

JAMESTOWN TOWN COUNCIL  
INTERVIEW SCHEDULE  
Jamestown Town Hall  
93 Narragansett Avenue  
Town Council Chambers

January 3, 2022

TIME	NAME	COMMITTEE
5:40	Paul Sprague	Harbor Commission
5:50	Stephen Corbett	Harbor Commission
6:00	Thomas Farrell	Harbor Commission
6:10	Wayne Banks	Harbor Commission
6:20	Daniel Wurzbacher	Harbor Commission



**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: December 29, 2021**  
**SUBJECT: Report for Town Council Meeting January 3, 2022**

**American Rescue Plan Act (ARPA) Funding: Agenda Presentation:** At the December 5, 2021 Council meeting we began discussing the APRA federal 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. After a review of the process and guidelines with RI Pandemic Recovery Office (PRO). I have been meeting with members of the Staff to review current and pending Capital Projects. During this Council Meeting we will review some of the guidelines and begin to present a plan, including some of the ideas for use of the funding.

**Annual Financial Report – Fiscal Year Ended June 30, 2021:**

In accordance with RIGL § 45-10-4, the FY2021 Audited Financial Statements will be forwarded to the respective State agencies to meet the December 31, 2021 deadline. Hard copies will be provided to the Council as well as posted online. We would like to schedule a review of the FY2021 Financial Statements, with Paul Dansereau, Partner, Baxter Dansereau & Associates for an upcoming meeting.

**Citizens Request Form for Maintenance and Services Rolling out on the Town Website:**

Our Information Technology Contractor Michael Glier has developed a “Citizen Request” form and will be adding it to the Towns website in the next week or so. This will enable our residents to submit complaints and concerns such as maintenance and other matters on-line. This will allow the Town to track and communicate with the resident on the resolution/outcome of the matter.

**Request to Renew Agreement with Sunset Oyster Farms use of Fort Getty for Upwellers, agenda:** I have received a Request from Tony Pinheiro owner of Sunset Oyster Farms to renew the agreement he currently has with the Town to allow upwellers at Ft. Getty. Please see the attached letter which was issued to him last year following the approval by the Town Council.

I have no objection to allowing another year at Ft. Getty with the same conditions.

**Jamestown Golf Clubhouse 2<sup>nd</sup> Floor Historic Photographs:** As I discussed with you at the November 1<sup>st</sup> meeting, Rosemary Enright on behalf of the Jamestown Historical Society had offered to create a plan to display/decorate the second floor of the new clubhouse with photographs of Jamestown History, including historical golf scenes. We have had the opportunity to view the plan and it demonstrates a tremendous amount of thought and commitment. It also seems very fitting for the building. She has completed most of the plan and before going any further I ask for the Councils review and decision.

**Covid 19 update:** From December 14<sup>th</sup> to December 29<sup>th</sup> there were sixty three (63) new positive covid-19 cases reported in Jamestown.

# THE TOWN OF JAMESTOWN, RI



HOME

ORDINANCES

TOWN DEPARTMENTS

TOWN GOVERNMENT

RESIDENTS

SERVICES

HOW DO I?

Police Services

Fire Services

Emergency Notification

Maps - GIS

Parks & Recreation

Assessor/Collector



- Pay Property taxes online
- Find Job Opportunities with the Town
- Submit a Citizen Request
- Purchase a Resident Beach pass
- Access Public Records
- Apply for a Town Commission, Board or Committee position
- Sign up for Emergency Notifications
- Submit photos for this website
- Find open Bids?

## LATEST NEWS

**REVISED DRAFT SHORT TERM RENTAL ORDINANCE**

## December 2021

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11

## IN THE



- Find Job Opportunities with the Town
- Submit a Citizen Request
- Purchase a Resident Beach pass
- Access Public Records
- Apply for a Town Commission, Board or Committee position
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- Submit photos for this website
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# CITIZEN REQUEST TO THE TOWN

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**FORMS AND INFORMATION SUBMITTED ARE NOT REVIEWED 24/7. IF YOU ARE REPORTING SOMETHING THAT YOU BELIEVE REQUIRES AN IMMEDIATE TOWN RESPONSE, PLEASE CALL 401-423-1212, OR IF IT IS AN EMERGENCY, CALL 911.**

You can submit a request to the Town using the form below.

Please be as descriptive as possible with the information you provide. Please include a date, time, location and any other description that could help the Town to begin work on your request.

Thank you for taking the time to submit your request.

Save Progress

1. **NAME** *(Optional - Please provide your name if you would like to speak with a Town employee regarding the request you are submitting)*

2. **PHONE NUMBER** *(Optional - Please provide your phone number if you are willing to be contacted by a Town employee if we need more information about this request you are submitting)*

 ext. 

3. **YOUR EMAIL** *(Optional - Please provide your email address if you would like the Town to use this method of contacting you regarding the information you are providing)*

4. **REQUEST** *(Please be as specific as possible, including any location or other information that may help the Town to respond to your request)*

\*

5. **SEND MORE INFORMATION** *(If you want to submit additional data, such as pictures or documents, please click this email address below to attach and send your digital information)*

[jtnhelp@jamestownri.net](mailto:jtnhelp@jamestownri.net)

▶ [JUMP TO SUBPAGE...](#)

How Do I?

## Citizen Request to the Town



[Print](#)

[Feedback](#)



[Share & Bookmark](#)


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 Save Progress ^

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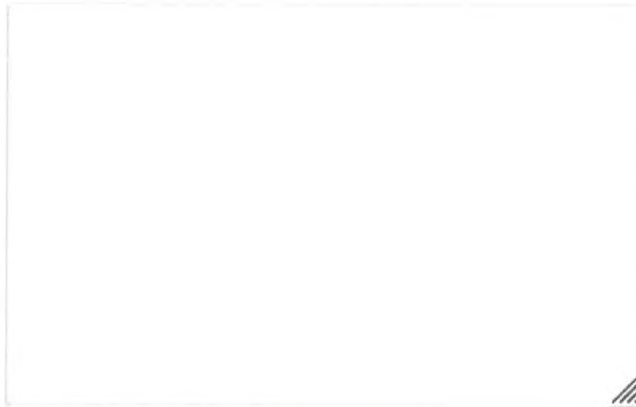
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\*



5. **SEND MORE INFORMATION** *(If you want to submit additional data, such as pictures or documents, please click this email address below to attach and send your digital information)*

[jtnhelp@jamestownri.net](mailto:jtnhelp@jamestownri.net)

To receive a copy of your submission, please fill out your email address below and submit.



**From:** [Jamie Hainsworth](#)  
**To:** [Roberta Fagan](#)  
**Subject:** FW: Steamboat Street  
**Date:** Wednesday, December 29, 2021 10:37:09 AM

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FYI

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

**From:** Ken Schadegg <[kschadegg@msn.com](mailto:kschadegg@msn.com)>  
**Sent:** Wednesday, December 29, 2021 10:00 AM  
**To:** Jamie Hainsworth <[jhainsworth@jamestownri.net](mailto:jhainsworth@jamestownri.net)>  
**Subject:** RE: Steamboat Street

Good morning Jamie,

I just discovered I will be unable to attend the January 3<sup>rd</sup> town council meeting due to required preparation for a medical procedure early Tuesday morning. Unless my presence is required, please proceed on the agenda without me. The Conservation Commission Memo articulates the current conditions & our position accurately.

Happy New Year,  
Ken  
Ken Schadegg

Sent from [Mail](#) for Windows

**From:** [Jamie Hainsworth](#)  
**Sent:** Wednesday, December 22, 2021 8:26 AM  
**To:** [kschadegg@msn.com](mailto:kschadegg@msn.com)  
**Subject:** Steamboat Avenue

Mr. Ken Schadegg, Good Morning

I am writing to you after being informed you had requested the Town's Conservation Commission take into consideration to close a portion of Steamboat Avenue. Since that meeting I have received communications concerning this.

If you remain interested in this idea, please contact me. If so, then I will begin the process to have this evaluated by staff and bring the request formally to the Town Council for consideration.

Thank you for your time and have a great day.



## Roberta Fagan

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**From:** Jamie Hainsworth  
**Sent:** Wednesday, December 22, 2021 1:51 PM  
**To:** Roberta Fagan  
**Cc:** Nancy Beye (Jtownelc@aol.com); Mary Meagher (tiptoparch@msn.com); Michael Gray  
**Subject:** FW: Steamboat Street

Roberta, Good afternoon

Please add this as the January 3<sup>rd</sup> agenda item, along with Mr. Utley's letter, the Conservation Commissions report and any others you may have received as Councils correspondence.

**Item: "Request by resident to close a portion of Steamboat Avenue and create a dead-end".**

Upon hearing this issue, The Council may recommend the Traffic Comm. review this?

Thank you  
Jamie

**From:** Jamie Hainsworth <[jhainsworth@jamestownri.net](mailto:jhainsworth@jamestownri.net)>  
**Sent:** Wednesday, December 22, 2021 8:27 AM  
**To:** [kschadegg@msn.com](mailto:kschadegg@msn.com) <[kschadegg@msn.com](mailto:kschadegg@msn.com)>  
**Subject:** Steamboat Avenue

. Ken Schadegg, Good Morning

I am writing to you after being informed you had requested the Town's Conservation Commission take into consideration to close a portion of Steamboat Avenue. Since that meeting I have received communications concerning this.

If you remain interested in this idea, please contact me. If so, then I will begin the process to have this evaluated by staff and bring the request formally to the Town Council for consideration.

Sincerely,  
Jamie

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

**From:** Ken Schadegg <[kschadegg@msn.com](mailto:kschadegg@msn.com)>  
**Sent:** Wednesday, December 22, 2021 10:30 AM  
**To:** Jamie Hainsworth <[jhainsworth@jamestownri.net](mailto:jhainsworth@jamestownri.net)>  
**Subject:** Re: Steamboat Street

Good morning Jamie,

Yes, I remain very interested in the proposal. Thank you for your attention to this. The Conservation Commission memo did an excellent job of detailing the issues & solution regarding the dirt portion of Steamboat Street running between Beacon & Beach Streets.

Having only recently spent time there (our house is currently unoccupied, under extensive renovation), I'm increasingly aware of how dangerous the dirt road is. It operates as a too narrow wetland cut-thru for fast moving cars & trucks. At night, one lane wide, with NO streetlights, the road can be positively scary. I was recently almost run off the road myself by a speeding pickup. The summer combination of walkers & vehicles bouncing off the potholes is especially perilous - for the walkers.

Let me know if you or your staff need any information, we can provide. By the way, our next-door neighbors, John & Erin, also support the proposal, as outlined in the CC memo.

Thanks again for your attention.

Best,  
Ken  
Ken Schadegg  
96 Steamboat St.  
401.447.1740

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## JAMESTOWN CONSERVATION COMMISSION

### MEMO

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To: Jamie Hainsworth, Town Administrator, Michael Gray, PE, Director of Public Works, Ms. Lisa Bryer, Jamestown Town Planner.

From: Anne Kuhn-Hines, Chair Jamestown Conservation Commission

Date: October 29, 2021

Subject: Proposal for Steamboat Street-Wetland Restoration

---

At the most recent Jamestown Conservation Commission meeting held on October 19, 2021 members of the Jamestown Conservation Commission (JCC) voted unanimously to support a proposal (originating from the Public Works Department) to create two dead ends in the unpaved midsection of Steamboat Street between Beacon Avenue and Beach Avenue (see estimated locational images below). This midsection of Steamboat Street is chronically rutted, prone to flooding and as it is constantly potholed it is a dangerous cut thru. This is not surprising since this section of the street runs between two major wetlands that are constantly trying to rejoin into one contiguous wetland. Residents living on this street note that despite the "No Trucks" signs- this small section of street serves as a primary car & truck cut through with speeding vehicles bouncing down the narrow lane-dodging potholes and muddy rutted sections.

Since Steamboat Street is located within the JTN Shores High Groundwater Overlay District and within the high probability flood zone with hydric soils classified as severe constraints (0-18" depth), and transects wetlands and a stream, the JCC recognizes the benefits of allowing this midsection of Steamboat street to revert back to its natural condition of swamp wetlands. This proposal not only makes ecological sense by restoring a section of wetland, but it makes economic sense for the Town by not having to constantly repair and maintain a chronically deteriorating road. The abutting lots along the midsection of Steamboat Street that would be affected by the road closure are owned either by the Town of Jamestown (tax lots) or the Conanicut Island Land Trust-so this proposal would not affect any future building plans on that section of street.

The JCC is 100% in support of this proposal and recognizes that Jamestown needs to make protecting wetlands and all the ecosystem benefits they provide a critical priority, especially in the Jamestown Shores area which relies entirely on private wells and onsite wastewater treatment systems. Jamestown Shores residents rely on the adjacent and integral freshwater wetlands that are dispersed throughout the Shores for groundwater recharge as well as stormwater mitigation. Allowing this section of Steamboat Street to revert to wetland restores and preserves the integrity and functional values of our wetland resources in the Jamestown Shores.



Below are a few maps highlighting the co-location of Steamboat Street and the relevant GIS layers of High Groundwater Overlay District, hydric soils, wetlands, and flood zones.

Sincerely,

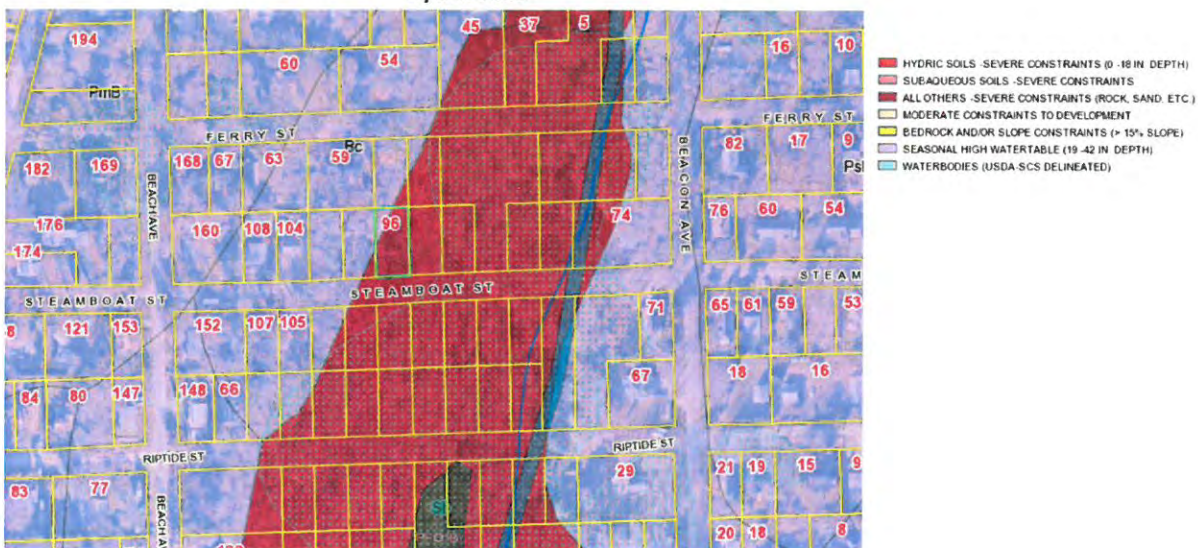
Anne Kuhn-Hines, Chair Jamestown Conservation Commission

Cc: Town Council, Conanicut Island Land Trust, Jamestown Shores Association, Friends of Jamestown ROWs & Roads

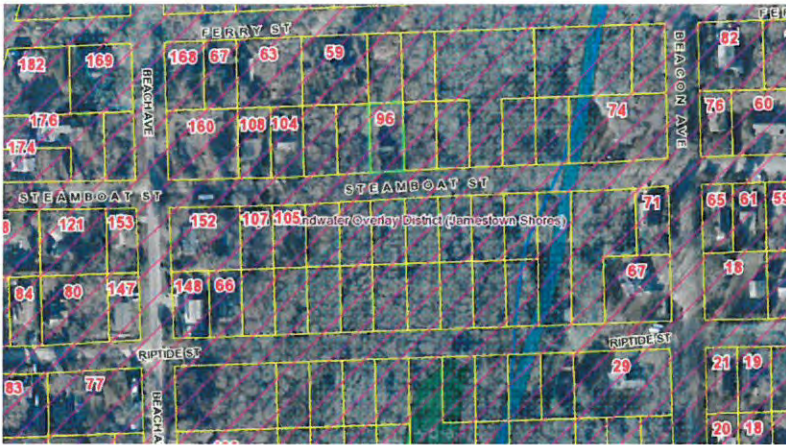
Wetlands GIS layer



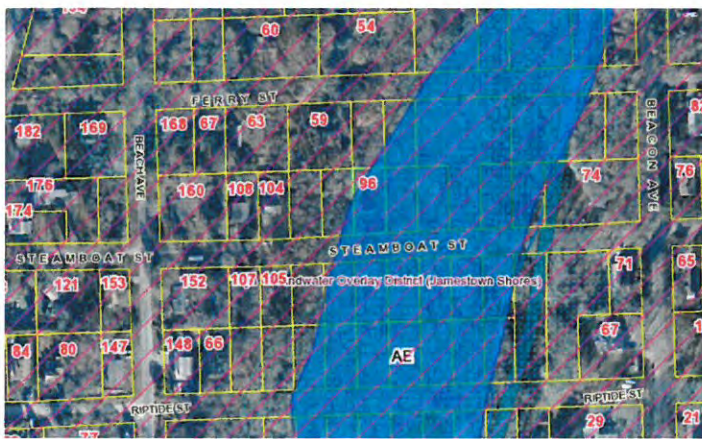
Hydric Soils



High Groundwater Overlay District



Flood Zones Group (2015)



- Coastal Barrier Resources System
- Otherwise Protected Area
- A (1% Annual Chance Flood)
- AE (1% Annual Chance Flood)
- AH
- AD
- VE



Proposed Dead End Locations  
(rough estimate)



**Frederick K. Uttley  
57 Spirketing Street  
Jamestown, RI 02835**

**David B. O'Neill  
186 Beach Avenue  
Jamestown, RI 02835**

Via e-mail and Postal

December 1, 2021

Ms. Nancy A. Bye, President  
Jamestown Town Council  
Jamestown Town Hall  
93 Narragansett Avenue  
Jamestown, RI 02835

Re: Proposed Dead End on Steamboat Street

Dear President Bye:

We are writing to you as a follow-up to the attached recent article published in the Jamestown Press on November 18, 2021 (page 7 at the below link) entitled "Steamboat St. dead ends get OK'd by group" whereby the Conservation Commission approved a proposal to make Steamboat Street a two-way dead end in their October meeting.

[Page Viewer - Jamestown Press - 2021-11-18](#)

My (Fred's) wife Jean and I have been residents of Jamestown for the past thirty-five years and have lived at our current home at 57 Spirketing Street since we were married. We consider ourselves very fortunate to be residents of Jamestown where we have raised two grown children.

My (David's) wife Melissa and I have been residents of Jamestown for the past five years and have lived at our current home at 186 Beach Avenue which is located at the intersection of Beach Avenue and Spirketing Street. We too are very happy new residents of Jamestown and were so fortunate to have our oldest son back with us this summer while he served his first assignment as an officer in the Navy this summer. We are enjoying island living with our teenage son and two dogs and are easy to spot making our daily walks from home to Sunset Beach and back.

Based upon the Jamestown Press article referenced above, Ms. Kuhn-Hines, Chairwoman of the Conservation Commission, stated, in part, that closing that section [i.e. the unpaved midsection of Steamboat Street (Steamboat) between Beacon and Beach Avenues] to traffic makes ecological sense because it will restore a section of wetlands, and also makes economic sense because Gray's department (Michael Gray, PE, Director of Jamestown Public Works) will not have to "constantly

Ms. Nancy A. Bye, President  
Jamestown Town Council  
December 1, 2021  
Page 2

repair and maintain a chronically deteriorating road.” The article further stated that Ms. Kohn-Hines said that “despite a sign that prohibits trucks, Kuhn-Hines said residents in the neighborhood complain about the section of street serving as a primary shortcut for trucks, with speeding vehicles “bouncing down the narrow” road dodging potholes. It was reported that Town Administrator Jamie Hainsworth updated the town councilors about the proposal at their meeting Monday night (i.e. November 15) and he plans to present the council with more details at “a future meeting” after he discusses the proposal with public safety officials and Mike Gray, director of the public works, to evaluate their concerns and the cost of the project.

As a structural engineer, I (David O’Neill) am aware that Steamboat bisects wetlands on each side. A good portion of the Jamestown shores is a high groundwater district with engineering challenges to integrate residences and roadways with the natural landscape. The unpaved area of Steamboat is a short stretch of road and an engineered solution is completely feasible to improve the grading so that a functional and serviceable paved asphalt road can be installed that residents of Steamboat deserve and vehicular traffic can utilize. We believe that this is the correct course of action to address the current condition of Steamboat.

We are uncertain as to the origin of the suggestion of the proposed dead-end on Steamboat (an unpaved road) and are very concerned about the increased traffic on Spirketing if the proposal is passed. Spirketing Street would then be the most southern through access between Beach and Beacon Avenues as vehicles access Route 138 West and the Jamestown Bridge.

We are specifically uncertain if the proposed Steamboat dead-end is simply a reaction to Steamboat residents complaining about traffic on their street or if there are environmental concerns. Steamboat has been an operational road for vehicles before the new Jamestown Bridge was constructed in the late 1980s, during which time there was extensive public discussions about the new traffic patterns and access to Route 138 as it’s access specifically from Beach Avenue was eliminated. We are not aware of any discussions at that time or since that time if there were any environmental concerns about maintaining Steamboat as an operational road, subject to its current truck limitations. If there were environmental concerns at that time, I would think they would have been properly vetted at that time as traffic on Steamboat certainly would have increased with the Beach Avenue/Route 138 access being eliminated.

Currently, Spirketing is the most northerly paved road access between Beach and Beacon for vehicles looking for access to Route 138 West.

Although we have no need to travel on Steamboat to gain access to Route 138 West, we are certain that many residents north of Steamboat and those at Top O’ the Mark, among others I am sure, use Steamboat and would then have to use Spirketing as their regular travel pattern to access Route 138 (East or West), thus increasing traffic flow on Spirketing Street.

Ms. Nancy A. Bye, President  
Jamestown Town Council  
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We frequently witness excessive speeding on Spirketing and have repeatedly called the Jamestown Police to report the excessive rates of speed on it as well as those traveling on Beach to Spirketing. Spirketing is a primary road for pedestrians, dog walkers and cyclers to access Seaside and Head's Beach (Sunset Beach). The intersection of Spirketing and Beach is also a bus stop with parent's walking their young children down Spirketing every school morning. The intersection of Beach Avenue and Seaside creates a cut-through for traffic to access Spirketing and the bridge. Cars habitually travel at excess rates of speed on this stretch of road. David's wife Melissa has made inquiries to have more police patrols and to have a stop sign installed at the intersection of Beach (traveling South) and Spirketing but her request was denied. Spirketing has several short driveways with blind spots making exiting onto Spirketing a challenging task due to traffic entering Spirketing without being slowed by a stop sign. Therefore, it is our opinion that this stretch of road that is shared by pedestrians and vehicular traffic often traveling at excess rates of speed is already in need of increased police monitoring and potentially speed bumps or stop signs to reduce current hazardous conditions and should not be made more dangerous by adding more traffic approaching from both directions. The recommendation by the Conservation Commission to close Steamboat appears to have merits upon first glance but could have serious or potentially tragic real consequences that should be taken into serious consideration.

As for Ms. Kunes-Hines reference to the additional cost that the town incurs to maintain Steamboat, isn't that simply a responsibility of the town to serve all residents? I suspect that there are many examples of town-owned property that require maintenance.

We respectfully request that the Town Council Committee not approve the Conservation Committee's suggestion to make Steamboat a dead-end but rather improve Steamboat for vehicle traffic, while enforcing current traffic regulations, so that the local traffic pattern remains as-is and to not unfairly burden traveling on Spirketing Street and its impact on its residents.

The sentiment of other Spirketing Street residents, some with very young families share our feelings on this issue as I am certain that you will receive additional feedback directly from them.

Ms. Nancy A. Bye, President  
Jamestown Town Council  
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We would appreciate you keeping us informed as you evaluate this proposal. Fred can be contacted at [fkuttley@cox.net](mailto:fkuttley@cox.net) and (401) 952-1120 / 423-2305 and David can be contacted at [dboneill1966@gmail.com](mailto:dboneill1966@gmail.com) and (401) 465-6281.

Your consideration is greatly appreciated.

Very truly yours,



Frederick K. Uttley



David B. O'Neill

Attachment

CC: Mary E. Meagher, Vice President Town Council  
Erik G. Brine, Town Council  
Michael G. White, Town Council  
Randall White, Town Council  
Jamie Hainsworth, Jamestown Town Administrator  
Anne Kuhn-Hines, Chair - Planning Commission Liaison  
Mr. Thomas Tighe, Chairman Jamestown Traffic Committee  
Chief Edward A. Mello, Jamestown Police Department

(All CCs with attachment)





## WINDING, WINDY ROAD

Waves crash over the Conanicus Avenue seawall during a storm Friday that featured wind gusts of 60 mph. For the second time in three weeks, the wind forced the Rhode Island Bridge and Turnpike Authority to put temporary travel restrictions on the Newport and Jamestown bridges because of safety concerns.

PHOTO BY NORMAN KAPLAN

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### HOLIDAY SCHEDULE

### Trash & Recycling Pickup Will Be One Day Early

Island Rubbish Service will alter its trash and recycling schedule for THANKSGIVING DAY.

All Thursday customers will be picked up on

**Wednesday, November 24, 2021**

with our regular Wednesday customers.

## Steamboat St. dead ends get OK'd by group

The conservation commission at its October meeting unanimously voted to support a proposal that would create two dead ends at the unpaved midsection of Steamboat Street between Beacon and Beach avenues.

Town Administrator Jamie Hainsworth updated the town councilors about the proposal at their meeting Monday night. He plans to present the council with more details at "a future meeting" after he discusses the proposal with public safety officials and Mike Gray, director of the public works, to evaluate their concerns and the cost of the project.

According to an Oct. 29 memo from Anne Kuhn-Hines, chairwoman of the conservation panel, the midsection of Steamboat Street is a "dangerous" shortcut. She said it is "chronically rutted" with potholes, and is "prone to flooding."

"This is not surprising since this section of the street runs between two major wetlands that are constantly trying to re-join into one contiguous wetland," Kuhn-Hines wrote.

According to Kuhn-Hines, closing that section to traffic makes ecological sense because it will restore a section of wetlands, and also makes economic sense because Gray's department will not have to "constantly repair and maintain a chronically deteriorating road."

Despite a sign that prohibits trucks, Kuhn-Hines said residents in the neighborhood complain about the section of street serving as a primary shortcut for trucks, with speeding vehicles "bouncing down the narrow" road dodging potholes.

— By Tim Riel

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**Erin Marsh**  
401.225.4106



**Janet Kermes**  
401.527.8159



**Bonnie Kaplan**  
401.374.4488

#### NEWPORT



**31 Old Beach Road**  
Kylie McCollough

\$4,500,000  
401.864.8830

#### NARRAGANSETT



**16 Larch Avenue**  
Bonnie Kaplan & Kathy Kourakis  
JAMESTOWN

\$1,050,000  
401.789.8899



**86 Mount Hope Avenue**  
Victoria Perrotti

\$725,000  
401.932.4511

#### NARRAGANSETT



**3 Percy Lane**  
Janet Kermes

\$2,000,000  
401.527.8159

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COMPANIES 2021

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## Jamestown Harbor Office

250 Conanicus Avenue  
Jamestown, RI 02835  
401-423-1213 X 4339

February 10, 2021

Sunset Oyster Farms  
C/o Tony and Joe Pinheiro  
161 Beacon Avenue  
Jamestown RI 02835

At a meeting of January 4, 2021, the Jamestown Town Council considered your request to place a floating upweller to be located at Fort Getty. This consideration and request was the result of the recommendation of the Jamestown Harbor Commission (JHC). The JHC recommended approval with specified conditions.

As a result, the Jamestown Town Council approved your proposal with the following stipulations:

- Size of float shall be no greater than 4' by 20'
- Vessel shall meet all local, state and federal requirements
- Shall be subject to reassessment in December 2021
- No equipment shall be left on the pier deck outside of the designated work area of 240 s.f.
- Sorter and equipment shall be removed from pontoon boat and deck when not in use
- Insurance and/or bond requirement to be established by the Town
- Harbormaster shall have full authority to remove all equipment at any time
- Required removal of equipment based upon predicted inclement weather conditions
- Rate shall be consistent with current vessel rate; subject to reassessment in December 2020
- Vessels and all equipment when not in use shall be removed from Town property in accordance with all local, state laws, rules and regulations
- No public access shall be permitted onto the float
- No electricity to be used for operation
- Must obtain and maintain a CRMC permit

The Town's Insurance Carrier has indicated that the following insurance coverage must be provided; please provide me a copy of the binder listing the coverage detail: minimum General Liability limits: \$1,000,000 per occurrence, \$2,000,000 in aggregate with carrier rated B+ or better by A.M. Best or national rating agency, list the Town of Jamestown as an additional insured – Endorsement CG 20 37 The Town will not waive subrogation rights as the Trust General Liability Policy has an express restriction against agreeing to such a waiver.

Chief Edward A. Mello  
Executive Director, Jamestown Harbor Commission



K-9 teams working in schools to provide a pathway for children to practice kindness, show compassion and feel empathy

Dear Members of The Town Council,

I live in Jamestown and since last February, I have been looking for a space in town to base my small 501c3 nonprofit Tails To Teach [www.tailstoteach.org](http://www.tailstoteach.org) and Good Graces, a new high-end grooming shop for dogs. I've contacted the owners of all the empty suitable locations in both the commercial and limited commercial zones in town and have not had any luck finding a spot. I've checked out the old laundromat next to McQuade's, #9 Clinton (next to Out of The Box), the little red house at #112 Narragansett behind Stearns Realty... and it is not a matter of the rent being too high, there is simply no open space available right now for Tails To Teach and Good Graces Grooming.

Until a local spot opens up, it occurred to me that the old rescue barn on Knowles Court might work very well as a temporary home for both TTT and Good Graces. I'm very willing to sign a short-term lease as I've heard that the town may have future plans for the location. While I'm operating out of the rescue barn, I will continue to look elsewhere for a permanent home on the Island for Tails To Teach and Good Graces Grooming.

**An Opportunity:** I met with Jamie Hainsworth and Lisa Bryer to look at the rescue barn two weeks ago. I believe the town-owned building it has lain mostly fallow for the last few years and right now it is used for storage and for lending out donated medical equipment. It would be a perfect spot to get my business off the ground - with no major modifications necessary. I can work around the equipment and rescue vehicle that is stored there, as I would only be using the big room in the back and the older small shower/utility area. The space I would be using is approximately 484 square feet and another 80 SF for the shower/utility room.

**Why Jamestown:** Jamestowners LOVE their dogs! And the pandemic and subsequent increase in owned dogs has created an extremely high demand for veterinarians, trainers and groomers. The current wait time for a "new dog" grooming appointment is 8-10 weeks. Right now, the only options Jamestown dog owners have for grooming is either a mobile van or going off-island. **My informal research shows that the potential for an on-island grooming shop enjoys strong support from local dog owners.**

**Business Model:** Good Graces Grooming shop will operate in the same way as a hair salon does. Dogs are booked for a specific "tub time", followed by hand-drying, one-on-one grooming and are then picked up as soon as they are finished, so we have minimal parking needs. There is no cage-drying or boarding of animals for the day. I am an expert in caring for anxious and special-needs dogs, and I practice fear-free grooming. The shop must be quiet, efficient and safe. Lisa has confirmed that I need no special permits or variances from the town to operate a grooming shop in Jamestown. I will carry the cost of existing utilities for the building and my own insurance.

**Experience:** I am a veterinary paramedic with extensive experience in animal welfare and veterinary practice and enjoy a strong reputation in Rhode Island for my long history of animal advocacy. I am a qualified expert in animal health, behavior, safety and sheltering. I've worked for The RI DEM State Veterinarian's Office, The Providence Animal Rescue League, American Humane's Film and TV Unit and then founded Tails To Teach in 2011. Since the pandemic started, and Tails To Teach was not able to provide in-school programs, I've been working as a groomer at Joyful Grooming in Exeter and completed my apprenticeship there 8 months ago.



**Benefits to Jamestown:** Good Graces Grooming will be a good neighbor and a great local resource for residents of Jamestown. We will offer both a self-wash and dry station for owners who find it challenging to bathe their dogs at home and an after-hours emergency "to go" de-skunking kit. I know having dog owners in and out of town throughout the day to drop off and pick up their dogs would drive additional customers to local businesses, especially during the quieter winter months, as we would be grooming area dogs and not dependent on visitors to the island. Rent for the space will provide income for the town. Through Tails To Teach, we will also offer Pet Loss and Bereavement Support and eventually, dependent on the continued recovery from the pandemic and success of future grants, provide our in-school programs at Melrose School.

The ideal location and convenience of the rescue barn make it the perfect spot to temporarily house both this new enterprise and the existing nonprofit. I know Good Graces Grooming will add to the vibrancy of the town and contribute to the Jamestown business community. Through our social-emotional learning (SEL) programs, Tails To Teach will help local children practice kindness, show compassion and feel empathy. I sincerely hope you might be open to this creative and revenue-generating use of the premises while you consider how to best utilize the location in the long-term.

I do not know the procedure for making a request like this but I'd be delighted to discuss this with you either informally or at a town council meeting. Thank you in advance for your consideration and response.

Laura Carlson

Laura Carlson  
Founding Director, Tails To Teach  
a RI 501c3 non-profit  
401.487.5100  
[laura.tailstoteach@gmail.com](mailto:laura.tailstoteach@gmail.com)  
[www.tailstoteach.org](http://www.tailstoteach.org)



Mailing address: 20 Brook St., Jamestown, RI 02835

K-9 teams working in schools to provide a pathway for children to practice kindness, show compassion and feel empathy

Tails To Teach is based on a very simple premise: When children are given an opportunity to practice kindness, show compassion and feel empathy through experiential education with rescued dogs in the classroom, this strengthens and deepens the human-animal bond and, in turn, creates a more humane community. Our carefully cultivated and trained TTT dogs are the perfect teaching tool for social-emotional learning (SEL) and effortlessly weave themselves into the very fabric of school. An investment in Tails To Teach produces an invaluable dividend: a kinder, more compassionate generation of children who will care for and respect animals.

Since its founding in 2011, Tails To Teach, Rhode Island's only independent Humane Education non-profit, has received generous support for this singular and non-traditional approach to humane education through grants from The RI Foundation's Program for Animal Welfare Fund, The Champlin Foundation and The RISPCA. By investing our own sweat equity in this labor of love as well, we have refined our model and developed curriculum that has been embraced by the RI Department of Education. Inner-city school budgets are stretched to the breaking point, so we have decided to provide our program at no cost to schools that recognize the value of the human-animal bond in social-emotional learning and are committed to the successful implementation of the TTT program.

Over the past ten years, the TTT operational model for social-emotional learning has been refined and we have firmly established ourselves in RI's most underserved urban schools. Now TTT is well-positioned to expand and bring our program to even more children. Our long-term goal is to have a campus for rescue, recovery and training for dogs that show potential as TTT working dogs and to have Tails To Teach in every school in RI, creating opportunities for hundreds of rescued dogs (and their humans) to do the most meaningful work of their lives.

We have discovered that TTT is the most effective when we don't parachute in to provide classes, but rather spend whole days in the same school over 3-4 months. Over the course of 12-16 weeks, each student in every grade level receives four hours of TTT instructional program time. Before and after classes, TTT dogs and their teaching partners join school staff and administrators to work with at-risk students.



# Laura Carlson

20 Brook St., Jamestown, RI 02835  
401-487-5100 email: [laura.tailstoteach@gmail.com](mailto:laura.tailstoteach@gmail.com)

Hi Lisa,

I've been looking for a space in town in which to base my small 501c3 nonprofit [www.tailstoteach.org](http://www.tailstoteach.org) and a high-end grooming shop for dogs. The old rescue barn would be a PERFECT spot for Good Graces Grooming and Tails To Teach. I know that what I have in mind would greatly benefit the town. I'm very willing to sign a short-term lease with the town, as I'm aware that there may be other uses planned for the building in the future.

The shop will generate enough of a reliable revenue stream to partially support the work I do through Tails To Teach, so I will not have to fully rely on grants in the future. (Google us - we are doing some fantastic stuff.)

The business model for Good Graces Grooming shop is exactly the same as a hair salon. Dogs are booked for a specific "tub time", followed by hand-drying, one-on-one grooming and are then picked up as soon as they are finished, so we have very minimal parking needs. There is no cage-drying or boarding of animals for the day. I know having dog owners in and out of that parking lot for drop off and pick up would drive additional business to downtown the, especially during the quieter winter months, as we would be grooming area dogs and not dependent on visitors to the island.

Good Graces Grooming will be a very good neighbor. I specialize in caring for anxious, fearful or special needs dogs and for that reason, the shop must be quiet and efficient.

Part of the work of mission of Tails To Teach would be to create Grace's Place alongside Good Graces Grooming and that is where the benefit to the town comes in.

## Grace's Place

Local folks can join Jamestown Animal Rescue Fellowship (JT ARF!)

Opportunity for locals to volunteer their time working on behalf of companion animals

Create a small shelter for stray animals (instead of NK or Jamestown Police Station)

Provide support and services for stray, fostered, at-risk and newly adopted dogs

Provide a space for owners to donate pet care items that are no longer needed

\*Suggested GP initiative: raise \$\$ and purchase non-contact temperature sensors for police and local fire

\*Suggested GP initiative: raise \$\$ and purchase attractive, user-friendly dog waste bag dispensers and receptacles

\*Suggested GP initiative: raise \$\$ and build "cool spots" with water and shade for dogs to use while walking

Since the pandemic started, and Tails To Teach was not able to provide in-school programs, I've been apprenticing as a groomer at Joyful Grooming in Exeter. The pandemic did not slow down their business at all. I'm also a veterinary paramedic with extensive experience in animal welfare and veterinary practice and enjoy a strong reputation in Rhode Island for my long history of animal advocacy. I've worked for RI DEM State Veterinarian's Office, Providence Animal Rescue League, American Humane's Film and TV Unit and founded Tails To Teach in 2011. I know Good Graces Grooming and Grace's Place will add to the vibrancy of the town and contribute to the Jamestown business community. The shop has strong support from other merchants, entrepreneurs, and pet-related businesses in the immediate vicinity. The ideal location and convenience of the rescue barn make it the perfect spot to house this new enterprise. I hope you might be open to this use of the premises to foster a new business in town.

I look forward to receiving a response from you regarding this inquiry. If you are not interested in leasing the space, I ask that you please extend the courtesy of a brief reply so I know you have received this request and do not wish to consider this option. I can then continue to look elsewhere for a location for a home for my nonprofit and this new business venture. Thank you in advance for your consideration and response.



# Laura Carlson

20 Brook St., Jamestown, RI 02835  
401-487-5100 email: [laura.tailstoteach@gmail.com](mailto:laura.tailstoteach@gmail.com)

## Professional Profile

Committed, dedicated animal health and welfare professional with a successful 34-year career working for government agencies, non-profits, and private companies concerned with companion, farm, wild, exotic and working animals. Accustomed to managing sensitive, highly-charged situations and finding fair and compassionate resolutions. Comfortable and confident in leadership positions. Areas of special interest: Social and Emotional Learning, the human-animal bond, animal-assisted education and therapy, Link® between animal abuse, child abuse and domestic violence. Experienced in: non-profit development, legislative efforts, animal rescue, health and welfare, animal behavior, quarantine, animal safety and transport.

## Skills Summary

- ◆ Engaging children in Social and Emotional Learning (SEL)
- ◆ Practicing Restorative Justice in schools
- ◆ Behavior Modification through working with animals
- ◆ Criminal Investigation of Cruelty, Neglect and Abuse of Animals
- ◆ Providing support and services for sheltered, newly-adopted, fostered or at-risk animals
- ◆ Grant Writing

## Professional Experience

Tails To Teach RI 501(c)3, Jamestown, RI 2011 - Present

### *Founding Director*

Provides humane and animal-assisted education in RI's under-served urban schools. RI's only stand-alone Humane Education Organization, we have been funded in large part by The RI Foundation, The RSPCA and The Champlin Foundation.

American Humane: "No Animals Were Harmed"™ Los Angeles, CA 2008 - 2013

### *Certified Animal Safety Representative, Film and TV Unit*

Traveled across the country and monitored all animal action on film and television remote locations and sets. Worked on multi-million dollar productions, ensuring that all animals, from peacocks on **30 Rock** to Grizzly bears and elephants starring in **Zookeeper**, were treated humanely during production and filming.

Providence Animal Rescue League, Providence, RI 2007 - 2009

*Director of Humane Education, Providence Animal Rescue League* - Created and presented eight original, hands-on humane education programs for children and adults that enhanced the human-animal bond. Used animal-assisted therapy in behavior modification classrooms.

Rhode Island Department of Environmental Management (RIDEM), Providence, RI 1998 - 2006

### *Field Inspector/Veterinary Paramedic*

Investigated multiple cases of animal cruelty, neglect, abuse and hoarding. Inspected and regulated all licensed animal care facilities in Rhode Island; Animal Shelters, Municipal Pounds, Pet Shops, Kennels, Zoos, Circuses and Animal Dealers. Responded to all concerns and complaints from the public and/or other animal care professionals concerning the care, feeding and housing of all animals in animal care facilities. Ensured compliance with current state and federal animal welfare guidelines regarding importation/exportation and sale of all animals.

## Professional Training

USDA Veterinary Services Emergency Management Response Systems - USDA/FEMA  
Expert Witness Preparation - RI Dept. of Administration/FBI  
Certified First Responder: Natural Disaster, WMD, Wildlife and Oil Spill - RIDEM/FEMA

## Related Volunteer Experience

President - Ocean State Animal Coalition/OSAC, Legislation and Education Committee  
Served on the RI State Legislature Commission to study the Link® between animal abuse, child abuse and domestic violence







# Memorandum

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**To:** Roberta Fagan  
**From:** Karen Montoya  
**Date:** 12/28/2021  
**Re:** Member Vacancy on the Board of Canvassers

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There is one Democratic member vacancy on the Board of Canvassers ending in March for a 6 year term. Could you please add this to the next agenda of the Town Council meeting to obtain permission to contact both Town Committees for a list of candidates.

Thank you





**Town of Jamestown  
Board/Commission/Committee  
Term Expirations**

<b><u>Board/Commission/Committee and term</u></b>	<b><u>Term Expirations</u></b>
<b>Affordable Housing (3-year term)</b>	<b>May 31<sup>st</sup></b>
<b>Beavertail State Park Advisory (3-year term)*</b>	<b>December 31<sup>st</sup></b>
<b>Board of Canvassers (6-year term)</b>	<b>March 25<sup>th</sup></b>
<b>Coastal Resources Management Council (2-year term)*</b>	<b>May 31<sup>st</sup></b>
<b>Conservation Commission (3-year term)</b>	<b>December 31<sup>st</sup></b>
<b>Discover Newport (3-year term)*</b>	<b>September 7<sup>th</sup></b>
<b>Fire Department Compensation Committee (3-year term)</b>	<b>May 31<sup>st</sup></b>
<b>Harbor Management Commission (3-year term)</b>	<b>December 31<sup>st</sup></b>
<b>Jamestown Housing Authority (5-year term)</b>	<b>December 31<sup>st</sup></b>
<b>Juvenile Hearing Board (Member 3-year term; Alternate 2-year term)</b>	<b>December 31<sup>st</sup></b>
<b>Library Board of Trustees (3-year term)</b>	<b>December 31<sup>st</sup></b>
<b>Planning Commission (4-year term)</b>	<b>December 31<sup>st</sup></b>
<b>Quonset Development Corporation (3-year term)*</b>	<b>December 31<sup>st</sup></b>
<b>Tax Assessment Board of Review (Member 3-year term; Alternate 1-year term)</b>	<b>May 31<sup>st</sup></b>
<b>Tick Task Force (unspecified term)</b>	<b>December 31<sup>st</sup></b>
<b>Traffic Committee (unspecified term)</b>	<b>Unspecified</b>
<b>Tree Preservation and Protection (3-year term)</b>	<b>December 31<sup>st</sup></b>
<b>Zoning Board of Review (Member 5-year term; Alternate 1-year term)</b>	<b>December 31<sup>st</sup></b>

**\*Non-Town Committee**



# Town of Jamestown

## Public Service Appointment Application

Committee, Commission or Board applying for: (MAY APPLY FOR MORE THAN ONE)\*\*

\*\*Zoning Board of Review

FULL MEMBER

ALTERNATE

\*\*Juvenile Hearing Board

FULL MEMBER

ALTERNATE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Are you a registered voter in the town of Jamestown: Y N

May we contact you at work: Y N

Occupation: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Is your request for reappointment? Y N

If yes, how long have you served on the Committee, Commission or Board? \_\_\_\_\_

Have you attended meetings of a Committee, Commission or Board in the past? Y N

If yes, which one: \_\_\_\_\_

Is there a specific evening or other period of time you would be unavailable to attend meetings? Y N

If so, please indicate: \_\_\_\_\_

Do you anticipate having to refrain from participating in discussions or voting on any particular matter(s) that may come before said Committee, Commission or Board because of a conflict of interest? Y N

If so, please explain: \_\_\_\_\_

Please be advised that appointment to the Zoning Board of Review, the Planning Commission, and several other Boards require time during the regular work day to review plans and conduct site inspections. Do you understand the time requirements necessary to serve and are you able to make that commitment? Y N

Applications are kept on file for one (1) year from the date of receipt. Would you like your application to be kept on file for future consideration? Y N

**PLEASE BE SURE TO ATTACH A RESUME**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please be advised that you will need to go before the Town Council for an interview. Interviews are usually conducted before Town Council meetings at 5:30, 5:40 and 5:50 PM.

Your interview will be scheduled on: \_\_\_\_\_ at \_\_\_\_\_ PM.

Please return to: **Town Clerk's Office** 93 Narragansett Avenue, Jamestown, RI 02835  
Email: [rfagan@jamestownri.net](mailto:rfagan@jamestownri.net) or [dgamon@jamestownri.net](mailto:dgamon@jamestownri.net) or Fax # (401) 423-7230



## Attention Jamestown Residents Committee Volunteers Needed

*There are openings on the following Committees:*

Committee Name	# of openings	Term Ending Date
<b>Conservation Commission</b>	<b>2</b>	<b>12/31/2024</b>
<b>Fire Department Compensation</b>		
Citizen-At-Large		
Unexpired term	<b>1</b>	<b>5/31/2022</b>
<b>Jamestown Housing Authority</b>		
Full Member	<b>1</b>	<b>12/31/2026</b>
Resident Commissioner		
Unexpired Term	<b>1</b>	<b>12/31/2023</b>
<b>Library Board of Trustees</b>	<b>1</b>	<b>12/31/2024</b>
<b>Planning Commission</b>	<b>3</b>	<b>12/31/2025</b>
<b>Zoning Board</b>		
Full Members	<b>2</b>	<b>12/31/2026</b>

Any resident who is a qualified elector in the Town of Jamestown and is interested in serving should contact the Town Clerk by submitting an application and resume. Applications can be found on the internet at [www.jamestownri.gov](http://www.jamestownri.gov) or at the Jamestown Library, 26 North Road, and the Town Clerk's Office at 93 Narragansett Avenue. Persons who have submitted letters in the past are encouraged to do so again. **Please forward all applications to the Town Clerk prior to January 14, 2022.**



# Title 45

## Towns and Cities

### Chapter 22

#### Local Planning Board or Commission

##### R.I. Gen. Laws § 45-22-3

**§ 45-22-3. Membership — Continuation of present membership.**

(a) A planning board or commission consists of no less than five (5) members, and appointments are made for terms of a length that the terms of no more than one third ( $\frac{1}{3}$ ) of the members of the board or commission expire each year. Any vacancy occurring in the membership of a planning board or commission shall be filled by the appointing authority for the remainder of the unexpired term. Any member of a planning board or commission may be removed from office by the appointing authority for due cause, following a public hearing.

(b) Vacancies to the planning board or commission occurring after May 4, 1972, shall be filled in the manner prescribed in this section, except as provided in § 45-22-1 in cities or towns operating under a home rule charter.

(c) The Hopkinton town council has the right to appoint two (2) alternate members to the Hopkinton planning board and the Exeter town council may appoint two (2) alternate members to the Exeter planning board and the Richmond town council has the right to appoint two (2) alternate members to the Richmond planning board and the Barrington town council has the right to appoint two (2) alternate members to the Barrington planning board.

(d) The mayor of Johnston shall have the right to appoint two (2) alternate members to the Johnston planning board.

**History of Section.**

P.L. 1972, ch. 204, § 2; P.L. 1991, ch. 373, § 1; P.L. 1999, ch. 354, § 48; P.L. 2001, ch. 7, § 1; P.L. 2001, ch. 46, § 1; P.L. 2002, ch. 79, § 1; P.L. 2017, ch. 1, § 1; P.L. 2017, ch. 2, § 1; P.L. 2019, ch. 157, § 1; P.L. 2019, ch. 164, § 1.

# Title 45

## Towns and Cities

### Chapter 24

### Zoning Ordinances

#### R.I. Gen. Laws § 45-24-56

#### § 45-24-56. Administration — Zoning board of review — Establishment and procedures.

(a) A zoning ordinance adopted pursuant to this chapter shall provide for the creation of a zoning board of review and for the appointment of members, including alternate members, and for the organization of the board, as specified in the zoning ordinance, or, in cities and towns with home rule or legislative charters, as provided in the charter. A zoning ordinance may provide for remuneration to the zoning board of review members and for reimbursement for expenses incurred in the performance of official duties. A zoning board of review may engage legal, technical, or clerical assistance to aid in the discharge of its duties. The board shall establish written rules of procedure; a mailing address to which appeals and correspondence to the zoning board of review are sent; and an office where records and decisions are filed.

(b) The zoning board of review consists of five (5) members, each to hold office for the term of five (5) years; provided, that the original appointments are made for terms of one, two (2), three (3), four (4), and five (5) years, respectively. The zoning board of review also includes two (2) alternates to be designated as the first and second alternate members, their terms to be set by the ordinance, but not to exceed five (5) years. These alternate members shall sit and may actively participate in hearings. The first alternate shall vote if a member of the board is unable to serve at a hearing and the second shall vote if two (2) members of the board are unable to serve at a hearing. In the absence of the first alternate member, the second alternate member shall serve in the position of the first alternate. No member or alternate may vote on any matter before the board unless they have attended all hearings concerning that matter. Where not provided for in the city or town charter, the zoning ordinance shall specify procedures for filling vacancies in unexpired terms of zoning board members, and for removal of members for due cause.

(c) Notwithstanding the provisions of subsection (b), the zoning board of review of the town of Jamestown consists of five (5) members, each to hold office for the term of five (5) years; provided, that the original appointments are made for terms of one, two (2), three (3), four (4) and five (5) years respectively. The zoning board of review of the town of Jamestown also includes three (3) alternates to be designated as the first, second, and third alternate members, their terms to be set by the ordinance, but not to exceed five (5) years. These alternate members shall sit and may actively participate in hearings. The first alternate shall vote if a member of the board is unable to serve at a hearing; the second shall vote if two (2) members of the board are unable to serve at a hearing; and the third shall vote if three (3) members of the board are unable to serve at a hearing. In the absence of the first alternate member, the second alternate member shall serve in the position of the first alternate. No member or alternate may vote on any matter before the board unless they have attended all hearings concerning that matter. Where not provided for in the town charter, the zoning ordinance shall specify procedures for filling vacancies in unexpired terms of zoning board members, and for removal of members for due cause.

(d) Members of zoning boards of review serving on the effective date of adoption of a zoning ordinance under

this chapter are exempt from the provisions of this chapter respecting terms of originally appointed members until the expiration of their current terms.

(e) The chairperson, or in his or her absence, the acting chairperson, may administer oaths and compel the attendance of witnesses by the issuance of subpoenas.

(f) Notwithstanding the provisions of subsection (b) of this section, the zoning board of review for the town of Little Compton shall consist of five (5) members, each to hold office for the term of five (5) years. The zoning board of review for the town of Little Compton shall also include three (3) alternates to be designated as the first, second and third alternate members, their terms to be set by the ordinance, but not to exceed five (5) years. These alternate members shall sit and may actively participate in the hearings. The first alternate shall vote if a member of the board is unable to serve at a hearing; the second shall vote if two (2) members of the board are unable to serve at a hearing; and the third shall vote if three (3) members of the board are unable to serve at a hearing. In the absence of the first alternate member, the second alternate member shall serve in the position of the first alternate. No member or alternate may vote on any matter before the board unless they have attended all hearings concerning that matter. Where not provided for in the town charter, the zoning ordinance shall specify procedures for filling vacancies in unexpired terms of zoning board members, and for removal of members for due cause.

(g) Notwithstanding the provisions of subsection (b) of this section, the zoning board of review for the town of Charlestown shall consist of five (5) members, each to hold office for the term of five (5) years. The zoning board of review for the town of Charlestown shall also include three (3) alternates to be designated as the first, second, and third alternate members, their terms to be set by the ordinance, but not to exceed five (5) years. These alternate members shall sit and may actively participate in the hearings. The first alternate shall vote if a member of the board is unable to serve at a hearing; the second shall vote if two (2) members of the board are unable to serve at a hearing; and the third shall vote if three (3) members of the board are unable to serve at a hearing. In the absence of the first alternate member, the second alternate member shall serve in the position of the first alternate. No member or alternate may vote on any matter before the board unless they have attended all hearings concerning that matter. Where not provided for in the town charter, the zoning ordinance shall specify procedures for filling vacancies in unexpired terms of zoning board members, and for removal of members for due cause.

(h) Notwithstanding the provisions of subsection (b) of this section, the zoning board of review for the town of Scituate shall consist of five (5) members, each to hold office for the term of five (5) years. The zoning board of review for the town of Scituate shall also include three (3) alternates to be designated as the first, second and third alternate members, their terms to be set by the ordinance, but not to exceed five (5) years. These alternate members shall sit and may actively participate in the hearings. The first alternate shall vote if a member of the board is unable to serve at a hearing; the second shall vote if two (2) members of the board are unable to serve at a hearing; and the third shall vote if three (3) members of the board are unable to serve at a hearing. In the absence of the first alternate member, the second alternate member shall serve in the position of the first alternate. No member or alternate may vote on any matter before the board unless they have attended all hearings concerning that matter. Where not provided for in the town charter, the zoning ordinance shall specify procedures for filling vacancies in unexpired terms of zoning board members, and for removal of members for due cause.

(i) Notwithstanding the provisions of subsection (b) of this section, the zoning board of review of the town of Middletown shall consist of five (5) members, each to hold office for a term of five (5) years. The zoning board of review of the town of Middletown shall also include three (3) alternates to be designated as the first (1st), second (2nd) and third (3rd) alternate members, their terms to be set by ordinance but not to exceed (5) years. These alternate members shall sit and may actively participate in the hearing. The first alternate shall vote if a member of the board is unable to serve at the hearing; the second alternate shall vote if two (2) members of the board are unable to serve at the hearing; and the third alternate shall vote if three (3) members of the board are unable to serve at the hearing. In the absence of the first alternate member, the second alternate member shall



serve in the position of the first alternate. No member or alternate may vote on any matter before the board unless they have attended all hearings concerning that matter. Where not provided for in the town charter the zoning ordinance shall specify procedures for filling vacancies in unexpired terms of zoning board members and for removal of members for due cause.

(j) Notwithstanding the provisions of subsection (b) of this section, the zoning board of review of the city of Cranston shall consist of five (5) members, each to hold office for a term of five (5) years. The zoning board of review of the city of Cranston shall also include four (4) alternates to be designated as the first (1st), second (2nd), third (3rd), and fourth (4th), alternate members, to be appointed for a term of one year. These alternate members shall sit and may actively participate in all zoning hearings. The first alternate shall vote if a member of the board is unable to serve at the hearing; the second alternate shall vote if two (2) members of the board are unable to serve at the hearing; the third alternate shall vote if three (3) members of the board are unable to serve at the hearing; and the fourth alternate shall vote if four (4) members of the board are unable to serve at the hearing. In the absence of the first alternate member, the second alternate member shall serve in the position of the first alternate. No member or alternate may vote on any matter before the board unless they have attended all hearings concerning that matter. Where not provided for in the city charter, the zoning ordinance shall specify procedures for filling vacancies during the unexpired terms of zoning board members and for removal of members for due cause.

(k) Notwithstanding the provisions of subsection (b) of this section, the zoning board of review for the town of Barrington shall consist of five (5) members, each to hold office for a term of five (5) years. The zoning board of review for the town of Barrington shall also include three (3) alternates to be designated as the first, second, and third alternate members, their terms are to be set by ordinance but not to exceed five (5) years. These alternate members shall sit and may actively participate in the hearing. The first alternate member shall vote if a member of the board is unable to serve at the hearing; the second alternate shall vote if two (2) members of the board are unable to serve at the hearing; and the third alternate member shall vote if three (3) members of the board are unable to serve at the hearing. In the absence of the first alternate member, the second alternate member shall serve in the position of the first alternate. No member or alternate may vote on any matter before the board unless they have attended all the hearings concerning that matter. Where not provided for in the town charter, the zoning ordinance shall specify procedures for filling vacancies in unexpired terms of zoning board members, and for removal of members for due cause.

#### History of Section.

P.L. 1991, ch. 307, § 1; P.L. 1996, ch. 51, § 1; P.L. 1996, ch. 72, § 1; P.L. 1999, ch. 314, § 1; P.L. 2002, ch. 22, § 1; P.L. 2002, ch. 90, § 1; P.L. 2003, ch. 222, § 1; P.L. 2003, ch. 279, § 1; P.L. 2005, ch. 368, § 1; P.L. 2005, ch. 424, § 1; P.L. 2007, ch. 17, § 1; P.L. 2007, ch. 18, § 1; P.L. 2020, ch. 23, § 1; P.L. 2020, ch. 49, § 1.

**TOWN COUNCIL INTERVIEW SESSION MINUTES  
December 20, 2021**

- I. CALL TO ORDER**
- II. ROLL CALL**

The interview session for the Jamestown Town Council was called to order at 5:30 p.m. on Monday, December 20, 2021, in the Rosamond A. Tefft Council Chambers of the Jamestown Town Hall at 93 Narragansett Avenue. Town Council Members present were as follows: President Nancy A. Beye, Mary Meagher, Michael G. White, Erik Brine and Randy White.

- III. TOWN COUNCIL INTERVIEWS: The Jamestown Town Council will meet in special session to conduct interviews of the following applicants for the following appointments as follows:**

Eric T. Lexow was interviewed for the Jamestown Harbor Commission vacancy.

James Simmons was interviewed for the Tree Preservation & Protection vacancy.

Richard Toselli was interviewed for the Tree Preservation & Protection vacancy.

- III. ADJOURNMENT**

The Town Council interview session was concluded at 6:20 p.m.

Attest:

---

Roberta J. Fagan, Town Clerk





JAMESTOWN TOWN COUNCIL MEETING MINUTES  
December 20, 2021  
5:30 p.m.

A motion was made by Vice President Meagher to enter into Special Session at 5:30 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.

**I. TOWN COUNCIL SPECIAL SESSION: The Jamestown Town Council will meet in special session to conduct interviews of applicants for the committee vacancies as follows:**

TIME	NAME	COMMITTEE
5:40	Leo Orsi	Conservation Commission
5:50	Eric Lexow	Harbor Commission
6:00	James Simmons	Tree Committee
6:10	Richard Toselli	Zoning Board of Review
6:20	Lisa Primiano	Conservation Commission

Please see December 20, 2021 Special Meeting Minutes

**II. ADJOURNMENT OF SPECIAL SESSION**

The Town Council interview session was concluded at 6:20 p.m.

**The Town Council's Open Meeting will begin at 6:30 P.M.**

**III. ROLL CALL**

A regular meeting of the Jamestown Town Council was held on December 20, 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, Parks and Recreation Raymond DeFalco, IT Consultant Michael Glier, Town Clerk Roberta Fagan.

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

Town Council President Beye called the meeting of the Jamestown Town Council to order at 6:31 p.m. 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 6:32 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. **TOWN COUNCIL SITTING AS THE BOARD OF WATER AND SEWER COMMISSIONERS**

- A) Approval of Minutes; review, discussion and/or action and/or vote
  - 1) 11/15/2021(regular meeting)
  
- 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) RIDEM 2021 Nonpoint Source Implementation Grant for an amount of \$250,000 to fund the removal and disposal of invasive Phragmites and restore the conditions of South Pond Reservoir.
  
- 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 6:44 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.**



## 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
  - 1) Laura Carlson regarding Rescue Barn proposal

Laura Carlson, 22 Brooks Street, addressed the Town Council regarding a business proposal utilizing the Jamestown Rescue Barn located on Knowles Court. Ms. Carlson made a request to present at a future Town Council meeting and distributed the proposal to the Council members.

- B) Non-scheduled request to address

K.C. Fisher, Pemberton Apartments, requested permission to address the Town Council. Ms. Fisher expressed concern regarding appointment and/or reappointment of Jamestown Housing Authority Board Commissioners. Ms. Fisher questioned the nomination and election process of a resident commissioner and asked the Town Council to investigate the process with JHA Executive Director Sullivan.

## VII. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, PRESENTATIONS, RESOLUTIONS AND PROCLAMATIONS

- A) Clean Ocean Access Presentation by Executive Director David McLaughlin
  - 1) Water Quality – Results from 2021 and plans for 2022
  - 2) Sustainable Jamestown – In Vessel Composting opportunity

Clean Ocean Access Executive Director David McLaughlin and program coordinator Casey Trumper gave a brief update on water quality results and plans for 2022. A two-fold activity will be rolled out to educate through community outreach on effects of storm water and ways to reduce the impacts of pollution.

Additionally, Executive Director McLaughlin gave an overview on a proposed In-Vessel Composting. The plan would be to work with the Town on the opportunity and to examine the viability and cost of a community In-Vessel Composting program. Composting benefits include carbon sequestration, healthy soils and reduced waste to the central land fill.

Councilor R. White would like to see evidence of other In-Vessel Composting communities and more information on operating costs. Councilor Brine also would like data on operating costs as well as long term environmental and economic benefits of In-Vessel Composting.

Vice President Meagher thanked Mr. McLaughlin for his leadership and congratulated him on his upcoming retirement.

J. Mathews, 1 Fox Run, spoke in support of the proposed In-Vessel Composting. The proposed plan would work in concert with the goals of Sustainable Jamestown/Town of Jamestown to make sustainable decisions and to lead by example. This type of



infrastructure investment would be the next step for Jamestown residents and an opportunity to move composting forward island wide.

### **VIII. 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.*

A) One Day Event Application: 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:

1) Applicant: Jamestown Rhode Race  
Event: Rhode Races & Events, Inc.  
Dates: October 1, 2022  
Location: Fort Getty

2) Memorandum from Jamestown Recreation Director Ray DeFalco

**Discussion ensued.**

**Town Administrator Hainsworth reported on the recent meeting with the event organizers to address traffic and staffing concerns. Jamestown Rhode Race agreed to the following stipulations:**

- **The event attendance will not exceed 300 persons**
- **That the number of vehicles in the park does not exceed 200**
- **The start and finish line will not impede entry into the park**
- **That runners stay inside of the coned off route**
- **That any spectators stay in safe locations away from traffic**

**Race organizers Karen Zyons and Susan Rancourt provided a detailed plan of how they would address each issue which included changing the race route, moving the start and finish line, a detailed parking plan with volunteer staff enforcing the changes, additional communication to the participants, and limiting registration numbers. In addition, the Parks and Recreation Department will have staff on site to ensure that all changes are followed to the Town's expectation.**

**Based on the agreed upon stipulations Town Administrator Hainsworth, Chief Mello, Recreation Director DeFalco recommended approval of the October 1, 2022 event.**

**A motion was made by Councilor M. White to approve the one-day Entertainment license application for the October 1, 2022 Rhode Races & Event 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.**



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

**Town Administrator Hainsworth reported on the following:**

- A) Town Administrator's Report: Jamie A. Hainsworth
  - 1) National Opioid Settlement (agenda item)
  - 2) Budget FY 2022-2023
  - 3) Election Polling Place for the 2022 Fall Elections

**Town Administrator Hainsworth met with Canvassing Clerk Montoya on a plan to move the polling place from the Recreation Center to Jamestown Golf Course Clubhouse, which is ADA compliant and would provide better parking. The polling place change would need to be approved by State Board of Elections, and could take several months for final approval.**

- 4) Covid 19 update: Covid Testing

**Town Administrator Hainsworth reported the increase in COVID cases and the newly mandated masking requirement in Town buildings.**

**X. NEW BUSINESS**

- A) Review, Discussion and/or Action and/or Vote: Request to authorize the Town Administrator to sign the two National Opioid Settlement offers.
  - 1) National Opioid Settlement FAQs
  - 2) Subdivision Distributor Settlement Participation Form
  - 3) Subdivision Janssen Settlement Participation Form

**Discussion ensued. Town Administrator gave a brief overview of the settlements.**

**A motion was made by Councilor R. White to approve authorizing Town Administrator Hainsworth to sign the settlement participation forms 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.**

- B) Review, Discussion and/or Action and/or Vote: Town of Jamestown request for assignment of the Lease Agreement between the Town of Jamestown and Conanicut Marine Services, Inc. dated October 16, 2016 to TPG Marinas Conanicut, LLC.
  - 1) Leased areas include and are defined as Plat 9, Lots 355 & 356 located at the area in the center of Jamestown known as the East Ferry, including the wood piled and concrete (steel) piers, fixtures and improvements located thereon.

**Councilor R. White recused himself from the vote on the advice of the RI Ethics Commission.**

**Discussion ensued.**

**Town Administrator Hainsworth gave a brief overview and history of the current 10-year lease between the Town of Jamestown and Conanicut Marine Services signed in 2016. CMS notified the Town of the sale of the marina service to TPG Marinas Conanicut, LLC. TPG will retain the employees and Mr. Munger will stay on to provide a seamless transition.**



TPG agreed to an assumption of the lease, the current terms as well as capital improvements.

The CRMC permit expired for the previously planned capital improvements which were not completed. TPG will attain the necessary permit to complete capital improvements. Mr. Walker, Vice President of TPG, addressed the Town Council via Zoom and provided clarification on the expired permit. The expired permit was for the relocation of the fuel dock and several other items within the marina perimeter, but did not include the wave attenuator. A wave attenuator would require a whole different permitting process which TPG plans to evaluate.

Vice President Meagher questioned whether there are any consequences of having this information in the lease.

Solicitor Ruggiero provided clarification on the request of TPG. The current lease remains in full force, will not be amended and does not have new obligations; the request would be to change the tenant only. The closing is planned to occur before the end of the year.

Town Administrator Hainsworth introduced Director of Marine Operations Jason Daly. Mr. Daly reported that a General Manager will be hired to oversee daily operations. Mr. Daly/TPG manages 6 properties: two in Scituate, MA; one on Block Island, one on Long Island as well as Dutch Harbor and the intended TPG Marinas Conanicut, LLC (Conanicut Marine Services).

A motion was made by Vice President Meagher to approve the Request for Assignment of the Lease Agreement between the Town of Jamestown and Conanicut Marine Services, Inc. dated October 16, 2016 to TPG Conanicut Marinas, LLC with the Staff conditions and the plan submitted by TPG Conanicut Marinas, LLC, further directing the Town Solicitor to write the assignment and authorize the Town Administrator to sign the agreement, pending the closing of the sale, second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye.

Councilor R. White rejoined the meeting.

- C) Review, Discussion and/or Action and/or Vote: Town of Jamestown request permission to utilize Waterfront Infrastructure Improvement account for Phase Two (2) East Ferry Improvements
  - 1) Sidewalk repair around Veterans Square
  - 2) Repair to former Ferry Landing

Discussion ensued.

Public Works Director Michael Gray reviewed the funding stream for the Waterfront Infrastructure Improvement account derived from the three marina leases. The



improvements would include sidewalk repair around Veterans Square; and authorization to begin exploring the potential improvement of the former Ferry Landing.

A motion was made by Vice President Meagher to approve the request to utilize the Waterfront Infrastructure Improvement fund for the Phase Two (2) East Ferry improvements 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**

- A) Appointments, Vacancies and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
  - 1) 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

A motion was made by Vice President Meagher with second by Councilor M. White to reappoint Linda Warner to the Beavertail State Park Advisory Board with a three-year term ending date of December 31, 2024. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor Brine, Aye; Councilor R. White, Aye.

- 2) 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.
  - c) Letter of interest for appointment
    - i) Lisa Primiano

Town Administrator Hainsworth announced that Ms. Primiano rescinded her letter of interest for appointment.

The Town Council announced continuation of appointments pending interviews.

- 3) Jamestown Fire Department Compensation Committee (One [1] Citizen-at-Large Representatives with an unexpired term ending date of May 31, 2022)
  - a) No applicants

- 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

**The Town Council announced continuation of appointments pending interviews.**

- 5) Jamestown Housing Authority – (Two vacancies with [1] five-year term ending December 31, 2026 [Full Member] and [1] 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)
      - (a) Endorsement from JHA Board Chair Molloy and Vice Chair Szepatowski
      - (b) Endorsement from JoAnn Koehler
      - (c) Endorsement from Diona McGrath
      - (d) Endorsement from Joan Shaffer
    - ii) Bernie Courtney

**Lengthy discussion ensued.**

**Vice President Meagher proposed postponing appointments until questions surrounding the nomination process have been determined to be in compliance with HUD guidelines.**

**Councilor R. White further questioned whether Executive Director Sullivan conducted the nomination process according to the previous request of the Town Council.**

**A motion was made by Vice President Meagher authorizing the Town Administrator to write a letter to Executive Director Sullivan describing the process by which nominees have been put before the Town Council with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor Brine, Aye; Councilor R. White, Aye.**



- 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 Member from Alternate Member
    - i) Joseph Cannon
    - ii) Nancy Ventrone
  - d) Letter of interest for appointment
    - i) Andy Wade

**Discussion ensued.**

**A motion was made by Vice President Meagher with second by Councilor M. White to appoint Andy Wade and Joseph Cannon to the Jamestown Juvenile Hearing Board with a three-year term ending date of December 31, 2024. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor Brine, Aye; Councilor R. White, Aye.**

**A motion was made by Vice President Meagher with second by Councilor M. White to appoint Barbara Szepatowki as an alternate to the Jamestown Juvenile Hearing Board with a two-year term ending date of December 31, 2023. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor Brine, Aye; Councilor R. White, Aye.**

**Vice President extended gratitude to Ms. Ventrone for seeking full appointment. At this time Ms. Ventrone will remain as an alternate.**

- 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)

**A motion was made by Vice President Meagher with second by Councilor M. White to reappoint Eugene Mihaly to the Jamestown Philomenian Library Board of Trustees with a three-year term ending date of December 31, 2024. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor Brine, Aye; Councilor R. White, Aye.**

**Vice President Meagher requested that an interview be scheduled for previous applicant Carol Welch and to review the Public Service Appointment application.**



- 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
  - b) Letter of interest for reappointment
    - i) Bernd E. Pfeiffer
    - ii) Mick Cochran

**Discussion ensued.**

**Town Planner Bryer addressed the Town Council regarding the number of vacancies on the seven-member Planning Commission and suggested reexamining the length of terms, expired terms and new appointments.**

- 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

**A motion was made by Vice President Meagher to appoint John Austin Murphy and James Simmons to a three-year term ending date of December 31, 2024 to the Jamestown Tree Preservation and Protection Committee with a second by Councilor Brine. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor Brine, Aye; Councilor R. White, Aye.**

**A motion was made by Vice President Meagher to reappoint Walter Bopp to a three-year term ending December 31, 2024 to the Jamestown Tree Preservation and Protection Committee with a second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor Brine, Aye; Councilor R. White, Aye.**

- 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
    - ii) Alex Finkelman
  - c) Letter of interest for appointment
    - i) Richard Toselli

**Lengthy discussion ensued.**

**Solicitor Ruggiero provided clarifying statements on the process to appoint candidates interested in vacancies.**

**Vice President Meagher would like to schedule interviews for all applicants and requested to re-advertise of all Board and Commission vacancies.**

**A motion was made by Councilor M. White to reappoint Judy Bell, John Shekarki and Alex Finkelman with a one-year term ending date of December 31, 2022 as Alternate Members of the Jamestown Zoning Board of Review with a 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.**

**A motion was made by Councilor Brine to approve acceptance of the consent agenda 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) December 6, 2021(Regular Meeting)
- B) Minutes of Boards/Commissions/Committees
  - 1) Jamestown Affordable Housing Committee (April 28, 2021)
  - 2) Jamestown Affordable Housing Committee (November 17, 2021)
  - 3) Jamestown Conservation Commission (July 20, 2021)
  - 4) Jamestown Conservation Commission (October 19, 2021)
  - 5) Jamestown Conservation Commission 2021 Attendance Log
  - 6) Jamestown Housing Authority Board of Commissioners (November 17, 2021)



- 7) Jamestown Housing Authority Board of Commissioners 2021 Attendance log
- 8) Jamestown Planning Commission (October 20, 2021)
- 9) Jamestown Planning Commission (November 3, 2021)
- 10) Jamestown Tax Assessment Board of Review 2021 Attendance Log
- 11) Jamestown Zoning Board of Review (November 23, 2021)
- 12) Jamestown Zoning Board of Review 2021 Attendance log

C) Tax Assessor's Abatements and Addenda of Taxes

MOTOR VEHICLE ABATEMENTS TO 2021 TAX ROLL		
01-0005-09M	SOLDIER & SAILOR EXEMPT	\$ 27.61
01-0004-85M	SOLDIER & SAILOR EXEMPT	\$ 7.51
01-0004-85M2	SOLDIER & SAILOR EXEMPT	\$188.20
REAL ESTATE ABATEMENT TO 2021 TAX ROLL		
19-0468-25	RIGL 44-5-71 DEMO REMOVAL	\$607.52
ADDENDA TO 2021 TAX ROLL		
01-0002-24	PRO-RATION C/O DATE 11/22/2021	\$935.24
<b>TOTAL ABATEMENTS TO 2021 TAX ROLL</b>		<b>\$830.84</b>
<b>TOTAL ADDENDA TO 2021 TAX ROLL</b>		<b>\$935.24</b>

- D) Tax Assessor Settlement Agreements
  - 1) Settlement Agreement regarding Elizabeth Lee v. Christine Brochu, Jamestown Tax Assessor et al., Assessor's Plat 9, Lot 385, C.A. No. NC-2020-0116
  - 2) Settlement Agreement regarding Blue Rock LLC v. Town of Jamestown Tax Assessor, Assessor's Plat 8, Lot 202, C.A. No. NC-2020-0114
- E) Jamestown School Bid award recommendation for Melrose and Lawn Schools Fire Alarm Project and Lawn Generator to EW Burman, Inc.
  - 1) Memorandum from Dr. Kenneth Duva, Superintendent of Schools
  - 2) Memorandum from Town Administrator Jamie Hainsworth
- F) Finance Director's Report: Christina D. Collins- Comparison of Budget to Actuals as of November 30, 2021
- G) Board of Licensing Commissioners Annual Report of Beverage License Violations
- H) Updated RFP for the Feasibility Study for a Community Network, extension of deadline to submit bid.



**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: Town Council  
From: Frederick K. Uttley and David B. O’Neill  
Dated: December 1, 2021  
Re: Proposed Dead End on Steamboat Street
  - 2) Copy of Letter to: Town Council  
From: Dan Shapiro  
Dated: December 12, 2021  
Re: Short Term Rental draft ordinance
  - 3) Copy of Letter to: Town Council  
From: Alma Davenport  
Dated: December 13, 2021  
Re: Short Term Rentals on Jamestown
  
- B) Proclamations and Resolutions from other Rhode Island Cities and Towns
  - 1) Copy of Smithfield School Committee Resolution  
From: Smithfield School Department  
Dated: December 6, 2021  
Re: Request to the RI General Assembly to support extension of RIGL§16-7-40 (c) and (d) Increased school housing ratio.

**The Town Council acknowledged receiving Communications.**

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

- A) Interviews scheduled of applicants for the committee vacancies on **January 3, 2022** as follows:

TIME	NAME	COMMITTEE
5:40	Paul Sprague	Harbor Commission
5:50	Stephen Corbett	Harbor Commission
6:00	Thomas Farrell	Harbor Commission
6:10	Wayne Banks	Harbor Commission
6:20	Daniel Wurzbacher	Harbor Commission

- B) Interviews scheduled of applicants for the committee vacancies on **January 18, 2022** as follows:

TIME	NAME	COMMITTEE
6:05	Andy Wade	Juvenile Hearing Board
6:15	Valerie Molloy	Jamestown Housing Authority

Vice President Meagher recused herself from Executive Session and exited the Town Council Chambers at 8:05 p.m.

A motion was made by Councilor Brine to enter into Executive Session with a second by Councilor M. White. Vote: President Beye, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye

**XV. EXECUTIVE SESSION**

*The Town Council may seek to enter into Executive Session for review, discussion and/or potential action and/or vote on the following:*

- A) Review, Discussion and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL § 42-46-5(a) Subsection (2) Pending or Potential Litigation (Adverse Possession/Easement/Quiet Title), Carey v. Jamestown, NC File No. 2020-0375

**XVI. ADJOURNMENT OF EXECUTIVE SESSION**

A motion was made by Councilor M. White to adjourn the Executive Session and to seal the minutes at 8:19 p.m., with second by Councilor Brine. Vote: President Beye, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

The Town Council reconvened the regular meeting at 8:20 p.m. President Beye announced that no action was taken during Executive Session.

**XVII. ADJOURNMENT**

A motion was made by Councilor Brine to adjourn at 8:20 p.m. with second by Councilor M. White. Vote: President Beye, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye

**Attest:**

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**Roberta J. Fagan, Town Clerk**





## JAMESTOWN CONSERVATION COMMISSION

Tuesday, November 9, 2021, 6:30 p.m.

### Meeting Minutes

Meeting held at Jamestown Town Hall  
Council Chambers

**In attendance:** J. Antonello, B. Lundy, S. Shim Gorelick, A. Kuhn-Hines, Leo Orsi, J. Wurzbacher **Absent:** George Souza

- I. **Roll Call and Call to Order:** 6:40 PM **NOTE: Meeting recorded in Council Chamber**
- II. **Approval of Minutes:** Regular Meeting Minutes: October 19, 2021 **Motion to approve Meeting minutes 1<sup>st</sup> Barbara Lundy, 2<sup>nd</sup> Susan Shim Gorelick - all in favor - motion passed.**
- III. **OPEN FORUM:**
  - A) Scheduled request to address: Friends of Jamestown ROWs + Roads, President Carol Nelson-Lee: Update on the development of a MOU agreement with CRMC, JTN ROWs, JCC, and the Town of Jamestown regarding the CRMC “Adopt an Access” program, and a meeting held on November 3, 2021 with representatives of the MOU signees listed above.
  - B) Non-scheduled request to address: None
- IV. **CORRESPONDENCE AND BILLS**
  - A) JCC letter submitted to Town Council and Town Administrator supporting proposal to allow the dirt portions-middle section of Steamboat Street to revert to wetlands by creating dead ends in the middle of Steamboat Street.
- V. **CRMC, RIDEM, & Town of Jamestown Ordinance Review:**
  - A) Reviewed and discussed revised RIDEM wetland setbacks. Rules and Regulations Governing the Administration and Enforcement of the Freshwater Wetlands Act: <https://rules.sos.ri.gov/promulgations/part/250-150-15-2>. Revised Freshwater Wetlands Rules have been finalized and will go into effect on January 15, 2022. In previous JCC meeting, October 19, 2021 JCC members had questioned how abutters/building official will be notified when an applicant requests a variance from wetland buffer setbacks or alteration from the revised wetland regulations when building or installing OWTS. A. Kuhn-Hines reported that there will be a “Notification of designated municipal officials” (town clerk, the zoning board, the planning board, the building official and the conservation commission, etc.) of wetland permits filed with DEM or CRMC; Additionally, an Application for a Significant Alteration must comply with the general provisions set forth in § 2.8 of the proposed FW Wetlands Rules (link provided above) as well as the following specific requirements: a current list of the property owners whose **properties lie within two hundred feet (200’)** of the proposed project. This list of property owners must contain the current mailing address of each property owner and must be accompanied by a separate map drawn to scale of not less than one inch (1”) to one hundred feet (100’) (1” = 100’) showing the properties, lot numbers, and

corresponding owners within a radius of two hundred feet (200') of the outermost boundary of the area of the proposed project. For the purposes of determining which properties are within two hundred feet (200') of the proposed project, the applicant shall measure from the outermost boundaries of the proposed wetland alterations.

Such freshwater wetlands alteration boundaries must include at least the following:

- (1) The extent of all physical disturbance in jurisdictional area.
- (2) The extent of any impoundment or raising of water elevations of six inches (6") or more in freshwater wetlands, buffers or floodplain.
- (3) The extent of drainage of freshwater wetlands, including lowering of surface and sub-surface water elevations.
- (4) The relocation of flowing bodies of water or watercourses, including the original and proposed locations; and
- (5) The expansion of any jurisdictional area into adjacent properties.

## **VI. Old Business & Committee Reports:**

- A) Rights of Way/Parks/Greenways & Public Access: Land Protection and Stewardship: No new updates to report on the 91 Carr Lane Mixed -Income Development project proposal. Update from the July 7, 2021 JTN Planning Commission Meeting regarding the 91 Carr Lane project proposal. Update on the Wickford Avenue ROW-the Town Administrator (Jamie Hainsworth) said that the town agreement with the neighbor to the south of Wickford Avenue has been legally finalized and the town will have access to the water. This legal agreement will not be affected by any subsequent sale of the neighbor's property (which is currently for sale). The JCC discussed that we will look into applying for trail grants, matching grants, etc to support the building of a stairway to access water at Wickford Ave ROW. The JCC discussed how they fully support the Jamestown Friends of ROWs and Roads and will co-sign the MOU with the Friends of ROWs and Roads, the Town of Jamestown, Save the Bay and CRMC, when it is finalized. J. Antonello and B. Lundy reported on the meeting held on November 3, 2021 with the Friends of ROWs and Roads, Town staff, CRMC and Save the Bay. It was a very productive meeting: setting up goals for identifying and prioritizing Town ROWs (top 5: Steamboat, Spirketing, Hull Street, Mast Street and Spindrift) that can be adopted as CRMC ROWs and in the "Adopt a ROW" program; setting up training for volunteer monitoring surveying program for ROWs; discussed options for posts and signage; discussed maintenance of ROWs with CRMC renewing the Town's assent permit for maintenance of the ROWs (trimming overgrown vegetation, access, etc.). J. Antonello reported and updated about the Hull Street violations-clearcutting in the coastal buffer zone- the Town issued a "cease & desist" order and the CRMC will fine the violators and require a restoration plan for the property. The JCC will ask to review the Hull Street Restoration plan as it relates to the Hull Street ROW. The JCC discussed the need for trail maintenance projects for the Conanicut Island Sanctuary Trail and Kit Wright trail at Fort Getty (and possibly other trails).
- B) The JCC continued discussing the possibility of using drone aerial imagery for portions of the Trail map (e.g., Godena Farm and Parker Farm). The JCC discussed looking into purchasing the high-quality aerial photos (with the Town) that will be very useful for display board at events, Earth day, festivals, or Chamber events in Town in the future. Barbara Lundy has been in contact with the professional photographer who has taken amazingly beautiful professional aerial and landscape photos of various trail sites around Jamestown. The JCC needs to discuss these plans with the Town for a possibly acquiring/purchasing these images. There was discussion



- of also contacting Jamestown resident, Norm Kaplan, about sharing/using his images and photos of trails and ROWs around the island.
- C) Public education: The JCC continued discussing the coordination of future initiatives and community-wide collaborative coordination for environmental education with other JTN groups: e.g., Sustainable Jamestown, JAC, Conanicut Island Sailing Foundation, Taylor Point Restoration Association, JTN Friends of ROWs, etc. (Susan Shim Gorelick, JCC) <https://www.cc4es.org/>. The JCC will plan to coordinate a meeting with the other environmental groups working across Jamestown to discuss setting up a website supported by the Town. Education outreach initiatives could include water conservation, eco-friendly yard care, feeding wildlife, invasive plant control, dog waste/watershed protection; stormwater protection; coastal resiliency; community composting, etc.
  - D) Harbor Management Commission (G. Souza). No recent updates.
  - E) Tree Committee (G. Souza). Susan Shim Gorelick reported that the Tree Committee is busy receiving training and conducting their tree inventory, which they received a grant to do an island-wide tree inventory, and a grant to do capacity building, and identifying unique trees on the island.
  - F) Taylor Point Restoration Association (G. Souza). The TPRA have restarted their every other Saturday clean up events again and are busy removing and reducing invasive species (greenbrier) near the black cherry woodlands at Taylor Point. They are also planting native tree species at Taylor Point.

#### **VIII. NEW BUSINESS**

- G) Next JCC Meeting will be held Tuesday, December 14, 2021 at 6:30 pm.

#### **IX. ADJOURNMENT**

**Adjourn – 7:55 PM –Motion to adjourn Susan Shim Gorelick 1<sup>st</sup>, Leo Orsi 2<sup>nd</sup>, all in favor - motion passed**

*Respectfully submitted by Anne Kuhn-Hines*





## Roberta Fagan

---

**From:** Wendy Shapiro <wendyjanes Shapiro@gmail.com>  
**It:** Sunday, December 19, 2021 5:41 PM  
**To:** Roberta Fagan  
**Subject:** Issue to be Addressed by the Town Council

Dear Ms. Fagan,

Can you please put the following issue on the agenda for the Town Council? Is it also possible to send out this email to members of the Town Council for consideration?

The town of Jamestown should have an **Animal Control Officer**. For a community which is one of the wealthiest in the state of Rhode Island it is illogical that virtually every other town and city in this state has an ACO, whereas Jamestown does not. It appears to me that a town as affluent as this town would find in the town budget sufficient means to finance the position of an ACO.

The updated laws for which I received no credit for my seven months of work made it very clear why an ACO is necessary. If there are fines to be imposed whose responsibility is it to impose said fines?

The responsibility of overseeing issues pertaining to leash laws and animals in general are not a police matter. It is a civil matter. The police are law enforcement officers and they have far more important problems to address.

Permit me to provide two examples, some of many, based on my own personal experience.

About a month ago a flock of loose chickens and roosters was running out of control in the parking lot of the Jamestown Post Office. I was there to witness one postal worker calling the police to handle this matter. This is a very low priority for the Jamestown Police Department and they never responded to the call.

Upon leaving the post office, the chickens were nowhere in sight. However, having trained dogs for American Kennel Club sanctioned trials for over 22 years, my current dog from all champion lines was specifically trained as a scent dog under the regulations established by the National Association for Scent Work.

She tracked down the flock of chickens by scent, which were running in a panic behind a high wall of arbor vitae. Some of these chickens were dashing out into Narragansett Avenue. Cars were swerving to avoid hitting these loose chickens and roosters which could have resulted in head on collisions or dead livestock.

My dog who is herding breed had this loose flock of chickens under control within minutes, guided them safely across the road and using her nose pushed each chicken and rooster underneath a parked trailer ensuring their safety. Then I had to figure out who actually owned this flock and contact this person who did not even bother to thank me.

The very next day, the flock of chickens were running loose again in the same location. My dog and I had already rescued this flock and it is not my job nor my dog's to continually round up a flock of chickens. This is the job of an ACO.

Another time, a Jamestown police officer, Officer Shaeffer, brought me a corgi to identify since I have trained Pembroke Welsh Corgis for my entire show career. The dog had clearly been mistreated, was wearing no identification tags and since I know every corgi owner in this town, this particular abused female corgi was unknown to me. Therefore, the police had to take this dog to the police station. This is not the responsibility of the Jamestown Police. It is the responsibility of an ACO.

Not only do wildlife issues need to be addressed, but domestic animals, particularly those who are left to run loose or escape due to the negligence on the part of owners should be handled by an ACO.

I ask the town council to seriously consider this matter of reinstating an ACO. I attended the contentious meeting ten years ago at the Lawn Avenue school in which the ACO was voted out of office. On careful examination of those town meeting notes, the decision to eliminate an ACO won by a very close margin. It stated that the decision was based on paper ballots. I was present and never received a paper ballot. Therefore, it is logical to assume that other residents did not as well. Therefore, the results are inaccurate.

This town has been without an ACO for ten years. I find this unacceptable.

Respectfully submitted,

Wendy Shapiro



## Roberta Fagan

---

**From:** Wendy Shapiro <wendyjanes Shapiro@gmail.com>  
**It:** Tuesday, December 21, 2021 4:16 PM  
**To:** Roberta Fagan  
**Subject:** Addendum

Dear Ms. Fagan,

Pardon the intrusion. I submitted one email concerning reinstating an **Animal Control Officer** and in your response, you stated that this matter would be put on the agenda for the Town Council. Can you please distribute the following email to members of the Town Council?

I have two additional points to make:

- 1) Just now, at 3:42 p.m. I found a gray tabby cat hiding under some shrubbery. The cat is definitely not feral since he/she appeared to be well fed and acted in a friendly manner. This cat does not have an identification collar, yet it must belong to someone. Loose or lost pets should be handled by an ACO.
- 2) I have frequently seen residents feeding wildlife. This is a serious problem for three reasons:
  - a) Feeding wildlife disrupts the natural balance of nature, so that invasive species crowd out the native wildlife particularly birds, often resulting in a decrease in the indigenous population which can easily lead to extinction.
  - b) Feeding wild animals is prohibited in natural parks for very obvious reasons and yet residents here in Jamestown continue to do so not only in parks, but on private property as well. The principal reason for discouraging feeding wildlife is that they carry diseases such as giardia which can be transmitted through feces. In fact, my dog ingested some rabbit feces which caused her to come quite ill and required veterinary intervention. This is a serious health concern since rabid wildlife or other wildlife can carry zoonotic diseases which present a major health hazard to humans.
  - c) Feeding wildlife is also ill advised because in doing so, these species become accustomed to humans which may result in aggression towards humans and they need to exist in their natural environment. Please take the time to read the following article using the link below which elaborates on this subject in addition to other hazards of feeding wildlife. This is a major public health concern and is something an ACO can enforce. The article is well documented by the USDA (US Department of Agriculture), 'Animal and Plant Health Inspection Service'.

[https://www.aphis.usda.gov/aphis/ourfocus/wildlifedamage/SA\\_Program\\_Overview/CT\\_Dontfeedwildlife](https://www.aphis.usda.gov/aphis/ourfocus/wildlifedamage/SA_Program_Overview/CT_Dontfeedwildlife)

Based on the argument I have presented, the Town Council needs to seriously reconsider instating an ACO in the town of Jamestown. Jamestown should not be exempt from having an ACO. As I stated in my previous email, virtually every town and city in the state of Rhode Island has an ACO. It is an irresponsibility on the part of the governing authorities to not have an ACO in this town.

Respectfully submitted,

Wendy Shapiro



## Roberta Fagan

---

**From:** Wendy Shapiro <wendyjanes Shapiro@gmail.com>  
**It:** Wednesday, December 22, 2021 2:43 PM  
**To:** Roberta Fagan  
**Subject:** Fwd: Condos Green Lane

Dear Ms. Fagan, This subject brought up by Ms. Barbara Cunha is something I think should also be on the agenda for the Town Council as well as the Planning Board. I am in total agreement with her. The town of Jamestown has become flooded with an excessive amount of condominium developments.

Respectfully submitted,  
Wendy Shapiro

----- Forwarded message -----

**From:** BARBARA CUNHA <becunha@aol.com>

**Date:** Wed, Dec 22, 2021 at 10:09 AM

**Subject:** Condos Green Lane

**To:** Birute <Birutec@cox.net>, Alma Davenport <adavenport@umassd.edu>, Cfflagg@aol.co <Cfflagg@aol.com>, Carol Crafts <CCRAFTS@providence.edu>, Cathy Larlham <cathylarlham@gmail.com>, Christine Richard <corichard@cox.net>, Donna Fogarty <fogarty02818@yahoo.com>, Eva Ambroz <eka6219@yahoo.com>, Ilse Hill <Hilse12344@gmail.com>, Jackie Lampasona <alampasona@cox.net>, Jan Murphy <jcmurphy44@yahoo.com>, Jeanne Girard <girardj7@gmail.com>, Joan Caley <joanmariecaley@cox.net>, Kathy Merrill <fiddle4fun@frie.com>, Laura Yentsch <LYteach@cox.net>, Linda Point <Designpoint23@msn.com>, Molly Dickinson <molly@jamestownartcenter.org>, Nancy Mowbray <knancyknitwit@gmail.com>, Nicole Horr <nmhorr@gmail.com>, Sandy Paterson <Sandypaterson65@gmail.com>, Sibylle Gunnarsson <thetrollmother@yahoo.com>, Wendy Shapiro <wendyjanes Shapiro@gmail.com>, Anita Girard <Garg8@cox.net>, Betty Purdum <izabethylpurdum2@gmail.com>, mrsburse@gmail. <mrsburse@gmail.com>

Hi,

Just forwarding my recent email to town regarding my view on green lane variance.

If you concur, perhaps you could send your thoughts to the planning board too. From experience on the art committee, I remember they did have a sheaf of printed emails regarding towns peoples dissent about the issue.

Thanks,  
Barbara

Begin forwarded message:

**From:** BARBARA CUNHA <becunha@aol.com>

**Date:** December 22, 2021 at 9:20:43 AM EST

**To:** Lisa Bryer <lbryer@jamestownri.net>

**Cc:** wmoore@jamestownri.net

**Subject:** Condos Green Lane

Dear Lisa and Planning Commission,

Please add my name to the town residents who are vehemently OPPOSED to granting variances to the square footage and height restrictions on the property on Green Lane and Narragansett Avenue, to accommodate higher profits for the developers. I actually oppose this overbuilding on ALL Jamestown lots, for ANY reason.

I would ask the planning and zoning commission to please having a MUCH more conservative and conservation



oriented attitude and approach to our previous island's development. Both in general, and in the specific cases of condo building on Narragansett Avenue, Green Lane AND the Ceppi property.

This natural resources of our island are finite, and our downtown area is a mess as it is, considering traffic, parking and lack of town support to help businesses develop a thriving economy. We need to focus on businesses being encouraged to stay and to draw customers to the business district.

Never mind building bigger and bigger and BIGGER buildings on undersized property, especially in the downtown area!!!

Please! DO NOT APPROVE the requests for variances on the Green Lane/Narragansett Ave condo project.

Sincerely,

Barbara Cunha  
31 Seaview Ave  
508-496-9066

## Roberta Fagan

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**From:** Alma Davenport <adavenport@umassd.edu>  
**it:** Sunday, December 26, 2021 1:41 PM  
**To:** Roberta Fagan  
**Subject:** Re: December 20, 2021 Town Council Meeting Packet

Roberta  
Would you please print enough copies of this letter for all the Council members, as well as for whatever files you are keeping regarding this variance request. Thanks.

To: Members of Town Council  
From: Alma Davenport  
Re: Zoning variances for the Narragansett/Green Lane Condominiums  
Date: December 26, 2021

I write in opposition to granting the zoning variances requested by the parties involved with the **Narragansett/Green Lane Condominium project**.

Entities that purchase property here can avail themselves of our zoning regulations easily. It is one thing to request a variance of a few feet here or there. It is something different if the property is purchased, then the owners figure out how to maximize the potential profit of that piece of land and ask the Town to change existing zoning in manners that may not be most advantageous to keeping Jamestown low-key - the ambience that has drawn so many people to call Jamestown home.

I believe the requested variances will create a structure that is altogether too large, too dense, and too tall for its placement in our our business district.

Thank you for your consideration of this letter.

Sincerely,

Alma Davenport  
99 Clinton Avenue

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**From:** Roberta Fagan <rfagan@jamestownri.net>  
**Sent:** Friday, December 17, 2021 4:15 PM  
**Subject:** December 20, 2021 Town Council Meeting Packet

[EXTERNAL SENDER]

Please find attached the [December 20, 2021 Town Council Meeting Packet](#). Please note the Open Meeting Session begins at 6:30pm.

THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.

To view the meeting with no interaction please use the updated link below:







Powered by  
Ørsted &  
Eversource

www.revolution-wind.com  
RECEIVED:  
DEC 29, 2021 11:55 AM  
Roberta J. Fasan  
TOWN OF JAMESTOWN Town Clerk

December 23, 2021

VIA EMAIL to: [jtownelc@aol.com](mailto:jtownelc@aol.com)

followed by CERTIFIED MAIL

Town of Jamestown  
Nancy A. Beye, President  
93 Narragansett Avenue  
Jamestown, RI 02835

**Re: Invitation to Consult on Avoidance, Minimization and Mitigation Measures for the Proposed Revolution Wind Project**

Dear Ms. Beye,

As you are aware, the Bureau of Ocean and Energy Management (BOEM) initiated the Section 106 consultation for the Revolution Wind project in April 2021 and held a Consulting Party meeting on December 17, 2021. Revolution Wind, LLC ("Revolution Wind") has developed technical information on potential impacts to historic properties in the Area of Potential Effects, identified potential avoidance and minimization measures, and identified potential mitigation measures to resolve anticipated adverse effects to historic properties. As BOEM explained in the December 17, 2021, Consulting Party meeting, BOEM is encouraging Revolution Wind to coordinate with Consulting Parties to further develop our proposed avoidance, minimization, and mitigation measures; therefore, Revolution Wind is inviting you to discuss the assessments performed to-date and the potential avoidance, minimization and mitigation measures we have identified.

As explained at the December 17, 2021, Consulting Party meeting, BOEM has chosen to use the National Environmental Policy Act (NEPA) substitution process to fulfill its obligations under the NHPA. These applicant-led discussions are intended to inform the range of options considered by BOEM under Section 106 for incorporation into its NEPA process consistent with the NHPA regulations found at 36 C.F.R. 800.8, and do not replace or supplant BOEM's ongoing Section 106 consultations.

Revolution Wind will be hosting a meeting with interested Consulting Parties on **February 3, 2022**, at 5:00 via Microsoft Teams. Please RSVP via email to [MRoll@orsted.com](mailto:MRoll@orsted.com) by January 12, 2022. If you are unable to attend the scheduled meeting, but would like to discuss the potential measures, please contact me directly at [MRoll@orsted.com](mailto:MRoll@orsted.com).

Revolution Wind, LLC will distribute information prior to the meeting to all parties that accept this invitation or otherwise request the information.

Sincerely,



Mark Roll  
Permitting Manager, Revolution Wind



Kellen Ingalls  
Project Development Director, Revolution Wind



Board of Directors  
Discover Newport  
44 Long Wharf Mall  
Newport, RI 02840

We are pleased to present this Comprehensive Annual Financial Report (CAFR) for the Newport and Bristol County Convention and Visitors' Bureau and Subsidiary (the Bureau) for the year ended June 30, 2021.

The Finance Department oversees the audit and assumes responsibility for the completeness and reliability of the information presented in this report. To provide a reasonable basis for making these representations, the Finance Department established a comprehensive internal control framework that is designed to provide reasonable assurance that the Bureau's assets are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of maintaining internal controls should not exceed the benefits derived based on management's estimates and judgments. All internal control evaluations occur within this framework. We believe the Bureau's internal controls adequately safeguard assets and provide reasonable assurance of the proper recording of financial transactions.

Sansiveri, Kimball & Co, a public accounting firm fully licensed and qualified to perform audits of local governments within the State of Rhode Island has audited the Bureau's consolidated financial statements. The goal of the independent audit was to provide reasonable assurance that the basic financial statements of the Bureau as of and for the fiscal year ended June 30, 2021, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements, assessing the accounting principles used and significant estimates made by management, and evaluating the overall financial statements presentation. The independent auditors concluded, based upon the audit, that the Bureau's consolidated financial statements as of and for the fiscal year ended June 30, 2021, are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States (GAAP). The independent auditors' report is presented as the first two pages of the financial section of this CAFR.

Management's Discussion and Analysis (MD&A) precedes the independent auditors' report. It provides an analytical overview of the Bureau's operations for fiscal year (FY) 2021. This letter of transmittal is intended to complement the MD&A and other information contained in this report and should be read in conjunction with it.



## REPORTING ENTITY

This CAFR includes all funds of the Bureau. The Bureau is comprised of two entities, Newport and Bristol County Convention and Visitors' Bureau (DBA Discover Newport) and the Newport Tourism Marketing Management Authority (DBA Newport Hotel Collection).

Discover Newport is unique, as it does not operate as a typical membership-based convention and visitors' bureau. It is a quasi-governmental organization established by state law, funded primarily by room tax revenues, and the governing body is composed of an autonomous Board of Directors (the Discover Newport Board). This eighteen-member board is comprised of thirteen members appointed by the nine town councils within Newport and Bristol County and five representatives who are nominated by the Discover Newport Board to represent the hotel industry (over 100 rooms), the hotel industry (under 100 rooms), restaurant industry, attractions industry, and general business interests.

Discover Newport's mission statement is:

"To positively influence the economy of Newport and Bristol Counties, Rhode Island, which includes Barrington, Bristol, Jamestown, Little Compton, Middletown, Newport, Portsmouth, Tiverton, and Warren, by marketing the region as a travel and tourism destination."

Discover Newport is charged with marketing and branding Newport and Bristol County as a premier travel destination. Its primary responsibility is attracting visitors to our destination. While resorts advertise and market their individual properties, Discover Newport markets and brands the destination as a whole. Discover Newport integrates its branding campaigns with sales, marketing, and public relations activities, as well as special events, to attract visitors.

The Newport Hotel Collection is a District Management Authority and was established by the Newport City Council in September 2017. It is 100% funded by a special assessment tourism fee of \$1/per room/per night of hotels over 20 rooms within the district. It is governed by an autonomous Board of Directors (the Newport Hotel Collection Board). This nine-member board is comprised of seven members appointed by Discover Newport and two members appointed by the City of Newport. All board members come from properties within the district.

The Newport Hotel Collection is charged with marketing and branding the district by sponsoring and promoting recreational, cultural, and retail activities and to provide general marketing and promotion efforts. The Newport Hotel Collection has no employees; it is managed by Discover Newport.

Funding received by both Discover Newport and the Newport Hotel Collection is received two months in arrears.

## ECONOMIC CONDITION

In 2019, travel & tourism activity continued to be one of the largest contributors to and principle economic drivers in Newport and Bristol Counties. As a result, U.S. and international travel trends are closely monitored. At the end of fiscal year 2020, we were in the beginning stages of a global pandemic, key segments for Newport like international travel, cruise travel and motorcoach groups all abruptly stopped in the summer and fall of 2020, and the winter & spring of 2021. As fiscal year 2021 came to a close, the global pandemic was still in force. Like many of our counterparts, our year started with government restrictions on gatherings, business and travel, and restaurant seating limitations. Our

industry has been plagued with high unemployment, there are plenty of positions, but no workers to fill those positions. Most, if not all, of the government restrictions were lifted by the close of our fiscal year, but unfilled positions are still an issue. We have seen travel and tourism slowly improve both nationally and regionally.

One significant trend worth noting here is the exodus of people fleeing metropolitan areas & cities for resort areas (mountains, lakes & coastal areas). Our nine towns definitely benefited from this travel trend. We believe there were multiple factors that were a positive influence on our success: 1<sup>st</sup>- Newport is within 400 miles (one gas tank) of 15% of the American population. 2<sup>nd</sup>- Newport was offering a lot of outdoors activities for travelers to enjoy. 3<sup>rd</sup>- Industry partners and the city administration took a very proactive approach to public safety & health guidelines. 4<sup>th</sup>- The rollout of the vaccine. This resulted in high visitor confidence that Newport was a safe destination to visit.

The Discover Newport staff has been and will continue to work cooperatively with many alliance partners to promote Newport & Bristol Counties as a safe and interesting travel option to consider for those that are ready to travel at this time. We recognize and embrace that safe travel is a shared responsibility between our visitors, our industry employees, and our residents.

Respectfully submitted,



Evan Smith  
President & CEO



Alyson Adkins, CPA  
VP of Finance

**NEWPORT AND BRISTOL COUNTY  
CONVENTION AND VISITORS' BUREAU AND  
SUBSIDIARY**

**CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEARS ENDED JUNE 30, 2021  
AND 2020**

**INDEPENDENT AUDITORS' REPORT**



**SANSIVERI, KIMBALL & CO., LLP**  
CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS ADVISORS





SANSIVERI, KIMBALL & CO., LLP  
CERTIFIED PUBLIC ACCOUNTANTS • BUSINESS ADVISORS

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the  
Newport and Bristol County Convention and Visitors' Bureau:

### **Report on the Financial Statements**

We have audited the accompanying consolidated financial statements of Newport and Bristol County Convention and Visitors' Bureau and Subsidiary (the Bureau) as of and for the years ended June 30, 2021 and 2020, and the related notes to the consolidated financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP); this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the consolidated financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Newport and Bristol County Convention and Visitors' Bureau and Subsidiary as of June 30, 2021 and 2020, and the changes in its financial position and its cash flows for the years then ended in accordance with U.S. GAAP.

### **Other Matters**

#### ***Required Supplementary Information***

U.S. GAAP requires that the management's discussion and analysis information on pages 7-15 be presented to supplement the basic consolidated financial statements. Such information, although not a part of the basic consolidated financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic consolidated financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic consolidated financial statements, and other knowledge we obtained during our audit of the basic consolidated financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **Report on Supplementary Information**

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying supplemental schedules 1 and 2 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole.

*Danvers, Kimball & Co., LLP*

Providence, Rhode Island  
November 17, 2021

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FINANCIAL  
SECTION



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Management's Discussion and Analysis

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As management of the Newport and Bristol County Convention and Visitors' Bureau (Discover Newport) and the Newport Tourism Marketing Management Authority (Newport Hotel Collection), collectively referred to as the Bureau we offer readers of the Bureau's financial statements this narrative overview and analysis of the Bureau's financial performance for the fiscal year (FY) ended June 30, 2021. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in the letter of transmittal, which can be found on pages 1 to 3 of this report.

## **FINANCIAL HIGHLIGHTS**

- Total revenues decreased approximately \$391 thousand for FY 2021. Hotel taxes declined by 17% and the tourism fee declined by 12% over prior year. Grant income increased by 100% over prior year. Private source revenue (advertising, promotional participation, ticket commission, etc.) declined by 75% over prior year. We offered a 50% discount on our advertising products for FY 2021, we also offered complimentary participation for all restaurants participating in Newport Restaurant Week. We discontinued the ticket program in FY 2020. The decline in revenue is directly attributable to the coronavirus. Average daily room rate (ADR) improved from \$170.40 for FY 2020 to \$176.77 for FY 2021.
- Discover Newport invested approximately \$1.6 million in sales and marketing efforts. Some of the leisure investments supported the creation, management and marketing of Newport Restaurant Week, and off-season product development such as Take It Outside and Holiday, Winter and Spring campaigns. Other investments included a series of leisure e-blasts to our feeder markets, creation of a destination video, creation and production of a destination travel guide, redesigning the website, and the sponsorship of opening the Gateway bathrooms. On the corporate sales side investments included a mix of print and digital advertising campaigns, hosting 4 virtual client events, attendance at 8 trade shows (5 were virtual), and hosted 10 meeting planners site inspections.
- Discover Newport opened a 700 square foot Visitor Center at 21 Long Wharf Mall after being closed for over a year. The decision to remain closed for the summer 2020 season was made after reviewing guidelines from the CDC and the RI Department of Health. Based on those guidelines, Discover Newport made the decision to open a smaller Visitor Center for the 2021 season.
- The Newport Hotel Collection invested approximately \$90 thousand in sales and marketing efforts. Some of the investments included one seasonal Expedia Media website advertising, and the development of photo and video assets of the 4 properties.
- Net position increased approximately \$1.2 million to \$3.1 million during FY 2021. This is a direct result of the Bureau's management to apply and receive government grants and to reduce expenditures. The Bureau will be using the funds as follows: increase their long-term reserves by approximately \$230 thousand; increase spending in advertising for both FY 2022 and 2023 by \$500 thousand.



## CONDENSED COMPARATIVE DATA

### ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS, AND NET POSITION

The Bureau's change in net position increased \$1.2 million during the year as follows:

CHANGES IN NET POSITION				
			Increase (Decrease)	
	FY 2020	FY 2021	Amount	Percent
Net position – beginning	\$1,728,975	\$ 1,917,185	\$188,210	11%
Revenues	3,817,949	3,426,937	(391,012)	-10%
Expenses	3,629,739	2,200,880	(1,428,859)	-39%
Change in net position	188,210	1,226,057	1,037,847	551%
Net position – ending	\$1,917,185	\$ 3,143,242	\$1,226,057	64%

Growth in overall net position is a function of the Bureau receiving government grants and wisely spending their funds in fiscal year 2021. With government restrictions on travel at the beginning of the fiscal year, management had decided to hold off on investing in the meetings market. The decrease in revenues for the year is attributed to the global pandemic.

During FY 2021, net position consists of the following:

CONSOLIDATED STATEMENT OF NET POSITION				
			Increase	
	June 30, 2020	June 30, 2021	Amount	Percent
Current and other assets	\$ 1,988,462	\$ 3,786,094	\$ 1,797,632	90%
Capital assets	70,902	75,640	4,738	7%
Total assets	\$ 2,059,364	\$ 3,861,734	\$ 1,802,370	88%
Current liabilities	\$ 142,179	\$ 424,884	\$ 282,705	199%
Long-term liability	-	293,608	293,608	100%
Total liabilities	\$ 142,179	\$ 718,492	\$ 576,313	405%
Net position				
Net investment in capital assets	70,902	75,640	4,738	7%
Board-designated	765,617	1,000,000	234,383	31%
Unrestricted	1,080,666	2,067,602	986,936	91%
Total net position	\$ 1,917,185	\$ 3,143,242	\$ 1,226,057	64%

Long-term liabilities consisted of a portion of the PPP loan, which totaled approximately \$357,000. In September 2021, the Bureau was notified that this loan was forgiven by the SBA. A small portion of net position reflects an investment in capital assets. Board-designated net position is reported separately to show resources the Boards have deemed for long-term use. With the global pandemic still in force, the importance of long-term reserves is all important. The Bureau was fortunate to receive government grants, but these may not always be available for future unforeseen events. The Bureau decided to increase their long-term reserves by approximately \$234 thousand, with the ending balance representing approximately three months of operating expenses during non-pandemic times. Unrestricted net position improved approximately \$1.0 million due to successful efforts to reduce spending during the first half of fiscal year 2021.



## REVENUES

Revenues are classified as either public or private. Private revenues are those directly generated by an activity of the Bureau. For example, the sale of advertising on the website, co-op fees for trade shows, participation fees for Newport Restaurant Week, etc.

The public revenue classification includes all hotel taxes and tourism fees because the income is not derived by an activity of the Bureau. The State of Rhode Island levies a hotel tax on all transient lodging establishments in Newport and Bristol Counties, and the Bureau receives a portion of that tax, which is the Bureau's primary source of revenue. The Newport Management Authority assesses a tourism fee on all transient lodging establishments with greater than twenty rooms in Newport County. The Bureau receives 97% of this fee. Grant income received from a government institution is also classified as public revenue.

Total revenues for FY 2021 amounted to \$3.4 million, a 10% decrease over FY 2020.

	FY 2020	FY 2021	Increase (Decrease)	
			Amount	Percent
Public revenues				
Hotel taxes	\$ 3,223,852	\$ 2,659,844	\$ (564,008)	-17%
Tourism fee	218,183	191,033	(27,150)	-12%
Government grants and funding	-	481,814	481,814	100%
Total public revenue	3,442,035	3,332,691	(109,344)	-3%
Private revenues				
Advertising	195,333	41,759	(153,574)	-79%
Ticket commission	76,548	-	(76,548)	-100%
Promotional participation	43,450	-	(43,450)	-100%
Event hosting	2,119	-	(2,119)	-100%
Grants	-	31,806	31,806	100%
Other	58,464	20,681	(37,783)	-65%
Total private revenues	375,914	94,246	(281,668)	-75%
Total revenues	\$ 3,817,949	\$ 3,426,937	\$ (391,012)	-10%

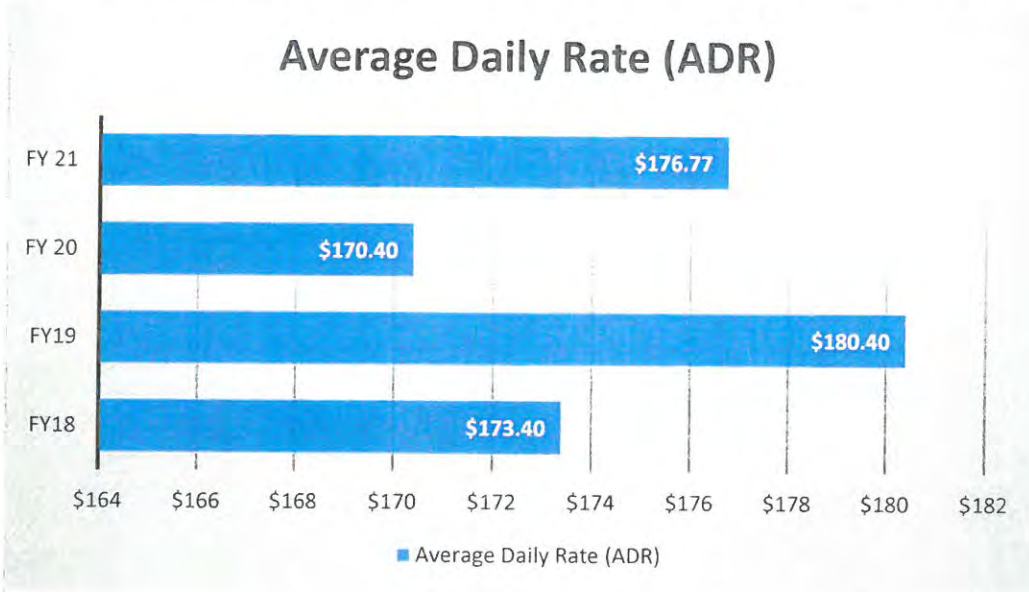
Hotel taxes provided \$2.65 million during FY 2021, a decrease of \$564 thousand. The hotel tax is affected by the number of lodging rooms available, occupancy rate, and average daily room rate (ADR). Room inventory increased by ~ 130 rooms compared to FY 2020, while occupancy percentage decreased from 47.2% to 45.7% in FY 2021. The most volatile factor in calculating room taxes is ADR. With hotel rooms being booked over the internet, price fluctuations are common, with hotels having the ability to respond quickly to occupancy trends. ADR averaged \$176.77 in FY 2021, a 4% increase over the \$170.40 result in FY 2020. The tourism fee is a \$1 fee per room night on all transient lodging establishments within Newport County greater than twenty rooms. The tourism fee provided \$191 thousand during FY 2021, a decrease of \$27 thousand. The decrease in hotel taxes and the tourism fee is directly attributed to the coronavirus.

The majority of hotel tax revenue was generated in city of Newport (\$1.8 million or 69%). The second-largest generator of hotel taxes is the Town of Middletown, at \$731 thousand (27%). The other

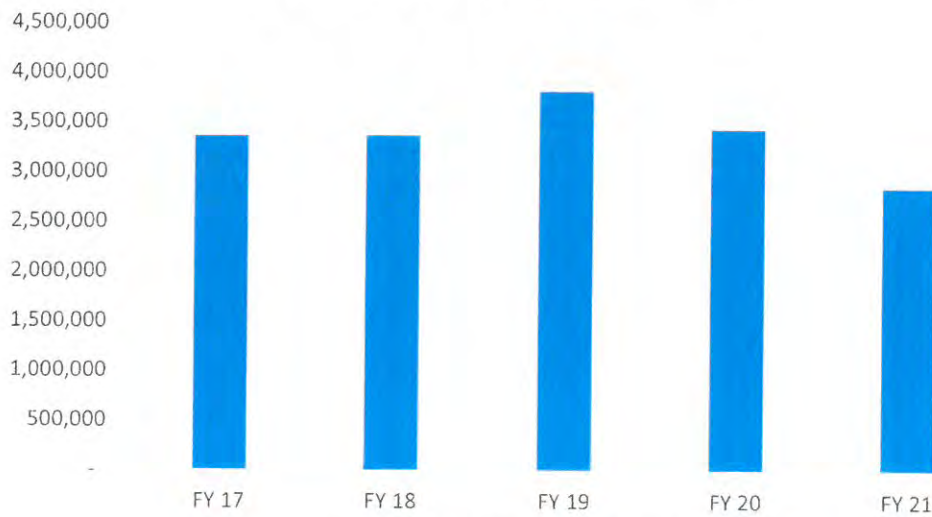
incorporated towns of Bristol, Barrington, Jamestown, Little Compton, Portsmouth, Warren, and Tiverton combined to provide the remaining 4%.

Private revenues decreased \$281.6 thousand as compared to FY 2020. This is also attributable to the coronavirus. On March 16, 2020, we closed the visitor center. With the closure of the visitor center, we no longer earned ticket commission, advertising, or rental income derived from the visitor center. When we reopened the visitor center in a new location, we no longer offered these services. The decrease in promotional participation and event hosting is due to the corporate side of travel. These events, trade shows and client events, where industry partners join us for a fee, did not come back for FY 2021.

### Average Daily Rate (ADR)



### Actual Hotel Tax and Tourism Fee



\*Tourism Fee collections started March 2018

The hotel tax rate is 6% on lodging facilities in the Newport and Bristol Counties, and such rate can only be modified by the action of the Rhode Island State Legislature. 1% of the hotel tax goes to the town that the lodging facility is physically located in. The remaining 5% hotel tax for hotel room rentals is distributed as follows:

- 45% Discover Newport
- 25% City/Town where the lodging property is physically located
- 25% Rhode Island Commerce Corporation
- 5% Greater Providence-Warwick Convention and Visitor's Bureau



## EXPENSES

Total expenses by function were as follows:

	FY 2020	FY 2021	Decrease	
			Amount	Percent
Visitor's services, etc.	\$ 768,986	\$ 23,303	\$ (745,683)	-97%
Marketing and communications	1,385,149	1,227,558	(157,591)	-11%
Sales and services	780,689	427,804	(352,885)	-45%
Administrative	598,852	508,758	(90,094)	-15%
Loss on disposal of property and equipment	96,063	13,457	(82,606)	-86%
	\$ 3,629,739	\$ 2,200,880	\$ (1,428,859)	-39%

With Government restrictions on the industry at the beginning of the fiscal year, the Bureau's management strategically made investments, focusing more on the leisure market. The sales and services market, which consists of corporate sales side, the decrease in expenses is primarily attributable to the reduction of non-essential business travel. Trade shows were held virtually, which cost substantially less than in-person. On the staffing front, the Bureau started the year with 4 employees in the administrative office, and by the end of our fiscal year, we had 10 employees, still at a 20% pay reduction.

The visitor center expenses decrease is attributable from being closed for ten months of FY 2021 and from moving from a 7,000 square foot space to a 700 square foot space and employed 1 full time equivalent.

For FY 2022, high priorities will include, but not be limited to:

1. Working with alliance partners to seek federal grant funds to expand promotional efforts. There is a significant amount of federal funding being distributed to each state to help kick start the economy. In Rhode Island, \$13 million is currently earmarked to assist the hard-hit travel & hospitality sector.
2. Target promotional investments that will help grow our shoulder and off-peak visitation. The summer months are now close to reaching maximum visitation capacity, so our organization must shift our focus and marketing plans to adapt to this situation.
3. Utilize the resources of our new PR agency to maximize media coverage for our 9-town destination. Growing media coverage provides a high conversion rate to visitation making it a high priority investment.
4. Work to restore multiple markets that were most negatively affected by the pandemic. Three key areas are boosting corporate meetings and fostering the return of international travelers and motorcoach groups.
5. Work with community partners to invest in key local programs that can help support their goals and objectives. We want to be sure our travel program is doing its part to support the efforts of community organizations.
6. Work with the Chamber of Commerce to help support their efforts to support both our existing business base and where possible grow our business base.

## ADDITIONAL FINANCIAL INFORMATION

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The Bureau's financial statements are designed to present users (citizens, taxpayers, customers, and industry partners) with a general overview of the Bureau's finances and to demonstrate accountability. If you have any questions about the report or need additional financial information, please contact:

Discover Newport  
Vice President of Finance  
44 Long Wharf Mall  
Newport, RI 02840  
(401) 845-9126  
aadkins@discovernewport.org  
Or, please visit our website at:  
[www.discovernewport.org/about-us](http://www.discovernewport.org/about-us)

**NEWPORT AND BRISTOL COUNTY  
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

CONSOLIDATED STATEMENTS OF NET POSITION  
JUNE 30, 2021 AND 2020

	2021	2020
<b>ASSETS</b>		
<b>CURRENT ASSETS:</b>		
Cash - operating fund	\$ 2,148,797	\$ 1,010,468
Receivables:		
Accounts, net of allowance for doubtful accounts	369,953	53,376
Other	113,905	-
Prepaid expenses and other current assets	153,439	159,001
Total current assets	<u>2,786,094</u>	<u>1,222,845</u>
PROPERTY AND EQUIPMENT - NET	34,341	50,675
<b>OTHER ASSETS:</b>		
Board-designated cash	1,000,000	765,617
Intangible assets, net	41,299	20,227
Total other assets	<u>1,041,299</u>	<u>785,844</u>
<b>TOTAL</b>	<u>\$ 3,861,734</u>	<u>\$ 2,059,364</u>
<b>LIABILITIES AND NET POSITION</b>		
<b>CURRENT LIABILITIES:</b>		
Current portion of note payable - Paycheck Protection Program	\$ 63,452	\$ -
Accounts payable	85,842	16,509
Deferred revenue	10,819	19,961
Accrued expenses:		
Payroll and related liabilities	254,338	37,465
Other	10,433	68,244
Total current liabilities	<u>424,884</u>	<u>142,179</u>
LONG-TERM LIABILITY -		
Note payable - Paycheck Protection Program, less current portion	293,608	-
Total liabilities	<u>718,492</u>	<u>142,179</u>
<b>COMMITMENTS</b>		
<b>NET POSITION:</b>		
Net investment in capital assets	75,640	70,902
Unrestricted:		
Board-designated cash reserves	1,000,000	765,617
General purpose	2,067,602	1,080,666
Total unrestricted net position	<u>3,067,602</u>	<u>1,846,283</u>
Total net position	<u>3,143,242</u>	<u>1,917,185</u>
<b>TOTAL</b>	<u>\$ 3,861,734</u>	<u>\$ 2,059,364</u>

See notes to consolidated financial statements.



**NEWPORT AND BRISTOL COUNTY  
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

General

*Discover Newport*

Newport and Bristol County Convention and Visitors' Bureau (DBA Discover Newport) was created by the General Assembly of the State of Rhode Island (the State), having a distinct legal existence from the State and not constituting a department of state government. Discover Newport is a governmental agency and public instrumentality of the State.

Discover Newport was created to achieve the following purposes:

- Establish an operating program to promote and encourage tourism,
- Coordinate tourism activities within Newport and Bristol Counties and the State,
- Establish a fund to promote and encourage tourism, and
- Aid the municipalities in Newport and Bristol County in resolving problems that may arise due to growth in the tourism industry and to improve the quality of life in Newport and Bristol Counties.

*Newport Hotel Collection*

Established by the Newport City Council on September 13, 2017 as a District Management Authority, Newport Tourism Marketing Management Authority (DBA Newport Hotel Collection) was created to achieve an increase in room night sales and revenue therefrom at assessed lodging properties within the district by performing the following:

- Sponsor and promote recreational, cultural and retail activities,
- Promote the development of the district including collecting and disseminating information, and
- Provide general marketing and promotion efforts.

Discover Newport holds the power to appoint the majority of the governing board of the Newport Hotel Collection. As a result, Newport Hotel Collection is considered a subsidiary of Discover Newport and is consolidated with Discover Newport in the accompanying consolidated financial statements. Discover Newport and Newport Hotel Collection are collectively referred to as the Bureau.

*Funding Source*

*Public source revenue* - Discover Newport's principal funding source is a percentage of hotel tax collected regionally by the State and locally by the City of Newport (the City). Newport

See independent auditors' report.

**NEWPORT AND BRISTOL COUNTY  
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020

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commission income for tickets it sold for attractions throughout Newport and Bristol Counties during the year ended June 30, 2020.

Occupancy Expenses

For the years ended June 30, 2021 and 2020, Discover Newport paid the City approximately \$20,000 and \$41,000 in connection with its occupancy of facilities owned by the City. The fair market rental value of the facilities has not been determined and, accordingly, any market value adjustments in rent are not included in Discover Newport's operating results.

Allocation of Expenses

For the year ended June 30, 2020, general operations were classified as part of visitor's services, maintenance and general operations on the consolidated statements of activities and change in net position. With the closing of the visitors' center, general operations expenses were attributable to marketing and communications, sales and services and administrative departments. For the year ended June 30, 2021, the expenses that were allocated to the marketing, sales, and administration departments include: rent and occupancy expenses, depreciation, office supplies, telecommunication, insurance, and other, and were all allocated on the full-time equivalent basis.

Advertising

Advertising costs are expensed in the period in which the advertisement appears for the first time. Advertising costs amounted to approximately \$594,000 and \$763,000 for the years ended June 30, 2021 and 2020, respectively.

Accounting Pronouncement Affecting Future Periods

In February 2016, the GASB issued Statement No. 87, *Leases* which requires that a lessee recognize an operating lease for a term of greater than twelve months as a liability and capitalize a right-of-use asset in the lessee's balance sheet. Such amounts would be recorded at the present value of the lease payments. Currently, entities are only required to disclose the future minimum payments under such operating leases and to record expenses as such amounts are paid. The Statement is effective for the Bureau's fiscal year ending June 30, 2022, with early adoption permitted. Management has not elected to early adopt this Statement and is currently evaluating the effect it will have on the Bureau's consolidated financial statements and related disclosures.

See independent auditors' report.

**NEWPORT AND BRISTOL COUNTY  
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020

Accounting Estimates

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

During the year ended June 30, 2020, management revised estimated useful lives of certain property and equipment associated with its administrative office. The revisions resulted in a decrease in the Bureau's change in net position by approximately \$22,000.

**2. ACCOUNTS RECEIVABLE**

As of June 30, 2021 and 2020, accounts receivable consisted of the following:

	<u>2021</u>	<u>2020</u>
Hotel tax due from:		
City of Newport	\$ 240,580	\$ 19,353
State of Rhode Island	104,378	17,315
Tourism fee due from City of Newport	21,889	4,067
Other (net of allowance for doubtful accounts of \$2,400 in 2020)	<u>3,106</u>	<u>12,641</u>
Accounts receivable, net	<u>\$ 369,953</u>	<u>\$ 53,376</u>

See independent auditors' report.



**NEWPORT AND BRISTOL COUNTY  
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020

**3. PROPERTY AND EQUIPMENT**

As of June 30, 2021 and 2020, property and equipment consisted of the following:

	2021	2020
Leasehold improvements	\$ 20,667	\$ 182,121
Computers, office equipment and furnishings	80,492	171,125
Vehicles	45,948	45,948
Total property and equipment	147,107	399,194
Less accumulated depreciation	112,766	348,519
Property and equipment, net	\$ 34,341	\$ 50,675

**4. INTANGIBLE ASSETS**

As of June 30, 2021 and 2020, intangible assets consisted of the following:

	2021	2020
Computer software	\$ -	\$ 2,929
Website	92,550	60,350
Brand names	12,020	12,020
Total	104,570	75,299
Less accumulated amortization	63,271	55,072
Intangible assets, net	\$ 41,299	\$ 20,227

As of June 30, 2021, the aggregate future amortization expense is as follows:

Year	Amount
2022	\$ 9,213
2023	9,213
2024	8,596
2025	6,745
2026	6,745
2027 and thereafter	787
Total	\$ 41,299

See independent auditors' report.

**NEWPORT AND BRISTOL COUNTY  
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020

**5. CAPITAL ASSETS**

For the years ended June 30, 2021 and 2020, changes in capital assets were as follows:

	<u>Property and Equipment</u>		<u>Intangible Assets</u>	
	<u>Cost Basis</u>	<u>Accumulated Depreciation</u>	<u>Cost Basis</u>	<u>Accumulated Amortization</u>
Balance as of June 30, 2019	\$ 1,403,337	\$ (1,186,418)	\$ 110,297	\$ (76,655)
Capital acquisitions	12,077			
Dispositions	(1,016,220)	912,460	(34,998)	34,998
Depreciation and amortization		(74,561)		(13,415)
Balance as of June 30, 2020	\$ 399,194	\$ (348,519)	\$ 75,299	\$ (55,072)
Capital acquisitions	20,666		32,200	
Dispositions	(272,753)	260,785	(2,929)	1,440
Depreciation and amortization		(25,032)		(9,639)
Balance as of June 30, 2021	<u>\$ 147,107</u>	<u>\$ (112,766)</u>	<u>\$ 104,570</u>	<u>\$ (63,271)</u>

**6. SHORT-TERM FINANCING ARRANGEMENT**

Discover Newport maintains a line of credit with a financial institution that provides for maximum available borrowings of \$100,000. Borrowings on the line of credit are due on demand and collateralized by substantially all assets of Discover Newport. Interest is payable monthly and is computed at the financial institution's base rate plus .50%. As of June 30, 2021, the financial institution's base rate was 3.25%. There were no outstanding borrowings on the line of credit as of June 30, 2021 and 2020.

See independent auditors' report.

**NEWPORT AND BRISTOL COUNTY  
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020

**7. HOTEL TAX REVENUE**

Discover Newport receives funding from the State in the form of a percentage of the hotel tax collected by the State and by the City. For the years ended June 30, 2021 and 2020, Discover Newport recorded hotel tax revenue as follows:

	2021	2020
Collected by:		
City of Newport	\$ 1,822,104	\$ 2,167,470
State of Rhode Island	837,740	1,056,382
Total	\$ 2,659,844	\$ 3,223,852

**8. PAYCHECK PROTECTION PROGRAM NOTE PAYABLE**

On February 5, 2021, Discover Newport executed an unsecured promissory note with a bank to provide borrowings of \$357,060. The note is guaranteed by the Small Business Administration (SBA) under the Paycheck Protection Program (PPP) and accrues interest at 1%. The PPP provisions contained in the promissory note restrict the use of the loan proceeds and include a provision in which the SBA may provide loan forgiveness of principal and accrued interest based on the terms set forth in the promissory note. The loan is payable in monthly installments of approximately \$6,800 beginning after the deferral period, as defined in the agreement, through February 2026. Also, see Note 13.

As of June 30, 2021, scheduled maturities of the Paycheck Protection Program note payable are as follows:

<u>Year</u>	<u>Amount</u>
2022	\$ 63,452
2023	79,011
2024	79,804
2025	80,606
2026	54,187
Total	\$ 357,060

See independent auditors' report.



**NEWPORT AND BRISTOL COUNTY  
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
JUNE 30, 2021 AND 2020

**9. GOVERNMENT GRANTS AND FUNDING**

During the year ended June 30, 2021, Discover Newport received federal and state assistance from the following programs:

State of Rhode Island Assistance Programs	\$ 309,090
Refundable Tax - Employee Retention Credit	172,724
Total	\$ 481,814

State of Rhode Island Assistance Programs

During the year ended June 30, 2021, Discover Newport received the following state grants:

Hotel, Arts & Tourism Grant	\$ 249,090
Take it Outside Grant	60,000
Total cash received and expended for qualified costs	\$ 309,090

Refundable Tax – Employee Retention Credit

During the year ended June 30, 2021, Discover Newport applied for the employee retention credits in the aggregate of \$172,724, which related to its employer tax filing for the periods from April 2020 through December 2020 and April 2021 through June 2021. As of June 30, 2021, the remaining portion not yet refunded is \$113,905 and is included in receivables on the accompanying consolidated statements of net position.

**10. EMPLOYEE BENEFIT PLAN**

Discover Newport maintains a defined contribution retirement plan, which qualifies under Section 401(a) of the Internal Revenue Code (IRC), for employees who have completed one year of service and have attained the age of twenty-one. Discover Newport's contribution is discretionary and determined by its Board of Directors on an annual basis. For the year ended June 30, 2021, Discover Newport contributed \$177,624 to the plan. For the year ended June 30, 2020, Discover Newport did not contribute to the plan.

Discover Newport also maintains a deferred compensation plan created in accordance with the IRC Section 457. The assets of the plan are held in trust as described in IRC Section 457(g) for the exclusive benefit of the participants (employees) and their beneficiaries. The custodian of the plan holds the custodial account for the beneficiaries of this Section 457 plan, and the assets may not be diverted to any other use. The administrators act as agents of the employer for purposes of providing direction to the custodian related to investment of the

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funds held in the account, transfer of assets to or from the account and all other matters. In accordance with the provisions of GASB Statement 32, plan balances and activities are not reflected in the Bureau's consolidated financial statements.

**11. COMMITMENTS**

Operating Leases - Lessee

Discover Newport leased its facility on a month-to-month basis through December 2020 and also leases certain equipment under non-cancelable operating lease agreements expiring at various dates through May 2025. In October 2020, Discover Newport entered into a five-year lease for office space. Beginning January 1, 2021, the lease requires monthly rental payments of \$5,500 with an annual 4% increase. The lease terminates on December 31, 2025 and includes a right to renew for one additional five-year term.

As of June 30, 2021, the approximate future minimum lease payments under non-cancelable operating leases with terms of one year or more consisted of the following:

<u>Year</u>	<u>Amount</u>
2022	\$ 97,000
2023	98,000
2024	101,000
2025	101,000
2026	<u>39,000</u>
Total	<u>\$ 436,000</u>

Rent expense under all operating lease agreements was approximately \$77,000 and \$80,000 for the years ended June 30, 2021 and 2020, respectively.

Operating Leases - Lessor

Discover Newport sub-let certain space in the Visitor Center that was operated as a gift shop. The operating lease agreement that expired in February 2020 required annual lease payments of approximately \$21,000.

Discover Newport sub-let certain space in the Visitor Center under a cancelable operating lease agreement that required annual lease payments of \$15,000. This operating lease agreement was canceled in December 2020.

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Rental income from cancelable and non-cancelable operating lease agreements for the years ended June 30, 2021 and 2020 was approximately \$10,000 and \$27,000, respectively, and is included within other income on the accompanying consolidated statements of activities and change in net position.

**12. RISKS AND UNCERTAINTIES**

Concentrations of Credit Risk

Financial instruments which potentially subject the Bureau to concentrations of credit risk consist principally of cash and accounts receivable.

The Bureau maintains its cash deposits in accounts at a high credit quality financial institution. From time to time, cash deposits exceed the Federal Deposit Insurance Corporation (FDIC) insurance limit of \$250,000. As of June 30, 2021, Discover Newport had approximately \$2,900,000 of cash deposits at one financial institution in excess of the FDIC insurance limit. Management considers such circumstances to be normal business risks.

The Bureau's exposure to credit risk associated with receivables is concentrated to amounts due from the State and City as disclosed in Note 1.

Economic Uncertainties

The COVID-19 pandemic, whose effects first became known in January 2020, is having a broad and negative impact on the travel industry as well as commerce and financial markets around the world. The extent of the impact of COVID-19 on the Bureau's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, among others, all of which are uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact the Bureau's financial condition or results of operations remains uncertain. The accompanying consolidated financial statements include no adjustments relating to the future effects this pandemic will have on the Bureau.

**13. SUBSEQUENT EVENT**

Management has evaluated subsequent events through November 17, 2021, which is the date the consolidated financial statements were available to be issued.

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PPP Loan Forgiveness

On September 2, 2021, Discover Newport was notified by the bank that its PPP loan forgiveness application related to its February 5, 2021 PPP note described in Note 8 was approved, and such note was forgiven in its entirety by the SBA.

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**NEWPORT AND BRISTOL COUNTY  
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CONSOLIDATING STATEMENTS OF NET POSITION  
JUNE 30, 2021 AND 2020

	2021			2020		
	Discover Newport	Newport Hotel Collection	Total	Discover Newport	Newport Hotel Collection	Total
<b>ASSETS</b>						
<b>CURRENT ASSETS:</b>						
Cash - operating fund	\$ 1,861,689	\$ 287,108	\$ 2,148,797	\$ 764,706	\$ 245,762	\$ 1,010,468
Receivables:						
Accounts, net	348,064	21,889	369,953	49,309	4,067	53,376
Other	113,905		113,905			-
Prepaid expenses and other current assets	127,280	26,159	153,439	143,638	15,363	159,001
Total current assets	2,450,938	335,156	2,786,094	957,653	265,192	1,222,845
<b>PROPERTY AND EQUIPMENT - NET</b>	34,341		34,341	50,675		50,675
<b>OTHER ASSETS:</b>						
Board-designated cash	1,000,000		1,000,000	765,617		765,617
Intangible assets, net	34,256	7,043	41,299	11,159	9,068	20,227
Total other assets	1,034,256	7,043	1,041,299	776,776	9,068	785,844
<b>TOTAL</b>	<b>\$ 3,519,535</b>	<b>\$ 342,199</b>	<b>\$ 3,861,734</b>	<b>\$ 1,785,104</b>	<b>\$ 274,260</b>	<b>\$ 2,059,364</b>
<b>LIABILITIES AND NET POSITION</b>						
<b>CURRENT LIABILITIES:</b>						
Current portion of note payable - Paycheck Protection Program	\$ 63,452		\$ 63,452			
Accounts payable	85,842		85,842	\$ 11,609	\$ 4,900	\$ 16,509
Deferred revenue	10,819		10,819	19,961		19,961
Accrued expenses:						
Payroll and related liabilities	254,338		254,338	37,465		37,465
Other	10,433		10,433	63,713	4,531	68,244
Total current liabilities	424,884	-	424,884	132,748	9,431	142,179
<b>LONG-TERM LIABILITY -</b>						
Note payable - Paycheck Protection Program, less current portion	293,608		293,608			-
Total liabilities	718,492	-	718,492	132,748	9,431	142,179
<b>COMMITMENTS</b>						
<b>NET POSITION:</b>						
Net investment in capital assets	68,597	7,043	75,640	61,834	9,068	70,902
Unrestricted:						
Board-designated cash reserves	1,000,000		1,000,000	765,617		765,617
General purpose	1,732,446	335,156	2,067,602	824,905	255,761	1,080,666
Total unrestricted net position	2,732,446	335,156	3,067,602	1,590,522	255,761	1,846,283
Total net position	2,801,043	342,199	3,143,242	1,652,356	264,829	1,917,185
<b>TOTAL</b>	<b>\$ 3,519,535</b>	<b>\$ 342,199</b>	<b>\$ 3,861,734</b>	<b>\$ 1,785,104</b>	<b>\$ 274,260</b>	<b>\$ 2,059,364</b>

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**NEWPORT AND BRISTOL COUNTY  
CONVENTION AND VISITORS' BUREAU AND SUBSIDIARY**

CONSOLIDATING STATEMENTS OF ACTIVITIES AND CHANGE IN NET POSITION  
FOR THE YEARS ENDED JUNE 30, 2021 AND 2020

	2021				2020		
	Discover Newport	Newport Hotel Collection	Eliminations	Total	Discover Newport	Newport Hotel Collection	Total
<b>REVENUES:</b>							
Public sources:							
Hotel taxes	\$ 2,659,844	\$ -	\$ -	\$ 2,659,844	\$ 3,223,852	\$ -	\$ 3,223,852
Newport tourism fee		191,033		191,033		218,183	218,183
Government grants and funding	481,814			481,814			-
Total public sources	3,141,658	191,033	-	3,332,691	3,223,852	218,183	3,442,035
Private sources:							
Advertising income	94,259		(52,500) (A)	41,759	195,333		195,333
Ticket commission income				-	76,548		76,548
Promotional participation income				-	43,450		43,450
Event hosting income				-	2,119		2,119
Grants and funding	31,806			31,806			-
Other income	20,681			20,681	58,464		58,464
Total private sources	146,746	-	(52,500)	94,246	375,914	-	375,914
<b>TOTAL REVENUES</b>	<b>3,288,404</b>	<b>191,033</b>	<b>(52,500)</b>	<b>3,426,937</b>	<b>3,599,766</b>	<b>218,183</b>	<b>3,817,949</b>
<b>EXPENDITURES:</b>							
Visitor's center, maintenance and general operations	23,303			23,303	766,961	2,025	768,986
Marketing and communications	1,194,492	85,566	(52,500) (A)	1,227,558	1,167,534	217,615	1,385,149
Sales and services	424,118	3,686		427,804	764,949	15,740	780,689
Administrative	484,347	24,411		508,758	589,918	8,934	598,852
Loss on disposal of property and equipment	13,457			13,457	96,063		96,063
<b>TOTAL EXPENDITURES</b>	<b>2,139,717</b>	<b>113,663</b>	<b>(52,500)</b>	<b>2,200,880</b>	<b>3,385,425</b>	<b>244,314</b>	<b>3,629,739</b>
<b>CHANGE IN NET POSITION</b>	<b>1,148,687</b>	<b>77,370</b>		<b>1,226,057</b>	<b>214,341</b>	<b>(26,131)</b>	<b>188,210</b>
<b>NET POSITION, BEGINNING OF YEAR</b>	<b>1,652,356</b>	<b>264,829</b>		<b>1,917,185</b>	<b>1,438,015</b>	<b>290,960</b>	<b>1,728,975</b>
<b>NET POSITION, END OF YEAR</b>	<b>\$ 2,801,043</b>	<b>\$ 342,199</b>	<b>\$ -</b>	<b>\$ 3,143,242</b>	<b>\$ 1,652,356</b>	<b>\$ 264,829</b>	<b>\$ 1,917,185</b>

(A) Elimination of intercompany income/expense.

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