



TOWN COUNCIL MEETING
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, September 18, 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:
<https://jamestownri.gov/how-do-i/watch-live-streamed-town-meetings>

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 Action and/or Vote:
- 1) July 11, 2023 (regular meeting)
 - 2) August 7, 2023 (regular meeting)

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

- 1) Scheduled request to address - none
 - 2) Non-scheduled request to address
- C) Report of Town Officials: Review, Discussion, and/or Take Action and/or Vote:
- 1) Pumping Report
 - 2) Town Project Reports
 - a) Town Wells
 - b) Water Treatment Plant
 - c) Transfer Pumping/Reservoir
 - d) Distribution System
 - e) Wastewater Treatment Facility
- D) Letters and Communication: Review, Discussion, and/or Take Action and/or Vote:
- 1) Copy of email to: Town Council sitting as the Board of Water and Sewer Commissioners
 From: Chuck Masso, Chopmist Charlies, 40 Narragansett Avenue
 Dated: September 6, 2023
 Re: Request for a partial discount on the July 2023 Water and Sewer bill, specifically the sewer discharge fee.
- E) Unfinished Business: Review, Discussion, and/or Take Action and/or Vote:
- 1) No items at this time.
- F) New Business: Review, Discussion, and/or Take Action and/or Vote:
- 1) No items at this time.

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

V. OPEN FORUM

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

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

- A) Nothing at this time.

VII. PUBLIC HEARINGS, LICENSES, AND PERMITS

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

A) Town Council Sitting as the Alcohol Beverage Licensing Board

- 1) **REQUEST** that the applications listed below will be in order for hearing at a meeting of said Licensing Board on Monday, November 6, 2023, at 6:30 p.m. and advertised in the October 12th and October 19th editions of the *Jamestown Press*. **NOTICE:** Is hereby given by the Town Council of the Town of Jamestown, being the Licensing Board in said Town as provided under Title 3, Chapters 1-12 of the General Laws of Rhode Island 1956, and as amended, that the following **RENEWAL** applications have been received by the Town Council for licenses under said Act, for the year December 1, 2023, to November 30, 2024; review, discussion and/or potential action and/or vote:

CLASS A (PACKAGE STORE) – RETAIL

Tunstall, Inc.

dba: Grapes & Gourmet
9 Ferry Wharf

Varsha, Inc.

dba: Jamestown Wine & Spirits
30 Southwest Avenue

CLASS B – TAVERN

JB's On the Water, LLC
dba: JB's On the Water
150 Conanicus Avenue

CLASS B – VICTUALER

Conanicut Restaurant Group II, LLC
dba: Beech
13 Narragansett Avenue

Epic Decade, LLC
dba: Curiosity & Co.
14 Narragansett Avenue

Jamestown Locos LLC
dba: Narragansett Café
25 Narragansett Avenue

Jamestown Marina Beverage Operations LLC
dba: One Ferry Wharf
3 East Ferry Wharf

KALI, LLC
dba: J22 Tap & Table
22 Narragansett Avenue

New England Golf Course Management, Inc.
dba: Jamestown Golf and Country Club
aka: The Caddy Shack
245 Conanicus Avenue

Slice of Heaven, Inc.
dba: Slice of Heaven
32 Narragansett Avenue

Tallulah's Taqueria, LLC
dba: Tallulah's Tacos
35 Narragansett Avenue, Unit D

CLASS B – VICTUALER - LIMITED

Our Table LLC
dba: Our Table
53 Narragansett Avenue

Village Hearth Bakery, Inc.
dba: Village Hearth Bakery
2 Watson Avenue
Jamestown, RI 02835

CLASS D – FULL (CLUB)

Conanicut Yacht Club
dba: Conanicut Yacht Club
40 Bay View Drive

**VIII. 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) Renewable Energy Options update
 - 2) North Road Development Plan/ RI Department of Transportation (RIDOT)
 - 3) Town of Jamestown Recycling and Trash Contract (New Business)
 - 4) Jamestown Chief of Police: Recommend the appointment of James P. Campbell as chief of police effective September 25, 2023 (New Business)
 - 5) Beavertail State Park and Lighthouse transfer update

IX. UNFINISHED BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: Approval of the request(s) to the Town Council to grant an extension for a Temporary Trailer Permit as provided by the Town of Jamestown Code of Ordinances Section 34-42:
 - 1) Request from Anastasia Frankart, for temporary trailer permit extension from September 19, 2023, to November 1, 2023, and copy of correspondence received from Anastasia Frankart.

- B) Review, Discussion, and/or Action and/or Vote: At the request of President Beye continue the discussion to approve re-opening a portion of the land on the North side of the North Reservoir for bowhunting only with consideration of a request from local hunters who participant in the Jamestown Cooperative Hunting Program.

- C) Review, Discussion, and/or Action and/or Vote: At the request from Parks and Recreation Director Ray DeFalco, Town Council support of the Pickleball Court Project Proposal at two locations on Eldred Avenue:
 - 1) Memorandum from Parks and Recreation Director DeFalco regarding a Proposal and RI Department of Environmental Management (RIDEM) Grant Opportunity for a Pickleball Court Project at two potential locations on Eldred Avenue, Plat 4 Lot 86 and/or Plat 4 Lot 98

X. NEW BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: Approval of recommendation of the Chief of Police Search Committee to appoint James P. Campbell as the Jamestown Chief of Police.

- B) Review, Discussion, and/or Action and/or Vote: Approval to contract a consultant to pursue installation of solar equipment at Town-owned facilities utilizing all available renewable energy incentives:
 - 1) Memorandum to the Town Council from Town Administrator Mello seeking approval to pursue the installation of solar equipment at the Jamestown landfill site; authorization to contract a consultant to further develop the project, and permission to apply for all renewable energy incentives available.

- C) Review, Discussion, and/or Action and/or Vote: Recommendation from the Jamestown Planning Commission on the final draft of the 2023 Zoning Ordinance Update and Rewrite. Permission to schedule Public Workshops to review recommended updates and amendments.
 - 1) Memorandum from Town Planner regarding the Zoning Ordinance Update/Rewrite and copy of the final draft prepared by Horsley Witten Group.

- D) Review, Discussion, and/or Action and/or Vote: Approval of request from the Jamestown Conservation Commission to produce and update the 2013 inventory of shoreline access points (Public Right of Way) with current images and descriptions.
 - 1) Memorandum from the Jamestown Conservation Commission, Robert Laman, regarding the review of Public Right(s) of Way.
- E) Review, Discussion, and/or Action and/or Vote: Approval of request to **Order to Advertise** a Public Hearing to take place on October 2, 2023, regarding an appeal by Joseph Rosati of a decision of the Tree Preservation and Protection Committee for the removal of a tree at the Steamboat Street Right of Way.

XI. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS

- A) Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
 - 1) Harbor Management Commission, One (1) member, unexpired three-year term ending 12/31/2025, permission to re-advertise the vacancy in the September 21st and 28th editions of the Jamestown Press with a deadline to submit applications no later than October 12, 2023.

XII. 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) August 7, 2023 (Regular meeting)
 - 2) September 5, 2023 (Regular meeting)
- B) Minutes of Boards/Commissions/Committees
 - 1) Board of Canvassers (July 6, 2023)
 - 2) Board of Canvassers (August 11, 2023)
 - 3) Board of Canvassers (August 15, 2023)
 - 4) Board of Canvassers (August 17, 2023)
 - 5) Planning Commission (July 19, 2023)
- C) Tax Assessor’s Abatements and Addenda of Taxes

TANGIBLE PERSONAL PROPERTY ABATEMENTSTO THE 2023 TAX		
11-0003-20	CLOSED BUSINESS	-\$ 69.80
REAL ESTATE ABATEMENTS/ ADDENDATO THE 2023 TAX ROL		
10-0410-10	REMOVED EXEMPTION- SOLD	\$ 187.50
18-0176-00	REMOVED EXEMPTION- SOLD	\$ 525.00
01-0005-38	SW/ISDS CHANGE	\$ 20.00
02-0394-04	UPDATED PROP INFORMATION	-\$ 13.96
23-0720-00	UPDATED PROP INFORMATION	-\$ 257.56
06-0214-07	C/O ISSUED 4/27/2023	\$3,654.41
13-1474-00	C/O ISSUED 2/2/2023	\$1,182.19
19-0463-70	C/O ISSUED 5/23/2023	\$ 669.90
01-0005-38	C/O ISSUED 8/30/2023	\$ 850.58
TOTAL ABATEMENTS TO TAX ROLL		-\$ 341.32
TOTAL ADDENDA TO TAX ROLL		\$7,089.58
GRAND TOTAL		\$6,748.26

- D) At the recommendation of Public Works Director Michael Gray authorization to approve awarding the Recyclables Collection bid to Island Rubbish Inc. for the period November 1, 2023, through October 31, 2028, in the amount of \$1,030,890; and the Trash Collection Services to Municipal Buildings and Recreation Facilities bid to Island Rubbish Inc. for the period November 1, 2023, through October 31, 2028, in the amount of \$160,000.
- E) At the recommendation of Town Planner Lisa Bryer utilize funding through the Safe Routes To School grant program, approval (1)to award the bid for Jamestown School Grounds and Safe Routes to School Improvements Project to New England Building & Bridge in the amount of \$620,892.60; and (2)to award the first change order for the Jamestown School Grounds and Safe Routes to School Improvements Project to New England Building & Bridge to correct the incorrect engineer estimate in the bid in the amount of \$27,353.10.; for a total amount of \$648,245.70.
- F) Approval of James P. Campbell as Chief of Police and approval of the compensation as follows: Salary of \$104,000 annually; clothing allowance of \$2,100 annually payable March 1 of each year; Technology/remote access stipend of \$575 annually payable on June 30 of each year; assignment of a department-owned vehicle for business use only; and all other benefits as defined in the Policies & Procedures Manual for Department Directors and Non-Union Staff as adopted July 1, 2022.
- G) At the request of Town Administrator Mello approval of the request by the RIDEM to hold a Public Workshop on September 27, 2023 at the Jamestown Recreation Center regarding the Beavertail State Park master plan; permission to waive fees and insurance requirements.
- H) One-Day Event/Entertainment Applications
- 1) Applicant: Jamestown Parks and Recreation
Event: Movie Night at Fort Getty
Date: September 30, 2023
Location: Fort Getty Park, Pavilion
 - 2) Applicant: Jamestown Parks and Recreation
Event: Fright Night at Fort Getty
Date: October 21, 2023 (Rain Date October 22, 2023)
Location: Fort Getty Park, Pavilion
 - 3) Applicant: Out of the Box Studio and Gallery
Event: Ghostly Gallery
Date: October 5, 2023
Location: 11 Clinton Avenue

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

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

- A) Communications Received:
- 1) Copy of letter to: Inman & Tourgee
From: Robert Sutton
Dated: September 3, 2023
Re: Conanicut Grange 21
 - 2) Copy of Email to: Town Clerk Roberta Fagan
From: Nancy Hendry
Dated: September 11, 2023
Re: Short-Term Rental Ordinance

XIV. 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.
- B) Review, Discussion, and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL § 42-46-5(a) Subsection (1) Personnel, Employment Separation Agreement, and General Release, by and among the Town of Jamestown, NAGE, Local 69, and Paul White.

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

XVI. ADJOURNMENT

Pursuant to RIGL § 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State's website and at the Town Hall and the Jamestown 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 September 14, 2023.

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

Tuesday, July 11, 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 6:33 PM by Commission President Nancy A. Beye.

The following members were present:

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

Also, present were:

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

Absent:

Mary E. Meagher, Commission Vice-President

PUBLIC HEARING

- 1) Review, Discussion, and/or Take action and /or Vote: Proposed Amendment to the Rules and Regulations of the Board of Water and Sewer Commissioners, 15 A Conservation.

CONSERVATION

15A. Limitations on Use. In an effort to conserve water, the following rules shall control the uses hereafter described:

1. No customer shall connect an in-ground or underground irrigation or sprinkler system or an inground or above ground swimming pool to the municipal water system. Lawn irrigation shall be prohibited from June 15 to September 15 ~~June 1 to August 31.~~
2. No customer shall use water furnished by the municipal water system for lawn irrigation, house washing, boat washing, recreational vehicle or residential car motor vehicle washing, including but not limited to at Fort Getty Campground, from June 15 through September 15, when the height of north reservoir is more than 42 30 inches below the top of the spillway and after

publication of said information in a daily or weekly newspaper of general circulation within the Town of Jamestown.

3 ...

6. The Commission may temporarily ~~suspend~~ amend all or part of the Limitations on Use set forth in subsections 15A, 2, 3 and 4 above, for such period or periods of time and/or upon such terms and conditions it deems appropriate at a public hearing and upon a four-fifths (4/5) vote of all members of the Commission and upon a finding, upon a preponderance of the evidence, that it is satisfied that rainfall, other meteorological conditions, North Reservoir height, projected water usage needs, and other factors it deems pertinent establish that the suspension will not compromise the ability of the Commission to supply customers with adequate amounts of potable water for the foreseeable future, and that the suspension will not contribute to conditions inimical to the public health, safety, welfare or to the Town of Jamestown Water Supply Management Plan. The reason for and the dates comprising the period of suspension shall be set forth in the decision of Commission. However, the Commission may terminate the suspension at any time if it determines at public hearing and upon majority vote that a preponderance of evidence shows that conditions require reinstatement of the suspended subsection or subsections. Notice of public hearings hereunder shall be published in a newspaper of general circulation within the Town of Jamestown at least seven (7) days before the hearing. Notices of suspension, termination and/or reinstatement shall be published in such a newspaper within seven (7) days of the Commission's action.

Discussion followed to add an additional amendment to section 6. *The Commission may temporarily ~~suspend~~ amend all or part of the Limitations on Use set forth in subsections 15A, ... to include 1,*

and to read as follows:

6. The Commission may temporarily ~~suspend~~ amend all or part of the Limitations on Use set forth in subsections 15A, 1, 2, 3 and 4 above, ...

Following brief discussion and clarification on a few items, motion was made by Commissioner Randall White, seconded by Commission Michael White to approve the proposed amendment to the Rules and Regulations of the Board of Water and Sewer Commissioners, 15 A Conservation, as presented and amended this evening. Vote: President Beye, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye.

AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS

(None)

READING AND APPROVAL OF MINUTES

1) 06/20/23 (regular meeting)

Motion was made by Commissioner Michael White, seconded by Commissioner Randall White to accept the 06/20/23 regular meeting minutes. Vote: President Beye, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye. Commissioner Brine abstained, as he was not present at said meeting.

OPEN FORUM

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

1) Scheduled requests to address:

(None)

2) Non-scheduled request to address:

(None)

REPORT OF TOWN OFFICIALS

1) **Pumping Report:**

The Public Works Director reported the following:

- JR-1 well is in service.
- Pumping was down for the month of June.
- Rainfall was up for the month of June.
- Transfer pumping will continue as needed, to keep North Reservoir at full capacity.
- 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 July 2023)*

The Public Works Director reported the following:

- He and the Town Planner are reviewing the final draft of the Water Supply Management Plan provided by Pare Corporation and that he hopes to have the plan before the Board soon.
- Water staff have been operating the water treatment plant after hours to fill the water storage tank that was recently painted. Due to peak summer demand, filling of the tank had to be performed overnight.
- The Town is down a water superintendent, who is out on leave and that he and the Town Administrator are working on a plan with a consultant to help with water staffing. He should have plan soon to bring before the Board.

The Town Administrator reported that the Proposed Water and Sewer Budgets for FY2023-2024 have been presented to the Board, although he does not expect the Board to adopt the budgets this evening. The Town Administrator reported that water sales are down and this will affect sewer revenue also.

The Town Administrator further reported that he and the Public Works Director are awaiting a proposal from a private consultant, for short-term assistance with staffing issues and that this will affect the proposed Water Budget for FY2003-2004. The Town Administrator noted that staffing is an industry wide issue and that trying to get trained, licensed individuals is difficult. He stated that he should receive the proposal within the next few days.

3) **Consumer Confidence Report** for calendar year 2022

No action taken.

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

LETTERS AND COMMUNICATIONS

(None)

UNFINISHED BUSINESS

(None)

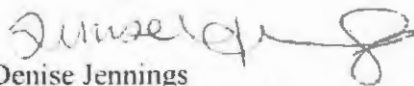
NEW BUSINESS

- 1) Review, Discussion, and /or Take action and/or Vote: **Proposed Water Budget FY2023-2024**
No action taken.
- 2) Review, Discussion, and /or Take action and /or Vote: **Proposed Sewer Budget FY2023-2024**
No action taken.

ADJOURNMENT

Motion was made by Commissioner Michael White, seconded by Commissioner Randall White to adjourn the meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners at 6:57 PM. Vote: President Beye, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye

Attest:


Denise Jennings
Water and Sewer Clerk

Project Update July 2023

WELLS

JR-1, JR-3

- JR-1 is in service.

TREATMENT PLANT

- I have been reviewing the final draft of the Water Supply Management Plan provided by Parc Corporation with Lisa Bryer.
- Water department staff have been operating the water treatment plant after hours to fill the water storage tank that was recently painted. Due to the peak summer demand, filling had to be performed overnight.

TRANSFER PUMPING/RESERVOIR

- The water department has been transferring water from south pond to add additional water supply to the North Reservoir. This has been off and on over the past month based on the capacity of south pond and rain received. The North Reservoir is just 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

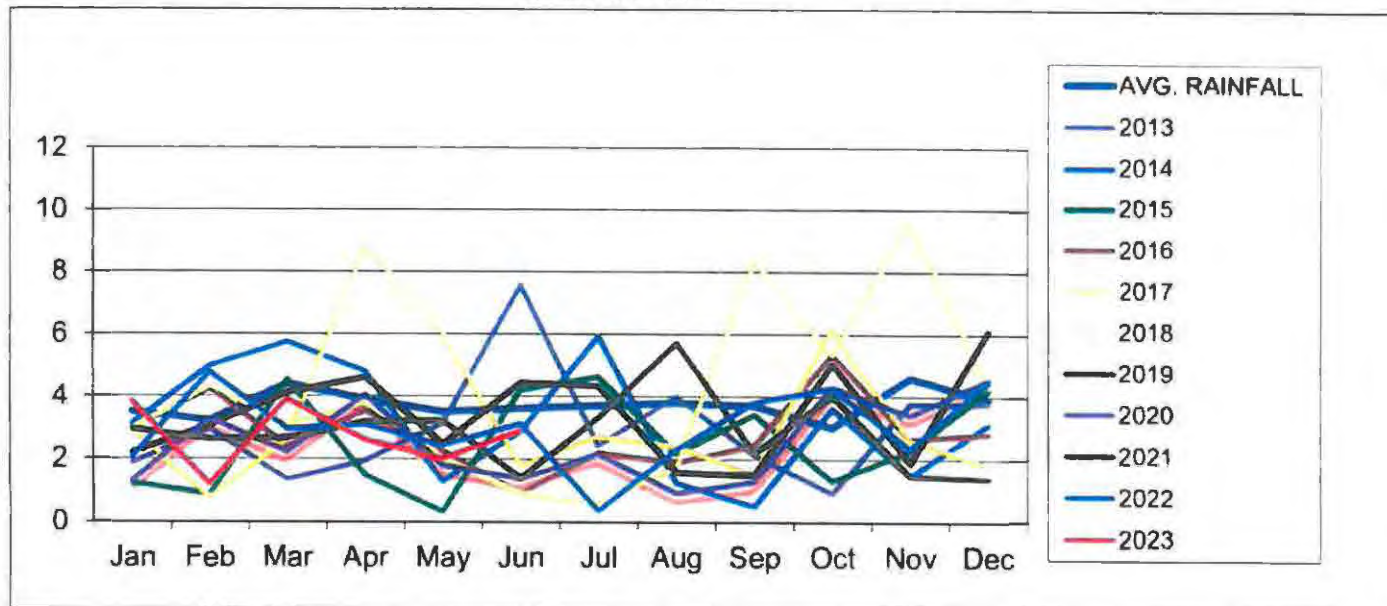
- Atlas Painting completed the tank painting of the North Tower on June 23rd.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for June was 0.17 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.26 million gallons.

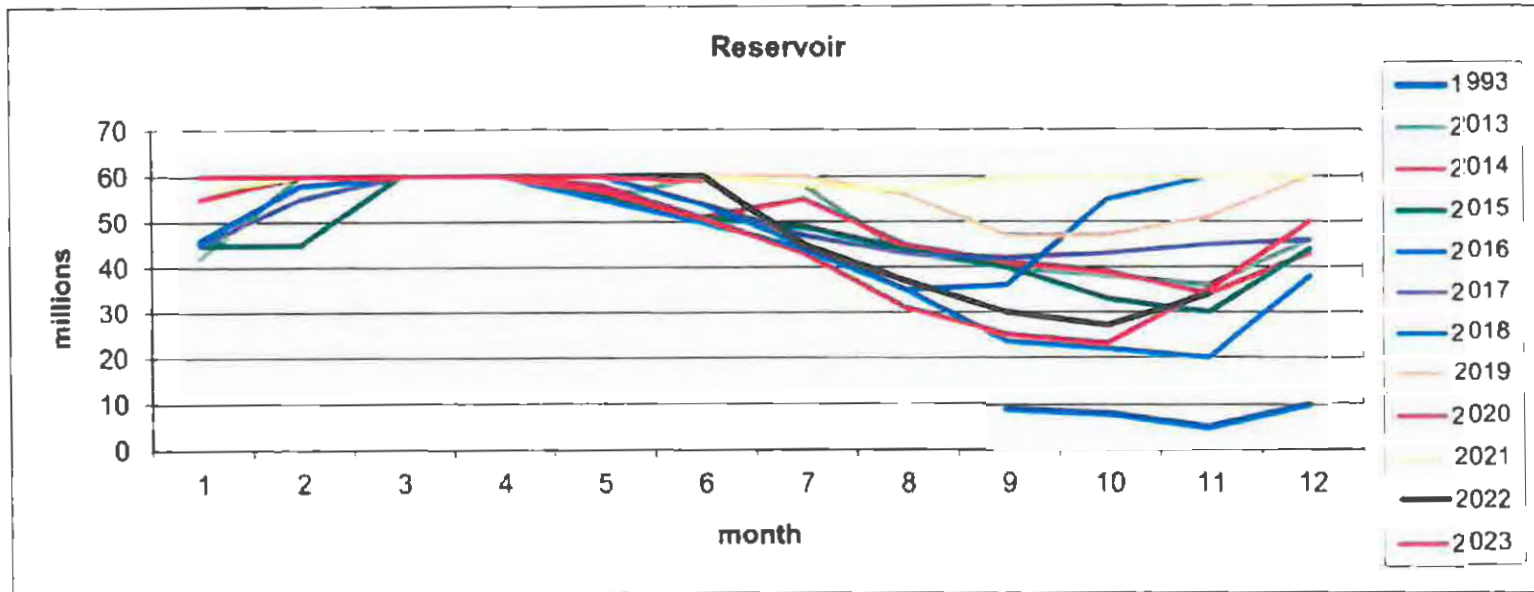
	AVG. RAINFALL	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	3.5	1.85	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04	3.84
Feb	3.2	2.94	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62	4.77	1.18
Mar	4.4	1.32	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94	3.9
Apr	3.9	1.92	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	3.08	2.6
May	3.5	3.11	1.27	0.32	2.24	6.03	2.03	2.46	1.79	3.2	2.43	1.99
Jun	3.6	7.55	2.86	4.2	0.89	1.79	0.89	4.44	1.36	1.4	3.11	2.88
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	16.39

RAINFALL



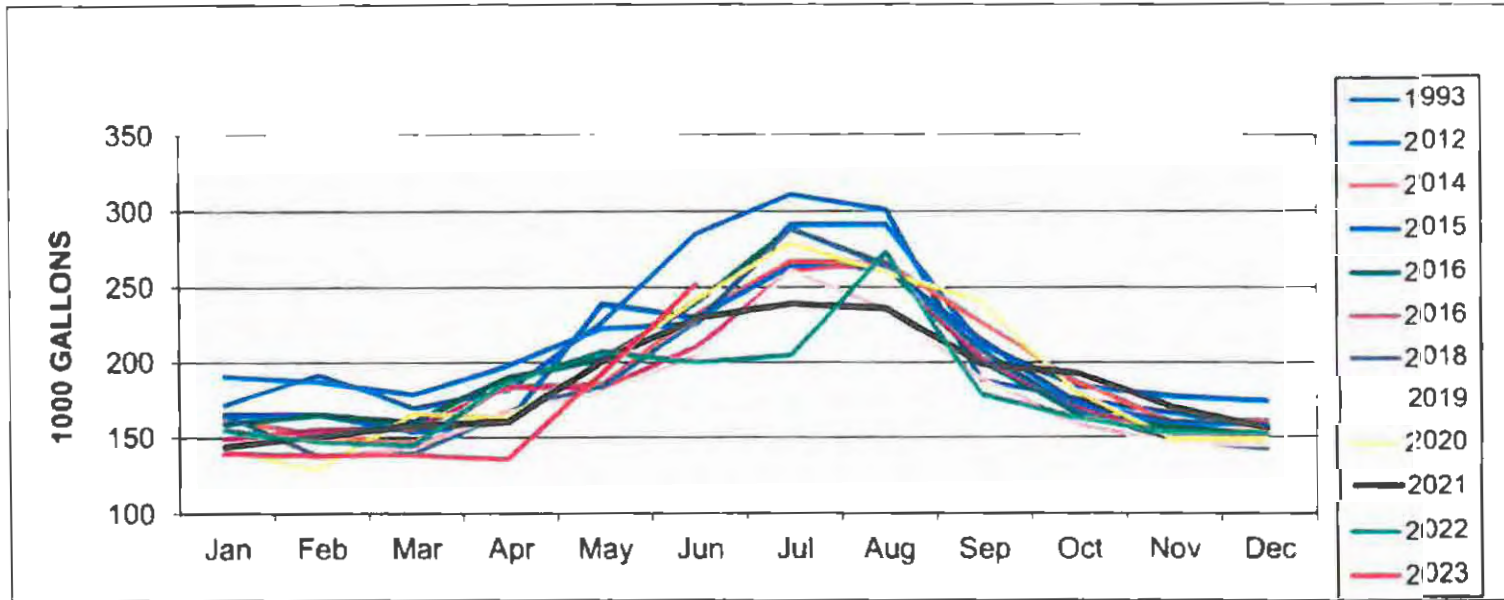
RESERVOIR LEVEL

	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	59
Jul		58	55	49	44	47	45	60	43	58	45	
Aug		43	45	44	35	43	35	56	31	57	37	
Sep	9	40	41	40	23.5	42	36	47	25	60	30	
Oct	8	38	39	33	22	43	55	47	23	60	27	
Nov	5	36	34	30	20	45	60	51	35	60	34	
Dec	10	46	43	44	38	46	60	60	50	60	48	

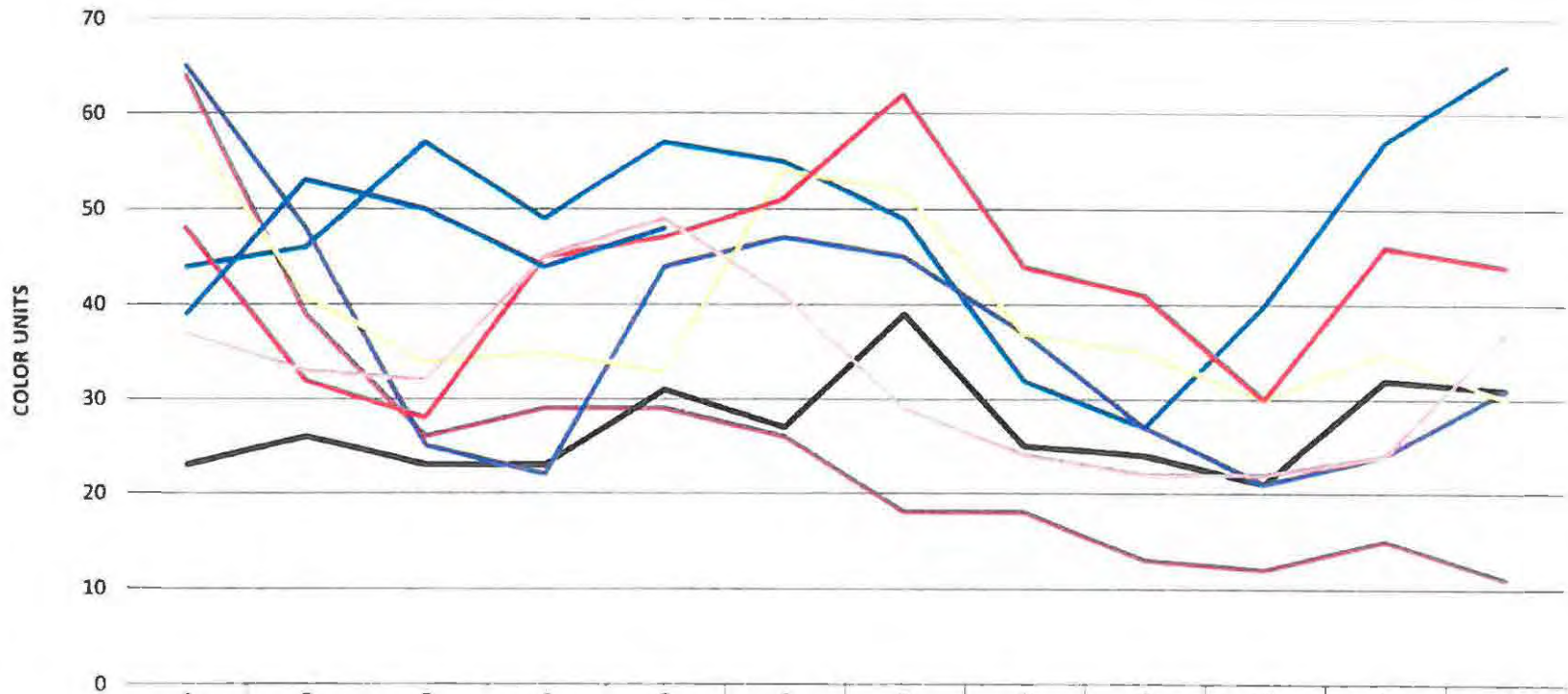


	1993	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	171	239	172	155	191	163	165	159	149	165	141	141	144	155	139
Feb	192	210	158	156	187	151	165	165	155	137	135	129	151	147	138
Mar	169	198	157	155	178	147	154	160	156	139	144	166	158	145	138
Apr	181	210	180	170	198	184	160	190	183	167	167	163	160	187	135
May	227	180	212	190	223	185	239	202	183	184	179	200	201	207	192
Jun	285	218	226	221	226	232	230	240	210	227	204	242	230	200	252
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	50	44	48							



TOWN OF JAMESTOWN WWTF
MONTHLY REPORT
JUNE 2023

Douglas Ouellette, Superintendent

Parameters

	<u>Monthly Avg.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.1724	MGD	.73 MGD
Daily Max	.2560		
BOD Removal	99.2%	85%	% Removed
TSS Removal	98.8%	85%	% Removed
Fecal Coliform	1.87	No limit, report only	
Enterococci	1.07	(<35 cfu/100ml Monthly)	(<276 cfu/100ml Daily)

Environmental Compliance (Violations)

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

Complaints

There were two complaints in the month of June, both were for possible blockages. (1) 28 Grinnell St, the line was clear but the crew jetted and cleaned it as a precaution. (2) 28 Clarke St, this line continues to be a problem due to its age and condition, this also got jetted and cleaned which cleared any blockages and restored flow.

Alarms

The facility had one alarm in June, on June 3rd PS#1 pump #1 failed due to a check valve alarm. Alarm was reset, pump is back in operation.

Septage

The facility received 0 gallons for June.

Sludge Production

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

Maintenance Management

65 work orders were completed in the month of June. A new 8" check valve was installed on the #2 pump at PS#2.

Chemical Use

The facility used 269 gallons of Sodium hypochlorite and 150 pounds of lime for process control.

Collection System

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

Energy Use

Energy use for June 2023 was: 15,012 KWH

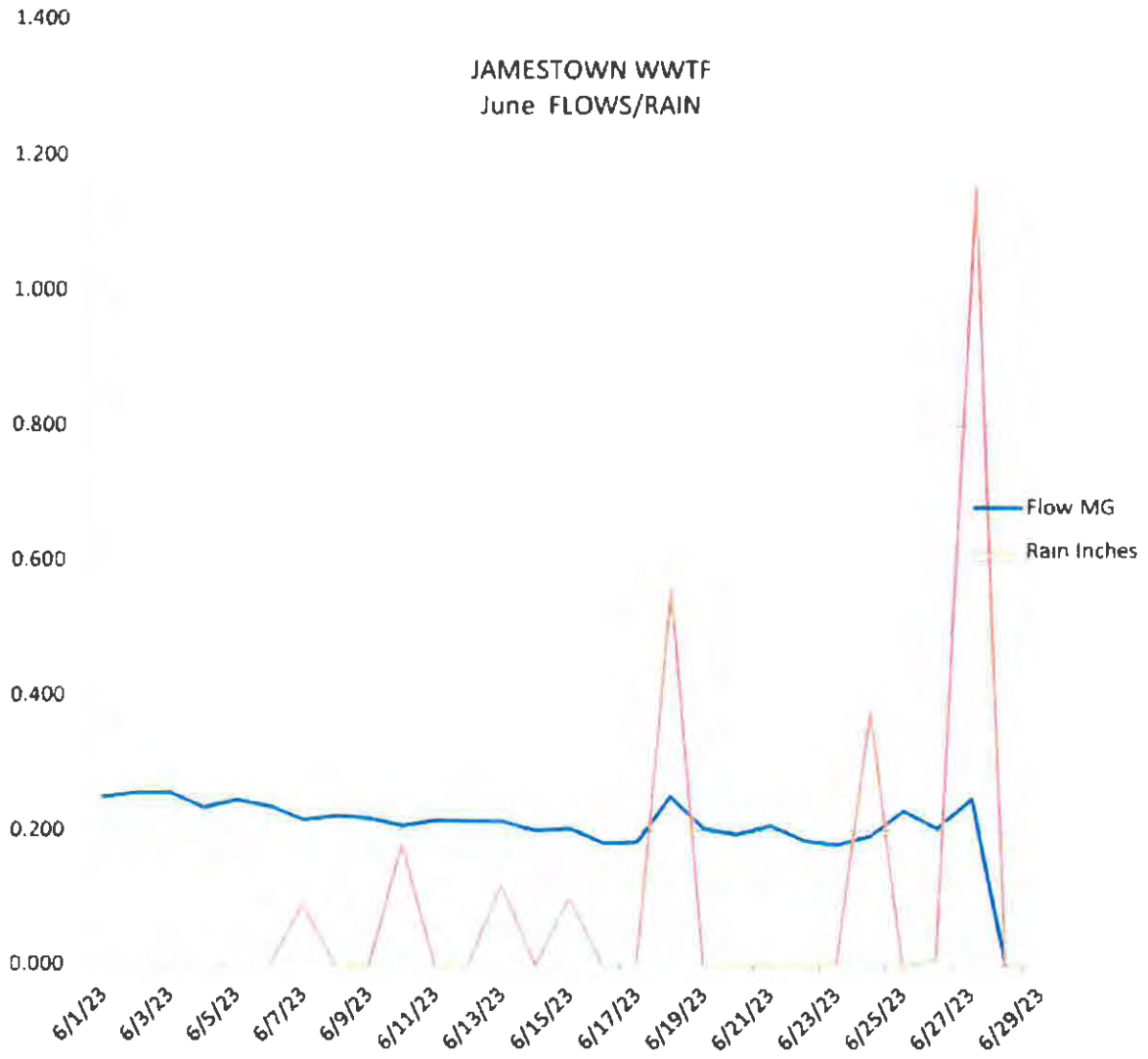
Precipitation

Precipitation for June 2023 was 2.88"

Golf Course

1,389,000 gallons of effluent was pumped to the pond in June.

Graphs



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

Monday, August 7, 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 6:19 PM by Commission President Nancy A. Beye.

The following members were present:

Mary E. Meagher, Commission Vice-President
Erik G. Brine (via Zoom)
Michael G. White

Also, present were:

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

Absent:

Commissioner Randall White

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:

The Public Works Director reported the following:

- JR-1 well is in service.
- Pumping was down for the month of July, compared to previous years.
- Rainfall was up, compared to June.
- North Reservoir is @ 59 MG, usable storage-60 MG.
- South Pond is @ capacity, usable storage- 6 MG

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

Treatment Plant-

The Public Works Director reported the following regarding water staffing:

- Mark Robertson the Assistant Superintendent, has been doing a great job operating the water treatment facility and the distribution system over the past two months.
- Jim Gwiazdzinski is making progress in his training as water operator.

Distribution system-

The Public Works Director reported the following:

- Over the past week, highway and water staff have been working on High Street to complete the watermain replacement project. Nine water services will be connected to the new watermain and once complete, the old watermain will be disconnected and taken out of service.
- Atlas Painting will return at the end of August to begin erecting staging around the south tower.

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) Review, Discussion, and/or Take Action and/or Vote: At the recommendation of Public Works Director Michael Gray permission to Authorize Town Administrator Mello to sign the **Interim Operations Assistance Agreement** between the Town of Jamestown and Veolia Water North America-Northeast LLC
- a) Memorandum from Public Works Director Michael Gray re: Recommendation for Interim Contract Operations, Water Treatment Facility *(See attached Memorandum dated August 2, 2023)*

The Public Works Director reported the following:

- The Water Department normally operates with three licensed staff members, which includes the Superintendent, Assist Superintendent and the Water Operator.
- In March 2023, the Water Operator resigned to accept another position, and in June our Superintendent went out on leave.
- Our new Water Operator is in training and is enrolled in classes and will be taking his exam in October 2023.
- The Water Treatment Facility is a 24/7 operation and we need a licensed operator to fill all shifts and to assist in the event of an emergency.
- He and the Town Administrator have met with representatives from Veolia Water North America-Northeast to discuss assistance on an interim basis. Veolia Water provides contracted operations to other RI

communities.

- He recommends that the Board authorize the Town Administrator to sign the Interim Operations and Assistance Agreement with Veolia Water North America-Northeast, LLC.

Motion was made by Commission Vice-President Meagher, seconded by Commissioner Michael White to authorize the Town Administrator to sign the Interim Operations and Assistance Agreement with Veolia Water North America-Northeast, LLC. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye.

2) Review, Discussion, and /or Take Action and/or Vote: **Municipal Water Use Restrictions**

The Public Works Director reported that we are past our peak summer consumption/usage period, rainfall is up and the North Reservoir is at capacity.

Following brief discussion, motion was made by Commission Vice-President Meagher, seconded by Commissioner Michael White to suspend all municipal water use restrictions currently in affect. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye.

3) Review, Discussion, and /or Take Action and/or Vote: **Proposed Water Budget FY2023-2024** in the amount of \$1,558,711.00. *(see attached)*

The Finance Director briefly outlined the changes in the proposed FY2023/2024 Water Budget.

Motion was made by Commission Vice-President Meagher, seconded by Commissioner Michael White to approve the Proposed Water Budget FY2023-2024 in the amount of \$1,558,711.00, as recommended. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye.

4) Review, Discussion, and /or Take Action and/or Vote: **Proposed Sewer Budget FY2023-2024** in the amount of \$920,401.00 *(see attached)*

The Finance Director briefly outlined the changes in the proposed FY2023/2024 Sewer Budget.

Motion was made by Commission Vice-President Meagher, seconded by Commissioner Michael White to approve the Proposed Sewer Budget FY2023-2024 in the amount of \$920,401.00, as recommended. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye.

ADJOURNMENT

Motion was made by Commissioner Vice-President Meagher, seconded by Commissioner Michael White to adjourn the meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners at 6:39 PM. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye.

Attest:

Denise Jennings
Water and Sewer Clerk

Project Update August 2023

WELLS

JR-1, JR-3

- JR-1 is in service.

TREATMENT PLANT

- Mark Robertson, the assistant water superintendent, has done a great job operating the water treatment facility and distribution system over the past two months. Jim Gwiazdzinski is making progress in his training and development in his new position as water operator.
- Staff has been working with our consultant Harbor Controls in integrating new chemical feed pump systems at the facility. Our pumps were original to the plant construction in 2008 and the company no longer supports the equipment for parts and service.

TRANSFER PUMPING/RESERVOIR

- The water department suspended transferring water from south pond to north pond. North pond was spilling over during the recent rains received. This past week levels just dropped below the spillway.

DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 59 MG

Usable Storage 60 Million Gallons

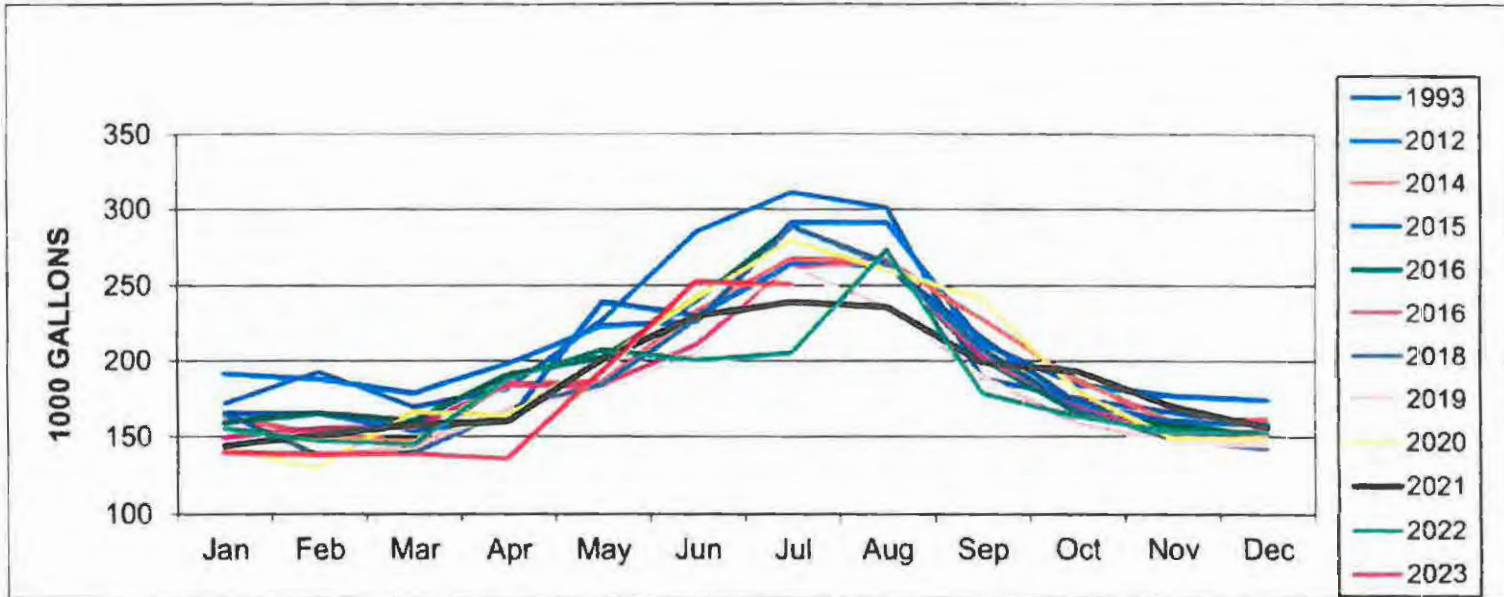
- This past week we began work within High Street between Green Lane and Howland Avenue to complete the watermain replacement project. New services will be installed from the new main to nine residential properties. Once complete the old watermain pipe can be disconnected and taken out of service.
- Later this month Atlas Painting will return to the Howland Avenue site to begin erecting staging around the south tower.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for July was 0.26 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.45 million gallons.
- Wastewater staff responded to a sanitary sewer issue on Clarke Street. Crews jetted the line and cleared the blockage. This segment of pipe is in need of replacement
- A request for qualifications has been advertised for engineering services for our wastewater facilities. Qualification statements must be submitted by August 11th. A consultant will be selected to assess and provide recommendations for improvements at all of our wastewater facilities including collection system, pump stations, and wastewater treatment plant.

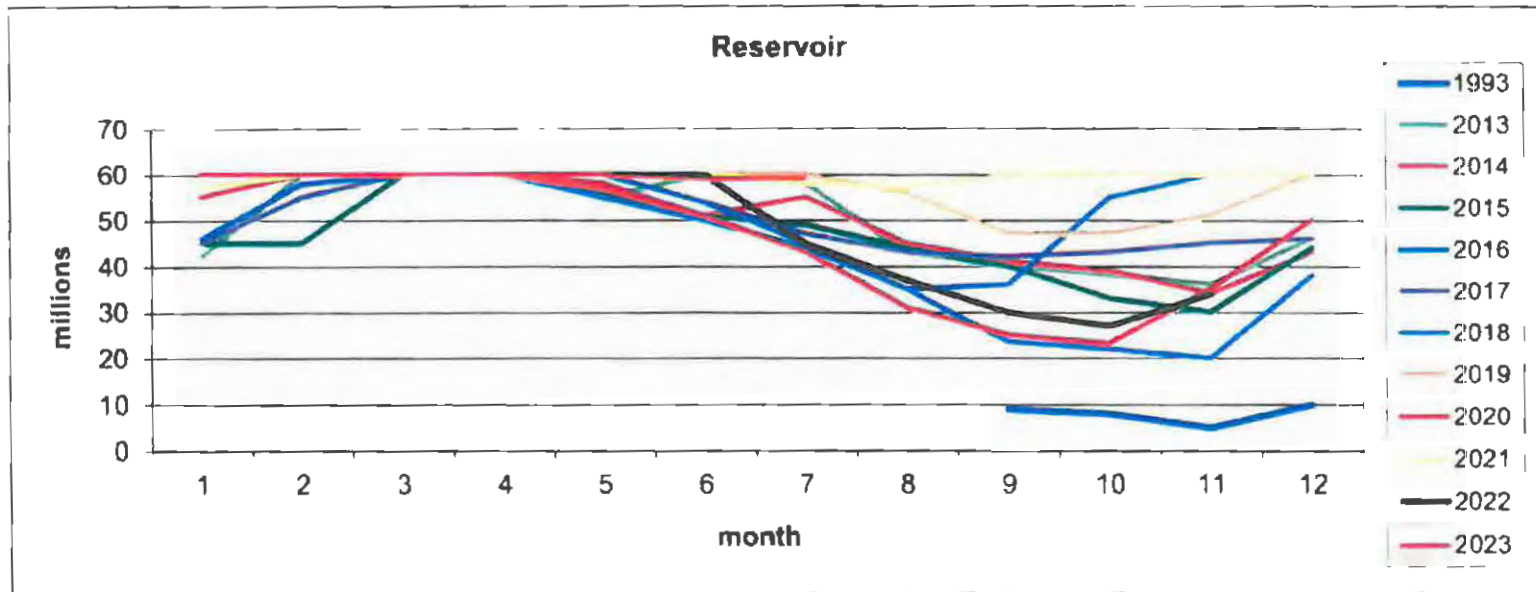
	1993	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	171	239	172	155	191	163	165	159	149	165	141	141	144	155	139
Feb	192	210	158	156	187	151	165	165	155	137	135	129	151	147	138
Mar	169	198	157	155	178	147	154	160	156	139	144	166	158	145	138
Apr	181	210	180	170	198	184	160	190	183	167	167	163	160	187	135
May	227	180	212	190	223	185	239	202	183	184	179	200	201	207	192
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Jul	311	274	279	278	291	267	264	288	261	288	261	279	239	205	250
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

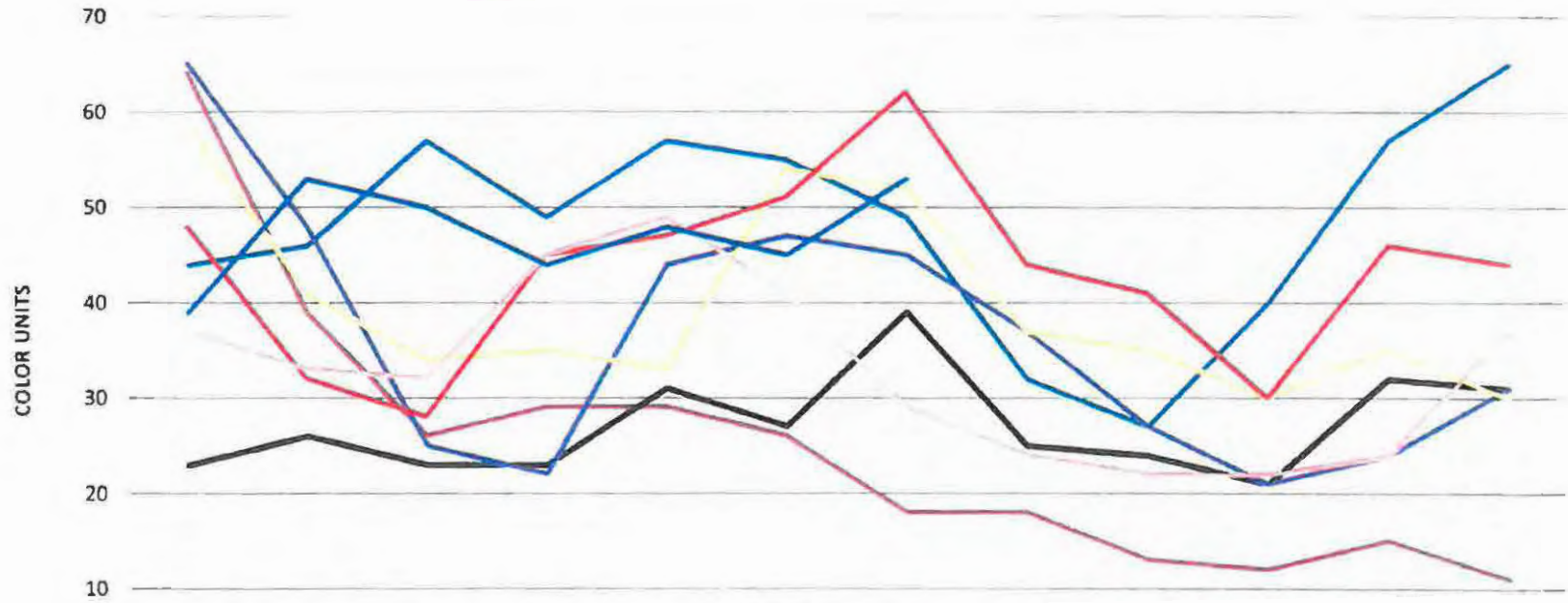


RESERVOIR LEVEL

	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	59
Jul		58	55	49	44	47	45	60	43	58	45	59
Aug		43	45	44	35	43	35	56	31	57	37	
Sep	9	40	41	40	23.5	42	36	47	25	60	30	
Oct	8	38	39	33	22	43	55	47	23	60	27	
Nov	5	36	34	30	20	45	60	51	35	60	34	
Dec	10	46	43	44	38	46	60	60	50	60	48	



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	50	44	48	45	53					



TOWN OF JAMESTOWN WWTF
MONTHLY REPORT
JULY 2023

Douglas Ouellette, Superintendent

Parameters

	<u>Monthly Avr.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.2617	MGD 73 MGD	
Daily Max	.4520	MGD	
BOD Removal	99.3%	85%	% Removed
TSS Removal	98.3%	85%	% Removed
Fecal Coliform	1.07	No limit, report only	
Enterococci	1.0	(<35 cfu/100ml Monthly) (<276 cfu/100ml Daily)	

Environmental Compliance (Violations)

There are 0 violations to report for the month of July 2023

Complaints

There was one complaint reported for July, 28 Clarke St reported its sewer was backing up. Staff responded to that address and jetted 300' up the line clearing the blockage. This line is a continuing problem due to its size 6", age and poor condition. Replacement of this line should be seriously considered as soon as possible.

Alarms

No alarms to report at the facility or pumping stations for the month of July.

Septage

The facility received 2000 gallons for July.

Sludge Production

The facility processed 72,000 gallons of sludge through Wastewater Services Incorporated.

Maintenance Management

Harbor Controls performed work on the PLC restoring the alarm system back to full working order. Lightship Group tied the new genset alarm back into the PLC as well.

Chemical Use

The facility used 552 gallons of Sodium hypochlorite and 0 pounds of lime for process control.

Collection System

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

Energy Use

Energy use for July was: 18,152 KWH

Precipitation

Precipitation for July was 3.71"

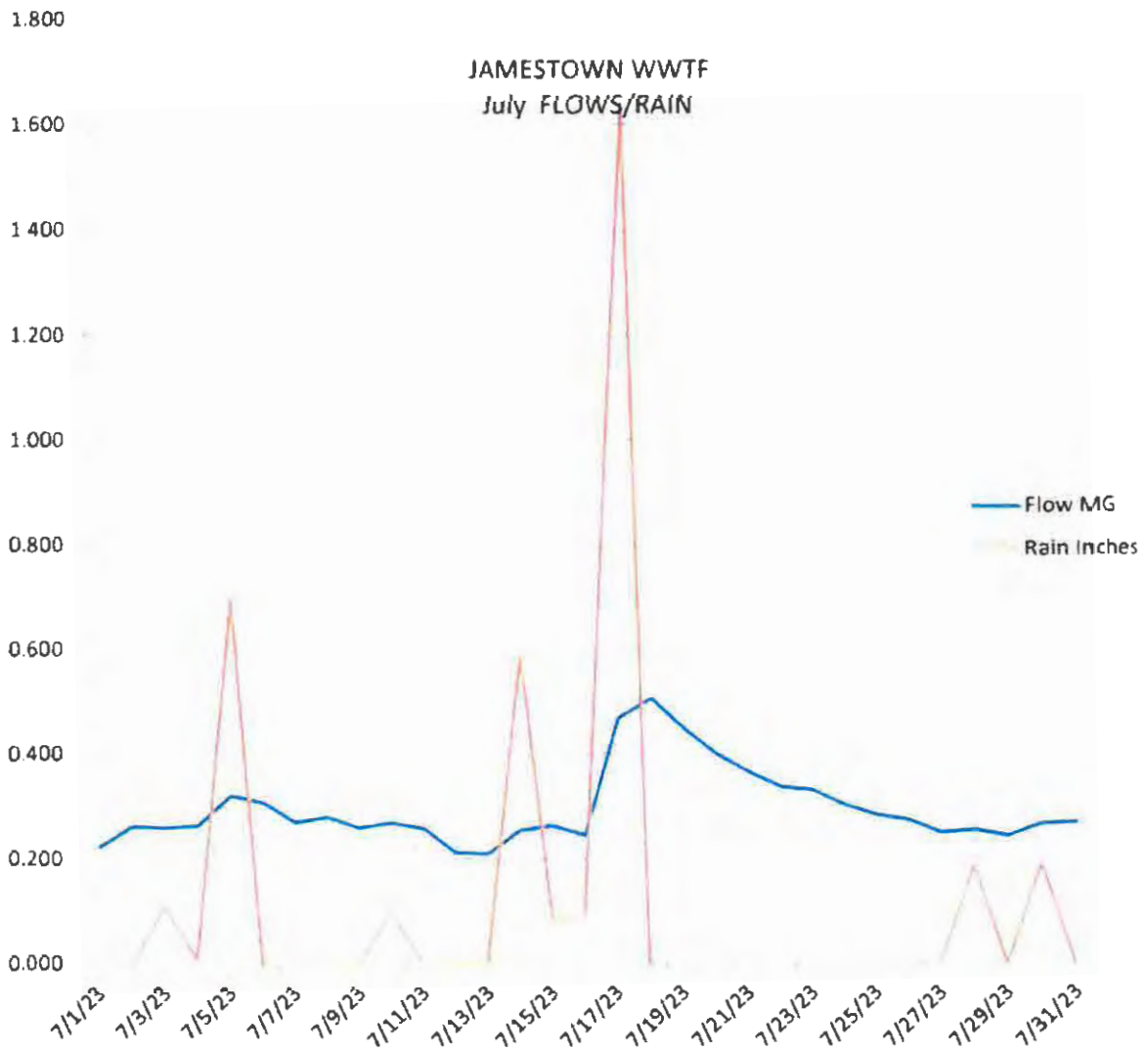
Golf Course

1,047,000 gallons of effluent was pumped to the pond in July.

Work Orders

70 work orders were completed.

Graphs



Town of
Jamestown, Rhode Island

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



Date: August 2, 2023

To: Board of Water and Sewer Commissioners

From: Michael Gray
Public Works Director

RE: Recommendation for Interim Contract Operations
Water Treatment Facility

The water division normally operates with three licensed staff including the Superintendent, Assistant Superintendent, and a Water Operator. In March, our Water Operator resigned his position with the Town and a search for his replacement began. In June, our staff situation worsened with the superintendent out on leave. Until this time, our staff held Class 3 Water Treatment Operators licenses and Class 2 Water Distribution licenses issued by the RIDOH and were capable to work independently and fill all the responsibilities for the division. Now one licensed staff person is providing coverage and all responsibilities for managing and operating the department, which includes water treatment, distribution, and on-call services for alarms and emergencies.

In June, we hired a new employee to fill the water operator position but it will take up to 12 months to receive proper licensing and training. He is working hard in his training and we are pleased with his progress. Unfortunately, without a license and operator training he is unable to work independently and the assistant superintendent must be available at all times. For the past two months the assistant superintendent has been working 7 days a week and responding to all after hours calls. This is not sustainable. We need to get a licensed operator in to fill shifts and provide back up in the event of an emergency.

The Town Administrator and I have met with representatives from Veolia Water North America-Northeast who is providing contract operations of water and wastewater facilities in Wakefield, Newport, Smithfield, Pawtucket, and Cranston. Veolia has resources available to provide assistance on an interim basis to fill our immediate need. Veolia representatives have visited our water facilities and reviewed our operations with the assistant superintendent and me to determine a scope of services.

Attached is an Interim Operations Assistance Agreement between Veolia and the Town of Jamestown. This agreement is to provide a licensed water treatment plant operator for 1-2 days per week for a period of 6 months. Veolia will also develop standard operating procedures and a health and safety audit of our facilities. Both documents are required for their staff to be in our facilities. The cost for the services will be a time and materials basis. The hourly billing rates are typical of standard consultant personnel costs.

I recommend that the Board of Water and Sewer Commissioners authorize the Town Administrator to sign the Interim Operations and Assistance Agreement with Veolia Water North America-Northeast, LLC (Veolia).

INTERIM OPERATIONS ASSISTANCE AGREEMENT

THIS INTERIM OPERATIONS ASSISTANCE AGREEMENT (this "Agreement") is made as of this ____ day of _____ 2023, by and between Veolia Water North America-Northeast, LLC (hereinafter "Veolia" or the "Company"), having an address of 461 From Road, Suite 400, Paramus, New Jersey 07652, and the Town of Jamestown, Rhode Island, a municipal corporation (hereinafter "Town" or "Owner"), having an address of 93 Narragansett Avenue, 2nd Floor, Jamestown, RI 02835.

WITNESSETH

WHEREAS, the Owner owns and operates a water supply and distribution system (the "System"), which provides water supply to the residents and businesses in the Town of Jamestown.

WHEREAS, Owner and Company have agreed to enter into this Agreement pursuant to which Company shall provide Owner with certain support and operations assistance services on an interim basis, upon and subject to the terms and conditions hereof.

NOW, THEREFORE, in consideration of the mutual agreements and covenants hereinafter set forth, the parties hereby agree as follows:

1. **TERM; SERVICES.** Company shall perform the Services (as hereinafter defined) to and for the benefit of Owner for a period of six (6) months, commencing on _____, 2023, and expiring on _____, 2023 (the "Initial Term"); provided, however, that the term hereof can be extended upon mutual agreement of the Parties for up to six (6) additional periods of one (1) month each (each an "Extension Term," and the Initial Term and each applicable Extension Term shall be referred to collectively as the "Term"). Each extension shall be on the terms and conditions hereof, or such other terms and conditions as the Parties may agree. During the Term, Company shall perform the Services described in **Exhibit A** attached hereto.

2. **COORDINATION OF EFFORT.** The parties shall cooperate with each other in all matters relating to the provision and receipt of Services. Each party shall designate a representative to coordinate the Services herein and until further notice, John Oatley, or in his absence Kyle Sundberg, shall be the designee for Company, and Michael Gray shall be the designee for Owner ("Owner Representative"). Owner shall provide Company reasonable access to applicable System sites and books and records in order for Company to perform the Services.

3. **COMPENSATION.** Owner shall pay Company a fee as described in **Exhibit B** ("Pricing"). Owner shall also reimburse the Company at cost plus 20% mark-up for Company's reasonable out-of-pocket expenses that are incurred in the performance of the Services. Such compensation shall be payable monthly in United States dollars, sent via regular mail to Company's address provided above, within thirty (30) days after receipt by Owner of an invoice for Services.

4. BILLING. During the Term, Company shall submit to the Owner Representative within 10 days after the end of each calendar month, an invoice for services rendered during the prior month.

5. TERMINATION. Either party may terminate this Agreement for material breach, if such breach is not cured within fourteen (14) days after written notice

6. STANDARD OF CARE. Company will perform the Services in a professional, efficient, and economical manner, in accordance with this Agreement and in compliance with all applicable federal, state, and local laws, regulations and requirements.

7. CONFIDENTIALITY. Owner and Company recognize and agree to maintain in strict confidence all information and documents received from the other party under this Agreement.

8. RELATIONSHIP BETWEEN THE PARTIES. The parties understand and agree that this Agreement does not make either party an agent or legal representative of the other for any purpose whatsoever. Company is an independent contractor, and, except as expressly provided in this Agreement, Owner shall have no obligation to provide any services or assistance of any kind or character to Company in connection with Company's conduct of its business or affairs or otherwise; provided, however, Owner shall indemnify Company for the following claims brought against by employees of the Owner: (a) claims for injuries suffered in the performance of services described herein; (b) claims related to wrongful termination or discharge by the Owner; and (c) to the extent caused by the negligence of the Owner, other claims for personal injury or property damage.

9. COMPLIANCE WITH LAW. Company shall at all times conduct all Services hereunder in compliance with all applicable national, state, and municipal laws and regulations within the scope of its authority under this Agreement.

10. THIRD PARTY DAMAGES. Company shall not be responsible to Owner for damages to municipal or private property caused by third parties except to the extent such damage is caused by the negligence or willful misconduct of Company.

13. INDEMNIFICATION. Each party shall indemnify and hold the other harmless from and against any claims, damages, losses, causes of action, costs, or expenses (including reasonable attorneys' fees) of third parties, to the extent resulting from and arising out of the party's negligence or willful misconduct. With the exception of third-party damages otherwise subject to indemnification hereunder and which themselves constitute consequential, incidental or punitive damages, neither party shall be liable to the other for any consequential, incidental or punitive damages.

14. LIMITATION OF LIABILITY. Company's liability to Owner shall be limited to the aggregate fees paid to Company under this Agreement; provided, however, that such limitation shall not apply to liability arising from Company's gross negligence or willful misconduct. Additionally, Company will not be liable for any fines, damages, assessments, levies, impositions, penalties, or other charges that may be assessed by any governmental agency

of competent jurisdiction except for those assessed as a result of Company negligence or other wrongful conduct

15. **INSURANCE.** Owner shall provide insurance as set forth in Exhibit C, including general liability insurance, workers' compensation and employer's liability for its employees. Owner shall include Company as an additional insured under all such policies (including alternate employer endorsement or equivalent on workers' compensation and employer's liability). Company shall provide insurance as set forth in Exhibit C including general liability insurance with respect to the Services, as well as workers' compensation and employer's liability insurance for Company's employees. All policies of liability insurance required to be maintained pursuant to this Agreement shall be issued by insurers with an A.M. Best rating of not less than "A-, VII" and shall provide that coverage shall not be canceled or non-renewed until at least thirty (30) days prior notice has been given, except only ten (10) days' notice shall be provided for non-payment of premium. Each party shall provide an original of the certificate of insurance prior to the commencement of any Services pursuant to this Agreement.

16. **DISPUTE RESOLUTION.** In the event a dispute arises under this Agreement, the parties agree to use good faith efforts to resolve such dispute. Specifically, the disputing party shall provide the other party with written notice of such dispute and within twenty (20) days after receipt of said notice, the receiving party shall submit to the other a written response. The notice and response shall include a statement providing the other party with the party's position and a summary of the evidence and arguments supporting its position. Each party shall designate an executive officer with the authority to resolve such dispute to work with the other party in good faith to resolve the dispute and shall provide the name and title of such executive in its notice or response, as applicable. The executives shall meet at a mutually acceptable time and place within twenty (20) days of the date of the disputing party's receipt of the other party's response and thereafter as they deem reasonably necessary to resolve the dispute. If the executives have not resolved the dispute within thirty (30) days, then the parties shall try in good faith to resolve the dispute by non-binding mediation administered by the American Arbitration Association ("AAA") under its Commercial Mediation Rules before availing themselves of their rights to seek legal recourse in a court of competent jurisdiction. All costs attributed to mediation shall be borne equally by both parties. Absent mutual consent by both parties, in the event that one of the parties brings a dispute immediately to court without first following the aforementioned dispute resolution process, then the opposing party shall be entitled to recover reasonable attorney's fees and costs from the party initiating the litigation if either (a) the case is remanded and the parties are ordered to follow the dispute resolution outlined herein, or (b) the dispute is heard and judgment is awarded in favor of the opposing party.

17. **NON-SOLICITATION.** During the term of this Agreement and for a period of one year after its termination or expiration, neither Company nor Owner will make an offer of employment to the other's Personnel without the prior written consent of the other party. For purposes of this paragraph, "Personnel" means any officers, partners, employees, permitted subcontractors or agents of the other who are directly involved with the efforts under this Agreement and with whom Company or Owner came into contact as a result of the activities under this Agreement. This restriction will not apply to individuals who independently respond to indirect solicitations (such as general newspaper advertisements, employment agency referrals and internet postings) not targeting such individual.

18. **FORCE MAJEURE.** Except for the obligation to pay for Services already provided, neither party shall be liable for any failure or delay in performing its obligations hereunder, or for any loss or damage resulting therefrom, due to causes beyond its reasonable control, including, but not limited to, acts of God, public enemy or government, riots, fires, natural catastrophe or epidemics. In the event of any such uncontrollable event, the party claiming relief from performance shall promptly notify the other party of the existence of same, shall perform those Services under this Agreement that are not affected, and shall be required to resume performance of its obligations under this Agreement upon the termination of the uncontrollable event. The compensation to Company shall be equitably adjusted for any increase or decrease in the cost to perform the Services due to force majeure.

19. **GOVERNING LAW.** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Rhode Island, without regard to the principles of law or conflicts of law of any jurisdiction.

20. **ENTIRE AGREEMENT.** This Agreement is intended by the parties to be a final, exclusive, and complete expression of their agreement and its terms. This Agreement may not be modified except by a written document signed by both parties and executed as an Amendment to this Agreement and/or a Task Order, as described in Exhibit A. A blank Task Order is included as **Exhibit D**.

21. **NO WAIVER.** A waiver of any term, condition or covenant by any party shall not constitute a waiver of any other term, condition or covenant. In the event that any provision of this Agreement shall be deemed unenforceable, the remaining terms and conditions shall remain in full force and effect.

22. **SUCCESSORS AND ASSIGNS.** This Agreement shall inure to the benefit of and shall be binding upon the parties hereto, and their respective executors, administrators, successors and assigns.

23. **ASSIGNMENT.** Neither party shall assign its rights, nor secure the assumption of its obligations under this Agreement, in whole or in part, without the prior written consent of the other party, which shall not be unreasonably withheld.

24. **ENFORCEABILITY.** The invalidity or enforceability of any provision of this Agreement as applied to a particular occurrence or circumstance shall not affect the validity or enforceability of any of the other provisions of this Agreement or the other applicability of such provision, as the case may be.

25. **SURVIVAL.** The provisions of this Agreement concerning payment, indemnification, confidentiality, and dispute resolution shall survive the expiration or termination of this Agreement.

26. **NOTICES.** All notices, requests, claims, demands and other communications hereunder will be in writing and will be given or made (and will be deemed to have been duly given or made upon receipt) by delivery in person, by courier service, by confirmed telecopy (with a copy sent by another means specified herein), or by registered or certified mail (postage

prepaid, return receipt requested) to the parties at the addresses set forth first above (or at such other address for a party as will be specified by like notice):

If to Company a duplicate notice shall be sent to:

Veolia Water North America-Northeast, LLC
461 From Road, Suite 400
Paramus, NJ 07652
Attention: Legal Department

27. EXHIBITS AND APPENDICES. The following exhibits, appendices and addenda are attached to and expressly made a part of this Agreement:

Exhibit A - Scope of Services

Exhibit B - Pricing

Exhibit C - Insurance

Exhibit D - Task Order

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

VEOLIA Water North America-North
LLC

Town of Jamestown, Rhode Island

By: _____
Kendra Morris, President

By: _____

EXHIBIT A

SERVICES

The Company will provide operations assistance to the Owner for its water treatment plant as requested. The Services include the solely following:

Management:

- Development of standard operating procedures consistent with best management practices for the operation and maintenance of the water treatment plant.
- Development of a worksheet for memorializing routine rounds and similar activities
- Online access for Owner's employees to Veolia Academy using Owner's computer system and network

Operations:

- Provide appropriately licensed operational coverage/assistance as needed but not more than 1-2 days a week.
- For operational coverage, 24 hours notice is required to ensure available staff. Company will use commercially reasonable efforts to provide coverage for requests made with lesser notice.

Safety:

- Perform a safety audit of the facility in accordance with standard industry practices, with the understanding that the Company is not responsible for latent defects.
- Recommend basic site safety practices in accordance with standard industry practices.

Additional assistance may be performed based on mutual agreement between the parties. Additional Services shall be authorized using a Task Order (attached as **Exhibit D**), which documents the additional scope of work, schedule, deliverables and pricing.

Notwithstanding anything to the contrary contained herein, the Services do not include the following:

- Provide operations and maintenance staff
- Make water quality process changes
- Perform laboratory testing
- Complete required regulatory reporting
- Provide equipment, materials, supplies and other consumables
- Undertake capital improvements
- Prepare the annual budget
- Undertake the replacement of equipment.
- Perform maintenance and repairs
- Attend Town council meetings

EXHIBIT B

PRICING

Owner shall pay Company a fee for the Services on a time and materials basis based on the rates below.

At the end of week, Company will provide the Owner with a schedule of the Services performed during the prior week and the number of hours for each. Owner shall have 14 days from receipt to question or dispute any Service performed by Company. If Owner does not raise any issues during such period, the schedule will be deemed to have been accepted. Invoices will be issued monthly.

Company shall compute the charge for Company's services for each employee or personnel who performs Services by multiplying the number of hours each employee performs Services by the hourly billing rate applicable to that personnel's or employee's job category.

PROJECT MANAGER or other Veolia manager-level employee \$150 /hour

LEAD OPERATOR or other Veolia employee of the same level \$110 /hour

EXHIBIT C

INSURANCE LIMITS

Owner Insurance:

Commercial General Liability (including Premises-Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage; Blanket Contractual Liability, Personal Injury with Employment Exclusion deleted). Limits shall be: (a) Bodily Injury and Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate

Workers' Compensation:

- (a) State: Statutory
- (b) Applicable Federal (e.g., Longshoremen's): Statutory
- (c) Employer's Liability: \$1,000,000

Umbrella Liability: \$5,000,000

Environmental Impairment/ Contractor's Pollution Liability: \$5,000,000

Company Insurance:

Commercial General Liability (including Premises-Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage; Blanket Contractual Liability, Personal Injury with Employment Exclusion deleted). Limits shall be: (a) Bodily Injury and Property Damage: \$1,000,000 per occurrence, \$2,000,000 aggregate

Comprehensive Automobile Liability: Bodily Injury and Property Damage: \$1,000,000

Workers' Compensation:

- (a) State: Statutory
- (b) Applicable Federal (e.g., Longshoremen's): Statutory
- (c) Employer's Liability: \$1,000,000

EXHIBIT D
TASK ORDER

Date:

Town Name:

Project Name:

Scope of Services and Deliverables:

Deliverable Due Date Schedule:

Staff and Hourly Rates:

Company Representative for this Task Order shall be:

Town Representative for this Task Order shall be:

IN WITNESS WHEREOF, the parties hereto have executed this Task Order as of the date above written.

VEOLIA Water North America-Northeast,
LLC

Town of Jamestown, Rhode Island

By: _____
Kendra Morris, President

By: _____



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

To: Honorable Council Members
From: Christina D. Collins, Finance Director 
Date: July 28, 2023

Subject: 2023/2024 Water & Sewer Budget

Attached please find the proposed Water & Sewer budgets for fiscal year 2023/2024. Major drivers of the proposed increases are directly related to the cost of effectively running the Plants. Also, in FY2023 we saw a dramatic decrease in both usage and pumping that we have continued to see in the last 2 years. We believe this is due to residents returning to a more normal routine, continual conservation and an increase in precipitation this Spring which decreases water usage.

The Water budget as presented includes additional expenses of \$104,318 or a 7.17% increase in the operating costs for the Water department. Proposed increases include costs for personnel (\$21,242 or 4.45%). The major driver for the rate increase is a new line item for a Water Consultant (\$100,000), to assist with the coverage at the Treatment Plant. Material, equipment maintenance, electricity, heating oil and chemical line are adjusted for trending. This budget requires an increase of 15% for metered excess water and a 10% increase on minimum in advance, for the next fiscal year (see attached schedule).

The Sewer budget as presented includes additional expenses of \$14,468 or a 1.60% increase in the operating cost for the Sewer department. As with the Water budget many line items were adjusted to trending and are beyond the control of staff. The Treatment Plant is monitored 24/7 with mandatory coverage required on the weekend as well as call outs for alarms and storms. The proposed budget will require an increase of 5.00% in the rate for customers for the next fiscal year.

Attached is a summary of billing rates for water and sewer for the existing fiscal year and the proposed FY2023/2024 year. The annual increase per household/user is between 5.54% and 9.77% based on the tiered structure for gallons used and the increase for Sewer usage.

With operating costs continuing to increase, the rates as presented are required to operate the Facilities in accordance with State and Federal guidelines.

TOWN OF JAMESTOWN - WATER DIVISION
Proposed Budget
July 1, 2023 - June 30, 2024

<u>ACCOUNT NUMBER & DESCRIPTION</u>	<u>Actual FY21.22 6/30/2022</u>	<u>BUDGET FY22.23</u>	<u>PROPOSED FY23.24</u>	<u>FY22.23 YTD 6.27.23</u>	<u>\$ Change Prev. Yr.</u>	<u>% Change Prev. Yr.</u>
OPERATING REVENUES						
2102 0000 40101 Metered Excess Water	432,595.15	438,730.00	499,991.00	394,078.31	61,261.00	13.96%
2102 0000 40402 Minimum Charge	590,188.73	628,300.00	688,033.00	625,485.80	59,733.00	9.51%
2102 0000 40403 Fire Protection Charges	170,000.00	170,000.00	170,000.00	170,000.00	0.00	0.00%
2102 0000 40408 Income From New Services	18,240.72	18,500.00	18,500.00	22,850.00	0.00	0.00%
2102 0000 40409 Miscellaneous Income	10,745.60	17,000.00	17,000.00	11,408.38	0.00	0.00%
2102 0000 40415 Interest Income	3,849.16	3,600.00	3,600.00	5,336.96	0.00	0.00%
2102 0000 40420 Rental Water Tower	170,695.11	178,263.00	161,587.00	146,055.31	-16,676.00	-9.35%
40100 TOTAL REVENUES	1,396,314.47	1,454,393.00	1,558,711.00	1,375,214.76	104,318.00	7.17%
OPERATING SALARIES						
2102 7000 70100 Public Works Director	27,682.08	26,806.00	29,158.00	19,650.22	2,352.00	8.77%
2102 7000 70102 Accounting	46,878.05	48,536.00	49,750.00	45,449.14	1,214.00	2.50%
2102 7000 70103 Treatment Plant Oper w/long	83,230.30	84,987.00	87,537.00	78,895.42	2,550.00	3.00%
2102 7000 70104 Ass't Treat Plant Oper w/long	76,641.17	77,905.00	80,243.00	73,207.54	2,338.00	3.00%
2102 7000 70105 Plant Operator	5,963.90	64,486.00	69,742.00	49,418.68	5,256.00	8.15%
2102 7000 70513 Treatment Plant Oper - OT	10,532.41	15,000.00	15,000.00	9,877.67	0.00	0.00%
2102 7000 70514 Ass't Treatment Plant - OT	18,090.62	15,000.00	15,000.00	16,638.90	0.00	0.00%
2102 7000 70515 Plant Operator OT	11,750.33	10,000.00	10,000.00	7,282.95	0.00	0.00%
2102 7000 70339 License Yrly	0.00	1,800.00	1,800.00	1,800.00	0.00	0.00%
2102 7000 70501 Water Charge Backs	0.00	0.00	0.00	0.00	0.00	#DIV/0!
7000 Salaries	280,768.86	344,520.00	358,230.00	302,220.52	13,710.00	3.88%
2102 7001 70900 Social Security	24,900.95	26,356.00	27,405.00	21,488.02	1,049.00	3.88%
2102 7001 70901 Blue Cross/Delta Dental	47,606.03	47,900.00	50,340.00	38,339.18	2,440.00	5.09%
2102 7001 70902 Worker's Compensation	20,000.00	20,000.00	20,000.00	15,000.00	0.00	0.00%
2102 7001 70903 Retirement Fund	30,363.30	36,750.00	40,793.00	25,626.82	4,043.00	11.00%
2102 7001 70906 Life Insurance	685.35	670.00	670.00	601.11	0.00	0.00%
2102 7001 70910 Clothing Allowance	1,780.47	1,500.00	1,500.00	288.50	0.00	0.00%
Salary Adjustment	0.00	0.00	0.00	0.00	0.00	#DIV/0!
7001 Benefits	125,336.10	133,176.00	140,708.00	101,343.63	7,532.00	5.66%
7000/7001/7002 SALARIES/BENEFITS	406,104.96	477,696.00	498,938.00	403,564.15	21,242.00	4.45%
2102 7005 70601 Maintenance	5,470.00	6,000.00	6,000.00	420.00	0.00	0.00%
2102 7005 70606 Alarm Lines	3,899.73	3,000.00	4,000.00	4,607.29	1,000.00	33.33%
7005 Reservoirs/Rights of Way	9,369.73	9,000.00	10,000.00	5,027.29	1,000.00	11.11%
2102 7006 70601 Maintenance	250.10	1,000.00	1,000.00	0.00	0.00	0.00%
2102 7006 70636 Electricity	9,898.02	15,000.00	12,000.00	9,690.38	-3,000.00	-20.00%
2102 7006 70934 Depreciation Expense	0.00	0.00	0.00	0.00	0.00	#DIV/0!
7006 Wells	10,148.12	16,000.00	13,000.00	9,690.38	-3,000.00	-18.75%
2102 7010 70008 Lab Supplies	13,162.31	15,000.00	15,000.00	14,315.06	0.00	0.00%
2102 7010 70631 Chemicals	50,570.80	70,000.00	65,000.00	48,599.60	-5,000.00	-7.14%
2102 7010 70632 Heat	16,245.90	18,000.00	18,000.00	13,200.35	0.00	0.00%
2102 7010 70633 Equipment Maintenance	21,656.10	45,000.00	45,000.00	39,655.36	0.00	0.00%
2102 7010 70634 Professional Services	1,700.00	5,000.00	5,000.00	36,776.60	0.00	0.00%
2102 7010 xxxxx Consultant	0.00	0.00	100,000.00	0.00	100,000.00	#DIV/0!
2102 7010 70635 Telephone	3,676.73	3,500.00	3,500.00	3,268.04	0.00	0.00%
2102 7010 70636 Electricity	41,878.78	60,000.00	55,000.00	41,956.29	-5,000.00	-8.33%
2102 7010 70637 Building Maintenance	7,065.67	8,000.00	8,000.00	6,932.64	0.00	0.00%
2102 7010 70638 State Testing	14,199.95	12,000.00	12,000.00	9,368.44	0.00	0.00%
2102 7010 70639 License Fees	4,117.50	6,000.00	6,000.00	2,325.00	0.00	0.00%
2102 7010 70643 Pump Out Treatment Plant	2,760.00	3,500.00	3,500.00	2,380.00	0.00	0.00%
2102 7010 70645 Sludge Disposal	19,439.62	16,500.00	16,500.00	18,777.18	0.00	0.00%
7010 Pump Station & Treatment Plant	196,473.36	262,500.00	352,500.00	237,554.76	90,000.00	34.29%
2102 7011 70636 South Pond - Electricity	1,293.86	3,000.00	5,000.00	8,320.56	2,000.00	66.67%
2102 7011 70637 South Pond - Transfer Pump	0.00	4,000.00	4,000.00	35.77	0.00	0.00%
7011 South Pond Pre-Treatment Bldg	1,293.86	7,000.00	9,000.00	8,356.33	2,000.00	28.57%
2102 7012 70636 Water Tower - Electricity	1,483.93	3,000.00	3,000.00	1,317.91	0.00	0.00%
2102 7012 70643 Water Tower - Maintenance	1,628.19	500.00	500.00	0.00	0.00	0.00%
7012 Water Tower	3,112.12	3,500.00	3,500.00	1,317.91	0.00	0.00%
2102 7013 70644 Gasoline/Oil	1,574.00	2,000.00	2,000.00	1,328.79	0.00	0.00%
2102 7013 70645 Repairs/Maintenance	932.09	4,000.00	4,000.00	78.02	0.00	0.00%
7013 Vehicles	2,506.09	6,000.00	6,000.00	1,406.81	0.00	0.00%
2102 7020 70651 Clamps	8,146.72	1,500.00	2,000.00	2,344.32	500.00	33.33%

TOWN OF JAMESTOWN - WATER DIVISION
Proposed Budget
July 1, 2023 - June 30, 2024

<u>ACCOUNT NUMBER & DESCRIPTION</u>	<u>Actual FY21.22 6/30/2022</u>	<u>BUDGET FY22.23</u>	<u>PROPOSED FY23.24</u>	<u>FY22.23 YTD 6.27.23</u>	<u>\$ Change Prev. Yr.</u>	<u>% Change Prev. Yr.</u>
2102 7020 70652 Pipe	4,208.73	5,500.00	6,000.00	5,181.90	500.00	9.09%
7020 70653 Backfill & Excavation	0.00	2,000.00	2,000.00	1,390.80	0.00	0.00%
7020 Maintenance & Laterals	12,355.45	9,000.00	10,000.00	8,917.02	1,000.00	11.11%
2102 7030 70661 Service Repairs	6,725.95	10,000.00	10,000.00	10,304.85	0.00	0.00%
1102 7030 70663 New Services	5,074.18	5,000.00	6,000.00	6,356.68	1,000.00	20.00%
7030 Water Division Services	11,800.13	15,000.00	16,000.00	16,661.53	1,000.00	6.67%
2102 7040 70672 Supplies/Expenses	13,683.62	14,000.00	16,000.00	15,485.96	2,000.00	14.29%
7040 Meters	13,683.62	14,000.00	16,000.00	15,485.96	2,000.00	14.29%
2102 7050 70681 Maintenance	1,945.86	8,500.00	8,500.00	0.00	0.00	0.00%
7050 Hydrants	1,945.86	8,500.00	8,500.00	0.00	0.00	0.00%
2102 7060 70923 Billing	4,530.51	6,500.00	6,500.00	2,626.32	0.00	0.00%
2102 7060 70924 Insurance	7,200.00	7,920.00	9,000.00	8,920.00	1,080.00	13.64%
2102 7060 70925 Audit	0.00	3,000.00	3,000.00	0.00	0.00	0.00%
2102 7060 70926 Supplies & Training	7,828.30	6,000.00	7,000.00	9,453.58	1,000.00	16.67%
7030 Administration	19,558.81	23,420.00	25,500.00	20,999.90	2,080.00	8.86%
2102 7070 70350 Principal	3,850.00	434,247.00	367,000.00	3,710.00	-67,247.00	15.49%
2102 7070 70940 Interest	91,417.33	68,530.00	66,106.00	79,247.35	-2,424.00	-3.54%
Dam Repair (\$550K) P & I	0.00	0.00	27,000.00	0.00	27,000.00	#DIV/0!
Water Tank Painting (\$1.5M) Interest only	0.00	0.00	29,667.00	0.00	29,667.00	#DIV/0!
Membrane Filter (\$265K)	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2102 7070 70300 Transfer to \$6.2 Water Debt	0.00	0.00	0.00	0.00	0.00	#DIV/0!
7070 Debit Service	95,267.33	502,777.00	489,773.00	82,957.35	-13,004.00	2.59%
7080 70800 Infrastructure Replacement Fund/Capital Improvements	0.00	100,000.00	100,000.00	65,987.08	0.00	0.00%
7080 Total	0.00	100,000.00	100,000.00	65,987.08	0.00	0.00%
TOTAL EXPENSES	783,619.44	1,454,393.00	1,558,711.00	877,926.47	104,318.00	7.17%
TOTAL REVENUES	1,396,314.47	1,454,393.00	1,558,711.00	1,375,214.76	104,318.00	7.17%
			0.00			

Proposed Budget
July 1, 2023 - June 30, 2024

ACCOUNT NUMBER & DESCRIPTION	FY21.22		FY22.23		\$ Change Prev. Yr.	% Change Prev. Yr.
	YTD 6/30/2022	BUDGET FY 22.23	PROPOSED FY23.24	YTD 6/27/2023		
OPERATING REVENUES						
2103 0000 40400 Sewer Line Frontage Assess.	81,199.48	81,389.00	81,389.00	81,225.56	0.00	0.00%
2103 0000 40405 Inspection Fees	150.00	300.00	300.00	225.00	0.00	0.00%
2103 0000 40406 Sewer Use Sales	746,816.72	796,244.00	810,712.00	747,729.64	14,468.00	1.82%
2103 0000 40408 New Service Connect Fees	15,000.00	15,000.00	15,000.00	18,000.00	0.00	0.00%
2103 0000 40414 Dumping Fees	3,465.00	5,000.00	5,000.00	2,300.00	0.00	0.00%
2103 0000 40850 Golf Course Allocation	8,000.00	8,000.00	8,000.00	8,000.00	0.00	0.00%
40100 TOTAL REVENUES	854,631.20	905,933.00	920,401.00	857,480.20	14,468.00	1.60%
OPERATING EXPENSES						
2103 7000 70100 Public Works Director	27,681.87	26,806.00	29,158.00	19,650.22	2,352.00	8.77%
2103 7000 70101 Wastewater Super w/Long	78,884.66	87,415.00	90,038.00	81,055.92	2,623.00	3.00%
2103 7000 70102 Accounting w/Long	46,878.12	48,443.00	49,750.00	45,449.14	1,307.00	2.70%
2103 7000 70103 Asst. Super w/Long	75,914.09	77,905.00	80,243.00	72,251.67	2,338.00	3.00%
2103 7000 70104 Plant Operator w/Long	70,749.52	68,678.00	70,738.00	67,441.98	2,060.00	3.00%
2103 7000 70111 Sewer - Temp Labor	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2103 7000 70511 Wastewater Super OT	16,843.59	13,000.00	13,000.00	8,985.92	0.00	0.00%
2103 7000 70513 Asst. Superintendent OT	14,507.63	13,000.00	13,000.00	12,310.80	0.00	0.00%
2103 7000 70514 Plant Operator OT	3,542.79	10,000.00	13,000.00	6,779.85	3,000.00	30.00%
7000 Salaries	335,002.27	345,247.00	358,927.00	313,925.50	13,660.00	3.96%
2103 7000 70900 Social Security	22,304.91	26,550.00	27,462.00	21,316.22	912.00	3.44%
2103 7000 70901 Health & Dental	49,351.86	49,500.00	51,602.00	40,500.00	0.00	4.25%
2103 7000 70902 Worker's Compensation	8,000.00	8,000.00	8,000.00	8,000.00	0.00	0.00%
2103 7000 70904 Retirement	29,358.24	38,000.00	42,180.00	26,632.78	4,180.00	11.00%
2103 7000 70906 Life Insurance	685.35	695.00	695.00	640.44	0.00	0.00%
2103 7000 70336 Clothing Allowance	1,760.95	1,500.00	1,500.00	332.31	0.00	0.00%
2103 7000 70335 License Fees	1,800.00	1,800.00	1,800.00	1,800.00	0.00	0.00%
7000 Benefits	113,261.31	126,045.00	133,239.00	99,221.75	7,194.00	5.71%
7000 TOTAL SALARY & BENEFITS	448,263.58	471,292.00	492,166.00	413,147.25	20,874.00	4.43%
2103 7002 70001 Power - Electricity	43,309.78	60,000.00	55,000.00	35,677.37	-5,000.00	-8.33%
2103 7002 70002 Chemicals	0.00	3,000.00	3,000.00	978.50	0.00	0.00%
2103 7002 70003 Heat	13,047.67	20,000.00	15,000.00	11,573.15	-5,000.00	-25.00%
2103 7002 70004 Water	2,121.28	2,000.00	2,000.00	956.92	0.00	0.00%
2103 7002 70005 Chlorine	8,832.29	10,000.00	10,000.00	6,914.11	0.00	0.00%
2103 7002 70006 Equipment Maintenance	41,255.77	30,000.00	35,000.00	27,536.06	5,000.00	16.67%
2103 7002 70007 Misc Supplies, Office Cleaning	4,365.77	10,000.00	10,000.00	7,975.83	0.00	0.00%
2103 7002 70008 Laboratory Supplies	2,820.77	5,500.00	4,000.00	1,770.91	-1,500.00	-27.27%
2103 7002 70009 Telephone	438.46	2,200.00	1,000.00	374.52	-1,200.00	-54.55%
2103 7002 70010 Alarm Lines	7,282.42	7,500.00	7,500.00	5,246.44	0.00	0.00%
2103 7002 70011 Sludge Composting	48,017.36	50,000.00	50,000.00	28,626.60	0.00	0.00%
2103 7002 70012 Truck Operation & Main.	1,181.38	2,000.00	2,000.00	1,762.66	0.00	0.00%
2103 7002 70013 Gas - Truck	1,879.10	3,500.00	3,500.00	1,447.85	0.00	0.00%
2103 7002 70014 State Mandated Testing	29,911.39	28,500.00	30,000.00	27,435.32	1,500.00	5.26%
2103 7002 70201 Professional Services - Legal	0.00	2,500.00	2,500.00	0.00	0.00	0.00%
2103 7002 70315 Training	479.95	1,000.00	1,000.00	70.00	0.00	0.00%
2103 7002 70600 Professional Services	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00%
7002 Wastewater Treatment Facility	206,943.39	239,700.00	233,500.00	158,346.24	-6,200.00	-2.59%
2103 7003 70017 Pumping Station #3 (W Ferry)	4,467.04	7,500.00	6,000.00	3,242.77	-1,500.00	-20.00%
2103 7003 70018 Pumping Station #1 (Bayview)	22,661.84	37,000.00	30,000.00	19,064.38	-7,000.00	-18.92%
2103 7003 70019 Pumping Station #2 (Hamilton)	10,606.49	16,000.00	12,000.00	8,437.06	-4,000.00	-25.00%
2103 7003 70020 Pumping Station #4 (Maple)	725.87	1,000.00	1,000.00	318.23	0.00	0.00%
7003 Pumping Stations	38,461.24	61,500.00	49,000.00	31,062.44	-12,500.00	-20.33%
2103 7004 70598 Equipment Insurance	4,000.00	4,000.00	7,000.00	7,000.00	3,000.00	75.00%
7004 Insurance	4,000.00	4,000.00	7,000.00	7,000.00	3,000.00	75.00%
2103 7005 70021 Maintenance Sewer Mains	8,367.20	12,000.00	12,000.00	4,100.00	0.00	0.00%
2103 7005 70xxx Jet Vac Truck Lease	40,401.20	39,225.00	0.00	0.00	-39,225.00	100.00%
2103 7005 70xxx Sewer Truck	0.00	8,216.00	8,110.00	0.00	-106.00	-1.29%
2103 7005 70xxx Slip Lining	0.00	0.00	38,625.00	0.00	38,625.00	#DIV/0!
2103 7005 70xxx Pump Station	0.00	0.00	0.00	0.00	0.00	#DIV/0!
2103 7005 70605 West Ferry Extension Notes	0.00	0.00	0.00	0.00	0.00	#DIV/0!
7005 Sanitary Sewers, Laterals & Mains	48,768.40	59,441.00	58,735.00	4,100.00	-706.00	-1.19%
7081 70801 Capital Expense	0.00	70,000.00	80,000.00	218,629.89	10,000.00	14.29%
TOTAL EXPENSES	746,436.61	905,933.00	920,401.00	832,285.82	14,468.00	1.60%

CURRENT WATER RATES 2022/2023

**PROPOSED WATER RATES
FY2023/2024**

Water - Minimum in Advance- 10% inc.
Water- Excess Water - 15% inc.
Sewer - 5 % inc.

Water & Sewer Minutes August 7, 2023

	Unit	Rate	Qtrly Amount	Yrly.	Unit	Rate	Qtrly Amount	Yrly	Yrly \$ inc.	Yrly % inc.
4,000/12,000 gallons										
Minimum in Advance	1	\$89.82	\$89.82	\$359.26	1	\$98.80	\$98.80	\$395.19	\$35.93	
Excess Water	0		\$0.00	\$0.00	0		\$0.00	\$0.00	\$0.00	
State Surcharge 1	4	\$0.11	\$0.42	\$1.69	4	\$0.11	\$0.42	\$1.69	\$0.00	
State Surcharge 2	4	\$0.17	\$0.67	\$2.66	4	\$0.17	\$0.67	\$2.66	\$0.00	
Sewer Charge- usage	4	\$18.18	\$72.73	\$290.92	4	\$19.09	\$76.37	\$305.47	\$14.55	
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08	1	\$38.02	\$38.02	\$152.08	\$0.00	
Sewer Debt Usage Fee	4	\$6.49	\$25.96	\$103.84	4	\$6.49	\$25.96	\$103.84	\$0.00	
			\$227.61	\$910.46			\$240.23	\$960.93	\$50.47	5.54%
8,000/32,000 gallons										
Minimum in Advance	1	\$89.82	\$89.82	\$359.26	1	\$98.80	\$98.80	\$395.19	\$35.93	
Excess Water	3	\$7.98	\$23.95	\$95.79	3	\$9.18	\$27.54	\$110.15	\$14.37	
State Surcharge 1	8	\$0.11	\$0.84	\$3.37	8	\$0.11	\$0.84	\$3.37	\$0.00	
State Surcharge 2	8	\$0.17	\$1.33	\$5.32	8	\$0.17	\$1.33	\$5.32	\$0.00	
Sewer Charge- Usage	8	\$18.18	\$145.46	\$581.85	8	\$19.09	\$152.73	\$610.94	\$29.09	
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08	1	\$38.02	\$38.02	\$152.08	\$0.00	
Sewer Debt Usage Fee	8	\$6.49	\$51.92	\$207.68	8	\$6.49	\$51.92	\$207.68	\$0.00	
			\$351.34	\$1,405.35			\$371.19	\$1,484.74	\$79.39	5.65%
13,000/52,000 gallons										
Minimum in Advance	1	\$89.82	\$89.82	\$359.26	1	\$98.80	\$98.80	\$395.19	\$35.93	
Excess Water	8	\$8.58	\$68.65	\$274.60	8	\$9.87	\$78.95	\$315.80	\$41.19	
State Surcharge 1	13	\$0.11	\$1.37	\$5.48	13	\$0.11	\$1.37	\$5.48	\$0.00	
State Surcharge 2	13	\$0.17	\$2.16	\$8.65	13	\$0.17	\$2.16	\$8.65	\$0.00	
Sewer Charge- usage	13	\$18.18	\$236.38	\$945.50	13	\$19.09	\$248.19	\$992.78	\$47.28	
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08	1	\$38.02	\$38.02	\$152.08	\$0.00	
Sewer Debt Usage Fee	13	\$6.49	\$84.37	\$337.48	13	\$6.49	\$84.37	\$337.48	\$0.00	
			\$520.77	\$2,083.06			\$551.86	\$2,207.46	\$124.39	5.97%
16,000/64,000 gallons										
Minimum in Advance	1	\$89.82	\$89.82	\$359.26	1	\$98.80	\$98.80	\$395.19	\$35.93	
Excess Water	11	\$10.87	\$119.58	\$478.33	11	\$12.50	\$137.52	\$550.08	\$71.75	
State Surcharge 1	16	\$0.11	\$1.69	\$6.75	16	\$0.11	\$1.69	\$6.75	\$0.00	
State Surcharge 2	16	\$0.17	\$2.66	\$10.65	16	\$0.17	\$2.66	\$10.65	\$0.00	
Sewer Charge- usage	16	\$18.18	\$290.92	\$1,163.69	16	\$19.09	\$305.47	\$1,221.88	\$58.18	
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08	1	\$38.02	\$38.02	\$152.08	\$0.00	
Sewer Debt Usage Fee	16	\$6.49	\$103.84	\$415.36	16	\$6.49	\$103.84	\$415.36	\$0.00	
			\$646.53	\$2,586.13			\$688.00	\$2,751.99	\$165.86	6.41%

CURRENT WATER RATES 2022/2023

**PROPOSED WATER RATES
FY2023/2024**

Water - Minimum in Advance- 10% inc.
Water- Excess Water - 15% inc.
Sewer - 5 % inc.

Water & Sewer Minutes August 7, 2023

	Unit	Rate	Qtrly Amount	Yrly
32,000/128,000 gallons				
Minimum in Advance	1	\$89.82	\$89.82	\$359.26
Excess Water	27	\$14.14	\$381.78	\$1,527.12
State Surcharge 1	32	\$0.11	\$3.37	\$13.49
State Surcharge 2	32	\$0.17	\$5.32	\$21.30
Sewer Charge- usage	32	\$17.20	\$550.37	\$2,201.47
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08
Sewer Debt Usage Fee	32	\$6.49	\$207.68	\$830.72
			\$1,276.36	\$5,105.44

	Unit	Rate	Qtrly Amount	Yrly	Yrly \$ inc.
	1	\$98.80	\$98.80	\$395.19	\$35.93
	27	\$16.26	\$439.05	\$1,756.19	\$229.07
	32	\$0.11	\$3.37	\$13.49	\$0.00
	32	\$0.17	\$5.32	\$21.30	\$0.00
	32	\$18.06	\$577.88	\$2,311.54	\$110.07
	1	\$38.02	\$38.02	\$152.08	\$0.00
	32	\$6.49	\$207.68	\$830.72	\$0.00
			\$1,370.13	\$5,480.51	\$375.07
					7.35%

	Unit	Rate	Qtrly Amount	Yrly
68,000/272,000 gallons				
Minimum in Advance	1	\$89.82	\$89.82	\$359.26
Excess Water	63	\$18.56	\$1,169.56	\$4,678.25
State Surcharge 1	68	\$0.11	\$7.17	\$28.67
State Surcharge 2	68	\$0.17	\$11.32	\$45.26
Sewer Charge- usage	68	\$18.18	\$1,236.43	\$4,945.70
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08
Sewer Debt Usage Fee	68	\$6.49	\$441.32	\$1,765.28
			\$2,993.63	\$11,974.51

	Unit	Rate	Qtrly Amount	Yrly	Yrly \$ inc.
	1	\$98.80	\$98.80	\$395.19	\$35.93
	63	\$21.35	\$1,345.00	\$5,379.99	\$701.74
	68	\$0.11	\$7.17	\$28.67	\$0.00
	68	\$0.17	\$11.32	\$45.26	\$0.00
	68	\$19.09	\$1,298.25	\$5,192.99	\$247.29
	1	\$38.02	\$38.02	\$152.08	\$0.00
	68	\$6.49	\$441.32	\$1,765.28	\$0.00
			\$3,239.86	\$12,959.46	\$984.95
					8.23%

	Unit	Rate	Qtrly Amount	Yrly
169,000/676,000 gallons				
Minimum in Advance	1	\$89.82	\$89.82	\$359.26
Excess Water	164	\$23.76	\$3,897.41	\$15,589.64
State Surcharge 1	169	\$0.11	\$17.81	\$71.25
State Surcharge 2	169	\$0.17	\$28.12	\$112.49
Sewer Charge- usage	169	\$18.18	\$3,072.88	\$12,291.53
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08
Sewer Debt Usage Fee	169	\$6.49	\$1,096.81	\$4,387.24
			\$8,240.87	\$32,963.49

	Unit	Rate	Qtrly Amount	Yrly	Yrly \$ inc.
	1	\$98.80	\$98.80	\$395.19	\$35.93
	164	\$27.33	\$4,482.02	\$17,928.09	\$2,338.45
	169	\$0.11	\$17.81	\$71.25	\$0.00
	169	\$0.17	\$28.12	\$112.49	\$0.00
	169	\$19.09	\$3,226.53	\$12,906.10	\$614.58
	1	\$38.02	\$38.02	\$152.08	\$0.00
	169	\$6.49	\$1,096.81	\$4,387.24	\$0.00
			\$8,988.11	\$35,952.44	\$2,988.95
					9.07%

	Unit	Rate	Qtrly Amount	Yrly
210,000/840,000 gallons				
Minimum in Advance	1	\$89.82	\$89.82	\$359.26
Excess Water	205	\$30.24	\$6,198.19	\$24,792.76
State Surcharge 1	210	\$0.11	\$22.13	\$88.54
State Surcharge 2	210	\$0.17	\$34.94	\$139.78
Sewer Charge- usage	210	\$18.18	\$3,818.37	\$15,273.49
Sewer Debt Flat Fee	1	\$38.02	\$38.02	\$152.08
Sewer Debt Usage Fee	210	\$6.49	\$1,362.90	\$5,451.60
			\$11,564.38	\$46,257.51

	Unit	Rate	Qtrly Amount	Yrly	Yrly \$ inc.
	1	\$98.80	\$98.80	\$395.19	\$35.93
	205	\$34.77	\$7,127.92	\$28,511.67	\$3,718.91
	210	\$0.11	\$22.13	\$88.54	\$0.00
	210	\$0.17	\$34.94	\$139.78	\$0.00
	210	\$19.09	\$4,009.29	\$16,037.17	\$763.67
	1	\$38.02	\$38.02	\$152.08	\$0.00
	210	\$6.49	\$1,362.90	\$5,451.60	\$0.00
			\$12,694.01	\$50,776.02	\$4,518.51
					9.77%

JAMESTOWN WATER AND SEWER RATES
Proposed Rates for July 1, 2023 - June 30, 2024

Minimum in advance:				
Meter size	Quarterly	Seasonal	Quarterly	Seasonal
	Current Billing Rates		Proposed 10% inc.	
5/8	\$89.82	\$359.26	\$98.80	\$395.19
3/4	\$134.80	\$539.19	\$144.23	\$593.11
1	\$167.42	\$669.69	\$179.14	\$736.66
1 1/2	\$206.22	\$824.88	\$220.66	\$907.37
2	\$268.63	\$1,074.54	\$287.44	\$1,181.99
3	\$495.25	\$1,981.00	\$529.92	\$2,179.10
4"	\$745.46	\$2,981.83	\$797.64	\$3,280.02

Current Excess Water Rates: * per 1,000 gallons			Proposed 15% inc.
Minimum	Maximum	Rates	
0	5,000	\$0.00	\$0.00
5,001	9,999	\$7.98	\$9.18
10,000	14,999	\$8.58	\$9.67
15,000	19,999	\$10.87	\$12.50
20,000	49,999	\$15.13	\$17.40
50,000	99,999	\$18.56	\$21.35
100,000	199,999	\$23.76	\$27.33
200,000	999,999,999	\$30.24	\$34.77

Excess Seasonal Water Rates: *per 1,000 gallons			Proposed 15% inc.
Minimum	Maximum	Rates	
0	20,000	\$0.00	\$0.00
20,001	49,999	\$15.13	\$17.40
50,000	99,999	\$18.56	\$21.35
100,000	199,999	\$23.76	\$27.33
200,000	999,999,999	\$30.24	\$34.77

CURRENT SEWER RATES:	Proposed 5% inc.
Sewer use rate (per 1000 gallons)	\$18.18 / \$19.09
Sewer flat rate for pump out. Flat B	\$210.40 / \$220.92
Sewer flat rate for those without meters and without water. Flat A	\$84.24 / \$88.45
Sewer metered rate for those without water (per 1000 gallons)	\$18.18 / \$19.09
Sewer Debt Flat Fee	\$38.02
Sewer Debt Usage Fee (per 1000 gallons)	\$6.49

Misc. Charges: No Change	Rates
Turn on/off (\$15 per service)	\$30.00
Install/Remove (\$50 per service)	\$100.00
Early Install/Remove (\$25 per service)	\$50.00
Sprinkler Charge (per unit)	\$0.18
Frozen Meter	\$125.00
Special Reading	\$20.00
Call out	\$150.00
Lien discharge recording fee	\$49.00

State Surcharge Rates - No Change
SC 1 010540 per 100 gals
SC 2 016644 per 100 gals

TOWN OF JAMESTOWN SEWER DIVISION
 PROPOSED OPERATING BUDGET
 July 1, 2023- June 30, 2024

NUMBER	ACCOUNT	PROPOSED 2023/2024	
70070940	Principal Due	\$100,000 00	
	Interest Due	\$5,113 00	\$105,113 00
	Income to offset Debt	\$105,113 00	
	Reserve for future renovations/debt	\$364,285 00	

Project Update September 2023

WELLS

JR-1, JR-3

- JR-1 is in service.

TREATMENT PLANT

- Veolia started the week of September 11th with staff reviewing operations at the water treatment facility. A senior level manager and operator has begun the process of reviewing all of our procedures for safety and treatment operation. They will be assisting the Town with updating and developing standard operating procedures for the facility.
- Water department staff worked with our process control engineering consultant with installing a new chemical feed pump and integrating it with our SCADA system. This new pump replaces an older generation of equipment that is no longer supported by the manufacturer.

TRANSFER PUMPING/RESERVOIR

- The water department suspended transferring water from south pond to north pond.

DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 49 MG

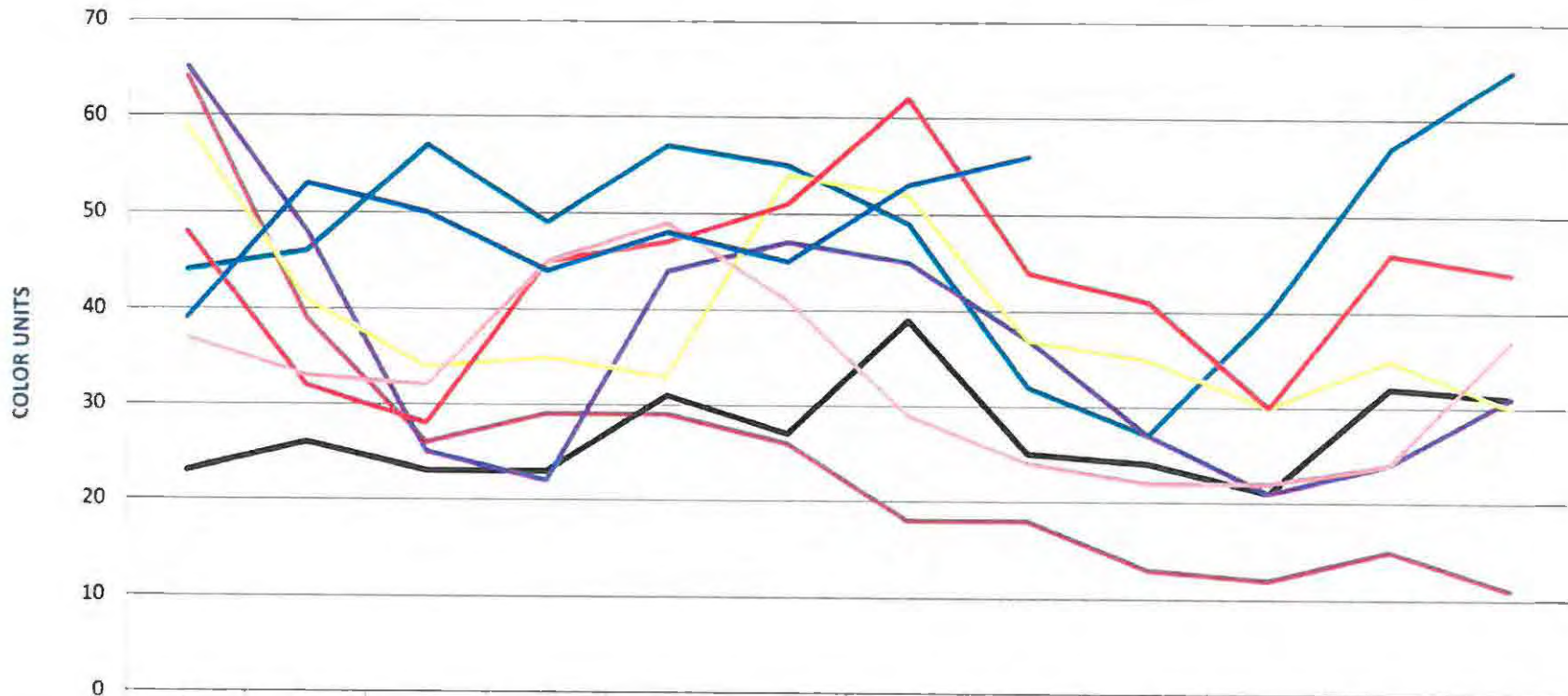
Usable Storage 60 Million Gallons

- Service line installation is complete on High Street. The water department staff connected 9 existing residential services to the new watermain. Crews will complete the distribution main switch over at Clinton Avenue intersection and then the disconnecting of the old main from the water tower.
- Crews from Atlas Painting have been onsite erecting the staging for preparing and painting the south tower. Contractors for Verizon have also been onsite installing new equipment on the North Tower that was recently painted and decommissioning the equipment on the south tower. The Contractor for AT&T will be onsite the week of September 18th to temporarily locate the antenna to the staging so that Atlas can install tarps to contain the painting work.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for July was 0.22 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.40 million gallons.
- We received 8 statements of qualifications from engineering consultants responding to the advertisement. Staff has reviewed the statements and we have narrowed the field for interviews. Work will include assessing all of our wastewater facilities including collection system, pump stations, and wastewater treatment plant and providing recommendations for improvements, design and permitting, and assisting the Town through construction.

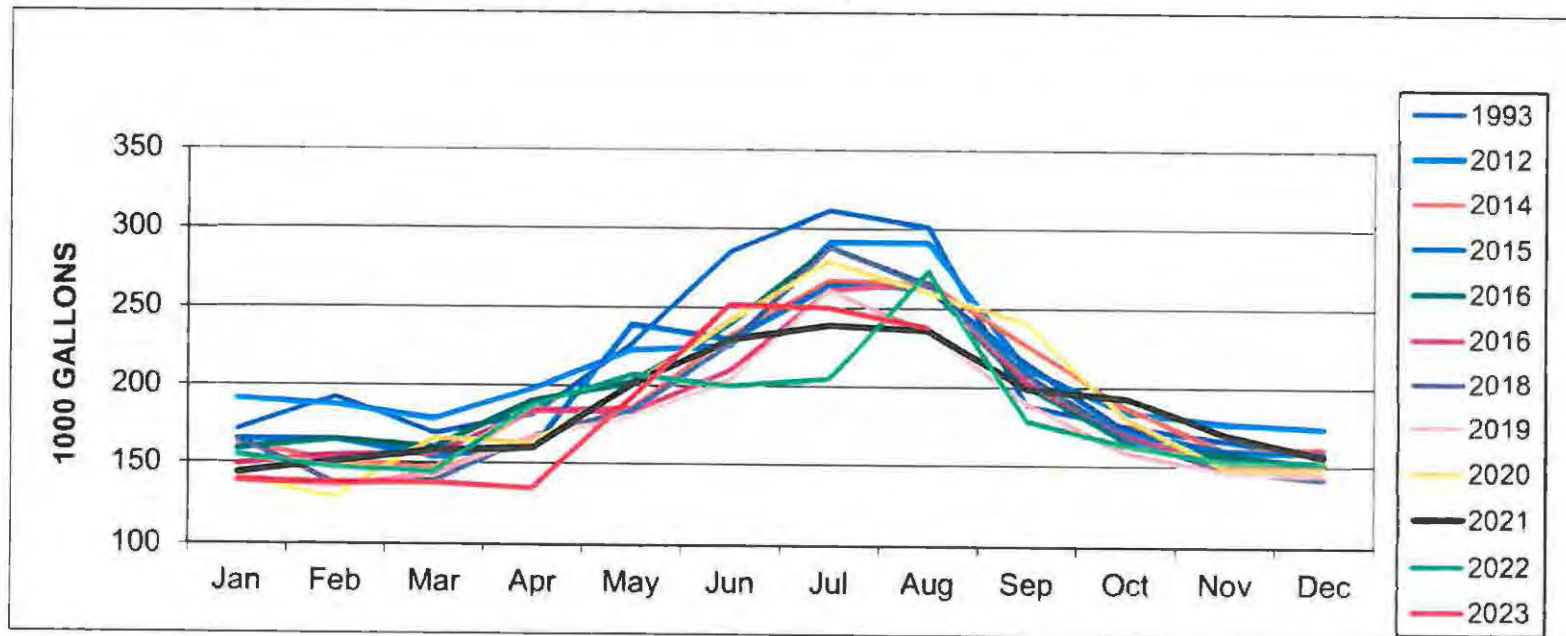
Transfer Pumping NORTH POND WATER QUALITY



	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	50	44	48	45	53	56				

	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	138
Apr	181	210	180	170	198	184	160	190	183	167	167	163	160	187	135
May	227	180	212	190	223	185	239	202	183	184	179	200	201	207	192
Jun	285	218	226	221	226	232	230	240	210	227	204	242	230	200	252
Jul	311	274	279	278	291	267	264	288	261	288	261	279	239	205	250
Aug	301	251	254	242	291	266	263	264	266	265	235	260	236	273	238
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
AUGUST 2023

Douglas Ouellette, Superintendent

Parameters

	<u>Monthly Avr.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	2204	MGD .73 MGD	
Daily Max	.4030		
BOD Removal	99.6%	85%	% Removed
TSS Removal	98.1%	85%	% Removed
Fecal Coliform	1.0	No limit, report only	
Enterococci	1.0	(<35 cfu/100ml Monthly) (<276 cfu/100ml Daily)	

Environmental Compliance (Violations)

There are no violations to report for the month of August 2023

Complaints

There is one complaint reported for August, 92 High St complained about a noisy manhole cover in front of the property. A manhole gasket was put in place to quiet the clanking.

Alarms

The facility had 1 alarm that was caused by a power blip during a lightning storm August 26th.

Septage

The facility received 0 gallons for August.

Sludge Production

The facility processed 79,500 gallons of sludge through Wastewater Services Incorporated.

Maintenance Management

The main discharge valve at PS#2 was repacked by IPS.

Chemical Use

The facility used 514.4 gallons of Sodium hypochlorite and 0 pounds of lime for process control.

Collection System

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

Energy Use

Energy use for August was: 18,013 KWH

Precipitation

Precipitation for August was 2.87"

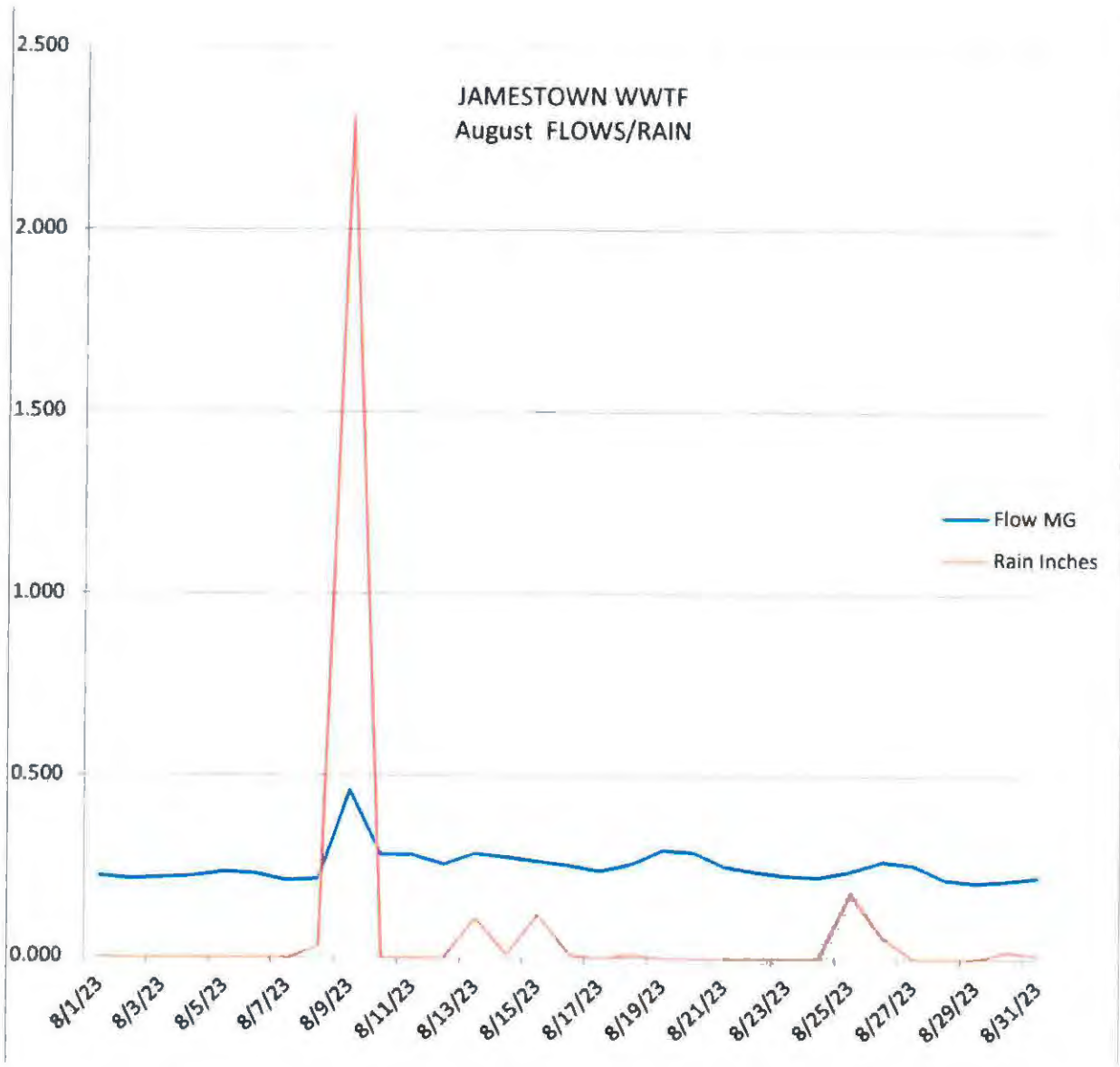
Golf Course

978,000 gallons of effluent was pumped to the pond in August.

Work Orders

63 work orders were completed.

Graphs



Denise Jennings

From: Chuck Masso <[REDACTED]>
Sent: Wednesday, September 6, 2023 5:25 PM
To: Denise Jennings
Subject: Fwd: 07/2023 Water and Sewer Bill

CAUTION: This email originated from outside the Jamestown email system. Please do not click links or open attachments unless you recognize the sender and determine the content is safe.

----- Forwarded message -----

From: Chuck Masso [REDACTED]
Date: Wed, Sep 6, 2023 at 2:22 PM
Subject: Re: 07/2023 Water and Sewer Bill
To: Sarah Johnson [REDACTED]

To Denise Jennings and the Jamestown town Council sitting as the water and sewer board,

Due to an unseen burst pipe at Chopmist Charlies, my water consumption was incredibly high for my last quarter. The water discharged into my gravel and dirt crawl space and was absorbed. There was no damage to anything and no water discharge to the sewer line. I am respectfully requesting a partial discount on my bill, specifically the sewer discharge fee because there was no discharge. Thank you for your attention to this matter.
Chuck Masso.

On Wed, Sep 6, 2023 at 1:59 PM Chuck Masso [REDACTED] wrote:

----- Forwarded message -----

From: Denise Jennings <djennings@jamestownri.net>
Date: Thu, Aug 31, 2023 at 12:48 PM
Subject: 07/2023 Water and Sewer Bill
To: [REDACTED]
CC: Christina Collins <ccollins@jamestownri.net>, Michael Gray <mgray@jamestownri.net>

Chuck-

Attached you will find a copy of your 07/23 Water and Sewer Bill.

I am not able to grant sewer relief due to your leak, as discussed.

You may submit your request for relief to the Town Council Sitting as the Board of Water and Sewer Commission to my attention at djennings@jamestownri.net.

The next meeting of the Town Council Sitting as the Board of Water and Sewer Commission is scheduled for Monday, September 18th.

TOWN OF JAMESTOWN
Water & Sewer Division

Plat and Lot Number: 8/471
 Location: 40 NARRAGANSETT AVE
 Account Number: 11-029013

Total Amount Due:	\$3,343.54
Due Date:	Due upon receipt
Amount Enclosed:	

PAYMENTS CAN BE MADE BY MAIL, IN PERSON,
 OR BY DROP BOX, WHICH IS LOCATED AT THE
 TOWN HALL 93 NARR AVE

PERROTTI JOHN
 C/O CHOPMIST CHARLIE S
 40 NARRAGANSETT AVE
 JAMESTOWN, RI 02835

Please Remit Water Bill Payment To:
 JAMESTOWN WATER & SEWER DIVISION
 93 NARRAGANSETT AVE
 P.O. BOX 377
 JAMESTOWN, RI 02835

Read Information		Charge Description	Units	Rate	Amount Due
Read Type: Actual (Mtr#: 32740303, Size: 1)		MINIMUM IN ADV.	1.0000	167.4200 \$/FLAT	167.42
Current Read: 4,311,000 on 06/08/2023		EXCESS WATER	67.0000	7.9800 \$/1000 GAL	1243.52
Prior Read: 4,239,000 on 03/08/2023		STATE SURCHARGE 1	72.0000	0.1054 \$/1000 GAL	7.59
Consumption: 72,000 GAL		STATE SURCHARGE 2	72.0000	0.1664 \$/1000 GAL	11.98
		SEWER CHARGE USAGE	72.0000	18.1800 \$/1000 GAL	1308.96
		SEWER DEBT FLAT FEE	1.0000	38.0200 \$/FLAT	38.02
		SEWER DEBT USAGE FEE	72.0000	6.4900 \$/1000 GAL	467.28
		SALES TAX	1410.9400	0.0700 \$/TAXABLE	98.77
				Current Bill Total	3343.54

Description	Original Bill	- Adjustments	- Payments	= Balance Due	+ Interest	= Amount Due
2023 WATER SEWER	676.43	0.00	676.43	0.00	0.00	0.00
Total Amount Due:						\$3,343.54

WATER SERVICES SHALL BE TERMINATED ON ALL DELINQUENT ACCOUNTS IN COMPLIANCE WITH RI STATE LAW...
 Interest is calculated at 8.00 per annum and is accrued daily. Your bill reflects interest calculated as of 07/31/2023

Account Number [REDACTED]	Plat and Lot Number 8/471
PERROTTI JOHN C/O CHOPMIST CHARLIE S 40 NARRAGANSETT AVE JAMESTOWN, RI 02835	Town: JAMESTOWN WATER & SEWER DIVISION 93 NARRAGANSETT AVE P.O. BOX 377 JAMESTOWN, RI 02835 Phone: (401) 423-9808

MEMORANDUM

To: The Honorable Town Council
 From: Denise Gamon, Town Clerk's Assistant
 Date: September 18, 2023
 RE: Liquor License Advertisements

Local liquor licenses will expire on November 30, 2023. The following is a list of local businesses that require a liquor license for their establishment. On September 1, 2023, each business was sent a letter requesting their license renewal application with a copy of their menu (in accordance with RIGL 3-7-7), site/seating plan, a current Department of Health Certificate, RI retail sales permit, Alcohol Server Training certification and COI all to be completed and returned to the Town Clerk's Office in a timely manner.

Establishment	Class	Menu	Site Plan	DOH Cert/Retail Sales Permit	Alcohol Server Training Certification	Certificate of Insurance
Conanicut Yacht Club 40 Bayview Drive	D					
JB's On the Water 150 Conanicut Avenue	BT					
Beech 13 Narragansett Avenue	BV					
Curiosity & Co. 14 Narragansett Avenue	BV					
J22 Tap & Table 22 Narragansett Avenue	BV					
Jamestown Golf Course 245 Conanicut Avenue	BV					
Narragansett Café 25 Narragansett Avenue	BV					
One Ferry Wharf 3 Ferry Wharf	BV					
Slice of Heaven 32 Narragansett Avenue	BV					
Tullulah's Tacos 35 Narragansett Avenue	BV					
Grapes & Gourmets 9 Ferry Wharf	A	N/A	N/A			
Jamestown Wine & Spirits 30 Southwest Avenue	A	N/A	N/A			
Our Table 53 Narragansett Avenue	BV-L					
Village Hearth Bakery 2 Watson Avenue	BV-L					

If the Town Council deems favorable, the advertisement is scheduled for October 12th and October 19th for a Public Hearing to be held at the November 6, 2023 Town Council meeting.



Town of Jamestown
Town Administrator
93 Narragansett Avenue
Jamestown, Rhode Island 02835-1199
401-423-9805

Edward A. Mello
Town Administrator

MEMORANDUM TO: Honorable Town Council
FROM: Town Administrator, Edward A. Mello
DATE: September 15, 2023
SUBJECT: Report for Town Council Meeting September 18, 2023

Renewable Energy: Staff has continued its assessment for renewable energy options and are requesting approval to pursue the former landfill property as a potential solar project owned by the Town. (new business)

North Road: The development of the plan for the replacement of the viaduct crossing the Creek on North Road has begun by RIDOT Officials. They have developed a number of options for the project that remains several years out. They have requested the opportunity to attend a Town Council meeting in October in order to present those options for discussion.

Recycling and Trash Contract: Recommend approval or trash and recycling contract to Island Rubbish for a period of five (5) years. (new business)

Police Chief: Recommend the appointment of James P. Campbell as chief of police effective September 25, 2023 (new business)

Beavertail State Park and Lighthouse: US General Services Administration is finalizing the transfer of the Beavertail Lighthouse property to RIDEM. They are working on scheduling a ceremony in the coming weeks. Date to be determined.

RIDEM has restarted its efforts to develop a master plan for the park. They have scheduled a public workshop for September 27 to be held at the Jamestown Recreation Center. Request to waive fees and insurance requirement. (consent agenda)

Roberta Fagan

From: Edward Mello
it: Thursday, September 14, 2023 8:03 AM
To: Anastasia Frankart
Cc: Roberta Fagan
Subject: RE: camp permit

Good morning

Thank you for the update.

As I indicated in our phone call, the matter will be on the Town Council agenda for Monday 9/18 at 6 PM. I suggest that you attend in order to answer any questions that the Council may have.

Thank you.

From: Anastasia Frankart [REDACTED]
Sent: Wednesday, September 13, 2023 7:21 PM
To: Edward Mello <emello@jamestownri.net>
Subject: Re: camp permit

CAUTION: This email originated from outside the Jamestown email system. Please do not click links or open attachments unless you recognize the sender and determine the content is safe.

Mr. Mello

I apologize for the delay in my response. As I said when we spoke earlier there is not a second camper at the property. For the sewage disposal gray water is currently being pumped into a house drain. The need to empty the black tank has not arisen but when it does the camper will be pulled off site to an appropriate dump station. Clean rite is currently working on the remediation. I am awaiting delivery of new fixtures which should arrive by the 21st at which time I will be able to schedule with the plumber for installation. I am hoping for everything to be completed by the end of September; however, I would like to keep with the initial request for the permit extension until November 1st so as to give a buffer for any unforeseen delays.

Anastasia Frankart

On Wed, Sep 6, 2023 at 11:05 AM Edward Mello <emello@jamestownri.net> wrote:

Good morning;

As you know the Town Council approved your request to extend the temporary permit for the use of trailer/camper while repairing your home until 9/19.

Two concerns were raised last evening:

Second camper on the property

Disposal of sewage

I ask that you reply and offer a plan to how these items might be addressed.

I will then review with the building/zoning official to determine next steps.

would also helpful if you were able to offer a tentative schedule of repairs and when you would plan to reoccupy your home.

Thank you.

Edward A. Mello

Town Administrator

Town of Jamestown

93 Narragansett Avenue

Jamestown RI 02835

401-423-9805

Memo

To: Town Council

From: Ray DeFalco; Parks and Recreation Director

cc: Ed Mello; Town Administrator

Date: 9/13/23

Re: Proposed Pickleball Facility Locations and RIDEM Grant Opportunity

I am writing to present two potential locations for a dedicated pickleball facility in Jamestown and to seek your approval to pursue this project. These locations have the potential to provide our community with a much-needed space for active recreation, particularly pickleball, which has been growing in popularity.

1. Eldred Ave. Plat 4 Lot 86:

The first area of interest is situated between the existing bike path and the bike path access road at Eldred Ave., Plat 4 Lot 86. It's important to note that this land was acquired via the RIDEM Open Space Acquisition Grant, and it currently carries deed restrictions that limit its use to "educational, research, and passive recreation" activities only. Since pickleball qualifies as active recreation, any project at this location would require approval from the Rhode Island Department of Environmental Management (RIDEM) to modify the deed restrictions.

2. Plat 4 Lot 98:

The second property under consideration is Plat 4 Lot 98, adjacent to the RIDOT old onramp property at the terminus of Eldred Ave. Before proceeding, we need to conduct further research to determine if there are any deed restrictions on this property and assess its suitability for a pickleball facility.

Moreover, I am excited to inform the Council that the RIDEM has announced a new grant round for outdoor recreation projects, with potential funding of up to \$400,000 available. This grant could significantly offset the costs associated with developing a pickleball facility.

I kindly request the Town Council's approval to:

Initiate discussions with the RIDEM to explore the possibility of amending deed restrictions on Eldred Ave. Plat 4 Lot 86 to allow for a pickleball facility, subject to appropriate environmental assessments and approvals.

Conduct a investigation into Plat 4 Lot 98 to determine its suitability and any potential deed restrictions that may apply.

Pursue the RIDEM grant opportunity to secure funding for the development of a pickleball facility, contingent on the successful resolution of location and deed restriction matters.



399.3

458.47

172.00

172.00

202.92

253.00

444.78

200

59.46

200

ELDRED AVENUE



Town of Jamestown
Town Administrator
93 Narragansett Avenue
Jamestown, Rhode Island 02835-1199
401-423-9805

Edward A. Mello
Town Administrator

MEMORANDUM TO: Honorable Town Council
FROM: Town Administrator, Edward A. Mello
DATE: September 14, 2023
SUBJECT: Appointment of Chief of Police

Immediately following the vacancy of the chief of police position on July 1, we began the process to identify the next chief to be recommend to the Town Council for appointment.

Following the advertisement of the position in local, state and regional platforms, we received thirteen (13) original applications. During the process, three (3) applicants withdrew.

A selection committee of five (5) people was formed. It included:

Peter Gaynor, Jamestown resident with a long history of military and public service; Jamie Hainsworth, Jamestown resident with a long history in both law enforcement and public administration; Sue Romano, Jamestown resident who has served on the school committee and currently serves on both the Harbor Commission and Housing Authority and formerly worked with Human Resources at Raytheon; Chief Anthony Pesare of the Middletown Police Department with forty (40) years of law enforcement experience on the both state and local level; Chief Rick Ramsey of the West Greenwich Police Department with more than thirty (30) years in law enforcement including service in both West Warwick and West Greenwich.

The committee was asked to screen all applicants and conduct interviews. Interviews were conducted over two days and the committee ultimately recommended Jamie Campbell to be considered as chief of police.

I concur with that recommendation and ask that the Town Council approve the appointment of Jamie Campbell with an effective date of September 25, 2023. This is subject to the completion of pre-employment screening and approval as a lateral transfer by the RI POST.

Lt. Campbell began his career in law enforcement as a full time dispatcher for the Seekonk Police Department. He also served as a reserve police officer in that same department. While attending Elmira College, Jamie played NCAA hockey. He later transferred to Roger Williams University where he was introduced to the Police Community Service Officer Program in Westerly. Shortly after, he began as a patrol officer and served twenty-two years in the ranks of corporal, sergeant and now lieutenant.

Jamie has served on the special response team for fifteen years and as an accident reconstruction specialist investigating twenty-five fatal accidents and providing court testimony in both civil and criminal courts. He provides instruction in active threat response including teaching at the RI

Municipal Police Academy. He has served as a mentor and field training officer for fifteen-years and currently oversees the department's FTO program. He currently assigned to administer the prosecution division with matters before the municipal court, traffic court and district court as well as serving as the liaison to the Rhode Island Attorney General's Office for matters in the superior court.

Lt. Campbell continues to be involved in hockey by coaching in Rhode Island Saints hockey Club. Jamie is married and has three children.

Jamestown Charter:

Article IV Administrative Departments Section 417:

"There shall be a police department, the head of which shall be the chief of police, who shall be a police officer with at least five years of supervisory or administrative experience above the rank of patrol officer in any organized police department. The chief of police shall be nominated by the town administrator with the approval of the town council."



Town of Jamestown
Town Administrator
93 Narragansett Avenue
Jamestown, Rhode Island 02835-1199
401-423-9805

Edward A. Mello
Town Administrator

MEMORANDUM TO: Honorable Town Council
FROM: Town Administrator, Edward A. Mello
DATE: September 11, 2023
SUBJECT: Renewable Energy

Staff has continued to research renewable energy options including the installation of solar equipment on Town-owned facilities.

Town facility's annual electric consumption including water and sewer operations is approximately 1,418,848 kWh

The first model examined included the installation of rooftop equipment on all available Town buildings. The combined offset of cumulative annual town electric consumption is just shy of 22% for all of the rooftop arrays across Town buildings. This model would include multiple projects, applications, and infrastructure upgrades. It will also require possible additional capital investments to existing roof replacements that may not have reached their full life expectancy.

The second model examined a single project in which the former landfill site will accommodate one solar array. The offset of the cumulative annual town electric consumption would be approximately 98%. This project could include incentives not previously available such as Brownfields and other tax incentive credits. Although one larger project, the permitting and infrastructure upgrades are more predictable and manageable.

We are seeking approval to pursue the landfill site as a single project for renewable energy and authorization to contract with a consultant to further develop the project, begin the application process, and verify all incentives available.



Office of the Town Planner
MEMORANDUM

TO: The Honorable Town Council, Nancy Beye, President
Edward A. Mello, Town Administrator
FROM: Lisa W. Bryer, AICP, Town Planner
RE: Zoning Ordinance Update/Rewrite
DATE: September 11, 2023

At a meeting of the Jamestown Planning Commission held Wednesday, July 5, 2023 the Planning Commission unanimously voted to approve the Final Draft of the 2023 Update/Rewrite, as amended, including approving the following motion and voting to recommend the Town Council approve the 2023 Amendments to the Zoning Ordinance and that said amendments are consistent with the Jamestown Comprehensive Plan, including the goals and policies stated, the implementation program, and all other applicable elements of the comprehensive plan; and demonstrates a recognition and consideration of each of the applicable purposes of zoning, as presented in R.I. General Laws § 45-24-30.

Subsequently, additional changes were made to the Accessory Dwelling Unit Section 82-1201 to ensure compliance with the most recent RIGL changes. This section was approved by the Planning Commission at their September 6, 2023 meeting and is incorporated into the attached Final Draft.

We would request that the Town Council accept this Final Draft for review followed by scheduling the public hearing required prior to adoption of this Zoning Ordinance for the Town of Jamestown.

The Planning Commission approval is based on the following Findings of Fact. Consistency with the Comprehensive Plan and Consistency with the Rhode Island Zoning Enabling Act:

A. FINDINGS OF FACT

The Planning Commission hereby finds the following evidence in support of amendments to the Jamestown Zoning Ordinance (the "Zoning Ordinance") related to the maintenance of the rural character of Jamestown as its number one goal in the Comprehensive Community Plan.

1. The Jamestown Town Council approved a motion to award the bid for the Update/re-write of the Zoning Ordinance Project to Horsley Witten Group, Inc. (HWG) for \$59,960 on November 6, 2017. Project kickoff then started.
2. On June 11, 2021, Jamestown entered into an amendment to the contract with HWG to include legal review for \$12,000 for a total contract price of \$71,960

3. Planning Commission reviewed the ordinance and the potential amendments with HWG until February 2020 and then again after legal review beginning June 2022 at 22 public meetings and 2 public workshops in March and April 2023.
4. On July 5, 2023, the Planning Commission approved the Amendments to the Ordinance in the draft dated May 31, 2023 and again on September 6, 2023 and forwarded the document to the Town Council for hearing and adoption.
5. The amendments implement:
 - a. new initiatives related to:
 - i. Compact Cottage Development
 - ii. Solar
 - iii. Wind
 - iv. Communications Towers
 - v. Keeping of Chickens
 - b. Amended regulations related to:
 - i. Definitions
 - ii. Use Table
 - iii. Bed and Breakfast Homes
 - iv. LMI Housing
 - v. Accessory Dwelling Units
 - vi. Sign Regulations
 - vii. Storage of Fishery Equipment
 - viii. Home Occupations
 - ix. Underground Storage Tanks
 - x. Parking – No net loss added
 - xi. R40/R80 Lot dimensions
 - xii. Accessory Structures
 - xiii. Lighting
 - xiv. Special Regulations
 - xv. High Groundwater Table
 - xvi. Setbacks from freshwater wetlands
 - xvii. RR-200
 - xviii. Development Plan Review
 - xix. Jamestown Village Special Development Overlay District
 - xx. Use Performance Standards
 - xxi. Multifamily Dwellings
 - c. No zoning district boundaries are proposed for amendment

B. CONSISTENCY WITH THE COMPREHENSIVE PLAN

The Planning Commission finds that the proposed amendments are consistent with the Comprehensive Community Plan. The Comprehensive Community Plan finds the following Goals, Policies and Actions to be in support of this Zoning Ordinance Amendment:

Land Use Policy:

Policy #1: Maintain and Update Jamestown’s Land Use Regulations to be consistent with the Comprehensive Community Plan.

Affordable Housing Element

Goal # 1: Create a Diversity of Housing Types (such as homeownership, rental, employee preference, etc.) to meet the needs of Jamestown’s low-moderate income residents, employees, and special populations while maintaining Jamestown’s unique mixture of village and rural character.

Goal # 2: Attain the 10% low and moderate housing goal set by the state.

Goal # 3: Ensure the Long-Term Affordability of Jamestown’s Housing Stock.

Policy #2: Revise the zoning ordinance to promote affordable housing.

Action e: Consider Zoning Ordinance Provisions that encourage a diversity of housing types that are affordable.

Economic Development Element

Policy #4. Ensure that new or expanded development within the commercial zones is compatible with existing character of the community.

Action: Review and amend zoning ordinance to ensure permitted uses, requirements, etc. are compatible with community character and will foster desired results.

Action: Develop plan to encourage improvements to existing buildings that increase their compatibility with community.

Cultural and Historical Resources Element

Policy #3. Preserve scenic views and corridors on the Island

Circulation Element

Policy #4. Provide an acceptable level of service for parking in the village commercial area.

C. CONSISTENCY WITH ZONING

The Planning Commission finds that the proposed Zoning amendments recognize and take into account the following applicable purposes of zoning as stated in the Rhode Island Zoning Enabling Act of 1991:

- (1) Promoting the public health, safety, and general welfare.
- (2) Providing for a range of uses and intensities of use appropriate to the character of the city or town and reflecting current and expected future needs.
- (3) Providing for orderly growth and development that recognizes:

Memo to Jamestown Town Council
2023 Final Draft-Zoning Ordinance Update/Rewrite
September 11, 2023

- (i) The goals and patterns of land use contained in the comprehensive plan of the city or town adopted pursuant to chapter 22.2 of this title;
 - (ii) The natural characteristics of the land, including its suitability for use based on soil characteristics, topography, and susceptibility to surface or groundwater pollution;
 - (iii) The values and dynamic nature of coastal and freshwater ponds, the shoreline, and freshwater and coastal wetlands;
 - (iv) The values of unique or valuable natural resources and features;
 - (v) The availability and capacity of existing and planned public and/or private services and facilities;
 - (vi) The need to shape and balance urban and rural development; and
 - (vii) The use of innovative development regulations and techniques.
- (4) Providing for the control, protection, and/or abatement of air, water, groundwater, and noise pollution, and soil erosion and sedimentation.
- (5) Providing for the protection of the natural, historic, cultural, and scenic character of the city or town or areas in the municipality.
- (6) Providing for the preservation and promotion of agricultural production, forest, silviculture, aquaculture, timber resources, and open space.
- (7) Providing for the protection of public investment in transportation, water, stormwater management systems, sewage treatment and disposal, solid waste treatment and disposal, schools, recreation, public facilities, open space, and other public requirements.
- (8) Promoting a balance of housing choices, for all income levels and groups, to assure the health, safety and welfare of all citizens and their rights to affordable, accessible, safe, and sanitary housing.
- (9) Providing opportunities for the establishment of low- and moderate-income housing.
- (10) Promoting safety from fire, flood, and other natural or unnatural disasters.
- (11) Promoting a high level of quality in design in the development of private and public facilities.
- (12) Promoting implementation of the comprehensive plan of the city or town adopted pursuant to chapter 22.2 of this title.

Memo to Jamestown Town Council
2023 Final Draft-Zoning Ordinance Update/Rewrite
September 11, 2023

(13) Providing for coordination of land uses with contiguous municipalities, other municipalities, the state, and other agencies, as appropriate, especially with regard to resources and facilities that extend beyond municipal boundaries or have a direct impact on that municipality.

(14) Providing for efficient review of development proposals, to clarify and expedite the zoning approval process.

(15) Providing for procedures for the administration of the zoning ordinance, including, but not limited to, variances, special-use permits, and, where adopted, procedures for modifications.

(16) Providing opportunities for reasonable accommodations in order to comply with the Rhode Island Fair Housing Practices Act, chapter 37 of title 34; the United States Fair Housing Amendments Act of 1988 (FHAA); the Rhode Island Civil Rights of Persons with Disabilities Act, chapter 87 of title 42; and the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 et seq.



JAMESTOWN CONSERVATION COMMISSION

To: Honorable Town Council, Ed Mello

From: Jamestown Conservation Commission, Robert Laman

Date: 10 August 2023

Subject: Review of Public Right of Ways

Recently Steven Bois (Waterfront Executive Director), Wayne Banks (Harbor Commission Chair), Carol Nelson Lee (Friends of Jamestown ROWs & Roads) and I visited several of the islands Public Rights of Ways (ROWs) to determine their current condition and accessibility.

At recent Conservation Commission meetings on May 9, 2023, June 13, 2023 and July 11, 2023 members of the Conservation Commission reviewed our findings. Given the Conservation Commission's charge, which includes preservation of open areas and shores, we offer the following for your consideration:

- 1) The inventory of shoreline access points and the inventory map were last updated in 2013. Although the condition of many of the ROWs remains unchanged, there are several updates and corrections that need to be made to accurately reflect 2023 conditions. With direction from the Town Council, the Conservation Commission with input from other stakeholders such as the Harbor Commission and Friends of Jamestown ROWs & Roads, would like to produce an update to the 2013 report with current images and descriptions. An updated list of recommendations will also be provided for Town Council review and discussion.

The Conservation Commissions desire to update to the 2013 report was also discussed with the Harbor Commission at their June 14, 2023 and August 9, 2023 meetings and they are supportive of the Conservation Commission taking on this task.

TOWN COUNCIL MEETING MINUTES

August 7, 2023

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

The Jamestown Town Council conducted interviews of applicants for the committee vacancies as follows:

Richard Steinback and Thomas Waddington were interviewed for the Tree Preservation and Protection Committee member vacancy.

II. ROLL CALL

A regular meeting of the Jamestown Town Council was held on August 7, 2023. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, and Erik Brine (via Zoom). Randy White was absent.

Also, in attendance: 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 6:18 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue and led the Pledge of Allegiance.

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

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

- A) Open Forum – Water & Sewer Matters
 - 1) Scheduled request to address - none
 - 2) Non-scheduled request to address

- B) Report of Town Officials: Review, Discussion, and/or Take Action and/or Vote:
 - 1) Pumping Report
 - 1) Town Project Reports
 - a) Town Wells
 - b) Water Treatment Plant
 - c) Transfer Pumping/Reservoir
 - d) Distribution System
 - e) Wastewater Treatment Facility

- C) Letters and Communication: Review, Discussion, and/or Take Action and/or Vote:
 - 1) No items at this time.
- D) Unfinished Business: Review, Discussion, and/or Take Action and/or Vote:
 - 1) No items at this time.
- E) New Business:
 - 1) Review, Discussion, and/or Take Action and/or Vote: At the recommendation of Public Works Director Michael Gray permission to Authorize Town Administrator Mello to sign the Interim Operations Assistance Agreement between the Town of Jamestown and Veolia Water North America-Northeast LLC
 - a) Memorandum from Public Works Director Michael Gray re: Recommendation for Interim Contract Operations. Water Treatment Facility
 - 2) Review, Discussion, and/or Take Action and/or Vote: Municipal Water Use Restrictions
 - 3) Review, Discussion, and/or Take Action and/or Vote: Proposed Water Budget FY2023-2024 in the amount of \$1,558,711.00
 - 4) Review, Discussion, and/or Take Action and/or Vote: Proposed Sewer Budget FY2023-2024 in the amount of \$920,401.00

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

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

V. OPEN FORUM

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

Charlotte Zarlengo, Seaside Drive, made comments to the Town Council regarding the Affordable Housing Committee and alleged secret Executive Session meetings regarding proposed lots for affordable housing. She made statements of support for affordable housing and asked the Council to direct the Affordable Housing Committee to discuss critical items in a public setting.

Vice President Meagher stated the Affordable Housing Committee had properly posted Executive Session meetings and explained that a public body may hold a meeting closed to the public in this instance “discussions or considerations related to the acquisition or lease of real property for public purposes.”(RIGL 42-46-5 (a) (5).

Bonnie Hogan, 56 Carr Lane, stated she has grave concerns about the location of the proposed cell phone tower on Carr Lane. She made statements and reference studies on the increased health risks of short and long-term exposure to cell tower radiation emitting rays. Ms. Hogan stated the negative health effects are vast and can be correlated to radiation exposure from cell tower rays.

She asked for the Town to consider alternative sites for a cell tower further away from residential homes.

Susan Gregorie, 91 Watson Avenue, stated an opinion regarding the proposed location of a pickleball court at the Lawn Avenue School. She requested the Town Council deny the creation of the proposed pickleball court location and restrict the use of the current tennis courts for pickleball use.

Patricia Ouimette, 783 North Main Road, also expressed concerns about the proposed cell phone tower on Carr Lane. Ms. Ouimette attended the Zoning Board of Review meeting and shared her concerns regarding the decision to permit the cell phone tower on Carr Lane. She expressed frustration at the suggestion that she needed to hire an expert to present her concerns at the Zoning Board meeting. She questioned why the Zoning and Planning Boards don't take health considerations into their decisions. Ms. Ouimette stated that many Zoning and Planning Boards have a misunderstanding of the Telecommunications Act of 1996. She made the Town Council aware that her question as to whether a Federal Communications Commission (FCC) compliance environmental assessment was conducted has not been answered. Additionally, she stressed the importance of measuring RF (radiofrequency) radiation on a regular basis, not just once, if the tower were to be installed. Ms. Ouimette stated she is not opposed to another cell tower, she would prefer it to be further away from residential homes for health and safety reasons.

Vice President Meagher made clarifying statements regarding the appeal process for Zoning Board decisions.

Marta Gomez-Chiarri, 819 North Main Road, concurred with Patricia Ouimette. Ms. Gomez-Chiarri commended the work of the Zoning Board and the Town's efforts to address the need for better cell phone coverage. She asked the Town Council to consider the negative effects on both the physical health and property values of residents in close proximity to the proposed Carr Lane cell phone tower. In addition, she questioned whether the Planning Board and Zoning Board did their due diligence in reviewing the application to protect the citizens of Jamestown. She made the request of the Board(s) to weigh both the actual "need" for cell phone towers versus the biological impact of electromagnetic fields on residents. Other options may be available for better cell phone coverage and requested the Town, the Planning, and Zoning boards balance the human and financial health of all Jamestown residents in close proximity to cell phone towers.

VI. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, PRESENTATIONS, RESOLUTIONS AND PROCLAMATIONS

A) Acknowledgements:

- 1) Formal Swearing in of new Deputy Town Clerk/ Clerk to the Board of Canvassers Keith Ford

Town Clerk Roberta Fagan introduced Deputy Town Clerk/ Clerk to the Board of Canvassers Keith Ford to those in attendance. She praised Mr. Ford and commented that he already was proving to be the right candidate for the role. Deputy Town Clerk/ Clerk to the Board of Canvassers Keith Ford was then sworn in by Town Clerk Roberta Fagan.

A motion was made by Vice President Meagher with a second by Councilor M. White to reopen the Public Hearing continued from July 11, 2023. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

VII. PUBLIC HEARINGS, LICENSES AND PERMITS

A) Public Hearings

- 1) Public Hearing Continued from the July 11, 2023, Town Council Meeting: Review, Discussion, and/or Action and/or Vote: Proposed Amendments to the Code of Ordinances, Chapter 14 – Buildings and Buildings Regulation, Article V., Short Term Rentals, Sec. 14-80 thru 14-94-100. These Amendments are proposed based on comments received during Short-Term Rental Working Group sessions.

Vice President Meagher thanked Town Planner Bryer, Solicitor Ruggiero, and Short-Term Rental workgroup participants for their cooperative work in amending the proposed ordinance.

President Beye asked for comments. No comments were made.

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Amendments to the Code of Ordinances, Chapter 14 – Buildings and Buildings Regulation, Article V., Short Term Rentals, Sec. 14-80 thru 14-94-100. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

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

B) Town Council Sitting as the Alcohol Beverage Licensing Board.

- 1) Pursuant to RIGL §3-7-14, the following license application has been received under said Act for a one-day license on August 8, 2023:

CLASS F (NON-PROFIT)

Jamestown Arts Center
18 Valley Street
Jamestown, RI 02835

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

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Jamestown Arts Center Class F (NON-PROFIT) One-day Liquor License for August 8, 2023. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

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

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

C) 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 Arts Center (JAC)
 Event: Gallery Night with La Mechante el la Connard
 Date(s): August 8, 2023, 6:00 p.m.-8:00 p.m.
 Location: JAC, 18 Valley Street

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Gallery Night with La Mechante el la Connard One-Day Event/Entertainment License scheduled for August 8, 2023, 6:00 p.m.-8:00 p.m. located at JAC, 18 Valley Street. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

- b) Applicant: Jamestown Arts Center (JAC)
 Event: JAC Talk: Kate Lence, Tim O'Connell & Liz Newton
 Date(s): August 23, 2023, 6:00 p.m.-7:00 p.m.
 Location: JAC, 18 Valley Street

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the JAC Talk: Kate Lence, Tim O'Connell & Liz Newton One-Day Event/Entertainment License scheduled for August 23, 2023, 6:00 p.m.-7:00 p.m. located at JAC, 18 Valley Street. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

- c) Applicant: Jamestown Striper Club
 Event: Jamestown Striper Club Kids Fishing Derby
 Date(s): August 12, 2023, 8:00 a.m.-11:00 a.m.
 Location: North Reservoir, North Road

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Jamestown Striper Club Kids Fishing Derby One-Day Event/Entertainment License scheduled for August 12, 2023, 8:00 a.m.-11:00 a.m. located at North Reservoir, North Road. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

President Beye recused herself from agenda item 2) One-Day Vendor/Peddler License application from the Jamestown Rotary Club. for the August 19, 2023 Fools Rules Regatta event.

- 2) One-Day Vendor/Peddler License: All One-Day Vendor/Peddler license application approvals are subject to any COVID-19 protocols in effect at the time of the event; Review, Discussion, and/or Take Action and/or Vote for the following:

- a) Applicant: The Jamestown Rotary Club
 (sub-applicant of the Jamestown Yacht Club)
 Event: Fools Rules Regatta
 Date(s): August 19, 2023, 8:00 a.m.-1:00 p.m.
 Location: East Ferry

A motion was made by Councilor M. White with a second by Vice President Meagher to approve the Jamestown Rotary Club (sub-applicant of the Jamestown Yacht Club) One-Day Vendor/Peddler license scheduled for August 19, 2023, 8:00 a.m.-1:00 p.m. located at East Ferry. Vote: Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

- b) Applicant: Mumsy's Ice Cream Delights (sub-applicant of Jamestown Ukraine Relief Project)
Event: Sunflower Family Festival
Date(s): August 26, 2023, 10:00 a.m.-3:00 p.m.
Location: Lawn Avenue School

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Mumsy's Ice Cream Delights (sub-applicant of Jamestown Ukraine Relief Project) One-Day Vendor Peddler License scheduled for August 26, 2023, 5:00 p.m. to 7:30 p.m. located at Lawn Avenue School. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

- c) Applicant: The Ish, LLC (sub-applicant of Jamestown Ukraine Relief Project)
Event: Sunflower Family Festival
Date(s): August 26, 2023, 11:00 a.m.-2:00 p.m.
Location: Lawn Avenue School

A motion was made by Vice President Meagher with a second by Councilor M. White to approve The Ish, LLC (sub-applicant of Jamestown Ukraine Relief Project) One-Day Event/Entertainment License scheduled for August 26, 2023, 11:00 a.m.-2:00 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

- d) Applicant: Kona Ice of Washington County (sub-applicant of Jamestown Ukraine Relief Project)
Event: Sunflower Family Festival
Date(s): August 26, 2023, 11:00 a.m.-2:00 p.m.
Location: Lawn Avenue School

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Kona Ice of Washington County (sub-applicant of Jamestown Ukraine Relief Project) One-Day Event Vendor/Peddler License scheduled for August 26, 2023, 11:00 a.m.-2:00 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

President Beye recused herself from agenda item 3) Bingo License Application for Friends of the Jamestown Seniors, Inc.

- 3) Bingo License Application: All bingo license application approvals are subject to any COVID-19 protocols in effect at the time of the event; Review, Discussion and/or Action, and/or Vote on the following:
 - a) Applicant: Friends of the Jamestown Seniors, Inc.
Event: Weekly Bingo Games
Date: September 1, 2023, to August 31, 2024
Location: 6 West Street, Jamestown (Senior Center)

A motion was made by Councilor M. White with a second by Vice President Meagher to approve the Friends of the Jamestown Seniors, Inc. Bingo License for Weekly Bingo Games, September 1, 2023, to August 31, 2024, held at 6 West Street, Jamestown (Senior Center). Vote: Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

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

A) Town Administrator's Report: Edward A. Mello

1) Senior Center Facility update and community workshop announcement.

Town Administrator Mello and Senior Services Director Molly Rose have asked the Senior Services Advisory Committee to host a community discussion regarding senior services programming. The meeting will include an overview from Director Rose of current program offerings and will solicit feedback from the residents about other programming desires. Discussions will include the ongoing process of the facility needs assessment. The meeting will be scheduled for 6:00 p.m. on Thursday, August 10th at 6 West Street.

2) 90 Carr Lane cell tower project update.

The project proposal would include a 160' monopole to be located at the corner of North Road and Carr Lane. This would be a private development. The Zoning Board has approved the project and the official decision will be recorded at the August Zoning Board meeting. Town Administrator Mello has spoken with the developer. If no objections are filed, the developer plans to begin construction in late fall with an approximate six-month build schedule. They indicated one major cell phone provider has committed to the site.

Vice President Meagher questioned Solicitor Peter Ruggiero on what the next step would be if there were objections.

Solicitor Peter Ruggiero explained the hearing of the Zoning Board is a hearing of a quasi-judicial body. A case presented before the Board would require evidence, not opinions. The right to appeal by any individual given notice needs to be filed by a certain date. The appeal would need to be prepared by an attorney to ensure proper filing.

3) Police Chief search process update.

Thirteen (13) applications were originally received. Several applicants withdrew. There were no internal applicants. The selection committee has interviewed several candidates and met again this past Friday for follow-up interviews. The process will continue for the next few weeks.

4) Town of Jamestown favorable Moody's Rating.

The Town has received notice from Moody's indicating the rating of Aa1. The Town recently underwent a review in preparation for going out to bond on several projects. The Aa1 rating holds the Town's current rating status just below the AAA rating. The rating is considered very strong and places the Town in an excellent position for borrowing at a competitive rate. The rating correlates largely to a healthy financial position. The efforts and careful stewardship of Finance Director Christina Collins have continued this healthy position for the Town.

5) Ft. Getty Bathroom plans update (Consent Agenda).

Town staff has met with Don Powers and his team to further develop the plans for the bathroom at Ft. Getty. Discussions have included the façade options (brick vs. cedar shingles) and the impact on the budget. The estimated cost of construction is \$250,000. The brick façade would be a 10% increase in construction cost. This would be the only red brick façade building located within Ft. Getty. It is for this reason and the additional cost that Town staff recommend the cedar shingle option.

6) Beavertail Lighthouse ownership transfer update.

Rhode Island Department of Environmental Management (RIDEM) successfully advocated for ownership of the lighthouse and associated property. The Federal Government has agreed to transfer the ownership of the property, and expected to be completed in late fall. Town Administrator Mello has been in contact with RIDEM regarding the partnership and the anticipated lease to be executed between RIDEM, the Beavertail Lighthouse Museum Association, and the Town.

7) Broadband Fiber Network buildout.

Town Administrator Mello has spoken with representatives from both Cox and Verizon regarding plans to install broadband (fiber) throughout the Island. Cox reported the current building of their fiber network throughout the Island with an expected completion in 2024. Cox will begin marketing this service to residents this fall, which will include fiber directly into the homes of their customers. They have used no federal funds for this project. Cox has offered to come brief the Town Council directly.

8) Cybersecurity Assessment completed by the US Department of Homeland Security.

The Town has completed the cybersecurity assessment process with the US Department of Homeland Security. A brief will be presented to the Town Council in September.

9) Municipal Road Paving budget update.

The State budget and the Rhode Island Department of Transportation (RIDOT) adjusted the road-paving fund, resulting in a reduction of \$90,000 in State funds. Town staff are working to readjust the budgeting plan for the next three years to maximize the amount of work and grant funding.

IX. UNFINISHED BUSINESS

- A) No items at this time.

X. NEW BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: At the request from Parks and Recreation Director Ray DeFalco Town Council support of the Pickleball Court Project Proposal at Lawn Avenue Middle School Courtyard:
- 1) Memorandum from Parks and Recreation Director DeFalco regarding a Proposal for Pickleball Court Project at Lawn Ave Middle School Courtyard.

Discussion ensued.

Parks and Recreation Director DeFalco reviewed the proposed Pickleball Court Project at the Lawn Avenue Middle School Courtyard. In response to Ms. Gregoire's earlier comments, the upper public tennis courts had previously been lined for pickleball and there have been no logged complaints. There are ways to mitigate the sound in the school courtyard, and the Town staff will investigate further. Director DeFalco reported the increased demand for additional pickleball courts in the Town.

Town Administrator Mello explained the project proposal will be presented to the School Committee contingent on the Town Council's approval of the concept.

Vice President Meagher questioned the viability of the previously proposed location at the Eldred Avenue soccer fields for pickleball courts.

Town Planner Lisa Bryer explained the State has required the Town to conduct a Phase I C Archeological assessment of the Eldred Avenue area, which will take a prolonged amount of time to complete.

Councilor Brine stated support for the concept. He also would like to pursue recreation opportunities at the Eldred Avenue location. Councilor Brine asked Director DeFalco to clarify the pickleball court nets vs. roll-away nets.

Director DeFalco explained that the proposed plan would include installing posts similar to the tennis net posts. The nets would be easy to remove and or store. Rollaway nets could also still be considered.

President Beye would like to hear from more residents. She questioned whether the general public would be restricted from using the courtyard courts during school hours. And if so would the students be able to use them? Would this be disruptive to other students? She has done some preliminary research, and sound has been an issue in many locations.

Councilor M. White suggested conducting a simulated sound test.

Vice President Meagher restated her preference for the pickleball courts to be located at the Eldred Avenue location.

Susan Gregoire, 91 Watson Avenue, stated she was not aware that some of the tennis courts had already been lined. She also expressed concern that tennis players and students would not be able to use the courts for tennis. She asked that sound-mitigating material be installed wherever pickleball courts are located.

Town Administrator Mello explained that the concept proposes to improve the courtyard space to make it a more park-like atmosphere, conducive for multi-use, including outdoor classrooms, pickleball courts, and/or other uses.

A motion was made by Councilor M. White with a second by Vice President Meagher to support the concept proposal to improve the courtyard space to make it a more park-like atmosphere, conducive for multi-use, including outdoor classrooms, pickleball courts, and/or other uses. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

XI. ORDINANCES, APPOINTMENTS, VACANCIES AND EXPIRING TERMS

Please Note in Accordance with Section 42-46-6 (b) the Council May Review, Discuss, and/or Take Action and/or Vote on the following items:

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

1) Affordable Housing Committee, One (1) member vacancy, with an unexpired three-year term ending May 3, 2025

a) Letter of Resignation

i) Joseph Cannon Jr.

b) Permission to advertise the vacancy

A motion was made by Vice President Meagher with a second by Councilor M. White to advertise the vacancy of the Affordable Housing Committee. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

2) Discover Newport, One (1) member vacancy, with a three-year term

expiring September 1, 2026

- a) Permission to advertise the vacancy

A motion was made by Vice President Meagher with a second by Councilor M. White to advertise the vacancy of the Discover Newport Board. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

- 3) Harbor Management Commission, One (1) member vacancy, with a three-year term unexpired term ending 12/31/2026
 - a) Letter of interest:
 - i) Paul Sprague (previously interviewed)

President Beye stated that she was informed by Town Clerk Fagan that there are two additional potential candidates for consideration. Town Clerk Fagan stated that they had previously been interviewed.

Vice President Meagher stated that Paul Sprague had left his application on file and referenced his voicemail expressing interest again.

Paul Sprague asked why the previously interviewed candidates were not on the agenda.

Vice President Meagher stated the two previously interviewed potential candidates' names, although not on the agenda, were contacted after the agenda deadline.

Town Clerk Roberta Fagan confirmed that the previous applicants were inadvertently not contacted before the agenda deadline.

The appointment was held for the next meeting.

- 4) Tree Preservation and Protection Committee, One (1) member vacancy with an unexpired term ending December 31, 2023:
 - b) Application of Interest for appointment:
 - i) Thomas Waddington
 - ii) Richard Steinbach

A motion was made by Vice President Meagher with a second by Councilor M. White to appoint Thomas Waddington to the Tree Preservation and Protection Committee with an unexpired one-year term ending December 31, 2023. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor and M. White, Aye.

- 5) Zoning Board of Review, designation of First, Second, and Third Alternate for a one-year term(s) ending December 31, 2023
 - a) Current alternates:
 - i) John Shekarchi
 - ii) James Sisson
 - iii) Robert Maccini

A motion was made by Vice President Meagher with a second by Councilor M. White to appoint John Shekarchi as the Zoning Board of Review, First Alternate Member, James Sisson as Second Alternate, and Robert Maccini as Third Alternate with an unexpired one-year term ending December 31, 2023. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

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

XII. CONSENT AGENDA

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

- A) Adoption of Town Council Minutes
 - 1) July 11, 2023 (Regular Meeting)

- B) Minutes of Boards/Commissions/Committees
 - 1) Jamestown Affordable Housing Committee (May 17, 2023)
 - 2) Jamestown Affordable Housing Committee (June 21, 2023)
 - 3) Jamestown Planning Commission (July 5, 2023)
 - 4) Jamestown Zoning Board of Review (June 27, 2023)

- C) Abutter Notification: Notice is hereby given that the Jamestown Zoning Board of Review will hold a public hearing on August 22, 2023, at the Jamestown Town Hall 93 Narragansett Avenue, Jamestown, Rhode Island at 7:00 p.m. upon the following:
 - 1) Application of Alexander Revocable Living Trust whose property is located at 959 East Shore Road, and further identified as Tax Assessor's Plat 1, Lot 90 for a Variance granted under Article 6, Special Use Permits and Variances, Section 600 and 606. This application is made pursuant to the provisions of section 82-302, Table 3-2, District Dimensional Regulations for the RR80 Zoning District of the zoning ordinance. The Applicant seeks Corner yard setback relief of 14.7 feet where 40 feet is required and the existing structure is located 14.7 feet from the corner yard line. Out of an abundance of caution, his application also seeks a Special Use Permit granted under Article 6 Section 82-600 and 602, pursuant to Article 14. Accessory Family Dwelling Units, Section 82-1403 and 82-1404. General Requirements and Standards and Application Procedures, to obtain a permit for an accessory family dwelling unit to be located within the proposed addition. Said property is located in a RR-80 zone and contains 29,533 square feet.

- D) National Opioid Settlement update (Big Three Distributors and Johnson & Johnson ("2021 Settlements") and Teva, Allergan, CVS, Walmart, Walgreens ("2022 Settlement").

- E) Ratification of Administrative Event Approvals:
 - 1) Jamestown Senior Services Department, Annual Senior Picnic, August 2, 2023 at Fort Getty.

- F) Memorandum from Finance Director Christina Collins to the Town Council regarding Moody's Investor Service rating (full report attached).
- G) Deb Haaland, Secretary of the U.S. Department of the Interior, Recommendation for the selection of the Rhode Island Department of Environmental Management as the recipient of the Beavertail Lighthouse.
- H) Tax Assessor's Abatements and Addenda of Taxes

ADDENDA TO 2023 TAX ROLL		
07-0734-00	REMOVED EXEMPTION-SOLD	\$ 250.00
TOTAL ABATEMENTS TO 2023 TAX ROLL		\$ 0.00
TOTAL ADDENDA TO 2023 TAX ROLL		\$ 250.00
GRAND TOTAL		\$ 250.00

- I) Public Notice of CRMC and RIDEM of application for Assent filed by Richard and Susan Steinback, 85 Melrose Avenue, to construct and maintain: a 4'x143' residential pier with a 150 sf float terminating at 75' beyond MLW, which requires a variance under 650-RICR-20-00-1§1.3.1.D.11.1, and a variance request to be located inside the required 50' setback from a town mooring field under §1.3.1.d 11.m, with written comments/objections due by August 27, 2023, to CRMC, O.S. Government Center, 4808 Tower Hill Road, Rm 116, Wakefield, RI 02879 or estaff1@crmc.ri.gov.

Communications were acknowledged.

XIII. 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 the citizen's request form to the Town of Jamestown
From: Robert Rogers
Dated: July 26, 2023
Re: Ban the use of motorized leaf blowers.
 - 2) Copy of the Memorandum to Municipal Clients
From: Peter D. Ruggiero, Esq., Ruggiero, Brochu & Petrarca
Dated: July 5, 2023
Re: 2023 Land Use Public Laws Digest

Vice President Meagher recused herself from the Executive Session and left the open meeting at 7:54 p.m.

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

XIV. EXECUTIVE SESSION

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

- A) Review, Discussion, and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL § 42-46-5(a) Subsection (2) Pending or Potential Litigation (Adverse Possession/Easement/Quiet Title). Cary v. Jamestown, NC File No. 2020-0375

XV. ADJOURNMENT OF EXECUTIVE SESSION

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

It was announced that no votes were taken.

XVI. ADJOURNMENT

A motion was made by Councilor M. White with a second by Councilor Brine to adjourn at 8:30 p.m. Vote: President Beye, Aye; Councilor Brine, Aye; and Councilor M. White, Aye.

Attest:

Roberta J. Fagan, Town Clerk

TOWN COUNCIL MEETING MINUTES

September 5, 2023

A motion was made by Vice President Meagher to move into Executive Session at 6:02 p.m. with a second by Councilor R. White. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor R. White, Aye.

I. EXECUTIVE SESSION

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

- A) Review, Discussion, and/or Potential Action and/or Vote in Executive Session and/or Open Session pursuant to RIGL § 42-46-5(a) Subsection (3) Matter of Cyber Security

- B) Discussion and/or Potential Action(s), Announcement(s), and/or Vote(s) from Executive Session and/or Open Session Concerning the Matter of Cyber Security

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

It was announced that no votes were taken.

The Town Council convenes the regular meeting.

II. ROLL CALL

A regular meeting of the Jamestown Town Council was held on September 5, 2023. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Randy White, and Erik Brine. Michael White was absent.

Also, in attendance: Town Administrator Edward A. Mello, Solicitor Peter Ruggiero, Finance Director Christina Collins, Public Works Director Michael Gray, Town Planner Lisa Bryer, Fire Chief Howie Tighe, Interim Superintendent Katherine Sipala, Director of Buildings/Grounds Jamestown Schools Peter Anderson 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 6:35 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue and led the Pledge of Allegiance.

IV. OPEN FORUM

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

Jack Civic, 95 Melrose Avenue, addressed the Town Council concerning waterfront aquaculture impacts, which he has a special interest in as a waterfront property owner. He also commented on the Harbor Management Commission vacancy agenda item and the process of appointing an applicant. He questioned and expressed concern on how an application for a Committee could be

considered after the advertised deadline for submittal; and the decision not to appoint the candidate that submitted the application on time.

Joe Rosati, 173 Seaside Drive, made the request to the Town Council to place on a future agenda, in reference to saving a tree on the Town-owned Steamboat Street Right of Way. Mr. Rosati has hired two expert tree arborists who determined the tree is in very good health and would stand for many years with pruning and cabling. He agrees with the suggestion to remove one of the hollow trunks and the cabling of two remaining trunks. Removal of the tree would be costly and would have negative environmental effects. Mr. Rosati has volunteered to pay for all work done by the arborists and at no cost to the Jamestown taxpayers. In closing, Mr. Rosati made the request to be heard at the next Town council meeting where he will provide documentation and expert testimony of this being a safe tree; and put the removal of the tree on hold until expert testimony has been heard.

BJ Whitehouse, 61 Steamboat Street, concurred with Mr. Rosati. An application was submitted to amend and improve the Steamboat Street Right-of-Way to the Coastal Resource Management Council (CRMC). The request was to modify to the appropriate Town specifications so the location can be easily located and used. Mr. Whitehouse stated the tree is a spectacular specimen, and he is pleased to hear the delay of its removal so as to listen to expert arborist testimony.

V. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, PRESENTATIONS, RESOLUTIONS AND PROCLAMATIONS

A) No items at this time.

VI. PUBLIC HEARINGS, LICENSES AND PERMITS

A) Licenses and Permits – No items at this time.

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

A) Town Administrator's Report: Edward A. Mello

1) Senior Center Facility update

A meeting was held on Thursday, August 10 at 6 West Street hosted by the Senior Services Advisory Committee. The event was well attended with approximately 40 people. The feedback and programming information will be coordinated, and forwarded to Union Studios. Union Studios has visited the current senior center and 11 Knowles Court. Town staff continue to explore other potential sites as they become aware of them.

2) Town Facility Automated External Defibrillator (AED) program

Fifteen (15) AEDs and overdose prevention kits have been deployed and installed in Town facilities. While many of the Town staff are currently trained, we are working to develop a training program to be offered to all staff in the fall. Jamestown Fire Department has agreed to inspect and maintain the AED units.

3) Town Policies (consent agenda)

Town staff have been working to create and update a variety of Town policies. The request for approval of three (3) policies, 200.01 Employment Hiring; 240.01 Harassment and Discrimination; and 240.10 Work Related Injuries are part of the consent agenda.

4) Short-Term Rental Registration and Inspection update

Town Administrator Mello reported the short-term rental registration online platform is nearing completion and is expected to be offered publicly in the coming weeks. Town staff are finalizing the inspection process with both the fire and building officials. Additionally, interviews are being conducted for the part-time position of a code enforcement officer who will assist with these inspections.

5) PFAS Testing update

As previously reported, PFAS was detected in test wells located on the former landfill property. This resulted in an action to request permission from surrounding property owners to test private wells in close proximity to the landfill. Several wells have been tested and to date, PFAS has not been detected beyond the acceptable EPA levels. Town staff expect to conclude the testing and provide a formal report in early fall.

6) Jamestown Fire Department Tax Relief legislation and subsequent requirements

In January, the Town Council requested by resolution that the General Assembly adopt enabling legislation that would adjust the property tax relief offered to members of the Jamestown Fire Department. The legislation was passed and requires an ordinance to adopt such rules and requirements. Town staff will be working to develop a draft of the ordinance for the Town Council's consideration.

7) Jamestown Housing Authority fire alarm system update

In early August, the Jamestown Housing Authority fire alarm system was damaged, apparently a result of a lightning strike. The Jamestown Fire Department has worked to assist and guide the necessary repairs that must be performed by an outside contractor. In late August, a truck damaged power lines and poles, which caused power loss at the facility. Executive Director Vazquez has been working with an electrician to make the necessary repairs. Power was restored within 24 hours.

8) Fort Getty Bathroom update

Town staff continue to work with Union Studios on the floor plan and location. Informal meetings with CRMC indicate that the project lies within the area of limitations and they have suggested locating the new bathroom in a previously disturbed area. This would situate the new building to the grassy area just to the north of the current bathroom parking lot.

VIII. UNFINISHED BUSINESS

- A) No items at this time.

IX. NEW BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: Presentation and approval of the School Infrastructure Project Application Stage 2:
1) Presentation by Kyle Robinson from Saccocci & Associates

Interim Superintendent Katherine Sipala gave opening remarks regarding the School Infrastructure Project Application Stage 2. Also, in attendance were Director of Buildings/Grounds of Jamestown Schools Peter Anderson, School Committee Chair Kristine LaPierre, and Member Agnes Filkins. The School Department is required by State Statute, to receive local approval for improvements to buildings. These projects would be funded through the regular capital improvement budget

Kyle Robinson of Saccocci & Associates Architect made a presentation (attached) to the Town Council on the three-stage process for building improvements for the five-year period and specifically the Stage II details; as well as the process for qualifying reimbursable capital improvement projects. Stage 1 was submitted in February 2023 and outlined the school department's determination of issues that needed to be addressed, Stage 2 outlined how to resolve those issues, and Stage 3 actual construction/completion of projects.

Discussion ensued.

Vice President Meagher made clarifying statements regarding the cost estimates and budget.

Councilor Brine questioned if there are larger reimbursements available; and if there could be more ambitious efforts to address other capital improvement projects.

Kyle Robinson explained that multiple Capital Improvement Projects can be concurrent. The RIDE Necessity of School Construction program/School Infrastructure Application Stage I, and II are open each February and September, respectively.

A motion was made by Vice President Meagher with a second by Councilor Brine to approve the School Infrastructure Project Application Stage II. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor R. White, Aye.

- B) Review, Discussion, and/or Action and/or Vote: Approve re-opening a portion of the land on the North side of the North Reservoir for bowhunting only.
 - 1) Letter to the Town Council from Interim Police Chief Deneault with a recommendation of the proposed area, limited to two hunters in the area at a time.

Town Administrator Mello gave a brief overview of the town cooperative hunting program for residents and employees to hunt on town-owned property. There are approximately nine hunters in the program. In 2019 with the opening of the bike path adjacent to the North Reservoir, hunting in that area was restricted. Modification of that program to allow for bowhunting in the designated area on a limited basis is being requested.

Vice President Meagher asked a clarifying question if the 200-foot restriction was from a residential building or from any residential property line.

A motion was made by Vice President Meagher with a second by Councilor R. White to approve re-opening a portion of the land on the North side of the North Reservoir for bowhunting only; with a 200-foot restriction from any residential property line. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor R. White, Aye.

- C) Review, Discussion, and/or Action and/or Vote: Approval of the request(s) to the Town Council to grant an extension for a Temporary Trailer Permit as provided by the Town of Jamestown Code of Ordinances Section 34-42:
 - 1) Request from Noreen and Bob Hoyle, 31 Washington Street, for temporary trailer permit extension from September 5, 2023, to October 15, 2023, and copy of the original permit issued by Jamestown Interim Police Chief Angela Deneault.

- 2) Request from Anastasia Frankart, for temporary trailer permit extension from September 5, 2023, to November 1, 2023, and copy of the original permit issued by Jamestown Interim Police Chief Angela Deneault.

Town Administrator Mello provided background on the ordinance and what provisions are allowed. A temporary permit may be issued by the Chief of Police to a resident and an extension may be granted by the Town Council. (Town Code of Ordinance Sec 34-42).

Applicant Anastasia Frankart explained that a broken pipe in the shower wall has caused mold issues and they have been waiting for their insurance company to assess the damage. They currently are only using the trailer for showers only. The 45-gallon black tank can be emptied at an offsite dump station.

Susan Hoagland, 45 Reservoir Circle, expressed concern with the disposal of sewage waste from the trailer and its effect on their well. She stated when the Frankarts bought the house the septic system pipe was cracked.

Ms. Frankart was not aware of a problem with their septic system. She clarified that she received an email that their septic system is due for an inspection

President Beye asked if the removal of sewage guidelines is known when these types of temporary permits are issued.

Town Administrator Mello will consult with the Building Official to determine how to properly and legally remove both the gray water and where to empty the backwater tank at a dump station.

Vice President Meagher stated provisions need to be written to deal with the disposal of the waste.

Jean Hickox, 87 Reservoir Circle, expressed concern regarding the length of time of the temporary permit. She noted that there are two trailers on the Frankart property. Ms. Hickox did not know that she had the ability to write an opposition letter. She hopes that the Frankarts are able to remedy the issues with their home, but remains concerned regarding additional temporary permit extensions.

A motion was made by Vice President Meagher with a second by Councilor Brine to conditionally approve the request(s) to the Town Council to grant an extension for a Temporary Trailer Permit as provided by the Town of Jamestown Code of Ordinances Section 34-42 for Noreen and Bob Hoyle, 31 Washington Street until October 15, 2023; and for Anastasia Frankart, 77 Reservoir Circle, for the period September 5, 2023 to September 19, 2023, so the Town Administrator can address the waste disposal issues. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor R. White, Aye.

- D) Review, Discussion, and/or Action and/or Vote: Memorandum from Finance Director Christina Collins to the Town Council regarding the Jamestown General Obligations Bonds- 2023 Series A.

Finance Director Tina Collins addressed the Town Council. The Town successfully sold \$5.6 million of bonds for the library renovation, highway equipment, building equipment for the police station, and repairs and maintenance to the water system. The bids were very successful between the seven bidders; fiscal advisors were impressed with how competitive it was. For a community with this rating, the Town fared very well.

X. ORDINANCES, APPOINTMENTS, VACANCIES AND EXPIRING TERMS

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

- 1) Town Council review of Committee/Board/Commission Appointment Process with recommendations memorandum from Town Administrator Mello.

Town Administrator Mello stated following up on last month's meeting related to the Harbor Commission appointment, there were concerns regarding the timing of when individuals re-express interest in a vacancy. He drafted a suggested protocol for the council to consider for consistency, fairness, and transparency:

Vacancies due to resignation or other cause prior to end of term

Upon being notified of a vacancy of any committee/commission position, the Town Clerk:

- Shall advertise for interested persons to apply by a date certain (deadline).
 - Advertisement shall run for two (2) consecutive weeks
- Before the deadline, shall contact any person who had previously applied to said committee/commission within the past twelve (12) months and determine any continued interest.

At the next scheduled Town Council meeting:

- List all applicants including
 - New applicants
 - Previous applicants who have renewed their interest
 - Include the initial application date and renewed application date
- List dates of advertisement and deadline
- Determine which applicants are to be (re)interviewed by the Town Council and schedule as soon as practical.

Vacancies due to expiring term

During the month of **March**, the Town Clerk:

- Shall advertise any expiring positions (May 31) for interested persons to apply by a date certain (deadline).
 - Advertisement shall run for two (2) consecutive weeks
- Before the deadline, shall contact any person who had previously applied to said committee/commission within the past twelve (12) months and determine any continued interest.

At the next scheduled Town Council meeting:

- List all applicants including
 - New applicants
 - Previous applicants who have renewed their interest
 - Include initial application date and renewed application date
- List dates of advertisement and deadline
- Determine which applicants are to be (re)interviewed by the Town Council and schedule as soon as practical.

During the month of **September**, the Town Clerk:

- Shall advertise any expiring positions (December 31) for interested persons to apply by a date certain (deadline).
 - Advertisement shall run for two (2) consecutive weeks
- Before the deadline, shall contact any person who had previously applied to said committee/commission within the past twelve (12) months and determine any continued interest.

At the next scheduled Town Council meeting:

- List all applicants including
 - New applicants
 - Previous applicants whom have renewed their interest
 - Include initial application date and renewed application date
- List dates of advertisement and deadline
- Determine which applicants are to be (re)interviewed by the Town Council and schedule as soon as practical.

A lengthy discussion ensued.

Vice President Meagher thanked Town Administrator Mello for preparing the guidance document. She agreed that a clear policy is needed and requested that the application include a statement that asks the applicant to opt to keep their application on file for a year or something to that effect. Advertising dates and deadline dates need to be clearly noticed. She also agreed that allowing the Clerk to advertise vacancies without Town Council approval will help improve the timing of filling vacancies.

Councilor R. White asked if the expectation would be to have applicants reapply or for the applicant to be automatically reconsidered.

President Beye encouraged the current Committee/Board/Commission members to make recommendations for potential candidates.

Jack Civic, asked if an application can be on file for future opportunities.

Councilor R. White expressed a desire to streamline the interview process.

Vice President Meagher agreed and stressed the importance of having more time to interview candidates for expiring terms.

Antonio Pinheiro, 161 Beacon Avenue, asked what the current policy is for appointing candidates. He questioned why the applicant for the Harbor Commission vacancy was not appointed.

Town Clerk Roberta Fagan stated that the current practice is very similar to Town Administrator Mello's policy recommendations, although the practice of contacting previous applicants has been inconsistent. She apologized for the inconsistency and for the confusion at the August 7th Town Council meeting.

Jeff Bush, 28 Clinton Avenue, made the request that the Town Council enforce the policy moving forward; not retroactive.

Councilor R. White stated that due to an administrative error, the other Harbor Commission applicants were not contacted; he feels they should be considered as well.

Solicitor Peter Ruggiero stated there are no current policies in place, only past practices. The Town Council has the ability to reject every applicant and is not obligated to appoint applicants. If the Town Council decides to adopt the proposed policy, it will change things, but presently no policy regarding deadlines, requirement to appointment, etc.

Councilor R. White stated the policy recommendations are an effort to make the process more predictable, refined, and fair for all.

Vice President Meagher stated the Town Council strives to appoint the best-qualified applicant.

Paul Sprague, 11 Mast Street, referenced Council Rules & Procedures, Rule 10, Appointments to Boards & Commission, "The Town Council will continue the practice of appointing the best qualified persons to boards, commissions and committees without regard to personal or political affiliations, except as may be otherwise required by State law. Once appointed to a board or commission, citizens shall conduct themselves in a manner respectful of fellow committee members and the public." Mr. Sprague stated he has the necessary qualifications and respectfully requested the appointment to the Harbor Management Commission. He has been involved in the waterfront for many years and has an interest in issues such as aquaculture, and maintaining waterfront infrastructure.

Councilor R. White responded it is his opinion that a qualified applicant has to be a proper fit for a specific commission, specifically an applicant's personal and/or professional conflict may interfere with their ability to be objective, and needs to be considered.

The Town Council requested the Committee/Board/Commission Appointment proposed policy, including suggested amendments, to be reviewed at a future meeting

- 2) Affordable Housing Committee, One (1) member, unexpired three-year term ending May 31, ~~2023~~, 2025 (scrivener's error) duly advertised in the August 10th & 17th edition(s) of the Jamestown Press with a deadline to apply no later than August 30, 2023:
 - a) Interested Applicant(s):
 - i) Susan Shim Gorelick (received August 21, 2023)

Town Clerk Roberta Fagan made note of a scrivener's error. The unexpired term is set to expire on May 31, 2025. A motion was made by Vice President Meagher with a second by Councilor R. White to appoint Susan Shim Gorelick to the Affordable Housing Committee for the unexpired three-year term ending May 31, 2025. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor R. White, Aye.

- 3) Discover Newport, One (1) member vacancy, with a three-year term ending 12/31/2023 and shall be associated with the hospitality industry, duly advertised in the August 10th & 17th edition(s) of the Jamestown Press with a deadline to apply no later than August 30, 2023:
 - a) Letter of resignation:
 - i) Thomas McNiff
 - b) Interested Applicant(s):
 - i) Jessica McCarthy
 - Initial application December 2019
 - Interviewed on December 16, 2019
 - Confirmed via email continued interest August 9, 2023

Vice President Meagher stated that Jessica McCarthy determined that she did not qualify according to the Discover Newport requirements, specifically “shall be associated with the hospitality industry”.

A motion was made by Vice President Meagher with a second by Councilor R. White to re-advertise the Discover Newport member vacancy. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor R. White, Aye.

- 4) Harbor Management Commission, One (1) member, unexpired three-year term ending 12/31/2025, duly advertised in the July 20th and 27th edition(s) of the Jamestown Press, with a deadline to apply no later than August 2, 2023.
 - c) Interested Applicant(s):
 - i) Paul Sprague:
 - Initial application November 29, 2021
 - Interviewed on January 10, 2022
 - Received a voicemail expressing interest on July 10, 2023
 - ii) Stephen Santoro
 - Initial application April 3, 2023
 - Interviewed on May 1, 2023
 - Confirmed via email continued interest August 9, 2023
 - iii) Kristopher Matthews
 - Initial application March 30, 2023
 - Interviewed on May 15, 2023
 - Confirmed via email continued interest August 7, 2023
 - iv) Tom Alexander
 - Received an email of interest on August 10, 2023
 - Has not been interviewed.

Discussion ensued.

Councilor R. White recommended resolving the procedural debate on who was an appropriate candidate.

Vice President Meagher advocated for Paul Sprague, based on his knowledge and experience. She stressed the importance of adhering to the Ethics Commission's conflict of interest rules and recusing when required. Representatives of the Town's Committee/Board/Commission and their interactions with the public are an important consideration.

Councilor R. White disagreed with Vice President Meagher. He expressed his opinion that Paul Sprague had a conflict of interest and would not qualify as a member of the Harbor Management Commission. He continued, that the Town Council still needed to agree on which candidates were considered viable candidates.

Solicitor Peter Ruggiero reiterated the Town Council has the prerogative and discretion to appoint a candidate or delay their decision.

Councilor Brine referenced a past applicant for the Harbor Commission who had a conflict of interest and was not selected.

Philip Allen, 1180 North Road, stressed the importance of having a member of the Harbor Management Commission with true hands-on experience for managing the function of the waterfront.

Charlotte Zarlengo, Seaside Drive, would like to be recognized as a resident of the island, as a non-boat owner. She requested fair and respectful consideration of all residents.

A motion was made by Vice President Meagher with a second by Councilor Brine to continue the selection of a candidate for the Harbor Management Commission until the next meeting and to schedule an interview with Tom Alexander. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor R. White, Aye.

- B) Review, Discussion, and/or Take Action and/or Vote: **permission to advertise** unexpired and expiring vacancies for the following Committee/Boards/Commissions:
- 1) Beavertail State Park Advisory Committee, One (1) member vacancy; with a three-year term ending 12/31/2026
 - 2) Conservation Commission, Two (2) member(s) vacancy; with a three-year term ending 12/31/2026
 - 3) Harbor Management Commission, Two (2) member(s) vacancy, with a three-year term ending 12/31/2026
 - 4) Jamestown Housing Authority, One (1) Resident Commissioner vacancy, with a five-year term ending 12/31/2028
 - 5) Juvenile Hearing Board, Two (2) full member(s) vacancy, with a three-year term(s) ending 12/31/2026, and One (1) alternate member vacancy, with a two-year term ending 12/31/2025
 - 6) Library Board of Trustees, Three (3) member(s) vacancy, with a three-year term ending 12/31/2026
 - 7) Planning Commission, One (1) member vacancy, with a four-year term ending 12/31/2024, and Two (2) member(s) vacancy, with a four-year term ending 12/31/2026

- 8) Tree Committee, Two (2) member(s) vacancy, with a three-year term ending 12/31/2026
- 9) Zoning Board of Review, One (1) full member vacancy, with a five-year term ending 12/31/2028, and three (3) alternate member(s) vacancy, with a one year-term ending 12/31/2024

A motion was made by Vice President Meagher with a second by Councilor Brine to grant permission to advertise the unexpired and expiring vacancies for the various Committee/Boards/Commissions. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor R. White, Aye.

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

XI. CONSENT AGENDA

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

- A) Minutes of Boards/Commissions/Committees
 - 1) Board of Canvassers, July 17, 2023
 - 2) Board of Canvassers, July 21, 2023
 - 3) Jamestown Conservation Commission, December 14, 2021
 - 4) Jamestown Conservation Commission, February 8, 2022
 - 5) Jamestown Conservation Commission, April 12, 2022
 - 6) Jamestown Conservation Commission, May 10, 2022
 - 7) Jamestown Conservation Commission, June 14, 2022
 - 8) Jamestown Conservation Commission, September 13, 2022
 - 9) Jamestown Conservation Commission, November 8, 2022
 - 10) Jamestown Conservation Commission, December 13, 2022
 - 11) Jamestown Conservation Commission, February 21, 2023
 - 12) Jamestown Conservation Commission, March 14, 2023
 - 13) Jamestown Conservation Commission, May 9, 2023
 - 14) Jamestown Conservation Commission, June 13, 2023
 - 15) Jamestown Harbor Commission, May 10, 2023
 - 16) Jamestown Harbor Commission, June 14, 2023
 - 17) Jamestown Housing Authority, June 14, 2023
 - 18) Jamestown Zoning Board of Review, July 25, 2023

- B) One-Day Event/Entertainment Applications
 - 1) Applicant: Save the Bay
 Event: International Coastal Cleanup
 Date: September 16, 2023
 Location: Potter Cove-Freebody lot
 - 2) Applicant: Jamestown Arts Center (JAC)
 Event: JAC Talk: In Conversation with Bob Dilworth & Algernon Miller
 Date: September 10, 2023

- Location: 18 Valley Street
 - 3) Applicant: Jamestown Arts Center (JAC)
 - Event: Film Screening: Manhattan Short Film Festival
 - Date: See attached
 - Location: 18 Valley Street
 - 4) Applicant: Jamestown Arts Center (JAC)
 - Event: Film Screening: Climate Futures Film Festival
 - Date: October 26-27, 2023
 - Location: 18 Valley Street
 - 5) Applicant: Jamestown Arts Center (JAC)
 - Event: Film Screening: Beneath the Polar Sun
 - Date: November 15, 2023
 - Location: 18 Valley Street

- C) Ratification of Administrative Event Approvals:
 - 1) Jamestown Shores Annual Beach Outing, August 19, 2023
- D) Approval of Resolution 2023-16, A Resolution In Support Of the Subrecipient Agreement By And Between Rhode Island Department Of Transportation And The Town Of Jamestown, Melrose School, And Lawn Avenue Middle School, Safe Routes To School Program, Amendment 2
- E) Permission to authorize Town Administrator Mello to sign Amendment 2 to the Subrecipient Agreement between the State of Rhode Island Department of Transportation and the Town of Jamestown for the Melrose Elementary School and Lawn Avenue Middle School Safe Routes to School Program upon final review by Solicitor Ruggiero
- F) Approval of the Town of Jamestown Policies: 200.01 Employment Hiring; 240.01 Harassment and Discrimination; and 240.10 Work-Related Injuries
- G) Public Notice of CRMC and RIDEM of application for Assent filed by Donald Sadoway and Rebecca Miller, 1163 North Road, to construct and maintain: a new hybrid shoreline protection facility The approximately 200ft facility is proposed to consist of 2 vertical feet of stone at the toe with the remainder of the eroding coastal bluff being stabilized with coir logs, jute netting, and vegetation. The proposed work will be incorporated into the buffer zone restoration plan approved under Assent 2020-9-085. No Variance is required. Written comments/objections are due by September 15, 2023, to CRMC, O.S. Government Center, 4808 Tower Hill Road, Rm 116, Wakefield, RI 02879, or estaff1@crmc.ri.gov .

- H) Public Notice of CRMC and RIDEM of application for Assent filed by Wickford Oyster Company, for a State of Rhode Island Assent to construct and maintain: a 9.9 acre seasonal (November 1st to May 1st) Sugar Kelp (*Sacharina latissimi*) aquaculture farm using two suspended longlines. Note: All gear will be removed annually by May 1st. Written comments/objections are due by September 3, 2023, to CRMC, O.S. Government Center, 4808 Tower Hill Road, Rm 116, Wakefield, RI 02879, or cstaff1@crmc.ri.gov.

Vice President Meagher referenced Mr. Bianchi's correspondence.

A motion was made by Vice President Meagher to review Mr. Bianchi's recommendations regarding the topic of water usage at the first Town Council meeting in October with a second by Councilor Brine. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor R. White, Aye.

Communications were acknowledged.

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

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

- A) Communications Received:
- 1) Copy of email to: Town Council President Beye
From: Joe and Judy Rosati
Dated: August 24, 2023
Re: Steamboat right of way tree appeal
 - 2) Copy of email to: Town Council
From: May Lou Sanborn
Dated: August 7, 2023
Re: Proposed 2023-2024 Water and Sewer Rate Increase
 - 3) Copy of letter to: Town Council
From: Fermo A. Bianchi, Jr.
Dated: August 18, 2023
Re: Water usage
- B) Resolutions from other Rhode Island Cities and Towns:
- 1) Resolution of the Town of Charlestown in support of the Coast Resource Management Council's (CRMC) possible designation of the "Sand Trail" as a CRMC-recognized Right-of-Way (ROW).

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

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

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

XIV. EXECUTIVE SESSION- BOARD OF WATER AND SEWER COMMISSIONERS

- 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
- B) Discussion and/or Potential Action(s), Announcement(s), and/or Vote(s) from Executive Session and/or Open Session Concerning the matter of Pending or Potential Litigation

XV. 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 Executive Session with a second by Councilor Brine. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor R. White, Aye.

It was announced that no votes were taken.

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

XVI. EXECUTIVE SESSION

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

- A) Review, Discussion, and/or Potential Action and/or Vote in Executive Session and/or Open Session pursuant to RIGL § 42-46-5(a) Subsection (1) Personnel; discussion of the job performance, character, or physical or mental health of a person, James P. Campbell as a prospective finalist for Chief of Police.
- B) Discussion and/or Potential Action(s), Announcement(s), and/or Vote(s) from Executive Session and/or Open Session concerning the matter of Personnel-prospective finalist for Chief of Police.

XVII. ADJOURNMENT OF EXECUTIVE SESSION

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

It was announced that no votes were taken.

The Town Council reconvenes the regular meeting.

XVIII. ADJOURNMENT

A motion was made by Vice President Meagher with a second by Councilor Brine to adjourn at 9:43 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; and Councilor R. White, Aye.

Attest:

Roberta J. Fagan, Town Clerk

Jamestown School Department

RIDE STAGE II

Town Council Meeting – September 5, 2023

Agenda

Town Council – September 5, 2023

- 01 — RIDE Necessity of School Construction
- 02 — Timeline
- 03 — 5-Year Capital Improvement Plan
- 04 — Cost Estimates
- 05 — Next Steps
- 06 — Questions



SACCOCCIO & ASSOCIATES
ARCHITECTS



01 RIDE Process

- 02 Identify Need
- 03 Develop Solution
- 04 Approvals and Beyond
- 05 Construction
- 06 Occupancy

RIDE Process

LOCAL approvals

Identify your team
Pull together a School Building Committee, composed of city and school representatives

Letter of Intent
Send a statement of interest signed by Superintendent, School Committee, and municipal representative
Spring Approval: August / Fall Approval: January

Local Support
Stage II must include School Committee and City Council approvals
Spring Approval: February / Fall Approval: September

Memorandum of Agreement
Signed by School Committee and Superintendent

Voter Approval
For bonds, unless the municipality has a public building authority

Stage I: Identify Need

Stage II: Develop Solution

Approvals and Beyond...

SBA Stage I Preliminary Approval
Authorization to move forward with Stage II
Spring Approval: September / Fall Approval: February

State Agency Reviews
DOA Planning, RIHPHC, Commission on Disabilities

SBA Stage II Preliminary Approval

Memorandum of Agreement
Signed by Commissioner

Enabling Legislation
For projects that are using bonds or other forms of indebtedness

Council Approval
With recommendation from SBA Advisory Board. Commissioner makes recommendation to CESE
Spring Approval: May / Fall Approval: November

STATE approvals



- 01 RIDE Request
- 02 Timeline**
- 03 Initial RFP
- 04 Concept Development
- 05 Final Design
- 06 Construction

Timeline

Stage I
Submitted
February 2023

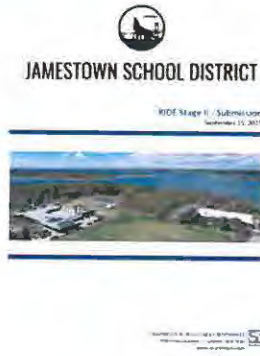
Stage II
Submission
September 15, 2023

RIDE Preliminary
Approval
October 2023

RIDE Council
Approval
December 2023

Memorandum of
Agreement
January 2024

All Projects
Complete by
December 31, 2028



- 01 - Board Meeting
- 02 - Board Meeting
- 03 - 5-Year CIP
- 04 - Board Meeting
- 05 - Board Meeting

5-Year Capital Improvement Plan

Fiscal Year 2024

Melrose School

- Interior & Exterior Repairs
- Update Card Access System

Lawn School

- Interior & Exterior Repairs
- Update Card Access System

Fiscal Year 2025

Melrose School

- Interior & Exterior Repairs
- Unit Ventilator Refurbishment – Phase I

Lawn School

- Interior & Exterior Repairs
- Window Replacement – Phase II

Fiscal Year 2026

Melrose School

- Interior & Exterior Repairs
- Unit Ventilator Refurbishment – Phase II

Lawn School

- Interior & Exterior Repairs
- Window Replacement – Phase III

Fiscal Year 2027

Melrose School

- Interior & Exterior Repairs
- Unit Ventilator Refurbishment – Phase III

Lawn School

- Interior & Exterior Repairs

Fiscal Year 2028

Melrose School

- Interior & Exterior Repairs
- Unit Ventilator Refurbishment – Phase IV

Lawn School

- Interior & Exterior Repairs

- 01 - Overview
- 02 - Program
- 03 - Facility Q&A
- 04 - Cost Estimates**
- 05 - Initial Cost
- 06 - Summary

Cost Estimates

FISCAL YEAR		Estimated Cost	Capital Reserve 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
	5 Professional Services - Stage 2	50,000	50,000
TOTALS:		150,000	150,000
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

FISCAL YEAR		Estimated Cost	Capital Reserve Funded
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
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

- 01 - Introduction
- 02 - Overview
- 03 - Project Description
- 04 - Cost Estimates**
- 05 - Funding Sources
- 06 - Conclusion

Cost Estimates

FISCAL YEAR		Estimated Cost	Capital Reserve Funded
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
FIVE YEAR TOTAL (FY24 - FY28)		1,314,000	
School Capital Reserve Fund			1,314,000

Summary

Total Estimated Cost	\$1,314,000
RIDE Reimbursement – 35%	\$ 459,900
Projected Cost to Jamestown	\$ 854,100

- 01 — RFP/RFQ
- 02 — Traveling
- 03 — Issues/RF
- 04 — Civil Engineering
- 05 — Next Steps**
- 06 — Overview

Next Steps

Local Support

- Letter of Support from Town Council
- Letter of support from School Committee

Rhode Island Department of Education

- Stage II Submission
- Preliminary Approval and Response to Comments
- Council Approval



- 01 — RIDE NGZ
- 02 — Transit H+
- 03 — Vignar CIP
- 04 — Casa Estm 101
- 05 — Farm 101
- 06 — Questions

Questions



Thank You

-



Get in touch with us:

1085 Park Ave, Cranston RI, USA
401.942.7970



**BOARD OF CANVASSERS
JAMESTOWN, RHODE ISLAND
July 6, 2023**

An advertised meeting of the Board of Canvassers was called to order at 9:30 AM by Carol Nelson-Lee at 93 Narragansett Ave. The following member was present.

Hugh Murphy
Ken Newman

Absent: Kitty Wineberg, Alternate; Linda Jamison, Alternate

Also present was: Keith Ford, Clerk to the Board of Canvassers; Roberta Fagan, Town Clerk

NEW BUSINESS

Mr. Newman made a motion to accept the minutes, as amended, from June 28, 2023. Mr. Murphy recused himself. Ms. Nelson-Lee seconded. So Voted.

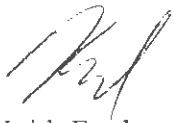
Ms. Nelson Lee opened the discussion of the resignation of Linda Jamison. Ms. Nelson-Lee commented that Ms. Jamison has been a great member of the Board and she is sorry to see her leave. Mr. Newman commented that with Ms. Jamison had a concern with working for a candidate in the Congressional District 1 (CD1) Primary. She contacted the Ethics Commission for guidance as she did not want the appearance of conflict. With the guidance she was given by the Ethics Commission she has submitted her resignation. Mr. Newman moved to accept Ms. Jamison's resignation from the Board of Canvassers, seconded by Mr. Murphy. So voted, unanimously.

Ms. Nelson-Lee opened the discussion the Board asking Mr. Ford to make a request to the Town Clerk to add to the agenda for the next Town Council meeting to allow Mr. Ford to reach out to the Republican Town Committee requesting a list of potential replacements for the alternate position. Mr. Newman commented that it must be a registered republican within the Town of Jamestown. Mr. Murphy motioned to have Mr. Ford make the request, Mr. Newman seconded. So voted, unanimously.

Ms. Nelson-Lee discussed the need to have a meeting on July 17th to review/certify the nomination papers for the CD1. Ms. Nelson-Lee also commented that the Board of Canvassers cannot be directed or be questioned by the Town in anyway even though they are funded through the Town. The Board answers to the Board of Elections.

Mr. Newman moved to adjourn and Mr. Murphy seconded at 09:40 AM. So Voted.

Attest:

A handwritten signature in black ink, appearing to read 'Keith Ford', written in a cursive style.

Keith Ford

Clerk to the Board of Canvassers

Cc: Town Council Members (5)

Board of Canvassers (4)

Roberta Fagan, Town Clerk

**BOARD OF CANVASSERS
JAMESTOWN, RHODE ISLAND
Friday, August 11, 2023**

An advertised meeting of the Board of Canvassers was called to order at 9:50 AM by Carol Nelson-Lee at 93 Narragansett Ave. The following member was present.

Ken Newman - Member

Absent: Hugh Murphy - Member,
Kitty Wineberg - Alternate

Also present was: Keith Ford, Clerk to the Board of Canvassers

NEW BUSINESS

Ms. Nelson-Lee opened the agenda with the review of the meeting minutes from July 17, 2023 and July 21, 2023. Mr. Newman made a motion to accept the minutes, as amended, from July 17, 2023 and July 21, 2023. Ms. Nelson-Lee seconded. So voted, unanimously.

Ms. Nelson-Lee opened the discussion on petitioning the Board of Elections (BOE) to refer all the Congressional District 1 (CD1) Nomination Papers back to the individual Boards of Canvassers for re-review. Ms. Nelson-Lee asked that Mr. Newman speak on the matter. Mr. Newman commented that he had asked for this to be placed on the agenda prior to the Board of Elections (BOE) meeting where they had decided to review the signatures from the Sabina Matos campaign. The BOE has asked the canvassers from the Congressional District 2 (CD2) towns to help in the review of all the signatures collected by the Matos campaign. Mr. Newman stated that he does not believe the Jamestown Board of Canvassers (BOC) needs to act on the matter. The BOE has a meeting on Tuesday, August 15, 2023 at 9:30 AM, same time as our BOC meeting. Mr. Newman asked Mr. Ford to review the meeting and give the BOC a synopsis of what happened. Mr. Newman commented that it was Jamestown's finding of the suspected fraud which in turn had made other cities and towns review their papers. This cascaded into other town Boards of Canvassers contacting their police to report similar circumstances culminating in East Providence where their entire City Council on nomination papers with their address simply stating City Hall. Mr. Newman commented we should be proud of our Canvassing Clerk for his care and observation capacities, probably due to his previous position as a police dispatcher which means that he knows the community well and knows who may have died or other issues. The problem with using CD2 canvassers to review the nomination papers is that they do not have the institutional knowledge of the town, however was a good way to discourage potential bias. Mr. Newman commented that he believes that this moved the situation forward to close some of the gaps in the electoral system. The Secretary of States Office who is working closely with the Board of Elections. We are all concerned to put measures into effect to tighten up the gaps for the 2024 election. This would include tightening up the certification process with more training of the local Canvassers. Ms. Nelson-Lee commented that this is about progress, openness and transparency not targeting political candidates. She also agreed with the issues with signatures. Ms. Nelson-Lee hopes that the BOE or SOS make legislation making the time between Nomination Papers and the printing of ballots longer so the respective agencies can have time for an investigation if needed. Mr. Newman commented one problematic area is the short time frame of gathering Nomination Papers it's possible that

people cut corners. Ms. Nelson-Lee commented that while at the BOE the hearing on July 21st, 2023 she and Mr. Ford heard testimony regarding the issues around nomination papers and the limited time was a big issue. Mr. Newman commented training for potential candidates as another issue. He also pointed out the record number of minority candidates who recounted harassment during the process of collecting signatures. The BOE could only hear the complaints and not cure the problems and follow statute by allowing them on the ballot with 500 signatures or not. Ms. Nelson-Lee commented that the SOS should set up a regional training for potential candidates to learn the process and requirements to run for a political office. Mr. Newman made the motion for a request of the SOS to devise a training session, potentially in regional format, for candidates running for office in terms of all of the steps including the end step of where the nomination papers must be returned to. This would include the process, guidelines and campaign finance including the roles of everyone in the process. Ms. Nelson-Lee seconded the motion. So Voted, passed unanimously.

Ms. Nelson-Lee commented that she would like to propose to all the other boards a discussion of the Nomination Papers Fraud and suggestions for how to re-review. She commented that the more we can share knowledge, be transparent, work with and help other boards is very valuable. For example, there is a statewide league of cities and towns and a town clerks association. She does not believe it has to be formal but working workshops/meetings where we talk about issues. Having one topic at each session. Mr. Newman commented that this is more of a BOE issue and if Mr. Nelson-Lee will bring this issue up with the Executive Director of the BOE.

Ms. Nelson-Lee moved to agenda item 'F' the agenda which is the Review, Discussion, and/or Action and/or Vote regarding Posting of Preliminary List of Jamestown Voters by 2:00 pm at the Town Clerks Office. Mr. Ford commented that there was a roundtable discussion about the Preliminary List being posted. He contacted the SOS for guidance and they advised it was required to post the list 5 days prior to the Final Canvass to allow for inspection for inclusions or omissions. He will be posting the list and have the list on a PDF file on the public computer.

Ms. Nelson-Lee moved to item 'E' Review, Discussion, and/or Action and/or Vote concerning the Certification of the Mail Ballot Applications. Mail Ballots were approved and signed by both Ms. Nelson-Lee and Mr. Newman.

Mr. Newman moved to adjourn and Ms. Nelson-Lee seconded at 10:29 AM. So Voted, unanimously.

Attest:



Keith Ford
Clerk to the Board of Canvassers

Cc: Town Council Members (5)
Board of Canvassers (4)
Roberta Fagan, Town Clerk

**BOARD OF CANVASSERS
JAMESTOWN, RHODE ISLAND
August 15, 2023**

An advertised meeting of the Board of Canvassers was called to order at 9:43 AM by Carol Nelson-Lee at 93 Narragansett Ave. The following member was present.

Ken Newman - Member

Absent: Hugh Murphy, Member
 Kitty Wineberg, Alternate

Also present was: Keith Ford, Clerk to the Board of Canvassers

NEW BUSINESS

Ms. Nelson-Lee commented that there seems to be some technical difficulties with live streaming and recording. She requests for a future meeting that the Board of Canvassers invite Mr. Glier to attend for questioning. Mr. Ford will invite Mr. Glier to the next meeting.

Ms. Nelson-Lee opened with Review, Discussion, and/or Action and/or Vote on any objections to the inclusion or omission of any person as a registered voter. Mr. Ford commented that no one came into the Town Hall to review and no objections were made.

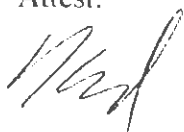
Ms. Nelson-Lee moved to the next agenda item which was the Review, Discussion, and/or Action and/or Vote concerning the Town Canvass and correct the voting list, Final Canvass, for the Congressional District 1 Primary on Sept. 5, 2023. Mr. Newman made a motion to approve the voter list, Final Canvass. Ms. Nelson-Lee seconded. So Voted, unanimously

Ms. Nelson-Lee opened the Review, Discussion, and/or Action and/or Vote regarding Posting of Preliminary List of Jamestown Voters by 2:00 pm on October 11, 2023 at the Town Clerks Office. Mr. Newman moved to post the Preliminary List of Jamestown Voters. Ms. Nelson-Lee seconded. So Voted, unanimously.

Ms. Nelson-Lee moved the Review, Discussion, and/or Action and/or Vote concerning the Certification of the Mail Ballot Applications until the August 17, 2023 2:00PM meeting.

Mr. Newman made a motion to adjourn, Ms. Nelson-Lee seconded. So voted. unanimously at 11:28AM.

Attest:

A handwritten signature in black ink, appearing to read 'KF', is written over the printed name 'Keith Ford'.

Keith Ford

Clerk to the Board of Canvassers

Cc: Town Council Members (5)

Board of Canvassers (4)

Roberta Fagan, Town Clerk

BOARD OF CANVASSERS
JAMESTOWN, RHODE ISLAND
August 17, 2023

An advertised meeting of the Board of Canvassers was called to order at 2:00 PM by Carol Nelson-Lee at 93 Narragansett Ave. The following member was present.

Hugh Murphy - Member

Absent: Ken Newman - Member
 Kitty Wineberg - Alternate

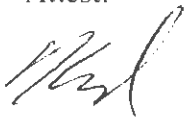
Also present was: Keith Ford, Clerk to the Board of Canvassers

NEW BUSINESS

Ms. Nelson-Lee opened with the Review, Discussion, and/or Action and/or Vote concerning the Certification of the Mail Ballot Applications. Mail Ballots were signed by the present members. Mr. Murphy made a motion to accept the mail ballots. Ms. Nelson-Lee seconded. So Voted, unanimously.

Mr. Murphy made a motion to adjourn, Ms. Nelson-Lee seconded. So voted, unanimously at 2:05PM.

Attest:



Keith Ford
Clerk to the Board of Canvassers

Cc: Town Council Members (5)
 Board of Canvassers (4)
 Roberta Fagan, Town Clerk

PLANNING COMMISSION MINUTES

July 19, 2023

7:00 PM

Jamestown Town Hall

93 Narragansett Ave.

I. Call to Order and Roll Call

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

Michael Swistak – Chair

Duncan Pendlebury – Vice Chair

Mick Cochran

Rosemary Enright - Secretary

Diane Harrison

Bernie Pfeiffer

Dana Prestigiacomo

Also present:

Lisa Bryer, AICP – Town Planner

Carrie Kolb – Planning Assistant

Wyatt Brochu, Esq. – Ruggiero, Brochu & Petrarca

Rachael Slattery

Christian Infantolino, Esq. – Murphy, Prior & Infantolino

Carrie Miranda, Looking Upwards

Greg Rembijas, Looking Upwards

Katie Destefano, SWAP Inc

Carla Destefano, SWAP Inc

Gary Charpentier, SWAP Inc

Don Powers, Union Studios

Craig Anderson, Union Studios

Craig Sutton, Stand Corporation

Jack & Mary Brittain

Marianne Eckert

II. Citizen's Non-Agenda Item – none

III. New Business

1. Slattery Landing, AP 9 Lot 19, Southwest Avenue, 64, 66 and 68 – 2 Lot Minor Conventional Subdivision – Preliminary Review – Review, Discussion, and/or Action and/or Vote.

Commissioner Enright recused herself from this application.

Rachael Slattery spoke on behalf of her parents, Michael and Deborah Slattery for the Minor Subdivision of 64, 66, 68 Southwest Avenue. Slattery explained that the proposed project will subdivide the existing lot into two lots. There are two existing dwelling units on the property and one existing dwelling unit is on the newly created lot and the other traverses the new property line. That dwelling will be demolished. The plan is to build another duplex within the bounds of the new lot as a primary residence for Michael and Deborah so they can live and age in place in Jamestown.

Discussion over utilities of water and sewer lines ensued. It is unknown if there are one or two water lines coming into the property now but both existing houses are serviced by public water and sewer. The Department of Public Works prefers a separate water line for each property. Slattery will determine with Public Works where the water and sewer lines enter the property. Slattery will coordinate the location of any new line placement, if needed, prior to receiving a building permit.

Discussion of curb cuts ensued. There are three curb cuts on the property. Slattery said that one curb cut will stay with 64 Southwest Avenue. Two curb cuts will stay with 66 and 68 Southwest Avenue because it is difficult to back out of the property onto the road. Two curb cuts allow for a turnaround driveway.

A motion was moved by Commissioner Swistak and seconded by Commissioner Pendlebury as follows as written as amended:

At the July 19, 2023 Planning Commission meeting, the Planning Commission voted to grant Preliminary Plan approval in accordance with the Town of Jamestown Subdivision Regulations, RIGL 45-23-37 and the plan entitled "**Slattery Landing Minor Subdivision, Plat 9, Lot 19 - 64, 66, 68 Southwest Avenue, Jamestown, RI 02835**," prepared by **Michael A. Fontaine, PLS, 593 Green Hill Beach Road, South Kingstown, RI 02879**; dated revised 4/17/23 based on the following Findings of Fact and subject to the following Conditions of Approval:

A. **Findings of Fact**

The Planning Commission makes the following findings:

1. The subdivision is consistent with the requirements of the Jamestown Comprehensive Plan;
2. Each lot in the subdivision conforms to the standards and provisions of the Jamestown Zoning Ordinance. The property is zoned CL and both lots will be over 8,000 square feet in size. Both lots will be serviced by public water and sewer;
3. There will be no significant negative environmental impacts from the proposed development as shown on the plans, with all required conditions for approval;
4. The subdivision as proposed will not result in the creation of individual lots with such physical constraints to development that building on those lots according to pertinent regulations and buildings standards would be impracticable;

5. All subdivision lots have adequate and permanent physical access to a public street, namely, Southwest Avenue;
6. The subdivision provides for safe circulation of pedestrian and vehicular traffic, for adequate surface water runoff, for suitable building sites and for preservation of natural, historical, or cultural features that contribute to the attractiveness of the community;
7. The design and location of streets, building lots, utilities, drainage improvements, and other improvements in the subdivision minimize flooding and soil erosion;
8. All lots in the subdivision have access to sufficient potable water for the intended use. Both lots will be serviced by public water;
9. This Subdivision was recommended for approval by the Technical Review Committee on July 6, 2023;
10. The approval is for a total of 2 lots;

B. Conditions of Approval

1. That payment of a fee in-lieu-of land dedication shall not be required for this subdivision for the one new lot as required by Article IIID of the Jamestown Subdivision Regulations. The Fee in Lieu of Open Space and Recreation shall not be required for this application since there will be no increase in the number of units after this subdivision;
2. The applicant shall determine with the Public Works Department where the existing water and sewer lines enter the property and coordinate the location of any new line placement, prior to receiving a building permit;
3. Granite monuments or where granite monument are not suitable, other suitable survey markers other than concrete, shall be placed at all corner points at the new property line;
4. Regarding the existing southernmost house: Prior to final approval the applicant/owner of the existing house shall remove the southernmost dwelling unit to the satisfaction of the building official through the demolition permit process;
5. The Planning Commission delegates final plan review to the Town Planner with the signature of the Planning Chair to appear on the Final Record Plat;
6. This approval shall be recorded with the Town Clerk within 30 days of signature; and.
7. This approval shall expire one year from the date of approval by the Planning Commission.

So voted:

Commissioner Pendlebury – aye

Commissioner Cochran – aye

Commissioner Harrison – aye

Commissioner Pfeiffer – aye

Commissioner Prestigiacomo – aye

Commissioner Swistak – aye

Motion carries 6-0

Planning Commission Sitting as the Local Review Board:

2. Looking Upwards, Inc., 2 Hammett Court, Plat 9 Lot 183-2. Application for Comprehensive Permit for an Affordable Housing Major Land Development per Zoning Ordinance Article 17. to rehabilitate an existing building into 4 two (2) bedroom units and 8 one (1) bedroom units for low-and moderate-income housing on an existing lot with 5 units

of multi-family housing, with Zoning Variances. Pre-application Review - review and discussion.

- a. Review Subdivision & Zoning applications as a single application under Zoning Section 82-7200 /- RIGL – 45-53-Low-and Moderate-Income Housing; review, discussion and/or action and/or vote
- b. Combine Master Plan & Preliminary stages of review including Master Plan Informational Meeting & Preliminary Public Hearing; review, discussion and/or action and/or vote.

Commissioner Swistak recused himself from this application. Commissioner Pendlebury assumed the role as Chair.

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

Christian Infantolino, Esq., of Murphy, Prior & Infantolino represented the application for 2 Hammett Court. The property has two buildings. One building is being used for 5 affordable rental units with Bridges Inc as the owner. The other building is approximately 5,000 square feet and is being used as commercial office space. The proposal is to remodel the interior of the commercial building to create 12 affordable rental units with Looking Upwards, LLC as the owner. The proposal calls for four (4) two (2) bedroom units and eight (8) one (1) bedroom units. The expected occupancy would be 16.

Relief requested:

1. Chapter 82-302, Table 3-2:
 - (a) Maximum Lot width allowed in the CD Zone is 96 feet. The lot width varies but is 97 feet at its narrowest point. No relief is sought.
 - (b) There is no proposed change in the location of the structure. All dimensions of the existing structure are proposed to remain.
 - (c) The CD zone requires a frontage buildout of 60% of the lot width. Due to the irregular shape of the lot, the Applicant requests relief on this requirements.
 - (d) Applicant is requesting relief for the building placement requirement of Table 3-2 where edge yard placement is not permitted in the CD Zone.
2. Chapter 82-600: Applicant has requested that the Special Use Permit as described in Article 6 of the ordinance be considered with the requested Comprehensive Permit.
3. Chapter 82-1102(b): The Applicant is seeking relief for the tree plantings required under Article 11, sub paragraphs 2i and 3a due to the irregular nature of the site.
4. Chapter 82-1108(A): Applicant is seeking relief for the glazing requirement of Article 11 paragraph 3 which relates to retail frontages in the Village district. This is a residential structure.
5. Chapter 82-111 (B) 1-3: Applicant seeks relief for the location of parking spaces as required by Article 11 which does not permit parking directly in front of the building in the front yard. Additionally, the entrance to the proposed site is wider than the maximum allowable of 18 feet due to the configuration of Hammett Court.

6. Chapter 82-111 B 3: Applicant seeks relief from the specific requirement of one bicycle rack per 10 car parking spaces. There will be some bicycle racks.
7. Chapter 82-1203: The proposed development requires 26 parking spaces. There are 26 parking spaces available.

Don Powers of Union Studio and also a Jamestown Resident reviewed the site plans. The site is located mid-block on Hammett Court with frontages to Clinton Ave. Powers included 3 Hammett Court on the site plan for context. He stated it is important to emphasize that the building is existing. There will be a handicapped access ramp and two handicapped parking spaces will be located close to the ramp.

Powers reviewed the proposed basement floor plan. There will be an open office area for Looking Upwards and the elevator goes to this level. Powers reviewed the first and second floor plans. Both the first and second floors will have (2) 2-bedroom units and (4) one-bedroom units. Powers reviewed the proposed roof plan. All the condensers will be on the roof top deck, which will be screened in and accessible by a ladder. The roof is hipped at the ends to away some of the mass of the building. The first round of plans had balconies off the units and they were removed due to abutters concerns. Powers reviewed the proposed south (front), west (side), east (side) and north (rear) elevations. He said that there are no openings on east elevation due to fire safety and the closeness to the property line. North rear – The condensers located on the north (rear) roof are for mini-splits, and that they are nearly silent. Bell eaves will make the roof look more graceful and this is based on feedback from the previous plans. The exterior of the building will be shingle siding and plank lap siding.

Discussion regarding the east elevation of the building ensued. Commissioner Pendlebury asked Powers to describe the massing of the adjacent building. Powers described the Brittain building as a two-story, monolithic building. The east elevation for 2 Hammett Court is blocked from Clinton Avenue by that building.

Discussion regarding the lack of openings on east side ensued. Powers explained that there are no openings in the east (side) elevation of the building due to fire protections and if there were any openings, they would need fire suppressants. Fire shutters cost \$5,000 to \$7,000 each. Sprinklers can not be used. Powers explained that there are low-cost ways to give some nuances to the side using shingle or brick patterns.

Discussion on size of the bedrooms ensued. The one-bedroom units will be about 500 square feet. The two-bedroom units will be just over 900 square feet.

Discussion of the rental costs ensued. Looking Upwards Inc. has not come up with the breakout for affordability yet.

Discussion of how many units will be used by Looking Upwards Inc. ensued. Carrie Miranda, Executive Director explained that 50% will be used for individuals with intellectual and

developmental disabilities (I/DD) and 50% for affordable housing. But this will be fluid to insure their clients are served. The building will be 100% deed restricted, with a 30-year restriction, affordable housing. The residents with IDD, must be able to live independently, will receive services from Looking Upwards Inc staff, who will have an office in the basement. There is an involved process for determining the residents, and the level of Looking Upwards staffing will depend on the needs of the residents. The affordable housing units will be rented on a first-come first-served basis.

Discussion of drainage in the area ensued. Infantolino said that they have an engineer who will look at the drainage issue, and are working with the neighbors, however there is no requirement to increase drainage due to the slight decrease in impervious coverage. Commissioner Pendlebury said the Mike Gray, Director of Public Works, will oversee work with the site for the betterment of the area.

Commissioner Pendlebury invited members of the public to ask questions.

Jack Brittain, resident of 24 Clinton Ave spoke. He stated that drainage was discussed at the TRC meeting. He doesn't think that there are water issues on the property, that the issues are more with Hammett Court area overall, and that the drainage issues can be addressed. He thinks that they did a great job (with the plans) and that they want to work with the neighbors.

Marianne Eckert, resident of 17 Howland at the corner of Hammett and Howland spoke. She is very concerned of the amount of traffic. She thinks that many residents may have cars. She asked the Planning Commission to consider a decrease in the occupancy limits. She said that they (Bridges Inc) have been very good neighbors. She is an abutter.

Bryer stated that the abutters will be notified for the public hearing at the next meeting.

Commissioner Pendlebury summarized the application and clarified the expectations for the applicant moving forward. The zoning relief requested is not huge. There are concerns with the site plan in terms of addressing the major drainage issues. The Planning Commission understands that this is an existing building, but there are some improvements that can be made. They would like to hear from an engineer.

There appear to be encroachments on the applicant's property from both abutting properties on Clinton Avenue. Bryer said that the applicant can talk to the neighbors. Also, relating to parking, 50% of the building are residents with IDD, who probably do not drive.

A motion was moved by Commissioner Pendlebury and seconded by Commissioner Enright to grant the applicant the ability to submit a single application for a Comprehensive Permit and combine Master Plan and Preliminary stages of review. All in favor.

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

IV. Correspondence

1. TRC Memo to Zoning Board of Review – 17 Ocean Avenue Plat 8 Lot 489, Matthew Lyon (owner) and Gregory Pawlina (applicant) – Development Plan Review for replacement of non-conforming garage, utilizing existing footprint, in Jamestown Village Special Development District – Correspondence Accepted

V. Old Business

1. No items at this time.

VI. Reports

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

The meeting on August 2, 2023 will be cancelled due to no applications.

The Zoning Ordinance has not been sent to the Town Council yet due to unresolved issues with the ADU section. Bryer has been coordinating with Solicitors office. Once this issue is resolved, then they will be sent to Town Council.

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

1. July 5, 2023

A motion was moved by Commissioner Enright and seconded by Commissioner Cochran to approve the minutes from the July 5, 2023 meeting as amended. All in favor.

Page 2: Paragraph 1: sentence 6: change “~~then~~” to “the”

Page 2: Paragraph 5: sentence 4: add “Commissioner” before Swistak and a “.” after “aesthetic,”

Page 3: Paragraph 1: sentence 1: after “family” now reads “from ADU references in accordance with state law”

Page 3: Paragraph 2: sentence 2: remove “the” and add “82.706” after section.

Page 7: Planner's Report: add “no items to report”

VIII. Adjournment

A motion to adjourn at 8:27pm was moved by Commissioner Enright and seconded by Commissioner Pendlebury. All in favor.

Attest:

Carrie Kolb



**Town of Jamestown
Tax Assessor**

**93 Narragansett Avenue
Jamestown, RI 02835**

**Phone: 401-423-9802
Email: cbrochu@jamestownri.net**

To: COUNCIL PRESIDENT BEYE. JAMESTOWN TOWN COUNCIL

From: CHRISTINE BROCHU. JAMESTOWN TAX ASSESSOR

Subject: ADDITIONS AND ABATEMENTS OF TAXES FOR THE **SEPTEMBER 18, 2023** MEETING

Please see the attached.

RESPECTFULLY SUBMITTED.

Christine Brochu

CHRISTINE BROCHU
TAX ASSESSOR

BAA/COC Listing Report
Conditions:

TYPE: All
District:

JAMESTOWN
Reported Type: All

YEAR: 2013 TO 2023
DATE: 9/12/2023

Page 1

YEAR	NAME/ADDRESS	COC INFO	ACCOUNT # UNIQUE ID LIST NUMBER	GROSS OLD GROSS CHANGE GROSS NEW	EXEMPT OLD EXEMPT CHANGE EXEMPT NEW	NET OLD NET CHANGE NET NEW	TAX OLD TAX CHANGE TAX NEW	SEWER OLD SEWER CHANGE SEWER NEW
2023	[REDACTED]	18724P	11-0003-20	10,000	0	10,000	69.80	0.00
Accept	JAMESTOWN, RI 02835	09/01/2023 CLOSED BUSINESS	11-0003-20 40130	-10,000	0	-10,000	-69.80	0.00
Totals For -2023 P						-10,000	-69.80	0.00
						Total Inc's:	0.00	
						Total Dec's:	-69.80	
2023	[REDACTED]	18729R	10-0410-10	370,400	0	370,400	2,339.39	0.00
Accept	JAMESTOWN, RI 02835	09/11/2023 REMOVED EXEMPTION- SOLD	14/386 1629	0	0	0	187.50	0.00
2023	[REDACTED]	18730R	18-0176-00	624,200	0	624,200	3,456.92	0.00
Accept	JAMESTOWN, RI 02835	09/11/2023 REMOVED EXEMPTION- SOLD	9/612 2621	0	0	0	529.00	0.00
2023	[REDACTED]	18753R	01-0005-38	0	0	0	0.00	0.00
Accept	JAMESTOWN, RI 02835	09/12/2023 SW/ISDS CHANGE	1/242 3757	0	0	0	20.00	0.00
2023	[REDACTED]	18725R	02-0394-04	3,228,200	0	3,228,200	22,532.84	0.00
Accept	EAST GREENWICH, RI 02818	09/07/2023 UPDATED PROP. INFORMATION	11/57 221	-2,000	0	-2,000	-13.96	0.00
2023	[REDACTED]	18728R	23-0720-00	1,813,800	0	1,813,800	12,660.32	0.00
Accept	JAMESTOWN, RI 02835	09/08/2023 UPDATED PROP. INFORMATION	10/2 3316	-36,900	0	-36,900	-257.56	0.00
2023	[REDACTED]	18726R	06-0214-07	0	0	0	0.00	0.00
Accept	JAMESTOWN, RI 02835	09/08/2023 C/O ISSUED 4/27/2023	10/114 3752	523,555	0	523,555	3,654.41	0.00
2023	[REDACTED]	18727R	13-1474-00	0	0	0	0.00	0.00
Accept	JAMESTOWN, RI 02835	09/08/2023 C/O ISSUED 2/2/2023	11/48 3753	169,368	0	169,368	1,182.19	0.00
2023	[REDACTED]	18731R	19-0463-70	0	0	0	0.00	0.00
Accept	CRANSTON, RI 02920	09/11/2023 C/O ISSUED 5/23/2023	8/181 3756	95,974	0	95,974	668.90	0.00
2023	[REDACTED]	18732R	01-0005-38	0	0	0	0.00	0.00
Accept	JAMESTOWN, RI 02835	09/12/2023 C/O ISSUED 8/30/2023	1/242 3757	121,859	0	121,859	850.58	0.00
Totals For -2023 R						871,856	6,818.06	0.00
						Total Inc's:	7,089.58	
						Total Dec's:	-271.52	

BAA/COC Listing Report

Conditions:

TYPE: ALL

District:

WINSTON

Reported Type: ALL

YEAR: 2014 - 2014

DATE: 8/11/15

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YEAR	NAME/ADDRESS	COG. INF.	ACCOUNT # THRU/TO LT LIST NUMBER	GR. CHG. OL RISE / RANGE	EXEMPT. CHG. EXEMPT. CHANGE	NET CHG. OL NET CHARGE	TAX. CHG. OL TAX. CHANGE	SEWER CHG. OL SEWER CHANGE
TOTAL	# of Accounts					401,970	1,745,127	

Grand Total In's: 1,847,097

Grand Total Dec's: -45,120

**Town of
Jamestown, Rhode Island**

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



Date: September 13, 2023

To: Edward Mello
Town Administrator

From: Michael Gray
Public Works Director

RE: Recyclables and Trash Collection Bid

The Town issued an Invitation for bids for the following services:

- a. **Recyclables Collection from the Town's** residences, municipal buildings and schools
- b. **Trash Collection from the Town** municipal buildings and recreational facilities.

Recyclables Collection

Bids were received from two companies on September 12, 2023 where they were publicly opened and read at the Town Hall. I have reviewed the bids and recommend that the Recyclables Collection Contract be awarded to the lowest responsive bidder **Island Rubbish Service, Inc.** for the following:

Year One (1)	\$196,124
Year Two (2)	\$201,027
Year Three (3)	\$206,052
Year Four (4)	\$211,204
Year Five (5)	\$216,484
Total	\$1,030,890

Trash Collection Services for Municipal Buildings and Recreational Facilities

Only one bid was received for trash collection services. I have reviewed the bid and recommend that the Trash Collection for Municipal Buildings and Recreational Facilities contract be awarded to **Island Rubbish Service, Inc.** for the following:

Year One (1)	\$31,000
Year Two (2)	\$31,500
Year Three (3)	\$32,000
Year Four (4)	\$32,500
Year Five (5)	\$33,000
Total	\$160,000

The current contract for collection services is set to expire on October 31, 2023. Work under this new contract will commence on November 1, 2023.



Office of the Town Planner MEMORANDUM

TO: The Honorable Town Council, Nancy Beye, President
Edward A. Mello, Town Administrator
FROM: Lisa W. Bryer, AICP, Town Planner
RE: Award of Bid for Jamestown School Grounds and
Safe Routes to School Improvements Project
DATE: September 11, 2023

The Safe Routes to School Improvement Project was born out of the 2008 *Best Land Use Plan for Jamestown School and Neighborhood* Plan, approved by the Town Council on June 23, 2008. This plan laid the framework for federal Safe Routes to School grant funding being received in both 2007 and 2010.

Jamestown has been working with the RI Department of Transportation (RIDOT), our consultants Crossman Engineering, Public Archaeological Labs (PAL) and the Narragansett Tribe for much of this time designing and permitting this project through the Federal Highway Administration and the Federal Advisory Council on Historic Preservation.

This project was given approval to move forward by FHWA with specific archaeological protocols including monitoring during construction. Costs have increased over the years and the original funding was not sufficient to complete the project. This was another process that needed addressing over the last few years. The construction project was bid this summer and we received three valid bids from construction companies. The low bidder was New England Building & Bridge (NEBB). We are requesting two actions from the Town Council at the September 18, 2023 meeting. The first is to award the bid to NEBB and the second is to award a change order to address incorrect paving quantities in the consulting engineers estimate in the bid. RIDOT is aware of this flaw in the bid and have authorized Jamestown to address it as a change order. The request for the Town Council is as follows:

- 1) To award the bid for Jamestown School Grounds and Safe Routes to School Improvements Project to New England Building & Bridge in the amount of \$620,892.60.
- 2) To award the first change order for the Jamestown School Grounds and Safe Routes to School Improvements Project to New England Building & Bridge to correct the incorrect engineers estimate in the bid in the amount of \$27,353.10.

Mike Gray and I will be available at the meeting to answer any questions.

I have attached the detailed bid analysis that provides t analysis of the bids including the description of the overage due to the incorrect engineers estimate on the last page. In addition, a budget page is included noting what has been spent so far on this project.

Attachment: Crossman Engineering Bid Review and Analysis, Project Budget
C: Roberta Fagan, Town Clerk

**Jamestown School Grounds and Safe Routes to School Improvements Project
Project Budget**

Item	Funding Sources	Expense	Expended	Future expected
Crossman Engineering	SRTS Grant	Project Engineer and design	\$121,662.48	\$34,171.69
PAL Inc.	SRTS Grant	Archaeological	\$16,859.17	\$32,050
NEBB	SRTS Grant	Construction		\$648,245.7
Total Project Cost				\$714,467.39



Consulting Engineers & Surveyors
Civil • Transportation • Environmental • Site Planning • Surveying • Permitting

August 10, 2023

Lisa Bryer, Town Planner
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835

RE: Jamestown School Grounds Safe Routes to School improvements
Jamestown, Rhode Island
RIC No. 2022-CS-066
RIFAP No. STP-SRTS (014)
Bid Review and Analysis

Dear Ms. Bryer,

Crossman Engineering has reviewed the bid tabulations for this contract as outlined in the Bid Review Guidance document (TAC 0368 Bid Analysis 06-02-21) from the RI Department of Transportation (RIDOT). Below is a summary of the assessments for competition and unbalanced bids required in TAC 0368:

1. Assess Competition

Table 1 presents a comparison of the Engineer’s Estimate to the five received bids.

Table 1: Comparison of Engineers Estimates to Received Bids

Bidder	Bid Amount	Difference from Engineer's Estimate	
		Dollars	Percent
Original Engineer's Estimate	\$ 512,906.73	-----	-----
New Engalnd Building and Bridge Co.	\$ 620,892.60	\$ 107,985.87	21.05%
D'Ambra Construction Co. Inc.	\$ 663,000.00	\$ 150,093.27	29.26%
East Coast Construction	\$ 707,180.00	\$ 194,273.27	37.88%

Table 2 presents a comparison of the Low Bid to the Engineer’s Estimate and other four received bids.

Table 2: Comparison of Low Bid to Engineers Estimates and Other Received Bids

Bidder	Bid Amount		Difference from Low Bid	
			Dollars	Percent
New Engalnd Building and Bridge Co. (Low Bid)	\$	620,892.60	-----	-----
Original Engineer's Estimate	\$	512,906.73	\$ (107,985.87)	-17.39%
D'Ambra Construction Co. Inc.	\$	663,000.00	\$ 42,107.40	6.78%
East Coast Construction	\$	707,180.00	\$ 86,287.40	13.90%

Based on RIDOT TAC 0368, Bid Analysis 06-02-21, competition is considered excellent when there are six or more bids within 20 percent of the low bid, including the low bid. Fewer competitive bids require evaluation to determine whether competition was adequate, and whether additional competition or better prices could be obtained.

In this case, the bid competition did not meet the threshold of six or more bids within 20% of the low bid to qualify as an excellent bid. However, three bids were received and the two higher bids were within 20% of the low bidder. Also, quantity errors and price errors were found in the engineer's estimate that are discussed below, which resulted in a corrected engineer's estimate total of \$556,867.03 and an adjusted gross sum for the low bidder of \$648,245.70. The adjusted gross sum for the low bidder is not within 10% of the corrected engineer's estimate. Therefore, based on RIDOT TAC 0368, adequate competition was not obtained.

2. Assess for Unbalanced Bid

Bid items were assessed to identify unbalanced bids along with quantity and price errors in the engineer's estimate. Both significant and significantly unbalanced items were reviewed. See below for results of that analysis for the associated items.

The following items listed in Table 3A were identified as "significant" to the contract:

Table 3A: Significant Items (Not Corrected)

Insk No.	Code	Description	U/M	Qty	Engineer's		Low Bid		Difference		Diff. %	Significantly	
					UP	EP	UP	EP	UP	EP		Significant	Unbalanced
1		CUTTING AND DISPOSING ISOLATED TREES (4"	EACH	3.00	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 6,000.00	\$ 1,000.00	\$ 3,000.00	100.00%	Yes	Yes
3		CLEARING AND GRUBBING	SY	347.00	\$ 26.00	\$ 9,022.00	\$ 10.00	\$ 3,470.00	\$ (16.00)	\$ 15,552.00	-61.54%	Yes	
5		REMOVE AND DISPOSE SIDEWALKS	SY	101.00	\$ 18.00	\$ 1,818.00	\$ 55.00	\$ 5,555.00	\$ 37.00	\$ 7,737.00	205.56%	Yes	Yes
6		REMOVE AND DISPOSE FLEXIBLE PAVEMENT	SY	848.00	\$ 13.00	\$ 11,024.00	\$ 22.00	\$ 18,656.00	\$ 9.00	\$ 7,632.00	69.23%	Yes	Yes
12		REMOVE AND RESET FLAGPOLE	EACH	1.00	\$ 2,500.00	\$ 2,500.00	\$ 6,000.00	\$ 6,000.00	\$ 4,500.00	\$ 3,500.00	140.00%	Yes	Yes
14		EARTH EXCAVATION	CY	802.00	\$ 25.00	\$ 20,050.00	\$ 46.00	\$ 36,892.00	\$ 21.00	\$ 16,942.00	84.00%	Yes	Yes
15		COMMON BORROW	CY	305.00	\$ 35.00	\$ 10,675.00	\$ 66.00	\$ 20,130.00	\$ 31.00	\$ 9,455.00	88.57%	Yes	Yes
16		TRIMMING AND FINE GRADING	SY	5,145.00	\$ 10.00	\$ 51,450.00	\$ 6.50	\$ 33,442.50	\$ (3.50)	\$ (18,007.50)	-35.00%	Yes	
17		COMPOST FILLED FILTER SOO-	LF	1,727.00	\$ 12.00	\$ 20,724.00	\$ 5.50	\$ 9,498.90	\$ (6.50)	\$ (11,225.50)	-54.17%	Yes	
20		GRAVEL BORROW SUBBASE COURSE	CY	195.00	\$ 40.00	\$ 7,800.00	\$ 75.00	\$ 14,625.00	\$ 35.00	\$ 6,825.00	87.50%	Yes	Yes
21		CLASS 12.5 HMA (2")	TON	24.00	\$ 110.00	\$ 2,640.00	\$ 287.00	\$ 6,886.00	\$ 172.00	\$ 4,248.00	160.91%	Yes	Yes
22		CLASS 9.5 HMA (2")	TON	39.00	\$ 120.00	\$ 4,680.00	\$ 266.00	\$ 10,374.00	\$ 146.00	\$ 5,694.00	121.67%	Yes	Yes
23		CLASS 4.75 HMA FOR PAVED WALKWAY (3")	TON	225.00	\$ 200.00	\$ 45,000.00	\$ 174.00	\$ 39,150.00	\$ (26.00)	\$ (5,850.00)	-13.00%	Yes	
30		CATCH BASIN WITH GUTTER INLET STANDARD	EACH	1.00	\$ 5,000.00	\$ 5,000.00	\$ 9,500.00	\$ 9,500.00	\$ 4,500.00	\$ 4,500.00	90.00%	Yes	Yes
38		REMOVABLE BOLLARD	EACH	3.00	\$ 1,000.00	\$ 3,000.00	\$ 2,500.00	\$ 7,500.00	\$ 1,500.00	\$ 4,500.00	150.00%	Yes	Yes
41		PRECAST CEMENT CONCRET CURB STRAIGHT	LF	665.00	\$ 40.00	\$ 26,600.00	\$ 35.00	\$ 23,275.00	\$ (5.00)	\$ (3,325.00)	-12.50%	Yes	
44		PRECAST CONCRETE WHEELCHAIR RAMP CURB	EACH	37.00	\$ 1,100.00	\$ 40,700.00	\$ 183.00	\$ 6,771.00	\$ (917.00)	\$ (33,929.00)	-83.36%	Yes	Yes
56		LOAM BORROW 6 INCHES DEEP	SY	3,279.00	\$ 6.00	\$ 19,674.00	\$ 8.00	\$ 26,232.00	\$ 7.00	\$ 6,558.00	33.33%	Yes	
68		FIELD CONTROL AND SURVEY	LS	1.00	\$ 13,112.16	\$ 13,112.16	\$ 16,500.00	\$ 16,500.00	\$ 3,387.84	\$ 3,387.84	25.84%	Yes	
69		TRAFFIC PROTECTION	LS	1.00	\$ 18,007.36	\$ 18,007.36	\$ 110,000.00	\$ 110,000.00	\$ 91,992.64	\$ 91,992.64	510.66%	Yes	Yes
70		MOBILIZATION AND DEMOBILIZATION	LS	1.00	\$ 37,455.31	\$ 37,455.31	\$ 44,000.00	\$ 44,000.00	\$ 6,544.69	\$ 6,544.69	17.47%	Yes	

The following items listed in Table 3B were identified as "significantly unbalanced":

Table 3B: Significantly Unbalanced Items (Not Corrected)

Item No.	Code	Description	UM	Qty	Engineer's		Low Bid		Difference		DIF %	Significant	Significantly Unbalanced
					UP	EP	UP	EP	UP	EP			
1		CUTTING AND DISPOSING ISOLATED TREES (4" EACH	EACH	3.00	\$ 1,000.00	\$ 3,000.00	\$ 2,000.00	\$ 6,000.00	\$ 1,000.00	\$ 3,000.00	100.00%	Yes	Yes
5		REMOVE AND DISPOSE SIDEWALKS	SY	101.00	\$ 18.00	\$ 1,818.00	\$ 55.00	\$ 5,555.00	\$ 37.00	\$ 3,737.00	20% 56%	Yes	Yes
6		REMOVE AND DISPOSE FLEXIBLE PAVEMENT	SY	846.00	\$ 13.00	\$ 11,024.00	\$ 22.00	\$ 18,656.00	\$ 9.00	\$ 7,632.00	69.23%	Yes	Yes
12		REMOVE AND RESET FLAGPOLE	EACH	1.00	\$ 2,500.00	\$ 2,500.00	\$ 6,000.00	\$ 6,000.00	\$ 3,500.00	\$ 3,500.00	140.00%	Yes	Yes
14		EARTH EXCAVATION	CY	802.00	\$ 25.00	\$ 20,050.00	\$ 46.00	\$ 46,892.00	\$ 21.00	\$ 16,842.00	84.00%	Yes	Yes
15		COMMON BORROW	CY	365.00	\$ 35.00	\$ 10,675.00	\$ 66.00	\$ 20,130.00	\$ 31.00	\$ 9,455.00	88.57%	Yes	Yes
19		5/12 FENCE - R1STD. X2.0	LF	88.00	\$ 6.00	\$ 528.00	\$ 12.00	\$ 1,056.00	\$ 5.00	\$ 528.00	100.00%	Yes	Yes
20		GRAVEL BORROW SUBBASE COURSE	CY	195.00	\$ 40.00	\$ 7,800.00	\$ 75.00	\$ 14,625.00	\$ 35.00	\$ 6,825.00	87.56%	Yes	Yes
21		CLASS 12.5 HMA (2")	TON	24.00	\$ 110.00	\$ 2,640.00	\$ 287.00	\$ 6,888.00	\$ 177.00	\$ 4,248.00	160.91%	Yes	Yes
22		CLASS 9.5 HMA (2")	TON	39.00	\$ 120.00	\$ 4,680.00	\$ 266.00	\$ 10,274.00	\$ 148.00	\$ 5,694.00	121.67%	Yes	Yes
24		ASPHALT EMULSION TACK COAT	SY	185.00	\$ 0.50	\$ 92.50	\$ 3.00	\$ 555.00	\$ 2.50	\$ 462.50	500.00%	Yes	Yes
25		CLASS A PORTLAND CEMENT CONCRETE	CY	28.00	\$ 160.00	\$ 4,480.00	\$ 250.00	\$ 7,000.00	\$ 90.00	\$ 2,520.00	56.25%	Yes	Yes
30		CATCH BASIN WITH GUTTER INLET - STANDARD	EACH	1.00	\$ 5,000.00	\$ 5,000.00	\$ 9,500.00	\$ 9,500.00	\$ 4,500.00	\$ 4,500.00	90.00%	Yes	Yes
37		ADJUST WATER GATE BOX TO GRADE	EACH	3.00	\$ 125.00	\$ 375.00	\$ 250.00	\$ 750.00	\$ 125.00	\$ 375.00	100.00%	Yes	Yes
38		CHAIN LINK FENCE - 3 HIGH, R1STD. 31 1.0	LF	30.00	\$ 34.00	\$ 1,020.00	\$ 95.00	\$ 2,850.00	\$ 61.00	\$ 1,830.00	179.41%	Yes	Yes
38		REMOVABLE BOLLARD	EACH	3.00	\$ 1,000.00	\$ 3,000.00	\$ 2,900.00	\$ 7,500.00	\$ 1,500.00	\$ 4,500.00	150.00%	Yes	Yes
64		PRECAST CONCRETE WHEELCHAIR RAMP CURB	EACH	37.00	\$ 1,100.00	\$ 40,700.00	\$ 183.00	\$ 6,771.00	\$ (917.00)	\$ (138,929.00)	-83.36%	Yes	Yes
49		BITUMINOUS BERM STANDARD 2.5 1	LF	52.00	\$ 10.00	\$ 520.00	\$ 38.00	\$ 1,976.00	\$ 28.00	\$ 1,456.00	280.00%	Yes	Yes
58		W/TE MESH	SY	35.00	\$ 6.00	\$ 210.00	\$ 12.00	\$ 432.00	\$ 6.00	\$ 216.00	100.00%	Yes	Yes
69		TRAFFIC PROTECTION	LS	1.00	\$ 18,007.36	\$ 18,007.36	\$ 110,000.00	\$ 110,000.00	\$ 91,992.64	\$ 91,992.64	510.66%	Yes	Yes

Both the significant and significantly unbalanced items were reviewed to assess quantity and price errors in the engineer's estimate, and unbalanced bids. The following is a summary of the review:

- Item No. 001 Cutting and Disposing Isolated Trees (4" to 24")

Quantity	3 Each
Apparent Low-Bidder Unit Price	\$2,000.00
Bidder Average Unit Price	\$2,033.33
Engineer's Estimate Unit Price	\$1,000.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$1,000/each was based on the 2022 WAUP ALL of \$875/EA for a quantity of 6 and increased for a lower quantity. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- Item No. 3 Clearing and Grubbing

Quantity	347.0 SY
Apparent Low-Bidder Unit Price	\$10.00
Average Bidder Unit Price	\$23.33
Engineer's Estimate Unit Price	\$26.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$26.00/SY was based on the 2022 WAUP All of \$25.27/SY for a quantity of 217.0 SY. The low bid was compared to the average unit bid price for a similar size

project that was advertised in June 2023, Town of Burrillville Contract 23-011 (Burrillville Recreation Center Improvements). The average unit bid price for Contract 23-011 was \$10.33/SY for a quantity of 1,800 SY. The low bid is lower than the Engineer's Price, but is considered acceptable because it is similar to the average unit prices for the recent Town of Burrillville Contract.

- Item No. 5 Remove and Dispose Sidewalks

Quantity	101 SY
Apparent Low-Bidder Unit Price	\$55.00
Average Bidder Unit Price	\$58.33
Engineer's Estimate Unit Price	\$18.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$18.00/SY was based on the 2022 WAUP All of \$17.50/SY for a quantity of 5,059 SY. The much smaller quantity appears to justify correcting the engineer's estimate unit price to \$36.00/SY. The low bid is higher than the corrected Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

The low bidder's unit price was re-evaluated using the corrected Engineer's Price and is no longer significant but remains significantly unbalanced. Refer to Tables 4A and 4B below.

- Item No. 6 Remove and Dispose Flexible Pavement

Quantity	848 SY
Apparent Low-Bidder Unit Price	\$22.00
Average Bidders Unit Price	\$17.33
Engineer's Estimate Unit Price	\$13.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$13.00/SY was based on the 2022 WAUP All of \$12.58/SY for a quantity of 1,030 SY. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- Item No. 12 Remove and Reset Flag Pole

Quantity	1 Each
Apparent Low-Bidder Unit Price	\$6,000.00
Average Bidder Unit Price	\$8,833.33
Engineer's Estimate Unit Price	\$2,500.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$2,500/EA was based on the combined estimated costs for removal, materials, and installation. The combined unit price was re-calculated using latest material prices and was determined to be \$10,500.00/each. The re-calculated price appears to justify correcting the engineer's estimate unit price to \$10,500/each. The low bid is lower than the corrected Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

The low bidder's unit price was re-evaluated using the corrected engineer's price and remains significant but is no longer significantly unbalanced. Refer to Tables 4A and 4B below.

- Item No. 14 Earth Excavation

Quantity	802 CY
Apparent Low-Bidder Unit Price	\$46.00
Average Bidder Unit Price	\$28.67
Engineer's Estimate Unit Price	\$25.00

The quantity has been reviewed and found to be in error. The corrected quantity is 451.5 CY.

The Original Engineer's Estimate Unit Price of \$25.00/SY was based on the 2022 WAUP All of \$24.81/CY for a quantity of 1,050 CY. The low bid is higher than the corrected Engineer's Price, but is considered acceptable due to the lower corrected quantity.

The low bidder's unit price was re-evaluated using the corrected quantity and remains significant and significantly unbalanced. Refer to Tables 4A and 4B below.

- Item No. 15 Common Borrow

Quantity	305 CY
Apparent Low-Bidder Unit Price	\$66.00
Average Bidder Unit Price	\$43.67
Engineer's Estimate Unit Price	\$35.00

The quantity has been reviewed and found to be in error. The corrected quantity is 414.4 CY.

The Original Engineer's Estimate Unit Price of \$35.00/SY was based on the 2021 WAUP All of \$33.10/CY for a quantity of 7,449 CY. The unit price was compared to the average unit bid price for a similar size project that was advertised in June 2023, Town of Burrillville Contract 23-011 (Burrillville Recreation Center Improvements). The average unit bid price for Contract 23-011 was \$52.50/CY for a quantity of 140 CY. The comparison appears to justify correcting the engineer's estimate unit price to \$50.00/CY. The low bid is higher than the corrected Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

The low bidder's unit price was re-evaluated using the corrected engineer's price and quantity, and remains significant but is no longer significantly unbalanced. Refer to Tables 4A and 4B below.

- Item No. 16 Trimming and Fine Grading

Quantity	5,145.00 SY
Apparent Low-Bidder Unit Price	\$6.50
Average Bidder Unit Price	\$7.50
Engineer's Estimate Unit Price	\$10.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$10.00/SY was based on the 2022 WAUP All of \$9.11/SY for a quantity of 6,289 SY. The low bid is lower than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- Item No. 17 Compost Filled Filter Sock

Quantity	1,727 LF
Apparent Low-Bidder Unit Price	\$5.50
Average Bidder Unit Price	\$5.50
Engineer's Estimate Unit Price	\$12.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$12.00/LF was based on the 2022 WAUP All of \$11.44/LF for a quantity of 396 LF. The low bid is lower than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- Item No. 19 Silt Fence, R.I. STD. 9.2.0

Quantity	88.00 LF
Apparent Low-Bidder Unit Price	\$12.00
Average Bidder Unit Price	\$12.00
Engineer's Estimate Unit Price	\$6.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$6.00/LF was based on the 2021 WAUP All of \$6.00/LF for a quantity of 500 LF. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- Item No. 20 Gravel Borrow Subbase Course

Quantity	195 CY
Apparent Low-Bidder Unit Price	\$75.00
Average Bidder Unit Price	\$111.67
Engineer's Estimate Unit Price	\$40.00

The quantity has been reviewed and found to be in error. The corrected quantity is 440.4 CY.

The Original Engineer's Estimate Unit Price of \$40.00/LF was based on the 2022 WAUP All of \$35.59/LF for a quantity of 1,135 CY. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

The low bidder's unit price was re-evaluated using the corrected quantity and remains significant and significantly unbalanced. Refer to Tables 4A and 4B below.

- Item No. 21 CLASS 12.5 HMA (2")

Quantity	24 TON
Apparent Low-Bidder Unit Price	\$287.00
Average Bidder Unit Price	\$295.67
Engineer's Estimate Unit Price	\$110.00

The quantity has been reviewed and found to be in error. The corrected quantity is 58.3 TONS.

The Original Engineer's Estimate Unit Price of \$110.00/TON was based on the 2022 WAUP All of \$102.75/TON for a quantity of 4,237 Tons. The unit price was compared to the average unit bid price for a similar size project that was advertised in June 2023, Town of Burrillville Contract 23-011 (Burrillville Recreation Center Improvements). The average unit bid price for Contract 23-011 was \$178.39/TON for a quantity of 90 TONS. The comparison appears to justify correcting the engineer's estimate unit price to \$180.00/TON. The low bid is higher than the corrected Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

The low bidder's unit price was re-evaluated using the corrected engineer's price and quantity, and remains significant and significantly unbalanced. Refer to Tables 4A and 4B below.

- Item No. 22 CLASS 9.5 HMA (2")

Quantity	39 TONS
Apparent Low-Bidder Unit Price	\$266.00
Average Bidder Unit Price	\$288.67
Engineer's Estimate Unit Price	\$120.00

The quantity has been reviewed and found to be in error. The corrected quantity is 61.8 TONS.

The Original Engineer's Estimate Unit Price of \$120.00/TON was based on the 2022 WAUP All of \$107.00/TON for a quantity of 1,666 TONS. The unit price was compared to the average unit bid price for a similar size project that was advertised in June 2023, Town of Burrillville Contract 23-011 (Burrillville Recreation Center Improvements). The average unit bid price for Contract 23-011 was \$202.78/TON for a quantity of 70 TONS. The comparison appears to justify correcting the engineer's estimate unit price to \$203.00/TON. The low bid is higher than the corrected Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

The low bidder's unit price was re-evaluated using the corrected engineer's price and quantity, and remains significant but is no longer significantly unbalanced. Refer to Tables 4A and 4B below.

- Item No. 23 CLASS 4.75 HMA FOR PAVED WALKWAY (3")

Quantity	225 TONS
Apparent Low-Bidder Unit Price	\$174.00
Average Bidder Unit Price	\$224.67
Engineer's Estimate Unit Price	\$200.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate of \$200/TON was based on the 2021 WAUP All of \$161.22/TON for a quantity of 196.75 TONS and adjusted to \$200.00. The low bid is lower than the Engineer's Price, but is considered acceptable because it does not significantly vary from the Engineer's price.

- Item No. 24 Asphalt Emulsion Tack Coat

Quantity	185.00 SY
Apparent Low-Bidder Unit Price	\$3.00
Average Bidder Unit Price	\$3.67
Engineer's Estimate Unit Price	\$0.50

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$0.50/SY was based on the 2022 WAUP All of \$0.48/SY for a quantity of 21,974.67 SY. The unit price was compared to the average unit bid price for a similar size project that was advertised in June 2023, Town of Burrillville Contract 23-011 (Burrillville

Recreation Center Improvements). The average unit bid price for Contract 23-011 was \$0.83/SY for a quantity of 682 SY. The comparison appears to justify correcting the engineer's estimate unit price to \$1.00/SY. The low bid is higher than the corrected Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

The low bidder's unit price was re-evaluated using the corrected engineer's price and remains significantly unbalanced. Refer to Tables 4A and 4B below.

- Item No. 25 CLASS A Portland Cement Concrete

Quantity	28 CY
Apparent Low-Bidder Unit Price	\$250.00
Average Bidder Unit Price	\$250.00
Engineer's Estimate Unit Price	\$160.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate of \$160.00/CY was based on the 2022 WAUP All of \$152.50/CY for a quantity of 230 CY. The 2021 WAUP All listed a unit price of \$299.36/CY for a quantity of 16.40 CY. The 2021 WAUP All price appears to justify correcting the engineer's estimate unit price to \$300/CY. The low bid is lower than the corrected Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

The low bidder's unit price was re-evaluated using the corrected engineer's price and is no longer significantly unbalanced. Refer to Tables 4A and 4B below.

- Item No. 30 Catch Basin with Gutter Inlet, Standard 3.4.1 Modified

Quantity	1 Each
Apparent Low-Bidder Unit Price	\$9,500.00
Average Bidder Unit Price	\$6,333.33
Engineer's Estimate Unit Price	\$5,000.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$5,000/Each was based on the 2021 WAUP All of \$4,199.00 for a quantity of 3. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- Item No. 32 Adjust Water Gate Valve to Grade

Quantity	3 each
Apparent Low-Bidder Unit Price	\$250.00
Average Bidder Unit Price	\$233.33
Engineer's Estimate Unit Price	\$125.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$125/Each was based on the 2022 WAUP All of \$106.50 for a quantity of 85. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- Item No. 36 Chain Link Fence, 3' High, R.I.STD. 31.1.0

Quantity	72.00 LF
Apparent Low-Bidder Unit Price	\$95.00
Average Bidder Unit Price	\$103.33
Engineer's Estimate Unit Price	\$34.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$34.00/LF was based on the 2021 WAUP All \$33.63/LF for a quantity of 1,410 LF for a 4' high fence. The unit price was compared to the average unit bid price for a similar size project that was advertised in June 2023, Town of Burrillville Contract 23-011 (Burrillville Recreation Center Improvements). The average unit bid price for Contract 23-011 was \$95.62/LF for a quantity of 375 LF of 4' high chain link fence. The comparison appears to justify correcting the engineer's estimate unit price to \$95.00/LF. The low bid is similar to the corrected Engineer's Price, and is considered acceptable because it does not significantly vary from the average unit bid price.

The low bidder's unit price was re-evaluated using the corrected engineer's price and is no longer significantly unbalanced. Refer to Tables 4A and 4B below.

- Item No. 38 Removable Bollard

Quantity	3 Each
Apparent Low-Bidder Unit Price	\$2,500.00
Average Bidder Unit Price	\$1,833.33
Engineer's Estimate Unit Price	\$1,000.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$1,000.00/LF was calculated by combining separate estimates for materials and installation. The combined unit price was re-calculated using latest

material prices and was determined to be \$1,257.00/Each. The original engineer's estimate unit price appears to be reasonable. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- Item No. 41 Precast Cement Concrete Curb Straight, R.I. STD. 7.1.0

Quantity	665 LF
Apparent Low-Bidder Unit Price	\$35.00
Average Bidder Unit Price	\$46.67
Engineer's Estimate Unit Price	\$40.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$40.00/LF was based on the 2022 WAUP All of \$37.12/LF for a quantity of 148.75 LF. The low bid is lower than the Engineer's Price, but is considered acceptable because it does not significantly vary from the Engineer's price.

- Item No. 44 Precast Concrete Wheelchair Ramp Curb, R.I.STDs 7.1.3, 43.3.0 and 43.3.1

Quantity	37 Each
Apparent Low-Bidder Unit Price	\$183.00
Average Bidder Unit Price	\$511.11
Engineer's Estimate Unit Price	\$1,100.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$1,100.00/Each was based on the 2022 WAUP All of \$1,025.00/Each for a quantity of 2. The low bid is lower than the Engineer's Price and lower than the average unit bid price, but is considered acceptable.

- Item No. 49 Bituminous Berm, R.I. STD. 7.5.1

Quantity	52 LF
Apparent Low-Bidder Unit Price	\$38.00
Average Bidder Unit Price	\$24.33
Engineer's Estimate Unit Price	\$10.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$10.00/LF was based on the 2021 WAUP All of \$2.03/LF for a quantity of 1,285.50 LF with an adjustment for the smaller quantity. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- Item No. 56 Loam Borrow, 4 Inches Deep

Quantity	3,279 SY
Apparent Low-Bidder Unit Price	\$8.00
Average Bidder Unit Price	\$8.33
Engineer's Estimate Unit Price	\$6.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$6.00/SY was based on the 2022 WAUP All of \$5.14/SY for a quantity of 12,866.89 SY. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- Item No. 58 Jute Mesh

Quantity	36 SY
Apparent Low-Bidder Unit Price	\$12.00
Average Bidder Unit Price	\$17.33
Engineer's Estimate Unit Price	\$6.00

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$6.00/SY was based on the 2022 WAUP All of \$5.75/SY for a quantity of 200 SY. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- Item No. 68 Field Control and Survey

Quantity	1 LS
Apparent Low-Bidder Unit Price	\$16,500.00
Average Bidder Unit Price	\$27,166.67
Engineer's Estimate Unit Price	\$13,112.60

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$13,112.60 was determined by calculating 3% of the original estimated construction cost without Items 68, 69, 70 and 71. The price was checked by combining estimated costs for verifying existing grades, providing horizontal and vertical control points, staking proposed layouts, staking the L.O.D., verifying completed work and preparing project end documents. A field crew rate of \$125.00/hour and a PLS rate of \$125/hour were used in the estimates. The estimate determined 64 hours of field crew time and 22 hours of PLS time for a total cost of \$10,750.00. Therefore, the original engineer's estimate unit price appears to be reasonable. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the Engineer's unit price.

- Item No. 69 Traffic Protection

Quantity	1 LS
Apparent Low-Bidder Unit Price	\$110,000.00
Average Bidder Unit Price	\$71,003.00
Engineer's Estimate Unit Price	\$18,007.36

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$18,007.36 was determined by calculating 4% of the original estimated construction cost without Items 68, 69, 70 and 71. The price was checked by combining estimated costs for the required signs, cones, and barrels to accomplish the traffic protection details shown on Drawing C20 with a project duration of 16 weeks. The combined estimated cost was determined to be \$27,525.00. The price check appears to justify correcting the engineer's estimate unit price to \$27,525.00. The 2022 WAUP All unit price for Code 937.0200 is \$100,294.12. The low bid is higher than the corrected Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price and the 2022 WAUP All price.

The low bidder's unit price was re-evaluated using the corrected engineer's price and is still significant and significantly unbalanced. Refer to Tables 4A and 4B below.

- Item No. 70 Mobilization and Demobilization

Quantity	1 LS
Apparent Low-Bidder Unit Price	\$44,000.00
Average Bidder Unit Price	\$48,429.67
Engineer's Estimate Unit Price	\$37,455.31

The quantity has been reviewed and no errors have been found.

The Original Engineer's Estimate Unit Price of \$37,455.31 was determined by calculating 8% of the original estimated construction cost without Items 68, 69, 70 and 71. The original engineer's estimate unit price appears to be reasonable. The low bid is higher than the Engineer's Price, but is considered acceptable because it does not significantly vary from the average unit bid price.

- The re-evaluation results using the corrected quantities and unit prices to identify items "significant" to the contract and "significantly un-balanced" are shown below in Tables 4A and 4B. The changes are highlighted in Yellow.

Table 4A: Significant Items (Corrected)

Index	No.	Code	Description	UM	Qty	Corrected Engineer's		Low Bid		Difference		Diff. %	Significant	Significantly Unbalanced
						UP	EP	UP	EP	UP	EP			
1			CUTTING AND DISPOSING ISOLATED TREES (4")	EACH	3.00	\$ 1,000.00	\$ 3,000.00	\$ 2,000.00	\$ 6,000.00	\$ 1,000.00	\$ 3,000.00	100.00%	Yes	Yes
3			CLEARING AND GRUBBING	SY	347.00	\$ 26.00	\$ 9,022.00	\$ 10.00	\$ 3,470.00	\$ (16.00)	\$ (5,552.00)	-61.54%	Yes	Yes
5			REMOVE AND DISPOSE SIDEWALKS	SY	101.00	\$ 36.00	\$ 3,636.00	\$ 55.00	\$ 5,555.00	\$ 19.00	\$ 1,919.00	52.78%	No	Yes
6			REMOVE AND DISPOSE FLEXIBLE PAVEMENT	SY	848.00	\$ 13.00	\$ 11,024.00	\$ 22.00	\$ 18,656.00	\$ 9.00	\$ 7,632.00	69.23%	Yes	Yes
12			REMOVE AND RESET FLAGPOLE	EACH	1.00	\$ 10,500.00	\$ 10,500.00	\$ 6,000.00	\$ 6,000.00	\$ (4,500.00)	\$ (4,500.00)	-42.86%	Yes	No
14			EARTH EXCAVATION	CY	451.50	\$ 25.00	\$ 11,287.50	\$ 46.00	\$ 20,769.00	\$ 21.00	\$ 9,481.50	84.02%	Yes	Yes
15			COMMON BORROW	CY	414.40	\$ 50.00	\$ 20,720.00	\$ 66.00	\$ 27,350.40	\$ 16.00	\$ 6,630.40	32.02%	Yes	No
16			TRIMMING AND FINE GRADING	SY	5,145.00	\$ 10.00	\$ 51,450.00	\$ 6.50	\$ 33,442.50	\$ (3.50)	\$ (18,007.50)	-35.02%	Yes	Yes
17			COMPOST FILLED FILTER SOCK	LF	1,727.00	\$ 12.00	\$ 20,724.00	\$ 5.50	\$ 9,498.50	\$ (6.50)	\$ (11,225.50)	-54.17%	Yes	Yes
20			GRAVEL BORROW SUBBASE COURSE	CY	440.40	\$ 40.00	\$ 17,616.00	\$ 75.00	\$ 33,030.00	\$ 35.00	\$ 15,414.00	87.50%	Yes	Yes
21			CLASS 12.5 HMA (2")	TON	58.30	\$ 180.00	\$ 10,494.00	\$ 287.00	\$ 16,732.10	\$ 107.00	\$ 6,238.10	59.44%	Yes	Yes
22			CLASS 9.5 HMA (2")	TON	69.10	\$ 203.00	\$ 14,027.30	\$ 266.00	\$ 18,380.60	\$ 63.00	\$ 4,353.30	31.03%	Yes	No
23			CLASS 4.75 HMA FOR PAVED WALKWAY (3")	TON	225.00	\$ 200.00	\$ 45,000.00	\$ 174.00	\$ 59,150.00	\$ (26.00)	\$ (5,850.00)	-13.00%	Yes	Yes
30			CATCH BASIN WITH GUTTER INLET, STANDARD	EACH	1.00	\$ 5,000.00	\$ 5,000.00	\$ 9,500.00	\$ 9,500.00	\$ 4,500.00	\$ 4,500.00	90.00%	Yes	Yes
38			REMOVABLE BOLLARD	EACH	3.00	\$ 1,000.00	\$ 3,000.00	\$ 2,500.00	\$ 7,500.00	\$ 1,500.00	\$ 4,500.00	150.00%	Yes	Yes
41			PRECAST CEMENT CONCRETE CURB STRAIGHT	LF	665.00	\$ 40.00	\$ 26,600.00	\$ 35.00	\$ 23,275.00	\$ (5.00)	\$ (3,325.00)	-12.50%	Yes	Yes
44			PRECAST CONCRETE WHEELCHAIR RAMP CURB	EACH	37.00	\$ 1,100.00	\$ 40,700.00	\$ 183.00	\$ 6,771.00	\$ (917.00)	\$ (33,929.00)	-83.36%	Yes	Yes
56			LOAM BORROW 4 INCHES DEEP	SY	3,279.00	\$ 6.00	\$ 19,674.00	\$ 8.00	\$ 26,232.00	\$ 2.00	\$ 6,558.00	33.33%	Yes	Yes
68			FIELD CONTROL AND SURVEY	LS	1.00	\$ 13,112.16	\$ 13,112.16	\$ 16,500.00	\$ 16,500.00	\$ 3,387.84	\$ 3,387.84	25.84%	Yes	Yes
69			TRAFFIC PROTECTION	LS	1.00	\$ 27,525.00	\$ 27,525.00	\$ 110,000.00	\$ 110,000.00	\$ 82,475.00	\$ 82,475.00	299.64%	Yes	Yes
70			MOBILIZATION AND DEMOBILIZATION	LS	1.00	\$ 37,455.31	\$ 37,455.31	\$ 44,000.00	\$ 44,000.00	\$ 6,544.69	\$ 6,544.69	17.47%	Yes	Yes

Table 4B: Significantly Unbalanced Items (Corrected)

Index	No.	Code	Description	UM	Qty	Engineer's		Low Bid		Difference		Diff. %	Significant	Significantly Unbalanced
						UP	EP	UP	EP	UP	EP			
1			CUTTING AND DISPOSING ISOLATED TREES (4")	EACH	3.00	\$ 1,000.00	\$ 3,000.00	\$ 2,000.00	\$ 6,000.00	\$ 1,000.00	\$ 3,000.00	100.00%	Yes	Yes
5			REMOVE AND DISPOSE SIDEWALKS	SY	101.00	\$ 36.00	\$ 3,636.00	\$ 55.00	\$ 5,555.00	\$ 19.00	\$ 1,919.00	52.78%	No	Yes
6			REMOVE AND DISPOSE FLEXIBLE PAVEMENT	SY	848.00	\$ 13.00	\$ 11,024.00	\$ 22.00	\$ 18,656.00	\$ 9.00	\$ 7,632.00	69.23%	Yes	Yes
12			REMOVE AND RESET FLAGPOLE	EACH	1.00	\$ 10,500.00	\$ 10,500.00	\$ 6,000.00	\$ 6,000.00	\$ (4,500.00)	\$ (4,500.00)	-42.86%	Yes	No
14			EARTH EXCAVATION	CY	451.50	\$ 25.00	\$ 11,287.50	\$ 46.00	\$ 20,769.00	\$ 21.00	\$ 9,481.50	84.02%	Yes	Yes
15			COMMON BORROW	CY	414.40	\$ 50.00	\$ 20,720.00	\$ 66.00	\$ 27,350.40	\$ 16.00	\$ 6,630.40	32.02%	Yes	No
19			SILT FENCE, R1STD, 32.0	LF	88.00	\$ 6.00	\$ 528.00	\$ 12.00	\$ 1,056.00	\$ 6.00	\$ 528.00	100.00%	Yes	Yes
20			GRAVEL BORROW SUBBASE COURSE	CY	440.40	\$ 40.00	\$ 17,616.00	\$ 75.00	\$ 33,030.00	\$ 35.00	\$ 15,414.00	87.50%	Yes	Yes
21			CLASS 12.5 HMA (2")	TON	58.30	\$ 180.00	\$ 10,494.00	\$ 287.00	\$ 16,732.10	\$ 107.00	\$ 6,238.10	59.44%	Yes	Yes
22			CLASS 9.5 HMA (2")	TON	69.10	\$ 203.00	\$ 14,027.30	\$ 266.00	\$ 18,380.60	\$ 63.00	\$ 4,353.30	31.03%	Yes	No
24			ASPHALT EMULSION TACK COAT	SY	185.00	\$ 1.00	\$ 185.00	\$ 8.00	\$ 555.00	\$ 2.00	\$ 370.00	200.00%	Yes	Yes
25			CLASS A PORTLAND CEMENT CONCRETE	CY	28.00	\$ 300.00	\$ 8,400.00	\$ 250.00	\$ 7,000.00	\$ (50.00)	\$ (1,400.00)	-16.67%	Yes	No
30			CATCH BASIN WITH GUTTER INLET, STANDARD	EACH	1.00	\$ 5,000.00	\$ 5,000.00	\$ 9,500.00	\$ 9,500.00	\$ 4,500.00	\$ 4,500.00	90.00%	Yes	Yes
32			ADJUST WATER GATE BOX TO GRADE	EACH	3.00	\$ 125.00	\$ 375.00	\$ 250.00	\$ 750.00	\$ 125.00	\$ 375.00	100.00%	Yes	Yes
36			CHAIN LINK FENCE, 3' HIGH, R1STD, 31.1.0	LF	10.00	\$ 95.00	\$ 2,850.00	\$ 95.00	\$ 2,850.00	\$ -	\$ -	0.00%	Yes	No
38			REMOVABLE BOLLARD	EACH	3.00	\$ 1,000.00	\$ 3,000.00	\$ 2,500.00	\$ 7,500.00	\$ 1,500.00	\$ 4,500.00	150.00%	Yes	Yes
44			PRECAST CONCRETE WHEELCHAIR RAMP CURB	EACH	37.00	\$ 1,100.00	\$ 40,700.00	\$ 183.00	\$ 6,771.00	\$ (917.00)	\$ (33,929.00)	-83.36%	Yes	Yes
49			BITUMINOUS BERM STANDARD 7.5.1	LF	52.00	\$ 10.00	\$ 520.00	\$ 38.00	\$ 1,976.00	\$ 28.00	\$ 1,456.00	280.00%	Yes	Yes
58			MUTE MESH	SY	34.00	\$ 6.00	\$ 216.00	\$ 12.00	\$ 432.00	\$ 6.00	\$ 216.00	100.00%	Yes	Yes
69			TRAFFIC PROTECTION	LS	1.00	\$ 27,525.00	\$ 27,525.00	\$ 110,000.00	\$ 110,000.00	\$ 82,475.00	\$ 82,475.00	299.64%	Yes	Yes

The re-evaluation results did not identify in any new "significant" or any new "significantly unbalanced" items.

Based upon the above analyses we believe the low bid is not materially unbalanced. Please note the low bidder unit price for Item #44 is much lower than the other bidders prices and the low bidder unit price for Item #69 is much higher than the other bidders prices. However, we do not see any advantages that may create for the low bidder.

3. Quantity Changes

The quantities for the items found to be significant and significantly unbalanced were checked, and the quantities for five items were found to be in error. Therefore, revised gross sums for the contract were calculated and are shown below in Table 5.

Table 5: Gross Sum Quantity Changes

Indx	Description	UM	Quant Change	Engineer's		NEBB Co.		D'Ambra		East Coast Const.	
				UP	EP	UP	EP	UP	EP	UP	EP
14	Earth Excavation	CY	-350.50	\$ 25.00	\$ (8,762.50)	\$ 46.00	\$ (16,123.00)	\$ 25.00	\$ (8,762.50)	\$ 15.00	\$ (5,257.50)
15	Common Borrow	CY	109.40	\$ 50.00	\$ 5,470.00	\$ 66.00	\$ 7,220.40	\$ 20.00	\$ 2,188.00	\$ 45.00	\$ 4,923.00
20	Gravel Borrow Subbase Course	CY	245.40	\$ 40.00	\$ 9,816.00	\$ 75.00	\$ 18,405.00	\$ 50.00	\$ 12,270.00	\$ 210.00	\$ 51,534.00
21	CLASS 12.5 HMA (2")	TON	34.30	\$ 180.00	\$ 6,174.00	\$ 287.00	\$ 9,844.10	\$ 400.00	\$ 13,720.00	\$ 200.00	\$ 6,860.00
22	CLASS 9.5 HMA (2")	TON	30.10	\$ 203.00	\$ 6,110.30	\$ 266.00	\$ 8,006.60	\$ 400.00	\$ 12,040.00	\$ 200.00	\$ 6,020.00
Gross Sum Quantity Change					\$ 18,807.80		\$ 27,353.10		\$ 31,455.50		\$ 64,079.50
Original Bid							\$ 620,892.60		\$ 663,000.00		\$ 707,180.00
Adjusted Bid					\$ 556,867.03		\$ 648,245.70		\$ 694,455.50		\$ 771,259.50

The corrected quantities did not change the low bidder.

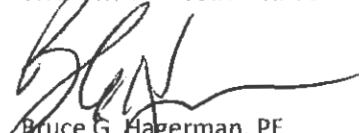
4. Conclusion

The competition assessment determined adequate competition was not obtained. The analysis of the significant items, significantly unbalanced items and quantity/price changes indicates the bid is materially balanced. The geographic location of the bidders to the project is considered insignificant to the bid results as all three bidders are located roughly the same distance from the project site. In regards to the bid competition, many contractors may have passed on this project because it is located entirely within an archaeologically significant area and all earthwork must be witnessed/observed by an archaeologist which may cause unforeseen delays. These conditions may have also caused variations in the unit bid prices not necessarily seen on other projects of similar scope. Therefore, we recommend the Town award to the responsive low bidder should the Town elect to. The Town shall determine if the low bid meets all bidding criteria, requirements, and documentation set forth by the Town and RIDOT and other applicable rules and regulations.

If you have any questions or comments, please feel free to contact me at (401) 738-5660 or by email at bruce.hagerman@crossmaneng.com.

Very truly yours,

CROSSMAN ENGINEERING



Bruce G. Hagerman, PE
 Senior Project Director



Town of Jamestown
Town Administrator
93 Narragansett Avenue
Jamestown, Rhode Island 02835-1199
401-423-9805

Edward A. Mello
Town Administrator

MEMORANDUM TO: Honorable Town Council
FROM: Town Administrator, Edward A. Mello
DATE: September 14, 2023
SUBJECT: James P. Campbell

Subject to the approval of the appointment of James P. Campbell as chief of police, I further recommend that the following be approved:

- Salary of \$104,000/ annually
- Clothing Allowance of \$2,100 annually payable March 1 each year
- Technology/remote access stipend: \$575/ annually payable June 30 each year
- Assigned a department owned vehicle for business use only.
- All other benefits as defined the Policies & Procedures Manual For Department Directors and Non-Union Staff as adopted July 1, 2022

Salary Budget line Item: 1100-7031 Fiscal Year 2023/24 \$116,402



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)

Name of Event: (if applicable) Movie Night at Fort Getty

Date of Event: Septmeber 30th, 2023 Hours of Event: 7:00 pm - 9:00 pm

Location of Event: Fort Getty Park, Pavillion Number of people attending: Approx 200

Name of Applicant/ Business: Jamestown Parks and Recreation

Mailing Address: 41 Conanicus Ave. Business Phone #: _____

Email Address: rdefalco@jamestownri.net

Contact Person: Ray DeFalco Phone Number: 401-423-7266

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

Who will the event benefit? _____

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

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

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

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

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

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

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

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

Will traffic control be needed? Yes No

If yes, Please contact the Jamestown Police Department

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

Certificate of insurance: Yes No

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

Signature of Applicant: Ray DeFalco

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



TOWN OF JAMESTOWN

One Day Event/Entertainment Application

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Please complete the following information:

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 - Marine Vessel
- Art/Craft Show
- Theatre/Film Production
- Concert
- Miscellaneous Function (please explain) _____

Name of Event: (if applicable) Fright Night at Fort Getty

Date of Event: 10/21/23 (Rain Date 10/22/23) Hours of Event: 4:00 pm - 8:00 pm

Location of Event: Fort Getty Number of people attending: Approx 2,000

Name of Applicant/ Business: Jamestown Parks and Recreation

Mailing Address: 41 Conanicus Ave. Business Phone #: 401-423-7266

Email Address: rdefalco@jamestownri.net

Contact Person: Ray DeFalco - Director of Parks and Rec Phone Number: 401-423-7266

List the type of entertainment being requested, if applicable (Band, DJ, etc.) Live Band "Purple Honey"

Who will the event benefit? Jamestown Parks and Recreation

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

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

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

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

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

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

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

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

Will traffic control be needed? Yes No

If yes, Please contact the Jamestown Police Department

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

Certificate of insurance: Yes No

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

Signature of Applicant: _____

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

TZ 9/18



TOWN OF JAMESTOWN

One Day Event/Entertainment Application

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Please complete the following information:

- Seasonal Event
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- Art/Craft Show
- Theatre/Film Production
- Concert
- Miscellaneous Function (please explain)

Name of Event: (if applicable) Ghostly Gallery

Date of Event: October 5th Hours of Event: 5:30 - 7:30 pm

Location of Event: out of the Box STUDIO/Gallery 11 Clinton Ave Jamestown RI 02835 Number of people attending: 30 (approx)

Name of Applicant/ Business: out of the Box STUDIO of Gallery

Mailing Address: PO Box 263 Business Phone #: _____

11 Clinton Ave Jamestown RI Email Address: CWeibust@coolingupward.org

Contact Person: Casey Weibust Phone Number: 401-533-4336

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

Who will the event benefit? Community

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 #: 05 037 6075 Non-Profit ID #: 7232

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

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

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

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

Will traffic control be needed? Yes No

If yes, Please contact the Jamestown Police Department

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

Certificate of insurance: Yes No

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

Signature of Applicant: Casey Weibust

September, 3 2023

Inman & Tourgee
1500 Nooseneck Hill Road
Coventry, RI 02816

For the last 5 weeks I have been in the Rhode Island Hospital and the John Clarke Care Center recovering from a tick borne disease and I was unaware of your letter of July 24, 2023.

Please be advised of the following: As the last legally elected Grange Master of Conanicut Grange 21 I have no intention of signing any document that releases deeded ownership of the land and buildings or any document that amends or alters ownership of the Conanicut Grange 21 . The deed is clear that the single owner (land and building) is the Conanicut Grange #21.

The written history of the acquisition of the land and the construction of the building is clear that it was purchased and constructed by Jamestown farmers and local residents. There is no land evidence record or any other legal or historical record that supports any RI Grange financial investment for the acquisition, construction, repair, or maintenance of the land or building over the entirety of the building's 100 year history.

The local grange building has not been abandoned. It is leased to the Town and the Seniors Organization specifically to provide senior meal program, senior projects, and many other senior activities including exercise and rehabilitation programs. It is used daily for many other local programs including: VFW, AA meetings, local clubs and service organizations meeting space etc.. The State Grange has copies of this lease agreement and has been aware of the agreement since it was signed in the 1990's. The current lease agreement expires in 2366.

The use of the building for current or future activity by the Conanicut Grange #21 has not been abandoned. The building is being maintained in excellent condition. It is being used daily for all manner of public activity. The Jamestown Historical Society has carefully archived the local grange history. The annual dues to the RI State Grange are up to date.

Additionally, in both the 1994 agreement and the 2316 agreement: **Provision 28 (d) is clear and requires the right of Grange 21 ownership's use of the premises.**

:

“Lessor (Conanicut Grange#21) shall have the right to use the premises for three Wednesday nights per month for Grange meetings and four weekend nights per year to be scheduled..... “

In other words the past and the existing lease recognizes, plans and provides for a future Grange use of the facility. The Conanicut Grange # 21 has not abandoned its' exclusive ownership of the land or building nor the possibility of a future grange organization occupying that building.

On the other hand, in the last couple of years, your law firm and the RI State Grange by your joint actions have made it impossible for any new local grange opportunity now or in the future.

1. Dismiss all local leadership
2. Revoke the Conanicut Grange #21 Charter.
3. Falsely claim that the Grange #21 has been abandoned allowing State Grange to “seize” it.
4. Legally maneuver to try and take ownership of a building and land the RI State Grange has no financial interest and no deeded rights to.
5. Sell the building to the highest bidder, taking advantage of Jamestown’s real estate market.
6. Destroy the local grange, take the money and leave Jamestown.

I have asked you this before with no answer. What is RI State Grange doing with the \$850,000.00 they received from the Middletown sale of their local grange hall?

Sincerely,



Robert Sutton



Jamestown, RI 02835

CC: Mark Liberati, Attorney at Law
Ed Mello, Town Administrator
Jamestown Town Council ✓

Roberta Fagan

From: Nancy Hendry [REDACTED]
it: Monday, September 11, 2023 1:32 PM
To: Roberta Fagan
Subject: Re: Short-Term Rental Ordinance
Attachments: image001.gif

CAUTION: This email originated from outside the Jamestown email system. Please do not click links or open attachments unless you recognize the sender and determine the content is safe.

Good morning Roberta,

Thank you for sending me the Short-Term Rental Ordinance. I have now read the ordinance. I know you are just the messenger for the Town Council, but I would hope you could pass on, to those responsible for this ordinance, my gut response to their insensitivity to our family circumstances. It is obvious that the Town of Jamestown has no allegiance to the out of state owners. This is very frustrating to our family, & I am sure many others, who have owned their home for over one hundred years - and who now rent their home two or three weeks a year to be able to pay the increased tax rates - allowing us to hold on to our properties - and allow our family's continued heritage - enjoying our family's Jamestown summer home. The Town knows we have paid the same taxes as any other resident over these past 100 years, and they know the families whose rentals have NEVER had neighborhood complaints. This proves an insensitivity to our family. And we have no problem with an ordinance that is based on having fire & building inspections for property safety, even annually - that would be our top priority always! But these exorbitant assessments for out of state rentals based on per room charges feels wrong & unfair- a clear message to our family that the Town cares less that we retain our home through rentals, & more that they will be able to add money to their general fund. Sadly, for the Town of Jamestown & for our family, this added assessment will mean our home, and I am sure many other homes, will be rented out more, leaving our families less time enjoy our very own property. This insensitivity is truly disheartening.

My husband and I will be in Jamestown from October 10th to November 1st, so we have a limited window of time to get all the required inspections completed.

Most likely there will be a massive amount of registrations within a very short registration deadline.

Will there be any preference given to those that are out of state and have time limitations for scheduling inspections within the now established timeline?

Sorry for my emotional response, and thank you for your support.

Sincerely,
Nancy Hendry

[REDACTED]
Jamestown, RI

On Mon, Sep 11, 2023 at 7:54 AM Roberta Fagan <rfagan@jamestownri.net> wrote:

Good morning Nancy,