

# Contents

I. ROLL CALL.....	
II. CALL TO ORDER, PLEDGE OF ALLEGIANCE .....	
III. OPEN FORUM.....	
A) Scheduled request to address.....	
B) Non-scheduled request to address .....	
IV. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, PRESENTATIONS, RESOLUTIONS, AND PROCLAMATIONS .....	
A) Nothing items at this time. ....	
V. PUBLIC HEARINGS, LICENSES, AND PERMITS.....	9
<i>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.</i> .....	9
A) <b>Town Council Sitting as the Alcohol Beverage Licensing Board</b> .....	
1) 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. The following Applications for RENEWAL have been received by the Town Council for licenses under said Act, for the year December 1, 2023, to November 30, 2024 (duly advertised in the Jamestown Press on October 12 <sup>th</sup> and 19 <sup>th</sup> ), upon resolution of debts, taxes, State approval and appropriate signatures. <b>Review, Discussion, and/or Action and/or Vote:</b> .....	
<b>The Town Council Adjourns from Sitting as the Alcoholic Beverage Licensing Board</b> .....	
B) Review, Discussion, and/or Action and/or Vote: Approval of Renewal Applications that have been received by the Town Council for Victualing, Holiday & Entertainment License for the year December 1, 2023- November 30, 2024, upon resolution of debts, taxes, State approval, and appropriate signatures:.....	83
C) Review, Discussion, and/or Action and/or Vote: Approval of Renewal Applications that have been received by the Town Council for Victualing and Holiday License with Extended Hours for the year December 1, 2023- November 30, 2024, upon resolution of debts, taxes, State approval, and appropriate signatures: ....	99
E) Review, Discussion, and/or Action and/or Vote: Approval of Renewal Applications that have been received by the Town Council for Victualing & Holiday License for the year December 1, 2023- November 30, 2024, upon resolution of debts, taxes, State approval, and appropriate signatures: .....	109
F) Review, Discussion, and/or Action and/or Vote: Approval of Renewal Applications that have been received by the Town Council for Holiday License for the year December 1, 2023- November 30, 2024, upon resolution of debts, taxes, State approval, and appropriate signatures: .....	114
G) Review, Discussion, and/or Action and/or Vote: Approval of Renewal Applications that have been received by the Town Council for Victualing License for the year December 1, 2023- November 30, 2024, upon resolution of debts, taxes, State approval, and appropriate signatures.: .....	120
VI. COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS .....	<i>Error! Bookmark not defined.</i>
<i>Please Note the Following Items are Status Reports and Matters of Interest to the Council and are for Informational Purposes unless Indicated Otherwise:</i> .....	121
A) Town Administrator’s Report: Edward A. Mello .....	121
VII. UNFINISHED BUSINESS.....	
1) No items at this time.....	
VIII. NEW BUSINESS.....	137

A)	Review, Discussion, and/or Action and/or Vote: At the request from Parks and Recreation Director Ray DeFalco, Town Council support of the RIDEM Green Space Grant for Community Playground Enhancement Project: .....	
B)	Review, Discussion, and/or Action and/or Vote: Approval of Parks & Recreation Director DeFalco recommendation for the 2024 Fort Getty Season Rates and Season Dates. ....	139
C)	Review, Discussion, and/or Action and/or Vote regarding scheduling Special Meeting: .....	
<i>IX.</i>	<i>ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS</i> .....	<i>142</i>
D)	Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote:.....	142
<i>X.</i>	<i>CONSENT AGENDA</i> .....	<i>143</i>
A)	Adoption of Town Council Meeting Minutes.....	
B)	Minutes of Boards/Commissions/Committees .....	
C)	Tax Assessor’s Abatements and Addenda of Taxes .....	195
D)	Approval of recommendation from Town Planner Lisa Bryer to award the Community Development Block Grant (CDBG) Administrative Services contract to Church Community Housing Corporation for the period of July 1, 2023, through June 30, 2028; and permission to authorize Town Administrator Mello to sign on behalf of the Town of Jamestown the contractual Agreement between the Town of Jamestown and Church Community Housing Corporation, pending full review by Solicitor Ruggiero.....	197
E)	Approval of recommendation from the Jamestown Bike Path Committee and Town Planner Lisa Bryer to award the bid for the Jamestown Bicycle and Pedestrian Master Plan (BPMP) to Beta Group, in an amount not to exceed \$33,500.....	215
F)	Approval of the Town of Jamestown Policies: 100.02 Community Bulletin Boards and 200.02 I-9 Verification. ....	221
G)	Approval of request to authorize Town Administrator Mello to fully execute the RIDOT Grant Agreement which will provide \$294,792 in state funding to local road paving projects; and approval of the request to utilize Town of Jamestown capital funds in the amount of \$598,520 (current FY23/24 \$348,520 and future FY25 \$250,000). ....	227
H)	Approval of request to authorize Town Administrator Mello to execute a Temporary Construction and Use Easement Agreement between the Town of Jamestown and Laurie J. Casey for the construction of a portion of the shared use path. ....	235
I)	Coastal Resource Management Council Public Notice of Proposed Rulemaking to amend its Management Procedures. The public hearing will be held on Tuesday, November 14, 2023, at 6:00 p.m. at the Department of Administration in Conference Room A; One Capitol Hill, Providence, RI.....	241
J)	Ratification of Administrative Approvals:.....	243
K)	One-Day Event/Entertainment Applications .....	243
<i>XI.</i>	<i>COMMUNICATIONS, PETITIONS, AND PROCLAMATIONS AND</i> .....	<i>255</i>
	<b><i>RESOLUTIONS FROM OTHER RHODE ISLAND CITIES AND TOWNS</i></b> .....	
A)	Communications Received:.....	
<i>XII.</i>	<i>ADJOURNMENT</i> .....	



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
**93 Narragansett Avenue**  
**Monday, November 6, 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. OPEN FORUM**

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

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

**IV. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, PRESENTATIONS, RESOLUTIONS, AND PROCLAMATIONS**

- A) Nothing items at this time.

## V. 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) 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. The following Applications for RENEWAL have been received by the Town Council for licenses under said Act, for the year December 1, 2023, to November 30, 2024 (duly advertised in the Jamestown Press on October 12<sup>th</sup> and 19<sup>th</sup>), upon resolution of debts, taxes, State approval and appropriate signatures. **Review, Discussion, and/or Action and/or Vote:**
- 1) Approval of Applications for Renewal of Class A (Package Store) Retail Liquor License:
  - a) Tunstall, LLC, dba: Grapes & Gourmet, 9 Ferry Wharf
  - b) Varsha, Inc. dba: Jamestown Wine & Spirits, 30 Southwest Ave
- 2) Set the Class A (Package Store) Retail Liquor License Cap at Two
- 3) Approval of application for Renewal of Class B Victualer Limited Liquor License:
  - a) Our Table, LLC, dba: Our Table, 53 Narragansett Avenue
  - b) VHBC, LLC, dba: Village Hearth Bakery & Café, 2 Watson Avenue
- 4) Set the Class B Victualer Limited Liquor License Cap at Two
- 5) Approval of Application for Renewal of Class B Victualer Liquor Licenses:
  - a) Conanicut Restaurant Group II, LLC, dba: Beech, 13 Narragansett Avenue
  - b) Epic Decade, LLC, dba: Curiosity & Co., 14 Narragansett Avenue
  - c) Jamestown Locos, LLC, dba: Narragansett Café, 25 Narragansett Avenue
  - d) Jamestown Marina Beverage Operations, LLC, dba: One Ferry Wharf, 3 East Ferry Wharf
  - e) New England Golf Course Management, Inc., dba: Jamestown Golf and Country Club, aka The Caddy Shack, 245 Conanicus Avenue
  - f) Slice of Heaven, Inc., dba: Slice of Heaven, 32 Narragansett Avenue
  - g) Tallulah's Taqueria, LLC, dba: Tallulah's Tacos, 35 Narragansett Avenue
- 6) Set the Class B Victualer Liquor License Cap at Seven

- 7) Approval of Application for Renewal of Class BT Tavern Liquor License:
  - a) JB's On the Water, LLC, dba: JB's On the Water, 150 Conanicus Avenue
- 8) Set the Class BT Tavern Liquor License Cap at One
- 9) Approval of Application for Renewal of Class D Full Club Liquor License:
  - a) Conanicut Yacht Club, 40 Bay View Drive
- 10) Set the Class D Full Club Liquor License Cap at One

**The Town Council Adjourns from Sitting as the Alcoholic Beverage Licensing Board**

- B) Review, Discussion, and/or Action and/or Vote: Approval of Renewal Applications that have been received by the Town Council for Victualing, Holiday & Entertainment License for the year December 1, 2023- November 30, 2024, upon resolution of debts, taxes, State approval, and appropriate signatures:
  - 1) Conanicut Restaurant Group II, LLC, dba: Beech
  - 2) Conanicut Yacht Club
  - 3) Epic Decade LLC, dba: Curiosity & Co.
  - 4) Jamestown Locos LLC, dba: Narragansett Café
  - 5) Jamestown Marina Beverage Operations, LLC, dba: One Ferry Wharf
  - 6) JB's On the Water LLC, dba: JB's On the Water
  - 7) Tallulah's Taqueria LLC, dba: Tallulah's Tacos
- C) Review, Discussion, and/or Action and/or Vote: Approval of Renewal Applications that have been received by the Town Council for Victualing and Holiday License with Extended Hours for the year December 1, 2023- November 30, 2024, upon resolution of debts, taxes, State approval, and appropriate signatures:
  - 1) Cumberland Farms #1108

- E) Review, Discussion, and/or Action and/or Vote: Approval of Renewal Applications that have been received by the Town Council for Victualing & Holiday License for the year December 1, 2023- November 30, 2024, upon resolution of debts, taxes, State approval, and appropriate signatures:
- 1) A and J LLC, dba: East Ferry Deli
  - 2) Ace's Pizza, Inc.
  - 3) Dutch Harbor Beverage, LLC, dba: Scuttlebutt
  - 4) McQuade's Market
  - 5) New England Golf Course Management Inc., dba: Jamestown Golf and Country Club aka The Caddy Shack
  - 6) Our Table LLC dba: Our Table
  - 7) Slice of Heaven, Inc., dba: Slice of Heaven
  - 8) The Wicked Whisk
  - 9) Tunstall LLC, dba: Grapes & Gourmet
  - 10) Varsha, Inc., dba: Jamestown Wine & Spirits
  - 11) VHBC LLC, dba: Village Hearth Bakery & Cafe
- F) Review, Discussion, and/or Action and/or Vote: Approval of Renewal Applications that have been received by the Town Council for Holiday License for the year December 1, 2023- November 30, 2024, upon resolution of debts, taxes, State approval, and appropriate signatures:
- 1) Conanicut Marine Services, Inc., dba: Conanicut Gift Shop
  - 2) Hodgkiss Farm, 305 North Road
  - 3) Jamestown Hardware
  - 4) Milos Nails Spa, 23 Narragansett Avenue
  - 5) TPG Marinas Conanicut LLC, dba: Conanicut Marina
  - 6) Urban Flowers LLC, dba: The Secret Garden
- G) Review, Discussion, and/or Action and/or Vote: Approval of Renewal Applications that have been received by the Town Council for Victualing License for the year December 1, 2023- November 30, 2024, upon resolution of debts, taxes, State approval, and appropriate signatures.:
- 1) Live & Learn, Inc., 123 B Narragansett Avenue

## VI. 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) Short-Term Rental Registration update.
  - 2) Ferry Dock/Operations 2023 status report.
  - 3) RIDOT Paving Grant request.
  - 4) Town Policy approval request.
  - 5) Municipal Resilience Program Grant application.
  - 6) North Road Easement approval request.
  - 7) Holiday Lighting on East Ferry and Narragansett Avenue.

**VII. UNFINISHED BUSINESS**

- 1) No items at this time.

**VIII. 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 RIDEM Green Space Grant for Community Playground Enhancement Project:
  - 1) Memorandum from Parks and Recreation Director DeFalco regarding a Proposal and RI Department of Environmental Management (RIDEM) Green Space Grant Opportunity for additions and enhancements to the Community Playground.
  
- B) Review, Discussion, and/or Action and/or Vote: Approval of Parks & Recreation Director DeFalco recommendation for the 2024 Fort Getty Season Rates and Season Dates.
  - 1) Memorandum from Parks and Recreation Director DeFalco regarding the proposed 2024 Fort Getty Season Rates and Season Dates.
  
- C) Review, Discussion, and/or Action and/or Vote regarding scheduling Special Meeting:
  - 1) Request to schedule a Joint Meeting on December 18, 2023, at 6:00 p.m. between Jamestown Town Council and the Jamestown School Department as per RIGL §16-2-21.

**IX. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS**

- D) 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 12/31/2024:
    - a) Letter of resignation
      - i) Eric Lexow

**X. CONSENT AGENDA**

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

- A) Adoption of Town Council Meeting Minutes
  - 1) October 2, 2023 (Regular meeting)
  
- B) Minutes of Boards/Commissions/Committees
  - 1) Bike Path Committee (September 13, 2023)
  - 2) Bike Path Committee/Town Council (October 10, 2023)
  - 3) Harbor Commission (September 13, 2023)
  - 4) Planning Commission (September 20, 2023)
  - 5) Police Pension Administration Committee (May 26, 2021)
  - 6) Police Pension Administration Committee (June 9, 2022)
  - 7) Police Pension Administration Committee (October 12, 2023)
  - 8) Zoning Board of Review (August 22, 2023)

## C) Tax Assessor's Abatements and Addenda of Taxes

REAL ESTATE ABATEMENTS/ ADDENDA TO THE 2023 TAX ROLL		
02-0017-00	C/O ISSUED 7/19/2023	\$2260.40
12-0934-75	C/O ISSUED 5/18/2023	\$1,369.11
19-0220-75	HOUSE COMPLETE 10/31/2023	\$ 366.35
TOTAL ADDENDA TO TAX ROLL		\$3,995.86
GRAND TOTAL		\$3,995.86

- D) Approval of recommendation from Town Planner Lisa Bryer to award the Community Development Block Grant (CDBG) Administrative Services contract to Church Community Housing Corporation for the period of July 1, 2023, through June 30, 2028; and permission to authorize Town Administrator Mello to sign on behalf of the Town of Jamestown the contractual Agreement between the Town of Jamestown and Church Community Housing Corporation, pending full review by Solicitor Ruggiero.
- 1) Memorandum from Town Planner Lisa Bryer regarding awarding of bid for CDBG Administrative Services.
- E) Approval of recommendation from the Jamestown Bike Path Committee and Town Planner Lisa Bryer to award the bid for the Jamestown Bicycle and Pedestrian Master Plan (BPMP) to Beta Group, in an amount not to exceed \$33,500.
- 1) Memorandum from Town Planner Lisa Bryer regarding the request for Award of Bid for the Jamestown Bicycle and Pedestrian Master Plan; and Jamestown Bicycle and Pedestrian Master Plan Consultant Matrix.
- F) Approval of the Town of Jamestown Policies: 100.02 Community Bulletin Boards and 200.02 I-9 Verification.
- G) Approval of request to authorize Town Administrator Mello to fully execute the RIDOT Grant Agreement which will provide \$294,792 in state funding to local road paving projects; and approval of the request to utilize Town of Jamestown capital funds in the amount of \$598,520 (current FY23/24 \$348,520 and future FY25 \$250,000).
- H) Approval of request to authorize Town Administrator Mello to execute a Temporary Construction and Use Easement Agreement between the Town of Jamestown and Laurie J. Casey for the construction of a portion of the shared use path.
- I) Coastal Resource Management Council Public Notice of Proposed Rulemaking to amend its Management Procedures. The public hearing will be held on Tuesday, November 14, 2023, at 6:00 p.m. at the Department of Administration in Conference Room A; One Capitol Hill, Providence, RI.
- J) Ratification of Administrative Approvals:
- 1) One-Day Event/Entertainment: Jamestown Arts Center, November, American Symphony, November 2, 2023.
  - 2) One-Day Vendor Peddler/Sub-applicant: Supa Dupa Food Truck, October 31, 2023, at 20 Clinton Avenue.



- K) One-Day Event/Entertainment Applications
- 1) Applicant: Conanicut Island Art Association  
Event: 48<sup>th</sup> Annual Holiday Art Fair  
Date: December 2, 2023  
Location: Lawn Avenue School
  - 2) Applicant: Conanicut Marine Services, Inc  
Event: Santa & Mrs. Claus Visit Jamestown Children  
Date: December 2, 2023(Rain Dates Dec. 3<sup>rd</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>)  
Location: 1 Ferry Wharf/20 Narragansett Avenue
  - 3) Applicant: St. Mark Church Christmas Bazaar  
Event: Christmas Bazaar  
Date: December 2, 2023  
Location: 60 Narragansett Avenue
  - 4) Applicant: Central Baptist Church  
Event: Christmas Fair  
Date: December 2, 2023  
Location: 99 Narragansett Avenue
  - 5) Applicant: Jessica McCarthy  
Event: Storm Girls Ice Hockey Fundraiser  
Date: December 14, 2023  
Location: Jamestown Recreation Center

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

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

- A) Communications Received:
- 1) Copy of Email to: Town Council  
From: Marian Falla  
Dated: September 3, 2023  
Re: Newport This Week article dated October 12, 2023: Short-Term Rental Owners, Neighbors, Face Off at Council Meeting
  - 2) Copy of letter to: Town Council  
From: Alma Davenport  
Dated: October 26, 2023  
Re: Amendment to Zoning Ordinance, Section 82-1207

## **XII. ADJOURNMENT**

*Pursuant to RIGL § 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State's website and at the Town Hall and the Jamestown Clubhouse Library. Notice is also posted at the Jamestown Police Station and on the Internet at [www.jamestownri.gov](http://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 November 2, 2023.*

STATE OF RHODE ISLAND

Jamestown

Board of Licensing Commissioners

Renewal Application for License

Retailer Class:

A

BT

BV

BV-L

B-M

Name of Applicant: Tunstall LLC

DBA: Grapes and Gourmet

Business Address: 9 E Ferry Wharf

Business Phone: 401-723-0070

Hours of Operation: 10-8

Name, Address, Phone # and Date of Birth of each applicant:

William Wilson



Citizen of United States? Yes

If Naturalized, date and court where admitted:

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

Is application for the benefit of another? No

If so, please explain:

Has applicant obtained a loan or arranged to do so from other than a bank? If so, please explain: No

If application is in behalf of undisclosed principal or party in interest, give details: No

Does Applicant Own Premise? Yes Is Property Mortgaged? Yes

Is Property Leased?

Give Name and Address of Mortgage or Lessee Amount of Extent:

Bank Newport

Have any of the applicants ever been arrested or convicted of a crime? If yes, explain:

NO

Is any other business to be carried on in the Licensed Premises? If yes, explain:

NO

Is any Officer, Board Member or Stockholder engaged in any manner as a Law Enforcement Officer? If yes, explain:

NO

Do any applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Chapter 3-7 of the General Laws of Rhode Island, 1956, as amended? If yes, explain:

NO

Is Applicant the owner or operator of any other business: If yes, explain:

NO

State amount of capital invested in the business: \$ 300,000

Does applicant have a draft system? No

I hereby certify that the above statements are true to the best of my knowledge and belief.

Applicant Signature: [Handwritten Signature] Date: 09-19-2023

Witness of Licensing Board or Notary Public [Handwritten Signature]

Jeremy White  
State of Rhode Island  
My Commission Expires 5-17-2025

Date of Witness or Notary Expiration

Instructions of Applicants

- 1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Submit with this application a copy of the proposed menu - Class BV, BV-L, BT
3. Submit with this application a copy of Pharmacist's Dept. of Health Licenses. (Class E)
4. Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017

Board of License Commissioners

Alcoholic Beverage License Application

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of ant crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant: [Handwritten Signature]

Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the period of December 1, 2023 – November 30, 2023

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk

STATE OF RHODE ISLAND

Jamestown

Board of Licensing Commissioners

Renewal Application for License

Retailer Class:

(A) BT BV BV-L B-M

Name of Applicant : Varsha, Inc. DBA Jamestown Wine & Spirits

DBA: 30 Southwest Ave

Business Address: Jamestown, RI 02835

Business Phone: 401-423-0100

Hours of Operation: M-Sat 9AM - 10PM SUN: State Menclature of Hours

Name, Address, Phone # and Date of Birth of each applicant:

Varsha & Patel [Redacted]

Citizen of United States? yes If Naturalized, date and court where admitted:

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

Is application for the benefit of another? No If so, please explain:

Has applicant obtained a loan or arranged to do so from other than a bank? No If so, please explain:

If application is in behalf of undisclosed principal or party in interest, give details:

Does Applicant Own Premise? NO Is Property Mortgaged?

Is Property Leased? YES

Give Name and Address of Mortgage or Lessee Amount of Extent:

Bowen Enterprises LLC

Have any of the applicants ever been arrested or convicted of a crime? If yes, explain:

Is any other business to be carried on in the Licensed Premises? If yes, explain:

Is any Officer, Board Member or Stockholder engaged in any manner as a Law Enforcement Officer? If yes, explain:

Do any applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Chapter 3-7 of the General Laws of Rhode Island, 1956, as amended? If yes, explain:

Is Applicant the owner or operator of any other business: If yes, explain:

State amount of capital invested in the business:

Does applicant have a draft system?



I hereby certify that the above statements are true to the best of my knowledge and belief.

*Vansha F Patel*

*9/14/2023*

Applicant Signature:

Date:

Witness of Licensing Board or Notary

Date of Witness or Notary Expiration

Public

*William Yaman*

*9/14/2023*

### Instructions of Applicants

1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Submit with this application a copy of the proposed menu – Class BV, BV-L, BT
3. Submit with this application a copy of Pharmacist's Dept. of Health Licenses. (Class E)
4. **Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017**

Board of License Commissioners

### Alcoholic Beverage License Application

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of any crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant:

*Vansha F Patel*

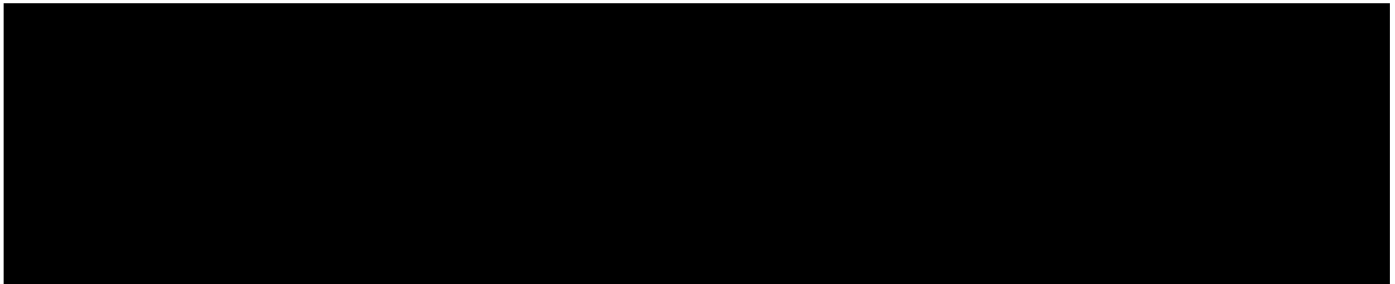
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



*[Handwritten initials]*

This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ for the period of December 1,  
2023 – November 30, 2023

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk

STATE OF RHODE ISLAND

Jamestown

Board of Licensing Commissioners

Renewal Application for License

RECEIVED:  
SEP 27 2023 02:22 PM  
Roberta J. Fagan  
TOWN OF JAMESTOWN Town Cler

Retailer Class:

A BT BV **BV-L** B-M

Name of Applicant : OUR TABLE, LLC

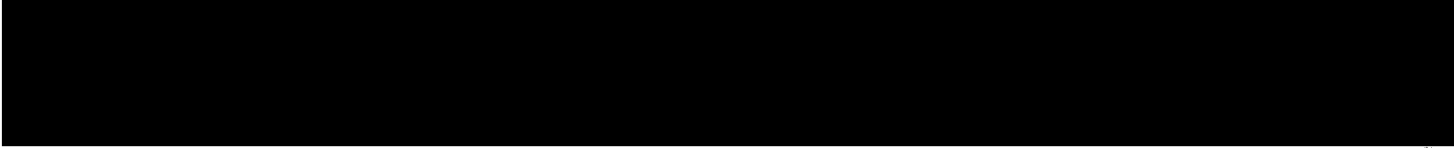
DBA: OUR TABLE JAMESTOWN

Business Address: 53 NARRAGANSETT AVE JAMESTOWN RI  
02835

Business Phone: 401-560-4069

Hours of Operation: 4p - 10p

Name, Address, Phone # and Date of Birth of each applicant:



Citizen of United States? Y

If Naturalized, date and court where admitted:

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

Is application for the benefit of another? NO

If so, please explain:

Has applicant obtained a loan or arranged to do so from other than a bank? If so, please explain: YES LOAN FROM INVESTOR

If application is in behalf of undisclosed principal or party in interest, give details:

Does Applicant Own Premise? NO Is Property Mortgaged?

Is Property Leased? Y

Give Name and Address of Mortgage or Lessee Amount of Extent:

LESSEE : OUR TABLE LLC

\$ 49,200.<sup>00</sup>

Have any of the applicants ever been arrested or convicted of a crime? If yes, explain:

NO

Is any other business to be carried on in the Licensed Premises? If yes, explain:

NO

Is any Officer, Board Member or Stockholder engaged in any manner as a Law Enforcement Officer? If yes, explain:

NO

Do any applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Chapter 3-7 of the General Laws of Rhode Island, 1956, as amended? If yes, explain:

NO

Is Applicant the owner or operator of any other business: If yes, explain:

NO

State amount of capital invested in the business:

\$ 400,000

Does applicant have a draft system?

YES

I hereby certify that the above statements are true to the best of my knowledge and belief.

*Mark Homish*

9.27.23

Applicant Signature:

Date:

*Jim Yarns*

9/27/23

Witness of Licensing Board or Notary Public

Date of Witness or Notary Expiration

**Instructions of Applicants**

1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Submit with this application a copy of the proposed menu – Class BV,BV-L, BT
3. Submit with this application a copy of Pharmacist’s Dept. of Health Licenses. (Class E)
4. **Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017**

**Board of License Commissioners**

**Alcoholic Beverage License Application**

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of ant crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant:

*Mark Homish*

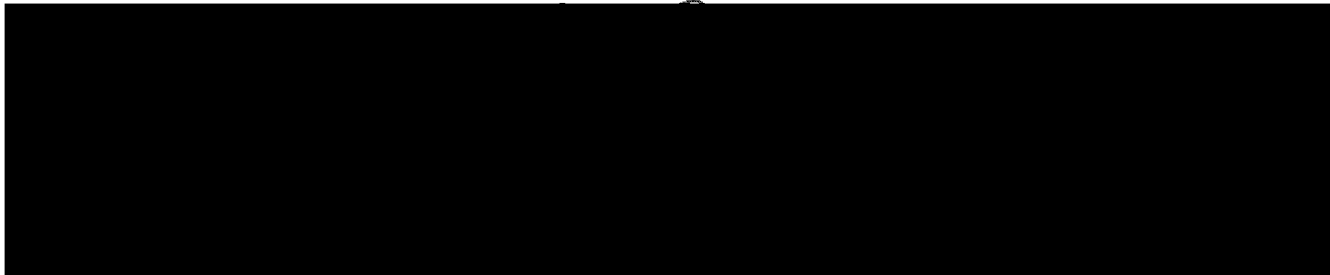
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



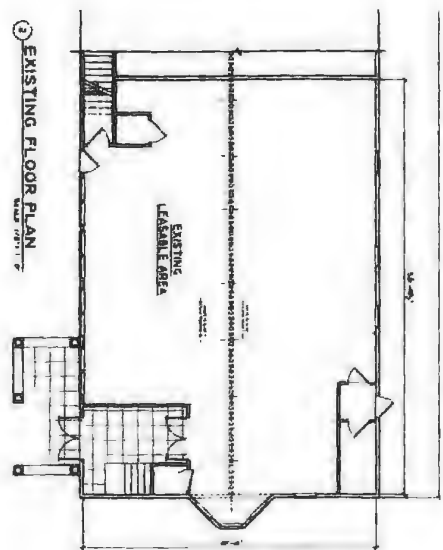
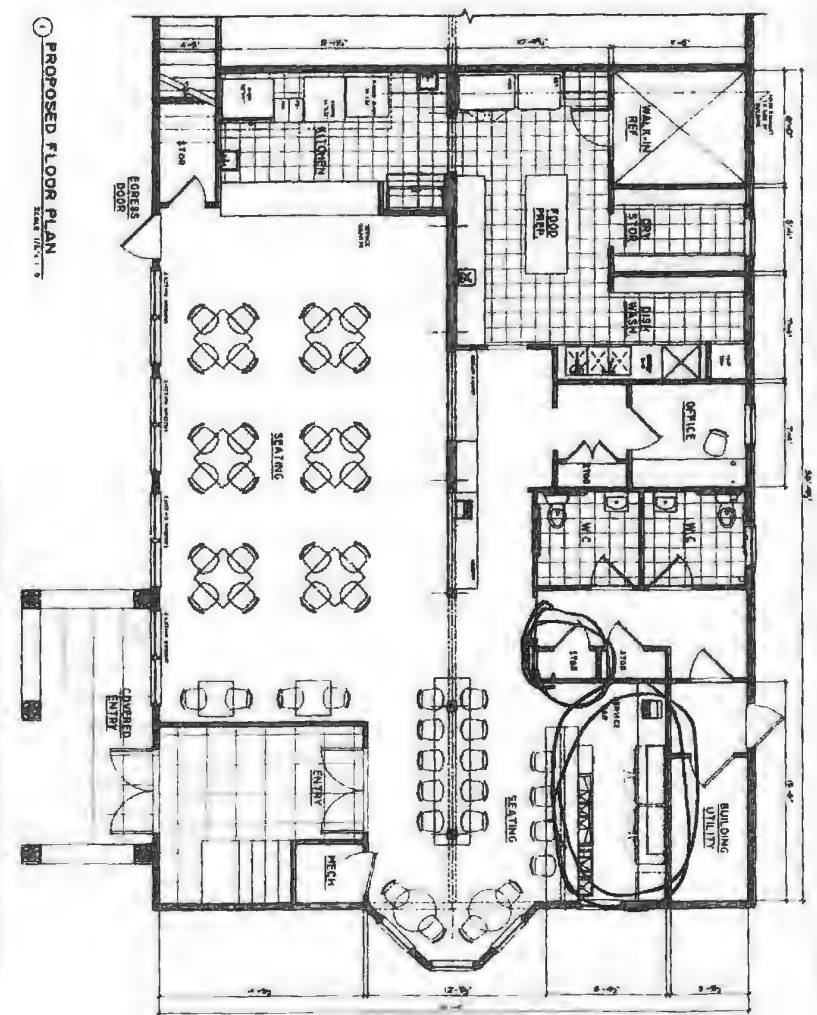
This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ for the period of December 1, 2023 – November 30, 2023

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk

**MANAGEMENT LEVEL, COST, SCHEDULES**  
 Schedule of Construction Costs  
 Construction Type: **Commercial**  
 Construction Level: **3**  
 Construction Method: **Cast in Place Concrete**  
 Construction Schedule: **12 Months**  
 Construction Cost: **\$1,200,000**

**CONSTRUCTION LEVEL, COST, SCHEDULES**  
 Construction Type: **Commercial**  
 Construction Level: **3**  
 Construction Method: **Cast in Place Concrete**  
 Construction Schedule: **12 Months**  
 Construction Cost: **\$1,200,000**



<b>A3</b>	<b>FLOOR PLANS, ZONING AND CODE REQUIREMENTS</b>	<b>ZONING AND PLANNING SUBMISSION</b>	<b>OUR TABLE RESTAURANT</b>	7-24-2014	ISSUED FOR JAMESTOWN PLANNING, INC.	<b>CHRISTOPHER ARNER ARCHITECT</b>  100 S. BROADWAY STREET JAMESTOWN, RI 02831 (401) 225-1487 WWW.CORNERARCH.COM
			53 NARRAGANSETT AVENUE JAMESTOWN, RI 02835			





**Jamestown**

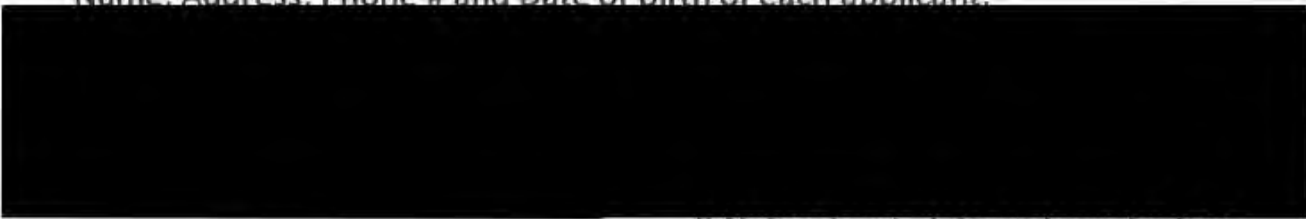
**STATE OF RHODE ISLAND**  
*Board of Licensing Commissioners*

Renewal Application for License

**Retailer Class:**      A    BT    BV    BV-L    B-M

RECEIVED:  
 OCT 02, 2023 02:55 PM  
 Roberto J. Fagan  
 TOWN OF JAMESTOWN Town Clerk

Name of Applicant : VHBC, LLC  
 DBA: Village Hearth Bakery & Cafe  
 Business Address: 2 Watson Ave  
 Business Phone: 401-423-9282  
 Hours of Operation: Wed-Sun 7am-2pm  
 Name, Address, Phone # and Date of Birth of each applicant:



Citizen of United States? Yes      If Naturalized, date and court where admitted:

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

Is application for the benefit of another? NO      If so, please explain:

Has applicant obtained a loan or arranged to do so from other than a bank? NO  
 If so, please explain:

If application is in behalf of undisclosed principal or party in interest, give details: NO

Does Applicant Own Premise? YES Is Property Mortgaged? Yes

Is Property Leased? NO

Give Name and Address of Mortgage or Lessee Amount of Extent:

DORIANA + Andre Carella

Land/Building Mortgage \$600,000

Have any of the applicants ever been arrested or convicted of a crime? If yes, explain:

NO

Is any other business to be carried on in the Licensed Premises? If yes, explain:

NO

Is any Officer, Board Member or Stockholder engaged in any manner as a Law Enforcement Officer? If yes, explain:

NO

Do any applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Chapter 3-7 of the General Laws of Rhode Island, 1956, as amended? If yes, explain:

NO

Is Applicant the owner or operator of any other business: If yes, explain:

NO

State amount of capital invested in the business: \$ 200,000

Does applicant have a draft system? NO

*I hereby certify that the above statements are true to the best of my knowledge and belief.*

Stephanie Haigh  
Applicant Signature:

Oct 2, 2023  
Date:

Debra Gamm  
Witness of Licensing Board or Notary  
Public

Date of Witness or Notary Expiration

### Instructions of Applicants

1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Submit with this application a copy of the proposed menu – Class BV, BV-L, BT
3. Submit with this application a copy of Pharmacist's Dept. of Health Licenses. (Class E)
4. **Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017**

Board of License Commissioners

### Alcoholic Beverage License Application

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of any crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant:

Stephanie Haigh

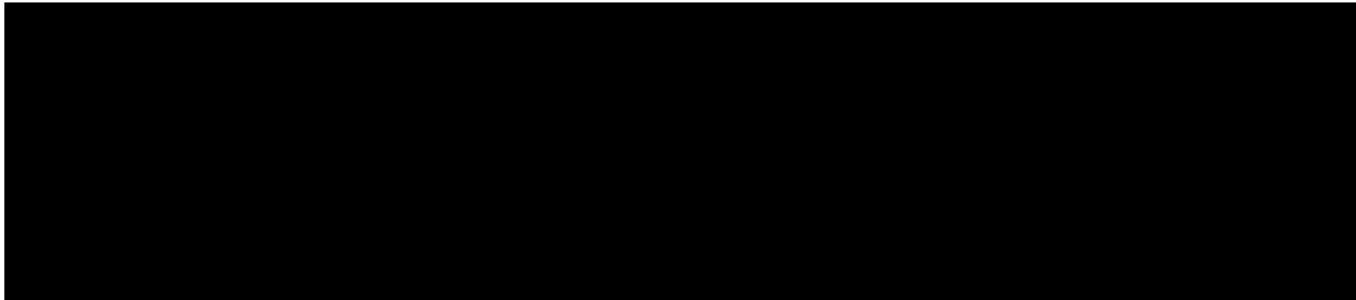
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

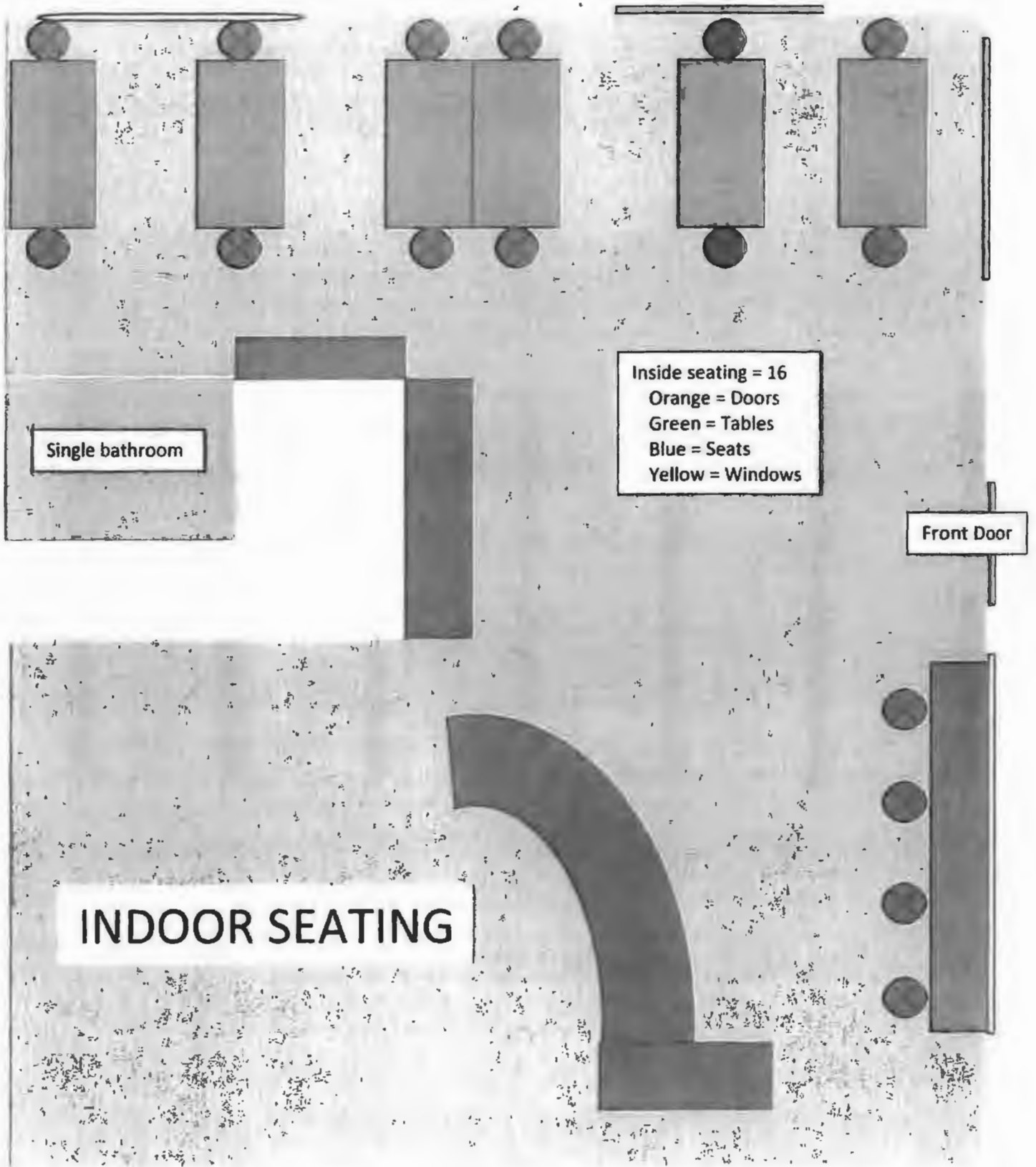
Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



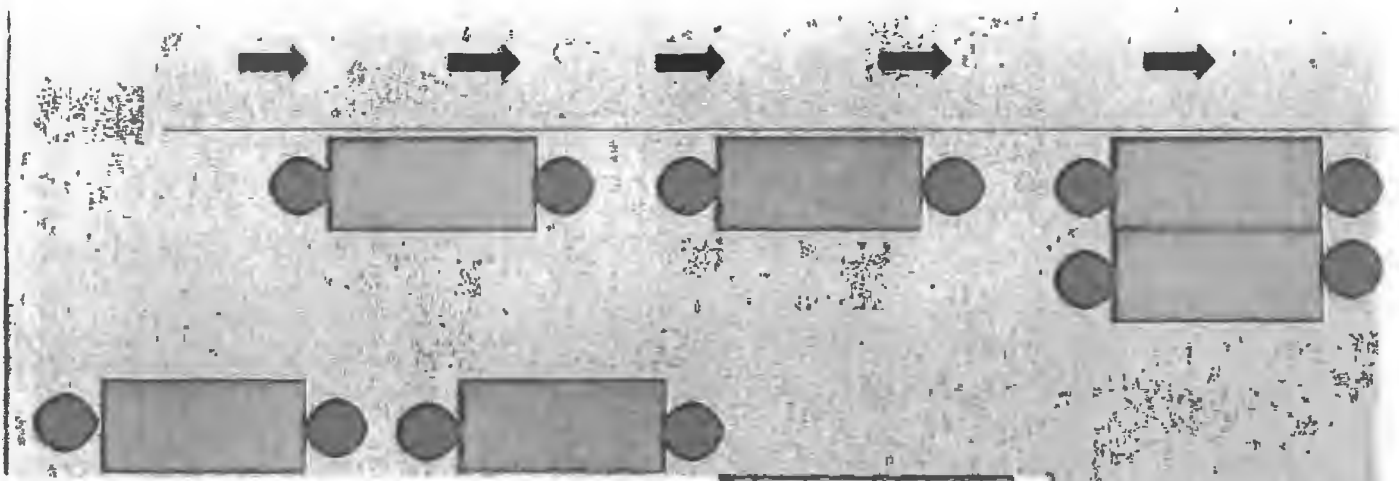
This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the period of December 1, 2023 – November 30, 2023

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk



Village Health

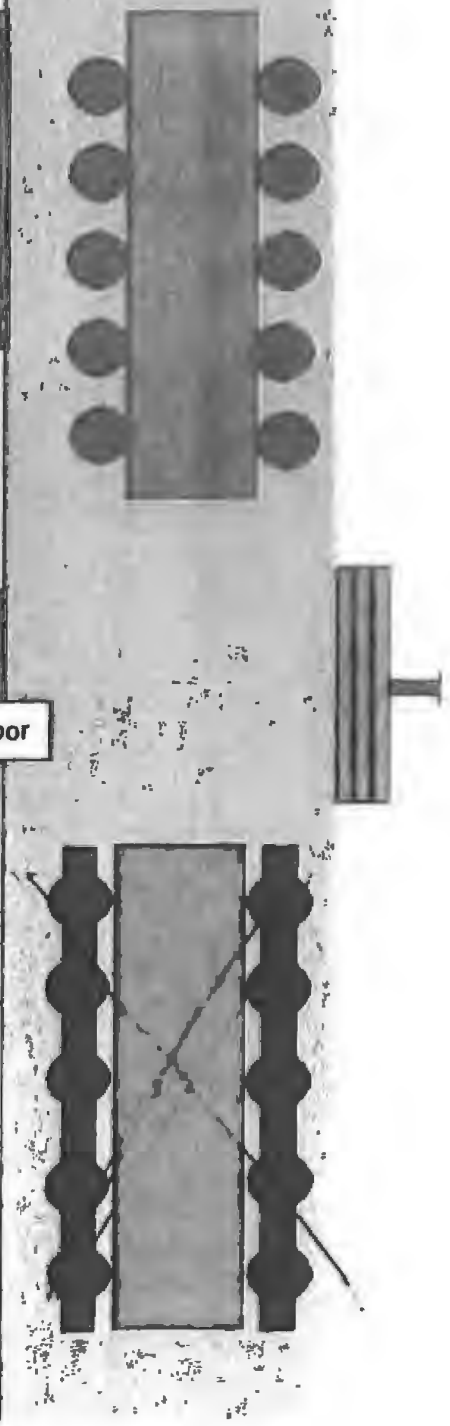
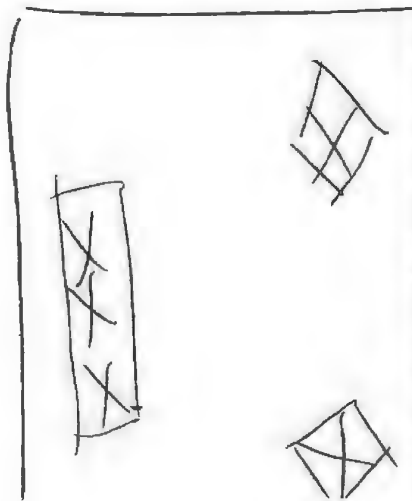


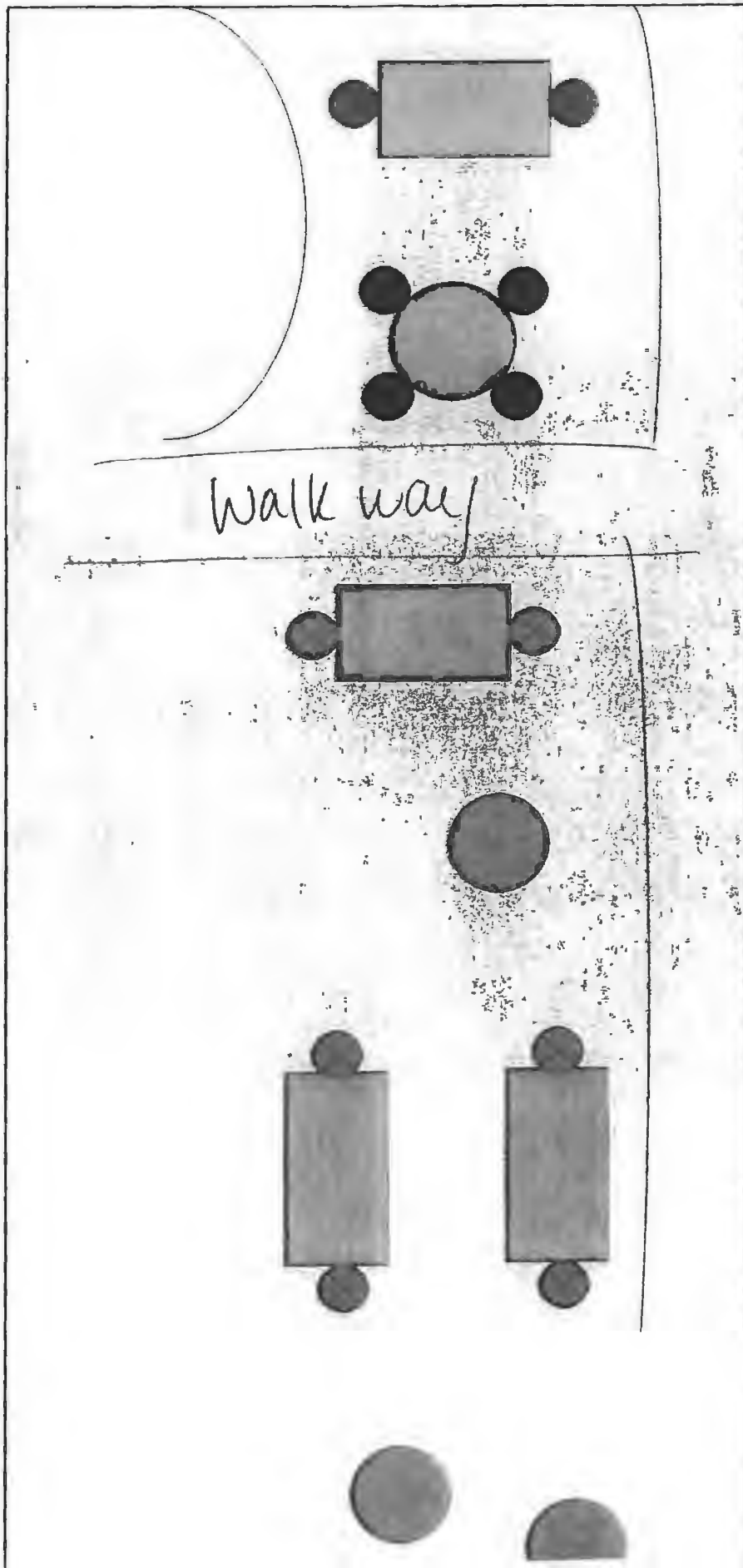
## PATIO SEATING

Patio seating = 22 - 32  
Orange = Doors  
Green = Tables  
Blue = Seats

- We have a picnic table to the left of the front door that allows for some seating but rarely used by more than 4 people.
- The table to the right of the front door is also rarely used at full capacity – typically only 4 sit at that table at one time.

Front Door





# GARDEN SEATING

Garden Area with  
Seasonal and  
Weather Dependent  
Seating = 12





STATE OF RHODE ISLAND

Jamestown

Board of Licensing Commissioners

Renewal Application for License

Retailer Class:

A

BT

**BV**

BV-L

B-M

Name of Applicant: Comanicut Restaurant Group II

DBA: BEERH

Business Address: 13 Narragansett Ave

Business Phone:

Hours of Operation: Mon - Thu - 4:00 - 10:00 - Friday - 4:00 - 11:00

Name, Address, Phone # and Date of Birth of each applicant: Sat - 10:00 - 11:00  
Sun - 10:00 - 11:00

Kevin Gaudreau - [Redacted]

Citizen of United States? Yes

If Naturalized, date and court where admitted:

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

Tim Conway [Redacted]

Is application for the benefit of another? Tim Conway

If so, please explain:

- Managing Partner

Has applicant obtained a loan or arranged to do so from other than a bank?

If so, please explain: NO

If application is in behalf of undisclosed principal or party in interest, give details: NO

Does Applicant Own Premise? Yes Is Property Mortgaged? NO

Is Property Leased? NO

Give Name and Address of Mortgage or Lessee Amount of Extent:

N/A

Have any of the applicants ever been arrested or convicted of a crime? If yes, explain:

NO

Is any other business to be carried on in the Licensed Premises? If yes, explain:

NO

Is any Officer, Board Member or Stockholder engaged in any manner as a Law Enforcement Officer? If yes, explain:

NO

Do any applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Chapter 3-7 of the General Laws of Rhode Island, 1956, as amended? If yes, explain:

NO

Is Applicant the owner or operator of any other business: If yes, explain:

NO

State amount of capital invested in the business: 2.3 million

Does applicant have a draft system? Yes

I hereby certify that the above statements are true to the best of my knowledge and belief.

Applicant Signature: [Signature] Date: 9/27/23

[Signature]  
Witness of Licensing Board or Notary Public Date of Witness or Notary Expiration

**Instructions of Applicants**

1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Submit with this application a copy of the proposed menu – Class BV, BV-L, BT
3. Submit with this application a copy of Pharmacist’s Dept. of Health Licenses. (Class E)
4. **Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017**

**Board of License Commissioners**

**Alcoholic Beverage License Application**

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of ant crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant: [Signature]

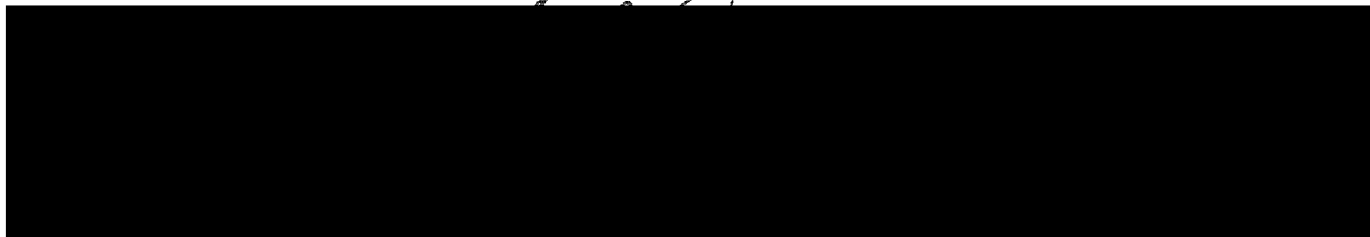
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808

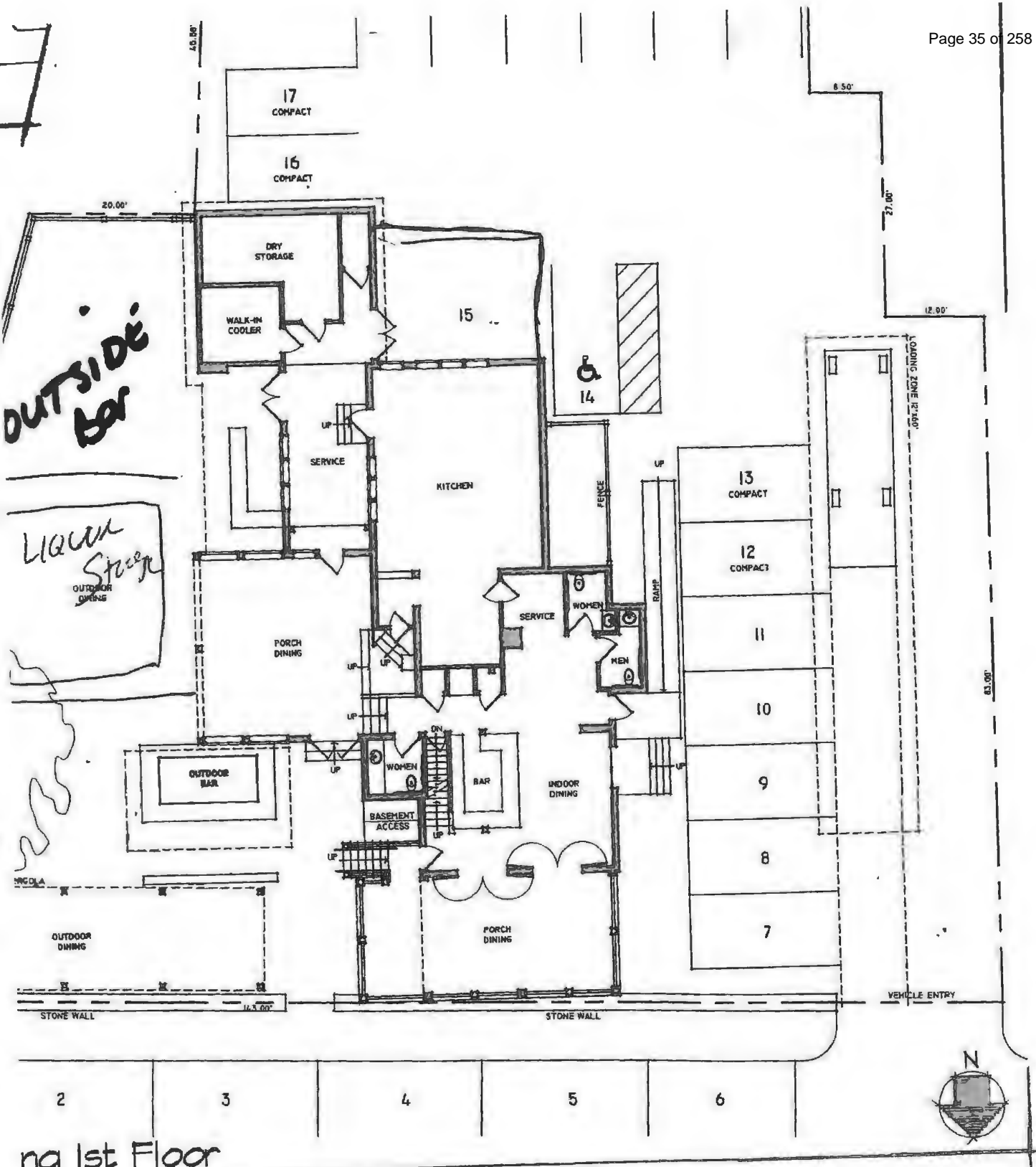


This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ for the period of December 1,  
2023 – November 30, 2023

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk



*OUTSIDE bar*

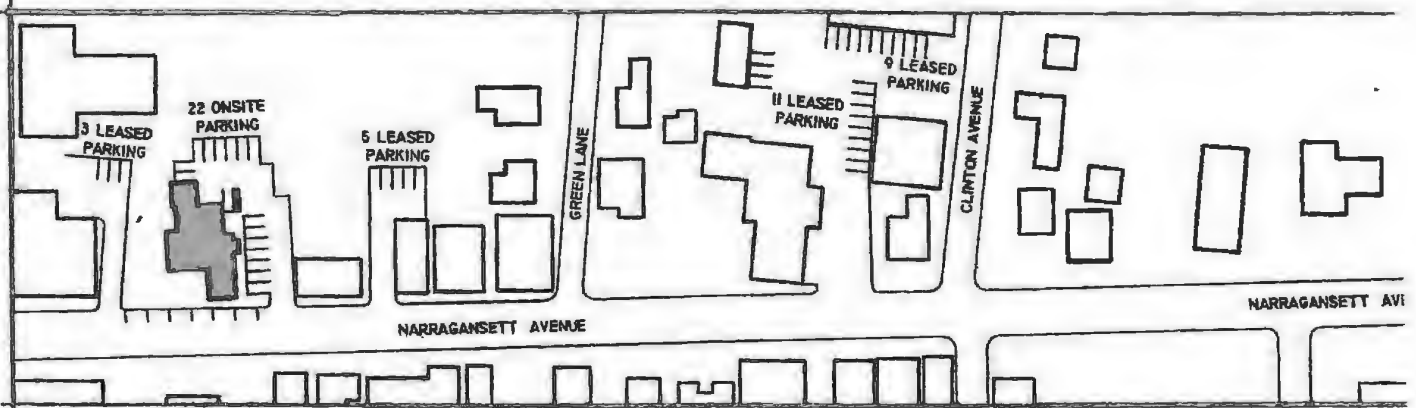
*Liquor Storage*  
OUTDOOR DINING

OUTDOOR DINING

1st Floor

*Liquor Storage*

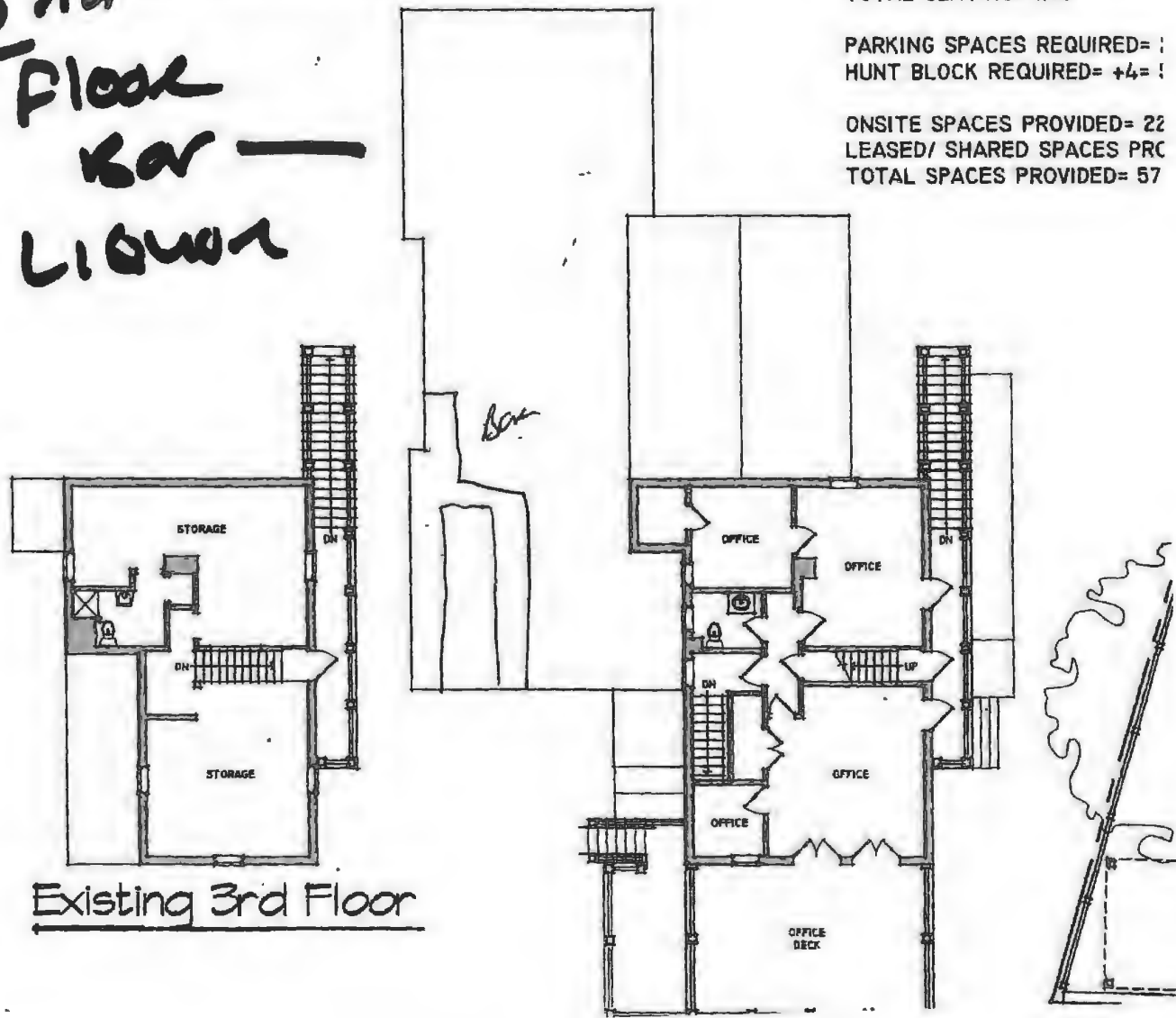
*Beech 13 Navigation*



Proposed Parking Plan scale: 1"= 150'-0"

PARKING SPACES:  
 TOTAL SEATING= 235  
 PARKING SPACES REQUIRED= :  
 HUNT BLOCK REQUIRED= +4= !  
 ONSITE SPACES PROVIDED= 22  
 LEASED/ SHARED SPACES PRC  
 TOTAL SPACES PROVIDED= 57

**2nd  
 Floor  
 Bar  
 Liquor**



Existing 3rd Floor

**Liquor  
 Storage**

STATE OF RHODE ISLAND

Jamestown

Board of Licensing Commissioners

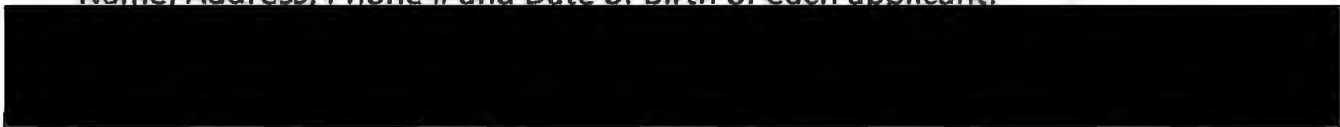
RECEIVED:  
001 02, 2023 01:43 PM  
Roberto J. Fuson  
TOWN OF JAMESTOWN Town Clerk

Renewal Application for License

Retailer Class:

A BT **BV** BV-L B-M

Name of Applicant: Epic Decade LLC DBA Curiosity & Co  
DBA: Curiosity & Co  
Business Address: 141 Narragansett Ave Jamestown  
Business Phone: 303-601-7054  
Hours of Operation: ~~10am-10pm~~ Sunday - 5:45 am - 10pm  
Name, Address, Phone # and Date of Birth of each applicant:



Citizen of United States?

If Naturalized, date and court where admitted:

YES

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

Elizabeth Newton )   
Seth Goldenberg )  02906

Is application for the benefit of another?

If so, please explain:

NO

Has applicant obtained a loan or arranged to do so from other than a bank? If so, please explain:

If application is in behalf of undisclosed principal or party in interest, give details:

Does Applicant Own Premise? yes Is Property Mortgaged? yes

Is Property Leased? NO

Give Name and Address of Mortgage or Lessee Amount of Extent:

Bank of NJ Providence NJ

\$1 million

Have any of the applicants ever been arrested or convicted of a crime? If yes, explain:

NO

Is any other business to be carried on in the Licensed Premises? If yes, explain:

NO

Is any Officer, Board Member or Stockholder engaged in any manner as a Law Enforcement Officer? If yes, explain:

NO

Do any applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Chapter 3-7 of the General Laws of Rhode Island, 1956, as amended? If yes, explain:

NO

Is Applicant the owner or operator of any other business: If yes, explain:

Yes Epic Decade LLC

State amount of capital invested in the business:

Does applicant have a draft system? NO



I hereby certify that the above statements are true to the best of my knowledge and belief.

Applicant Signature: [Handwritten Signature] Date: 10/2/2023

Witness of Licensing Board or Notary Public [Handwritten Signature] Date of Witness or Notary Expiration 10/2/23

Christian S. Infantolino  
Notary Public, State of Rhode Island  
My Commission Expires Oct. 4, 2025

**Instructions of Applicants**

1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Submit with this application a copy of the proposed menu – Class BV, BV-L, BT
3. Submit with this application a copy of Pharmacist’s Dept. of Health Licenses. (Class E)
4. **Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017**

Board of License Commissioners

**Alcoholic Beverage License Application**

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of any crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant: \_\_\_\_\_

Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

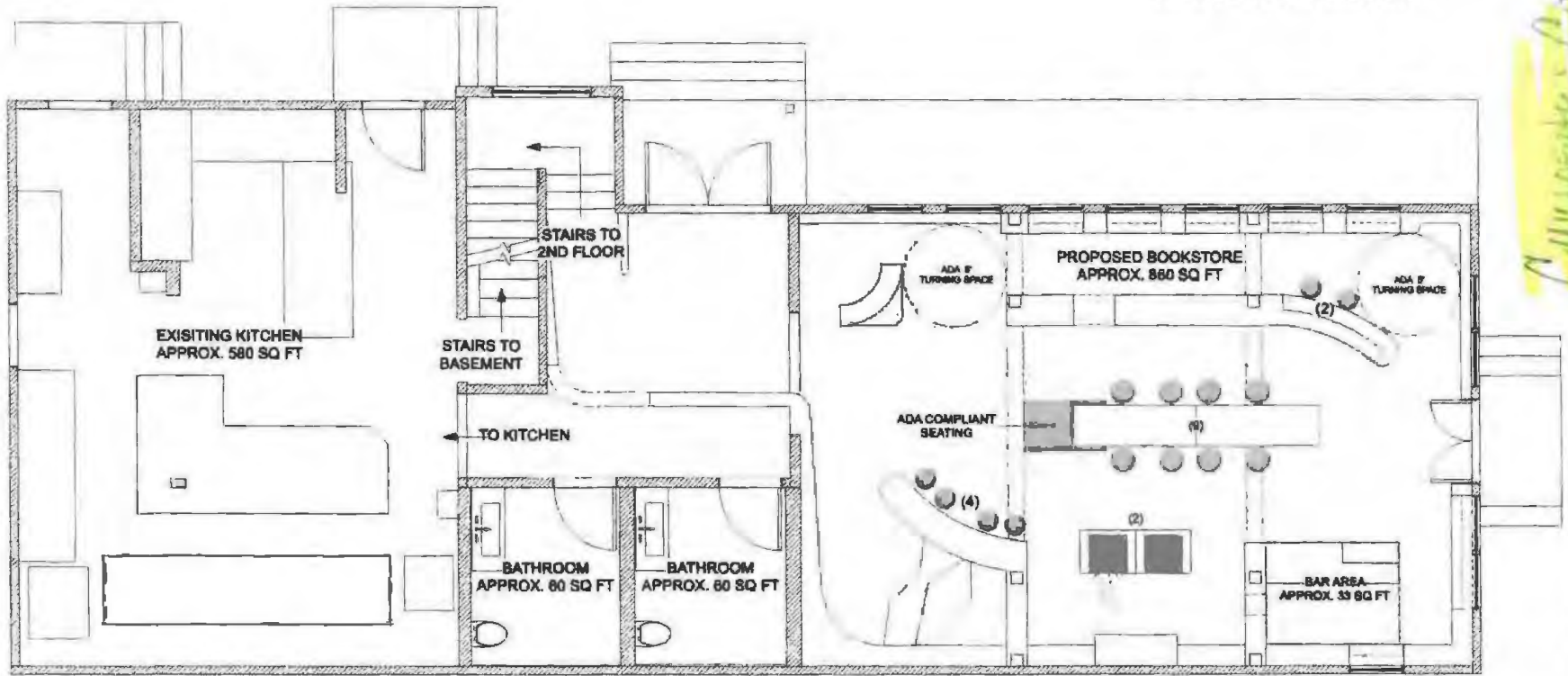
Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the period of December 1, 2023 – November 30, 2023

Issued: \_\_\_\_\_


\_\_\_\_\_  
Roberta J. Fagan, Town Clerk

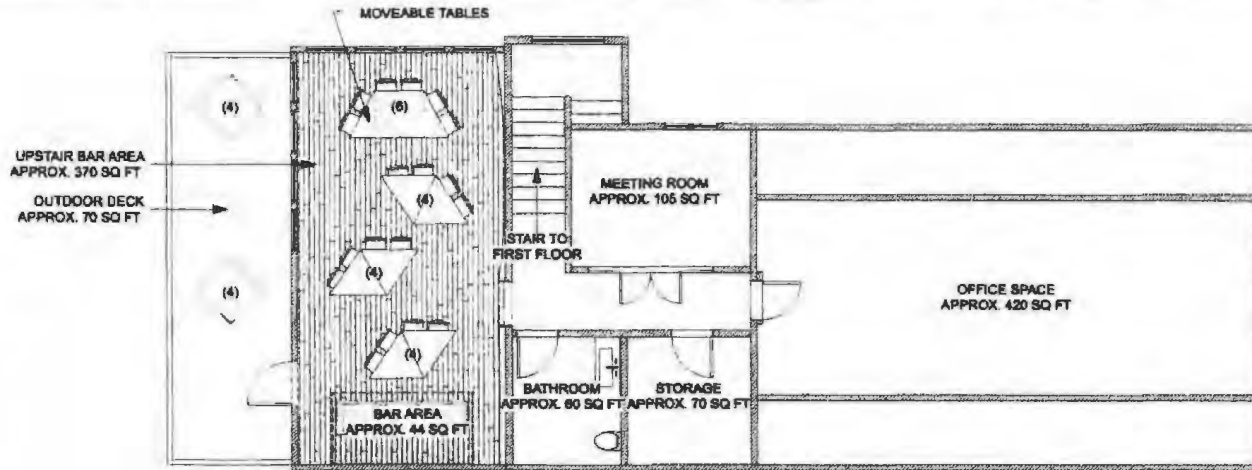


FIRST FLOOR SEATING: 17 PERSONS  
 SECOND FLOOR SEATING: 28 PERSONS  
 TOTAL SEATING: 44 PERSONS

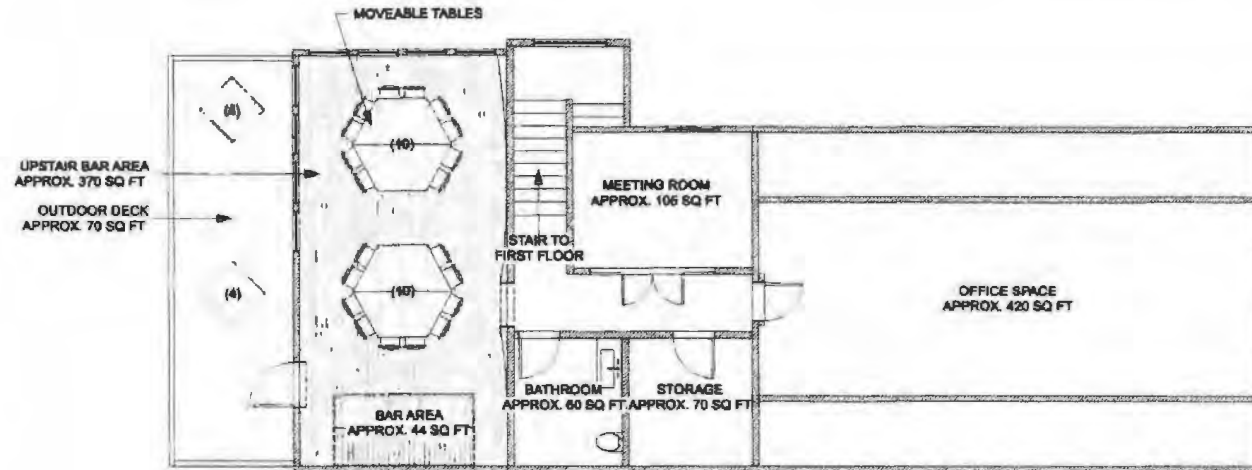
1 Seating Plan First Floor  
 Scale: 3/16" = 1'-0"

TOTAL FIRST FLOOR SEATING: 17 PERSONS

 <p><b>HB LLC</b>        818 Westminster Street        Providence, Rhode Island 02903        www.hbarchitect.com</p>	<p>Jamestown Bookstore        14 Westminster Ave        Jamestown, RI 02832</p>	<p><b>A 1.10</b></p>
	<p>Proposed Sitting Plan        First Floor</p>	<p>DATE: 07.07.21        DRAWN BY: [Name]        CHECKED BY: [Name]</p>



2 Seating Plan - Classroom Style  
Scale: 1/8" = 1'-0" TOTAL SEATING: 26 PERSONS



1 Seating Plan - Dinner Style  
Scale: 1/8" = 1'-0" TOTAL SEATING: 28 PERSONS

TOTAL SECOND FLOOR SEATING: 26 -28 PERSONS

A 1.20

Seating Plan  
Second Floor

Jamestown Bookstore  
14 Main Street  
Jamestown, RI 02835

H B LLC  
819 Westminster Street  
Providence, Rhode Island 02903  
www.hbctinc.com



Project name number

STATE OF RHODE ISLAND

Jamestown

Board of Licensing Commissioners

Renewal Application for License

Retailer Class:

A

BT

**BV**

BV-L

B-M

Name of Applicant: Jamestown Locos

DBA: Narragansett Cafe

Business Address: 25 Narragansett Ave Jamestown

Business Phone: 401-423-2150

Hours of Operation: 11AM - 1AM

Name, Address, Phone # and Date of Birth of each applicant:

Mark D'Arezzo [Redacted] [Redacted]

Esther D'Arezzo [Redacted] Jamestown

Citizen of United States? [Redacted] re

Yes admitted:

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

None

Is application for the benefit of another? No If so, please explain:

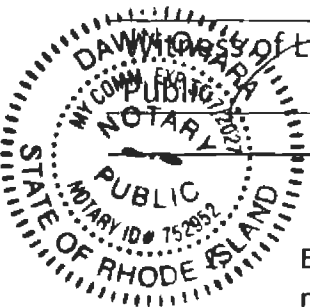
Has applicant obtained a loan or arranged to do so from other than a bank?

If so, please explain: Mortgage held by Joseph + Cecilia Colon Vesta

If application is in behalf of undisclosed principal or party in interest, give details: No

I hereby certify that the above statements are true to the best of my knowledge and belief.

Applicant Signature: [Signature] Date: 9/23/23



Witness of Licensing Board or Notary [Signature] Date of Witness or Notary Expiration 9/23/23

Instructions of Applicants

- Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
- 2. Submit with this application a copy of the proposed menu – Class BV,BV-L, BT
- 3. Submit with this application a copy of Pharmacist’s Dept. of Health Licenses. (Class E)
- 4. Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017

Board of License Commissioners

Alcoholic Beverage License Application

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of ant crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.



Signature of Applicant: [Signature]

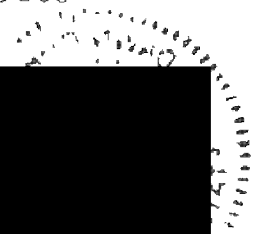
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808

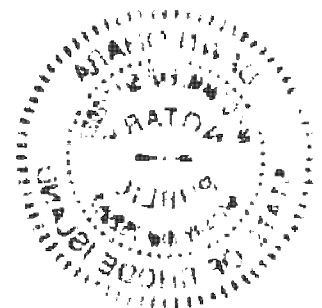


This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ for the period of December 1,  
2023 – November 30, 2023

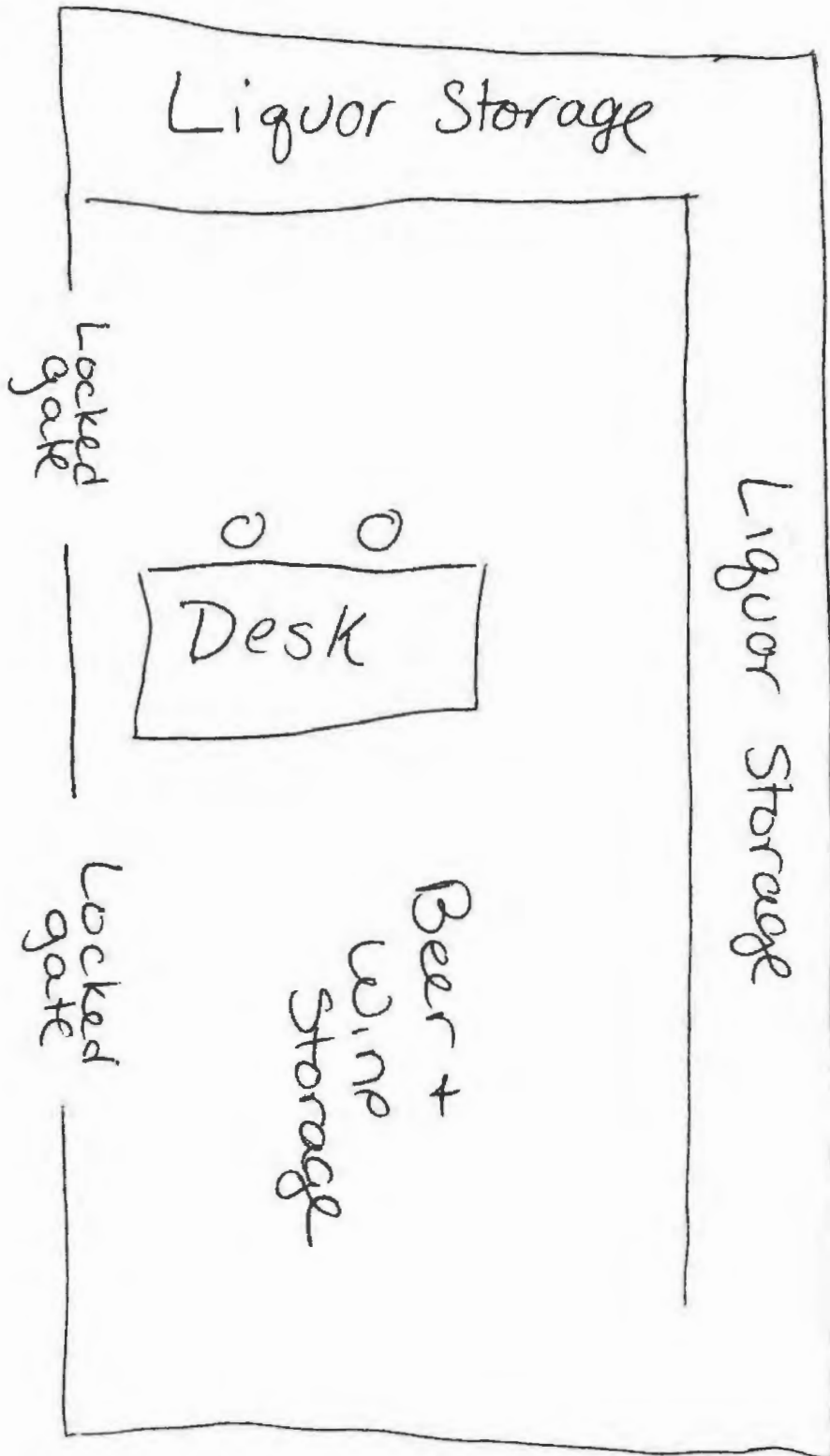
Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk



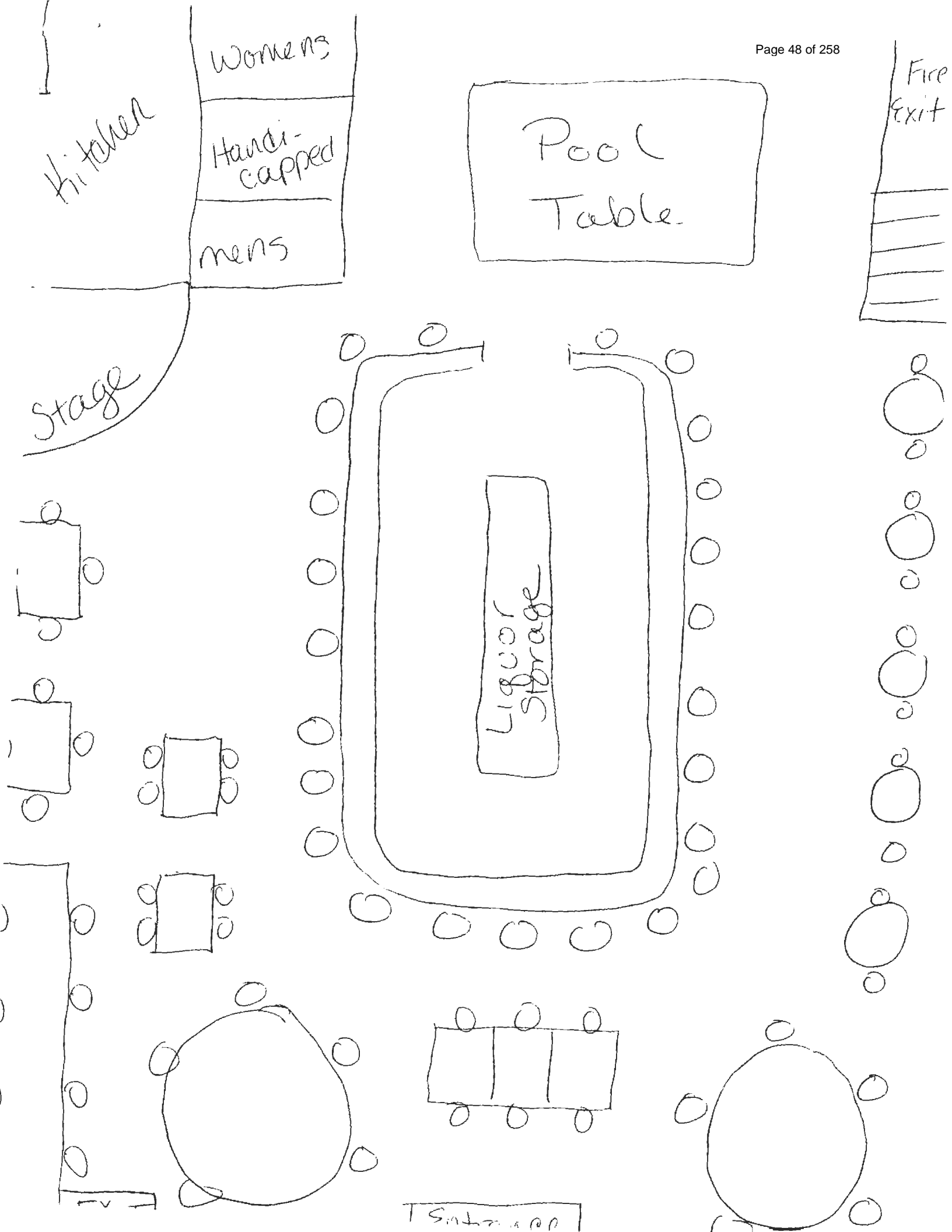
Jerusalem Igars  
Naragansett Cape  
25 Naragansett Ave  
Jerusalem, RI 02885

# Basement



Walk in  
Cooler





Kitchen

Womens

Handi-capped

mens

Pool Table

Fire Exit

Stage

Liquor Storage

T. Sinter...

STATE OF RHODE ISLAND

Jamestown

Board of Licensing Commissioners

Renewal Application for License

SLP 15, 2020 JUN 01 11 11 AM

Retailer Class:

A BT **BV** BV-L B-M

Name of Applicant: Jamestown Marina Powerage Operations LLC

DBA: 1 Ferry Wharf

Business Address: 3 East Ferry Wharf

Business Phone: 401-423-5844

Hours of Operation: See Attached

Name, Address, Phone # and Date of Birth of each applicant:

[Redacted Name and Address]

E. Greenwich, RI 02918

Citizen of United States?

yes

If Naturalized, date and court where admitted:

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

Elizabeth A. Proccaccianti 100%

Is application for the benefit of another? NO

If so, please explain:

Has applicant obtained a loan or arranged to do so from other than a bank? NO

If so, please explain:

If application is in behalf of undisclosed principal or party in interest, give details: NO

Does Applicant Own Premise? NO Is Property Mortgaged? NO

Is Property Leased? yes

Give Name and Address of Mortgage or Lessee Amount of Extent: N/A

Have any of the applicants ever been arrested or convicted of a crime? If yes, explain:

NO

Is any other business to be carried on in the Licensed Premises? If yes, explain:

NO

Is any Officer, Board Member or Stockholder engaged in any manner as a Law Enforcement Officer? If yes, explain:

NO

Do any applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Chapter 3-7 of the General Laws of Rhode Island, 1956, as amended? If yes, explain:

yes - see attached (#1)

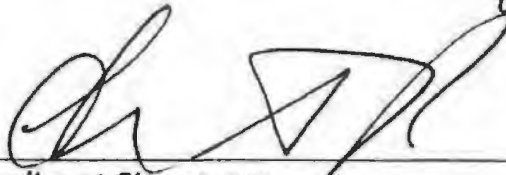
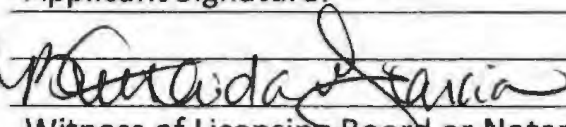
Is Applicant the owner or operator of any other business: If yes, explain:

yes - see attached (#2)

State amount of capital invested in the business: \$7500

Does applicant have a draft system? NO

I hereby certify that the above statements are true to the best of my knowledge and belief.

  
 Applicant Signature: \_\_\_\_\_ Date: 9-11-23  
  
 Witness of Licensing Board or Notary Public \_\_\_\_\_ Date of Witness or Notary Public \_\_\_\_\_  
 Public \_\_\_\_\_



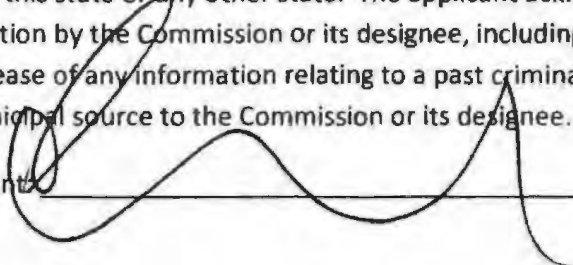
### Instructions of Applicants

- ✓1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
- ✓2. Submit with this application a copy of the proposed menu – Class BV, BV-L, BT
- 3. *N/A* Submit with this application a copy of Pharmacist's Dept. of Health Licenses. (Class E)
- ✓4. Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017

### Board of License Commissioners

### Alcoholic Beverage License Application

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of any crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant \_\_\_\_\_  


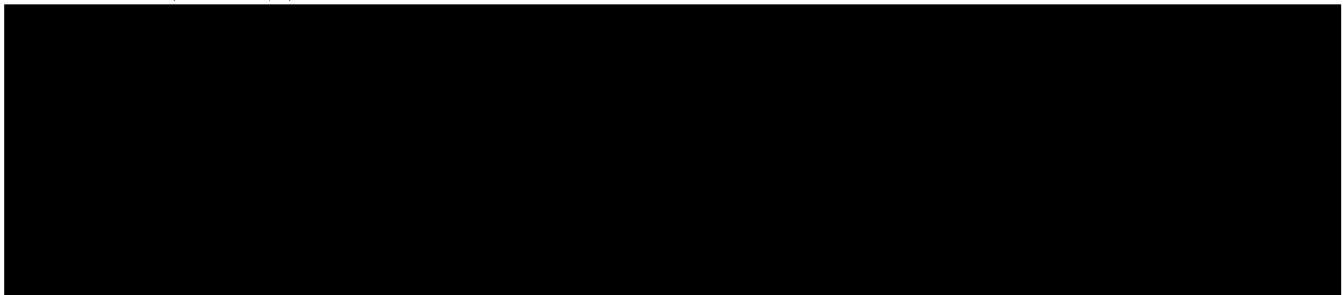
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808

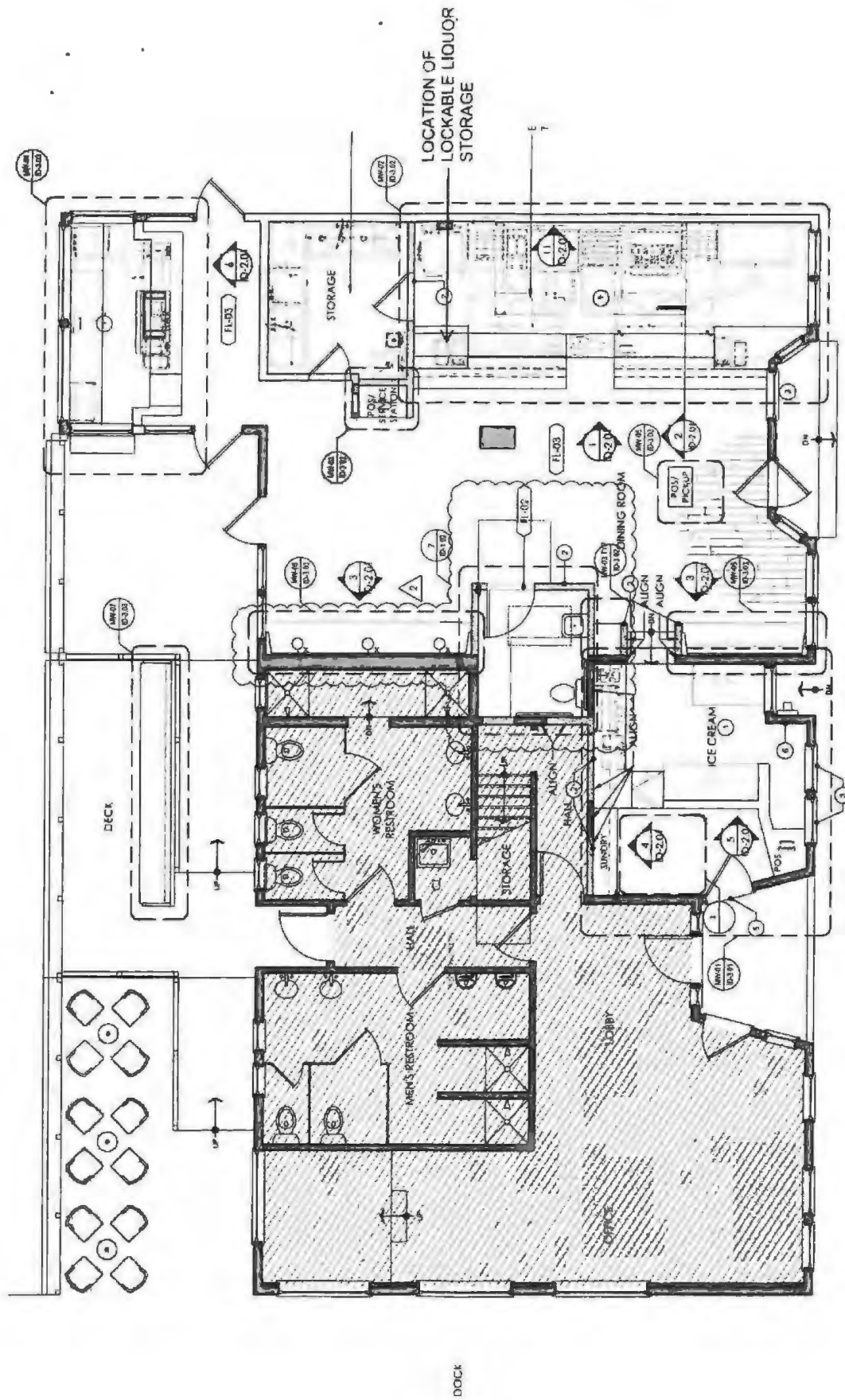


This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the period of December 1, 2023 – November 30, 2023

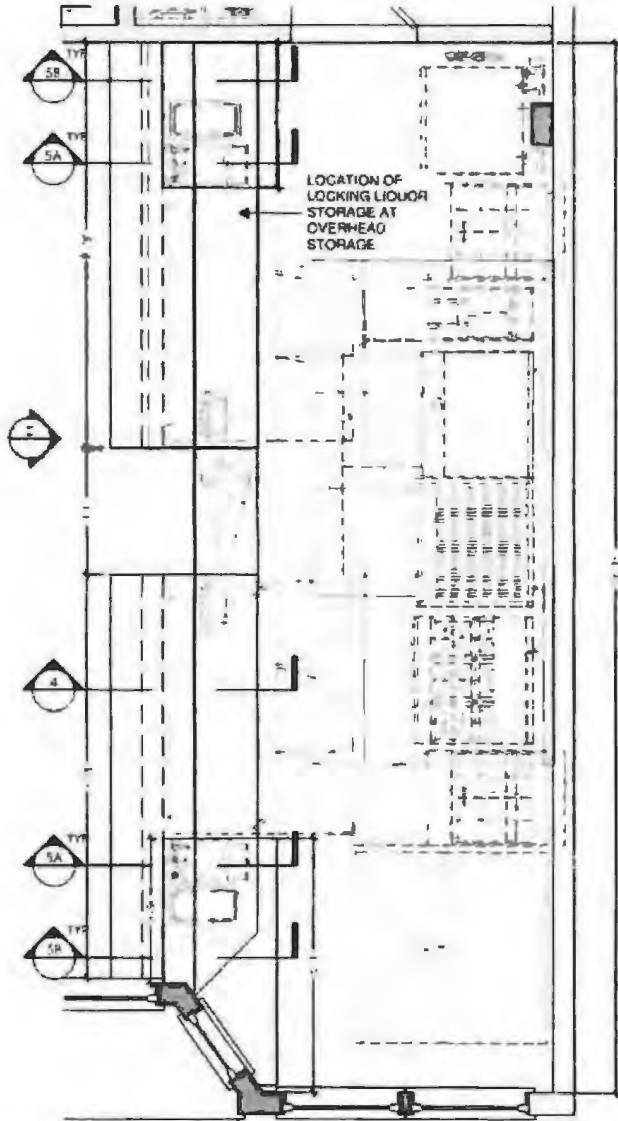
Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk

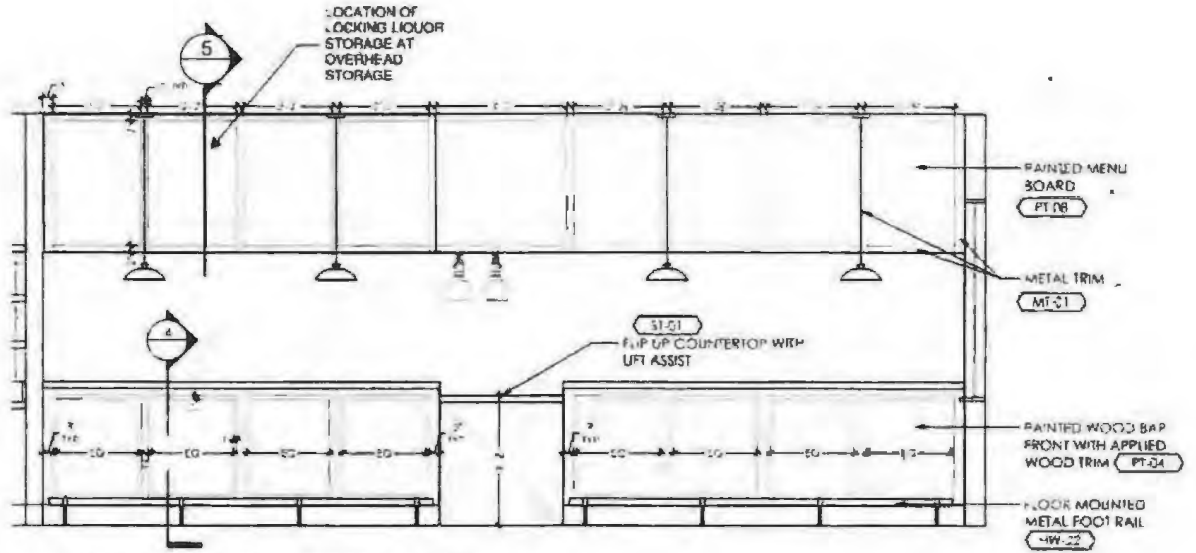
JAMESTOWN MARINA RESTAURANT  
2022.04.13  
RESTAURANT LIQUOR STORAGE



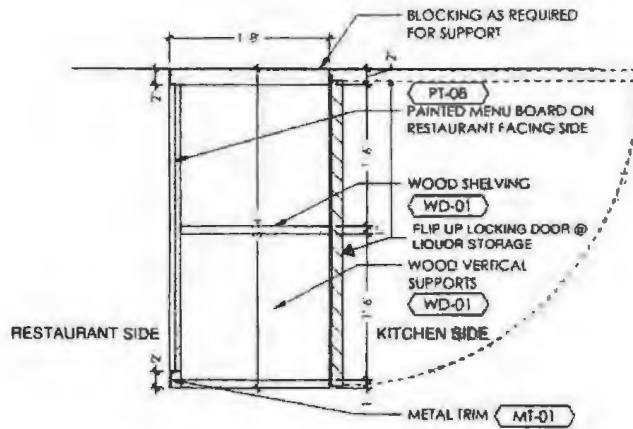
1 REFERENCE, FLOORING, & MILLWORK PLAN  
NOT TO SCALE 1" = 1'-0"



**1 MW-02 RESTAURANT OPEN KITCHEN PLAN**  
SCALE: 1/2" = 1'-0"



**2 MW-02 OPEN KITCHEN FRONT BAR ELEVATION**  
SCALE: 1/2" = 1'-0"



**5 MW-02 OPEN KITCHEN UPPER SECTION**  
SCALE: 1" = 1'-0"

STATE OF RHODE ISLAND

Jamestown

Board of Licensing Commissioners

Renewal Application for License

Retailer Class:

A

BT

BV

BV-L

B-M

Name of Applicant : New England Golf Course Menanum +

DBA: Caddy Streets

Business Address: 245 Conanicus Ave Jamestown RI 02835

Business Phone: 401 423 9930

Hours of Operation: 7am - 8pm

Name, Address, Phone # and Date of Birth of each applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Citizen of United States?

yes

If Naturalized, date and court where admitted:

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

\_\_\_\_\_  
\_\_\_\_\_

Is application for the benefit of another? NO

If so, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Has applicant obtained a loan or arranged to do so from other than a bank?

If so, please explain: NO

If application is in behalf of undisclosed principal or party in interest, give details: NO



Does Applicant Own Premise? NO Is Property Mortgaged? NO

Is Property Leased? YES

Give Name and Address of Mortgage or Lessee Amount of Extent:

Have any of the applicants ever been arrested or convicted of a crime? If yes, explain:

NO

Is any other business to be carried on in the Licensed Premises? If yes, explain:

NO

Is any Officer, Board Member or Stockholder engaged in any manner as a Law Enforcement Officer? If yes, explain:

NO

Do any applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Chapter 3-7 of the General Laws of Rhode Island, 1956, as amended? If yes, explain:

NO

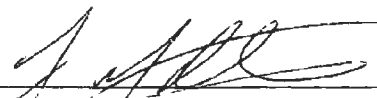
Is Applicant the owner or operator of any other business: If yes, explain:

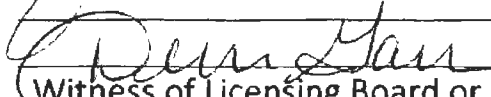
NO

State amount of capital invested in the business:

Does applicant have a draft system? YES

I hereby certify that the above statements are true to the best of my knowledge and belief.

  
Applicant Signature: \_\_\_\_\_ Date: 9/22/2023

  
Witness of Licensing Board or Notary Public \_\_\_\_\_ Date of Witness or Notary Expiration \_\_\_\_\_

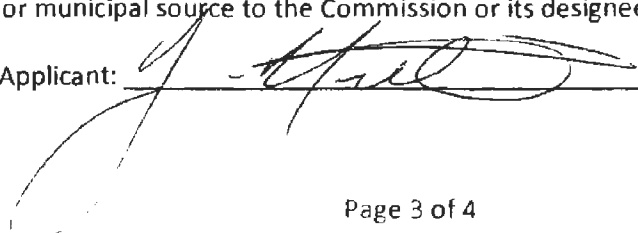
**Instructions of Applicants**

1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Submit with this application a copy of the proposed menu – Class BV,BV-L, BT
3. Submit with this application a copy of Pharmacist’s Dept. of Health Licenses. (Class E)
4. **Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017**

**Board of License Commissioners**

**Alcoholic Beverage License Application**

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of ant crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant:  \_\_\_\_\_

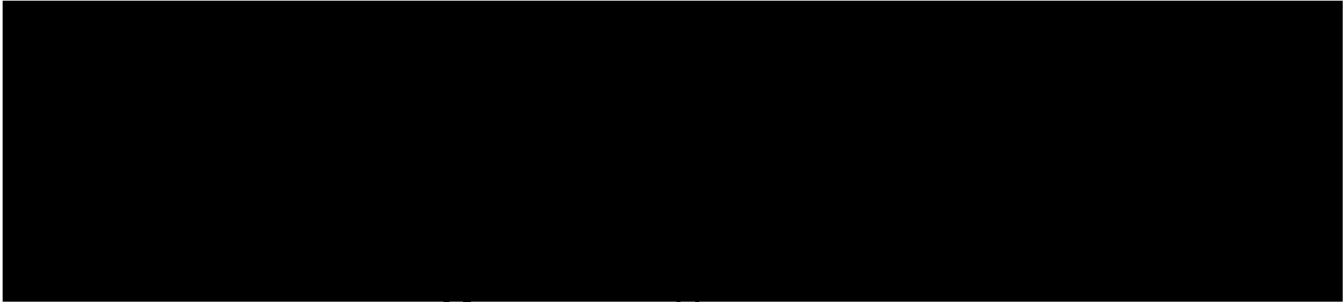
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



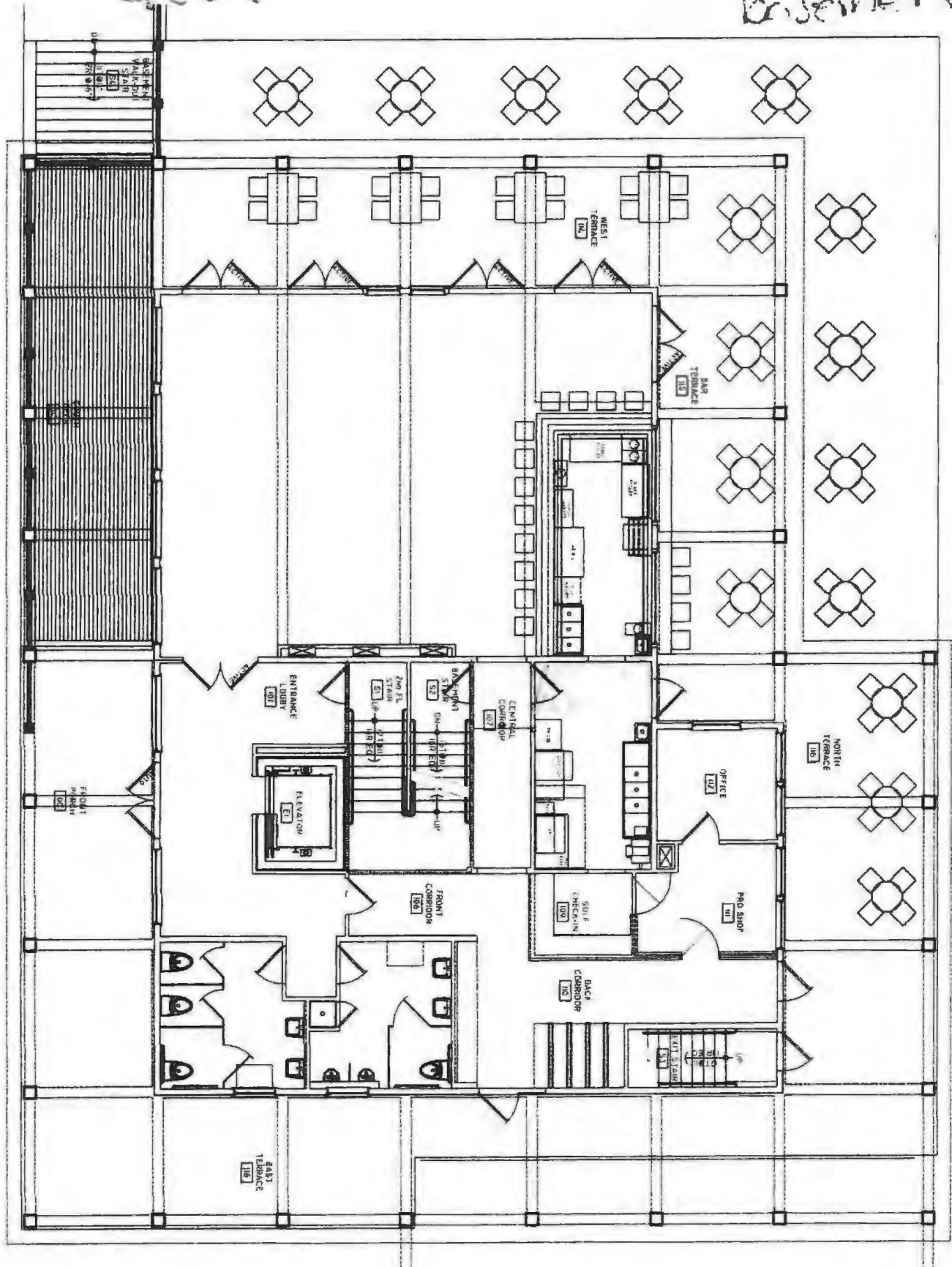
This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the period of December 1, 2023 – November 30, 2023

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk

# JAMESTOWN GOLF COURSE

\* liquor  
storage in  
basement \*





STATE OF RHODE ISLAND

Jamestown

Board of Licensing Commissioners

SLP 28, 2023 271  
POWER OF ATTORNEY

Renewal Application for License

Retailer Class:

A BT **BV** BV-L B-M

Name of Applicant : Slice of Heaven

DBA: Slice of Heaven

Business Address: 32 Narragansett Ave

Business Phone: 401 423 9866

Hours of Operation: 7-3 wed-Sunday

Name, Address, Phone # and Date of Birth of each applicant:

Maria + Steven Weblaser  
12/7/65 8/16/64

Citizen of United States? Yes If Naturalized, date and court where admitted:

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

Is application for the benefit of another? / If so, please explain:

Has applicant obtained a loan or arranged to do so from other than a bank? If so, please explain: /

If application is in behalf of undisclosed principal or party in interest, give details: /

Does Applicant Own Premise? yes Is Property Mortgaged? /

Is Property Leased?

Give Name and Address of Mortgage or Lessee Amount of Extent:  
\_\_\_\_\_  
\_\_\_\_\_

Have any of the applicants ever been arrested or convicted of a crime? If yes, explain:  
NO

Is any other business to be carried on in the Licensed Premises? If yes, explain:  
NO

Is any Officer, Board Member or Stockholder engaged in any manner as a Law Enforcement Officer? If yes, explain: NO


Do any applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Chapter 3-7 of the General Laws of Rhode Island, 1956, as amended? If yes, explain:  
NO

Is Applicant the owner or operator of any other business: If yes, explain:  
NO

State amount of capital invested in the business: /

Does applicant have a draft system? NO

*I hereby certify that the above statements are true to the best of my knowledge and belief.*

 \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_ Date: 9/11/23

\_\_\_\_\_  
Witness of Licensing Board or Notary Public      Date of Witness or Notary Expiration

**Instructions of Applicants**

1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Submit with this application a copy of the proposed menu – Class BV, BV-L, BT
3. Submit with this application a copy of Pharmacist’s Dept. of Health Licenses. (Class E)
4. **Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017**

**Board of License Commissioners**

**Alcoholic Beverage License Application**

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of ant crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant: 



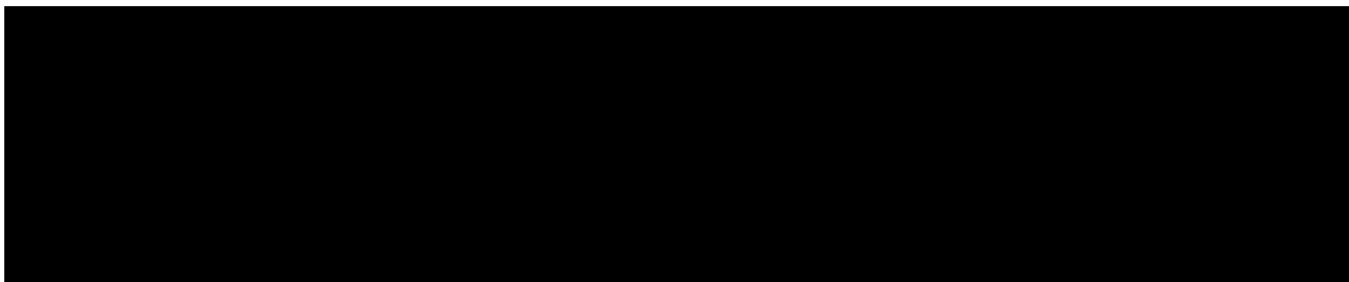
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the period of December 1, 2023 – November 30, 2023

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk

Front Door



Service Counter

Q Q ← Staff



Alcohol above back

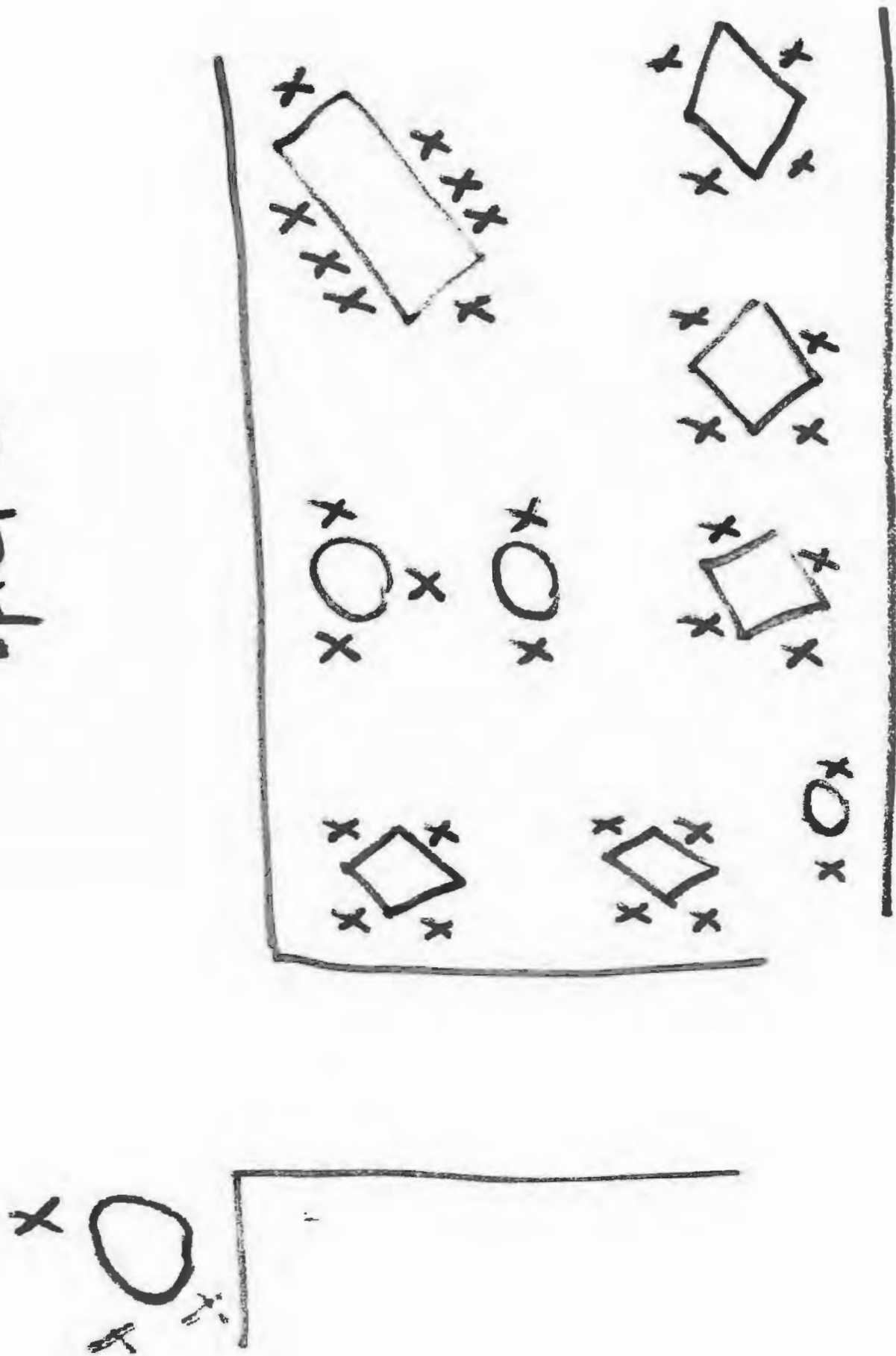


Reach

Inside

Slice of Heaven

outside



STATE OF RHODE ISLAND

Jamestown

Board of Licensing Commissioners

Renewal Application for License

Retailer Class:

A

BT

BV

BV-L

B-M

Name of Applicant: Tallulah TADVERSIA

DBA: JTM Store - Tallulah TADVERSIA

Business Address: 35 Nanjandett Ave

Business Phone: 401-236-1600

Hours of Operation: varies/seasonal

Name, Address, Phone # and Date of Birth of each applicant:

[Redacted]

[Redacted]

Citizen of United States? Yes

If Naturalized, date and court where admitted: X

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

[Redacted]

Is application for the benefit of another?

If so, please explain:

[Redacted]

Has applicant obtained a loan or arranged to do so from other than a bank? If so, please explain:

If application is in behalf of undisclosed principal or party in interest, give details:

Does Applicant Own Premise? NO Is Property Mortgaged? n/a

Is Property Leased? YES

Give Name and Address of Mortgage or Lessee Amount of Extent:  
North Meadows Properties 81300/month  
109 Can Lane, Tamestown RI (Nick)

Have any of the applicants ever been arrested or convicted of a crime? If yes, explain:  
n/a

Is any other business to be carried on in the Licensed Premises? If yes, explain:  
n/a

Is any Officer, Board Member or Stockholder engaged in any manner as a Law Enforcement Officer? If yes, explain:  
n/a

Do any applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Chapter 3-7 of the General Laws of Rhode Island, 1956, as amended? If yes, explain:  
n/a

Is Applicant the owner or operator of any other business: If yes, explain:  
Cocinar LLC - COMMISARY

State amount of capital invested in the business: n/a

Does applicant have a draft system? NO

*I hereby certify that the above statements are true to the best of my knowledge and belief.*

Applicant Signature: \_\_\_\_\_ Date: 10/2/23  
Kelly Ann ROTAS

Witness of Licensing Board or Notary \_\_\_\_\_ Date of Witness or Notary Expiration \_\_\_\_\_  
 Public [Signature]

### Instructions of Applicants

1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Submit with this application a copy of the proposed menu – Class BV, BV-L, BT
3. Submit with this application a copy of Pharmacist's Dept. of Health Licenses. (Class E)
4. Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017

Board of License Commissioners

### Alcoholic Beverage License Application

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of any crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant: \_\_\_\_\_  
[Signature]

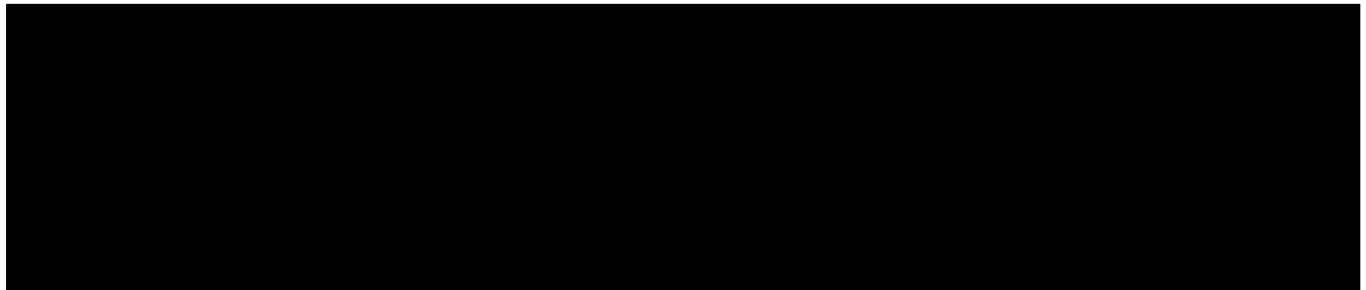
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the period of December 1, 2023 – November 30, 2023

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk







STATE OF RHODE ISLAND

Board of Licensing Commissioners

RECEIVED: **Jamestown**  
OCT 02 2023 10:27 AM  
Roberto J. Fosun  
TOWN OF JAMESTOWN Town Clerk

Renewal Application for License

Retailer Class:

A (BT) (BV) BV-L B-M

Name of Applicant: JB's on the Water LLC

DBA: JB's on the Water

Business Address: 150 Conanicus Ave. Jamestown, RI 02835

Business Phone: 401-560-4115

Hours of Operation: 10a.m. to 11p.m.

Name, Address, Phone # and Date of Birth of each applicant

Shannon Brito

2 Sweetbriar

Citizen of United States?

YES

If Naturalized, date and court where admitted:

Name and Address of each person interested or to become interested in business for which application is being made (state nature of interest):

SHANNON BRITO

Is application for the benefit of another? No

If so, please explain:

Has applicant obtained a loan or arranged to do so from other than a bank? NO

If so, please explain:

If application is in behalf of undisclosed principal or party in interest, give details:

Does Applicant Own Premise? No

Is Property Mortgaged? YES

Is Property Leased? yes

Give Name and Address of Mortgage or Lessee Amount of Extent:

20 YEARS ENDING IN 2041 (CAMERVILL BANK 128 MAIN ST.

WEST WARWICK R.I. 02893) LIASING FROM JEFF CAMMANS PO BOX  
412, NORTH KINGSTOWN R.I. 02852

Have any of the applicants ever been arrested or convicted of a crime? If yes, explain:

NO

Is any other business to be carried on in the Licensed Premises? If yes, explain:

NO

Is any Officer, Board Member or Stockholder engaged in any manner as a Law Enforcement Officer? NO If yes, explain:

Do any applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any retail license issued under Chapter 3-7 of the General Laws of Rhode Island, 1956, as amended? If yes, explain:

Is Applicant the owner or operator of any other business? yes If yes, explain:

Premiere Home Staging & WICKFORD ON THE WATER

State amount of capital invested in the business: \$600,000

Does applicant have a draft system? yes

I hereby certify that the above statements are true to the best of my knowledge and belief.

*[Handwritten Signature]*

Applicant Signature:

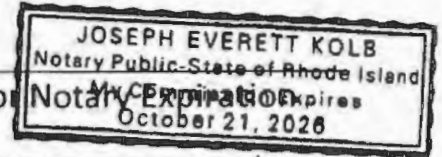
Date: 8/31/23

JOSEPH E. KOLB  
*[Handwritten Signature]*

08/31/23

Witness of Licensing Board or Notary Public

Date of Witness of



**Instructions of Applicants**

1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Submit with this application a copy of the proposed menu – Class BV, BV-L, BT
3. Submit with this application a copy of Pharmacist’s Dept. of Health Licenses. (Class E)
4. Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017

Board of License Commissioners

**Alcoholic Beverage License Application**

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of any crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant:

*[Handwritten Signature]*

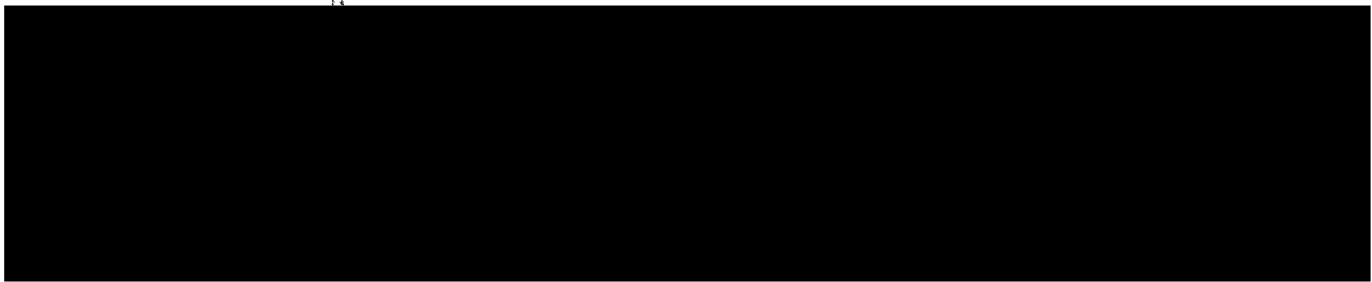
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ for the period of December 1, 2023 – November 30, 2023

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk





STATE OF RHODE ISLAND

Jamestown

Board of Licensing Commissioners

Renewal Application for Club License

Retailer Class:

D

DL

Name of Club (Corporation Name): Conanicut Yacht Club

DBA:

Business Address: 40 Bay View Dr. Jamestown RI 02835

Mailing Address:

Hours of Operation: Mon -> Sun Business Phone: 401 423 1424

State - Incorporated: RI Date of Incorporation:

Is Club Charter still valid?

Name, Address, Phone # and Date of Birth of all Officers:

President:

Vice President:

Secretary:

Treasurer:

Name & Address of Board of Directors:

Name & Address of Person in charge of bar: Enrico Cappala

[Redacted]

a. Salary amount fixed by [Redacted]

Number of Members: 398 Annual Dues: [Redacted]

[Redacted]

Is Property Leased? No

Name and Address of Mortgagee or Lessee Amount of Extent:



Does applicant have a draft system? Yes, 3 draft kegerator

Does Club own kitchen equipment? Yes

Does Club own Dining room equipment? Yes

How often are meeting held? once a month

Is there a record of meetings? Yes Date of annual meeting: August

Does anyone other than the Club, derive profits from the sale of alcoholic beverages? No If so, Name and Address:

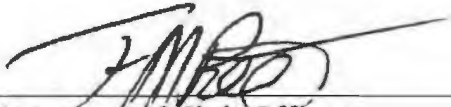
Is club operated solely for member's benefit? Yes

Are proper financial records kept? Yes

Is there a roster of members? Yes

Record of dues payment? Yes

Membership cards issued? Yes

  
Signature of Club Officer

Date

9/29/23

#### Instructions for Applicants

1. Every question on the Application Form must be answered. Any false statement made by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. A responsible officer of the Club must sign the application.
3. Submit with this application a copy of "Articles of Incorporation" form (#NP-1A) and the annual "Non-Profit-Corporate" form (#N-13) that has been approved by the Secretary of State.
4. Submit with this application a certificate of insurance evidencing commercial general-liability and liquor liability and property coverage in the minimum of three hundred thousand dollars (\$300,000), per Rhode Island General Law 3-7-29, effective August 1, 2017

Board of License Commissioners

Alcoholic Beverage License Application

As part of the application process for a liquor license in the Town of Jamestown, the Alcoholic Beverage Licensing Commission of said town conducts an investigation to determine if the applicant has ever been convicted of any crime in this state or any other state. The applicant acknowledges the same, and consents to the investigation by the Commission or its designee, including the Jamestown Police Department, and the release of any information relating to a past criminal conviction of the applicant by any federal, state or municipal source to the Commission or its designee.

Signature of Applicant: 

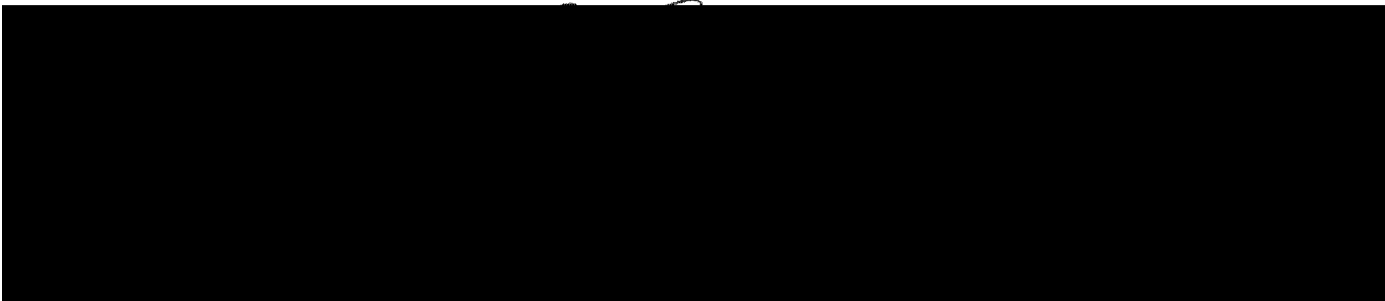
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestowfd.com](mailto:Ktiexiera@jamestowfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



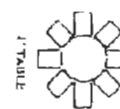
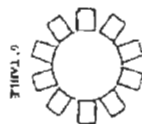
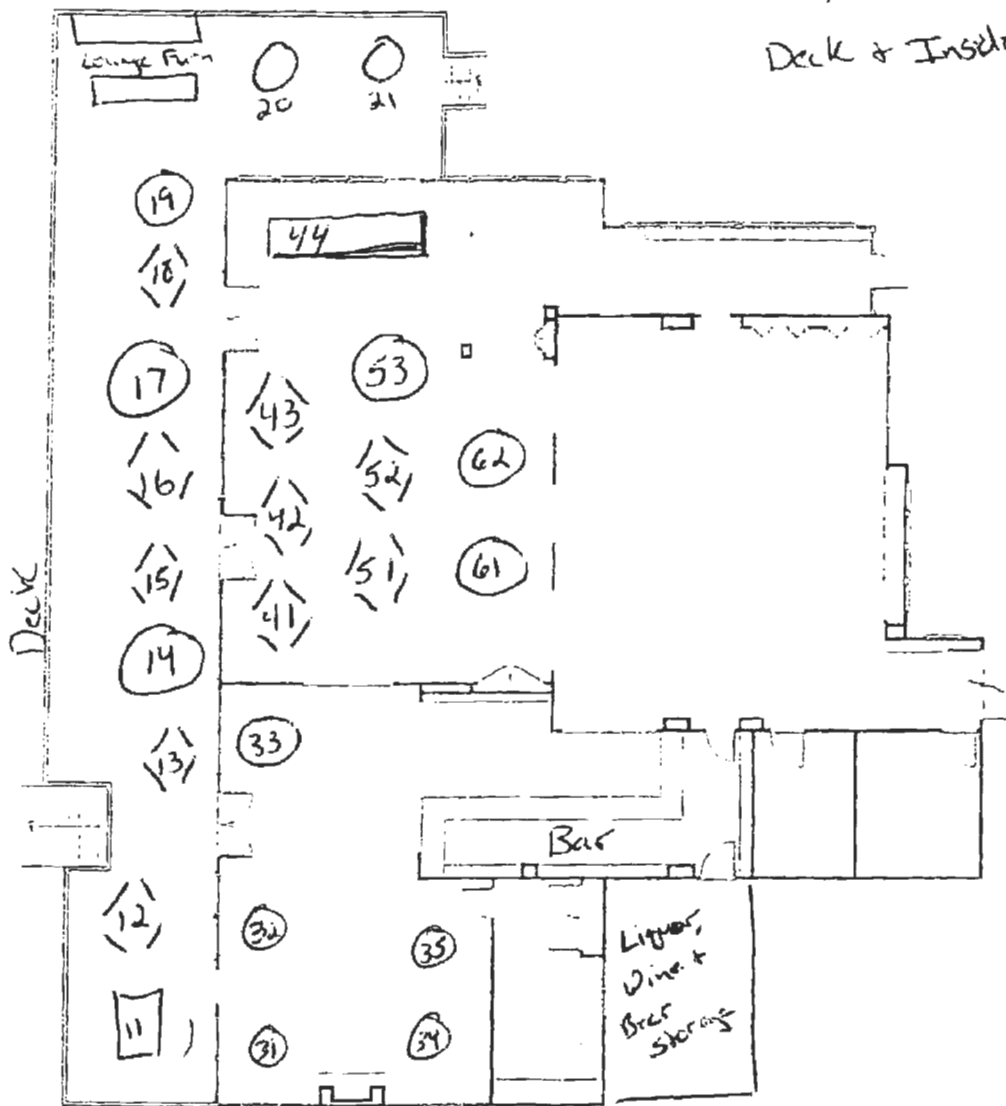
This application has been **GRANTED/DENIED** by the Jamestown Town Council at a meeting held on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ for the period of \_\_\_\_\_  
to \_\_\_\_\_

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk

# Conanicut Yacht Club Deck & Inside Dining



### TOWN OF JAMESTOWN

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

December 31, 2023 - November 30, 2024

### Victualing, Holiday & Entertainment License Multi License Application

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

- Copy of Valid State Health Certificate
- Retail Sales Tax Permit
- Victualing Fee \$20.00
- Holiday License Fee \$20.00
- Entertainment License Fee \$140.00

*Please type or print*

Name of Applicant: Convenient Restaurant Group II

DBA: BEECH

Business Address: 13 Narragansett Ave.

Business Phone: 401 - 560 - 4051

Hours of Operation: Sa/Su - 10:00 AM - 11pm - M-F - 4pm - 11pm

Owner's Name: Kavin Gaudhan Owner [Redacted]

Address: [Redacted] Email: kavin @ BEECH JT .COM

Seating Capacity: 238 Number of Kitchens: 1

Number of Dining areas (including outdoor service): 7

Signature of Applicant: [Handwritten Signature]

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

**Proposed Entertainment  
PLEASE BE SPECIFIC**

Between the Hours of:

1<sup>pm</sup> - 8<sup>pm</sup>

Days of the Week:

Sa - Sa

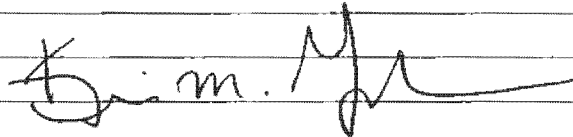
Type: i.e. Acoustic/Amplified DJ/Live Band/Movie/Performance

Acoustic / Ampl. Band

Location Inside/Outside:

BOTH

Signature of Applicant:



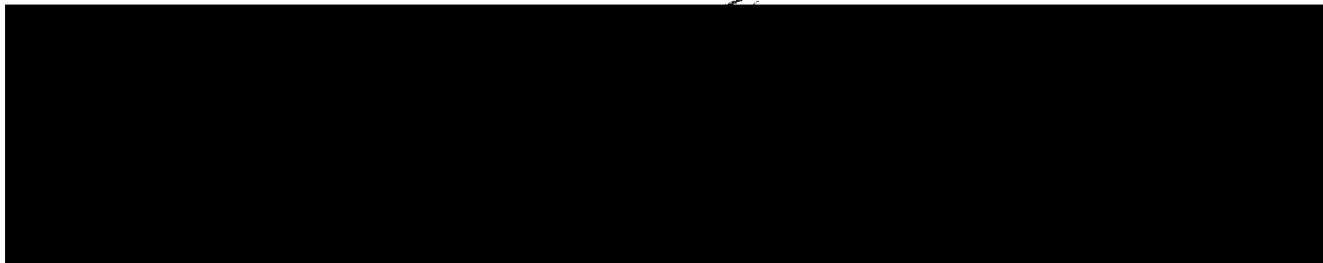
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been GRANTED/DENIED by the Jamestown Town Council  
at a meeting held on \_\_\_\_\_, for the period of December

31, 2023 – November 30, 2024

Issued: \_\_\_\_\_

Roberta J. Fagan, Town Clerk

### TOWN OF JAMESTOWN

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

December 31, 2023 - November 30, 2024

### Victualing, Holiday & Entertainment License Multi License Application

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

Copy of Valid State Health Certificate

Retail Sales Tax Permit

Victualing Fee \$20.00

Holiday License Fee \$20.00

Entertainment License Fee \$140.00

*Please type or print*

Name of Applicant: Conanicut Yacht Club

DBA: \_\_\_\_\_

Business Address: 40 Bay View Drive

Business Phone: 401-423-1424

Hours of Operation: 9am to no later than 1am, Dec 1 2023 to Nov 30 2023

Owner's Name: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: . \_\_\_\_\_

Seating Capacity: 225

Number of Kitchens: 1

Number of Dining areas (including outdoor service): 2

Signature of Applicant: 

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

**Proposed Entertainment  
PLEASE BE SPECIFIC**

Between the Hours of:

noon to 10 pm

Days of the Week:

Friday, Saturday, Sunday and holidays

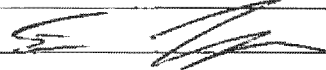
Type: i.e. Acoustic/Amplified, DJ/Live Band/Movie/Performance

Acoustic, Amplified, DJ, live Band, Music and Performance

Location Inside/Outside:

Inside and outside

**Signature of Applicant:**



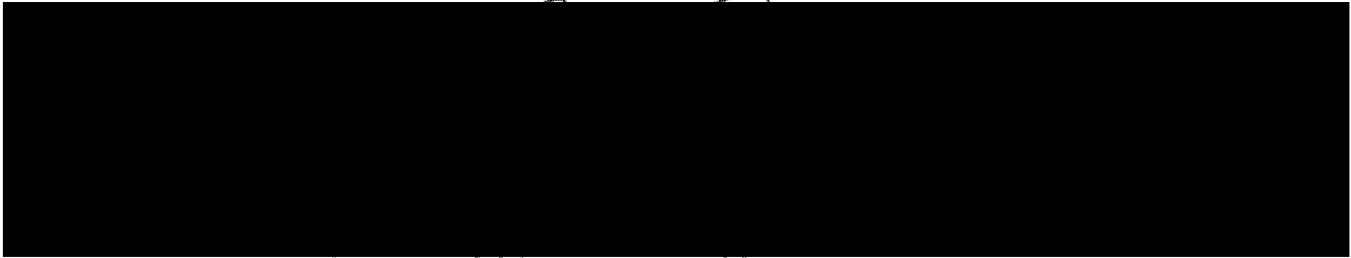
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been GRANTED/DENIED by the Jamestown Town Council  
at a meeting held on \_\_\_\_\_, for the period of December  
31, 2023 – November 30, 2024

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk

### TOWN OF JAMESTOWN

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

RECEIVED:  
OCT 02, 2023 01:43 PM  
Roberta J. Fagan  
TOWN OF JAMESTOWN Town Clerk

December 31, 2023 - November 30, 2024

### Victualing, Holiday & Entertainment License Multi License Application

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

- o Copy of Valid State Health Certificate
- o Retail Sales Tax Permit
- o Victualing Fee \$20.00
- o Holiday License Fee \$20.00
- o Entertainment License Fee \$140.00

*Please type or print*

Name of Applicant: Epic Decade LLC

DBA: Curiosity & Co

Business Address: 14 Narragansett Ave Jamestown

Business Phone: 303-601-0540

Hours of Operation: Sunday - Saturday 10am - 10pm

Owner's Name: Seth Goldenberg + Elizabeth Newton Owner Phone: [REDACTED]

Address: [REDACTED] Email: [REDACTED] COMPANY

Seating Capacity: 148 (45 inside) (70 outside) Number of Kitchens: 1

Number of Dining areas (including outdoor service): 1

Signature of Applicant: [Signature]

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.



**Proposed Entertainment  
PLEASE BE SPECIFIC**

Between the Hours of:

10<sup>am</sup> 10<sup>pm</sup>

Days of the Week:

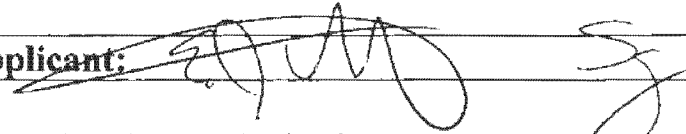
Sunday - Saturday

Type: i.e. Acoustic/Amplified DJ/Live Band/Movie/Performance

author talks, Art exhibit, storytellers

Location Inside/Outside: inside

Signature of Applicant:



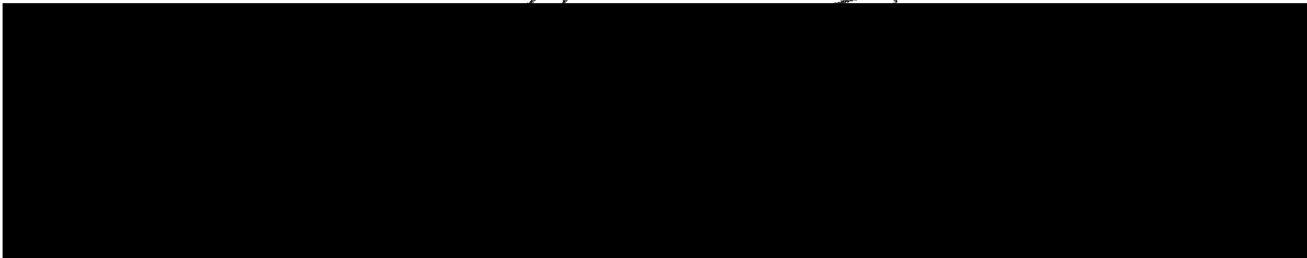
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been GRANTED/DENIED by the Jamestown Town Council at a meeting held on \_\_\_\_\_, for the period of December 31, 2023 – November 30, 2024

Issued: \_\_\_\_\_

Roberta J. Fagan, Town Clerk

## TOWN OF JAMESTOWN

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

**December 31, 2023 - November 30, 2024**

### Victualing, Holiday & Entertainment License Renewal Multi-License Application

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

<p>✓ Copy of Valid State Health Certificate</p> <p>✓ Retail Sales Tax Permit</p>	<p>Victualing Fee</p> <p>Holiday License Fee</p> <p>Jukebox Fee</p> <p>Pool Table Fee</p> <p>Entertainment Fee</p>	<p>\$ 20.00</p> <p>\$ 20.00</p> <p>\$ 25.00</p> <p>\$ 25.00</p> <p>\$140.00</p>
--	--	---

Name of Applicant : Jamestown Locos

DBA: Narragansett Cafe

Business Address: 25 Narragansett Ave

Business Phone: 401-423-2150


Hours of Operation: 11 AM - 1 AM

Owner's Name & Address: Mark D'Arzzo Owner's Phone: XXXXXXXXXX

Email: TheNarragansettCafe1@gmail.com

Seating Capacity: 75 Number of Kitchens: 1

Number of Dining areas (including outdoor service): 1

Signature of Applicant: 

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
 Your application will not be acted upon should payment of these be in arrears.

**Proposed Entertainment  
PLEASE BE SPECIFIC**

Between the Hours of: 3p-7p 8p-12<sup>30</sup>A

Days of the Week: Thurs, Friday, Saturday, SUN

Type: i.e. Acoustic/Amplified DJ/Live Band/Movie/Performance

Location Inside/Outside: Inside

Exact location of the event, including the exact size and dimensions of the event area:

Signature of Applicant: *[Handwritten Signature]*

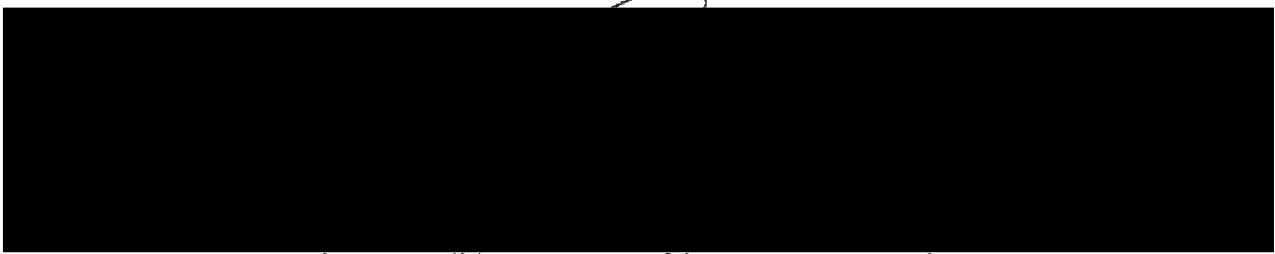
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been GRANTED/DENIED by the Jamestown Town Council at a meeting held on \_\_\_\_\_, for the period of December 31, 2022 – November 30, 2023

Issued: \_\_\_\_\_

Roberta J. Fagan, Town Clerk

### TOWN OF JAMESTOWN

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

REC-31111  
DEC 15 2023 01:21 PM  
TOWN OF JAMESTOWN T

December 31, 2023 - November 30, 2024

### Victualing, Holiday & Entertainment License Multi License Application

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

- Copy of Valid State Health Certificate
- Retail Sales Tax Permit
- Victualing Fee \$20.00
- Holiday License Fee \$20.00
- Entertainment License Fee \$140.00

*Please type or print*

Name of Applicant: Jamestown Marina Beverage Operations LLC

DBA: 1 Ferry Wharf

Business Address: 3 East Ferry Wharf

Mailing Address: 1140 The Reservoir Ave. Cranston, RI 02920

Business Phone: 401-423-5844

Hours of Operation: See Attached

Owner's Name: <sup>TGS Marina</sup>  
Connecticut LLC

Owner Phone: 401-944-4600

Address: 1140 The Reservoir Avenue

Email: myoyal@prosciaccianti.com

Cranston, RI 02920

Seating Capacity: 68

Number of Kitchens: 1

Number of Dining areas (including outdoor service): 3-dining, bar, \*outside

Signature of Applicant: 

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

**Proposed Entertainment  
PLEASE BE SPECIFIC**

Between the Hours of:

12 pm - 10 pm

Days of the Week:

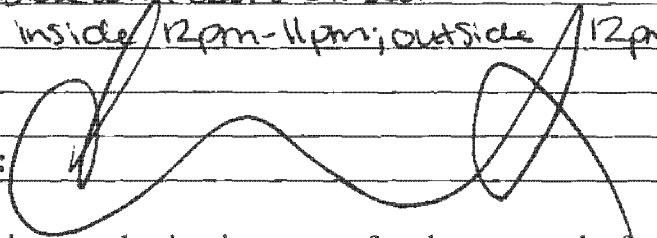
Wednesday - Sunday

Type: i.e. Acoustic/Amplified DJ/Live Band/Movie/Performance

Acoustic 3-piece (max) band; no amplification; background music  
via speakers only inside with doors closed.

Location Inside/Outside: inside 12pm-11pm; outside 12pm-10pm

Signature of Applicant:



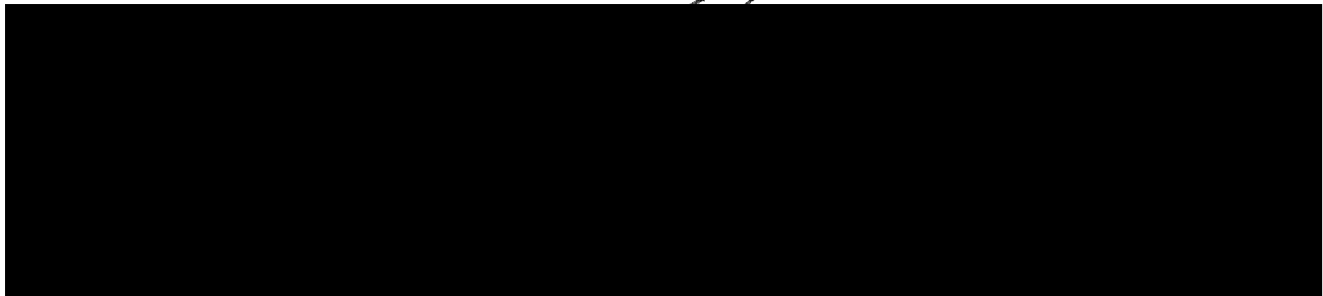
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been GRANTED/DENIED by the Jamestown Town Council  
at a meeting held on \_\_\_\_\_, for the period of December  
31, 2023 – November 30, 2024

Issued: \_\_\_\_\_

\_\_\_\_\_  
Roberta J. Fagan, Town Clerk

Jamestown Marina Beverage Operations, LLC  
dba One Ferry Wharf

Hours of Operation:

Sunday - Thursday -

Breakfast	7:00 am - 11:00 am
Lunch	11:00 am - 4:00 pm
Dinner	4:00 pm - 11:00 pm

Friday & Saturday -

Breakfast	7:00 am - 11:00 am
Lunch	11:00 am - 4:00 pm
Dinner	4:00 pm - 12:00 am



RECEIVED:  
OCT 02, 2023 10:22 AM  
Roberta J. Fagan  
TOWN OF JAMESTOWN Town Clerk

### TOWN OF JAMESTOWN

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

December 31, 2023 - November 30, 2024

## Victualing, Holiday & Entertainment License Multi License Application

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

Copy of Valid State Health Certificate

Victualing Fee \$20.00

Retail Sales Tax Permit

Holiday License Fee \$20.00

Entertainment License Fee \$140.00

*Please type or print*

Name of Applicant: Shannon Brito "JB's on the Water LLC"

DBA: JB's on the Water

Business Address: 150 Conanickus Ave Jamestown RI 02835

Business Phone: 401-560-4115

Hours of Operation: 10a.m. - 11p.m.

Owner's Name: Shannon Brito

Owner Phone: [REDACTED]

Warwick RI 02888

Seating Capacity: 186

Number of Kitchens: 1

Number of Dining areas (including outdoor service): 4

Signature of Applicant: [Signature]

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.



**Proposed Entertainment  
PLEASE BE SPECIFIC**

Between the Hours of:

9 00am - 9 00pm

Days of the Week:

seven days a week

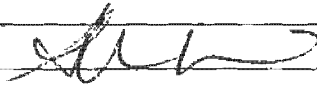
Type: i.e. Acoustic/Amplified DJ/Live Band/Movie/Performance

acoustic/ amplified - one or two performers maximum

Location Inside/Outside:

both

Signature of Applicant:



Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been GRANTED/DENIED by the Jamestown Town Council  
at a meeting held on \_\_\_\_\_, for the period of December

31, 2023 – November 30, 2024

Issued: \_\_\_\_\_

Roberta J. Fagan, Town Clerk

### TOWN OF JAMESTOWN

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

December 31, 2023 - November 30, 2024

### Victualing, Holiday & Entertainment License Multi License Application

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

Copy of Valid State Health Certificate

Victualing Fee \$20.00

Retail Sales Tax Permit

Holiday License Fee \$20.00

Entertainment License Fee \$140.00

*Please type or print*

Name of Applicant: JIN Store Tallulah's Tavern

DBA: \_\_\_\_\_

Business Address: 35 Narragansett Ave Unit D

Business Phone: 401-236-1600

Hours of Operation: Varies seasonal Recent is Order tallulahstavern.com

Owner's Name: Kelly King Owner Phone: [REDACTED]

Address: [REDACTED] RI 02835 Email: Kellyking@tallulahstavern.com

Seating Capacity: Indoor - 30 / Out - 30 Number of Kitchens: 1

Number of Dining areas (including outdoor service): PAVO

Signature of Applicant: [Handwritten Signature]

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

w/ small acoustic sand  
1pm - 9pm ONLY  
Friday/Saturday  
Sunday  
[ ]

**Proposed Entertainment  
PLEASE BE SPECIFIC**

Between the Hours of:

Days of the Week:

Type: i.e. Acoustic/Amplified DJ/Live Band/Movie/Performance

Location Inside/Outside:

Signature of Applicant:



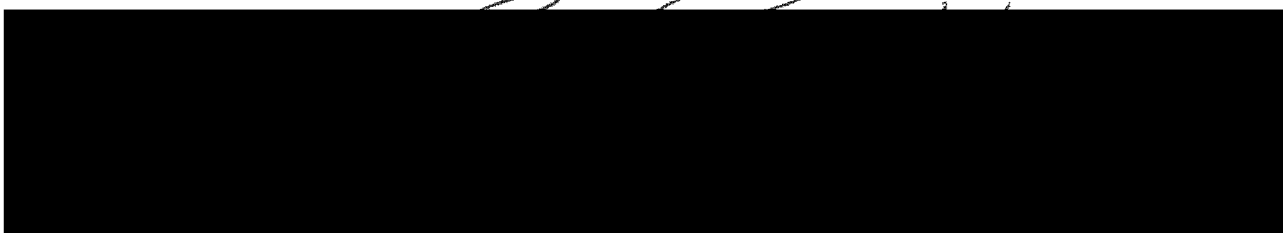
Please contact the following to obtain signatures for the renewal of your license

Fire Marshal Kyle Tiexiera [Ktiexiera@jamestownfd.com](mailto:Ktiexiera@jamestownfd.com)

Building & Zoning Peter Mederios [Pmederios@jamestownri.net](mailto:Pmederios@jamestownri.net) 423-9803

Tax Collector Jean Gabriele [Jgabriele@jamestownri.net](mailto:Jgabriele@jamestownri.net) 423-9807

Water & Sewer Denise Jennings [Djennings@jamestownri.net](mailto:Djennings@jamestownri.net) 423-9808



This application has been GRANTED/DENIED by the Jamestown Town Council  
at a meeting held on \_\_\_\_\_, for the period of December  
31, 2023 – November 30, 2024

Issued: \_\_\_\_\_

Roberta J. Fagan, Town Clerk

**TOWN OF JAMESTOWN**

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

December 1, 2023 - November 30, 2024

**Renewal Victualing & Holiday License  
 With Extended Hours**

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

<input checked="" type="checkbox"/> Copy of Valid State Health Certificate	<input checked="" type="checkbox"/> Victualing Fee	\$20.00
<input checked="" type="checkbox"/> Retail Sales Tax Permit	<input checked="" type="checkbox"/> Holiday License Fee	\$20.00

Name of Applicant ( Corporation Name): Cumberland Farms Inc.

DBA: Cumberland Farms #1108

Business Address: 41 North Road

Business Phone: 401-423-2507

Hours of Operation: 5am - 12am 7 Days

Business Mailing Address: 165 Flanders Rd. Westborough, MA  
 01581 Attn: Legal Dept.

Seating Capacity: Ø Number of Kitchens: Ø

Number of Dining areas (including outdoor service): Ø

Signature of Applicant: Charlene Nalle Licensing Coordinator

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
 Your application will not be acted upon should payment of these be in arrears.





# Jamestown Town Council

## Agenda Item Report

Meeting Date: November 6, 2023

Item: Alcoholic Beverage License Limits for 2023-2024

Motion: To set the Alcoholic Beverage License limits for 2023-2024 as follows:

- Class A - 2
- Class BV - 7
- Class BV-L 2
- Class BT - 1
- Class D - 1

### Summary of Use

License Limits	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Class A	2	2	2	2	2	2	2	2	2	2
Class BV	8	8	7	7	7	7	6	9	10	8
Class BL	0	0	2	2	3	4	3	1	2	2
Class BT	1	1	1	1	1	1	1	1	1	1
Class D	1	1	1	1	1	1	1	1	1	1
<b>Total</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>13</b>	<b>14</b>	<b>16</b>	<b>14</b>

### Request for Renewals for 2022-2023

- Class A - 2
- Class BV - 8
- Class BV-L 2
- Class BT - 1
- Class D - 1
- Total 14

### Request for Renewals for 2023-2024

- Class A - 2
- Class BV - 7
- Class BV-L 2
- Class BT 1
- Class D - 1
- Total 13

A Class G Liquor License is granted by the Town to serve dockside each summer to Conanicut Marine Services, Inc. (m/v Jamestown, Katherine & Coastal Queen) which is **issued by the State only**. A Class G license is seasonal only and does not need to be renewed at this time.

A Manufacturer's (Brewer's) License has been granted to Jamestown Beer Holdings LLC which is **issued by the State only**. A Manufacturer's License will expire yearly and will need to be renewed in accordance with the rules and regulations established by the Department of Business Regulation.

Prepared by: Denise Gamon  
Denise Gamon, Town Clerk's Assistant



### TOWN OF JAMESTOWN

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

December 1, 2023 - November 30, 2024

### Renewal Victualing & Holiday License

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

- Retail Sales Tax Permit
- Copy of Valid State Health Certificate
- Holiday License Fee \$20.00
- Victualing Fee \$20.00


Name of Applicant: Hand LLC


DBA: East Ferry Deli

Business Address: 47 Conanicus Ave

Business Phone: 401-423-1592

Hours of Operation: M-S 6am-5pm Sunday 6am-5pm

Owner Name & Address: Julie Fauxbel Owner Phone: 

  
Charlestown, RI 02813 Email: eastferrydelijamestown@gmail.com

Signature of Applicant: Julie Fauxbel

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.



### TOWN OF JAMESTOWN

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

RECEIVED:  
OCT 26 2023 06:48 PM  
Robert J. Tognoli  
TOWN OF JAMESTOWN

December 1, 2023 - November 30, 2024

### Renewal Victualing & Holiday License

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

- Retail Sales Tax Permit
- Holiday License Fee \$20.00
- Copy of Valid State Health Certificate
- Victualing Fee \$20.00

Name of Applicant : Acc's Pizza Inc

DBA: \_\_\_\_\_

Business Address: 1 Clarke St

Business Phone: 401-423-2824

Hours of Operation: 6am - 10pm

Owner Name & Address: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Joy Vieira  
\_\_\_\_\_  
5101 Rte 0283

Signature of Applicant: 

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

**TOWN OF JAMESTOWN**

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

RECEIVED  
NOV 20 2023 10:23 AM  
TOWN OF JAMESTOWN

**December 1, 2023 - November 30, 2024**

**Victualing & Holiday License**

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

- Retail Sales Tax Permit
- Copy of Valid State Health Certificate
- Holiday License Fee \$20.00
- Victualing Fee \$20.00

Name of Applicant: Dutch Harbor Beverage LLC

DBA: Scuttlebutt

Business Address: 252 Narragansett Avenue

Mailing Address: 1140 Reservoir Ave Cranston, RI 02920

Business Phone: 401-423-0630

May 1st - Oct 18th

Hours of Operation: 8am - 5:45pm

Owner Name & Address: Dutch Harbor Beverage LLC

1140 Reservoir Avenue

Cranston, RI, 02920

Owner Phone: 401-946-4600

Email: mjoya1@proccaccanti.com

Type of Business: (restaurant) bakery, gift shop, etc.)

Seating Capacity: 24 (at picnic tables) Number of Kitchens: 1

Number of Dining Areas (including outdoor seating): 4 (picnic tables)

Signature of Applicant: 

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.

Your application will not be acted upon should payment of these be in arrears.

# TOWN OF JAMESTOWN

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

RECEIVED:  
SEP 14 2023 1:27 AM  
Roberto J. Lopez  
TOWN OF JAMESTOWN Town Clerk

December 1, 2023 - November 30, 2024

## Renewal Victualing & Holiday License

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

- Retail Sales Tax Permit
- Copy of Valid State Health Certificate
- Holiday License Fee \$20.00
- Victualing Fee \$20.00

Name of Applicant: Sherri Messinger


DBA: McQuades Market

Business Address: 5 Clarke St Jamestown RI 02835

Business Phone: 401-423-0873

Hours of Operation: 7AM-7PM M-Sa 7AM-6PM Sun.

Owner Name & Address: \_\_\_\_\_ Owner Phone: 

Michael McQuade \_\_\_\_\_ Email: \_\_\_\_\_  


Signature of Applicant: Sherri Messinger

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

### TOWN OF JAMESTOWN

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

December 1, 2023 - November 30, 2024

### Victualing & Holiday License

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

- Retail Sales Tax Permit
- Copy of Valid State Health Certificate
- Holiday License Fee \$20.00
- Victualing Fee \$20.00

Name of Applicant : ! - CW England Golf Course

DBA: Caddy Shack

Business Address: 245 Cornicors Ave. Jamestown RI

Business Phone: 401 423 9930

Hours of Operation: 7am - 9pm

Owner Name & Address: Joe Mistard Owner Phone: [REDACTED]

[REDACTED] [REDACTED] [REDACTED] Jamestown RI Email: [REDACTED]

Type of Business: GOLF (restaurant, bakery, gift shop, etc.)

Seating Capacity: 45 Number of Kitchens: 1

Number of Dining Areas(including outdoor seating): 2

Signature of Applicant: [Signature]

All Tax & Water Assessments must be PAID TO DATE prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

RECEIVED  
SEP 27 2023 02:02 PM  
BOARD OF JAMESTOWN Town Clerk

### TOWN OF JAMESTOWN

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

December 1, 2023 - November 30, 2024

### Victualing & Holiday License

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

- Retail Sales Tax Permit
- Copy of Valid State Health Certificate
- Holiday License Fee \$20.00
- Victualing Fee \$20.00

Name of Applicant: OUR TABLE, LLC

DBA: OUR TABLE JAMESTOWN

Business Address: 53 NARRAGANSETT AVE  
JAMESTOWN RI 02835

Business Phone: 401-560-4069

Hours of Operation: 4p - 10p Thurs thru Monday

Owner Name & Address: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

MARLA ROMASH [Redacted] mail: marla@ourtablejamestown.com

MARC ALEXANDE [Redacted] marc@ourtable

Type of Business: (restaurant, bakery, gift shop, etc.) \_\_\_\_\_

RESTAURANT

Seating Capacity: 64 (44 inside 18 outside) Number of Kitchens: 1

Number of Dining Areas(including outdoor seating): 2

Signature of Applicant: 

All Tax & Water Assessments must be PAID TO DATE prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

REF: 103  
SEP 28, 2022 11:3 AM  
TOWN OF JAMESTOWN

### TOWN OF JAMESTOWN

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

December 1, 2023 - November 30, 2024

#### Victualing & Holiday License

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

- Retail Sales Tax Permit
- Copy of Valid State Health Certificate
- Holiday License Fee \$20.00
- Victualing Fee \$20.00

Name of Applicant: Slice of Heaven

DBA: Slice of Heaven

Business Address: 32 Narragansett Ave

Business Phone: 401 423 9866

Hours of Operation: 7-3 wed-sunday


Owner Name & Address: \_\_\_\_\_ Owner Phone: 

Marc + Steve Kishner Email: Steve

Type of Business: (restaurant, bakery, gift shop, etc.)

Seating Capacity: \_\_\_\_\_ Number of Kitchens: 1

Number of Dining Areas(including outdoor seating): 2

Signature of Applicant: 

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

### TOWN OF JAMESTOWN

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

RECEIVED:  
OCT 10 2023 11 18 AM  
Roberta J. Fagan  
TOWN OF JAMESTOWN Town Clerk

December 1, 2023 - November 30, 2024

### Renewal Victualing & Holiday License

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

Retail Sales Tax Permit  
 Copy of Valid State Health Certificate

Holiday License Fee \$20.00  
 Victualing Fee \$20.00

Name of Applicant : Thewicked whisk

DBA: \_\_\_\_\_

Business Address: 79 North Rd Jamestown

Business Phone: 401-263-1689

Hours of Operation: 12-9

Owner Name & Address: \_\_\_\_\_ Owner Phone: 401-263-1689

Jessica Bernabaro Email: TheWickedWhiskRhody@gmail.com



Narragansett RI 02882 Email: gmail.com

Signature of Applicant: Jessica Bernabaro

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

### TOWN OF JAMESTOWN

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

December 1, 2023 - November 30, 2024

#### Victualing & Holiday License

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

- Retail Sales Tax Permit
- Copy of Valid State Health Certificate
- Holiday License Fee \$20.00
- Victualing Fee \$20.00

Name of Applicant : Tunstall LLC

DBA: Grapes and Gourmet

Business Address: 9 E Ferry Wharf

Business Phone: 401-423-0070

Hours of Operation: 10am - 8pm

Owner Name & Address:

Owner [Redacted] ✓

~~2471~~ [Redacted]

Email [Redacted]

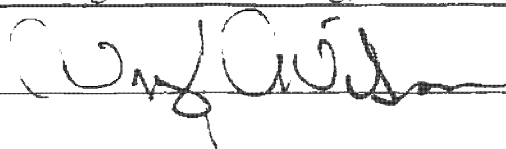
Type of Business: (restaurant, bakery, gift shop, etc.) Retail Food + Wine

Seating Capacity: ✓

Number of Kitchens: ✓

Number of Dining Areas(including outdoor seating): ✓

Signature of Applicant:



All Tax & Water Assessments must be PAID TO DATE prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.



### TOWN OF JAMESTOWN

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

December 1, 2023 - November 30, 2024

#### Victualing & Holiday License

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

- Retail Sales Tax Permit
- Copy of Valid State Health Certificate
- Holiday License Fee \$20.00
- Victualing Fee \$20.00

Name of Applicant : VARSHA INC

DBA: JAMESTOWN WINE & SPIRITS

Business Address: 30 SOUTHWEST AVE, JAMESTOWN, RI 02835

Business Phone: 401-423-0100

Hours of Operation: M-Sat 9AM-10PM SUN: 10AM-6PM

Owner Name & Address: Owner [REDACTED]

VARSHA I PATEL Email [REDACTED]

[REDACTED] [REDACTED] Wine Store

Seating Capacity: — Number of Kitchens: —

Number of Dining Areas(including outdoor seating): —

Signature of Applicant: Varsha I Patel 8/29/2023

All Tax & Water Assessments must be PAID TO DATE prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

### TOWN OF JAMESTOWN

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

RECEIVED  
OCT 12, 2023 11:56 AM  
Roberta J. Fason  
TOWN OF JAMESTOWN Town Clerk

**December 1, 2023 - November 30, 2024**

### Victualing & Holiday License

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

Retail Sales Tax Permit  
 Copy of Valid State Health Certificate

Holiday License Fee \$20.00  
 Victualing Fee \$20.00

Name of Applicant: VHBC, LLC

DBA: Village Hearth Bakery & Cafe

Business Address: 2 Watson Ave

Business Phone: 401-423-9282

Hours of Operation: Wed - Sun 7am - 2pm

Owner Name & Address:

Owner Phone: [REDACTED]

Stephanie Haigh

Email: stephanie@

[REDACTED] Jamestown 02835

villagehearthbakerycafe.com

Type of Business: (restaurant, bakery, gift shop, etc.)

Bakery & Cafe

Seating Capacity: 40

Number of Kitchens: 1

Number of Dining Areas (including outdoor seating): 2 (indoor + garden patio)

Signature of Applicant: Stephanie Haigh

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.

Your application will not be acted upon should payment of these be in arrears.

### TOWN OF JAMESTOWN

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

December 1, 2023 - November 30, 2024

### Renewal Holiday License

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

Retail Sales Tax Permit

Holiday License Fee \$20.00

Department of Health Certificate *N/A*

Name of Applicant: Conanicut Marine Services, Inc.

DBA: Conanicut Gift Shop

Business Address: 20 Narragansett Ave.

Business Phone: 423-1556

Hours of Operation: 7-5

Owner Name & Address:

Owner Phone: [REDACTED]

William + Marilyn A. Munger Email: BMC Cruise RI, com  
[REDACTED] [REDACTED] [REDACTED] Jamestown, RI 02835

Signature of Applicant: *[Handwritten Signature]*

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

RECEIVED:  
SEP 14 2023 08:56 AM  
Roberto J. Fasun  
TOWN OF JAMESTOWN Town Clerk

# TOWN OF JAMESTOWN

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

December 1, 2023 - November 30, 2024

## Renewal Holiday License

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

X  
N/A

- Retail Sales Tax Permit **Food NO TAX**
- Holiday License Fee \$20.00
- Department of Health Certificate

Name of Applicant : HODGKISS FARM (HARRY + GAIL CHASE)

DBA: HODGKISS FARM

Business Address: 305 NORTH ROAD

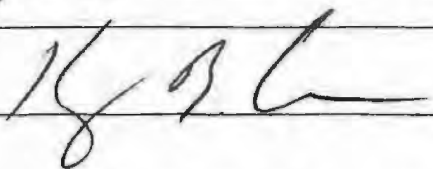
Business Phone: 423-0641

Hours of Operation: 9-6

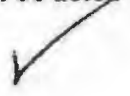
Owner Name & Address: \_\_\_\_\_ Owner Phone: 

HARRY CHASE  
BOX 82  
JAMESTOWN

Email: HARRY@HODGKISSFARM.COM

Signature of Applicant: 

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.



# TOWN OF JAMESTOWN

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

VID.  
LP 18, 2023  
1/2 uson  
11/17 11

December 1, 2023 - November 30, 2024

## Renewal Holiday License

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

Retail Sales Tax Permit

Holiday License Fee \$20.00

Department of Health Certificate

Name of Applicant: Stephen Sherman

DBA: Jamestown Hardware

Business Address: 5 Narragansett Ave Jamestown, RI  
02835

Business Phone: 401-423-2722

Hours of Operation: 8 AM - 5 PM

Owner Name & Address:

Owner Phone:

Stephen J. Sherman

Email: scott.sherman

W. Kingston, RI 02892

@jamestownhardware.net

Signature of Applicant: 

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

# TOWN OF JAMESTOWN

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

02+ 2023 09145 AM  
66 J. Tason  
OF JAMESTOWN Town Clerk

December 1, 2023 - November 30, 2024

## Holiday License

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

- Retail Sales Tax Permit
- Holiday License Fee \$20.00
- Department of Health Certificate

Name of Applicant: Aihua Zhou


DBA: Milos Nails Spa

Business Address: 23 Narragansett Ave

Business Phone: 401-560-0355

Hours of Operation: Mon-Fri 9:30 - 7:00 PM  
Sunday - 10:00 - 6:00 PM

Owner Name & Address: \_\_\_\_\_ Owner Phone: 717-450-1876

Aihua Zhou Email:   
70 Asgah Dr  
North Kingstown, RI 02852

Signature of Applicant: Aihua Zhou

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.

### TOWN OF JAMESTOWN

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

RECEIVED:  
SEP 15, 2023 01:23 PM  
Roberto J. Jason  
TOWN OF JAMESTOWN Town Clerk

December 1, 2023 - November 30, 2024

### Renewal Holiday License

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

Retail Sales Tax Permit

Holiday License Fee \$20.00

Department of Health Certificate

Name of Applicant: TPG marinas Conanicut LLC

DBA: Conanicut marina

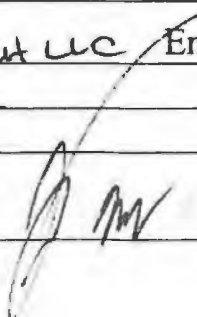
Business Address: 20 Narragansett Avenue

Business Phone: 401-423-3490

Hours of Operation: 7am to 9pm - 7 days a week

Owner Name & Address: \_\_\_\_\_ Owner Phone: 401-944-4600

TPG marinas Conanicut LLC Email: mjoyal@procacciaati.com  
1140 Reservoir Avenue  
Cranston, RI 02920

Signature of Applicant: 

# TOWN OF JAMESTOWN

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

RECEIVED  
SEP 27 2023 11:54 AM  
Robert G. Foster  
TOWN OF JAMESTOWN

December 1, 2023 - November 30, 2024

## Renewal Holiday License

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

Retail Sales Tax Permit

Holiday License Fee \$20.00

Department of Health Certificate


Name of Applicant : Urban Flowers LLC

DBA: The Secret Garden

Business Address: 12 Southwest Avenue  
Jamestown, RI 02835

Business Phone: (401) 423-0050

Hours of Operation: 9:00 am - 6:00 pm

Owner Name & Address: \_\_\_\_\_ Owner Phone: 

David J Urban Email: secretgardenri@gmail.com  
12 Southwest Avenue  
Jamestown, RI 02835

Signature of Applicant: David J Urban  
SCC

All Tax & Water Assessments must be **PAID TO DATE** prior to any Town Council Action.  
Your application will not be acted upon should payment of these be in arrears.



RECEIVED  
OCT 04 2003 01:16 PM  
Roberta L. Pagan  
TOWN OF JAMESTOWN Town Clerk

### TOWN OF JAMESTOWN

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

December 1, 2023 - November 30, 2024

### Victualing License Application

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

Copy of Valid State Health Certificate

Victualing Fee \$20.00

Retail Sales Tax Permit

Name of Applicant : Live & Learn Inc.

DBA: \_\_\_\_\_

Partnership: \_\_\_\_\_

Sole Proprietorship: \_\_\_\_\_

Business Address: 123 B Narragansett Ave.

Business Phone: 202 320 9895

Hours of Operation: 9-8 Sun-Sat

Director/Owner's Name and Address: Director/Owner's Phone:

Gina Malloy 679 E Shore Rd

Email: g[redacted]@[redacted].com

[redacted] Multiple Officers/Stockholders:

Name Address DOB

Type of Business: (restaurant, bakery, gift shop, etc.) non-profit

entrepreneurship program baking for donation and local service.  
Seating Capacity: \_\_\_\_\_ Number of Kitchens: 1

Number of Dining Areas(including outdoor seating): 0

Signature of Applicant: Gina Malloy

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: November 1, 2023**  
**SUBJECT: Report for Town Council Meeting November 6, 2023**

**Short-Term Rental Registration:** Staff continues inspections of short-term rentals. To date, more than fifty-(50) inspections have been completed. We have opened the on-line registration portal. Known property owners have been notified. This has also been advertised in the Jamestown Press. The Clerk will then advertise the completed applications and schedule hearings for the Town Council to consider during December.

**Ferry Dock/Operations 2023:** The current use agreement between the Town and CMS/Jamestown Newport Ferry is set to expire December 31, 2023. Please see my report along with the report of Executive Director Steven Bois.

**RIDOT Paving Grant:** Seeking approval to fully execute the grant agreement with RIDOT that will provide \$294,792 in state funding to local road paving projects. The Town will contribute an additional \$598,520 to the program during the 2024-paving season. This will include \$348,520 from FY 23 and FY 24 capital funds and an anticipated amount of \$250,000 in the FY 25 budget. An estimated 4.5 road miles will be reclaimed or over-laid. (consent agenda)

**Town Policies:** Requesting approval of two (2) policies: 110.02 Community Bulletin Boards; 200.02 I-9 Verification Application. (consent agenda)

**Municipal Resilience Program Grant:** Through the Rhode Island Infrastructure Bank, the Town has made application for a grant in the amount of approximately \$1 million to complete the construction/repair of the dike at the South Pond that services the drinking water system.

**North Road Easement:** Requesting approval to execute construction easement with Laurie Casey of 756 North Road. This easement will allow the construction of the bike path onto this property and avoid a 200-year-old tree that would otherwise obstruct the path. (consent agenda)

**Holiday Lighting:** Town staff is working the Jamestown Chamber of Commerce and TPG as partners to enhance holiday decorating throughout East Ferry and Narragansett Avenue including the installation of decorative lighting of a limited number of lampposts throughout East Ferry.

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: November 2, 2023**  
**SUBJECT: Jamestown Ferry Status Report**

Attached, please find a copy of the current "use agreement" between the Town and the Conanicut Marine Services Inc. D/B/A Jamestown Newport Ferry. This agreement is set to expire on December 31, 2023.

The Town Council approved for 2023 season:

- The passenger ferries to remain at the dock to safely load and unload passengers according to the PUC schedule.
- Allowed tours and cruises by the Coastal Queen one night per week as well as additional days for the Newport, Folk, Jazz and Boat Show weekends.
- Overnight dockage was permitted for one ferry on the southwest side of the Ferry Dock.
- Coastal Queen was allowed to dock overnight one night per week.

Also included is "Attachment A" that was provided by CMS at the time of execution of the agreement. Steven Bois and I reviewed the proposed schedule and noted that it went beyond the terms that were approved by the Town Council.

In an effort as to not disrupt the ferry service and execute the one-year agreement, we categorized the various "services" into three categories:

- 1) Approved by the Town Council motion (green)
- 2) Those that Steven Bois has indicated that he is willing to manage although did not have Town Council approval (yellow)
- 3) Not approved by the Town Council motion (red)

I notified CMS that the document (Attachment A) would not be attached to the agreement but would be used as a reference for the Harbor Staff in order to monitor activities at the Ferry Dock and wood pile pier.

I have included a memo from Harbor Director, Steven Bois that he generated at my request, which outlines his observations of the Jamestown Newport Ferry operations conducted from the Town Ferry Dock and Wood Pile Pier.

During the last several months, the Solicitor and I have met with representatives from various agencies regarding the Ferry Dock and sub-recipient agreement.

On June 21, 2023, we met with Terry Mercer (Associate Administrator) and Christy Hetherington (Chief Legal Counsel) of the Rhode Island Division of Public Utilities & Carriers (RIPUC).

We clarified that the RIPUC regulates any water carrier service. That being any transportation over the water requiring a ticket. Regardless of the destination or whether it returns to the same point.

Water carrier services are required to “register” the schedule of routes and rates with the commission. We clarified that water carrier service can be categorized as:

Ferry (lifeline) service that provides transportation when there is no other viable transportation option. I.e. Prudence Island, Block Island.

Ferry (convenience) service that provides an alternate transportation option in lieu of traditional vehicle transportation.

Ferry (cruise) service that offers no transportation value and is merely for entertainment.

There is also charter service that offers rental/service of the entire vessel. RIPUC does not regulate charters.

Jamestown Newport Ferry service between Jamestown and Newport including Ft. Adams is not viewed by the RIPUC as a lifeline service. It is viewed as a convenience service. As such, the Commission does not necessarily concern itself with rates and/or schedule because it is a convenience.

RIPUC indicated that Town has no obligation to provide dockage for any ferry service merely due to a RIPUC certificate. The Town’s obligation to offer the Ferry Dock for transportation services is attached the Federal Highway Administration Grant. This obligation is not limited to the Jamestown Newport Ferry.

We clarified that the service provided by the Jamestown Ferry to special events at Ft. Adams should be “registered” with the RIPUC as to the schedule and rates as this is a regulated activity. RIPUC does not require that this service or any other scheduled ferry service to be increased for passenger capacity at any time.

There does not appear to be a process offered by the RIPUC when they are reviewing the rate and schedule application by operators in which any Town can weigh in on any concerns involving rates or landside implications i.e. parking. The Town’s only means to regulate such concerns would be through the use agreement or landing agreement.

On July 19, 2023, we met via Zoom with Pam Cotter (Administrator of Planning) and Robin Walsh (Project Manager) of the Rhode Island Department of Transportation (RIDOT).

RIDOT viewed this grant program as a construction project made on public property. The improvement of the public property was to improve public transportation and was funded through Federal Highway Funds.

On September 27, 2023 we met via Zoom with Pam Cotter (Administrator of Planning) and Robin Walsh (Project Manager) of the Rhode Island Department of Transportation (RIDOT) and Derek W. Torrey of the Federal Highway Administration (FHWA).

Mr. Torrey confirmed that the funds could only be used for the improvement of public property. His review of the sub-recipient agreement indicated that the CMS invested its own funds and the Town (owner of the public property) had no financial obligation to CMS. He further indicated that the Ferry Dock's primary purpose is transportation including other ferry services if so interested. Other uses are permitted as long as it does not interrupt the primary purpose of accommodating transportation.



## TOWN OF JAMESTOWN

### Harbor Department

250 Conanicus Avenue, Jamestown RI 02835

Tel: (401) 423-7190 Fax: (401) 423-3710

Date: 24 October

From: Jamestown Harbor Director

To: Jamestown Town Administrator

Subject; Harbor Director observations of 2023 ferry and charter service operations at East Ferry, Jamestown

This summary memorandum is submitted in response to your request.

**Executive Summary:** The CMS Ferry and Charter system seemed to operate well during the 2023 season with only a few small incidents that were quickly addressed. Relationships among Town Harbor Masters, the Harbor Director and CMS employees were respectful. Several areas of improvement that might continue smooth operations and avoid conflicts in the future are presented in the detail section below.

#### Supporting Details:

Ferry operations seemed to be well managed during the scheduled season. An initial schedule was collected from CMS during April and was updated monthly thereafter. Jack Murphy was the lead scheduler for CMS and I found him to be very respectful and professional. Several short schedule update meetings were conducted during June and July with Bill Munger, Donna Wood and Jack at the CMS office on Narragansett Avenue, when I requested clarification.

A single ferry, Catherine, seemed to be the primary vessel for most schedule days during most of the season but was augmented by the ferry Jamestown during holiday, festivals and other events. Only one incident where ferries tied up at the public touch and go dock was recorded. I had a quiet conversation with Jack shortly after the incident and was assured there would be no further occurrences. I did speak with the Ferry Captain as he was on the dock and he stated that he was not aware the he could not tie up there. The Ferry Catherine did remain tied up on the Concrete floating dock overnight on many occasions but not always. The Ferry Jamestown was tied to the CMS mooring in the TPG area for most of the season when not in use. On several occasions during the season, Mr. Munger emailed requesting to have the Jamestown tie up on the eastern facing dock area for maintenance related work. He notified me with an arrival and expected departure time and both seemed to be honored acceptably.

The Coastal Queen Charter vessel began weekend cruises during April, on Saturday evenings. Assigned Assistant Harbor Masters and I observed the departure and return events for the first few weeks and found them to be well managed. One CMS person was stationed along the ramp leading down to the concrete dock and a second was stationed on the vessel's stern. The Coastal Queen did remain overnight on Saturdays and departed during the late morning hours on Sundays. The Coastal Queen schedule moved to Tuesday evening cruises during June and again,



## TOWN OF JAMESTOWN

### *Harbor Department*

250 Conanicus Avenue, Jamestown RI 02835

Tel: (401) 423-7190 Fax: (401) 423-3710

our observations showed a well-managed departure/arrival system. The cruise vessel did remain overnight on Tuesdays with a Wednesday morning departure.

During the Jazz and Folk Festivals, CMS operated two ferries with alternate departures and arrival times. The primary vessel seemed to remain as the Catherine and the Jamestown supported as secondary. When not in use, the Jamestown was tied up to one of the CMS moorings. CMS did operate the Coastal Queen and the Islander fast ferry during these events. The Coastal Queen seemed to operate during daytime hours and the Islander mostly on Saturdays and Sunday evenings with two departures and arrivals on Jamestown, tying up to the Wood Pile pier, far eastern end.

During Festival periods, we noted that long lines formed during the early morning hours, starting about 7:45, and continued throughout the day. During some periods, the ferry customer traffic blocked access to the wood pile pier for some of the fisherman attempting to access. It appeared that CMS did not organize the lines to one side by using a guide rope or other system. Harbor Masters recommended this on several occasions but CMS did not support. Parking spots in the immediate area was very limited, even in the slots marked 30 minutes only. This could be one area for improvement in the future.

During July, a large white plastic storage box was observed being attached to the concrete dock along the eastern side. When I notified Mr. Munger that this was in violation of the use agreement, he apologized for not letting us know, and stated that he did not think it would be intrusive. I did not pursue any other action.

#### **Other Vessels Operating along Jamestown:**

During the peak summer months, July, August, we noted two charter vessels tying up at the touch and go docks along East Ferry on week days. The Save the Bay summer camp boat and a vessel called Bay Watch seemed to visit mostly during the late morning and early afternoon hours. I had several conversations with Save the Bay Captain and learned that they would let their child day campers rest on the memorial square lawn area while they received some educational instruction. He stated that the children were part of day camp system operating from Newport with several stops around the area. They also used the public restrooms, purchased ice cream and played along the town beach area for about 1 hour each stop period.

I had several conversations with the Bay Watch Captain who was doing something similar. He however, was somewhat irritated with the questioning and stated that he should not have to pay any visitation fees, despite the fact that I did not ask for any. One area for improvement could be a request to both charter vessels prior to season start, that they contact the on-duty HM via channel 16 when inbound just to ensure dock space availability and our awareness. I also suggest that this could be an area of contention with CMS in the future, if questions about charter vessel/ferry boat touch and go use.

#### **Loss of touch and go space at Concrete Ferry Dock;**



## TOWN OF JAMESTOWN

### *Harbor Department*

250 Conanicus Avenue, Jamestown RI 02835

Tel: (401) 423-7190 Fax: (401) 423-3710

I did not receive any questions or comments from visiting boater regarding the loss of the concrete ferry dock as public touch and go space. Several boaters did state, after being reminded that the time limit is 30 minutes, that the town should have spots for 1–2-hour durations.

#### Future Improvements Summary:

1. Include statement in future CMS agreement stating that the concrete ferry can be used by other ferry or charter services in a not to interfere basis with established CMS Ferry schedules. CMS should not assume the concrete dock is exclusive use in the future.
2. Add statement to Harbor Ordinance regarding allowances of Concrete Ferry Dock for non-profit or educational programs using town facilities for unscheduled short durations. Add a statement explaining that Touch and Go docks are for recreational vessels only.
3. Provide pre-season communications to Newport based charter vessels that they should notify Jamestown HMs on Channel 16 when planning to use the Concrete Ferry Dock use.
4. Consider establishing another area along East Ferry for longer touch and go periods. I do not think we should expand the time on the current T and D docks because they are fully occupied on good weather days over the weekend periods.
5. Request that CMS use rope barriers during festival weekends to keep passengers on one side of the wood pile pier. This would allow the general public to get to the touch and go areas more easily.

Please let me know if you would like to discuss this further or would like additional information.

Respectfully

Steven G. Bois

Harbor Executive Director



Exhibit A

**Jamestown Newport Ferry – Schedule for 2023 - DEPARTURES FROM JAMESTOWN NEWPORT FERRY TERMINAL AS OF APRIL 3, 2023**

- **Spring:** May 17 – June 23, 2023 Daily service with overnight docking at ADA dock (Spring hours/schedule)
- **Summer:** June 24 – September 3, 2023 Daily service with overnight docking at ADA dock (Summer hours/schedule)
- **Summer Altered:** July 28, 29, 30, 2023 & August 4, 5, 6, 2023 Daily service with overnight docking at ADA dock Summer hours/schedule)
- **Folk Festival Express:** July 28 – 30, 2023 All CMS/JNF vessels are in use for continuous runs. (Also utilizing “MANITOU”/”ISLANDER” as in previous years for Express evening return trips) – CQ overnight, Thursday July 27, Friday July 28, Saturday July 29 and Sunday July 30 in Jamestown.
- **Jazz Festival Express:** August 4-6, 2023 All CMS/JNF vessels are in use for continuous runs. (Also utilizing “MANITOU”/”ISLANDER” as in previous years for Express evening return trips) – CQ overnight, Thursday August 3, Friday Aug. 4, Saturday Aug. 5 and Sunday August 6 in Jamestown.
- **Fall:** September 4 – October 9, 2023 (Service with overnight docking at ADA dock)
- **Newport International Boat Show: Additional Ferries in Use:** September 14, 15, 16, 17, 2023
- **Newport Seafood Festival Express:** October 14 & 15, 2023
- **Jamestown Newport Ferry Seal Tours –**
  - Saturdays and Sundays from October 21 – December 31, 2023
  - Dates based on tide considerations -
    - October 28
    - October 29
    - November 11
    - November 12
    - November 24
    - November 25
    - November 26
    - December – 12/2, 12/3, 12/9, 12/10, 12/16, 12/17 depending on tides and weather conditions.
- **NOTE: FOLK AND JAZZ FESTIVALS -** Continuous departures utilizing all CMS/JNF vessels (“Jamestown”, “Katherine”, “Coastal Queen”, “Mistress” and “Nymph”) from 8 a.m. – 2 p.m., then departures every hour. There are 2 Express evening departures from Ft. Adams to Jamestown utilizing the vessel “Manitou” or “Islander”, as we have done in previous years, using approx. 100’ on the southeast end of the Wood Pile Pier.

**“Coastal Queen” Events - Overnight Dockage may be necessary:**

- April 1 - Canceled due to deaths in our JNF family
- April 8
- April 15
- April 22

- April 29
- May 6
- May 13 – Ocean Race departures
- May 14 – Mother’s Day Event
- May 20 – Ocean Race departures
- May 27
- June 3
- June 10
- June 17
- June 20
- June 27
- July 4 – Event and Fireworks Cruise
- July 11
- July 18
- July 25
- July 28, 29, 30 (FOLK FEST – overnight 7/27, 7/28, 7/29 & 7/30)
- August 1
- August 4, 5, 6 (JAZZ FEST – overnight 8/3, 8/4, 8/5 & 8/6)
- August 8
- August 15
- August 22
- August 29
- September 3 (CYC Around the island Race)
- September 5
- September 12
- September 19
- September 26
- October 3
- October 8 (Wedding CHARTER transportation Regatta Place – Jamestown)
- October 10
- October 17
- October 24
- October 29: Children’s Halloween Cruises
- October 31
- NOVEMBER 24: Newport Illuminated Night Parade
- November 26: Candy Cane Express Cruises
- December 2: Candy Cane Express; Santa Arrival aboard “Coastal Queen”
- December 3, December 9, December 10, December 16, December 17 - RAIN DATES FOR SANTA’S ARRIVAL ABOARD “COASTAL QUEEN”

### “Jamestown” Cruises from Jamestown

Wednesday – Monday aboard the “Jamestown” from June 24 – September 4, 2023

NOTES: While this list is very comprehensive and covers the schedules we have in place at this time weather, unexpected mechanical issues and **additional customer charter needs**, which are beyond our control, make rescheduling departures necessary. We will notify the Harbormaster of any new reschedule changes as soon as we become aware.

**Jamestown Newport Ferry - SPRING / FALL SCHEDULE**

DAILY SERVICE | SPRING: MAY 17 - JUNE 23, 2023, | FALL: SEPTEMBER 4 - OCTOBER 9, 2023

Depart Jamestown	Depart Rose Island	Depart Fort Adams	Depart Ann Street Pier	Depart Perrotti Park	Depart Fort Adams	Depart Rose Island	Arrive Jamestown
#1	#2	#3	#4	#5	#3	#2	#1
12:00 PM	12:15 PM	12:25 PM	12:35 PM	12:50 PM	1:00 PM	1:10 PM	1:20 PM
1:30 PM	1:45 PM	1:55 PM	2:05 PM	2:20 PM	2:30 PM	2:40 PM	2:50 PM
3:00 PM	3:15 PM	3:25 PM	3:35 PM	3:50 PM	4:00 PM	4:10 PM	4:20 PM
5:00 PM		5:15 PM	5:20 PM	5:30 PM			5:50 PM
6:00 PM			6:20 PM	6:30 PM			6:50 PM
7:00 PM			7:20 PM	7:30 PM			7:50 PM
8:00 PM			8:20 PM	8:30 PM			8:50 PM

**NOTE: THESE ARE THE MINIMUM JAMESTOWN NEWPORT FERRY DEPARTURES AND DO NOT INCLUDE THE “RAMP UP’S”, AS DISCUSSED AT THE 3/29/2023 TOWN COUNCIL MEETING, WHICH ARE TO BE DETERMINED AS NEEDED.**

Continued on Next Page

**Jamestown Newport Ferry - SUMMER 2023 SCHEDULE**

DAILY SERVICE - JUNE 24 - SEPTEMBER 3, 2023

<b>Depart Jamestown</b>	<b>Depart Rose Island</b>	<b>Depart Fort Adams</b>	<b>Depart Ann Street Pier</b>	<b>Depart Perrotti Park</b>	<b>Depart Fort Adams</b>	<b>Depart Rose Island</b>	<b>Arrive Jamestown</b>
<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>	<b>#5</b>	<b>#3</b>	<b>#2</b>	<b>#1</b>
10:30 AM	10:45 AM	10:55 AM	11:05 AM	11:20 AM	11:30 AM	11:40 AM	11:50 AM
12:00 PM	12:15 PM	12:25 PM	12:35 PM	12:50 PM	1:00 PM	1:10 PM	1:20 PM
1:30 PM	1:45 PM	1:55 PM	2:05 PM	2:20 PM	2:30 PM	2:40 PM	2:50 PM
3:00 PM	3:15 PM	3:25 PM	3:35 PM	3:50 PM	4:00 PM	4:10 PM	4:20 PM
5:00 PM		5:15 PM	5:20 PM	5:30 PM			5:50 PM
6:00 PM			6:20 PM	6:30 PM			6:50 PM
7:00 PM			7:20 PM	7:30 PM			7:50 PM
8:00 PM			8:20 PM	8:30 PM			8:50 PM
9:00 PM			9:20 PM	9:30 PM			9:50 PM
10:00 PM			10:20 PM	10:30 PM			10:50 PM

**NOTE: THESE ARE THE MINIMUM JAMESTOWN NEWPORT FERRY DEPARTURES AND DO NOT INCLUDE THE “RAMP UP’S”, AS DISCUSSED AT THE 3/29/2023 TOWN COUNCIL MEETING, WHICH ARE TO BE DETERMINED AS NEEDED.**

## AGREEMENT

This AGREEMENT is entered into on this 3<sup>rd</sup> day of May, 2023, by and between the TOWN OF JAMESTOWN, the "TOWN", and CONANICUT MARINE SERVICES, INC., D/B/A JAMESTOWN NEWPORT FERRY a Rhode Island corporation, hereinafter called "CMS".

Therefore, it is hereby agreed by and between the parties hereto as follows:

1. The TOWN hereby grants to CMS, a license for overnight dockage that portion of the South side of the concrete float located in East Ferry, Jamestown, Rhode Island, for vessels ("Katherine" and "Jamestown") owned and operated by CMS, such license to commence on March 31, 2023 to and including December 31, 2023.
2. CMS agrees to pay, an annual license fee to the TOWN in the amount of Nine Thousand Four Hundred Fifty Dollars (\$9,450.00) for the use of the South side of the concrete float located in East Ferry for Vessel "Katherine" (42' LOA at \$225.00 per foot\*). \*NOTE: Conanicut Marine Services, Inc. (CMS) has the option to dock the vessel "Jamestown" (39.5' LOA) in place of "Katherine", however, CMS will pay the lease amount based on the longer vessel "Katherine". CMS shall make all such payments to the TOWN and mail such payment to Town of Jamestown, 93 Narragansett Avenue, Jamestown RI 02835.
3. The TOWN hereby grants to CMS, a license for overnight dockage limited to one night per week except during Folk and Jazz festivals when Thursday, Friday, and Saturday nights are included, that portion of the South side of the woodpile pier and adjacent concrete float located in East Ferry, Jamestown, Rhode Island, for the vessel ("Coastal Queen") owned and operated by CMS, such license to commence on March 31, 2023 to and including December 31, 2023.
4. CMS agrees to pay, upon signing the AGREEMENT an annual license fee to the TOWN in the amount of Two-Thousand Five Hundred Sixty-Five Dollars (\$2,565.00) for the use South side of

the wood pile pier and adjacent concrete float located in East Ferry for Vessel "Coastal Queen" (57' LOA at \$45.00 per foot) CMS shall make all such payments to the TOWN and mail such payment to Town of Jamestown, 93 Narragansett Avenue, Jamestown RI 02835.

5. The TOWN agrees to allow CMS to "land" its vessels "Katherine", "Jamestown" and "Coastal Queen" at the concrete float for the purposes of loading and unloading passengers according to its scheduled routes.
6. The TOWN agrees to allow CMS to "land" its vessel "Coastal Queen" on the concrete float for the purposes of loading and unloading its passengers as part of a tour or event limited to one evening per week except during Folk and Jazz festivals when Thursday, Friday, and Saturday nights are included, and as scheduled with the Harbor Master.
7. CMS agrees to pay for any damages to the facility above general wear and tear. However, CMS shall not be obliged to repair any damage caused by agents or servants of the TOWN. The TOWN shall have the right to make any final determination as to whether any necessary maintenance or repairs arises out of or in connection with CMS's use and any such maintenance or repairs will be made by CMS forthwith.
8. CMS shall keep the facilities used by CMS and CMS's staff, crew and passengers in connection with this AGREEMENT, clean and free of refuse during the continuance of this AGREEMENT.
9. CMS is authorized to erect a simple sandwich board identifying the dock as a place of business of the "Jamestown Newport Ferry". Location to be determined by the Harbor Master as to not obstruct pedestrian traffic. The existing archway sign may remain in place until the expiration of this agreement.
10. CMS is authorized to erect a simple tent no larger than 8' by 8' and single podium. Location to be determined by the Harbor Master as to not obstruct pedestrian traffic.
11. INDEMNITY: CMS agrees that it shall, at all times, defend, protect and save, hold harmless and indemnify the TOWN, their agents, servants and employees against and from: (1) any penalty,

damages or charges, including attorney's fees for any violation of any law or ordinance whether occasioned by negligence of CMS, or of CMS's members, agents, employees, servants, invitees, visitors, patrons or crew; (2) all claims, including bodily injury and death, loss, costs, damages or expenses including attorney's fees arising out of or from any act or negligence of CMS, or of its members, agents, employees, servants, invitees, visitors, passengers, patrons or crew; and (3) all claims, including bodily injury and death, loss, costs, damage or expenses including attorney's fees arising out of or from any failure of CMS in any respect to comply with and perform all the requirements and provisions of this AGREEMENT.

12. WAIVER: The failure of the TOWN to insist in any one or more instances upon the strict and literal performances of any of the provisions, terms, or conditions of this AGREEMENT will not be construed as a waiver for the future.

13. LIABILITY INSURANCE: CMS at its sole expense shall provide certificates of liability insurance running to the benefit of both itself and the TOWN for bodily injuries, including death, on a primary and non-contributory basis in the sum of THREE MILLION AND 00/100 DOLLARS (\$3,000,000.00) for one person, and FIVE MILLION AND 00/100 DOLLARS (\$5,000,000.00) for any one accident and ONE MILLION AND 00/100 DOLLARS (\$1,000,000.00) for property damage for any one accident; and shall furnish certificates of said insurance to the TOWN at the commencement of this AGREEMENT, and upon any renewal thereof and as the TOWN may otherwise require. Said certificate shall name TOWN as an additional insured on the policy and shall provide a waiver of subrogation. Such insurance shall cover personal injuries or property damage to any and all employees of CMS and any and all members, agents, patrons, guests, servants, invitees, visitors, or passengers of CMS. Such insurance shall be written with a company or companies of recognized responsibility authorized to engage in the business of general liability insurance in Rhode Island.

14. If CMS shall fail to comply with any provisions of this AGREEMENT the TOWN, or any duly

constituted agent or servant of the TOWN shall give notice to CMS in writing, directed to the principal office of CMS, at 20 Narragansett Avenue, Jamestown, Rhode Island, 02835 or to its attorney for service of process, of such failure or if life or property are in immediate jeopardy, by telephone to CMS. Notwithstanding the above, where an imminent threat to life exists, the Jamestown Harbormaster may require CMS to perform such acts to eliminate the threat. If CMS shall fail to correct such failure within two business days, or in the case of imminent jeopardy to life or property immediately, then the TOWN shall be entitled to declare this AGREEMENT terminated.

15. All notices required to be given by CMS to the TOWN shall be addressed to Town Administrator, 93 Narragansett Avenue, Jamestown, Rhode Island 02835, and any notices from the TOWN to CMS shall be addressed to CONANICUT MARINE SERVICES, INC., 20 Narragansett Avenue, Jamestown, Rhode Island 02835 or to such other addresses as the parties hereto may provide previous notice of.

16. By signing this agreement, CMS understands and acknowledges that this agreement is not transferrable.

17. The parties acknowledge that there is an ongoing dispute with respect to rights relative to the subject premises and each party to this Agreement reserves any and all rights with respect to that dispute concerning any and all rights to the area subject to this Agreement.

WITNESS:

CONANICUT MARINE SERVICES, INC.

By:   
William S. Munger, President

TOWN OF JAMESTOWN  
By:   
Edward A. Mello, Interim Town Administrator  
(Duly Authorized by Jamestown Town Council)

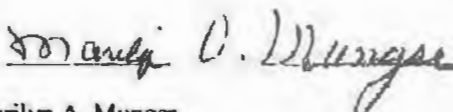


**CORPORATE  
CERTIFICATE OF AUTHORITY**

I, Marilyn A. Munger certify that I am the Secretary of CONANICUT MARINE SERVICES, INC. the corporation described in and which executed the foregoing instrument with the City of Newport : that the said corporation is organized under the laws of the State of Rhode Island that William S. Munger who executed said instrument as the President of said corporation was then President of said corporation and was duly authorized to execute said instrument on behalf of said corporation: that I know the signature of said William S. Munger and that the signature affixed to such instrument is genuine.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said corporation the 3 day of May, 2023.

SIGNED

  
Marilyn A. Munger

# Memo

**To:** Town Council

**From:** Ray DeFalco; Parks and Recreation Director

**cc:** Ed Mello; Town Administrator

**Date:** 10/31/2023

**Re:** RIDEM Green Space Grant for Community Playground Enhancement Project

---

I am seeking council approval to apply for the RIDEM Green Space Grant program. The proposed project includes the addition of an ADA family restroom, music corner playground equipment, new fencing, and the installation of a digital bulletin board, ADA Picnic table, landscaping between the library and playground and security camera system. This project would have a budget of approximately \$240,000.00 with \$50,000.00 of that being required in a 20% in kind match.

With this project, we plan to improve on an already exceptional facility. Here is a brief overview of the proposed additions and enhancements:

- **ADA Family Restroom**
- **Music Corner Playground Equipment**
- **New Fencing**
- **Digital Bulletin Board**
- **ADA Picnic Table**
- **Security Camera System**
- **Additional landscaping between the library and playground**

Obtaining funding via the RIDEM Green Space Grant program presents an excellent opportunity to finance these enhancements.

I kindly request your approval to proceed with the application process for the RIDEM Green Space Grant program.

Thank you for your time and consideration.





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

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

**To:** Town Council

**CC:** Ed Mello; Town Administrator

**From:** Ray DeFalco; Parks and Recreation Director

**Date:** 10/24/2023

**Subject:** Fort Getty 2024 Season Rates and Dates

I am writing to seek your approval for the proposed dates and rates for the Fort Getty 2024 camping season. After reviewing our budget, expenses, and a price comparison with other local RV campgrounds, we have arrived at the following rates.

**Season Dates:**

**Start Date:** Thursday, May 9th, 2024

**End Date:** Monday, September 23rd, 2024

**Proposed Rates:**

**Non-Residents:** \$6000.00 (increase of \$500.00 from the previous season)

**Jamestown Residents:** \$5,500.00 (increase of \$500.00 from the previous season)

The rates for the upcoming season at Fort Getty Park have been adjusted to accommodate increased costs. Specifically, the rates have gone up by \$500.00 per season compared to last year. In the previous season, non-residents paid \$5,500.00, and residents paid \$5,000.00. These adjustments are necessary due to the rising operational, maintenance, and facility investment expenses. Currently, Fort Getty Park offers 83 RV sites, and although it's challenging to predict the exact number of available seasonal sites, historically, there have been an average of 4 open sites each year.

I kindly seek approval from the Town Council for the proposed Fort Getty Park 2024 season dates and rates.

See attached local RV Campground price comparisons

## 2024 Proposed Fee Schedule

Facility	Type	Description	2023 - Rate	2024 - Proposed Rate	Increase
Campground	Non-Resident	Seasonal RV	\$5,500.00	\$6,000.00	\$500.00
Campground	Resident	Seasonal RV	\$5,000.00	\$5,500.00	\$500.00
Campground	N/A	Transient RV (Per Night)	\$60.00	\$70.00	\$10.00
Campground	N/A	Tenting	\$35.00	\$35.00	\$0.00
Campground	N/A	Seasonal Boat Trailer	\$750.00	\$750.00	\$0.00
Campground - Tent	N/A	Folk Fest (4-nights)	\$250.00	\$250.00	\$0.00
Campground - Tent	N/A	Holiday Rate (2/3-nights)	\$50.00	\$50.00	\$0.00
Campground - Tent	N/A	Jazz Fest (4-nights)	\$250.00	\$250.00	\$0.00
Fort Getty Park	Non-Resident	Season Pass	\$125.00	\$125.00	\$0.00
Fort Getty Park	Non-Resident	Daily Entry	\$20.00	\$20.00	\$0.00
Fort Getty Park	Non-Resident	Entry Fee with Trailer	\$30.00	\$30.00	\$0.00
Pavilion	Resident	Off-Peak Weekday Rental M-Th	\$325.00	\$325.00	\$0.00
Pavilion	Resident	Peak Weekday Rental M-Th	\$500.00	\$500.00	\$0.00
Pavilion	Resident	Friday & Sunday Rental Off Peak	\$500.00	\$500.00	\$0.00
Pavilion	Resident	Friday & Sunday Rental Peak	\$750.00	\$750.00	\$0.00
Pavilion	Resident	Saturday Off Peak	\$500.00	\$500.00	\$0.00
Pavilion	Resident	Saturday Peak	\$1,000.00	\$1,000.00	\$0.00
Pavilion	Non-Resident	Off-Peak Weekday Rental M-Th	\$800.00	\$800.00	\$0.00
Pavilion	Non-Resident	Peak Weekday Rental M-Th	\$1,000.00	\$1,000.00	\$0.00
Pavilion	Non-Resident	Friday & Sunday Rental Off Peak	\$1,000.00	\$1,000.00	\$0.00
Pavilion	Non-Resident	Friday & Sunday Rental Peak	\$1,500.00	\$1,500.00	\$0.00
Pavilion	Non-Resident	Saturday Off Peak	\$1,000.00	\$1,000.00	\$0.00
Pavilion	Non-Resident	Saturday Peak	\$2,000.00	\$2,000.00	\$0.00
Pavilion	Non-Profit	Off-Peak Weekday Rental M-Th	\$325.00	\$325.00	\$0.00
Pavilion	Non-Profit	Peak Weekday Rental M-Th	\$600.00	\$600.00	\$0.00
Pavilion	Non-Profit	Friday & Sunday Rental Off Peak	\$500.00	\$500.00	\$0.00
Pavilion	Non-Profit	Friday & Sunday Rental Peak	\$800.00	\$800.00	\$0.00
Pavilion	Non-Profit	Saturday Off Peak	\$500.00	\$500.00	\$0.00
Pavilion	Non-Profit	Saturday Peak	\$1,000.00	\$1,000.00	\$0.00
Pavilion	Private Org.	Large Scale Public Event for Profit	\$2,500.00	\$2,500.00	\$0.00

**Pavilion Peak Season runs from the 3rd Saturday in June through the 3rd Sunday in September**

**Newport RV Park – Melville (MUNICIPAL)**

Season Dates: June 1st – Sept 15th

Rates: \$6,900/season

Amenities: 30/50-amp electric, on-site sewer, laundry, camp store, cable, WIFI

**Worden Pond Family Campground**

Season Dates: Dates unavailable

Rates: \$4,000/season

Amenities: picnic table, fire ring, water, 50-amp electric

**Ashaway RV Resort**

Season: mid-April – mid-October

Rates: \$6,000/season

Amenities: Cable, camp store, laundry, many other resort amenities

**Second Beach Family Campground (MUNICIPAL)**

Season Dates: May 1st – Columbus Day

Rates: \$8,800/season

Amenities: water, on-site sewer, electric

**Please note that the availability of season dates for some campgrounds, like Worden Pond Family Campground, is currently unavailable. The pricing and amenities mentioned here should help us make informed decisions and potentially adjust our offerings to remain competitive in the area.**

**TOWN COUNCIL MEETING**  
**Monday, October 2, 2023**  
**6:00 P.M.**

**I. ROLL CALL**

A regular meeting of the Jamestown Town Council was held on October 2, 2023. Town Council Members present were as follows: Mary Meagher, Michael G. White, Randy White, and Erik Brine. Nancy Beye arrived at 6:12 p.m.

Also, in attendance: Town Administrator Edward A. Mello, Solicitor Peter Ruggiero, Finance Director Christina Collins, Chief Jamie Campbell, Public Works Director Michael Gray, Highway Supervisor Joseph Ford, Senior Services Director Molly Rose, Tree Warden Steve Saracino, Tree Protection and Preservation Chair James Simmons and Town Clerk Roberta Fagan.

**II. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Vice President Meagher called the meeting of the Jamestown Town Council to order at 6:04 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue and led the Pledge of Allegiance.

**III. PUBLIC HEARINGS**

A) Public Hearings

- 1) Review, Discussion, and/or Action and/or Vote Pursuant to the relevant provision of the Jamestown Code of Ordinances, Section 22-91, Tree Preservation and Protection, regarding an appeal by Joseph Rosati of a decision rendered on August 16, 2023 of the Tree Preservation and Protection Committee for the removal of a tree at the Steamboat Street Right of Way, duly advertised in the September 21<sup>st</sup> edition of the Jamestown Press.

Vice President Meagher called the Public Hearing to order.

Joseph Rosati, 173 Seaside Drive, made a presentation to the Town Council on the history of the tree (Tree) at the Steamboat Right of Way "ROW", as well as the timeline of events related to the Tree Preservation and Protection Committee's consideration of removal and/or preservation of the Tree in question. Mr. Rosati took the following steps to appeal the decision to remove the tree: (1) hired arborist Herb Keiser, Save A Tree, to assess and give recommendations on how to preserve the Tree; (2) received support for saving the Tree from arborist Matthew Largess, Largess Forestry, and (3) requested and received preliminary assurance from his homeowner's insurance agent Mike Swistak, Wolpert Insurance, regarding liability of the Tree to the public. He also asked the Town Council to consider a program to inspect trees on an annual or three-year cycle. Mr. Rosati pledged financial and general liability support for saving the Tree, stating the Tree is in good standing, is good for the environment, and would not be at the taxpayers' expense.

Matthew "The Twig" Largess was sworn in as a certified arborist and gave expert testimony. He stated support for saving the tree. The Tree is an old-growth Red Maple, the most common tree in the eastern United States; is the state tree of Rhode Island. The cavities are wildlife habitats. Its

proximity to the waterfront would break environmental laws if he were to remove it. Environmental benefits include carbon capture, wildlife habitat, and flood control. Mr. Largess asked the Town Council to save the Tree.

Sav Rebecchi, it is his opinion the Tree is failing. The Steamboat ROW is not generally known by the public. The Tree has been marked for concern. As a layperson, he has observed limbs over the ROW, and it seems dangerous. Mr. Rebecchi has had personal experience with owning a forest in Burrillville. He recommended a compromise to remove limbs hanging over the ROW and leave the trunk as is.

George James, 51 Keel Avenue, appreciates Mr. Rebecchi's perspective, but the topic concerns this one Tree.

John Russo, Seaside Drive, stated he was the individual who requested the Tree removal. He is concerned with the health and safety of all. This is a question of safety. Mr. Russo referenced the tree at Heads Beach. The tree was vandalized, whereas the Steamboat ROW Tree is rotting.

President Beye read a letter from Bruce J. (BJ)Whitehouse for the record. Mr. Whitehouse would be in favor of preserving the Tree.

Jamestown Tree Warden Steve Saracino was sworn in as a certified arborist and gave expert testimony. Mr. Saracino has been an arborist for 38 years, 17 years as the Jamestown tree warden. A slide show presentation was given of the Tree and surrounding area. He stated the Tree has structural issues. The potential hazard and his responsibility to the community are paramount. The Town always strives to save trees, but in some cases, removal and replacement/replanting are the best options.

President Beye questioned whether there was any liability issue with cabling.

Jamestown Tree Warden Steve Saracino responded the structural weakness at the base of the tree is of concern. He has not examined the cabling plan. Cabling at the canopy does not address the weakness at the base (structural weakness); if the tree fails it will fail at the base. As the arborist for the Town, he has expressed his expert opinion to the Town.

Councilor Brine asked what the threats and risks to saving the tree and surrounding properties were.

Councilor R. White asked whether a tree could have a decay pocket and still be healthy.

The Tree does have cavities, Mr. Saracino stated. If the Tree failed a portion could fall onto both the Rosati's property on the north side of the ROW and the adjacent residential property on the south side of the ROW

Samuel Alan Sexton, 169 Seaside Drive rents the property on the south side of the ROW. He reiterated safety concerns for the public using the ROW, as well as the public using his private property to avoid the Tree.

The optics of liability with The Trust and Mr. Rosati's insurance provider were discussed.

Public Works Director Michael Gray, described the process of inspecting trees. He and Tree Warden Saracino assessed the Tree for risk. As the Public Works Director and steward for the public ROW, the Town has a responsibility to and for the taxpayers. There is a process with the Tree Preservation and Protection Committee and guidance from the Town's insurance provider, The Trust. It is now documented that there is risk associated with the Tree.



Councilor R. White made clarifying statements regarding the Town's risk and personal injury liability regardless of Mr. Rosati's desire to assume the risk for the Tree.

Vice President Meagher referenced the questions in the letter from Mr. Whitehouse. The Town is responsible for ROW and the Tree. She quoted the communication from The Trust, "While we understand the third bullet point cited in the May 30th agreement, The Town must understand that the Rosati's cannot release a third party's claim against the Town, whether or not that third party is on their property. ... Also, it is worth noting that the agreement is silent with respect to the Town's right of inspection of the cable installation by the licensed arborist and that it meets the Town's satisfaction. Even though the Town is the owner of this tree, given this arrangement, the Town should preserve its rights for this inspection as well as the rights to remove said tree, in the event the Town is not satisfied with the installation/workmanship/integrity of the cabling by the arborist. The agreement is also silent about future cabling inspections, future costs to repair/adjust cables, etc. The Rosati's can only release claims that they would have for property damage or bodily injury. The only proper way of securing that the Rosati's will remain responsible for third-party actions contemplated by this bullet point is for them to agree to defend and hold harmless the Town from those actions. The Town remains responsible for a tree it owns and has deemed hazardous. The Town will still need to have regular inspections of the tree for maintenance and care including cable inspections."

Councilor M. White commented he is uncomfortable that a political body (the Town Council) has to decide the fate of the Tree. The Town hires experts to make recommendations and "run the town". Tree Warden Steve Saracino, a licensed arborist, has deemed the tree hazardous.

Vice President Meagher thanked Tree Preservation and Protection Chair Jim Simmons (present) and other committee members for the work they do. She suggested more time is needed to rework the agreement between the Rosati's and the Town, to incorporate The Trust's recommendations; and Tree Warden Saracino to conduct the cabling study. The Rosati's generosity and passion warrant a continuation of the Public Hearing.

Councilor R. White agrees with the sentiment, but as a Town Councilor, he noted the Town is on notice from the tree warden and The Trust. There is no alternative to the painful conclusion that the Town should not assume the risk of saving the tree.

Councilor Brine stated the town employs experts and he is inclined to support the experts. He would like to make sure the Town has done its due diligence and take more time to decide the fate of the Tree.

President Beye would like to conclude the Public Hearing no later than the next meeting on October 16<sup>th</sup>, which should give the Rosati's enough time to respond to The Trust's recommended requirements.

Town Administrator Mello requested more time to allow the Town to work toward finding a better answer and/or potential solution for the Tree.

Jim Rugh, America Way, reminded the Town Council of a similar tree issue, referencing a Black Oak tree in front of the Town Hall. It was moved, saved, and replaced with another tree.

A motion was made by Vice President Meagher with a second by Councilor Brine to continue the Public Hearing to October 16, 2023. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

#### IV. OPEN FORUM

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

Samira Haaki, Rolling Agenda, invited the Town Council to join members of the Rolling Agenda on a bike ride, with a proposed date of October 10<sup>th</sup> at 7:30 a.m. She forwarded the invitation and route to the Town Council members via email.

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

- 1) No items at this time.

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

#### VI. 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) Pursuant to RIGL §3-7-14, the following license application has been received under said Act for a one-day license on November 2, 2023:
    - CLASS F (NON-PROFIT)
    - Out of the Box Studio & Gallery
    - 11 Clinton Avenue
    - 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 Out of the Box Studio & Gallery one-day Class F liquor license on November 2, 2023. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

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

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

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

***Acted upon in Accordance with Section 42-46-6 (b)***

- A) Town Administrator's Report: Edward A. Mello
- 1) Harbor Management Commission kayak/dinghy/paddleboard rack permit recommendation to be implemented in 2024 (New Business). Request approval of rules for the management of kayak and dinghy racks (beach permits) as recommended by the Harbor Commission to become effective for the 2024 season. (new business)
  - 2) North Road/Sloop Street intersection 3-way stop recommendation. The next phase of the shared pathway is expected to link the reservoir section north to a point at the intersection of Sloop Street. In anticipation of this work being completed, a 3-way stop is recommended for the intersection. This will allow for a crosswalk to be installed which will link the pathway to the west. (request order to advertise)
  - 3) Code Enforcement Officer update. Town staff are currently conducting interviews for a part-time code enforcement officer and expect to make a final offer within the next two weeks. The part-time (one day a week) position would primarily assist Building/Zoning Official Peter Medeiros with code violations.

**VIII. UNFINISHED BUSINESS**

- A) Review, Discussion, and/or Action and/or Vote: At the request of Vice President Meagher consideration of the Charter Review Committee recommendations as presented at the July 11, 2023, Town Council meeting:
- 1) 2022-2023 Jamestown Charter Review Committee Final Report.
  - 2) Letter from Vice President Meagher to the Town Council.

Vice President Meagher references her letter to the Town Council. She thoroughly enjoyed working with the Charter Review Committee members and appreciated their thoughtful perspectives.

Jim Rugh, Charter Review Committee Chair addressed the Town Council. The recommended amendments to the Charter are mostly housekeeping items. He recommended scheduling a public workshop to review the recommendations.

A joint Town Council /Charter Review Committee public workshop was scheduled for October 17, 2023, at 5:30 p.m.

**IX. NEW BUSINESS**

- A) Review, Discussion, and/or Action and/or Vote: Approval of the request by Harbor Division Executive Director Steven Bois and recommendation by the Harbor Management Commission to (1) revise the Kayak/Dinghy/Paddleboard rack permits limiting the number of permits per family to two commencing in 2024; "grandfathering" those kayak rack permits that exceed two permits per family, (2) and approval of the request to send communication to current Kayak Rack permit holders and waitlist members regarding the new proposed Kayak/Dinghy/Paddleboard rack permit procedure.
- 1) Memorandum from Harbor Division Executive Director Steven Bois, copies of the proposed new and old Kayak/Dinghy/Paddle procedure; and copy of draft communication to current Kayak Rack permit holders and

waitlist members regarding the new proposed Kayak/Dinghy/Paddleboard rack permit procedure.

Harbor Division Executive Director Steven Bois made a presentation to the Town Council. The proposed revision would provide better use of existing Town property. Data was collected from June-August 2023 on the use of the Town-owned kayak racks. Other municipalities were also polled. The objective is to provide greater access to the water, maximize the use of the Town-owned kayak racks, and reduce the time on the kayak rack waitlist.

Vice President Meagher recommended extending the time to 72 hours to respond before revoking a license.

A motion was made by Vice President Meagher with a second by Councilor Brine to approve the amendments with suggested recommendations to (1) the Kayak/Dinghy/Paddleboard rack permits limiting the number of permits per family to two commencing in 2024; “grandfathering” those kayak rack permits that exceed two permits per family, (2) and approval of the request to send communication to current Kayak Rack permit holders and waitlist members, regarding the new proposed Kayak/Dinghy/Paddleboard rack permit procedure. . Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- B) Review, Discussion, and/or Action and/or Vote: At the request of President Beye Discussion regarding the increased number of Tick-Borne Disease cases in the State of Rhode Island; possible Action and or Vote to create a new Tick Task Force Working Group, and approval of Order to advertise vacancies for the Tick Task Force Working Group:
- 1) State of Rhode Island, Department of Health Tickborne Disease Data
  - 2) Review of the 2013 Tick Task Force objectives

President Beye stated most know someone who has suffered from a tick-born illness, referencing the data showing an increase in the number of cases statewide. She would like to reinstate the Tick Task Force, encouraging residents to volunteer for the newly formed group.

A motion was made by Vice President Meagher with a second by Councilor M. White to reinstate and advertise vacancies for the Tick Task Force. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

## **X. 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) Ordinances: Discussion and Possible Action to **Order to Advertise** in the Jamestown Press; Notice of a Public Hearing to take place on October 16, 2023, at 6:30 p.m. for Proposed Amendments to the Code of Ordinances, regarding Chapter 70 Section 52 – Traffic and Vehicles. These Amendments are proposed to update and modernize the existing Traffic and Vehicle Ordinance in conformance with 70-51 Stop and Yield Intersections.

Town Administrator Mello informed the Town Council the Public Hearing request is to create a 3-way stop sign at the intersection of North Main Road and Sloop Street. Chief Campbell and Public

Works Director Mike Gray will assess the intersection and will make final recommendations at the November 6<sup>th</sup> or 20<sup>th</sup> Town Council meeting.

A motion was made by Vice President Meagher with a second by Councilor M. White to Order to Advertise in the Jamestown Press; Notice of a Public Hearing to take place on November 6<sup>th</sup> or 20<sup>th</sup>, 2023, at 6:30 p.m. for Proposed Amendments to the Code of Ordinances, regarding Chapter 70 Section 52 – Traffic and Vehicles. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- B) Appointments, Vacancies and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
- 1) Board of Canvassers – One unexpired six-year term Republican Alternate Member vacancy (March 2023- March 2029), pursuant to RIGL § 17-8-1 and RIGL § 17-8-2, request from Board of Canvassers Clerk Keith Ford to the Jamestown Republican Town Committee to solicit a list of qualified individuals for Town Council consideration to fill the Board of Canvassers Republican Alternate Member vacancy:
    - b) Jamestown Republican Town Committee recommendation received September 18, 2023:
      - i) Jennifer Thran

A motion was made by Vice President Meagher with a second by Councilor M. White to schedule an interview with Jennifer Thran. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

- 2) 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 September 14<sup>th</sup> & 21<sup>st</sup> edition(s) of the Jamestown Press with a request to submit applications prior to September 26, 2023:
  - c) Interested Applicant(s):
    - i) Marla Romash
      - Application received September 19, 2023
    - ii) Mark D'Arezzo
      - Application received September 26, 2023

A motion was made by Vice President Meagher with a second by Councilor M. White to schedule interviews with Marla Romash and Mark D'Arezzo. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

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

## **XI. CONSENT AGENDA**

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

- A) Adoption of Town Council Minutes
- 1) September 8, 2023(Executive Session)
  - 2) September 14, 2023(Executive Session)
  - 3) September 18, 2023(Regular Meeting)
- B) Minutes of Boards/Commissions/Committees
- 1) Jamestown Conservation Committee (July 11, 2023)
  - 2) Jamestown Harbor Management Commission (August 9, 2023)
  - 3) Jamestown Housing Authority Board of Commissioners (July 6, 2023)
  - 4) Jamestown Tree Preservation and Protection (May 17, 2023)
  - 5) Jamestown Tree Preservation and Protection (July 19, 2023)
  - 6) Jamestown Tree Preservation and Protection (August 16, 2023)

C) Tax Assessor's Abatements and Addenda of Taxes

ABATEMENTS TO 2020, 2021, and 2023 TAX ROLL		
02-1259-05	TAXPAYER DECEASED	-\$ 31.06
02-1259-05	TAXPAYER DECEASED	-\$ 15.53
02-1259-05	TAXPAYER DECEASED	-\$ 11.06
08-0063-70	UPDATED PROPERTY INFORMATION	-\$ 36.60
16-0771-00	RIGL 44-5-71-DEMO REMOVAL	-\$1,917.95
ADDENDA TO 2023 TAX ROLL		
04-0957-38	REMOVED EXEMPTION-SOLD	\$ 187.50
19-0573-31	SW/ISDS CHANGE	\$ 20.00
16-0771-00	C/O ISSUED 9/5/2023	\$1,285.21
TOTAL ABATEMENTS TO 2020,2021 & 2023 TAX ROLL		-\$2,011.90
TOTAL ADDENDA TO 2023 TAX ROLL		\$1,492.71
GRAND TOTAL		-\$ 519.19

- D) At the recommendation of Public Works Director Michael Gray authorization to approve awarding the paving bid to the lowest responsive and responsible bidder J.H. Lynch & Son in the amount of \$268,780.00, based upon the estimated quantities for the roadways listed on the advertised bid:
- |  |                      |
|--|----------------------|
| Item 1: Bituminous Surface Course        | \$150 per Ton        |
| Item 2: Bituminous Binder Course         | \$140 per Ton        |
| Item 3: Reclamation                      | \$10 per Square Yard |
| Item 4: Fine Grading and Compaction      | \$2 per Square Yard  |
| Item 5: Bituminous Surface Course (Path) | \$205 per Ton        |
| Item 6: Bituminous Binder Course (Path)  | \$195 per Ton        |
- E) One-Day Event/Entertainment Applications
- 1) Applicant: Jamestown Art Center (JAC)  
Event: JAC Autumn Arts Open House  
Date: October 15, 2023  
Location: 18 Valley Street
  - 2) Applicant: Out of the Box Studio & Gallery  
Event: Living On the Edge  
Date: November 2, 2023  
Location: 11 Clinton Avenue

- F) Public Notice of CRMC and RIDEM of application for Assent filed by Joshua & Deborah Fredberg, 864 East Shore Road, Plat 2, Lot 222, to construct and maintain: a 1,200 lbs. boat lift on an existing residential pier. Written comments/objections are due by October 13, 2023, to CRMC, O.S. Government Center, 4808 Tower Hill Road, Rm 116, Wakefield, RI 02879, or [cstaff1@crmc.ri.gov](mailto:cstaff1@crmc.ri.gov).

## **XII. AGENDA ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS**

- A) Zoning Ordinance Update and Rewrite review and Public Workshop schedule.
- B) At the request of Vice President Meagher to review town-wide water restrictions policy(s).
- C) Review of Committee/Board/Commission Appointment Process/Policy with recommendations made by the Town Council and Town staff.
- D) Interviews are to be scheduled for applicants for the committee vacancies on **October 16, 2023**, from 5:30 p.m. to 6:30 p.m.
- E) Review of and scheduling of the Veteran and Fire Department tax exemption Code of Ordinance Public Hearing

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) Resolutions from other Rhode Island Cities and Towns:
- 1) Town of New Shoreham, Resolution Expressing Thanks to the Town of Jamestown, R-09-2023

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

## **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 (5) Real Estate (acquisition of property).

## **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 Vice President Meagher. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

It was announced that no votes were taken.

The Town Council reconvenes the regular meeting.

**XVI. ADJOURNMENT**

A motion was made by Councilor M. White with a second by Vice President Meagher to adjourn at 8:17 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; ad Councilor R. White, Aye.

Attest:

Roberta J. Fagan, Town Clerk



Approved as written  
Joint workshop between the  
Bike Path Committee  
And  
Town Council  
Tuesday, October 10, 2023  
7:30am  
A four-mile bike ride around Jamestown  
Meet in the West Street parking lot at Town Hall

Last Tuesday, October 10, six members of the Bike Committee (Lisa Bryer, Jeremy, Jean Lambert, Julie Kallfelz, Richard Smith, and Samira Hakki) and two Town Councilors (Eric Brine and Mike White) participated in an informational ride organized by Rolling Agenda. Rolling Agenda's intention was to have the town councilors and other attendees experience the challenges of riding between town and the north end as well as to showcase the beauty of Jamestown's one bike path.

To accommodate one of our councilors who is unable to ride we worked with Kevin Barry of New England Pedicab and Tim Burke of Grace Pedicab to provide a solution. Tim Burke was on hand with his electric assist pedicab and was able to transport Mike White around the 4 mile loop.

Riders rendezvoused at the West Street Parking lot at Town Hall at 7:30 AM. We then proceeded in a counterclockwise direction around the planned loop riding down Narragansett Avenue, north on Conanicus to East Shore Road and then left onto Eldred Avenue. At that point we cut across the island on the bike path which passes the community farm and skirts the dam of the North Reservoir. Some members of the group rode north at this point to inspect the work being done on the North rd. path that will eventually reach from the existing path to the West Reach neighborhood. A light rain began falling as the group started riding along North rd. heading south back to town. Once back in town the rain stopped but started again while everyone chatted about their experience on the ride. Conversation revolved around some of the hardships of riding between town and the north end and also spurred discussion about possible solutions to get riders safety to and fro.

Approved as written  
**BIKE PATH COMMITTEE MINUTES**  
**September 13, 2023**  
**9:00 AM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

**I. Call to Order and Roll Call**

The meeting was called to order at 9:02am and the following members were present: Samira Hakki, Jeremy Collie, John Hammel, Joyce Antonello, Rip Smith, Lisa Bryer and Jean Lambert. Also present: Carrie Kolb. Not present: Steve Enberg, Julie Kallfelz, and Erik Brine.

**II. Approval of Minutes – Review, Discussion, and/or Action and/or Vote**

A motion to approve the minutes from the May 26, 2023 meeting as written was moved by Collie and seconded by Lambert. All in favor.

A motion to approve the minutes from the June 21, 2023 meeting as written/amended was moved by Bryer and seconded by Lambert. All in favor.

**III. Jamestown Bicycle and Pedestrian Master Plan - Review, Discussion, and/or Action and/or Vote**

**1. Consultant Recommendation for Master Plan**

Bryer sent a RFP to four companies. Three companies sent responses in. She compiled a consultant matrix, which includes the Jamestown Bicycle and Pedestrian Master Plan scope.

Last week, Bryer got an email from RI Division of Statewide Planning that there are opportunities to apply for a technical assistance grant, which will hire a consultant to support the community. One of the criteria is for “safety improvements for pedestrians and bicyclists” and Jamestown meets the criteria. Applications are due by October 2, 2023 and the grants will be awarded on October 17, 2023.

Discussion ensued regarding the Town of Jamestown applying for a technical assistance grant. Applying for the grant will save the Town from having to pay the full amount of the consultant costs because it is only a 20% match for the Town. The Town does not have a huge capital budget and most of the work on the Bike Path will be completed with grants. The State runs the

Bike Path Committee Minutes  
September 13, 2023  
Page 2 of 3

project and awards the contract with input from the Town. This would set the committee back about 4-5 months due to the change in process. The scope of work done would need to be increased because the Town would need to address more walkability and handicap access. Bryer said that she would apply for about \$50,000 to include walkability and handicap access in the scope. We will know by the next committee meeting if the Town is selected for a technical assistance grant.

A motion moved by Lambert and seconded by Hakki that the Town apply for a technical assistance grant with focus on the bicycle and pedestrian master plan. All in favor.

Bryer said that if the Town does not receive a grant, then she would like to hire a consultant based on the matrix. The matrix was reviewed and the committee determined that Beta Group should be hired if a grant is not awarded.

A motion was moved by Bryer and seconded by Hammel to award Beta Group the consulting contract if technical assistance grant is not awarded. All in favor.

## 2. SWOT Analysis – Further discussion

Discussion ensued for the next steps for the committee. The committee will keep working on background information. The committee will look at the island overall for walkability, handicapped accessibility and vegetation along right of way. Walkability is the next step. Bryer will come up with the mapping, sections and send assignments around to the committee.

### Miscellaneous:

Hakki asked if there is a budget to sending someone to the National Bike Summit for the The League of American Bicyclists in Washington DC in March 2024?

Hakki still trying to get a 4-mile ride scheduled with members of the Town Council. Brine has committed to joining the ride. Hakki is trying to get a pedicab that can bring two members around.

Hakki went to Bridge & Turnpike Authority meeting with Bari Freeman of Bike Newport. Freeman did a quick presentation and talked about bicycling across the Mount Hope Bridge. The new director at Bridge and Turnpike Authority put up signs with no biking across Mount Hope Bridge. The signs were dangerous because drivers become more aggressive towards bicyclists, and they were taken down. Bridge and Turnpike Authority has Bluetooth receivers across the Newport bridge. They can tell how fast drivers are going and how many cars go across the bridge.

Senator Sheldon Whitehouse has put in a request for \$1.5 million for a study of biking across Newport and Jamestown bridges.

Bike Path Committee Minutes  
September 13, 2023  
Page 3 of 3

Hakki asked about the DOT permeable pavement project. Is it an opportunity to ask about striping? Can they trim the vegetation? Antonello asked if the Town can remove the vegetation? Bryer said that it is a state road.

**IV. Future Meetings – Review, Discussion, and/or Action and/or Vote**

The next meeting is Wednesday, October 25 at 9:00am.

**V. Adjournment**

A motion to adjourn at 9:56am was moved by Hakki and seconded by Hammel. All in favor.

**TOWN OF JAMESTOWN  
HARBOR COMMISSION**

Minutes of the September 13, 2023 meeting of the Jamestown Harbor Commission.

Approved: 10/11/23

A meeting of the Jamestown Harbor Commission (JHC) was held on Wednesday, September 13, 2023 at 5:00 p.m. in the Town Council Chambers of the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

**I. Call to Order and Roll Call**

Chairman Wayne Banks called the meeting to order at 5:00 p.m.

Present:

Wayne Banks, Chairman  
Jessica McCarthy, Commissioner  
Sue Romano, Commissioner  
Mark Campbell, Commissioner

Absent:

Dan Wurzbacher, Commissioner  
Eric Lexow, Commissioner

Also in Attendance:

Steven Bois, Executive Director  
Joan Rich, Harbor Clerk  
Randy White, Town Council Liaison  
Bob Laman, Conservation Commission Liaison

**II. Approval of Meeting Minutes – Review, discussion, and/or action and/or vote;**

**A. Wednesday, August 9, 2023**

Commissioner Romano moved to approve the minutes of the meeting of August 9, 2023 and Chairman Banks seconded. So voted: 4 aye, 0 nay.

**III. Open Forum**

**A. Scheduled Requests to Address**

There were no scheduled requests to address.

**B. Non-Scheduled Requests to Address**

Mary Meagher of Melrose Avenue stated that she was recently involved in a marine rescue in the Dutch Harbor area when a windsurfer collapsed. The fire/rescue boat was dispatched, but it

is located on the east side of the island and had to go all the way around Beavertail before it could get to the person in distress. The harbormaster, Larry Goss, arrived on scene quickly but did not have any rescue equipment on his boat. A DEM police boat also arrived and the two DEM officers were able to get the windsurfer out of the water. Ms. Meagher suggested that some sort of protocol be developed between the Harbor Office and the Fire Department where an EMT could get on the boat with the Harbormaster when there is a water emergency on the west side of the island, or upgrade the harbor boat somehow to enable it to act as a rescue boat as well. There was some discussion, and Executive Director Bois stated he has been in touch with Steve Tiexiera, who is one of the fire boat captains, and they have discussed harbor and fire response to incidents that occur on the west side of the island, but nothing formal has been put into place yet. Ms. Meagher also stated she would communicate to the Fire Department what she communicated tonight.

Paul Sprague of Mast Street suggested that the harbormasters have at a minimum CPR and first aid training on an annual basis and that it is a requirement for boat captains.

#### **IV and V. Executive Director and Harbormaster Report – S. Bois**

Executive Director Bois reported for the Harbormasters that the Freedom boat is still having engine trouble so he is looking into the cost of a replacement vessel. Both boat trailers have been repaired, and the harbormasters have been looking at the occupancy rates of the mooring fields, kayak racks and outhauls. Storm preparation is underway for the potential impact of Hurricane Lee. The boats will be taken out, boat ramps to the touch and go docks at East Ferry and the dinghy dock at West Ferry will be taken up, and the pumpouts will be turned off this weekend.

Commissioner Romano stated that she was at a Housing Authority meeting today and there is a PEMA certification available through the Providence Emergency Management Agency for emergency readiness. Executive Director Bois stated he was not aware of it but he is planning on attending, along with the two Harbormasters, a Harbormaster seminar conducted by the Bristol Harbormaster.

Executive Director Bois provided the Harbor Commission members with an informational packet that included budget vs. actual revenues and expenses for FY 23, the roles and responsibilities of commissioners for the update of the Harbor Management Plan and Ordinance, and information regarding the floating dock that is available, for free, from the New York Yacht Club. The floating dock could potentially be placed on the south side of the wood pile pier at East Ferry. Also included were estimates for a wooden float and a concrete pier that have been proposed in the past for the same location. Further study on the condition of the NYYC dock is needed, along with estimates of installation costs, before anything will be presented to the Harbor Commission for a vote. There was some discussion.

Executive Director Bois also reported he met with representatives from Shake A Leg regarding their adaptive sailing program; a representative from DEM volunteered to dive at Head's Beach to check the impact the mooring field there has on the eelgrass beds at that location. There is

some impact to the eelgrass from the mooring chains but he needs more time to analyze the data before the nature of the impact can be determined. Ben Goetsch met with Harbor staff and gave a presentation about the aquaculture going on in the West Passage around Dutch Island. Executive Director Bois is working on changes to the way grace periods for moorings are granted and the way outhauls are regulated. Commissioner Romano volunteered to assist the mooring sub-committee with the outhaul regulations. Executive Director Bois also updated the commission on kayak rack occupancy, the wait lists, and mooring fields.

Executive Director Bois stated that the nomination of a new Vice-Chairman was on the agenda, but Dan Wurzbacher, who had expressed interest in the position, was not present. Chairman Banks stated he had spoken to Dan this week and he is still interested. Commissioner Romano made a motion nominating Dan Wurzbacher as Vice-Chairman and Chairman Banks seconded. So voted: 4 aye, 0 nay.

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

The budget vs. actual reports of revenues and expenses for FY 23 was included in the packet. Executive Director Bois stated that the Budget sub-committee needs to meet to prepare the budget for FY 25.

**VII. Sub-Committee Reports**

**A. Budget – E. Lexow – Review, discussion, and/or action and/or vote;**

Commissioner Lexow was absent, but Commissioner Romano, who has volunteered to be on the Budget Sub-Committee, stated that the Harbor Commission needs to have a capital budget plan to address infrastructure needs, and the fact that legal fees for the rights of way issue are being paid for out of the Harbor budget. There was some discussion.

**B. Facilities – W. Banks and D. Wurzbacher – Review, discussion, and/or action and/or vote;**

Chairman Banks stated he would hold off reporting on facilities until Old Business.

**C. Mooring Implementation – W. Banks – Review, discussion, and/or action and/or vote;**

Chairman Banks stated he would discuss that under Old Business as well.

**D. Gould Island Restoration – W. Banks – Review, discussion, and/or action and/or vote;**

Chairman Banks stated Executive Director Bois had updated the Commission already.

**VIII. Liaison Reports**

**A. Conservation Commission – B. Laman – Review, discussion, and/or action and/or vote;**

Commissioner Laman had nothing to report.

**B. Town Council – R. White – Review, discussion, and/or action and/or vote;**

Councilor White stated the Town Council is in the process of filling the vacant Harbor Commission seat. At the last Town Council meeting there were four candidates on the agenda: Paul Sprague, Steven Santoro, Christopher Matthews, and Tom Alexander. There was some disagreement and controversy over whether all four candidates should have been listed, because three of the four candidates missed the August 2<sup>nd</sup> deadline for expressing interest in the position, although two of the three had applied for a previous vacancy this spring. The Town Council was advised by the Town Solicitor to only consider the one candidate, Paul Sprague, who met the deadline, which the Town Council did, but they did not vote because Councilor Michael White was absent from the meeting. Mr. Sprague withdrew his name from consideration two days later. Nancy Beye, Chairperson of the Town Council, suggested that in the future, the Town Council should reach out more assertively to the Commission who is seeking a new member and ask for their input about candidates, even though it is the ultimate responsibility of the Town Council to make the decision. Councilor White asked the Commission members if they knew any of the other three candidates and if so, if they had an opinion as to whether they would be an effective commission member, the Town Council would welcome their input. There was some discussion.

**IX. Old Business**

**A. Ft. Getty Engineering Study-Proposals – Review, discussion, and/or action and/or vote;**

Executive Director Bois stated that he has been focused on other Harbor issues but discussed with Commissioner Romano that funds for an engineering study should be included in the Capital budget for FY 25. There was some discussion.

**B. Committee Reassignments – Review, discussion, and/or action and/or vote;**

Budget Sub-Committee - Commissioner McCarthy moved that Sue Romano be the primary member on the budget sub-committee and Chairman Banks seconded. So voted: 4 aye, 0 nay.

Mooring Sub-Committee - Chairman Banks moved that Dan Wurzbacher be the primary member on the mooring sub-committee and Mark Campbell be the secondary member, and Commissioner Romano seconded. So voted: 4 aye, 0 nay.

Facilities Sub-Committee – Commissioner Romano moved that Wayne Banks be the primary member of the facilities sub-committee and Jessica McCarthy be the secondary member, and Commissioner Campbell seconded. So voted: 4 aye, 0 nay.

Gould Island Sub-Committee – Charman Banks moved that Wayne Banks be the primary member of the Gould Island sub-committee and Mark Campbell be the secondary member, and Commissioner McCarthy seconded. So voted: 4 aye, 0 nay



**C. Roles and Responsibilities of Harbor Commission Members – Review, discussion, and/or action and/or vote;**

It was agreed that the commissioners needed more time to look over the spreadsheet furnished by Executive Director Bois and get feedback to him. Executive Director Bois asked that the feedback be furnished sooner rather than later so commission members can potentially vote on it during the October meeting.

**D. One Year Lease of Approved Grace Period Moorings to Wait Listed Persons – Review, discussion, and/or action and/or vote;**

Executive Director Bois asked if the commission could defer this item to October. He feels it is wasteful to grant someone a grace period and then have the mooring sit empty for the season. Newport, Bristol, Warren, and North Kingstown do not let a mooring sit empty. Executive Director Bois stated he has developed a new grace period application, that he has given to the Town Solicitor to review, that would allow the next person on the wait list to use the mooring for the grace period, and there would be conditional agreements between the mooring holder asking for the grace period and the person using the mooring for that period. There was some discussion and the item will be on October's agenda.

**E. Nomination of new Vice-Chairperson of Harbor Commission – Review, discussion, and/or action and/or vote;**

This item had been voted on earlier in the meeting.

**F. Adding a Kayak Rack to Park Dock – Review, discussion, and/or action and/or vote;**

Commissioner Romano moved to add a kayak rack to the Park Dock area, and Chairman Banks seconded it. There was much discussion over the allocation of permits for the rack and if priority should be given to those who have boats in the Park Dock mooring field and currently keep their dinghies on the beach. There was also discussion about parking in the area. Commissioner McCarthy moved that a kayak and dinghy rack be added to Park Dock, with permit priority given to current mooring holders, and Chairman Banks seconded. So voted: 4 aye, 0 nay

**X. Correspondence**

There was no correspondence.

**XI. New Business**

**A. Sunset Oyster Farm Request for Harbor Commission Support of their Application to Expand their Oyster Farm – Review, discussion, and/or action and/or vote;**

Tony and Joe Pinheiro of Sunset Oyster Farm have had an oyster farm just outside of Jamestown Brook for approximately seven years. The tide ranges from approximately three feet to seven feet of water. They have been selling to local restaurants during that time and they also occasionally conduct walking and wading tours of their oyster farm. The Pinheiros have applied to CRMC to expand their farm approximately 50 feet in towards Jamestown Creek to plant soft shell clams and quahogs, and are asking for support from the Harbor Commission. The product

will be planted on the bottom and there won't be any equipment in the water. There was much discussion about whether or not a letter of support by the Harbor Commission would have an effect on CRMC's decision. Commissioner McCarthy made a motion stating the Jamestown Harbor Commission is supportive of local aquaculture whenever it meets local and state standards, therefore, if CRMC approves the Pinheiro's request, the JHC is fully supportive, and Chairman Banks seconded. So voted: 4 aye, 0 nay.

**B. New Kayak Rack Process and Permit Conditions – Review, discussion, and/or action and/or vote;**

Executive Director Bois stated that the goal of his proposed changes to the distribution process for kayak permits is to provide access to all to the waterfront and to reduce the wait list time from 2-3 years to one year or less, and to increase occupancy rates to 90% and above. The proposed changes are:

- Permit offers will be made via email only;
- Respond to permit offer in 48 hours;
- Only two areas may be applied for;
- No more than 2 permits per household;
- If one fails to respond to a permit offer, or if they decline a permit offer, they are removed from the wait list and must reapply;
- All kayaks/paddleboards/dinghies must be on the racks by June 1; if a vessel is not on the rack by June 1 the permit is revoked;
- Wait list fee will be charged;
- Send out pre-season email reminding permit holders the season runs from April 1 through October 31, with an occupancy date by June 1;
- Send out post-season reminder to remove vessels by October 31;
- Confiscation/storage fee increase from \$50.00 to \$100.00;
- 5 day warning period, then vessel will be confiscated;

There was much discussion about the limit of 2 permits per household, with Commissioner McCarthy stating that if families wish to kayak together, they would be unable to do so. Chairman Banks and Commissioner Romano both stated that the people/families who have more than two permits should be able to keep them. Commissioner Campbell also stated that communicating all of these changes is very important to the permit holders. They must be told of the changes to the permitting process multiple times in multiple ways. He also feels that a lot of vessels will be confiscated and wondered if there is a plan for storage and disposal. Commissioner Romano made a motion to approve the changes, and Chairman Banks stated that he thought the response time of 48 hours is not realistic and that 72 hours is more flexible. That was agreed upon, and there was more discussion regarding grandfathering people who had three or more permits, and that was also agreed upon, as long as they keep paying the permit fee for the multiple permits. Commissioner Campbell seconded the motion with the two modifications. So voted: 3 aye, 0 nay, 1 abstain.

**XII. Open Forum – Continued (if necessary) – Review, discussion, and/or action and/or vote;**

Paul Sprague of Mast Street had some comments regarding the dock that could potentially be given to the town by the New York Yacht Club. He thinks having a concrete pier at that location is a bad idea because of the potential for damage from storms. A wood pier would be lighter and could be removed. The fairway is also narrow, and adding another float would make the space even tighter.

Joe Pinheiro of Beacon Avenue commented on the Ft. Getty pier studies and asked why the repairs to the pier were not done earlier, when a previous harbor commission had voted to replace the surface of the pier and repair the strapping. He also felt the condition of the boat ramp at Ft. Getty could be improved, as it can be difficult to launch boats from there.

**XIII. Adjournment**

There being no further business, Chairman Banks made a motion to adjourn and Commissioner McCarthy seconded. So voted: 4 aye, 0 nay. The meeting was adjourned at 7:11 p.m.

Attest,

  
Joan Rich, Harbor Clerk

**Approved as amended**  
**PLANNING COMMISSION MINUTES**  
**September 20, 2023**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

**I. Call to Order and Roll Call**

The meeting was called to order at 7:09pm and the following members were present:

Michael Swistak – Chair	Duncan Pendlebury – Vice Chair
Mick Cochran	Rosemary Enright – Secretary
Diane Harrison	Bernie Pfeiffer
Dana Prestigiacomio	

Also present:

Lisa Bryer - Town Planner  
Carrie Kolb – Planning Assistant  
Wyatt Brochu, Esq. – Ruggiero, Brochu & Petrarca  
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, AIA, Union Studios  
Craig Anderson, Union Studios  
Craig Sutton, Stand Corporation  
Patrick Freeman, PE, American Engineering  
Gary Norris, PE, Valerie J. Southern – Transportation Consultant, LLC  
Bart Totten  
John Eckert  
Lisa Rafferty  
Nick Lapinski  
Jack Brittain  
Ann Biddle  
Bob Plain  
Connie Slick

Planning Commission Minutes  
 September 20, 2023  
 Page 2 of 22

## II. Old Business

### 1. Comprehensive Permit - Master Plan/Preliminary Public Hearing 2 Hammett Court, AP 9 Lot 183-2; review, discussion, and/or action and/or vote

The Local Review Board pursuant to RIGL 45-53 Low- and Moderate-Income Housing Act, will host this public hearing as noted above.

The Local Review Board will review and act on the proposed Major Land Development Project as well as the requested relief through the Comprehensive Permit process. The Local Review Board shall have the authority to issue the comprehensive permit per Jamestown Zoning Ordinance Article 17 and RIGL Title 45 Ch. 53 as amended, including the necessary relief from the Zoning Ordinance as stated below.

The subject property is located at 2 Hammett Court, Tax Assessors Plat 9 Lot 183-2. Currently the property has 2 structures on the property. One structure is being used for 5 affordable attached units. All of these units are "affordable rental units" with Bridges Inc. as the owner. The other structure is approximately 5,000 square feet and being used as commercial office space.

The proposal is to remodel the existing structure, approximately 5,000 square feet, and/or raze the building while utilizing the existing foundation, 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 persons. The Applicant is requesting relief to the Zoning Ordinance as follows including any and all other necessary relief as determined:

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. Relief is sought for the entire site due to the irregular shape of the lot and multiple lot widths.
  - (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 requirement.
  - (d) Applicant is requesting relief for the building placement requirement of Table 3-2, rear yard, where the structure is required to be located in the front yard and the existing structure is located in the rear yard for the CD Zone. Applicant does not propose to relocate the structure.
  - (e) Dimensional relief of +/-6 inches where 12 feet is required for a rear yard setback off of the eastern property line.
2. Table 11-2 Building Placement: The Applicant is proposing to use the existing structure and/or footprint of the existing structure and does not propose to relocate the structure.
3. Chapter 82-600: Applicant has requested that the Special Use Permit as described in Article 6 of the ordinance, for multi-family, be considered with the requested Comprehensive Permit.

Planning Commission Minutes  
 September 20, 2023  
 Page 3 of 22

4. Chapter 82-1102 B1(b) and 3(a): The Applicant is seeking relief for the tree plantings required under Article 11, due to the irregular nature of the site and the existing conditions on the lot. Applicant is proposing to landscape an area by the building.
5. Chapter 82-1108(A)3: 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.
6. Chapter 82-1111 (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.
7. Chapter 82-1111. (B).3: Applicant seeks relief from the specific requirement of one bicycle rack per 10 car parking spaces. The required number of racks is 3 based on the 26 parking spots and the applicant is proposing 1 bike rack.

The project is accessed by frontage on Hammett Court, a public road. The present street address of the premises is 2 Hammett Court. The project is comprised of Tax Assessors Plat (AP) 9 Lot 183-2.

- a. The Jamestown Planning Commission will sit as the Local Review Board pursuant to RIGL 45-53 Low-and Moderate-Income Housing Act
- b. This application has been legally advertised and abutter notification mailed
- c. Memorandum from Town Planner, Planners Report on 2 Hammett Court Application
- d. Letter from John & Marianne Eckert received September 13, 2023 re: Hammett Court with request to be entered into the record at the Public Hearing

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. The Public Hearing was opened.

Infantolino explained the application was submitted with the companies of Bridges Inc. as the owner and Looking Upwards Inc. as the applicant. The two companies did a corporate merger in 2017. The Jamestown land evidence records still has Bridges Inc listed as the owner because technically the name change does not need to be recorded until there is a deed change. Solicitor Brochu recommended that a certificate of merger be submitted in the land evidence records and it can be a condition of approval on any decision that is rendered.

Infantolino requested that the submitted application and all submitted documents be marked as exhibits for the record. The property is located at AP 9 Lot 183, it is approximately 34,000 sq ft in size and located in a CD/R-8 zoning district. The existing conditions of the property are that there are two buildings. One building is a 5-unit complex for affordable housing. The second building's current use is a commercial space. The application is to create 12 new affordable units in the commercial building, with no changes to the existing 5-complex building. The 12-unit building is proposed for four (4) 2-bedroom units and eight (8) 1-bedroom units. Also included in the application are new onsite drainage improvements to assist in management of

Planning Commission Minutes  
 September 20, 2023  
 Page 4 of 22

existing onsite water that travels onto neighbor`s properties. The applicant will remodel the interior of the commercial property and add some exterior aesthetics. There is a list of relief in the application package marked as Exhibit A:

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. Relief is sought for the entire site due to the irregular shape of the lot and multiple lot widths.
  - (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 requirement.
  - (d) Applicant is requesting relief for the building placement requirement of Table 3-2, rear yard, where the structure is required to be located in the front yard and the existing structure is located in the rear yard for the CD Zone. Applicant does not propose to relocate the structure.
  - (e) Dimensional relief of +/-6 inches where 12 feet is required for a rear yard setback off of the eastern property line.
2. Table 11-2 Building Placement: The Applicant is proposing to use the existing structure and/or footprint of the existing structure and does not propose to relocate the structure.
3. Chapter 82-600: Applicant has requested that the Special Use Permit as described in Article 6 of the ordinance, for multi-family, be considered with the requested Comprehensive Permit.
4. Chapter 82-1102 B1(b) and 3(a): The Applicant is seeking relief for the tree plantings required under Article 11, due to the irregular nature of the site and the existing conditions on the lot. Applicant is proposing to landscape an area by the building.
5. Chapter 82-1108(A)3: 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.
6. Chapter 82-1111 (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.
7. Chapter 82-1111. (B).3: Applicant seeks relief from the specific requirement of one bicycle rack per 10 car parking spaces. The required number of racks is 3 based on the 26 parking spots and the applicant is proposing 1 bike rack.

Commissioner Pendlebury asked how many bikes fit on the bike rack? Infantolino said that he is not 100% sure, but about five. Commissioner Pendlebury said he wanted to make sure that it is not a bike rack for a single bike.

The applicant has received a letter of eligibility from RI Housing. They have identified the Community Housing Land Trust of Rhode Island as the monitoring agent. The team was worked to listen to the Town and the neighbors through the process, including the TRC. The applicant has taken steps to improve the aesthetics of the property. The original proposal had decks and a

Planning Commission Minutes  
September 20, 2023  
Page 5 of 22

wall with no windows. The decks have been removed from the proposal and the bland wall has some false window added to it for aesthetics.

The applicant has retained American Engineering to ascertain the existing drainage on the lot. There is no requirement to manage stormwater because they are not expanding the impervious cover, in fact they are reducing impervious cover, however they are proposing a new stormwater management plan to help alleviate existing water, on and off the lot.

They have retained a traffic expert. The traffic expert has prepared a report on traffic intensity, intensity of use, and traffic impacts, if any, on the improvements to the property.

The following representatives were present at the meeting: Patrick Freeman, PE, with American Engineering; Don Powers, AIA, with Union Studios; Gary Norris, PE with Valerie J. Southern – Transportation Consultant, LLC; Carrie Miranda, Executive Director with Looking Upwards, Inc.; Carla DeStefano, Executive Director with SWAP Inc.; and Gary Charpentier, Design and Construction with SWAP Inc.

Infantolino called upon Donald Powers, AIA of Union Studios to present to the Planning Commission sitting as the Local Review Board. Powers stated his credentials as a licensed architect, Founder and CEO of Union Studio, and is familiar with Jamestown Zoning. A motion was moved by Commissioner Enright and seconded by Commissioner Pendlebury to accept Donald Powers as an expert witness. All in favor.

Powers is the Principal and Founder of Union Studio in Providence, RI and is a Jamestown resident for 20 years. Powers wanted to clarify the relief that is requested is because zoning was created for an existing lot. The Zoning was written to ensure that Narragansett Avenue and other commercial corridors of the Town had a consistent human scale. Powers also stated that almost all of the relief requested is due to the parcel being in the Village District and this is not part of the commercial street corridor on Narragansett Avenue for which the Village District Regulations were developed and so it is really administrative housekeeping.

Powers walked through the project with a presentation on the projector and screen. Powers showed the location of the lot, adjacent street, and pointed out the 6-8 foot spur that runs across the block to Clinton Avenue. The survey of record of what exists on the lot now was shown. The existing building was described as having two parts, a one-story service wing and two-story building that has balconies and the availability of a small area that is sub-grade. An illustration of the existing parking lot, which really isn't being modified that much was shown. There is no landscaping in the current parking lot.

The proposed renovation of the building includes taking a lower level and turning it into offices, and community space, job training and other support for residents. The first level would have the entry way on Hammett Court and a ramp to the front door. There are two (2) 2-bedroom units and four (4) 1-bedrooms on each of the first and second floors.



Planning Commission Minutes  
September 20, 2023  
Page 6 of 22

The roof level was described as having mini-splits, which are suitcase size, are much quieter than the older generators. The proposed roof is hip to take away the volume and make the scale of the building feel residential.

Powers described the aesthetic created for the East (side) Elevation. Previously the side was just clapboard and shingles, due to the wall being a fire wall. Now they have added simulated windows with shutters. This frontage is not right on the lot line, as it is set back one lot deep from Clinton Ave and set back at the end of Hammett Court.

There is an effort to re-establish a lot line to create a pedestrian walkway in the connector, and in the process improve the drainage situation. Over time, pavement from Brittain Electric has strayed onto the connector to Clinton Avenue as does the vegetation from the northern abutters to the connector. The proposal is to do something with fencing not landscaping that could get plowed down.

Powers said for the record that it is his professional opinion, supported by statistics, that the use of this building being used as residential and the type of residents that will be here, the car usage will be significantly fewer cars than with a commercial usage.

Commissioner Pendlebury asked when was the building built? The answer was 1983. Infantolino explained that there is a difference of opinion between Building Officials of what the rear lot line is. Infantolino said that for consistency, they are using the same rear lot line as presented in the application for 3 Hammett Court. Powers said that the building has not created any new relief requested, but that the Zoning Ordinance enacted in 2010 laid upon the lot created non-conformities.

Infantolino asked Powers: In your opinion is the hardship from which the Applicant is seeking relief due to the unique characteristics of the subject lot or structure and not to the general characteristics of the surrounding area? Powers replied yes.

Infantolino asked Powers: In Your Opinion, is the hardship the result of any prior action of the applicant? Powers replied no.

Infantolino asked Powers: In your opinion will the granting of the requested variances alter the general character of the surrounding area or impair the intent or purpose of the ordinance? Powers replied not at all.

Infantolino asked Powers: In your opinion will the granting of the special use permit result in conditions harmful to the public health, safety, morals, and welfare? Powers replied no.

Infantolino asked Powers: In your opinion will the granting of the special use permit substantially or permanently injure the appropriate use of the property in the surrounding area? Powers replied no.

Planning Commission Minutes  
September 20, 2023  
Page 7 of 22

Commissioner Cochran asked if the connector contains utilities underneath it? The answer is that it has utilities below grade. Jack Brittain, 14 Clinton Ave. clarified that there is drainage, a water line and a sewer line.

Infantolino called upon Patrick Freeman, PE. of American Engineering to present to the Local Review Board. Freeman stated his work with American Engineering since 2014. He is a licensed engineer since in Rhode Island for four years, and he is familiar with Jamestown Zoning. A motion was moved by Commissioner Enright and seconded by Commissioner Pendlebury to accept Patrick Freeman as an expert witness. All in favor.

Freeman explained that American Engineering was brought on to the project to analyze an existing drainage concern found onsite. The lot located at AP 9 Lot 708 has raised concerns over run off. The contributing areas are the rear half of 3 Hammett Court, the southerly yard area and easterly yard area. The roof top area currently has gutters and roof leaders that drain into rain barrels. The rain barrels are almost always full and do not provide much additional benefit. When the rain barrels overflow, and a small rain garden fills up, water flows north along the side of the building onto Lot 708, just south of the existing shed. What they are proposing is to capture the water run-off from the roof leaders on the southerly side of 3 Hammett Court and easterly side of 3 Hammett Court and convey the run-off via an underground pipe, that runs along the easterly side in a northern direction. They will core two holes in the foundation for 2 Hammett Court and run the pipe under the slab of 2 Hammett Court. Once the pipe exits, the northerly side of 2 Hammett, it will flow and drain partially into the retention basin. They have proposed a reverse Y connection that will direct all run-off into the retention pond when there is a low level. Once the retention pond fills up, a back flow preventer will prevent any backups of the drainage system. Then the run off will go through overflow structure for the retention pond and into a 15-inch pipe into Clinton Ave. The plan takes all the run off that runs over land onto Lot 708 and it conveys it via pipes to the retention pond and then onto Clinton Avenue through underground pipes. They are not adding any additional water to Clinton Ave, just changing the way it flows to Clinton Ave. They analyzed the impact this would have on the retention pond to ensure that too much water was not added. They modeled the watershed and discovered that it raises the water 1/8 of an inch based on a 100-year storm. There is no impact to the existing drainage structure, which has been maintained recently.

Commissioner Pendlebury asked about the 15-inch pipe that ties into Clinton Ave? Freeman said that there is existing manhole in the retention pond that has a 15-inch pipe that comes out of it.

Commissioner Pfeiffer asked if there are any clean outs because there is potentially lots of silt? Freeman reviewed the plans and noted that there are three clean outs, which should be adequate.

Infantolino asked Freeman: In your opinion is the hardship from which the Applicant is seeking relief due to the unique characteristics of the subject lot or structure and not to the general characteristics of the surrounding area? Freeman replied yes.

Planning Commission Minutes  
September 20, 2023  
Page 8 of 22

Infantolino asked Freeman: In your opinion, is the hardship the result of any prior action of the applicant? Freeman replied no.

Infantolino asked Freeman: In your opinion will the granting of the requested variances alter the general character of the surrounding area or impair the intent or purpose of the ordinance? Freeman replied no.

Infantolino asked Freeman: In your opinion will the granting of the special use permit result in conditions harmful to the public health, safety, morals, and welfare? Freeman replied no.

Infantolino asked Freeman: In your opinion will the granting of the special use permit substantially or permanently injure the appropriate use of the property in the surrounding area? Freeman replied no.

Commissioner Pendlebury had a question for Don Powers regarding the lighting of the connector area. Craig Anderson, Senior Associate with Union Studios said that they are not proposing lighting for the connector. The lighting shown was proposed building lighting. It is Dark Sky compliant and downward facing. The lighting will not shed onto adjacent properties.

Infantolino called upon Gary Norris, PE, of Valeire J. Southern Traffic Consultant LLC to present to the Planning Commission sitting as the Local Review Board. Norris presented his credentials that he is a licensed traffic engineer. He trained in traffic engineering as a civil engineer and transportation planning. He is licensed in nine states across the country. A motion was moved by Commissioner Enright and seconded by Commissioner Cochran to accept Gary Norris, PE, as an expert witness. All in favor.

Norris stated that they submitted a six-page report. The main issue that they looked at was will this project add additional traffic impact to the neighborhood and surrounding arterial streets? The conclusion was that the project will not add additional traffic and the overall impact of this proposal will be less than the previous commercial use that was on the site by a significant amount. The parking issues were looked at. The current code requires 26 stalls. He understands that there is a proposal in front of the city (sic) to bring the requirement down to 1 stall per unit that would bring the number required down to 17.

They did studies on both the weekdays and weekend. They did not observe any significant activity other than pedestrians walking.

The existing parking analysis was viewed during mid-week, night time and weekends and there was very little parking demand.

Lighting is a significant issue for traffic engineers. The city (sic) does have a single 105-watt LED luminaire on the corner of Hammett and Howland, and it is not consistent with national standards for pedestrian or street lighting. Although it is consistent with the lighting that exists on Howland and other streets in Town. There is no specific lighting ordinance or requirements for lighting standards and that is something that the city (sic) could consider as a policy.

Planning Commission Minutes  
September 20, 2023  
Page 9 of 22

Public transportation is very significant for this project. Some clients rely on public transportation for access. RIPTA bus route 14-West Bay runs from Narragansett to Providence with a scheduled stop at the Jamestown Ferry Landing. The service operates weekdays and weekends with 120-minute headways. Route 64 – Newport/URI Kingstown operates from the Newport Transportation Center to Kingston on weekdays and Saturday with 70 to 90 minutes headways. RIPTA also offers ride service which is a paratransit or ride service that is specifically ordered. The residents of this development would be eligible for that service.

The traffic volumes were collected at several different locations and several different studies done. They are summarized in the report. The yield volumes were considered low in terms of residential neighborhood, a road like Howland Ave would average 3,000 vehicles per day.

The trip generation for the housing was based on half market rate units and half special needs units. The differential is that special needs people will have access to paratransit and services like that which will generate additional trips to the site. The previous commercial office with 5,000 square feet was looked at. The overall difference between the commercial office and the apartments, were 22 more daily trips from the commercial office than from the proposed apartments with 3 more in the AM peak and 6 more in the PM peak.

#### Conclusions:

1. The result of the traffic impact assessment indicates that the development of 2 Hammett Court as proposed will not create any significant adverse impacts on the surrounding transportation system. The traffic volumes generated by 2 Hammett Court will be significantly less than the traffic generated by the site under the previous commercial office use. Therefore, the impact to the residences served by Hammett Court and along adjacent roadways and intersections will be less than the previous use.
2. The proposed parking for the site will address the current Town of Jamestown code parking requirements and will exceed the proposed parking requirements by eight (8) stalls.
3. The proposed site is within walking distance of public transportation bus service.
4. Residents at 2 Hammett Court would be eligible for public paratransit service. It is important that appropriate parking and loading provisions be made for this service at the site as the residents will likely rely on this service. Additionally, all walkways and entranceways associated with the development should be Americans with Disabilities Act (ADA) compliant. This includes pathways and facilities for paratransit vehicle parking, loading, and access.
5. The existing pedestrian-bicycle path opening at the northeast corner of the site is currently active. It is anticipated when 2 Hammett Court is fully developed, its use will increase. The pathway is currently not signed or maintained nor is it a designated public right of way or ADA compliant. The owner indicates that per an agreement with the Town of Jamestown, the pathway will be improved. It is recommended that

Planning Commission Minutes  
 September 20, 2023  
 Page 10 of 22

its future design and maintenance comply with ADA requirements.

6. It was observed that the Hammett Court stop sign located at Howland Avenue is covered with vegetation and barely visible. Routine maintenance should be scheduled for clear viewing of the sign at all times.
7. The existing street light at the entrance to the development site is owned by the Town of Jamestown. While there does not appear to be a requirement or standard for the illumination of residential roadways in the town zoning code, the street light's current illumination does not comply with industry standards. A lighting plan showing illumination levels within and around the site should be an element of the site development plan, ensuring compliance with industry standards and recognizing the special needs of the residents. Given the sensitivity of lighting in rural environments, dialogue with the Town of Jamestown is recommended to establish a standard for the site and existing light. This should be presented in a Site Lighting Plan. Lighting for the pedestrian-bicycle path opening and pathway at the northeast corner of the site should also be discussed in the plan.

Commissioner Pendlebury asked if there were any incidents of speeding? Norris replied that they did not observe any speeding.

Commissioner Harrison asked how they adjust for seasonal differences in traffic volume? Norris replied that would normally come out of a review of traffic volumes on an annual basis. In this case they were looking at traffic volumes on a short-term basis.

Commissioner Cochran asked if the conclusions recommend upgrading bicycle or pedestrian flow/pathway? Norris replied that it would be preferred but since its offsite, it is not a condition that is placed upon the applicant to address it.

Commissioner Enright asked about the recommendation to have sufficient room for RIDE buses to turn around, is there enough room? Norris said that in the site review there is ample room with 32 parking stalls between the two buildings. Infantolino said that the type of vehicle the tenants would be using is more van style than a bus and there is ample room to turn around.

Commissioner Pendlebury opened the floor to public comments.

Bart Totten of 20 Columbia Lane, moved to Jamestown 53 years ago. He is connected to the community. His second-grade teacher was Debbie Swistak and his dad served as a Planning Commissioner in the 1970s. He spoke about a proposed resident of the facility, his son Matthew. Matthew and his twin sister, Julia, went to school in Jamestown. Matthew (Matt) went to Narragansett for high school and Julia went to North Kingstown. Matt is currently in an extended engagement program. Matt knows many people in Jamestown. This is an amazing opportunity for Matt to move into a Looking Upwards unit. The Tottens are asking for a positive vote that will positively impact Jamestowners.

Planning Commission Minutes  
September 20, 2023  
Page 11 of 22

John Eckert of 17 Howland Avenue – Stated that he thinks 3 Hammett Court is good idea and he has a brother-in-law with IDD. He came to the meeting with questions and most concerns have been addressed. He stated that he is concerned about traffic, but it is less than it was.

He stated that he is concerned with Bridges, Looking Upwards and Keystone. Lisa Rafferty of 7 Clinton Avenue addressed the relationship between the three. She stated that Bridges and Looking Upwards merged. Then in 2022, Looking Upwards merged with Keystone, which was a managed services provider. Keystone no longer exists. Bridges only owns property.

Eckert questioned if the single bedroom units would be rented to special needs tenants? Carrie Miranda, Looking Upwards – Executive Director stated that they do not have the profile for IDD for 1-bedroom and 2-bedrooms. People can live together in 2 bedrooms, or alone.

Eckert asked about children and if there is a place for them to play? Infantolino said that there is not an area designed for children because that is not something that they can ascertain at this time.

Eckert questioned where the retention pond is? Freeman showed Eckert where the retention pond is located and Freeman stated that he inspected the property after rainstorm and the pond drains quickly.

Eckert said that the street light on Howland Avenue shines into bedroom window and wattage is fine.

Nick Lapinski of 1 Hammett Court – Stated that he is still concerned with traffic. He brought up that there will be job training, case workers and he sees a lot of coming and going as part of the process.

Lapinski – Drainage. He has water that goes into to his yard and he pumps it out into the road. He stated that vegetation has grown into the road and he parks in the road. He has owned house since 1979.

He asked the applicant to take down a tree and put in a driveway on his property. Commissioner Enright asked where is the tree? Lapinski answered that the tree is so close to the property line and he has asked for Town Tree Warden to come and take a look. Commissioner Pendlebury stated that his request is not part of the applicant's materials, including maintenance of the road, light, sidewalks, clean up edges of the road. Infantolino said that they will open up discussion with the Town.

Commissioner Pendlebury asked Freeman about the rain barrels and depression at 3 Hammet Court. Freeman said that the yard area will capture more surface area and the additional capacity of the depression will alleviate some of the issues. Properties in this area have water coming down from higher elevations. Freeman said that the roof runoff will be reduced by 47%. There is significant reduction. Lapinski said that he is not getting runoff from 3 Hammett Court. The rain water used to drain that way and now it does not. Water comes from other back yards.

Planning Commission Minutes  
September 20, 2023  
Page 12 of 22

Commissioner Pendlebury asked Lapinski if he had talked with Mike Gray, Director of Public Works? Lapinski said that he has not.

Bob Plain of 18 Calvert Place – Is a member of Affordable Housing Committee (AHC). The AHC has reviewed this project and enthusiastically and unanimously supports this project. Plain stated that he works for Church Community Housing Corporation, and he gets complaints about tenants. However, Looking Upwards is their best tenant.

Ann Biddle of 10 Clinton Ave – said that she has concerns with water because her property is lower. Freeman said that he analyzed the retention pond and looked at existing conditions and what will be put there. For 100-year storm, which is the maximum, the water level of the retention pond will only increase 1/8 inch. Freeman said in his opinion, it is not a problem. Commissioner Pendlebury asked about the water crossing over the property. Freeman said the overland water to Lot 201, flows through the parking lot and hits the berm. Freeman said that the additional runoff will not affect downstream property.

Connie Slick of 49 Narragansett Ave – asked for clarification on parking spaces. Infantolino explained that the required parking is 26 spaces and the existing parking is 32 spaces. Slick asked for clarification of lighting? One of the pictures showed lighting on the building. Will there be lighting on the walkway? Infantolino said that there will be downward lighting on the building.

Slick said that at her property she hears the backing-up noise from vehicles all the time. She questioned where the dumpster will be? Craig Anderson said that the existing trash shed and dumpster are in front. They are not proposing any changes. This residential facility should produce less waste than the commercial use.

Her last concern is traffic on Hammett Court because it is a narrow and dead-end street. If there are children living in the rentals, just make sure that traffic pattern is acceptable. She also wants to make sure that there are turnarounds for RIPTA vans. She has no objections to the project.

Jack Brittain of 14 Clinton Avenue – Asked about down spouts on the new project, specifically on the west side and if they will go into the rain garden? Freeman said that they are not proposing any changes to the roof leader for 2 Hammett Court. Brittain asked if there was a study done because it is a large roof and there will be a lot of drainage from the roof that is still pitched to the east. Freeman said that a majority of the run off issues comes from 3 Hammett Court. The roof leader runoff on the northwest corner of Hammett Court flows overland into retention pond. Part of the proposal is to fix the grading in the northeast area of the property so the water flows to the retention pond. Brittain said that he thinks they did a great job with the project. He has no problems.

Infantolino asks for final approval to be done administratively.

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

Planning Commission Minutes  
 September 20, 2023  
 Page 13 of 22

To grant Comprehensive Permit approval for the project titled “2 Hammett Court” in accordance with the Town of Jamestown Zoning Ordinance including Article 17 – Low- and Moderate-Income Housing and the plans by Darveau Land Surveying, Inc., P.O. Box 7918, Cumberland, RI 02864, 401-475-5700; dated April 14, 2023, for Property Owner Bridges Inc., P.O. Box 263, Jamestown, RI 02835; Applicant Looking Upwards Inc., P.O. Box 263, Jamestown, RI 02835:

- 1) Property Line Plan for Looking Upwards, Inc., Plat 9 Lot 183 2-3 Hammett Court, Jamestown, Rhode Island Sheet 1 of 2;
- 2) Existing Conditions Plan for Looking Upwards, Inc. Plat 9 Lot 183, 2-3 Hammett Court, Jamestown, Rhode Island Sheet 2 of 2; and
- 3) Proposed Architectural Site Plan, Looking Upwards Jamestown, Multi-Family Housing, 2 Hammett Court, Jamestown, Rhode Island 02835, Newport County Assessor’s Plat 9 Lot 183, dated 5-17-2023.

This approval is granted based on the following Procedural History, Project Description, Findings of Fact and subject to the following Conditions of approval:

**A. PROCEDURAL HISTORY**

1. An application for Comprehensive Permit was received on August 18, 2023 and was certified as complete on August 22, 2023. The application is for a twelve-unit multi-family residential structure occupying the same lot as an existing 5-unit multi-family residential structure. The project is entitled 2 Hammett Court.
2. The Applicant, Bridges Inc. (the “Applicant”) merged with Looking Upwards, Inc. on June 30, 2017. Looking Upwards, Inc. provides support services to individuals with developmental disabilities. The housing developer is SWAP, Inc.; a not-for-profit affordable housing developer based in Providence whose mission is provide affordable housing opportunities for persons of low and moderate income, revitalizing urban neighborhoods and building new communities. The Owner and Applicant controls the site by ownership. Looking Upwards Inc. is eligible to pursue a Comprehensive Permit pursuant to R.I. Gen. Laws § 45-53 and a letter dated May 23, 2023 from Anne Berman, Director of Real Estate Development, Rhode Island Housing which states that “Looking Upwards, Inc. is eligible to pursue a Comprehensive Permit application in the Town of Jamestown to develop Plat 9 Lot 183. Modifications to the development proposal resulting from local review do not require a revised letter of eligibility.”

Other materials from the proposed combined Master Plan and Preliminary Submittal entered into the record by the applicant through application to the Planning Commission sitting as the Local Review Board include:

- a. Comprehensive Permit Application
- b. Preparers of Plans
- c. Exhibit A-proposed relief requested
- d. Letter Requesting Combination of Meetings and time table
- e. Project Narrative
- f. Letter of Eligibility



Planning Commission Minutes  
 September 20, 2023  
 Page 14 of 22

- g. Abutters List
  - h. Color photographs of existing structures
  - i. 8.5x11 color aerials
  - j. Existing Conditions Plans- Darveau Land Surveying
  - k. Architectural Plans/Elevations- Union Studio
  - l. Drainage Plan-American Engineering Inc
  - m. Traffic Narrative
  - n. Proposed Deed Restriction
  - o. Financial Pro-forma
  - p. Concept View towards Clinton Avenue
  - q. Supportive Service Plan for IDD Units
3. The application narrative states all units will be deed restricted as affordable apartments owned and managed by Looking Upwards Inc. 2 Hammett Court will provide 12 affordable apartments in the village of Jamestown to create independent homes for individuals with intellectual and developmental disabilities (I/DD) and integrate them with other Rhode Islanders. The units will offer a variety of service options including fully independent living, partially supported living and fully supported living with a live- in caregiver.
  4. This application was heard by the Local Review Board for pre-application on July 19, 2023. A Preliminary Public Hearing was held on September 20, 2023. The public hearing was opened in a timely manner. The hearing was closed on September 20, 2023 by motion and vote of the Local Review Board. Notice of the public hearing was timely sent to the abutters within the required notice area, published in the August 31, 2023 Jamestown Press, posted at the Town Hall, the Police Station and also posted on the Town of Jamestown web site and the RI Secretary of State's public meeting web site.
  5. Christian Infantolino, Esq. appeared as legal counsel on behalf of the Applicant.
  6. The Applicant's Engineer is Patrick Freeman, PE, American Engineering. The Applicant's Architect is Donald Powers, AIA, Union Studio Architects. Gary Norris, PE, Valerie J. Southern Transportation Consultant, LLC. The three representatives were accepted as expert witnesses and testified on the application. The Applicant's Registered Land Surveyor is Michael Darveau of Darveau Land Surveying, Inc. was not present at the public hearing.
  7. During the Local Review Board meetings and Public Hearing, the Local Review Board received comments and reports from the Town Planner and Technical Review Committee. The Town Environmental Scientist (Engineer) reviewed the plans and met with the project Engineer regarding drainage issues in the area and provided a memorandum. The Town's legal counsel, Wyatt Brochu, advised the Local Review Board throughout the process.

8. Neighbors (abutters) were also present at the public hearing (and submitted additional information to the Board for their consideration). The concerns of the abutters were discussed by the Local Review Board and given consideration during the review process and included:
  - a. 17 Howland Avenue, John and Marianne Eckert submitted written correspondence which stated they felt the variances requested are extreme and traffic concerns with additional traffic on a “narrow” dead-end road;
  - b. Drainage and flooding: testimony noted that there is existing water runoff issue in the area.
  - c. The Town has placed a berm at the end of Hammett Court at Howland Avenue and that has directed water to the catch basin on Howland as intended. Water runoff generated from the south flows in a northerly direction to the proposed building site;
- d. 20 Columbia Lane, Bart Totten, a 53-year resident of Jamestown spoke of how his son Matthew is a potential resident. Matthew is in an extended engagement program and works at McQuade’s Marketplace. Living at 2 Hammett Court would be an amazing opportunity for Matthew. Totten wanted to let the Board know that this application will have a positive impact on Jamestown residents.
- e. 17 Howland Avenue, John Eckert expressed a concern about traffic, but it is less than before the traffic consultant spoke. He is concerned about children and the lack of a playground/area to play in. He asked about the location of the retention pond for drainage.
- f. 7 Clinton Avenue, Lisa Rafferty explained the merger between Bridges Inc and Looking Upwards, Inc. Then Keystone, a managed services provider, merged with Looking Upwards, Inc. in 2022. Keystone no longer exists.
- g. 1 Hammett Court, Nick Lapinski is still concerned about traffic and drainage.
- h. 18 Calvert Place, Bob Plain is the Chair of the Affordable Housing Committee, which enthusiastically and unanimously supports this project. Plain works for Church Community Housing Corporation and Looking Upwards, Inc is their best tenant.
- i. 10 Clinton Avenue, Ann Biddle is concerned about water and drainage.
- j. 49 Narragansett Avenue, Connie Slick asked for clarification on lighting, dumpster location and traffic patterns.
- k. 14 Clinton Avenue, Jack Brittain asked about the downspouts on the 2 Hammett Court building. He said that American Engineering has done a great job and he supports the project.

## **B. PROJECT DESCRIPTION and FINDINGS OF FACT**

1. The proposed project is described in the narrative, on the plans, and supporting documents by Darveau Land Surveying Inc., American Engineering, Inc., and Union Studio as indicated on the plans and supporting documents, marked as Exhibit 1 and made a part of the record and this Decision. The Applicant has also submitted architectural renderings by Union Studio Architects, marked as Exhibit 2 and made a part of the record and this Decision.

Planning Commission Minutes  
 September 20, 2023  
 Page 16 of 22

2. The property on which the project is proposed is located at 2 Hammett Court and shown on Assessor's Map 9 Lot 183. The property contains approximately 34,003 square feet (.7806 acres) and is presently developed with a 5,091 square foot commercial building and 5-unit residential multi-family structure. The property is cleared with several perimeter trees present and is gently sloping to the north and east. It is located off Howland Avenue and sits between Howland Avenue, Narragansett Avenue and Clinton Avenue. The surrounding area is commercial to the north, mixed use residential and commercial to the east and, single family residential to the south and west, with lot size ranging from 5,000 square feet to 21,000 square feet. The proposed site spans two separate zones: CD to the north and R8 to the south.
3. The subject property is located at 2 Hammett Court, Tax Assessors Plat 9 Lot 183-2. Currently the property has 2 structures on the property. One structure is being used for 5 affordable attached units. All of these units are "affordable rental units" with Bridges Inc. as the owner. The other structure is approximately 5,000 square feet and being used as commercial office space.
4. The proposal is to either remodel the interior of the commercial building, approximately 5,000 square feet, or to raze the building, depending on the underlying condition of the structure, and reuse the existing foundation. The existing building (footprint) will be used 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 persons.
5. The Applicant is requesting relief from the exact regulations controlling the number of bike racks on site, the Applicant will install at least one bike rack to the property.
6. As noted on the existing conditions site plan, there are portions of the neighboring property driveway which encroach upon the Applicants property. The Applicant is proposing to work with the neighbor to create a space similar to what is being proposed in the Concept View towards Clinton Avenue supplementary document submitted.
7. The proposed development is consistent with local needs as identified in the Jamestown Comprehensive Plan – Affordable Housing Plan which states the following:

**Goal:** 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.

**Strategy:** Strengthen partnerships and build community support for Affordable Housing.

**Action Item 1.2:** Work with CCHC and other non-profit developers to develop affordable housing in Jamestown.

8. The proposed development is in compliance with the standards and provisions of the Jamestown Zoning Ordinance in conjunction with the variances and relief described herein. The Local Review Board hereby approves granting the necessary Zoning Ordinance relief based on Technical Committee and Local Review Board review. The Local Review Board finds that the relief is granted because the local concerns do not outweigh the State and Local need for affordable housing. The unique shape and access to the property are considered a hardship and not due to a physical or economic disability of the Applicant or the result of any prior action of the Applicant. In addition, the granting of this relief will not alter the general character of the surrounding area or

Planning Commission Minutes  
 September 20, 2023  
 Page 17 of 22

impair the intent or purpose of the Zoning Ordinance. This relief is considered the least relief necessary for this specific application. Should the relief not be granted, it is determined by the Local Review Board that it will be more than a mere inconvenience to the Applicant.

9. The Planning Memorandum dated 7/13/2023 was submitted to the Planning Commission for their Preapplication review on July 20, 2023.

The Applicant has requested the following Zoning Relief:

- A. Chapter 82-302, Table 3-2:
    - (1) Maximum Lot width allowed in the CD Zone is 96 feet. The lot width varies but is 97 feet at its narrowest point. Relief is sought for the entire site due to the irregular shape of the lot and multiple lot widths.
    - (2) There is no proposed change in the location of the structure. All dimensions of the existing structure are proposed to remain.
    - (3) 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 requirement.
    - (4) Applicant is requesting relief for the building placement requirement of Table 3-2, rear yard, where the structure is required to be located in the front yard and the existing structure is located in the rear yard for the CD Zone. Applicant does not propose to relocate the structure.
    - (5) Dimensional relief of +/-6 inches where 12 feet is required for a rear yard setback off of the eastern property line.
  - B. Table 11-2 Building Placement: The Applicant is proposing to use the existing structure and/or footprint of the existing structure and does not propose to relocate the structure.
  - C. Chapter 82-600: Applicant has requested that the Special Use Permit as described in Article 6 of the ordinance, for multi-family, be considered with the requested Comprehensive Permit.
  - D. Chapter 82-1102 B1(b) and 3(a): The Applicant is seeking relief for the tree plantings required under Article 11, due to the irregular nature of the site and the existing conditions on the lot. Applicant is proposing to landscape an area by the building.
  - E. Chapter 82-1108(A)3: 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.
  - F. Chapter 82-1111 (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.
  - G. Chapter 82-1111. (B).3: Applicant seeks relief from the specific requirement of one bicycle rack per 10 car parking spaces. The required number of racks is 3 based on the 26 parking spots and the applicant is proposing 1 bike rack.
10. The Applicant has indicated in the application that the affordable housing component of the proposed development is deed restricted All units will be deed restricted as affordable apartments owned and managed by Looking Upwards Inc. 2 Hammett Court will provide 12 affordable apartments in the village of Jamestown to create independent

- homes for individuals with intellectual and developmental disabilities (I/DD)/affordable units, as permitted by Town of Jamestown Zoning Ordinance Article 17 – *Low and Moderate Income Housing* and RIGL 45-53. These units will allow residents to integrate with other Rhode Islanders. The units will offer a variety of service options including fully independent living, partially supported living and fully supported living with a live-in caregiver. Single family residential units in the neighborhood range from 1,000 square feet to 2,000 square feet.
11. Looking Upwards, Inc. is a Rhode Island based non-profit agency that, since 1978, has offered a wide array of services to adults with intellectual or developmental disabilities (I/DD) and children with special healthcare needs. It now serves over 1300 children, adults, and families with its corps of skilled professionals who are well respected in the community. The mission of Looking Upwards is to promote the growth and independence of adults and children of all abilities so they may realize their maximum potential and live fulfilling lives.
  12. This development meets numerous elements of the State Guide Plan, Land Use 2025, RI Consolidated Plan and Strategic Housing Plan including:
    - a. Increasing housing opportunities for low- and moderate-income households;
    - b. Providing affordable homes for households with very low and extremely low incomes;
    - c. Creating supportive housing for individuals with special needs;
    - d. Addressing the needs of households with high housing cost burdens;
    - e. Addressing the housing needs of special populations including individuals with disabilities;
    - f. Providing affordable homes in a community in which currently less than 5% (4.59%) of the homes are affordable;
    - g. Building homes within the urban services boundary and support traditional downtown centers;
    - h. Providing diverse affordable housing opportunities (currently 92% of Jamestown homes are single family and only 16% are homes for rent);
    - i. Promoting intermodal centers and greater reliance on transit;
    - j. Increasing energy efficiency through building design and location;
    - k. Utilizing existing infrastructure to avoid negative environmental impacts of development;
  13. The Local Review Board has been presented with no facts evidencing significant negative environmental impacts from the proposed development as shown on the plans, with all required conditions of approval. The Technical Review Committee reviewed the plans at a meeting on June 22, 2023. The issues or objections with the application as proposed have been mitigated with the required conditions of approval.
  14. There will not be significant negative impacts on the health and safety of current or future residents of the community. The Applicant has coordinated with the Town Engineer to ensure that the new development will further mitigate and not further impact the abutting residences with respect to storm water runoff.
  15. The site has adequate and permanent physical access to a public street in accordance with the requirements of § 45-23-60(5). Hammett Court and Howland Avenue are both

Planning Commission Minutes  
 September 20, 2023  
 Page 19 of 22

public roads to which the project will have access. The Traffic Consultant, Valerie J. Southern, CMC and Gary A. Norris, P.E., VJS-TC, LLC concluded that “the result of the Traffic Impact Assessment indicates that the development of 2 Hammett Court as proposed will not create any significant adverse impacts on the surrounding transportation system. The traffic volumes generated by 2 Hammett Court will be significantly less than the traffic generated by the site under the previous commercial office use. Therefore, the impact to the residences served by 2 Hammett Court and along adjacent roadways and intersection will be less than the previous use.”

16. The proposed development will not result in the creation of individual lots with any physical constraints to development that building on those lots according to pertinent regulations and building standards would be impracticable. No new lots are being created with this proposal. The residential structure has been designed by Union Studio Architects specifically for the lot and use as proposed by the Applicant.
17. All subdivision lots have adequate water for the intended use and adequate provision for wastewater disposal. The Applicant proposes public water and sewer for all dwelling units.
18. The required subsidy for this affordable housing development includes: Other Subsidy:  
 Thresholds Grant - \$400,000

1st Mortgage - \$59,000

State Subsidy: \$300,000 – RI Housing HOME funds

\$200,000 – FHLB AHP

Local Subsidy: \$138,827 – Jamestown Affordable Housing Trust Fund

The Jamestown Town Council must approve the use of the Affordable Housing Trust funds in the amount of \$138,827. The State and other funds are pending approval by the appropriate agencies.

19. The Project has appropriate parking and is requesting a variance for parking location due to the irregular shape of the lot with respect to the street frontage. In addition, the Applicant has provided a parking needs calculation based on the specific uses proposed for this development, and has represented that the residents of the dwelling units shall not require individual access to motor vehicles or have the need to individually park a motor vehicle on the Property, as the Applicant shall be providing motor vehicle transportation services to the residents, and project will be bound by restrictions to the deed to maintain said use.
20. The Jamestown Police Department has reviewed the project plans and indicated on the project review sheet dated August 31, 2023 that there will be little or no impact to their department and that the existing Police Department and facilities are adequate to serve the project’s residents.
21. A draft deed restriction has been provided indicating a term of 30 years for exclusive use of the site for affordable/IDD housing.

**CONDITIONS OF APPROVAL**

1. The approval is for 12 multi-family units.
2. That payment of a fee in-lieu-of land dedication shall not be required for this subdivision as required by Article IIID of the Jamestown Subdivision Regulations.
3. The project shall be built in strict accordance with the final plans and specifications approved by this Commission.
4. The developer and monitoring agent for this affordable housing development will be SWAP.
5. This Comprehensive Permit is for the specific uses proposed by the Applicant and as approved by the Local Review Board. If the Applicant, its successors, or assigns, desire to change or modify the use of the Property, they first shall be required to obtain approval from the Local Review Board to modify the Comprehensive Permit granted hereby.
6. There shall be a restriction placed with the deed for the property and recorded with Town Clerk in the Land Evidence Records at the Town Hall in Jamestown, that restricts the tenancy to affordable housing including developmentally disabled adults.
7. The Applicant is seeking relief for the number of bicycle racks required but will install at least one bicycle rack as indicated in the narrative and at the hearing.
8. The Stormwater Management Plan shall be implemented in coordination with American Engineering with the concurrence of the Town Director of Public Works.
9. Stormwater infrastructure such as the rain gardens shall be maintained in accordance with the submitted Operations and Maintenance Plan and the standards published by RIDEM for such structures. The stormwater Operation and Maintenance plan for the drainage system be presented with the final plan in 8.5 x 11" format, approved by the Town Engineer and recorded with this approval as Exhibit 3.
10. A Certificate of Merger between Bridges Inc and Looking Upwards Inc shall be recorded in Jamestown Land Evidence Records prior to final approval.
11. The bike rack shall have space for at least five (5) bicycles.
12. The project shall apply to and receive approval from the Jamestown Board of Water and Sewer Commissioners for the change in use.
13. The Local Review Board delegates the Final Review to the Town Planner with the signature of the Local Review Board Acting Chair to appear on the Final Record Plan.
14. This Approval shall be recorded with the named restrictions, by the Applicant with the Office of the Town Clerk and the Planning Office shall post the Approval outside the Planning Office within 30 days of Approval.
15. This approval shall expire one year from the date of approval by the Local Review Board unless final approval is granted within that time.

So voted:

Commissioner Cochran – aye

Commissioner Enright - aye

Commissioner Harrison – aye

Commissioner Pfeiffer – aye

Commissioner Prestigiacomio – aye

Commissioner Pendlebury – aye

Motion carries 6-0.

Planning Commission Minutes  
 September 20, 2023  
 Page 21 of 22

A motion that Final Master Plan proposal and Comprehensive Permit be handled administratively was moved by Commissioner Pendlebury and seconded by Commissioner Cochran. All in favor. Bryer stated that it was also listed as a condition of approval.

A motion to close the public hearing and leave sitting as the Local Review Board was moved by Commissioner Cochran and seconded by Commissioner Enright. All in favor.

Commissioner Swistak joined the meeting.

### III. Citizen's Non-Agenda Item - none

### IV. Correspondence

1. Memo to Town Council re: Zoning Ordinance Update/Review
2. Administrative Subdivision final approval AP 3 Lots 51 and 235, Samuel & Natasha Younts and Rikhi D'Souza

Correspondence was recognized as received.

### V. New Business

1. No items at this time.

### VI. Reports

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

A reminder that there is no meeting on October 4. At the October 18 meeting, there is a high ground water application and further discussion on the Community Survey. The Zoning Ordinance Update/rewrite went to the Town Council on September 18. The Town Council will have a workshop then a hold public hearing on the Zoning Ordinance Update/rewrite.

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

1. September 6, 2023

A motion was moved by Commissioner Enright and seconded by Commissioner Cochran to approve the minutes from the September 6, 2023 meeting as amended. All in favor.

Page 3: In Recreation: Question 26: change ~~“consider a question”~~ to “Ask a question...”

Page 3: In Economic Development: change ~~“As a question”~~ to “Ask a question...”

Page 3: In Economic Development: change “Add an aquaculture question” to “Ask an aquaculture question”

Page 4: In Economic Development: change ~~“consider a question”~~ to “Ask a question...”

Page 4: In Economic Development: change ~~“As a question about the potential for large...”~~ to “Ask a question about the potential for large...”

Page 4: Transportation and Circulation: change ~~“Add a question if the Town of Jamestown...”~~ to “Ask a question if the Town of Jamestown...”

Page 4: Transportation and Circulation: change ~~“Add is question about Low Speed...”~~ to “Ask a question about Low Speed...”

Page 5: Housing: change ~~“Add a question about supporting...”~~ to “Ask a question about supporting...”



Planning Commission Minutes  
September 20, 2023  
Page 22 of 22

Page 5: Miscellaneous: remove ~~about peoples feeling~~

Page 5: Miscellaneous: remove: ~~Ask a question about commercial aquaculture (oyster farm & kelp farm).~~

**VIII. Adjournment**

A motion to adjourn at 8:58pm was moved by Commissioner Enright and seconded by Commissioner Cochran. All in favor.

Attest:

Carrie Kolb

**POLICE PENSION ADMINISTRATOR COMMITTEE**

**JAMESTOWN, RHODE ISLAND**

**May 26, 2021**

A meeting of the Police Pension Plan Committee was called to order via Zoom meeting at 8:34 AM by Anthony Antine Committee Chair. The following members were present:

Angela Deneault, IBPO Union Rep  
Jamie Hainsworth, Member/Town Administrator

Also present were:

Karen Montoya, Deputy Town Clerk  
Aileen Flath, Facilitator of Zoom meeting  
Christina Collins, Finance Director

**NEW BUSINESS**

Mr. Antine called the meeting to order and took role call.

Mr. Antine introduced the new business: Requisition on May 17, 2021 by John Areson to receive a lump sum distribution of his vested Police Pension Benefit in the amount of approximately \$43,000 pending final calculation from Angell Pension. Ms. Collins has been in contact with Mr. Areson and invited him to this meeting but he had other obligations. Mr. Areson's contribution from his employment of 12/01/2003 to 06/27/2014 is \$42,251.89. Interest on his contribution is 5.5% for 60 days after termination. A final sum will be determined on that.

Mr. Hainsworth made a motion that the Committee approve Mr. Areson's request for a lump sum distribution subject to the Finance Department's calculations of the final amount after the interest. Lt. Deneault seconded the motion. No further discussion. Mr. Hainsworth aye, Lt. Deneault aye, Mr. Antine aye. So voted unanimously.

The next item was the approval of the minutes of May 13, 2021. Lt. Deneault made a motion. Mr. Hainsworth seconded. So voted unanimously.

Ms. Collins added she would like to bring in Washington Trust to do a presentation about the Plan and how the Plan has done in the last year.

Mr. Hainsworth made a motion to adjourn the meeting. Lt. Deneault seconded. Unanimously voted.

Meeting adjourned at 8:42 AM.

Attest:



Karen Montoya  
Deputy Town Clerk

Cc: Police Pension Administrator Committee (3)

**POLICE PENSION PLAN COMMITTEE  
JAMESTOWN, RHODE ISLAND**

**June 9, 2022**

An advertised meeting of the Police Pension Plan Committee was called to order at 10:10 AM by Christina Collins, Finance Director. The following members were present:

Anthony Antine, Chairman  
Angela Deneault, IBPO Union Rep  
Jamie Hainsworth, Member/Town Administrator

Also present were: Karen Montoya, Deputy Town Clerk

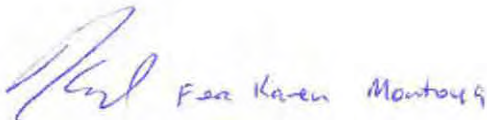
**NEW BUSINESS**

A timeline of Mr. Balcom's employment was reviewed. Mr. Blacom started participation in the Pension Plan on 4/1/1993 and terminated on 9/8/2006. His benefit commencement date is 7/1/2022. Mr. Hainsworth made a motion to grant the Police Pension to Mr. Balcom. Lt. Deneault seconded. Unanimously voted.

Ms. Collins reported on the inquiry of the Auditor General's Office of Rhode Island concerning the health of the Police Pension Plan. We have been over funded for 20 of the last 22 years. Since 2001 the average return rate has been 6.58%. We are taking all of the right measures in conjunction with Washington Trust's investment department. Mr. Antine expressed his concerns about how China was affecting the fund. Ms. Collins reported that the Fund only has a very small amount invested in international accounts. Ms. Collins will make some inquires. The other concerns the Office of the Auditor General has, are how many the times the Pension Board meets and the communication with Washington Trust's investment department. The Board will meet more often to comply with the Auditor General's Office.

There being no further business Lt. Deneault made a motion to adjourn. Mr. Hainsworth seconded. Unanimously voted. Meeting adjourned at 10:45 AM.

Attest:



Karen Montoya  
Deputy Town Clerk

Cc: Police Pension Plan Committee (3)  
Christina Collins, Finance Director

**POLICE PENSION PLAN COMMITTEE  
JAMESTOWN, RHODE ISLAND**

**October 12, 2023**

An advertised meeting of the Police Pension Plan Committee was scheduled to convene at 9:00 AM by Christina Collins, Finance Director. The following members were present:

Angela Deneault, IBPO Union Rep

Absent: Edward Mello, Town Administrator (recused)  
Anthony Antine, Committee Chairman

Also present were: Keith Ford, Deputy Town Clerk

It was noted prior to the meeting being called to order that there was not a statutory quorum for this meeting, therefore this meeting was not held and will be rescheduled at a later date.

Attest:



Keith Ford  
Deputy Town Clerk

Cc: Police Pension Plan Committee (3)  
Christina Collins, Finance Director

## JAMESTOWN ZONING BOARD OF REVIEW

### Minutes of the August 22, 2023 Meeting

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

Richard Boren, Chair  
Dean Wagner, Vice-chair  
Terence Livingston, Member  
James King, Member  
Jane Bentley, Member  
John Shekarchi, 1<sup>st</sup> Alternate  
James Sisson, 2<sup>rd</sup> Alternate

Also present:

Wyatt Brochu, Counsel  
Peter Medeiros, Zoning Officer  
Brenda Hanna, Stenographer  
Pat Westall, Clerk

### MINUTES

#### Minutes of July 25, 2023

A motion was made by Terence Livingston and seconded by James King to accept the minutes of the July 25, 2023 meeting as presented.

The motion carried by a vote of 5 – 0.

Richard Boren, Dean Wagner, Terence Livingston, James King, and Jane Bentley voted in favor of the motion.

John Shekarchi and James Sisson were not seated and Robert Maccini was absent.

### CORRESPONDENCE

A letter dated July 26, 2023 from Mary Lou Sanborn re: Sanborn Zoning Variance Request.

### OLD BUSINESS

such structure in excess of 50 feet shall be required to receive a special use permit from the Zoning Board.

5. Thus, the applicant requires the special use permit from the Zoning Board of Review
  6. Section 82-601 of the Zoning Ordinance provides that a special use permit may be granted by the Zoning Board of Review for the uses listed in Sec. 82-301 and 82-602 provides that the burden is on the applicant to show that the granting of the special use permit will not result in conditions inimical to the public health, safety, morals and welfare and the granting of the special use permit will not substantially or permanently injure the appropriate use of the property in the surrounding area or district. In granting a special use permit, the Zoning Board of Review may impose conditions necessary to maintain harmony with other lots in the same or abutting zoning district
  7. Since the enactment of the 1991 RI Zoning and Enabling Act, there has been published a plethora of case law on the subject of special use permits
- II. Federal Telecommunications Act of 1996
8. Under this Statute, the FCC licenses carriers to provide wireless telephone service on a competitive basis, 47 USC € 332.
  9. The Statute preserves state and local authority over the placement and construction of towers subject to certain limitations including a local zoning ordinance or board cannot regulate to the extent of having the effect of prohibiting the provision of personal wireless services.
  10. One of the first federal cases interpreting the competing aims and goals of zoning boards and carriers in Town of Amherst, N.H. v. Omni point Communications 173 F. 3 and 9 (1<sup>st</sup> Cir. 1999)
  11. The Amherst opinion sets forth the following guidelines:
    - a) The Telecommunications Act is a deliberate compromise between the aim of facilitating the growth of wireless service and maintaining substantial local control over siting of towers.
    - b) The strictness of local zoning codes is preempted by the Supremacy Clause of the U.S. Constitution
    - c) Under federal law, the town can control the siting of facilities, but the town cannot preclude wireless service
  12. Since the Amherst case, federal courts have had numerous opportunities to rule on cases similar to the present application before the Jamestown Zoning Board.
  13. Typically, the cases concern the applications for monopole towers from 100 feet to 190 feet.
  14. In Cellco Partnership d/b/a Verizon Wireless v. Zoning Board of Clifton Park 361 F.Supp.3<sup>rd</sup> 248 (N. D New York, 2019), in a written decision the senior federal judge found the following:
    - a) A ZBR must evaluate a cellular company application on the basis of whether the public utility has shown a need for its facility and whether the needs of the broader public would be served by approving the application.
    - b) This need is called the “public necessity” Standard and wherein the applicant is required to show
      1. there are gaps in service

Subpart #4 is Planning Commission Memorandum to the ZBR unanimously recommending approval with findings of fact, and conditions of approval.

Subpart #5 is an Alternate Site Analyses provided to the applicant by Lisa Bryer, Town Planner. Eight alternate sites were considered and either rejected as not adequate or the landowner was not willing to lease their property.

Subpart #6 is a surrounding property valuation performed by Fair Market Advisors, LLC opining that the proposed tower will have no measurable impact on the price paid for surrounding properties due to the proximity or visibility.

Subpart #7 is the Site Plan with attached 9 sheets.

Subpart #8 Theoretical Radio Frequency (RF) were calculated and assuming that the full capacity of 4 PWS carriers, the facility would comply with all regulatory guidelines for RF exposure.

Subpart #9 is a 7 page report with attachments from C. Squared Systems, LLC. In summary there are areas of Jamestown of deficient coverage. Without the installation of the proposed site multiple wireless operators will be unable to maintain their existing communications in this area of Jamestown. Site maps are attached setting forth different degrees of coverage.

Subpart #10 is an aeronautical study by Obstruction Evaluation Group opining that the proposed structure does not exceed obstruction standards and would not be a hazard to air navigation.

Subpart #13 Are 6 sets of tower visibility analyses of a tower height of 160 feet from various locations and varying percentages, prepared by VSS.LLC using VSS-IVS Interactive Viewshed Analysis Tool

18. Since the application and it's 17 Subparts have been marked as a full exhibit, the ZBR accepts the documents, reports, and analyses subject to cross examination, and to the extent applicable, the testimony of objectors.

#### IV. TESTIMONY

19. The applicant presented an 8 page report with a Table of Site information and 6 attachments. The Report is entitled RF Report, Jamestown, RI 90 Carr Lane, Jamestown, RI by C Squared Systems, LLC. The author of the 2/7/23 report is Sohail Usmani, a registered and licensed radio frequency engineer.

20. Mr. Usmani testified that he has been a RF engineer for over 25 years and has worked for every cellular carrier in the U.S. His educational background is electrical engineering. Mr. Usmani discussed all of the factors that are considered in deciding upon a site, the height of the tower, the location of the tower, and the number of carriers on the tower. For factors, consider vegetation, topography, urban or suburban environment, direction of antenna, and prevailing tree height. If there are 4 carriers, need tower 40 - 50 feet above the line as each antenna is about 8 feet tall and need a 10 foot physical separation. For the location of the tower is partially driven by the zoning set back requirements. Mr. Usmani explained in detail

NEW BUSINESSAlexander

A motion was made by Dean Wagner and seconded by Terence Livingston to grant the request 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.

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

Regarding the request for a Variance, this Board has determined that this application does satisfy the requirements of Article 6, Section 606, Paragraphs 1 through 4, and Section 607, Paragraph 2.

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

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

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

This approval is conditioned on the owners fully complying with Section 82-1403, the general requirements and standards for accessory family dwelling units.

This motion is based on the following findings of fact:

1. The lot is small, less than 30,000 sq. ft. in an R80 zone.
2. This is an existing non-conforming lot by size.
3. The majority of the lot is unbuildable.
4. The allowed lot coverage is 20% and the proposed site coverage is 11.5%.
5. The total habitable space of the proposed accessory family dwelling unit is 32.5% of the total dwelling structure.
6. The Technical Review Committee voted in support the citing and variance based on the location of the existing structure.
7. There were no objectors.

The motion carried by a vote of 5 – 0.



Macintyre

A motion was made by James King and seconded by Dean Wagner to grant the request Andrew K. Macintyre et ux Colleen D., whose property is located at 9 Maple Avenue, and further identified as Tax Assessor's Plat 9, Lot 14 for a variance from Article 7 Non-Conforming Uses, Sec. 82-705. Alteration of a non-conforming structure.

The applicant seeks to enclose an existing side deck into living area (138.6 sq. ft.) which is within the allowed setbacks. The existing structure is non-conforming regarding front setback along Maple Avenue. 30' required, 19'6" existing.

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

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

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

This motion is based on the following findings of fact:

1. Said property is in an R-20 Zone and contains 30,214 sq. ft.
2. The property is non-conforming due to a front deck within a front setback.
3. The proposed change does not alter the original foot print of the house.
4. The addition is replacing a rotting deck and is not within the side setback.
5. No neighbors objected.

The motion carried by a vote of 5 – 0.

Richard Boren, Dean Wagner, Terence Livingston, James King, and Jane Bentley voted in favor of the motion.

John Shekarchi and James Sisson were not seated and Robert Maccini was absent.

ADJOURNMENT

A motion was made and seconded to adjourn at 8:55 p.m.  
The motion carried unanimously.





**Town of Jamestown  
Tax Assessor**

93 Narragansett Avenue  
Jamestown, RI 02835

Phone: 401-423-9802  
Email: [cbrochu@jamestownri.net](mailto:cbrochu@jamestownri.net)

To: COUNCIL PRESIDENT BEYE, JAMESTOWN TOWN COUNCIL

From: CHRISTINE BROCHU, JAMESTOWN TAX ASSESSOR

Subject: ADDITIONS OF TAXES FOR THE **NOVEMBER 6, 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

YEAP: 2013 TO 2023  
 DATE: 11/1/2023

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]	18742R	02-0017-00	0	0	0	0.00	0.00
Accept	[REDACTED]	10/13/2023	1/113	323,839	0	323,839	2,260.46	0.00
	[REDACTED]	C/O ISSUED 7/19/2023	3760	323,839	0	323,839	2,260.46	0.00
2017	[REDACTED]	18742R	11-0034-00	0	0	0	0.00	0.00
Accept	[REDACTED]	10/27/2023	6/282	196,147	0	196,147	1,369.11	0.00
	[REDACTED]	C/O ISSUED 5/18/2023	3761	196,147	0	196,147	1,369.11	0.00
2017	[REDACTED]	18742R	11-0034-00	0	0	0	0.00	0.00
Accept	[REDACTED]	11/01/2023	1/381	52,486	0	52,486	364.35	0.00
	[REDACTED]	HCUSE COMPLETE	3762	52,486	0	52,486	364.35	0.00
	[REDACTED]	10/31/2023						
Totals For -2023 P						572,472	3,995.96	
						Total Inc's:	3,995.96	
						Total Dec's:	0.00	
TOTAL	# OF Acc's					572,472	3,995.96	
						Grand Total Inc's:	3,995.96	
						Grand Total Dec's:	0.00	



## 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 Community Development Block Grant (CDBG)  
Administrative Services

**DATE:** October 30, 2023

---

The Town of Jamestown currently has operated under a contract for CDBG administrative services with Church Community Housing Corporation (CCHC) since June 2020. This contract expired at the end of June, 2023. This contract was advertised for bid on the BidNetDirect site and bids were opened September 22. Only one bid was received, from CCHC. This bid was found to be responsive and addressed all the elements in the bid.

The fee schedule proposes a 3% increase each year. CCHC invoices for their time at a rate of \$150/hour against the CDBG Local Administration award for specific projects and program years.

CCHC is tracking time spent on the Administration support for the CDBG projects but will not invoice against those projects until the projects have been spent down and after contracts are in place. It is a CDBG regulation that the Administration funds are available for reimbursement at the same rate that the projects have been reimbursed. As an example, if a project award is \$100,000 with an administration award of \$10,000 and if 40% of the project has been reimbursed it means that \$4,000 of the administration is available to invoice against.

CCHC will submit, for Town approval, the time/task documentation that follows OHCD/HUD requirements for reimbursement invoicing.

I am asking that the current contract with CCHC be awarded to CCHC from July 1, 2023 through June 2028, as outlined in the attached agreement.

Attachment: Contract Agreement, Community Development Block Grant (CDBG) Program

C: Roberta Fagan, Town Clerk  
Christian Belden, Executive Director, CCHC  
Robert Plain, CDBG Program Manager, CCHC

**CONTRACTUAL AGREEMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

This Letter of Contract (“Contract”) is entered into as of this First day of July, 2023 by and between the Town of Jamestown and Church Community Housing Corporation, located at 50 Washington Square, Newport, RI 02840, for the provision of certain contracted services, subject to the terms and conditions set forth herein. This Contract sets forth each party’s responsibilities related to Jamestown’s CDBG administration.

RECITALS

WHEREAS, Church Community Housing Corporation (“CCHC”) is a nonprofit corporation dedicated to helping low- and moderate-income persons in Newport County to live in safe, decent, affordable housing and neighborhoods;

WHEREAS, CCHC provides housing through rental, home ownership, rehabilitation, preservation, or other means, without discrimination or prejudice;

WHEREAS, in collaboration with others, CCHC extends its activities to community and economic development projects that particularly promote well-planned, integrated, stable, safe and healthy communities;

WHEREAS, CCHC has provided assistance to the Newport County communities with their CDBG programs for over twenty-five years;

WHEREAS, the Town of Jamestown (“Town”) is a municipality and Registered Entity for the Small Cities Community Development Block Grant (“CDBG”) program, a US Department of Housing and Urban Development (HUD) program run by the RI Office of Housing and Community Development (“OHCD”) under the RI Commerce Corporation;

WHEREAS, the Town desires to obtain assistance and advice from CCHC as a consultant for the administration of the Town’s CDBG activities, and CCHC is agreeable to assisting the Town in the administration of the Town’s CDBG programs;

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

## AGREEMENT

### **Section 1: Legal Authority**

CCHC certifies that it has the legal authority to accept grant funds under the Rhode Island Small Cities Community Development Block Grant program and to execute the terms of this Contract.

CCHC certifies it has the local administrative capacity to manage the funded program(s) in accordance with applicable State and Federal rules and regulations. If CCHC currently lacks this capacity, it will take necessary steps to assure it is obtained prior to obligating or expending funds awarded.

### **Section 2: Scope of Services**

CCHC shall in a satisfactory manner, to be determined in the sole and exclusive discretion of the Town, perform all obligations and duties as described in Attachment A.

### **Section 3: Time of Performance**

The dates for the five (5) year contract are July 1, 2023 – June 30, 2028, subject to the annual review and recommendation of the Town, with the option of extending the contract for five (5) subsequent years (July 1, 2028 – June 30, 2033) at the sole discretion of the Town, the satisfactory negotiation of terms (including a price acceptable to the Town), the concurrence of the Town and the annual availability of an appropriation. The administration of the contract includes all open grant years plus any new ones within the contract period.

### **Section 4: Compensation and Payment Method**

The Town agrees that CCHC will be paid \$150/hour for CDBG administration in Year 1 of this agreement with an annual 3 percent cost of living/inflation adjustment and the opportunity to revisit the hourly rate every three years. It is understood that all of the work performed by CCHC is typically reimbursable as administration costs through CDBG administration funds and there is no guarantee because award of CDBG administration funds is made by the State Office of Housing and Community Development.

The total costs can be paid in part by CDBG funding to the Town of Jamestown, **not to exceed** the following (per CDBG regulations):

- CDBG administration funds can only cover grant administration costs in an amount less than or equal to 15% of awarded grants.
- CDBG funding can only reimburse loan administration costs in an amount less than or equal to 20% of outstanding loans.
- Additional CDBG regulations also limit the reimbursement for application preparation costs with CDBG administration funding to \$5,000. CCHC will track time spent on application preparation and invoice not to exceed \$5,000.

All payments are contingent upon CCHC's continued compliance with the provisions set forth in this Contract and any/all applicable CDBG Rules and Regulations, OMB Circulars, HUD Requirements, OHCD Requirements, and any applicable local, state, and federal laws, policy memos, regulations, communications or guidelines, as may be amended from time to time.

CCHC may request reimbursement for eligible expenses under this Contract as frequently as once per month. The Town may require additional backup documentation detailing itemized expenditures by activity and cost categories. Invoices must to be submitted to the Town's Accounting Office at Town of Jamestown, Accounts Payable Department, 93 Narragansett Ave, Jamestown, RI 02835. Invoices for reimbursement must include an itemization of services provided. Invoices shall be paid no later than 30 days of receipt for work completed.

The Town's obligations to pay any amount due under this Contract are contingent upon availability and continuation of funds for the purpose. The Town may terminate the contract, for non-appropriation of funds, and all payment obligations of the Town cease on the date of termination.

#### **Section 5: Assignability**

CCHC shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the Town thereto, provided however that claims for money due or to become due to CCHC from the Town under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to Town.

#### **Section 6: Access to Records and Record Retention**



CCHC agrees that the Town, OHCD, HUD, the Comptroller General of the United States or any of their authorized representatives, has the right to access any and all records pertaining to the Contract, including any books, documents, papers or other records which are pertinent to this Contract in order to make audits, examinations, excerpts or transcripts. This Contract is covered by all State and Federal rules/regulations regarding access to public information, including but not limited to the Freedom of Information Act and RIGL 38-2 "Access to Public Records".

CCHC shall retain all documents, papers, records and books that are pertinent to this contract for a period of ten (10) years from the date the State closes out the grant with HUD which funded this Contract, or until all audit findings have been resolved, whichever is later. The Town will notify CCHC in writing, of the effective date by which all records may be disposed.

**Section 7: Limitation of Liability**

CCHC acknowledges that the Town shall not be liable to CCHC for the completion of, or the failure to complete, any activities, which are a part of this Contract. CCHC acknowledges that should the Town find a material default or noncompliance with this Contract, as determined by the Town in its sole discretion and, as a result thereof, cease disbursement of CDBG funds, the Town shall incur no liability to CCHC.

Neither party shall be liable for any inability to perform its obligations under this Contract due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of God.

**Section 8: Legal Liability**

CCHC agrees to hold the State harmless from any legal liability associated with activities funded by the Town, either through annual award, loan guarantee, or program income. CCHC will indemnify and hold the State of Rhode Island, the Town, the Department, and its officials harmless against any torts or claims for injury or damage of any kind to persons or property occurring or arising from the performance of any work under this Contract.

**Section 9: Governing Law**

This Contract is deemed executed and delivered in the Town of Jamestown, State of Rhode Island, and all questions arising out of or under this Contract shall be governed by the

Laws of the State of Rhode Island. CCHC shall comply with all applicable laws, ordinances, and codes of the State of Rhode Island and local governments.

**Section 10: Amendments, Waivers, Modifications, and Consents**

If CCHC wishes to revise the scope of work, it shall seek approval from the Town in writing prior to undertaking any actions relative to the change. Failure to do so may result in termination of this Contract. No amendment, waiver, or modification of any provision of this Contract, nor consent to any departure by any party from, or any addition to, the written terms of this Contract, is effective unless such amendment, waiver, modification, or consent is in writing, executed by both parties, and specifically identifies itself as an amendment, waiver, modification, or consent, as the case may be, to this Contract.

**Section 11: Integration Clause**

The Town and CCHC agree that this Contract is the full and complete Contract between the two parties and that there are no oral Contracts or understandings between the parties other than those covered herein.

**Section 12: Entire Contract**

This Contract constitutes the final Contract between the parties relating to the subject matter hereof, and is the complete and exclusive expression of the parties relating to the subject matter. All prior and contemporaneous negotiations, agreements, and statements between the parties relating to such subject matter are expressly merged into and superseded by this Contract. In entering into this Contract, neither party has relied upon any statement, representation, warranty, or agreement of the other party except for those expressly contained in this Contract. There are no conditions precedent to the effectiveness of this Contract other than those expressly stated in this Contract.

**Section 13: Community Development Block Grant Program**

CCHC agrees to comply with the regulations of Title I of the Housing and Community Development Act of 1974, P.L. 93-383, as amended (HCDA). CCHC additionally agrees to comply with regulations promulgated relative to the HCDA and any policies and procedures established by OHCD regarding this Contract. This Contract is subject to HUD regulations, Title 24, Part 570, as published for effect and as may be amended from time to time.

## **Section 14: Equal Opportunity**

- **Discrimination Prohibited** – During the performance of this Contract, CCHC must ensure that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subject to discrimination based on race, creed, color, national origin, sex, sexual orientation, gender identity, age, handicap, religion or religious preference, under any program or activity funded through CDBG or CDBG-DR, as required by Title VI of the Civil Rights Act of 1964, the Fair Housing Act (42 USC §§ 3601-29) and all implementing regulations, and the Age Discrimination Act of 1975 and all implementing regulations. This requirement shall apply to, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- CCHC agrees to comply with the requirements of Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.); Section 504 of the Rehabilitation Act of 1973, as amended (29 USDA 794); American with Disabilities Act of 1990 (42 USDA 12101 et seq.); Title IX of the Education Amendments of 1972 (20 USDA 1681 et seq.); The Food Stamp Act, and the Age Discrimination Act of 1975, the United States Dept. of Health and Human Services Regulations found in 45 CFR, Parts 80 and 84; The United States Dept. of Education Implementing Regulations (34 CFR, Parts 104 and 106); and the United States Dept. of Agriculture, Food and Nutrition Services (7 CFR 272.6).
- CCHC agrees to comply with all other provisions applicable to law, including but not limited to the Governor's Executive Order No. 96-14, which prohibits discrimination on the basis of sexual orientation, and RIGL 28-5-5 and 28-5-41.1, relating to gender identity or expression.
- **Section 3** – When work to be performed under this Contract is for a project assisted under a program providing direct Federal financial assistance from HUD, and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC § 170, Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.

### **Section 15: Conflict of Interest**

CCHC agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts of interest and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Contract. The Contract further agrees that in the performance of this Contract no persons having such a financial interest shall be employed or retained by the Consultant hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the Grantee, or of any designated public agencies or subrecipients that are receiving funds under the CDBG program.

CCHC shall also fully comply with CDBG Conflict of Interest provisions outlined at 24 CFR Part 570.489(h) "Conflict of Interest" and 2 CFR 200.318(c)(1) "Standards of Conduct". Conflict of interest requirements must be extended to all subrecipients and subcontractors under this Contract.

No elected or appointed State or municipal official (officer or member) shall, while serving as such, have any financial interest, direct or indirect, or engage in any business employment transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest and of his/her responsibilities as prescribed in Title 36, Chapter IV, of the General Laws of Rhode Island. No member of or Delegate to the Congress of the United State of America shall be admitted to any share or part thereof or to any benefit to arise herefrom.

- **24 CFR 570.489** - In general, no person (who is an employee, agent, consultant, official or elected/appointed official of the State, unit of general local government or of any designed public agencies or subrecipients which are receiving CDBG funds) who exercise or have exercised any function or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision making process or gain inside information with regard to such activities may obtain a financial interest or benefit from the activity, or have any interest or benefit from the activity or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom

they have family or business ties, during their tenure or one year thereafter. Any requests for "exception" from this requirement, in accordance with the regulations, must be submitted in writing by CCHC to OHCD prior to the obligation of funds. As indicated, this regulation applies to CCHC as well as subrecipient entities funded.

- **2 CFR 200.318(c)(1)** - In general, CCHC must maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

#### **Section 16: Interest of CCHC**

CCHC covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. CCHC further covenants that in performance of this Contract no person having any such interest shall be employed.

#### **Section 17: Drug Free Workplace**

CCHC agrees to comply with the drug-free workplace regulatory requirements that are specified in the Governor's Executive Order No. 89-14, the Drug-Free Workplace Act of 1988, Public Law 100-690, Title V, Subtitle D: 41 U.S.C. 701, et seq.; and Federal Register 54 CFR 4946. Furthermore, CCHC agrees to submit to the State any report on forms which may from time-to-time be required to determine CCHC's compliance with this policy. CCHC acknowledges that a violation of the drug-free workplace policy may, at the Town's option, result in a termination of this Contract.

#### **Section 18: Pro-Children Act of 1994**

As a condition of contracting, CCHC hereby agrees to abide by the requirements set forth in Public Law 103-227, Title X, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking is not permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education or library services to children under the age of 18, if the

services are funded by federal programs either directly or through State or local government, by federal grant, contract, loan or loan guarantee.

**Section 19: Clean Air Act & Clean Water Act**

CCHC agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S. Code § 7401 et seq. CCHC agrees to report each violation to the USDA and the appropriate EPA Regional Office.

CCHC agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S. Code § 1251 et seq. CCHC agrees to report each violation to the USDA and the appropriate EPA Regional Office.

**Section 20: Monitoring**

CCHC shall allow the Town to conduct in-office and on-site monitoring to ensure compliance with federal and State rules and regulations, contract terms and conditions, and State policies in implementation of funded CDBG activities. CCHC shall be monitored at the discretion of the Town. Documentation of such reviews and compliance shall be maintained in local CDBG files for review by State/federal officials, as appropriate.

**Section 21: Historic Preservation**

Section 106 of the National Historic Preservation Act (36 CFR 800) directs municipalities to consult with the Rhode Island Historical Preservation & Heritage Commission (RIHPHC) on any programs to be funded by CDBG during the program planning stage so that any potential effects to significant historical resources can be properly addressed. To comply with Section 106, the information on specific properties where development activities are proposed must be submitted by CCHC to RIHPHC so that RIHPHC can determine whether significant historic resources might be affected. The Section 106 regulations require that this review be completed and documented before any CDBG funds are obligated. CCHC must also consult with the Tribal Historic Preservation Office, as necessary.

**Section 22: Reporting**

In accordance with procedures developed by the Town, CCHC shall submit progress reports detailing financial and beneficiary accomplishment data relative to the terms and

activities of this Contract. At completion, CCHC will submit a Completion Certification and Report, detailing final accomplishments and required information.

### **Section 23: Default**

If there is any question as to the local compliance with applicable Federal/State rules or regulations, all or some activity under this Contract may be suspended by the Town until the matter is resolved to the satisfaction of the Town. If the Town determines that CCHC has failed to comply with the terms of the Contract, or failed to use the Contract for only those purposes set forth herein, the Town may after notice to CCHC immediately suspend the Contract and withhold further payment or prohibit CCHC from incurring additional obligations of contract funds, pending corrective action by the Town or a decision to terminate in accordance with the following:

- The Town may terminate the grant in whole, or in part, at any time before the final grant payment is made. The Town shall promptly notify CCHC in writing of the determination to terminate, the reason for such termination, and the effective date of the termination. Payments made to CCHC with the approval of the Town or recoveries by the Town shall be in accordance with the legal rights and liabilities of the parties.
- CCHC and the Town may terminate this Contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof and the cause for the termination. The other party must receive such notice at least ten (10) days before the effective date of termination. The Town shall be liable only for work performed or services provided under this Contract prior to the effective date of termination.

### **Section 24: Termination of Contract**

The Town may terminate this Contract, in whole or part, if it determines such termination is necessary to assure the protection of public funds. In order to take into account any changes in funding levels because of executive or legislative actions or because of any fiscal limitations not presently anticipated, the Town may reduce or eliminate any line item(s). Notwithstanding the above, CCHC shall not be relieved of liability of the Town for damages sustained by the Town by virtue of any breach of the Contract by CCHC, and the Town may withhold payment to CCHC for the purpose of setoff until such time as the exact amount of damages due to the Town from CCHC is determined.

### **Section 25: Copyright**

No reports, maps, or other documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of CCHC.

**Section 26: Severability Clause**

Each article of this Contract and each part of each section are hereby declared to be an independent section. If any article or section is held to be void, ineffective or unconstitutional for any cause, it shall not be deemed to affect any other article or section thereof; and all other parts shall continue in full force and effect.

**Section 27: Notices**

All notices to be given pursuant to this Contract shall be in writing and shall be deemed given when mailed by certified or registered mail to the parties hereto at the addresses set forth below, or to such other place as a party may from time to time designate in writing:

To the Town:  
Town of Jamestown  
93 Narragansett Ave  
Jamestown, RI 02835

To CCHC:  
Church Community Housing Corporation  
50 Washington Square  
Newport, RI 02840

The Town and CCHC agree to the conditions of this Contract and all Exhibits and Attachments hereto and sign to that effect:

Town of Jamestown

By: \_\_\_\_\_

Date: \_\_\_\_\_

Church Community Housing Corporation

By: \_\_\_\_\_

Date: \_\_\_\_\_



**Attachment A**  
**Scope of Services**

This Contract is subject to CCHC providing all necessary administrative support to the Town of Jamestown's annual Community Development Block Grant (CDBG) program including but not limited to personnel, record keeping, public information, and all U.S. Department of Housing and Urban Development (HUD) and State of Rhode Island Office of Housing and Community Development (OHCD) reporting requirements necessary to administer the CDBG and CDBG-DR programs. Duties to be carried out annually by CCHC in support of the Town's CDBG program include:

Annual CDBG Application

- a. Assist Town staff with solicitations for projects from Town departments, boards, commissions, and potential non-profit sub-recipients.
- b. Assist Town staff assembly of application materials for submittal to State of RI.
- c. Attend public hearings as requested by Town staff.
- d. Maintain, as the Town's liaison and advocate, a strong and productive working relationship with OHCD CDBG program staff.
- e. Perform the due diligence and outreach/liaison function with potential CDBG applicant organizations to ensure they are qualified for the program and prepare submission for Town review and acceptance that includes for the Town Council's information the applications of all the applying organizations and CCHC's recommendations on which applicants should be submitted.
- f. CCHC will investigate, work with, and advocate to OHCD the potential for the CDBG program to assist to the greatest extent possible the Town's capital and infrastructure projects in the benefit areas.
- g. Compile and submit the Town's application to OHCD CDBG program.
- h. Provide ongoing trouble shooting and facilitation between the Town and OHCD during CDBG application review process.
- i. Function as the Town liaison with OHCD during the final approval process and required follow-through.

### State Contract

- a. Coordinate contract signing with OHCD.
- b. Begin and complete Environmental Reviews and Request for Release of Funds (RROF) of all funded activities where applicable.
- c. Assume any additional functions and activities that become necessary to manage the program(s) according to changes with OHCD CDBG guidelines and/or those of HUD, with the understand that significant changes in the scope of work may require a renegotiation of the contract fee.

### Sub-Recipient Contracts

- a. Oversee all projects and ensure the project is on track to completion.
- b. Ensure compliance with federal and state regulations on employees and vendor personnel, where required.
- c. Maintain records on compliance, expenditures, grant drawdowns and other pertinent financial and administrative requirements.
- d. Receive and approve requests for payment from sub-recipients & submit to Town staff for processing.
- e. Prepare grant drawdown requests and submit them to the Town for approval.

### Loan Program

- a. Review and approval of initial applications by qualified residents and businesses.
- b. Ensure applications and processes are in accordance with program criteria and guidelines.
- c. Submit final applications to the Town for approval and funding of loan.
- d. Record a lien with the Town Clerk's Office.
- e. Financial record keeping of all loans to include recording the loan, collecting, recording and depositing all principal and interest payments.
- f. Collection of loan payments including those in arrears.

### Reporting

- a. Prepare and submit required progress reports to OHCD and HUD.
- b. Prepare and submit final close-out reports for grants.
- c. Organize and manage, in addition to the ordinary program management and with the assistance of the Town's Planning Department, Finance Department or other Department designated by the Town, the preparation and management of any required OHCD review or audit of the Town's CDBG program.

- d. Provide a report to the Town reconciling each year's activity for the Town's fiscal year of July 1 to June 30.

Documentation

- a. Provide copies of all correspondence, reports, and notifications with sub-recipients and/or the State of RI to the Town in a timely manner following completion of interim and final tasks as noted above.
- b. Ensure that the operation and management of the program remains in compliance with the requirements of OHCD and HUD.
- c. Maintain all records for a minimum of 10 years. Arrangements can be made to turn all records over to the Town for storage, if necessary.

**Attachment B**  
**Subrecipient Assurances**

CCHC hereby certifies and assures that:

1. It possesses the legal authority to make application for a grant under this program and to execute the program as approved. It also possesses the necessary administrative capacity to carry out the funded activities.
2. It consents to assume the status of a responsible official under the National Environmental Policy Act of 1969 and under other provisions of law which further the purpose of said Act. It shall also comply with 24 CFR Part 58 as an entity assuming HUD's responsibility under the environmental review process.
3. It will comply with the regulations, policies, guidelines and requirements of 2 CFR 200 which specify financial /cost management principles.
4. It will administer and enforce the labor standards requirements set forth in the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, the Fair Labor Standards Act, and the Copeland "Anti- Kickback Act".
5. It will comply with the residential anti-displacement and relocation assistance plan adopted by the State and comply with acquisition and notification regulations as outlined in the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended and implementing regulations at 49 CFR 24. It will comply with all State and federal laws, rules and regulations generally prohibiting the power of eminent domain.
6. Its programs will be conducted and administered in conformity with Public Law 88-352 (Title VI Civil Rights Act of 1964, 42 USC 2000d et. seq. and implementing regulations at 24 CFR Part 1) and Public Law 90-284 (Fair Housing Act (42 USC 3601-362), and that it will affirmatively further fair housing.
7. It has provided opportunities for citizens' participation, hearings, and access to information with respect to the CDBG program in accordance with the requirements of the RI CDBG Application Handbook and will comply with the citizens' participation plan of the State of Rhode Island and it will comply with applicable provision of Section 102 of the Reform Act of 1989.
8. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing any amounts against properties owned and occupied by persons of low and moderate income, including any fee charged for assessment made as a condition of obtaining access to such public improvements, unless (i) CDBG funds are used to pay the proportion of such fee or assessment that relates to

the capital costs of such public improvements that are financed from revenue sources other than this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the grantee certifies that it lacks sufficient funds to comply with the requirements of clause (i).

9. It will comply with:
  - a. Section 109 of the Housing and Community Development Act of 1974, as amended, which provides that no person in the United States shall, on the ground of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance.
  - b. Executive Order #11063 as amended by Executive Order #12259 and #12892, directing entities to take appropriate action to promote the abandonment of discriminatory practices with respect to property or facilities provided with Federal assistance in the sale, leasing, rental, or other disposition of such property or facilities.
  - c. Executive Order #11246 as amended by Executive Order #11375, #11248 and #12086, which prohibits discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin.
10. It will comply with the provisions of the Hatch Act, placing limitations on political activities.
11. It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations at 24 CFR Part 135.
12. It will give the Department of Housing and Urban Development, the State of Rhode Island and the Comptroller General access to and the right to examine all records, papers, documents and other materials related to the grant.
13. It will comply with the flood insurance purchase requirements of the Flood Disaster Protection Act of 1973 and implementing regulations at 44 CFR Parts 59-79. CCHC will protect public funds invested in the project through the purchase of flood insurance.
14. The activities under this program are consistent with national program objectives to give maximum feasible priority to activities which benefit low and moderate income families and individuals, aid in the prevention of slums and blight or address other community development needs having a particular urgency because existing conditions pose a serious threat to health or welfare and no other financial resources are available to meet such needs.

15. The activities under this program are consistent with State program objectives, as identified in the State's CDBG Action Plan applicable to this grant program year.
16. It will comply with subsection 104(d) of the Housing and Community Development Act and adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies against individuals engaged in non-violent civil rights demonstrations; and will enforce state and local laws against physically barring entrance to or from a facility or location which is the subject of such non-violent civil rights demonstrations.
17. It will comply with all applicable laws, requirements and criteria prescribed by OHCD in the administration of this program.
18. Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR Part 35 et al (Federal Requirements for Notification, Evaluation and Reduction of Lead Based Paint Hazards in Property and Housing Receiving Federal Assistance) and R23-24.6-PB (State Rules and Regulations for Lead Poisoning Prevention). Documentation of compliance is to be maintained in the local files.
19. It will comply with State and federal audit requirements (2 CFR 200.501).
20. It shall comply with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act and HUD's implementing regulations (24 CFR Parts 8 and 100, respectively), which prohibit discrimination based on disability and establish requirements for program accessibility and physical accessibility in connection with housing programs. CCHC must maintain records on the disability status of program participants and beneficiaries and inform persons with impairments of the programs being carried out.
21. CCHC hereby certifies that it is not a "Party Excluded from Federal Procurement and Non-Procurement Programs." CCHC will maintain documentation in local files that all contractors/subcontractors used in implementation of the funded program have been verified they are not a "Party Excluded from Federal Procurement and Non-Procurement Programs."

---

 CCHC

---

 Date



## Office of the Town Planner

# MEMORANDUM

**TO:** The Honorable Town Council, Nancy Beye, President  
Edward Mello, Town Administrator

**FROM:** Lisa W. Bryer, AICP, Town Planner

**RE:** Jamestown Bike Path Committee – Request for Award of Bid for  
Bicycle and Pedestrian Master Plan (BPMP)

**DATE:** November 1, 2023

---

The Bike Path Committee has met 12 times since December 2022 and have followed the direction laid out by the Town Council in the Committee Charge. The Committee has developed a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. They have identified main corridors where they desire bicycle/walking paths and members have cataloged existing conditions using the SWOT methodology for their assigned sections of the routes. The Committee has inventoried bicycle racks and are in the process of inventorying sidewalks in the village area as well as desired improvements and paths. I am recommending at this time that the Committee engage a consultant to complete the Bicycle and Pedestrian Master Plan. The Scope for the BPMP includes:

1. Methodology for Development of Pedestrian and Bicycle Plan including public outreach and committee coordination
2. Introduction - provides an overview of this plan and its purpose
3. Development of Goals, Objectives, and Policies for the plan
4. Local and State Plan and Policy Review
5. Existing Conditions review (the Committee will assist greatly on this).
  - a. GIS mapping is preferred for a consultant
6. Types of paths
7. Identification of network of paths. This depicts the recommended system of bikeways, walkways, and trails.
8. Plan Recommendations including prioritization of Immediate, Short- and Medium-Term projects
9. Bicycle Parking Standards and Guidelines - provide an overview of parking design and policy best practices
10. Implementation including Education and Outreach
11. Targeted near term projects with Cost Estimates – selected priority projects
12. Need for Agency Coordination
13. Potential Funding Sources identifies potential funding strategies and supporting policies
14. Recommended code changes and development
15. Presentation to the Town Council and Planning Commission with process for amendment in coordination with Committee

A Technical Assistance Grant from Statewide Planning was submitted and notice was received that the grant was not awarded. At this time, there is funding available in the capital budget for

Planning and Development Documents for the completion of this plan. I contacted three consultants listed on the RI Master Price Agreement list and requested proposals to complete the BPMP. Two firms submitted proposals. The proposals were reviewed against the scope by both the Planning Office and the Jamestown Bike Path Committee. A consultant matrix is attached. At this time, we recommend award of the contract to Beta Group, Lincoln, RI in an amount not to exceed \$33,500.

Attachment: Consultant Matrix

C: Edward Mello, Town Administrator  
Roberta Fagan, Town Clerk



## **Jamestown Bicycle and Pedestrian Master Plan – Consultant Matrix**

The following is the Scope of work and a matrix of the qualifications and Proposals from both Beta Group and VHB consultants. A third consultant, Weston and Sampson, Inc. decided not to submit a proposal for this project.

### **Jamestown Bicycle and Pedestrian Master Plan Scope**

In the summer of 2022, the Jamestown Town formed The Jamestown Bike Path Committee with the following Charge:

The goal of the Jamestown Bike Path Committee is to facilitate the planning of bicycle friendly paths throughout the island to increase the quality of active life in Jamestown. These can include off road, shared path and shared roadway bike paths.

This Committee is formed to develop a Bicycle Master Plan which will be a realistic feasibility plan for a network of interconnected on-street and off-street bicycle lanes that serves and provides connections to all of Jamestown. The committee duties shall include:

1. Update the 2000 Conanicut Island Greenway Trail System as a Bicycle Master Plan, which is inclusive of pedestrians and shall include short term, long term, budgeted, grant feasible and cost neutral planning elements;
2. Presenting the Bicycle Master Plan to the Town Council for review and approval;
3. Prioritizing the Bicycle Master Plan designated projects with authorization by the Town Council;
4. Seeking funding for designated priority projects;
5. The Bicycle Master plan shall include recommendations for education and encouragement programs, including but not limited to wayfinding signage and motorist and bicyclist educational programming;
6. All proposed bike path plans shall promote safety, protect natural resources, and be cost-efficient. The plan should also identify options to construct the path in phases to address funding limitations and opportunities;
7. The Committee shall report to the Town Council each 6 months and shall submit the Master Plan to the Town Council within 2 years;
8. The Town Council shall determine the need to extend the Jamestown Bike Committee after reviewing and adopting the Bicycle Master Plan.

This plan and the Committee are coordinated by the Town Planner and the Planning Department. It is anticipated that the following be researched and conducted by the Consultant in order to complete the Bicycle and Pedestrian Master Plan:

1. Methodology for Development of Pedestrian and Bicycle Plan including public outreach and committee coordination
2. Introduction - provides an overview of this plan and its purpose
3. Development of Goals, Objectives, and Policies for the plan
4. Local and State Plan and Policy Review
5. Existing Conditions review (the Committee will assist greatly on this).
  - a. GIS mapping is preferred for a consultant

6. Types of paths
7. Identification of network of paths. This depicts the recommended system of bikeways, walkways, and trails.
8. Plan Recommendations including prioritization of Immediate, Short- and Medium-Term projects
9. Bicycle Parking Standards and Guidelines - provide an overview of parking design and policy best practices
10. Implementation including Education and Outreach
11. Targeted near term projects with Cost Estimates – selected priority projects
12. Need for Agency Coordination
13. Potential Funding Sources identifies potential funding strategies and supporting policies
14. Recommended code changes and development
15. Presentation to the Town Council and Planning Commission with process for amendment in coordination with Committee

	BETA	VHB
Project Leads	* Jeff Maxtutis. Senior Associate, Planner * Arek Galle, Senior Associate, Planner (lives in Jamestown) Plus 7 other staff listed including Jamestown Alyssa Gomes, LA	Assume Peter Pavao and Kayla Northup (requested resumes)
Location	Lincoln, RI/Norwood MA	RI? and MA
Fee	\$33,500 yes breakdown	\$30,000 no breakdown
1. Methodology for Development of Pedestrian and Bicycle Plan including public outreach and committee coordination	<ul style="list-style-type: none"> <li>• 6 Bike Path Committee Mtgs</li> <li>• 1 Town Council Meeting</li> <li>• Site Visit with Bike Committee/town staff</li> <li>• Seek Community Members' input (method?)</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 4 meetings with Staff.</li> <li>• 2 Bike Path Committee Meetings.</li> <li>• 1 Town Council Meeting</li> <li>• Online survey and public meetings (?)</li> </ul>
2. Introduction - provides an overview of this plan and its purpose	yes	yes
3. Development of Goals, Objectives, and Policies for the plan	Based on existing Docs and bike path committee engagement. Lisa Note: I will submit an interim report to TC.	Mentioned in Task 4 but no methodology discussion
4. Local and State Plan and Policy Review	Yes, will review CITSP, state plan, 2008 Land Use Plan, 2014 Comp Plan, Ft. Getty MP, JVSDD plan	Yes, will review local plans and state bike mobility plan.
5. Existing Conditions review (the Committee will assist greatly on this).	Yes, with Committee and will develop high-priority areas	Yes, network analysis
a. GIS mapping is preferred for a consultant	Yes, provide existing conditions and proposed bike path plan	yes
6. Types of paths	Bike and pedestrian, discuss different types	Bike and pedestrian
7. Identification of network of paths. This depicts the recommended system of bikeways, walkways, and trails.	Yes, by GIS	Yes, by GIS (keene?)
8. Plan Recommendations including prioritization of	Yes. Map with Matrix tabulation of priority locations and 3 priority project concepts including cross	Yes. Matrix of recommendations and alternatives for immediate,

Immediate, Short- and Medium-Term projects	sections and color street level enhanced photographs	short, medium and long term implementation
9. Bicycle Parking Standards and Guidelines - provide an overview of parking design and policy best practices	Best practices based on state and federal standards	Not addressed
10. Implementation including Education and Outreach	Mentioned in Deliverables but not how it would be accomplished	Mentioned in Final Plan but not how it would be accomplished
11. Targeted near term projects with Cost Estimates – selected priority projects	yes and they will include graphics for up to 3 projects	Yes in task 3.2
12. Need for Agency Coordination	RIDOT, Bike Path Committee, Parks and Rec Dept, Police/Fire, others as needed	RIDOT, Bike Path Committee
13. Potential Funding Sources identifies potential funding strategies and supporting policies	Local and State (Federal)	State
14. Recommended code changes and development	Yes Will develop policy and program recommendations	Mentioned in Final Plan but not how it would be accomplished
15. Presentation to the Town Council and Planning Commission with process for amendment in coordination with Committee	Yes, TC, don't mention PC	Yes,



# TOWN OF JAMESTOWN

SECTION	EFFECTIVE DATE	PAGES
100-Administration	10/17/2023	2
SUBSECTION	PREVIOUSLY ISSUED DATES	
10- Facilities		
TITLE	POSTING	
110.02 Community Boards	All Departments	
AUTHORITY	REFERENCE	
Town Administrator		

## I. PURPOSE

The purpose of these community board policies is to establish clear guidelines for posting content on the Jamestown Community Boards. These rules provide directives to community members, ensuring relevant and respectful communication on the platform.

## II. POLICY

It is the policy of the Town of Jamestown to maintain the Community Boards as a space limited to Jamestown-related matters, community events, activities, and non-commercial initiatives.

## III. DEFINITIONS

**A. Jamestown-Related:** Content directly pertaining to Jamestown and its immediate vicinity, including community news, events, and activities.

## IV. PROCEDURE

**A.** All users must adhere to the guidelines outlined in the Community Board Policy document.

**B.** Posts must be Jamestown-related and should not include business advertisements or solicitations for goods or services.

**C.** Community groups, town events, and non-profit activities are encouraged to be posted, fostering community engagement.

**D.** Posts related to non-pay for activities, such as community clean-up events and volunteer opportunities, are welcome.

**E.** Users must communicate respectfully and professionally. Hate speech, discrimination, and offensive content will not be tolerated.

**F.** The Community Board may be moderated to ensure compliance with these guidelines, and inappropriate posts will be removed.

**G.** Submissions for the Community Board must be made to the Department Head at which the respective board is located. The final approval shall be made by the respective department head.

## **V. DISCLAIMER**

The administrators of the Jamestown Community Board reserve the right to remove any post that violates these guidelines without prior notice. Users are encouraged to report any posts that they believe do not comply with these rules.



## TOWN OF JAMESTOWN

SECTION	EFFECTIVE DATE	PAGES
200 - Human Resources	10/16/2023	3
SUBSECTION	PREVIOUSLY ISSUED DATES	
I-9 Verification		
TITLE	POSTING	
200.02 I-9 Verification	All Departments	
AUTHORITY	REFERENCE	
Human Resource Director		

### I. PURPOSE

The Immigration Reform and Control Act of 1986 requires that all new and re-hired employees of the Town of Jamestown fully execute an Employment Eligibility Verification Form (I-9) on or before their hire date. It further requires that each employee's documents be reviewed and Section 2 of the Form I-9 be completed by an authorized Town Representative within three business days of the employee's hire date. Employees who do not complete the I-9 form within the legally required timeframe are not eligible to work.

The purpose of this policy is to establish a clear directive to provide guidance to all newly hired employees and authorized Town Representatives as to the requirements for completion of the I-9 Form.

### II. POLICY

It is the policy of the Town of Jamestown to provide its employees with a clear understanding of guidelines, expectations, and responsibilities relating to the completion of the I-9 Form.

### III. DEFINITIONS

- A. Employee: An employee is any individual, who is not an independent contractor, and who is compensated for services or labor by an employer whether by payment in the form of wages or other remuneration.
- B. Hire Date: The actual commencement of employment of an employee for wages or other remuneration.
- C. Authorized Town Representative: Town staff member (in this case Payroll Clerk or Finance Director) who ensures that the I-9 form is completed correctly and within the appropriate timeframe, reviews and copies appropriate ID's and files form.

#### IV. PROCEDURE

- A. The employee portion of the I-9 form (Section 1) must be completed by the employee before the end of the day on the hire date. Section 1 may be completed before the hire date, but only after the employee has accepted a job offer.
- B. The employer portion of the for I-9 form (Section 2), including physical review of the employee's acceptable documents, must be completed by an Authorized Town Representative within three business days following the hire date. The Authorized Representative may only complete Section 2 of the I-9 if the employee indicates in Section 1 that they are a citizen or permanent resident of the US. If the employee indicates otherwise the procedures for international employees as per US Immigration and Customs must be utilized.
- C. At various points of time some forms had copies of ID's attached and others did not, to ensure a best and consistent practice, ID's presented by staff will be copied and attached to form.
- D. When an employee is terminated, their I-9 will be placed with other forms of terminated employees and will be retained as per the retention requirements outlined by the USCIS.

#### V. REVERIFICATION

Reverification requires examination of acceptable documents Section 3 of the I-9 form must be completed to re-verify an I-9 when:

- Legal Name Change: there is a name change due to a marriage, divorce, or any other legal reason. Payroll will facilitate a new I-9 for name changes.
- Expired Documentation: For employees who are not US citizens or lawful permanent residents, Payroll will track expiration dates for documents used to verify authorized to work the US. Payroll will notify the employee that their I-9 status require reverification prior to the expiration of the current work authorization or the resumption of employment. *Note: An expired Permanent Resident Card of a lawful permanent resident does not require reverification of employment eligibility upon expiration date.* If documents produced for employment authorization in List A or List C expire and the employee cannot produce either a current, valid document or verification that an extension to work authorization is filed and pending with USCIS, the employee may not continue to work for the Town past the expiration date.
- Rehires: An employee who leaves employment with the Town who is subsequently rehired must complete a new I-9 form unless the employee is being re-hired within three years of completion of the original I-9 form and is still eligible to be employed based upon the original documentation, in these cases, Section 3 of the I-9 form must be completed. Short-term interruption of employment, where there is a reasonable expectation of continued employment (such as seasonal employees, approved leaves of absence, and temporary layoffs), does not require reverification or a new I-9 form when the employee is re-hired.



## **VI. CORRECTIONS AND CHANGES TO THE I-9 FORM**

Incorrect information on the I-9 form may result in fines imposed on the Town and must be corrected promptly once identified.

If an employee has made an error, on information they provided in Section 1, the employee must contact Payroll in order to correct the error. Authorized Town Representatives who find an error in Section 1 must require the employee to make the correction. Only the employee may make corrections to Section 1 on the I-9 form. The employee may not delete information on the form, Errors must be corrected by crossing-out incorrect information and writing in correct information

The employee must then initial and date the correct information on the form.

If the Town becomes aware of an error in Section 2 or Section 3, an Authorized Town Representative must draw line through the incorrect information, write the correct information on the I-9 form and initial and date the correction.

## **VII. RETENTION**

Active Employee I-9's: Employers are required to properly complete and retain an I-9 form for every current employee hired after November 6, 1986. These documents must be maintained and made available for inspection by appropriate federal departments, agencies or other entities.

Terminated Employee I-9's: Forms for employees who have terminated employment with the Town must be kept for either one year from the date of termination employment or three years from the date of hire, whichever is longer.

## **VIII. STORAGE**

Currently completed I-9's is stored and locked in a secure space. Potential electronic filing should be considered for future hires.

## **IX. AUDITS**

The Town of Jamestown conducted a self-audit in 2023 with findings outlined and corrections made. Audits will be conducted bi-annually where a 15% sample of current employee I-9's will be reviewed.



Reclamation Streets	SY	LF	Reclamation Cost	Asphalt Cost	Total Cost	Town 67% match	State share
Arnold: Westwind to North Road	3262	1125	13048	56270	70000	46900	23100
Beach: Spirketing to Seaside	1334	600	5336	23012	28350	18995	9356
Bonnet View: Beavertail to End	3033	1300	12132	52319	65000	43550	21450
Bryer: 200' west from Conanicus to end	1941	875	7764	33482	41300	27671	13629
Collins Terrace: East Shore to End + CDS	1951	450	7804	33655	41500	27805	13695
Fowler: Swinburne to Valley	1678	775	6712	28946	27100	18157	8943
High Street: Howland to Baldwin	2350	1050	9400	40538	49900	33433	16467
Highland: Blueberry to Ledge	7241	3960	28964	124907	174600	116982	57618
Highland: Hamilton to Juniper	1573	775	6292	27134	33400	22378	11022
Ocean: Watson to End	1221	500	4884	21062	25950	17387	8564
Ship Street: Starboard to end 300'x16'	533	300	2132	9194	11300	7571	3729
Seaside: Frigate to Catamaran	4687	2100	18748	80851	99600	66732	32868
Sloop: Beacon to Umiak	775	500	3100	13369	16500	11055	5445
Umiak: Dory to Capstan	2800	1250	11200	48300	59500	39865	19635
Watson: Ocean to West Bay View	841	425	3364	14507	17900	11993	5907
Whale Rock: #17 to Bonnet View	1147	1325	4588	19786	24400	16348	8052
						0	0
						0	0
<b>Overlay Streets</b>				0	0	0	0
Baldwin: High to End	892	365	0	7694	7700	5159	2541
Clinton: High to End	604	375	0	5210	5210	3490	1719
Cole: High to End	1830	820	0	15784	15785	10576	5209
Columbia: High to End	1278	700	0	11023	11025	7387	3638
Maple: Narragansett to Spring	2560	1260	0	22080	22100	14807	7293
Marine: Narragansett to Maple	1640	900	0	14145	14150	9481	4670
Pierce: Narragansett to Maple	1778	975	0	15335	15340	10278	5062
Pleasant View: High to End	637	450	0	5494	5503	3688	1815
Spring: Southwest to Maple	1185	650	0	10221	10200	6834	3366
<b>TOTAL</b>		<b>23805</b>	<b>145468</b>	<b>734315</b>	<b>893313</b>	<b>598520</b>	<b>294792</b>
		4.5 miles					
<b>STATE SHARE = \$294,792</b>							
<b>TOWN SHARE = \$598520</b>							
<b>TOTAL = \$893,313</b>							

MUNICIPAL ROAD AND BRIDGE PROGRAM  
STATE FUNDS

Local Public Agency Agreement

By and between the

STATE OF RHODE ISLAND

And the

Town of Jamestown

AGREEMENT made and entered into by and between the STATE OF RHODE ISLAND acting through its Department of Transportation (hereinafter the STATE), and the Town of Jamestown (hereinafter the MUNICIPALITY).

WHEREAS, the STATE has made transportation funds available from the State and Local Fiscal Recovery Funds (SLFRF) Program to Rhode Island municipalities through the Municipal Road and Bridge Program (hereinafter MRBP); and

WHEREAS, the STATE has determined that certain types of transportation projects to be funded under MRBP have minor potential to affect historic properties included or eligible for inclusion in the National Register of Historic Places; and

WHEREAS, the STATE has approved the MUNICIPALITY's work plan identifying improvements eligible for MRBP funding (hereinafter the Project); and

WHEREAS, the MUNICIPALITY agrees to be responsible for the design and construction administration and construction of the Project; and

WHEREAS, the Project will be implemented under STATE requirements and procedures; and

WHEREAS, the STATE has agreed to contribute a match of Thirty Three Percent (33%) in STATE funds not exceeding two hundred ninety-four thousand seven hundred and ninety-three dollars (\$294,793) towards the Project.

NOW THEREFORE, in consideration of the foregoing premises and the mutual obligations contained herein, the STATE and the MUNICIPALITY hereby agree as follows:

1. The MUNICIPALITY shall be responsible for the scope of the Project including but not limited to the choice and application of the means, methods, and materials on the Project.
2. Project will consist of multiple road rehabilitation projects throughout the MUNICIPALITY.
3. The MUNICIPALITY shall be responsible for design of the Project at its own cost and expense without reimbursement by the STATE. The MUNICIPALITY shall be responsible for construction and construction administration of the Project.

4. The MUNICIPALITY shall be responsible for payment of all costs associated with design, construction administration, and construction of the Project. The STATE shall reimburse the MUNICIPALITY for eligible costs, up to and not exceeding Thirty Three Percent (33%) or two hundred ninety-four thousand seven hundred and ninety-three dollars (\$294,793) for such costs; costs in excess of said reimbursement are the responsibility of the MUNICIPALITY. Supporting documentation of payment shall be required for all reimbursements.
5. The authorized match period shall be governed by dates in the purchase order. All project activities must be performed prior to October 31, 2026, and all state match amounts must be made to municipalities before December 31, 2026.
6. The MUNICIPALITY shall certify to the STATE that all improvements made as part of the Project are on public right-of-way and that no private properties, acquisitions, easements or other right-of-way permissions are required.
7. The MUNICIPALITY shall select a Project Manager to administer the Project. Such administration shall include but not be limited to the maintenance of a Project account, as well as processing invoices, change orders and contract addenda. The MUNICIPALITY shall maintain all financial records.
8. Pursuant to the Provisions of Title 37, Chapter 14.1 of the General Laws of Rhode Island, the STATE reserves the right to require a plan to ensure that Minority Business Enterprises [MBE] minimum goal of Ten percent (10%) as defined therein have the maximum opportunity to compete for and perform contracts and subcontracts under this Agreement. The STATE shall not issue a notice to proceed to construction of the Project until such MBE plan, if required, has been approved. The MUNICIPALITY and its contractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of work under this agreement.
9. The MUNICIPALITY shall submit the design of the Project to the STATE for approval. The design of the Project shall include, at a minimum, a set of all contract documents, distribution of quantities and engineer's estimate of the costs.
  - A. The MUNICIPALITY shall submit the design plans of the Project to the STATE for review of the plans, specifications and estimate at 100% stage of design.
  - B. The MUNICIPALITY shall be responsible for all permitting requirements, as applicable to the Project.
  - C. The STATE shall respond to the submission within thirty (30) days of receipt.
  - D. Review by the STATE is for the limited purpose of confirming that final design documents shall be acceptable to the STATE and is not intended to relieve the MUNICIPALITY of full responsibility with respect to errors and omissions.

10. The STATE and the Rhode Island State Historical Preservation Officer (hereinafter the RISHPO) have determined that the following elements of work within existing bituminous asphalt paved roadway create no adverse effect to historic properties: pavement overlay, pavement matching, roadway surface joint repairs, pavement milling, pavement crack sealing, pavement seal coating, and in-kind replacement of pavement markings (striping) exclusive of curb painting (hereinafter the Elements).
  - A. Work comprised entirely of the Elements shall not require review by the RISHPO unless it is determined that a known historic roadway feature will be altered or an unknown historic roadway feature is uncovered during construction.
  - B. If such a feature is to be altered or is uncovered, the MUNICIPALITY, the STATE and the RISHPO shall consult to develop an appropriate work plan that addresses the potential effects as soon as practical in order to complete the projects within the program's time constraints.
  - C. Work occurring outside of the Elements identified in Section 9 must be submitted by the MUNICIPALITY for review and approval by the RISHPO.
11. The MUNICIPALITY shall construct the Project using the design approved by the STATE.
  - A. In awarding the construction contract to the lowest qualified bidder, the MUNICIPALITY shall use competitive bidding for the Project and shall comply with all provisions of Title 37, Chapter 2 of the Rhode Island General Laws.
  - B. The MUNICIPALITY shall be responsible for ensuring that materials incorporated into the Project are in conformance with those standards and specifications utilized on STATE funded projects.
    1. Gravel, soils, concrete and asphalt used in construction of the Project shall be obtained from STATE approved sources.
    2. The MUNICIPALITY must certify that all materials used as part of the project comply with STATE funded project standards and that all materials are placed within the Project area.
  - C. The MUNICIPALITY is responsible for certifying that the Public Rights-of-Way Accessibility Guidelines (PROWAG) shall be followed, with the ADA Accessibility Guidelines (2010 Standards) being followed when conditions are encountered that aren't addressed in the PROWAG.
  - D. The MUNICIPALITY is responsible for certifying that prevailing wage rates have been paid during construction of the Project in accordance with STATE procedures.
  - E. The MUNICIPALITY shall invoice the STATE for work completed by the contractor and the cost of materials supplied by the contractor to the Project in

accordance with STATE requirements and procedures. All costs billed under this Agreement are subject to audit. All invoices shall include proper documentation, including but not limited to proof of payment for expenses and certified payroll included in the invoice. All invoices shall be sent directly to:

Department of Transportation  
Attn: Accounts Payable  
Two Capitol Hill, Room 222  
Providence, RI 02903

- F. The MUNICIPALITY shall submit reimbursement requests with a cover letter signed by the Project Manager containing the following language and provisions:

*"I hereby certify that the materials and work for which payment is being requested meets the requirements of the contract documents and approved change orders in all respects, except as noted below. This certification is made in full cognizance of the Federal False Statements provisions under United States Code, Title 18, Section 1020, and I am duly authorized to certify on behalf of the Town of Jamestown"*

- G. The Project shall be subject to inspections by the STATE in accordance with STATE funded project procedures. All findings must be satisfactorily addressed before final reimbursement by the STATE.
12. Upon completion of the Project, the MUNICIPALITY will be responsible for the maintenance of the facility/facilities construction under this Agreement, in accordance with plans and specifications developed for the Project at its own cost and expense. The facility shall be in an accessible condition for all pedestrians, including persons with disabilities, with only isolated and temporary interruptions in accessibility. This maintenance obligation includes reasonable snow removal efforts.
13. All costs billed under this Agreement are subject to audit. The MUNICIPALITY agrees to maintain all records pertaining to the costs incurred in performance of the Project and this Agreement for a period of three (3) years from the date of final payment and all other pending matters are closed.
14. Prior to commencement of construction, the MUNICIPALITY shall acquire, or cause its contractor to acquire liability insurance at the minimum amounts as specified in the STATE's Standard Specification for Road and Bridge Construction (latest edition and/or compilation). The STATE must be listed as an additional insured and Loss Payee on any such insurance policy, and the STATE must be provided a certificate and endorsement page as proof. All insurance policies shall provide thirty (30) days' notice of cancellation to the STATE and must be maintained through the duration of the Project until final acceptance of the Project.
15. The City Administrator, Manager, or Mayor will take all necessary steps to receive authority from Council to enter into and execute this Agreement including but not limited to submission of the Agreement to the Council for ratification and submission of proof of such authority to the STATE prior authorized start date of the Project.

16. The MUNICIPALITY agrees to indemnify, defend and hold harmless the STATE, its officers, employees, and agents from any and all suits, actions, claims, liabilities, damages, losses, penalties, or costs of any character or nature brought on account of any injuries, death, damages sustained by any person or property, or from any violations of local, state, or federal laws or regulations arising out of or from any cause whatsoever in relation to the Project or this Agreement.
17. The STATE reserves the right to terminate this Agreement if funds are rescinded or not authorized.
18. This Agreement may not be altered or amended except by written agreement of the parties.

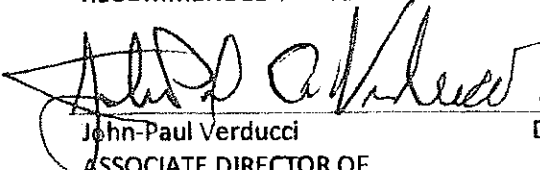
**SIGNATURES APPEAR ON NEXT PAGE**

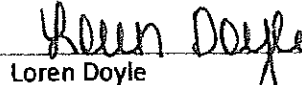


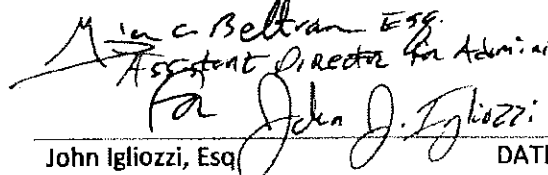
IN WITNESS WHEREOF, The Rhode Island Department of Transportation and the Town of Jamestown have caused this Agreement to be executed by their duly authorized officials on the fifth day of October 2023.


DEPARTMENT OF TRANSPORTATION  
RECOMMENDED FOR APPROVAL:

Town of Jamestown  
RECOMMENDED FOR APPROVAL:

  
John-Paul Verducci  
ASSOCIATE DIRECTOR OF  
MANAGEMENT SERVICES (ACTING)  
DATE 10/5/23

  
Loren Doyle  
CHIEF OPERATING OFFICER (ACTING)  
DATE 10/10/23

  
John Igliozi, Esq.  
ASSISTANT DIRECTOR FOR LEGAL  
SERVICES  
DATE 10/6/2023

  
Peter Alviti, Jr. P.E.  
DIRECTOR  
DATE 10/10/23

\_\_\_\_\_  
DATE  
CHIEF FINANCIAL OFFICER

\_\_\_\_\_  
DATE  
CITY SOLICITOR

\_\_\_\_\_  
DATE  
MAYOR/TOWN ADMINISTRATOR



## TEMPORARY CONSTRUCTION AND USE EASEMENT AGREEMENT

This Temporary Construction and Use Easement Agreement (“Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2023, (“Effective Date”) by and between the Town of Jamestown (“Town”) and Laurie J. Casey, Trustee of the Laurie J. Casey Revocable Living Trust (Oct. 25, 1995)(as amended)(“Owner”).

WHEREAS, the Town has appropriated funds for the construction of an asphalt paved shared use path within the east side shoulder of North Main Road; and

WHEREAS, Owner owns certain real property that has existing frontage on the East Side of North Main Road described as 756 North Main Road, Plat 4 Lot 131 (the “Property”); and

WHEREAS, a large oak tree is within the alignment of the proposed shared use path along the frontage of said Property; and

WHEREAS, Owner wishes to grant the Town a temporary construction and use easement over the Property for the purpose of allowing the Town to construct a certain portion of the shared use path to avoid cutting the large oak tree, as shown as “Temporary Easement Area” on Exhibit “A”. The term of such agreement shall terminate at such time when the tree is removed and the path can be relocated to the Town right-of-way or as set forth, herein, subsequently.

NOW, THEREFORE, in consideration of the following covenants and promises, the parties agree as follows:

1. **GRANT OF EASEMENT.** Owner hereby conveys to the Town a temporary construction and use easement for the purposes of construction of a portion of the shared use path including, but not limited to, clearing, grading, and paving of the path and for use as a portion of the bike path (“Easement”).
2. **EASEMENT DESCRIPTION.** The Easement shall be located on the real property more particularly described in the attached Exhibit (A).
3. **TERM.** The term of the Easement shall commence on the Effective Date and shall continue until such time that the tree is removed, and the path is relocated to the Town right-of-way. Once the tree is removed, the Town has up to 30 days to relocate the path unless there are seasonal conditions (winter) that prohibit construction work. Then work shall commence once seasonal conditions allow for construction to begin. Alternatively, either party may terminate use of the Easement by notice to the other party. In the event that the Owner provides the Town with notice to terminate under this provision, the Town shall have up to six (6) months’ time from said notice to relocate and remove the bike path off the Owner’s property.
4. **NON-EXCLUSIVE EASEMENT.** The Easement shall be non-exclusive and shall not preclude Owner or its employees, contractors, or other agents from use of the Easement

Premises. Owner shall not use the Easement in any manner that interferes with the Town's construction activities and the use of the Easement as a bike path.

5. **CONDUCT OF WORK AND RESTORATION OF EASEMENT PREMISES.** The Town shall comply with all rules and regulations, whether federal, state, county, or municipal relating to the occupancy and use of the Easement. On revocation, surrender, or other termination of this Easement, the Town shall quietly and peaceably surrender the Easement occupied by the Town in as good a condition as same were at the time of the Town's entry thereon and shall promptly and diligently repair any damage to the Easement caused by the activities of the Town (or any contractor, employee, or agent of the Town).
6. The Easement is made on the express condition that Grantor is free from all liability by reason of injury or death to persons or injury to property from whatever cause arising out of Grantee's, agents', officers', employees', invitees', or licensees' exercise of rights granted pursuant to this Easement or use of the bike path or of improvements or personal property of Grantee thereto or thereon, including any liability for injury or death to the person or property of Grantee, its contractors, agents, officers, members, employees, invitees, or licenses or to any property under the control or custody of Grantee. Grantee hereby covenants and agrees to defend and indemnify Grantor, its officers, employees, agents, invitees and guests and save them harmless from any and all liability, loss, costs, or obligations on account of, or arising out of, any such injury or losses caused or claimed to be caused by the exercise of the bike path or use of the bike path by Grantee, however occurring, other than those caused solely by the willful or negligent acts or omissions of Grantor.
7. Grantee shall not cause liens of any kind to be placed against any of the Grantor's real property.
8. This instrument contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force or effect except in a subsequent modification in writing, signed by the party to be charged.

ATTEST:

TOWN OF JAMESTOWN

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Ed Mello, Town Administrator

OWNER

By: \_\_\_\_\_  
Laurie J. Casey, Trustee

## EXHIBIT "A"

Metes and Bounds Description  
For a Proposed Easement on  
Plat 4, Lot 131  
North Main Road  
Jamestown, R.I.

A certain easement with all the buildings and improvements thereon situated on the easterly side of North Main Road, in the Town of Jamestown, County of Newport, State of Rhode Island, and shown as a Proposed Easement on the attached plan entitled "Proposed Easement Plan for Plat 4, Lot 131, North Main Road, Jamestown, Rhode Island, Dated: April 25, 2022" said parcel more particularly bounded and described as follows:-

Beginning at a point on the easterly line of North Main Road, said point being fifty six and sixty five one hundredths (56.65) feet southerly of the most southerly line of Plat 4, Lot 43, said point being the most northwesterly corner of the easement hereby described:-

Thence, Easterly, a distance of two and fifty three one hundredths (2.53) feet;-

Thence: Southerly, turning an interior chord angle of  $100^{\circ}-13'-30''$ , along a curved line to the left having a radius of one hundred two and zero one hundredths (102.00) feet, an arc distance of thirty five and ten one hundredths (35.10) feet;-

Thence: Southerly, along a curved line to the right having a radius of one hundred ten and zero one hundredths (110.00) feet, an arc distance of seventy six and sixty three one hundredths (76.63) feet;-

Thence: Southerly, along a curved line to the left having a radius of one hundred two and zero one hundredths (102.00) feet, an arc distance of thirty five and forty one one hundredths (35.41) feet;-

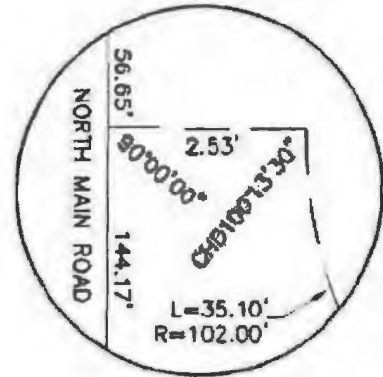
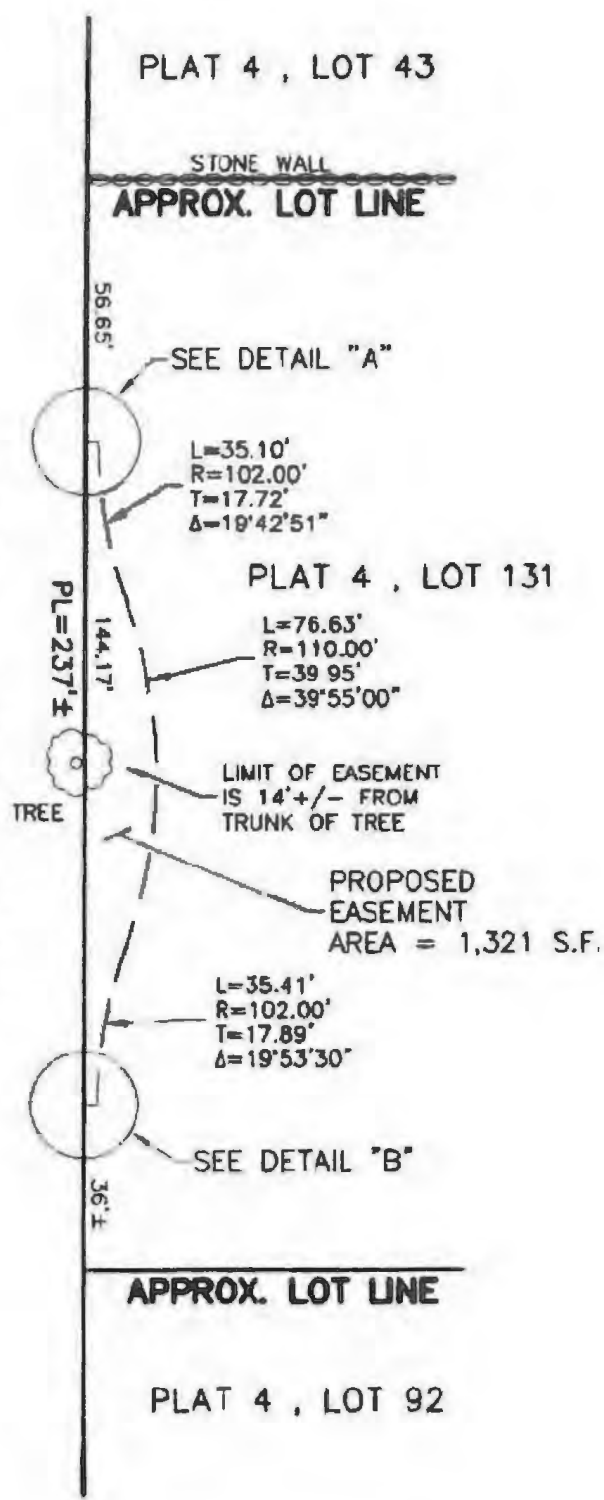
Thence: Westerly, turning an interior chord angle of  $99^{\circ}-53'-20''$ , a distance of two and eighty five one hundredths (2.85) feet to the easterly line of said North Main Road;-

Thence: Northerly, turning an interior angle of  $90^{\circ}-00'-00''$ , along said North Main Road, a distance of one hundred forty four and seventeen one hundredths (144.17) feet to the point of beginning, said line forming an interior angle of  $90^{\circ}-00'-00''$  with the first-mentioned course;-

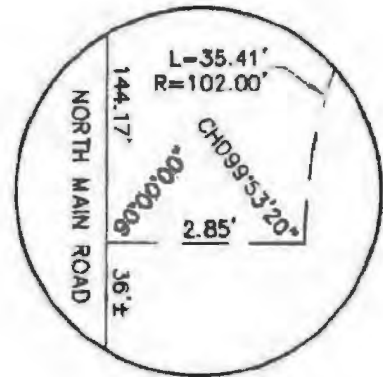
Containing 1,321 square feet of land.



NORTH MAIN ROAD



DETAIL "A"  
NOT TO SCALE

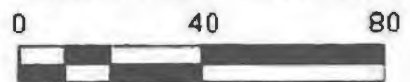


DETAIL "B"  
NOT TO SCALE

**LEGEND**

PL	PROPERTY LINE
L	ARC LENGTH
R	RADIUS
T	TANGENT
Δ	DELTA
CHD	CHORD

**GRAPHIC SCALE**



SCALE: 1" = 40'

PROPOSED EASEMENT PLAN FOR  
**PLAT 4 , LOT 131**  
 NORTH MAIN ROAD  
 JAMESTOWN , RHODE ISLAND  
 APRIL 25, 2022





**RHODE ISLAND GOVERNMENT REGISTER  
PUBLIC NOTICE OF PROPOSED RULEMAKING  
COASTAL RESOURCES MANAGEMENT COUNCIL**

**Title of Rule:** Management Procedures (650-RICR-10-00-1)

**Rule Identifier:** 650-RICR-10-00-1

**Rulemaking Action:** Proposed Amendment

**Important Dates:**

Date of Public Notice: October 26, 2023

Hearing Date: November 14, 2023

End of Public Comment: November 26, 2023

**Rulemaking Authority:**

R.I. Gen. Laws § R.I. Gen. Laws 42-35-2.5

**Summary of Rulemaking Action:**

Pursuant to R.I. Gen. Laws § 42-35-4.1, the CRMC propose to amend its Management Procedures at § 1.1.4.15 to reference the administrative penalty matrix guidance for violations of the Rhode Island Coastal Resources Management Program within the state of the Rhode Island.

**Additional Information and Public Comments:**

All interested parties are invited to request additional information or submit written or oral comments concerning the proposed amendment until November 26, 2023 by contacting the appropriate party at the address listed below:

Bruce Lofgren  
Coastal Resources Management Council  
4808 Tower Hill Road  
Coastal Resource Management Council  
Wakefield, RI 02879  
blofgren@crmc.ri.gov

**Public Hearing:**

A public hearing, in accordance with R.I. Gen. Laws § 42-35-2.5, to consider the proposed amendment shall be held at which time and place all persons interested therein will be heard. This hearing is subject to R.I. Gen. Laws Chapter 42-46, Open Meetings.

**Public Hearing Information:**

Date: November 14, 2023

Time: 6:00 P.M.

Location: Department of Administration  
Conference Room A  
One Capitol Hill  
Providence, RI, 02908

The place of the public hearing is accessible to individuals with disabilities. If communication assistance (readers/interpreters/captioners) is needed, or any other accommodation to ensure equal participation, please call 401-783-3370 or RI Relay 711 at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting. For questions regarding available parking, please contact the agency staffperson listed above.

**Regulatory Analysis Summary and Supporting Documentation:**

R.I. Gen. Laws § 46-23-7.1 enables the Coastal Resource Management Council to administer and enforce administrative penalties. Also pursuant to the Red Book (650-RICR-20-00-1) CRMC Staff developed an Administrative Penalty matrix. The regulation change would allow the Executive Director or designee to consider the most recent revision of the Administrative Penalty Matrix guidance form when hearing cases that may result in administrative fines.

The intent of the matrix is to show the nexus between the CRMC's enabling legislation on assessing penalties and the rationale and backup in determining actual fines. The matrix will allow for the application of set standards that will increase the transparency and fairness in hearing these matters.

For full regulatory analysis or supporting documentation contact the agency staffperson listed above.



# TOWN OF JAMESTOWN ONE-DAY VENDOR/PEDDLER LICENSE

Please submit the following

- MFE PERMIT/LICENSE OR  N/A  Application Fee of \$5.00
- \$2,000,000 Certificate of Insurance

Please complete the following information:

Event Name/Sub Applicant of: <input type="text" value="Halloween Event"/>		
Date of Event: <input type="text" value="Oct. 31, 2023"/>	Between the hours of: <input type="text" value="4pm - 8pm"/>	
Event Location: <input type="text" value="20 Clinton Ave. Jamestown, RI"/>		
Location and number of health and sanitation facilities: <input type="text"/>		
Items/Products to be sold: <input type="text" value="nachos, tacos, mac n cheese, chili"/>		
1. TYPE: Indicate the type of operation that best describes your mobile food establishment.		
Please check only one box:		
<input type="checkbox"/> Hot Dog Cart <input type="checkbox"/> Lemonade/Ice Cream Truck <input type="checkbox"/> Non-Self-Propelled Cart/Trailer/Bicycle <input checked="" type="checkbox"/> Other (Please describe): <input type="text" value="mobile Food Truck"/>		
2. BUSINESS INFORMATION		
Ownership Type Please check only one box:		
<input checked="" type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Governmental Entity <input type="checkbox"/> Limited Partnership		
Social Security Number (or FEIN for Business): <input type="text" value="84-3254116"/>		
Ownership Name (Individual or organization who currently owns the business):		
Entity: <input type="text" value="Supa Dupa Food Truck"/>	DBA: (Doing Business As) (if different) <input type="text" value="L&amp;C"/>	
Address: <input type="text" value="20 Oregon Ave."/>		
City: <input type="text" value="Woonsocket"/>	State: <input type="text" value="RI"/>	Zip Code: <input type="text" value="02895"/>
Email Address: <input type="text" value="primmoose2@cox.net"/>	Phone Number: <input type="text" value="401-378-4293"/>	
Website Address: <input type="text"/>		Social Media: <input type="text"/>
Manager in Charge (if different than owner):		
Name: <input type="text" value="Brenda Britt"/>		
Address: <input type="text" value="20 Oregon Ave."/>		
City: <input type="text" value="Woonsocket"/>	State: <input type="text" value="RI"/>	Zip Code: <input type="text" value="02895"/>
Email Address: <input type="text" value="primmoose2@cox.net"/>	Phone Number: <input type="text" value="401-378-4293"/>	
3. MOBILE FOOD ESTABLISHMENT INFORMATION:		
Name of Mobile Food Establishment/Cart (if different from Entity name or DBA): <input type="text" value="Supa Dupa Food Truck"/>		
(Provide the address where MFE is located when not operating):		
Address: <input type="text" value="20 Oregon Ave."/>		
City: <input type="text" value="Woonsocket"/>	State: <input type="text" value="RI"/>	Zip Code: <input type="text" value="02895"/>
DMV License Plate Number of Cart/Trailer: <input type="text" value="80679"/>		
VIN Number: <input type="text" value="5B4JP42A733360913"/>		

Applicant's Signature: Brenda Britt

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.



# TOWN OF JAMESTOWN

One Day

OCT 17 2023 12:50 PM  
Robert L. J. Foster  
TOWN CLERK

## 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) 48<sup>th</sup> Annual Holiday Art Fair!  
 Date of Event: Dec 2, 2023 Hours of Event: 9-4  
 Location of Event: Lawn Ave. School Number of people attending: unknown  
 Name of Applicant/ Business: Conanicut Island Art Association  
 Mailing Address: CIAA Business Phone #: [REDACTED]  
P.O. Box 229, Jamestown RI 02835 Email Address: [REDACTED]  
 Contact Person: Alexandra Kent Phone Number: [REDACTED]

List the type of entertainment being requested, if applicable (Band, DJ, etc.) n/a  
 Who will the event benefit? Conanicut Island Art Association & local artisan:  
 Type of Operation: (Private, State Sponsored, Non-Profit): non-profit (501c-3)  
 R.I. Show Promoter's Permit Number, per RIGL § 44-19-1, (if applicable): n/a

If the applicant is a Non-Profit organization, is it registered with the State?  Yes  No  
 RI Tax ID #: [REDACTED] Non-Profit ID #: (same)

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? handmade art & crafts

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

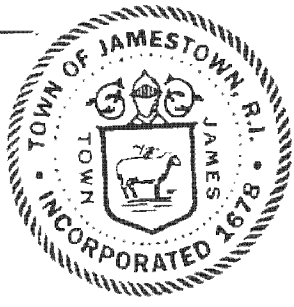
Note: All applicants must submit a liability insurance policy with coverage in the amount of \$2,000,000 (two million dollars) when using Town owned property, naming the Town of Jamestown as an additional Certificate Holder.

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: Alexandra Kent

Please attend the Town Council meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for Council review.



# TOWN OF JAMESTOWN

## One Day Event/Entertainment Application

**\$5.00 Application Fee**

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

Please complete the following information:

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

Name of Event: (if applicable) Santa + Mrs. Claus Visit Jamestown Children  
 Date of Event: Dec. 2, 2023 \* Hours of Event: 1-3  
 Location of Event: 1 Ferry Wharf/20 Narragansett Number of people attending: 150-200  
 Name of Applicant/ Business: Conanicut Marine Services, Inc.  
 Mailing Address: 20 Narragansett Ave. Business Phone #: 423-1556, ext. 222  
Jamestown RI 02835 Email Address: Donna@CruiseRI.com  
 Contact Person: Donna Wood Phone Number: 423-1556, ext. 222

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

Who will the event benefit? NIA

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

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

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

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

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

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

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

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: Donna Wood

Please attend the Town Council meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for Council review

\* Increment weather dates Dec. 3, 2023, Dec. 9, 2023, Dec. 10, 2023, Dec. 16, 2023, Dec. 17 2023



## RHODE ISLAND DEPARTMENT OF TRANSPORTATION PARADE/ EVENT PERMIT

The Rhode Island Department of Transportation has established this permit to streamline the approval process for parades, road races, cycling tours or other organized events on State Roads and Bridges. Please fill out this application completely and mail to: State Traffic Engineer, Rhode Island Department of Transportation, Two Capitol Hill, Providence, RI 02903 or email to: [carolyn.caquette@dot.ri.gov](mailto:carolyn.caquette@dot.ri.gov).

Please feel free to provide any supporting documentation you feel would be important in describing your event. **ADDITIONALLY, IT IS THE PERMITTEE'S RESPONSIBILITY TO OBTAIN APPROVAL FROM EACH CITY OR TOWN THE EVENT WILL TAKE PLACE IN.**

**EVENT DETAILS:**

Santa & Mrs. Claus visit  
Jamestown Children

Dec. 2, 2023 \*  
1:00 - approx. 1:15

Name of Event (Parade /Road Race)

Event Date(s) and Time Period(s)

1 E. Ferry Wharf to 20 Narragansett Ave. Jamestown

Event Route (List all affected roads. Please attach event map if available showing route.)

Jamestown

Cities and Towns where the event will take place.

**EVENT SPONSOR INFORMATION:**

Connecticut Marine Services Inc.

Name of Sponsor (Permittee)

20 Narragansett Ave

Jamestown

RI

Street Address

City/Town

State

Bill Munger

bm@cruise RI.com

Contact Number

E-Mail

Bill Munger

President

Sponsor's Authorized Representative

Title/Position

20 Narragansett Ave.

Jamestown

RI

Street Address

City/Town

State

\* Increment Weather Dates Form continues on next page

Dec. 3, 2023, Dec. 9, 2023, Dec. 10, 2023,  
Dec. 16, 2023, Dec. 17, 2023

**MUNICIPAL APPROVALS:**

Pursuant to Section 31-12-12(a) of the Rhode Island General Laws of 1956, as amended, local authorities are empowered to regulate processions and/or assemblages on streets and highways within their jurisdictional limits, as well as to enforce applicable traffic regulations within the reasonable exercise of police power.

Municipality: \_\_\_\_\_ Municipal Official (Title): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Municipality: \_\_\_\_\_ Municipal Official (Title): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Municipality: \_\_\_\_\_ Municipal Official (Title): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Municipality: \_\_\_\_\_ Municipal Official (Title): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Municipality: \_\_\_\_\_ Municipal Official (Title): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Attach additional copies of the Municipal Approvals section as needed.**

*Do not fill out this section - for official use only*

---

**RIDOT APPROVAL/DENIAL TO USE STATE HIGHWAY(S):**

The State of Rhode Island approves/denies the application. Reason for denial (if applicable):

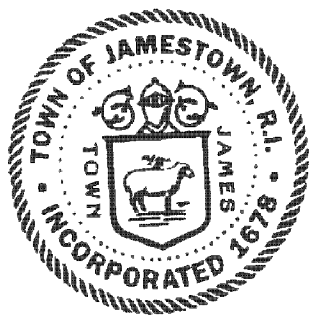
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
RIDOT State Traffic Engineer

\_\_\_\_\_  
Date

Please contact RIDOT at 401-222-2694 with any questions. Your application may be denied or you may be asked to change the Event route if the State highways on the Event route are scheduled to be under construction on the Event date(s).





# 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) St. Mark Church Christmas Bazaar

Date of Event: Sat. Dec 2, 2023 Hours of Event: 10am to 2pm

Location of Event: St. Mark Church basement Number of people attending: N/A

Name of Applicant/ Business: St. Mark Church

Mailing Address: 60 Narragansett Ave Business Phone #: 401 423 1431

Jamestown, RI 02835 Email Address: secretary@st.markdtn.org

Contact Person: Marlene Murphy Phone Number: [REDACTED]

Who will the event benefit? St. Mark parish ministries

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

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

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

RI Tax ID #: [REDACTED]

[REDACTED]  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? hand made, greenery arrangements, baked goods

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

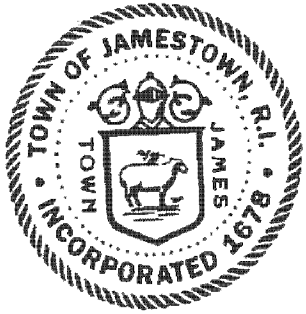
Note: All applicants must submit a liability insurance policy with coverage in the amount of \$2,000,000 (two million dollars) when using Town owned property, naming the Town of Jamestown as an additional Certificate Holder.

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: Rev. W. Douglas Grant

Please attend the Town Council meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for Council review.



# TOWN OF JAMESTOWN

## One Day Event/Entertainment Application

RECEIVED:  
DEC 16 2023 02: PM  
DAN

\$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) Christmas Fair

Date of Event: Dec 2, 2023 Hours of Event: 9-1p

Location of Event: 99 Narragansett Ave Number of people attending: 300

Name of Applicant/ Business: Central Baptist Church

Mailing Address: 99 Narragansett Ave Business Phone # [REDACTED]

Jamestown, RI 02835 Email [REDACTED]

Contact Person: Peggy Burse Phone Number: [REDACTED]

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

Who will the event benefit? Central Baptist Church

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

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

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

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

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

What types of items will be sold at this event? Artisan + crafts

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: Margaret M. Burse

Please attend the Town Council meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for Council review.



# TOWN OF JAMESTOWN

## One Day Event/Entertainment Application

RECEIVED  
OCT 18, 2023 12:00 PM  
TOWN OF JAMESTOWN

**\$5.00 Application Fee**

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

Please complete the following information:

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

Name of Event: (if applicable) Storm Girls Ice Hockey (rooster (w/bo 50123) Fundraiser

Date of Event: 12/14/23 Hours of Event: 7-10

Location of Event: rec. center gym Number of people attending: 3 hopefully 150

Name of Applicant/ Business: Jessica McCarthy

Mailing [redacted] Business Phone #: [redacted]  
02835 Email Address: [redacted]

Contact Person: [redacted] Phone Number: [redacted]

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

Who will the event benefit? Storm girls ice hockey

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

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

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

RI Tax ID #: \_\_\_\_\_ Non-Profit ID #: \_\_\_\_\_

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

What types of items will be sold at this event? n/a just tickets

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: Jessica McCarthy

Please attend the Town Council meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for Council review.

RECEIVED  
JAN 13 2025 12:00 PM  
Robert J. Fagan  
TOWN OF JAMESTOWN

## TOWN OF JAMESTOWN

### Applying for a One-Day Event/Entertainment License

The One-Day Event/Entertainment License is for **special events** that (1) are not part of the ordinary use of commercial or residential properties; (2) may use public roads or town property; (3) provide entertainment or amplification; or (4) warrant special attention by the police department or other town offices because of their size or extraordinary nature.

All applications must be received in the Town Clerk's office thirty (30) days prior to the event/entertainment.

**special events:** special events shall include parades, dances, concerts, fairs, shows or exhibits, road races, firework displays, or other such events that will attract a significant number of people.

**vendors:** when an individual or organization hosts an event where sales will occur, a vendor/peddler application must be submitted along with a \$5.00 fee per vendor/peddler.

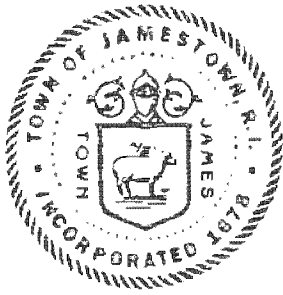
**application for license:** a person or organization shall sponsor, promote, or hold a special event within the Town of Jamestown only by first obtaining an application for a One-Day Event/Entertainment License at least 30 days prior to the event in the office of the Town Clerk.

**insurance:** no person shall hold an event on town property without first obtaining a two million (\$2,000,000) dollar limit of liability insurance policy, naming the Town of Jamestown as Certificate Holder.

**alcoholic beverages:** cannot be brought on premises **unless** served by a caterer with a P liquor license or, if a caterer is not being used, applicant **must** apply for a one-day liquor license through the town clerk's office and obtain a two million (\$2,000,000) liquor liability insurance policy, naming the town of Jamestown as "additional insured". If alcoholic beverages are found on the premises and no liquor license has been obtained, the event/entertainment license will be revoked.

**issuing of a one-day event/entertainment license:** all license applications must be approved by department directors and forwarded to the town council for their consideration. If accepted and approved by the Town Council the license will be issued by the Town Clerk and forwarded to the applicant.

  
Applicant's signature



# Town of Jamestown

Town Clerk's Office  
Town Hall, 93 Narragansett Avenue  
Jamestown, Rhode Island 02835-1199  
401-423-9800 • Fax 423-7230

RECEIVED  
DEC 4 2 17 PM  
TOWN OF JAMESTOWN

Town Council / Clerk's Office,

Jamestown high school girls need

to raise \$25,000 to support their practice ice  
~~team~~ time for their storm ice hockey team.  
we would like to use the rec for a fundraising  
comedy show. You are all invited, please attend  
and tell your friends and family.

We also ask that you waive the fee  
for use so we can keep all funds received.

Thank you.

Jessica McCarthy





**Roberta Fagan**

---

**From:** marian falla <[REDACTED]>  
**Sent:** Thursday, October 12, 2023 6:02 PM  
**To:** Roberta Fagan  
**Subject:** STR Information  
**Attachments:** Short term rentals Middletown.pdf

**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.

Hi Roberta,  
Please forward to stakeholders and the TC  
Thank you  
Marian Falla  
[REDACTED]  
Jamestown RI  
[REDACTED]

# Short-Term Rental Owners, Neighbors, Face Off at Council Meeting

By [Newport This Week Staff](#) | on October 12, 2023

[Short-Term Rental Owners, Neighbors, Face Off at Council Meeting - Newport This Week](#)

By James Merolla

The threat of lawsuits from short-term rental owners at the Oct. 2 Middletown Town Council meeting left more than a few people angry and anxious.

It was all a result of a memo from council President Paul Rodrigues that said he would like to discuss the escalation of short-term rentals in town. When Rodrigues suggested he would consider banning them, rather than enforcing ordinances, Leon Amarant, who serves on the town's Planning Board and operates a short-term rental, said, "You cannot take rights away that are already in place . . . This could generate a series of lawsuits."

If STRs are banned, said Vice President Tom Welch, "You can rent long term."

Councilor Dennis Turano, also a short-term rental owner, recused himself after a discussion with the Rhode Island Ethics Commission, but said, "Everyone has the right to do a short-term rental right now. I can't speak to the financial side. If it has any financial benefit or any negative benefit to me, I cannot speak to it."

But others did.

Brian Hoffman, of 37 Continental Drive, who rents multiple properties in town, advocated the positive impact of short-term rentals. He said they address affordable housing, attract and promote the influx of visitors, which he said is "a boon for homeowners," provide jobs and income for local tradesman, turn vacant and underutilized properties into income and assets, and provide "alternate lodging solutions [to] traditional hotels."

But resident Lawrence Frank spoke of "the damage they have done to this town" by "pushing out families with children [and] shredding the town's social fabric."

"When are you going to stand up to the special interests who seem to control this town and consider the citizens who want to live and thrive here?" Frank asked the council.



Resident Jennifer Cunningham said the town cannot control short-term rental traffic, noise, dogs, trash, Ubers and trolleys coming by her street at all hours, or the affordable housing shortage, and said owners and residents are "being forced out."

She mentioned a local widow whose home tax assessment is close to a million dollars. "How are she and others to remain in our town? Taxes keep going up and up exponentially, and short-term rental owners are buying local properties. Enough is enough. Middletown residents need to be first, not out-of-town, short-term rental owners."

Amarant added, "If you take our rights away to make income, most of [the homes] are owned by residents of the island. They are going to go on the market and go to the highest bidder. This is not going to lead to affordable housing. These properties bring a lot of revenue into the town. I hope you act on logic and facts, and not on emotion."

Christopher Sousa, who operates an online short-term rental business, said, "People we are talking about are citizens of the USA on vacation. Take a sampling and 90 percent of the people in the room have stayed in an Airbnb."

"It seems to be the same frequent fliers that come to all the meetings and raise hell, and I hope you don't take your walking orders from the minority," he added. "I think a lot of people in town, they bought a house in a resort community, and they should be able to sell it, rent it, lease it, or do whatever they want with it."

Resident Ruth Lescher called for a comprehensive review and revision of short-term rental regulations that are more in line with Newport, Jamestown and other towns. "Do we want more of this madness for absentee investors?" she asked.

She then cited online realtor advertising. "Is that what we want? The town needs to determine how many short-term rentals it wants to operate within its borders. Many are unregistered."

Frank Palmer, who also rents, added, "Many short-term rental owners are mischaracterized by the opponents of short-term rentals. We seek common ground on the issue. We are not reckless, irresponsible landlords with a disregard for the quiet enjoyment or the property rights of our neighbors. There are a few bad apples that ruin it for everyone else. We are not lining our pockets with huge profits or evading taxes. We're not the problem, but we look to be part of the solution."

Tammy Holden, a renter, added, "I think we should hear everybody's stories. I rent to the same people all the time. It was a dilapidated home (we) fixed up. It gets inspected yearly. There is adequate parking. We make sure it is all up to code. Everybody's story's a little bit different."

CORRESPONDENCE TO:

Roberta Fagan – Jamestown Town Clerk  
Nancy Beye, President Jamestown Town Council and Members of the Council  
Zoning Board – Town of Jamestown

From: Alma Davenport – 99 Clinton Avenue

I write to strongly agree with a proposed amendment to our zoning ordinance: Section 82-1207 concerning the prohibition of keeping roosters in (specifically in R-8 and R-20 zones).

I have endured living within 75 feet of a chicken coop for the past 10 months. Many may think that a rooster crows only at the break of dawn. It is not true. They crow loudly, alertly, incessantly, and irregularly throughout the day – occasionally every 9 seconds. I have repeatedly contacted the owner and have heard little in the way of reply. The rooster continues to keep me on alert when all I want to do is enjoy the customary silence my living situation has provided for many years.

Although I approve of this ordinance as written, I suggest that if a resident requests a special zoning exception to keep a rooster, that all neighbors within 200 yards be notified of the request. You can interpret the word “yards” however you wish.