

# Table of Contents

<b>I. ROLL CALL</b> .....	
<b>II. CALL TO ORDER, PLEDGE OF ALLEGIANCE</b> .....	
<b>III. TOWN COUNCIL SITTING AS THE BOARD OF WATER AND SEWER COMMISSIONERS</b> .....	7
A) Approval of Minutes; Review, Discussion, and/or Take Action and/or Vote: .....	7
B) Open Forum – Water & Sewer Matters .....	
C) Report of Town Officials:.....	25
D) Letters and Communication .....	
E) Unfinished Business .....	
F) New Business .....	45
<b>IV. OPEN FORUM</b> .....	
A) Scheduled request to address - none.....	
B) Non-scheduled request to address .....	
<b>V. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, PRESENTATIONS, RESOLUTIONS, AND PROCLAMATIONS</b> .....	49
A) Review, Discussion, and/or Take Action and/or Vote regarding a Proclamation declaring May 2 <sup>nd</sup> through May 6 <sup>th</sup> Jamestown Teacher Appreciation Week.....	49
<b>VI. PUBLIC HEARINGS, LICENSES, AND PERMITS</b> .....	51
<i>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. Review, Discuss and/or Take Action and/or Vote on the following items:</i> .....	
A) Event/Entertainment License: All Event/Entertainment license application approvals are subject to any COVID-19 protocols in effect at the time of the event; Review, Discussion, and/or Take Action and/or Vote for the following:.....	51
B) One Day Vendor/Peddler License: All Vendor/Peddler license application approvals are subject to any COVID-19 protocols in effect at the time of the event; Review, Discussion, and/or Take Action and/or Vote for the following:.....	53
<b>VII. UNFINISHED BUSINESS</b> .....	53
A) Review, Discussion, and/or Take Action and/or Vote: Authorization of the revised Warrant and Resolutions for the June 6, 2022, Financial Town Meeting .....	57
B) Review, Discussion, and/or Take Action and/or Vote: Regulatory Options Regarding Short Term Rentals .61	
C) Review, Discussion, and/or Take Action and/or Vote: Jamestown Clubhouse Rental Policy.....	63
<b>VIII. NEW BUSINESS</b> .....	81
A) Review, Discussion, and/or Take Action and/or Vote: Public Works Director Michael Gray’s recommendation to deny the request: .....	81
<b>IX. CONSENT AGENDA</b> .....	93
A) Adoption of Town Council Minutes .....	93
B) Minutes of Boards/Commissions/Committees .....	101
C) Jamestown Planning Commission Abutter Notice for Public Hearing of Wednesday, April 20, 2022, at 7:00 p.m.: To hold a subdivision master plan informational meeting for property located at Plat 4 Lot 52, 91 Carr Lane, Jamestown, RI owner, Town of Jamestown, and applicant Church Community Housing Corporation .....	147

D)	Request from Fire Chief James R. Bryer, Jr. on behalf of the Jamestown Fire Department to the Jamestown Town Council to approve the award of: (1) the bid for the delivery and acceptance of a new 2023 Ford E450 Lifeline (Rescue 1) Ambulance from Specialty Vehicles of Plainville, Massachusetts; and (2) the bid for the delivery, installation, and acceptance of a new Stryker Power-Load Stretcher and System to Stryker Corporation of Partage, Michigan. ....	151
E)	Request from Dr. Kenneth Duva, Superintendent of Schools on behalf of the Jamestown School Committee to the Jamestown Town Council to approve the award of a contract for the construction of the Melrose and Lawn Schools Solar Project to Newport Renewables, LLC.....	155
F)	Finance Director’s Report: Comparison Budget to Actuals as of March 31, 2022.....	165
X.	<i>COMMUNICATIONS, PETITIONS, AND PROCLAMATIONS, AND RESOLUTIONS FROM OTHER RHODE ISLAND CITIES AND TOWNS</i> .....	171
A)	Petitions, Proclamations, and Resolutions.....	171
XI.	<i>EXECUTIVE SESSION</i> .....	171
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 (Review of Judges Ruling), Paul and Janice Balzer v. Jamestown C.A. No. 1:19-cv-00109-WES-PAS.....	
B)	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 in regards to police retiree benefits. ....	
C)	Review, Discussion, and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL § 42-46-5(a) Subsection (2) Collective Bargaining (union contract negotiations NAGE 69) .....	
XII.	<i>ADJOURNMENT OF EXECUTIVE SESSION</i> .....	
XIII.	<i>ADJOURNMENT</i> .....	



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
**93 Narragansett Avenue**  
**Monday, April 18, 2022**  
**6:30 P.M.**

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

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

*The public is welcome to participate in this Town Council meeting. Open Forum offers citizens the opportunity to clarify an item on the agenda, address items not on the agenda, or comment on a communication or Consent Agenda item. Citizens are welcome to speak to the subject of a Public Hearing and are allowed to speak at the discretion of the Council President or a majority of Councilors present, or at other times during the meeting, in particular during New or Unfinished Business.*

*Anyone wishing to speak should use the microphone at the front of the room, stating their name and address for the record; comments must be addressed to the Council, not the audience. The Town Council hopes that citizens and Councilors alike will be respectful of each other's right to speak, tolerant of different points of view, and mindful of everyone's time.*

*Attachments for items on this meeting agenda are available to the public on the Town website at:*  
<https://jamestownri.gov/town-government/town-council/town-council-meetings-minutes/2022-meetings-minutes>

**I. ROLL CALL**

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

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

- A) Approval of Minutes; Review, Discussion, and/or Take Action and/or Vote:  
 1) 03/21/2022 (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) Review, Discussion, and/or Take Action and/or Vote: Authorize the Town of Jamestown to sign the Contractor/Vendor Agreement as a participating Contractor in the 2022-2023 Low-Income Home Water Assistance Program (“LIHWAP”)
    - a) Rhode Island Department of Human Services 2022-2023 LIHWAP Contractor/Vendor Agreement
  - 2) Finance Director’s Report: Comparison of the Water Budget to Actuals as of March 31, 2022
  - 3) Finance Director’s Report: Comparison of the Sewer Budget to Actuals as of March 31, 2022

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

**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 prohibit 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 - none
- B) Non-scheduled request to address

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

- A) Review, Discussion, and/or Take Action and/or Vote regarding a Proclamation declaring May 2<sup>nd</sup> through May 6<sup>th</sup> Jamestown Teacher Appreciation Week

**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. Review, Discuss and/or Take Action and/or Vote on the following items:*

- A) Event/Entertainment License: All Event/Entertainment license application approvals are subject to any COVID-19 protocols in effect at the time of the event; Review, Discussion, and/or Take Action and/or Vote for the following:
- 1) Applicant: Jamestown Arts Center  
Event: “To Which We Belong” Film Screening & Panel Discussion  
Date: Thursday, April 29, 2022, 7:00 p.m. – 9:30 p.m.  
Location: Jamestown Arts Center
- B) One Day Vendor/Peddler License: All Vendor/Peddler license application approvals are subject to any COVID-19 protocols in effect at the time of the event; Review, Discussion, and/or Take Action and/or Vote for the following:
- 1) Applicant: The Perfect Empanada LLC  
Event: Crossing Day  
Date: Saturday, May 14, 2022, 11:00 a.m. – 3:00 p.m.  
Location: East Ferry/ Memorial Square
  - 2) Applicant: Broadway Dough Co.  
Event: Crossing Day  
Date: Saturday, May 14, 2022, 11:00 a.m. – 3:00 p.m.  
Location: East Ferry/ Memorial Square

**VII. UNFINISHED BUSINESS**

- A) Review, Discussion, and/or Take Action and/or Vote: Authorization of the revised Warrant and Resolutions for the June 6, 2022, Financial Town Meeting
- 1) Resolution Number 5: An Appropriation Not to Exceed \$400,000 to assist in The Purchase of Additional Permanent Protection of The Town’s Reservoir Watershed and Center Island Greenway, Located at East Shore Road and Eldred Avenue, Plat 4 Lots 2, 133, 134, 135, 136, 141, And 142
- B) Review, Discussion, and/or Take Action and/or Vote: Regulatory Options Regarding Short Term Rentals
- 1) Memorandum from Vice President Meagher
- C) Review, Discussion, and/or Take Action and/or Vote: Jamestown Clubhouse Rental Policy
- 1) Memorandum from Jamestown Parks and Recreation Director Ray DeFalco
  - 2) Rental Policies & Pricing Draft 3

**VIII. NEW BUSINESS**

- A) Review, Discussion, and/or Take Action and/or Vote: Public Works Director Michael Gray's recommendation to deny the request:
- 1) Conduit Location Installation request of The National Grid and Verizon New England, Inc. to install 70' (2) 3" UG conduit on side of the road from Pole 15 to the property line of 63 Conanicus Avenue; with a recommendation to deny the request by Public Works Director Michael C. Gray
  - 2) Joint Pole Petition of The National Grid and Verizon New England, Inc. to install Poles 1 & 2 to reroute 3 phase lines up Longfellow Road and down Holmes Court; with a recommendation to deny the request by Public Works Director Michael C. Gray

**IX. 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 the 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) March 30, 2022 (Special Budget Work Session)
  - 2) April 4, 2022 (Regular Meeting)
- B) Minutes of Boards/Commissions/Committees
- 1) Jamestown Zoning Board of Review (March 22, 2022)
  - 2) Board of Canvassers (February 28, 2022)
  - 3) Board of Canvassers (March 28, 2022)
  - 4) Planning Commission (January 19, 2022)
  - 5) Planning Commission (March 2, 2022)
  - 6) Planning Commission (March 16, 2022)
  - 7) Technical Review Committee (February 9, 2022)
  - 8) Technical Review Committee (February 22, 2022)
  - 9) Affordable Housing Committee Minutes (January 21, 2022)
  - 10) Affordable Housing Committee/Real Estate Transfer Tax Subcommittee (February 7, 2022)
  - 11) Affordable Housing Committee (February 14, 2022)
  - 12) Affordable Housing Committee (February 16, 2022)
  - 13) Affordable Housing Committee (March 15, 2022)
- C) Jamestown Planning Commission Abutter Notice for Public Hearing of Wednesday, April 20, 2022, at 7:00 p.m.: To hold a subdivision master plan informational meeting for property located at Plat 4 Lot 52, 91 Carr Lane, Jamestown, RI owner, Town of Jamestown, and applicant Church Community Housing Corporation
- D) Request from Fire Chief James R. Bryer, Jr. on behalf of the Jamestown Fire Department to the Jamestown Town Council to approve the award of: (1) the bid for the delivery and acceptance of a new 2023 Ford E450 Lifeline (Rescue 1) Ambulance from Specialty Vehicles of Plainville, Massachusetts; and (2) the bid

for the delivery, installation, and acceptance of a new Stryker Power-Load Stretcher and System to Stryker Corporation of Partage, Michigan.

- 1) Specialty Vehicles bid proposal for One (1) New / Unused 2023 ford E450 custom-built Life Line “Superliner” Type III-AD, Class I Emergency Medical Vehicle, per the published bid specifications from the Town of Jamestown
  - 2) Stryker Medical Quote Number 10442821for the Stryker MTS Power-Load, Power-PRO XT MTS Mid Equipment Products, and ProCare Power-LOAD Prevent Service Annual onsite preventative maintenance products
- E) Request from Dr. Kenneth Duva, Superintendent of Schools on behalf of the Jamestown School Committee to the Jamestown Town Council to approve the award of a contract for the construction of the Melrose and Lawn Schools Solar Project to Newport Renewables, LLC
- F) Finance Director’s Report: Comparison Budget to Actuals as of March 31, 2022

**X. 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) Petitions, Proclamations, and Resolutions
- 1) Resolution of the Burrillville Town Council in Opposition to S-2244 and H-7198 Municipal Employees’ Arbitration
  - 2) Resolution of the Town of Council of the Town of Coventry, Condemning the Russian Invasion of Ukraine
  - 3) Resolution of the Town of Council of the Town of Coventry, in Support of Senate Bill S-2341 and House Bill H-7834 requiring the maintenance of sidewalks along state highways to be the responsibility of the state
  - 4) Resolution of the Town Council of the Town of Coventry, request to approve and enact Senate Bill S-2295, An Act Relating to Waters and Navigation- Inspection of Dams and Reservoirs
  - 5) Opposition letter from the Hopkinton Town Council to House Bill H6676 Relating to Taxation – Levy, and Assessment of Local Taxes

## **XI. 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 (Review of Judges Ruling), Paul and Janice Balzer v. Jamestown C.A. No. 1:19-cv-00109-WES-PAS
- B) 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 in regards to police retiree benefits.
- C) Review, Discussion, and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL § 42-46-5(a) Subsection (2) Collective Bargaining (union contract negotiations NAGE 69)

## **XII. ADJOURNMENT OF EXECUTIVE SESSION**

## **XIII. ADJOURNMENT**

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

ALL NOTE: If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-5555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to rfagan@jamestownri.net not less than three (3) business days before the meeting.

*Posted on the RI Secretary of State's website on April 14, 2022.*



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

**March 21, 2022**

A regular meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners was called to order at the Jamestown Town Hall, Council Chambers, 93 Narragansett Avenue at 6:27 PM by Commission President Nancy A. Beye.

The following members were present:

Erik G. Brine (virtually via Zoom)  
Michael G. White  
Randall White

Also, present were:

Jamie A. Hainsworth, Town Administrator  
Roberta J. Fagan, Town Clerk  
Christina D. Collins, Finance Director  
Michael Gray PE, Public Works Director  
Peter D. Ruggiero Esq., Town Solicitor  
Denise Jennings, Water and Sewer Clerk

**AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS**

(None)

**READING AND APPROVAL OF MINUTES**

1) February 23, 2022 (regular meeting)

Motion was made by Commissioner Meagher, seconded by Commissioner Randall White to accept the February 23, 2022 regular meeting minutes. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye

**OPEN FORUM**

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

- 1) Scheduled requests to address: (None)
- 2) Non-scheduled request to address: (None)

## REPORT OF TOWN OFFICIALS

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

The Public Works Director reported the following:

- JR-1 well is in service.
- Pumping was down slightly for the month of February.
- Rainfall was up for the month of February.
- North Reservoir is @ capacity, usable storage-60MG.
- South Pond is @ capacity, usable storage- 6MG

### 2) **Town project reports: (See attached *Project Update Report dated March 2022*)**

#### **Treatment Plant-**

The Public Works Director reported the following:

- The new filter membranes will be arriving within the next week. He will be meeting with Suez Tomorrow (Tuesday, March 22<sup>nd</sup>) to discuss delivery, installation and the maintenance process.
- Water staff will continue with the membrane filtration cleaning process of the new membranes to extend their life also.

Commissioner Randall White asked for clarification regarding keeping the old membranes as a back-up. The Public Works Director stated that they would not be able to keep the old membranes as a back-up, as they have already exceeded their life cycle.

The Public Works Director reported that in April, the RI Department of Health will be conducting a Sanitary Survey of our water systems as required by the EPA. He further reported that this survey is conducted every three years.

#### **Transfer pumping/Reservoir-**

The Public Works Director reported that the Highway Department has assembled at the reservoir to work on the restoration of the stone wall and the bike path.

#### **Build-out analysis-**

The Public Works Director stated that he has attached a memo dated June 15, 2021 to his *Project Update Report dated March 2022*, regarding the water main extension applications on East Shore Road and that this memo summarizes available water supply from the Safe Yield Study of the reservoir and the build-out analysis. The Public Works Director stated that this matter is on the agenda, as requested by Commission Vice-President Meagher.

Commissioner Meagher stated that she wanted to get discussion going on this matter and that this will also be on the Town Council portion of the agenda for further discussion. Brief discussion followed.

#### **Distribution system-**

The Public Works Director reported the following:

- Water Department staff have been out locating and marking existing valves, watermains and services along Narragansett Avenue, for our watermain replacement project.
- We have provided our annual report to the RI Department of Health for our cross-connection control program. We will be sending out informational flyers with the next water and sewer bills, to help educate customers on the importance of this matter.

It was the consensus of the Commission, to accept the Public Works Director's report, as submitted.

**LETTERS AND COMMUNICATIONS**

(None)

**UNFINISHED BUSINESS**

(None)

**NEW BUSINESS**

- 1) New Build-out analysis as requested by Vice-President Meagher Previously discussed.
- 2) Finance Director's Report: Comparison of the Water Budget to Actuals as of February 28, 2022
- 3) Finance Director's Report: Comparison of the Sewer Budget to Actuals as of February 28, 2022

Administrator Hainsworth stated that the Finance Director is available, if the Commission has any questions pertaining to the Water and Sewer Budget to Actuals.

**ADJOURNMENT**

Motion was made by Commissioner Randall White, seconded by Commissioner Michael White to adjourn the meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners at 6:46 PM. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye

Attest:

Denise Jennings  
Water and Sewer Clerk

## Project Update March 2022

### WELLS

JR-1, JR-3

- JR-1 is in service.

### TREATMENT PLANT

- In February I reported that the water department experienced operational failure of our membrane filters at the treatment plant. The cause was traced to microbial fouling where a biofilm developed on the membrane surfaces impacting water production. For the past several weeks the staff has implemented clean in place procedures. They have found that after each cleaning the filter efficiency improved and production and run times between cleanings increased. It appears that the procedures have made a positive impact and that we may be returning to filter efficiencies we observed before December. We will continue with the clean in place procedures until the new filters arrive in the fall.
- Every three years the RI Department of Health conducts a Sanitary Survey of our water system as required by the EPA. A sanitary survey is a review of a public water system to assess their capability to supply safe drinking water. Staff from the Department of Health inspect our facilities and review records from our water department. They review raw water sources, treatment, distribution system, finish water storage, pumps, monitoring and reporting, management and operation, and compliance.

### TRANSFER PUMPING/RESERVOIR

- The highway department have mobilized to the reservoir to work on the restoration of the stone wall and bike path.
- There is an item to discuss build-out analysis for the water district. Attached to my Project Update report is a memo that I provided to the Commission in June 2015 regarding the water main extension applications on East Shore Road. This memo summarized available water supply from our safe yield study of the reservoir and the build-out analysis within our district. I hope it is helpful to our discussion.

### DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 60 MG

Usable Storage 60 Million Gallons

- Water Department staff have been locating and marking existing valves, watermain and services along Narragansett Avenue for the Surveyor to locate for the existing conditions plan for our watermain replacement project.
- Staff will begin our annual hydrant and watermain flushing program
- We provided our annual report to the Department of Health for our cross connection control program. This program enforces the installation of backflow devices on all services within our distribution system. There are 1545 service connections on our system. Based upon available records we have 460 protected by backflow device. In 2022 there were 120 new devices installed due to sales and plumbing permits. Our goal is to have 100% compliance throughout the system.

### WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for February was 0.69 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 1.2 million gallons due to rainfall and Inflow/Infiltration.

Town of  
Jamestown, Rhode Island

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PO Box 377  
Jamestown, RI 02835- 1509  
Phone: (401) 423-7220  
Fax: (401) 423-7229



**Date:** June 15, 2021

**To:** Board of Water and Sewer Commissioners

**From:** Michael Gray  
Public Works Director

**RE:** Water Extension Application  
East Shore Road

---

We have received a total of 5 applications for water services that will require an extension of the 8" watermain within East Shore Road in the Rural Water District. The following applications have been received:

1. Christina Paolino, 68 East Shore Road
2. Glenn and Marjorie Andreoni, 10 Seaview Avenue
3. John and Julie Shekarchi, 20 Seasview Avenue
4. Sandra Nardolillo 72 East Shore Road
5. Jeffrey and Debby Saletin 14 Seaview Avenue

I have attached a figure showing the location of the five lots requesting water service and the extension of the watermain in East Shore Road.

In May there were questions relative to the build-out projections for the district and available water supply. Based on the Water Supply Management Plan in 2016 there were 3,184 existing residential water customers on the water system. The buildout analysis completed by the Town of Jamestown in 2000 projected that an additional 223 dwelling units could be connected to the Town water system within the existing district at full-buildout. Using an average of 2.38 persons/household the number of customers is 3,589 at full build-out.

Lisa Bryer, the Town Planner, and I reviewed the 2014 comprehensive community plan update to determine the water system build-out to compare with the water supply management plan projections. Based on the comprehensive plan, 273 potential new units could be added to the municipal water system. This number includes vacant lots, sub dividable properties, and affordable housing units. The comprehensive plan also

includes both the urban district and lots within the rural district south of Hamilton Avenue and on Beavertail where watermain exists today. Based on these projections an additional 625 new residents could be added to the water system using 2.29 persons per household. The Comprehensive Plan study projected more units than the original 2000 study but the increase in population is less than the original 2.38 persons per household based upon updated census data at that time. Using the 2014 comprehensive plan update there will be a total of 3,809 customers at full build out. Today in 2021 there are 3,242 residential water customers on the system.

Since 2014 there have been 32 new dwelling units built in the urban water district and one accessory family dwelling unit based on building permit records. Therefore 241 units remain of the total build-out scenario for both urban and rural (south of Hamilton Ave) districts using the comprehensive plan estimate.

The per capita average day demand in the water district is 41 gallons/per person. Presently the average day demand for the entire water system is 152,000 gallons per day (GPD). Based on the additional 241 units there could be an additional 551 customers for full build out adding a demand of 22,591 GPD to our water system, increasing the total to 174,591 for the average day demand. Extensions north on East Shore Road have not been included in any of the build-out projections. One application was received in the past for an extension on East Shore Road but it was denied by the Commission.

I have attached a figure showing the Seaview Avenue neighborhood with the number of bedrooms indicated for each dwelling to determine the total daily demand for a watermain extension. RIDEM regulations estimate daily flows for single family dwellings at 2 people per bedroom with 115 GPD per bedroom unit. The average consumption for Jamestown water is 41 GPD per person and the census data is 2.29 people per household. Using the RIDEM estimates for two people per bedroom is more conservative in determining the total average daily demand for this exercise.

The total daily water use for just the 5 applications received is 1725 GPD using DEM water use estimates and 1230 GPD using the average for Jamestown with 2 per bedroom. If all 24 households were to connect to an extension around Seaview Avenue, the demand would increase to a total of 8,740 GPD using DEM water use estimates or 6,232 GPD using the average for Jamestown.

## **SAFE YIELD**

Safe Yield is that maintainable yield of water from a surface or ground water source or sources which is available continuously during projected future conditions, including a repetition of the most severe drought of record, without creating undesirable effects. The safe yield study performed in 2000 modeled the two reservoir systems in Jamestown based upon the drought of record that occurred in RI in the 1960s to determine the daily estimate of our supply.

The Safe Yield for North Pond is 185,000 gallons per day based upon the study conducted in 2000. South Pond can provide 100,000 gallons per day but unfortunately transferring water to North Pond can only be used when South Pond is spilling over. During the peak summer season and into the fall, South Pond does not spill over so water cannot be transferred. Therefore, this additional source is not reliable for estimating our safe yield capacity. Well JR-1 can provide an additional 50,000 gallons per day when in use. During drought conditions the well pump must be monitored for the level of water in the well. The well pump is turned off when the groundwater level reaches the pump elevation in the well.

## CONCLUSION

To determine the safe yield of a water source the study is based on projected future conditions that include a repeat of the most severe drought of record experienced. This period for RI was through the 1960s and not the drought conditions that caused the reservoir to go dry in 1993. Since 1993 well JR-1 was placed on line and we now have the ability to transfer water from South Pond to North Pond. Both have added to our overall supply but they are not reliable in determining the overall safe yield of the system. The monthly trending reports that I provide to the commission indicate that our average day demand is above our safe yield for approximately 5-6 months every year during our peak season. Daily averages can also exceed 350,000 gallons per day on weekends during the summer. When you factor in the remaining 6 months outside of the peak season the average day demand is 152,000 GPD for the year.

We cannot predict what the build out scenario will look like for Jamestown or when that may occur. Future demands on the water system are based upon lots available for development and estimates on housing units. What is not included are increases due to changes in commercial uses or the addition of accessory units beyond the projected number of 25 in the comprehensive plan for build out. As of this year only 1 accessory unit has been built based upon the building permit records.

It is our responsibility to manage our water resources to ensure an adequate supply to accommodate present and future needs for our community within the water district. These assets are owned and paid for by the customers within the district. Extensions are prohibited in the rural district by our regulations. In the past the commission has allowed an extension in the rural areas south of Hamilton Avenue and Beavertail when it has improved the quality or quantity of water furnished to existing water uses as allowed by regulation.

The applicants make a compelling argument for their need to connect to the water system. They have provided testimony that their wells do not produce sufficient water to support the dwelling and that the water quality is now impacted by salt water intrusion.

Jamestown Shores residents have been experiencing the same conditions over the years and have been able to manage the issues of groundwater quality and quantity with

technology and increasing storage. The reports provided by Christina Paolino for 68 East Shore Road in support of the application states that there are no alternatives available for a new well and that treatment is not an option due to the poor water quality onsite. Applications received from 10 Seaview, 20 Seaview, 14 Seaview, and 72 East Shore Road do not have the supporting documentation for each of their wells but all owners state that they experience the same problems of salt water intrusion and lack of available water during periods of the year.

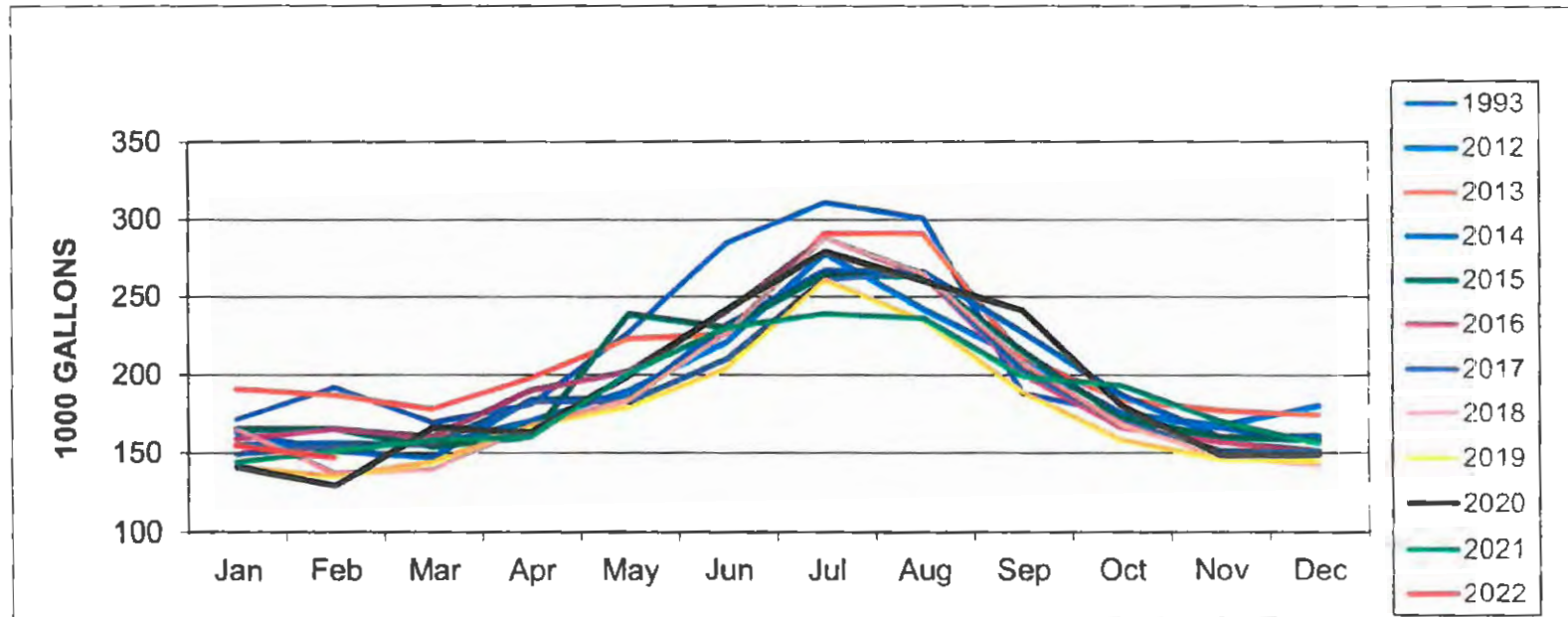
If the Commission is planning to provide additional water to the rural district we must do a more in depth study to determine where water mains will be allowed and how the water is managed for future growth in the community. The Comprehensive community plan build out analysis projected 85 vacant lots (100 units), 40 sub-dividable properties (88 units), and 85 units of affordable housing for the 273 potential new units in both the Urban and Rural districts on the water system but not East Shore Road. Past Commissions have not approved extensions on East Shore Road fearful that the main would creep north as one property after another apply with similar onsite issues with wells. I cannot predict how far this main will go north if allowed but we must assume there are others experiencing difficulty. In the past year I have been contacted by property owners on Highland Drive as well, to determine the feasibility of water extensions in that neighborhood.

The homeowners that have applied will want an answer to determine the direction they must take to get potable water. The commission will need to weigh making decisions for new connections now knowing that there will be denial for development somewhere in the district in the future. Water resources are finite and must be available continuously without creating undesirable effects for all uses that are on the system in the future.



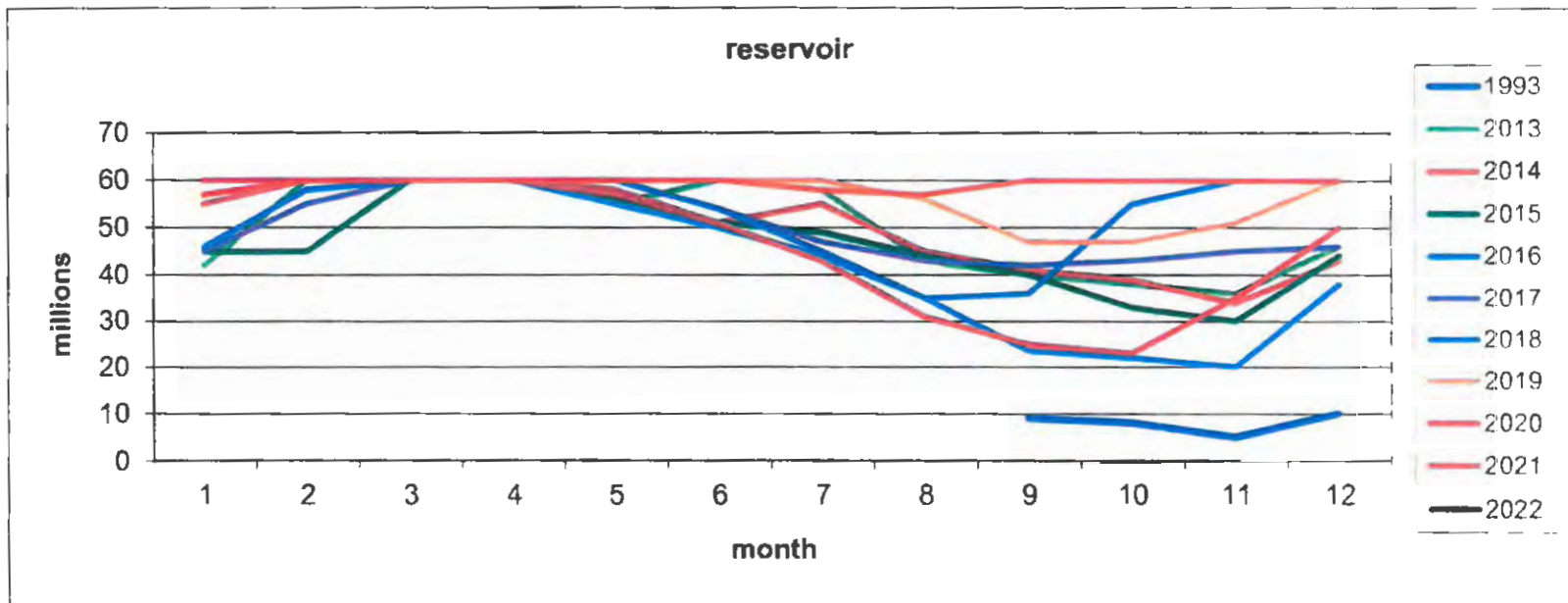
	1993	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Jan	171	173	239	172	155	191	163	165	159	149	165	141	141	144	155
Feb	192	173	210	158	156	187	151	165	165	155	137	135	129	151	147
Mar	169	165	198	157	155	178	147	154	160	156	139	144	166	158	
Apr	181	196	210	180	170	198	184	160	190	183	167	167	163	160	
May	227	195	180	212	190	223	185	239	202	183	184	179	200	201	
Jun	285	215	218	226	221	226	232	230	240	210	227	204	242	230	
Jul	311	277	274	279	278	291	267	264	288	261	288	261	279	239	
Aug	301	290	251	254	242	291	266	263	264	266	265	235	260	236	
Sep	188	245	193	205	210	212	227	215	201	203	208	189	241	199	
Oct	175	259	182	175	175	184	187	172	166	170	168	158	180	193	
Nov	166	226	160	164	167	177	160	160	157	151	148	146	149	170	
Dec	158	230	167	158	180	174	161	158	151	151	142	145	149	156	

### PUMPING REPORT



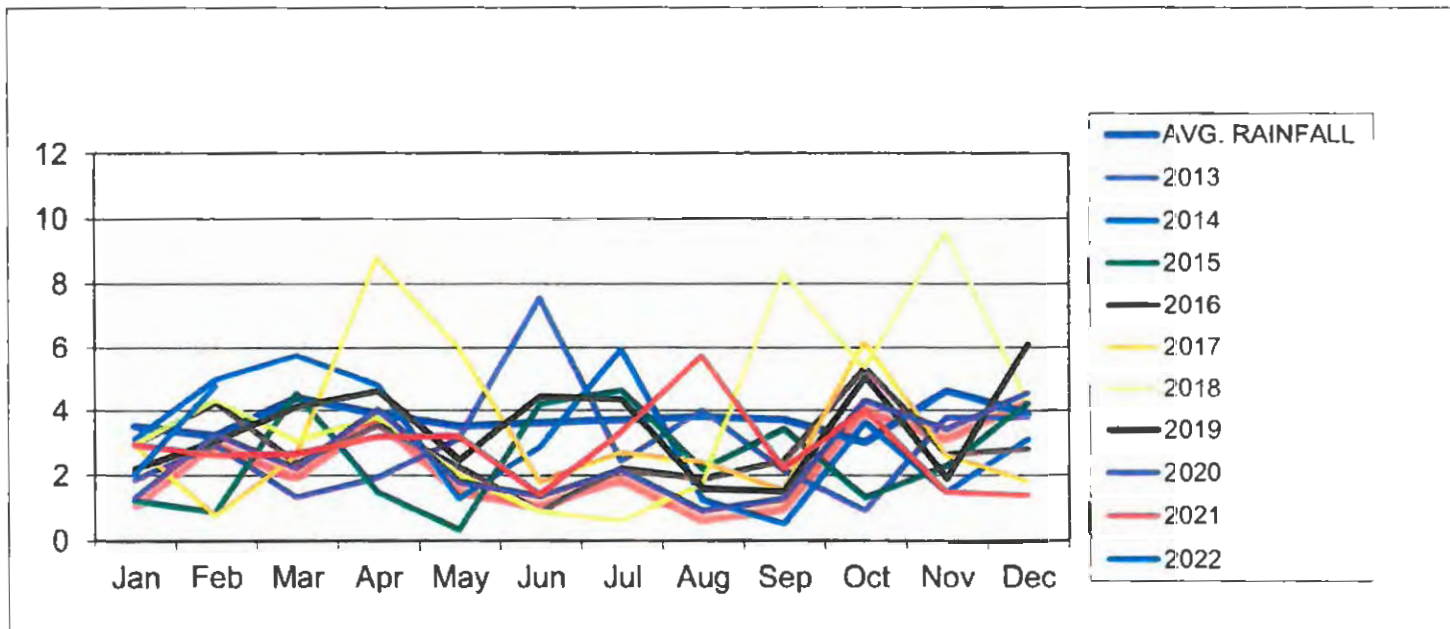
## RESERVOIR LEVEL

	1993	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Jan		60	42	55	45	46	45	60	60	60	57	60
Feb		60	60	60	45	58	55	60	60	60	60	60
Mar		58	60	60	60	60	60	60	60	60	60	60
Apr		60	60	60	60	60	60	60	60	60	60	60
May		60	55	58	56	55	60	60	60	57	60	60
Jun		54	60	51	51	50	54	54	60	51	60	60
Jul		49	58	55	49	44	47	45	60	43	58	58
Aug		43	43	45	44	35	43	35	56	31	57	57
Sep	9	40	40	41	40	23.5	42	36	47	25	60	60
Oct	8	38	38	39	33	22	43	55	47	23	60	60
Nov	5	35	36	34	30	20	45	60	51	35	60	60
Dec	10	42	46	43	44	38	46	60	60	50	60	60

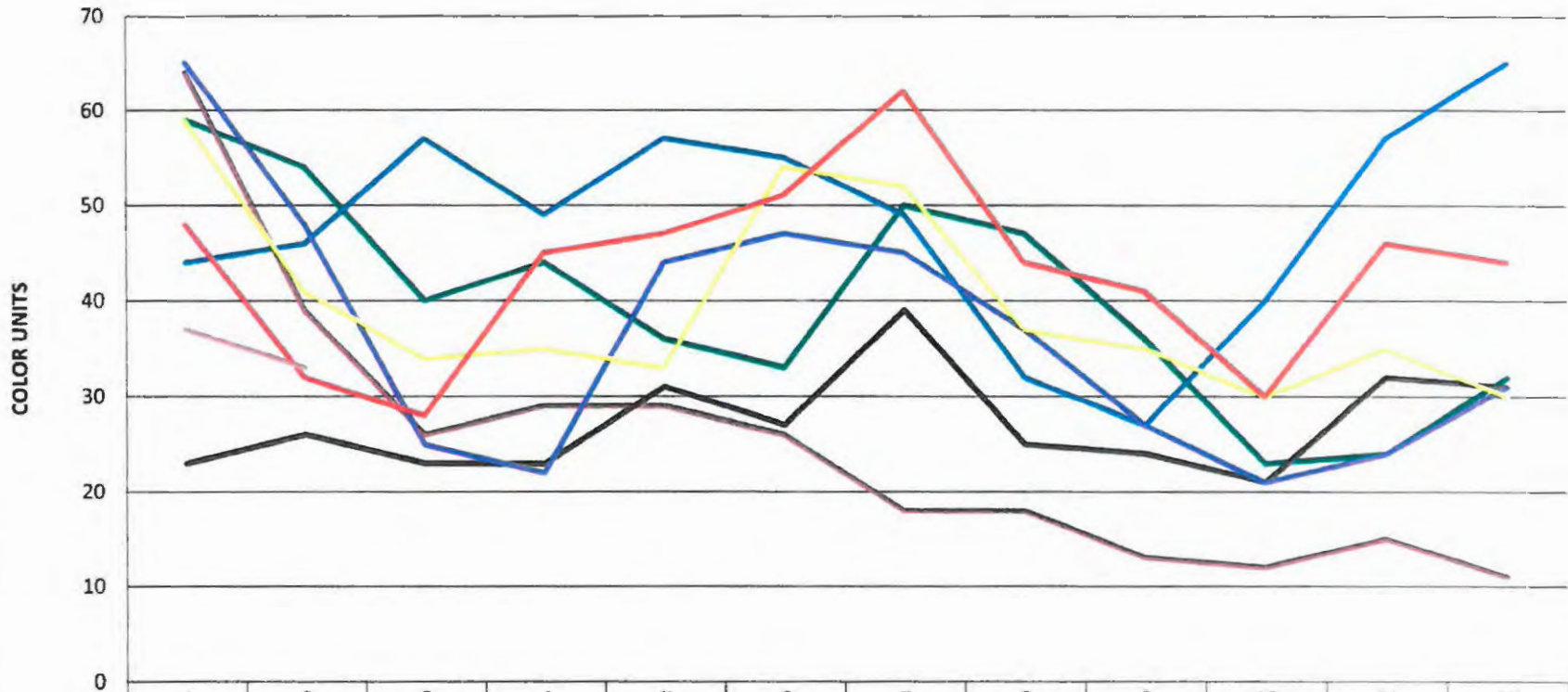


	AVG. RAINFALL	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Jan	3.5	1.85	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04
Feb	3.2	2.94	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62	4.77
Mar	4.4	1.32	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	
Apr	3.9	1.92	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	
May	3.5	3.11	1.27	0.32	2.24	6.03	2.03	2.46	1.79	3.2	
Jun	3.6	7.55	2.86	4.2	0.89	1.79	0.89	4.44	1.36	1.4	
Jul	3.7	2.42	5.93	4.63	2.19	2.7	0.61	4.33	2.16	3.3	
Aug	3.8	3.98	1.23	2.17	1.88	2.4	1.73	1.58	0.91	5.71	
Sep	3.7	2.13	0.5	3.41	2.42	1.54	8.35	1.49	1.27	2.19	
Oct	3	0.9	3.61	1.31	5.33	6.18	5.34	5.04	4.29	4.03	
Nov	4.6	3.76	1.47	2.27	2.63	2.61	9.61	1.89	3.39	1.47	
Dec	3.9	3.76	3.1	4.2	2.79	1.81	4.33	6.09	4.53	1.38	
Total	44.8	35.64	38.59	30.59	33.45	40.18	47.02	41.29	30.5	34.08	6.81

### RAINFALL



## Transfer Pumping NORTH POND WATER QUALITY



	1	2	3	4	5	6	7	8	9	10	11	12
2015	59	54	40	44	36	33	50	47	36	23	24	32
2016	64	39	26	29	29	26	18	18	13	12	15	11
2017	23	26	23	23	31	27	39	25	24	21	32	31
2018	44	46	57	49	57	55	49	32	27	40	57	65
2019	65	48	25	22	44	47	45	37	27	21	24	31
2020	59	41	34	35	33	54	52	37	35	30	35	30
2021	48	32	28	45	47	51	62	44	41	30	46	44
2022	37	33										



TOWN OF JAMESTOWN WWTF  
MONTHLY REPORT  
February 2022

Douglas Ouellette, Superintendent

Parameters

	<u>Monthly Avg.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.6974 MGD	.73 MGD	
Daily Max	1.202 MGD		
BOD Removal	99.2%	85%	% Removed
TSS Removal	92.0%	85%	% Removed
Fecal Coliform	1.19	No limit, report only	
Enterococci	3.10	(<35 cfu/100ml Monthly) (<276 cfu/100ml Daily)	

**Environmental Compliance (Violations)**

There are no violations to report for the month of February.

**Complaints**

There were no complaint(s) received for the month of February.

**Alarms**

There was one alarm to report for the month of February. (1) low Cl2 alarm.

**Septage**

The facility received no septage for the month.

**Sludge Production**

The facility processed 25,500 gallons of sludge through Wastewater Services Incorporated.

**Maintenance Management**

The Crew completed 57 work orders for the month of February.

### Chemical Use

The facility used 926 gallons of Sodium hypochlorite and 0 pounds of lime for process control.

### Collection System

28 pump station inspections were completed. 12 Gen Set inspections were performed. All stations are operating as designed.

### Energy Use

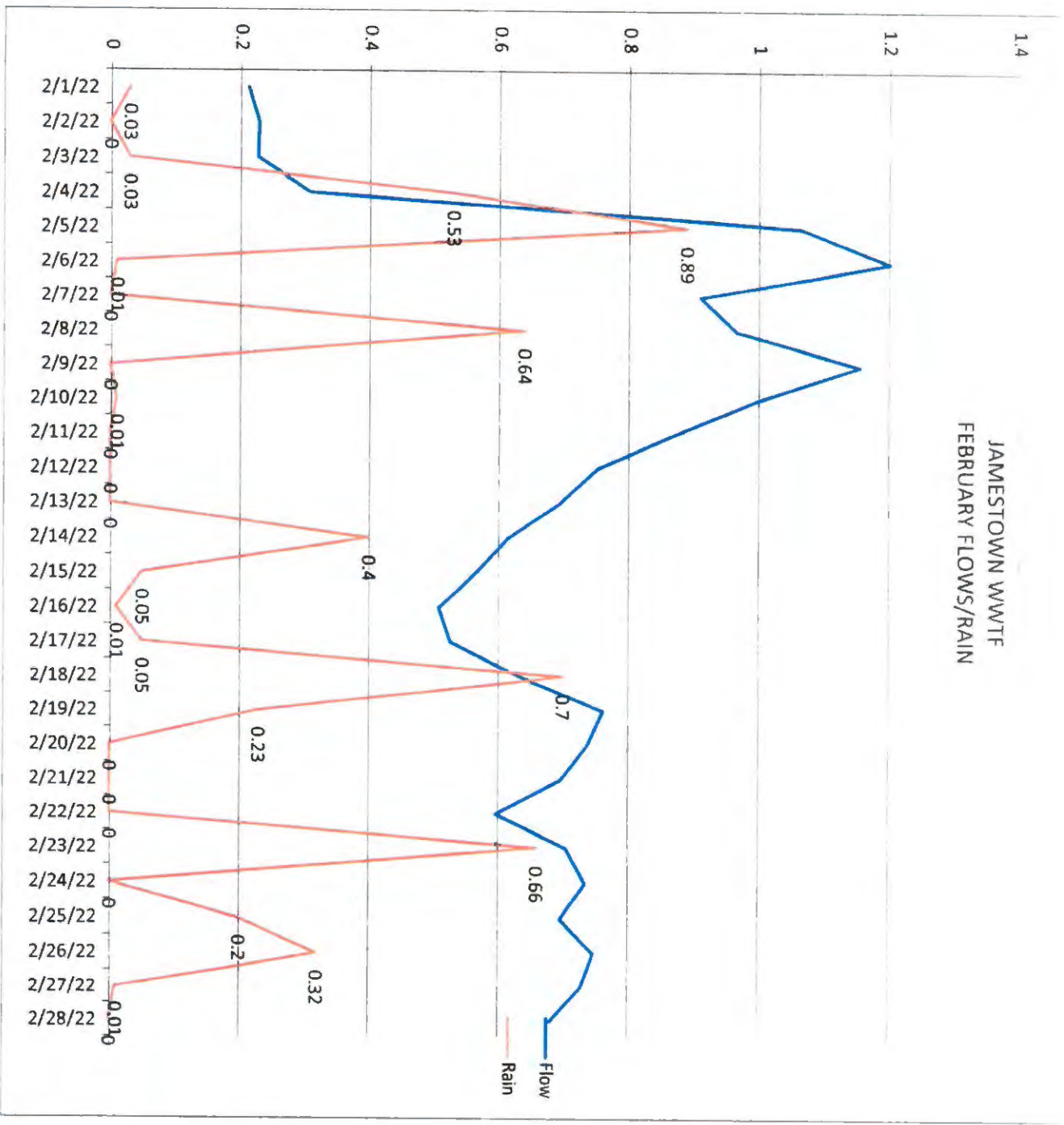
Energy use at the plant for the month was: 218 KWH

### Precipitation

Precipitation measured in at 4.77"



Graphs





### A new Build Out Analysis

I propose that the town engage in a thorough, fact finding review of our community to replace the "build out analysis" completed many years ago. The old analysis reviewed the village area, the water and rural water districts, in an effort to see the potential for future development. I suggest a new review should not just look at empty lots, but all properties, because as we are witnessing, the desire to redevelop existing structures is becoming ferocious. And the impacts of such development on not only the water district but the single source aquifer that serves all of Jamestown, is enormous.

This analysis would look at the patterns of development that exist in Jamestown now, in an effort to consider and predict the potential for development and redevelopment. We would use tax assessor data to create a mapped data base that reveals building size and the number of bedrooms and baths. In the village, or rather the water district specifically, we would add the Water department records that reveal water use per lot and per bedroom. In the areas outside of the water district, we would utilize the information provided by RIDEM regarding septic systems, as well as tax assessor data. Simply comparing the current use data with the potential use of the existing properties gives us information about the status of our water system.

**Why? What's the point of doing this?** First of all, we need better data. If we are to continue to deny (or approve) connections to the water system, we need real information to back us up.

We also need information that reveals the potential for development and redevelopment. For example, the low lying apartment building at 63 Conanicus Ave housed 5 apartments and 6 bedrooms, according to tax assessor records. That has been replaced with three multistory structures that house at least ten bedrooms in total. These new buildings represent not only an enormous change in the physical presence of the structures, but in the use of our most precious resource, water. And in the water district, we must also consider our second most precious resource, the capacity of our sewer system to accommodate our waste.

We need to be able to predict a future where our citizens will still have water. As water commissioners we need to think about the restrictions we may need to install (or relax) and the water conservation or transformation methods we need to test out or establish, such as the use of gray water in residential homes.

And as town councilors, we may want to consider if water use, specifically articulated in the number of bedrooms per lot, is a more appropriate means of organizing development than just the current zoning regulations.

While I would request that this effort be completed by the town, I bring it before the Board of Water and Sewer because the implications for our Water and Sewer Regulations may be the most profound.



## Project Update April 2022

### WELLS

JR-1, JR-3

- JR-1 is in service.

### TREATMENT PLANT

- We had an initial meeting with SUEZ to discuss delivery of our new filters. The steel tanks that house the filters require maintenance of the paint and coating system. We determined that any coating should be addressed before or at the time the filters are being installed. We are working with staff from SUEZ on a schedule for the work to be completed.
- Filter efficiencies continue to improve with production and run times approaching pre-December 2021 levels. Staff continue to implement the management practices that we have put into place to maintain the membranes until the new ones arrive.
- Our Sanitary Survey is scheduled on April 26, 2022 with the RIDOH staff. It will be a full day of inspections of our facilities and review records from our water department. They review raw water sources, treatment, distribution system, finish water storage, pumps, monitoring and reporting, management and operation, and compliance.

### TRANSFER PUMPING/RESERVOIR

- We met with staff from the RIDEM and CRMC to discuss our application for a grant to fund the Phragmite project at South Pond. The RIDEM staff reviewing the applications support our project. At the meeting we discussed approaching it more as a pilot project where we experiment with different excavation depths and methods for cutting to determine what may be cost effective in dealing with the Phragmites. All materials will need to be disposed of at RI Resource Recovery at \$120/ton.

### DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 60 MG

Usable Storage 60 Million Gallons

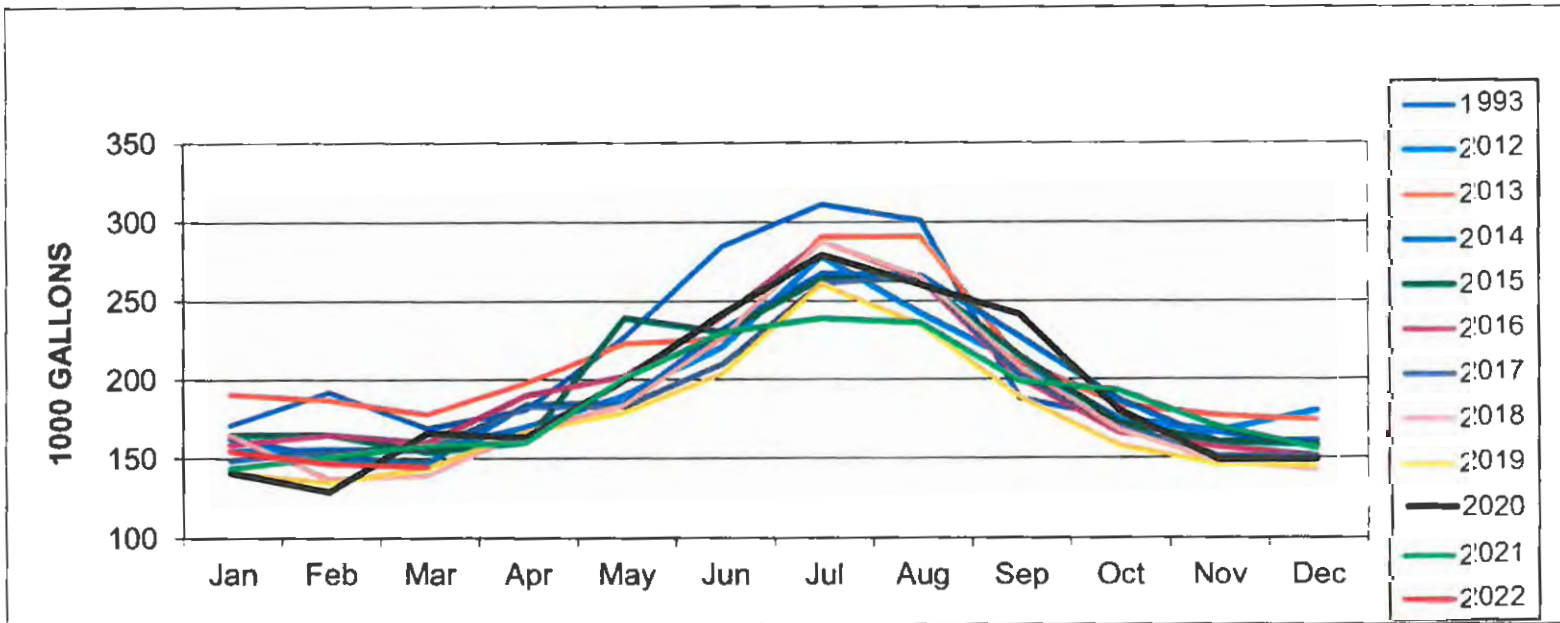
- We began our annual hydrant flushing program during the week of April 11<sup>th</sup>.
- Progress is being made, although slow, with the water tower painting project. All cell carriers are now working with the Town to accommodate the project. One carrier will be moving equipment from the south to the North Tower, another carrier is removing equipment from the south tower, and the third is reviewing options on upgrades but will work with our painting contractor on managing the equipment during the proposed work. Our Final Plans are being submitted to the RI Department of Health for their review.

### WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for March was 0.52 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.74 million gallons due to rainfall and Inflow/Infiltration.
- The Contractor started preparing wiring for the replacement of the generator that failed at Pump Station #3 located at West Ferry. We are still waiting on delivery of the new generator. From speaking with Staff at RIDEM it appears that supply chain delays are also a problem for other wastewater departments.

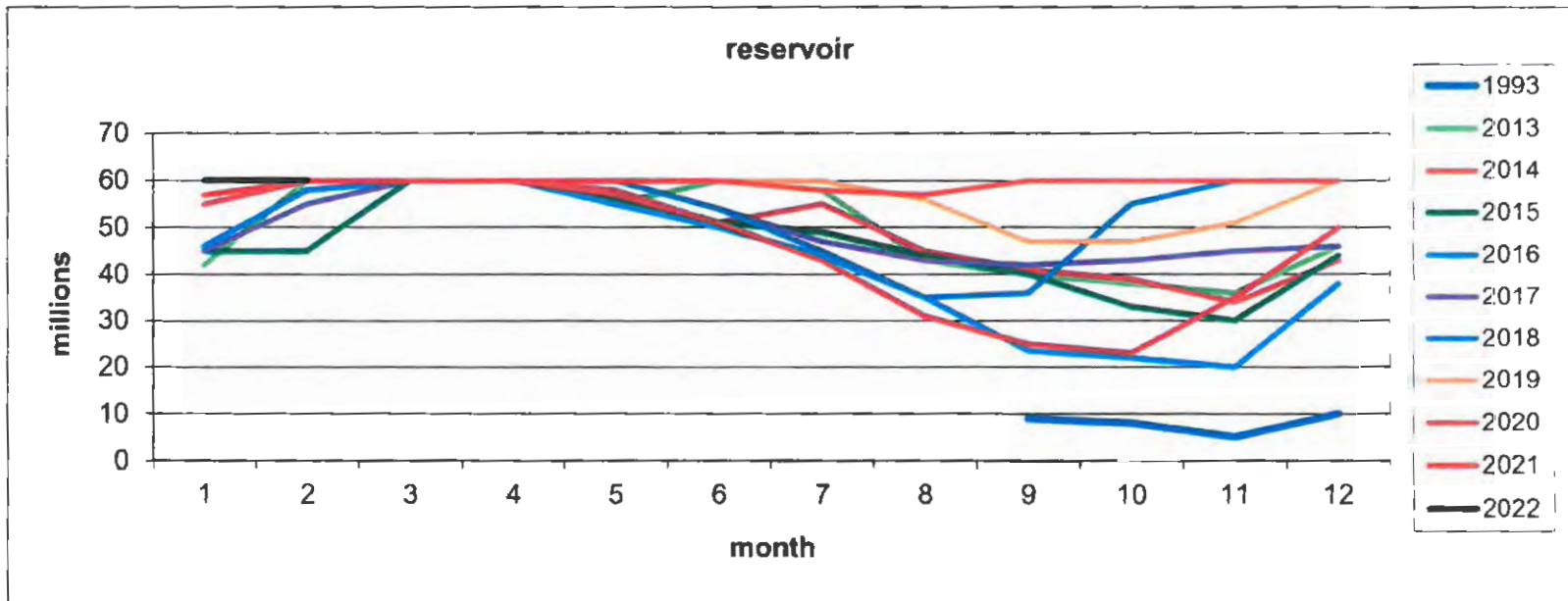
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### PUMPING REPORT



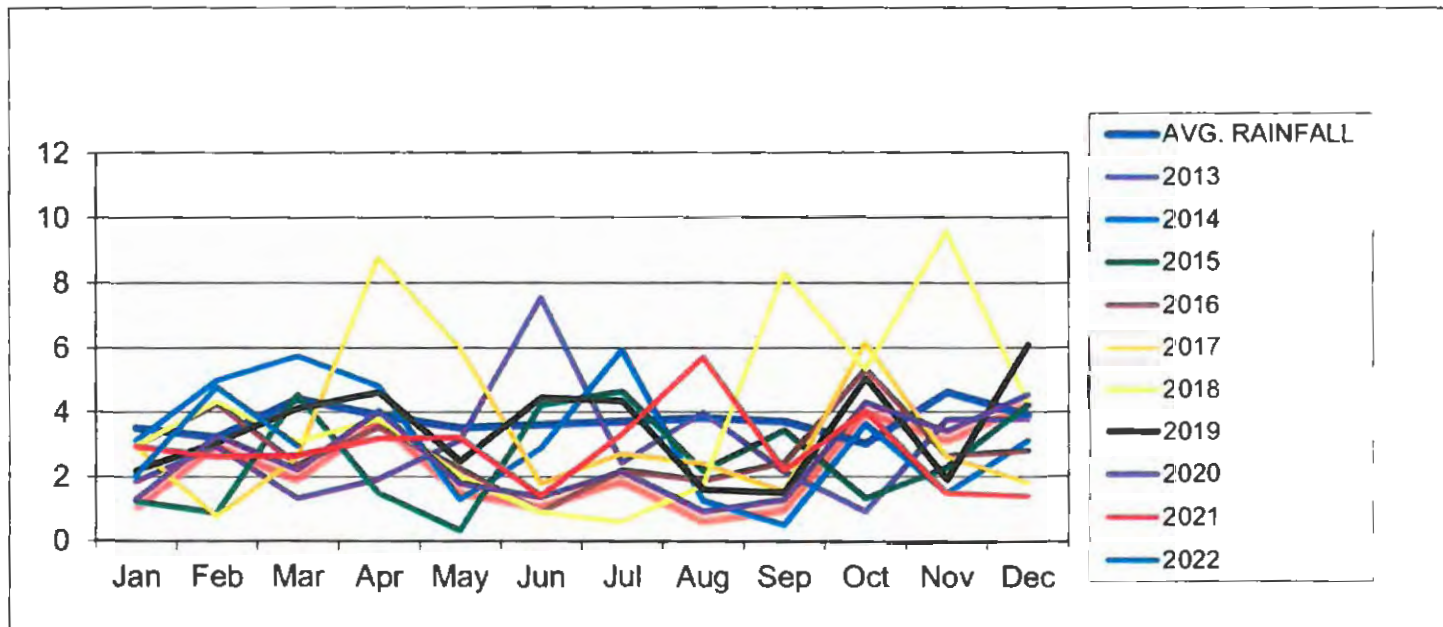
## RESERVOIR LEVEL

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May		60	55	58	56	55	60	60	60	57	60	60
Jun		54	60	51	51	50	54	54	60	51	60	60
Jul		49	58	55	49	44	47	45	60	43	58	60
Aug		43	43	45	44	35	43	35	56	31	57	60
Sep	9	40	40	41	40	23.5	42	36	47	25	60	60
Oct	8	38	38	39	33	22	43	55	47	23	60	60
Nov	5	35	36	34	30	20	45	60	51	35	60	60
Dec	10	42	46	43	44	38	46	60	60	50	60	60



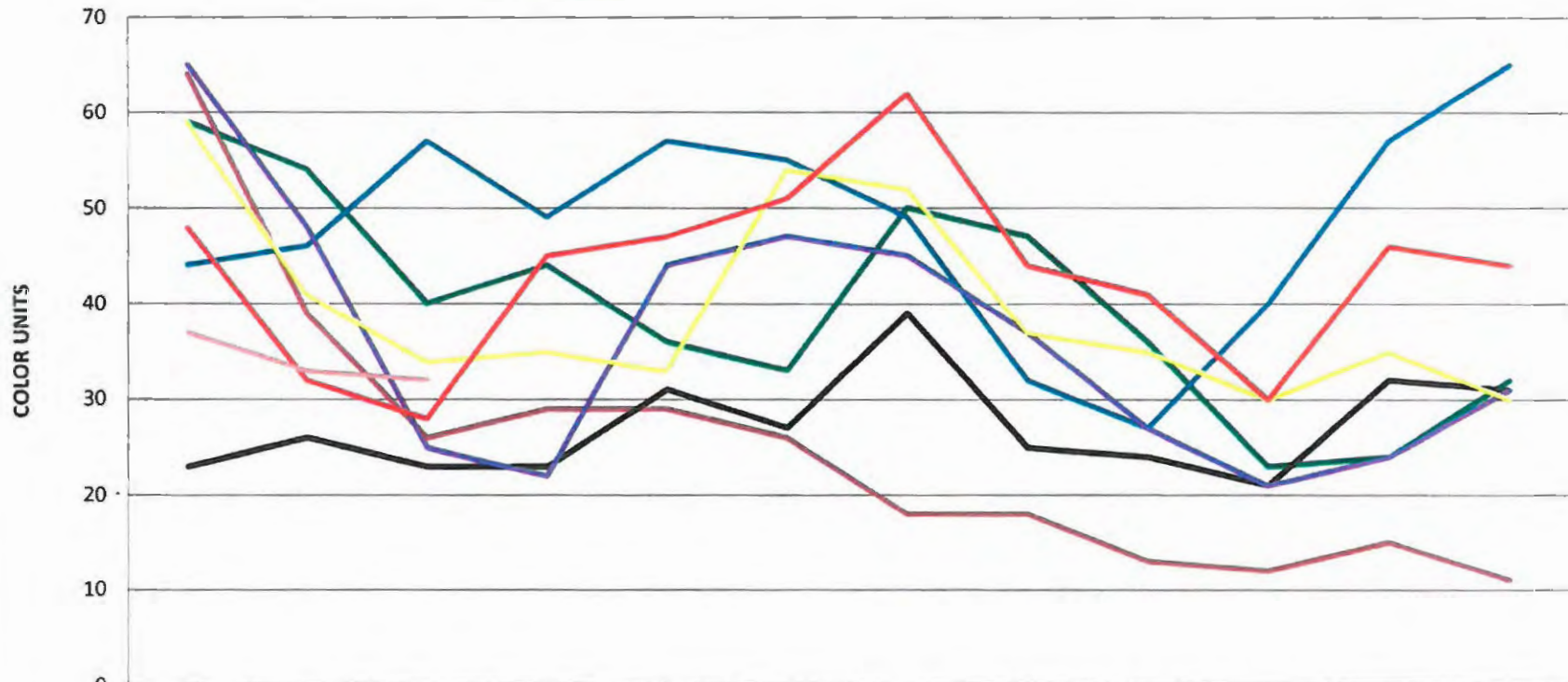
	AVG. RAINFALL	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
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Mar	4.4	1.32	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94
Apr	3.9	1.92	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	
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Dec	3.9	3.76	3.1	4.2	2.79	1.81	4.33	6.09	4.53	1.38	
Total	44.8	35.64	38.59	30.59	33.45	40.18	47.02	41.29	30.5	34.08	9.75

### RAINFALL





## Transfer Pumping NORTH POND WATER QUALITY



	1	2	3	4	5	6	7	8	9	10	11	12
2015	59	54	40	44	36	33	50	47	36	23	24	32
2016	64	39	26	29	29	26	18	18	13	12	15	11
2017	23	26	23	23	31	27	39	25	24	21	32	31
2018	44	46	57	49	57	55	49	32	27	40	57	65
2019	65	48	25	22	44	47	45	37	27	21	24	31
2020	59	41	34	35	33	54	52	37	35	30	35	30
2021	48	32	28	45	47	51	62	44	41	30	46	44
2022	37	33	32									



TOWN OF JAMESTOWN WWTF  
MONTHLY REPORT  
MARCH 2022

Douglas Ouellette, Superintendent



**Parameters**

	<u>Monthly Avr.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.5183 MGD	.73 MGD	
Daily Max	.7410 MGD		
BOD Removal	100.0%	85%	% Removed
TSS Removal	95.0%	85%	% Removed
Fecal Coliform	1.54	No limit, report only	
Enterococci	1.0	(<35 cfu/100ml Monthly) (<276 cfu/100ml Daily)	

**Environmental Compliance (Violations)**

There were 0 violations to report for March.

**Complaints**

There were no complaints received for March 2022.

**Alarms**

There were no alarms in the month of March.

**Septage**

The facility received 8000 gallons of septage for March.

**Sludge Production**

The facility processed 52,500 gallons of sludge through Wastewater Services Incorporated.

### **Maintenance Management**

At pumping station #2 the #2 pump was removed from its base and the impeller was adjusted to improve the pumps efficiency, it worked well and the pumps performance is much better. At pumping station #3 the removal of the fire damaged genset has been started by the Light Ship Group. On Brook St approximately a 6' section of 8" concrete collapsed sewer line was replaced and the debris in the downstream manholes removed. In all 64 work orders were completed in March.

### **Chemical Use**

The facility used 656.8 gallons of Sodium hypochlorite was used for disinfection.

### **Collection System**

31 pump station inspections were completed. All stations are operating as designed.

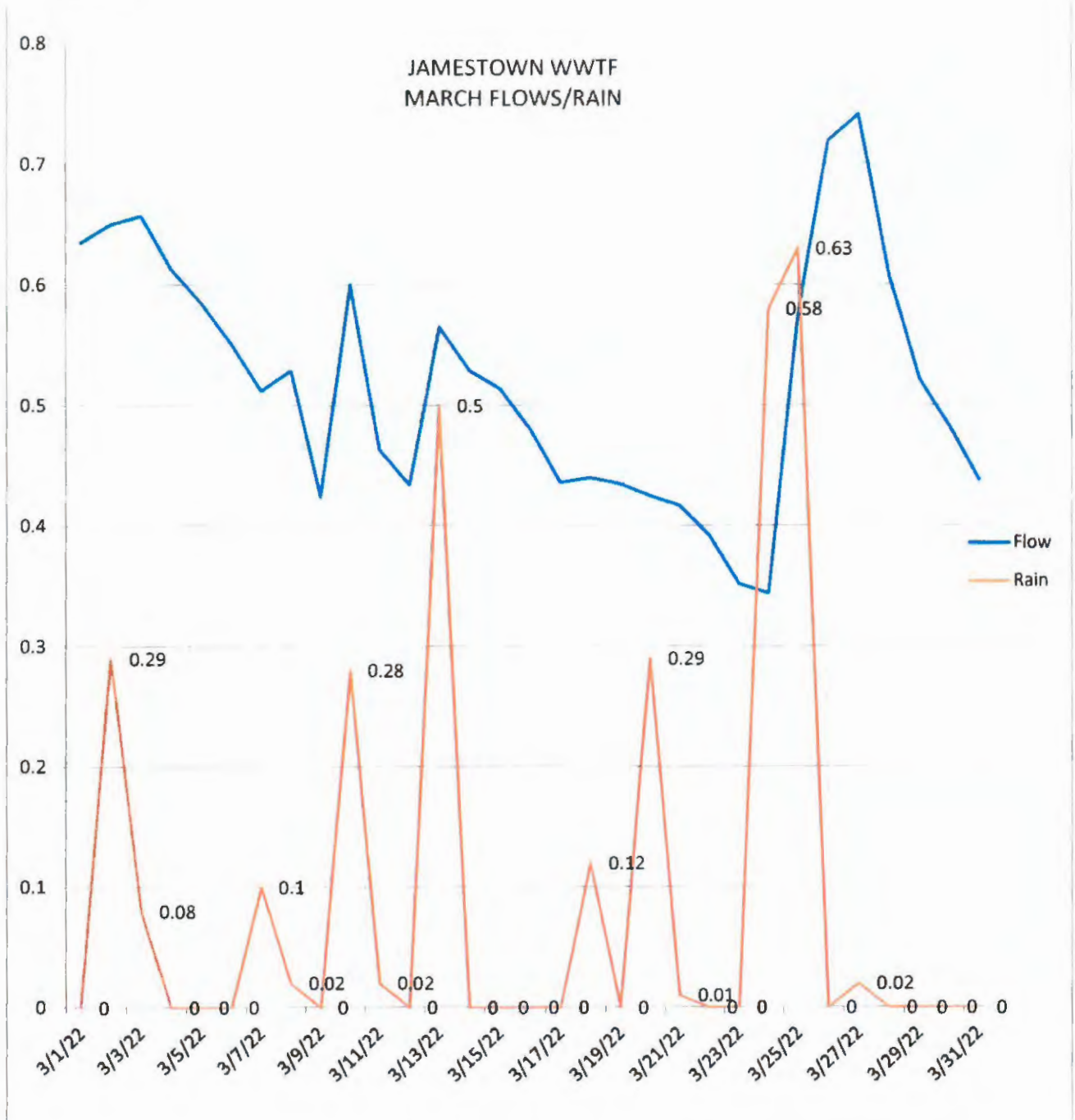
### **Energy Use**

Energy use for March was: 226 Kwh

### **Precipitation**

Precipitation for March was 2.94"

**Graphs**







**Rhode Island Department of Human Services**  
25 Howard Avenue, Louis Pasteur Building, Cranston, RI 02920

### **2022-2023 Rhode Island LIHWAP Contractor Agreement**

The purpose of this Contractor Agreement (hereinafter referred to as the "Agreement") is to establish the terms and conditions of participation by Contractor of water and wastewater services in the **2022-2023 Low-Income Home Water Assistance Program ("LIHWAP")**. As set by Term Eleven in the [Supplemental Terms and Conditions](#) issued by the Administration for Children and Families ("ACF"), Office of Community Services ("OCS") for LIHWAP, Federal funds awarded under this grant shall be used as part of an overall emergency effort to prevent, prepare for, and respond to the COVID-19 pandemic, with the public health focus of ensuring that low-income households have access to drinking water and wastewater services. The conditions referenced in this Agreement apply to water and wastewater services provided to households eligible for the Rhode Island Low-Income Household Water Assistance Program.

This Agreement is a contract between the RI Department of Human Services (hereinafter referred to as "the Department"), and the \_\_\_\_\_ (hereinafter referred to as "the Contractor") for the provision of water bill payments to assist low-income households with water and wastewater reconnection or prevention of disconnection of service and reduction of ongoing services.

The parties acknowledge that this Agreement and the services provided by the Contractor are governed by and subject to all federal and state laws and regulations governing LIHWAP, including but not limited to the LIHWAP [Supplemental Terms and Conditions](#).

#### **PART I: AGREEMENT TERMS, MODIFICATIONS AND IMPORTANT DATES**

This Agreement shall be in effect from **the date the last party signs the Agreement through September 30, 2023**. The Agreement shall not bind, nor purport to bind, the Department for any commitment in excess of the original Agreement period. Any and all modifications to this Agreement shall be in writing and agreed upon by both parties.

This Agreement will terminate effective immediately upon determination by the Department that the Contractor is not in compliance with the terms of this Agreement. Either the Department or the Contractor may terminate this Agreement with or without cause and without cost by giving the other party at least thirty (30) calendar days written notice. Termination by either party shall not discharge any obligation owed by either party on behalf of the household that has been awarded the benefit.

#### **Important dates are provided below:**

March 28, 2022	Target 1 <sup>st</sup> day for application: First day for acceptance of drinking water/wastewater bills that can be paid by the program.
September 15, 2023	*Last day that a household can apply to establish its eligibility for benefits.

September 30, 2023	*Last day a household can submit drinking water/ wastewater utility bills.
October 30, 2023	**Community Action Agencies must receive refunds from water and wastewater contractors. Refunds must include identifying information including the client's name, service address, and the date the Contractor was notified of the grant.

\* Subject to change, depending on availability of LIHWAP funds.

\*\* Subject to change, if LIHWAP funds are exhausted prior to September 30, 2023, Contractor will be notified by Agency and have 45 days to send any refunds.

## **PART II: CONTRACTOR INFORMATION**

### **Water and Wastewater Utility Information Form**

<b>Company Name:</b>	<b>Doing Business As (DBA), if applicable:</b>
<b>Contractor Legal Name (as used on Federal Tax Return for Business):</b>	<b>Company Owner Name, if applicable:</b>
<b>Type of Entity:</b> <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Government Entity <input type="checkbox"/> Trust <input type="checkbox"/> Estate  <b>Utility:</b> <input type="checkbox"/> Investor Owned <input type="checkbox"/> Municipal <input type="checkbox"/> Cooperative <input type="checkbox"/> Limited Liability Company (LLC) <b>Is the LLC incorporated?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Single Member or <input type="checkbox"/> Multiple Member	<b>Taxpayer Identification (ID) Number:</b>  <hr/> <input type="checkbox"/> Social Security Number (SSN) <input type="checkbox"/> Employer Identification Number (FEIN) <input type="checkbox"/> Individual Taxpayer Identification Number (ITIN)
<b>Program Primary Contact Name/Title:</b>	<b>Telephone Number:</b>
<b>Office Physical Address:</b>	<b>Mailing Address for Correspondence:</b>
<b>Email Address:</b>	<b>Office Fax Number:</b>
<b>Contact Name/Title Regarding Payments:</b>	<b>Telephone Number Regarding Payments:</b>

<b>Mailing Address for Payments:</b>	<b>Email Address Regarding Payments:</b>
<b>Indicate the type(s) of service provided and billed by Contractor in pursuant to this Agreement:</b>	
<input type="checkbox"/> <b>Water Fees</b> <input type="checkbox"/> <b>Wastewater/Sewer Fees</b> <input type="checkbox"/> <b>Other</b> _____	

<b>LOCALITIES SERVED: Please indicate which cities and towns you serve in Rhode Island.</b>					

**Role of Community Action Agencies**

The Department is administering the Low-Income Household Water Assistance Program (LIHWAP) in conjunction with the Community Action Agencies in Rhode Island. The responsibilities of each Community Action Agency (hereinafter referred to as “the Agency”) are:

1. Enter into contract with the Department to implement the Low-Income Household Water Assistance Program to accept and process applications, determine eligibility according to standards set by the Department, communicate with applicants and Contractors, and disburse payments using funds invoiced from the Department.
2. Accept and review client applications and determine eligibility of household for payments.
3. Follow procedures that minimize the time elapsing between the receipt of funds and their disbursement to Contractor.
4. Notify the Contractor of those households that have been approved for LIHWAP and the eligible amount via email, phone or an online portal hosted by Contractor. This notification must occur timely enough to avert disconnection of service, any additional charges, and ensure reconnection when appropriate.
5. Make payments in a timely manner to the Contractor on behalf of eligible household for the term of this agreement.
6. Follow sound fiscal management policies, including, but not limited to segregation of funds from other operating funds of the Agency.
7. Notify Customer and Contractor of the customer’s eligibility and total benefit amount.
8. Incorporate policies that assure the confidentiality of eligible household’s usage, balance, and payments.
9. Notify Department of special cases needing review for possible program exceptions, such as but not limited to tenants not having running water due to absentee landlord or landlord not paying water and wastewater services causing shutoff or threat of services being disconnected. Any and all exceptions to

LIHWAP qualification guidelines must sent in writing to be reviewed case by case basis and may be authorized for assistance by Department.

- 10. Upon request of Contractor, provide a statement verifying income of an eligible household for the sole purpose of determining moratorium eligibility, within the statutory guidelines of confidentiality.

**PART III: GENERAL PROVISIONS FOR WATER AND WASTEWATER CONTRACTORS**

**Full Name of Contractor**

\_\_\_\_\_ **Enter the Full Legal Name of Business**

hereinafter referred to as "Contractor," does hereby agree that it and any and all of its trade name(s) and DBA(s) shall:

Comply with all applicable federal, state, and local government standards, licensing and permit laws and ordinances, and such other requirements as are necessary for the lawful providing of services required of the Contractor under the terms of this Agreement and to adhere to any duly issued administrative directives of an authorized Agency, which for purposes of this Agreement shall mean an Agency authorized by the Rhode Island Department of Human Services to perform LIHWAP intake and to administer LIHWAP payment to Contractors.

I, \_\_\_\_\_, as an authorized agent for

\_\_\_\_\_ (Contractor), hereby agree to the conditions listed below and therefore agree to participate in the Low-Income Household Water Assistance Program (LIHWAP) which is administered by Department:

**Terms and Conditions:**

- 1. Provide the Department and Agency a copy of the Employer Identification Number document or Social Security card which was issued to the Contractor, and which displays the number used by the IRS as the Contractor's Tax Identification Number.
- 2. Provide the Department and Agency with at least one designated contact person who shall be available to respond by telephone and electronic mail to all reasonable inquiries regarding LIHWAP household accounts, including but not limited to bills, payments, and services.
- 3. Notify the Department within 10 business days of any and all changes to its company name, ownership of the company, contact person, contact/billing information, services to be provided, or service coverage areas.
- 4. Not to treat adversely or discriminate against a LIHWAP eligible household that receives assistance payments, including but not limited to service and payment terms, deferred payment plans, credit, conditions of service or discounts offered to other customers.
- 5. Extend to water and wastewater assistance customers any and all prompt payment discounts afforded other customers and provide that the beginning of the discount period commences upon the date of the Contractor's presentation of the bill to the Agency.
- 6. To legibly post on all invoices at a minimum the client's name, service address, client account number, usage dates, usage amounts, previous meter reading amount and the current meter reading amount.
- 7. Collaborate with Agency to the extent practicable to ensure households determined eligible for LIHWAP benefits have continuous access to water and/or wastewater services.
- 8. That payment under the LIHWAP program is guaranteed only for those applicants that are authorized by the Agency. In order to guarantee program payment for customers, the Contractor must receive oral or written notification from the Agency.



9. Post all payments to customers' accounts within 3-5 business days. Note: LIHWAP payment may be used to pay past due and/or outstanding balances for customers whose accounts are currently open/active, and the household is approved for LIHWAP assistance.
10. Provide water and/or wastewater services to each eligible and approved residential household for which payment is provided under LIHWAP.
11. LIHWAP may pay up to one (1) service restoration per household during the program term. Restoration payment may be made to include past arrearages up to a maximum of five hundred dollars (\$500.00). Payment for additional restorations will be the responsibility of the participating household.
12. That contractors who accept LIHWAP payments to restore or prevent disconnection, or reduce arrearages, shall ensure that the household's water service is maintained until the subsequent billing period.
13. Notify the Department and/or Agency of any household situation that threatens life, health, or safety.
14. Not exchange the household's credit authorization for cash or give cash equivalent for excess credit. Any excess funds must be returned to the Agency within forty-five (45) days of the end of the program term.
15. Allow inspections by the Department or an agent of the Department of any Contractor records deemed necessary by the Department or said agent for verification of the accuracy and legitimacy of invoices, including, but not limited to, rates for services.
16. Agree that in case of a disputed invoice, the Department reserves the right to withhold payment until resolution of the matter.
17. Submit this properly executed Agreement to be included on the Approved Contractor List.
18. Submit verification of your registration with the State of Rhode Island for your company and all DBA's, in accordance with State of Rhode Island General Laws. The verification (s) must be attached to your completed Agreement.
19. Agree that the LIHWAP payments for crisis grants will be determined by the intake Agency and based on priority level needs.
20. Agree that the LIHWAP payments for non-crisis grants will be determined according to the availability of LIHWAP funds after emergency grants are granted.
21. For grants, agree that payment under LIHWAP is guaranteed only for the amount authorized by the Agency.
22. To provide to the Department, Agency, or customer, upon written request, the account history for LIHWAP recipient households serviced by the Contractor for the previous twelve (12) months, or the available account history plus estimates if less than 12 months of billing history is available. This information shall be provided for the purpose of determining customer benefit. This information shall be provided to Department, Agency and/or LIHWAP applicant at no cost.
23. Agree that eligible water and wastewater assistance customers, at their discretion, may change Contractors during the program term. In this event, any remaining balance of funds must be returned by the Contractor to the Agency within forty-five (45) days.
24. To notify the authorized Agency of any water and/or wastewater assistance client who moves out of the Contractor's service area or into a new residence within the service area. The Contractor must return the funds within forty-five (45) days to the authorized Agency of the close of the drinking water or wastewater service account.
25. Agree that the completion of this Agreement obligates the Contractor to all terms and conditions, as detailed herein, for the 2021-2023 water and wastewater assistance program years and that failure to comply with any of these terms and conditions may result in the Contractor's suspension from the program for the remainder of the program term.
26. Agree to safeguard the use, publication, and disclosure of information on all clients who receive services under this program in accordance with all applicable federal and state privacy and confidentiality laws.
27. Agree that Contractors requesting to withdraw from participation in the 2021-2023 water assistance program must do so in writing to the LIHWAP, Department of Human Services, 25 Howard Avenue, Building 57, Cranston, RI 02920. If removal is so requested, the Contractor will be suspended from

- participation in the programs for the remainder of the program term. The Agency will notify the Contractor's water assistance customers. No further authorizations will be issued to the withdrawn Contractor during the remainder of the program term.
28. Not be obligated to accept new water and/or wastewater assistance customers. However, if a Contractor agrees to accept new water and/or wastewater assistance customers, the Contractor is not permitted to require a credit report as a condition of acceptance. Contractors may request credit reports in situations where a water and/or wastewater assistance customer is seeking credit for future service not paid for by LIHWAP.
  29. To maintain, manually or electronically a separate account for each client on whose behalf any LIHWAP funds are accepted. This account must be maintained in such a way to facilitate prompt and complete reporting to the Department or its authorized agent. The Contractor must maintain a record of the Agency from whom payments and confirmations are accepted.
  30. Agree to retain all records related to the participation in the program, maintain an accounting system and supporting fiscal records to audit for a period of three (3) years from the end of the grant period.
  31. Cooperate with any Federal, State, or local investigation, audit, or program review. The Contractor shall allow the Department access to all books and records relating to LIHWAP households for the purpose of compliance verification with this agreement.
  32. Understand failure to cooperate with any Federal, State or local investigation, audit, or program review may result in the immediate disqualification from participation in the LIHWAP.
  33. Any unused funds remaining on a client's account as of September 30, 2023 must be returned to the authorized Agency no later than November 15, 2023. Any unused funds returned must include the client's name, the service address, and the date the Contractor received notification that the funds were approved for the client.

#### **Fees and Additional Charges**

Disconnection, restore service, late fees and usage rate fees may be charged to a client's LIHWAP grant. Additional fees not charged to regular customers may not be charged to LIHWAP recipient based on participation of program.

#### **Payments and Credits**

1. Contractor agrees to begin reconnection of water and wastewater services for LIHWAP eligible LIHWAP crisis grant assistance on receipt of the written confirmation letter, confirmation list from the and/or verbal communication from Agency with benefit amount the LIHWAP recipient has been approved. This notice will certify the client's acceptance into the LIHWAP program and authorizes the amount of water assistance the client will receive.
2. Contractor agrees to apply credits to those households that have been approved for LIHWAP for the eligible amount sent via email, and/or phone by Agency. This notification must occur timely enough to avert disconnection of service, any additional charges, and ensure reconnection when appropriate.
3. If no change occurs in the household of the LIHWAP recipient and the recipient retains the same supplier with an active account, the credit balance of LIHWAP funds remains with Contractor until exhausted.
4. In the event there is a balance of LIHWAP funds remaining on an account and the account becomes inactive, the balance of the funds is to be returned, by check, to the Agency. The return check shall include customer name, account number, address, and original date of LIHWAP grant.
5. Contractor shall not apply LIHWAP payments to account balances that have previously been written off or paid with other funds.

6. Contractor shall not apply LIHWAP payments to commercial accounts. LIHWAP payments can only be applied to residential accounts.
7. All Contractors are required to review the Agency payment list for accuracy of LIHWAP payments. In the event a payment is made in error, the Contractor shall contact Agency within 30 days of receipt of payment.
8. Contractors Agree not to discriminate against any LIHWAP client regarding terms and conditions of service.

## **PART V: CERTIFICATIONS**

### **Suspension, Debarment, and Penalties**

The Department reserves the right to suspend for any period or disbar any Contractor for a violation of this Agreement or failure to deliver services in a timely manner and to amend this Agreement as necessary to comply with federal or state laws or regulations to achieve an efficient program and administration.

*By signing this Agreement, the Contractor certifies to the best of its knowledge and belief, that it and its principals:*

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or Agency.
- b. Have not within a three year period preceding this Agreement been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of deferral state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.
- c. Have not within a three-year period preceding Agreement had one or more public transactions (federal, state, local) terminated of cause or default.

**Where the Contractor is unable to certify to any of the above statements in this Certification, such Contractor shall attach an explanation of the reasons to its Agreement.**

### **Nondiscrimination Notice**

In accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), the R.I. DHS and its delegate agencies and Contractors do not discriminate on the basis of race, color, national origin, handicap, or age in admission or access to treatment or employment in, their program or activities. Deirdre Weedon, LIHWAP Coordinator, has been designated to coordinate the efforts of these entities to comply with the U.S. Department of Health and Human Services regulations (45C.F.R. Parts 80, 84, and 91) implementing these Federal Laws.

### **Disclosure**

The use or disclosure by any party of any information concerning a recipient of the services hereunder for any purpose inconsistent with the responsibilities and/or official duties of DHS or Contractor under this

Agreement or applicable provision of law is prohibited, except on written consent of the other party and the recipient, his attorney, or, if he be under the disability of infancy or insanity, his responsible parent, guardian or legal representative.

### **Fraud**

The Contractor will be permanently disqualified from participating in the LIHWAP upon the first finding of LIHWAP fraud. Fraud includes, but is not limited to, intentionally providing false information to the Agency and/or Department or knowingly allowing others to do so; intentional failure to notify the Agency and/or Department of a change in circumstances that affects payments received by the Contractor; intentionally accepting payments that the Contractor knows, or by reasonable diligence would know, the Contractor is not entitled to by virtue of an overpayment or otherwise; or intentionally making a claim for a payment to which the Contractor is not entitled pursuant to the terms of this Agreement and all applicable rules, regulations, laws and statutes. Repayment must be made within forty-five (45) days upon such finding unless contrary to a court order.

### **Audits and Investigation**

The Contractor will keep records showing at a minimum the following:

1. Name and address of each household who received LIHWAP assistance payments.
  2. All service bills, including usage records.
  3. Amount of assistance to each household.
  4. Source of payment.
1. Contractor agrees to permit and cooperate with Federal and/or state audits and/or investigations undertaken in accordance with the Low-Income Household Water Assistance Program supplemental terms and conditions, Audits and/or investigations authorized by the Department, and any state investigation undertaken to ensure program integrity.
  2. Contractor agrees to respond to any communication or correspondence from any Agency or the Department within five (5) business days and provide reasonable accommodations for onsite case reviews.
  3. Contractor agrees to cooperate with the Department in establishing a mutually acceptable timeframe within which the Contractor will provide information to the Department.
  4. Contractor agrees to take corrective actions in the timeframes designated by the Department if violations of the Contractor Agreement are discovered by the Department. Corrective actions may include, but are not limited to:
    - a. Reviewing all customer accounts that receive LIHWAP benefits for the program term 2021-2023.
    - b. Crediting customer accounts in accordance with audit findings,
    - c. Providing the Department with full accounting and/or correcting customer accounts.
    - d. Providing detailed plans for future companywide changes that will bring the Contractor into full compliance with program policy and deadlines for the implementation of those changes.
  5. Contractor agrees to support an accounting system and maintain fiscal records adequate to audit for a period of not less than three (3) years after the end of the program and will otherwise verify the proper disbursement of LIHWAP funds.

### **Terms of Agreement**

This Agreement begins on the date that the last party signs this Agreement, which is the Effective Date. This Agreement shall remain in effect through the term of the grant, which is September 30, 2023, unless superseded by another agreement or terminated by either the Contractor or the Department. Termination shall be accomplished by notice in writing to by either party to the other at least thirty (30) days from date of termination.

The provisions of this agreement cannot be altered by the Contractor. Any changes made to the agreement by the Contractor will render the signed agreement invalid.

The Department reserves the right to deny participation in the program if a contractor fails to comply with the conditions specified in this agreement. The Department will terminate this Agreement in writing and cease making further payments under the program to the Contractor in the event that the Contractor violates any material provision of the Agreement.

Termination by either party shall not discharge any obligation owed by either party to the other or to eligible households if such obligation was incurred during the effective period of this Agreement.

**PART VI: ACCEPTANCE OF CONTRACTOR AGREEMENT**

**I hereby declare that I have read and understand this LIHWAP Contractor Agreement and agree to comply with all of its terms and conditions:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Agent of Contractor

Print \_\_\_\_\_  
Authorized Agent of Contractor

<b>APPROVAL BY RI DEPARTMENT OF HUMAN SERVICES</b>	
Signature _____	Date _____
Authorized DHS Representative	
Print _____	
Name of Authorized DHS Representative	

**PLEASE RETURN SIGNED AND COMPLETED AGREEMENT  
ALONG WITH ALL SUPPORTING DOCUMENTATION TO DHS BY FEBRUARY 14, 2021**

**By E-mail:** [Kelia.Bravo@dhs.ri.gov](mailto:Kelia.Bravo@dhs.ri.gov)

**By Mail:** RI Department of Human Services, LIHWAP  
Attn: Kelia Bravo  
25 Howard Ave, Bldg. 57  
Cranston, RI 02920

\*\*\*Please note that DHS cannot accept faxed Agreements.

**The following documents must accompany this signed Agreement:**

- Copy of EIN or SSN

**Town of Jamestown**

Finance Department

Town Hall

93 Narragansett Avenue

Jamestown, Rhode Island 02835-1199

401-423-9809 Fax 401-423-7229

Email: [ccollins@jamestownri.net](mailto:ccollins@jamestownri.net)



**Christina D. Collins**  
Finance Director

**MEMORANDUM**

**TO: Jamie A. Hainsworth, Town Administrator**

**FROM: Christina D. Collins, Finance Director**

**DATE: April 14, 2022**

**SUBJECT: Budget to Actual- Water & Sewer**

A handwritten signature in black ink, appearing to be "CD", is written over the end of the subject line.

Attached is Budget to Actual report for the Fiscal Year 2022. The report contains the expenses that have been paid through March 31, 2022.

Please do not hesitate to contact me with any questions or concerns.

**Budget vs Actual - Water  
TOWN OF JAMESTOWN, RI  
For 3/31/2022**

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
2102 7000 70100 00 Salary- Public Works Director	26,756.00	2,058.14	20,631.70	6,124.30	77.11
2102 7000 70102 00 Salary- Accounting	44,411.00	3,171.00	35,383.87	9,027.13	79.67
2102 7000 70103 00 Salary - Treatment Plant Operator	82,512.00	6,044.80	60,258.73	22,253.27	73.03
2102 7000 70104 00 Ass't Plant Operator w/longevity	75,636.00	5,387.20	60,108.29	15,527.71	79.47
2102 7000 70105 00 Salary - Plant Operator	62,608.00	4,816.00	48,069.54	14,538.46	76.78
2102 7000 70513 00 Treatment Plant Operator - OT	15,000.00	535.55	10,584.09	4,415.91	70.56
2102 7000 70514 00 Ass't Treatment Plant Operator OT	15,000.00	1,608.93	13,236.44	1,763.56	88.24
2102 7000 70515 00 Plant Operator- OT	10,000.00	1,083.61	8,549.63	1,450.37	85.50
<b>7000 Salaries</b>	<b>331,923.00</b>	<b>24,705.23</b>	<b>256,822.29</b>	<b>75,100.71</b>	<b>77.37</b>
2102 7001 70900 00 SOCIAL SECURITY TAX	25,392.00	0.00	7,437.31	17,954.69	29.29
2102 7001 70901 00 Blue Cross/Delta Dental	46,700.00	3,316.63	29,701.08	16,998.92	63.60
2102 7001 70902 00 Worker's Compensation	20,000.00	0.00	20,000.00	0.00	100.00
2102 7001 70903 00 Retirement System	36,750.00	2,040.08	20,931.23	15,818.77	56.96
2102 7001 70906 00 Life Insurance	670.00	58.05	511.20	158.80	76.30
2102 7001 70910 00 Clothing	1,500.00	0.00	150.00	1,350.00	10.00
<b>7001 Benefits</b>	<b>131,012.00</b>	<b>5,414.76</b>	<b>78,730.82</b>	<b>52,281.18</b>	<b>60.09</b>
<b>7000/7001 Salaries &amp; Benefits</b>	<b>462,935.00</b>	<b>30,119.99</b>	<b>335,553.11</b>	<b>127,381.89</b>	<b>72.48</b>
2102 7005 70601 00 Maintenance	6,000.00	0.00	3,070.00	2,930.00	51.17
2102 7005 70606 00 ALARM LINES	2,500.00	316.54	2,532.32	(32.32)	101.29
<b>7005 Reservoirs/Rights of Way</b>	<b>8,500.00</b>	<b>316.54</b>	<b>5,602.32</b>	<b>2,897.68</b>	<b>65.91</b>
2102 7006 70601 00 Maintenance	1,000.00	0.00	250.10	749.90	25.01
2102 7006 70636 00 Wells- Electricity	10,000.00	760.16	6,467.83	3,532.17	64.68
<b>7006 Wells</b>	<b>11,000.00</b>	<b>760.16</b>	<b>6,717.93</b>	<b>4,282.07</b>	<b>61.07</b>
2102 7010 70008 00 Lab Supplies - Water	12,500.00	1,439.11	9,709.57	2,790.43	77.68
2102 7010 70631 00 Chemicals	55,000.00	2,047.23	33,268.60	21,731.40	60.49
2102 7010 70632 00 Heat	12,000.00	2,941.83	10,637.58	1,362.42	88.65
2102 7010 70633 00 Equip. Maintenance	40,000.00	3,231.54	18,336.95	21,663.05	45.84
2102 7010 70634 00 Professional Services	5,000.00	500.00	500.00	4,500.00	10.00
2102 7010 70635 00 Telephone	3,500.00	287.97	2,367.64	1,132.36	67.65
2102 7010 70636 00 Pumpout- Electricity	40,000.00	3,369.95	20,966.85	19,033.15	52.42
2102 7010 70637 00 Bldg Maint	8,000.00	590.00	4,549.46	3,450.54	56.87
2102 7010 70638 00 State Testing	11,000.00	294.00	9,908.01	1,091.99	90.07
2102 7010 70639 00 License Fees	6,000.00	0.00	1,800.00	4,200.00	30.00
2102 7010 70643 00 PUMP OUT TREATMENT PLANT	3,500.00	920.00	2,300.00	1,200.00	65.71
2102 7010 70645 00 WATER SLUDGE DISPOSAL	15,000.00	0.00	11,645.00	3,355.00	77.63
<b>7010 Pump Station &amp; Treatment Plant</b>	<b>211,500.00</b>	<b>15,621.63</b>	<b>125,989.66</b>	<b>85,510.34</b>	<b>59.57</b>
2102 7011 70636 00 South Pond- Electricity	1,750.00	266.91	662.83	1,087.17	37.88
2102 7011 70637 00 South Pond Transfer Pump	3,000.00	0.00	0.00	3,000.00	0.00
<b>7011 South Pond Pre-Treatment Bldg</b>	<b>4,750.00</b>	<b>266.91</b>	<b>662.83</b>	<b>4,087.17</b>	<b>13.95</b>
2102 7012 70636 00 Water Tower- Electricity	2,000.00	214.03	1,026.41	973.59	51.32
2102 7012 70643 00 Water Tower - Maintenance	500.00	0.00	1,628.19	(1,128.19)	325.64
<b>7012 Water Tower</b>	<b>2,500.00</b>	<b>214.03</b>	<b>2,654.60</b>	<b>(154.60)</b>	<b>106.18</b>
2102 7013 70644 00 Vehicles Gas & Oil	1,500.00	0.00	942.19	557.81	62.81
2102 7013 70645 00 Repair and Maintenance	4,000.00	0.00	893.00	3,107.00	22.33
<b>7013 Vehicles</b>	<b>5,500.00</b>	<b>0.00</b>	<b>1,835.19</b>	<b>3,664.81</b>	<b>33.37</b>
2102 7020 70651 00 Clamps	1,000.00	0.00	5,606.27	(4,606.27)	560.63
2102 7020 70652 00 Pipe	5,000.00	0.00	1,668.28	3,331.72	33.37
2102 7020 70653 00 Backfill & Excavation	2,000.00	0.00	0.00	2,000.00	0.00
<b>7020 Maintenance &amp; Laterials</b>	<b>8,000.00</b>	<b>0.00</b>	<b>7,274.55</b>	<b>725.45</b>	<b>90.93</b>
2102 7030 70661 00 Service Repairs	10,000.00	0.00	4,185.50	5,814.50	41.86
2102 7030 70663 00 New Services	5,000.00	647.70	1,953.89	3,046.11	39.08
<b>7030 Water Division Services</b>	<b>15,000.00</b>	<b>647.70</b>	<b>6,139.39</b>	<b>8,860.61</b>	<b>40.93</b>
2102 7040 70672 00 Supplies/Expenses	14,000.00	0.00	8,832.10	5,167.90	63.09
<b>7040 Meters</b>	<b>14,000.00</b>	<b>0.00</b>	<b>8,832.10</b>	<b>5,167.90</b>	<b>63.09</b>
2102 7050 70681 00 Hydrants- Maintenance	7,500.00	0.00	0.00	7,500.00	0.00
<b>7050 Hydrants</b>	<b>7,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00</b>
2102 7060 70923 00 Billing	6,500.00	810.43	2,688.13	3,811.87	41.36
2102 7060 70924 00 Insurance	7,920.00	0.00	7,200.00	720.00	90.91



**Budget vs Actual - Water  
TOWN OF JAMESTOWN, RI  
For 3/31/2022**

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
2102 7060 70925 00 Audit	3,000.00	0.00	0.00	3,000.00	0.00
2102 7060 70926 00 Supplies	6,000.00	108.82	4,136.75	1,863.25	68.95
<b>7060 Administration</b>	<b>23,420.00</b>	<b>919.25</b>	<b>14,024.88</b>	<b>9,395.12</b>	<b>59.88</b>
2102 7070 70300 00 Water Debt	433,881.00	0.00	0.00	433,881.00	0.00
2102 7070 70940 00 Interest	68,530.00	(42,845.30)	6,190.20	62,339.80	9.03
<b>7070 Debt Service</b>	<b>502,411.00</b>	<b>(42,845.30)</b>	<b>6,190.20</b>	<b>496,220.80</b>	<b>1.23</b>
2102 7080 70800 00 Water- Capital	100,000.00	0.00	0.00	100,000.00	0.00
<b>7080 Capital</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>0.00</b>
2102 7081 70005 00 North Reservoir	0.00	2,100.00	2,100.00	(2,100.00)	0.00
2102 7081 70602 00 PLC FOR FILTERS	0.00	0.00	7,200.00	(7,200.00)	0.00
2102 7081 70603 00 Control Panel SCADA	0.00	7,588.25	114,413.12	(114,413.12)	0.00
2102 7081 70604 00 Distribution	0.00	0.00	14,300.41	(14,300.41)	0.00
2102 7081 71303 00 WATER MANAGEMENT PLAN	0.00	0.00	3,339.38	(3,339.38)	0.00
<b>Total Expenses</b>	<b>0.00</b>	<b>9,688.25</b>	<b>141,352.91</b>	<b>(141,352.91)</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>1,377,016.00</b>	<b>15,709.16</b>	<b>662,829.67</b>	<b>714,186.33</b>	<b>48.14</b>

**Budget vs Actual - Sewer  
TOWN OF JAMESTOWN, RI  
For 3/31/2022**

	<b>Annual Budget</b>	<b>P-T-D Actual</b>	<b>Y-T-D Actual</b>	<b>Remaining \$</b>	<b>% of Budget</b>
2103 7000 70100 00 Salary, Public Works Director	26,756.00	2,058.14	20,631.48	6,124.52	77.11
2103 7000 70101 00 Salary- Superintendent	84,869.00	6,044.80	60,825.10	24,043.90	71.67
2103 7000 70102 00 Salary, Clerical	44,411.00	3,171.00	35,383.93	9,027.07	79.67
2103 7000 70103 00 Salaries, Ass't Superintendent	75,636.00	5,387.20	59,372.75	16,263.25	78.50
2103 7000 70104 00 Salaries- Plant Operator	66,678.00	4,816.01	52,548.29	14,129.71	78.81
2103 7000 70111 00 Sewer- Temp Labor	8,500.00	0.00	0.00	8,500.00	0.00
2103 7000 70335 00 License- Contractual	1,800.00	0.00	0.00	1,800.00	0.00
2103 7000 70336 00 Clothing	1,500.00	200.00	384.95	1,115.05	25.66
2103 7000 70511 00 Wastewater Superintendent - OT	13,000.00	489.60	9,507.24	3,492.76	73.13
2103 7000 70513 00 Ass't Superintendent - OT	13,000.00	654.48	12,525.30	474.70	96.35
2103 7000 70514 00 Plant Operator - OT	10,000.00	0.00	1,346.52	8,653.48	13.47
2103 7000 70639 00 License Fees	0.00	0.00	1,800.00	(1,800.00)	0.00
2103 7000 70900 00 Social Security Tax	26,228.00	0.00	5,010.32	21,217.68	19.10
2103 7000 70901 00 Blue Cross/Delta Dental	48,079.00	3,286.54	29,537.21	18,541.79	61.43
2103 7000 70902 00 Worker'S Compensation	10,000.00	0.00	8,000.00	2,000.00	80.00
2103 7000 70903 00 Retirement System	38,000.00	2,040.08	20,170.94	17,829.06	53.08
2103 7000 70906 00 Life Insurance	695.00	58.05	511.20	183.80	73.55
<b>7000 Salaries</b>	<b>469,152.00</b>	<b>28,205.90</b>	<b>317,555.23</b>	<b>151,596.77</b>	<b>67.69</b>
<b>7000/7001Salaries &amp; Benefits</b>	<b>469,152.00</b>	<b>28,205.90</b>	<b>317,555.23</b>	<b>151,596.77</b>	<b>67.69</b>
2103 7002 70001 00 Power- Electricity	42,000.00	7,351.80	27,582.67	14,417.33	65.67
2103 7002 70002 00 Chemicals	2,500.00	0.00	0.00	2,500.00	0.00
2103 7002 70003 00 Heat	9,500.00	5,969.19	9,305.33	194.67	97.95
2103 7002 70004 00 Water	2,000.00	0.00	1,111.10	888.90	55.56
2103 7002 70005 00 Chlorine	7,000.00	2,360.77	8,602.94	(1,602.94)	122.90
2103 7002 70006 00 Equipment Maintenance	30,000.00	424.31	18,071.88	11,928.12	60.24
2103 7002 70007 00 Misc. Supplies, Office, Cleani	10,000.00	87.55	3,622.66	6,377.34	36.23
2103 7002 70008 00 Lab Supplies	4,500.00	478.14	2,342.82	2,157.18	52.06
2103 7002 70009 00 Telephone	2,200.00	23.50	270.79	1,929.21	12.31
2103 7002 70010 00 Alarm Line- N.E.T.	7,000.00	576.89	4,974.88	2,025.12	71.07
2103 7002 70011 00 Sludge Composting	45,000.00	1,903.02	33,037.52	11,962.48	73.42
2103 7002 70012 00 Truck Operation & Maintenance	2,000.00	826.13	957.74	1,042.26	47.89
2103 7002 70013 00 Gas- Truck	2,500.00	0.00	1,215.66	1,284.34	48.63
2103 7002 70014 00 State Mandated Testing	26,000.00	5,680.50	19,904.99	6,095.01	76.56
2103 7002 70201 00 Professional Services - Legal	2,500.00	0.00	0.00	2,500.00	0.00
2103 7002 70315 00 Training Of Members	1,000.00	35.00	225.00	775.00	22.50
2103 7002 70600 00 Professional Services	2,000.00	0.00	0.00	2,000.00	0.00
<b>7002 Wastewater Treatment Facility</b>	<b>197,700.00</b>	<b>25,716.80</b>	<b>131,225.98</b>	<b>66,474.02</b>	<b>66.38</b>
2103 7003 70017 00 Pumping Station #3	5,000.00	1,412.37	3,067.02	1,932.98	61.34
2103 7003 70018 00 Pumping Station #1	25,000.00	4,966.10	15,745.40	9,254.60	62.98
2103 7003 70019 00 Pumping Station #2	11,000.00	3,505.77	8,711.63	2,288.37	79.20
2103 7003 70020 00 Pumping Station #4	750.00	146.70	465.13	284.87	62.02
<b>7003 Pumping Stations</b>	<b>41,750.00</b>	<b>10,030.94</b>	<b>27,989.18</b>	<b>13,760.82</b>	<b>67.04</b>
2103 7004 70598 00 Equipment Insurance	4,000.00	0.00	4,000.00	0.00	100.00
<b>7004 Insurance</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>100.00</b>
2103 7005 70021 00 Maintenance Sewer Mains	10,000.00	0.00	8,367.20	1,632.80	83.67
2103 7005 70504 00 Payment Of Principal - Town	22,130.00	0.00	0.00	22,130.00	0.00
2103 7005 70505 00 Payment Of Interest - Town	39,825.00	0.00	0.00	39,825.00	0.00
2103 7005 70605 00 Interest Payments	8,321.00	(5,682.95)	50,223.04	(41,902.04)	603.57
<b>7005 Sanitary Sewers, Laterials &amp; Mains</b>	<b>80,276.00</b>	<b>(5,682.95)</b>	<b>58,590.24</b>	<b>21,685.76</b>	<b>72.99</b>
2103 7081 70801 00 Sewer Capital	70,000.00	0.00	0.00	70,000.00	0.00
<b>7081 Capital Improvements</b>	<b>70,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70,000.00</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>862,878.00</b>	<b>58,270.69</b>	<b>539,360.63</b>	<b>323,517.37</b>	<b>62.51</b>

# TOWN OF JAMESTOWN



**PROCLAMATION OF THE TOWN COUNCIL**  
**No. 2022-4**  
**JAMESTOWN TEACHER APPRECIATION WEEK**  
**MAY 2 – 6, 2022**

**WHEREAS:** The Town of Jamestown supports our teachers in their mission to educate the children of our community; and

**WHEREAS:** Jamestown teachers motivate and encourage our student’s academic, artistic, athletic, and social development, providing a rigorous and relevant curriculum that prepares them to be lifelong learners, problem solvers, and decision-makers; and

**WHEREAS:** Jamestown teachers are committed to high standards of personal performance and continually seek to improve their own skills for the benefit of our students; and

**WHEREAS:** Jamestown teachers strive daily to provide a healthy, stable learning environment for our children; and

**WHEREAS:** Jamestown teachers should be accorded high public esteem reflecting the value our community places on public education.

**NOW, THEREFORE,** We, the Town Council of the Town of Jamestown, Rhode Island, hereby proclaim May 2nd through May 6th **TEACHER APPRECIATION WEEK** in Jamestown and urge all citizens to pay tribute to our teachers.

By Order of the Jamestown Town Council,

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Nancy A. Beye, President

IN WITNESS WHEREOF, I hereby attach my hand and the  
Official seal of the Town of Jamestown this 18<sup>th</sup> day of April, 2022.

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Roberta J. Fagan, Town Clerk



RESOLUTION NUMBER #5

APPROPRIATION NOT TO EXCEED \$400,000 FOR PURCHASE  
OF DEVELOPMENT RIGHTS TO FARMLAND AT CORNER  
OF ELDRED AVENUE AND EAST SHORE ROAD WITH  
FUNDING THEREFOR FROM THE UNDESIGNATED FUND  
BALANCE OF THE GENERAL FUND OF THE TOWN OF  
JAMESTOWN OR ALTERNATIVELY BORROWING  
THROUGH ISSUANCE OF BONDS OR ANY COMBINATION  
THEREOF

RESOLVED, that the qualified Electors of the Town of Jamestown hereby:

approve the purchase by the Town of development rights to certain farmland and other real estate at corner of Eldred Avenue and East Shore Road (all or any part of Plat 4 Lots 2, 133, 134, 135, 136, 141, and 142 as presently constituted) for watershed protection; and

authorize the Town Administrator with the consent and approval of the Town Council to enter into purchase and sale agreement with the seller thereof;

authorize the Town Administrator with the consent and approval of the Town Council to enter agreements with The Jamestown Community Farm, Inc. as purchaser and of the underlying fee simple of the real estate regarding such real estate and the restrictions on use and development rights thereto; and

authorize the Town Administrator with the consent and approval of the Town Council to hire any engineers, appraisers and other professionals to design and/or conduct studies, and to incur other expenditures, regarding such purchase of development rights;

all in an amount not to exceed Four Hundred Thousand (\$400,000.00) Dollars in the aggregate which amount is hereby appropriated therefor;

authorize the Finance Director, with the consent and approval of the Town Council, to (1) transfer from the undesignated fund balance of the General Fund of the Town and/or (2) pursuant to Section 45-12-2 of the General Laws of the State of Rhode Island, to borrow and issue bonds, from time to time; but not to exceed in the whole, the sum of Four Hundred Thousand (\$400,000.00) Dollars, in bonds or transfers or any combination thereof, to finance the foregoing expenditures,

authorize the Finance Director pending any issue of bonds hereunder apply funds in the unreserved fund balance of the Town for such purposes, such advances to be repaid without interest from the proceeds of bonds subsequently issued. The Town Council may by resolution authorize the issue from time to time of interest bearing or discounted notes in anticipation of the issue of these bonds. Bonds and notes issued pursuant to the authority hereof shall be signed by the Finance Director and counter-signed by the President of the Town Council, and such counter-signature shall be conclusive evidence to all holders of such bonds and notes of the consent and approval of the Town Council to the borrowings evidenced thereby. All terms and conditions of the bonds and notes authorized herein including the manner of sale, amount, denominations, maturities and conversion or registration privileges and the designation of a securities depository and paying agent, not fixed by provisions of law, may be fixed by the Town Council or if not so fixed then by the Finance Director. The Finance Director is hereby authorized to execute and deliver on behalf of the Town such additional agreements as are necessary to effect the issuance of bonds and notes hereunder, the due authorization thereof being conclusively demonstrated by his or her execution and delivery of such agreements. The Finance Director is hereby authorized to deliver such bonds and notes to the purchasers thereof and said officer is authorized and instructed to take all actions, on behalf of the Town, necessary to ensure that the interest on the bonds will be excludable from gross income for federal income tax purposes, and to refrain from all actions which would cause interest on the bonds to be subject to federal income taxes. The Finance Director is authorized to designate the bonds and notes as "qualified tax-exempt

obligations” for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986 as amended. The Finance Director is hereby authorized to take such action as to comply with Rule 15 c 2 – 12 (b) (5) of the Securities and Exchange Commission and is authorized to execute and deliver a Continuing Disclosure Certificate. The Town hereby declares that it reasonably expects to reimburse the expenditures authorized above with proceeds of debt to be issued by the Town. This Resolution is a declaration of official intent under Treasury Regulation 1.103-18.





An update on short term rentals April 13 2022 MM

My fellow councilors, I had hoped we would have an ordinance proposal before you by now. I can assure you it is not for lack of trying by our subcommittee but most specifically by the Town Planner, myself, and the Town Solicitor. My thanks to all who have worked on this. This update will be long. My apologies.

The circumstances in which we have been working have shifted somewhat. The state legislature overrode the governor's veto of legislation asserting the state's interest and desire to at least register all rentals under thirty days. Our neighbor Newport passed a new ordinance in late March that states :

- Property owners in Newport's residential zones are no longer permitted to rent their properties for less than 30 days, unless the home serves as a primary residence. For properties in the **Limited Business Zone**, short-term rentals are also prohibited, unless the owner of the property is granted a Special Use Permit by the Zoning Board of Review.
- Short-term rentals, or transient guest facilities, remain permissible in the City's General Business and Waterfront Business zones. Likewise, in cases where a property is occupied as a primary residence, homeowners may continue to rent *up to 2 rooms to no more than four people by right*.
- All short-term rentals, including those permitted by right, must be registered through the City Clerk's Office as a Transient Guest Facility.

Newport's regulations are not the simplest. But, interestingly, they actually touch upon many of the possible methods of regulation of these rentals. These include:

- Prohibiting them in all zones or in specific zones
- Regulating them through new Zoning Ordinances
- Regulating them by ordinance that creates a form of licensure
- Requiring registration and inspection.
- And of course, doing nothing.

This last option seems to be inappropriate. We have seen the effects of short-term rentals on our community. In its budget presentation this year, the school department suggests military families can no longer easily find places to live on our island because properties are now devoted to short-term rentals. Hence the number of military kids in our school dropped by 25%. That may or may not be true. However, we have documentation that there are at least 175 short-term rentals in Jamestown. And we have reports of investors buying properties in order to rent them short term instead of long term. The Police Chief and Building Official report a significant number of complaints about parking, noise, and people living in inappropriate places as a result of a short-term rental. Town efforts to address concerns about short-term rentals date to 2015.

Last summer, our planning commission, after much discussion and review, delivered to us a plan to register short-term rentals. Such registration would require inspection by the building official and fire marshal. The Council created a small subcommittee to review the ordinance. In a revision to the preamble, we acknowledged that short-term rentals can help facilitate homeownership and maintenance. And we changed the focus of a critique from the short-term rental as a source of nuisance to its potential to transform the residential character of our community. Our new preamble states:

This transformation is profound in its potential to convert every home on the island into a commercial activity without the benefit of community review or appropriate regulation. Unregulated short-term rental activity obliterates the distinctions between residential and commercial uses and districts. It also

undermines the Town's Comprehensive Plan, Zoning Ordinance, and the safeguards therein that enable homeowners and residents to know and to predict what land uses are allowed in their neighborhoods and in the dwelling next door.

Without appropriate controls on the manner, method, location, and operation of short-term rentals, residential neighborhoods stand to be harmed by undue commercialization and disruption. The primary and overarching purpose of a residential neighborhood is first and foremost a residential community, where people live, not a place of transient occupancy or commercial activity. The regulation of short-term rentals, the introduction of requirements, safeguards, and community review, will improve and moderate this land use transformation. Regulation of this activity will serve to help maintain the residential character of neighborhoods.

We believe that. Now how do we do it?

The options that we have discussed are several. The Solicitor has stated that because these short-term rentals are not described in our zoning ordinance, they are prohibited. We could simply enforce that prohibition. That seems both drastic and difficult to accomplish.

On the other end of the spectrum, there is the planning commission's ordinance that requires registration and inspection but essentially allows short-term rentals by right if they comply with the inspection criteria. In my view, simply registering and inspecting these units does not provide a necessary level of information and accountability for the neighbors of these units. Where are they located? What is the process for regulating their presence? Who is responsible? How might a neighbor participate in the discussion of a short-term rental's impact on their own home and neighborhood? Is that discussion public? It leaves much to the building official, police, clerk or other administrative staff to monitor and adjudicate.

I asserted that the process of regulation and accountability should be a public one. And so the solicitor reviewed options. He wrote a version that created a change in the zoning ordinance to require a special use permit. One advantage of zoning adjudication is that abutters are notified. But to require 175 property owners to go before zoning for a special use permit would be a burden on our zoning board. Might we emulate Newport and require that only of units that are not owner-occupied? But Zoning regulations typically run with the land, not with the ownership. We have doubts about the practicality of this solution.

I have suggested that the Town Council should license short-term rentals as we do other licensed establishments. An applicant would be required to register, pay a fee, and have their property inspected for compliance with the criteria the town requires. The fees might vary depending on the character of the ownership or perhaps the type of rental. The applicants would be subject to a public hearing, advertised in the paper with a map that shows their location. At the public hearing in front of the Town Council, all of those applicants about whom there is no complaint could be approved in a manner as swift as we approve many and various liquor licenses. Those about whom neighbors or town officials have comment would be heard separately. The town would reserve the right to impose a cap on the number of short-term rentals in a neighborhood or for the whole town. Criteria for revoking a license would be made clear.

Registration and inspection only? Registration and inspection and zoning or licensing? Our process has been a chronic back and forth, not surprising given the possibilities and limitations before us. Before we go forward once again, we thought we should ask: How does the council wish to proceed?

## Jamestown Parks and Recreation

# Memo

**To:** Town Council

**From:** Ray DeFalco, Parks and Recreation Director

**cc:** Jamie Hainsworth, Town Administrator; Roberta Fagan, Town Clerk

**Date:** 4/12/22

**Re:** Jamestown Clubhouse Rental Application – Final Draft

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Attached is the final draft for the Jamestown Clubhouse Rental Application. Changes that were made from the previous draft. Reduced the number of days required to rent the Great Room from 60 days to 14 days (page 4), reduced the number of days to rent the conference room from 30 days to 14 days (page 4), reduced the number of days required for proof of insurance from 30 days to 7 days (page 4), reduced the number of days required to cancel an event from 30 days to 10 days (page 4). Also corrected various typos and sentence rewording.



# Town Of Jamestown

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## Rhode Island



# *Jamestown Clubhouse*

# *Function Rooms*

Rental Policies & Pricing 2022



245 Conanicus Ave  
Jamestown, RI 02835

Pavilion Reservation Office  
401-423-7260



## JAMESTOWN CLUBHOUSE 2ND FLOOR FUNCTION ROOM RENTALS

The newly constructed clubhouse at the Jamestown Golf Course offers space that is available to be rented for small functions, meetings, and events. Our great room can comfortably seat 50-60 persons. This room offers sweeping views westward, over the beautiful fairways of the Jamestown Golf Course. Our 2nd floor conference room can accommodate meetings of up to 12 people.

### GREAT ROOM AMENITIES

- ROOM SIZE - 40 x 29
- TABLES & CHAIRS  
    (8) 60 INCH ROUND TABLES  
    60 CHAIRS
- ACCESS TO CATERING KITCHEN
- WIFI AND TV

### CONFERENCE ROOM AMENITIES

- ROOM SIZE - 25 x 12
- TABLES & CHAIRS
- ACCESS TO CATERING KITCHEN
- WIFI AND SMART TV

### Things to know

#### Rental Space

Rental of the Clubhouse Great Room and Conference room are only for the areas on the 2nd floor. While renting the Clubhouse function rooms it is expected that guests are respectful of the Jamestown Golf Course operations. Guests are asked to stay off of all parts of the golf course including greens, fairways and practice greens. It is the responsibility of the renter to make sure all guest of the event are aware of the rules and regulations of the facility. Failure to follow these guidelines may result in a forfeiture of the security deposit and the ability to rent the facility in the future.



CLUBHOUSE 2ND FLOOR RENTAL APPLICATION

Page 3

USER FEE SCHEDULE**Great Room**

Five (5) Hour Rental Period (including 1 hour set up/break down time) Additional hours may be added by request.

**Monday through Thursday**

Jamestown Resident \$200.00  
Non-Resident \$300.00  
Non-Profit \$250.00

**Friday through Sunday**

Jamestown Resident \$300.00  
Non-Resident \$400.00  
Non-Profit \$350.00

**Conference / Meeting Room**

Three (3) hour rental period. Additional hours may be added by request.

**Stand-Alone Rental**

Jamestown Resident: \$75 (1-3hrs)  
Non-Resident: \$100 (1-3hrs)

Additional Hours:

Jamestown Resident: \$25  
Non-resident: \$35

**Rental with Great Room**

\$100 per use

\*only if renting the Great Room

*Events are scheduled and approved on a first come - first served basis. Approval of a requested event date or time may be withheld due to a previously approved conflicting event. Only one event will be held at a time to avoid conflicting use of communal spaces (IE: bathrooms, kitchen). Approval is at the discretion of the Parks and Recreation director.*

**Rental Schedule**

Available Hours of use are 9:00 AM - 10:00 PM. Please specify requested 5 hour event time (Great Room) or 3 hour event time (Conference Room) in your application. All events must be finished and cleaned up by 11:00 pm (latest).

**Additional Miscellaneous Fees**

**Event overtime in excess of the 5 hour rental time: \$75 per hour**  
(minimum of 1 hour, maximum of 3 hours)

**Event time may not exceed the 10PM latest completion time.**

*Additional hours must be requested and paid for at least 10 business days prior to the event date. This would include any set up/cleanup or breakdown time needed, in excess of the 4 hour rental.*

**Regarding Waiver of Rental Fees**

Considerations may be made for the waiver of rental fees by **community organizations** or **local civic groups**. A request for the waiver of fees must be submitted to the clerks office at Town Hall for approval by the town council no less than 30 days prior to the date of the event. Proof of insurance listing the Town of Jamestown as additionally insured must be provided to the Parks and Recreation Department no less than 14 days prior to the requested event date.



## **RULES FOR PRIVATE USE**

The 2nd Floor function rooms of the Jamestown Clubhouse are a Town of Jamestown facility. They are available for use by individuals, businesses, and organizations in accordance with the following rules and guidelines. The Parks and Recreation Department is responsible for the use of this facility. As an important Town resource, these rules and guidelines have been established to insure the success of your event, and the continued use of the space for many years to come.

### **RESERVATION POLICY**

#### **2022-2023**

The Jamestown Parks and Recreation Office located at 41 Conanicus Ave, begins accepting reservations for the Clubhouse on **January 1st by Jamestown residents** for the next 2 reservation seasons. Beginning on **March 1, non-residents** may apply to reserve a date within the same calendar year. Please return a completed application form (attached) with deposit to the Parks and Recreation Office.

Requests to reserve the Great Room for a private rental must be made no less than 14 days in advance of the requested rental date.

Requests to reserve the conference room for a private rental must be made no less than 14 days in advance of the requested rental date.

Approval of private events is at the discretion of the Parks and Recreation director and the Town of Jamestown.

### **PAYMENTS, DEPOSITS, AND REFUNDS**

- All checks should be made payable to the Town of Jamestown, and mailed to: Jamestown Parks & Recreation 41 Conanicus Ave. PO Box 377, Jamestown, RI 02835 or dropped off in-person at the Parks and Recreation office.
- A completed and signed Application, along with a \$125 deposit (resident), \$250(non-resident) must be received to reserve a date and time for an event. The remaining user fee and a \$400 damage/security deposit must be received 7 days prior to the event. Late payment of fees or damage/security deposit may result in the cancelation of the event.
- Lessee may cancel an event no less than 10 days prior to the event and all but the non-refundable deposit will be refunded. After the 10 day deadline, any refunds given will be at the sole discretion of the Town of Jamestown.



## RULES FOR PRIVATE USE

Page 5

(continued)

### GENERAL RULES

- Lessee is solely responsible for adhering to the terms of this contract and all Rules and Regulations of Parks & Recreation Department. **Residents may not sign for a non-resident third party.**
- All organizations and/or residents leasing the function room/s within the Clubhouse building shall secure and maintain, at no expense to the Town of Jamestown, a comprehensive general liability policy with policy limits not less than \$1,000,000 per occurrence. The Town of Jamestown shall be named as additionally insured and the insurance must be maintained throughout the period of use of the permit. A copy of proof of insurance must be submitted to the Parks and Recreation Department no less than 7 days prior to the event date.

**Please see attached TULIP guide on page 14 of this application for instruction on how to get a quote and/or purchase single-day event liability insurance**

- It is the responsibility of the Lessee to ensure that guests behave in an orderly manner, and that no disturbance is created at the Clubhouse building or grounds. Lessee agrees that all food and drink will be kept in the immediate area of the rented rooms, so that littering will be prevented and that noise will not exceed reasonable levels. The Parks & Recreation Department staff reserve the right to terminate any event for disturbances arising from unruliness or noise, or for violation of this lease. Loss of future rental privileges may result.
- It is the responsibility of the Lessee to obtain any necessary licenses and permits (Ex. Town of Jamestown One-Day Event/Entertainment license, Department of Health Food Event Permit, etc. prior to the event date.)
- The building is climate controlled, please notify event staff to adjust temperature. The windows are not to be opened.
- The Town of Jamestown, its agents and servants are not responsible for damage, injury, loss or theft of personal property of Lessee or Lessee's guests or anyone involved in the event.
- Hired services for the event are party to this agreement and subject to its terms. It is the responsibility of the Lessee to share the contents of this agreement with the third party vendors (Example: Caterers, DJ, event planners) associated with the event.
- Tables and chairs are provided with rental by request. There are no outside tables or chairs permitted on site. Table and chair numbers and layout must be requested in writing at least 48 hours before event. The Great Room can accommodate up to (8) 5 ft round tables with seating for 60 persons max.



JAMESTOWN CLUBHOUSE FUNCTION ROOM

Page 6

**RULES FOR PRIVATE USE**

(continued)

**LAWS, ORDINANCES, AND REGULATIONS**

Users and their guests must abide by all laws of the State of Rhode Island, ordinances of the Town of Jamestown and the RULES FOR PRIVATE USE of the Jamestown Clubhouse function rooms. Failure to abide by these requirements may result in termination of use and forfeiture of all or a portion of the user's damage/security deposit.

**PARKING**

Parking is available onsite in defined parking spaces when the Golf Course is closed. Illegally parked cars are subject to fines and/or towing. **During the Jamestown Golf Course peak operating season (June - September) parking will be extremely limited and it may be necessary to hire a valet or trolley company to transport guest to and from the event space.**

**USER'S SCHEDULE OF OPERATION**

All renters must provide a schedule of operations for the day of their event to the Parks and Recreation Office at least one (1) week in advance of the event date, including listing of all service providers being utilized such as a florist or entertainment. Users wishing to meet at the Clubhouse with their service providers may do so only by appointment with the Parks & Recreation Department who may limit the number and times of such meetings.

**DECORATING AND SET UP**

- The Town of Jamestown and the Parks and Recreation Department are not responsible for any loss or damage to personal property, furnishings, decorations, and/or equipment provided by the user and the user's service providers.
- Decorations must be placed without the use of scotch tape, staples, or nails.
- The historical photographs are not to be moved or removed from their locations.

**EVENT SHUT DOWN AND CLEAN UP**

- Music, entertainment, and bar service must be suspended 30 minutes prior to the scheduled termination of the rental. Users are responsible for the prompt departure of their guests at the termination of the event. All guests must be out at that time. If guests remain in the building past the time of termination, the users deposit may be forfeited.
- All equipment, rentals, decorations, and all other property belonging to the users, their service providers and/or their guest must be removed from the Clubhouse function rooms within the one hour period following the event.



JAMESTOWN CLUBHOUSE FUNCTION ROOM

Page 7

**RULES FOR PRIVATE USE**

(continued)

- The Lessee must ensure that the 2nd floor is left clean and returned to the condition in which it was found. All trash barrels must be emptied in dumpster, all decorations removed and disposed of properly, there must be no litter on the premises and all spills must be cleaned from the tables and floor. If these conditions are not met, the \$400.00 damage deposit will not be returned. Any damage to the property, in excess of what would be covered by the \$400 damage deposit may result in additional fees if the damage is deemed to be a result of negligence on the part of the lessee.
- Our event staff inspect and photograph the rental facility before and after each event with an itemized checklist which can be found on page 15 of the rental packet.

**CATERING/FOOD SERVICE**

- All caterers must be from the list of approved caterers included in this packet. The approved caterers are listed on page 8 of the rental application
- Catering companies on the approved list have been vetted and their license and insurance are on file with the Town of Jamestown.
- Non-catered events with food (Example: Potluck, homemade, pizza, sandwich platters) may use the catering kitchen, but will be held to the same expectations as caterers. All checklists must be followed post-event regarding cleanup and use of kitchen equipment.

**RULES REGARDING SERVING OF ALCOHOL**

- The Lessee and Lessee's agent/s agree to conform to the State of Rhode Island laws regarding the serving of alcoholic beverages. The Town of Jamestown, the Parks and Recreation department and its employees accept no responsibility or liability for any situation arising from the service of alcohol on town property during an approved event. The lessee is solely responsible for any liabilities/issues that take place during the period of use.
- Alcoholic beverages must be served by a licensed bartending service company carrying a Class P license. as well as a \$1 Million dollar Liquor Liability Insurance Policy listing the town of Jamestown as additionally insured
- No BYOB - You may provide your own alcohol if served by licensed caterer or a TIPs certified bartender
- Alcohol may not be sold during an event, except by non-profit lessees after obtaining a license from the Town Clerk's office with the approval of the Jamestown Town Council.
- Town of Jamestown staff or your caterer can refuse service of alcohol to anyone if we/they feel a guest is intoxicated or does not have a valid ID

JAMESTOWN CLUBHOUSE FUNCTION ROOM

## Pre-approved Caterers List

The caterers listed below are pre-approved and have their license and insurance on file with the Town of Jamestown. All catered events must use a vender from this pre-approved list. These vendors have been vetted and chosen by the Town of Jamestown to help with the planning process and ultimately enhance your rental experience.

# The Town of Jamestown

## Tenant User Liability Insurance Program

### How To Guide

Your local government, Town of Jamestown, has enrolled in a program that allows you, the “user” of a municipal facility, school, or other local government property, to secure cost effective liability insurance, which provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Third-Party Property Damage Coverage is also provided.

The Town of Jamestown is a registered user of the TULIP program through the National League of Cities (NLC) and HUB International New England via Entertainment Brokers International. Its assigned unique Venue ID-Code is: 0501 A5Z.

#### **How it works:**

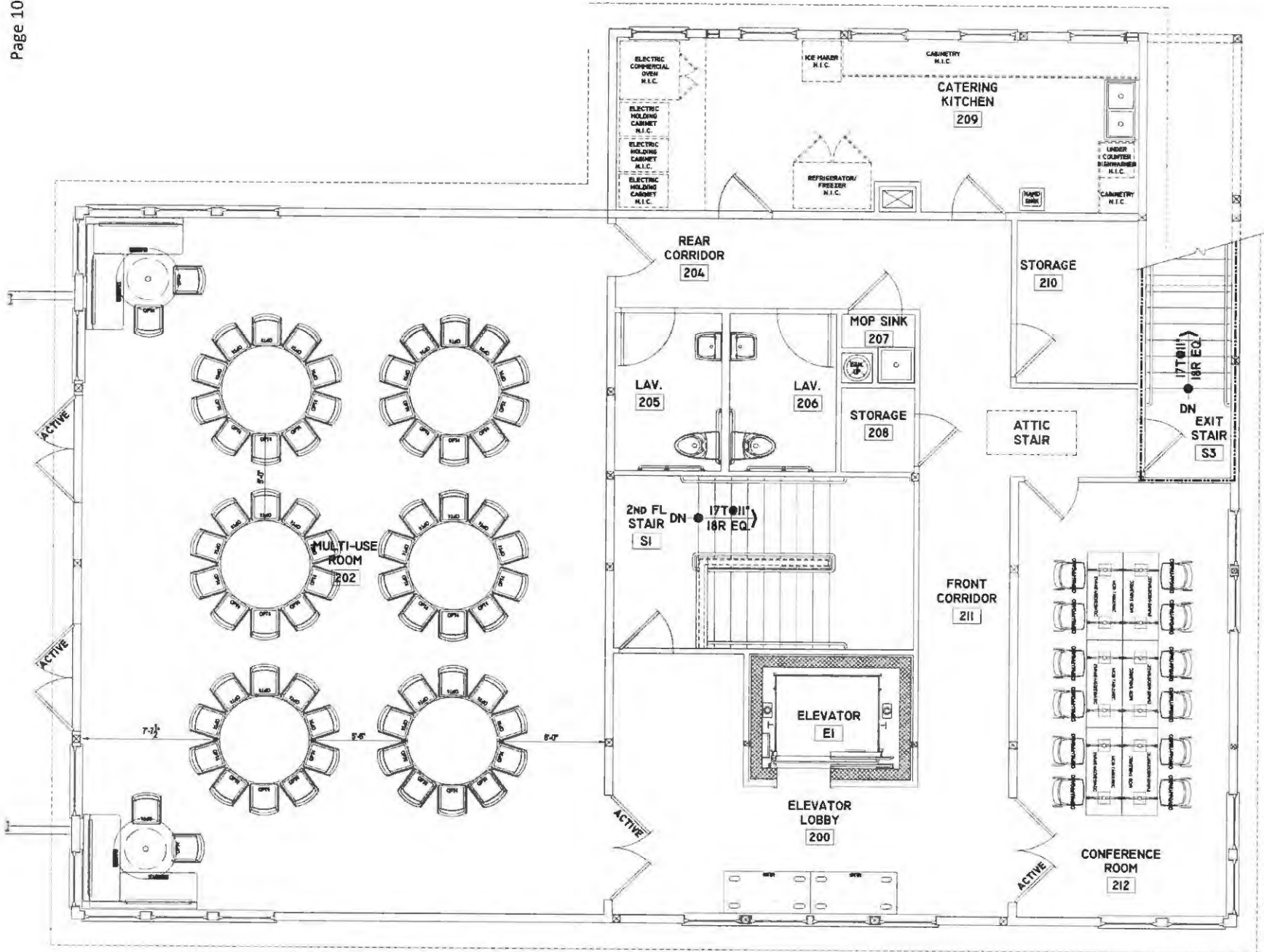
Log onto [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com) ... then click on “TULIP (Purchase OR Quote)”

- Enter the Venue ID-Code listed above or use the venue drop down menu.
- Select the Event Details or “eligible activity” from the drop down window, e.g. wedding, festival, etc.
- Answer the 4 questions.
- Select the date range for the event on the calendar by clicking on the day of event (if multiple dates, select all of these).
- Name Even, click on yes/no for Liquor Liability, add Average Daily Attendance, then answer the next 4 questions (if applicable). NOTE: If alcohol is present on Town property you **MUST** answer yes
- At this point you are able to “GET QUOTE”.

If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you have questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International N.E. (800) 370-2106. If you experience technical difficulties, please contact *Entertainment Brokers International* at 1-800-507-8414 (8:30AM – 5:00PM PST)





## FUNCTION ROOM/S RENTAL APPLICATION

Page 11

**\* AN INCOMPLETE LEASE APPLICATION WILL NOT BE PROCESSED**

**DATE REQUESTED:** \_\_\_\_\_ Hours of Event: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

**ROOM REQUESTED:** Great Room \_\_\_\_\_ Conference Room \_\_\_\_\_ Catering Kitchen \_\_\_\_\_  
*Check all that apply*

**APPLICANT:**

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

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Phone: Day: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

**ATTENTION JAMESTOWN RESIDENTS:**

**PLEASE SEE ATTACHED PROOF OF RESIDENCY REQUIREMENTS**

**EVENT DESCRIPTION:** \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_

Approximate number of tables \_\_\_\_\_ and chairs \_\_\_\_\_

Type of Operation (Private, State Sponsored, Non-Profit): \_\_\_\_\_

If **Non-Profit**, is Non-Profit registered with the State? NO \_\_\_ YES \_\_\_

RI Tax ID#: \_\_\_\_\_ Non-Profit ID #: \_\_\_\_\_

**ALCOHOL: (Liquor Liability Insurance Required)**

Will there be Alcohol at this event? NO \_\_\_ YES \_\_\_

Bartending Service: \_\_\_\_\_ License Number: \_\_\_\_\_

**CATERER: Caterers must be from the approved list on page 8**

Will there be a Caterer for this event? NO \_\_\_ YES \_\_\_

Caterer's Name: \_\_\_\_\_

If no, will there be food served? NO \_\_\_ YES \_\_\_

If yes, please give a brief description: \_\_\_\_\_

**MUSIC:**

Will there be Music at this event? NO \_\_\_ YES \_\_\_

If yes, please give a brief description: \_\_\_\_\_

## RENTAL APPLICATION

(continued)

**This agreement entered into by the Town of Jamestown, State of Rhode Island, hereinafter referred to as Lesser, and \_\_\_\_\_ hereinafter referred to as Lessee.**

**\*Please read and initial after each statement.\***

- Lessee is solely responsible for adhering to the terms of this contract and all Rules and Regulations of the Parks & Recreation Department. \_\_\_\_\_
  
- All organizations and/or residents leasing the Clubhouse shall secure and maintain, at no expense to the Town of Jamestown, a comprehensive general liability policy with policy limits not less than \$1,000,000 per occurrence. The Town of Jamestown shall be named as additional insured and the insurance must be maintained throughout the period of use of the permit. A copy of proof of insurance must be submitted to the Parks and Recreation Department no less than 14 days prior to the event date. \_\_\_\_\_
  
- It is the responsibility of the Lessee to ensure that guests behave in an orderly manner, and that no disturbance is created in the function rooms or ANYWHERE IN THE CLUBHOUSE. The Parks & Recreation Department staff reserves the right to terminate any event for disturbances arising from unruliness or noise, or for violation of this lease. Loss of future rental privileges may result.
  
- Lessee agrees that all food and drink will be kept in the immediate area of the rented space and that any resulting mess/spills will be cleaned to the best of the Lessee's ability. \_\_\_\_\_
  
- The Lessee must ensure that the rented space is left clean and returned to the condition in which it was found. All trash barrels must be emptied, all decorations removed and disposed of properly. There must be no litter on the premises and all spills must be cleaned from the tables and floor. Tables and chairs must be placed back where they were upon your arrival to function rooms. If these conditions are not met, the \$400.00 damage/security deposit will not be returned. Any damage to the property, in excess of what would be covered by the \$400 damage deposit may result in additional fees if the damage is deemed to be a result of negligence on the part of the lessee.

\_\_\_\_\_



JAMESTOWN CLUBHOUSE FUNCTION ROOM

**RENTAL APPLICATION**

(continued)

- It is the responsibility of the Lessee to obtain any necessary licenses and permits (Ex. Town of Jamestown One-Day Event/Entertainment license, Department of Health Food Event Permit, etc. prior to the event date. \_\_\_\_\_)
- Alcohol may not be sold except by non-profit lessees after obtaining license from Town Clerk's office with the approval of the Jamestown Town Council. The Lessee and Lessee's agent agree to exercise prudent judgment in the service of alcoholic beverages and to otherwise refuse to serve visibly intoxicated persons. Further, Lessee agrees to hold the Town of Jamestown, its agents and servants non-liaible for any incident arising from the consumption of alcoholic beverages. \_\_\_\_\_
- The Town of Jamestown, its agents and servants are not responsible for damage, injury, loss or theft of personal property of Lessee or Lessee's guests or anyone involved in the event. \_\_\_\_\_
- Hired services for the event are party to this agreement and subject to its terms. It is the responsibility of the Lessee to share the contents of this agreement with third party vendors \_\_\_\_\_

I have read and understand the Jamestown Clubhouse Function Room Agreement and agree to comply with all of the terms of the same:

x

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Date

x

\_\_\_\_\_  
Signature of Jamestown Recreation Employee

\_\_\_\_\_  
Date

JAMESTOWN CLUBHOUSE FUNTION ROOM

**Proof of Residency Policy**

The Town of Jamestown provides certain benefits to its residents and taxpayers in the form of lower rental fees for facilities such as the Clubhouse Building, as well as the ability to request reservation dates a year in advance. In order to qualify for Resident Rates individuals must either own property, rent property year round, or reside in Jamestown on a year round basis. The following "Proof of Residency Policy" has been put into place to ensure a fair and equitable rate structure for resident/property owners.

**\*\*\*Note: Applying for use of the Clubhouse function rooms for a third party is STRICTLY PROHIBITED, doing so may result in forfeiture of deposit and future use of the facility.**

When applying for a resident rate for the building a Jamestown resident/property owner must supply a combination of any 2 of the following identification materials:

- ◇ Photo ID
- ◇ Proper Identification that displays your Jamestown address; (Drivers License, Identification Card, Passport)
- ◇ Jamestown Property Tax Bill
- ◇ Jamestown Voter Registration Card
- ◇ Copy of a signed 12 month Lease Agreement for residence in Jamestown (minimum) or a 10 month lease with a military ID
- ◇ Utility Bill with a Jamestown Address.
- ◇ Current Vehicle Registration proving Jamestown residence

**\*\*\*NOTE: RECREATION OFFICE STAFF WILL REVIEW ALL MATERIALS PROVIDED AND VERIFY DOCUMENTS FOR AUTHENTICITY. IT IS UNLAWFUL TO PROVIDE FALSE DOCUMENTS.**

RECREATION OFFICE USE ONLY

DOCUMENTS PROVIDED:

\_\_\_\_\_  
 PROOF OF RESIDENCY: APPROVED    DENIED    SIGNED \_\_\_\_\_    DATE \_\_\_\_\_

Deposit: \$150.00 Res    \$250 Non-Res    Date \_\_\_\_\_    Check # \_\_\_\_\_

Balance:    \$ \_\_\_\_\_    Date \_\_\_\_\_    Check# \_\_\_\_\_

Total:                    \$ \_\_\_\_\_

Damage/Security Deposit:    \$400.00 \_\_\_\_\_    Date \_\_\_\_\_    Check# \_\_\_\_\_

**Note:**

## Post Event Checklist

Page 15

Please go through this checklist before leaving event and have event staff sign bottom.

Failure to do so may result in a partial or full forfeit of the security deposit.

- ◇ Pick up all excess debris from floors/area used by your party
- ◇ Bag all trash and dispose of it in the dumpster located near the rear of the parking lot
- ◇ Remove all decorations.
- ◇ Ensure all walls of the room are in good condition free of scuff marks, dents, chipped paint
- ◇ Ensure all furniture is clean and without damage
- ◇ Remove all food and personal belongings from refrigerators, ovens, and warming/cooling cabinets
- ◇ Ensure all AV equipment used is turned off
- ◇ Check in with Recreation Department event staff once checklist is complete

---

Signature of department event staff

Date



Return to  
NGrid

PETITION OF THE NATIONAL GRID  
FOR CONDUIT LOCATIONS  
TO THE HONORABLE TOWN COUNCIL  
OF JAMESTOWN, RHODE ISLAND

THE NATIONAL GRID

Respectfully asks permission to locate and maintain conduit, wires and fixtures, including the necessary sustain and protecting fixtures to be owned by your petitioner along and across the following public ways:

**Conanicus Ave**

**Install 70' (2) 3" UG conduit on side of road from Pole 15 to property line of 63 Conanicus Ave**

Wherefore your petitioner request that they be granted locations for and permission to erect and maintain conduit and wires together with such sustaining and protecting fixtures as it may find necessary, conduit to be located in accordance with the plan filed herewith marked:

**WR# 30553590**

**DATED 3/28/2022**

Your petitioner agrees to reserve or provide space for one cross arm at a suitable point on each of said conduits for the fire, police, and telephone wires belonging to the municipality and used by it exclusively for municipal purposes.

THE NATIONAL GRID

BY: Christopher Montalto

The foregoing petition having been read it was voted that the consent of the

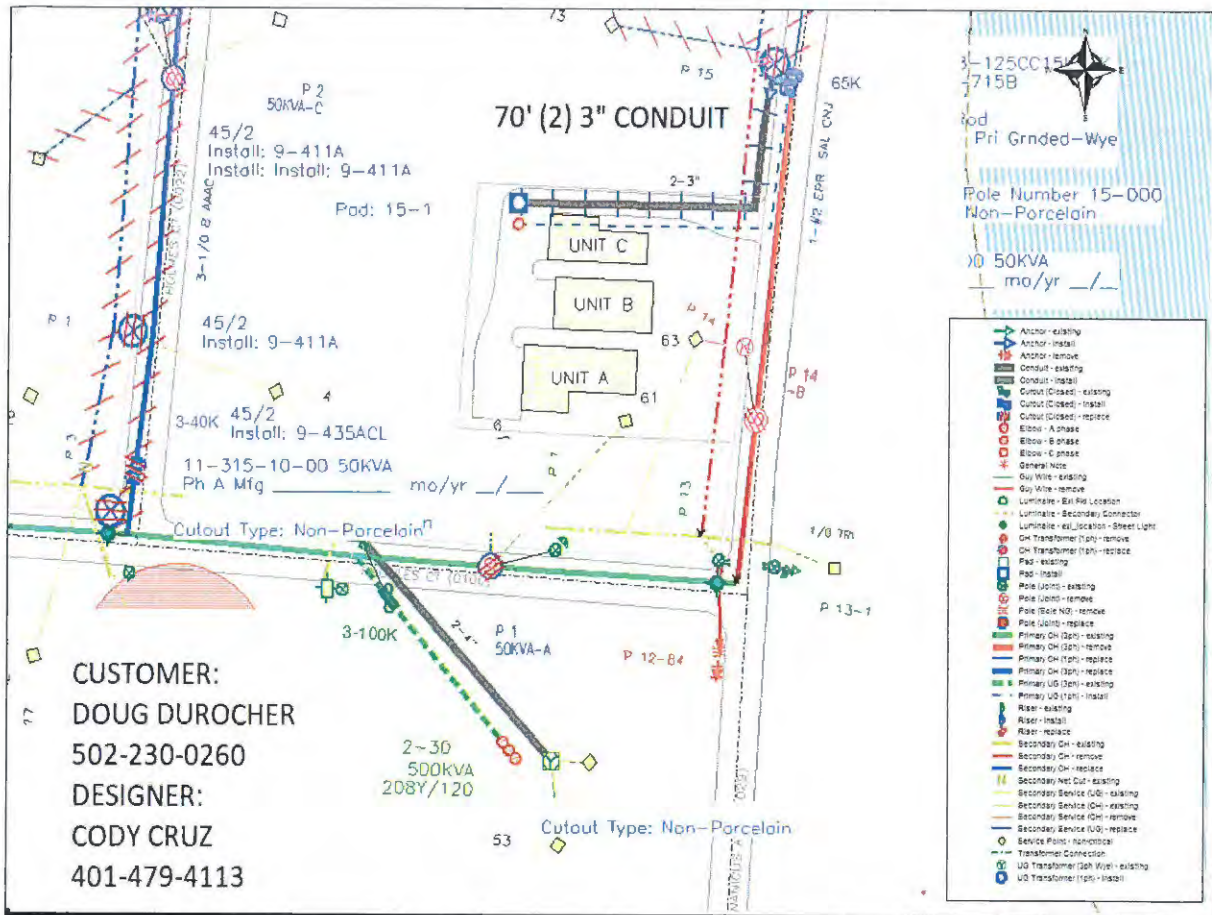
\_\_\_\_\_ for the use of public ways named for the purposes stated in said petition be and it hereby is granted----work to be done subject to the supervision at \_\_\_\_\_

A true copy of the vote at the \_\_\_\_\_

Adopted \_\_\_\_\_ and recorded in Records Book# \_\_\_\_\_ Page# \_\_\_\_\_

\_\_\_\_\_  
CLERK





**THE NARRAGANSETT ELECTRIC COMPANY AND VERIZON**

PLAN TO ACCOMPANY PETITION DATED: 3/28/2022

TO THE: Town OF: JAMESTOWN FOR: CONANICUS AVE

POLE LOCATION ON: 63 CONANICUS AVE JAMESTOWN, RI 02835

DATE OF PLAN: 3/28/2022 PLAN# 30553590

DESCRIPTION OF WORK: INSTALL 70' (2) 3" UG CONDUIT ON SIDE OF ROAD FROM POLE 15 TO PROPERTY LINE OF 63 CONANICUS AVE

DATE OF EXISTING GRANT: MAP#

# nationalgrid

## PETITION OF THE NATIONAL GRID FOR JOINT OR IDENTICAL POLE LOCATION

### TO THE HONORABLE BOARD OF SELECTMEN OF JAMESTOWN, RHODE ISLAND

#### THE NATIONAL GRID & VERIZON NEW ENGLAND INC.,

Respectfully asks permission to locate and maintain poles, wires and fixtures, including the necessary sustain and protecting fixtures to be owned and used in common by you petitioner along and across the following public ways:

#### Longfellow Rd

Install Poles 1 & 2 to reroute 3 phase lines up Longfellow Rd and down Holmes Ct

Wherefore your petitioners pray that they be granted joint of identical location for existing poles and permission to erect and maintain poles and wires together with such sustaining and protecting fixtures as they may find necessary, said poles erected or to erected substantially in accordance with the plan filed herewith marked:

WR#30553590

Dated 3/28/2022

Your petitioner agrees to reserve or provide space for one cross arm at a suitable point on each of said poles for the fire, police, telephone signal wires belonging to the municipality and used by it exclusively for municipal purposes.

#### THE NATIONAL GRID

BY: Christopher Mantalita

VERIZON NEW ENGLAND INC.

BY Dan Curran  
ORDER  
3/30/22

The foregoing petition been read, it was voted that the consent at the

\_\_\_\_\_

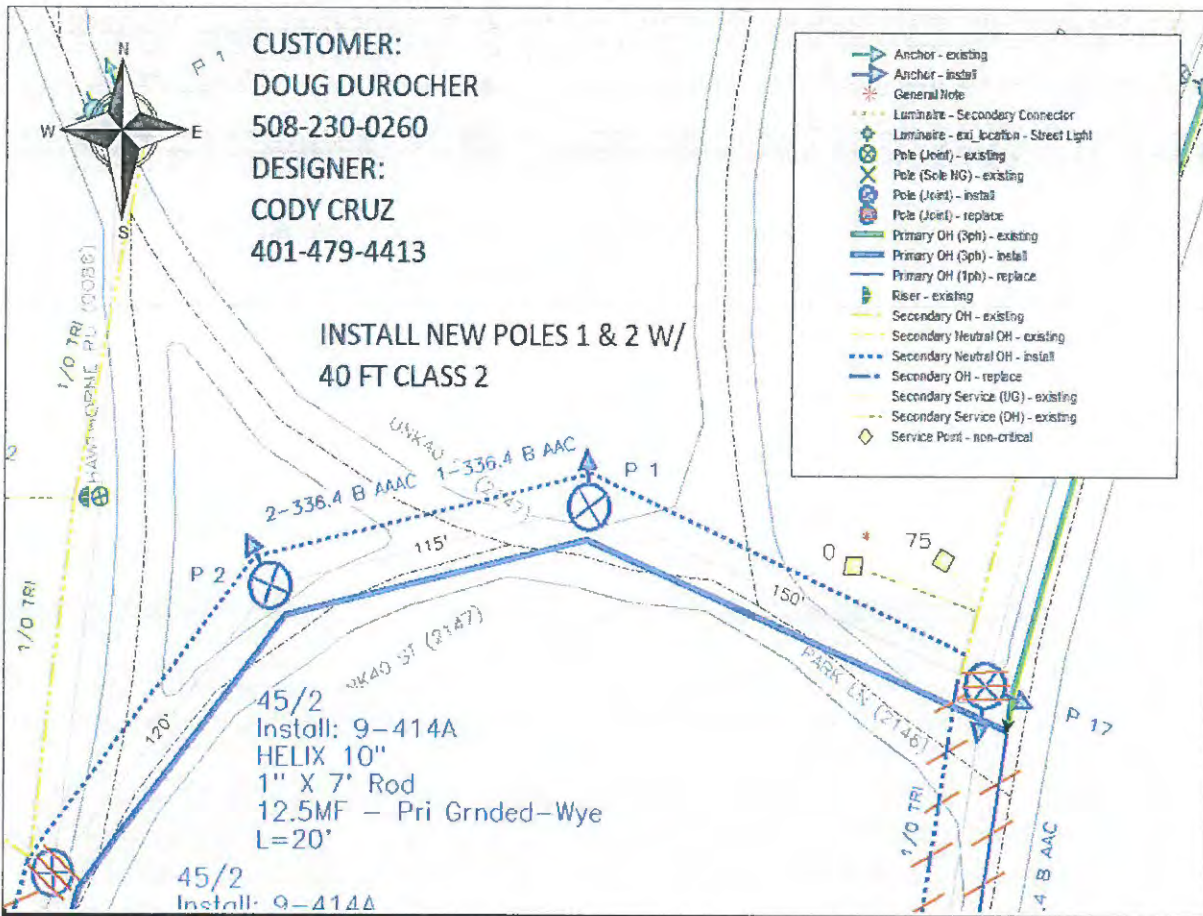
For the use of public ways named for the purposes stated in said petition be and it hereby is granted-----  
work to be done subject to the supervision of

A true copy of the vote at the \_\_\_\_\_

Adopted \_\_\_\_\_ and recorded in Records Book# \_\_\_\_\_ Page \_\_\_\_\_

\_\_\_\_\_  
Clerk





**THE NARRAGANSETT ELECTRIC COMPANY AND VERIZON**

PLAN TO ACCOMPANY PETITION DATED: 3/28/2022

TO THE: Town OF: JAMESTOWN FOR: PL 1 & 2 LONGFELLOW RD

POLE LOCATION ON: LONGFELLOW RD JAMESTOWN, RI 02835

DATE OF PLAN: 3/28/2022 PLAN# 30553590

DESCRIPTION OF WORK: INSTALL POLES 1 & 2 TO REROUTE 3 PHASE LINES UP  
LONGFELLOW RD AND DOWN HOLMES CT

DATE OF EXISTING GRANT: MAP#

**SYMBOL KEY**

0 Existing Pole Location

0 Proposed New Pole Location



# nationalgrid

## PETITION OF THE NATIONAL GRID FOR JOINT OR IDENTICAL POLE LOCATION

### TO THE HONORABLE BOARD OF SELECTMEN OF JAMESTOWN, RHODE ISLAND

**THE NATIONAL GRID & VERIZON NEW ENGLAND INC.,**  
Respectfully asks permission to locate and maintain poles, wires and fixtures, including the necessary sustain and protecting fixtures to be owned and used in common by you petitioner along and across the following public ways:

**Longfellow Rd**  
**Install Poles 1 & 2 to reroute 3 phase lines up Longfellow Rd and down Holmes Ct**

Wherefore your petitioners pray that they be granted joint of identical location for existing poles and permission to erect and maintain poles and wires together with such sustaining and protecting fixtures as they may find necessary, said poles erected or to erected substantially in accordance with the plan filed herewith marked:

WR#30553590

Dated 3/28/2022

Your petitioner agrees to reserve or provide space for one cross arm at a suitable point on each of said poles for the fire, police, telephone signal wires belonging to the municipality and used by it exclusively for municipal purposes.

#### THE NATIONAL GRID

BY: Christopher Mantalio  
VERIZON NEW ENGLAND INC. *e*

ORDER BY Daryl Cassman  
3/30/22

The foregoing petition been read, it was voted that the consent at the

\_\_\_\_\_

For the use of public ways named for the purposes stated in said petition be and it hereby is granted-----  
work to be done subject to the supervision of

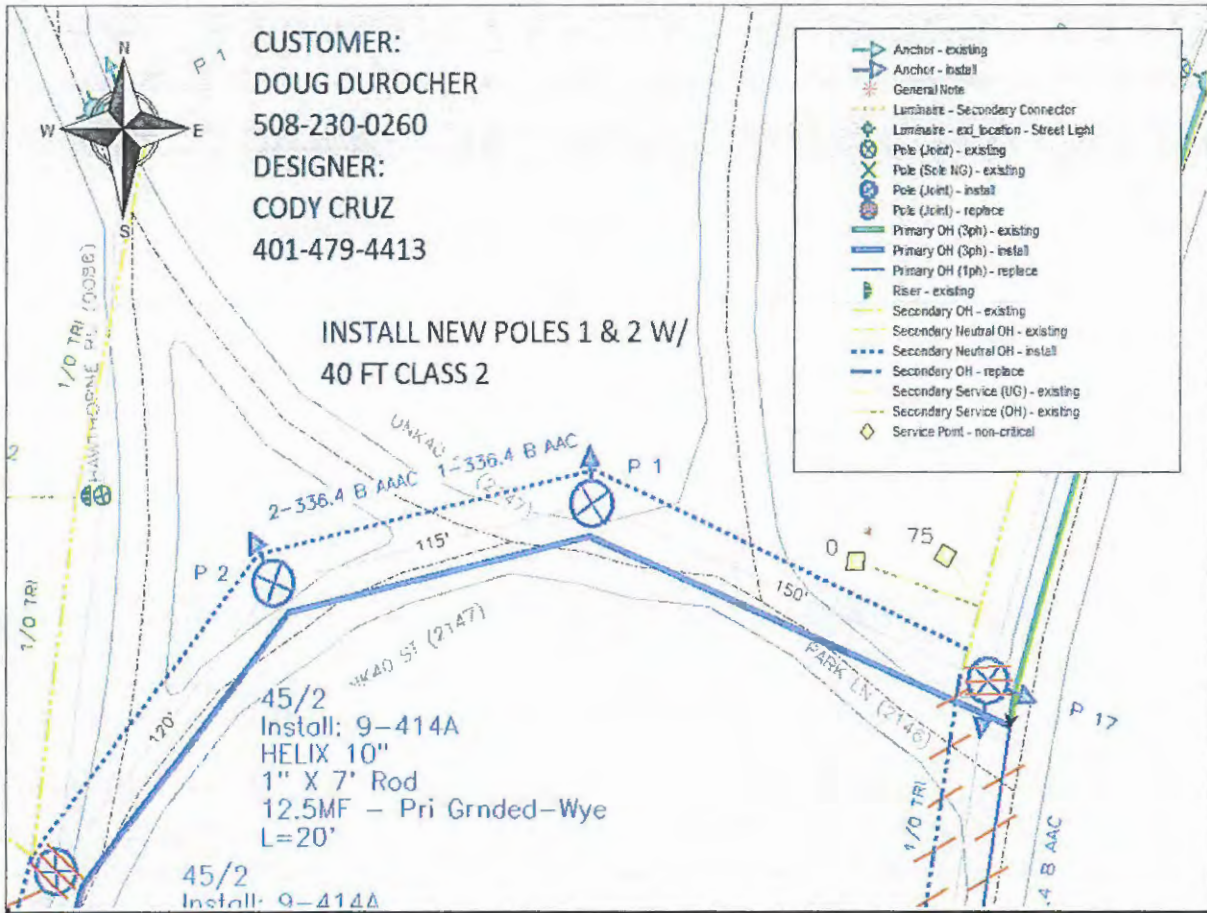
\_\_\_\_\_

A true copy of the vote at the \_\_\_\_\_

Adopted \_\_\_\_\_ and recorded in Records Book# \_\_\_\_\_ Page \_\_\_\_\_

\_\_\_\_\_

Clerk



**THE NARRAGANSETT ELECTRIC COMPANY AND VERIZON**

PLAN TO ACCOMPANY PETITION DATED: 3/28/2022

TO THE: Town OF: JAMESTOWN FOR: PL 1 & 2 LONGFELLOW RD

POLE LOCATION ON: LONGFELLOW RD JAMESTOWN, RI 02835

DATE OF PLAN: 3/28/2022 PLAN# 30553590

DESCRIPTION OF WORK: INSTALL POLES 1 & 2 TO REROUTE 3 PHASE LINES UP  
LONGFELLOW RD AND DOWN HOLMES CT

DATE OF EXISTING GRANT: MAP#

**SYMBOL KEY**

0 Existing Pole Location

0 Proposed New Pole Location



Return to  
NGrid

# nationalgrid

PETITION OF THE NATIONAL GRID FOR  
JOINT OR IDENTICAL POLE LOCATION

TO THE HONORABLE BOARD OF SELECTMEN  
OF JAMESTOWN, RHODE ISLAND

**THE NATIONAL GRID & VERIZON NEW ENGLAND INC.,**

Respectfully asks permission to locate and maintain poles, wires and fixtures, including the necessary sustain and protecting fixtures to be owned and used in common by you petitioner along and across the following public ways:

**Longfellow Rd**

**Install Poles 1 & 2 to reroute 3 phase lines up Longfellow Rd and down Holmes Ct**


Wherefore your petitioners pray that they be granted joint of identical location for existing poles and permission to erect and maintain poles and wires together with such sustaining and protecting fixtures as they may find necessary, said poles erected or to erected substantially in accordance with the plan filed herewith marked:

WR#30553590

Dated 3/28/2022

Your petitioner agrees to reserve or provide space for one cross arm at a suitable point on each of said poles for the fire, police, telephone signal wires belonging to the municipality and used by it exclusively for municipal purposes.

THE NATIONAL GRID

BY: Christopher Montalto  
VERIZON NEW ENGLAND INC.   
BY Dan Curran  
ORDER 3/30/22

The foregoing petition been read, it was voted that the consent at the

\_\_\_\_\_

For the use of public ways named for the purposes stated in said petition be and it hereby is granted-----  
work to be done subject to the supervision of

A true copy of the vote at the \_\_\_\_\_

Adopted \_\_\_\_\_ and recorded in Records Book# \_\_\_\_\_ Page \_\_\_\_\_

\_\_\_\_\_  
Clerk





**TOWN COUNCIL  
SPECIAL MEETING MINUTES  
Wednesday, March 30, 2022  
5:00 P.M.**

**I. ROLL CALL**

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

**Also, in attendance: Town Administrator Jamie Hainsworth, Director of Finance Christina Collins, and Town Clerk Roberta Fagan**

**II. CALL TO ORDER**

**Council President Beye called the Budget Work Session of the Jamestown Town Council to order at 5:00 p.m.**

**III. TOWN COUNCIL BUDGET WORK SESSION for FY 2022/ 2023 (July 1, 2022, to June 30, 2023)**

- A) Review, Discussion, and/or Potential Action and/or Vote: Town Administrator's proposed Town, School, and Capital Budgets

Town Administrator Hainsworth gave a brief overview of the recent meeting with the Rhode Island Auditor General to determine if any of the General Operating and/or School Budget line items would qualify as emergency eligibility for a tax levy waiver. The sudden increase in the student tuition was beyond management's control and has impacted FY2021/22 and the upcoming FY 2022/23. The unexpected increase would be the only line item to qualify under the emergency criteria necessary to apply for a waiver. The School Committee met on March 24<sup>th</sup> and approved reducing the proposed budget by \$108,000. Town Administrator Hainsworth recommended to the Town Council to approve a transfer from the Town's Undesignated Fund Balance for \$159,465 to the School's fund balance to offset the FY2021/22 budget deficit. This would also avoid having to apply for the tax levy waiver.

Vice President Meagher stated the present budget deficit could be attributed to the unexpected tuition increase for high school students as well as the need for additional staff hired in the fall of 2021 to accommodate increased enrollment at the Jamestown schools for the 2021/2022 school year.

Councilor Brine questioned what the eligible amount would be to go forward with the Auditor General's office. Finance Director Collins explained that a qualifying line item needed to be a minimum of \$100,000 increase. The North Kingstown special education line item for \$156,882 would be a qualifying budget item.

Councilor M. White made a clarifying statement that the \$159,465 would be drawn from the Town's Undesignated Fund Balance which is well funded. Finance Director Collins confirmed this and explained that the fund balance would still maintain the GFOA standard of two months of the operating budget. Moody's bond rating for coastal communities such as the Town of Jamestown, requires adequate reserves, which the Town has presently, but the fund balance would need to be increased to maintain the Bond rating in subsequent years.

Dr. Duva confirmed that the \$108,000 cut from the proposed school budget could not be certified if the Town were to move forward with a tax waiver.

Councilor R. White commended the School Committee members and the administration for working collaboratively to find a solution to the budget challenges.

Councilor Brine disagreed and stated disappointment that the \$108,000 was cut from the school budget resulting in programmatic reductions.

Vice President Meagher disagreed with Councilor Brine and explained there was no option to include the \$108,000 in the school budget. The state law requires Town employees to attest to “qualifying emergency” budgetary items.

A lengthy discussion ensued.

Maureen Gladding, Columbia Lane, requested clarification on the process for submitting a Warrant for consideration at the Financial Town Meeting.

More discussion on qualifying budget expenses for the tax waiver.

The Town of Jamestown would need to show consistent budgetary spending with no new spending to attest to the need for a waiver.

President Beye stated with confidence that the Town staff has done the necessary due diligence and the proposed budget is a result of that work.

Councilor M. White commented that the proposed budget and the deliberations are evidence that it is a good budget because everyone comes away “unhappy”. In other words, the proposed budget represents a necessary compromise for all.

Solicitor Ruggiero warned that a Warrant introduced at the Financial Town Meeting could be extremely problematic. More discussion and education would be needed to inform the public about the legal ramifications. Anything that causes Jamestown to exceed the 4% tax levy, would have to qualify under the statute. Administrative problems could also arise if Town Staff would not agree to sign certifications.

Town Administrator also recommended the addition of \$25,000 to support the Jamestown Housing Land Trust program introduced by Vice President Meagher and the Jamestown Affordable Housing Committee. The funds would be taken from revenues and would not add to the tax levy.

In conclusion Town Administrator Hainsworth made the recommendation to the Town Council to adopt the proposed budget at the Town Council meeting on Monday, April 4, 2022.

#### **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 prohibit 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

No requests to address that Town Council.

**V. ADJOURNMENT**

**A motion was made by Councilor M. White with second by Councilor Brine to adjourn at 5:50 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, aye; Councilor R. White, Aye.**

Attest:

Roberta J. Fagan, Town Clerk





**TOWN COUNCIL MEETING MINUTES**  
**Monday, April 4, 2022**  
**6:30 P.M.**

**I. ROLL CALL**

A regular meeting of the Jamestown Town Council was held on April 4, 2022. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, and Randy White. Absent: Erik Brine

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, and Town Clerk Roberta Fagan.

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

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

**III. 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 prohibit 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 - none
- B) Non-scheduled request to address

No requests to address the Town Council.

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

- A) Review, Discussion, and/or Take Action and/or Vote regarding a Proclamation declaring April as the Month of the Military Child in the Town of Jamestown

**President Beye read Proclamation 22-03, declaring April as the Month of the Military Child in the Town of Jamestown.**

A motion was made by Vice President Meagher with second by Councilor M. White to approve Proclamation 22-03, declaring April as the Month of the Military Child. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye

## V. 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. Review, Discuss and/or Take Action and/or Vote on the following items:*

- A) Event/Entertainment License: All Event/Entertainment license application approvals are subject to any and all COVID-19 protocols in effect at the time of the event; Review, Discussion, and/or Take Action and/or Vote for the following:
- 1) Applicant: Jamestown Arts Center  
Event: "to be near you" Artists Talk & Dance Film Screening  
Date: Thursday, April 7, 2022, 7:30 p.m. – 9:30 p.m.  
Location: Jamestown Arts Center

**A motion was made by Vice President Meagher with second by Councilor M. White to approve the Jamestown Arts Center April 7, 2022 event application for the "to be near you" Artists Talk & Dance Film Screening. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

- 2) Applicant: Jamestown Women's Club  
Events: Easter Egg Hunt  
Date: Saturday, April 16, 2022, 10:00 a.m.  
Locations: Conanicut Battery

**President Beye recused herself from the vote.**

**Vice President Meagher noted that the application requested approval of the East Egg Hunt at the Community Farm, not at the Conanicut Battery.**

**A motion was made by Vice President Meagher with second by Councilor M. White to approve the Jamestown Women's Club, Easter Egg Hunt event application taking place at the Jamestown Community Farm on April 16, 2022. Vote: Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

- 3) Applicant: Jamestown Historical Society  
Events: Battery Day  
Date(s): Saturday, May 21, 2022, 11:00 a.m. to 1:00 p.m.  
Locations: Conanicut Battery

**A motion was made by Councilor R. White second by Vice President Meagher to approve the Jamestown Historical Society May 21, 2022, Battery Day event application. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

- 4) Applicant: Jamestown Historical Society  
Events: Windmill Day  
Date(s): Saturday, July 23, 2022, 11:00 a.m. to 2:00 p.m.  
Locations: Windmill, North Road

**A motion was made by Vice President Meagher with second by Councilor M. White to approve the Jamestown Historical Society July 23, 2022, Windmill Day event application. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

- 5) Applicant: Mark Holland/Jamestown Rotary Club  
 Event: 46<sup>th</sup> Annual Jamestown Classic Bike Race  
 Date: Sunday, October 9, 2022, 7:00 a.m. – Noon  
 Location: Ft. Getty Pavilion  
 a) Email from Mark Holland/Jamestown Rotary club (non-profit) requesting a waiver of the Ft. Getty Pavilion fee; and/or payment for the police detail, by the Town of Jamestown for the Annual Jamestown Classic Bike Race on October 9, 2022

**Discussion ensued.**

**Vice President Meagher confirmed with Chief Mello that the police detail will not be as costly with the event taking place on Sunday of Columbus Day weekend. The Rotary contributes greatly to the Town of Jamestown, Vice President Meagher commented and was happy to make a motion to support the waiver of fees request.**

**A motion was made by Vice President Meagher with second by Councilor R. White to approve the request to waive the Ft. Getty Pavilion fee; and/or payment for the police detail, by the Town of Jamestown for the Annual Jamestown Classic Bike Race on October 9, 2022. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

## **VI. UNFINISHED BUSINESS**

- A) Review, Discussion, and/or Take Action and/or Vote: Request from Robert Sutton, President of the Jamestown Community Farm, land protection of the Community Farm land
- 1) Jamestown Community Farm requests for an appropriation not to exceed \$400,000 for the purposes of assisting in the purchase of additional permanent protection of the Town's reservoir watershed and Center Island Greenway, located at East Shore Road and Eldred Avenue. Plat 4 lots 2, 133, 134, 135, 136, 141, and 142
  - 2) Copy of the February 2, 2022 letter from Robert Sutton to the Jamestown Town Council

**Discussion ensued.**

**Robert Sutton, President of the Jamestown Community Farm, updated the Town Council and the status of the purchase of the Community Farm land. He reported that negotiations with Peter Ceppi are ongoing. The appraisal has been received, which Mr. Ceppi will need to review. The "One-Chance" fundraising committee remains optimistic that an offer will be accepted.**

**Finance Director Collins provided more context regarding the request to approve the warrant in draft form, which would be discussed later in the meeting when the Council reviews the Consent Agenda items.**

**Mr. Sutton expressed gratitude to all that helped support the idea and concept, especially Town Planner Bryer, Town Administrator Hainsworth, and Finance Director Collins.**

**A motion was made by Councilor R. White with second by Vice President Meagher to approve an appropriation not to exceed \$400,000 for the purpose of assisting in the purchase of additional permanent protection of the Town's reservoir watershed and Center Island Greenway, located at East Shore Road and Eldred Avenue Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

- B) Review, Discussion, and/or Take Action and/or Vote: Jamestown Friends of Rights of Ways CRMC Adopt-an-Access partner proposal
- 1) Memorandum of Understanding (MOU) between The Coastal Resource Management Council (CRMC), the Town of Jamestown, Friends of the Jamestown Right of Ways (ROWS), and the Jamestown Conservation Commission
  - 2) Memorandum from the Jamestown Conservation Commission to the Jamestown Town Council in support of the Jamestown Friends of Rights of Ways/CRMC Adopt-an-Access partner proposal

**Discussion ensued.**

**Vice President Meagher had questions regarding the MOU and the role of the Friends of the Right of Ways (ROWS) in addition to the Conservation Commission. Paula Sherlin, a member of the ROWs addressed the Council on the draft MOU. The ROWs volunteers intend to monitor, and clear trash and vegetation in the 14 designated locations. The draft MOU had been revised and Ms. Sherlin reported that the CRMC indicated that they are ready to partner with the Town of Jamestown, the Friends/ROWS, and the Conservation Commission.**

**Solicitor Ruggiero cautioned the Town Council on potential liability. The Friends of ROWs is not an organized group registered with the State of RI. He recommended that they formerly organize. A copy of the draft MOU would be forwarded to Solicitor Ruggiero for review.**

**Vice President Meagher requested the item be tabled until the next Town Council meeting. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

## **VII. NEW BUSINESS**

- A) Review, Discussion, and/or Take Action and/or Vote on the FY2022/2023: Town Administrator's Proposed Budget; Possible action to adopt and recommend the proposed FY2022/2023 Town Budget of \$28,285,275 for consideration at the Annual Financial Town Meeting on June 6, 2022
- 1) Town Administrator's Proposed Town General Fund Budget of \$12,310,218
  - 2) Town Administrator's Proposed School Budget of \$15,975,057

**Discussion ensued.**

**Town Administrator Hainsworth gave a brief summary of the proposed Town General Fund and School budgets. The proposed budgets fully fund both at the 4% cap. Finance Director Collins reiterated that the budget will not exceed the tax levy cap.**

**President Beye and Vice President Meagher acknowledged the challenges that the Town and School Administrations were faced during the budget deliberations, and they thanked Town Administrator Hainsworth, Finance Director Collins, Dr. Duva, and Finance Director Littlefield for finding a solution.**

**Vice President Meagher read Councilor Brine's email statement in support of the proposed budgets. Councilor R. White was pleasantly surprised that there was a Council consensus in support of the proposed budget. He remarked that the evolution of the budget exhibited the dedication and good faith effort by all to trim the school committee budget. The process had exposed areas that the Town Council will need to look at more broadly and proactively, with the continued stakeholder engagement (parents, staff, taxpayers). Town Administrator Hainsworth commented that the budget deliberations start each year in the Fall. The unexpected increased school tuition for the current and future fiscal year created budget challenges. Thanks to the coordinated and collaborative efforts of the Town Council, School Committee members, Finance Director Collins, School Finance Director Littlefield, Superintendent Duva, Solicitor Ruggiero, and Atty. Ferrara, Town Department Directors and Officials, and community members the proposed budget will move forward to the Financial Town Meeting.**

**A motion was made by Councilor M. White with second by Vice President Meagher to adopt and recommend the proposed FY2022/2023 Town Budget of \$28,285,275 for consideration at the Annual Financial Town Meeting on June 6, 2022. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

- B) Review, Discussion, and/or Take Action and/or Vote: Approve fee waiver request for the Ft. Getty Pavilion on July 30, 2022, for the Air Force Welcome Party by Col. Kenny Weiner
  - 1) Letter to the Jamestown Town Council and Jamestown Parks and Recreation from Col. Kenny Weiner

**Discussion ensued.**

**Col. Weiner addressed the Town Council and commented that Jamestown has been the best location he has ever been stationed in while serving in the US Airforce. The Welcome Party plans are progressing. He thanked the Council for their consideration.**

**A motion was made by Vice President Meagher with second by Councilor M. White to approve the fee waiver request for the Ft. Getty Pavilion on July 30, 2022, for the Air Force Welcome Party by Col. Kenny Weiner. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

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

- A) Ordinances; Discussion and Possible Action to Order to Advertise in the Jamestown Press; Notice of a Public Hearing for Proposed Amendments to the Code of Ordinances, Chapter 6, Amusements and Entertainment, Article I -In General; These

Amendments are proposed to update and modernize the existing Amusement and Entertainment ordinance

**Discussion ensued.**

**Chief Mello reviewed the changes to the draft ordinance based on Council recommendations. Vice President Meagher suggested more consistency in the language (i.e. license vs permits). Councilor R. White was confident that once the suggested changes had been made in consultation with Solicitor Ruggiero, he would be in support of the ordinance.**

**A motion was made by Vice President Meagher with second by Councilor M. White to order to advertise, pending suggested changes, in the Jamestown Press; Notice of a Public Hearing for Proposed Amendments to the Code of Ordinances, Chapter 6, Amusements and Entertainment, Article I -In General; These Amendments are proposed to update and modernize the existing Amusement and Entertainment ordinance. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

- B) Review, Discussion, and/or Take Action and/or Vote regarding the Jamestown Bike Committee and permission to advertise for the newly formed committee.
  - 1) Bike Committee Charge
  - 2) Councilmember appointment

**Discussion ensued.**

**A motion was made by Vice President Meagher with second by Councilor M. White to approve the draft charge and gave permission to advertise for the newly formed Bike Path Committee. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

- C) Review, Discussion, and/or Take Action and/or Vote: permission to advertise unexpired and expiring vacancies for the following Committee/Boards/Commissions:
  - 1) Affordable Housing (2) Members, three-year term ending 5/31/2025
  - 2) Fire Department Compensation (2) Citizen-At-Large; three-year term ending 5/31/2025
  - 3) Tax Assessment Board of Review (1) Member; three-year term ending 5/31/2025

**A motion was made by Vice President Meagher with second by Councilor M. White to give permission to advertise for the unexpired and expiring vacancies. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye**

## **IX. CONSENT AGENDA**

- A) Adoption of Town Council Minutes



- 1) March 14, 2022 (Town Council Budget Work Session Meeting)
  - 2) March 15, 2022 (Joint Budget Work Session Meeting)
  - 3) March 21, 2022 (Regular Meeting)
- B) Minutes of Boards/Commissions/Committees
- 1) Jamestown Zoning Board of Review (February 22, 2022)
- C) Authorization of the Warrant and Resolutions for the June 6, 2022, Financial Town Meeting (Warrants are routine in matter as they relate to setting the tax rate.)
- 1) Resolution Number 1: Sewer Line Frontage Tax Rate (.68 cents per linear foot, included on the tax bill for homes in the Sewer district)
  - 2) Resolution Number 2: Borrowing in Anticipation of Taxes (Authorizes the Town the ability to borrow funds in anticipation of the 1st quarter's taxes being due.)
  - 3) Resolution Number 3: Disposition of Collected Back Taxes (All back taxes to be placed in the General Fund at time of receipt.)
  - 4) Resolution Number 4: Setting the Tax Rate (Actual rate to be determined within a range at the FTM.)
  - 5) Resolution Number 5: An Appropriation Not to Exceed \$400,000 For the Purposes of Assisting in The Purchase of Additional Permanent Protection of The Town's Reservoir Watershed and Center Island Greenway, Located at East Shore Road and Eldred Avenue, Plat 4 Lots 2, 133, 134, 135, 136, 141, And 142

**Discussion ensued.**

**The Town Council requested that item C) 5) Resolution Number 5 be removed from the Consent Agenda.**

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

**X. 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
- 1) Copy of Email to: Jamestown Town Council  
From: Vice President Meagher  
Dated: March 23, 2022  
Re: Dutch Island control burn
  - 2) Copy of Email to: Jamestown Town Council  
From: Linda Jamison  
Dated: March 21, 2022  
Re: No waiver

- 3) Copy of Email to: Jamestown Town Council  
From: anonymous  
Dated: March 22, 2022  
Re: War College Transients Lobbying
- 4) Copy of Email to: Jamestown Town Council  
From: Chris Powell  
Dated: March 25, 2022  
Re: Fox Hill Farm and Ft. Getty Park
- B) Petitions, Proclamations, and Resolutions
  - 1) Resolution of the City Council of the City of Woonsocket in Opposition to S-2557 and H-7829 Mandatory Translation Services

The Town Council acknowledged the Communications received.

#### **XI. ADJOURNMENT**

**A motion was made by Vice President Meagher with second by Councilor M. White to adjourn at 7:36 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, aye; Councilor R. White, Aye.**

Attest:

Roberta J. Fagan, Town Clerk

**BOARD OF CANVASSERS  
JAMESTOWN, RHODE ISLAND  
February 28, 2022**

An advertised session of the Board of Canvassers was called to order at 9:07 by Carol Nelson-Lee. She opened with a testimony to Melissa Burrows, alternate to the Board, who recently died. The following members were present:

Ken Newman  
Hugh Murphy

Absent: Kitty Wineberg, Alternate

Also present were: Karen Montoya, Clerk to the Board of Canvassers  
Roberta Fagan, Town Clerk

**NEW BUSINESS**

Ms Nelson-Lee called for a motion to accept the minutes of December 16, 2021. Mr. Newman moved and Mr. Murphy seconded to accept the minutes. So voted.

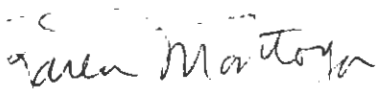
Mr. Newman gave a report about the "Pilot Risk Limiting Audit." This was to test an algorithm that Graduate student Oliver Broadrick of Georgetown University created to potentially make RLA more efficient. It is to verify the results of an election not a recount. Moreover it is a statistical sampling of the ballots to see if it matches the election results.

Ms. Nelson-Lee called for a motion to have Ms. Montoya petition the Town Council to ask the Republican party to give a list of 5 candidates to fill the Republican alternate position. Mr. Murphy moved and Mr. Newman seconded. So voted. Ms Montoya clarified that the person accepting the position must be a Republican. Ms. Montoya also updated the Board on the status of the regular member position. All candidates have been contacted and have had an appointment to interview with the Town Council arranged.

Ms. Nelson-Lee asked how much the budget has changed from last year. Ms. Montoya responded around \$3,000. The increase is due to the need to hire poll workers for the 21 days of early voting before an election. Last year the poll workers for early voting were covered under a Grant. Ms. Nelson-Lee called for a motion to pass the budget. Mr. Newman moved to approve the budget. Mr. Murphy seconded.

There being no further business, Ms Nelson-Lee asked for a motion to adjourn the meeting at 9:21 am. Mr Murphy moved to adjourn and Mr. Newman seconded. So voted. She then mentioned the BOE Zoom meeting at 10:00 following the meeting.

Attest:-



Karen Montoya  
Clerk to the Board of Canvassers

Cc: Town Council Members (5)  
Board of Canvassers (5)  
Roberta Fagan, Town Clerk

**TOWN OF JAMESTOWN  
Special Board of Canvassers Tour**

**March 28, 2022  
9:00 AM**

An advertised special tour of the Jamestown Golf Course 2<sup>nd</sup> floor was attended by:

Carol Nelson-Lee  
Ken Newman  
Kitty Wineberg, Alternate  
Linda Jamison, Alternate

Absent: Hugh Murphy

**APPROVAL OF MINUTES**

There were no minutes to approve.

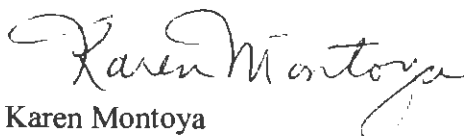
**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

At 9:05 the Board toured the 2<sup>nd</sup> floor of the new Golf Course building with the expectation of having it be a Polling Place for District 1501 to replace the Recreation Center. This is subject to Board of Elections approval. The tour ended at 9:33.

Attest:

  
Karen Montoya  
Clerk to the Board of Canvassers

Cc: Town Council Members (5)  
Board of Canvassers (3)  
Roberta Fagan,, Town Clerk

**Approved as Amended**  
**PLANNING COMMISSION MINUTES**  
**January 19, 2022**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**  
**THIS MEETING WAS TELECONFERENCED VIA ZOOM**  
Meeting ID: 840 0463 4963

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

The meeting was called to order at 7:00 p.m. and the following members were present:

Mike Swistak – Chair	Mick Cochran
Rosemary Enright – Secretary	Bernie Pfeiffer
Dana Prestigiacomio	Michael Smith

Not present: Duncan Pendlebury

Also present:

Lisa Bryer, Town Planner  
Wyatt Brochu – Town Solicitor  
Carrie Kolb – Planning Assistant  
Sanford Resnick – Resnick & Caffrey  
Joshua Rosen – Principe Engineers

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

**III. New Business**

1. Emily Bowab Seaside Drive at Dory Ave, AP 3, Lot 139; Zoning Ordinance Section 82-314 – High Groundwater Table and Impervious Overlay District Sub-district A review  
- Recommendation to Zoning Board of Review; review, discussion and/or action and/or vote

Sanford Resnick of Resnick & Caffrey 300 Centerville Road, Warwick, RI. Resnick is representing 5A Builders LLC. The property has been in the Bowab family for 54 years. Resnick stated that they have made all the proper applications, they meet all the requirements for setbacks and the Town Engineer (Jean Lambert) has made recommendations.

Planning Commission Minutes  
January 19, 2022  
Page 2

Joshua Rosen of Principe Engineers 27 Sakonnet Ridge Drive, Tiverton, RI. Rosen had not appeared as an expert witness to Planning Commission prior. His credentials were presented. Commissioner Swistak made a motion to recognize Joshua Rosen PE as an expert witness and seconded by Commissioner Smith. So unanimously voted. Rosen described the site plan. Commissioner Swistak asked a question pertaining to the impact of groundwater on the neighbors. Rosen answered that the applicant has an infill corner lot. The adjacent wells are 75 feet away. There shouldn't be issues for the applicant or abutters.

Commissioner Swistak asked about the threat of salt water intrusion and was this taken into consideration in design. Rosen answered that with the grading of the property around the house they went an extra three feet above the nearest flood plain for the elevation of the proposed slab.

Commissioner Cochran asked if this will be a year-round residence or a partial year residence for the owners? The answer was unknown to Resnick and Rosen.

Commissioner Swistak asked if the property is being sold by Emily Bowab to 5A Builders or Alex Petrucci because the operations and maintenance plan was prepared for Alex Petrucci, and the zoning application references Alex Petrucci. Resnick answered yes, that Alex Petrucci is the principal of 5A Builders. There is a purchase and sales agreement. Emily Bowab must provide an owner authorization form that is notarized or a copy of purchase and sales agreement prior to appearance before Zoning. This will be added to the recommended conditions of approval.

Resnick has a copy of the draft motion dated January 14, 2022. He doesn't have any questions and waves the condition to read the whole motion.

A motion was made by Commissioner Swistak and seconded by Commissioner Smith as follows:

At the January 19, 2022 a Planning Commission meeting, held remotely by Zoom, where six Planning Commissioners were present, the Planning Commission voted unanimously to recommend to the Jamestown Zoning Board, approval of the application of Emily Bowab, owner and 5A Builders LLC, applicant: AP 3, Lot 139; Seaside Drive, Jamestown, RI; being reviewed under Zoning Ordinance Section 314 - High Groundwater Table and Impervious Overlay District Subdistrict A review in accordance with the plans entitled "On-Site Wastewater Treatment System for Ap 3 Lot 139", Seaside Drive, Jamestown Rhode Island dated revised 4/6/21. The plans are prepared by Principe Company, Inc. Engineering Division, PO Box 298, Tiverton, RI 02878, 401-816-5385.

The recommendation for approval is based on the following findings of facts and recommended conditions of approval as noted in the Memo from Jean Lambert, PE and amended at the Planning Commission meeting:

Findings of Fact Section 314

1. The property is 14,280 square feet (sf) in area;



Planning Commission Minutes  
 January 19, 2022  
 Page 3

2. The existing site is undeveloped. Topography on the lot slopes from east to west on the site. There are no freshwater wetlands on the property.
3. Soil evaluation results show that the site falls under Sub-district "A" requirements of the High Groundwater Table and Impervious Overlay District with 18" to the seasonal highwater table and 26" to impervious soil.
4. The maximum impervious cover allowed is 10.0% or a maximum of 1428 sf.
5. The applicant is proposing to develop the site with a house, crushed stone driveway, pervious walkways, well, and an advanced treatment OWTS (Advantex to bottomless sand filter).
6. The OWTS permit for 3-bedrooms was issued on 6/24/2021.
7. The total proposed impervious cover will be 1408 sf or 9.86%.
8. A vegetated swale is proposed to provide water quality treatment and stormwater mitigation of new rooftop runoff. The required stormwater treatment volume for the new rooftop is 518 cubic feet (cf). The total proposed volume is 547 cf.
9. In Conclusion, the Town Engineer Jean Lambert, PE stated that the proposal meets the intent of the ordinance in that the proposed impervious cover is 9.86%. The maximum allowable impervious coverage for this site is 10%. The rain garden provides treatment and mitigation for the new impervious rooftop;
10. The applicant's representatives Joshua Rosen of Principe Co, Inc, accepted as an expert witness, and Sanford Resnick of Resnick & Caffrey were present at the Planning Commission meeting and represented the applicant before the Planning Commission on January 19, 2022; and,
11. Jamestown Engineer Jean Lambert provided correspondence to William Moore, Building Official and Lisa Bryer, Town Planner dated December 20, 2022 regarding the Bowab application (attached).

Recommended Conditions of Approval

1. An erosion and sediment controls must be installed at the down gradient limits of site disturbance and maintained until stabilization of the site is attained;
2. Maintenance and inspection of the existing OWTS shall continue as required by the Town Onsite Wastewater Management Ordinance;
3. The vegetated swale shown on the approved site plans must be installed and maintained as outlined on the rain garden noted on the approved site plan;
4. The Operation and Maintenance (O & M) Plan (reproduced in 8.5" x 11" for the stormwater mitigation (rain garden) shall be recorded in the Office of the Town Clerk with the Zoning Approval and evidence of such shall be provided to the Zoning Enforcement Officer as well as the Planning Department; and,
5. Any additional future site work including a change to the driveway surface that increases the area of impervious coverage will require a review following the requirements of the High Groundwater Ordinance.
6. Purchase and Sales agreement and/or owner authorization form that is notarized be submitted prior to appearance before Zoning.

So voted:

Michael Swistak – Aye

Rosemary Enright – Aye

Planning Commission Minutes  
January 19, 2022  
Page 4

Mick Cochran – Aye                      Bernie Pfeiffer - Aye  
Dana Prestigiacomio – Aye      Michael Smith – Aye  
Motion carries 6-0

**IV. Correspondence**

1. Final Subdivision Approval for Riven Rock, 113-115 Melrose Avenue, Plat (AP) 8 Lot 31
2. Email from Barbara Cunha dated December 22, 2021, re: variances for Green Lane & Narragansett Avenue condominium project

**V. Reports**

1. Town Planner's Report
  - Nice to have Carrie Kolb on board and reach out to her if you have questions, don't be shy. Cyndee is officially retired.
  - 91 Carr Lane, application expected back in the next few weeks and it will get on the agenda fairly quickly because no notifications or agency review necessary prior to the application.
  - Subcommittee on the short term rental ordinance will be meeting in the next couple of weeks. The Solicitor has the ordinance now and is making a few suggested edits based on the comments by Councilor Meager. Anticipate have to Town Council in the next month or longer.
  - Letter from Riven Rock in correspondence and note that is recorded.

**VI. Approval of Minutes December 15, 2021; review, discussion and/or action and/or vote**

A motion was made by Commissioner Enright and seconded by Commissioner Smith to accept the minutes as amended. So unanimously voted: Rosemary Enright, Mick Cochran, Bernie Pfeiffer, Dana Prestigiacomio, Michael Smith, Michael Swistak recused from voting on a Beech Restaurant portion of the minutes.

Page 4: 3<sup>rd</sup> paragraph Brito spelled correctly

Page 4: 4<sup>th</sup> paragraph changed "zoning is adequate" to "parking is adequate"

Page 6: 11. Brito spelled correctly

**VII. Adjournment**

A motion to adjourn at 7:41p.m. was made by Commissioner Smith and seconded by Commissioner Cochran. So unanimously voted.

Attest:



Carrie Kolb

Planning Commission Minutes  
January 19, 2022  
Page 5



Approved as Amended  
**PLANNING COMMISSION MINUTES**  
**March 2, 2022**  
**7:00 PM**  
**Jamestown Town Hall**  
**THIS MEETING WAS TELECONFERENCED VIA ZOOM**  
**Meeting ID: 814 4381 5013**

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

The meeting was called to order at 7:00 p.m. and the following members were present:

Mike Swistak – Chair	Duncan Pendlebury – Vice Chair
Mick Cochran	Rosemary Enright – Secretary
Diane Harrison	Bernie Pfeiffer
Dana Prestigiacomio	

Also present:

Lisa Bryer, Town Planner  
Wyatt Brochu – Town Solicitor  
Carrie Kolb – Planning Assistant  
Mark Liberati, Attorney at Law  
Shahin Barzin, AIA with MMD Design  
David Urban, The Secret Garden

**II. Old Business**

1. Chris Pike, Jamestown Properties, LLC, AP 9 Lot 795, 30 Walcott Avenue - 2 Lot Minor Subdivision; review, discussion and/or action and/or vote:
  - a. Reinstatement of Preliminary Plan Approval (originally approved February 19, 2020, approval extended on February 17, 2021 to February 19, 2022)
  - b. Extension of Minor Subdivision approval

Commissioner Swistak recused himself. Commissioner Pendlebury read the motion and discussion ensued. Liberati stated that the applicant Chris Pike unable to attend due to an emergency surgery. Pike has taken steps to meet Conditions of Approval, including razing the existing house, but is not finished yet. Still to be completed is the sewer connection that traverses the property to run out Walcott Avenue and the stone wall along High Street needs to

Planning Commission Minutes  
 March 2, 2022  
 Page 2

be rebuilt by agreement with the Town as to what materials are used. Pike told Liberati via email that he has worked out with Mike Gray, Public Works Director, a bond amount to complete this work. Please extend for another year so that this can get resolved in the next few months.

Commissioner Pendlebury asked if bonding and sewer could be a condition for the approval? Liberati stated that he feels that bond should be reduced to writing and they will come back for final approval for the subdivision with the bond set.

Bryer stated that the applicant still has to comply with all the original conditions that are applicable.

A motion was made by Commissioner Pendlebury and seconded by Commissioner Pfeiffer to reinstate the Preliminary Plan Approval (originally approved February 19, 2020, approval extended on February 17, 2021 to February 19, 2022) of the application for Chris Pike, Jamestown Properties, LLC, AP 9 Lot 795, 30 Walcott Avenue - 2 Lot Minor Subdivision. They also voted to extend the Minor Subdivision approval to February 17, 2023.

Commissioner Cochran asked if there are any other time sensitive dates? Brochu and Bryer replied no.

So voted:

Commissioner Pendlebury – aye	Commissioner Cochran – aye
Commissioner Enright – aye	Commissioner Harrison – aye
Commissioner Pfeiffer – aye	Commissioner Prestigiacomo – aye
Commissioner Swistak - aye	

### III. New Business

1. David Urban, The Secret Garden, AP 9 Lot 592, 12 Southwest Avenue; Development Plan Review – Recommendation to Zoning Board of Review; review, discussion and/or action and/or vote

A motion was made by Commissioner Swistak and seconded by Commissioner Enright to accept Shahin Barzin, AIA, of MMD Design as an expert witness.

So voted:

Commissioner Pendlebury – aye	Commissioner Cochran – aye
Commissioner Enright – aye	Commissioner Harrison – aye
Commissioner Pfeiffer – aye	Commissioner Prestigiacomo – aye
Commissioner Swistak - aye	

Urban gives a brief description of The Secret Garden. The business is 14 years old on March 3<sup>rd</sup> and they provide flowers, arrangements, designs and a garden center. The business has grown so much and they need more space. They have tried very hard to make small space work by adding a cooler in basement and a cooler in garage. The space they work in is 10 foot x12 foot area. They want to build a larger cooler so the flowers have a cooler to go into as soon as they are cut. They are not trying to attract more customers and business. They need more space to function.

Planning Commission Minutes  
March 2, 2022  
Page 3

The volume of flowers that comes in and out is fast passed. The plan is to build a bigger department/room to work, so they can to work easier. The expansion is about space to function.

Barzin presents the existing site plan, which consists of main building with a front porch, side entrance, deck and stairs and a garage building. The existing building lot coverage is 20% of the site. Inside, there is a front of shop, and a main display area. Deliveries come in from the side stairs. The arranging is done in 10 foot x12 foot area or 120 square feet. When a delivery comes in, all the area is taken up with boxes and flowers. It is a tight space to function. The majority of the business is for weddings and funerals. There is a cooler in the basement, and they have to go outside to the garage to access that cooler. They work in a very tight space for operations.

Barzin presents the proposed site plan. The blue section shows the existing building. The addition to the west adds a much larger arrangement space, walk in cooler, small office, bathroom and garden shop. Garage will be razed. Barzin reviewed square footage and the total building lot coverage is 32% which is under the 35% allowable. There is a stair case that goes up to second floor to an apartment. The apartment is two bedrooms, one bathroom, kitchen, and living area. Zoning regulations This building is within the setbacks within the zoning regulations, and by removing the garage the property becomes more conforming. The height of the building is under 35 feet. The issues are the parking conditions. There is an existing 65 foot curb cut that DOT provided. An aerial photo shows the current parking, where there are six non-conforming spots of which four protrude into the sidewalk. The proposed plan pulls the parking within the boundaries of the property. They are able to put six parking spots in front for the business and two parking spots on the north side for the apartment. They are short four spots for the store, as there should be ten. Barzin stated that there are four spots for full sized cars and two spots are for compact cars. The dumpster is located on north side of property. Currently the dumpster is located in the Post Office parking lot as there is an informal agreement that allows this. A parking arrangement will be made with the tenants to utilize the business parking on the mornings of trash days. Deliveries that come in the early hours can pull into business parking spaces. Otherwise, deliveries can utilize the 12-foot driveway. The driveway and previous garage area will be new pervious surfaces. This will decrease the impervious surfaces on the lot by 100 square feet.

Barzin stressed that it's a local business, looking to expand and better their business, which is good for the town.

Commissioner Swistak stated as a matter of procedure that this is before the Planning Commission for Development Plan Review. The applicant has presented a change from retail to mixed use of retail and residential. Commissioner Swistak asked if they should be using language like "change of use" rather than just Development Plan Review? Bryer stated that development plan review is the section of the ordinance that they are reviewing, mixed use is the type of use and that it is permitted within this district. They can add language like "change of use" but the review capacity is for development plan review only. Commissioner Swistak asked if the change of use triggers any other type of review and Bryer replied no, mixed use is permitted by right in the CL District.



Planning Commission Minutes  
March 2, 2022  
Page 4

Commissioner Cochran, who was the Planning Commission member on the Technical Review Committee, stated that the plan makes sense and is critical to their business. The current parking layout is an issue and any improvements will make it better. They will need really good indication of parking in the new spaces. He asked if yellow lines on the sidewalk can be put in place to show its not for parking? Bryer noted that they cannot paint in the state right of way but should line the on site spaces. He was happy that the mixed-use topic was discussed. He stated that any apartment dwellings are welcome as long they don't intrude on public space. Commissioner Pendlebury ask for clarification on the impervious areas of asphalt and stamped concrete. Barzin stated that the garage will be gone. There will be new pervious pavers where the garage was and in the driveway, which will make it 100 sq feet more pervious than it is now.

Commissioner Pendlebury asked about the storm water management as the plan. Downspouts and gutters need to be attached to get to the rain gardens. He asked has Jean Lambert, in town engineering department, looked at the plans? Bryer responded that Lambert did look at the plans. Her comments noted that the drainage addressed the new impervious cover. Pendlebury noted that in addition, they should have an operation and maintenance plan, which was not included. Bryer noted as a comparison, the plans are for a 25-year storm and when the Town looks at High Groundwater Plans they are asked to address a 10-year storm, so this is handling more than a 10 year storm. The plan handles the difference between pre and post development. Pendlebury noted the plan does not address overflows from the raingardens and how they would be handled if there is a big storm event.

Commissioner Enright asked where employees park? Urban replied that they park near St. Matthews and down the street. The designated parking spaces are just for customers.

Commissioner Pfeiffer asked if one of the parking spaces will be designated as handicap spot? Barzin stated that they have discussed this and the current plan doesn't show a handicap space. They will give five more feet parking space number 1 or 3, which is closest to the ramp, to designate it as a handicap space.

Commissioner Swistak asked if the two apartment parking spaces were full if a delivery could be made in the driveway and loading dock? Barzin replied that the driveway is a pervious surface and isn't a loading dock. A delivery vehicle can park at the top of the driveway. He also stated that a lot of the deliveries come in the morning. Commissioner Swistak asked if the Secret Garden owned delivery vehicles that come and go during the day? Urban replied that there are the two delivery vehicles are out during most of the day making deliveries of up to 30 per day. Commissioner Swistak asked where the delivery vehicles park when not in use? Urban replied that its usually in the lot.

Commissioner Swistak asked if the plan works without the apartment above because it would free up two more spaces for parking? Barzin stated that the apartment upstairs is part of the whole strategy of financing the project. Eliminating the apartment upstairs isn't a positive approach. Bryer stated when the applicant goes to the Zoning Board for a variance for parking, she doesn't want the Planning Commission to have a justification of approval listed as a financial reason. The Zoning Board will not give a variance based upon a financial hardship.

Planning Commission Minutes  
March 2, 2022  
Page 5

Commissioner Swistak sees the role of the Planning Commission to have an economic development component as well, and that leads into the scope of plans. Bryer agrees with Swistak. There is a fine balance in this application and in terms of economic development the Planning Commission has supported local business.

Discussion to find remote parking for the vans was had. Commissioner Cochran noted that its important to look at the customers, who go the florist, pick up their flowers and leave and that they are not parking for hours. He also commented that they are increasing the number of parking spaces and improving the parking that is there now. Ultimately, they do not want to burden the applicant with more restrictions.

Commissioner Swistak asked if there would fencing or landscaping on north or west side and whose fence is on the south side? Barzin and Urban replied that the existing fence belongs to The Secret Garden. Swistak asked if there should be definition in the plan of what the fencing will be when it gets sent to Zoning Board? Bryer stated that the pattern book details the fencing suggested for the front of properties. Barzin commented that the plans aren't finalized yet. Urban said that he had reached out to a fencing company. They will not be putting in chain link fence. Most likely it will be cedar or a wooden fence again.

Commissioner Swistak asked about the lighting plan leading to the apartment and outdoor lighting? Barzin stated that there will be landscape lighting and proper lighting along the paths, ramp and stairs. There will be outside lighting but not a plan at the moment.

Commissioner Swistak asked if business will be interrupted during construction? Urban replied that they are trying not to have business be disrupted but it all depends when the construction happens. Barzin stated that the plan is to have the construction done in phases. They assume that there will be a week or two of interruptions.

Commissioner Pendlebury asked what type of door will be on the Garden Shop? Barzin replied that it will be a barn door type of entry. Commissioner Harrison asked if the Garden Shop will be open for customers? Barzin stated that yes garden shop is for customers.

Barzin and Urban have read a copy of the draft motion and are ok with the conditions of approval. They waive the condition to read the whole motion.

A motion was made by Commissioner Enright and seconded by Commissioner Pfeiffer as follows:

The application of David Urban, Secret Garden, located at 12 Southwest Avenue was reviewed by the Planning Commission on March 2, 2022 and the Planning Commission hereby grants Development Plan approval and endorses the requested parking variance(s) based on the following finding of fact and subject to the following conditions of approval as amended:

Findings of Fact:

Planning Commission Minutes  
 March 2, 2022  
 Page 6

1. The application was reviewed under the standards of Zoning Article 11 as a substantial modification to an existing building;
2. The applicant is seeking a change of occupancy from single use to mixed use;
3. Secret Garden has been operating in this location since 1981;
4. The applicant, and owner for 14 years of Secret Garden, David Urban, testified that the improvements to the property are to improve the function of the business and not to grow the business;
5. The applicant was represented by Architect Shahin Barzin, AIA, recognized as an expert witness, at both the TRC meeting on February 22 and the Planning Commission meeting on March 2, 2022;
6. The proposal is to eliminate the existing garage and build an addition to the west of the existing shop that spans the lot from north to south;
7. The lot is 8,692 square feet. The square footage of the existing structures is 1482 with 243 square feet of deck and stairs. The proposed total footprint of the combined structure is 2417 square feet and 2783 total square feet. The building lot coverage is proposed to be 32% where 35% is permitted;
8. The impervious surface coverage is being decreased by 100 square feet between pre-development and post-development;
9. The following information has been provided for the current application:
  - a) Signed application
  - b) Project narrative (3 pages)
  - c) Additions and Renovations to The Secret Garden dated 2-2-22 by MMD
    - 1) Site Plan
    - 2) First Floor Plan
    - 3) Second Floor Plan
    - 4) Roof Plan
    - 5) South Elevation
    - 6) East Elevation
    - 7) North Elevation
    - 8) West Elevation
  - d) Drainage Plan and Calculations by Carrigan Engineering Inc. dated 1-31-22
  - e) Existing Conditions survey by American Engineering;
  - f) Jamestown RIGIS Map and Aerial Photograph.
10. This property is located in the CL Zoning District. Florist Shops, mixed use and residential use are permitted by right in this district.
11. There is an existing 65-foot curb cut. The applicant is seeking to utilize the curb cut to improve the existing parking situation. Parking for customers will be within the width of 65-foot curb cut;
12. The building, as proposed on the plans will require 12 parking spaces based on 2 for the proposed residence and 10 for the business. They are proposing a total of 8 spaces, 6 for the shop and two for the apartment. Two of the shop's parking spaces will be compact spaces and four will be full size.
13. A variance will be required for parking as follows: 82-1203 – 8 spaces proposed where 12 are required and 82-1203 – 25% compact spaces proposed where 20% are required;

Planning Commission Minutes  
March 2, 2022  
Page 7

Conditions of Approval:

1. The site improvements shall be built in strict accordance with the plans referenced above;
2. An Operations and Maintenance Plan for the rain gardens shall be provided by the applicant and reviewed by the Town Engineer;
3. The Drainage Plan needs to show the layout of the planting plan in detail for the rain garden vegetation;
4. An Overflow Plan shall be provided, reviewed and approved by the Town Engineer;
5. The Stormwater Management Plan shall show the connection of the downspouts to rain gardens for the new structure;
6. The applicant shall widen parking space number 1 or 3 and delineate as a handicap parking space;
7. All parking spots shall be delineated on site;
8. Submission of a lighting plan prior to final approval;
9. Any fencing to be added that is within public viewshed shall be approved prior to final approved;
10. Approval is required by the Zoning Board of Review for zoning ordinance variances prior to issuance of a building permit; and,
11. Final Development Plan Approval shall be granted administratively subsequent to Zoning Board approval of variance(s).

So voted:

Commissioner Pendlebury – aye    Commissioner Cochran – aye  
 Commissioner Enright – aye        Commissioner Harrison – aye  
 Commissioner Pfeiffer – aye        Commissioner Prestigiacomo – aye  
 Commissioner Swistak - aye

2. Executive Order 22-20 – Allowing Remote Participation in Public Meetings – Status of March 16 Planning Commission meeting.

A motion was made by Commissioner Swistak and seconded by Commissioner Enright to revert to in-person meetings starting on March 16, 2022. So unanimously voted.

**IV. Citizen’s Non-Agenda Item** – none

**V. Approval of Minutes – review, discussion and/or action and/or vote**

- A. Planning Commission Minutes January 19, 2022

A motion was made by Commissioner Swistak and seconded by Commissioner Cochran to accept the minutes as amended. So unanimously voted.

Page 2: 1<sup>st</sup> paragraph “EE” changed to “PE” after Joshua Rosen.

**VI. Correspondence** - none

Planning Commission Minutes  
March 2, 2022  
Page 8

**VII. Reports**

1. Town Planner's Report
  - Future meetings – topics and applications

Agenda items for March 16 meeting:

1. Review 12 Holmes Court. Proposed single family dwelling in Jamestown Village Special Village. TRC voted to send to Planning Commission because construction of new house is on undersized lot and the garage does not meet one of the conditions of the garage.
2. 91 Carr Lane – pre-application

Commissioner Pendlebury asked Bryer if she will be present at the whole meeting? Bryer stated that she represents the owner, the Town of Jamestown, and Ashley Sweet represents the Planning Department at the meeting. The applicant is Church Community Housing Corporation and a myriad of attorneys will be present.

Agenda items for April 6 meeting

1. High groundwater application

**VIII. Adjournment**

A motion to adjourn at 8:35 p.m. was made by Commissioner Cochran and seconded by Commissioner Enright. So unanimously voted.

Attest:

*Carrie Kolb*

Carrie Kolb

Approved as written  
**PLANNING COMMISSION MINUTES**  
**March 16, 2022**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

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

The meeting was called to order at 7:01 p.m. and the following members were present:

Mike Swistak – Chair	Duncan Pendlebury – Vice Chair
Mick Cochran	Rosemary Enright – Secretary
Diane Harrison	Bernie Pfeiffer

Also present:

Wyatt Brochu, Town Solicitor

Lisa Bryer, Town Planner

Carrie Kolb, Planning Assistant

12 Holmes Court:

Deb Foppert, Attorney at Archer & Foppert, LLC

David Hehman, Applicant 12 Holmes Court

Rob Lambert, AIA at Burgin Lambert Architects

Chris Pike, Builder

91 Carr Lane:

Christian Belding, Church Community Housing Corporation

Mike Darveau, Surveyor with Darveau Land Surveying

Nancy Letendre, Consulting Planner for applicant

Michael Resnick, Attorney at Kelly, Souza and Parmenter, PC

Ashley Sweet, Consulting Planner at Weston & Sampson for owner

Not Present: Dana Prestigiacomo

Chair Swistak recused himself from both new business applications. Vice Chair Pendlebury sat as Chair these applications.

**II. New Business**

- 1. 12 Holmes Court, AP 8 Lot 632. Application of David Hehman – Proposed single family dwelling per Zoning Ordinance Article 11, Development Plan Review in the**

Planning Commission Minutes  
March 16, 2022  
Page 2 of 12

**Jamestown Village Special Development District - Approval; review, discussion and/or action and/or vote**  
**a. Technical Review Committee Minutes - February 9, 2022; review**

Pendlebury stated that he sat on the TRC and asked this application come before the Planning Commission so everyone could voice their opinion as well. This applicant is before the Planning Commission because the lot is undersized in the Village Special Development District. The Technical Review Committee (TRC) looked at the application.

Deb Foppert, Attorney with Archer & Foppert, 57 Narragansett Avenue, Jamestown, RI represented the application; she has appeared as an expert witness before noted Pendlebury. Foppert stated that the owner, David Hehman; Rob Lambert, architect; and Chris Pike, builder were all present. The approval needed is to build a single-family home in the Jamestown Special Development District. The lot is zoned R 20. There is an existing single-family home, the applicant proposes to remove the home and build a new single-family home. There are no variances or special use permits required.

Robert Lambert, 20 Maple Ave, Architect. Pendlebury noted he served on the Planning Commission in the past and is an architect, no further credentials needed and all in favor of adding Lambert as expert witness. Lambert reviewed plans with drawings, photos and google maps. Houses in the neighborhood with flat roofs were noted. The living room, dining room, master bedroom and kitchen all get view of the ocean and bridge. The less important spaces, garage and bathroom, have no views. Cedar boards for shingles will be used. The design is two gabled forms with flat roof projection bays and the gables have metal roofs. The general aesthetics fit in with the neighborhood.

Commissioner Pfeiffer questioned the purpose of the upstairs on the other side of the second-floor deck and the reply was an office.

Commissioner Cochran asked if the owners will live there or if it will be a summer home. Hehman replied that it will be their home. He and his wife Sarah have been coming to Jamestown for 20 years. His wife and mother-in-law have been coming to Jamestown since the 1960s. His brother-in-law and sister-in-law are here also. Their intention is to move here. The existing single-story house will be demolished and a two-story house will be built.

Commissioner Pfeiffer asked if it will be a slab on grade foundation? There will be a basement for the mechanicals and a crawl space. At this point they do not have subsurface details. They want to get design approval first.

Commissioner Enright questioned the metal roof fitting in the neighborhood because she only knows of one other metal roof in Shoreby Hills. Lambert replied that there are metal roofs around Jamestown and the design guidelines show it is an acceptable building material.

Commissioner Enright stated that she doesn't like garage projecting out, but in many ways the front of the house is facing the other direction. Lambert replied that the south and west will be the most visible. Commissioner Enright stated that they are trying not to have garages in the front. Lambert stated that is the primary reason why they are before the Planning Commission.



Planning Commission Minutes  
 March 16, 2022  
 Page 3 of 12

Pendlebury acknowledged it makes sense to put active side on the side with the view. It's a skinny lot and there is not access for entrance or garage on the side.

Commissioner Enright questioned the design with so many flat roofs? Lambert answered the overall idea is two single gable masses and the rest with flat roofs. There is an example of the Greek revival the packet with the geometry of the flat roofs in the front. They are doing this in a more progressive manner, but the precedent exists in Shoreby Hill.

Commissioner Harrison questioned where are they parking now? Lambert replied that it is very similar to where it is now.

Pendlebury – perfectly well understand what architect is doing design wise. The commission needs to pay attention that this is chapter 11 of zoning ordinance where we regulate the massing of buildings, regulations of spacing of windows, and other things for undersized lots. For the Commission to be comfortable with things it is important to recognize that this house is in R20, which is away from the Village. So many parts of chapter 11 are for the compactness of the village not Shoreby Hill. This is a progressive design in the Shoreby Hill space. That is important for how chapter 11 is applied for the context. Lambert pointed out that when you go down Conanicus you won't see the house because of the condos and historic structures.

Chris Pike of 12 Valley Street, Jamestown has been a resident for over 20 years. He feels that undersized lots are unduly penalized to have garage in the back. There are bigger lots that have the space to put the garages in the back and they have them in the front. He asked for an allowance given the space requirements.

Commissioner Pendlebury stated that the lot is 70% of the width of what it is supposed to be in the zone. The building will take up all of the setbacks. The Planning Commission still has to abide by the book. The Planning Commission tries to work with people who have undersized lots and are trying to make improvements.

Motion moved by Commissioner Pendlebury and seconded by Commissioner Pfeiffer to approve the Development Plan for 12 Holmes Court to construct a new house, Plat 8 Lot 362 per 82-1106C;

Discussion of motion ensued. Commissioner Cochran expressed concern that an LLC owns the property which protects people if they are going to rent the property. The floors plans show 2 bedrooms but there could be 3 bedrooms and there could be rental property possibilities. It's just a concern that he wanted to voice and he does not want to put in any additional conditions.

Motion approved as follows:

The building and site plans shall be approved as shown on the plans:

- 1) Town Submission for David Hehman by American Engineering, Inc. dated 9/21/21
- 2) Plans Submitted by Burgin Lambert Architects, Newport, RI dated 10-18-21:
  - a. Site Plan
  - b. First Floor Plan
  - c. Second Floor Plan
  - d. West and South Elevation

Planning Commission Minutes  
March 16, 2022  
Page 4 of 12

- e. East and North Elevation
- f. 5 Exterior Renderings

The approval is based on the following findings of fact:

1. The proposed house was reviewed by the Technical Review Committee on February 9, 2022 and it was voted to send to the Planning Commission since it did not meet the standard in 82-1106C.3. a;
2. The building will be used as a residence;
3. The plans meet the standards presented in 82-1106C.3. b through f and as shown in "The Jamestown Village Pattern Book and Design Guidelines for building in the village";
4. The plan proposes off street parking via a garage and driveway. 82-1106C.3. a. addresses parking shall be on the rear or side of the house well behind the plane of the front door.
5. The proposed development plan does not alter the general character of the surrounding area and is not inconsistent with the Jamestown Comprehensive Plan; and,
6. Rob Lambert, Architect; Deb Foppert, Attorney; and Chris Pike, Builder testified on behalf of the applicant;
7. Applicant/Owner David Hehman spoke of his experience living in Jamestown and owning properties;
8. The rear elevation of the house is open and facing Conanicus Avenue;

Therefore the Planning Commission recommends approval to the Building Official of the building permit per 82-1106C.

So voted:

Commissioner Cochran – aye	Commissioner Enright – aye
Commissioner Harrison – aye	Commissioner Pfeiffer – aye
Commissioner Pendlebury – aye	

2. **91 Carr Lane, AP 4 Lot 52. Owner – Town of Jamestown, Applicant – Church Community Housing Corp. Application for Comprehensive Permit for Affordable housing per Zoning Ordinance Article 17, a 3 Lot Major Subdivision with Zoning Variances where 2 lots proposed as LMI and one lot market rate. Preapplication Review and discussion.**

**The Local Review Board will review and act on the proposed Major Land Development Project as well as the requested variances through the Comprehensive Permit process. The Local Review Board shall have the authority to issue the comprehensive permit for subdivision per Jamestown Zoning Ordinance Article 17 and RIGL Title 45 Ch. 53 as amended, including the necessary relief from the Zoning Ordinance as stated below.**

**Said lot proposed for subdivision begins less than 2/10<sup>th</sup> of a mile (approximately 770 feet) east of North Main Road on Carr Lane and less than 2/10<sup>th</sup> (approximately 1380 feet) of a mile west of East Shore Road on Carr Lane.**

Planning Commission Minutes  
March 16, 2022  
Page 5 of 12

This project consists of development of 2 “affordable” single family units and 1 market-rate single family units.

As part of this application, Applicant is requesting the following waivers with respect to the project:

**Parcel A:**

**1. Minimum Lot Size:**

**Required: 200,000 square feet**

**Proposed: 13,585 square feet**

**Relief needed: 186,415 square feet**

**2. Minimum Lot Width:**

**Required: 300-feet**

**Proposed: 78.96-feet**

**Relief needed: 221.04-feet**

**3. Minimum Side Yard Building Setback:**

**Required: 40-feet**

**Proposed: 12-feet from west side & 19.2-feet from east side lines**

**Relief needed: 28-feet from west side & 20.8-feet from east side lines**

**4. Lot Coverage Allowed: 5%**

**Lot Coverage Proposed: 8.95%**

**Relief Needed: 3.95%**

**Parcel B:**

**1. Minimum Lot Size:**

**Required: 200,000 square feet**

**Proposed: 13,836 square feet**

**Relief needed: 186,164 square feet**

**2. Minimum Lot Width:**

**Required: 300-feet**

**Proposed: 82-feet**

**Relief needed: 218-feet**

**3. Minimum Side Yard Building Setback:**

**Required: 40-feet**

**Proposed: 12-feet from west side & 18-feet from east side lines**

**Relief needed: 28-feet from west side & 22-feet from east side lines**

**4. Lot Coverage Allowed: 5%**

**Lot Coverage Proposed: 8.79%**

**Relief Needed: 3.79%**

**Parcel C:**

**1. Minimum Lot Size:**

**Required: 200,000 square feet**

**Proposed: 31,698 square feet**

**Relief needed: 168,302 square feet**

Planning Commission Minutes  
March 16, 2022  
Page 6 of 12

**2. Minimum Lot Width:**

**Required: 300-feet**

**Proposed: 175-feet**

**Relief needed: 125-feet**

**3. Lot Coverage Allowed: 5%**

**Lot Coverage Proposed: 11.88%**

**Relief Needed: 6.88%**

**4. Minimum Side Yard Building Setback:**

**Required: 40-feet**

**Note: Existing dwelling is located 11.3-feet from the east side line**

**Relief needed: 28.7-feet from the east side line**

**5. Existing garage is located within the front yard setback:**

**Required: 50-feet**

**Note: Existing garage is located 31.8-feet from Carr Lane**

**Relief needed: 18.2-feet from Carr Lane**

**6. Per Section 82-311:**

**The maximum size of an accessory structure on the lot is 900 square feet**

**Note: Existing garage is 1,312 square feet**

**Relief needed: 412 square feet**

**Additional Relief requested:**

**1. The entire area is subject to Zoning Ordinance Article 8, Section 82-800 thru 82-803 - Regulations for RR-200 Zoning Districts.**

**2. Waiver from Subdivision Regulation Article III, A(2)**

**Interested parties may examine the plans for the proposed Subdivision/Comprehensive Permit at the Jamestown Planning Office, located at the Town Hall, 93 Narragansett Avenue, second floor, Monday through Friday, between the hours of 9am to 4pm by calling 423-7210 to schedule a time to view the file. It is also available on line at <https://jamestownri.gov/town-departments/planning>**

Commissioner Pendlebury stated that at pre-application it's an informational meeting and there will be no votes this evening. There will be discussion from the Commission and audience.

No Formal action need be taken by the Planning Commission at the pre-application meeting per the Jamestown Subdivision Regulations.

A motion to sit as Local Review Board was moved by Commissioner Cochran and seconded by Commissioner Enright. All in Favor.

Lisa Bryer stated she is present and represents the Town of Jamestown as the owner and she recuses as Town Planner. Ashley Sweet with Weston & Sampson is the consulting planner for this project.

Planning Commission Minutes  
March 16, 2022  
Page 7 of 12

Michael Resnick, Attorney at Kelly, Souza and Parameter, 128 Dorrance Street, Providence. Resnick stated that they are here for pre-application. He is joined by: Church Community Housing Corporation (CCHC) Executive Director, Christian Belden; Mike Darveau, Darveau Land Surveying Inc. Their engineer is unable to attend meeting. They have attained a land use planning expert, Nancy Letendre. They will be filing a Master Plan application on Monday (March 21) and formal report from Letendre will be included. This would normally be a 3-lot minor subdivision but because of comprehensive review, where planning and zoning act as one, this will be a major subdivision. This is a new application. They will go through the 4 phases of a major subdivision. As the Commission is aware, the initial parcel of land is 6.8 acres and 5.5 acres is in a conservation trust. The remaining 1.3 acres is the subject of the subdivision – with 3 parcels A, B and C. Parcel C has a pre-existing house and detached garage. Parcels A and B will contain the low-moderate income (LMI) units. They have retained a letter of eligibility from Rhode Island Housing. They have retained a monitoring agent. They will be utilizing 80% area media income (AMI) and they will have a 99-year ground lease.

Commissioner Pendlebury asked about the land lease under the LMI buildings if CCHC owns the rest of the land in each lot. Belden answered yes.

Resnick stated that as of October 2021, the Town had attained 4.6% of the State goal of 10% affordable housing. Municipalities are attaining the 10% with smaller projects with incremental developments. These lots will be served with OWTS systems. Patrick Freeman will join next time. They are very mindful of issues of watershed, reservoir and wetlands. In the future, at the preliminary phase they will provide a hydro-geological report. They want to demonstrate to the Commission and the community that this project will not have an environmental impact.

This goes with comprehensive plans twofold with watershed and affordable housing. Zoning board variances attained for 2 goals in concert with comprehensive plan. Conserve watershed and LMI.

Christian Belden, Executive Director, Church Community Housing Corporation, 6 Newport Ave, Newport, RI.

The genesis of this development is a partnership between the Town of Jamestown and Church Community Housing Corporation when the former owners, the Raffertys, wanted to sell their homestead. The Raffertys approached CCHC. The Town and CCHC saw buying this property as an opportunity to meet two needs of watershed protections and affordable housing development. It made sense for the Town to acquire the property first as it can take a long time for the permitting process. Having a patient seller is important with affordable housing development. The Town bought the property of 6.8+ acres. The plan was to then enter into a purchase and sales agreement with CCHC for the portion that would be developed as affordable housing. But at the time, DEM had a funding application open for open space preservation, so the Town, as required, subdivided the 6.8 acres into two lots; the 5.5 acres for watershed protection and open space and 1.3 for affordable housing, which is what this application is for. This was a conscious and intentional subdivision with discussions had about preserving as much of the property as open space as possible. Only retain 1.3 acre piece for the houses, OWTS, wells and frontage. The two needs of watershed protection and affordable housing were noted by the Zoning Commission in their July 2018 decision and in the purchase and sales agreement with the Raffertys. The original plan was

Planning Commission Minutes  
March 16, 2022  
Page 8 of 12

to create six affordable housing units with converting the house into three apartments, convert the garage into a small single family home; and two new single family structures. The initial hurdle with CCHC's funder was the cost of development was too high and this was pre-pandemic. The funder asked it if was possible to sell part of the property? CCHC made an amendment to the P&S to sell parcel C to subsidize building of the two single family homes. It's been a long process of meeting hurdles, and revising the plan. The original plan was to sell the house, convert the garage into a single family house and build the two single family houses. The community said that the density is too high. The application now is to sell the garage and single-family existing home as one parcel. CCHC has received funding from a State pilot program, ZERO Energy for the Ocean State, it is funding to produce full net zero energy homes for low- and moderate-income persons. The houses will have solar arrays facing the south, be super insulated, building envelope is very tight, highest efficiency hot water and heating systems, etc. Because the two-lot subdivision has been completed and the purchase and sales agreement was only for 1.3 acres, the relief requested makes it look like there was never a 6.8 acres parcel of land. It does appear to be higher density but if you understand the history of this development the three lots do not stand alone in actuality.

Michael Darveau, Darveau Land Survey, PO Box 7198 Cumberland, RI. Parcel is over 1 1/3 acres and zoned RR 200. It is mostly a wooded parcel. There are two structures on the property the house and the garage and there are driveways going to each. The septic is at the rear of the property and is a sub-standard system. The proposal is to upgrade and get rid of the old septic. Darveau review the topography and the parcel is relatively flat. The wetland edge was flagged and verified by DEM when the subdivision occurred. There are not wetlands on this parcel and the wetlands are 110 feet from the property, the regulations call for a 50 foot wetland setback. Soil testing was done at the time of the subdivision and there was a higher water table near the wetlands, which was to be expected. The testing near the street was done with seven test holes and the results were at least a 24-inch water table and up to 36 inches. All of the 7 test holes, are approved by DEM.

Darveau reviews the metrics listed above and reviews the waivers requested. For Parcels A, B and C. Commissioner Pendlebury asked if Parcel C will be sold at market rate "as is". Belden and Darveau answered that there will not be any changes to the existing structure. There will be permitting for a new septic and a new well. Darveau stated that the new septic system (for the house) was just approved for a four-bedroom house.

Additional relief requested as noted above was reviewed.

The proposed site plans are being developed and it is a work in progress. The three septic systems are designed and approved by DEM. The approvals are for a 4-bedroom septic for existing house and 3-bedroom for the two new houses to be built. The septic systems are GeoMat disposal fields based on previous discuss that the Planning Commission does not like to see big boxes in the front yards. GeoMat is a shallow narrow field in the strata with grass over it. A GeoMat requires a 24 inch water table and the parcels have that. A lot of time was spent planning to keep the land looking as natural as possible. The treatment unit that is part of the system will be a septitech in denitrification mode. Septitech also does not have a box above ground, just two green covers. The

Planning Commission Minutes  
March 16, 2022  
Page 9 of 12

existing dwelling will also be a GeoMat. The driveways have been placed away from the GeoMat systems. There should not be any driving over the systems. They wanted a straight driveway into the garage and a turnaround.

New wells are at the rear of the property. They are proposing to clear the lots for the efficiency of the solar panels. The two new homes will be on a slab above the water table. The land allows for walk outs out the back. There will be stormwater controls. They will meet all the requirements of run-off at a future date. Due to land slope and Carr Lane being higher, there will be no run off going onto Carr Lane.

Commissioner Pendlebury asked why the stormwater management is mostly swales. Darveau answered that per RI stormwater guidance document provides for different types of mitigation. The sizing calculations for swales and raingardens require the same. The swales do not need all the plants and it's a cost savings for the projects. It's at the rear of the property and they are trying to open up the properties for the solar component. It keeps it grass and easy to mow.

Commissioner Cochran pointed out that the swales were in different locations in Parcel A and Parcel B. Darveau explained that was due to pitch and setbacks to the wells.

Commissioner Cochran said that there were no swales on Parcel C. Darveau stated that there is no new impervious.

Commissioner Harrison asked Darveau to point out where garages are. Darveau showed that there are 16-foot garages on west side of the houses.

Commissioner Pendlebury opened the floor to public comment. Mike Swistak questioned the public comment during a preliminary application. Commissioner Pendlebury replied that Planning Commission is taking public comment to give to the applicant.

Bob Plain, 18 Calvert Place, Jamestown RI. He is on Town Affordable Housing Committee. He stated this a great project and great project for Jamestown. It is best seen as 7-acre parcel that there will be 3 units on. He pointed out that Attorney Resnick stated that there could be more done with the project. If they (CCHC) did do a lot more with the project, and he feels that they would win at density at the State Housing Appeals Board, if it goes there. He is disappointed the way the Land Trust has chosen to oppose this project. Plain wrote a letter to Jamestown Press printed on August 19, 2021 that he would like submitted into the record. See attachment for article that Plain read into record.

Commissioner Pendlebury noted there no voting on this. He appreciates getting an update on the status of the project and looks forward to the next steps. The next steps require public hearings. You will need to give notice for hearings. Attorney Renick thanks the Commissioners for feedback. It is their intention to be on the calendar for second meeting in April in coordination with Ms. Sweet.

A motion was moved by Commissioner Enright and seconded by Commissioner Cochran to close the Local Review Board. All in favor.



Planning Commission Minutes  
March 16, 2022  
Page 10 of 12

**III. Citizen's Non-Agenda Item – none**

**IV. Correspondence**

Correspondence was acknowledged that it was in the meeting information packets.

1. Final Administrative Subdivision Michael Scott Rutherford & Emily Alden Rutherford, Plat 10 Lots 40 and 99, 345 & 359 Highland Drive
2. Reinstate the Preliminary Plan Approval and Minor Subdivision of Plat 9 Lot 795; 30 Walcott Avenue

**V. Reports**

1. Planners Report – 91 Carr Lane from Ashley Sweet, Consulting Planner – not discussed

**VI. Approval of Minutes - March 2, 2022; review, discussion and/or action and/or vote**

A motion was moved by Commissioner Enright and seconded by Commissioner Pfeiffer to approve the minutes as amended. So unanimously voted.

Page 5: "Commissioner and Enright by" changed to "Commissioner Enright and seconded by"

**VII. Adjournment**

A motion to adjourn at 8:30 was moved by Commissioner Pendlebury and seconded by Commissioner Enright. So unanimously voted.

Attest:

Carrie Kolb

Planning Commission Minutes  
March 16, 2022  
Page 11 of 12

## Zoning won't save watershed; housing won't doom it

ANOTHER VIEW

By [ohtadmin](#) | on August 19, 2021

BY BOB PLAIN

It's pretty close to a law of political physics that people of means find high-minded motives for opposing affordable housing.

From sea to shining sea, it almost always happens the same way-- a seemingly well-intentioned group of residents cares so deeply about a shared asset or communal benefit that the proposed new housing cannot possibly be tolerated.

In San Francisco, the Sierra Club infamously opposed a 2018 state proposal for taller buildings along transit lines. Here in Jamestown, the Conanicut Island Land Trust vociferously opposes two affordable housing units on Carr Lane.

For whatever reason, the loudest complaints about affordable housing come not from small-government enthusiasts or free-market extremists but from affluent and otherwise liberal environmentalists. When NIMBYism (not in my backyard) is the end goal, greenwashing has proven to be the most effective means to get there.

To wit, our local land trust would have Jamestown believe two additional houses on Carr Lane will doom the island's watershed. Their logic isn't rooted in sound environmental science, modern land-use planning or state housing law. In no way, shape, or form does Jamestown have to make some sort of Sophie's choice between clean water and the Carr Lane project.

As a matter of fact, the new, more-efficient and better-sited septic system will have less impact on the watershed than the existing one on the property. It's the same way three new Toyota Priuses burn fewer emissions than one antique Ford Fairlane. Upgrading aging septic systems would do far more to protect the watershed than 5-acre zoning ever could.

The 5-acre zoning rule our local land trust holds so sacrosanct allows for the almost boundless construction of new mansions, exponentially larger and more harmful to the watershed than this project. Jamestown's watershed is not imperilled from modest, multi-unit cluster developments like the Carr Lane proposal. It's the sprawling estates with lavishly lush landscaping, in perfect alignment with the land trust's preferred 5-acre zoning, we need to worry about.

To be sure, Jamestown's 5-acre per unit zoning was created with the best of intentions -- not the least of which was watershed protection. Decades after large-lot zoning rules

Planning Commission Minutes  
March 16, 2022  
Page 12 of 12

were first adopted in suburbs and rural areas across America, it's increasingly evident they harm more than help. Such regulations are known as "exclusionary zoning" and not "watershed protection zoning" because they are much better at protecting property value than preserving ecosystems.

Across the country, cities and states are taking action to mitigate the externalities of exclusionary zoning practices. Minneapolis and Oregon are moving away with single-family zoning altogether. Bay Area politics now includes YIMBY (Yes In My Back Yard) and Neighbors For More Neighbors activist groups that are pushing for more, not less, housing. Several states, including Rhode Island, have inclusionary zoning laws that can supersede local exclusionary zoning practices.

Healthy, sustainable communities have clean drinking water and a diverse mix of housing options for a diverse mix of residents. Not one or the other. With the second-highest percentage of preserved land of any municipality in Rhode Island, Jamestown has succeeded wildly in preserving land. In the process, we've made it exceedingly difficult for anyone but the very wealthy to get to live here. With regards to the Carr Lane project in particular, and inclusionary zoning laws in general, it doesn't have to be a choice between the two. Our local land trust does this community a disservice when it suggests otherwise.

*Plain is both an environmentalist and a member of the Jamestown Affordable Housing Committee.*



**Office of the Town Planner**  
**MEMORANDUM**

**TO:** Planning Commission  
**FROM:** Lisa W. Bryer, AICP, Town Planner  
On behalf of the Technical Review Committee  
**RE:** Proceedings of the Technical Review Committee for  
12 Holmes Court; AP 8 Lot 632. Development Plan Review in the  
Jamestown Village Special Development District per 82-Article 11,  
Section 1106, Specific to R-8 and R-20 Zoning Districts –  
Development of Undersized Lots  
**DATE:** February 9, 2022

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The meeting was called to order at 10:00 a.m. and the following members were present:  
Lisa Bryer, AICP – Town Planner, Bill Moore – Building and Zoning Enforcement Officer,  
Duncan Pendlebury - Planning Commissioner  
Absent: Michael Gray, Public Works Director

Also present:  
Rob Lambert, Burgin Lambert Architects.

Lambert presented the project. The existing house will be demolished. Pendlebury was concerned with: the flat roof areas; the garage projecting out front; the metal roof; and the dormers are popped out instead of sitting in the roof plane. He understands with an undersized lot that the garage has to be facing the street since it is not wide enough to park around back. There is also no expectation that the garage should be located in the rear where the water view is located. He feels this needs to get resolved/softened with the village guidelines so the garage is less dominant on the front of the house. There is some area in the front setback to bring the house forward so the garage is set back a bit. He asked if the client can change the metal roof? Lambert replied that he imagines that the client can go with an asphalt roof if it is a sticking point.

A motion for approval was made by Pendlebury and seconded by Moore for the Planning Commission to review the plans within the context of an undersized lot within the Village District and review the application of the Village Design Guidelines. All in favor.

Attest:

Lisa W. Bryer, Town Planner  
Town of Jamestown





## Office of the Town Planner

### MEMORANDUM

**TO:** Planning Commission  
**FROM:** Lisa W. Bryer, AICP, Town Planner  
 On behalf of the Technical Review Committee  
**RE:** Proceedings of the Technical Review Committee for The Secret Garden, 12 Southwest Avenue, AP 9 Lot 592. Application for Development Plan within the Jamestown Village Special Development District – Review, Discussion, and/or Action and/or Vote. Recommendation to the Zoning Board of Review  
**DATE:** February 22, 2022

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Meeting Held by Zoom - ID: 831 0012 9365

**Call to order:**

Lisa Bryer, Town Planner; Mike Gray, Public Works Director; Bill Moore, Building and Zoning Officer; Mick Cochran, Planning Commission

**Also present:**

Carrie Kolb, Planning Assistant; Shahin Barzin, Architect; David Urban, Applicant, The Secret Garden.  
 Meeting called to order at 9:03am

Shahin Barzin is the architect and reviewed the project. The Secret Garden that was established in 1981, in a house that was converted into a flower shop. The applicant, David Urban, is the fourth owner of the business. There are three full time employees. Depending on the season and the work load there are between eight and ten part-time employees. Weddings, funerals and special events are the largest part of the business. The existing building layout and existing garage were discussed, noting that currently only 120 square feet is officially designated for flower arranging. The existing building, garage, front deck and back stairs cover just under 20% of the lot, which is 8,692 square feet. The current GLFA is approximately 1,258 square feet. Walk in coolers are located in the basement and the garage and flower arranging takes place in the basement at times, but it not the best use of space.

The project is proposed to extend the building to the west and south. It will add a larger area for flower arranging. It expands the area for receiving and includes an ADA ramp. All the parking is within the setback. A new walk-in cooler will be on the main floor. There will be a new garden shop and the garage will be eliminated. The proposal has a second-floor apartment with two bedrooms, one bath, kitchen and living room with two designated parking spaces on the side. The total gross leasable floor area of the new space is about 1,987 square feet.

The current parking layout has six spaces that range in size from 7.5 feet to 18.5 feet. They provide space for one full size and one compact car, with the other four spaces encroaching into the right

of way. With the new square footage of the building, will require ten parking spaces. The new proposal has six parking spaces, two of which are for compact cars, in the front that are all within the setback. They are reducing the impervious surface in the front parking spaces by 100 square feet. There will be two parking spaces on the side for the apartment tenants, that will be pervious pavers. The building height drops quite a bit in the back and from its lowest grade on-site is 31 feet. There is a rain garden proposed for water runoff in the back of the property. Parking is the only challenge. It is a positive proposal that will allow the business to operate more efficiently and that is good for the local economy.

Moore asked what the total lot coverage for both existing and proposed? Barzin stated that existing just under 20% of coverage. The proposed coverage with building, extension, deck, stairs, and ADA ramp is 2,783 square feet which represents 32% of lot coverage and 35% is allowed. Moore asked if rain garden in the back is for the new footprint only or all impervious surfaces? Bryer stated she will have Jean Lambert, PE look at the drainage.

Moore questioned the parking spaces backing into roadway. Barzin stated that is the current situation now. They have improved the conditions for parking with the proposal. Cochran asked how they will encourage customers to pull up into the new spaces? Barzin noted that the new deck is smaller and will allow for the parking within the setbacks. They will give customers guidance on how to park.

Moore stated that there needs to be an ADA parking space designated and to look into that. Moore also stated that loading space is tight. Barzin agreed that the loading space it tight, but manageable. Cochran asked if there was street parking allowed? Bryer stated there isn't a significant shoulder and there is a large curb cut, so no on street parking is allowed.

Moore also stated, if approved, that there will need to be fire separation between the apartment and retail space below. Barzin stated that it will all be noted in the construction documents. Moore asked how they will address the dumpster with residential parking in front of it? Barzin stated that the current dumpster is located off-site and it accessed via the Post Office parking lot. He is not sure if that current access arrangement will still be in place. He stated that the tenants will work out a parking situation with parking in the front and not on the side on trash days. Cochran asked about the sizable tree on the northwest corner of the lot? Barzin is not sure if the tree will stay or have to be removed.

A motion to support the Application was presented by Gray. Seconded Cochran. All in favor.

## **I. Adjournment**

A motion to adjourn made by Moore. Seconded Cochran. All in favor.



Approved As Amended

# Affordable Housing Committee Minutes

January 21, 2022

8:30 a.m.

93 Narragansett Ave.

Jamestown RI 02835

**THIS MEETING WAS TELECONFERENCED VIA ZOOM**

Meeting ID: 893 6427 9835

## I. Call to Order

The meeting was called to order at 8:30 am and the following members were present: Bob Plain, Michael Liebhauser, Quaker Case, Nick Radesca, Fred Pease, Joseph Cannon, Jr., Lisa Bryer – Town Planner, Mary Meagher – Town Councilor  
Also present: Carrie Kolb, Planning Assistant; Christian Belden, Church Community Housing Corporation

## II. Approval of Minutes December 13, 2021 review, discussion and/or action and/or vote

A motion to approve the minutes of December 13, 2021 as written was made by Liebhauser and seconded by Case. So unanimously voted.

## III. Recommended listen: <https://www.marketplace.org/2021/12/21/western-wilderness-crowds-of-vacation-renters-are-pricing-out-locals/>

Chair Plain stated that discussion not needed, but wanted to share this interesting piece.

## IV. Jamestown Community Land Trust - review, discussion and/or action and/or vote

Chair Plain explained that he, Meagher, and Bryer met with Christian Belden of Church Community Housing Corporation (CCHC), a non-profit based in Newport, RI, that deals with Affordable Housing. Meagher's initial proposal is to pay people to make their homes into what would count for Affordable Housing. In addition to Meagher's proposal, the Affordable Housing Committee's proposal is to work with CCHC, buy the land, create a ground lease with the home owners, home owners retain ownership of the home, pay taxes on the house, and the land to create Affordable Housing. How to finance was discussed, does the issue go to bond or use real estate conveyance tax? How to pay was discussed, does the town pay over time or up front?

Belden clarified that CCHC buys the land and leases it back to the homeowner. The homeowner still owns the home. CCHC also enters into a ground lease with the homeowner. The ground lease stipulates who the house can be sold to. The future owner must enter into a ground lease as well, and this ensures that property remains Affordable

Affordable Housing Committee Minutes  
 January 21, 2022  
 Page 2

Housing. Belden also stated that the house can be transferred with inheritance. High land values are the single largest factor preventing working class people from becoming home owners. This system removes the prohibitively high land value from the equation. Toll asked if banks are willing to write a mortgage if there is a ground lease. Belden replied that they work with a suite of banks including Bank Newport, Washington Trust and People's Credit Union to name a few.

Radesca asked how to determine valuation and what would be paid to the home owner for the ground. Belden said the Town needs to come up with creative ways to finance the acquisition of the land. CCHC gets funding from federal and state that comes with parameters. Meagher stated that Jamestown is undergoing tax assessment re-evaluations. Her view is that old assessments were inconsistent and inequitable. Because this will be a Town effort, go with towns assessment of the land valuation. The land maybe valued very high. The example of how to pay for this was given: if eight homeowners are given \$10,000 per year for 20 years, only \$80,000 per year is required from the Town's budget. The Town depends on the conveyance tax each year but doesn't use the entire amount. The surplus could fund this and that is an easier way for taxpayers to accept the project. Cannon questioned if there are hurdles with inheritance? Belden stated that if the Town is the sole decision maker, they can create the parameters for the project. CCHC ground lease allows for the house and the ground lease to go to the children. Children might not meet the same income requirements. What makes sense for Jamestown may be different from what CCHC does.

Cannon asked that since Rhode Island takes 51.7 % of the tax, should we ask the State to contribute to funding? Plain stated that it is a politically hard ask and doesn't think that Jamestown needs to ask the State because we should be doing more Affordable Housing because of the success of the sales. Bryer stated that until we have dedicated 100% of what the State gives us, we shouldn't be asking for funds. Meagher stated that from the 51.7% the State takes, they use part of its money for Affordable Housing and distressed communities across the state.

Bryer – will there be a proposal going to the Town Council for the upcoming budget season? Meagher stated that budget season begins in March and get a proposal to Town Council in February. She is making sure that there is a placeholder in the budget for an Affordable Housing Committee proposal for funding.

- V. **Discussion of Accessory apartment ordinance – Ordinance proposal** - review, discussion and/or action and/or vote  
 Agenda item not discussed
- VI. **Real estate conveyance tax / dedicated funding source for affordable housing projects** - review, discussion and/or action and/or vote  
 Liebhauser asked if taking money out of real estate conveyance tax needed to be part of the proposal? Meagher stated that there are 2 different proposals that require a commitment from the Town over many years being and use funding from the real estate conveyance tax.

Affordable Housing Committee Minutes  
 January 21, 2022  
 Page 3

Discussion ensued about real estate conveyance tax. In summary the Town has historically only used a portion of the tax. The Affordable Housing Committee will ask for use of the surplus of the tax. The two proposed programs will be delivered separately to the Town Council. Meagher is working with Director of Finance and Town Solicitor to figure out how much of the conveyance tax is used and what part of surplus is available to request for use on Affordable Housing.

Liebhauser asked when the proposal from this committee will be transmitted to Town Council? Meagher stated that a proposal should go to the Town Council in February. A subcommittee comprised of Plain, Liebhauser, Case and Cannon was formed. The next meeting will be on Monday, February 7, 2022 at 8:30am. Due to quorum, this meeting will be advertised on Secretary of State and Town website, and any member from the committee and public is welcome to attend. The fine details of inheritance will be figured out by Plain, Meagher, Bryer and Belden. The meeting will focus on creating a proposal with structure of land trust, noting that all the fine details do not have to be worked out as the Town has resources that can be used to assist.

**VII. Tools and Techniques for Creating Affordable Housing in Jamestown - review, discussion and/or action and/or vote**

Discussion ensued with this topic. This is not a single conversation, but an ongoing one and this topic should be on the agenda each month. This can help create topics for discussion and, subcommittees on these topics can be formed. We can look at what different parts of the State and the world are doing. We can have night time meeting with a speaker and invite the town officials, other committees and the public to attend. One suggestion of a speaker is Professor Brenda Clement from Roger Williams University.

**VIII. Future meetings and agenda items of Affordable Housing Committee**

Next meeting is set for February 7<sup>th</sup> at 8:30am

**IX. Adjournment**

A motion to adjourn at 9:42 am was made by Pease and seconded by Cannon. All in favor.

Attest:

Carrie Kolb  
 Planning Assistant

Approved as written

# Minutes - Affordable Housing Committee Real Estate Transfer Tax Subcommittee

February 7, 2022

**8:30 a.m.**

**THIS MEETING WAS TELECONFERENCED VIA ZOOM**

Meeting ID: 811 7023 7906

Chair Bob Plain called the meeting to order.

Present: Bob Plain, Job Toll, Michael Liebhauser, Joe Cannon, Quaker Case

Also Present: Lisa Bryer, Town Planner, Town Councilor Mary Meagher, Tim Real (Jamestown Press)

Chair Plain explained that .40 cents per dollar goes towards affordable housing around the state.

Solution to hemorrhaging economic diversity is to create affordable housing.

Since our last meeting, Meagher and Bryer have been doing some work. Bryer gave background information.

Meagher explained that this idea of utilizing funding from the real estate transfer tax is a sustainable way to fund affordable housing. It is an earmark essentially, but it works for this purpose.

The town has utilized the real estate transfer tax which has gone directly into our general fund. The finance director has utilized this money to balance our budget so she reported that she will have to find those funds elsewhere.

Plain stated that our task today is to decide what to ask the Town Council for. The charge of the Affordable Housing Committee is to advise the Town Council on matters of housing and we want to be able to present this in a way that advocates for housing. We want to demonstrably affect the issue of affordable housing. Bob likes the idea of a large portion of this fund coming from the state real estate transfer tax but also wants to see the Town Council allocate funding so that if it fluctuates down, then we still have funding. There is absolute logic in taking this funding from the real estate transfer tax, there is a direct nexus. This will become a five-alarm fire when our lack of diversity impacts our volunteer services such as Fire and EMS and other

ways. We want to make this sustainable by putting into an ordinance so that the funding is insured in the future and a conscious decision must be made to reduce that funding.

Joe reported that Fran Biddell, a Jamestown resident and realtor with ReMax, sent out a letter that the real estate transfer tax as of January 1, 2022, has been increased on sales in excess of \$800,000. Meagher explained that the State gets the additional funds, not the Town. But the additional tax goes towards affordable housing in the state.

Case inquired about the additional funding from the RETT from sales over \$800,000. Meagher noted that we would be unlikely to receive any additional funding.

Chair Plain noted that we cannot do much with \$75,000. We want enough funding that we can create at least one unit per year. Economic diversity helps the entire community.

Liebhauser stated that a sizeable increase in funding for affordable housing from the Town of Jamestown has a much higher dividend than from the hands of an individual.

Chair Plain was thinking that \$225,000 per year is a reasonable amount. There is no sustainable way to have a volunteer fire department without a diversity of housing choices. Meagher stated that \$25,000 in spending is equal to one penny on the tax rate. Frame the question to Town Council that it is worth nine cents in the tax rate to have affordable housing.

Michael, unrealistic to think that housing prices would come down by half or the rate of sales would change all that much given the composition of Jamestown. That increased revenue to the town has significant durability to the town. So, the average tax increase would be closer to none than a different town or circumstance.

Plain noted that we are not only receiving an infusion of cash from COVID/federal government but we are also going through a revaluation so it is a good time to make this request. Michael agreed that we do not want to be on the back foot and housing reform takes a long time. So if we wait the Town is going to reallocate that funding and we will have to make a difficult trade off. We do not want to be in that position and our impact to tax payer is as low as possible. Case noted that this all starts with having enough money to make an impact.

Cannon said the Town Council has to justify to the tax payers so the more ammunition we can give them the more likely they will give it a YES answer. We need to show them our spending plan, and where we are going to spend the money.

Chair Plain feels there is broad support for this from the administration as well as the Town Council. Meagher agreed but thinks that our entire spending plan will show that we actually need more than what we are asking.

Bob would like to ask Town Council to fund the affordable housing trust fund at \$225,000, which includes the current \$75,000, with at least half of which comes from the real estate transfer tax. Also we need to ask the Town Council to put this into law, so this annual budget allocation is more guaranteed. Meagher will get back to us at the next full meeting.

The committee will meet on the 14<sup>th</sup> at 8:30am. This will be on the Town Council meeting on the 23<sup>rd</sup>, as presentation, correspondence and action. Plain and Liebhauser will be there on the 23<sup>rd</sup>. Plain encouraged the entire committee to be at that meeting and emphasize the importance of economic diversity.

Bryer relayed that finance director encouraged asking for funding that would be tax neutral. Funding from RETT goes into the general fund. Ask for funding to come from undesignated fund balance, that would have a zero tax implication for the Town. Toll stated that the Town can figure out where the funding comes come.

Leibhauser is drafting correspondence to Town Council. It will request an increase to at least \$225,000, and the Real Estate Conveyance Tax will be used as a yardstick to measure the funds from year to year. The letter will also request that an ordinance be created to ensure the continued funding from year to year. He will send copy of the letter to Carrie/Lisa to send to the entire committee.

Next meeting of entire Affordable Housing Committee is Monday, February 14<sup>th</sup> at 8:30am via Zoom.

Liebhauser made a motion to adjourn, Case seconded. All in favor.

Attest:

Lisa Bryer      and      Carrie Kolb  
Town Planner      Planning Assistant

Approved as written

## Affordable Housing Committee

February 14, 2022

8:30 a.m.

93 Narragansett Ave.

Jamestown RI 02835

**THIS MEETING WAS TELECONFERENCED VIA ZOOM**

Meeting ID: 827 0627 0142

### **I. Call to Order**

The meeting was called to order at 8:31 am and the following members were present:

Joe Cannon, Bob Plain, Job Toll, Nick Radesca, Quaker Case, Fred Pease, Mike Liebhauser, Mary Meagher

Also present: Carrie Kolb

Not present: Lisa Bryer

### **II. Approval of Minutes January 21, 2021 –**

A motion to approve the minutes from the January 21, 2022 meeting as amended was made by Pease and seconded by Toll. So unanimously voted.

### **III. Real estate conveyance tax / dedicated funding source for affordable housing projects - review, discussion and/or action and/or vote**

#### **a. Letter to Town Council - review, discussion and/or action and/or vote**

Information was emailed to members of AHC on Saturday, 2/12 and Sunday, 2/13. Discussion ensued. All the information will be combined together to create a 3 page document to send to Town Council that includes: a letter; a proposal to increase annual allocation to Annual Housing Trust Fund; and using the Real Estate Conveyance Tax to set a new funding formula.

Discussion ensued regarding the amount of the increase. At \$225,000 the increased ask is three times the \$75,000 that is given annually now. The increased amount is a fair amount to ask. It is half of the last surplus from the Real Estate Conveyance Tax. This is the reality of what housing costs in Jamestown.



Affordable Housing Committee Minutes  
February 14, 2022  
Page 2

Discussion ensued regarding sending the letter to Town Council, and asking to be on the agenda to give a presentation to the Town Council at the February 23, 2022 meeting. Plain will send an email to Town Clerk, asking to be put on the agenda for a presentation, and depending the outcome of the presentation, he will ask to be on the agenda in “new business” at the first or second meeting in March. Members of the AHC will attend the Town Council meeting in support.

A Motion to approve the complied and edited document that will encompass both documents from Saturday and Sunday was moved by Case and seconded by Liebhauser. Discussion ensued and the motion was withdrawn by Case.

A Motion to hold a second meeting this week on Wednesday, February 16 at 12:00pm to review, edit and approve the final document to send to Town Council was moved by Pease and seconded by Case. All in favor.

**IV. Jamestown Community Land Trust**

Agenda item not discussed

**V. Discussion of Accessory apartment ordinance – Ordinance proposal**

Agenda item not discussed

**VI. Tools and Techniques for Creating Affordable Housing in Jamestown -**  
review, discussion and/or action and/or vote

June Speakman, a RI Representative from Bristol and Warren, wrote an essay published in Providence Journal. She might be a future speaker. Bob will distribute the article.

**VII. Future meetings and agenda items of Affordable Housing Committee**

Next meeting February 16, 2022 at 12:00pm.

**VIII. Adjournment**

A motion to adjourn at approximately 9:45 am was made by Radesca and seconded by Case. All in favor.

Attest:

Carrie Kolb  
Planning Assistant

Approved as written

# Affordable Housing Committee

February 16, 2022

12:00pm

**THIS MEETING WAS TELECONFERENCED VIA ZOOM**

**Meeting ID: 833 3705 0553**

## **I. Call to Order**

The meeting was called to order at 12:00pm and the following members were present:

Joe Cannon, Bob Plain, Job Toll, Quaker Case, Fred Pease

Also present: Carrie Kolb

Not present: Nick Radesca, Mike Liebhauser, Lisa Bryer and Mary Meagher

## **II. Real estate conveyance tax / dedicated funding source for affordable housing projects - review, discussion and/or action and/or vote**

Discussion ensued to fine tune the 3-page document written by Bob Plain and Mike Liebhauser.

A motion to approve this document as edited to send to the Town Council moved by Pease and seconded by Case. All in favor.

Discussion ensued for zoom meeting versus in person meeting. It was determined that Plain should present at February 23 Town Council Meeting and get on the agenda in "new business". Plain reminded the members to attend the Town Council meeting on February 23 saying "Be there or be square."

## **III. Adjournment**

A motion to adjourn at 12:32pm moved by Cannon and seconded by Pease. All in favor.

Attest:

Carrie Kolb  
Planning Assistant

Approved as written

# Affordable Housing Committee Minutes

March 15, 2022

8:30 a.m.

93 Narragansett Ave.

Jamestown RI 02835

**THIS MEETING WAS TELECONFERENCED VIA ZOOM**

Meeting ID: 857 9398 1318

## **I. Call to Order**

The meeting was called to order at 8:36 am and the following members were present: Joe Cannon, Job Toll, Quaker Case, Mike Liebhauser, Nick Radesca, Bob Plain, Mary Meagher

Also present: Lisa Bryer, Carrie Kolb

Not present: Fred Pease

## **II. Approval of Minutes**

A motion to approve the minutes from the February 7, 2022 subcommittee meeting as written was made by Case and seconded by Toll. So unanimously voted.

A motion to approve the minutes from the February 14, 2022 meeting as written was made by Case and seconded by Liebhauser. So unanimously voted.

A motion to approve the minutes from the February 16, 2022 meeting as written was made by Case and seconded by Cannon. So unanimously voted.

## **III. Real estate conveyance tax / dedicated funding source for affordable housing projects**

### **a. Letter to Town Council – recap and next steps**

Plain gave a presentation to the Town Council at the February 23<sup>rd</sup> meeting, asking to increase the annual allocation to the Annual Housing Trust Fund and using the real estate conveyance tax to set a new funding formula. He felt it was a good presentation, and there was no discussion. However, the School Department was asking for an increase in their budget at the same meeting. The Town Council talked about Affordable Housing Committee at a subsequent meeting. Councilwoman Meagher gave a great endorsement of AHC proposal. Councilman Randy White questioned why there needed to be a law?

Plain stated that he left a message for White asking to speak with him. Discussion ensued regarding the importance of creating a law/ordinance that will provide consistent funding for Affordable Housing for years to come.

Plain advocated each member connecting with a member of the Town Council to discuss the AHC proposal and answer any questions. He would also like each member to reach out to five people to form a coalition, who will write to Town Council members and attend meetings to advocate. Economic diversity of Jamestown is great talking point.

Liebhauser –Erik Brine

Case – Nancy Beye

Plain – Randy White and Mike White

#### **IV. 91 Carr Lane – 3 lot Subdivision, Comprehensive permit for Affordable Housing, Pre-Application**

##### **a. Letter of Support**

The applicant CCHC was invited to attend and present the project and the Executive Director, Christian Belden was not able to attend. Bryer explained that she represents the Town of Jamestown as the owner of 91 Carr Lane and the town has hired a planner to advise the Planning Commission throughout process.

The project was discussed by the Committee. Based on the information submitted, it was understood that they are being reviewed as a comprehensive permit for affordable housing, where the Planning Commission will be granting all of the planning and zoning approvals. They will be at the Planning Commission for pre-application. The Land Trust objected to the project and for that reason, it has been scaled back from six units. Now its two affordable units that are for sale. The existing house and garage will be sold and the proceeds will fund the project. The pre-application stage is where advice is given to the applicant from the Planning Commission.

Plain stated that he will be attending the meeting on March 16<sup>th</sup>. He would like the AHC to write a formal letter to the Planning Commission why we support the project and a draft will be written by the next meeting to review and approve.

Meagher recommended writing to the Conservation Commission because the land was bought by the Town of Jamestown for both watershed and affordable housing. The watershed has already been protected.

Toll stated that the Land Trust is vehemently opposed to this project. It has to do with the watershed. They are convinced it's in danger.

Liebhauser stated that the AHC should focus its efforts where it will work.

Discussion had regarding Conservation Commission. Do we attend their meetings or invite them to ours? It was decided that AHC should attend a Conservation Commission meeting and have one representative speak with a focused message instead of seven people.

Plain – The Land Trust has a very weak case. Facts and Law are on “our” side. He will write letters to the editor for the newspaper in support, attend meetings and help deliver this project to the community of Jamestown.

Cannon questioned if supporting 91 Carr Lane will hurt of chances of getting increased funding? Plain stated that we can support both. Liebhauser stated that we can’t shy away from an affordable housing project. The discourse around 91 Carr Lane is about the watershed, not discourse for affordable housing. Cannon brought up that Carr Lane has lots of small lots that do not fit the zoning regulations.

Plain will draft a letter of support for review at the next meeting that will be sent to the Planning Commission. The letter will include how the proposal has changed in response to the previous pre-application submitted.

#### **V. Jamestown Community Land Trust**

Meagher brought up, during a Town Council budget meeting, the idea of asking for more money for affordable housing and part of it would be used for the purpose of buying the development rights. She is giving a presentation to Town Council on March 21<sup>st</sup> regarding getting a pilot program started. Meagher stated that she emailed the town finance director to get figures on how much money the town has spent purchasing land for open space. The commitment to buying land for open space has made property less affordable. She said let’s make the same commitment to community housing and building housing that is affordable. She would like the support of the Affordable Housing Committee. Plain stated that we fully the concept of purchasing development rights and forming a land trust to buy development rights.

A motion was made by Plain and seconded by Liebhauser that the Affordable Housing Committee fully endorse the concept of purchasing development rights or partnering with island home owners to form housing land trust trust fund to preserve economic diversity in Jamestown.

Discussion ensued and Plain stated that the Block Island chair of the Affordable Housing Committee really likes this idea. Plain stated it’s a brilliant idea. All in favor. So unanimously voted.

#### **VI. Discussion of Accessory apartment ordinance – Ordinance proposal**

No discussion at this time.

#### **VII. Tools and Techniques for Creating Affordable Housing in Jamestown –**

No discussion at this time.

#### **VIII. Future meetings and agenda items of Affordable Housing Committee**

Next meeting is scheduled for April 12, 2022 at 8:30am.

#### **IX. Adjournment**

A motion to adjourn at 10:00am moved by Plain and seconded by Liebhauser. So unanimously voted.

Attest:

Lisa Bryer      and      Carrie Kolb  
Town Planner      Planning Assistant





**TOWN OF JAMESTOWN**  
P.O. Box 377  
93 Narragansett Ave.  
JAMESTOWN, RHODE ISLAND 02835

Planning Office - 423-7210  
Fax - 423-7226

**NOTICE OF PUBLIC HEARING**  
**JAMESTOWN PLANNING COMMISSION**  
APRIL 20, 2022  
JAMESTOWN TOWN HALL  
93 NARRAGANSETT AVENUE  
JAMESTOWN, RI 02835  
7:00pm

TO HOLD A SUBDIVISION MASTER PLAN INFORMATIONAL MEETING FOR THE PROPOSED (MAJOR) 3 LOT SUBDIVISION WITH WAIVERS/VARIANCES FOR PROPERTY LOCATED AT PLAT 4 LOT 52, 91 CARR LANE, JAMESTOWN, RI OWNER, TOWN OF JAMESTOWN, AND APPLICANT CHURCH COMMUNITY HOUSING CORPORATION

The Jamestown Planning Commission sitting as the Local Review Board pursuant to RIGL 45-53 Low- and Moderate-Income Housing Act, will host this combined public hearing as noted above.

The Local Review Board will review and act on the proposed Major Land Development Project as well as the requested variances through the Comprehensive Permit Process. The Local Review Board shall have the authority to issue the comprehensive permit for subdivision per Jamestown Zoning Ordinance Article 17 and RIGL Title 45 Ch. 53 as amended, including the necessary relief from the Jamestown Zoning Ordinance as stated below.

Said lot proposed for subdivision begins less than 2/10<sup>th</sup> of a mile (approximately 770 feet) east of North Main Road on Carr Lane and less than 2/10<sup>th</sup> (approximately 1380 feet) of a mile west of East Shore Road on Carr Lane.

This project consists of the development of 2 "affordable" single family units and 1 market-rate single family unit. The Applicant requests variances to the Zoning Ordinance as follows including any and all other necessary relief as determined:

**Parcel A:**

**1. Minimum Lot Size:**

Required: 200,000 square feet

Proposed: 13,585 square feet

Relief needed: 186,415 square feet



**2. Minimum Lot Width:**

Required: 300-feet  
Proposed: 78.96-feet  
Relief needed: 221.04-feet

**3. Minimum Side Yard Building Setback:**

Required: 40-feet  
Proposed: 12-feet from west side & 19.2-feet from east side lines  
Relief needed: 28-feet from west side & 20.8-feet from east side lines

**4. Lot Coverage Allowed: 5%**

Lot Coverage Proposed: 8.95%  
Relief Needed: 3.95%

**Parcel B:**

**1. Minimum Lot Size:**

Required: 200,000 square feet  
Proposed: 13,836 square feet  
Relief needed: 186,164 square feet

**2. Minimum Lot Width:**

Required: 300-feet  
Proposed: 82-feet  
Relief needed: 218-feet

**3. Minimum Side Yard Building Setback:**

Required: 40-feet  
Proposed: 12-feet from west side & 18-feet from east side lines  
Relief needed: 28-feet from west side & 22-feet from east side lines

**4. Lot Coverage Allowed: 5%**

Lot Coverage Proposed: 8.79%  
Relief Needed: 3.79%

**Parcel C:**

**1. Minimum Lot Size:**

Required: 200,000 square feet  
Proposed: 31,698 square feet  
Relief needed: 168,302 square feet

**2. Minimum Lot Width:**

Required: 300-feet  
Proposed: 175-feet  
Relief needed: 125-feet







April 8, 2022

Christina D. Collins  
Finance Director  
Town of Jamestown  
93 Narragansett Avenue  
Jamestown, RI 02835

Re : Rescues 1 Recommendation

The Jamestown Fire Department hereby recommends the Town Council of the Town of Jamestown award the bid for the delivery and acceptance of a new 2023 Ford E450 Lifeline (Rescue 1) Ambulance from Specialty Vehicles of Plainville Massachusetts. This new Rescue will replace the current 2003 Ford Ambulance (Rescue 1). The cost of the vehicle is not to exceed Two Hundred Seventy-Three Thousand, Nine Hundred Sixty-Two Dollars (\$ 273,962.00).

Also

The Jamestown Fire Department hereby recommends the Town Council of the Town of Jamestown award the bid for the delivery, installation and acceptance of a new Stryker Power-Load Stretcher and System to Stryker Corporation of Portage, Michigan. The cost of the new Stretcher System is not to exceed Twenty-three thousand, Three-Hundred Thirty-Two dollars and Fifty-One Cents (\$23,332.51).

Sincerely,

A handwritten signature in blue ink, appearing to read "James R. Bryer, Jr.", is written over a faint, light blue grid background.

James R. Bryer, Jr.  
Fire Chief

18 Commerce Boulevard  
 Plainville, MA 02762  
 Tel: 508.699.0616  
 Fax: 508.699.0977  
 Toll Free: 888.699.0616  
[www.svine.com](http://www.svine.com)



**Specialty Vehicles, Inc.**



<b>SUBMITTED TO:</b>	<b>BIDDER:</b>	<b>MANUFACTURER:</b>
Deputy Chief Howard Tighe Jamestown Fire Department 50 Narragansett Avenue Jamestown, RI 02835	Specialty Vehicles, Inc. 18 Commerce Blvd. Plainville, MA 02762 Sales Rep: Al Hooper	Life Line Emergency Vehicles 1 Life Line Drive Sumner, IA 50674

<b>DESCRIPTION OF VEHICLE:</b>	<b>DATE:</b>
One (1) New / Unused 2023 Ford E450 custom built Life Line "Superliner" Type III-AD, Class I Emergency Medical Vehicle, per the published bid specifications from the Town of Jamestown.	April 1, 2022
<b>PRICING BREAKDOWN:</b>	
TOTAL PRICE OF VEHICLE:	\$ 277,462.00
LESS Ford FIN Concession:	( \$ 3,500.00 )
<b>TOTAL DELIVERED PRICE LESS APPLICABLE DISCOUNT:</b>	<b>\$ 273,962.00</b>
<b>DELIVERY / TERMS &amp; CONDITIONS:</b>	
Delivery lead-time shall be approximately 210 calendar days after receipt of custom ordered chassis, approved work order / drawings, and signed sales contract between Specialty Vehicles, Inc. and the Town of Jamestown Fire Department; whichever occurs later. This is based on Life Line's current production forecast and could be affected by material availability.	
Specialty Vehicles, Inc. reserves the right to withdraw this proposal if not accepted within 30 days.	
Terms: Net cash due upon delivery and acceptance. No Federal, State or Local Taxes are included.	

Thank you for the opportunity to submit our proposal. If you have any questions please feel free to contact me at (888) 699-0616.

Respectfully Submitted,

*Alfred F. Hooper*  
 Alfred F. Hooper  
 Vice President





## New truck - power load/cot

Quote Number: 10442821

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Prepared For: TOWN OF JAMESTOWN

Chicago, IL 60673-3308

Attn:

Rep: Crystale Perry

Email: crystale.perry@stryker.com

Phone Number: (401) 255-8876

Quote Date: 04/08/2022

Expiration Date: 07/07/2022

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	TOWN OF JAMESTOWN	Name:	TOWN OF JAMESTOWN	Name:	TOWN OF JAMESTOWN
Account #:	1211415	Account #:	1211415	Account #:	1211415
Address:	50 NARRAGANSETT AVE JAMESTOWN Rhode Island 02835-1120	Address:	50 NARRAGANSETT AVE JAMESTOWN Rhode Island 02835-1120	Address:	50 NARRAGANSETT AVE JAMESTOWN Rhode Island 02835-1120

### Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	639005550001	MTS POWER LOAD	1	\$23,332.51	\$23,332.51
2.0	650605550002	Power-PRO XT MTS Mid: Dual wheel lock, x-restraint package, retractable head section 02 bottle holder, 3-stage IV pole PR, equipment hook, H/E storage flat, XPS side rail, XPS mattress, Trendelenburg, dual compatibility, backrest storage pouch	1	\$19,901.92	\$19,901.92
Equipment Total:					\$43,234.43

### ProCare Products:

#	Product	Description	Qty	Sell Price	Total
3.1	76011PT	ProCare Power-LOAD Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for MTS POWER LOAD	1	\$9,139.68	\$9,139.68
3.2	71061PT	ProCare Power-PRO Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for Power-PRO XT	1	\$5,799.20	\$5,799.20
ProCare Total:					\$14,938.88





**Jamestown School Department**  
76 Melrose Avenue  
Jamestown, Rhode Island 02835

Telephone (401) 423-7020  
Fax (401) 423-7022  
TTY Relay 1-800-745-5555



**J**

Nathaniel Edmunds  
*Principal, Lawn School*

Jennifer Kiltredge  
*Principal, Melrose School*

**Kenneth A. Duva, Ed.D.**  
**Superintendent**

Erica B. Dickson  
*Director of Student Services*

Jane Littlefield  
*Director of Finance*

*"Rise Between the Bridges and Beyond!"*

**Date: 4.12.22**

**To: Jamie Hainsworth, Jamestown Town Administrator and Jamestown Town Council**  
**From: Dr. Kenneth Duva, Superintendent of Schools on behalf of the Jamestown School Committee**

**RE: Bid Award for Melrose and Lawn Schools Solar Project**

At the April 11, 2022 School Committee Meeting the School Committee voted to approve a contract to Newport Renewables, LLC. to complete the solar panel project for the Melrose and Lawn Schools.

The School Committee budgeted \$897,775 through the bond for this project. After 11% of soft costs \$799,020 is allocated to the construction, supplies, and materials for this project. We only received one bid on April 5, 2022. The sole bidder was Newport Renewables, LLC with a total project cost of \$1,116,500.00 to include the following. We designed the bid proposal to achieve options with a project within budget.

- Base Bid 1: Melrose School Parking Lot Canopy Array - \$412,500.00
- Base Bid 2: Melrose School Parking Lot Canopy Structure - \$382,500.00
- Base Bid 3: Melrose School Roof Array - \$82,500.00
- Base Bid 4: Lawn School Roof Array - \$239,000.00

**Recommendation:**

- The Melrose School Roof Array, if combined with the carport array, would require a utility transformer upgrade which would cost the school department more money than accounted for in our budget.
- The utility transformer is 150 kVA (kilovolt ampere) and the 194.8 kW (kilowatt) carport has an output of 150 KW which can be adequately serviced by the existing transformer.
- It is recommended that only the Melrose School Carport Canopy with the Solar Array is constructed at Melrose School. This will provide 98% of Melrose School's annual electricity. Cost for Bid 1 and 2. (\$795,000 - Grant \$185,300 = \$609,700)
- It is also recommended that the remaining budget is allocated for the Lawn School Ballasted Roof Array (\$239,000 - grant \$50,150 = \$188,850). This array will provide 50% of Lawn School's annual electricity.
- *The total cost of the project is estimated to be \$1,034,000.*
- The bid proposal identifies reimbursement through Commercial Scale Renewable Energy Fund Grants of \$235,450.00 for Bid 1,2, and 4.
- After the Grant allocation the total project will cost \$798,550

**Jamestown Schools: A School Community Partnership**

The Jamestown School Department, in partnership with the community, provides a respectful environment that challenges each child to fulfill his/her unique potential, and to develop the knowledge and skills necessary to become active and engaged 21st century learners and citizens.



We have evaluated the bid received on April 5, 2022, for the solar panel construction. The bid was reviewed by Peter Anderson, Director of Facilities, Ken Duva, Superintendent, Jane Littlefield, Director of Finance, and Kyle Robinson, Lead Architect from Saccoccio and Associates. The bid spreadsheet is attached.

Saccoccio's estimate for the solar panel project at the Melrose and Lawn Schools including A&E and O&M services = \$897,775.00.

Our evaluation of the experience, reputation, and financial condition of Newport Renewables, LLC. indicates that they are capable of completing the work required. Therefore, we are asking the Jamestown Town Council to approve the award of a contract for the construction of the above mentioned projects in the amount of \$1,034,000.00. Please note that after the reimbursement of the grant the total cost is estimated to be \$798,550.00.

**Attachments:**

1. Summary of Bids from Superintendent
2. Recommendation Letter from Saccoccio Architects



**SACCOCCIO & ASSOCIATES**  
ARCHITECTS

April 6, 2022

Mr. Kenneth A. Duva, Ed. D  
Superintendent of Schools  
Jamestown School Department  
76 Melrose Ave  
Jamestown RI, 02835  
**Re: Solar Panels @ Melrose and Lawn Schools**

Dear Superintendent Duva,

Saccoccio & Associates has reviewed the bids for the above referenced project and have evaluated the low bidder, Newport Renewables, LLC. of Providence, RI. Through scope review conversations with Mr. Flanagan and past experience working with this company, we recommend award of the project to Newport Renewables. In the amount of **\$1,034,000.00**, based on the revised scope of work as outlined below.

The original bid was separated into 4 base bids and 1 alternative. The base bids included #1 – Melrose Canopy Solar Array, #2 – Melrose Canopy Structure, #3 – Melrose Roof Array, #4 – Lawn Roof Array and Alternate #1 – Rain & Snow Control on Melrose Canopy. The bid prices are outlined below:

∞ Base Bid #1	\$412,500
∞ Base Bid #2	\$382,500
∞ Base Bid #3	\$82,500
∞ Base Bid #4	\$239,000
∞ Alternate #1	\$169,630

Newport Renewables also provided as part of their bid up to \$261,435 worth of grants that could be applied for by Newport Renewables or Jamestown School Department. This breaks down to \$185,300 for Melrose Carport, \$25,935 for Melrose Roof and \$50,150 for Lawn Roof. If Newport Renewables applied for the appropriate grants those costs would be deducted from the contract price.

Upon review of the costs and the benefit of each portion of the project it is recommended that Base Bid 1, 2, 4 be selected and Newport Renewables will apply for the associated grants which will reduce the contract amount as applicable.

If you have any questions, please contact me at your earliest convenience.

Very truly yours,

Kyle Robinson, AIA, NCARB  
Project Architect



# Jamestown School Department

Jamestown School Department

Bid Opening

4/4/22 Time: 10:11

Project Title

Solar Panels at Melrose and Lawn Schools

Project #

19034

Company Name	Date / Time Received	Base Bid				Grand Total	Alternate	Proposed Electricity Production			
		No. 1	No. 2	No. 3	No. 4			Melrose Canopy	Melrose Building	Lawn Building	Lawn Canopy
Newport Renewable, LLC	4/4/22 9:40	412,500.00	382,500.00	82,500.00	239,000.00	1,116,500.00	<del>1116</del>	236K kWh 98%	49K kWh	21K kWh	406K

Grand Total  
375  
406K

Opened By PETER G. ANDERSON

Signature Peter G. Anderson

Witnessed By Ken Dava

Signature Ken Dava

Virginia

Melrose and Lawn Schools  
Jamestown, Rhode Island

Solar Panels  
Job No. 19034

DOCUMENT 00 41 13

PROPOSAL FORM

Date: 04/04/2022

Project: Solar Panels  
at  
Melrose and Lawn Schools  
Jamestown, Rhode Island 02835

Bid to: Jamestown School Department  
76 Melrose Avenue  
Jamestown, Rhode Island 02835

Bridging Document  
Architect: Saccoccio & Associates, Inc.  
1085 Park Avenue  
Cranston, Rhode Island 02910-3144  
Tel:(401) 942-7970

Submitted by: Stuart Flanagan, Principal, Newport Renewables

Company Name: Newport Renewables, LLC (merged with Stateside Precision Group, LLC 2/14/22)

Address: 5 Richmond Square, Providence, RI 02906

Telephone: 401-619-5906

Fax: 401-619-5516

Contact: Stuart Flanagan, Principal

License Number: RI Reg. 35218, Electrical License AC-004631, REPC 101  
(If Applicable)

1. **BID**

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders, and in the Bidding Documents prepared by Saccoccio & Associates, Inc., Architect for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum noted below:

Base Bid No. 1: Melrose School Parking Lot Canopy Array (As shown on drawings A1.1 & A1.2)

Four hundred twelve thousand five hundred dollars and no cents (\$ 412,500.00 .)  
(written, and numerically)

Melrose and Lawn Schools  
Jamestown, Rhode Island

Solar Panels  
Job No. 19034

Base Bid No. 2: Melrose School Parking Lot Canopy Structure (As shown on drawings A1.1 & A1.2)

Three hundred eighty two thousand five hundred dollars and no cents (\$ 382,500.00 )  
(written, and numerically)

Base Bid No. 3: Melrose School (Array on building roof)

Eighty two thousand five hundred and no cents (\$ 82,500.00 )  
(written, and numerically)

Base Bid No. 4: Lawn School (Array on building roof)

Two hundred thirty nine thousand dollars and no cents (\$ 239,000.00 )  
(written, and numerically)

• GRAND TOTAL BASE BID

Grand total base bid is the sum of the four Base Bid costs noted above.

One million one hundred sixteen thousand five hundred and no cents (\$ 1,116,500.00 )  
(written, and numerically)

The Owner reserves the right to delete one or more of the four Base Bids noted above from the project as deemed necessary to be in the best interest of the Owner.

The Base Bids will not be awarded to separate Contractors.

We have included the Bid security as required by the Request for Proposals.

2. ALTERNATES

Provide a price to include metal roof decking, snow and rain control (snow guards, gutters and downspouts as required) to be added to Base Bid No. 2: Melrose School Parking Lot Canopy Structure.

Alternate No. 1: Metal Roof Decking, snow and rain control at Melrose School Parking Lot Canopy Structure

One hundred sixty nine thousand six hundred thirty dollars and no cents (\$ 169,630.00 )  
(written, and numerically)

3. PROPOSED ELECTRICITY PRODUCTION

Indicate below your company's proposed electrical production for each site based on areas indicated on the drawings.

- Melrose School Parking Lot Canopies 236,000 kWh
- Melrose School Building 49,000 kWh
- Lawn School Building 121,000 kWh

The goal of this project is to produce a combined minimum electrical production of 375,000 kWh.

**Melrose and Lawn Schools**  
**Jamestown, Rhode Island**

**Solar Panels**  
**Job No. 19034**

4. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for sixty (60) days from the bid closing date.

If the Owner accepts this bid within the time stated above, we will:

- Execute the Agreement subject to compliance with the Request for Proposals.
- Furnish the required bonds in compliance with amended provisions of the Instructions to Bidders.
- Commence work within seven (7) days after the signing of the Contract.

5. BID SECURITY DEPOSIT

If this bid is accepted within the time stated, and we fail to commence the Work, or we fail to provide the required Bonds, the Bid Security Deposit shall be forfeited as damages to the Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

In the event our bid is not accepted within the time stated above, the required Bid Security Deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

6. CONTRACT TIME

- Expected award of Contract and delivery of a Notice to Proceed is approximately the end of March 2022.
- Ordering of products, coordination and preparatory work is to commence within seven days after receipt of the Notice to Proceed.
- Construction at the site can commence following receipt of the Notice to Proceed.
- The substantial completion date for the Melrose School Parking Lot Canopy Structure is August 26, 2022. This is the date to which liquidated damages for this item apply and may only be adjusted as provided for in the Contract Documents.
- The substantial completion date for the remainder of the project is May 1, 2023. This is the date to which liquidated damages apply for the remainder of the project and may only be adjusted as provided for in the Contract Documents.

7. LIQUIDATED DAMAGES

In as much as time is of the essence, if we fail to achieve certification of Substantial Completion at the expiration of the agreed upon Contract Time, we acknowledge we will be assessed Liquidated Damages of five hundred dollars (\$ 500.00) for each calendar day the project continues to be in default past the Substantial Completion date.

8. ADDENDA

The following Addenda (if any) have been received. The modifications to the Bid Documents noted in the Addenda have been considered and all costs are included in the Bid Sum.

Addendum No. 1, dated December 1, 2021 (PDF file name date 03/28/22)

Addendum No. 2, dated March 31, 2022 (PDF file name date 03/31/22)

Addendum No. 3, dated n/a

**Melrose and Lawn Schools**  
**Jamestown, Rhode Island**

**Solar Panels**  
**Job No. 19034**

9. FINANCIAL OPTIONS

In addition to the above bid, the Bidder is encouraged to submit alternative methods for the Owner to obtain the solar panel installation. The Bidder may submit options to lease the equipment to the Owner or submit other possible alternatives.

The Bidder should identify and include all solar investment tax credits and potential rebates that apply.

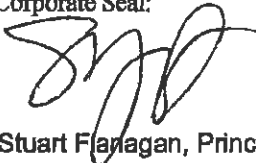
10. BID FORM SIGNATURE(S)

Newport Renewables, LLC

(Bidder's name)

Title: Principal

Corporate Seal:



Stuart Fanagan, Principal

END OF DOCUMENT

# Solar Panels

## Melrose and Lawn Schools

FOR THE

# JAMESTOWN SCHOOL DEPARTMENT



SACCOCCIO & ASSOCIATES, INC.  
1085 PARK AVENUE CLANSTON, IL 02910

SCHEMATIC DESIGN REVIEW  
01-07-2022





**Town of Jamestown**

Finance Department

Town Hall

93 Narragansett Avenue

Jamestown, Rhode Island 02835-1199

401-423-9809 Fax 401-423-7229

Email: [ccollins@jamestownri.net](mailto:ccollins@jamestownri.net)



**Christina D. Collins**  
Finance Director

**MEMORANDUM**

**TO: Jamie A. Hainsworth, Town Administrator**

**FROM: Christina D. Collins, Finance Director**

**DATE: April 14, 2022**

**SUBJECT: Budget to Actual- General Fund**

A handwritten signature in black ink, appearing to be "C. Collins", is written over the "FROM" line of the memorandum.

Attached is Budget to Actual report for the Fiscal Year 2022. The report contains the expenses that have been paid through March 31, 2022.

Please do not hesitate to contact me with any questions or concerns.

**Budget vs Actual - Expenditures**  
**TOWN OF JAMESTOWN, RI**  
**For 3/31/2022**

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7001 70101 00 Salaries	13,800.00	3,450.00	10,350.00	3,450.00	75.00
1100 7001 70302 00 Fees And Supplies	1,000.00	99.41	144.83	855.17	14.48
1100 7001 70305 00 Advertising	750.00	0.00	511.50	238.50	68.20
<b>Town Council Expenses</b>	<b>15,550.00</b>	<b>3,549.41</b>	<b>11,006.33</b>	<b>4,543.67</b>	<b>70.78</b>
1100 7002 70101 00 Salary, Town Administrator	123,000.00	9,461.54	94,615.40	28,384.60	76.92
1100 7002 70102 00 Salary, Clerical	65,000.00	4,806.00	48,339.40	16,660.60	74.37
1100 7002 70302 00 Fees And Supplies	2,500.00	371.64	2,791.58	(291.58)	111.66
1100 7002 70303 00 Travel Expenses	5,000.00	350.00	3,150.00	1,850.00	63.00
<b>Town Administrator Expenses</b>	<b>195,500.00</b>	<b>14,989.18</b>	<b>148,896.38</b>	<b>46,603.62</b>	<b>76.16</b>
1100 7003 70101 00 Salaries	5,635.00	433.48	4,334.80	1,300.20	76.93
1100 7003 70302 00 Fees And Supplies	1,200.00	(324.50)	(240.89)	1,440.89	(20.07)
<b>Probate Court Expenses</b>	<b>6,835.00</b>	<b>108.98</b>	<b>4,093.91</b>	<b>2,741.09</b>	<b>59.90</b>
1100 7004 70101 00 Salaries	5,234.00	1,475.18	4,740.54	493.46	90.57
1100 7004 70102 00 Salary, Clerical	540.00	0.00	0.00	540.00	0.00
1100 7004 70103 00 Salaries, Moderator & Sergeant	300.00	0.00	0.00	300.00	0.00
1100 7004 70104 00 Election Supervisors	1,050.00	0.00	0.00	1,050.00	0.00
1100 7004 70302 00 Fees And Supplies	1,550.00	0.00	1,794.95	(244.95)	115.80
1100 7004 70305 00 Advertising And Printing	600.00	0.00	165.00	435.00	27.50
<b>Election and Town Meeting Expenses</b>	<b>9,274.00</b>	<b>1,475.18</b>	<b>6,700.49</b>	<b>2,573.51</b>	<b>72.25</b>
1100 7005 70201 00 Professional Services - Legal	115,000.00	7,931.00	62,923.30	52,076.70	54.72
<b>Legal Expenses</b>	<b>115,000.00</b>	<b>7,931.00</b>	<b>62,923.30</b>	<b>52,076.70</b>	<b>54.72</b>
1100 7006 70101 00 Salaries	73,544.00	5,507.68	53,210.38	20,333.62	72.35
1100 7006 70102 00 Salary, Clerical	105,877.00	7,609.52	79,417.73	26,459.27	75.01
1100 7006 70302 00 Fees, Supplies & Dues	28,500.00	1,385.98	20,838.02	7,661.98	73.12
1100 7006 70305 00 Advertising	2,600.00	0.00	2,459.46	140.54	94.59
<b>Clerks And Records Expenses</b>	<b>210,521.00</b>	<b>14,503.18</b>	<b>155,925.59</b>	<b>54,595.41</b>	<b>74.07</b>
1100 7007 70101 00 Salaries	90,454.00	6,419.00	71,196.73	19,257.27	78.71
1100 7007 70102 00 Salary, Clerical	43,066.00	1,520.00	37,223.83	5,842.17	86.43
1100 7007 70201 00 Planning Commission	7,000.00	0.00	0.00	7,000.00	0.00
1100 7007 70302 00 Fees, Supplies & Dues	4,000.00	1,277.33	2,996.54	1,003.46	74.91
<b>Planning Expenses</b>	<b>144,520.00</b>	<b>9,216.33</b>	<b>111,417.10</b>	<b>33,102.90</b>	<b>77.09</b>
1100 7008 70201 00 Salaries, Zoning Board	8,000.00	325.00	2,600.00	5,400.00	32.50
1100 7008 70302 00 Fees, Supplies & Dues	2,500.00	276.66	4,103.73	(1,603.73)	164.15
<b>Zoning Expenses</b>	<b>10,500.00</b>	<b>601.66</b>	<b>6,703.73</b>	<b>3,796.27</b>	<b>63.85</b>
1100 7009 70900 00 Social Security Tax	336,225.00	0.00	239,242.74	96,982.26	71.16
1100 7009 70901 00 Blue Cross/Delta Dental	638,810.00	41,173.71	371,978.97	266,831.03	58.23
1100 7009 70902 00 Worker's Compensation	75,000.00	0.00	75,171.00	(171.00)	100.23
1100 7009 70903 00 Retirement System	325,000.00	20,507.21	200,737.47	124,262.53	61.77
1100 7009 70906 00 Life Insurance	12,320.00	1,064.45	9,372.15	2,947.85	76.07
1100 7009 70907 00 General Liability Insurance	110,000.00	0.00	100,000.00	10,000.00	90.91
1100 7009 70910 00 Salary Adjustment	15,000.00	0.00	0.00	15,000.00	0.00
1100 7009 70912 00 OPEB	25,000.00	0.00	0.00	25,000.00	0.00
1100 7009 70920 00 Police Retiree Health	73,989.00	8,199.62	70,236.90	3,752.10	94.93
<b>Personnel Expenses</b>	<b>1,611,344.00</b>	<b>70,944.99</b>	<b>1,066,739.23</b>	<b>544,604.77</b>	<b>66.20</b>
1100 7010 70100 00 Salary, Finance Director	106,722.00	7,543.88	87,033.63	19,688.37	81.55
1100 7010 70101 00 Salaries- Dep. Tax Collector	77,827.00	5,478.00	54,891.09	22,935.91	70.53
1100 7010 70201 00 Professional Services	21,000.00	1,121.81	11,893.40	9,106.60	56.64
1100 7010 70302 00 Fees, Supplies & Dues	21,000.00	(2,335.44)	6,098.46	14,901.54	29.04
<b>Finance Expenses</b>	<b>226,549.00</b>	<b>11,808.25</b>	<b>159,916.58</b>	<b>66,632.42</b>	<b>70.59</b>
1100 7011 70101 00 Salaries	75,611.00	5,816.24	58,162.40	17,448.60	76.92
1100 7011 70302 00 Fees, Supplies, Dues	16,000.00	2,880.90	5,082.17	10,917.83	31.76
1100 7011 70305 00 Advertising	900.00	157.50	1,012.50	(112.50)	112.50
<b>Tax Assessor Expenses</b>	<b>92,511.00</b>	<b>8,854.64</b>	<b>64,257.07</b>	<b>28,253.93</b>	<b>69.46</b>
1100 7012 70201 00 Professional Services	24,000.00	0.00	27,850.00	(3,850.00)	116.04
<b>Audit of Accounts Expenses</b>	<b>24,000.00</b>	<b>0.00</b>	<b>27,850.00</b>	<b>(3,850.00)</b>	<b>116.04</b>
1100 7013 70201 00 IT- Consultant	60,000.00	6,586.25	41,057.50	18,942.50	68.43
1100 7013 70303 00 Software	34,550.00	5,107.48	40,694.35	(6,144.35)	117.78
<b>Total Expenses</b>	<b>94,550.00</b>	<b>11,693.73</b>	<b>81,751.85</b>	<b>12,798.15</b>	<b>86.46</b>
1100 7030 70302 00 EMA- SUPPLIES	7,500.00	1,407.12	7,930.23	(430.23)	105.74

**Budget vs Actual - Expenditures**  
**TOWN OF JAMESTOWN, RI**  
**For 3/31/2022**

Run: 4/14/2022 at 12:46 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
<b>EMA Expenses</b>	<b>7,500.00</b>	<b>1,407.12</b>	<b>7,930.23</b>	<b>(430.23)</b>	<b>105.74</b>
1100 7031 70100 00 Salary, Police Chief	108,732.00	8,012.24	86,356.14	22,375.86	79.42
1100 7031 70101 00 Salaries - Police	919,523.00	68,630.38	676,400.47	243,122.53	73.56
1100 7031 70102 00 Police Longevity	62,920.00	26,922.61	50,205.98	12,714.02	79.79
1100 7031 70103 00 Police Benefits	57,146.00	4,273.08	46,241.63	10,904.37	80.92
1100 7031 70104 00 Police - OT	150,000.00	11,408.03	139,225.60	10,774.40	92.82
1100 7031 70105 00 Police Retirement	249,141.00	0.00	124,570.50	124,570.50	50.00
1100 7031 70111 00 Salary - Dispatch/Admin/Seasonal	234,213.00	17,186.01	179,246.87	54,966.13	76.53
1100 7031 70112 00 Dispatch, Longevity	16,027.00	0.00	9,386.52	6,640.48	58.57
1100 7031 70113 00 Dispatch - Benefits	11,686.00	1,078.49	10,499.96	1,186.04	89.85
1100 7031 70114 00 Dispatch - OT	17,500.00	293.52	23,564.62	(6,064.62)	134.65
1100 7031 70302 00 Fees & Supplies	21,000.00	885.12	6,661.30	14,338.70	31.72
1100 7031 70303 00 Computer Maintenance	24,200.00	593.98	24,453.32	(253.32)	101.05
1100 7031 70307 00 Building Maintenance	5,000.00	424.76	1,628.41	3,371.59	32.57
1100 7031 70308 00 Vehicle Insurance	9,017.00	0.00	9,017.00	0.00	100.00
1100 7031 70309 00 Telephone	15,000.00	1,392.43	9,032.00	5,968.00	60.21
1100 7031 70310 00 Personal Equipment	5,500.00	51.66	1,872.00	3,628.00	34.04
1100 7031 70311 00 Maintenance Of Uniforms	28,050.00	30,150.00	32,250.00	(4,200.00)	114.97
1100 7031 70312 00 Ammunition And Supplies	3,500.00	1,050.00	1,050.00	2,450.00	30.00
1100 7031 70313 00 Maintenance Of Police Cars	13,000.00	3,431.02	12,569.72	430.28	96.69
1100 7031 70314 00 Gas & Tires	23,000.00	0.00	19,958.05	3,041.95	86.77
1100 7031 70315 00 Training Of Members	15,000.00	0.00	7,686.30	7,313.70	51.24
1100 7031 70317 00 Maintenance Of Radio System	5,500.00	0.00	2,017.59	3,482.41	36.68
1100 7031 70318 00 Equipment	5,000.00	0.00	577.45	4,422.55	11.55
1100 7031 70322 00 Dispatch Uniforms	2,000.00	0.00	2,100.00	(100.00)	105.00
<b>Police Protection Expenses</b>	<b>2,001,655.00</b>	<b>175,783.33</b>	<b>1,476,571.43</b>	<b>525,083.57</b>	<b>73.77</b>
1100 7032 70100 00 Fire Chief/Fire Inspector	64,473.00	0.00	39,675.68	24,797.32	61.54
1100 7032 70102 00 Stipend, Deputy Fire Chief	3,000.00	0.00	0.00	3,000.00	0.00
1100 7032 70103 00 Stipend - Fire Inspector	20,065.00	0.00	12,330.72	7,734.28	61.45
1100 7032 70104 00 Fire Dept. Incentive Program	75,000.00	0.00	553.93	74,446.07	0.74
1100 7032 70105 00 Equip/Safety Maint. - Per Diem	22,400.00	0.00	7,883.98	14,516.02	35.20
1100 7032 70201 00 Service Cleaning Contract	6,720.00	559.00	5,031.00	1,689.00	74.87
1100 7032 70302 00 Fees And Supplies	9,200.00	522.38	4,248.71	4,951.29	46.18
1100 7032 70308 00 Vehicle Insurance	70,180.00	2,157.40	44,535.75	25,644.25	63.46
1100 7032 70309 00 Telephone	9,000.00	896.58	7,000.61	1,999.39	77.78
1100 7032 70313 00 Maintenance Of Fire Apparatus	30,000.00	4,947.00	36,519.06	(6,519.06)	121.73
1100 7032 70314 00 Gas, Tires & Oil	13,000.00	0.00	8,965.29	4,034.71	68.96
1100 7032 70315 00 Training Of Members	7,000.00	0.00	2,545.48	4,454.52	36.36
1100 7032 70317 00 Maintenance Of Radio System	5,500.00	0.00	138.60	5,361.40	2.52
1100 7032 70321 00 Electricity	16,000.00	3,044.44	11,814.36	4,185.64	73.84
1100 7032 70323 00 Oxygen & Air Packs	4,000.00	96.27	3,442.72	557.28	86.07
1100 7032 70324 00 Water	1,400.00	0.00	861.37	538.63	61.53
1100 7032 70325 00 Fire Equipment	16,000.00	1,949.57	12,026.61	3,973.39	75.17
1100 7032 70326 00 Fire Ext. Agent	2,500.00	295.00	1,925.00	575.00	77.00
1100 7032 70343 00 Heating	13,000.00	5,282.91	11,330.45	1,669.55	87.16
1100 7032 70344 00 Repairs And Maintenance	14,500.00	91.00	8,360.82	6,139.18	57.66
1100 7032 70399 00 Subscriptions & Journals	425.00	278.56	508.56	(83.56)	119.66
1100 7032 70900 00 Social Security Tax	8,139.00	0.00	0.00	8,139.00	0.00
1100 7032 70903 00 Fire Chief - Benefit	6,447.00	0.00	6,290.00	157.00	97.56
<b>Fire Protection Expenses</b>	<b>417,949.00</b>	<b>20,120.11</b>	<b>225,988.70</b>	<b>191,960.30</b>	<b>54.07</b>
1100 7033 70102 00 Salary, EMS Director	32,624.00	0.00	20,551.20	12,072.80	62.99
1100 7033 70103 00 Stipend - Medical Director	5,000.00	416.66	3,749.94	1,250.06	75.00
1100 7033 70104 00 ALS - Per Diem	258,048.00	0.00	176,291.30	81,756.70	68.32
1100 7033 70105 00 EMS Incentive Program	80,000.00	0.00	0.00	80,000.00	0.00
1100 7033 70106 00 EMT INSTRUCTORS	0.00	0.00	(464.73)	464.73	0.00
1100 7033 70302 00 Fees And Supplies	6,800.00	3,736.13	5,236.69	1,563.31	77.01
1100 7033 70308 00 Vehicle Insurance	31,460.00	0.00	30,751.10	708.90	97.75
1100 7033 70311 00 Maintenance Of Uniforms	8,000.00	760.59	760.59	7,239.41	9.51
1100 7033 70313 00 Maintenance of Vehicles	9,000.00	327.67	4,640.42	4,359.58	51.56
1100 7033 70315 00 Training Of Members	22,500.00	583.34	18,431.74	4,068.26	81.92
1100 7033 70330 00 EMS Building	7,000.00	1,234.13	1,872.49	5,127.51	26.75
1100 7033 70333 00 Ambulance Medical	20,000.00	1,469.23	10,389.20	9,610.80	51.95
1100 7033 70900 00 Social Security Tax	21,560.00	0.00	16,078.52	5,481.48	74.58
<b>EMS Expenses</b>	<b>501,992.00</b>	<b>8,527.75</b>	<b>288,288.46</b>	<b>213,703.54</b>	<b>57.43</b>
1100 7034 70101 00 Salary - Building Inspector	75,239.00	6,465.38	64,653.80	10,585.20	85.93
1100 7034 70102 00 Salary, Clerical	30,233.00	2,142.01	25,970.73	4,262.27	85.90
1100 7034 70117 00 Salary, Electrical Inspector	10,500.00	875.00	7,875.00	2,625.00	75.00
1100 7034 70118 00 Salary, Plumbing Inspector	5,250.00	0.00	2,187.50	3,062.50	41.67
1100 7034 70119 00 Salary, Mechanical Inspector	5,250.00	0.00	2,187.50	3,062.50	41.67

**Budget vs Actual - Expenditures  
TOWN OF JAMESTOWN, RI  
For 3/31/2022**

Run: 4/14/2022 at 12:46 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7034 70302 00 Supplies And Expenses	5,250.00	53.44	1,452.60	3,797.40	27.67
1100 7034 70328 00 Hydrant Rental	170,000.00	0.00	0.00	170,000.00	0.00
<b>Protection Services Expenses</b>	<b>301,722.00</b>	<b>9,535.83</b>	<b>104,327.13</b>	<b>197,394.87</b>	<b>34.58</b>
1100 7041 70101 00 Salaries	62,608.00	4,116.26	41,262.99	21,345.01	65.91
1100 7041 70302 00 Fees And Supplies	1,000.00	0.00	555.21	444.79	55.52
<b>Public Works Administration Expenses</b>	<b>63,608.00</b>	<b>4,116.26</b>	<b>41,818.20</b>	<b>21,789.80</b>	<b>65.74</b>
1100 7042 70101 00 Salaries	46,558.00	3,496.32	34,907.67	11,650.33	74.98
1100 7042 70302 00 Fees And Supplies	1,200.00	19.84	79.46	1,120.54	6.62
<b>Engineering Expenses</b>	<b>47,758.00</b>	<b>3,516.16</b>	<b>34,987.13</b>	<b>12,770.87</b>	<b>73.26</b>
1100 7043 70100 00 Salary, Highway Supervisor	75,740.00	5,769.84	56,617.40	19,122.60	74.75
1100 7043 70101 00 Salaries - Public Works	727,539.00	56,930.43	535,087.60	192,451.40	73.55
1100 7043 70104 00 Highway -OT	40,000.00	1,573.39	33,180.02	6,819.98	82.95
1100 7043 70308 00 Vehicle Insurance	17,570.00	0.00	17,750.00	(180.00)	101.02
1100 7043 70313 00 Upkeep Of Equipment	95,000.00	12,324.33	93,865.02	1,134.98	98.81
1100 7043 70314 00 Oil And Gas	60,000.00	8,252.24	60,300.41	(300.41)	100.50
1100 7043 70330 00 Sand And Gravel	17,000.00	2,082.40	13,967.18	3,032.82	82.16
1100 7043 70331 00 Cold Patch	15,000.00	0.00	8,854.80	6,145.20	59.03
1100 7043 70333 00 Other Road Supplies	13,500.00	325.61	4,283.67	9,216.33	31.73
1100 7043 70334 00 Equipment Rental	2,500.00	2,300.00	2,300.00	200.00	92.00
1100 7043 70335 00 License - Contractual	6,000.00	0.00	6,000.00	0.00	100.00
1100 7043 70336 00 Clothing	5,500.00	0.00	149.97	5,350.03	2.73
1100 7043 70399 00 Safety And Licensing	3,000.00	381.55	3,884.33	(884.33)	129.48
<b>Highway Expenses</b>	<b>1,078,349.00</b>	<b>89,939.79</b>	<b>836,240.40</b>	<b>242,108.60</b>	<b>77.55</b>
1100 7044 70101 00 Snow Removal - OT	28,000.00	4,122.85	28,109.72	(109.72)	100.39
1100 7044 70337 00 Equipment And Supplies	49,000.00	26,958.44	70,580.21	(21,580.21)	144.04
<b>Snow Removal Expenses</b>	<b>77,000.00</b>	<b>31,081.29</b>	<b>98,689.93</b>	<b>(21,689.93)</b>	<b>128.17</b>
1100 7045 70101 00 Salaries	73,129.00	4,961.76	53,944.44	19,184.56	73.77
1100 7045 70309 00 Telephone	800.00	0.00	0.00	800.00	0.00
1100 7045 70321 00 Electricity	1,300.00	317.65	1,172.55	127.45	90.20
1100 7045 70340 00 Maintenance And Testing	44,000.00	0.00	11,427.15	32,572.85	25.97
1100 7045 70341 00 Transfer And Trucking	375,000.00	73,374.34	309,283.69	65,716.31	82.48
1100 7045 70350 00 Hazardous Waste Recycling	300.00	0.00	0.00	300.00	0.00
<b>Waste Removal Expenses</b>	<b>494,529.00</b>	<b>78,653.75</b>	<b>375,827.83</b>	<b>118,701.17</b>	<b>76.00</b>
1100 7046 70321 00 Electricity	64,000.00	6,226.04	67,669.06	(3,669.06)	105.73
<b>Street Lighting Expenses</b>	<b>64,000.00</b>	<b>6,226.04</b>	<b>67,669.06</b>	<b>(3,669.06)</b>	<b>105.73</b>
1100 7047 70101 00 Salaries	10,000.00	0.00	5,000.00	5,000.00	50.00
1100 7047 70302 00 Fees And Supplies	1,800.00	238.32	1,802.96	(2.96)	100.16
1100 7047 70360 00 Tree Pruning	18,250.00	650.00	17,882.57	367.43	97.99
1100 7047 70370 00 Purchase Of Trees	5,000.00	0.00	2,250.00	2,750.00	45.00
<b>Tree Warden Expenses</b>	<b>35,050.00</b>	<b>888.32</b>	<b>26,935.53</b>	<b>8,114.47</b>	<b>76.85</b>
1100 7048 70342 00 Town Cemetery And Parade	2,500.00	0.00	1,456.30	1,043.70	58.25
<b>Other Public Works Expenses</b>	<b>2,500.00</b>	<b>0.00</b>	<b>1,456.30</b>	<b>1,043.70</b>	<b>58.25</b>
1100 7049 70101 00 Cleaning Contracts	58,000.00	3,055.57	37,232.13	20,767.87	64.19
1100 7049 70302 00 Supplies	5,000.00	506.40	5,433.18	(433.18)	108.66
1100 7049 70309 00 Telephone	15,500.00	822.59	7,840.77	7,659.23	50.59
1100 7049 70321 00 Electricity	53,000.00	8,172.77	45,695.59	7,304.41	86.22
1100 7049 70324 00 Water	9,000.00	194.00	5,448.51	3,551.49	60.54
1100 7049 70343 00 Heating	40,000.00	13,240.49	36,484.58	3,515.42	91.21
1100 7049 70344 00 Repairs And Maintenance	55,000.00	6,682.21	28,871.40	26,128.60	52.49
1100 7049 70375 00 Landscape	7,500.00	0.00	5,111.94	2,388.06	68.16
<b>Public Buildings Expenses</b>	<b>243,000.00</b>	<b>32,674.03</b>	<b>172,118.10</b>	<b>70,881.90</b>	<b>70.83</b>
1100 7060 70456 00 Visiting Nurse/Mental Health	43,500.00	0.00	18,000.00	25,500.00	41.38
<b>General Expenses</b>	<b>43,500.00</b>	<b>0.00</b>	<b>18,000.00</b>	<b>25,500.00</b>	<b>41.38</b>
1100 7061 70302 00 Fees And Supplies	5,000.00	0.00	95.00	4,905.00	1.90
1100 7061 70306 00 Tick Tack Force	2,500.00	0.00	840.00	1,660.00	33.60
<b>Animal Control Expenses</b>	<b>7,500.00</b>	<b>0.00</b>	<b>935.00</b>	<b>6,565.00</b>	<b>12.47</b>
1100 7065 70101 00 Salaries	65,115.00	4,595.60	46,338.98	18,776.02	71.16
1100 7065 70102 00 Meal Site Aid	28,000.00	2,240.95	17,397.13	10,602.87	62.13
1100 7065 70201 00 Cleaning Contract	9,096.00	758.00	6,822.00	2,274.00	75.00
1100 7065 70202 00 Wellness Coord.	0.00	1,475.00	2,262.50	(2,262.50)	0.00
1100 7065 70302 00 Fees, Supplies & Dues	4,000.00	389.73	5,087.08	(1,087.08)	127.18

**Budget vs Actual - Expenditures  
TOWN OF JAMESTOWN, RI  
For 3/31/2022**

Run: 4/14/2022 at 12:46 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7065 70305 00 Advertising	2,500.00	0.00	900.00	1,600.00	36.00
1100 7065 70308 00 Insurance	2,000.00	0.00	0.00	2,000.00	0.00
1100 7065 70309 00 Telephones	750.00	0.00	80.58	669.42	10.74
1100 7065 70321 00 Electricity	4,500.00	0.00	470.08	4,029.92	10.45
1100 7065 70324 00 Water	1,200.00	0.00	702.79	497.21	58.57
1100 7065 70341 00 Trash Removal	400.00	35.00	315.00	85.00	78.75
1100 7065 70343 00 Heat	4,000.00	594.78	3,879.73	120.27	96.99
1100 7065 70344 00 Repairs & Maintenance	6,000.00	460.53	4,094.68	1,905.32	68.24
1100 7065 70380 00 Program	5,000.00	250.00	2,335.25	2,664.75	46.71
<b>Total Expenses</b>	<b>132,561.00</b>	<b>10,799.59</b>	<b>90,685.80</b>	<b>41,875.20</b>	<b>68.41</b>
1100 7070 70100 00 Salary, Library Director	76,957.00	9,102.78	60,868.11	16,088.89	79.09
1100 7070 70101 00 Salaries	177,432.00	10,810.73	129,199.74	48,232.26	72.82
1100 7070 70104 00 Library-OT	0.00	0.00	196.41	(196.41)	0.00
1100 7070 70302 00 Fees And Supplies	8,500.00	679.97	6,535.26	1,964.74	76.89
1100 7070 70308 00 Insurance	20,694.00	0.00	20,694.00	0.00	100.00
1100 7070 70309 00 Telephone	750.00	0.00	188.02	561.98	25.07
1100 7070 70310 00 Equipment	1,000.00	0.00	0.00	1,000.00	0.00
1100 7070 70321 00 Electricity	20,000.00	1,237.93	13,474.52	6,525.48	67.37
1100 7070 70343 00 Heating	15,000.00	3,439.42	12,651.08	2,348.92	84.34
1100 7070 70344 00 Repairs And Maintenance	19,000.00	309.94	9,701.29	9,298.71	51.06
1100 7070 70345 00 Computer Repairs And Maintenanc	8,000.00	0.00	7,204.22	795.78	90.05
1100 7070 70351 00 Books And Periodicals	18,000.00	1,611.90	6,878.71	11,121.29	38.22
1100 7070 70352 00 Books - State Aid	107,284.00	6,753.11	78,025.67	29,258.33	72.73
1100 7070 70355 00 CREDITS (LIB SALES & GIFTS)	0.00	(426.72)	(6,234.08)	6,234.08	0.00
<b>Library Expenses</b>	<b>472,617.00</b>	<b>33,519.06</b>	<b>339,382.95</b>	<b>133,234.05</b>	<b>71.81</b>
1100 7080 70101 00 Salary- Recreation Director	75,240.00	5,676.92	56,769.20	18,470.80	75.45
1100 7080 70102 00 Salaries- Recreation Staff	254,307.00	17,343.85	183,376.12	70,930.88	72.11
1100 7080 70104 00 Salaries -Teen Center Support Staff	16,720.00	632.00	2,703.25	14,016.75	16.17
1100 7080 70105 00 Seasonal Support Staff	115,904.00	0.00	162,506.18	(-46,602.18)	140.21
1100 7080 70112 00 Recreation - OT	3,000.00	0.00	11,638.47	(8,638.47)	387.95
1100 7080 70302 00 Supplies	6,200.00	829.46	5,821.02	378.98	93.89
1100 7080 70305 00 Advertising	3,000.00	70.00	2,610.28	389.72	87.01
1100 7080 70308 00 Vehicle Insurance	9,947.00	0.00	9,947.00	0.00	100.00
1100 7080 70309 00 Telephone	1,500.00	153.12	1,374.66	125.34	91.64
1100 7080 70310 00 Equipment	4,500.00	274.32	3,584.03	915.97	79.65
1100 7080 70314 00 Gas And Oil	11,000.00	0.00	7,315.07	3,684.93	66.50
1100 7080 70321 00 Electricity	26,000.00	316.37	17,730.66	8,269.34	68.19
1100 7080 70322 00 Fort Getty Water Removal	9,000.00	0.00	5,905.00	3,095.00	65.61
1100 7080 70323 00 Shores Beach/Sanitary Faciliti	5,000.00	905.00	1,562.68	3,437.32	31.25
1100 7080 70324 00 Water	14,000.00	18.25	12,226.40	1,773.60	87.33
1100 7080 70341 00 Trash Removal	11,500.00	704.00	7,690.00	3,810.00	66.87
1100 7080 70344 00 Repairs, Maintenance And Impro	24,000.00	3,617.30	19,253.71	4,746.29	80.22
1100 7080 70382 00 Summer Program	3,500.00	0.00	2,600.00	900.00	74.29
1100 7080 70383 00 Winter Program	1,200.00	0.00	325.43	874.57	27.12
<b>Parks, Beaches &amp; Recreation Expenses</b>	<b>595,518.00</b>	<b>30,540.59</b>	<b>514,939.16</b>	<b>80,578.84</b>	<b>86.47</b>
1100 7090 70504 00 Payment Of Principal - Town	1,164,809.00	0.00	274,182.01	890,626.99	23.54
1100 7090 70505 00 Payment Of Interest - Town	279,104.00	0.00	76,993.91	202,110.09	27.59
1100 7090 70506 00 School- Principal	0.00	255,000.00	255,000.00	(-255,000.00)	0.00
1100 7090 70507 00 School - Interest	157,138.00	78,568.05	157,135.44	2.56	100.00
1100 7090 70524 00 Payment Of Principal - PW LEASE	102,468.00	0.00	0.00	102,468.00	0.00
1100 7090 70525 00 Payment Of Interest - PW LEASE	115,845.00	0.00	0.00	115,845.00	0.00
<b>Debt Service Expenses</b>	<b>1,819,364.00</b>	<b>333,568.05</b>	<b>763,311.36</b>	<b>1,056,052.64</b>	<b>41.95</b>
1100 7092 70527 00 Incidentals And Emergencies	50,000.00	0.00	11,408.06	38,591.94	22.82
1100 7092 70530 00 Conservation Commission	2,200.00	299.58	299.58	1,900.42	13.62
1100 7092 70533 00 Eastern RI Conservation District	2,000.00	0.00	2,000.00	0.00	100.00
1100 7092 70550 00 CHAMBER OF COMMERCE	4,000.00	0.00	2,487.88	1,512.12	62.20
<b>Other Expenses</b>	<b>58,200.00</b>	<b>299.58</b>	<b>16,195.52</b>	<b>42,004.48</b>	<b>27.83</b>
<b>Total Department Expenses</b>	<b>11,222,526.00</b>	<b>1,026,873.18</b>	<b>7,410,479.78</b>	<b>3,812,046.22</b>	<b>66.03</b>



# TOWN OF BURRILLVILLE

Office of Town Clerk  
Email: [townclerk@burrillville.org](mailto:townclerk@burrillville.org)



TOWN BUILDING  
HARRISVILLE, R.I.

Phone: 401-568-4300, ext. 133  
Fax: 401-568-0490  
RI Relay 1-800-745-5555 (TTY)

## **Burrillville Town Council Resolution In opposition to Senate Bill S-2244 and House Bill H-7198 Municipal Employees' Arbitration**

WHEREAS, the Town Council of Burrillville believes in a fair collective bargaining process and balanced interest arbitration process; and

WHEREAS, the Rhode Island Senate Bill S-2244 and House Bill H-7198 will institute an arbitration process to include the right of an unelected arbitrator to "...enter into and execute an effective and *binding* collective bargaining agreement." (*emphasis added*); and

WHEREAS, the Rhode Island League of Cities and Towns, in a letter of testimony submitted to the House Committee on Labor, dated February 2, 2022 expressed significant and meaningful reasons for cities and towns to object to this legislation; and

NOW THEREFORE BE IT RESOLVED that the Town of Burrillville respectfully requests that the Leaders of the House and Senate, the entire Burrillville delegation and all of the General Assembly membership reject Senate Bill S-2244 and House Bill H-7198 as repugnant to the best interests of the state and most especially to the best interests of the residents and taxpayers of the 39 cities and towns.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to every Rhode Island municipality and Burrillville's legislators requesting their support in opposition to this legislation, the Honorable Speaker of the House of Representatives, the Honorable Senate President and the Honorable Chairmen of the House and Senate Finance Committees and the Honorable Governor.

Adopted as a resolution this 23rd day of March 2022.

Donald A. Fox, President  
Burrillville Town Council



TEST:   
Vicki Martin, Town Clerk



RESOLUTION  
OF THE  
TOWN COUNCIL

NO. 12-22-5355

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF COVENTRY, CONDEMNING THE  
RUSSIAN INVASION OF UKRAINE**

**Whereas**, on February 24, 2022, Russia launched an invasion of Ukraine, its neighbor to the Southwest. This illegal and immoral act of war is the largest conventional warfare operation in Europe since World War II; and

**Whereas**, Ukraine is a democracy of more than 40 million people led by its Democratically-elected President Volodymyr Zelensky. Russia is a nation of approximately 145 million led by Vladimir Putin, a former KGB agent, who has been in power in Russia since 2000 and is widely believe across the globe to be a tyrant; and

**Whereas**, For centuries, Ukraine and its people have suffered greatly due to actions taken by Russia. The Ukrainians declared their independence in 1917, but were invaded and defeated by Lenin and his Russian forces in 1921. From 1932 to 1933, the Ukrainian people suffered from a Stalin-induced famine, called Holodomor in Ukraine, that according to a United Nations statement in 2003, killed approximately 7-10 million people; and

**WHEREAS**, More recently, in 2014, Russia broke international law by invading and conquering the Crimean Peninsula from Ukraine. As a result, Russia's actions were condemned by the United Nations and they were suspended by the G8, (Group of 8), which was an inter-governmental political forum from 1997 to 2014, consisting of the United States, Canada, United Kingdom, France, Germany, Italy, Japan and Russia, which met regularly and sought to foster stability and economic prosperity across the globe. Tragically, as recent events show, Russian President Vladimir Putin has no interest in these noble ideas. Since 2014, Putin and Russia also sowed rebellion and violence in the Donbas region of Southeastern Ukraine, in Russia's never-ending quest to de-stabilize the Ukrainian government and democracy in Ukraine; and

**WHEREAS**, Thus far, the United Nations has estimated that there have been thousands of casualties, both killed and wounded, since Putin's illegal invasion of Ukraine began four days ago. The United Nations also estimates that the invasion has created more than 400,000 refugees; and

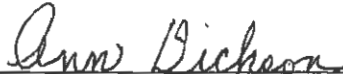
**WHEREAS**, Thankfully, the world's reaction has been swift and almost unanimous in its condemnation of Putin's actions. NATO is unified in its opposition to this invasion and is supplying the Ukrainian government and military with much-needed weapons and humanitarian goods. Other non-NATO nations are also assisting the Ukraine Government such as Sweden and Finland. The United Nations has

overwhelmingly condemned the Russian attack on Ukraine, and the United States, the European Union and other allies across the globe are also enacting very strict and biting economic sanctions against Russia, particularly in the banking and currency sectors. Also, almost all of Europe and its Western allies have declared their territories to be no fly zones for Russian civilian and military aircraft; now, therefore be it

**RESOLVED**, That this Town Council of Coventry, Rhode Island hereby declares that it vehemently opposes the illegal invasion of Ukraine by Russia and this Town Council completely supports the Rhode Island Ukrainian-American community in this time of great crisis; and be it further

**RESOLVED**, that the Ukrainian flag shall fly at Coventry Town Hall to show our support for Ukrainian freedom from Russian violence and oppression.

PASSED AND ADOPTED this 28<sup>th</sup> day of March, 2022

APPROVED:   
President

ATTEST:   
Town Clerk



**TOWN OF COVENTRY**

**RESOLUTION OF SUPPORT FOR SENATE BILL S-2341 AND HOUSE BILL H-7834**

**OF THE COVENTRY TOWN COUNCIL**

No. 13-22-5356

**WHEREAS**, Rhode Island Senate Bill S-2341, and House Bill H-7834 , will require that maintenance of sidewalks along state highways be the responsibility of the state.

**WHEREAS**, the RI Department of Transportation (DOT) already has the authority and funding to properly maintain sidewalks along State Right of Ways,

**WHEREAS**, the Rhode Island League of Cities and Towns, is supportive and also advocating for these bills.

**WHEREAS**, the RI Public Works Association, expressed support for this legislation.

**WHEREAS** Coventry Town Manager Marchant, and Town DPW Director McGee, provided direct testimony to the RI Senate Subcommittee on Municipal Affairs and Highways in support of these Bills, on the 10<sup>th</sup> of March, 2022.

**NOW, THEREFORE BE IT RESOLVED BY THE COVENTRY TOWN COUNCIL**

**OF THE TOWN OF COVENTRY, RHODE ISLAND**, requests that the Rhode Island General Assembly approve and enact these Bills submitted in the January 2022 session.

PASSED AND ADOPTED this 28<sup>th</sup> day of March, 2022

APPROVED: Ann Dickson

Town Council President Ann Dickson

ATTEST: Joanne Amitrano  
Town Clerk  
Joanne Amitrano

**TOWN OF COVENTRY  
RESOLUTION  
OF THE  
TOWN COUNCIL**

No. 15-22-5358

**A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF COVENTRY,**

**RESOLVED**, That the Coventry Town Council requests that the Rhode Island General Assembly approve and enact the following Bill submitted in the February 2022 session:

1. **Senate Bill 2295 ENTITLED, AN ACT RELATING TO WATERS AND NAVIGATION -- INSPECTION OF DAMS AND RESERVOIRS (Allows RIDEM to assess administrative penalties for failure to comply with emergency action plans relative to significant or high hazard dams and would mandate a RIEMA notification system in the event of severe weather conditions for dam advisories, watches, and warnings.)**

PASSED AND ADOPTED this 4<sup>th</sup> day of April, 2022

APPROVED: Ann Dickson  
Town Council President Ann Dickson

ATTEST: Joanne Amitrano  
Town Clerk  
Joanne Amitrano



Incorporated 1757

*Town of Hopkinton*  
HOPKINTON, RHODE ISLAND 02833

April 7, 2022

Via email: House Municipal Government & Housing Committee Members

House Municipal Government & Housing Committee  
State House - 82 Smith Street  
Providence, RI 02903

Subject: HB 6676

Dear Honorable Members,

The purpose of this letter is to express the strong opposition of the Hopkinton Town Council to HB 6676 Relating to Taxation – Levy and Assessment of Local Taxes. At its meeting held on April 4, 2022, the Town Council voted unanimously to send this letter in opposition to this proposed legislation.

The above referenced Bill would be devastating to the finances of the Town of Hopkinton and other rural Rhode Island towns that in recent years have permitted the development of large, utility scale solar energy installations in their communities. The explanation provided by the sponsors of this legislation states that it “would require cities and towns to assess renewable energy resources to be taxed as tangible property and the real property on which the renewable energy sources are located shall not be reclassified, revalued or reassessed, except farmland, which shall be reclassified, revalued and taxed at the predated farmland classification”.

Because the act is intended to apply *retroactively*, Hopkinton’s Tax Assessor estimates that passage of the act would require Hopkinton to refund hundreds of thousands of dollars in property taxes that would not be collected in the future. Such a result would be patently unfair to the many towns like Hopkinton that have sacrificed their open space and rural character for the construction of these solar arrays with the expectation that such arrays would become a valuable tax-paying asset to the community.

This legislation should also be rejected because it is contrary to basic principles of tax assessment. A foundational principal of tax assessments is to treat all parties fairly and equitably whereas this legislation would treat solar developers and investors differently and more favorably than all other property owners because towns would not be allowed to base their tax assessment on the actual fair market value of the land or the actual use that the property enjoys. Further, this legislation ignores the basic principle of appraisal and assessment by not allowing the assessor to consider the highest and best use of such properties. Changes in the zoning of properties to accommodate solar development created a new and very valuable use and the properties should be assessed as such.

In most, if not all cases, these large solar developments have already received Federal and/or State tax credits intended to incentivize construction of renewable energy sources. A further reduction of their property taxes would unfairly shift the tax burden off of these investors and developers, who can easily afford it, and onto those taxpayers who can least afford it. Unless the State plans to reimburse the cities and towns for the significant lost revenue, this would amount to an unfunded mandate imposed by the State upon the local municipalities that are already struggling to meet their financial obligations and are subject to intense pressure to permit renewable energy development.

Hopkinton is a vibrant community where many people have chosen to live and raise their families because of its charming rural character and high performing regional school system. It is not, and should not become, a tax haven for powerful energy developers. For all these reasons the Hopkinton Town Council respectfully requests that the House Municipal Government & Housing Committee reject this proposal or any similar proposals that would relieve energy developers and investors from contributing their fair share of local property taxes.

Respectfully,

Hopkinton Town Council

Attachment: Hopkinton Tax Assessor Letter dated March 30, 2022

Cc: Governor Daniel McKee  
RI League of Cities & Towns  
RI Cities & Towns  
Representative Kennedy  
Representative Price  
Senator Morgan



## TOWN OF HOPKINTON, RHODE ISLAND OFFICE OF THE TAX ASSESSOR

1 TOWN HOUSE ROAD HOPKINTON, RI 02833

Honorable Town Council  
1 Town House Rd.  
Hopkinton, R.I. 02833

March 30, 2022

### REFERENCE: Solar Energy Proposed Legislation HB 6676

Honorable Town Council:

I have been asked to analyze the proposed solar legislation and calculate the financial impact to Hopkinton if the legislation was to be approved.

The bill proposes that the land beneath the solar arrays cannot be reclassified, revalued, or reassessed due to the presence of renewable energy sources. There is an exception for farmland, but it limits reclassifying the land to the classification and tax that predated the farmland classification. In essence, we would be limited to taxing the land under the solar array at \$3,000/acre. There would be no allowance to change any other value of the land.

The total potential financial impact for Hopkinton if the proposed legislation was to pass is approximately \$446,592. This figure represents the approximate refunds that the Town of Hopkinton would have to disburse to the existing solar projects through the 2022 Tax Roll. The two largest refunds would be issued to the owners of the 100 Alton Bradford Road project (\$165,197) and the owners of the 310 Main Street project (\$131,318).

In addition to the financial impact to the Town of Hopkinton, there are several other issues with the legislation. The legislation ignores a basic principle of assessment by not allowing the assessor to consider the highest and best use of such properties. It would also ignore that most of these projects have received zoning changes, which is a primary factor in determining value and is a basis for all other assessments.

The proposed change would also treat these investors differently than all other property owners. It would unfairly shift the tax burden off of the investors, who are also already receiving tax credits for these properties, and onto the rest of the taxpayers.

If these solar farms warrant special tax treatment in order to remain viable, most Rhode Island municipalities would be willing to discuss changes. However, discussions need to be open, honest, and transparent. These investors have repeatedly refused to provide income and expense information, which would be helpful to accurately and fairly value the solar array properties.

I trust this information is of assistance to you. Should you have any questions or concerns, please do not hesitate to contact me.

Respectfully submitted,

*Tiana Zartman*

Tiana Zartman  
Tax Assessor