



TOWN COUNCIL MEETING
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, March 20, 2023
5:00 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. TOWN COUNCIL INTERVIEW SCHEDULE: The Jamestown Town Council will meet to conduct interviews of applicants for the committee vacancies as follows:

TIME	NAME	COMMITTEE
5:00	Michelle K. Estaphan Owen	Tax Relief Working Group
5:10	Joyce Watson-O'Neil	Senior Services
5:20	John Coleman	Tax Relief Working Group
5:30	Linda Jamison	Tax Relief Working Group
5:40	E. Edward Ross	Tax Relief Working Group
5:50	Connie Slick	Tax Relief Working Group
6:00	Dan West	Tax Relief Working Group
6:10	Beth Smith	Tax Relief Working Group

II. ROLL CALL

III. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

- A) Approval of Minutes; Review, Discussion, and/or Take Action and/or Vote:
- 1) None.
- B) Open Forum – Water & Sewer Matters
Comments are not limited to items on this agenda. However, items not on this agenda will only be heard and not acted upon by the Town Council. Note: Section 42-46-6 of the Open Meetings Act and Department of the Attorney General Advisory Opinions relevant to this item on any public body meeting agenda specifically 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
- C) Report of Town Officials: Review, Discussion, and/or Take 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
- D) Letters and Communication: Review, Discussion, and/or Take Action and/or Vote:
- 1) None.
- E) Unfinished Business: Review, Discussion, and/or Take Action and/or Vote:
- 1) None.
- F) New Business: Review, Discussion, and/or Take Action and/or Vote:
- 1) Approval of the First Amendment to the Water Tower Lease Agreement between the Town of Jamestown and Cellco Partnership d/b/a Verizon Wireless.
 - 2) Finance Director's Report: Comparison of the Water Budget to Actuals as of February 28, 2023.
 - 3) Finance Director's Report: Comparison of the Sewer Budget to Actuals as of February 28, 2023.

V. THE BOARD OF WATER AND SEWER COMMISSIONERS RECESS AND THE TOWN COUNCIL CONTINUES THE OPEN SESSION.

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) Acknowledgements: The Town Council hereby acknowledges receipt of numerous letters, emails, and phone calls in regard to the Jamestown Ferry. These communications may be viewed in the Town Clerk's office.

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:
 - a) Applicant: Jamestown Women's Club
Event: Easter Egg Hunt
Date(s): April 1, 2023 (*rain date April 8, 2023), 10:00 a.m.
Location: Community Farm
 - b) Applicant: Conservation Commission
Event: Earth Day Fair
Date(s): April 22, 2023, 10:00 a.m.-2:00 p.m.
Location: Jamestown Recreation Center
 - c) Applicant: Jamestown Cal Ripken Baseball
Opening Day Parade
Event: Jamestown Baseball Association (Cal Ripken)
Date(s): April 29, 2023, 8:00 a.m.-9:00 a.m.
Location: 41 Conanicus Avenue

- d) Applicant: Arnold Zweir Post 22, American Legion
 Event: American Legion/VFW Events
 Date(s): March 29, 2023- January 15, 2024
 Location: (see attached)
 - i) Request that all fees, reimbursement for Town employee time, and insurance requirements be waived as historically approved by the Town Council.
 - ii) Request Town staff assistance with 2023 events (see attached letter).

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: Edward A. Mello
 - 1) Jamestown Police Department Accreditation
 - 2) Jamestown Harbor Commission Executive Director
 - 3) Acting Jamestown Police Chief
 - 4) 91 Carr Lane (agenda item)

X. UNFINISHED BUSINESS

- A) Review, Discussion and/or Action and/or Vote: Schedule a special meeting of the Town Council to discuss use of East Ferry for ferry boat operations.
- B) 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 dated November 17, 2022.
 - 2) Jamestown Energy Plan 2023 and copy of February 6, 2023 presentation.

XI. NEW BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: Recommendation by Parks and Recreation Director Ray DeFalco regarding the Mackerel Cove Beach Vendor Bids
 - 1) Memorandum to the Town Council from Parks and Recreation Director Ray DeFalco.

XII. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS

- A) Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
 - 1) Affordable Housing Committee, Two (2) Member vacancy(s) with a three-year term ending date of May 31, 2026
 - a) Approval of request to advertise committee vacancy(s)
 - b) Letter of interest
 - i) David Pritchard

- 2) Coastal Resource Management Council, One (1) Member vacancy with a two-year term ending date of May 31, 2025
 - a) Approval of request to advertise vacancy
- 3) Fire Department Compensation Committee, One (1) Fire Department Representative with a three-year term ending date of May 31, 2026
 - a) Approval of request to advertise committee vacancy(s)
- 4) Harbor Management Commission, One (1) Member vacancy with an unexpired three-year term ending December 31, 2023
 - a) Approval of request to advertise commission vacancy
 - b) Letter of resignation
 - i) Steven Bois
- 5) Library Board of Trustees, One (1) Member vacancy(s) with an unexpired three-year term ending December 31, 2025
 - a) Approval of request to advertise committee vacancy
 - b) Letter of resignation
 - i) Antonia Baum
- 6) Police Pension Plan Committee, One Citizen-at-Large Representative with a three-year term ending date of May 31, 2026
 - a) Approval of request to advertise committee vacancy(s)
- 7) Senior Services Ad Hoc Committee, Five (5) to Seven (7) Member vacancy(s), with a term ending date unspecified; review discussion and/or potential action and/or vote:
 - a) Approval of request to re-advertise committee vacancy(s)
 - b) Letter of interest:
 - i) Joyce Watson-O'Neil
- 8) Tax Assessment Board of Review, One (1) Full member vacancy with a three-year term ending date of May 31, 2026; and One (1) Alternate member vacancy with a three-year term ending date of May 31, 2026
 - a) Approval of request to advertise committee vacancy(s)
- 9) Tree Preservation and Protection Committee, One (1) member vacancy with an unexpired three-year term ending December 31, 2023
 - a) Approval of request to advertise committee vacancy
 - b) Letter of resignation
 - i) Steve Heath

- 10) Tax Relief Working Group Ad Hoc Committee, Five (5) to Seven (7) Member vacancy(s), with a term ending date unspecified; review discussion and/or potential action and/or vote:
- a) Letter of interest:
 - i) Connie Slick
 - ii) Linda J. Jamison
 - iii) E. Edward Ross
 - iv) Michelle Estaphan Owen
 - v) Beth Smith
 - vi) David Dolce
 - vii) Dan West
 - viii) Robert Raymond
 - ix) John Coleman

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) February 21, 2023 (Executive Session 10:30 a.m.)
 - 2) February 21, 2023 (Executive Session 6:15 p.m.)
 - 3) March 14, 2023 (Budget Work Session)
 - 4) March 14, 2023 (Executive Session)

- B) Minutes of Boards/Commissions/Committees
 - 1) Fire Department Compensation (February 28, 2023)
 - 2) Fire Department Compensation (Attendance log)
 - 3) Harbor Commission (February 8, 2023)
 - 4) Housing Authority (January 10, 2022)
 - 5) Housing Authority (January 14, 2022)
 - 6) Housing Authority (January 19, 2022)
 - 7) Housing Authority (February 9, 2022)
 - 8) Housing Authority (March 9, 2022)
 - 9) Housing Authority (April 13, 2022)
 - 10) Housing Authority (May 11, 2022)
 - 11) Housing Authority (June 8, 2022)
 - 12) Housing Authority (August 10, 2022)
 - 13) Housing Authority (September 14, 2022)
 - 14) Housing Authority (October 19, 2022)
 - 15) Housing Authority (November 9,, 2022)
 - 16) Housing Authority (December 14, 2022)
 - 17) Zoning Board of Review (December 20, 2022)
 - 18) Zoning Board of Review (January 24, 2023)

C) Tax Assessor's Abatements and Addenda of Taxes

MOTOR VEHICLE ABATEMENTS TO THE TAX ROLL		
10-0222-20M	TAXPAYER DECEASED	\$ 49.36
10-0223-66M	REGISTERED IN DIFF STATE	\$ 44.63
10-0223-66M	REGISTERED IN DIFF STATE	\$ 126.26
TOTAL ABATEMENTS TO TAX ROLL		\$220.25
GRAND TOTAL		\$220.25

- D) Town of Jamestown as an abutter: Notice is hereby given that the Jamestown Zoning Board of Review will hold a public hearing March 28, 2023, at the Jamestown Town Hall 93 Narragansett Avenue, Jamestown, Rhode Island at 7:00 p.m. upon the following:
Application of Mary Lou Sanborn, whose property is located at 21 Bay View Dr., and further identified as Assessor's Plat 8, Lot 519 for a variance from Article 3, section 82-306 D to construct an acoustic fence approximately 20' in height on south and west sides of property. Said property is located in a R20 zone and contains 6337 sq. ft.
- E) Town of Jamestown as an abutter: Notice is hereby given that the Jamestown Zoning Board of Review will hold a public hearing March 28, 2023, at the Jamestown Town Hall 93 Narragansett Avenue, Jamestown, Rhode Island at 7:00 p.m. upon the following:
Application of Our Table, LLC which subject property is located at 53 Narragansett Avenue, and further identified as Tax Assessor's Plat 9, Lot 207 for a Special Use Permit granted under Article 6 Section 82-600 and 602, pursuant to Article 3 Section 82-301, Uses and Districts, Table 3-1 Permitted Uses, section VI.C.3, Lunchroom or Restaurant serving alcohol. This application also seeks a dimensional variance granted under Article 6 Section 82-600, 605, and 606 from Article 12 Section 82-1203, Minimum Off Street Parking, where the entire site will require 33 parking spaces and there are 25 parking spaces available. The subject property is located in a CD zone.
- F) Permission to authorize Finance Director Christina Collins to pay invoices totaling \$19,780.25 to Narragansett Indian Tribe Historic Preservation Office
- G) Permission to authorize Interim Town Administrator Mello to sign the Extension of Purchase and Sales Agreement between the Town of Jamestown and Church Community Housing for the property located at 91 Carr Lane from March 31, 2019 to March 31, 2024; upon final review by Solicitor Ruggiero.
- H) Finance Director's Report: Comparison Budget to Actuals as of February 28, 2023.

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 Email to: Vice President Meagher and Town Planner Lisa Bryer
From: Denise Rounds
Dated: February 27, 2023
Re: Short-Term Rental Working Group
 - 2) Copy of Letter to: Town Council Members
From: Jane Bentley, Zone Board of Review Commissioner
Dated: March 9, 2023
Re: Update of Zoning laws

XV. EXECUTIVE SESSION- BOARD OF WATER AND SEWER COMMISSIONERS

The Town Council Sitting as the Board of Water and Sewer Commissioners may seek to enter into Executive Session and/or Open Session for review, discussion and/or potential action and/or vote on the following:

- A) Review, Discussion, and/or Action and/or Vote in Executive Session and/or Open Session pursuant to RIGL § 42-46-5(a) Subsection (2) Pending or Potential Litigation: CLP TRUST – 2016, by and through its Trustee, Joseph R. Paolino, Jr., vs. Town of Jamestown, C.A. No. 1:22-cv-00339.

XVI. THE TOWN COUNCIL ADJOURNS FROM SITTING AS THE BOARD OF WATER AND SEWER COMMISSIONERS AND RECONVENES THE OPEN SESSION.

XVII. ADJOURNMENT OF EXECUTIVE SESSION

XVIII. 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 Clubhouse 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 March 16, 2023.

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

Monday, March 20, 2023

TIME	NAME	COMMITTEE
5:00	Michelle K. Estaphan Owen	Tax Relief Working Group
5:10	Joyce Watson-O'Neil	Senior Services
5:20	John Coleman	Tax Relief Working Group
5:30	Linda Jamison	Tax Relief Working Group
5:40	E. Edward Ross	Tax Relief Working Group
5:50	Connie Slick	Tax Relief Working Group
6:00	Dan West	Tax Relief Working Group
6:10	Beth Smith	Tax Relief Working Group

Project Update March 2023

WELLS

JR-1, JR-3

- JR-1 is in service.

TREATMENT PLANT

- John Salafia, our water operator left for a job with Veolia Water in Wakefield. He was here for just under 5 years operating all aspects of our water system. The position has been advertised. We will be operating with two employees at the water department until the position is filled.

TRANSFER PUMPING/RESERVOIR

- The level at the North Reservoir is now at the spillway elevation and at full capacity.

DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 60 MG

Usable Storage 60 Million Gallons

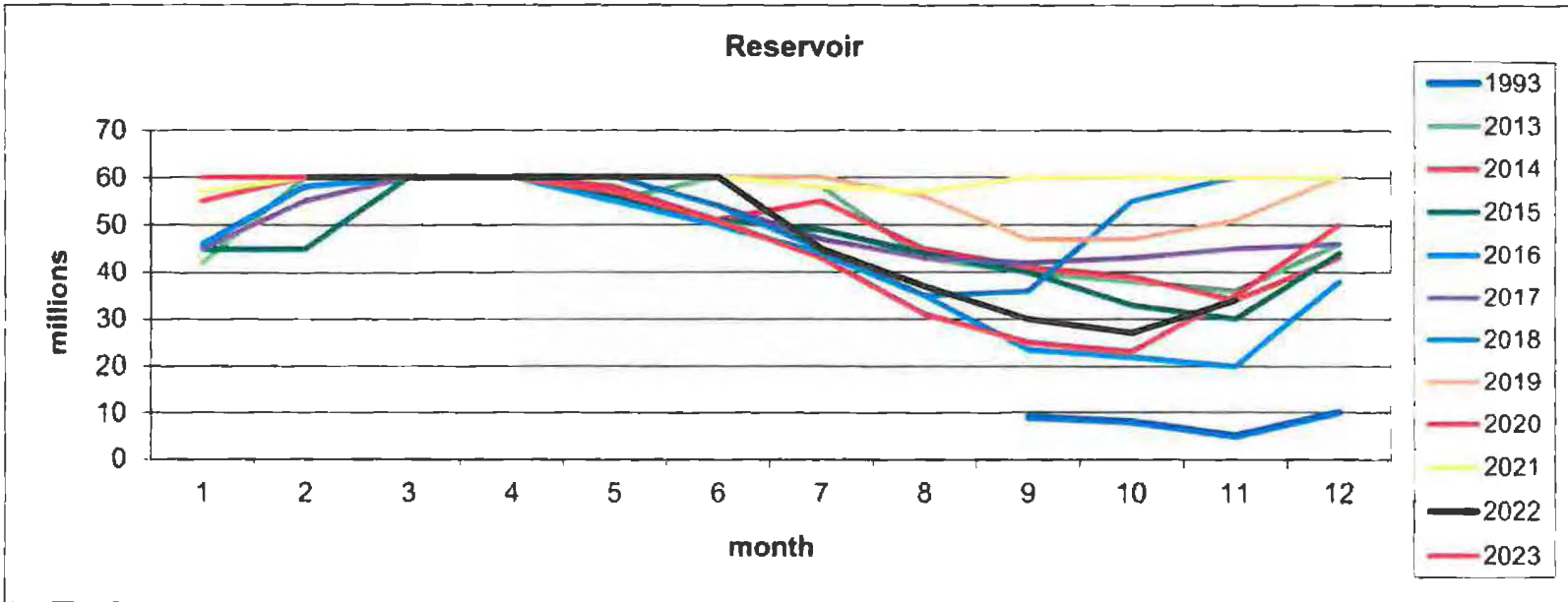
- Annual hydrant flushing has started and will continue over the next several weeks.
- Atlas Painting will monitor weather conditions over the next several weeks to determine a start date for coating the North Water Tower.
- I have provided a copy of the amendment to the lease for Verizon to relocate their equipment to the North Tower. This will facilitate the blasting and painting of the South Tower.
- I met with the RIDOT maintenance division to review the plans and discuss our application for work within the State Right-of-Way to replace the watermain in Narragansett Avenue and North Road. They reviewed requirements for traffic control, trench work, pavement restoration, and working times. At the completion of the project they may require the full width reconstruction of the roadway which will have a substantial impact on our budget. We had a second meeting with the planning section of RIDOT regarding this requirement. We asked that this be waived since they are reconstructing the roads as a future RIDOT project.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for February was 0.38 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.74 million gallons.
- The new backup generator for the wastewater treatment facility has been installed and is operational.

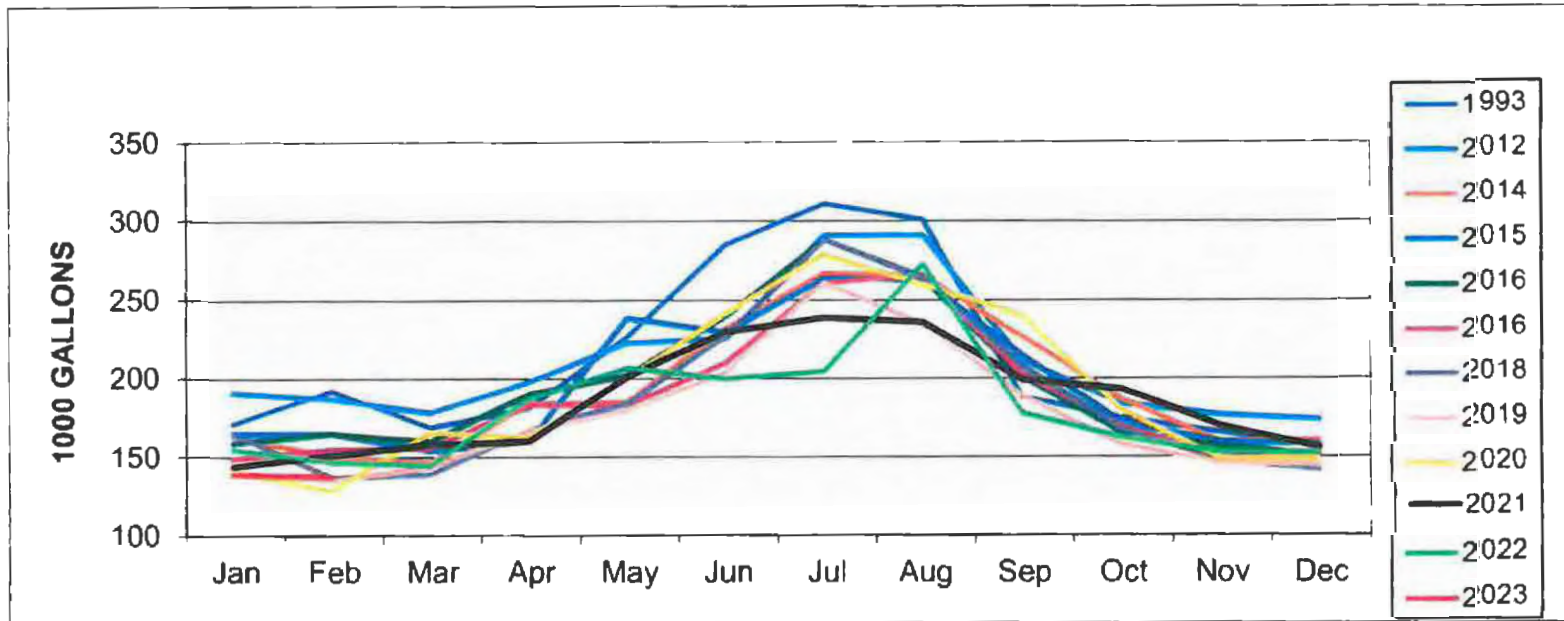
RESERVOIR LEVEL

	1993	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan		42	55	45	46	45	60	60	60	57	60	60
Feb		60	60	45	58	55	60	60	60	60	60	60
Mar		60	60	60	60	60	60	60	60	60	60	60
Apr		60	60	60	60	60	60	60	60	60	60	60
May		55	58	56	55	60	60	60	57	60	60	60
Jun		60	51	51	50	54	54	60	51	60	60	60
Jul		58	55	49	44	47	45	60	43	58	45	60
Aug		43	45	44	35	43	35	56	31	57	37	60
Sep	9	40	41	40	23.5	42	36	47	25	60	30	60
Oct	8	38	39	33	22	43	55	47	23	60	27	60
Nov	5	36	34	30	20	45	60	51	35	60	34	60
Dec	10	46	43	44	38	46	60	60	50	60	48	60

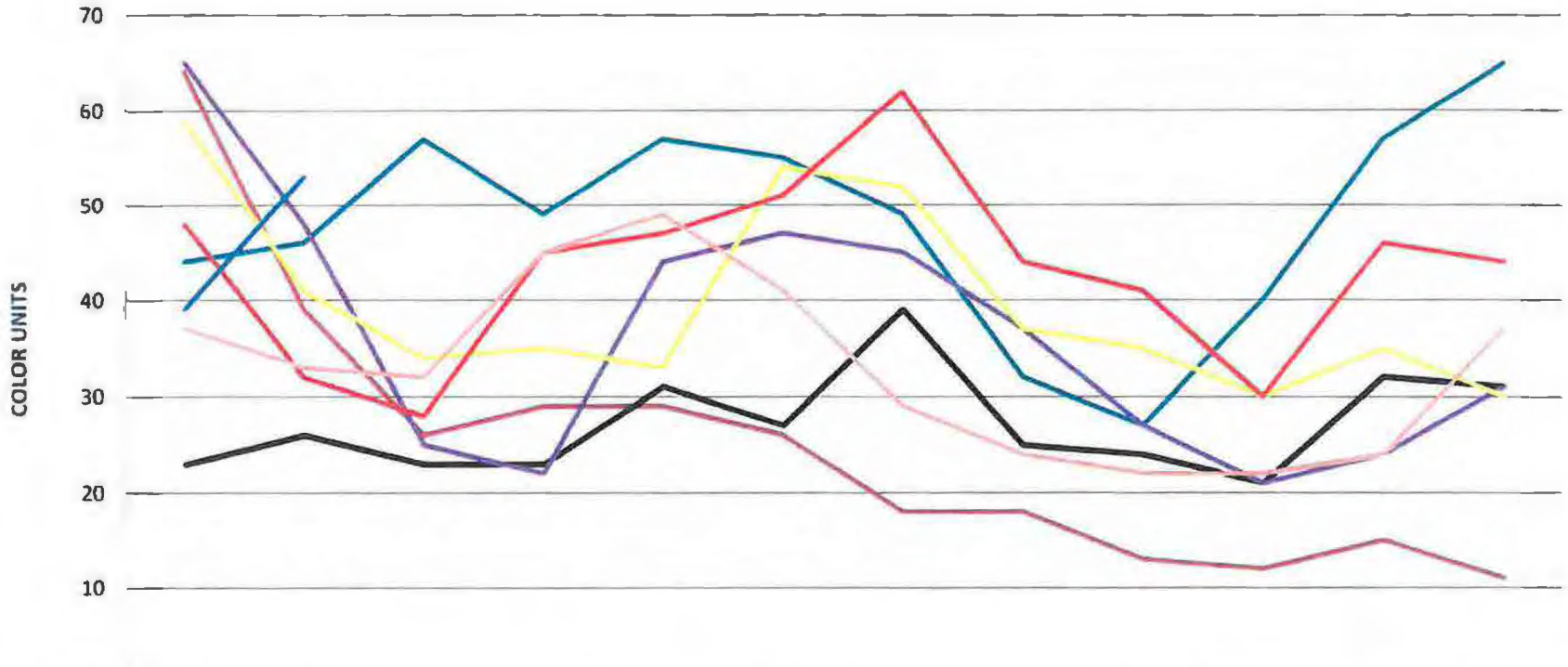


	1993	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	171	239	172	155	191	163	165	159	149	165	141	141	144	155	139
Feb	192	210	158	156	187	151	165	165	155	137	135	129	151	147	138
Mar	169	198	157	155	178	147	154	160	156	139	144	166	158	145	
Apr	181	210	180	170	198	184	160	190	183	167	167	163	160	187	
May	227	180	212	190	223	185	239	202	183	184	179	200	201	207	
Jun	285	218	226	221	226	232	230	240	210	227	204	242	230	200	
Jul	311	274	279	278	291	267	264	288	261	288	261	279	239	205	
Aug	301	251	254	242	291	266	263	264	266	265	235	260	236	273	
Sep	188	193	205	210	212	227	215	201	203	208	189	241	199	178	
Oct	175	182	175	175	184	187	172	166	170	168	158	180	193	163	
Nov	166	160	164	167	177	160	160	157	151	148	146	149	170	153	
Dec	158	167	158	180	174	161	158	151	151	142	145	149	156	153	

PUMPING REPORT



Transfer Pumping NORTH POND WATER QUALITY



	1	2	3	4	5	6	7	8	9	10	11	12
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
2023	39	53										



TOWN OF JAMESTOWN WWTF
MONTHLY REPORT
February 2023

Douglas Ouellette, Superintendent

Parameters

	<u>Monthly Avg.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.3837 MGD	.73 MGD	
Daily Max	.7390 MGD		
BOD Removal	100.0%	85%	% Removed
TSS Removal	95.3%	85%	% Removed
Fecal Coliform	1.23	No limit, report only	
Enterococci	1.33	(<35 cfu/100ml Monthly) (<276 cfu/100ml Daily)	

Environmental Compliance (Violations)

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

Complaints

There was one complaint received for the month of February, 6 Green Lane complained of a blockage. Blockage was in the house service, town line clear.

Alarms

There no alarms to report for the month of February.

Septage

The facility received no septage for the month.

Sludge Production

The facility processed zero gallons of sludge through Wastewater Services Incorporated in February.

Maintenance Management

The Crew completed 55 work orders for the month of February. The facility took delivery of the new 200 KW Kohler Genset from Lightship Group. Old unit was removed and new one put in place. The AMT 500 gpm trash pump was rebuilt by facility staff.

Chemical Use

The facility used 450 gallons of Sodium hypochlorite and 100 pounds of lime for process control.

Collection System

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

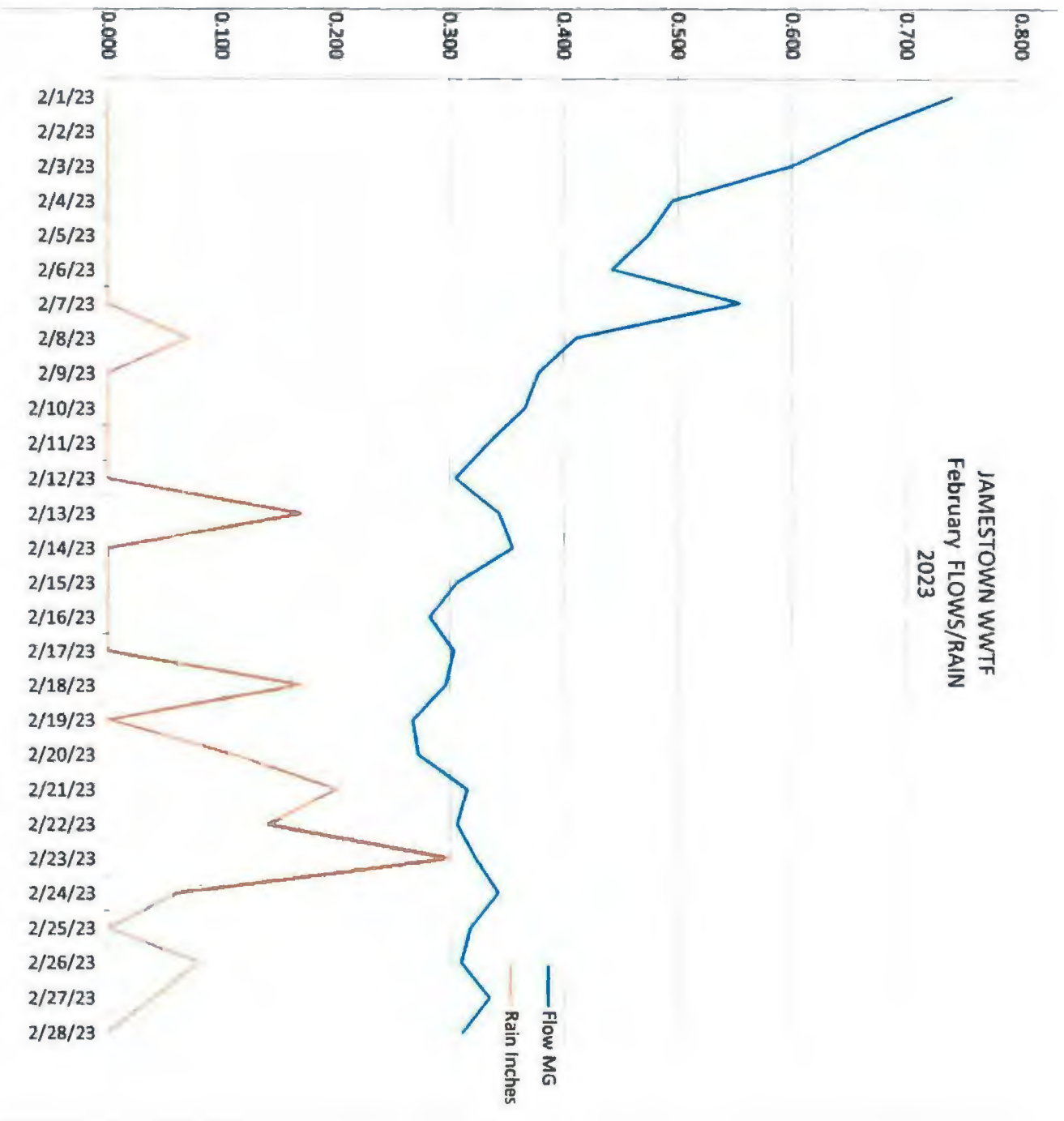
Energy Use

Energy use at the plant for the month was: 20153 KWH

Precipitation

Precipitation measured in at 1.34"

Graphs



SITE NAME Jamestown RIRI LU
MDG LOCATION ID

FIRST AMENDMENT TO
WATER TOWER LEASE AGREEMENT

This First Amendment to Water Tower Lease Agreement ("First Amendment") is effective this ____ day of _____, 20____, by and between **Town of Jamestown, Rhode Island** with a mailing address of P.O. Box 377, Jamestown, RI 02835, hereinafter designated LESSOR, and **Cellco Partnership d/b/a Verizon Wireless** with its principal office located at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920, hereinafter designated LESSEE. The LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

WHEREAS, the Parties entered into a Water Tower Lease Agreement dated July 25, 2002 (the "Agreement"), for the lease of certain space on LESSOR's tower located on LESSOR's Property located at 96 Howland Avenue in the Town of Jamestown, as described on the Tax Map of the Town of Jamestown as Plat 9, Lot 152, for the construction, maintenance and operation of LESSEE's communications equipment; and

WHEREAS, the Parties desire to modify LESSEE's communications equipment.

NOW THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration the receipt of which is hereby acknowledged, the parties hereto agree as follows, effective as of the date hereof:

1. All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.
2. Exhibit A to the Agreement is hereby replaced and superseded by Exhibit A-1 attached hereto and made a part hereof. All references to Exhibit A contained in the Agreement shall hereby refer to Exhibit A-1 as modified hereby. In case of any conflict between the provisions of Exhibit A and Exhibit A-1, Exhibit A-1 shall control.
3. In case of any inconsistencies between the terms and conditions contained in this First Amendment or the Agreement, and the terms and conditions contained in this First Amendment shall control.
4. Except as modified herein, all other terms and conditions of the Agreement are hereby ratified and reaffirmed as in full force and effect.

This First Amendment may be executed in one or more original counterparts and may be executed electronically.

Remainder of page blank. Signatures appear on the following page.

SITE NAME: Jamestown RI RLLCO
MDG LOCATION ID

Signature page to First Amendment of Water Tower Lease Agreement

LESSOR:

Town of Jamestown, Rhode Island

By: _____

Name:

Title:

Date: _____

LESSEE:

Cellco Partnership d/b/a Verizon Wireless

By: _____

Name:

Title:

Date: _____

SUL NAME: Jamestown KRELO
MDG LOCATION ID:

EXHIBIT A-1

See attached Lease Exhibit prepared by Hudson Design Group, LLC, two (2) pages (L-1 and L-2), rev. 1 dated 08/10/2021.

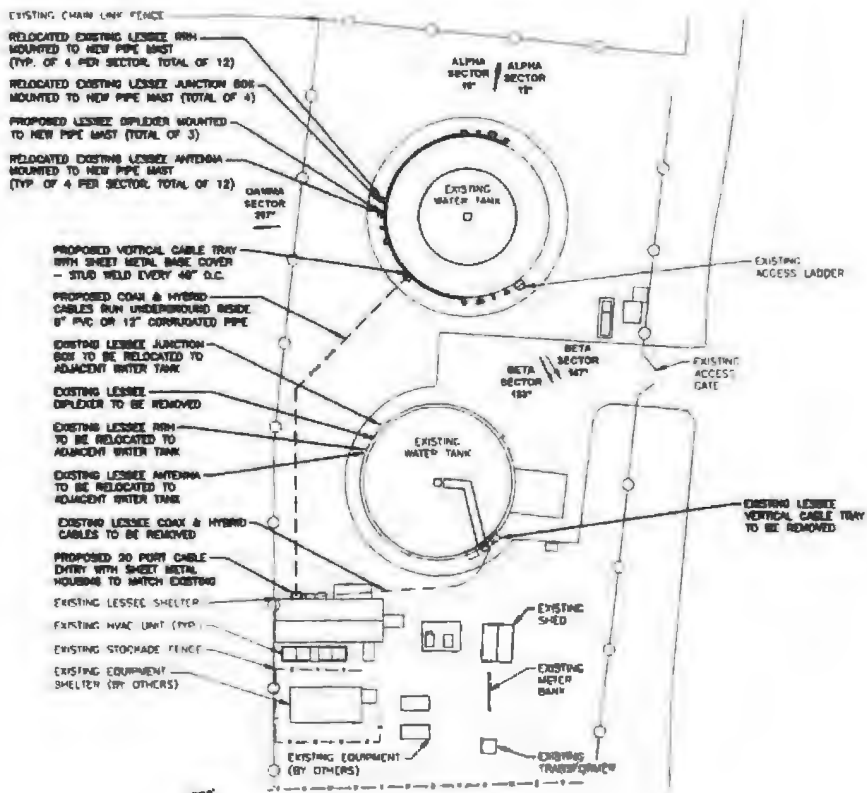


VICINITY MAP
SCALE: N.T.S.

APPROXIMATE COORDINATES: LATITUDE: N41° 29' 27.08" LONGITUDE: W77° 22' 23.54"

NOTE:
AN ANALYSIS OF THE CAPACITY OF THE EXISTING STRUCTURE TO SUPPORT THE PROPOSED LOADING HAS NOT BEEN COMPLETED BY HUDSON DESIGN GROUP, LLC. DRAWINGS ARE SUBJECT TO CHANGE PENDING OUTCOME OF A STRUCTURAL ANALYSIS.

LEASE EXHIBIT:
THIS LEASE PLAN IS DIAGRAMMATIC IN NATURE AND IS INTENDED TO PROVIDE GENERAL INFORMATION REGARDING THE LOCATION AND SIZE OF THE PROPOSED WIRELESS COMMUNICATION FACILITY. THE SITE LAYOUT WILL BE FINALIZED UPON COMPLETION OF SITE SURVEY AND FACILITY DESIGN.



- EXISTING CHAIN LINK FENCE
- RELOCATED EXISTING LESSEE RRH MOUNTED TO NEW PIPE MAST (TYP. OF 4 PER SECTOR, TOTAL OF 12)
- RELOCATED EXISTING LESSEE JUNCTION BOX MOUNTED TO NEW PIPE MAST (TOTAL OF 4)
- PROPOSED LESSEE DIPLEXER MOUNTED TO NEW PIPE MAST (TOTAL OF 3)
- RELOCATED EXISTING LESSEE ANTENNA MOUNTED TO NEW PIPE MAST (TYP. OF 4 PER SECTOR, TOTAL OF 12)
- PROPOSED VERTICAL CABLE TRAY WITH SHEET METAL BASE COVER - STUD WELD EVERY 48" O.C.
- PROPOSED COAX & HYBRID CABLES RUN UNDERGROUND INSIDE 6" PVC OR 12" CORRUGATED PIPE
- EXISTING LESSEE JUNCTION BOX TO BE RELOCATED TO ADJACENT WATER TANK
- EXISTING LESSEE DIPLEXER TO BE REMOVED
- EXISTING LESSEE RRH TO BE RELOCATED TO ADJACENT WATER TANK
- EXISTING LESSEE ANTENNA TO BE RELOCATED TO ADJACENT WATER TANK
- EXISTING LESSEE COAX & HYBRID CABLES TO BE REMOVED
- PROPOSED 20 PORT CABLE ENTRY WITH SHEET METAL HOUSING TO MATCH EXISTING
- EXISTING LESSEE SHELTER
- EXISTING HVAC UNIT (TYP)
- EXISTING STOCKADE FENCE
- EXISTING EQUIPMENT SHELTER (BY OTHERS)

COMPOUND PLAN
2024 SCALE: 1/16"=1'-0"
11x17 SCALE: 1/32"=1'-0"



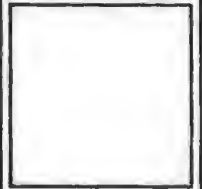
FIELD INSPECTION DATE: 08-18-2020

LEASE EXHIBIT



HGD
HUDSON
Design Group LLC

4500 WOODBURN RD. SUITE 1000, JAMESTOWN, RI 02835
TEL: 401.421.1111 FAX: 401.421.1112



CHECKED BY: JR

APPROVED BY: DPH

SUBMITTALS

NO.	DATE	DESCRIPTION	BY
1	08/18/20	FIELD INSPECTION REPORT	JR
2	08/18/20	FIELD PHOTO	DPH

SITE NAME:
JAMESTOWN RI

SITE ADDRESS:
86 HOWLAND AVENUE
JAMESTOWN, RI 02835

SHEET TITLE:
COMPOUND PLAN

SHEET NUMBER:
L-1

PROPOSED ANTENNA INFORMATION

SECTOR	STATUS	AZIMUTH	CABLE LENGTH
ALPHA	PROPOSED	10 & 12'	325'
BETA	PROPOSED	142 & 153'	280'
GAMMA	PROPOSED	267'	275'

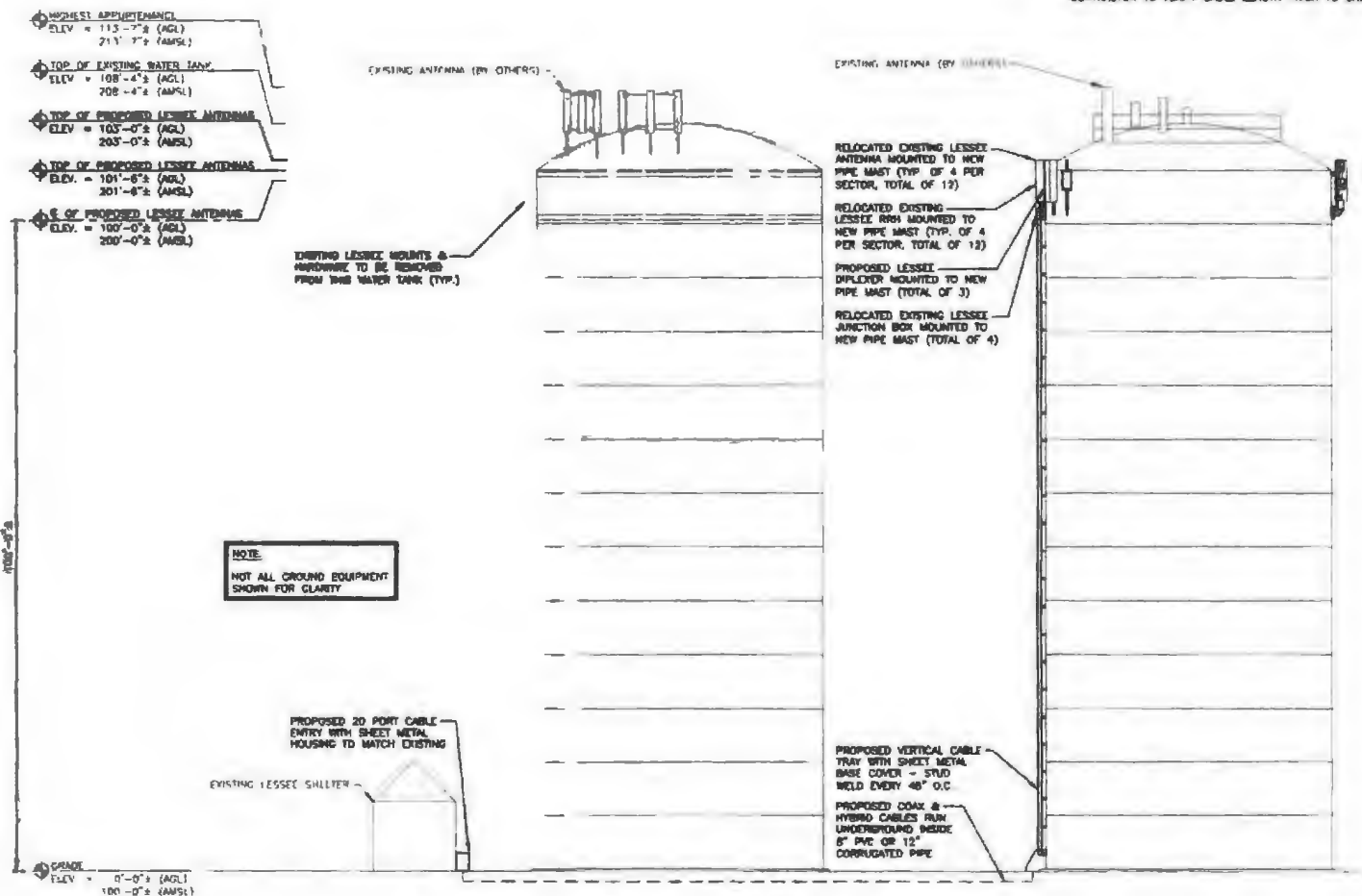
NOTE: CABLE LENGTH = EXACT LENGTH PLUS 25'
CONTRACTOR TO VERIFY CABLE LENGTH PRIOR TO ORDERING.

LEASE EXHIBIT

HDC
HUDSON
Design Group LLC

45 BEEK HAVEN DRIVE
PO BOX 100000
JACKSONVILLE, FL 32210-0000

TEL: 904.517.1100
FAX: 904.517.1100



NOTE:
NOT ALL GROUND EQUIPMENT
SHOWN FOR CLARITY

EAST ELEVATION
22x34 SCALE 1/8"=1'-0"
11x17 SCALE 1/16"=1'-0"

GRAPHIC SCALE
0 5 10 20 FEET

FIELD INSPECTION DATE: 08-18-2020

CHECKED BY: JK
APPROVED BY: DPH

SUBMITTALS

REV	DATE	DESCRIPTION	BY
1	08/18/20	ISSUED FOR QUOTE	DPH
2	07/20/21	ISSUED FOR BIDD	DPH

DISTRICT:
JAMESTOWN RI

OFFICE ADDRESS:
85 HOWLAND AVENUE
JAMESTOWN RI 02835

SHEET TITLE:
ELEVATION

SHEET NUMBER:
L-2

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: Edward A. Mello, Interim Town Administrator

FROM: Christina D. Collins, Finance Director

DATE: March 16, 2023

SUBJECT: Budget to Actual- Water & Sewer Fund

A handwritten signature in black ink, appearing to be "cd", enclosed in a circular scribble.

Attached is Budget to Actual report for the Fiscal Year 2023. The report contains the expenses that have been paid through February 28, 2023.

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

Budget vs Actual - Water
TOWN OF JAMESTOWN, RI
For 2/28/2023

Run: 3/16/2023 at 11:43 AM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	%
					of Budget
2102 7000 70100 00 Salary- Public Works Director	26,806.00	2,177.56	13,117.54	13,688.46	48.94
2102 7000 70102 00 Salary- Accounting	48,536.00	3,272.46	33,358.85	15,177.15	68.73
2102 7000 70103 00 Salary - Treatment Plant Operator	84,987.00	6,225.60	56,171.63	28,815.37	66.09
2102 7000 70104 00 Ass't Plant Operator w/longevity	77,905.00	5,548.80	56,561.14	21,343.86	72.60
2102 7000 70105 00 Salary - Plant Operator	64,486.00	4,960.00	45,355.82	19,130.18	70.33
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	735.48	5,801.88	9,198.12	38.68
2102 7000 70514 00 Ass't Treatment Plant Operator OT	15,000.00	954.98	12,229.16	2,770.84	81.53
2102 7000 70515 00 Plant Operator- OT	10,000.00	1,162.50	7,096.95	2,903.05	70.97
7000 Salaries	344,520.00	25,037.38	229,692.97	114,827.03	66.67
2102 7001 70900 00 SOCIAL SECURITY TAX	26,356.00	1,671.44	16,335.73	10,020.27	61.98
2102 7001 70901 00 Blue Cross/Delta Dental	47,900.00	3,386.64	26,970.10	20,929.90	56.31
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	1,945.56	17,514.92	19,235.08	47.66
2102 7001 70906 00 Life Insurance	670.00	0.00	406.35	263.65	60.65
2102 7001 70910 00 Clothing	1,500.00	0.00	288.50	1,211.50	19.23
7001 Benefits	133,176.00	7,003.64	61,515.60	71,660.40	46.19
7000/7001 Salaries & Benefits	477,696.00	32,041.02	291,208.57	186,487.43	60.96
2102 7005 70601 00 Maintenance	6,000.00	0.00	420.00	5,580.00	7.00
2102 7005 70606 00 ALARM LINES	3,000.00	417.79	2,936.13	63.87	97.87
7005 Reservoirs/Rights of Way	9,000.00	417.79	3,356.13	5,643.87	37.29
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	836.25	5,909.99	9,090.01	39.40
7006 Wells	16,000.00	836.25	5,909.99	10,090.01	36.94
2102 7010 70008 00 Lab Supplies - Water	15,000.00	2,075.34	8,084.23	6,915.77	53.89
2102 7010 70631 00 Chemicals	70,000.00	3,773.90	36,125.01	33,874.99	51.61
2102 7010 70632 00 Heat	18,000.00	2,674.50	9,147.53	8,852.47	50.82
2102 7010 70633 00 Equip. Maintenance	45,000.00	9,736.54	22,833.30	22,166.70	50.74
2102 7010 70634 00 Professional Services	5,000.00	38.00	24,279.63	(19,279.63)	485.59
2102 7010 70635 00 Telephone	3,500.00	228.02	1,717.39	1,782.61	49.07
2102 7010 70636 00 Pumpout- Electricity	60,000.00	4,190.48	26,296.90	33,703.10	43.83
2102 7010 70637 00 Bldg Maint	8,000.00	156.14	6,007.80	1,992.20	75.10
2102 7010 70638 00 State Testing	12,000.00	1,461.00	6,771.47	5,228.53	56.43
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	250.00	1,630.00	1,870.00	46.57
2102 7010 70645 00 WATER SLUDGE DISPOSAL	16,500.00	0.00	9,454.18	7,045.82	57.30
7010 Pump Station & Treatment Plant	262,500.00	24,583.92	154,147.44	108,352.56	58.72
2102 7011 70636 00 South Pond- Electricity	3,000.00	343.33	6,706.65	(3,706.65)	223.56
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	343.33	6,706.65	293.35	95.81
2102 7012 70636 00 Water Tower- Electricity	3,000.00	191.72	596.53	2,403.47	19.88
2102 7012 70643 00 Water Tower - Maintenance	500.00	0.00	0.00	500.00	0.00
7012 Water Tower	3,500.00	191.72	596.53	2,903.47	17.04
2102 7013 70644 00 Vehicles Gas & Oil	2,000.00	120.21	1,070.00	930.00	53.50
2102 7013 70645 00 Repair and Maintenance	4,000.00	0.00	78.02	3,921.98	1.95
7013 Vehicles	6,000.00	120.21	1,148.02	4,851.98	19.13
2102 7020 70651 00 Clamps	1,500.00	0.00	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	0.00	5,438.00	3,562.00	60.42
2102 7030 70661 00 Service Repairs	10,000.00	46.99	46.99	9,953.01	0.47
2102 7030 70663 00 New Services	5,000.00	0.00	4,142.23	857.77	82.84
7030 Water Division Services	15,000.00	46.99	4,189.22	10,810.78	27.93
2102 7040 70672 00 Supplies/Expenses	14,000.00	4,368.18	14,109.96	(109.96)	100.79
7040 Meters	14,000.00	4,368.18	14,109.96	(109.96)	100.79
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	160.25	1,435.18	5,064.82	22.08

Budget vs Actual - Water
TOWN OF JAMESTOWN, RI
For 2/28/2023

	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	517.22	5,403.34	596.66	90.06
7060 Administration	23,420.00	677.47	6,838.52	16,581.48	29.20
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	36,402.05	36,402.05	32,127.95	53.12
7070 Debt Service	502,777.00	36,402.05	40,112.05	462,664.95	7.98
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 70603 00 Control Panel SCADA	0.00	180,398.00	180,398.00	(180,398.00)	0.00
2102 7081 70604 00 Distribution	0.00	3,300.00	43,997.00	(43,997.00)	0.00
2102 7081 71303 00 WATER MANAGEMENT PLAN	0.00	1,429.00	4,894.00	(4,894.00)	0.00
Total Expenses	0.00	185,127.00	229,289.00	(229,289.00)	0.00
Total Expenses	1,454,393.00	285,155.93	763,050.08	691,342.92	52.47

**Budget vs Actual - Sewer
TOWN OF JAMESTOWN, RI
For 2/28/2023**

Run: 3/16/2023 at 11:55 AM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
2103 7000 70100 00 Salary, Public Works Director	26,806.00	2,177.58	13,117.58	13,688.42	48.94
2103 7000 70101 00 Salary- Superintendent	87,415.00	6,225.60	55,903.89	31,511.11	63.95
2103 7000 70102 00 Salary, Clerical	48,443.00	3,272.46	33,358.86	15,084.14	68.86
2103 7000 70103 00 Salaries, Ass't Superintendent	77,905.00	5,548.80	55,605.27	22,299.73	71.38
2103 7000 70104 00 Salaries- Plant Operator	68,678.00	4,960.00	52,561.98	16,116.02	76.53
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	1,008.72	7,031.52	5,968.48	54.09
2103 7000 70513 00 Ass't Superintendent - OT	13,000.00	1,179.68	9,614.40	3,385.60	73.96
2103 7000 70514 00 Plant Operator - OT	10,000.00	1,287.78	4,947.24	5,052.76	49.47
2103 7000 70639 00 License Fees	0.00	0.00	1,800.00	(1,800.00)	0.00
2103 7000 70900 00 Social Security Tax	26,550.00	1,724.87	16,163.76	10,386.24	60.88
2103 7000 70901 00 Blue Cross/Delta Dental	49,500.00	3,354.09	26,703.40	22,796.60	53.95
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	1,945.58	17,736.00	20,264.00	46.67
2103 7000 70906 00 Life Insurance	695.00	0.00	406.35	288.65	58.47
7000 Salaries	471,292.00	32,685.16	295,282.56	176,009.44	62.65
7000/7001 Salaries & Benefits	471,292.00	32,685.16	295,282.56	176,009.44	62.65
2103 7002 70001 00 Power- Electricity	60,000.00	4,900.55	26,085.35	33,914.65	43.48
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	2,102.85	6,880.30	13,119.70	34.40
2103 7002 70004 00 Water	2,000.00	0.00	956.92	1,043.08	47.85
2103 7002 70005 00 Chlorine	10,000.00	0.00	6,914.11	3,085.89	69.14
2103 7002 70006 00 Equipment Maintenance	30,000.00	3,572.63	23,477.51	6,522.49	78.26
2103 7002 70007 00 Misc. Supplies, Office, Cleani	10,000.00	449.94	7,273.85	2,726.15	72.74
2103 7002 70008 00 Lab Supplies	5,500.00	0.00	1,717.24	3,782.76	31.22
2103 7002 70009 00 Telephone	2,200.00	15.72	274.25	1,925.75	12.47
2103 7002 70010 00 Alarm Line- N.E.T.	7,500.00	584.70	4,078.43	3,421.57	54.38
2103 7002 70011 00 Sludge Composting	50,000.00	1,381.34	28,626.60	21,373.40	57.25
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	170.51	1,207.61	2,292.39	34.50
2103 7002 70014 00 State Mandated Testing	28,500.00	2,537.00	20,826.32	7,673.68	73.07
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	15,715.24	131,129.65	108,570.35	54.71
2103 7003 70017 00 Pumping Station #3	7,500.00	0.00	992.51	6,507.49	13.23
2103 7003 70018 00 Pumping Station #1	37,000.00	3,930.04	12,304.25	24,695.75	33.25
2103 7003 70019 00 Pumping Station #2	16,000.00	1,867.36	6,004.69	9,995.31	37.53
2103 7003 70020 00 Pumping Station #4	1,000.00	84.24	318.23	681.77	31.82
7003 Pumping Stations	61,500.00	5,881.64	19,619.68	41,880.32	31.90
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	30,000.00	9,225.00	76.48
2103 7005 70605 00 Interest Payments	8,216.00	1,985.55	6,748.05	1,467.95	82.13
7005 Sanitary Sewers, Laterials & Mains	59,441.00	1,985.55	40,848.05	18,592.95	68.72
2103 7030 70017 00 Pumping Station #3	0.00	629.58	1,164.95	(1,164.95)	0.00
7030 Water Division Services	0.00	629.58	1,164.95	(1,164.95)	0.00
2103 7081 70801 00 Sewer Capital	70,000.00	6,835.72	162,843.51	(92,843.51)	232.63
7081 Capital Improvements	70,000.00	6,835.72	162,843.51	(92,843.51)	232.63
Total Expenses	905,933.00	63,732.89	650,888.40	255,044.60	71.85



TOWN OF JAMESTOWN

One Day Event/Entertainment Application

RECEIVED
MAR 27 2023 11:11 AM
Robt J. ...
TOWN OF JAMESTOWN, R.I.

\$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)

Name of Event: (if applicable) EASTER Egg Hunt

Date of Event: 4/1/2023 (RAIN DATE 4/8/23) Hours of Event: 10 am -

Location of Event: Community Farm Number of people attending: _____

Name of Applicant/ Business: Jamestown Women's Club

Mailing Address: _____ Business Phone #: _____

Email Address: [REDACTED]

Contact Person: Coffee Bell Phone Number: [REDACTED]

List the type of entertainment being requested, if applicable (Band, DJ, etc.) _____

Who will the event benefit? Children of Jamestown

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

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

If the applicant is a Non-Profit organization, is it registered with the State? Yes No

RI Tax ID #: _____ Non-Profit ID #: _____

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 \$2,000,000 (two 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.



TOWN OF JAMESTOWN

One Day Event/Entertainment Application

\$5.00 Application Fee

Per \$5.00

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

RECEIVED
APR 11, 2023 9:53 AM
Robert J. Fuson
TOWN OF JAMESTOWN Town Clerk

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)

Name of Event: (if applicable) EARTH DAY Fair

Date of Event: April 22, 2023 Hours of Event: 10 AM - 2 pm

Location of Event: Rec Center Number of people attending: ?

Name of Applicant/ Business: Conservation Commission

Mailing Address: [Redacted] Business Phone #: [Redacted]

Jamestown Email Address: [Redacted]

Contact Person: BARBARA LUNDY Phone Number: [Redacted]

List the type of entertainment being requested, if applicable (Band, DJ, etc.) display booths

Who will the event benefit? not a fundraiser

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

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

If the applicant is a Non-Profit organization, is it registered with the State? Yes No

RI Tax ID #: _____ Non-Profit ID #: _____

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? tree tours maps

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 \$2,000,000 (two 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: Barbara Lundy

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



TOWN OF JAMESTOWN

One Day Event/Entertainment Application

RECEIVED
MAR 09, 2023 02:06 PM
Robert J. P...
TOWN CLERK JAMESTOWN Town Clerk

\$5.00 Application Fee

Handwritten: \$5.00

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)

Name of Event: (if applicable) Jamestown Cal Ripken Baseball Opening Day Parade
 Date of Event: April 29th, 2023 Hours of Event: 8 AM - 9 AM
 Location of Event: 41 Connaught Ave Jamestown Number of people attending: 100
 Name of Applicant/ Business: Jamestown Baseball Association (Town Cal Ripken)
 Mailing Address: PO Box 601 Business: [REDACTED]
Jamestown, RI 02835 Email Address: [REDACTED]
 Contact Person: Robert Clow Phone Number: 401 766 2333

List the type of entertainment being requested, if applicable (Band, DJ, etc.) Baseball Players
 Who will the event benefit? Jamestown Cal Ripken Baseball Players
 Type of Operation: (Private, State Sponsored, Non-Profit): Non-Profit
 R.I. Show Promoter's Permit Number, per RIGL § 44-19-1, (if applicable): _____

If the applicant is a Non-Profit organization, is it registered with the State? Yes No

RI Tax ID #: _____ Non-Profit ID #: _____

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? NO

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 \$2,000,000 (two million dollars) when using Town owned property, naming the Town of Jamestown as an additional Certificate Holder.

Certificate of insurance: Yes No [REDACTED]

If there is additional information for the Town Council that you would like to add please attach separate correspondence.
 Signature of Applicant: Robert Clow PO Box 2338
Foot Wayne, IN 46801

Please attend the Town Council meeting on the 20 day of March, 2023 for Council review.



TOWN OF JAMESTOWN

One Day Event/Entertainment Application

TAK 2023 08:29 AM
J. F.
JAMES TOWN

\$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)
SEE ADDENDUM

Name of Event: (if applicable) AMERICAN LEGION / VFW EVENTS - SEE ADDENDUM

Date of Event: SEE ADDENDUM Hours of Event: SEE ADDENDUM

Location of Event: SEE ADDENDUM Number of people attending: UP TO 1,000

Name of Applicant/ Business: ARNOLD-ZWEIR POST 22, AMERICAN LEGION

Mailing Address: P.O. BOX 41 Business Phone #: _____

JAMESTOWN RI 02835 Email Address: _____

Contact Person: BRAD DONNELLY Phone Number: _____

List the type of entertainment being requested, if applicable (Band, DJ, etc.) BAND

Who will the event benefit? THE RESIDENTS OF JAMESTOWN

Type of Operation: (Private, State Sponsored, Non-Profit): NON-PROFIT VETERANS ORGANIZATION

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

If the applicant is a Non-Profit organization, is it registered with the State? Yes No

RI Tax ID #: _____ Non-Profit ID #: _____

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? VFW POPPIES ON MEMORIAL AND VETERANS DAY

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 \$2,000,000 (two 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: [Handwritten Signature]

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

Arnold-Zweir Post 22, American Legion
P. O. Box 41
Jamestown, RI 02835

March 10, 2023

Town Council
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835

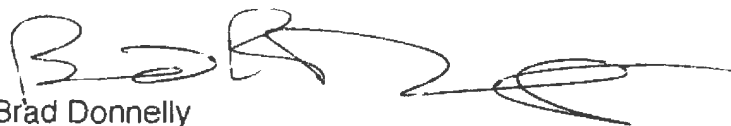
Dear Councillors:

Enclosed is the Event Application from the American Legion for our 2023 and early 2024 events.

We request that all fees, reimbursements for Town employee time, and insurance requirements be waived as they have in the past.

Note that our commemoration of National Vietnam War Veterans Day in Cedar Cemetery on March 29 is a new event this year.

Respectfully,

A handwritten signature in black ink, appearing to read 'Brad Donnelly', with a long horizontal flourish extending to the right.

Brad Donnelly
Commander,
Arnold-Zweir Post 22, American Legion

Enclosures:

- Permit Application
- Application Addendum listing all events
- Copy of letter to Recreation Director

Arnold-Zweir Post 22, American Legion
Addendum to Event Permit Application
 From March 29, 2023 to January 15, 2024

A permit is requested for the following events:

March 29, 2023 (Wednesday) - National Vietnam War Veterans Day. 11:30 am Commemoration in Cedar Cemetery, near the grave site of Corporal Joseph Tommy Vandevender, killed in action on June 2, 1968. *In case of inclement weather:* Use of the Grange Hall from 11:00 am to 1:00 pm.

May 29, 2023 (Monday) - Memorial Day events:

- 7:00 am - 3:00 pm: Fly approximately 150 flags at Veterans Memorial Square
- 9:00 am - 10:00 am: Form up for parade on Lawn and Watson Avenues
- 10:00 am - 12:00 noon: Street Parade on Watson Avenue, North Main Road, and Narragansett Avenue, stopping for ceremonies at Four Corners Cemetery and Veterans Memorial Square.
- *In case of inclement weather,* 9:00 am - 11:30 am: Use of the Recreation Center for a ceremony starting at 10:00 am.

July 4, 2023 (Tuesday) - Independence Day. 7:00 am - 3:00 pm. Fly up to 150 flags at Veterans Memorial Square.

August 14, 2023 (Monday) - Victory Day. 7:00 am - 3:00 pm: Fly up to 150 flags at Veterans Memorial Square.

October 8, 2023 (Sunday), 7:00 am - 3:00 pm: Fly one flag at Veterans Memorial Square in memory of Private First Class Howard W. Arnold, killed in action in France on October 8, 1944

November 11, 2023 (Saturday) - Veterans Day events.

- 7:00 am - 3:00 pm: Fly up to 150 flags at Veterans Memorial Square
- 11:00 am - 11:45 am: Veterans Day Ceremony at Veterans Memorial Square
- 11:30 am - 1:00 pm: Lunch for Veterans in the USO (Recreation Center) (begin set-up at 8:00 am, finish clean-up by 3:00 pm)
- *In case of inclement weather:* Use of the Recreation Center for a ceremony starting at 11:00 am.

December 7, 2023 (Thursday) - Pearl Harbor Day. 8:00 am - 3:00 pm: Fly up to 150 flags at Veterans Memorial Square.

January 15, 2024 (Monday) - 7:00 am - 3:00 pm: Fly one flag at Veterans Memorial Square in memory of Private Francis X. Zweir, killed in action in Luxembourg on January 15, 1945

NOTE: On May 29, Jul 4, Aug 14, Nov 11, and Dec 7 we may start putting up flags as early as 6:30 am and not finish taking them down until 4:00 pm. Flags may not be put up in inclement weather. The flagpole trailer may be parked at the base of the steel pier from 6:30 am to 5:00 pm.

Arnold-Zweir Post 22, American Legion
P O. Box 41
Jamestown, RI 02835

March 10, 2023

Recreation Director
Jamestown Recreation Center
41 Conanicus Avenue
Jamestown, RI 02835

The American Legion requests your assistance with the following 2023 events:

National Vietnam War Veterans Day, Wednesday, March 29, 2023:

- A public address system and approximately 50 chairs at Cedar Cemetery (northwest section) for an 11:30 am ceremony.
- In case of inclement weather, we will need the PA system set up at the Grange Hall.

Memorial Day, Monday May 29 2023:

- A public address system and ten chairs at the Four Corners Cemetery before 9:30 am.
- A public address system and 50 chairs (15 for Veterans, 15 for the Band, and 20 for the audience) at Veterans Memorial Square before 10 am.
- In case of inclement weather, use of the Recreation Center for a 10:00 am ceremony. A PA system and approximately 100 chairs for the audience will be needed.

Victory Day, Monday, August 14, 2023: Please remove the bandstand from the Sunday concert before 6:30 am Monday morning so we can put up flags.

Veterans Day, Saturday, November 11, 2023:

- Use of the Recreation Center from 11:30 am to 1:00 pm for a lunch for Veterans and families, with tables and chairs for about 120 people. Set-up will begin about 8:00 am and clean-up completed by 3:00 pm. If possible, we would like to do some early set-up on Friday. The Women's Club of Jamestown will be organizing the Veterans Day Lunch this year, and will coordinate with you directly.
- A public address system and 50 chairs (15 for Veterans, 15 for the Band, and 20 for the audience) at Veterans Memorial Square for the 11:00 am ceremony.
- In case of inclement weather, use of the Recreation Center for the 11:00 am ceremony, with a PA system and 100 chairs for spectators; then help rearranging the room for the 11:30 am lunch.

We are asking the Town Council to waive all fees and insurance requirements as they have in the past.

Respectfully,



Brad Donnelly
Commander, Arnold-Zweir Post 22, American Legion

Town of Jamestown

Page 59 of 211

Town Administrator

93 Narragansett Avenue

Jamestown, Rhode Island 02835-1199

401-423-9805



Edward A. Mello
Interim Town Administrator

MEMORANDUM TO: Honorable Town Council
FROM: Interim Town Administrator, Edward A. Mello
DATE: March 18, 2023
SUBJECT: Report for Town Council Meeting March 20, 2023

Jamestown Police Department Accreditation: On Wednesday, March 8, 2023, the Jamestown Police received its official award of re-accreditation. This award followed an intensive peer review to assess the compliance to Department policies. This is a three-year review. In addition to instilling public trust in its police department, it also offers a reduced liability exposure offered through the Rhode Island Trust.

Jamestown Harbor Commission Executive Director: On Wednesday, March 8, I informed the JHC of the intent to seek a new executive director. Chairman Banks will assist in this process and it is expected that the position will be advertised in the coming week.

Jamestown Police Chief: Lt. Angela Deneault will become the Acting Chief of Police, effective April 17, 2023. (consent agenda April 3)

91 Carr Lane: Church Community Housing has requested a one-year extension of the purchase and sales agreement for the Carr Lane Property. (consent agenda)



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: November 17, 2022

The Planning Commission has reviewed and approved the 2022 Energy Plan 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

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 _____

Table of Contents

Contents

2022 Energy Plan	1
Table of Contents	2
Acknowledgements	3
Executive Summary.....	3
Section I: Background and Current Status	4
The Importance of Reducing Building Energy Emissions	4
Accomplishments.....	5
Residential Accomplishments	6
Section II: Vision and Goals for Jamestown's Energy Future.....	6
Section III: Strategies Roadmap	7
Overall Approach	7
Strategies for Municipal Buildings	8
Residential Strategies	12
Commercial Building Strategies	15
Conclusion and Near-Term Priorities	17

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** – 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
- **Jean Lambert** – 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

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

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

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-rhet-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.





Jamestown Energy Plan 2023

Town Council Presentation February 6, 2023

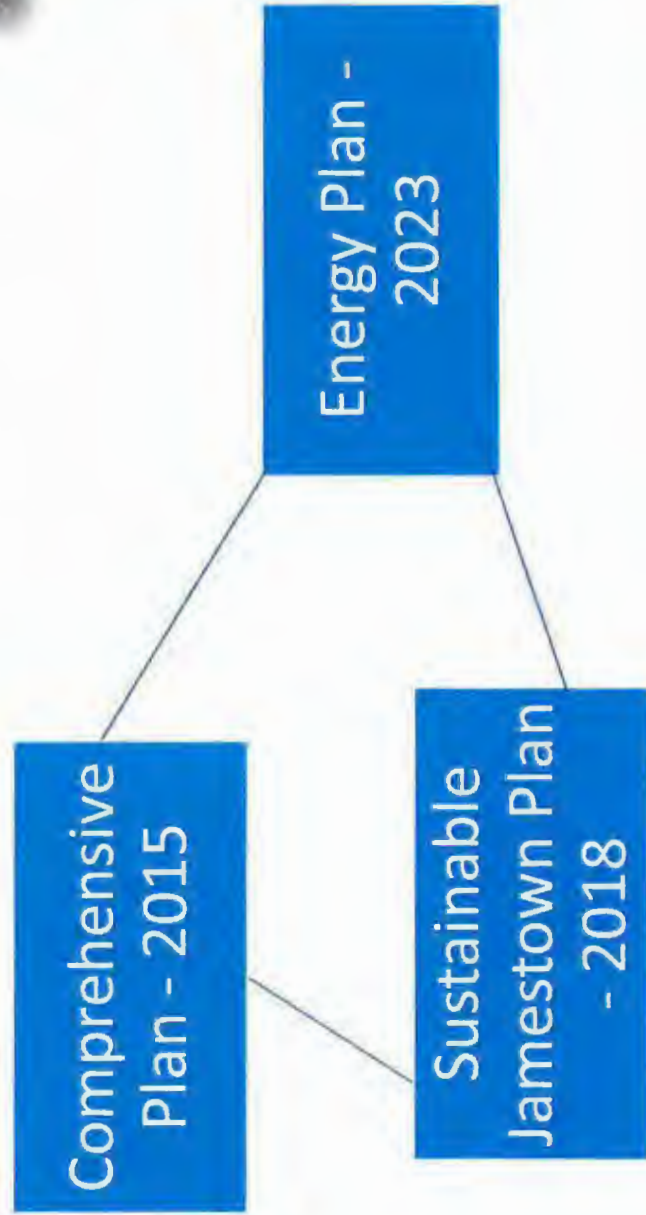


- Jamestown Comprehensive Plan supports sustainable energy initiatives for all town buildings and facilities.
- Sustainable Jamestown Plan has a goal to become a zero waste community and to develop a municipal energy management plan for all town owned facilities and operations
- 2021 – Resident Jamie Haines secured a \$44,000 grant from 11th Hour Racing to complete an Energy Plan
- Town Hired Northeast Energy Efficiency Partnerships (NEEP)
- Worked with a Project Advisory Committee consisting of 17 Public and Resident Members
- Approved by the Jamestown Planning Commission November 16, 2022



Jamestown Energy Plan 2023

Town Council Presentation February 6, 2023





Jamestown Energy Plan 2023

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Plan Summary

1. Provides Foundation and Framework for strategic direction in reducing greenhouse gas emissions and provide education, support and recommendations for public buildings and facilities, residential construction and renovation and commercial buildings
2. The Municipality has long list of energy efficiency accomplishments for its public facilities
3. To motivate residents and businesses to consider upgrading with energy efficiency in mind with no and low cost options available
4. Plan for Implementation - which includes budgeting and staff



Jamestown Energy Plan 2023

Town Council Presentation February 6, 2023



Goals

Long Term

The Town has aligned with the long-term goals set by the state, including to:

1. Achieve net-zero energy by 2050
2. Generate 100% of electricity through renewable energy sources by 2033

Short Term

1. Set a realistic, near term, emissions reduction goal
2. Adopt a Community choice aggregation program by 2023, benefitting the municipality and residences
3. Increase the number of homes and businesses participating in rebate programs offered by Rhode Island Energy (formerly National Grid) each year
4. Conduct one educational campaign each year about the benefits of electrification and efficiency



Jamestown Energy Plan 2023

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Municipal Strategies



1. Municipal Buildings:

- a) Benchmarking – Quarterly, to identify building performance and employee education gaps
- b) Municipal equipment upgrade, ie: boilers, lighting, insulation...
- c) Building energy audits to prioritize buildings with energy upgrades

2. Adopt Municipal Aggregation Program

Legislatively authorized program that enables local governments to buy electricity from renewable sources. Residents choose whether to participate

3. Adopt Major Renovation and New Construction Policy

Begin with Town Buildings and educate residents and business about benefits of zero energy performance.

4. O&M Best Practices

For Town Buildings and equipment. Should include training

5. Consider incorporating energy upgrades in CIP



Jamestown Energy Plan 2023

Town Council Presentation February 6, 2023



Residential Strategies

1. Encourage Energy Ratings for Homeowners
 - a) Increase awareness of energy consumption and options for savings and the benefits of green energy
 - b) Connect residents to energy upgrade programs
2. Adopt Municipal Aggregation Program
3. Research and Gauge Public Opinion on Stretch Energy Codes and other innovative pathways for achieving energy reduction

Encourage and incentivize a construction code that provides for more energy efficient building requirements than the "base" energy code

4. Education for Residents



Jamestown Energy Plan 2023

Town Council Presentation February 6, 2023



Commercial Strategies

1. Benchmarking – Replace Mandatory with Discuss and Encourage
 - a) The Municipality should meet with Business Owners regarding their desire to measure and report their annual energy consumption for tracking purposes
2. Opt-in to C-PACE – Commercial Property Assessed Clean Energy VOLUNTARY financing tool
3. Create Online Resource for Education



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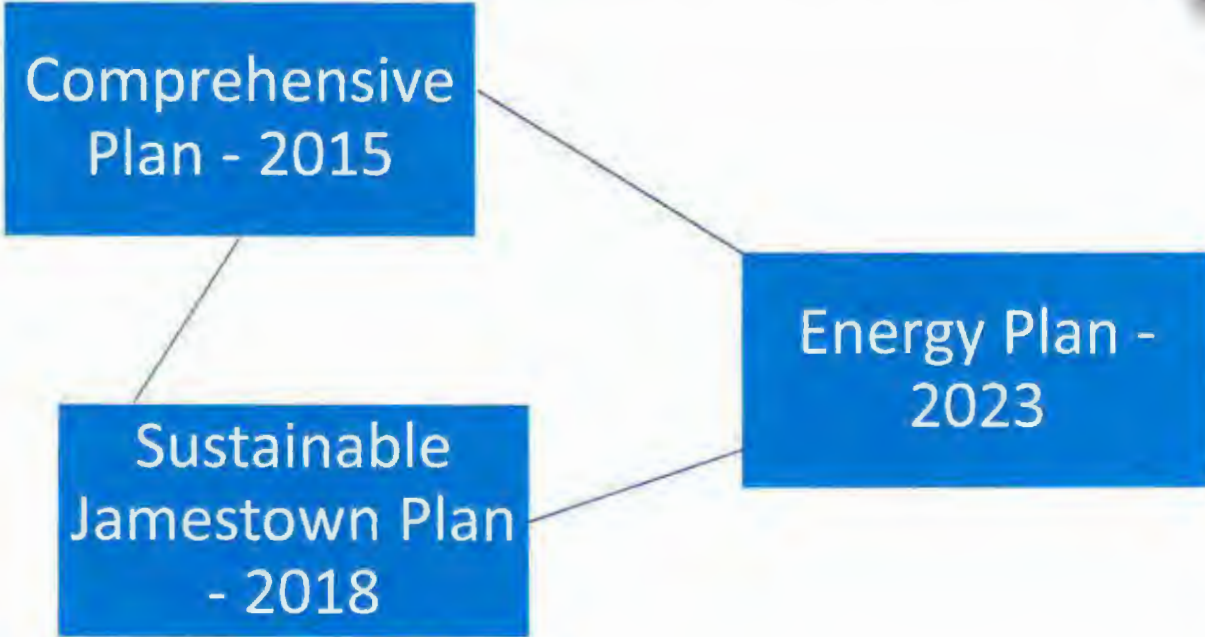


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2023



The Ambition Gap *From Intent to Implementation in Local Climate Action*

POLICY BRIEF



Table of Contents

04 From Our Executive Director

05 Policy Brief Background

05 Situation (Methodology)

07 Background

10 Findings & Recommendations

10 Finding #1: Local governments get stuck in a “failure-to-launch” cycle.

11 Recommendation 1 for local government-serving partners: Accelerate local government access to partnership and procurement opportunities that support implementation and aid in project management, budgeting and accountability.

11 Recommendation 1 for local governments: Move beyond climate planning and invest more time and resources into the implementation of climate action.

12 Finding #2: An unprecedented amount of federal investment is being directed to climate action. Successful municipal deployment of federal resources requires the acknowledgement of local governments’ agency and capacity.

13 Recommendation 2 for partners: Help local governments identify and align their agency and capacity of resources for targeted implementation strategies utilizing tactical member assessments.

13 Recommendation 2 for local governments: Acknowledge and assess the municipality’s existing agency and capacity in order to improve alignment, access and deployment of fiscal resources.

14 Finding #3: Non-financial performance ratings, such as environmental social governance (ESG) measures and climate risks, are influencing financial ratings agencies’ assessments of municipal fiscal health.

14 ICLEI Recommendation 3 for partners: Introduce new partnerships and business evaluation tools that integrate environmental, social and governance (ESG) assessments and climate risk evaluations.

14 Member Recommendation 3 for local governments: Evaluate and communicate the financial implications of climate change and include them in municipal financial models and budget documentation.

15 Finding #4: Local governments are not using a “whole of government approach” to support climate action.

15 ICLEI Recommendation 4 for partners: Build a professional services partnership network that enables financial, technology, and project-delivery support that advances members’ climate plan implementation.

15 Member Recommendation 4 for local governments: Improve the integration and alignment of budgetary and staffing resources and policy tools to be consistent with execution of climate plan objectives.

16 Finding #5: Cooperation between financial officers and sustainability officers is largely not happening but is essential to realizing municipal decarbonization.

- 16 *ICLEI Recommendation 5 for partners: Increase collaborations between local government finance and sustainability offices through joint programming opportunities, including member cohorts and connections to strategic ventures that support municipal fiscal analysis and project management.*
- 16 *Member Recommendation 5 for local governments: Create collaboration structures between financial officers and sustainability officers that align with the climate action plans and annual fiscal decision-making.*

17 Finding #6: Local governments are in need of increased cross-departmental collaboration on climate action.

- 17 *ICLEI Recommendation 6 for partners: Aid local governments through cross-departmental programming and strategic cooperation that engages sustainability teams with other agencies in their municipality.*
- 18 *Member Recommendation 6 for local governments: Assess existing government powers and human and financial resources, in order to leverage opportunities for partnerships with other government agencies in their municipality that align with climate plans.*

18 Finding #7: Municipalities have unique tools available to them to address climate change, but they require a bespoke support approach.

- 18 *ICLEI Recommendation 7 for partners: Help communities formulate baseline understanding of their capabilities and implementation tools; and offer community collaborations that can aid in successful program delivery.*
- 18 *Member Recommendation 7 for local governments: Identify a tailored approach that works for your community and its agency and capacity.*

19 The Spectrum of Climate Implementation Readiness Assessment Tool

20 Recommendations for Local Governments and Local Government-Serving Networks and Partners

21 Summary

Acknowledgements

Special thanks to primary author Grant Ervin, ICLEI USA Senior Fellow
 Additional authors; Kale Roberts, ICLEI USA Senior Program Officer, and Angie Fyfe, ICLEI USA Executive Director.
 Report design by Anne Marie Cleary Rauker, ICLEI USA Communications Officer.
 Thanks to our ICLEI member communities that supplied interview-based insights.

From Our Executive Director

Local governments embarked on climate and sustainability planning 30 years ago, largely driven by ICLEI-Local Governments for Sustainability (ICLEI) and early leadership commitments as part of the Clean Air and Climate Protection (CACP) program. The 2000s were focused on energy efficiency and the creation of green-building standards, most notably the U.S. Green Building Council (USGBC) LEED rating system. In 2007, ICLEI teamed up with USGBC and the Center for American Progress to establish a Green City Index — which came to be known as the STAR Communities Program. With hopes pinned on the 2009 UN climate change conference in Copenhagen, local governments expected a boost through national and international focus on climate change that did not materialize. A decade later, three conditions exist that could contribute to success in local climate action:

- **Renewable Energy.** Wind and solar are now the lowest-cost resources for new electric power generation in most of the world. In 2020, 90% of all new electricity-generating resources were powered by renewable energy.
- **Data Driven Policy.** The availability of climate data and analysis and the related sophistication of local climate policy provide practitioners and local decision makers with science-based-targets and high-impact actions to align local climate plans to meet the urgency of this moment.
- **Federal Investment.** The American Recovery Program (ARP), Infrastructure Investment and Jobs Act (IIJA) and the Inflation Reduction Act (IRA) represent the most significant financial investment in climate related funding in the nations' history. Each legislative package, with the assistance of Congress, provides large infusions of capital that will catalyze access for local governments to billions of dollars to address issues ranging from expansion of renewable energy to electrification of buildings and transportation systems to environmental justice.

However, gaps in municipal activation of climate action efforts remain. Too many local governments feel stymied by an “analysis and planning cycle” that occupies time and resources that could be applied to program implementation. An identified gap is the need for better coordination and awareness of climate activities with budget and purchasing processes. Municipalities have a unique set of policy, budget and procurement tools that can advance meaningful climate action. Fostering intentional collaboration between sustainability, budget and procurement officers can yield a whole of government approach to climate action and prepare municipalities to better use their financial capabilities to address climate change.

Leveraging existing resources through municipal and county budgets provide a critical starting point and an immediate opportunity to make critical climate investments and mitigate the accumulating costs associated with weather-born events. By aligning resources, staffing, and priorities across departments, local governments can maximize this unprecedented moment of federal investment in community decarbonization and resilience.

The findings in this brief recognize the urgency of the climate crisis and the present opportunities and challenges of local governments as they push to accelerate climate implementation between now and 2030. The recommendations we provide—for local governments and the networks serving them—are based on more than 50 focused conversations over the last 6 months and hundreds more experiences with ICLEI member communities during the past several years. Altogether, these findings point toward a whole-of-government approach to budgeting paired with advanced, delivery-oriented project management as the recipe for fully seizing this climate opportunity.



Angie Fyfe “

ICLEI USA Executive
Director

Policy Brief Background

During 2022, ICLEI engaged in a series of informational sessions with its members to determine the implementation priorities, barriers, and support needs associated with moving beyond planning into actionable sustainability work. These insights culminate in this policy brief covering the following topics:

1. Increase in availability of federal funding for local governments to address climate action.
2. The need for bespoke technical assistance approaches for each member.
3. Understanding the placement and roles of sustainability teams within local government.
4. A recognition of the agency and capacity of members.
5. The importance of elected leadership.

The discussions with members uncovered the disparity between the human and financial capacity allocated by local governments and the goals and ambitions that are being established as part of climate action plans. We define this disparity as the “ambition gap”, a recognition by many local governments of the need to take significant action on climate, but limiting the level of resource allocation to meet the levels of support required to meet their targets and goals. This policy brief intends to initiate a process to appropriate greater human and financial resource allocation towards execution of attainment of municipal climate targets.

Situation (Methodology)

Over the course of the first quarter of 2022, five focused conversations of ICLEI member cities’ and counties’ technical contacts were conducted to understand the climate program implementation priorities, barriers, and needs. These focus conversations augmented 45 generalized member-support conversations from the previous 6 month, with both technical staff and elected leadership, that also included a substantive discussion on implementation activities. Members were representative of a cross section of municipal size, government structure, and staff capacity. Interviews were supplemented with a review of surveys of ICLEI members conducted in quarter four of 2021 and the subsequent evaluations of proposals for the ICLEI USA Action Fund Proposals submitted during May 2022.

The need to accelerate local government action on climate change is increasingly urgent as recent reports by the International Panel on Climate Change (IPCC) and Congress of Parties (COP26) proceedings in Glasgow, Scotland, have underscored, time is limited to address the cataclysmic threats of climate change. Various city network efforts, such as 100 Resilient Cities sponsored by the Rockefeller Foundation and American Cities Climate Challenge supported by the Bloomberg Philanthropies, have worked to support local governments’ efforts to build capacity to address both climate adaptation and mitigation. While these efforts have been successful, extending the lessons learned and the capacity required to support systemic capacity building within local communities remains under-capitalized. Local government operations need significant realignments if they are going to provide the systems shift needed to prepare for the new realities of climate pressures.

Two recent activities could portend well for local governments working to address the challenges of climate change.

First, the Biden Administration's creation of three significant funding mechanisms open to local governments: the American Recovery Program (ARP), Infrastructure Investment and Jobs Act (IJA) and the Inflation Reduction Act (IRA) represent the most significant financial investment in climate related funding in the nations' history. Each legislative package, with the assistance of Congress, provides large infusions of capital that will catalyze access for local governments to billions of dollars to address issues ranging from expansion of renewable energy to electrification of buildings and transportation systems to environmental justice.

Second, while the U.S. federal government is providing significant capital investments to address climate change, new systems related to Environmental Social and Governance (ESG) accountability — supported by regulating agencies such as the United States Securities and Exchange Commission (SEC) and corporate coordination bodies like the Task Force on Climate Financial Disclosures (TCFD) — are driving changes within corporate leadership to address climate and social needs. The recognition by capital markets of the opportunities and threats of the climate crises are helping to advance the energy transition, accelerate the adoption of the United Nations Sustainable Development Goals (SDGs), and shifting both the delivery of business practices and allocations of more sustainable capital strategies.

Alignment of shared frameworks, a common language, and the infusion of capital to invest in climate mitigation and adaptation activities creates an opportunity to provide for public private partnerships that can accelerate municipal climate priorities.

As the challenges of climate change quicken, local governments will face greater financial and operational exposure to weather-born uncertainties, population shifts related to climate migration, infrastructure failure, and workforce constraints. Building additional support systems and technical assistance measures are needed to respond to these challenges. As a network of local governments, ICLEI sits in a unique position at the confluence of local government innovation and building human and organizational capacity to these challenges.



Background

Over its 30-year history, ICLEI has provided technical assistance, tools, and training to 673 U.S. city, town and county members. More than 300 additional communities have been served through various ICLEI programs, such as the California Statewide Energy Efficiency Collaborative and statewide programs in Indiana, Pennsylvania, Florida, and Iowa. Looking at only the past four years, ICLEI supplied an average 1,500 direct technical support hours annually to local governments, including to 377 that participated in group-learning cohorts. While technical hours predominately respond to community interest in ICLEI's low-emissions work — more than 700 jurisdictions created greenhouse gas emissions inventories, forecasts and planning scenarios during this time — a growing number engage in ICLEI's supportive pathways: equity, nature, resilience and circularity.

This work has influenced the emissions trajectories of U.S. communities, an assumption supported by recent research linking local government involvement in ICLEI to demonstrable greenhouse gas reduction. Despite this reach and progress, local emissions reduction has not reached levels necessary to secure the goals of the Paris Agreement, limit global average warming to no more than 1.5 degrees Celsius, or account for the fair share of reduction particularly needed from U.S. communities. For example, in 2021, ICLEI analysis showed that the median per-capita science-based target (the 2030 goal needed to achieve mid-century climate neutrality) for U.S. local governments is 63.3% reduction. Under a realistic, though ambitious, set of assumptions, it is possible for most U.S. local communities to reduce per-capita emissions by 63% or more by 2030 — yet by March 2022, fewer than 150 U.S. cities and counties had adopted this level of ambition. Only a handful are on track to meet their targets.

The disconnect between local government interest in climate action — including a long history of analysis and planning for it — and the ambitious, lasting emissions-reduction needed is troubling. But what are the root causes of this disconnect?

At least partial answers were gleaned during ICLEI's experience delivering on a work plan for the Cities Race to Zero initiative, a 2021 campaign of the UK COP26 Presidency in the leadup to the United Nations' climate conference in Glasgow that year. The vision from the UK Government included registering 1,000 global cities in a "Cities Race to Zero" (complementing campaigns for business, industry, higher education, and other sectors), whereby each city committed to a 2030 climate target that would give the world a fighting chance to meet the Paris Agreement goals.

Given their decades of planning, one might have anticipated hundreds of U.S. communities swiftly committing to the Cities Race to Zero. And although a heroic group of leading cities did join (73% of the 132 U.S. communities joining ahead of COP26 are ICLEI members), the numbers committed to reach climate neutrality with adopted science-based targets are far too low to secure a future avoiding the worst impacts of climate change. ICLEI learned that:

- Currently, climate goal-setting in U.S. communities is as much a political exercise — requiring strong mayoral or council buy-in — as it is an exercise in setting policy based on scientific facts.
- Adopting updated climate targets takes time, and the timeline does not always align with a United Nations conference or other event deadline.
- Communities' climate action planning process (and goal-setting) are cyclical. Many will choose to wait until a future CAP update to review existing targets and set new ones. Only a few years ago, a popular (and ambitious) goal for communities was to reduce emissions 80% by 2050; a significant number interpret this level of ambition as already difficult enough to reach.
- A group of U.S. communities are committed to 2050 climate neutrality, but either lack an interim target (such as for 2030) or their interim target is less than 50% reduction—significantly lower than the average 62 to 64% reduction by 2030 that ICLEI analysis shows is needed.
- Finally, cities and counties often recognize their predisposition to become stuck in a planning cycle, whereby multiple rounds of climate planning and goal updates pass without demonstrable reduction in greenhouse gas emission. This recognition can lead to reluctance for adopting more ambitious targets that may not be met.

This last point is worth emphasizing and has been corroborated by current and former city sustainability directors who call for an urgent change in approach. Identifying a few “symptoms” of the current state of local climate planning — focusing on effects rather than causes, siloed technocratic approaches, and limited course-correcting — the group offers a few “cures”: recentering on equity, promoting regional approaches and state-level programs, streamlining emissions accounting, and reimagining climate governance as local (as opposed to purely for nations).



ICLEI USA actively responds to these critiques, along with those from our own analysis of the ambition gap, in a number of ways. While the bulk of this paper looks at the needed course-correction within local government processes, outlining a few other advances in cures gives context:

1. Streamlining assessment. The 2022 - 2023 update to the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions introduces a “Dash” track, which streamlines the emissions-accounting process using new data sources, such as the Google Environmental Insights Explorer and Utility Data Registry, to enable moving toward a “GHG inventory in a day”.
2. Elevating equity. The U.S. Community Protocol (USCP) update also introduces considerations around equity and climate adaptation into the accounting process for the first time. Moreover, the Malmö Commitment, the key strategy document adopted during ICLEI World Congress 2022, centers social equity as the foundational tenet of local sustainability efforts, including several prescriptive actions (ie developing equity indicators and monitoring their progress over time) all cities should take.
3. Enabling next-generation insights. A “USCP Plus” track for deeper insights includes supply chain, consumption-based, forest and land use emissions accounting guidance (each with their own equity implications).
4. Acting regionally. State- and region-wide emissions accounting, climate vulnerability assessment, and climate planning activities led by ICLEI are completed or are underway in more than 10 U.S. states and utility regions. For example, ICLEI and the Tennessee Valley Authority have partnered to deliver emissions-reduction pathways to several local power companies and their host communities. ICLEI’s regional affiliate members have grown from zero in 2016 to 16 today.
5. Advocating for local approaches. As a key outcome from COP26, the Local Government and Municipal Authorities (LGMA) constituency group to UN Climate Change, led by ICLEI as focal organization, was successful in securing multiple references of “multilevel and cooperative action” in the Glasgow Climate Pact. Long an advocacy aim of the LGMA, these references unlock a “second phase” of the Paris Agreement characterized by climate processes inclusive of local governments.

Finally, recognizing that finance is often cited as a linchpin to implementation, ICLEI partnered with Google.org’s support to launch an ICLEI Action Fund in 2022, providing grant funding to projects that demonstrate an ability to produce deep decarbonization in a short timeframe, a high level of replicability, innovative technology solutions, and the ability to uplift equitable outcomes. Philanthropy is but one finance pathway to implementation, but an important one that can offer a convening authority and focusing power for solutions which can be scaled.

Findings & Recommendations

The timing of local government inaction on climate could not be more perilous. American local governments are facing a “delivery crisis”. Between the shocks and stressors of the pandemic, infusion of infrastructure resources from the federal government, workforce shortages, a favorable borrowing environment, and limitations on capabilities and project management structures, the possibility of “missing the moment” of reducing emissions and preparing communities for weatherborn impacts is pending.

With the aim to draw actionable conclusions about which root causes underpin the ambition gap, and where a city network such as ICLEI can help local governments break through the planning cycle’s barriers into implementation, the 50 interviews conducted since late 2021 yielded seven findings that, while seemingly apparent, are key to acknowledge and support the activation of recommendations for ICLEI staff and members:

Finding # 1: Local governments can get stuck in a “failure-to-launch” cycle.

Technical assistance organizations, such as ICLEI, can better support municipalities by investing resources in “action activities”, such as project design and delivery, climate-aligned budgeting, and procurement design.

For purposes of discussion, we’ve identified six phases of climate action execution in local government:

1. **Discovery**: The development of the GHG inventory and identification of climate risks, opportunities and threats.
2. **Planning**: The creation of the climate action plan that guides activities of either mitigation, adaptation or both.
3. **Scoping**: The design of specific activities originating from the climate plan
4. **Budgeting**: Integration of climate action and resource allocation to support the climate plan through revenue streams, or new financial structures.
5. **Procurement**: Purchasing or selection of specific tools, infrastructures or human resources to support the delivery of the climate plan
6. **Delivery**: Execution of a project task, process or asset allocation identified in the climate plan.

While these phases are not always sequential and some governments may engage in various points of delivery at different times, having decision support and planning capabilities integrated with the skills of project management and execution allow for local governments to create measurable and accountable climate programming.

Often Phases 1 and 2 are led by the sustainability or climate teams; however, many times the resources required for implementation (Phases 3 through 6) are located in a separate office or department. This bifurcation of responsibility leads to a situation where the ambitions conveyed through discovery and planning are not necessarily extended into or “owned” by teams responsible for accountability or project delivery. By separating planning teams and project-implementation teams, a mismatch between delivery and intended ambition occurs and often underpins the inability to fully execute planned climate priorities.

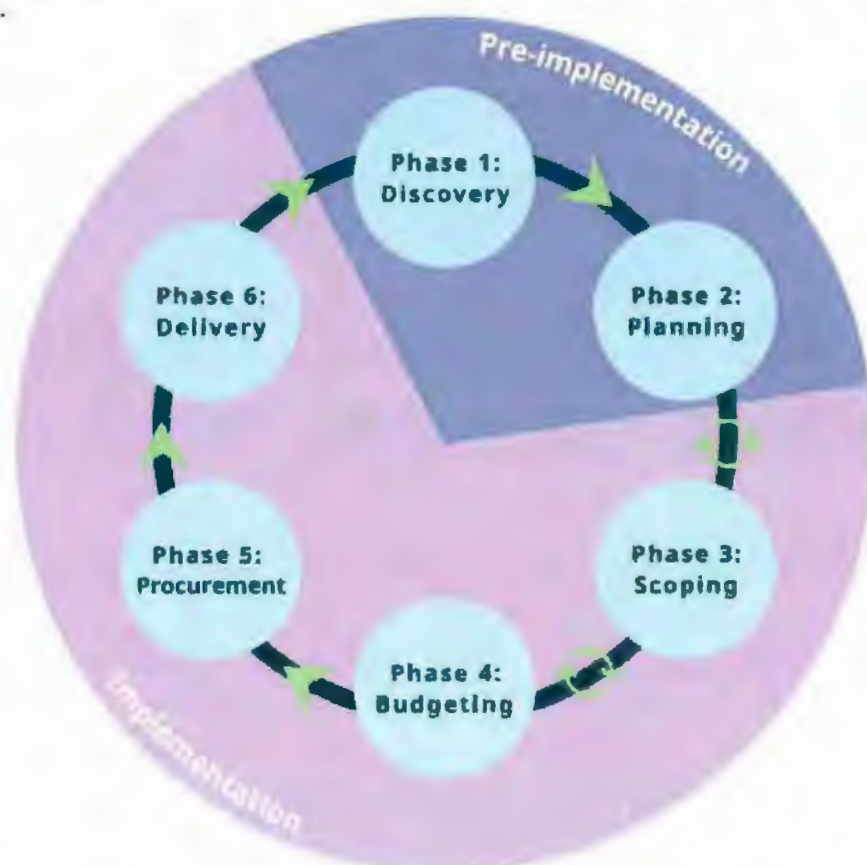
Even the best local governments experience aspects of the “failure-to-launch” cycle of continued analysis and planning, with limited attention to budgeting, project management, and procurement. The first step to recovery is for the local government to recognize it suffers from this problem. From here, governments can reorient around the notion that success requires an acknowledgement of true capabilities and responsibilities and ensure that Phases 1 and 2 (and the people who lead them) are integrated in all aspects of Phases 3 through 6. Climate action is not a unique activity of public administration. Successful project delivery examples from public health, information technology and economic development all exist. Climate action programming can yield similar benefits from these specializations as well.

Recommendation for local government-serving partners:

Accelerate local government access to partnership and procurement opportunities that support implementation and aid in project management, budgeting and accountability.

Recommendation for local governments:

Move beyond climate planning and invest most time and resources into the implementation of climate action.



Finding #2: An unprecedented amount of federal investment is being directed to climate action. Successful deployment requires the acknowledgement of local governments' agency and capacity.

The Biden-Harris Administration has provided an unprecedented amount of resources available to local governments. The amount of resources, coupled with regulatory complexity and operational challenges resulting from the pandemic are placing strains on local governments ability to deliver on the intents of the funding and support 'normal' operations.

Municipalities require leadership development to build strategic alignment with programs such as the Infrastructure Investment and Jobs Act (IIJA), Inflation Reduction Act (IRA) and American Rescue Plan (ARP) and the needs of their climate action plans. It is important to acknowledge that only municipalities of a certain size have access to these resources. There is an important role for states, regional entities, and NGOs to support villages and towns that are also facing the complex challenges associated with climate change but for which population limitations restrict them from direct access to federal programs.

Federal financial tools are designed to make strategic investments in areas such as facilities and capital stock, transportation systems, broadband technologies, and human capacity development. Assessment of the agency and capacity of a local governments' operations is a critical first step in assuring the alignment of needs and opportunities that federal resources can leverage for the local government's operations and the community it serves.

Agency, for the purpose of this paper, is the local government's locus of power — its authority, codified responsibilities, and physical jurisdiction to provide services or infrastructure. Examples of agency can be seen in public safety services, including for police, fire, and emergency response, road and bridge maintenance, land use planning and zoning, and revenue generation or taxation capacities as defined by the state.

Meanwhile, capacity includes the financial or human resources that a local government can allocate to a service or project. Examples of capacity may include the number of people in a division or department, the location in government, roles and responsibilities, budgeting authority, the form of government (i.e. strong mayor, manager, council led). Sharing public management practices working (or not working) and their relationship to climate action is needed in local governments. The lack of awareness of both agency and capacity impact the local government's ability to advance implementation which is when agency intersects with capacity.

In order to maximize their impact, when addressing the climate challenge, local governments must operate at the intersection of agency (power) and capacity (human and financial resources).



Realizing the powers available to influence climate action and the assignment of responsibility within the operational and policy capacities of local governments can be major contributors to emissions reduction or adaptation efforts. Marshaling resources much the way local governments provide public safety services or invest in public infrastructure provide replicable frameworks for climate action.

Recommendation for local government-serving partners:

Help local governments identify and align their agency and capacity of resources for targeted implementation strategies utilizing tactical member assessments.

Recommendation for local governments:

Acknowledge and assess the municipality's existing agency and capacity in order to improve alignment, access and deployment of fiscal resources.

Finding #3 Major credit rating agencies are moving toward climate-informed ratings for local governments, but few cities feel prepared. Non-financial performance ratings, such as environmental social governance (ESG) measures and climate risks, are influencing financial ratings agencies' assessments of municipal fiscal health.

During the past three years, a rapidly increasing number of ICLEI members report discussions with credit rating agencies, which have conducted informational interviews with local governments as they begin to restructure ratings that account for environmental, social, and governance (ESG) risk, including risk associated with climate hazards. By the end of 2021, the “Big Three” credit rating agencies in particular — S&P Global Ratings (S&P), Moody's, and Fitch Group — began issuing guidance memos revealing their thinking around risk. One memo shared with ICLEI summarizes: “We seek to incorporate all material credit considerations, including ESG issues, into ratings and to take the most forward-looking perspective that visibility into these risks and related mitigants permits.”

Meanwhile, local governments, for the most part, are not acknowledging the financial impacts of climate change and the implications they will have on budget management or their ability to access structured financial solutions. Budgets, bond ratings, and revenue risks associated with climate induced activities must be incorporated with standard financial analysis. Impacts such as waste and pollution, water availability, depletion of natural capital and physical climate risks are being evaluated by financial markets. Municipal consideration of climate costs and carbon regulations can help prevent or remediate these risks — ultimately safeguarding municipal credit ratings.

Recommendation for local government-serving partners:

Introduce new partnerships and business evaluation tools that integrate environmental, social and governance (ESG) assessments and climate risk evaluations.

Recommendation for local governments:

Evaluate and communicate the financial implications of climate change and include them in municipal financial models and budget documentation.



Finding #4: Local governments are not using all of their existing financial and policy capabilities to support climate action.

Many local governments, especially ICLEI members, are establishing audacious and necessary climate targets, but these entities are not realizing all of their policy or budget and financial capabilities to meet their intended climate ambitions. In addition to budget capacity, recognition and alignment of capabilities such as a municipality's purchasing capabilities can create direct and measurable impacts for a municipality's climate action plan. Similarly understanding tools such as legislative or code measures, resident and business cooperation and the ability to communicate directly to residents can help support and advance climate action.

Additional tools, partnerships, and financial support is required to make such shifts. Local governments also often have considerable advocacy and other influencing channels that are not fully utilized. Consider these options from the interviews:

- "Local governments, in addition to leveraging financial resources, must also utilize their code and policy making capabilities to set standards for roads, buildings and land use tools."
- " Procurement capabilities are an untapped resource among many local governments to implement climate action and more equitable practices."

Recognition of these capabilities requires the creation of new systems of support and technical assistance partnerships that can support the needs of local governments and build their ability to use the full suite of resources.

Recommendation for local government-serving partners:

Build a professional services partnership network that enables financial, technology, and project-delivery support that advances members' climate plan implementation.

Recommendation for local governments:

Improve the integration and alignment of budgetary and staffing resources and policy tools to be consistent with execution of climate plan objectives.



Finding #5: Cooperation between financial officers and sustainability officers is largely not happening but is essential to realizing municipal decarbonization.

Coordination between financial and climate leadership presents opportunities to design budgets and projects with the co-benefits of economic recovery, equity, and climate action. Chief Financial Officers and Chief Sustainability Officers need better forms of communication and cooperation to create meaningful outcome based budgets and accelerated project delivery. At the core of relationship building is the need to create a shared space and understanding of language between financial practices and sustainability intentions.

Sustainability and climate related measures are often perceived by municipal financial professionals as “additive” or “nice to have” activities, rather than core operational components of municipal operations and fiscal performance.

Finance and budgeting activities are confusing and opaque practices in the minds of many sustainability professionals. Budget season is met with skepticism and viewed as an area where sustainability and climate activities are outliers to the traditional budget process versus an integrated component of evaluation.

Many decarbonization activities are common components of a municipality’s budget. Line items such as fleet services, utilities or energy services and buildings and facility operations contain the existing financial resources that, when repurposed for ‘climate activities’ can yield priority actions such as renewable energy purchasing, electric vehicle transitions or building energy efficiency. Building the bridge between climate plan activation and budgetary coordination begins with creation of cooperation and communication between budget and sustainability leaders.

Recommendation for local government-serving partners:

Increase collaborations between local government finance and sustainability offices through joint programming opportunities, including member cohorts and connections to strategic ventures that support municipal fiscal analysis and project management.

Recommendation for local governments:

Create collaboration structures between financial officers and sustainability officers that align with the climate action plans and annual fiscal decision-making.



Finding #6: Local governments are in need of increased cross-departmental collaboration on climate action.

Successful implementation of climate action cannot be reliant on a single department or solely the responsibility of a sustainability or environmental team. Acceleration of municipal climate action requires a “whole of government” approach and cooperation between various departments and agencies.

Addressing the “ambition gap” referenced in the title of this document speaks to the spread between the emissions-reduction targets and intentions established in local climate plans, with the realities of delivery capabilities assigned to shift systems at the scale needed to actually implement what is published in these plans. Consider remarks from several interviews:

- “Reducing emissions by 50 percent by the year 2030 will not happen with only two people charged with making it happen.”
- “Mayor’s and councils must provide financial resources and create systems of accountability across local government operations.”
- “Systems of accountability and performance reviews must be connected to the climate action plan.”
- “Establishment of project teams is required to work across department collaboration, but also facilitate dedicated project management capabilities and responsibilities.”

Local governments, like enterprises of all sizes, struggle with siloed approaches and the compartmentalization of responsibilities. Facilitation of cross-departmental collaboration through a common, or shared responsibility assigned by leadership creates opportunities for organizational resilience and the focused attention that optimizes resources. Climate action requires the engagement and utilization of human and financial resources and expertise that can be supplied by multiple departments.

Numerous local governments through our analysis decry the “lack of capacity” or “the need for more people, more money” to tackle the challenges established by a climate action plan. However, not much discussion is allocated to issues such as leadership’s ability to assign accountability — that is who is responsible and why this department? . In many cases, the local government staff members assigned the responsibility of establishing emissions inventories, discovering potential climate solutions, or developing climate action plans are not the same team members that would or should be assigned to implement the actions. Moreover, those currently tasked with climate planning activities are most often not empowered with the authority to budget for, design, or execute the delivery of specific actions.

Stronger cross-departmental collaboration can help bridge between discovery and planning activities; and budgeting and program delivery tasks.

Recommendation for local government-serving partners:

Aid local governments through cross-departmental programming and strategic cooperation that engages sustainability teams with other agencies in their municipality.

Recommendation for local governments:

Assess existing government powers and human and financial resources, in order to leverage opportunities for partnerships with other government agencies in their municipality that align with climate plans.

Finding #7: Special ingredients do exist for climate action plan implementation success. Municipalities have unique tools available to them to address climate change, but they require a bespoke support approach.

Diversity among municipalities requires a bespoke approach to advisory services. Successful plan implementation lies at the intersection of agency and capacity. Local governments need to acknowledge their agency and capacity and create reasonable expectations of success. Leadership is needed to select priorities and assign responsibilities. Here is a sampling of the supportive environment that is necessary to make progress at the local level for climate action:

- Engaged leadership (Council, department directors, Mayor and/or Manager)
- Centralized location of climate action team within municipal operations
- Ability to work within the structures of government (Mayor, Council, Town Manager)
- An aptitude for building and leveraging strong partnerships with higher education, community foundations, community-based organizations, technical-support NGOs, utilities and private industry.
- Climate-aligned budgeting - Municipalities have existing budget resources. These financial resources exist within familiar line items such as facilities, fleet services and public works.

Shaping these resources to meet the needs of climate plans requires diligence and cooperation across departments to both leverage existing dollars or identify new money or policies required to meet the need of emissions reduction and adaptation. Municipalities also must begin to realize the 'cost of inaction' that accumulation of deferred maintenance or indifference to transitioning energy and fleet resources will have a compounding effect on future budgets and their tax bases.

Recommendation for local government-serving partners:

Increase collaborations between local government finance and sustainability offices through joint programming opportunities, including peer-learning cohorts and connections to strategic ventures that support municipal fiscal analysis and project management.

Recommendation for local governments:

Create collaboration structures between financial officers and sustainability officers that align with the climate action plans and annual fiscal decision-making.

Spectrum of Climate Implementation

Every community may find themselves at a different junction regarding climate action implementation readiness. Communities that find themselves towards the left side of the spectrum should focus on easier, quick win actions that don't require much human or financial capacity. As they build capacity over time, they should be able to move along the continuum.

	Formative			Advanced	
Leadership Support	No engagement Management 1	Management has been engaged or briefed 2	Management has requested information or action 3	Management is seeking or pursuing resources or policy development 4	Management has approved budget resources and assigning responsibilities for delivery 5
Agency	No recognition of the role(s) of government 1	Limited understanding of departments and services 2	Ability to identify critical services and resources 3	Understanding of key people and decision process 4	Ability to navigate budget and policy making process 5
Capacity: Staffing	No assigned staff 1	1-2 staff assigned to acting on determined projects 2	Cross Department communication is functional and occurring 3	Multiple departments and agencies are engaged and assigned responsibilities 4	Clear demonstration of cross department capabilities to execute identified project 5
Capacity: Fund-alignment	Zero budget available 1	Budget resources or program budget in development 2	Budget resources are identified and integrated into budget cycle 3	Budget reflect and are approved by governing body 4	Resources are budgeted and allocated 5
Community Involvement	No community engagement has occurred 1	Community has been notified of project 2	Community's input has been solicited and meaningfully incorporated 3	Community members are active stakeholders in project development 4	Community members are co-investors or co-developers working towards delivery 5
Partnerships	Project has no partners 1	Project is working to identify potential collaborations 2	Key partners are identified and being engaged 3	Partners are engaged and co-creating program delivery design 4	Partnerships have a formal agreement and outline of expectations 5

Legend

- 1-10 Formative Stage
- 11-20 Intermediate Stage
- 21-30 Advanced Stage

(Left = Foundational (Small Projects) / Right = Transformative (Larger Projects)) towards more difficult and transformation projects. The Readiness score process is a self assessment tool for ICLEI Members and Membership Team to co-design technical support services.

Recommendations for Local Governments and Local Government-Serving Networks and Partners

Recommendations	For local government-serving networks	For Local Governments
Recommendation 1	Accelerate local government access to partnership and procurement opportunities that support implementation and aid in project management, budgeting and accountability.	Move beyond climate planning and invest most time and resources into the implementation of climate action.
Recommendation 2	Help local governments identify and align their agency and capacity of resources for targeted implementation strategies utilizing tactical member assessments.	Acknowledge and assess the municipality's existing agency and capacity in order to improve alignment, access and deployment of fiscal resources.
Recommendation 3	Introduce new partnerships and business evaluation tools that integrate environmental, social and governance (ESG) assessments and climate risk evaluations.	Evaluate and communicate the financial implications of climate change and include them in municipal financial models and budget documentation.
Recommendation 4	Build a professional services partnership network that enables financial, technology, and project-delivery support that advances members' climate plan implementation.	Improve the integration and alignment of budgetary and staffing resources and policy tools to be consistent with execution of climate plan objectives.
Recommendation 5	Increase collaborations between local government finance and sustainability offices through joint programming opportunities, including member cohorts and connections to strategic ventures that support municipal fiscal analysis and project management.	Create collaboration structures between financial officers and sustainability officers that align with the climate action plans and annual fiscal decision-making.
Recommendation 6	Aid local governments through cross-departmental programming and strategic cooperation that engages sustainability teams with other agencies in their municipality.	Assess existing government powers and human and financial resources, in order to leverage opportunities for partnerships with other government agencies in their municipality that align with climate plans.
Recommendation 7	Help communities formulate baseline understanding of their capabilities and implementation tools; and offer community collaborations that can aid in successful program delivery.	Identify a tailored approach that works for your community and its agency and capacity.

Summary

The landscape for municipal climate action has drastically changed in recent years. Having cycled through many rounds of planning for years, the time for local governments to aggressively move into implementation and delivery modes is overdue. As a consequence, the negative implications of the climate crises are recognizable to many frontline actors within municipal governments: Extreme heat, significant increases and decreases in precipitation, increases in storm intensity, wildfires, and more are confronting daily operations, straining financial resources, and hampering service delivery for communities of all sizes and resource capacities.

Meanwhile, once-in-a-generation federal investment in decarbonization and private sector alignment with climate and ESG principles have surprised many despite years of advocacy by ICLEI and its partner network. Closing the gap between ambitious emissions-reductions targets and actually achieving them requires an immediate shift in focus toward execution and delivery.

ICLEI is well positioned to support local governments in their journey moving beyond planning into delivery. This transition requires municipal staff—in both traditional sustainability roles and financial roles—building new and different skill sets and establishing new partnerships focused on activation.

If municipal governments are going to take advantage of the new federal resources and private sector partnerships, they will need an improved understanding of the suite of powers available to them. In this new era of local climate action, only those communities that adopt a whole-of-government approach will succeed in meeting the climate emergency moment we are in.





Memo

To: Town Council

From: Ray DeFalco, Parks and Recreation Director

cc: Ed Mello, Town Administrator

Date: March 13th, 2023

Re: Rejection of Mackerel Cove Beach Vendor Bids

After reviewing the two bids for Concessionaires at Mackerel Cove Beach, it has been determined that both bids are insufficient and it is my recommendation to reject them and go to rebid.

The bid from Johnny Angels Clam Shack LLC was incomplete as it only listed the bid amount and did not include the references, historical experience narrative or municipal references.

The bid from Splash Dogs was outside of the scope of the bid specifications as the bidder listed Mackerel Cove Beach and East Ferry as a vending location when the bid specified it was for Mackerel Cove beach only.

As a result of this, I am reviewing and rewriting the bid specifications for clarity and go out to bid again. Both bidders are encouraged to resubmit a proposal. The new bid proposal will be for two vendor spots at Mackerel Cove - one for food and soft drinks and one for frozen non-alcoholic drinks and novelty ice cream. I would also like to add requirements to list a proposed menu, pricing, and staffing plan along with the previously listed requirements.

13 March 2023
Jamestown Town Council
93 Narragansett Avenue
Jamestown, RI 02835

Dear Town Council Members,

With this letter I respectfully resign from my position on the Jamestown Harbor Commission effective today, 13 March, 2023.

I have greatly enjoyed my time as the boating representative and I have learned and enormous amount from executing my role and responsibility. I look forward to another opportunity to serve the town leadership and citizens of Jamestown in the future.

Sincerely

Steven G. Bois

[REDACTED]

Jamestown, RI 02835

[REDACTED]

[REDACTED]

Roberta Fagan

From: Eugene Mihaly <[REDACTED]>
Sent: Sunday, March 12, 2023 11:32 AM
To: Roberta Fagan
Cc: Lisa Sheley Sheley
Subject: Fwd: Resignation

Roberta

FYI. And we're looking into possible strong candidates for the seat.

Regards.

Gene

Begin forwarded message:

From: Antonia Baum [REDACTED]
Subject: Resignation
Date: March 11, 2023 at 4:21:26 PM EST
To: Library Trustee Eugene Mihaly <eugene@mihaly.org>

Dear Gene:

It is with great regret that I write to inform you of my resignation from the Jamestown Library Board of Trustees. I am particularly sorry to need to do so before my tenure has even begun.

Having been in town so briefly, I will be moving to New York to be nearer to my family, including my 95 year old mother.

I wanted to thank you, Lisa and the board for making me feel so welcome, and for all of the hard work you all do to make the library in Jamestown a very special one.

I wish you all well with the renovation—a very exciting project that will make Jamestown an ever richer place to land.

I thank you again.

Sincerely,
Antonia Baum

Sent from my iPad

Eugene B. Mihaly, Ph.D.
[REDACTED]

Jamestown, RI 02835
[REDACTED]
[REDACTED]

Eugene B. Mihaly, Ph.D.
[REDACTED]

Jamestown, RI 02835

Denise Gamon

From: Steve Heath [REDACTED]
Sent: Wednesday, March 15, 2023 9:09 AM
To: Denise Gamon
Cc: James Simmons
Subject: Tree Committee

To Whom This May Concern,

It is with reluctance that I am submitting my resignation to the Tree Committee. It has been a pleasure serving but I know there are good candidates in the branches waiting to serve. Thank you.

Steve Heath

--

Steve Heath, Executive Director

Steve's TedX Newport Talk

FabNewport

TOWN COUNCIL BUDGET WORK SESSION MINUTES

March 14, 2023

I. ROLL CALL

A budget work session of the Jamestown Town Council was held on March 14, 2023. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, Randy White, and Erik Brine (via zoom).

Also, in attendance: Interim Town Administrator Edward A. Mello, Solicitor Peter Ruggiero, Finance Director Christina Collins, Public Works Director Michael Gray, Town Planner Lisa Bryer, Tax Assessor Christine Brochu, Building and Zoning Official Peter Medeiros, Fire Chief Jim Bryer, Senior Services Director Molly Conlon Rose, Parks and Recreation Director Ray DeFalco, Town Engineer Jean Lambert and Town Clerk Roberta Fagan.

II. CALL TO ORDER

Town Council President Beye called the budget work session of the Jamestown Town Council to order at 5:05 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue.

III. TOWN COUNCIL BUDGET WORK SESSION for FY 2023/ 2024 (July 1, 2023 to June 30, 2024)

- A) Town Council Budget Work Session for FY 2023/ 2024; review and discussion
 - 1) Operating Budget
 - 2) Capital Improvement Program

Interim Town Administrator Edward A. Mello gave a brief overview of the budget development in collaboration with Finance Director Christina Collins and the Town Staff.

Finance Director Tina Collins made the following Budget Work Session presentation to the Town Council (see attached).

During the Operating Budget discussion, Councilor Brine made the request to see a breakout of the hotel and vacation rental tax receipts from the State of Rhode Island.

During the Capital Budget discussion, it was noted that the fire station parking lot was inadvertently omitted from the slide, but is included in the Road Improvement Program.

Councilor Brine requested clarification on the bike path paving project. The bike path paving project is planned to be extended on North Road from the Jamestown Reservoir to West Reach Road. Public Works Director Michael Gray explained.

IV. OPEN FORUM

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

Steve Teixeira, 91 Howland Avenue, addressed the Town Council. He stated that the Town Sewer building and old highway barn/recreation building are in dire need of repairs. The Town Sewer building siding has been in disrepair and the recreation building roof and heating system need to be addressed. The buildings do not provide suitable work conditions. Mr. Teixeira asked what the

plans were to upgrade the buildings, and stated that the conditions will only worsen with time. It is time for the Town to have a building maintenance long-term plan.

Interim Town Administrator Mello commented that he and Public Works Director Gray are in the process of developing an Asset Management Plan, which would include a building maintenance schedule for all town-owned property. The Asset Management Plan will provide a more predictable capital expense outlook.

Public Works Director Gray agreed with Steve Teixeira's statements. The development of a Town Asset Management Plan will provide predictability and short/long-term capital funding projections. Some projects have been deferred due to funding gaps and the need to prioritize other expenses. This year the plan is to use some of the anticipated capital savings due to debt service that will be falling off, with a focus on the sewer processing plant building and equipment.

Vice President Meagher also acknowledged that the sewer processing plant building and the old highway barn/recreation building are in need of repairs and upgrades, but capital funds have not been available.

Public Works Director Gray explained that the highway barn project was explored in the past. Quotes were received, but once the project was put out to bid, the bids came in double what was anticipated. The project presents challenges due to the complexity of the existing concrete roof and how to repair it. The project needs to be worked into the capital program.

Councilor Brine had a follow-up question on capital improvements. There are more grant opportunities from State and Federal funds, which require matching funds. He questioned where the matching funds would be pulled from.

Finance Director Tina Collins responded. The town would look and assess a potential grant program and determine current funds availability. Otherwise, other opportunities would be explored, depending on the timing of grant allocation and the requirement to provide a percentage of matching funds.

The Town Council discussed and determined that the Budget Work Session planned for March 21st was not necessary at this time.

V. ADJOURNMENT

A motion was made by Vice President Meagher with a second by Councilor M. White to adjourn the Budget Work Session at 6:10 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye, Councilor Brine, Aye (via zoom).

Attest:

Roberta J. Fagan, Town Clerk

TOWN COUNCIL SPECIAL MEETING MINUTES March 14, 2023

I. ROLL CALL

A special meeting of the Jamestown Town Council was held on March 14, 2023. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, Randy White, and Erik Brine (via Zoom Pursuant to RIGL § 42-46-5(b) Subsection (2)).

Also, in attendance: Interim Town Administrator Edward A. Mello, Solicitor Peter Ruggiero, Finance Director Christina Collins, Public Works Director Michael Gray, Town Planner Lisa Bryer, and Town Clerk Roberta Fagan.

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

A motion was made by Vice President Meagher to move into Executive Session with a second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye; and Councilor Brine, Aye (via zoom).

III. EXECUTIVE SESSION

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

- A) Review, Discussion and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL § 42-46-5(a) Subsection (2) Pending or Potential Litigation; Conanicut Marine Services, Inc. v. Town of Jamestown (Re: ownership rights and right of use over gangway and concrete float at East Ferry).

A motion was made by Vice President Meagher to seal the minutes and adjourn from Executive Session with a second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye and Councilor Brine, Aye (via zoom).

It was announced that one vote was taken.

The Town Council voted to direct the Town Staff to draft a temporary seasonal solution so as to not interrupt ferry service which would include the use of the Public Ferry Landing by Conanicut Marine Services, Inc./Jamestown Newport Ferry.

IV. ADJOURNMENT

A motion was made by Councilor M. White with a second by Vice President Meagher to adjourn at 8:50 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye and Councilor Brine, Aye (via zoom).

Attest:

Roberta J. Fagan, Town Clerk

**TOWN COUNCIL SPECIAL MEETING
February 21, 2023 (10:30 A.M.)**

I. ROLL CALL

A special meeting of the Jamestown Town Council was held on February 21, 2023. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, Randy White, and Erik Brine

Also, in attendance: Town Administrator Jamie Hainsworth, Solicitor Peter Ruggiero, Police Chief Edward Mello, Public Works Director Michael Gray, and Town Clerk Roberta Fagan.

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Town Council President Beye called the meeting of the Jamestown Town Council to order at 10:30 a.m. in the U.S. District Court, District of Rhode Island, One Exchange Terrace, Federal Building and Courthouse, Providence, RI 02903 and led the Pledge of Allegiance.

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

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

A motion was made by Councilor R. White to move the Board of Water and Sewer Commissioners into Executive Session with a second by Councilor Brine. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

IV. EXECUTIVE SESSION- BOARD OF WATER AND SEWER COMMISSIONERS

The Town Council Sitting as the Board of Water and Sewer Commissioners may seek to enter into Executive Session for review, discussion and/or potential action and/or vote on the following:

- A) The Board of Water and Sewer Commissioners: Review, Discussion and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL § 42-46-5(a) Subsection (2) Pending or Potential Litigation: CLP TRUST – 2016, by and through its Trustee, Joseph R. Paolino, Jr., vs. Town of Jamestown, C.A. No. 1:22-cv-00339.

A motion was made by Vice President Meagher to seal the minutes and adjourn the Board of Water and Sewer Commissioners from Executive Session with a second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

It was announced that no votes were taken.

V. ADJOURNMENT

A motion was made by Councilor M. White with a second by Vice President Meagher to adjourn at 12:19 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

Attest:

Roberta J. Fagan, Town Clerk

TOWN COUNCIL MEETING MINUTES February 21, 2023 (6:15 P.M.)

III. TOWN COUNCIL INTERVIEW SCHEDULE: The Jamestown Town Council will meet to conduct interviews of applicants for the committee vacancies as follows:

The Town Council interviewed James (Jay) Sisson for the Zoning Board of Review alternate position and the Charter Review Committee. Mr. Sisson indicated he would be agreeable to serving to fill both vacancies.

I. ROLL CALL

A regular meeting of the Jamestown Town Council was held on February 21, 2023. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, Randy White, and Erik Brine

Also, in attendance: Town Administrator Jamie Hainsworth, Solicitor Peter Ruggiero, Police Chief Edward Mello, Finance Director Christina Collins, Public Works Director Michael Gray, Town Planner Lisa Bryer, Water and Sewer Clerk Denise Jennings, and Town Clerk Roberta Fagan.

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

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

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

- A) Approval of Minutes; Review, Discussion, and/or Take Action and/or Vote:
1) January 23, 2023(regular meeting)

- B) Open Forum – Water & Sewer Matters
Comments are not limited to items on this agenda. However, items not on this agenda will only be heard and not acted upon by the Town Council. Note: Section 42-46-6 of the Open Meetings Act and Department of the Attorney General Advisory Opinions relevant to this item on any public body meeting agenda specifically 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
- C) Report of Town Officials: Review, Discussion, and/or Take 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
- D) Letters and Communication: Review, Discussion, and/or Take Action and/or Vote:
- 1) None
- E) Unfinished Business: Review, Discussion, and/or Take Action and/or Vote:
- 1) None
- F) New Business: Review, Discussion, and/or Take Action and/or Vote:
- 1) Finance Director's Report: Comparison of the Water Budget to Actuals as of January 31, 2023.
 - 2) Finance Director's Report: Comparison of the Sewer Budget to Actuals as of January 31, 2023.

V. The Board of Water and Sewer Commissioners recess and the Town Council continues the open session.

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

VI. OPEN FORUM

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

None.

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

A) Resolution 2023-02: Establishing a Charter Review Committee.
 President Beye requested Councilor M. White to read the Resolution.
 Discussion ensued.

Vice President Meagher stated she would like to be a voting member of the Charter Review Committee. She made the request to amend the Resolution and strike “Ex-Officio”.

A motion was made by Vice President Meagher with a second by Councilor Brine to approve Resolution 2023-02 as amended. 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 convene as the Town Council sitting as the Alcohol Beverage Licensing Board. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

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) Town Council Sitting as the Alcohol Beverage Licensing Board.

- 1) The Town Council of the Town of Jamestown, being the Licensing Board in said Town as provided under Title 3, Pursuant to Title 3 Chapter 7 of the General Laws of Rhode Island 1956, and as amended, the following license application has been received under said Act for a one-day license(s) on June 23, 2023, at the Lt. Col John C. Rembijas Memorial Pavilion at Fort Getty:

CLASS F (NON-PROFIT)

Jamestown Ukraine Relief Project
P.O. Box 36
Jamestown, RI 02835

- a) Review, Discussion, and/or Action and/or Vote for Approval of the **CLASS F (NON-PROFIT) LIQUOR LICENSE**

Discussion ensued.

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Jamestown Ukraine Relief Project One-Day Class F (Non-Profit) liquor license scheduled for June 23, 2023, at the Lt. Col John C. Rembijas Memorial Pavilion at Fort Getty. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

The Town Council Adjourns from sitting as the Alcohol Beverage Licensing Board

A motion was made by Councilor R. White with a second by Councilor M. White to adjourn from sitting as the Alcohol Beverage Licensing Board. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

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) Broadband update

Michael Glier and Town Administrator Hainsworth had a meeting with Olivia Read, Broadband GIS Manager at RI Commerce to discuss the RI Broadband planning goals and Jamestown's interests in improving services. RI Commerce wants to continue surveying Jamestown residents about their experiences with internet access and performance. RI Commerce will propose a new Jamestown Internet survey within the next 2 weeks.

2) Federal Grant Application FYI

Town Administrator Hainsworth contacted our three Federal RI Congressional Delegation members asking them to support The Jamestown Fire Department grant applications to the U.S. Department of Homeland Security's Federal Emergency Management Agency's Assistance to Firefighters Grants Program. The applications seek funding of \$1.3 million for a new ladder truck and \$300,000 for 30 personal breathing apparatus units. Senator Reed and Whitehouse along with Congressman Cicilline have all written letters in support of these two grant applications.

3) Message to Councilors & Staff

Town Administrator Hainsworth read the following statement: "As this is my last meeting as Town Administrator, I want to take a moment to say how much I have enjoyed working with all of you. It has been my privilege to serve this wonderful community that I also am proud to call "home".

Over the last three years, we have worked through unprecedented times—from the beginning of the pandemic, through outdoor financial town meetings and working with our Chamber of Commerce and businesses to assure our citizens and visitors alike could continue to visit our downtown and recreational spaces. We have addressed many constituent issues and have maintained a sound financial status. It has been a very busy and fast three years.

I want to also publicly thank the Town Staff—all of whom contribute in their way to making Jamestown the great jewel that it is. I will miss their professionalism, great skill, comradery, and friendship but I know I am leaving them in good hands under the steady leadership of Ed Mello. To our dedicated Town Solicitor; Peter Ruggiero, his opinions, guidance and advice have been extremely helpful and I value the relationship we have enjoyed.

In closing— please contact me anytime if I can be of any assistance to you. Thank you again for this great opportunity and I wish all of you and our townspeople: good health and happiness."

President Beye thanked Town Administrator Hainsworth for his service and read the following tribute to the outgoing Town Administrator:

In 2019 the Town Council was tasked with hiring a new Town Administrator. We met with several candidates and asked loads of questions, but we had no idea just how important our final selection was going to be until March 2020.

Our selection Jamie Hainsworth proved to be the type of administrator we needed to get us through the pandemic. We learned through that experience that Jamie's only agenda was to care about and for the residents of Jamestown. I have been fortunate to work with Jamie these past few years. I have learned from him lessons that I will treasure always. One takeaway from me was that Jamie is an incredible judge of character. We've seen that time and time again with the people Jamie has hired during his time here. As much as we will miss him I'm convinced that he will excel in his new role as District Court administrator. I have witnessed firsthand Jamie and his soon-to-be work

colleagues and it was obvious how well-liked and respected he is in that environment. Jamie, thank you for your guidance, trust, leadership, and friendship. Jamestown is a better place because of you. I look forward to seeing you and Charlene enjoying our wonderful town and with that best wishes on your next adventure.

X. UNFINISHED BUSINESS

- A) No items at this time.

XI. NEW BUSINESS

- A) No Items at this time.

XII. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS

- A) Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
- 1) Town Charter Review Committee - Seven (7) member vacancies with a term ending date unspecified - maximum of nine months duration:
 - b) Letter of Interest for appointment
 - i) Sav Rebecchi
 - ii) Bill Harsch
 - iii) Lucia Marshall
 - iv) James Rugh
 - v) Job Toll
 - vi) James (Jay) Sisson
 - vii) George Souza

Discussion ensued.

A motion was made by Councilor R. White with a second by Vice President Meagher to appoint the following individuals to the Charter Review Committee: Sav Rebecchi, Lucia Marshall, James Rugh, Job Toll, James (Jay) Sisson, and George Souza. 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 accept the Consent Agenda. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

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 26, 2023 (special meeting- amended)
 - 2) February 6, 2023 (regular meeting)
- B) Minutes of Boards/Commissions/Committees
- 1) Harbor Commission (January 11, 2023)
 - 2) Bike Committee (December 15, 2022)
 - 3) Bike Committee (January 12, 2023)

- 4) Bike Committee – 2022 Attendance log
- 5) Planning Commission- 2022 Attendance Log

C) Tax Assessor’s Abatements and Addenda of Taxes

REAL ESTATE ABATEMENTS TO THE 2022 TAX ROLL		
03-0370-50	TABOR DECISION	\$ -156.17
11-0404-30	TABOR DECISION	\$ -704.12
TOTAL ABATEMENTS TO 2022 TAX ROLL		\$ -860.29
TOTAL ADDENDA TO 2022 TAX ROLL		\$ 0.00
GRAND TOTAL		\$ -860.29

- D) Acceptance of Town Administrator Jamie Hainsworth’s resignation letter dated December 16, 2022
- E) Finance Director’s Report: Comparison Budget to Actuals as of January 31, 2023

Communications were acknowledged.

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 letter to: Town Administrator Hainsworth and Town Council
From: David and Susan Jamison
Dated: January 29, 2023
Re: 2022 Energy Plan
- B) Proclamations and Resolutions from other Rhode Island Cities and Towns
 - 1) Town of Warren: Resolution to the Honorable RI General Assembly in Support of 2023 H5309

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

XV. EXECUTIVE SESSION- BOARD OF WATER AND SEWER COMMISSIONERS

The Town Council Sitting as the Board of Water and Sewer Commissioners may seek to enter into Executive Session and/or Open Session for review, discussion and/or potential action and/or vote on the following:

- A) Review, Discussion, and/or Action and/or Vote in Executive Session and/or Open Session pursuant to RIGL § 42-46-5(a) Subsection (2) Pending or Potential Litigation: CLP TRUST – 2016, by and through its Trustee, Joseph R. Paolino, Jr., vs. Town of Jamestown, C.A. No. 1:22-cv-00339.

XVI. The Town Council Adjourns from sitting as the Board of Water and Sewer Commissioners and reconvenes the Open Session.

A motion was made by Vice President Meagher to seal the minutes and adjourn the Board of Water and Sewer Commissioners from Executive Session with a second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

It was announced that no votes were taken.

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

XVII. EXECUTIVE SESSION

The Town Council may seek to enter into Executive Session and/or Open 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 (5) East Ferry Use: Potential Lease Agreement with Conanicut Marine Services, Inc.

Discussion ensued.

Conanicut Marine Services, Inc. was invited into Executive Session at 7:43 p.m.

Conanicut Marine Services, Inc. was asked to leave the Town Council Chambers at 7:50 p.m. so that the Town Council could further confer.

Conanicut Marine Services, Inc. was invited back into Executive Session at 7:57 p.m.

Further discussion ensued.

Conanicut Marine Services, Inc. departed the Town Council Chambers at 8:40 p.m.

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

XVIII. ADJOURNMENT OF EXECUTIVE SESSION

A motion was made by Vice President Meagher to seal the minutes and adjourn from Executive Session with a second by Councilor M. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

It was announced that no votes were taken.

The Town Council reconvenes the regular meeting.

XIX. ADJOURNMENT

A motion was made by Vice President Meagher with a second by Councilor M. White to adjourn at 9:16 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

COMPENSATION COMMITTEE
JFD

February 28, 2023

Present – Pat Perry, Prim Bullock, Mary Ellen Coleman, Wayne Moore, John Preece

The committee reviewed training records for Fire for 2022. We found all records acceptable and commend the detailed report.

The committee reviewed records for EMS from July 1 through Dec 31, 2022. All records were found to be acceptable.

The committee reviewed proposed incentive/tax abatement plans for both EMS and FIRE.

Submitted 3/6/2023

COMPENSATION COMMITTEE
JFD

Attendance

Our committee meets twice a year to review the records for JFD – Fire and EMS trainings and shifts.

Pat Perry Feb 2022, July 2022, Feb 2023

Prim Bullock Feb 2022, July 2022, Feb 2023

Mary Ellen Coleman Feb 2022, Feb 2023

Wayne Moore Feb 2022, July 2022, Feb 2023

John Preece Feb 2022, July 2022, Feb 2023

-
Jamestown Housing Authority Board of Commissioner's Special Meeting
Monday, January 10, 2022
Jamestown Housing Authority Community Room
45 Pemberton Ave, Jamestown, RI

1. Roll Call: 10:09a.m.

Chairwoman -Valerie Molloy- Present
Commissioner – Lisa Rafferty – Present
Commissioner – Joe Cannon—Present
Commissioner Barbara Szepatowski- Absent

Also present: Louise Marcus Esq, Bethany Hashway (note taker)

Public Present: Lillian Accardi

- 2 Per the RI Open Meetings Act RIGL Section 42-46-5 (a) (1) the Board will meet in closed session to clarify and discuss the job performance and duties of the Executive Director and possibly a new post of Grants Manager. The two persons, Executive Director Marcia Sullivan, and another person, have been notified in advance in writing and advised that they may require that the discussion be held at an open or closed meeting.

The persons have chosen a closed meeting so the Board will convene in Closed Session

Discussion and Possible VOTE(S) to potentially bifurcate the Executive Director duties to allow two persons to execute the duties of JHA Executive Director, potentially creating a new position of JHA Grants Manager. Doing so could permit JHA to be more actively pursue and obtain additional funding to provide enhanced resources and deliverables to the JHA and the community of residents it serves.

Commissioner Rafferty made a motion to go into closed session, seconded by Commissioner Cannon at 10:11a.m

Motion to re-open public meeting at 12:56pm and motion to sign and seal the minutes of the closed session motion by Commissioner Rafferty, seconded by Commissioner Cannon

Attorney Marcus announced that in closed session the Board voted to hold a special meeting directing the current Executive Director to provide three job descriptions to the Board for the Executive Director position, Program Manager position, and Grants Manager position. The Board requested an update on the Finances to confirm sufficient funds for those positions and an update on Phoenix Property

The board voted that pending those items above the board would offer the Executive Director candidate the position of Executive Director and discuss they would consider the contract at



the next special Board meeting, and they would also have the current Executive Director to stay on Board and sign a Grants Manager contract.

Motion by Commissioner Rafferty to adjourn open public meeting, seconded by Commissioner Cannon meeting adjourned at 12:59pm.

**Jamestown Housing Authority Board of Commissioner's Special Meeting
Friday January 14, 2022
3:00PM
Jamestown Housing Authority Community Room
45 Pemberton Ave, Jamestown, RI**

1. Called to Order:

The special meeting of the Board of Commissioners was called to order by Chairwoman Valerie Molloy at 3:05pm. Present were Commissioners Lisa Rafferty and Joe Cannon, Commissioner Barbara Szepatowski Absent. Also present: Louise Marcus Esq, Bethany Hashway (note taker), Marcia Sullivan on (Zoom)

Public Present on Zoom: Bernie Courtney, Lillian Accardi, and Coffee Bell

2. Update from Marcia Sullivan on JHA finances to confirm sufficient fund for the JHA positions of Executive Director, Grants Manager and Program Manager.
 - Marcia Sullivan provided the Board a description about the Housing Program Manager and that it is a full-time job the person in this position will be dealing with lease-ups, re-certifications and handling the public housing and the 202 property Pemberton Place. Marcia reported to the Board that she has been working with bookkeeper and she provided the Board with a Profit and Loss from July 2021 through present, she also mentioned that Phoenix Property hasn't paid since April 2021 and that the management agreement expired. Marcia did let the Board know that we are now able to access old money because she's been able to close out previous Capital Funds from 2018 and at the next Board meeting is going to be providing the Board with a Resolution on the Capital Funds and then will proceed with a 45-day Public Hearing.
 - Motion by Commissioner Cannon that we have sufficient funds for the three JHA positions listed above, motion seconded by Commissioner Molloy- motion passed unanimously.
3. Provision to the Board of Job Descriptions of Executive Director, Grants Manager and Program Manager- Discussion between the Board and Marcia Sullivan of the respective duties of the three positions. Chairwoman Molloy announced that the Board has descriptions for the three different positions. Commissioner Cannon asked Marcia about the three job descriptions and her strategy. Marcia did report that she is trying to build up a team. Marcia also reported there is a State Grant out there and we need to get it finished by June and there is a CDBG grant and to re-program the grant to be able to get our funds. That is what the Grants Manager will be working on.

4. Motion by Commissioner Rafferty to enter close session, seconded by Commissioner Cannon at 3:40p.m. motion passed 3-0.
5. Closed Session: Commissioner Rafferty made a motion to close the closed session, Commissioner Cannon seconded the motion. Unanimous Vote of Yeas.

Commissioner Rafferty made a motion to Sign and Seal the closed session minutes. Commissioner Cannon seconded the motion – Unanimous Vote of Yeas.

When back in Open Meeting: Chairperson Molloy stated on the record No Votes were taken in closed session.

Commissioner Cannon made motion to adjourn the open meeting which, Commissioner Rafferty seconded the motion. Meeting was adjourned at 4:15 P.M.

**JAMESTOWN HOUSING AUTHORITY
BOARD OF COMMISSIONERS Meeting**

**Jamestown Housing Authority Community Room 45 Pemberton Ave, Jamestown, RI
Wednesday, January 19, 2022 10:00am**

CALL TO ORDER; ROLL CALL: 10:05am

Commissioner: Valerie Molloy- Present

Commissioner: Lisa Rafferty- Present

Commissioner: Joe Cannon- Present

Commissioner: Barbara Szepatowski- Absent

Also present: Louise Marcus- Esq, Marcia Sullivan, Bethany Hashway (Note Taker)

Members of the Public Present: Coffee Bell, K C Fisher, Bernie Courtney, Nancy Beye, Lillian Accardi, and Jamie Hainsworth

Chairwoman Molloy- Introduced the new Housing Program Manager Michelle Babcock

READING AND APPROVAL OF MINUTES:

A motion was made by Commissioner Rafferty to approve the minutes of the regular monthly meeting held on December 8, 2021, this motion was seconded by Commissioner Cannon and unanimously passed 3-0

Organizational Updates, including Executive Director, Program Manager, and Grants Manager:
Chairwoman Molloy mentioned that we are working hard to bring this agency in the best possible direction and with careful consideration Marcia Sullivan is going to be a Grants Manager and that Michelle Babcock is the new Program Manager.

Marcia explained her new role as Grants Manager. She will be focused on bringing in money and working with the Town on the CDBG. She reported she is also working with HUD to straighten out the funding. She has already closed out one account.

Executive Directors Report -Marcia Sullivan reported on the following:

Pemberton Place REAC Inspection- Marcia Sullivan reported that Pemberton Place received a score of a 90.

Marcia provided the Board with the December bill payments of who was paid in December.

Marcia Sullivan provided the board with the following resolutions

1. The Board authorized staff to execute a contract with the State of Rhode Island Office of Healthy Aging for \$14,166 for the purpose of interior lock replacements at Pemberton Apartments. The balance of the cost (estimated \$7,834) will be programmed into 2021 U.S. Department of Housing and Urban Development Capital Fund Grant. - Motioned first by Commissioner Rafferty, seconded by Commissioner Cannon, vote passed 3-0
2. The Board approves the following budget line items for the 2020, 2021, and 2022 United States Department of Housing and Urban Development Public Housing Capital Fund Grants. Motioned first by Commissioner Rafferty, seconded by Commissioner Cannon, vote passed 3-0

FFY	Award Amount	Line Items
2020	\$54,542.00	Agency Operations
2021	\$56,702.00	Agency Operations \$28,868 Interior Lock Replacements \$7,834 (match) Backflow prevention \$20,000
2022	\$56,702.00 (estimated)	Agency Operations \$20,000 Wrought Iron Gate Repair/Replace \$2,000 Landscaping/ Tree Trimming/ Removal \$15,000 Backflow prevention \$19,702

Marcia spoke to IIUD about the fact we don't have a Resident Advisory Board. She did report that any resident can start a Resident Advisory Board. Marcia advised the board she is putting together a 45 day - public hearing for the public to review the uses of the resolution of the Board of Commissioners programming FFY 2021 Funds (\$56,702 total).

Communications: Marcia reported that we are still having issues with the Management company Phoenix Property not making payments for many months. Chairwoman Molloy and Marcia reached out to two individuals and they both reported they would investigate the issue regarding Phoenix Property not paying us their management fee. Since Marcia and Chairwoman reached out two weeks ago, there hasn't been any communications from the two individuals.

Public Comment -- Three (3) minutes per person for new, non- repetitive comments.

1 K.C. Fisher - Valerie was notified that she wasn't reappointed last night and that what the board was doing was wrong by holding a meeting. She also reported that we can't restrict her from her speaking as it is freedom of speech.

2. Attorney Marcus clarified that free speech is a very highly regarded right and to her knowledge no one is restricting that right at this board meeting with the board being respectful of the public's right to speak. The board determined that since no proper notification that Chairwoman Molloy was not reappointed, the decisions made at this meeting would stand. Attorney Marcus congratulated the new person that was sworn in.

3-Coffee Belt- Reported that the trees at Pemberton Place are overgrown and they need to be trimmed and she was given a garden and now can't grow things because of the overgrown trees. Coffee reported on an important issue of

◂ ◃ ▶

the sidewalk behind her building which is raised 2 inches. Coffee did say that her neighbor recently fell on the sidewalk and her neighbor is all bruised up

4- Bernie Courtney - Addressed the overgrown bushes at the JHA property. She stated that the previous administration contacted the landscapers in the summer to cut the bushes down but, they didn't. The prior administration was upset with the landscaping company because no bushes were cut down and they reported they weren't going to renew their contract. Bernie also stated that there was an understanding that there was a new board member sworn in and Valerie wasn't reappointed, and she shouldn't be chairing the meeting.

Chairwoman Molloy reported that she wasn't properly notified prior to the meeting that she wasn't reappointed and that no one at Jamestown Housing Authority received notification about Chairwoman Molloy's reappointment.

Chairwoman Molloy asked for a motion to adjourn. Commissioner Rafferty made the motion, seconded by Commissioner Cannon. Approved 3-0.

Meeting adjourned at 10:40a.m. Next meeting is scheduled for Wednesday February 9, 2022 at 10am at the Jamestown Housing Authority Community Room 45 Pemberton Ave. Jamestown, RI

JAMESTOWN HOUSING AUTHORITY Board of Commissioners
Wednesday, February 9, 2022

The Commissioners of the Jamestown Housing Authority met in regular session on Zoom at 1:00p.m. on February 9, 2022. The members were able to declare a quorum.

CALL TO ORDER; ROLL CALL- 1:04p.m.

Commissioner: Lisa Rafferty – Present

Commissioner: Joe Cannon – Present

Commissioner: Susan Romano- Present

Commissioner: Barbara Szepatowski- Absent

Also in Attendance: Nikki Vazquez- Executive Director, Louise Marcus, Bethany Hashway and Michelle Babcock

Public Present: Joanne Koehler, Doreen Dell, K.C. Fisher, Bernie Courtney, Bruce McCarter and Mary Meagher

A motion was made by Commissioner Rafferty to approve the minutes for the January 10, 2002, special meeting, January 14, 2002 special meeting, and the regular monthly meeting held on January 19, 2022. This motion was seconded by Commissioner Cannon and unanimously carried.

Report of the Secretary

Review of current staffing and introduction of new staff – Executive Director Nikki Vazquez went over the current staff in the office Michelle Babcock who is in the Monday through Friday, Bethany Hashway and Marcia Sullivan.

The Board was provided with the Fiscal Year 2022 Profit & Loss.

Action Item

- B. Updating Signatures on Bank Account- Executive Director Nikki Vazquez said to update the signatures on the Bank Account it's herself and the Chairperson going down to the Bank.

- C. Approval of January Bills – A motion was made by Commissioner Cannon to approve the January bills. This motion was seconded by Commissioner Romano and unanimously carried.

Board Commissioners Elections

- B. Nomination(s) and Election(s) of Chair - A motion was made by Commissioner Cannon to nominate Commissioner Lisa Rafferty as Chair. This motion was seconded by Commissioner Romano and unanimously carried
- C. Nomination(s) and Election(s) of Vice Chair – A motion was made by Chairwoman Rafferty to nominate Commissioner Joe Cannon as Vice-Chair. This motion was seconded by Commissioner Romano and unanimously carried.

Commissioner Reports and Requests – Chairwoman Rafferty reported that prior to the meeting she received Commissioner Barbara Szepatowski’s resignation.

PUBLIC COMMENT:

Bernie Courtney: Stated that at the last meeting the Town Manager wasn’t at the meeting on January 19, 2022, which the minutes were approved at this meeting.

K.C. Fisher: Apologized to Commissioner Rafferty, Commissioner Cannon, and the Attorney for her comments at the previous meeting regarding the un-reasonable delivery she made. She then asked where Ms. Vazquez has been an Executive Director before? Commissioner Rafferty responded that Ms. Vazquez has experience in housing. Fisher said she feels there is a problem here that Ms. Vazquez has experience in catering. She went on to state that Ms. Vazquez is chair of a housing authority and wants to see her resume and how much she makes? Had a complaint about public comment and how the board can’t respond to residents.

Doreen Dell: Is there anything going on with Resident Commissioner positions?

Bernie Courtney: At the last meeting Marcia announced she was Grants Manager and wanted to know whose decision it was to hire the new Executive Director. She curious who hired her and how the residents don't get notified and no notices. She didn't even know Nikki started. Commissioner Rafferty responded that she interviewed Nikki along with the Attorney

Attorney Marcus stated for the record that the same team that hired, interviewed, and embedded Marcia hired, interviewed, and embedded Nikki. Attorney Marcus reported that she is delighted that we have Nikki on board, and she has great qualities, and it wasn't a policy change it was an employment change at the organization.

Commissioner Rafferty wanted to make it clear that over the past few months she's been here she has heard about the frustrations that the residents have about transparency and information getting out to them in a timely fashion and that her and the rest of the Commissioners are committed to doing that. Commissioner Rafferty requested that residents give the Board and Staff time to get the ship up and running and to be patient while we work on these issues.

Commissioner Cannon made a motion to adjourn, seconded by Commissioner Romano. Motion passed and meeting adjourned at 1:27p.m.

JAMESTOWN HOUSING AUTHORITY
Board of Commissioners
Wednesday, March 9, 2022, Meeting Minutes

The Commissioners of the Jamestown Housing Authority met in regular session on Zoom at 10:00 a.m. on March 9, 2022. The members were able to declare a quorum.

CALL TO ORDER; ROLL CALL- 10:03 a.m.

Commissioner: Lisa Rafferty – Present

Commissioner: Joe Cannon – Present

Commissioner: Susan Romano - Present

Commissioner: Bob Plain - Present

Also in Attendance: Nikki Vazquez- Executive Director, Louise Marcus, Bethany Hashway and Michelle Babcock

Public Present: K.C. Fisher, Bernie Courtney, Lillian Accardi, Doreen Dell and Tim

A motion was made by Vice Chair Cannon to approve the minutes of the regular monthly meeting held on February 9, 2022. This motion was seconded by Commissioner Romano and unanimously carried passed 3-0.

Executive Director's Report

1. Asset Management Report- Executive Director Nikki Vazquez reported that the water was shut off to replace corroded valves, which was successfully completed.
2. Occupancy Report – Executive Director Nikki reported that currently we have 4 apartments ready for rental, 1 apartment needs extensive repairs and updating, 76 people on updated waitlist and applications have been sent out, 10 outstanding work orders from 2021 are being addressed, 1 formally received in the month of February, working on changing up the work order system.
3. Resident Services Report- The Executive Director mentioned that at JHA Pace Rhode Island gave a presentation to several residents, a second one to

be scheduled. MLK Mobile Food Pantry will be coming to JHA March 10, 2022 11:30-12:30. Nikki also mentioned that she has a meeting the YMCA of Newport to see what kind of services they can provide at JHA and on March 22, 2022, Senator Dawn Euer is coming to JHA to tour the campus.

4. Actual YTD Operating Expenses- The board was provided with the year-to-date budget. The Executive Director reported that we are in good shape and Phoenix Property is paying their management fee to us.

Commissioner Romano asked if there is a discount for residents to sign up for the YMCA and the Executive Director responded that the membership is free if senior's present their insurance cards for Medicaid/Medicare. Otherwise, there is a sliding scale fee that makes it affordable for Seniors. The Senior Center is also going to be seeing what kind of services they can provide at Jamestown Housing Authority. A motion was made by Commissioner Plain to approve the Executive Director's Report. This motion was seconded by Vice-Chair Cannon and unanimously carried.

Action Item

Budget

- (a) July 1, 2022, to June 30, 2023 Budget- The commissioners were provided the budget for July 1, 2022 to June 30, 2023 and reviewed. A motion was made Vice Chair Cannon to approve the budget for July 1, 2022 to June 30, 2023. This motion was seconded by Commissioner Plain and unanimously carried. 4-0.

Bills February 2022 Bills

- (b) A motion was made by Commissioner Plain to approve the February 2022 Bills. This motion was seconded by Vice-Chair Cannon and unanimously carried.

Commissioner Reports and Requests – Chairwoman Rafferty welcome our new Commissioner Bob Plain. Commissioner Canon mentioned that we have pulled a good group together and that we have a long road ahead of them and are looking for cooperation from everyone.

PUBLIC COMMENT:

K.C. Fisher: Apologized again for her last explosion at prior meeting, she went on to mention that the new Commissioner can't vote on the minutes and wanted to know how Louise Marcus and Commissioner Rafferty hired and approved Nikki.

She went on to report that she's been here for four years, and everything has been dismissal, dismissal, dismissal. She also went on to say that the previous meeting should have been postponed the one where Valerie wasn't a commissioner anymore.

Bernie Courtney: Wanted to make the board aware of two things. One is we are still without a resident commissioner, and her understanding from the Town Council is that waiting until a tenant advisory group to formed , she mentioned that she was in the office the other day and was told that Management is going to start the tenant association and Bernie mentioned how Management can't stop residents from posting notices and her impression is that staff is coordinating the process , her question to the board and management is what are you doing to start the process to get a resident commissioner? Bernie also mentioned that management was told back in November to look for a resident commissioner from the Town Council and that she tried to start one in 2019 and previous management didn't help. Wanted to board to consider presumptive deductions.

K.C. Fisher: Having an issue with tainted water and she mentioned that her place is unsanitary, and she has pictures of her apartment she was told that if she purchased her own toilet, it would be a federal crime. Fisher also mentioned that three minutes isn't long enough for comments and that the board can change that.

Michelle: Addressed what Bernie said and she said we welcome having the tenants being involved and how we want to help them and be positive.

Doreen Dell: Mentioned there is a meeting scheduled to comment on the RAD and that meeting is next week. Doreen also wanted to know why we have to a zoom meeting.

Fisher: mentioned that she had the notice that Doreen was speaking about and Bernie said to both Fisher and Doreen that the meeting on the 14th is a public hearing meeting for the public to comment on the FFY 2021 Funds and program FFY 2022.

Doreen Dell – Mentioned that she wished we didn't have a zoom meeting. Chairwoman Rafferty stated that it was due to the Governor's order and the meeting was held via zoom as a precaution.

Lillian Accardi: Thanked everyone and it is a great meeting and mentioned that we have applications for the empty units and that she has been trying for a year to get into a one bedroom and that she was promised it. Everybody she talks to shuts her down. She stated that she called Boston HUD and that is not true, she mentioned she just wants to move into a one-bedroom apartment. Would like the board to look -into her problem. Also having issues with her water and how it's not hot.

Fisher: mentioned that we have such good faith and hope in our hearts and that the residents are opened to helping the board, we have been told this for years and nothing gets done.

Commissioner Rafferty responded that she along with the other commissioners hear the frustrations of the residents and they are trying to make things and we are all new in this role and need to take things with one bit at a time.

Lillian Accardi: Mentioned that she is going to leave a letter for Chairwoman Rafferty. Commissioner Rafferty mentioned that if residents have an issue bring it to Management's attention.

Bernie Courtney: Mentioned that residents were told to go to Management with their issue and then to go the board and when management wasn't here, they were directed by HUD to go to the Town. Bernie asked how to reach out to the commissioners confidentially in case they need to get in touch with them, Chairwoman Rafferty responded and said that they received the request and are working on getting emails.

A motion to adjourn was made by Commissioner Romano. This motion was seconded by Vice -Chair Cannon and unanimously carried, the meeting adjourned at 10:40a.m.

JAMESTOWN HOUSING AUTHORITY
Board of Commissioners
Wednesday, April 13, 2022, Meeting Minutes

The Commissioners of the Jamestown Housing Authority met in regular session at 10:00 a.m. on April 13, 2022. The members were able to declare a quorum.

CALL TO ORDER 10:02a.m.; ROLL CALL by Executive Director Nikki Vazquez

Chairwoman: Lisa Rafferty – Present

Vice-Chair: Joe Cannon – Present

Commissioner: Susan Romano - Present

Commissioner: Bob Plain - Present

Also in Attendance: Nikki Vazquez- Executive Director, Louise Marcus, Bethany Hashway

Public Present: K.C. Fisher, Bernie Courtney, Jim Anderson Doreen Dell, and Coffee Bell

A motion was made by Vice- Chair Cannon to approve the minutes of the regular monthly meeting held on March 9, 2022. This motion was seconded by Commissioner Plain and unanimously carried passed.

Communications

(a) Cyber Seniors Contract- The Executive Director mentioned a service that the University of Rhode Island is offering where they help seniors with learning to use an IPAD as a tool. For the first session they will have a limited number of seats (7-10. The technology support will last from 2-3 months with a call in center service available after. After the program ends the participant can keep the IPAD and the residents will also have a free Hotspot for a year.

(b) Lewis Tree Service-

Executive Director's Report

(a) Asset Management Report- Executive Director Nikki Vazquez mentioned the heating system has been serviced after the system flooded on 4/4/22. The system is currently working to provide heat as required through 5/1/22. Executive Director Nikki reported that the JHA staff is currently working on an alternative efficient heat and hot water system as recommended by the 2019 Capital Needs

Assessment. The funding has been identified to replace the entire system to mini split units, contingent upon staff finding \$735,000 in funding to upgrade the JHA electrical system. State and US Legislators, Town Administrators and HUD Boston have been notified and updated regarding the current emergent situation.

(b)Occupancy and Applications – Executive Director Nikki reported that currently the JHA staff continues to work on lease-ups to fill empty units both at Pemberton Apartments and Pemberton Place. RI Housing conducted a review of Pemberton Place last week and will report findings in 30 days.

(c)Resident Services Report- JHA is working with partner organizations to provide services to residents at Pemberton Apartments and Pemberton Place. Martin Luther King Center continues to provide monthly mobile food pantry at JHA. South County Health will be hosting a nurse for wellness appointments on the second Thursday of each month in a private space in the JHA community room. The nurse will be here for the first time on 4/14/22 from 1:00 through 2:30 to take blood pressure, answer medication questions and discuss nutrition and any other health concerns. Residents have been invited to sign up for the Seniors Farm Market Nutrition program for a free box of RI grown fruits and vegetables. April 14 will also be JHA's first Lunch and Learn event. The Newport County YMCA will be speaking to residents about free and affordable membership opportunities at the YMCA and JHA will provide lunch for residents. On April 21 at 10:00 am JHA will be having the first Coffee Social Hour where we hope all will join to re-engage with our neighbors.

(d) Jamestown Police Report- The Executive Director has met with Chief of Police Mello and patrol officer Jeff Peteraca, who provided a quarterly report of police presence at JHA. Jamestown Police will be providing a monthly report and are happy to attend Board meetings at the request of the Board.

(e) Year to Date Operating Expenses – Budget has been provided for review. New Policy and procedure manuals as well as software are being vetted to bring JHA into compliance and ensure daily operations are more efficient.

A motion was made by Vice -Chair Cannon to approve the Executive Director's Report. This motion was seconded by Commissioner Plain.

Action Item

(a) March 2022 Bills - A motion was made by Commissioner Romano to approve the March 2022 Bills. This motion was seconded by Commissioner Plain and unanimously carried.

Commissioner Reports and Requests – Chairwoman Rafferty mentioned that the Commissioners have email now and that it will be shared with residents in the May newsletter.

PUBLIC COMMENT:

Coffee Bell- Mentioned Bravo to Executive Director Nikki and her team as they are doing an amazing job.

Bernie Courtney- Asked about question B under the communications regarding Lewis Tree Service. The Executive Director mentioned that it was a letter that came from the tree company about National Grid performing routine tree trimming. Also asked the Board to see into presumptive deductions which she mentioned are in the HUD Handbooks.

Fisher- Mentioned that Executive Director Nikki is meeting her standards and is doing a great job and that Nikki solved her problem with the humming in her apartment that she was having for the past seven months.

Doreen Dell- She mentioned that everyone is doing a great job, mentioned she still has banging from the pipes in her apartment. Wanted to know if it's legal to do a fundraiser to help get funds to fix the heating system?

Jim Anderson- Mentioned he is impressed with the Board and Management, also have you looked into National Grid doing an audit for a grant.

A motion to adjourn was made by Commissioner Plain This motion was seconded by Commissioner Romano and unanimously carried, the meeting adjourned at 10:47a.m.

JAMESTOWN HOUSING AUTHORITY
Board of Commissioners
Wednesday, May 11, 2022, Meeting Minutes

The Commissioners of the Jamestown Housing Authority met in regular session at 10:25 a.m. on May 11, 2022. The members were able to declare a quorum.

CALL TO ORDER 10:02a.m.; ROLL CALL by Executive Director Nikki Vazquez
Chairwoman: Lisa Rafferty – Present
Vice-Chair: Joe Cannon – Present
Commissioner: Susan Romano - Present
Commissioner: Bob Plain - Excused

Also in Attendance: Nikki Vazquez- Executive Director, Louise Marcus, Bethany Hashway

Public Present: Bernie Courtney, Coffee Bell, Gerald Precious, Doreen Dell, and Joanne Kohler

A motion was made by Commissioner Romano to approve the minutes of the regular monthly meeting held on April 13, 2022. This motion was seconded by Vice- Chair Cannon and unanimously carried passed.

Executive Director's Report

A motion was made by Commissioner Romano to approve the Executive Director's Report. This motion was seconded by Vice- Chair Cannon.

Action Item

- (a) Bills April 2022 Bills - A motion was made by Commissioner Romano to approve the April 2022 Bills. This motion was seconded by Vice -Chair Cannon and unanimously carried.

Commissioner Reports and Requests – No reports or requests.

PUBLIC COMMENT:

Vicky Mahoney- Mentioned that nothing was said regarding the occupancy and applications section. Executive Director reported that there was no update and we remain with 2 vacant efficiencies and one vacant efficiency and one bed in Pemberton Place.

Bernie Courtney- Mentioned Marcia had asked the board to put a policy in place regarding residents transferring because of the cost of money. Bernie asked the board to consider removing that policy. She also mentioned that the only way right now residents can transfer to a one-bedroom is if they get a reasonable accommodation form.

Motion to adjourn was made by Commissioner Romano This motion was seconded by Vice-Chair Cannon and unanimously carried, the meeting adjourned at 10:49a.m.

JAMESTOWN HOUSING AUTHORITY
Board of Commissioners
Wednesday, June 08, 2022, Meeting Minutes

The Commissioners of the Jamestown Housing Authority met in regular session at 10:02 a.m. on June 08, 2022. The members were able to declare a quorum.

CALL TO ORDER 10:04a.m.; ROLL CALL by Executive Director Nikki Vazquez

Chairwoman: Lisa Rafferty – Present

Vice-Chair: Joe Cannon – Present

Commissioner: Susan Romano - Present

Commissioner: Bob Plain - Present

Also in Attendance: Nikki Vazquez- Executive Director, Louise Marcus, Bethany Hashway

Public Present: Bernie Courtney, Coffee Bell, K.C. Fisher, Jim Anderson, and Lillian Accardi

A motion was made by Commissioner Romano to approve the minutes of the regular monthly meeting held on May 11, 2022. This motion was seconded by Commissioner Plain and unanimously passed.

Executive Director's Report

A motion was made by Commissioner Romano to approve the Executive Director's Report. This motion was seconded by Commissioner Plain and unanimously passed.

Action Item

- (a) Bills May 2022 Bills - A motion was made by Commissioner Romano to approve the April 2022 Bills. This motion was seconded by Commissioner Plain and unanimously carried.
- (b) Resolution -adoption of FY 2022 HUD Fair Market Rent and JHA FY 2022 Flat Rent- A motion was made first by Commissioner Plain and seconded by Commissioner Romano and unanimously carried.

Commissioner Reports and Requests – Commissioner Romano mentioned that herself and Vice-Chair Cannon met with Nikki and Marcia to discuss a plan on how to get funding for the heating system. Commissioner Romano also mentioned that she and Vice-Chair Cannon had a meeting with the Town Manager, and that the Town is aware of the heating situation and is looking to help JHA with partial funding for the heating system. Commissioner Romano also reported she attended the Town’s Finance meeting on Monday and that the Town is going to pledge to give JHA some potential funding to help with the heating situation. Chairwoman Rafferty- Mentioned that it was brought to her attention about Permissive Deductions and at this time there is no action on this item.

PUBLIC COMMENT:

Bernie Courtney- Mentioned that there were no notices given out about the removal of the bushes and no memos went out about it happening.

Fisher- Wanted to know if any of the Board members have been trained by HUD and that communication at JHA is not happening and that residents were not notified about the landscaping with regards to the removal of bushes and that the landscapers started early in the morning.

Coffee Bell- Mentioned that publishing of notices is important for the residents to know what’s happening.

Chairwoman Rafferty asked for a motion to adjourn, motion to adjourn was made by Commissioner Romano. This motion was seconded by Commissioner Plain and was unanimously carried, the meeting adjourned at 10:47a.m.

Roberta Fagan

From: Bethany [REDACTED]
Time: Monday, March 6, 2023 3:25 PM
To: Roberta Fagan
Subject: Re: JHA Board Agenda
Attachments: March 2022 .pdf; April 13, 2022.pdf; may 11, 2022.pdf; June 2022 .pdf; August 2022df.pdf

Here is this batch, we didn't meet in July

From: Roberta Fagan <rfagan@jamestownri.net>
Date: Monday, March 6, 2023 at 3:16 PM
To: Bethany [REDACTED]
Subject: RE: JHA Board Agenda

Thank you, Bethany.

Sincerely,
Roberta

Roberta J. Fagan - Town Clerk
[Town of Jamestown](#)
[93 Narragansett Avenue](#)
[Jamestown, RI 02835](#)
rfagan@jamestownri.net
401-423-9800

business Hours: Monday-Friday 8:00 AM - 4:30 PM -- last recording 4:00 PM



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From: Bethany [REDACTED]
Sent: Monday, March 6, 2023 3:01 PM
To: Roberta Fagan <rfagan@jamestownri.net>
Subject: Re: JHA Board Agenda

Hi Roberta,
Here are theses so far

From: Roberta Fagan <rfagan@jamestownri.net>
Date: Monday, March 6, 2023 at 1:57 PM
To: Bethany [REDACTED]
Subject: RE: JHA Board Agenda

JAMESTOWN HOUSING AUTHORITY
Board of Commissioners
Wednesday, August 10, 2022, Meeting Minutes

The Commissioners of the Jamestown Housing Authority met in regular session at 10:00 a.m. on August 10, 2022. The members were able to declare a quorum.

CALL TO ORDER 10:00a.m.; ROLL CALL by Executive Director Nikki Vazquez

Chairwoman: Lisa Rafferty – Present

Vice-Chair: Joe Cannon – Present

Commissioner: Susan Romano - Present

Commissioner: Bob Plain - Present

Also in Attendance: Nikki Vazquez- Executive Director, Louise Marcus, Bethany Hashway

Public Present: Gerald Precious, Doreen Dell, Valerie McLaughlin and Barbara Csisar

A motion was made by Commissioner Romano to approve the minutes of the regular monthly meeting held on June 08, 2022. This motion was seconded by Commissioner Plain and unanimously passed. Chairwoman Rafferty noted under the Public Comment, it should be Permissive Deductions for correction on the June 08, 2022, minutes.

Executive Director's Report

A motion was made by Commissioner Romano to approve the Executive Director's Report. The motion was seconded by Commissioner Plain and unanimously passed.

Action Item

- a. Bills June 2022 Bills - A motion was made by Vice -Chair Cannon to approve the June 2022 Bills. This motion was seconded by Commissioner Plain and unanimously carried.
- b. July 2022 Bills - A motion was made first by Commissioner Plain and seconded by Commissioner Romano and unanimously carried.

Heating Upgrade Town of Jamestown Grant Payment

(c) ES& M invoice of \$9,524.54

(d) Summit heating \$13,420.00

Chairwoman Rafferty mentioned that they are in receipt of the invoices from ES &M for \$9,524.54 and Summit heating for \$13,420.00 that they submitting to the Town of Jamestown as part of the \$75,000 grant. A motion was made first by Vice-Chair Cannon and seconded by Commissioner Plain and unanimously carried.

RESOLUTION

(e) Resolution 72002 relative to approving the submission of a CDBG grant application for funding to renovate up to 18 second floor bathrooms at Pemberton Apartments. A motion was made first by Vice -Chair Cannon and seconded by Commissioner Romano and passed 3-0, with Commissioner Plain recusing himself.

Commissioner Reports and Requests

Chairwoman Rafferty wanted to recognize Executive Director Vazquez for her award as Commissioner of the Year for her work in Newport as Chair of the Newport Housing Authority.

PUBLIC COMMENT

Valerie McLaughlin –Mentioned that people at Pemberton Place need storm doors fixed, what is the process? Executive Director Vazquez said that residents need to fill out work orders, so the office knows the work that needs to be completed. Valerie mentioned they had no idea of that process to submit work orders.

Doreen Dell- Mentioned with the bathroom she thought there was a grant then lost it, but now we are still working on the bathroom. No grant was ever submitted. Also wanted to know in emergencies if they will have a pull cord.

Barbara Csisar – Didn't hear anything regarding the Occupancy and Applications and wanted to know if there is a plan to clean -up the landscaping in the back of A building? Executive Director reported that it's in the plan to clear out the back wall that and that we are going through the waitlist and have been sending out letters and continuing to go through the list.

Valerie McLaughlin- Asked if there should be an AD in the paper about the yard sale and Big Sisters. Executive Director mentioned that there is an AD in the paper for the yard sale.

Chairwoman Rafferty encouraged residents to vote in the election for the Resident Commissioner on August 16.

Chairwoman Rafferty asked for a motion to adjourn, motion to adjourn was made by Commissioner Romano. This motion was seconded by Commissioner Plain and unanimously carried; the meeting adjourned at 10:37a.m.

JAMESTOWN HOUSING AUTHORITY
Board of Commissioners
Wednesday, September 14, 2022, Meeting Minutes

The Commissioners of the Jamestown Housing Authority met in regular session at 10:00 a.m. on September 14, 2022. The members were able to declare a quorum.

CALL TO ORDER 10:06a.m.; ROLL CALL by Executive Director Nikki Vazquez

Chairwoman: Lisa Rafferty – Present

Vice-Chair: Joe Cannon – Present

Commissioner: Susan Romano - Present

Commissioner: Bob Plain – Excused

Also in Attendance: Nikki Vazquez- Executive Director, Louise Marcus Esq, Bethany Hashway

Public Present: Jerry Precious, Doreen Dell, Joanie Shaffer, and Elizabeth Mulligan

A motion was made by Commissioner Romano to approve the minutes of the regular monthly meeting held on August 10, 2022. This motion was seconded by Vice-Chair Cannon and unanimously passed.

Communications

(a) Congressional Letter of Support

A motion was made by Vice-Chair to approve the Congressional Letter of Support. This motion was seconded by Commissioner Romano and unanimously passed.

Executive Director's Report

A motion was made by Commissioner Romano to approve the Executive Director's Report. This motion was seconded by Vice-Chair Cannon and unanimously passed.

Action Item

- a. Bills August 2022 Bills - A motion was made by Commissioner Romano to approve the August 2022 Bills. The motion was seconded by Vice -Chair Cannon and unanimously carried.

Commissioner Reports and Requests --

Chairwoman Rafferty thanked Commissioner Sue Romano and Vice- Chair Joe Cannon for their work on the facilities committee. Chairwoman Rafferty mentioned that Commissioner Bob Plain will be on the branding committee.

PUBLIC COMMENT:

Joanie Shaffer- Thanked the JHA Staff for going above and beyond to make JHA a better place and for the events JHA hosts on campus.

Doreen Dell- Every time she looks at the newspaper and sees that the library needs money, she asked why the Town can't put in more money for JHA.

Elizabeth Mulligan- Asked if we get displaced what will happen to our pets? Executive Director said there is an emergency plan in place incase that happens. Elizabeth thanked Executive Director Nikki Vazquez for helping to provide a whole new atmosphere at the Jamestown Housing Authority.

Gerald Precious – Seconded what Elizabeth said about having a new atmosphere at Jamestown Housing Authority.

Chairwoman Rafferty asked for a motion to adjourn, motion to adjourn was made by Commissioner Romano. This motion was seconded by Vice -Chair Cannon and unanimously carried; the meeting adjourned at 10:46a.m.

JAMESTOWN HOUSING AUTHORITY
Board of Commissioners
Wednesday, October 19, 2022, Meeting Minutes

The Commissioners of the Jamestown Housing Authority met in regular session at 10:00 a.m. on October 19, 2022. The members were able to declare a quorum.

CALL TO ORDER 10:01a.m.

ROLL CALL by Executive Director Nikki Vazquez

Chairwoman: Lisa Rafferty – Present

Vice-Chair: Joe Cannon – Present

Commissioner: Susan Romano – Present

Commissioner: Bob Plain – Present

Commissioner: Gerald Precious- Present

Also in Attendance: Nikki Vazquez- Executive Director, Louise Marcus Esq, Bethany Hahway

Public Present, Joanie Shaffer, Vicky Mahoney, Rick Meli, Coffec Bell, Gail Caswell and Jim Anderson

A motion was made by Vice Chair Cannon to approve the minutes of the regular monthly meeting held on September 14, 2022. This motion was seconded by Commissioner Romano and unanimously passed.

Communications

(a.) September 30, 2022 notice to tenants regarding HUD \$1,488,677 award

(h.) HUD Award Letter HUD Press Release, September 30, 2022

A motion was made by Commissioner Plain to approve the communications. This motion was seconded by Commissioner Precious and unanimously passed.

2023 Board Meeting Schedule

A motion was made by Commissioner Romano to approve the meeting schedule with a time change to 9:00 a.m. This motion was seconded by Commissioner Plain and unanimously passed.

Executive Director's Report

A motion was made by Commissioner Romano to approve the Executive Director's Report. This motion was seconded by Vice-Chair Cannon and unanimously passed.

Action Item

- a. Bills September 2022 Bills - A motion was made by Commissioner Romano to approve the September 2022 Bills. The motion was seconded by Commissioner Plain and unanimously carried.

Commissioner Reports and Requests

Commissioner Romano mentioned the Friends of Jamestown Fundraiser being held next week.

Public Comment

Vicky Mahoney- Wanted to know if we can make the waiting list public and wanted to know if she could see where she stands on the waiting list?

Gail Caswell- Mentioned that she was promised a one -bedroom and then it got taken away.

Executive Session

Per the RI OMA RIGL Section 42-46-5a1, the Board will meet in closed session to clarify and discuss the job performance and duties of the Executive Director. Any person to be discussed has been so notified.

Commissioner Romano Made a Motion to close the closed Executive Session. Vice Chair Cannon Commissioner Seconded the Motion and it and unanimously carried.

Commissioner Romano Made a Motion to Sign and Seal the closed session minutes. Vice-Chair Cannon Seconded the Motion and it unanimously carried. During the closed session no votes were taken.

A motion to adjourn was made by Commissioner Romano. Commissioner Plain seconded the motion and unanimously carried; the meeting adjourned at 11:56a.m.

JAMESTOWN HOUSING AUTHORITY
Board of Commissioners
Wednesday, November 9, 2022, Meeting Minutes

The Commissioners of the Jamestown Housing Authority met in regular session at 10:20 a.m. on November 9, 2022. The members were able to declare a quorum.

CALL TO ORDER 10:21a.m.; ROLL CALL by Executive Director Nikki Vazquez

Chairwoman: Lisa Rafferty – Present

Vice-Chair: Joe Cannon – Present

Commissioner: Susan Romano - Present

Commissioner: Bob Plain – Excused

Commissioner: Gerald Precious - Present

Also in Attendance: Executive Director Vazquez, Louise Marcus Esq., Bethany Hashway

No members of the public were present.

A motion was made by Vice Chair Cannon to approve the minutes of the regular monthly meeting held on October 19, 2022. This motion was seconded by Commissioner Precious and unanimously passed.

Communications

- (a.) RISE Specifications, Design & PM Proposal
- (b.) Friends of Jamestown Housing -information update
- (c.) Rhode Island Senate Legislative Community Service Grant
- (d.) What Cheer Flower Farm
- (e.) Wicked Tulip Bulb Donation

A motion was made by Vice -Chair Cannon to approve the communications. This motion was seconded by Commissioner Precious and unanimously passed.

Executive Director's Report

A motion was made by Vice-Chair Cannon to approve the Executive Director's Report. This motion was seconded by Commissioner Precious and unanimously passed.

Action Item

- a. Bills October 2022 Bills - A motion was made by Vice-Chair Cannon to approve the October 2022 Bills. The motion was seconded by Commissioner Precious and unanimously carried.

Commissioner Reports and Requests Vice-Chair Cannon mentioned about training for the Commissioners, thinks it will be beneficial for the Board of Directors. Executive Director Nikki Vazquez mentioned that she has been in touch with NAHRO and is working with NAHRO to organize a full Board training.

Public Comment: None

Motion to adjourn the meeting was made by Vice-Chair Cannon, this motion was seconded by Commissioner Precious and unanimously carried. Meeting adjourned at 11:24 a.m.

JAMESTOWN HOUSING AUTHORITY
Board of Commissioners
Wednesday, December 14, 2022, Meeting Minutes

The Commissioners of the Jamestown Housing Authority met in regular session at 10:00 a.m. on December 14, 2022. The members were able to declare a quorum.

CALL TO ORDER 10:04a.m.; ROLL CALL by Executive Director Nikki Vazquez

Chairwoman: Lisa Rafferty – Excused

Vice-Chair: Joe Cannon – Present

Commissioner: Susan Romano - Present

Commissioner: Bob Plain – Present

Commissioner: Gerald Precious- Present

Also in Attendance: Nikki Vazquez- Executive Director, Louise Marcus Esq, Bethany Hashway

Public Present: Coffee Bell, and Bernie Courtney

A motion was made by Commissioner Romano to approve the minutes of the regular monthly meeting held on November 9, 2022. This motion was seconded by Commissioner Plain and unanimously passed.

Communications

(a.)NAHRO Commissioners Certification February 2, &3, 2023

A motion was made by Commissioner Romano to approve the communications. This motion was seconded by Vice Chair Cannon and unanimously passed.

Board Meetings-

A motion was made by Commissioner Plain to move the January 11 meeting to January 19, at 9am. This motion was seconded by Commissioner Precious and unanimously passed.

Executive Director's Report

A motion was made by Commissioner Romano to approve the Executive Director's Report. This motion was seconded by Commissioner Plain and unanimously passed.

Action Item

- a. Bills November 2022 Bills - A motion was made by Commissioner Romano to approve the November 2022 Bills. The motion was seconded by Commissioner Plain and unanimously carried.*

Commissioner Reports and Requests –.

Commissioner Precious mentioned about rent checks and was wondering if there's a grace period for residents to get checks in? Attorney Marcus mentioned she believes the grace period is the 5th of the month by midnight.

Vice Chair Cannon mentioned maybe more public/press promotion about positive events happening at JHA.

PUBLIC COMMENT:

Coffee Bell- Mentioned that we should all be helping each other to get the word out about events and that there are wonderful people here at the apartments.

Bernie Courtney- Mentioned that she has no way of reaching the Resident Commissioner. Wanted to know about the reserving the Community room and stated that past administration used to let resident reserve the Community room for personal use also used to have craft shows in the space. Ms. Courtney also wanted to know why a consultant was needed for the bathrooms?

Motion to adjourn the meeting was made by Commissioner Romano, this motion was seconded by Commissioner Precious and unanimously carried. Meeting adjourned at 10:56am

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Minutes of the February 8, 2023 meeting of the Jamestown Harbor Commission.

Approved: 3/8/23

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, February 8, 2023 at 5:00 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 5:00.

Present:

Wayne Banks, Chairman
Michael Junge, Vice-Chairman
Dan Wurzbacher, Commissioner
Eric Lexow, Commissioner
Steven Bois, Commissioner
Sue Romano, Commissioner

Absent:

Jessica McCarthy, 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, January 11, 2023

Chairman Banks moved to accept the minutes of the January 11, 2023 meeting of the Jamestown Harbor Commission and Commissioner Bois 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

Charlotte Zarlengo of Seaside Drive requested the Harbor Commission protect Head's Beach cove as the only swimming area on the north end of the island in addition to being a fish

nursery and fishery. Mrs. Zarlengo feels some of the members of the Harbor Commission are only interested in placing as many moorings around the island as they possibly can, with the focus being on Head's Beach year after year. Mrs. Zarlengo stated there are now 14 moorings at Head's Beach and as a result, much of the eelgrass planted by the Conservation Commission has been destroyed. Fishing is an important activity that depends on these areas and they are rapidly disappearing around Jamestown. Mrs. Zarlengo asked the Harbor Commission not to place any more moorings at Head's Beach and to decrease the number that are already there through attrition.

IV. Executive Director's Report

Executive Director Chief Mello stated that he has interviewed a number of great candidates for the Harbormaster position and is in the process making a determination for hiring in the coming days or week.

He also updated the Harbor Commission on the status of the CMS/Jamestown Ferry negotiations. There are some more Executive Session meetings scheduled with the Town Council to come to a resolution and Chief Mello hopes to have something to report by the March meeting.

Executive Director Chief Mello also welcomed Sue Romano, who is a new Harbor Commissioner.

V. Harbormaster's Report

There was no Harbormaster's report this month.

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

Executive Director Chief Mello had nothing to report.

VII. Subcommittee 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

Commissioners Banks and 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. Bols – Review, discussion, and/or potential action and/or vote

Chairman Banks and Commissioner Bois had nothing to report.

VIII. Liaison Reports

A. Conservation Commission Liaison Report – L. Orsi – Review, discussion, and/or potential action and/or vote

Conservation Commissioner Orsi was absent.

B. Town Council Liaison Report – R. White – Review, discussion, and/or potential action and/or vote

Town Councilor Randy White was absent.

IX. Old Business

A. Development of Long-Term Capital Plan/Budget – Review, discussion, and/or potential action and/or vote

There was more discussion regarding the development of a long-term capital plan. Some discussion ensued and it was decided that the Facilities Committee of Chairman Banks and Commissioner Wurzbacher, along with Commissioner Bois, will meet to come up with a list of harbor assets that need to be addressed in the next few years.

B. 2024 Mooring Harbor Permit Rates – Review, discussion, and/or potential action and/or vote

More discussion ensued regarding the potential increase of mooring and permit rates, which also ties into the development of a long-term capital plan. Commissioner Wurzbacher stated that he feels the rates need to increase but that any increase would be more palatable if the Harbor Commission has a list of projects to justify the rate increase. There was discussion of how Jamestown's rates compare to other waterfront communities with large mooring fields. Harbor Clerk Rich will research the rates of Bristol, Newport, North Kingstown, and Portsmouth and have the information for next month's meeting.

X. Correspondence

A. Letter from KSP Law regarding Conanicut Marine Services/Commercial Moorings – Review, discussion, and/or potential action and/or vote

Chairman Banks moved to accept the correspondence from KSP Law and Vice-Chairman Junge seconded. So voted: 6 ayes, 0 nay.

XI. New Business

A. Touch-and-Go Floats at East Ferry – Review, discussion, and/or potential action and/or vote

Executive Director Chief Mello has been in discussion with TPG Marinas regarding the use of the wood pile pier in East Ferry and the possibility of reconfiguring it. When the permanent, concrete float was installed on the southwest side of the pier, the original plans called for a 120' float to run parallel to the pier on its south side. That would create more public access and allow the pump-out station to be moved from the outer touch-and-go docks on the northeastern end of the pier to the more protected southern side. Chief Mello is getting prices for the float and stated that the project could also be done in stages. Some discussion ensued but no decision was made.

B. Safe Harbor Jamestown Boatyard Qualified Mooring Inspector Application – Review, discussion, and/or potential action and/or vote

Chairman Banks asked for discussion on the application and there wasn't any. Chairman Banks made a motion to accept Safe Harbor Jamestown Boatyard's application and Vice-Chairman Junge seconded. So voted: 6 ayes, 0 nay.

C. Summary of 2023 Permit Renewals – Review, discussion, and/or potential action and/or vote

Executive Director Chief Mello stated that the final notices for mooring and permit renewals have gone out, to be followed shortly by forfeiture notices. Approximately 70 customers have not renewed and/or paid yet. Customers who receive forfeiture notices may appeal the forfeiture at the March Harbor Commission meeting. Some discussion ensued.

D. Additional Engineering at Ft. Getty – Review, discussion, and/or potential action and/or vote

Executive Director Chief Mello stated that the firm that originally completed the engineering study for the Ft. Getty pier twelve years ago is going to charge \$37,000.00 to update the study so that Beta Group can continue its analysis of the pier to come up with a design to improve it. Some discussion ensued about the structure and age of the pier, and the possibility of asking the Recreation Department contributing some funds, as the seasonal campers use the pier as well. Chief Mello is hoping to engage another engineering firm to get second quote.

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 made a motion to adjourn with a second by Vice-Chairman Junge. So voted: 6 ayes, 0 nay, and the meeting adjourned at 5:43 p.m.

Attest,



Joan Rich, Harbor Clerk

JAMESTOWN ZONING BOARD OF REVIEW

Minutes of the December 20, 2022 Meeting

A regular meeting of the Jamestown Zoning Board of Review was held at the Jamestown Town Hall, 93 Narragansett Avenue. The Chairman called the meeting to order at 7:05 p.m. The clerk called the roll and noted the following members present:

Richard Boren, Chair
James King, Member
Jane Bentley, Member
Judith Bell, 1st Alternate
John Shekarchi, 2nd Alternate

Also present: Peter Medeiros, Zoning Officer
Peter Ruggiero, Counsel
Brenda Hanna, Stenographer
Pat Westall, Zoning Clerk

MINUTES

Minutes of November 15, 2022

A motion was made by James King and seconded by Jane Bentley to accept the minutes of the Nov. 15, 2022 meeting as presented.

The motion carried by a vote of 5 -0.

Richard Boren, James King, Jane Bentley, Judith Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

CORRESPONDENCE

An e-mail from Christian Infantolino dated 12/6/22 requesting to continue the application of 35 Sloop St. to the January 24, 2023 meeting.

35 Sloop St.

A motion was made by Judith Bell and seconded by John Shekarchi to continue the application of 35 Sloop Street to the January 24, 2023 meeting at their request.

The motion carried by a vote of 5 -0.

Richard Boren, James King, Jane Bentley, Judith Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

All other correspondence received was in reference to agenda items.

NEW BUSINESS

Ross Appeal

There was discussion by both the applicant's attorney and the Board.

A straw vote was taken that would overturn the zoning officer's opinion.

Richard Boren will write a decision and send it out. This will allow the applicant to proceed in January.

Tracey

A motion was made by John Shekarchi and seconded by James King to grant the request of William Tracey whose property is located at 15 Fowler Street, and further identified as Tax Assessor's Plat 8, Lot 467 for a dimensional relief granted under Article 6, Section 82-600, 605, 606, and 607 for relief from section 82-302, Table 3-2, District Dimensional Regulations for the CL Zoning District of the zoning ordinance. The Applicant seeks to preserve the existing structure and maintain the side-yard setback of 4.9 feet where 6 feet is required as the existing structure is currently located at 4.9 feet from the setback.

This Board has determined that this application does satisfy the requirements of Article 6, Section 600, Section 606, and Section 607, Paragraph 2.

This Variance is granted with the following restriction/condition(s):

This project must be constructed in strict accordance with the site and building plans duly approved by this Board.

This motion is based on the following findings of fact:

1. Said property is located in a CL zone and contains 10,000 square feet.
2. The applicant has satisfied all the relevant burdens as created under case law precedent, the relevant state statutes and required under the Jamestown Zoning Ordinance.
3. The applicant desires to maintain the 1920s farm house feel and incorporate it into the proposed structure.
4. The condition of approval as recommended by the Planning Board are hereby incorporated by reference and are made a condition of this approval. Said recommendation is dated 10-26-22.
5. No one spoke in opposition
6. One abutter only asked for clarification.
7. Based on the testimony presented the Board has concluded that the relief requested was the "least relief necessary".

The motion carried by a vote of 5 -0.

Richard Boren, James King, Jane Bentley, Judith Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

Schnelle

A motion was made by Jane Bentley and seconded by Judith Bell to grant the request of James Schnelle whose property is located at 27 Topmast Ct., and further identified as Assessor's Plat 3, Lot 525 for a variance from Art. 3, Sec. 82-302 Table 3-2, to site an 8' x 12' shed inside a fenced backyard 180 ft. from the lot frontage and 8-10 ft. (20 ft. required) from the lot's east side in order to not remove a tree in the lot's backyard.

This Board has determined that this application does satisfy the requirements of Article 6, Section 600, Section 606, and Section 607, Paragraph 2.

In particular reference to Article 6, Sections 82-600, 605, 606 and 607.

This motion is based on the following findings of fact:

1. Said property is located in a RR80 zone and contains 1.94 acres.
2. The variance is requested to avoid removing a tree from the yard.
3. The neighbor sent correspondence approving of the application.
4. The shed is 180 feet from the front and 8-10 feet from the side.
5. The only reason for the variance is the removal of a tree.

The motion carried by a vote of 5 -0.

Richard Boren, James King, Jane Bentley, Judith Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

ADJOURNMENT

A motion was made and seconded to adjourn at 8:30 p.m.
The motion carried unanimously.

JAMESTOWN ZONING BOARD OF REVIEW

Minutes of the January 24, 2023 Meeting

A regular meeting of the Jamestown Zoning Board of Review was held at the Jamestown Town Hall, 93 Narragansett Avenue. The Chairman called the meeting to order at 7:00 p.m. The clerk called the roll and noted the following members present:

Richard Boren, Chair
James King, Member
Jane Bentley, Member
Judith H. Bell, 1st Alternate
John Shekarchi, 2nd Alternate

Also present: Peter Medeiros, Zoning Officer
Peter Ruggiero, Counsel
Brenda Hanna, Stenographer
Denise Gamon, Clerk

MINUTES

Minutes of December 20, 2022

A motion was made by James King and seconded by Jane Bentley to accept the minutes of the Dec. 20, 2022 meeting as presented.

The motion carried by a vote of 5 -0.

Richard Boren, James King, Jane Bentley, Judith H. Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

CORRESPONDENCE

All correspondence was in reference to items on the agenda.

OLD BUSINESS

Ross Appeal

A motion was made by Richard Boren and seconded by James King to sustain the appeal of Randy Ross and Jill D. Smith whose property is located at 2 West Passage Drive, and further identified as Tax Assessor's Plat 8, Lot 858 for the appeal of a decision made by

the zoning officer pursuant to under Article 5, Zoning Board of Review, Section 82-503, Procedure(s) for appeals, special use permits, and variances. The applicant is aggrieved by the arbitrary and capricious decision made by the zoning officer who applied language from one section of the ordinance to a completely different section of the ordinance in an effort to come to the decision that accessory buildings/structures are not allowed in front yards where there is no explicit prohibition on the permitted use activity pursuant to the dimensional regulations of the ordinance.

The sustaining of this appeal is based upon the following findings of fact and conclusions of law.

1. First and foremost, the decision of the Zoning Officer is not arbitrary nor capricious, but the Zoning Board reaches a different interpretation and conclusion based on the facts and law.
2. On 9/23/22 applicants filed an application for a dimensional variance to erect a 140 sq. foot shed 7.5 feet from the side yard, where 15 feet is required. Applicant states "out of abundance of caution, applicant also seeks relief from 82-302 to permit a shed in front yard where no front yard setback for accessory structures is provided - however, minimum setback for principal building is 40', and shed will be 60 feet."
3. On 10/25/22, before any testimony, the Zoning Board members raised the issue whether a shed could be erected in the front yard, where there is no front setback listed for accessory structures, but 40' minimum for principal structures.
4. Zoning Board continued the matter to 11/15/22 and invited both the Building Official and attorney for the applicant to submit any opinions or memoranda.
5. On 10/26/22 Attorney Christian Infantolino submitted a memorandum on behalf of the applicant.
6. On 10/28/22 Peter Medeiros the Building Official, submitted an opinion "there are no front setbacks listed for accessory, therefore accessory structures are not permitted in front yard setbacks."
7. On 10/31/22 applicants considered the 10/28/22 letter of Peter Medeiros, Zoning Official to be a decision or order of the Zoning Official and filed an appeal for hearing (12/20/22).
8. On 11/15/22 Zoning Board requested that before 12/20/22, Town Solicitor provide an opinion.
9. On 12/6/22 Peter Ruggiero, Town Solicitor provided an opinion "The Appellants (Ross) argument impermissibly reverses the

burden of interpretation that the Zoning Enforcement Officer must apply. The Zoning Ordinance need not list every prohibited use or activity. Unless specifically permitted by right or by conditional or special use, any use not specifically included in the use provisions... is prohibited. As such, the determination of the Zoning Enforcement Officer was not arbitrary or capricious".

10. On 12/20/22, the attorney for the applicant introduced as Exhibits:
 1. Definitions and Ordinance Provisions
 2. Bibliography of RI Case Law
 3. FEMA "Accessory Structure" definition and examples which include detached garages, storage sheds, gazebos.
11. In addition, the following were introduced as Exhibits:
 4. Collingsworth Zoning Decision dated 9/22/20 granting front setback relief for an accessory structure while acknowledging that accessory structures are regulated by the minimum front yard setbacks of the zoning district for which the land is zoned. (Book 976 at Page 293)
 5. RR80 table used for the above-mentioned zoning matter.
 6. 196 Highland tax card for the above-mentioned zoning decision.
 7. Planning recommendation letter to allow a pool in the front yard on West Bay View Drive dated May 20, 2015 - Cammans.
 8. Cammans zoning decision dated May 27, 2015 granting relief to have an accessory structure (pool and terrace) in the front yard. (Book 847 at Page 107)
 9. Highlighted tax assessor maps (2). The highlighted properties are a sampling of the properties viewable from the street where there are accessory structures located within the front yards.
 10. A photo sampling (approximately 36) properties throughout Jamestown that have accessory structures within the front yard.
12. It is the legal conclusion of the Board that 82-302, Table 3-2 for R40 zone use that even though accessory building use does not discuss the minimum setback for the "front" yard, an accessory structure can be located and/or erected with a front yard setback, governed by the principal building setback.
13. In a R40 zone, any accessory structure is subject to the 40 foot setback of the principal building.
14. The American Planning Association, in similar fashion to the FEMA Accessory Structure Definition (Ex.3), accessory structures can be detached garages, detached carports, storage sheds, art studios, workshops,

greenhouses, swimming pools and cabanas, tennis courts, and gazebos.

15. This Board, in the past, as precedent has approved applications for accessory structures, such as detached garages, storage sheds, mail storage huts, and swimming pools to have a front yard setback.
16. A few examples are Exhibits 4, 6, 7, and 8.
17. In fact, 82-316 swimming pools and tennis courts shall meet setbacks for accessory buildings and shall be included as part of lot coverage calculations. The Board has approved swimming pools with a front yard setback.
18. It is the legal conclusion of the Board that the storage shed being proposed to be erected by the applicant with a front yard setback, can in fact be erected, subject to all applicable setback requirements, wherein as set forth in the Table under accessory setbacks or principal building setbacks.

The motion carried by a vote of 5 -0.

Richard Boren, James King, Jane Bentley, Judith H. Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

Ross

A motion was made by James King and seconded by Jane Bentley to grant the request of Randy Ross and Jill D. Smith whose property is located at 2 West Passage Drive, and further identified as Tax Assessor's Plat 8, Lot 858 for relief 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 of 7.5 feet where 15 feet is required. In an abundance of caution, the application also seeks relief from Article 3 Section 82-302, Table 3-2 to permit an accessory structure in the front yard where no front yard setback for accessory structure is provided in Table 3-2 however the "Minimum Yards, Front" for the R40 District is 40' and the proposed tool shed will be over 60 feet off the front yard line. The relief granted is for the applicant to place a premade 10 foot by 14 foot tool shed on the property.

This Board has determined that this application does satisfy the requirements of Article 6, Section 600, Section 606, and Section 607, Paragraph 2.

This project must be constructed in strict accordance with the site and building plans duly approved by this Board.

This motion is based on the following findings of fact:

1. Said property is located in an R40 zone and contains 53,700 square feet.
2. Mr. Ross is in need of space for yard maintenance equipment.
3. Mr. Ross stated it is the smallest shed feasible to house his equipment.
4. The shed will be roughly 8 feet from the garage as represented by the picture submitted as an exhibit.
5. Based upon a driveway and access paths to the backyard it represents the most logical location with the least relief necessary.

This motion carried by a vote of 5 - 0.

Richard Boren, James King, Jane Bentley, Judith H. Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

NEW BUSINESS

35 Sloop St.

A motion was made by John Shekarchi and seconded James King by to grant the request of 35 Sloop, LLC whose property is located at 35 Sloop Street, and further identified as Jamestown Tax Assessor's Plat 3, Lot 471 for a Special Use Permit granted under Article 6 Section 82-600 and 602, pursuant to Article 3 Section 82-314, High Groundwater Table and Impervious Overlay District Sub-District A. This application also seeks relief granted under Article 6 Section 82-600 and 602 pursuant to Article 3 Section 82-314, High Groundwater Table and Impervious Overlay District Sub-District A to have the impervious lot coverage be 10.3% where the maximum allowable coverage is 10% and the existing impervious

coverage is 20.1%. The Applicant seeks to construct a new 2 bedroom dwelling while decreasing the amount of impervious coverage area.

This Board has determined that this application does satisfy the requirements of Article 6, Sections 600 and 602.

[This Special Use Permit is granted with the following restriction/condition(s):]

This project must be constructed in strict accordance with the site and building plans duly approved by this Board.

This motion is based on the following findings of fact:

1. Said property is located in an R-40 zone and contains 8,177 square feet.
2. Applicant and its' expert presented testimony information into the record that demonstrated that all the relevant condition as required by the ordinance and the relevant states have been satisfied for this conditionally permitted use.
3. The (2) bedroom present dwelling will be razed, the proposed dwelling will be (2) bedrooms.
4. The proposal is to reduce the foot print of the existing building.
5. The concrete driveway will be removed
6. There are no wetlands on the property
7. There will be a new advanced treatment OWTS system and rain garden
8. The proposed dwelling will be less nonconforming
9. The height of the new building will be under 35 feet
10. This will be the least disturbance necessary
11. The Planning Commission has approved the application, the Planning recommendations and conditions are incorporated by reference

This motion carried by a vote of 5 - 0.

Richard Boren, James King, Jane Bentley, Judith H. Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

Knowles

A motion was made by Richard Boren and seconded by John Shekarchi to have Alexander and Linda Knowles, who property is located at 108 Southwest Avenue, and further identified as Assessor's Plat 9, lot 26 submit a new application and the 1 year filing requirement will be waived. The applicants are seeking to add 4 feet to the height of a proposed outbuilding that was approved by the Jamestown Zoning Board of Review in June 2022. The plans for the proposed outbuilding as originally submitted for approval included a building height of 16 feet 3 inches. The applicants have revised the building plans to raise the building height to 20 feet 3 inches. Article 3, Section 82-302 (Table 3-2), of the Revised Code of Ordinances for The Town of Jamestown, RI, specifies that properties designated R20 adhere to a maximum building height of 25 feet. The applicant's new plans are within the building provisions as established by section 82-302.

The motion carried by a vote of 5 -0.

Richard Boren, James King, Jane Bentley, Judith H. Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

Harvey

A motion was made by Judith H. Bell and seconded by Jane Bentley to continue the Harvey application to the February 28, 2023 Zoning Board meeting.

The motion carried by a vote of 5 -0.

Richard Boren, James King, Jane Bentley, Judith H. Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

Philbrick

A motion was made by Judith H. Bell and seconded by Jane Bentley to grant the request of Harry Philbrick and Carolyn Coleburn whose property is located at 26 Green Lane, and further identified as Tax Assessor's Plat 9, Lot 241 for a Variance from Article 3, Section 82-302, District Dimensional Regulations, Table 3-2 to remodel an existing Studio outbuilding to include a bedroom and bathroom, and to construct an addition to an existing dwelling to connect said outbuilding to the dwelling. The Applicant seeks to maintain the existing rear yard setback of 11.2 feet where 30 feet is required, and the existing side-yard setback of 4.9 feet where 7 feet is required for the remodeling of the existing outbuilding and connection to the existing dwelling.

This Board has determined that this application does satisfy the requirements of Article 6, Section 600, Section 606, and Section 607, Paragraph 2.

[This Variance is granted with the following restriction/condition(s):]

This project must be constructed in strict accordance with the site and building plans duly approved by this Board.

This motion is based on the following findings of fact:

1. Said property is located in a R-8 zone and contains 21,344 square feet.
2. One neighbor wrote a letter of support for the project.

The motion carried by a vote of 5 -0.

Richard Boren, James King, Jane Bentley, Judith H. Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

Town of Jamestown

Chairman Boren noted that the original application sought both a variance and a special use permit. He found as both a preface and as a fact, that Mr. Gray testified that in conjunction with Peter Mederios, the Building Official, the variance from Section 82-1203 Minimum off street parking is not required as the 2008 calculations were not correct.

A motion was made by Richard Boren and seconded by Judith Bell to grant the request of Application of the Town of Jamestown, whose property is located at 5 Freebody Drive (Jamestown Highway Garage), and further identified as Tax Assessor's Plat 7, Lot 1 seeks the following relief for the proposed new Workshop Building.

- a. An amendment to an existing special use permit in accordance with Section 82-302 (District Dimensional Regulations), Table 3-1, IV Gov't, Education, Institutional (1) Gov't Owned utility facility.

Regarding this request , this Board has determined that this application does satisfy the requirements of Article 6, Section 600

Regarding the request for a Special Use Permit, this Board has determined that this application does satisfy the requirements of Article 6, Section 602.

This Special Use Permit is granted with the following restriction(s):

This project must be constructed in strict accordance with the site and building plans duly approved by this Board.

This motion is based on the following findings of fact:

1. Said property is located in a PUBLIC zone and contains 25.62
2. Mr. Gray testified that in conjunction with Peter Mederios, the Building Official, the variance from Section 82-1203 is not required because the 2008 calculations were not correct.
3. The proposed workshop/storage building will provide much needed space for the workshop
4. Since 2009, project have been completed in the existing highway garage using unheated bays.
5. The Town carpenters need their own dedicated work space.

6. The Town Council approved the site plan for the construction of a new building for the Public Works Department.
7. The proposed building will be 32' x 65', which is the approximate foot print within the existing highway garage dedicated to the workshop.
8. There will be no changes for ingress and egress.
9. The new building will be constructed along the edge of the existing paved area along the highway garage.
10. The proposed building will be serviced by a proposed driveway and loading area for deliveries.
11. Surface water run-off for the proposed building will be collected in existing drainage swales.
12. Additional evergreen plantings will serve as screening and buffering.
13. The addition of a new workshop is consistent with the present use of the property as a public works facility.
14. The granting of the Special Use Permit will not result in conditions inimical to the public health, safety, morals and welfare of the community.

The motion carried by a vote of 5 -0.

Richard Boren, James King, Jane Bentley, Judith H. Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

Carney

Christian Infantolino, attorney for the applicant, Sanderson H. Carney, Trustee of the Sanderson H. Carney Indenture of Trust requested the application be continued to the next regular meeting of the Zoning Board on February 28, 2023

A motion was made by John Shekarchi and seconded by James King to continue the application of Sanderson H. Carney, Trustee of the Sanderson H. Carney Indenture of Trust to the February 28, 2023 Zoning Board meeting.

The motion carried by a vote of 5 - 0

Richard Boren, James King, Jane Bentley, Judith Bell and John Shekarchi voted in favor of the motion.

Dean Wagner and Terence Livingston were absent.

ADJOURNMENT

A motion was made and seconded to adjourn at 9:15 p.m.
The motion carried unanimously.



**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: ABATEMENTS OF TAXES FOR THE **MARCH 20, 2023** MEETING

Please see the attached.

RESPECTFULLY SUBMITTED,

Christine Brochu

CHRISTINE BROCHU
TAX ASSESSOR

Conditions:

District:

Reported Type: All

DATE: 3/15/2023

YEAR	NAME/ADDRESS	COC INFO	ACCOUNT #	GROSS OLD	EXEMPT OLD	NET OLD	TAX OLD	SEWER OLD
			UNIQUE ID	GROSS CHANGE	EXEMPT CHANGE	NET CHANGE	TAX CHANGE	SEWER CHANGE
			LIST NUMBER	GROSS NEW	EXEMPT NEW	NET NEW	TAX NEW	SEWER NEW
2007		18715M	10-0222-20M	9,127	0	3,423	49.36	0.00
		03/03/2023	10-0222-20M	-9,127	0	-3,423	-49.36	0.00
Accept	JAMESTOWN, RI 02835	TAXPAYER DECEASED	53771	0	0	0	0.00	0.00
Totals For -2007 M						-3,423	-49.36	
						Total Inc's:	0.00	
						Total Dec's:	-49.36	
2020		18718M	10-0223-66M	16,000	5,200	10,000	144.20	0.00
		03/13/2023	10-0223-66M	-4,953	-1,058	-3,095	-44.63	0.00
Accept	JAMESTOWN, RI 02835	REGISTERED IN DIFF. STATE	53949	11,047	4,142	6,905	99.57	0.00
Totals For -2020 M						-3,095	-44.63	
						Total Inc's:	0.00	
						Total Dec's:	-44.63	
2021		18717M	10-0223-66M	14,756	6,000	8,756	126.26	0.00
		03/13/2023	10-0223-66M	-14,756	-6,000	-8,756	-126.26	0.00
Accept	WORCESTER, MA 01605	REGISTERED IN DIFF. STATE	53664	0	0	0	0.00	0.00
Totals For -2021 M						-8,756	-126.26	
						Total Inc's:	0.00	
						Total Dec's:	-126.26	
TOTAL	# Of Accts 3					-15,274	-220.25	
						Grand Total Inc's:	0.00	
						Grand Total Dec's:	-220.25	

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 MARCH 28, 2023, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT 7:00 P.M. UPON THE FOLLOWING:

Application of Our Table, LLC which subject property is located at 53 Narragansett Avenue, and further identified as Tax Assessor's Plat 9, Lot 207 for a Special Use Permit granted under Article 6 Section 82-600 and 602, pursuant to Article 3 Section 82-301, Uses and Districts, Table 3-1 Permitted Uses, section VI.C.3, Lunchroom or Restaurant serving alcohol. This application also seeks a dimensional variance granted under Article 6 Section 82-600, 605, and 606 from Article 12 Section 82-1203, Minimum Off Street Parking, where the entire site will require 33 parking spaces and there are 25 parking spaces available. The subject property is located in a CD zone.

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 March 15, 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.

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 MARCH 28, 2023, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT 7:00 P.M. UPON THE FOLLOWING:

Application of Mary Lou Sanborn, whose property is located at 21 Bay View Dr., and further identified as Assessor's Plat 8, Lot 519 for a variance from Article 3, Section 82-306 D to construct an acoustic fence approximately 20' in height on south and west sides of property. Said property is located in a R20 zone and contains 6337 sq. ft.

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.

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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.

**PURCHASE AND SALES AGREEMENT
Fifth AMENDMENT**

91 Carr Lane, Jamestown, Rhode Island

This Fifth Amendment to the Purchase and Sale Agreement (the "Agreement") entered into by and between the **TOWN OF JAMESTOWN**, a municipal corporation with a business address of 93 Narragansett Avenue, Jamestown, RI 02835 (the "Seller"), and **CHURCH COMMUNITY HOUSING CORPORATION**, a Rhode Island non-profit corporation, with principal office located at 50 Washington Square, Newport, Rhode Island 02840 (the "Buyer") on October 9, 2018 is hereby amended, as follows:

1. **CLOSING:** The Closing originally scheduled to be held on or before March 31, 2019 (the "Closing Date") at 11:00 a.m., at the Town of Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, RI 02835, or at such other place, day, and time as may be agreed to in writing by the Parties, and which was extended on four previous occasions, is hereby extended to March 31, 2024 (the "Amended Closing Date") at 11:00 a.m. at the Town of Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, RI 02835, or at such other place, day, and time as may be agreed to in writing by the Parties. All other terms, conditions and provisions of the Purchase and Sales Agreement remain in full force and effect, except as modified by the Amended Closing Date.

- 25. **PURCHASE AND SALE CONTINGENCY:**
 - a. Town of Jamestown Town Council approval and authorization;
 - b. Conveyance is subject to recordation of an Affordability deed restriction or long-term ground lease, the property being developed and maintained for the development of two Affordable Housing units, as contemplated herein by the Parties;
 - c. Buyer obtaining Town of Jamestown Planning Commission, acting as the Local Board of Review, Comprehensive Permit approval to develop the Property for both market-rate and Affordable Housing purposes, such development to be comprised of two or three single family Affordable units and up to two market rate units for sale (existing single-family dwelling and existing garage, on separate lots), and the expiration of any applicable appeal period and no appeal having been commenced; and
 - d. Any and all requirements and contingencies of Buyer's Affordable Housing related grant funding sources (CDBG, ZEOS) being satisfied, and buyer receiving financing of the Housing Project in an amount not less than \$915,922.
 - e. Closing shall be held within sixty (60) days of the above-referenced contingencies having been satisfied, but no later than the Closing Date, unless extended by mutual agreement of the Parties, which agreement shall not be unreasonably withheld if Buyer is diligently moving forward with the Housing Project

All other terms and conditions of the Agreement remain in place and in full force and effect.

IN WITNESS WHEREOF, this instrument has been executed in several counterparts, each of which shall be deemed to be original.

Seller: Town of Jamestown

By: Edward Mello, Interim Town Administrator DATE: _____

Witness

Buyer: Church Community Housing Corp.

Christian Belden DATE: 03/14/2023

By: Christian Belden, Executive Director

Witness

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: Edward A. Mello, Interim Town Administrator

FROM: Christina D. Collins, Finance Director

DATE: March 16, 2023

SUBJECT: Budget to Actual- General Fund

(Handwritten mark)

Attached is Budget to Actual report for the Fiscal Year 2023. The report contains the expenses that have been paid through February 28, 2023.

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

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 2/28/2023

Run: 3/16/2023 at 1:13 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7001 70101 00 Salaries	13,800.00	0.00	6,900.00	6,900.00	50.00
1100 7001 70302 00 Fees And Supplies	500.00	0.00	35.85	464.15	7.17
1100 7001 70305 00 Advertising	750.00	0.00	5,331.28	(4,581.28)	710.84
Town Council Expenses	15,050.00	0.00	12,267.13	2,782.87	81.51
1100 7002 70101 00 Salary, Town Administrator	123,000.00	9,461.54	80,896.13	42,103.87	65.77
1100 7002 70102 00 Salary, Clerical	62,478.00	4,950.00	41,085.00	21,393.00	65.76
1100 7002 70302 00 Fees And Supplies	2,500.00	756.16	4,141.47	(1,641.47)	165.66
1100 7002 70303 00 Travel Expenses	5,000.00	350.00	2,800.00	2,200.00	56.00
Town Administrator Expenses	192,978.00	15,517.70	128,922.60	64,055.40	66.81
1100 7003 70101 00 Salaries	5,636.00	433.48	3,684.58	1,951.42	65.38
1100 7003 70302 00 Fees And Supplies	1,200.00	515.60	646.75	553.25	53.90
Probate Court Expenses	6,836.00	949.08	4,331.33	2,504.67	63.36
1100 7004 70101 00 Salaries	5,236.00	0.00	2,618.00	2,618.00	50.00
1100 7004 70103 00 Salaries, Moderator & Sergeant	1,900.00	0.00	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 70112 00 Election - OT	1,162.00	0.00	0.00	1,162.00	0.00
1100 7004 70302 00 Fees And Supplies	3,000.00	32.67	1,998.51	1,001.49	66.62
1100 7004 70305 00 Advertising And Printing	700.00	0.00	630.00	70.00	90.00
Election and Town Meeting Expenses	16,914.00	32.67	11,618.87	5,295.13	68.69
1100 7005 70201 00 Professional Services - Legal	125,000.00	10,342.00	64,505.50	60,494.50	51.60
Legal Expenses	125,000.00	10,342.00	64,505.50	60,494.50	51.60
1100 7006 70101 00 Salaries	71,600.00	5,672.92	48,503.46	23,096.54	67.74
1100 7006 70102 00 Salary, Clerical	105,337.00	7,837.50	66,465.54	38,871.46	63.10
1100 7006 70104 00 Clerk - OT	540.00	0.00	1,116.14	(576.14)	206.69
1100 7006 70302 00 Fees, Supplies & Dues	28,959.00	5,945.49	15,374.39	13,584.61	53.09
1100 7006 70305 00 Advertising	3,797.00	0.00	(758.75)	4,555.75	(19.98)
Clerks And Records Expenses	210,233.00	19,455.91	130,700.78	79,532.22	62.17
1100 7007 70101 00 Salaries	90,454.00	6,611.58	64,694.30	25,759.70	71.52
1100 7007 70102 00 Salary, Clerical	39,578.00	3,000.00	22,387.50	17,190.50	56.57
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	(70.00)	1,626.45	2,548.55	38.96
Planning Expenses	141,207.00	9,541.58	88,708.25	52,498.75	62.82
1100 7008 70201 00 Salaries, Zoning Board	8,000.00	325.00	2,275.00	5,725.00	28.44
1100 7008 70302 00 Fees, Supplies & Dues	2,500.00	(420.83)	348.22	2,151.78	13.93
Zoning Expenses	10,500.00	(95.83)	2,623.22	7,876.78	24.98
1100 7009 70900 00 Social Security Tax	351,000.00	22,648.42	243,282.14	107,717.86	69.31
1100 7009 70901 00 Blue Cross/Delta Dental	658,750.00	44,895.87	383,392.25	275,357.75	58.20
1100 7009 70902 00 Worker's Compensation	75,000.00	0.00	6,602.00	68,398.00	8.80
1100 7009 70903 00 Retirement System	347,850.00	18,769.49	166,645.82	181,204.18	47.91
1100 7009 70906 00 Life Insurance	12,320.00	0.00	7,556.60	4,763.40	61.34
1100 7009 70907 00 General Liability Insurance	110,000.00	0.00	5,801.20	104,198.80	5.27
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	0.10	(0.29)	0.29	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	9,292.68	74,846.98	8,398.02	89.91
Personnel Expenses	1,776,165.00	95,606.56	888,126.70	888,038.30	50.00
1100 7010 70100 00 Salary, Finance Director	106,722.00	8,154.82	79,967.98	26,754.02	74.93
1100 7010 70101 00 Salaries- Dep. Tax Collector	77,827.00	5,643.00	46,836.91	30,990.09	60.18
1100 7010 70201 00 Professional Services	21,000.00	2,774.01	11,665.09	9,334.91	55.55
1100 7010 70302 00 Fees, Supplies & Dues	21,000.00	1,153.83	8,251.73	12,748.27	39.29
Finance Expenses	226,549.00	17,725.66	146,721.71	79,827.29	64.76
1100 7011 70101 00 Salaries	75,611.00	6,783.98	55,994.50	19,616.50	74.06
1100 7011 70302 00 Fees, Supplies, Dues	14,931.00	1,417.50	3,681.34	11,249.66	24.66
1100 7011 70305 00 Advertising	900.00	0.00	404.05	495.95	44.89
Tax Assessor Expenses	91,442.00	8,201.48	60,079.89	31,362.11	65.70
1100 7012 70201 00 Professional Services	24,000.00	0.00	23,600.00	400.00	98.33
Audit of Accounts Expenses	24,000.00	0.00	23,600.00	400.00	98.33
1100 7013 70201 00 IT- Consultant	60,000.00	3,060.00	39,002.50	20,997.50	65.00
1100 7013 70303 00 Software	49,150.00	1,320.00	46,591.33	2,558.67	94.79
Total Expenses	109,150.00	4,380.00	85,593.83	23,556.17	78.42

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 2/28/2023

Run: 3/16/2023 at 1:13 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7030 70302 00 EMA- SUPPLIES	7,500.00	0.00	4,985.46	2,514.54	66.47
EMA Expenses	7,500.00	0.00	4,985.46	2,514.54	66.47
1100 7031 70100 00 Salary, Police Chief	108,732.00	8,252.60	76,460.33	32,271.67	70.32
1100 7031 70101 00 Salaries - Police	931,536.00	66,588.28	606,093.41	325,442.59	65.06
1100 7031 70102 00 Police Longevity	68,089.00	0.00	28,820.58	39,268.42	42.33
1100 7031 70103 00 Police Benefits	57,650.00	0.00	44,200.25	13,449.75	76.67
1100 7031 70104 00 Police - OT	175,000.00	7,228.90	130,840.05	44,159.95	74.77
1100 7031 70105 00 Police Retirement	212,726.00	106,363.00	106,363.00	106,363.00	50.00
1100 7031 70111 00 Salary - Dispatch/Admin/Seasonal	234,213.00	16,229.38	140,126.76	94,086.24	59.83
1100 7031 70112 00 Dispatch, Longevity	16,027.00	3,469.48	8,404.94	7,622.06	52.44
1100 7031 70113 00 Dispatch - Benefits	11,686.00	0.00	9,366.32	2,319.68	80.15
1100 7031 70114 00 Dispatch - OT	23,000.00	1,689.48	28,292.75	(5,292.75)	123.01
1100 7031 70302 00 Fees & Supplies	21,000.00	320.89	9,135.43	11,864.57	43.50
1100 7031 70303 00 Computer Maintenance	24,200.00	95.00	12,930.90	11,269.10	53.43
1100 7031 70307 00 Building Maintenance	5,000.00	0.00	1,537.99	3,462.01	30.76
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	311.45	7,172.12	5,327.88	57.38
1100 7031 70310 00 Personal Equipment	2,500.00	107.85	282.85	2,217.15	11.31
1100 7031 70311 00 Maintenance Of Uniforms	30,150.00	100.00	1,073.17	29,076.83	3.56
1100 7031 70312 00 Ammunition And Supplies	3,500.00	0.00	817.00	2,683.00	23.34
1100 7031 70313 00 Maintenance Of Police Cars	15,000.00	1,873.94	9,301.03	5,698.97	62.01
1100 7031 70314 00 Gas & Tires	23,000.00	2,516.06	20,818.39	2,181.61	90.51
1100 7031 70315 00 Training Of Members	15,000.00	0.00	7,890.52	7,109.48	52.60
1100 7031 70317 00 Maintenance Of Radio System	3,500.00	2,996.38	3,821.46	(321.46)	109.18
1100 7031 70318 00 Equipment	5,000.00	522.00	1,172.07	3,827.93	23.44
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	218,664.69	1,257,147.71	752,878.29	62.54
1100 7032 70100 00 Fire Chief/Fire Inspector	64,473.00	5,377.48	48,330.35	16,142.65	74.96
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	1,589.76	14,284.80	5,780.20	71.19
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	2,219.00	18,769.58	3,630.42	83.79
1100 7032 70201 00 Service Cleaning Contract	6,720.00	559.00	4,722.00	2,248.00	66.55
1100 7032 70302 00 Fees And Supplies	9,200.00	570.26	4,374.88	4,825.12	47.55
1100 7032 70308 00 Vehicle Insurance	70,180.00	797.40	10,946.30	59,233.70	15.60
1100 7032 70309 00 Telephone	9,500.00	798.20	6,179.80	3,320.20	65.05
1100 7032 70313 00 Maintenance Of Fire Apparatus	35,000.00	4,200.25	41,211.50	(6,211.50)	117.75
1100 7032 70314 00 Gas, Tires & Oil	13,000.00	744.36	15,192.65	(2,192.65)	116.87
1100 7032 70315 00 Training Of Members	6,000.00	0.00	1,843.75	4,156.25	30.73
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	2,058.27	13,664.77	1,835.23	88.16
1100 7032 70323 00 Oxygen & Air Packs	4,500.00	1,488.44	5,129.50	(629.50)	113.99
1100 7032 70324 00 Water	1,600.00	0.00	656.94	943.06	41.06
1100 7032 70325 00 Fire Equipment	17,000.00	0.00	10,017.83	6,982.17	58.93
1100 7032 70326 00 Fire Ext. Agent	2,500.00	395.39	1,689.38	810.62	67.58
1100 7032 70343 00 Heating	13,000.00	3,872.46	9,790.63	3,209.37	75.31
1100 7032 70344 00 Repairs And Maintenance	14,500.00	4,403.46	12,405.30	2,094.70	85.55
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	29,073.73	228,661.46	195,040.54	53.97
1100 7033 70102 00 Salary, EMS Director	32,624.00	2,649.60	23,808.00	8,816.00	72.98
1100 7033 70103 00 Stipend - Medical Director	5,000.00	0.00	2,083.30	2,916.70	41.67
1100 7033 70104 00 ALS - Per Diem	316,032.00	21,504.00	219,384.00	96,648.00	69.42
1100 7033 70105 00 EMS Incentive Program	80,000.00	0.00	0.00	80,000.00	0.00
1100 7033 70106 00 EMT INSTRUCTORS	0.00	0.00	(2,052.00)	2,052.00	0.00
1100 7033 70302 00 Fees And Supplies	6,800.00	792.89	5,637.64	1,162.36	82.91
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	6,138.32	1,861.68	76.73
1100 7033 70313 00 Maintenance of Vehicles	9,000.00	564.55	9,436.65	(436.65)	104.85
1100 7033 70315 00 Training Of Members	21,500.00	0.00	12,183.70	9,316.30	56.67
1100 7033 70330 00 EMS Building	6,000.00	1,098.59	1,880.02	4,119.98	31.33
1100 7033 70333 00 Ambulance Medical	20,000.00	888.54	20,008.73	(8.73)	100.04
1100 7033 70900 00 Social Security Tax	26,890.00	2,207.12	25,305.80	1,584.20	94.11
EMS Expenses	563,306.00	29,705.29	328,283.91	235,022.09	58.28
1100 7034 70101 00 Salary - Building Inspector	84,050.00	6,615.38	52,850.63	31,199.37	62.88
1100 7034 70102 00 Salary, Clerical	30,643.00	2,420.20	22,644.10	7,998.90	73.90
1100 7034 70117 00 Salary, Electrical Inspector	11,500.00	958.33	7,666.64	3,833.36	66.67
1100 7034 70118 00 Salary, Plumbing Inspector	5,750.00	0.00	3,354.12	2,395.88	58.33

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 2/28/2023

Run: 3/16/2023 at 1:13 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7034 70119 00 Salary, Mechanical Inspector	5,750.00	958.32	4,312.44	1,437.56	75.00
1100 7034 70302 00 Supplies And Expenses	5,250.00	41.72	3,225.03	2,024.97	61.43
1100 7034 70303 00 E-PERMITTING	11,700.00	0.00	0.00	11,700.00	0.00
1100 7034 70328 00 Hydrant Rental	170,000.00	0.00	0.00	170,000.00	0.00
1100 7034 70344 00 Repairs And Maintenance	0.00	6.00	6.00	(6.00)	0.00
Protection Services Expenses	324,643.00	10,999.95	94,058.96	230,584.04	28.97
1100 7041 70101 00 Salaries	62,608.00	4,355.14	24,382.82	38,225.18	38.95
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	4,355.14	24,382.82	39,225.18	38.33
1100 7042 70101 00 Salaries	46,558.00	3,600.96	29,875.41	16,682.59	64.17
1100 7042 70302 00 Fees And Supplies	1,200.00	0.00	35.93	1,164.07	2.99
Engineering Expenses	47,758.00	3,600.96	29,911.34	17,846.66	62.63
1100 7043 70100 00 Salary, Highway Supervisor	75,470.00	5,676.88	50,621.16	24,848.84	67.07
1100 7043 70101 00 Salaries - Public Works	727,539.00	44,478.41	419,726.38	307,812.62	57.69
1100 7043 70104 00 Highway -OT	45,000.00	635.78	5,195.16	39,804.84	11.54
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	6,890.53	51,730.56	48,269.44	51.73
1100 7043 70314 00 Oil And Gas	65,000.00	5,493.99	42,577.94	22,422.06	65.50
1100 7043 70330 00 Sand And Gravel	17,000.00	1,610.80	11,467.70	5,532.30	67.46
1100 7043 70331 00 Cold Patch	13,500.00	1,964.80	7,625.32	5,874.68	56.48
1100 7043 70333 00 Other Road Supplies	14,000.00	1,175.80	4,001.10	9,998.90	28.58
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	186.88	1,908.32	3,591.68	34.70
Highway Expenses	1,095,079.00	68,113.87	601,153.64	493,925.36	54.90
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	10,080.71	23,949.01	30,050.99	44.35
Snow Removal Expenses	88,000.00	10,080.71	23,949.01	64,050.99	27.21
1100 7045 70101 00 Salaries	65,595.00	5,433.64	46,000.28	19,594.72	70.13
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	0.00	515.24	884.76	36.80
1100 7045 70340 00 Maintenance And Testing	44,000.00	13.00	19,470.22	24,529.78	44.25
1100 7045 70341 00 Transfer And Trucking	410,000.00	33,717.66	248,181.60	161,818.40	60.53
1100 7045 70350 00 Hazardous Waste Recycling	300.00	0.00	0.00	300.00	0.00
Waste Removal Expenses	529,629.00	39,164.30	314,167.34	215,461.66	59.32
1100 7046 70321 00 Electricity	64,000.00	0.00	15,478.08	48,521.92	24.18
Street Lighting Expenses	64,000.00	0.00	15,478.08	48,521.92	24.18
1100 7047 70101 00 Salaries	10,000.00	0.00	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	200.00	11,479.98	6,770.02	62.90
1100 7047 70370 00 Purchase Of Trees	5,000.00	0.00	3,670.00	1,330.00	73.40
Tree Warden Expenses	35,050.00	200.00	21,151.38	13,898.62	60.35
1100 7048 70342 00 Town Cemetery And Parade	2,500.00	0.00	1,497.10	1,002.90	59.88
Other Public Works Expenses	2,500.00	0.00	1,497.10	1,002.90	59.88
1100 7049 70101 00 Cleaning Contracts	58,000.00	3,380.57	26,918.06	31,081.94	46.41
1100 7049 70302 00 Supplies	7,000.00	545.88	4,120.01	2,879.99	58.86
1100 7049 70309 00 Telephone	15,500.00	5,774.84	11,828.99	3,671.01	76.32
1100 7049 70321 00 Electricity	57,000.00	367.46	25,539.67	31,460.33	44.81
1100 7049 70324 00 Water	10,000.00	118.98	4,533.75	5,466.25	45.34
1100 7049 70343 00 Heating	45,000.00	4,215.39	26,859.36	18,140.64	59.69
1100 7049 70344 00 Repairs And Maintenance	60,000.00	5,705.51	41,210.00	18,790.00	68.68
1100 7049 70375 00 Landscape	8,000.00	(2,515.00)	9,747.41	(1,747.41)	121.84
Public Buildings Expenses	260,500.00	17,593.63	150,757.25	109,742.75	57.87
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	4,733.46	42,974.99	22,140.01	66.00

**Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 2/28/2023**

Run: 3/16/2023 at 1:13 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7065 70102 00 Meal Site Aid	28,000.00	2,146.50	19,399.77	8,600.23	69.28
1100 7065 70201 00 Cleaning Contract	9,096.00	758.00	5,306.00	3,790.00	58.33
1100 7065 70202 00 Wellness Coor	0.00	750.00	6,100.00	(6,100.00)	0.00
1100 7065 70302 00 Fees, Supplies & Dues	4,000.00	366.42	4,168.45	(168.45)	104.21
1100 7065 70305 00 Advertising	2,500.00	1,000.00	2,140.00	360.00	85.60
1100 7065 70309 00 Telephones	500.00	9.43	104.59	395.41	20.92
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	568.39	631.61	47.37
1100 7065 70341 00 Trash Removal	400.00	47.00	314.00	86.00	78.50
1100 7065 70343 00 Heat	4,000.00	664.76	3,053.15	946.85	76.33
1100 7065 70344 00 Repairs & Maintenance	6,000.00	467.23	3,628.62	2,371.38	60.48
1100 7065 70380 00 Program	20,000.00	159.95	5,362.70	14,637.30	26.81
Total Expenses	145,311.00	11,102.75	93,120.66	52,190.34	64.08
1100 7070 70100 00 Salary, Library Director	77,300.00	6,124.52	52,364.65	24,935.35	67.74
1100 7070 70101 00 Salaries	176,832.00	12,632.39	108,887.67	67,944.33	61.58
1100 7070 70104 00 Library-OT	600.00	0.00	47.12	552.88	7.85
1100 7070 70302 00 Fees And Supplies	8,500.00	832.31	7,569.30	930.70	89.05
1100 7070 70308 00 Insurance	20,694.00	0.00	0.00	20,694.00	0.00
1100 7070 70309 00 Telephone	750.00	34.59	231.58	518.42	30.88
1100 7070 70310 00 Equipment	1,000.00	0.00	175.99	824.01	17.60
1100 7070 70321 00 Electricity	21,000.00	1,760.38	10,496.21	10,503.79	49.98
1100 7070 70343 00 Heating	14,000.00	3,621.49	9,978.51	4,021.49	71.28
1100 7070 70344 00 Repairs And Maintenance	20,000.00	389.48	7,014.37	12,985.63	35.07
1100 7070 70345 00 Computer Repairs And Maintenanc	9,000.00	38.97	4,273.86	4,726.14	47.49
1100 7070 70351 00 Books And Periodicals	19,000.00	1,904.78	5,372.97	13,627.03	28.28
1100 7070 70352 00 Books - State Aid	115,315.00	8,129.43	70,192.96	45,122.04	60.87
1100 7070 70354 00 Construction move	0.00	402.39	10,702.19	(10,702.19)	0.00
1100 7070 70355 00 CREDITS (LIB SALES & GIFTS)	0.00	(72.82)	(3,172.16)	3,172.16	0.00
Library Expenses	483,991.00	35,797.91	284,135.22	199,855.78	58.71
1100 7080 70101 00 Salary- Recreation Director	73,800.00	5,847.22	49,993.73	23,806.27	67.74
1100 7080 70102 00 Salaries- Recreation Staff	245,220.00	18,681.60	163,519.99	81,700.01	66.68
1100 7080 70104 00 Salaries -Teen Center Support Staff	16,720.00	2,234.25	8,791.75	7,928.25	52.58
1100 7080 70105 00 Seasonal Support Staff	134,103.00	0.00	156,437.80	(22,334.80)	116.65
1100 7080 70112 00 Recreation - OT	3,000.00	0.00	1,682.36	1,317.64	56.08
1100 7080 70302 00 Supplies	6,200.00	78.06	6,171.16	28.84	99.53
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	181.35	1,277.99	582.01	68.71
1100 7080 70310 00 Equipment	4,500.00	308.36	3,561.06	938.94	79.13
1100 7080 70314 00 Gas And Oil	9,000.00	848.58	8,005.74	994.26	88.95
1100 7080 70321 00 Electricity	26,000.00	0.00	20,914.60	5,085.40	80.44
1100 7080 70322 00 Fort Getty 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	0.00	5,000.00	0.00	100.00
1100 7080 70324 00 Water	12,000.00	0.00	13,378.40	(1,378.40)	111.49
1100 7080 70341 00 Trash Removal	11,500.00	90.00	8,194.00	3,306.00	71.25
1100 7080 70344 00 Repairs, Maintenance And Impro	24,000.00	1,833.26	18,937.12	5,062.88	78.90
1100 7080 70345 00 Eldred Ave. Field Improvements	25,611.00	104.00	104.00	25,507.00	0.41
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	624,214.00	30,206.68	478,012.21	146,201.79	76.58
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	71,869.99	179,973.01	28.54
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
Debt Service Expenses	1,826,900.00	0.00	621,869.99	1,205,030.01	34.04
1100 7092 70527 00 Incidentals And Emergencies	50,000.00	3,982.42	48,574.04	1,425.96	97.15
1100 7092 70530 00 Conservation Commission	2,200.00	0.00	1,384.50	815.50	62.93
1100 7092 70533 00 Eastern RI Conservation District	2,000.00	0.00	2,000.00	0.00	100.00
1100 7092 70550 00 CHAMBER OF COMMERCE	4,000.00	0.00	2,672.21	1,327.79	66.81
Other Expenses	58,200.00	3,982.42	54,630.75	3,569.25	93.87
Total Department Expenses	11,650,941.00	694,298.84	6,293,154.10	5,357,786.90	54.01

Roberta Fagan

From: Denise Rounds [REDACTED]
Sent: Monday, March 6, 2023 1:14 PM
To: Mary Meagher
Cc: Randall White; Lisa Bryer; Roberta Fagan
Subject: Re: Short-term Rental Working Group

Mary, Thank you for getting back to me and I appreciate your response. Can you please send me a copy of the draft that has went to the Town Solicitor for review. We will need to take a look at it prior to our next meeting.

Regarding Host Compliance, my understanding is the delay is with implementing the town's registration process. I believe that should not affect the data they have obtained by searching the hosting platforms. Thanks again, Denise

> On Mar 5, 2023, at 3:09 PM, meagherjamestowntc@gmail.com wrote:

>

> Denise, I so apologize for leaving this message unanswered for so long. We have had a lot on our plate as Town Councilors over the past six weeks, Lisa Bryer has been on vacation for the past two, my work has been crazy, family, recovering from a cold are all excuses I could use but none quite account for not writing back. My sincere apologies.

>

> Indeed we have worked to put the recommendations that we discussed and agreed to into the ordinance format. Lisa had sent it to the Town Solicitor who was reviewing it. But he has also had a lot on his plate, so it is probably next on the pile of things to be reviewed. And yes I imagine there would be another meeting with you and the others of your group to review these possible changes. Then they would go to the Council and hopefully be advertised so they could be enacted. It would be nice to get all of that done by mid April. To do so means that we should all meet again perhaps in the next two weeks.

>

> So when Lisa returns tomorrow, I will ask her about a schedule . I don't think Host Compliance is up and running vis a vis Jamestown but I believe the state has 97 or 98 Short Term Rentals from Jamestown on its website.

>

> All the best and again, my apologies, MM

>

> -----Original [REDACTED]

[REDACTED]

> Sent: Monday, February 27, 2023 3:44 PM

> To: meagherjamestowntc@gmail.com; major510@cox.net; lbryer@jamestownri.net

> Cc: Roberta Fagan <rfagan@jamestownri.net>

> Subject: Short-term Rental Working Group

>

> Dear Mary, Randy and Lisa,

>

> Thank you again for meeting with us on December 12th to discuss the provisions of the Short-term Rental ordinance. We appreciated having the opportunity to be heard and to discuss the various requirements of the ordinance in the Working Group format.

>

> It's been a couple months so I'm following up to understand your latest thinking about our proposed changes. It would be helpful to know where you stand.

>

> We would like the opportunity to meet with you again. Will there be further meetings scheduled?

- >
- > We'd also like to understand the expected timeline for publishing revisions to the ordinance.
- >
- > And finally, we'd like to see information obtained from Host Compliance identifying the number of short-term rentals in Jamestown and where they are located.
- >
- > We appreciate the opportunity to work with you going forward and look forward to your response.
- >
- > Sincerely,
- >
- > Denise Rounds
- >
- > Cc: Roberta Fagan, Town Clerk
- >

To the Jamestown Town Council Members,

I have been on the zoning board for a little over a year. I am concerned about the growth on the island in the last ten years. The zoning laws have not been updated in almost fifteen years. I have spoken to three of the council members to no avail. I realize you have many pressing issues, but I am concerned that more and more building is going on and we haven't even addressed the issue of water. I have spoken to Fred Brown, Bill Moore and the new zoning official, Peter Medieros , and they all agree that the update of the zoning laws is long overdue.

Richard Boren, our zoning board chairman, mentioned to me that in a past community that he was a member of, the town council appointed three members from the planning board and three members from the zoning board to update their zoning laws and it was completed in six months. We are very fortunate to have Richard as our chairman. He is very thorough and researches every issue before the board but he may not be here forever and we need an update before he decides to retire.

My fear is that we will make the same mistakes as Newport and it will be too late to change anything.

I would like to go on record with this correspondence and hope to hear from you soon.

Sincerely,


Jane Bentley