



TOWN COUNCIL MEETING
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, April 17, 2023
6:30 P.M.

THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.

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

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

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

Attachments for items on this meeting agenda are available to the public on the Town website at:
<https://jamestownri.gov/town-government/town-council/town-council-meetings-minutes/2023-meetings-minutes>

I. ROLL CALL

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

III. 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) February 21, 2023 (regular meeting)
- 2) March 20, 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
 - i) Water Supply System Management Plan
 - 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 Water Budget to Actuals as of March 31, 2023.
 - 2) Finance Director's Report: Comparison of Sewer Budget to Actuals as of March 31, 2023.

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

IV. OPEN FORUM

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

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

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

- A) Review, Discussion, and/or Take Action and/or Vote regarding a Proclamation declaring May 8th through May 12th Jamestown Teacher Appreciation Week, Proclamation 2023-06

VI. PUBLIC HEARINGS, LICENSES, AND PERMITS

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

- A) **Town Council Sitting as the Alcohol Beverage Licensing Board:** Request for a motion that the application listed below will be in order for hearing at a meeting of the Town Council sitting as the Alcohol Beverage Licensing Board on Monday, May 15, 2023 at 6:30 p.m. and advertised in the Jamestown Press, as provided under Title 3, Chapters 1-12 of the General Laws of Rhode Island 1956, and as amended, for an **EXPANSION OF USE** under said Act, for the period May 15, 2023, to November 30, 2023:

CLASS B-V – VICTUALER

Our Table LLC.

dba: Our Table

53 Narragansett Avenue

Jamestown, RI 02835

The Town Council adjourns from sitting as the Alcohol Beverage Licensing Board.

B) **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 Rotary Club
 Event: 47th Annual Jamestown Classic
 Date(s): October 8, 2023
 Location: Fort Getty Pavilion
- ii) Letter from Mark Holland/Jamestown Rotary Club (non-profit) requesting a waiver of the Fort Getty Pavilion fee; and/or payment for the police detail, by the Town of Jamestown for the 47th Annual Jamestown Classic Bike Race taking place on Sunday, October 8, 2023.
- b) Applicant: Jamestown Arts Center (JAC)
 Event: In Conversation with Curator Laura Pan and Exhibition Artists
 Date(s): April 22, 2023, 3:00 p.m.-5:00 p.m.
 Location: JAC, 18 Valley Street
- c) Applicant: Jamestown Arts Center (JAC)
 Event: JAC Outloud: Poetry Reading
 Date(s): April 23, 2023, 3:00 p.m.-5:00 p.m.
 Location: JAC, 18 Valley Street

- d) Applicant: Jamestown Arts Center (JAC)
 Event: Trinity Brown MFA- The Taming of Hamlet & Imogen
 Date(s): April 29-30, 2023, 7:00 p.m.-8:30 p.m.
 Location: JAC, 18 Valley Street
- e) Applicant: Jamestown Arts Center (JAC)
 Event: Newport Live with the Cary Morin Trio
 Date(s): May 12, 2023, 7:30 p.m.-9:30 p.m.
 Location: JAC, 18 Valley Street

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

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

- A) Interim Town Administrator's Report: Edward A. Mello
- 1) DEM Grant: Hull Cove Trail update
 - 2) Safe Routes to School Grant update
 - 3) Solar Project Initiatives (New Business)
 - 4) Senior Center Project (New Business)
 - 5) E-Permitting with OpenGov(Consent agenda)
 - 6) Hazard Mitigation Plan and Grant (Consent agenda)
 - 7) Golf Course Parking Lot Lighting update
 - 8) Arbor Day Ceremony scheduled for April 21, 2023
 - 9) Town Clerk Roberta Fagan grant recipient
 - 10) Employee Recognition: Karen Montoya, 25 years on April 20th, and Denise Jennings, 35 years on April 27th

VIII. UNFINISHED BUSINESS

- A) Review, Discussion and/or Action and/or Vote: Approval of the Mackerel Cove Beach Concessions Bid
- 1) Memorandum from Parks and Recreation Director- Ray DeFalco to recommend the bid be awarded to Splash Dogz, LLC.

IX. NEW BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: Recommendation regarding the Jamestown Senior Center Future Plan as outlined in the Memorandum from Interim Town Administrator Mello:
- 1) Review, Discussion and/or Action/and or Vote: Authorization of the Jamestown Senior Center initiative
 - 2) Review, Discussion and/or Action/and or Vote: Selection of the future site for the Jamestown Senior Center to be located at 6 West Street or 11 Knowles Court.
- B) Review, Discussion, and/or Action and/or Vote: Authorize Town staff to research and develop a plan for the future integration and/or adoption of solar renewable energy solutions for Town-owned facilities as outlined in the Memorandum from the Interim Town Administrator Mello.

X. 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) March 20, 2023 (Regular Meeting)
 - 2) March 23, 2023 (Joint Budget Work Session)
 - 3) March 29, 2023 (Special meeting)

- B) Minutes of Boards/Commissions/Committees
 - 1) Affordable Housing Committee (February 15, 2023)

- C) Town of Jamestown as an abutter:
 - 1) Notice is hereby given that the Jamestown Zoning Board of Review will hold a Public Hearing on April 25, 2023, at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island at 7:00 p.m. upon the following:
Application of TPG Marinas Conanicut, LLC whose property is located at 260 Conanicus Avenue, and further identified as Tax Assessor's Plat 8, Lot 278-1 for a modification to a Special Use Permit granted under Article 6, Special Use Permits and Variances, Section 600 and 602. This application is made pursuant to the provisions of Section 82-302, Table 3-1, Permitted Uses of the Zoning Ordinance. The applicant seeks to create a management area and showroom inside the existing shed, known as the West Shed, for the boat yard. Said property is located in an R-20 zone and contains 433,904 square feet.
 - 2) Notice is hereby given that the Jamestown Zoning Board of Review will hold a Public Hearing on April 25, 2023, at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island at 7:00 p.m. upon the following:
Application of Scott W. Wynn and Susan H. Wynn, whose property is located at 71 Carr Lane (& 73), and further identified as Assessor's Plat 4, Lot 32 for a Special Use Permit pursuant to Article 7, Section 82-705, Alteration of Nonconforming Structure and Article 3, Section 82-303, Number of Residential Structures per lot. The applicants seek to add a 1,240-square-foot addition to the rear of 73 Carr Lane consisting of a main bedroom, main bathroom, family room, finished basement, and a swimming pool. The solitary relief sought with respect to the proposed addition and swimming pool is to allow the continued use of the property with two residences. The 2nd building, the cottage, has always been a year-round rental. This said property is an RR200 zone and contains 80,586 square feet. All of the structures on this property, including the proposed addition and the swimming pool, are within all of the required setbacks and do not require a dimensional variance.

- D) Permission to authorize Interim Town Administrator Mello to sign the Hazard Mitigation Plan Grant Application to the Rhode Island Emergency Management Agency (RIEMA)/Federal Emergency Management Agency (FEMA)
- 1) Memorandum to the Town Council from Town Planner Lisa Bryer
 - 2) Hazard Mitigation Grant Program (HMGP) Planning Subapplication, Scope of Work, Funding Match Commitment letter, SF424-Congressional requirement, Budget Information- Non-Construction Program, and Assurances- Non-construction Program
- E) Permission to Authorize Interim Town Administrator Mello to sign the OpenGov Order Form for the design and deployment of e-permitting for the Town of Jamestown Building/Zoning Department, Town Clerk's office and Harbor Office.
- F) Request from Public Works Director Michael Gray to the Town Council to approve the Paving Bid for the Jamestown Fire Station and Fort Getty Road at the Guard House to Cardi Corporation:
- 1) Memorandum from Public Works Director Michael Gray to recommend the bid be awarded to the lowest responsive bidder, Cardi Corporation for the following:
 - a) Item 1: Bituminous Surface Course \$150 per Ton
 - a) Item 2: Bituminous Binder Course \$150 per Ton
 - b) Item 3: Grading and Compaction \$2 per Square Yard
- G) Authorization of the Warrant and Resolutions for the June 5, 2023, Financial Town Meeting (Warrants are routine in matter as they relate to setting the tax rate.)
- 1) Resolution Number 1: Sewer Line Frontage Tax Rate (.68 cents per linear foot, included on the tax bill for homes in the Sewer district)
 - 2) Resolution Number 2: Borrowing in Anticipation of Taxes (Authorizes the Town the ability to borrow funds in anticipation of the 1st quarter's taxes being due.)
 - 3) Resolution Number 3: Disposition of Collected Back Taxes (All back taxes to be placed in the General Fund at time of receipt.)
 - 4) Resolution Number 4: Setting the Tax Rate (Actual rate to be determined within a range at the FTM.)
 - 5) Resolution Number 5: Up to \$275,000 Borrowing for Police Station Building Improvements/Efficient Building Project Through Issuance of Bonds.
 - 6) Resolution Number 6: Up to \$985,000 Borrowing for Highway Equipment Through Issuance of Bonds.
- H) Proclamation 2023-07: Recognizing James "Jim" R. Bryer, Jr.
- I) Finance Director's Report: Comparison Budget to Actuals as of March 31, 2023.

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

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

- A) Communications Received:
- 1) Copy of Email to: Town Council
From: Dan Lilly
Dated: March 22, 2023
Re: Mackerel Cove Concession
 - 2) Copy of Email to: Town Council Members
From: Denise Rounds
Dated: April 3, 2023
Re: Combined Town and School Budget
- B) Resolutions from other Rhode Island Cities and Towns:
- 1) Town of Charlestown: Resolution in Support of House Bill 2023- H5788 An Act Relating to State Affairs and Government Tourism and Development.
 - 2) Town of Charlestown- Resolution in Support of House Bill 2023- H 6119 and Senate Bill 2023- S 0516 An Act Relating to Human Services – Medical Assistance.
 - 3) City of Woonsocket: Resolution in Support of House Bill 5160 & Senate Bill 0175, Regarding Payday Lending Reform

XII. 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 April 12, 2023.

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

February 21, 2023

A regular meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners was called to order at the Jamestown Town Hall, Council Chambers, 93 Narragansett Avenue at 6:31 PM by Commission President Nancy A. Beye.

The following members were present:

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

Also, present were:

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

AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS

(None)

READING AND APPROVAL OF MINUTES

1) January 23, 2023 (regular meeting)

Motion was made by Commissioner Meagher, seconded by Commissioner Michael White to accept the January 23, 2023 regular meeting minutes. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye.

OPEN FORUM

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

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

REPORT OF TOWN OFFICIALS

1) **Pumping Report:**

The Public Works Director reported the following:

- JR-1 well remains in service.
- Pumping was down for the month of January and also compared to January of the previous year.
- Rainfall was up for the month of January.
- North Reservoir is @ capacity, usable storage-60 MG.
- South Pond is @ capacity, usable storage- 6 MG

2) **Town project reports:** *(See attached Project Update Report dated February 2023)*

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

LETTERS AND COMMUNICATIONS

(None)

UNFINISHED BUSINESS

(None)

NEW BUSINESS

1) **Finance Director's Report:** Comparison of the Water Budget to Actuals as of January 31, 2023.

No action taken.

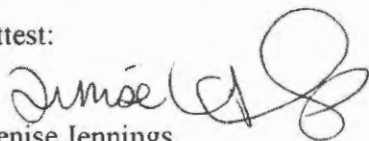
2) **Finance Director's Report:** Comparison of the Sewer Budget to Actuals as of January 31, 2023.

No action taken.

ADJOURNMENT

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

Attest:


Denise Jennings
Water and Sewer Clerk

Project Update February 2023

WELLS

JR-1, JR-3

- JR-1 is in service.

TREATMENT PLANT

- Staff have been working on upgrading the raw water pump system at the water treatment plant.
- The water department collected the first round of four for PFAS analysis as required by the EPA. Separately the water department is required to collect one round of samples for PFAS analysis by July. I will report the results to the Commission once we receive them. I have attached sections of the RI Laws that apply and information from the RIDOH and EPA. Regulations will be developed based upon scientific research on health risks.

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

- Our Consultant at Pare Corporation is working on an permit application to the RIDOT for the watermain replacement project. We will be meeting with the RIDOT staff prior to a formal submittal to review the project. We are trying to schedule this meeting early March.
- Atlas Painting was provided an award letter for coating the exterior of the two water towers. They are working on providing the required information to the Town before they receive a notice to proceed. We did have a coordination meeting with the contractor and the three cell carriers to talk scope and schedule. In March the contractor will be mobilizing the site with a crane to begin welding work on the North Tower. Once work is complete they will then clean and overcoat the tank. During the summer months Verizon will then move their equipment from the South to the North Tower. In August the contractor will return to erect staging around the South Tower. AT&T will move their antennae to the staging so the workers can complete the work safely and without impacting any equipment. In September the South Tower will be taken off-line and the exterior will be blasted and coated.
- The annual watermain flushing program for the distribution system will start in March.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for January was 0.727 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 1.93 million gallons.
- The new backup generator for the wastewater treatment facility has been delivered ahead of schedule and was installed on February 16th. Crews are working on wiring to the facility.

Title 46

Waters and Navigation

Chapter 32

PFAS in Drinking Water, Groundwater, and Surface Waters

R.I. Gen. Laws § 46-32-7

§ 46-32-7. Investigation of potential sources of per- and polyfluoroalkyl substances contamination.

(a) On or before November 1, 2023, the director of the department of environmental management shall publish a plan for public review and comment to complete a statewide investigation of potential sources of per- and polyfluoroalkyl substances (PFAS) contamination. As part of this investigation, the director of the department of health shall conduct a pilot project at public water systems by an applicable analytical method to evaluate total PFAS. The director of the department of environmental management shall initiate implementation of the plan not later than January 1, 2024.

(b) On or before June 1, 2024, all public water systems shall conduct monitoring for the maximum number of PFAS detectable from standard laboratory methods.

History of Section.

P.L. 2022, ch. 144, § 2, effective June 27, 2022; P.L. 2022, ch. 169, § 2, effective June 27, 2022.

Title 46

Waters and Navigation

Chapter 32

PFAS in Drinking Water, Groundwater, and Surface Waters

R.I. Gen. Laws § 46-32-3

§ 46-32-3. Drinking water standards for PFAS contaminants.

If the director of the department of health decides to publish a notice pursuant to the provisions of § 46-32-4(b)(1) then on or before June 1, 2024, the director of the department of health shall, pursuant to this section, file under § 42-35-4 a final rule with the secretary of state regarding adoption of the interim drinking water standard level of twenty parts per trillion (20 ppt) for perfluorooctanoic acid (PFOA), perfluorooctane sulfonic acid (PFOS), perfluorohexane sulfonic acid (PFHxS), perfluorononanoic acid (PFNA), perfluoroheptanoic acid (PFHpA), and perfluorodecanoic acid (PFDA) as a maximum contaminant level (MCL). Upon the effective date of the final rule, the drinking water monitoring provisions of § 46-32-2 may be suspended, modified, or superseded by the provisions of the final rules.

History of Section.

P.L. 2022, ch. 144, § 2, effective June 27, 2022; P.L. 2022, ch. 169, § 2, effective June 27, 2022.

Title 46

Waters and Navigation

Chapter 32

PFAS in Drinking Water, Groundwater, and Surface Waters

R.I. Gen. Laws § 46-32-6

§ 46-32-6. Surface water quality action levels for per- and polyfluoroalkyl substances.

On or before December 31, 2023, the director of the department of environmental management shall file under § 42-35-4 a final rule with the secretary of state to adopt surface water quality action levels to address the contamination of Rhode Island waters from releases of, at a minimum, perfluorooctanoic acid (PFOA), perfluorooctane sulfonic acid (PFOS), perfluorohexane sulfonic acid (PFHxS), perfluorononanoic acid (PFNA), perfluoroheptanoic acid (PFHpA), and perfluorodecanoic acid (PFDA).

History of Section.

P.L. 2022, ch. 144, § 2, effective June 27, 2022; P.L. 2022, ch. 169, § 2, effective June 27, 2022.

Title 46

Waters and Navigation

Chapter 32

PFAS in Drinking Water, Groundwater, and Surface Waters

R.I. Gen. Laws § 46-32-2

§ 46-32-2. Interim drinking water standard and testing requirements.

(a) As used in this chapter, “PFAS contaminants” means perfluorooctanoic acid (PFOA), perfluorooctane sulfonic acid (PFOS), perfluorohexane sulfonic acid (PFHxS), perfluorononanoic acid (PFNA), and perfluoroheptanoic acid (PFHpA), and perfluorodecanoic acid (PFDA).

(b) On or before July 1, 2023, all public water supply systems in the state as defined by § 46-13-2, except transient, non-community water systems as defined by the department of health in 216-RICR-50-05-1 as may be amended, shall conduct monitoring for the presence of PFAS contaminants in drinking water supplied by the system. Regular monitoring shall be conducted as follows until adoption of maximum contaminant level rules pursuant to § 46-32-4:

(1) If monitoring results detect the presence of any PFAS contaminants individually or in combination in excess of the interim drinking water standard level of twenty parts per trillion (20 ppt), the public water supply system shall conduct continued quarterly monitoring.

(2) If monitoring results detect the presence of any PFAS contaminants individually or in combination at a level equal to or below the interim drinking water standard level of twenty parts per trillion (20 ppt), the public water supply system shall conduct continued monitoring annually.

(3) If monitoring results do not detect the presence of any PFAS contaminants, the public water supply system shall conduct continued monitoring every two (2) years.

(c) If monitoring results under subsection (b) of this section confirm the presence of any PFAS contaminants individually or in combination in excess of the interim drinking water standard level of twenty parts per trillion (20 ppt), the department of health shall require monitoring in a manner consistent with applicable regulations governing synthetic organic contaminants, including but not limited to, requiring a confirmation sample, prior to directing the public water supply system to implement treatment or other remedy to reduce the levels of PFAS contaminants in the drinking water of the public water supply system below the interim drinking water standard level.

(d) On or before July 1, 2023, if the PFAS contaminants exceed the level of twenty parts per trillion (20 ppt), the public water supply system shall provide potable water through other means to all customers or users of the system. The requirement for a public water supply system to provide potable water to customers and users of the system through other means shall cease when monitoring results indicate that the levels of PFAS contaminants in the drinking water of the public water supply system are below the interim drinking water standard level of twenty parts per trillion (20 ppt).

(e) The director of the department of health is authorized to enforce the requirements of this chapter in accordance with the provisions of chapter 13 of this title and violations will be subject to the penalties

imposed pursuant to § 46-13-16. A person may contest or appeal a decision of the director, a penalty imposed for violation, or the fact of violation pursuant to the provisions of chapter 35 of title 42 (the “administrative procedures act”).

History of Section.

P.L. 2022, ch. 144, § 2, effective June 27, 2022; P.L. 2022, ch. 169, § 2, effective June 27, 2022.

Health Effects of PFAS



Per- and polyfluoroalkyl substances (PFAS) are a complex group of manmade chemicals that repel water and oil. They are used in many grease-, stain-, and water-resistant consumer products. PFAS can take years to break down in the environment. This is why they are known as “forever chemicals.”

People can be exposed to PFAS by eating food, drinking water, accidentally ingesting dust, or breathing air polluted with PFAS. People who work with PFAS, including firefighters and paper or textiles manufacturers, may be exposed to higher amounts of PFAS.

When people are exposed, PFAS can build up in the body. Nearly everyone has a small amount of PFAS in their blood. After research showed the older, “long-chain” PFAS could build up in the body and cause health problems, they were largely phased out and replaced by newer, “short-chain” PFAS. “Short-chain” PFAS don’t build up in the body as well but still take years to break down in the environment.

Scientists still have questions about the health effects of PFAS, and more research is needed.

Health Effects in Adults

PFAS may:

- Raise cholesterol levels
- Suppress the immune system
- Cause problems with thyroid hormones
- Damage the liver



Health Effects During Pregnancy

PFAS may:

- Increase blood pressure or risk of pre-eclampsia (a serious blood pressure condition) during pregnancy
- Reduce growth and development of an unborn child (fetus), with potential long-term health effects



Health Effects for Infants and Children

PFAS may:

- Disrupt immune system development
- Cause issues with growth and metabolism (how the body changes food into energy)



While breastmilk can expose infants and newborns to PFAS, the health benefits of breastfeeding for children are greater than the risks of health effects from possible PFAS exposure.

People who are willing and able to breastfeed infants should continue to do so.



What should I do?

If you have your own private well and are concerned about PFAS, you can get your water tested or contact the RIDOH Private Wells Program. If you receive public water, you can find PFAS testing results and more information at health.ri.gov/pfas. People who are concerned about PFAS in drinking water can consider a point-of-use treatment system certified by NSF. You can also try to avoid products that are treated to provide oil, water, and stain resistance, such as microwave popcorn bags, non-stick cooking pans, and stain-resistant carpets, waterproof clothing, and waxes.

People concerned about possible exposures can speak to a doctor to determine if blood testing is appropriate. They can also take well-known steps to reduce common health risks, such as:

- Eating healthy,
- Exercising,
- Seeing their doctor for regular check-ups, and
- Following nutritional advice and attending prenatal visits during pregnancy.

A blood test cannot show if exposure to PFAS will cause health problems or if a current condition was caused by PFAS. Commonly performed blood tests for cholesterol levels and immune function can indicate potential future health problems, while PFAS levels cannot.

Rhode Islanders concerned about exposure to PFAS who want more information can contact the RIDOH Environmental Health Risk Assessment Program at health.ri.gov/ehrap.

To learn more, visit health.ri.gov/PFAS



Rhode Island Department of Health

PFAS (Per- and Polyfluoroalkyl Substances)

PFAS (per- and polyfluoroalkyl substances) are a large group of manmade chemicals that repel oil and water. They have been used since the 1940s to make products water-, grease-, and stain-resistant. Some PFAS take centuries to break down in the environment. This is why they are called “forever chemicals.” Some PFAS break down and form other PFAS. PFAS that don’t break down build up in and pollute the environment.

People can be exposed to PFAS by eating food, drinking water, accidentally ingesting dust, or breathing air polluted with PFAS. PFAS can also build up in our bodies. While more research is needed, studies have shown certain PFAS can contribute to negative health effects.

Health Risks

Nearly everyone has a low level of PFAS in their blood. PFAS can build up in the body and increase to the point where it can harm health.

While more research is needed, studies have shown certain PFAS cause negative health effects. Exposure to PFAS has been linked with a variety of health effects, including:

- Higher cholesterol levels,
- Lower infant birth weights,
- Weakened immune response, and
- Interference with the body’s natural hormones.

Sources of Exposure

Most exposure to PFAS comes from eating or breathing. PFAS are not easily absorbed through the skin. Children younger than two years old are at the highest risk from PFAS exposure. This is because they are exposed to more PFAS than adults and because their bodies are still developing.

People are exposed to PFAS by:

- Eating food packaged in PFAS-containing material,
- Eating foods that have built up PFAS over time,
- Drinking PFAS-contaminated water,
- Using a PFAS-containing consumer product, like accidentally swallowing PFAS-containing lipstick while wearing it,
- Accidentally swallowing contaminated soil or dust, or
- Breathing contaminated air.

What You Should Do

You can take simple steps to reduce exposure to PFAS:

- Avoid grease-resistant food packaging, such as microwavable popcorn bags,
- Replace non-stick cookware with safer alternatives, such as cast iron or stainless steel, and
- Test drinking water from private wells.

When possible, avoid purchasing products advertised as water-, grease-, and stain-resistant. When these products are thrown away and then burned, composted, or sent to a landfill, PFAS can enter the environment.


Reduce the risk of common health problems

PFAS exposures may contribute to common health problems, like heart disease and infections. People concerned about possible exposures should focus on well-known steps to reduce those health risks, such as:

- Eating healthy,
- Exercising, and
- Seeing their doctor for regular check-ups.

If you think there is a source of PFAS in your neighborhood or workplace:

- Contact the RIDOH Environmental Health Risk Assessment Program

 An official website of the United States government



MENU

**PFOA,
PFOS
and
Other
PFAS**

CONTACT US <<https://epa.gov/pfas/forms/contact-us-about-pfoa-pfos-and-other-pfas>>

Increasing Our Understanding of the Health Risks from PFAS and How to Address Them

EPA Determines Health Risks Using a Proven Scientific Process

Identifying the risk a chemical may pose to human health is a scientific process. It involves determining how much of a chemical is present in the environment, how much a person comes in contact with the chemical, and how toxic or harmful the chemical is to people. Risk, or likelihood of harm to human health, is a function of both chemical hazard and chemical exposure.

It is important to understand how toxic a chemical is and how much a person is exposed to the chemical before health risks can be identified and steps to

What EPA is Doing

Learn what EPA is doing to address PFAS. <<https://epa.gov/pfas/pfas-strategic-roadmap-epas-commitments-action-2021-2024>>



reduce these risks can be taken.

For example, a chemical can be very toxic but people are very rarely exposed to it, so the risk to human health may be low. If another chemical is only moderately toxic but people are routinely exposed to it in high quantities, then the risk to human health may be high.

EPA is Working to Increase our Understanding of PFAS in Key Areas

There are likely thousands of PFAS that are currently present in the United States. Each of these chemicals has different properties and may be used for different purposes or may simply be present as unintended byproducts of certain manufacturing or other processes. The toxicity of the chemicals varies, and people may be exposed to each chemical in different ways, in varying amounts, and/or with different mixtures.

Robust information about PFAS is needed to better understand the risks they pose and to be able to take effective actions to protect human health and the environment. EPA's research is helping to deepen our understanding of these chemicals so that we can take steps to continue reducing the risks posed by PFAS and provide certainty to state, local, and tribal partners; the regulated community; and the public.

That is why EPA has placed a strong emphasis on research and why this work is vital to addressing PFAS in the environment. EPA is conducting research to help us move forward in two key areas:

Increasing Our Understanding of Risks to Human Health:

What are the best ways to find and measure PFAS?

Researchers are developing new and more effective laboratory methods to find, identify, and measure PFAS in the air, water, ground water, wastewater, soil, and more. These methods will help EPA better understand which PFAS are currently in the environment, at what levels, and how people might be exposed.



How harmful are PFAS?

Researchers are working to better understand how toxic or harmful PFAS are to people and the environment. This process includes conducting long, in-depth evaluations of a few specific PFAS, as well as shorter scientific studies that provide information about hundreds of PFAS. By using multiple approaches, EPA can better understand how harmful specific chemicals can be and use the information to prioritize the agency's work to protect human health and the environment.

How are people exposed to PFAS?

Researchers are developing and testing methods to determine where PFAS come from, how they move through the environment, and how people are exposed. This information is crucial to knowing how to 'break' the exposure pathway and thereby prevent people from being exposed to PFAS.

Increasing Our Understanding of How to Address PFAS in the Environment:

How can we remove PFAS from drinking water?

Researchers are studying the effectiveness of various technologies at removing PFAS from drinking water. This work helps the people who manage water treatment facilities make informed choices about methods or technologies to use. Researchers are also studying the effectiveness of household water filters so that people have the information they need for their own home.

How should we manage and dispose of PFAS?

Researchers are working to help understand how to safely dispose of materials that contain PFAS. Due to their strong chemical bonds, PFAS are difficult to destroy. EPA and other federal agencies' researchers are doing tests to figure out the best ways to destroy and dispose of PFAS, such as through incineration, landfilling, and more. The agency is also working to understand how PFAS at a contaminated site may move into the nearby water, soil, or air.

Other Federal Agencies Are Contributing to Research Efforts on

PFAS

Many other public and private sector organizations are conducting PFAS-related research. Below are few examples of this work at the federal level:

The National Institute of Environmental Health Sciences (NIEHS), which is part of the National Institutes of Health (NIH) in the federal Department of Health and Human Services (HHS), is collaborating with EPA on a wide range of research on human exposure to PFAS. The NIH awards over \$10 million annually in grants to more than 40 universities and research centers studying PFAS. Research efforts are underway to:

- Assess more than 140 PFAS compounds; and
- Explore alternatives to PFAS-containing firefighting foams and other products.

The Centers for Disease Control and Prevention's (CDC) Agency for Toxic Substances and Disease Registry (ATSDR) is studying the human health effects of exposure to PFAS in drinking water. In 2019, CDC/ATSDR initiated two community efforts to study PFAS exposure and health effects.

- The first effort is conducting exposure assessments in eight communities near current or former military bases whose drinking water has been impacted by PFAS.
- The second is a national health study with seven partners to learn more about the relationship between PFAS exposure and health outcomes among differing populations. Read more information about ATSDR activities. [🔗](https://www.atsdr.cdc.gov/pfas/activities/index.html)

<<https://www.atsdr.cdc.gov/pfas/activities/index.html>>

The Food and Drug Administration (FDA) is conducting work to assess PFAS issues related to the general food supply, food packaging, and cosmetics. For more information on FDA's work in these areas please see:

- Food Supply [🔗](https://www.fda.gov/food/chemical-contaminants-food/testing-food-pfas-and-assessing-dietary-exposure) <<https://www.fda.gov/food/chemical-contaminants-food/testing-food-pfas-and-assessing-dietary-exposure>>
- Food Packaging [🔗](https://www.fda.gov/food/chemical-contaminants-food/authorized-uses-pfas-food-contact-applications) <<https://www.fda.gov/food/chemical-contaminants-food/authorized-uses-pfas-food-contact-applications>>
- Cosmetics [🔗](https://www.fda.gov/cosmetics/cosmetic-ingredients/and-polyfluoroalkyl-substances-pfas-cosmetics) <<https://www.fda.gov/cosmetics/cosmetic-ingredients/and-polyfluoroalkyl-substances-pfas-cosmetics>>

- [FDA PFAS webpage](https://www.fda.gov/food/chemical-contaminants-food/and-polyfluoroalkyl-substances-pfas) <https://www.fda.gov/food/chemical-contaminants-food/and-polyfluoroalkyl-substances-pfas>

The Department of Defense's Strategic Environmental Research and Development Program is sponsoring a number of projects aimed at developing a better understanding of: (1) the occurrence, fate and transport of PFAS, (2) remedial treatment options, (3) ecotoxicity at sites impacted firefighting foam, and (4) next generation PFAS-free foams. Learn more about DOD's PFAS projects. <https://www.serdp-estcp.org/featured-initiatives/per-and-polyfluoroalkyl-substances-pfass>

Where to Go for the Latest Information on PFAS

Federal Government Resources

- U.S. Environmental Protection Agency (EPA) <https://epa.gov/pfas>
- Agency for Toxic Substances and Disease Registry (ATSDR) <https://www.atsdr.cdc.gov/pfas/index.html>
- National Institutes of Health (NIH) <https://www.niehs.nih.gov/health/topics/agents/pfc/index.cfm>
- Food and Drug Administration (FDA) <https://www.fda.gov/food/chemicals/and-polyfluoroalkyl-substances-pfas>
- United States Department of Defense (DOD) <https://www.denix.osd.mil/army-pfas/index.html>
- United States Navy <https://www.secnv.navy.mil/eie/pages/pfc-pfas.aspx>
- United States Air Force, Civil Engineering Center <https://www.afcec.af.mil/whatwedo/environment/perfluorinated-compounds/>

**News Releases
from EPA
about PFAS**

Sign up to receive EPA's press releases and alerts on PFAS related topics.
<https://epa.gov/newsroom>

State Government Resources



- Association of State Drinking Water Administrators (ASDWA) [>](https://www.asdwa.org/pfas/)
- Interstate Technology and Regulatory Council (ITRC) [>](https://pfas-1.itrcweb.org/)
- Environmental Council of the States (ECOS) [>](https://www.ecos.org/pfas/)
- Environmental Research Institute of the States (ERIS) [>](https://www.eristates.org/projects/pfas-risk-communications-hub/)

Information on How to Provide Input on Proposed Government Actions

Federal agencies are required to provide an opportunity for public comment when proposing a new regulation and must consider the comments in revising the proposal and issuing a final rule. In carrying out our mission to protect human health and the environment, EPA develops regulations to prevent or to clean up hazardous chemicals released into our air, land, and water, some of which relate to PFAS.

Commenting on a proposed regulation is an important opportunity to make your voice heard. It is a way for you to provide decisionmakers with key information on any or all aspects of the proposed action, including:

- Pointing out key issues in the proposed regulation that you or your community are concerned about,
- Offering additional data and scientific evidence that may not have been considered,
- Identifying factual errors, and
- Proposing alternative solutions.



EPA's regulations will always be announced in the Federal Register and can be found at the following government websites:

What is a Regulation?


Under federal environmental laws, EPA and other federal agencies are authorized to help put those laws into effect by creating and enforcing regulations.

Regulations are mandatory requirements that can apply to individuals, businesses, state or local governments, non-profits, and others.



<https://www.federalregister.gov/>  [<https://www.federalregister.gov/>](https://www.federalregister.gov/), and <https://www.regulations.gov/>  [<https://www.regulations.gov/>](https://www.regulations.gov/).

For some rules, EPA holds a public hearing where you can provide comments in person or remotely. The agency always accepts comments in writing. All comments – whether in person or written – get the same level of consideration. Below are additional resources to help you comment on EPA’s proposed regulations related to PFAS.

- Learn how to get involved with EPA regulations [<https://epa.gov/laws-regulations/get-involved-epa-regulations>](https://epa.gov/laws-regulations/get-involved-epa-regulations).
- Read tips for submitting effective comments on EPA’s proposed regulations [<https://epa.gov/dockets/commenting-epa-dockets>](https://epa.gov/dockets/commenting-epa-dockets).
- Watch a webinar on “Techniques and Skills for Providing Effective Input in the EPA Rulemaking Process.” 

[PFAS Home <https://epa.gov/pfas>](https://epa.gov/pfas)

PFAS Explained

Action steps to reduce risk [<https://epa.gov/pfas/meaningful-and-achievable-steps-you-can-take-reduce-your-risk>](https://epa.gov/pfas/meaningful-and-achievable-steps-you-can-take-reduce-your-risk)

EPA’s current understanding [<https://epa.gov/pfas/our-current-understanding-human-health-and-environmental-risks-pfas>](https://epa.gov/pfas/our-current-understanding-human-health-and-environmental-risks-pfas)

Increasing our understanding

EPA actions to address PFAS [<https://epa.gov/pfas/key-epa-actions-address-pfas>](https://epa.gov/pfas/key-epa-actions-address-pfas)

PFAS Strategic Roadmap [<https://epa.gov/pfas/pfas-strategic-roadmap-epas-commitments-action-2021-2024>](https://epa.gov/pfas/pfas-strategic-roadmap-epas-commitments-action-2021-2024)

Data and Tools [<https://epa.gov/pfas/pfas-resources-data-and-tools>](https://epa.gov/pfas/pfas-resources-data-and-tools)

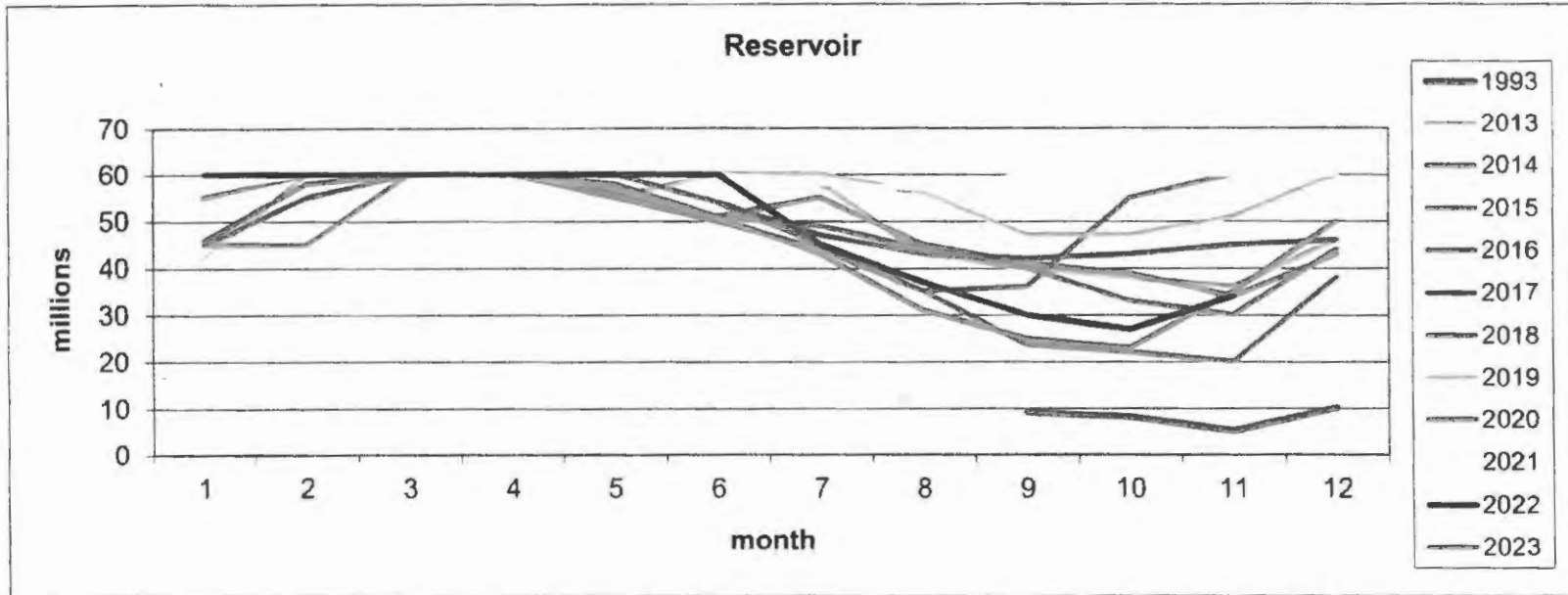
State Information [<https://epa.gov/pfas/us-state-resources-about-pfas>](https://epa.gov/pfas/us-state-resources-about-pfas)



Contact Us [<https://epa.gov/pfas/forms/contact-us-about-foia-pfas-and-other-pfas>](https://epa.gov/pfas/forms/contact-us-about-foia-pfas-and-other-pfas) to ask a question,

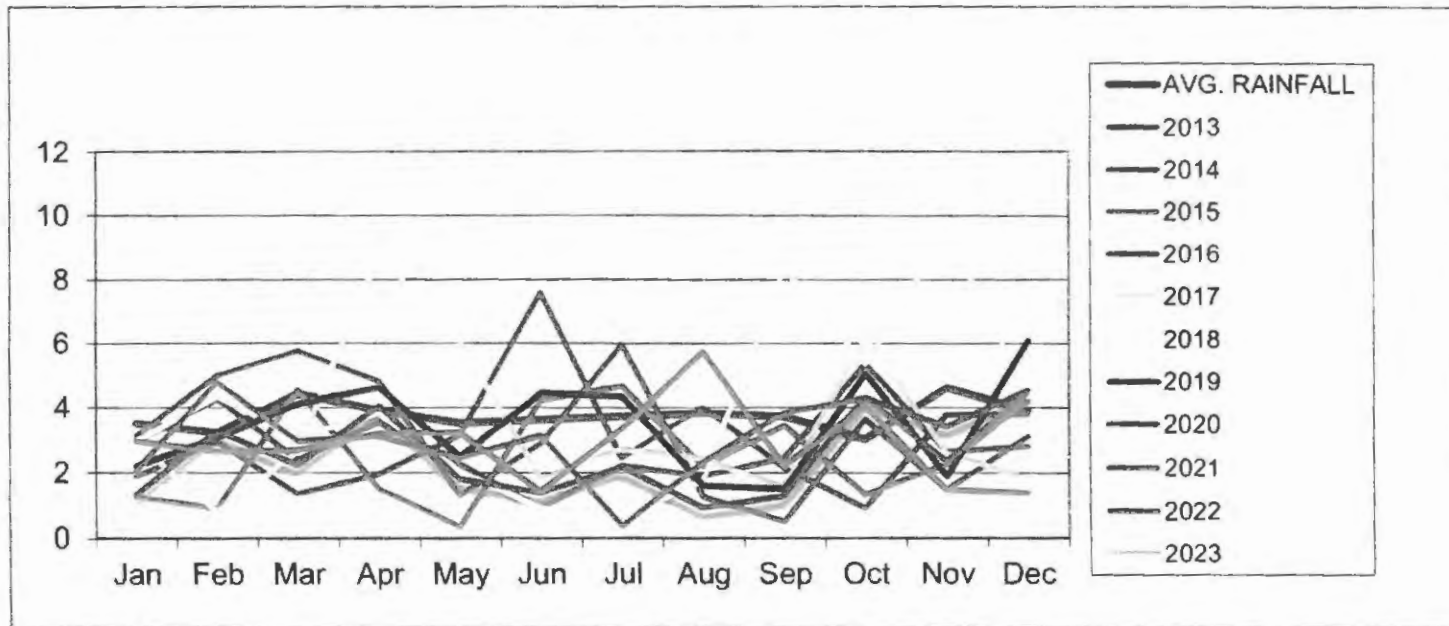
RESERVOIR LEVEL

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



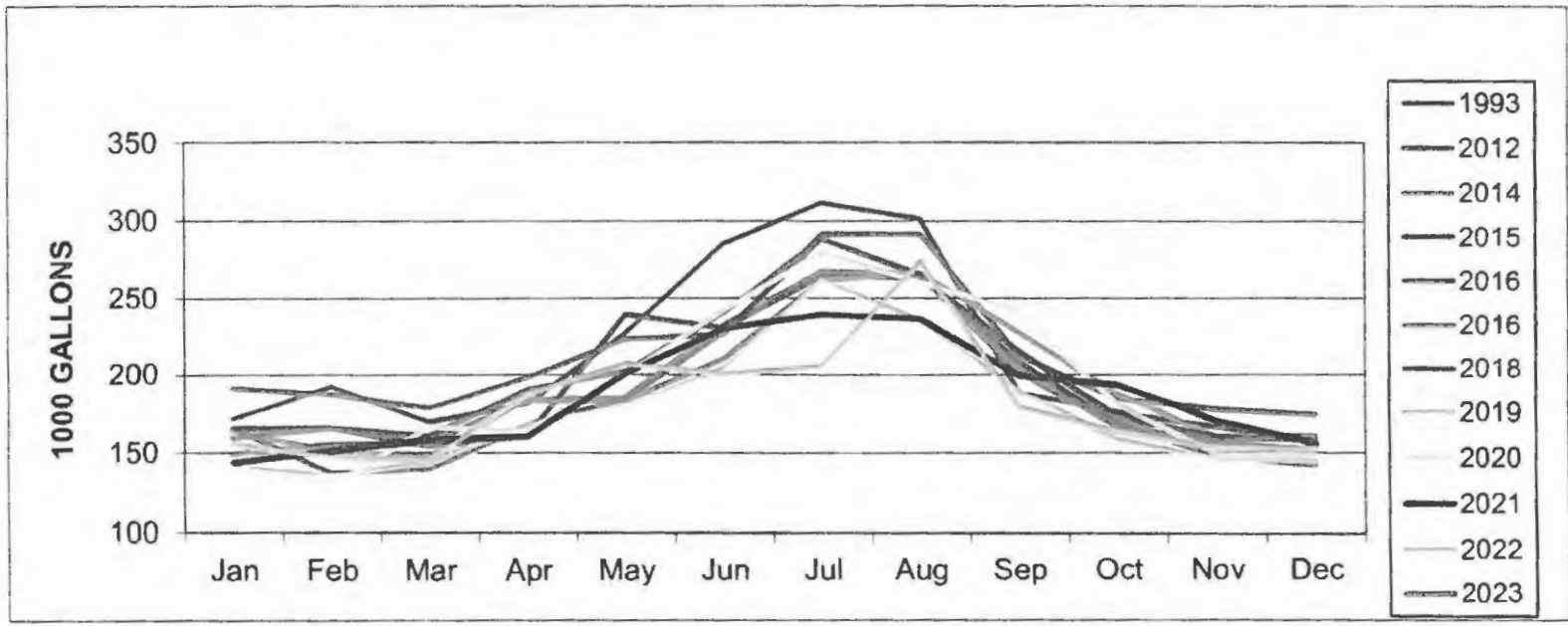
	AVG. RAINFALL	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	3.5	1.85	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04	3.84
Feb	3.2	2.94	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62	4.77	
Mar	4.4	1.32	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94	
Apr	3.9	1.92	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	3.08	
May	3.5	3.11	1.27	0.32	2.24	6.03	2.03	2.46	1.79	3.2	2.43	
Jun	3.6	7.55	2.86	4.2	0.89	1.79	0.89	4.44	1.36	1.4	3.11	
Jul	3.7	2.42	5.93	4.63	2.19	2.7	0.61	4.33	2.16	3.3	0.35	
Aug	3.8	3.98	1.23	2.17	1.88	2.4	1.73	1.58	0.91	5.71	2.29	
Sep	3.7	2.13	0.5	3.41	2.42	1.54	8.35	1.49	1.27	2.19	3.81	
Oct	3	0.9	3.61	1.31	5.33	6.18	5.34	5.04	4.29	4.03	4.28	
Nov	4.6	3.76	1.47	2.27	2.63	2.61	9.61	1.89	3.39	1.47	2.33	
Dec	3.9	3.76	3.1	4.2	2.79	1.81	4.33	6.09	4.53	1.38	4.48	
Total	44.8	35.64	38.59	30.59	33.45	40.18	47.02	41.29	30.5	34.08	35.91	

RAINFALL

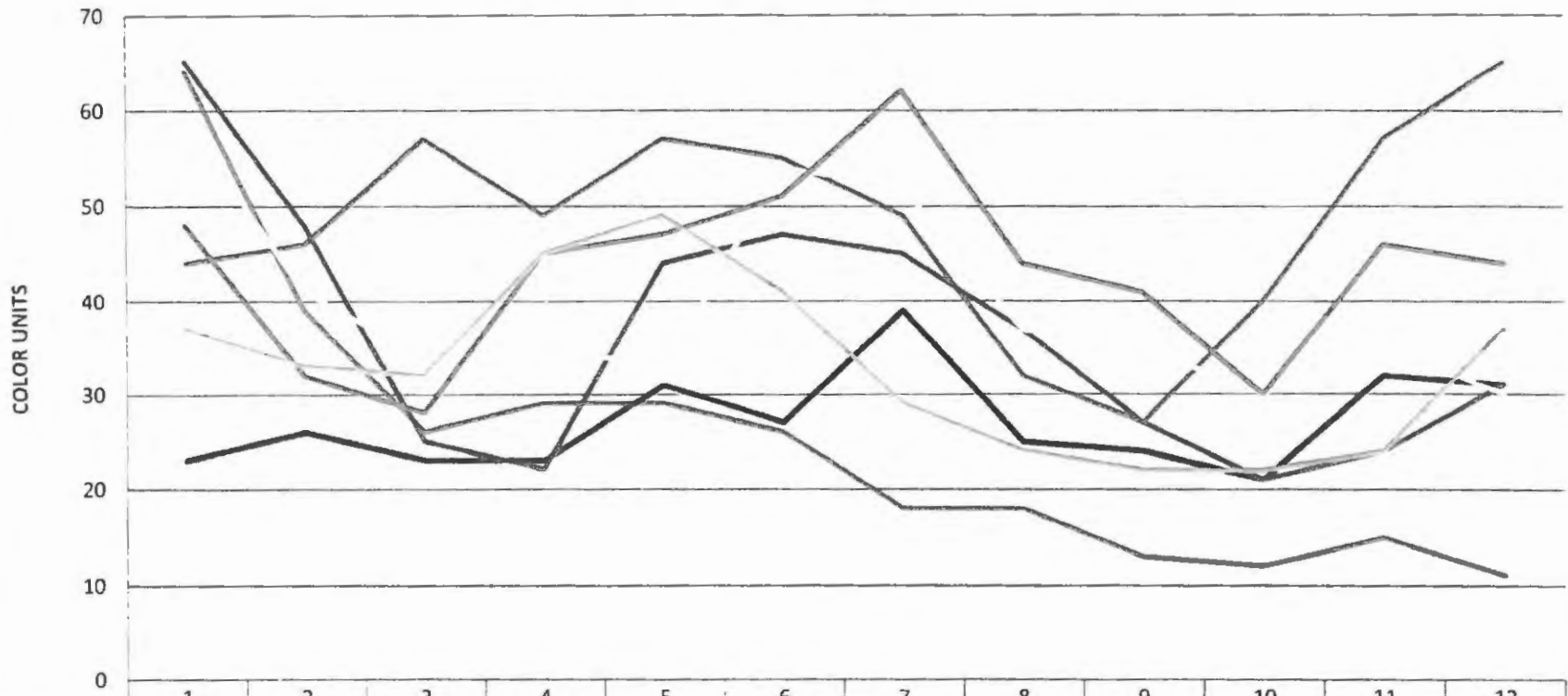


	1993	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	171	239	172	155	191	163	165	159	149	165	141	141	144	155	139
Feb	192	210	158	156	187	151	165	165	155	137	135	129	151	147	
Mar	169	198	157	155	178	147	154	160	156	139	144	166	158	145	
Apr	181	210	180	170	198	184	160	190	183	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											



TOWN OF JAMESTOWN WWTF
MONTHLY REPORT
January 2023

Douglas Ouellette, Superintendent

Parameters

	<u>Monthly Avg.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.7273 MGD	.73 MGD	
Daily Max	1.9310 MGD		
BOD Removal	99.1%	85%	% Removed
TSS Removal	92.2%	85%	% Removed
Fecal Coliform	1.0	No limit, report only	
Enterococci	2.11	(<35 cfu/100ml Monthly)	(<276 cfu/100ml Daily)

Environmental Compliance (Violations)

There were no violations for the month of January

Complaints

There were no complaints reported for this period.

Alarms

There is one alarm to report for the month of January, this alarm was at pumping station #3 and is directly related to I&I as a result of excessive rain on top of an already high water table.

Septage

The facility received no septage for the month.

Sludge Production

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

Maintenance Management

The Crew completed 67 work orders for the month of January.

Chemical Use

The facility used 864 gallons of Sodium hypochlorite and 200 pounds of lime for process control.

Collection System

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

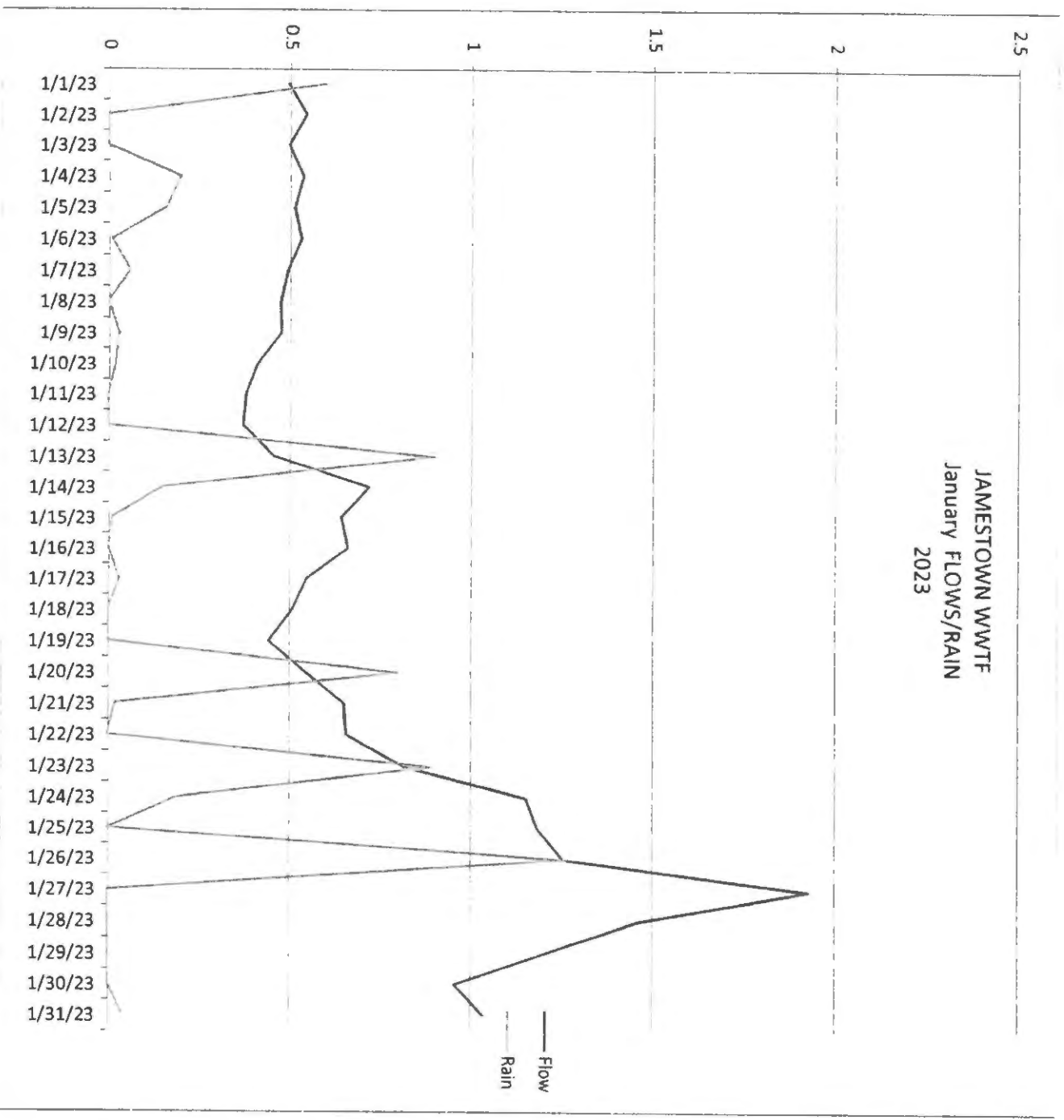
Energy Use

Energy use at the plant for the month was: 233 KWH

Precipitation

Precipitation measured in at 5.37"

Graphs



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

March 20, 2023

Following brief business by the Town Council, a regular meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners was called to order at the Jamestown Town Hall, Council Chambers, 93 Narragansett Avenue at 7:22 PM by Commission President Nancy A. Beye.

The following members were present:

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

Also, present were:

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

AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS

(None)

READING AND APPROVAL OF MINUTES

(None)

OPEN FORUM

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

1) Scheduled requests to address:

(None)

2) Non-scheduled request to address:

(None)

REPORT OF TOWN OFFICIALS

1) **Pumping Report:**

Page 1 of 2

The Public Works Director reported the following:

- JR-1 well is in service.
- Pumping was down for the month of February and also compared to February of the previous year.
- Rainfall- no report given.
- North Reservoir is @ capacity, usable storage-60 MG.
- South Pond is @ capacity, usable storage- 6 MG

2) **Town project reports: (See attached *Project Update Report dated March 2023*)**

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

LETTERS AND COMMUNICATIONS

(None)

UNFINISHED BUSINESS

(None)

NEW BUSINESS

1) Approval of First Amendment to the Water Tower Lease Agreement between the Town of Jamestown and Cellco Partnership d/b/a Verizon Wireless

Motion was made by Commissioner Meagher, seconded by Commissioner Michael White to approve the First Amendment to the Water Tower Lease Agreement between the Town of Jamestown and Cellco Partnership d/b/a Verizon Wireless, as presented. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye

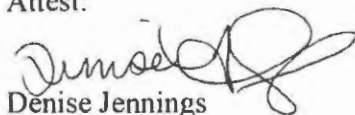
2) Finance Director’s Report: Comparison of the Water Budget to Actuals as of February 28, 2023.
No action taken.

3) Finance Director’s Report: Comparison of the Sewer Budget to Actuals as of February 28, 2023.
No action taken.

ADJOURNMENT

Motion was made by Commissioner Meagher, seconded by Commissioner Brine to adjourn the meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners at 7:31 PM. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye

Attest:



Denise Jennings
Water and Sewer Clerk

Project Update March 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

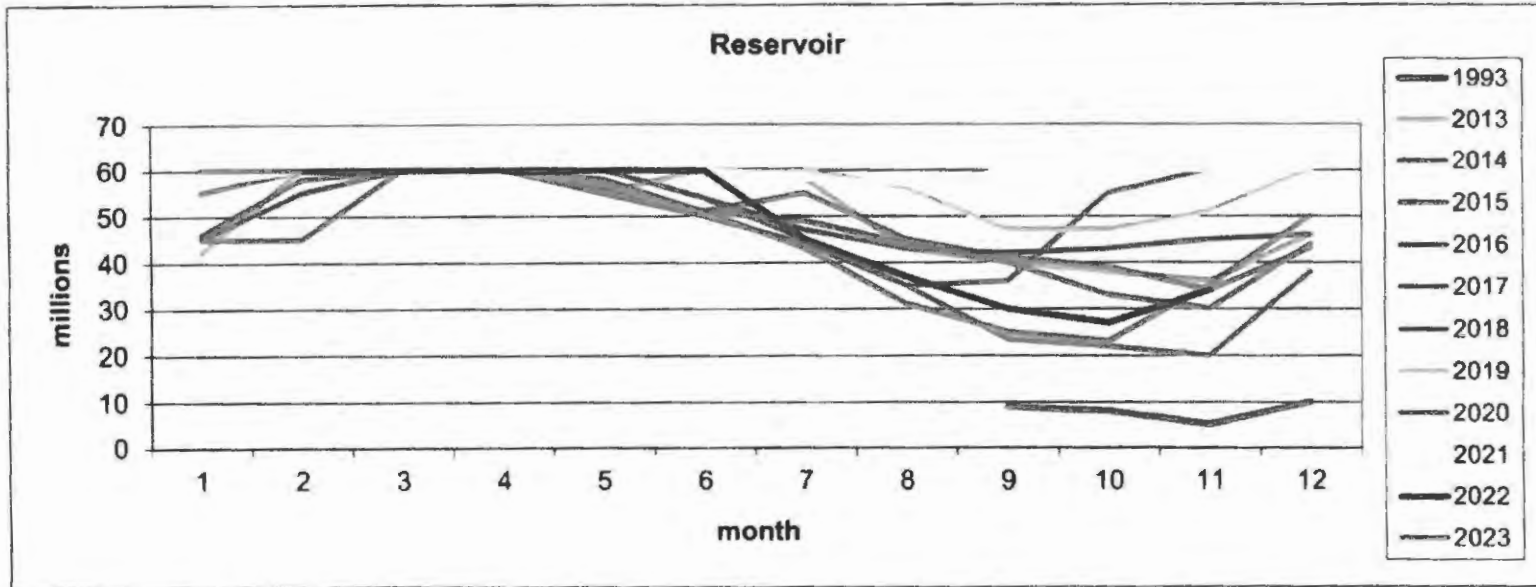
- Annual hydrant flushing has started and will continue over the next several weeks.
- Atlas Painting will monitor weather conditions over the next several weeks to determine a start date for coating the North Water Tower.
- I have provided a copy of the amendment to the lease for Verizon to relocate 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.

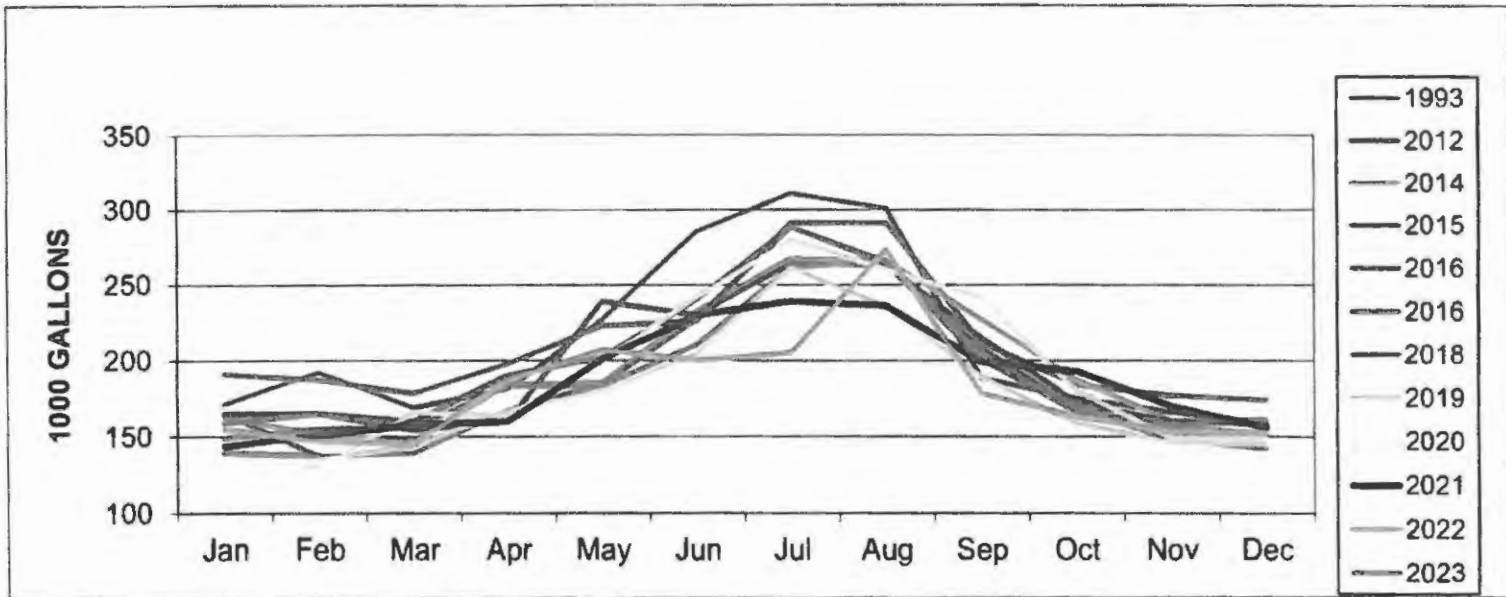
RESERVOIR LEVEL

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

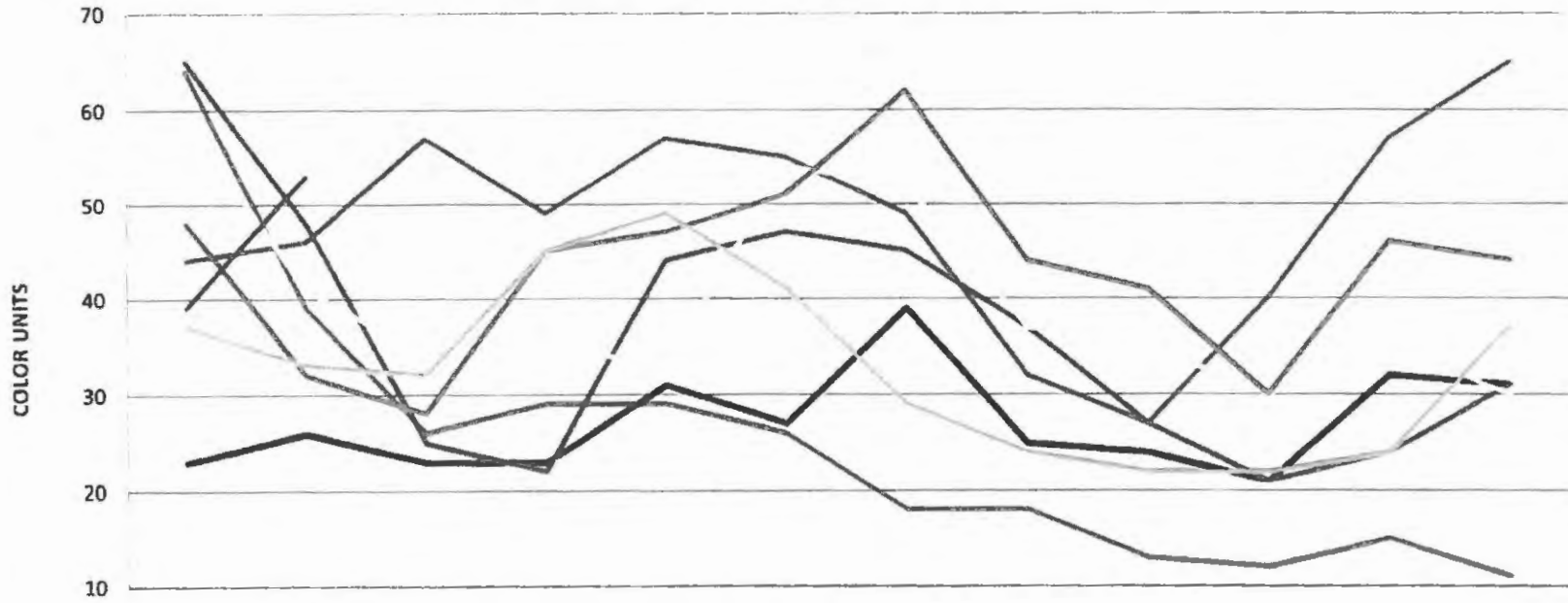


	1993	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	171	239	172	155	191	163	165	159	149	165	141	141	144	155	139
Feb	192	210	158	156	187	151	165	165	155	137	135	129	151	147	138
Mar	169	198	157	155	178	147	154	160	156	139	144	166	158	145	
Apr	181	210	180	170	198	184	160	190	183	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.

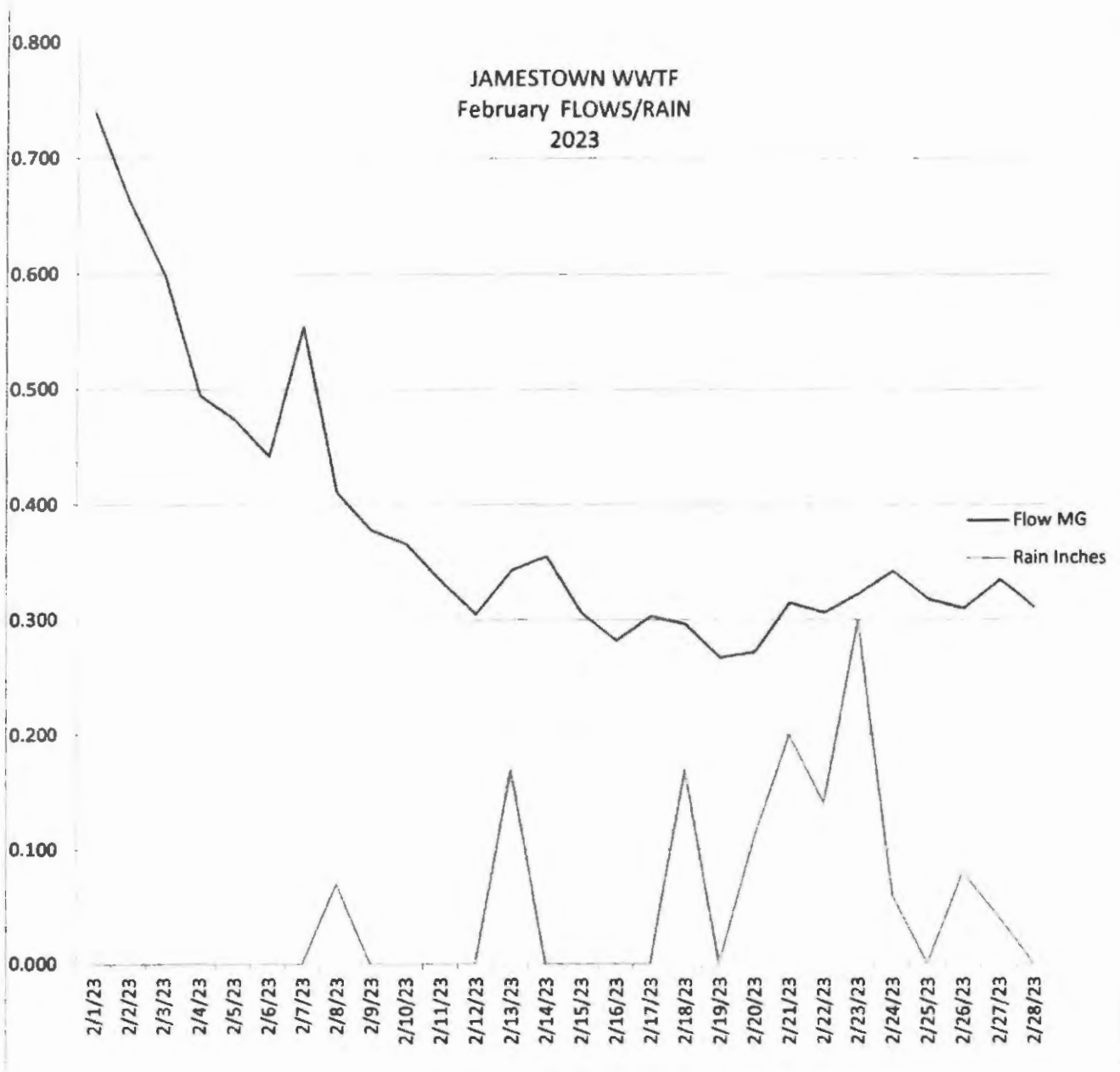
Energy Use

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

Precipitation

Precipitation measured in at 1.34"

Graphs



Project Update April 2023

WELLS

JR-1, JR-3

- JR-1 is in service.

TREATMENT PLANT

- I have received a number of applications for the water operator position. Unfortunately many do not have experience in water treatment operation. We will be conducting interviews over the next two weeks.
- Staff have been working on routine maintenance activities within the treatment plant. The plant has been performing well with the installation of the new membrane filters.

TRANSFER PUMPING/RESERVOIR

- The level at the North Reservoir is now at the spillway elevation and at full capacity.
- This past month I received a draft copy of the Water Supply System Management Plan from Pare Corporation for review. This past week I had a meeting with our consultant to review my comments and questions. Lisa Bryer and I will continue to work with Pare on sections that include future projected demand and growth. Pare will then incorporate our comments and provide a final draft for the Commission and make a formal presentation at a future meeting. The Final Document will then be submitted to the Rhode Island Water Resources Board (RIWRB) for approval. Staff from Pare will assist me in presenting our Plan at a public meeting of the RIWRB.

DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 60 MG

Usable Storage 60 Million Gallons

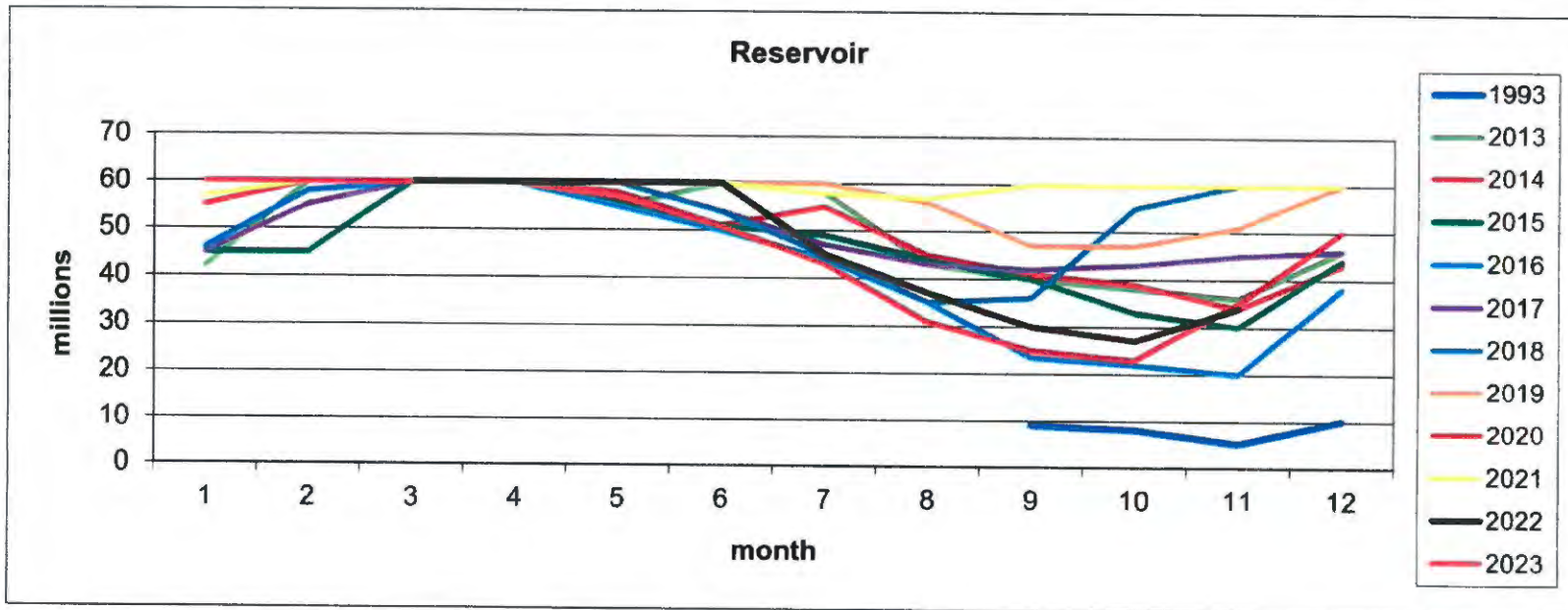
- Annual hydrant flushing has started and will continue over the next several weeks.
- Atlas Painting is continuing to monitor weather conditions to determine a start date for coating the North Water Tower. Painting of the north water tower must be completed by the end of May.
- The water department installed services to two houses on Melrose Avenue to eliminate an old steel service pipe that crossed through an abutting property. The old steel line was prone to freeze-ups during winter conditions.
- This month the water department will be working with the recreation staff to open Fort Getty Park for the season. All lines will be flushed and sampled.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for March was 0.54 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 1.07 million gallons.
- Wastewater Staff received notice that they have been selected as the winner of the Rhode Island Clean Water Association's (RICWA) Gold Award for Complete Permit Compliance for 2022. This award is based on RIDEM permit compliance data for the 2022 calendar year. They will receive the award at the Annual Awards Banquet on Friday, May 12, 2023, at the Cranston Country Club.

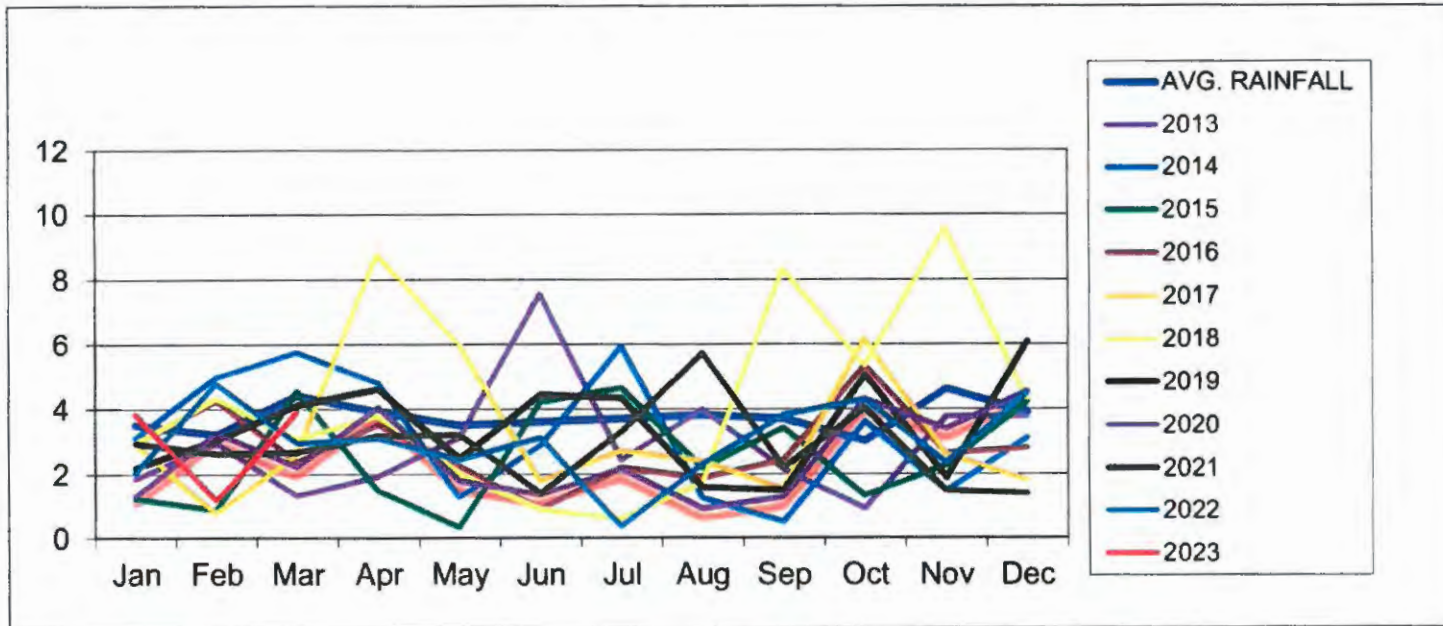
RESERVOIR LEVEL

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

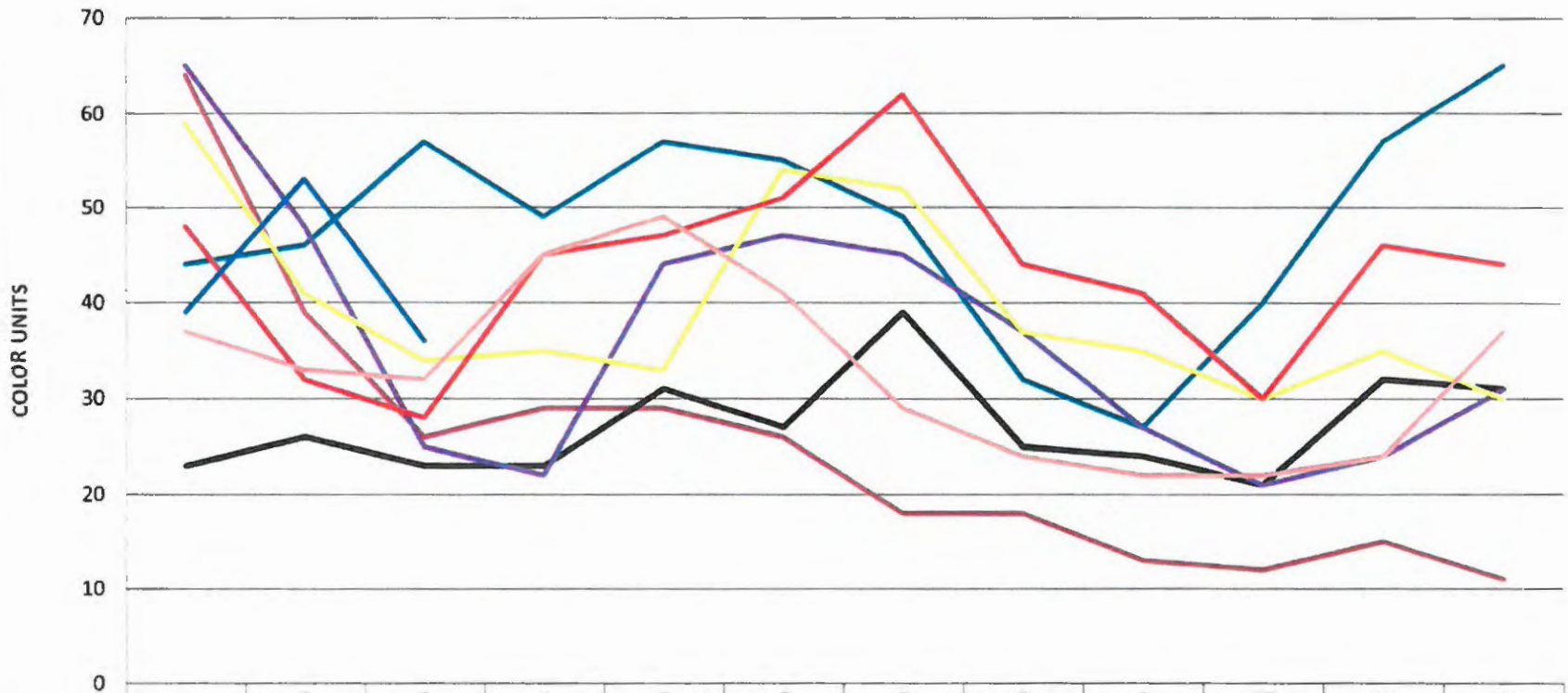


	AVG. RAINFALL	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	3.5	1.85	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04	3.84
Feb	3.2	2.94	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62	4.77	1.18
Mar	4.4	1.32	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94	3.9
Apr	3.9	1.92	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	3.08	
May	3.5	3.11	1.27	0.32	2.24	6.03	2.03	2.46	1.79	3.2	2.43	
Jun	3.6	7.55	2.86	4.2	0.89	1.79	0.89	4.44	1.36	1.4	3.11	
Jul	3.7	2.42	5.93	4.63	2.19	2.7	0.61	4.33	2.16	3.3	0.35	
Aug	3.8	3.98	1.23	2.17	1.88	2.4	1.73	1.58	0.91	5.71	2.29	
Sep	3.7	2.13	0.5	3.41	2.42	1.54	8.35	1.49	1.27	2.19	3.81	
Oct	3	0.9	3.61	1.31	5.33	6.18	5.34	5.04	4.29	4.03	4.28	
Nov	4.6	3.76	1.47	2.27	2.63	2.61	9.61	1.89	3.39	1.47	2.33	
Dec	3.9	3.76	3.1	4.2	2.79	1.81	4.33	6.09	4.53	1.38	4.48	
Total	44.8	35.64	38.59	30.59	33.45	40.18	47.02	41.29	30.5	34.08	35.91	

RAINFALL



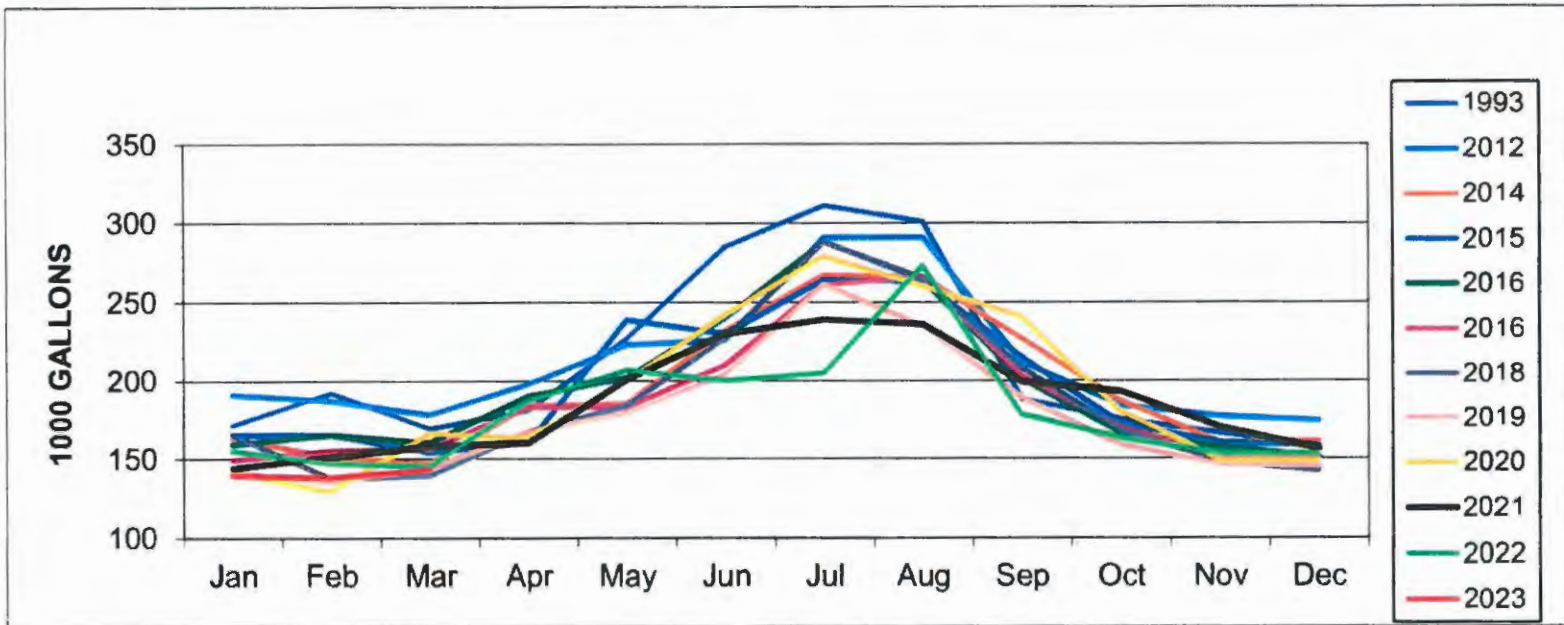
Transfer Pumping NORTH POND WATER QUALITY



	1	2	3	4	5	6	7	8	9	10	11	12
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	36									

	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	143
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





TOWN OF JAMESTOWN WWTF
MONTHLY REPORT
MARCH 2023

Douglas Ouellette, Superintendent

Parameters

	<u>Monthly Avr.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.5394 MGD	.73 MGD	
Daily Max	1.0160 MGD		
BOD Removal	100.0%	85%	% Removed
TSS Removal	95.3%	85%	% Removed
Fecal Coliform	1.10	No limit, report only	
Enterococci	1.0	(<35 cfu/100ml Monthly) (<276 cfu/100ml Daily)	

Environmental Compliance (Violations)

There were 0 violations to report for March.

Complaints

There were no complaints received for March 2023.

Alarms

There was 1 alarm in the month of March. This was a highwater alarm at PS#4 due to a pump fault.

Septage

The facility received 0 gallons of septage for March.

Sludge Production

The facility processed 27,000 gallons of sludge through Wastewater Services Incorporated.

Maintenance Management

Lightship Group and Kraft performed the startup of the facilities new Kohler 200 KW genset. Facility staff rebuilt the 500gpm trash pump. 70 work orders were completed for the month of March

Chemical Use

The facility used 658.8 gallons of Sodium Hypochlorite for disinfection and 100 lbs of lime to adjust the pH

Collection System

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

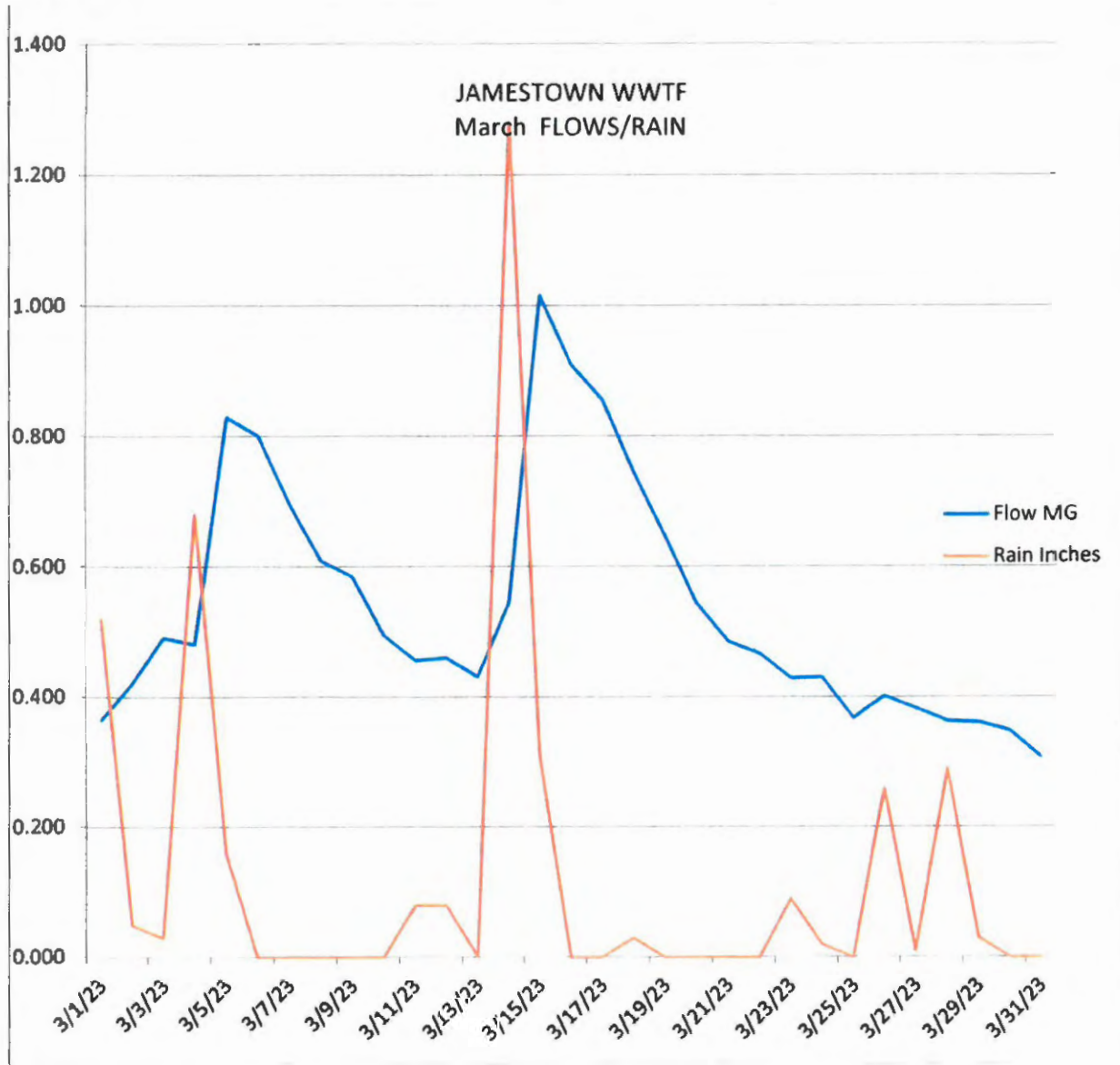
Energy Use

Energy use for March was: 223 Kwh

Precipitation

Precipitation for March was 3.92"

Graphs



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: April 12, 2023

SUBJECT: Budget to Actual- Water & Sewer Fund

A handwritten signature in blue ink, appearing to be "C. Collins", is written over the end of the subject line.

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

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

Budget vs Actual - Water
TOWN OF JAMESTOWN, RI
For 3/31/2023

Run: 4/12/2023 at 12:45 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	%
					of Budget
2102 7000 70100 00 Salary- Public Works Director	26,806.00	2,177.56	15,295.10	11,510.90	57.06
2102 7000 70102 00 Salary- Accounting	48,536.00	3,272.46	36,631.31	11,904.69	75.47
2102 7000 70103 00 Salary - Treatment Plant Operator	84,987.00	6,225.60	62,397.23	22,589.77	73.42
2102 7000 70104 00 Ass't Plant Operator w/longevity	77,905.00	5,548.80	62,109.94	15,795.06	79.73
2102 7000 70105 00 Salary - Plant Operator	64,486.00	4,062.86	49,418.68	15,067.32	76.63
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	796.77	6,598.65	8,401.35	43.99
2102 7000 70514 00 Ass't Treatment Plant Operator OT	15,000.00	1,151.59	13,380.75	1,619.25	89.21
2102 7000 70515 00 Plant Operator- OT	10,000.00	186.00	7,282.95	2,717.05	72.83
7000 Salaries	344,520.00	23,421.64	253,114.61	91,405.39	73.47
2102 7001 70900 00 SOCIAL SECURITY TAX	26,356.00	1,582.18	17,917.91	8,438.09	67.98
2102 7001 70901 00 Blue Cross/Delta Dental	47,900.00	3,386.65	30,547.32	17,352.68	63.77
2102 7001 70902 00 Worker's Compensation	20,000.00	0.00	15,000.00	5,000.00	75.00
2102 7001 70903 00 Retirement System	36,750.00	2,183.82	19,938.18	16,811.82	54.25
2102 7001 70906 00 Life Insurance	670.00	116.10	522.45	147.55	77.98
2102 7001 70910 00 Clothing	1,500.00	0.00	288.50	1,211.50	19.23
7001 Benefits	133,176.00	7,268.75	84,214.36	48,961.64	63.24
7000/7001 Salaries & Benefits	477,696.00	30,690.39	337,328.97	140,367.03	70.62
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	0.00	2,936.13	63.87	97.87
7005 Reservoirs/Rights of Way	9,000.00	0.00	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	0.00	5,909.99	9,090.01	39.40
7006 Wells	16,000.00	0.00	5,909.99	10,090.01	36.94
2102 7010 70008 00 Lab Supplies - Water	15,000.00	0.00	8,084.23	6,915.77	53.89
2102 7010 70631 00 Chemicals	70,000.00	0.00	36,125.01	33,874.99	51.61
2102 7010 70632 00 Heat	18,000.00	0.00	9,147.53	8,852.47	50.82
2102 7010 70633 00 Equip. Maintenance	45,000.00	1,198.80	24,032.10	20,967.90	53.40
2102 7010 70634 00 Professional Services	5,000.00	3,084.50	27,364.13	(22,364.13)	547.28
2102 7010 70635 00 Telephone	3,500.00	363.39	2,080.78	1,419.22	59.45
2102 7010 70636 00 Pumpout- Electricity	60,000.00	0.00	26,296.90	33,703.10	43.83
2102 7010 70637 00 Bldg Maint	8,000.00	0.00	6,007.80	1,992.20	75.10
2102 7010 70638 00 State Testing	12,000.00	0.00	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	1,880.00	1,620.00	53.71
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	4,896.69	159,044.13	103,455.87	60.59
2102 7011 70636 00 South Pond- Electricity	3,000.00	0.00	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	0.00	6,706.65	293.35	95.81
2102 7012 70636 00 Water Tower- Electricity	3,000.00	0.00	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	0.00	596.53	2,903.47	17.04
2102 7013 70644 00 Vehicles Gas & Oil	2,000.00	56.58	1,126.58	873.42	56.33
2102 7013 70645 00 Repair and Maintenance	4,000.00	0.00	78.02	3,921.98	1.95
7013 Vehicles	6,000.00	56.58	1,204.60	4,795.40	20.08
2102 7020 70651 00 Clamps	1,500.00	0.00	443.60	1,056.40	29.57
2102 7020 70652 00 Pipe	5,500.00	0.00	4,994.40	505.60	90.81
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	0.00	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	0.00	4,189.22	10,810.78	27.93
2102 7040 70672 00 Supplies/Expenses	14,000.00	0.00	14,109.96	(109.96)	100.79
7040 Meters	14,000.00	0.00	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	1,012.06	2,447.24	4,052.76	37.65

Budget vs Actual - Water
TOWN OF JAMESTOWN, RI
For 3/31/2023

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
2102 7060 70924 00 Insurance	7,920.00	0.00	8,920.00	(1,000.00)	112.63
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	118.50	5,521.84	478.16	92.03
7060 Administration	23,420.00	1,130.56	16,889.08	6,530.92	72.11
2102 7070 70300 00 Water Debt	434,247.00	0.00	3,710.00	430,537.00	0.85
2102 7070 70940 00 Interest	68,530.00	0.00	79,247.35	(10,717.35)	115.64
7070 Debt Service	502,777.00	0.00	82,957.35	419,819.65	16.50
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	0.00	180,398.00	(180,398.00)	0.00
2102 7081 70604 00 Distribution	0.00	0.00	32,407.00	(32,407.00)	0.00
2102 7081 71303 00 WATER MANAGEMENT PLAN	0.00	0.00	4,894.00	(4,894.00)	0.00
Total Expenses	0.00	0.00	217,699.00	(217,699.00)	0.00
Total Expenses	1,454,393.00	36,774.22	855,429.61	598,963.39	58.82

**Budget vs Actual - Sewer
TOWN OF JAMESTOWN, RI
For 3/31/2023**

	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	15,295.16	11,510.84	57.06
2103 7000 70101 00 Salary- Superintendent	87,415.00	6,225.61	62,129.50	25,285.50	71.07
2103 7000 70102 00 Salary, Clerical	48,443.00	3,272.46	36,631.32	11,811.68	75.62
2103 7000 70103 00 Salaries, Ass't Superintendent	77,905.00	5,548.80	61,154.07	16,750.93	78.50
2103 7000 70104 00 Salaries- Plant Operator	68,678.00	4,960.00	57,521.98	11,156.02	83.76
2103 7000 70335 00 License- Contractual	1,800.00	0.00	1,800.00	0.00	100.00
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	1,071.77	8,103.29	4,896.71	62.33
2103 7000 70513 00 Ass't Superintendent - OT	13,000.00	674.10	10,288.50	2,711.50	79.14
2103 7000 70514 00 Plant Operator - OT	10,000.00	445.77	5,393.01	4,606.99	53.93
2103 7000 70900 00 Social Security Tax	26,550.00	1,626.62	17,790.38	8,759.62	67.01
2103 7000 70901 00 Blue Cross/Delta Dental	49,500.00	3,354.09	30,254.25	19,245.75	61.12
2103 7000 70902 00 Worker'S Compensation	8,000.00	0.00	8,000.00	0.00	100.00
2103 7000 70903 00 Retirement System	38,000.00	2,019.98	19,805.58	18,194.42	52.12
2103 7000 70906 00 Life Insurance	695.00	116.10	522.45	172.55	75.17
7000 Salaries	471,292.00	31,492.88	335,021.80	136,270.20	71.09
7000/7001 Salaries & Benefits	471,292.00	31,492.88	335,021.80	136,270.20	71.09
2103 7002 70001 00 Power- Electricity	60,000.00	4,588.44	30,673.79	29,326.21	51.12
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	2,855.49	9,735.79	10,264.21	48.68
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	1,293.18	24,770.69	5,229.31	82.57
2103 7002 70007 00 Misc. Supplies, Office, Cleani	10,000.00	211.20	7,485.05	2,514.95	74.85
2103 7002 70008 00 Lab Supplies	5,500.00	3.92	1,721.16	3,778.84	31.29
2103 7002 70009 00 Telephone	2,200.00	61.82	336.07	1,863.93	15.28
2103 7002 70010 00 Alarm Line- N.E.T.	7,500.00	582.61	4,661.04	2,838.96	62.15
2103 7002 70011 00 Sludge Composting	50,000.00	0.00	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	149.58	1,357.19	2,142.81	38.78
2103 7002 70014 00 State Mandated Testing	28,500.00	3,028.00	23,854.32	4,645.68	83.70
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	12,774.24	143,903.89	95,796.11	60.03
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	3,043.36	15,347.61	21,652.39	41.48
2103 7003 70019 00 Pumping Station #2	16,000.00	756.46	6,761.15	9,238.85	42.26
2103 7003 70020 00 Pumping Station #4	1,000.00	0.00	318.23	681.77	31.82
7003 Pumping Stations	61,500.00	3,799.82	23,419.50	38,080.50	38.08
2103 7004 70598 00 Equipment Insurance	4,000.00	0.00	7,000.00	(3,000.00)	175.00
7004 Insurance	4,000.00	0.00	7,000.00	(3,000.00)	175.00
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	0.00	34,278.94	(26,062.94)	417.22
7005 Sanitary Sewers, Laterials & Mains	59,441.00	0.00	68,378.94	(8,937.94)	115.04
2103 7030 70017 00 Pumping Station #3	0.00	494.24	1,659.19	(1,659.19)	0.00
7030 Water Division Services	0.00	494.24	1,659.19	(1,659.19)	0.00
2103 7081 70801 00 Sewer Capital	70,000.00	49,965.72	212,809.23	(142,809.23)	304.01
7081 Capital Improvements	70,000.00	49,965.72	212,809.23	(142,809.23)	304.01
Total Expenses	905,933.00	98,526.90	792,192.55	113,740.45	87.44

TOWN OF JAMESTOWN



PROCLAMATION OF THE TOWN COUNCIL

No. 2023-6

JAMESTOWN TEACHER APPRECIATION WEEK MAY 8 – 12, 2023

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

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

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

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

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

NOW, THEREFORE, We, the Town Council of the Town of Jamestown, Rhode Island, hereby proclaim May 8th through May 12th **TEACHER APPRECIATION WEEK** in Jamestown and urge all citizens to pay tribute to our teachers.

By Order of the Jamestown Town Council,

Nancy A. Beye, President

IN WITNESS WHEREOF, I hereby attach my hand and the
Official seal of the Town of Jamestown this 17th day of April, 2023.

Roberta J. Fagan, Town Clerk

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

RECEIVED:
MAR 21 2023 03:53 PM
Roberta J. Tasean
TOWN OF JAMESTOWN Town Clerk

From: Mark Holland
Jamestown Rotary Club
P.O. Box 652
Jamestown, RI 02835

RE: 47th Annual Jamestown Classic Bike Race

Dear Council Members,

The Jamestown Rotary Club would like to extend our sincere thanks for the many years of support our Bike Race has received from the Town. Without that support this event, along with the funds that were raised for our many charities, would have disappeared long ago.

Fortunately, as a result of that support, we are pleased to mark this year as the 47th anniversary of the Jamestown Classic Bike Race. This year, in an effort to reduce the expense for Police support of the race, we will once again move our race day from our traditional Monday of Columbus Day weekend to Sunday. This year that falls on October 8th. Our understanding is that holding the race on a non-holiday will reduce the cost for Police coverage by about 66% due to a reduction in overtime expense.

We are respectfully requesting a waiver for both the Police detail and the use of Fort Getty Pavilion.

Again, sincere thanks for all your past support.

Very Best,

Mark Holland
Jamestown Rotary Club



TOWN OF JAMESTOWN

One Day

Event/Entertainment Application

RECEIVED:
MAR 31, 2023 03:54 PM
Jamestown, Rhode Island
JAMESTOWN Town Clerk

\$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) 47th Annual Jamestown Classic
 Date of Event: 10-8-2023 Hours of Event: 7 am - Noon
 Location of Event: Fort Getty Pavilion Number of people attending: 150
 Name of Applicant/ Business: Jamestown Rotary Club
 Mailing Address: P.O. Box 652 Business Phone #: [REDACTED]
Jamestown, RI 02835 Email Address: [REDACTED]
 Contact Person: Mark Holland Phone Number: [REDACTED]

List the type of entertainment being requested, if applicable (Band, DJ, etc.) none
 Who will the event benefit? local, regional, and international charities
 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 # [REDACTED] Non-Profit ID #: [REDACTED]

Number of Vendors/Peddlers: (circle one) N/A 1-10 11-20 21-30 31-40 41-50 none

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

What types of items will be sold at this event? none

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: Mark Holland

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

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

Please complete the following information:

- Seasonal Event
- Parade
- Race:
 - Bicycle/Wheelchair
 - Run/Jog/Walk/Wheelchair
- Marine Vessel
- Art/Craft Show
- Theatre/Film Production
- Concert
- Miscellaneous Function (please explain)
 - Artist Talk: In Conversation with Curator Laura Pan and Exhibiting Artists

Name of Event: (if applicable). In Conversation with Curator Laura Pan and Exhibiting Artists
Date of Event: April 22, 2023 Hours of Event: 3:00-5:00pm

Location of Event: 18 Valley Street, Jamestown, RI 02835. Number of people attending: 60

Name of Applicant/ Business: Jamestown Arts Center

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

Email Address: [Redacted]

Contact Person: Kelly McDermott Phone Number: [Redacted]

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

Who will the event benefit? Jamestown Arts Center

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

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

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

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

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

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

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

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

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

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

Certificate of insurance: 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.



Town of Jamestown

One Day

Event/Entertainment Application

\$5.00 Application Fee

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

Please complete the following information:

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

Name of Event: (if applicable) JAC OutLoud: Poetry Reading

Date of Event: April 23, 2023 Hours of Event: 3:00-5:00pm

Location of Event: 18 Valley Street, Jamestown, RI 02835. Number of people attending: 70

Name of Applicant/ Business: Jamestown Arts Center

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

Email Address: [Redacted]

Contact Person: Kelly McDermott Phone Number: [Redacted]

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

Who will the event benefit? Jamestown Arts Center

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

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

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

RI Tax ID #: [Redacted] Non-Profit ID #: 3 [Redacted]

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

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

Will alcohol be provided and/or served at this event? If yes, Alcohol Liability Insurance must be provided Yes - P Permit

Will traffic control be needed? No

If yes, Please contact the Jamestown Police Department

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

Certificate of insurance: 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.



Town of Jamestown

One Day

Event/Entertainment Application

RECEIVED
APR 10, 2023 12:59 PM
Roberta J. Fresh
TOWN CLERK

PC
CASH
TC 4117

\$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)
 - Shakespeare Theatrical Performance

Name of Event: (if applicable) Trinity Brown MFA - The Taming of Hamlet and Imogen

Date of Event: Please see attached Hours of Event: Please see attached

Location of Event: 18 Valley Street, Jamestown, RI 02835. Number of people attending: 100

Name of Applicant/ Business: Jamestown Arts Center

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

Email Address: [Redacted]

Contact Person: Kelly McDermott Phone Number: [Redacted]

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

Who will the event benefit? Jamestown Arts Center

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

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

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

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

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

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

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

Will alcohol be provided and/or served at this event? *If yes, Alcohol Liability Insurance must be provided* Yes- P Permit

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

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

Certificate of insurance: Yes No

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

Signature of Applicant: _____

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

Event Name	Event Date	Event Hours	Number of Attendees
Trinity Brown MFA- The Taming of Hamelt (Taming of the Shrew)	Saturday, April 29, 2023	7:00-8:30	100
Trinity Brown MFA- Imogen (Cymbeline)	Sunday, April 30, 2023	7:00-8:30	100



Town of Jamestown

One Day

Event/Entertainment Application

RECEIVED:
APR 10, 2023 01:00 PM
Roberta J. Fagan
TOWN CLERK

Pat
Cason
TC 4/17

\$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)
 - Musical Performance in partnership with Newport Live, blue grass/folk/native Americana

Name of Event: (if applicable) Newport Live with the Cary Morin Trio

Date of Event: ~~Sunday, April 30, 2023~~ Friday, May 12 Hours of Event: 7:30-9:30

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

Name of Applicant/ Business: Jamestown Arts Center

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

Email Address: [Redacted]

Contact Person: Kelly McDermott Phone Number: [Redacted]

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

Who will the event benefit? Jamestown Arts Center

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

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

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

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

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

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

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

Will alcohol be provided and/or served at this event? If yes, Alcohol Liability Insurance must be provided Yes - P Permit

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

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

Certificate of insurance: Yes No

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

Signature of Applicant: _____

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



Town of Jamestown
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: April 12, 2023
SUBJECT: Report for Town Council Meeting April 17, 2023

DEM Grant: Hull Cove Trail-This was previously approved by the Town Council. We have executed the grant in the amount of \$67,000. This will allow for the purchase of the material to install a platform trail and improve trailhead and parking. The Parks and Recreation Department will be responsible for the construction with assistance from Public Works.

Safe Routes To School Grant: This was previously approved by the Town Council. We have executed the grant in the amount of \$625,000. This project will allow for contracted work for the creation of a sidewalk in front of the library, the reconfiguration of the crosswalk on North Road at Watson Avenue, the completion of a shared pathway connecting Watson Avenue (at Washington Avenue) to the Melrose School.

Solar Project Initiative(s): Requesting the Town Council to consider options related to solar power (new business)

Senior Center Project: Requesting the Town Council to consider options related to a Senior Center Project (new business)

E-Permitting: Requesting Town Council approval of contract with OpenGov which will allow all building permits to be filed electronically. The same project and contract will allow for the Town Clerks Office to migrate all permits to an electronic filing process. Allow for further negotiation to migrate Harbor Permits to new platform. (consent agenda)

Hazard Mitigation Plan and Grant: Requesting Town Council approval to apply for a RI Emergency Management Grant in the amount of \$31,500 to be used to update the Hazard Mitigation Plan (consent agenda)

Golf Course Lighting: The six (6) parking lot lights have been ordered with an expected install in 6-8 weeks.

Arbor Day Ceremony: Playground, Friday April 21, 2023

Town Clerk Roberta Fagan: Received two grants totaling \$700 to allow for her continued education toward certification from the New England Clerks Institute.

Employee Recognition:

Karen Montoya: 25 years on April 20th

Denise Jennings: 35 years on April 27th



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

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

TO: Town Council
CC: Ed Mello, Town Administrator
FROM: Ray DeFalco, Parks & Recreation Director
SUBJECT: Mackerel Cove Beach Vendor – Bid Summaries and Recommendation
DATE: 4/12/2023

On March 30th, 2023 bids were opened in response to the Mackerel Cove Beach Vendor bid requests to provide food and non-alcoholic beverages including hot dogs. We received (2) bids for the opportunity to provide vendor services. The results came back as follows:

Vendor	Bid
Johnny Angels Clam Shack LLC.	\$2,100.00
Splash Dogz LLC	\$800.00

The bid package from the high bidder “Johnny Angels Clam Shack LLC.” Did not provide the following documents showing they were a licensed / approved concession food and beverage vendor. I requested these documents to be provided by no later than April 12th, 12:00 pm:

1. State Fire Marshall for MFE Inspection Certificate
2. Vision of Taxation – Litter Control Permit
3. Mobile Food Service License from RI
4. Department of Business Regulation – MFE
5. Retail Sales Permit

Having not received the documents by the deadline I cannot make a recommendation to award the bid to Johnny Angels Clam Shack LLC. Splash Dogz LLC. was the lower bid but their package contained all the requested evaluation criteria and MFE required licensing. At this time, I recommend the bid to be awarded to Splash Dogz LLC.

BID PROPOSAL PRICE SHEET

PROFESSIONAL VENDOR SERVICES
Mackerel Cove Beach
15 Beavertail Road
Jamestown, RI 02835

Licensed/Approved Concession Food and Beverage VENDOR

I John Martin of Johnny Angelo Clean Stack, LLC
Name Company

Propose to furnish the Town of Jamestown the Vendor services at Mackerel Cove Beach to provide food and non-alcoholic beverage including hot dogs licensed/approved by the State of Rhode Island Vendor for a one (1) season service period extending from: May 15 – September 15

Bid for right to provide concessions at Mackerel Cove Beach, 15 Beavertail Rd, Jamestown, Rhode Island:

(1) food and non-alcoholic beverages including hot dogs

Bid Amount: \$ 2100.00 Written Number: \$ Two thousand & one hundred dollars

John Martin Mgr
Signature and Title

3/30/23
Date

2. Short narrative describing vendors ability to perform to specifications.

We have been operating since 2001. In that time we have operated two restaurants, a Del's franchise, a catering business, multiple beach concessions and have been a vendor at various fairs and events.

2. Bid sheet with revenue to be provided to town for the right to provide CONCESSIONAIRE services on site.

See attached form.

3. Short narrative describing historical experience working with the Town of Jamestown.

We have operated the Del's concession at Mackerel Cove for the past five years.

4. Recognized business reputation.

Business references. Provide three (3) business references, name, address and telephone number.

Jamie Hainsworth
Jamestown, RI

[REDACTED]

David Reardon
Jamestown, RI

[REDACTED]

Michael Granieri
Cranston, RI

[REDACTED]

b. Previous municipal or group customer references

Charlestown Parks & Recreation
Vicky Hilton

[REDACTED]

Westerly Yacht Club
Cheryl Beck

[REDACTED]

5. Sample menu with pricing of proposed offerings

Hot Dogs \$2.50

Sodas \$2.00

Bottled Water \$2.00

6. Short narrative describing vendor staffing plan to provide services for the entirety of the contracted season.

We generally employ students and teachers. We try to hire locally whenever possible.



Splashdogz423@gmail.com

March 28, 2023

Town of Jamestown
c/o Town Councilors
93 Narragansett Avenue
Jamestown, RI 02835

RE: 2023 Bid Proposal for Vending at Mackerel Cove Beach

Dear Councilors:

Thank you for the opportunity to bid for concessions at Mackerel Cove for this upcoming summer 2023. Splash Dogz entered into an agreement with the Town of Jamestown to operate during the 2022 season with an option to renew at the Town Councilors discretion. We believe that the service provided to the community was a great addition to Mackerel Cove. Not only did we provide concessions at Mackerel Cove, Splash Dogz was invited to be a vendor at the Town sponsored Fright Night where we were the only local concessions onsite.

Splash Dogz looks forward to continuing to provide Jamestown's residents and visitors alike a quality meal at an affordable price. We are excited to provide this Bid package and look forward to any questions or comments that might be had.

Enclosed please find a copy of the following:

1. Bid Proposal for Splash Dogz, LLC
2. Town provided Bid Proposal Price Sheet
3. Copy of Splash Dogz menu
4. Examples of proposed sandwich board signage
5. Photographs of Splash Dogz in operation (Summer 2022)
6. Customer review of Splash Dogz
7. Letters of Support

8. Copy of the following: RIDOH License, MFE registration from RIDBR, RI Division of Taxation Retail Sales Permit, RI Division of Taxation Litter Control Permit, MFE Fire Inspection Certificate, copy of last years vendor agreement between the Town of Jamestown and Splash Dogz, LLC

Thank you for your time and consideration with this matter.

Truly Yours,

Christian S. Infantolino, Member

Splash Dogz, LLC



Splashdogz423@gmail.com

BID Proposal

For

Splash Dogz, LLC

I. Introduction:

Before you is a proposal to continue to operate a hotdog cart within the Town of Jamestown, specifically at Mackerel Cove. A hotdog cart is not new to Jamestown and it is our vision to bring back the nostalgic small town hotdog cart to town. We operated last year for the end of the summer and have concluded that this service is much needed in Town. It is the mission of our business to provide a small town experience with high quality products at a fair and reasonable price.

As mentioned above, we operated out of Mackerel Cove last year and based on those operations have no doubt that we will be able to meet the specifications of this bid proposal. Our staffing will include my daughter Jade Infantolino, as Owner and Manager, and at least one other employee. Any voids needed to be filled will be filled by other members of our family.

II. State and Local Requirements: The following are required in order to operate a hotdog cart within Rhode Island and our business is current and compliant with all State regulatory agencies:

- (a) Certificate from the Department of Business Regulations
- (b) Department of Health Permit
- (c) Department of Taxation retail sales permit

III. Proposed Time Period:

- (a) **Proposed Time Period:** May 15- September 15

IV. Proposed Location(s):

(a) Mackerel Cove

V. Site Restrictions:

Vehicles, carts, trailers, grills, refrigerators, umbrellas, chairs and other vending related items will not be stored on the site outside of the hours of operation. Splash Dogz shall be responsible for all site cleanup including grease spills, paper food products, and is to keep the site area clean and neat during hours of operation. Business shall remove all trash and recyclable materials daily. Splash Dogz acknowledges that no electricity and or water will be provided onsite.

VI. Signage:

We propose to have an Umbrella on our hotdog cart as well as a two 3' x 4' sandwich boards, one onsite and one at the four way intersection on Narragansett Avenue to direct traffic to our stand. *See attached logo and proposed signage.*

VII. Proposed Menu: *See attached*

VIII. Bid Amount:

Our bid amount is Eight Hundred Dollars (\$800.00) or Two Hundred Dollars (\$200.00) per month. Although we paid this amount last year, we did operate at a loss last year due to all of the required licenses, permits, and fees. We believe that because we will be operating for a full season this year that the \$800 is a fair price based on average daily sales and allows us to keep prices reasonable for the community.

BID PROPOSAL PRICE SHEET

PROFESSIONAL VENDOR SERVICES

Mackerel Cove Beach
15 Beavertail Road
Jamestown, RI 02835

Licensed/Approved Concession Food and Beverage VENDOR

I, Christian Infante/Off Splash Dogs LLC
Name Company

Propose to furnish the Town of Jamestown the Vendor services at Mackerel Cove Beach to provide food and non-alcoholic beverage including hot dogs licensed/approved by the State of Rhode Island Vendor for a one (1) season service period extending from: May 15 – September 15

Bid for right to provide concessions at Mackerel Cove Beach, 15 Beavertail Rd, Jamestown, Rhode Island:

(1) food and non-alcoholic beverages including hot dogs

Bid Amount: \$ 800.00 Written Number: Eight hundred and no/hundreds Dollars.

[Signature]
Signature and Title Authorized Member

3/28/2023
Date



Menu

- | | | |
|----|--|--------|
| 1. | The Mackerel | \$4.25 |
| | Ketchup, Yellow Mustard, Relish | |
| 2. | The Rodeo | \$4.50 |
| | Yellow Mustard, Onion, Celery Salt | |
| 3. | Hang 10 | \$4.50 |
| | Spicy Mustard, Onions, Celery Salt | |
| 4. | The Reservoir Dogg | \$4.75 |
| | Bacon, Cheese, Onions, Celery Salt | |
| 5. | Bikini Weenie | \$4.25 |
| | Dog with no bun and choice of toppings | |
| 6. | Plain Jane | \$4.00 |
| | Dog and Bun, No Toppings | |
| 7. | The Sully | \$4.50 |
| | Sauerkraut, Spicy Mustard | |

Note: any combination of toppings is available

Chips: \$1.25

Water: \$2.00

Soda: \$1.75

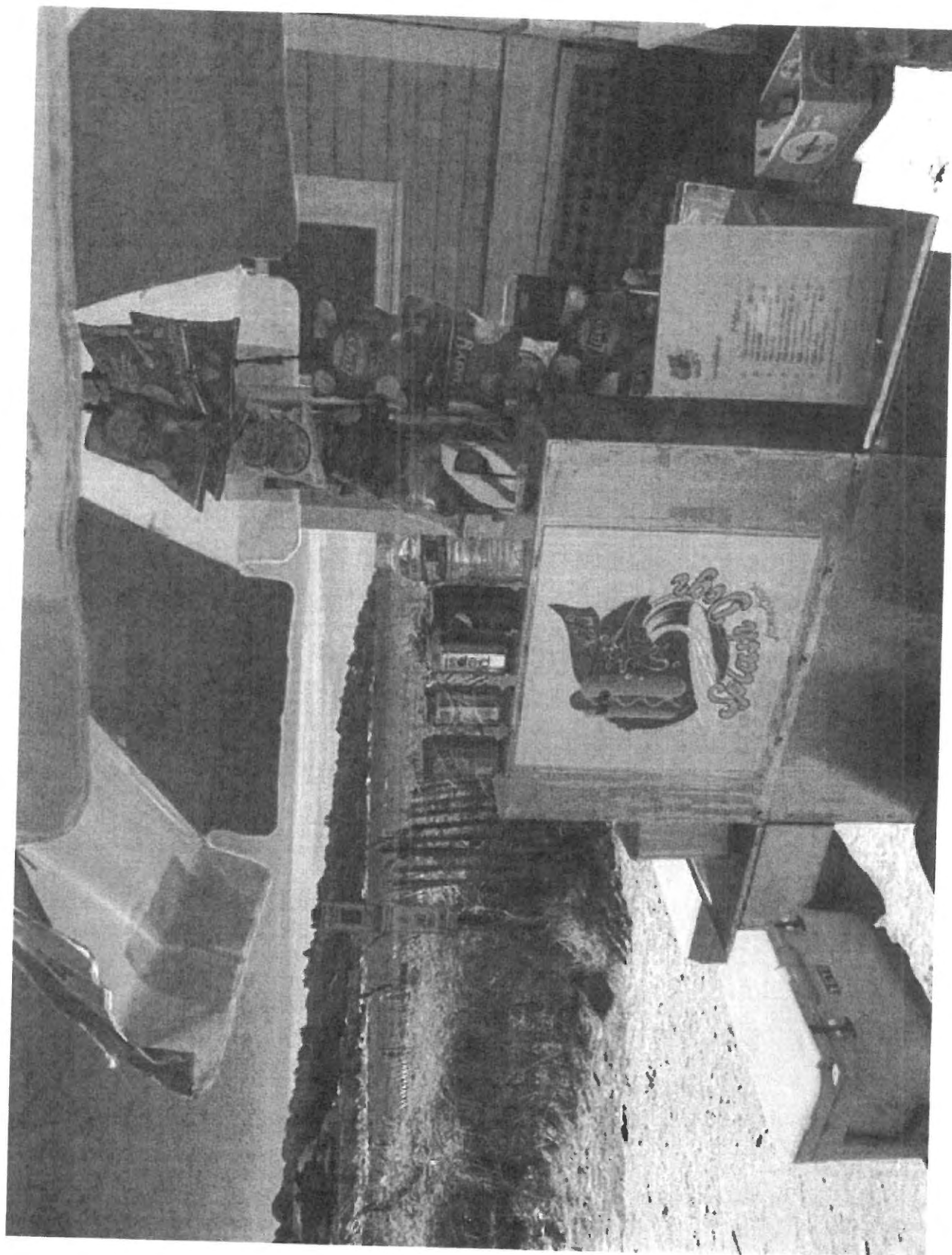
Proposed Signage



Photo 1



Photo 2



Customer Review 1

Christopher's Post



Christopher Rennick is with **Christian Infantolino** at **Splash Dogs**.

August 9, 2022 · Jamestown ·



Cam and I checked out the all new Splash Dogs Hot dog Cart at Mackerel Cove beach in Jamestown on Sunday. The man in the Orange hat does not mess around people. Try the Reservoir Dog! All I can say is that Cam arrived to the cart saying "I don't really like hotdogs ; that much" he then crushed three Reservoir Dogs and then was re-creating them (cheese sauce and all) at home yesterday! Say that is definitely more Than a few thumbs up! Fantastic and friendly service all... [See more](#)



You, Barbara Infantolino, Liz Wallace Mansfield and 40 others

7 comments 1 share

Like

Comment

Share

Most relevant



Splash Dogz

August 10, 2022 · 🌐



We have a convert!

👤: Christopher Rennick

👍❤️ 11



Like



Comment



Share



Write a comment...



Customer REVIEW 1(a)



Cam and I checked out the all new Splash Dogz Hot dog Cart at Mockerel Cove beach. The man in the Orange hat does not mess around people. Try the Reservoir Dog! All I can say is that Cam arrived to the cart saying "I don't really like hotdogs all that much." He then crushed three Reservoir Dogs and then was re-creating them (cheese sauce and all) at home yesterday! Say that is definitely more than a few thumbs up! Fantastic and friendly service all around. We will be back!

-Chris Rennick

Customer Review 2

3/22/23, 1:29 PM



Splash Dogz



August 9, 2022 · 🌐

👉 Splash Dogz are 2 year old approved!!

👍❤️ 11



Love



Comment



Share



Write a comment...



Customer Review 3



Todd Cambio

August 6, 2022 · Jamestown · 🌐



Splash Dogs !!

Making a literal splash at Mackerel Cove in Jamestown today!

Go visit my niece and nephew tomorrow for some amazing hot dogs 🍔

— at Splash Dogz.

👍 28

3 🗨️

👍 Like 🗨️ Comment 📄 Share



Veronica Sheridan

Did you know Scott, Nicole & the girls will be here Friday for a week? We can't wait. You're probably ready to go back to NH to get away from this heat!

Like Reply 32w



👍 Todd Cambio replied · 1 Reply



Jen Pontarelli

Awesome! I grew up on that beach. Back then there used to be a hot dog truck that would come every day. Love it!

Like Reply 32w



Write a comment... 🗨️ 🗨️ 🗨️ 🗨️ 🗨️



Customer Review 4

3/22/23, 1:32 PM



Sandy Sorlien

August 14, 2022 · 🌐



Report from Splash Dogz at Mackerel Cove:
Fantastic and cheap! Nice people! Potato rolls!
Play ball.

👍❤️ 55

7 🗨️ 2 📱

🍷 Love 🗨️ Comment 📱 Share

Top comments 🗨️



Faith Birtwell

Can't wait to try it.

Like Reply Share 31w



Elaine Wong Infantolino

Thanks so much for stopping by
Splash Dogz today! We enjoyed
chatting with you. Hope the game
goes well! 😊

Like Reply Share 31w

🗨️ **Sandy Sorlien** replied · 1 Reply



Meredith Deffley

I'm eating my dog on the beach
currently. So good!

Like Reply Share 31w 🗨️🗨️ 4



Teri Rodrigues

Are they there every day?

Like Reply Share 31w

🗨️ **Sandy Sorlien** replied · 2 Replies



Write a public co... 🗨️ 🗨️ 🗨️ 🗨️ 🗨️



Splash Dogz @ Fright Wight

3/22/23, 1:34 PM



This photo is from a post.

View post



Splash Dogz

★ Favorites · November 7, 2022 · 🌐



4

Like

Comment

Share



Write a comment...



Splash Dogz @ Fright Night

3/22/23, 1:34 PM



This photo is from a post.

View post



Splash Dogz

★ Favorites · November 7, 2022 ·



Jammie Martin



Like



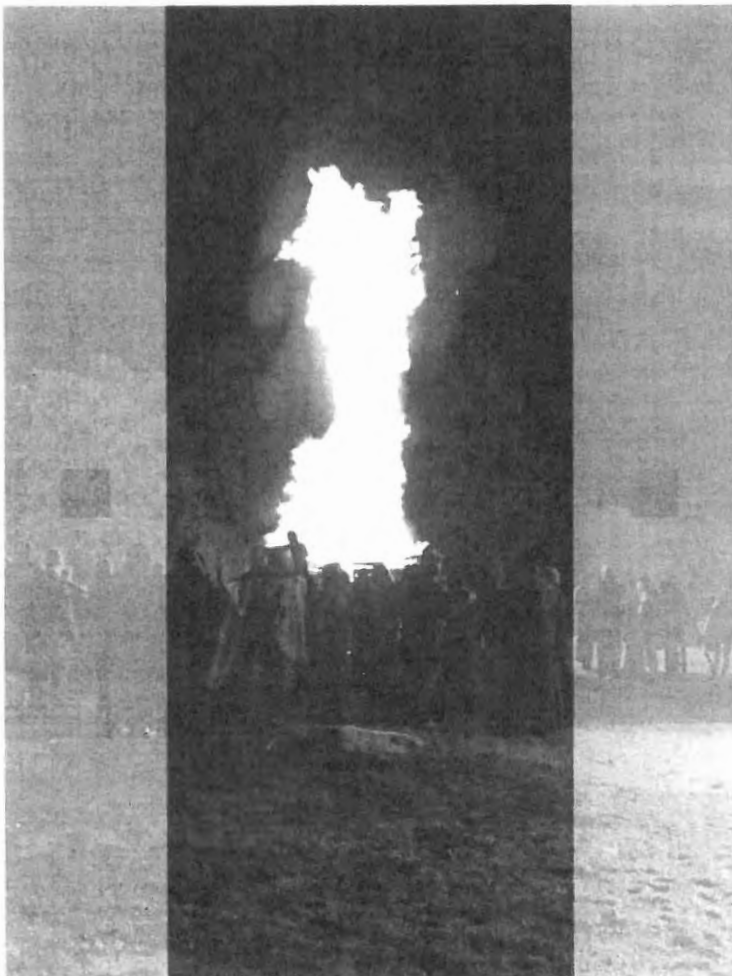
Comment



Share



Write a comment...



Splash Dogz @ Fright Night 11/7/22/23, 1:34 PM

Facebook



This photo is from a post.

View post



Splash Dogz

★ Favorites · November 7, 2022 · 🌐



3



2

Like

Comment

Share

Most relevant



Don Mortellaro

Nice setup 🍷

Like Reply 18w



Author

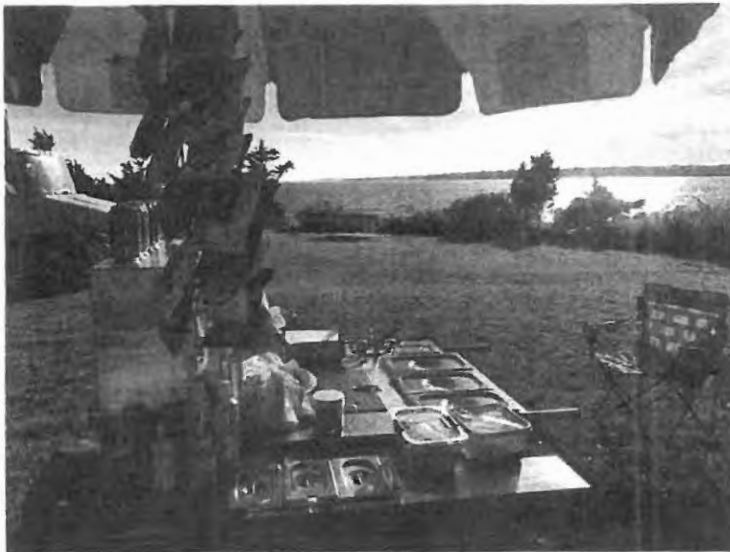
Splash Dogz

Don Mortellaro thanks so much! 🍷 can't beat that view!

Like Reply 18w Edited



Write a comment...



MR. & MRS. SCOTT HAZARD

JAMESTOWN, RI 02835

March 27, 2023

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

RE: SPLASH DOGZ @ MACKEREL COVE/FRIGHT NIGHT

To Whom It May Concern:

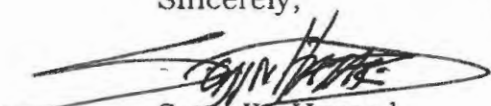
We are writing in support of the Infantolino family and their fantastic idea Splash Dogz.

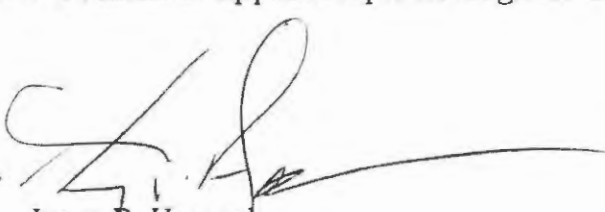
This was, and is, a worthwhile addition to Mackerel Cove, never mind the success at Fright Night last year. Our family (twin 10 year olds) enjoyed Splash Dogz many times last year, and applaud the Infantolino's initiative to provide this service to residents.

Given these facts, we were surprised to see that the entrepreneurial idea, investment and risk that Splash Dogz incurred last year was suddenly being put out to bid to others. This seems patently unfair.

We respectfully ask Town Council to approve Splash Dogz for the 2023 season and beyond!

Sincerely,


Scott W. Hazard


Lucy P. Hazard

Dear Jamestown Town Council,

Our family is writing to petition the town of Jamestown to renew the permit/license for Splash Dogz operation for the 2023 season at Mackerel Cove. As a family with two young boys and a soon-to-be-born daughter, we pride ourselves on the community that's been created for us and that we have helped create over the last twelve years that we've thrived on this island.

Splash Dogz has recently filled a void in our community that was much needed. The taste-tested, high quality ingredient hot dogs, with several topping options, were always served with a smile. We've always witnessed a clean and safe environment in and around the stand that's contributed to the economic growth of the town. It's fair to say that Splash Dogz is an exciting part of our children's lunchtime routine during the summer months.

Splash Dogz has not only accomplished this at the beachfront, but also for large town events like the 2022 Halloween Party at Fort Getty, making it a versatile addition.


Sharing a quick story I had with the owners, I asked how they decided on the hot dog brand. They commented that they purchased **many** different brands of hot dogs and conducted a family and friend wide taste test as to which was the best.

As you already know, Splash Dogz is a family business. Being a small business owner myself I know the educational importance of showing my children how a business is run. This teaches the next generation import entrepreneurial skills like inventory control, food preparation & bookkeeping.

Please don't give a second thought into renewing the Splash Dogz license/permit for this season and many more in the future.

Sincerely,

Sean Trifero and Family


Jamestown, RI 02835

Thursday, March 23, 2023 at 09:24:37 Eastern Daylight Time

Subject: Splash Dogz

Date: Wednesday, March 22, 2023 at 7:58:20 PM Eastern Daylight Time

From: Christina Moorehead

To: Christian Infantolino

Dear Jamestown Town Council...

I am writing in regards to the application for Splash Dogz hotdog cart to remain and operate at Mackeral Cove again this summer.

When I reflect on what Jamestown means to me I think of community and prosperity. The Infantolino family have a very strong commitment to family, friends and contributing to the community of Jamestown. They exemplify Jamestown.

Last summer I remember the hotdog cart with long lines of people waiting to indulge in their delicious dogs. I personally ate one every time I went to the beach! I even remember riding my bike down to Mackeral just to get one! The service and the product were top notch...I feel people loved it!!

I am asking the council to consider without hesitation to renew this application.

Thank you,
Christina Moorehead

Wednesday, March 22, 2023 at 10:00:48 Eastern Daylight Time

Subject: Mackerel Cove Concession

Date: Wednesday, March 22, 2023 at 9:57:25 AM Eastern Daylight Time

From: [REDACTED]

To: rfagan@jamestownri.net

March 22, 2023

To the Jamestown Town Council:

I am writing in support of the bid for beach concessions of Splash Dogz.

As a longtime resident, I can say that the addition of this business has brought back a much needed lunch and snack experience to Mackerel Cove. Growing up, the meals served from the food truck at the beach were what many Jamestown kids looked forward to. Splash Dogz has brought that experience to a new generation.

Last summer, my 14 year old was overjoyed to have hotdogs available on the beach for the first time in his lifetime. Splash Dogz made this possible. This group made the effort to bring this concession back to our town and managed to do so while providing a quality product at a reasonable price. It was not necessarily a given that such great service would be provided by the sole food provider at Mackerel Cove. It is a testimony to Splash Dogz's commitment to Jamestown that this is a community staffed and focused business.

I support this business in their efforts to continue the concession that they invested in and helped to resurrect.

Dan Lilly

State of Rhode Island



Department of Health Center for Food Protection

This is to certify that SPLASH DOGZ LLC located at 77 NARRAGANSETT AVE, JAMESTOWN RI 02835, having given satisfactory evidence that said establishment is qualified in conformity with Chapter 21-27 of the General Laws of 1956, as amended, is hereby granted a

FOOD BUSINESS LICENSE

to operate a Food Business at the above address in the State of Rhode Island, for the period ending: **04/30/2023**

License Number: **FSV33521**

License: **Mobile Food Service - Seasonal/Car**

THIS LICENSE IS NOT TRANSFERABLE.

This license must be posted where consumers can see it.



Rhode Island Department of Business Regulation

1511 Pontiac Avenue, Cranston, RI 02920

Telephone: (401) 462-9506 Fax: (401) 462-9645

MOBILE FOOD ESTABLISHMENT REGISTRATION

BE IT KNOWN THAT

Mobile Food Establishment Owner:

*Christian Infantolino
28 Reservoir Circle
Jamestown, Rhode Island 02835*

Business Entity Name:	DBA (Doing Business As):	Name of Mobile Food Establishment/Truck:	DMV License Plate State and Number of Truck/Cart/Trailer or DEM Registration Number:
Splash Dogz, LLC			na-na

*has met the requirements of the Department of Business Regulation and has been granted this license as a Cart which serves Hot Dog .
IN THE STATE OF RHODE ISLAND.*

License Number: MFE-893

Expiration Date: August 5, 2023



State of Rhode Island
Division of Taxation
One Capitol Hill
Providence, RI 02908-5800



Phone: (401) 574-8955
TTY Via 711
Fax: (401) 574-8914
Email: Tax.Excise@taxn.gov

SPLASH DOGZ LLC
77 NARRAGANSETT AVE
JAMESTOWN, RI 02835-1137

State of Rhode Island
DIVISION OF TAXATION

RETAIL SALES PERMIT
Valid From: 07/01/2022 to 06/30/2023



ID: 2-4153-7929

ISSUED TO:
SPLASH DOGZ LLC
77 NARRAGANSETT AVE
JAMESTOWN, RI 02835-1137

This permit, which authorizes the holder to collect the sales/use tax, is not assignable and is valid only for the person in whose name it is issued and for the transaction of business at the place designated. When the holder of this permit ceases to conduct the business for which it is issued at the place named, the permit must be returned to the Tax Administrator for cancellation. The ID number, which appears in the upper left-hand corner of this permit is your license number for this place of business. Do not use this number to file returns. Every holder of a Retail Sales Permit issued pursuant to R.I. Gen. Laws § 44-19-1 shall keep complete and accurate records of every sales transaction. These records shall be made available for examination, inspection, and copying by agents of the Division of Taxation as required by R.I. Gen. Laws § 44-19-27 and 280-RICR-20-76-12. The failure to maintain or produce required records can result in the estimated determination of sales tax liabilities based on the best available information, the imposition of penalties and interest, and the revocation of this permit.

THIS PERMIT MUST AT ALL
TIMES BE PROMINENTLY
DISPLAYED AT THE LOCATION
FOR WHICH IT IS ISSUED.

NEENA S. SAVAGE
TAX ADMINISTRATOR

DATE ISSUED: 07/27/2022



State of Rhode Island
Division of Taxation
One Capitol Hill
Providence, RI 02908-5800



Phone: (401) 574-8955
TTY Via 711
Fax: (401) 574-8914
Email: Tax.Excise@tax.ri.gov

SPLASH DOGZ LLC
77 NARRAGANSETT AVE
JAMESTOWN, RI 02835-1137

State of Rhode Island
DIVISION OF TAXATION

LITTER CONTROL PERMIT

Valid From: 01/01/2023 to 12/31/2023



LICENSE NUMBER: 241537928

THIS PERMIT IS ISSUED TO THE BUSINESS LOCATION INDICATED BELOW IN ACCORDANCE WITH R.I.G.L. SECTION 44-44-3.1.

ISSUED TO:
SPLASH DOGZ LLC
77 NARRAGANSETT AVE
JAMESTOWN, RI 02835-1137

THIS PERMIT MUST AT ALL TIMES BE CONSPICUOUSLY DISPLAYED AT THE PLACE FOR WHICH IT IS ISSUED.

NEENA S. SAVAGE
TAX ADMINISTRATOR



DATE ISSUED: 12/15/2022

8/5/22, 9:12 AM



Rhode Island Department of Business Regulation
Office of the State Fire Marshal
560 Jefferson Blvd. Warwick, Rhode Island 02886
Telephone: (401) 889-5555 Fax: (401) 889-5533

MOBILE FOOD ESTABLISHMENT FIRE INSPECTION CERTIFICATE

BE IT KNOWN THAT

Mobile Food Establishment Owner:
Christian Infantolino
Jamestown, Rhode Island 02835

Business Entity Name:	DBA (Doing Business As):	Name of Mobile Food Establishment/Truck (If different than Entity Name or DBA):	DMV License Plate State and Number of Truck/Cart/Trailer or DEM Registration Number:
Splash Dogz, LLC			na na

has met the requirements of the Fires Safety Code and has been granted this Certificate of Inspection as a

Carr which serves Hot Dog

IN THE STATE OF RHODE ISLAND

Inspection Number: MFE-893

Issuance Date: August 5, 2022

Expiration Date: August 5, 2023

Last Years Agreement

A rectangular stamp with the word "COPY" in bold, uppercase letters. To the left of the word is a small square icon containing the letters "CC".

VENDOR AGREEMENT

This Agreement is made this 2nd day of July, 2022, by and between Splash Dogz, LLC ("SD"), The Town of Jamestown, a municipality formed under the laws of the State of Rhode Island (the "Town").

WHEREAS: SD has proposed to operate a hotdog cart under the Mobile Food Establishment provisions of the Town ordinance.

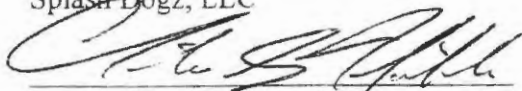
NOW THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. SD shall remain compliant with all State of Rhode Island regulations including but not limited to obtaining a certificate from the Department of Business Regulation, obtaining a permit from the Department of Health, and obtaining a retail sales permit from the Rhode Island Division of Taxation.
2. SD shall be permitted to operate within the Town limits from May 15, 2022 through September 15, 2022. SD shall be allowed to present a renewal application for review upon the termination of this agreement.
3. SD shall be permitted to operate Monday through Sunday from 10:00 am until 5:30 pm, except on state and federal holidays the closing time shall be 7:00 pm.
4. SD shall be permitted to operate at Mackerel Cove and/or the East Ferry Memorial Park area.
5. SD proposes to sell any items allowable under the RI Health Department permit, including but not limited to hotdogs (all beef, saugy, and vegetarian) with associated condiments, chips, soda and water, and small ice cream (i.e. hoodsie cups, ice cream sandwiches). SD shall not sell frozen lemonade products.
6. Site restrictions shall include the following: All vehicles, carts, trailers, grills, refrigerators, umbrellas, chairs and other vending related items will not be stored on the site outside of the hours of operation. SD shall be responsible for all site clean up including grease spills and trash removal. The site area shall be kept clean and neat during the hours of operation. SD shall remove trash and recyclable materials daily. SD acknowledges that no electricity or water will be provided onsite.
7. SD shall carry general liability insurance in an amount not less than \$1,000,000.00 for all damages arising out of bodily injuries to or death of one (1) person. The above mentioned policy shall name The Town of Jamestown as an additional insured and add the locations of Mackerel Cove and East Ferry. SD shall also carry any other insurance required by the RI Department of Health or RI Department of business regulations.

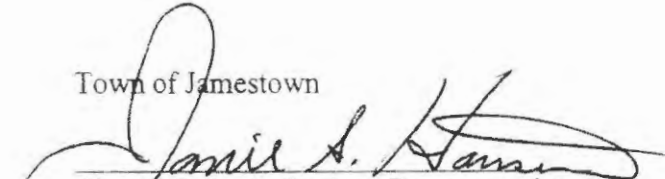
- 8. SD shall be allowed 2 signs no larger than two (2) feet by two (2) feet. One of the 2 signs shall be located onsite (removed daily) and the other sign to be located in a strategic position in town to direct traffic to the business location.
- 9. SD shall pay the amount of Two Hundred Dollars (\$200.00) per month (note: this will be \$800 for the above mentioned term) to the Town as rental for the parking space.

IN WITNESS WHEREOF the undersigned have hereunto set their hands and seals this 2nd day of August, 2022.

Splash Dogz, LLC

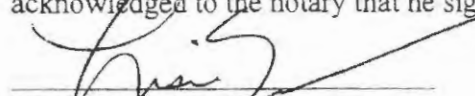

 By: Its Duly Authorized Representative

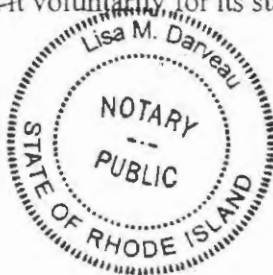
Town of Jamestown


 By: Its Duly Authorized Representative

STATE OF RHODE ISLAND
COUNTY OF NEWPORT

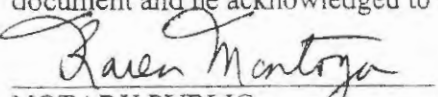
On this 2nd day of August, 2022 before me, the undersigned notary public, personally appeared Christian Infantolino in his capacity as Member of Splash Dogz, LLC, personally known to the notary or proved to the notary through satisfactory evidence of identification which was Drivers License, to be the party whose name is signed on the preceding or attached document and he acknowledged to the notary that he signed it voluntarily for its stated purpose.

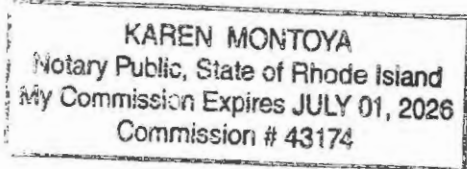

 NOTARY PUBLIC
 Print name: LISA M. DARVEAU
 My Commission Expires: 11/8/25



STATE OF RHODE ISLAND
COUNTY OF NEWPORT

On this 2nd day of August, 2022, before me, the undersigned notary public, personally appeared Jamie Hainsworth in his capacity as Town Administrator for the Town of Jamestown, personally known to the notary or proved to the notary through satisfactory evidence of identification which was RI License, to be the party whose name is signed on the preceding or attached document and he acknowledged to the notary that he signed it voluntarily for its stated purpose.


 NOTARY PUBLIC
 Print name: Karen Montoya
 My Commission Expires: 7-1-26



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: April 11, 2023
SUBJECT: Senior Center Future Project

Background:

The current Senior Center located at 6 West Street has been in existence for a number of years. The programs operated out of the building include a meal site and multiple programs. (see attached reported for 2022)

There has been informal discussions regarding a project to develop a facility from which these services are offered. In general, the site location options offered have included the existing 6 West Street site and the former EMS barn located at 11 Knowles Court.

Potential Funding:

I have been in recent discussions with our federal delegation regarding potential funding for such a project should the Town Council wish to proceed. There is a potential opportunity for an appropriations request for the FY24 cycle. In my conversations, a funding program could offer a 55% Federal 45% local match. There is typically a three-year window for spending. Any such federal funding would be subject to Section 106 review.

Site Options:

6 West Street is owned by the Patrons of Husbandry (Grange) and is currently leased to Town for the purpose of a Senior Center in partnership with the Friends of Jamestown Seniors.

The building is two-story construction with approximately 1980 square feet per floor. It is serviced by an elevator and has a "commercial" catering kitchen on site to accommodate the meal program. The general conditions are in need of updating. Any addition to the building would likely exceed into the setbacks for the property. The two-story configuration is challenging with significant square footage lost to foyer, elevator and stairs.

Considerations:

The Town does not own 6 West Street. Any major construction would require an agreement with the Grange. Any excavation would require a more extensive Section 106 review. Any expansion would exceed into the setbacks. There is no off street parking.

11 Knowles Court is owned by the Town. It is a one story concrete block building with approximately 2560 square feet. There is very little infrastructure or utilities within the building.

Considerations:

The Town owns 11 Knowles Court. Any improvement would not likely require any further excavation beyond its current footprint. There are approximately fourteen (14) off-street parking spaces available. There would be minimal demolition necessary to repurpose the building.

Request:

In order for any further discussions to occur related to potential funding sources, it is the recommendation to allow the staff to engage a professional architect to begin on conceptual plans and a preliminary project budget.

The Town Council is asked to authorize this initiative and select a site as a first option considering the factors as outlined above.



TOWN OF JAMESTOWN
Senior Services Department
P.O. Box 377
6 West Street
JAMESTOWN, RHODE ISLAND 02835

Senior Center (401) 423-9804
 Senior Mealsite (401) 423-2658
 Fax (401) 423-7229

Senior Service Department Programming: 2022 Calendar Year

In 2022 the Jamestown Senior Center provided over 90 programs to Jamestown residents. These programs include, but are not limited to; daily meals, field trips, health screenings, tax assistance, Medicare assistance, arts & crafts, fitness classes, lectures, presentations and more.

- **Senior Picnic at the Pavilion:** 225 participants
- **AARP Free Tax Appointments:** 100 participants *this program would benefit to be hosted in a room that provides more privacy
- **Meal Site Lunches Weekly Lunches:** 200+ Meals were provided to participants at the JSC
- **South County Home Health (monthly health checks w/ RN):** 144 appointments *this program would benefit to be hosted in a room that provides more privacy
- **S.H.I.P (Medicare counseling):** 1-6 participants each month *this program would benefit to be hosted in a room that provides more privacy
- **Bone, Strength & Balance:** 16 classes in 2022: 391 participants averaging 25 per class *this class was relocated to the recreation center gymnasium as more space was needed
- **Chair Yoga:** Six, 8-week sessions averaging 12-14 participants each class *this program would benefit to be hosted in a room that provides more privacy
- **Heart Wise Walking Group:** Meets MWF weekly, 4-6 participants
- **Tai Chi for Arthritis:** 45 classes averaging 20 participants each week
- **Yoga Nidra:** 30 participants *this program would benefit to be hosted in a room that provides more privacy
- **URI Pharmacy Gluten Intolerance Presentation:** 7 participants
- **URI UTI presentation:** 6 participants
- **Aquatic Therapeutics (held at St. Clare's in Newport):** 22 participants
- **Universal Health Seminar:** 9 participants
- **Blue Shield Open Enrollment Seminar:** 10 participants
- **Senior Produce Boxes (RI DEM farmers market nutrition program SFMNP):** 44 Participants
- **"Being Mortal" Movie Viewing & Discussion with Visiting Nurse and Hospice:** 24 participants *held at the town hall as the Boy Scouts were using the building for their monthly meetings
- **Twin Oaks field trip:** 2 trips, 21 participants
- **Historic Lectures with Brian Wallin:** 4 lectures with 106 total participants
- **Cyber Seniors:** 20 participants *this program would benefit to be hosted in a room that provides more privacy
- **Nutritionist appointments:** 14 participants *this program would benefit to be hosted in a room that provides more privacy
- **Bridge:** Average 8-12 players each week, all year
- **Musical Performances by Gina Seraichyk & David Gilliard:** 25 participants
- **Rusty Pens Storytelling and Writing Workshop:** Average 4 participants weekly
- **Autumn in RI Field Trip:** 10 participants

- **AARP smart driver course:** 2 classes, 17 participants
- **Holiday Card Making Workshops:** 4 classes with 39 participants total
- **Ask-A-Lawyer Seminar:** 17 participants
- **Blue Cross & Oak Street Health Open Enrollment:** 16 participants
- **Flu Clinic:** 50 participants *this program would benefit to be hosted in a room that provides more privacy
- **Letters from Santa:** 6 participants, over 100 letters written
- **Acupuncture Trip:** 6 participants
- **Foxwoods Trip:** 12 participants
- **Heart Healthy Month:** 30 participants
- **Pequot Museum Trip:** 12 participants
- **Coastal Queen Spring Lighthouse Tour:** 29 participants
- **Floral Arrangement Classes:** 5 classes with 60 participants total
- **Middle of Nowhere Diner Field Trip:** 14 participants
- **Mah Jongg:** Fridays Weekly, average attendance is 6 participants
- **Iggy's Lunch Trip:** 15 participants
- **Fluid Art with Coffee Bell:** 10 participants
- **George's Restaurant Trip:** 8 participants
- **Healthy Eating for Successful Living 8-week session:** 7 participants
- **Magnificent Gardens of Massachusetts Trip:** 19 participants
- **The Resilient Heart, Meditation & Mindfulness:** 8 participants
- **Pequot Museum Field Trip:** 10 participants
- **Nutcracker Field Trip:** 14 participants
- **Alzheimer's Awareness Presentation:** 20 participants
- **Autumn in RI Trip:** 10 participants
- **Springtime in RI Trip:** 23 participants

Programmatic Limitations at the Senior Center:

Consistently, our most popular fitness program is our bone, strength and balance class. I have relocated this class to the Recreation Center as it is a larger space that can meet the senior demand. Previously, this class was held upstairs in the Senior Center. Enrollment for this class was limited to only 8 participants when located at the Senior Center. By relocating this program, we were able to triple the amount of participants in 2022. To date, we have quadrupled the number of participants in this program by using the larger space the Recreation Center's gym provides.

Having only one large room upstairs at the Senior Center limits offerings and makes scheduling difficult. The space upstairs only allows for one program to take place at a time. Oftentimes the presenters and class facilitators also have limited availability. Having multiple rooms that provide designated space, as opposed to one open room, would allow us to meet the needs of the facilitators and would give the opportunity to host more than one class at a time.

Programs such as Tai Chi for arthritis, chair yoga, yoga nidra, health screenings, bridge, taxes, cyber seniors, etc. are programs that require limited to no interruption. These programs are often interrupted due to the location of the senior director's office. This office is located upstairs in the Senior Center. In order to get to the office, you must walk across the large room that hosts most of the senior programming. On a daily occurrence the public, staff, participants and the director find themselves interrupting programs to get to and from the office.

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: April 10, 2023
SUBJECT: Solar Project Initiative

Background:

The Jamestown School Department has just completed a large-scale roof and carport solar installation project. The Town currently has no solar facilities or investment into solar energy.

As such, the staff has been researching two options for consideration by the Town Council in order to explore solar options.

Option 1: The staff is currently working with Newport Renewables to perform a fresh assessment of all Town owned facilities and develop a potential plan to install solar infrastructure. These potential projects would include roof installations and allow for net metering across all facilities. If the Council approves, this will allow for the creation of a multi-year investment and infrastructure plan.

Option 2: The staff is currently researching energy purchase options to include contracting with energy brokers that focus on solar energy sources. Brokers would facilitate the Town's purchase of electricity based upon current usage, market rate and offer as much as 20% reduction in electricity rates.

Potential Funding:

Any infrastructure investment by the Town could potentially be funded through future capital budgets, loans through the Efficient Buildings Fund (RI Infrastructure Bank) or conventional bonding.

Request:

The Town Council is asked to consider these initiatives and allow staff to further develop recommendations for future authorization.

TOWN COUNCIL MEETING MINUTES

March 20, 2023

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

The following individuals were interviewed for the Tax Relief Working Group: Michelle K. Estaphan Owen, John Coleman, Linda Jamison, E. Edward Ross, Connie Slick, Dan West, and Beth Smith.

The following individual was interviewed for the Senior Services Committee: Joyce Watson-O'Neil.

The interviews were concluded at 6:15 p.m.

II. ROLL CALL

A regular meeting of the Jamestown Town Council was held on March 20, 2023. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, Randy White, and Erik Brine

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, Water and Sewer Clerk Denise Jennings, and Town Clerk Roberta Fagan.

III. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Town Council President Beye called the meeting of the Jamestown Town Council to order at 6:24 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 change the order of the agenda and move items VII. Announcements and X. Unfinished Business, A) before IV. Town Council Sitting as the Board of Water and Sewer Commissioners. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

Councilor Brine excused himself and left the dais.

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

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

President Beye read the March 14, 2023, Executive Session vote, "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."

XI. 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.

Discussion ensued.

Interim Director Edward A. Mello referenced the agenda item to schedule a Special Meeting. He has met with the new harbormaster Steven Bois and has conveyed the Council's direction to develop a plan to accommodate ferry(s) at the East Ferry location for the 2023 season.

Marilyn Munger, Conanicut Gift Shop owner appealed to the Town Council to schedule the Special Meeting sooner.

President Beye asked if there were any other comments, to which there were none.

A motion was made by Vice President Meagher with a second by Councilor M. White to schedule a Special Meeting of the Town Council to discuss use of the East Ferry for ferry boat operations to take place on April 4, 2023, at 5pm. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

Councilor Brine returned to the meeting and the dais.

Paul Sprague, 11 Mast Street, apologized for arriving late. He asked if he could comment on the East Ferry topic. He provided his perspective on the history and importance of ferry service in Jamestown.

Dawn Sylvia Quirolgico, 624 Washington Street, Coventry, expressed concern for the employees of the Jamestown Newport Ferry.

Michael Junga stated that the Town Council and the Town have not negotiated sufficiently with CMS/Jamestown Newport Ferry. The April 4th date is too far in the future and the issue should have been on the agenda to be decided. He stated the public ferry terminal and its use are clearly outlined in the terms of the agreement and the definitions in the grant.

The Town Council has met in Executive Session at the request of CMS/Jamestown Newport Ferry, Councilor R. White stated. He also referred to the audio and video recordings of meetings in 2017 where statements were made regarding the grant and shared use of the inner touch and go. The Harbor Commission, the Town Council, and Town Staff have been working toward an agreement and clear use of the Town-owned public ferry landing/concrete floating dock/wood pile pier.

Councilor Brine made a clarifying statement, the Town Council is deliberating the appropriate use of public space, and the public ferry terminal.

Paul Sprague maintained the use of the public ferry terminal cannot be negotiated and would need to be decided by the Feds(Federal Department of , and the State(Rhode Island Department of Transportation).

Councilor M. White commented the Town-owned public ferry terminal and negotiations are ongoing.

CMS/Jamestown Newport Ferry President Bill Munger had a lease with TPG in 2022 allowing for use of the public ferry landing and the south side of the wood pile pier.

Bob Packer, Pennsylvania Avenue. CMS took responsibility and maintained the public inner touch and go historically. The public docks were not monitored or maintained properly by the Town.

Vice President Meagher would be agreeable to scheduling a meeting sooner but stated she would not tolerate name-calling or outbursts.

John Murphy, 6 Nichols Road, North Kingstown, CMS/Jamestown Newport Ferry, stressed the importance of resolving this issue as soon as possible with the ferry season approaching quickly.

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.

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

B) Approval of Minutes; Review, Discussion, and/or Take Action and/or Vote:

1) None.

C) Open Forum – Water & Sewer Matters

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

- 1) Scheduled request to address - none
 - 2) Non-scheduled request to address
- D) Report of Town Officials: Review, Discussion, and/or 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
- E) Letters and Communication: Review, Discussion, and/or Take Action and/or Vote:
- 1) None.
- F) Unfinished Business: Review, Discussion, and/or Take Action and/or Vote:
- 1) None.
- G) 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.

XIII. 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 M. 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

XIV. 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

Michael Junga addressed the Town Council and commented on the proposed Jamestown Energy Plan. He noted some typographical errors, and lack of technical data and stated that there were factual errors in the document.

Blake Dickinson, 18 Mt. Hope Avenue. Mr. Dickinson stated, in his opinion, regarding the previous agenda item, Unfinished Business A), the Town Council was making it personal and

suggested focusing on the business matter. Additionally, Mr. Dickinson challenged the Town to adopt the goals of the proposed Jamestown Energy Plan for municipal buildings first. CO2 is not measurable. By adopting something compulsory, unintended consequences will make it unaffordable to comply with.

Chris Walsh, 15 Rosemary Lane, thanked and commended the people that worked on the Jamestown Energy Plan. He urged the Council to adopt the plan as presented and stated it is crucially important to address climate change. Mr. Walsh disagreed with Mr. Dickinson's suggestion of compulsory. He stressed the importance of educating the public. Due to the importance and complexity of the plan, he urged the Town Council to fill the proposed position to support natural resource/environmental protection/energy conservation. Mr. Walsh also suggested there are grant funds available through the Inflation Reduction Act.

Brad Donnelly, Sky Sail Court, thanked the Town Council and Town staff for their efforts and hard work.

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

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

Discussion ensued.

President Beye recused herself from VII. A) 1) a) Jamestown Women's Club One Day Event/Entertainment License application, and left the dais.

XVI. 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

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Easter Egg Hunt One-Day Event/Entertainment License scheduled for April 1, 2023(*rain date April 8, 2023) at 10:00 a.m. located at the Community Farm. Vote: Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

President Beye rejoined the meeting and return to the dais.

- 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

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Earth Day Fair One-Day Event/Entertainment License scheduled for April 22, 2023, 10:00 a.m.- 2:00 p.m. located at the Jamestown Recreation Center. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

- 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

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Jamestown Cal Ripken Baseball Opening Day Parade One-Day Event/Entertainment License scheduled for April 29, 2023, 8:00 a.m.- 9:00 a.m. located at

the Jamestown Recreation Center. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

- 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).

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the American Legion/VFM One-Day Event/Entertainment Licenses scheduled for March 29, 2023-January 15, 2024. located at several locations in Jamestown; and to approve the request that all fees, reimbursement for Town employee time, and insurance be waived as historically approved by the Town Council. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the request for Town staff assistance with the 2023 American Legion/VFW Events. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

XVII. 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

On Wednesday, March 8, 2023, the Jamestown Police received its official award of re-accreditation. This award followed an intensive peer review to assess 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.

2) Jamestown Harbor Commission Executive Director

On Wednesday, March 8, Interim Director Edward A. Mello 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.

3) Acting Jamestown Police Chief

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

4) 91 Carr Lane (agenda item)

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

XVIII. UNFINISHED BUSINESS

- 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.

The Town of Jamestown energy consultant John Balfe joined the meeting via Zoom.

Discussion ensued.

Town Planner Lisa Bryer made a presentation to the Town Council to review the incorporated changes that were suggested. She emphasized the Jamestown Energy Plan 2023 was a living document, illustrative, and a benchmark tool.

Councilor Brine stated the plan was aspirational, but a necessary first step toward developing achievable goals

Councilor M. White stated the Town needs to take the next step and lead by example.

Councilor R. White concurred and thanked all for their hard work.

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Jamestown Energy Plan 2023 with the modifications as described. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

XIX. 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.

Discussion ensued.

Parks and Recreation Director DeFalco addressed the Town Council. The two bids received were incomplete. The bid specifications were not clear and required modification.

A motion was made by Vice President Meagher with a second by Councilor M. White to reject the two vendor bids received for Mackerel Cove Beach and approve re-issuance of the Mackerel Cove Beach Vendor Bid as recommended by Parks and Recreation Director Ray DeFalco. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

XX. 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

A motion was made by Vice President Meagher with a second by Councilor R. White to appoint David Pritchard to the Affordable Housing Committee. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 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

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the request to advertise the committee vacancy. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 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)

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the request to advertise the committee vacancy. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 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

A motion was made by Vice President Meagher with a second by Councilor M. White to accept Steven Bois's resignation and to send a letter of gratitude for his service. 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 approve the request to advertise the committee vacancy. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 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

A motion was made by Vice President Meagher with a second by Councilor M. White to accept Antonia Baum's resignation and to send a letter of gratitude for her service. 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 approve the request to advertise the committee vacancy. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 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)

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the request to advertise the committee vacancy. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 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

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the request to re-advertise the committee vacancy. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 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)

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the request to advertise the committee vacancy. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 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

A motion was made by Vice President Meagher with a second by Councilor M. White to accept Steve Heath's resignation and to send a letter of gratitude for his service. 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 approve the request to advertise the committee vacancy. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 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

Vice President Meagher requested to review the charges for the Senior Services Committee and the Tax Relief Working Group at the next meeting.

XXI. 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.

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.

XXII. 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

Communications were acknowledged.

XXIII. ADJOURNMENT

A motion was made by Vice President Meagher with a second by Councilor M. White to adjourn the Open Meeting at 8:28 p.m. 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 into Executive Session- Board of Water and Sewer Commissioners 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.

XXIV. 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.

XXV. 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 from the Executive Session of the Board of Water and Sewer Commissioners at 9:30 p.m. 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.

Attest:

Roberta J. Fagan, Town Clerk

**JOINT TOWN COUNCIL and SCHOOL COMMITTEE
BUDGET WORK SESSION
March 23, 2023**

I. ROLL CALL TOWN COUNCIL MEMBERS

A Town Council/School Committee Budget Work Session was held on March 23, 2023. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Erik G. Brine (virtually via Zoom at 5:06 p.m.), Michael G. White, and Randy White. Also, in attendance were Interim Town Administrator Mello, Finance Director Christina Collins, Solicitor Peter Ruggiero, and Town Clerk Roberta J. Fagan.

II. ROLL CALL SCHOOL COMMITTEE MEMBERS

School Department Members present were as follows: Kristine Lapierre, Sally Schott, Christian Cowan, and Agnes Filkins. Also, in attendance were Superintendent Dr. Kenneth A. Duva and Director of Finance Jane Littlefield. Andrew Allsopp was absent.

III. CALL TO ORDER

Council President Beye called the Joint Budget Work Session of the Jamestown Town Council and School Committee to order at 5:01 p.m. and led the Pledge of Allegiance.

IV. Joint Town Council and School Department Budget Work Session and Hearing for Fiscal Year (FY) 2023-2024 (July 1, 2023- June 30 2024).

- A) School Operating Budget
- B) Capital Improvement Program
- C) Review and Discussion

Dr. Duva made a presentation on the FY 2023/2024 School Operating Budget and Capital Improvement Program (attached). The full PowerPoint presentation and proposed budget can be found on the Jamestown School Department website: <https://www.jamestownschoools.org/apps/news/>.

Vice President Meagher commented that enrollment continues to decrease and asked if there are thoughts and or plans for repurposing portions of the school buildings for community use.

Councilor Brine questioned, in relation to the challenge of declining enrollment, has the Jamestown School Department talked to other school districts about the prospect of accepting students into the Jamestown schools to increase the roster.

Conversations have not taken place yet, Dr. Duva stated. North Kingstown is not in a position to consider until its leadership team is in place and Narragansett has its own enrollment challenges.

V. OPEN FORUM

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

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

Mary Lou Sanborn, Bay View Drive, asked the Town Council and School Committee to consider the financial ramifications of an increased budget on the taxpayers of Jamestown.

VI. ADJOURNMENT SCHOOL COMMITTEE


A motion was made by Chair Lapierre with a second by Christian Cowan to adjourn at 5:48 p.m.

VII. ADJOURNMENT TOWN COUNCIL


A motion was made by Vice President Meagher with second by Councilor M. White to adjourn at 5:48 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, aye; and Councilor R. White, Aye.

Attest:

Roberta J. Fagan, Town Clerk



FY 2024 JSD Proposed School Budget



**Joint Town Council
and School
Committee Meeting**

3.23.23

Table of Contents

- 01** **Goals FY 24**
- 02** **Budget Process**
The process and the priorities
- 03** **Enrollment & Staff**
Current and projected
- 04** **Budgetary Impacts**
Expenses, Revenue, and Town Appropriation
- 05** **Facilities Maintenance of Effort**
- 06** **Budgetary Factors**
- 07** **Capital Improvement Plan**
Necessity of School Construction Application Timeline

Adaptable Learner

Inclusive Learner

Creative & Innovative Thinker

Critical Thinker

Effective Communicator

Collaborator

Social-Emotional Well-Being

Ethical & Global Citizen

“Rise Between the Bridges and Beyond!”

3

Teaching & Learning Goals FY 24



- ★ Alignment of District Strategic Plan and Portrait of the Graduate;
 - Continue expanding the 21st Century Classes at Melrose: Music Technology, Health and Wellness, Art Engineering, Computer Programming and Digital Citizenship. (Full Time Specialists - Local)
 - Full Year of Library with Computer Science in 5th and 6th grade (Local)
 - ROCK Block classes in 7th and 8th grade: Portrait of the Graduate, Computer Science/STEAM, Student-Centered Research Project, and Project Based Learning (Local)
- ★ Implementing a School Garden/Outdoor Learning Program ;(Grants)
- ★ Provide high quality curriculum in the areas of Math and ELA grades k-8; iReady Diagnostic Assessment (Local)
- ★ Offer a Writing Skills Block in grades 6-8 to increase instruction in written language; (Local)

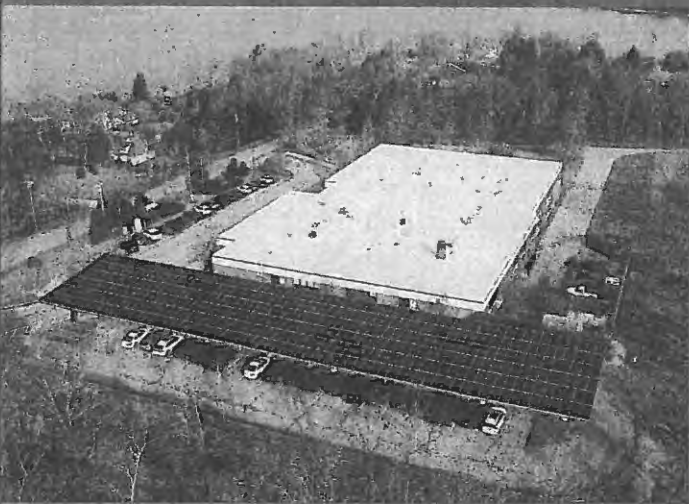
Teaching & Learning Goals FY 24



- ★ Support our educators with professional learning opportunities for the newly adopted high quality curriculum; (Local)
- ★ Appropriate support for Intervention/Special Education staffing to students; (Local, Grants, & ESSER)
 - Continue with Math Interventionist for 7th/8th grade (ESSER)
- ★ Afterschool programming to provide enrichment activities for students, academic support, and increase experiences with the Arts and Theater; (Local)
- ★ Continue 1:1 Technology for all students and staff K-8; (Local)
- ★ Technology Enhancements: Replace teacher devices, upgrading network switches, continue Cyber-Security training and monitoring of systems. (Local/Grants)

5

Capital Goals FY 24



- ★ Alignment of District Strategic Plan to support learning and community partnerships;
- ★ Asbestos Abatement and flooring at the Lawn School; (Bond)
- ★ Continue investing in sustainable energy and more efficient systems of operations; (Local)
- ★ Budget for Stage 2 Design Study to develop plans for the next 5 years. (Local)
- ★ Submitted Green Ribbon Schools application: This program honors schools and districts that are exemplary in reducing environmental impact/costs, improving the health & wellness of students & staff, and delivering effective environmental & sustainability education that incorporates Science, Technology, Engineering and Math (STEM), civic skills, and green career pathways.

6

Budget Process:

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

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

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

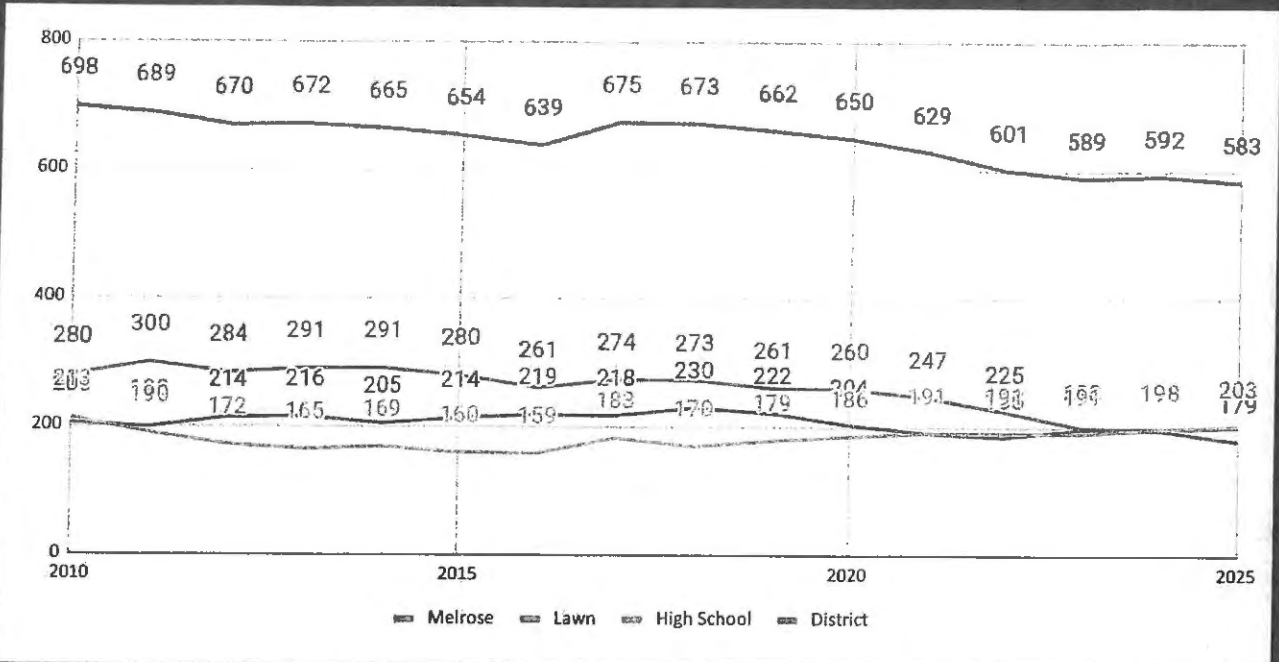
7

Overview of District

\$15,730,034	Total FY 23 School Budget
608	Total Enrollment as of January 2023
410	Preschool through eighth grade (includes service only preschool students)
191	Secondary: ninth through twelfth grade
7	Out of District Placements
17%	Percentage of Military Students (preschool-8th grade only)
6%	Percentage of Free and Reduced (preschool-8th grade only)
15%	Percentage of Differently Abled Learners (preschool -8th grade only)
0.2%	Percentage of Multilingual Learners (preschool-8th grade only)

8

Historical Projections Preschool - Twelfth Grade



Enrollment and Staffing FY 24:

- Reduce 2 classes for 23/24 at Melrose - grade 1 and grade 4
 - 2 classes of each grade level in k-4 at Melrose School
- Art Teacher at Melrose will increase from .8 to 1.0 FTE to support 21st Century classes (FY 23 RIDE Arts Initiative grant)
- Expecting 2 teacher retirements at the end of the 22/23 school year.
 - 3 positions will be eliminated
 - Grade 1
 - Grade 4
 - SEL Coach (1 year ESSER grant)
 - 1 Teacher will be laid off at the end of the 22/23 school year



	Jan 2023	2023-2024	2023-2024	Registrations	2023-2024	2023-2024
	Actuals	Kidsnet, Known Resident, & Military Student Projection	Projected 2022/2023 Known & Unknown Military (average/same birth year)	Actuals as of 3.13.23	NESDEC Projections*	Projected classrooms, sections
Preschool	26 (2)	20	20	15 and 15	23	1 am 1 pm
Kindergarten	30 (6)	35(+1) 36	36 (+5)=41	30	44	2
1st	43 (6)	24 (+3) 27	27 (+5)= 32	29	34	2
2nd	37 (6)	37 (+1) 38	38 (+6)= 44	42	44	2
3rd	36 (7)	31 (+1) 32	32 (+9)= 41	33	36	2
4th	53 (12)	29(+3) 32	32 (+12)= 44	35	39	2
Melrose Total	225 (39)	185	222	189	220	
5th	51 (8)	41 (+5) 46	46 (+10)= 56	48	55	3
6th	53 (12)	33 (+4) 37	37 (+12)=49	38	51	3
7th	38 (4)	41 (+6) 47	47 (+10)=57	49	57	3
8th	43 (8)	34 (+2) 36	36 (+13)=49	37	36	3
Lawn Total	185 (32)	166	211	172	199	

Projections 23/24 SY

*NESDEC projections have been historically higher because they do not account for the available rentals and military population on the island.

The average unknown military are based on consecutive years when we had a higher military population.

ESSER III Federal Funding 2023/24 SY

Elementary and Secondary School Emergency Relief Funds III

- Math Interventionist k-5 (.5 FTE)
- Math Academic Support/Interventionist 6-8 (.3 FTE)
- Instructional Coach ELA & Math k-8 (.75 FTE)
- After-School Academic Support k-4
- Summer school programming 1-8
- Ramp Up to K summer program



Budgetary Factors FY 24

- ★ Unpredictable student enrollment from military population.
 - Decrease in available rentals on the island for military families
- ★ Unknown student needs requiring Federally regulated services
 - Special Education
 - Multilingual Learners
- ★ Tuitions for Secondary Schools & Out-of District placements
 - CTE Programs, change in enrollment
- ★ Facility Operations
 - Heating, energy consumption, & maintenance
- ★ Salaries and Benefits



13

Budget Impacts FY 24:

Benefits:

- Health Insurance budgeted increase of 10%
- Dental Insurance budgeted increase of 5%

JTA Negotiations:

- Unknown cost increases in salaries due to negotiations

Heating Costs:

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

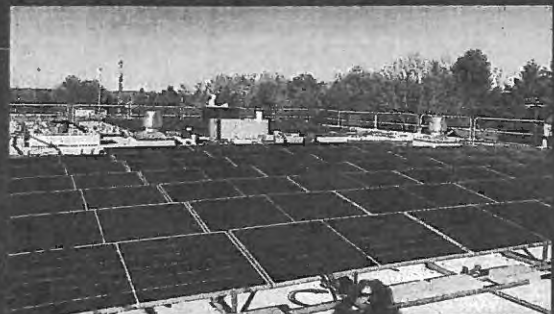
Increase of \$54,805 (projecting a decrease in electricity with solar panels to offset this increase)

Transportation:

- Statewide transportation is up by 50%, Projected costs \$200,000
- First Student contract expires June 2023. Unknown increase

High School Tuitions:

- Current 12th grade class is the same size as our graduating 8th grade class. (43 students)



14

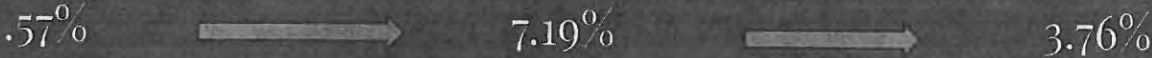
Operating Budget History



FY 2015	\$11,583,891
FY 2016	\$11,652,671
FY 2017	\$11,860,021
FY 2018	\$12,140,553
FY 2019	\$12,678,360
FY 2020	\$13,174,127
FY 2021	\$13,365,064
FY 2022	\$13,441,338
FY 2023	\$14,331,419
FY 2024	\$14,870,825

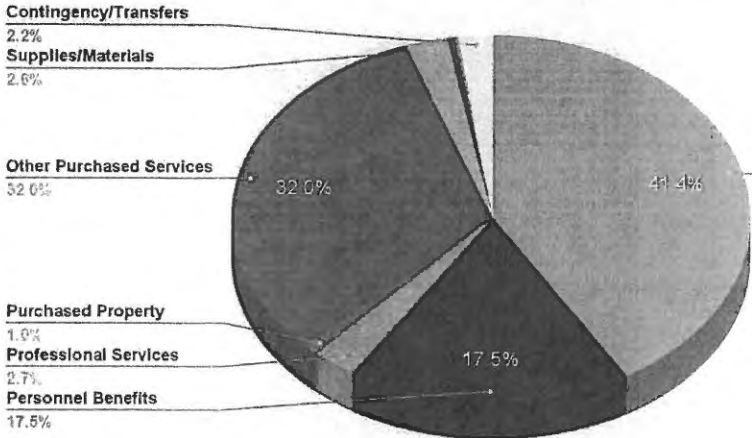
FY23 to FY24 \$539,406 3.76% +

Percent change over the past 3 years



Operating Budget Fy 24

Operating Budget: \$14,870,825



Personnel Salaries	41.40%
Personnel Benefits	17.50%
Professional Services	2.70%
Purchased Property Services	1.00%
Other Purchased Services	32.00%
Supplies/Materials	2.60%
Furniture/Equipment	0.50%
Dues/Fees	0.10%
Contingency/Transfers	2.20%

Revenue Assumptions

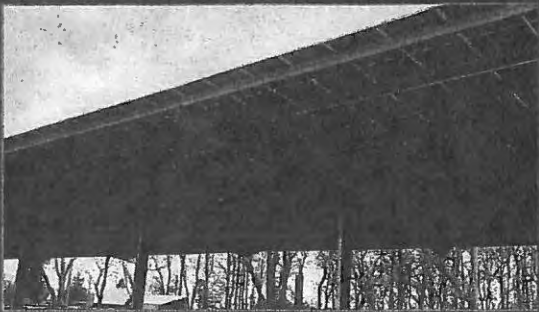
	FY23	FY24
State Aid	\$380,253	\$752,816
Preschool Tuitions	\$40,000	\$ 48,240
Medicaid Reimbursement	\$130,000	\$130,000
Impact Aid	\$95,000	\$ 80,000
Reappropriation of Fund Balance	\$200,000	\$ 0
Transfer in from Town (non MOE)	\$159,465	\$ 0
Total	\$1,004,718	\$1,011,056

State Aid: \$340,995
 High Cost Spec
 Ed.Categorical:
 \$411,660
 Multilingual Learner
 Categorical: \$161

Increase of \$6,338 from FY23

Cost Assumptions

Health insurance premiums	10%
Dental insurance premiums	5%
Statewide transportation (assumes same routes)	50%
Out-of-district tuition rates	3-5%



Summary of All Tuitions

High School General Education	\$ 1,698,215
High School Special Education	\$ 569,720
Career and Technical Education	\$ 905,310
Out-of-District Special Education	\$ 828,955
Charter Schools	\$ 17,000
TOTAL	\$ 4,019,200

Change from FY23 of +\$71,208 +1.8%



Anticipated Town Appropriation

FY'23 Budget	\$13,326,701
FY'24 Proposed	\$13,859,769
Increase of \$533,068	+4.0%



Town Appropriation History

Fiscal Year	Town Appropriation	Difference \$	Difference %
FY 17	10,975,649	264,699	2.47%
FY 18	11,196,365	220,716	2.01%
FY 19	11,665,624	469,259	4.19%
FY 20	12,332,867	667,243	5.72%
FY 21	12,484,508	151,641	1.23%
FY 22	12,637,108	152,600	1.22%
FY 23	13,326,701	689,593	5.46%
FY 24 Proposed	13,859,769	533,068	4.00%

21

Appropriation Fund Balance History

Year	Budgeted Re-Appropriation of Fund Balance
FY17	\$204,829
FY18	\$200,000
FY19	\$225,848
FY20	\$100,000
FY21	\$200,000
FY22	\$200,000
FY23	\$200,000
FY24	Funds are not available

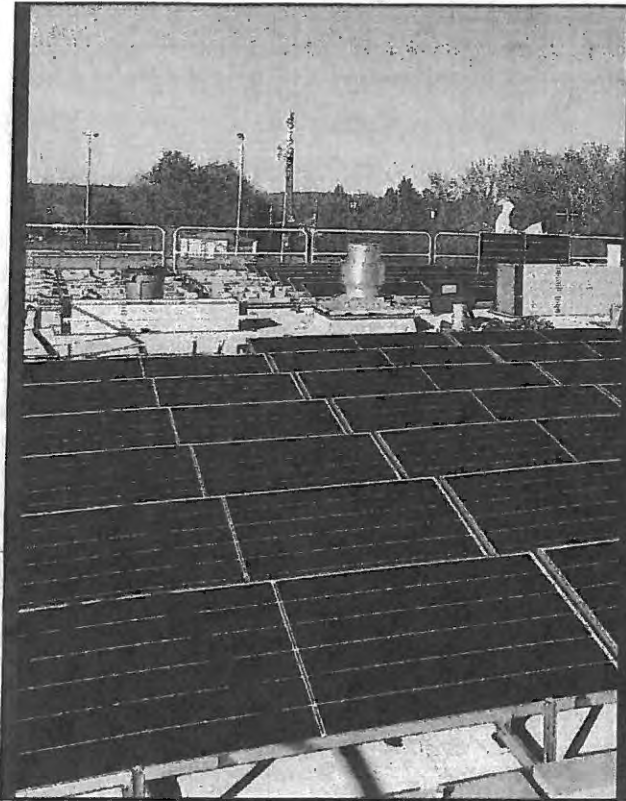
22

Fund Balance

- ❖ Audit Figures show as of June 30, 2022:
 - Beginning Fund Balance \$1,098,243
 - Planned Deficit (\$200,000)
 - Unplanned Deficit (\$441,454)
 - Ending Fund Balance \$456,789
 - Committed FB in FY23 Budget Operations (\$200,000)
 - Committed FB in FY23 Budget Capital (\$209,395)
 - Projected 6/30/23 Fund Balance \$47,394

Budgetary Changes from FY23 - FY24

FY23 Budgeted	FY24 Proposed
3.0 First Grade Teachers	2.0 First Grade Teachers
3.0 Fourth Grade Teachers	2.0 Fourth Grade Teachers
.8 Art Teacher Melrose	1.0 Art Teacher Melrose
Curriculum - ELA (Grant Funded)	Curriculum - ELA Into Reading Program Teacher Licenses and Student Materials (Local)
	Curriculum Funds for Algebra 1 and Social Studies depending on approval of new standards.
	Technology upgrades and Cyber security consultant and monitoring
	Salary and Benefit increases - Contractual
	Substitute rate increase



Proposed Capital Improvement Budget

Facility Maintenance of Effort

Under Rhode Island General Law 16-7-36(11), "Maintenance expenditures" means amounts spent for repairs or replacements for the purpose of keeping a school facility open and safe for use, including repairs, maintenance, and replacements to school facilities' heating, lighting, ventilation, security, and other fixtures to keep the facility in effective working condition.

- Maintenance shall not include contracted or direct custodial or janitorial services;
- expenditures for the cleaning of a school facility or its fixtures;
- the care and upkeep of grounds, recreational facilities, or parking lots; or
- the cleaning of or repairs and replacements to movable furnishings or equipment.

Fiscal Year	Square Footage*	Operating Budget	Replacement Value
FY 23 and beyond*	\$324,741	3%, \$410,506	3%, \$624,339

* Jamestown School Department uses the square footage calculation for budgeting

Budgetary Factors:

❖ Fund Balance Audit Figures show as of June 30, 2022:

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

- ❖ Previous to the FY 24 budget, the school department was able to transfer funds from the Fund Balance to finance the districts capital improvement projects.
- ❖ Any future capital improvement projects will need to be funded from the local budget that is approved each year.
- ❖ The allocation for all maintenance expenditures are required to meet the minimum annual Facility Maintenance of Effort (FME) of \$324,741.
- ❖ A portion of the FME allowable expenditures are maintenance related costs.

Proposed Capital Improvement Plan

FISCAL YEAR		Estimated Cost	Capital Reserve Funded	Bond Funded
July 2023- June 2024				
Melrose School	1 Interior refurbishing & painting	10,000	10,000	
	2 Exterior renovations	3,000	3,000	
	3 Update Card Access system	12,000	12,000	
	4 Professional Services - Stage 2	50,000	50,000	
Lawn School	1 Interior refurbishing & painting	10,000	10,000	
	2 Exterior renovations	3,000	3,000	
	3 Update Card Access system	12,000	12,000	
	4 Asbestos abatement classrooms (part 2)	150,000	0	150,000
	5 Professional Services - Stage 2	50,000	50,000	
TOTALS:		300,000	150,000	150,000

Proposed Capital Improvement Plan continued...

July 2024- June 2025				
Melrose School	1	Interior refurbishing & painting	12,500	12,500
	2	Exterior renovations	5,500	5,500
	3	Classroom Unit Ventilator replacement Part 1 (6 units)	180,000	180,000
Lawn School	1	Interior refurbishing & painting	12,500	12,500
	2	Exterior renovations	5,500	5,500
	3	Window Replacement Northwest Wing (south side)	150,000	150,000
TOTALS:			366,000	366,000
July 2025- June 2026				
Melrose School	1	Interior refurbishing & painting	12,500	12,500
	2	Exterior renovations	5,500	5,500
	3	Classroom Unit Ventilator replacement Part 1 (6 units)	180,000	180,000
Lawn School	1	Interior refurbishing & painting	12,500	12,500
	2	Exterior renovations	5,500	5,500
	3	Window Replacement Northwest Wing (north side)	150,000	150,000
TOTALS:			366,000	366,000

Proposed Capital Improvement Plan continued ...

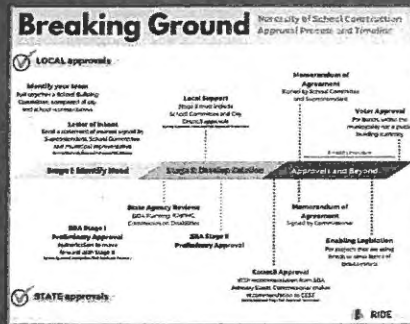
July 2026- June 2027				
Melrose School	1	Interior refurbishing & painting	12,500	12,500
	2	Exterior renovations	5,500	5,500
	3	Classroom Unit Ventilator replacement Part 1 (6 units)	180,000	180,000
Lawn School	1	Interior refurbishing & painting	12,500	12,500
	2	Exterior renovations	5,500	5,500
TOTALS:			216,000	216,000
July 2027- June 2028				
Melrose School	1	Interior refurbishing & painting	12,500	12,500
	2	Exterior renovations	5,500	5,500
	3	Classroom Unit Ventilator replacement Part 1 (6 units)	180,000	180,000
Lawn School	1	Interior refurbishing & painting	12,500	12,500
	2	Exterior renovations	5,500	5,500
TOTALS:			216,000	216,000

Necessity of School Construction Timeline

RI Department of Education

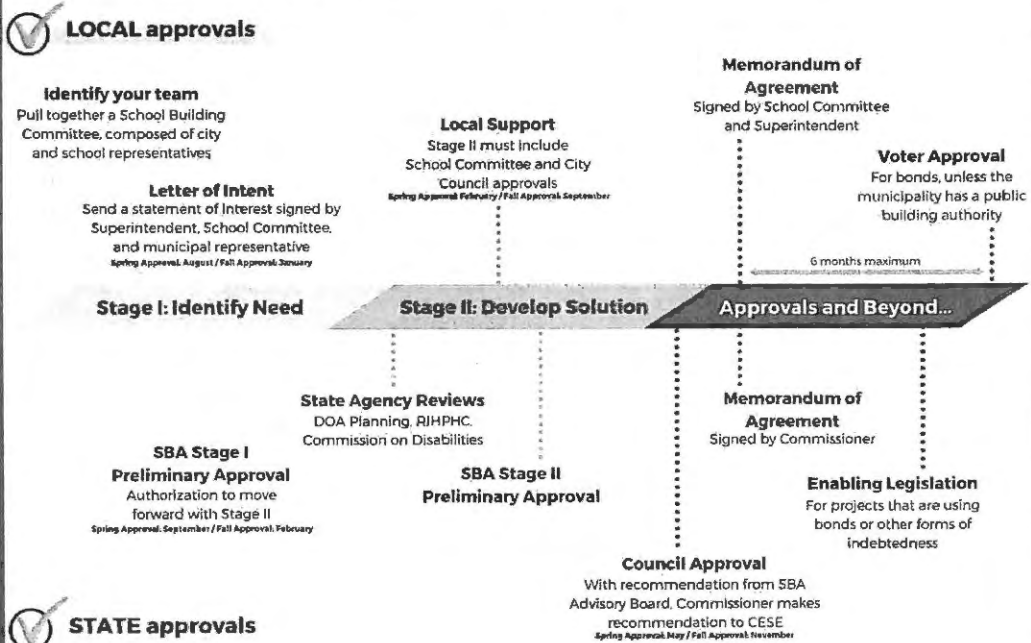
Fall Approval Timeline

Stage I application: **Needs Assessment** Submitted **February 15, 2023**
 Stage II application: **Detailed Plans** Due **September 15, 2023**
 RI State Council Review/Approval: **December 2023**

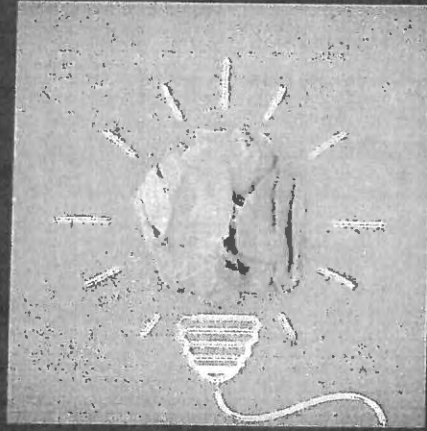


Breaking Ground

Necessity of School Construction Approval Process and Timeline



Thank You!



Contact Info: duva.ken@jamestownschoools.org

Kenneth A. Duva, Ed.D Superintendent of Schools

Approved as amended
Jamestown Affordable Housing Committee Minutes
February 15, 2023
5:00pm in Town Council Chambers
93 Narragansett Avenue
Jamestown, RI 02835

I. Call to Order

Wayne Moore, Job Toll, Quaker Case, Joe Cannon, Fred Pease, Bob Plain - Chairman, Lisa Bryer – Town Planner and Mary Meagher – Town Council Representative. Also present: Carrie Kolb – Planning Assistant

II. Approval of Minutes

1. **January 10, 2023 open meeting** - review, discussion and/or action and/or vote

A motion to approve the minutes moved by Cannon and seconded by Toll. All in favor. Fred Pease and Wayne Moore abstained due to not attending the meeting.

2. **January 10, 2023 executive session** - review, discussion and/or action and/or vote

A motion to approve the executive session minutes moved by Case and seconded by Bryer. All in favor. Fred Pease and Wayne Moore abstained due to not attending the meeting.

III. Rentals & Accessory Dwelling Units (ADUs) - review, discussion and/or action and/or vote (10 min)

Bryer stated that the Planning Commission will be discussing ADUs at the meeting tonight (February 15, 2023). Discussion on the ADU law and anticipated changes in the legislative session were discussed. **Plain spoke with Senator Victoria Gu from South Kingstown, and she would like more Rhode Island communities to allow ADUs because they have proven to increase the stock of affordable rental housing in Rhode Island suburbs and rural exurbs. She met with Chairman Plain at an ADU he is building on a rental property that he owns in East Greenwich, and they brainstormed strategies for where ADUs make the most sense in Rhode Island's suburbs and rural exurbs. Plain told the Committee that he suggested to Senator Gu that ADUs could be allowed on properties that have access to public water.* Bryer said that the American Planning Association's Rhode Island Chapter suggested a change of zoning by lot size and not zoning district because the current law is based on a zoning district over 20,000 sq feet in size regardless of the lot size. Also that they should not be allowed to short term rent them and they should be required to long term rent if rented.

Discussion of water ensued. Meagher said that the water system in Jamestown could be at risk with ADUs and STR. *Chairman Plain said he thinks this is hyperbolic and doesn't think it is*

Affordable Housing Committee Minutes
 February 15, 2023
 Page 2 of 3

ADUs that poses a risk to the Jamestown's water supply. He said that ADUs use less water than the large single-family homes being built in Jamestown. He said there are much more effective policy strategies to protect local public water supplies than prohibiting non-family ADUs, such as requiring cistern systems for gray water in all new construction, or further restricting the ability to use public water to fill swimming pools and/or water lawns.

Chairman Plain said he spoke with the South Kingstown planners about ADUs. South Kingstown offers a 10-year tax abatement on new ADUs and they have only seen 12 ADUs built within the past two years. Plain said that for all that fear-mongering rhetoric that happens regarding ADUS, there are very few being built in Rhode Island for non-family members, even when they are being encouraged.

Size of ADUs was discussed. In South Kingstown, an ADU is 1 bedroom no larger than 750 sq ft. In Jamestown Accessory Family Dwelling Units (AFDUs) are typically 1-2 bedrooms.

IV. Report/White Paper on Affordable Housing in Jamestown - review, discussion and/or action and/or vote (10 min)

A draft memo written by Case was distributed to the committee prior to the meeting. Case explained that the data from the memo was from a 2005 Jamestown Affordable Housing Plan. Discussion ensued regarding the 2015 Comprehensive Plan (Comp Plan). The Comp Plan included the revised and updated Affordable Housing Plan, which was broken out separately in 2005 when the state requirement came into effect.

The memo assesses the current situation, offers practical options for moving forward and proposes options for financial considerations. Progress in Jamestown has been slow.

Discussion on funding ensued. The Affordable Housing Trust received \$25,000 as a start. It was a difficult funding year due to school crisis. A question about implementing an impact fee was raised, however, impact fee is only for schools, not affordable housing.

The white paper draft coinciding with the budget cycle of the Town Council works in our favor. Between now and our next meeting send information to Case.

V. Community Land Trust - review, discussion and/or action and/or vote (10 min) - none

VI. Tools and Techniques for Creating Affordable Housing in Jamestown - review, discussion and/or action and/or vote (5 min) - none

VII. Member Reports (5 min) - none

VIII. Executive Session

1. Town-owned land - review, discussion and/or action and/or vote (10 min) - none

IX. Future meetings and agenda items of Affordable Housing Committee - review, discussion and/or action and/or vote

The Planning Commission is having Zoning Ordinance Hearings on March 15 and April 19, if

Affordable Housing Committee Minutes
February 15, 2023
Page 3 of 3

there are applications then they will have to meet at 5 or 6:00pm.
The focus of March meeting will be the White Paper and the focus of the April meeting will be Town Owned Land in executive session.

X. Adjournment

A motion to adjourn at 6:16pm was moved by Pease and seconded by Case. All in favor.

**Amendments from Chair Plain*

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 APRIL 25, 2023, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT 7:00 P.M. UPON THE FOLLOWING:

Application of TPG Marinas Conanicut, LLC whose property is located at 260 Conanicus Avenue, and further identified as Tax Assessor's Plat 8, Lot 278-1 for a Modification to a Special Use Permit granted under Article 6, Special Use Permits and Variances, Section 600 and 602. This application is made pursuant to the provisions of section 82-302, Table 3-1, Permitted Uses of the zoning ordinance. The Applicant seeks to create a management area and show room inside the existing shed, known as the West Shed, for the boat yard. Said property is located in a R-20 zone and contains 433,904 square feet.

BY ORDER OF THE ZONING BOARD OF REVIEW

RICHARD BOREN, CHAIRMAN

PETER MEDEIROS, ZONING OFFICER

THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.

The public is invited to observe and participate in the deliberations of this meeting, in person @ Town Hall.

TO VIEW THE MEETING LIVE STREAM WITH NO INTERACTION, PLEASE VISIT THE FOLLOWING LINK:

<http://www.record-server.net/Jtown/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 April 12, 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 APRIL 25, 2023, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT 7:00 P.M. UPON THE FOLLOWING:

Application of Scott W. Wynn and Susan H. Wynn, whose property is located at 71 Carr Lane (& 73), and further identified as Assessor's Plat 4, Lot 32 for a Special Use Permit pursuant to Article 7, Section 82-705, Alteration of Nonconforming Structure and Article 3, Section 82-303, Number of Residential Structures per lot. The applicants seek to add a 1,240 square foot addition to the rear of 73 Carr Lane consisting of a main bedroom, main bathroom, family room, finished basement and a swimming pool. The solitary relief sought with respect to the proposed addition and swimming pool is to allow the continued use of the property with two residences. The 2nd building, the cottage, has always been a year-round rental. This said property is an a RR200 zone and contains 80,586 square feet. All of the structures on this property, including the proposed addition and the swimming pool, are within all of the required setbacks and do not require a dimensional variance.

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://www.record-server.net/Jtown/StreamPrimJtown.html>

LEASE 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 April 12, 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.



Jamestown Planning Commission MEMORANDUM

TO: The Honorable Town Council, Nancy Beye, President
Edward A. Mello, Interim Town Administrator
FROM: Lisa W. Bryer, AICP, Town Planner
RE: Hazard Mitigation Grant Application
DATE: April 10, 2023

In 2017 Jamestown received approval by FEMA (Federal Emergency Management Agency), RIEMA (RI Emergency Management Agency) and the Jamestown Town Council for its Hazard Mitigation Plan. The Town of Jamestown is due to update its 2017 Natural Hazard Mitigation Plan. RIEMA is offering Grant opportunities for update of Plans through the Hazard Mitigation Plan Grant Program. The total grant for \$35,000 includes a funding request for \$31,500 and a \$3,500 local match to be taken from "Planning and Development Documents" budget.

The attached grant is for approval for submission to RIEMA/FEMA by the TC and includes the following items:

- a. Planning Sub-application and Scope of Work
- b. Funding Match Commitment letter
- c. SF424-Congressional requirement
- d. Budget Information – Non-Construction Program
- e. Assurances – Non-construction Program

Please authorize Ed Mello, Interim Town Administrator to sign on behalf of the Town for all authorities related to this grant.



Hazard Mitigation Grant Program (HMGP) Planning Subapplication

Subapplicant Town of Jamestown
Subapplication Title 2023 Local Hazard Mitigation Plan Update
Subapplication Type Formal Hazard Mitigation Plan or Plan Update (HMP)
 Hazard Mitigation Planning-Related Activities (HMP-A)
Total Project Cost \$35,000 **Federal Share** \$31,500

If a subapplication for this planning activity for has been submitted under a previous mitigation grant cycle, please list the program, date, and disaster (if applicable)

N/A

Contact Information

Subrecipient Authorized Representative (SAR) – individual authorized to sign certifications

Name Edward Mello
Title Interim Town Administrator
Agency/Organization Town of Jamestown
Primary Phone 401-423-9805 **Type** Home Work Mobile
Secondary Phone **Type** Home Work Mobile
Email emello@jamestownri.net
Address line 1 93 Narragansett Avenue
Address line 2
City Jamestown **State** RI **Zip** 02835

Point of Contact (POC) – individual to be contacted for additional information

Name Lisa Bryer
Title Town Planner
Agency/Organization Town of Jamestown
Primary Phone 401-423-7209 **Type** Home Work Mobile
Secondary Phone **Type** Home Work Mobile
Email lbryer@jamestownri.net
Address line 1 93 Narragansett Avenue
Address line 2
City Jamestown **State** RI **Zip** 02835

Subapplicant Information

Subapplicant

Type of Subapplicant State Government Local Government
 Indian Tribal Government Special Governmental
 Private Non-Profit Other (please specify)

City/Town Town of Jamestown

County Newport

FIPS Code 445399 **DUNS Number** 075691667

US Congressional District(s) RI-1 **Federal Tax ID Number** 05-6000202

Is Subapplication subject to review by Executive Order 12372 Process? For more information, visit www.epa.gov

- Yes
 No, program is not covered by E.O. 12372
 No, program has not been selected by state for review

If Yes, date application was made available to the E.O. 12372 Process.

Is the Subapplicant delinquent on any Federal debt? Yes No

If yes, please explain:

Current Mitigation Plan

Mitigation plan information

Is the subapplicant covered by a current FEMA approved multi-hazard mitigation plan in compliance with 44 CFR Part 201? Yes
 No

If Yes, please provide plan information:

Plan Name Natural Hazard Mitigation Plan, Jamestown RI

Plan Type State Hazard Mitigation Plan
 Local Hazard Mitigation Plan
 Local Multijurisdictional Hazard Mitigation Plan

Plan Approval Date	Plan Adoption Date	Plan Expiration Date
3/24/2017	2/6/2017	3/23/2022

Provide link to the plan with reference to or attachment of the location in the plan where this project is identified and description of consistency with goals and objectives of the plan

<https://jamestownri.gov/Home/ShowDocument?id=41853>

For Hazard Mitigation Plan Development and Plan Updates (HMP) ONLY:

Rhode Island Emergency Management Agency (RIEMA) will consider funding requests to develop or update local and multi-jurisdictional hazard mitigation plans, or to help municipalities without a plan develop one.

Subapplicants are encouraged to carefully review the FEMA April 2023 publication titled Local Mitigation Planning Policy Guide (fema.gov) and the RIEMA website for hazard mitigation planning. (<http://www.riema.ri.gov/planning/hazardmitigation/planning/index.php>)

Scope of Work

Proposed Activity

Primary Activity

- New Formal Hazard Mitigation Plan
- Formal Hazard Mitigation Plan Update
- Hazard Mitigation Planning-Related activities

HMP-A: select a Sub-activity

https://www.fema.gov/sites/default/files/documents/fema_hma-planning-related-activities_factsheet.pdf

- Updating or enhancing sections of the current FEMA-approved mitigation plan
- Integrating information from mitigation plans, specifically risk assessment or mitigation strategies, with other planning efforts
- Building capability through delivery of technical assistance and training
- Evaluating the adoption/implementation of codes and ordinances that reduce risk and/or increase resilience to future hazards
- Other

Please provide below or in a separate attachment a detailed description of the proposed scope of work.

Please see attachment for Scope of Work

Community

Answer questions A through F for each jurisdiction that is expected to participate in the mitigation planning activity. Details relevant to completing the questions below may be available in your community's Hazard Mitigation Plan.

Information can be provided using this Subapplication (add lines as needed), the attached spreadsheet or in a separate document clearly identifying the questions and answers.

- a) Jurisdiction Name (for all participating)
- b) Population to be covered by the plan
- c) Name of Hazard Mitigation Coordinator or Floodplain Coordinator/Manager (municipal)
- d) Is the community a participant in good standing with the National Flood Insurance Program (NFIP)?
- e) CID Number of Community (<https://www.fema.gov/cis/RI.pdf>)
- f) Does the community participate in the Community Rating System (NFIP CRS)?

Communities (complete for each benefitting/participating community; add more rows as needed)						
	Jurisdiction Name (a)	Population (b)	HM and/or Floodplain Coordinator (c)	NFIP Participant (d)	CID # (e)	CRS (f) If Yes, CRS Rating
1	Town of Jamestown	5,559		<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA	445399	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
2				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N
3				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N
4				<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> NA		<input type="checkbox"/> Y <input type="checkbox"/> N

Provide any additional comments and/or reference to applicable attachments (optional)

Hazard History (HMP Only)

Identify the municipalities assessment of the following 21 Hazards. The RI State Hazard Mitigation Plan <http://www.riema.ri.gov/planning/hazardmitigation/planning/index.php> may be used as a reference (not compatible with Internet Explorer web-browser). Please add additional hazards as appropriate.

Hazard	Impacts Municipality?	Hazard of Concern?	Included in last HMP?	Intended to be included in HMP update?
Severe Winter Weather	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Flood	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
High Wind	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Extreme Heat	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tropical and Extratropical Storms	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Extreme Cold	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Thunderstorm	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Dam Failure	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fire	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Sea Level Rise	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hazard	Impacts Municipality?	Hazard of Concern?	Included in last HMP?	Intended to be included in HMP update?
Infectious Disease	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Drought	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Earthquake	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Tornado	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cybersecurity Incident	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Chemical Incident	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Terrorism	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Biological Incident	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Radiological Incident	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Civil Disturbance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Infrastructure Failure	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Timeline

Using the outline below, estimate in monthly increments how much time will be allotted for each task after grant award notification. Due to a possible overlap in the time allotted for each task, include an estimate for each task's duration and the total schedule.

Note: *Scope of Work, Timeline and Budget should be aligned by Task*

	Task (add lines for each task)	Start Month	Task Duration (in months)
1	Procurement of consultant, formal bid process	June 2023	2-3 months
2	Management, Planning and Data Collection	September 2023	3 months
3	Hazard Identification and Risk Assessment	January 2024	4 months
4	Mitigation Strategy	April 2024	2 months
5	Plan Writing, Review and Finalize	June 2024	3 months
6			
7			
8			

Total Schedule

Estimate the total duration of your proposed activities (in months)

18 months

Proposed start date (MM/DD/YYYY)

June 2023

Proposed end date (MM/DD/YYYY)

December 2024

Budget

Cost estimates should directly link to the scope of work and work schedule.

A completed FEMA SF-424 *Non-Construction Budget Form* (included with this subapplication package) must be attached to your subapplication.

Budget Summary

The budget summary below is typically how FEMA will allocate costs to be included in your contract. This may not cover important details (e.g., details of anticipated hourly labor costs, volunteer time, specific technical needs, etc.), from which the summary is derived.

Lump sum totals are not acceptable to FEMA, details must be provided



Copy Tasks from above and add cost for each

	Cost Item	Total Cost	Federal Share	Non-Fed Share
1	Procurement of consultant, formal bid process	0	0	0
2	Management, Planning and Data Collection	4,000	3,600	400
3	Hazard Identification and Risk Assessment	10,000	9,000	1,000
4	Mitigation Strategy	6,000	5,400	600
5	Plan Writing, Review and Finalize	10,000	9,000	1,000
6				
7				
8				
	Total Project Cost	35,000	31,500	3,500

Management Costs

*Management costs are any indirect cost, any direct administrative cost and any other administrative expense associated with the administration of an HMGP grant. The total amount of management costs cannot exceed 5% of the total cost estimate amount. **FEMA will provide 100 percent federal funding for subrecipient management costs.***

Are you interested in applying for Management Costs? If yes, contact RIEMA for additional forms

Cost share

Cost share, or non-federal matching funds, are the portion of project costs not paid by federal funds. Hazard mitigation assistance (HMA) funds may be used to pay federal share of the eligible activity costs.

Proposed federal vs. non-federal funding shares

Total Budget	\$ 35,000	
Proposed federal share	\$ 31,500	% 90
Proposed non-federal share	\$ 3,500	% 10

Non-federal funding share is that portion of the total costs of the program provided by the non-federal entity in the form of in-kind contributions (professional services, labor, etc.) or cash match received from third parties or contributed by the entity. In-kind contributions must be provided and/or cash expended during the project period of performance to satisfy requirements.

Non-federal funding source (complete this table for each funding source)

Funding source	In Kind		
Name of source agency	Town of Jamestown		
Funding amount	\$ 3,500	Percent non-federal share by source	10 %
Funding type	<input type="checkbox"/> Administration <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Supplies <input type="checkbox"/> Labor <input type="checkbox"/> Consulting fees <input type="checkbox"/> Engineering fees <input type="checkbox"/> Program income <input type="checkbox"/> Equipment operation/rental <input type="checkbox"/> Other		
Date of availability	05/01/2023	Fund commitment letter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Provide any additional comments and/or reference to applicable attachments (optional)

Jamestown, RI - Local Hazard Mitigation Plan Scope of Work

The population was 5,559 at the 2020 census.

Jamestown has a total area of 35.3 square miles, of which, 9.7 square miles of it is land and 25.6 square miles of it (72.55%) is water.

The racial makeup of the town in 2020 was:

95.5% White	0.10% Black or African American	0.50% Native American
0.30% Asian	0.00% Pacific Islander	
3.70% from two or more races Hispanic or Latino of any race were 0.20% of the population		

The Town of Jamestown will develop a local mitigation plan. The plan will address mitigation of multiple natural hazards, including but not limited to flood, wind, fire, and geologic hazards. The Town Planning Department will be working with a consultant to put a plan in place. The Town is asking the consultant to assist with the following tasks:

FEMA's newly released guidance (*Local Mitigation Planning Policy Guide*, released April 19, 2022/effective April 19, 2023) and requirements for High Hazard Potential Dams Rehabilitation Grant Program (HHPD) will be included in this plan update, as applicable.

Task No. 1: Management, Planning and Data Collection - Est. \$4,000

Jamestown and the consultant will document the hazard mitigation planning process, including but not limited to:

- Kick-off meeting with the Town of Jamestown and their Emergency Management Director
- Contacts/stakeholder identification - recruiting town stakeholders to the Jamestown Hazard Mitigation Planning Committee. Members will include a cross-section of the community, such as residents, government officials, community leaders, and business owners.
 - The Committee will:
 - Hold public hearings, meetings, and/or workshops during the plan development period.
 - Solicit input from citizens and professionals with knowledge of applicable hazards.
 - Solicit input regarding the feasibility of potential mitigation measures for each hazard and the prioritization of mitigation projects.
 - Review the final draft of the plan and the plan's goals and proposed mitigation projects.
 - Be involved in the implementation as well as the updating of the plan's goals and proposed mitigation projects.
 - Conduct community outreach with a public survey to seek input on natural hazard awareness and mitigation strategies
- Review past plans and State plans
- Review community planning documents and identify opportunities for integration into Hazard Mitigation Plan update

Task No. 2: Hazard Identification and Risk Assessment – Est. \$11,000

The purpose of this section is to provide a basis for hazard mitigation planning and will include:

- Hazard Identification: Jamestown and the consultant will develop a description and prioritization of the natural hazards that have occurred within the communities. For this plan, the risk assessment section will assess Tiverton's risks.

The natural hazards categories, consistent with the State Hazard Mitigation Plan include, but are not limited to:

- Flood-Related Hazards (river flooding, coastal flooding, erosion, dam failures as the result of coastal storms, winter storms and hurricanes) that include, at a minimum, flood hazard areas as defined by FEMA in the Flood Insurance Rate Maps (FIRMs) for the jurisdiction as well as local historical data.
 - Wind-Related Hazards (hurricanes, coastal storms, winter storms, tornadoes) based on information provided by the National Weather Service and/or State Hazard Mitigation Plan.
 - Fire-Related Hazards (drought, wildfires) based on local historical data, the National Weather Service, State Hazard Mitigation Plan, and/or other applicable plans/sources.
 - Geologic Hazards (earthquakes, landslides, sink holes) based on local historical information, State Hazard Mitigation Plan, and/or other applicable plans/sources.
 - Other Hazards not listed above as determined by local history and experience.
- Mitigation planning committee kick-off/ hazard identification meeting.
 - Review historic event data.
 - HAZUS-MH Flooding and analysis: Using the best available, existing data Jamestown will develop a base map of areas affected by multiple natural hazards.
 - Vulnerability Assessment: Based on the previous information, Jamestown and the consultant will develop an overview of each community's vulnerability to specific hazards. This vulnerability assessment, if possible, will include:
 - Types and numbers of buildings, infrastructure, and critical facilities located in the identified hazard areas.
 - All existing multiple hazard protection measures within the jurisdiction, including protective measures under the National Flood Insurance Program (NFIP).
 - A description of each measure and the method of enforcement and/or the point of contact responsible for implementation of each measure.
 - Historical performance of each measure and a description of improvements or changes needed.
 - General description of land uses and development trends to incorporate future land use decisions.

Task No. 3: Mitigation Strategy – Est. \$8,000

The Town of Jamestown and the consultant will hold a Hazard Mitigation Planning Committee meeting to focus on a mitigation strategy.

- Mitigation planning committee mitigation strategy meeting.
- Identify mitigation opportunities.
- Develop mitigation strategies and project rankings.
- Update the status for the mitigation strategies.
- Internal review of mitigation options.
- The strategy will include:
 - A list of mitigation goal statements that focus on reducing the risks from the identified natural hazards.
 - A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. This section will include a list of prioritized hazards mitigation projects that best meet the communities' needs for multiple hazard damage reduction.

Task No. 4: Plan Writing, Review and Finalize – Est. \$12,000

Completed by the Town of Jamestown and the consultant:

- Writing update of the hazard mitigation plan
- Internal review of the updated hazard mitigation plan
- Mitigation planning committee review meeting and public meeting
- Provide public opportunity to review draft plan
- Address community and public comments
- Submit plan to RIEMA and FEMA for review and address comments
- Hazard Mitigation Plan Adoption and approval

This SOW was created with quotes to help guide the process. A consultant has not been chosen and the town will do a formal bid process that is in line with our procurement policy once federal funding is awarded. Jamestown has received approval from the Town Council to apply for a grant with the understanding the amount requested will not exceed \$30,000. Although quotes are being provided as documentation to help support our SOW it does not mean the consultants are under agreements or will be the consultants the Town awards the plan to after the bid process. The Town will add the following the verbiage to the agreement, "The consultant will remain in its project management role until final approval by FEMA."



TOWN OF JAMESTOWN
 93 NARRAGANSETT AVENUE
 P.O. Box 377
 JAMESTOWN, RHODE ISLAND 02835

April 10, 2023

RI Emergency Management Agency
 645 New London Avenue
 Cranston RI 02920

RE: Town of Jamestown DR-4505-RI Sub-application Local Match Commitment Letter

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Assistance Program process, a local match funding commitment is required. This letter serves as the Town of Jamestown’s commitment to meet the local match fund requirements for the Hazard Mitigation Grant Program (HMGP).

Source of Non-Federal Match Commitment Funds:
 Name of Non-Federal Match Commitment Funding Source:
 Funding Type:
 Funds Availability Date:
 Requested Federal Share (90%):
 Local Match Commitment (10%):

Local Agency Funding
General Fund
Cash
5/1/2023
\$31,500
\$3,500

We understand that for match to be accepted, it must be allowable, reasonable, allocable, consistently applied, necessary to accomplish the projects objectives, and included in the approved budget. We are aware that appropriate documentation is required to record the cost match being provided.

We are aware that none of the cash can be paid from a federally funded source or currently being utilized as a cost match toward another federal grant.

Please contact Lisa Bryer at 401-423-7209 or lbryer@jamestownri.net with questions.

Sincerely,

Edward A. Mello
 Interim Town Administrator
 401-423-9805
 emello@jamestownri.net

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 04/21/2023	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: 04/21/2023	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: Town of Jamestown, RI		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 05-6000202	* c. UEI: KKQQZA6X7GX7	
d. Address:		
* Street1: 93 Narragansett Avenue	Street2: <input type="text"/>	
* City: Jamestown	County/Parish: <input type="text"/>	
* State: RI: Rhode Island	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 02835-1149	
e. Organizational Unit:		
Department Name: Town of Jamestown	Division Name: Planning Department	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.	* First Name: Lisa	Middle Name: <input type="text"/>
* Last Name: Bryer	Suffix: <input type="text"/>	
Title: Town Planner		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 401-423-7209	Fax Number: <input type="text"/>	
* Email: lbryer@jamestownri.net		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

FEMA

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

DR-4505-RI

* Title:

COVID-19

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Update of the 2017 Hazard Mitigation Plan to comply with local, state and federal requirements.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="1"/>	* b. Program/Project: <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="06/01/2023"/>	* b. End Date: <input type="text" value="12/31/2024"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="31,500.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="3,500.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="35,000.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input checked="" type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Edward"/>
Middle Name: <input type="text" value="A"/>	
* Last Name: <input type="text" value="Mello"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Interim Town Administrator"/>	
* Telephone Number: <input type="text" value="401-423-9805"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="emello@jamestownri.net"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. HMGP DR-4505-RI		\$ 31,500.00	\$ 3,500.00	\$	\$	\$ 35,000.00
2.						
3.						
4.						
5. Totals		\$ 31,500.00	\$ 3,500.00	\$	\$	\$ 35,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	HMGP DR-4505-RI				
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	31,500.00	3,500.00			35,000.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	31,500.00	3,500.00			\$ 35,000.00
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$ 31,500.00	\$ 3,500.00	\$	\$	\$ 35,000.00
7. Program Income	\$	\$	\$	\$	\$

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. HMGP DR-4505-RI	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
12. TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. HMGP DR-4505-RI	\$ <input type="text" value="22,000.00"/>	\$ <input type="text" value="13,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text" value="22,000.00"/>	\$ <input type="text" value="13,000.00"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: <input type="text"/>		22. Indirect Charges: <input type="text"/>			
23. Remarks: <input type="text"/>					

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED April 10, 2023



OpenGov Inc.
6525 Crown Blvd #41340
San Jose, CA 95160
United States

Order Number: Q007847
Created On: April 6, 2023
Quote Expiration Date: April 28, 2023
Subscription Start Date: May 01, 2023
Subscription End Date: April 30, 2024

Prepared By: Carl Anderson
Email: canderson@opengov.com
Contract Term: 12 Months

Customer Information

Customer: Town of Jamestown, RI
Bill To/Ship To: 93 Narragansett Avenue
Jamestown, RI US
Contact Name: Roberta Fagan
Email: rfagan@jamestownri.net
Phone: 14014239800

Order Details

Billing Frequency: Annual

Payment Terms: Net 30

SOFTWARE SERVICES:			
Product / Service	Start Date	End Date	Annual Fee
Permitting, Licensing & Code Enforcement - 2 Service Areas <i>Master Address Table or Assessor System Integration</i>	May 01, 2023	April 30, 2024	\$11,668.00
Contractor Licensing	May 01, 2023	April 30, 2024	\$0.00
Total Annual Fee			\$11,668.00

PROFESSIONAL SERVICES:		
Product / Service	Start Date	Total Amount
Professional Services Deployment - Prepaid	May 01, 2023	\$58,305.00
Services Total Amount		\$58,305.00

Order Form Legal Terms

Welcome to OpenGov! Thanks for using our Software Services. This Order Form is entered into between OpenGov, Inc., with its principal place of business at PO Box 41340, San Jose, CA 95160 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Order Form includes and incorporates the OpenGov Software Services Agreement ("SSA") attached, or if no such SSA is attached, the SSA available at <https://opengov.com/terms-of-service> and the applicable Statement of Work ("SOW") incorporated herein in the event Professional Services are purchased. The Order Form, SSA and SOW shall hereafter be referred to as the "Agreement". Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, on the Effective Date. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Terms and Conditions. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

Town of Jamestown, RI	OpenGov, Inc.
Signature:	Signature:
Name:	Name:
Title:	Title:
Sign Date:	Countersign Date:

Billing Date: 5/1/2023
Billing Amount: \$69,973.00 (Annual Software Services + Professional Services)



Statement of Work

Town of Jamestown, RI

Creation Date: 1/25/2023
Document Number: PS-03606
Version Number: 2
Created by: Jennifer Nordin

TABLE OF CONTENTS

1. Overview and Approach	3
1.1. Agreement	3
2. Statement of Work	3
2.1. Project Scope	3
2.2. Facilities and Hours of Coverage	3
2.3. Key Assumptions	4
2.4. OpenGov Responsibilities	4
2.4.1. Activity 1 – Project Management	4
2.4.2. Activity 2 – Initialization	5
2.4.3. Activity 3 – OpenGov Use Cases	5
2.4.4. Activity 4 – Training	6
2.5. Your Responsibilities	6
2.5.1. Your Project Manager	6
2.6. Completion Criteria	7
2.7. Estimated Schedule	7
2.8. Illustrative Project Timelines	8
2.9. Charges	8
2.10. Offer Expiration Date	8
Appendix A: Engagement Charter	9
A-1: Communication and Escalation Procedure	9
A-2: Change Order Process	9
A-3: Deliverable Materials Acceptance Procedure	10
Appendix B: Implementation Activities	11
B-1: OpenGov Permitting & Licensing Suite	11
Appendix C: Technical Requirements	15
C-1: OpenGov Permitting & Licensing Suite	15

1. Overview and Approach

1.1. Agreement

This Statement of Work ("SOW") identifies services that OpenGov, Inc. ("OpenGov" or "we") will perform for Town of Jamestown, RI ("Customer" or "you") pursuant to that order for Professional Services entered into between OpenGov and the Customer ("Order Form") which references the Software Services Agreement or other applicable agreement entered into by the parties (the "Agreement").

- Customer acknowledges and agrees that this Statement of Work is subject to the confidentiality obligations set forth in the Software Services Agreement between OpenGov and Town of Jamestown, RI.
- Customer's use of the Professional Services is governed by the Agreement and not this SOW.
- Upon execution of the Order Form or other documentation referencing the SOW, this SOW shall be incorporated by reference into the Agreement.
- In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of this SOW shall govern with respect to the subject matter of this SOW only. Unless otherwise defined herein, capitalized terms used in this SOW shall have the meaning defined in the Agreement.
- This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party.
- OpenGov will be deployed as is, Customer has access to all functionality available in the current release.

2. Statement of Work

This SOW is limited to the Implementation of the OpenGov Permitting & Licensing as defined in the OpenGov Responsibilities section of this document ([Section 2.4](#)). Any additional services or support will be considered out of scope.

2.1. Project Scope

Under this project, OpenGov will deliver cloud based Permitting & Licensing solutions to help the Town of Jamestown, RI power a more effective and accountable government. OpenGov's estimated charges and schedule are based on performance of the activities listed in the "OpenGov Responsibilities" section below. Deviations that arise during the project will be managed through the procedure described in Appendix A-2: Project Change Control Procedure, and may result in adjustments to the Project Scope, Estimated Schedule, Charges and other terms. These adjustments may include charges on a time-and-materials or fixed-fee basis using OpenGov's standard rates in effect from time to time for any resulting additional work or waiting time.

2.2. Facilities and Hours of Coverage

OpenGov will:

- A. Perform the work under this SOW remotely, except for any project-related activity which OpenGov determines would be best performed at your facility in Town of Jamestown, RI in order to complete its responsibilities under this SOW.
- B. Provide the Services under this SOW during normal business hours, 8:30am to 6:00pm local time, Monday through Friday, except holidays.

2.3. Key Assumptions

The SOW and OpenGov estimates are based on the following key assumptions. Deviations that arise during the proposed project will be managed through the Project Change Control Procedure (see Appendix A-2), and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and other terms.

Per

- A. The OpenGov Suites are not customized beyond current capacities based on the latest release of the software.
- B. Individual software modules are configured based on discussions between OpenGov and Customer.
- C. Permitting & Licensing Suite
 - i. Customer will provide forms, workflows, fees, and other relevant data within two (2) weeks immediately following the kick-off meeting.
 - ii. OpenGov Record Type configuration will include up to eighteen (18) total Record Types for two (2) Service Areas (See Appendix B for list).
 - iii. Customer will provide a complete, consistent, and accurate Master Address Table (MAT) import file and maintain the file format and unique IDs.
 - iv. OpenGov will provide up to two (2) exchanges of data per file imported (Master Address Table) under this Scope of work.
 - v. No other integrations or migrations are included outside of the Master Address Table and State Contractor Integration.

2.4. OpenGov Responsibilities

2.4.1. Activity 1 – Project Management

OpenGov will provide project management for the OpenGov responsibilities in this SOW. The purpose of this activity is to provide direction to the OpenGov project personnel and to provide a framework for project planning, communications, reporting, procedural and contractual activity. This activity is composed of the following tasks:

Planning

OpenGov will:

- A. review the SOW, contract and project plan with Customer's Project Manager and key stakeholders to ensure alignment and agreed upon timelines;
- B. maintain project communications through your Project Manager;
- C. establish documentation and procedural standards for deliverable Materials; and

- D. assist your Project Manager to prepare and maintain the project plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones.

Project Tracking and Reporting

OpenGov will:

- A. review project tasks, schedules, and resources and make changes or additions, as appropriate. Measure and evaluate progress against the project plan with your Project Manager;
- B. work with your Project Manager to address and resolve deviations from the project plan;
- C. conduct regularly scheduled project status meetings; and
- D. administer the Project Change Control Procedure with your Project Manager.

Completion Criteria:

This is an on-going activity which will be considered complete at the end of the Services

Deliverable Materials:

- Weekly status reports
- Project plan
- Project Charter
- Risk, Action, Issues and Decisions Register (RAID)

2.4.2. Activity 2 – Initialization

OpenGov will provide the following:

- A. Customer Entity configuration
- B. System Administrators creation
- C. Solution Blueprint creation
- D. Data Validation strategy confirmation

Completion Criteria:

This activity will be considered complete when:

- Customer Entity is created
- System Administrators have access to Customer Entity
- Solution Blueprint is presented to Customer

Deliverable Materials:

- Solution Blueprint
- Sign-off of Initial Draft Solution Blueprint

2.4.3. Activity 3 – OpenGov Use Cases

OpenGov will provide the following:

Permitting & Licensing Use Cases

- A. Community Development: Building Permits & Inspectional Services
- B. Clerk

Completion Criteria:

This activity will be considered complete when:

Permitting & Licensing Use Cases

- Record Types are configured
- Integrations are configured

Deliverable Materials:

- Formal sign off document

2.4.4. Activity 4 – Training

Training will be provided in instructor-led virtual sessions or through OpenGov University Training courses. For any instructor-led virtual sessions, the class size is recommended to be 10, for class sizes larger than 10 it may be necessary to have more than one instructor.

Completion Criteria:

- Administrator training is provided
- Training on system functionality is provided
- End User training is provided

Deliverable Materials:

- Formal sign off document

2.5. Your Responsibilities

The completion of the proposed scope of work depends on the full commitment and participation of your management and personnel. The responsibilities listed in this section are in addition to those responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by you. Delays in performance of these responsibilities may result in delay of the completion of the project and will be handled in accordance with Appendix A-1: Project Change Control Procedure.

2.5.1. Your Project Manager

Prior to the start of this project, you will designate a person called your Project Manager who will be the focal point for OpenGov communications relative to this project and will have the authority to act on behalf of you in all matters regarding this project.

Your Project Manager's responsibilities include the following:

- A. manage your personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing);
- B. serve as the interface between OpenGov and all your departments participating in the project;
- C. administer the Project Change Control Procedure with the Project Manager;
- D. participate in project status meetings;
- E. obtain and provide information, data, and decisions within five (5) business days of OpenGov's request unless you and OpenGov agree in writing to a different response time;
- F. resolve deviations from the estimated schedule, which may be caused by you;
- G. help resolve project issues and escalate issues within your organization, as necessary; and
- H. create, with OpenGov's assistance, the project plan for the performance of this SOW which will include the activities, tasks, assignments, milestones and estimates.

2.6. Completion Criteria

OpenGov will have fulfilled its obligations under this SOW when any of the following first occurs:

- A. OpenGov accomplishes the activities set forth in "OpenGov responsibilities" section and delivers the Materials listed, if any; or
- B. The End date is reached

2.7. Estimated Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, the OpenGov assigned project manager will work with Customer Project Manager to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures and have an estimated end date of June 2023 ("End Date") or on other dates mutually agreed to between you and OpenGov.

2.8. Illustrative Project Timelines

The typical project timelines are for illustrative purposes only and may not reflect your use cases.

Citizen Services Suite Illustrative Timeline		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Historical Migration and Exports							
Citizen Services Suite	Requirements and Discovery						
	Initiate*						
	Configure*						
	Validation*						
	Go Live*						
Reporting & Transparency							
GoLive Support	Hypercare						
<small>*Timeline is dependent on the number of Service Areas and Records Types. Customer is responsible for attending the kick off of each phase, providing any necessary data for each phase, participating in working sessions during active phases, and signing off on deliverables at the end of each phase.</small>							

2.9. Charges

The Services will be conducted on a Fixed Price basis. This fixed price is exclusive of any travel and living expenses and other reasonable expenses incurred in connection with the Services. All charges are exclusive of any applicable taxes.

Should travel be incurred, you will be billed travel and living costs (including actual transportation and lodging, and per diem meal expenses) estimated at \$5,000.

2.10. Offer Expiration Date

This offer will expire on April 25, 2023 unless extended by OpenGov in writing.

Appendix A: Engagement Charter

A-1: Communication and Escalation Procedure

Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment both parties agree to the following:

- **Regular communication** aligned to the agreed upon project plan and timing.
 - OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.
- **Executive involvement**
 - Executives may be called upon to clarify expectations and/or resolve confusion.
 - Executives may be needed to steer strategic items to maximize the value through the deployment.
- **Escalation Process:**
 - OpenGov and Customer agree to raise concerns and follow the escalation process, resource responsibility, and documentation in the event an escalation is needed to support issues raised
 - Identification of an issue impeding deployment progress, outcome or capturing the value proposition, that is not acceptable.
 - Customer or OpenGov Project Manager summarizes the problem statement and impasse.
 - Customer and OpenGov Project Managers jointly will outline solution, acceptance or schedule Executive review.
 - Resolution will be documented and signed off following Executive review.
- **Phase Sign-Off**
 - OpenGov requests sign-offs at various stages during the implementation of the project. Once the Customer has signed-off, any additional changes requested by Customer on that stage will require a paid change order for additional hours for OpenGov to complete the requested changes.

A-2: Change Order Process

This SOW and related efforts are based on the information provided and gathered by OpenGov. Customers acknowledge that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing or email, by both Customer and OpenGov, and documented as such via a:

- *Change Order* - Work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date and be paid for by Customer. Changes might include:
 - Timeline for completion
 - Sign off process
 - Cost of change and Invoice timing
 - Amending the SOW to correct an error.

- o Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.
- o Change in type of OpenGov resources to support the SOW.

A-3: Deliverable Materials Acceptance Procedure

Deliverable Materials as defined herein will be reviewed and accepted in accordance with the following procedure:

- The deliverable Material will be submitted to your Project Manager.
- Your Project Manager will have decision authority to approve/reject all project Criteria, Phase Acceptance and Engagement Acceptance.
- Within five (5) business days of receipt, your Project Manager will either accept the deliverable Material or provide OpenGov's Project Manager a written list of requested revisions. If OpenGov receives no response from your Project Manager within five (5) business days, then the deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.
- All acceptance milestones and associated review periods will be tracked on the project plan.
- Both OpenGov and Customer recognize that failure to complete tasks and respond to open issues may have a negative impact on the project.
- For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the project.
- Any conflict arising from the deliverable Materials Acceptance Procedure will be addressed as specified in the Escalation Procedure set forth in Appendix A-1. As set forth in Section 6.1(e) of the Agreement, if there are extended delays (greater than 10 business days) in Customer's response for requested information or deliverable; OpenGov may opt to put the project on an "On Hold" status. After the Customer has fulfilled its obligations, Professional Services can be resumed and the project will be taken off the "On-Hold" status.
- Putting a project "on Hold" may have several ramifications including, but not restricted, to the following:
 - o Professional Services to the customer could be stopped;
 - o Delay to any agreed timelines; or
 - o Not having the same Professional Services team assigned.

Appendix B: Implementation Activities

B-1: OpenGov Permitting & Licensing Suite

Instance Creation

Permitting & Licensing Suite		
Description	OpenGov Responsibilities	Customer Responsibilities
Permitting & Licensing Instance	OpenGov will: <ul style="list-style-type: none"> ● Provision a PLC environment and FTPS site. 	Customer will: <ul style="list-style-type: none"> ● Confirm access to PLC environment.

Technical Project Review

Description	OpenGov Responsibilities	Customer Responsibilities
Technical Project Review	OpenGov will: <ul style="list-style-type: none"> ● Provide up to two (2) two-hour working sessions at the beginning of the project to: <ul style="list-style-type: none"> ○ Review deliverables ○ Review technical requirements ○ Provide documentation on requirements and processes ○ Provide a system overview to Customer's System Administrators OpenGov Assumptions: <ul style="list-style-type: none"> ● Customer will provide relevant data within two (2) weeks immediately following the kick-off meeting. 	Customer will: <ul style="list-style-type: none"> ● Identify relevant participants for attendance. ● Confirm deliverables. ● Provide relevant data for the project.

System Integrations Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Recurring Master Address Table (MAT) Import	OpenGov will: <ul style="list-style-type: none"> ● Provide a Master Address Table (MAT) template. 	Customer will: <ul style="list-style-type: none"> ● Populate the Customer's location data in the OpenGov MAT template.

	<ul style="list-style-type: none"> • Provide an FTPS location for the Customer to upload the file. • Import the MAT file. <p>OpenGov Assumptions:</p> <ul style="list-style-type: none"> • Customer will provide a complete, consistent, and accurate import file and maintain the file format and unique IDs. • OpenGov will provide up to two (2) exchanges of data per file imported. 	<ul style="list-style-type: none"> • Upload MAT file to OpenGov's FTPS. • Agree upon specifications prior to import. • Validate and provide sign-off the solution meets agreed upon specifications. • Maintain the MAT following configuration by uploading the MAT file on a recurring basis (e.g. daily, weekly, or monthly).
State Contractor Integration	<p>OpenGov will:</p> <ul style="list-style-type: none"> • Integrate with the Rhode Island licensed professional dataset for use within the PLC platform and refreshed daily/weekly. 	<p>Customer will:</p> <ul style="list-style-type: none"> • Validate and provide sign-off the solution meets agreed upon specifications

Record Type Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Record Type Configuration	<p>OpenGov will:</p> <ul style="list-style-type: none"> • Configure standard record type drafts of Customer's record types in the Permitting & Licensing system. Record Type includes: <ul style="list-style-type: none"> ○ Application Form ○ Workflow ○ Output Document ○ Fees • Review configured Record Types and provide training on how to: <ul style="list-style-type: none"> ○ Manage access ○ Edit forms, fees, and workflow. <p>OpenGov Assumptions:</p> <ul style="list-style-type: none"> • OpenGov will configure up to eighteen (18) Record Types Building 	<p>Customer will:</p> <ul style="list-style-type: none"> • Provide existing application forms, current workflows, fee structures, and output documents. • Attend scheduled working sessions for the purpose of validating, reviewing, and iterating upon draft record types configuration. • Test all configured record types • Validate and sign off on configured record types.

	<ol style="list-style-type: none"> 1. Building 2. Blasting 3. Electrical 4. Plumbing 5. Mechanical <p>Clerk</p> <ol style="list-style-type: none"> 1. Dog 2. Event/Entertainment 3. Liquor 4. Holiday 5. Mobile Food Establishment 6. Victualer 7. Moving 8. Transfer Station Permit 9. Short Term Rental 10. Vendor/Peddler 11. Residential Parking 12. Trade Name 13. Non-Resident Landlord 	
--	---	--

Working Sessions and Trainings

<p>Permitting & Licensing Working Sessions</p>	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Per the agreed upon Project Plan, schedule working session with Customer's system <p>Administrators to:</p> <ul style="list-style-type: none"> ○ Review configurations ○ Provide insight and training on system functionality ○ Gain feedback and answer questions regarding configured system functionality 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Per the agreed upon Project Plan attend working sessions to: <ul style="list-style-type: none"> ○ Review configurations ○ Gain insight and training on system functionality ○ Give feedback and ask questions regarding configured system functionality
<p>OpenGov University</p>	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide access to OpenGov University online courses 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Complete OpenGov University Training courses as assigned.

Permitting & Licensing Administrator Training	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide System Training designed for system administrators, which will include how to: <ul style="list-style-type: none"> ○ Create and customize the Public Portal ○ Edit Record Types ○ Set up inspections ○ Create, share and export datasets. ○ Perform the basic functions of any integrations or other customizations included in the SOW 	<p>Customer will</p> <ul style="list-style-type: none"> ● Identify relevant participants and attend scheduled trainings.
Permitting & Licensing Internal End-User Training	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide two (2) of Internal End User Training(s) designed for Plan Review, Inspectors, etc., which will include how to: <ul style="list-style-type: none"> ○ Navigate the system ○ Understand inbox and tasks ○ Handle fees and payments ○ Conduct inspections ○ Create a new record ○ View datasets 	<p>Customer will</p> <ul style="list-style-type: none"> ● Identify relevant participants and attend scheduled trainings.
Record Type Configuration Training	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide up to four (4) configuration training session(s) to enable Administrators to own future configuration of Record Types. ● Session(s) will focus on: <ul style="list-style-type: none"> ○ Hands-on training for building, configuring, and maintaining Record Types. ○ Best practices 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Identify relevant participants and attend scheduled trainings. ● At the end of configuration training sessions, be responsible for maintenance and configuration of all Record Types.

Appendix C: Technical Requirements

C-1: OpenGov Permitting & Licensing Suite

Permitting & Licensing Suite	
Description	Technical Requirements
Master Address Table	<ul style="list-style-type: none">• Flat file• .csv, .xls, .xlsx, .txt with headers• Location information (parcels and address points recommended)• Unique ID field
Record Types	<ul style="list-style-type: none">• Current application forms, workflows, fee structures, and output documents.• PDF, Word, .csv, .xls, .xlsx with headers

**Town of
Jamestown, Rhode Island**

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



Date: April 11, 2023

To: Edward Mello
Interim Town Administrator

From: Michael Gray
Public Works Director

RE: Bids for Paving
Jamestown Fire Station Parking and
Drives at Fort Getty Guard House

A bid was advertised for paving the Jamestown Fire Station Parking lot and segments on Fort Getty Road at the newly constructed Guard House. Fort Getty road paving is time sensitive to complete before the park is open for the season. The parking lot at Jamestown Fire Station has been proposed during our annual paving programs in past years but did not get completed.

Bids were advertised and received on April 11, 2023 where they were opened and read in public. Bids were received from seven contractors and reviewed for completeness and to determine the lowest responsive bidder. Three items are included in the bid solicitation and they include bituminous surface course, bituminous binder course, and Fine Grading and Compaction.

A summary of the unit costs received for the three items in the bid:

Bituminous Surface Course	\$150/ ton to \$365/ton
Binder course	\$150/ton to \$375/ton.
Fine grading and compaction	\$2/square yard to \$15/square yard

I have reviewed the bids received and recommend the bid be awarded to the lowest responsive bidder, Cardi Corporation, Inc for the following:

Item 1: Bituminous Surface Course	\$150 per Ton
Item 2: Bituminous Binder Course	\$150 per Ton
Item 3: Fine Grading and Compaction	\$2 per Square Yard

Based upon the estimated quantities for each project and the lowest bid received from Cardi Corporation the total for the Fire Station parking lot is \$12,940 and for Fort Getty Roads at the Guard House is \$50,500. Work must be completed by May 15, 2023 before Fort Getty opens for the season.

RESOLUTION NUMBER 5**UP TO \$275,000 BORROWING FOR POLICE STATION BUILDING
IMPROVEMENTS / EFFICIENT BUILDING PROJECT THROUGH
ISSUANCE OF BONDS**

RESOLVED, That the qualified Electors of the Town of Jamestown vote to authorize the Finance Director, with the consent and approval of the Town Council, pursuant to Section 45-12-2 of the General Laws of the State of Rhode Island, to borrow and issue bonds, from time to time, but not to exceed in the whole, the sum of Two Hundred Seventy Five Thousand dollars (\$275,000.00) to finance building improvements, including heating-ventilation-air-conditioning, and energy efficiency projects at the Jamestown Police Station, including costs of issuance and payment of interest on any temporary notes, which amount shall be deemed appropriated for such purposes. The Town Council may by resolution authorize the issue from time to time of interest bearing or discounted notes in anticipation of the issue of bonds. Any bonds and notes issued under this resolution and any other authorized issue of bonds and/or notes of the town may be consolidated and issued at the same time as a single bond or note issue. Bonds and notes issued pursuant to the authority hereof shall be signed by the Finance Director and counter-signed by the President of the Town Council, and such counter-signature shall be conclusive evidence to all holders of such bonds and notes of the consent and approval of the Town Council to the borrowings evidenced thereby. All terms and conditions of the bonds and notes authorized herein including the manner of sale, amount, denominations, maturities and conversion or registration privileges and the designation of a securities depository and paying agent, not fixed by provisions of law, may be fixed by the Town Council or if not so fixed then by the Finance Director. Pending any issue of bonds hereunder or pending or in lieu of any issue of notes hereunder, the Finance Director, with the approval of the Town Council, may, to the extent that bonds or notes may be issued hereunder, apply funds in the treasury of the Town to the purposes for which bonds or notes are authorized hereunder, such advances to be repaid without interest from the proceeds of bonds or notes subsequently issued or from the proceeds of applicable federal or state assistance or from other available funds. The Finance Director is hereby authorized to execute and deliver on behalf of the Town such additional agreements as are necessary to effect the issuance of bonds and notes hereunder, the due authorization thereof being conclusively demonstrated by his or her execution and delivery of such agreements. The Finance Director is hereby authorized to (1) deliver such bonds and notes to the purchasers thereof and said officer is authorized and instructed to take all actions, on behalf of the Town, necessary to ensure that the interest on the bonds will be excludable from gross income for federal income tax purposes, (2) refrain from all actions which would cause interest on the bonds to be subject to federal income taxes, (3) deem the bonds, and to the extent not deemed to be, to designate the bonds and notes as "qualified tax-exempt obligations" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986 as amended, (4) take such action as to comply with Rule 15 c 2 – 12 (b) (5) of the Securities and Exchange Commission and is authorized to execute and deliver a Continuing Disclosure Certificate and (5) make all necessary contracts and agreements to issue said bonds and/or notes through the Rhode Island

Infrastructure Bank, and to comply with the provisions of Rhode Island General Laws Chapter 46-12.2 (the "Act") but nothing herein shall require that the Town issue such bonds and/or notes through the Rhode Island Infrastructure Bank.

RESOLUTION NUMBER 6
UP TO \$985,000 BORROWING FOR HIGHWAY EQUIPMENT
THROUGH ISSUANCE OF BONDS

RESOLVED, That the qualified Electors of the Town of Jamestown vote to authorize the Finance Director, with the consent and approval of the Town Council, pursuant to Section 45-12-2 of the General Laws of the State of Rhode Island, to borrow and issue bonds, from time to time, but not to exceed in the whole, the sum of Nine Hundred Eighty Five Thousand dollars (\$985,000.00) to finance highway equipment including but not limited to vehicles, including costs of issuance and payment of interest on any temporary notes, which amount shall be deemed appropriated for such purposes. The Town Council may by resolution authorize the issue from time to time of interest bearing or discounted notes in anticipation of the issue of bonds. Bonds and notes issued pursuant to the authority hereof shall be signed by the Finance Director and counter-signed by the President of the Town Council, and such counter-signature shall be conclusive evidence to all holders of such bonds and notes of the consent and approval of the Town Council to the borrowings evidenced thereby. All terms and conditions of the bonds and notes authorized herein including the manner of sale, amount, denominations, maturities and conversion or registration privileges and the designation of a securities depository and paying agent, not fixed by provisions of law, may be fixed by the Town Council or if not so fixed then by the Finance Director. Any bonds and/or notes issued under this resolution and any other authorized issue of bonds and/or notes of the town may be consolidated and issued at the same time as a single bond or note issue. Pending any issue of bonds hereunder or pending or in lieu of any issue of notes hereunder, the Finance Director, with the approval of the Town Council, may, to the extent that bonds or notes may be issued hereunder, apply funds in the treasury of the Town to the purposes for which bonds or notes are authorized hereunder, such advances to be repaid without interest from the proceeds of bonds or notes subsequently issued or from the proceeds of applicable federal or state assistance or from other available funds. The Finance Director is hereby authorized to (1) execute and deliver on behalf of the Town such additional agreements as are necessary to effect the issuance of bonds and notes hereunder, the due authorization thereof being conclusively demonstrated by his or her execution and delivery of such agreements, (2) deliver such bonds and notes to the purchasers thereof and said officer is authorized and instructed to take all actions, on behalf of the Town, necessary to ensure that the interest on the bonds will be excludable from gross income for federal income tax purposes, and to refrain from all actions which would cause interest on the bonds to be subject to federal income taxes, (3) deem the bonds, and to the extent not deemed to be, to designate the bonds and notes as "qualified tax-exempt obligations" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986 as amended and (4) take such actions as to comply with Rule 15 c 2 - 12 (b) (5) of the Securities and Exchange Commission and is authorized to execute and deliver a Continuing Disclosure Certificate.



PROCLAMATION OF THE TOWN COUNCIL

No. 2023-07

JAMES R. "JIM" BRYER, JR. DAY

MAY 4, 2023

WHEREAS: We, the Town Council of the Town of Jamestown, proclaim May 4th, 2023, as James R. "Jim" Bryer, Jr. Day in celebration and honor of Jim Bryer, who for the past 18 years has served with distinction, honor and dedication as Jamestown's Fire Chief; and

WHEREAS: Chief Bryer, Jr. was appointed to the Jamestown Fire Department on August 4th, 1977, and assigned as a Trainee to the Training Company. On November 2nd, 1979, he was appointed as a Firefighter and assigned to Engine Co. 1. When he was not serving as an officer in the Department he continued to volunteer as a Firefighter and EMT assisting in any area of the Department he could; and

WHEREAS: On May 5th, 1983, he was elected Rescue Lieutenant, serving on the same company as his father James R. Bryer, Sr., who was then the Rescue Captain. This is the only time in the Department's history that a father and son served as officers of the same company. The Bryer family – Bob, Jim, and Brian have served side by side in the Fire Department for over 40 years. They have responded to "hundreds" of EMS calls, car accidents, marine rescues, and fire incidents together as EMTs and First Responders; and

WHEREAS: Chief Bryer during his tenure on the Department served as Training Lieutenant, Training Captain, and Captain of Engine 2.; and

WHEREAS: On May 5th, 2005, James R. Bryer, Jr. was unanimously elected the 23rd Fire Chief of Jamestown Fire Department and has served in that position for the past 18 years. During his tenure the Department has developed and implemented numerous programs that have enhanced the safety and training of the members of the Jamestown Fire Department; and

WHEREAS: The Department will be forever grateful for Chief Bryer's vision, dedication and hard work on the Fire Station remodel and addition in 2016. His countless hours, meetings, and oversight as the project manager modernized the department's facilities for years to come; and

NOW, THEREFORE, We, the Town Council of the Town of Jamestown, Rhode Island, hereby proclaim May 4th, 2023, **JAMES R. "JIM" BRYER, JR. DAY**, in honor of Chief Bryer, Jr. for his many years of dedicated service to the citizens of Jamestown, but also his 18 years of service as the Fire Chief. Our community is lucky to have such a dedicated servant.

By Order of the Jamestown Town Council,

Nancy A. Beye, President

IN WITNESS WHEREOF, I hereby attach my hand and the
Official seal of the Town of Jamestown this 17th day of April, 2023.

Roberta J. Fagan, Town Clerk

Town of Jamestown

Finance Department

Town Hall

93 Narragansett Avenue

Jamestown, Rhode Island 02835-1199

401-423-9809 Fax 401-423-7229

Email: ccollins@jamestownri.net



Christina D. Collins
Finance Director

MEMORANDUM

TO: Edward A. Mello, Interim Town Administrator

FROM: Christina D. Collins, Finance Director

DATE: April 12, 2023

SUBJECT: Budget to Actual- General Fund

A handwritten signature in blue ink, appearing to be "e" or a stylized initial, is written next to the "TO:" line.

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

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

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 3/31/2023

Run: 4/12/2023 at 12:44 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7001 70101 00 Salaries	13,800.00	3,450.00	10,350.00	3,450.00	75.00
1100 7001 70302 00 Fees And Supplies	500.00	35.22	71.07	428.93	14.21
1100 7001 70305 00 Advertising	750.00	66.30	5,397.58	(4,647.58)	719.68
Town Council Expenses	15,050.00	3,551.52	15,818.65	(768.65)	105.11
1100 7002 70101 00 Salary, Town Administrator	123,000.00	20,407.68	101,303.81	21,696.19	82.36
1100 7002 70102 00 Salary, Clerical	62,478.00	4,950.00	46,035.00	16,443.00	73.68
1100 7002 70302 00 Fees And Supplies	2,500.00	464.12	4,605.59	(2,105.59)	184.22
1100 7002 70303 00 Travel Expenses	5,000.00	0.00	2,800.00	2,200.00	56.00
Town Administrator Expenses	192,978.00	25,821.80	154,744.40	38,233.60	80.19
1100 7003 70101 00 Salaries	5,636.00	433.48	4,118.06	1,517.94	73.07
1100 7003 70302 00 Fees And Supplies	1,200.00	201.86	848.61	351.39	70.72
Probate Court Expenses	6,836.00	635.34	4,966.67	1,869.33	72.65
1100 7004 70101 00 Salaries	5,236.00	1,309.00	3,927.00	1,309.00	75.00
1100 7004 70103 00 Salaries, Moderator & Sergeant	1,900.00	323.68	971.04	928.96	51.11
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	135.39	2,199.72	800.28	73.32
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	1,768.07	13,452.76	3,461.24	79.54
1100 7005 70201 00 Professional Services - Legal	125,000.00	8,961.00	73,466.50	51,533.50	58.77
Legal Expenses	125,000.00	8,961.00	73,466.50	51,533.50	58.77
1100 7006 70101 00 Salaries	71,600.00	5,672.92	54,176.38	17,423.62	75.67
1100 7006 70102 00 Salary, Clerical	105,337.00	7,927.52	74,393.06	30,943.94	70.62
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	386.13	16,760.52	12,198.48	57.88
1100 7006 70305 00 Advertising	3,797.00	0.00	(758.75)	4,555.75	(19.98)
Clerks And Records Expenses	210,233.00	13,986.57	145,687.35	64,545.65	69.30
1100 7007 70101 00 Salaries	90,454.00	6,611.58	71,305.88	19,148.12	78.83
1100 7007 70102 00 Salary, Clerical	39,578.00	3,000.00	25,387.50	14,190.50	64.15
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	136.28	1,762.73	2,412.27	42.22
Planning Expenses	141,207.00	9,747.86	98,456.11	42,750.89	69.72
1100 7008 70201 00 Salaries, Zoning Board	8,000.00	0.00	2,275.00	5,725.00	28.44
1100 7008 70302 00 Fees, Supplies & Dues	2,500.00	3,066.45	3,414.67	(914.67)	136.59
Zoning Expenses	10,500.00	3,066.45	5,689.67	4,810.33	54.19
1100 7009 70900 00 Social Security Tax	351,000.00	29,334.95	272,617.09	78,382.91	77.67
1100 7009 70901 00 Blue Cross/Delta Dental	658,750.00	44,691.60	430,769.19	227,980.81	65.39
1100 7009 70902 00 Worker's Compensation	75,000.00	0.00	70,147.00	4,853.00	93.53
1100 7009 70903 00 Retirement System	347,850.00	22,697.86	191,411.46	156,438.54	55.03
1100 7009 70906 00 Life Insurance	12,320.00	2,032.79	9,589.39	2,730.61	77.84
1100 7009 70907 00 General Liability Insurance	110,000.00	0.00	114,076.20	(4,076.20)	103.71
1100 7009 70910 00 Salary Adjustment	113,000.00	0.00	0.00	113,000.00	0.00
1100 7009 70911 00 FICA CLEARING ACCT	0.00	0.00	(0.29)	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	9,151.07	83,998.05	(753.05)	100.90
Personnel Expenses	1,776,165.00	107,908.27	1,172,608.09	603,556.91	66.02
1100 7010 70100 00 Salary, Finance Director	106,722.00	8,154.82	88,122.80	18,599.20	82.57
1100 7010 70101 00 Salaries- Dep. Tax Collector	77,827.00	5,643.00	52,479.91	25,347.09	67.43
1100 7010 70201 00 Professional Services	21,000.00	1,227.29	12,892.38	8,107.62	61.39
1100 7010 70302 00 Fees, Supplies & Dues	21,000.00	(2,193.82)	6,057.91	14,942.09	28.85
Finance Expenses	226,549.00	12,831.29	159,553.00	66,996.00	70.43
1100 7011 70101 00 Salaries	75,611.00	6,221.48	62,215.98	13,395.02	82.28
1100 7011 70302 00 Fees, Supplies, Dues	14,931.00	86.98	3,768.32	11,162.68	25.24
1100 7011 70305 00 Advertising	900.00	0.00	404.05	495.95	44.89
Tax Assessor Expenses	91,442.00	6,308.46	66,388.35	25,053.65	72.60
1100 7012 70201 00 Professional Services	24,000.00	4,950.00	28,550.00	(4,550.00)	118.96
Audit of Accounts Expenses	24,000.00	4,950.00	28,550.00	(4,550.00)	118.96
1100 7013 70201 00 IT- Consultant	60,000.00	3,015.00	42,017.50	17,982.50	70.03
1100 7013 70303 00 Software	49,150.00	885.50	47,311.56	1,838.44	96.26
Total Expenses	109,150.00	3,900.50	89,329.06	19,820.94	81.84

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 3/31/2023

Run: 4/12/2023 at 12:44 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7030 70302 00 EMA- SUPPLIES	7,500.00	495.00	5,480.46	2,019.54	73.07
EMA Expenses	7,500.00	495.00	5,480.46	2,019.54	73.07
1100 7031 70100 00 Salary, Police Chief	108,732.00	8,252.60	84,712.93	24,019.07	77.91
1100 7031 70101 00 Salaries - Police	931,536.00	66,588.28	672,681.69	258,854.31	72.21
1100 7031 70102 00 Police Longevity	68,089.00	29,006.42	57,827.00	10,262.00	84.93
1100 7031 70103 00 Police Benefits	57,650.00	4,227.16	48,427.41	9,222.59	84.00
1100 7031 70104 00 Police - OT	175,000.00	7,575.60	138,415.65	36,584.35	79.09
1100 7031 70105 00 Police Retirement	212,726.00	0.00	106,363.00	106,363.00	50.00
1100 7031 70111 00 Salary - Dispatch/Admin/Seasonal	234,213.00	16,058.31	156,185.07	78,027.93	66.69
1100 7031 70112 00 Dispatch, Longevity	16,027.00	0.00	8,404.94	7,622.06	52.44
1100 7031 70113 00 Dispatch - Benefits	11,686.00	1,078.60	10,444.92	1,241.08	89.38
1100 7031 70114 00 Dispatch - OT	23,000.00	2,857.20	31,149.95	(8,149.95)	135.43
1100 7031 70302 00 Fees & Supplies	21,000.00	1,085.65	10,221.08	10,778.92	48.67
1100 7031 70303 00 Computer Maintenance	24,200.00	445.81	13,376.71	10,823.29	55.28
1100 7031 70307 00 Building Maintenance	5,000.00	219.85	1,757.84	3,242.16	35.16
1100 7031 70308 00 Vehicle Insurance	9,017.00	0.00	9,017.00	0.00	100.00
1100 7031 70309 00 Telephone	12,500.00	1,014.59	8,186.71	4,313.29	65.49
1100 7031 70310 00 Personal Equipment	2,500.00	1,647.00	1,929.85	570.15	77.19
1100 7031 70311 00 Maintenance Of Uniforms	30,150.00	28,050.00	29,123.17	1,026.83	96.59
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	176.08	9,477.11	5,522.89	63.18
1100 7031 70314 00 Gas & Tires	23,000.00	2,462.76	23,281.15	(281.15)	101.22
1100 7031 70315 00 Training Of Members	15,000.00	757.41	8,647.93	6,352.07	57.65
1100 7031 70317 00 Maintenance Of Radio System	3,500.00	0.00	3,821.46	(321.46)	109.18
1100 7031 70318 00 Equipment	5,000.00	0.00	1,172.07	3,827.93	23.44
1100 7031 70322 00 Dispatch Uniforms	2,000.00	62.96	2,289.35	(289.35)	114.47
Police Protection Expenses	2,010,026.00	171,566.28	1,437,730.99	572,295.01	71.53
1100 7032 70100 00 Fire Chief/Fire Inspector	64,473.00	0.00	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	0.00	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	0.00	18,769.58	3,630.42	83.79
1100 7032 70201 00 Service Cleaning Contract	6,720.00	559.00	5,031.00	1,689.00	74.87
1100 7032 70302 00 Fees And Supplies	9,200.00	683.73	5,058.61	4,141.39	54.98
1100 7032 70308 00 Vehicle Insurance	70,180.00	19,138.35	67,084.65	3,095.35	95.59
1100 7032 70309 00 Telephone	9,500.00	842.80	7,022.60	2,477.40	73.92
1100 7032 70313 00 Maintenance Of Fire Apparatus	35,000.00	4,809.62	46,021.12	(11,021.12)	131.49
1100 7032 70314 00 Gas, Tires & Oil	13,000.00	804.80	15,997.45	(2,997.45)	123.06
1100 7032 70315 00 Training Of Members	6,000.00	2,820.00	4,663.75	1,336.25	77.73
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	1,997.38	15,662.15	(162.15)	101.05
1100 7032 70323 00 Oxygen & Air Packs	4,500.00	1,523.37	6,652.87	(2,152.87)	147.84
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	896.00	10,913.83	6,086.17	64.20
1100 7032 70326 00 Fire Ext. Agent	2,500.00	0.00	1,689.38	810.62	67.58
1100 7032 70343 00 Heating	13,000.00	1,013.13	10,803.76	2,196.24	83.11
1100 7032 70344 00 Repairs And Maintenance	14,500.00	641.80	13,047.10	1,452.90	89.98
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	35,729.98	301,391.44	122,310.56	71.13
1100 7033 70102 00 Salary, EMS Director	32,624.00	0.00	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	0.00	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	389.54	6,027.18	772.82	88.64
1100 7033 70308 00 Vehicle Insurance	31,460.00	0.00	34,469.75	(3,009.75)	109.57
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	275.00	9,711.65	(711.65)	107.91
1100 7033 70315 00 Training Of Members	21,500.00	624.00	12,807.70	8,692.30	59.57
1100 7033 70330 00 EMS Building	6,000.00	378.94	2,258.96	3,741.04	37.65
1100 7033 70333 00 Ambulance Medical	20,000.00	1,960.22	21,968.95	(1,968.95)	109.84
1100 7033 70900 00 Social Security Tax	26,890.00	0.00	25,305.80	1,584.20	94.11
EMS Expenses	563,306.00	3,627.70	361,911.61	201,394.39	64.25
1100 7034 70101 00 Salary - Building Inspector	84,050.00	6,615.38	59,466.01	24,583.99	70.75
1100 7034 70102 00 Salary, Clerical	30,643.00	2,421.28	25,065.38	5,577.62	81.80
1100 7034 70117 00 Salary, Electrical Inspector	11,500.00	958.33	8,624.97	2,875.03	75.00
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 3/31/2023

Run: 4/12/2023 at 12:44 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7034 70119 00 Salary, Mechanical Inspector	5,750.00	0.00	4,312.44	1,437.56	75.00
1100 7034 70302 00 Supplies And Expenses	5,250.00	184.88	3,409.91	1,840.09	64.95
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	0.00	6.00	(6.00)	0.00
Protection Services Expenses	324,643.00	10,179.87	104,238.83	220,404.17	32.11
1100 7041 70101 00 Salaries	62,608.00	4,355.14	28,737.96	33,870.04	45.90
1100 7041 70302 00 Fees And Supplies	1,000.00	50.00	50.00	950.00	5.00
Public Works Administration Expenses	63,608.00	4,405.14	28,787.96	34,820.04	45.26
1100 7042 70101 00 Salaries	46,558.00	3,600.96	33,476.37	13,081.63	71.90
1100 7042 70302 00 Fees And Supplies	1,200.00	0.01	35.94	1,164.06	3.00
Engineering Expenses	47,758.00	3,600.97	33,512.31	14,245.69	70.17
1100 7043 70100 00 Salary, Highway Supervisor	75,470.00	5,676.88	56,298.04	19,171.96	74.60
1100 7043 70101 00 Salaries - Public Works	727,539.00	49,856.69	469,583.07	257,955.93	64.54
1100 7043 70104 00 Highway -OT	45,000.00	307.14	5,502.30	39,497.70	12.23
1100 7043 70308 00 Vehicle Insurance	17,570.00	0.00	17,570.00	0.00	100.00
1100 7043 70313 00 Upkeep Of Equipment	100,000.00	21,548.70	73,279.26	26,720.74	73.28
1100 7043 70314 00 Oil And Gas	65,000.00	1,882.15	44,460.09	20,539.91	68.40
1100 7043 70330 00 Sand And Gravel	17,000.00	2,226.90	13,694.60	3,305.40	80.56
1100 7043 70331 00 Cold Patch	13,500.00	0.00	7,625.32	5,874.68	56.48
1100 7043 70333 00 Other Road Supplies	14,000.00	2,621.64	6,622.74	7,377.26	47.31
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	622.54	2,530.86	2,969.14	46.02
Highway Expenses	1,095,079.00	84,742.64	703,466.28	391,612.72	64.24
1100 7044 70101 00 Snow Removal - OT	34,000.00	3,668.72	3,668.72	30,331.28	10.79
1100 7044 70337 00 Equipment And Supplies	54,000.00	21,206.85	45,155.86	8,844.14	83.62
Snow Removal Expenses	88,000.00	24,875.57	48,824.58	39,175.42	55.48
1100 7045 70101 00 Salaries	65,595.00	5,433.64	51,433.92	14,161.08	78.41
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	131.28	131.28	668.72	16.41
1100 7045 70321 00 Electricity	1,400.00	390.23	905.47	494.53	64.68
1100 7045 70340 00 Maintenance And Testing	44,000.00	0.00	19,470.22	24,529.78	44.25
1100 7045 70341 00 Transfer And Trucking	410,000.00	34,446.15	282,627.75	127,372.25	68.93
1100 7045 70350 00 Hazardous Waste Recycling	300.00	0.00	0.00	300.00	0.00
Waste Removal Expenses	529,629.00	40,401.30	354,568.64	175,060.36	66.95
1100 7046 70321 00 Electricity	64,000.00	6,349.57	21,827.65	42,172.35	34.11
Street Lighting Expenses	64,000.00	6,349.57	21,827.65	42,172.35	34.11
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	324.00	750.40	1,049.60	41.69
1100 7047 70360 00 Tree Pruning	18,250.00	500.00	11,979.98	6,270.02	65.64
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	824.00	21,975.38	13,074.62	62.70
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	3,055.57	29,973.63	28,026.37	51.68
1100 7049 70302 00 Supplies	7,000.00	189.27	4,309.28	2,690.72	61.56
1100 7049 70309 00 Telephone	15,500.00	594.91	12,423.90	3,076.10	80.15
1100 7049 70321 00 Electricity	57,000.00	11,512.93	37,052.60	19,947.40	65.00
1100 7049 70324 00 Water	10,000.00	19.99	4,553.74	5,446.26	45.54
1100 7049 70343 00 Heating	45,000.00	10,407.83	37,267.19	7,732.81	82.82
1100 7049 70344 00 Repairs And Maintenance	60,000.00	5,359.76	46,569.76	13,430.24	77.62
1100 7049 70375 00 Landscape	8,000.00	0.00	9,747.41	(1,747.41)	121.84
Public Buildings Expenses	260,500.00	31,140.26	181,897.51	78,602.49	69.83
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	225.60	225.60	4,774.40	4.51
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	225.60	225.60	7,274.40	3.01
1100 7065 70101 00 Salaries	65,115.00	4,733.46	47,708.45	17,406.55	73.27

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 3/31/2023

Run: 4/12/2023 at 12:44 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7065 70102 00 Meal Site Aid	28,000.00	2,166.50	21,566.27	6,433.73	77.02
1100 7065 70201 00 Cleaning Contract	9,096.00	1,516.00	6,822.00	2,274.00	75.00
1100 7065 70202 00 Wellness Coor.	0.00	950.00	7,050.00	(7,050.00)	0.00
1100 7065 70302 00 Fees, Supplies & Dues	4,000.00	466.42	4,634.87	(634.87)	115.87
1100 7065 70305 00 Advertising	2,500.00	0.00	2,140.00	360.00	85.60
1100 7065 70309 00 Telephones	500.00	9.15	113.74	386.26	22.75
1100 7065 70321 00 Electricity	4,500.00	0.00	0.00	4,500.00	0.00
1100 7065 70324 00 Water	1,200.00	0.00	568.39	631.61	47.37
1100 7065 70341 00 Trash Removal	400.00	37.00	351.00	49.00	87.75
1100 7065 70343 00 Heat	4,000.00	1,296.72	4,349.87	(349.87)	108.75
1100 7065 70344 00 Repairs & Maintenance	6,000.00	377.23	4,005.85	1,994.15	66.76
1100 7065 70380 00 Program	20,000.00	863.99	6,226.69	13,773.31	31.13
Total Expenses	145,311.00	12,416.47	105,537.13	39,773.87	72.63
1100 7070 70100 00 Salary, Library Director	77,300.00	11,299.74	63,664.39	13,635.61	82.36
1100 7070 70101 00 Salaries	176,832.00	13,514.89	122,402.56	54,429.44	69.22
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	597.72	5,547.28	2,952.72	65.26
1100 7070 70308 00 Insurance	20,694.00	0.00	25,694.00	(5,000.00)	124.16
1100 7070 70309 00 Telephone	750.00	33.55	265.13	484.87	35.35
1100 7070 70310 00 Equipment	1,000.00	0.00	175.99	824.01	17.60
1100 7070 70321 00 Electricity	21,000.00	854.93	11,351.14	9,648.86	54.05
1100 7070 70343 00 Heating	14,000.00	1,684.93	11,663.44	2,336.56	83.31
1100 7070 70344 00 Repairs And Maintenance	20,000.00	19,966.08	27,215.01	(7,215.01)	136.08
1100 7070 70345 00 Computer Repairs And Maintenanc	9,000.00	446.37	4,720.23	4,279.77	52.45
1100 7070 70351 00 Books And Periodicals	19,000.00	1,731.28	7,104.25	11,895.75	37.39
1100 7070 70352 00 Books - State Aid	115,315.00	7,630.55	80,208.69	35,106.31	69.56
1100 7070 70354 00 Construction move	0.00	549.45	11,098.70	(11,098.70)	0.00
1100 7070 70355 00 CREDITS (LIB SALES & GIFTS)	0.00	(2,839.20)	(6,011.36)	6,011.36	0.00
Library Expenses	483,991.00	55,470.29	365,146.57	118,844.43	75.44
1100 7080 70101 00 Salary- Recreation Director	73,800.00	5,847.22	55,840.95	17,959.05	75.67
1100 7080 70102 00 Salaries- Recreation Staff	245,220.00	18,681.60	182,201.59	63,018.41	74.30
1100 7080 70104 00 Salaries -Teen Center Support Staff	16,720.00	1,974.75	10,766.50	5,953.50	64.39
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	4,171.02	10,342.18	(4,142.18)	166.81
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	10,000.00	0.00	100.00
1100 7080 70309 00 Telephone	1,860.00	180.69	1,458.68	401.32	78.42
1100 7080 70310 00 Equipment	4,500.00	421.36	3,982.42	517.58	88.50
1100 7080 70314 00 Gas And Oil	9,000.00	685.68	8,691.42	308.58	96.57
1100 7080 70321 00 Electricity	26,000.00	49.97	20,964.57	5,035.43	80.63
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	47.99	13,426.39	(1,426.39)	111.89
1100 7080 70341 00 Trash Removal	11,500.00	544.00	8,738.00	2,762.00	75.98
1100 7080 70344 00 Repairs, Maintenance And Impro	24,000.00	1,377.01	20,314.13	3,685.87	84.64
1100 7080 70345 00 Eldred Ave. Field Improvements	25,611.00	0.00	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	33,981.29	521,993.50	102,220.50	83.62
1100 7090 70504 00 Payment Of Principal - Town	1,170,569.00	425,000.00	1,043,364.02	127,204.98	89.13
1100 7090 70505 00 Payment Of Interest - Town	251,843.00	37,950.00	110,485.54	141,357.46	43.87
1100 7090 70506 00 School- Principal	255,000.00	255,000.00	255,000.00	0.00	100.00
1100 7090 70507 00 School - Interest	149,488.00	74,490.81	74,490.81	74,997.19	49.83
Debt Service Expenses	1,826,900.00	792,440.81	1,483,340.37	343,559.63	81.19
1100 7092 70527 00 Incidentals And Emergencies	50,000.00	7,734.58	56,308.62	(6,308.62)	112.62
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	7,734.58	62,365.33	(4,165.33)	107.16
Total Department Expenses	11,650,941.00	1,523,644.45	8,192,429.85	3,458,511.15	70.32