



TOWN COUNCIL MEETING
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, January 23, 2023
6:00 P.M.

THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.

THIS MEETING WILL BE LIVE STREAMED: To view the meeting with no interaction:
<http://www.record-server.net/Jtown/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/2023-meetings-minutes>

- I. **ROLL CALL**
- II. **CALL TO ORDER, PLEDGE OF ALLEGIANCE**
- III. **SPECIAL AGENDA ITEM**
 - A) Town Administrator Search
 - 1) Review of applications received for Town Administrator
- IV. **TOWN COUNCIL INTERVIEW SCHEDULE: The Jamestown Town Council will meet to conduct interviews of applicants for the committee vacancies as follows:**

TIME	NAME	COMMITTEE
6:15	Michelle Foster	Tree Preservation and Protection

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

- B) Approval of Minutes; Review, Discussion, and/or Action and/or Vote:
 - 1) November 21, 2022 (regular meeting)

- C) 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 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.
 - 1) Scheduled request to address - none
 - 2) Non-scheduled request to address

- D) Report of Town Officials; Review, Discussion, and/or Action and/or Vote:
 - 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

- E) Letters and Communication; Review, Discussion, and/or Action and/or Vote:
 - 1) None

- F) Unfinished Business; Review, Discussion, and/or Action and/or Vote:
 - 1) None

- G) New Business; Review, Discussion, and/or Action and/or Vote:
 - 1) Request for the approval to Award the Bid to Atlas Painting and Sheeting Corp. for the base bid amount of \$365,000.00 (overcoat the exterior of the North Tank) and Add Alternate 1A for an amount of \$640,000.00 (blast and paint the exterior of the South Tank) for a Total Project Bid Award of \$1,005,000.00.
 - a) Memorandum from Public Works Director Michael Gray regarding Bid Recommendation, Howland Avenue Tank Rehabilitation
 - 2) Finance Director's Report: Comparison of the Water Budget to Actuals as of December 31, 2022.
 - 3) Finance Director's Report: Comparison of the Sewer Budget to Actuals as of December 31, 2022.

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

VI. OPEN FORUM

Comments are not limited to items on this agenda. However, items not on this agenda will only be heard and not acted upon by the Town Council. Note: Section 42-46-6 of the Open Meetings Act and Department of the Attorney General Advisory Opinions relevant to this item on any public body meeting agenda specifically 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

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

- A) None

VIII. PUBLIC HEARINGS, LICENSES, AND PERMITS

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

A) Licenses and Permits

- 1) **One-Day Event/Entertainment License:** All One-Day 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:
 - b) Applicant: Jamestown Arts Center (JAC)
Event: Exhibition Opening: Harnessing Color
Date(s): January 27, 2023, 5:30 p.m.- 7:30 p.m.
Location: JAC, 18 Valley Street
 - c) Applicant: Jamestown Arts Center (JAC)
Event: JAC Talk with Conor Moynihan
Date(s): February 9, 2023, 6:00 p.m.- 7:00 p.m.
Location: JAC, 18 Valley Street
 - d) Applicant: Jamestown Arts Center (JAC)
Event: Harnessing Color: Weaving and Printmaking Days
Date(s): February 11 & March 4, 2023, Noon. - 3:00 p.m.
Location: JAC, 18 Valley Street
 - e) Applicant: Jamestown Arts Center (JAC)
Event: Newport String Quartet/
Newport County Concert Series III
Date(s): February 12, 2023, 2:00 p.m.- 3:30 p.m.
Location: JAC, 18 Valley Street

- 2) **Trash Collector License Renewal Application:** Review, Discussion, and/or Action and/or Vote:
 - a) Applicant: Island Rubbish Service, Inc. dba: Island Rubbish
Address: 8 Swinburne Street, Jamestown, RI 02835
 - b) Applicant: Allied Waste Services, LLC. dba: Republic Services
Address: 2080 Airport Road, Fall River, MA 02720
- 3) **Peddler and Holiday License Application:** Review, Discussion, and/or Action and/or Vote:
 - a) Applicant: A.B. Munroe Dairy, Inc. dba: A.B. Munroe Dairy
Address: 151 N. Brow Street, East Providence, RI 02914

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

Please Note the Following Items are Status Reports and Matters of Interest to the Council and are for Informational Purposes unless Indicated Otherwise:

- A) Town Administrator's Report: Jamie A. Hainsworth
 - 1) Congressional Funding Appropriation
 - 2) Budget Process FY 2023-2024
 - 3) Rhode Island Resource Recovery (RIRR) Update
- B) Parks and Recreation Director's Report: Ray DeFalco
 - 1) Memorandum from Director DeFalco regarding Jamestown Historical Society – Conanicut Battery 2022 Review:
 - a) Jamestown Historical Society Report on Conanicut Battery support in 2022 and Plans for 2023.
 - 2) Memorandum from Director DeFalco regarding 2022 Summer Review, and 2023 Fort Getty Park Rates with recommendations.

X. NEW BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: Recommendation of Parks & Recreation Director DeFalco to increase rates.
- B) Review, Discussion, and/or Action and/or Vote: Recommendation of Chief Mello to increase Town Ordinance Parking Fines and approval to draft amendments for consideration:
 - 1) Memorandum from Chief Mello to Town Administrator Hainsworth.
- C) Review, Discussion, and/or Action and/or Vote: Jamestown Bike Path Committee-6 Month Progress Report and request for funding:
 - 1) Memorandum from Town Planner Lisa Bryer to the Town Council and Town Administrator Hainsworth

- D) Review, Discussion, and/or Action and/or Vote: Recommendation of Town Planner Lisa Bryer for review and approval of the Jamestown Energy Plan:
 - 1) Memorandum from Town Planner Lisa Bryer to the Town Council and Town Administrator Hainsworth.
 - 2) Jamestown, RI 2022 Energy Plan.
- E) Review, Discussion, and/or Action and/or Vote: At the request of Vice President Meagher consider and vote to support budget funding of two Community Housing Land Trust prototypes.
- F) Review, Discussion, and/or Action and/or Vote: At the request of Vice President Meagher upgrading and expanding recycling efforts to include town location(s) for composting and the recycling of hard-to-dispose items such as single-use plastic bags, reusable plastic containers (i.e. prepared food containers), batteries, and other materials.
- G) Review, Discussion, and/or Action and/or Vote: At the request of Vice President Meagher for the Council to consider creating two new positions in the Town administration to support (1) Natural Resource/Environmental Protection/Energy Conservation and (2) Zoning Officer
 - 1) Memorandum from Vice President Meagher

XI. UNFINISHED BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: At the request of Vice President Meagher summary of the December 2022 Short-Term Rental Ordinance Working Group meeting and proposed next steps

XII. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS

- A) Request to the Town Council for authorization to begin the appointment process for One (1) Board of Canvassers Full Member, for the One (1) Six-year term expiring March 2029, pursuant to RIGL § 17-8-1 and RIGL § 17-8-2; review discussion and/or potential action and/or vote:
 - 1) Memorandum of the request of Board of Canvassers Clerk Karen Montoya to contact the Jamestown Republican Town Committee to solicit a list of qualified individuals for Town Council consideration to fill the Board of Canvassers Full Member vacancy.
 - a) RIGL § 17-8-1 and RIGL § 17-8-2
- B) Request to the Town Council for authorization to begin the appointment process for One (1) Board of Canvassers Republican Alternate Member, for the One (1) Six-year term expiring March 2029, pursuant to RIGL § 17-8-1 and RIGL § 17-8-2; review discussion and/or potential action and/or vote:
 - 1) Memorandum of the request of Board of Canvassers Clerk Karen Montoya to contact the Jamestown Republican Town Committee to solicit a list of qualified individuals for Town Council consideration to fill the Board of Canvassers Republican Alternate Member vacancy.
 - a) RIGL § 17-8-1 and RIGL § 17-8-2

- C) Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
- 1) Jamestown Affordable Housing Committee, Two (2) member vacancies with unexpired terms ending May 31, 2024:
 - a) Letter of Interest for appointment
 - i) Wayne D. Moore
 - ii) Antonia Baum*

 - 2) Charter Review Committee (Ad hoc) Seven (7) members:
 - a) Letter of Interest for appointment
 - i) Sav Rebecchi
 - ii) Bill Harsch
 - iii) Lucia Marshall
 - iv) James Rugh
 - v) Job Toll
 - vi) James (Jay) Sisson

 - 3) Planning Commission, One (1) member vacancy with a four-year term ending December 31, 2026
 - a) Letter of Interest for appointment
 - i) Dana Prestigiaco (seeking reappointment)

 - 4) Quonset Development, One (1) member vacancy with a three-year term ending December 31, 2025:
 - a) Letter of Interest
 - i) Jim Rugh
 - ii) Bill Harsch
 - iii) Joseph Cannon

 - 5) Tree Preservation and Protection Committee, Two (2) member vacancies with unexpired terms ending December 31, 2025:
 - a) Letter of Interest for appointment
 - i) Donna Repko
 - ii) Michelle Foster
 - iii) Job Toll
 - iv) Gary Post

 - 6) Zoning Board of Review, One (1) Alternate Member vacancy with a one-year term ending December 31, 2023
 - a) Letter of interest:
 - i) James (Jay) Sisson

XIII. 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 Meeting Minutes
 - 1) January 3, 2023 (regular meeting)

- B) Minutes of Boards/Commissions/Committees
 - 1) Affordable Housing Committee (December 13, 2022)
 - 2) Harbor Commission (June 8, 2022)
 - 3) Harbor Commission (July 13, 2022)
 - 4) Harbor Commission (September 14, 2022)
 - 5) Harbor Commission (October 12, 2022)
 - 6) Harbor Commission (November 9, 2022)
 - 7) Harbor Commission (November 28, 2022)
 - 8) Harbor Commission (December 14, 2022)
 - 9) Jamestown Library Board of Trustees (January 5, 2022)
 - 10) Jamestown Library Board of Trustees (January 11, 2022)
 - 11) Jamestown Library Board of Trustees (February 8, 2022)
 - 12) Jamestown Library Board of Trustees (March 8, 2022)
 - 13) Jamestown Library Board of Trustees (April 12, 2022)
 - 14) Jamestown Library Board of Trustees (May 17, 2022)
 - 15) Jamestown Library Board of Trustees (June 14, 2022)
 - 16) Jamestown Library Board of Trustees (July 12, 2022)
 - 17) Jamestown Library Board of Trustees (August 9, 2022)
 - 18) Jamestown Library Board of Trustees (September 13, 2022)
 - 19) Jamestown Library Board of Trustees (October 11, 2022)
 - 20) Jamestown Library Board of Trustees (November 1, 2022)

- C) Tax Assessor’s Abatements and Addenda of Taxes

ADDENDA TO 2022 TAX ROLL		
08-0459-00	C/O ISSUED 09/21/22	\$ 366.93
04-0231-09	C/O ISSUED 12/22/22	\$ 192.05
01-0005-37	C/O ISSUED 12/23/22	\$ 153.40
TOTAL ABATEMENTS TO 2022 TAX ROLL		\$ 0.00
TOTAL ADDENDA TO 2022 TAX ROLL		\$ 712.38
GRAND TOTAL		\$7,682.63

- D) Town of Jamestown as an abutter. Notice is hereby given that the Jamestown zoning board of review will hold a public hearing January 24, 2023, at the Jamestown town hall 93 Narragansett Avenue, Jamestown, Rhode Island at 7:00 p.m. upon the following:
Application of Sanderson H. Carney, Trustee of the Sanderson H. Carney Indenture of Trust, whose property is located at 3 Spirketing Street, and further identified as Tax Assessor's Plat 5, Lot 404 for a Variance granted under Article 6, Special Use Permits and Variances, Section 600 and 606. This application is made pursuant to the provisions of section 82-302, Table 3-2, District Dimensional Regulations for the R40 Zoning District of the zoning ordinance. The Applicant seeks Side Yard setback relief for an accessory structure of 3 feet where 15 feet is required in order to construct a 12 x 28 Carport with concrete pad. Said property is located in a R-40 zone and contains 17, 575 square feet.
- E) Approval of the Jamestown Town Council Rules and Procedures
- F) Finance Director's Report: Comparison Budget to Actuals as of December 31, 2022

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

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

- A) Communications Received:
 - 1) Copy of Press Release to: Town Council members
From: Town Administrator Hainsworth
Date: January 9, 2023
Re: Reed/Bipartisan Leaders Ready \$1.7 Trillion Omnibus Appropriations Package
 - 2) Copy of Press Release to: Town Administrator Hainsworth
From: Captain Ron Barber
Date: January 9, 2023
Re: CPR/AED Demonstration
 - 3) Copy of Letter to: Chief Mello
From: Brittan K. Bates-Manni, Medical Countermeasures Program Director
Date: January 3, 2023
Re: Jamestown's COVID-19 Response and Vaccine Campaign
 - 4) Copy of Email and attachments to: Town Council
From: Marian Falla
Date: January 7, 2023
Re: Boston Globe Article STRs in Rhode Island
 - 5) Copy of letter and report to: Town Council
From: Alyson Adkins, Discover Newport
Date: January 11, 2023
Re: Discover Newport Consolidated Annual Audit Report

XV. EXECUTIVE SESSION

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

- A) Review, Discussion, and/or Action and/or Vote in Executive Session and/or open session: Pursuant to RIGL §42-46-5(a) Subsection (2) Collective Bargaining (IBPO Union Contract discussion of issues regarding upcoming negotiations set to expire 6/30/2023).

XVI. 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.

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

Posted on the RI Secretary of State website on January 19, 2023.

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

November 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 6:31 PM by Commission President Nancy A. Beye.

The following members were present:

Mary E. Meagher, Commission Vice-President
Erik G. Brine
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

Absent were:

Erik G. Brine, Commissioner

AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS

(None)

READING AND APPROVAL OF MINUTES

1) September 19, 2022 (regular meeting)

Motion was made by Commissioner Meagher, seconded by Commissioner Michael White to accept the September 21, 2022 regular meeting minutes. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye

2) October 17, 2022 (regular meeting)

Motion was made by Commissioner Meagher, seconded by Commissioner Michael White to accept the October 17, 2022 regular meeting minutes. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye

3) October 17, 2022 (executive session-sealed)

Motion was made by Commissioner Meagher, seconded by Commissioner Michael White to accept the October

17, 2022 executive session-sealed minutes. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye

4) November 7, 2022 regular meeting)

Motion was made by Commissioner Meagher, seconded by Commissioner Michael White to accept the November 7, 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 remains in service.
- Pumping was down for the month of October, compared to September and October of the previous year.
- Rainfall was up for the month of October.
- North Reservoir is @ 27 MG, usable storage-60 MG.
- South Pond is @ capacity, usable storage- 6MG

2) Town project reports: (See attached Project Update Report dated November 2022)

Treatment Plant-

The Public Works Director reported the following:

- He had included photos of the progress made on the membrane tank recoating project and it was attached to his report. He briefly outlined the steps taken to complete this project.
- The Highway Department has stripped and re-shingled the roof at the South Pond pre-treatment building.

Transfer pumping/Reservoir-

The Public Works Director reported the following:

- The level of the North Reservoir is at 47" below the spillway and has not changed in 3 weeks with transfer pumping from south pond, rainfall received and with demand dropping below our recent averages, for this time of year.
- We have transferred 3 million gallons from south pond to North Reservoir.

Distribution system-

The Public Works Director reported that a pre-bid meeting was held on November 16th for the water tank painting project. We did not have any attendees. The bids are due on December 14, 2022.

Wastewater Treatment Plant-

The Public Works Director reported that the new generator has been installed at the pump station, which is located at West Ferry.

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

(None)

ADJOURNMENT

Motion was made by Commissioner Meagher, seconded by Commissioner Michael White to adjourn the meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners at 6:41 PM. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye

Attest:

Denise Jennings
Water and Sewer Clerk

Project Update November 2022

WELLS

JR-1, JR-3

- JR-1 is in service.

TREATMENT PLANT

- A crew has been onsite for the last two weeks for the membrane tank recoating project. The first tank has been stripped to bare metal, primed, and recoated. I have included photos of the newly coated tank. As of November 14th the new coating is in a 7-day cure period. After 7 days the tank will be flushed and filled with water where it will be tested before placing back on line. The crew will then return to complete the recoating of the second tank.
- The highway department stripped and shingled the roof on the south pond pre-treatment building. The roof was original to the building which was built in 1990. Trim boards were also replaced.

TRANSFER PUMPING/RESERVOIR

- The level at the North Reservoir has measured 47" below the spillway for 3 weeks. This level has not changed in 3 weeks with the transfer pumping from south pond, rainfall received, and demand dropping below our recent averages for this time of year. We have transferred 3 million gallons of water from south pond to the north reservoir over the past 4 weeks.

DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 60 MG

Usable Storage 27 Million Gallons

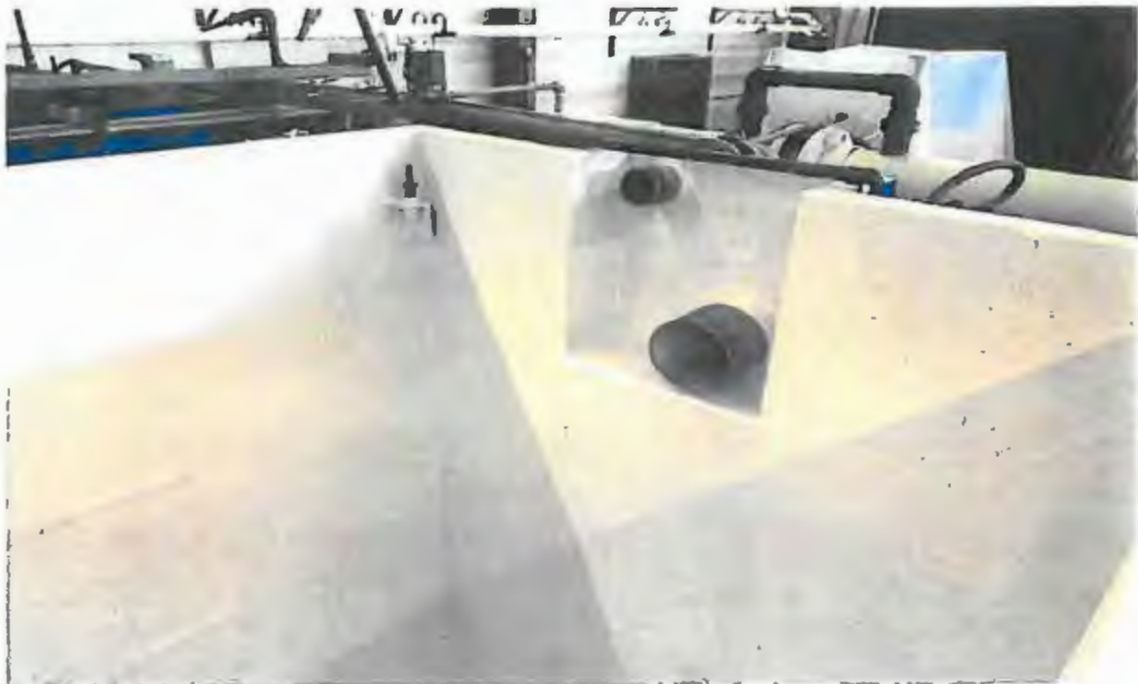
- Pare Corporation is working on the plans for the watermain replacement project on Narragansett Avenue.
- On November 16th a pre-bid meeting was held for the water tank painting project. Bids are due on December 14, 2022.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for October was 0.21 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.28 million gallons.
- The New Generator installation at Pump Station #3 at West Ferry is now complete, tested, and in-service.



Tank for train one in foreground newly coated white. Tank for two still in use. Can see the difference in coating color and condition



Newly coated tank with outlet piping shown



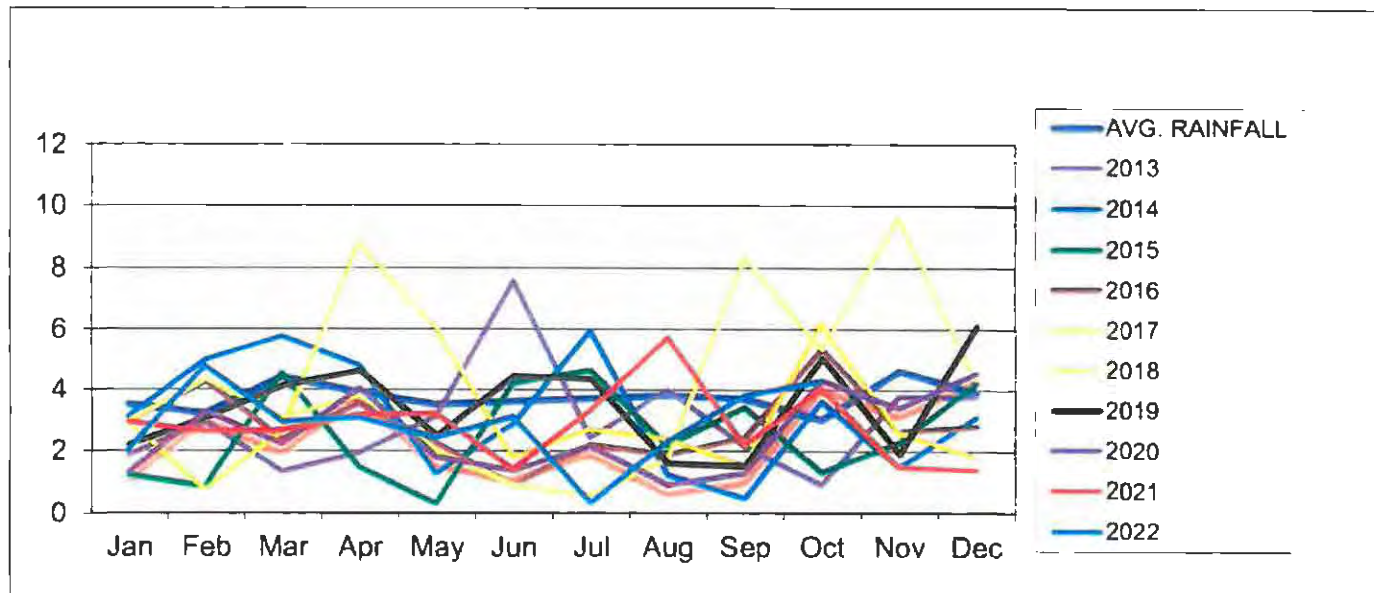
Filter for train one maintained in pool of water to keep membranes in a moist environment during tank coating



Coating for tank number one

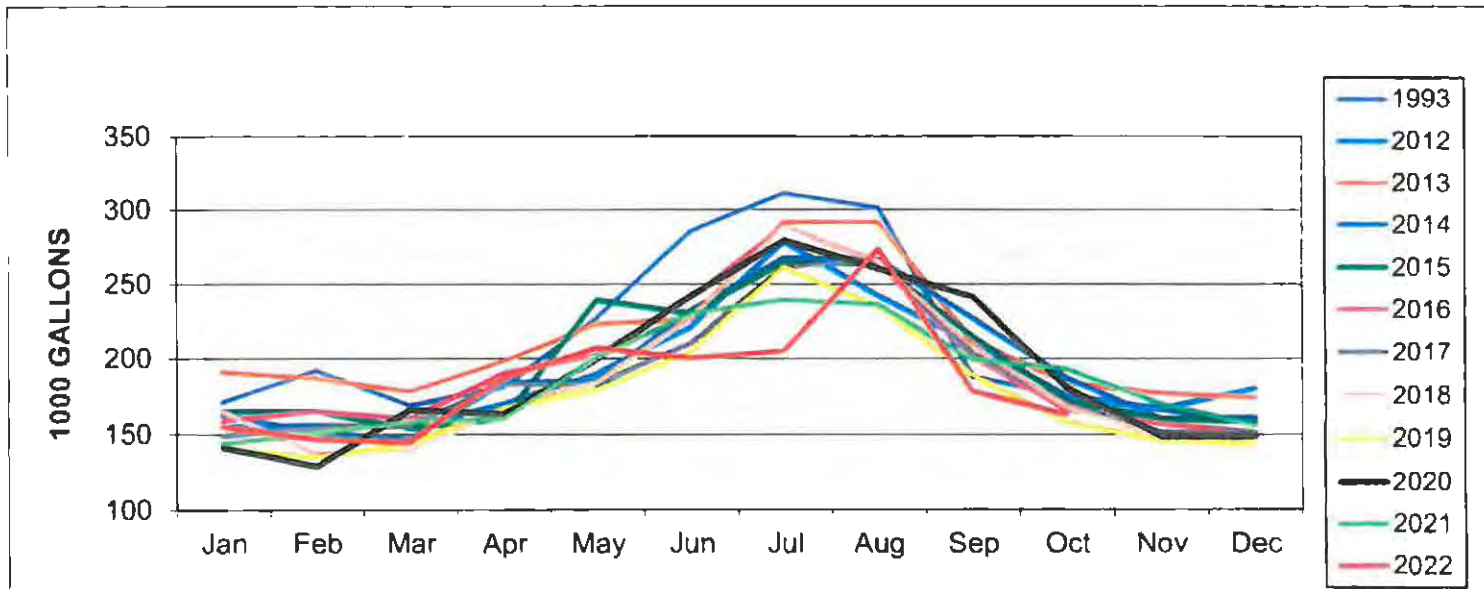
	AVG. RAINFALL	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Jan	3.5	1.85	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04
Feb	3.2	2.94	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62	4.77
Mar	4.4	1.32	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94
Apr	3.9	1.92	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	3.08
May	3.5	3.11	1.27	0.32	2.24	6.03	2.03	2.46	1.79	3.2	2.43
Jun	3.6	7.55	2.86	4.2	0.89	1.79	0.89	4.44	1.36	1.4	3.11
Jul	3.7	2.42	5.93	4.63	2.19	2.7	0.61	4.33	2.16	3.3	0.35
Aug	3.8	3.98	1.23	2.17	1.88	2.4	1.73	1.58	0.91	5.71	2.29
Sep	3.7	2.13	0.5	3.41	2.42	1.54	8.35	1.49	1.27	2.19	3.81
Oct	3	0.9	3.61	1.31	5.33	6.18	5.34	5.04	4.29	4.03	4.28 avg 36.3
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	29.1

RAINFALL



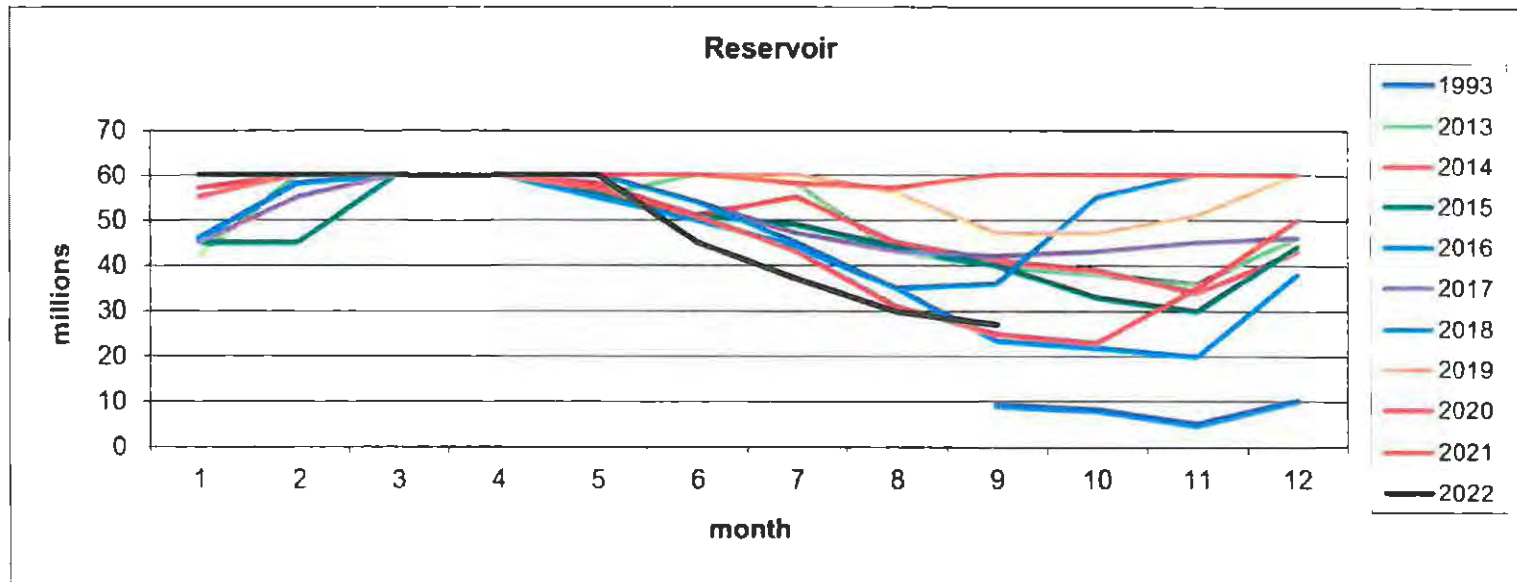
	1993	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Jan	171	173	239	172	155	191	163	165	159	149	165	141	141	144	155
Feb	192	173	210	158	156	187	151	165	165	155	137	135	129	151	147
Mar	169	165	198	157	155	178	147	154	160	156	139	144	166	158	145
Apr	181	196	210	180	170	198	184	160	190	183	167	167	163	160	187
May	227	195	180	212	190	223	185	239	202	183	184	179	200	201	207
Jun	285	215	218	226	221	226	232	230	240	210	227	204	242	230	200
Jul	311	277	274	279	278	291	267	264	288	261	288	261	279	239	205
Aug	301	290	251	254	242	291	266	263	264	266	265	235	260	236	273
Sep	188	245	193	205	210	212	227	215	201	203	208	189	241	199	178
Oct	175	259	182	175	175	184	187	172	166	170	168	158	180	193	163
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

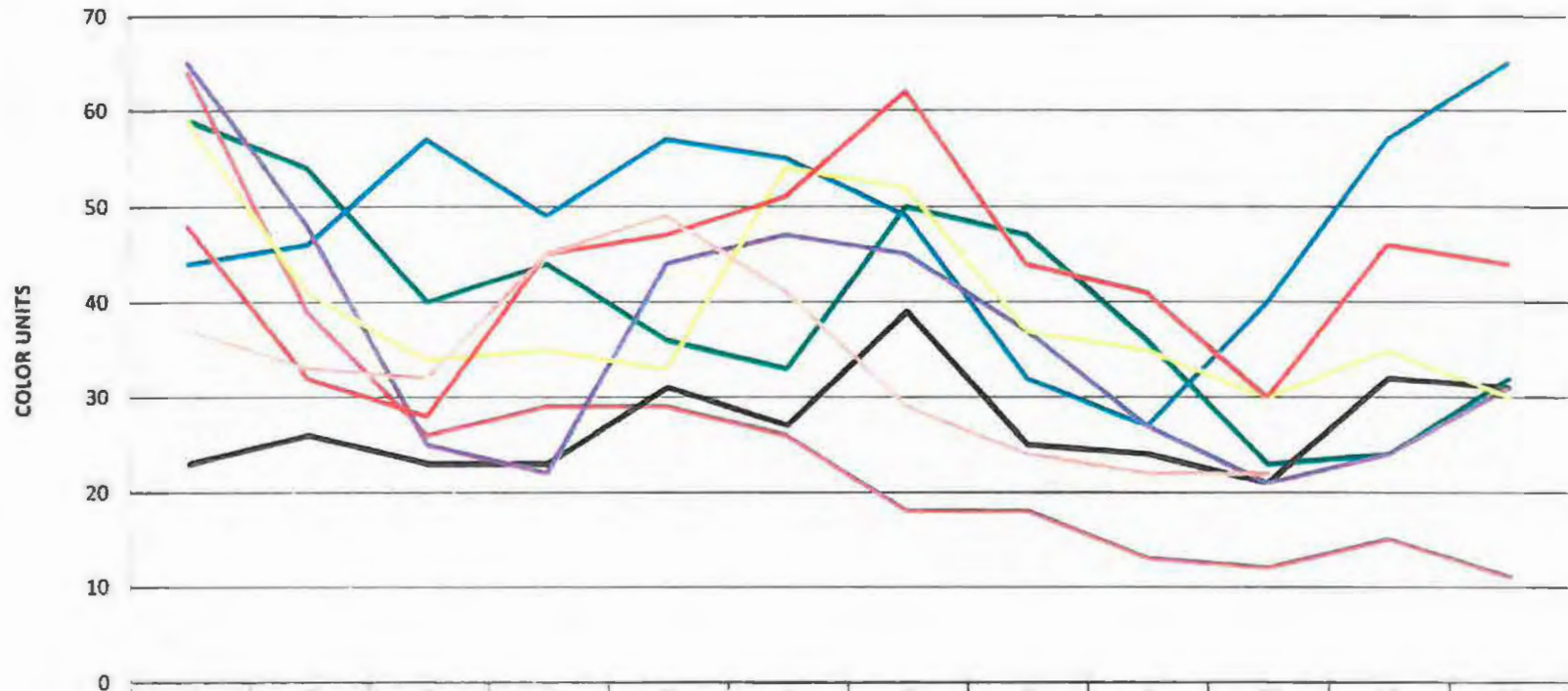


RESERVOIR LEVEL

	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	80	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	45
Aug		43	43	45	44	35	43	35	56	31	57	37
Sep	9	40	40	41	40	23.5	42	36	47	25	60	29.75
Oct	8	38	38	39	33	22	43	55	47	23	60	27
Nov	5	35	36	34	30	20	45	60	51	35	60	
Dec	10	42	46	43	44	38	46	60	60	50	60	



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	45	49	41	29	24	22	22		



TOWN OF JAMESTOWN WWTF
MONTHLY REPORT
OCTOBER 2022

Douglas Ouellette, Superintendent

Parameters

	<u>Monthly Avr.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.2051 MGD	.73 MGD	
Daily Max	.2780 MGD		
BOD Removal	100%	85%	% Removed
TSS Removal	98.6%	85%	% Removed
Fecal Coliform	1.28	No limit, report only	
Enterococci	1.00	(<35 cfu/100ml Monthly) (<276 cfu/100ml Daily)	

Environmental Compliance (Violations)

There were no violations in October

Complaints

There were no complaints reported for the month of October.

Alarms

There were no alarms to report for October

Septage

The facility received 2200 gallons septage for the month of October.

Sludge Production

The facility processed 54,000 gallons of sludge through Wastewater Services Incorporated.

Maintenance Management

Facility staff started to prep the facility for the cold weather, changed clarifier oils, had all weather effluent sampler repaired and got the wetwell exhaust back up and running.

Chemical Use

The facility used 391 gallons of Sodium hypochlorite and 0 pounds of lime for process control.

Collection System

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

Energy Use

Energy use for October was: 133 KWH

Precipitation

Precipitation for October was 4.16" of rain

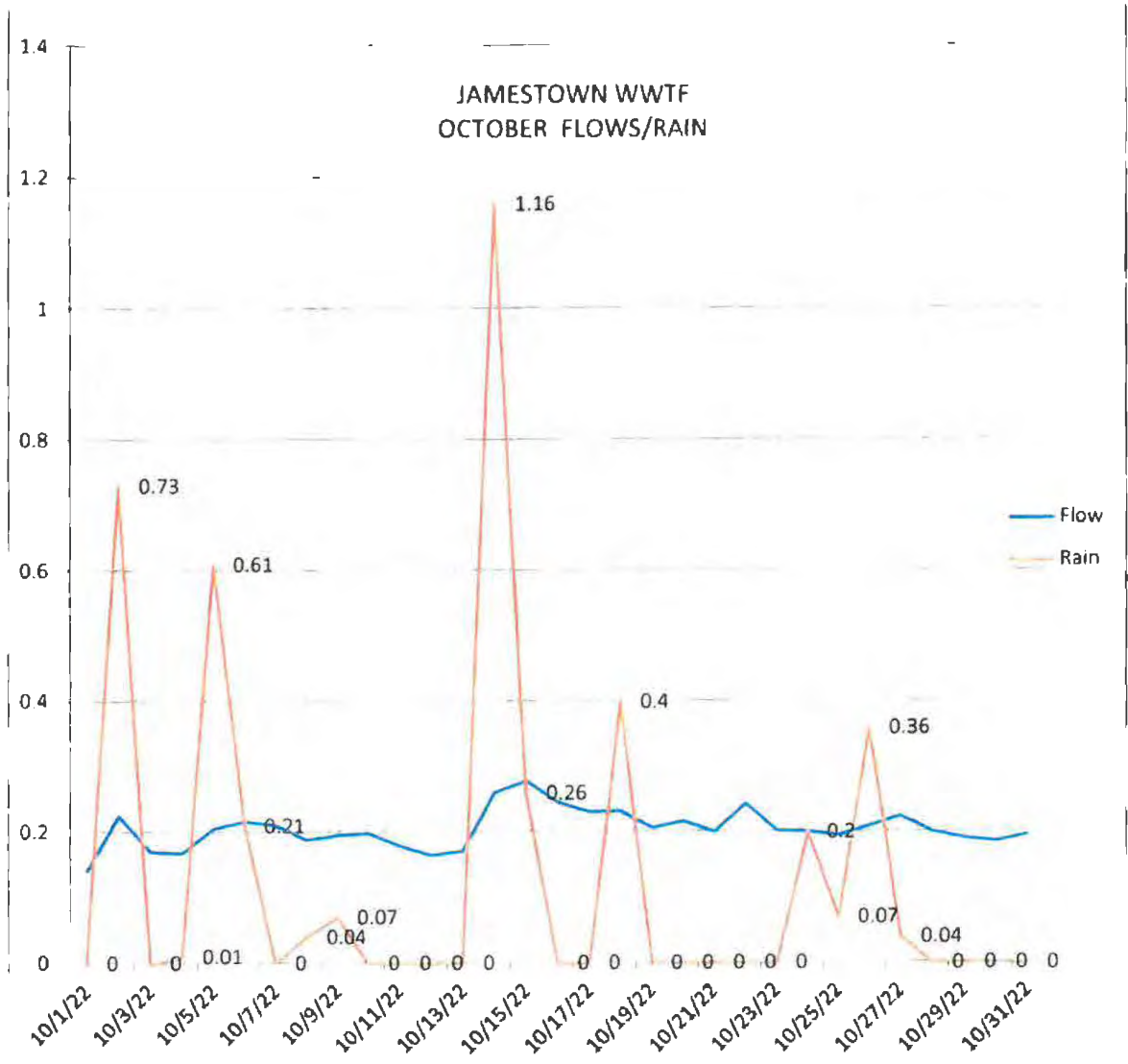
Golf Course

No water was requested in the month of October.

Work Orders

70 work orders were completed.

Graphs



Project Update

January 2023

WELLS

JR-1, JR-3

- JR-1 is in service.

TREATMENT PLANT

- Tank recoating project and membrane filter replacement is complete. I have attached photos of the new membranes installed by staff from SUEZ and staff from our water department.
- Our water department staff and our process engineering consultants have been working on rebuilding our process controls and SCADA systems that run our treatment plant. The equipment is original to the plant built in 2008 and is no longer supported by the manufacturer. The systems are being rebuilt with a new generation of equipment that is also compatible with the most recent versions of Microsoft and SCADA software. The equipment panels are being built off-site. During change over process the old panel will be taken offline and wiring will then be attached to the new process controls. We are anticipating the work to be completed within the next month.

TRANSFER PUMPING/RESERVOIR

- The level at the North Reservoir has been rising over the past two months due to rainfall and transfer pumping from south pond. Levels have increased to 20" below the spillway elevation which calculates to 48 million gallons in storage (60 million when full).

DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 60 MG

Usable Storage 48 Million Gallons

- I have received 30 % design plans to review for the watermain replacement project on Narragansett Avenue. I am working with our consultant to have a project out to bid in the coming months.
- We have received notice from Senator Jack Reed's office that we have been awarded 2.5 million to fund the North Road watermain replacement project. This will be assigned to a federal agency, most likely the EPA, who will then work with the Town on implementing the project. It may be a few months until a project manager is assigned and we can begin working through funding and project approvals. I have already included North Road within the Narragansett Avenue watermain replacement design that Pare Corporation is currently working on so that we are "shovel" ready with the construction project.
- Bids for the Howland Avenue water tank painting were opened on December 14th. Only one bid was received. A recommendation is provided for awarding the project. Work will begin in the Spring of this year with the over coating of the exterior of the north tower constructed in 2006. In the fall painting crews will return to media blast the exterior of the south tank to clean steel and then paint. This tank was last painted in 2000 as an overcoating project. Our last inspection of the tanks in 2019 recommended blast and paint.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for December was 0.44 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.89 million gallons.
- The backup generator for the wastewater treatment facility failed unexpectedly and it cannot be repaired. We immediately contacted rental companies to find a generator sized to run the treatment plant and had one delivered and wired to the facility. Without a backup generator, our facility would be off-line during a power outage. We received quotes from vendors and have ordered a new generator with an anticipated delivery in April. Cost for a new generator is \$82,000 which will be funded with Capital reserves.
- I have been working on project specifications and a Request for Qualifications for consulting services to complete a Wastewater Facilities Plan Update. The last Facilities Plan Update was completed in 2001. This process will include an updated study of our collection system specifically Inflow/Infiltration, review of our pump stations, and a review of all of our wastewater treatment processes and equipment. The Consultant will then develop a capital project with recommended upgrades to all of our systems. Upgrades of the Sewer Collection System piping and manholes was completed in 2003, pump station upgrades in 2005, and the wastewater treatment plant upgrades in 2008/2009.



Packaged membranes arrive



Old membrane filter ready for replacement



New membranes installed.



New membranes



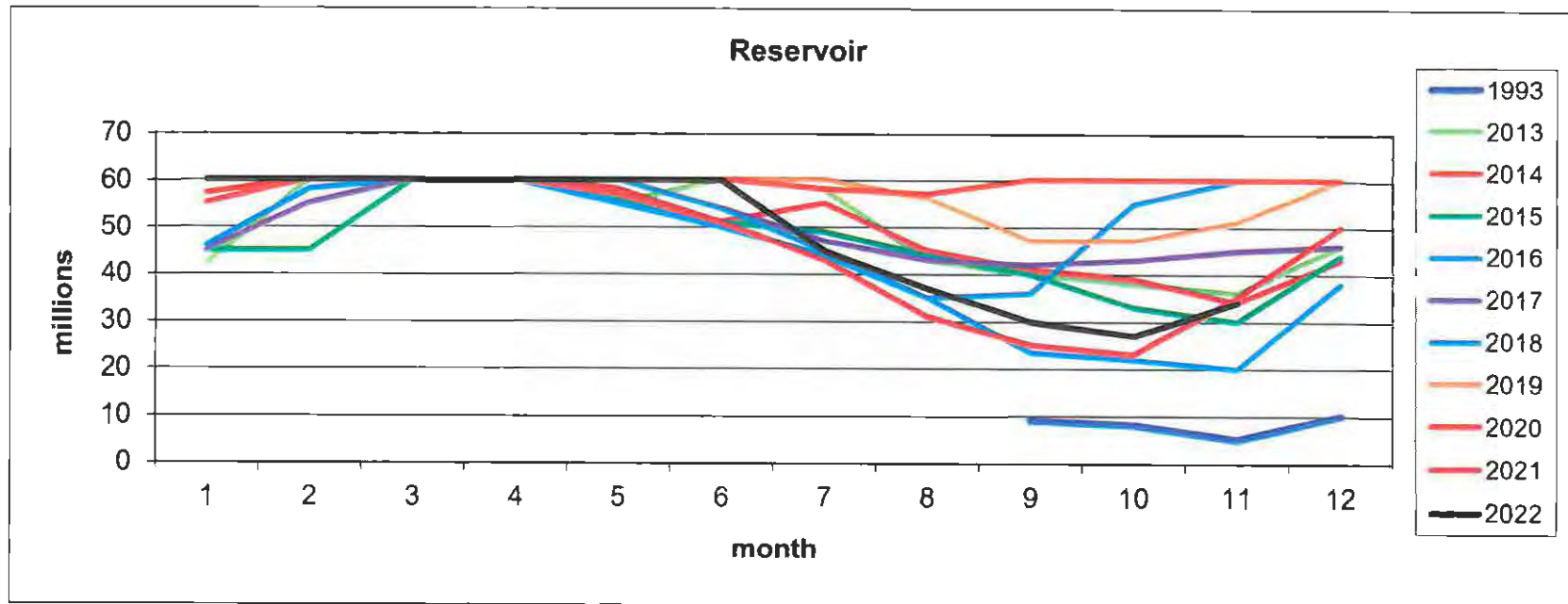
Program Logic Control (PLC) panel



Control Equipment scheduled for replacement

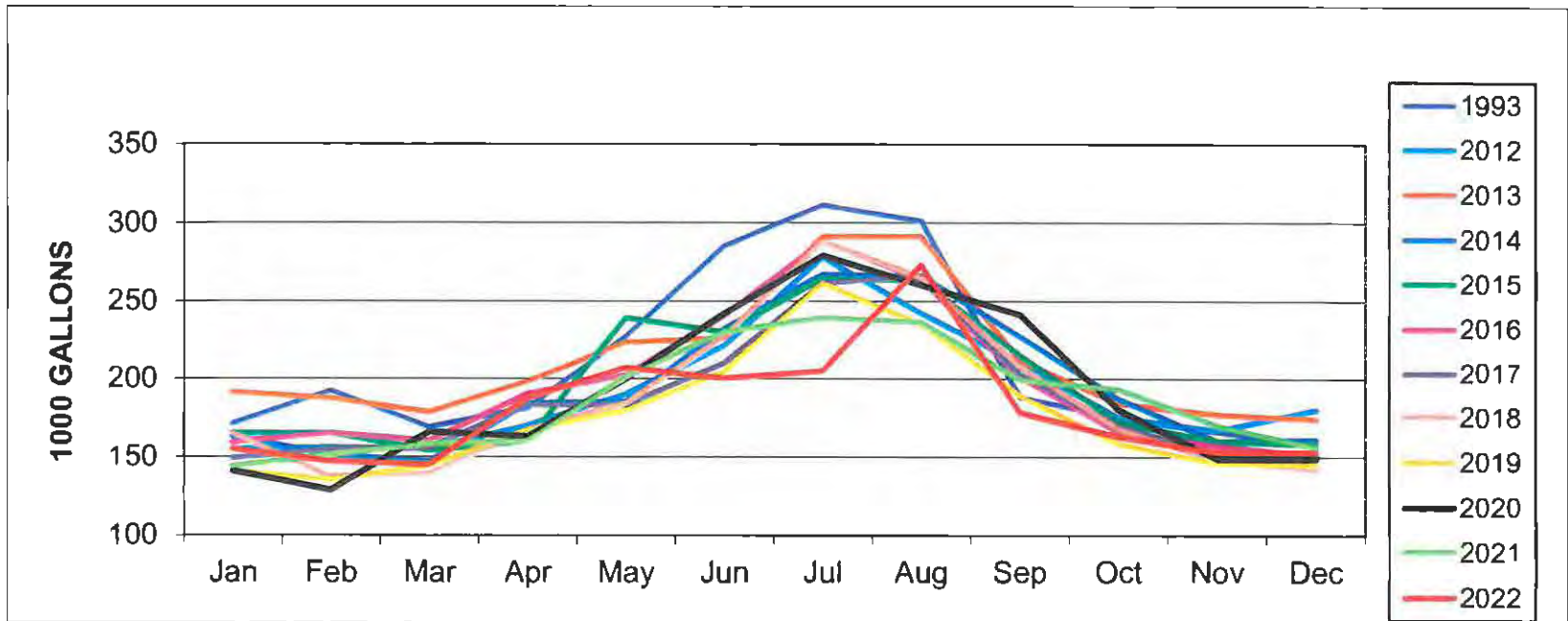
RESERVOIR LEVEL

	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	45
Aug		43	43	45	44	35	43	35	56	31	57	37
Sep	9	40	40	41	40	23.5	42	36	47	25	60	30
Oct	8	38	38	39	33	22	43	55	47	23	60	27
Nov	5	35	36	34	30	20	45	60	51	35	60	34
Dec	10	42	46	43	44	38	46	60	60	50	60	48



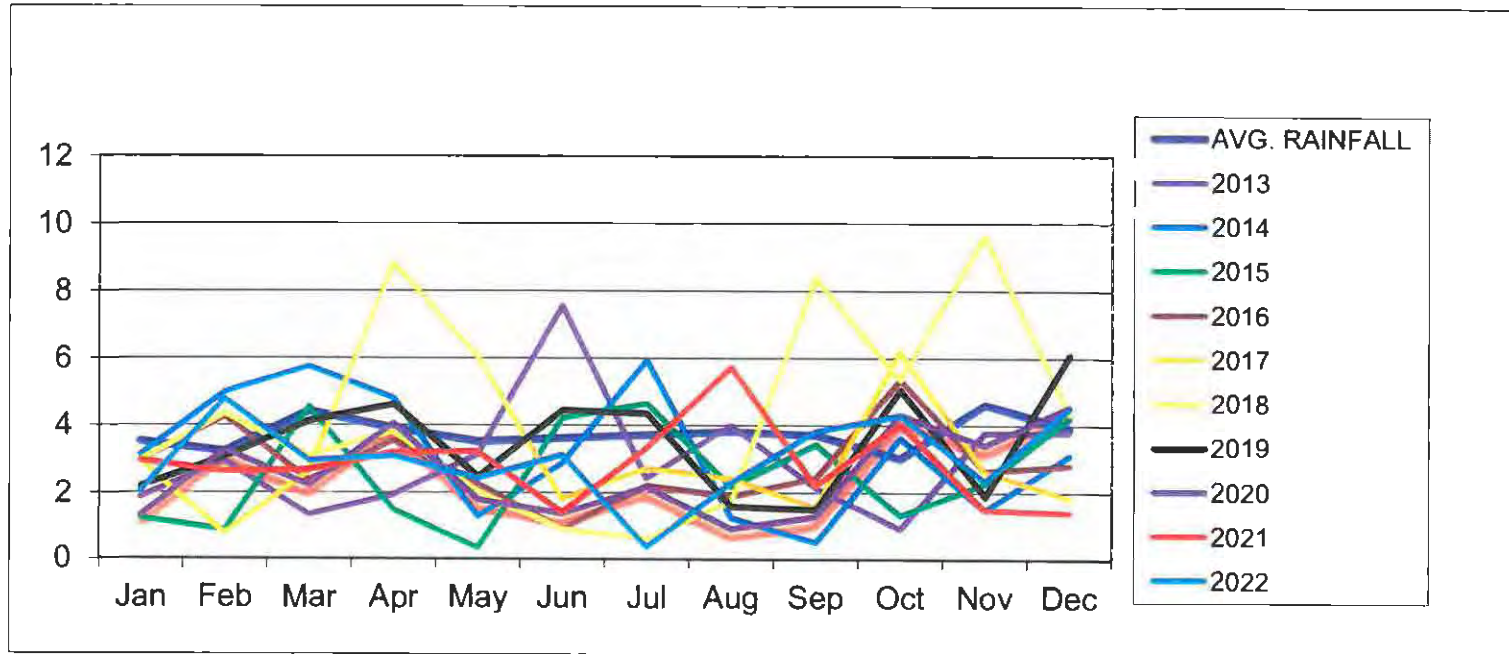
	1993	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Jan	171	173	239	172	155	191	163	165	159	149	165	141	141	144	155
Feb	192	173	210	158	156	187	151	165	165	155	137	135	129	151	147
Mar	169	165	198	157	155	178	147	154	160	156	139	144	166	158	145
Apr	181	196	210	180	170	198	184	160	190	183	167	167	163	160	187
May	227	195	180	212	190	223	185	239	202	183	184	179	200	201	207
Jun	285	215	218	226	221	226	232	230	240	210	227	204	242	230	200
Jul	311	277	274	279	278	291	267	264	288	261	288	261	279	239	205
Aug	301	290	251	254	242	291	266	263	264	266	265	235	260	236	273
Sep	188	245	193	205	210	212	227	215	201	203	208	189	241	199	178
Oct	175	259	182	175	175	184	187	172	166	170	168	158	180	193	163
Nov	166	226	160	164	167	177	160	160	157	151	148	146	149	170	153
Dec	158	230	167	158	180	174	161	158	151	151	142	145	149	156	153

PUMPING REPORT

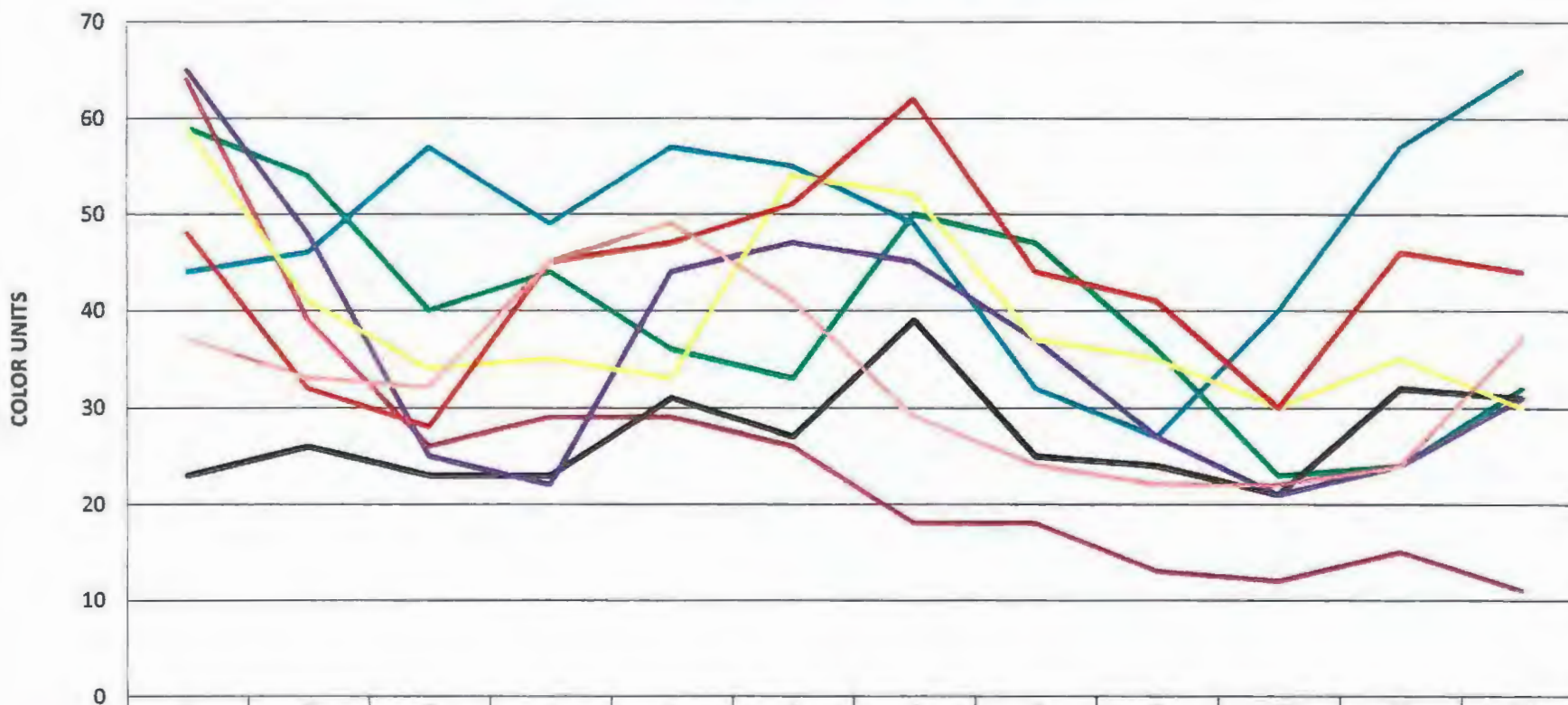


	AVG. RAINFALL	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Jan	3.5	1.85	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04
Feb	3.2	2.94	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62	4.77
Mar	4.4	1.32	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94
Apr	3.9	1.92	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	3.08
May	3.5	3.11	1.27	0.32	2.24	6.03	2.03	2.46	1.79	3.2	2.43
Jun	3.6	7.55	2.86	4.2	0.89	1.79	0.89	4.44	1.36	1.4	3.11
Jul	3.7	2.42	5.93	4.63	2.19	2.7	0.61	4.33	2.16	3.3	0.35
Aug	3.8	3.98	1.23	2.17	1.88	2.4	1.73	1.58	0.91	5.71	2.29
Sep	3.7	2.13	0.5	3.41	2.42	1.54	8.35	1.49	1.27	2.19	3.81
Oct	3	0.9	3.61	1.31	5.33	6.18	5.34	5.04	4.29	4.03	4.28
Nov	4.6	3.76	1.47	2.27	2.63	2.61	9.61	1.89	3.39	1.47	2.33
Dec	3.9	3.76	3.1	4.2	2.79	1.81	4.33	6.09	4.53	1.38	4.48
Total	44.8	35.64	38.59	30.59	33.45	40.18	47.02	41.29	30.5	34.08	35.91

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	45	49	41	29	24	22	22	24	37



TOWN OF JAMESTOWN WWTF
MONTHLY REPORT
DECEMBER 2022

Douglas Ouellette, Superintendent

Parameters

	<u>Monthly Avr.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.4438 MGD	.73 MGD	
Daily Max	.8890 MGD		
BOD Removal	100.0%	85%	% Removed
TSS Removal	96.1%	85%	% Removed
Fecal Coliform	1.32	No limit, report only	
Enterococci	1.0	(<35 cfu/100ml Monthly) (<276 cfu/100ml Daily)	

Environmental Compliance (Violations)

There are 0 violations to report for the month of December.

Complaints

There were no complaints reported for the month of December.

Alarms

The facility had one alarm in December, this alarm was caused by a power blip in the grid.

Septage

The facility received no septage for the month of December.

Sludge Production

The facility processed 34,000 gallons of sludge through Wastewater Services Incorporated.

Maintenance Management

Facility staff cleared the 10" check valve for pump#1 at PS#1, It was plugged solid with grit and other debris. All so at PS#1 pump#1 was replaced with a newly rebuilt pump. The #2 pump at the Dutch Harbor pump out was replace with a new pump. The plant genset suffered a catastrophic failure which will require it's replacement, a portable genset has been put in place until the delivery of the new one in 12 weeks.

Chemical Use

The facility used 627.2 gallons of Sodium hypochlorite and 400 pounds of lime for process control.

Collection System

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

Energy Use

Energy use for the month of December was: 207 KWH

Precipitation

Precipitation for December 2022 was 4.94"

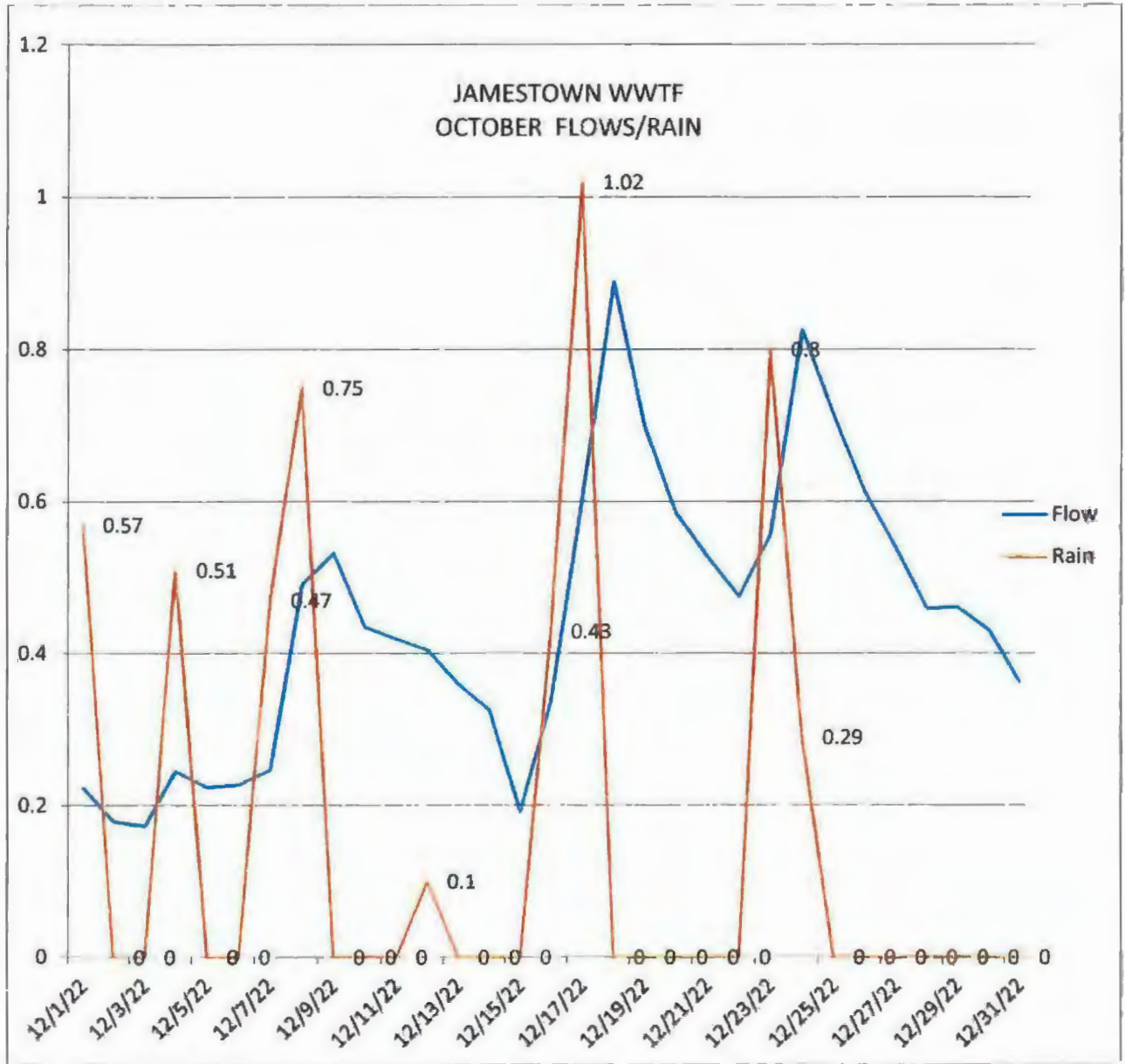
Golf Course

Pumping to the golf course has stopped for the season.

Work Orders

70 work orders were completed.

Graphs





Town of Jamestown

Public Works Department

93 Narragansett Ave ♦ Jamestown, RI 02835

Phone: (401) 423-7225

Fax: (401) 423-7226

Date: January 18, 2023

To: Water and Sewer Commission

From: Michael Gray
Public Works Director

RE: Bid Recommendation
Howland Avenue Tank Rehabilitation

Bids were prepared by Pare Corporation for the Howland Avenue Tank Rehabilitation Project for advertisement. The project included 5 base items for recoating the tanks: exterior overcoating of the south and north tanks, media blasting and coating of the south tank, and media blasting and coating of the interiors of the two tanks. On December 14, 2022, we received one bid for the Howland Avenue Tank Rehabilitation project from Atlas Painting and Sheeting Corporation.

I have been working with our consultant at Pare Corporation reviewing the bid and determining the scope of work based upon the available funding. We have approval for \$1.5 million to fund the project. Attached is a summary of the bid received and a recommendation of bid award from Pare dated January 18, 2023. At this time we will focus on the exteriors of both tanks with the available funding. The last inspection performed in 2019 indicated that the coating within the tanks is in good condition. Both tanks will need to be drained for this project and we can complete a more extensive inspection within each tank to determine a program for recoating the interiors at a later date.

Based upon the letter from Pare Corporation dated January 18, 2023, I recommend that the Water and Sewer Commission award the Bid to Atlas Painting and Sheeting Corp. for the base bid amount of \$365,000 (overcoat the exterior of the North Tank) and Add Alternate 1A for an amount of \$640,000 (blast and paint the exterior of the South Tank) for a **Total Project Bid Award of \$1,005,000**. This bid recommendation is conditional that Atlas Painting and Sheeting Corp provide the following:

- Site Specific health and safety plan
- Detailed response on how the past safety violations were addressed
- Satisfactory response to issues noted in one of the references

In addition to the cost of the painting project, there will be consultant expenses for construction administration from Pare Corporation and Paint Inspection services.

January 18, 2023

Mr. Michael Gray, P.E., Director
Department of Public Works
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835

Re: **Jamestown Water District**
Jamestown, Rhode Island
Howland Avenue Tank Rehabilitation
Bid Review – Atlas
(Pare Project No.: 17103.01)

Dear Mike:

On December 14, 2022, the Jamestown Water Division (JWD) received one (1) bid for the above-referenced project. The apparent low bidder for the project was Atlas Painting and Sheeting Corp. (Atlas), with a base bid price of **three hundred sixty-five thousand dollars and zero cents (\$365,000.00)**. After reviewing the bid unit prices for the bid, some errors were noted. As follows:

1. Their Unit Bid Price (Words) for items 10 and 11 do not match the Unit Bid Price (Numbers). Since the bid price in words governs, this should be corrected. It is assumed that the word “thousand” should be inserted before the word “dollars.”

These, and other minor errors, are shown on the attached bid form markup. These should be reviewed with Atlas and confirmed that they are in agreement.

BID EVALUATION

Pare reviewed Atlas' bid packages for completeness, checked their financial and project references, and reviewed their publicly available violation file with OSHA.

Completeness

Bidders were requested to provide the following documents with their bid:

1. Completed Bid Form 00 41 00 – Received
2. Completed Bid Form 00410 – Received
3. Bid Bond 5% of bid – Received

Based on our review, it appears as though Atlas' bid is generally complete.

▼



Mr. Michael Gray, P.E.

(2)

January 18, 2023

Safety Violations

Pare reviewed Atlas' publicly available online OSHA inspection file using OSHA's online inspection database for the period between the years 2013 and 2023. Based on our review, four (4) safety violations were reported over the last decade, summarized as follows:

1. 04/19/2013 – Serious – Ladders - Informal Settlement \$1,487.65
2. 07/15/2015 – Referral
3. 07/30/2019 – Serious – Aerial Lifts - Informal Settlement \$2,784.60
4. 10/22/2021 – Referral – Case Closed

Pare recommends that, should JWD choose to award the contract to Atlas, the award should be contingent upon Atlas providing the following:

- A detailed discussion on the violations, noted above, and how Atlas has addressed the safety violations and improved worker safety; and
- A site-specific health and safety plan (HASP).

Previous Project References

Atlas provided numerous project references with their bid. Pare reached out to many of the more recent project references, and as of the date of this letter, received feedback from six (6). The references with whom we received feedback include the following:

1. Kit Leong from the Mass DOT;
2. Daniel Sanford from the Delaware County DPW (New York);
3. Peter Abreu from the Saratoga County DPW (New York);
4. Peter Holland from MH Engineering and Land Surveying;
5. Timothy Walck from Wendel WD Architecture, Surveying and Landscape Architecture, P.C.; and
6. Lou Ragozzino from Wright Pierce.

Five of the six references noted a positive experience with Atlas, while one reference noted a very negative experience. Pare recommends that, should JWD choose to award the contract to Atlas, the award should be contingent upon Atlas providing a satisfactory response to the issues noted by the reference and confirmation that the same issues would be addressed on this project if awarded.

Bonding Company Reference

In addition to checking project references, Pare also contacted Atlas' bonding company. As shown in the attached email from Michele Alban of Alliant Insurance Services, the bid bond is valid, and they are not aware of any defaults.

Summary

At this time and based on our review of their bid and qualifications, it appears as though Atlas is qualified and able to perform the work associated with this project, assuming a satisfactory response from Atlas regarding the negative reference noted herein.



Mr. Michael Gray, P.E.

(3)

January 18, 2023

Base Bid and Bid Alternates Discussion

Pare recommends that, should JWD choose to award the contract to Atlas, the award prioritizes the exterior of the tanks and at a minimum, include the Base Bid plus Add Alternate 1A. This includes overcoating of the north tank and blasting/painting the exterior of the south tank. Another option would be to overcoat the south tank, however, Pare recommends blasting the south tank since that is consistent with the recommendations in the 2019 tank inspection report. This would also remove the lead paint from the tank.

If you have any questions or comments, please do not hesitate to contact me at your earliest convenience.

Very truly yours,

Peter Georgetti, P.E.
Managing Engineer

PBG/kji

Attachments:

1. Bid Tabulation
2. Bid Form Markup
3. Reference Questionnaire Forms
4. Email from Bonding Company
5. OSHA violation print-out

JAMESTOWN WATER DISTRICT
Howland Ave Tank Rehabilitation Project



BIDS RECEIVED AND OPENED DECEMBER 14, 2022

ITEM	ACTIVITY	QUANTITY	UNITS	Atlas	
				UNIT COST	TOTAL COST
	Base Bid - North Tank - Exterior Overcoating				
1	Site Mobilization and Demobilization	1	LS	\$16,000.00	\$16,000.00
2	Overcoat Exterior Coating System	1	LS	\$269,000.00	\$269,000.00
3	Tank Pit Filling	20	GAL	\$50.00	\$1,000.00
4	Tank Pit Welding	200	EA	\$10.00	\$2,000.00
5	Tank Seam Welding	200	LF	\$10.00	\$2,000.00
6	Tank Plate Welding	200	SF	\$50.00	\$10,000.00
7	Roof Vent Modifications	1	LS	\$20,000.00	\$20,000.00
8	Tank Overflow Piping	1	LS	\$25,000.00	\$25,000.00
9	Miscellaneous Items	1	LS	\$20,000.00	\$20,000.00
	Subtotal				\$365,000.00
	Add Alternate 1A - South Tank - Exterior - Blast/Paint				
10	Blast/Paint Exterior Coating System	1	LS	\$295,000.00	\$295,000.00
11	Containment System	1	LS	\$265,000.00	\$265,000.00
12	Tank Pit Filling	20	GAL	\$50.00	\$1,000.00
13	Tank Pit Welding	200	EA	\$10.00	\$2,000.00
14	Tank Seam Welding	200	LF	\$10.00	\$2,000.00
15	Tank Plate Welding	200	SF	\$50.00	\$10,000.00
16	Roof Vent Modifications	1	LS	\$20,000.00	\$20,000.00
17	Tank Overflow Piping	1	LS	\$25,000.00	\$25,000.00
18	Miscellaneous Items	1	LS	\$20,000.00	\$20,000.00
	Subtotal				\$640,000.00
	Add Alternate 1B - South Tank - Exterior - Overcoating				
19	Overcoat Exterior Coating System	1	LS	\$285,000.00	\$285,000.00
20	Tank Pit Filling	20	GAL	\$50.00	\$1,000.00
21	Tank Pit Welding	200	EA	\$10.00	\$2,000.00
22	Tank Seam Welding	200	LF	\$10.00	\$2,000.00
23	Tank Plate Welding	200	SF	\$50.00	\$10,000.00
24	Roof Vent Modifications	1	LS	\$20,000.00	\$20,000.00
25	Tank Overflow Piping	1	LS	\$25,000.00	\$25,000.00
26	Miscellaneous Items	1	LS	\$20,000.00	\$20,000.00
	Subtotal				\$365,000.00
	Add Alternate 2 - North Tank - Interior - Blast/Paint				
27	Blast/Paint Interior Coating System	1	LS	\$525,000.00	\$525,000.00
28	Heating and Dehumidification	65	DAY	\$100.00	\$6,500.00
29	Tank Pit Filling	20	GAL	\$50.00	\$1,000.00
30	Tank Pit Welding	200	EA	\$10.00	\$2,000.00
31	Tank Seam Welding	200	LF	\$10.00	\$2,000.00
32	Tank Plate Welding	200	SF	\$50.00	\$10,000.00
33	Miscellaneous Items	1	LS	\$40,000.00	\$40,000.00
	Subtotal				\$586,500.00
	Add Alternate 3 - South Tank - Interior - Blast/Paint				
34	Blast/Paint Interior Coating System	1	LS	\$525,000.00	\$525,000.00
35	Heating and Dehumidification	65	DAY	\$100.00	\$6,500.00
36	Tank Pit Filling	20	GAL	\$50.00	\$1,000.00
37	Tank Pit Welding	200	EA	\$10.00	\$2,000.00
38	Tank Seam Welding	200	LF	\$10.00	\$2,000.00
39	Tank Plate Welding	200	SF	\$50.00	\$10,000.00
40	Miscellaneous Items	1	LS	\$40,000.00	\$40,000.00
	Subtotal				\$586,500.00
	TOTAL				\$2,543,000.00

Schedule of Prices

BID FORM

Howland Avenue Tank Rehabilitation Project

BID PRICES						
Bid Item	Description	Quantity	Unit	Unit Bid Price (Numbers)	Unit Bid Price (Words)	Total Bid Item Cost (Numbers)
NOTE: THE UNIT PRICE FOR EACH ITEM MUST BE WRITTEN IN WORDS AND FIGURES. IN CASE OF DISCREPANCY, THE AMOUNT SHOWN IN WORDS WILL GOVERN.						
Base Bid - North Tank - Exterior Overcoating						
1.	Site Mobilization and Demobilization	1	LS	\$ 16,000.00	Sixteen Thousand Dollars	\$ 16,000.00
2.	Overcoat Exterior Coating System	1	LS	\$ 269,000.00	Two Hundred and Sixty Nine Thousand Dollars	\$ 269,000.00
3.	Tank Pit Filling	20	GAL.	\$ 50.00	Fifty Dollars	\$ 1,000.00
4.	Tank Pit Welding	200	EA	\$ 10.00	Ten Dollars	\$ 2,000.00
5.	Tank Seam Welding	200	LF	\$ 10.00	Ten Dollars	\$ 2,000.00
6.	Tank Plate Welding	200	SF	\$ 50.00	Fifty Dollars	\$ 10,000.00
7.	Roof Vent Modifications	1	LS	\$ 20,000.00	Twenty Thousand Dollars	\$ 20,000.00
8.	Tank Overflow Piping	1	LS	\$ 25,000.00	Twenty Five Thousand Dollars	\$ 25,000.00
9.	Miscellaneous Items	1	LS	\$ 20,000.00	Twenty Thousand Dollars	\$ 20,000.00
	TOTAL BASE BID				Three Hundred and Sixty Five Thousand Dollars	\$ 365,000.00

Bid Item	Description	Quantity	Unit	Unit Bid Price (Numbers)	Unit Bid Price (Words)	Total Bid Item Cost (Numbers)
Add Alternate 1A - South Tank - Exterior - Blast/Paint						
10	Blast/Paint Exterior Coating System	1	LS	\$ 295,000.00	Two Hundred and ^{thousand} Ninety Five Dollars	\$ 295,000.00
11	Containment System	1	LS	\$ 265,000.00	Two Hundred and ^{thousand} Sixty Five Dollars	\$ 265,000.00
12	Tank Pit Filling	20	GAL.	\$ 50.00	Fifty Dollars	\$ 1,000.00
13	Tank Pit Welding	200	EA	\$ 10.00	Ten Dollars	\$ 2,000.00
14	Tank Seam Welding	200	LF	\$ 10.00	Ten Dollars	\$ 2,000.00
15	Tank Plate Welding	200	SF	\$ 50.00	Fifty Dollars	\$ 10,000.00
16	Roof Vent Modifications	1	LS	\$ 20,000.00	Twenty Thousand Dollars	\$ 20,000.00
17	Tank Overflow Piping	1	LS	\$ 25,000.00	Twenty Five Thousand Dollars	\$ 25,000.00
18	Miscellaneous Items	1	LS	\$ 20,000.00	Twenty Thousand Dollars	\$ 20,000.00
	TOTAL ADD ALTERNATE 1A				Six Hundred and ^{thousand} Fourty Thousand Dollars	\$ 640,000.00

Bid Item	Description	Quantity	Unit	Unit Bid Price (Numbers)	Unit Bid Price (Words)	Total Bid Item Cost (Numbers)
Add Alternate 1B - South Tank - Exterior - Overcoating						
19	Overcoat Exterior Coating System	1	LS	\$ 285,000.00	Two Hundred and Eighty Five Thousand Dollars	\$ 285,000.00
20	Tank Pit Filling	20	GAL	\$ 50.00	Fifty Dollars	\$ 1,000.00
21	Tank Pit Welding	200	LA	\$ 10.00	Ten Dollars	\$ 2,000.00
22	Tank Seam Welding	200	LF	\$ 10.00	Ten Dollars	\$ 2,000.00
23	Tank Plate Welding	200	SL	\$ 50.00	Fifty Dollars	\$ 10,000.00
24	Roof Vent Modifications	1	LS	\$ 20,000.00	Twenty Thousand Dollars	\$ 20,000.00
25	Tank Overflow Piping	1	LS	\$ 25,000.00	Twenty Five Thousand Dollars	\$ 25,000.00
26	Miscellaneous Items	1	LS	\$ 20,000.00	Twenty Thousand Dollars	\$ 20,000.00
TOTAL ADD ALTERNATE 1B					Three Hundred and Sixty Five Thousand Dollars	\$ 365,000.00

Howland Avenue Tank Rehabilitation Project

9/6/2022

Bid Item	Description	Quantity	Unit	Unit Bid Price (Numbers)	Unit Bid Price (Words)	Total Bid Item Cost (Numbers)	
Add Alternate 2 - North Tank - Interior - Blast/Paint							
27	Blast/Paint Interior Coating System	1	LS	\$ 525,000.00	Five Hundred and Twenty Five Thousand Dollars	\$ 525,000.00	
28	Heating and Dehumidification	65	DAY	\$ 100.00	One Hundred Dollars	\$ 6,500.00	
29	Tank Pit Filling	20	GAL	\$ 50.00	Fifty Dollars	\$ 1,000.00	
30	Tank Pit Welding	200	LN	\$ 10.00	Ten Dollars	\$ 2,000.00	
31	Tank Seam Welding	200	LN	\$ 10.00	Ten Dollars	\$ 2,000.00	
32	Tank Plate Welding	200	LN	\$ 50.00	Fifty Dollars	\$ 10,000.00	
33	Miscellaneous Items	1	LS	\$ 40,000.00	Forty Thousand Dollars	\$ 40,000.00	
	TOTAL ADD ALTERNATE 2					Five Hundred and Eight Six ^y Thousand Five Hundred Dollars	\$ 586,500.00

Bid Item	Description	Quantity	Unit	Unit Bid Price (Numbers)	Unit Bid Price (Words)	Total Bid Item Cost (Numbers)	
Add Alternate 3 - South Tank - Interior - Blast/Paint							
34	Blast Paint Interior Coating System	1	LS	\$ 525,000.00	Five Hundred and Twenty Five Thousand Dollars	\$ 525,000.00	
35	Heating and Dehumidification	65	D.VV	\$ 100.00	One Hundred Dollars	\$ 6,500.00	
36	Tank Pit Filling	20	GAL	\$ 50.00	Fifty Dollars	\$ 1,000.00	
37	Tank Pit Welding	200	LA	\$ 10.00	Ten Dollars	\$ 2,000.00	
38	Tank Seam Welding	200	LI	\$ 10.00	Ten Dollars	\$ 2,000.00	
39	Tank Plate Welding	200	SI	\$ 50.00	Fifty Dollars	\$ 10,000.00	
40	Miscellaneous Items	1	LS	\$ 40,000.00	Fourty Thousand Dollars	\$ 40,000.00	
	TOTAL ADD ALTERNATE 3					Five Hundred and Eight Six Thousand Five Hundred Dollars	\$ 586,500.00

Jamestown Tank Rehabilitation Project Questionnaire

Pare is asking for your assistance in evaluating Contractors for an upcoming water storage tank rehabilitation project. The project involves blasting and coating the interior and exterior of (2) 1 million gallon water storage tanks. Please answer all questions to the best of your knowledge. Thank you for your cooperation.

Your Name

Daniel Sanford

Your Company

Delaware County DPW

Your Email

dan.sanford@co.delaware.ny.us

Contractor Being Evaluated

Atlas Painting and Sheet Corp

Description of past project(s) that you were involved in with the Contractor. Include type of project, location, year completed and approximate final construction value.

The project was for the steel preservation of three bridges in Delaware

County NY. Consisted of blasting and painting the bridges. The project was started on 11/14/19 and completed on 1/31/20. The final construction value was \$341,156.00

Your role in the above-described project(s).

Oversaw the State/Federal Aid requirements of the project.

Jamestown Tank Rehabilitation Project Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

1. Competence of Project Manager

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1	2	3	4	5	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

2. Competence of Superintendent

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1	2	3	4	5	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

3. Quality of Work

Poor workmanship, disregard for drawings and specifications, needed constant oversight.	1	2	3	4	5	Excellent workmanship, understood what was required, worked well without oversight.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

4. Quality of Site Control

Poor management of dust, erosion controls, noise and traffic and/or frequent complaints.	1	2	3	4	5	Excellent management of dust, erosion controls, noise and traffic.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

5. Overall Owner/Engineer/Public Interaction

Poor communication skills, frequent misunderstanding or confrontation, difficulty scheduling meetings.	1	2	3	4	5	Excellent communication skills, highly organized.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

6. Schedule Expectations

Very unrealistic schedule or did not provide schedule despite Owner request.	1	2	3	4	5	Very realistic schedule, provided in a timely manner.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Jamestown Tank Rehabilitation Project Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

7. Delivery of the Project on Time

Frequently missed milestones, project was significantly delayed due to factors completely within the Contractor's control.

1 2 3 4 5

Milestones were consistently met, project was completed on schedule or was completed within a time frame considering factors outside of the Contractor's control.

8. How Legitimate were the Change Order Requests?

One or more of the change orders were baseless.

1 2 3 4 5

All of the change order(s) were justified or requested by the Owner (or no change orders requested).

9. How Reasonable were the Cost of the Change Orders?

The value of the change order(s) were excessive; difficult negotiation process.

1 2 3 4 5

The value of the change orders was very fair; negotiation was respectful (or no change orders were requested).

10. Management of Sub-Contractors.

Poor quality of work by sub-contractors, frequent scheduling problems.

1 2 3 4 5

Excellent quality of work by sub-contractors, worked seamlessly with Contractor.

11. Project Organization

Poor organization skills, performed work without approved submittals, submittal process cumbersome.

1 2 3 4 5

Excellent organization skills, ensured submittals were organized and timely.

12. Overall Experience with the Contractor

If given the choice, would not work with again.

1 2 3 4 5

Would highly recommend.

Jamestown Tank Rehabilitation Project Questionnaire

Pare is asking for your assistance in evaluating Contractors for an upcoming water storage tank rehabilitation project. The project involves blasting and coating the interior and exterior of (2) 1 million gallon water storage tanks. Please answer all questions to the best of your knowledge. Thank you for your cooperation.

Your Name

Kit Leong

Your Company

Mass DOT

Your Email

kit.leong@dot.state.ma.us

Contractor Being Evaluated

Atlas Painting & Sheeting Corp.

Description of past project(s) that you were involved in with the Contractor. Include type of project, location, year completed and approximate final construction value.

Structural Steel, Cleaning, Painting and Repairs to 5 Bridges along I-290 & I-395 in Auburn, MA

Work completed in October, 2021. Final contract value is \$2,358,030

Your role in the above-described project(s).

Resident Engineer

Jamestown Tank Rehabilitation Project Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

1. Competence of Project Manager

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1	2	3	4	5	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

2. Competence of Superintendent

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1	2	3	4	5	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

3. Quality of Work

Poor workmanship, disregard for drawings and specifications, needed constant oversight.	1	2	3	4	5	Excellent workmanship, understood what was required, worked well without oversight.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

4. Quality of Site Control

Poor management of dust, erosion controls, noise and traffic and/or frequent complaints.	1	2	3	4	5	Excellent management of dust, erosion controls, noise and traffic.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

5. Overall Owner/Engineer/Public Interaction

Poor communication skills, frequent misunderstanding or confrontation, difficulty scheduling meetings.	1	2	3	4	5	Excellent communication skills, highly organized.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

6. Schedule Expectations

Very unrealistic schedule or did not provide schedule despite Owner request.	1	2	3	4	5	Very realistic schedule, provided in a timely manner.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Jamestown Tank Rehabilitation Project

Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

7. Delivery of the Project on Time

Frequently missed milestones, project was significantly delayed due to factors completely within the Contractor's control.	1	2	3	4	5	Milestones were consistently met, project was completed on schedule or was completed within a time frame considering factors outside of the Contractor's control.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

8. How Legitimate were the Change Order Requests?

One or more of the change orders were baseless.	1	2	3	4	5	All of the change order(s) were justified or requested by the Owner (or no change orders requested).
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

9. How Reasonable were the Cost of the Change Orders?

The value of the change order(s) were excessive; difficult negotiation process.	1	2	3	4	5	The value of the change orders was very fair; negotiation was respectful (or no change orders were requested).
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

10. Management of Sub-Contractors.

Poor quality of work by sub-contractors, frequent scheduling problems.	1	2	3	4	5	Excellent quality of work by sub-contractors, worked seamlessly with Contractor.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

11. Project Organization

Poor organization skills, performed work without approved submittals, submittal process cumbersome.	1	2	3	4	5	Excellent organization skills, ensured submittals were organized and timely.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

12. Overall Experience with the Contractor

If given the choice, would not work with again.	1	2	3	4	5	Would highly recommend.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Jamestown Tank Rehabilitation Project Questionnaire

Pare is asking for your assistance in evaluating Contractors for an upcoming water storage tank rehabilitation project. The project involves blasting and coating the interior and exterior of (2) 1 million gallon water storage tanks. Please answer all questions to the best of your knowledge. Thank you for your cooperation.

Your Name

Lou Ragozzino

Your Company

Wright - Pierce

Your Email

louis.ragozzino@wright-pierce.com

Contractor Being Evaluated

Atlas

Description of past project(s) that you were involved in with the Contractor. Include type of project, location, year completed and approximate final construction value.

Newport 3MG tank, ongoing

Your role in the above-described project(s).

Engineer

Per telephone conversation with P. Georgetti 01/17/23

Jamestown Tank Rehabilitation Project Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

1. Competence of Project Manager

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1	2	3	4	5	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

2. Competence of Superintendent

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1	2	3	4	5	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

3. Quality of Work

Poor workmanship, disregard for drawings and specifications, needed constant oversight.	1	2	3	4	5	Excellent workmanship, understood what was required, worked well without oversight.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

4. Quality of Site Control

Poor management of dust, erosion controls, noise and traffic and/or frequent complaints.	1	2	3	4	5	Excellent management of dust, erosion controls, noise and traffic.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

5. Overall Owner/Engineer/Public Interaction

Poor communication skills, frequent misunderstanding or confrontation, difficulty scheduling meetings.	1	2	3	4	5	Excellent communication skills, highly organized.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

6. Schedule Expectations

Very unrealistic schedule or did not provide schedule despite Owner request.	1	2	3	4	5	Very realistic schedule, provided in a timely manner.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Jamestown Tank Rehabilitation Project Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

7. Delivery of the Project on Time

Frequently missed milestones, project was significantly delayed due to factors completely within the Contractor's control.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Milestones were consistently met, project was completed on schedule or was completed within a time frame considering factors outside of the Contractor's control.
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8. How Legitimate were the Change Order Requests?

One or more of the change orders were baseless.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	All of the change order(s) were justified or requested by the Owner (or no change orders requested).
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9. How Reasonable were the Cost of the Change Orders?

The value of the change order(s) were excessive; difficult negotiation process.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	The value of the change orders was very fair; negotiation was respectful (or no change orders were requested).
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10. Management of Sub-Contractors.

Poor quality of work by sub-contractors, frequent scheduling problems.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Excellent quality of work by sub-contractors, worked seamlessly with Contractor.
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11. Project Organization

Poor organization skills, performed work without approved submittals, submittal process cumbersome.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Excellent organization skills, ensured submittals were organized and timely.
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12. Overall Experience with the Contractor

If given the choice, would not work with again.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Would highly recommend.
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Jamestown Tank Rehabilitation Project

Questionnaire

Pare is asking for your assistance in evaluating Contractors for an upcoming water storage tank rehabilitation project. The project involves blasting and coating the interior and exterior of (2) 1 million gallon water storage tanks. Please answer all questions to the best of your knowledge. Thank you for your cooperation.

Your Name: Peter Abreu

Your Company: Saratoga County Department of Public Works

Your Email: pabreu@saratogacountyny.gov

Contractor Being Evaluated: Atlas Painting and Sheeting

Description of past project(s) that you were involved in with the Contractor. Include type of project, location, year completed and approximate final construction value.:

Contract was rehabilitation of a 100,000 gallon steel water tank located in Ballston Spa, NY. Tank provided water to Saratoga County complex. Tank was erected in 1986. Work included removing old paint, repair of tank corrosion, coating interior and exterior of tank. Removal and installation metal ladder system and safety cables to meet current standards, removal of section of damaged/leaking plate beneath tank bowl and installation of new plating and bellows flange. Installation of a temporary water bypass pump system to provide water to complex while tank off line. Scaffolding was erected and entire tank was enclosed in tarps during paint removal and painting.

Contract signed 2020.03.27.

Mobilization to site 2020.06.04

Projected completion date 2020.10.07

Tank brought back on line 2021.01.27

Contractor demobilization 2021.02

Substantial Completion issued 2021.03.05

Final electrical work completed 2021.09.01

Final change order and billing completed 2022.03.01

Initial Construction Costs: \$1,187,700. Final Cost \$1,068,187.93

Your role in the above-described project(s).

Project Engineer

Jamestown Tank Rehabilitation Project Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

1. Competence of Project Manager

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1 2 3 4 5 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
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2. Competence of Superintendent

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
---	---	---

3. Quality of Work

Poor workmanship, disregard for drawings and specifications, needed constant oversight.	1 2 3 4 5 <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <i>WELDING</i> <i>ELECTRICAL</i> <i>PAINTING</i>	Excellent workmanship, understood what was required, worked well without oversight.
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4. Quality of Site Control

Poor management of dust, erosion controls, noise and traffic and/or frequent complaints.	1 2 3 4 5 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <i>PAINTING</i> ↑ <i>DID NOT PROTECT ADEQUATELY THE 12" Ø SUPPLY PIPE - CONSTRUCTION DEBRIS, STEEL SHOT, WELDING RODS FOUND IN PIPE.</i>	Excellent management of dust, erosion controls, noise and traffic.
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5. Overall Owner/Engineer/Public Interaction

Poor communication skills, frequent misunderstanding or confrontation, difficulty scheduling meetings.	1 2 3 4 5 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Excellent communication skills, highly organized.
--	---	---

6. Schedule Expectations

Very unrealistic schedule or did not provide schedule despite Owner request.	1 2 3 4 5 <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Very realistic schedule, provided in a timely manner.
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Jamestown Tank Rehabilitation Project Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

7. Delivery of the Project on Time

Frequently missed milestones, project was significantly delayed due to factors completely within the Contractor's control.

1 2 3 4 5

Milestones were consistently met, project was completed on schedule or was completed within a time frame considering factors outside of the Contractor's control.

8. How Legitimate were the Change Order Requests?

One or more of the change orders were baseless.

1 2 3 4 5

All of the change order(s) were justified or requested by the Owner (or no change orders requested).

9. How Reasonable were the Cost of the Change Orders?

The value of the change order(s) were excessive; difficult negotiation process.

1 2 3 4 5

The value of the change orders was very fair; negotiation was respectful (or no change orders were requested).

10. Management of Sub-Contractors.

Poor quality of work by sub-contractors, frequent scheduling problems.

1 2 3 4 5

Excellent quality of work by sub-contractors, worked seamlessly with Contractor.

11. Project Organization

Poor organization skills, performed work without approved submittals, submittal process cumbersome.

1 2 3 4 5

Excellent organization skills, ensured submittals were organized and timely.

12. Overall Experience with the Contractor

If given the choice, would not work with again.

1 2 3 4 5

Would highly recommend.

Jamestown Tank Rehabilitation Project Questionnaire

Pare is asking for your assistance in evaluating Contractors for an upcoming water storage tank rehabilitation project. The project involves blasting and coating the interior and exterior of (2) 1 million gallon water storage tanks. Please answer all questions to the best of your knowledge. Thank you for your cooperation.

Your Name

Peter Holland, PE

Your Company

MJ Engineering and Land Surveying, P.C.

Your Email

pholland@mjels.com

Contractor Being Evaluated

Atlas Painting and Sheeting Corp.

Description of past project(s) that you were involved in with the Contractor. Include type of project, location, year completed and approximate final construction value.

Rehabilitation of a 400,000 gallon hydropillar in the Town of Halfmoon, NY. The project involved the surface preparation and recoating of interior and exterior tank surfaces as well as the installation of an active tank mixing system and the replacement of an existing cathodic protection system. The project was completed in January 2019 for a total construction cost of \$529,000.

Your role in the above-described project(s).

Lead Engineer

Jamestown Tank Rehabilitation Project Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

1. Competence of Project Manager

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1	2	3	4	5	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

2. Competence of Superintendent

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1	2	3	4	5	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

3. Quality of Work

Poor workmanship, disregard for drawings and specifications, needed constant oversight.	1	2	3	4	5	Excellent workmanship, understood what was required, worked well without oversight.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

4. Quality of Site Control

Poor management of dust, erosion controls, noise and traffic and/or frequent complaints.	1	2	3	4	5	Excellent management of dust, erosion controls, noise and traffic.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

5. Overall Owner/Engineer/Public Interaction

Poor communication skills, frequent misunderstanding or confrontation, difficulty scheduling meetings.	1	2	3	4	5	Excellent communication skills, highly organized.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

6. Schedule Expectations

Very unrealistic schedule or did not provide schedule despite Owner request.	1	2	3	4	5	Very realistic schedule, provided in a timely manner.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Jamestown Tank Rehabilitation Project Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

7. Delivery of the Project on Time

Frequently missed milestones, project was significantly delayed due to factors completely within the Contractor's control.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Milestones were consistently met, project was completed on schedule or was completed within a time frame considering factors outside of the Contractor's control.
--	---	---

8. How Legitimate were the Change Order Requests?

		N/A - No change orders for this project					
One or more of the change orders were baseless.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	All of the change order(s) were justified or requested by the Owner (or no change orders requested).					

9. How Reasonable were the Cost of the Change Orders?

		N/A - No change orders for this project					
The value of the change order(s) were excessive; difficult negotiation process.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	The value of the change orders was very fair; negotiation was respectful (or no change orders were requested).					

10. Management of Sub-Contractors.

Poor quality of work by sub-contractors, frequent scheduling problems.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Excellent quality of work by sub-contractors, worked seamlessly with Contractor.
--	---	--

11. Project Organization

Poor organization skills, performed work without approved submittals, submittal process cumbersome.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Excellent organization skills, ensured submittals were organized and timely.
---	---	--

12. Overall Experience with the Contractor

If given the choice, would not work with again.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Would highly recommend.
---	---	-------------------------

Jamestown Tank Rehabilitation Project Questionnaire

Pare is asking for your assistance in evaluating Contractors for an upcoming water storage tank rehabilitation project. The project involves blasting and coating the interior and exterior of (2) 1 million gallon water storage tanks. Please answer all questions to the best of your knowledge. Thank you for your cooperation.

Your Name

Timothy Walck

Your Company

Wendel WD Architecture, Engineering, Surveying and Landscape Architecture, P.C.

Your Email

twalck@wendelcompanies.com

Contractor Being Evaluated

Atlas Painting and Sheeting Corp.

Description of past project(s) that you were involved in with the Contractor. Include type of project, location, year completed and approximate final construction value.

Wendel has been involved with multiple tank painting projects with Atlas over many years. The latest was a 1.5 million gallon elevated tank, where the exterior and interior wet surfaces were blasted and recoated. That project was approximately 10 years ago and was over one million dollars. Tank was owned and contract was with the Erie County Water Authority.

Your role in the above-described project(s).

I was Engineer-of-Record. Wendel designed the project, provided services during construction, and provided construction observation.

Jamestown Tank Rehabilitation Project Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

1. Competence of Project Manager

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1	2	3	4	5	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

2. Competence of Superintendent

Poor understanding of the project requirements, frequent shortages or delays with manpower, materials and/or equipment.	1	2	3	4	5	Excellent understanding of the project requirements, no problems with manpower, materials and/or equipment.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

3. Quality of Work

Poor workmanship, disregard for drawings and specifications, needed constant oversight.	1	2	3	4	5	Excellent workmanship, understood what was required, worked well without oversight.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

4. Quality of Site Control

Poor management of dust, erosion controls, noise and traffic and/or frequent complaints.	1	2	3	4	5	Excellent management of dust, erosion controls, noise and traffic.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

5. Overall Owner/Engineer/Public Interaction

Poor communication skills, frequent misunderstanding or confrontation, difficulty scheduling meetings.	1	2	3	4	5	Excellent communication skills, highly organized.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

6. Schedule Expectations

Very unrealistic schedule or did not provide schedule despite Owner request.	1	2	3	4	5	Very realistic schedule, provided in a timely manner.
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Jamestown Tank Rehabilitation Project Contractor Evaluation Questionnaire

For each of the following questions, please select a rating of 1 through 5 that most closely represents your experience with the Contractor on the project(s) indicated. Please answer every question.

7. Delivery of the Project on Time

Frequently missed milestones, project was significantly delayed due to factors completely within the Contractor's control.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Milestones were consistently met, project was completed on schedule or was completed within a time frame considering factors outside of the Contractor's control.
--	---	---

8. How Legitimate were the Change Order Requests?

One or more of the change orders were baseless.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	All of the change order(s) were justified or requested by the Owner (or no change orders requested).
---	---	--

9. How Reasonable were the Cost of the Change Orders?

The value of the change order(s) were excessive; difficult negotiation process.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	The value of the change orders was very fair; negotiation was respectful (or no change orders were requested).
---	---	--

10. Management of Sub-Contractors.

Poor quality of work by sub-contractors, frequent scheduling problems.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Excellent quality of work by sub-contractors, worked seamlessly with Contractor.
--	---	--

11. Project Organization

Poor organization skills, performed work without approved submittals, submittal process cumbersome.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Excellent organization skills, ensured submittals were organized and timely.
---	---	--

12. Overall Experience with the Contractor

If given the choice, would not work with again.	1 2 3 4 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Would highly recommend.
---	---	-------------------------

Peter Georgetti

From: Michele Alban <Michele.Alban@alliant.com>
Sent: Friday, January 6, 2023 9:17 AM
To: Peter Georgetti
Cc: Andrew Bly
Subject: RE: 17103.01 Jamestown-Tank Repainting - Howland Ave Tank Rehab Project

[EXTERNAL]

Peter,

We can confirm that the bid bond is a valid bid bond issued and to our knowledge there has been no claims or defaults.

The surety program for Atlas is \$25M Single/\$35M Aggregate.

Please let us know if you have any further questions.

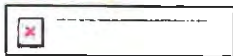
Thanks!

Michele Alban
Assistant Vice President
Surety Manager
Construction Services Group

10320 Little Patuxent Parkway, Suite 560
Columbia, MD 21046

D (443) 656-9030
C (410) 456-3326
E Michele.Alban@alliant.com

alliant.com



Alliant Insurance Services, Inc.
CA License No. 0C36861

From: Peter Georgetti <PGeorgetti@parecorp.com>
Sent: Thursday, January 5, 2023 3:31 PM
To: Michele Alban <michele.alban@alliant.com>
Subject: 17103.01 Jamestown-Tank Repainting - Howland Ave Tank Rehab Project

This message has originated outside the organization.



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Inspection Detail

Quick Link Reference

[1559725.015](#) | [1419269.015](#) | [1077618.015](#) | [901853.015](#)

Case Status: CLOSED

Inspection: 1559725.015 - Atlas Painting And Sheeting Corp.

Inspection Information - Office: Springfield

Inspection Nr: 1559725.015

Report ID: 0112600

Open Date: 10/22/2021

Site Address:

Atlas Painting And Sheeting Corp.
27 Shrewsbury Street
Worcester, MA 01604

Union Status: Union

SIC:

NAICS: 237310/ Highway, Street, and Bridge Construction

Mailing Address:

465 Creekside Drive, Amherst, NY 14228

Inspection Type: Referral

Safety/Health: Health

Scope: Partial

Close Conference: 01/19/2022

Advanced Notice: N

Emphasis: N:Lead

Ownership: Private

Close Case:01/31/2022

Related Activity

Type	Activity Nr	Safety	Health
Referral	1824921		Yes

Case Status: CLOSED

Case Status: CLOSED

Inspection: 1419269.015 - Atlas Painting And Sheeting Corporation

Inspection Information - Office: Hartford

Inspection Nr: 1419269.015

Report ID: 0112000

Open Date: 07/30/2019

Site Address:

Atlas Painting And Sheeting Corporation
Park Street I-84
Hartford, CT 06101

Union Status: NonUnion

SIC:

NAICS: 238320/Painting and Wall Covering
Contractors

Mailing Address:

465 Creekside Drive, Amherst, NY 14228

Inspection Type: Complaint

Safety/Health: Safety

Scope: Partial

Close Conference: 07/30/2019

Advanced Notice: N

Emphasis: L:Eisaof, L:Eisax30, L:Fall

Ownership: Private

Close Case:09/10/2019

Related Activity

Type	Activity Nr	Safety	Health
Complaint	1482408	Yes	

Case Status: CLOSED

Violation Summary

Violations/Penalties	Serious	Willful	Repeat	Other	Unclass	Total
Initial Violations	1					1
Current Violations	1					1
Initial Penalty	\$3,978	\$0	\$0	\$0	\$0	\$3,978
Current Penalty	\$2,785	\$0	\$0	\$0	\$0	\$2,785
FTA Penalty	\$0	\$0	\$0	\$0	\$0	\$0

Violation Items

#	Citation ID	Citation Type	Standard	Issuance Date	Abatement Due Date	Current Penalty	Initial Penalty	FTA Penalty	Contest	Latest Event	Note
1.	01001A	Serious	19260453 B02 V	08/22/2019		\$2,785	\$3,978	\$0		I - Informal Settlement	
2.	01001B	Serious	19260453 B02 IV	08/22/2019		\$0	\$0	\$0		I - Informal Settlement	

Case Status: CLOSED

Inspection: 1077618.015 - Atlas Painting & Sheeting Corp.

Inspection Information - Office: Albany

Inspection Nr: 1077618.015

Report ID: 0213100

Open Date: 07/15/2015

Site Address:

Atlas Painting & Sheeting Corp.
Milepost Bs 1.08 Berkshire Spur Bridge
Selkirk, NY 12158

Union Status: Union

SIC:

NAICS: 238320/Painting and Wall Covering
Contractors

Mailing Address:

465 Creekside Drive, Amherst, NY 14228

Inspection Type: Referral

Safety/Health: Safety

Scope: Partial

Close Conference: 07/15/2015

Advanced Notice: N

Emphasis: L:Highway

Ownership: Private

Close Case:10/16/2015

Related Activity

Type	Activity Nr	Safety	Health
Referral	1001342	Yes	

Case Status: CLOSED

Case Status: CLOSED

Inspection: 901853.015 - Atlas Painting & Sheeting Corp.

Inspection Information - Office: Boston South

Inspection Nr: 901853.015

Report ID: 0111400

Open Date: 04/19/2013

Site Address:

Atlas Painting & Sheeting Corp.
Sagamore Bridge
Bourne, MA 02532

Union Status: Union

SIC:

NAICS: 238320/Painting and Wall Covering
Contractors

Mailing Address:

465 Creekside Drive, Amherst, NY 14228

Inspection Type: Referral

Safety/Health: Safety

Scope: Partial

Close Conference: 04/19/2013

Advanced Notice: N

Emphasis: L:Fall

Ownership: Private

Close Case:08/07/2013

Related Activity

Type	Activity Nr	Safety	Health
Referral	814688	Yes	
Inspection	901843	Yes	

Case Status: CLOSED

Violation Summary

Violations/Penalties	Serious	Willful	Repeat	Other	Unclass	Total
Initial Violations	1					1
Current Violations				1		1
Initial Penalty	\$2,975	\$0	\$0	\$0	\$0	\$2,975
Current Penalty	\$0	\$0	\$0	\$1,488	\$0	\$1,488
FTA Penalty	\$0	\$0	\$0	\$0	\$0	\$0

Violation Items

#	Citation ID	Citation Type	Standard	Issuance Date	Abatement Due Date	Current Penalty	Initial Penalty	FTA Penalty	Contest	Latest Event	Note
1.	01001	Other	19261053 B09	07/01/2013		\$1,488	\$2,975	\$0		I - Informal Settlement	

UNITED STATES DEPARTMENT OF LABOR

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Washington, DC 20210
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TTY
www.OSHA.gov

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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

Christina D. Collins
Finance Director

MEMORANDUM

TO: Jamie A. Hainsworth, Town Administrator
FROM: Christina D. Collins, Finance Director 
DATE: January 20, 2023
SUBJECT: Budget to Actual- Water & Sewer

Attached is Budget to Actual report for the Fiscal Year 2023. The report contains the expenses that have been paid through December 31, 2022.

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

**Budget vs Actual - Water
TOWN OF JAMESTOWN, RI
For 12/31/2022**

Run: 1/20/2023 at 12:15 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	%
					of Budget
2102 7000 70100 00 Salary- Public Works Director	26,806.00	3,266.34	8,762.42	18,043.58	32.69
2102 7000 70102 00 Salary- Accounting	48,536.00	4,875.30	24,882.49	23,653.51	51.27
2102 7000 70103 00 Salary - Treatment Plant Operator	84,987.00	9,338.40	43,720.43	41,266.57	51.44
2102 7000 70104 00 Ass't Plant Operator w/longevity	77,905.00	8,323.20	45,463.54	32,441.46	58.36
2102 7000 70105 00 Salary - Plant Operator	64,486.00	7,440.00	35,435.82	29,050.18	54.95
2102 7000 70339 00 License Yrly	1,800.00	0.00	0.00	1,800.00	0.00
2102 7000 70513 00 Treatment Plant Operator - OT	15,000.00	674.19	4,116.40	10,883.60	27.44
2102 7000 70514 00 Ass't Treatment Plant Operator OT	15,000.00	2,612.14	9,715.32	5,284.68	64.77
2102 7000 70515 00 Plant Operator- OT	10,000.00	1,488.00	4,213.95	5,786.05	42.14
7000 Salaries	344,520.00	38,017.57	176,310.37	168,209.63	51.18
2102 7001 70900 00 SOCIAL SECURITY TAX	26,356.00	2,542.45	12,591.39	13,764.61	47.77
2102 7001 70901 00 Blue Cross/Delta Dental	47,900.00	3,196.08	20,163.06	27,736.94	42.09
2102 7001 70902 00 Worker's Compensation	20,000.00	0.00	0.00	20,000.00	0.00
2102 7001 70903 00 Retirement System	36,750.00	0.00	10,396.58	26,353.42	28.29
2102 7001 70906 00 Life Insurance	670.00	58.05	290.25	379.75	43.32
2102 7001 70910 00 Clothing	1,500.00	0.00	288.50	1,211.50	19.23
7001 Benefits	133,176.00	5,796.58	43,729.78	89,446.22	32.84
7000/7001 Salaries & Benefits	477,696.00	43,814.15	220,040.15	257,655.85	46.06
2102 7005 70601 00 Maintenance	6,000.00	420.00	420.00	5,580.00	7.00
2102 7005 70606 00 ALARM LINES	3,000.00	417.79	2,100.55	899.45	70.02
7005 Reservoirs/Rights of Way	9,000.00	837.79	2,520.55	6,479.45	28.01
2102 7006 70601 00 Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
2102 7006 70636 00 Wells- Electricity	15,000.00	0.00	3,238.10	11,761.90	21.59
7006 Wells	16,000.00	0.00	3,238.10	12,761.90	20.24
2102 7010 70008 00 Lab Supplies - Water	15,000.00	326.90	4,952.41	10,047.59	33.02
2102 7010 70631 00 Chemicals	70,000.00	5,353.47	30,671.64	39,328.36	43.82
2102 7010 70632 00 Heat	18,000.00	49.99	1,003.50	16,996.50	5.58
2102 7010 70633 00 Equip. Maintenance	45,000.00	(29.42)	9,675.60	35,324.40	21.50
2102 7010 70634 00 Professional Services	5,000.00	820.00	23,934.63	(18,934.63)	478.69
2102 7010 70635 00 Telephone	3,500.00	283.66	1,258.28	2,241.72	35.95
2102 7010 70636 00 Pumpout- Electricity	60,000.00	0.00	14,626.01	45,373.99	24.38
2102 7010 70637 00 Bldg Maint	8,000.00	2,239.19	5,609.74	2,390.26	70.12
2102 7010 70638 00 State Testing	12,000.00	1,350.50	4,641.47	7,358.53	38.68
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	0.00	920.00	2,580.00	26.29
2102 7010 70645 00 WATER SLUDGE DISPOSAL	16,500.00	5,300.73	7,004.91	9,495.09	42.45
7010 Pump Station & Treatment Plant	262,500.00	15,695.02	106,098.19	156,401.81	40.42
2102 7011 70636 00 South Pond- Electricity	3,000.00	0.00	172.47	2,827.53	5.75
2102 7011 70637 00 South Pond Transfer Pump	4,000.00	0.00	0.00	4,000.00	0.00
7011 South Pond Pre-Treatment Bldg	7,000.00	0.00	172.47	6,827.53	2.46
2102 7012 70636 00 Water Tower- Electricity	3,000.00	0.00	235.89	2,764.11	7.86
2102 7012 70643 00 Water Tower - Maintenance	500.00	0.00	0.00	500.00	0.00
7012 Water Tower	3,500.00	0.00	235.89	3,264.11	6.74
2102 7013 70644 00 Vehicles Gas & Oil	2,000.00	0.00	617.75	1,382.25	30.89
2102 7013 70645 00 Repair and Maintenance	4,000.00	0.00	78.02	3,921.98	1.95
7013 Vehicles	6,000.00	0.00	695.77	5,304.23	11.60
2102 7020 70651 00 Clamps	1,500.00	287.05	4,589.15	(3,089.15)	305.94
2102 7020 70652 00 Pipe	5,500.00	0.00	848.85	4,651.15	15.43
2102 7020 70653 00 Backfill & Excavation	2,000.00	0.00	0.00	2,000.00	0.00
7020 Maintenance & Laterials	9,000.00	287.05	5,438.00	3,562.00	60.42
2102 7030 70661 00 Service Repairs	10,000.00	0.00	0.00	10,000.00	0.00
2102 7030 70663 00 New Services	5,000.00	1,106.44	1,106.44	3,893.56	22.13
7030 Water Division Services	15,000.00	1,106.44	1,106.44	13,893.56	7.38
2102 7040 70672 00 Supplies/Expenses	14,000.00	4,003.62	8,391.78	5,608.22	59.94
7040 Meters	14,000.00	4,003.62	8,391.78	5,608.22	59.94
2102 7050 70681 00 Hydrants- Maintenance	8,500.00	0.00	0.00	8,500.00	0.00
7050 Hydrants	8,500.00	0.00	0.00	8,500.00	0.00
2102 7060 70923 00 Billing	6,500.00	0.00	1,044.89	5,455.11	16.08

Budget vs Actual - Water
TOWN OF JAMESTOWN, RI
For 12/31/2022

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
2102 7060 70924 00 Insurance	7,920.00	0.00	0.00	7,920.00	0.00
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	82.00	3,623.15	2,376.85	60.39
7060 Administration	23,420.00	82.00	4,668.04	18,751.96	19.93
2102 7070 70300 00 Water Debt	434,247.00	0.00	3,710.00	430,537.00	0.85
2102 7070 70940 00 Interest	68,530.00	0.00	0.00	68,530.00	0.00
7070 Debt Service	502,777.00	0.00	3,710.00	499,067.00	0.74
2102 7080 70800 00 Water- Capital	100,000.00	0.00	0.00	100,000.00	0.00
7080 Capital	100,000.00	0.00	0.00	100,000.00	0.00
2102 7081 70604 00 Distribution	0.00	5,101.00	19,681.00	(19,681.00)	0.00
2102 7081 71303 00 WATER MANAGEMENT PLAN	0.00	0.00	1,620.00	(1,620.00)	0.00
Total Expenses	0.00	5,101.00	21,301.00	(21,301.00)	0.00
Total Expenses	1,454,393.00	70,927.07	377,616.38	1,076,776.62	25.96

Budget vs Actual - Sewer
TOWN OF JAMESTOWN, RI
For 12/31/2022

Run: 1/20/2023 at 12:12 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	%
					of Budget
2103 7000 70100 00 Salary, Public Works Director	26,806.00	3,266.36	8,762.43	18,043.57	32.69
2103 7000 70101 00 Salary- Superintendent	87,415.00	9,338.42	43,452.68	43,962.32	49.71
2103 7000 70102 00 Salary, Clerical	48,443.00	4,875.30	24,882.50	23,560.50	51.36
2103 7000 70103 00 Salaries, Ass't Superintendent	77,905.00	8,323.20	44,507.67	33,397.33	57.13
2103 7000 70104 00 Salaries- Plant Operator	68,678.00	7,440.00	42,641.98	26,036.02	62.09
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	0.00	332.31	1,167.69	22.15
2103 7000 70511 00 Wastewater Superintendent - OT	13,000.00	756.54	5,518.44	7,481.56	42.45
2103 7000 70513 00 Ass't Superintendent - OT	13,000.00	1,797.60	7,311.22	5,688.78	56.24
2103 7000 70514 00 Plant Operator - OT	10,000.00	1,684.02	2,470.74	7,529.26	24.71
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	26,550.00	2,510.09	12,765.13	13,784.87	48.08
2103 7000 70901 00 Blue Cross/Delta Dental	49,500.00	3,157.33	19,961.49	29,538.51	40.33
2103 7000 70902 00 Worker'S Compensation	8,000.00	0.00	0.00	8,000.00	0.00
2103 7000 70903 00 Retirement System	38,000.00	0.00	10,712.51	27,287.49	28.19
2103 7000 70906 00 Life Insurance	695.00	58.05	290.25	404.75	41.76
7000 Salaries	471,292.00	43,206.91	225,409.35	245,882.65	47.83
7000/7001 Salaries & Benefits	471,292.00	43,206.91	225,409.35	245,882.65	47.83
2103 7002 70001 00 Power- Electricity	60,000.00	3,179.93	16,529.88	43,470.12	27.55
2103 7002 70002 00 Chemicals	3,000.00	0.00	978.50	2,021.50	32.62
2103 7002 70003 00 Heat	20,000.00	1,991.73	3,234.44	16,765.56	16.17
2103 7002 70004 00 Water	2,000.00	0.00	479.70	1,520.30	23.99
2103 7002 70005 00 Chlorine	10,000.00	2,290.43	6,914.11	3,085.89	69.14
2103 7002 70006 00 Equipment Maintenance	30,000.00	1,765.71	12,022.07	17,977.93	40.07
2103 7002 70007 00 Misc. Supplies, Office, Cleani	10,000.00	504.57	3,629.50	6,370.50	36.30
2103 7002 70008 00 Lab Supplies	5,500.00	0.00	1,712.83	3,787.17	31.14
2103 7002 70009 00 Telephone	2,200.00	52.26	220.54	1,979.46	10.02
2103 7002 70010 00 Alarm Line- N.E.T.	7,500.00	571.08	2,905.18	4,594.82	38.74
2103 7002 70011 00 Sludge Composting	50,000.00	3,516.03	19,899.98	30,100.02	39.80
2103 7002 70012 00 Truck Operation & Maintenance	2,000.00	0.00	1,762.66	237.34	88.13
2103 7002 70013 00 Gas- Truck	3,500.00	0.00	594.58	2,905.42	16.99
2103 7002 70014 00 State Mandated Testing	28,500.00	4,245.00	15,959.07	12,540.93	56.00
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	0.00	70.00	930.00	7.00
2103 7002 70600 00 Professional Services	2,000.00	0.00	0.00	2,000.00	0.00
7002 Wastewater Treatment Facility	239,700.00	18,116.74	86,913.04	152,786.96	36.26
2103 7003 70017 00 Pumping Station #3	7,500.00	212.00	992.51	6,507.49	13.23
2103 7003 70018 00 Pumping Station #1	37,000.00	1,106.71	5,246.69	31,753.31	14.18
2103 7003 70019 00 Pumping Station #2	16,000.00	560.98	2,114.22	13,885.78	13.21
2103 7003 70020 00 Pumping Station #4	1,000.00	0.00	172.32	827.68	17.23
7003 Pumping Stations	61,500.00	1,879.69	8,525.74	52,974.26	13.86
2103 7004 70598 00 Equipment Insurance	4,000.00	0.00	0.00	4,000.00	0.00
7004 Insurance	4,000.00	0.00	0.00	4,000.00	0.00
2103 7005 70021 00 Maintenance Sewer Mains	12,000.00	0.00	4,100.00	7,900.00	34.17
2103 7005 70504 00 Payment Of Principal - Town	39,225.00	0.00	0.00	39,225.00	0.00
2103 7005 70605 00 Interest Payments	8,216.00	0.00	34,762.50	(26,546.50)	423.11
7005 Sanitary Sewers, Laterials & Mains	59,441.00	0.00	38,862.50	20,578.50	65.38
2103 7081 70801 00 Sewer Capital	70,000.00	49,425.45	172,235.07	(102,235.07)	246.05
7081 Capital Improvements	70,000.00	49,425.45	172,235.07	(102,235.07)	246.05
Total Expenses	905,933.00	112,628.79	531,945.70	373,987.30	58.72

TC JAN 17
CLASSP



TOWN OF JAMESTOWN

One Day Event/Entertainment Application

\$5.00 Application Fee

All licenses are issued subject to the resolution of debts, taxes and appropriate signatures

Please complete the following information:

- Seasonal Event
- Parade
- Race
 - Bicycle/Wheelchair
 - Run/Jog/Walk/Wheelchair
 - Marine Vessel
- Art/Craft Show
- Theatre/Film Production
- Concert
- Miscellaneous Function (please explain)
 - Exhibition Opening

Name of Event: (if applicable) Exhibition Opening Harnessing Color

Date of Event: 1-27-23 Hours of Event: 5:30 - 7:30 pm

Location of Event: 18 Valley St Number of people attending: 100

Name of Applicant/ Business: Jamestown Arts Center

Mailing Address: P.O. Box 97 Business Phone #: [Redacted]

Jamestown, RI 02835 Email Address: [Redacted]

Contact Person: Mawson Coleman Phone Number: [Redacted]

List the type of entertainment being requested, if applicable (Band, DJ, etc) None

Who will the event benefit? JAC

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

R.I. Show Promoter's Permit Number, per RIGL § 44-19-1, (if applicable): n/a

If the applicant is a Non-Profit [Redacted] Non-Profit ID #: [Redacted]

Number of Vendors/Peddlers: (circle one) N/A 1-10 11-20 21-30 31-40 41-50

All vendor/peddlers must submit an application to the Town Clerk's Office

What types of items will be sold at this event? _____

Will alcohol be provided and/or served at this event? if yes, Alcohol liability insurance must be provided Yes No

Will traffic control be needed? Yes No
If yes, Please contact the Jamestown Police Department

Note: All applicants must submit a liability insurance policy with coverage in the amount of \$1,000,000 (one million dollars) when using Town owned property, naming the Town of Jamestown as an additional Certificate Holder.

Certificate of insurance: Yes No

If there is additional information for the Town Council that you would like to add please attach separate correspondence.

Signature of Applicant: [Signature]

Please attend the Town Council meeting on the _____ day of _____, 20____ for Council review.

RECEIVED:
JAN 04 2023 10:35 AM
Roberto J. Fagan
TOWN OF JAMESTOWN Town Clerk



Town of Jamestown
One Day
Event/Entertainment Application

RECEIVED:
JAN 13 2023 10:11 AM
TOWN OF JAMESTOWN

\$5.00 Application Fee

All licenses are issued subject to the resolution of debts, taxes and appropriate signatures

Please complete the following information:

- Seasonal Event
- Parade
- Race:
 - Bicycle/Wheelchair
 - Run/Jog/Walk/Wheelchair
 - Marine Vessel
- Art/Craft Show
- Theatre/Film Production
- Concert
- Miscellaneous Function (please explain)
 - Artist talk on our current exhibition of artists with disabilities.

Name of Event: (if applicable) JAC Talk with Conor Moynihan
 Date of Event: February 9, 2023 Hours of Event: 6:00-7:00 PM
 Location of Event: 18 Valley Street, Jamestown, RO 02835. Number of people attending: 40
 Name of Applicant/ Business: Jamestown Arts Center
 Mailing Address: 18 Valley Street, Jamestown, RI 02835. Business Phone #: (401)560-0979
 Email Address: [REDACTED]
 Contact Person: Kelly McDermott Phone Number: [REDACTED] 9

List the type of entertainment being requested, if applicable (Band, DJ, etc.): N/A

Who will the event benefit? Jamestown Arts Center

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

R.I. Show Promoter's Permit Number, per RIGL § 44-19-1, (if applicable): N/A

If the applicant is a Non-Profit [REDACTED] Yes
 Non-Profit ID #: [REDACTED]

Number of Vendors/Peddlers: (circle one) N/A 1-10 11-20 21-30 31-40 41-50
All vendor/peddlers must submit an application to the Town Clerk's Office

What types of items will be sold at this event? _____

Will alcohol be provided and/or served at this event? *If yes, Alcohol Liability Insurance must be provided* No

Will traffic control be needed? No
If yes, Please contact the Jamestown Police Department

Note: All applicants must submit a liability insurance policy with coverage in the amount of \$2,000,000 (two million dollars) when using Town owned property, naming the Town of Jamestown as an additional Certificate Holder.

Certificate of insurance: No

If there is additional information for the Town Council that you would like to add please attach separate correspondence.



Town of Jamestown

One Day

Event/Entertainment Application

RECEIVED
JAN 11 2023 10:41 AM
TOWN OF JAMESTOWN, RI

\$5.00 Application Fee

All licenses are issued subject to the resolution of debts, taxes and appropriate signatures

Please complete the following information:

- Seasonal Event
- Parade
- Race:
 - Bicycle/Wheelchair
 - Run/Jog/Walk/Wheelchair
 - Marine Vessel
- Art/Craft Show
- Theatre/Film Production
- Concert
- Miscellaneous Function (please explain)

Free community art-making (weaving and printmaking) drop-in activities inspired by our current exhibition of artists with disabilities.

Name of Event: (if applicable): Harnessing color: Weaving and Printmaking Days

Date of Event: February 11, 2023 & March 4, 2023 Hours of Event: Noon-3:00PM

Location of Event: 18 Valley Street, Jamestown, RO 02835. Number of people attending: 50

Name of Applicant/ Business: Jamestown Arts Center

Mailing Address: 18 Valley Street, Jamestown, RI 02835. Business Phone #: [REDACTED]

Email Address: [REDACTED]

Contact Person: Kelly McDermott Phone Number: [REDACTED]

List the type of entertainment being requested, if applicable (Band, DJ, etc.): N/A

Who will the event benefit? Jamestown Arts Center

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

R.I. Show Promoter's Permit Number, per RIGL § 44-19-1, (if applicable): N/A

If the applicant is a Non-Profit organization, is it registered with the State? Yes

RI Tax ID #: [REDACTED] Non-Profit ID #: [REDACTED]

Number of Vendors/Peddlers: (circle one) N/A 1-10 11-20 21-30 31-40 41-50

All vendor/peddlers must submit an application to the Town Clerk's Office

What types of items will be sold at this event? _____

Will alcohol be provided and/or served at this event? *If yes, Alcohol Liability Insurance must be provided* No

Will traffic control be needed? No

If yes, Please contact the Jamestown Police Department

Note: All applicants must submit a liability insurance policy with coverage in the amount of \$2,000,000 (two million dollars) when using Town owned property, naming the Town of Jamestown as an additional Certificate Holder.

Certificate of insurance: No

If there is additional information for the Town Council that you would like to add please attach separate correspondence.

Signature of Applicant:

Please attend the Town Council meeting on the _____ day of _____, 20____ for Council review.



Town of Jamestown One Day Event/Entertainment Application

RECEIVED
TOWN OF JAMESTOWN
POLICE DEPARTMENT

\$5.00 Application Fee

All licenses are issued subject to the resolution of debts, taxes and appropriate signatures

Please complete the following information:

- Seasonal Event
- Parade
- Race:
 - Bicycle/Wheelchair
 - Run/Jog/Walk/Wheelchair
- Marine Vessel
- Art/Craft Show
- Theatre/Film Production
- Concert
- Miscellaneous Function (please explain)
Classical music string quartet

Name of Event: (if applicable) Newport String Quartet: Newport County Concert Series III
Date of Event: February 12, 2023 Hours of Event: 2:00-3:30 PM

Location of Event: 18 Valley Street, Jamestown, RI 02835. Number of people attending: 80

Name of Applicant/ Business: Jamestown Arts Center

Mailing Address: 18 Valley Street, Jamestown, RO 02835. Business Phone #: (401)560-0979

Email Address: [REDACTED]

Contact Person: Kelly McDermott Phone Number: [REDACTED]

List the type of entertainment being requested, if applicable (Band, DJ, etc.): Newport String Quartet

Who will the event benefit? Jamestown Arts Center

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

R.I. Show Promoter's Permit Number, per RIGL § 44-19-1, (if applicable): N/A

If the applicant is a Non-Profit organization, is it registered with the State? Yes

RI Tax ID #: [REDACTED] Non-Profit ID #: [REDACTED]

Number of Vendors/Peddlers: (circle one) N/A 1-10 11-20 21-30 31-40 41-50
All vendor/peddlers must submit an application to the Town Clerk's Office

What types of items will be sold at this event? _____

Will alcohol be provided and/or served at this event? If yes, Alcohol Liability Insurance must be provided No

Will traffic control be needed? No
If yes, please contact the Jamestown Police Department

Note: All applicants must submit a liability insurance policy with coverage in the amount of \$2,000,000 (two million dollars) when using Town owned property, naming the Town of Jamestown as an additional Certificate Holder.

Certificate of insurance: No

If there is additional information for the Town Council that you would like to add please attach separate correspondence.

Signature of Applicant: [Handwritten Signature]

Please attend the Town Council meeting on the _____ day of _____, 20____ for Council review.

TC 1/25

TOWN OF JAMESTOWN

Town Clerk's Office
93 Narragansett Avenue
Jamestown, RI 02835
423-7200 ~ fax: 423-7230

RECEIVED
JAN 31 2023 10:49 AM
Robert L. Foglio
TOWN OF JAMESTOWN Town Clerk

March 1, 2023 – February 28, 2024

Renewal Trash Collector License Application

Please provide the Town Clerk's office with the following:

License Fee \$100.00

Corporate Name: Island Rubbish Service, Inc

DBA: _____

Business Address: 8 Swinburne Street
Jamestown, RI 02835

Business Phone #: 401-423-1802

Hours of Operation: 5am - 4pm

Mailing Address (if different from above) _____

Partnerships & Corporations: Please list names, addresses & dates of birth for all partners and principal officers/stockholders:

Name	Address	Date of Birth
<u>Steven J. Tiexiera</u>	<u>91 Howland Ave</u>	<u>[REDACTED]</u>
<u>Michael J. Tiexiera</u>	<u>8 Swinburne St</u>	<u>[REDACTED]</u>
<u>Cheryl L. Page</u>	<u>8 Swinburne St</u>	<u>[REDACTED]</u>

Signature of Applicant: Cheryl L. Page

Print Name: Cheryl L. Page

TC 1/28

TOWN OF JAMESTOWN

Town Clerk's Office
93 Narragansett Avenue
Jamestown, RI 02835
423-7200 ~ fax: 423-7230

RECEIVED:
JAN 24 2023 11:09 AM
Roberta J. Fournier
TOWN OF JAMESTOWN Town Clerk

March 1, 2023 – February 28, 2024

Renewal Trash Collector License Application

Please provide the Town Clerk's office with the following:

License Fee \$100.00

Corporate Name: ALLIED WASTE SERVICES LLC
DBA: REPUBLIC SERVICES
Business Address: 1080 AIRPORT RD FALL RIVER MA 02720

Business Phone #: 774-488-3523
Hours of Operation: 7:30 AM - 5:30 PM
Mailing Address (if different from above)

Partnerships & Corporations: Please list names, addresses & dates of birth for all partners and principal officers/stockholders:

Name	Address	Date of Birth
<u>JOHN VANDER ARK, CEO & PRESIDENT</u>		
<u>TIM STUART, COO</u>		
<u>* HQ 18500 N. ALLIED WAY PHOENIX AZ 85054</u>		

Signature of Applicant:

Print Name:

JESSICA VELILLA, OPERATIONS CLERK

TC 1/23

Town of Jamestown

Town Clerk's Office
93 Narragansett Avenue
Jamestown, RI 02835
423-7282 ~ fax: 423-7230

March 1, 2023 – February 28, 2024

Peddler and Holiday License Application

JAN 17 2023 01:35 PM
Roberta J. Fagan
TOWN OF JAMESTOWN Town Clerk

Please provide the Town Clerk's office with the following:

- Retail Sales Tax Permit
- Department of Health Certificate
- \$1,000,000.00 Insurance Policy
- Holiday License Fee: \$20.00
- Peddler License Fee: \$25.00

Name of Applicant(Corporation Name): A.B. Munroe Dairy, Inc.

DBA: A.B. Munroe Dairy, Inc.

Business Address: 151 N. Brown Street
East Providence, RI 02914

Business Phone: 401.438.4450

Hours of Operation: 8am-5pm-office hours; 3am-1pm-Milkman

Mailing Address (if different from above): _____

Partnerships & Corporations: Please list names, addresses & dates of birth for all Partners and principal officers/stockholders:

Name	Address	Date of Birth
Robert Armstrong, Sr.	[REDACTED]	[REDACTED]
Robert Armstrong, Jr.	[REDACTED]	[REDACTED]
Elizabeth Armstrong	[REDACTED]	[REDACTED]

Signature of Applicant: [Handwritten Signature]

Tax & Water Assessments must be paid to date prior to any Town Council Action. All licenses are subject to the resolution of debts, taxes and appropriate signatures.



Town of Jamestown
Town Administrator
93 Narragansett Avenue
Jamestown, Rhode Island 02835-1199
401-423-9805
Email: jhainsworth@jamestownri.net

Jamie A. Hainsworth
Town Administrator

MEMORANDUM TO: Honorable Town Council
FROM: Jamie A. Hainsworth, Town Administrator
DATE: January 17, 2023
SUBJECT: Report for Town Council Meeting January 23, 2023

Congressional Funding Appropriation: During 2022 the Staff made an application for federal funding through Senator Jack Reed's office. The request was for the replacement of the water distribution line on North Road. Late last month we received notice from the Senator that Congress approved \$2.5 million dollars to the Town of Jamestown for the project.

Budget Process FY 2023-2024: Department heads have submitted their capital and operating budgets for FY 2023-2024, the Finance Director and I have begun meeting with them to form the proposed budget.

Rhode Island Resource Recovery (RIRR) Update: I attended a meeting along with other municipal representatives at the RIRR facility. We were informed on the projected tipping fees as well as the build out capacity of the landfill and recycling operations. The forecast is now the landfill will reach capacity in twenty years. RIRR is currently looking at alternatives for the future such as mixed solid waste processing. Municipal user fees are currently \$54.00 per ton and projected to rise by 2028 to \$68.00 per ton. They recommend and even caution everyone must do more to recycle and that proper recycling is imperative. Recycling is a learned behavior and has to become a way of life, saving both the environment while keeping trash costs down.

Roberta Fagan

From: Jamie Hainsworth
Sent: Monday, January 9, 2023 11:53 AM
To: Erik Brine; Mary Meagher (tiptoparch@msn.com); Michael White; Nancy Beye; Randall White
Cc: Roberta Fagan
Subject: FW: Press release

F.Y.I. Not sure if you all saw this.

I highlighted the Jamestown \$2.5 Million earmark funding.

TY
Jamie

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

<https://www.reed.senate.gov/news/releases/reed-bipartisan-leaders-ready-17-trillion-omnibus-appropriations-package>

DECEMBER 20, 2022

Reed, Bipartisan Leaders Ready \$1.7 Trillion Omnibus Appropriations Package

REED DELIVERS \$199.9 MILLION WORTH OF EARMARKS FOR LOCAL PROJECTS ACROSS RI | REED'S EARMARKS WILL HELP RI LOCALITIES AND NONPROFITS UPGRADE INFRASTRUCTURE, STRENGTHEN COMMUNITIES, EXPAND ACCESS TO HEALTH CARE, IMPROVE PUBLIC SAFETY, COMBAT CLIMATE CHANGE, & MORE

WASHINGTON, DC – With 2023 rapidly approaching, Congressional leaders have finally reached a bipartisan agreement on a \$1.7 trillion appropriations package for the remainder of fiscal year 2023 (which began October 1, 2022 and runs through September 30, 2023).

U.S. Senator Jack Reed (D-RI), a senior member of the Appropriations Committee and the Chairman of the Legislative Branch Subcommittee, says the Fiscal Year 2023 Consolidated Appropriations package will fund the federal government and invests in priorities to help hardworking Americans nationwide.

The bill includes key increases for health care, education, seniors, veterans and energy assistance programs and will help improve our infrastructure; strengthen national defense and U.S. supply chains; and put America on course for stronger economic growth.

Reed, who has spent the last year working with his fellow appropriators to craft and pass the legislation, successfully included \$199,891,239 in 'Congressionally directed spending' (also known as 'earmarks' or 'community project funding') for numerous projects across Rhode Island. These

targeted federal funds will fund impactful projects to support the work of state agencies, municipalities, military installations, universities, hospitals, public safety departments, and a range of nonprofits.

Senator Reed stated: "This long-awaited package provides critical funding for our country and communities. It wasn't easy getting here and this isn't a perfect bill, but it delivers real wins for Rhode Island and working families everywhere. It will strengthen neighborhoods and communities and help make life better for people.

"I was able to steer nearly \$200 million of earmarks to Rhode Island. These dedicated federal funds are a reflection of community need, requested by cities, towns, and nonprofits to advance projects that make a positive community impact.

"These funds will go directly to things like infrastructure upgrades, education and public health enhancements, job training, and other critical care and services.

"A relatively modest federal investment in a local transportation project or clean water upgrade can really have major, positive effects on a community, families, local businesses, and job creation. These projects directly serve community interests, and, in funding them, we keep the federal government working for the people."

Article I of the Constitution gives Congress the power of the purse and the authority to decide the amount of federal dollars spent and to direct how they are spent.

Earmarks are transparent, publicly-vetted investments that help ensure federal dollars are being directed to areas of community need. They are limited by Congress to less than 1 percent of all discretionary spending. There is a strict ban on the funds going to for-profit entities. And the Government Accountability Office (GAO) performs a required audit to ensure the funds are properly spent.

Overall, the \$1.7 trillion appropriations package includes \$772.5 billion for domestic priorities, including a significant increase in federal funding for veterans and new federal funding to improve child-care programs, combat substance abuse, and help needy families access food.

The bill also provides \$858 billion in defense discretionary spending, which is consistent with the bipartisan National Defense Authorization Act (NDAA) that Senator Reed helped enact.

Rhode Island will benefit from several key provisions in the defense section of the bill that Reed helped author, including \$14.7 billion for submarines, which will help modernize the Navy's submarine fleet and fuel a hiring boom for Rhode Island workers in good-paying manufacturing jobs. Reed also helped include \$104.1 million for Navy applied research on undersea warfare technologies, led by the Naval Undersea Warfare Center (NUWC).

The package also includes \$40.6 billion in emergency supplemental funding for disaster relief to aid communities nationwide. It also directs \$44.9 billion in emergency aid to Ukraine and our NATO allies for humanitarian, security, and economic assistance.

Notably, the bill also includes language based on the Electoral Count Reform Act to close loopholes in the formal electoral vote counting process.

As many families struggle with high energy prices this winter, Senator Reed successfully led effort to boost funding for the Low Income Home Energy Assistance Program (LIHEAP) by an additional \$1 billion, raising the overall LIHEAP total for FY23 to \$6.1 billion. This vital program helps millions of Americans stay safe and warm.

Senator Reed also helped raise the maximum Pell Grant award to \$7,395 and worked to include \$18.387 billion for Title I-A grants to K-12 schools, which will support public schools across Rhode Island. It also provides a much needed \$1.85 billion boost for child care, for a total of \$8 billion, and increases funding for Head Start Programs to nearly \$12 billion. These programs support working families and our youngest learners.

Reed also successfully led efforts to include \$501.6 million for the Suicide Prevention Lifeline to successfully transition to 988. This is a nearly \$400 million increase over last year. 988 is the

Lifeline's new three-digit dialing code that will route callers to the National Suicide Prevention Lifeline and is now active across the United States.

And as America charges ahead toward a cleaner energy future, the omnibus also includes Senator Reed's Electric Vehicle Grid Readiness, Improvement, and Development (EV GRID) Act directing the U.S. Department of Energy to study and develop a plan to prepare the nation's power grid for the influx of electricity demand related to EV adoption.

Now that members of the Appropriations Committee have reached bipartisan and bicameral agreement, both the House and Senate must pass identical versions of final omnibus appropriations bills before it can be sent to the President's desk to be signed into law.

Congress must pass the bill by Friday in order to keep the federal government operating before current stopgap appropriations law expires on December 23.

Senator Reed secured a number of community projects and priorities in the spending bills that will benefit Rhode Island, including:

FY23 Agriculture, Rural Development, Food and Drug Administration (AG) Appropriations: \$8,025,000

- \$5 million for Flood Mitigation in the Pocasset River Watershed Floodplain
- \$2.2 million for the Renovation and Expansion of the Warren Police Station
- \$825,000 for Water Supply and Fire Protection in Touisset Point

FY23 Commerce, Justice, and Science (CJS) Appropriations: \$7,500,000

- \$1.66 million for Save the Bay to Build a Pipeline of Habitat Restoration Projects
- \$1.3 million for URI to Increase Aquaculture Resiliency
- \$1 million for the Providence Police Department's Crime and Gun Violence Reduction Initiative
- \$1 million to Establish a Quantum Information Science Research Initiative at URI
- \$500,000 to Upgrade Public Safety Communications Equipment in Tiverton
- \$500,000 for the Commercial Fisheries Research Foundation to Conduct Research, Gear Development, and Gear Removal
- \$490,000 for Police Equipment in Glocester
- \$375,000 for Police Vehicles and Equipment in North Smithfield
- \$200,000 for Domestic Violence Prevention and Survivor Support at the Providence Housing Authority
- \$175,000 for the Bristol Police Department to Upgrade its Mobile Command Unit
- \$150,000 to Strengthen Nonviolence Interventions
- \$120,000 for Communication Dispatch Equipment in Foster
- \$30,000 for Mobile Data Terminals for the Portsmouth Police Department

FY23 Energy and Water Development (Energy & Water) Appropriations: \$29,159,000

- \$23.16 million for U.S. Army Corps of Engineers projects such as: Providence River and Harbor; Little Narragansett Bay; Woonsocket Flood Control; Fox Point Barrier, Narragansett Bay; and Silver Creek, Bristol.
- \$5 million for Energy Improvements in Rhode Island Public Buildings
- \$750,000 for Energy Efficiency Upgrades at the Providence Performing Arts Center
- \$250,000 for Energy Efficiency Retrofits at Groden Network Group Residences

FY23 Financial Services and General Government (FSGG) Appropriations: \$3,336,000

- \$2 million for Skills for Rhode Island's Future to Establish a Minority/Women-owned Small Business Hub

- \$812,000 for Farm Fresh RI to Provide Marketing Assistance for Local Food Producers
- \$232,000 for the Social Enterprise Greenhouse to Provide Entrepreneurship Assistance
- \$165,000 for Enhanced Exhibit Space at Stages of Freedom
- \$127,000 for Hope & Main's Food Business Incubator

FY23 Homeland Security Appropriations: \$1,525,000

- \$1 million to Create an Emergency Operations Center in Glocester
- \$525,000 to Update the Rhode Island Emergency Management Agency's Emergency Operations Center

FY23 Interior and Environment Appropriations: \$15,880,000

- \$3.16 million for Sewer CCTV and Cleaning in Pawtucket
- \$2.5 million for the Replacement of a Water Distribution Line in Jamestown
- \$2.4 million for a New Pump Station in Warwick
- \$2.28 million for Lead Pipe Remediation in Providence
- \$1.4 million for the Wastewater Infrastructure Improvements in Warwick
- \$1.2 million for Stormwater Improvements in Cumberland
- \$840,000 to a Utility Extension in Smithfield
- \$536,000 for Upgrades to the Apponaug Pump Station in Warwick
- \$500,000 for the Restoration of the Broad Street Synagogue
- \$500,000 for the Restoration of the Kelly House in Lincoln
- \$300,000 for a Tree Planting Program
- \$212,000 for the Providence Water Supply Board to Assess Cybersecurity Risks

FY23 Labor, Health and Human Services, Education, and Related Agencies (Labor H) Appropriations: \$25,909,239

- \$4 million for Butler Hospital's Short-Stay Unit
- \$2 million to Renovate and Expand Block Island Medical Center Facilities
- \$1.95 million for Salve Regina University's Mobile Healthcare Unit
- \$1.69 million for the Environmental Science and Engineering Laboratory at Roger Williams University
- \$1.2 million for Research Facility and Equipment Improvements for the University of Rhode Island's (URI) Pharmaceutical Development Institute
- \$1 million for High Performance Computing Equipment at URI
- \$1 million for an Early Childhood Connection Continuum at Meeting Street
- \$1 million for the Renovation and Expansion of Tri-County Community Action Agency's Health Center
- \$1 million for the Expansion of the RI Office of the Postsecondary Commissioner's Westerly Job Training Center
- \$1 million for Providence College's School of Nursing & Health Sciences
- \$1 million to Expand Comprehensive Community Action's Warwick Health Center
- \$850,000 Mental Health Care Services for Children
- \$842,000 to Upgrade CODAC Behavioral Health's Clinic
- \$803,000 for a New Labor and Delivery Unit at Women & Infants Hospital
- \$790,000 for Equipment and Programs for the RI Nursing Education Center
- \$760,000 for United Way to Improve RI's 211 Referral System
- \$513,600 to Expand East Bay Community Action Program's Health Center
- \$500,00 to Conduct Childcare Facilities Needs Assessments
- \$385,000 for Family Service of Rhode Island to Provide Mental Health Screening

- \$350,000 for the RI Office of the Postsecondary Commissioner's Reconnect to Finish Program
- \$300,000 for the Federal Hill House to Expand its Services
- \$300,000 for a Skills Training and Mentorship Program at Polaris MEP
- \$263,000 for Healthcare Workforce Development Programming by Genesis Center
- \$250,000 for the Refugee Dream Center to Provide Refugee Integration Programs
- \$250,000 for the Center for Southeast Asians to Offer Workforce Readiness Training
- \$201,639 for an Adoption and Foster Care Certificate Program
- \$200,000 for Stages of Freedom to Expand its Swim Safety Program
- \$150,000 for DownCity Design to Expand its Youth Skills Training Programs
- \$100,000 for the Center for Dynamic Learning's Teen Apprenticeship Program
- \$100,000 for Tides Family Services to Offer Bilingual Behavioral Health Services
- \$50,000 for the Empowerment Factory to Conduct Out of School Time Arts Programs
- \$50,000 for Westbay Community Action to Expand its Senior Nutrition Program
- \$18,000 for Senior and Family Services in Burrillville
- \$15,000 for Rhode Island Center for the Book's Reading Across Rhode Island Program

FY23 Military Construction and Veterans Affairs (MilCon VA) Appropriations: \$46,000,000

- \$46 million for a Consolidated Headquarters, Medical, and Dining Facility at Quonset Point Air National Guard Base

FY23 Transportation, Housing and Urban Development (THUD) Appropriations: \$62,557,000

- \$10 million for the Preservation of Mount Hope Bridge
- \$4.5 million for Green Infrastructure at the Riverwalk at Town Landing in Pawtucket
- \$4.4 million for Rocky Point Park
- \$4 million for Bridge Repair and Replacement in Woonsocket
- \$4 million for a Senior Center in North Smithfield
- \$3 million for a Community Center in East Providence
- \$2.9 million for Enhancements to the Woonasquatucket Greenway in Providence
- \$2.6 million for Central Falls to Repurpose the Osram-Sylvania facility
- \$2.5 million for the Purchase of New RIPTA Buses
- \$2 million for a Cove Homes Housing Development
- \$2 million for the Renovation of the Boys & Girls Club of Providence's Wanskuck Clubhouse
- \$2 million for the Purchase and Renovation of a Woonsocket Clubhouse for the Boys & Girls Club of Northern Rhode Island
- \$2 million for the Acquisition and Restoration of the Historic Atlantic Mills Complex in Olneyville
- \$2 million for Curbing and Sidewalks in North Kingstown
- \$2 million for a Foster Forward Affordable Housing Initiative
- \$2 million for an Olneyville Housing Corporation Affordable Housing Project
- \$2 million for Pawtucket to Acquire Property for an Affordable Housing Development
- \$1 million for Crossroads Rhode Island to Develop a Health and Housing Facility for Medically Vulnerable Adults Experiencing Homelessness
- \$1 million for Resurfacing and Sidewalk Rehab in East Greenwich
- \$1 million for an Outdoor Recreation Facility in North Providence
- \$1 million for Sidewalks in Bristol
- \$1 million for Terminal Upgrades at T.F. Green International Airport
- \$750,000 for Cranston to Rehabilitate the Budlong Pool Campus
- \$750,000 to Renovate the Boys & Girls Clubs of Newport County's Clubhouse

- \$750,000 for Accessibility Improvements at Trinity Repertory Company's Lederer Theatre
- \$465,000 for Building Demolition in Hopkinton
- \$350,000 for a New Facility for Higher Ground International
- \$342,000 for the Genesis Center's Culinary Hub of Providence (CHOP)
- \$250,000 for Polaris MEP to Provide Advanced Manufacturing Job Training



TOWN OF JAMESTOWN
Parks & Recreation Office
P.O. Box 377
41 Conanicus Ave.
JAMESTOWN, RHODE ISLAND 02835

Recreation Office (401) 423-7260
Teen Center (401) 423-7261
Fort Getty (401) 423-7211
Fax (401) 423-7229

TO: TOWN COUNCIL
FROM: RAY DEFALCO, PARKS & RECREATION DIRECTOR
CC: JAMIE HAINSWORTH, TOWN ADMINISTRATOR; ROBERTA FAGAN, TOWN CLERK
SUBJECT: Jamestown Historical Society – Conanicut Battery 2022 Review
DATE: January 18th, 2023

Conanicut Battery

The Jamestown Historical Society oversees and maintains the Conanicut Battery Historical Park with the help of the Parks and Recreation Department and Department of Public Works.

- Heavy rain falls caused washouts to the main trail that Atlantic Lawn and Garden repaired in February 2022
- May 21st, Battery Day was successful. The event featured a staged a war battlefield reenactment. Recreation department assisted with the event providing the shuttle bus and driver, tents, chairs and PA system. Betsy Baldwin the JHS organizer did an excellent job with the event and communicated their needs to the recreation department.
- Battery Committee volunteers maintain the trails to the best of their ability. Anything the committee members can not do with light tools and man power they contact the Recreation Department for assistance. Larger broken limbs are the most common issues with the trails.
- Discussions about the long-term maintenance for the trails includes
 - Removal of a dead tree
 - Additional stone dust and grading
 - Restoration of the wooden supports of the observation bunkers
- Battery Committee members and Town officials are in the process confirming the property line for the town owned park area west of the easement
- In December 2021 the endowment for the park was transferred to the RI Foundation. This insures long term external oversight of funds and income stream for Battery maintenance.

Overall, the JHS are great stewards for Battery Park. They have been communicative and informative about what the park needs and issues that arise throughout the year.



Jamestown Historical Society Report

on

Conanicut Battery Support in 2022 and Plans for 2023

The JHS oversees and maintains the historic features within the Town of Jamestown's Conanicut Battery Historic Park at the end of Battery Lane on the Beavertail peninsula.

In the late summer and early fall of 2021 there were a number of heavy rainfalls that caused wash outs on the main trail leading to the battery. Atlantic Lawn and Garden was contracted to repair the wash outs and attempt to prevent further damage. The actual repairs were completed in February 2022. The repairs included adding river stone to the south side of the main trail. The repairs were completed prior to Battery Day which was held on 21 May



Battery Day (left) was a success with local residents interacting with the local militia, Continentals, and British army reenactors who staged a demonstration of Revolutionary War battlefield activity.

The Battery Committee volunteers continued to maintain the trails and remove downed limbs. Town resources have assisted in removing larger limbs. Ray Defalco met with Battery Committee members to identify and schedule removal of a dead tree and possible long-term maintenance of the main trail. The main trail needs additional stone dust and proper grading.

Volunteers have worked on the north side of the parking lot to improve the drainage from the parking lot.

Battery Committee members toured the World War II installations with Mr Defalco to explain the goal of the Committee to restore the Number 1 Observation Bunker. The goal for 2023 is to stabilize the wooden supports for the observation slots of the bunkers. The committee has been meeting with members of the Fort Adams Trust and the Coastal Artillery Defense Group for assistance in restoring the observation post.

Battery Committee members have been in contact with town officials to confirm the southern property line for the town-owned park area west of the easement. A trail to the water has been maintained but is not open to the public at this time.

We will continue to keep all the trails open and maintain the earthworks.

In December 2021, the endowment for the park was transferred to the Rhode Island Foundation. The endowment has been under the society's care since it was instituted in 2002 with the town's help. The transfer insures long-term external oversight of the funds and a steady stream of income for Battery maintenance.

December 31, 2022



TOWN OF JAMESTOWN
Parks & Recreation Office
P.O. Box 377
41 Conanicus Ave.
JAMESTOWN, RHODE ISLAND 02835

Recreation Office (401) 423-7260
Teen Center (401) 423-7261
Fort Getty (401) 423-7211
Fax (401) 423-7229

TO: Jamie Hainsworth, Town Administrator
FROM: Ray DeFalco, Park and Recreation Director
CC: Tina Collins, Finance Director
SUBJECT: 2022 Summer Review / 2023 Fort Getty Park Rates
Director Recommendations

Attached to this memorandum is the recommended fee schedule for the Fort Getty Park & Campground for the calendar year 2023. Also included are summaries for Fort Getty RV and Tent Campground, Mackerel Cove Beach, Pavilion, Summer Programs, Youth Litter Team and CISF programs. The revenue from Fort Getty RV, tent camping, pavilion events, resident and non-resident sticker sales, Ice sales, boat parking, Fort Getty waitlist, dump station, Fort Getty daily entry fees and daily parking at Mackerel Cove totaled (gross) **\$730,172.00**.

Fort Getty Report

Seasonal and Transient RV Camping

Summary

The 2023 Fort Getty Campground season was the 2nd since being hired as the Parks and Recreation Director in Jamestown. This was also the 1st season for newly hired Facilities / Recreation Supervisor, Lealah O'Neill. Changes were made to seasonal job titles with staffing the gatehouse with least two staff on from 7:00 am - 11:00 pm. Tasks were divided into Gatehouse attendant or Park Ranger duties. A comprehensive staff manual was written and new itinerary form for pavilion events was instituted.

Finances

Expenditures

The increase to **Fort Getty Payroll** was due to an increase of starting payrates for the Gatehouse attendant from \$12.25 to \$14.00 and Park Ranger rate from \$14.00 to \$16.00. These increases helped with recruitment of staff and increased the overall quality of applicants.

The decrease in the **Maintenance Payroll** was due to increased seasonal staffing in the park and the additional expectations from the park rangers. Also, our full time Parks Maintenance crew worked to keep the park looking great without the help of a seasonal part time maintenance worker.

The increase in expenditures to **Hallman Septic** was due to the increase of gallons pumped and increased removal rates. The rate increased from \$195.00 per 1000 gallons to \$230 per 1000 gallons.

The increase in expenditures for **Ice** was due to higher occupancy in the park but was offset by sales of Ice with a revenue growth of \$2,306.00.

The increase in **Water** (\$11,433.68) of \$1,101.56 is due to the increased park occupancy and increased price in water.

<i>Calendar Year 2021 YTD Expenses</i>		<i>Calendar Year 2022 YTD Expenses</i>		<i>Difference</i>
Getty Payroll	\$37,554.00	Getty Payroll	\$58,383.00	\$ 20,829.00
Maintenance Payroll	\$8,704.00	Maintenance Payroll	\$0.00	\$ (8,704.00)
Gas	\$2,486.00	Gas	\$1,954.39	\$ 531.61
Electricity	\$25,403.67	Electricity	\$32,204.17	\$ (6,800.50)
Water	\$10,332.12	Water	\$11,433.68	\$ 1,101.56
Electric Repairs	\$3,486.00	Electric Repairs	\$3,630.00	\$ 144.00
Trash Removal	\$8,470.00	Trash Removal	\$8,650.00	\$ 180.00
Hallman Septic	\$7,635.00	Hallman Septic	\$10,167.48	\$ 2,532.48
Ice	\$3,666.26	Ice	\$5,466.25	\$ 1,799.99
Total Expenses	\$107,737.05	Total Expenses	\$131,888.97	\$ 11,614.14

<i>Calendar Year 2021 Revenue</i>		<i>Calendar Year 2022 Revenue</i>		<i>Difference</i>
RV Reservations	\$445,480.00	RV Reservations	\$476,205.00	\$ 30,725.00
Tent Reservations	\$51,895.00	Tent Reservations	\$58,110.00	\$ 6,215.00
Fort Getty Seasonal Boat	\$11,450.00	Fort Getty Seasonal Boat	\$18,200.00	\$ 6,750.00
Waitlist	\$2,025.00	Waitlist	\$1,600.00	\$ (425.00)
Daily Parking	\$17,900.00	Daily Parking	\$23,800.00	\$ 5,900.00
Daily Boat Parking	\$2,430.00	Daily Boat Parking	\$3,390.00	\$ 960.00
Non-Resident Pass	\$8,185.00	Non-Resident Pass	\$9,250.00	\$ 1,065.00
Fort Getty Dump Station	\$260.00	Fort Getty Dump Station	\$200.00	\$ (60.00)
Ice	\$4,606.00	Ice	\$6,912.00	\$ 2,306.00
Pavilion	\$45,150.00	Pavilion	\$45,775.00	\$ 625.00
Total Revenue	\$589,381.00	Total Revenue	\$643,442.00	\$ 54,061.00
Net Revenue	\$481,643.95	Net Revenue	\$511,553.03	\$ 36,223.58

Tent Camping

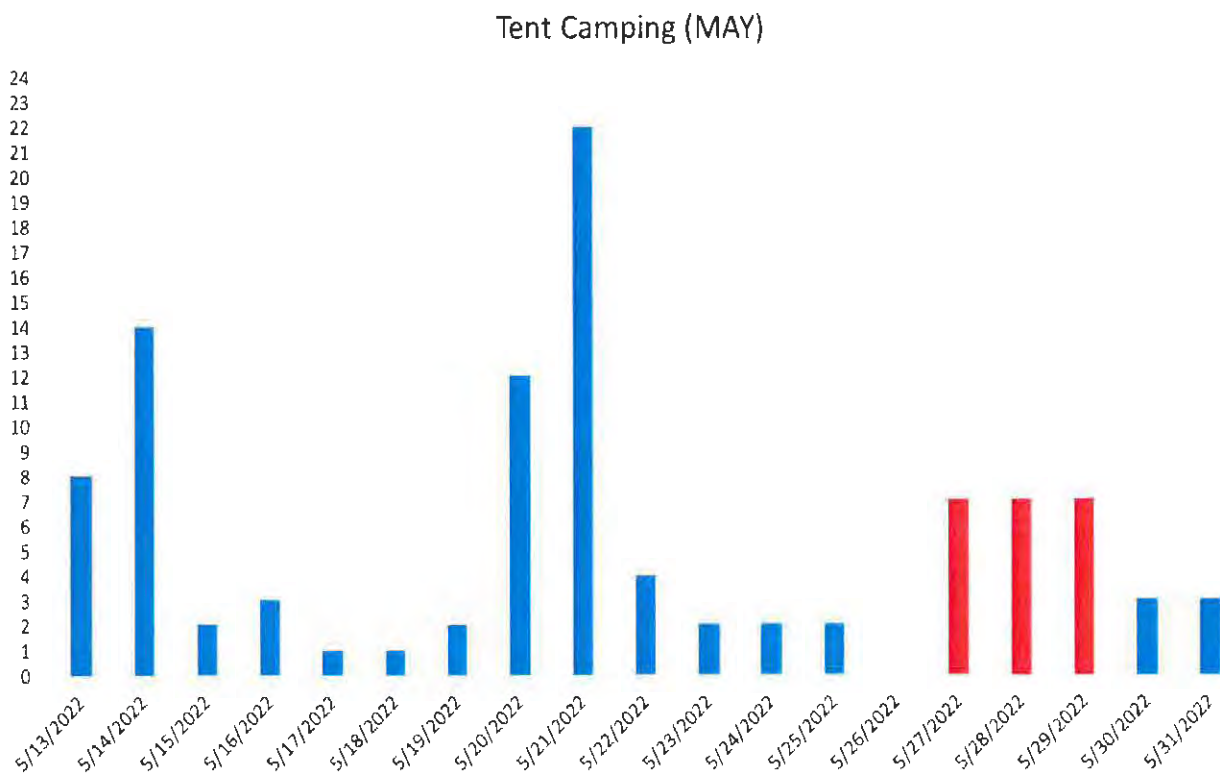
Summary

Overall, the tenting season was successful. The occupancy rate increased from 1,300 sites in 2021 to 1,500 sites booked in 2022. The busiest month being August with 8 days fully booked. Several problems encountered this season include a homeless person living on a tent site and waste management issues with improper recycling practices. Lealah and staff did a great job finding solutions to these and other concerns while maintaining professional management of the park during the busy summer months.

Finances

Tent camping made a total of \$58,110.00.

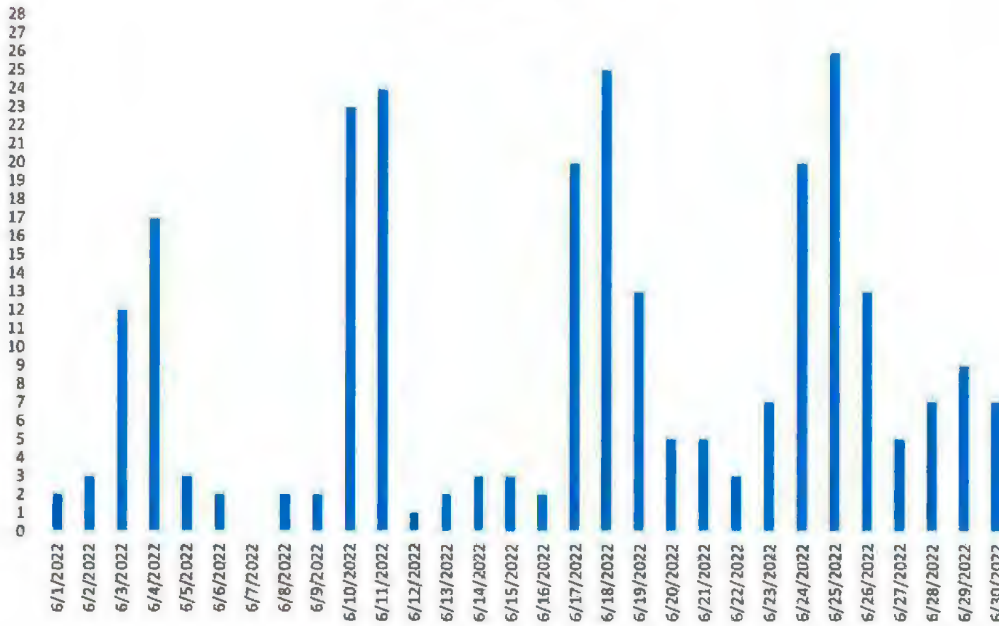
Tent Site Occupancy



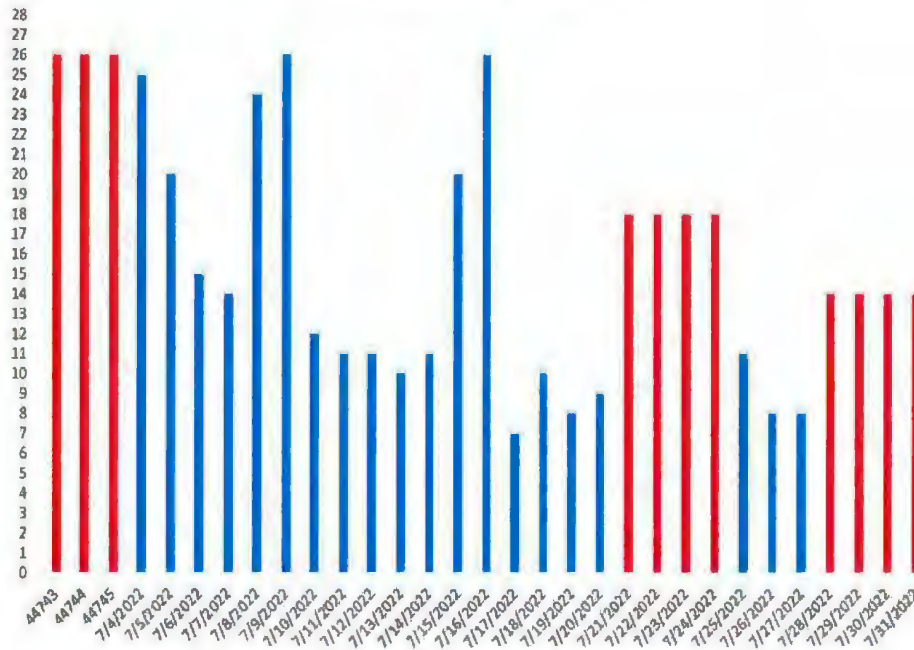
***Red lines are block weekends**

Max capacity is 26 sites

Tent Camping (JUNE)

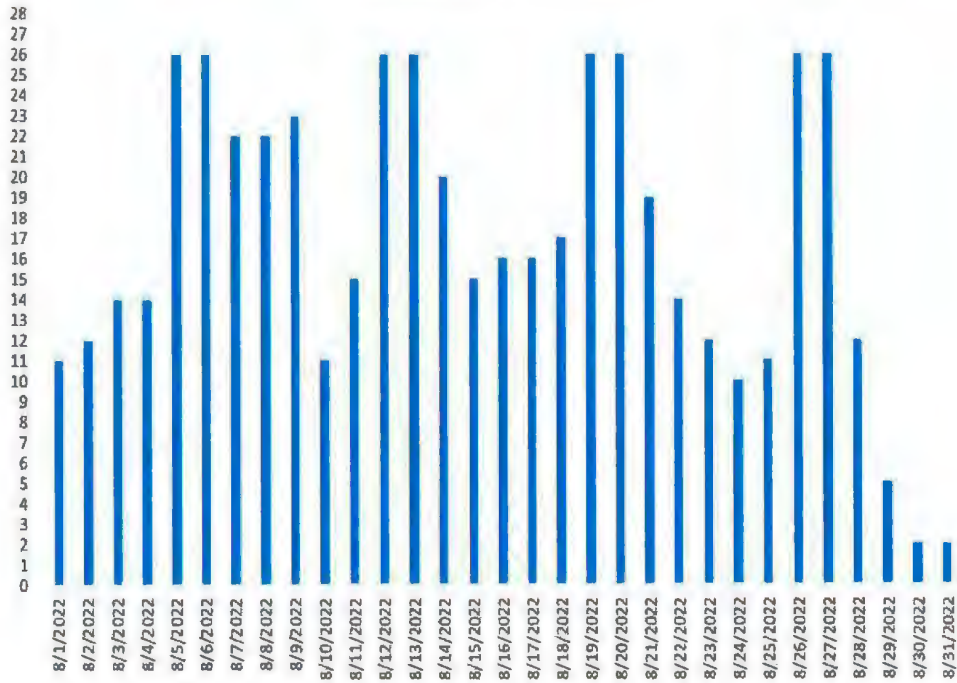


Tent Camping (JULY)

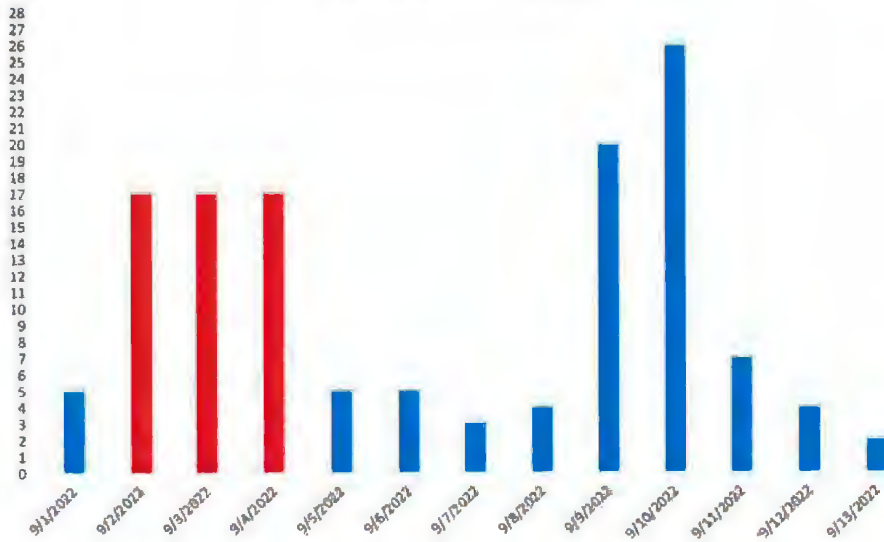


*Red lines are block weekends * Max capacity is 26 sites

Tent Camping (AUGUST)



Tent Camping (SEPTEMBER)



*Red lines are block weekends

Max capacity is 26 sites

Boat Sites

Summary

A total of 28 seasonal boat sites were rented for a total of \$18,200.00 in revenue. Seasonal boat sites are \$650.00 per site per season which this past Summer was May 12th through September 12th. Of the 28 sites rented 4 were by Jamestown residents, 22 by seasonal RV campers and 2 by long-term transient RV campers.

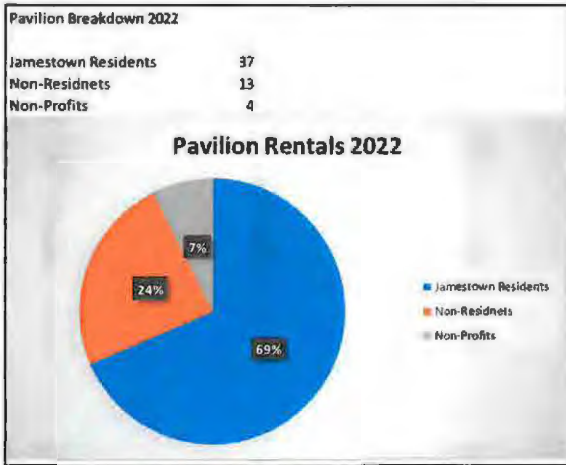
Challenges

- Boat owners looking to use the boat ramp would back down the beach area near the ramp because of the shallow boat launch area, causing conflicts with patrons. Added signage and RV resident outreach seemed to help the issue.
- Pier, outhaul permit holders and the occasional local fishermen would occasionally leave their non-permitted boat trailers overnight in the day boat parking. This issue is ongoing and the department is working with the harbor office to remedy these concerns.
- Confusion on our transient boat parking policy caused some issues for transient RV residents. A new proposed transient boat site fee would alleviate this concern (see proposed change #4 at the end of this report).

Rembijas Pavilion

Summary

The Rembijas Pavilion event season hosted a total of 58 events in the 2022 season. Of those events 37 were private events held by Jamestown residents, 13 private events hosted by non-residents, 4 private events hosted by non-profits, and 4 events whose fees were waived by Town Council. The pavilion made a total of \$45,775.00.



Challenges

- Rental companies not removing materials the same night.
- Renters showing up before their permitted event time.
- Non-permitted events run on the beach (family clambake) adjacent to the pavilion.

Proposed 2023 Fee Structure for Fort Getty Park

Facility	Type	Description	Rate	Increase
Campground	Non-Resident	Seasonal RV	\$5,500.00	0.00
Campground	Resident	Seasonal RV	\$5,000.00	0.00
Campground	N/A	Transient RV	\$60.00	0.00
Campground	N/A	Tenting	\$35.00	0.00
Campground	N/A	Boat Slip	\$650.00	0.00
Campground - Tent	N/A	Folk Fest (4-day rental)	\$250.00	0.00
Campground – Tent	N/A	Holiday Rate (2- or 3-night min)	\$50.00	0.00
Campground – Tent	N/A	Jazz Fest (4-day rental)	\$250.00	0.00
Fort Getty Park	Non-Resident	Season Pass	\$125.00	0.00
Fort Getty Park	Non-Resident	Daily Entry	\$20.00	0.00
Fort Getty Park	Non-Resident	Entry Fee with Trailer	\$30.00	0.00
Pavilion	Resident	Off-Peak Weekday Rental M-Th	\$325.00	0.00
Pavilion	Resident	Peak Weekday Rental M-Th	\$500.00	0.00
Pavilion	Resident	Friday & Sunday Rental Off-Peak	\$500.00	0.00
Pavilion	Resident	Friday & Sunday Rental Peak	\$750.00	0.00
Pavilion	Resident	Saturday Rental Off-Peak	\$500.00	0.00
Pavilion	Resident	Saturday Rental Peak	\$1000.00	0.00
Pavilion	Non-Resident	Off-Peak Weekday Rental M-Th	\$800.00	0.00
Pavilion	Non-Resident	Peak Weekday Rental M-Th	\$1000.00	0.00
Pavilion	Non-Resident	Friday & Sunday Rental Off-Peak	\$1000.00	0.00
Pavilion	Non-Resident	Friday & Sunday Rental Peak	\$1,500.00	0.00
Pavilion	Non-Resident	Saturday Rental Off-Peak	\$1000.00	0.00
Pavilion	Non-Resident	Saturday Rental Peak	\$2000.00	0.00
Pavilion	Non-Profit	Off-Peak Weekday Rental M-Th	\$325.00	0.00
Pavilion	Non-Profit	Peak Weekday Rental M-Th	\$600.00	0.00
Pavilion	Non-Profit	Friday & Sunday Rental Off-Peak	\$500.00	0.00
Pavilion	Non-Profit	Saturday Rental Off-Peak	\$500.00	0.00
Pavilion	Non-Profit	Saturday Rental Peak	\$1000.00	0.00
Pavilion	Private Org.	Large Scale Public Event for Profit	\$2,500.00	0.00


No proposed fee structure changes for 2023

Mackerel Cove Beach

Summary

The 2022 Beach Season was smooth and uneventful. The department was able to hire adequate lifeguard staff to keep the beach open through Labor Day. The beach was not required to close due to high bacterial count like in the previous year. This was the first year for the “Splash Dogs” hot dog cart that was well received by beach patrons. There were 2,568-day passes sold and 231 resident stickers sold (at Mackerel Cove).

Finances



Expenses		
<i>Description</i>	<i>Breakdown</i>	<i>Amount - Total</i>
Payroll		\$66,212.50
<i>Supplies & Equipment</i>		
	TOTAL SUPPLIES & EQUIP	\$5,332.86
	TOTAL EXPENSES	\$71,545.36

The expenses listed above do not include the trash removal, maintenance staff pay, and wear and tear on the department equipment.

Revenue		
<i>Description</i>	<i>Breakdown</i>	<i>Amount - Total</i>
Day Passes		
June	264	\$3,960.00
July	1042	\$15,630.00
August	1128	\$16,920.00
September	134	\$2,010.00
TOTAL	2568	\$38,520.00
Recreation Pass Sales		
Mackerel Cove	231	\$3,465.00
Fort Getty	1450	\$21,750.00
Recreation Center	567	\$8,505.00
RV Seasonals	160	\$0.00
RV Seasonals - Extra Passes	23	\$665.00
Online Sales	304	\$4,560.00
Mail In	11	\$165.00
Voided	41	\$0.00
Unsold	13	\$0.00
Unaccounted	0	\$0.00
TOTAL	2800	\$39,110.00
Non-Resident Passes		
Fort Getty	74	\$9,250.00
TOTAL PASS SALES		\$86,880.00

Programs

Summer Camp

Summary

This past Summer was the first for our new Program Coordinator Cody Clarkin. While the transition of his new position presented challenges Cody did an excellent job managing them and provided high quality programming. Summer Camp had significant issues finding qualified staffing which included a camp director. For the majority of the Summer Cody was present at camp filling the roll of camp director while searching for a suitable replacement. Increasing the pay rate helped to fill the counselor roles and by the middle of the Summer all positions were filled.

The total number of registrants was 153 with a total of 365 registrations.

Finances

Summer Camp 2022 ran at a loss of approximately **\$2,381.28**.

We saw a **\$4,829,63** payroll increase and an operating expense decrease of **\$2,475.13** for a total budget increase of **\$1,209.50** from Summer Camp 2021.

Camp registrations remained relatively level with a slight increase in revenue. 2021 brought in **\$57,355.00** in revenue while the 2022 seasons brought in **\$58,500.00** for revenue.

Revenue from other summer programs is able to absorb this loss and subsidize the Summer Rec Camp while still covering costs and bringing in roughly \$5,000.00 in department revenue.

Summer Camp 2022		
Budget		
Budget Area	2021	2022
Revenue	\$57,355.00	\$58,500.00
Payroll	\$40,837.63	\$45,667.26
Operating Expenses	\$17,339.15	\$14,864.02
Balance	-\$821.78	-\$2,038.28

Payroll

- Increased pay rate for Summer Camp Assistant Director from **\$16.50** to **\$17.00**.
- Increased pay rate for Summer Camp Counselor from **\$12.00** to **\$13.50**.
- Created Pod Leader positions, pay rate **\$14.50**.

Revenue

Upon the conclusion of the program, Summer Rec Camp brought in **\$58,500.00** revenue for the program. We saw a decrease in 8-week registrations and an increase in single week registrations. The Summer Rec Camp in 2021 brought in **\$57,355.00** in revenue.

Other Summer Programs

All other summer programs ran at a profit. With all instructor fees and expenses considered, the department brought in **\$7,607.10** in revenue.

Other Summer Program Budget Overview				Date
Program	Gross Revenue	Instructor Pay	Expenses	Department Revenue
Ultimate Paddle and Surf	\$ 53,760.00	\$ 50,978.00	\$ -	\$ 2,782.00
Jamestown Multi-Sports Camp	\$ 3,625.00	\$ 2,718.75	\$ -	\$ 906.25
Flag Football Camp w/ Matt Raffennelli	\$ 1,875.00	\$ 843.75	\$ 43.90	\$ 987.35
Youth Tennis Programs	\$ 2,500.00	\$ 1,875.00	\$ -	\$ 625.00
TOG Soccer w/ Kyle Froberg	\$ 2,750.00	\$ 2,062.50	\$ 336.00	\$ 351.50
Adult Tennis Programs	\$ 2,060.00	\$ 1,545.00	\$ -	\$ 515.00
Summer Boot Camp	\$ 5,940.00	\$ 4,500.00	\$ -	\$ 1,440.00
Total operating expenses	\$72,510.00	\$64,523.00	\$379.90	\$7,607.10

Litter Team

Summary

The Jamestown Youth Litter Team has made great contributions to the ongoing litter problem in Jamestown. Over many years Bonnie Jamison has developed a program which brings awareness to the environmental and societal impacts of litter by educating the youth and public and way to help. Bonnie and staff are dedicated to what they do regardless of the difficulty and conditions. In 2022 the litter team collected and sorted litter from

- Hull's Cove
- Heads Beach
- Park Dock
- Fort Getty
- Taylor Point
- Potters Cove
- Fort Wetherill
- Mackerel Cove Beach
- East Ferry
- Lawn Ave Recreation Complex
- Library
- Playground

The team uses 30-gallon plastic and paper trash bags to collect and collected 857.75 bags in 2022

Breakdown of litter collected

	# Of Bags	Gallons
Trash	372.75	11,182.50
Recycling	433.50	13,000.50
Compost	51.50	1545.00
Total	857.75	25,732.50
Collected from		
6/27/22 – 9/1/2022	694	82% of Total
9/2/22 – 10/30/22	163.75	18% of Total
Increase from 2021	32%	

CISF

Summary

The Conanicut Island Sailing Foundation (CISF) provides high quality marine education and sailing program opportunities out of their location at Fort Getty Park. CISF Executive Director Meg Myles has cultivated a great working relationship with the Town staff. Post season Meg submits reports on the past seasons programming (see brief summary below). The CISF gave approximately 21 scholarships to programs and camp + 102 scholarships for outreach participants (essentially for programs that run for groups from off-island who would not otherwise have the opportunity to go boating or explore a saltmarshes). The partnership CISF has with the town brings high quality programming accessible to all residents and continues to be an asset to Jamestown.

CISF Programs

Program	Dates	Participants	Price
Free Sailing	Wednesdays, 7/6 – 8/10	225	Free
Boat Rentals	Sundays and Mondays, 7/1 – 8/28	18-20 rentals	\$50.00 per hour
Sea Adventure Camp	6/20 – 8/19	376	Full Day - \$310 per week Half Day - \$155 per week
After School Program	Fall and Spring	290	\$90 per week
Home School Program	Fall and Spring	39	\$220 - \$300 per session

Seasonal and Transient RV Camping Fees

There are no proposed changes for Seasonal or Transient RV rates in 2023.

Season Dates

The proposed dates for 2023 for seasonal, transient RV and tent camping are Thursday, May 11th to Monday, September 11th.

Pavilion Rates

There are no proposed changes for Pavilion rental fees in 2023.

Proposed Changes for 2023

1. Proposal: Limit on Resident Recreation Stickers for Seasonal RV Campers

Included with the seasonal RV site fee are (2) resident recreation stickers with additional resident recreation stickers available for purchase at \$30 each.

A limit of (2) resident passes per site with the ability to purchase non-resident Fort Getty (only) sticker at a rate of \$30. This change will allow seasonal RV site holders to purchase passes for additional vehicles but reduces the number of resident passes being issued to non-residents.

2. Proposal: Remove the block rate for Memorial Day weekend for tent camping

Memorial Day weekend tent campground occupancy has been lower than average over the last 3 years. The current rate is \$50 per night for 3-night minimum holiday rate for a total of \$150.00.

The Removal of the block rate would allow patrons to book each night individually and for the standard \$35.00 per night rate. An increase in bookings mirroring weekend occupancy in May that average 20 sites per Friday & Saturday. If approved a revenue increase of \$1,000.00 – \$1,200.00 is expected.

3. Proposal: Adding an additional 4 Seasonal Boat Sites

This past Summer the demand for seasonal boat sites exceeded the 26 seasonal boat sites available. The transient boat parking area has consistently exceeded the demand for transient spots. Adding an additional 4 seasonal sites (total of 30) would provide the extra spaces to keep up with demand and increase revenue by \$2,600.00

4. Proposal: Long Term Transient Boat Parking Fee

The transient boat parking rate is \$30.00 per night and is more specifically for short term tent campers. If a transient RV camper or Jamestown Resident were to pay for a full season of boat parking at the transient rate it would cost \$2,040.00 compared to the \$650.00 seasonal RV and Jamestown Resident boat parking rate.

Transient RV campers and Jamestown residents

\$120.00 per site per two weeks (minimum)

5. Proposal: Resident Recreation Sticker and Mackerel Cove Day Pass Fee Increase to \$20.00

Over the last several years the increase costs for staffing, supplies and utilities have increased the costs to manage Mackerel Cove without any mechanism to cover those costs from sales. These costs are projected to continue rising. One example being as of January 2023 Per RI General Law §28-12, the minimum wage increased to \$13.00 with plans to increase to \$15.00 wage by 2025.

With an increase in both resident recreation stickers and daily parking fees for Mackerel Cove beach the revenue would help decrease the impact on the tax payers and move them to the patrons. The fees for a resident pass and daily parking fee have not increased since at least 2008. Proposed raise in fees for resident recreation stickers and daily parking from \$15.00 to \$20.00 would help cover the added costs with additional revenue projected at \$26,840.00.

6. Proposal: Caretaker Pass

The department has been contacted by residents regarding transferable resident caretaker passes. The transferable resident pass would be for

- Disabled elderly residents who do not own a car and/or are transported by CNAs or other caretakers.
- Residents who have a disabled child who is transported by professional caregivers.
- Disabled residents who are transported by caregivers or family who are not residents.

To be eligible for a transferable caretaker resident pass a person would need to qualify for a resident pass and have a handicapped placard issued by a state DMV. To qualify for a handicapped placard, see criteria below

Criteria – Listed below from RIDMV

****This must be verified with a physician's letter****

- A. Cannot walk without the use of a brace, cane, crutch, wheelchair, prosthetic device or another person.
- B. Suffers from lung disease to such an extent that forced (respiratory) expiratory volume for one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than 60 mm/hg on room air at rest.
- C. Needs portable oxygen.
- D. Has a cardiac condition to the extent that your functional limitations are classified in severity as Class III or Class IV according to standards set by the American Heart Association.
- E. Legally blind, visual acuity of 20/200 or worse in the better eye with corrective lenses.

The transferable caretaker resident pass would not be linked to any vehicle but be linked to the disabled resident. The pass would have the residents name on the back with the year it was issued. The pass would be presented to the staff working at Mackerel Cove and a day pass would be written and displayed on the vehicles rear view mirror. The resident whom the pass was issued to must be present for use. If misuse is suspected the Parks and Recreation department would reserve the right to revoke the pass and the offender may not be permitted to purchase a caretaker pass in the future. The pass would cost the standard resident pass rate of \$15.00 and the applicant would be required to fill out a transferable caretaker pass application which would be reviewed before a pass is issued.

7. Proposal: Discontinue Resident Sticker Sales at Mackerel Cove

The sale of resident passes at Mackerel Cove has been a challenge for staff. Due to the lack of electrical and internet access, which staff utilize to verify resident status for patrons using the towns GIS and voter records. To ensure that resident passes only go to those who are entitled to them is a challenge that requires staff to be well trained in checking required documentation. Beach attendants are often young and inexperienced which makes them more susceptible to incorrectly issue passes due to pressure by the applicant. Passes would still be available for purchase at the Fort Getty gatehouse (open Monday – Sunday, 7:00 am – 9:00 pm) and the Recreation Center (Monday – Friday, 8:00 am – 4:30 pm), and online.

8. Proposal: Summer Camp fee increase by \$25.00 per week

Due to increased costs for staffing, supplies and utilities a proposed increase for camp registration fees of \$25.00 per child per week. With the increased registration fee an additional \$9,000.00 in revenue is expected.



Edward A. Mello
Chief of Police

JAMESTOWN POLICE DEPARTMENT

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MEMORANDUM

TO: Jamie Hainsworth, Town Administrator
FROM: Chief Edward A. Mello
DATE: January 18, 2023
SUBJECT: Town Ordinance Parking Fines

Jamie:

I am requesting that the Town Council consider an increase to our local parking fines as defined by town ordinance 70-25.

The current fine structure allows for a \$25 fine for all parking violations with the exception of overtime parking in the village area (\$15), fire hydrant (\$75) and handicap parking violation ((\$100).

I recommend an increase of \$10 for all parking violations. I further recommend that overdue fines (past 30 days) be doubled. The recommendation is due the volume of tickets issued and processed, the cost of managing and the opportunity to transition to an electronic payment system.

Currently, all parking tickets are hand written and manually entered into our records management system. Payment is received only by check or cash. We very frequently receive inquires about credit card or on-line payment.

In 2019, the department issued 746 parking tickets (see attached report breakdown). Through in-house efforts, our collection rate was 92%.

In 2022, the department issued 1285 parking tickets (see attached report breakdown). Through in-house efforts, our collection rate was 88%. The number of tickets issued has increased by 75% in three years.

The time and effort to manage these tickets by a manual process along with the in-house collection effort is very time consuming. The inability for offenders to pay on-line or by credit card is a frequent concern.

We have been in discussion with a parking software vendor. The transition would allow the majority of our issued tickets to be issued electronically through a handheld device. Most beneficial would be the opportunity for the offender to pay on-line and use a credit card if they so desire. The company would also manage the collection process for unpaid fines. The estimated cost of this software service is approximately \$3,500 annually. Most software vendors also allow for managed parking such as paid parking through a kiosk or pay by text application should the Town move in this direction for any areas.

If the Town Council is so inclined to move forward with this recommendation, I will prepare an ordinance amendment for consideration.

ATTACHMENTS:

1. Jamestown Town Ordinance 70-25
2. Jamestown Police Department parking ticket report 2019
3. Jamestown Police Department parking ticket report 2022

Sec. 70-25. - Notice of violation; admission of truth and payment of fines at police station; amounts.

Each such police officer shall attach to such vehicle or tender to the operator of such vehicle written notice that such vehicle has violated a certain provision of such traffic or parking ordinance or of such parking regulations, notifying such person to appear on a day and hour stated in such notice, to answer such charge before the district court of the second division and, except as otherwise provided in this chapter or state law, instead of personally appearing in court, such person may, in person or by mail admit the truth of such charge and pay to the officer in charge of such police station \$15.00 for parking over the posted time, \$75.00 for parking within eight feet of a fire hydrant, \$100.00 for parking within an area designated as handicap parking and \$25.00 for all other offenses.

If an appeal or payment is not made within 14 days, an additional fine of \$25.00 shall be imposed. If an appeal or payment is not made with 30 days, an additional fine of \$25.00 shall be imposed.

Five dollars of every parking fine shall be placed in a segregated account maintained by the finance department. This account shall be maintained exclusively for the purpose of establishing and maintaining municipal parking.

(Code 1982, § 18-33; Code 2003, § 70-25; Ord. of 9-11-2006(2); Ord. of 5-20-2013, § 1(Exh. A); Ord. of 5-6-2019, § 1(Exh. A))



**Jamestown Police Department
Violation Breakdown
FROM: 01/01/2019 THRU: 12/31/2019**

**Page: 1
01/18/2023**

<u>Violation</u>	<u>Fine Total</u>	<u>Occurrences</u>
Restricted Area Posted	4,950.00	197
Overtime Posted Time Limi	3,510.00	234
Overnight Parking	950.00	38
Crosswalk	75.00	3
Within 8 Feet Of Hydrant	150.00	2
Within 20 Feet From Come	400.00	16
Blocking Driveway	75.00	3
Parking On Sidewalk	75.00	3
Obstructing Traffic	225.00	9
Wrong Direction	350.00	14
Double Parking	100.00	4
Boat Trailer Restriction	75.00	3
Resident Sticker Required	5,375.00	215
Other	125.00	5
Tota	16,435.00	746

Parking Ticket Totals

Number of PAID Tickets:	688
Amount Paid Including Penalties:	18,305.00
Amount Paid Not Including Penalties:	15,205.00
Number of UNPAID Tickets:	56
Amount Including Penalties:	3,730.00
Amount Not Including Penalties:	1,230.00
Number of UNCOLLECTABLE Tickets:	0
Amount Including Penalties:	0.00
Amount Not Including Penalties:	0.00



**Jamestown Police Department
Violation Breakdown
FROM: 01/01/2022 THRU: 12/31/2022**

<u>Violation</u>	<u>Fine Total</u>	<u>Occurrences</u>
Restricted Area Posted	6,225.00	249
Overtime Posted Time Limi	6,795.00	453
Overnight Parking	3,975.00	159
Crosswalk	175.00	7
Within 8 Feet Of Hydrant	375.00	5
Within 20 Feet From Corne	300.00	12
Blocking Driveway	50.00	2
Parking On Sidewalk	100.00	4
Obstructing Traffic	275.00	11
Wrong Direction	1,250.00	50
Double Parking	475.00	19
Snow/Weather Emergency	75.00	3
Boat Trailer Restriction	50.00	2
Resident Sticker Required	7,350.00	295
Handicap Parking	350.00	4
Other	250.00	10
Tota	28,070.00	1285

Parking Ticket Totals

Number of PAID Tickets:	1134
Amount Paid Including Penalties:	34,165.00
Amount Paid Not Including Penalties:	25,035.00
Number of UNPAID Tickets:	138
Amount Including Penalties:	8,085.00
Amount Not Including Penalties:	3,035.00
Number of UNCOLLECTABLE Tickets:	0
Amount Including Penalties:	0.00
Amount Not Including Penalties:	0.00



Jamestown Planning Commission MEMORANDUM

TO: The Honorable Town Council, Nancy Beye, President
Jamie Hainsworth, Town Administrator
FROM: Lisa W. Bryer, AICP, Town Planner
RE: Jamestown Bike Path Committee – 6 Month Progress Report
DATE: January 9, 2023

The Bike Path Committee has met 5 times since August and have followed the direction laid out by the Town Council in the Committee Charge. The Committee is in the process of developing a Bicycle Master Plan beginning with a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. They have identified main corridors where they desire bicycle/walking paths and members have cataloged existing conditions using the SWOT methodology for their assigned sections of the routes. This information will be compiled into recommendations for the bicycle/walking path network around Jamestown. Other anticipated outcomes of the Bike Path Master Plan include: plan and policy review; development of goals, objectives and policies; methodology and best practices discussion; Plan implementation; discussion of funding strategies, needed education and community outreach.

As touched upon above, funding will be a serious consideration of this committee based on the strong realization that nothing happens without funding and the town resources only go so far each year. Grants will be researched and recommendations provided.

The Planning Administrative Assistant Carrie Kolb has secured a free affiliate membership with The League of American Bicyclists. This organization has time-tested programs as they were formed in 1880: the bike-boosting Bicycle Friendly America program, their diligent and daily advocacy on Capitol Hill to shape federal transportation policy, the Smart Cycling bike education program, their equity and outreach programs, and their support for local clubs and advocacy organizations.

The League of American Bicyclists have a National Bike Summit each year and this year it is March 26-29 and can be attended on line or in person (Washington DC). The Committee would like to request funding up to \$550 for in person attendance in Washington DC (estimated to cost an additional \$1500 to \$2000 in ancillary expenses) or \$100 for virtual attendance. We would like to the Town Council to consider the benefits of a staff member or committee member attending the Summit this year which will include in person advocacy on Capitol Hill.



Jamestown Planning Commission MEMORANDUM

TO: The Honorable Town Council, Nancy Beye, President
Jamie Hainsworth, Town Administrator
FROM: Lisa W. Bryer, AICP, Town Planner
RE: Jamestown Energy Plan – Recommendation for review and approval
DATE: January 5, 2023

The Planning Commission has reviewed and approved the 2022 Energy Plan on November 16, 2022 and encourage the Town Council to deliberatively review and approve the plan also.

The Planning Commission understands this is not a plan to live on the shelf and that steps must be taken to implement the plan. In order to implement the vision of Jamestown transitioning to a net-zero energy community, future steps must include:

1. Funding for implementation of the plan at the Municipal, Commercial and Residential Scale. This funding would support:
 - a. A 10 hour per week sustainability coordinator to implement the plan and a public energy coach to assist residents with understanding sustainability goals and how to implement them at a residential scale;
 - b. A robust education program;
 - c. Maintain Sustainable Jamestown Web Site;
 - d. Update Report Card for Sustainable Jamestown Program.
2. Prepare Town wide energy consumption baseline
 - a. Compare to other RI locations
 - i. Municipal
 - ii. Residential
 - iii. Commercial
3. Consider adding Stretch Energy Code for Residential and Commercial as an adjunct to the State Building Code.

C: Planning Commission
Peter Medeiros, Building Official

Attachment: Jamestown, RI 2022 Energy Plan



Jamestown, RI

2022 Energy Plan

Approved by the Jamestown Planning Commission November 16, 2022

Approved by the Jamestown Town Council _____

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Acknowledgements

This project was funded in part by 11th Hour Racing and through a partnership between the RI Office of Energy Resources and Northeast Energy Efficiency Partnerships (NEEP). This plan was primarily written by the project team which consisted of: Jamie Haines, Resident and Local Energy Champion, Town of Jamestown; Lisa Bryer, Town Planner, Town of Jamestown; and John Balfe, Senior Associate, NEEP. The plan was created with input from a Project Advisory Committee which consisted of municipal staff members and local residents. Special thanks to those listed below that participated in the Project Advisory Committee:

- **Jamie Haines** – Resident
- **Lisa Bryer** – Town Planner
- **Drew Allsopp** – School Committee
- **Ken Duva** – School Department
- **Duncan Pendlebury** – Planning Commission and Resident
- **William Smith** – Resident and Small Business Owner
- **Don Wineberg** – Resident
- **Erik Brine** – Town Council and Resident
- **Mike Gray** – Former Director of Public Works
- **Christina Collins** – Director of Finance
- **Ed Mello** – Chief of Police
- **Jim Bryer** – Chief of Fire
- **Ray DeFalco** – Director of Parks and Recreation
- **Lisa Sheley** – Director of Philomenian Library
- **Chris Museler** – Resident
- **Peter Anderson** – School Department
- **Julie Kallfelz** – Town Engineer

The Project Team would also like to thank the Jamestown Town Council for their support in the development of this plan.

Executive Summary

The 2022 Jamestown Energy Plan (hereinafter “The Plan”) provides a strategic direction for reducing greenhouse gas emissions across all buildings within the municipality. The Plan builds off past efforts, such as Sustainable Jamestown, and aligns with the current trends and opportunities that local governments possess to take action in the fight against climate change. The Plan serves as a starting point and should be viewed as such. The actions described below will require considerable effort to plan, implement, and measure but each action is a step towards achieving a cleaner, greener, and more sustainable Jamestown for all.

The Plan highlights relevant actions that Jamestown has achieved to date and provides a set of strategies targeting residential, commercial, and public buildings within the community. This plan lacks a true technical analysis of the Town’s buildings stock and a greenhouse gas inventory. However, the recommended strategies are applicable and if accomplished, will lead to significant energy savings, utility cost reductions, and fewer greenhouse gas emissions in Jamestown. The Plan

should be viewed as a foundational piece in the Town's efforts to increase energy efficiency, strategically electrify end uses, and shift to renewable energy sources.

The Jamestown Energy Plan provides a strategic path forward for the Town to achieve a sustainable and prosperous energy future. The strategies contained in this guidance document will shift the culture in Jamestown to become energy-conscious. The plan seeks to empower Town staff, local businesses, and homeowners alike to take advantage of the many benefits provided with a cleaner, greener Jamestown. The guiding principles that follow include reducing energy consumption in homes and buildings by deploying energy efficiency and conservation measures; strategically electrifying end uses such as heating equipment; and increasing dependence on renewable energy sources. This guide provides recommendations not only for the Town Government but also recognizes the importance of including its citizens, businesses and non-governmental partners in this initiative in order to engage with all those who live, work, and recreate in Jamestown.

Section I: Background and Current Status

The Importance of Reducing Building Energy Emissions

The Town of Jamestown is committed to becoming a part of the clean energy future by reducing its reliance on fossil fuels and improving the efficiency of its homes and buildings. The long-term vision for town-wide operations is to achieve the status of a Zero Energy Community - a community that reduces its energy consumption enough to meet all of its energy needs through renewable energy sources. The benefits of focusing on energy efficiency and renewable generation include cost savings, improved resilience, local job generation, and health and environmental impacts. Cost savings from energy efficiency come from reduced energy demand, savings in cost of efficiency programs vs. the cost of new power plants, reduced transmission losses, and reduced transmission upgrade costs. The combination of efficiency programs with renewable generation improve reliability, power quality, fuel diversity, and domestic energy security, while reducing peak hour pricing¹.

As a community which imports nearly all of its energy, monetary savings from energy efficiency improvements will increase local economic activity for non-energy purchases. Installation and maintenance spending for efficiency and renewable investments generate short- and long-term local jobs. A study in Vermont found that for "every \$1 of program spending yields a net increase of nearly \$5 in cumulative gross state product, an additional \$2 in Vermonters' incomes over 20 years, and more than \$6 in gross energy savings"². While these precise figures may not directly apply to Rhode Island, the benefits of energy reductions are well documented. Additionally, "Energy Efficiency" creates local jobs in fields such as construction management, installation, and maintenance, related supply and service chains, and jobs generated from increased local spending of energy efficiency related savings.³

¹ "Quantifying the Multiple Benefits of Energy Efficiency and Renewable Energy: A Guide for State and Local Governments", United States Environmental Protection Agency, 2018.

² "Economic Impacts of Energy Efficiency Investments in Vermont - Final Report", Optimal Energy and Synapse Energy, 2011.

³ "Arlington County Community Energy Plan", 2019

The impacts of energy reductions can be felt far beyond job creation and monetary savings. Energy efficiency and renewable generation investments improve air quality with subsequent benefits to respiratory health. In addition, reduced atmospheric toxins from fossil fuels - such as mercury - will reduce birth defects and other severe health issues¹. Reducing greenhouse gas emissions is of particular importance to low-lying coastal communities such as Jamestown, where concerns of sea-level rise have significant economic and personal impact.

Accomplishments

As a coastal community, Jamestown has firsthand experience with the impacts of climate change. Residents, local businesses, and government officials understand the importance of preserving and protecting the local environment and have already undertaken a number of steps to reduce its environmental impact. The following section briefly describes some energy-related success stories from across the Jamestown community.

Public Building Accomplishments

- ★ 2017: The town was among the first in RI to enact a ban on single-use plastic bags
- ★ 2017-18: The [Sustainable Jamestown](#) Initiative was created to be a *"framework for making progress toward our shared goals of sustainability and resiliency. The Town will report on how much progress it makes in reaching goals to sustainably use our resources"*
 - Sustainable Jamestown: "Jamestown will do everything it can to make sustainable decisions, invest in sustainable infrastructure, buildings, vehicles and otherwise 'lead by example'".
- ★ 2019: the town partnered with Clean Ocean Access and the Healthy Soils Healthy Seas composting program to bring composting service to the community.
- ★ 2021: Jamestown participated in the Municipal Resilience Program (MRP) with assistance from the Rhode Island Infrastructure Bank (RIIB) and the Nature Conservancy (TNC). The summary of findings can be found [here](#). The findings indicate where there are vulnerabilities within Jamestown and why combatting climate change is so important to the community.
- ★ Recent school building projects:
 - HVAC efficiency upgrade
 - Lighting changed to LED
 - Roof replacement: insulation to R40-R50
 - Window upgrade to high efficiency windows
 - VFD Drive Circulating Pump: reduces consumption of oil and controls heat
 - Energy recovery ventilation
 - Band Room ventilation: VFD drive, manage space based on occupancy and carbon dioxide levels
 - Gymnasium: upgrade Johnson controls
- ★ 2022: The school department approved plans to provide an estimated 100% of the Melrose School's electricity and 85% of the Lawn School's electricity from onsite renewable energy generation.
- ★ Recent and Ongoing Upgrades at the Philomenian Library:
 - Overhaul HVAC system (date?)
 - New Roof (date?)
 - Upcoming renovation - looking into measures to make the building more efficient.
- ★ Recreation Department:

- Recreation Center building
 - Upgraded to Heat Pump
 - New Windows
- Fort Getty & Pavilion
 - LED Lighting at Pavilion

Residential Accomplishments

The vast majority of buildings in Jamestown are residential structures and likely account for the largest percentage of greenhouse gas emissions of any building type in the community. Many residents in Jamestown have taken steps to improve their homes comfort and efficiency by taking on upgrade projects. Some have converted to more efficient technologies for heating and cooling as critical step to reduce emissions from buildings in Jamestown. Others have gone through more rigorous upgrade projects to retrofit entire homes and greatly reduce their environmental impact.

One such example is a home owned by Jamestown resident, Don Powers. This exemplary home is a net-zero building capable of producing as much energy onsite as it utilizes over the course of a year. The home contains a super-insulated building envelope that far surpasses the minimum requirements set forth by the State's energy code. The home's heating and cooling load is managed by a variable refrigerant flow (VRF) system which is highly efficient and electric, further reducing the emissions associated with the home. The home's appliances are ENERGY STAR certified and solar PV arrays are mounted on a structure in the backyard, out of view from the street. The homeowners can effectively monitor energy usage by room, appliance, or system to quickly identify any faults that may be occurring. In addition to all the energy savings measures that were installed, the home boasts extreme high levels of comfort and indoor environmental quality.

The home is a great example of an existing building can be retrofitted to a highly-efficient, low greenhouse gas emitting facility and was featured on the PBS show "[This Old Home](#)".

Other examples of these residential success stories exist within Jamestown. One of the objectives of this plan is to amplify these stories and motivate others to consider upgrading their homes with energy efficiency in mind.

Section II: Vision and Goals for Jamestown's Energy Future

- ★ **Vision:** Jamestown will transition to a net-zero energy community where buildings and homes are highly energy efficient, electrified, and utilize renewable energy sources to meet the remaining energy needs of business owners, residents, and municipal operations. As a community that is already feeling the effects of climate change, this is one way to reduce environmental impacts and continue to be a model community in the area of sustainability.
- ★ **Long-Term Goals** The Town has aligned with the long-term goals set by the state, including to:
 - Achieve net-zero energy by 2050
 - Generate 100% of electricity through renewable energy sources by 2033
- ★ **Short-Term Goals** Jamestown has set the following interim targets that will help make progress towards the long-term goals described above:

- Conduct a comprehensive, community-wide, greenhouse gas inventory that enables the town to set a near-term, realistic emissions reduction goal
- Adopt a Community choice aggregation program by 2023; increase the percentage of renewable energy supply each year in addition to the minimal program offering
- Increase the number of homes and businesses participating in rebate programs offered by Rhode Island Energy (*formerly National Grid*) each year
- Conduct one educational campaign each year about the benefits of electrification and efficiency

Section III: Strategies Roadmap

Overall Approach

In order to meet Rhode Island’s collective climate goals, all communities, including Jamestown, need to take action. The focus of this plan is on the buildings sector as our community’s residential and commercial buildings are a significant contributor to our overall greenhouse gas emissions. This plan provides a set strategies that can be undertaken in municipal, commercial, and residential buildings by municipal government officials, business owners, and residents. This plan provides a three-pronged approach to making progress in the fight against climate change, including:

1. Increasing energy efficiency;
2. Strategically electrifying end uses; and
3. Increasing deployment of renewable energy.

Together these three strategies are the pillars of a decarbonized energy future. Combining these three strategies will unlock multiple benefits of decarbonization including healthier buildings, reduced operating costs, and reduced greenhouse gas emissions. Energy efficiency should be the first priority because it is the most cost-effective way to reduce energy consumption, save money on utility bills, and reduce emissions in buildings. By focusing on energy efficiency first, buildings and homes drive down their energy demand which, in turn, has positive impacts on the other two strategies covered in this plan (i.e. deployment of electrification technologies and renewable energy).

While it is the goal of the Town to make progress in each sector, this plan recognizes the challenge of requiring private residents and business owners to take action in their own buildings. Therefore, this plan deploys approaches such as educating residents and businesses about energy reduction opportunities, leading by example in municipal buildings, and prioritizing both voluntary and mandatory actions at the community-wide level. Lastly, there is no silver-bullet approach that will ensure our climate goals are met. The Town of Jamestown seeks a multi-faceted approach that will systematically change the way we operate our buildings to ensure energy is used in sustainable manner.

The following sections contain recommendations that can help Jamestown achieve its energy reduction targets.

Strategies for Municipal Buildings

Strategy M1: Public Building Energy Benchmarking

The Town of Jamestown should regularly conduct benchmarking of all municipal facilities on, at least, a quarterly basis.



The information collected through benchmarking should be reviewed by pertinent department heads, town administrator, the director of public works, and other interested participants. Benchmarking information can be used to identify capital improvement projects and raise awareness amongst building occupants about their impact on energy consumption.

Benefits:

- Identify under-performing buildings
- No-cost to use EPA's ENERGY STAR Portfolio Manager
- Benchmarking information can guide energy upgrade projects

Implementation Considerations:

- Refer to similar policies in other jurisdictions
- Identify who will be responsible for benchmarking (i.e. department heads, town administrator, etc.)
- Setup a master account with EPA's ENERGY STAR Portfolio Manager
 - Work with Rhode Island Energy (*formerly National Grid RI*) to obtain utility data

Additional Resources:

- Policy Development: [EPA Toolkit](#), [NEEP FAQs](#), [IMT Resources](#)
- Policy Tracking: [NEEP Policy Tracker](#)

Strategy M2: Energy Equipment Upgrade Policy

Establish a written policy that requires the building manager, DPW Director, or designated party to assess the viability of replacing a failed energy-consuming piece of equipment (i.e. boiler, lighting system, hot water heater, etc.) with a more energy efficient piece of technology. For instance, rather than replacing a failed gas-fired boiler with a similar system, the project manager should investigate the potential to replace the failed boiler with an Air Source Heat Pump for the building's heating and cooling needs. The town should raise awareness of this policy and ensure that

department heads are adhering to it. For smaller pieces of equipment, such as refrigerators, fans, etc., departments should be required to purchase ENERGY STAR equipment.

Benefits:

- The best opportunity to achieve efficiency and electrification occurs when an older system fails and needs to be replaced
- This policy ensures each department head is considering energy efficient systems prior to installation
- Purchasing energy-efficient products can make comprehensive energy efficiency upgrades more cost-effective by reducing building energy loads (and the size of the systems needed to meet those loads)

Implementation Considerations:

- Ensure department heads and key decision makers are aware of this new policy
- Assign one person in each department to manage the process and adhere to the policy

Additional Resources:

- [EPA's Product Lists](#)

Strategy M3: Adopt Community Choice Aggregation Program

Community choice aggregation programs, or municipal aggregation, is a legislatively authorized program in RI that enables local governments to procure electricity from renewable sources such as solar PV generation on behalf of their residents. The Town has already begun the process to develop a Community Choice Aggregation program and should seek to fully implement said program by 2023. Jamestown can follow the lead of other local jurisdictions to adopt a similar program.

Benefits:

- Cost effective option for procuring and delivering clean electricity to residents
- Offer competitive, less volatile utility rates
- No cost to the municipality other than the time to setup, promote, and monitor the program

Implementation Considerations:

- Raise awareness and promote the program on an ongoing basis to ensure maximum participation
- Provide flexibility to residents by offering multiple combinations of renewable and fossil fuel based electricity. Programs can "opt-up" and offer residents 50% or 100% of their electricity from renewable energy sources.

Additional Resources:

- Sample Town Resolution: [Portsmouth Resolution of the Town Council](#)
- Good Energy: [Community Electricity Aggregation Primer](#)

Strategy M4: Adopt Major Renovation and New Construction Policy

The town should take steps to adopt policies that require new construction or major renovations to achieve zero energy performance or ban fossil fuel usage. This policy can first be applied to public buildings, followed by a community-wide rollout over time applying to residential and commercial buildings.

Benefits:

- Ensure the town is leading by example and using taxpayer dollars wisely
- Emissions from new buildings and major renovations will be substantially reduced, as will operating costs
- Ensure that new buildings in town are all-electric

Implementation Considerations:

- The town can require that new municipal buildings meet a certain Energy Use Intensity (EUI) and this can be incorporated into RFP documents when design and construction teams are hired

Additional Resources:

NREL: [A Guide to Zero Energy and Zero Energy Ready K-12 Schools](#)

Strategy M5: Operation and Maintenance Best Practices

In both new and existing buildings, operations and maintenance procedures play an important role in energy savings, indoor environmental quality, and more. Jamestown should ensure building operators are properly trained to maintain major equipment within their facilities. Facility directors can attend the Building Operator Certification (BOC) course to receive the necessary information for operating high performance buildings. Additionally, when designing a new public building, the facility director should be trained by the contractors about the systems that are being installed. The town should also ensure that user manuals and specifications are housed in one location for easy access by any new staff members in the future.

Benefits:

- Proper operations and maintenance best practices can save between 5-20% annually

Implementation Considerations:

- Adopt a town-wide policy stating that facilities personnel will regularly attend the BOC course, at least every five years
- Where applicable, record trainings and document user manuals electronically for easy access

Additional Resources:

- BOC Course: [Northeast Regional Course Information](#)
- US Department of Energy: [Operations and Maintenance Best Practices](#)
- EPA: [Operation and Maintenance Best Practices for Energy-Efficient Buildings](#)

Strategy M6: Conduct Building Energy Audits

Hiring a trained professional to conduct building energy audits is a valuable next step after benchmarking. The town should go through the benchmarking process to identify the poorest performing buildings and then utilize the services of a building auditor to understand specific energy efficiency upgrades that can be implemented.

Benefits:

- Identify high priority projects that will reduce operating costs
- Increase the lifespan of energy systems by identifying issues

Implementation Considerations:

- Take advantage of Rhode Island Energy's (formerly National Grid) offerings

- Explore options to conduct audits in-house with municipal staff that have the knowledge and expertise to do so
- Explore remote/virtual building energy audit tools as a low-cost alternative to in-person audits

Additional Resources:

- Rhode Island Energy (formerly National Grid): [Energy Assessments for Public Buildings](#)
- US Department of Energy [Commercial Asset Score tool](#)

Strategy M7 Incorporate Energy Upgrades into Capital Improvement Plan

Based on the results of the energy audits, the town will put together a multi-year (5-10 year plan) for implementing the suggested measures. The plan will identify upgrade measures, anticipated project timelines, possible financing mechanisms, and more. This plan can be created by hiring an outside firm or by working with municipal staff that are knowledgeable in these areas.

Benefits:

- The long-term capital plan can be used to guide budget decisions, investments needed for capital upgrades, and can strongly consider energy savings upgrades
- This type of plan fosters a proactive approach to municipal operations rather than a reactive approach
- Projects and specific technologies can be identified sooner, prior to the end of useful life, in order to transition to a more efficient technology

Implementation Considerations:

- Utilize energy audit information to identify and prioritize projects, then identify potential funding sources for these projects
- Identify potential federal and state funding opportunities to utilize in the capital improvement plan

Additional Resources:

- [Capital Improvement Plans 101](#)

Residential Strategies

Jamestown's building stock is made up primarily of residential homes. According to the [RI Division of Statewide Planning](#), there are 3,122 housing units in Jamestown. The state of Rhode Island has the second oldest housing stock in the country where homes are an average of 60 years old. Due to this, Rhode Island residents are more likely to spend more on heating and cooling their homes compared to others across the nation. Due to these reasons, Jamestown should put a strong emphasis on engaging residents in energy-reduction activities.



Source: This Old House (URL: <https://www.thisoldhouse.com/jamestown-net-zero-house>)

- Increase awareness of energy efficiency opportunities in homes and apartments
- Provide easily-accessible information about utility inactive programs, state programs, tax incentives, and other information that helps residents upgrade energy equipment in their homes

Strategy R1: Adopt a Residential Energy Labeling Program

Encourage homeowners and renters to obtain energy ratings for their residential buildings. Home energy ratings are a valuable tool that increases awareness of energy consumption amongst residents. Residential energy labeling programs can be adopted at the local level on a voluntary or mandatory basis. Energy ratings can be obtained in a variety of different manners including in-person audits or through the use of remote/virtual audit tools.

Benefits:

- Increase market awareness of residential energy usage
- Labeling programs provide aggregated data to the town to track progress towards goals and help target under-performing buildings
- Connect residents to utility or state programs to take on energy upgrade projects

Implementation Considerations:

- Engage with residents and local realtors to craft a labeling program based on stakeholder input

- Engage with RI OER and NEEP to understand best practices and lessons learned from other jurisdictions
- While voluntary programs tend to be more palatable to oppositional stakeholders, they have proven less effective in getting homeowners to produce energy labels

Additional Resources:

- NASEO: [Home Energy Labeling Information and Resources](#)
- NEEP: [Residential Energy Labeling and Retrofit Programs](#)

Strategy R2: Adopt the State’s Residential Stretch Energy Code

The Municipality should explore adopting both the Commercial and Residential Stretch Energy codes. These codes are promulgated by the RI Office of Energy Resources and help ensure that any newly constructed buildings will meet a higher standard of energy efficiency.

Benefits:

- The design and construction phase of new homes presents the greatest opportunity for energy savings and the stretch energy code can help guide this process
- Adhering to the stretch energy code will result in less energy and water consumption, less negative impact on the environment, and achieve higher levels of occupant health and comfort.

Implementation Considerations:

- Consult with the RI Office of Energy Resources about adopting the stretch code on a town wide basis
- Alternatively, promote the usage of the stretch energy code and incentivize builders and homeowners to pursue higher levels of efficiency in new construction by utilizing the stretch energy code

Additional Resources:

- RI Office of Energy Resources: [Stretch Energy Codes](#)

Strategy R3: Explore Innovative Pathways for Achieving Energy Reductions in New Construction

Work with Town staff, Zoning Board, and Planning Commissions to explore how efficiency and clean energy adoption could be accelerated through municipal policy, building, zoning, and/or tax codes. Assess how the town can provide information about the importance of efficiency, electrification, and renewables when new building permits are issued.

Benefits:

- In addition to the energy code, municipalities can require, incentivize, or simply promote decarbonization in new building developments

Implementation Considerations:

- These opportunities can be implemented on a voluntary or mandatory basis
- Consider the touchpoints that the municipality has with the builders for when information can be shared (i.e. at the time of permitting, time of occupancy, etc.)
- Consider expedited processes or reduced fees for developments that are achieving a higher level of energy efficiency

Additional Resources:

- NEEP's [Green Zoning Guide](#)

Strategy R4: Establish Community Energy Coach Program

Energy coaches can be volunteers or paid positions that help answer questions and guide residents through the process of taking on residential decarbonization projects. They should be offered by the town and are a free, knowledgeable, and trusted resources to help citizens make informed decisions.

Benefits:

- Provide trusted information to homeowners to assist with projects such as heat-pump installations, removal of fossil-fuel based equipment, and more
- Guide homeowners that may not be energy-conscious towards solutions that will make their homes for comfortable and efficient

Implementation Considerations:

- Explore opportunities to have a local, knowledgeable resident within the community become the town's energy coach
- Analyze whether one coach or multiple coaches is right for the community
- Record and publicize commonly asked questions so others can learn from experiences in town

Additional Resources:

- Bedford, NY [Energy Coach Program](#)
- Concord, MA [Heating and Cooling Coach](#)

Strategy R5: Create Local Electrification Campaign and Online Resource Library

Further education of homeowners is needed to raise awareness about the opportunities for efficiency and electrification upgrades in homes. As most of the emissions in Jamestown come from existing buildings, there are limited opportunities to make upgrades that result in lower emissions. One such opportunity is at the time of a system failure. Jamestown should launch an informational campaign targeting homeowners to plan ahead for when energy systems, such as oil furnaces, fail. If homeowners are educated and have a plan in place for their equipment, they will be more likely to upgrade to more efficient technologies. Jamestown can take advantage of the extensive online resources already available from sources such as the US Department of Energy, US Environmental Protection Agency, and other local organizations that can be more widely shared with residents and business owners. The town should seek to update the Sustainable Jamestown website with new content and commit to updating this information on a regular basis going forward.

Benefits:

- Low-cost opportunity to educate residents and business owners
- Teach citizens about the opportunities and benefits of being more energy-conscious
- Promote successful projects, showcasing the town's leadership

Implementation Considerations:

- Consider utilizing existing webpages, such as Sustainable Jamestown for storing this information
- Identify additional locations where this content can be linked on the Jamestown government website

- Create a dissemination plan to promote the resource library to citizens

Additional Resources:

- RI OER: [General Information](#) and [Resource Library](#)
- US DOE: [State and Local Communities](#)
- US EPA: [Local Climate and Energy Program](#)
- NEEP: [Green Real Estate Resources](#)

Commercial Building Strategies

Strategy C1: Adopt the State of RI Commercial Stretch Energy Code

The Town should explore adopting the Commercial Stretch Energy codes. These codes are promulgated by the RI Office of Energy Resources and help ensure that any newly constructed buildings will meet a higher standard of energy efficiency.

Benefits:

- Use less energy and water, have less negative impact on the environment, and achieve higher levels of occupant health and comfort.

Implementation Considerations:

- Consult with the RI Office of Energy Resources about adopting the commercial stretch energy code on a town-wide basis
- Alternatively, promote the usage of the stretch energy code on a voluntary level and incentivize builders to pursue higher levels of efficiency in new construction by utilizing the stretch energy code

Additional Resources:

- RI Office of Energy Resources: [Stretch Energy Codes](#)

Strategy C2: Adopt a Town-Wide Benchmarking program

Implementing a mandatory benchmarking requirement ensures that all building owners (typically commercial buildings only) measure and report their annual energy consumption to the town. The process of benchmarking is relatively simple and not a resource intensive process. Further, the process can be simplified if data is available from the local utility (Rhode Island Energy). The most common tool used for benchmarking is EPA's ENERGY STAR Portfolio Manager.

Benefits:

- Help building owners identify if their building is underperforming
- Create market transparency about energy usage in buildings
- Encourage building owners to think more about energy usage in their buildings and making investments in improvement projects
- Increase visibility into energy usage trends on a comprehensive level

Implementation Considerations:

- Most benchmarking programs have been adopted in large cities and therefore have a square footage threshold (e.g. 20,000 ft²) – but this approach may not be appropriate for Jamestown.

- Incorporate training into the program so building owners understand how to complete the process of benchmarking
- Lead by example by benchmarking town buildings first
- Report aggregated data to the public

Additional Resources:

- EPA [ENERGY STAR Portfolio Manager](#)
- NEEP [Building Energy Benchmarking Toolkit](#)

Strategy C3: Opt-In to C-PACE

Commercial Property Assessed Clean Energy (C-PACE) is a voluntary financing tool that municipalities in Rhode Island can opt-into, allowing commercial property owners to access a secure financing mechanism for projects. C-PACE financing is secured through a voluntary assessment on the building owner's property tax bills allowing the financing to be paid back with savings from the project.

Benefits:

- 100% of project costs can be covered by C-PACE
- No upfront costs
- Can be combined with utility incentives

Implementation Considerations:

- Discuss successes and challenges that other communities have faced
- Work with RI Infrastructure Bank to successfully promote the program in Jamestown
- Share case studies from other communities

Additional Resources:

- RI Infrastructure Bank: [C-PACE Program Overview and Program Guidebook](#)

Strategy C4: Create Commercially-Focused Online Resource Library and Educational Campaign

There are extensive online resources from sources such as the US Department of Energy, US Environmental Protection Agency, and other local organizations that can be more widely shared with residents and business owners. The town should seek to update the Sustainable Jamestown website with new content and commit to updating this information on a regular basis going forward.

Benefits:

- Low-cost opportunity to educate business owners and managers
- Teach the commercial building community about the opportunities and benefits of being more energy-conscious
- Promote successful projects, showcasing the town's leadership

Implementation Considerations:

- Consider utilizing existing webpages, such as Sustainable Jamestown for storing this information
- Identify additional locations where this content can be linked on the Jamestown government website

- Create a dissemination plan to promote the resource library to commercial building owners and managers
- Utilize information from and link to existing sources such as RI OER, US Department of Energy, US EPA, and others

Additional Resources:

- RI OER: [General Information](#) and [Resource Library](#)
- US DOE: [State and Local Communities](#)
- US EPA: [Local Climate and Energy Program](#)
- NEEP: [Solutions for Low-Carbon States and Communities](#)

Conclusion and Near-Term Priorities

As a key first step, the town should empower a current municipal department or create a new position that will be charged with the implementation and oversight of this plan. Equipping a staff member or hiring a dedicated energy manager will ensure that the benefits of this plan are fully realized. In the context of 2022, Jamestown is well-suited to take advantage of forthcoming funds that are soon to be issued by the federal government to implement infrastructure improvements. Furthermore, by having a dedicated energy manager, this person can act as the liaison between these federal programs and the municipality, ensuring that the town takes full advantage of the opportunities that exist.

The 2022 Jamestown Energy Plan should serve as the foundation for the town's efforts to combat climate change by addressing building sector greenhouse gas emissions. By assessing, prioritizing, and implementing the strategies in this plan, the town can become a recognized leader and a more comfortable place to live, recreate, and conduct business.

For the agenda for January 23, 2023 from Councilor Meagher

- Report on the community housing land trust and likely request in the budget to fund at least two prototypes (for council consideration and or vote to support our refining the process.)
- Update on the meeting in December with citizens concerned about the Short Term Rental Ordinance and next steps
- Upgrading and expanding our recycling efforts to include town locations for recycling single-use plastic bags, reusable plastic containers (such as prepared food containers) batteries, and other materials not easily disposed of properly.
- For the council to consider creating two new positions in Town administration:
 - One position would support the town's efforts in natural resources/ environmental protection and energy conservation by coordinating and administering the town's initiatives in these areas. This position would also help to develop and coordinate the community's response to the effects of climate change, rising seas, and impacts of development. It would provide much-needed support to the Planning Department which has been held responsible for these types of efforts to date and it would provide support staff for the Conservation Commission, which currently has no staff and relies on volunteers and subsidiary committees such as Water Resources. It would also provide a link to citizen groups and other organizations.
 - The second position would create a Zoning officer, responsible for supporting the Zoning Board of Review and administering the Zoning Code. Development in Jamestown has become more complex and because now it often involves tearing something down, more controversial. It often includes multiple stages of review. It has become increasingly burdensome to the building official to bear this responsibility in addition to his other duties, which themselves have become more complex. This new position would also be responsible for administering the new Short-Term Rental Ordinance.

Memorandum

To: Roberta Fagan
From: Karen Montoya
Date: 1/18/2023
Re: Alternate Vacancy on the Board of Canvassers

There is one Republican alternate vacancy on the Board of Canvassers, term ending in March for a 6 year term. Could you please add this to the next agenda on January 23rd of the Town Council meeting to obtain permission to contact the Republican Town Committee for a list of 5 candidates per RI Law 17-8-1.

Thank you

Memorandum

To: Roberta Fagan
From: Karen Montoya
Date: 1/18/2023
Re: Member Vacancy on the Board of Canvassers

There is one Republican member vacancy on the Board of Canvassers ending in March for a 6 year term. Could you please add this to the next agenda of the Town Council meeting on Jan. 23rd to obtain permission to contact the Republican Town Committee for a list of 5 candidates per RI Law 17-8-1

Thank you

Title 17

Elections

Chapter 8

Local Canvassing Authorities

R.I. Gen. Laws § 17-8-1

§ 17-8-1. Appointment of bipartisan authority.

The legislative body of each city and town shall appoint a bipartisan canvassing authority of three (3) qualified electors of the city or town, not more than two (2) of whom shall belong to the same political party, and may appoint two (2) alternate members, not more than one of whom shall belong to the same political party. At any meeting of the canvassing authority at which a member is to be absent, the member may request that an alternate replace him or her for that meeting; provided, that the alternate member must be of the same political party as the member. The mayor or the president of the town council shall nominate the members of the canvassing authority from lists of party voters submitted by the respective chairpersons of the city or town political committee, which lists shall contain the names of five (5) times the number of persons to be appointed. If the legislative body refuses to approve the nomination of any person to the canvassing authority, the mayor or the president shall submit to the legislative body another person named on one of the lists, and so on until a person is appointed. If the chairperson of the city or town committee of a political party entitled to an appointment fails or refuses to submit a list, the mayor or the president shall nominate any party voter of the political party entitled to the appointment.

History of Section.

P.L. 1956, ch. 3754, § 1; G.L. 1956, § 17-8-2; G.L. 1956, § 17-8-1; P.L. 1958, ch. 18, § 1; P.L. 1988, ch. 151, § 1.

Title 17

Elections

Chapter 8

Local Canvassing Authorities

R.I. Gen. Laws § 17-8-2

§ 17-8-2. Term and qualifications for office.

Each member of a local canvassing authority shall be appointed to serve for a term of six (6) years beginning on the first Monday of March succeeding the date of his or her appointment and until his or her successor is elected and qualified. No person shall be appointed or serve as a member of the authority who is an officer or employee of the United States or of this state, or who is an officer or employee of the authority's city or town; provided, that in any city a member of the authority may be employed as its clerk. Any member of the authority who becomes a candidate for election to any public office and who fails to file a declination of the candidacy within the time allowed by law shall be disqualified from holding membership upon the authority and his or her successor shall be immediately elected.

History of Section.

P.L. 1951 (s.s.), ch. 2870, § 18; G.L. 1956, § 17-8-15; G.L. 1956, § 17-8-2; P.L. 1958, ch. 18, § 1; P.L. 1988, ch. 84, § 74; P.L. 2007, ch. 301, § 1; P.L. 2007, ch. 436, § 1.

TOWN COUNCIL MEETING MINUTES
January 3, 2023

I. TOWN COUNCIL INTERVIEWS: The Jamestown Town Council will conduct interviews of applicants for the committee vacancies as follows:

Antonia Baum was interviewed via zoom for the Library Board of Trustees.

William Harsch was interviewed in person for the Conservation Commission, Library Board of Trustees and Quonset Development.

The interview session concluded at 5:50 p.m. at which time the Town Council took a brief recess.

THE JOINT TOWN COUNCIL AND SCHOOL COMMITTEE WORK SESSION

II. ROLL CALL

A joint work session of the Jamestown Town Council and School Committee was held on January 3, 2023. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, Randy White, and Erik Brine.

School Committee Members present were as follows: Sally F. Schott, Agnes C. Filkins, Andrew C. Allsopp, Kristine A. Lapierre, and Christian Cowan.

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, Superintendent of Schools Dr. Kenneth Duva, Jamestown Schools Finance Director Jane Littlefield and Town Clerk Roberta Fagan.

III. CALL TO ORDER, PLEDGE OF ALLEGIANCE

The Joint Jamestown Town Council and School Committee Pre-Budget Work Session was called to order at 6:02 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue by President Beye and led the Pledge of Allegiance.

School Committee Board member Kristine A. Lapierre called the meeting of the School Committee to order.

IV. JOINT TOWN COUNCIL AND SCHOOL COMMITTEE WORK SESSION 6:00 P.M.

- A) Review, discussion, and/or potential action and/or vote of budget issues for the remainder of the current fiscal year (July 1, 2022 to June 30, 2023) and pre-budget review and discussion of issues for the next fiscal year (July 1, 2023 to June 30, 2024) pursuant to RIGL §16-2-21

Superintendent of Schools Dr. Kenneth Duva made a presentation to the Town Council and School Committee (attached).

FY 2024 JSD Preliminary Budget Discussion

Town Council
&
School Committee

1.3.23



Table of Contents

- 01** **Accomplishments**
22-23 current and in-process accomplishments
- 02** **Budget Process**
The process and the priorities
- 03** **Enrollment & Budget Impacts**
Current and anticipated
- 04** **Budgetary Factors and Facts**
Knowns and unknowns



Accomplishments



- Jamestown is #1 in the state for our RICAS Math proficiency and #3 for ELA;
- Our 3rd grade students had the highest % of students in the district who met or exceeded the standard -72.7% ;
- This same group of students had the highest % of students across the state who met or exceeded the standard - 76.4%;
- On the RIDE School Report Card Melrose received 5 stars for Exceeds Expectations and 3 stars for Achievement and Growth; No low performing subgroups;
- The Lawn School received 5 stars for Exceeding Expectation, 5 stars for Achievement & Growth, and 4 stars for having 1 low performing subgroup;
- Implementation of 21st Century classes which focus on the qualities of our Portrait of the Graduate at the Melrose School;
- Reinstated instruction in coding and technology to all students in grades k-8;
- Student leadership opportunities through Anchored 4 Life at both schools;

Accomplishments



- Implementation of the ROCK Block in grades 7 and 8 at the Lawn School. This class offers 4 disciplines of instruction to our students
 - Portrait of the Graduate
 - STEAM/Coding
 - Project-Based Learning
 - Student Passion Project
- 4 Lawn students will represent Jamestown in the RI All-State Music Program;
- Upcoming production of *Beauty and the Beast* with collaboration from the Jamestown Community Theater;
- Nick Alfred, 6th grade Math Teacher received a national recognition through Curriculum Associates as a 2023 Extraordinary Educator;
- Samira Hakki, Director of Technology, received The Trust's Safety and Risk Management Scholarship for Cyber-Security Training and services for our district.
- Use of ECF grant to replace Chromebooks;
- Completed project to provide Lawn with direct internet access;
- Updated audio speakers in Melrose Classrooms
- Installment of solar panels at both schools!

Budget Process:

- Our district strategic plan leads the discussion for our budget requests.
- Staff are asked to provide requests for the upcoming budget to their Administrator.
- Administrators make decisions based on what is educationally right for students and teachers.
- The Superintendent and Director of Finance review all requests for approval.
- Our budget is designed to fund expenses related to the known student population, the needs of the upcoming school year, and historical experiences related to special education expenses.
- We will consider the interests of the school community in developing our budget.
- The budget will provide a high quality education based on the academic and social-emotional needs of all students pre-K through 12th grade.

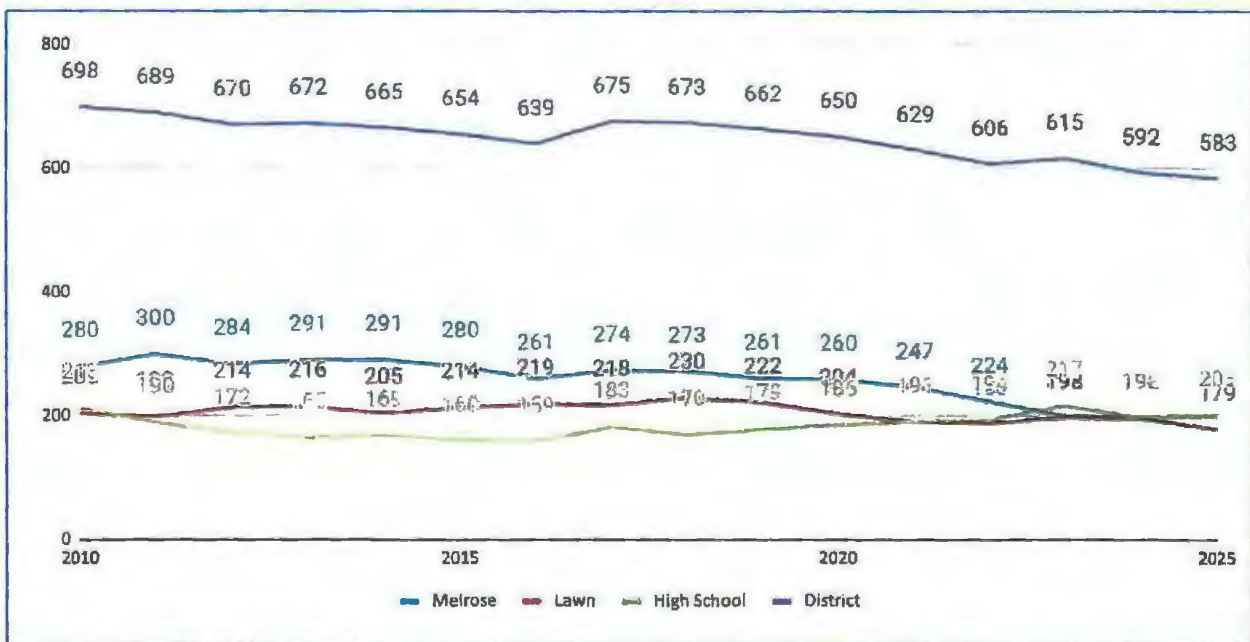
Priorities are to invest the community's resources to promote improvement, effectiveness, and efficiency with a focus on:

- Vision and goals of our District Strategic Plan;
- Projected student enrollment for each grade;
- Prioritizing academic and social-emotional needs of students;
- Prioritizing instructional needs of teachers and staff;
- Curriculum and instruction needs based on school achievements and new educational reform;
- Enhancement and sustainability of our Facility and Technology infrastructures; and
- Human resources.

Overview of District

<p>\$15,730,034</p> <hr style="width: 20px; margin-left: 0;"/> <p>606</p> <p>415</p> <p>194</p> <p>8</p> <p>17%</p> <p>6%</p> <p>15%</p> <p>0.2%</p>	<p>Total FY 23 School Budget</p> <p>Total Enrollment</p> <p>Preschool through eighth grade (includes service only preschool students)</p> <p>Secondary: ninth through twelfth grade</p> <p>Out of District Placements</p> <p>Percentage of Military Students (preschool-8th grade only)</p> <p>Percentage of Free and Reduced (preschool-8th grade only)</p> <p>Percentage of Differently Abled Learners (preschool -12+)</p> <p>Percentage of Multilingual Learners (preschool-8th grade only)</p>
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Historical Projections Preschool - Twelfth Grade



Enrollment and Staffing Impacts:

- Enrollment in grades kindergarten through eighth grade continue to decline.
- Reduce 2 more grade levels for 23/24, grade 1 and grade 4
- 2 classes of each grade level in k-4 at Melrose School

- 3 students with 1:1 Teacher Assistants will be graduating from Lawn School. The cost for these services will transfer to high school tuitions and services.

- Expecting 2 teacher retirements at the end of the 22/23 school year;
 - District reading specialist
 - Middle school resource teacher
- Planning for 3 positions to be eliminated at the end of the 22/23 school year
 - Grade 1 teaching position
 - Grade 4 teaching position
 - Social Emotional Learning coach (1 year position)

Budget Impacts 2022-2023 SY:

High School Tuitions:

Expected to be on budget for FY 23

Heating Costs: Projecting \$4.63/gallon

FY23 Budget - \$54,000

Statewide Transportation:

Projecting an increase of \$100,000 which will be absorbed from savings in other areas.

We will continue to work with RIDE for a more equitable formula.

FY '22 Summary

❖ Audit Figures show as of June 30, 2022:

- Beginning Fund Balance \$1,098,243
- Planned Deficit (\$200,000)
- Unplanned Deficit (\$441,454)
- Ending Fund Balance \$456,789
- Committed FB in FY23 Budget Operations (\$200,000)
- Committed FB in FY23 Budget Capital (\$209,395)
- Projected 6/30/23 Fund Balance \$47,394

Budget Impacts FY '24:

Health Insurance:

- Budgeted increase of 20%

Heating Costs:

- Projecting \$4.63/gal
- Expecting an increase of approximately 50%
- FY24 Projected - \$108,805

Increase of \$54,805 (projecting a decrease in electricity of to offset this increase)

Transportation:

- Statewide transportation is up by 50%; We will continue to work with RIDE on the transportation formula.
- First Student contract expires June 2023. Unknown increase

High School Tuitions:

- Current 12th graders - 45 (All Schools); Current 8th graders - 45
- High School placement decisions are unknown at this time

JTA Negotiations:

- Unknown cost increases in salaries due to negotiations

Budget Impacts FY 24':

Capital Improvement Costs:

Increase in Operating Budget as these funds are no longer available through past practices of using our Reserve Funds.

Rhode Island General Law 16-7-36(11), "Maintenance expenditures"

- Square Footage of Melrose and Lawn is 108,247,
- \$3.00 per sq ft; recommended use for MOE
- Annual Maintenance Expenditures \$324,741

Increase in Local Funding by \$160,000

"Even though we are anticipating a challenging budget process, we are hopeful that we will create a school budget that will continue to provide high quality education and services to our students that will prepare them for their future."



School Committee member K. Lapierre made a motion to adjourn the School Committee meeting at 6:37 p.m. with a second by School Committee member A. Filkins. Vote: S. Schott, Aye; A. Filkins, Aye; A. Allsopp, Aye; K. Lapierre, Aye and C. Cowan, Aye.

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

V. OPEN FORUM

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

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

There were no requests to address the Town Council.

President Beye recused herself from agenda item VI) A) Support of Amendments to Abatements for Members of the Jamestown Fire Department, No. 2023-01.

VI. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, PRESENTATIONS, RESOLUTIONS AND PROCLAMATIONS

- A) Review, Discussion, and/or Action and/or Vote: Approve and authorize the Town Clerk to forward to the local delegation to the RI General Assembly a Resolution In Support of Amendments to Abatements for Members of the Jamestown Fire Department. No. 2023-01

At the request of Vice President Meagher Councilor M. White read Resolution 2023-01.

A motion was made by Councilor M. White with a second by Vice President Meagher to approve and authorize the Town Clerk to forward to the local delegation to the RI General Assembly a Resolution In Support of Amendments to Abatements for Members of the Jamestown Fire Department. No. 2023-01. Vote: Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

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

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

- A) Town Administrator's Report: Jamie A. Hainsworth:
 - 1) Damage to Town property December 22 & 23, rain storm

Town Administrator Hainsworth stated last week's storm did a significant amount of damage to some town properties, sidewalks, and roadways. The following is a list of areas affected:

- East Ferry: debris, collapsing sidewalk at the rear of memorial square, and the wood pile pier decking damage.
- Ft Getty: debris clean up on access road, Ft Getty Pier large amount of debris clean up and decking damaged.

- Mackerel Cove: Major amount of erosion, the bathhouse footing was damaged, the beach dunes were significantly damaged and the sidewalk eroded.
- Conanicus Avenue: Approximately 20 feet of sea wall and sidewalk collapsed.

Chief Mello presented photos and video documenting the damage.

2) Negotiations with the International Brotherhood of Police Officers (IBPO)

The current bargaining agreement with the IBPO will expire on June 30th, 2023. Meetings have been planned with IBPO representatives.

3) Electronic Permitting; Building permits

Town staff continues to meet with Representatives from the Rhode Island Department of Business Regulation (DBR) and the vendor on the State's Master Price agreement, OpenGov, to coordinate the transition to e-permitting. OpenGov offers electronic permitting for various municipal functions and Town staff continues to explore options. State law requires Building permits to be available electronically by July 1, 2023. DBR will fund the first year's costs; the Town would be responsible for future years' maintenance and services.

4) East Ferry use update on CMS/Jamestown Newport Ferry Service

Discussion ensued. Town Administrator Hainsworth reported there had been some dialogue with the legal representatives for CMS. The Town of Jamestown presented a license agreement proposal to CMS in early December with a request for a response by December 30, 2022. No response was received by the deadline triggering a letter from the Town of Jamestown to CMS instructing the removal of personal property and fixtures from East Ferry no later than January 10, 2023.

Solicitor Peter Ruggiero stated that he had received a call from CMS's legal representative that morning requesting an Executive Session meeting with the Town Council on February 6, 2023.

Councilor R. White stated that an Executive Session was not necessary or appropriate. The actions and behavior of CMS have been disrespectful, inappropriate, and unprofessional.

Councilor M. White and Councilor Brine both questioned whether it was necessary and or appropriate to hear the matter in an Executive Session; or if it could be considered in an open session. Councilor Brine questioned what the next steps would be. He asked what the Solicitor's opinion was on scheduling an Executive Session with CMS, Inc.

Solicitor Peter Ruggiero suggested putting the matter on the January 23, 2023 agenda for further discussion.

5) Covid 19 Testing update

From November 30th to December 28th there were seventeen (17) new positive Covid-19 cases reported with a total of 1370 for Jamestown, according to the RI Department of Health. The spread of the virus continues to be an issue, and necessary precautions should be taken.

VIII. UNFINISHED BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: At the request of Councilor Brine consideration to form a Tax Relief Working Group and or Committee
 - 1) Correspondence from Marian Falla

Discussion ensued.

Councilor Brine summarized past conversations, options, and opportunities for tax relief for Jamestown residents. He would be in favor of a fair tax structure for residents in light of dwindling affordable year-round housing stock and increasing short-term rental properties. Councilor Brine requested to pursue the formation of a committee to study varying tax relief options for year-round Jamestown residents. Vice President Meagher supports exploring options.

Vice President Meagher and President Beye thanked resident Marian Falla for her interest and information.

A motion was made by Vice President Meagher with a second by Councilor Brine to form a Tax Relief Working Group Ad Hoc Committee with a minimum of 5 members and a maximum of 7 members and advertise for applicants. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- B) Review, Discussion, and/or Action and/or Vote: New Workshop/Storage Building, Plat 7, Lot 1, Town of Jamestown
 - 1) Memorandum from Public Works Director Michael Gray to Town Administrator Hainsworth

Discussion ensued.

Public Works Director Gray made a presentation to the Town Council with photos of the present work area and the proposed New Workshop/Storage Building. The current work area resides in a shared work bay with Town vehicles, which presents challenges at times. The proposed New Workshop/Storage Building would utilize existing materials and Town staff time to construct. Minimal expense would be incurred; the exception being HVAC/electric installation which will need to be subbed out and will be included in the 2023-2024 Public Works budget request.

A motion was made by Vice President Meagher with a second by Councilor Brine to approve the request to construct a New Workshop/Storage Building as requested by Public Works Director Gray. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

Vice President Meagher announced President Beye was having trouble speaking and requested moving IX, B) up in the agenda.

A motion was made by Vice President Meagher with a second Councilor Brine to move agenda item IX, B) up in the agenda order. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

IX. NEW BUSINESS

- B) Review, Discussion, and/or Action and/or Vote: Review of the recruitment process for a new Town Administrator

Discussion ensued.

Town Administrator Hainsworth addressed the Town Council and gave an overview of the proposed recruitment process options. If option 1 were approved the vacancy would be advertised as indicated the Town Council would have the opportunity to review any applications received at the January 23rd Town Council meeting. Town Administrator Hainsworth stated that he has received communications from interested candidates, and expressed optimism that a new Town Administrator could be appointed before his departure at the end of February.

Councilor R. White requested clarification on reviewing applications during open session vs. Executive Session per the RI Attorney General and Open Meetings Act (OMA).

Solicitor Peter Ruggiero made the following clarifying statements: because the full Council will be overseeing the appointment of a new Town Administrator the process would be subject to Open Meetings Act (OMA). At the time of reviewing the applications, the Town Council would not be obligated to announce the names, but in the event of an APRA request, the applications/resumes would be subject to disclosure with redactions.

Councilor Brine also questioned how salary negotiations would be handled; during the open session or Executive Session.

Solicitor Peter Ruggiero stated that the salary range could be discussed as part of the interview. Also, the salary would be disclosed in the job posting advertisement.

A motion was made by Councilor Brine to approve the option 1 recruitment process, with a second by Vice President Meagher. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

A)Review, Discussion, and/or Action and/or Vote: At the request of President Beye consideration to form a Senior Services Committee

Discussion ensued.

President Beye read a letter she sent to the Friends of the Jamestown Seniors Board. (Attached) In 2015 she became a Board member of the Friends of Jamestown Seniors and stated she is proud of their achievements. The appointment of Molly Conlon Rose as Senior Services Director has promoted an enjoyable atmosphere, offering robust programs to benefit the senior community. There are many committees/boards representing the varying needs and interests of the community except for the unique needs of the senior population. President Beye requested the formation of the Senior Services Committee. This would, in her opinion, be the next step in gaining greater awareness and an appreciation of the senior population.

Vice President Meagher agreed the timing would be appropriate to form a 5 to a 7-member committee which would provide a mechanism to prioritize the needs of the senior population and bring further awareness to the community.

President Beye volunteered to be a liaison to the newly formed Committee.

A motion was made by Vice President Meagher with a second by Councilor Brine to form a Senior Services Committee with a minimum of 5 members and a maximum of 7 members and to advertise for applicants. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

December 29, 2022

Hello F.O.J.S board members,

I have been reflecting over this past year as most people do with the approaching new year. I think back to when I first became a board member and am proud of what we have accomplished as a board. 2020 was a challenge but we waited it out and thanks to science we can resume a somewhat normal lifestyle.

Looking back, I am grateful for the appointment of Molly Conlon Rose to Senior Services Director. Molly in my opinion has done a superb job and is loved by the folks who come to the center on a regular basis. She has created an enjoyable atmosphere for our senior residents, provided them with programs and activities that promote their independence, and encourages them to be involved in the community. I feel like we have a positive and enjoyable working relationship with Molly, a partnership of sorts that benefits our senior population.

This time of year, for me in my role as a town councilor means interviewing volunteers for the various town committees, boards, and commissions due to terms expiring in December. As I meet with prospective volunteers and get a sense of why they are interested in donating their time to these groups, it occurred to me that while we have committees that represent a lot of entities, we don't have a formal town committee to represent our seniors.

I am asking that the town form a standing town committee called the Senior Services Committee. My desire to create this committee is inspired by the Library Board of Trustees. I have seen how they complement the Friends of The Jamestown Library group and play an important role when it comes to projects outside the scope of the F.O.J.L. I believe that this is just the next step in gaining awareness and appreciation of the senior population here and all that the F.O.J.S and the Senior Services Director accomplish.

I have asked to have this topic placed on the agenda for the January 3rd council meeting. If you are available to attend the meeting, I will be grateful for your support.

Thank you all and I wish you a Happy New Year.

Take good care, Nancy

C) Review, Discussion, and/or Action and/or Vote: At the request of Councilor Brine regarding the Commerce RI/Rhode Island Broadband Speed Test and Survey Councilor Brine stated the importance of expanding reliable and accessible Broadband in the state. He gave a summary of the Commerce RI/Rhode Island Broadband Speed Test and Survey initiative. Participation in the test and survey would enable the State to identify areas of greatest need for improved Broadband in Rhode Island utilizing federal funding.

Town Clerk Fagan demonstrated the Commerce RI/Rhode Island Broadband Speed Test and Survey.

Councilor Brine gave examples of his own experience with inadequate/sub-par Broadband service with various providers (Verizon, Cox Communications, etc.) as a resident of Jamestown.

Finance Director Tina Collins offered to post the Commerce RI/Rhode Island Broadband Speed Test and Survey initiative on the Town website.

X. ORDINANCES, APPOINTMENTS, VACANCIES AND EXPIRING TERMS

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

1) Beavertail State Park Advisory Committee One (1) member; three-year term ending 12/31/2025:

a) Letter of interest

i) Lisa Primiano (seeking reappointment)

ii) Barbara Scanlon

A motion was made by Vice President Meagher with a second by Councilor M. White to appoint Lisa Primiano to the Beavertail State Park Advisory Committee with a three-year term ending 12/31/2025. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

2) Conservation Commission: Three (3) members, three-year term ending 12/31/2025:

a) Letter of interest

i) Anne Kuhn-Hines-term limit (seeking reappointment)

ii) Joyce Antonello (seeking reappointment)

iii) Gary Post

iv) Robert Laman

v) William Harsch

Discussion ensued.

A motion was made by Councilor R. White with a second by Vice President Meagher to re-appoint Anne Kuhn-Hines and Joyce Antonello to the Conservation Commission with a three-year term ending 12/31/2025. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

A motion was made by Councilor R. White with a second by Vice President Meagher to appoint Robert Laman to the Conservation Commission with a three-year term ending 12/31/2025. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 3) Harbor Management Commission, Two (2) members, three-year term ending 12/31/2025:
 - a) Letter of interest
 - i) Michael Junge (seeking reappointment)
 - ii) Graham Jamison
 - iii) Gary Post
 - iv) Susan Romano (new applicant)

Discussion ensued.

A motion was made by Vice President Meagher with a second by Councilor Brine to appoint Michael Junge to the Harbor Commission with a three-year term ending on 12/31/2025. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

A motion was made by Vice President Meagher with a second by Councilor M. White to appoint Susan Romano to the Harbor Commission with a three-year term ending on 12/31/2025. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 4) Library Board of Trustees, Two (2) members, three-year term ending 12/31/2025:
 - a) Letter of interest
 - i) Ted Baldwin
 - ii) Antonia Baum
 - iii) William Harsch

Discussion ensued.

A motion was made by Councilor R. White with a second by Councilor M. White to appoint Ted Baldwin and Antonia Baum to the Library Board of Trustees with a three-year term ending 12/31/2025. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 5) Juvenile Hearing Board, One (1) full member, three-year term ending 12/31/2025, and One (1) alternate member, two-year term ending 12/31/2024:
 - a) Letter of interest
 - i) Agnes Filkins (seeking reappointment)
 - ii) Nancy Ventrone (seeking reappointment)

A motion was made by Councilor M. White with a second by Vice President Meagher to re-appoint Agnes Filkins to the Juvenile Hearing Board as a full member with a three-year term ending 12/31/2025. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

A motion was made by Councilor M. White with a second by Vice President Meagher to re-appoint Nancy Ventrone to the Juvenile Hearing Board as an alternate member with a two-year term ending 12/31/2024. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 6) Jamestown Tree Warden, pursuant to RIGL§2-14-2: each city and town must appoint a licensed arborist to serve as a tree warden each year during their January Council meeting. Review, discussion, and/or potential action and/or vote:
 - a) Letter of interest for reappointment
 - i) Steve Saracino
 - b) Letter of recommendation
 - ii) Jamestown Tree Preservation and Protection Committee
Chairman Walter Bopp

A motion was made by Councilor M. White with a second by Vice President Meagher to appoint Steve Saracino as the 2023 Jamestown Tree Warden. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 7) Quonset Development, One (1) member, three-year term ending 12/31/2025:
 - a) Letter of Interest
 - iii) Jim Rugh
 - iv) William Harsch
 - v) Joseph Cannon

Discussion ensued.

Councilor R. White and Councilor Brine commented all were well qualified, and an appointment was difficult to make at the time. The Council delayed their decision to January 23, 2023, Town Council meeting.

A motion was made by Vice President Meagher with a second by Councilor M. White to accept the Consent Agenda. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

Councilor Brine commented that the Bike Committee had plans to make a presentation at the next Town Council meeting.

XI. CONSENT AGENDA

An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to approval of each item as if it had been acted upon separately for review, discussion, and/or potential action and/or vote. A Consent Agenda item or items may be removed by the Town Council for review, discussion, and/or potential action and or vote.

- A) Adoption of Town Council Minutes:
 - 1) November 28, 2022 (Executive Session- sealed)
 - 2) December 5, 2022 (Regular Meeting)
 - 3) December 19, 2022 (Regular Meeting)
- B) Minutes of Boards/Commissions/Committees
 - 1) Jamestown Zoning Board of Review (November 15, 2022)
 - 2) Bike Committee Minutes (August 17, 2022)
 - 3) Bike Committee Minutes (October 21, 2022)
 - 4) Bike Committee Minutes (November 18, 2022)

C) Tax Assessor's Abatements and Addenda of Taxes

ABATEMENTS TO THE 2022 TAX ROLL		
14-0396-00	UPDATED PROP INFORMATION	\$ 461.04
13-1954-50	UPDATED PROP INFORMATION	\$ 411.48
04-0253-64	UPDATED PROP INFORMATION	\$ 455.61
10-0344-65	UPDATED PROP INFORMATION	\$ 828.38
TOTAL ABATEMENTS TO 2022 TAX ROLL		\$2,156.51
TOTAL ADDENDA TO 2022 TAX ROLL		\$ 0.00
GRAND TOTAL		\$2,156.51

Communications were acknowledged.

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

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

A) Communications Received:

- 1) Copy of Email to: Town Council
From: Marian Falla
Received: December 23, 2022
Re: Tax Relief Committee and Accessory Dwelling Units

XIII. ADJOURNMENT

A motion was made by Vice President Meagher with a second by Councilor M. White to adjourn at 7:56 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

Approved as amended
Jamestown Affordable Housing Committee Meeting
December 13, 2022
9:00 a.m.
93 Narragansett Ave.
Jamestown RI 02835

I. Call to Order

The meeting was called to order at 9:01 am and the following members were present: Joe Cannon, Bob Plain, Lisa Bryer, Quaker Case, and Job Toll

Also present: Carrie Kolb

Not present: Fred Pease, Mary Meagher, Town Council Liaison

II. Approval of Minutes November 2, 2022 - review, discussion and/or action and/or vote

A motion to approve the minutes from November 2, 2022 meeting as amended was moved by Cannon and seconded by Toll, as amended. All in favor.

A motion to approve the Executive Session minutes from November 2, 2022 meeting was moved by Case and seconded by Cannon. All in favor.

III. Executive Session

1. Town-owned land – Review, discussion and/or action and/or vote

A motion to enter into Executive Session at 9:06am was moved by Case and seconded by Toll. All in favor.

IV. Adjournment of Executive Session

A motion to adjourn Executive Session at 9:25am was moved by Bryer and seconded by Cannon. All in favor.

A motion to seal the minutes from Executive Session was moved by Case and seconded by Bryer. All in favor.

The Chair reported that no votes were taken during Executive Session.

V. Rentals & Accessory Dwelling Units (ADUs) - review, discussion and/or action and/or vote

I. Review of Planning Commission discussions, legal opinions, and next steps.

Discussion ensued regarding the new ADUs law. Bryer explained that the new ADUs law has left most of the towns in the State confused because of poor wording and undefined terms. She has spoken with a couple of Towns, the Planning Commission and Plain. The most prudent way to deal with ADUs seems to be amending the AFDUs ordinance that we have now. Currently most of the AFDUs are being used as intended due to our current ordinance.

Discussion ensued regarding rentals. How does Jamestown incentivize long-term rentals (LTR) over short-term rentals (STR)? What will help increase big "A" affordable housing and little "a" affordable housing? Plain said that even if the breakdown in the ADUs rental market is 70% STR and 30% LTR, it is still additional rental housing for Jamestown. Plain mentioned that it is a good idea to allow separate ownership of ADUs and primary units. Plain said that this is the AHC's opportunity to convince the Planning Commission that ADUs are a good idea and the committee agrees.

V. **Report/White Paper on Affordable Housing in Jamestown** - review, discussion and/or action and/or vote.

Discussion on crafting white papers ensued. The first paper will give the current state of affordable housing in Jamestown. The second paper will detail how to get to 10% affordable housing. Bryer said that two good resources for data are the Jamestown Comprehensive Plan, which has affordable housing data from the last 3 decades and the Housing Fact Book, which is published yearly by HousingWorks RI. Case, Cannon and Plain will form a subcommittee to further discuss. Plain asked that members bring information to the next meeting.

VI. **Stand Alone Housing Projects** - review, discussion and/or vote and/or action

I. report from Joe Cannon.

Book recommendation from Cannon: "Survival of the Richest" by Douglas Rushkoff, a professor at Queens College.

Cannon presented his idea for smaller affordable stand-alone housing project, which entails multi-unit (from 2 to 6 units) houses in which some units are owned and others rented at or similar to HUD fair market rental rates. The project would be on town-owned land, where the ownership of the land is retained by the town, and the Jamestown Housing Authority (JHA) would manage the project. Both Toll and Case said that the public opinion of how JHA manages its projects at this time is not highly regarded. They do not currently have the capacity to manage other projects.

Discussion ensued regarding the similarity of what he is proposing to how Church Community Housing Corporation (CCHC) manages its programs. Plain explained that the Town would get more bang for the buck in partnering with CCHC because of their experience in building and managing housing projects. Cannon said how it would bring the project in-town and be an exclusive project for fire, police and Town/public works employees.

Cannon explained how he spoke with Police Chief Ed Mello and Fire Chief Jim Bryer about their workforces not living on-island. Only Chief Mello and one other police officer live on-island. Around 36-38 members of the volunteer fire department live on-island.

Discussion ensued regarding town employees living on-island. The question was raised: are we correct in assuming that employees want to live here? Should there be overnight facilities for fire and police? There are overnight facilities upstairs at the fire department and there are plans to create a few units at the EMS Barn. The committee will support the Fire Department creating units at the EMS Barn. The committee can be allies with Fire, Police and town employees. Other allies could be the Chamber of Commerce, boat yards, McQuades, and major employers in Town.

- VII. Tools and Techniques for Creating Affordable Housing in Jamestown** - review, discussion and/or action and/or vote
None

- VIII. Member Reports**
None

- IX. Future meetings and agenda items of Affordable Housing Committee**
The next meeting will be on January 10, 2023 at 9:00am. Date and time of future meetings in 2023 will be discussed at next meeting.

- X. Adjournment**
A motion to adjourn at 10:52am was moved by Cannon and seconded by Case. All in favor.

Attest:

Lisa Bryer and Carrie Kolb
Town Planner Planning Assistant



**TOWN OF JAMESTOWN
HARBOR COMMISSIONS**

Minutes of the June 8, 2022 Meeting of the Harbor Commission

Approved: July 13, 2022

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, June 8, 2022, at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

I. Call to Order and Roll Call

Chairman Wayne Banks called the meeting to order at 5:01 pm

Present:

Wayne Banks, Chairman
Steven Bois, Commissioner
Richard Raynes, Commissioner
Dan Wurzbacher, Commissioner
Eric Lexow, Commissioner
Jessica McCarthy, Commissioner (departed early at 5:48 p.m.)

Absent:

Michael Junge, Vice-Chairman

Also, in attendance:

Chief Edward Mello, Executive Director
Roberta Fagan, Town Clerk
Glenn Skalubinski, Harbormaster

II. Approval of Meeting Minutes - Review, discussion, and/or potential action and/or vote

A. Wednesday, May 11, 2022

Commissioner Raynes requested the May 11, 2022 minutes to be amended to reflect that he was not in attendance.

At 5:02 Chairman Banks moved to approve the amended minutes of May 11, 2022, of the Jamestown Harbor Commission; Commissioner Bois second. So voted; 6 ayes; 0 nays

III. Open Forum

A. Scheduled Requests to Address

There were no Scheduled Requests to Address

B. Non-Scheduled Requests to Address

There were no Non-Scheduled Requests to Address

IV. Executive Director Report – E. Mello

Executive Director Mello gave an update on the clerk's position. Difficulty choosing from an array of talented applicants. An offer has been made to one individual and it is anticipated that the position will be filled by the end of June.

V. Harbormaster Report – G. Skalubinski

Harbormaster Skalubinski report on the following:

- Relinquished moorings – 10 relinquished moorings have to be reassigned
 - 3 on the East side
 - 5 on the West side
 - 1 in Cranston Cove
 - 1 in Park Dock
- Inspections: 145 inspections are still due (as of 2 weeks ago) Reminder emails have been sent out to those mooring holders. As of June 8th, only 36 are still due. Commissioner Bois asked if it was one particular certified mooring inspector (CMI) that was causing the delay in inspections. Harbormaster explained that it was spread out among all CMIs

V. Year-to-Date Financial Report - Review, discussion, and/or potential action and/or vote

Nothing to report

VI. Sub-Committee Reports

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

Commissioners Raynes and Lexow will be meeting with Executive Director Mello in August to work on a preliminary budget.

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

Commissioners Wurzbacher and Banks had nothing to report.

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

Chairman Banks had nothing to report

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

Co-Chairman Junge was absent.

E. Gould Island Restoration — Review, discussion, and/or potential action and/or vote

Commissioner Bois reported that a scheduled meeting will be taking place on June 16, 2022, Army Corp of Engineers (USACE) will be presenting an update on the status of remediation, restoration, and future plans. The USACE lead engineer and Formerly Used Defense Sites (FUDS) program manager will make a presentation on the strategy to get Federal funding to complete work on Gould Island over the next 1-2 years. The plan would be to meet with Rhode Island Congressional delegation to get Federal support for additional remediation. Senator Reed has given only a verbal commitment at this time, but no commitment to get additional Federal funding.

VII. Liaison Reports

A. Conservation Commission – Review, discussion, and/or potential action and/or vote

Conservation Commission Liaison L. Orsi was not in attendance

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

Town Council Liaison R White was not in attendance

VIII. Old Business

None.

IX. Correspondence

A. CRMC- SAMP Plan

B. CMS- Ferry Services

Chairman Banks moved to accept the Correspondence into the record; Commissioner Bois second. So voted; 6 ayes; 0 nays

X. New Business

A. Use of inner touch and go

B. Use of outer touch and go

C. Use of wood pile pier by Coastal Queen

Chairman Banks asked Executive Director Mello to explain why this item is on the agenda again.

Executive Director Mello gave a brief overview to the Harbor Commission. Point of clarification Item B under Correspondence was submitted by Atty. Infantolino, representing Conanicut Marine Services/Jamestown Newport Ferry (CMS/JTN Ferry) related to that particular item

In the fall of 2021, there was a discussion on the use of the public inner touch-n-go. The Harbor Commission had a meeting on-site at East Ferry and determined that the signage was misleading; updated signage needed to be installed to clearly define that the inner touch-n-go is a public space intended for public use. Executive Director Mello and Harbormaster Skalubinski installed the new signage/markings on the decking indicating a maximum 30-minute limit and prohibition of unattended vessels. Mr. Munger reached out to Executive Director Mello with concerns regarding the new signage on the inner touch-n-go.

The former touch-and-go before 2019 was a conventional wooden float. In 2018 CMS/JTN Ferry applied for and was granted funds to replace the original conventional wooden float with a concrete float to accommodate the yet-to-purchase/commissioned Coastal Queen. The proposal at the time was to install (1) an inverted "L" concrete float with a ramp, and (1) a 10 x 130 ft timber float to run parallel to the wood-piled pier, to accommodate the Ferry service (Coastal Queen and other smaller JTN ferries). The 10x130 timber float has yet to be installed. It would be challenging for the smaller JTN ferries and the public to use the inner touch and go at the same time. CMS/JTN Ferry has not made arrangements with the new owners of TPG Conanicut Marina to use other dock space for the landing, embarking, and disembarking of passengers. Currently, the only dockage that can accommodate the smaller JTN ferries would be the southwest facing of the inner touch and go. A use conflict needs to be resolved.

Commissioner McCarthy asked why the 10 x 130 ft floating dock was not installed and was there a contract CMS/JTN Ferry should be adhering to? If it were completed it is her opinion that the dock space conflict would be resolved.

Executive Director Mello stated that the 10 x 130 ft floating dock was a private/public project and the anticipated funding either wasn't received or the cost of the project exceeded the original estimate. It would be the solution, but was cost-prohibitive and never completed. It was not a contract, merely a proposal of the management of that area of East Ferry.

Chairman Banks stated that the sale of CMS has caused the docking issue for CMS/JTN Ferry, and the Town has been impacted by the association; essentially a "taking" of the public floating dock without permission.

Commissioner Bois has observed that the outer touch and go floating docks were not very busy this season; last season the inner and outer touch and go floating docks were very busy and difficult to access, especially in July and August. Mr. Munger has stated the plan to expand ferry service and Commission Bois anticipates that the CMS/JTN Ferry will just "take" the inner touch and go dock.

In addition to the public use issue, the Town also does not have the required number of pump-out stanchions as required by the Harbor Commission Plan, and agreement with the Department of Environmental Management (DEM) associated with the Coastal Resource Management Council (CRMC) requirements. There was a plan to have

a third pump-out stanchion on the proposed new floating dock.

Chairman Banks stated that the use of the inner and outer floating docks for CMS/JTN Ferry was never agreed to and public funds, approximately \$200,000, went into building the dock for the public's right to water access.

Commissioner McCarthy commented that the proposed plan was approved, and an agreement was signed by CMS/JTN Ferry and the Rhode Island Department of Transportation/Town of Jamestown. Why isn't CMS/JTN Ferry obligated to what was agreed to (10 x 130 ft floating dock)?

Attorney Infantolino addressed the Harbor Commission. The 2018 pitch was to conform with ADA accessibility as well as to benefit the Coastal Queen. The 2019 proposal was a public/private collaboration. Unfortunately, the project was not completed. Public Utilities Carriers such as CMS/JTN Ferry are required to be ADA compliant. The CMS/JTN Ferry does not plan to take over the inner touch-and-go dock. In 2019 CMS had the lease with the town, the JTN Ferry operated within the CMS lease, and CMS managed the use of the docks. The reason the discussions are before the Harbor Commission is because CMS/JTN Ferry would like to work collaboratively with the Town on the use of the public touch-and-go docks and utilize them according to the ferry schedule. Ten hours out of every day they will be free for public use. It is a management issue that the CMS/JTN Ferry intends to handle responsibly to coexist with the public as the ferries come and go.

The purpose of the 2018 Sub Agreement was to relocate, replace and reconfigure the "Docking Facility located at 1 Ferry Wharf in the Town of Jamestown, Rhode Island...located on public property owned by the Town of Jamestown and further identified as Plat 9, Lot 355 & 356 located in the center of Jamestown know as East Ferry"¹ for the ferry boarding dock ADA improvements.

Chairman Banks stated the optics vis a vis the CMS/JTN Ferry arched sign purports that the inner touch and go is a private dock for landing, embarking, and disembarking.

Executive Director Mello made clarifying statements regarding the following:

- two ferries and a public vessel could not utilize the inner touch and go at the same time. (the Coastal Queen always resides parallel to the wood pile pier)
- The previous lease between the Town and CMS, the three touch-and-go docks were the responsibility of the Harbor Commission. In the current lease between TPG, they are not controlling that space. An agreement has to occur between the Harbor Commission and CMS/JTN Ferry, and how those spaces are managed.
- The grant was nonspecific as to what work was to be completed. The permitting and grant applications were done by CMS. The Town was brought into the conversation after the fact.

Based on Town official observations the smaller ferries are occupying the outer touch-and-go docks during peak times (Folk Fest, Jazz Fest) exclusively and the Harbor Commission needs to address the management issue during peak times.

Commissioner McCarthy asked if there was another place where the floating touch and go could be placed that is not in the way of the ferry?

Executive Director believes that if the 2018 proposal, the 10' x 130' floating dock, were to be completed it would solve the issue and accommodate the smaller ferries and the Coastal Queen; and would free up the public the inner and outer touch and go.

Commissioner Wurzbacher inquired if the 10' x 130' was not going to be completed, could another float be built

¹ Subrecipient Agreement RI Department of Transportation/Town of Jamestown and the Jamestown Newport Ferry (Conanicut Marine Services, Inc.); Ferry Boarding Dock ADA Improvements

i.e. 10' x 15' touch and go to be installed alongside the wood pile pier for public use?

Commissioner Wurzbacher's suggestion would be a challenge to execute due to accessibility and cost according to Executive Director Mello.

There has never been an agreement between the Harbor Commission and CMS/JTN Ferry to allow for the use of the inner and outer floating docks. Commissioner Bois also acknowledges the benefits of the Ferry, reducing motor vehicle use, safe way of transporting passengers, etc. but there needs to be a formal understanding and agreement that the Harbor Commission approves.

The Harbor Commission concluded that the use of the inner and outer docks should not be overutilized by the CMS/JTN Ferry and that protecting the public's right to water access should be the priority.

Commissioner Bois made a motion to request a usage plan for the public touch-and-go floating docks located at East Ferry from CMS/JTN Ferries with a second by Chairman Banks. So voted: 6 ayes, 0 nays.

XI. Open Forum – Continued (If necessary) - Review, discussion, and/or potential action and/or vote None.

XII. Adjournment

Chairman Banks made a motion to adjourn at 5:56 pm; Commissioner Bois second. So voted: 6 ayes, 0 nays.

Attest:



Roberta J. Fagan, Town Clerk

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the July 13, 2022 Meeting of the Harbor Commission

Approved: 9/14/22 JV

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, July 13, 2022, at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

I. Call to Order and Roll Call

Chairman Wayne Banks called the meeting to order at 5:00 p.m.

Present:

Wayne Banks, Chairman
Michael Junge, Vice-Chairman
Steven Bois, Commissioner
Richard Raynes, Commissioner
Dan Wurzbacher, Commissioner
Eric Lexow, Commissioner
Jessica McCarthy Commissioner (arrived at 5:09 p.m.)

Also in attendance:

Chief Edward Mello, Executive Director
Glenn Skalubinski, Harbormaster
Joan Rich, Harbor Clerk
Randy White, Town Council Liaison

II. Approval of Meeting Minutes – Review, discussion and/or potential action and/or vote

A. Wednesday, June 8, 2022

At 5:02 p.m. Commissioner Raynes moved to approve the minutes of June 8, 2022 of the Jamestown Harbor Commission; Commissioner Bois second. So voted: 6 ayes, 0 nays.

III. Open Forum

A. Scheduled Requests to Address

There were no Scheduled Requests to Address

B. Non-Scheduled Requests to Address

Marion Falla of 75 Green Lane addressed the Commission regarding houseboats and their potential for being used as short-term rentals given the new owners of the three marinas in Jamestown. Ms. Falla has been working with the Town Council since 2019 drafting the ordinance regarding short-term rentals but the use of houseboats is not covered in the ordinance. She was informed this would be a Harbor Commission issue. She produced a letter, that was accepted into correspondence, containing the statute concerning the use of vessels as abodes or floating

businesses, along with the text of a letter, written by Ann McMahon in 2021, to the editor of the Newport Daily News. Ms. Falla requested that the Harbor Commission review this issue and that the Town Council consider adding the use of houseboats into the short-term rental ordinance under consideration, before the use of houseboats as short-term rentals becomes an issue. Executive Director Mello said the issue has been addressed but that the language could be clearer regarding when houseboats are/are not permitted, and it could be put on the agenda for next month's meeting, and whatever the Harbor Commission decides would be incorporated into the Town ordinance.

IV. Executive Director's Report – E. Mello

Executive Director Mello introduced and welcomed Joan Rich as the new Harbor Clerk and Administrative Assistant in the Police Department. He also discussed the clean up at the town dock at Fort Getty, repairs to the fender pilings on the pier there, and the replacement of the main piling at the touch and go dock at West Ferry near the Harbormaster's boat.

V. Harbormaster's Report – G. Skalubinski

Harbormaster Skalubinski informed the JHC that the inspections are 99% in compliance and that he is waiting for a few more. He is also issuing more beach permits due to additional space at all locations. He has issued approximately 5-6 new permits at each location. Commissioner Junge asked if the kayak/dinghy racks were ours or under the control of the Parks & Rec. Department. He was under the impression that that department set the fees. Chief Mello stated the racks were under the control of the Harbor Commission and explained the process for maximizing the utilization of the kayak racks.

VI. Year-to-Date Financial Report – Review, discussion and/or potential action and/or vote

Chief Mello does not have a financial report yet as he is waiting for the prior fiscal year to be closed out. When the year is closed he will have a better picture of the prior year's financials so he and Commissioner Raynes can get started on the budget just after the August meeting.

VII. Sub-Committee Reports

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

Commissioners Raynes and Lexow had nothing to report.

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

Commissioners Wurzbacher and Banks had nothing to report.

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

Chairman Banks had nothing to report.

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

Vice-Chairman Junge had nothing to report.

E. Gould Island Restoration – Review, discussion, and/or potential action and/or vote
Commissioner Bois stated he attended a successful meeting in June and will meet with the Army Corps of Engineers in November so they can update him with their analysis and predictions for reporting. He is trying to meet with Jamestown’s legislative leadership in the same November time frame. Chairman Banks asked Commissioner Bois if he had gotten any feedback from the Town meeting on June 28 involving Gould Island and he had not. Town Councilman Randy White stated there was supposed to be a meeting between Town Administrator, Jamie Hainsworth, RIDEM and a representative from Sen. Reed’s office but he does not know the outcome of that meeting.

VIII. Liaison Reports

A. Conservation Commission – Review, discussion, and/or potential action and/or vote
Conservation Commissioner Liaison L. Orsi was not in attendance.

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

Town Councilor Randy White informed the Commission that Christian Infantolino, attorney for Bill Munger, and Mike Gray, the former Public Works director, came before the Town Council at their meeting on 6-21-22 to present the results of a discussion they had regarding a proposal for land use near the cement floating dock. The Jamestown Newport Ferry, through Mr. Infantolino, is seeking approval to build a ticket booth near the top of the ramp where the arch is. Knowing that the matter is also before the Harbor Commission, and recognizing the issue is one on which not everyone agrees, the Town Council voted to table discussion and/or a vote until a future meeting. The two proposals presented to the Town Council were a joint effort with the Town and JNF to rehabilitate the decrepit cement area near the top of the gangway to the ferry dock. There is no money at this time to rehab the cement slab near the gangway and Mr. Gray felt that if money is available to do anything at East Ferry it is more important to repair sidewalks at Veteran’s Park that present a safety hazard.

Councilor White made note in the Town Council meeting that even if the Town got a windfall of funds that they should not approve anything to do with the Ferry company until the matter of the use of the touch and go dock on the southwest side of the cement floating dock, which he understands will be addressed later in this meeting, is resolved. Councilor White’s understanding is that the east side of the touch and go has pretty much been committed to use for loading and unloading passengers from the Coastal Queen and that historically, the southwest side of the dock has been for public use as a touch and go. He stated he has not been monitoring who has been using the dock but has heard that the Ferry has basically “commandeered” the southwest dock for its use and Councilor White does not see how a public utility (the ferry) with a schedule can share space with the public who can use the dock for a maximum of half an hour.

The Town Council is not going to do anything about the land side of the proposals until it is determined where the ferries are going to park. Councilor White feels this is an issue that should not be decided in a public forum such as the Town Council and Harbor Commission but perhaps a group of the stakeholders including Jamestown Newport Ferry, TPG Conanicut Marine, the

Town Administrator, and representatives from the Harbor Commission, or some other combination of interested parties. Councilor White has great respect for Mr. Munger and the service the ferries have provided to the public over the years and he wishes the town can have a strong working relationship going forward, but as a town councilor and a citizen, he is concerned about the public's right to use the touch and go docks.

Mr. Junge asked for clarification regarding TPG's right to use the wood pile pier. His understanding of the lease is that it is primarily a public pier and TPG has the right to use it. Executive Director Mello stated the public has the right to walk on the deck of the pier, make their way out to the touch and go docks, and fish, and TPG cannot infringe upon that. TPG has the right to lease space alongside the pier, which they have done and the previous marina had done for several years. TPG's interpretation of the lease is that they can also lease space along the south side of the pier. Executive Director Mello voiced his concern that the lease language is not as clear as he would like regarding the use of the south side of the pier by TPG.

Commissioner Bois informed Councilor White that in validation of his concern about the public's right to use the docks, he was informed by someone that ferry employees have been telling some boaters/members of the public that it is not a public dock. That issue needs to be addressed and Commissioner Bois is hoping it can be discussed tonight.

Chairman Banks asked Councilor White if the sub-committee that he is proposing violates any open meetings laws and Executive Director Mello stated that if staff was directed by a town committee to work out an agreement, such as often happens when the Town Administrator is directed by the Town Council, it would not be in violation of the open meetings laws.

IX. Old Business

A. Use of inner touch and go

B. Use of outer touch and go

C. Use of wood pile pier by Coastal Queen

Executive Director Mello summarized last month's meeting when the use of the inner and outer touch and go docks and the wood pile pier, specifically by the Coastal Queen, was brought before the committee. During a meeting with some of the Commission members at East Ferry in the fall of 2021, it was brought to his and Harbormaster Skalubinski's attention that there was misleading/lack of signage at the inner touch and go dock that it was public space. He attempted to facilitate a solution regarding the signage of public space and the time limit.

Mr. Munger reached out to Executive Director Mello wanting to discuss the matter and that is where he and Mr. Munger had a difference of opinion regarding the public's use of the southwest dock. At the last meeting Commissioner McCarthy had asked what was agreed to and what was the contract.

Executive Director Mello discussed the attachments to the meeting packet: Attachment A, which is a letter dated 1-15-18 to the then Town Administrator, from Executive Director Mello on behalf of the Harbor Commission regarding the plans of Conanicut Marine Services for their waterfront operations. Projects 1, 2, and 3 relate to reconfiguration of the fuel docks and floats within the

Marina basin. Project 4 was the discussion of the elimination of the old, inner, wood touch and go dock to be replaced, based upon a proposal brought forth by CMS and the ferry service, by a new concrete float. CMS had submitted a grant proposal to RIDOT to enhance the ferry landing area. The project proposal and bid documents are Attachment B. There was a question at last month's meeting as to who committed to do what regarding the proposed 10 x 130 timber floating dock that would be supplied and installed by the owner. Attachment C contains the reimbursement requests from CMS to the Rhode Island Department of Transportation after the completion of the project. There was approximately \$210,000.00 available to CMS for the project. CMS requested reimbursement in the amount of \$157,000.00, which was limited to the concrete float. The third-party testing engineer for the DOT made note that the 10 foot x 130 foot timber float was not constructed "due to limited demand and need the float is not required for ferry operations at this time". Attachment D is a proposed Master Plan of CMS for the Jamestown-Newport Ferry to the Town of Jamestown which includes a waiting area, additional ferries, additional bathrooms and a float to be placed on the south side of the pier, but it is not clear if that is for the public's use or for the ferries.

Executive Director Mello has spoken to the Newport Harbormaster, and the City of Newport has used similar grants to enhance their public spaces and their facilities for ferry landings, touch and go, and transient docks, but the spaces are not comingled, they are separate. The City of Newport charges JNF an annual fee for landing and to keep a ferry overnight at one of their docks. Commissioner Junge asked if one of the ferries stays overnight in Newport, why did the ferry service keep ten moorings instead of transferring them to TPG? Bill Munger, the owner of JNF, stated that none of his ferries stays overnight in Newport, but a new ferry that is to be built will stay overnight there. Commissioner Bois asked Mr. Munger asked he pays anything to the Town of Jamestown if one of his ferries ties up at the touch and go dock overnight. Mr. Bois then clarified that the Town does not charge Mr. Munger anything for the use of the dock.

Christian Infantolino, Mr. Munger's attorney, had presented the Commission with a Ferry Docking Management Plan and a Timeline for Ferry and Dock Usage. He also discussed the amount of the grant and that the documentation provided to the town only showed the allowable expenses for the grant, which were about 65% of the total cost. Commissioner McCarthy asked for clarification of the use of the term "public/private partnership" because she only saw "CMS" on the documentation. Mr. Infantolino explained that CMS was a private company but public grant money was available because CMS was also a ferry operator overseen by the Public Utilities Commission.

There was much discussion of the meaning of the shared space. It was Chairman Banks' understanding that the shared use of the dock meant that the Coastal Queen had use of the north side of the pier and the public had the use of the south side. Mr. Infantolino was under the impression that the shared space was for the Catherine (one of the ferries). There was also an issue that a town employee was told by an employee of TPG, in consultation with the owner of the Jamestown Newport Ferry, that he could not place a sign regarding public access to the dock. Commissioner McCarthy stated that the Harbor Commission must protect public access to the

town owned docks. Commissioner Bois summed up four questions that he felt were the key issues that need to be addressed and wanted Mr. Munger to answer:

1. Who coordinated putting up the new sign for the Jamestown-Newport Ferry over the new concrete floating dock? It is implying that the dock belongs to the ferry when, in fact, it does not.
2. Where did the 10 hours/day that the public would have use of the touch and go dock come from? How is the public to know when they are allowed on that dock? The JNF communication plan states the primary function of the dock is for the ferry, and must be adhered to. Who agreed to that? Did Mr. Munger discuss the ferry schedule with anyone outside JNF?
3. Who is Mr. Munger communicating with in the Harbor Commission/Town/TPG regarding the expansion of his fleet and facilities?
4. How is Mr. Munger communicating his plan with the public for his private use of a public dock? When you have comments that the public must check in on Channel 71 and must check the ferry schedule. How does the public know that?

Mr. Munger was not sure who he coordinated with to put up the new sign. The old ferry sign was previously located on the CMS-owned dock and was about 20 years old. When Mr. Munger sold CMS to TPG he lost the use of that dock and he is unsure who has jurisdiction over the new concrete dock. Mr. Munger is under the impression the land/dock is controlled by the State of Rhode Island because it is below the high-water mark, and Executive Director Mello stated it is clear that the land and dock are controlled by the Town.

In response to question #2, Mr. Infantolino stated that the PUC sets the ferry schedule.

Executive Director Mello stated the sub agreement does not specify who gets to use the shared space. The sub agreement, and Executive Director Mello clarified with the DOT, discussed the monies available, the scope of the work, the ADA compliance, and the partnership of funding, but it does not address who gets to use what side of the dock. There was discussion at that time of the ferry using the ADA access on occasion, as needed, because the ferries were then using the privately owned CMS dock. Regardless of what was discussed and/or agreed to in 2018, the circumstances of how and where the ferry operates have changed significantly.

The commissioners, in an attempt keep moving forward, suggested that the options for the ferry were to give it exclusive use of the inner touch and go dock for the rest of the season or go to a private entity to lease dock space, with the exception of ADA usage on occasion, and the outer touch and go docks for special events. The interested parties also need to sit down and come up with an agreement specifying what is allowed, who owns what, who is paying for what, who is providing insurance, and who is maintaining the docks. All of those things need to be determined going forward. Commissioner Bois added that he also wants to see better communication and coordination between the Jamestown-Newport Ferry, TPG, and the town with regard to the business plan of the ferry.

Commissioner Junge made a motion to give JNF exclusive use of the southwest portion, and only that portion, of the concrete touch and go dock for the remainder of the season, with no right to use any of the other touch and go docks, until November 15. That would leave all the others available for public use. Commissioner Junge stated to Mr. Munger and Mr. Infantolino it was incumbent upon them to figure out a plan going forward, it was not up to the Town Council or the Harbor Commission to come up with a plan. After more discussion, Commissioner Junge withdrew his motion. Mr. Infantolino stated the Ferry Docking Management Plan that he submitted that afternoon was the proposal. Commissioner McCarthy moved to decline the plan of use schedule submitted by Mr. Munger and Mr. Infantolino and Commissioner Junge seconded. The motion carried with 6 ayes and Commissioner Raynes opposed.

Commissioner Bois moved to establish a committee of the interested parties to determine the appropriate approach. Commissioner Junge asked what happens between now and the end of the season, and Commissioner Bois stated it would remain a dual use dock as it was intended in 2018 and no one should be telling the public they cannot use the dock. The current arrangement will continue for the time being. Executive Director Mello suggested the committee consist of himself, someone from the Harbor Commission, the Town Administrator, and representatives from the ferry and TPG. Commissioner McCarthy seconded the motion. So voted: 6 ayes and Commissioner Junge opposed.

Commissioner Wurzbacher asked what the dock, previously owned by CMS and currently owned by TPG, was being used for. Executive Director Mello stated that when CMS owned it, the dock accommodated the small ferries and the CMS launch service. It is now being used solely by the TPG launches. Executive Director Mello had previously reached out to TPG and asked if they could still accommodate the small ferries at that dock and was told that they could. He pointed out that because the ferry is a commercial enterprise there would likely be a fee involved. More discussion ensued about the Catherine (ferry) using TPG's dock, Commissioner Junge made a motion to adjourn, but Chairman Banks stated there was still business to conduct.

Executive Director Mello stated he will coordinate the sub-committee to consist of the Town Administrator, TPG, JNF, and a representative from the Harbor Commission. Chairman Banks volunteered to be the representative.

X. Correspondence
None.

XI. New Business

A. Kayak Rack Permitting

Covered under Harbormaster's report.

B. Rules for fishing on Town docks

The intent of the town owned docks is for use by the boating public and the fishing public. Fishermen have been monopolizing the touch and go docks and it has become a problem. Up to 8 to ten people have been observed fishing at times. They have chairs, coolers, and they are filleting fish on the dock. Some boaters have reported being uncomfortable

approaching the docks because of the number of fishermen located on them. Executive Director Mello and the Harbormaster noted that there are signs posted with the rules for using the docks but the rule that boaters have precedent to the use of the dock is further down the sign and is being ignored. The fishermen do not move out of the way when Harbormaster Skalubinski approaches and they don't move out of the way when a boater approaches. Harbormaster Skalubinski brought in a contractor to clean up the pier and had it power-washed but it is rapidly becoming dirty again. Executive Director Mello stated the issue should be addressed at the next meeting. It is another issue of shared space. Commissioner Banks suggested that perhaps fishing could be limited to one side of the touch and go docks. The Commission members should inspect the docks, especially early in the morning, to see what the issues are and come up with a solution to be put on the agenda for the August meeting.

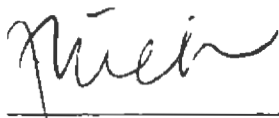
XII. Open Forum - Continued (if necessary) – Review, discussion, and/or potential action and/or vote.

None.

XIII. Adjournment

Chairman Banks made a motion to adjourn at 6:30 p.m.; Commissioner Junge seconded. So voted: 7 ayes, 0 nays.

Respectfully submitted,



Joan Rich, Harbor Clerk

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the **September 14, 2022** meeting of the Jamestown Harbor Commission

Approved: *10/12/22*

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, September 14, 2022 at the Jamestown Town Hall, 93 Narraganset Avenue, Jamestown, Rhode Island.

I. Call to Order and Roll Call

Chairman Wayne Banks called the meeting to order at 5:00 p.m.

Present:

Wayne Banks, Chairman
Michael Junge, Vice-Chairman
Steven Bois, Commissioner
Richard Raynes, Commissioner
Eric Lexow, Commissioner
Jessica McCarthy, Commissioner

Absent:

Dan Wurzbacher, Commissioner

Also in Attendance:

Chief Edward Mello, Executive Director
Glenn Skalubinski, Harbormaster
Joan Rich, Harbor Clerk
Randy White, Town Council Liaison

II. Approval of Meeting Minutes – Review, discussion and/or potential action and/or vote

A. Wednesday, July 13, 2022

At 5:01 p.m. Chairman Banks moved to approve the minutes of the July 13, 2022 meeting of the Jamestown Harbor Commission; Commissioner Lexow seconded. So voted: 6 ayes, 0 nays.

III. Open Forum

A. Scheduled Requests to Address

There were no scheduled requests to address.

B. Non-Scheduled Requests to Address

There were no non-scheduled requests to address.

IV. Executive Director's Report – E. Mello

The Jamestown Harbor Commission, at its July meeting, directed Executive Director Mello and Chairman Banks to meet with the operators of the Jamestown-Newport Ferry (the Ferry) to discuss the use by the Ferry of the public touch and go spaces at East Ferry. There have been a few meetings with Executive Director Mello, Chairman Banks, the Town Administrator, Jamie Hainsworth, and Bill Munger, the Ferry operator, and his attorney. They have gone back and forth attempting to come up with a user agreement, and that was followed up by a meeting with the Town Council in an executive session on Tuesday morning. The Town Council is also impatient to get to a resolution. There was no indication to anyone on the Harbor staff that the ferries would be using the space at the touch and go docks to the extent that they have been throughout the summer.

Some of the issues are: there are some land-side operations that are being requested, there is the lease of town property that is being requested, use of the space by the general public must be regained, and is it accessible? Ferry operations in that area must not be in conflict with recreational boating, fishing, or marina operations. Executive Director Mello will keep the Harbor Commission informed as those discussions continue. Chairman Banks asked what the next step would be, and Executive Director Mello stated he has a clear directive from the Town Council, although he was not at liberty to disclose what that was because of the executive session, but he anticipates that he will be reporting back to the Harbor Commission and the Town Council in the next month or two. It is the end of the season and there will most likely not be a resolution this year. It is the intent of the Council that a solution be in place before the start of next season. It is the goal to have something to present to both bodies by January 1.

Chairman Banks asked if it would be helpful to meet at East Ferry before the end of the boating season this year and the equipment is hauled. Executive Director Mello agreed that it would be a good idea, either collectively or individually, so all members of the commission could see how the Ferry operations impact the use of the public docks. A way to regain the use of the thirty feet on the wood pile pier has not been determined yet. This weekend would be a good time to go observe the Ferry because the Newport Boat Show is being held this weekend, and many times people use the Ferry to get over there. It's convenient and it is promoted by the Ferry as a special event with special event parking packages. Chairman Banks also agreed it was a good idea for everyone to go observe because, once the ferries are pulled for the season, it will be more difficult to visualize the thirty feet that has been lost to ferry use. Vice-Chairman Junge stated he took a series of photos back in July of the signage and the gangway that leads people to believe it is a private dock for the exclusive use of the Ferry. Commissioner McCarthy also has photographs she took during Folk Festival weekend. She and a friend visiting from out of town took a walk down to the wood pile pier and her friend said "oh, we can't go down there, that's the ferry" because it has the white tent over the wood pile pier and there were three people sitting there, and all the signage and brochures project to the public who don't know any better, that they are not allowed there.

Executive Director Mello stated the photos should not be shared among the commission, but should be forwarded to Harbor staff to be put together in a presentation for the next meeting, to show what people actually see when they are down there. Without knowing when, exactly, Michael took his photos, the dynamics change significantly when there is a special event in Newport. Chairman Banks asked if anyone could take photos of the Ferry operations this weekend, as he will be out of town, but he has noticed the ferries using the outer touch and go docks as well. Commissioner McCarthy offered to take photos midday on Saturday and Commissioner Bois stated he could take photos throughout the day on Sunday. Vice-Chairman Junge also asked if the police department camera at East Ferry could be used to monitor Ferry activity. Executive Director Mello stated the camera has the ability to be focused on the Ferry operations but it would be a narrow focus of the broader nature of what is going on at the dock.

If Chairman Banks would like to schedule an official meeting at East Ferry to view the Ferry operations a special meeting can be scheduled for a site visit.

V. Harbormaster's Report – G. Skalubinski

Harbormaster Skalubinski stated that several moorings have been relinquished this year and are in the process of being reassigned. He will be meeting with Jonathan Wilkes of TPG Conanicut Marina next week to go over what their plan is for storm preparedness and to share lessons from last year when several boats broke free of their moorings and washed up on the rocks during Hurricane Henri. Harbormaster Skalubinski felt it was bad optics for the town to have boats washed up and hopefully TPG can take the necessary steps to prevent that situation from happening again. Chairman Banks interjected and asked if the boats that broke free last year were all on commercial moorings. Harbormaster Skalubinski stated that was the case and TPG has been working internally on their storm preparedness plan and are willing to listen to any input that he may have. Chairman Banks asked if commercial moorings also have to have their gear inspected every three years and that is the case for them as well as the permittees of town-owned moorings. Commissioner McCarthy asked what the working relationship was like with TPG and Harbormaster Skalubinski stated they have been very cooperative and responsive when he reaches out to TPG. He wants to have a good, collaborative relationship with them.

VI. Year-to-Date Financial Report – Review, discussion and/or potential action and/or vote

Executive Director Mello had nothing to report as it is only two months into the new fiscal year. He will have more information on last year's financials during the budget presentation.

VII. Sub-Committee Reports

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

Commissioner Raynes stated he and Commissioner Lexow met with Executive Director Mello and Harbor Clerk Joan Rich regarding the budget Executive Director Mello prepared for the fiscal year July, 2023 to June, 2024. The budget has an increase of approximately 3.3% over the current year's budget. Given the high inflationary environment the economy is currently experiencing, Commissioner Raynes thinks this is a good budget, and perhaps does not include enough of an increase. He also wanted to know when the budget has to be finalized and submitted to the Town Council. Executive Director Mello replied that in a perfect world the budget would be adopted tonight for submission to the Town Council so it can go through their process for approval. If there is discussion that requires changes to the budget, he would ask that a special meeting be scheduled for approval of the budget because he would not be comfortable waiting until the October meeting. Commissioner Lexow asked if the budget could be voted on and adopted tonight and Executive Director Mello responded that it can be voted on later because it is an agenda item.

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

Commissioner Wurzbacher was absent and Chairman Banks had nothing to report.

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

Chairman Banks had nothing to report. Executive Director Mello wanted to point out that historically, it has been implied that the moorings are automatically renewed every year by the commercial mooring operators and that they are entitled to the same number of moorings each year. The number of moorings in use each year has never really been assessed before so a report will be prepared for the October meeting showing how many of the moorings are actually in use. For example, if a commercial mooring operator has 100 moorings and 60 of those are occupied, then the other 40 are used as transient moorings. The harbor staff don't know how many days those transient moorings are really used. The question is, if an operator has 100 moorings, how do they justify having 40 unused moorings? The commercial mooring operators must have some way to account for how many days the transient moorings are used, but they may not be forthcoming with that information.

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

Vice Chairman Junge had nothing to report.

E. Gould Island Restoration – Review, discussion, and/or potential action and/or vote

Commissioner Bois had nothing new to report. The Gould Island Restoration Committee is still planning on meeting in November with the Army Corps of Engineers.

VIII. Liaison Reports

A. Conservation Commission – Review, discussion, and/or potential action and/or vote

Conservation Commission Liaison Leo Orsi was not present.

B. Town Council – Review, discussion, and/or potential action and/or vote

Town Council Liaison Randy White stated he could not discuss openly what took place at the Town Council's Executive Session on Tuesday about the ongoing discussions regarding the Jamestown Newport Ferry. Councilor White did say, however, that at both of the Town Council meetings that were held this summer, many of the same concerns were brought up to the Town Council that have been brought up at the Harbor Commission. He was glad to see that at the July 13 Harbor Committee meeting Executive Director Mello, Town Administrator Jamie Hainsworth, and Chairman Banks became the committee to negotiate with the operators of the Ferry. Speaking personally, Councilor White is disheartened that, although there is slight movement toward constructive discussion, after hearing the same thing at both the July Town Council and July Harbor Commission meeting, "who allowed you to put your sign up", "why doesn't it say public space", etc., it seems as though the Ferry operators went in the opposite direction and basically "commandeered" the dock after being advised there was a dispute over access to the dock, and instead of trying to work it out, put up a tent that gives the appearance that it is a private dock, and is way beyond the pale. Councilor White was also disturbed to learn that a sign stating "Coastal Queen" has been placed on the pumpout hose on the wood pile pier. He stated that at some point there has to be a serious reckoning and he remains optimistic that it will occur in time for next season.

Without being able to share information about the negotiations, one thing Councilor White did say is that at the September Town Council meeting it was decided that the Town Administrator and Executive Director Mello would be the official representatives of the Town Council for negotiating an agreement between the Town and the Ferry operators. The Town Council joins the Harbor Commission in making public access to the piers the primary objective.

Commissioner Bois asked, given the inappropriate behaviors (tent, claiming the pumpout, employees telling the public it is a private dock), what is preventing the Town Council from issuing a directive to the Ferry that until an agreement is reached, it will cease and desist claiming public space as private space? Councilor White stated that because the Town Council met in executive session the previous day he was precluded from answering Commissioner Bois' rhetorical question, but the Town Council is "on it".

IX. Old Business

A. Rules for Fishing on Town Docks

Executive Director Mello stated that this item was left on the agenda but it may not need to be addressed further than what is under new business in the rules and regulation guidebook. He and Harbormaster Skalubinski have heard from boaters and others using the docks, and their own observations at East Ferry, that the occupation of the dock by fishermen was becoming a

little bit unmanageable and it did not appear that the dock is open to boaters. It is a never-ending question of how to balance the use of the dock by boaters and fishermen. The issue can be deferred to the rulebook discussion to see if there is some language that addresses the issue. The intent is to get that codified and tighten up the rulebook. Chairman Banks stated he was down at East Ferry a few times later in the season and the situation did not seem to be that bad but earlier in the season it was a little out of control, depending upon what type of fish were running. Commissioner McCarthy suggested that some type of parameter be set for how much space fishermen can take up. When the fishermen set up camp chairs they can sometimes take up three quarters of the dock, making it difficult for others to get by. Executive Director Mello stated that should be covered in the rulebook, whatever rules the Commission chooses to adopt. He is also hopeful that signs will be posted at the beginning of the dock and at the east end of the dock that indicate it is a public pier. Over the years signs have been added, signs have been vandalized, and they have become too complicated for people to follow. The intent is to have the rules codified in the guidebook and then have clear, consistent signs. Sometimes enforcement is a challenge but most times people are compliant when asked to be more considerate of others.

X. Correspondence

There was no correspondence.

XI. New Business

A. Rules for Houseboats in Marinas

Marion Falla addressed the Harbor Commission during the open forum in the July meeting and, at that time, presented a letter, that was entered into the record, to the Harbor Commission as well as the Town Council regarding the use of houseboats. Some marinas have begun to market themselves as resorts and are using houseboats as rental properties as an alternative to a hotel. It is not currently the norm but it is a growing trend in the industry. There is some concern, given the corporate takeover of some of the local marinas, that it could happen in Jamestown. Executive Director Mello stated that there is some loose language in the Town Ordinances that permit houseboats, however, they must be tied in to a fixed marina pumpout facility. TPG Marina is the only marina that has a pumpout that would allow a houseboat to tie into it. The Town of Jamestown owns that pumpout and at some point the marina was allowed to use it. There is no MOU in place that regulates the use of the pumpout, and while the town doesn't want to prohibit TPG from pumping out vessels, it does not want to allow houseboats or other large vessels from tying in to it. Executive Director Mello would like to see the language regulating houseboats be more definitive and he believes this is something that should be addressed sooner rather than later. Vice-Chairman Junge asked how one would differentiate between a houseboat and a live-aboard. He also stated that he was okay with the language the way it is because, as was pointed out, there is only one place a houseboat could tie in. The solution, if the Harbor Commission does not want to pursue an ordinance, would be to enact an MOU between the Town and TPG that would define the parameters that TPG could use the pumpout. They would be allowed to use the pumpout to service their customers but would not be able to have any boat tie into it. Executive Director Mello stated the MOU would be the simplest solution and wouldn't require an ordinance change. Chairman Banks made a

motion to explore a Memorandum of Understanding and Commissioner Junge and Commissioner McCarthy seconded. Executive Director Mello asked Commissioner Bois what type of waters the marinas are located in as he has not been able to determine that yet. Executive Director Mello cited the Army Corps of Engineer's Red Book that prohibits houseboats and floating businesses in coastal ponds and in all Type I and Type II waters, so they may be prohibited already, he just needs to verify the type of water in which the marina is located. The motion was voted upon, so voted: 6 ayes, 0 nays; the motion was carried.

B. Review of Harbor Guidebook

The harbor guidebook is about five years old. The copy in the meeting packet is a draft that Executive Director Mello has made some updates to and it gives the Commission an idea of some of the areas that may need to be regulated and, if it is needed as an enforcement measure, will be brought to the Town Council for their ratification. The guidebook describes the process to renew, who gets moorings first, how tackle is transferred from one mooring holder to another, whose responsibility it is, the use of town owned docks; so included in the guidebook could be fishing and the wording of any regulation that would apply; it talks about the use of the dinghy docks, and on the last page are topics that are not included but could be considered. There is no regulation of outhauls. For example, does the Commission want to allow commercial vessels to use outhauls, and what would the definition of commercial be? Would the Commission allow someone to put a 20-foot boat on an outhaul and operate a launch service? Would the commission allow an oysterman or a commercial fisherman to put a boat on the outhaul? Outhauls are not regulated the same way as moorings are by CRMC, they are an offshoot of Town property that is being leased. Other examples that may need to be addressed are: it is not clear who is responsible for the tackle on a mooring; swim floats are not regulated. Perhaps there should be a section on anchoring, a section on boat owners, a section on the relationship between marinas and the Town; what marinas can and cannot do, etc. Commissioner Bois wanted to know who the intended audience for the guidebook would be, for the Town, for visiting boaters? More discussion ensued. No action was taken on these issues but the guidebook should be addressed at the October or November meeting.

C. 2023/2024 Budget

Chairman Banks asked if anyone had any issues with the budget and Commissioner Junge made a motion to accept the budget and Chairman Banks seconded. Commissioner Raynes had some comments relating to increases in the budget from 2021-2023, that they were all labor and maintenance related, and he was wondering if the budget increases are enough to cover expenses, given that labor costs are through the roof? Executive Director Mello stated that traditionally the budget is supposed to be a zero-based budget, that revenues are supposed to equal expenses and that is how the budget is developed. For the fiscal year that just ended there is a surplus, so if individual line items go over budget the Commission will be fine as far as the bottom line, but the budget is developed based on history and the numbers can be adjusted going forward. Typically, the budget is supported by the revenues unless there is some catastrophic event. Commissioner Raynes questioned who is responsible for damage to the West Ferry dock or the Fort Getty dock in the event of a severe storm with major damage?

Executive Director Mello stated that both of those assets are covered under the Town's insurance policy, and anything not covered by insurance would come out of the Harbor Commission budget or its capital reserve fund. The reserve fund is funded through any surplus from the operating budget. It is a restricted fund that does not revert back to the Town's operating funds. There is a line item in the budget for capital expenses for replacing the boats the harbormaster uses, and Commissioner Raynes wondered how often the boats need to be replaced. One of the boats was purchased about six years ago, and the next boat to be replaced is the Ribcraft boat, which is about twenty years old, however, the motors will probably be replaced before the actual vessels are. There was a motion on the floor to approve the budget, so voted: 6 ayes, 0 nays; the motion carried and the budget was approved.

D. 2023 Harbor Permit Rates

Two years ago the Harbor Commission considered raising the rates on the West Ferry and Fort Getty out hauls an incremental amount over a three year period. The last time the residential, non-residential, and commercial mooring rates were raised was seven or eight years ago. Executive Director Mello stated that he and Commissioner Raynes discussed the mooring rates at the budget meeting and if it is decided to raise the mooring rates, the discussion should begin in November for a rate increase for the 2024 season. It will be a lengthy process due the high public interest in raising the rates. Chairman Banks asked that the discussion about increasing the mooring rates be placed on the November agenda. Commissioner McCarthy asked if there is also public interest in raising the commercial rates and there is, due to the substantial difference in commercial rates from the town rates, and Commissioner Junge stated the difference is due to the level of service provided by the marinas/commercial mooring operators.

When the rates were increased seven or eight years ago, the conversations centered around the question of "why" is the additional revenue needed, because clearly the revenues are supporting the expenses. The budget does support the expenses, but beginning July 1, the Harbor Commission will be "charged back" for town services. For example, the Public Works Department invested approximately one hundred hours in building the new steps at West Ferry and it didn't cost the Harbor Commission anything. Chairman Banks also brought up the need to address repairs to the Fort Getty pier and asked if a fund can be built up over a few years to begin that project. Executive Director Mello asked what level of investment the Commission wants to invest in that project, because it could be a million-dollar repair to bring it back to the military specs in place when it was built. That is obviously unnecessary for the town's needs and the commercial shellfishing operation at Fort Getty is very limited, so the question becomes what does the Harbor Commission want to do there? Commissioner Raynes asked Councilor White if the Town has a capital fund for infrastructure, for example, to replace a pier or replace a road that goes along the waterfront? The Town does not have a "rainy day fund". Anything that comes out of the approximately \$1.2 million dollar capital budget either has to be built into it or has to be a bond issue. If the figure was significantly lower for a less ambitious project, there could be some scraping, begging or borrowing to cover the cost. Chairman Banks asked if there is grant money available, and it would probably depend upon the nature of the

project. Chairman Banks made a motion to approve the mooring rates for this year and Commissioner Junge seconded. So voted: 6 ayes, 0 nay; the motion was carried.

Chairman Banks stated he would like to have the issue of the crane parked on the TPG gas dock at East Ferry put on the agenda for October because the crane does not need to be parked there all summer. It is an eyesore.

XII. Open Forum – Continued (if necessary) – Review, discussion and/or potential action and/or vote

Commissioner McCarthy had a general maintenance observation. She has noticed that some of the bumpers on the brackets around the pilings on the wood pile pier at East Ferry are very worn and was wondering if they should be replaced. Executive Director Mello stated that when the floating docks are pulled at the end of each season the hardware is inspected and, if necessary, replaced, due to the wear and tear on them throughout the season.

XIII. Adjournment

There being no further business, Chairman Banks moved to adjourn and Commissioner Junge seconded. So voted: 6 ayes, 0 nay; the motion was carried, and the meeting was adjourned at 6:09 p.m.

Respectfully submitted,



Joan Rich,
Harbor Clerk

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the **October 12, 2022** meeting of the Jamestown Harbor Commission

Approved: *11/9/22*

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, October 12, 2022 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

I. Call to Order and Roll Call

Chairman Wayne Banks called the meeting to order at 5:00 p.m.

Present:

Wayne Banks, Chairman
Richard Raynes, Commissioner
Eric Lexow, Commissioner
Steven Bois, Commissioner
Jessica McCarthy, Commissioner

Absent:

Michael Junge, Vice-Chairman
Dan Wurzbacher, Commissioner

Also in Attendance:

Chief Edward Mello, Executive Director
Glenn Skalubinski, Harbormaster
Joan Rich, Harbor Clerk
Randy White, Town Council Liaison

II. Approval of Meeting Minutes – Review, discussion and/or potential action and/or vote

A. Wednesday, September 14, 2022

At 5:01 p.m. Chairman Banks moved to approve the minutes of the September 14, 2022 meeting of the Jamestown Harbor Commission; Commissioner Raynes seconded. So voted: 5 ayes, 0 nays.

III. Open Forum

A. Scheduled Requests to Address

There were no scheduled requests to address.

B. Non-Scheduled Requests to Address

There were no non-scheduled requests to address.

IV. Executive Director's Report – Chief Mello

Executive Director Mello did not have anything to report other than what was already scheduled on the agenda.

V. Harbormaster's Report – G. Skalubinski

Harbormaster Skalubinski stated that the boating season is coming to a close, the harbor boats will be coming out of the water soon and prepped to be winterized. He will be de-commissioning the pump-outs and is coordinating with TPG Conanicut Marina so their customers can access the pumpout located at East Ferry prior to the de-commissioning. He is also in the process of scheduling the removal by TPG Conanicut Marina of the floating docks at East Ferry and West Ferry, and is assessing the damage to the docks from the most recent nor'easter. Some cleats loosened up on the floating docks and one was dislodged but overall the damage was minor. Chairman banks questioned if the "Narwhal", which broke loose from its mooring and struck a private dock during the nor'easter, was on a commercial or a private mooring. Harbormaster Skalubinski stated that it was on a commercial mooring and he asked Jonathan Wilkes of TPG where their responsibility for the mooring system ended. It broke at the pennant which is the boat owner's responsibility. Several vessels also broke free of their moorings on the West Ferry side but after investigating it appeared that it was the owner's responsibility, none of the mooring systems failed.

VI. Year-to-Date Financial Report – Review, discussion and/or potential action and/or vote

Executive Director Mello had nothing to report.

VII. Sub-Committee Reports

A. Budget – E. Lexow and R. Raynes - Review, discussion, and/or potential action and/or vote

Commissioner Raynes and Commissioner Lexow had nothing to report.

B. Facilities – W. Banks & D. Wurzbacher - Review, discussion, and/or potential action and/or vote

Chairman Banks had nothing to report and Commissioner Wurzbacher was absent.

C. Mooring Implementation – W. Banks – Review, discussion, and/or potential action and/or vote

Chairman Banks had nothing to report.

D. Traffic Committee – M. Junge – Review, discussion, and/or potential action and/or vote

Vice-Chairman Junge was absent.

E. Gould Island Restoration – W. Banks & S. Bois – Review, discussion, and/or potential action and/or vote

Commissioner Bois stated the Army Corps of Engineers is going to have a presentation on Thursday, October 27, 2022 at 6:00 p.m. at the Jamestown Town Hall on the status of their analysis of Gould Island that they have completed to date and they will talk about their strategy going forward. The Gould Island committee is trying to work with the Town Administrator, Jamie Hainsworth, and DEM on a strategy for Gould Island beyond what the Army COE has planned. That will occur after the presentation on October 27. Commissioner Bois encouraged everyone present to attend.

VIII. Liaison Reports

A. Conservation Commission – Review, discussion and/or potential action and/or vote

Conservation Commission Liaison Leo Orsi was not present.

B. Town Council – Review, discussion and/or potential action and/or vote

Town Council Liaison Randy White had nothing to report.

IX. Old Business

A. Access to Pumpouts

This topic arose out of a discussion regarding the use of houseboats as rental properties in marinas. The town ordinance regarding houseboats currently states that if one has a houseboat in a marina it must be tied in to a pumpout. The only marina that currently has pumpout facilities is TPG in East Ferry. The former operator of the marina, CMS, tied into the pumpout approximately 25-30 years ago with a handshake agreement with the Town. A formal agreement was never put into place so Executive Director Mello has developed a Memorandum of Understanding between the Town and TPG that states they can continue to use the pumpout as they have in the past. They can use it to provide a service to their customers but they cannot allow the permanent tie in for any commercial operation or houseboats. That will eliminate the ability for a houseboat to reside at the dock tied into the pumpout.

B. Houseboats

At the last meeting, Executive Director Mello provided the commissioners with a copy of the Town Ordinance regarding houseboats. The only restriction on houseboats in the ordinance is that if a houseboat is in a marina it must be tied into a pumpout. There are no other limitations on houseboats in the ordinance. According to the CRMC Red Book houseboats are permitted in Type 3 waters, which in Jamestown, run approximately from the Newport Bridge down to Fort Wetherill. There would be no prohibition on houseboats on moorings in that area. If the Commission is concerned about houseboats sitting on moorings the Commission will have to discuss it and perhaps amend the ordinance. The Harbor Management ordinances are due to

be updated in 2023 so any changes could be discussed at that time. Commissioner McCarthy asked if there was a way to gauge commercial activity and its impact on the docks, and Chairman Banks asked if the ordinance could be modified to prohibit houseboats in Type 3 waters.

Executive Director Mello summarized the process by which the Harbor Management ordinances get updated. Any discussions begin at the Harbor Committee and any changes are forwarded to CRMC. CRMC will indicate whether the changes are acceptable or if the Harbor Commission has overstepped its authority. Once any proposed changes are accepted by CRMC they are voted on by the Harbor Commission. Public hearings are then held on any changes and then the changes are ultimately voted on by the Town Council. It is a long process with numerous opportunities for public comment.

Commissioner Banks asked if houseboats have been a problem in the town waters and they have not yet been. There has been more discussion at the town level regarding the short term rental of houses but the issue of houseboats has been raised in those discussions because of the business model of larger, corporate-owned marinas using houseboats as short-term rentals.

Commissioner Bois stated his belief that the houseboat issue should be addressed during the review of the harbor ordinances because of the letter against houseboats presented during the July meeting and the opposition of the Bull Point residents to the expansion of Safe Harbor Jamestown Boatyard.

X. Correspondence

Chairman Banks moved to accept the letter from the Town Administrator to Conanicut Marine Services regarding the use of the East Ferry docks and Commissioner Raynes seconded. So voted: 5 ayes, 0 nay.

XI. New Business

A. Crane at East Ferry

Executive Director Mello provided the background as to how the crane came to be located near the TPG Conancicut Marina gas dock at the steel pile pier. The lease agreement between the Town and the former tenant, Conanicut Marine Services, allowed the use of a crane for marina operations with limitations as to the time of day it could be used, etc., even though a town ordinance prohibited the use of such a crane. The former tenant bought a new, bigger crane about four or five years ago, without permission from the Town as leaseholder, and concerns arose from Mike Gray, Director of Public Works, that the steel pile pier could not support the size/weight of the crane. Mike Gray reached an agreement with the former tenant that they must provide an engineering study that the steel pile pier was structurally sound to hold the size of the crane. The current tenant, TPG, is having the engineering study done.

One of the concerns is that the crane is at East Ferry all summer long, even though it does not appear to be in operation during the season. It is understood that the crane is used the most during the spring when boats are being launched, and in the fall when they are coming out of

the water. The optics of the crane being on the waterfront all summer are not pretty. The other issue is safety. At times the crane and its associated equipment have been left lying around. As the landlord, the Town has a responsibility to maintain a safe waterfront to protect itself from any liability issues.

Executive Director Mello stated that one of the managers at TPG has reached out to him regarding signage and improving the safety factor around the crane and he also informed the TPG manager about the concerns of the Commission that the crane is sitting there while it is not in constant use. The TPG manager is looking at ways to reduce the amount of time the crane is at East Ferry during July and August.

B. 2024 Harbor Mooring/Permit Rates

This item was put on the agenda at the request of Commissioner Raynes during the budget process. The rates that the Town charges today, with the exception of moderate increases to the outhaul rates at Fort Getty and West Ferry, have not increased in about seven years. The residential and commercial mooring permit fees, which make up the bulk of the revenues, have not changed during that time. According to Executive Director Mello, any increase to the mooring rates is a long, deliberate process with a lot of public interest and input, and should begin sooner rather than later for a potential increase for the 2024 season.

The harbor budget is a zero-based budget, meaning that expenses are equal to the revenues. Historically, the harbor budget has realized a surplus of approximately \$100,000 every year and that surplus, which is currently approximately \$250,000, is placed into a reserve fund solely for the use of the Harbor Commission. The fund is used for pier projects and maintenance, and any catastrophic damages to infrastructure not covered by insurance.

Chairman Banks stated that it would be difficult to justify raising the rates if there is not a specific capital project in mind, and the subject of replacing/repairing the Fort Getty pier arose. He proposed that discussion of maintenance/rebuilding the Fort Getty pier be placed on next month's agenda.

Commissioner McCarthy asked if there could be a work session to look at the big picture of all the waterways in Jamestown and quantify the different projects and maintenance that need to be done to prioritize them. Executive Director responded the Harbor Commission used to have a five-year capital project plan. In order to justify the potential increase for mooring fees perhaps the Commission should revisit a five-year plan.

Chairman Banks stated that although he was not on the Commission at the time, a proposal was done years ago to replace the pier at Fort Getty that was very extensive and also included a dollar figure for replacement. The Commission should budget to hire a firm to do some conceptual drawings/renderings of a potential replacement of the Fort Getty pier. What would it look like, would it include commercial vessels, etc? Executive Director Mello responded that a two-phase engineering study was done to replace the Fort Getty pier to the military specs to which it was originally built. The total cost in 2009 dollars was \$1,000,000. A military grade

pier is not what the Town needs and Executive Director Mello has hired a firm to submit a design proposal based on the use of the pier today which is light commercial use and recreational fishing. What does the Commission and the Town want the uses of the pier to be and how should those goals be accomplished?

Commissioner Bois also added the stone pier/pile of rocks at East Ferry where the old car ferries used to dock to the list of things that need to be addressed. He feels it is a bigger eyesore than the pier at Fort Getty. Executive Director Mello stated the Town Council has authorized the Public Works Director, Mike Gray, to pursue an improvement there although there is no definitive plan. He has also scheduled a meeting with Mike Gray and representatives from TPG because there are a number of issues at East Ferry that need to be addressed. Some are Harbor projects, some are Town projects, and some are TPG projects, but they will all most likely take place in the spring of 2023.

Chairman Banks asked that the Fort Getty pier study and the mooring rate increase be placed on next month's agenda. Executive Director Mello also suggested adding the five year capital plan to the agenda as well.

C. Update on Town-Owned East Ferry Property

A letter, dated October 5, 2022, was sent by Jamie Hainsworth, the Town Administrator, to William Munger and his attorney regarding the use of the Town-owned inner touch and go dock by Mr. Munger's Jamestown-Newport Ferry.

Executive Director Mello stated that in 2018, Mr. Munger (who, at the time, also owned Conanicut Marina) proposed improvements to the Town-owned inner touch and go dock. The improvements required the approval of the Harbor Commission and Town Council, which was granted, and would be paid for by grant funds. The CRMC permits were applied for by Mr. Munger/CMS and were granted to Mr. Munger as the lessee, but CRMC had to amend the permits after the fact because they should have been issued to the Town of Jamestown as the property owner (lessor).

This year is the first year that the ferry has operated without Mr. Munger also owning the marina and his own dock, and without having a lease with the Town. Executive Director Mello and Chairman Banks became aware of Mr. Munger's intention to operate his ferry exclusively from the touch and go dock this spring when public access signs were being placed on that dock. In 2018 the intent of the ferry use of the touch and go dock was to tie up occasionally to pick up handicapped passengers. This year Mr. Munger's intent was to use the touch and go dock as "shared space" and he would present a shared space plan to the Harbor Commission. Mr. Munger and/or his attorney have not presented any specific use plan to the Harbor Commission, and meetings between the Town, Executive Director Mello, and Mr. Munger and his attorney have not yielded any agreement. Thirty-five feet of public access has been lost due to the ferry's constant use of the inner touch and go dock and an attempt to place more public access signs on that dock have been met with the response from Mr. Munger that the signs are inappropriate because the dock is for the exclusive use of the ferry.

The Town's position is that there is not and was never an agreement in place for the ferry to use that dock exclusively, and the improvements to the dock in 2018 were approved by the Harbor Commission and the Town, and they are Town assets. The letter stated that the ferry must vacate and stop using the dock by Tuesday, October 11, 2022. The ferry has not done so. The Town Solicitor is aware that the ferry has not vacated the dock and is determining what the next step should be. The Town Council does not want to see ferry operations stop but there must be an agreement in place before operations can continue.

Commissioner Bois asked if Mr. Munger had invested any of his own money into the improvements to the dock in 2018. Executive Director Mello believes that he has, and has asked for documentation of such investment, but none has ever been produced. Based upon the lease agreement in place at the time, however, such investment would be irrelevant to the question of ownership of the dock.

XII. Open Forum – Continued (if necessary) – Review, discussion and/or potential action and/or vote

None.

XIII. Adjournment

There being no further business, Chairman Banks moved to adjourn and Commissioner Raynes seconded. So voted: 5 ayes, 0 nay, and the meeting was adjourned at 5:44 p.m.

Respectfully submitted,



Joan Rich,
Harbor Clerk

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the **November 9, 2022** meeting of the Jamestown Harbor Commission

Approved: 12/14/22

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, November 9, 2022 at 5:00 p.m. at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

I. Call to Order and Roll Call

Chairman Wayne Banks called the meeting to order at 5:00 p.m.

Present:

Wayne Banks, Chairman
Michael Junge, Vice-Chairman
Dan Wurzbacher, Commissioner
Steven Bois, Commissioner
Jessica McCarthy, Commissioner

Absent:

Eric Lexow, Commissioner

Also in Attendance:

Chief Edward Mello, Executive Director
Joan Rich, Harbor Clerk

II. Approval of Meeting Minutes – Review, discussion and/or potential action and/or vote
A. Wednesday, October 12, 2022

Chairman Banks moved to approve the minutes of the October 12, 2022 meeting of the Jamestown Harbor Commission; Commissioner Bois seconded. So voted: 4 ayes, 1 abstention.

III. Open Forum

A. Scheduled Requests to Address

There were no scheduled requests to address.

B. Non-scheduled Requests to Address

There were no non-scheduled requests to address.

IV. Executive Director's Report – Chief Mello

The touch and go docks have been removed from the water and the gangways have been raised but will stay in place this year. Both vessels are out of the water, are being serviced, and will be shrink wrapped. Harbormaster Skalubinski is pretty much done for the season and Joan is getting ready to send out the renewals for next year. With the transition from the previous Harbor Clerk, some institutional knowledge has been lost and Joan is also focusing on getting all the permit holders' paperwork up to date in Online Mooring and is starting out with the outhaul permit holders.

V. Harbormaster's Report – G. Skalubinski

Harbormaster Skalubinski was not present. Chairman Banks asked if he was through for the season and Executive Director Mello stated he is pretty much done for the season and will be back in the beginning of April.

VI. Year-to-Date Financial Report – Review, discussion and/or potential action and/or vote

Executive Director Mello had nothing to report.

VII. Sub-Committee Reports

A. Budget – E. Lexow – Review, discussion, and/or potential action and/or vote

Commissioner Lexow was absent.

B. Facilities – W. Banks and D. Wurzbacher – Review, discussion, and/or potential action and/or vote

Chairman Banks stated they would discuss the Ft. Getty pier as an agenda item and Commissioner Wurzbacher had nothing to add.

C. Mooring Implementation – W. Banks – Review, discussion, and/or potential action and/or vote

Chairman Banks had nothing to report.

D. Traffic Committee – M. Junge – Review, discussion, and/or potential action and/or vote

Vice-Chairman Junge had nothing to report.

E. Gould Island Restoration – W. Banks and S. Bois – Review, discussion, and/or potential action and/or vote

Commissioner Bois stated the Army Corps of Engineers gave a presentation in October to the Gould Island Restoration Committee and they discussed their findings of the levels of chemical

contamination on the island. They will develop a risk assessment and decide what sort of remediation they will conduct. The Army COE will present again in June, 2023.

The Gould Island committee met with the Town Council Monday night. The Council approved a resolution to send to RIDEM asking them to create a plan and budget for the restoration of Gould Island for recreational use, over and above what the Army COE will do. The Town Council will send a request to neighboring communities around the bay asking them to endorse the interest Jamestown has in Gould Island. The Town Council would also like to expand the discussion about Gould Island to include the restoration of Dutch Island and include that in the overall plan for Gould Island, even though such overall plan doesn't really exist right now. Should the Harbor Commission get involved in the planning for the restoration of Gould and Dutch Islands? Some discussion ensued.

VIII. Liaison Reports

A. Conservation Commission – Review, discussion and/or potential action and/or vote
Conservation Commission Liaison Leo Orsi was not present.

B. Town Council – Review, discussion and/or potential action and/or vote
Town Council Liaison Randy White was not present.

IX. Old Business

A. 2024 Mooring Harbor Permit Rates

Executive Director Mello stated the budget has generated an approximately \$300,000 surplus that is placed in a capital improvement fund to be available for projects around the waterfront, however, if the Harbor Commission wants to undertake a major project, such as the restoration of the Ft. Getty pier, that is not a lot of money. Executive Director Mello wished to include this discussion with the new business agenda item of the Ft. Getty pier study. Chairman Banks asked if, when a project has been identified, would the Harbor Commission raise the permit rates as an assessment, and then lower them again when the project is completed? Some discussion ensued.

Commissioner McCarthy asked if the Harbor Commission could hire a consultant to determine what the costs would be to replace the Ft. Getty pier and develop a plan for Dutch Island. The Ft. Getty consultant will be discussed in new business.

Commissioner Wurzbacher stated that with inflation, supply chain issues, and that things in general are more expensive, it is not unreasonable to raise the mooring rates to undertake capital harbor projects. The rates in Jamestown are underpriced and could be increased to bring them more in alignment with other communities.

B. Update on Town Owned East Ferry Property

Executive Director Mello stated that last month the Town Administrator sent a letter to the operator of the Jamestown Newport Ferry to cease operating from the town-owned East Ferry dock. An objection was filed in writing by legal counsel for the ferry operator. Meetings have continued with the ferry operator, Town Solicitor and the Town Administrator, and Executive Director Mello. The Town Council will meet in Executive Session next Monday to be briefed on what has taken place during the meetings. Both sides understand what the other wants, but they are not in agreement, and will get direction from the Town Council on how to proceed.

C. Harbor Management Guidebook

The guidebook was distributed to the Commission at the September meeting, and Executive Director Mello asked for the Commissioners to look at it and make comments and suggestions so a draft can be presented by the January meeting and approved. It can then be presented to the Town Council for their approval and adoption so everyone has a clear understanding of how the Town's waterfront property can be used. The guidebook will be posted on the Town's website.

X. Correspondence

There was no correspondence.

XI. New Business

A. Ft. Getty Pier Study – Review, discussion and/or potential action and/or vote

Chairman Banks stated he took some photos of the pier at Ft. Getty last week. The north-south section of the pier is 95 feet long, not including the gangway, and 28 feet wide. The other section, facing roughly east-west, is 72 feet long and 17 feet wide. There are photos of the condition of the decking, which is deteriorating. The Commission needs to make a decision about what to do with the pier. One option is to do nothing, another is to replace just the decking. Chairman Banks spoke to one of the oystermen who happened to be at the pier when he was, and the oysterman suggested the Commission have the pilings and underpinnings tested by a structural engineer to determine what condition they are in. A third option is to replace the entire pier. If that occurred, it probably would not need to be as big as it is now. Would the pier be for fishing only or would aquaculture be included and a storage area built for the equipment? That leads to the discussion of how will the project be paid for. Vice-Chairman Junge also suggested limiting the use of the pier to only commercial activities, which would eliminate any friction between the general public fishing from the pier and the commercial operators. Chairman Banks stated the only friction he hears about is trash because the town does not have a trash can at the pier. Some discussion ensued.

Commissioner McCarthy asked if the fisherman have to pay to keep their equipment at the pier. Executive Director Mello stated that included in the fee for the use of the pier by the

commercial fishermen is 100 square feet of equipment storage, but there is no defined space per slip. Some discussion ensued.

Executive Director Mello stated that discussions about what to do with the Ft. Getty pier have been going on for about 13 years. It has reached the point that a decision has to be made about what type of use the Commission wants to allow there and exactly what repairs/replacement will be done. Included in this month's packet is a proposal from the Beta Group for a conceptual study of what could be done to Ft. Getty, and it will cost approximately \$3,500.00. Executive Director Mello asked for any other suggestions as to what people would like to see at Ft. Getty so they could be incorporated into the proposal.

Commissioner Wurzbacher commented that he thinks it is a good idea to engage the Beta Group for a proposal because discussion has been going on for so long, but he wondered if a plan for Dutch Island also be included in the proposal, because Ft. Getty would most likely be the gateway to Dutch Island if it is ever opened for recreation.

Commissioner Bois made a motion to accept Beta Group's proposal for the Ft. Getty pier analysis and Commissioner Wurzbacher seconded. So voted: 5 ayes, 0 nay.

Chairman Banks asked if the Beta proposal addressed the possibility of adding a touch and go dock at Ft. Getty. Executive Director Mello replied that there are some challenges relating to adding a touch and go at that location such as tidal action, the lack of public parking, and its remoteness from downtown Jamestown. He will ask Beta to include that idea as an option in the proposal.

B. Long Range Capital Plan – Review, discussion and/or potential action and/or vote

Included in the meeting packet was a long-range infrastructure plan that was approved by the Harbor Commission on February 13, 2019. It included repairs to the Ft. Getty pier, the West Ferry touch and go and bulkhead, the East Ferry landing, and tube replacement for the Harbormaster's Ribcraft boat. Executive Director Mello explained this document used to be prepared on an annual basis and was used in the budget planning process, but focus has always been on the operating portion of the budget, never on the capital improvement portion. Some discussion ensued regarding identifying what projects are most important and building those into the budget for 2024 along with a potential fee increase.

Commissioner McCarthy asked if Beta could look at all the harbor properties in Jamestown and come up with a vision of what a "best in class Jamestown" would look like and what the cost would be for that plan. Some discussion ensued.

Commissioner Wurzbacher also suggested asking the Public Works department to get involved in the discussion of what projects should be implemented, especially because there are some safety issues involved regarding public access. Some discussion ensued. Executive Director Mello stated that the Harbor Commission cannot continue to rely on the Public Works

department to get things done because they are busy doing their own projects and town tax dollars cannot be used for harbor projects.

Commissioner Bois made a motion that the Harbor Commission and any other stakeholders look at the list from 2019 and come up with the top 4 or 5 capital opportunities that need to be addressed. Chairman Banks seconded the motion. There was some discussion regarding the Beta timeline for presentation on the Ft. Getty pier. So voted: 5 ayes, 0 nay. This item will be placed on the December agenda.

Executive Director Mello added that he met with Mike Gray, the Public Works Director, at East Ferry regarding the status of the pile of broken concrete where the ferries used to land. It is unsightly and is it possible for some sort of surface be put over the concrete to make it more attractive and useful to visitors. The Public Works department will be replacing the sidewalk that has started to collapse on the east side of Veteran's Square in early spring, so would they be able to resurface the old ferry landing at the same time?

C. Commercial and Transient Moorings – Review, discussion and/or potential action and/or vote

Executive Director Mello stated that the Town owns approximately 300 +/- commercial moorings that are assigned to Conanicut Yacht Club, the four marinas and Conanicut Marine Services. The moorings are allocated based upon the number of moorings they have been granted in past years. Each year the commercial operators provide the Harbor Office with a report of the number of moorings they have, the number of boats and length of the boats, that are assigned to a mooring, and how many unused (transient) moorings they have. These numbers are used to calculate the fee the commercial operators are charged for use of the moorings. This system has worked very well, but the Harbor Office really has no way of knowing if the unoccupied moorings are really used for transient vessels or if the operators are holding on to the moorings because they have been allocated that many in the past. Some of the moorings have been loosely monitored and there have not been any boats on them at all. The question Executive Director Mello has for the Harbor Commission is, what do you want the Harbor Office to do? For example, if a commercial operator has 50 moorings with 40 boats on them, and the other 10 are unoccupied every year, what do you want the Harbor Office to do about the 10 unoccupied moorings?

Commissioner McCarthy asked if raising the rates would have an impact on the number of transient or unoccupied moorings, and Executive Director Mello did not think that it would, the operators would just pass the increase onto their customers.

Commissioner McCarthy left at 6:03 p.m.

Commissioner Junge suggested adding a provision in the Harbor Management Guidebook that a commercial operator could have no more than 5% of their moorings be unoccupied or transient. Using CMS as an example, they have been allocated 10 moorings, but have only had

boats tied up on 3 of the moorings. Some discussion ensued. Executive Director Mello asked if the Harbor Commission wants to have the commercial operators provide records of the usage of the transient moorings, and if they continue to have a large number of transient moorings, should those be returned to the town?

Commissioner Bois stated the boat yards should be held to the same standard that private mooring users are; that if there is not a boat on the mooring for at least 20 days the mooring permit will be cancelled. Commissioner Wurzbacher stated the commercial operators should be held to a stricter time limit than 20 days. Commissioner Junge suggested that if the reporting requirements for transient moorings were onerous for the operators, such as requiring them to report to the Harbor Office the owner's name, name and length of the boat, and the occupancy dates of the mooring from May 1 to October 1, they would be less likely to have transient moorings.

Commissioner Bois made a motion to require that commercial operators must provide the owner's name, boat name and length, and dates of occupancy for all transient moorings from May 1 to October 1. Some discussion ensued. Chairman Banks seconded the motion. So voted: 4 ayes, 0 nay.

There was also discussion regarding holding commercial operators to having a vessel on the mooring for the same number of days it is required that a private mooring have a vessel on it, and that the commercial operators have always presumed they would get the same number of moorings each year. Executive Director Mello indicated the harbor ordinances are up for renewal/revision in 2023, and the matter of commercial, transient mooring occupancy can be addressed then. Per CRMC regulations, there is a ratio of commercial to private moorings that must be met.

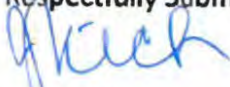
Included in the meeting packet was the application from Conanicut Marine Services to retain 10 moorings of the 160 moorings held by CMS that were transferred to TPG in the sale of the marina, allowing TPG the use of 150 moorings. The 10 moorings that CMS retained are not being used to the letter of the ordinance, i.e., that they be rented or leased to private individuals. It would appear that 3 of the 10 moorings are being used for commercial vessels and 7 are not being used at all. There was discussion over whether CMS implied they were going to use all the moorings for their ferry boats or if they would be used for transient customers. It was clear throughout the summer that not all the ferries were on moorings. One had a slip in Newport and one was tied up at the town pier. Going forward, if they do not use the moorings, they should lose them.

XII. Open Form – Continued (if necessary) – Review, discussion and/or potential action and/or vote

Commissioner Bois asked if the status of the crane at East Ferry and TPG's plan for it next summer could be added to the December agenda. Executive Director Mello stated they are working on a plan and have been very cooperative.

There being no further business, Chairman Banks moved to adjourn the meeting and Commissioner June seconded. So voted: 4 ayes, 0 nay. The meeting was adjourned at 6:23 p.m.

Respectfully Submitted,



Joan Rich,
Harbor Clerk

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the November 28, 2022 meeting of the Jamestown Harbor Commission in Executive Session with the Jamestown Town Council.

Approved: 12/14/22

A meeting of the Jamestown Harbor Commission (JHC), in joint Executive Session with the Jamestown Town Council was held Wednesday, November 28, 2022 at 5:00 p.m. at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

A. Roll Call Town Council Members

Present:

Nancy A. Beye, President
Mary E. Meagher, Vice-President
Erik G. Brine, Councilor
Michael G. White, Councilor
Randall White, Councilor

B. Roll Call Harbor Commission Members

Present:

Wayne Banks, Chairman
Michael Junge, Vice-Chairman
Eric Lexow, Commissioner
Steven Bois, Commissioner
Jessica McCarthy, Commissioner

Absent:

Dan Wurzbacher, Commissioner

Also in Attendance: Town Administrator Jamie Hainsworth, Solicitor Peter Ruggiero, Police Chief Edward Mello, Finance Director Tina Collins, Town Planner Lisa Bryer, Building & Zoning Official Peter Medeiros, Town Clerk Roberta Fagan, and Harbor Clerk Joan Rich

C. Call to Order

A motion was made by Vice President Meagher to move into Executive Session with a second by Councilor Michael White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor Michael White, Aye; and Councilor Randall White, Aye.

The meeting went into Executive Session at 6:05 p.m.

The meeting of the Harbor Commission was called to order in Executive Session by Wayne Banks at 6:08 p.m.

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

D. Pursuant to RIGL 42-46-5(a)(2)&(5) East Ferry Use: Potential Lease Agreement with Conanicut Marine Services, Inc.

Michael Junge moved to adjourn the Harbor Commission Executive Session and Wayne Banks seconded. So voted: Wayne Banks, Aye; Michael Junge, Aye; Steven Bois, Aye; Jessica McCarthy, Aye. The meeting was adjourned at 7:25 p.m.

Mary Meagher moved to adjourn the Town Council Executive Session and Michael White seconded. So voted: President Beye, Aye; Vice President Meagher, Aye; Erik Brine, Aye; Michael White, Aye; Randall White, Aye. The Executive Session was adjourned at 7:26 p.m.

Mary Meagher moved to seal the minutes of the Executive Session, and Michael White seconded. So voted: President Beye, Aye; Vice President Meagher, Aye; Erik Brine, Aye; Michael White, Aye; Randall White, Aye.

It was announced that no votes were taken.

Michael White moved to adjourn the regular Town Council meeting and Randall White seconded. So voted: President Beye, Aye; Vice President Meagher, Aye; Erik Brine, Aye; Michael White, Aye; Randall White, Aye; and the meeting was adjourned at 7:27 p.m.

Attest,



Joan Rich
Harbor Clerk

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the December 14, 2022 meeting of the Jamestown Harbor Commission.

Approved: 11/11/23

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, December 14, 2022 at 5:00 p.m. in the Town Council Chambers at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

I. Call to Order and Roll Call

Chairman Wayne Banks called the meeting to order at 5:01 p.m.

Present:

Wayne Banks, Chairman
Michael Junge, Vice-Chairman
Dan Wurzbacher, Commissioner
Eric Lexow, Commissioner
Steven Bois, Commissioner
Jessica McCarthy, Commissioner

Also in Attendance:

Chief Edward Mello, Executive Director
Joan Rich, Harbor Clerk
Randy White, Town Council Liaison

II. Approval of Meeting Minutes – Review, discussion, and/or potential action and/or vote

A. Wednesday, November 9, 2022

Chairman Banks moved to approve the minutes of the November 9, 2022 meeting of the Jamestown Harbor Commission and Vice-Chairman Junge seconded. So voted: 6 ayes, 0 nay.

B. Monday, November 28, 2022 (Joint Executive Session with Town Council)

Vice-Chairman Junge moved to accept the minutes of the Joint Executive Session meeting with the Town Council and Chairman Banks seconded. So voted: 6 ayes, 0 nay.

III. Open Forum

A. Scheduled Requests to Address

There were no scheduled requests to address.

B. Non-Scheduled Requests to Address

There were no non-scheduled requests to address.

IV. Executive Director's Report – Chief Mello

Executive Director Chief Mello stated that the two harbormaster boats have been shrink-wrapped and are stored for the season. He has also gotten some replies regarding potential changes to the Harbor Management Guidebook. There was some discussion and the guidebook will be placed on January's agenda.

V. Harbormaster's Report – G. Skalubinski

Harbormaster Skalubinski was not present.

VI. Year-to-Date Financial Report – Review, discussion, and/or potential action and/or vote

Executive Director Chief Mello had nothing to report.

VII. Sub-Committee Reports

A. Budget – E. Lexow – Review, discussion, and/or potential action and/or vote

Commissioner Lexow had nothing to report.

B. Facilities – W. Banks and D. Wurzbacher – Review, discussion, and/or potential action and/or vote

Commissioner Wurzbacher had nothing to report.

C. Mooring Implementation – W. Banks – Review, discussion, and/or potential action and/or vote

Chairman Banks had nothing to report.

D. Gould Island Restoration – W. Banks and S. Bois – Review, discussion, and/or potential action and/or vote

Chairman Banks stated that he and Commissioner Bois were asked to approach the Gould Island Restoration Committee chair to ask if he would be willing to take on developing a recreation/use plan for Dutch Island as well, but he declined. Commissioner Bois stated that the chairman declined because he felt it would be a distraction and complicate the efforts to restore Gould Island. There was some discussion about approaching the Town Council to put

together a working group for Dutch Island and develop a vision of what the uses for Dutch Island could be. It will be put on the agenda for discussion at January's meeting.

VIII. Liaison Reports

A. Conservation Commission – Review, discussion, and/or potential action and/or vote

Conservation Commission liaison Leo Orsi was not present.

B. Town Council – Review, discussion, and/or potential action and/or vote

Town Council Liaison Randy White had nothing to report.

IX. Old Business

A. Infrastructure needs to be addressed by Beta Group – Review, discussion, and/or potential action and/or vote

Arek Galle from Beta Group gave a presentation of some conceptual designs for the repair of the Ft. Getty pier. The designs do not change any of the dimensions of the pier but are more cosmetic in nature to improve the aesthetics of the pier and make it more accessible to the public. Improvements could include building out the entrance to the pier to the full width of the deck, installing a floating dock with a gangway, railings around the edge of the pier, shade structures and seating for the public, and a fenced-off area for the commercial fishermen and aqua farmers to store their equipment. Some discussion ensued, with Chairman Banks making the point that improvements should not interfere with any of the outhauls, pier permits, or commercial fishing operations. There was also discussion of whether the underlying structure and pilings can support the improvements to the pier. Commissioner Bois made a motion to authorize an engineering study of the Ft. Getty pier and Vice-Chairman Junge seconded. So voted: 6 ayes, 0 nay.

X. Correspondence

A. Email from Lorrie Bergeron regarding Maple Avenue kayak racks-Review, discussion, and/or potential action and/or vote

Chairman Banks moved to accept Ms. Bergeron's letter into correspondence and Vice-Chairman Junge seconded. So voted: 6 aye, 0 nay.

Discussion ensued regarding parking at Maple Avenue. Executive Director Chief Mello stated that whatever parking is there cannot be expanded because the dirt road goes through the marsh. There are no parking restrictions by ordinance at the end of Maple Avenue. The

number of permits distributed to kayakers has increased slightly but the dinghy racks were under-utilized so more room was created for kayaks.

Chairman Banks had a question under Old Business about when items will be discussed with the goal of building a long-term capital budget. Some discussion ensued about the process of building a capital plan and the budget to go along with it. The Facilities sub-committee could take the lead in this. This item will be placed on the agenda for January.

XI. New Business

A. Qualified Mooring Inspector Applications – Review, discussion, and/or potential action and/or vote

Executive Director Chief Mello stated that there is one new applicant this year, Fathom Resources. They were a subcontractor last year for TPG Conanicut and Dutch Harbor marinas and will continue to fulfill that role for them, but they also wish to be an independent mooring inspector. Some discussion ensued. Vice-Chairman Junge moved to approve the list of applicants for qualified mooring inspectors and Chairman Banks seconded. So voted: 6 aye, 0 nay.

B. Sunset Oyster Farms Upweller Request – Review, discussion, and/or potential action and/or vote

Joseph Pinhiero and his father, Antonio Pinheiro, operate Sunset Oyster Farms and are seeking a recommendation by the Harbor Commission to the Town Council for approval to continue their operations at the Ft. Getty pier. Executive Director Chief Mello stated that there haven't been any problems with their operations at Ft. Getty this year. Vice-Chairman Junge moved to recommend approval of Sunset Oyster Farms continuing operation for one year to the Town Council. Commissioner Wurzbacher commented that the oyster farm operation at Ft. Getty pier should not inhibit discussions of what to do with the design and rebuild of the pier. Commissioner Wurzbacher seconded Vice-Chairman Junge's motion. So voted: 6 aye, 0 nay.

XII. Open Forum – Continued (if necessary) – Review, discussion, and/or potential action and/or vote

There were no comments.

A motion was made by Vice-Chairman Junge to move into Executive Session with a second by Chairman Banks. So voted: Chairman Banks, Aye; Vice-Chairman Junge, Aye; Commissioner Wurzbacher, Aye; Commissioner Lexow, Aye; Commissioner Bois, Aye; Commissioner McCarthy, Aye.

XIII. Executive Session

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

A. Pursuant to R.I.G.L. 42-46-5(a)(2)&(5) East Ferry Use: Potential Lease Agreement with Conanicut Marine Services, Inc.

XIV. Adjournment of Executive Session

A motion was made by Chairman Banks to seal the minutes and adjourn from Executive Session with a second by Vice-Chairman Junge. Vote: Chairman Banks, Aye; Vice-Chairman Junge, Aye; Commissioner Wurzbacher, Aye; Commissioner Lexow, Aye; Commissioner Bois, Aye; Commissioner McCarthy, Aye.

It was announced that no votes were taken.

XV. Adjournment

There being no further business, Vice-Chairman Junge moved to adjourn the regular meeting of the Jamestown Harbor Commission with a second by Chairman Banks. So voted: 6 ayes, 0 nay.

Attest,



Joan Rich, Harbor Clerk

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

A. Call to Order: Roll Call of Members

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:04 by Eugene Mihaly. In attendance were Trustees Peter Carson, Bob Flath, Paul Housberg, Cathy Kaiser, Devi Ross, Chris Walsh, Library Director Lisa Sheley and Town Council Liaison Mary Meagher.

B. Executive Session

Trustees convened in Executive Session at 5:09 p.m. pursuant to RIGL 42-46-5 (a) 1: Personnel. Flath moved to seal the minutes; Ross seconded. Motion passed by unanimous vote. Trustees reconvened in Open Session at 5:22 and announced the vote taken during executive session. Motion made by Flath, seconded by Ross, that the library director's salary be increased by \$3500 starting with the next pay period. The motion was approved by unanimous vote.

C. Report of the Chair

Report of Zoom meeting with Narragansett Tribe Medicine Man John Brown: Mihaly and Sheley met with John Brown via Zoom. Housberg was in attendance. Mihaly reported that the meeting was a cordial first step in a multi-element negotiation process. Mihaly and Sheley have since consulted the architect, Mohamad Farzan, in response to Brown's request that the addition of a second floor be considered (versus bump-outs) to maintain the building's existing footprint. Farzan confirmed that this option had been considered during the initial design phase, but dismissed due to operational drawbacks (e.g., stretching a small staff over two floors, leading either to slippage of service or to an imperative to increase library staff). Brown, Mihaly and Sheley agreed to meet again, with the goal of coming to a mutual beneficial resolution.

D. Director's Report

Sheley reviewed highlights of the Director's Report, covering management, facility updates and programming details. She discussed a staff resignation and related implications for restructuring paraprofessional roles to increase support for youth services; reviewed recent library and Friends programs; and provided updates on facility repairs (automatic front door now functional; parts on order to repair the women's restroom faucets).

E. Policy Review: C4

Housberg and Sheley offered a revised C4 for trustee consideration. Discussion ensued. Based on trustees' input, Housberg will make further revisions to C4 to offer for board approval at the January meeting. Revisions will specify that each trustee complete an evaluation form after receipt of the director's self-assessment (due at the November meeting); meet as a full board in a December executive session to discuss the evaluation; and next meet with the director in executive session to share the evaluation and set goals for the upcoming year.

F. Board Process Review

No comments.

G. Consent Agenda

An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to approval of each item as if it had been acted upon separately.

1. Approval of Minutes: November 16, 2021
2. Approval of Financial Reports
 - a. Library Board of Trustees
 - b. Jamestown Philomenian Library
 - c. Treasurer's Report
3. Progress and Service Report of the Director

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

H. Public Input

None.

Date of Next Meeting and Adjournment

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

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

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

ALL NOTE: This meeting location is accessible to the physically challenged. If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to townclerk@jamestownri.net not less than three (3) days prior to the meeting.

Respectfully submitted,

Cathy Kaiser

Board Secretary

JAMESTOWN PHILOMENIAN LIBRARY

Board of Trustees Meeting Minutes

Dated: January 5, 2022

A. Call to Order: Roll Call of Members An unscheduled meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:02 pm by Eugene Mihaly.

In attendance were Trustees;

- Peter Carson
- Bob Flath
- Paul Housberg
- Devi Ross
- Chris Walsh
- VACANT
- Library Director Lisa Sheley
- Town Council Liaison Mary Meagher.

B. Report of the Chair

Mihaly reported that he and Director Sheley had a phone conversation with John Brown of the Narragansett Tribe to continue the discussion of the Library renovation and the Narragansett Tribe consent to the excavation. During the conversation John Brown offered the following compromise;

That the Town of Jamestown would amend the Deed to the Library stipulating that there would be no further expansion of the footprint of the Library beyond that memorialized in the current renovation plans and that an MOU reaffirm that restriction and describes the archaeological survey to be performed.

The question before the Board is whether to bring this proposal to the Town to explore if this is possible and to have the Town Solicitor begin to explore this option.

The four (4) Board members present unanimously approved that the Chair explore the viability of this proposal with the Town Administrator and Town Solicitor.

Public Input

None

Date of Next Meeting and Adjournment

The next scheduled Trustee Meeting will be held on: Tuesday January 11th, 2022 at 5:00pm

Motion to Adjourn was made by: Chris Walsh Seconded by: Devi Ross

Meeting was adjourned at 5:46pm

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

ALL NOTE: This meeting location is accessible to the physically challenged. If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to townclerk@jamestownri.net not less than three (3) days prior to the meeting.

Respectfully submitted,

Robert Flath

JAMESTOWN PHILOMENIAN LIBRARY

Board of Trustees Meeting Minutes

Tuesday, January 11, 2022

A. Call to Order: Roll Call of Members

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:04 by Eugene Mihaly. In attendance were Trustees Peter Carson, Bob Flath, Paul Housberg, Devi Ross, Chris Walsh, Library Director Lisa Sheley and Town Council Liaison Mary Meagher.

B. Executive Session

N/A

C. Report of the Chair

Mihaly reported that the town council is going to meet to discuss the possibility of amending the deed and/or what can be included in MOU (if anything) in our negotiations with the Narragansetts.

D. Director's Report

Sheley reviewed highlights of the Director's Report, covering management, facility updates and programming details. She discussed acquiring a defibrillator for the library.

E. Policy Review: C4

Housberg and Sheley offered a revised C4 for trustee consideration. These changes were unanimously passed.

F. Board Process Review

No comments.

G. Consent Agenda

An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to approval of each item as if it had been acted upon separately.

1. Approval of Minutes: December 14, 2021

2. Approval of Financial Reports

a. Library Board of Trustees

b. Jamestown Philomenian Library

c. Treasurer's Report

3. Progress and Service Report of the Director

Motion to pass the Consent Agenda. Motion passed unanimously.

H. Public Input

A member of the community expressed her interest in becoming a member of the board of trustees. She is interested in more family and community involvement.

Date of Next Meeting and Adjournment

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

Flath moved to adjourn the meeting at 5:59p.m. Ross seconded. Motion passed unanimously.

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

ALL NOTE: This meeting location is accessible to the physically challenged. If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to townclerk@jamestownri.net not less than three (3) days prior to the meeting.

Respectfully submitted,
Devi Ross

JAMESTOWN PHILOMENIAN LIBRARY
Board of Trustees Meeting Minutes
Tuesday, Feb. 8, 2022

- A. **Call to Order: Roll Call of Members** This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:03 by Eugene Mihaly. In attendance were Trustees Peter Carson, Bob Flath, Paul Housberg, Marla Romash, Devi Ross, Chris Walsh, Library Director Lisa Sheley and Town Council Liaison Mary Meagher. Also in attendance was Tim Riel from the Jamestown Press.
- B. **Report of the Chair**
1. Gene Mihaly reported that the archaeology dig at the library was successful and a full report had been received from the Public Archaeology Laboratory reporting that nothing had been discovered which might indicate a burial site. PAL report had been previously distributed to Board members.
 2. We have received word from OLIS that all seems to be in order and we should expect to hear an approval to move forward with the project from that office by the end of the month. Karen Mellor said she had to submit her numbers to the Budget office first for final approval..
 3. John Brown, (of Narragansett Indian Tribal Historic Preservation Office, (NITHPO)), communicated to Gene and Lisa Sheley that he was ready to recommend to the NEH that we receive the grant we previously submitted. Some discussion followed as to what that might entail in terms of the application process. Gene said he would inquire.
- C. **Director's Report**
1. Lisa Sheley reported on her decision to close the library, after consulting with the Town Manager, on Friday Feb. 4 due to icy conditions. She reviewed programming details for the upcoming month. She announced that the library had received a \$1500.00 grant from the State and she would be applying that towards a teleconferencing unit. She also reported that the Friends of the Library had decided to purchase a defibrillator for the library.
- D. **Policy Review**
1. D1 "Governing Style" was reviewed by the board and a one word change was made from "control" to "guide" as it was thought to better express the intent of the policy. The change was unanimously passed.
- E. **Consent Agenda and Approval:** An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to approval of each item as if it had been acted upon separately. Peter Carson said that he would have no financial report due to the fact that he had not as yet received statements from the Town.
1. Approval of Minutes: December 14, 2021
 2. Approval of Financial Reports about the library
 - a. Library Board of Trustees

- b. Jamestown Philomenian Library
 - c. Treasurer's Report
 - 3. Progress and Service Report of the Director.
 - 4. Motion to pass the Consent Agenda made by Peter Carson and seconded by Marla Romash. Motion passed unanimously.
 - F. Public Input
 - a. No public input. Marla Romash took the opportunity to suggest we explore ways to solicit opinion and suggestions about the library from our patrons and the general public. All agreed and ideas as to how best to accomplish this will be discussed at future meetings.
 - G. Adjournment : Peter Carson moved to adjourn the meeting at 5:39PM Bob Flath seconded. Motion passed unanimously.

Pursuant to RIGL 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted on the internet at www.jamestownri.gov. ALL NOTE: This meeting location is accessible to the physically challenged. If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to townclerk@jamestownri.net not less than three (3) days prior to the meeting.

Respectfully submitted, Chris Walsh

JAMESTOWN PHILOMENIAN LIBRARY
Board of Trustees Meeting Minutes
Tuesday, March 8th, 2022

A. Call to Order: Roll Call of Members

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:04 by Eugene Mihaly.

In attendance were Trustees Bob Flath, Paul Housberg, Marla Romash, Devi Ross, Chris Walsh, and Library Director Lisa Sheley

B. Report of the Chair

1. Gene Mihaly reported on discussions with Karen Mellor of OLIS. Comments received from OLIS earlier this week indicated that OLIS had concerns with certain aspects of the current design and of the lack of a fully developed furniture plan which was to include colors and texture details. After a spirited discussion, Devi Ross volunteered to assist Lisa Sheley in developing these details and get them to OLIS. Additionally, the Trustees felt it prudent to do a re-estimate of the construction costs due to the current substantial rise in material costs. Gene Mihaly will discuss this with Mohamad Farzan. Gene will also engage with the Town Code Officials to review the plans as well. An item not accounted for in the cost estimate is moving costs. Lisa Sheley would like to close for the duration of the renovation with a possible satellite site being set up in the old Ambulance Barn. Costs would need to be developed to get the site habitable for this purpose as well as moving and storage costs.

C. Director's Report

1. Lisa Sheley reviewed the submitted report and added that the Town Administrator had sent an invitation to the Board to attend a training session on Robert's Rules of Order, and that a new Book Club with BJ Whitehouse would be starting up.
Lisa went on to say her discussions with the Town on budget went well and that a Capital project (FY-23) she would like to see post renovation would be to address the grounds that would be affected by the construction.

D. Policy Review

1. D2 "Trustee Job Description" was reviewed by the board.
 - a. Bullets 4 & 5 were amended from "The Board assures..." to "The Board will work with the Director to assure...." as it was thought to better represent the functions of the Board and the Director. The change was unanimously agreed upon.

E. Consent Agenda and Approval: An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to approval of each item as if it had been acted upon separately.

1. Approval of Minutes: February 8, 2022
2. Approval of Financial Reports about the library

- a. Library Board of Trustees
 - b. Jamestown Philomenian Library
 - c. Treasurer's Report
3. Progress and Service Report of the Director.
Motion to pass the Consent Agenda made by Devi Ross and seconded by Marla Romash. Motion passed unanimously.

F. Public Input

- a. No public input
- G. Next Meeting and Adjournment : The next scheduled meeting will be on April 12th, 2022 at 5:00PM. Devi Ross moved to adjourn the meeting at 5:57PM. Paul Housberg seconded. Motion passed unanimously.

Pursuant to RIGL 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State's website and at the Jamestown Philomenian Library and the Town Hall. In addition to the two above-mentioned locations, notice also may be posted on the internet at www.jamestownri.gov. ALL NOTE: This meeting location is accessible to the physically challenged. If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to townclerk@jamestownri.net not less than three (3) days prior to the meeting.

Respectfully submitted, Chris Walsh

JAMESTOWN PHILOMENIAN LIBRARY

Board of Trustees Meeting Minutes

Tuesday April 12, 2022

A. Call to Order: Roll Call of Members

This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:06 by Eugene Mihaly. In attendance were Trustees Peter Carson, Bob Flath, Paul Housberg, Devi Ross, Chris Walsh, Marla Romash, Library Director Lisa Sheley and Town Council Liaison Mary Meagher.

B. Executive Session

N/A

C. Report of the Chair

Mihaly reported on the OLIS construction reimbursement application status. A walk through with ADA compliance and Mohammed will take place this month.

A design sub-committee (chaired by Devi Ross) was approved to address FFE choices. It unanimously was approved with Romash proposing, and Ross seconding.

Relocation plans for moving and storing books and other materials during construction was discussed. Options include storing/having a mini library at the school, ambulance barn and Jamestown Golf Club. Lisa will plan to tour the Ambulance barn with Devi Ross and Mary Meagher this month.

D. Director's Report

Sheley reviewed highlights of the Director's Report, covering management, facility updates and programming details.

E. Policy Review: D3

Housberg reviewed the policy D3. No changes were made.

F. Board Process Review

No comments.

G. Consent Agenda

An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to approval of each item as if it had been acted upon separately.

1. Approval of Minutes: March 8, 2022
2. Approval of Financial Reports
 - a. Library Board of Trustees
 - b. Jamestown Philomenian Library
 - c. Treasurer's Report

3. Progress and Service Report of the Director

Housberg made a motion to pass the Consent Agenda, with Walsh as a second. Motion passed unanimously.

H. Public Input

None.

Date of Next Meeting and Adjournment

The next Trustee Meeting will be held on May 17 at 5 p.m.

Ross moved to adjourn the meeting at 6:35 pm. Carson seconded. Motion passed unanimously.

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

ALL NOTE: This meeting location is accessible to the physically challenged. If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to townclerk@jamestownri.net not less than three (3) days prior to the meeting.

Respectfully submitted,
Devi Ross

JAMESTOWN PHILOMENIAN LIBRARY
Board of Trustees Meeting Minutes
Tuesday, May 17, 2022

1. **Call to Order: Roll Call of Members** This meeting of the Jamestown Philomenian Library Board of Trustees was called to order at 5:03 by Eugene Mihaly. In attendance were Trustees Peter Carson, Paul Housberg, Marla Romash, Devi Ross, Chris Walsh, Library Director Lisa Sheley (via Zoom) and Town Council Liaison Mary Meagher.
2. **Report of the Chair**
 - A Gene Mihaly reported that we have signed an agreement with OLIS and been awarded 2.1 million dollars for the project. There are two additional hoops to jump through before we get final okay to go out to bid. The first is the approval for handicap compliance. All seems to be in order and we should receive official approval very soon. The second is under review to make sure the bid documents are in compliance with RI law regarding minority-hiring practices.
 - B The temporary library will be in Town Hall.
 - C Current project cost projection is 4.1 million and we have that amount but because of current costs we may see a shortfall once bids are in. There are three possible sources of additional income: NEH grant for \$150,00 that must be matched, the Champlin Foundation, and the VanBuren Foundation. There was some discussion of approaching the Town for additional funds based on the legitimate argument that the OLIS award is \$600,000.00 greater than the 1.5 million bond that the LBOT promised to pay for with the grant from OLIS.
 - D Mike Gray, the Director of Public Works, will be leaving to work elsewhere. He was to be our Clerk of the Works for the project for no charge, so we will have to find someone else and very likely have to incur a cost.
3. **Director's Report**

Lisa Sheley reported in via Zoom and due to poor connection was very difficult to hear. Her written report is attached.
4. **Policy Review**

"Board Committee Principles" was reviewed and accepted with no changes.
5. **Consent Agenda: An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to approval of each item as if it had been acted upon separately.**
 - A **Approval of Minutes: December 14, 2021**
 - B **Approval of Financial Reports**
 1. **Library Board of Trustees**
 2. **Jamestown Philomenian Library**
 3. **Treasurer's Report**

- C Progress and Service Report of the Director
 - D Motion to pass the Consent Agenda made by Peter Carson and seconded by Chris Walsh. Motion passed unanimously.
6. Public Input
No public input.
 7. Date of next meeting will be June 14th.
 8. Adjournment: Peter Carson moved to adjourn the meeting at 5:41PM Paul Housberg seconded. Motion passed unanimously.

Respectfully submitted, Chris Walsh

Director's Report for May 2022
Submitted May 16, 2022

Management:

The Rhode Island Foundation should be making their decision by mid-June regarding the \$10,000 grant that I applied for in late March under the auspices of the Friends of the Jamestown Library. This money would go toward purchasing a new outdoor multi-media book drop.

I applied for the ARPA Technology Grant in the amount of \$5,000 in mid-April. After discussing the grant with the Chief of the Office of Library and Information Services, I decided to request money for more desktops and keyboards, as opposed to the wireless routers that I previously intended. The grant was quickly accepted and several have already arrived to replace our oldest, out of warranty items.

Two weeks ago, I applied for a grant from the Emergency Connectivity Fund for hotspots and tablets, as well as a service contract that would cover 12 months. If we get the money and the hotspots are popular, I anticipate asking the Town Administrator to include them in our future budgets.

The Construction Reimbursement Application for OLIS has been cleared by their office and has been approved by the Budget and Management Office. Gene will provide details.

Gene and I, along with engineering architect Jack Evans, met with coordinators from the Governor's Commission on Disabilities on April 22 in order to go through the ADA compliance of our renovation and expansion plans. They were impressed with our plans and gave minor instructions on improvement. Jack has already addressed the issues and resubmitted the plans to the Commission. The building plans were reviewed and approved by Howie Tighe, Jamestown Fire Marshal.

One of the part-time staff informed me roughly three weeks ago that she would need to be out for six weeks for a medical procedure. Her last day at work was April 30 and she is expected to return by mid-June. This has strained our staffing capabilities so I would like to commend all of the library ladies who have stepped up and offered to work more hours/shifts in order to keep us running. Enma MacIntyre, Programming & Marketing Associate, will be starting on June 1, not a moment too soon!

Jamestown Philomenian Library
Board of Trustees Meeting Minutes
Tuesday, June 14, 2022

- A. Call to Order:
- a. This meeting of the Jamestown Philomeanan Library Trustees was called to order at 5:00 pm by Eugene Milhaly. In attendance were trustees Peter Carson, Bob Flath, Paul Housberg, Eugene Milhaly, Chris Walsh, and Library Director Lisa Sheley.
- B. Report of the Chair:
- a. Eugene Milhaly reported that all requirements for OLIS have been met.
 - b. Bob Flath motioned to retain Chris Fabiszak as Construction Administrator. Peter Carson seconded the motion. The motion was approved unanimously.
 - c. Eugene Milhaly reported that the pre-bid conference was scheduled for June 29, 1:00 at the library.
 - d. Eugene Milhaly reported on recent conversations with Town Planner, Lisa Bryer, regarding potential sites for reinterment of the Narragansett Tribe artifacts currently housed in the Wright Room of the library. Bryer identified ten potential sites. Currently awaiting a response from the Narragansett Tribe.
- C. Director's Report - Lisa Sheley reported the following:
- a. Library will be closed for the Juneteenth Federal Holiday.
 - b. Emma MacIntyre has been hired as the Programming & Marketing Associate.
 - c. Friends of the Jamestown Philomenian Library program is going well.
 - d. Summer reading program is beginning.
 - e. HVAC filters were changed.
 - f. Alarm system is being upgraded to 3G.
- D. Policy Review - D5 Agenda Planning
- a. Lisa Sheley and Paul Housberg agreed to review Policy D5 and present an updated draft at a future board meeting.
- E. Consent Agenda: An item on the consent agenda need not be removed for simple clarification or correction of typographical errors. Approval of the consent agenda shall be equivalent to approval of each item as if it had been acted upon separately.
- a. Approval of Minutes: May 17, 2022
 - b. Approval of Financial Reports:
 - i. Library Board of Trustees
 - ii. Jamestown Philomenian Library
 - iii. Treasurer's Report
 - c. Progress and Service Report of the Director

- d. Motion to approve the consent agenda made by Eugene Milhaly, seconded by Chris Walsh. Motion passed unanimously.
- F. Public Input
 - a. No public input.
- G. Date of next meeting is July 12, 2022.
- H. Meeting was adjourned at 5:47 p.m.

Respectfully submitted, Paul Housberg

Jamestown Philomenian Library
Board of Trustees Meeting Minutes
Tuesday, July 12, 2022

A. Call to Order:

- a. This meeting of the Jamestown Philomeanan Library Trustees was called to order at 5:00 pm by Eugene Mihaly.

In attendance were trustees Peter Carson, Bob Flath, Eugene Mihaly, Devi Ross, Marla Romash, Chris Walsh, and Library Director Lisa Sheley.

B. Report of the Chair:

- a. Eugene Mihaly reported that the bid opening results for the Construction Administrator position had taken place and that all Chris Fabiszak was the lowest acceptable bidder, and that the project bid opening was scheduled for Wednesday, August 10th.
- b. Mihaly asked for a motion to approve Chris Fabiszak as the Construction Administrator. Marla Romash made the motion, seconded by Bob Flath, approved unanimously by the Board.
- c. Discussion ensued on the current state of the economy and its potential impact on the project costs. Mihaly explained the various sources he and Director Sheley have investigated for the potential funding. Value engineering of the project was discussed with the goal of lowering total cost of the project to fit the budget. It was suggested that once Chris Fabiszak is on-board, this analysis would be left to him.
- d. Eugene Mihaly reported on recent conversations he and Lisa Sheley have had with the Narragansett Tribe regarding potential sites for reinternment of the Narragansett Tribe artifacts currently housed in the Wright Room of the library. Repeated calls to Mr. Brown are not returned and there are concerns of this impacting the project start date.
- e. A representative from the Tribe was due to tour potential sites with the Town Planner today, July 12th but did not come. Should this not be resolved in a timely manner, Mihaly said the artifacts would be wrapped and packed by a professional archeological company and stored in the vault in Town Hall until a resolution can be had. To that end an inspection will be conducted of the lower cabinetry to determine the amount of artifacts stored there.

C. Director's Report - Lisa Sheley reported the following:

- a. The Director reported that the Library has exceeded their Operating Cost Budget due to higher than normal fuel costs incurred by the current inefficient system.
- b. An application, through the Friends of the Library, for a grant from the Rhode Island Foundation for an outdoor book drop box was approved on June 23 and signed by Friends Chairman Peter Elsworth on July 5.
- c. The Library has applied for another Champlin grant in June, in order to offset anticipated overages in the contractor bids.
- d. The Director reported that State Grant In Aid will be fully funded at 25% in fiscal year 2023. Jamestown's GIA will go from \$109,968 in fiscal year 2022 to \$128,801 in fiscal year 2023, an increase of \$18,833.
- e. Summer reading program is in full swing and Adult book clubs are going strong.
- f. HVAC system has continued to cause issues. Arden Engineering is currently trying to address the issue.

Jamestown Philomenian Library
Board of Trustees Meeting Minutes
Tuesday, August 9, 2022

A. Call to Order:

- a. This meeting of the Jamestown Philomenian Library Trustees was called to order at 6:02 pm by Eugene Mihaly.

In attendance were Chair Eugene Mihaly, Trustees Peter Carson, Bob Flath, Paul Housberg, Marla Romash, Devi Ross, Chris Walsh, and Library Director Lisa Sheley, and Town Council Liaison; Mary Meagher.

B. Report of the Chair:

- a. Eugene Mihaly reported that the bid opening results for the planned renovation are due to be opened tomorrow, August 10th at 10:00 AM in Town Hall. Tina Collins and Jamie Hainsworth will administer the opening. There was discussion regarding how the results would be announced to the public. Marla Romash felt that, should the bids come in high, which is expected in the current economy, the Board should be prepared to convey to the Public that the project would be completed and that other revenue streams might be required.
- b. Mihaly then reported on recent discussions with the Narragansett Indian Tribe (NIT) related to the reinternment of the artifacts currently residing in the Sydney L. Wright room in the Library. Ms. Cora Peirce, Historic Preservation Officer for the NIT had recently modified her earlier position on an interim site with two possible solutions being a POD (approximately 8' x 8'), and within a Town owned building. Discussion regarding the positive aspects of both locations took place. This was seen as a positive step forward in resolving this issue. Discussion then turned to ultimate reinternment sites with the Federal plot, approximately 1/3rd acre on the northern tip of the Island, being seen as the best solution. The location on Watson Farms was also discussed but it was felt controlling public access would be a problem.

C. Director's Report - Lisa Sheley reported the following:

- a. The Director that the library had closed today, August 9 at 3:00 p.m. so that all Town "office" staff could attend an Active Shooter Training course. Board members then discussed the training and how effective it was, and how Libraries presented a different challenge than standard offices and classroom. Sheley went on to say how well the Officer who presented the course tried to address the specific concerns of her Staff, and would be have further discussions for solutions.
- b. The Director reported that State Grant in Aid numbers were still being finalized.
- c. The Director reported that the attempts at de-accessioning was not cost effective and that books being removed from circulation would be placed in the Discover Books bins, or recycled via pulping.
- d. The Summer Reading Program is winding down with over 70 readers having completed the Summer Reading Program.
- e. HVAC system has continued to cause issues. Arden Engineering has since sent a senior technician familiar with the system to address the problems. The technician pointed out that the fins on the condenser coils were literally falling apart, and that the trees around the condensers need to be trimmed to allow air flow around the condensers.

D. Policy Review – B1 Global Library Director Constraint

- a. Paul Housberg had sent out emails to board members proposing additional language in this policy "in response in part to changing circumstances regarding intellectual freedom, diversity and inclusion, censorship, and freedom of religious belief (and non-belief)"
- b. Proposed verbiage "*The Library Director shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, or detrimental to the library or in violation of commonly accepted business, industry, and professional ethics including policies, practices, and advocacy positions of The American Library Association.*"
- c. Some questioned the use of wording that can be open to interpretation. Housberg responded that "the idea is that we start from the broadest policy statement.... and refine from there as necessary.", and that this is how the Carver Model works.
- d. This discussion then moved to a discussion on Holiday displays in Public buildings (i.e. Libraries) with some strong opinions being stated by some members. Director Sheley commented on how unhappy the Staff would be if no decorations were to be allowed.
- e. Director Sheley and Mary Meagher then discussed the use of the Library by groups that were not inclusive of all people in Jamestown, or groups with specific political agendas.
- f. Motion to approve the verbiage was made by Marla Romash, and seconded by Devi Ross. Motion passed.

E. Consent Agenda: An item on the consent agenda need not be removed for simple clarification or correction of typographical errors. Approval of the consent agenda shall be equivalent to approval of each item as if it had been acted upon separately.

- a. Approval of Minutes: July 12th, 2022
- b. Approval of Financial Reports:
 - i. Library Board of Trustees
 - ii. Jamestown Philomenian Library
 - iii. Treasurer's Report
- c. Motion to approve the consent agenda made by Paul Housberg, seconded by Chris Walsh. Motion passed unanimously.

F. Public Input

- a. Mary Meagher noted that a constituent had complained that the grounds, and specifically the gardens had started to appear like an "abandoned building"
- b. Director Sheley responded that while the weeds had gotten somewhat overgrown, the "Green Team" had been there this week and cleared out the areas. Sheley was extremely complimentary about the "Team" stating they worked amazingly hard especially considering the heat wave conditions. Additionally, Sheley noted that landscaping services were not considered for this summer as all assumed the renovation project would be well underway and the site would be a construction site.

G. Date of next meeting is September 13th, 2022. Location will be decided as conditions become

clearer on the availability of the Library for meetings.

H. Meeting was adjourned at 7:01 p.m.

Respectfully submitted, Bob Flath

Jamestown Philomenian Library
Board of Trustees Meeting Minutes
Tuesday, September 13, 2022

A. Call to Order:

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

B. Report of the Chair:

- a. Eugene Mihaly reported on the status of the renovation project now that the Town Council had approved a Town Financial Meeting to vote on a bond in October. Mihaly reported he had been in contact with the Fire Marshal (Howie Tighe) and has left messages with the temporary Building Official (Dave Tacey) to coordinate getting Plans and Specs to them so Building Permits could be issued once the bond question is settled. Additionally, Mihaly reported that although no award may be made prior to the approval of the bond, the apparent low bidder, E.W. Burman, is willing to proceed-at-risk with preparing for the project. It was suggested that this be codified in some written form.
- b. Mihaly then reported on recent discussions with the Narragansett Indian Tribe (NIT) related to the reinternment of the artifacts currently residing in the Sydney L. Wright room in the Library reporting that Library director Lisa Sheley has left two messages with Ms. Cora Peirce to discuss scheduling of moving the items currently in the Wright Room. Ms. Pierce has yet to return the call. Mihaly expressed concern regarding this as removing these items are on the Critical Path when the renovation begins.
- c. Trustee Marla Romash is currently working on developing messaging for the Financial Town Meeting. Discussion on what this message should be, and how it should be socialized then ensued. Trustee Peter Carson made a motion that a Committee be formed to tailor the message and campaign. Chris Walsh seconded the motion and the motion was unanimously approved.
- d. The Committee will meet on Tuesday, September 20th, at 4:15 in the Library Meeting Hall to solidify the campaign which will be immediately followed by a meeting of the Trustees to review and approve the campaign and authorize the funding necessary to execute the campaign.

C. Director's Report - Lisa Sheley reported the following:

- a. The Director reported that the Public Library Annual Survey is due on Friday, September 16, 2022 and that while the Director was still awaiting numbers from Tina Collins in Town Hall, she had been filling in all of the non-financial related items throughout the summer and felt she was in a good place. Once the Survey is completed, it will be returned to us within 2-3 days for signatures.
- b. The Director reported that State Grant in Aid numbers had been finalized and she has designated the funding allocations as follows;

Electronic Materials: \$24,000

Materials: \$17,000

OSL Fees: \$13,952

Programming: \$3,438

Staff: \$67,496 (modified cost of living raise for part-time staff)

Other: \$2,915 (Endowment funds)

- c. Plans for the removal of the Indian artifacts from the Sydney Wright Room;
The Director reported that it is her intention to rent a MiBox (like a Pod) to be located within an undisclosed town building within the next several weeks and that it was requested by the Narragansett Tribe that an Internet camera be installed so that John Brown may view the MiBox at his leisure to check on its safety. The Director also reported that she was still waiting to hear back from Cora Pierce, NITHPO, regarding a specific date to box the items and move them to this location and that the Library expects to do the work with the assistance of Steve Baker.
 - d. As reported in earlier emails, Diane Wright, fell in the hallway on Thursday, September 1, and broke her hip. She is currently at a rehabilitation facility and is working on getting back to full health and back to work.
 - e. Due to the lengthy Campaign discussions, an abridged version of Programming was reviewed.
 - f. Due to our expected renovation timeline, the staff has been instructed not to take reservations for any programs (library or community) scheduled after October 15.
 - g. The Director reported that 2 separate incidents involving the Men's restroom stall locks took place with 2 individuals being locked inside the stalls. Public Works responded and repaired the stall lock.
- D. Policy Review – D5 Agenda Planning
- a. Paul Housberg began discussions on this policy by asking if the Trustees felt that there was any value to having this Policy and what specific items this policy would need to address.
 - b. Paul then expressed his concern that after he left the Board in December, who on the Board would perform the duties he had performed in developing these policies and how would they be reviewed and updated. Through the Chair, Gene Mihaly felt that as there were 4 sections in the Policy Manual (A thru D) that a section could be reviewed each quarter by the board and whatever updates or revisions that were needed could be implemented at that time.
- E. Consent Agenda: An item on the consent agenda need not be removed for simple clarification or correction of typographical errors. Approval of the consent agenda shall be equivalent to approval of each item as if it had been acted upon separately.
- a. Approval of Minutes: August 8th, 2022
 - i. Lisa Sheley requested the Minutes of the August 8th be amended to remove mention of a specific storage location for the Narragansett artifacts.
 - b. Approval of Financial Reports:
 - i. Library Board of Trustees
 - ii. Jamestown Philomenian Library
 - iii. Treasurer's Report
 - c. Motion to approve the consent agenda made by Chris Walsh, seconded by Devi Ross. Motion passed unanimously.
- F. Public Input
- a. No Public Input
- G. Date of next meeting is September 20th, 2022 in the Library Meeting Hall following the Communication Campaign meeting at 4:15. This meeting will have a single agenda item; that concerning the communications campaign.
- H. The next Scheduled Meeting will be October 11th Location to be decided as conditions become clearer on the availability of the Library for meetings.
- I. Meeting was adjourned at 6:30 p.m.

Jamestown Philomenian Library
Board of Trustees Meeting Minutes
Tuesday, September 20, 2022

- A. Call to Order:
- a. This meeting of the Jamestown Philomenian Library Trustees was called to order at 4:17 pm by Eugene Mihaly.
In attendance were Chair Eugene Mihaly, Trustees Peter Carson, Marla Romash, Devi Ross, Chris Walsh, and Library Director Lisa Sheley.
- B. Report of the Chair: Review, discussion, and possible action and vote on substance and costs of the plan to build public support for the proposed \$600,000 bond at Financial Town Meeting on October 18, 2022
- a. The group consensus was made to accept Marla Romash's detailed calendar and action plan for building public support provided to each trustee prior to the meeting.
 - b. The attendant list of tasks was divided up to the present Trustees and Director, with each expected to perform outreach.
 - c. Motion to spend up to \$3,000 for PR and outreach was made by Chair Mihaly, and seconded by Devi Ross. Motion passed.
- C. Public Input
- a. None
- D. Call to adjourn the meeting at 5:02 p.m. was made by Chair Mihaly, seconded by Peter Carson. Motion passed.

Respectfully submitted, Lisa Sheley

Jamestown Philomenian Library
Board of Trustees Meeting Minutes
Tuesday, September 27, 2022

A. Call to Order:

- a. This meeting of the Jamestown Philomenian Library Trustees was called to order at 5:10 pm by Eugene Mihaly. In attendance were: Chair Eugene Mihaly, Trustees Peter Carson, Bob Flath, Devi Ross, Chris Walsh, Marla Romash, Library Director Lisa Sheley and Ted Baldwin of the Friends of the Library.

B. Report of the Chair:

- a. Eugene Mihaly reported that he had spoken with the Town Solicitor regarding what language the Board was able to use in its messaging on the upcoming Financial Town Meeting. The Solicitor said the Board is able to convey that there is a meeting and use educational materials to describe the reason for the meeting (i.e. That the Library requires another Bond to cover the inflationary extra costs of the renovation) but may not tell people *how* they should vote.

C. Discussion:

- a. Devi Ross displayed the 'Bookmark' layout and indicated we need the proofs back by tomorrow, and the vendor; GT3 Creative of Jamestown would be able to deliver the products by Friday, September 30th.
- b. Discussion on how to get various Organizations to leverage their mailing lists in getting people to come out to vote. Marla Romash had discussed speaking with the JAC, the Chamber of Commerce, and the Rotary regarding this. Tim Baldwin will reach out to the Friends, and Jamestown Historical Society to spread the message. Tim also will see about using the Sandwich Boards to post the message.

Devi Ross volunteered to bring the 11" x 17" info posters door-to-door to the stores along Narragansett Ave, and a discussion ensued on how to use ones 'personal' social media and Google Calendar events verses the Library webpage.
- c. Marla Romash will scrub the materials for 'compliance' and resend tomorrow with the expectation of getting the products by Friday.
- d. Gene Mihaly suggested a chain of emails to facilitate communication due to the short timeline. All agreed.

D. Public Input

- a. No Public Input

E. As this was not a monthly meeting, no next meeting was planned for.

F. Motion to adjourn by Marla Romash, Seconded by Devi Ross. Meeting was adjourned at 5:57 p.m.

Respectfully submitted, Bob Flath

Jamestown Philomenian Library
Board of Trustees Meeting Minutes
Tuesday, October 11, 2022

A. Call to Order:

- a. This meeting of the Jamestown Philomenian Library Trustees was called to order at 4:58 pm by Eugene Mihaly. In attendance were: Chair Eugene Mihaly, Trustees Paul Housberg, Peter Carson, Bob Flath, Devi Ross, Chris Walsh, Library Director Lisa Sheley and Ted Baldwin of the Friends of the Library.

B. Report of the Chair:

- a. Eugene Mihaly reported that he had spoken with Jamie Hainsworth and a Joint Town Council/Library Board meeting is to be held on Friday October 21st to verify the results of the FTM held on the 18th. The time of the meeting is 4:15 and should the vote at the FTM be positive and the results verified, the Council would move directly to award the contract to the lowest bidder, E.W. Buhrman. A poll of the trustee indicated a quorum could attend the meeting.
- b. The Chair went on to advise that the location for the temporary Library had been moved from the Town Hall Chambers and that the only viable location would be the 2nd floor of the Golf Course. The concept of whether the Library Meeting room could be completed first and then the site be moved back were discussed, and it was felt that (a) the Driveway would be unusable due to the construction, and (b) two moves would be too difficult to complete successfully.
- c. The Chair handed off to the Library Director to discuss the results of the initial packing and relocation of the Wright Museum contents. With the help of the Narragansett Tribe representative, the contents were successfully packed and relocated in accordance with the Library's agreement with the Narragansett Tribe.
- d. The discussion by the Trustees continued on to the final disposition of these items and it was felt that at this point, the Library should sever our responsibility for these items and any further negotiations relating to this should be between the Town and the Narragansett Tribe. The Chair would discuss this with the Town Administrator and Solicitor.
- e. The Chair noted that two Board Members would be going off the Board in December and that Ted Baldwin of the Friends was willing to join the Board. Trustee Peter Carson was unsure of his status as he came on the Board completing someone else's term. He would try to clarify.

C. Director's Report:

- a. The Director's Report was reviewed without comment, the only addition being that an accident had occurred in the parking lot concerning a person on a walker who had fallen.

D. Policy C4

- a. The policy was discussed and the question raised regarding the Director's performance review process being 'complimentary' with that in use at the Town. It was unclear what process was in use at positions in Town Hall, so it was thought that all verbiage after the word Director in the first sentence be stricken.
- b. Further discussion regarding the contents of the minutes with some feeling there was too much being placed in the minutes, and that the minutes should be simply a summation of motions and votes. Others felt that there was value to some including some of discussions was valued.

E. Consent Agenda

- a. Consent agenda was accepted with the only change being the 'amended' minutes from the September meeting.

b. Motion to accept by Devi Ross, Seconded by Peter Carson.
Approved unanimously

F. Public Input
No Public Input

G. Next Scheduled Meeting being November 15th at 5:00 PM Location to be determined.
Motion to adjourn by Bob Flath, Seconded by Chris Walsh. Meeting was adjourned at
6:10 p.m.

Respectfully submitted, Bob Flath

Jamestown Philomenian Library
Board of Trustees Meeting Minutes
Tuesday, November 1, 2022

A. Call to Order:

- a. This meeting of the Jamestown Philomenian Library Trustees was called to order at 5:00 pm by Eugene Mihaly. In attendance were: Chair Eugene Mihaly, Trustees Paul Housberg, Peter Carson, Bob Flath, Devi Ross, Chris Walsh, Marla Romash, and Library Director Lisa Sheley

B. Report of the Chair:

- a. Gene Mihaly reported the Contractor (Buhman) had cleared the State MBE&EEO submissions and would be working building permits as soon as possible. The Contractor had conducted a walk-through today and was impressed by how much the Staff had already accomplished.
- b. The Chair asked the Treasurer about funding levels and the Treasurer stated there was approximately \$1.8 Million which the Chair felt should be used first before the Bonds. Treasurer would discuss this with Tina Collins.
- c. The Chair reported that Mike Gray would be the Project Manager and that Chris Fabiszak would be the Construction Manager and Mohammed is the Architect. All communications (RFIs, etc.) to the Contractor should go through them.
- d. Narragansett Tribe
 - i. Cora Pierce submitted an invoice for services related to the artifacts and the move to the POD. A substantial amount of the invoice related to 'research, site visits, and discussions' much of which is difficult to verify. The Director will go back in all correspondence to see what agreements requesting these services were made and possibly validating some of the entries.
 - ii. John Brown has sent an email to Gene Mihaly and the Jamestown Historical Society regarding certain documents, photos, etc. that he believes are the rightful property of the Tribe and requests that they be returned and that any posting of them on the society site be removed. The Board felt this was a JHS issue and that we had no place in the discussion.

C. Director's Report:

- a. The Director's Report was reviewed and accepted. Paul Houseberg commented that he would volunteer to document the Construction process, specifically the move to the golf course. The Director indicated that one of the Staff was already doing that and would gather these videos and pictures.
- b. Devi Ross commented that perhaps there should be some way to express our gratitude to the Staff for all the hard work in inventorying and packing up the Library. The Director mentioned that she had been getting the Staff and volunteers lunch throughout the process, but anything the Board could come up with would be greatly appreciated. The Board agreed to discuss this further.

D. Treasurer's Report

- a. Treasurer Peter Carson stated the '21 & '22 IRS Tax filings were being submitted, and wanted to know how much money should be kept in the Foundation moving forward.
- b. Discussion was held on the Foundation, the make-up of the Foundation Board and paths forward. Gene Mihaly would ask guidance from the Town Solicitor.

E. Policy D1

- a. Paul Housberg requested that rather than reviewing this Policy, that he would like to spend his remaining time on the Board developing a 'need-to-know' for future Board members including the Policies they must be cognizant of including all facets of the Open Meeting Policy and all its requirements. The Director noted that the Town Solicitor had given a class on this and all thought it would be good to have a refresher given to the Library Board especially as this major project begins.

F. Consent Agenda

- a. Consent agenda was accepted.
- b. Motion to accept by Devi Ross, Seconded by Chris Walsh.
Approved unanimously

G. Public Input
No Public Input

- H. Next Scheduled Meeting being December 13th at 5:00 PM Location to be determined.
Motion to adjourn by Bob Flath, Seconded by Devi Ross. Meeting was adjourned at 6:20 p.m.

Respectfully submitted, Bob Flath



**Town of Jamestown
Tax Assessor**

**93 Narragansett Avenue
Jamestown, RI 02835**

**Phone: 401-423-9802
Email: cbrochu@jamestownri.net**

To: COUNCIL PRESIDENT BEYE, JAMESTOWN TOWN COUNCIL

From: CHRISTINE BROCHU, JAMESTOWN TAX ASSESSOR

Subject: ADDITIONS OF TAXES FOR THE JANUARY 23, 2023 MEETING

Please see the attached.

RESPECTFULLY SUBMITTED,

Christine Brochu

CHRISTINE BROCHU
TAX ASSESSOR

YEAR	NAME/ADDRESS	COC INFO	ACCOONT # UNIQUE ID LIST NUMBER	GROSS OLD	EXEMPT OLD	NET OLD	TAX OLD	SEWER OLD
				GROSS CHANGE	EXEMPT CHANGE	NET CHANGE	TAX CHANGE	SEWER CHANGE
				GROSS NEW	EXEMPT NEW	NET NEW	TAX NEW	SEWER NEW
2022	[REDACTED]	18707R	08-0459-00	0	0	0	0.00	0.00
	[REDACTED]	01/09/2023	9/284	54,040	0	54,040	366.93	0.00
	[REDACTED]	C/O ISSUED 9/21/22	3760	54,040	0	54,040	366.93	0.00
2022	[REDACTED]	18708R	04-0231-09	0	0	0	0.00	0.00
	[REDACTED]	01/11/2023	10/105	28,284	0	28,284	192.05	0.00
	[REDACTED]	C/O ISSUED 12/22/22	3761	28,284	0	28,284	192.05	0.00
2022	[REDACTED]	18709R	13-0035-03	0	0	0	0.00	0.00
	[REDACTED]	01/12/2023	2/249	22,592	0	22,592	153.40	0.00
	[REDACTED]	C/O ISSUED 12/23/22	3762	22,592	0	22,592	153.40	0.00
Totals For -2022 R						104,916	712.38	
						Total Inc's:	712.38	
						Total Dec's:	0.00	
TOTAL	# Of Accts 3					104,916	712.38	
						Grand Total Inc's:	712.38	
						Grand Total Dec's:	0.00	

TOWN OF JAMESTOWN AS AN ABUTTER.

TOWN OF JAMESTOWN
ZONING BOARD OF REVIEW
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE JAMESTOWN ZONING BOARD OF REVIEW WILL HOLD A PUBLIC HEARING JANUARY 24, 2023, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT 7:00 P.M. UPON THE FOLLOWING:

Application of Sanderson H. Carney, Trustee of the Sanderson H. Carney Indenture of Trust, whose property is located at 3 Spirketing Street, and further identified as Tax Assessor's Plat 5, Lot 404 for a Variance granted under Article 6, Special Use Permits and Variances, Section 600 and 606. This application is made pursuant to the provisions of section 82-302, Table 3-2, District Dimensional Regulations for the R40 Zoning District of the zoning ordinance. The Applicant seeks Side Yard setback relief for an accessory structure of 3 feet where 15 feet is required in order to construct a 12 x 28 Carport with concrete pad. Said property is located in a R-40 zone and contains 17, 575 square feet.

BY ORDER OF THE ZONING BOARD OF REVIEW
RICHARD BOREN, CHAIRMAN
PETER MEDEIROS, ZONING OFFICER

THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.

The public is invited to observe and participate in the deliberations of this meeting, in person @ Town Hall.

TO VIEW THE MEETING LIVE STREAM WITH NO INTERACTION, PLEASE VISIT THE FOLLOWING LINK:

<http://158.123.195.41/OTRMedia/Town2020/Others2020/StreamPrimJtown.html>

PLEASE NOTE: All Correspondence you wish the Board to consider on any of the above matters must be received by the Zoning Office no later than Jan. 11, 2023. Email to pwestall@jamestownri.net or via drop box located on the West Street side entrance of Town Hall, or by regular mail 93 Narragansett Avenue, Jamestown, RI 02835.

This meeting location is accessible to the physically challenged. Hearing or speech impaired individuals requiring the services of an interpreter should call 1-800-745-5555 not less than 3 business days prior to the meeting.

**As adopted by the Jamestown Town Council
At a meeting held January 23, 2023
Attest:**

Roberta J. Fagan, Town Clerk

JAMESTOWN TOWN COUNCIL RULES & PROCEDURES

Upon adoption, this document supercedes all other existing resolutions regarding Town Council procedures.

RULE 1

Charter Requirements

- 1.1 All requirements of the Town Charter with respect to the proceedings of the Town Council are to be strictly followed, and no rules shall be adopted by the Town Council that are in conflict with the Charter requirements.

RULE 2

Presiding Officer

- 2.1 The Town Council President is elected pursuant to section 204 of the Charter. In the event of the absence or the disability of the President, the Vice President shall perform such duties during such absence or disability.
- 2.2 The President shall take the chair at the hour designated for the meeting of the Council and shall promptly call the members to order. The President shall enforce, on all occasions, the observance and decorum among the members and people in attendance. The President shall decide all questions and points of order, subject to an appeal to the Town Council by one member. No other business shall be in order until the question or appeal on the point of order shall have been decided by a majority of the members present. The President may speak on points of order in preference to other members and may speak on general questions. The President shall distinctly state and put to a vote all ordinances, resolutions and questions.

RULE 3

Meetings

- 3.1 The first meeting of a newly elected Council shall be held on the first Monday following certification of the election of its members by the canvassing authority; thereafter the Town Council shall meet according to section 205 of the Charter.

- 3.2 All meetings of the Council, including special and emergency meetings and work sessions, shall be open to the public, except those exempted under the Rhode Island Open Meetings Law, G.L. 1956 § 42-46-1 et seq. All matters shall be voted upon by the Council at an open regular meeting or at an open, special or emergency meeting consistent with the State Open Meetings Act and section 207 of the Charter.

The regular meeting of the Town Council shall be held on the first Monday of the month. This shall be understood to be the meeting during which the council conducts its business. On the third Monday of the month, the council will meet to propose items for the agenda of the next monthly meeting. The council may also use the third Monday to conduct either a meeting or workshop reviewing particular, specific issues or the work or concerns of a specific town commission. Additional meetings or workshops may be arranged as necessary.

- 3.3 All regular and special meetings and their agenda must be posted in advance in accordance with the requirements of the State Open Meetings Act. Such advance notice is not required when an emergency meeting is called. Such emergencies would be those affecting public peace, health, safety, comfort and welfare of the inhabitants of the Town and for protections of persons and property. An emergency meeting must comply with the requirements described in the Open Meetings Act, as amended.

Rule 4

Developing the Agenda

- 4.1 The agenda is the mechanism by which the Town Council as a group or body communicates with the town, making evident the Council's priorities and policy initiatives as well as the administration's efforts to promote and support those priorities. In anticipation of the first meeting of the month, *understood to be the Town Council's regular meeting during which most of its business is conducted*, the Clerk of the Town Council shall prepare and/or cause to be prepared a docket or agenda on which there will be a definite statement or summary of all ordinances, resolutions, orders, reports, communications and other business to be considered at each meeting of the Town Council.

On the *third Monday* of a month, the Town Council may also meet for which a docket or agenda as described above shall also be prepared. This meeting shall include the agenda of the Town Council sitting as the Board of Water and Sewer Commissioners.

Town Councilors may also propose items for the agenda, but must do so to the Town Clerk and Town Administrator, at least five (5) days prior to the next meeting.

Should a Town Councilor object to an item that another Councilor has placed on the agenda a vote may be taken by the Council to determine if there should be discussion of the item. To prevent or inhibit discussion requires a minimum of a 4 to 1 vote in opposition to the item if a full Council is seated or 3 to 1 vote in opposition to the item if only 4 Councilors are seated. If less than 4 Councilors are seated, the Council should delay discussion of items that have provoked such controversy.

The Town Administrator shall place items on the agenda, which are the responses or plans of action for council initiatives, under Unfinished or Old Business. The Town Administrator shall propose new items or initiatives not previously discussed by the Council first by communicating them through his report and then, if the item warrants a Council vote, at a future Council meeting under Unfinished Business. This also applies to staff initiatives which should be presented or noted in either the Administrator's Report or a staff report first then at a subsequent meeting as Unfinished Business.

A citizen may seek to place an item on the agenda by putting the request in writing, where it will be placed under Communications. The Council will then vote whether to place the item on a future agenda. When a citizen appears in front of the Council under Open Forum, without any notice described on the agenda, and requests an item to be placed on the agenda, that request shall be transformed into a communication on the next agenda that can be voted on by the Council.

If possible Councilors, the Administrator and staff should note the policy initiative or goal or action plan described by the Council in their Goals and Objectives to which the agenda item is most closely aligned. This provides a clear connection between the goals and their successful fruition. If possible Councilors should note their authorship of any item they propose for New Business.

- 4.2 Memos for Town Council review or requests for action from any Board, Committee, or Commission of the Town or from any Department Head shall be listed under New or Unfinished business to be distinguished from simple correspondence or minutes. These items are subject to the deadlines described below.
- 4.3 Letter from constituents (*residents of Jamestown*) shall be the first items of correspondence included under the agenda heading of Correspondence, followed by requests for action from other communities in Rhode Island or state agencies or officials.

- 4.4 No ordinance, resolution, order, report, communication, and other business shall be considered as having been introduced unless notice has been filed with the Clerk, and said ordinance, resolution, order, report, communication or other business appears on the prepared docket. The Clerk shall cause a copy of the docket to be posted in accordance with the RIGL §42-46-6 governing the Open Meetings Act Requirements for meeting postings.

RULE 5

Order of Business for Regular Meetings

- 5.1 The Order of Business at each meeting shall be:
1. Call to Order;
 2. Roll Call;
 3. Town Council Sitting as the Board of Water and Sewer Commissioners
 4. Acknowledgements, Announcements and Resolutions;
 5. Public Hearings, Licenses and Permits
 6. Open Forum
 7. Administrator, Department, Solicitor Reports
 8. Unfinished Business
 9. New Business
 10. Ordinances and Appointments
 11. Consent Agenda
 12. Communications and Petitions
 13. Executive Session
 14. Adjournment.
- 5.2 Attached to the agenda (electronically through the town website and physically in the packets provided to the Town Council) are the support materials relevant to the particular items listed on the agenda or the items (license applications, proposed ordinances, minutes, communications) themselves. It shall be listed on the agenda that “attachments are available to view on our website at <http://www.jamestownri.gov/town-government/town-council/town-council-meetings-minutes>. It is recommended that the Town Council should not vote on any issue in New or Unfinished Business that may appear on the docket but lacks support information. Any and/or all agenda item(s) requiring or potentially requiring action by the Town Council should include, at the end of the listed item of business, the language “review and discussion and/or potential action and/or vote.” For agenda items that are continued or have additional and/or a larger volume of attachments, the language “for discussion documentation, please visit <http://www.jamestownri.gov/town-government/town-council/town-council-meetings-minutes>

RULE 6

Public Hearings

- 6.1 The public hearing portion of the agenda shall be conducted as follows. The Town Council President will invite the applicant or applicant's representative to give a brief explanation of the item for the benefit of the Council and the public. Members of the public may then be permitted to speak on the item until all who wish to speak have had an opportunity to do so. Members of the Council shall reserve their questions and comments until after the public has spoken. The Council President may allow brief, clarifying questions by the Council or brief discussion when such will be likely to expedite the business of the Council. After the public discussion is finished and the Council has had discussion, the Council President will close the public hearing. At this point, a motion is made for a decision to approve, deny or table the item.
- 6.2 The Council shall not enact any ordinance or resolution that shall in any way affect the Zoning Ordinance; the physical development plan of the Town; the existing and proposed location and arrangement of the uses of the land; transportation routes; plans of streets and revisions of such plans; public facilities; public utility systems; deteriorating or blighting neighborhoods planned for redevelopment, rehabilitation, or other improvement; natural resources and historic sites to be preserved; disaster survival proposals; and land subdivision plans, without first submitting any such ordinance or resolution to the Town Planning Commission for its recommendation. Nothing, however, shall be construed to restrict or prevent the Council from acting on any ordinance or resolution contrary to or in the absence of a recommendation of the Commission. The Council must further adhere to the relevant and applicable requirements of State law in implementing this Rule.
- 6.3 It is recommended that the Town Council should not grant any license or permit that lacks either the signature or affirmation by the clerk that the signature is forthcoming of any town official required to sign the application for license or permit.

Rule 7

Open Forum

- 7.1 Open Forum offers citizens the opportunity to clarify any item on the agenda, to address items not on the agenda or to comment on any communication or item listed on the consent agenda.

Persons who wish to be heard on the agenda shall present such requests in writing to the Town Clerk no later than five (5) days prior to the Council meeting for which they wish their request to be considered. In preparing the meeting agenda, a determination shall be made by the Town Clerk in conjunction with the Town Council President as to whether the request is an appropriate subject/topic for

- inclusion on the final agenda. There will be a 10-minute time limit for such requests. Extensions will be granted at the discretion of the Council President. Other persons wishing to speak without prior arrangement will be given an opportunity to do so during the “Open Forum.”
- 7.2 If the subject of a scheduled request to address is provided on the agenda, Town Councilors may respond to that subject. Otherwise, Town Councilors may only respond to citizens in open forum to provide information or schedule the subject for another meeting. Comments from the floor under “Open Forum” on any subject not within the purview of the Town Council should not be discussed extensively, but rather, should be considered for inclusion as an agenda item at a subsequent meeting.
- 7.3 Town Councilors may not use open forum to bring up items themselves. If a town councilor wishes to present a subject to the Council and community, it must be listed on the agenda under New Business.

Rule 8 Reports

- 8.1 The Town Administrator’s report shall be in writing and submitted in advance of the Town Council meeting.
- 8.2 On a revolving schedule, at least once a year, each Department head will provide a written report for their department.

Rule 9 New and Unfinished Business

- 9.1 Each item tabled or postponed by the Council at any regular meeting shall appear on the agenda of the next succeeding regular meeting, or on a subsequent date set by the Council as unfinished business, until acted upon or removed from the agenda.
- 9.2 Citizens may speak at the discretion of the Council President or a majority of Councilors during New or Unfinished Business.

RULE 10 Appointments to Boards & Commissions

- 10.1 The Town Council will consider all requests for appointment and will continue to urge interested residents to obtain and complete the volunteer application available at the Clerk’s Office (also available at the Library and town website at www.jamestownri.gov). Appointments of members to commissions, boards and committees shall be by a majority vote of the Council.

- 10.2 The Council will continue the practice of appointing the best qualified persons to boards, commissions and committees without regard to personal or political affiliations, except as may be otherwise required by State law. Once appointed to a board or commission, citizens shall conduct themselves in a manner respectful of fellow committee members and the public. Failure to do so may prompt the Council to remove the person who, by virtue of a majority vote of the other committee members, is alleged to have violated decorum and propriety appropriate for committees and boards in Jamestown. Committees shall be conducted in accordance with the Open Meetings Act and all other relevant legal and procedural requirements.
- 10.3 The chairperson of each individual board, commission or committee shall keep a record of the terms of its members, as provided by the Town Clerk, and shall notify the Clerk within 45 days prior to the expiration of any member's term. Said notification shall include meeting location and schedule for that board, commission or committee.
- 10.4 The Town Clerk will announce upcoming vacancies for 30 days prior to the term expiration dates, or date set for filling vacancies.
- 10.5 The Town Clerk will communicate with individuals whose terms will be expiring by letter to determine if the person wishes to be reappointed, if applicable. The Town Clerk will also request a two-year attendance record from the Chair of the applicable board, commission or committee.
- 10.6 Application for the vacancy shall be by letter from the applicant to the Town Clerk's office stating qualifications of the applicant. Persons wishing to be reappointed shall follow the same procedure.
- 10.7 The Council Members shall make nominations from the files of applicants provided by the Town Clerk.
- 10.8 Individuals seeking appointment or reappointment must be qualified electors of the Town of Jamestown and residents of the Town of Jamestown.
- 10.9 In the event a special advisory committee is formed, a written charge will be given to the committee by the President of the Town Council. The Town Council shall have the authority to discharge the committee or to recall the committee as necessary.

RULE 11

Consent Agenda

- 11.1 Consent Agenda. In order to expedite the public business and provide additional time for deliberation by the Town Council on matters requiring such deliberation, Consent Agenda items are those items of business that are of a routine and non-controversial nature.
- 11.2 If the Town Council President, Town Administrator or Town Clerk determines that any item of business which requires action by the Town Council is of a routine and non-controversial nature, they shall cause it to be presented at a regular meeting of the Council as part of the Consent Agenda.
- 11.3 Upon objection by any member of the Council to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Agenda. Any item removed from the Consent Agenda shall be considered at the conclusion of the Consent Agenda to take the necessary action required.
- 11.4 The Consent Agenda shall be introduced by a motion "To approve the following listed items as the Consent Agenda" and shall be considered by the Council as a single item. There shall be a roll call vote after this motion.
- 11.5 There shall be no debate or discussion by any member of the Council regarding any item on the Consent Agenda beyond correcting typographical errors or asking questions for simple clarification.
- 11.6 Approval of the motion to approve the Consent Agenda shall be fully equivalent to approval, adoption or enactment of each motion, resolution or other item of business thereon exactly as if it had been acted upon separately.

RULE 12

Parliamentary Law

- 12.1 If there are any parliamentary practices, procedures, customs and rules not covered within these rules, the current edition of Robert's Rules of Order, Newly Revised, shall govern where it does not conflict with the applicable State or Town laws, ordinances, or the Home Rule Charter.

Rule 13

Participation in Discussion

- 13.1 The heads of Departments or Divisions thereof and members of Boards and Commissions, in matters relating to the functions of their offices, and any other elected officials, shall have the right to appear before the Council for the purposes of expressing their views on matters pending before it. Any citizen or group of citizens shall have the right to petition the Council with regard to any matter within the jurisdiction of the Council, setting forth specifically the purpose of the petition and relief desired. The press shall be allowed on the floor of the Town Council chambers.
- 13.2 With the objective of facilitating prompt attention to Council Member concerns, any member of the Town Council who knows in advance of a meeting that the member wishes to obtain certain data, or have a question or questions answered, or wishes specific figures or expenditures, or budget balances, etc., should, insofar as possible, inform the Administrator in writing of the nature of the inquiry so that the Administrator will have the opportunity to have the answer available at such meeting.
- 13.3 The Town Council requests that members of the public follow a similar procedure wherever possible.
- 13.4 The Town Administrator shall submit reports to members of the Town Council in advance of a Town Council meeting.

RULE 14

Motions

- 14.1 When a motion is made and seconded it shall be stated by the Town Council President.
- 14.2 No motion shall be debated until it is seconded. Any motion may be withdrawn by the mover at any time before the taking of a vote thereon or before an amendment is made to such motion.

RULE 15

Motions of Precedence

- 15.1 When a question is before the Town Council, no motion shall be received, except to:
1. Fix the time at which to adjourn;
 2. Adjourn;
 3. Take a recess;
 4. Raise a question of privilege;
 5. Call for the orders of the day;
 6. Lay on the table;

7. Previous question;
8. Limit or extend the limits of debate;
9. Postpone to a certain time;
10. Commit or refer;
11. Amend;
12. Postpone indefinitely;
13. Main motion

The last motion on the list ranks lowest and the first on the list ranks highest. When any of the above motions are immediately pending, the motions before it on the said list shall be acted on first, and the ones below shall be acted on in order. Motion #s 13, 12, 11, 10, and 9 are debatable. Motion #s 13, 11, 10, 9, 8, 3 and 1 are amendable. Motion #s 13, 11, 10, 9, 7 and 1 are subject to reconsideration.

RULE 16

Actions of Members of the Town Council

- 16.1 Any Council member wishing to speak shall address the President, and after the right to speak has been recognized, the member shall not be interrupted while speaking except by a call to order, or for the correction of a mistake, or yield to a member. The member shall confine remarks to the question under debate and refrain from personal comments. *No member shall speak more than once on the same question until all members desiring to speak thereon shall have done so.* There shall be no conversation among members while another member is speaking or while anyone else is speaking, while a roll call is being taken, while a paper is being read or while the President is stating a question.
- 16.2 The affirmative roll call vote of three (3) Council members shall be necessary for the passage of any ordinance. The vote upon any matter shall, upon the request of two Council members, be taken by roll call which shall be called for by the President. The “yeas” and “nays” of the Council members shall be called for individually by the Town Council President or presiding officer, in the event of a conflict, and shall be recorded on the records of the Town Council by the Clerk. After a roll call vote has been ordered, said roll call shall not be interrupted, delayed or stopped by the President or any member of the Council for any reason whatsoever, including points of order, personal privilege or for a member to explain his or her vote. After the roll call and before the President announces the result, any member may change his or her vote. All roll calls shall be taken alphabetically, except that the name of the President of the Council shall be called last. In case of a tie vote, the motion is not carried or passed. A member may explain the vote only with the consent of the Council.

- 16.3 After the result of a vote is announced, a motion to reconsider is in order. A member who voted with the prevailing side must make the motion. Any member may second the motion. No ordinance, resolution, question or vote can be twice reconsidered.
- 16.4 Any member who realizes or anticipates a conflict of interest with respect to a matter before the Town Council for consideration should announce the intent to recuse themselves and to abstain from voting on the matter as soon as the conflict becomes apparent, and should thereafter refrain from further discussion of the matter.
- 16.5 Any member who believes they lack the information to make a proper vote may abstain from voting.

These rules and procedures shall take effect upon passage. The foregoing rules shall not be altered, amended, suspended or repealed at any time, except by a vote of the majority of the whole number of members elected to the Town Council.

Adopted by the Jamestown Town Council at a meeting held February 4, 2013

Attest: _____
Cheryl A. Fernstrom, CMC, Town Clerk

Revised and Adopted by the Jamestown Town Council at a meeting held March 22, 2016

Attest: _____
Cheryl A. Fernstrom, CMC, Town Clerk

Revised and Adopted by the Jamestown Town Council at a meeting held March 20, 2017

Attest: _____
Cheryl A. Fernstrom, CMC, Town Clerk

Adopted by the Jamestown Town Council at a meeting held December 7, 2020

Attest: _____
Erin F. Liese, CMC, Town Clerk

Adopted by the Jamestown Town Council at a meeting held January 23, 2023

Attest: _____
Roberta J. Fagan, Town Clerk



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

Christina D. Collins
Finance Director

MEMORANDUM

TO: Jamie A. Hainsworth, Town Administrator

FROM: Christina D. Collins, Finance Director

DATE: January 20, 2023

SUBJECT: Budget to Actual- General Fund

Attached is Budget to Actual report for the Fiscal Year 2023. The report contains the expenses that have been paid through December 31, 2022.

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

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 12/31/2022

Run: 1/20/2023 at 12:13 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7001 70101 00 Salaries	13,800.00	3,450.00	6,900.00	6,900.00	50.00
1100 7001 70302 00 Fees And Supplies	500.00	33.15	69.00	431.00	13.80
1100 7001 70305 00 Advertising	750.00	3,906.88	4,983.13	(4,233.13)	664.42
Town Council Expenses	15,050.00	7,390.03	11,952.13	3,097.87	79.42
1100 7002 70101 00 Salary, Town Administrator	123,000.00	14,192.31	61,973.05	61,026.95	50.38
1100 7002 70102 00 Salary, Clerical	62,478.00	7,425.00	31,185.00	31,293.00	49.91
1100 7002 70302 00 Fees And Supplies	2,500.00	87.93	2,250.54	249.46	90.02
1100 7002 70303 00 Travel Expenses	5,000.00	350.00	2,100.00	2,900.00	42.00
Town Administrator Expenses	192,978.00	22,055.24	97,508.59	95,469.41	50.53
1100 7003 70101 00 Salaries	5,636.00	650.22	2,817.62	2,818.38	49.99
1100 7003 70302 00 Fees And Supplies	1,200.00	365.03	296.15	903.85	24.68
Probate Court Expenses	6,836.00	1,015.25	3,113.77	3,722.23	45.55
1100 7004 70101 00 Salaries	5,236.00	1,309.00	2,618.00	2,618.00	50.00
1100 7004 70103 00 Salaries, Moderator & Sergeant	1,900.00	323.68	647.36	1,252.64	34.07
1100 7004 70104 00 Election Supervisors	4,916.00	0.00	5,725.00	(809.00)	116.46
1100 7004 70302 00 Fees And Supplies	3,000.00	746.25	1,810.84	1,189.16	60.36
1100 7004 70305 00 Advertising And Printing	700.00	175.00	630.00	70.00	90.00
Election and Town Meeting Expenses	15,752.00	2,553.93	11,431.20	4,320.80	72.57
1100 7005 70201 00 Professional Services - Legal	125,000.00	12,441.00	45,679.00	79,321.00	36.54
Legal Expenses	125,000.00	12,441.00	45,679.00	79,321.00	36.54
1100 7006 70101 00 Salaries	71,600.00	8,509.38	37,157.62	34,442.38	51.90
1100 7006 70102 00 Salary, Clerical	105,337.00	11,880.47	50,790.53	54,546.47	48.22
1100 7006 70104 00 Clerk - OT	0.00	34.22	1,116.14	(1,116.14)	0.00
1100 7006 70302 00 Fees, Supplies & Dues	28,959.00	(1,105.00)	6,056.39	22,902.61	20.91
1100 7006 70305 00 Advertising	3,797.00	(270.00)	(758.75)	4,555.75	(19.98)
Clerks And Records Expenses	209,693.00	19,049.07	94,361.93	115,331.07	45.00
1100 7007 70101 00 Salaries	90,454.00	9,917.37	51,471.14	38,982.86	56.90
1100 7007 70102 00 Salary, Clerical	39,578.00	4,260.00	16,387.50	23,190.50	41.41
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	4,175.00	300.27	1,652.60	2,522.40	39.58
Planning Expenses	141,207.00	14,477.64	69,511.24	71,695.76	49.23
1100 7008 70201 00 Salaries, Zoning Board	8,000.00	0.00	1,625.00	6,375.00	20.31
1100 7008 70302 00 Fees, Supplies & Dues	2,500.00	465.82	65.92	2,434.08	2.64
Zoning Expenses	10,500.00	465.82	1,690.92	8,809.08	16.10
1100 7009 70900 00 Social Security Tax	351,000.00	36,945.64	196,469.06	154,530.94	55.97
1100 7009 70901 00 Blue Cross/Delta Dental	658,750.00	42,498.48	282,374.24	376,375.76	42.87
1100 7009 70902 00 Worker's Compensation	75,000.00	0.00	0.00	75,000.00	0.00
1100 7009 70903 00 Retirement System	347,850.00	0.00	96,926.58	250,923.42	27.86
1100 7009 70906 00 Life Insurance	12,320.00	1,264.72	5,433.51	6,886.49	44.10
1100 7009 70907 00 General Liability Insurance	110,000.00	0.00	(214.00)	110,214.00	(0.19)
1100 7009 70910 00 Salary Adjustment	113,000.00	0.00	0.00	113,000.00	0.00
1100 7009 70911 00 FICA CLEARING ACCT	0.00	0.00	(0.39)	0.39	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	83,245.00	9,278.44	55,377.62	27,867.38	66.52
Personnel Expenses	1,776,165.00	89,988.28	636,366.62	1,139,798.38	35.83
1100 7010 70100 00 Salary, Finance Director	106,722.00	12,232.23	63,658.34	43,063.66	59.65
1100 7010 70101 00 Salaries- Dep. Tax Collector	77,827.00	8,464.51	35,550.91	42,276.09	45.68
1100 7010 70201 00 Professional Services	21,000.00	1,722.42	7,694.96	13,305.04	36.64
1100 7010 70302 00 Fees, Supplies & Dues	21,000.00	261.84	6,965.26	14,034.74	33.17
Finance Expenses	226,549.00	22,681.00	113,869.47	112,679.53	50.26
1100 7011 70101 00 Salaries	75,611.00	8,607.72	42,801.54	32,809.46	56.61
1100 7011 70302 00 Fees, Supplies, Dues	14,931.00	1,848.85	1,777.21	13,153.79	11.90
1100 7011 70305 00 Advertising	900.00	0.00	404.05	495.95	44.89
Tax Assessor Expenses	91,442.00	10,456.57	44,982.80	46,459.20	49.19
1100 7012 70201 00 Professional Services	24,000.00	3,080.00	22,000.00	2,000.00	91.67
Audit of Accounts Expenses	24,000.00	3,080.00	22,000.00	2,000.00	91.67
1100 7013 70201 00 IT- Consultant	60,000.00	9,165.00	35,522.50	24,477.50	59.20
1100 7013 70303 00 Software	49,150.00	0.00	45,030.25	4,119.75	91.62
Total Expenses	109,150.00	9,165.00	80,552.75	28,597.25	73.80

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 12/31/2022

Run: 1/20/2023 at 12.13 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7030 70302 00 EMA- SUPPLIES	7,500.00	985.29	1,813.29	5,686.71	24.18
EMA Expenses	7,500.00	985.29	1,813.29	5,686.71	24.18
1100 7031 70100 00 Salary, Police Chief	108,732.00	12,378.90	59,955.13	48,776.87	55.14
1100 7031 70101 00 Salaries - Police	931,536.00	109,697.94	467,469.63	464,066.37	50.18
1100 7031 70102 00 Police Longevity	68,089.00	11,372.86	28,820.58	39,268.42	42.33
1100 7031 70103 00 Police Benefits	57,650.00	8,795.68	30,784.88	26,865.12	53.40
1100 7031 70104 00 Police - OT	175,000.00	16,083.62	112,258.10	62,741.90	64.15
1100 7031 70105 00 Police Retirement	212,726.00	0.00	0.00	212,726.00	0.00
1100 7031 70111 00 Salary - Dispatch/Admin/Seasonal	234,213.00	23,937.15	107,778.19	126,434.81	46.02
1100 7031 70112 00 Dispatch, Longevity	16,027.00	0.00	4,935.46	11,091.54	30.79
1100 7031 70113 00 Dispatch - Benefits	11,686.00	2,157.19	6,130.53	5,555.47	52.46
1100 7031 70114 00 Dispatch - OT	23,000.00	3,929.64	21,953.09	1,046.91	95.45
1100 7031 70302 00 Fees & Supplies	21,000.00	954.26	8,279.54	12,720.46	39.43
1100 7031 70303 00 Computer Maintenance	24,200.00	0.00	8,195.50	16,004.50	33.87
1100 7031 70307 00 Building Maintenance	5,000.00	529.00	1,199.00	3,801.00	23.98
1100 7031 70308 00 Vehicle Insurance	9,017.00	0.00	0.00	9,017.00	0.00
1100 7031 70309 00 Telephone	12,500.00	361.96	5,679.21	6,820.79	45.43
1100 7031 70310 00 Personal Equipment	2,500.00	0.00	175.00	2,325.00	7.00
1100 7031 70311 00 Maintenance Of Uniforms	30,150.00	0.00	562.52	29,587.48	1.87
1100 7031 70312 00 Ammunition And Supplies	3,500.00	0.00	0.00	3,500.00	0.00
1100 7031 70313 00 Maintenance Of Police Cars	15,000.00	973.15	5,099.55	9,900.45	34.00
1100 7031 70314 00 Gas & Tires	23,000.00	0.00	9,700.54	13,299.46	42.18
1100 7031 70315 00 Training Of Members	15,000.00	1,444.28	7,814.54	7,185.46	52.10
1100 7031 70317 00 Maintenance Of Radio System	5,000.00	3,500.00	515.00	2,985.00	14.71
1100 7031 70318 00 Equipment	5,000.00	53.57	650.07	4,349.93	13.00
1100 7031 70322 00 Dispatch Uniforms	2,000.00	0.00	2,226.39	(226.39)	111.32
Police Protection Expenses	2,010,026.00	193,184.20	890,182.45	1,119,843.55	44.29
1100 7032 70100 00 Fire Chief/Fire Inspector	64,473.00	8,066.22	37,575.39	26,897.61	58.28
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	2,384.64	11,105.28	8,959.72	55.35
1100 7032 70104 00 Fire Dept. Incentive Program	75,000.00	0.00	2,707.18	72,292.82	3.61
1100 7032 70105 00 Equip/Safety Maint. - Per Diem	22,400.00	3,062.22	13,310.84	9,089.16	59.42
1100 7032 70201 00 Service Cleaning Contract	6,720.00	1,118.00	3,354.00	3,366.00	49.91
1100 7032 70302 00 Fees And Supplies	9,200.00	609.34	3,264.80	5,935.20	35.49
1100 7032 70308 00 Vehicle Insurance	70,180.00	797.40	9,351.50	60,828.50	13.33
1100 7032 70309 00 Telephone	9,500.00	1,160.21	4,566.48	4,933.52	48.07
1100 7032 70313 00 Maintenance Of Fire Apparatus	35,000.00	11,724.68	34,200.01	799.99	97.71
1100 7032 70314 00 Gas, Tires & Oil	13,000.00	382.91	6,021.36	6,978.64	46.32
1100 7032 70315 00 Training Of Members	6,000.00	1,000.00	1,593.75	4,406.25	26.56
1100 7032 70317 00 Maintenance Of Radio System	5,500.00	0.00	354.32	5,145.68	6.44
1100 7032 70321 00 Electricity	15,500.00	2,288.44	7,251.41	8,248.59	46.78
1100 7032 70323 00 Oxygen & Air Packs	4,500.00	0.00	1,501.06	2,998.94	33.36
1100 7032 70324 00 Water	1,600.00	0.00	329.09	1,270.91	20.57
1100 7032 70325 00 Fire Equipment	17,000.00	1,468.30	8,383.84	8,616.16	49.32
1100 7032 70326 00 Fire Ext. Agent	2,500.00	0.00	1,183.99	1,316.01	47.36
1100 7032 70343 00 Heating	13,000.00	2,240.80	3,891.48	9,108.52	29.93
1100 7032 70344 00 Repairs And Maintenance	14,500.00	1,858.55	6,075.66	8,424.34	41.90
1100 7032 70399 00 Subscriptions & Journals	425.00	0.00	0.00	425.00	0.00
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	6,500.00	0.00	6,640.00	(140.00)	102.15
Fire Protection Expenses	423,702.00	38,161.71	162,661.44	261,040.56	38.39
1100 7033 70102 00 Salary, EMS Director	32,624.00	3,974.40	18,508.80	14,115.20	56.73
1100 7033 70103 00 Stipend - Medical Director	5,000.00	833.32	1,666.64	3,333.36	33.33
1100 7033 70104 00 ALS - Per Diem	316,032.00	36,120.00	176,112.00	139,920.00	55.73
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	(6,986.00)	(7,292.00)	7,292.00	0.00
1100 7033 70302 00 Fees And Supplies	6,800.00	1,234.23	2,166.88	4,633.12	31.87
1100 7033 70308 00 Vehicle Insurance	31,460.00	0.00	4,469.75	26,990.25	14.21
1100 7033 70311 00 Maintenance Of Uniforms	8,000.00	0.00	6,009.82	1,990.18	75.12
1100 7033 70313 00 Maintenance of Vehicles	9,000.00	353.99	8,496.48	503.52	94.41
1100 7033 70315 00 Training Of Members	21,500.00	1,166.68	11,600.36	9,899.64	53.96
1100 7033 70330 00 EMS Building	6,000.00	137.12	604.93	5,395.07	10.08
1100 7033 70333 00 Ambulance Medical	20,000.00	3,549.50	17,675.21	2,324.79	88.38
1100 7033 70900 00 Social Security Tax	26,890.00	4,406.92	20,449.90	6,440.10	76.05
EMS Expenses	563,306.00	44,790.16	260,468.77	302,837.23	46.24
1100 7034 70101 00 Salary - Building Inspector	84,050.00	9,346.14	39,119.87	44,930.13	46.54
1100 7034 70102 00 Salary, Clerical	30,643.00	3,905.22	18,017.83	12,625.17	58.80
1100 7034 70117 00 Salary, Electrical Inspector	11,500.00	958.33	5,749.98	5,750.02	50.00
1100 7034 70118 00 Salary, Plumbing Inspector	5,750.00	479.16	2,874.96	2,875.04	50.00

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 12/31/2022

Run: 1/20/2023 at 12:13 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7034 70119 00 Salary, Mechanical Inspector	5,750.00	479.16	2,874.96	2,875.04	50.00
1100 7034 70302 00 Supplies And Expenses	5,250.00	76.85	1,083.25	4,166.75	20.63
1100 7034 70328 00 Hydrant Rental	170,000.00	0.00	0.00	170,000.00	0.00
Protection Services Expenses	312,943.00	15,244.86	69,720.85	243,222.15	22.28
1100 7041 70101 00 Salaries	62,608.00	6,532.72	15,672.54	46,935.46	25.03
1100 7041 70302 00 Fees And Supplies	1,000.00	0.00	0.00	1,000.00	0.00
Public Works Administration Expenses	63,608.00	6,532.72	15,672.54	47,935.46	24.64
1100 7042 70101 00 Salaries	46,558.00	5,401.44	22,673.49	23,884.51	48.70
1100 7042 70302 00 Fees And Supplies	1,200.00	0.00	9.94	1,190.06	0.83
Engineering Expenses	47,758.00	5,401.44	22,683.43	25,074.57	47.50
1100 7043 70100 00 Salary, Highway Supervisor	75,740.00	8,728.20	39,267.40	36,472.60	51.84
1100 7043 70101 00 Salaries - Public Works	727,539.00	71,895.75	329,269.57	398,269.43	45.26
1100 7043 70104 00 Highway -OT	45,000.00	1,784.88	3,984.34	41,015.66	8.85
1100 7043 70308 00 Vehicle Insurance	17,570.00	0.00	0.00	17,570.00	0.00
1100 7043 70313 00 Upkeep Of Equipment	100,000.00	5,022.27	37,923.45	62,076.55	37.92
1100 7043 70314 00 Oil And Gas	65,000.00	5,917.22	27,389.98	37,610.02	42.14
1100 7043 70330 00 Sand And Gravel	17,000.00	3,866.50	9,856.90	7,143.10	57.98
1100 7043 70331 00 Cold Patch	13,500.00	1,584.98	5,660.52	7,839.48	41.93
1100 7043 70333 00 Other Road Supplies	14,000.00	0.00	2,825.30	11,174.70	20.18
1100 7043 70334 00 Equipment Rental	2,500.00	0.00	0.00	2,500.00	0.00
1100 7043 70335 00 License - Contractual	6,000.00	0.00	6,300.00	(300.00)	105.00
1100 7043 70336 00 Clothing	6,000.00	0.00	0.00	6,000.00	0.00
1100 7043 70399 00 Safety And Licensing	5,500.00	0.00	537.31	4,962.69	9.77
Highway Expenses	1,095,349.00	98,799.80	463,014.77	632,334.23	42.27
1100 7044 70101 00 Snow Removal - OT	34,000.00	0.00	0.00	34,000.00	0.00
1100 7044 70337 00 Equipment And Supplies	54,000.00	4,437.38	11,828.89	42,171.11	21.91
Snow Removal Expenses	88,000.00	4,437.38	11,828.89	76,171.11	13.44
1100 7045 70101 00 Salaries	65,595.00	8,354.56	35,209.04	30,385.96	53.68
1100 7045 70104 00 Transfer Station -Sunday OT	7,534.00	0.00	0.00	7,534.00	0.00
1100 7045 70309 00 Telephone	800.00	0.00	0.00	800.00	0.00
1100 7045 70321 00 Electricity	1,400.00	62.29	318.55	1,081.45	22.75
1100 7045 70340 00 Maintenance And Testing	44,000.00	345.00	19,316.98	24,683.02	43.90
1100 7045 70341 00 Transfer And Trucking	410,000.00	34,433.43	177,507.29	232,492.71	43.29
1100 7045 70350 00 Hazardous Waste Recycling	300.00	0.00	0.00	300.00	0.00
Waste Removal Expenses	529,629.00	43,195.28	232,351.86	297,277.14	43.87
1100 7046 70321 00 Electricity	64,000.00	0.00	15,423.43	48,576.57	24.10
Street Lighting Expenses	64,000.00	0.00	15,423.43	48,576.57	24.10
1100 7047 70101 00 Salaries	10,000.00	2,975.00	5,575.00	4,425.00	55.75
1100 7047 70302 00 Fees And Supplies	1,800.00	0.00	426.40	1,373.60	23.69
1100 7047 70360 00 Tree Pruning	18,250.00	9,480.00	11,279.98	6,970.02	61.81
1100 7047 70370 00 Purchase Of Trees	5,000.00	0.00	2,005.00	2,995.00	40.10
Tree Warden Expenses	35,050.00	12,455.00	19,286.38	15,763.62	55.03
1100 7048 70342 00 Town Cemetery And Parade	2,500.00	145.00	1,497.10	1,002.90	59.88
Other Public Works Expenses	2,500.00	145.00	1,497.10	1,002.90	59.88
1100 7049 70101 00 Cleaning Contracts	58,000.00	4,879.07	20,481.92	37,518.08	35.31
1100 7049 70302 00 Supplies	7,000.00	940.66	3,182.53	3,817.47	45.46
1100 7049 70309 00 Telephone	15,500.00	574.52	5,395.12	10,104.88	34.81
1100 7049 70321 00 Electricity	57,000.00	3,756.46	20,721.29	36,278.71	36.35
1100 7049 70324 00 Water	10,000.00	35.00	2,122.34	7,877.66	21.22
1100 7049 70343 00 Heating	45,000.00	8,214.51	13,949.60	31,050.40	31.00
1100 7049 70344 00 Repairs And Maintenance	60,000.00	4,004.83	26,758.03	33,241.97	44.60
1100 7049 70375 00 Landscape	8,000.00	3,515.74	11,682.84	(3,682.84)	146.04
Public Buildings Expenses	260,500.00	25,920.79	104,293.67	156,206.33	40.04
1100 7060 70456 00 Visiting Nurse/Mental Health	43,500.00	0.00	18,000.00	25,500.00	41.38
General Expenses	43,500.00	0.00	18,000.00	25,500.00	41.38
1100 7061 70302 00 Fees And Supplies	5,000.00	0.00	0.00	5,000.00	0.00
1100 7061 70306 00 Tick Tack Force	2,500.00	0.00	0.00	2,500.00	0.00
Animal Control Expenses	7,500.00	0.00	0.00	7,500.00	0.00
1100 7065 70101 00 Salaries	65,115.00	9,546.66	33,508.07	31,606.93	51.46
1100 7065 70102 00 Meal Site Aid	28,000.00	3,477.53	15,017.27	12,982.73	53.63
1100 7065 70201 00 Cleaning Contract	9,096.00	758.00	4,548.00	4,548.00	50.00

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 12/31/2022

Run: 1/20/2023 at 12:13 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7065 70202 00 Wellness Coord.	0.00	825.00	4,850.00	(4,850.00)	0.00
1100 7065 70302 00 Fees, Supplies & Dues	4,000.00	947.25	3,323.70	676.30	83.09
1100 7065 70305 00 Advertising	2,500.00	140.00	1,140.00	1,360.00	45.60
1100 7065 70309 00 Telephones	500.00	17.59	53.73	446.27	10.75
1100 7065 70321 00 Electricity	4,500.00	0.00	0.00	4,500.00	0.00
1100 7065 70324 00 Water	1,200.00	0.00	283.94	916.06	23.66
1100 7065 70341 00 Trash Removal	400.00	45.00	220.00	180.00	55.00
1100 7065 70343 00 Heat	4,000.00	660.28	1,416.46	2,583.54	35.41
1100 7065 70344 00 Repairs & Maintenance	6,000.00	360.53	2,675.79	3,324.21	44.60
1100 7065 70380 00 Program	20,000.00	549.02	4,586.55	15,413.45	22.93
Total Expenses	145,311.00	17,326.86	71,623.51	73,687.49	49.29
1100 7070 70100 00 Salary, Library Director	77,300.00	9,186.78	40,115.61	37,184.39	51.90
1100 7070 70101 00 Salaries	176,832.00	19,100.03	84,271.09	92,560.91	47.66
1100 7070 70302 00 Fees And Supplies	8,500.00	1,603.55	6,192.30	2,307.70	72.85
1100 7070 70308 00 Insurance	20,694.00	0.00	0.00	20,694.00	0.00
1100 7070 70309 00 Telephone	750.00	64.49	196.99	553.01	26.27
1100 7070 70310 00 Equipment	1,000.00	0.00	175.99	824.01	17.60
1100 7070 70321 00 Electricity	21,000.00	3,269.15	8,735.83	12,264.17	41.60
1100 7070 70343 00 Heating	14,000.00	4,499.32	4,499.32	9,500.68	32.14
1100 7070 70344 00 Repairs And Maintenance	20,000.00	4,819.61	6,202.82	13,797.18	31.01
1100 7070 70345 00 Computer Repairs And Maintenance	9,000.00	1,362.15	3,514.89	5,485.11	39.05
1100 7070 70351 00 Books And Periodicals	19,000.00	0.00	1,739.68	17,260.32	9.16
1100 7070 70352 00 Books - State Aid	115,315.00	10,633.00	50,826.73	64,488.27	44.08
1100 7070 70354 00 Construction move	0.00	3,740.25	9,879.80	(9,879.80)	0.00
1100 7070 70355 00 CREDITS (LIB SALES & GIFTS)	0.00	105.69	(2,784.47)	2,784.47	0.00
Library Expenses	483,391.00	58,384.02	213,566.58	269,824.42	44.18
1100 7080 70101 00 Salary- Recreation Director	73,800.00	8,770.83	38,299.29	35,500.71	51.90
1100 7080 70102 00 Salaries- Recreation Staff	245,220.00	28,022.41	126,156.78	119,063.22	51.45
1100 7080 70104 00 Salaries -Teen Center Support Staff	16,720.00	3,042.75	4,762.75	11,957.25	28.49
1100 7080 70105 00 Seasonal Support Staff	134,103.00	193.50	156,422.80	(22,319.80)	116.64
1100 7080 70112 00 Recreation - OT	3,000.00	262.86	1,682.36	1,317.64	56.08
1100 7080 70302 00 Supplies	6,200.00	190.23	5,482.48	717.52	88.43
1100 7080 70305 00 Advertising	3,000.00	0.00	1,162.51	1,837.49	38.75
1100 7080 70308 00 Vehicle Insurance	10,000.00	0.00	0.00	10,000.00	0.00
1100 7080 70309 00 Telephone	1,860.00	198.90	918.08	941.92	49.36
1100 7080 70310 00 Equipment	4,500.00	81.30	2,707.87	1,792.13	60.17
1100 7080 70314 00 Gas And Oil	9,000.00	0.00	4,740.51	4,259.49	52.67
1100 7080 70321 00 Electricity	26,000.00	0.00	20,861.68	5,138.32	80.24
1100 7080 70322 00 Fort Getly Water Removal	8,000.00	0.00	7,130.00	870.00	89.13
1100 7080 70323 00 Shores Beach/Sanitary Faciliti	5,000.00	3,951.77	5,000.00	0.00	100.00
1100 7080 70324 00 Water	12,000.00	4.00	332.77	11,667.23	2.77
1100 7080 70341 00 Trash Removal	11,500.00	262.00	7,832.00	3,668.00	68.10
1100 7080 70344 00 Repairs, Maintenance And Impro	24,000.00	1,407.01	14,750.53	9,249.47	61.46
1100 7080 70382 00 Summer Program	3,500.00	0.00	3,750.00	(250.00)	107.14
1100 7080 70383 00 Winter Program	1,200.00	0.00	0.00	1,200.00	0.00
Parks, Beaches & Recreation Expenses	598,603.00	46,387.56	401,992.41	196,610.59	67.16
1100 7090 70504 00 Payment Of Principal - Town	1,170,569.00	0.00	550,000.00	620,569.00	46.99
1100 7090 70505 00 Payment Of Interest - Town	251,843.00	0.00	68,224.99	183,618.01	27.09
1100 7090 70506 00 School- Principal	255,000.00	0.00	0.00	255,000.00	0.00
1100 7090 70507 00 School - Interest	149,488.00	0.00	0.00	149,488.00	0.00
1100 7090 70525 00 Payment Of Interest - PW LEASE	0.00	3,645.00	3,645.00	(3,645.00)	0.00
1100 7090 79000 00 Transfer of Capital Budget	894,367.00	0.00	0.00	894,367.00	0.00
1100 7090 79500 00 Transfer of School Appropriation	12,637,108.00	0.00	0.00	12,637,108.00	0.00
Debt Service Expenses	15,358,375.00	3,645.00	621,869.99	14,736,505.01	4.05
1100 7092 70527 00 Incidentals And Emergencies	50,000.00	0.00	45,943.47	4,056.53	91.89
1100 7092 70530 00 Conservation Commission	2,200.00	0.00	699.50	1,500.50	31.80
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	530.00	2,142.21	1,857.79	53.56
Other Expenses	58,200.00	530.00	50,785.18	7,414.82	87.26
Total Department Expenses	25,143,073.00	830,345.90	4,881,756.96	20,261,316.04	19.42

Roberta Fagan

From: Roberta Fagan
Sent: Monday, January 9, 2023 8:28 AM
To: Lisa Bryer; Mary Meagher
Subject: FW: Boston Globe Article STRs in RI
Attachments: Boston Globe STRs in RI.pdf

Good morning again,
Marian email and attachment for your review.
R

From: marian falla [REDACTED]
Sent: Saturday, January 7, 2023 5:12 PM
To: Roberta Fagan <rfagan@jamestownri.net>
Subject: Boston Globe Article STRs in RI

Hi Roberta
Good afternoon, can you please distribute to stakeholders and TC
Thanks in advance
Marian Falla

<https://www.bostonglobe.com/2023/01/06/metro/almost-3000-short-term-rentals-recorded-with-ris-new-registry-see-where-they-are/>

Almost 3,000 short-term rentals recorded with R.I.'s new registry. See where they are.

Narragansett has the most properties registered, but you can find Airbnb, Vrbo, and other rentals in every town except Foster, Lincoln, and West Greenwich.

By [Brian Amaral](#) Globe Staff, Updated January 6, 2023, 6:00 a.m.

1

The Rhode Island School of Design hosts an Airbnb on Freemont Avenue in Barrington, R.I. BRIAN AMARAL/GLOBE STAFF

PROVIDENCE — The deadline for hosts to register their Airbnb, Vrbo and other short-term rentals in Rhode Island has passed, and nearly 3,000 properties have been registered with the state so far.

The 2,936 registered short-term rentals are mostly clustered where you'd expect: in Providence (252) and along the shore. Narragansett leads the way by a significant margin, with 641 short-term rentals registered. The community with the second highest number of properties registered was Middletown, with 323. Block Island had 258. Newport had 254.

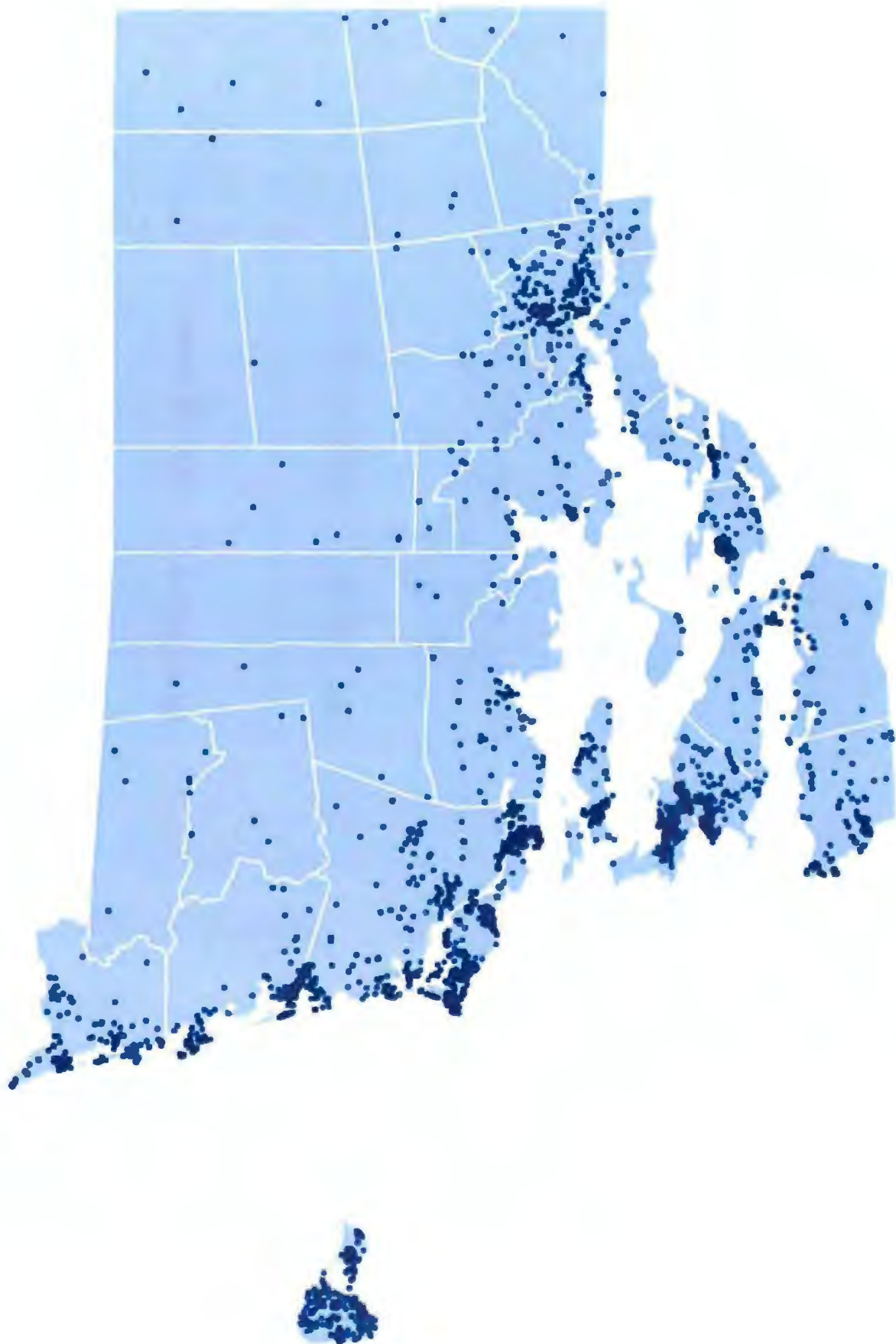
A year ago, state lawmakers overrode a veto by Governor Dan McKee to pass legislation creating a statewide registry of short-term rentals. With short-term rentals, property owners can rent out a room or an entire home, generally for less than 30 days, through online platforms. They've become a popular option for vacationers and homeowners, and they're proliferated not just in longtime tourism hotspots but in just about every corner of the state: They are in every Rhode Island town except Foster, Lincoln, and West Greenwich. Besides the towns with zero, Woonsocket and Scituate had the least, with two registered short-term rentals each.

They have to be registered at \$50 a pop with the Department of Business Regulation, or else face fines of \$250 for the first 30 days, \$500 for 31 to 60 days, and \$1,000 for more than 60 days. (It's possible, in other words, that some short-term rentals aren't registered.) The deadline to register was Sunday; the database, which includes property addresses and registration status, is also available on the [state's website](#), but we've included a searchable map below, too.

Airbnb isn't the only rental platform in the state, but it's probably the best known, and its name often invoked as a shorthand for short-term rentals. It also has strong Rhode Island ties: Airbnb's co-founder and CEO, [Brian Chesky](#), graduated from the Rhode Island School of Design (which [owns its own Airbnb](#) in Barrington). According to the company, listings on Airbnb comprise 0.5 percent of total dwellings across Rhode Island.

State Senator Victoria Gu said in an interview that she heard a lot about short-term rentals while she was canvassing during her successful campaign to represent Westerly, Charlestown, and South Kingstown. Concerns included nuisance issues like noise; changes in neighborhoods as owner-occupied places became rentals where people came and went every week; and the lack of available housing for people to live full-time.

Gu said she'll meet next week with the Department of Business Regulation to get a briefing on the registry — which she called an “important first step.” Other steps are possible; the General Assembly started session this week.



In the meantime, some Rhode Island towns have taken matters into their own hands, creating their own registries or mulling their own regulations. In Narragansett, members of the Town Council have considered imposing a series of restrictions, which [prompted pushback from local landlords](#).

Supporters of Airbnbs and other short-term rentals said they're a good way for people to make extra cash. About 35 percent of hosts said in an Airbnb survey that one of the reasons they host is so they can earn money to help cover rising living costs, and 40 percent said they host to earn money to help make ends meet. Meanwhile Airbnb points to its efforts to prevent disruptive parties — which, the San Francisco-based company says, are working.

Donna Parssinen, an Airbnb host in a rural part of Westerly, said Airbnb has allowed her to make some extra money, and even some new friends. She's gone quahogging with some of her guests, and over Thanksgiving, roasted chestnuts over an outdoor fire pit with them. She rents out the house where she grew up and lives in another home on the property.

And yes, it's registered.

"I think you can make regulations that are sensible and address the issues people may have without being overly restrictive," Parssinen said in an interview set up by Airbnb's PR office. "I can understand there are issues, depending on particular situations or particular hosts. And of course, that should be addressed in not too broad of a sweep. ... If you have one bad apple in the barrel, are you going to throw out the whole barrel?"

Expedia Group, which includes Vrbo, said in an emailed statement that it was "committed to productive partnerships with community stakeholders to support and balance the needs of neighbors, travelers, and the short-term rental community."

"Through our active engagement in Rhode Island, Expedia Group has found the Rhode Island Department of Business and Regulation to be both responsive and transparent when we have reached out with questions," Philip Minardi, Expedia's global head of public affairs, said in an email. "It is our understanding that the short-term rental registry is running smoothly and providing useful information to municipalities and individuals alike."

But there are skeptics. That includes some sectors of the hospitality industry; some figures in that world consider short-term rentals little more than unregulated hotels that get more favorable tax treatment. According to the Rhode Island Hospitality Association, a trade group that includes hotels, hotel guests pay 13 percent to stay at a hotel, made up of a 7 percent sales tax, 5 percent state hotel tax, and 1 percent local hotel tax. But guests at short-term rentals of an entire apartment or home only pay the 7 percent sales tax and 1 percent local hotel tax; rentals of an entire home or apartment are excluded from the 5 percent state hotel tax.

“We think at a minimum, because they’re operating as hotels, they should be taxed the same way as hotels are taxed,” Sarah Bratko, then the hospitality association’s lobbyist, [said in October](#).

Brian Amaral can be reached at brian.amaral@globe.com. Follow him on Twitter [@bamaral44](#).

An Ode to 2022

Continuing an ancient newspaper tradition, our stalwart staff writer pens a poem to the contentious year that has just passed.

We ended the year with expectant hushes,
In hopes this next year lingers, not rushes.

New leaders await the crises pending,
To fix, repair, restore and do some mending.

On Feb. 14 it was an unbelievable day
There was a double shooting and a quick getaway.

Newport newcomer, Ashley Kalus, tried to rise above,
But lost to Dan McKee in the race to be the next gov.

No doubt as to the Story of the Year:
School regionalization fell just short.

Both sides still strive to persevere,
Before they go to any last resort.
(We're not saying that will be large claims court.)

Middletown has one last retort
If the town further sou't balks, merge with the town just north?

You know, the one that starts with 'Port'?
Newport got a new mayor, who seems like quite a guy,
Kaykham Khamsyvoravong, top voter, who goes by "Xay (Sigh)."

Another new council member is David Carlin,
A budgetary watchdog who started his first meeting, well, snarlin'!

The schools are now led by Bolan and Boatwright,
The two persons who some say didn't get the school quote right,

When they announced one day AFTER the Nov. 8 vote,
That Rogers High was \$20 million short on its bank note,

Something seemingly they knew in advance,
But they assured all they didn't look askance.

They both said they would have surely let voters know this if,
They thought it would have made a diff

Would it? Hard to say. 370 votes ain't that much hay to sway.

Building shortfalls came in other forms.
The Zoning Board finally approved 1 of 2 Salve Regina dorms.

The contentious item filled four years of zoning and planning dockets.
Who were the biggest winners? Well, check all attorneys' pockets.

If the road to Hell is paved with good intentions,
Well, the Road to Purgatory, no one mentions.

Except in Middletown where there were quite a few squawks,
About how, when, and where to build Purgatory Road sidewalks.

But the biggest shoring up on the island, perhaps,
Will be the repair of the near catastrophic Cliff Walk collapse.

The opposite is needed meters away, for things that nearly fell,
Planned demo of First Beach buildings, like the famed carousel.

The plan for 15 unused acres is popular; they won't need Shamans,
Make way for the new village-like Middletown Commons!

Structures of a different kind may bring strong wind power,
Calls for and against turbines from a source called Mayflower.

Who will lay cables all the way up the Sakonnet into Mass.
They say it beats the hell out of natural gas.

Or coal, or oil, or shale. Will it succeed or fail?

And, speaking of Jamestown in this splendid refrain,
A town group has led a marvelous campaign.

Sending solar lanterns at cost to the powerless in Ukraine.
So, wind turbines or not, don't you dare sit and complain.
At least you have power! At least you have grain!

Just think of that incredibly brave nation destroyed every night,
By godless enemies. Without heat, or power, or food or light.

You want more structures coming as the result of grousing?
Middletown made great leaps this year to address senior housing.

What? Even more structures that got the hard sell?
A federal grant will bring \$82.5 million to repair the Newport-Pell.

This is above and beyond the planned ramps.
That locals have been waiting for since humans first lit lamps.

But don't you worry, my dears, those ramps are coming!
I don't want you North Enders sitting around, bumming.

Don't give a second thought to the 19 acres they promise,
Don't you doubt, Thomas!

New acreage to be freed up under that new highway,
(I mean, this was exactly the boon promised under the Providence I-way.
Except that acreage didn't exactly go your way or my way.)

I mean, the thought of new land in Newport, why the City just drools.

There might just be enough to build, oh, I don't know,
Several new schools? Ha! What do you take us for, a couple of fools?

What's that old saying, 'Fool me once, shame on me.
Fool me twice, shame on thee.

Fool me a third time, shame on we.'

This poem was almost ruined. Stay tuned.

— James Merolla

TOP WINNERS OF 2022



GOV. DAN MCKEE



PI POT SMOKERS



TOLL-HATING TRUCKERS



SETH MAGAZNER



PROV. COLLEGE BASKETBALL



THE SUPERMAN BLDG



SCHOOL LOAN HOLDERS

Chris Pratt

Council Urged to Curtail Short-Term Rentals

By James Merolla

The proliferation of short-term rentals once again dominated much of the Middletown Town Council meeting on Jan. 3. After a long discussion prompted by a communication from resident John Bagwill, the council made a unanimous motion to direct the Planning Board to seek further information from other communities to determine how to regulate short-term rentals.

"We have gone round and round with this," said Council President Paul Rodrigues. "I have been surrounded by (short-term rentals). It's a great neighborhood. It's not just a neighborhood anymore."

Bagwill, who has served the town in several capacities in the past, urged the council to address the growth of short-term rentals.

Councilor Christopher Logan asked about enforcement changes that were made last year, and said he was "extremely concerned" about incidents that have been reported. "I want details. Is there a problem? Is there not a problem?" he said.

"It doesn't feel right to me to see all these short-term rentals pop up in the midst of a housing crisis," said councilor Emily Tessier, who added that she cannot afford to buy a home on the island, a situation that has caused nearly all of her friends to seek housing off island.

The most compelling testimony came from resident Kathleen Schafer, who told a story of an apparently intoxicated man who had entered her home by mistake, thinking it was his next-door rental.

"We put up with this all the time. It scares me to death," she said. "We should not have to deal with this."

Bagwill pointed out that Newport recently passed an ordinance preventing short-term rentals in

certain residential areas. "Middletown has not addressed this area as to what to do with short-term rentals, so, as a result, we have opened up the doors," he said. "The key thing is that the Planning Board presents you with evidence."

Other members of the public weighed in:

"I want neighbors, not customers," said Rob Connevey, a refrain that others repeated throughout the hearing. "The people who live here care about the community and that's what you want."

Paul Croce, Planning Board chair, also spoke in support of Bagwill's proposal. "Mr. Bagwill's approach seems very reasonable," he said. "This is a good time to do it. In the next few months, the Board will be drafting the next version of the town's comprehensive plan."

Croce suggested that town planner Ron Wolanski approach other communities to research what they are doing.

"Maybe he will instruct you to hire a consultant, but there may be cost involved," he said.

Croce said the Planning Board is requesting a meeting with the Town Council to make sure "we are aligned with your plans."

In other matters: "The council was perplexed by a memo from Supt. Rosemarie Kraeger regarding \$200,000 that was allocated to sports and arts to buy equipment. The detailed list seemed to show a \$55,000 gap and the possibility of spending beyond the \$200,000 that was originally committed.

"The initial list [of what they were going to buy] was a lot longer than what was provided tonight," said Rodrigues. "This doesn't balance with all the requests we got from them. We need further clarification on this, on whether the additional \$55,000 is going to be spent or not."

LETTERS

Auto Tech Training Still Needed

In the Dec. 15 letter ("Building Committee Must Be Replaced"), written by Jack Milburn, he stated that the auto shop program at Rogers was slated to be cancelled. The reason stated was that the auto companies "prefer to train their own people in house."

Training for franchised dealers is specialized, and happens after a tech is hired by the dealership. Remember, however, a tech needs to be trained in the basics before any of this happens. This is why vocational schools are so important to the process.

Barbara Saccucci,
Owner, Saccucci Honda
Middletown

'Polar Bear' Memories

My grandfather, Alfred Carry of Friendship Street, was one of the original "polar bears." He used to go ice skating on "the big pond" and then go across the street to First Beach for a swim.

Ann Clark,
Portsmouth

Blood Drive

A community blood drive is set for Thursday, Jan. 12 from 2 to 7 p.m. at the Knights of Columbus Council #256, 7 Valley Rd., Middletown Free steak dinner for all donors. Everyone welcome.

Newport *this week*

Lynne Tungett,
Publisher & Editor
Letters Policy

Newport This Week encourages all citizens to comment publicly on local issues. We will print letters sent to us that adhere to guidelines for taste, accuracy, fairness, and public interest. Letters are limited to 500 words. Letters will only run if there is an author's name and city/town of residence. Writers are asked to include a telephone number and email address in case we have questions. Direct letters to: Newport This Week, 86 Broadway, Newport, RI 02840. Letters may also be sent via email to news@newportthisweek.net. Attention: Letter to the Editor.

Can YOU find the

WORD of the WEEK

in this week's paper?



This week's word is: **respite**

The word could be included in a story, the calendar, or an advertisement.

Email definition and where it appeared to: news@NewportThisWeek.net

A Winner will be chosen at random to WIN a \$25 Gift Certificate to Diego's Newport

The winner of the Nov. 23 "Word of the Week" alacrity was Tom Ewart of Middletown. Alacrity means brisk and cheerful readiness. It was found on page 1 in the article "Middletown Regroups." He will receive a \$25 Diego's gift certificate.



Department of Health
Three Capitol Hill
Providence, RI 02908-5097
TTY: 711
www.health.ri.gov

1/3/2023

Greetings Chief Mello,

The Medical Emergency Distribution System (MEDS) Program at the Rhode Island Department of Health (RIDOH) would like to take this opportunity to recognize the contributions of Jamestown to the State's COVID-19 Response and Vaccine Campaign. After decades of planning, training, exercising, and even some small-scale real-world implementations; all the hard work paid off in the COVID-19 pandemic response. As of 12/20/2022 Rhode Island had the highest percentage of residents who completed the primary COVID-19 vaccination series among all U.S. States per the US Centers for Disease Control and Prevention (CDC).

Despite being one of the smallest municipalities in terms of staffing, Jamestown not only contributed to Southern Regional PODs initially but then transitioned to successfully staff and execute numerous local PODs that allowed residents to access the vaccine locally, which was particularly appreciated by the older residents of the island.

I would be remiss if I did not also tell you that the MEDS program received many callouts and notes from residents who attended the municipal Points of Dispensing (PODs) offering thanks for not only providing the vaccine, but also for creating a welcoming and safe environment for them to receive the vaccine.

The work done by you and the rest of the municipal staff and volunteers who were involved prevent countless deaths and instances of severe illness that would have occurred in the absence of these vaccination efforts. Please accept both my and Travis's heartfelt thank you for your past and current partnership with the MEDS program. We look forward to continuing to collaborate together.

Best Regards,

Brittan K. Bates-Manni
Medical Countermeasures Program Director

CC: Travis Vendetti, Assistant Medical Countermeasures Program Director
Jamie Hainsworth, Jamestown Town Administrator

Roberta Fagan

From: Jamie Hainsworth
Sent: Monday, January 9, 2023 3:55 PM
To: Department Heads; Town Staff
Subject: FW: Jamestown Fire Department to Provide Citizen CPR/AED Demonstration

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

1/20/23
- M. J. Barber
→ regular beverage fundraiser



For Immediate Release

Contact:

Captain Ron Barber – rbarber@jamestownfd.com
David Reardon – dave@compsolinc.com

Jamestown Fire Department to Provide Citizen CPR/AED Demonstration

Event inspired by Buffalo Bills Safety Damar Hamlin aims to increase chance of cardiac arrest survival

EMTs from the Jamestown Fire Department will be demonstrating cardiac compressions and use of an AED (Automated External Defibrillator) in case of cardiac arrest on Saturday, January 21, at 9:00 a.m. at the station located at 50 Narragansett Avenue.

Immediate bystander CPR has been proven to increase the chance of surviving cardiac arrest. For every minute that compressions are not being done, the chance of surviving a cardiac arrest goes down 10%.

The importance of this type of intervention made headlines recently when Buffalo Bills Safety Damar Hamlin experienced an in-game cardiac arrest. He survived primarily due to the immediate start of compressions to allow blood to circulate through his body.

During this two-hour demonstration event, participants will learn how to perform compressions on CPR manikins and use an AED in case of a cardiac arrest event. The course is free and will not include any certification. Seating is limited and reservations are required. Please contact Captain Ron Barber at rbarber@jamestownfd.com to reserve your seat.



January 11, 2023

Offices of the Town Council
Town Hall
93 Narragansett Ave
Jamestown, RI 02835

Dear Council Members,

In accordance with RI State Statute 42-105-11, we have enclosed a copy of our consolidated annual audit report for the years ended June 30, 2022 and 2022. I am pleased to report that we received an unmodified opinion and had no significant deficiencies or material weaknesses.

If you would like an electronic copy of the audit report, please contact me at aadkins@discovernewport.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Alyson C Adkins", written over a faint circular stamp or watermark.

Alyson C Adkins
VP of Finance and Human Resources

Enclosures

NEWPORT AND BRISTOL COUNTY CONVENTION AND
VISITOR'S BUREAU AND SUBSIDIARY

ANNUAL COMPREHENSIVE FINANCIAL REPORT FY JUNE
30, 2022

A COPY OF THE REPORT WILL BE DISTRIBUTED AT THE
MEETING TO CONSERVE PAPER