

**TOWN COUNCIL MEETING MINUTES**  
**Wednesday, February 23, 2022**  
**6:30 P.M.**

**The Jamestown Town Council Meeting was held on February 23, 2022. This meeting, pursuant to Executive Order No. 22-01 executed by Governor Daniel J. McKee on January 6, 2022 and extended pursuant to Executive Order 22-20, was teleconferenced via Zoom. To participate by phone: 1- 646 876 9923 or 1- 312 626 6799, meeting id: 862 6855 8755. To participate via computer or mobile app: meeting id:**

**<https://us06web.zoom.us/j/86268558755?pwd=SUFDQkY3NVlrTVNOdVZ5MjdIVlEwdz09>**

**I. ROLL CALL**

**Town Council Members present were as follows: President Nancy A. Beye, Vice President Mary Meagher, Councilor Michael G. White, Councilor Erik Brine and Councilor Randy White.**

**Also, in attendance: Town Administrator Jamie Hainsworth, Director of Finance Christina Collins, Public Works Director Michael Gray, Police Chief Edward Mello, Town Planner Lisa Bryer, IT Consultant Michael Glier, Parks and Recreation Director Ray DeFalco, Water and Sewer Clerk Denise Jennings, Senior Services Director Molly Conlon, Solicitor Peter Ruggiero and Town Clerk Roberta Fagan**

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

**Council President Beye called the meeting to order at 6:31 p.m. held via Zoom and led the Pledge of Alliance.**

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

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

**A) CALL TO ORDER/ROLL CALL:**

**B) AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS:**

**C) READING AND APPROVAL OF MINUTES:**

**1) 12/20/21 (regular meeting)**

**D) OPEN FORUM:**

**1) Scheduled request to address**

**2) Non-scheduled request to address**

**E) REPORT OF TOWN OFFICIALS:**

**Status reports, discussion and potential action**

- 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
- F) **LETTERS AND COMMUNICATIONS:**  
None
- G) **UNFINISHED BUSINESS:**  
None
- H) **NEW BUSINESS:**
- 1) Finance Director's Report: Comparison of the Water Budget to Actuals as of January 31, 2022
  - 2) Finance Director's Report: Comparison of the Sewer Budget to Actuals as of January 31, 2022
- D) **The Town Council Adjourns from sitting as the Board of Water and Sewer Commissioners**

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

#### **IV. OPEN FORUM**

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

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

**Charlotte Zarlengo, of Seaside Drive, addressed the Council and requested their assistance to intervene in the Harbor Commission activities as it pertains to Heads Beach. Mrs. Zarlengo requested the Council's assistance to help to prevent additional moorings at Heads Beach for the safety of the swimming area and the negative land impacts to the neighborhood.**

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

A) Jamestown Affordable Housing Committee

1) Affordable Housing Trust Fund – proposed updated funding formula

**Affordable Housing Chair Robert Plain, of Calvert Place, made a presentation to the Town Council. Mr. Plain commended Jamestown’s commitment to funding the Affordable Housing Trust Fund and promotion of economic diversity. As outlined in the Town of Jamestown Comprehensive Plan, present and long-term goals include slowing the loss of economic diversity as well as progressing toward the State mandate requiring 10% of its housing stock being affordable housing. Mr. Plain stated that, in fact, Jamestown’s economic diversity has decreased. The Affordable Housing Committee requested the following: 1) Increasing annual investment to \$225k per year. The Committee will continue to generate ideas and solutions for Jamestown to support the additional annual investment. 2) Recommended that funds invested in Affordable Housing Trust Fund be relative to what the Town collects for Conveyance Tax. This would ensure that the solutions would align with the problems; 3) Incorporate the new funding formula in a Jamestown Ordinance similar to Coventry’s funding formula. Affordable housing is not the goal; the goal is to increase local economic diversity and affordable housing is the means to that end. When the Affordable Housing Trust Fund has been allocated additional funding, it will be an investment in local economic diversity.**

**Vice President Meagher thanked the Affordable Housing Committee for the presentation, and commented that the Council will take up this topic during the upcoming budget workshops. It is expected to be a tight budget year, but the revised funding formula will be given consideration during the budget deliberations.**

**Mr. Plain offered to help in anyway to “find the money” and reiterated that the requested revised funding formula would be good for economic diversity and the overall community.**

**The Town Council reverted back to Open Forum to allow Mrs. Zarlengo to address the Council.**

B) At the request of Councilor Brine the Rolling Agenda group will make a presentation to the Council:

1) Jamestown bike paths and upcoming road improvements/projects

**Rolling Agenda members Samira Hakki and Julie Kalfelz made a presentation to the Town Council and gave historical background about the Jamestown grass roots cycling advocacy group. The presentation focused on improvement of “bikability/walkability” in Jamestown, and the indirect benefits would include quality of life, sustainability, safety, reduced parking congestion, and commerce. Rolling Agenda conducted two surveys, a survey of residents and a survey of Lawn Avenue students. The residents and students responded to questions regarding: where respondents live, biking safety around island and/or to school, sustainability (better bike infrastructure improves environmental and human health), commuting off island via Jamestown and/or Newport bridges. In addition to the survey, Rolling Agenda also hosted a Bike Infrastructure Workshop on November 30, 2021 at the Jamestown Philomenian library to gather community input on future biking infrastructure on Conanicut Island. Rolling Agenda would like the Town Council to consider reinstating the Bike Path Design Committee and to adopt a Local Complete Streets Ordinance similar to other communities.**

Councilor Brine gave thanks to the Rolling Agenda group for the presentation and for their community engagement. He asked whether Rolling Agenda had looked at bike committees in other municipalities that the Town of Jamestown can build upon?

Ms. Hakki explained that if the Council would reinstate the Bike Path Committee it would assist in applying for grants to fund any projects.

Councilor M. White previously sat on the Jamestown Bike Path Design Committee and gave some historical background.

Vice President Meagher requested that the topic be continued to the next meeting.

## VI. PUBLIC HEARINGS, LICENSES AND PERMITS

*The Town Council will review each license application and vote on it individually. All approvals for licenses and permits are subject to the resolution of debts, taxes and appropriate signatures as well as, when applicable, proof of insurance.*

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

- 1) Applicant: St. Mark Church  
Event: Mother's Day Plant Sale  
Date: May 7, 2022, 10 a.m. – until sold out  
Location: St. Mark Church

A motion was made by Vice President Meagher to approve the one-day event application for St. Mark Church with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

- 2) Applicant: Olivia Rogers  
Event: Senior Project Beach Cleanup  
Date: April 2, 2022, 11a.m. – 2 p.m.  
Location: Fort Getty

Discussion ensued.

Vice President Meagher commended Ms. Rogers on her initiative as well as Councilor Brine. Ms. Rogers thanked the Council for their consideration.

A motion was made by Vice President Meagher to approve the one-day event application for Olivia Rogers/Senior Project Beach Cleanup with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

- 3) Applicant: Jamestown Parks and Recreation/Director Ray DeFalco  
Event: Independence Day Celebration/Fireworks  
Date: July 3, 2022  
Location: East Ferry

A motion was made by Vice President Meagher to approve the one-day event application for Jamestown Parks and Recreation/Independence Day Celebration/Fireworks with second by Councilor Brine. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine,

**Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

- B) Review, Discussion and/or Action and/or Vote on the following: Trash Collector License Application
- 1) Applicant: Republic Services  
Address: 1080 Airport Road, Fall River, MA 02720

**Councilor R. White asked if this was a new or renewal application. Town Clerk Fagan confirmed that the Republic Services Trash Collector application was a renewal.**

**A motion was made by Vice President Meagher to approve the one-day Trash Collector License application by Republic Services with second by Councilor R. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

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

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

- A) Town Administrator's Report: Jamie A. Hainsworth
- 1) Reminder to submit Local Questions for the November Ballot
  - 2) Round Swamp Bridge on North Road RI Department of Transportation (RIDOT) Statewide Planning Public, Technical Advisory Committee (TAC) Public Comment period.
  - 3) Independence Day Celebration, Fireworks planned for July 3<sup>rd</sup> (Agenda Item)
  - 4) Fiscal Year 2022-2023 Budget Process
  - 5) Cellular Service Update
  - 6) Covid 19 Testing update

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

- **Reiterated the August 2022 deadline for Local Questions for the November Ballot**
- **Comments were submitted to the TAC regarding the need for expediated services to Round Swamp Bridge**
- **Town Staff, local businesses and residents are working collaboratively on the Independence Day Celebration and Fireworks**
- **The Budget workshops will be scheduled in March and April; dates and times will be coordinated with Town Council members based on availability.**
- **Covid 19 infection rates have dropped significantly.**

## **VIII. UNFINISHED BUSINESS**

- A) Review, Discussion and/or Action and/or Vote:
- 1) Memorandum from Parks and Recreation Director Ray DeFalco regarding

## Pickleball Courts

Discussion ensued.

**Parks and Recreation Director Ray DeFalco gave a brief summary and status update on the proposed Pickleball Courts at Eldred Avenue Soccer Field complex.**

**Vice President Meagher and Councilor Brine both thanked Director DeFalco for his efforts to explore enhancement of the sport facility for the benefit of the community. Councilor M. White concurred and added it would dovetail with island wide biking initiatives.**

**No vote or action taken.**

### **IX. NEW BUSINESS**

- A) Review, Discussion and/or Action and/or Vote:
  - 1) Open Meeting Act: discussion regarding Governor McKee's Executive Order permitting virtual meetings; as well as future meetings format, i.e. virtual or in person

Discussion ensued.

**Town Administrator reviewed Executive Order 2022-20 which allows municipalities to choose how to conduct public meetings through March 19, 2022. Town Administrator Hainsworth advised the Council that in person or virtual meetings are the viable options; a hybrid option has proven challenging and not advisable.**

**Councilor M. White and Brine would prefer virtual meeting and commented that virtual meeting formats allow for flexibility and increased community engagement. President Beye, Vice President Meagher and Councilor R. White prefer in person meeting formats, but acknowledged the benefits of virtual meetings.**

**A motion was made by Vice President Meagher to allow Committees, Boards and Commissions to choose to hold public meetings in person or virtually, excluding hybrid meeting formats with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

- 2) Application and request of waiver of rental fee for use of the Jamestown Recreation Center, one night a week for two hours (day of the week to be determined) during the summer of 2022 by Choral Collective of Newport County.
  - a) Letter and application from Kristin Lafferty, Choral Director of the Choral Collective of Newport County requesting waiver of rental fee

**A motion was made by Vice President Meagher to deny the request by Choral Collective of Newport to waive the Recreation Center rental fee; and to place the topic on a future agenda to review policy and fees for out of town profit and non-profit organizations use of Jamestown buildings and facilities 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.**

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

- A) Appointments, Vacancies and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
  - 1) Review, Discussion and/or Action and/or Vote to approve the Appointment of Molly Conlon as the Senior Services Director for the Town of Jamestown
    - a) Memorandum from Town Administrator regarding Senior Services Director Confirmation by Town Council

**A motion was made by Councilor M. White to approve the appointment of Molly Conlon as the Senior Services Director with second by Councilor Vice President Meagher. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

- 2) Board of Canvassers Full Member Vacancy
  - a) Jamestown Republican Town Committee
    - i) Linda Jamison
    - ii) Susan Jamison
  - b) Jamestown Democratic Town Committee
    - i) Carol Nelson-Lee
    - ii) Nancy Kohlman Vetrone
    - iii) George Newman
  - c) Letter of interest for reappointment
    - i) Carol Nelson Lee

**Discussion ensued.**

**A motion was made by Councilor M. White to schedule interviews with all the individuals whose names were brought forth by the Jamestown Democratic Committee and the Jamestown Republican Committee for the upcoming Full Member Vacancy with second by Councilor Vice President Meagher. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

- d) Letter to Town Council from the Jamestown Republican Town Committee

**Councilor R. White commented on the narrative of the unsigned letter received from the Republican Town Committee. In particular, Councilor R. White felt obliged to comment on contents of the letter and of professional concern “liablist terms” used in reference to a sitting member of Board of Canvassers. He further commented on the suggestion that someone acted illegally as unfounded; and the alleged misconduct did not occur. Jamestown has escaped the “fact-free allegation infection” seen country wide as it pertains to voter integrity and the letter was a local form of the “fact-free allegation infection”. Councilor R. White concluded that the tone of letter was not constructive to a bipartisan working group; and he was offended by the contents.**

**Vice President Meagher commented on the letter, specifically to the paragraph regarding “certifying PRINTED names as signatures” and quoted RI State law that “it is not a cursive signature but a mark signifying intent”. Councilor M. White stated his displeasure with the unsigned letter and agreed with his fellow Councilors.**

- 3) Jamestown Housing Authority – One unexpired five-year term ending date of December 31, 2022 (Full Board Member) and One unexpired five-year term ending date of December 31, 2023(Resident Commissioner); duly advertised
  - a) Letter of resignation (Full Board Member)
    - i) Barbara Szepatowski
  - b) Letter of interest for appointment
    - i) Robert Plain\*\*
    - ii) Robert Shein\*\*

**A motion was made by Vice Preside Meagher to approve the appointment of Robert Plain to the Jamestown Housing Authority 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.**

- c) Letter of interest for appointment (**Resident Commissioner**)
  - i) Doreen Dell self- nominated \*\*
  - ii) Bernie Courtney self-nominated\*\*

\*\*Previously interviewed

**A motion was made by Vice President Meagher instructing Town Administrator Hainsworth to communicate with the new Jamestown Housing Authority Executive Director to develop a general advisory group to promote nomination of a Resident Commissioner with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.**

## **XI. 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 motion was made by Vice President Meagher to remove item C – Tax Assessor Settlement Agreements from the Consent Agenda with a 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.**

**A motion was made by Vice President Meagher to approve items A, B and D on the Consent agenda with a 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.**

- A) Adoption of Town Council Minutes



- 1) January 18, 2022(Special Interview Meeting)
  - 2) February 7, 2022 (Special Interview Meeting)
  - 3) February 7, 2022 (Regular Meeting)
  - 4) February 7, 2022 (Executive Session)
- B) Minutes of Boards/Commissions/Committees
- 1) Jamestown Tree Preservation and Protection Committee (November 19, 2021)
  - 2) Jamestown Tree Preservation and Protection Committee 2021 (Attendance Log)
  - 3) Tree Warden Report (November 17, 2021)
- C) Tax Assessor Settlement Agreements
- 1) Settlement Agreement regarding John Potter, II v. Christine Brochu, in her capacity as Tax Assessor for the Town of Jamestown., Assessor's Plat 9, Lot 411, C.A. No. NC-2021-0120
  - 2) Settlement Agreement regarding Westwood Road, LLC v. Christine Brochu, in her capacity as Tax Assessor for the Town of Jamestown, Assessor's Plat 9, Lot 711, and Plat 9, Lot 2, C.A. No. NC-2021-0121
- D) Finance Director's Report: Comparison Budget to Actuals as of January 31, 2022

**Councilor R. White recused himself at 8:25 p.m. and left the virtual meeting.**

**A motion was made by Councilor M. White to approve acceptance of the item C – Tax Assessors Settlement Agreements on the consent agenda with second by Councilor Brine. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.**

**Councilor R. White rejoined the meeting at 8:26 p.m.**

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

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

- A) Communications Received:
- 1) Copy of Letter to: Town Council  
From: Betsy Gooding  
Dated: February 7, 2022  
Re: Short-Term Rental Ordinance
  - 2) Copy of letter to: Town Administrator Hainsworth  
From: Melody Drnach and Janie Harris  
Dated: February 8, 2022  
Re: Recreation Center Shed Replacement Project
  - 3) Copy of Memorandum to: Town Administrator Hainsworth  
From Public Works Director Mike Gray

Dated: February 15, 2022  
Re: Steamboat Street

- 4) Copy of Letter to: Director of Public Works, Michael Gray  
From: Jamestown Fire Department Board of Fire Wardens  
Re: Steamboat Street
- 5) Copy of notice to: Town of Jamestown  
From: RIDEM, Office of Water Resources  
Dated: February 1, 2022  
Re: Water Quality Certification
- 6) Meeting invitation to: Town of Jamestown and Town Council President Beye  
From: Sunrise Wind  
Dated: February 11, 2022  
Re: Proposed Sunrise Wind Project

**The Council acknowledged receiving Communications.**

### **XIII. 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:*

**There were no Executive Session deliberations.**

### **XIV. ADJOURNMENT**

**A motion was made by Vice President Meagher to adjourn at 8:27 p.m. with second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye**

**Attest:**

  
**Roberta J. Fagan, Town Clerk**