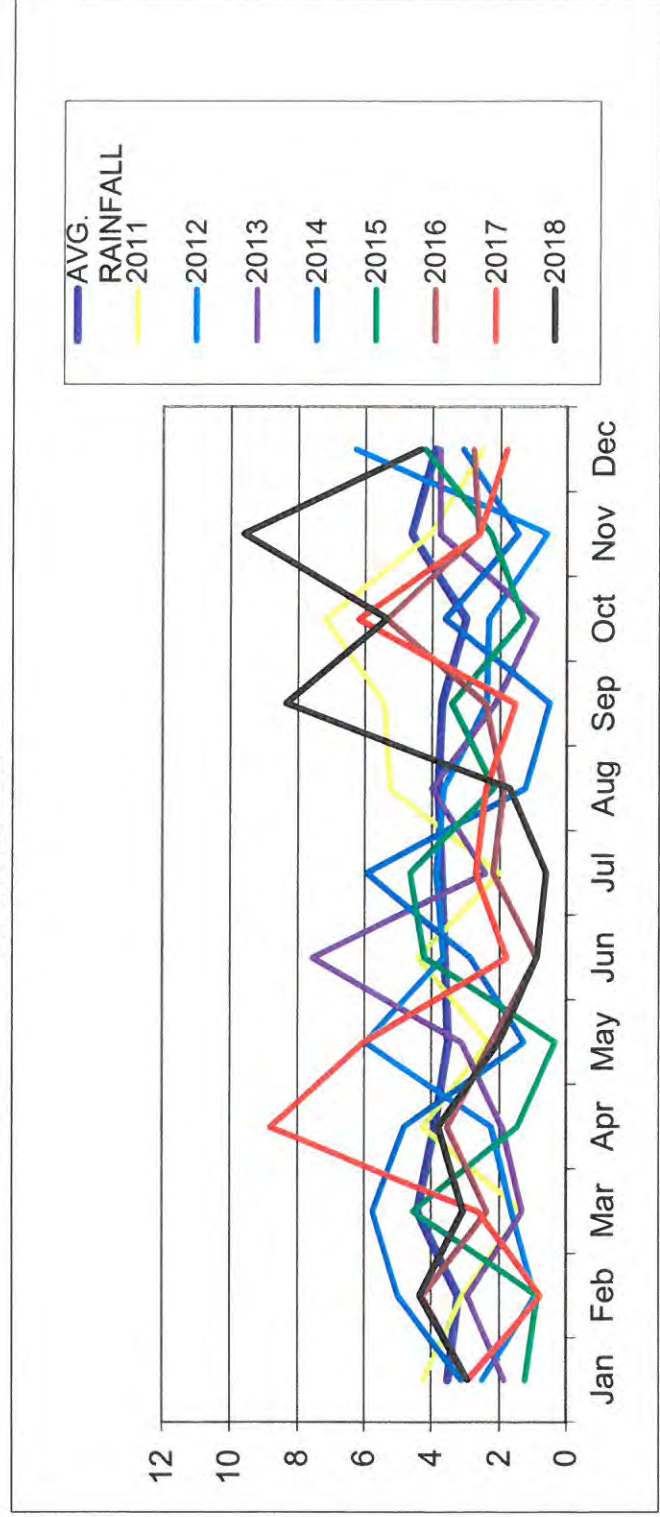
	1993	2010	2011	2012	2013	2014	2015	2016	2017	2018
Jan	9	60	30	60	42	55	45	46	45	60
Feb		60	52	60	60	60	45	58	55	60
Mar		60	58	58	60	60	60	60	60	60
Apr		60	60	60	60	60	60	60	60	60
May		60	57	60	55	58	56	55	60	60
Jun		51	51	54	60	51	51	50	54	54
Jul		43	43	49	58	55	49	44	47	45
Aug	9	40	47	43	43	45	44	35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





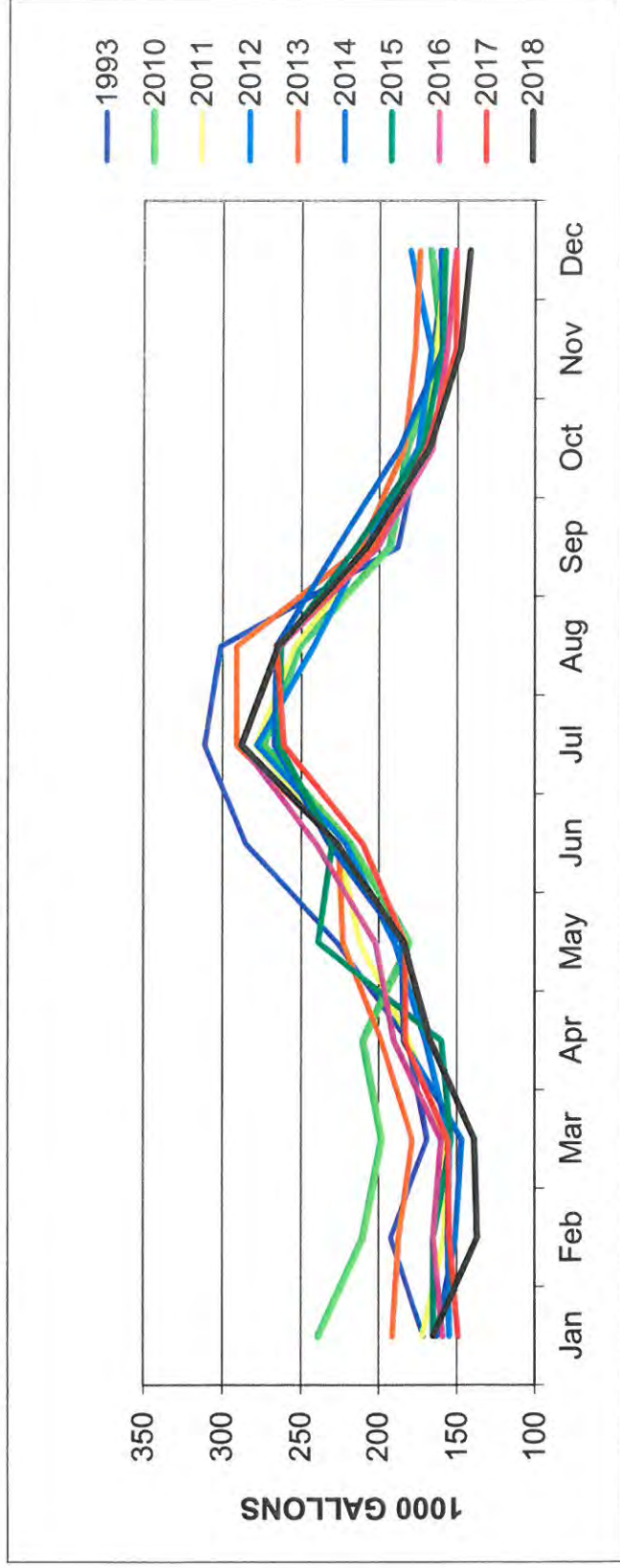
	2010	2011	2012	2013	2014	2015	2016	2017	2018
Jan	3.5	4.22	2.49	1.85	3.1	1.22	2.94	2.94	2.94
Feb	3.2	3.09	0.93	2.94	4.98	0.86	4.25	0.76	4.33
Mar	4.4	1.32	1.64	1.32	5.74	4.53	2.36	2.62	3.07
Apr	3.9	4.25	2.24	1.92	4.8	1.47	3.53	8.8	3.79
May	3.5	2.32	5.97	3.11	1.27	0.32	2.24	6.03	2.03
Jun	3.6	4.11	3.64	7.55	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 Defecit-10.2"
Sep	3.7	5.41	2.39	2.13	0.5	3.41	2.42	1.54	8.35
Oct	3	7.18	2.33	0.9	3.61	1.31	5.33	6.18	5.34
Nov	4.6	4.05	0.58	3.76	1.47	2.27	2.63	2.61	9.61
Dec	3.9	1.76	6.28	3.76	3.1	4.2	2.79	1.81	4.33
Total	44.8	45.99	35.99	35.64	38.59	30.59	33.45	40.18	47.02

## RAINFALL

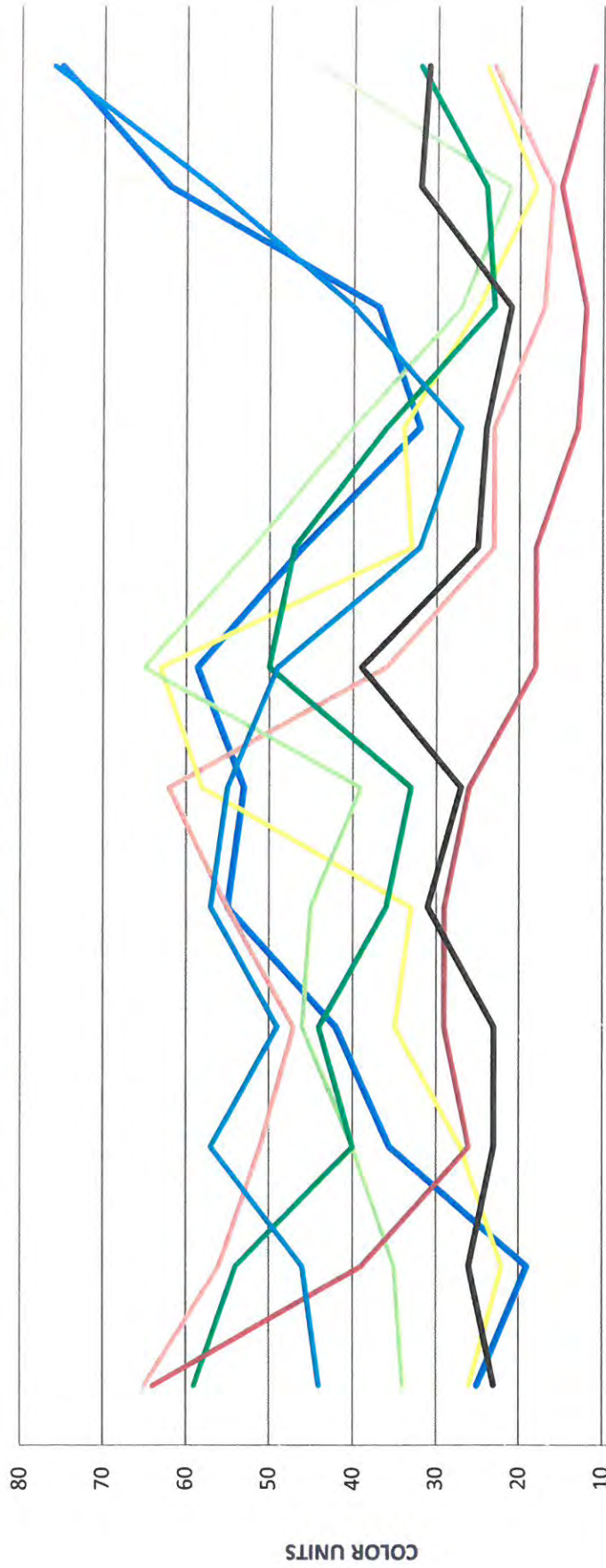


	1993	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Jan	171	172	173	239	172	155	191	163	165	159	149	165
Feb	192	154	173	210	158	156	187	151	165	165	155	137
Mar	169	155	165	198	157	155	178	147	154	160	156	139
Apr	181	174	196	210	180	170	198	184	160	190	183	167
May	227	202	195	180	212	190	223	185	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	168
Nov	166	175	226	160	164	167	177	160	160	157	151	148
Dec	158	192	230	167	158	180	174	161	158	151	151	142

### PUMPING REPORT



# 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	40	57	76



## Project Update February 2019

### WELLS

JR-1, JR-3

- JR-1 is turned off for winter conditions to protect equipment and piping from freezing.

### TREATMENT PLANT

- Staff have been working on equipment maintenance within the treatment plant.

### TRANSFER PUMPING/RESERVOIR

- The piping for our transfer pump has been disconnected to protect equipment from freezing during the winter months.
- Work on the south pond dam was postponed until the 2019 summer season.
- I have provided RI Department of Health the attached letter report that summarizes the E. Coli analytical results for twelve months of samples collected from north reservoir and JR-1. We have not received a response regarding the requirement for Cryptosporidium monitoring.

### DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 60 MG

Usable Storage 60 Million Gallons

- There were two leaks reported for service piping that froze during the cold temperatures in January.

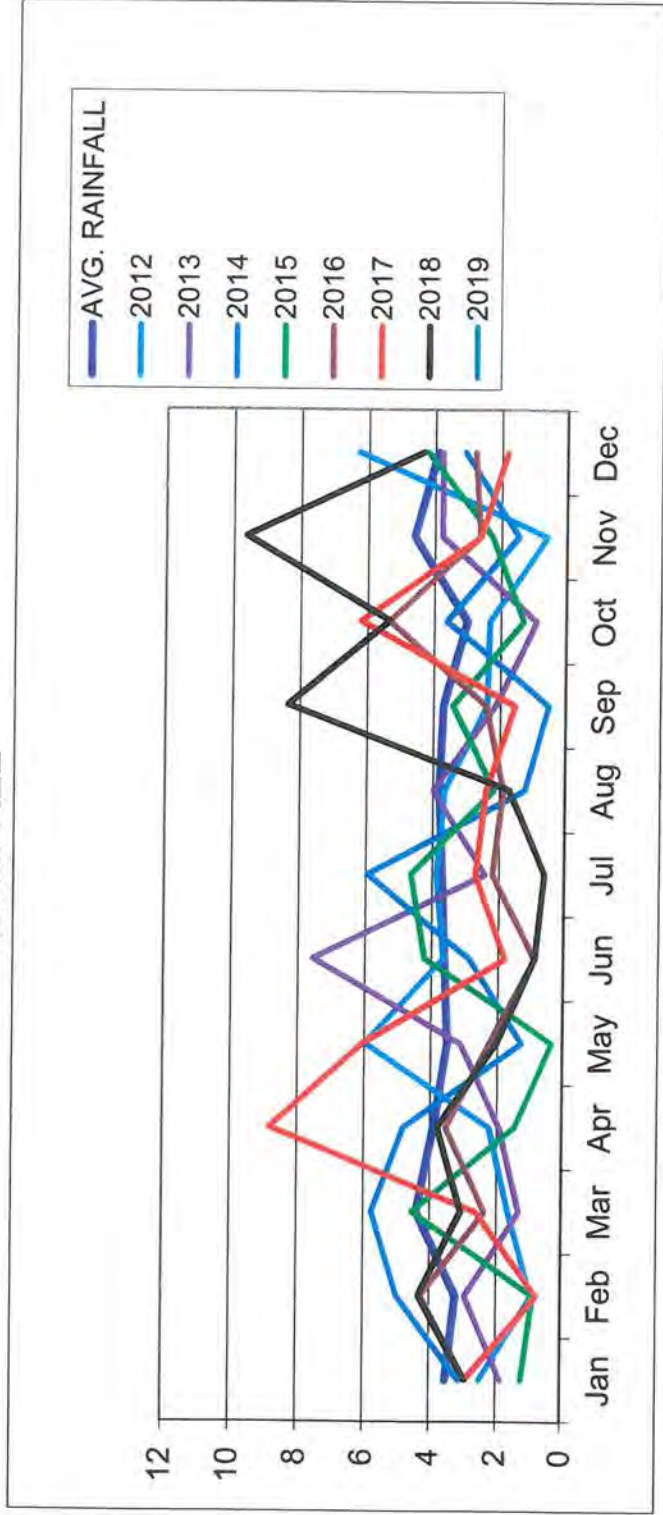
### WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for January was 0.77 million gallons per day. The peak daily flow was 1.31 million gallons. The average flow for the January exceeded our permitted monthly average of 0.73 million gallons per day as a condition of our discharge permit. There were no sanitary sewer overflows for the month of January. Rain and groundwater continue to have an impact on the sewer collection system due to I/I (Inflow & infiltration).

Attached is our response to comments received from the RIDEM Office of Water Resources regarding the annual compliance evaluation of the wastewater treatment facility in December. We will be meeting with the staff at RIDEM on February 21<sup>st</sup> to review the staffing requirements for our facility and our Inflow and Infiltration reduction program to reduce sanitary flows within the collection system.

	AVG. RAINFALL												
	2011	2012	2013	2014	2015	2016	2017	2018	2019				
Jan	3.5	4.22	1.85	3.1	1.22	2.94	2.94	2.94	2.19				
Feb	3.2	3.09	2.94	4.98	0.86	4.25	0.76	4.33					
Mar	4.4	1.32	1.32	5.74	4.53	2.36	2.62	3.07					
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Jun	3.6	4.4	7.55	2.86	4.2	0.89	1.79	0.89					
Jul	3.7	3.64	2.42	5.93	4.63	2.19	2.7	0.61					
Aug	3.8	3.86	3.98	1.23	2.17	1.88	2.4	1.73					
Sep	3.7	3.64	2.13	0.5	3.41	2.42	1.54	8.35					
Oct	3	2.39	0.9	3.61	1.31	5.33	6.18	5.34					
Nov	4.6	0.58	3.76	1.47	2.27	2.63	2.61	9.61					
Dec	3.9	2.51	3.76	3.1	4.2	2.79	1.81	4.33					
Total	44.8	45.99	35.64	38.59	30.59	33.45	40.18	47.02	2.19				

## RAINFALL

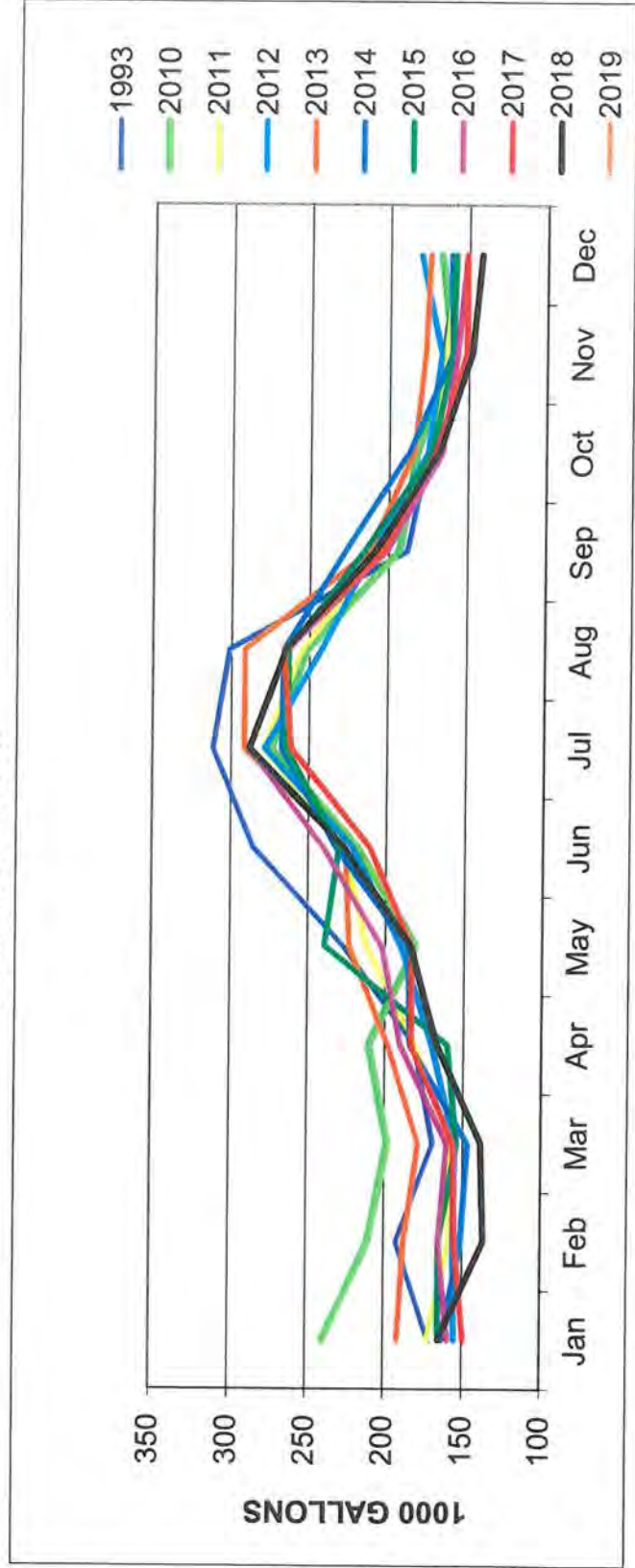






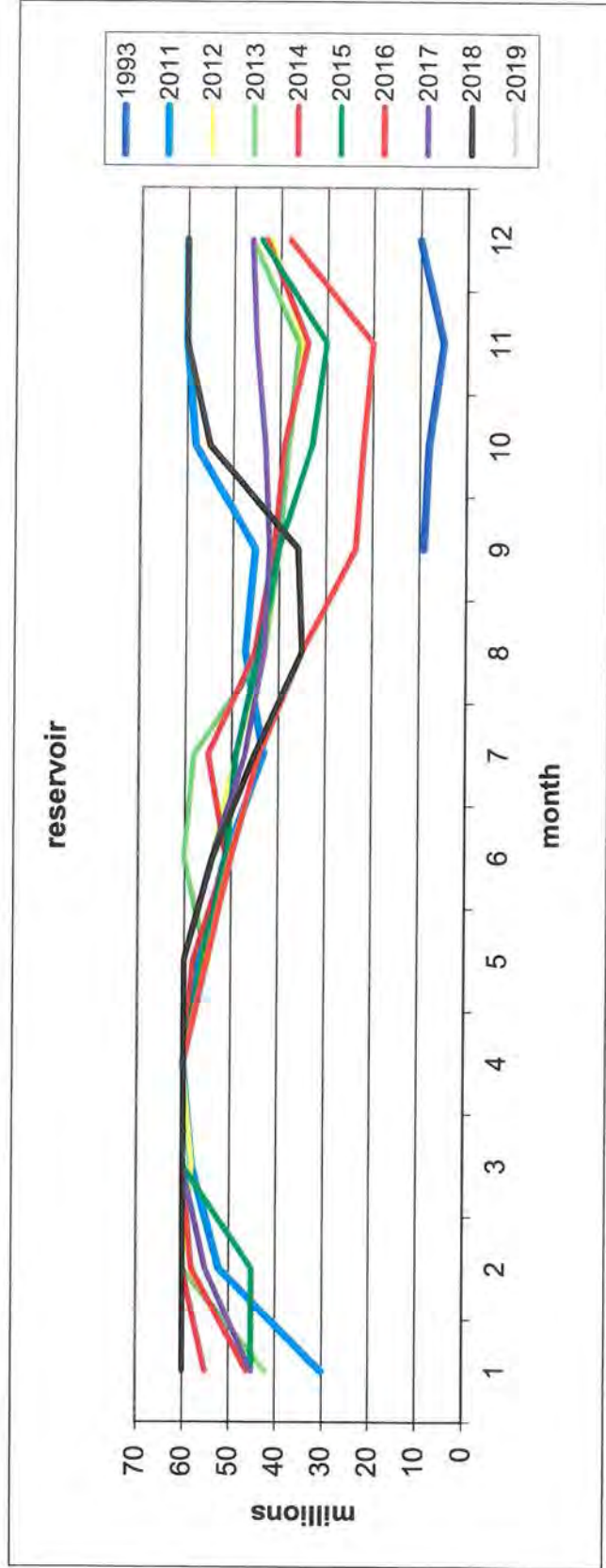
	1993	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Jan	171	172	173	239	172	155	191	163	165	159	149	165	141
Feb	192	154	173	210	158	156	187	151	165	165	155	137	
Mar	169	155	165	198	157	155	178	147	154	160	156	139	
Apr	181	174	196	210	180	170	198	184	160	190	183	167	
May	227	202	195	180	212	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	168	
Nov	166	175	226	160	164	167	177	160	160	157	151	148	
Dec	158	192	230	167	158	180	174	161	158	151	151	142	

### PUMPING REPORT



# RESERVOIR LEVEL

	1993	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Jan		60	30	60	42	55	45	46	45	60	60
Feb		60	52	60	60	60	45	58	55	60	60
Mar		60	58	58	60	60	60	60	60	60	60
Apr		60	60	60	60	60	60	60	60	60	60
May		60	57	60	55	58	56	55	60	60	60
Jun		51	51	54	60	51	51	50	54	54	54
Jul		43	43	49	58	55	49	44	47	45	45
Aug	9	40	47	43	43	45	44	35	43	35	35
Sep	8	35	45	40	40	41	40	23.5	42	36	36
Oct	5	30	58	38	38	39	33	22	43	55	55
Nov	10	28	60	35	36	34	30	20	45	60	60
Dec		29	60	42	46	43	44	38	46	60	60







**Town of Jamestown**  
*Public Works Department*

93 Narragansett Ave ♦ Jamestown, RI 02835

Phone: (401) 423-7225

Fax: (401) 423-7226

February 1, 2019

Mr. William Patenaude  
Rhode Island Department of Environmental Management  
Office of Water Resources  
235 Promenade Street  
Providence, RI 02908

RE: Jamestown WWTF  
2018 Compliance Evaluation Inspection

Dear Mr. Patenaude,

Thank you for your recent letter regarding the annual inspection of our Wastewater Treatment Facility in Jamestown. I have provided the following responses to the comments received from your department:

- The Town of Jamestown reported a monthly average flow violation of 0.9685 million gallons (MG) for the month of February 2018 and 0.9259 MG for the month of March 2018. The permitted monthly average flow is 0.73 MG. Facility staff attribute these two violations to high flows from heavy rain events and a high water table. Facility staff also reported two wet weather related sanitary sewer overflows on March 2, 2018. The first resulted in a discharge of 160,344 gallons from manholes on Knowles Court and Conanicus Avenue. The second resulted in a discharge of 10,000 gallons from a manhole on Mackerel Cove.*

*With your response, please provide a detailed explanation of what actions the town is taking to remove I&I from the wastewater collection system. This requirement is made in consideration of the importance to public health and the environment of having a well operated and maintained sewer collection system, and after consideration of recent high-flow events as well as previously submitted RIPDES I&I reports and the EPA's required CMOM reports.*

Response: In the early 2000s Siegmund & Associates, Inc (SAI) completed an Inflow & Infiltration (I/I) Study, updated the wastewater facilities plan, and prepared plans and specifications to rebuild the four pump stations, improve the collection system, and rehabilitate the wastewater treatment plant. The primary purpose of

the project was to reduce excessive I/I entering the collection system, rehabilitate aging infrastructure, and improve the stations and the treatment plant.

As part of this study the investigations performed by SAI included:

1. Flow monitoring of the collection system
2. Manhole inspection
3. Closed Circuit television inspection of pipelines
4. Smoke Testing of the collection system
5. Flow Isolation of pipelines in the collection system

Based upon the results of our study an improvement program was developed for the sewer collection system which included slip-lining, pipe replacement, and manhole replacement. The rehabilitation project was completed in 2009 with 21,453 linear feet of sewer piping lined and approximately 7,000 linear feet replaced. The Total cost for all improvements including the rehabilitation of the treatment plant was \$7.5 million.

Staff at the wastewater department continued to work on the collection system to identify areas where improvements were needed to reduce I/I. The following is a summary of work completed:

2009-2010	GPS location of 354 sewer manholes and creating a GIS layer for development of an inspection program to target illicit connections
2011	The wastewater operator with assistance with an intern inspected all sewer manholes creating inspection reports and linking to GIS
2010-2012	700 residences were inspected for sources of I&I. Inspection reports were linked by property in GIS database
2012-2013	CCTV inspection link to GIS
2015	Purchase new sewer Jet with closed circuit TV (CCTV) system to perform collection system maintenance and perform inspections of piping segments for sources of I&I. The capital cost of the new Jet was \$170,000.
2015	Prepared bid for additional slip lining of collection system based upon inspections made of our collection system.
2016	Slip-Lining project awarded to Green Mountain Pipe Line services. 7,954 feet of collection system piping was slip-lined
2017	7,009 feet of collection system piping was slip-lined.

2018 A bid was prepared and awarded to replace 900 linear feet of gravity sewer main that could not be lined due to off-set joints and the condition of the existing clay piping. The project was completed in the fall of 2018 and included replacement of 20 service connections and the removal of 14 abandoned sewer lines.

The Total length of piping in the collection system is 86,954 linear feet consisting of 18,032 linear feet of PVC and 36,516 linear feet of slip-lined pipe. The total cost for the recent round of slip-lining and piping replacement was \$550,000.

We will continue to work on our Inflow and Infiltration reduction program. In 2019 the wastewater department staff will continue with sump pump inspection program. The collection system has been divided into 7 areas as shown on the attached figure. This program will begin with inspecting homes for illicit connections to the system. The inspection program will gather information on the service piping material, location, and depths relative to assumed groundwater elevations.

Within the same period for each study area we will use the Jet Vac to clean and CCTV piping segments to determine the condition of piping and locate illicit connections or old abandoned lines. The CCTV data will be linked to GIS where we can develop a capital program for additional slip-lining and pipe replacement projects.

The data we collect on the individual service connections will provide information to the Board relative to the number of services that need to be replaced, cost to the rate payer, and how we may develop a program with homeowners to reduce sources of I&I.

2. *As noted in the 2016 CEI report, the facility's staffing level does not comply with the approved staffing plan found in 2009 operation and maintenance manual as approved on April 17, 2013. During the 2018 CEI, the DEM inspector noted areas of rust on the waste pumps (see below image). The DEM inspector also noted that the secondary weirs needed to be cleaned. The approved operation and maintenance manual list these items as being the responsibility of a "laborer". It is the department's understanding that the facility has been without a laborer for several years.*

*The department is concerned that the lack of a laborer is adversely impacting minor maintenance projects within the facility. Please note that section 250-RICR-150-10-4.5(A) of the Rules and Regulations for the Operation and Maintenance of Wastewater Treatment Facilities requires that "At all time, Wastewater Treatment Facilities shall be maintained in good working order and operated as efficiently as possible. Proper operation and maintenance may include but not be limited to effective performance based on facility design, adequate funding, effective management, adequate operator staffing and training..." With facility operators preoccupied with laborers duties, they are unable to properly maintain, operate, and inspect the treatment facility and collection system.*



*With your response, please provide the department with a plan to bring the staffing levels at the facility into compliance with the approved operation and maintenance manual.*

Response: The wastewater treatment facility for Jamestown has been operated with three staff for some time. The operators have been running the plant safely and efficiently, consistently exceeding permitting requirements. In reviewing your report with the staff, and the existing conditions within our facility we agree there are areas where improvements can be made. We believe that a combination of efficient use of time and seasonal staffing or shared responsibilities within the public works department can fulfill the needs at our facility. We will be working with our wastewater facility staff to develop a plan for routine maintenance activities and schedules.

Recent upgrades at the plant have provided automation and SCADA systems to increase efficiency and assist with monitoring processes and facilities. During after hour call-outs the system can detect problems so that they can deploy to where they are needed. The staff have developed a program and a database of information for the plant's maintenance operations. The software tracks and schedules equipment maintenance to assist the operators in performing their jobs more effectively. In addition to our SCADA and software improvements, plant operations have become more efficient. Responsibilities for sludge processing have been eliminated with all waste now being hauled offsite for disposal. Laboratory testing has been outsourced and we are no longer maintaining a state certified laboratory.

The proposed I&I reduction program will be completed using staff and interns within the office of the director of public works. Staff will also provide administrative support, develop GIS data of the collection system, and maintain homeowner inspections for illicit discharges.

Collection system jetting and CCTV inspections will be managed by wastewater staff with the assistance from the highway department. This program will assist in developing a long-term capital plan for improvements to the system to reduce I&I.

3. *The currently approved operation and maintenance manual lacks an operating budget for the facility. Please note that section 250-RICR-150-10-4.5(H)(13) of the Rules and Regulations for the Operation and Maintenance of Wastewater Treatment Facilities requires that the operation and maintenance manual include "A description of operational funding mechanisms, to be updated at any time said funding mechanism changes."*

*With your response please provide an operating budget for the facility that includes, but is not limited to, funding provisions for collection system infiltration and inflow (I&I) identification and removal, operation and maintenance costs, funding provisions for adequate staffing, and funding provisions for capital improvement projects.*

Response: Attached is the approved operating budget for FY19. The total operating budget is \$738,092. Debt for the rehabilitation of the treatment facility, collection system, and pump stations completed in 2009 is an additional \$463,792. Debt payments for the jet vac and the most recent collection system improvements completed between 2016 and 2018 is an additional \$58,954 bringing the total for debt service to \$522,746. The total budget for the sewer department that includes operating and debt service is \$1,201,884. The total debt service amounts to 43.49% of the overall budget.

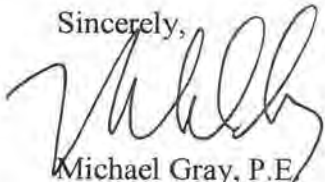
The sewer budget has an annual capital investment of \$50,000 for our facilities. For the past 5 years we have allocated a total of \$227,409 to capital improvements. Over the past several years we have focused this funding to replace and rebuild pumps at our pump stations.

We have been working with our board to provide responsible budgets to our rate payers. Annual capital investments in the sewer department has been increasing steadily since the completion of the rehab project in 2009. We will continue to work with the board to increase our capital based upon our asset management plan. Approximately 70% of our debt service payments will retire in 2022. This will allow our department the ability to make another large investment in improvements at our facilities without having an impact on our rates. Information gathered from our investigations within the collection system and home inspections for illicit connections will assist us in developing long term projects to reduce I&I.

Budgeting for additional staffing is not included in FY19. We will continue to work with our staff to provide the resources they need to operate and maintain our facilities. Preliminary estimates for one additional staff for the wastewater department including salary and benefits is \$90,000, an increase of 12% to the operating budget.

Thank you for the opportunity to respond to comments from your compliance evaluation. We are interested in meeting with you and your staff to review this letter and the staffing for our facility. If you have any questions or need additional information please contact me at (401) 423-7225.

Sincerely,

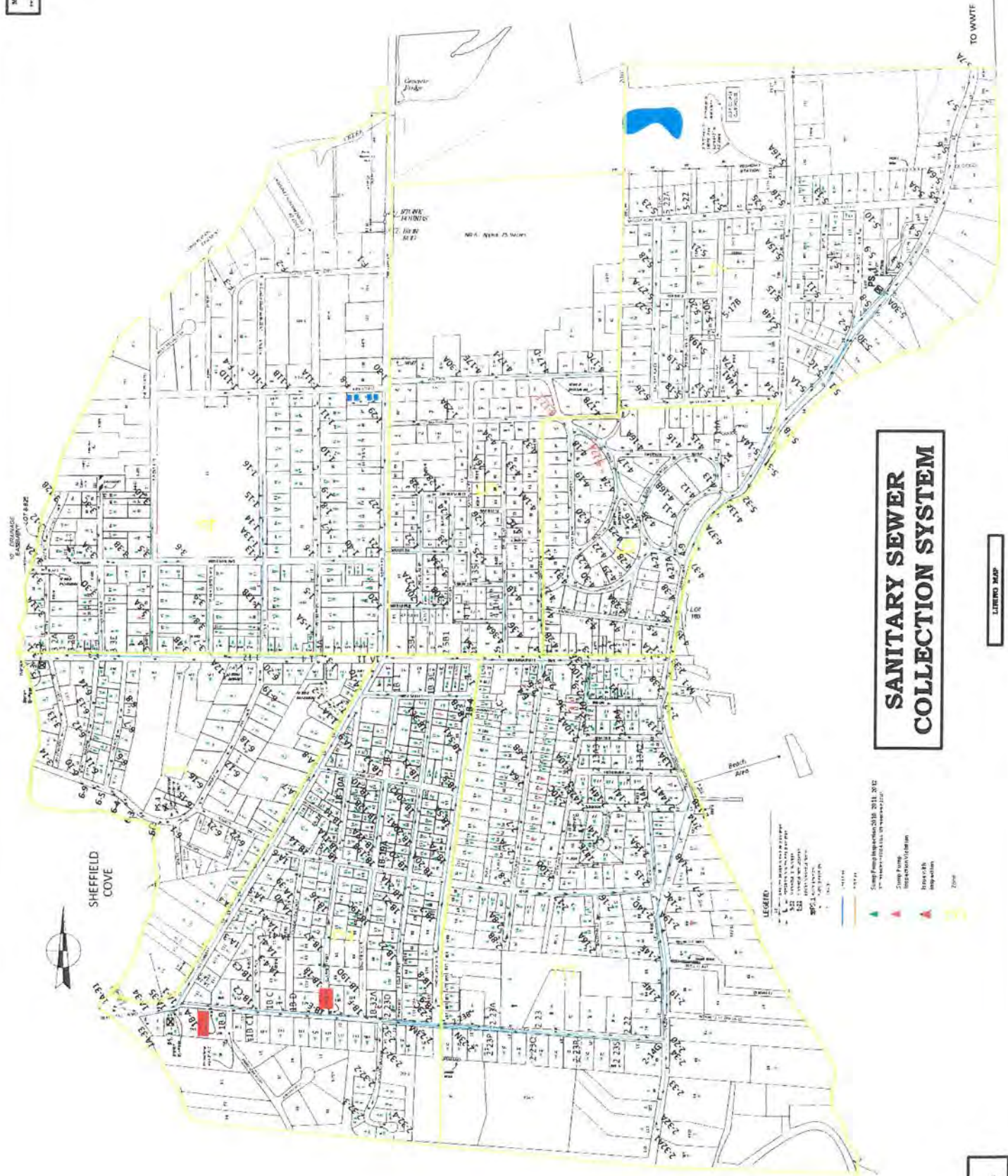


Michael Gray, P.E.  
Public Works Director

CC: Andrew Nota, Town Administrator  
Doug Ouellette, Wastewater Superintendent



MAP FOR SEWER DEPT.  
USE ONLY  
MAP NOT TO SCALE



# SANITARY SEWER COLLECTION SYSTEM

LITERE MAP

### LEGEND

- 1.00' - 1.50' (1:100) - 1:100
- 1.50' - 2.00' (1:150) - 1:150
- 2.00' - 2.50' (1:200) - 1:200
- 2.50' - 3.00' (1:250) - 1:250
- 3.00' - 3.50' (1:300) - 1:300
- 3.50' - 4.00' (1:350) - 1:350
- 4.00' - 4.50' (1:400) - 1:400
- 4.50' - 5.00' (1:450) - 1:450
- 5.00' - 5.50' (1:500) - 1:500
- 5.50' - 6.00' (1:550) - 1:550
- 6.00' - 6.50' (1:600) - 1:600
- 6.50' - 7.00' (1:650) - 1:650
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- 95.50' - 96.00' (1:9550) - 1:9550
- 96.00' - 96.50' (1:9600) - 1:9600
- 96.50' - 97.00' (1:9650) - 1:9650
- 97.00' - 97.50' (1:9700) - 1:9700
- 97.50' - 98.00' (1:9750) - 1:9750
- 98.00' - 98.50' (1:9800) - 1:9800
- 98.50' - 99.00' (1:9850) - 1:9850
- 99.00' - 99.50' (1:9900) - 1:9900
- 99.50' - 100.00' (1:9950) - 1:9950

JAMESTOWN WWTF  
1 PERRIN LANE  
JAMESTOWN RI 02833  
(401) 425-7295

TOWN OF JAMESTOWN - SEWER DIVISION  
Proposed Budget  
July 1, 2018 - June 30, 2019

Adopted 6/18/18

ACCOUNT NUMBER & DESCRIPTION	Actual	BUDGET	PROPOSED	FY17.18	\$ Change	% Change
	FY16.17 6/30/2017	FY17.18	FY18.19	YTD 4/30/2018		
<b>OPERATING REVENUES</b>						
0000 40400 Sewer Line Frontage Assessment	79,501.00	80,042.00	80,042.00	0.00	0.00	0.00%
0000 40405 Inspection Fees	250.00	250.00	250.00	75.00	0.00	0.00%
0000 40406 Sewer Use Sales	555,000.00	585,525.00	614,800.00	320,178.01	29,275.00	5.00%
0000 40408 New Service Connection Fees	30,000.00	45,000.00	30,000.00	54,000.00	-15,000.00	-33.33%
0000 40414 Dumping Fees	5,000.00	5,000.00	5,000.00	2,345.00	0.00	0.00%
0000 40850 Golf Course Allocation	8,000.00	8,000.00	8,000.00	0.00	0.00	0.00%
<b>40100 TOTAL REVENUES</b>	<b>677,751.00</b>	<b>723,817.00</b>	<b>738,092.00</b>	<b>376,598.01</b>	<b>14,275.00</b>	<b>1.97%</b>
<b>OPERATING EXPENSES</b>						
7000 70100 Public Works Director	23,648.05	24,239.00	24,844.00	20,510.17	605.00	2.50%
7000 70101 Wastewater Super w/Long	72,023.70	72,940.00	74,763.68	62,445.80	1,823.68	2.50%
7000 70102 Accounting w/Long	41,379.22	39,595.00	40,571.00	36,710.85	976.00	2.46%
7000 70103 Asst. Superintendent w/Long	66,997.62	67,741.00	69,434.46	58,061.10	1,693.46	2.50%
7000 70104 Plant Operator w/Long	58,776.64	59,415.00	60,899.86	50,697.45	1,484.86	2.50%
7000 70511 Wastewater Super OT	1,693.49	9,000.00	9,000.00	6,838.13	0.00	0.00%
7000 70513 Asst. Superintendent OT	15,132.06	9,000.00	9,000.00	13,082.71	0.00	0.00%
7000 70514 Plant Operator OT	10,116.10	9,000.00	9,000.00	8,087.42	0.00	0.00%
<b>7000 Salaries</b>	<b>289,766.88</b>	<b>290,930.00</b>	<b>297,513.00</b>	<b>256,433.63</b>	<b>6,583.00</b>	<b>2.26%</b>
7000 70900 Social Security	19,548.28	22,256.00	22,899.00	17,604.77	643.00	2.89%
7000 70901 Health & Dental	36,801.44	44,841.00	47,571.00	32,014.80	2,730.00	6.09%
7000 70902 Worker's Compensation	9,000.00	9,000.00	9,000.00	10,860.78	0.00	0.00%
7000 70904 Retirement	28,646.32	30,042.00	30,042.00	20,598.73	0.00	0.00%
7000 70906 Life Insurance	669.60	550.00	670.00	279.07	120.00	21.82%
7000 70336 Clothing Allowance	158.13	1,500.00	1,500.00	344.99	0.00	0.00%
7000 70339 License Fees	0.00	0.00	1,800.00	1,800.00	1,800.00	#DIV/0!
<b>7000 Benefits</b>	<b>94,823.77</b>	<b>108,189.00</b>	<b>113,482.00</b>	<b>83,503.14</b>	<b>5,293.00</b>	<b>4.89%</b>
<b>7000 TOTAL SALARY &amp; BENEFITS</b>	<b>384,590.65</b>	<b>399,119.00</b>	<b>410,995.00</b>	<b>339,936.77</b>	<b>11,876.00</b>	<b>2.98%</b>
7002 70001 Power - Electricity	38,251.51	38,000.00	38,000.00	26,576.11	0.00	0.00%
7002 70002 Chemicals	2,365.47	2,500.00	2,500.00	2,152.25	0.00	0.00%
7002 70003 Heat	9,846.86	9,000.00	9,500.00	10,649.81	500.00	5.56%
7002 70004 Water	2,370.42	2,200.00	2,200.00	1,570.99	0.00	0.00%
7002 70005 Chlorine	5,097.96	7,000.00	7,000.00	1,403.22	0.00	0.00%
7002 70006 Equipment Maintenance	21,034.02	22,000.00	22,000.00	17,690.06	0.00	0.00%
7002 70007 Misc Supplies, Office Cleaning	9,812.55	5,000.00	5,000.00	7,062.32	0.00	0.00%
7002 70008 Laboratory Supplies	2,120.07	4,500.00	4,500.00	1,065.09	0.00	0.00%
7002 70009 Telephone	551.52	750.00	750.00	620.43	0.00	0.00%
7002 70010 Alarm Lines	6,725.10	5,500.00	5,500.00	4,571.01	0.00	0.00%
7002 70011 Sludge Composting	36,650.70	39,400.00	39,400.00	33,593.63	0.00	0.00%
7002 70012 Truck Operation & Maintenance	439.07	1,000.00	1,000.00	329.68	0.00	0.00%
7002 70013 Gas - Truck	127.68	2,500.00	2,500.00	78.79	0.00	0.00%
7002 70014 State Mandated Testing	21,939.44	20,000.00	22,400.00	19,832.02	2,400.00	12.00%
7002 70201 Audit	1,500.00	2,500.00	2,500.00	0.00	0.00	0.00%
7002 70315 Training	471.00	1,000.00	1,000.00	357.00	0.00	0.00%
7002 70600 Professional Services	2,000.00	2,000.00	2,000.00	205.00	0.00	0.00%
<b>7002 Wastewater Treatment Facility</b>	<b>161,303.37</b>	<b>164,850.00</b>	<b>167,750.00</b>	<b>127,757.41</b>	<b>2,900.00</b>	<b>1.76%</b>
7003 70017 Pumping Station #3 (W Ferry)	4,354.07	4,000.00	4,000.00	2,685.27	0.00	0.00%
7003 70018 Pumping Station #1 (Bayview)	20,384.48	15,000.00	15,000.00	14,215.90	0.00	0.00%
7003 70019 Pumping Station #2 (Hamilton)	10,028.22	10,000.00	10,000.00	7,722.85	0.00	0.00%
7003 70020 Pumping Station #4 (Maple)	569.63	750.00	750.00	461.10	0.00	0.00%
<b>7003 Pumping Stations</b>	<b>35,336.40</b>	<b>29,750.00</b>	<b>29,750.00</b>	<b>25,085.12</b>	<b>0.00</b>	<b>0.00%</b>
7004 70598 Equipment Insurance	4,000.00	4,000.00	4,000.00	4,000.00	0.00	0.00%
<b>7004 Insurance</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00%</b>
7005 70021 Maintenance and Cleaning	4,733.40	6,500.00	6,500.00	100.00	0.00	0.00%
70050xxx Jet Vac Truck Lease	10,916.83	21,793.00	21,892.00	0.00	99.00	0.45%
70050xxx Slip Lining	0.00	42,225.00	41,625.00	0.00	-600.00	-1.42%
7005 70605 West Ferry Extension Notes	17,548.59	5,580.00	5,580.00	58,478.51	0.00	0.00%
<b>7005 Sanitary Sewers, Laterals&amp;Mains</b>	<b>33,198.82</b>	<b>76,098.00</b>	<b>75,597.00</b>	<b>58,578.51</b>	<b>-501.00</b>	<b>-0.66%</b>
7081 70801 Capital Expense	12,094.29	50,000.00	50,000.00	1,130.31	0.00	0.00%
<b>TOTAL EXPENSES</b>	<b>630,523.53</b>	<b>723,817.00</b>	<b>738,092.00</b>	<b>556,488.12</b>	<b>14,275.00</b>	<b>1.97%</b>





**Town of Jamestown**  
*Public Works Department*

93 Narragansett Ave ♦ Jamestown, RI 02835

Phone: (401) 423-7225

Fax: (401) 423-7226

January 25, 2019

Ms. Angela L. Harvey  
Rhode Island Department of Health  
Center for Drinking Water Quality  
Three Capitol Hill  
Providence, RI 02908

RE: PWS#1858419  
Second Round of LT2ESWTR Sampling

Dear Ms. Harvey:

Jamestown water has completed the second round of E. Coli sampling of our raw water as required under the Long Term 2 Enhanced Surface Water Treatment Rule. Samples were collected twice per month between October 3, 2017 and September 18, 2018 from the North Reservoir at the intake to the transmission main (ID# IN 001) and a sample tap from well JR-1 (when in use). Attached is a summary table of our E. Coli analytical results for the samples collected. The total value of the source water results for each day of sampling was calculated as a weighted average of reservoir and well as indicated on the attached Figure 3 from Appendix E of the Source Water Guidance Manual for Public Water Systems prepared by the EPA.

The summary table provides the total flow received from the reservoir and well, and the total received at the plant for each day of sampling. Using the total flows, we were able to determine the percentage of contribution from each source to calculate the total weighted value for E. Coli. The annual mean E. Coli concentration for the total weighted values of the 26 samples collected is 34.5 MPN/100 ml.

There are two samples that we believe are questionable, one collected on October 17, 2017 with a result of 350 MPN/100 ml and the second on October 31, 2017 with a result of 540 MPN/100 ml for the reservoir. The sample collected on October 17, 2017 indicated that the sample was analyzed using method FDA BAM/MOD/MPN which we received a Notice of Violation from the RIDOH. BAL Laboratory used Method Colilert for the sample collected on October 31, 2017. Subsequent samples using either Method Colilert or SM9223B were much lower ranging between <1.0 MPN/100 mL and 17.3 MPN/100 mL. It appears there may have been an error on both samples analyzed in October 2017.

After reviewing the analytical results for the first round conducted in 2008 and 2009 and this second round of sampling, we believe that the two samples in October 2017 do not represent our

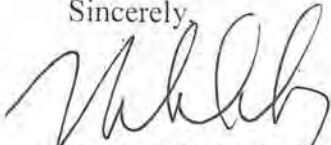


source water quality. The average mean for this second round of sampling without the two samples analyzed in October 2017 is 4.2 MPN/100 ml.

The mean E. Coli concentration for 26 samples including the two that are in question exceeds the 10 MPN/100mL which may trigger Cryptosporidium monitoring. We have contacted our lab to determine the cost of cryptosporidium analysis. Samples would need to be shipped to the certified laboratory in Vermont for analysis. The total estimated cost for 24 samples including shipping is \$14,890 which is 70% of our overall budget for laboratory testing for an entire year.

If you have any questions or need additional information please contact me at (401) 423-7225.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Gray', written over the word 'Sincerely,'.

Michael Gray, P.E.  
Public Works Director

Cc: Paul White, Superintendent



**Budget vs Actual - Water**  
**TOWN OF JAMESTOWN, RI**  
**For 1/31/2019**

Run: 2/15/2019 at 9:21 AM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
2102 7000 70100 00 Salary- Public Works Director	24,845.00	0.00	12,422.67	12,422.33	50.00
2102 7000 70102 00 Salary- Accounting	40,571.00	0.00	19,804.25	20,766.75	48.81
2102 7000 70103 00 Salary - Treatment Plant Operator	69,548.00	0.00	34,708.50	34,839.50	49.91
2102 7000 70104 00 Ass't Plant Operator w/longevity	69,155.00	0.00	38,043.69	31,111.31	55.01
2102 7000 70105 00 Salary - Plant Operator	57,725.00	0.00	17,575.70	40,149.30	30.45
2102 7000 70513 00 Treatment Plant Operator - OT	13,000.00	0.00	11,444.38	1,555.62	88.03
2102 7000 70514 00 Ass't Treatment Plant Operator OT	11,000.00	0.00	10,580.25	419.75	96.18
2102 7000 70515 00 Plant Operator- OT	8,000.00	0.00	1,144.78	6,855.22	14.31
<b>7000 Salaries</b>	<b>293,844.00</b>	<b>0.00</b>	<b>145,724.22</b>	<b>148,119.78</b>	<b>49.59</b>
2102 7001 70900 00 SOCIAL SECURITY TAX	22,480.00	0.00	11,390.13	11,089.87	50.67
2102 7001 70901 00 Blue Cross/Delta Dental	44,036.00	0.00	15,437.97	28,598.03	35.06
2102 7001 70902 00 Worker's Compensation	32,000.00	0.00	30,000.00	2,000.00	93.75
2102 7001 70903 00 Retirement System	27,065.00	1,910.12	11,879.86	15,185.14	43.89
2102 7001 70906 00 Life Insurance	780.00	0.00	260.40	519.60	33.38
2102 7001 70910 00 Clothing	1,500.00	200.98	200.98	1,299.02	13.40
<b>7001 Benefits</b>	<b>127,861.00</b>	<b>2,111.10</b>	<b>69,169.34</b>	<b>58,691.66</b>	<b>54.10</b>
<b>7000/7001 Salaries &amp; Benefits</b>	<b>421,705.00</b>	<b>2,111.10</b>	<b>214,893.56</b>	<b>206,811.44</b>	<b>50.96</b>
2102 7005 70601 00 Maintenance	6,000.00	0.00	4,512.33	1,487.67	75.21
2102 7005 70606 00 ALARM LINES	2,000.00	179.95	1,025.96	974.04	51.30
<b>7005 Reservoirs/Rights of Way</b>	<b>8,000.00</b>	<b>179.95</b>	<b>5,538.29</b>	<b>2,461.71</b>	<b>69.23</b>
2102 7006 70601 00 Maintenance	1,000.00	0.00	5,020.90	(4,020.90)	502.09
2102 7006 70636 00 Wells-- Electricity	7,000.00	848.05	4,281.85	2,718.15	61.17
<b>7006 Wells</b>	<b>8,000.00</b>	<b>848.05</b>	<b>9,302.75</b>	<b>(1,302.75)</b>	<b>116.28</b>
2102 7010 70008 00 Lab Supplies - Water	0.00	1,067.67	3,796.88	(3,796.88)	0.00
2102 7010 70631 00 Chemicals	47,000.00	3,392.87	27,865.63	19,134.37	59.29
2102 7010 70632 00 Heat	13,500.00	2,099.79	4,887.03	8,612.97	36.20
2102 7010 70633 00 Equip. Maintenance	30,000.00	1,372.53	22,527.75	7,472.25	75.09
2102 7010 70634 00 Professional Services	5,000.00	0.00	4,532.71	467.29	90.65
2102 7010 70635 00 Telephone	2,500.00	299.59	1,165.70	1,334.30	46.63
2102 7010 70636 00 Wells-- Electricity	38,000.00	3,206.44	16,003.62	21,996.38	42.11
2102 7010 70637 00 Bldg Maint	8,000.00	550.30	4,976.70	3,023.30	62.21
2102 7010 70638 00 State Testing	20,824.00	391.00	5,701.27	15,122.73	27.38
2102 7010 70639 00 License Fees	2,000.00	0.00	1,200.00	800.00	60.00
2102 7010 70643 00 PUMP OUT TREATMENT PLANT	2,000.00	0.00	1,170.00	830.00	58.50
2102 7010 70645 00 WATER SLUDGE DISPOSAL	16,000.00	3,478.32	12,273.29	3,726.71	76.71
<b>7010 Pump Station &amp; Treatment Plant</b>	<b>184,824.00</b>	<b>15,858.51</b>	<b>106,100.58</b>	<b>78,723.42</b>	<b>57.41</b>
2102 7011 70636 00 Wells-- Electricity	1,650.00	43.80	180.82	1,469.18	10.96
2102 7011 70637 00 Bldg Maint	3,300.00	0.00	0.00	3,300.00	0.00
<b>7011 South Pond Pre-Treatment Bldg</b>	<b>4,950.00</b>	<b>43.80</b>	<b>180.82</b>	<b>4,769.18</b>	<b>3.65</b>
2102 7012 70636 00 Water Tower- Electricity	3,000.00	118.20	321.67	2,678.33	10.72
2102 7012 70643 00 Water Tower - Maintenance	500.00	0.00	0.00	500.00	0.00
<b>7012 Water Tower</b>	<b>3,500.00</b>	<b>118.20</b>	<b>321.67</b>	<b>3,178.33</b>	<b>9.19</b>
2102 7013 70644 00 Vehicles Gas & Oil	1,500.00	0.00	361.12	1,138.88	24.07
2102 7013 70645 00 Repair and Maintenance	4,000.00	0.00	704.63	3,295.37	17.62
<b>7013 Vehicles</b>	<b>5,500.00</b>	<b>0.00</b>	<b>1,065.75</b>	<b>4,434.25</b>	<b>19.38</b>
2102 7020 70651 00 Clamps	1,000.00	561.54	561.54	438.46	56.15
2102 7020 70652 00 Pipe	5,000.00	0.00	3,756.16	1,243.84	75.12
2102 7020 70653 00 Backfill & Excavation	2,000.00	0.00	0.00	2,000.00	0.00
<b>7020 Maintenance &amp; Laterials</b>	<b>8,000.00</b>	<b>561.54</b>	<b>4,317.70</b>	<b>3,682.30</b>	<b>53.97</b>
2102 7030 70661 00 Service Repairs	8,000.00	1,051.01	3,891.44	4,108.56	48.64
2102 7030 70663 00 New Services	3,000.00	121.17	121.17	2,878.83	4.04
<b>7030 Water Division Services</b>	<b>11,000.00</b>	<b>1,172.18</b>	<b>4,012.61</b>	<b>6,987.39</b>	<b>36.48</b>
2102 7040 70672 00 Supplies/Expenses	14,000.00	0.00	6,295.34	7,704.66	44.97
<b>7040 Meters</b>	<b>14,000.00</b>	<b>0.00</b>	<b>6,295.34</b>	<b>7,704.66</b>	<b>44.97</b>
2102 7050 70681 00 Hydrants- Maintenance	8,000.00	0.00	0.00	8,000.00	0.00
<b>7050 Hydrants</b>	<b>8,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>
2102 7060 70923 00 Billing	6,500.00	45.12	2,144.29	4,355.71	32.99
2102 7060 70924 00 Insurance	7,200.00	0.00	7,200.00	0.00	100.00

**Budget vs Actual - Water**  
**TOWN OF JAMESTOWN, RI**  
**For 1/31/2019**

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
2102 7060 70925 00 Audit	4,000.00	0.00	0.00	4,000.00	0.00
2102 7060 70926 00 Supplies	6,000.00	371.94	4,891.75	1,108.25	81.53
<b>7060 Administration</b>	<b>23,700.00</b>	<b>417.06</b>	<b>14,236.04</b>	<b>9,463.96</b>	<b>60.07</b>
2102 7070 70300 00 Water Debt	434,901.00	0.00	0.00	434,901.00	0.00
2102 7070 70350 00 Dam Repair - Interest	10,000.00	0.00	0.00	10,000.00	0.00
<b>7070 Debt Service</b>	<b>444,901.00</b>	<b>0.00</b>	<b>0.00</b>	<b>444,901.00</b>	<b>0.00</b>
2102 7080 70800 00 Water- Capital	100,000.00	0.00	0.00	100,000.00	0.00
<b>7080 Capital</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00</b>
2102 7081 70005 00 SOUTH POND DAM REPAIRS	0.00	0.00	5,760.00	(5,760.00)	0.00
2102 7081 70602 00 PLC FOR FILTERS	0.00	0.00	6,873.00	(6,873.00)	0.00
2102 7081 70603 00 Control Panel SCADA	0.00	9,097.00	17,421.00	(17,421.00)	0.00
<b>Total Expenses</b>	<b>0.00</b>	<b>9,097.00</b>	<b>30,054.00</b>	<b>(30,054.00)</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>1,246,080.00</b>	<b>30,407.39</b>	<b>396,319.11</b>	<b>849,760.89</b>	<b>31.81</b>

**Budget vs Actual - Sewer  
TOWN OF JAMESTOWN, RI  
For 1/31/2019**

Run: 2/15/2019 at 9:23 AM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
2103 7000 70100 00 Salary, Public Works Director	24,844.00	0.00	12,422.67	12,421.33	50.00
2103 7000 70101 00 Salary- Superintendent	74,763.68	0.00	34,875.17	39,888.51	46.65
2103 7000 70102 00 Salary, Clerical	40,571.00	0.00	19,804.21	20,766.79	48.81
2103 7000 70103 00 Salaries, Ass't Superintendent	69,434.46	0.00	37,909.14	31,525.32	54.60
2103 7000 70104 00 Salaries- Plant Operator	60,899.86	0.00	32,098.29	28,801.57	52.71
2103 7000 70336 00 Clothing	1,500.00	0.00	175.00	1,325.00	11.67
2103 7000 70511 00 Wastewater Superintendent - OT	9,000.00	0.00	2,744.45	6,255.55	30.49
2103 7000 70513 00 Ass't Superintendent - OT	9,000.00	0.00	7,200.75	1,799.25	80.01
2103 7000 70514 00 Plant Operator - OT	9,000.00	0.00	3,149.27	5,850.73	34.99
2103 7000 70639 00 License Fees	0.00	0.00	1,800.00	(1,800.00)	0.00
2103 7000 70900 00 Social Security Tax	22,899.00	0.00	9,030.73	13,868.27	39.44
2103 7000 70901 00 Blue Cross/Delta Dental	47,571.00	0.00	19,732.80	27,838.20	41.48
2103 7000 70902 00 Worker'S Compensation	9,000.00	0.00	10,000.00	(1,000.00)	111.11
2103 7000 70903 00 Retirement System	30,042.00	1,961.96	13,814.46	16,227.54	45.98
2103 7000 70906 00 Life Insurance	670.00	0.00	334.84	335.16	49.98
<b>7000 Salaries</b>	<b>409,195.00</b>	<b>1,961.96</b>	<b>205,091.78</b>	<b>204,103.22</b>	<b>50.12</b>
<b>7000/7001 Salaries &amp; Benefits</b>	<b>409,195.00</b>	<b>1,961.96</b>	<b>205,091.78</b>	<b>204,103.22</b>	<b>50.12</b>
2103 7002 70001 00 Power- Electricity	38,000.00	1,698.09	15,520.11	22,479.89	40.84
2103 7002 70002 00 Chemicals	2,500.00	0.00	787.25	1,712.75	31.49
2103 7002 70003 00 Heat	9,500.00	1,342.10	3,659.08	5,840.92	38.52
2103 7002 70004 00 Water	2,200.00	515.91	1,296.56	903.44	58.93
2103 7002 70005 00 Chlorine	7,000.00	1,618.50	4,684.86	2,315.14	66.93
2103 7002 70006 00 Equipment Maintenance	22,000.00	1,568.60	16,459.95	5,540.05	74.82
2103 7002 70007 00 Misc. Supplies, Office, Cleani	5,000.00	440.20	3,568.93	1,431.07	71.38
2103 7002 70008 00 Lab Supplies	4,500.00	0.00	407.52	4,092.48	9.06
2103 7002 70009 00 Telephone	750.00	137.87	289.19	460.81	38.56
2103 7002 70010 00 Alarm Line- N.E.T.	5,500.00	314.42	3,110.97	2,389.03	56.56
2103 7002 70011 00 Sludge Composting	39,400.00	4,348.21	22,119.81	17,280.19	56.14
2103 7002 70012 00 Truck Operation & Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
2103 7002 70013 00 Gas- Truck	2,500.00	0.00	115.72	2,384.28	4.63
2103 7002 70014 00 State Mandated Testing	22,400.00	1,753.00	12,441.97	9,958.03	55.54
2103 7002 70201 00 Professional Services - Legal	2,500.00	0.00	0.00	2,500.00	0.00
2103 7002 70315 00 Training Of Members	1,000.00	300.00	1,075.00	(75.00)	107.50
2103 7002 70600 00 Professional Services	2,000.00	0.00	0.00	2,000.00	0.00
<b>7002 Wastewater Treatment Facility</b>	<b>167,750.00</b>	<b>14,036.90</b>	<b>85,536.92</b>	<b>82,213.08</b>	<b>50.99</b>
2103 7003 70017 00 Pumping Station #3	4,000.00	0.00	1,074.27	2,925.73	26.86
2103 7003 70018 00 Pumping Station #1	15,000.00	3,710.36	9,737.46	5,262.54	64.92
2103 7003 70019 00 Pumping Station #2	10,000.00	1,819.26	3,480.33	6,519.67	34.80
2103 7003 70020 00 Pumping Station #4	750.00	100.00	283.00	467.00	37.73
<b>7003 Pumping Stations</b>	<b>29,750.00</b>	<b>5,629.62</b>	<b>14,575.06</b>	<b>15,174.94</b>	<b>48.99</b>
2103 7004 70598 00 Equipment Insurance	4,000.00	0.00	4,000.00	0.00	100.00
<b>7004 Insurance</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>100.00</b>
2103 7005 70021 00 Maintenance Sewer Mains	6,500.00	0.00	0.00	6,500.00	0.00
2103 7005 70504 00 Payment Of Principal - Town	21,892.00	0.00	0.00	21,892.00	0.00
2103 7005 70505 00 Payment Of Interest - Town	41,625.00	0.00	0.00	41,625.00	0.00
2103 7005 70605 00 West Ferry Extension Notes	5,580.00	0.00	52,096.14	(46,516.14)	933.62
<b>7005 Sanitary Sewers, Laterials &amp; Mains</b>	<b>75,597.00</b>	<b>0.00</b>	<b>52,096.14</b>	<b>23,500.86</b>	<b>68.91</b>
2103 7081 70801 00 Sewer Capital	50,000.00	21,535.00	30,225.00	19,775.00	60.45
<b>7081 Capital Improvements</b>	<b>50,000.00</b>	<b>21,535.00</b>	<b>30,225.00</b>	<b>19,775.00</b>	<b>60.45</b>
<b>Total Expenses</b>	<b>736,292.00</b>	<b>43,163.48</b>	<b>391,524.90</b>	<b>344,767.10</b>	<b>53.18</b>

# Sustainable Jamestown

## Baseline Report

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October 2018

Prepared for  
Jamestown Planning Commission

Prepared by



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Through *Sustainable Jamestown*, the Town of Jamestown strives to meet its existing needs without compromising resources for future generations. Municipal decision-making will weigh the social, economic, and environmental impacts of its choices and consider their long-term effects. By planning for change, the community becomes stronger and more resilient so it can adapt, bounce back from problems and crises quickly, and maintain quality of life for all Islanders.

A critical piece of Sustainable Jamestown is meeting its goals. This Baseline Reports represents a starting point for measuring success towards those goals. The Town will report regularly on progress starting in 2020. Where baseline data is not available, collection will start in 2019.



## Overarching Goal of Sustainable Jamestown

*Sustainable Jamestown envisions a livable and resilient community that actively promotes a high quality of life for today's residents as well as future generations. Sustainability is not an end goal but a philosophy that all Jamestowners are encouraged to embrace for the benefit of social equity, environmental health, and a thriving economy. The Town of Jamestown recognizes that our island resources are treasured yet finite, a healthy economy is essential to our wellbeing, our quality of life is worth preserving, and our residents an asset to our community - forward-thinking, creative, diverse, and passionate.*

## Guiding Principles

### **1. Make the Sustainable Choice**

The concept of sustainability is considered in all Town decisions and policies. Most of the efforts required to make Jamestown more sustainable are voluntary actions from residents and business owners. Wherever it can, the Town will lead by example and implement sustainability measures and practices to demonstrate the benefits to the community as a whole.

### **2. Learn and Adapt**

Information and research on many sustainability issues are evolving quickly, emergencies can occur, and funding opportunities can always shift. The Town will strive to be nimble, learning and adapting based on real world experiences and technology shifts, and not getting stuck doing things a certain way because that's the way they've always been done.



### **3. Find the Critical Path**

The Town's available financial and human resources are limited. In an ideal world, we could tackle all of these issues at once, but we must be strategic and set priorities to follow a "critical path."

### **4. Hear and Engage All Voices**

The Town recognizes that it takes the collective efforts of its residents to make its vision a reality, and it should provide information and opportunities for the public to be part of the decision-making process. Equally, residents have a responsibility to be informed, involved, and engaged in the direction of their community.

### **5. Build a Shared Culture of Sustainability**

To help cultivate a shared responsibility towards sustainability, the Town will also emphasize educational opportunities to support public awareness, responsibility, volunteerism, and cooperation with other organizations in town. The Town will encourage all members of the Jamestown community, including full- and part-time residents, visitors and tourists, community groups, businesses, and schools, to share in a culture that cares about its impacts on the island.



## 6. Recognize that No Island is an Island

Jamestown may literally be an island, but it is tied in many ways to the rest of Rhode Island, New England, and, indeed, the world. Being surrounded by Narragansett Bay, everyday life in Jamestown is directly connected to everything this resource has to offer and our actions directly affect its health. The Bay is an important environmental, economic, and cultural resource in the region and the state. Therefore, what happens in Jamestown cannot be separated from this broader context. Partnerships are encouraged to achieve our sustainability goals.

## Issue Areas

Goals and actions of Sustainable Jamestown are divided among four topic areas: Our Community, Our Resources, Our Economy, and Our Infrastructure. Sustainable Jamestown is not the only of the Town effort to meet sustainability goals. The actions provided here are to supplement those identified in other town action plans, including the Comprehensive Plan (2014), Natural Hazard Mitigation Plan (2017), and Water Supply Management Plan, to name a few.

For each topic area, a series of indicators to measure progress towards meeting goals and targets that are appropriate for Jamestown has been developed.

### Our Community

Jamestown is a quiet, safe community where everyone seems to know each other. In fact, many families have lived in Jamestown for generations. Residents speak highly of the schools, respect the island's history, and love to support local artists, shops, and restaurants. As our climate changes, our economy continues to globalize, costs continue to rise, and communication becomes harder to manage—Jamestown residents will need to think strategically about how to protect many aspects of their quality of life. Education, civic engagement, and housing opportunity will be high priority focus areas for the community.



### Goals

CG1. Achieve and maintain a mix of housing options for people of all socioeconomic backgrounds, ages, household groups, and preferences (including seniors, young families, singles, and people with disabilities).

CG2. Support local organizations, services, infrastructure, and programs that provide access to diverse housing opportunities, quality education, and active and healthy lifestyles.

CG3. Participate actively and effectively in civic affairs and understand the basic principles of sustainability.

CG4. Support local and regional (Washington and Newport Counties) agriculture and aquaculture as well as food products, crafts, and other goods and services.

CG5. Communicate and share information effectively with the public, making the best use of available technology and methods that reach a wide audience.

### Actions

CA1. Explore options for better utilizing and expanding the land holdings of the Town’s Community Housing Land Trust.

CA2. Coordinate with the Library’s existing efforts to promote volunteerism in the community through its public educational campaign about volunteer opportunities Jamestown. Find other connections in the community to identify additional ways to increase volunteer opportunities outside of local boards and committees relating to sustainability.

CA3. Make connections with local non-profits that provide services or programming around social wellbeing and healthy life styles to build a social network around sustainability.

CA4. Encourage partnerships between local farms and the Jamestown School Department and Senior Center to supply seasonal produce for lunch programs.

### Making Progress

Indicator	Goal/action	Target	2018 Baseline
<b>Availability of Affordable Housing</b> Number and % of LMI homes relative to the entire number of households	CG1 CA1 Also see goals, policies, and actions of the Jamestown Comprehensive Plan	<ul style="list-style-type: none"> <li>• Net increase in number of units every five years per the Affordable Housing Development Plan in Comprehensive Plan</li> <li>• 5% by 2020</li> <li>• 8% by 2030</li> <li>• 10% by 2040</li> </ul>	111 units
<b>Production of “Alternative” Housing</b> Number of new housing units (new construction or building reuse) that are alternatives to traditional single-family homes (apartments, condos, cottages, houses of under 1,300 gross sq ft, etc.) as a percentage of all new housing development	CG1 CA1 Also see goals, policies, and actions of the Jamestown Comprehensive Plan	<ul style="list-style-type: none"> <li>• Upward trend measured every two years</li> </ul>	Start data collection 2019.
<b>Public Participation</b> <ul style="list-style-type: none"> <li>• Vacancies on town boards, committees and commissions</li> <li>• Participation in town-sponsored workshops and other events that collect public opinion and input</li> </ul>	CG5 CA2	<ul style="list-style-type: none"> <li>• Downward trend in vacancies</li> <li>• Seating individuals that have never served on a local board prior</li> <li>• Upward trend in public participation/comment/input</li> </ul>	Start data collection 2019.
<b>Education</b> <ul style="list-style-type: none"> <li>• Student enrollment</li> </ul>		<ul style="list-style-type: none"> <li>• Stable or upward trend (% or higher of student capacity)</li> </ul>	2017-2018 School Year: 488 students

Indicator	Goal/action	Target	2018 Baseline
<b>Fresh, Local Produce</b> <ul style="list-style-type: none"> <li>Local produce, meat, seafood, food products, etc. featured in local restaurants and shops</li> <li>Partnership between local farms and Jamestown School Department and Senior Center to supply produce for lunches</li> </ul> <i>“Local” includes Jamestown, Newport County, and Washington County.</i>	CG4 CA4 EA5	<ul style="list-style-type: none"> <li>Upward trend in number establishments offering local products</li> <li>Local produce offered in school and senior lunches a set number of times a year</li> </ul>	Start data collection 2019.
<b>Active Lifestyles</b> <ul style="list-style-type: none"> <li>Total miles of town arterial streets with bike lanes or sharrows</li> <li>Total miles of off-road bike paths/walking paths</li> <li>Bike ridership to Jamestown Schools</li> <li>Total miles of sidewalks along local streets</li> </ul>	CG2 Also see goals, policies, and actions of the Jamestown Comprehensive Plan	<ul style="list-style-type: none"> <li>Net increase, measured every two years</li> <li>Upward trend</li> <li>Upward trend</li> <li>Distance of sidewalks maintained and/or created every two years</li> </ul>	Start data collection 2019.
<b>Bicycle and Pedestrian Collisions</b> Number of bicycle and pedestrian collisions involving motor vehicles		<ul style="list-style-type: none"> <li>Downward trend</li> </ul>	Start data collection 2019.
<b>Alternative Transportation Use</b> <ul style="list-style-type: none"> <li>Number of residents who report walking or biking for at least 25% of their on-island trips.</li> <li>Annual ridership from RIPTA stops in Jamestown</li> <li>Annual ridership from ferry stops in Jamestown</li> </ul>	Also see goals, policies, and actions of the Jamestown Comprehensive Plan	<ul style="list-style-type: none"> <li>25% decrease in automobile trips by 2025</li> <li>Upward trend</li> <li>Upward trend</li> </ul>	Start data collection 2019.
<b>Community events focusing on sustainability issues</b> Either town-sponsored or local group	CG5 CA2 CA3	<ul style="list-style-type: none"> <li>Two per year by 2020</li> <li>Upward trend every two years</li> </ul>	2017 – 4 public events 2018 – 1 event to date

## Our Resources

Residents and visitors are attracted to Jamestown’s natural beauty, and protecting natural resources is important to the town’s economic vitality. One of Jamestown’s great resource opportunities is its natural lands, which offer opportunities to be active and “escape” from technology, busy streets, and everyday stress. Several important resource challenges for Jamestown include energy consumption, waste disposal (trash), and development practices. How we manage these issues is critical to the current and future health of our resources.

## Goals

RG1. Significantly decrease overall community consumption of non-local goods, non-renewable energy and fuels, and materials that are non-recyclable/non-recycled.

RG2. Encourage the use of local, non-polluting, renewable, and recycled resources (water, energy, and material resources).

RG3. Encourage residents and business owners to reduce the amount of pollutants entering the air, soil, and water.

### Actions

RA1. Evaluate the potential reuse of collected and treated rain water at municipal facilities for innovative applications (irrigation, fire prevention, etc.).

RA2. Develop a long-range strategy to become a “zero waste” community.

RA3. Develop a municipal Energy Management Plan for Town-owned buildings and fleets, including a) Overall statement about the Town’s energy policy; b) Baseline energy usage; c) Energy reduction goal; d) Greenhouse gas emissions reduction goal; e) Renewable energy use goal; and f) Action Plan compiling all strategies and supporting actions.

RA4. Consider renewable energy for town facilities and operations



RA5. Encourage and support local organizations and groups that further the Town’s goals and/or actions related to resource protection, which may include initiatives that improve water quality, reduce waste, or improve energy efficiency of private homes or businesses.

RA6. Develop an outreach program that educates residents and businesses about the benefits of making individual environment-friendly choices that support resource protection. Partner with local, regional, and state organizations that have existing resources and programming. Outreach can include distribution of informational materials, demonstrations, and guest speakers. Topics of interest are ways to reduce waste and increase recycling, environment-friendly gardening and landscaping techniques, and taking action to improve the quality of local waterbodies, among others.

RA7: Establish a volunteer process for residents and businesses to report to Sustainable Jamestown the ways they’ve made their homes, lifestyles, and businesses more environment-friendly.

RA8: Develop a town landscaping policy for municipally-owned and managed properties that strongly encourages the use of native plant species and environment-friendly landscaping techniques and maintenance methods



## Making Progress

Indicators	Goals/actions	Targets	2018 Baseline
<b>Residential Household Hazardous Waste</b> <ul style="list-style-type: none"> <li>Total volume of household hazardous waste (HHW) collected from Jamestown residents</li> </ul>	RG3 RA7	<ul style="list-style-type: none"> <li>Downward trend based on RIRRC State Goal</li> </ul>	Start data collection 2019.
<b>Town Purchases and Usage of Sustainable Products over Hazardous Materials</b> <ul style="list-style-type: none"> <li>Volume of hazardous material purchased by the Town</li> <li>Use of pesticides and herbicides by the Town</li> </ul>	RG3 RA8	<ul style="list-style-type: none"> <li>(Target to be developed by Town staff)</li> </ul>	Start data collection 2019.
<b>Stormwater Runoff Reduction</b> <ul style="list-style-type: none"> <li>Percent of impermeable land area in the village center</li> <li>Number of “green infrastructure” projects on public property and as part of private development projects</li> </ul>	RA1 RA7 IA6 See Comp Plan, Ph II SWMPP (not available online)	<ul style="list-style-type: none"> <li>Downward trend or no net increase</li> <li>Upward trend</li> <li>Downward trend in closures for swimming, shellfish harvesting</li> </ul>	Start data collection 2019.
<b>Solid Waste Generation</b> <ul style="list-style-type: none"> <li>Total town-wide generation sent to RIRRC (also report per capita)</li> <li>Town-wide amount recycled</li> <li>Town-wide amount diverted</li> <li>Town operations/services</li> </ul>	RA2 RA6 IA3	<ul style="list-style-type: none"> <li>Town develops and starts implementation of methods to reach zero waste</li> <li>Generation: Do not exceed year 2017 levels by 2025</li> <li>Recycling: Increase amount recycled to 50% of total by 2025 (or consistent with State Goal)</li> <li>Diversion: Increase amount diverted to 60% of total by 2025</li> <li>Town operations/ services: increase paperless options associated with town services for residents and businesses (e.g. online payments, applications)</li> </ul>	2017 <ul style="list-style-type: none"> <li>Average solid waste per household: 2.05</li> <li>Recycling Rate: 37.1%</li> <li>Diversion Rate: 38.7%</li> </ul>
<b>Energy Use</b> <ul style="list-style-type: none"> <li>Total use in town facilities</li> <li>Total town-wide use (also report per capita)</li> <li>Total fleet vehicle fuel use</li> </ul>	RA3 RA4	<ul style="list-style-type: none"> <li>Reduce overall town facility energy use 20% by 2025.</li> <li>Reduce town-wide energy use below 2017 levels by 2025.</li> <li>Reduce fuel use 15% by 2025.</li> </ul>	2015 <ul style="list-style-type: none"> <li>Average amount energy used (kwh): 786,993</li> </ul>

Indicators	Goals/actions	Targets	2018 Baseline
<b>Renewable Energy Use</b> % of town-wide energy use from renewable or more efficient sources <ul style="list-style-type: none"> <li>• Total renewable energy use in town facilities</li> <li>• Total renewable energy use town-wide</li> <li>• Total energy use from clean distributed generation sources on the island</li> </ul>	RA3 RA4	<ul style="list-style-type: none"> <li>• By 2025 20% of all electricity use in town facilities should come from renewable sources</li> <li>• By 2025 10% of all electricity use town-wide should come from renewable sources</li> <li>• By 2025 1% of all electricity use town-wide should come from clean distributed generation sources on the island</li> <li>• Participation in Solarize Jamestown</li> </ul>	Start data collection 2019.
<b>Greenhouse Gas Emissions</b> <ul style="list-style-type: none"> <li>• Total emissions from town facilities and fleets</li> </ul>	RA3	<ul style="list-style-type: none"> <li>• At least 10% below 2017 levels by 2025 for town facilities and fleets</li> </ul>	Start data collection 2019.
<b>Use of Alternative Fueled Vehicles by Town</b> <ul style="list-style-type: none"> <li>• Public works vehicles</li> <li>• Non emergency police and fire vehicles</li> </ul>	RA3 RA4	<ul style="list-style-type: none"> <li>• Increase by 1 every 5 years, starting in 2025</li> </ul>	Start data collection 2019.
<b>Sustainable Procurement</b>		<ul style="list-style-type: none"> <li>• Develop a policy, indicator, and target by 2019</li> </ul>	Start data collection 2019.
<b>“Green” Homes and Businesses</b> <ul style="list-style-type: none"> <li>• Total number of homes and businesses self-reporting the use of best practices to be more environment-friendly.</li> <li>• Total number of development projects reviewed by the Town that incorporate environment-friendly best practices</li> </ul>	RA6	<ul style="list-style-type: none"> <li>• Increase in the number of residents and businesses that contact Sustainable Jamestown through a volunteer reporting process</li> <li>• Increase in the number of development projects with environment-friendly best practices</li> </ul>	Start data collection 2019.

## Our Economy

For decades, Jamestown has maintained its identity as one of the quieter, but most picturesque destinations along the Rhode Island coastline. This “sense of place” provides the foundation for a steady, but not overwhelming, tourist economy on the island. As Jamestown looks to the future of a sustainable local and regional economy, access to its unique assets will be essential to maintaining a local economy of place.

## Goals

EG1. Nurture a diverse, stable, local economy that supports the basic needs of all Jamestown residents.

EG2. Maintain the distinct sense of place and character in the Jamestown Village, anchored by its historic buildings, and promote sensitive new construction, vibrant public spaces, and the arts.

EG3. Promote the efficient use of resources by businesses, organizations, and local government agencies within Jamestown through the adoption of sustainable business practices.

### Actions

EA1. The Town, as a member of the Newport Chamber of Commerce, will participate in regional economic development efforts and take advantage of professional support offered through the Chamber’s Regional Economic Development Division.



EA2. Determine Jamestown Chamber of Commerce’s interest in developing a branding and marketing slogan that benefits Jamestown’s small town character, is geared toward visitors, and helps explain Jamestown’s culture of sustainability.

EA3. The Town will take a leadership role by developing a toolkit and begin implementation by 2020 to encourage the adoption of sustainable practices by Jamestown businesses.

EA4. Recognize the arts as a viable element of Jamestown economy and include the art community in local economic development initiatives.

EA5. Develop a dialogue to understand farmer’s needs to be viable in the future, while maintaining Jamestown’s rural character.

EA6. Work with Village businesses to develop approaches that encourage customers to use nearby, underutilized parking areas.

### Making Progress

Indicators	Goals/Actions	Targets	2018 Baseline
<b>Local Employment of Town Staff</b> <ul style="list-style-type: none"> <li>• % of town employees who live in Jamestown</li> <li>• Distance town employees travel to work</li> </ul>	EG1	<ul style="list-style-type: none"> <li>• Steady or upward trend</li> <li>• Steady or downward trend</li> </ul>	Start data collection 2019.
<b>Commercial Space Occupancy</b> <ul style="list-style-type: none"> <li>• Percentage of commercial unit vacancy</li> </ul>	EG1	<ul style="list-style-type: none"> <li>• Stable or downward trend</li> </ul>	Start data collection 2019.
<b>Business Growth (asset investment)</b> <ul style="list-style-type: none"> <li>• Number of new businesses</li> <li>• Expansion of existing businesses (number of employees or physical expansion)</li> <li>• Rehab/construction of commercial space for expansion or new business</li> </ul>	EG2	<ul style="list-style-type: none"> <li>• Stable or upward trend</li> </ul>	Start data collection 2019.

Indicators	Goals/Actions	Targets	2018 Baseline
<b>Business-Community Relationship (social investment)</b> <ul style="list-style-type: none"> <li>Local business involvement in town-wide events (town-sponsored or other)</li> <li>Local business involvement with schools/students</li> </ul>	EA3 EA5	<ul style="list-style-type: none"> <li>Stable or upward trend</li> <li>Number of events</li> </ul>	Start data collection 2019.
<b>Basic Services and Needs</b> Number of businesses offering products and services that fulfill everyday needs	EG1	<ul style="list-style-type: none"> <li>Track businesses that offer basic services and needs</li> </ul>	Start data collection 2019.

## Our Infrastructure

Close at hand is the issue of water quantity and water quality, and making sure Jamestown has safe and dependable access to clean water for drinking, harvesting, and recreation. The Town's Water Supply Management Plan, Comprehensive Plan, and many other efforts are helping to address this serious issue. Further, the infrastructure being built today will still be in service when the island feels the effects of sea level rise and more frequent and intense storms. Private properties, as well as roads, bridges, and other town facilities, must be built or retrofitted to be resilient.

### Goals

IG1. Provide needed services that keep up with technology and meet sustainably goals.

### Actions

IA1. Work with state and regional partners to monitor climate change data and evaluate the impact on public infrastructure and services. Determine appropriate actions to minimize those impacts.

IA2. Investigate ways to sustainability move towards residential buildout (the maximum number of homes allowed by current zoning), as calculated in the 2014 Jamestown Comprehensive Plan, with respect to water supply and use.

IA3. Work with RIRRC to identify long-term solutions for waste management in Jamestown, including ways to increase recycling of items that are not put in bins.

IA4. Develop an outreach campaign that educates residents about critical water supply issues on the island and the need for multi-user, comprehensive approaches to sustaining the local supply for the future. The campaign should highlight how users of the public water supply and those with private wells are hydrologically connected and the influence of each on the town's overall available water.





IA5. Develop ways to notify the public about water supply reservoir levels and what they mean for water usage.

IA6: Develop a local green and complete streets policy that requires the consideration of transit, walking, and biking on local roadways as well as stormwater best management practices.

### Making Progress

Indicators	Goals/Actions	Targets	Potential Data Source
<b>Drinking water supply</b>	IA2 IA4 IA5 See Comp Plan	<ul style="list-style-type: none"> <li>• Increased Potential water supply sources</li> <li>• Decline in the number of water restriction days</li> </ul>	Start data collection 2019.
<b>Roadway flooding</b> <ul style="list-style-type: none"> <li>• Roads that become impassable during flood events</li> <li>• Frequency of flooding compromising roadway integrity</li> </ul>	See Hazard Mitigation Plan	<ul style="list-style-type: none"> <li>• Improvements made</li> </ul>	Start data collection 2019.
<b>Sea Level Rise</b> Critical town infrastructure that is vulnerable to the impacts of sea level rise	IA1	<ul style="list-style-type: none"> <li>• Implementation of adaptation measures to mitigate potential sea level rise impacts on local roadways</li> <li>• ... on public water supply system</li> <li>• ... on public wastewater treatment system</li> </ul>	Start data collection 2019.

# Sustainable Jamestown Progress Report

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JUNE 2019 TO JUNE 2020

**DRAFT**



Prepared for  
Jamestown Town Council  
Residents and Businesses of Jamestown

Prepared by  
Jamestown Planning Department  
Jamestown Planning Commission

Through *Sustainable Jamestown*, the Town of Jamestown strives to meet its existing needs without compromising resources for future generations. Municipal decision-makers weigh the social, economic, and environmental impacts of their choices and consider their long-term effects. By planning for change, the community becomes stronger and more resilient so it can adapt, bounce back from problems and crises quickly, and maintain quality of life for all Islanders.

There are four focus areas of Sustainable Jamestown:

**Our Community**

**Our Resources**

**Our Economy**

**Our Infrastructure**

Since 2019, the Town has made progress towards meeting its goals for each of these focus areas. Targets were established to measure this progress. Their status is as follows:

**Needs improvement:** Indicator has not changed from previous reporting period or has move away from its target.

**Making progress:** Indicator has changed since previous reporting period and has moved towards its target.

**To be established:** Indicator is new for the reporting period.

## Overarching Goal of Sustainable Jamestown

*Sustainable Jamestown envisions a livable and resilient community that actively promotes a high quality of life for today's residents as well as future generations. Sustainability is not an end goal but a philosophy that all Jamestowners are encouraged to embrace for the benefit of social equity, environmental health, and a thriving economy. The Town of Jamestown recognizes that our island resources are treasured yet finite, a healthy economy is essential to our wellbeing, our quality of life is worth preserving, and our residents an asset to our community - forward-thinking, creative, diverse, and passionate.*



## Guiding Principles

### **1. Make the Sustainable Choice**

The concept of sustainability is considered in all Town decisions and policies. Most of the efforts required to make Jamestown more sustainable are voluntary actions from residents and business owners. Wherever it can, the Town will lead by example and implement sustainability measures and practices to demonstrate the benefits to the community as a whole.

### **2. Learn and Adapt**

Information and research on many sustainability issues are evolving quickly, emergencies can occur, and funding opportunities can always shift. The Town will strive to be nimble, learning and adapting based on real world experiences and technology shifts, and not getting stuck doing things a certain way because that's the way they've always been done.

### **3. Find the Critical Path**

The Town's available financial and human resources are limited. In an ideal world, we could tackle all of these issues at once, but we must be strategic and set priorities to follow a "critical path."

### **4. Hear and Engage All Voices**

The Town recognizes that it takes the collective efforts of its residents to make its vision a reality, and it should provide information and opportunities for the public to be part of the decision-making process. Equally, residents have a responsibility to be informed, involved, and engaged in the direction of their community.

### **5. Build a Shared Culture of Sustainability**

To help cultivate a shared responsibility towards sustainability, the Town will also emphasize educational opportunities to support public awareness, responsibility, volunteerism, and cooperation with other organizations in town. The Town will encourage all members of the Jamestown community, including full- and part-time residents, visitors and tourists, community groups, businesses, and schools, to share in a culture that cares about its impacts on the island.

### **6. Recognize that No Island is an Island**

Jamestown may literally be an island, but it is tied in many ways to the rest of Rhode Island, New England, and, indeed, the world. Being surrounded by Narragansett Bay, everyday life in Jamestown is directly connected to everything this resource has to offer and our actions directly affect its health. The Bay is an important environmental, economic, and cultural resource in the region and the state. Therefore, what happens in Jamestown cannot be separated from this broader context. Partnerships are encouraged to achieve our sustainability goals.







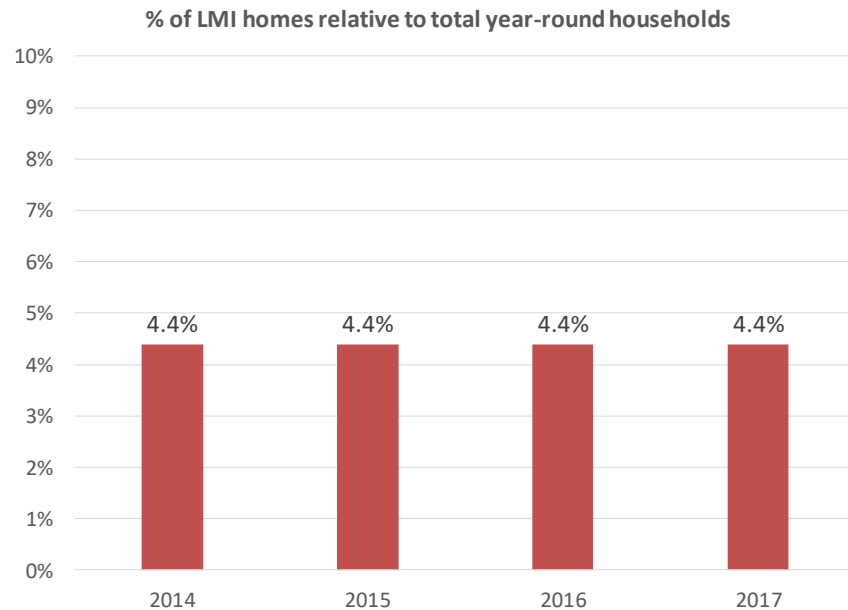
## Our Community

Jamestown is a quiet, safe community where everyone seems to know each other. In fact, many families have lived in Jamestown for generations. Residents speak highly of the schools, respect the island's history, and love to support local artists, shops, and restaurants. As our climate changes, our economy continues to globalize, costs continue to rise, and communication becomes harder to manage—Jamestown residents will need to think strategically about how to protect many aspects of their quality of life. Education, civic engagement, and housing opportunity will be high priority focus areas for the community.



## Affordable Housing

<p><b>Indicator</b></p> <p>Number and % of low and moderate income (LMI) homes relative to the entire number of total year-round households</p>	<p><b>Target</b></p> <p>Net increase in number of units every 5 years</p> <ul style="list-style-type: none"> <li>• 5% by 2020</li> <li>• 8% by 2030</li> <li>• 10% by 2040</li> </ul>
<p><b>Status: Needs improvement</b></p>	
<p><b>Importance</b></p> <p>Housing costs are rising and can impact older residents and younger families living in or wanting to move to Jamestown.</p>	



## Alternative Housing

<p><b>Indicator</b></p> <p>New construction of housing that is not a traditional single-family home (examples include apartments, condos, cottages, homes under 1,300 square feet)</p>	<p><b>Target</b></p> <p>Upward trend every 2 years</p>
<p><b>Status: To be established</b></p>	
<p><b>Importance</b></p> <p>More diverse housing options can be more attractive to first-time homebuyers, young professionals, seniors, and empty-nesters looking to down-size.</p>	

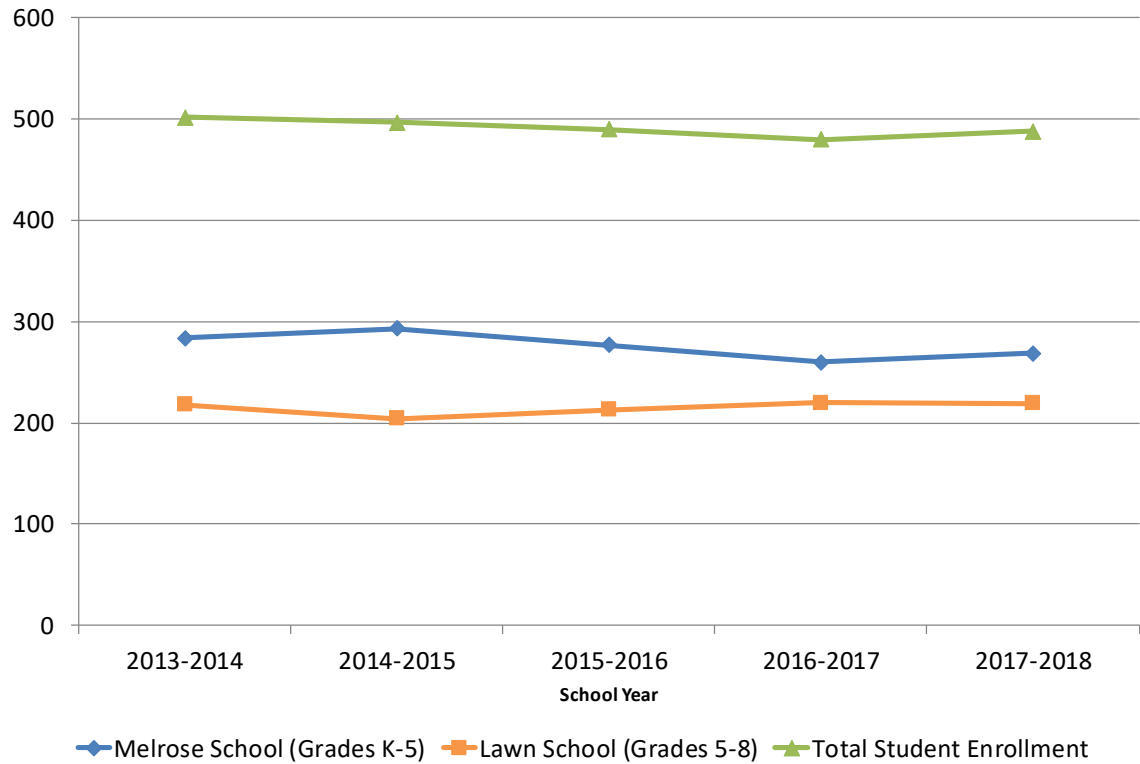
Baseline data about alternative housing construction in Jamestown are not yet available but will be collected in the near future.



Education

<i>Indicator</i> Students enrolled in Jamestown schools	<i>Target</i> Stable or upward trend
<b>Status: Making progress</b>	
<i>Importance</i> School age children help us understand who lives in town (e.g. young families) and needed resources.	

School Enrollment





## Local Produce and Products

<i>Indicator</i>	<i>Target</i>
<ul style="list-style-type: none"><li>• Percent of fresh, locally-produced produce and seafood that is consumed in Jamestown</li><li>• Percent increase in revenue at the Jamestown Farmers Market</li><li>• Percent of Jamestown restaurants that purchase any ingredients from local farms or the Jamestown Farmers market, or that grow their own food</li></ul>	<ul style="list-style-type: none"><li>• Upward trend across all indicators</li><li>• Local produce offered in school and senior lunches a set number of times a month</li></ul>
<b>Status: To be established</b>	
<i>Importance</i> Incorporating local produce and products supports local farms and industries.	

The term “local” (for statistical purposes) refers to food grown or caught in Jamestown, Newport County, and Washington County. Generally, the less distance between the farm and your table the better.

In 2017 a partnership was formed between the Jamestown School Department, Senior Center, and local farms to provide produce for lunches and delivery. Baseline data about this partnership are not yet available but will be collected in the near future.

## Alternative Transportation

<i>Indicator</i>	<i>Target</i>
<ul style="list-style-type: none"><li>• Number of residents who report walking or biking for at least 25% of their on-island trips.</li><li>• Annual ridership from RIPTA stops in Jamestown</li><li>• Annual ridership from ferry stops in Jamestown</li></ul>	<ul style="list-style-type: none"><li>• 25% decrease in automobile trips by 2025</li><li>• Upward trend in RIPTA ridership</li><li>• Upward trend in ferry ridership</li></ul>
<b>Status: To be established</b>	
<i>Importance</i> Using other ways to get around reduces traffic on the road and the amount of pollutants omitted into the area from vehicles.	

Baseline data about use of alternative transportation in Jamestown are not yet available but will be collected in the near future.





## Active Lifestyles

<i>Indicator</i>	<i>Target</i>
<ul style="list-style-type: none"><li>• Total miles of town arterial streets with bike lanes or sharrows.</li><li>• Total miles of off-road bike paths/walking paths.</li><li>• Bike ridership to Jamestown Schools.</li><li>• Total miles of sidewalks along local streets.</li></ul>	<ul style="list-style-type: none"><li>• Net increase in bike lanes and sharrows, measured every two years.</li><li>• Upward trends in the development of off-road trails and bike ridership.</li><li>• Distance of sidewalks maintained and/or created every two years.</li></ul>
<b>Status: To be established</b>	
<i>Importance</i>	

Baseline data about walking and biking infrastructure in Jamestown are not yet available but will be collected in the near future.

Additionally, baseline data about bike ridership to Jamestown schools are not yet available but will be collected in the near future..

## Bike and Pedestrian Safety

<i>Indicator</i>	<i>Target</i>
<ul style="list-style-type: none"><li>• Number of bicycle and pedestrian collisions involving motor vehicles.</li></ul>	<ul style="list-style-type: none"><li>• Reduction in the number of bicycle and pedestrian collisions.</li></ul>
<b>Status: To be established</b>	
<i>Importance</i>	

Baseline data about bike and pedestrian safety in Jamestown are not yet available but will be established in the near future.



## Community Events Around Sustainability

<p><i>Indicator</i></p> <ul style="list-style-type: none"> <li>Events sponsored by either the Town or a local group focusing on sustainability.</li> </ul>	<p><i>Target</i></p> <ul style="list-style-type: none"> <li>Two per year by 2020.</li> <li>Upward trend every two years.</li> </ul>
<p><b>Status: Making Progress</b></p>	
<p><i>Importance</i></p> <p>Events and outreach showcase town efforts and community members focused on sustainability issues.</p>	

While 2018 saw fewer community events than 2017, 2019 is on track to resume an upward trend.

Community Events Focusing on Sustainability Issues		
Year	# of Events	Sponsor/Event
2017	4	Public outreach around Sustainable Jamestown: 3 open houses, 1 public workshop
2018	1	Public open house/sustainability Fair for Sustainable Jamestown
2019	1	Presentation to Town Council

## Public Participation in Local Government

<p><i>Indicator</i></p> <ul style="list-style-type: none"> <li>Vacancies on town boards, committees and commissions.</li> <li>Participation in town-sponsored workshops and other events that collect public opinion and input.</li> </ul>	<p><i>Target</i></p> <ul style="list-style-type: none"> <li>Downward trend in vacancies.</li> <li>Seating individuals that have never served on a local board prior.</li> <li>Upward trend in public participation/comment/input.</li> </ul>
<p><b>Status: To be established</b></p>	
<p><i>Importance</i></p> <p>Participation ensures openness and transparency in local decision making.</p>	

Baseline data about local board, committee, and commission vacancies, as well as participation in public workshops and other events, in Jamestown are not yet available but will be collected in the near future.



Community members attending a workshop on Sustainable Jamestown





## Our Resources

Residents and visitors are attracted to Jamestown's natural beauty, and protecting natural resources is important to the town's economic vitality. One of Jamestown's great resource opportunities is its natural lands, which offer opportunities to be active and "escape" from technology, busy streets, and everyday stress. Several important resource challenges for Jamestown include energy consumption, waste disposal (trash), and development practices. How we manage these issues is critical to the current and future health of our resources.



### Residential Household Hazardous Waste

<i>Indicator</i> Total volume of household hazardous waste collected from Jamestown residents.	<i>Target</i> Downward trend based on RI Resource Recovery Corporation (RIRRC) state goal
<b>Status: To be established</b>	
<i>Importance</i> [why this indicator is important to track]	

Baseline data about the volume of residential household hazardous waste in Jamestown are not yet available but will be collected in the near future.

### Town Purchases and Usage of Sustainable Products over Hazardous Waste

<i>Indicator</i> <ul style="list-style-type: none"> <li>• Volume of hazardous material purchased by the Town</li> <li>• Use of pesticides and herbicides</li> </ul>	<i>Target</i> <ul style="list-style-type: none"> <li>• Target still to be developed by Town staff</li> </ul>
<b>Status: To be established</b>	
<i>Importance</i> [why this indicator is important to track]	

Baseline data about the volume of hazardous waste purchased by the Town and its use of pesticides and herbicides are not yet available but will be collected in the near future.





## Solid Waste Reduction

### Indicator

- Total town-wide generation sent to RIRRC
- Town-wide amount recycled
- Town-wide amount diverted
- Town operations/services

### Target

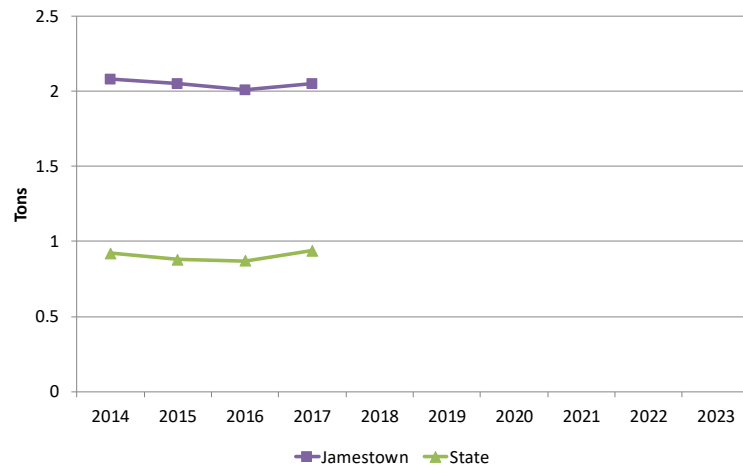
- Town develops and starts implementation of methods to reach zero waste
- Generation: Do not exceed year 2017 levels by 2025
- Recycling: Increase amount recycled to 50% of total by 2025 (or consistent with State Goal)
- Diversion: Increase amount diverted to 60% of total by 2025
- Town operations/services: increase paperless options associated with town services

**Status: Needs Improvement**

### Importance

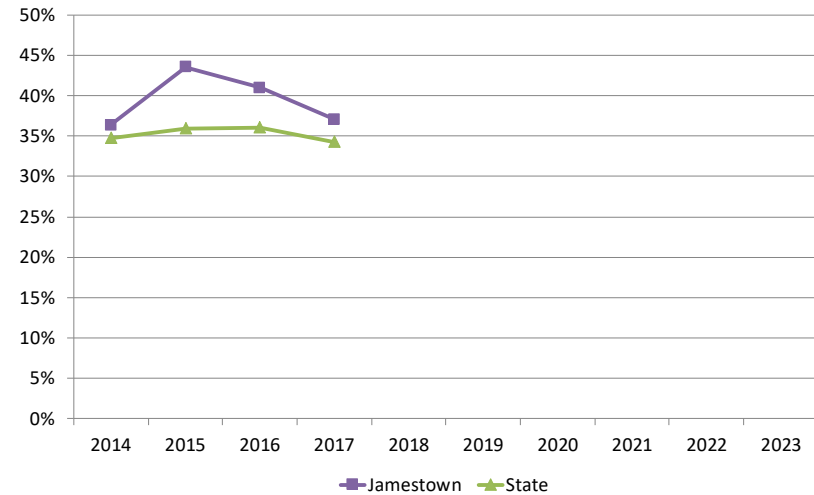
[why this indicator is important to track]

Average Solid Waste sent to RIRRC per Household\*



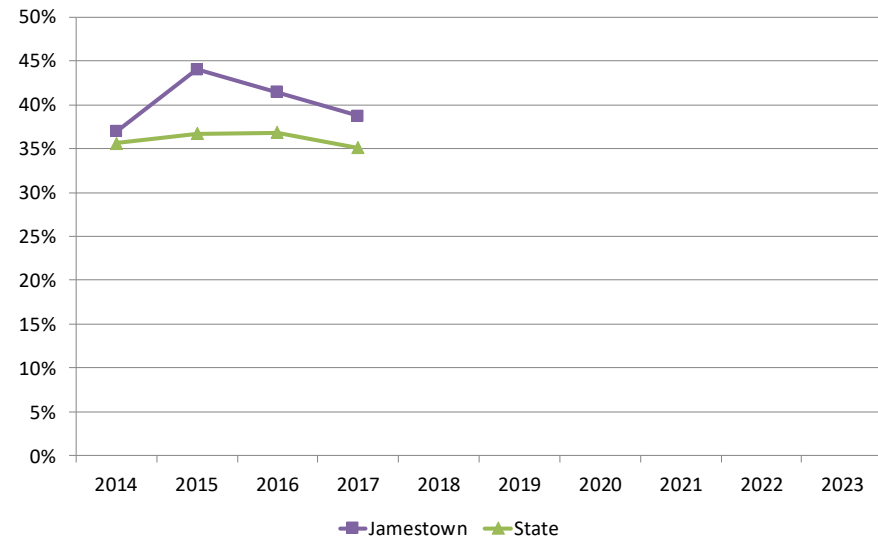
\*Only households served by municipality are included. Households served is a rough estimate because of communities reliance on a transfer station. Source: RIRC: How is my town doing?

% Solid Waste Recycled (Mandatory Recycling Rate is 50%)



\*Amount recycled is a percentage of the total amount of objects (recyclables and trash) being sent to RIRC. % recycled is reflected as the Mandatory Recycling Rate (MRR), which includes objects placed in home bins, as well as, yard debris, clothing and other metals recycled at RIRC or other locations. Source: RIRRC: How is my town doing?

% Solid Waste Diverted (Rate of Diversion)



\*\*Amount diverted is a percentage of the total amount of objects (recyclables and trash) being sent to RIRC. % diverted is reflected as the Rate of Overall Material Diversion from the Landfill (includes all materials diverted from landfill for recycling and reuse, including tires, mattresses, cooking oil, etc.). Source: RIRRC: How is my town doing?

## Energy Use

<p><i>Indicator</i></p> <ul style="list-style-type: none"> <li>• Total use in town facilities</li> <li>• Total town-wide use (also report per capita)</li> <li>• Total fleet vehicle fuel use</li> </ul>	<p><i>Target</i></p> <ul style="list-style-type: none"> <li>• Reduce overall town facility energy use 20% by 2025</li> <li>• Reduce town-wide energy use below 2017 levels by 2025</li> <li>• Reduce fuel use 15% by 2025</li> </ul>
<p><b>Status: Making Progress</b></p>	
<p><i>Importance</i> [why this indicator is important to track]</p>	

Total Cost of Energy Use in Town Facilities	
Year	Amount of Energy Used (kwh)
2014	797393
2015	786993

## Renewable Energy Use

<p><i>Indicator</i></p> <p>Town-wide energy use from renewable or more efficient sources</p> <ul style="list-style-type: none"> <li>• Total renewable energy use in town facilities</li> <li>• Total renewable energy use town-wide</li> <li>• Total energy use from clean distributed generation sources on the island</li> </ul>	<p><i>Target</i></p> <ul style="list-style-type: none"> <li>• By 2025 20% of all electricity use in town facilities should come from renewable sources</li> <li>• By 2025 10% of all electricity use town-wide should come from renewable sources</li> <li>• By 2025 1% of all electricity use town-wide should come from clean distributed generation sources on the island</li> <li>• Participation in Solarize Jamestown</li> </ul>
<p><b>Status: To be established</b></p>	
<p><i>Importance</i> [why this indicator is important to track]</p>	

Baseline data about renewable energy usage in Jamestown are not yet available but will be collected in the near future.



### Use of Alternative Energy Vehicles

<i>Indicator</i> <ul style="list-style-type: none"><li>• Public works vehicles</li><li>• Non emergency police and fire vehicles</li></ul>	<i>Target</i> <p>Increase by 1 every 5 years, starting in 2025</p>
<b>Status: To be established</b>	
<i>Importance</i> <p>[why this indicator is important to track]</p>	

Baseline data about the Town’s use of alternative energy vehicles are not yet available but will be collected in the near future.

### Sustainability Procurement

<i>Target</i> <p>Develop a policy, indicator, and target by 2019.</p>
<b>Status: To be established</b>
<i>Importance</i> <p>[why this indicator is important to track]</p>



## Green Construction

<i>Indicator</i>	<i>Target</i>
<ul style="list-style-type: none"><li>• Use of environment-friendly materials and practices for home construction and renovations.</li><li>• Use of environment-friendly materials and practices for construction and renovations of commercial space.</li></ul>	<ul style="list-style-type: none"><li>• Self-reporting from residents and business owners</li><li>• Upward trend</li></ul>
<b>Status: To be established</b>	
<i>Importance</i> [why this indicator is important to track]	

Baseline data about green construction in Jamestown are not yet available but will be collected in the near future.

## Stormwater Management

<i>Indicator</i>	<i>Target</i>
<ul style="list-style-type: none"><li>• Percent of impermeable land area in the village center</li><li>• Number of “green infrastructure” projects on public property and as part of private development projects</li></ul>	<ul style="list-style-type: none"><li>• Downward trend or no net increase in impermeable surfaces</li><li>• Upward trend in green infrastructure projects</li><li>• Downward trend in closures for swimming, shellfish harvesting</li></ul>
<b>Status: To be established</b>	
<i>Importance</i> [why this indicator is important to track]	

Baseline data about stormwater management in Jamestown are not yet available but will be collected in the near future.







## Our Economy

For decades, Jamestown has maintained its identity as one of the quieter but most picturesque destinations along the Rhode Island coastline. This “sense of place” provides the foundation for a steady, but not overwhelming, tourist economy on the island. As Jamestown looks to the future of a sustainable local and regional economy, access to its unique assets will be essential to maintaining a local economy of place.



## Employment of Residents

<i>Indicator</i>	<i>Target</i>
<ul style="list-style-type: none"><li>• % of town employees who live in Jamestown</li><li>• Distance town staff travel to work</li></ul>	<ul style="list-style-type: none"><li>• Steady or upward trend</li><li>• Steady or downward trend</li></ul>
<b>Status: To be established</b>	
<i>Importance</i> [why this indicator is important to track]	

Baseline data about residency of municipal employees and how far they travel to work are not yet available but will be collected in the near future.

## Commercial Space Occupancy

<i>Indicator</i>	<i>Target</i>
% of vacant commercial space	Steady or upward trend
<b>Status: To be established</b>	
<i>Importance</i> [why this indicator is important to track]	

Baseline data about commercial space occupancy in Jamestown are not yet available but will be collected in the near future.



### Business Growth (Asset Investment)

<i>Indicator</i>	<i>Target</i>
<ul style="list-style-type: none"><li>• Number of new businesses</li><li>• Expansion of existing businesses</li></ul>	<ul style="list-style-type: none"><li>• Steady or upward trend</li><li>• Steady or upward trend</li></ul>
<b>Status: To be established</b>	
<i>Importance</i> [why this indicator is important to track]	

Baseline data about new businesses and the expansion of existing businesses in Jamestown are not yet available but will be collected in the near future.

### Business Community Relationship (Social Investment)

<i>Indicator</i>	<i>Target</i>
<ul style="list-style-type: none"><li>• Number of businesses involved in town-wide events (town-sponsored or other)</li><li>• Number of businesses involved with local schools/students</li></ul>	<ul style="list-style-type: none"><li>• Steady or upward trend</li><li>• Steady or upward trend</li></ul>
<b>Status: To be established</b>	
<i>Importance</i> [why this indicator is important to track]	

Baseline data about local business participation in local events are not yet available but will be collected in the near future.

## Basic Services and Needs

<i>Indicator</i> Number of businesses offering everyday products and services	<i>Target</i> Steady or upward trend
<b>Status: To be established</b>	
<i>Importance</i> [why this indicator is important to track]	

Baseline data about the availability of basic goods and services in Jamestown are not yet available but will be collected in the near future.







## Our Infrastructure

Close at hand is the issue of water quantity and water quality, and making sure Jamestown has safe and dependable access to clean water for drinking, harvesting, and recreation. The Town's Water Supply Management Plan, Comprehensive Plan, and many other efforts are helping to address this serious issue. Further, the infrastructure being built today will still be in service when the island feels the effects of sea level rise and more frequent and intense storms. Private properties, as well as roads, bridges, and other town facilities, must be built or retrofitted to be resilient.





## Drinking Water Supply

<b>Indicator</b> <ul style="list-style-type: none"><li>• Adequate water supply</li><li>• Implementation of water restrictions</li></ul>	<b>Target</b> <ul style="list-style-type: none"><li>• Increase in water supply (sources, storage capacity)</li><li>• Decline in the number of water restriction days</li></ul>
<b>Status: To be established</b>	
<b>Importance</b> [why this indicator is important to track]	

Baseline data about water supply capacity and water restriction days in Jamestown are not yet available but will be collected in the near future.

## Roadway Flooding

<b>Indicator</b> <ul style="list-style-type: none"><li>• Roads that become impassable during flood events</li><li>• Frequency of flooding compromising roadway integrity</li></ul>	<b>Target</b> <ul style="list-style-type: none"><li>• Improvements made</li></ul>
<b>Status: To be established</b>	
<b>Importance</b> [why this indicator is important to track]	

Baseline data about improvements to local roadways to reduce flooding are not yet available but will be collected in the near future.

## Sea Level Rise & Natural Hazards

<p><i>Indicator</i></p> <p>Critical town infrastructure vulnerable to the impacts of sea level rise</p>	<p><i>Target</i></p> <ul style="list-style-type: none"> <li>• Implementation of adaptation measures to mitigate potential sea level rise impacts on local roadways</li> <li>• ... on public water supply system</li> <li>• ... on public wastewater treatment system</li> </ul>
<p><b>Status: To be established</b></p>	
<p><i>Importance</i></p> <p>[why this indicator is important to track]</p>	

Baseline data about improvements to local infrastructure to reduce the impacts of sea level rise are not yet available but will be collected in the near future.

Critical Town Infrastructure Vulnerable to Sea Level Rise and Natural Hazards						
Name/Location	Improvements Made (Y/N)?					
	2018	2019	2020	2021	2022	2023
<b>Roadways</b>						
Site name	Y					
<b>Public Water Supply System</b>						
<b>Public Wastewater Treatment System</b>						



# Sustainable Jamestown

## *Our Community*

Jamestown is a quiet, safe community where everyone seems to know each other. In fact, many families have lived in Jamestown for generations. Residents speak highly of the schools, respect the island's history, and love to support local artists, shops, and restaurants. As our climate changes, our economy continues to globalize, costs continue to rise, and communication becomes harder to manage—Jamestown residents will need to think strategically about how to protect many aspects of their quality of life. Education, civic engagement, and housing opportunity will be high priority focus areas for the community.

## Issues

- ★ **Who Lives in Jamestown?** Over the past several decades the town's population has been getting older and median incomes are rising. This impacts housing needs, social networks, school population, and other factors. How do we meet these challenges?
- ★ **Military Families** - The military families associated with the U.S. Naval War College in Newport play an important role in the community. They are primarily young families very active in the schools and other town resources, including the volunteer Fire Department.
- ★ **Housing** - Housing costs are rising and can impact older residents and younger families wanting to move to Jamestown. How do we maintain a diverse population?
- ★ **Social Wellbeing and Civic Participation** - Town government needs to keep connected with citizens. It must recognize the diverse needs and interests of residents and support programs (municipal and others) that meet these needs. How do we engage all residents in public discourse around local issues and encourage participation in civic affairs?
- ★ **Healthy and Active Community** - The design of our communities can impact public health. Providing opportunities for residents to be active can encourage healthier lifestyles and help address chronic diseases.
- ★ **Schools** - Schools are an important asset in the community. While overall enrollment is declining, they are critical to supporting the community both educationally and culturally while also attracting families to Jamestown. The Town should look holistically at its facilities to ensure all the buildings are being used efficiently and that sustainability is incorporated into all building programs.



## Community Goals

CG1. Achieve and maintain a mix of housing options for people of all socioeconomic backgrounds, ages, household groups, and preferences (including seniors, young families, singles, and people with disabilities).

CG2. Support local organizations, services, infrastructure, and programs that provide access to diverse housing opportunities, quality education, and active and healthy lifestyles.

CG3. Participate actively and effectively in civic affairs and understand the basic principles of sustainability.

CG4. Support local and regional (Washington and Newport Counties) agriculture and aquaculture as well as food products, crafts, and other goods and services.

CG5. Communicate and share information effectively with the public, making the best use of available technology and methods that reach a wide audience.

## Making Progress

Sustainable Jamestown is more than a plan. It is a framework for making progress toward our shared goals of sustainability and resiliency. The Town will report on how much progress it makes in reaching goals toward a sustainable community. Here are some ways we measure success:

- ★ Create housing choices that are affordable, including apartments, cottages, and condos.
- ★ Increase resident participation in town-sponsored events.
- ★ Fill vacant seats on town boards and committees.
- ★ Encourage residents and businesses to purchase products grown and made locally.
- ★ Increase the number of locals walking or biking to do local errands instead of driving.
- ★ Serve locally grown produce at Jamestown Schools and Senior Center.

## Community Actions

CA1. Explore options for better utilizing and expanding the land holdings of the Town's Community Housing Land Trust.

CA2. Coordinate with the Library's existing efforts to promote volunteerism in the community through its public educational campaign about volunteer opportunities Jamestown. Find other connections in the community to identify additional ways to increase volunteer opportunities outside of local boards and committees relating to sustainability.

CA3. Make connections with local non-profits that provide services or programming around social wellbeing and healthy life styles to build a social network around sustainability.

CA4. Encourage partnerships between local farms and the Jamestown School Department and Senior Center to supply seasonal produce for lunch programs.

# Sustainable Jamestown

## *Our Local Economy*

For decades, Jamestown has maintained its identity as one of the quieter, but most picturesque destinations along the Rhode Island coastline. This “sense of place” provides the foundation for a steady, but not overwhelming, tourist economy on the island. As Jamestown looks to the future of a sustainable local and regional economy, access to its unique assets will be essential to maintaining a local economy of place.

### Issues

- ★ **Maintaining Local Business** – Many residents will travel off-island to purchase basic needs. How do we maintain businesses that provide goods and services to residents?
- ★ **Creative Placemaking** – Promoting the arts, including art in public spaces, creates interesting places to visit and explore.
- ★ **Sustainable Tourism** – Visitors engaging in sustainable tourism respect the cultural, historic, and natural assets of a place.
- ★ **Sustainable Business Practices** – Encouraging businesses to adopt greener business practices (and supporting those that do) can help meet town-wide sustainability goals.
- ★ **Sustainable Agriculture and Aquaculture** – Local agriculture and aquaculture are opportunities to provide healthy foods to residents on the island as well as support food growers and producers in Jamestown and surrounding communities. Sustainable and organic agricultural practices limit pollutants and are less stressful to resources.





## Economy Goals

EG1. Nurture a diverse, stable, local economy that supports the basic needs of all Jamestown residents.

EG2. Maintain the distinct sense of place and character in the Jamestown Village, anchored by its historic buildings, and promote sensitive new construction, vibrant public spaces, and the arts.

EG3. Promote the efficient use of resources by businesses, organizations, and local government agencies within Jamestown through the adoption of sustainable business practices

## Economy Actions

EA1. The Town, as a member of the Newport Chamber of Commerce, will participate in regional economic development efforts and take advantage of professional support offered through the Chamber's Regional Economic Development Division.

EA2. Determine Jamestown Chamber of Commerce's interest in developing a branding and marketing slogan that benefits Jamestown's small town character, is geared toward visitors, and helps explain Jamestown's culture of sustainability.

EA3. The Town will take a leadership role by developing a toolkit and begin implementation by

2020 to encourage the adoption of sustainable practices by Jamestown businesses.

EA4. Recognize the arts as a viable element of Jamestown economy and include the art community in local economic development initiatives.

EA5. Develop a dialogue to understand farmer's needs to be viable in the future, while maintaining Jamestown's rural character.

EA6. Work with Village businesses to develop approaches that encourage customers to use nearby, underutilized parking areas.

## Making Progress

Sustainable Jamestown is more than a plan. It is a framework for making progress toward our shared goals of sustainability and resiliency. The Town will report on how much progress it makes in reaching goals to create a sustainable local economy. Here are some ways we measure success:

- ★ Grow and sustain the number of businesses in Jamestown
- ★ Increase number of businesses selling local products.
- ★ Maintain businesses that provide goods and services to residents.
- ★ Increase education about local farming and local agricultural products.
- ★ Increase participation of local businesses in community-sponsored events.

# Sustainable Jamestown

## *Our Infrastructure*

The impacts of climate change are often perceived as distant, but the infrastructure being built today will still be in service when the island feels the effects of sea level rise and more frequent and intense storms. Low-lying areas are most vulnerable. Private properties, as well as roads, bridges, and other town facilities, can be inundated with rising water. Closer at hand is the issue of water quantity and water quality, and making sure Jamestown has safe and dependable access to clean water for drinking, harvesting, and recreation.

### Issues

- ★ **Water Supply System** – The island’s drinking water supply has limits and the Town is taking steps to ensure it meets current and future demands. Public engagement and cooperation are critical.
- ★ **Roads and Bridges** – The Town’s major roadways and bridges are vulnerable to sea level rise and storm surge during severe storm events. Being proactive with improvements to accommodate impacts can help the town be prepared.
- ★ **Wastewater Disposal** – Sewer service is only available in the Village Center.
- ★ **Stormwater Management** – Stormwater management strategies have multiple benefits, including reducing runoff that may contain pollutants entering waterways, storing flood waters, and reducing erosion and sedimentation. Strategies that focus on “greener” approaches use natural systems that can also improve aesthetics and provide habitat for wildlife.

## Infrastructure Goals

IG1. Provide needed services that keep up with technology and meet sustainably goals.

IG2. Champion existing local plans around public services and infrastructure that support sustainability goals.

## Infrastructure Actions

IA1. Work with state and regional partners to monitor climate change data and evaluate the impact on public infrastructure and services. Determine appropriate actions to minimize those impacts.

IA2. Investigate ways to sustainability move towards residential buildout (the maximum number of homes allowed by current zoning), as calculated in the 2014 Jamestown Comprehensive Plan, with respect to water supply and use.

IA3. Work with RIRRC to identify long-term solutions for waste management in Jamestown, including ways to increase recycling of items that are not put in bins.

IA4. Develop an outreach campaign that educates residents about critical water supply issues on the island and the need for multi-user, comprehensive approaches to sustaining the local supply for the future. The campaign should highlight how users of the public water supply and those with private wells are hydrologically connected and the influence of each on the town's overall available water.

IA5. Develop ways to notify the public about water supply reservoir levels and what they mean for water usage.

IA6. Develop a local green and complete streets policy that requires the consideration of transit, walking, and biking on local roadways as well as stormwater best management practices.

## Making Progress

Sustainable Jamestown is more than a plan. It is a framework for making progress toward our shared goals of sustainability and resiliency. The Town will report on how much progress it makes in reaching goals to adapt local infrastructure to mitigate the impacts of climate change. Here are some ways we measure success:

- ★ Increase potential water supply sources.
- ★ Reduce the number of water restriction days in a year.
- ★ Adapt local roadways to mitigate the impacts of sea level rise and increased flooding.
- ★ Adapt water and wastewater treatment systems to mitigate the impacts of climate change, including sea level rise.

# Sustainable Jamestown

## *Our Resources*

Residents and visitors are attracted to Jamestown's natural beauty, and protecting natural resources is important to the town's economic vitality. One of Jamestown's great resource opportunities is its natural lands, which offer opportunities to be active and "escape" from technology, busy streets, and everyday stress. Several important resource challenges for Jamestown include energy consumption, waste disposal (trash), and development practices. How we manage these issues is critical to the current and future health of our resources.

### Issues

- ★ **Energy Use** - The Town can find ways to improve energy efficiency in municipal facilities and operations, and also increase its use of renewable energy.
- ★ **Environmental Resources** - The quality of the island's natural environment is one of the primary reasons people live in and visit Jamestown. Our actions impact the health of water, air, and soil. We can encourage choosing more environmentally-friendly products and engaging in practices that put fewer pollutants into the environment and less stress on natural resources.
- ★ **Solid Waste** - Producing less waste provides multiple benefits to the Town and the community at large (municipal costs to bring waste to the landfill, less being put in the landfill). Reduce, reuse, and recycle.
- ★ **Greener Construction** - New construction and renovations can occur in ways that produce less waste and create more environmentally-friendly buildings. We should encourage developers and the construction industry to use greener practices.
- ★ **Narragansett Bay and Our Coastline** - The Bay is an important environmental, economic, and cultural resource. Use of the Bay and land uses along the coast can have impacts on water quality. The coastline is also where we see and experience the impacts of climate change and sea level rise most dramatically.





## Resource Goals

RG1. Significantly decrease overall community consumption of non-local goods, non-renewable energy and fuels, and materials that are non-recyclable/non-recycled.

RG2. Encourage the use of local, non-polluting, renewable, and recycled resources (water, energy, and material resources).

RG3. Encourage residents and business owners to reduce the amount of pollutants entering the air, soil, and water.

## Resource Actions

RA1. Evaluate the potential reuse of collected and treated rain water at municipal facilities for innovative applications (irrigation, fire prevention, etc.).

RA2. Develop a long-range strategy to become a “zero waste” community.

RA3. Develop a municipal Energy Management Plan for Town-owned buildings and fleets, including a) Overall statement about the Town’s energy policy; b) Baseline energy usage; c) Energy reduction goal; d) Greenhouse gas emissions reduction goal; e) Renewable energy use goal; and f) Action Plan compiling all strategies and supporting actions.

RA4. Consider renewable energy for town facilities and operations

RA5. Research incentives for a LEED™ certification standard or its equivalent in new non-residential and multi-family buildings.

RA6. Encourage and support local organizations and groups that further the Town’s goals and/or actions related to resource protection, which may include initiatives that improve water quality, reduce waste, or improve energy efficiency of private homes or businesses.

RA7. Develop an outreach program that educates residents and businesses about the benefits of making individual environment-friendly choices that support resource protection. Partner with local, regional, and state organizations that have existing resources and programming. Outreach can include distribution of informational materials, demonstrations, and guest speakers. Topics of interest are ways to reduce waste and increase recycling, environment-friendly gardening and landscaping techniques, and taking action to improve the quality of local waterbodies, among others.

RA8: Develop a town landscaping policy for municipally-owned and managed properties that strongly encourages the use of native plant species and environment-friendly landscaping techniques and maintenance methods.

## Making Progress

Sustainable Jamestown is more than a plan. It is a framework for making progress toward our shared goals of sustainability and resiliency. The Town will report on how much progress it makes in reaching goals to sustainably use our resources. Here are some ways we measure success:

- ★ Increase the use of green infrastructure on public and private properties to manage stormwater.
- ★ Increase in the Town’s recycling and diversion rates (less trash sent to the landfill).
- ★ Reduce town facility and operations energy usage.
- ★ Increase in the use of best available technology or best management practices in renovations and new construction.
- ★ See residents participate in educational opportunities to learn about home gardening and landscaping with native species and environment-friendly techniques.



# Sustainable Jamestown

## *Our Island, Our Future*



Photo Credit: "View from the top of the Lighthouse - Bedventail State Park - Jamestown RI" by Leonardo DaSilva is licensed under CC by 3.0

***The Town of Jamestown strives to meet our existing needs without compromising resources for future generations. Municipal decision-making will weigh the social, economic, and environmental impacts of its choices and consider their long-term effects.***

**Sustainable Jamestown** is a way to connect with the Town and each other about sustainability issues. It includes an action plan with concrete steps we can all take as a community to ensure that what we love about Jamestown is still here for future generations.

**Sustainable Jamestown** is about planning for change in order to be stronger and more resilient, so that we can adapt, bounce back from problems and crises quickly, and maintain quality of life for all Islanders.

### **Goal of Sustainable Jamestown**

Sustainable Jamestown envisions a livable and resilient community that actively promotes a high quality of life for today's residents as well as future generations. Sustainability is not an end goal but a philosophy that all Jamestowners are encouraged to embrace for the benefit of social equity, environmental health, and a thriving economy. The Town of Jamestown recognizes that our island resources are treasured yet finite, a healthy economy is essential to our wellbeing, our quality of life is worth preserving, and our residents an asset to our community - forward-thinking, creative, diverse, and passionate.



# Guiding Principles

## 1. *Make the Sustainable Choice*

The concept of sustainability is considered in all Town decisions and policies. Most of the efforts required to make Jamestown more sustainable are voluntary actions from residents and business owners. Wherever it can, the Town will lead by example and implement sustainability measures and practices to demonstrate the benefits to the community as a whole.

## 2. *Learn and Adapt*

Information and research on many sustainability issues are evolving quickly, emergencies can occur, and funding opportunities can always shift. The Town will strive to be nimble, learning and adapting based on real world experiences and technology shifts, and not getting stuck doing things a certain way because that's the way they've always been done.

## 3. *Find the Critical Path*

The Town's available financial and human resources are limited. In an ideal world, we could tackle all of these issues at once, but we must be strategic and set priorities to follow a "critical path."

## 4. *Hear and Engage All Voices*

The Town recognizes that it takes the collective efforts of its residents to make its vision a reality, and it should provide information and opportunities for the public to be part of the decision-making process. Equally, residents have a responsibility to be informed, involved, and engaged in the direction of their community.

## 5. *Build a Shared Culture of Sustainability*

To help cultivate a shared responsibility towards sustainability, the Town will also emphasize educational opportunities to support public awareness, responsibility, volunteerism, and cooperation with other organizations in town. The Town will encourage all members of the Jamestown community, including full- and part-time residents, visitors and tourists, community groups, businesses, and schools, to share in a culture that cares about its impacts on the island.

## 6. *Recognize that No Island is an Island*

Jamestown may literally be an island, but it is tied in many ways to the rest of Rhode Island, New England, and, indeed, the world. Being surrounded by Narragansett Bay, everyday life in Jamestown is directly connected to everything this resource has to offer and our actions directly affect its health. The Bay is an important environmental, economic, and cultural resource in the region and the state. Therefore, what happens in Jamestown cannot be separated from this broader context. Partnerships are encouraged to achieve our sustainability goals.

# Sustainable Jamestown

## *Our Island, Our Future*

### We can do better!

**Sustainability** isn't just about government actions – every single resident and visitor has a role to play in making sure Jamestown's quality of life can be experienced by future generations. By acting locally, we are doing our small part in the larger global effort to protect our planet.



#### **Bike and walk more**

Drive less. It saves fuel, and you get some exercise!



#### **Buy local food and food products**

Think about where your food comes from and how it's grown. Buy local and eat seasonally.



#### **Conserve water**

Consider landscaping with plants that are drought-resistant.



#### **Frequent local businesses**

Giving them your business shows commitment to our community.



#### **Bring your own...**

Shopping bag, container, bottle, or cup.



#### **Connect through Sustainable Jamestown**

Use Sustainable Jamestown to connect with others on the Island looking to reduce their footprint and be more environmentally responsible.

#### **Volunteer**

Support a cause important to you and strengthens the community.



#### **Use less energy**

Choose more energy efficient appliances and light bulbs. Turn off the lights!



#### **Fix it**

Before throwing away that broken thing, can it be repaired?



#### **Consider packaging**

Avoid products with packaging that can't go in the recycling bin.



#### **Keep chemicals out of our waters**

Opt for environmental-friendly, nontoxic products for your personal care as well as home, lawn, and garden.



# Sustainable Jamestown

## Our Island, Our Future

### Our Housing Challenge

**Housing is a pillar in meeting our social sustainability goals.** Housing can be the gateway to opportunity if it is safe and affordable. A secure home opens a household's resources for other needs like transportation, food, medical expenses, education, and even arts and culture. Some residents face many challenges when trying to find housing. It can be too expensive, have lead paint or asbestos, or not physically accessible. If we understand the housing needs of our residents, we can work towards meeting those needs through local policies.

#### How much does it cost to live in Jamestown?

Median household income of Jamestown households in 2016 was **\$101,448**. Statewide it was \$60,596.\*

##### Buying a home

**\$651,250**

was the median cost of a single-family home in Jamestown in 2017, a 40% increase from 2013.

The household income needed to afford a home at this price is **\$162,405**.\*

##### Renting a home

**\$1,932**

was the average rent for a 2-bedroom apartment in Jamestown in 2017.

The household income needed to rent at this price is **\$77,280**.\*

#### What kinds of housing are in Jamestown?

**1 in 4** homes have two bedrooms or less.

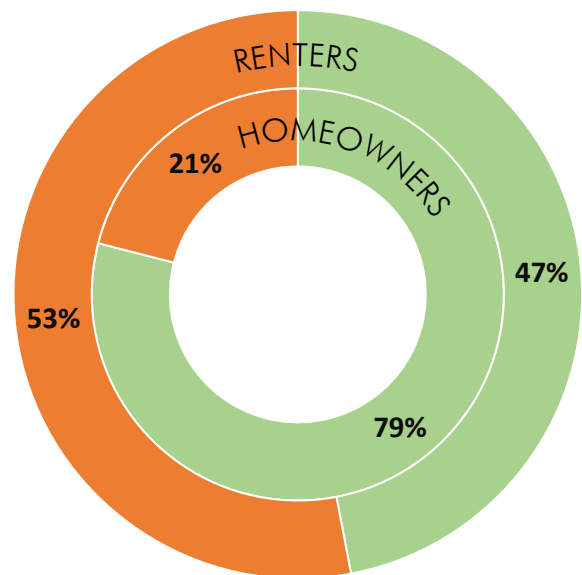
**92%** are single-family homes.

**1/4** of housing are "seasonal" and vacant for a period of time during the year.

**16%** of housing are rentals.

#### How are Jamestowners fairing?

As a rule of thumb, housing costs should be no more than 30% of a household's income. If paying more than that, families may have problems covering other expenses and become financially at risk.



■ less than 30% of income ■ 30% or more of income

*Who in our community is at risk?*

**More than half** of renters and **nearly 1/4** of homeowners have high housing costs.

**20%** of family households have a person over the age of 65, who typically have a limited income.

**1/4** of family households have children under the age of 18.

\*HousingWorks RI 2018 Housing Fact Book



# Town of Jamestown



**PROCLAMATION OF THE TOWN COUNCIL**  
**No. 2019-02**  
**RECOGNIZING THE SERVICE OF STEPHEN OSTIGUY**  
**EXECUTIVE DIRECTOR OF CHURCH COMMUNITY HOUSING CORPORATION**

**WHEREAS**, Stephen Ostiguy joined Church Community Housing Corporation (CCHC) in 1982 and became its executive director in 1986; and

**WHEREAS**, under Mr. Ostiguy's leadership, Church Community Housing Corporation has served the Town of Jamestown as its housing partner, educating the community and facilitating the development of affordable housing throughout Conanicut Island since 1986; and

**WHEREAS**, Mr. Ostiguy and CCHC, working with seven Town Administrators and sixteen Town Councils, assisted the Town of Jamestown in securing 46 of our 110 affordable housing units since 1986; and

**WHEREAS**, Mr. Ostiguy and CCHC assisted in the development of a revolving loan fund that includes Jamestown and four other Newport County communities. This fund provides zero interest loans that are repaid into the fund for future projects and future homeowners; and

**WHEREAS**, Mr. Ostiguy and CCHC developed the Land Trust Model for homes, that allows citizens to purchase homes while CCHC retains ownership of the land, making it affordable in perpetuity, for generations of homeowners; and

**WHEREAS**, Mr. Ostiguy has served CCHC and the Town of Jamestown with the utmost integrity, dedication and hard work throughout his tenure as Executive Director; and therefore,

**LET IT HEREBY BE RESOLVED:** That the Jamestown Town Council, on behalf of our entire community, wishes to express its deepest thanks to Stephen Ostiguy and to recognize his service to the Town of Jamestown, Newport County and State of Rhode Island. Because of his persistence and his integrity, his energy and quiet resolve, he has helped to ensure Jamestown's commitment to housing that is affordable and that supports the working people of our community. He has helped to make Jamestown a better place to live, for all of its residents.

By Order of the Jamestown Town Council

\_\_\_\_\_  
Michael G. White, President

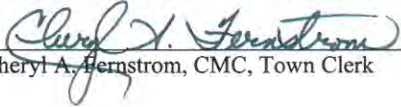
\_\_\_\_\_  
Mary E. Meagher, Vice President

\_\_\_\_\_  
Nancy A. Beye

\_\_\_\_\_  
Randall White

\_\_\_\_\_  
William J. Piva, Jr.

IN WITNESS WHEREOF, I hereby attach my hand and the official Seal of the Town of Jamestown this 19<sup>th</sup> day of February, 2019.

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





# Town of Jamestown



## PROCLAMATION OF THE TOWN COUNCIL No. 2019-03 RECOGNIZING CHURCH COMMUNITY HOUSING CORPORATION

**WHEREAS**, Church Community Housing Corporation, a non-profit community development corporation that works to provide good quality, affordable housing throughout Newport County for families of low and moderate income, was established in 1969; and

**WHEREAS**, in the years since 1969, CCHC has developed over 900 homes, rehabilitated another 1,500 and has integrated neighborhood revitalization, energy efficiency and ecologically conscious building materials into its developments; and

**WHEREAS**, Church Community Housing Corporation (CCHC) has served as Jamestown's affordable housing partner since 1986; and

**WHEREAS**, CCHC has worked tirelessly in facilitating and developing affordable housing throughout Jamestown, being responsible for 46 affordable housing units in Jamestown throughout our partnership; and

**WHEREAS**, CCHC has also helped to create structures and institutions that support individuals and families in creating healthy vibrant communities, including leading the effort to develop a Head Start Center in 2002 and a new Community College of Rhode Island satellite campus in Newport in 2003; and

**WHEREAS**, CCHC works with regional social service agencies that serve Jamestown residents in preparing Community Development Block Grant applications for funding, such as the Women's Resource Center, East Bay Community Action Program, Community Housing Resources Board Housing Hotline and Social Enterprise Greenhouse. In addition, they have also provided specific social service planning such as working with Lucy's Hearth, a regional emergency and transitional housing agency, on a long-term plan to expand and improve facilities and services; and

**WHEREAS**, CCHC's Homebuyers Training Program has been used by Jamestown families to prepare them for homeownership, facilitating their homeownership from budgeting through moving in; and therefore,

**LET IT HEREBY BE RESOLVED:** That the Jamestown Town Council wishes to recognize the tremendous success of CCHC on the fiftieth anniversary of its founding and give sincere thanks for the organization's efforts and accomplishments in Jamestown.

By Order of the Jamestown Town Council

\_\_\_\_\_  
Michael G. White, President

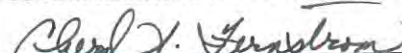
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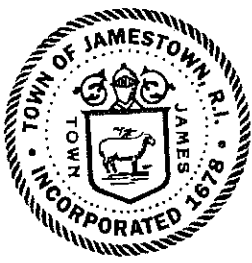
\_\_\_\_\_  
Randall White

\_\_\_\_\_  
William J. Piva, Jr.

IN WITNESS WHEREOF, I hereby attach my hand and the official Seal of the Town of Jamestown this 19<sup>th</sup> day of February, 2019.

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





# Jamestown Town Council

## Agenda Item Report

Meeting Date: November 4, 2019

Item Number: \_\_\_\_\_

Item: Alcoholic Beverage License Limits for 2019-2020

Motion: To set the Alcoholic Beverage License limits for 2019-2020 as follows:

- Class A - 2
- Class BV - 7
- Class BT - 1
- Class BV-L 3
- Class D - 1

### Summary of Use

License Limits	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Class BV	8	8	8	8	8	8	7	7	7	7
Class BL	0	0	0	0	0	0	2	2	3	3
Class BT	1	1	1	1	1	1	1	1	1	1
Class D	1	1	1	1	1	1	1	1	1	1
Class A	2	2	2	2	2	2	2	2	2	2
<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>

### Request for Renewals for 2018-2019

- Class A - 2
- Class BV - 7
- Class BT - 1
- Class BV-L 3
- Class D - 1

### Request for Renewals for 2019-2020

- Class A - 2
- Class BV - 7
- Class BT - 1
- Class BV-L 3
- Class D - 1

A Class G Liquor License is granted by the Town to serve dockside each summer to Conanicut Marine Services, Inc. (m/v Jamestown & Katherine) which is **issued by the State only**. A Class G license is seasonal only and does not need to be renewed at this time.

*All 2019-2020 applications have been sent to the local proprietors and are in the process of being completed and routed to the proper State and town departments.*


Prepared by: \_\_\_\_\_

Denise Gamon, Assistant Clerk





**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:** FEBRUARY 19, 2019 - PROJECT AND BUSINESS UPDATE  
**DATE:** February 14, 2019

The following business items are provided as part of the February 19, 2019 - 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) FY2019-2020 Budget Process Report:**

In recent weeks, the Finance Director and I have continued open communication with all Town Departments, State Agencies and the School Department regarding budget related challenges that we are anticipating for FY2020.

All preliminary State Aid information has been released and our monitoring of possible changes is continuing on important programs like the Motor Vehicle Phase-out. Thus far, we are trending growth in the Town Clerk and Building Inspection fees due to the strong real estate market, and we are preparing to increase the Towns Unassigned Fund Balance transfer to supplement the budget request, although that total amount remains fluid at this time. The School Department is anticipating slight revenue increases in a few categories, and a larger than normal reserve transfer to address their increased capital needs in the coming five-year school construction program. As has been discussed in recent years the School Department has significantly reduced their available unassigned reserve, thus the availability of reserve funds in future years will be coming to an end. In prior years the School customarily transferred funds to address their annual pay-as-you-go capital cost and their annual OPEB obligation. In the General Revenue category, the impact of the conflicting discussions on the motor vehicle phase-out will leave us with some uncertainty heading into the spring, although with rate increases we are realizing some growth in investment income for the first time in several years. In State Revenues, we are realizing approximately a (\$28,000) reduction in education aid, (\$19,000) reduction in Library aid due to reporting data changes, a (\$12,000) reduction in Meals and Beverage Tax and a few minor category increases.

The School Administration having previously reported its preliminary budget proposal on Thursday, Jan. 31<sup>st</sup> in which it is requesting a Town appropriation increase of 7.42% or \$865,196 with an overall budget increase of 4.82% or \$611,717. The School Committee has been meeting weekly with the School Administration in review of the budget request and recently considered reducing expenditures of \$108,000 at their meeting this past week, and at the conclusion of that preliminary review opted to support a reduction of approximately \$68,000. Additional meetings are scheduled in the coming weeks, with the Joint Town Council/School Committee budget discussion planed for March 21.

Additional recommended adjustments are being made to the Towns Capital Program and individual

department requests during the next two-week period, as we also continue to refine projected revenue, debt service and specific cost information. On Monday, Feb. 11<sup>th</sup> Tina Collins and I along with Superintendent Duva and Jane Littlefield, met with RIHEBC officials (Health & Education Building Corporation) and our financial advisor to discuss options for scheduling the issuance of the \$5.9 million school bond associated with RIDE's School Construction Program. This meeting was very productive in providing for a clearer picture as to the Towns options in scheduling this debt and its impact on the FY20 and FY21 years. At this stage, it appears that the interest impact for this school debt will be approximately \$163,000 in FY20 with new municipal debt of interest only on the Golf Course (\$2.9 million), a 7-year equipment acquisition plan for heavy equipment (\$925,000) and a \$500,000 solar program amounting to a debt service cost in FY20 of \$204,647.

As previously reported, we are also anticipating receiving updated information from the RIIRMT (Interlocal Risk Management Trust) regarding the Towns projected insurance rates for the next year. In the coming months, I will be engaged in negotiating two collective bargaining contracts that expire on June 30, 2019, including the NAGE 68 and NAGE 69 agreements. The result of the negotiations will influence compensation for bargaining unit members in the coming 2-3 year period. These results also traditionally guide decision making for annual compensation adjustments for the non-union full-time members of the Town staff. The Town Administrators budget must be delivered to the Town Council no later than the regular monthly meeting scheduled for Monday, March 4, 2019.

As the Council is aware, the state of Rhode Island has a 4% statutory levy cap on tax increases, with specific exclusions permitted within the statutory language. The initial budget requests from all departments along with preliminary local and state revenue projects was approaching an overall 7% levy increase. At that early stage in the process, the school program, net to taxes, was seeking approximately an 8.5% increase while the Town Department Requests totaled 6%. With numerous adjustments, program reductions and restructuring of debt, on many new and traditionally funded areas, along with more favorable expectations in certain revenue sources, the overall figure has now reached 5.69% of the FY19 Levy, with the School at 7.99% and the Town at 1.68%. We will be continuing to work on budget development in the coming weeks to further smooth this figure, and once we have a clearer picture of the Tax Role Value growth in 2018, I will be working to provide the Council with a Town Administrators recommended budget program with a Tax Levy impact of less than the 4% of the statutory cap, while still maintaining a well-rounded and efficient program for both the Town and School Programs. This proposal will impact all areas of local government in various ways as we strive to provide for a consistent long-term program that will be sustainable for the community over time.

## **B) RI League of Cities and Towns Legislative and Program Report**

### Winter/Spring 2019 Municipal Officials and Personnel Training Sessions

**Saturday, 2/2/19** ————— **Advocating your Cause at the State House**  
**9:30 a.m. – 11:00 a.m.** ————— **Lead sponsor: Rhode Island League of Cities and Towns**  
**Barrington Public Library** ————— **Collis Family Auditorium, 281 County Rd. Barrington, RI**  
**Registration:** ————— **Online or email: [jslattery@rileague.org](mailto:jslattery@rileague.org)**

**Tuesday, 2/12/19** ————— **Economic Data Literacy Seminar**  
**8:15 a.m. – 10:30 a.m.** ————— **Lead sponsor: Hassenfeld Institute for Public Leadership**  
**Bryant University** ————— **1150 Douglas Pike, Smithfield, RI**  
**Registration:** ————— **[www.hassenfeld.bryant.edu](http://www.hassenfeld.bryant.edu) or email: [celder@bryant.edu](mailto:celder@bryant.edu)**

**Saturday, 2/23/19** ————— **Collective Bargaining in the Public Sector**



**8:30 a.m. – 12:00 p.m.**  
**Marriott Providence**  
**Registration:** Lead sponsor: *RI Association of School Committees*  
1 Orms Street, Providence, RI  
Email: [jspremulli@ri-asc.org](mailto:jspremulli@ri-asc.org)

**Saturday, 3/2/19**  
**10:00 a.m. – 12:00 p.m.**  
**Jamestown Public Library**  
**Registration:** **Introduction to Municipal Budgeting**  
Lead sponsor: *Rhode Island League of Cities and Towns*  
Community Room, 26 North Road, Jamestown, RI  
Online at [www.rileague.org](http://www.rileague.org) or email: [jslattery@rileague.org](mailto:jslattery@rileague.org)  
**Speakers:** Mayor Alan Fung – City of Cranston, Andrew E. Nota and Christina Collins – Town of Jamestown, Brian Daniels Executive Director of RILCT and Peder Schaffer, Associate Director of RILCT and others.

**Thursday, 4/11/19**  
Time: TBA  
For more info: **Strategic Collaboration for Shared Services**  
Lead sponsor: *RI Interlocal Risk Management Trust*  
Online at [www.ritrust.com](http://www.ritrust.com)

**Wednesday, 5/8/19**  
Time: TBA  
**Conflict Prevention for an Inclusive Workplace**  
Lead sponsor: *RI Interlocal Risk Management Trust*

**Legislative Update:**

- Transfers of funds from quasi-public agencies (“scoops”) – Senate Finance on Tuesday; House Finance on Wednesday (League will submit testimony in opposition to scoops)
- Bill allowing unions to charge non-union employees “reasonable fees” for administrative matters, including grievances – House Labor on Wednesday (unclear whether this is constitutional following Supreme Court *Janus* decision)
- Bill waiving Access to Public Records Act fees for state legislators lawmakers in official business – House Judiciary on Wednesday
- Legislation to allow property tax assessment to be based on last revaluation (bill is in response to an adverse RI Supreme Court ruling against Portsmouth last year) – House Municipal Government on Thursday

Let us know if you have questions or feedback about any of the bills listed below. (Note: All committee hearings are at the rise of the House or Senate, unless otherwise noted. Bills in committee are scheduled for hearing only, unless otherwise indicated. Bills likely to get a vote are listed “For Consideration.”)

**TUESDAY, FEBRUARY 5**

***House Corporations***

**H5182** -- Permits cities and towns to issue special events liquor licenses to permit the equivalent of one-day licenses one day each month. (Phillips)

***House Finance***

Briefing: Governor’s FY 2019 Revised and FY 2020 Recommended Budget

### *House Judiciary*

S0182 -- Allows the town of Coventry to combine voting precincts for a special election for the school committee in 2019. Once the precincts are combined, the canvassers shall advertise such combination at least seven (7) days prior to the election. (Raptakis)

H5115 -- Prohibits the use of display fireworks, or aerial consumer fireworks without a permit between the hours of 12:00 a.m. and 7:00 a.m. on any day and makes a violation of this permit requirement a civil violation punishable by a fine of \$75 and court costs. (Corvese)

### *Senate Finance*

S0120 -- Mandates that quasi-public corporations limit the use of all funds and property to perform the function or service for which the quasi-public corporation was created. (Felag)

H5150 – Governor’s Budget (FY 2019)

ARTICLE 1 -- FY 2019 Revised Appropriations, Sections 12-24

- Pertains to the proposed scoops from RI Health and Educational Building Corporation, Resource Recovery and RI Housing, among others, in the current fiscal year (FY 2019)
- The League has opposed scoops from agencies that receive municipal funds (fees, etc.) and/or which provide services to cities and towns

H5151 – Governor’s Budget (FY 2020)

ARTICLE 1 – FY 2020 Appropriations, Sections 15-17

- Scoops for RI Housing, RI Infrastructure Bank and RI Student Loan Authority

## **WEDNESDAY, FEBRUARY 6**

### *House FLOOR*

H5117 -- Ratifies amendments to the Charter of Middletown, which were approved November 6, 2018. (Ruggiero)

### *House Finance*

H5150 – Governor’s Budget (FY 2019)

ARTICLE 1 -- FY 2019 Revised Appropriations, Sections 13-16

- Scoops from RI Health and Educational Building Corporation, Resource Recovery and RI Housing, among others, in the current fiscal year (FY 2019)

H5151 – Governor’s Budget (FY2020)

ARTICLE 1 – FY 2020 Appropriations, Sections 14-17

- Scoops for RI Housing, RI Infrastructure Bank and RI Student Loan Authority

### *House Health, Education & Welfare*

H5162 -- Directs that services provided by school social workers and certified school psychologists would be included as health care related services eligible for federal Medicaid reimbursement.

H5180 -- Includes "admissions criteria for career preparation programs" as an enrollment procedure required to be included in proposals for the creation or expansion of charter schools. (Phillips)

### *House Judiciary*

H5025 -- Provides copies of public records at no cost to state legislators acting in their official capacity and in the furtherance of legislative business or oversight. (Millea)

H5238 -- Authorizes the governor to designate a justice of the peace in towns/cities or any other person to solemnize marriages upon application and payment of fee. Certificate of designation can be revoked for cause. (Kazarian)

### ***House Labor***

H5260 – Expands binding arbitration for teachers and municipal employees to include salary, wages, benefits and other monetary items (Vella-Wilkinson)

H5259 -- Clarifies the rights and options of government employees who decide not to join their employer's exclusive bargaining unit. (Craven)

- Permits non-union employees in a bargaining unit to be charged “a reasonable fee” for administrative matters, including grievances and arbitrations
- Requires municipalities to inform bargaining unit of new hires within 5 business days
  - NOTE: We encourage communities’ solicitors and HR directors to review this bill’s language for local impact and compliance with *Janus* Supreme Court decision

### ***House Small Business***

H5216 -- Establishes a small business develop fund designed to encourage the formation of private capital investment by federally licensed investment companies. (Solomon)

- Supporters of this bill have noted the potential positive impact on municipal finances, as new investments in capital would be subject to property tax

### ***Senate Finance & Senate Special Legislation (Joint Hearing)***

S0037 -- Authorizes and provide for online sports wagering through authorized hosting facilities in Rhode Island. (Ruggiero)

H5150 – Governor’s Budget

Article 3 - Relating to Online Sports Wagering

- NOTE: No known municipal impact other than hosting fees for Tiverton and Lincoln

## **THURSDAY, FEBRUARY 7**

### ***House Finance***

H5241 -- Authorizes and provide for online sports wagering through authorized hosting facilities in Rhode Island. (Mattiello)

H5150 – Governor’s Budget

Article 3 - Relating to Online Sports Wagering

### ***House Municipal Government***

FOR CONSIDERATION

H5053 -- Exempts property located at 122 North Main Street in the city of Woonsocket from the provision requiring it to be located a certain distance from objectors/schools/churches regarding the issuance of retail liquor licenses. (Morin)

H5132 -- Ratifies the Home Rule Charter amendments adopted and approved by the electors of North Smithfield on November 6, 2018. (Newberry)

FOR HEARING AND/OR CONSIDERATION

H5050 -- Allows local tax assessment to be based on last revaluation or current FMV, whichever is greater. (Cortvriend)

- NOTE: In response to adverse ruling by RI Supreme Court against Portsmouth. League has consulted with tax assessors and has recommended changes to the bill, which Peder Schaefer has already discussed with the sponsor. Please contact him with any questions.

H5254 -- Names a certain portion of Sand Hill Cove Road in Narragansett, "E. Richard Durfee Road."  
(Tanzi)

***Senate Finance***

H5151 – Governor’s Budget (FY 2020)

ARTICLE 13 – Relating to Minimum Wages

- The Governor proposes increasing the state minimum wage from \$10.50 to \$11.10, effective January 1, 2020.

C) ICMA New England Regional Conference, New Brunswick, NJ

Participating as member of Regional Nominating Committee for V.P. for National ICMA Board  
Program Agenda (*attached*)

D) RI Interlocal Risk Management Trust Status Report:

- 1) February Quarterly Meeting Agenda (*attached*)
- 2) Underwriting Projects:
  - a. Drones
  - b. Cybersecurity
  - c. Active Shooter
  - d. Public Official and School Board Liability
- 3) Health and Benefit Pool Updates (*attached*)
- 4) OPEB Trust Review (*attached*)



# Intro to Municipal Budgeting



**RHODE ISLAND LEAGUE  
OF CITIES AND TOWNS**

*Distinctive Communities  
Powerful Alliance*

## TRAINING OPPORTUNITY

### When

Saturday, March 2, 2019

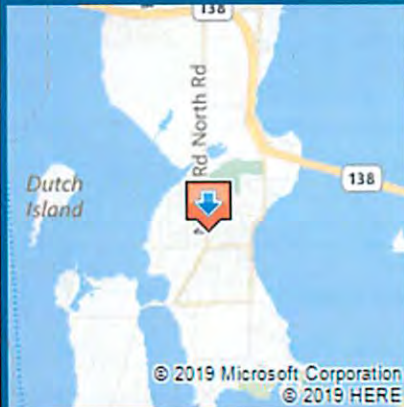
9:30 am: Refreshments

10:00 am-12:00 pm: Program

[Add to Calendar](#)

### Jamestown Public Library

26 North Rd Jamestown, RI  
02835



Dear Andrew,

Join your local government colleagues for 'Intro to Municipal Budgeting'.

This session will:

- offer an overview of the local budgeting process,
- explain how money is collected and disbursed, and
- show examples from a mayor/council and a council/manager form of government.

Speakers include:

Mayor Allan Fung, City of Cranston  
Andrew Nota, Town Administrator, Jamestown  
Christina Collins, Finance Director, Jamestown  
Peder Schaefer, Assoc. Dir., RI League of Cities and Towns

Click the link below to register.

[Get more information](#)

**[Register Now!](#)**

**Please register each individual who plans on attending via the registration link.** If you have any questions, please feel free to contact me.

Thanks for your response by Friday, March 1. I look forward to seeing you there.

Sincerely,

Jennifer Slattery  
Member Services & Professional Development  
[jslattery@rileague.org](mailto:jslattery@rileague.org)

# Agenda: 2019 Northeast Regional Conference

April 3-5, 2019 | New Brunswick, New Jersey | Hyatt Regency New Brunswick

Wednesday, April 3

12 p.m.-5 p.m. | Registration

1:30-3 p.m. | Midwest Leadership Meeting

1:30-3:30 p.m. | New Brunswick Field Demonstration: Arts Center and New Brunswick Redevelopment

3:15-9 p.m. | Nominating Committee Interviews

3:45-4:45 p.m. | Connection Before Content

Human beings must improve skills of connection essential to creating community that also allow innovation, smart machines and systems to succeed. We are on the leading edge of a societal transformation as challenging as the Industrial Revolution was for our ancestors-but are we ready? There is a human side to innovation. Join your colleagues in a highly interactive session that will jump start your connection capacity and enhance your regional conference experience.

*Speaker: Felicia Logan, Director of Leadership Development, ICMA, Richmond, Virginia*

5:30-6:30 p.m. | Reception

Thursday, April 4

7:30-8:30 a.m. | Innovation Showcase/Breakfast

8 a.m.-12 p.m. | Registration

8:45-9:45 a.m. | Keynote: The Innovation Playbook for Local Government

Technological forces are moving at an unprecedented pace, impacting everything from healthcare to mobility. So how can local governments establish effective command and control structures to manage the onslaught in a manner that works best for their constituents?

*Speaker: Xavier Hughes, Chief Technology and Innovation Officer, ICMA, Washington, D.C.*

10-11 a.m. | Breakout Sessions

## **Breakout I: From Analog to Digital – How to Emerge Victorious in the Smart City Rush**

A roll-up your sleeves session that will educate, inspire, identify, and solve some of the most important factors in succeeding in the quest to become the next great smart community.

*Speaker: Xavier Hughes, Chief Technology and Innovation Officer, ICMA, Washington, D.C.*

## **Breakout II: Northeast Roundtable**

Join your colleagues in a series of roundtable conversations on innovation in our Northeast communities. Whether it is sustainability or technology, be part of the conversation and take home some great ideas! Topics include:

- *Sustainability.* Are you prepared for climate change and resiliency? Are you struggling with storm-water management mandates while working to reduce your carbon footprint? Converse with colleagues that have implemented strategies or are in the beginning stages.
- *Coping with the Rapid Pace of Technology.* Self-driving vehicles, drones overhead, electric bicycles. Find out how you can embrace these new “intrusive” technologies and manage them effectively.

- *Public Safety Recruitment and Retention Strategies.* Increasing qualifications and small applicant pools are challenging communities. Share with your colleague's techniques and tips for attracting the best and brightest... and keeping them.
- *Addressing Employee Engagement in Social Media Platforms.* How do you handle employees who criticize the community, other departments, or you? Find out what steps are available to managers to address bad behavior.
- *Regionalizing Outreach to Administrators.* Join members from Maine to Maryland to discuss the potential of sharing outreach efforts to first-time administrators and ICMA's Senior Advisor program among states.

**Breakout III: TBD**

*Presented by ICMA Strategic Partner ZenCity.*

**11:15 a.m.-12:30 p.m. | Envision ICMA – Expand and Diversify ICMA Membership**

Join us on a journey to explore the future. How will we accomplish this strategic plan objective of expanding and diversifying the membership and the ICMA Executive Board? ICMA board members will be on hand to explore new ideas so be prepared to step outside of the box. The ultimate outcome may require changing the ICMA constitution and it's critical that all voices, including your voice, be heard.

**12:30-1:45 p.m. | Innovation Showcase/Lunch**

**2-3 p.m. | Breakout Sessions**

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**Breakout III: TBD**

*Presented by ICMA Strategic Partner ZenCity.*



### **3:15-4:45 p.m. | ICMA University Workshop: Five Key Questions to Answer before You Create an Innovation Incubator in Your Community**

Join this hands-on workshop to have fun while experiencing iterative, flexible, and collaborative design thinking using the 5 key questions:

1. How do we get the human impact?
2. Why is "naming" key to success?
3. How are "best ideas" generated?
4. Why are prototypes so thrilling?
5. How can we make it better?

*Speaker: Felicia Logan, Director of Leadership Development, ICMA, Richmond, Virginia*

### **4:45-5:45 p.m. | Ethics Conversation on Tenets 5 and 6**

The Code of Ethics turns 95 in 2019! Although the principles first outlined in the 1924 version of the Code of Ethics are timeless, the Executive Board has embarked on an effort to ensure it remains relevant to the profession today. Dialogue and feedback are critical ways for ICMA to engage with members on this important conversation on ethics. The focus in 2019 is on Tenets 5 and 6 that together provide clear guidance to members on their scope of involvement in a governing body's policy making process and setting community goals as well as addressing when a member may have conflicting roles within the organization. This session is an opportunity to be part of the conversation by providing insight into any needed revisions to Tenets 5 and 6.

### **6-9 p.m. | Reception**

**Friday, April 5**

### **8-9 a.m. | Innovation Showcase/Breakfast**

### **9-10 a.m. | Innovation in the Fire and Rescue Services**

ICMA and the Center for Public Safety Excellence (CPSE) are developing a white paper on the future of local fire and rescue services. Join this session to provide your thoughts about innovation and the sustainability of this important function of local governance.

### **9-11 a.m. | ICMA University Workshop: Implicit Bias: A Barrier to Creativity, Innovation, & Inclusion**

Innovation and creativity require the ability to work effectively in teams, in an environment that is honest and respectful. Teams are essential for generating diverse ideas that can rise above individual cognitive biases that distort thinking and constrain innovation. Cognitive biases can also distort thinking about people. Implicit biases and stereotypes can be based on race, gender, culture, and other factors. Implicit biases can be conveyed through language and other behaviors that are inconsistent with one's values. These behaviors can cause feelings in others of exclusion, hurt, anger, and resentment.

This workshop has three learning objectives:

1. *Critical Thinking* – Learn how intentional and unintentional biases effect the way one views, interprets, and acts on information. Learn how to recognize and reduce bias.
2. *Awareness* – Explore one's view of the world and how one's background and experiences lay the foundation for bias. Explore how biases and stereotypes are experienced by others whether in unintended microaggressions or intended discrimination.
3. *Action* – Learn tools and approaches people can use individually to act to promote inclusion and respect; explore how public administrators can provide leadership to make local governments more inclusive and just.

*Speaker: Ron Carlee, DPA, Professor, Old Dominion University, Norfolk, Virginia*



## BOARD OF TRUSTEES MEETING AGENDA

**Date:** Thursday, February 14, 2019  
**Time:** 9:30 AM  
**Place:** Rhode Island Interlocal Risk Management Trust  
Trust Conference Center – Board Room  
501 Wampanoag Trail, Suite 402  
East Providence, Rhode Island 02915

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**1) Roll Call**

**2) Minutes**

- a) Adoption of October 18, 2018 Board of Trustees Meeting Minutes\*
- b) Adoption of October 18, 2018 Joint Meeting of the Board and its Committees Meeting Minutes\*

**3) Old Business**

- a) Status Report – Property/Casualty Reinsurance Programs and NLC-MIC Update
  - (1) NLC-MIC Equity Interest and Distribution
- b) Status Report – Health Pool Update/BCBSRI Claims Refunds
- c) Status Report – Update on Pharmacy Benefit Carveout to CVS Health
- d) Status Report – 2019 Legislative Update

**4) New Business – Action Items**

- a) Policy Year 2017-2018 Audit Presentation and Acceptance\*
  - (1) Financial Benchmarks Presentation
- b) Interim Financial Report through December 31, 2018\*
- c) Employee Benefits Pools Financial Update\*
  - (1) Loss Ratio Reports
  - (2) Update on Member Equity – Member Equity Disbursement Recommendation
  - (3) Excess Claims Stop Loss Account

*Board of Trustees Meeting Agenda*

*February 14, 2019*

*Page 2 of 2*

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- d) Underwriting for Policy Year 2019-2020\*
  - (1) Health and Dental Underwriting Methodology
  - (2) Property and Casualty
    - (a) Proposed Coverage Enhancements
    - (b) Rating Methodology
  - (3) Approval of New Members: Northwest Special Education Region
  
- e) Board and Committee Memberships
  - (1) Appointment of New Trustee
  - (2) Election of Board Officers: Vice Chair
  - (3) Election of Trust Officers: President, Treasurer and Secretary
  - (4) Committee Appointments/Reassignments

**5) Informational Items**

- a) Interim Financial Report through September 30, 2018\*
  
- b) Quarterly Investment Performance Report through September 30, 2018, with an update through November 30, 2018\*
  
- c) Claim Activity of Note\*
  
- d) Other Post Employment Benefit (OPEB) Program\*
  
- e) Meeting Minutes\*
  - (1) Investment and Audit Committee – December 12, 2018
  - (2) Risk Management Committee – January 15, 2019
  - (3) Underwriting Committee – January 28, 2019

**6) Adjournment**

*\*Meeting Materials available on The Trust's Virtual Boardroom Sharepoint Site.*

*A light breakfast will be available.*

*Please notify us if your plans regarding attendance have changed.*

*Thank you!*

RHODE ISLAND INTERLOCAL



# HEALTH & DENTAL POOL

## LOSS RATIO REPORT

Policy Period 7/1/18 - 6/30/19

Period Ending Date:  
December 31, 2018

# RI Interlocal Risk Management Trust

## Loss Ratio Summary

### Health & Dental Pools

#### PY 2019 vs. 2018

#### July 2018 - December 2018

	<u>Funding Income</u>	<u>Total Expenses</u>	<u>Surplus/(Deficit)</u>	<u>Ratio</u>
Health	\$68,383,216	\$70,715,847	(\$2,332,631)	103%
Dental	\$4,051,506	\$3,586,369	\$465,138	89%
Total	\$72,434,722	\$74,302,216	(\$1,867,493)	103%

#### July 2017 - December 2017

	<u>Funding Income</u>	<u>Total Expenses</u>	<u>Surplus/(Deficit)</u>	<u>Ratio</u>
Health	\$62,676,294	\$62,512,583	\$163,711	100%
Dental	\$4,040,664	\$3,507,379	\$533,285	87%
Total	\$66,716,958	\$66,019,962	\$696,997	99%



## HEALTH POOL LOSS RATIO SUMMARY - by Member

July 2018 to December 2018

Member	YTD Funding	YTD Costs	Loss Ratio
Barrington Schools	\$2,989,748	\$3,199,612	107.0%
Bristol	\$1,181,001	\$864,269	73.2%
Bristol Warren RSD	\$3,637,137	\$4,031,642	110.8%
Burrillville	\$3,230,167	\$3,365,156	104.2%
Central Falls City	\$775,578	\$2,844,339	366.7%
Central Falls Schools	\$2,894,338	\$3,495,041	120.8%
CharlHopRich	\$1,336,490	\$1,113,608	83.3%
Coventry	\$1,192,263	\$1,059,346	88.9%
East/West Bay Collaboratives	\$393,507	\$520,835	132.4%
East Greenwich	-\$8,973	\$252,895	
East Providence City	\$4,111,826	\$4,160,796	101.2%
East Providence Schools	\$5,494,353	\$5,848,610	106.4%
Glocester	\$404,638	\$336,970	83.3%
Jamestown	\$974,246	\$886,569	91.0%
Little Compton	\$897,810	\$795,165	88.6%
Middletown	\$3,648,764	\$2,961,976	81.2%
Narragansett	\$1,764,332	\$1,821,855	103.3%
New Shoreham	\$796,357	\$695,460	87.3%
Newport	\$6,443,021	\$6,562,692	101.9%
North Kingstown	\$5,428,291	\$5,584,692	102.9%
North Smithfield	\$2,022,837	\$2,396,615	118.5%
Northern RI Collaborative	\$597,133	\$759,549	127.2%
Portsmouth	\$3,690,536	\$3,344,743	90.6%
RI Trust/RILOCAT	\$140,241	\$53,757	38.3%
Smithfield	\$4,486,747	\$5,406,200	120.5%
South Kingstown	\$5,925,101	\$5,182,705	87.5%
Tiverton	\$3,077,765	\$2,398,239	77.9%
Warren	\$857,959	\$786,558	91.7%
Warwick		-\$14,050	
<b>ALL COMBINED</b>	<b>\$68,383,216</b>	<b>\$70,715,847</b>	<b>103.4%</b>

Below 90% Loss Ratio

Above 105% Loss Ratio

**RI Interlocal Risk Management Trust - Health Pool**  
**Loss Ratio Report**  
**Summary of All Member Groups**  
**12/31/2018**

	July	August	September	October	November	December	Total
<b>Enrollment</b>							
Individual	2,505	2,489	2,461	2,516	2,496	2,500	14,967
Two Person	88	91	95	93	93	91	551
Employee and Spouse	0	0	4	4	5	5	18
Employee and Child(ren)	0	0	3	3	4	5	15
Family	5,562	5,564	5,617	5,618	5,605	5,603	33,569
<b>Total Enrollment</b>	<b>8,155</b>	<b>8,144</b>	<b>8,180</b>	<b>8,234</b>	<b>8,203</b>	<b>8,204</b>	<b>49,120</b>
Premium (including WRI)	\$10,883,312	\$10,873,567	\$10,955,081	\$10,986,834	\$10,953,665	\$10,944,604	\$65,597,062
Group Plan 65 Drug Premium	\$25,557	\$25,262	\$24,340	\$24,955	\$25,262	\$24,955	\$150,330
Reconciliation Premium	\$0	\$0	\$0	\$0	(\$152,796)	\$0	(\$152,796)
Pharmacy Rebates-Net *	\$464,770	\$464,770	\$464,770	\$464,770	\$464,770	\$464,770	\$2,788,620
<b>Total Revenue</b>	<b>\$11,373,639</b>	<b>\$11,363,599</b>	<b>\$11,444,190</b>	<b>\$11,476,559</b>	<b>\$11,290,901</b>	<b>\$11,434,328</b>	<b>\$68,383,216</b>
Medical Claims Paid	\$8,412,442	\$9,417,834	\$7,759,486	\$9,804,304	\$9,312,817	\$8,245,643	\$52,952,526
Rx Claims Paid	\$2,380,938	\$2,538,158	\$2,306,455	\$2,642,244	\$2,568,761	\$2,675,936	\$15,112,492
WRI Claims Paid	\$33,312	\$42,018	\$51,456	\$66,407	\$44,870	\$40,753	\$278,815
<b>Total Claims Paid</b>	<b>\$10,826,692</b>	<b>\$11,998,010</b>	<b>\$10,117,396</b>	<b>\$12,512,955</b>	<b>\$11,926,448</b>	<b>\$10,962,332</b>	<b>\$68,343,833</b>
BCBSRI Admin Fee	\$347,378	\$347,110	\$348,468	\$350,768	\$349,448	\$347,484	\$2,090,656
BCBSRI Telemed Fee	\$4,078	\$4,077	\$4,090	\$4,117	\$4,102	\$4,102	\$24,565
Pharmacy IT Implementation	\$8,361	\$8,361	\$8,361	\$5,530	\$5,530	\$5,530	\$41,673
Trust Administration (Exp. Net of Interest Income)	(\$23,088)	\$35,916	\$11,512	\$28,089	(\$14,300)	\$22,558	\$60,687
Health Matters	\$3,528	\$3,527	\$3,538	\$3,567	\$3,562	\$3,562	\$21,283
Stoploss Funding Charge	\$18,917	\$18,888	\$18,978	\$19,103	\$19,031	\$18,802	\$113,719
ACA Fees/Taxes	\$3,221	\$3,220	\$3,245	\$3,255	\$3,246	\$3,245	\$19,432
<b>Total Expenses</b>	<b>\$11,189,085</b>	<b>\$12,419,108</b>	<b>\$10,515,587</b>	<b>\$12,927,385</b>	<b>\$12,297,066</b>	<b>\$11,367,616</b>	<b>\$70,715,847</b>
<b>Loss Ratio</b>	<b>98.4%</b>	<b>109.3%</b>	<b>91.9%</b>	<b>112.6%</b>	<b>108.9%</b>	<b>99.4%</b>	<b>103.4%</b>

\* Pharmacy Rebate Revenue reflects the budgeted projected pharmacy rebate credit included in the billed premium rates

Premium Offset Account Balance (Informational Only)	\$691,933	\$685,014	\$678,094	\$671,175	\$664,256	\$657,336	
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## SUMMARY OF ALL MEMBER GROUPS

### HIGH COST CLAIM REPORT - Policy Year 7/1/18- 6/30/19

**Policy Year July 1, 2018 - June 30, 2019** paid thru:

**Dec-18**

Total YTD Claims	Group	Status	Change
\$817,351.45	North Kingstown	Active	\$3,490.08
\$371,510.81	Newport	Active	\$27,977.94
\$331,773.16	Burrillville	Active	\$58,343.42
\$319,427.16	Newport	Active	\$21,865.34
\$288,889.78	Central Falls Schools	Active	\$4,253.54
\$284,279.41	Central Falls Schools	Active	\$3,700.20

**Policy Year July 1, 2017 - June 30, 2018** paid thru:

**Dec-18**

Total YTD Claims	Group	Status	Change
\$1,286,936.73	Central Falls City	Active	\$19.38
\$1,105,471.85	Newport	Active	\$0.00

Total YTD Claims	Group	Status	Change
\$753,112.02	Newport	Inactive	\$0.00
\$702,935.86	Central Falls City	Active	\$0.00
\$690,286.60	EP Schools	Active	-\$135.07
\$660,070.75	Portsmouth	Active	\$0.00
\$618,697.75	South Kingstown	Active	\$0.00
\$563,247.21	Smithfield	Active	\$0.00
\$557,480.56	Smithfield	Active	\$0.00
\$554,328.42	Smithfield	Active	\$0.00
\$530,694.70	EP Schools	Inactive	\$0.00
\$509,519.86	EP Schools	Active	\$1,337.82
\$481,236.21	EP City	Active	-\$171,708.72
\$451,407.88	Smithfield	Active	\$0.00
\$442,594.40	BWRSD	Inactive	\$0.00
\$437,412.88	Smithfield	Active	\$0.00
\$434,047.34	EP Schools	Active	\$0.00
\$361,585.20	Smithfield	Inactive	\$361,585.20
\$356,445.06	South Kingstown	Inactive	\$0.00
\$347,268.69	South Kingstown	Active	\$194.76
\$346,533.31	Newport	Inactive	\$0.00
\$334,927.79	East Greenwich	Inactive	\$0.00
\$334,073.55	Middletown	Active	\$0.00
\$319,124.24	Newport	Active	\$0.00
\$318,340.40	Warren	Inactive	\$0.00
\$305,758.02	Central Falls Schools	Active	\$0.00
\$294,304.63	South Kingstown	Active	\$0.00
\$290,896.46	South Kingstown	Inactive	\$0.00
\$280,828.65	Coventry	Active	\$0.00



## DENTAL POOL LOSS RATIO SUMMARY - by Member

July 2018 - December 2018

Member	YTD Funding	YTD Costs	Loss Ratio
Barrington Schools	\$173,084	\$148,302	85.7%
Bristol	\$82,383	\$72,234	87.7%
Bristol Warren RSD	\$253,926	\$237,305	93.5%
Burrillville	\$183,307	\$140,477	76.6%
Central Falls City	\$44,545	\$38,723	86.9%
Central Falls Schools	\$168,496	\$166,463	98.8%
CharlHopRich	\$68,840	\$55,606	80.8%
Coventry	\$82,376	\$85,195	103.4%
East/West Bay Collaboratives	\$21,091	\$17,187	81.5%
East Greenwich	\$498	\$2,709	
East Providence City	\$192,585	\$173,844	90.3%
East Providence Schools	\$299,179	\$260,375	87.0%
Glocester	\$19,042	\$12,099	63.5%
Jamestown	\$94,828	\$70,819	74.7%
Little Compton	\$46,644	\$40,437	86.7%
Middletown	\$233,111	\$214,552	92.0%
Narragansett	\$115,155	\$112,962	98.1%
New Shoreham	\$41,008	\$38,362	93.5%
Newport	\$389,756	\$353,450	90.7%
North Kingstown	\$312,359	\$279,710	89.5%
North Smithfield	\$118,890	\$112,060	94.3%
Northern RI Collaborative	\$29,464	\$20,367	69.1%
Portsmouth	\$279,411	\$243,040	87.0%
RI Trust	\$16,995	\$15,301	90.0%
Smithfield	\$248,497	\$211,190	85.0%
South Kingstown	\$337,467	\$283,920	84.1%
Tiverton	\$153,068	\$138,949	90.8%
Warren	\$45,502	\$40,731	89.5%
<b>ALL COMBINED</b>	<b>\$4,051,506</b>	<b>\$3,586,369</b>	<b>88.5%</b>

Below 90% Loss Ratio

Above 105% Loss Ratio





**RI Interlocal Risk Management Trust, Inc.**  
**Actual vs. Budget Report**  
**Health Pool**  
**For Six Months Ending 12/31/2018**

	Actual to Date, As of:					Year To Date Budget		Memo Only
	Jul-Sep	October	November	December	Total	Budget To Date	\$ Variance Actual to Budget	Annual Budget
<b>Fully Insured Program</b>								
Premium	\$32,711,959	\$10,986,834	\$10,953,665	\$10,944,604	\$65,597,062	\$66,232,941	(\$635,878)	\$132,465,881
Reconciliation Premium	\$0	\$0	(\$152,796)	\$0	(\$152,796)	-	(\$152,796)	-
Group Plan 65 Drug Premium	\$75,159	\$24,955	\$25,262	\$24,955	\$150,330	-	\$150,330	-
Pharmacy Rebates-Net	\$1,394,310	\$464,770	\$464,770	\$464,770	\$2,788,620	\$2,788,620	\$1	\$5,577,239
<b>Total Premium</b>	<b>\$34,181,428</b>	<b>\$11,476,559</b>	<b>\$11,290,901</b>	<b>\$11,434,328</b>	<b>\$68,383,216</b>	<b>\$69,021,560</b>	<b>(\$638,343)</b>	<b>\$138,043,120</b>
Claims Paid	\$32,942,098	\$12,512,955	\$11,926,448	\$10,962,332	\$68,343,833	\$66,727,764	\$1,616,070	\$133,455,527
TPA Admin Fee	\$1,042,956	\$350,768	\$349,448	\$347,484	\$2,090,656	\$2,128,101	(\$37,445)	\$4,256,202
Telemedicine Fee	\$12,245	\$4,117	\$4,102	\$4,102	\$24,565	\$24,591	(\$26)	\$49,182
Pharmacy Implementation Fee	\$25,082	\$5,530	\$5,530	\$5,530	\$41,673	\$17,716	\$23,957	\$35,431
Health Matters	\$10,593	\$3,567	\$3,562	\$3,562	\$21,283	\$21,069	\$214	\$42,138
Stoploss Funding Charge	\$56,783	\$19,103	\$19,031	\$18,802	\$113,719	\$114,353	(\$634)	\$228,705
ACA Fees/Taxes	\$9,685	\$3,255	\$3,246	\$3,245	\$19,432	\$19,376	\$56	\$38,752
Trust Administration (Net Interest Income)	\$24,339	\$28,089	(\$14,300)	\$22,558	\$60,687	\$261,513	(\$200,826)	\$523,026
<b>Total Expense</b>	<b>\$34,123,779</b>	<b>\$12,927,386</b>	<b>\$12,297,067</b>	<b>\$11,367,616</b>	<b>\$70,715,847</b>	<b>\$69,314,482</b>	<b>\$1,401,366</b>	<b>\$138,628,963</b>
<b>Net Operations Fully Insured Programs</b>	<b>\$57,649</b>	<b>(\$1,450,827)</b>	<b>(\$1,006,165)</b>	<b>\$66,712</b>	<b>(\$2,332,631)</b>	<b>(\$292,922)</b>	<b>(\$2,039,709)</b>	<b>(\$585,843)</b>
<b>Loss Ratio - Fully Insured Program</b>	<b>99.8%</b>	<b>112.6%</b>	<b>108.9%</b>	<b>99.4%</b>	<b>103.4%</b>	<b>100.4%</b>		<b>100.4%</b>
<b>Pass-Thru Program</b>								
Plan 65 Premium Billed	\$601,517	\$198,394	\$201,422	\$201,262	\$1,202,596	\$1,442,216	(\$239,620)	\$2,884,432
Plan 65 Reconciliation Expense	-	-	-	-	-	-	-	-
Less: Plan 65 Premium Paid	(\$601,517)	(\$198,394)	(\$201,422)	(\$205,006)	(\$1,206,339)	(\$1,442,216)	\$235,877	(\$2,884,432)
<b>Net Operations Pass-Thru Programs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$3,744)</b>	<b>(\$3,744)</b>	<b>\$0</b>	<b>(\$3,744)</b>	<b>\$0</b>
<b>Health Matters Program</b>								
Guarantee Penalty Revenue	-	\$9,031	-	-	\$9,031	-	\$9,031	-
Wellness Revenue	\$10,593	\$3,567	\$3,562	\$3,562	\$21,283	\$21,069	\$214	\$42,138
Wellness Programming Expense	(\$10,464)	(\$3,088)	(\$8,624)	(\$3,035)	(\$25,211)	(\$60,000)	\$34,789	(\$120,000)
<b>Net Health Matters Program</b>	<b>\$128</b>	<b>\$9,510</b>	<b>(\$5,063)</b>	<b>\$527</b>	<b>\$5,102</b>	<b>(\$38,931)</b>	<b>\$44,033</b>	<b>(\$77,862)</b>
<b>Net Operations all Programs</b>	<b>\$57,777</b>	<b>(\$1,441,317)</b>	<b>(\$1,011,228)</b>	<b>\$63,495</b>	<b>(\$2,331,273)</b>	<b>(\$331,853)</b>	<b>(\$1,999,419)</b>	<b>(\$663,705)</b>
<b>Supplemental Information</b>								
Gain/(Loss) on Investment	\$323,082	(\$5,160)	(\$209,845)	(\$189,697)	(\$81,620)	-	(\$81,620)	-
Accrued Investment Income	(\$43,521)	(\$12,148)	(\$21,652)	\$13,061	(\$64,259)	-	(\$64,259)	-
Pharmacy Rebates - Add'l	\$0	\$0	\$0	\$672,847	\$672,847	-	\$672,847	-
Miscellaneous Income	\$128,626	-	-	-	\$128,626	-	\$128,626	-
Change in IBNR	(\$67,549)	-	-	\$1,300,000	\$1,232,451	-	\$1,232,451	-
<b>Net Change to Member Equity</b>	<b>\$398,415</b>	<b>(\$1,458,625)</b>	<b>(\$1,242,725)</b>	<b>\$1,859,707</b>	<b>(\$443,228)</b>	<b>(\$331,853)</b>	<b>(\$111,375)</b>	<b>(\$663,705)</b>

**RI Interlocal Risk Management Trust, Inc.**  
**Actual vs. Budget Report**  
**Dental Pool**  
**For Six Months Ending 12/31/2018**

	<b>Actual to Date, As of:</b>					<b>Year To Date Budget</b>		<b>Memo Only</b>
	<b>Jul-Sept</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total</b>	<b>Budget To Date</b>	<b>\$ Variance Actual to Budget</b>	<b>Annual Budget</b>
<b><i>Fully Insured Program</i></b>								
Premium	\$2,015,322	\$678,007	\$675,933	\$677,056	\$4,046,318	\$3,877,516	\$168,803	\$7,755,031
Reconciliation Premium	\$0	\$5,188	\$0	\$0	\$5,188	\$0	\$5,188	\$0
<b>Total Premium</b>	<b>\$2,015,322</b>	<b>\$683,196</b>	<b>\$675,933</b>	<b>\$677,056</b>	<b>\$4,051,506</b>	<b>\$3,877,516</b>	<b>\$173,991</b>	<b>\$7,755,031</b>
Claims Paid	\$1,641,990	\$526,457	\$502,454	\$546,921	\$3,217,822	\$3,557,479	(\$339,657)	\$7,114,958
Pay For Performance Fees	\$34,927	\$11,019	\$10,545	\$11,560	\$68,050	\$0	\$68,050	\$0
TPA Admin Fee	\$103,456	\$34,710	\$34,847	\$34,684	\$207,696	\$199,704	\$7,992	\$399,407
Trust Administration (Net Interest Income)	\$46,144	\$13,755	\$14,596	\$18,295	\$92,789	\$104,666	(\$11,877)	\$209,332
<b>Total Expense</b>	<b>\$1,826,517</b>	<b>\$585,940</b>	<b>\$562,441</b>	<b>\$611,459</b>	<b>\$3,586,357</b>	<b>\$3,861,849</b>	<b>(\$275,491)</b>	<b>\$7,723,697</b>
<b>Net Operations Fully Insured Programs</b>	<b>\$188,805</b>	<b>\$97,256</b>	<b>\$113,492</b>	<b>\$65,596</b>	<b>\$465,149</b>	<b>\$15,667</b>	<b>\$449,482</b>	<b>\$31,334</b>
<b>Loss Ratio - Fully Insured Program</b>	<b>90.6%</b>	<b>85.8%</b>	<b>83.2%</b>	<b>90.3%</b>	<b>88.5%</b>	<b>99.6%</b>		<b>99.6%</b>
<b><i>Supplemental Information</i></b>								
Misc. Income	(\$11)	\$0	\$0	\$0	(\$11)	\$0	(\$11)	\$0
<b>Net Change to Member Equity</b>	<b>\$188,805</b>	<b>\$97,256</b>	<b>\$113,492</b>	<b>\$65,596</b>	<b>\$465,138</b>	<b>\$15,667</b>	<b>\$449,471</b>	<b>\$31,334</b>

**Pharmacy Carve-Out Program**

	Actual to Date, As of: 12/31/2018												Total	
	July	August	September	October	November	December	Estimate Jun-Dec	Estimate January	February	March	April	May		June
<b>Pharmacy Rebates-Net</b>														
Pharmacy Rebate Premium Credit	\$ (464,769.92)	\$ (464,769.92)	\$ (464,769.92)	\$ (464,769.92)	\$ (464,769.92)	\$ (464,769.92)	\$ (2,788,619.52)	\$ (464,769.92)	\$ (464,769.92)	\$ (464,769.92)	\$ (464,769.92)	\$ (464,769.92)	\$ (464,769.92)	\$ (5,577,239.04)
Pharmacy Rebate (Jul-Sep)						\$ 1,714,651.55	\$ 1,714,651.55							\$ 1,714,651.55
Pharmacy Rebate (Oct-Dec)							\$ -		\$ 2,000,000.00					\$ 2,000,000.00
Pharmacy Rebate (Jan-Mar)							\$ -					\$ 2,200,000.00		\$ 2,200,000.00
Net Pharmacy Rebates	\$ (464,769.92)	\$ (464,769.92)	\$ (464,769.92)	\$ (464,769.92)	\$ (464,769.92)	\$ 1,249,881.63	\$ (1,073,967.97)	\$ (464,769.92)	\$ (464,769.92)	\$ 1,535,230.08	\$ (464,769.92)	\$ (464,769.92)	\$ 1,735,230.08	\$ 337,412.51
<b>Pharmacy Carve-Out Expenses</b>														
Employers Health Annual Membership Fee	\$ (12,000.00)						\$ (12,000.00)							\$ (12,000.00)
Admin. Fees (CVS)	\$ (1.50)	\$ (6,570.50)	\$ -	\$ (8,966.00)	\$ (4,027.50)	\$ (4,361.00)	\$ (23,926.50)	\$ (2,018.13)	\$ (4,323.86)	\$ (4,323.86)	\$ (4,323.86)	\$ (4,323.86)	\$ (4,323.86)	\$ (47,563.91)
1st Year Admin Discount (CVS)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 60,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 120,000.00
Gen. Admin. Credit (CVS)					\$ 2,091.20		\$ 2,091.20							\$ 2,091.20
Net Carve-Out Expenses	\$ (2,001.50)	\$ 3,429.50	\$ 10,000.00	\$ 1,034.00	\$ 8,063.70	\$ 5,639.00	\$ 26,164.70	\$ 7,981.87	\$ 5,676.15	\$ 5,676.15	\$ 5,676.15	\$ 5,676.15	\$ 5,676.15	\$ 62,527.30
<b>Pharmacy Implementation Fee</b>														
Implementation Fee (BCBSRI)			\$ (400,327.00)				\$ (400,327.00)							\$ (400,327.00)
.35 PEPM (part of monthly Premium)	\$ 2,854.25	\$ 2,851.80	\$ 2,863.00	\$ 2,881.90	\$ 2,871.05	\$ 2,871.40	\$ 17,193.40	\$ 2,871.40	\$ 2,871.40	\$ 2,871.40	\$ 2,871.40	\$ 2,871.40	\$ 2,871.40	\$ 34,421.80
Implementation Credit (CVS)			\$ 325,472.00				\$ 325,472.00							\$ 325,472.00
Net Implementation	\$ 2,854.25	\$ 2,851.80	\$ (397,464.00)	\$ 328,353.90	\$ 2,871.05	\$ 2,871.40	\$ (57,661.60)	\$ 2,871.40	\$ 2,871.40	\$ 2,871.40	\$ 2,871.40	\$ 2,871.40	\$ 2,871.40	\$ (40,433.20)
<b>Total Cash Inflow/(Outflow)</b>														
Monthly	\$ (463,917.17)	\$ (458,488.62)	\$ (852,233.92)	\$ (135,382.02)	\$ (453,835.17)	\$ 1,258,392.03	\$ (1,105,464.87)	\$ (453,916.65)	\$ (456,222.38)	\$ 1,543,777.63	\$ (456,222.38)	\$ (456,222.38)	\$ 1,743,777.63	\$ 359,506.61
Cumulative	\$ (463,917.17)	\$ (922,405.79)	\$ (1,774,639.71)	\$ (1,910,021.73)	\$ (2,363,856.90)	\$ (1,105,464.87)	\$ (1,105,464.87)	\$ (1,559,381.52)	\$ (2,015,603.90)	\$ (471,826.27)	\$ (928,048.65)	\$ (1,384,271.02)	\$ 359,506.61	\$ 359,506.61



## Update on Health and Dental Pools Member Equity

	Health Pool		Dental Pool	
	Member Equity	RBC	Member Equity	RBC
Audited Member Equity as of June 30, 2018 (excluding Health Matters Program)	\$30,551,182	527%	\$2,274,468	594%
<hr/>				
Member Equity as 450%/400% of RBC (as of June 30, 2018)	\$26,081,798	450%	\$1,532,371	400%
June 30, 2018 Excess Surplus Capital	\$4,469,385		\$742,097	
<hr/>				
Member Equity as of July 1, 2018 (Excluding Health Matters Program)	\$30,551,182		\$2,274,468	
Policy Year 2018-2019 Operations:				
Actual Results as of December 31, 2018	(\$2,331,273)		\$465,138	
Excluding Health Matters Program	(\$5,102)			
Excluding Pharmacy Carve-out Program	\$24,480			
Gain/(Loss) on Investment/Accrued Investment Income/Misc. Income as of December 31, 2018	(\$17,253)		-	
Change in IBNR <sup>(1)</sup>	\$1,232,451			
BCBSRI Claims Refunds <sup>(2)</sup>	\$1,540,283		-	
Total	\$443,586		\$465,138	
Town of East Greenwich's Withdrawn Equity Allotment <sup>(3)</sup>	(\$232,255)		-	
City of Warwick's Additional Withdrawn Equity Allotment <sup>(4)</sup>	(\$10,375)		-	
Total Including Withdrawn Equity Allotments	\$200,956		\$465,138	
Undesignated Member Equity as of December 31, 2018	\$30,752,138	531%	\$2,739,606	715%
Less Member Equity as 450%/400% of RBC	\$26,081,798	450%	\$1,532,371	400%
Undesignated Excess Surplus Capital as of December 31, 2018	\$4,670,341		\$1,207,235	
Remaining Designated Use of Member Equity (January 2019 through June 2019) <sup>(5)</sup>	(\$195,317)		\$0	
Undesignated Member Equity as of December 31, 2018 (Including 2018/2019 Disbursement)	\$30,556,821	527%	\$2,739,606	715%
Remaining Excess Surplus Capital (Post 2018/2019 Disbursement)	\$4,475,024		\$1,207,235	

<sup>(1)</sup> Reflects backing out the two large claim adjustment estimates which was accounted for and accrued in the 17/18 audited financial statements. Actual payments occurred in 18/19.

<sup>(2)</sup> Includes Work Related Injury claims refund of \$366,493.10 (received 1/30/19) and claims refund of \$1,173,790 (The Trust expects a check from BCBSRI during the week of 2/11/19) due to Medicare liability

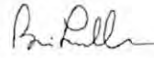
<sup>(3)</sup> The Town of East Greenwich's total Withdrawn Equity Allotment is \$232,255, which includes the accrual of all three installments (December 2018, 2019, 2020).

<sup>(4)</sup> The City of Warwick's total Withdrawn Equity Allotment was initially calculated as \$857,290, which includes the accrual of all three installments (December 2017, 2018, 2019). Due to a slight miscalculation there is an additional \$10,375 owed to the City which is being paid over the last two installments (December 2018 & 2019)

<sup>(5)</sup> \$400,000 Board approved disbursement reduced by East Greenwich's share of \$9,366 is equivalent to \$390,634 (6 months remaining is equivalent to \$195,317)

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Brian Lavallee, Director, Employee Benefits Programs 

**RE:** Excess Health Claims Stop Loss Account – Activity and Financial Status

**DATE:** February 1, 2019

This memo is intended to update the Board of Trustees on the activity and financial status of the Excess Health Claims Stop Loss Account. This account is responsible for funding any individual Health Pool claim in excess of \$1 million but less than \$2 million in a particular plan year (incurred in 12 months, paid in 24 months to account for claims run-out).

The table below provides a summary of the loss history of Stop Loss coverage only during the years it was provided internally through The Trust. During this period, there have been six claims above the \$1 million threshold (including two claims in Policy Year 15/16, one claim in Policy Year 16/17, and two claims in Policy Year 17/18) and the Loss Ratio for the period (reflecting only six months of Policy Year 18/19 premium and claims data through December 2018) is 61%.

Loss Ratio Analysis for Internal Trust Stop Loss Financing Mechanism updated through December 2018										
Policy Years ==>	2011 <sup>(1)</sup>	2012 <sup>(1)</sup>	2013 <sup>(1)</sup>	2014 <sup>(1)</sup>	2015 <sup>(1)</sup>	2016 <sup>(1)</sup>	2017 <sup>(1)</sup>	2018 <sup>(1)(2)</sup>	2019 <sup>(1)(2)(3)</sup>	Total
Individual Stop Loss Capping Point	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	NA
Stop Loss Reinsurance Premiums	\$197,756	\$227,717	\$301,620	\$681,952	\$415,063	\$484,877	\$407,578	\$277,193	\$113,719	\$3,107,475
Stop Loss Claims Above Capping Point	\$0	(\$947,414)	\$0	\$0	\$0	(\$564,694)	(\$2,666)	(\$392,409)	\$0	(\$1,907,183)
Reinsurer Gain/(Loss)	\$197,756	(\$719,697)	\$301,620	\$681,952	\$415,063	(\$79,817)	\$404,912	(\$115,216)	\$113,719	\$1,200,292
Reinsurer Loss Ratio	0%	416%	0%	0%	0%	116%	1%	142%	0%	61%

<sup>(1)</sup> Beginning with PY 2011, Stop Loss Reinsurance provided through The Trust's internal Stop Loss program.  
<sup>(2)</sup> PY 2018 & PY 2019 data reflects total claims paid through December 2018.  
<sup>(3)</sup> The premium for PY 2019 reflects only six months of premium through December 2018.

***Excess Health Claims Stop Loss Account – Activity and Financial Status***  
***February 1, 2019***  
***Page 2 of 2***

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It is important to note that the Loss Ratio net result only compares Member premiums versus claims. The Excess Health Claims Stop Loss Account has a balance of \$2,532,309 as of December 31, 2018. The account balance includes investment income earned, pertinent administrative expenses (i.e., the 10% carrying charge), as well as one-time deposits which were made from the Health Pool and the Property & Casualty Pool.

The next table shows large claim activity levels, by plan year, categorized by dollar amount ranges. The data shows that individual very large claim activity tends to be somewhat volatile, and the volume and magnitude of individual claimants above the \$275,000 level has increased substantially over the last few years.

<b>Analysis of Frequency and Distribution of High Claim Activity</b>										
updated through December 2018										
<b>Distribution of Claims Over \$275,000</b>										
<b>Period</b>	<b>Maximum Claim Amount</b>	<b>Over \$1,000,000</b>	<b>Between \$900K &amp; \$1,000,000</b>	<b>Between \$800K &amp; \$900K</b>	<b>Between \$700K &amp; \$800K</b>	<b>Between \$600K &amp; \$700K</b>	<b>Between \$500K &amp; \$600K</b>	<b>Between \$400K &amp; \$500K</b>	<b>Between \$275K &amp; \$400K</b>	<b>Total</b>
PY 2005-2006 (paid through 6/07)	\$352,995								1	1
PY 2006-2007 (paid through 6/08)	\$328,947								3	3
PY 2007-2008 (paid through 6/09)	\$245,803									
PY 2008-2009 (paid through 6/10)	\$585,358						1	1	5	7
PY 2009-2010 (paid through 6/11)	\$925,551		1			2			5	8
PY 2010-2011 (paid through 6/12)	\$938,039		1			1			4	6
PY 2011-2012 (paid through 6/13)	\$1,947,414	1				3	3	2	8	17
PY 2012-2013 (paid through 6/14)	\$562,543						1	4	10	15
PY 2013-2014 (paid through 6/15)	\$520,672						1	1	4	6
PY 2014-2015 (paid through 6/16)	\$740,923				1	3		2	5	11
PY 2015-2016 (paid through 6/17)	\$1,488,990	2		2		1	4	7	10	26
PY 2016-2017 (paid through 6/18)	\$1,002,666	1			1	1	5	1	16	25
PY 2017-2018 (paid through 12/18)	\$1,286,937	2			2	3	5	5	12	29
PY 2018-2019 (paid through 12/18)	\$817,351			1					5	6
<b>Total</b>		<b>6</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>14</b>	<b>20</b>	<b>23</b>	<b>88</b>	<b>160</b>

cc: Ian C. Ridlon, Esq., President and Executive Director  
 Heather A. Sheley, Chief Financial and Administrative Officer  
 Colleen M. Bodziony, Director of Operations and Member Services  
 Katie L. McGrath, Employee Benefits Consultant

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Colleen M. Bodziony, Director of Operations and Member Services *Colleen M. Bodziony*

**RE:** February 7, 2019

**DATE:** The Trust's OPEB Funding Program Update as of January 31, 2019

The following is an update of The Trust's OPEB Funding Program as of January 31, 2019. Twenty-five (25) Member entities participate in the Program and about \$80 million in assets have been invested.

### Portfolio Assets

Investment management and trustee/custody fee decreases are predicated on total asset growth in the Vanguard portfolios, not just the growth of Trust Members. PARS has accelerated growth in the Vanguard portfolio by bringing assets from other PARS clients outside of Rhode Island into the portfolios.

Below are the Vanguard portfolio assets as of January 31, 2019:

Portfolio	Total Vanguard Portfolio Assets	Approximate Trust Member Assets
Growth	\$49,840,673	\$47,404,268.83
Balanced	\$36,572,336	\$25,038,624.86
Conservative	\$146,642,342	\$2,481,304.05
Fixed Income	\$19,158,053	\$4,751,278.38
<b>TOTAL</b>	<b>\$252,213,404</b>	<b>\$79,675,473.12</b>

### Summary

The Trust provides continued hands-on support to our OPEB Funding Program Members. Members received assistance with audit requests and received individual Member account reviews and presentations. Given the volatility of the market, our Vanguard representative will be here to provide a market overview for Members in March/ April.

The fee allocation agreement in place between PARS and The Trust states that PARS will reimburse The Trust 20% of PARS fees received during a month. PARS fees are received two months after plan contributions are made. As of November 30, 2018, the associated fees paid to The Trust from PARS is approximately \$71,386.56.



**TOTAL MEMBER ASSETS AS OF JANUARY 31, 2019**

<b>Member</b>	<b>Assets (12/31/18)</b>	<b>Contributions (1/1/19 –1/31/19)</b>
Town of West Warwick (& Schools & WWTF)	\$2,277,436.17	
Town of Scituate	\$766,802.12	
New Shoreham School District	\$203,444.34	
Town of Lincoln and Lincoln Public Schools	\$5,835,917.36	
City of East Providence	\$16,493,298.96	
Town of Charlestown	\$6,269,254.27	
City of Central Falls	\$319,369.26	\$100,000.00
East Providence School District	\$2,504,874.20	
Town of Barrington & Barrington Public Schools	\$11,728,210.96	
Town of Glocester	\$423,704.95	
Town of Johnston & Johnston Schools	\$4,751,278.38	
Cranston School District	\$573,927.94	
Town of North Kingstown	\$1,068,361.33	
Town of Warren	\$785,790.43	
Town of East Greenwich	\$2,740,990.66	
Town of Tiverton	\$139,384.69	
Town of Jamestown & Jamestown Schools	\$1,564,662.79	
Tiverton School District	\$347,403.34	
Town of South Kingstown & South Kingstown Schools	\$14,451,644.04	
Woonsocket Education Department	\$669,714.57	
Narragansett School System	\$1,136,241.01	
Town of Smithfield & Smithfield Schools	\$3,143,951.07	\$3,456.50
Town of North Smithfield	\$667,132.46	
City of Pawtucket	\$556,569.43	
Kent County Water District	\$152,651.89	
<b>TOTAL</b>	<b>\$79,572,016.62</b>	<b>\$103,456.50</b>

**As of January 31, 2019, The Trust's OPEB Funding Program assets total \$79,675,473.12.**

cc: Ian C. Ridlon, Esq., Trust President and Executive Director

**From:** [David Petrarca, Jr.](#)  
**To:** [Cheryl Fernstrom](#)  
**Cc:** [Peter Ruggiero](#); [Andrew Nota](#)  
**Subject:** Jamestown BoC Update  
**Date:** Monday, February 11, 2019 4:23:57 PM  
**Attachments:** [Certificate signatures 2-11-2019.pdf](#)  
[Memo to BoE re Conanicut Sanctuary 021119-final.pdf](#)  
[Memo to Town Admin 021119.pdf](#)

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Cheryl:

Please forward the attached and this message to the Town Council for their records.

Councilors,

Just a brief update from my message on Friday evening. First, attached, please find the following documents:

- Jamestown Board of Canvassers Memorandum of Decision dated Feb 11, 2019
- Memorandum from Karen Montoya, Clerk of the Jamestown Board of Canvassers dated Feb 11, 2019
- Certificate of the Jamestown Town Clerk dated Feb 11, 2019

Relatedly, I understand that there have been some questions regarding what happened at the Friday evening meeting. First, I understand that there was some concern about the level of participation of Attorney O'Neill. Despite being admonished multiple times by the Chair and the BoC that Ms. O'Neill was not a BoC member and could speak only with regard to Mr. Murphy's objection, she took advantage of sitting closer because she's hard of hearing. The Chair and BoC did what they could to limit her, albeit unsuccessfully. It's a tough call when it comes to someone being represented by counsel and this was an unusual circumstance with a Board member being individually represented on an objection. The way to prevent this circumstance in the future is to have the BoC sit up on the dais like the TC—though that is more formal than the BoC usually conducts itself. Nonetheless, I do not believe Attorney O'Neill's presence in close proximity to the BoC table had any influence on the outcome of the BoC's decisions.

Second, I understand there has been some question as to why more signatures were examined (53) than what was seemingly originally objected to (36 or 37). My view of it was that the BoC spent significant time trying to get the complainants to state in specificity their objections—to prevent moving the goal posts later at the BoE. When pressed, they stated they were challenging the form of the "vertical" pages and all signatures on the "vertical" pages. After which, the BoC reviewed those areas in an appropriate manner. The six that were ultimately not verified were printed names (part of the original 36 or 37), so verifying the additional signatures did not have an impact on the overall certification count. Again, I do not believe it had an affect on the overall outcome other than to preventing new arguments being presented to the BoE for the first time that the BoC may have had to reconvene again to address.

Lastly, as an FYI, there will be no meeting of the Board of Elections tomorrow evening. I've spoken

the Exec. Director and they're not holding a meeting tomorrow at 4 PM because of weather and will instead convene that meeting on Thursday evening at 6 PM. He informed my likewise that he has been in touch with the JRTC, who (a) won't concede their objection(s) as moot and (b) are unable to attend on Thursday. As a result, the ED plans to recommend it be continued to the March 5, 2019 meeting of the BoE at 6 PM. The BoE, when it finally takes up the issue, will be limited to what is presented on their agenda, which at this moment, will be the January Complaint from the JRTC.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

David

David R. Petrarca, Jr., Esq.  
RUGGIERO, BROCHU & PETRARCA  
20 Centerville Road  
Warwick, RI 02886  
Tel: 401-737-8700 Fax: 401-737-0735  
[David@RuBroc.com](mailto:David@RuBroc.com)

**WIRE FRAUD ALERT.** If you receive an e-mail from this office requesting that you wire or otherwise transfer funds, you must confirm the request and any corresponding instructions by telephone with this office before you initiate any transfer. E-mail accounts of attorneys, other professionals and businesses are being targeted by hackers in an attempt to initiate fraudulent wire requests.

This email message and any attachments are intended only for the addressee named above and may contain information or statements that are privileged or confidential. If you have received this email and you are not the intended recipient, the law strictly prohibits any dissemination, distribution, or copying of the email message or any information or statements contained herein. If you have received this email in error, please notify the sender immediately by replying to this email message or by contacting the sender by telephone.

## Memo

To: RI Board of Elections  
From: David R. Petrarca, Jr., Assistant Town Solicitor, Town of Jamestown  
cc: Peter D. Ruggiero, Town Solicitor; Andrew Nota, Town Administrator;  
Jamestown Board of Canvassers ; Cheryl Fernstrom, Jamestown Town Clerk  
Date: February 11, 2019  
Re: Jamestown Immigration Protection Ordinance Petition  
Objections to Board of Canvassers Decision to Certify Signatures of Petition  
Memorandum of Decision

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Following a remand from the Board of Elections (“BoE”) on February 5, 2019, the Jamestown Board of Canvassers (“BoC”) met on February 8, 2019 to review the various pending objections to certification of signatures regarding a petition filed by Conanicut Sanctuary invoking Jamestown Charter § 219<sup>1</sup> (hereinafter “Sanctuary Petition”). Before the BoE and BoC, at various times and various forms, were several objections to the Sanctuary Petition. At the BoC meeting of February 8, 2019, the three objections were as follows: (1) Letter received 12/26/2018 from the Republican Town Committee, c/o Rebecca Schiff, addressed to the BoE; (2) Letter dated 12/27/2018 from Hugh Murphy, addressed to the BoC; and (3) Letter dated 1/31/2019

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<sup>1</sup> Sec. 219. - Initiative procedure.

Any proposed ordinance may be submitted to the town council by a petition signed by qualified electors of the town equal in number to at least ten percent of the number of persons registered to vote at the time of the last regular town election. Whenever the town council receives a certified initiative petition from the town clerk, it shall proceed at once to consider the proposed ordinance transmitted therewith, and shall take a final vote on the enactment of same no more than 30 days following receipt of the petition from the town clerk. If the town council shall fail to pass an ordinance thus proposed by initiative petition, or shall pass it in altered form, the said ordinance as originally proposed by the petitioners shall be submitted to the electors for their approval or rejection, no less than 30 days nor more than one year from the date the town council takes its final vote thereon. The town council may, and if no regular election is to be held within such period shall, provide for a special election.



from the Republican Town Committee, c/o Chair Blake Dickinson, addressed to BoE (collectively, "Objections"). Following discussion by those present to press their Objections, the issues presented to the BoC for review were: (A) An objection as to the form of so-called "vertical" pages of signatures collected by Conanicut Sanctuary; and (B) An objection as to all signatures presented on the said vertical pages.<sup>2</sup>

The BoC first heard argument regarding the form of the "vertical" pages. Those present on behalf of the Objections (Blake Dickinson, Chair of the Jamestown Republican Committee, on behalf of his Objection filed with the BoE; Both Mary K. O'Neill, Esq. on behalf of Hugh Murphy and Mr. Murphy himself with regard to his objection filed with the BoC (collectively, "Objectors")) argued that the format of these "vertical" pages lacked a column labeled "Signature" and were therefore fatally defective. Following discussion by the BoC, a motion was made to deny the objection based on the format alone of the "vertical" pages as the Jamestown Charter did not require a specific form or the formality that was argued by the Objectors. This motion passed on a 2 to 1 vote.

To address the objection with regard to all of the signatures presented on the "vertical" pages, following advice of counsel, each signature was examined in comparison to the voter registration card for all of the 53 signatures. Each signature was then voted upon individually by the BoC following discussion. Following this examination, the Board voted to confirm its prior certification for 47 of the 53 signatures for one or more of three general reasons: (1) the signature matched the signature on the voter's registration card; and/or (2) the signature was reasonably

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<sup>2</sup> Previously, the Objections only specifically mentioned 36 or 37 so-called "printed" signatures on these so-called "vertical" pages. In actuality the number of signatures challenged by the Objections, following clarification at the meeting, was 53 signatures.

identified to be the signature of the voter it purported to be; and/or (3) the signature appeared to be the name or mark of the person written in his/her own hand. Each time, the Objectors questioned whether the BoC undertook this process at its initial certification meeting on November 27, 2018. Each of these confirmatory votes passed 2 to 1, with Ms. Nelson-Lee and Mr. Newman voting in the affirmative and Mr. Murphy voting in the negative.<sup>3</sup> Each time, the Objectors questioned whether the BoC undertook this process at its initial certification meeting on November 27, 2018. Likewise, 6 signatures were not verified because the signature could not be reasonably identified to be the signature of the voter it purported to be. These 6 votes passed unanimously. The result of this examination means that there were not enough certified signatures required for the Petition to invoke Charter § 219.<sup>4</sup>

Following its examination of the 53 signatures challenged, the BoC then took up two additional issues: (1) Whether to accept so-called “cured” signatures filed by Conanicut Sanctuary with the BoC on February 4, 2019 with regard to the Petition; and (2) Whether to accept additional signatures filed by Conanicut Sanctuary with the BoC on February 4, 2019 with regard to the Petition. The BoC asked legal counsel for his opinion on the “curing” documentation. Legal counsel to the BoC opined that the “curing” documentation was out of time because the Petition had already moved through its next stage following certification (to wit; a Town Council public hearing on the proposed ordinance on December 13, 2018) under election statutory and caselaw. Following this advice, the BoC moved to disallow the “curing” documentation as out of time. This motion carried 2 to 1, with Mr. Newman and Mr. Murphy voting in the

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<sup>3</sup> One signature was certified by a margin of 2 to 1, with Mr. Newman and Ms. Wineberg voting in the affirmative, Mr. Murphy voting in the negative, and Ms. Nelson-Lee recused.

<sup>4</sup> See accompanying memorandum from the BoC Clerk and Certificate from the Town Clerk..

affirmative. The BoC then asked legal counsel for his opinion on the additional signatures submitted by Conanicut Sanctuary for the Petition. Legal Counsel opined, that for similar reasons cited with regard to the “curing documentation” but stronger caselaw, that the additional signatures should be disallowed because they were time-barred. Following this advice, the BoC moved to disallow the additional signatures because they were time-barrred. This motion carried 3-0 unanimously.

Following all of the above determinations, the BoC then examined each of the three Objections in light of these determinations. With regard to the Letter received 12/26/2018 from the Republican Town Committee, c/o Rebecca Schiff, addressed to the BoE, the BoC voted to deny this objection for failure of neither Ms. Schiff, nor anyone on her behalf, to appear to press the objection, following notification that the BoC would hear the objection. This vote passed 2-0, with Mr. Murphy recusing.

With regard to the Letter dated 12/27/2018 from Hugh Murphy, addressed to the BoC, the BoC voted to make the following statement: “In response to Mr. Murphy’s objection, the BoC was unable to verify six signatures on the Petition.” This vote passed 2-0, with Mr. Murphy recusing.

With regard to the Letter dated 1/31/2019 from the Republican Town Committee, c/o Chair Blake Dickinson, addressed to BoE and remanded by the BoE to the BoC for establishing a record and providing a written decision, the BoC voted to make the following statement: “In relation to the Complaint filed by the Jamestown Republican Town Committee with the BoE and remanded to the BoC by the BoE, the BoC undertook a review of signatures and could not verify 6 of them. In addition, the BoC strongly objects to the accusations as spelled out in the complaint with regard to

individuals and their alleged behaviors, and specifically does not condone, nor endorse them, and emphatically refutes said accusations.” This vote passed 2-0, with Mr. Murphy recusing.

Procedurally, the BoC then voted to delegate the memorialization of their decisions to myself by a unanimous vote.

Based on the totality of these decisions and the circumstances, I submit that the objection currently pending before the BoE is moot. Namely, following the six signatures being disallowed, together, with the curative and new signatures being disallowed by the BoC, the Petition lacks the requisite number of signatures to move forward with the referendum process as outlined in the Jamestown Town Charter § 219. As such, there is nothing left for the BoE to consider with regard to the Complaint(s) currently filed with the BoE.



# memo

To: Andrew Nota, Town Administrator  
From: Karen Montoya  
CC: Cheryl Fernstrom, Town Clerk  
Date: February 11, 2019  
Re: Conanicut Island Sanctuary Petition update

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Comments: At a Meeting of the Board of Canvassers on February 8, 2019, the signatures and printed names on six vertical sheets were verified with the individual registration cards. Each was examined and verified by all three members of the Board and voted on individually. The count was as follows:

- 47 names were accepted
- 6 names were rejected

The updated totals are:

- 402 accepted signatures on the previously verified horizontal sheets
- 58 rejected signatures on the previously verified horizontal sheets
- 47 accepted on the vertical sheets
- 6 rejected on the vertical sheets

The final count is

- 449 accepted signatures
- 64 rejected

The petition failed to acquire enough signatures based on the 2016 Election of 4,543 eligible voters. A total of 454 qualified signatures were needed and 449 were qualified.



# Town of Jamestown

Town Clerk's Office

Town Hall, 93 Narragansett Avenue  
Jamestown, Rhode Island 02835-1199  
401-423-7200 • Fax 423-7230  
email: cfernstrom@jamestownri.net

Cheryl A. Fernstrom, CMC  
Town Clerk  
Probate Clerk

Office of the Town Clerk

## CERTIFICATE

**This Certificate is a Revised Certificate of November 30, 2018  
and replaces it in its entirety**

I, Cheryl A. Fernstrom, CMC, Town Clerk of the Town of Jamestown, County of Newport, State of Rhode Island, having by law the custody of the Seal and all the records, books, documents, and papers pertaining to said office, hereby certify the following:

At a meeting of the Jamestown Board of Canvassers held on February 8, 2019 the signatures brought forward by Conanicut Sanctuary on their Petition for an Immigrant Protection Ordinance as submitted to the Jamestown Town Council on May 21, 2018 were certified, pursuant to Sec. 219 of the Jamestown Town Charter. Based on the 4,543 eligible voters for the 2016 General Election, a total of 454 qualified signatures is required (10% of the eligible voters), and a total of 449 signatures of the 531 signatures on the said Petition were certified.

Therefore, the Petition for an Immigrant Protection Ordinance as submitted to the Jamestown Town Council on May 21, 2018 lacks the requisite certified signatures to invoke Sec. 219 of the Jamestown Town Charter and no further action needs to be taken on the Petition.

In attestation whereof I have hereunto set my hand, and have affixed the Seal of said Town, this 11<sup>th</sup> day of February, 2019.



  
Cheryl A. Fernstrom, CMC  
Town Clerk





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

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

**TO:** Andrew E. Nota, Town Administrator  
**FROM:** Andrew J. Wade, Parks & Recreation Director  
**SUBJECT:** Fort Getty Renovations – Bid Summaries and Recommendation  
**DATE:** February 12, 2019

On January 9<sup>th</sup>, 2019 bids were opened in response to our RFP regarding the construction and renovation of a new gate house and the lower restroom facilities at Fort Getty Park & Campground. Six contractors bid for the opportunity to complete the project. The results came back as follows:

Company	Bid
Advanced Building Concepts	\$488,588.00
Martone Service Co.	\$531,970.00
The Damon Co.	\$534,476.00
J.G. Edwards	\$546,000.00
Marino Construction	\$606,000.00

The lowest bid, from Advanced Building Concepts of \$488,588.00 was well above the existing allocated funds for improvements at Fort Getty Park. Town staff proceeded to work with Union Studios to determine if any reasonable measures could be taken to reduce the cost of the project without changing the overall desired outcome of the work. I, along with DPW Director Mike Gray, and representatives from Union Studios interviewed the 6 original bidders to discuss the project and the factors that were driving the costs to exceed our expectations.

All of the contractors we interviewed supplied recommendations to consider when amending our bid that may result in lower costs for completion. As part of our interview, we asked each of the bidders if they believed a new construction would be more cost effective to the town. All of the bidders as well as our architect believed that a new construction would be produce significantly higher costs that the current bid calling for renovations to an existing structure. Upon completing interviews with the original bidders, Union Studios amended the bid documentation to reflect changes that would hopefully result in less costly bids. I have attached to this document a summary sheet of changes from the original bid.

On February 11<sup>th</sup>, we opened the second round of bids which included 5 of the 6 original bidders. Costs for the project were lowered by an average of 16%. During the rebid process, contractors were required to submit three separate bid prices: 1) Total cost of both the Lower Restroom & Gate House. 2) Lower Restroom Construction only. 3) Gate House Cost only. The results of which are listed on the next page.

## Fort Getty Re-bid 2/11/19

Company	Bid 1	Bid 2	Bid 3
J.G. Edwards	\$430,000.00	\$ 321,000.00	\$ 111,000.00
Advanced Building Concepts	\$437,532.00	\$ 340,122.00	\$ 114,640.00
Martone Service Co.	\$448,525.00	\$ 345,375.00	\$ 103,150.00
Marino Construction	\$470,000.00	\$ 357,000.00	\$ 113,000.00
The Damon Co.	\$480,151.00	\$ 359,229.00	\$ 120,922.00

Based on the results of the rebid the town does not currently have enough capital funding allocated to complete the entirety of the project as bid. While a partial award to one of the secondary bidding options is possible at this time, I do not believe the Gate House to be enough of a priority to warrant its completion ahead of the lower restrooms. The renovation to the lower restrooms would provide the greatest benefit to the public upon completion and should be our focus of needs inside the park. Therefore, I cannot make a recommendation to award any bidder the full or partial award of this project at this time.

## Bids Summary

Fort Getty Bids, 1/9/19				
Company	Bid	Restrooms	Gate House	Alt 1 - Add
Advanced Building Concepts	\$488,588.00	\$ 353,308.00	\$ 135,280.00	\$ 3,910.00
Martone Service Co.	\$531,970.00	\$ 412,320.00	\$ 119,650.00	\$ 5,385.00
The Damon Co.	\$534,476.00	\$ 387,131.00	\$ 143,345.00	\$ 4,025.00
J.G. Edwards	\$546,000.00	\$ 430,000.00	\$ 116,000.00	\$ 5,500.00
Marino Construction	\$606,000.00	\$ 428,000.00	\$ 178,000.00	\$ 5,800.00

Bid - Overall Bid  
 Restrooms - Bath House Only  
 Gate House - Gate House Only  
 Alt 1 - GH Heat Pump

Fort Getty Re-Bids, 2/11/19							
Company	Bid 1	Bid 2	Bid 3	Alt 1 - Add	Alt 2 - Deduct	Alt 3 - Deduct	Brick Repointing
J.G. Edwards	\$430,000.00	\$ 321,000.00	\$ 111,000.00	\$ 4,100.00	\$ (16,200.00)	\$ (5,000.00)	\$45/sq
Advanced Building Concepts	\$437,532.00	\$ 340,122.00	\$ 114,640.00	\$ 3,940.00	\$ (10,398.00)	\$ (3,040.00)	\$44/sq
Martone Service Co.	\$448,525.00	\$ 345,375.00	\$ 103,150.00	\$ 5,385.00	\$ (1,500.00)	\$ (10,000.00)	\$46/sq
Marino Construction	\$470,000.00	\$ 357,000.00	\$ 113,000.00	\$ 12,000.00	\$ (7,500.00)	\$ (500.00)	\$40/sq
The Damon Co.	\$480,151.00	\$ 359,229.00	\$ 120,922.00	\$ 4,025.00	\$ (9,984.00)	\$ (2,040.00)	\$30/sq

Bid 1 - Both Projects Combined  
 Bid 2 - Bath House Only  
 Bid 3 - Gate House Only  
 Alt 1 - GH Heat Pump  
 Alt 2 - Remove Porch  
 Alt 3 - Sub Arch Sing for Sheet Metal GH Roof

Price Comparison									
Contractor	Original Total	New Total	% Change	Original GH	New GH	% Change	Original BH	New BH	% Change
J.G. Edwards	\$546,000.00	\$ 430,000.00	-21%	\$ 116,000.00	\$ 111,000.00	-4%	\$ 430,000.00	\$ 321,000.00	-25%
Advanced Building Concepts	\$488,588.00	\$ 437,532.00	-10%	\$ 135,280.00	\$ 114,640.00	-15%	\$ 353,308.00	\$ 340,122.00	-4%
Martone Service Co.	\$531,970.00	\$ 448,525.00	-16%	\$ 119,650.00	\$ 114,640.00	-4%	\$ 412,320.00	\$ 340,122.00	-18%
Marino Construction	\$606,000.00	\$ 470,000.00	-22%	\$ 178,000.00	\$ 113,000.00	-37%	\$ 428,000.00	\$ 357,000.00	-17%
The Damon Co.	\$534,476.00	\$ 480,151.00	-10%	\$ 143,345.00	\$ 120,922.00	-16%	\$ 387,131.00	\$ 359,229.00	-7%

## SUMMARY OF CHANGES

### **GATE HOUSE:**

1. Sitework, berm and landscaping around the Gate House is removed from the contract.
2. Exterior wall construction and details updated to include cedar shingles in lieu of brick.
3. Dutch door changed from wood to steel.
4. Windows changed to standard gliding types. All glazing to be impact rated.
5. Roof changed from asphalt shingles to standing seam metal roof.
6. Built-in desk changed from solid surface to wood. See countertop specifications.
7. Foundation details updated to remove brick shelf, concrete thickness changed from 9" to 8".
8. Transom at entrance door removed.
9. Sealed concrete finish in lieu of polished concrete finish.
10. Interior wall finish changed to painted plywood with battens in lieu of gypsum wall board.
11. Interior ceiling finish changed to painted plywood with battens in lieu of gypsum wall board.
12. Mini-split Alternate changed to ceiling cassette heat pump Alternate.

### **BATH HOUSE:**

1. Exterior stone wall removed.
2. Floor drain removed from exterior patio, positive slope of slab to drain to ground surface.
3. Stamped and colored concrete finish removed. Provide broom finish with control joints at exterior concrete patio.
4. Gutters, downspouts and rain chain removed.
5. Concrete patio footing detail changed to a turned down slab. See updated detail.
6. Concrete column footings changed to concrete filled sonotubes. See updated detail.
7. Install new sheathing over existing sheathing on entire Bath House roof in lieu of repairing and replacing existing roof sheathing. Existing sheathing to remain. Unit prices for replacing roof sheathing removed.
8. Lighting layout and fixtures revised.
9. Four (4) interior GFI and one (1) exterior GFI outlet removed.
10. Interior furring wall height lowered to accommodate 8'-0" board size. See updated detail C5/A101.
11. Interior wall composition clarified and alternate approved FRP products included in specification.
12. Bath house doors to be steel. See specifications.
13. All windows to have impact glazing.
14. Removed triple-laminated requirement from asphalt roofing specification.
15. Toilet Partitions specification updated to include another manufacturer.
16. Brick Paint specification updated.
17. Alternate epoxy floor systems added to approved manufacturers in specification, omit epoxy from mechanical room.
18. Floor drains to include trap guards.
19. Drinking fountain specification updated.
20. Toilet accessories permitted to be "or equal" to the products specified.
21. Provide exit signs as required to meet code.
22. Security system removed from scope.





## Conanicut Island Sailing Foundation Free Sailing Program Report, 2018

2018 marked Conanicut Island Sailing Foundations' twelfth year offering Free Sailing to the public. CISF's goals in offering free public sailing are to give people an opportunity to experience sailing, to teach some basic sailing skills, to meet Jamestowners, and to provide an opportunity for people of all ages to connect with nature and the beautiful waters surrounding Jamestown.

The 2018 season of Free Sailing ran for five weeks – each Wednesday from July 11 through August 8, from 4:30-6:30. We had great weather all five weeks and a fantastic turnout!

CISF took approximately 296 people sailing in 5 weeks! Of the 296, a little more than half were children. Additionally, about 11 families participated twice and 6 families participated 3 or more times. (A family is defined as 3 or more participants, so approximately 20% were repeat participants.)

CISF also kicked off our first evening of free sailing by providing hot dogs, hamburgers, watermelon and chips to anyone interested. The first and last nights of free sailing were the busiest and best attended.

CISF has kept to the same basic format for Free Sailing for the past twelve years. Safety is our primary concern. We provide a safe, hands-on learning opportunity on the water to expose more people to sailing. Each week we use three to four of our 14' Hobie Wave catamaran sailboats with an instructor onboard each boat. The instructor takes a group of people sailing, teaching people as they go, with participants most often steering the boat and handling the sails by the end of their session that evening. Our target time for sailing sessions is 20 minutes to an hour or more, but the actual sailing time depends on how many people are waiting. CISF also has a motorboat available for safety purposes during Free Sail.

There is a CISF land-side coordinator who ensures that everyone signs a waiver, and also keeps track of who is next, as well as how long each sail lasts. Each sailboat is equipped with a VHF radio so that they can communicate with the shore person. Every participant of the Free Sailing Program is required to wear a life jacket. CISF supplies a life jacket to anyone who needs one.

There were no incidents to report while waiting, or with others using the ramp, during Free Sailing this summer.

Thank you for your time and for allowing Conanicut Island Sailing Foundation to continue to run this free public program at Fort Getty for Jamestown residents and visitors. We consider Free Sailing one of the cornerstones of CISF's mission to both provide and promote marine access, marine education, and sailing to people of all ages, abilities and backgrounds. With your permission, we look forward to running this program again next year.

Sincerely,

Meg Myles  
CISF Executive Director



## **Conanicut Island Sailing Foundation's 2018 Jamestown Sea Adventure Summer Report**

### **Sea Adventure Camp Overview:**

Conanicut Island Sailing Foundation held eight one-week camps this summer between **June 25-August 17**. We have been fortunate to have the majority of the **same talented staff** this summer as we have had **for the past four summers**.

### **Sea Adventure Staff**

- Haley Barber, BA in Environmental Education & Master of Arts in Early Childhood Education, CISF Program Director & Sea Adventure Camp Manager
- Fiona Christie, US Sailing Level 1 certified sailing instructor, College All-American Sailor
- Rachel Bryer, US Sailing Level 2 certified instructor, College All-American sailor
- Eric Marshall – US Sailing Level 1 certified instructor
- Jackson Hawkins – US Sailing Level 1 certified Instructor, Eagle Scout, & marine/environmental education major at Middlebury College

#### Instructors:

- Heather Moore
- Katie Flath – councilor with administrator roles/responsibilities
- Ian Bryer
- Maddie Henry
- Emma Henry

#### Apprentice Instructors:

- Charley Simmons
- Theo Simmons

#### Councilors in Training:

- Callum Heffernan
- Cameron Chadronet
- Theo Michaud
- Emma Cotsonas
- Will Knopp

Two of the five main instructors (first list) are certified, active teachers. Our **five instructors** (second list) **are Sea Adventure 'graduates', who are a mainstay to our staff and camp.** (Apprentice Instructors must be at least sixteen years old to be eligible to be on staff; councilors in training must be at least 14 years old, and work on a volunteer basis.)

The **focus of Jamestown Sea Adventure Camp is to explore nature and the outdoors - on, in, and around the water - while also increasing children's awareness of the unique and beautiful marine environment surrounding Jamestown and beyond.** The Sea Adventure Camp staff tailor each week of camp to the interests of the groups attending, while still focusing on **our main goals: introducing & teaching sailing, as well as marine & environmental education.** Fort Getty's easy access to a salt marsh, rocky shore, and sandy beach provides an ideal setting for camp and to allow kids to explore and learn. **The combination of Fort Getty's environment with Sea Adventure's intuitive and talented staff continues to make Sea Adventure Camp unique and popular.**

## **2018 Camp Details:**

For the 2018 season, there were eight weeks of camp for children ages 4-16. We modified our age groups a bit as well. In 2017, the age groups were as follows: 4-5, 6-7, 8-10, 11-16. This past summer we opened age groups up a little in the younger age groups as follows: 4-6, 6-8, 8-10, 11-16. This allowed children to go with older or younger age groups. (This was suggested in a 2017 camp evaluation.)

In the 8-10 age group, there were 8 total available weeks - six weeks were full day, 9 am - 4 pm, and two weeks were half day, 9 am - 12:30 pm. There were six weeks of camp for children ages 11-16 (9 am -4 pm); three weeks of camp for *Marine Adventurers* (ages 6 -8); and four sessions for *Explorers* (ages 4-6).

Again, CISF had access to a fifth Hobie Wave thanks to a Jamestown family. And, for the last 2 weeks of camp, we chartered a 6<sup>th</sup> Hobie Wave to take more kids off of the waiting list, since there were approximately 10 children on the waiting lists each of the August weeks for the 11-16 age group. In terms of waiting lists, we did have waiting lists for most weeks in the 11-16 age group, they were not too long, and there was movement off of them into camp.

Chartering the 6<sup>th</sup> Hobie was a great eye opener for us. The 6<sup>th</sup> boat allowed us to see what is the maximum number of kids we can have and still keep the same 'feel' and atmosphere to camp that makes it so special. We have each confirmed that we really do not want to grow much past the numbers that we had each week this summer - approximately 55 kids each week is our current capacity.

**2018 saw our highest number of campers with 384 camp spots filled**, a 12% increase from 2017. (In 2017, there were 342 spots filled; 279 in 2016.)

### **Our approximate maximum capacity for each week of camp was as follows:**

- 4-6 year olds - 12 children/week, 4 session offered - 48 total spots available (42 spots filled)
- 6-8 year olds - 82 available spots available within 3 weeks offered (All spots filled)
- 8-10 year olds - 25 children/week, 8 weeks offered - 192 spots available (140 spots filled)
- 11 - 16 year olds - 21 children/week, 6 weeks offered - 126 spots available (120 spots filled)

#### **• Approximate Total Capacity: 448 camp spots amongst all age groups**

- **4-6 year olds:** Capacity is a 12-child limit for this land-based camp week. Three of the four sessions were full. There is an afternoon that is not a popular time slot. (We will not offer this time in 2019.) **42 children attended camp in the 4 sessions offered (48 available spots)**  
(Camps took place June 25-29, 9-12 & 1-4, July 2-7, & July 23-27)

- The **6-8 year old age group** was at capacity in all weeks. All three weeks were full. **80 spots were filled out of 80 available...**  
(Camps for this age group took place July 2-6, July 23-27 & August 13-17)

- **8-10 year olds:** Eight weeks of camps were held for this age group; two weeks of half-day camps (9am - 12:30 pm) and six weeks of full day camp (9 am - 4pm). Approximately 25 spots were available in each week. **140 spots of the 192 available were filled**

- **11-16 year olds:** Six weeks of camp were held for this age group. Approximately 21 spots were available in each week of camp. **120 spots were filled of the 126 available.** CISF is thrilled with the program and its impact of getting more children on the water, learning how to sail, learning about our marine environment, each person's impact on it, and the importance of the world's oceans.

### **Art:**

Arts & crafts projects are done during periods of transition such as the morning drop off as a welcoming activity, as well as during down times and bad weather. Painting shells and building structures out of rocks on the beach are among the most popular activities. Tie-dying t-shirts each week has become a signature Sea Adventure activity as well.

### **Marine Debris & Environmental Impact:**

One of the focuses of Sea Adventure Camp continues to be marine debris - what is it, where it comes from, how is it harmful, & what can we do to mitigate this problem. Using CISF iPads, instructors and campers used the marine debris tracker app to collect, sort, and record marine debris that was collected on the water and shore-side. In 2018, **1790 items were collected.**

**Eco-bricks:** Soft, non-recyclable plastics continue to be collected to stuff into plastic bottles to create eco-bottles, or eco-bricks. Eco-bottles **were introduced to Sea Adventure Camp in 2017 as an extension of work started by the Lawn Avenue Eco-Club.** Eco-bricks are plastic bottles of a certain size (we use 2-liter, some use Gatorade size bottles) stuffed with non-recyclable and non-biodegradable materials. Eco bricks are used for building houses and structures in many parts of the world. We have turned many of our eco-bricks into stools to sit on.

**Worm Composting:** In the 2017 school year, worm composting was added to the Melrose School. CISF provided the bin and CISF Program Director, Haley Barber, led 'worm Wednesday's' each week for the school year. She educated children about the cycle of life of food and what the worms can and cannot eat. This healthy worm bin was transferred to Sea Adventure Camp for the summer to continue this program during the summer.

In summary, CISF takes a number of measures to minimize our garbage output and our environmental footprint. Eco-bricks, worm composting, beach clean ups, camp giveaways that are not plastic and are environmentally friendly, a water re-fill station (no plastic cups are provided), and recycling are all measures that we take to be environmentally responsible.

### **Weather Station:**

CISF again had a weather station. And, again this year, we had issues with the weather station transmitting data to Weather Underground. I believe the problem is the internet connection. We have tried a jetpack as well as making our own hotspot. Neither seem to be a consistent enough connection nor allow enough data to be pushed through to WU. The station did work on site though and was helpful to staff for teaching about weather and to assess conditions prior to sailing. We will continue to trouble-shoot this issue with connecting to Weather Underground, and try to make this connection.

### **Life jackets:**

CISF continues to keep a life jacket stand on site for anyone going boating and in need of a life jacket. **Not having or wearing a life jacket is still the leading cause of fatalities when boating.** The life jacket stand and life jackets are courtesy of a grant from the Sea Tow Foundation.

### **Financial Information:**

CISF has a significant financial investment in capital assets to make Sea Adventure Camp and all of our other programs safe and viable. Annually, CISF continues to invest dollars into our equipment and instructors to produce quality programming that creates leadership and confidence-building opportunities for the next generations. Jamestown Sea Adventure Camp, and actually all of CISF's programs are priced below market value or for free. (CISF pays to have our Program Director, Haley Barber, in the Jamestown schools four-five days a week for the majority of the school year creating and implementing hands-on, fun, educational marine and outdoor educational programs that support grade-level curriculum).

The 2018 Camp prices were as follows:

- All day camp (9 am- 4 pm)- \$295 (\$5 increase from 2017)
- Half-day camp (9 am-1pm) - \$160 (\$10 decrease from 2016)
- *Marine Adventurers*, 6 & 7 year olds (1-4 pm) - \$125 (no price change)
- *Explorers*, 4 & 5 year olds (9am - 12pm) - \$125 (no price change)

**CISF gave ten scholarships to *Jamestown Sea Adventure Camp* this season.**

CISF scholarship deadlines continue to be November 1 and May 1. The grant and scholarship deadlines are announced and published in the *Jamestown Press*.

### **Incidents:**

- Sea Adventure Campers and instructors found a clinging jellyfish in the eel grass on the outer beach side (opposite side of the boat ramp) at Fort Getty this summer. The clinging jelly fish was also found in other parts of RI this summer. This stinging jellyfish has an extremely painful sting that can require hospitalization. No stings occurred – the instructors quickly noticed the unusual species and separated it from the children while doing research about it.

- Sea Adventure campers use the basketball hoop on the concrete foundation that serves as the base for our tent. The concrete is in a state of disrepair that does cause trips, cuts and bruises. Someone did approach me offering to repair the concrete or to look into installing a new floor surface. (Robb Roach).

- During camp hours, a number of games are played with basketballs, kick balls, soccer balls and the like. Oftentimes, the balls get kicked or roll across the road. CISF staff manages this by setting strict rules about crossing the road to retrieve the balls. However, a concerned citizen wrote a letter to Andy Wade that he forwarded on to me. This citizen would like to see signs asking cars to slow down and reminding them that they are in an area where children are playing. When we started Sea Adventure Camp in 2012, there was an issue of cars driving too quickly. The Town put out cones to slow cars down. This is probably a good idea to do again. Please let me know if CISF should acquire and put cones or 'children at play' signs out, or if the Town will do this.

- Swimmer's Itch – the last two weeks of camp, the majority of Sea Adventure Camp staff got swimmer's itch from wading in the marsh during low tide at Fort Getty. Swimmer's Itch is an allergic reaction to parasites that burrow into your skin while you're swimming or wading in warm water. Typically, these parasites live in waterfowl and some other animals. Humans are not suitable hosts so the parasites die while on the skin, but leave a rash that takes a few days to clear up. (This only happens when there aren't enough waterfowl available as hosts for the parasites, and not all humans get swimmer's itch from exposure to the parasites.)

### **Challenges and Changes:**

- **Downpours and thunderstorms remain a challenge** for Sea Adventure Camp. We were very **fortunate to have use of the Pavilion on several occasions**. We never **used** the Pavilion for an entire day, **only partial days**. The **Town's Recreation Department was both helpful and generous in allowing us to use the Pavilion when we truly needed it**. We simply can't fit all of our children in our 'dry' space. Additionally, **our tent is showing its' age** with quite a few holes in it.

We cancelled 1.5 days of Sea Adventure Camp this summer due to rain and thunderstorms.

- **Fort Getty bathrooms:** The bathrooms at Fort Getty continue to be in less than ideal condition.



- **Moving CISF boats and equipment.** CISF has clearly **grown** as an organization from when we started camp in 2012. Not only do we **now run programs year-round**, we have also **acquired quite a bit of equipment to serve the community** of Jamestown. We have multiple trailers, boats, and a ton of equipment stored in those trailers. **We would LOVE to discuss being able to leave our trailers on site year-round.** While moving all of our trailers and equipment twice annually is do-able, it is becoming challenging to find a place to store our trailers and boats. Additionally, it is incredibly time consuming making multiple trips twice a year to get everything on site and set up, and then broken down and magically disappear.

**Conclusions:**

**As usual, the Town of Jamestown was very helpful and great to work with! Thank you!** The CISF office trailer moved to Fort Getty in early May so that it could be used for *Island Treasures*. Our tent went up in early May as well. (It came down late October.)

**CISF hosted a few field trips for Jamestown students** in the spring and again this fall.

CISF also added new boats called Nacra 15's that allowed for a higher performance sailing experience & program this summer. The schedule of this new program was discussed with Andy Nota and Andy Wade in the spring. (A separate report on this program will follow.)

**Sea Adventure Camp received great reviews from our campers and their parents.** CISF is proud of our instructors and the camp that we have created. We are looking forward to next summer!

**On behalf of the Conanicut Island Sailing Foundation, I would like to thank the Town of Jamestown for allowing us to hold camp & other programs at Fort Getty. We look forward to discussing a public/non-profit partnership with the Town for 2019 or the near future.**

CISF believes that ***Jamestown Sea Adventure Camp* provides a valuable public service by enabling greater access to the water as well as education about how to sail and our marine environment.** Sea Adventure Camp provides a significant number of Jamestowners with a safe learning environment in which to experience sailing and Jamestown's coastal environment. **CISF is very interested in being involved with the creation of a permanent structure at Fort Getty in partnership with the Town of Jamestown. CISF is willing to pay for a building (via fundraising) out at Fort Getty so that we can have a permanent, year-round location where we can run marine education and sailing programs.**

Thank you for your time. Please contact me with any questions, comments or concerns. I can be reached at 401-855-6643 or via e-mail at [CISFSailing@gmail.com](mailto:CISFSailing@gmail.com).

Sincerely,



Meg Myles  
CISF Executive Director  
401-855-6643; [CISFSailing@gmail.com](mailto:CISFSailing@gmail.com)



## CISF Report: Nacra 15 Catamaran Sailing

In August of 2018, CISF launched a new sailing program from Fort Getty to facilitate access to high performance sail boats and provide high-level coaching for sailors. CISF purchased three Nacra 15 catamarans and a powerboat in order to launch this program. In addition to providing access and coaching, CISF's goal is to get youth more excited about the sport of sailing – to catch them for life, so they keep sailing forever. This is very much in line with CISF's mission to provide and promote sailing and bring more people into the sport of sailing, as it is a great way to build confidence in young people.

Meg Myles and Chris Cannon from CISF met with Andy Wade and Andy Nota from the Town of Jamestown to ensure this use of Fort Getty was approved. Dates were provided and the schedule was approved with our MOU. Bringing in sailors and their families from around Rhode Island as well as other states helps to showcase Jamestown.

CISF ran clinics throughout August for the three Nacra 15 catamarans. The maximum number of sailors that this program can support is 12-14 sailors on any given day. One coach & coach boat was utilized. The trailer that was purchased to house the Nacras over the winter was parked next to CISF's office trailer. The Nacra 15 catamarans were parked on the other side of the road from the concrete pad that CISF utilizes for camp. This boat parking area provided a way to keep the Nacra 15s 'tucked away' safely, as well as enabled us to have physical separation of the two programs.

Nacra 15 catamaran sailing continued through the fall on one weekend day each weekend. Approximately 60-65 sailors experienced Nacra sailing.

CISF plans to continue Nacra 15 clinics and sailing this summer. At this juncture, the full schedule is not as yet set. However, at this juncture, our plan is to run clinics in August again, and practices through the fall. There may be some limited use of the boats in June and July as well. While Jamestown sailors participate in this sailing, sailors from around the Bay and the country are also welcome to sail. CISF does not want to compete with summer sailing programs or regattas. Rather, we prefer to support youth and youth sailing programs by providing a unique sailing experience that helps to excite more people about the sport of sailing. Hence, Nacra 15 sailing is neither offered, nor planned in the same manner as a seasonal summer sailing program or camp. For that reason, scheduling flexibility is important.

Fort Getty provides an ideal setting for sailing Nacra 15s. Launching is easy from the ramp or the beach. Flat water sailing is easily accessible North of Dutch Island; sailing in waves and current is equally accessible between Jamestown and the Rhode Island mainland.

CISF's Nacra 15 program will always be on the smaller side in terms of the impact at Fort Getty each day. The boats are very expensive, and somewhat delicate. Additionally, only 2-4 people can sail a boat (2-3 people at one time, with others in a coach boat to swap in and allow sailors a rest.)



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

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

**TO:** Andrew E. Nota, Town Administrator  
**FROM:** Andrew J. Wade, Parks & Recreation Director  
**SUBJECT:** CISF MOU - Fort Getty usage  
**DATE:** February 13, 2019

As a follow up to our meeting yesterday with CISF Executive Director Meg Myles please find below bullet points reviewing the focus areas of our discussion.

- 2019 MOU – Changes requested by CISF
  - 5.) During the Forty Getty Campground Season (May 18-September 18), all CISF activities shall take place from 8:30am to 5 pm on Monday through Friday. No other use of the Town site by CISF is authorized under this MOU.
    - Result: General Condition remains the same, added ability to receive prior written approval from Parks & Recreation Director for limited exceptions.
  - 14.) .... CISF agrees to remove any and all fixtures, boats, trailers and other such items from the Town property no later than October 30, 2019....
    - Result: I did not recommend this change; CISF will continue to remove equipment during off season months.
- Additional Topics discussed
  - Relocation of CISF Nacra boats to increase parking for park patrons. Changes in pier area, Harbor improvements.
  - Town will add signage to address resident concerns of children in the road during camp operations.
  - Discussion for potential multi-year agreement beginning in 2019 MOU.
  - Existing MOU lease is \$1,000/yr. Potential increase in yearly lease amount based on increased use and park impact. (i.e. visitors, staffing, utilities)



## Memorandum of Agreement

**By And Between:**  
**The Town of Jamestown**  
**And**  
**The Conanicut Island Sailing Foundation**

This Memorandum of Agreement ("MOU"), by and between the Town of Jamestown ("Town") and the Conanicut Island Sailing Foundation, Inc. ("CISF"), is entered into to allow seasonal use of certain Town property at Fort Getty Park to CISF to support their sailing and marine education classes. CISF's Jamestown Sea Adventure Camp is conducted from June 24, 2019 through August 16, 2019. CISF assumes any and all risks and damage or loss to their property associated with their use of the Town property. The Town and CISF agree that the use of Town facilities at Fort Getty for CISF activities and programs shall adhere to the following terms and conditions:

1. For general operations and instruction and education sessions, CISF may use the concrete foundation (formerly basketball court) located on the north side of Fort Getty Road adjacent to the RV Campground. A tent may be erected over approximately one-half of the foundation.
2. A temporary inside space may be brought in and utilized for the purposes of an indoor classroom space and a safe indoor location for campers on inclement days. Town Staff will direct the siting of this indoor structure. The space may not be larger than 10' x 40'. All costs associated with this structure are to be paid by CISF. The indoor classroom space may arrive no earlier than April 15 through no later than October 30.
3. The Town boat ramp may be used to launch and haul boats used for sailing instruction.
4. Since the Town boat ramp is a shared facility, CISF and its instructors shall not unreasonably delay or interfere with other boaters' use of the boat ramp. CISF shall vacate the waters in the vicinity of the boat ramp upon launching vessels as expeditiously as possible.
5. During the Fort Getty Campground Season (May 18-September 18), all CISF activities shall take place from 8:30am to 5 pm on Monday through Friday. No other use of the Town site by CISF is authorized under this MOU *without prior written approval from the Parks and Recreation Department Director.*
6. Free public sailing lessons shall be offered to Jamestown residents of all ages on Wednesdays from 4:30pm to 6:30pm, or at any other time deemed appropriate and agreeable by CISF and the Town. (Minimum participation age is at the discretion of CISF.)

7. In order to provide spring programming and participate in the Lawn Avenue School's Island Treasures program, CISF is allowed to begin bringing equipment and boats beginning April 15.
8. CISF may store sailboats with trolleys near the concrete Foundation. The Parks and Recreation Director shall determine the exact location to store the boats.
9. Storage trailers no larger than 8' x 17' that support programming and boats used in programming may be stationed in the lower parking area or at an alternate site within reasonable proximity to the lower parking area, chosen by the Parks and Recreation Department Director.
10. CISF will receive staff parking passes to allow for entry into Fort Getty during the camping season without an entry fee.
11. CISF shall provide the Town with a certificate of general liability insurance in the amount of \$1,000,000. The certificate of insurance shall list the Town of Jamestown as a named insured.
12. Any and all programs and/or activities directly operated, sponsored, or affiliated with CISF's use of Fort Getty Park shall be subject to the insurance requirement.
13. The Town reserves the right to revoke this Agreement upon 10 days written notice due to a breach of the terms and conditions or if, in the Town's sole judgment, the programs or activities unreasonably disrupt other users of the park, endanger participants, or damage Town property.
14. Upon completion of the CISF programs provided for under this MOU, CISF agrees to remove any and all fixtures, boats, trailers and other such items from the Town property no later than October 30, 2019. Should CISF fail to remove all such items from the Town property and the Town incurs any cost, expense or effort to remove items left behind by CISF, CISF agrees to reimburse the Town for any and all costs to remove such items.
15. No later than November 1, 2019, CISF shall provide a written report to the Town Administrator on the 2019 season programs and participation levels.
16. The 2019 annual fee for use of the Town property, public facilities and utilities at Fort Getty under the terms of this MOU shall be One Thousand Dollars (\$1,000.00).

**Conanicut Island Sailing Foundation**

**Town of Jamestown**

\_\_\_\_\_  
By: Meg Myles, Executive Director

\_\_\_\_\_  
By: Andrew E. Nota, Town Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## JAMESTOWN TOWN CHARTER

### Sec. 218. - Initiative and referendum.

In order to preserve direct participation in government to the voters of Jamestown, there are hereby established procedures whereby they may initiate legislative proposals for consideration by the town council and the voters.

### Sec. 219. - Initiative procedure.

Any proposed ordinance may be submitted to the town council by a petition signed by qualified electors of the town equal in number to at least ten percent of the number of persons registered to vote at the time of the last regular town election. Whenever the town council receives a certified initiative petition from the town clerk, it shall proceed at once to consider the proposed ordinance transmitted therewith, and shall take a final vote on the enactment of same no more than 30 days following receipt of the petition from the town clerk. If the town council shall fail to pass an ordinance thus proposed by initiative petition, or shall pass it in altered form, the said ordinance as originally proposed by the petitioners shall be submitted to the electors for their approval or rejection, no less than 30 days nor more than one year from the date the town council takes its final vote thereon. The town council may, and if no regular election is to be held within such period shall, provide for a special election.

### Sec. 220. - Referendum procedure.

The town council may provide in the terms of any ordinance it enacts that the same be submitted to the electors for their approval or rejection. In the event it makes such provision, the vote thereon by the electors shall be called in accordance with the provisions set forth for voting upon initiative proposals in section 219. Pending the decision of the voters, the ordinance in question shall remain inoperative.

**TOWN COUNCIL MEETING  
February 4, 2019**

**I. ROLL CALL**

Town Council Members present:

Michael G. White, President  
Mary E. Meagher, Vice President  
Randall White  
William J. Piva, Jr.

Town Council Members absent:

Nancy A. Beye

Also in attendance:

Andrew E. Nota, Town Administrator  
Christina D. Collins, Finance Director  
Agnes Filkins, School Committee Member  
Jane Littlefield, School Director of Finance  
Peter D. Ruggiero, Town Solicitor  
Cheryl A. Fernstrom, Town Clerk

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

Town Council President White called the regular meeting of the Jamestown Town Council to order at 6:36 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, and led the Pledge of Allegiance.

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

None.

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

A) Presentation

- 1) Fiscal Year 2018 Audit (July 1, 2017 to June 30 2018): Paul Dansereau, CPA, Baxter Dansereau & Associates

Mr. Dansereau thanked the Council for the privilege of performing the Town's audit and thanked Finance Director Tina Collins and staff and School Department Director of Finance Jane Littlefield for their assistance that guaranteed the audit was submitted by December 31, 2018 in compliance with State law.

Mr. Dansereau gave an overview of the FY 2018 audit beginning with the Statement of Net Position on Page 14. This portion shows governmental and business-type activities

including general fund, school funds, special revenue funds, and capital project funds converted from the modified accrual basis as well as assets and liabilities net of depreciation. Lengthy discussion and explanation of long-term liabilities ensued. Pages 145 and 146 of the audit were referenced for more in depth information. The Town's audit is on the full accrual basis.

Overview of Statement of Activities on Page 15 proceeded including Program Revenues and Net Revenue and Changes in Net Assets for expenses, charges for services, operating grants, and capital grants. Long-term liabilities are now reflected in the audited financial statements as required by GASB 75. Explanation of restricted and unrestricted funds ensued.

Overview of the Balance Sheet for Government Funds on Page 16 proceeded with Total Assets, Total Liabilities, Deferred Inflow of Resources and Fund Balance for the general fund, capital improvement fund, non-major government funds, and government funds. This includes the School funds as required by GASB 54. Explanation of the details ensued.

Overview of the Statement of Revenues, Expenditures, and Changes in Fund Balances for Government Funds on Page 17 proceeded. The waterfront infrastructure fund was moved to a capital project fund rather than an enterprise fund and shows as a zero balance.

Page 18 reflects the Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Government Funds to the Statement Activities. Page 19 reflects the Statement of Net Position Proprietary Funds for the enterprise funds and sewer funds for business-type activities on the full accrual basis.

Page 21 reflects the Statement of Cash Flows-Proprietary Funds, reflecting what cash was taken in and went out for the fiscal year. Page 22 Statement of Fiduciary Net Position includes trust funds, OPEB trust funds, police pension, and scholarship funds. Page 23 Statement of Changes in Fiduciary Net Position reflects the activity of the trust funds, employer contributions, and increases. The Notes were referenced as they detail what the Town does with pension funds, OPEB funds, and others.

Page 125 reflects the breakdown of the General Fund, School Fund, and Other GASB 54 Funds that don't qualify as capital project funds or special revenue funds as they don't receive funding from alternate sources and are included in the general fund. Further explanation ensued.

Page 126 reflects the funds combined with the general fund for GASB 54 reporting purposes for the Town and School. The Town had a surplus of \$193,000 and the School had a deficit of \$248,000. Page 127 Notes to Supplementary Information reflects reconciliations of the Town using \$250,000 of fund balance and the School using \$200,000 of fund balance.

Pages 128, 129, 130 and 131 reflect the Balance Sheet, Schedule of Revenues and Expenditures, and Budget to Actual for the School Department alone. Page 133 reflects the Balance Sheet and Revenues and Expenditures for non-categorized funds for GASB 54

reporting purposes. Pages 137 to 139 reflect State mandated reporting requirements to create a municipal transparency portal to host financial information in a centralized location. The opinion of the auditor is required, and for Jamestown it was reported there were no problems with any of the funds for the Town.

Special Revenue Funds for the Town on Pages 99 through 108 reflect revenue and expense accounts. School Grants are reflected on Pages 109 through 116 for special revenue funds. Page 117 reflects capital project funds.

Mr. Dansereau summarized changes to the reporting requirements. Jamestown is one of the best towns he works in due to the consistency of qualified staff. The Council thanked Mr. Dansereau for his report.

## V. PUBLIC HEARINGS, LICENSES AND PERMITS

**A motion was made by Vice President Meagher with second by Councilor Piva to convene as the Alcoholic Beverage Licensing Board and open the public hearing at 7:12 p.m. President White, Aye; Vice President Meagher, Aye; Councilor Beye, Absent; Councilor White, Aye; Councilor Piva, Aye.**

- A) Town Council Sitting as the Alcoholic Beverage Licensing Board
- 1) **NOTICE:** Is hereby given by the Town Council of the Town of Jamestown, being the Licensing Board in said Town as provided under Title 3, Chapters 1-12 of the General Laws of Rhode Island 1956, and as amended, that the following **TRANSFER** application has been received by the Town Council under said Act, for the period February 4, 2019 to November 30, 2019; duly advertised in the January 17<sup>th</sup> and January 24<sup>th</sup> editions of the *Jamestown Press*; review, discussion and/or potential action and/or vote:

### **TRANSFER OF CORPORATE STOCK:**

#### **CLASS B – VICTUALER**

ESJ, Inc.

dba: Simpatico Jamestown  
13 Narragansett Avenue  
Benjamin L. Brayton 100%

### **NEW CORPORATE STOCK HOLDERS:**

#### **CLASS B - VICTUALER**

ESJ, Inc.

dba: Simpatico Jamestown  
13 Narragansett Avenue  
Benjamin L. Brayton 50%  
Amy Barclay de Tolly 50%

**A motion was made by Vice President Meagher with second by Councilor White to approve this new application for the Class B – Victualer Liquor License for ESJ, Inc. dba: Simpatico Jamestown; now the corporate stock holders are Benjamin L. Brayton 50% and Amy Barclay de Tolly 50%. President White, Aye; Vice President Meagher, Aye; Councilor Beye, Absent; Councilor White, Aye; Councilor Piva, Aye.**

- 2) **NOTICE:** Is hereby given by the Town Council of the Town of Jamestown, being the Licensing Board in said Town as provided under Title 3, Chapters 1-12 of the General Laws of Rhode Island 1956, and as amended, that the following **NEW** application has been received by the Town Council under said Act, for the period February 4, 2019 to November 30, 2019; duly advertised in the January 17<sup>th</sup> and January 24<sup>th</sup> editions of the *Jamestown Press*; review, discussion and/or potential action and/or vote:

**NEW LICENSE:**

**CLASS B – VICTUALER – LIMITED**

Johnny Angels Clam Shack LLC  
dba: Angel’s Kitchen  
23 Narragansett Avenue  
Jamestown, RI 02835

**A motion was made by Vice President Meagher with second by Councilor Piva to approve the new Class B - Victualer – Limited Liquor License for Johnny Angels Clam Shack LLC dba: Angel’s Kitchen at 23 Narragansett Avenue. President White, Aye; Vice President Meagher, Aye; Councilor Beye, Absent; Councilor White, Aye; Councilor Piva, Aye.**

The Liquor License Cap will be on the next agenda.

**A motion was made by Vice President Meagher with second by Councilor White to adjourn as the Alcoholic Beverage Licensing Board at 7:15 p.m. President White, Aye; Vice President Meagher, Aye; Councilor Beye, Absent; Councilor White, Aye; Councilor Piva, Aye.**

**VI. OPEN FORUM**

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

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

A) Town Administrator’s Report: Andrew E. Nota  
Town Administrator Nota reported on the following:



1) FY 2020 Budget Process

Town Administrator Nota referenced the importance of keeping the Council apprised of the information and process for upcoming budgets. The School Budget proposes an increase in the Town contribution of \$865,196 or 7.42%. Detailed information on the School website. Superintendent Duva and Director of Finance Littlefield did a good job simplifying the information and cost drivers. Jamestown is one of the few schools with an increasing population. The recommended increase is based on projections for expenses and revenues, which may be reduced during the budget process.

The preliminary budget meetings with Town departments was completed last week, and the Municipal budget is stable and mostly unchanged. Some departments have shown a need for increases and more detail will be available as we go forward and budgets are refined. Mr. Nota and Finance Director Collins are meeting with RIBEC to review borrowing for the \$5.9 million School Bond. Discussion of budget hearing dates is later in the agenda.

2) Upcoming Job advertisements

a) Jamestown Police Officer

The Town has re-advertised for a full time patrol officer and candidate for the Municipal Police Academy in July.

b) Parks Department Laborer

There is a full time laborer position to be posted and advertised to secure a candidate for spring.

c) Town Clerk

Our Town Clerk will be retiring. Once the position is posted and advertised there will be active recruitment for a replacement with a date to be determined. Discussion involved a search/interview committee that will include the Finance Director and other department heads. Any decision would have Town Council affirmation.

3) League of Cities and Towns Legislative and Program Update

The League is actively tracking legislation. All 39 communities are members and represented at all levels of need, and League membership is supportive of each other and there is unity among the members. Membership fees are based on population.

With the addition of a Membership Services Coordinator the League is hosting training sessions for varying levels of municipal employees. The first session held February 2<sup>nd</sup> was well received and the March 2<sup>nd</sup> session "Introduction to Municipal Budgeting" will be held at the Jamestown Library from 10:00 a.m. to 12:00 noon. All training sessions are free and open to the public.

Councilor Piva inquired about the State's 10-Year Transportation budget that was slashed with Bike Path funding eliminated. Mr. Nota stated the Town's Bike Path funding through the Green Economy Bond is safe.

## VIII. UNFINISHED BUSINESS

- A) Upcoming Meetings and Sessions – dates and times
- 1) Town Council Meeting Schedule – February 19<sup>th</sup>, March 4<sup>th</sup> and March 18<sup>th</sup> at 6:30 p.m.; review, discussion and/or potential action and/or vote
  - 2) Budget Work Sessions for FY 2019-2020; review, discussion and/or potential action and/or vote

The schedule of Council meeting dates and available dates for the Town Operating, Capital and Joint Town/School Budget were reviewed. Upcoming work session dates are as follows:

Capital Budget Hearing	Tuesday, March 19 <sup>th</sup>	6 p.m.	Town Hall
Town/School Budget Hearing	Thursday, March 21 <sup>st</sup>	6 p.m.	Lawn School
Operating Budget Hearings	Monday, March 25 <sup>th</sup>	6 p.m.	Town Hall
	Tuesday, April 2 <sup>nd</sup>	6 p.m.	Town Hall
Review Sessions, if needed	Thursday, April 4 <sup>th</sup>	6 p.m.	Town Hall
	Monday, April 8 <sup>th</sup>	6 p.m.	Town Hall
	Thursday, April 11 <sup>th</sup>	6 p.m.	Town Hall
Budget Adoption	Monday, April 15 <sup>th</sup>	or at a special meeting	

Finance Director Collins noted time is needed to submit and receive State approval for the Town's proposed budget.

## IX. NEW BUSINESS

- A) Request of M. Katherine O'Neill to the Members of the Jamestown Town Council for an investigation of the Members of the Jamestown Board of Canvassers, pursuant to their powers as outlined in the Jamestown Town Charter Article II. The Town Council Section 211. Investigations; review, discussion and/or potential action and/or vote
- 1) Letter of M. Katherine O'Neill
  - 2) Jamestown Town Charter Section 211

President White read the letter of M. Katherine O'Neill and Town Charter Section 211.

Solicitor Ruggiero reviewed Charter Section 211, which gives the Council authority to initiate investigations. There is no legal standard that dictates when an investigation should be initiated, and it is somewhat discretionary. Ms. O'Neill's letter makes conclusory representations of what she believes happened and why there should be an investigation. The reason for an investigation is to determine what transpired. Ms. O'Neill represents Mr. Murphy, Member of the Board of Canvassers, who objected to the process used by the Board when they "certified" the signatures on the Sanctuary City Ordinance petition. The initiative provision in the Charter allows for the presentation of an ordinance by initiative signed by 10% of the registered voters. The Charter doesn't specify how to check the signatures and gives no explanation how the Clerk certifies the petition. The Canvassers submitted a report stating the number of certified signatures of 455, one more than the required 454 signatures

representing 10% of the registered voters. The process was handled as best it could be as there were no directives in the Charter. The Charter uses the term signatures but does not define it. Election law does not define signatures and the only statute reviewing signatures regards nomination papers in RIGL § 17-14-8 Signing of nomination papers, which states “The signature shall be accepted as valid if it can be reasonably identified to be the signature of the voter it purports to be.” It further states voters unable to sign can mark with an “X”. Pleadings can now be filed electronically and the Court accepts that electronic filing as a signature. People are using signature to mean a cursive version, but there is no requirement, and it can be a signature, symbol, or mark by law. The task of the Canvassers was to determine if there was a signature, with the standard determination the signature is the signature it purports to be.

There are remedies available for those who disagree with the Canvassers determination. The Republican Town Committee appealed to the Board of Elections and this is on their agenda for February 5<sup>th</sup>. Decisions are appealed and the Council has to exercise their judgement if they think an investigation is warranted, and the Council must weigh between not agreeing with the process and whether something warrants an investigation.

Council discussion involved signatures, including printed and written signatures, and the interpretation made by the Canvassers was appropriate. Councilor White commented on statements by Mr. Murphy and Ms. Nelson-Lee at the public hearing and the question before us is to invoke Charter Section 211 which states the Council “may” initiate an investigation. There is no evidence there was any malfeasance on the part of the Canvassers in determining whether the signatures were valid. This is the first time this initiative procedure has been invoked and there is no guidance in the Charter how to determine the validity of signatures. Charter Section 219 does not specify a printed or written signature, and RIGL §17-14-8 is not binding here. Why would we investigate the Board of Canvassers for accepting signatures? There is no reason to investigate Mr. Murphy for not accepting printed names or the other Canvassers who did accept printed names for the good faith exercise of their responsibilities. The only guidance in the Charter is Section 218 that relates to Initiative and Referendum, so that initiatives can be brought to the Council. Investigating the Canvassers serves no purpose, and the person calling for the investigation doesn’t suggest any remedy. An investigation is not warranted and does not make any sense. Vice President Meagher agreed with Councilor White. The remedy she sees is amending the Charter, she sees no reason for an investigation, and will suggest having a Charter Review Committee to address needed Charter revisions. The tone there has been malfeasance is disheartening, the Canvassers have acted in good faith, and she cannot support an investigation. Councilor Piva would like to hear from Ms. O’Neill.

Mary Katherine O’Neill of North Main Road referenced the November 5<sup>th</sup> meeting with five members of Conanicut Sanctuary, Solicitor, Town Administrator and Town Clerk and highlighted statements made by Ms. Fernstrom in the minutes of that session that explained with great clarity the signature matching process, stating that it may take up to two weeks to complete the process. Conanicut Sanctuary stated they wanted to go forward with the initiative procedure. Vice President Meagher asked for clarification of the meeting being

referenced. Ms. O'Neill stated the minutes of the November 5, 2018 meeting submitted on November 11, 2018 and prepared by Ms. Fernstrom. Solicitor Ruggiero noted what is referenced is minutes prepared by Conanicut Sanctuary and is their synopsis of the meeting, are not official minutes of anything, and have no legal bearing.

Ms. O'Neill stated Ms. Fernstrom explained the process with great clarity, Conanicut Sanctuary accepted that, and there were no questions on the signature matching process.

Councilor White responded, with respect to Ms. Fernstrom whose praises were sung earlier tonight, she is not a Judge of the Superior Court and not someone who for the Town interprets the requirements of its ordinances. He doesn't doubt her statements were made, but the ordinance requires signing and no Judge of any Court in RI has weighed in on it, we are left with the provisions of Charter Sections 218 and 219 that don't tell us what to do or how to do it, but tell us when it is done and certified what to do when the signatures are certified, and we are then obliged as the language states "shall" to consider the ordinance. In the event it is rejected, as it was, it goes to a referendum. The Canvassers acted in good faith and counted the signatures and certified them.

Ms. O'Neill stated that is her challenge, the total did not represent all signatures, and what is in question are the printed names accepted, which are not signatures. Councilor White stated the law regarding how the signatures are counted has not been resolved by a Court of the State of RI and we are left with our own opinions. To suggest the Canvassers should be investigated because we should accept your version of the law or someone else's is folly and doesn't make any sense. If we conducted an investigation of individual BOC members and it turns out a Judge of the Superior or Supreme Court determined it doesn't need to be signed as a signature, you just have to append your name and printing is okay, should we take action against Mr. Murphy because he determined a printed name is not acceptable? The certainty you want to attach to the procedure and to condemn people's actions does not exist. It is inappropriate to take any action with respect to an investigation.

Ms. O'Neill asked if there is no certainty, why would the Board of Canvassers be involved in an examination of signatures in the first place? Why not let the petition be accepted and certified by whim?

President White stated we have a disagreement on this. There is no reason to have an investigation. The Canvassers met and performed their duty by verifying the signatures, the majority certified the signatures and the minority did not. A vote was taken by the Canvassers, democracy in action. The person who disagreed lost, and now he wants an investigation. Does he want us to investigate him? The Council understands Ms. O'Neill's position from her letter, but would like to hear from other folks.

Ms. O'Neill asked if hypothetically there were another petition that requests the police not pay attention to any gun licensing, and we have un-infringed second amendment rights as a sanctuary town and submitted a list of NRA members, that it would be acceptable if the names were printed, and that would be cool following your reasoning?

Councilor White stated no. He thanked Ms. O'Neill for bringing to our attention another infirmity in our ordinance provisions. The process requires once we accept the certified petition we have to act on it verbatim, either accept or reject it, and that doesn't make sense to me. The ordinance is not perfect, and neither is our Charter, but for a future agenda we should take a hard look at this initiative procedure as it needs to be corrected. The good faith efforts of the Sanctuary people and you bring up how infirmed this provision is. President White stated we need to hear from others and thank you for your input.

Ken Newman of Avenue B, BOC Democratic Member, stated BOC's are by party, and he is a Democratic Member. At the January 9<sup>th</sup> meeting with the Solicitor and public in attendance what was reviewed was the certification of petitions and what constituted a signature, with a lengthy discussion on signing. What was determined, to the best of our ability to make a judgment, was that if a person had written their name in a form that was identifiable with the card on file it was to be considered a correct signing of the petition. His understanding is that the purpose of the certification meeting was comparing names and signatures with cards on file. It is not a simple question of going to that law which governs us as a Board of Canvassers. The complaint by the Republican Town Committee is on the BOE agenda tomorrow at 6:00 p.m., which does not mean it will be heard. They may not hear it as they may determine they do not have purview over it. There are other remedies to this complaint, and an investigation may not be the right remedy where there are conflicting ordinances or law. Complaints have been levied to the BOC, BOE, Attorney General, Town Council and law enforcement. The BOC will be there to speak if needed. In the absence of direction in the Charter or State law on what constitutes signing, it is not appropriate to begin a Town Council investigation until the other entities have ruled on the issue. The BOC used the information at its disposal and did what it could, there was opportunity for objection, a vote was taken, and the objector lost that vote.

Councilor Piva stated he would like to keep this on the front burner in case there is information tomorrow that might change your minds. Councilor White feels this will not change anything. Has this gone to Court? Why not? Unless it does there is nothing to act on. Vice President Meagher stated we are going through various free avenues prior to a Court proceeding. We don't need to investigate the BOC. Should the BOE determine they have purview over this and printed names are not valid it would be before us regarding the Referendum on April 2<sup>nd</sup>. Town Administrator Nota stated the question must be sent to the Secretary of State's Office 50 days prior to the Referendum date, the end of this week. Discussion continued.

**A motion was made by Councilor White with second by Vice President Meagher that we decline the request from Ms. O'Neill to invoke Section 211, which permits us but doesn't mandate us, to investigate the affairs of the Board of Canvassers. Under the circumstances presented here, I move that we not undertake such an investigation. President White, Aye; Vice President Meagher, Aye; Councilor Beye, Absent; Councilor White, Aye; Councilor Piva, Nay. Motion passes by a majority vote in the affirmative.**



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

- A) Appointments, Vacancies, and Expiring Terms; review, discussion and/or potential action and/or vote on each listed appointment and/or vacancy
  - 1) Jamestown Affordable Housing Committee (One vacancy with a three-year term ending date of May 31, 2021; duly advertised; no applicants
  - 2) Jamestown Fire Department Compensation Committee (One Citizen-at-Large vacancy with a three-year term ending date of May 31, 2021); duly advertised
    - a) Letter of interest for appointment
      - i) Sydney Keen
  - 3) Jamestown Juvenile Hearing Board (One Alternate Member vacancy with a two-year term ending dates of December 31, 2020); duly advertised; no applicants
  - 4) Jamestown Tree Preservation and Protection Committee (Three vacancies with One unexpired three-year term ending date of December 31, 2019 and Two three-year term ending dates of December 31, 2021); duly advertised; no applicants
  - 5) Jamestown Zoning Board of Review – Alternate Member (One vacancy with a one-year term ending date of December 31, 2019); duly advertised; no applicants

Council encourages citizens to come forward to fill the vacancies.

**XI. CONSENT AGENDA**

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

The Consent Agenda approved consists for the following:

- A) Adoption of Town Council Minutes
  - 1) January 22, 2019 (interview session 1)
  - 2) January 22, 2019 (interview session 2)
  - 3) January 22, 2019 (regular meeting)
- B) Minutes of Town Boards/Commissions/Committees
  - 1) Jamestown Zoning Board of Review (12-18-2018)
- C) Abatements and Addenda of Taxes
  - Total Abatements: \$32,539.77      Total Addenda: \$32,539.77
  - 1) Real Property/Tangible Abatements to 2018 Tax Roll
    - Account/Abatement Amount**
    - a) 01-0696-85      \$6,892.03
    - b) 02-0116-74      \$3,281.07
    - c) 02-0614-01      \$5,206.37
    - d) 03-0980-30      \$2,486.85

- |    |                          |  |            |
|----|--------------------------|--|------------|
|    | e)                       | 08-0273-54                             | \$7,721.76 |
|    | f)                       | 15-0359-50                             | \$3,296.27 |
|    | g)                       | 16-0526-50                             | \$3,655.42 |
| 2) | Addenda to 2018 Tax Roll |  |            |
|    |                          | <b><u>Account/Abatement Amount</u></b> |            |
|    | a)                       | 01-0001-32                             | \$2,486.85 |
|    | b)                       | 02-1338-80                             | \$7,721.76 |
|    | c)                       | 03-1522-30                             | \$3,281.07 |
|    | d)                       | 04-0255-70                             | \$5,206.37 |
|    | e)                       | 13-1555-08                             | \$3,296.27 |
|    | f)                       | 14-0373-45                             | \$6,892.03 |
|    | g)                       | 20-0235-50                             | \$3,655.42 |
- D) CRMC Notices
- 1) Public Notice of application for Assent by 602 East Shore Road Trust to restack existing stones, add stones to provide protection and install 12” diameter coir logs, stabilize bank with Rosa rugosa, bay berry and arrowwood shrubs, and install 6” x 6” treads for access over bank to shoreline at Plat 2 Lot 83 at Narragansett Bay/East Passage
  - 2) Public Notice of modification of Assent application by Antonio and Joseph Pinheiro to grow hard shell clams Mercenaria mercenaria on an existing aquaculture site in already permitted floating cages followed by bottom plant for growth at Narragansett Bay/Dutch Island Harbor

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

**A motion was made by Vice President Meagher with second by Councilor Piva to receive the Communications. President White, Aye; Vice President Meagher, Aye; Councilor Beye, Absent; Councilor White, Aye; Councilor Piva, Aye.**

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

- A) Communications
  - 1) Letter of the Hopkinton Town Council re: Financial Support for Education and Jamestown’s ideas on what we should expect and demand from the State in additional financial support for local schools
- B) Proclamations and Resolutions from other Rhode Island Cities and Towns
  - 1) Resolution of the Burrillville Town Council “Supporting Amendments to Chapter § 42-98 Energy Facility Siting Act” and request for support for the proposed legislation

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

- A) Water Resources Protection Committee (February/March)
  - B) Paper streets in Jamestown and water access
  - C) Road abandonment petition discussions (February/March)
  - D) Sustainability Plan presentation by Horsley Witten Group (February 19)
  - E) Fort Getty Gatehouse and Restrooms project recommendation (February 19)
  - F) Amendments of Code of Ordinances to Article IV. Stopping, Standing and Parking for parking restrictions
  - G) Town Council Goals and Objectives and Rules and Procedures
- The Water Resources Committee will be on the February 19<sup>th</sup> agenda.
  - The Sustainability Plan presentation will be on the February 19<sup>th</sup> agenda and take about 30 minutes
  - Amendments to the Code of Ordinances goes beyond beach parking and signage, with a number of topics to address. Some of this could be heard before the Traffic Committee for their input.
  - The Road Abandonment for Orient Avenue is taken off the agenda by the petitioner. The Road Abandonment for Nautilus Street is being investigated as to what is proposed and research is underway.

#### XIV. EXECUTIVE SESSION

None.

#### XV. ADJOURNMENT

**A motion was made by Vice President Meagher with second by Councilor Piva to adjourn. President White, Aye; Vice President Meagher, Aye; Councilor Beye, Absent; Councilor White, Aye; Councilor Piva, Aye.**

The regular meeting was adjourned at 8:22 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**  
**November 7, 2018**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

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

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

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

Also present:

Lisa Bryer, AICP – Town Planner  
Wyatt Brochu – Town Solicitor  
Cinthia Reppe – Planning Assistant  
Jeff Davis – Horsley Witten

**II. Approval of Minutes October 17, 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 with the following changes on Page 3, Paragraph 4:

There is an easement that runs with Narragansett Ave. for 10 spots at 34 Narragansett Avenue.

Page 3, Paragraph 6:

Solicitor Brochu said this discussion is confusing, it is important to separate the actual spaces that exist.

**III. Correspondence**

1. FYI – Memo to ZB – Jamestown Beer Holdings – DPR Special Use Permit - Received

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

**V. Reports**

1. Town Planner’s Report – There are 3 new council members, 2 members were re-elected. Nancy Beye, Bill Piva and Randy White are the new members. The new art committee has been selected – Planning Commissioners Pendlebury and Cochran are on. No applications for the 1<sup>st</sup> meeting in December so far. We will not be meeting on November 21<sup>st</sup> or December 19<sup>th</sup>.
2. Chairpersons report

3. Town Committees
4. Sub Committees

## VI. Old Business

### 1. Zoning Ordinance Update – with Horsley Witten Group representatives; review, discussion and/or action and/or vote

Jeff Davis, represented Horsley Witten Group regarding the Zoning updates. The Commission briefly discussed short term rentals and Jeff asked them to consider in what zoning district are they acceptable? It was decided that it should be handled as a town ordinance but could be in the use table as a use if there were districts that they wanted to restrict it.

RR200 District - keep it as-is until DEM approves new standards for wetland setbacks.

Conservation Development – The Planning Commission has already reviewed this and the last approved draft will be inserted.

Commissioner Pendlebury thinks Short Term rentals is going to be a complicated ongoing discussion issue. Wyatt Brochu said that short term rental use is an assumption that is not regulated right now. The zoning board just discussed this issue. The question for the zoning official is, is it in the residential use of the property? Lisa Bryer indicated that a legal opinion on this issue would be helpful.

Commissioner Pfeiffer said when it is a commercial enterprise it is harder to regulate. The issue is different this needs to be dealt with elsewhere in the town code and not in zoning Jeff Davis said. Wyatt Brochu said it deals with broader categories.

Commissioner Enright asked Wyatt Brochu, how come you say that once you define it and put it in the use table, now it becomes an issue? Brochu responded that adding it to the use table makes it a problem. Jeff would only recommend putting it in use table now. Once it is in the town code then address it there. Commissioner Swistak thinks we should wait until the town council decides on this.

Commissioner Pfeiffer said once it is on Air BNB then it is out there. He says it is the Motel 6 issue where people come in for the weekend they just want to party and on the small lots you are on top of your neighbors.

The importance of neighborhoods needs to be included as a primary goal of regulating this issue if we do, Lisa Bryer said.

Alternative Energy, lighting, temporary uses News racks and Accessory structures will be addressed later.

High groundwater Ordinance in general most everything that comes in gets captured, if we do not subject lots that are 40,000 square feet plus we may want to consider this said Mike Swistak. Commissioner Pfeiffer said the nitrates issue is addressed, you can install water treatment systems. Commissioner Smith said why should those that have those big properties be penalized if someone has a bigger lot. He is not for this.



Mike Swistak asked, do we require them to replace their septic systems even if they are not adding bedrooms? No. Do we make them replace their septic even if they are adding a dining room? No. We are trying to capture as many as we can but should we require that?

Commissioner Smith thinks there are too many regulations now why do we want more. The town inspection that the town requires every 3 years is not a complete inspection, should we require a more thorough inspection if they are adding on something not a bedroom?

Jeff Davis asked Lisa Bryer if she has a preference, she would like to see a more thorough inspection.

Is there a strong preference to have an engineer stamped on the drainage plans? The Commission decided that they are comfortable to say staff is reviewing it and we have the authority to require it if needed. We have required it in the past.

Multi family dwellings, which version of table 13-1  
Should we be more lenient of multi family use regarding density. The Planning Commission agreed yes.

Lisa Bryer asked in terms of low and moderate income housing, it is the planning boards sole discretion to allow the affordable housing off site.

Commissioner Swistak asked about certain projects where they are giving a lot of relief for multi family. He thinks there should be some sort of cap on the relief. Can we restrict the density to a certain percentage? Wyatt Brochu said that it is regulated by the State but he will check into it.

Accessory Family Dwelling Unit – Article 14. Discussion ensued regarding the size of the house and Ms. Bryer said we should exclude anything below ground when calculating the 33%. If we include below ground living space, then the massing of the AFDU can become similar in size to the main structure. Commissioner Enright wants to limit the size based on percentage. Jeff said the max he has seen is 1000 sq. ft. Discussion regarding separate utilities.

Farm related usages. Jeff recapped that we reached the least amount of consensus on these. No restaurants, no wineries, breweries, distilleries, events, weddings, large parties etc.

Pendlebury said you now have a winery here what are you going to tell him, he can't produce on site? Town Planner Lisa Bryer asked Solicitor Brochu if one of the farms wanted to hold a retreat which is not directed in our table, how hard is it to get? Wyatt Brochu said a use variance and they have to prove that there is no beneficial use of the land if they do not receive the use variance.

We got through all the major policy points, Jeff said,

Lisa Bryer said she is starting to go over with Chris Costa some things, does it make sense to have a subcommittee? Commissioner Pendlebury said he will sit in on a subcommittee and Commissioner Enright too.

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

**VIII. Adjournment**

A motion was made by Commissioner Enright and seconded by Commissioner Cochran to adjourn the meeting at 9:15 pm. So unanimously voted.

Attest:

*Cynthia L Reppe*

Cynthia L Reppe



Section 311 - Accessory structures – maximum size of Accessory buildings, the numbers have been edited to eliminate gaps. They discussed gross floor area and gross living area. Intention is to use existing language and definitions that we already have in our ordinance. Why do we need living area in there, accessory structures do not relate to living area? Bryer noted that Chris Costa wants to change to gross area, which makes sense since we are concerned to the massing of the structures.

AFDU – Article 14, Commissioner Cochran asked if this refers to attached or not attached. Either. Sometimes there are more than one structure on a property. Because we are not counting square footage below ground, we are only concerned with what appears above ground from the street level. This potentially makes the accessory structure smaller. Discussion ensued about the size being too restrictive since it is suggested that we go to 30% from 50%. Lisa Bryer has no problem going back to 50%. Detached structures are asked to meet the setbacks of the primary structure or they go to zoning for a variance.

#### Lighting

Commissioner Enright asked if the Town is currently in compliance? The Police and Fire Depts, highway garage, Sewer and Water Plants and others may not comply because of security lighting. That should be exempt. Horsley Witten has followed the “dark sky” ordinance similar to Charlestown. They noted that there would not be harm to leave it as is also.

#### Alternative Energy

The state is considering putting ordinances in for municipalities for renewable energy. It might pass, although it did not previously. Should we wait and see what happens at the state prior to make a decision? Lisa Bryer said we do not address it in our ordinance now and we need to. Chris Costa has determined that if you are producing more than what you need on your site it is considered commercial. We have proposals coming up here in Jamestown, and that is all I can tell them noted Lisa Bryer. We need more guidance.

#### Temporary Pop Up Uses

Having agricultural events on private property involves licensing, permitting. It is worthwhile to put in zoning to not allow pop ups in residential areas. Bryer said this could include Flea markets, farmers market etc. , putting use table if there are certain districts where it should not be.

B&B short term rentals is a separate issue. It was recommended by Horsley Witten and agreed by the Planning Commission that if we address it, it will be a separate ordinance, not in Zoning. The council will make that policy decision, if Planning Commission has a recommendation, you can present it to the town council.

Parking – it was discussed that the town eliminating parking requirements east of the fire station. Lisa noted that shared parking is not really working. It is hard to enforce and track. Another problem with it is that it can go away at any time, complicating existing uses significantly such as restaurant owners being asked to reduce the number of seating in restaurant based on losing some shared parking. They can always go to zoning for a variance.

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

**VIII. Adjournment**

Commissioner Enright made a motion and Commissioner Cochran seconded the motion to adjourn the meeting at 8:27 p.m. So unanimously voted.

Attest:



Cynthia L. Reppe



**Approved As Amended**  
**PLANNING COMMISSION MINUTES**  
**January 2, 2019**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

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

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

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

Not present:

Mick Cochran

Also present:

Lisa Bryer, AICP – Town Planner  
Wyatt Brochu – Town Solicitor  
Cinthia Reppe – Planning Assistant  
Deb Foppert – Attorney  
Don Powers – Architect, Principal - Union Studios  
Christina Carlson – Architect  
Stuart and Anne Sanderson – Applicants  
Frank Spinella – Affordable Housing Consultant  
Patrick Freeman – American Engineering  
Bob Bailey - Realtor

**II. Approval of Minutes December 5, 2018;** review, discussion and/or action and/or vote

A motion was made by Commissioner Enright and seconded by Commissioner Pfeiffer to accept the minutes as written. All in favor.

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

**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 – Duncan Pendlebury said he would like the planning commission to discuss Public art and locations for public art in the future.

## VI. Old Business – nothing at this time

### Commissioner Pendlebury recused for this New Business agenda proposal.

## VII. New Business

1. **70 and 78 Narragansett Avenue, Plat 8, Lots 120 and 121, owners Stuart and Anne Sanderson, – 2 Lot Major Land Development Project – Pre-Application. Redevelopment of 2 lots, each containing a single family home, into 19 for sale attached condominium units, including 4 Affordable units.- review, discussion and/or action and/or vote**

Commissioner Swistak read to the audience what the applicant is applying for. This is pre-application. This is the first time the planning commission will hear this application. Pre-app is an introduction. We will allow abutters to speak. Pre-application could consist of 1 or 2 meetings.

Deb Foppert attorney for the applicant introduced Stuart Sanderson and the team, Frank Spinella, Housing Consultant, Don Powers, Architect Union Studios, Patrick Freeman, Engineer, American Engineering, Bob Bailey, Realtor, Christina Carlson, Architect.

She handed out an updated letter to the commission with the change of 4 affordable units to 5. This is a comprehensive permit application for affordable housing. Commissioner Swistak said the planning commission acts as complete review, it does not go to zoning.

The applicant purchased the property in 2004 and intends to own one of the units. The property is 1.14 acres. The original application was presented at the TRC in August of 2018 and some of the neighbors were in attendance.

Ms Foppert turned the meeting over to Don Powers who is the architect. Mr. Powers is also a Jamestown resident. He spoke of preserving the stone walls and showed what they are proposing. In 2007 his firm was engaged to do the Village study “Jamestown Vision”. The community said this is a vulnerable property in town and the zoning in place made it a vulnerable property. The Community and neighborhood did not want to change the zoning for the site or area. There have been multiple proposals about hotels for this site with 80 rooms. They are proposing Multiple buildings at a smaller scale. The larger structure is in scale with the fire station and the churches. He showed what they are proposing with power point.

They have more than enough parking on site parking, 35 spaces on site. Visitors could park on Narragansett Ave.

The proposal is for 5 low-moderate income units and 14 market rate. Driveways are slightly curved in places so some of the trees can remain. The back of the property will have parking and there will be a shed type structure so there will be no headlights going into the neighbors property.

The relief they are requesting is not to make the project work, it is because they feel it is for the betterment of the structures and development. He went through the relief. It is an allowable use (multi family) in the CD district. The setbacks match the other dwellings on the street. He went over the list of variances. Preliminary engineering has been done for drainage requirements and they feel that they can handle drainage on site.

Commissioner Swistak asked if anybody else has anything to say. He said this is the biggest project since the Bayview Condo's and the planning commission will look at this very closely.

Commissioner Pfeiffer said he thinks this is very well put together plan. The main building has the potential to be a fairly large mass, although the architecture has been refined. He likes the affordable units. He wonders about the general housing market being able to absorb all these units. He would hope they can be sold or rented.

Commissioner Enright asked about the walls. Is the existing structure (main house) going to be moved? Smith likes the other rendering that was shown with regards to the wall, Powers thinks the wall is only going to modify for entrance and exits. The small grey house you are tearing down has some historic significance Commissioner Enright said. It was used as the rationing center during WWII. She would like an opportunity to document the structure before it is removed.

Commissioner Prestigiacomo likes the design. The devil is in the details later on, homeowners association, rules etc. Peer review she feels is important. Don Powers was hired by the Town for the PAC project. Will we be doing this for this project. Lisa said we have the opportunity to if you feel it is needed. In addition, we also hired a consultant to review the pro-forma for the PAC project. Powers said you could possibly set the steps back into the site if they are too imposing on the street. She likes the slight curve in the roadway too.

Commissioner Swistak some of the things we want more information on includes lighting, mechanicals, keeping noise to a minimum, deed restrictions, rental restrictions and pets. They discussed a minimum 1 month rental. A traffic study should be done. He noted that the scope will be determined by staff. Swistak asked why is 19 the number why not 15 or 12? Why not smaller? All of the financials of this project are part of the application Commissioner Swistak informed the audience.

Commissioner Swistak opened up for the audience.

Christian Infantalino is here representing the Rivers Family that own both Plat 8-418 and Plat 8 Lot 123. There is a litany of concerns, from his clients. Pushing the bigger building back he thinks is not a good idea. A lot of consideration should be given. Massing and density are of great concern. Impervious coverage is massive. The numbers of affordable units being presented is driving the development. He questioned what does Jamestown need for the affordable units 1 bedrooms or 2 bedrooms? It meets the parking requirements but he thinks there are businesses that need that parking on the street. There is massive parking proposed in the rear of the property. The location of the garbage pad is an issue for his client as it is right next to his house. Drainage needs to be managed appropriately. These are most of his clients concerns, it is a large lot this is a large development; the size is of concern.

Peter Fay 1 Swinburne St. - he lives right behind the non monolithic building, behind and next to Christine and Vinnys house. He has been here decades and his kids grew up here. This used to be his neighborhood. There are 7 single family homes in the area. His kids played on this property and the owner never minded.. From his perspective he will be seeing a 7 foot wall from his home. He went on to say more regarding this project. This is not an appropriate use. Cars and noise, density, blocking of the view from sunlight. They can create a lot of greenspace. This is out of character for the neighborhood.

Diane Grippi – 82 Narragansett Ave. -she is realtor and knows it is a CD zone. It is a very busy part of Narragansett Ave. She feels once you cross the blinking lights to this side its much busier. This kind of density belongs in the less busy areas of the village. The size of project is her concern. Water usage, garbage and recycling. Could be many, many animals and the waste from them. She thinks they need more garbage areas. Light pollution and air conditioner noise is of concern. She questioned about the waivers and whether they are necessary. She discussed storm runoff. She is all for affordable housing. If it's required to be 5 it needs to be 5, not 4. Whatever the guidelines say. Consider the village as a whole please.

Melody Durnach 10 union St.- she is representing her mother that lives at 3 Swinburne right behind the proposed property. She handed out a letter from her mother to the commission. She has been there for 2 years. How are you going to manage the storm water. She has significant drainage problems now, the basement and yard floods and so do the neighbors. How have the drainage problems been met? Hire a hydrogeologist and consider all properties. Any project that is going to take up to 30 months is of concern to her because of her parents. They need calmness and consistency and quiet they will be asking for notification of any excavating or loud noise so they can make plans. They would like a study of the sun at specific times of day and times of the year. She will be completely boxed in and sunlight will be compromised.

Rob Braisted - 68 Narragansett Ave. – they have plans to build a home soon. Please keep this in residential scale. Structure might be scaled well but will not have 45 residents in it at all time. He likes the setbacks and walls there are aspects that he likes, drainage is a big issue. They might want to hire their own engineer for review. It's the whole groundwater situation. Thank you.

Jeff Bush - 28 Clinton Ave. - he is not an abutter to this project. Please listen to the abutters, especially about drainage, these are genuine concerns and drainage is a huge issue downtown.

Christine Tieri- 71 Narragansett and 16 North rd. – drainage problems. They get water year round it's the density of the project. So much parking now these are her 2 main concerns.

Commissioner Swistak said if you did not speak tonight you can speak at the next meeting.

They are thinking of coming back in a month and most of work will be on drainage. Don said reasonable that it can be worked out. Powers said.

Smith said Narragansett Avenue is a state road and he is not sure you can you tie into the system.

Lisa Bryer said master plan phase is the longest phase of review, we send notification out to state and local agencies, we get all the concerns and comments at that point and abutters are notified. It will be at least 2 months before it would come back here, March at the earliest.

Commissioner Swistak said if anyone has additional thoughts they can email or come talk to Lisa. She has had 4 or 5 abutters that have come in.

Solicitor Brochu asks the applicant to work with their lawyers and the abutters.

Frank Spinella – suggested that we hold the public hearing portion at first master plan meeting. They can open the public hearing and then continue it if they need more time. Then they would maybe be better informed it can open and then abutters can come and speak at 2<sup>nd</sup> meeting. That way all the testimony is part of the hearing.

Don Powers wants to reiterate that they will work with the abutters. Some of the variances that are being requested they are open to work with everyone.

Melody Durnach did not say she wants the wall not there and she would like the setbacks greater. She was in no way saying they don't want a buffer.

Jack Romano – thinks there are too many units and there is a drainage issue where he lives at 3 Hammet Court. Please pay attention to the drainage.

#### **VIII. Adjournment**

Commissioner Smith made a motion to adjourn at 8:45 that was seconded by Commissioner Enright. So unanimously voted.

Attest:



Cynthia L Reppe



Approved As Amended  
**PLANNING COMMISSION**  
**MINUTES**  
January 16, 2019  
**7:00 PM**  
Jamestown Town Hall  
93 Narragansett Ave.

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

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

<b><u>Michael Swistak – Chair</u></b>	<b><u>Duncan Pendlebury – Vice Chair</u></b>
<b><u>Rosemary Enright – Secretary</u></b>	<b><u>Bernie Pfeiffer</u></b>
<b><u>Dana Prestigiacomo</u></b>	<b><u>Michael Smith</u></b>
<b><u>Mick Cochran</u></b>	

**Also present:**

**Lisa Bryer, AICP – Town Planner**  
**Wyatt Brochu – Town Solicitor**  
**Nate Kelly – Horsley Witten Consultant**

**II. Approval of Minutes January 2, 2019;** review, discussion and/or action and/or vote  
Deferred to next meeting.

**III. Correspondence**

None reported.

**IV. Citizen’s Non-Agenda Item**

Charlotte Zarlengo concerned about Jamestown Shores Lots. She said she has been dealing with this issue for 20 years; they are building mansions on every lot and there are driveways being paved all the time that shouldn’t be. She wanted to know what the Planning Commission is doing about this. She would like them protected by easement now and not wait. She discussed the issues in the Jamestown Shores. Lisa indicated that this is being handled by the Town Council. Lisa reviewed the process of protecting the additional 34 Lots. She noted that the lots are not at risk, nor is the town contemplating development of any of the lots currently. The town is simply doing its due diligence prior to placement of a permanent conservation easement.

**V. Reports**

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

## **VI. Old Business**

### **1. Zoning Ordinance Update – with Horsley Witten Group representatives; review, discussion and/or action and/or vote**

Nate Kelley was here representing Horsley Witten Group to discuss the Zoning Ordinance Update. He presented the changes that were made to the Village District, Article 11. The Planning Commission discussed the distinction between shall, should, and may. They discussed only using shall if absolutely sure it should be applied across the board. Lisa questioned whether the Planning Commission would have authority to grant relief from a “shall” or whether that should go to the Zoning Board of Review. Her intent is to be able to grant that relief. Wyatt Brochu, Town Solicitor will look into that.

The section on nonconformity is worded strangely noted Bryer. It seems that 1102D is in conflict with 1 and 2 below it.

The DPR threshold on parking should include addition of up to 1 space not 15.

The Planning Commission did not want to relax any of the standards today. They would like to have them be more specific with reference to standards.

The difference between outbuilding and back building should be clarified.

The Planning Commission wanted to keep the standard that commercial CD land that abuts residential is strongly encouraged to meet the setbacks of the CL district.

Discussion of glazing standards and they are unrealistic for residential development which is allowed by right. That should be addressed and clarified.

Need a definition of attic.

Eliminate the special requirement related to retail frontages and glazing.

Remove Table 11-2. It is not relevant to our district. But we should ensure that that language like edgeward is not referred to elsewhere in the ordinance.

## **VII. New Business**

Nothing listed.

## **VIII. Adjournment**

Motion to adjourn Rosemary Enright, seconded by Mick Cochran at 9:34. All in favor.



**Town of Jamestown  
Tax Assessor**

**93 Narragansett Avenue  
Jamestown, RI 02835**

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

To: COUNCIL PRESIDENT WHITE, JAMESTOWN TOWN COUNCIL

From: CHRISTINE BROCHU, JAMESTOWN TAX ASSESSOR

Subject: ABATEMENTS/ADDENDA OF TAXES FOR THE **February 19, 2019** MEETING

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

13-0590-00 Martin, John H	Plat 8, Lot 500 transferred on 1-29- 2019 to Account 23-1002-50	\$2,145.33
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**ADDENDA TO 2018 TAX ROLL**

23-1002-50 Wilmington Savings Fund Society	Plat 8, Lot 500 transferred on 1-29-2019 from Account 13-0590-00	\$2,145.33
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<b>TOTAL ABATEMENTS</b>	<b>\$ 2,145.33</b>
<b>TOTAL ADDENDA</b>	<b>\$ 2,145.33</b>

RESPECTFULLY SUBMITTED,

*Christine Brochu*

CHRISTINE BROCHU  
TAX ASSESSOR



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

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

## **FEBRUARY 2019 CALENDAR**

(\*Amended 02-11-2019)

~~Monday, February 11~~ — ~~CRMC Fishermen's Advisory Board Meeting.~~ URI Coastal Institute — Hazards Room; 215 South Ferry Rd, Narragansett, RI.  
**CANCELLED** ~~5:00 p.m.~~

~~Tuesday, February 12~~ — ~~CRMC Semimonthly Meeting.~~ URI Bay Campus — Corless Auditorium; 215 South Ferry Rd, Narragansett, RI.  
**CANCELLED** ~~6:00 p.m.~~

**Friday, February 22**      **Administrative Fine Hearings.** CRMC Conference Room, Oliver Stedman Government Center, 4808 Tower Hill Road, Wakefield, RI.  
**9:30 a.m.**

**Tuesday, February 26**      **ROW Subcommittee Meeting.** Administration Building, Conference Room A, One Capitol Hill, Providence, RI.  
**5:45 p.m.**

**Tuesday, February 26**      **Semimonthly Meeting.** Administration Bldg, Conference Rm A, One Capitol Hill, Providence, RI.  
**6:00 p.m.**

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

/lat



# TOWN OF JAMESTOWN

## One Day Event/Entertainment Application

\$5.00 Application Fee

Date Rec'd \_\_\_\_\_  
Office will enter date \_\_\_\_\_

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

Please complete the following information:

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

19 FEB -4 AM 10:10  
TOWN RE

Name of Event: (if applicable) 2<sup>nd</sup> ANNUAL JAMESTOWN ST. PADDY'S DAY SPLASH

Date of Event: SUNDAY MARCH 17, 2019 Hours of Event: 10 AM - 1 PM

Location of Event: EAST FERRY/CONANICUS AV. Number of people attending: 500

Name of Applicant/ Business: JAMESTOWN 1<sup>ST</sup> DAY PLUNGE / TOWN OF JAMESTOWN

Mailing Address: % BOB BAILEY Business Phone #: 401-413-6928  
897 E. Shore Rd JAMESTOWN RI 02835

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

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

Who will the event benefit? 2 LOCAL CHARITIES (TBD)

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

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

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

RI Tax ID #: \_\_\_\_\_ Non-Profit ID #: \_\_\_\_\_

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

A list of vendor/peddler and fee must be submitted to the Town Clerk's Office with this license.

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

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

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

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

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

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

Signature of Applicant: [Handwritten Signature: R. H. Bailey]

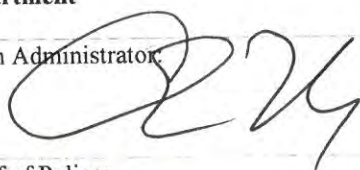




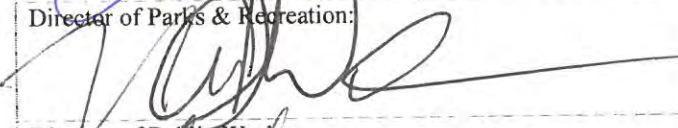
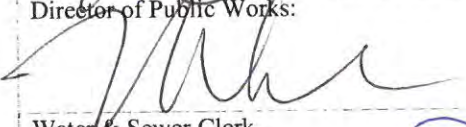
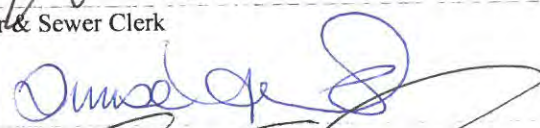

Please attend the Town Council meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for Council review.

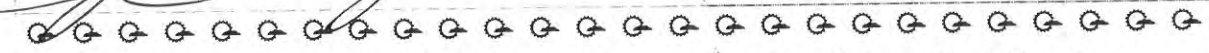


**For Office Use Only**

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

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

Department	Date	Approximate Cost or Comments
Town Administrator: 	2/7/19	
Chief of Police: 	2/6/19	Police detail Req'd
Fire Chief: 	2.9.19	
Fire Marshal: 	2.9.19	
Zoning Official: 	2-7-19	
Director of Parks & Recreation: 	2/9/19	
Director of Public Works: 	2-5-19	
Water & Sewer Clerk: 	2/4/19	
Tax Collector: 	2/4/19	



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

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

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

# TOWN OF JAMESTOWN

Town Clerk's Office  
93 Narragansett Avenue  
Jamestown, RI 02835  
423-7200 ~ fax: 423-7230

RECEIVED  
TOWN OF JAMESTOWN, RI  
19 FEB - 8 AM 10:58

March 1, 2019 – February 28, 2020

## Peddler and Holiday License Application

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

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Retail Sales Tax Permit          | <input checked="" type="checkbox"/> Holiday License Fee: \$20.00 |
| <input checked="" type="checkbox"/> Department of Health Certificate | <input checked="" type="checkbox"/> Peddler License Fee: \$20.00 |
| <input checked="" type="checkbox"/> \$1,000,000.00 Insurance Policy  |  |

Name of Applicant(Corporation Name): **A.B. Munroe Dairy Inc**

DBA: Munroe Dairy

Business Address: 151 N. Brow Street, East Providence, RI 02914

Business Phone:

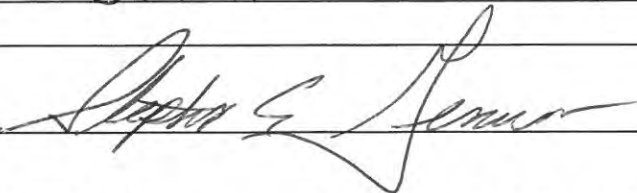
Hours of Operation:

Mailing Address (if different from above):

Partnerships & Corporations: Please list names, addresses & dates of birth for all Partners and principal officers/stockholders:

Name	Address	Date of Birth
STEPHEN GENUARID	SAME AS ABOVE	6/13/70

Signature of Applicant:



Tax & Water Assessments must be paid to date prior to any Town Council Action. All licenses are subject to the resolution of debts, taxes and appropriate signatures.

# Town of Jamestown, Rhode Island

## For Office Use Only

*Approval: Please Sign & Date*

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

Fire Chief: *[Signature]* 2.8.19

Zoning Official: *[Signature]* 2-12-19

Water & Sewer Clerk: *[Signature]* 2/8/19

Tax Collector: *[Signature]* 2/8/19



This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 for the period of **December 1, 2018 to November 30, 2019**

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

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

***Please display this license in a prominent place in your establishment***



# TOWN OF JAMESTOWN

Town Clerk's Office  
93 Narragansett Avenue  
Jamestown, RI 02835  
423-7200 ~ fax: 423-7230

March 1, 2019 - February 28, 2020

## Trash Collector License Application

RECEIVED  
TOWNSHIP JAMMILL  
19 JAN 30 PM 1:10

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

**License Fee \$100.00**

Corporate Name: Island Rubbish Service, Inc.

DBA: Island Rubbish

Business Address: 8 Swinburne Street, Jamestown, RI 02835

Business Phone #: 401-423-1802

Hours of Operation: 5 AM - 5 PM

Mailing Address (if different from above)

Partnerships & Corporations: Please list names, addresses & dates of birth for all partners and principal officers/stockholders:

Name	Address	Date of Birth
<u>Steven J. Teixeira</u>	<u>91 Howland Avenue</u>	<u>2/9/61</u>
<u>Michael J. Teixeira</u>	<u>8 Swinburne Street</u>	<u>8/6/58</u>
<u>Cheryl L. Page</u>	<u>8 Swinburne Street</u>	<u>9/22/64</u>
<u>Joseph W. Teixeira</u>	<u>51 Howland Avenue</u>	<u>4/3/34</u>

Signature of Applicant: Cheryl L. Page

Print Name: Cheryl L. Page

All Tax & Water Assessments must be paid to date prior to any known Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

# Town of Jamestown, Rhode Island

## For Office Use Only

*Approval: Please Sign & Date*

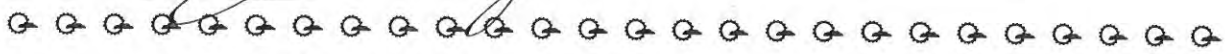
Chief of Police: E. A. Mello 2-7-19

Fire Chief: [Signature] 2-6-19

Zoning Official: [Signature] 2-6-19

Water & Sewer Clerk: [Signature] 1/31/19

Tax Collector: [Signature] 1/30/19



This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ for the period of

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

---

Cheryl A. Fernstrom, CMC, Town Clerk

***Please display this license in a prominent place in your establishment***



# TOWN OF JAMESTOWN

Town Clerk's Office  
93 Narragansett Avenue  
Jamestown, RI 02835  
423-7200 ~ fax: 423-7230

March 1, 2019 - February 28, 2020

## Trash Collector License Application

RECEIVED  
TOWN OF JAMESTOWN  
19 FEB 14 AM 8:20

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

**License Fee \$100.00**

Corporate Name: Republic Services, Inc.

DBA:

Business Address: 1080 Airport Road, Fall River, MA 02720

Business Phone #: 774-488-3519

Hours of Operation: 7-4

Mailing Address (if different from above)

Partnerships & Corporations: Please list names, addresses & dates of birth for all partners and principal officers/stockholders:

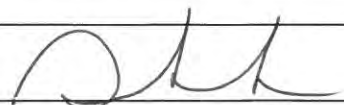
Name

Address

Date of Birth

Gail Vanasse Above Address

Signature of Applicant:



Print Name:

Kimberly Pankowski

All Tax & Water Assessments must be paid to date prior to any known Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.






**Town of Jamestown**  
Finance Department  
Town Hall  
93 Narragansett Avenue  
Jamestown, Rhode Island 02835-1199  
401-423-9809 Fax 401-423-7229  
Email: [ccollins@jamestownri.net](mailto:ccollins@jamestownri.net)

**Christina D. Collins**  
Finance Director

## MEMORANDUM

**TO:** Andrew E. Nota, Town Administrator  
**FROM:** Christina D. Collins, Finance Director   
**DATE:** February 15, 2019  
**SUBJECT:** Budget to Actual

Attached is Budget to Actual report for the Fiscal Year 2018/2019. The report contains the expenses that have been paid through January 31, 2019.

Please do not hesitate to contact me with any questions or concerns.

**Budget vs Actual - Expenditures**  
**TOWN OF JAMESTOWN, RI**  
**For 1/31/2019**

Run: 2/15/2019 at 10:56 AM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7001 70101 00 Salaries	13,800.00	0.00	6,900.00	6,900.00	50.00
1100 7001 70302 00 Fees And Supplies	1,000.00	0.00	0.00	1,000.00	0.00
1100 7001 70305 00 Advertising	1,000.00	0.00	0.00	1,000.00	0.00
<b>Town Council Expenses</b>	<b>15,800.00</b>	<b>0.00</b>	<b>6,900.00</b>	<b>8,900.00</b>	<b>43.67</b>
1100 7002 70101 00 Salaries	120,501.00	9,263.62	69,477.15	51,023.85	57.66
1100 7002 70102 00 Salary, Clerical	67,895.00	4,882.26	40,982.42	26,912.58	60.36
1100 7002 70302 00 Fees And Supplies	2,500.00	0.00	252.63	2,247.37	10.11
1100 7002 70303 00 Travel Expenses	12,000.00	750.00	6,948.60	5,051.40	57.91
<b>Town Administrator Expenses</b>	<b>202,896.00</b>	<b>14,895.88</b>	<b>117,660.80</b>	<b>85,235.20</b>	<b>57.99</b>
1100 7003 70101 00 Salaries	5,498.00	0.00	2,748.98	2,749.02	50.00
1100 7003 70302 00 Fees And Supplies	1,600.00	660.00	114.78	1,485.22	7.17
<b>Probate Court Expenses</b>	<b>7,098.00</b>	<b>660.00</b>	<b>2,863.76</b>	<b>4,234.24</b>	<b>40.35</b>
1100 7004 70101 00 Salaries	5,300.00	0.00	2,618.00	2,682.00	49.40
1100 7004 70102 00 Salary, Clerical	1,500.00	39.50	608.01	891.99	40.53
1100 7004 70103 00 Salaries, Moderator & Sergeant	1,450.00	0.00	647.36	802.64	44.65
1100 7004 70104 00 Election Supervisors	4,000.00	0.00	4,425.00	(425.00)	110.63
1100 7004 70112 00 Election - OT	0.00	0.00	770.30	(770.30)	0.00
1100 7004 70302 00 Fees And Supplies	3,000.00	81.20	1,855.39	1,144.61	61.85
1100 7004 70305 00 Advertising And Printing	850.00	225.00	1,161.92	(311.92)	136.70
<b>Election and Town Meeting Expenses</b>	<b>16,100.00</b>	<b>345.70</b>	<b>12,085.98</b>	<b>4,014.02</b>	<b>75.07</b>
1100 7005 70201 00 Professional Services - Legal	115,000.00	10,079.50	50,881.52	64,118.48	44.24
<b>Legal Expenses</b>	<b>115,000.00</b>	<b>10,079.50</b>	<b>50,881.52</b>	<b>64,118.48</b>	<b>44.24</b>
1100 7006 70101 00 Salaries	74,374.00	5,489.58	41,171.85	33,202.15	55.36
1100 7006 70102 00 Salary, Clerical	95,320.00	7,011.44	56,114.50	39,205.50	58.87
1100 7006 70302 00 Fees, Supplies & Dues	30,000.00	4,423.12	12,704.92	17,295.08	42.35
1100 7006 70305 00 Advertising	2,700.00	488.25	2,197.00	503.00	81.37
<b>Clerks And Records Expenses</b>	<b>202,394.00</b>	<b>17,412.39</b>	<b>112,188.27</b>	<b>90,205.73</b>	<b>55.43</b>
1100 7007 70101 00 Salaries	84,496.00	5,960.68	51,711.83	32,784.17	61.20
1100 7007 70102 00 Salary, Clerical	40,239.00	2,355.64	24,186.16	16,052.84	60.11
1100 7007 70201 00 Planning Commission	7,150.00	0.00	0.00	7,150.00	0.00
1100 7007 70302 00 Fees, Supplies & Dues	5,500.00	260.03	1,847.17	3,652.83	33.58
1100 7007 70305 00 Advertising	400.00	0.00	0.00	400.00	0.00
<b>Planning Expenses</b>	<b>137,785.00</b>	<b>8,576.35</b>	<b>77,745.16</b>	<b>60,039.84</b>	<b>56.42</b>
1100 7008 70201 00 Salaries, Zoning Board	8,000.00	0.00	2,050.00	5,950.00	25.63
1100 7008 70302 00 Fees, Supplies & Dues	1,500.00	18.40	312.14	1,187.86	20.81
<b>Zoning Expenses</b>	<b>9,500.00</b>	<b>18.40</b>	<b>2,362.14</b>	<b>7,137.86</b>	<b>24.86</b>
1100 7009 70900 00 Social Security Tax	305,000.00	21,742.23	178,762.37	126,237.63	58.61
1100 7009 70901 00 Blue Cross/Delta Dental	686,000.00	2,200.00	291,832.03	394,167.97	42.54
1100 7009 70902 00 Worker's Compensation	85,000.00	0.00	79,306.66	5,693.34	93.30
1100 7009 70903 00 Retirement System	300,000.00	19,195.86	138,938.92	161,061.08	46.31
1100 7009 70906 00 Life Insurance	11,000.00	0.00	5,935.46	5,064.54	53.96
1100 7009 70907 00 General Liability Insurance	112,000.00	0.00	106,504.02	5,495.98	95.09
1100 7009 70910 00 Salary Adjustment	12,937.00	0.00	0.00	12,937.00	0.00
1100 7009 70911 00 FICA CLEARING ACCT	0.00	0.00	(0.08)	0.08	0.00
1100 7009 70912 00 OPEB	25,000.00	0.00	0.00	25,000.00	0.00
1100 7009 70920 00 Police Retiree Health	119,642.00	0.00	61,060.58	58,581.42	51.04
<b>Personnel Expenses</b>	<b>1,656,579.00</b>	<b>43,138.09</b>	<b>862,339.96</b>	<b>794,239.04</b>	<b>52.06</b>
1100 7010 70100 00 Salary, Finance Director	99,720.00	7,005.24	61,190.77	38,529.23	61.36
1100 7010 70101 00 Salaries- Dep. Tax Collector	70,046.00	5,047.71	40,187.87	29,858.13	57.37
1100 7010 70102 00 IT- Consultant	45,000.00	3,400.00	20,905.00	24,095.00	46.46
1100 7010 70201 00 Professional Services	21,000.00	1,580.19	7,872.99	13,127.01	37.49
1100 7010 70302 00 Fees, Supplies & Dues	21,000.00	109.38	10,603.95	10,396.05	50.50
<b>Finance Expenses</b>	<b>256,766.00</b>	<b>17,142.52</b>	<b>140,760.58</b>	<b>116,005.42</b>	<b>54.82</b>
1100 7011 70101 00 Salaries	70,212.00	5,400.96	40,507.20	29,704.80	57.69
1100 7011 70302 00 Fees, Supplies, Dues	13,000.00	171.40	13,373.66	(373.66)	102.87
1100 7011 70305 00 Advertising	1,100.00	265.00	601.00	499.00	54.64
<b>Tax Assessor Expenses</b>	<b>84,312.00</b>	<b>5,837.36</b>	<b>54,481.86</b>	<b>29,830.14</b>	<b>64.62</b>
1100 7012 70201 00 Professional Services	22,000.00	0.00	24,735.00	(2,735.00)	112.43
<b>Audit of Accounts Expenses</b>	<b>22,000.00</b>	<b>0.00</b>	<b>24,735.00</b>	<b>(2,735.00)</b>	<b>112.43</b>



**Budget vs Actual - Expenditures**  
**TOWN OF JAMESTOWN, RI**  
**For 1/31/2019**

Run: 2/15/2019 at 10:56 AM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7030 70302 00 EMA- SUPPLIES	7,500.00	0.00	3,780.69	3,719.31	50.41
<b>EMA Expenses</b>	<b>7,500.00</b>	<b>0.00</b>	<b>3,780.69</b>	<b>3,719.31</b>	<b>50.41</b>
1100 7031 70100 00 Salary, Police Chief	100,107.00	7,440.14	59,186.32	40,920.68	59.12
1100 7031 70101 00 Salaries - Police	793,949.00	58,214.85	442,940.32	351,008.68	55.79
1100 7031 70102 00 Police Longevity	50,928.00	0.00	0.00	50,928.00	0.00
1100 7031 70103 00 Police Benefits	47,059.00	7,230.63	32,327.31	14,731.69	68.70
1100 7031 70104 00 Police - OT	150,000.00	15,826.42	120,855.42	29,144.58	80.57
1100 7031 70105 00 Police Retirement	208,159.00	0.00	0.00	208,159.00	0.00
1100 7031 70111 00 Salary - Dispatch/Admin/Seasonal	220,094.00	16,181.57	126,526.94	93,567.06	57.49
1100 7031 70112 00 Dispatch, Longevity	11,288.00	0.00	5,837.50	5,450.50	51.71
1100 7031 70113 00 Dispatch - Benefits	10,929.00	1,681.44	6,639.48	4,289.52	60.75
1100 7031 70114 00 Dispatch - OT	15,000.00	2,794.81	13,245.57	1,754.43	88.30
1100 7031 70302 00 Fees & Supplies	21,000.00	1,715.96	9,209.35	11,790.65	43.85
1100 7031 70303 00 Computer Maintenance	18,500.00	180.72	18,047.96	452.04	97.56
1100 7031 70307 00 Building Maintenance	5,000.00	1,181.63	2,280.01	2,719.99	45.60
1100 7031 70308 00 Vehicle Insurance	8,197.00	0.00	8,197.00	0.00	100.00
1100 7031 70309 00 Telephone	14,500.00	1,830.14	6,916.15	7,583.85	47.70
1100 7031 70310 00 Personal Equipment	8,000.00	802.84	1,141.84	6,858.16	14.27
1100 7031 70311 00 Maintenance Of Uniforms	30,150.00	0.00	100.00	30,050.00	0.33
1100 7031 70312 00 Ammunition And Supplies	2,500.00	0.00	539.17	1,960.83	21.57
1100 7031 70313 00 Maintenance Of Police Cars	13,500.00	2,454.18	6,269.10	7,230.90	46.44
1100 7031 70314 00 Gas & Tires	27,000.00	284.72	13,831.08	13,168.92	51.23
1100 7031 70315 00 Training Of Members	15,000.00	600.00	7,301.10	7,698.90	48.67
1100 7031 70317 00 Maintenance Of Radio System	8,000.00	8.25	1,851.54	6,148.46	23.14
1100 7031 70318 00 Equipment	4,000.00	78.71	470.73	3,529.27	11.77
1100 7031 70322 00 Dispatch Uniforms	2,000.00	0.00	2,000.00	0.00	100.00
<b>Police Protection Expenses</b>	<b>1,784,860.00</b>	<b>118,507.01</b>	<b>885,713.89</b>	<b>899,146.11</b>	<b>49.62</b>
1100 7032 70100 00 Fire Chief/Fire Inspector	59,870.00	0.00	25,217.05	34,652.95	42.12
1100 7032 70102 00 Stipend, Deputy Fire Chief	2,000.00	0.00	0.00	2,000.00	0.00
1100 7032 70103 00 Stipend - Fire Inspector	18,633.00	0.00	7,831.25	10,801.75	42.03
1100 7032 70104 00 Fire Dept. Incentive Program	70,000.00	0.00	(1,400.00)	71,400.00	(2.00)
1100 7032 70105 00 Equip/Safety Maint. - Per Diem	20,000.00	1,200.00	10,100.00	9,900.00	50.50
1100 7032 70201 00 Service Cleaning Contract	6,720.00	559.00	3,913.00	2,807.00	58.23
1100 7032 70302 00 Fees And Supplies	5,000.00	223.01	4,148.35	851.65	82.97
1100 7032 70308 00 Vehicle Insurance	63,000.00	661.00	35,341.50	27,658.50	56.10
1100 7032 70309 00 Telephone	8,800.00	1,185.55	5,485.14	3,314.86	62.33
1100 7032 70313 00 Maintenance Of Fire Apparatus	27,000.00	2,394.25	21,950.95	5,049.05	81.30
1100 7032 70314 00 Gas, Tires & Oil	13,000.00	0.00	7,071.54	5,928.46	54.40
1100 7032 70315 00 Training Of Members	8,000.00	525.00	3,325.00	4,675.00	41.56
1100 7032 70317 00 Maintenance Of Radio System	5,500.00	0.00	0.00	5,500.00	0.00
1100 7032 70321 00 Electricity	15,600.00	3,146.15	8,496.23	7,103.77	54.46
1100 7032 70323 00 Oxygen & Air Packs	4,000.00	0.00	1,484.60	2,515.40	37.12
1100 7032 70324 00 Water	1,400.00	282.01	681.68	718.32	48.69
1100 7032 70325 00 Fire Equipment	14,000.00	813.28	7,841.02	6,158.98	56.01
1100 7032 70326 00 Fire Ext. Agent	2,200.00	0.00	1,801.50	398.50	81.89
1100 7032 70343 00 Heating	13,000.00	1,993.63	4,181.54	8,818.46	32.17
1100 7032 70344 00 Repairs And Maintenance	13,000.00	3,784.75	11,301.69	1,698.31	86.94
1100 7032 70399 00 Subscriptions & Journals	425.00	0.00	224.00	201.00	52.71
1100 7032 70900 00 Social Security Tax	6,005.00	0.00	0.00	6,005.00	0.00
1100 7032 70903 00 Fire Chief - Benefit	5,987.00	0.00	5,987.00	0.00	100.00
<b>Fire Protection Expenses</b>	<b>383,140.00</b>	<b>16,767.63</b>	<b>164,983.04</b>	<b>218,156.96</b>	<b>43.06</b>
1100 7033 70102 00 Salary, EMS Director	30,295.00	0.00	13,051.89	17,243.11	43.08
1100 7033 70103 00 Stipend - Medical Director	5,000.00	4,887.96	4,887.96	112.04	97.76
1100 7033 70104 00 ALS - Per Diem	192,720.00	14,784.00	103,488.00	89,232.00	53.70
1100 7033 70105 00 EMS Incentive Program	80,000.00	(700.00)	(1,444.92)	81,444.92	(1.81)
1100 7033 70106 00 EMT INSTRUCTORS	0.00	1,800.00	6,125.00	(6,125.00)	0.00
1100 7033 70302 00 Fees And Supplies	5,000.00	1,016.37	2,262.91	2,737.09	45.26
1100 7033 70308 00 Vehicle Insurance	29,650.00	0.00	19,965.00	9,685.00	67.34
1100 7033 70311 00 Maintenance Of Uniforms	8,000.00	0.00	612.94	7,387.06	7.66
1100 7033 70313 00 Maintenance of Vehicles	10,000.00	440.00	2,313.10	7,686.90	23.13
1100 7033 70315 00 Training Of Members	22,500.00	601.88	9,986.88	12,513.12	44.39
1100 7033 70330 00 EMS Building	8,000.00	867.23	2,487.11	5,512.89	31.09
1100 7033 70333 00 Ambulance Medical	20,000.00	1,183.45	11,052.42	8,947.58	55.26
1100 7033 70900 00 Social Security Tax	2,330.00	0.00	3,649.17	(1,319.17)	156.62
<b>EMS Expenses</b>	<b>413,495.00</b>	<b>24,880.89</b>	<b>178,437.46</b>	<b>235,057.54</b>	<b>43.15</b>
1100 7034 70101 00 Salary - Building Inspector	69,867.00	5,374.40	40,308.00	29,559.00	57.69
1100 7034 70102 00 Salary, Clerical	27,820.00	1,980.32	17,129.57	10,690.43	61.57



**Budget vs Actual - Expenditures**  
**TOWN OF JAMESTOWN, RI**  
**For 1/31/2019**

Run: 2/15/2019 at 10:56 AM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7034 70117 00 Salary, Electrical Inspector	10,000.00	833.33	7,499.99	2,500.01	75.00
1100 7034 70118 00 Salary, Plumbing Inspector	5,000.00	416.67	1,250.01	3,749.99	25.00
1100 7034 70119 00 Salary, Mechanical Inspector	5,000.00	416.67	2,916.69	2,083.31	58.33
1100 7034 70302 00 Supplies And Expenses	4,500.00	18.40	3,324.84	1,175.16	73.89
1100 7034 70328 00 Hydrant Rental	165,000.00	0.00	0.00	165,000.00	0.00
<b>Protection Services Expenses</b>	<b>287,187.00</b>	<b>9,039.79</b>	<b>72,429.10</b>	<b>214,757.90</b>	<b>25.22</b>
1100 7041 70101 00 Salaries	55,839.00	3,822.36	28,667.70	27,171.30	51.34
1100 7041 70302 00 Fees And Supplies	1,000.00	0.00	174.21	825.79	17.42
<b>Public Works Administration Expenses</b>	<b>56,839.00</b>	<b>3,822.36</b>	<b>28,841.91</b>	<b>27,997.09</b>	<b>50.74</b>
1100 7042 70101 00 Salaries	42,204.00	3,246.43	24,308.63	17,895.37	57.60
1100 7042 70103 00 Intern	9,000.00	1,612.50	6,645.00	2,355.00	73.83
1100 7042 70302 00 Fees And Supplies	1,200.00	78.36	296.34	903.66	24.70
<b>Engineering Expenses</b>	<b>52,404.00</b>	<b>4,937.29</b>	<b>31,249.97</b>	<b>21,154.03</b>	<b>59.63</b>
1100 7043 70100 00 Salary, Highway Supervisor	72,262.00	5,284.84	39,636.30	32,625.70	54.85
1100 7043 70101 00 Salaries - Public Works	696,000.00	47,953.44	368,871.94	327,128.06	53.00
1100 7043 70104 00 Highway -OT	0.00	341.54	11,965.59	(11,965.59)	0.00
1100 7043 70308 00 Vehicle Insurance	14,520.00	0.00	14,520.00	0.00	100.00
1100 7043 70313 00 Upkeep Of Equipment	80,000.00	18,294.48	88,486.03	(8,486.03)	110.61
1100 7043 70314 00 Oil And Gas	65,000.00	3,193.81	28,500.94	36,499.06	43.85
1100 7043 70330 00 Sand And Gravel	15,000.00	217.60	2,597.12	12,402.88	17.31
1100 7043 70331 00 Cold Patch	17,000.00	2,839.18	2,839.18	14,160.82	16.70
1100 7043 70333 00 Other Road Supplies	14,500.00	2,976.04	9,386.28	5,113.72	64.73
1100 7043 70334 00 Equipment Rental	2,500.00	0.00	0.00	2,500.00	0.00
1100 7043 70335 00 License - Contractual	5,100.00	0.00	6,000.00	(900.00)	117.65
1100 7043 70336 00 Clothing	5,500.00	109.99	109.99	5,390.01	2.00
1100 7043 70399 00 Safety And Licensing	3,000.00	1,402.58	2,921.25	78.75	97.38
<b>Highway Expenses</b>	<b>990,382.00</b>	<b>82,613.50</b>	<b>575,834.62</b>	<b>414,547.38</b>	<b>58.14</b>
1100 7044 70101 00 Snow Removal - OT	28,000.00	0.00	1,174.23	26,825.77	4.19
1100 7044 70337 00 Equipment And Supplies	49,000.00	2,084.39	14,123.21	34,876.79	28.82
<b>Snow Removal Expenses</b>	<b>77,000.00</b>	<b>2,084.39</b>	<b>15,297.44</b>	<b>61,702.56</b>	<b>19.87</b>
1100 7045 70101 00 Salaries	66,174.00	5,222.13	36,394.30	29,779.70	55.00
1100 7045 70309 00 Telephone	650.00	59.70	290.72	359.28	44.73
1100 7045 70321 00 Electricity	1,100.00	167.39	530.54	569.46	48.23
1100 7045 70340 00 Maintenance And Testing	41,000.00	0.00	8,642.35	32,357.65	21.08
1100 7045 70341 00 Transfer And Trucking	335,000.00	23,575.02	196,212.95	138,787.05	58.57
1100 7045 70350 00 Hazardous Waste Recycling	300.00	0.00	0.00	300.00	0.00
<b>Waste Removal Expenses</b>	<b>444,224.00</b>	<b>29,024.24</b>	<b>242,070.86</b>	<b>202,153.14</b>	<b>54.49</b>
1100 7046 70321 00 Electricity	67,500.00	5,987.77	32,445.16	35,054.84	48.07
<b>Street Lighting Expenses</b>	<b>67,500.00</b>	<b>5,987.77</b>	<b>32,445.16</b>	<b>35,054.84</b>	<b>48.07</b>
1100 7047 70101 00 Salaries	11,250.00	0.00	500.00	10,750.00	4.44
1100 7047 70302 00 Fees And Supplies	1,800.00	0.00	95.00	1,705.00	5.28
1100 7047 70360 00 Tree Pruning	15,000.00	0.00	18,194.00	(3,194.00)	121.29
1100 7047 70370 00 Purchase Of Trees	6,000.00	0.00	200.00	5,800.00	3.33
<b>Tree Warden Expenses</b>	<b>34,050.00</b>	<b>0.00</b>	<b>18,989.00</b>	<b>15,061.00</b>	<b>55.77</b>
1100 7048 70342 00 Town Cemetery And Parade	2,100.00	0.00	689.65	1,410.35	32.84
<b>Other Public Works Expenses</b>	<b>2,100.00</b>	<b>0.00</b>	<b>689.65</b>	<b>1,410.35</b>	<b>32.84</b>
1100 7049 70101 00 Cleaning Contracts	65,000.00	3,055.57	28,199.99	36,800.01	43.38
1100 7049 70302 00 Supplies	5,000.00	206.25	2,925.81	2,074.19	58.52
1100 7049 70309 00 Telephone	15,500.00	2,061.45	9,629.94	5,870.06	62.13
1100 7049 70321 00 Electricity	55,000.00	4,600.37	25,886.29	29,113.71	47.07
1100 7049 70324 00 Water	9,000.00	1,435.49	3,318.02	5,681.98	36.87
1100 7049 70343 00 Heating	40,000.00	7,145.03	14,508.36	25,491.64	36.27
1100 7049 70344 00 Repairs And Maintenance	50,000.00	5,881.27	24,597.19	25,402.81	49.19
1100 7049 70375 00 Landscape	7,500.00	0.00	4,559.96	2,940.04	60.80
<b>Public Buildings Expenses</b>	<b>247,000.00</b>	<b>24,385.43</b>	<b>113,625.56</b>	<b>133,374.44</b>	<b>46.00</b>
1100 7060 70456 00 Visiting Nurse/Mental Health	31,500.00	0.00	9,000.00	22,500.00	28.57
<b>General Expenses</b>	<b>31,500.00</b>	<b>0.00</b>	<b>9,000.00</b>	<b>22,500.00</b>	<b>28.57</b>
1100 7061 70302 00 Fees And Supplies	7,500.00	0.00	0.00	7,500.00	0.00
1100 7061 70306 00 Tick Tack Force	15,000.00	140.00	700.00	14,300.00	4.67
<b>Animal Control Expenses</b>	<b>22,500.00</b>	<b>140.00</b>	<b>700.00</b>	<b>21,800.00</b>	<b>3.11</b>

**Budget vs Actual - Expenditures**  
**TOWN OF JAMESTOWN, RI**  
**For 1/31/2019**

Run: 2/15/2019 at 10:56 AM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7065 70101 00 Salaries	69,620.00	5,550.53	37,448.24	32,171.76	53.79
1100 7065 70201 00 Cleaning Contract	0.00	425.00	2,975.00	(2,975.00)	0.00
1100 7065 70302 00 Fees, Supplies & Dues	4,000.00	888.66	3,259.68	740.32	81.49
1100 7065 70309 00 Telephones	2,500.00	437.94	1,501.85	998.15	60.07
1100 7065 70321 00 Electricity	5,000.00	0.00	1,612.32	3,387.68	32.25
1100 7065 70324 00 Water	1,000.00	242.72	595.42	404.58	59.54
1100 7065 70341 00 Trash Removal	400.00	30.00	213.00	187.00	53.25
1100 7065 70343 00 Heat	4,000.00	943.63	1,607.90	2,392.10	40.20
1100 7065 70344 00 Repairs & Maintenance	11,100.00	412.53	2,367.37	8,732.63	21.33
1100 7065 70380 00 Program	5,000.00	756.96	4,161.85	838.15	83.24
<b>Total Expenses</b>	<b>102,620.00</b>	<b>9,687.97</b>	<b>55,742.63</b>	<b>46,877.37</b>	<b>54.32</b>
1100 7070 70100 00 Salary, Library Director	76,340.00	5,678.42	42,588.15	33,751.85	55.79
1100 7070 70101 00 Salaries	174,940.00	12,871.10	102,485.07	72,454.93	58.58
1100 7070 70104 00 Library-OT	0.00	157.59	472.75	(472.75)	0.00
1100 7070 70302 00 Fees And Supplies	8,250.00	707.30	3,174.84	5,075.16	38.48
1100 7070 70308 00 Insurance	15,549.00	0.00	15,549.00	0.00	100.00
1100 7070 70309 00 Telephone	1,000.00	119.48	209.26	790.74	20.93
1100 7070 70310 00 Equipment	1,000.00	0.00	462.01	537.99	46.20
1100 7070 70321 00 Electricity	21,000.00	1,715.70	10,024.68	10,975.32	47.74
1100 7070 70343 00 Heating	17,000.00	1,821.51	5,212.84	11,787.16	30.66
1100 7070 70344 00 Repairs And Maintenance	19,000.00	1,829.69	8,992.86	10,007.14	47.33
1100 7070 70345 00 Computer Repairs And Maintenan	6,000.00	110.00	4,473.00	1,527.00	74.55
1100 7070 70351 00 Books And Periodicals	15,000.00	554.72	11,863.87	3,136.13	79.09
1100 7070 70352 00 Books - State Aid	123,716.00	6,912.59	53,146.22	70,569.78	42.96
1100 7070 70353 00 Library State Aid - OT	0.00	614.09	2,835.34	(2,835.34)	0.00
1100 7070 70355 00 CREDITS (LIB SALES & GIFTS)	0.00	(109.37)	(4,286.44)	4,286.44	0.00
1100 7070 70375 00 Landscaping	4,700.00	0.00	251.75	4,448.25	5.36
<b>Library Expenses</b>	<b>483,495.00</b>	<b>32,982.82</b>	<b>257,455.20</b>	<b>226,039.80</b>	<b>53.25</b>
1100 7080 70101 00 Salary- Recreation Director	69,867.00	5,374.38	40,307.85	29,559.15	57.69
1100 7080 70102 00 Salaries- Recreation Staff	177,046.00	13,373.77	107,883.65	69,162.35	60.94
1100 7080 70104 00 Salaries -Teen Center Support Staff	16,000.00	1,702.25	7,493.38	8,506.62	46.83
1100 7080 70105 00 Seasonal Support Staff	139,500.00	3,055.25	141,144.14	(1,644.14)	101.18
1100 7080 70112 00 Recreation - OT	0.00	61.92	1,940.63	(1,940.63)	0.00
1100 7080 70115 00 Seasonal - OT	0.00	0.00	336.00	(336.00)	0.00
1100 7080 70302 00 Supplies	6,200.00	750.02	5,018.86	1,181.14	80.95
1100 7080 70305 00 Advertising	4,000.00	1,650.00	2,850.00	1,150.00	71.25
1100 7080 70308 00 Vehicle Insurance	7,830.00	0.00	7,830.00	0.00	100.00
1100 7080 70309 00 Telephone	3,300.00	204.73	734.24	2,565.76	22.25
1100 7080 70310 00 Equipment	4,000.00	(11,277.03)	1,883.03	2,116.97	47.08
1100 7080 70314 00 Gas And Oil	12,000.00	0.00	5,291.84	6,708.16	44.10
1100 7080 70321 00 Electricity	27,000.00	873.42	16,835.30	10,164.70	62.35
1100 7080 70322 00 Fort Getty Water Removal	9,000.00	0.00	8,412.50	587.50	93.47
1100 7080 70323 00 Shores Beach/Sanitary Faciliti	3,800.00	0.00	1,865.00	1,935.00	49.08
1100 7080 70324 00 Water	14,000.00	37,683.79	37,683.79	(23,683.79)	269.17
1100 7080 70341 00 Trash Removal	10,000.00	238.00	6,706.00	3,294.00	67.06
1100 7080 70344 00 Repairs, Maintenance And Impro	23,000.00	3,436.91	19,126.55	3,873.45	83.16
1100 7080 70382 00 Summer Program	3,500.00	0.00	4,135.00	(635.00)	118.14
1100 7080 70383 00 Winter Program	1,200.00	0.00	971.69	228.31	80.97
<b>Parks, Beaches &amp; Recreation Expenses</b>	<b>531,243.00</b>	<b>57,127.41</b>	<b>418,449.45</b>	<b>112,793.55</b>	<b>78.77</b>
1100 7090 70504 00 Payment Of Principal - Town	743,047.00	0.00	271,143.61	471,903.39	36.49
1100 7090 70505 00 Payment Of Interest - Town	201,475.00	0.00	103,339.25	98,135.75	51.29
1100 7090 70506 00 School- Principal	0.00	0.00	249,900.00	(249,900.00)	0.00
1100 7090 70507 00 School - Interest	0.00	0.00	6,590.00	(6,590.00)	0.00
1100 7090 79000 00 Transfer of Capital Budget	971,200.00	0.00	0.00	971,200.00	0.00
<b>Debt Service Expenses</b>	<b>1,915,722.00</b>	<b>0.00</b>	<b>630,972.86</b>	<b>1,284,749.14</b>	<b>32.94</b>
1100 7092 70527 00 Incidentals And Emergencies	50,000.00	0.00	3,844.00	46,156.00	7.69
1100 7092 70530 00 Conservation Commission	2,200.00	0.00	150.00	2,050.00	6.82
1100 7092 70533 00 Eastern RI Conservation District	1,000.00	0.00	1,000.00	0.00	100.00
1100 7092 70550 00 CHAMBER OF COMMERCE	4,000.00	0.00	1,028.85	2,971.15	25.72
1100 7092 70570 00 RI Economic Development	5,000.00	0.00	5,000.00	0.00	100.00
<b>Other Expenses</b>	<b>62,200.00</b>	<b>0.00</b>	<b>11,022.85</b>	<b>51,177.15</b>	<b>17.72</b>
<b>Total Department Expenses</b>	<b>10,723,191.00</b>	<b>540,094.69</b>	<b>5,212,736.37</b>	<b>5,510,454.63</b>	<b>48.61</b>



The *Rhode Island Comprehensive Planning Standards Manual– Revised June 14, 2018* can be viewed on the RI [Statewide Planning website](#). For more information, please contact Kevin Nelson, Supervising Planner, at [Kevin.Nelson@doa.ri.gov](mailto:Kevin.Nelson@doa.ri.gov) or 401-222-2093.

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## Major TIP Amendment

The State Planning Council's Transportation Advisory Committee (TAC) is accepting comments on a proposed Major Amendment (classified as Amendment #11) to the FFY 2018-2027 *State Transportation Improvement Program* (STIP) for the State of Rhode Island.



The Major Amendment has been requested by the Rhode Island Department of Transportation (RIDOT) and the Rhode Island Public Transit Authority (RIPTA). RIDOT's Amendment request proposes to significantly redistribute funding to projects to cover increased construction costs, funding reductions, and align the program with Bridge and Pavement asset management priorities. The proposed changes affect several STIP program areas, including: Bridge, Traffic Safety, Transit and Pavement Capital; Bridge, Drainage, Traffic and Pavement Maintenance, Headquarters, Maintenance and Transit Operations; Planning – Program Development; and Transportation Alternatives. RIPTA has requested changes to support new projects, including the Quonset Bulkhead Installation, and account for grants awarded to continue its pilot Electric Bus program, modernize the Chafee Maintenance Facility, and upgrade the East Side bus tunnel.

The TAC will be conducting public hearings on February 25 and February 28 to accept comments on the proposed amendment: see "Events," below, for more information. The proposed amendment is available for review at [www.planning.ri.gov](http://www.planning.ri.gov) or at the RI Division of Statewide Planning's office at 1 Capitol Hill, Providence, between 8:30AM and 4PM, Monday through Friday. A copy may also be obtained by calling (401) 222-2177. Comments on the amendment may be sent to [Michael.Dalessandro@doa.ri.gov](mailto:Michael.Dalessandro@doa.ri.gov).

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## From the Associate Director

Here we are again. It has been a couple of months since I last had an opportunity to address those who read this newsletter. We've had three official state holidays, two polar vortex blasts, two employee resignations, one Superbowl win, and an entire government



shutdown between then and now. I've sat at Energy Facility Siting Board for 9.5 days, presented at the Transportation Research Board conference in Washington DC, participated in seventeen conference calls, and worked to help stand up the state's Complete Count Committee for the 2020 Census, among other tasks, duties, and responsibilities.

I've also passed my six month mark as Associate Director for the Division of Statewide Planning. Guess what? I'm not planning on running away from home any time soon. We've got a host of challenges ahead of us in the coming year, but I'm also surrounded by some of the most talented, brilliant, and dedicated planners I've ever met, both on my Division of Planning team and at large, throughout Rhode Island's communities.

I mention challenges: we're going to be talking about Solar Facility siting at our March 1 Planners' Round-table (see Events for details), but there's so much more on our plates. I don't know about you, but for every one thing I take off my to-do list, I add two more. Pretty soon my list is going to look like a CVS receipt. Preparing for Census 2020; ensuring that proposed TIP amendments receive analysis and public review and comment; completion and adoption of the new Long Range Transportation Plan with all of its components (bike, transit, and a holistic view); development of a work program for the next Federal fiscal year; the beginning of the process to update *Land Use 2025* (to *Land Use 2050*); work with transportation and climate through Georgetown Climate Center (TCI) and the Infrastructure and Climate Network (ICNet).

There's a lot to accomplish, and February is a short month. Before we know it, I'll be back again, in the March edition. My to-do list seems to constantly grow, with 5 new e-mails with requests for something in the space of the time it took me to write this column. Yet, it's important to remember, when feeling overwhelmed:

*"I am only one, but I am one. I cannot do everything, but I can do something. And I will not let what I cannot do interfere with what I can do."*  
— Edward Everett Hale

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## Two Local Plans Approved



The State Planning Council recently awarded the Towns of Tiverton and Burrillville a Certificate of Recognition to congratulate them on State approval of their Comprehensive Plans.

Tiverton Planning Board Vice-Chair Susan Gill said that the process of updating their Plan was "challenging," as it was completed by a dedicated group of volunteers during a period when the Town had no planner. She is extremely proud of the Plan and is happy to have Town Planner Bill Compton on board.

One of the Division of Planning's peer reviewers called the Burrillville Comp Plan "...hands down, one of the most rewarding comprehensive plans to read!" The Town is clearly committed to maintaining its rural character.

Browse the [Tiverton Comprehensive Plan](#) and the [Burrillville Comprehensive Plan](#) on our website, [www.planning.ri.gov](http://www.planning.ri.gov).



Above, l to r.: DOA Director Michael DiBiase; Tiverton Town Planner William Compton, AICP; Tiverton Planning Board Vice-Chair Susan Gill; Supervising Planner Kevin Nelson; and Associate Director Meredith Brady.



Above, l to r: Michael DiBiase, Burrillville Town Planner Raymond Goff, Burrillville Deputy Planner Christine Langlois, Kevin Nelson and Meredith Brady.

## Upcoming Meetings

### State Planning Council

**February 14 at 9AM**

DOA Conference Room 2A  
One Capitol Hill, Providence

### Transportation Advisory Committee

**February 28 at 4PM**

DOA Conference Room 2A  
One Capitol Hill, Providence

### Technical Committee

**March 1 at 9AM**

### PHOTO TRIVIA:

Do you know where in RI this building is located?

See the answer at the bottom of the newsletter.

DOA Conference Room 2A  
One Capitol Hill, Providence

[RIGIS Executive Committee](#)

March 21 at 2PM

USDA-NRS Building  
60 Quaker Lane, Warwick

All meetings are open to the public!



## Upcoming Events

February 12 ["Overcoming the Obstacles that Face Economically-Challenged Downtown Mixed-Use Projects."](#) Speaker: Bob Stevens, Principal- M&S Development, Brattleboro. Time: 12PM-1PM. For more information and to RSVP, contact [Roberta.Groch@doa.ri.gov](mailto:Roberta.Groch@doa.ri.gov) (1.0 CM). Sponsored by the RI Division of Statewide Planning.

- Location: DOA Conference Room 2B, 1 Capitol Hill, Providence.

February 15 [SNEAPA 2019 Conference planning meeting](#). The Conference Committee welcomes members to help plan this annual event! Expect to spend two hours per month on a conference call, plus volunteering for a few shifts at the Conference. Subcommittees may require a few additional hours per month. SNEAPA 2019 will be held October 17-18 in Springfield. If you are interested or have questions, please contact Krista Moravec, AICP at [kmoravec@horsleywitten.com](mailto:kmoravec@horsleywitten.com).

February 25 Public hearing on the [proposed Major Amendment #11 to the State Transportation Improvement Program \(STIP\)](#). Time: 5:30P.

- Location: Narragansett Town Hall– Council Chambers, 25 Fifth Ave., Narragansett.

February 28 Public hearing on the [proposed Major Amendment #11 to the State Transportation Improvement Program \(STIP\)](#). Time: 4:00P.

- Location: DOA Conference Room 2A. 1 Capitol Hill, Providence.

February 28 ["Planning for Preservation."](#) The RI Historic Preservation and Heritage Commission (RIHPHC) is hosting a public meeting to seek input as they prepare to update the State Historic Preservation Plan. A series of public meetings in 2019 invite conversation

about program areas and how your feedback can inform their work. Time: 2PM. Contact [Elizabeth Warburton](#) to RSVP or for more information.

- Location: American-French Genealogical Society, 78 Earle Street, Woonsocket.

**[URI Landscape Architecture Lectures.](#)** Location: The Beaupre Center for Chemical & Forensic Sciences, Room 105A, 140 Flagg Road, Kingston, RI.

- **February 28** Kaila Bachman '10, Principal- CBA, Boston, and Kristin Kaczmarek-Andel '05- QDA, RI. Lecture Title: "Stories From the Sandbox: Communication, Collaboration, and Management in Work and Play." Time: 7PM.
- **March 21** Gina Ford, Principal- Agency Landscape + Planning, Boston. Lecture Title: At the Water's Edge: Case Studies in Riverfront and Coastal Restoration. Time: 7PM.

**March 1 RI Planners' Round-table Discussion.** 2:30-4PM. All Rhode Island municipal planners are welcome to attend a presentation regarding the new State guidance for the siting of solar facilities by the RI Office of Energy Resources and the RI Division of Statewide Planning. Discussion and networking to follow. Please RSVP to [Roberta.Groch@doa.ri.gov](mailto:Roberta.Groch@doa.ri.gov).

- Location: Cranston Public Library, 140 Sockanosset Cross Road.

**March 9 Rhode Island Land and Water Summit.** Who should attend the Summit? Board members, volunteers and staff from watershed councils, land trusts and conservation commissions, and anyone interested in land and watershed conservation. [Registration](#) is \$55 until February 23 and \$80 thereafter. Time: 8A-4P.

- Location: URI Memorial Union, 50 Lower College Road, Kingston.

**March 15 Aquidneck Island Smart Housing Forum.** Aquidneck Island Planning Council is hosting a forum to discuss the challenges and opportunities in housing at this interactive and engaging dialogue as they plan for a smart housing future for Aquidneck Island. Event is free, but [pre-registration](#) is required.

- Location: Community College of Rhode Island, 1 John H. Chafee Blvd., Newport.

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## Grant Opportunities

**February 14** Deadline for [Art Works](#), the National Endowment for the Arts' principal grants program, to support public engagement with, and access to, various forms of excellent art across the nation and the integration of the arts into the fabric of community life. Matching grants generally will range from \$10,000 to \$100,000.

**February 15** Deadline for the [EPA Environmental Justice Small Grants](#) (EJSG) program to support community-driven projects designed to engage, educate, and empower communities to better understand local environmental and public health issues and

develop strategies for addressing those issues, building consensus in the community, and setting community priorities. The schedule for informational pre-application calls can be found [here](#).

**February 22** Deadline for the [North American Wetlands Conservation Act \(Act\) Grants Program](#), a competitive, matching grants program that supports public-private partnerships carrying out projects that further the goals of the North American Wetlands Conservation Act. Projects must involve long-term protection, restoration, and/or enhancement of wetlands. Grants awards are for \$100,000 or less with a 1:1 match.

**March 14** Deadline for [RI Foundation Community Grants](#). Neighborhood-based grants that will produce places to gather, create friendships and inspire new collaborations that will build community connections all over Rhode Island. Maximum grant: \$10,000.

**March 30** Deadline for the [Historic Revitalization Subgrant Program](#) to support the rehabilitation of historic properties listed in, or eligible for, listing in the National Register of Historic Places. Projects must be in communities defined as "rural" by the US Bureau of the Census. Applicants must make sub-grants for physical preservation projects within the jurisdiction of the applicant. Opportunity #P19AS00015 on [Grants.gov](#)

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## Planning Articles of Interest

[Mass. governor signs law regulating short-term rentals](#)

[Rising waters are drowning Amtrak's Northeast corridor](#)

[Planners concerned new rules could McMansion RI's coast](#)

[US population growth hits 80-year low, capping off a year of demographic stagnation](#)

[The three housing stories to watch in 2019](#)

[AAA's big plans for Apponaug's saw-tooth building](#)

[Will dollar stores be the end of local American retail?](#)

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Check out our website for plans, maps, publications, and more!  
[www.planning.ri.gov](http://www.planning.ri.gov)

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**PHOTO TRIVIA ANSWER:**

Schoolhouse #1 (1800)

Tiverton Four Corners

Photo: Discover Newport website

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I am proud to serve my community on the Jamestown Board of Canvassers as well as in other ways. I have done my best to follow the direction given to us by the Town and am deeply disappointed that certain members of the Jamestown Republican Town Committee made exaggerated claims of illegality simply because they disagree with the standard I applied, with Town advice, when I was considering whether particular names on the initiative petition should be counted.

The citizen's initiative provision in the Town Charter was thoughtfully and intentionally included to give members of the community who feel strongly about an issue the means to present the issue to the community at large. The right to petition is vital to our democracy. Section 219 has not been tested since the Charter was rewritten in the 1970s. I actually think it's a wonderful thing, that we haven't triggered a referendum since then. It means our town government is working for us, that they are responsive and we've chosen our Town Councilors and administrators well. However, laws and regulations are reevaluated and refined continually in the use of them. We haven't had that opportunity for section 219. Section 219 is raw-so to speak.

Section 219 of the Town Charter contains one sentence regarding the Board of Canvassers role in the petition process. It directs the Board of Canvassers to determine if a petition is "signed" by enough "qualified electors". We went through a very thorough process of determining whether people on the petition were qualified electors. Each entry on all the petition pages was researched through the state centralized voter record among other methods. We included voters that have moved off island and voters that have died because they were qualified Jamestown voters when they set their hand to the paper of the petition. We excluded duplicate and illegible entries, and all persons not registered to vote in Jamestown. It is notable that none of the entries on the 'irregular' sheets needed signature comparison to identify whether or not the name listed was a registered Jamestown voter.

The Charter does not say what it means to sign and it doesn't specify the process used to identify the voters other than requiring they be "qualified electors". It doesn't specify that a photo i.d. is required or that a notary confirm the person signing is who they say they are. It doesn't indicate that we were to follow any other direction than stated in the Charter. The words 'certified initiative petition' appear in section 219. The words 'certified signatures' do not. We were advised by Town representatives that it was our discretion to determine how many registered Jamestown voters "signed" the petition.

I personally applied an inclusive standard to the petition because qualified voters have a right to have their votes count. If a qualified voter believed they were "signing" the petition, I feel their entry should count. I reviewed the petition sheets that did not present our Jamestown voters with a specific "signature" block, felt that the qualified voters who filled them out believed they were "signing" the petition by listing their name and address, and coupled with the registration verification we followed, therefore met the standard, according to the Town Charter, to be counted.

So, people disagree. On November 27 two members of the Board of Canvassers voted one way, to accept a certain view of the particulars of the section and one Board member disagreed. He was entitled to his opinion and vote, I to mine. At the time the disagreement wasn't vehement. If Mr. Murphy's concerns grew it was well within his right as a Board member to call a meeting or approach any one of the rest of the Board to reconsider the matter. We would have been very willing to meet, discuss and solve the problem. There were nearly three weeks between our meeting and the Town Council hearing. There were easy solutions. However, I've come to believe that Hugh Murphy, Blake Dickinson, Rebecca Schiff, Katherine O'Neill and some members of the Jamestown Republican Town Committee weren't interested in solutions. The result of their efforts will deprive Jamestown residents of their right to cast a vote regarding the proposed ordinance.

It is important to me, and I believe many others, that our immediate community be a pleasant place to live, with respectful disagreement and civility among neighbors. I was horrified when I found myself, Carol Nelson-Lee, and dedicated Town staff to be the subject of lies, finger pointing and unnecessarily aggressive condemnations in a raft of documents, objections and complaints that papered Providence. I am personally threatened with legal proceedings and investigations and my character described with damaging words. Intimidating litigation tactics were directed to me personally, simply because we disagree over the standard used to qualify voters on the petition.

My position on the Board of Canvassers, among the various committees of service to Jamestown in which I am active, is the most fulfilling. I am proud of the electoral process in Rhode Island, it's standing as a model for other states and my small part in it. I stand by my vote based on the direction I received. I am however highly critical of how certain members of the Republican Town Committee have behaved. They should be ashamed of themselves for demeaning the level of discourse and civility in our town.

Thank you.

Kitty Wineberg



*Smithfield School Department*

Administration Building  
49 Farnum Pike  
Smithfield, RI 02917  
(401) 231-6606 / Fax (401) 232-0870  
[www.smithfield-ps.org](http://www.smithfield-ps.org)

Judith Paolucci, Ph. D.  
*Superintendent*  
  
Sara Monaco, Ed. D.  
Assistant Superintendent

**Smithfield School Committee Resolution  
State Education Funding Formula**

WHEREAS: The state of Rhode Island provides direct financial support to public schools and public school students through state aid and;

WHEREAS: The majority of state education aid is determined by a funding formula that includes a core instruction amount for all students, which funds several academic components of the student's day; a poverty factor adjustment to the core (known as the student success factor), which provides additional funding to support student needs beyond core services; and a state share ratio, which is calculated using municipal property values, median family income, and student poverty status and;

WHEREAS: All data elements in the state funding formula are recalculated annually and;

WHEREAS: RI Gen L § 44-5-2 caps the amount a municipality may levy in excess of the amount levied by the municipality for its previous fiscal year with only limited exceptions and RI Gen L § 16-7-23 requires each "community shall contribute local funds to its school committee in an amount not less than its local contribution for schools in the previous fiscal year" with only limited exceptions and;

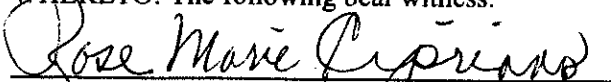
WHEREAS: According to the 2016 report by the state Funding Formula Working Group, "many states have reduced their reliance on local taxes, and increased the percentage of their educational funding that comes from statewide sources and;


WHEREAS: Recent statewide educational assessments of student learning have shown the need for sustained investment in local K-12 education and;

WHEREAS: The wide swings in the state share ratios, growing student movement to and amongst public schools of choice and career and technical education program, and increasing special education requirements have had major impacts on the ability of school districts and municipalities to properly plan and resource educational requirements; or now, therefore, be it

RESOLVED: That the Smithfield School Committee respectfully requests the Rhode Island General Assembly stabilize the level of state educational aid for Fiscal Years 2020 and 2021 at an amount no less than the highest level of state educational aid funding between either Fiscal Year 2018 or Fiscal Year 2019 funding except for adjustments based on enrollment changes

WHERETO: The following bear witness:

  
\_\_\_\_\_  
Rose Marie Cipriano, School Committee Chair

  
\_\_\_\_\_  
Witness

*The Smithfield Public Schools: A Partnership of Schools, Families and Community*  
The Smithfield Public Schools does not discriminate on the basis of age, sex, race, religion, national origin, color, sexual orientation or disability in accordance with applicable federal and state laws and regulations.



## **Calling on the General Assembly to pass Enabling Legislation for Municipal Tobacco Licensing**

**Whereas,** according to the Campaign for Tobacco Free Kids, the U.S. Department of Health and Human Services and the Center for Disease Control, the following is true and portrays a major public health crisis: (1) each day, more than 350 kids under the age of 18 become regular, daily smokers and almost one-third will eventually die from smoking; (2) if current trends continue, 5.6 million of today's youth will die prematurely from a smoking related illness; (3) tobacco use remains the leading cause of preventable death in the United States, killing more than 480,000 people each year; (4) smoking kills more Americans than alcohol, AIDS, car accidents, illegal drugs, murder and suicides combined; (5) smoking impacts nearly every organ of the body; more than 87% of lung cancer deaths, 61% of all pulmonary disease deaths, and 32% of all deaths from coronary heart disease are attributable to smoking and exposure to secondhand smoke; (6) millions of Americans suffer from debilitating medical conditions throughout their lives due to smoking - more than 16 million Americans are living with a disease caused by smoking; and

**Whereas,** the City of Central Falls confronted this public health crisis, the presence of deadly products on the shelves of our neighborhood corner stores that are designed to be attractive to youth, by enacting a Tobacco Ordinance on October 14, 2015 that (1) removes flavored tobacco products from general stores and requires that they be sold in vape shops or smoking bars, (2) prohibits tobacco retailers from accepting coupons or providing discounts for any tobacco product; and (3) requiring tobacco retailers to obtain a municipal license; and

**Whereas,** Central Falls was not alone in adopting this Ordinance and exercising our local authority to protect public health; other municipalities that required a municipal tobacco license included the City of Warwick (2000); the Town of Coventry (2001); the Town of Tiverton (2002); the City of Cranston (2011); the City of Providence (2012); the Town of Richmond (2014); the Town of West Warwick (2017); the Town of Middletown (2017); the Town of Barrington (2017); the Town of Johnston (2017); the City of Woonsocket (2017); and

**Whereas,** recent Superior Court decisions, See *Ecig Shed, Inc. v. Barrington*, Bench Decision, PC 2018-0471 (Providence Sup. Ct.) (July 19, 2018); *Sam's Food Mart LLC v. Town of Middletown*, NC 2017-0443 (Newport Sup. Ct.) (October 30, 2018) struck down tobacco ordinances in Barrington and Middletown and there is currently a case pending against the Town of Johnston on the basis that the state has not expressly authorized municipal licensing of tobacco; and

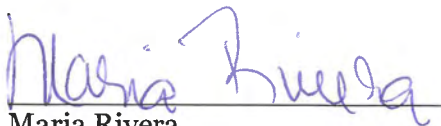
- Whereas,** the United States District Court for the District of Rhode Island and the First Circuit Court of Appeals both upheld the validity of the Providence Tobacco Ordinance, specifically addressing the issue of state pre-emption, See Nat'l Ass'n of Tobacco Outlets, Inc. v. City of Providence, No. 12-96-ML, 2012 WL 6128707 (D.R.I. Dec. 10, 2012), Nat'l Ass'n of Tobacco Outlets, Inc. v. City of Providence, 731 F.3d 71 (1st Cir. 2013); and
- Whereas,** there is no statute that prohibits cities and towns from taking this important step to protect youth and others from the harms of tobacco use; and
- Whereas,** there is no state statute that conflicts with municipal tobacco ordinances, nor does the General Assembly's minimal regulation of tobacco sales occupy the field—it leaves room for local governments to do more to curb tobacco use and prevent the epidemic of tobacco product use among youth (Indeed, the First Circuit has already held that the General Assembly has not occupied the field of tobacco regulation as it relates to flavors generally or coupons and multi-pack discounts in particular. See Nat'l Ass'n of Tobacco Outlets, Inc. v. City of Providence, 731 F.3d 71, 83 (1st Cir. 2013); and
- Whereas,** municipalities have the local authority to enact this important public health ordinance because the Legislature delegated such power to the municipalities in both their Home Rule Charters and in RIGL § 45-6-1(a); and
- Whereas,** notwithstanding this local authority, recent Superior Court decisions have struck down the municipal licensing of tobacco; thereby, putting the public health and safety in jeopardy in Central Falls and across Rhode Island.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Central Falls does hereby urge the General Assembly to pass into law enabling legislation for cities and towns to license tobacco dealers;

**BE IT FURTHER RESOLVED,** that, upon passage, copies of this resolution be sent to the elected Rhode Island House and Senate representatives of the City of Central Falls and every city and town council in Rhode Island.

Sponsored by City Council President Maria Rivera

January 28, 2019



Maria Rivera  
City Council President



Sonia Grace  
City Clerk





## Town of Portsmouth

2200 East Main Road / Portsmouth, Rhode Island 02871

(401) 683-2101

### TOWN OF PORTSMOUTH, RI RESOLUTION # 2019-02-11A

#### A RESOLUTION REQUESTING THE RIDOT TO REJECT THE PROPOSED CUTS TO THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

WHEREAS, Major Amendment #11 to the State Transportation Improvement Plan (TIP) presented by RIDOT to the State Transportation Advisory Committee on January 24th includes a 33% cut to Transportation Alternative Program (TAP) projects over four years, which includes bicycle, pedestrian, and road safety projects; and

WHEREAS, TAP projects comprise 23% of the state's proposed transportation budget cuts but only 2.5% of the state's approved transportation budget; and

WHEREAS, the 35 projects statewide proposed to be reduced or eliminated include Aquidneck Island Bikeway Melville Connector (\$2.16M), the Mount Hope Bay Bike Improvements (\$160k), and the East Main Road Shared Use Path (\$3M); and

WHEREAS, 20% of the statewide TAP reduction comes from eliminating bicycle and pedestrian projects in Portsmouth that are considered by this Council as urgent and long overdue improvements to road user safety; and

WHEREAS, the proposed Amendment eliminates a \$5M Bicycle Improvements Contingency Account funded by the 2016 Green Economy Bond, which was approved by 68% of voters, and such funds should not be redirected to highway or any project not part of the voter-approved bond; and


WHEREAS, the Portsmouth Town Council believes that improvements to road user safety in our community are requirements for a safe, healthy community and economy; and

WHEREAS, the TIP process is designed for the state and municipalities to work together to strategically plan use of transportation funds and this relatively sudden and unexplained proposal dismisses significant prior work by municipal staff and contractors.

THEREFORE, BE IT RESOLVED that the Portsmouth Town Council requests that the Transportation Advisory Committee and the State Planning Council reject the proposed TIP Amendment #11 and requests that the Rhode Island Department of Transportation (RIDOT) address the transportation budget shortfall within the more robust highway and pavement projects and leave the already underfunded Transportation Alternative Program intact. Furthermore, we request that RIDOT consider every road project a Complete Streets project, and work to maximize the safety of all road users by accounting for motorized traffic, bicycles, and pedestrians in every road design.

LET IT BE KNOWN, that this resolution was passed and adopted by the Portsmouth Town Council on 11<sup>th</sup> day of February, 2019.

  
Linda Ujifusa, Vice-President  
Portsmouth Town Council

ATTEST:   
Jennifer M. West, Town Clerk



## Town of Portsmouth

2200 East Main Road / Portsmouth, Rhode Island 02871

### TOWN OF PORTSMOUTH, RI RESOLUTION # 2019-02-11B

(401) 683-2101

#### RESOLUTION REQUESTING THE RIDOT TO REJECT PROPOSED DELAYS TO STIP PROJECT ID 1379 AND 1380 IN PORTSMOUTH

WHEREAS, Major Amendment #11 to the State Transportation Improvement Plan (TIP) presented by RIDOT to the State Transportation Advisory Committee on January 24th proposes delaying STIP ID 1379 until 2027 and ID 1380 until 2024; and

WHEREAS, these projects include resurfacing, sidewalk installation, and other essential improvements to East Main Road in Portsmouth; and

WHEREAS, East Main Road is one of two main roads in Portsmouth, and a major thoroughfare for Middletown and Newport and is rapidly and dangerously deteriorating; and


WHEREAS, the Portsmouth Town Council believes that improvements to East Main Road are critical to the safety and wellbeing of our community and economy; and

WHEREAS, these projects have already been delayed for many years and are long overdue, and the Portsmouth Town Council believes that the service life of East Main Road will expire before the new proposed project start date; and

WHEREAS, in 2018 there were 180 accidents on East Main Road, or roughly one accident every other day, putting far too many lives in danger and consuming significant resources for our town.

THEREFORE, BE IT RESOLVED that the Portsmouth Town Council requests that the Transportation Advisory Committee and the State Planning Council reject the proposed TIP Amendment #11 and requests that the Rhode Island Department of Transportation (RIDOT) maintain STIP funding for East Main Road projects (ID 1379 & 1380) as they are currently scheduled, with completion in 2022. Furthermore, we request that RIDOT consider every road project a Complete Streets project, and work to maximize the safety of all road users by accounting for motorized traffic, bicycles, and pedestrians in every road design.

LET IT BE KNOWN that this resolution was passed and adopted by the Portsmouth Town Council on 11<sup>th</sup> day of February 2019.

  
Linda Ujifusa, Vice-President  
Portsmouth Town Council

ATTEST:   
Jennifer M. West, Town Clerk