

**TOWN COUNCIL
BUDGET WORK SESSION MINUTES
Monday, March 14, 2022
6:00 P.M.**

I. ROLL CALL

Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, Erik Brine (virtually via Zoom), and Randy White.

Also, in attendance: Town Administrator Jamie Hainsworth, Director of Finance Christina Collins, Public Works Director Michael Gray, Town Planner Lisa Bryer, Building and Zoning Official William Moore, Tax Assessor Christine Brochu, Police Chief Edward Mello, Fire Chief Jim Bryer, Parks and Recreation Director Raymond DeFalco, 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 6:00 p.m.

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

- A) Town Council Budget Work Session for FY 2022/ 2023; review and discussion
 - 1) Operating Budget
 - 2) Capital Improvement Program

Town Administrator Hainsworth gave a brief overview of the proposed FY2022-2023 operating budget and the challenge to present a budget at the 4% maximum. He praised Finance Director Collins for her thorough and exhaustive work preparing the proposed budget.

Finance Director Collins made the FY2022-2023 Proposed Operating and Capital Budget presentation. Due to time constraints presentations by Civic Organizations will be planned for a future budget session.

Finance Director Collins reviewed the following: Tax Levy Limits; Revenues; Operating Budget and Capital Budget

Operating Budget:

- Council, reduction in fees and supplies due to trending.
- Town Administrator's Budget: slight reduction to reflect personnel cost from retirement last year; level-funded salary proposed for Department Heads and non-union personnel, contractual union employees raises are contractual
- Probate Court: no changes
- Election and Town Meetings: increase for early voting (Primary & General election) as well as Primary, General Election and associated registration days.
- Legal: increase to reflect anticipated costs associated with various legal matters.

- Clerks & Records: slight increase in fees, supplies, and dues to reflect trending. Advertising and printing reflect an increase from the primary vendor.
- Planning: decrease due to staff change.
- Zoning: no proposed changes.
- Personnel: Line items have been adjusted to reflect an anticipated increase in health& dental premiums (5%), enrollments, and contractual obligations. Line 70910 is for salary adjustments that will be required upon completion of NAGE 68(Clerks/Dispatchers) & NAGE 69 (Public Works) contract negotiations. As well as adjustments for Department Heads & nonunion employees (i.e. Recreation, Library and Senior Services).
- Finance: change will be for salaries.
- Tax Assessor: the change reflects the lower cost of software support.
- Audit of Accounts: no changes proposed.
- Information technology: Town Internet service/support, external Network monitoring, and Internet content filtering software renewal- \$10,900 Website software license/support- \$9,600 Town Network Intrusion monitoring, detection, and reporting- \$9,600 Town Server software maintenance upgrades- \$7,200, Town Telephone system software support- \$3,600, Server and Workstation backup software- \$3,800 Town Email Security Gateway, Virus/Spam filtering and reporting- \$1,800, Other Town annual software licensing and renewals - \$2,650.
- Police Protection: Salaries/Longevity reflect contractual obligations. Police Retirement decrease based on ARC. Other line items are adjusted for trends and anticipated costs.
- Emergency Management: No change proposed. This line reflects funding for service contracts and maintenance of generators.
- Fire Protection: Increases or decreases reflect trends in expenditures.
- Emergency Medical Services: Increase ALS per diem for an add' 1 70 hrs. per week. This is necessary to be able to meet the shift requirements that cannot be filled. Other line items are adjusted for the trending and needs of the department.
- Protective Services: Increase in line item 70101 to reflect current salary. Inspector line items reflect an increase in the monthly stipends. In the last few years, the number of permits issued has been steadily increasing. The last increase for the Inspectors was July 2019. E-permitting is a new software program that is State Mandated. Funding is allocated for the transition to go live in FY23.
- Public Works Department: line items have been adjusted based on trending and adjustments for the increased costs of supplies and materials.

- Transfer Trucking & Recycling: increased based on contractual increases and tipping fees.
- Public Buildings: line items have been adjusted based on trending and adjustments for the increased costs of commodities, supplies, and materials.

Councilor Brine questioned the decrease in projected utility costs when trends are showing an increase. Finance Director Collins explained that the budgets were based on the prior year's trends.

- Public Health: no changes proposed.
- Senior Center Operations: changes reflect trends in the Insurance line item and telephone account. The line item for programs increased to reflect an enhanced wellness program. Examples of programs not limited to: Home Safety & Fall Prevention, Healthy Eating, Heart Health, Dealing with Changes and Aging, One-on-One Nutritionist Appts., Tools for Caregivers, and other programs geared to wellness initiatives.
- Library: changes reflect trends and increases in the Information Technology, Books & Periodical line items.
- Parks, Beaches & Recreation: increase in Seasonal Support to adequately secure qualified personnel to staff the beaches, Fort Getty, and the Litter Crew. Eldred Field Improvements has been in the Capital Improvement account for the last few years. It has been brought into the Operating Budget as these will be recurring expenses for maintenance of the fields. Other line items with changes reflect trends.
- Debt Service: reflects debt obligations that the Town has acquired. 6-month interest-only is budgeted for the Library renovation project.
- Miscellaneous: no changes proposed.

Capital Budget:

- General Government: Town Hall Renovations and Upkeep: \$20,000. This budget item provides funding for building needs beyond regular repair and maintenance during the fiscal year. The proposed first step would be a process of redesigning the HVAC system to electric heat pumps and solar to offset utility costs. Town Hall is 15 years old and currently uses heating oil.
- Tax Assessor: Scheduled Revaluations as of current Legislation: Full Revaluation Dec. 31, 2021; Statistical Revaluation Dec. 31, 2024; Statistical Revaluation Dec. 31, 2027.
- Planning Department: FY 2022/2023 Project Costs: \$95,000; Planning and Development Documents: \$20,000; Affordable Housing Grant Funding: \$75,000.
- Information Technology- Annual Program: FY 2022/2023: Project Cost: \$25,800: Desktop/portable workstations and servers distributed throughout five Town buildings currently totaling 68 machines. The overall average machine age is 3.62 years, a negligible

increase in average asset age from FY2021/2022 and principally due to the use of refurbished machines needed by work at home employees. This inventory assessment does not include servers and workstations located in the Police, Fire, and Library Departments. The requested capital to support these machines and all other Town network equipment would be an increase of 2.5 % over expenses for FY2021/2022.

- Police Department Public Safety Program: Vehicle Replacement – Police Cruiser: FY 2022/2023: Project Cost \$48,500: Average mileage on a patrol unit annually is 27,000 miles. A Patrol Vehicle has approximately 136,000+ miles at the time of replacement; In 2013, the department transitioned to purchasing the Ford Interceptor sedan all-wheel-drive vehicle; In 2016, the department purchased and deployed the Ford Interceptor SUV model. The SUV is now the preferred model by law enforcement and makes up approximately 80% of Ford police vehicles. The SUV model offers additional interior space which has become increasingly necessary as equipment demands such as printers, computers, AED, patrol cameras, and other equipment needs continue to increase.
- Police Department Public Safety Program: Public Safety Building – General: FY 2022/2023: Station Building Bathrooms and General Repairs Project Cost --\$75,000. This request would fund the general repair and replacement of the following areas located within the building. The majority of which are from the original 1991 construction of the station. The areas would include the women’s bathroom, men’s bathroom, dispatch bathroom, breakroom kitchen, low voltage cabling, and entry doors.
- Jamestown Fire Department and Emergency Medical Services: FY 2022/2023: Project Cost: \$20,000 Personal Protective Equipment (PPE) Cost for a complete set is \$4,000. This will allow for 5 complete sets which include, a helmet, Nomex hood, jacket, pants, boots, and flashlight. Trainees are given older sets until they become full members. PPE is replaced due to wear, damage, and a member becoming full-time active. Older equipment is repaired and made available, should it be needed. Fire department apparatus replacement set aside --\$75,000 replacement of 20-year ladder truck.
- Public Works Department:
 - Road Improvement Program: Program Overview: In November 2006 a Pavement Management Program was implemented to inventory the condition of Town roads every 5 years, with the last inventory having been performed in November 2017; In December 2014 the data from the November 2011 inventory was updated to reflect the paving that had occurred since 2011 and the summary was presented to the Town Council for FY 2018/2019 budget consideration The inventory does not take into consideration road deterioration that has occurred since that time, thus costs will be greater than indicated; Road Assessment: the procedures used to assess road conditions focus on evaluating pavement based on various levels of distress. This data was collected by Town DPW Staff based on the Roadway Pavement Management System (RSMS) developed by the T2 Center at the University of New Hampshire and the Distress Identification Manual for the Long-Term Pavement Performance Project, developed by the National Research Council’s Strategic Highway Research Program. After the field inspection, the program assigned a Pavement Conditions Indicator (PCI) from 0 (poor) to 100 (good) based on the

amount of distress that exists on the road surface. The score value and pavement history are used to develop a priority paving and road improvement list, to track the effectiveness of maintenance techniques and processes from year to year.

- General Road Paving Project Cost \$200,000: This line item would be funding for the Town's annual paving program. The roads are selected based on the pavement management program that was updated in 2017.
- Road Drainage: FY2022/2023 Project Cost \$40,000: This program provides funding to purchase materials for drainage structures that require maintenance and repair from the annual catch basin inspection and cleaning program. Drainage improvements are necessary at various locations in town. The work is required before roads on the resurfacing list can be scheduled for repaving.
- Street Repairs: FY 2022/2023 Project Cost \$25,000: This program funds needed repairs that develop and/or complaints filed regarding deteriorated road conditions. This work involves patching, asphalt berms, and apron installations. Typically, one truckload (7 tons) of asphalt per week during the season (25 weeks) at \$1,000 per load.
- Road Striping and Traffic Management Project Cost \$10,000: This proposed line item includes funding for road striping on North Road.
- Highway Garage Project Cost \$10,000: Funds have been set aside for the construction of a single-story building for the carpenter. The highway garage has an area that houses the tools and materials used by the carpenter to build various projects during the year located on the cold storage side of the building, adjacent to equipment and vehicles. During the winter and spring, vehicles are parked after snowstorms and rain events, and water drips and puddles in the garage bays and beneath the wood materials and tools that the carpenter needs for projects, impacting the work area and damaging materials. The requested funds would be used to construct a small single-story building adjacent to the salt storage building for a carpenter shop. Funding will be used to purchase lumber, roofing, and concrete for the project. Construction of the building will be completed by DPW staff.
- Storm Water Management Phase II Project Cost \$5,000: There is funding available in capital for the 2022/2023 budget year for the laboratory analysis of stormwater samples collected from the drainage discharge outfalls to the bay as required for the RIDEM general permit and annual report.
- GIS PROGRAM Project Cost \$15,000: Requesting \$15,000 to continue with the GIS program. This line item provides funding for software, licenses for ARC View, and updates to our Plat Maps due to changes that occur to properties throughout the year.
- Stone Wall Reconstruction Project Cost \$15,000: This budget line item will provide funding to begin reconstructing the stone wall along North Main Road at the North Reservoir property. To minimize budget impacts, we are planning this project over

multiple years. \$15,000 will fund approximately 200 to 250 linear feet of stone wall reconstruction. The FY2021/2022 budget was the first request and will fund the start of the project in the Spring of 2022.

- SR. Center Improvements Project Cost \$40,000: SET ASIDE FOR FUTURE PROJECT/Jamestown Grange Building -This budget item will begin to place funding aside for improvements to the Jamestown Grange Building where the senior center is located. The building requires the removal and reconstruction of the basement floor framing where the meal site is located. All joists, plywood, and flooring need to be replaced. The foundation will require waterproofing to eliminate standing water within the basement crawl space. Plumbing and HVAC systems also require an upgrade.
- Golf Course Improvements Project Cost: \$10,000: The 5-year lease signed by the Town of Jamestown and the Mistowski's require that the operator provide labor and the Town provide materials for improvements on the golf course. These funds will be used to continue with the drill and fill program to restore the 9 greens on the course.
- Recreation Center Exterior Improvements Project Cost \$100,000: This budget line item includes funding to begin improvements to the exterior siding and trim of the Recreation Center. This project has not received funding in past budgets due to other priorities of the Town. Both the trim and the siding are reaching their useful life and need to be replaced. The trim will be replaced with composite material and the siding with new cedar shingles. Material costs have increased dramatically in the past few years due to supply chain issues. Original budget quotes of \$50,000 per side are anticipated to increase to approximately \$100,000 per side for materials and labor.
- Tennis Court Improvements Project Cost \$40,000: Resurfacing of the upper tennis courts at Lawn Ave. The winter season has expanded and deepened the cracks. The possible lining of the courts for pickleball will be considered.

Vice President Meagher asked Tax Assessor Brochu when revaluation figures will be complete. Tax Assessor Brochu estimated a few more months.

Vice President Meagher questioned what the current bond rating was for Jamestown. Finance Director Collins reported that the last rating was AA1. The current interest rates are anticipated to go up due to market volatility.

Vice President Meagher would like the Council to continue the pursuit of certain initiatives such as increased sustained funding for the Affordable Housing Land Trust, which will be discussed at the March 21, 2022, Town Council meeting.

Vice President Meagher inquired whether increased revenues from conveyance tax receipts, building permits, and recreation department programs could exceed what is projected. Finance Director Collins will further analyze these revenue line items.

Town Administrator Hainsworth thanked Finance Director Collins again and commented that the Department Heads presented very lien budgets.

Councilor Brine voiced concerns regarding salary level funding, especially taking note of inflation. He also commented that he would be in support of the proposed School Budget.

Vice President clarified that salary increases are actually in the Salary Study Adjustment line item under Personnel account number 70910, and have not been decided yet.

Please find the complete PowerPoint presentation at the following link:
<https://jamestownri.gov/town-departments/administration/administration/-folder-12536>

IV. OPEN FORUM

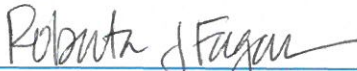
- A) Scheduled request to address
- B) Non-scheduled request to address

Linda Jamison, 7 Ocean Avenue, questioned whether the Town received/receives any offset for waste removal expenses (70350-Transfer, Trucking, and Recycling). Town Administrator Hainsworth and Public Works Director Gray explained that Rhode Island Resource Recovery does not assess a fee for any recycling materials. Every ton that is diverted by recycling equates to greater savings on Town Issued Permit (TIP) Solid Waste Fees. As of July 1, 2022, the solid waste fees will increase to a rate of \$54 a ton, and a rate of \$100 a ton if the Town exceeds the 1900-ton annual cap.

V. ADJOURNMENT

A motion was made by Vice President Meagher with second by Councilor M. White to adjourn at 7:08 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