



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
**93 Narragansett Avenue**  
**Monday, December 6, 2021**  
**5:30 P.M.**

**THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.**

**THIS MEETING WILL BE LIVE STREAMED:** To view the meeting with no interaction:  
<http://158.123.195.41/OTRMedia/Town2020/Others2020/StreamPrimJtown.html>

*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/2021-meetings-minutes/2021-meetings/-fsiteid-1>

**I. ROLL CALL**

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

**III. JOINT TOWN COUNCIL AND SCHOOL COMMITTEE WORK SESSION**

- A) Review, discussion and/or potential action and/or vote of budget issues for the remainder of the current fiscal year (July 1, 2021 to June 30, 2022) and pre-budget review and discussion of issues for the next fiscal year (July 1, 2022 to June 30, 2023) pursuant to RIGL §16-2-21

**IV. OPEN FORUM**

**Comments are not limited to items on this agenda. However, items not on this agenda will only be heard and not acted upon by the Town Council. Note: Section 42-46-6 of the Open Meetings Act, and Department of the Attorney General Advisory Opinions relevant to this item on any public body meeting agenda specifically prohibits the Town Council from discussing, considering or acting on any topic, statement or question presented. The Town Council may, if warranted, refer such matters to an appropriate committee, to another body or official, or post the matter for consideration at a properly-noticed, future meeting.**

- A) Scheduled request to address  
B) Non-scheduled request to address

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

- A) Review, Discussion and/or Action and/or Vote to approve request of Jamestown Rights of Ways on procedure “Adopt a Right of Way”
  - 1) Friends of Jamestown ROW presentation
  - 2) Review by Council with Staff on proposed “Adopt A Right of Way” Stewardship Program
  - 3) CRMC “Adopt-An-Access” draft program MOU
  - 4) CRMC Maintenance Certification Application

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

*The Town Council will review each license application and vote on it individually. 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. Please Note in Accordance with Section 42-46-6 (b) the Council May Review, Discuss and/or Take Action and/or Vote on the following items:*

- A) Licenses and Permits
  - 1) Review, Discussion and/or Action and/or Vote to **Approve a NEW Holiday Application** that has been received by the Town Council upon resolution of debts, taxes, State approval and appropriate signatures as well as, when applicable, proof of insurance for the year December 1, 2021- November 30, 2022
    - a) Milos Beauty Corporation, dba: Milos Nails & Spa, 23 Narragansett Avenue

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

*Please Note the Following Items are Status Reports and Matters of Interest to the Council and are for Informational Purposes unless Indicated Otherwise and will be Acted upon in Accordance with Section 42-46-6 (b)*

- A) Town Administrator’s Report: Jamie A. Hainsworth
  - 1) Cellular/Wireless Service update
  - 2) Friends of Jamestown Right of Way+Roads “Adopt A Right of Way) program” (agenda item)
  - 3) Interim Director for Senior Services
  - 4) Request Towns Consent on Leasehold Mortgage at Dutch Harbor Marina
  - 5) LED Street Light replacement project
  - 6) American Rescue Plan Act (APRA) Funding
  - 7) Covid 19 update: Covid Testing

**VIII. UNFINISHED BUSINESS**

*Please Note in Accordance with Section 42-46-6 (b) the Council May Review, Discuss and/or Take Action and/or Vote on the following items:*

- A) Review, Discussion and/or Action and/or Vote: Short Term Rental discussion regarding engaging a Short-Term Rental data collection, compliance monitoring and enforcement company to assist the Town
  - 1) Draft Short-Term Rental Ordinance

**IX. NEW BUSINESS**

*Please Note in Accordance with Section 42-46-6 (b) the Council May Review, Discuss and/or Take Action and/or Vote on the following items:*

- A) Setting of 2022 Town Council Meeting Date Calendar

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

*Please Note in Accordance with Section 42-46-6 (b) the Council May Review, Discuss and/or Take Action and/or Vote on the following items:*

- A) Appointments, Vacancies and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
  - 1) Jamestown Fire Department Compensation Committee (One vacancy with a three-year term ending date of May 31, 2022); duly advertised
    - a) Letter of interest for appointment
      - i) Mary Ellen Coleman (previously interviewed)
  - 2) Beavertail State Park Advisory Board (One vacancy with a three-year term ending date of December 31, 2024); duly advertised
    - a) Letter of interest for reappointment
      - i) Linda Warner
  - 3) Jamestown Conservation Commission (Two vacancies with three-year term ending dates of December 31, 2024); duly advertised
    - a) Letter of resignation
      - i) Jessica Wurzbacher
    - b) Letter of interest for reappointment
      - i) Leo N. Orsi, Jr.
  - 4) Jamestown Harbor Management Commission (Three vacancies with three-year term ending dates of December 31, 2024); duly advertised
    - a) Letters of interest for reappointment
      - i) Eric Lexow
      - ii) Wayne Banks
      - iii) Daniel Wurzbacher
    - b) Letters of interest for appointment
      - i) Thomas Farrell
      - ii) Paul D. Sprague
      - iii) Stephen J. Corbett

- 5) Jamestown Housing Authority – (Two vacancies with One five-year term ending December 31, 2026[Full Member] and One unexpired five-year term ending date of December 31, 2023[Resident Commissioner]; and; duly advertised
  - a) Letter of interest for **reappointment (Full Member)**
    - i) Valerie Molloy
  - b) Letter of interest for **appointment**
    - i) Susan Romano (previously interviewed)
    - ii) Robert Plain (previously interviewed)
  - c) Letter of interest for appointment (**Resident Commissioner**) \*
    - i) Doreen Dell (**previously interviewed**)
  
- 6) Jamestown Juvenile Hearing Board – Member (Two vacancies with three-year term ending dates of December 21, 2024); duly advertised
  - a) Letter of resignation
    - i) Michael Lichtenstein
  - b) Letter of interest for reappointment
    - i) Barbara Szepatowski
  - c) Letter of interest for appointment – to move up to Full Member from Alternate Member
    - i) Nancy Ventrone
  
- 7) Jamestown Philomenian Library Board of Trustees (Two vacancies with three-year term ending dates of December 31, 2024); duly advertised
  - a) Letter of resignation
    - i) Catherine Kaiser
  - b) Letter of interest for reappointment
    - i) Eugene Mihaly
  - c) Letter of interest for appointment
    - i) Joseph Cannon (previously interviewed)
    - ii) Mackenzie Richards (previously interviewed)
  
- 8) Jamestown Planning Commission (Three vacancies with a four-year term ending date of December 31, 2025); duly advertised
  - a) Letter of resignation
    - i) Michael F. Smith (Term limit- 3 terms)
  - b) Letter of interest for reappointment
    - i) Bernd E. Pfeiffer
    - ii) Michael Cochran
  
- 9) Jamestown Tree Preservation and Protection Committee (Three vacancies with three-year term ending dates of December 31, 2024); duly advertised
  - a) Letter of resignation (full term)
    - i) Thomas Farrell
    - ii) Susan Shim Gorelick

- b) Letter of interest for reappointment
    - i) Walter Bopp
  - c) Letter of interest for appointment
    - i) John Austin Murphy
    - ii) James Simmons
- 10) Jamestown Zoning Board of Review – Member (Two vacancies with a five-year term ending date of December 31, 2026); duly advertised
- a) Letter of interest for reappointment
    - i) Dean J. Wagner
    - ii) Terence Livingston
- 11) Jamestown Zoning Board of Review – Alternate Member (Three vacancies with one-year term ending dates of December 31, 2022); duly advertised
- a) Letter of interest to remain as Alternate Member
    - i) Judy Bell – 1<sup>st</sup> Alternate
  - b) Letter of interest for reappointment
    - i) John Shekarchi
    - i) Alex Finkelman
  - c) Letter of interest for appointment
    - ii) Richard Toselli

## **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 for review, discussion and/or potential action and/or vote. A Consent Agenda item or items may be removed by the Town Council for review, discussion and/or potential action and or vote.*

- A) Adoption of Town Council Minutes
  - 1) November 15, 2021 (Executive Session)
    - a) Amend minutes to reflect vote taken during Executive Session
  - 2) November 15, 2021 (Regular/Water and Sewer Meeting)
  - 3) November 18, 2021 (Special Session)
- B) Minutes of Boards/Commissions/Committees
  - 1) Jamestown Philomenian Library Board of Trustees (January 12, 2021)
  - 2) Jamestown Philomenian Library Board of Trustees (February 9, 2021)
  - 3) Jamestown Philomenian Library Board of Trustees (March 9, 2021)
  - 4) Jamestown Philomenian Library Board of Trustees (April 13, 2021)
  - 5) Jamestown Philomenian Library Board of Trustees (May 11, 2021)
  - 6) Jamestown Philomenian Library Board of Trustees (June 8, 2021)
  - 7) Jamestown Philomenian Library Board of Trustees (July 13, 2021)
  - 8) Jamestown Philomenian Library Board of Trustees (August 10, 2021)
  - 9) Jamestown Philomenian Library Board of Trustees (September 14, 2021)
  - 10) Jamestown Philomenian Library Board of Trustees (October 12, 2021)
  - 11) Jamestown Philomenian Library Board of Trustees (November 16, 2021)
  - 12) Jamestown Harbor Commission (April 14, 2021)
  - 13) Jamestown Harbor Commission (June 9, 2021)

- 14) Jamestown Harbor Commission (July 14, 2021)
- 15) Jamestown Housing Authority Board of Commissioners (October 4, 2021)
- 16) Jamestown Housing Authority Board of Commissioners (October 13, 2021)
- 17) Jamestown Housing Authority Board of Commissioners (October 20, 2021)
- 18) Jamestown Housing Authority Board of Commissioners (October 21, 2021)
- 19) Jamestown Housing Authority Board of Commissioners (October 29, 2021)
- 20) Jamestown Tree Preservation and Protection Committee (October 20, 2021)
- 21) Jamestown Zoning Board of Review (October 26, 2021)

C) Tax Assessor’s Abatements and Addenda of Taxes

ABATEMENTS TO 2021 TAX ROLL		
19-0763-56	UPDATED PROPERTY INFORMATION	\$513.36
ADDENDA TO 2021 TAX ROLL		
07-0034-20	PRO-RATION C/O DATE 06/20/2021	\$1527.08
23-0891-20	PRO-RATION C/O DATE 08/05/2021	\$791.37
04-0955-00	PRO-RATION C/O DATE 11/02/2021	\$665.55
23-1552-99	PRO-RATION C/O DATE 10/18/2021	\$787.15
13-1204-00	PRO-RATION C/O DATE 07/27/2021	\$1803.05
12-0599-75	PRO-RATION C/O DATE 11/02/2021	\$1115.93
03-1154-11	PRO-RATION C/O DATE 07/14/2021	\$1349.50
02-0678-00	PRO-RATION C/O DATE 09/16/2021	\$837.01
14-0035-15	PRO-RATION C/O DATE 11/22/2021	\$318.26
01-0001-39	PRO-RATION C/O DATE 07/26/2021	\$1732.71
06-0159-95	PRO-RATION C/O DATE 08/30/2021	\$1244.22
02-0904-00	PRO-RATION C/O DATE 09/09/2021	\$1253.80
TOTAL ABATEMENTS TO 2021 TAX ROLL		\$513.36
TOTAL ADDENDA TO 2021 TAX ROLL		\$13,425.63
GRAND TOTAL		\$12,912.27

- D) Letter to Jamestown Housing Authority Executive Director Sullivan and Commission Chair Molloy from President Beye requesting list of nominees for the JHA Resident Commissioner vacancy.

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

*The Council may acknowledge any of the listed Communications and Proclamations and Resolutions. Should any member wish to have a conversation on any of the matters, the item will be placed on a future agenda for review, discussion and/or potential action and/or vote.*

- A) Communications Received:
  - 1) Copy of Letter to: Town Council  
From: Jessica and Bill Cushman  
Dated: November 10, 2021  
Re: Proposed pickleball courts at Fort Getty
  - 2) Copy of Letter to: Town Council  
From: Chris Cannon  
Dated: November 12, 2021  
Re: Cell phone service in the northern part of Jamestown

- 3) Copy of email to: Town Council  
From: Mary Lou Sanborn  
Dated: November 14, 2021  
Re: Dog Leash Public Forum
- 4) Copy of Letter to: STR subcommittee (Host Compliance Committee)  
From: Connie Slick  
Dated: December 1, 2021  
Re: Short-Term Rental Ordinance
- 5) Copy of Letter to: Town Council  
From: North Smithfield School Committee  
Dated: November 16, 2021  
Re: Resolution to support the extension of S16-7-40 Increased School Housing Ratio

### **XIII. 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: 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 rfagan@jamestownri.net not less than three (3) business days prior to the meeting.

*Posted on the RI Secretary of State website on December 2, 2021*

# Adopt a Right-of-Way Program

Friends of Jamestown ROW  
Founded 2014



## Vision Statement

Our vision is for Jamestown to have neighborhood Right-of-Ways (ROWs) that are an integral part of the overall town recreation program. Each neighborhood ROW is safe, welcoming, well-marked, and well maintained through a program that focuses on environmental stewardship and can serve as a model throughout the state.

## Mission Statement

Our mission is to develop an effective system of neighborhood Right-of-Ways through collaborative planning, community action, policy advocacy, and by connecting people, ideas, and resources. We will focus on developing a comprehensive 3-year plan detailing the steps from beginning to end in pursuit of our vision to preserve and enhance this important community asset.



This is a map from **the Town of Jamestown Website** showing all the **ocean access points** on the island. It is quite clear that the town needs our help in making each one welcoming and available to our residents. And we need all the collaboration available to us.

Tonight we are asking **YOU** to take a very important step, to  
sign a Memorandum of Understanding  
(MOU)

The MOU establishes collaboration between its signers:

FJROW – President Carol Nelson – Lee  
Anne Kuhn – Chairman of Jamestown Conservation Commission  
Town of Jamestown – Town Administrator Jaimie Hainsworth  
RI Coastal Resource Management Commission (CRMC) – Executive Director Jeffrey Willis

**Collaborator:**

Save the Bay!

# Precedence For This Step

## **Taylor Point Restoration Association (TPRA)**

Between Town and TPRA

### **Value:**

Trained volunteers complement existing town resources in restoring and maintaining natural wildlife areas!

***A Win-Win Success Story***

Beach Access Movements are in progress all  
over Rhode Island

Bristol  
East Greenwich  
Narragansett  
Newport  
North Kingston  
Warren  
Westerly

## Benefits of this Collaboration

Extends and complements the existing resources of the Town

- Creates a cadre of trained volunteers to monitor the condition of each ROW on an ongoing basis
  - Grants access to CRMC and Save the Bay volunteers, expertise, and financial resources

Raises public awareness of the proper use, care, and maintenance of the ROW

Raises our profile so we can seek Federal, State and Local grants and get them!

Creates neighborhood ROWs for every resident to enjoy

Builds a sense of community

Another WIN-WIN Story

Why we need ROW Stewards and Collaborators  
Spindrift Street ROW





An Example of a well maintained ROW  
Bonnet View in the South end of Town



Friends of the Jamestown Rights of Way  
Adopt-a-ROW Program Manual

Draft 1: August 24, 2021  
Draft 2: September 29, 2021  
Draft 3: October 16, 2021  
Draft 4: October 19, 2021  
Final Draft: October 22, 2021

## The State of Rhode Island has taken steps to ensure that everyone has access to the shoreline!

"Public Access to the Shore" is a general term used to describe the ways by which the public may legally have both physical and visual access to coastal areas and resources through public rights-of-way. A "public right-of-way" is a parcel of land over which the public has a right to pass on foot, or if appropriate, by vehicle, in order to access the tidal waters of Rhode Island. Jamestown has 39 existing and potential ROW as listed in the town document "2013 Shoreline Access Points." This natural resource is, after all, the reason why many of us have chosen to live in Rhode Island.

The Coastal Resource Management Council, CRMC, has been entrusted with the responsibility to protect this valuable resource. The CRMC's mission is to identify, preserve, protect, develop, and where possible, restore the coastal resources of the state.

However, once a ROW is designated by the CRMC, access, maintenance and upkeep of the ROW is the responsibility of the ROW proprietor. In the case of the 14 CRMC designated ROWs in Jamestown, the town is the proprietor. (Note: while I suspect it's the town in every case, please indicate the owner of each of the other 25 ROWs here.)

### Let's do our part to ensure that shoreline access is available now and in the future!

The Friends of the Jamestown ROWs has established an Adopt-a-Right-of Way Program whereby citizens of Jamestown can volunteer to monitor the condition of a neighborhood ROW.

### Goal of the Adopt-a-ROW Program:

Our goal is ensure that each and every neighborhood ROW in Jamestown has a steward who will monitor the condition of it on an ongoing basis and report any issues or concerns to the proper authorities. *At no point should a steward confront a user or abutter of the ROW.*

### TASKS:

Visit the ROW at least once a month and . . .

- Observe the overall condition of the ROW
- Note any changes
- Check the boundary markers and signage
- Remove any litter or debris if possible, or note it in the report
- Check for erosion
- Check for encroachment by abutters
- Check for vandalism to structures, signage or vegetation
- Fill out the attached report the first week of the month and email it to [jtownrows@gmail.com](mailto:jtownrows@gmail.com) or mail it to Carol Nelson-Lee, 23 Buoy St, Jamestown RI, 02835. Each report will be reviewed and if problems or issues exist, the Town Administrator and the CRMC will be notified.

Please note that a CRMC permit is required to trim vegetation or otherwise modify the ROW in any way.

Jamestown Steward's Monthly ROW Report

NAME OF STEWARD:

DATE:

NAME OF ROW:

CRMC DESIGNATION NUMBER OF ROW:

Observations:

No change to ROW

I observed the following problems or changes to the ROW:

I have attached photos of the problems or changes mentioned above.

Signature of Steward:

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**REGARDING THE COASTAL RESOURCES MANGEMENT COUNCIL  
ADOPT-AN-ACCESS PROGRAM**

**A MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE COASTAL RESOURCES MANAGEMENT COUNCIL  
AND  
THE TOWN OF JAMESTOWN  
AND  
FRIENDS OF THE JAMESTOWN ROW  
AND  
JAMESTOWN CONSERVATION COMMISSION**

**SECTION I**

The Rhode Island Coastal Resources Management Council (CRMC), the Town of Jamestown, and the Friends of Jamestown ROW agree to cooperate in the implementation of the CRMC Adopt-An-Access Program ("Program"). The Program shall be implemented in accordance with RI General Law Chapter 46-23 and the Rhode Island Coastal Resources Management Program (RICRMP). The Parties agree to fulfill their responsibilities under this Memorandum of Understanding (MOU) to the Adopt-An-Access site indicated herein:

<b>CRMC ROW DESIGNATION NUMBER</b>	<b>STREET LOCATION</b>
G-1	Park Dock
G-2	Spirketing Street
G-3	Steamboat Street
G-4	Spindrift
G-5	Eldred Ave
G-6	Hull Street
G-7	Mast Street
G-8	Capstan Street
G-9	Garboard Street
G-10	Champlin Way
G-11	Buccaneer Way

G-12	Decatur Ave
G-13	Car Lane
G-14	High Street

## SECTION II

The CRMC agrees to assume primary responsibility for the implementation and operation of the Program, including but not limited to serving as the Program Administrator. As per RIGL Chapter 46-23-7.4 the CRMC shall assume primary responsibility to prosecute violations related to blocking or posting at CRMC designated rights-of-way. The Town of Jamestown agrees to assume primary responsibility for the Sites' maintenance, including designating tasks necessary to ensure continuous and safe public access to the shore to the Friends of Jamestown ROW, according to each Site's conditions. The Town of Jamestown shall assume the primary responsibility for installing signage as specified under the CRMC Letter of Permission associated with this MOU. In the case of replacing damaged or lost signage, a Party shall only be responsible to replace signage as specified in the Letter of Permission associated with this MOU. The Town of Jamestown shall be covered by the limited liability protections of RIGL Chapter 32-6-5(b) regarding public use of private lands. The Friends of the Jamestown ROW agrees to conduct the following task(s):

Visit the ROW at least once a month and . . .

- Observe the overall condition of the ROW
- Note any changes
- Check the boundary markers and signage
- Remove any litter or debris if possible, or note it in the report
- Check for erosion
- Check for encroachment by abutters
- Check for vandalism to structures, signage or vegetation
- Fill out a report and email it to [jtownrows@gmail.com](mailto:jtownrows@gmail.com) or mail it to Carol Nelson-Lee, 23 Buoy St, Jamestown RI, 02835. Each report will be reviewed and if problems or issues exist, the Town Administrator and the CRMC will be notified.

## SECTION III

It is the understanding of all Parties that this Memorandum of Understanding may be amended or modified at any time if mutually agreed to in writing by the Parties. Such written amendments or modifications shall be deemed to be incorporated in this Memorandum of Understanding and shall be executed by the Parties in the same manner as set forth below. Notwithstanding anything herein to the contrary, this Agreement may be terminated by any Party upon six months notice to the other Parties hereto. Notwithstanding anything herein to the contrary,

this Memorandum of Understanding may be terminated by any Party upon six months notice to the other Parties hereto.

\_\_\_\_\_  
Jeffrey Willis, CRMC Executive Director  
Coastal Resources Management Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jamestown Town Administer  
Jamie Hainsworth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Carol Nelson-Lee  
President Friends of Jamestown ROW

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anne Kuhn  
Chairman Jamestown Conservation Commission

\_\_\_\_\_  
Date





**INCLUDE THE FOLLOWING FOR REVIEW IN 4 COLLATED PACKAGES**

(See CRMC Fee Schedule for Application Fees)

**\*\*PLEASE NOTE\*\*** When submitting large scale plans, four (4) physical copies as well as one (1) digital copy (sent via email to [cstaff1@crmc.ri.gov](mailto:cstaff1@crmc.ri.gov)) are both required. This is for submitting new applications as well as any revisions or modifications made.

- **APPLICATION FEE** (See chart below)
- **PHOTOGRAPHS OF EXISTING ACTIVITY ARE REQUIRED.**
- **PHOTOGRAPHS OF COASTAL FEATURE AND PROJECT AREA ARE RECOMMENDED.**
- **APPLICATION FORM.**
- **LETTER FROM LOCAL BUILDING OFFICIAL** (except for dock repairs, seawall, tree removal, OWTS).
- **PROOF OF PROPERTY OWNERSHIP/LETTER FROM TAXASSESSOR'S OFFICE.**
- **LOCATION MAP.**
- **SITE PLANS, SPECIFICATIONS AND DESCRIPTIONS OF PROPOSED MAINTENANCE ACTIVITY.**
  - DETAILED SITE PLANS, CROSS SECTIONS ARE APPROPRIATE, ESPECIALLY IF NO PRIOR CRMC APPROVAL IS ON FILE.
- **COPY OF ANY PREVIOUS CRMC PERMITS**
- **COPY OF ANY PREVIOUSLY APPROVED PLANS & SPECIFICATIONS (IF NONE CAN BE FOUND, PROVIDE PREVIOUS OWNERS NAMES BACK TO 1971).**
- **FOR OWTS PROJECTS: APPLICANT MUST SUBMIT DEM OWTS PERMIT AND APPROVED STAMPED PLANS.**

**NOTE "A" - PLEASE NOTE THAT PER RICRMP 1.3.1(N), MAINTENANCE OF STRUCTURES INCLUDES REBUILDING, RECONSTRUCTION, REPAIRING, OR RE-ESTABLISHING TO PREVIOUSLY ASSENTED CONDITIONS AND DIMENSIONS OF A DAMAGED OR DETERIORATED STRUCTURE OR FACILITY. WITH THE EXCEPTIONS OF MARINAS (SEE SECTION 300.4) MAINTENANCE INCLUDES ONLY THOSE ACTIVITIES THAT DO NOT ALTER THE APPROVED DESIGN, PURPOSE, AND SIZE OF THE STRUCTURE. HOWEVER, CONSTRUCTION, REPAIR, ALTERATION OR REPLACEMENT OF EXISTING MALFUNCTIONING ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) OR CESSPOOLS TO MEET D.E.M. REQUIRED DESIGN STANDARDS SHALL ALSO BE CONSIDERED MAINTENANCE ACTIVITY. IN THE CASE OF STRUCTURES FOR WHICH NO C.R.M.C. ASSENT HAS BEEN OBTAINED, THE COUNCIL'S EXECUTIVE DIRECTOR SHALL DETERMINE WHAT STANDARDS OF THE R.I. COASTAL RESOURCES MANAGEMENT PROGRAM APPLY.**

<u>EPC (Estimated Project Cost)</u>	<u>APPLICATION FEE</u>
Up to \$500.00	\$20.00
Greater than \$500.00 less than or equal to \$1,000.00	\$35.00
Greater than \$1,000.00 less than or equal to \$5,000.00	\$50.00
\$5,001.00 - \$10,000.00	\$100.00
\$10,001.00 - 20 million	\$100.00 plus .005 of EPC beyond \$10,000 up to fee = \$100,050.00
> \$20 million	\$100,050.00 plus .0025 of EPC beyond \$20 million



# TOWN OF JAMESTOWN

93 Narragansett Avenue, Jamestown RI, 02835  
William L Moore, Building Official & Zoning Enforcement Officer  
401-423-9803, wmoore@jamestownri.net

## ZONING CERTIFICATE

Date: 12/1/2021

Property location: 23 Narragansett Avenue, First Floor Unit 1, left side

Assessor plat, 9 Lot, 568

Owner: Milos Beauty Corp. / George & Eirene Dolos

Zoning District: CD, Commercial Downtown

Existing Lot size: 5227 square feet

Current Use: Mixed use Residential, Business

SEWER/SEPTIC: Public

WATER SUPPLY: Public

Remarks: The property currently conforming by Use, Conforming by dimension. Mixed uses allowed, Personal services is compliant as per Table 3-1, Commercial Services VII, B. 6

  
William L Moore

Jamestown Building Official and Zoning Enforcement Officer



**Town of Jamestown**  
Town Administrator  
93 Narragansett Avenue  
Jamestown, Rhode Island 02835-1199  
401-423-9805  
Email: [jhainsworth@jamestownri.net](mailto:jhainsworth@jamestownri.net)

Jamie A. Hainsworth  
Town Administrator

**MEMORANDUM TO: Honorable Town Council**  
**FROM: Town Administrator, Jamie A. Hainsworth**  
**DATE: November 30, 2021**  
**SUBJECT: Report for Town Council Meeting December 5, 2021**

**Cellular/Wireless Service Update:** Chief Mello and I met with representatives from Verizon Wireless this past week. They informed us that two of the Small Site Cell units were completed at the end of October and activated. One is at North Main Road and Sloop Street the other on East Shore Road near Seaview Avenue. They have plans to install eight more of these units, timeline is not certain. We again discussed and emphasized the issues and concerns of the residents who lack cellular service. They clearly realize the remedy is an additional tower properly placed for maximum coverage and said this continues to be under review by their company. We anticipate an updated report from them within the next couple of weeks.

**Friends of Jamestown Rights-of-Way + Roads, Agenda Item:** As reported during your previous meeting, some members of our Staff, Coastal Resource's Management Council (CRMC) and I have met with a group of residents identified as "Friends of Jamestown "Rights-of-Way + Roads" (ROW). Their objective is the use, maintenance and access to the many rights of way to the ocean that exist throughout Town. The group is working on recruiting and training stewards in an "adopting (ROW)" initiative. They will attend the Council meeting and present/ask the Council to approve the proposed Memorandum of Understanding (MOU). This MOU is an agreement to collaborate with CRMC, the Town (land owners) and the Friends of Rights-of-Way + Roads. Do you authorize the Town Administrator to sign the MOU? Documents attached to this agenda item include the MOU and the Friends ROW Program Manual.

**Interim Director for Senior Services:** After receiving six applications for the position of Senior Services Director, interviews were conducted by Finance Director Christina Collins, President of the Friends of Jamestown Seniors Thomas Tighe and I. After considering all applicants, we agreed on the appointment of Molly Conlon as the Interim Director for a period of two months.

Molly has been a member of the Staff at Parks and Recreation since 2008, full time since 2012, she has done very good work in her years at recreation including assuming the administrative duties when Mr. Wade left the Directors position. Ms. Conlon has also temporarily filled in at the Senior Services Department since Ms. Anderson left her position. This interim period gives both Ms. Conlon and Administration the opportunity to be certain that the position is a good fit. I am confident and anticipate recommending Molly for confirmation by the Council in February.

**Request Towns Consent on Leasehold Mortgage at Dutch Harbor Marina:** I have received a request from the General Counsel of the Procaccianti Companies with respect to the lease with Jamestown for seasonal boat storage at **Dutch Harbor Marina**. The Company is in the process of finalizing a refinance with Webster Bank and as part of the financing transaction, they are requesting the Town sign documents that would allow them to obtain a leasehold mortgage, the lease being part of the security for the loan.

As part of the leasehold mortgage (which requires the town's consent), they are requesting the town sign the document consenting to the mortgage. They point out the Town had signed similar documents for the previous owner when they financed through Rockland Trust. Staff and the Solicitors office are reviewing this request and expect to have recommendations to the Council Members ready for your next meeting.

**LED Street Light replacement project.** The light sample fixtures have been ordered and expected to arrive on November 30<sup>th</sup>. If they arrive as planned the samples are will be installed this week at the intersection of Howland and Narragansett Avenue. Once installed and the final selection is made of the colors and wattages, then to be used for all street light replacements.

**American Rescue Plan Act (ARPA) Funding:** The Town is scheduled to receive \$1,643,389.73 in funding under the American Rescue Plan Act (ARPA) over the next two years. We have begun to review the process and guidelines with RI Pandemic Recovery Office (PRO), who provides technical assistance to municipalities in properly administering pandemic recovery funding. I have been meeting with members of the Staff to review current pending and future Capital Projects. We are assessing the projects for APRA compliance and will be bringing our recommendations to the Council for Public review.

**Covid 19 update:** From November 8<sup>th</sup> to November 29<sup>th</sup> there were thirty-two (32) new positive covid-19 cases reported in Jamestown.

**PUBLIC HEARING NOTICE  
TOWN OF JAMESTOWN**

Notice is hereby given that the Town Council of the Town of Jamestown will conduct a public hearing on the \_\_\_ day of \_\_\_\_\_, 2021 at the Jamestown Town Hall, 93 Narragansett Avenue on the following proposed amendment to the Code of Ordinances regarding **Chapter 14 – Buildings and Buildings Regulation**. Opportunity shall be given to all persons interested to be heard upon the matter at the public hearing. The following proposed ordinance amendment is under consideration and may be adopted and/or altered or amended prior to the close of the public hearing without further advertising, as a result of further study or because of the views expressed at the public hearing. Any alteration or amendment must be presented for comment in the course of the public hearing. The proposed amendment is available for review at the Town Clerk’s Office between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding Holidays and at [www.Jamestownri.gov](http://www.Jamestownri.gov).

**Section 1.** The Town Council of the Town of Jamestown does hereby resolve that the Jamestown Code Of Ordinances, **Chapter 14 – Buildings and Buildings Regulation**, as the same may have been heretofore amended, is hereby amended by changing the text of the Chapter, as follows:

NOTE: words set as ~~strike through~~ are to be deleted from the ordinance; words underlined are to be added to the ordinance.

See Exhibit A, attached hereto and incorporated herein by reference. NOTE: amendments to the terms and conditions set forth at Exhibit A may be made based on comments received during the public hearing.

**Section 2.** The Town Clerk is hereby authorized to cause said changes to be made to Chapter 70 of the Town of Jamestown’s Code of Ordinances.

**Section 3.** This Ordinance shall take effect upon its passage.

Ad Date(s): \_\_\_\_\_

Publication Source: Jamestown Press

Hearing Date: \_\_\_\_\_

Action: \_\_\_\_\_

Certified: \_\_\_\_\_

1 Exhibit A

2  
3 Chapter 14 – BUILDINGS AND BUILDING REGULATIONS

4  
5 ARTICLE V. – SHORT TERM RENTALS

6  
7 Sec. 14-80. - Findings.

- 8  
9 a) Jamestown recognizes the growing trend by the homeowners public to provide accommodations in their homes to travelers. The provision of such type of accommodations can be beneficial under certain circumstances and, if properly regulated as short-term rentals, provide a means of assisting property owners to keep properties in good order and repair which, in turn, assists in stabilizing home ownership, maintaining property values, providing affordable housing, and strengthening the economy of Jamestown.
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17 b) Simultaneously, Jamestown is mindful of the hazards of this short-term rental activity to well-established residential neighborhoods. The seasonal (primarily summer) rental market has been transformed into short-term rentals, often less than one week, conducted via increasingly anonymous means through the internet. This transformation is profound in its potential to convert every home on the island into a commercial activity without the benefit of community review or precaution. This type of short-term rental activity obliterates the distinctions between residential and commercial uses and districts. It undermines the Town's Comprehensive Plan, Zoning Ordinance and the safeguards therein that enable homeowners to know and to predict what is allowed in their neighborhoods and in the dwelling next door.
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28 c) Without appropriate controls on the manner, method and appropriate operation of short-term rentals, neighborhoods stand to be harmed by undue commercialization and disruption. The primary and overarching purpose of a neighborhood is first and foremost a residential community, where people live, not a place of transient occupancy or commercial activity. The regulation of short-term rentals, the introduction of requirements, safeguards, and community review, will improve and moderate this land use transformation. Grounded in the accountability of homeowners who are also neighbors, regulation will serve to help maintain the residential character of neighborhoods.
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37 d) The regulations hereafter set forth hereinafter strike an appropriate balance by recognizing the different characteristics and built environment of Jamestown, by encouraging and strengthening opportunities for home ownership by providing a means of assisting owners of homes in the upkeep of their property, and significantly, by maintaining the residential character of neighborhoods by requiring that short-term rentals, as defined by this ordinance, be operated from owner-occupied homes, thus curbing the potential of residential neighborhoods becoming predominantly places for commercial hotel-like rentals and the associated negative externalities.
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- 1  
2 e) The Constitution of the State of Rhode Island, Article XIII, Section 2, in relevant part,  
3 grants to the Town of Jamestown the authority to enact and amend local laws relating to  
4 its property, affairs, and government if such local laws are consistent with the Constitution  
5 and laws enacted by the General Assembly. This delegation of power includes the police  
6 power to enact reasonable legislation to regulate to protect the public health, safety, and  
7 welfare.  
8  
9 f) The Town of Jamestown finds that, by application of the regulatory framework contained  
10 herein, the short-term rental of dwelling units can have a positive effect on the health,  
11 safety, and welfare of the community by providing a flexible housing stock that allows  
12 travelers safe accommodations while contributing to the local economy and providing  
13 homeowners an opportunity to hold property in difficult economic circumstances or as an  
14 investment while balancing these regulations to also protect the integrity of the residential  
15 neighborhood.

16  
17 **Sec. 14-81. Applicability.**

- 18  
19 a) The provisions of this chapter shall apply to all short-term rentals of dwelling  
20 units, as defined subsequently, herein, within the Town of Jamestown.  
21

22 **Sec. 14-82. Definitions.** For the purpose of this chapter, the following definitions shall apply:  
23

- 24 a) Bedroom or Sleeping Accommodation: Any room in a residential structure which is greater  
25 than 70 square feet in area, which is susceptible to present or future use as a private sleeping  
26 area, which has at least one window and one interior method of entry and egress but  
27 excluding closets and bathrooms.  
28  
29 b) Dwelling Unit: A structure or portion thereof providing complete, independent living  
30 facilities for one or more persons, including permanent provisions for living, sleeping,  
31 eating, cooking, and sanitation, and containing a separate means of ingress and egress.  
32  
33 c) Local Representative: A person designated on a registration form filed under this chapter  
34 as the person authorized to receive any process, notice or demand required or permitted to  
35 be served upon the owner of the premises and required to respond to questions/complaints  
36 from tenants, neighbors, and Town staff on a 24/7 basis. A local representative may, but  
37 need not, also serve as property manager.  
38  
39 d) Registrar: The Town Clerk.  
40  
41 e) Resident: The record owner of a parcel of real estate who (1) physically resides in the  
42 subject property for no less than 183 days per year; and (2) has designated the subject  
43 property as their legal residence for a driver's license, voter registration, State identification  
44 card or other suitable form as proof of domicile. A business entity and/or trust is not defined  
45 as a resident for the purposes of this ordinance.  
46

- 1 f) Short-term Rental: The rental, lease, or other contractual arrangement for the occupation  
2 of a dwelling unit, or any portion thereof, by a tenant or occupant for residential and/or  
3 dwelling purposes, for any period of less than thirty (30) consecutive days. Short-term  
4 Rental shall not include duly licensed and permitted hotel, motel, bed and breakfast homes,  
5 and community residences.

6  
7 **Sec. 14-83. Registration, inspection, and license required.**  
8

- 9 a) All Short-term Rental units shall be registered by the record property owner thereof with  
10 the Registrar, and a permit and license issued before any use of the Short-term Rental Unit  
11 occurs.
- 12  
13 b) At the time of registration, the dwelling unit and Short-term Rental unit shall be inspected  
14 for a fee by the Building Official or his/her designee and the Jamestown Fire Marshal.  
15 Thereafter, the dwelling unit shall be inspected by the Building Official each two (2) years  
16 thereafter, and by the Fire Marshall each two (2) years thereafter, to be completed no later  
17 than the application period filing of the requisite year. The purpose of the inspection is to  
18 determine the occupancy limit of the unit pursuant to Sec 14-87 of this chapter and  
19 compliance with the relevant State Building Codes, Fire Codes and Town Ordinances,  
20 including, but not limited to smoke and CO detectors are installed and compliance with the  
21 State Fire Code for dwelling units and Short-term Rental units and to determine the number  
22 of off-street and on-street parking spaces required and available. The Building Official or  
23 his/her designee shall issue a Short-term Rental permit stating the maximum occupancy for  
24 the dwelling unit. The Building Official and/or Fire Marshall may conduct an inspection  
25 of any Short-term Rental unit upon complaint or for any other proper reason pursuant to  
26 the General Laws, applicable regulations and/or Town Ordinances. Failure of the record  
27 owner of the Short-term Rental unit to allow inspections shall constitute a violation of this  
28 chapter.
- 29  
30 c) Any deficiencies found by the Building Official or Fire Marshall must be satisfactorily  
31 addressed by the record owner prior to the use or re-use of the Short-term Rental unit;  
32 engaging or continuing the Short-term Rental while deficiencies are outstanding shall be a  
33 violation of this chapter.
- 34  
35 d) Upon issuance of a Short-term Rental Unit permit, the record owner or their agent may  
36 apply for a license to use the Short-term Rental Unit from the Town Council. Application  
37 forms for the issuance of a Short-term Rental Unit license shall be prepared and issued by  
38 the Town Clerk's office. Once a Short-term Rental Unit license application is duly  
39 complete, the Town Clerk shall forward such application to the Town Council for review  
40 and action. A Short-term Rental Unit license shall expire on December 31<sup>st</sup> of each year  
41 and must be renewed by the holder, unless revoked, rescinded and/or returned. Any Short-  
42 term Rental license issued prior to December 31<sup>st</sup> of any year shall thereafter expire and  
43 require renewal annually prior to December 31<sup>st</sup> of the year issued.
- 44  
45



1 **Sec. 14-84. Registration and license form.**  
2

- 3 a) The rental registration form shall be developed by the Town Planner and Town Clerk and,  
4 at a minimum, shall indicate the Tax Assessor's plat and lot number, address of the rental  
5 dwelling and Short-term Rental unit, the number of Short-term Rental units therein, the  
6 maximum occupancy, the name, permanent mailing address, email address, and telephone  
7 number of the record owner and of his or her registered local representative, if different  
8 than the owner. Copies of the registration form, with 24 hours, 7 days a week contact  
9 information for the record owner and, if applicable, the local representative, and which will  
10 be held on file by the Town Clerk, and available to the Jamestown Police and Fire  
11 Departments.
- 12
- 13 b) The Short-term Rental Unit license form shall be prepared and issued by the Town Clerk,  
14 who is hereby authorized to require such relevant and appropriate information as deemed  
15 necessary to constitute a complete application for submission to the Town Council for  
16 review and action.

17  
18 **Sec. 14-85. Filing date; term.**  
19

- 20 a) On or before December 31 of each year, the record owner of the rental dwelling unit shall  
21 file the completed rental registration form with the Registrar and license application with  
22 the licensing authority, which registration and license, if issued, shall be valid for a one-  
23 year period from January 1 to December 31 of the following year if approved for renewal  
24 by the Town Council. If the property is registered and licensed during the calendar year,  
25 the registration and license shall be valid until December 31 of that same year. Failure of  
26 the record owner to properly register and/or license the Short-term Rental dwelling unit  
27 shall constitute a violation of this chapter.

28 **Sec. 14-86. Registration fee.**  
29

- 30 a) There shall be a registration fee for Resident Short-term Rental units of three hundred and  
31 fifty (\$350.00) dollars and for all other Short-term Rental units of seven hundred dollars  
32 (\$700.00) for each dwelling unit covered under the provisions of this chapter. A separate  
33 fee may be charged for inspections by each the Building Official and Fire Marshall.  
34

35 **Sec. 14-87. Occupancy terms, limits, and parking requirements.**  
36

- 37 a) No Short-term Rental unit term shall be less than seven (7) days in duration.  
38
- 39 b) A Short-term rental is only permitted in a dwelling unit, or any portion thereof, by a tenant  
40 or occupant for residential purposes, Short-term Rentals are prohibited in accessory  
41 structures and structures that do not constitute a dwelling unit or portion thereof.  
42
- 43 c) The maximum occupancy for the dwelling and Short-term Rental unit shall be two persons  
44 per bedroom and in cases where dwelling units use an On-site Wastewater Treatment  
45 System ("OWTS") shall not exceed the number of bedrooms supported by the design load

1 of the property's OWTS. The record owner shall provide records and/or information that  
2 the Building Official or his/her designee deems reasonably sufficient to determine the  
3 number of bedrooms for which the OWTS is rated. The maximum occupancy may be  
4 further limited by the requirements of Subsection b, herein.  
5

- 6 d) One off-street parking space shall be provided on the same lot on which the Short-term  
7 Rental is located for each bedroom, plus one additional parking space, as determined by  
8 the Building Official. Off-street parking spaces shall be located within an identified  
9 driveway and/or parking area and not on lawn areas. All required parking spaces must be  
10 dedicated and available for use as required by this ordinance. The total number of parking  
11 spaces required shall be one greater than the number of bedrooms utilized for occupancy.  
12 Each required parking space shall be not less than 10 feet in width and 22 feet in length  
13 exclusive of drives and maneuvering space. Where the total number of parking spaces  
14 required by this section cannot be met, the permitted occupancy of the dwelling shall be  
15 reduced to conform to the available amount of off-street and on-street parking spaces.  
16
- 17 e) No tents, storage units, boats, recreational vehicles, and the like shall be used and/or  
18 occupied while on the Short-term Rental property.  
19
- 20 f) The record owner shall be jointly and severally liable for compliance with the Short-term  
21 Rental Ordinance provisions, including but not limited to, rental term limits, occupancy  
22 limits and parking requirements. Non-compliance with any of the provisions of this  
23 ordinance or any other Code of Ordinance provisions of the Town of Jamestown by users  
24 of the Short-term Rental unit shall constitute a violation of this chapter.  
25

26 **Sec. 14-88. Owner's obligations.**  
27

- 28 a) All Short-term rental unit advertisements shall contain an accurate and detailed description  
29 of the Short-term Rental unit and the limitations and requirements contained in this  
30 ordinance for use of the Short-term Rental unit.  
31
- 32 b) All Short-term Rental unit agreements shall attach a copy of the applicable short-term  
33 rental registration and permit for the premises. The Short-term Rental unit agreement shall  
34 state that the renter may be held legally responsible and liable for any violations of law  
35 committed by the renter or by other occupants or guests while at the Short-term Rental unit  
36 premises, including violations of the laws and ordinances pertaining to noise, disorderly  
37 conduct, disturbance of the peace, keeping dogs on a leash, parking, trash maintenance and  
38 disposal, and dwelling occupancy limits.  
39
- 40 c) The owner and/or local representative shall obtain accurate and up-to-date information,  
41 including the names, home addresses and phone numbers of the renters, the date of the  
42 rental period and a copy of a state issued driver's license or identification card or passport  
43 from the renter and any tenants or guests. The owner and/or local representative shall  
44 maintain this information throughout the term of the Short-term Rental agreement and for  
45 90 (ninety) days thereafter; and shall make this information available to Town officials  
46 who are lawfully investigating or prosecuting any offense reasonably believed to involve

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one or more of the renters. Failure of the record owner and/or local representative to gather, maintain or provide this required information shall constitute a violation of this chapter.

DRAFT

1 **Sec. 14-89. Posting of notice by owner.**  
2

- 3 a) The record owner shall be responsible and is required to state all short-term rental  
4 advertising the maximum number of bedrooms, maximum number of persons, and number  
5 of designated on-site parking spaces. The record owner shall be responsible to post and  
6 affix in plain view, in a conspicuous place within the rental dwelling unit, a compilation to  
7 be provided by Town staff and available at the office of the Registrar, containing general  
8 information regarding certain Town ordinances with which tenants must comply, dwelling  
9 occupancy limits, and any other pertinent ordinance, or law information which the Town  
10 may deem appropriate from time to time. In addition, notice of water conservation, trash  
11 pickup, and recycling shall also be posted. The record owner of the Short-term Rental  
12 dwelling unit subject to the provisions of this chapter shall cause the registration form and  
13 permit required by this chapter to be posted or affixed to the inside of the primary access  
14 door to said Short-term Rental dwelling unit so as to allow the lease and registration form  
15 to be readily available for inspection by police, zoning, building, or minimum housing  
16 officials of the Town of Jamestown. Non-compliance of posting requirements shall be a  
17 violation of this chapter.  
18

19 **Sec. 14-90. Local representative.**  
20

- 21 a) The record owner shall designate on the registration form, if different from themselves, an  
22 individual who permanently resides in Rhode Island, or a property manager with a  
23 physically staffed office within Rhode Island, as the record owner's local representative,  
24 who shall be authorized to receive any process, notice or demand required or permitted to  
25 be served upon the owner of the premises. The record owner may be designated as the local  
26 representative, only if he or she resides in Rhode Island.  
27
- 28 b) The local representative must be authorized by the record owner to respond to tenant and  
29 neighborhood questions or concerns on a 24/7 basis. The local representative shall serve as  
30 the initial contact person if there are questions or complaints regarding the use of the  
31 dwelling unit for short-term rentals. The local representative promptly shall respond in  
32 person or via telephone to those complaints to ensure that the use of the dwelling unit  
33 complies with the requirements of this chapter, as well as all other applicable Town  
34 ordinances pertaining to parking, noise, disturbances, or nuisances, as well as state law  
35 pertaining to the consumption of alcohol and/or the use of illegal drugs.  
36
- 37 c) The failure of the record owner or local representative promptly to respond in person or  
38 via telephone to the Jamestown Police Department or other Town Official inquiries and  
39 address and resolve any situation, complaint, or violation within two (2) hours shall be  
40 considered a violation of this chapter.  
41
- 42 d) The record owner may change the designation of the local representative from time to time  
43 by filing an amended registration application including the name, address, and telephone  
44 number of the new local representative. Failure to notify the Town of any change in the  
45 local representative shall constitute a violation of this chapter.  
46

1 **Sec. 14-91. Enforcement; penalty for violation; revocation of permit.**  
2

- 3 a) For the purposes of enforcement of the provisions of this chapter, the Town Council of the  
4 Town of Jamestown hereby designates and authorizes the Zoning Enforcement Officer for  
5 the Town to implement, investigate, enforce, and prosecute the provisions of this chapter.  
6
- 7 b) Violations of this chapter shall be enforceable through issuance of a Violation Citation and  
8 Summons by the Zoning Enforcement Officer or his or her designee, of the Town and  
9 citations shall be heard and adjudicated by the District Court or other court of appropriate  
10 jurisdiction.  
11
- 12 c) Except as provided herein, violations shall be punished in accordance with, and the Town  
13 shall have all the powers and remedies provided by, Sec. 1-15 of the Jamestown Code of  
14 Ordinances, which include and provide for a first offense penalty of \$250 and a second and  
15 subsequent offense penalty of \$500 where each day counts as a distinct and separate  
16 violation.  
17
- 18 d) The Zoning Enforcement Officer may provide in the Violation Citation that upon  
19 admittance of the violation the fine may be paid in person, by mail or electronic payment,  
20 or other disposition imposed, prior to the first appearance before the District Court.  
21
- 22 e) Notwithstanding any other remedies available to the Town, the Zoning Enforcement  
23 Officer may revoke a Short-term Rental permit and license issued under this chapter if  
24 three or more notice of violation(s) of this chapter are issued by the Zoning Enforcement  
25 Officer for the same property within a twelve-month period. No new license for a Short-  
26 term Rental Unit shall be issued to the property owner for the same property for a period  
27 of twelve months following the revocation.  
28

29 **Sec. 14-92. Implementation.**  
30

- 31 a) This chapter shall take effect upon passage, provided, however, that enforcement of  
32 violations shall be stayed until January 1, 2022.  
33

34 **Sec. 14-93. Limits on total Short-term Rental Units licensed.**  
35

- 36 a.) The Town Council reserves the right to set limits on the total number of Short-term Rental  
37 units permitted in the Town and/or by certain geographic areas, such as blocks,  
38 neighborhoods and/or areas.  
39
- 40 b.) The Town Council may act to set the limits at their discretion upon a showing of need  
41 based on finding disruption to the quiet enjoyment of a residential area, negative impact on  
42 the seasonal and/or affordable housing rental markets, or impairment to the integrity of the  
43 residential character of particular areas.  
44

45 **Sec. 14- 94 - 100. – Reserved.**



**PRELIMINARY  
TOWN OF JAMESTOWN  
TOWN COUNCIL  
ANNUAL MEETING  
SCHEDULE  
2022**

Town Council meetings begin at 6:30 PM on the First and Third Monday of each month, unless otherwise noted. In the event of a holiday on the First or Third Monday of the month, the Town Council will meet on Tuesday of that week, unless otherwise noted. Meetings are held at the Jamestown Town Hall in the Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, Jamestown.

The Annual Financial Town Meeting is the First Monday in June at 7:00 PM at the Jamestown School Gymnasium at 55 Lawn Avenue, Jamestown.

January	3 (Monday) 6:30 P.M.	July	5 (Tuesday) 6:30 P.M.*
	18 (Tuesday) 6:30 P.M.*		18 (Monday) 6:30 P.M.
February	7 (Monday) 6:30 P.M.	August	1 (Tuesday) 6:30 P.M.*
	22 (Tuesday) 6:30 P.M.*		15 (Monday) 6:30 P.M.
March	7 (Monday) 6:30 P.M.	September	6 (Tuesday) 6:30 P.M.*
	21 (Monday) 6:30 P.M.		19 (Monday) 6:30 P.M.
April	4 (Monday) 6:30 P.M.	October	3 (Monday) 6:30 P.M.
	18 (Monday) 6:30 P.M.		17 (Monday) 6:30 P.M.
May	2 (Monday) 6:30 P.M.	November	7 (Monday) 6:30 P.M.
	16 (Monday) 6:30 P.M.		21 (Monday) 6:30 P.M.
June	6 (Monday) 7:00 P.M.**	December	5 (Monday) 6:30 P.M.
	21 (Tuesday) 6:30 P.M.*		19 (Monday) 6:30 P.M.

**Pursuant to RIGL §42-46-6 (a), (b) and (c), the Annual Notice and Notice of all Town Council Meetings are posted on the Secretary of State's website, the Jamestown Town Hall, the Jamestown Philomenian Library, and the Jamestown Police Station. In addition to the above locations, notice is also posted on the Internet at: [www.jamestownri.gov](http://www.jamestownri.gov). Posted on t.b.d**

**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, contact the Town Clerk by telephone at 401-423-9800, via facsimile to 401-423-7230, or by email to [rfagan@jamestownri.net](mailto:rfagan@jamestownri.net) not less than three (3) business days prior to the meeting.

\*Tuesday meeting following Monday holiday

\*\*Annual Financial Town Meeting

OPEN SESSION  
JAMESTOWN TOWN COUNCIL  
November 15, 2021  
6:30 p.m.

**II. ROLL CALL**

A regular meeting of the Jamestown Town Council was held on November 15, 2021. Town Council Members present were as follows: President Beye, Vice President Meagher, Councilor Brine, Councilor M. White and Councilor R. White.

Also in attendance: Town Administrator Jamie Hainsworth, Solicitor Peter Ruggiero, Police Chief Edward Mello, Finance Director Christina Collins, Public Works Director Michael Gray, Town Planner Lisa Bryer, Building and Zoning Official William Moore, Recreation Director Ray DeFalco, Water and Sewer Clerk Denise Jennings, IT Consultant Michael Glier, Town Clerk Roberta Fagan

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

Town Council President Beye called the meeting of the Jamestown Town Council to order at 6:30 in Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, and led the Pledge of Allegiance

**A motion was made by Vice President Meagher to convene as the Town Council sitting as the Board of Water and Sewer at 6:30 p.m. with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

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

*Please Note in Accordance with Section 42-46-6 (b) the Council May Review, Discuss and/or Take Action and/or Vote on the following items:*

- A) Approval of Minutes; review, discussion and/or action and/or vote
  - 1) 9/20/2021(regular meeting)
  - 2) 10/18/2021 (regular meeting)

**A motion was made by Vice President Meagher to accept the minutes of the Board of Water and Sewer 9/20/2021 and 10/18/2021 regular meetings with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

- B) Open Forum – Water & Sewer Matters  
*Comments are not limited to items on this agenda. However, items not on this agenda will only be heard and not acted upon by the Town Council. Note: Section 42-46-6 of the Open Meetings Act, and Department of the Attorney General Advisory Opinions relevant to this item on any public body meeting agenda specifically prohibits the Town Council from discussing, considering or acting on any topic, statement or question presented. The Town Council may, if warranted, refer such matters to an appropriate committee, to another body or official, or post the matter for consideration at a properly-noticed, future meeting.*

- 1) Scheduled request to address - none
  - 2) Non-scheduled request to address
- C) Report of Town Officials:
- 1) Pumping Report
  - 2) Town Project Reports
    - a) Town Wells
    - b) Water Treatment Plant
    - c) Transfer Pumping/Reservoir
    - d) Distribution System
    - e) Wastewater Treatment Facility
- D) Letters and Communication
- 1) None
- E) Unfinished Business
- 1) None
- F) New Business
- 1) None
- G) **The Town Council Adjourns from sitting as the Board of Water and Sewer Commissioners**

A motion was made by Vice President Meagher to adjourn as the Town Council sitting as the Board of Water and Sewer and go into Open Session at 6:39 p.m. with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

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

**VI. OPEN FORUM**

Comments are not limited to items on this agenda. However, items not on this agenda will only be heard and not acted upon by the Town Council. Note: Section 42-46-6 of the Open Meetings Act, and Department of the Attorney General Advisory Opinions relevant to this item on any public body meeting agenda specifically prohibits the Town Council from discussing, considering or acting on any topic, statement or question presented. The Town Council may, if warranted, refer such matters to an appropriate committee, to another body or official, or post the matter for consideration at a properly-noticed, future meeting.

- A) Scheduled request to address
- B) Non-scheduled request to address

President Beye addresses attendees requesting comments related to Agenda items be held. Also reminded attendees to be respectful, give timely comments and avoid repetitive statements.

A motion was made by Councilor M. White to convene as the Alcoholic Beverage Licensing Board at 6:41 p.m., with second by Vice President Meagher. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R.



White, Aye.

## VII. PUBLIC HEARINGS, LICENSES AND PERMITS

*The Town Council will review each license application and vote on it individually. 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. Please Note in Accordance with Section 42-46-6 (b) the Council May Review, Discuss and/or Take Action and/or Vote on the following items:*

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

- 1) Notice is hereby given by the Town Council of the Town of Jamestown, being the Licensing Board in said Town as provided under Title 3, Chapters 1-12 of the General Laws of Rhode Island 1956, and as amended that the following **RENEWAL** applications have been received by the Town Council for licenses under said Act, for the period December 1, 2021 to November 30, 2022 (duly advertised in the *Jamestown Press* on **October 28th and November 4<sup>th</sup>**); Review, Discussion and/or Action and/or Vote:

#### a) Class B Victualer Liquor Licenses:

Conanicut Restaurant Group II, LLC

dba: Beech

13 Narragansett Avenue

Epic Decade, LLC

dba: Curiosity & Co

14 Narragansett Avenue

- i) Approval of Liquor License renewal application for **Class B Victualer Liquor Licenses**, upon resolution of debts, taxes, State approval and appropriate signatures as well as, when applicable, proof of insurance for the year December 1, 2021 to November 30, 2022.

A motion was made by Vice President Meagher to approve the new Class B Victualer-Limited Liquor License application for Conanicut Restaurant Group II, LLC, dba: Beech and Epic Decade, LLC dba: Curiosity pending all requirements are met with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

- ii) Set the **Class B Victualer Liquor License** Cap at Nine

A motion was made by Vice President Meagher to set the Class B Victualer Liquor License Cap at nine, with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

- 2) 2021-2022 Alcoholic Beverage License Limit report
- 3) **The Town Council Adjourns from Sitting as the Alcoholic Beverage Licensing Board**

A motion was made by Vice President Meagher to adjourn sitting as the Alcoholic Beverage Licensing Board at 6:43 p.m. with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

**B) Licenses and Permits**

- 1) Review, Discussion and/or Action and/or Vote to **Approve Renewal Applications** that have been received by the Town Council for **Victualing & Holiday License** upon resolution of debts, taxes, State approval and appropriate signatures as well as, when applicable, proof of insurance for the year December 1, 2021- November 30, 2022
  - a) Conanicut Restaurant Group II, LLC, dba: Beech
  - b) Epic Decade, LLC, dba: Curiosity & Co.

A motion was made by Vice President Meagher to approve the Victualing & Holiday licenses for Conanicut Restaurant Group II, LLC, dba: Beech and Epic Decade, LLC, dba: Curiosity & Co. with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

- 2) Event/Entertainment License: All Event/Entertainment license application approvals are subject to any and all COVID-19 protocols in affect at the time of the event; Review, Discussion and/or Action and/or Vote to **Approve Renewal Applications** that have been received by the Town Council for **Entertainment License** upon resolution of debts, taxes, State approval and appropriate signatures for the year December 1, 2021- November 30, 2022:
  - a) Building and Zoning Official William Moore summary report
  - b) Conanicut Restaurant Group II, LLC, dba: Beech
  - c) Epic Decade, LLC, dba: Curiosity & Co.
  - d) Jamestown Beer Holdings, LLC dba: Jamestown Beer Holdings

Discussion ensued. Building Official William Moore addresses the Town Council. Epic Decade, LLC, dba: Curiosity & Co. is only permitted to have inside entertainment per Zoning Board. There are no historic restrictions made by Zoning Board on entertainment inside/outside for Conanicut Restaurant Group II, LLC, dba: Beech. No historic decisions by Zoning Board on Outdoor Entertainment. It is Building Official William Moore's opinion that outside entertainment is a policy decision of the Town Council.

Mr. Eugene Mihaly, 35 Knowles Court addresses the Town Council with concerns and objection to outside entertainment at Jamestown Beer Holdings, LLC dba: Jamestown Beer

Holdings. Mr. Mihaly reports that the noise from the outside patio is an issue and he does not support any type of outside entertainment.

Mr. Thomas McNiff, 113 Howland Avenue, owner of Jamestown Beer Holdings, LLC dba: Jamestown Beer Holdings, provides information to the Town Council. There is a fence and foliage between the JBH patio and the Jamestown Place building with approximately 25 ft between the foliage and building. JBH has over the 3 years in business made strong efforts to work well with neighbors. Noise level is never over 70 decibels and not over the ordinance limit of 75 decibels. Non-amplified music is what is being applied for. Transacting commerce and entertainment are a part of that in Mr. McNiff's opinion. JBH Entertainment license application is requesting approval between the hours of 4:00 p.m. and 8:00 p.m.

Chief Mello comments that the JBH Entertainment License is a Town Council policy decision and there are no complaints to date.

Bernice Poirier, 35 Knowles Court addresses the Town Council. She reports that the establishment is loud and causes discomfort as a resident of 35 Knowles Court. Inside and outside patrons of the establishment are very loud according to Ms. Poirier and adding music will exacerbate the problem.

A motion was made by Councilor Brine to approve the Entertainment license application for Conanicut Restaurant Group II, LLC, dba: Beech for inside and outside acoustic and amplified music, with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Nay; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

A motion was made by Vice President Meagher to approve the Entertainment license application for Epic Decade, LLC, dba: Curiosity & Co. for inside/unamplified entertainment only, with second by Councilor R. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

A motion was made by Vice President Meagher to approve the Entertainment license application for Jamestown Beer Holdings, dba: Jamestown Beer Holdings for inside acoustic entertainment only, with second by Councilor R. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

Councilor Brine moves to approve acoustic outside entertainment to limited hours. Motion does not carry.

- 3) One Day Event/Entertainment License: All Event/Entertainment license application approvals are subject to any and all COVID-19 protocols in affect at the time of the event. Review, Discussion and/or Action and/or Vote

on the following:

- a) Applicant: Clean Ocean Access
- Event: Clean Ocean Access Cove Cleanup
- Date: December 4, 2021, 12pm – 2:00 p.m.
- Location: Hull Cove, Jamestown

A motion was made by Vice President Meagher to approve the one-day Entertainment license applications for Clean Ocean Access Cove Cleanup with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

President Beye addresses attendees again before the Public Hearing requesting attendees to be brief, considerate, respectful and to avoid repetitive comments.

**C) Public Hearings**

- 1) Proposed Amendments to the Code of Ordinances, Chapter 10, Animals, Article I -In General; Sections 1-2; Article III Dogs and Cats, Section 10-67, Section 10-70, 10-72 through Section 10-75. These Amendments are proposed to update and modernize the existing Dog Leash and Dog At Large ordinance (duly advertised in the *Jamestown Press* on **November 4<sup>th</sup>**); Review, Discussion and/or Action and/or Vote:
  - a) Amended Dog Ordinance

Councilor R. White addresses the Council and those in attendance with an overview of the undertaking to amend the Code of Ordinances, Chapter 10, Animals. The purpose of the amended ordinance is to update and modernize the existing Dog Leash and Dog At Large ordinance. The current law is inadequate as it relates to dogs conduct on and off leash; owners' responsibility, direct command and control of dog, and limited and prescribed exceptions to being on a leash. List of places that dogs are allowed to be off leash, specific times of the year, and specific times of the day; as well as strict dog feces removal/disposal. Provisions and penalties for offenders.

Christine Ariel, 61 Steamboat Street, addresses the Town Council. She is opposed to the amended ordinance and details reasons. Dogs are animals, not children and are unpredictable. Ms. Ariel gives examples of personal experiences of unpredictable dog encounters. Ms. Ariel questions why dogs are more of a priority than tax payers. Does not want to fend off dogs. Fears dogs off leash and does not trust dogs and dog owners. As a tax payer, Ms. Ariel wants to have right to use lands safely, walk peacefully and enjoy environment. She is of the opinion that it is the responsibility of the Town to protect her rights. The amended ordinance will open the Town to liability and believes that this is "special interest legislation". Ms. Ariel also questions the rationale behind the amended ordinance and whether it is for the sake of ease for police involvement and summer tourists; and not residents. How will the amended ordinance be enforced? As conservationist, Ms. Ariel resents dogs being able to "tear up" beaches and public land where wild life habitats, nesting and feeding is disrupted. The Town should be a good steward of public lands.

Bruce McEntyre, 103 Umiak. Commends Town Council for the work on amended Dog Ordinance but is opposed to the restrictions, specifically prohibition of dogs on beaches during the summer months. References Chief Mello's comments reported in *Jamestown Press* of minimal issue of dogs at the beach.

Sheila Reilly, 26 Pennsylvania Avenue. Supports the amended ordinance. Dogs well socialized tend to be less of a threat to community, other dogs and people.

Jeanne Spinosa, 74 Southwest Avenue. Opposed. All dogs should be leashed at all times and in all places. Training is for the owners more than dogs.

Richard Ventrone, 12 Nautilus Street. In support of the ordinance, and suggests stricter rules on dog waste removal and supports the use of the beaches with less restrictions. Dog education is a necessary.

Bruce Whitehouse, Steamboat Street. Opposed to amended ordinance. 24-hour leash law would be more appropriate. Supports some use of beaches. It is the responsibility of owners to control dogs. Also supports a public dog park. Rejects ordinance as written.

Councilor Brine comments that amended ordinance provides greater restrictions than the current ordinance.

Joan Hall, 34 West Bayview Drive. Ordinance is well written. Reports at times when visiting the Battery and Ft. Getty no other people or dogs are there. As a tax payer Ms. Hall believes that well behaved trained dogs have the right to use beaches and Ft. Getty all year long.

Alice Adler, American Way. Certified veterinarian technician. Considerable amount of expertise and lifelong dog owner. As a professional people overestimate level of control over their dogs. Stronger language regarding off leash and voice control.

John McDevitt, 75 High Street. Shouldn't have to legislate commonsense, but what the Town Council has done is to apply commonsense to a difficult situation. As a dog owner, the ordinance is completely reasonable and appreciates the work that has been done.

Marjorie Cottle, 74 Bayview Drive. Would like stricter dog waste enforcement and more flexibility for beach use year around.

Councilor R. White comments further on the proposed amended ordinance. This revision actually gives dog owners the right to use beaches. The current law requires all pets, if permitted, must be kept on a leash at all times at Jamestown Recreational Facilities, and does preclude the longstanding, entrenched practice of off leash dogs at Ft. Getty and the Town beaches.

Nancy Ventrone, 12 Nautilus, appreciates the work of the Town Council. Ms. Ventrone would like to be able to continue the practice of off leash beach use.

Leslie Harkins, 10 Narragansett Avenue. Dog training is a necessary. Suggests Ft. Getty dates coincide with when campers leave. Would request a carve out for beach use in summer months early in day and/or late at night.

Nancy Lush, 17 Bay Street. Concerned about beach restrictions especially in the summer. Relax rules in 3 different ways 1) dogs off leash, under control by owners on the beaches at certain prescribed times. 2) Definition should include harnesses as well as collars. Currently law does not require the dog tags on collar/harness. Would name and address on collar/harness suffice? 3)Jamestown Press reported that dogs need to be leashed on public property, with exception, and are allowed on public property on a leash in the summer – is this correct?

Paul Leveques, 138 Narragansett Avenue. Quick observation regarding why legislation is in favor of animals over human beings. Dogs on beaches are health hazard and should be banned 12 months a year. Is there an operational plan to enforce the ordinance? Liability – Town is immune from suits, but that immunity may be lost if the Town fails to enforce rules and regulations.

Councilor R. White comments further on the complexity of amending an existing ordinance. There is a provision to periodically review, assess, report to Town Council the efficacy of a statute. An attempt to provide in the statute allows for it to be revisited annually. Vice President Meagher reviews the last time the dog ordinance was revised. Amended ordinance is a vast improvement over what exists now, which currently is untenable. Councilor M. White further comments that Councilor R. White was successful in creating less restrictions rather than more contrary to what the community believes. It is a good start, and can be changed further if necessary. Councilor Brine empathizes with dog owners as well as individuals victim of dog bites. The topic has been discussed for over a year at 5 or more Town Council meetings. Balancing and creating a law that is more enforceable, restrictive as well as providing enjoyment of open spaces for dog owners and their dogs. President Beye comments that this was a learning experience, i.e. beach and public space misconceptions. Signs and public awareness are part of this ordinance being successfully implemented.

A motion was made by Vice President Meagher to approve the Proposed Amendments to the Code of Ordinances, Chapter 10, Animals, Article I -In General; Sections 1-2; Article III Dogs and Cats, Section 10-67, Section 10-70, 10-72 through Section 10-75., with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

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

*Please Note the Following Items are Status Reports and Matters of Interest to the Council and are for Informational Purposes unless Indicated Otherwise and will be Acted upon in Accordance with Section 42-46-6 (b)*

- A) Town Administrator's Report: Jamie A. Hainsworth
  - 1) Broadband Utility RFP update
  - 2) Letter of October 29<sup>th</sup> from Jamestown Conservation Committee
  - 3) Municipal Parking Lot, Narragansett Avenue
  - 4) Friends of Jamestown Rights of Ways+Roads
  - 5) Covid-19 update

Town Administrator Hainsworth addresses the Town Council and reviews report items. Advertising Nov 5- Dec 13<sup>th</sup> for Broadband RFP. JCC will be bringing topic on Steamboat Street to the Town Council at a future date. The Narragansett Avenue Municipal Parking lot – half of the lot has been reestablished with 10 parking spots, two of which are ADA compliant parking spots. Town of Jamestown staff and Rights of Ways+Roads met to discuss “Adopt a Right of Way” project. Future meeting with stakeholders to implement and develop best practices for the proposed program. Covid-19 cases are on the increase. Moderna booster clinic taking place on Tuesday, November 16<sup>th</sup>. Councilor Brine confirms that families will be eligible to receive second booster shot in December, regardless if they received first booster at the Town of Jamestown November vaccine clinics.

- B) Parks and Recreation Director's Report: Raymond DeFalco
  - 1) Fort Getty update

**Discussion ensued. Parks and Recreation Director DeFalco addresses the Town Council, reviewing status of proposed Pickleball Court at Fort Getty. The one abutter has been notified. Vice President Meagher acknowledges community concerns on the project. The Town Council will do their due-diligence before approval. Decibel level will decrease with increased distance from and vegetation, helping with sound buffering. Suggested operation during daylight hours.**

- C) Town Clerk's Report: Roberta J. Fagan
  - 1) Business License Report

**Town Clerk presents first draft report on Business Licenses to be used as a snapshot reference guide/tool.**

## **IX. UNFINISHED BUSINESS**

*Please Note in Accordance with Section 42-46-6 (b) the Council May Review, Discuss and/or Take Action and/or Vote on the following items:*

- A) Review, Discussion and/or Action and/or Vote authorizing Town Administrator Hainsworth to send letter to RI DOT regarding Walcott Avenue and Hamilton Avenue
  - 1) Letter from Town Administrator Hainsworth to RIDOT

**Discussion ensued.**

**A motion was made by Vice President Meagher to approve authorizing Town Administrator Hainsworth to send letter to RI DOT regarding Walcott Avenue and Hamilton Avenue with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye**

- B) Review, Discussion and/or Action and/or Vote regarding Jamestown Housing Authority:
  - 1) Acknowledgement of email from Kathy Powers to Town Council President Nancy Beye in which she tenders her resignation as Resident Commissioner of the Jamestown Housing Authority effective November 30, 2021. Expression of thanks from the Town Council to Ms. Powers for her commitment and service as Resident Commissioner to the JHA for the past 4 years, since her appointment on November 6, 2017.
  - 2) Request for a vote of the Town Council to approve sending a letter to Ms. Valerie Molloy, Chair of the Board of Commissioners of the Jamestown Housing Authority, and Ms. Marcia Sullivan, Executive Director of the Jamestown Housing Authority, urging that: JHA immediately establish a process by which residents of the Jamestown Housing Authority can nominate through "open election" candidates for potential appointment to the JHA Board of Commissioners position of Resident Commissioner, so that the Town Council can select a suitable person from the nominees to assume the role of Resident Commissioner, as provided in R. I. General Laws 45-26-4 (a) 2, as soon as is practicable after November 30, 2021 when

the position becomes available.

**Discussion ensued. Councilor R. White comments and reviews the process to appoint a new resident commissioner through election and volunteers to write/send a letter.**

**A motion was made by Council R. White to approve sending a letter to Ms. Valerie Molloy, Chair of the Board of Commissioners of the Jamestown Housing Authority, and Ms. Marcia Sullivan, Executive Director of the Jamestown Housing Authority, urging that: JHA immediately establish a process by which residents of the Jamestown Housing Authority can nominate through "open election" candidates for potential appointment to the JHA Board of Commissioners position of Resident Commissioner with second by Vice President Meagher. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

- C) Review, Discussion and/or Action and/or Vote to consider Short Term Rental Ordinance Provisions
  - 1) A synopsis of a potential Short-Term Ordinance
    - a) Memorandum from Town Councilor Mary Meagher, regarding issues discussed at the STR Subcommittee
  - 2) Scope of ordinance management including potential hiring of a management company
  - 3) Funding for administration of potential ordinance

**Discussion ensued. Vice President Meagher provides comments on the memorandum to the Town council from the STR Subcommittee. Concluded that oversight is best enforced through licensure, with two-tier classification and two-tier fee. Capping of number of entities should be determined by an elected body. Criteria for license and advertising, public hearing process will also be recommended. The STR subcommittee plans on meeting a few more times to address other issues before finalization.**

**No vote or action taken.**

- D) Review, Discussion and/or Action and/or Vote regarding cell phone coverage in Jamestown
  - 1) Letter to the Jamestown Town Council from the Jamestown Cell Coverage Coalition (JC3)
  - 2) Letter to the Jamestown Town Council from Louis Vitali, Manager, Mariner Tower

**Discussion ensued. Karen Butens, Columbia Lane, addresses Town Council and reviews letter from the Jamestown Cell Coverage Coalition (JC3). Ms. Butens asks for disclosure on Carr Lane cellular tower and potential sites in reservoir area. Safety and equity issue regarding cell coverage, and higher priority than internet coverage. JC3 is committed to working with the Town in a collaborative manner.**

**President Beye reads letter from Mariner Tower with plans securing land lease, to provide better cell coverage to northern end of Jamestown.**

**Town Administrator Hainsworth gives insight and background on plans to improve cellular coverage on the island. Small site cells 900 ft circumference. Verizon has a plan to put up 10 small site cells taking into consideration topography/geography, landscape, market potential,**



etc.

Connie Rainone, West Reach, addresses Town Council and asks that the TC keeps the ball rolling. This is a longstanding, chronic issue. North end, central and south end all have cell phone issues.

Chris Cannon, East Shore Road argues that this is a leadership issue. Funds collected from the water tower lease agreement with cell carriers should be earmarked for island wide cell phone improvements.

Councilor Brine asks Town Administrator for clarification on the Verizon beta program.

Town Administrator Hainsworth acknowledges that supply chain issues have prevented Verizon from completing the program as originally planned.

Public Works Director Gray provides historical context on previous cell phone tower study, and it was determined the best cell site would be centrally located in the Carr Lane area, which would provide largest radius coverage, greatest number of homes/roof tops, as well as being economically feasible. The transfer station lacks electricity and fiber optic cable; not feasible at this time.

Sarah Baines, 59 Intrepid Lane, addresses council.

Councilor Brine asks what next steps are. Vice President Meagher requests that updates be included in the Town Administrator's report and the Council will consider a Cell Phone working group at the December 6, 2021 Town Council meeting.

No motion.

## **X. NEW BUSINESS**

*Please Note in Accordance with Section 42-46-6 (b) the Council May Review, Discuss and/or Take Action and/or Vote on the following items:*

- A) Review, Discussion and/or Action and/or Vote regarding scheduling Special Meeting
  - 1) Request to schedule a Joint Meeting on December 6, 2021 at 5:30 p.m. between Jamestown Town Council and the Jamestown School Department as per RIGL §16-2-21

A motion was made by Vice President Meagher to approve Request to schedule a Joint Meeting on December 6, 2021 at 5:30 p.m. between Jamestown Town Council and the Jamestown School Department as per RIGL §16-2-21 with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

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

*Please Note in Accordance with Section 42-46-6 (b) the Council May Review, Discuss and/or Take Action and/or Vote on the following items:*

- A) Appointments, Vacancies and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
  - 1) Jamestown Housing Authority – Resident Commissioner (One vacancy

with a five-year term ending date of December 31, 2023; duly advertised

- a) Letter of resignation
  - i) Kathy Powers
- 2) Library Board of Trustees (One [1] Member vacancy with a three-year term ending date of December 31, 2023) duly advertised
  - a) Letter of application
    - i) Mackenzie Richards
    - ii) Joseph Cannon
    - iii) Robert Flath

**A motion was made by Vice President Meagher to approve appointment of Robert Flath to the Library Board of Trustees with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

## **XII. 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 for review, discussion and/or potential action and/or vote. A Consent Agenda item or items may be removed by the Town Council for review, discussion and/or potential action and or vote.*

- A) Adoption of Town Council Minutes
  - 1) November 1, 2021 (Special Interview Session)
  - 2) November 1, 2021 (Regular Meeting)
- B) Minutes of Boards/Commissions/Committees
  - 1) Jamestown Planning Commission (September 1, 2021)
  - 2) Jamestown Planning Commission (September 15, 2021)
  - 3) Jamestown Planning Commission (October 6, 2021)
- C) Abutter Notifications: Notice is hereby given that the Jamestown Zoning Board of Review will hold a Public Hearing on November 23, 2021 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, RI at 7:00 p.m. upon the following:
  - 1) Town property: Plat 15 – Lots 61 & 90. Application of Alkione Giovan, whose property is located at 74 Ship St., and further identified as Assessor's Plat 15, Lot 58 for a variance from Article 3, Section 82-302, Table 3-2 & Art. 6, Sec. 82-605 & 82-606 to add a second floor, connecting bedroom at level one to a living room and add 2 bedrooms and full bathroom upstairs by way of a second-floor addition. Seeking relief on side lot for 8'6" where 10' is allowed and rear setback of 26' where 30' is allowed. Said property is located in a R40 zone and contains 7405 sq. ft.
  - 2) Town property: Plat 7, Lot 4 & Plat 8, Lots 283 & 5. Application of Conanicut Marine Services, Inc, whose business operates on the property is located at 260 Conanicus Avenue, and further identified as Tax Assessor's Plat 8, Lot 278 for a Modification to a Special Use Permit granted under Article 6, Special Use Permits and Variances, Section 600 and 602. This application is made pursuant to the provisions of section 82-302, Table 3-1,

Permitted Uses of the zoning ordinance. The Applicant seeks to reduce the lot size from 444,885 sq. ft to 244,882 sq. ft. Said property is located in a R-20 zone and contains 444,885 square feet.

- 3) Town property: Plat 8, Lot 573. Application of We Dig Investments, LLC, whose property is located at 29 Narragansett Ave., and further identified as Assessor's Plat 9, Lot 631 for a variance from Article 3, Section 82-600, 605, 606, & 607, (height variance, SF variance, 3 stories variance), to build a mixed use, retail & multi-family structure; 3 stories where 2 max. is allowed; 40.91 ft. from grade, 35 ft. allowed; and 10,258 sq. ft. lot where 20,000 sq. ft. is required. Said property is located in a CD zone and contains 10,258 sq. ft.

**A motion was made by Vice President Meagher to approve acceptance of the consent agenda with second by Councilor Brine. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

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

*The Council may acknowledge any of the listed Communications and Proclamations and Resolutions. Should any member wish to have a conversation on any of the matters, the item will be placed on a future agenda for review, discussion and/or potential action and/or vote.*

- A) Communications Received:
  - 1) Copy of Letter to: Finance Director Christina Collins  
From: Jennifer W. Fairbank, Visiting Nurse Home & Hospice  
Dated: October 22, 2021  
Re: Thank you for community support allocation of \$8,000
  - 2) Copy of Letter to Matthew Largess, Largess Forestry, Inc.  
From: Anne Kuhn-Hines, Chair, Jamestown Conservation Commission  
Dated: October 22, 2021  
Re: Thank you for donation
  - 3) Copy of Letter to: Jamestown Town Council  
From: Jamestown Cell Coverage Coalition (JC3)  
Dated: October 27, 2021  
Re: Update and information from JC3
  - 4) Copy of Letter to Jamestown Town Council  
From: Louis Vitali, Manager of Mariner Tower  
Dated: November 8, 2021  
Re: Cell phone tower
  - 5) Copy of Letter to Jamestown Town Council  
From: CYC Commodore Charles Beal  
Dated: October 29, 2021  
Re: Letter in response to Mary Lou Sanborn's letter of October 27, 2021
  - 6) Copy of Memo to Town Administrator Jamie Hainsworth, Director of

Public Works Michael Gray and Jamestown Planner Lisa Bryer  
From: Anne Kuhn-Hines, Chair, Jamestown Conservation Commission  
Dated: October 29, 2021  
Re: Proposal for Steamboat Street – Wetland Restoration

- 7) Copy of Email to President Nancy Beye  
From: Kathy Powers  
Dated: November 3, 2021  
Re: Resignation as Jamestown Housing Authority Resident Commissioner effective November 30, 2021
- 8) Copy of Letter to Jamestown Town Council  
From: Mary and Tot Wright  
Dated: November 2, 2021  
Re: Proposed pickle ball courts at Ft. Getty
- 9) Copy of Letter to Jamestown Town Council  
From: Bob Sutton  
Dated: November 3, 2021  
Re: Proposed pickle ball courts at Ft. Getty
- 10) Copy of Letter to Jamestown Town Council  
From: Jean MacMillan  
Dated: November 6, 2021  
Re: Proposed pickle ball courts at Ft. Getty
- 11) Copy of Letter to Jamestown Town Council  
From: Laura Carlson  
Dated: November 8, 2021  
Re: Rescue Barn Proposal

**Council acknowledges receiving Communications.**

**XIV. ADJOURNMENT**

*Pursuant to RIGL § 42-46-6(c) Notice of this meeting shall be posted on the Secretary of State's website and at the Town Hall and the Jamestown Philomenian Library. Notice is also posted at the Jamestown Police Station and on the Internet at [www.jamestownri.gov](http://www.jamestownri.gov).*

**A motion was made by Vice President Meagher to adjourn at 9:31 p.m. with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye**

**Attest:**

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**Roberta J. Fagan, Town Clerk**

**TOWN COUNCIL SPECIAL MEETING**  
**November 18, 2021**

**I. ROLL CALL**

Town Council Members present:

Nancy E. Beye, President  
Mary E. Meagher, Vice President  
Michael G. White  
Randall White

Town Council Member absent:

Erik G. Brine

Also in attendance:

Jamie Hainsworth, Town Administrator  
Peter D. Ruggiero, Town Solicitor  
Denise Gamon, Clerk

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

**President Beye called the special meeting of the Jamestown Town Council to order at 5:30 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, President Beye led the Pledge of Allegiance.**

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

**A motion was made by Vice President Meagher to convene as the Alcoholic Beverage Licensing Board with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

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

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.

1) Application for the RENEWAL of Class BVL -Limited Liquor License, as advertised in the *Jamestown Press editions* of November 4<sup>th</sup> and November 11<sup>th</sup>.

**RENEWAL: CLASS BVL – Limited Liquor License**

Our Table LLC  
dba: Our Table  
53 Narragansett Avenue  
Jamestown, RI 02835

a) Request for Town Council Review, Discussion and/or Action and/or Vote to approve the renewal of the Class BVL-Limited Liquor License

**A motion was made by Vice President Meagher to approve the application for the renewal of Class BVL- Limited Liquor License for Our Table LLC, dba: Our Table with second by Councilor R. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

**A motion was made by Vice President Meagher to adjourn sitting as the Alcoholic Beverage Licensing Board with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

**The Town Council Adjourns from Sitting as the Alcoholic Beverage Licensing Board**

**B) License and Permits**

- 1) Review, Discussion and/or Action and/or Vote to the Approve Renewal Application that has been received by the Town Council for Victualing & Holiday License upon resolution of debts, taxes, State approval and appropriate signatures as well as, when applicable, proof of insurance for the year December 1, 2021 – November 30, 2022
  - a) Our Table LLC, dba: Our Table

**A motion was made by Councilor R. White to approve the Victualing & Holiday license for Our Table LLC, dba: Our Table with a second by Vice President Meagher. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

**IV. ADJOURNMENT**

**A motion was made by Vice President Meagher to adjourn at 5:35 p.m. with a second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

**Attest:**



**Denise Gamon, Town Clerk's Assistant**

## Roberta Fagan

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**From:** Lisa Sheley <jamlibdirector@gmail.com>  
**it:** Monday, November 22, 2021 4:40 PM  
**To:** Roberta Fagan  
**Cc:** Eugene Mihaly; Eugene Mihaly  
**Subject:** Library Board of Trustees Meetings and Attendees  
**Attachments:** JamestownLBOT-3-9-2021MeetingMinutes.pdf; 11-16-21 Trustee Mtg Minutes.pdf; 10-12-21 Trustee Mtg Minutes.pdf; 9-14-21 Trustee Mtg Minutes.pdf; 8-10-21 Trustee Mtg Minutes.pdf; 7-13-21 Trustee Mtg Minutes.pdf; 6-8-21 Trustee Mtg Minutes.pdf; 5-11-21 Trustee Mtg Minutes.pdf; 4-13-21 Trustee Mtg Minutes.pdf; JamestownLBOT-2-9-2021MeetingMinutes.pdf; JamestownLBOT-1-12-2021MeetingMinutes.pdf

Hi Roberta,

Please find attached the LBOT Meeting Minutes for 2021 (so far). I will forward December's after that meeting.

The breakdown of each meetings' attendees is below.

If you have any questions or need clarification, please let me know.

Best regards,

Lisa

Tuesday, January 12, 2021 (Zoom): Eugene Mihaly, Peter Carson, Paul Housberg, Cathy Kaiser, Chris Walsh and Donna Fogarty. Ed Gromada attended as a member of the Capital Campaign Committee. Jamie Hainsworth attended from Town Hall.

Tuesday, February 9, 2021 (Zoom): Eugene Mihaly, Peter Carson, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, Mary Meagher (Town Council liaison), Donna Fogarty, and Lisa Sheley.

Tuesday, March 9, 2021 (Zoom): Eugene Mihaly, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, ex officio Donna Fogarty, and Lisa Sheley.

Tuesday, April 13, 2021 (Zoom): Eugene Mihaly, Peter Carson, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, Town Council Liaison Mary Meagher and Library Director Lisa Sheley

Tuesday, May 11, 2021: Eugene Mihaly, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, Town Council Liaison Mary Meagher and Library Director Lisa Sheley. Absent: Trustee Peter Carson

Tuesday, June 8, 2021: Eugene Mihaly, Peter Carson, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, and Library Director Lisa Sheley.

Tuesday, July 13, 2021: Eugene Mihaly, Peter Carson, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, and Library Director Lisa Sheley.

Tuesday, August 10, 2021: Eugene Mihaly, Peter Carson, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, and Town Council liaison Mary Meagher.

Tuesday, September 14, 2021: Eugene Mihaly, Peter Carson, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, and Library Director Lisa Sheley.

Tuesday, October 12, 2021: Eugene Mihaly, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, and Library Director Lisa Sheley. Absent: Trustee Peter Carson

Tuesday, November 16, 2021: Eugene Mihaly, Peter Carson, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, Library Director Lisa Sheley and Town Council Liaison Mary Meagher.

Tuesday, December 14, 2021: TBA

**Lisa Sheley, MLIS**

Director

Jamestown Philomenian Library

66 North Road

Jamestown, RI 02835

401-423-7283

[www.jamestownphilomenianlibrary.org](http://www.jamestownphilomenianlibrary.org)



**JAMESTOWN PHILOMENIAN LIBRARY**  
**Board of Trustees Meeting Minutes**  
**Tuesday, January 12, 2021**

**PURSUANT TO EXECUTIVE ORDER NO. 20-05 EXECUTED BY GOVERNOR  
GINA RAIMONDO ON MARCH 16, 2020, THIS MEETING WAS  
TELECONFERENCED VIA ZOOM**

**A. Call to Order: Roll Call of Members**

The meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:04 by Eugene Mihaly. In attendance were members Peter Carson, Paul Housberg, Cathy Kaiser, Chris Walsh and Donna Fogarty. Ed Gromada attended as a member of the Capital Campaign Committee. Jamie Hainsworth attended from Town Hall.

**B. Report of the Chair**

1. Capital Campaign  
Gene spoke about the renovation project and the capital fund "scoreboard."
  
2. OLIS Construction Grant process  
The Trustees were updated on the latest Capital Campaign happenings as well as a meeting with the Office of Library and Information Services (OLIS) last week. Drawings and bid documents have been submitted to the state. Once an agreement has been reached with OLIS, things should move more quickly.

**C. Treasurer's Report**

1. Year-end distribution

The Rhode Island Foundation annual distribution occurred and the money went into the Trustee account.

**D. Director's Report**

1. Disposition of local history collection

Update regarding the Jamestown Historical Society and their place in the renovation.

**E. Gift Policy Discussion**

#### **F. Additions to collection in honor of recently retired trustees**

Motion to pass Consent Agenda was made by Kaiser. Carson seconded. Motion passed unanimously.

#### **G. Board Process Review**

1. Update and review

#### **H. Consent Agenda**

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.

1. Approval of Minutes: December 8, 2020
2. Approval of Financial Reports
  - a. Library Board of Trustees
  - b. Jamestown Philomenian Library
3. Progress and Service Report of the Director

Motion to pass Consent Agenda was made by Carson. Walsh seconded. Motion passed unanimously.

#### **I. Public Input**

Not applicable.

#### **J. Adjournment**

Walsh moved to adjourn the meeting at 6:15 p.m. Carson seconded. The motion passed unanimously.

Pursuant to RIGL § 42-46-6(c) Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted 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 [eliese@jamestownri.net](mailto:eliese@jamestownri.net) not less than three (3) business days prior to the meeting.

Respectfully submitted,  
Lisa Sheley  
Assistant Director

**JAMESTOWN PHILOMENIAN LIBRARY**  
**Board of Trustees Meeting Minutes**  
**Tuesday, February 9, 2021**

**PURSUANT TO EXECUTIVE ORDER NO. 20-05 EXECUTED BY GOVERNOR  
GINA RAIMONDO ON MARCH 16, 2020, THIS MEETING WAS  
TELECONFERENCED VIA ZOOM**

**A. Call to Order: Roll Call of Members**

The meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:01 by Eugene Mihaly. In attendance were members Peter Carson, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, Mary Meagher (Town Council liaison), Donna Fogarty, and Lisa Sheley.

**B. Welcome New Trustees**

1. Intro to Policy Governance and Open Meetings

Housberg introduced Devi Ross and explained how she would be a good fit for the Building Committee, due to her strong design background. Housberg then explained the importance of the Open Meetings Act and will send the new Trustees pertinent information pertaining to its rules. The governance policies have been edited by the Board over several years and are constantly being examined. All of the policies have been updated and will be available via Google Docs and through print form. Housberg proposed a Zoom meeting seminar for the new members, and anyone else who wants to join.

**C. Report of the Chair**

Mihaly spoke about the renovation project and the wait for the renovation application from OLIS. It should be ready within the next few weeks for completion by the Capital Campaign Committee.

**D. Treasurer's Report**

Mihaly explained that the Treasurer reports on the accounts of the Trustees and not those of the Capital Campaign. This month's invoices have not yet been supplied so Carson didn't have anything new to report from last month.

## **E. Director's Report**

### **1. 2021-2022 budget**

Mihaly, Fogarty, and Sheley will meet with Jamie Hainsworth and Tina Collins in order to discuss the upcoming fiscal year budget. Fogarty discussed the Maintenance of Effort required by the Office of Library and Information Services (OLIS) and how it has been affected by Covid-19. Quite a bit of the money from State Grant in Aid has to go through the waiver process, including reallocation, for this fiscal year.

### **2. Update on communications with JHS**

Any design elements pertaining to JHS will be addressed further along the renovation process.

### **3. Youth Services hire update**

Sheley spoke about the Youth Services Librarian position. A candidate has accepted the job offer and will formally start on March 1.

## **F. Nominations Process Review**

Walsh introduced the process for nominations for current and potential officers. The Board was encouraged to contact him with any questions. The role of each office was explained. Carson encouraged everyone on the Board to try out a new leadership position in order to gain experience. Walsh will compile a slate for the next meeting and the positions will be voted on in March.

## **G. Board Process Review**

### **1. Update and review**

Housberg explained the way that this board works and the review process therein. In this vein, Carson asked about naming opportunities for the renovation and what the process entails. Donor plaques were also discussed, with a recommendation from Meagher that the architect be consulted.

## **H. Consent Agenda**

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.

1. Approval of Minutes: January 12, 2021
2. Approval of Financial Reports
  - a. Library Board of Trustees
  - b. Jamestown Philomenian Library
3. Progress and Service Report of the Director

Motion to pass Consent Agenda, with corrections, was made by Kaiser. Walsh seconded.  
Motion passed unanimously.

**I. Public Input**

Not applicable.

**J. Date of Next Meeting and Adjournment**

The next Trustee Meeting will be held on March 9 at 5:00 p.m.

Housberg moved to adjourn the meeting at 5:47 p.m. Walsh seconded. The motion passed unanimously.

Pursuant to RIGL § 42-46-6(c) Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted on the internet at [www.jamestownri.gov](http://www.jamestownri.gov).

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Respectfully submitted,  
Lisa Sheley  
Assistant Director

**JAMESTOWN PHILOMENIAN LIBRARY**  
**Board of Trustees Meeting Minutes**  
**Tuesday, March 9, 2021**

**PURSUANT TO EXECUTIVE ORDER NO. 20-05 EXECUTED BY GOVERNOR GINA RAIMONDO ON MARCH 16, 2020, THIS MEETING WAS TELECONFERENCED VIA ZOOM**

**A. Call to Order: Roll Call of Members**

The meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:05 by Eugene Mihaly. Also in attendance were Trustee members Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, ex officio Donna Fogarty, and Lisa Sheley.

**B. Report of the Chair**

Mihaly mentioned Fogarty's impending retirement. The OLIS application has been submitted to the state as of today.

**C. Treasurer's Report**

The Trustee account and the Capital Campaign account were highlighted.

**D. Director's Report**

Management, programming, and facility notes were presented by Fogarty. Highlights included: Colleen LeBeau began 2 weeks ago as the Youth Services Librarian and the Town Budget was discussed with the town administration last week.

**E. Election of Officers**

Slate of officers to vote on: Mihaly for Chair, Housberg for Vice-Chair, Carson for Treasurer, Kaiser for Secretary

Ross moved to pass the slate as presented. Gromada seconded. Motion passed unanimously.

**F. Policy Review: D6 Trustee Code of Conduct**

The policy was reviewed by the Board. Pertinent language will be changed as needed.

## **G. Board Process Review**

1. Update and review

## **H. Consent Agenda**

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.

1. Approval of Minutes: February 9, 2021
2. Approval of Financial Reports
  - a. Library Board of Trustees
  - b. Jamestown Philomenian Library
3. Progress and Service Report of the Director

Motion to pass Consent Agenda was made by Kaiser. Ross seconded. Motion passed unanimously.

## **I. Public Input**

Not applicable.

## **J. Date of Next Meeting and Adjournment**

The next Trustee Meeting will be held on April 13 at 5:00 p.m.

Walsh moved to adjourn the meeting at 5:37 p.m. Housberg seconded. The motion passed unanimously.

Pursuant to RIGL § 42-46-6(c) Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted on the internet at [www.jamestownri.gov](http://www.jamestownri.gov).

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Respectfully submitted,  
Lisa Sheley  
Assistant Director

**JAMESTOWN PHILOMENIAN LIBRARY**  
**Board of Trustees Meeting Minutes**  
**Tuesday, April 13, 2021**

**PURSUANT TO EXECUTIVE ORDER NO. 20-05 EXECUTED BY GOVERNOR GINA RAIMONDO ON  
MARCH 16, 2020, THIS MEETING WAS TELECONFERENCED VIA ZOOM.**

**A. Call to Order: Roll Call of Members**

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:03 by Eugene Mihaly. Also in attendance were Trustee members Peter Carson, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, Town Council Liaison Mary Meagher and Library Director Lisa Sheley.

**B. Report of the Chair**

1. Renovation Update: Renovation funding is in a holding pattern awaiting OLIS application approval.
2. Senator Reed's Visit: Mihaly summarized the multiple steps of the NEH grant application and moving forward, including the NEH provision to the Narragansetts of an opportunity/timeframe to comment.

**C. Treasurer's Report**

In reference to the monthly Treasurer's Report, Carson noted that a \$9450 Capital Campaign account payment to Newport Architecture awaits reimbursement by the Foundation.

**D. Director's Report**

Sheley reviewed the management, programming, facility, and NEH grant information detailed in the Director's Report. She noted that for the NEH grant, she will serve as Project Director; Ed Gromada as Grants Administrator; and Christina Collins will pay construction bills through the JPLF. Other highlights of the report included the installation of HEPA filters; Sheley's participation in a 5-part OLIS workshop for new library directors; book groups via Zoom (soon to move outside); and a grant application for materials for the Summer Reading program. Sheley also noted the need for a barrier between the playground and library lawn to replace the fence removed during the playground renovation.

**E. JPLF Report re CD**

Gromada reported that the funds of a matured CD have been deposited in a money market account; the question of whether this account is FDIC-insured is being explored.

**F. Policy Review: A1, A2 – Ends**

The policies were reviewed by the Board. In clarifying that "ends" are how we measure our success, Housberg raised the question of how the Board monitors these ends. This



question, as well as wording to integrate virtual options in policy A2, will be tabled to an upcoming meeting.

**G. Board Process Review**

No issues raised.

**H. 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.

1. Approval of Minutes: March 9, 2021
2. Approval of Financial Reports
  - a. Library Board of Trustees
  - b. Jamestown Philomenian Library
3. Progress and Service Report of the Director

Motion to pass the Consent Agenda was made by Gromada. Ross seconded. Motion passed unanimously.

**I. Public Input**

Meagher expressed support for Devi Ross' recommendation to re-design the Library logo as part of a re-branding initiative; reported that she will speak with the Town Administrator about the need for a fence separating the playground from the library; and shared her hope that Trustees will be invited to future events related to major library initiatives, such as the recent visit by Senator Reed re the NEH grant.

**J. Date of Next Meeting and Adjournment**

The next Trustee Meeting will be held on May 11 at 5 p.m.

Housberg moved to adjourn the meeting at 6:07 p.m. Gromada seconded. Motion passed unanimously.

Pursuant to RIGL 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted on the internet at [www.jamestownri.gov](http://www.jamestownri.gov).

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Respectfully submitted,  
Cathy Kaiser  
Board Secretary

## JAMESTOWN PHILOMENIAN LIBRARY

### Board of Trustees Meeting Minutes

Tuesday, May 11, 2021

#### **A. Call to Order: Roll Call of Members**

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:02 by Eugene Mihaly. Also in attendance were Trustees Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, Town Council Liaison Mary Meagher and Library Director Lisa Sheley. Absent: Trustee Peter Carson

#### **B. Report of the Chair**

Mihaly reported that the OLIS review of the JPL grant application (filed on March 9) is now expected to be complete by the end of May and, once approved, will be sent on to the budget office.

John Brown, of the Narragansett Indian Tribe, has responded to the NEH grant application, voicing opposition to any excavation related to the library renovation project. Mihaly reviewed possible options if the NEH grant is not approved. Town Council Liaison Meagher provided the Trustees with background on the Tribe's excavation policy.

#### **C. Treasurer's Report**

The Treasurer report was distributed prior to the meeting. Gromada reported that the JPL Foundation's \$1,250,000 matured CD funds have been moved to money market accounts in five banks that, along with Bank Newport, are members of a "cash sweep" structure that ensures FDIC protection (FDIC insurance is limited to 250,000 per account).

#### **D. Director's Report**

Sheley reviewed highlights of the management, programming, facility, and NEH grant information detailed in the Director's Report. She has submitted a request to OLIS to reallocate to electronic materials the \$7,000 originally allocated for part-time staffing. The library no longer takes down patron names for contact tracing or quarantines books as they are returned. Sheley also noted that the Friends of the Library are seeking new members, particularly on the Board.

#### **E. Policy Review: B1, B2, B3**

The policies were reviewed by the Board and the question of how the Board monitors "ends" was discussed.

#### **F. Board Process Review**

No issues raised.

#### **G. 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.

1. Approval of Minutes: April 13, 2021
2. Approval of Financial Reports
  - a. Library Board of Trustees
  - b. Jamestown Philomenian Library
3. Progress and Service Report of the Director

Motion to pass the Consent Agenda was made by Ross. Walsh seconded. Motion passed unanimously.

#### **H. Public Input**

Meagher recommended adding solar panels as an Add Alternate to the project bid request. She spoke with Town Manager Hainsworth about the playground fence issue and suggested that Sheley follow up with him. In response to Meagher's questions about the project's clerk of the works, project manager and building committee, Gromada stressed the need for the Board to clearly define these roles. Meagher suggested inviting Hainsworth and Mike Gray to the next Board meeting to be part of this discussion.

#### **Date of Next Meeting and Adjournment**

The next Trustee Meeting will be held on June 8 at 5 p.m.

Walsh moved to adjourn the meeting at 6:10 p.m. Gromada seconded. Motion passed unanimously.

Pursuant to RIGL 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted on the internet at [www.jamestownri.gov](http://www.jamestownri.gov).

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Respectfully submitted,  
Cathy Kaiser  
Board Secretary

**JAMESTOWN PHILOMENIAN LIBRARY**  
**Board of Trustees Meeting Minutes**  
**Tuesday, June 8, 2021**

**A. Call to Order: Roll Call of Members**

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:02 by Eugene Mihaly. Also in attendance were Trustees Peter Carson, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, and Library Director Lisa Sheley.

**B. Report of the Chair**

Mihaly reported on the status of the OLIS review of the JPL grant application, filed on March 9, with completion anticipated (but not realized) by the end of May. Mihaly outlined steps he has taken and will take in seeking a timely completion of the review.

Mihaly updated the board on options explored re the Sydney Wright room Indian artifacts.

**C. Report of the Narragansett Tribe Subcommittee**

Carson reported that the contract with Joseph Larisa, Special Solicitor on Native American Affairs for Charlestown, has been signed. Larisa is waiting for Town Hall to provide him with records related to prior interactions with the Narragansett Tribe re the unearthing of artifacts and identification of burial sites on the island. Housberg raised the question of whether the contract with Larisa (with the \$10,000 soft cap previously authorized by the board) should have been brought to the board for approval.

**D. Treasurer's Report**

Carson reviewed the month's one transaction.

**E. Director's Report**

1. Sheley reviewed highlights of the management, programming, facility, and NEH grant information detailed in the Director's Report. The library is now open for meeting room use; the Request for Reallocation was approved by OLIS; Sheley accepted a \$1,500 legislative grant from Deb Ruggiero; OSHEAN rerouted the fiber optic lines that go from the library to the schools, town hall, and police station; and the Discover Books donation bin in the parking lot is working well. Sheley also reported that she met with Ray DeFalco, the new Director of Parks and Recreation, to review the continued hazards presented by the absence of a fence between the playground and library grounds. DeFalco suggested that a fence be installed that would allow some grass to remain on the playground side to accommodate parents wishing to sit there. The trustees toured the side lawn to view the hazards caused by the lack of fencing; and to visualize and evaluate the town's proposed installation of fencing allowing a section of grass to remain on the playground side.
2. Sheley shared two proposals with the trustees: (1) intent to go "fine free": and (2) intent to raise the age of children allowed in the library without adult

accompaniment from 7 years old to 10. Housberg confirmed that both decisions are within the purview of the library director and do not require trustee approval.

**F. Policy Review: B4**

The policy was reviewed. The term “users” will be replaced by “patrons.”

**G. Board Process Review**

No issues raised.

**H. 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.

1. Approval of Minutes: May 11, 2021
2. Approval of Financial Reports
  - a. Library Board of Trustees
  - b. Jamestown Philomenian Library
3. Progress and Service Report of the Director

Motion to pass the Consent Agenda was made by Gromada. Walsh seconded. Motion passed unanimously.

**I. Public Input**

None.

**Date of Next Meeting and Adjournment**

The next Trustee Meeting will be held on July 13 at 5 p.m.

Carson moved to adjourn the meeting at 6:12 p.m. Walsh seconded. Motion passed unanimously.

Pursuant to RIGL 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State’s website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted 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 1-800-745-555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to [eliese@jamestownri.net](mailto:eliese@jamestownri.net) not less than three (3) days prior to the meeting.

Respectfully submitted,  
Cathy Kaiser  
Board Secretary

**JAMESTOWN PHILOMENIAN LIBRARY**  
**Board of Trustees Meeting Minutes**  
**Tuesday, July 13, 2021**

**A. Call to Order: Roll Call of Members**

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:02 by Eugene Mihaly. Also in attendance were Trustees Peter Carson, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, and Library Director Lisa Sheley.

**B. Report of the Chair**

- a. OLIS update: Mihaly reviewed the most recent communications with OLIS re the JPL grant application submitted on March 9. Despite assurances that the review is in progress -- with the request of clarification points imminent -- no such request has been received to date. The Board agreed that continued patience is warranted given that until recently, OLIS has been understaffed. At the same time, the Board acknowledged that prolongation of grant approval impacts the town's bond expense and hence trustees recognize the Town Administrator's potential role in this conversation.
- b. Discussions with the Town about demarcation of playground/library grounds: See Library Director's report below.
- c. Disposition of artifacts belonging to the Narragansett Tribe: Mihaly confirmed that when the renovation schedule is finalized, the artifacts will be moved to Town Hall for safekeeping.

**C. Report of the Narragansett Tribe Subcommittee:**

Carson and Mihaly reviewed recent communication from Joe Larissa, who reports that his review of the materials provided by the Town confirms that the Tribe has no standing to challenge the Federal grant. He anticipates that mediation with the Tribe will begin soon, requiring the Tribe to provide evidence that the planned excavation is a tribal burial site.

**D. Treasurer's Report**

Carson reported that a \$5000 payment from the Trustees' account for the Joe Larissa retainer has been replaced by a \$5000 transfer from the Library Foundation's account.

**E. Director's Report**

- a) Sheley reviewed highlights of the management, programming, facility, and NEH grant information detailed in the Director's Report. The library is experiencing a steady increase in visitors; the book sale realized a profit of roughly \$2000, plus a \$500 donation made at the door; Sheley has completed an application for an \$8000 non-competitive grant through APRA (American Rescue Plan Act) to purchase IT equipment for staff and public use; an application for an Emergency Connectivity Fund grant to purchase hot spot devices/plans requires additional consideration because of the grant's requirement to collect borrowers' identification and

certification of need; materials for the playground fence have been ordered. Sheley also shared that one of the circuit breakers had blown in the kitchen. A patron knowledgeable in this area (who happened to be onsite at the time) reset the breaker but cautioned that the kitchen's circuits should be assessed by an electrician to avoid future overload.

- b) Sheley also reported that following a patron's offer to donate art, she reviewed a draft policy re donations of art/display items. She will forward the draft to Housberg for review and recommendations in preparation for bringing the policy to the Board for approval.

#### **F. Policy Review: B5**

The policy was reviewed. Revisions re B5 will be made. Housberg questioned whether library employees are aware of the Board's policies; Sheley will make the binder – and in particular policy B5 – available to staff. Trustees questioned the Town's role in JPL professional employee interviews. Mihaly will meet with the Town Administrator to seek clarification.

#### **G. Board Process Review**

Gromada is submitting a letter of intent to resign (effective August 31) to the Town Council. Trustees are encouraged share the names of potential replacement candidates at the next meeting.

#### **H. 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.

1. Approval of Minutes: June 8, 2021
2. Approval of Financial Reports
  - a. Library Board of Trustees
  - b. Jamestown Philomenian Library
3. Progress and Service Report of the Director

Motion to pass the Consent Agenda was made by Gromada. Walsh seconded. Motion passed unanimously.

#### **I. Public Input**

None.

#### **Date of Next Meeting and Adjournment**

The next Trustee Meeting will be held on August 10 at 5 p.m.

Gromada moved to adjourn the meeting at 6:21 p.m. Walsh seconded. Motion passed unanimously.

Pursuant to RIGL 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted on the internet at [www.jamestownri.gov](http://www.jamestownri.gov).

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Respectfully submitted,  
Cathy Kaiser  
Board Secretary



**JAMESTOWN PHILOMENIAN LIBRARY**  
**Board of Trustees Meeting Minutes**  
**Tuesday, August 10, 2021**

**A. Call to Order: Roll Call of Members**

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:00 by Eugene Mihaly. In attendance were Trustees Peter Carson, Ed Gromada, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, and Town Council liaison Mary Meagher.

**B. Report of the Chair**

NEH update: Mihaly reported that he, Sheley, and lawyer Joe Larisa will be conferencing via phone with three NEH representatives re Narragansett concerns. Nothing has been received in writing from the Narragansetts. Mihaly later confirmed that Gromada and Carson, members of the ad-hoc subcommittee appointed by the board to interface with Larisa, will also be on the call.

**C. Response to OLIS document entitled Jamestown Library Construction Project, Application Review dated July 22, 2021; and Response to OLIS document entitled Jamestown Library Construction Project, Design Review dated July 26, 2021:**

Mihaly reported that the JPL responses to OLIS questions have been submitted. Many of the questions concerned layout and furniture. Housberg shared several examples of OLIS recommendations that may not be feasible due to budget constraints or structural impediments.

**D. Treasurer's Report**

Carson recommended that future treasurer reports be moved to the consent agenda. Gromada explained the interbanking sweep handling of the Foundation's \$1.2 million (matured CD) to ensure FDIC coverage.

**E. Director's Report**

Sheley was not in attendance. Trustees had no questions re the written report.

**F. Policy Review: C1, C2**

No changes were made to the policies. Mihaly confirmed that the JPL director will request background checks for all new hires.

**G. Board Process Review**

Housberg expressed a concern that conversations with Larisa be shared with the board. Mihaly confirmed that the ad-hoc subcommittee appointed by the board will participate in the conference call with NEH. Conversations with Larisa be continue to be reported upon at the board's monthly meetings.

**H. 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.

1. Approval of Minutes: July 13, 2021
2. Approval of Financial Reports
  - a. Library Board of Trustees
  - b. Jamestown Philomenian Library
3. Progress and Service Report of the Director

Motion to pass the Consent Agenda was made by Kaiser. Housberg seconded. Motion passed unanimously.

**I. Public Input**

None.

**Date of Next Meeting and Adjournment**

The next Trustee Meeting will be held on September 14 at 5 p.m.

Carson moved to adjourn the meeting at 5:28 p.m. Gromada seconded. Motion passed unanimously.

Pursuant to RIGL 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted on the internet at [www.jamestownri.gov](http://www.jamestownri.gov).

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Respectfully submitted,  
Cathy Kaiser  
Board Secretary

**JAMESTOWN PHILOMENIAN LIBRARY**  
**Board of Trustees Meeting Minutes**  
**Tuesday, September 14, 2021**

**A. Call to Order: Roll Call of Members**

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:01 by Eugene Mihaly. In attendance were Trustees Peter Carson, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, and Library Director Lisa Sheley.

**B. Report of the Chair**

- a. NEH/OLIS Update: Mihaly outlined next steps: meet with the Public Archeological Lab; complete the draft mitigation plan to be shared with NEH. There is some indication that the excavation areas in question may have been examined during the 1971 or 1991 construction and deemed at that time to not hold any artifacts. Once the breakdown of the furniture/fixture line item is complete, Sheley and Mihaly will submit all responses to OLIS questions. If satisfied with the responses, OLIS will act by the end of the month.
- b. Strategic Plan: Sheley will update the current plan (which expires in December) for board discussion/approval. Additional in-depth strategic planning will occur after completion of the renovation project.

**C. Director's Report**

Sheley reviewed highlights of the Director's Report, noting that the Annual Survey has been submitted and completion of the construction reimbursement application is underway. She also reported that the Town's maintenance of effort requirement will not be impacted by reductions in the library budget that result from changes in the salary line.

**D. Gift Policy Review**

Motion to accept the policy as amended was made by Housberg. Ross seconded. Motion passed unanimously. In the section "Other Gifts," the phrase "upon the recommendation of the President of the Board of Trustees and the Library Director followed by the approval of the Library Board of Trustees" was replaced by "upon the recommendation of the Library Director and Board of Trustees."

**E. Policy Review: B6, B7**

No changes were made to the policies.

**F. Board Process Review**

No comments.

**G. 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.

1. Approval of Minutes: August 10, 2021 and September 2, 2021

2. Approval of Financial Reports
  - a. Library Board of Trustees
  - b. Jamestown Philomenian Library
  - c. Treasurer's Report
3. Progress and Service Report of the Director

Motion to pass the Consent Agenda was made by Kaiser. Walsh seconded. Motion passed unanimously.

#### **H. Public Input**

None.

#### **Date of Next Meeting and Adjournment**

The next Trustee Meeting will be held on October 12 at 5 p.m.

Carson moved to adjourn the meeting at 5:57 p.m. Walsh seconded. Motion passed unanimously.

Pursuant to RIGL 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted on the internet at [www.jamestownri.gov](http://www.jamestownri.gov).

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Respectfully submitted,  
Cathy Kaiser  
Board Secretary

**JAMESTOWN PHILOMENIAN LIBRARY**  
**Board of Trustees Meeting Minutes**  
**Tuesday, October 12, 2021**

**A. Call to Order: Roll Call of Members**

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:03 by Eugene Mihaly. In attendance were Trustees Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, and Library Director Lisa Sheley. Absent: Trustee Peter Carson

**B. Report of the Chair**

- a. PAL (Public Archeology Laboratory) Proposal: Mihaly noted that PAL has submitted a permit application to the state and anticipates exploratory excavation to occur by the end of the month. Trustees discussed possible scenarios depending on the excavation outcome.
- b. Updates: • Responses to the OLIS questions re the Construction Reimbursement Application are nearing completion. Sheley is finalizing the requested detailing of the furniture line item. • Mihaly noted that there are currently two candidates for the open Trustee position.

**C. Director's Report**

- a. Sheley reviewed highlights of the Director's Report, noting an upcoming meeting at WB Mason to price furniture; plans to close the library for a day to enable staff to participate in CPR training; potential coordination with the town to purchase a defibrillator; and a Covid-related reduction in capacity limits for library- and community-based programs to 25.
- b. Gift Policy Update: Sheley and Housberg reviewed the recent employment of the gift policy in declining a proposed donation of art.

**D. Policy Review: C3**

No changes were made. Trustees agreed that ongoing review of the policies is useful.

**E. Board Process Review**

No comments.

**F. 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.

1. Approval of Minutes: September 14, 2021
2. Approval of Financial Reports
  - a. Library Board of Trustees
  - b. Jamestown Philomenian Library
  - c. Treasurer's Report
3. Progress and Service Report of the Director

Motion to pass the Consent Agenda was made by Walsh. Housberg seconded. Motion passed unanimously.

**G. Public Input**

None.

**Date of Next Meeting and Adjournment**

The next Trustee Meeting will be held on November 9 at 5 p.m.

Walsh moved to adjourn the meeting at 6:10 p.m. Ross seconded. Motion passed unanimously.

Pursuant to RIGL 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted on the internet at [www.jamestownri.gov](http://www.jamestownri.gov).

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Respectfully submitted,  
Cathy Kaiser  
Board Secretary

## JAMESTOWN PHILOMENIAN LIBRARY

### Board of Trustees Meeting Minutes

Tuesday, November 16, 2021

#### A. Call to Order: Roll Call of Members

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:01 by Eugene Mihaly. In attendance were Trustees Peter Carson, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, Library Director Lisa Sheley and Town Council Liaison Mary Meagher.

#### B. Report of the Chair: Update regarding the archeological investigation and Narragansett Tribe.

Mihaly noted conversations with PAL and John Brown; the receipt by OLIS of a letter from the Tribe; and plans for Mihaly and Sheley to meet with John Brown, PAL and Senator Jack Reed on December 10.

#### C. Director's Report

- A. Strategic plan: Sheley reported that OLIS will offer strategic planning training in the early spring and approves of JPL's proposal to postpone its strategic planning until after the training.
- B. Sheley reviewed highlights of the Director's Report, including a meeting with Glenn Mark of WB Mason to finalize furniture decisions for the renovation; servicing and inspection of the boilers; upcoming programming of the Friends of the Library; and plans to close the library on Monday, Dec. 27 for staff training in CPR and first aid. She also shared that the Teen Center closure due to an uptick in covid cases in the schools has resulted in an increased number of children and youth spending time in the library. Sheley is working closely with the Rec Department and Early Learning Center to plan accordingly for the increase and continue to ensure the safety of library patrons (of all ages) and staff.

#### D. Policy Review: C4

Trustees agreed to the following revision in section 2: The words "will acquire" (The Board will acquire monitoring data) is changed to "may acquire" (The Board may acquire monitoring data). Housberg will meet with Sheley to discuss revisions to section 3 -- the evaluation sequence and tool.

#### E. Board Process Review

No comments.

#### F. 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.

1. Approval of Minutes: October 12, 2021 and the Special Meeting, October 22, 2021
2. Approval of Financial Reports

- a. Library Board of Trustees
  - b. Jamestown Philomenian Library
  - c. Treasurer's Report
3. Progress and Service Report of the Director

Motion to pass the Consent Agenda was made by Kaiser. Ross seconded. Motion passed unanimously.

**G. Public Input**

None.

**Date of Next Meeting and Adjournment**

The next Trustee Meeting will be held on December 14 at 5 p.m.

Ross moved to adjourn the meeting at 5:40 p.m. Kaiser seconded. Motion passed unanimously.

Pursuant to RIGL 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted on the internet at [www.jamestownri.gov](http://www.jamestownri.gov).

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Respectfully submitted,  
Cathy Kaiser  
Board Secretary





Jamestown Harbor Office  
250 Conanicus Avenue  
Jamestown, RI 02835

**TOWN OF JAMESTOWN  
HARBOR COMMISSION**

Minutes of the April 14, 2021 Meeting of the Jamestown Harbor Commission  
*Approved: 5/12/2021*

A meeting of the Jamestown Harbor Commission was held Wednesday, April 14, 2021.  
PURSUANT TO EXECUTIVE ORDER NO. 20-05 EXECUTED BY GOVERNOR GINA RAIMONDO ON MARCH 16, 2020, THIS  
MEETING WAS TELECONFERENCED VIA ZOOM.

**I. CALL TO ORDER AND ROLL CALL**

Vice-Chairman Banks called the meeting to order at 5:03 PM with roll call:

Present:

Wayne Banks, Vice-Chairman  
Steven Bois, Commissioner  
Richard Raynes, Commissioner  
Eric Lexow, Commissioner  
Michael Junge, Commissioner  
Dan Wurzbacher, Commissioner

Absent:

Jessica McCarthy, Commissioner  
Glenn Skalubinski, Harbormaster

Also in attendance:

Chief Edward Mello, Executive Director  
Randy White, Town Council Liaison  
George Souza, Conservation Commission Liaison  
Kim Devlin, Harbor Clerk

**II. APPROVAL OF MEETING MINUTES - Review, discussion and/or potential action and/or vote**

**A. Wednesday, March 10, 2021**

Vice-Chairman Banks moved to approve the minutes of the March 10, 2021 Jamestown Harbor Commission meeting; Commissioner Wurzbacher seconded. So voted; 6 ayes, 0 nays.

**III. OPEN FORUM**

**A. Scheduled Requests to Address**

There were no Scheduled Requests to Address.

**B. Non-scheduled Requests to Address- Review, discussion and/or potential action and/or vote**

There were no Non-Scheduled Requests to address at this time.

**IV. EXECUTIVE DIRECTOR MELLO'S REPORT- Review, discussion and/or potential action and/or vote**

Executive Director Chief Mello reported that Harbormaster Skalubinski has started preparing the boats for the season and working with Dutch Harbor Boat Yard and Conanicut Marine to repair and commission the floating docks. Harbormaster Campbell has agreed to act as the Assistant Harbormaster for the season.

Executive Director Chief Mello reported that Walrus & Carpenter Oyster Company has submitted an application to the Town to install upwellers at West Ferry. The request has been forwarded to the Jamestown Harbor Commission by the Town Council. We are meeting with Jules, the owner, on Thursday to discuss the proposal. There is no formal proposal at this time but when there is, it will be brought before the Jamestown Harbor Commission.

**V. HARBORMASTER REPORT**

Harbormaster Skalubinski was not in attendance.

**VI. MARINE DEVELOPMENT FUND BUDGET**

**A. 2020/2021**

**MDF YTD Budget- Review, discussion and/or potential action and/or vote**

Executive Director Chief Mello reported that the budget to actual is from July 1, 2020 until now. Executive Director Chief Mello stated that the revenues are a bit deceiving; because of the change in renewal schedule, some of the late renewals from last season are reflected in the current season. There are no significant expenses expected.

Executive Director Chief Mello stated that Kim reviewed the budget with Commissioner Lexow.

Commissioner Lexow stated that everything is on track.

**VII. SUB-COMMITTEE REPORTS**

**A. Budget - Review, discussion and/or potential action and/or vote**

Commissioner Lexow stated that Executive Director Chief Mello covered everything and had nothing to report.

**B. Facilities - Review, discussion and/or potential action and/or vote**

Vice-Chairman Banks and Commissioner Wurzbacher had nothing to report.

**C. Mooring Implementation - Review, discussion and/or potential action and/or vote**

Vice-Chairman Banks had nothing to report.

**D. Traffic Committee - Review, discussion and/or potential action and/or vote**

Commissioner Junge had nothing to report.

**E. Gould Island Restoration Committee - Review, discussion and/or potential action and/or vote**

Commissioner Bois reported that Town Administrator Hainsworth sent a letter to the Department of Environmental Management (DEM) requesting additional support to restore Gould Island, but we can't move forward until there is a plan that the Town, DEM, and the Army Corps of Engineers (ACOE) agree on.

Commissioner Lexow asked Commissioner Bois where the money comes from.

Commissioner Bois stated it is a result of Senator Reed asking Congress to award money to the ACOE.

**VIII. LIAISON REPORTS**

**A. Conservation Commission Liaison - Review, discussion and/or potential action and/or vote**

Conservation Commission Liaison Souza reported that the Conservation Commission received a letter from Walrus & Carpenter Oyster Company but that it was not specific to their proposed plan, and that public/private partnerships need to be considered carefully.

**IX. OLD BUSINESS**

There was no Old Business to discuss.

**X. CORRESPONDENCE**

There was no Correspondence to review.

**XI. NEW BUSINESS**

**A. CRMC Preliminary Application Determination Process - Review, discussion and/or potential action and/or vote**

Executive Director Chief Mello stated that Ben Goetsch, the new CRMC aquaculture specialist, reached out to him to see if the Jamestown Harbor Commission would be a good fit for CRMC preliminary determination meetings for aquaculture applications around Jamestown. The applicant would explain the proposal and also allow for public discussion. Executive Director Chief Mello explained that this would be a CRMC process, not directed by the Town and that the Jamestown Harbor Commission would not take a position on the application, but could participate in the discussion.

Chairman Banks moved to accept the CRMC preliminary determination meetings as a part of the Jamestown Harbor Commission meetings, Vice-Chairman Junge seconded. So voted; 6 ayes, 0 nays.

**B. Additions to the Qualified Mooring Installer and Inspector List - Review, discussion and/or potential action and/or vote**

Executive Director Chief Mello stated that there have been two new applications submitted since the list was last approved.

Chairman Banks asked if he was asking the Jamestown Harbor Commission to cap the number of companies on the list.

Executive Director Chief Mello stated that this will be the final list for the season and we can circle back to this issue later.

Chairman Banks moved to approve the list; Vice-Chairman Junge seconded. So voted; 6 ayes, 0 nays.

**XII. OPEN FORUM – CONTINUED - Review, discussion and/or potential action and/or vote**

Renee McCooley asked Executive Director Chief Mello what the purpose of the meeting is tomorrow with Jules and Kim.

Executive Director Chief Mello stated that that it is an opportunity for Jules to put forth a proposal.

Renee McCooley stated that this is a huge decision and advised to Jamestown Harbor Commission to move cautiously.

**XIII. ADJOURNMENT- Review, discussion and/or potential action and/or vote**

Chairman Banks moved to adjourn at 5:33 PM; Commissioner Junge seconded. So voted; 6 ayes, 0 nays.

Respectfully submitted,



Kim Devlin  
Jamestown Harbor Clerk



**TOWN OF JAMESTOWN  
HARBOR COMMISSION**

Minutes of the June 9, 2021 Meeting of the Jamestown Harbor Commission  
*Approved: 7/14/2021*

A meeting of the Jamestown Harbor Commission was held Wednesday, June 9, 2021.  
PURSUANT TO EXECUTIVE ORDER NO. 20-05 EXECUTED BY GOVERNOR GINA RAIMONDO ON MARCH 16, 2020, THIS  
MEETING WAS TELECONFERENCED VIA ZOOM.

**I. CALL TO ORDER AND ROLL CALL**

Vice-Chairman Banks called the meeting to order at 5:02 PM with roll call:

Present:

Wayne Banks, Chairman  
Michael Junge, Vice-Chairman  
Richard Raynes, Commissioner  
Eric Lexow, Commissioner

Absent:

Steven Bois, Commissioner  
Jessica McCarthy, Commissioner  
Dan Wurzbacher, Commissioner

Also in attendance:

Chief Edward Mello, Executive Director  
Randy White, Town Council Liaison  
George Souza, Conservation Commission Liaison  
Kim Devlin, Harbor Clerk  
Glenn Skalubinski, Harbormaster

**II. APPROVAL OF MEETING MINUTES - Review, discussion and/or potential action and/or vote**

**A. Wednesday, May 12, 2021**

Vice-Chairman Banks moved to approve the minutes of the May 12, 2021 Jamestown Harbor Commission meeting; Vice-Chairman Junge seconded. So voted; 4 ayes, 0 nays.

**III. OPEN FORUM**

**A. Scheduled Requests to Address**

**a. Carolyn Sears – Requesting that her relinquished mooring permit be re-instated**

Carolyn Sears addressed the Jamestown Harbor Commission regarding her decision to relinquish her mooring permit last year, stating that she felt she had no choice due to the Covid pandemic.

Chairman Banks stated that he has read through the information she submitted to the Jamestown Harbor Commission.

Executive Director Chief Mello provided the timeline of non-use of the mooring since 2013 through July 2020 when Ms. Sears relinquished her permit. Executive Director Chief Mello stated that the permit had been reassigned and that the person who accepted the new permit backed out, so the mooring location has not yet been reassigned.

Commissioner Lexow stated that there have been continuous reasons why this mooring has not been used over the years and he feels that this has gone as far as it should go.

Vice-Chairman Junge stated that this is not just about last year, that there is a continuous pattern of this mooring not being used over the years.

Ms. Sears stated that she has occupied the mooring since 1998 after being on the wait list since 1991, and that she has maintained her mooring as requested by the Town. Unfortunately, due to certain situations she has not been able to put a

boat on the mooring some years. Ms. Sears stated that this last year Covid was the only reason she was not able to launch her vessel, that she did not feel safe leaving her residence.

Commissioner Raynes asked Ms. Sears why she relinquished her mooring.

Ms. Sears stated that she felt guilty because she wouldn't be able to use the mooring and that she made a mistake by relinquishing the mooring. Now there are no moorings available and she has nowhere to place her vessel.

Chairman Banks asked Executive Director Chief Mello if he is looking for a vote.

Executive Director Chief Mello stated that the Jamestown Harbor Commission must decide if they will direct staff to reissue the mooring permit or if the mooring permit remains relinquished.

Chairman Banks moved to reissue the mooring permit to Ms. Sears; Commissioner Raynes seconded. Roll call vote: Chairman Banks – Aye; Commissioner Raynes – Aye; Vice-Chairman Junge – Nay; Commissioner Lexow – Nay. The motion did not carry and the permit remains relinquished.

**B. Non-scheduled Requests to Address- Review, discussion and/or potential action and/or vote**

There were no Non-Scheduled Requests to address at this time.

**IV. EXECUTIVE DIRECTOR MELLO'S REPORT- Review, discussion and/or potential action and/or vote**

Executive Director Chief Mello had nothing to report.

**V. HARBORMASTER REPORT**

Harbormaster Skalubinski reported that both vessels are deployed and he has been focused on enforcing the three day overnight anchoring. The mooring fields are starting to fill up and are at about 75% capacity.

**VI. MARINE DEVELOPMENT FUND BUDGET**

**A. 2020/2021**

**MDF YTD Budget- Review, discussion and/or potential action and/or vote**

Executive Director Chief Mello shared the budget to actual with the Jamestown Harbor Commission. Executive Director Chief Mello stated that we are at about 96% of our revenue budget and that Dutch Harbor has not yet paid their permit fees, which will bring us to at least 100% of estimated revenues when that payment is received.

Executive Director Chief Mello stated that the expenditures are tracking at about 40% which is deceptive, as there are a number of big ticket items that have not yet been accounted for. Overall, we are in great shape.

**VII. SUB-COMMITTEE REPORTS**

**A. Budget - Review, discussion and/or potential action and/or vote**

Commissioner Lexow had nothing to report.

**B. Facilities - Review, discussion and/or potential action and/or vote**

Vice-Chairman Banks had nothing to report.

**C. Mooring Implementation - Review, discussion and/or potential action and/or vote**

Vice-Chairman Banks had nothing to report.

**D. Traffic Committee - Review, discussion and/or potential action and/or vote**

Commissioner Junge reported that at the last Traffic Committee meeting the Committee recommended changes to the ordinance regarding overnight sticker parking to the Town Council.

**E. Gould Island Restoration Committee - Review, discussion and/or potential action and/or vote**

Commissioner Bois was not in attendance.

**VIII. LIAISON REPORTS**

**A. Conservation Commission Liaison - Review, discussion and/or potential action and/or vote**

Conservation Commission Liaison Souza thanked the Jamestown Harbor Commission for offering to host CRMC aquaculture specialist Ben Goetsch at a meeting.

Conservation Commission Liaison Souza reported that the ROW at Wickford Avenue has been cleared and there is an ongoing discussion on installing stairs at that location.

**B. Town Council Liaison Report - Review, discussion and/or potential action and/or vote**

Town Council Liaison White had nothing to report.

**IX. OLD BUSINESS**

There was no Old Business to discuss.

**X. CORRESPONDENCE**

**A. A. Carolyn Sears – Request to retain mooring in Dutch Harbor - Review, discussion and/or potential action and/or vote**

Chairman Banks moved to accept the correspondence; Vice-Chairman Junge seconded. So voted; 4 ayes, 0 nays.

**XI. NEW BUSINESS**

**A. Beach Permit Wait List and Renewal - Review, discussion and/or potential action and/or vote**

Executive Director Chief Mello stated that we are working on converting the beach permit wait list to Online Mooring. There are 225 wait list applications that have been entered and going forward all beach wait list applications will be submitted electronically and renewed each year like all of the other wait lists.

Vice-Chairman Junge stated that he has noticed that people are paying less for a mooring permit than a beach permit.

Executive Director Chief Mello stated that the mooring permit holders pay for their own tackle and the beach permit holders use Town provided structures, but that this is a topic we can address during the budget planning process.

**XII. OPEN FORUM – CONTINUED - Review, discussion and/or potential action and/or vote**

Commissioner Raynes asked if anyone has heard anything about an electric cable being installed in West Passage.

Executive Director Chief Mello responded that, no, he has not heard anything.

**XIII. ADJOURNMENT- Review, discussion and/or potential action and/or vote**

Chairman Banks moved to adjourn at 5:35 PM; Vice-Chairman Junge seconded. So voted; 4 ayes, 0 nays.

Respectfully submitted,



Kim Devlin  
Jamestown Harbor Clerk



## TOWN OF JAMESTOWN HARBOR COMMISSION

Minutes of the July 14, 2021 Meeting of the Jamestown Harbor Commission  
*Approved: 8/11/2021*

A meeting of the Jamestown Harbor Commission was held Wednesday, July 14, 2021.  
PURSUANT TO EXECUTIVE ORDER NO. 20-05 EXECUTED BY GOVERNOR GINA RAIMONDO ON MARCH 16, 2020, THIS  
MEETING WAS TELECONFERENCED VIA ZOOM.

### I. CALL TO ORDER AND ROLL CALL

Vice-Chairman Banks called the meeting to order at 5:02 PM with roll call:

#### Present:

Wayne Banks, Chairman  
Michael Junge, Vice-Chairman  
Richard Raynes, Commissioner  
Eric Lexow, Commissioner  
Steven Bois, Commissioner (5:06)  
Jessica McCarthy, Commissioner  
Dan Wurzbacher, Commissioner

#### Also in attendance:

Chief Edward Mello, Executive Director  
Kim Devlin, Harbor Clerk  
Glenn Skalubinski, Harbormaster

### II. APPROVAL OF MEETING MINUTES - Review, discussion and/or potential action and/or vote

#### A. Wednesday, June 9, 2021

Vice-Chairman Banks moved to approve the minutes of the June 9, 2021 Jamestown Harbor Commission meeting; Vice-Chairman Junge seconded. So voted; 6 ayes, 0 nays.

### III. OPEN FORUM

#### A. Scheduled Requests to Address

##### a. Carolyn Sears – Requesting that her relinquished mooring permit be re-instated

Executive Director Chief Mello stated that Ms. Sears appeared before the Jamestown Harbor Commission at the last meeting and asked to have her mooring permit reissued or to have her placed at a priority position on the wait list. There were four members present at that meeting. A motion was made to approve that request and to direct the staff to issue her a mooring. It was a tie vote and according to Robert's Rules of order that motion failed and no action was taken.

Executive Director Chief Mello stated that Carolyn then reached out to a Town Council member who notified the Town Solicitor and the Town Administrator, through the Town Administrator, reached out to Executive Director Chief Mello and suggested that Carolyn ask again that the Jamestown Harbor Commission review her request in order to get a full vote on the matter.

Executive Director Chief Mello stated that Carolyn is here again tonight and the Jamestown Harbor Commission should have the timeline of her mooring activity, specifically related to Grace Periods. By the Harbor Management Ordinance, the Harbormaster may grant one Grace Period and any subsequent Grace Periods must be granted by the Jamestown Harbor Commission. In 2013 and 2016 this mooring was Administratively granted a Grace Period. In 2018 another request was made and denied by the Harbormaster and Granted by the Jamestown Harbor Commission. In 2019 another Grace Period request was made and denied by the Jamestown Harbor Commission. An appeal was made to the Town Council and the Town Council approved the appeal and another Grace Period was granted in 2019. In 2020 Ms. Sears made another request for a Grace Period that was denied by the Harbormaster and on July 13, 2020 Ms. Sears sent an email to the Harbor Office stating that she was relinquishing the mooring.

Executive Director Chief Mello stated that we have worked since that time to issue the mooring location to someone off of the wait list. The person that accepted the permit has since backed out and declined the permit offer. We now have someone off of the wait list who has accepted the mooring permit and that has now been put on hold waiting the outcome of the Jamestown Harbor Commission's decision.

Chairman Banks asked why this is back on the agenda.

Executive Director Chief Mello stated because Ms. Sears approached a Town Council member and the Town Solicitor recommended having the matter heard by the full Jamestown Harbor Commission.

Vice-Chairman Junge stated that the person offered the permit has been on the wait list for 10 years and, considering Ms. Sears' four consecutive years of Grace Periods, that person could have been off of the wait list after six years.

Executive Director Chief Mello stated that that is correct.

Commissioner Bois asked how many people are on the wait list.

Harbor Clerk Devlin stated that there are about 130 people on the wait list for Dutch Harbor.

Commissioner Wurzbacher asked if it was correct that a formal letter forfeiting the mooring was received by the Harbor Office.

Executive Director Chief Mello stated that there was an email submitted to Kim forfeiting the mooring.

Carolyn Sears and Pamela Carr addressed the Jamestown Harbor Commission.

Pamela Carr read a prepared statement and began by thanking the Jamestown Harbor Commission members for the opportunity to present their case to retain mooring 306C in Dutch Harbor. Pamela stated her family history in Jamestown began in 1663 and that she is a direct descendant of Caleb Carr, the 3<sup>rd</sup> Governor of Rhode Island. He was very involved in Jamestown politics and also started our ferry system that ran until the island bridges were built.

Pamela stated that Carolyn is the managing partner of their boat and is a Rhode Island native who has lived in Jamestown for 31 years. The mooring permit was granted in 1998, over 30 years ago and that the tackle has been maintained and inspected according to the Harbor Management Ordinance.

Pamela stated that on February 7, 2020 the Town Council granted their request to retain mooring 306C in Dutch Harbor. In the following months the US shut down due to Covid. The boat was not launched in 2020 because of the virus, not because they were unable. Pamela stated that they are both in the high risk category and they were afraid for their health and safety if they did launch the vessel. Pamela stated that because they are both retired and on a fixed income retaining this mooring is more affordable than renting a commercial mooring. They are requesting the Jamestown Harbor Commission approve their request and allow them to retain mooring 306C in Dutch Harbor. They thanked the Jamestown Harbor Commission for hearing their appeal.

Carolyn added that they were on the waiting list in 1991 and waited 7 years to get their mooring and she realized that it was a big mistake to send that letter giving up the mooring. Carolyn asked the Jamestown Harbor Commission to consider the fact that they were approved to retain the mooring and the Covid hit and that is the only reason they did not use the mooring in 2020.

Chairman Banks stated that you actually gave up the mooring.

Carolyn stated that she did, but it was a mistake and she was isolated for the entire year.

Executive Director Chief Mello stated that there would have to be a motion to reissue the permit back to Ms. Sears and a second.

Chairman Banks stated that there is no motion and that he feels like we made our vote last meeting.

Commissioner Bois moved to revote on this issue; Vice-Chairman Junge seconded.

Commissioner Lexow stated that he doesn't know Ms. Sears and Ms. Carr and he does not have an ax to grind with them but he feels that we are walking across a soft field because anybody, if we vote yes, anybody can come back and go through this process after giving up a mooring. He doesn't feel like that is the image the Jamestown Harbor Commission wants to portray.

Commissioner Raynes asked if he is correct that the mooring has been awarded to somebody on the waiting list and they have accepted.

Executive Director Chief Mello stated that Commissioner Raynes is correct.

Vice-Chairman Junge asked how many other boats didn't put in last year.



Executive Director Chief Mello stated it was less than three.

Commissioner McCarthy stated that she respects the 2020 reason for not using the mooring, that it was a tough year and she does not hold that against anybody. For her it is the five Grace Periods prior to 2020. Commissioner McCarthy stated that they seem like very nice people and it is not personal, but for her it is a nay.

Commissioner Bois stated that he is in the same venue as Commissioner McCarthy. It's a nay from him.

Commissioner Wurzbacher stated that he is of the same mind, but that number of years not using the mooring and the fact that they gave up the permit and its been awarded to somebody else who has accepted it, he is going to vote nay as well.

Chairman Banks asked for a roll call vote.

Commissioner Raynes votes no, Chairman Banks votes no, Vice-Chairman Junge votes no, Commissioner Wurzbacher votes no, Commissioner McCarthy votes no, Commissioner Bois votes no, Commissioner Lexow votes no. The motion does not carry.

**B. Non-scheduled Requests to Address- Review, discussion and/or potential action and/or vote**

Charlotte Zarlengo, 350 Seaside Drive, addressed the Jamestown Harbor Commission regarding the Head's Beach mooring area. Mrs. Zarlengo owns a small riparian lot north of Head's Beach.

Ms. Zarlengo stated that she can see at least eight boats and three new moorings that have been installed this year and is concerned that her riparian rights are being infringed upon. Mrs. Zarlengo stated that her calls to Kevin Cute at CRMC have gone unanswered and that she has reached out to the Chair of the Jamestown Harbor Commission, Chief Mello, the Town Council President and that she would like to know, in writing the answer to the following questions:

- 1 – Who determines and is responsible for moorings outside of marina areas and specifically at Head's Beach?
- 2 – As a riparian lot owner, why wasn't I notified? Don't I have any rights?
- 3 – Was the Jamestown Shores Association notified and asked about environmental impacts in this area?
- 4- The Conservation Commission planted eelgrass in this area, did they approve these boat moorings?

Mrs. Zarlengo stated that Head's Beach supports a large number of people in the neighborhood and these mooring are greatly increasing the parking problem in this area causing parking to spill over to Seaside Drive and Frigate Street. This is dangerous for people walking and biking.

A discussion ensued.

Executive Director Chief Mello stated that if the Jamestown Harbor Commission would like to engage further on the topic the item should be placed on the agenda and we will provide to you the information concerning the process defining the mooring areas. The plan has been submitted to CRMC and this has been an approved mooring area for a long period of time. We will report to you the history, density, and the parameters surrounding that mooring area.

The Jamestown Harbor Commission requested this item be placed on the August agenda.

**IV. EXECUTIVE DIRECTOR MELLO'S REPORT- Review, discussion and/or potential action and/or vote**

Executive Director Chief Mello reported that the next meeting will be in person and asked the Jamestown Harbor Commission if the 5PM meeting time will work.

The Jamestown Harbor Commission agreed that they will continue at the 5PM time.

Executive Director Chief Mello stated that the Town Administrator is developing a meeting policy and hybrid meetings may be possible, but this meeting will be in person.

Executive Director Chief Mello stated there is a tentative time for next Wednesday July 21st at 8:30AM for the facilities tour. He will be able to take 3 members. If there is a better time please let me know now.

Executive Director Chief Mello stated we could take a group at 8:30 and another at 10:30.

Executive Director Chief Mello stated that we will focus on West Ferry, Ft. Getty, the mooring field and the aquaculture near the creek.

**V. HARBORMASTER REPORT**

Harbormaster Skalubinski could not unmute himself.

**VI. MARINE DEVELOPMENT FUND BUDGET  
A. 2020/2021**

**MDF YTD Budget- Review, discussion and/or potential action and/or vote**

The budget was not available for review.

**VII. SUB-COMMITTEE REPORTS**

**A. Budget - Review, discussion and/or potential action and/or vote**

Commissioner Lexow had nothing to report.

**B. Facilities - Review, discussion and/or potential action and/or vote**

Commissioner Wurzbacher and Vice-Chairman Banks had nothing to report.

**C. Mooring Implementation - Review, discussion and/or potential action and/or vote**

Vice-Chairman Banks had nothing to report.

**D. Traffic Committee - Review, discussion and/or potential action and/or vote**

Commissioner Junge had nothing to report.

**E. Gould Island Restoration Committee - Review, discussion and/or potential action and/or vote**

Commissioner Bois stated that a letter was sent to the Town Administrator asking for support and agreement in establishing a small committee to become a working group to approach political leaders for their support in the restoration project and to support additional activities on the island.

Commissioner Bois reported that David Sommers is trying to organize a presentation in October for the Army Corps of Engineers to show what they have done and their future plans for the island restoration.

Commissioner Bois stated that he and Chairman Banks have volunteered to be a part of that small working group to encourage support of the restoration project.

**VIII. LIAISON REPORTS**

**A. Conservation Commission Liaison - Review, discussion and/or potential action and/or vote**

Conservation Commission Liaison Souza was absent.

**B. Town Council Liaison Report - Review, discussion and/or potential action and/or vote**

Town Council Liaison White was absent.

**IX. OLD BUSINESS**

There was no Old Business to discuss.

**X. CORRESPONDENCE**

There was no Correspondence.

**XI. NEW BUSINESS**

There was no New Business to discuss.

**XII. OPEN FORUM – CONTINUED - Review, discussion and/or potential action and/or vote**

Commissioner Wurzbacher stated that he was made aware of someone trying to siphon fuel and steal GPS units out of boats.

Executive Director Chief Mello stated that those incidents have not been reported but that he will verify.

**XIII. ADJOURNMENT- Review, discussion and/or potential action and/or vote**

Chairman Banks moved to adjourn at 5:45 PM; Vice-Chairman Junge seconded. So voted; 7 ayes, 0 nays.

Respectfully submitted,



Kim Devlin  
Jamestown Harbor Clerk

**Jamestown Housing Authority**  
**Board of Commissioners Emergency meeting**  
**Monday, October 4<sup>th</sup> at 10am**  
**CALL TO ORDER; ROLL CALL: 10:18am**  
**Commissioner: Valerie Molloy- Present**  
**Commissioner: Barbara Szepatowski- Present**  
**Commissioner: Kathy Powers -Present**

**Also present:** Louise Marcus- Esq on zoom, Bethany Hashway (Note Taker), Interim Managing Agency Team Michael McLoughlin, Cheryl Hartnett

**Members of Public:** Elizabeth Mulligan, Joan Shaffer, Joanne Koehler, Coffee Bell, Doreen Dell, Diona McGrath, Barbara Csisar, Jim Anderson, Lillian Accardi, Jerry Precious, Bernie Courtney, Gail Caswell, Vicky Mahoney, Lillian Accardi, Elizabeth MacDonald, Rain Daugherty, Randall White, and Mary Meagher

**Communications Item:** Chairwoman Molloy reported that the board of Commissioners received a letter from the JHA Managing Agent regarding that they will not continue to provide management services effective October 29<sup>th</sup>, 2021. Due to the commissioners continuing to interfere with the day -to-day operations which is what Chairwoman Molloy reported. According to the Chairwoman the only way the managing team would stay on is if the whole board resigned.

Commissioner Molloy- Reported she had a conversation with the Town Administrator and how the board is to blame for all the issues at JHA and for the past few years for mismanagement. She also mentioned the previous Chair kept the board out of the loop, which seemed perfectly okay. She also stated that Barbara has a lot of resources she can offer to people. We were hoping we could come up with some sort of policies for commissioners.

Commissioner Powers- Commented that this is all sudden and a shock to her and prior to this knowing any of this and the team leaving she has decided to resign due to the stress, and personal issues going on in her life and it takes her away from doing her job as resident commissioner, effective, in a month or two months.

Commissioner Szepatowski- She reported that she believes, she is reason why the managing team is leaving because she is too involved and was passing out gift cards for the food pantry last week and asked one of the co-workers on the managing team's side if she wanted the position at JHA as ED. After this Bernie Courtney – Made a comment that Commissioner Szepatowski, should resign for what she did.

Bernie Courtney -Did ask what the letter say? The Managing agent read the letter to the group which stated that due to "The recent conduct of the members of the Jamestown Housing Authority's Board of Commissioners continuing to overstep and undermine the daily operations of the agency. Management has discussed this on many occasions, most recently at the September 22,2021 board meeting.

The commissioners continue to exhibit unwillingness to recognize one another's roles and all the management to administer the day -to-day operations. Due to these actions, management is providing notice that it will not continue under the oversight of the present board of commissioners".

### **Public Comment**

Mary Meagher- Reported that prior to the Town having applicants the Town hasn't any due to this being a hot potato with the board.

Randy White- Came to the meeting to be constructive and helpful and he found it difficult to get to the facts for the person responsible for reporting accounting for the housing. Commissioner Molloy reported that the previous chair didn't like the way the accountant did the financials and made him re-do them in graphs. Randy also asked what the board has done since Chairwoman Molloy took over, On December 30<sup>th</sup> the board hired an executive director from Bridgewater and shortly after she, started she resigned. Then after that the board procured a strong managing agent. Chairwoman Molloy reported it's a work in progress.

Mary Meagher- Brought up that the Managing agent is resigning due to the board's interference along with the first Executive Director that resigned in April due to the board's interference.

Bernie Courtney- Reported that a major a problem with this board is that they never investigate anything and get both sides to the story. She also reported there is no neutrality with this board. She reported that they keep throwing previous administration under the bus and they don't listen to residents, it wasn't until a HUD member was in the meeting and bringing their concerns to them about repairs not being down in their apartment

Jim Anderson- He left the last meeting with the area of board knowing responsibility and the area of the management seem to be fussy and he seems like it's going to have a negative impact on the next Executive Director.

Lillian Accardi – They put protocols in place at the last meeting, she reported that Barbara was going to go to management instead of just coming here and handing out food gift cards. The other thing is that they were going to go to board training and they plan is going to attend them.

Beth MacDonald - She would like to see the house clean and new board and want to see a fresh start.

Joanne Koehler- Reported that the Island is very small and we might go to a board member and she knows residents that go to Town Hall and let them know about issues that happen at JHA. She reported that it's not the board's fault. She wishes that the board and management could sit down and work it out. She loves where she lives.

Gail Caswell- She asked why is it wrong for a board member to deliver food cards and be on the property.

Coffee Bell- Has lived here for over 20 years and for the first time 4 years feels uncomfortable sitting outside and has gone to previous management and went to current management and feels dismissed and disrespected She goes to her friend Barbara and she listens to her. She reported she is a pacifist and doesn't; like to fight.

Mary Meagher- She suggested to see how the board can work with management since they have been doing strong work.

- E. Management to the Board on JHA Finances, including JHA budget for Management and Accountant procurements. – the budget was submitted to HUD in June, we don't have a fee accountant so we can't see where we are at the current moment.
- F. Update to Board from Management about current JHA Accountant, and the status of JHA management's efforts to procure a new Accountant- The managing agent put out a search for a new accountant and they received 4 bids back but two accountants said they were not taken on any new clients, only one accountant firm said they might be interested in coming on and they were here before but left due to issue with past administration.
- G. Public Comment: Three minutes each for comments

Randy White- He was here at the last meeting, it was clear that at the last meeting that the managing team in place has been getting things done, he mentioned he felt like he was in the twilight zone because of the difference in the tone between the two sessions. He did mention that Commissioner Powers did mention that she was going to resign as resident commissioner because she was unable to full-fill her duties as resident commissioner due to personal issues. He also mentioned how Commissioners side with residents because they are friends, he did report that it is an issue and that they don't other sides and only listen to their friends. He also mentioned how every side has two sides and he said that You'll never be able to turn this ship around and get it on the right course and that me and my fellow Town Councilors are ready to replace you.

Fisher- Reported that the board is dysfunctional. Fisher reported that every time there is an issue they are told by the board to call the police and previous administration has told them that.

Doreen Dell- People don't understand the magnitude of what goes on here and that management is trying their best and that this place is a horrible mess and that you can't blame the board and they things going on here is horrible and that management shouldn't deal with it and that is when the board steps in. She also reported that she is afraid to live here and that she barricades herself in her room at night.

Bernie Courtney- Has been coming to these meetings for 4 year and she reported that one time after a meeting her and Commissioner Molloy were talking after a meeting and Commissioner Molloy reported I shouldn't be talking to residents and this was back in 2018. She also mentioned how Commissioner Sepatowski and Commissioner Powers only speak to a few individuals.

Coffee Bell- Wanted it clarified that people from Pemberton Place can be on JHA grounds and outside in the courtyards, according to management they have equal process and the attorney reported that all residents have duty to comply with their lease and have a respectful place.

Michelle Ring- Mentioned that it's no one's business but Commissioner Szepatowksi was dropping her off a gift card because she doesn't have a car and it was nice of her. She also stated that certain people here have certain people's back and that if someone is getting bullied here and can't stand up for themselves, she will fight for them but if they can fight their battle she doesn't have time for that.

Fisher – stated that behavior here needs to be accountability and that bridges need to be repaired so people can get along and have a better place to live here.

Kenny Nelson – He loves Pemberton Apartments, he asked move all of these people out of here and put other Jamestown residents in here that don't cause issues.

Lillian Accradi- She thinks that the general sense in the room is that residents don't want current administration to leave.

Jim Anderson- Wanted to know if anything has been done to work out the situation to keep administration? Chairwoman Molloy that reported things were done in the past and were in the works.

The board made a motion to go into closed session first by Commissioner Szepatowski, second by Commissioner Powers at 11:25a.m.

Motion to sign and seal the minutes of closed session first by Commissioner Szepatowski, second by Commissioner Powers -passed 3-0

Motion to move back into open session at 12:00pm first by Commissioner Szepatowski, second by Commissioner Powers and passed 3-0.

During closed session no votes were taken according to Chairwoman Molloy.

Motion to adjourn open session at 12:06pm first by Commissioner Szepatowski, second by Commissioner Powers. Passed unanimously.

**Jamestown Housing Authority**  
**Board of Commissioners Emergency meeting**  
**Wednesday, October 13<sup>th</sup> at 10am**  
**CALL TO ORDER; ROLL CALL: 10:02am**  
**Commissioner: Valerie Molloy- Present**  
**Commissioner: Barbara Szepatowski- Present**  
**Commissioner: Kathy Powers -Present**

**Also present:** Louise Marcus- Esq on zoom, Bethany Hashway (Note Taker), Interim Managing Agency Team Michael McLoughlin, Cheryl Hartnett

**Members of Public:** Nancy Beye, Joan Shaffer, Joanne Koehler, Coffee Bell, Doreen Dell, Diona McGrath, Gail Caswell, Barbara Csisar, Jim Anderson, Lillian Accardi, Gerald Precious, Michelle Ring, Bernie Courtney, Kenny Nelson, Vicky Mahoney, Jan Gray, K.C. Fisher, Randall White, and Mary Meagher and Sam Baugh

1. Call to Order, Roll Call
2. Communications
  
- A. Letter from JHA Managing Agent to Board, Town- Board Discussion of it's thoughts and plans since last week's emergency meeting. Discussion and Possible Vote on next steps due to the Narragansett Housing Authority management tendering their possible resignation. Management reported that they were standing by their letter and that it speaks for itself.
  
- B. Board Discussion to authorize an emergency procurement of new JHA management in case JHA current management resigns effective October 29<sup>th</sup>, 2021 per its resignation letter. The board voted to have Attorney Marcus send out emergency procurement for JHA management Commissioner Powers approved first, was seconded by Commissioner Szepatowski, passed 3-0.
  
- C. Board requested update from Management on progress on all items cited in recent HUD letter to JHA about issues needing addressed. Interim Managing agent reported to the board that the Environmental on Capital fund grant they have been in touch with Church Community and they agreed to do that review, still working on draw down for cares act fund to see what's eligible it's for cleaning they have to draw down, working on PHA plan, Fee accountant they searched for some and received 1 bid but haven't signed any contracts and leaving it for next person to take on. The previous fee account has fixed the errors on the previous financials he submitted and has been giving them run-around.
  
- D. Board asking Management about Tasks that Management plans to accomplish prior to 10/29/21 and/or while at the JHA if Management stays beyond 10/29/21. Management's goal is to get the heat back up and running due to leak in the pipe under -ground. They are working on purging the waiting list and sent out letters to see whom still wants to stay on waiting list. Working on putting bills in Phoenix Property that will be done prior 10/29 and trying to get apartments ready that were vacant. Commissioner Powers asked about the problem with the water regarding the magnesium in water because people are still having issues with black in their water.

Doreen Dell- Reported that management is doing a good job and trying to bring in services to help residents. The board is small and needs to have more people on the board and that the residents need to behave.

Randy White- Was trying to help the board at this meeting. If the thing that brought you to this meeting is the letter that management wrote he reported that the Town is ready to help and get new members. The board made a motion to go into closed session at 11:39am, first by Commissioner Szepatowski and seconded by Commissioner Powers. Passed 3-0. The board met in a closed session to discuss their job performance present and going forward. No votes were taken in closed session.

Motion to sign and seal the minutes first by Commissioner Szepatowski, seconded by Commissioner Powers.

Motion to open public session at 12:25p.m. After closed session the board returned to open session: Commissioner Szepatowski gave a re-cap of what the board discussed in closed session and she gave an overview "We understand that it is very important" to retain NHA, she said, and "everybody is in agreement of that." "What we don't want to see is no board here at all, and I believe most of the residents would agree," The commissioners also suggested to have a transition period from board to board. They were also worried about HUD "taking over" if there was no board, Commissioner Szepatowski suggested putting the town council "under the pressure" to find new board members in the next 6-8 weeks.

Mary Meagher reported that the town can't fill positions that don't exist. The town can fill positions when the commissioners give their resignation.

Meeting adjourned at 12:31pm first by Commissioner Szepatowksi, seconded by Commissioner Powers. Passed 3-0.



**JAMESTOWN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS Meeting  
Wednesday, October 20<sup>th</sup>, 2021 10:00am**

**CALL TO ORDER; ROLL CALL: 10:05am**

**Commissioner:** Valerie Molloy-

**Commissioner:** Barbara Szepatowski

**Commissioner:** Kathy Powers

**Also present:** Louise Marcus- Esq, Bethany Hashway (Note Taker), Interim Managing Agency Team  
Michael McLoughlin, Cheryl Hartnett

**Members of Public:** Joannie Shaffer, Joanne Koehler, Coffee Bell, Doreen Dell, Diona McGrath, Kathy Fisher, Ken Nelson, Valerie McLaughlin, Michelle Ring, Jan Gray, Jim Anderson, Gerald Precious, Bernie Courtney and Gail Caswell, Randy White, Nancy Beya and Mary Meagher

**READING AND APPROVAL OF MINUTES:** The minutes for September's 22<sup>nd</sup> meeting were approved first by Commissioner Szepatowski, seconded by Commissioner Powers. Passed 3-0.

**FINANCIALS AND BILLS –** The JHA Board may review, discuss and /or take potential action and/or vote on the following items:

1. Accounts Payable- commissioners report- The commissioners were provided with a list of who was paid from 9/16/21- through 10/15/21 and the managing agent went through it for the commissioners. Motion to accept first by Commissioner Molloy, second by Commissioner Szepatowski passed 3-0

**REPORTS:**

- A. Managing Agent Monthly Report: The Managing Agent went through the activities they have conducted at the JHA for the week ending October 20<sup>th</sup>.
- B. Resident Commissioner Update: Commissioner Powers had nothing to report

**COMMUNICATIONS –**

- A. Status and Update of emergency procurement for new Managing Agent in case current Managing Agent resigns. Discuss how many applicants submitted a proposal and how the board will proceed.- The Chairwoman had the Attorney take this question and she reported we received two applicants and those parties have been notified and that they want to meet in closed session during Interviews.
- B. Update/Outcome of 10/18/21 Town Council meeting as it pertains to JHA organization and/or Board if applicable. – Commissioner Szepatowski reported she was there and based on going on with A item she's going to leave it there a requested that they back on November 1<sup>st</sup> to update Town.
- C. **Public Comment –**  
Randy White- He finds it interesting that Commissioner Szepatowski didn't mention that the three board members were requested to resign from the Town, also he mentioned about the procurement and how it was advertised, He also wanted to know how it was possible to already have interviews set-up.

Mary Meagher – How the applicants know about the vote from the board, also she mentioned the comment about the Due process and that the Town will take it.

Fisher- She attended the Town Council meeting on Monday, she reported we have problem and issues at JHA so people can be safe at JHA and JHA needs effective management and Board. Residents are still having issues with resident to resident behavior.

Bernie Courtney- Had questions regarding the pipes that if the whole water system need to be repaired management answered that it's an outdated system, how much this would cost? No idea yet on that also if the leaks in the pipes could that be the cause of black in the water be from the pipes, they answered it could possibly be.

Fisher- Wanted to know if the board could put on next agenda the role of the board and the role of management and whom to go to with issues motion passed to put on for another meeting first approved by Commissioner Szepatowski, second by Commissioner Powers- passed 3-0.

Joane Koehler- Wanted to know if the meeting tomorrow was just for the board, housing attorney reported that it's for both the public and closed.

Nancy Beye- Mentioned that people can go online and watch the Town Council meeting from 10/18/21 which was five hours.

Randy White- Wanted to know how the public can participate in the meeting without public comment and wanted to know how the board got to where it is without having a meeting in between and interviewing an applicant tomorrow.

Jim Anderson- Wanted to know the commissioner have been requested to resign from the Town and wanted to know if the Town has taken any action to remove the commissioners. Mary Meagher Town Council made a comment that they have requested for the commissioners to resign but haven't taking any action yet to remove them.

Randy White- Read the letter that was sent to the commissioners from the Town asking them to resign.

Fisher- Wanted to know why the letters from HUD weren't included in previous packet with the letter's from the police Chief. The Chairwoman couldn't tell her why when she asked.

Per the RI Open Meetings Act RIGL Section 42-46-5(a) the board will meet in closed session to interview a candidate for Managing Agent/ Executive Director of the JHA Housing Authority. This person has notified in advance in writing and advised that they may require that the discussion be held at an open meeting. The person has elected to be interviewed in a closed session.

Chairwoman made a motion to move into closed session first approved by Commissioner Szepatowski, seconded by Commissioner Powers at 11:09a.m.

Motion by Commissioner Szepatowski to seal minutes of closed session and move back into open session 12:29pm

**JAMESTOWN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS Meeting  
Thursday, October 21<sup>th</sup>, 2021 11:00am**

**CALL TO ORDER; ROLL CALL: 11:00am**

**Commissioner:** Valerie Molloy-Present

**Commissioner:** Barbara Szepatowski- Present

**Commissioner:** Kathy Powers -Present

Attorney Lousie Marcus –Present

Bethnay Hashway- Note Taker -Present

Members of the public present: Kathy Fisher and Lillian Accardi

Per the RI Open Meetings Act RIGL Section 42-46-5(a) the board will meet in closed session to interview a candidate for Managing Agent/ Executive Director of the JHA Housing Authority. This person has notified in advance in writing and advised that they may require that the discussion be held at an open meeting. The person has elected to be interviewed in a closed session.

At 11:04am Chairwoman Molloy made a motion to enter to go into executive session approved first by Commissioner Szepatowski, was seconded by Commissioner Powers- passed 3-0

Commissioner Szepatowski made a Motion to sign and seal the executive session minutes and seconded by Commissioner Powers. The motion was approved unanimously.

The board extended an offer to the candidate.

Motion to close public meeting first by Commissioner Szepatowski, seconded by Commissioner Powers motion passed unanimously.

Meeting adjourned at 12:20p.m.

During closed session no votes were taken.

Motion to adjourn open meeting first by Commissioner Szepatowski, was seconded by Commissioner Powers passed 3-0.

Meeting adjourned at 12:32pm

**Next meeting is Wednesday, November 17<sup>th</sup>**

JAMESTOWN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS Meeting  
Friday, October 29<sup>th</sup>, 2021 10:00am

**1. CALL TO ORDER; ROLL CALL: 10:02am**

**Commissioner:** Valerie Molloy-Present

**Commissioner:** Barbara Szepatowski- Present

**Commissioner:** Kathy Powers -Present

**Commissioner:** Lisa Rafferty

**Other's Present:** Attorney Lousie Marcus –Present, Bethnay Hashway- Note Taker -Present and Marica Sullivan

**Members of the Public:** Joannie Shaffer, Lillian Accardi, Doreen Dell, Michelle Ring, Joann Koehler, Diona McGrath, Coffee Bell, Jim Anderson, Jerry Precious, Kathy Fisher, Lisa Bryer, Jamie Hainsworth, Mary Meagher, Valerie McLaughlin, Bernie Courtney, and Chlef Mello,

**1. Announcements:**

- A. During the JHA board of Commissioner's meeting we welcomed newly appointed Commissioner, Lisa Rafferty.
- B. The JHA board of Commissioners sent out a thank you to the JHA Managing team for their capable assistance and accomplishments during the past six months and while at JHA.
- C. The Board of Commissioners introduced and welcome JHA's newly hired Executive Director, Marcia Sullivan. Marcia Sullivan introduced herself to the residents. She mentioned that she retired in June after 13 years and prior to that she worked in Providence as resident services. Ms. Sullivan also mentioned that "I don't think there are any problems that can't be solved," Sullivan said "That being said, anyone with an interest in seeing this housing authority improve has to join the cooperative solution. That's what I'm asking everyone to do." She did mention that she'll be here on a part time basis and needs time to get the finances under control.
- D. There were refreshments for residents and meeting attendees.

**3. Public Comment:**

Mary Meagher- Welcomed Marcia Sullivan and is looking forward to brighter days ahead.

Fisher- Mentioned how people here can't get along and wanted to know the process of healing to keep the place going. Ms. Sullivan responded how the resident have a right to a peaceful enjoyment of their lease. She also said that she meets with both sides to get to the bottom of the problem and that if you have an issue with someone don't talk to them.

Valerie McLaughlin- Wanted to make sure that people at Pemberton Place won't be left out in the wing. Chairwoman Molloy reported that we manage them and that she want's to meet with the board of Phoneix Property.

Randy White-He mentioned how the Town Council has been coming to the meetings and welcomed Marcia and hopes she doesn't have interference and that she can have a clean state and he wished her the very best of luck.

Doreen Dell- Wanted to know if it's always going to be part-time? Chairwoman Molloy reported that at the moment someone is here full time.

Fisher- Wanted to know whom to contact if something happens and it's distributive behavior and where to turn. Ms. Sullivan reported that she is going to find out and get residents numbers, wanted to know whom to contact if people are playing music loudly. In the past management hasn't been here to help the residents with tenant- to tenant issues. Ms. Sullivan reported that she needs a written complaint or that the tenant can call the office and leave a message on the box.

Doreen Dell- Had a suggestion since she's new that we all behave.

Joanne Koehler- She reported that the island is small and that the board and her are friends and that there is no favoring here. She mentioned that Commissioner Szepatoski comes by to bring her dog food and that she meets with Commissioner Powers because she is their resident commissioner. She mentioned that people are mentioning that people are accusing the board of favoring people. She mentioned that everyone knows everyone and doesn't like the abuse the board is getting and thanked the board for hanging in there.

Bernie Courtney- Reported that we do have favoritism and we have issues in the courtyard.

Randy White- Mentioned that the Town Council requested that the three current board members resign to give management a chance because of the issues that the previous management has had with interference. He did say that the commissioners have a good heart.

Michelle Ring- Had a situation at the gazebo and was trying to help another person in distress.

Next meeting is November. 17<sup>th</sup> 2021 at 10am

Chairwoman made a motion to close the meeting first by Commissioner Szepatoski , seconded by Commissioner Powers passed 4-0 meeting ended at 10:37a.m.

**Jamestown Tree Preservation and Protection Committee**  
**Jamestown Philomenian Library**  
**Wednesday, October 20, 2021**  
**Minutes**

**Call to Order:** The meeting was called to order at 6:35 PM.

**Roll Call:** Present: Walter Bopp, Beth Herman, Susan Shim Gorelick, Carol Coleman, Darcy Magratten, Tom Farrell, George Souza, Steve Heath

Absent: Steve Saracino

**Reading of Minutes:** Darcy moved to approve the September 15th minutes. Walter seconded. The minutes were approved unanimously.

**Communications:** None

**Tree Warden Report:** None

**Unfinished Business:**

- **UCF Grant update.** A kickoff meeting was held to familiarize volunteers with the inventory software. Attendees in person included Steve S., Darcy, Steve H., Beth, Susan, Kevin Ochoa (a high school volunteer) and Lou Allard of RIDEM. Attendees via Zoom included Tig Tillinghast of ForestMetrics, Lois Migneault and Tom Farrell. Due to inclement weather, the outdoor portion of the training was postponed. This occurred on October 7th, and was attended by Lou Allard, Beth, Lois, Elaine Peterson and Martha Yates, who surveyed a dozen of the trees on Narragansett Avenue. Future surveying will be scheduled pending participant availability.
- **Champion Trees/Tree Walk.** Darcy reported making progress on the tree walk brochure, which presently contains 28 trees, including 8 champions. She has spoken to arborists Craig Hotchkiss of the Rhode Island Tree Council and Joe Verstandig of the Newport Tree Conservancy about editing assistance to assure accuracy. She also noted that North Adams has an excellent guide. She noted that a web version could also be developed. This has been done by the Newport Tree Conservancy. A discussion was held about various web options. Susan suggested checking [GreenMap.org](http://GreenMap.org), and Steve H. suggested [rhodetour.org](http://rhodetour.org). Darcy will distribute a mockup of the print version.
- **Lecture series.** Due to limited availability of the library meeting room, November 23rd has been selected as the date for the John Campanini lecture "Fabulous Species." Due to the great popularity of the room, the spring lecture will be booked well in advance. Tom asked if a Zoom option was possible. Beth will investigate.

**New Business:**

- **Strategic Planning.** Continuing the current TC members' effort to better understand the work done by previous committees, Steve H. set up a meeting on October 19th with Jim Ruhr (past chairman), John Collins (previous member), and Walter. At the meeting, Jim gave Walter a copy of the "Jamestown Tree Preservation and Protection Committee Report to the Town Council, January 2009" and the "Arbor Day Handbook for Board Membership (1999)." The Report provided valuable information about prior TC endeavors. Of particular note was a description of a village tree inventory conducted in 2008-2009 by a professional arborist and funded by an America the Beautiful grant. Beth will attempt to locate both a copy of the

inventory and additional copies of the Handbook. Suggestions were made as to how to increase connections with both town officials and external Jamestown organizations interested in tree-related matters.

**Liaison and other reports:** None

**Open Forum:** No attendees.

**Future agenda Topics; Items of Interest:** None.

**Adjourn.** There being no further business, the meeting was adjourned at 7:45 p.m.

**Next Meeting:** November 17, 2021.

Respectfully submitted,  
Beth Herman, Secretary



**Jamestown Tree Preservation and Protection Committee  
Attendance Log  
2021**

	Jan 13*	Feb 17*	Mar 17*	Apr 21*	May 19*	Jun 16*	Jul **	Aug ***	Sep 15	Oct 20	Nov 17	Dec 15
Walter Bopp	P	P	P	P	P	P			P	P	P	
Beth Herman	P	P	P	P	P	P			P	P	P	
Darcy Magratten	P	P	P	P	P	P			P	P	P	
Carol Coleman	P	P	P	P	P	P			P	P	P	
Susan Shim Gorelick	P	P	P	P	P	P			P	P	P	
Steve Heath	P	P	P	P	A	P			P	P	P	
Tom Farrell	P	P	P	P	P	P			A	P	P	
Steve Saracino	P	P	P	P	P	P			A	A	P	
George Souza	P	P	A	P	P	P			P	P	P	

*\*Per state requirements due to Covid, meeting was held via Zoom*

*\*\*Meeting cancelled due to scheduling conflicts*

*\*\*\*Meeting cancelled due to Covid concerns re state in-person meeting requirement*

JAMESTOWN ZONING BOARD OF REVIEW

Minutes of the October 26, 2021 Meeting

A regular meeting of the Jamestown Zoning Board of review was held at Jamestown Town Hall. The Chairman called the meeting to order at 7:00 p.m. The clerk called the roll and noted the following members present:

Richard Boren, Chair  
Dean Wagner, Vice-chair  
Terence Livingston, Member  
John Shekarchi, 2<sup>nd</sup> Alternate  
Alex Finkelman, 3<sup>rd</sup> Alt.

Also present: William L. Moore, Zoning Officer  
Wyatt Brochu, Counsel  
Brenda Hanna, Stenographer  
Pat Westall, Zoning Clerk

MINUTES

Minutes of September 28, 2021

A motion was made by Dean Wagner and seconded by Terence Livingston to accept the minutes of the September 28, 2021 meeting as presented.

The motion carried by a vote of 5 -0.

Richard Boren, Dean Wagner, Terence Livingston, John Shekarchi and Alex Finkelman voted in favor of the motion.

James King, Judith Bell and Jane Bentley were absent

CORRESPONDENCE

Nothing at this time.

NEW BUSINESS

CMS

Christian Infantolino, attorney for the applicant requested last month that the application for CMS be stayed.

A new application for CMS will be submitted and readvertised and re-noticed.

No vote was necessary and the matter passes.

#### SHM Jamestown Boat Yard

Christian Infantolino, attorney for the applicant requested a continuance of JBY as a survey of the property lines is being done and it will be readvertised and re-noticed.

A motion was made by Dean Wagner and seconded by Terence Livingston to continue the application of JBY to the November 23, 2021 meeting at the request of their attorney Christian Infantolino.

The motion carried by a vote of 5 -0.

Richard Boren, Dean Wagner, Terence Livingston, John Shekarchi and Alex Finkelman voted in favor of the motion.

James King, Judith Bell and Jane Bentley were absent

#### Dumplings Land

A motion was made by Dean Wagner and seconded by Terence Livingston to continue the application of Dumplings Land to the November 23, 2021 meeting at the request of Bill Burgin, Arch. representing the applicant to allow time for him to confer with the owner.

The motion carried by a vote of 5 -0.

Richard Boren, Dean Wagner, Terence Livingston, John Shekarchi and Alex Finkelman voted in favor of the motion.

James King, Judith Bell and Jane Bentley were absent

#### ADJOURNMENT

A motion was made and seconded to adjourn at 7:15 p.m.  
The motion carried unanimously.



**Town of Jamestown  
Tax Assessor**

**93 Narragansett Avenue  
Jamestown, RI 02835**

**Phone: 401-423-9802  
Email: [cbrochu@jamestownri.net](mailto:cbrochu@jamestownri.net)**

To: COUNCIL PRESIDENT BEYE, JAMESTOWN TOWN COUNCIL

From: CHRISTINE BROCHU, JAMESTOWN TAX ASSESSOR

Subject: ABATEMENTS & ADDENDA OF TAXES FOR THE **DECEMBER 6, 2021** MEETING

Please see the attached.

RESPECTFULLY SUBMITTED,

*Christine Brochu*

CHRISTINE BROCHU  
TAX ASSESSOR

Conditions : COC YR 2021 TO 2021 COC DATE BETWEEN 11/01/2021 AND 11/30/2021 ORDER BY List NO

NAME NAME 2/CARE OF DBA/MV/PROPERTY LOCATION	UNIQUE ID R/P/M - DIST Change Reason	ACCOUNT # A/C/P	COC YR COC NO COC DATE	ORIG ASSM ADJ ASSM NEW ASSM	ORIG EXEMPT ADJ EXEMPT NEW EXEMPT	ORIG NET ADJ NET NEW NET	ORIG TAX ADJ TAX NEW TAX
[REDACTED] GERNIFER B ET [REDACTED] JUSTIN L TE [REDACTED] WHITTIER ROAD	8/228 REAL [D:SW] UPDATED PROP. INFORMATION	19-0763-56 C	2021 18616R 11/30/2021	1,808,400 -62,000 1,746,400	0 0 0	1,808,400 -62,000 1,746,400	14,973.55 -513.36 14,460.19
[REDACTED] [REDACTED] & JOAN E TE [REDACTED] WESTWIND DRIVE	8/109 REAL [D:SW] PRO-RATION -C/O DATE 06/20/21	07-0034-20 P	2021 18602R 11/10/2021	0 184,430 184,430	0 0 0	0 184,430 184,430	0.00 1,527.08 1,527.08
[REDACTED] MARGIE R ET [REDACTED] DANNI J TRUC S [REDACTED] SHORE ROAD	4/90 REAL [D:ISDS] PRO-RATION-C/O DATE 8/5/21	23-0891-20 P	2021 18603R 11/12/2021	0 95,576 95,576	0 0 0	0 95,576 95,576	0.00 791.37 791.37
[REDACTED] LAND ET [REDACTED] [REDACTED] P 2 [REDACTED]	10/111 REAL [D:ISDS] PRO-RATION-C/O DATE 11/2/21	04-0955-00 P	2021 18605R 11/15/2021	0 80,380 80,380	0 0 0	0 80,380 80,380	0.00 665.55 665.55
[REDACTED] SCOTT [REDACTED] [REDACTED] [REDACTED]	9/210 REAL [D:SW] PRO-RATION-C/O DATE 10/18/21	23-1552-99 P	2021 18606R 11/17/2021	0 95,066 95,066	0 0 0	0 95,066 95,066	0.00 787.15 787.15
[REDACTED] REYEN R ET [REDACTED] CORONA [REDACTED] AVENUE	8/13 REAL [D:SW] PRO-RATION-C/O DATE 7/27/2021	13-1204-00 P	2021 18607R 11/29/2021	0 217,760 217,760	0 0 0	0 217,760 217,760	0.00 1,803.05 1,803.05
[REDACTED] BC [REDACTED] GAYNE SCHWARTZ [REDACTED] AVENUE	7/139 REAL [D:ISDS] PRO-RATION-C/O DATE 11/2/21	12-0599-75 P	2021 18608R 11/29/2021	0 134,774 134,774	0 0 0	0 134,774 134,774	0.00 1,115.93 1,115.93
[REDACTED] [REDACTED] ET [REDACTED] STREET	14/111 REAL [D:ISDS] PRO-RATION-C/O ISSUED 7/14/21	03-1154-11 P	2021 18609R 11/29/2021	0 162,983 162,983	0 0 0	0 162,983 162,983	0.00 1,349.50 1,349.50
[REDACTED] [REDACTED] [REDACTED] [REDACTED]	5/164 REAL [D:ISDS] PRO-RATION-C/O ISSUED 9/16/21	02-0678-00 P	2021 18610R 11/29/2021	0 101,088 101,088	0 0 0	0 101,088 101,088	0.00 837.01 837.01
[REDACTED] ROSE [REDACTED] [REDACTED]	3/75 REAL [D:ISDS] PRO-RATION-C/O DATE 11/22/21	14-0035-15 P	2021 18611R 11/30/2021	0 38,437 38,437	0 0 0	0 38,437 38,437	0.00 318.26 318.26
[REDACTED] BLANCO [REDACTED] CORONA [REDACTED] [REDACTED] [REDACTED]	9/615 REAL [D:SW] PRO-RATION-C/O DATE 7/26/21	01-0001-39 P	2021 18612R 11/30/2021	0 209,264 209,264	0 0 0	0 209,264 209,264	0.00 1,732.71 1,732.71
[REDACTED] [REDACTED] ET [REDACTED]	9/502 REAL [D:SW] PRO-RATION-C/O DATE 8/30/21	06-0159-95 P	2021 18613R 11/30/2021	0 150,268 150,268	0 0 0	0 150,268 150,268	0.00 1,244.22 1,244.22

Conditions : COC YR 2021 TO 2021 COC DATE BETWEEN 11/01/2021 AND 11/30/2021 ORDER BY List NO

NAME	UNIQUE ID	ACCOUNT #	COC YR	ORIG ASSM	ORIG EXEMPT	ORIG NET	ORIG TAX
NAME 2/CARE OF	R/P/M - DIST	A/C/P	COC NO	ADJ ASSM	ADJ EXEMPT	ADJ NET	ADJ TAX
DBA/MV/PROPERTY LOCATION	Change Reason		COC DATE	NEW ASSM	NEW EXEMPT	NEW NET	NEW TAX
[REDACTED]	7/116	02-0904-00	2021	0	0	0	0.00
RICCI GUBBIN LLC	REAL [D:ISDS]	P	18615R	151,425	0	151,425	1,253.80
[REDACTED]	PRO-RATION-C/O DATE	9/9/21	11/30/2021	151,425	0	151,425	1,253.80

TOTAL RECORD COUNT 13

1,808,400	0	1,808,400	14,973.55
1,559,451	0	1,559,451	12,912.27
3,367,851	0	3,367,851	27,885.82

Conditions : COC YR 2021 TO 2021 COC DATE BETWEEN 11/01/2021 AND 11/30/2021 ORDER BY List NO

NAME	UNIQUE ID	ACCOUNT #	COC YR	ORIG ASSM	ORIG EXEMPT	ORIG NET	ORIG TAX
NAME 2/CARE OF	R/P/M - DIST	A/C/P	COC NO	ADJ ASSM	ADJ EXEMPT	ADJ NET	ADJ TAX
DBA/MV/PROPERTY LOCATION	Change Reason		COC DATE	NEW ASSM	NEW EXEMPT	NEW NET	NEW TAX

Year	Type	A/C/P	Assessment Change	Tax Change
2021	Real Estate	Deductions	-62,000	-513.36
2021	Real Estate	Prorations	1,621,451	13,425.63
Grand Totals			1,559,451	12,912.27



## TOWN OF JAMESTOWN

93 NARRAGANSETT AVENUE

P.O. Box 377

JAMESTOWN, RHODE ISLAND 02835

Marcia Sullivan, Executive Director  
Valerie Molloy, Chair JHA  
Jamestown Housing Authority

December 1, 2021

VIA: Email

Dear Chairperson Molloy and Director Sullivan:

At our last meeting on November 15, 2021, the Jamestown Town Council unanimously and publicly extended our heartfelt gratitude to JHA Resident Commissioner Kathy Powers for her service and dedication over the past four years. Ms. Powers persevered through what were difficult and challenging times for both the JHA and for her personally. We wish Ms. Powers the best in her future pursuits.

The departure of Ms. Powers on November 30, 2021 creates a vacancy in the position of Resident Commissioner which the Town Council seeks to fill as soon as possible. As you are aware, Rhode Island General Laws section 45-26-4 (a)(2) provides that a "public housing resident commissioner shall be appointed by the appointing authority from a list of nominees chosen in open election by the occupants of public housing." To assist us in fulfilling our responsibilities as the appointing authority, we are writing to request that you provide us a list of nominees so we can fill the position of JHA Resident Commissioner as expeditiously as possible.

Thank you in advance for your assistance in this matter.

Yours truly,

Nancy A. Beye

President, Jamestown Town Council



WILLIAM S. CUSHMAN  
145 FORT WETHERILL ROAD  
JAMESTOWN, RI 02835  
bcush@cush.net

Jamestown Town Council  
Town Hall  
93 Narragansett Avenue  
Jamestown, RI 02835

November 10, 2021

WILLIAM S. CUSHMAN  
145 FORT WETHERILL ROAD  
JAMESTOWN, RI 02835  
bcush@cush.net

To The Jamestown Town Council,

In regard to the proposed improvements at Fort Getty – We feel the need has been well established for the new guard house and support for the proposed CISF sailing facility. We would support the expense of the guard house construction as necessary, and the public / private (through CISF fundraising) partnership required to make community sailing an established reality at Fort Getty.

However, we do not see the documented community need for the Pickleball courts and the attendant parking. The existing Lawn Avenue pickleball / tennis courts seem underutilized at present. It seems an extravagant use of town funds without establishing the desire and need.

Thank you for your consideration,



Jessica and Bill Cushman

RECEIVED:  
NOV 17, 2021 10:16 AM  
Roberta J. Fasan  
TOWN OF JAMESTOWN Town Clerk

## Roberta Fagan

---

**From:** Chris Cannon <ccannon160@gmail.com>  
**nt:** Friday, November 12, 2021 8:19 AM  
**To:** Roberta Fagan  
**Cc:** Randy White; Mary Meagher; John Murphy; karen buetens; Carol Hopkins; Sarah Baines  
**Subject:** Cell phone service in the northern part of Jamestown

Good morning Roberta, please distribute this to all Town Council members and include it in the communication of the NOV 15, 2021 meeting if possible.

Thank you,

Chris Cannon  
845 E Shore Rd  
C 215-435-0247

I have lived at 845 E Shore Rd for ten years and continually have had poor cell phone reception, dropped and missed calls on my phone. Verizon provides my coverage which is fine, except where I live. I've heard about better service coming for years and have tried different boosters around the house and attic but nothing changes.

It appears the coverage in the southern part of the island is better because the four cell carriers rent space for antennas on the town's water towers. This arrangement is doubly good for Jamestown as the town collects \$180,000 in rental income every year from the four carriers and the folks living in the southern half of the island have good service. Talk about a win-win!

Since the northern end of the island is on well water, there aren't any water towers to hang antennas on. My request of the Town Council and the town's management is leadership in finding a solution to cell coverage and reception. Parity with the southern tier isn't asking too much, as cell phones are really a safety item on so many levels. It's easy not to be aware of the problem if you don't live in the north end.

I realize this is complex and that we need to lobby the carriers who we all pay every month for better cell service. The irony is we get basically good service from them except where we live.

We really need your attention and leadership. Please consider town or state lands available or lands restricted by the state or DEM. Please ask for safety exemptions to either build a tower or allow an independent party to build one.

I'll speculate that our town has collected over \$2,000,000 in rental fees from cell carriers over the past 15 plus years, so that should allow some funds to be redeployed to improve reception on the northern part of the island.

Thank you,

Chris Cannon  
845 E Shore Rd

## Roberta Fagan

---

**From:** Jamie Hainsworth  
**it:** Monday, November 15, 2021 8:36 AM  
**To:** Roberta Fagan  
**Subject:** FW: Dog Leash Public Forum

FYI

Jamie A. Hainsworth  
Town Administrator  
Town of Jamestown  
93 Narragansett Avenue  
Jamestown, RI 02835  
401-423-9805

---

**From:** Mary Lou Sanborn <sanborn0317@gmail.com>  
**Sent:** Sunday, November 14, 2021 8:51 PM  
**To:** Erik Brine <ebrine@gmail.com>; Nancy Beye <JTownelc@aol.com>; Mary Meagher <meagherjamestowntc@gmail.com>; Mike White <mgblanco@cox.net>; RANDALL WHITE <Major510@cox.net>  
**Cc:** Jamie Hainsworth <jhainsworth@jamestownri.net>; Chief Edward Mello <emello@jamestownri.net>  
**Subject:** Dog Leash Public Forum

Good evening.....I had planned on attending the public forum for the dog leash issue tomorrow evening, but after listening to the island "chatter" for the past several days it tells me you will have quite a crowd at the meeting. I have decided to email you instead.

Dogs are domestic animals that are the personal property of their owners. If these owners would like to "run" their dogs, it should be done in their own backyards via a fence, invisible or not. . Taxpayers should not have to fund an area for this use though to be fair I would agree to an enclosed area at a specific park for those who do not own a backyard. Dogs should NEVER be allowed to roam free no matter the season, day or time or location . Exclusions of this nature are difficult to remember and cumbersome to enforce. People have a right to walk in parks without the issue of any unleashed dogs roaming the area/s. In Jamestown, we have only one park for children, why would we need several for dogs?

Thank you  
Mary Lou Sanborn  
21 Bay View Drive

RECEIVED:  
DEC 01, 2021 10:55 AM  
Roberta J. Fagan  
TOWN OF JAMESTOWN Town Clerk

December 1, 2021

Dear Members of the Host Compliance Committee,

I have been following the progress of your committee decisions through the articles in the Jamestown Press. Sincerely I applaud your efforts with what has become a big concern on the island.

For the past two years since my retirement, I have run a one bedroom, two person Airbnb on the third floor of my home. It is in the commercial downtown area and accommodates two people. This supplements my income. Airbnb allows me to meet and greet new people, generate income to the local community, and provide a platform for visitors to have a safe, secure place to stay in the heart of town.

I've done research on other near bye communities who are also evaluating the impact of home rentals in local neighborhoods.

There are two line-items that your committee is considering, that I'd like to share another point of view about, before this goes to public meetings.

- 1) If you qualify to have a rentable space, there should not be restrictions placed on how many guests per week you entertain. Unless you break it down into districts. For my home I often have one or two guests per week. I don't think the town should be allowed to dictate what happens in my home/business after I comply with the regulations you impose for zoning, building and fire inspections.
- 2) The fees you are proposing are more than what I charge per night. The town already receives a percentage of my rate with every booking, along with a percentage that goes to the platform and State and local taxes. Most towns are charging \$100 registration fee. I suggest lowering the fee to \$100 for people who are commercial downtown and should be looked at as preferred place for this industry. Raise it in tiers for other neighborhoods based on whether they are owner occupied, or not, to reduce and discourage non-resident owners. I consider myself no different than East Bay B&B or the Bay Voyage. Both places list rooms on Airbnb and VRBO. Will they also be charged a registration fee?

Thank you for taking the time to read my letter and offer my opinion. I do respect the fact that many of you are impacted by these types of rentals, so you want to create rules to help define and reduce the "house party" scenario. Please consider those of us who do follow the rules, are in the correct zone, and rely on the income this platform allows.

Sincerely,

Connie Slick

49 Narragansett Ave, Jamestown, RI 02835

401-480-1738



North Smithfield  
Public Schools

A community dedicated to excellence

School Committee

James J. Lombardi III, Esq., CPA, Chair

Jean B. Meo, Vice-Chair

Margaret Votta, Secretary

William J. Connell, Esq.

Paul Jones

**North Smithfield School Committee Resolution**

Change to RIGL 16-7-40 (c) and (d)

Please consider a subtle change to RIGL 16-7-40 (c) and (d), which aligns the expiration of all six temporary Housing Aid bonuses and affords LEAs an additional year in planning and construction lost addressing COVID-19, along with the global supply chain challenge.

**SECTION 16-7-40. Increased school housing ratio.**

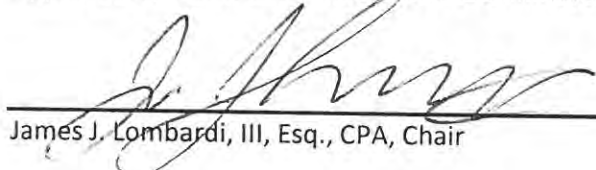
(c) For purposes of addressing health and safety deficiencies as defined by the school building authority, including the remediation of hazardous materials, the school housing aid ratio shall be increased by five percent (5%) so long as the construction of the project commences by December 30, 2023, is completed by December 31, 2027, and a two hundred fifty million dollar (\$250,000,000) general obligation bond is approved on the November 2018 ballot, in order to qualify for the increased share ratio, twenty-five percent (25%) of the project costs or a minimum of five hundred thousand dollars (\$500,000) must be specifically directed to this purpose.

(d) For purposes of educational enhancement, including projects devoted to the enhancement of early childhood education and career and technical education, the school housing aid ratio shall be increased by five percent (5%) so long as construction of the project commences by December 30, 2023, is completed by December 30, 2027, and a two hundred fifty million dollar (\$250,000,000) general obligation bond is approved on the November 2018 ballot. In order to qualify for the increased share ratio, twenty-five percent (25%) of the project costs or a minimum of five hundred thousand dollars (\$500,000) must specifically directed to these purposes.

**NOW, THEREFORE, BE IT RESOLVED:** That the North Smithfield School Committee respectfully requests the Rhode Island General Assembly support the extension of S16-7-40. Increased school housing ratio.

**RESOLVED:** That a copy of this Resolution be forwarded to every Rhode Island Municipality, School Committee, RIASC, State Senator, State Representative, and the Governor.

Approved by North Smithfield School Committee Action

  
James J. Lombardi, III, Esq., CPA, Chair

11/16/21

Date

1850 Providence Pike, North Smithfield RI 02896

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