



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
**93 Narragansett Avenue**  
**Monday, November 20, 2023**  
**6:30 P.M.**

**THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.**

**THIS MEETING WILL BE LIVE STREAMED:** To view the meeting with no interaction:  
<https://jamestownri.gov/how-do-i/watch-live-streamed-town-meetings>

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

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

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

**I. ROLL CALL**

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

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

- A) Approval of Minutes; Review, Discussion, and/or Action and/or Vote:  
 1) October 16, 2023 (regular meeting)

- B) Open Forum – Water & Sewer Matters

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

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

- C) Report of Town Officials: Review, Discussion, and/or Action and/or Vote:
- 1) Pumping Report
  - 2) Town Project Reports
    - a) Town Wells
    - b) Water Treatment Plant
    - c) Transfer Pumping/Reservoir
    - d) Distribution System
    - e) Wastewater Treatment Facility
- D) Letters and Communication: Review, Discussion, and/or Action and/or Vote:
- 1) No items at this time.
- E) Unfinished Business:
- 1) Review, Discussion, and/or Action and/or Vote: Continued from October 16, 2023, Water Supply System Management Plan-5 Year Update (October 2023)
- F) New Business:
- 1) Review, Discussion, and/or Action and/or Vote: Application of Looking Upwards, Inc. (Bridges, Inc.) of 2 Hammett Court, Plat 9, Lot 183-2 for Utility Service Expansion/Change of Use.
  - 2) Review, Discussion, and/or Action and/or Vote: Permission to begin the process of updating the Rules and Regulations of the Board of Water and Sewer Commissioners.
  - 3) Review, Discussion, and/or Action and/or Vote: Permission to (1) draft a Resolution to Rhode Island General Assembly in support of an amendment to RIGL§46-15-2 limiting its application only within the legal boundaries of limited water districts such as in the Town of Jamestown; and (2) permission to request other municipalities join the Town of Jamestown in sending resolutions to Rhode Island State General Assembly in support of Jamestown's requested amendment to RIGL§46-15-2.
  - 4) Review, Discussion, and/or Action and/or Vote: At the recommendation of Public Works Director Gray approval of the Scope of Engineering Services for Wastewater Facilities Improvements to Weston & Sampson Inc. for an amount not to exceed \$95,000.00 as detailed in their proposal dated November 6, 2023.

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

**IV. OPEN FORUM**

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

- A) Scheduled request to address: None.
- B) Non-scheduled request to address: None.

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

- A) No items at this time.

**VI. PUBLIC HEARINGS, LICENSES, AND PERMITS**

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

- A) Public Hearings
  - 1) Review, Discussion, and/or Action and/or Vote: 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, as advertised in the November 9<sup>th</sup> edition of the Jamestown Press.
    - a) Memorandum and presentation by Chief Campbell regarding the proposed three-way stop at the intersection of Sloop Street and North Main Road
    - b) Communications received in opposition to the proposed three-way stop sign:
      - i) Nicholas Steinbach
      - ii) Rebecca Miller
      - iii) Linda and John Chapman
      - iv) Craig Crawford
      - v) James Rugh
- B) Town Council Sitting as the Alcohol Beverage Licensing Board
  - 1) Pursuant to RIGL §3-7-14, the following license application has been received under said Act for a one-day license on December 1, 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
- C) **The Town Council adjourns from sitting as the Alcohol Beverage Licensing Board**

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

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

- A) Town Administrator's Report: Edward A. Mello
  - 1) Senior Center feasibility study draft summary.
  - 2) Conanicus Avenue Seawall repair/construction update.
  - 3) North Road Bike Path/town roads paving update.
  - 4) Harbor Budget and Harbor Rates (agenda item).
  - 5) Harbor Division Rule Book (agenda item).
  - 6) Ft. Getty Pier Use/Upweller agreement (agenda item).
  - 7) Town of Jamestown Facility(s) Tour.
  - 8) 91 Carr Lane update.
  - 9) Short -Term Rental Registration status update.
  - 10) Beavertail Lighthouse Ceremony postponed.
  - 11) Ferry Dock/Operations 2023 (agenda item).

## **VIII. UNFINISHED BUSINESS**

- A) 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 with revised 2024 Fort Getty Season Rates and Season Dates.

## **IX. NEW BUSINESS**

- A) Review, Discussion, and/or Action and/or Vote: At the recommendation of the Harbor Management Commission, approval of the Sunset Oyster Farms request for a one-year lease for a floating upweller vessel to be operated at Fort Getty Pier.
  - 1) Copy of the 2022 Sunset Oyster Farms floating upweller located at Fort Getty approval letter; and request from Joseph and Tony Pinheiro to renew the one-year lease.
  
- B) Review, Discussion, and/or Action and/or Vote: At the recommendation of the Harbor Management Commission, approval of the Harbor Management Rule Book
  - 1) Memorandum from Harbor Executive Director Bois to Town Administrator Mello with amendments and additions to the Harbor Management Rule Book.
  
- C) Review, Discussion, and/or Action and/or Vote: At the recommendation of the Harbor Management Executive Director, approval of the annual license Agreement between the Town of Jamestown and Conanicut Marine Services, Inc. DBA Jamestown Newport Ferry
  - 1) Memorandum from Town Administrator Mello and memorandum from Harbor Executive Director Bois regarding the 2023 ferry and charter service operations at East Ferry.

- D) Review, Discussion, and/or Action and/or Vote: Approval of the FY2024-2025 Harbor Management Division Operating Budget, Capital Improvement Budget, and 2024 Mooring Rates, unanimously approved by the Harbor Management Commission on November 8, 2023:
- 1) FY2024-2025 Harbor Management Division Proposed Operating Budget
  - 2) FY2024-2025 Harbor Management Division Proposed Capital Improvement Budget
  - 3) 2024 Proposed Mooring Rates

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

- A) Ordinances: Discussion and Possible Action to Order to Advertise in the Jamestown Press; Notice of a Public Hearing to take place on December 18, 2023, at 6:30 p.m. for Proposed Amendments to the Zoning Code of Ordinances.
- B) Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
- 1) Beavertail State Park Advisory Committee, One (1) member vacancy; with a three-year term ending 12/31/2026, duly advertised in the October 5<sup>th</sup> and 12<sup>th</sup> editions of the Jamestown Press:
    - a) Letter of resignation:
      - i) Kathleen Schweitzer (not seeking reappointment)
    - b) Interested Applicant(s):
      - i) Gordon Rapkin
        - i. Application received November 6, 2023
  - 2) Conservation Commission, Two (2) member(s) vacancy; with a three-year term ending 12/31/2026, duly advertised in the October 5<sup>th</sup> and 12<sup>th</sup> editions of the Jamestown Press; and Two (2) member vacancy(s), with an unexpired three-year term ending 12/31/2024 and 12/31/2025, permission to order to advertise vacancy(s):
    - a) Request for reappointment:
      - i) Barbara Lundy
      - ii) Susan Shim Gorelick
    - b) Unexpired term vacancy(s):
      - i) Robert Shein, unexpired term ending 12/31/2024
      - ii) Anne Kuhn-Hines, unexpired term ending 12/31/2025
    - c) Permission to order to advertise vacancy(s):
      - i) One (1) unexpired three-year term ending 12/31/2024
      - ii) One (1) unexpired three-year term ending 12/31/2025

- 3) Harbor Management Commission, Two (2) member(s) vacancy, with a three-year term ending 12/31/2026 duly advertised in the October 5<sup>th</sup> and 12<sup>th</sup> editions of the Jamestown Press; and One (1) member vacancy, with an unexpired three-year term ending 12/31/2024:
- a) Request for reappointment:
    - i) Jessica McCarthy
    - ii) Mark Campbell
  - b) Permission to order to advertise the One (1) member vacancy, with an unexpired three-year term ending 12/31/2024; and/or Appointment of previously interviewed applicant(s) for the One (1) member vacancy, with an unexpired three-year term ending 12/31/2024:
    - i) Paul Sprague
      - i. Application(s) received November 29, 2021 and October 2, 2023.
      - ii. Interviewed on January 10, 2022.
      - iii. Opted-in to keep an application on file for one year.
    - ii) Kristopher Matthews
      - i. Application received March 30, 2023.
      - ii. Interviewed on May 15, 2023.
      - iii. Opted-in to keep an application on file for one year.
    - iii) James (Jim) Archibald
      - i. Application received September 15, 2023
      - ii. Interviewed October 16, 2023
      - iii. Opted-in to keep an application on file for one year
    - iv) Karl Seelig
      - i. Application received September 27, 2023
      - ii. Interviewed on October 16, 2023
      - iii. Opted-in to keep an application on file for one year
- 4) Jamestown Housing Authority, One (1) Resident Commissioner vacancy, with a five-year term ending 12/31/2028, duly advertised in the October 5<sup>th</sup> and 12<sup>th</sup> editions of the Jamestown Press:
- a) Results of the November 16, 2023 open election\*:
    - i) Gerry Precious (seeking reappointment)

\*According to RIGL 45-26-4 (a) (2) a public housing resident commissioner shall be appointed by the appointing authority from a list of nominees chosen in open election by the occupants of public housing.

- 5) Juvenile Hearing Board, Two (2) full member(s) vacancy, with a three-year term(s) ending 12/31/2026, and One (1) alternate member vacancy, with a two-year term ending 12/31/2025; duly advertised in the October 5<sup>th</sup> and 12<sup>th</sup> editions of the Jamestown Press:
- b) Request for reappointment:
    - i) Gary P. Cournoyer
    - ii) Jill Harrison
    - iii) Barbara Szepatowski\*
- \*requesting full membership
- 6) Library Board of Trustees, Three (3) member(s) vacancy, with a three-year term ending 12/31/2026; duly advertised in the October 5<sup>th</sup> and 12<sup>th</sup> editions of the Jamestown Press
- c) Letter of resignation:
    - i) Robert Flath (not seeking reappointment)
  - a) Request for reappointment:
    - i) Devi Ross
    - ii) Christopher Walsh
  - b) Interested applicant(s):
    - i) Gordon Rapkin
      - i. Application received November 6, 2023
    - ii) Holly Turton
      - i. Application received November 15, 2023
- 7) Tree Committee, Two (2) member(s) vacancy, with a three-year term ending 12/31/2026; duly advertised in the October 5<sup>th</sup> and 12<sup>th</sup> editions of the Jamestown Press:
- a) Request for reappointment:
    - i) Darcy Margratten
    - ii) Thomas Waddington
  - b) Interested applicant(s):
    - i) Gordon Rapkin
      - i. Application received November 6, 2023

- 8) Zoning Board of Review, One (1) full member vacancy, with a five-year term ending 12/31/2028, and three (3) alternate member(s) vacancy, with a one year-term ending 12/31/2024; duly advertised in the October 5<sup>th</sup> and 12<sup>th</sup> editions of the Jamestown Press:
- a) Request for reappointment:
    - i) Terrance Livingston
    - ii) Robert Maccini
    - iii) John Shekarchi
    - iv) James Sisson
  - b) Interested applicant(s):
    - i) Gordon Rapkin
      - i. Application received November 6, 2023

## 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 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) Minutes of Boards/Commissions/Committees
- 1) Affordable Housing Committee Attendance (2023)
  - 2) Board of Canvassers (September 1, 2023)
  - 3) Board of Canvassers (September 5, 2023)
  - 4) Board of Canvassers (September 15, 2023)
  - 5) Board of Canvassers (October 17, 2023)
  - 6) Board of Canvassers (November 1, 2023)
  - 7) Conservation Commission Attendance (2022-23)
  - 8) Harbor Management Commission Attendance (2023)
  - 9) Harbor Management Commission (October 3, 2023)
  - 10) Harbor Management Commission (October 11, 2023)
  - 11) Juvenile Hearing Board Attendance (2023)
  - 12) Planning Commission Attendance (2023)
  - 13) Planning Commission (October 18, 2023)
  - 14) Zoning Board of Review Attendance (2023)
- B) Tax Assessor's Abatements and Addenda of Taxes

<b>ADDENDA TO THE 2023 TAX ROLL</b>		
<b>02-1034-00</b>	<b>SW/ISDS CHANGE</b>	<b>\$ 20.00</b>
<b>02-1034-00</b>	<b>C/O ISSUED 10/26/2023</b>	<b>\$ 586.07</b>
<b>TOTAL ADDENDA/GRAND TOTAL TO TAX ROLL</b>		<b>\$ 606.07</b>



- C) At the recommendation of Public Works Director Michael Gray authorization to approve awarding the East Ferry Sidewalk Improvements Project bid to New England Building and Bridge for an amount not to exceed \$246,635.00.
- D) At the recommendation of Tax Assessor Christine Brochu authorization to approve awarding the Statistical Revaluation of Property Values as of December 31, 2024 contract to Catalis for an amount not to exceed \$72,900.00
- E) One-Day Event/Entertainment Applications:
- 1) Applicant: Out of the Box Gallery & Studio  
Event: Sip & Paint  
Date: December 1, 2023  
Location: 11 Clinton Avenue

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

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

- A) Communications Received:
- 1) Copy of Email to: Town Clerk Roberta Fagan  
From: Deirdra Hayes, RI Department of Transportation  
Dated: November 14, 2023  
Re: Conanicus Seawall Repairs
  - 2) Copy of Letter to: Town Council  
From: Johnathan J. Lucido, Amanda Lucido, Susan Little, Allen Sexton, Phillip Tickner, John Russo, Cathy Russo, Kevin Evans, Cathy Page-Evans, and John Gouvin  
Dated: November 14, 2023  
Re: Town Council's vote regarding the tree located on the Steamboat Street Right of Way.
  - 3) Copy of Letter to: RI State Representative Alex Finkelman  
From: Taxpayers Association of Jamestown  
Dated: November 12, 2023  
Re: RI Energy Rate Increase
  - 4) Copy of Letter to: Jamestown School Committee  
From: Taxpayers Association of Jamestown  
Dated: November 12, 2023  
Re: 2024-2025 Proposed School Budget

### **XIII. 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 16, 2023.*

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

Monday, October 16, 2023

Commission President Beye stated that the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners had previously met at 5:00 PM in Executive Session, followed by Town Council interviews.

A regular meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners reconvened and was called to order at the Jamestown Town Hall, Council Chambers, 93 Narragansett Avenue at 6:30 PM by Commission President Nancy A. Beye.

The following members were present:

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

Also, present were:

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

**AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS**

1) Presentation by Pare Corporation re: Water Supply System Management Plan-5 Year Update (October 2023) *(for full report-see the draft of the **Water Supply System Management Plan-5 Year Update**)*

The Public Works Director stated that there have been many changes over the past 5 years and that a 1-year extension has been requested, as it took a little longer than expected to complete the update. Jason Anderson, Project Engineer for Pare Corporation gave a brief summary of the following

- The two treatment plants.
- A map of the distribution pipe and their size.
- The two water sources, specifically the North Reservoir and Sound Pond.
- The temporary/non-permanent emergency interconnection to the Town of North Kingstown.

The Public Works Director reported that Town is awaiting on the Corrosive Study approval from the RIDOH, before entering into an agreement with the Town of North Kingstown and stated that the study has been in their (RIDOH) hands for a year.

- The Source Water Assessment Plan (SWAP)
  - North Pond, JR-1/JR-3, which is low risk
  - South Pond, which is moderate risk
- Current water demand
- Anticipated future water demands

Brief discussion ensued. Following clarification on several items, it was the consensus of the Commission to continue this matter to the next meeting in November. The Public Works Director asked the Commission to forward any questions or concerns to him regarding the draft of the Water Supply System Management Plan-5 Year Update (October 2023), so that he may clarify for the next meeting in November.

**READING AND APPROVAL OF MINUTES**

1) 09/18/23 (regular meeting)

Motion was made by Commission Vice-President Meagher, seconded by Commissioner Michael White to accept the 09/18/23 regular meeting minutes. Vote: President Beye. Aye: Commission Vice-President Meagher, Aye: Commissioner Michael White. Aye; Commissioner Randall White. Aye. Commissioner Brine abstained, as he was absent from said meeting.

**OPEN FORUM**

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

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

**REPORT OF TOWN OFFICIALS**

1) Pumping Report:

The Public Works Director reported the following:

- JR-1 well is in service.
- Transfer pumping has been suspended.
- Pumping was up slightly for the month of September, compared to previous years and the previous month.
- Rainfall was down, compared to the previous year and the previous month
- North Reservoir is @ 49 MG, usable storage-60 MG.
- South Pond is @ capacity, usable storage- 6 MG

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

**Treatment Plant-**

The Public Works Director reported the following:

- Water Department staff continues to work with managers from Veolia to develop the standard operational procedures for the Water Treatment Facility and once they have prepared the documents, they will set up operators at the facility for training.
- He had provided a copy of the Water Supply System Management Plan-5 Year Update to the Commission for the Commissions review prior to tonight's meeting.

**Distribution System-**

The Public Works Director reported that the crew from Atlas Painting has completed their sandblasting of the south tower and that he apologized for the noise created during this time. The crew has begun to paint the tower, which should be completed over the next few weeks, weather permitting.

**Wastewater Treatment Plant-**

The Public Works Director reported that the Town has interviewed two of the eight consultants that have provided statements of qualifications for the wastewater facilities assessment and improvements, although he is not prepared to make recommendations at this time, but will provide his recommendation at the next meeting in November.

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

**LETTERS AND COMMUNICATIONS**

(None)

**UNFINISHED BUSINESS**

(None)


**NEW BUSINESS**

(None)

**ADJOURNMENT**

Motion was made by Commission Vice-President Meagher, seconded by Commissioner Michael White to adjourn the meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners at 7:22 PM. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye.

Attest:

  
Denise Jennings  
Water and Sewer Clerk

## Project Update October 2023

### WELLS

#### JR-1, JR-3

- JR-1 is in service.

### TREATMENT PLANT

- Water department staff continue to work with managers from Veolia developing standard operating procedures for the facility. Once they have prepared the documents they will begin introducing operators into the facility for training with the goal of having their staff assisting with the operation of the treatment plant.
- I have provided a draft of the Water Supply System Management Plan update for the Commissioners review and approval. Pare Corporation will be at the October 16<sup>th</sup> meeting to give a presentation of the plan.

### TRANSFER PUMPING/RESERVOIR

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

### DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 49 MG

Usable Storage 60 Million Gallons

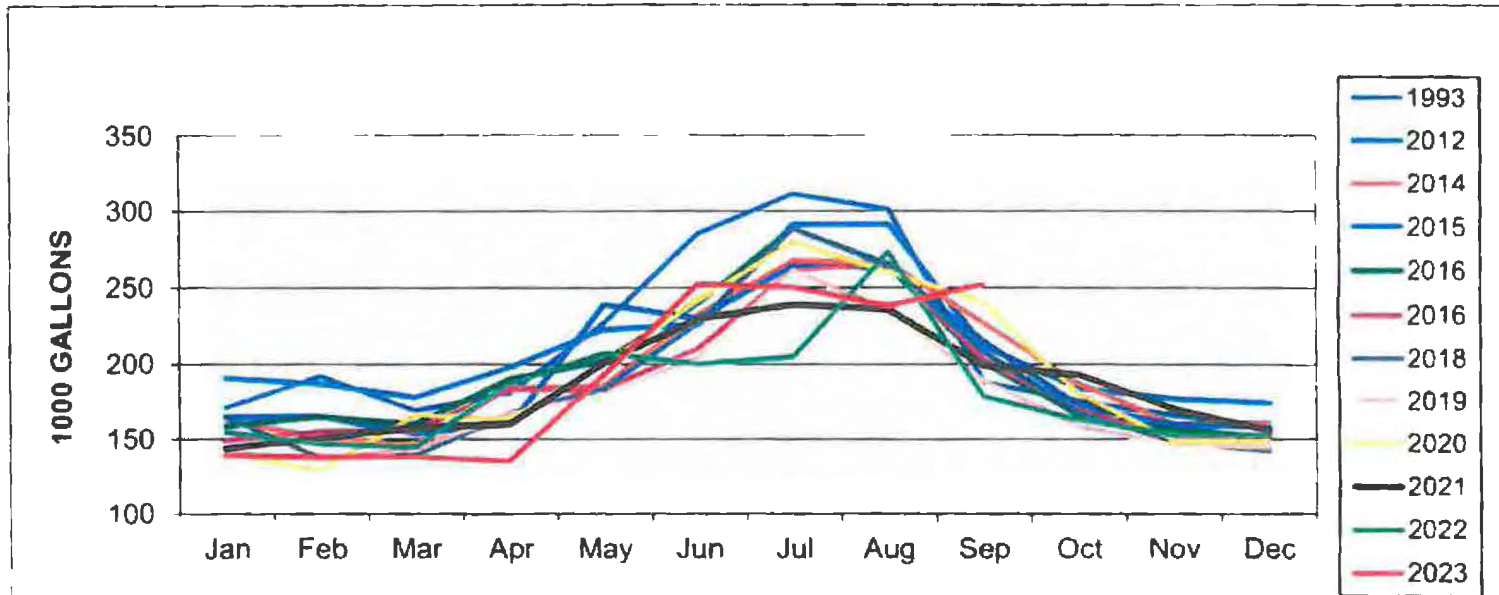
- Crews from Atlas Painting started sandblasting the south water tower on October 2<sup>nd</sup>. They are removing the paint and primer coats to clean steel to prepare for 3 new coats of primer and paint. Sandblasting and the first primer coat will be complete on Friday. The remaining coats will be applied over the next week or two based upon weather conditions.
- A water service upgrade was completed for 115 Melrose Avenue to the newly constructed home on the property.

### WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for September was 0.25 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.53 million gallons.
- We have interviewed two of the eight consultants that provided statements of qualifications for wastewater facilities assessment and improvements. The staff has recommended one of the firms and I am working with the project manager to develop a scope of work, fee, and terms for a contract. Unfortunately I am not prepared to make a recommendation to the Commission for the October 16<sup>th</sup> meeting. Work will include assessing all of our wastewater facilities including collection system, pump stations, and wastewater treatment plant and providing recommendations for improvements, design and permitting, and assisting the Town through construction.

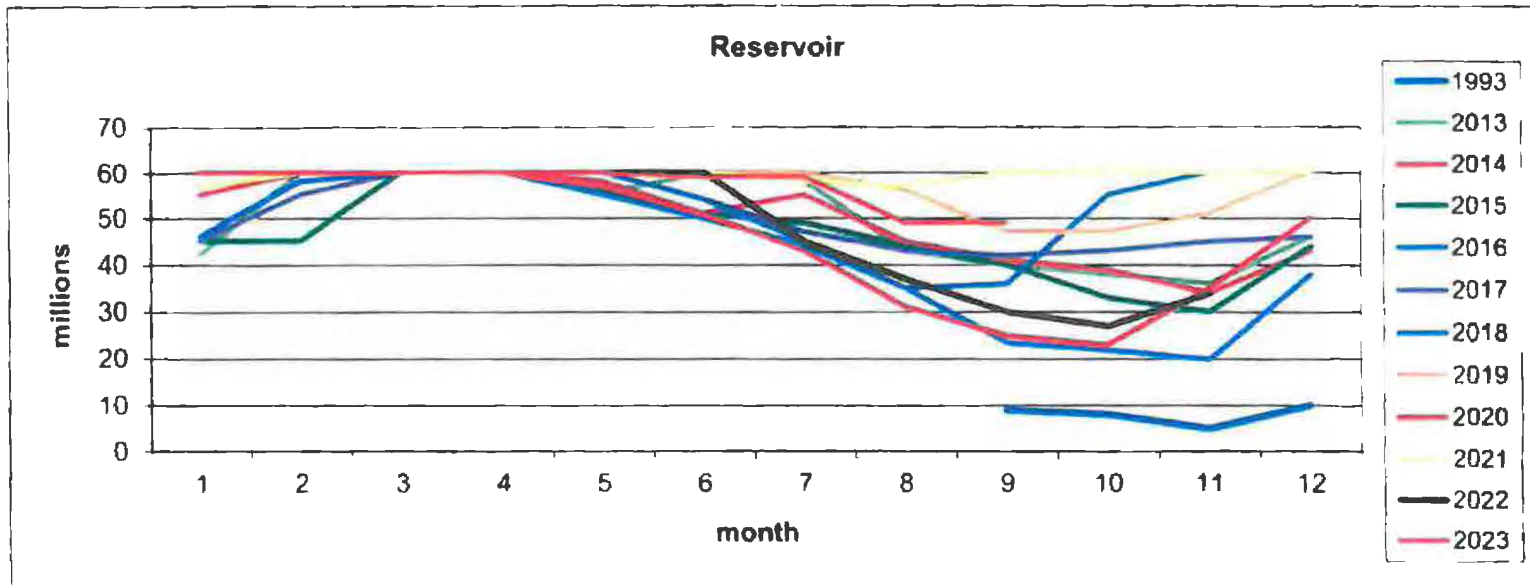
	1993	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	171	239	172	155	191	163	165	159	149	165	141	141	144	155	139
Feb	192	210	158	156	187	151	165	165	155	137	135	129	151	147	138
Mar	169	198	157	155	178	147	154	160	156	139	144	166	158	145	138
Apr	181	210	180	170	198	184	160	190	183	167	167	163	160	187	135
May	227	180	212	190	223	185	239	202	183	184	179	200	201	207	192
Jun	285	218	226	221	226	232	230	240	210	227	204	242	230	200	252
Jul	311	274	279	278	291	267	264	288	261	288	261	279	239	205	250
Aug	301	251	254	242	291	266	263	264	266	265	235	260	236	273	238
Sep	188	193	205	210	212	227	215	201	203	208	189	241	199	178	252
Oct	175	182	175	175	184	187	172	166	170	168	158	180	193	163	
Nov	166	160	164	167	177	160	160	157	151	148	146	149	170	153	
Dec	158	167	158	180	174	161	158	151	151	142	145	149	156	153	

**PUMPING REPORT**



## RESERVOIR LEVEL

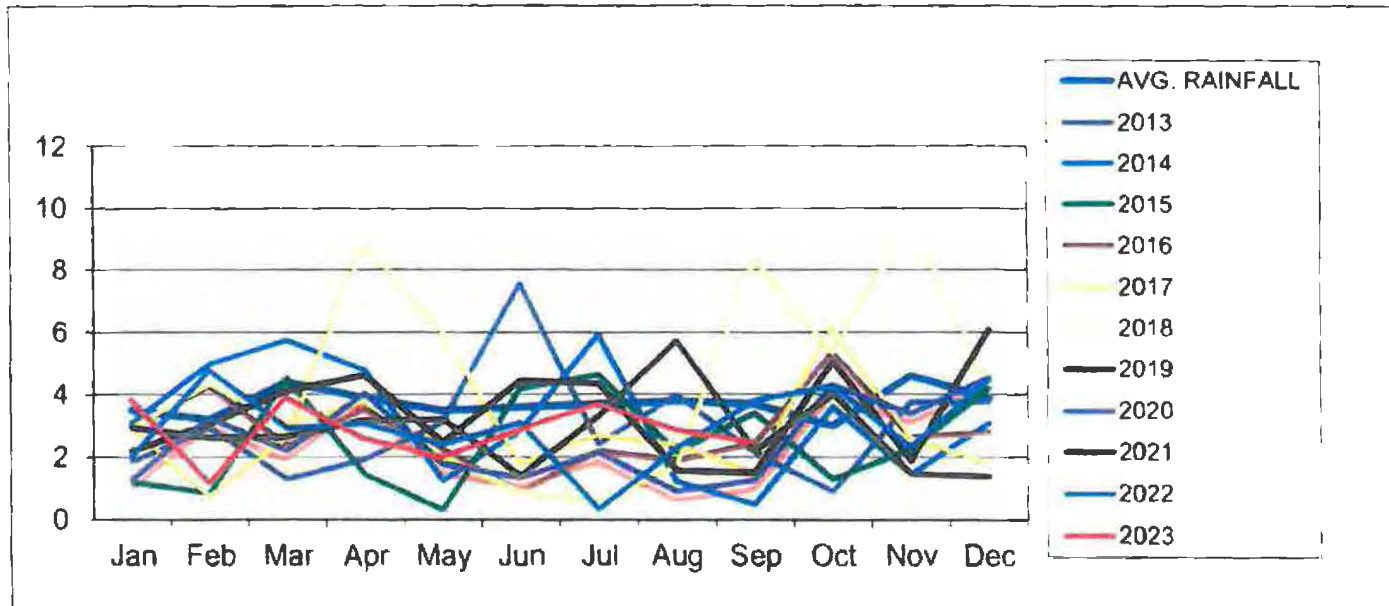
	1993	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan		42	55	45	46	45	60	60	60	57	60	60
Feb		60	60	45	58	55	60	60	60	60	60	60
Mar		60	60	60	60	60	60	60	60	60	60	60
Apr		60	60	60	60	60	60	60	60	60	60	60
May		55	58	56	55	60	60	60	57	60	60	60
Jun		60	51	51	50	54	54	60	51	60	60	59
Jul		58	55	49	44	47	45	60	43	58	45	59
Aug		43	45	44	35	43	35	56	31	57	37	49
Sep	9	40	41	40	23.5	42	36	47	25	60	30	49
Ocl	8	38	39	33	22	43	55	47	23	60	27	
Nov	5	36	34	30	20	45	60	51	35	60	34	
Dec	10	46	43	44	38	46	60	60	50	60	48	



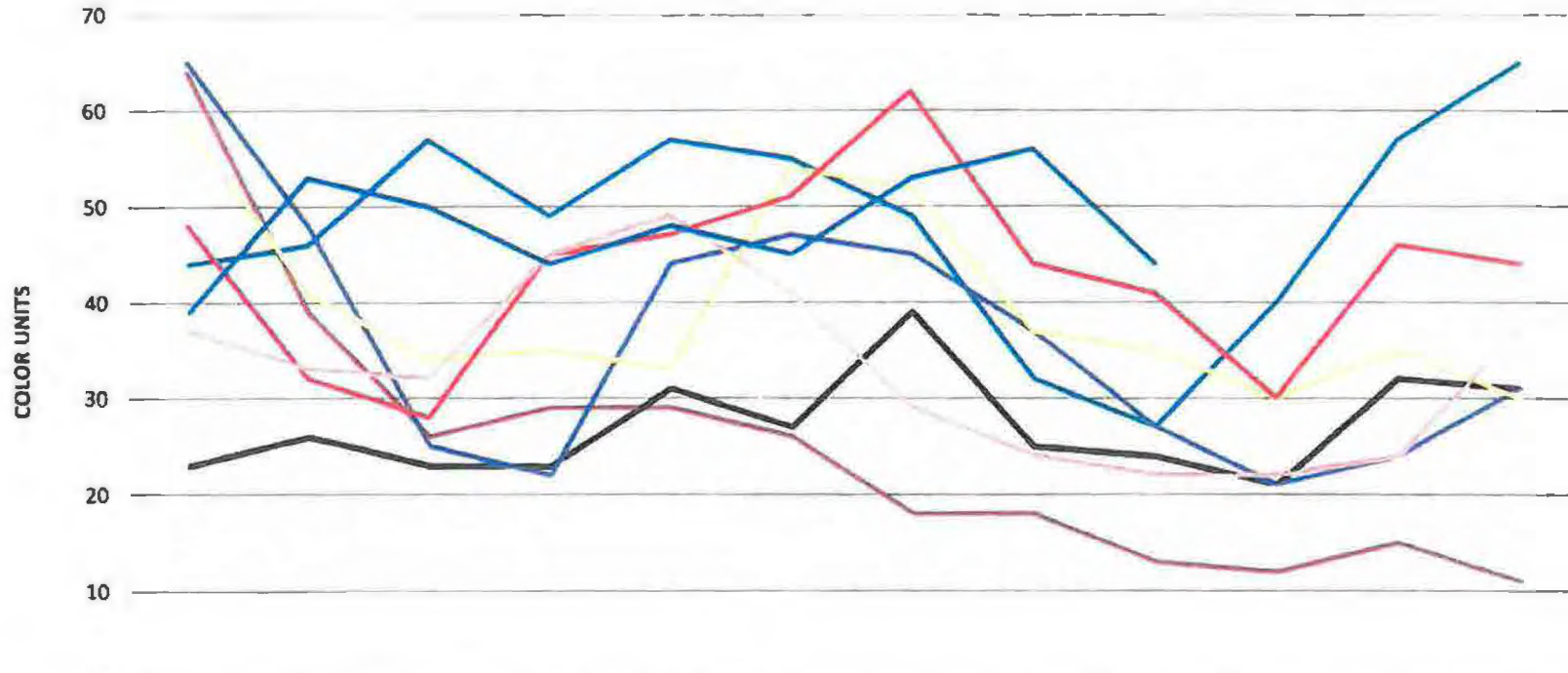


	AVG. RAINFALL	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	3.5	1.85	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04	3.84
Feb	3.2	2.94	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62	4.77	1.18
Mar	4.4	1.32	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94	3.9
Apr	3.9	1.92	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	3.08	2.6
May	3.5	3.11	1.27	0.32	2.24	6.03	2.03	2.46	1.79	3.2	2.43	1.99
Jun	3.6	7.55	2.86	4.2	0.89	1.79	0.89	4.44	1.36	1.4	3.11	2.88
Jul	3.7	2.42	5.93	4.63	2.19	2.7	0.61	4.33	2.16	3.3	0.35	3.71
Aug	3.8	3.98	1.23	2.17	1.88	2.4	1.73	1.58	0.91	5.71	2.29	2.87
Sep	3.7	2.13	0.5	3.41	2.42	1.54	8.35	1.49	1.27	2.19	3.81	2.47
Oct	3	0.9	3.61	1.31	5.33	6.18	5.34	5.04	4.29	4.03	4.28	
Nov	4.6	3.76	1.47	2.27	2.63	2.61	9.61	1.89	3.39	1.47	2.33	
Dec	3.9	3.76	3.1	4.2	2.79	1.81	4.33	6.09	4.53	1.38	4.48	
Total	44.8	35.64	38.59	30.59	33.45	40.18	47.02	41.29	30.5	34.08	35.91	25.44

### RAINFALL



## Transfer Pumping NORTH POND WATER QUALITY



	1	2	3	4	5	6	7	8	9	10	11	12
2016	64	39	26	29	29	26	18	18	13	12	15	11
2017	23	26	23	23	31	27	39	25	24	21	32	31
2018	44	46	57	49	57	55	49	32	27	40	57	65
2019	65	48	25	22	44	47	45	37	27	21	24	31
2020	59	41	34	35	33	54	52	37	35	30	35	30
2021	48	32	28	45	47	51	62	44	41	30	46	44
2022	37	33	32	45	49	41	29	24	22	22	24	37
2023	39	53	50	44	48	45	53	56	44			



TOWN OF JAMESTOWN WWTF  
MONTHLY REPORT  
SEPTEMBER 2023

Douglas Ouellette, Superintendent

## **Parameters**

	<u>Monthly Avr.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.2561 MGD	.73 MGD	
Daily Max	.5250 MGD		
BOD Removal	98.4%	85%	% Removed
TSS Removal	91.3%	85%	% Removed
Fecal Coliform	1.66	No limit, report only	
Enterococci	1.05	(<35 cfu/100ml Monthly) (<276 cfu/100ml Daily)	

## **Environmental Compliance (Violations)**

There were 0 violations to report for the month of September.

## **Complaints**

There are no complaints to report for the month of September

## **Alarms**

There were 4 alarms In September, two on 9-4-23 one alarm was for low Cl2 the second one 14 hrs later was for high Cl2. In both cases the chlorine feed was adjusted to correct the problem. The other two were on 9-12 & 13-23, both were caused by a buildup of grease and fats on the floats and the multitrode at PS#4. Staff cleaned the problem areas and the station is back to normal operation.

## **Septage**

The facility received 2,000 gallons septage for the month of September.

### **Sludge Production**

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

### **Maintenance Management**

Started fall oil changes, cleaned out and degreased PS#4 wetwell

### **Chemical Use**

The facility used 631.4 gallons of Sodium hypochlorite and 0 pounds of lime for process control.

### **Collection System**

30 pump station inspections were completed. All stations are operating as designed. 16 Generator Set inspections were performed.

### **Energy Use**

Energy use for September was: 15333 KWH

### **Precipitation**

Precipitation for September was 2.47" of rain

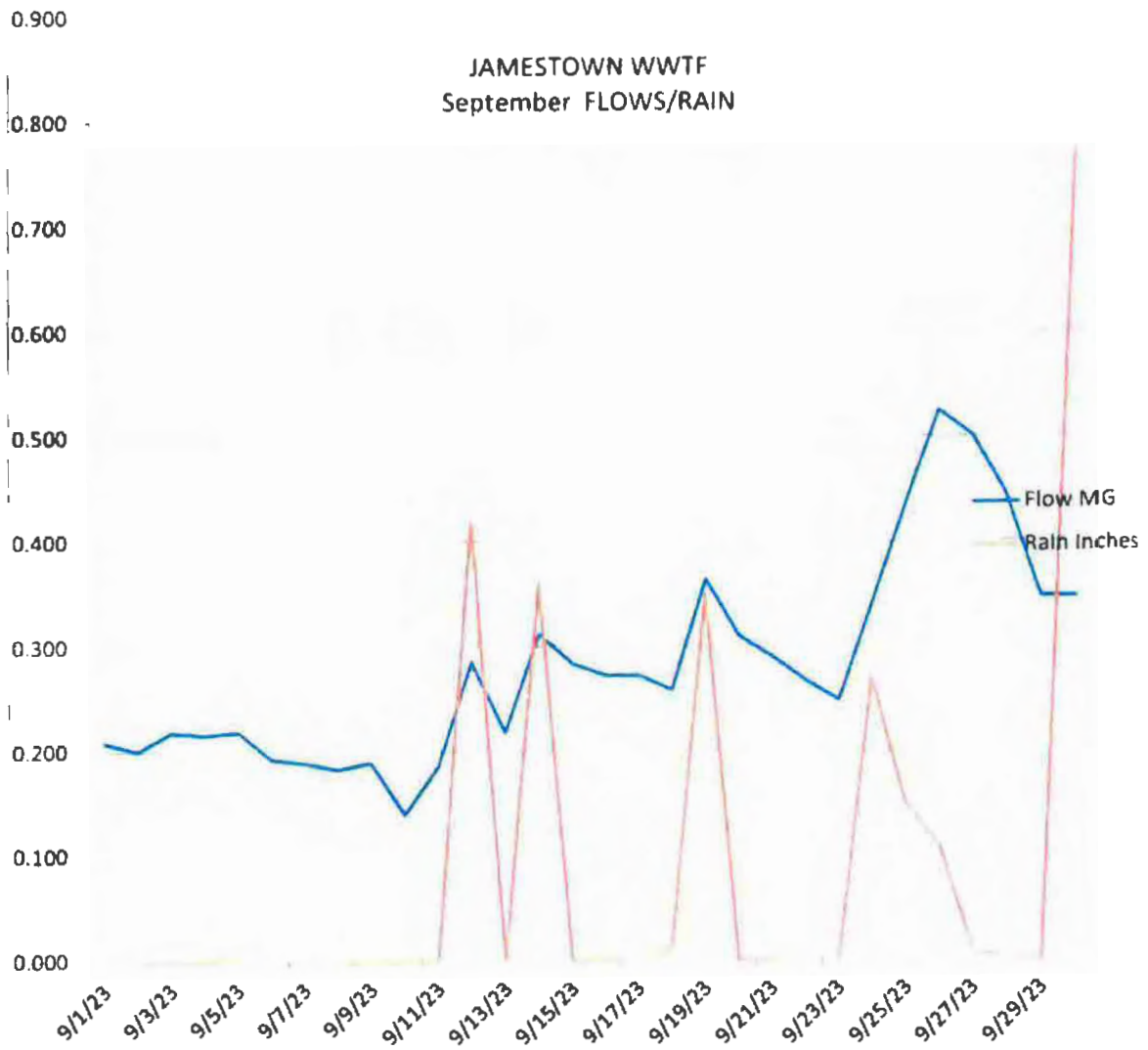
### **Golf Course**

.78 MG of effluent were sent to Golf Course for the month of September.

### **Work Orders**

67 work orders were completed.

### Graphs



## Project Update November 2023

### WELLS

#### JR-1, JR-3

- JR-1 is in service.

### TREATMENT PLANT

- Water department staff continue to work with managers from Veolia developing standard operating procedures for the facility. Once they have prepared the documents they will begin introducing operators into the facility for training with the goal of having their staff assisting with the operation of the treatment plant.
- In 2023 Jamestown water was required by the RIDOH and EPA to collect samples from the North Reservoir, well, and treated water for PFAS analysis. One sampling round was required for RIDOH and 4 quarters of sampling was completed as required by the EPA Unregulated Contaminant Monitoring Rule (UCMR 5). I have attached the analytical results for the RIDOH sampling. I reported in June that Jamestown is in compliance with the State PFAS law based upon results below the 4 parts per trillion (ppt) threshold set by the EPA.

EPA UCMR 5 required public water systems to collect 4 rounds of samples in a 12 month period for PFAS analysis. The purpose of this rule is for EPA to collect nationally representative drinking water occurrence data to support EPA's future regulatory determinations. The analysis included 29 PFAS compounds and lithium. Samples were collected of treated water at the treatment plant as first customer in February 2023, April 2023, August 2023, and October 2023. The results of the first three rounds have been received. All compounds were non-detect in the first three rounds except for PFBA was detected at 12 ppt in the April sample.

### TRANSFER PUMPING/RESERVOIR

- The water department is not transferring water from south pond to north pond.

### DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage. 6 Million Gallons

North Pond @ 49 MG

Usable Storage 60 Million Gallons

- Crews from Atlas Painting have completed painting of the second tank and they are now breaking down the staging. Atlas disinfected the interior of the tank and our water staff began filling with water on the 14<sup>th</sup>. Once the tank is filled samples will be collected for bacteria analysis and RIDOH approval before we place it back into service.
- Crews repaired a water service that failed on Conanicus Avenue on Thursday November 9<sup>th</sup>.

- Contractors working for the RIDEM completed the installation of 3,000 linear feet of new 4" watermain into Beavertail State park. This project replaced a network of old cast iron distribution water piping that ran throughout the park and was found to be leaking by our water staff. The new 4" main was installed within the electrical easement beginning at the entrance to the park and terminating at a hydrant located at the lighthouse. The Contractor has tested the main and received approval to place it into service. A final connection can now be made to our watermain in Beavertail Road which will complete the project.

#### **WASTEWATER TREATMENT PLANT**

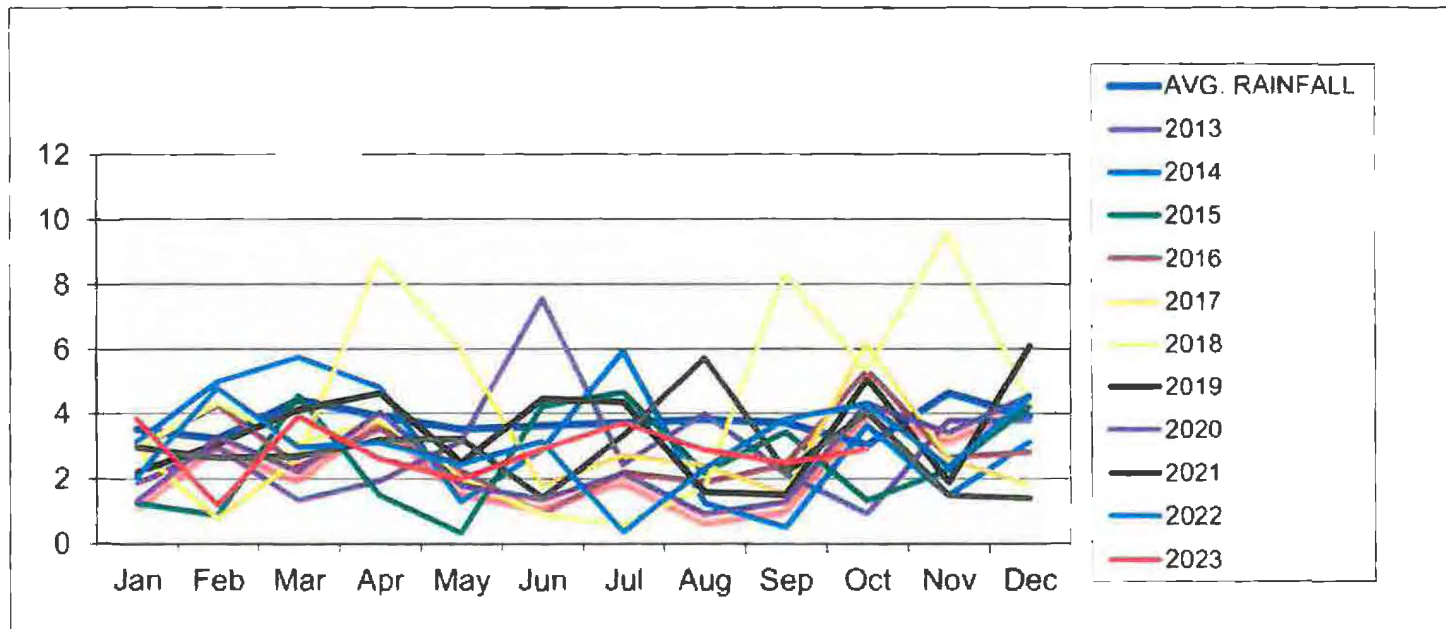
- The monthly average daily flow at the treatment plant for October was 0.327 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.61 million gallons.





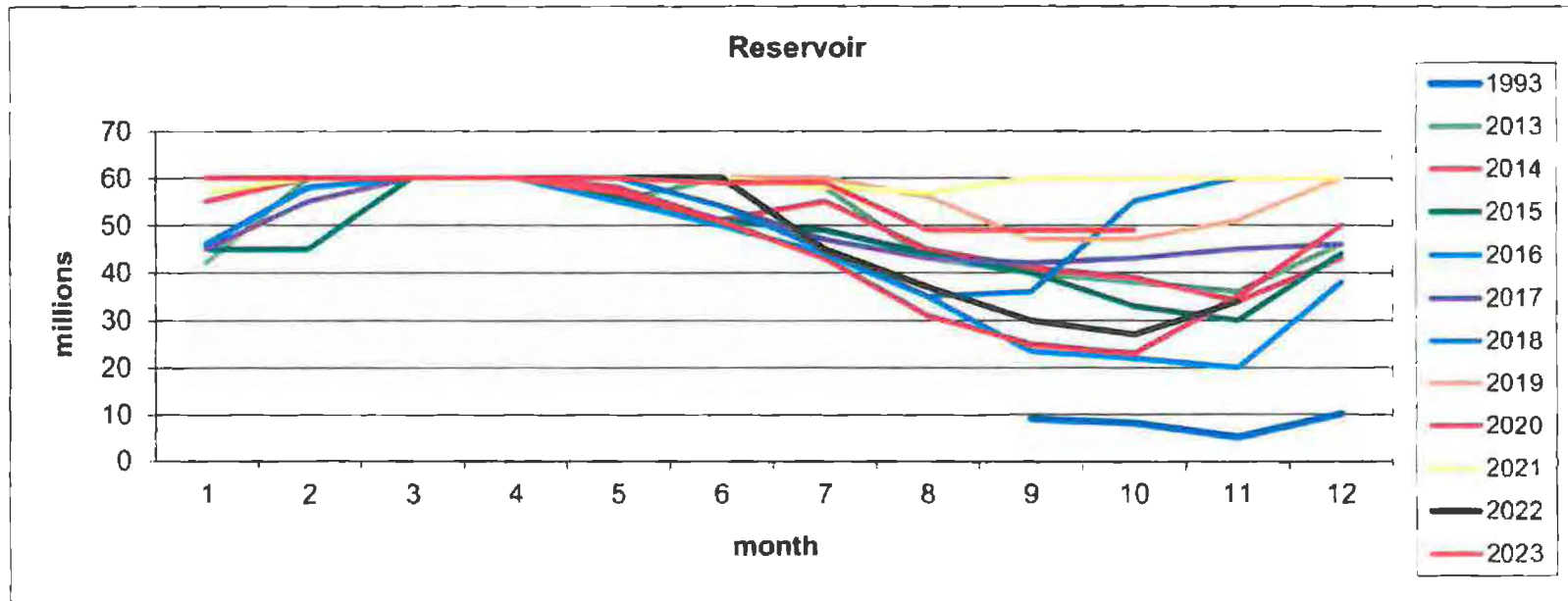
	AVG. RAINFALL	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	3.5	1.85	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04	3.84
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Mar	4.4	1.32	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94	3.9
Apr	3.9	1.92	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	3.08	2.6
May	3.5	3.11	1.27	0.32	2.24	6.03	2.03	2.46	1.79	3.2	2.43	1.99
Jun	3.6	7.55	2.86	4.2	0.89	1.79	0.89	4.44	1.36	1.4	3.11	2.88
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Nov	4.6	3.76	1.47	2.27	2.63	2.61	9.61	1.89	3.39	1.47	2.33	
Dec	3.9	3.76	3.1	4.2	2.79	1.81	4.33	6.09	4.53	1.38	4.48	
Total	44.8	35.64	38.59	30.59	33.45	40.18	47.02	41.29	30.5	34.08	35.91	28.32

### RAINFALL



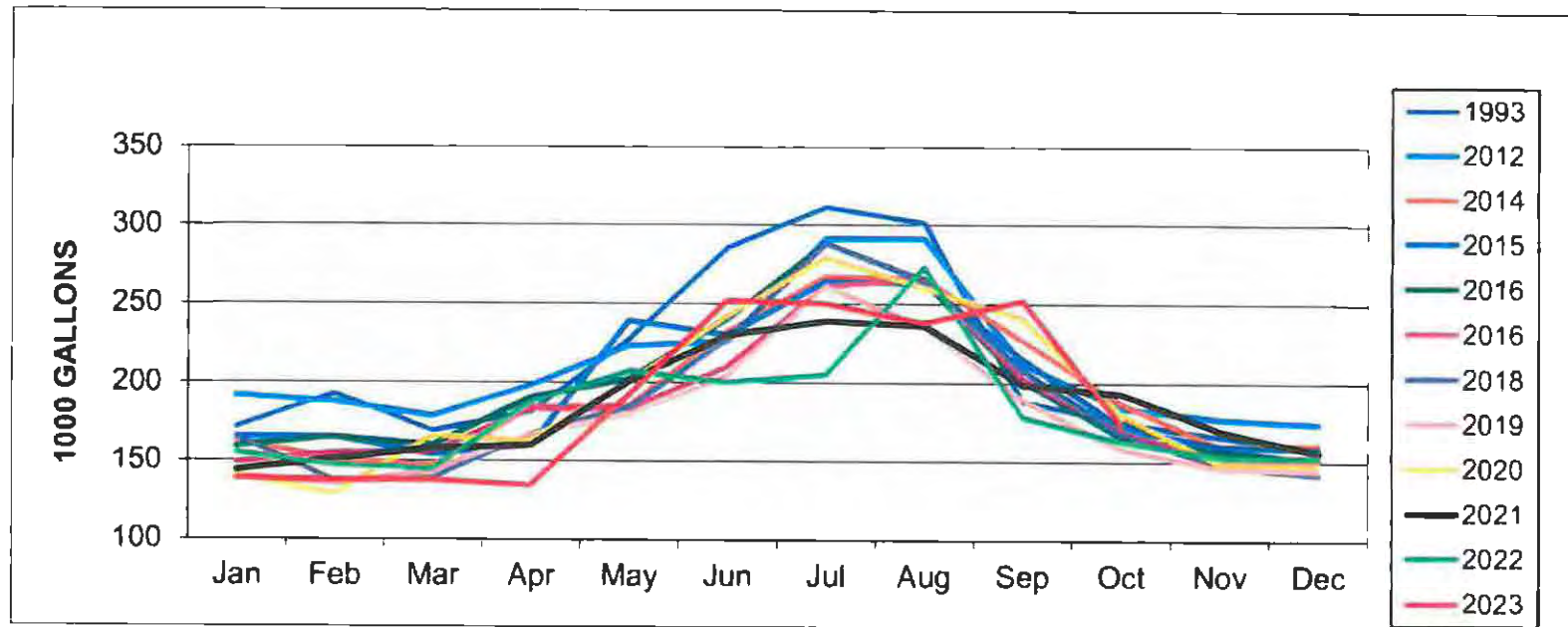
## RESERVOIR LEVEL

	1993	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan		42	55	45	46	45	60	60	60	57	60	60
Feb		60	60	45	58	55	60	60	60	60	60	60
Mar		60	60	60	60	60	60	60	60	60	60	60
Apr		60	60	60	60	60	60	60	60	60	60	60
May		55	58	56	55	60	60	60	57	60	60	60
Jun		60	51	51	50	54	54	60	51	60	60	59
Jul		58	55	49	44	47	45	60	43	58	45	59
Aug		43	45	44	35	43	35	56	31	57	37	49
Sep	9	40	41	40	23.5	42	36	47	25	60	30	49
Oct	8	38	39	33	22	43	55	47	23	60	27	49
Nov	5	36	34	30	20	45	60	51	35	60	34	
Dec	10	46	43	44	38	46	60	60	50	60	48	



	1993	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Jan	171	239	172	155	191	163	165	159	149	165	141	141	144	155	139
Feb	192	210	158	156	187	151	165	165	155	137	135	129	151	147	138
Mar	169	198	157	155	178	147	154	160	156	139	144	166	158	145	138
Apr	181	210	180	170	198	184	160	190	183	167	167	163	160	187	135
May	227	180	212	190	223	185	239	202	183	184	179	200	201	207	192
Jun	285	218	226	221	226	232	230	240	210	227	204	242	230	200	252
Jul	311	274	279	278	291	267	264	288	261	288	261	279	239	205	250
Aug	301	251	254	242	291	266	263	264	266	265	235	260	236	273	238
Sep	188	193	205	210	212	227	215	201	203	208	189	241	199	178	252
Oct	175	182	175	175	184	187	172	166	170	168	158	180	193	163	174
Nov	166	160	164	167	177	160	160	157	151	148	146	149	170	153	
Dec	158	167	158	180	174	161	158	151	151	142	145	149	156	153	

**PUMPING REPORT**





TOWN OF JAMESTOWN WWTF  
MONTHLY REPORT  
OCTOBER 2023

Douglas Ouellette, Superintendent

**Parameters**

	<u>Monthly Avg.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.3275 MGD	.73 MGD	
Daily Max	.6070 MGD		
BOD Removal	99.1%	85%	% Removed
TSS Removal	95.0%	85%	% Removed
Fecal Coliform	2.13	No limit, report only	
Enterococci	1.17	(<35 cfu/100ml Monthly) (<276 cfu/100ml Daily)	

**Environmental Compliance (Violations)**

There were no violations in October

**Complaints**

There were no complaints reported for the month of October.

**Alarms**

There were no alarms to report for October

**Septage**

The facility received 1000 gallons septage for the month of October.

**Sludge Production**

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

### **Maintenance Management**

Facility staff started to prep the facility for the cold weather, changed oil in blowers, repaired facility Cl2 line, replaced Genset batteries.

### **Chemical Use**

The facility used 659 gallons of Sodium hypochlorite and 0 pounds of lime for process control.

### **Collection System**

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

### **Energy Use**

Energy use for October was: 16.342 KWH

### **Precipitation**

Precipitation for October was 2.88" of rain

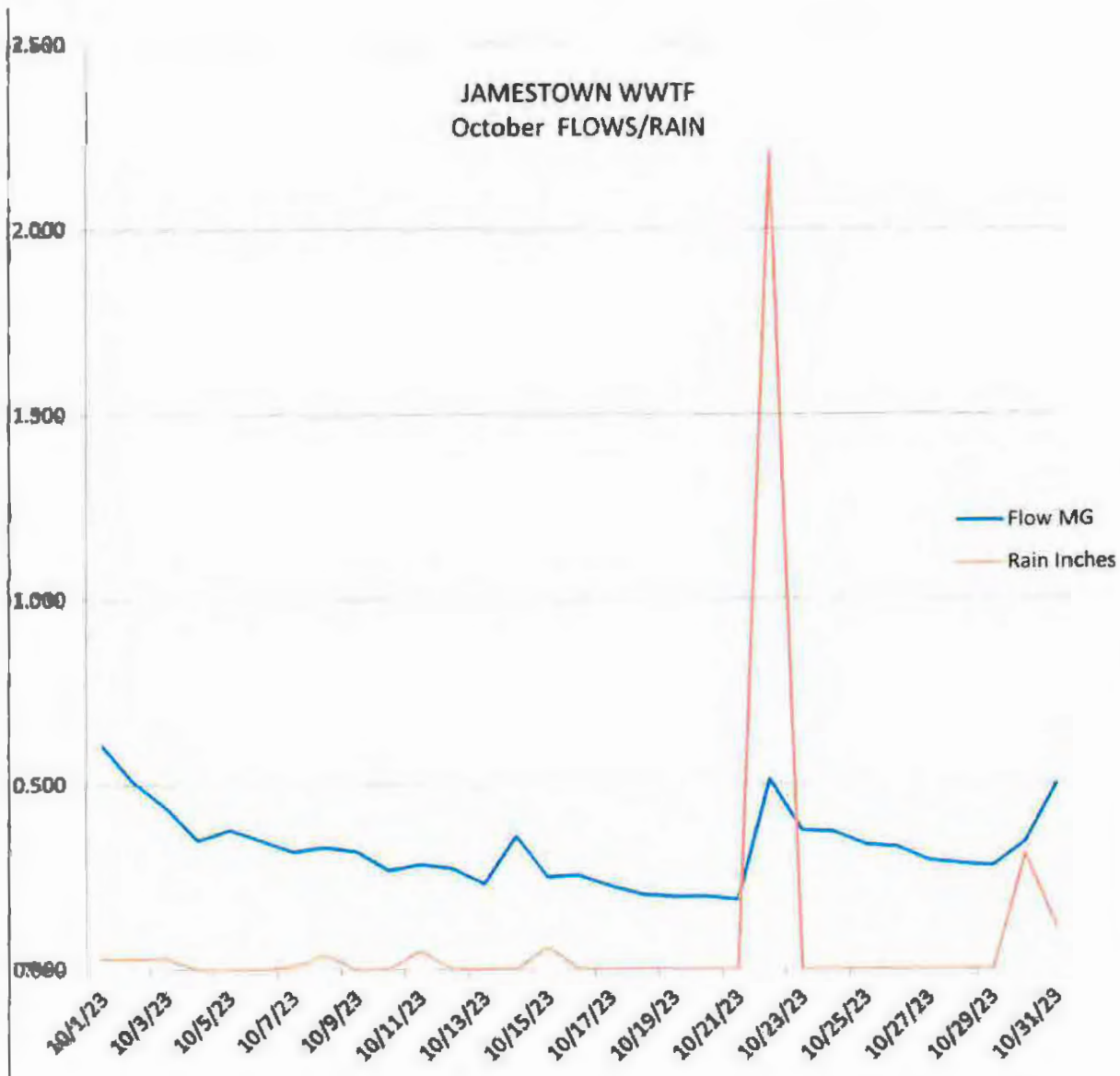
### **Golf Course**

No water was requested in the month of October.

### **Work Orders**

69 work orders were completed.

### Graphs





**Town of  
Jamestown, Rhode Island**

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



**Date:** November 15, 2023

**To:** Board of Water and Sewer Commissioners

**From:** Michael Gray  
Public Works Director

**RE:** Change of Use Application  
Plat 9 Lot 183-2  
Looking Upwards (Bridges Inc.)

---

Attached is an application for a change of use at the above referenced property owned by Looking Upwards Inc. The applicant is seeking approval for a change of use from commercial condo office to multi-family residential with (8) 1 bedroom units and (4) 2 bedroom units. The owner has received approval through the comprehensive permit process. This project is similar in scope to the 5 unit residential building that was constructed on the same property which provides affordable housing.

A summary of the quarterly water billing has been included with the application for the existing commercial use indicating that the average demand is approximately 10,256 gallons per quarter. To estimate the water demand for the change in use the applicant has provided a summary of billing for the existing 5 unit residential building on the same property. The average demand for that building is 35,532 gallons per quarter or 7,106 gallons per residential unit per quarter. Using the existing demand per unit for this residential building the applicant has calculated the demand per quarter at 85,276 gallons total for 12 new units, an increase of 75,019 gallons per quarter with the change of use from commercial condo office. The proposed estimated daily demand is about 1,000 gallons per day for 12 new residential units of affordable housing.

Any requests for expansion of use or change in use in the urban district must be consistent with system capacity as determined by the commission. Anticipated future demands expected within the water district as summarized in the Water Supply Management Plan indicate that the average day demand is still below our safe yield for water supply. However with each new development on the system we approach our system capacity.

**Town of  
Jamestown, Rhode Island**

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



**Date:** November 14, 2023

**To:** Jamestown Water and Sewer Commissioners

**From:** Michael Gray  
Public Works Director

**RE:** Rules and Regulations of the  
Board of Water and Sewer Commissioners

---

I have attached the current rules and regulations of the Board of Water and Sewer Commissioners dated 2009 to begin the process for updating. It is my recommendation that we begin our discussion with reviewing four major components of our regulations: Water District, Watermain extension, water connection, and applications for development and change of use. The following are some thoughts to begin our discussion on each of these items.

**Water and Sewer District**

The current regulations define the district as Urban and Rural Appendix A of the regulations indicates the boundary of the Urban District with the remaining areas outside the district as rural. Properties located within the Urban District are serviced by both water and sewer mains. Watermains are located in the Wetherill and Beavertail areas south of the urban district but not all properties are connected. For discussion should we consider defining one District where water and sewer exist and all other land areas within Jamestown as outside the District?

**Watermain Extensions**

Watermain extensions are allowed in the Urban District but are only allowed in the rural as approved by the Board where it benefits existing users on the system. We know our resources are finite and average day demands are approaching our safe yield for supply. For discussion should we consider a NO to water extensions unless they are improvements to the system implemented by the Town to improve water quality,

fire protection, or replace an area serviced by multiple service pipes in a roadway where a watermain does not exist?

### **Water and Sewer Connections**

Water and sewer connections are allowed by right to properties in the Urban District. New connections in the rural district must receive approval from the Commission but the standards are not defined. I recommend that the Commission consider the following for discussion to begin:

1. Should all Connections be reviewed by the Board
2. Should Connections be limited to a particular use
3. Should there be a limit on water demand for each connection
4. Connections only allowed where water and sewer mains exist (NO extensions)
5. Required information to support the need for a connection (this will be needed if we maintain Urban and Rural Districts)
  - a. Show that the well has failed
  - b. There are no other options for supply
  - c. Water quality – well water cannot be treated

### **Applications for development and Change of Use**

Requirements for Applications for Development and Change of Use are provided in the regulations. For discussion I recommend the Commission consider the following:

1. Define development allowed to connect to water and sewer service (single, multi-family, commercial, affordable)
2. Should there be a limit on water for a connection for development or change of use
3. What applications must be reviewed by the Commission
4. What information is required for an application to the Commission? The following is what is required by the existing regulations.
  - a. Consistency with Comprehensive Plan
  - b. Will not result in an increase in the annual consumption of water allowed by use as allowed by zoning ordinance
  - c. Will not reduce the level of fire protection

PREAMBLE

WHEREAS the Town Council, sitting as the Board of Water and Sewer Commissioners (“Board”) is responsible for the municipal water system in the Town of Jamestown, and

WHEREAS potable water is a resource necessary for the public health and safety of our community; and

WHEREAS it is the duty of the “Board” to preserve and protect this resource and ensure its wise and responsible use; and

WHEREAS certain areas of the Town of Jamestown, including the urban water district and surrounding areas, are almost exclusively served by the municipal water system; and

WHEREAS this district is the location of our school, the business community, public services, and a large number of residences; and

WHEREAS the district and surrounding areas have no other practical alternative to the municipal water system for potable water due to the geology of Jamestown; and

WHEREAS the municipal water system has a well established minimum safe yield due to the limited watershed; and

WHEREAS the minimum safe yield of the system has been regularly reached and exceeded during the summer for many years; and

WHEREAS the ability of the “Board” to provide potable water to its customers has been seriously threatened from time to time; and

WHEREAS these threats have caused the “Board” to seek help from the National Guard in delivering water to the island by tanker truck; and

WHEREAS these threats have caused the “Board” to install a water line from North Kingstown to Jamestown; and

WHEREAS the “Board” has requested at various and diverse times the Town of North Kingstown to provide water to Jamestown; and

WHEREAS, North Kingstown has not always been able to provide water; and

WHEREAS these threats have required the “Board” on various occasions to terminate all non-essential water usage; and

NOW, wherefore, in view of the above, the “Board” hereby enacts and adopts the following regulations designed to protect the municipal water system:

### **SOME WAYS WE CAN BE OF SERVICE TO YOU**

The Commission maintains permanent service connection records including service and curb box locations. This information is available to applicants upon request.

The Commission assists the customer whenever possible, to locate or mark out existing underground service pipes.

In the event of a leak in a customer's service pipe, the Commission has equipment available that can frequently locate the leak, thus reducing the cost of repairs.

The Commission will, upon request, send a Water Department employee to turn off a curb stop at the customer's main valve, so that necessary repairs can be made. A nominal fee will be charged for this service.

The Commission will furnish rate schedules and such additional information as customers may responsibly request.

The Commission maintains a regular water sampling program to insure the safe water quality for its customers.

The Commission periodically flushes all water mains throughout the distribution system and tests all hydrants and gates to remove sediment from the system and to improve water quality and availability for fire protection. Water may become discolored during this procedure and particular care should be taken while washing clothes.

If you have any questions or suggestions, please call the Water Department at 423-9808 between the hours of 8:00 AM and 4:30 PM (Monday through Friday). We will be happy to assist you. Information is also available on-line at <http://www.jamestownri.net/utilities.html>.

Definitions.....1  
General Rules.....4  
Applications and Transfers.....5  
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Services.....15  
Meters.....17  
Billing and Collection.....18  
Discontinuation of Service.....21  
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Public Fire Service.....23  
Water Mains.....23  
Extension and Financing of Water Mains.....23  
Appendix A.....24



**RULES AND REGULATIONS**  
**of**  
**BOARD OF WATER AND SEWER COMMISSIONERS**

As amended May 18, 2009

**DEFINITIONS**

The word "Commission" as used herein is THE BOARD OF WATER AND SEWER COMMISSIONERS OF THE TOWN OF JAMESTOWN, R. I.

"Customer" means any person, corporation, company, association, or partnership, which has an ownership interest in premises furnished water by the Board of Water and Sewer Commissioners.

"Premises" shall include, but shall not be restricted to:

- (a) Each unit in a condominium as the same is defined in Title 34, Chapter 36.1, Section 1.03, of the General Laws of Rhode Island;
- (b) Each unit physically separated from other units within a building or structure and having separate washroom, bathroom and/or cooking facilities;
- (c) Any structure having washroom, bathroom, and/or kitchen facilities;
- (d) Any undeveloped property.
- (e) A wharf or pier.

"Rural Water and Sewer District" shall refer to all the land in the town of Jamestown which is not contained within the Urban Water and Sewer District as described below and further designated as the Rural District on the Urban and Rural Water and Sewer District Map, Appendix A.

"Service Pipe" means the water pipe that runs between the main and the customer's place of consumption, including fire lines.

"Sewer Service Connection" shall refer to a hard pipe attachment to a single structure on an individual lot with frontage on the right of way within which the public sewer main is located.



"Street" means any land, road or highway used by the public for purposes of travel by vehicles or any suitable easement granted through the Board of Water and Sewer Commissioners to provide water and/or sewer to two (2) or more premises.

"Street Main" means the water or sewer pipe normally maintained by the Commission under any street.

"Undefined Terms": Where any term, word or phrase utilized in these Regulations is undefined and is defined in the Zoning Ordinance, such term, word or phrase shall be defined in accord with the Zoning Ordinance.

"Urban Water and Sewer District" shall refer to all the land in the Town of Jamestown bounded to the north by a line running east along the north property line of Plat 8, Lot 30, from the West Passage of Narragansett Bay extended to Arnold Avenue and continuing east on Arnold Avenue to North Road, then north on North Road to Whittier Road, then east on Whittier Road to Prudence Lane, then south on Prudence Lane to Bryer Avenue, then east on Bryer Avenue to Calvert Place, then north on Calvert Place to Mount Hope Avenue, then east on Mount Hope Avenue to Bayview Drive, then north on Bayview Drive to property line of Plat 8, Lot 645, to the East Passage of Narragansett Bay and bounded to the south by the water shut off at the Mackerel Cove Beach House, running east along Hamilton Avenue right of way and along the northern edge of Plat 9, Lots 827 and 324, extended east to the East Passage of the Narragansett Bay and further defined as that land which is encompassed within the area shown and designated as the Urban District on the Urban and Rural Water and Sewer District Map, Appendix A. All reference to roadway boundaries is defined as the centerline of the roadway.

"Water Service" means the flow of water from the street main through the "SERVICE CONNECTION" AND "SERVICE PIPE" to and through the water meter and into the "CUSTOMER'S" interior piping system for consumption or use therein.

"Water Service Connection" means the water service pipe, excluding corporation cock, from the main to and including the curb stop adjacent to the street line or the customer's property line, and such other valves and fittings as the Commission may require between the main and curb stop.

"Water or Sewer Extension" means the physical extension of any street main and/or the supply of municipal water or sewer to premises in excess of the number allowed as a matter of right by the Zoning Ordinance of the Town of Jamestown, as the same may be amended from time to time.

### GENERAL RULES

1. The rules and regulations as herein set forth constitute a part of the contract with every customer taking water from the Commission each of whom shall be deemed to assent and be bound thereby.

2. The Commission will attempt to provide an adequate supply of water throughout its system, but in view of the limitations of the system cannot assume responsibility or liability, direct, indirect or consequential, for any damage from failure to do so. Whenever possible, work necessitating the interruption of service will be scheduled to provide the least inconvenience to the customer. The Commission will make a reasonable effort to give notice in advance of any work necessitating the interruption of service. To safeguard against possible damage due to interruption of service, customers shall regulate their installations connected with the water supply system so that damage will not occur if water is shut off without notice. Automatic check valves shall be installed on the service at the building. Water boilers and storage pressure tanks shall be provided with a temperature, vacuum, and pressure relief valves which customers shall keep in good operating condition at all times. Lever type valves are required.

3. Authorized employees of the Commission shall have reasonable access to customers' premises for the purpose of reading, testing or repairing meters; inspecting plumbing connections, fixtures or pipes, inspecting for illicit connections or discontinuing service for any of the reasons listed under Rule 60 and such employee will wear a Commission uniform or carry a badge identification card, or insignia, identifying him as a commission employee. Services rendered after hours or on weekends or Holidays are subject to special charges, and this service shall be for emergencies only.

4. Whenever the public interest so requires, the Commission reserves the right to curtail or suspend entirely the use of water for essential and nonessential purposes. Such limitation of use shall be without liability on the part of the Commission.

5. No customer shall supply water to other persons or permit any connection to be made on his premises for supply to other premises.

6. If there is not sufficient pressure or flow in the system to permit an industrial or commercial customer to qualify for preferred risk insurance, the expense for any improvement in the system for this specific purpose shall be borne by the customer.

7. Customers are responsible for keeping their service pipes, house pipes and fixtures in good order and protected from freezing. Failure to do so may result in interruption of service and costly repairs for which the Commission is not liable.

8. Any changes in location of meters or services requested by the customer shall, if approved by the Commission, be made at the customer's expense.

9. No pipe or fixture connected with the mains of the Commission may be connected with pipes or fixtures supplied with water from any other source. Storage or mixing tanks subject to contamination, swimming pool re-circulating systems, private wells and reclaiming

water systems, etc. are considered for the purpose of this regulation as other sources. Such cross connections are in violation of Rhode Island State Health Department regulations. All service connections shall have an approved backflow device installed after the meter. The device shall be the property of the owner and shall be maintained and tested at the owner's expense.

10. The piping and plumbing on all premises supplied from the Commission's water system shall conform to all State and local regulations.

11. Water furnished by the Commission shall not be used for air conditioning or equipment cooling.

12. In the event that any customer shall use water at rates of flow that cause noticeable pressure variations in the water system, the Commission may require that the customer control his flow rates or install equipment to minimize such variations.

13. Commercial buildings and restaurants shall comply with the 2006 International Plumbing Code chapter 10, section 1003 for the installation of grease traps.

14. The owner is responsible for the maintenance of the sewer service from the house to the main including the tap.

15. The Commission from time to time may grant permission for recreational use of the reservoir.

#### APPLICATIONS AND TRANSFERS

13A. Urban Sewer District. All requests for sewer service connections and extensions within the urban district must be reviewed and approved as outlined below.

Applications for sewer connections shall meet the following requirements:

- a. Approval by the Director of the Department of Public Works of all engineering and technical matters.
- b. Compliance with the Zoning Ordinance of the Town of Jamestown as determined by the Zoning Enforcement Officer.
- c. Assumption of responsibility for cost of all improvements, labor, and equipment necessary to make the connection including necessary road repairs by the applicant.
- d. Payment of \$3,000 per dwelling unit or per commercial unit to the Town of Jamestown, Sewer Division.

As a condition of approval for all service connection requests, the applicant shall install or replace existing plumbing fixtures with water efficient fixtures as specified in Rule 15 for new and existing construction and the standards adopted pursuant thereto.

Applications for sewer extensions in the urban district shall meet the following requirements:

a. Approval by the Director of the Department of Public Works of all engineering and technical matters.

b. Compliance with system capacity as determined by the Commission.

c. Consistency with the Zoning Ordinance of the Town of Jamestown as determined by the Zoning Enforcement Officer.

d. Assumption of responsibility for cost of all improvements, labor, and equipment necessary to make the extension and subsequent connections including necessary road repairs by the applicant.

e. Payment of \$3,000 per dwelling unit or per commercial unit to the Town of Jamestown, Sewer Division.

As a condition of approval for all sewer extension requests in the urban district, the applicant shall install or replace existing plumbing fixtures with water efficient fixtures as specified in Rule 15 for new and existing construction and the standards adopted pursuant thereto.

13E. Rural Sewer Districts. All requests for sewer service connections and extensions within the rural district must be reviewed and approved as outlined below.

Applications for connections shall require the following:

a. Frontage on the public sewer main in the right of way.

b. Discharge estimates.

c. Assumption of responsibility for cost of all improvements, labor, and equipment necessary to make the connection by the applicant.

d. Payment of \$3,000 per dwelling unit or per commercial unit to the Town of Jamestown, Sewer Division.

As a condition of approval for all service connection requests, the applicant shall install or replace existing plumbing fixtures with water efficient fixtures as specified in Rule 15 for new and existing construction and the standards adopted pursuant thereto and satisfy the technical specifications required by the Director of Public Works.

All applications for a sewer extension shall show to the satisfaction of the Commission the following:

a. The request is not contrary to the goals and policies of the Comprehensive Community Plan in effect at the time of application. Prior to the approval of any sewer service extension, the Commission shall receive an advisory opinion from the Planning Commission and the Public Works Director relative to the proposal.

b. Existing conditions pose a risk to public health, safety, or welfare.

c. The general area proposed for expansion is not suitable for service by Individual Sewerage Disposal Systems or other acceptable alternative systems. The applicant shall furnish such information in connection therewith as requested by the Commission.

As a condition of approval for all service extension requests, the applicant shall:

a. Install or replace existing plumbing fixtures with water efficient fixtures as specified in Rule 15 for new and existing construction and the standards adopted pursuant thereto.

b. Satisfy the Commission that there is adequate system capacity.

c. Satisfy the Board that the extension will not have a negative effect on existing private wells in the area.

d. Assume responsibility for cost of all improvements, labor and equipment necessary for the expansion by the applicant.

e. Pay an amount sufficient to allow for mitigation of inflow/infiltration equal to or greater than that which will be generated by the proposed extension. This amount shall be determined by the Public Works Director.

14A. Urban Water District. All requests for water extensions and/or service connections shall be made on forms provided by the Commission and signed by the owner of the premises to be supplied or his duly authorized representative.

1. Within the Urban Water District requests for water connections to single or two-family residential uses shall be granted by the Commission subject to the payment of a \$3,000 connection fee for each unit, or such fee as is established by the Commission from time to time, as well as an installation fee which shall be based on the amount of time and material incurred by the water department in performing the installation. The minimum installation fee shall be \$1,850 for services installed on town roads and \$3,300 for services installed on state highways. The Commission will consider, on a case by case basis, requests to waive the installation fee with respect to connections which will service low or moderate income housing as defined in Section 45-53-3 of the Rhode Island General Laws, as amended from time to time. Said connection fee shall be placed in the capital reserve fund for the purpose of making future improvements to the public water system while the installation fee shall be placed in the operating account to cover the actual installation expenses incurred.

Within the Urban Water District requests for water extensions to single or two-family residential uses will be allowed under the following conditions:

a. That the owner, at his expense, shall extend a municipal water main in a street in accordance with the specifications approved by the Public Works Director. All

cost associated with the extension including but not limited to engineering, materials and labor shall be the responsibility of the owner.

b. That the above described extension of water shall be designed and constructed consistent with the improvement of the municipal system and in accordance with generally accepted water and sewer distribution practices and approved by the Public Works Director, and shall be required for the purpose of insuring that the distribution and quality of water delivered to existing customers shall not be impaired.

c. All pipe and materials shall conform to AWWA specifications. The size of the pipe shall be a minimum of eight (8) inches or as outlined in the Fay, Spofford and Thorndike report of fire flows, whichever is greater. No recycled pipe or materials are to be used.

d. Extensions shall be looped and not allow for dead ends if feasible. If no public way is available to loop a line, the line shall be extended to the midpoint of the property requesting the extension.

e. That a performance bond with surety in an amount satisfactory to the Commission shall be required to insure the proper construction and completion of the extension.

f. That any service connection is subject to the payment to the Commission of \$3,000 connection fee or such connection fee as is established by the Commission from time to time, per a dwelling unit or per commercial unit.

g. Applicant shall install or replace existing plumbing fixtures with water efficient fixtures as specified in Rule 15 for new and existing construction and the standards adopted pursuant thereto.

h. Prior to service, all lines shall be chlorinated, flushed, pressure tested and water quality tested.

i. The Jamestown Fire Chief must be consulted as to the necessity of fire hydrants. A hydrant must be placed at the end of any dead-end street.

j. Consistency with system capacity as determined by the Commission.

k. That any service connection is subject to the payment of an installation fee which shall be based on the amount of time and material incurred by the water department in performing the installation. The minimum installation fee shall be \$1,850 for services installed on town roads and a \$3,300 installation fee for services installed on state highways. The Commission will consider, on a case by case basis, requests to waive the installation fee with respect to connections which will service low or moderate income housing as defined in Section 45-53-3 of the Rhode Island General Laws as amended from time to time. Said fee shall be placed in the operating account to cover the actual installation expenses incurred.

11. All requests for water extensions and/or service connections to uses other than one or two family dwelling units will be subject to the following conditions:

a. The applicant shall be subject to the requirements listed in (a), (b), (c), (d), (e), (f), (g), (h), (i) and (j) above.

b. The applicant shall show to the satisfaction of the Commission that the proposed extension or service connection:

1. Is consistent with the Comprehensive Community Guide Plan adopted December 23, 1991, as amended;

2. Will not result in an increase in annual consumption of water that would otherwise result if:

(i) The applicant dedicated the use of the premises to a use as allowed by the Zoning Ordinance as a matter of right and not the result of any variances.

3. Will not reduce the level of fire protection of the community.

111. Any requests for continued service connections where the applicant proposes an expansion of use or a change in use will be subject to the following conditions:

a. The applicant shall be subject to the requirements listed in subparagraph (g) and (j) of this section 14A I, and

b. The applicant shall be subject to the requirements of subparagraph (b)(1), (2) and (3) of this section, 14A II; and

14B. Rural Water Districts. All service connections in the Rural Water District shall be subject to the following conditions:

a. The applicants shall be subject to the requirements described for connections in the urban district for one or two-family residential uses.

b. The applicants shall show to the satisfaction of the Commission that the proposed service connection requested:

1. Is consistent with the Comprehensive Community Guide Plan adopted December 23, 1991, as amended;

2. Will not impair the available resources of the Urban Water District;

3. Will not reduce the level of fire protection of the community; the property shall not be part of a major subdivision.

4. Extensions to and within the rural district shall be prohibited.

Nothing herein shall be construed to prohibit or prevent the Board of Water and Sewer Commissioners from making such improvements,

including extensions, which shall, in the opinion of the Board, improve the quality or quantity of water furnished to existing water uses.

#### CONSERVATION

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

1. No customer shall connect an in-ground or underground irrigation or sprinkler system to the municipal water system. Lawn irrigation shall be prohibited from June 1 to August 31.

2. No customer shall use water furnished by the municipal water system for lawn irrigation, house washing, boat washing, or residential car washing when the height of NORTH RESERVOIR is more than 42 inches below the top of the spillway and after publication of said information in a daily or weekly newspaper of general circulation within the Town of Jamestown.

3. When the height of the North Reservoir is from 42 inches to 60 inches below the top of the spillway and after publication as described in subsection 2, above, no customer shall use water furnished by the municipal water system for any outdoor use.

4. Any customer alleged to have violated any of subsections 1 through 4, of Section 15A or any of subsections 1 through 4 of Section 15B of the Rules and Regulations, may be required to appear at a show cause hearing before the Commission. Notice of the show cause hearing shall be mailed to the customer by first class mail at least fourteen (14) days before the hearing. The notice shall set forth the time, date and place of hearing and the subsection or subsections alleged to have been violated. The hearing shall be open to the public. Violations shall be established upon proof to a preponderance of the evidence before the Commission, as found by a majority vote of all members of the Commission, that the customer has violated the aforementioned Rules and Regulations. If the Commission finds that there has been a violation of the Rules and Regulations, the burden shall be upon the customer to show cause, by a preponderance of the evidence satisfactory to a majority of the Commission, why the customer's water service should not be discontinued or, as an alternative to discontinuance, temporarily suspended upon such terms and conditions as the Commission deems appropriate.

5. An application for relief from the literal requirements of subsections 2, 3, and 4, above, in the form of a variance, shall be made in writing to the Board of Water and Sewer Commissioners, specifying the relief sought and reasons therefore. The Commission shall hold a public hearing on any application for a variance in an expeditious manner, after receipt, in proper form, of an application, and shall give notice of the public hearing by publication of notice in a newspaper of general circulation within the Town of Jamestown at least once each week for three (3) successive weeks prior to the date of the hearing, which may include the week in which the hearing is to be held, at which hearing



opportunity shall be given to all persons interested to be heard upon the matter of the application for the variance. Notice also shall be sent by first class mail to the applicant at least fourteen (14) days before the hearing. The cost of publishing and mailing notices shall be borne by the applicant. The Commission may grant relief in the form of a variance, setting forth terms, conditions and limitations it deems appropriate, only upon a four-fifths (4/5) vote of all members of the Commission and only upon a finding that the applicant has proven by clear and convincing evidence:

a.) That the requested relief will not compromise the ability of the Commission to supply customers with adequate quantities of safe potable water; and,

b.) That the requested relief will not contribute to conditions inimical to the public health, safety and welfare or to the Town of Jamestown Water Supply Management Plan; and,

c.) That the applicant has no reasonably available and practical alternative, such as wells, holding tanks, water tankers, off-island services, or the like, to supply water for the use or uses in question; and,

d.) That the applicant will suffer substantial hardship if relief is not granted and that the hardship is not the result of any prior action of the applicant and does not result primarily from the desire of the applicant to realize greater financial gain; and,

e.) That the relief to be granted is the least relief necessary.

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

15B. Limitations on Appliances, Toilets and Fixtures. In an effort to conserve water, the following rules shall control appliances, toilets and fixtures.

1. New Construction. No connection to the municipal water system shall be approved unless all clothes washers, dishwashers, toilets, faucets and showerheads meet or exceed the water efficiency standards established and published by the board from time to time.

2. Existing Construction. No clothes washer or dishwasher in any structure connected to the municipal water system shall be replaced except with such appliance as meets or exceeds the water efficiency standards established and published by the board from time to time.

3. Existing Toilets, Faucets, Showerheads and Clothes Washers.

a. Sale. No interest in improved real property connected to the municipal water system shall be conveyed for consideration unless and until all toilets, faucets and showerheads therein meet or exceed the low-flow standards established and published by the board from time to time.

b. Non-Sale. All toilets, faucets and showerheads in all improved real property connected to the municipal water system shall meet or exceed the low-flow standards set forth in the following in Table A, below. The Owner of any improved real property which is not in compliance with the requirement shall be billed an addition Fifty Dollar (\$50.00) charge for each quarter during which the noncompliance continues.

Plumbing Fixture or Fixture Fitting	Maximum Flow Rate or Quantity**
Water Closet	1.6 gallons per flushing cycle
Urinal	1.0 gallons per flushing cycle
Shower Head	2.5 gallons per minute at 80 psi
Lavatory, private	2.2 gallons per minute at 60 psi
Lavatory, public	0.5 gallons per minute at 80 psi
Lavatory, public, metering or self-closing	0.25 gallon per metering cycle
Sink faucet	2.2 gallons per minute at 60 psi

\*\*Consumption tolerances shall be determined from reference standards.

Within fifteen (15) years of the date May 17, 1999, all clothes washers in all improved real property connected to the municipal water system shall meet or exceed the water efficiency standards established and published by the board the from time to time.

4. Procedure. No person shall connect new construction as described in (B)(1) above, replace appliances as described in (B)(2) above, or replace toilets, faucets, showerheads and clothes washers as described in (B)(3)(a) and (B)(3)(b) above, unless issued a permit therefore by the office of the building official of the Town of Jamestown.

Upon installation or replacement of the appliances and/or fixtures described herein, every owner shall apply to the office of the building official for a certificate of compliance which shall be

issued by the office of the building official upon satisfactory evidence that the appliances and/or fixtures meet the standards established and published by the board from time to time. The office of the building official shall charge as an inspection fee for said certificate of compliance such fee as may be established and published by the Commission from time to time. Said certificate of compliance shall be presented to the Clerk of the Commission who shall maintain a permanent record of the same.

### SERVICES

16. A single service may not supply more than one premises.

17. All new services, renewed services, and existing services transferred to new owners shall be metered. The Commission may meter private fire lines if it so desires.

18. All new and renewed services shall be a minimum of one (1) inch in diameter with no soldered joints underground. Services shall be Type K copper tubing. Customers who replace their service line at their discretion shall be responsible for excavating back to the main, backfilling with gravel and compacting the trench. The Commission shall re-tap the main, replace the tubing to the corporation stop and patch the road.

19. All services shall be provided with a full way shut off and valve box at the curb or at a convenient point prescribed by the Commission between the curb and the property line, and with a ball valve inside the cellar wall, except that valves without wastes may be used in connections with a meter, one valve to be located on the street side and the other on the building side of the meter. Where more than one building on a premises is supplied by a single service, the branch line to each building shall have an underground shut off valve with valve box outside the building.

20. When an applicant applies for service, except in conjunction with new main extensions, the Commission or its agent will furnish, install, own and maintain such new service connection. The applicant will bear the cost of the service connection pipe and curb stop and their installation. The applicant will also be charged for tapping the main, furnishing and installing the corporation cock and curb box, and for the costs of excavation, backfill and removal and replacement of paving, walks, curbs, etc., necessarily incurred with respect to new services. Such charges shall be assessed in the form of an installation fee which shall be based on the amount of time and material incurred by the water department in performing installation. The minimum installation fee shall be \$1,850 for services installed on town roads and \$3,300 for services installed on state highways. Said installation fee shall be utilized to cover the actual installation expenses incurred. The Commission will consider, on a case by case basis, requests to waive the installation fee with respect to connections which will service low or moderate income housing as defined in Section 45-53-3 of the Rhode Island General Laws as amended from time to time.

21. The Commission or its agent will furnish, install, own and maintain at its expense, all replacements of service connections it deems necessary, including the cost of excavation, backfill, removal,

and replacement of paving, walks, curbs, etc. necessarily incurred with respect to each replacement.

22. The customer at his own expense shall furnish, install, own and maintain the service pipe from the curb stop to the place of consumption, and shall assume ownership of the curb box, keeping service pipe and box in good repair in accordance with reasonable requirements of the Commission.

23. The customer shall inform the Commission previous to backfill so that the Commission may make an inspection in order to determine whether the service pipe complies with company requirements. No service pipe shall be turned on without prior approval by the Commission.

24. Maintenance of all service pipes from curb stop to inside the cellar wall, shall be paid for by the customer.

25. The service pipe shall extend through that point on the customer's property line or the street line easiest of access to the utility from its existing distribution system and, where practicable, from a point at right angles to the existing distribution line in front of the premises to be served. New service pipes and replacement of existing service connections shall not cross-intervene properties. The approval of the Commission shall be secured as to the proper location for the service pipe.

26. Services shall be laid at a minimum depth of 4'-6" below ground. The Commission will not be responsible for damages done to services which have not been properly drained. Services for buildings without cellars shall have underground stop and waste valves between building and curb shutoff.

27. Customers who wish to convert from seasonal to year round service shall be responsible for lowering service to a minimum depth of 4'-6" below ground level. Such services which have been lowered shall be inspected by the Commission before backfilling. The Commission, at its discretion, may shut off seasonal meters which are used all year, which have not been lowered to the proper depth.

28. Water services may not be laid in the same trench with other underground utility facilities.

29. No service pipe shall cross any portion of a seepage system or be installed less than 10 feet away from any portion of a seepage system.

30. All existing underground lawn sprinkling systems shall be equipped with check valves and vacuum breakers to prevent back siphonage into the water system.

31. If part of a multiple family house changes ownership, the new owner shall have a separate service and meter installed.

32. The cost of restoring a deactivated service in excess of any salvage realized shall be borne by the customer.

#### METERS

33. The Commission shall determine the type and size of the meter to be installed. Each premises must be separately metered. The Commission will require that each apartment in a multiple family apartment house be separately metered where the existing plumbing permits, with suitable control valves for each unit at locations to be determined by the Commission.

34. No Sub-metering will be permitted.

35. Services provided with meters larger than inch and a half shall include valves, a sealed by-pass and test tee around the meter.

36. For the installation of seasonal meters, upon notification, between April 15th and May 31st, a charge of \$50.00 will be made. For installing a seasonal meter before or after said dates, upon notification, a charge of \$75.00 will be made. For removing, testing and storing of seasonal meters, upon notification, between September 15th and October 31st, a charge of \$50.00 will be made. For removing, testing and storing of seasonal meters, upon notification, before or after said dates, a charge of \$75.00 will be made. Attention is called to the Rules pertaining to disconnecting meters. Any repairs required to rehabilitate a seasonal meter must be borne by the customer.

37. Meters will be owned, installed, maintained and removed by the Commission. Damage due to freezing, hot water, faulty connections, or customer's negligence shall be paid for by the customer.

38. No person, other than a Commission employee, shall break seals or disconnect meters unless specifically authorized in writing by the Commission to do so. If any person takes such action without authorization from the Commission, he will be liable for any damages which may result therefrom, and shall be billed on the basis of water used in a similar period.

39. The customer will provide at his expense, an accessible and protected location for the meter, which location shall be subject to the approval of the Commission at the time of service pipe installation. The meter must be located inside the building it serves and have adequate accessibility and protection against freezing or other damage to the meter. A setting within a building shall be located just inside the cellar wall at a point which will control the entire supply, exclusive of fire lines, to the premises; except that when the service pipe exceeds 100 feet in length, the Commission may require that the meter be set near the street shut off with suitable valves in a pit at least five (5) feet deep with a cover. Pit and cover shall be owned, installed and maintained by the customer; pit construction and location shall be approved by the Commission.

40. The customer is responsible for maintaining piping on either side of meter in good condition and valved on both sides of meter so that meter may be removed or replaced conveniently and without impairing such piping. The Commission reserves the right to seal the valve before the meter or to place meter seals on each side of the meter. If a leak should develop, subsequent to meter removal or replacement, due to poor condition of the piping, the customer shall be responsible for any necessary repairs.

41. Swimming pools or other facilities which might require considerable quantities of water may be required to be separately metered and to have separate services. Customers are not permitted to fill pools with water from hydrants.

42. The customer is requested to notify the Commission promptly of any defect in, or damage to, the meter or its connection.

43. In order to assure accuracy, the Commission may at any time remove a meter for tests, repairs or replacement.

44. The Commission will, upon written request by a customer and if he so desires, in his presence, make without charge a test of the accuracy of the meter in use at his premises, provided the meter has not been tested by the Commission within the period of one (1) year previous to such request. A written report of the results of the test shall be furnished the customer.

45. The Commission can assume no responsibility for the clogging of interior house plumbing that may occur during or after repairs to services or meters.

#### BILLING AND COLLECTION

46. Separate premises shall be separately billed.

47. Bills are payable when rendered. Failure of the customer to receive the bill or notice does not relieve him from the obligation of payment or from the consequences of its non-payment.

48. Water supplied to a building occupied by more than one tenant shall be charged to the owner or his agent and shall not be charged to the various tenants in the building. However, upon written request of an owner, the Commission will meter each tenant separately and bill the owner for each metered tenant, in addition to his own bill from which the tenant's metered water shall be deducted. In any event, the owner shall be primarily liable and responsible for water supplied.

49. Whenever a metered customer is receiving water for more than one purpose, predominant use as determined by the Commission shall determine whether he is to be billed at residential, commercial or industrial rates.

50. Where a premises is supplied by two or more meters connected to a single service, the minimum charge for each meter shall be applied and the registrations combined in the computation of consumption charges. Where a premises is supplied through more than one service the minimum charge shall be applied to each meter and the registrations shall not be combined. Combined billing will not be allowed except on the same premises.

51. Bills for residential and commercial metered service rendered quarterly, shall cover consumption during the previous quarter except the minimum meter charge is billed in advance.

52. Bills for industrial and commercial customers and large consumers shall be rendered monthly and may cover consumption during

the previous month, except the minimum meter charge is billed in advance.

53. First and final bills, shall be prorated so as to adjust the bill to the periods for which service was rendered. Bills for seasonal metered service, including installation and minimum meter charges, shall be rendered at the time the meter is installed. Bills for removing, testing and storing the seasonal meters and for all water used above the minimum allowed, shall be rendered at the time the meter is removed. No seasonal meter shall be installed unless and until all charges against the account have been paid in full. Prorated charges will be made in cases where new cottages are occupied for the first time subsequent to July 15th.

54. Private fire protection charges shall be billed quarterly and shall be billed in advance.

55. Public fire protection charges shall be billed quarterly and shall be billed in advance.

56. Water for construction purposes will be sold at regular commercial meter rates. If it is not practicable to install a meter, the minimum commercial meter rate will apply.

57. Miscellaneous sales and temporary services are billed as the service is rendered.

58. All bills are due upon presentation. If any part of a bill is unpaid 30 days after presentation, the Commission may, after 15 days written notice, discontinue service. If water is turned off for non-payment there will be a charge for turning on the water again.

Customers are warned that under the Enabling Act of the Legislature establishing the Water Commission, interest at the rate of 8% per annum must be charged on all unpaid bills from thirty days after due date until date of payment. Also under the Enabling Act, the Collector of Taxes shall present a certificate to the Town Clerk stating the amount of the delinquent bill, its due date and the name of the owner of the real estate as a public record, notice of which shall be mailed to such owner. From the date of such filing until the same is paid in full, such delinquent bill plus any interest and charges accruing thereon shall constitute a lien upon the real estate on a parity with the lien for town taxes.

Listed below is a schedule of the billing:

BILL SENT OUT = DUE DATE

DUE DATE + 20 DAYS = REMINDER NOTICE

DUE DATE + 30 DAYS = TURN OFF NOTICE

Note: This also starts interest charges and the filing of the lien.

TURN OFF NOTICE + 6 DAYS = Telephone call or letter to address of record.

TURN OFF NOTICE + 15 DAYS = Shut Off Water Service.  
TOTAL DAYS TO SHUT OFF = 45 DAYS

Note: No shut offs under Rule 61 will be done on the day immediately prior to a weekend or Holiday.

59. Bills which are incorrect due to meter or billing errors will be adjusted as follows:

Whenever a meter in service is tested and found to have over-registered more than two per cent (2%), the Commission will adjust the customer's bill for the excess amount paid, determined as follows:

If the time at which the error first developed can be definitely determined, the amount of overcharge shall be based on that period of time. If the time at which the error first developed cannot be determined, the amount of the overcharge shall be for a period equal to one-half of the time since the meter was last tested. If more than one customer received service through the meter during the period for which the refund is due, a refund will be paid to the present customer only for the time during which he received service through the meter.

Whenever a meter in service is found not to register, the Commission may render an estimated bill. The Commission will estimate the charge for the water used by averaging the amount registered over a similar period preceding or subsequent to the period of non-registration or for corresponding periods in previous years adjusting for any changes in the customer's usage.

Billing adjustments due to faulty meters will be calculated on the basis that the meter should be one hundred per cent accurate. For the purpose of billing adjustment the meter error shall be one half of the algebraic sum of the error at maximum test flow plus the error at intermediate test flow.

When a customer has been overcharged as a result of incorrect reading of the meter, incorrect calculation of the bill, incorrect connection of the meter or other similar reasons, the amount of the overcharge will be refunded or credited to the customer.

When a customer has been undercharged as a result of incorrect reading of the meter, incorrect calculation of the bill, incorrect connection of the meter or other similar reasons, the amount of the undercharge will be billed to the customer.

#### DISCONTINUANCE OF WATER SERVICE

60. Service may be refused or discontinued for any of the following reasons:

- (a) A condition determined by the Commission to be hazardous.
- (b) Customer use of equipment in such a manner as to adversely affect the Commission's equipment or the Commission's service to others.
- (c) When the Commission has discovered that by fraudulent means a customer has obtained unauthorized water service or has diverted the water service for unauthorized use or has



obtained water service without same being properly registered upon the Commission's meter.

(d) Tampering with the equipment furnished and owned by the Commission.

(e) Violation of or non compliance with the Commission's Rules and Regulations.

(f) Failure of the customer to fulfill his contractual obligations for service or facilities subject to the Commission's Rules and Regulations.

(g) Failure of the customer to permit the Commission reasonable access to its equipment.

(h) Failure of the customer to furnish such service equipment, permits, certificates or rights of way as shall have been specified by the Commission as a condition to obtaining service or are necessary therefore or for withdrawal or termination thereof.

Whenever possible, no service will be disconnected on the day immediately prior to a weekend or holiday, except as provided in subparagraphs (a), (b), (c) and (d) of this section.

#### **PRIVATE FIRE SERVICE CONNECTIONS**

61. Fire hydrants and sprinkler systems shall be installed and maintained at the expense of the customer. The size, material and location of piping and specifications for any tanks and pumps that may be required shall be submitted in writing to the Commission for approval.

62. Private fire services shall not be used to serve water for purposes other than fire protection, and no water shall be taken from a private fire service connection or hydrant for any purpose other than to extinguish fires or to test fire fighting equipment. Such tests shall be made only after written notification to, and approval by, the Commission.

63. The Commission shall not be held liable or responsible for any losses or damage resulting from fire or water which may occur due to the installation of a private fire service connection or any leakage or flow of water therefrom.

#### **PUBLIC FIRE SERVICE**

64. If the Fire Department desires to use water from hydrants for testing equipment or for any purpose other than that of extinguishing fires, they must contact the Commission in advance of such usage.

65. Persons other than authorized fire department personnel who desire to use water from public hydrants for building or other purposes must first obtain permission in writing from the Commission.

66. All public fire hydrants shall be owned and maintained by The Commission.

67. Any hydrant located on public property or a public right of way is by definition subject to public fire charges rather than private fire charges.

#### **WATER MAINS**

68. All water mains laid as replacements or extensions of the existing system shall be a minimum of eight (8) inches in diameter, and shall comply with plans for the future water system network. Six (6) inch pipe may be laid for short distances between larger sized mains, or in other circumstances, but only by special permission of the Commission.

If the Commission requires the installation of a water main of larger diameter than ten (10) inches, they shall bear the cost difference between the ten (10) inch main and the larger size required.

Design and layout of the proposed water main, including valves, hydrants and appurtenances, shall be according to accepted good engineering practice and shall be approved by the Commission before any material shall be ordered or construction work started.

Water mains shall be laid with a minimum of 4'-6" of cover, with proper tamping, and with backfill placed in accordance with Commission specifications.

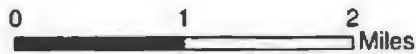
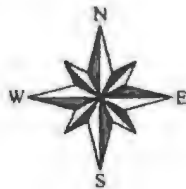
Materials to be used in the construction work shall be as specified and approved by the Commission.

#### **EXTENSION AND FINANCING OF WATER MAINS**

69. Reference is hereby made to Chapter 13 of the Code of Ordinances.

# THE TOWN OF JAMESTOWN RHODE ISLAND

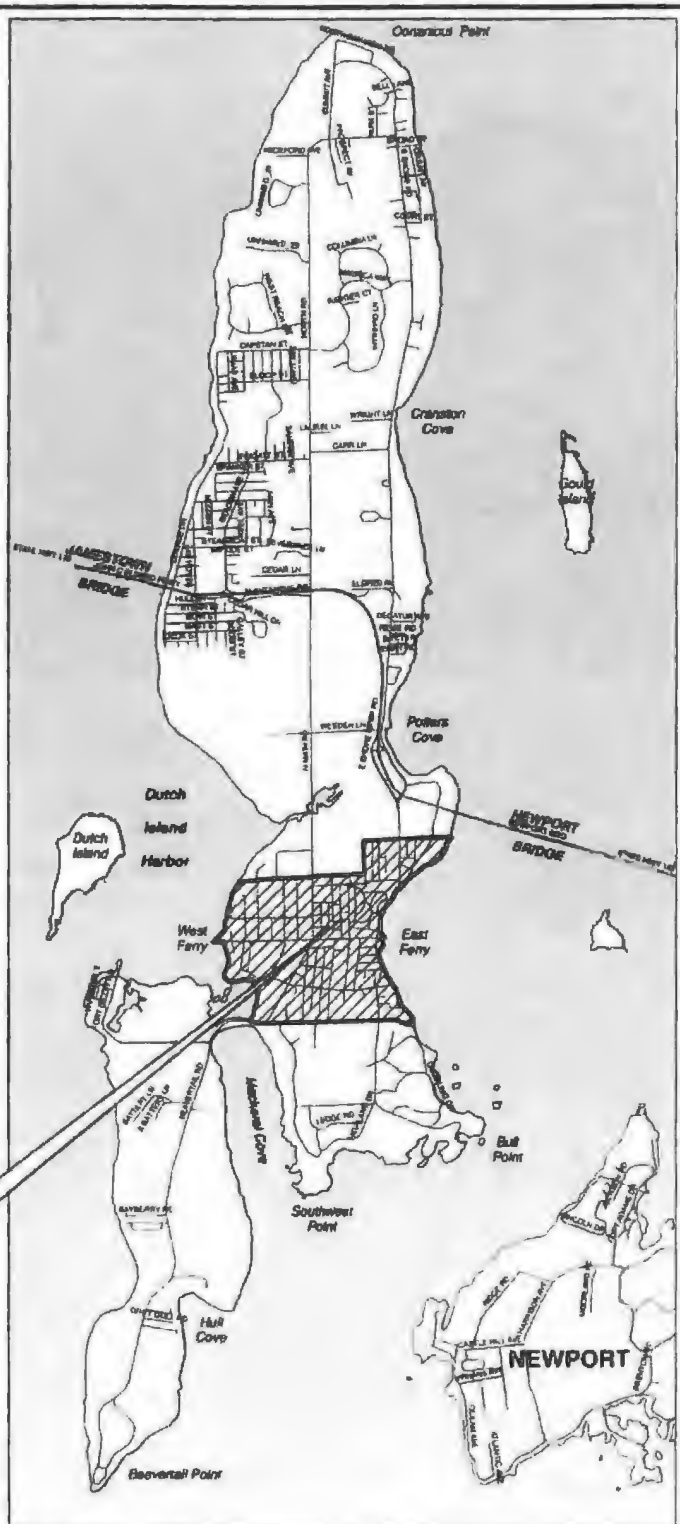
## APPENDIX A: JAMESTOWN URBAN WATER & SEWER DISTRICT



The information depicted on this map is for general planning purposes only. It may not be adequate for legal boundary definition or regulatory interpretation.

**URBAN WATER  
& SEWER  
DISTRICT**

Jamestown GIS  
Department  
JJ 11/24/09



**Town of  
Jamestown, Rhode Island**

---

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



**Date:** November 14, 2023

**To:** Jamestown Water and Sewer Commissioners

**From:** Michael Gray  
Public Works Director

**RE:** RIGL 46-15-2  
Water Resources Management

---

In 2022 the General Assembly approved Bill 2022-H 7782 to amend RIGL 46-15-2 for approval of public water supply facilities. I have attached a copy of this Bill which provides the changes to the law in color and a copy of the current law.

For consideration: Should the Commission consider a resolution to our legislative representatives that would exempt fragile water districts such as Jamestown from this law? Should the Commission consider a resolution requesting other communities in similar position to join in this effort?

2022 -- H 7782

LC005284

STATE OF RHODE ISLAND

IN GENERAL ASSEMBLY

JANUARY SESSION, A.D. 2022

A N A C T

RELATING TO WATERS AND NAVIGATION – WATER RESOURCES MANAGEMENT

Introduced By: Representative Joseph J. Solomon

Date Introduced: March 03, 2022

Referred To: House Corporations

It is enacted by the General Assembly as follows:

1 SECTION 4. Section 46-15-2 of the General Laws in Chapter 46-15 entitled "Water  
2 Resources Management" is hereby amended to read as follows:

3 **46-15-2. Approval of public water supply facilities.**

4 (a) No municipal water department or agency, public water system, including special water  
5 districts or private water company, engaged in the distribution of water for potable purposes shall  
6 have any power:

7 (1) To acquire or take a water supply or an additional water supply from an existing  
8 approved source;

9 (2) To take or condemn lands for any new or additional sources of water supply or for the  
10 utilization of supplies;

11 (3) To extend its supply or distribution mains into a municipality or special water district  
12 wherein it has not heretofore legally supplied water;

13 (4) To construct any extension of its transmission mains;

14 (5) To extend the boundaries of a special water district; or

15 (6) To supply water in or for use in any other municipality or civil division of the state,  
16 which owns and operates a water supply system therein, or in any duly organized special water  
17 district supplied with water by another municipal water department or agency, special water district,  
18 or private water company, until the municipal water department or agency, special water district,  
19 or private water company has first submitted the maps and plans therefor to the director of the

1 department of health, the state planning council and the board, as hereinafter provided, and until  
2 the water resources board, after receiving the recommendations of the director of the department  
3 of health and the division of statewide planning, shall have approved the recommendations or  
4 approved the recommendation with modifications as it may determine to be necessary; provided,  
5 however, this subsection shall not apply to any area presently served by any municipal water  
6 department or agency, or special water district.

7 (b) Approval shall not be necessary of any plan or work for the extension of supply or  
8 distributing mains or pipes of a municipal water supply plant or special district or private water  
9 company into and for the purpose of supplying water in any territory within the limits of the  
10 municipality or special district or within the franchise area of the private water company, owning  
11 the plant, including territory within the municipal special district or franchise limits which has not  
12 been heretofore supplied with the water by the plant, nor for the reconstruction or replacement of  
13 existing facilities in connection with an existing plant, wherein the capacity of the plant is in no  
14 way increased, nor for the construction of filtration or other treatment facilities which will not in  
15 any way increase the amount of water which can be made available from the present sources of  
16 supply. Notwithstanding any provision of this section to the contrary, a municipal water  
17 department, agency, public water system governed under this section shall review applications for  
18 plans or work for the extension of supply or distribution mains or pipes in accordance with the  
19 following standards:

20 (1) Such application must not be prohibited by the specific language of the latest water  
21 supply system management plan ("WSSMP") of the public water supply system;

22 (2) Such applications must comply with the design and construction standards and  
23 specifications established by the public water supply system for the sizing and location for the  
24 infrastructure;

25 (3) Such extensions shall not reduce the necessary level of fire protection for the  
26 community;

27 (4) All water main and service connection materials, construction and inspection required  
28 hereunder shall be at the sole cost and expense of the applicant;

29 (5) The public water supply system shall be granted an easement in a form acceptable to  
30 them which shall permit the maintenance, repair or replacement of water lines and all other related  
31 activities;

32 (6) For applications for single-family residential lots, the applicant must show that

33 (i) The existing or proposed well for the property does not meet the well industry standard  
34 as described in the department of environmental management regulations for "yield per depth of

1 well chart" which is required by the department of health for a dwelling unit; and

2 (ii) Due to the unique characteristics of the property that the drilling of a new well is not  
3 feasible;

4 (iii) For applications located within a public water supply system with limited capacity,  
5 applicants for commercial uses/properties shall be governed by the rules established for such  
6 connections by the public water supply system, which shall be in accordance with the system's  
7 approved WSSMP.

8 A public water supply system governed under this section may provide for lower standards  
9 for approval for residential property if such standards meet the requirements of the agency's state-  
10 approved WSSMP, and such WSSMP is not expired.

11 (c) The water resources board shall enforce the provisions of this section, and the superior  
12 court by injunction may, upon application of the water resources board, prevent any action to be  
13 taken by any municipal water agency or department, special district, or private water company  
14 without the approval of the water resources board as required by this section.

15 SECTION 2 Chapter 46-15 of the General Laws entitled "Water Resources Management"  
16 is hereby amended by adding thereto the following section:

17 **46-15-2.1. Appeals.**

18 An applicant may appeal a denial by a public water supply facility made under § 46-15-  
19 2(b) which shall be reviewable by the state agency or commission having jurisdiction over the  
20 public water supply facility and thereafter by superior court pursuant to the standards and  
21 timeframes set forth in § 42-35-15 ("administrative procedures").

22 SECTION 3. This act shall take effect upon passage.

=====  
LC005284  
=====

EXPLANATION  
BY THE LEGISLATIVE COUNCIL  
OF

A N A C T  
RELATING TO WATERS AND NAVIGATION - WATER RESOURCES MANAGEMENT

\*\*\*

1           This act would provide the standards for reviewing applications for plans or work for the  
2 extension of supply or distribution mains or pipes. This act would also add an appeal of a denial by  
3 a public water supply facility pursuant to the administrative procedures act § 42-35-15.

4           This act would take effect upon passage.

=====  
LC005284  
=====



# Title 46

## Waters and Navigation

### Chapter 15

#### Water Resources Management

##### R.I. Gen. Laws § 46-15-2

###### § 46-15-2. Approval of public water supply facilities.

(a) No municipal water department or agency, public water system, including special water districts or private water companies, engaged in the distribution of water for potable purposes shall have any power:

- (1) To acquire or take a water supply or an additional water supply from an existing approved source;
- (2) To take or condemn lands for any new or additional sources of water supply or for the utilization of supplies;
- (3) To extend its supply or distribution mains into a municipality or special water district wherein it has not heretofore legally supplied water;
- (4) To construct any extension of its transmission mains;
- (5) To extend the boundaries of a special water district; or
- (6) To supply water in or for use in any other municipality or civil division of the state which owns and operates a water supply system therein, or in any duly organized special water district supplied with water by another municipal water department or agency, special water district, or private water company, until the municipal water department or agency, special water district, or private water company has first submitted the maps and plans therefor to the director of the department of health, the state planning council and the board, as hereinafter provided, and until the water resources board, after receiving the recommendations of the director of the department of health and the division of statewide planning, shall have approved the recommendations or approved the recommendation with modifications as it may determine to be necessary; provided, however, this subsection shall not apply to any area presently served by any municipal water department or agency, or special water district.

(b) Approval shall not be necessary of any plan or work for the extension of supply or distributing mains or pipes of a municipal water supply plant or special district or private water company into and for the purpose of supplying water in any territory within the limits of the municipality or special district or within the franchise area of the private water company, owning the plant, including territory within the municipal special district or franchise limits which has not been heretofore supplied with the water by the plant, nor for the reconstruction or replacement of existing facilities in connection with an existing plant, wherein the capacity of the plant is in no way increased, nor for the construction of filtration or other treatment facilities which will not in any way increase the amount of water which can be made available from the present sources of supply. Notwithstanding any provision of this section to the contrary, a municipal water department, agency, or public water system governed under this section shall review applications for plans or work for the extension of supply or distribution mains or pipes in accordance with the following standards:

- (1) The application must not be prohibited by the specific language of the latest water supply system management plan ("WSSMP") of the public water supply system;
- (2) The application must comply with the design and construction standards and specifications established by the public water supply system for the sizing and location for the infrastructure;
- (3) The extensions shall not reduce the necessary level of fire protection for the community;
- (4) All water main and service connection materials, construction, and inspection required hereunder shall be at the sole cost and expense of the applicant;
- (5) The public water supply system shall be granted an easement in a form acceptable to them which shall permit the maintenance, repair, or replacement of water lines and all other related activities;
- (6) For applications for single-family residential lots, the applicant must show that:
  - (i) The existing or proposed well for the property does not meet the well industry standard as described in the department of environmental management regulations for "yield per depth of well chart" which is required by the department of health for a dwelling unit; and
  - (ii) Due to the unique characteristics of the property that the drilling of a new well is not feasible;
- (7) For applications located within a public water supply system with limited capacity, applicants for commercial uses/properties shall be governed by the rules established for such connections by the public water supply system, which shall be in accordance with the system's approved WSSMP

A public water supply system governed under this section may provide for lower standards for approval for residential property if such standards meet the requirements of the agency's state-approved WSSMP, and such WSSMP is not expired.

(c) The water resources board shall enforce the provisions of this section, and the superior court by injunction may, upon application of the water resources board, prevent any action to be taken by any municipal water agency or department, special district, or private water company without the approval of the water resources board as required by this section.

#### History of Section.

P.L. 1990, ch. 461, § 4; P.L. 1995, ch. 370, art. 30, § 2; P.L. 2022, ch. 65, § 1, effective June 15, 2022; P.L. 2022, ch. 66, § 1, effective June 15, 2022.

The scope for the new wastewater projects will begin with the Evaluation and Assessment of all wastewater facilities that include sanitary sewer collection system, (4) pump stations, and the wastewater treatment facility. Weston and Sampson will then prepare a Preliminary Design Report summarizing this assessment and recommendations for improvements with budget level cost estimates.

**I recommend that the Commission approve the Scope of Engineering Services for Wastewater Improvements to Weston and Sampson, Inc. for an amount not to exceed \$95,000 as detailed in their proposal dated November 6, 2023.**

**Town of  
Jamestown, Rhode Island**

---

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



**Date:** November 14, 2023

**To:** Jamestown Water and Sewer Commissioners

**From:** Michael Gray  
Public Works Director

**RE:** Approval of Engineering Services for  
Wastewater Facilities Improvements

---

In 2000, the Town's consultant prepared a Facility Plan Update that looked at Inflow and Infiltration (I/I) in the collection system, condition and operation of pump station equipment, and condition and operation of the wastewater treatment facilities. Following the Facilities plan approval by RIDEM the Town completed improvements to all facilities between 2003 and 2009. Work included improvements to the sanitary collection system; equipment upgrades at all four pump stations, and equipment replacement and improvements at the wastewater treatment facility. Some scheduled improvements at the treatment facility were deferred due to funding limitations at that time.

This fiscal year bonding was retired for some of these sewer improvement projects that were completed in the early 2000s. The Commission approved the use of the retired debt service to fund needed capital improvements for wastewater at the treatment facility, pump stations and upgrades within the collection system.

We prepared and advertised a request for qualifications from interested consultants and received statements from 8 firms. The staff reviewed the statements, narrowed the group to two for interviews, and selected Weston and Sampson, Inc. for the project. I have been working with staff engineers and managers at Weston and Sampson on the scope of services and fee proposal attached.



55 Walkers Brook Drive, Suite 100 Reading, MA 01867  
Tel: 978 532 1900

November 6, 2023

Michael Gray  
Public Works Director  
Jamestown Water Department  
93 Narragansett Avenue  
Jamestown RI 02835

Re **Engineering Services for Wastewater Facilities Improvements**

Dear Mr. Gray

Weston & Sampson Engineers, Inc. (WSE) is pleased to present this scope of services and fee to assist Jamestown with an evaluation of the Town's wastewater facilities. The facilities are over 40-years old and require a comprehensive evaluation and improvement plan to replace outdated equipment and ensure reliable service for years to come. The following describes our approach for the evaluation and prioritization of improvements for the three areas of focus: wastewater treatment facility, four pump stations and collection system.

The objective is to evaluate the full treatment process and pump station system, identify aging and underperforming components, and suggest improvements that maintain successful treatment to the parameters given in the RIPDES permit. The evaluation will also look at readily visible components of the aging building envelopes and structures at the facility, inclusive of electrical and mechanical systems, such that the evaluation includes recommendations for improvements to the buildings, electrical/I&C, plumbing and heating/ventilating (HV) systems.

### Scope of Services

#### I. Kick-off Working Session

- a. An initial working session will be conducted with Jamestown and WSE staff. The kick-off will define the Town's goals and any project limitations. Specific topics will include equipment maintenance and repair history, known operational issues and equipment age and condition. WSE will review drawings, reports, permits, operational performance data, O&M manuals and other relevant documents provided by the Town prior to the session.

#### II. Site Visits

- a. Representatives from WSE, including both engineering and maintenance/operations personnel, will visit the site to evaluate and inventory assets at each facility. Evaluation will consist of visual inspection and condition assessment of existing equipment, piping, instruments, etc. We have assumed that a member(s) of Jamestown's wastewater staff will participate for efficiency. WSE personnel will include process, electrical, H/V, plumbing and instrumentation engineers, as well as architects, CMR and services personnel as appropriate. It is our intent to perform two separate site visits, one focusing on the WWTF/Pump Station Process/Electrical/I&C and a follow-up visit for architectural and H/V and Plumbing.

#### III. Condition Assessment

- a. WSE will produce and deliver a comprehensive spreadsheet showing an inventory and conditions of all major assets at each facility. Condition ratings will be assessed based on a combination of visual inspection, asset age and criticality (risk assessment).

- b The inventory and condition assessment will be delivered in the form of an excel spreadsheet, in addition to descriptive text within a preliminary design report (PDR). Areas that require upgrades or replacement of similar equipment will not include an alternatives analysis as it is not the intent to re-evaluate the existing treatment technology for the existing facility but rather to restore useful life in most cases. A detailed alternatives analysis will be provided for the aeration process.

#### IV Preliminary Design Report

- a WSE will provide a PDR that summarizes all findings from the site visit, condition assessment, and recommended improvements for the facilities. The PDR will detail itemized recommendations and associated budgetary estimates for deficient components of each facility. The PDR will also include an allowance for Engineering Design Services based upon the budgetary estimates for the work.
- b We will meet with Town personnel to discuss our report findings, prioritize recommendations, and determine which items shall be carried forward into the next phase of design. We anticipate a hybrid meeting with WSE's PM on site in Jamestown and technical experts participating virtually.
- c Deliver a Final PDR based upon the discussions with Town personnel and the desired packaging of future projects based upon available Capital to support the overall Project.

#### V Collection System Rehabilitation

- a A dedicated collection system kickoff meeting with Jamestown staff (separate from Part I above) will identify known infiltration/inflow (I/I) and operation & maintenance (O&M) problem areas in the sewer collection system. Other factors that might influence the evaluation priorities included related infrastructure improvements and annual budget. WSE will review data provided by Jamestown regarding I/I related activities performed over the past several years including but not limited to flow metering reports, geographic information system (GIS) mapping, sewer rehabilitations and sewer investigation reporting.
- b The information provided through previous reporting and discussion with Jamestown staff will be used to prioritize areas of the sewer system for evaluation. WSE will develop a multi-year Annual Town-Wide Investigation & Rehabilitation Program (Annual Program). The Annual Program will provide a general work schedule to complete sewer I/I investigations and rehabilitation for the sewer collection system over a multi-year period.
- c WSE will develop preliminary budgetary estimates for investigation, data evaluation, design, construction, and construction services for each year of the Annual Program. Using an annual budget provided by the Town, WSE will define a schedule of work to be completed each year. The annual budget will define the duration of the Annual Program. The Annual Program may be revised yearly based on available budget or system operational needs.
- d The Annual Program will be presented in the PDR and include an explanation of how the areas were prioritized, a description of the annual work to be performed and budgetary estimates.
- e WSE will develop an updated map of the sewer collection system. The map will be based upon existing GIS and updated with information from the Town regarding attributes of diameter, material, installation year and/or lining status, made available in the form of a table or as-built information. Deliverables will include a PDF map of the system and a geodatabase of the sewer collection system.

#### Schedule

WSE will begin work upon receipt of an executed agreement and available review documents. A draft PDF will be submitted within three months of agreement execution.

**Fee**

Weston & Sampson will perform services described within this proposal for a lump sum fee of \$95,000.00. Compensation shall not exceed this amount without written authorization from Jamestown. Fees for this project shall be billed monthly as they accrue based upon the services performed as a percent of the total lump sum fee. The OWNER agrees to make payment to the ENGINEER within thirty (30) days of the invoice date.

We look forward to discussing this proposal with you, should you have any questions. We sincerely appreciate the opportunity to provide a proposal for this important project and assisting Jamestown Water Department in the future as well.

Sincerely,  
**WESTON & SAMPSON ENGINEERS, INC.**

Kent Nichols, Jr., PE, Vice President



## MEMORANDUM

---

*From the desk of Chief James P. Campbell*

DATE: 10/16/23

TO: Town Administrator Edward Mello

FROM: Chief James P. Campbell

SUBJECT: Bike Path Safety Measures Sloop Road @ North Main Road

---

On 10/10/23 Lt. Deneault and I met with Public Works Director, Mike Gray, at the intersection of Sloop Road and North Main Road to discuss additional safety measures for the proposed bike path intersection at this location. My recommendation after the meeting, is to install two additional stops signs in both directions on North Main Road at the intersection of Sloop Road. In addition, a clearly marked and painted pedestrian crosswalk traveling from the intersection of Sloop Road across both lanes of travel on North Road and connecting to the newly paved bike path that travels parallel to North Road. Due to the amount of vehicular traffic and the speeds on this roadway, I am recommending that the town explore the idea of installing two illuminated Pedestrian crosswalk signals to be placed at both ends of the crosswalk. These signs will enable pedestrians and cyclists to push a button on a pole which will illuminate the signs and act as a warning system for drivers that pedestrian/bicyclist traffic is preparing to cross the roadway. The signs, **RRFB PEDESTRIAN CROSSWALK SYSTEMS** (example) are also equipped to run on solar power.

Chief Campbell

A handwritten signature in black ink, appearing to be "JC", written over the typed name "Chief Campbell".



Nov 7<sup>th</sup> Page 82 of 201 ✓  
Confirmed 10/18  
Beth ✓



## PUBLIC HEARING NOTICE TOWN OF JAMESTOWN

Notice is hereby given that the Town Council of the Town of Jamestown will conduct a public hearing on November 20, 2023, at 6:30 p.m. at the Jamestown Town Hall, 93 Narragansett Avenue on the following proposed amendment to the Code of Ordinances regarding Chapter 70 Section 52 – Traffic and Vehicles. Opportunity shall be given to all persons interested to be heard upon the matter at the public hearing. The following proposed ordinance amendment is under consideration and may be adopted and/or altered or amended prior to the close of the public hearing without further advertising, as a result of further study or because of the views expressed at the public hearing. Any alteration or amendment must be presented for comment in the course of the public hearing. The proposed amendment is available for review and/or purchase at the Town Clerk's Office between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding Holidays.

**Section 1.** The Jamestown Code of Ordinances Chapter 70, Traffic and Vehicles, as the same may have been heretofore amended, is hereby amended by changing the text of the Chapter, as follows:

**NOTE:** words set as ~~strikethrough~~ are to be deleted from the ordinance; words underlined are to be added to the ordinance.

See Exhibit A, attached hereto and incorporated herein by reference.

**Section 2.** The Town Clerk is hereby authorized to cause said changes to be made to Chapter 70 of the Town of Jamestown's Code of Ordinances.

**Section 3.** This Ordinance shall take effect upon its passage.

### **Exhibit A**

Sec. 70-52. - Stop intersections.  
Stop signs shall be erected and traffic controlled in conformance with section 70-51 on the following streets and highways within the town:

(Amend the existing table as follows:)

Intersection:  
North Main Road and Sloop Street

Location of Sign/Street STOPPED:  
~~Sloop Street~~ 3-Way Stop



# **SAFETY**

Sloop Street @ North Main Road  
Bicycle/Pedestrian Bike Path  
Cross walk/Signage Proposal

*Chief Jamie Campbell*

*&*

*Director Michael Grav*

**Sloop Street &  
North Main Road  
Current Intersection**





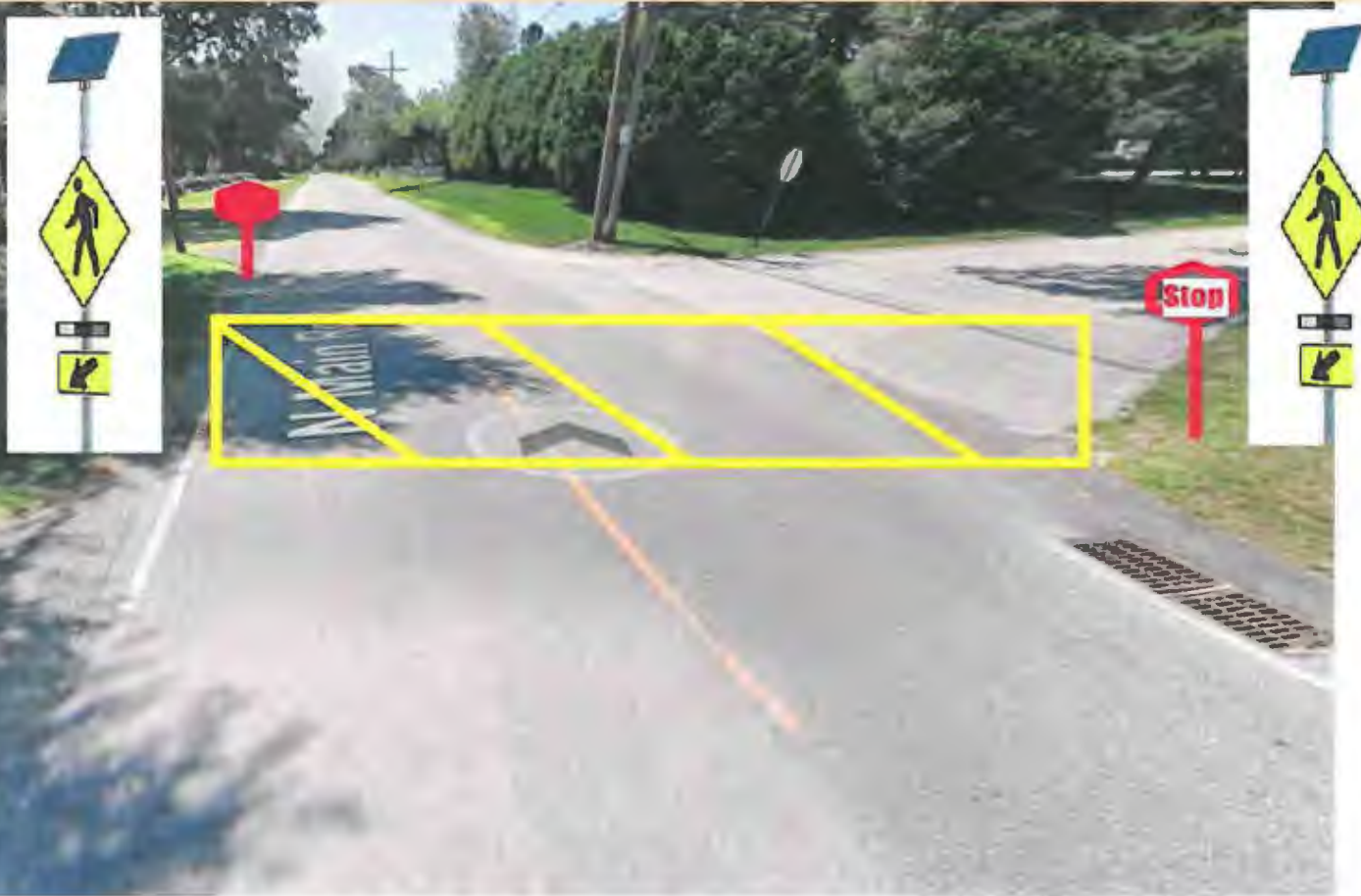
# Increased SAFETY Signage Proposal N.Main @ Sloop Intersection

2 Additional Stop Signs on North Main Road – Facing Northerly and Southerly Direction @ Sloop Street

2 double sided Illuminated Pedestrian Crosswalk Signs- Facing Northerly/Southerly Direction N. Main@ Sloop

White Painted Crosswalk Connecting Sloop Street to Bike Path on North Main Road

Addition of Early Warning signs in both directions well in advance of Sloop/N. Main Intersection



N. Main Road (southerly  
Direction) Intersection with  
Sloop Street

***Proposed Crosswalk & Early  
Warning Pedestrian Illumination***

**Newly Painted Cross Walk**

**-Connecting Sloop Street to Bike Path**

**- Installation of 2 Pedestrian Early  
Warning Signs**

**-Instillation of **Stop Sign** Both  
Directions on N.Main Road**

## Stop Signs Purpose

- Safety
- Provide another layer of Protection
- Help Assign Right of Way
- Not a Traffic Calming Device
- Drivers Chance Assess Surroundings





## Illuminated Crosswalk Signs (Solar Panel)

Push Button Activated  
Double Sided- Alerts Drivers in  
Both directions with a single  
push of button

Purpose- Increase Driver  
Awareness at Crosswalks





# Traffic Study Analysis North Main Road

## **OVERVIEW**

North Rd @ Sloop St

November 7-11, 2023

Both directions

Average Vehicles Per Day Approx 1,900

Average Speed of Vehicles 30mph

**Jamestown Police Department**  
 250 Concord Ave  
 Jamestown, RI 02830  
 (401) 433-1312

**Speed Enforcement Evaluator**

**Location:**  
 North Rd

**Closest Cross Street:**  
 Sloop St

**Analysis Dates:**  
 Tuesday, November 7, 2023  
 Saturday, November 11, 2023

**Requested By:**  
 Chief Campbell

**Total Percentage of Enforceable Violations**



Eastbound													
1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66
0	0	112	178	1414	1200	202	1044	540	58	13	0	0	0
65 percentile = 37													
Northbound													
1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66
0	0	60	220	714	670	1466	504	282	43	0	0	0	0
65 percentile = 37													
Southbound													
1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	51-55	56-60	61-65	66
0	0	84	408	700	688	1430	580	278	56	7	0	0	0
65 percentile = 37													

**Jamestown Police Department**

250 Conanicut Ave  
 Jamestown, RI 02832  
 (401) 423-1212

Page 11

Date Printed: 14-Nov-23

North Rd  
 Sloop St

COMBINED

Report for 11/7/2023 12:05:26 PM to 11/11/2023 6:59:58 PM

**SPEED STATISTICS - 15 to 70+ by 5 MPH**

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	123	1193	1437	1509	2954	1962	547	9	12	0	0	0	0	0
Percent	1.3	12.3	14.8	14.5	30.3	20.2	5.6	1.0	0.1	0.0	0.0	0.0	0.0	0.0

Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	9613	8420	6983	5574	2620	658	111	12	0	0	0	0	0	0
Percent	98.7	86.5	71.7	57.3	26.9	6.8	1.1	0.1	0.0	0.0	0.0	0.0	0.0	0.0

Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%
Speed	18	19	21	31	32	33	38	39	41

Average 30  
 (Mean)

Pace Speed 29-38  
 Number in 5089  
 Pace  
 Percent in 52.3  
 Pace

## *Purpose For Adding Signage At Sloop/N. Main Street*

- Increase Safety for Pedestrians/Cyclists Utilizing Bike Path and Motor Vehicle Operators At Intersection

### DATA EXAMPLES

- Pedestrians Struck by Cars @ 40mph Face a staggering 90% Fatality Rate

- Pedestrians Struck by Cars at 20mph the Fatality Rate drops to 10%

- Discuss Reaction Perception Time – Vehicles Velocity Rate at 40mph is 59FPS ( EXAMPLE)

- The average human beings Reaction/Perception time to an unexpected event is 1.6 seconds

- In this case the average operator will travel approx. 94 FEET, before they realize Pedestrian/Cyclist is in the ROADWAY

- Enforcement/ Unrealistic -24 hours a day

-Regardless of Speed Limits- Motorists travel at the speeds they are most comfortable with

Officer “ Did you realize you were speeding”

Motorist “ I had no idea I was traveling that fast”



**SAFETY of those in our COMMUNITY  
is OUR TOP PRIORITY**

Increase Signage and Increase Pedestrian/Cyclist Safety on Bike Path

Prevent Accidents



Increase Signage



# Nichols Steinbach

November 4, 2023

Jamestown Town Council  
93 Narragansett Avenue  
Jamestown, RI 02835

Dear Jamestown Town Council,

This letter is regarding the proposed stop sign at Sloop Street and North Main Road. We are asking that you consider a crosswalk as an alternative to the proposed 3-way stop sign. Stopping traffic throughout the day and night seems excessive to allow for safe crossing to the new bike path. Wouldn't a well-marked and well-lit crosswalk, like those near the schools, suffice?

Sincerely,  
Richard and Susan Nichols Steinbach



## Roberta Fagan

---

**From:** Rebecca Miller [REDACTED]  
**it:** Monday, November 6, 2023 5:27 PM  
**To:** Roberta Fagan  
**Cc:** John chapman  
**Subject:** No stop sign on North Road

**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.

Hello:

I have heard from neighbors that there is stop sign proposed on North Road. Why? There is so little traffic and I can't imagine that we actually need a stop sign?

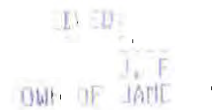
We strongly disagree with the plan and please register that I and my husband oppose this plan.

Bicycle path? Great idea.

Best wishes,

Rebecca Miller  
Donald Sadoway

[REDACTED] ad  
[REDACTED] 85



November 4, 2023

Roberta Fagan, Town Clerk  
Town Hall  
93 Narragansett Ave  
Jamestown RI

To Whom It May Concern,


We are writing in opposition to the proposed STOP sign at the intersection of North Main Rd & Sloop St (see attachment, photo-1). While the new bicycle path will be a welcome amenity, a 3-way stop is excessive and not well-suited for this location. We hope that the council will please consider:

- Stop signs are not the optimal safety mechanism for this site. According to the transportation officials (AASHTO Guidelines) the "application of intersection controls (ie: YIELD signs, STOP signs, or traffic lights) should follow the principle of providing the least control that is effective".
- A 3-way stop will be an imposition on drivers: the speed limit is already restricted to 25 mph and vehicles will unnecessarily need to come to a full stop, even when bicycle use is non-existent at night and throughout the winter. Traffic engineers (MUTCD - Manual on Uniform Traffic Control Devices) caution that "unwarranted multi-way stops cause problems like increased traffic noise and poor driver behavior (such as speeding away from the intersection to 'make up time') which result in the need for even more traffic enforcement".
- With this in mind, safety can be achieved with a crosswalk, pedestrian-crossing signs, and even caution 'cones', but without STOP signs. Similar systems are currently used at Jamestown's most child-sensitive areas: the playground (North Main & Watson, photo-2), the village (Southwest & Spring, photo-3), and the beach (Beavertail at Mackerel Cove, photo-4).
- A 3-way stop is out of sync with the general character of Jamestown and with this rural district. Typically, multiple STOP signs are installed at intersections with high collision rates, reduced visibility, or intersections involving minor highways - not the case at North Main & Sloop. 3-way stops are rare on this island. They exist almost exclusively in the school and village districts which have high levels of traffic, (like East Ferry, photo-5, and the Rt-138 ramps, photo-6). Notably, there are no stop signs (with the exception of the traffic light at North Main & Narragansett ) along the entire 9-mile stretch from Beavertail Light to North Light.

Before a final vote is taken, the council should solicit input from residents and take additional steps to increase awareness of this issue with public notices, newspaper articles, and on-line media. Pertinent information should be made available to concerned residents (especially those who live north of the reservoir and whose lives are most impacted). Has engineering, with use projections been undertaken? Is there a history of collisions at this intersection? Is there a published long-term plan for the bicycle path? Will it be extended to West Reach as originally advertised? Please educate us.

We share our fellow Jamestown's concern for our kids' safety, but a 3-way stop is unwarranted. We urge the council to seek a less-imposing alternative such as a crosswalk which is the commonly used solution throughout the town. It's easy to envision how such an option would be equally effective at North Main & Sloop.

Sincerely,

Linda and John Chapman  
  
 Jamestown





1, NORTH MAIN & SLOOP





N NORTH MAIN & VALLEY - THE PLAYGROUND





3. SOUTHWEST & SPRING THE VINDIGE APBA



4. MACKENU CNE THE BEACH





S. EAST FERRY



6. EAST SHORE @ 138 RAMP

November 10, 2023

Roberta Fagan, Town Clerk  
Town Hall  
93 Narragansett Ave  
Jamestown, RI

To Whom It May Concern,

I just became informed through a neighbor that a 3 way stop sign has been proposed for the intersection of North Main Rd and Sloop St for the new Bike Path.

North Main Rd is the only unimpeded thoroughfare in Jamestown until you reach Naragansett Ave. It is a road with good visibility, a reduced speed limit and is rarely congested.

I am opposed to a three way stop at this location as it seems disproportionate to the need. I think there are other solutions to making this area a safe crossing for bikers without creating an impediment to normal traffic flow.

There are other bike trails in RI that have solved this safety issue in a less restrictive and more intuitive way.. Before this issue is voted on, these other options that have been successfully employed should be analyzed and considered.

Sincerely,



Craig Crawford

[REDACTED]  
Jamestown, RI

James Rugh [REDACTED] | Jamestown RI 02835

November 15, 2023

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

To the Town Council:

I understand you will be discussing installing a four-way stop sign at the intersection of Sloop Street and north Main Road.

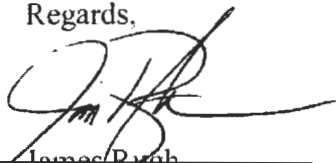
I have lived in the north end for nearly 20 years, and drive through that intersection on a regular basis, many times multiple times a day. In 20-years I have never encountered anyone crossing North Main Road at this location. I realize that the bike path will terminate at Sloop, but I do not notice many bikers in the northern portion of the shores. To get to this intersection they would have to ride up Sloop Street, which has a significant incline.

I believe very few bicyclists will actually use the crosswalk. However North Main Road is heavily used by cars, not only by residents but by people going to and from the town transfer station. A stop sign at this location will impact these drivers every time they cross this intersection.

The bike path in Newport that runs along J. T. Connell Highways crosses the road near the intersection with Maple Avenue. This path gets regular use. The city did not install a four-way stop; they installed a manual switched stop light. I often drive J. T. Connell Highways and have had to stop very infrequently.

A manual switched stop light appears to be a much better solution, however if the cost of that option is high, I would suggest prominent yield signs would be better than a full stop sign.

Regards,



James Rugh

[REDACTED]  
Jamestown RI





State of Rhode Island

Jamestown  
City or Town

*Board of Licensing Commissioners*  
Application for License by Corporation, Independent or Caterer

Retailer Class: F ✓ (beer/wine) -or- F1 \_\_\_\_\_ (full bar)

Liability Insurance Policy **MUST** accompany this form upon submission\*

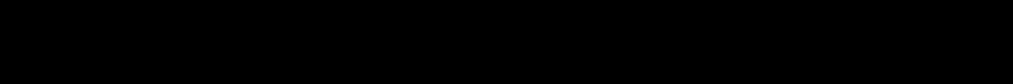
Date of Event: Dec 1 2023 Hours of Event: 7-9pm

Event Name/Type: Sip of Paint

Location of Event: 11 Clinton Ave. Jamestown RI 02832

Organization/Corporate Name: Out of the Box DBA Name: \_\_\_\_\_

Business Address: STUDIO & Gallery  
11 Clinton Ave Jamestown RI 02832

Business Phone: 

Email Address of Applicant: 

Will Entertainment be provided? YES -or- NO

Has an Event/Entertainment License been requested and/or applied for? YES -or- NO

Is Property Town Owned? YES -or- NO

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

[Signature]  
Applicant Signature

Casey Weibust / Art Director NOV/3/23  
Print Applicant Name/Title Date

[Signature]  
Witness of Licensing Board or Notary Public

11/3/23  
Date of Witness or Notary Expiration

Instructions for Organization/Corporate Applicants

- A Class F Liquor License application must accompany an event/entertainment license application
- 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.
- Applicant must sign on page 2 of the application and signature must be notarized.
- A Criminal Record Release Waiver must be submitted with the completed application.
- A Certificate of Insurance for Liquor Liability in the amount of no less than \$2,000,000(2 Million dollars) must accompany the completed application.
- TIPS Certification for all servers/bartenders must be provided when submitting the Class F Liquor License application
- Class F and F-1 license holders shall purchase alcohol for resale from a Class A (liquor store) license holder only
- The fee for a Class F (Beer/Wine) license is \$15.00       The fee for a Class F-1(Full) is \$35.00



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 15, 2023**  
**SUBJECT: Report for Town Council Meeting November 20, 2023**

**Senior Center:** We have received the “final” draft of the feasibility study performed by Union Studios. I will ask staff to review along with a representative from the Senior Advisory Committee and the Friends of Jamestown Seniors this week. Once we agree on the content, I plan to forward to the Council at the December 4 meeting or the Council may want to consider a workshop session.

**Conanicus Avenue Seawall:** Approximately 80’ of the seawall running along Conanicus Avenue at East Ferry was damaged during a storm event last year. This property is owned and maintained by RI Department of Transportation. RIDOT notified staff that repair/construction is set to begin this week and expected to be completed by January 31, 2024.

**North Road Bike Path:** DPW and Lynch Construction continues the work on the bike path on North Road. As previously indicated this phase will terminate at the intersection with Sloop Street. During the 2024 paving season, we will assess the feasibility of completing the next phase of the bike path continuing north.

Additional paving is currently underway in the Reise Road, Penny Road and Bay Terrace neighborhood.

**Harbor Budget and Harbor Rates:** For Council consideration is the adoption of the 24/25 Harbor Division Budget as proposed by the Harbor Commission. You will note that the budget includes capital project funding. Also included in the budget proposal is a rate increase of 10% for all user groups. The last rate increase for users occurred in 2018. A comparison of other communities is included for reference. (new business)

**Harbor Division Rule Book:** The Executive Director and Harbor Commission continue to update various rules regarding the water front activities. Rules as proposed by the Harbor Commission include revisions to the use of out hauls and beach permits. (consent agenda)

**Ft Getty Pier Use:** The Harbor Commission considered the request of Tony and Joe Pinheiro. They recommended an additional one-year agreement under the same conditions as previously applied. Staff would need to determine appropriate insurance coverage as required by the Trust and amend as necessary. (new business)

**Facility Tour:** In the past, the Town Council has been offered the opportunity for a tour of all Town owned facilities. Staff can schedule a tour if the Council is interested.

**91 Carr Lane:** On November 1, the Newport Superior Court issued a decision to uphold the Planning Board's approval of the Carr Lane project as proposed along with Church Community Housing. Absent any further appeal, the project is expected to complete by the end of 2024. This will make two (2) three (3) bedrooms homes available as affordable housing units. Council is asked to consider to request that CCH provide a home buyers program offered locally to focus on current residents as well Town staff and volunteers.

**Short-Term Rental Registration:** The on-line registration portal is live. To date we have received fifty (50) applications. Staff is continuing with processing the applications and conducting the building and fire inspections.

**Beavertail Lighthouse Ceremony:** GSA and RIDEM had previously scheduled a ceremony to recognize the transfer of the Beavertail Lighthouse and property from the US Government to RIDEM. The event has again been postponed to an undetermined future date. GSA and RIDEM indicate that this will not interfere with the property transfer nor the development of a lease from RIDEM to the Beavertail Lighthouse Museum Association and the Town.

**Ferry Dock/Operations 2023:** The current use agreement between the Town and CMS/Jamestown Newport Ferry is set to expire December 31, 2023. Included in your packet: TA summary report; report of Executive Director Steven Bois; current use agreement document; proposed schedule from CMS for 2023 season (new business)



**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:** 11/7/2023

**Subject:** Revised 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.

**Season Dates:**

**Start Date:** Thursday, May 16th, 2024

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

130 Total Days

**Proposed Rates:**

**Non-Residents:** \$6250.00 (increase of \$750.00 from the previous season) or \$48.07 per day

**Jamestown Residents:** \$5,750.00 (increase of \$750.00 from the previous season) \$44.23 per day

The rates for the upcoming season at Fort Getty Park have been adjusted to accommodate increased costs. Specifically, the rates have gone up by \$750.00 per season compared to last year.

These adjustments are necessary due to the rising operational, maintenance, facility investment expenses, and to stay competitive with other local RV campgrounds.

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

## 2024 Proposed Fee Schedule

Facility	Type	Description	2023 - Rate	2024 - Proposed Rate	Increase
Campground	Non-Resident	Seasonal RV	\$5,500.00	\$6,250.00	\$750.00
Campground	Resident	Seasonal RV	\$5,000.00	\$5,750.00	\$750.00
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 15<sup>th</sup> – 107 Days

Rates: \$6,900/season - \$64.48 per day

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 – 163 Days

Rates: \$8,800/season - \$53.98 per day

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 OF JAMESTOWN

### *Harbor Department*

250 Conanicus Avenue, Jamestown RI 02835

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

**Date: 14 November 2023**

**From: Jamestown Harbor Director**

**To: Jamestown Town Administrator**

Subject; Request for Town Council approval to the Sunset Farms request for one year lease for an upweller vessel to be operated at the Fort Getty Pier. The Harbor Commission unanimously approved the owner's request (Tony and Joseph Pinhiero) on 8 November. A copy of the 2022 lease is enclosed.

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

Respectfully

Steven G. Bois

Harbor Executive Director

Enclosure 1: 2022 Lease agreement for Sunset Farms Upweller



## Jamestown Harbor Office

250 Conanicus Avenue  
Jamestown, RI 02835  
401-423-7190

December 21, 2022

Sunset Oyster Farms  
C/o Tony and Joe Pinheiro  
161 Beacon Avenue  
Jamestown RI 02835

At a meeting of December 19, 2022, the Jamestown Town Council considered your request to place a floating upweller to be located at Fort Getty.

As a result, the Jamestown Town Council approved your proposal with the following stipulations:

- Size of float shall be no greater than 4' by 20'
- Vessel shall meet all local, state and federal requirements
- Shall be subject to reassessment in December 2023
- No equipment shall be left on the pier deck outside of the designated work area of 240 s.f.
- Sorter and equipment shall be removed from pontoon boat and deck when not in use
- Insurance and/or bond requirement to be established by the Town
- Harbormaster shall have full authority to remove all equipment at any time
- Required removal of equipment based upon predicted inclement weather conditions
- Rate shall be consistent with current vessel rate; subject to reassessment in December 2023
- Vessels and all equipment when not in use shall be removed from Town property in accordance with all local, state laws, rules and regulations
- No public access shall be permitted onto the float
- No electricity to be used for operation
- Must obtain and maintain a CRMC permit

The Town's Insurance Carrier has indicated that the following insurance coverage must be provided; please provide me a copy of the binder listing the coverage detail: minimum General Liability limits: \$1,000,000 per occurrence, \$2,000,000 in aggregate with carrier rated B+ or better by A.M. Best or national rating agency, list the Town of Jamestown as an additional insured – Endorsement CG 20 37 The Town will not waive subrogation rights as the Trust General Liability Policy has an express restriction against agreeing to such a waiver

Chief Edward A. Mello  
Executive Director, Jamestown Harbor Commission

## Roberta Fagan

---

**From:** Joseph Pinheiro [REDACTED]  
**Sent:** Thursday, November 16, 2023 9:52 AM  
**To:** Roberta Fagan  
**Subject:** Re: Town Council Agenda Inquiry

**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.

Dear Town Council, My father Tony Pinheiro and I are seeking approval to be able to continue using our upweller on our leased space at the Fort Getty Pier in order to utilize the extreme tides there to induce Oyster growth. At the last Harbor Commission meeting we received a unanimous vote in favor of recommending, to the Town Council, approval for such. Thank you for your consideration!

Best regards!  
Joseph Pinheiro





## TOWN OF JAMESTOWN

### *Harbor Department*

250 Conanicut Avenue, Jamestown RI 02835

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

**Date: 9 November 2023**

**From: Jamestown Harbor Director**

**To: Jamestown Town Administrator**

Subject; Request for Town Council approval to Harbor Commission approval vote on 8 November which approved the Harbor Management Rule Book. This rule book contains changes to Riparian Swim Floats, Outhaul use and Street trailers at East Ferry and other town property kayak storage areas. As you know, the rule book was developed during 2018 as a supplement guideline to the Harbor Ordinance. The key changes in this current version are explained below and supporting photos are attached.

**Addition of Guest Mooring swim float requirements.** This content addresses the CRMC citations delivered to two Riparian Mooring permit holders in Mackerel Cove who violated swim float size restrictions and other CRMC requirements.

#### **3.F.1. General:**

Swim floats must be constructed and used in accordance with Coastal Resource Management Council Red Book requirements (section 300.4) and must be permitted by CRMC themselves via an application on their website. The Town of Jamestown also requires a permit application and requires that the swim float bottom be moored in lieu of the guest mooring which is only assigned to Riparian property owners. Swim floats must be registered in the town Online Mooring database the same way a guest mooring would be.

#### **3.F.2. Specific Swim Float Rules:**

1. Swim floats may not be larger than 150 square feet (example: 10 x 15);
2. They may not have lighting, water slides or signage;
3. They may not have boats, jet skis, or other vessels attached at any time;
4. They must have locations approved by Harbormaster;
5. They must have tackle inspected every 3 years by a qualified mooring inspector, in the same manner as moorings.

**Addition of Outhaul use requirements.** This content addresses the challenge revealed by Harbor Masters during the 2023 season where 5 outhaul permit holders at West Ferry and 3 at Fort Getty attached small dinghies to the outhaul. These dinghies ranged in size from 6 feet to 8 feet and had small 3-5 HP motors. One dinghy had no motor attached and was only used as a row boat. After being presented with the data collected and with photographs, the Harbor Commission agreed that using town outhauls for small dinghies was not the best use of that limited resource since they were designed to hold vessels up to 20 feet in length (possibly longer



## TOWN OF JAMESTOWN

### *Harbor Department*

250 Conanicus Avenue, Jamestown RI 02835

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

in some cases). The HC agreed that small dinghies should be attached to the West Ferry Dinghy dock via a permit. Capacity of that West Ferry town owned dinghy dock was not used adequately during the season since the dock has approximately 20 spots and only 7 were occupied.

### **3.D.3. Specific Rules:**

Vessels using outhauls must measure 16-20 feet in length. Small dinghies less than 16 feet, kayaks and other small vessels will not be allowed to occupy an outhaul. Dinghies will be allowed to use the Dutch Harbor dinghy docks with a permit application. Dinghy owners who use the dinghy to reach their moorings, will be continue to be prioritized for a dinghy dock permit. Other outhaul use restrictions include:

1. Outhaul permit holders must provide their own tackle;
2. Outhaul permit holders must provide vessel registration; The vessel must be registered under the outhaul permit holder's name only.
3. Outhauls may be offered for temporary use to wait list members only for 1 season as approved by the Harbor Director. Longer temporary use periods may only be approved by the Harbor Commission.
4. Outhauls may be transferred to family members in the same manner as moorings;
5. Outhauls may not be used by marina vessels or commercial vessels with the exception of fishermen or aquaculture farmers unless identified in the Marina lease agreement.
6. Outhauls must have all equipment attached no later than June 15 and must be occupied for 20 days during the season in the same manner as moorings;

Outhaul permit holders may request exceptions to this and all policies in this rule book from the Harbor Director in writing.

Please note that items 1, 2, 3, 4 and 6 are not changes and are included here only for clarity. Those items were part of prior rule book. The only changes are the lower size limit of 16 feet and the requirement to transfer the outhaul to a wait list person only, vice friends, neighbors etc. Temporary use transfers normally occur when the permit holder believes they cannot use the outhaul for the season due to personal circumstances. The upper limit of 20 feet is also not a change, that too has been the policy for many years.

**Street trailer use on East Ferry Town beach and other town Kayak rack areas;** The Harbor Commission approved a restriction which would not allow the larger, street legal boat trailers to be stored with vessels, on the town beach and in other town kayak rack areas. This recommendation came after several citizens complained to the Harbor Master during the fall



## TOWN OF JAMESTOWN

### *Harbor Department*

250 Conanicus Avenue, Jamestown RI 02835

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

months about these trailers on East Ferry Town Beach. The Harbor commission will continue to allow the use of small dolly type trailers that are not street legal:

#### **3.A.5. Specific Rules:**

Trailers capable of being towed on roadways are not permitted in town owned kayak/dinghy rack areas and along the East Ferry town beach. The East Ferry town beach, Maple Avenue, Fort Getty and Heads Beach areas can only accommodate smaller dolly type trailers that are not allowed on town roadways.

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

Respectfully

Steven G. Bois

Harbor Executive Director

Enclosure 1: Photos of West Ferry/Fort Getty outhauls during summer months and the West Ferry Dinghy docks

Enclosure 2: Current redline version of the Harbor Management Rule Book





**TOWN OF JAMESTOWN**  
*Harbor Department*  
250 Conanicus Avenue, Jamestown RI 02835  
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**West Ferry Outhauls showing two of the 5 small dinghy type vessels**



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**West Ferry Dinghy dock, August-September 2023, numerous open spots available**



**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,



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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



## AGREEMENT

This AGREEMENT is entered into on this 13<sup>th</sup> day of April, 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.

WITNESS

CONANICUT MARINE SERVICES, INC.

\_\_\_\_\_

By: William S. Munger, President



TOWN OF JAMESTOWN  
By: Edward A. Mello  
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 \_\_\_\_\_ day of \_\_\_\_\_, 2023.

SIGNED

\_\_\_\_\_  
Marilyn A. Munger

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.

## 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 11 a.m. – 3 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 8, December 10, December 16, December 17 – BAIN GATES FOR SANTA’S ARRIVAL ABOARD “COASTAL QUEEN”

**“Jamestown” Cruises from Jamestown**

Wednesday – Monday aboard the “Enterprise” from June 24 – September 1, 2014

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.**





## TOWN OF JAMESTOWN

### *Harbor Department*

250 Conanicus Avenue, Jamestown RI 02835

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

**Date: 14 November 2023**

**From: Jamestown Harbor Director**

**To: Jamestown Town Administrator**

Subject; Request for Town Council approval to the 1 July 2024-30 June 2025 Harbor Commission Budget and 10 percent rate increase for all town leased moorings, outhauls, beach permits and Fort Getty dock space.

The Harbor Commission unanimously approved the budget and rate increase on 8 November. A copy of the budget and rate increase list is enclosed. I am also including a rate 2022 comparison list of neighboring towns that shows Jamestown rates are less or competitive with theirs. Please note that this list does not include the rate increases those towns are implementing for the 2024-2025 budget

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

Respectfully

Steven G. Bois

Harbor Executive Director

Enclosure 1: 2024-2025 Harbor Budget proposed

Enclosure 2: 2024-2025 10 percent rate increase

Enclosure 3: Neighboring Town harbor rate comparison list

## Harbor Division Operating Budget 2024/2025

To Be Reviewed by the Jamestown Harbor Commission on 11/08/23

7/1/2024-6/30/2025

Description		
<b>Revenues</b>		
Resident Moorings	\$	84,700.00
Commercial Moorings	\$	148,500.00
Non-Resident Moorings	\$	19,663.00
West Ferry Outhauls	\$	13,200.00
Ft. Getty Outhauls	\$	12,100.00
Beach Permits	\$	12,100.00
Ft. Getty Dock	\$	5,500.00
Misc. Rev. Admin/Late Fee		
Wait List Fees	\$	4,950.00
Club Moorings	\$	8,800.00
WF Dinghy Dock	\$	8,882.00
<b>TOTAL REVENUES</b>	\$	<b>318,395.00</b>
<b>FUND BALANCE TRANSFER</b>	\$	<b>82,652.00</b>
<b>TOTAL</b>	\$	<b>401,047.00</b>
<b>Expenses</b>		
Harbor Director	\$	56,000.00
Harbormaster Salary	\$	22,000.00
Harbor Clerk Salary (75%)	\$	36,652.00
Harbormaster Asst. Salary	\$	9,000.00
Harbor Summer Intern	\$	6,000.00
<b>Total Harbor Staff</b>		<b>\$ 129,652.00</b>
Administrative Fees to Town	\$	25,000.00
Office Equipment Purchase	\$	2,080.00
Boat Maint/Repairs	\$	10,400.00
Maintenance-Docks & Harbor	\$	30,000.00
Floating Docks	\$	4,000.00
Pumpout Maint./Restrooms	\$	10,000.00
Patrol Craft Purch./Fixtures	\$	3,000.00
Office Supplies	\$	3,120.00
Printing & Mailing	\$	3,120.00
Telephone	\$	2,500.00
Uniforms	\$	600.00
Vehicle Maintenance	\$	1,000.00
Boat and Vehicle Fuel	\$	3,700.00
Training & Dues	\$	500.00
Equipment	\$	2,000.00
Channel Markers & Buoys	\$	15,000.00
FICA	\$	10,047.00
Blue Cross/Dental	\$	15,534.00
Workers' Compensation	\$	5,250.00
Retirement	\$	11,169.00
Boat & Liability Insurance	\$	7,700.00
Inspection Services	\$	5,500.00
Life Insurance	\$	175.00
<b>TOTAL OPERATING EXPENSES</b>	\$	<b>301,047.00</b>
<b>CAPITAL</b>	\$	<b>100,000.00</b>
<b>TOTAL</b>	\$	<b>401,047.00</b>



General Fund	2024-2025		Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029	Fiscal Year 2029-2030
<i>Department:</i>							
Dock and Float Repairs	\$100,000		\$100,000				
<b>Department - Subtotal</b>	<b>\$100,000</b>		<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\* Capital projects are those that are expected to exceed \$10,000 and beyond routine maintenance

## 2024 HARBOR PERMIT RATES

*Approved by The Jamestown Harbor Commission on 11/8/2023*

*Approved by The Town Council on*

Permit Type	2023 Rate	2024 Rate
Resident Mooring (per foot)	\$4.60	\$5.06
Non-Resident Mooring (per foot)	\$9.20	\$10.12
Commercial Mooring (per foot)	\$9.20	\$10.12
Yacht Club Mooring (flat rate)	\$1,365.00	\$1,501.50
Recreational Outhaul (flat rate)		
West Ferry Recreational Outhaul Rate	\$600.00	\$660.00
Ft. Getty Recreational Outhaul Rate	\$550.00	\$605.00
Commercial Outhaul (flat rate)		
West Ferry Commercial Outhaul Rate	\$600.00	\$660.00
Ft. Getty Commercial Outhaul Rate	\$550.00	\$605.00
Recreational Pier (per foot)	\$80.00	\$88.00
Commercial Pier (per foot)	\$40.00	\$44.00
Beach - Under 12' (flat rate)	\$63.00	\$69.30
Beach - Over 12' (per foot of beam)	\$25.00	\$27.50
Wait List Fees (flat rate)	\$11.00	\$12.10
Late Fee (per month)	\$100.00	\$110.00
West Ferry Dinghy Dock	\$450.00	\$495.00

MOORING RATES BY TOWN 2023						
Town	Resident Mooring Based on 30 ft boat	N/R Mooring Based on 30 ft Boat	Kayak/Beach Permit	Wait List Fee	# of Moorings	Other
Jamestown	4.60/Foot-\$138	9.20/Foot-\$276.00	\$63-under 11 ft	\$17 + \$11 annual	656	
North Kingstown	\$175.00/year	\$275.00/year	None	\$15 + \$10 annual	600	Permittee owns/maintains tackle
North Kingstown/ Allen Harbor	\$51/Foot, Minimum \$1100	\$59/Foot, Minimum \$1200	None	\$10/year	100	Town owns/maintains tackle
Portsmouth	\$51.00/year permit fee-moorings are privately owned	\$10.00/foot-20 ft. minimum	None		1500	Permittee owns/maintains tackle
Bristol	3.67/foot + \$8/each additional foot over 30	9.17/foot + \$8/each additional foot over 30	\$65 for 1; \$6 for second kayak	\$25 + \$10 annual	900	Permittee owns/maintains tackle
Bristol-Less than 30 feet - \$110 + \$8 for each additional foot over 30/\$275 (non-resident) + \$8 each add'l foot over 30						
Newport	5.50/foot=\$165.00 (\$6.33 2024)	11.00/foot-\$330.00 (\$12.65 2024)	\$40-Resident only by lottery annually	\$25 + \$10 annual	800 +/-	15% increase for 2024-.63/lbR/\$1.27N
Newport is based upon the weight of the mushroom mooring anchor/Resident .55/lb, non-resident \$1.10/lb, comm. \$1.40/lb						
Under 26'	250 lb mushroom	Newport Permittees own/maintain their mooring tackle				
26'-30'	300 lb					
31'-35'	400 lb					
36'-40'	500 lb					
41'-50'	600 lb					
51'+	750 lb					

COMMERCIAL MOORING RATES						
Jamestown	\$40.00/foot					
North Kingstown	\$275.00/year, permittees use their own gear, must have Cert. of Ins. for \$1M naming Town					
	NK does not get involved in what the marinas charge commercial operators					
Bristol	\$275.00/foot up to 30 feet, + \$10 each additional foot					
Newport	\$1.40/lb based on above anchor weights - 30 ft. boat \$14.00/foot - 275 +/- commercial moorings					







## 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  
Jamestown Planning Commission, Michael Swistak, Chair

**RE:** Zoning Ordinance Amendments

**DATE:** November 16, 2023

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Below is a compilation of comments and suggested changes to the proposed Zoning Ordinance Amendments based on the joint work session with the Town Council on November 1, 2023, additional public comment received by this office, additional changes recognized, and Planning Commission deliberations at their meeting on November 15. This Memo addresses the public comments received, or justification for any changes or “no” change. I am attaching a compilation of the changes recommended in a separate document titled ZONING ORDINANCE CHANGES RECOMMENDED.

### General:

- A. The term building has been changed or added to “structure” where appropriate.
- B. The CWe(east) and w(west) districts have been split and appropriate changes made

### Section 82-104. Definitions

Currently there is not a definition or category for assisted living facilities in the Zoning Ordinance.

**Assisted living facility.** A non-institutional shared living environment which integrates shelter and service needs for functionally impaired and older persons who can maintain a semi-independent lifestyle and who do not require constant supervision or intensive health care as provided by an institution. Each congregate unit has its own bedroom and may have a separate and shared living room, kitchen, dining area or bathroom.

Standards for this type of facility will need to be developed when we address all the standards for special use permits in the spring.

**Lot coverage.** That portion of the lot that is or may be covered by buildings and accessory buildings and accessory structures. See Sec 82-703

This change adds decks and patios 12" above grade as part of building lot coverage. Decks and significant masonry work are becoming a more extensive part of property development in Jamestown and should be counted as part of lot coverage.

**Major Recreational Equipment.** See Recreational Equipment, Major, See Sec 82-706

**Substantial modification.** Alteration to a building that includes one or more of the following:

- 1) That is valued at more than 50% of the replacement cost of the entire building;
- 2) New construction other than single family;
- 3) Fifty percent or greater alteration of a building exterior;
- 4) Demolition;
- 5) Grading that disturbs more than two vertical feet of land;
- 6) Fifty percent or greater alteration of street façade;
- 7) New use category;
- 8) Expansion of use which requires more than 15 net new parking spaces; or
- 9) A use applying for no net loss of parking per Sec. 82-1307.

Public Comment: The highlighted section 1) above was questioned in terms of process of determining this standard as follows:

- What is the process for determining 50% replacement cost? (i.e. your cost may be different from my cost). Who is the authority making the decision if it meets the 50% requirement? What is the standard for the 50% replacement.

This has not been a problem in the past and generally it is obvious, and in several cases triggering 1) also triggers 3) or 6) above. When 1) is the only parameter triggered the applicant is always provided the opportunity to provide a building estimate that can be reviewed by the building official. That option has never been taken. In all TRC Administrative reviews (Sec 82-410) the TRC has the ability to assign the application to the Planning Commission for full review at its discretion if the project does not meet required criteria or the project has elements that render public review appropriate or necessary. No changes are recommended in this section.

### **Sec. 82-601. Uses and districts.**

At this point, it seems reasonable to allow residentially used single family or duplex dwellings to be able to have an ADU in the CD District. The proposed ordinance states in Sec. 82-1201.2.

Standards:

An accessory dwelling unit may be permitted, by right, in any residential zoning district with the following limitations:

- A. Accessory dwelling units are only allowed on a lot with one single-family or with a duplex dwelling as the principal dwelling and must be clearly subordinate to that principal dwelling. The ADU shall be no more than 1/2 the size of the existing home or in the case of a duplex shall be no more than 2/3 the size of the larger duplex unit. In any

case, the ADU shall not be larger than 800 square feet.

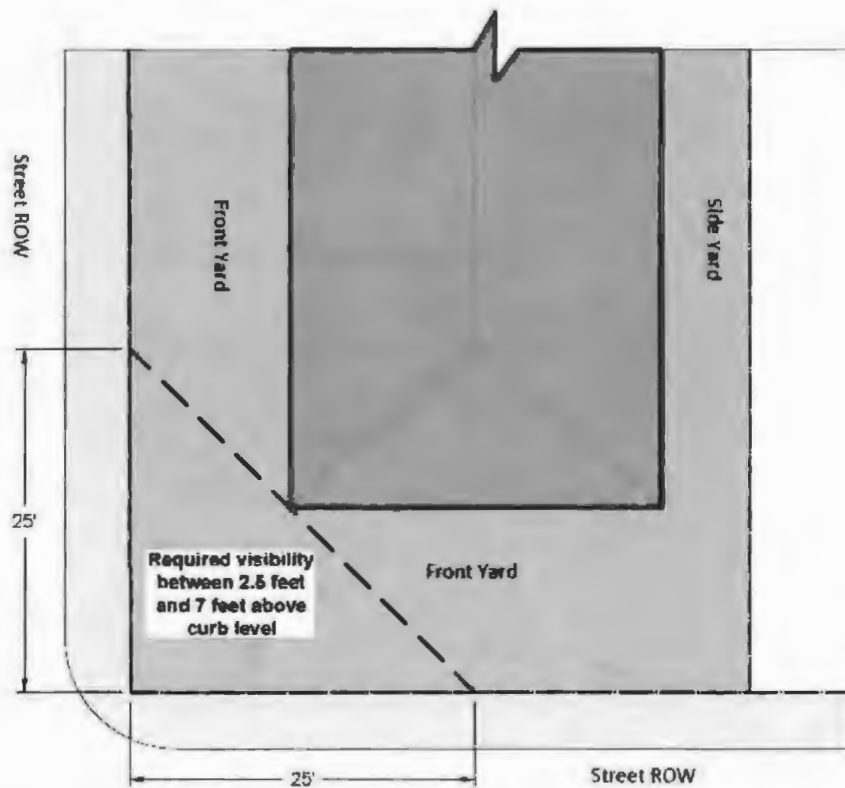
This would only allow ADUs on lots in the CD district that meets that criteria, i.e.: that have one single family or one duplex dwelling as stated above in the highlighted language. The Use Table 6-1 has been amended to include the CD as a yes (Y) in the Accessory Dwelling Unit category.

**Section 82-604. Vision clearance at street corners.**

This section was changed to clarify where you measure from when determining clearance of vegetation and structures at corner lots for the purpose of sight distance.

**Sec. 82-604. Vision clearance at street corners.**

At street intersections in all districts, no building or structure shall be erected and no vegetation shall be maintained between a height of 2.5 feet and seven feet above street level of the triangle formed by the two pavement edge lines and a third line joining points on the pavement edge line of 25 feet from the intersection.



**Section 82-700. Accessory Structures (D):**

Public Comments:

- This provision puts an absolute ban on accessory structures in front yards. I am curious as to why we need this prohibition, especially because there are exceptions for waterfront property AND there are many many homes on the island that are not waterfront but also have accessory structures in the front yard. Also, we already have dimensional requirements for accessory structures, which is the control mechanism, and if a variance is needed, then it can still be obtained so long as it meets the criteria. An absolute ban is not necessary and the dimensional regulations should govern the location.
- **Height Language for Accessory Structures:** The 5' difference language is VERY confusing, especially because there are already dimensional regulations in the dimension table.
- **Section 82-703 Swimming Pools:** The language of this provision is still confusing and it is hard to tell where to measure the setback, the fence, the playing surface, etc.. If the playing surface, then what is the playing surface? The lines, the hardtop?
- **Section 82-706 (4):** What is the purpose of the 10' setback if the vehicle is located on the property. If the vehicle or trailer is in a driveway, why does it need to be pushed in 10'. Why can cars park directly on the property line, or even on the street, but my trailer needs to be pushed back 10'. especially if it is in a private driveway?

Please see the Zoning Ordinance Changes Document for proposed changes to these sections.

### **Section 82-800. High Groundwater Table and Impervious Layer Overlay District**

#### Public Comments:

- **Section 82-800 J(1) (c)(D): High ground water:** These provisions create new criteria that an applicant will need to provide evidence for on the record in order to obtain the Special Use Permit. **How is an applicant supposed to know what the “availability and capacity of existing and planned public and or private service facilities.”?** There is no way for an applicant to provide this kind of testimony.

“And planned” has been removed.

- Same sections creating extra criteria: What “goals and patterns of land use” are being referred to in this criteria? Where in the comp plan does it lay out the criteria and plans for the high ground water district?

This refers to land use in general in the Groundwater District.

- **Section 82-800(K):** **Out of all of my comments I believe that this one needs the most attention and likely to be completely removed in its entirety.** This provision is trying to make a dimensional variance a “USE” variance (i.e. under this provision a house in the shores that wants to put a one foot expansion on their

deck will NOT be able to do so because it is virtually legally impossible to obtain a USE VARIANCE). The standard to obtain a USE Variance is “No other beneficial use.”. If you cannot prove this, and it is VERY RARELY proven, you will NOT get the variance. Also, this section refers back to subsection G. Subsection G is NOT a USE prohibition, rather it is merely a prohibition section and not a prohibition on USES.

The uses discussed in Section K discussed above are not proposed to change and are currently the prohibited uses as noted below:

**G. Prohibitions.**

1. The installation of subsurface drains designed to intercept and lower the groundwater table for the installation of an OWTS.
2. Basements associated with any structure, or the expansion of any structure, are not allowed in Sub-district A.
3. In-ground swimming pools are not allowed in Sub-district A.

These uses are prohibited due to their potential significant impact in the High Groundwater District. They are uses not dimensions. If they were “dimensions”, they would be appropriate for a variance, but they are “uses” and would be subject to a “use variance” today if requested. This language in the ordinance as shown in the proposed ordinance and the “ORDINANCE CHANGES PROPOSED” below is simply making it clear what the process is to request these prohibited uses. No changes are recommended for section K.

## **Article 9. Nonconforming Uses Buildings and Structures**

This section is being clarified so that nonconforming building or structure that wishes to put a conforming addition onto it does not get sent to the Zoning Board. This was problematic for several recent applications, such as the 15 Fowler Street application which the Planning Commission heard and then went to the Zoning Board. Please see the changes proposed in the Zoning Ordinance Changes Section.

## **Article 10. Development Plan Review**

Public Comments:

### **Section 1004.1 – Planning Commission as DPR Approving Authority**

This section was cleaned up to agree with the TRC Section 82-410.

- **Section 1004.3:** This provision now makes every single application for a special use permit to obtain planning commission recommendation prior to moving to

zoning. This is EXTREMELY burdensome to both the applicant and the Town. This also adds at least another 3 weeks to an applicants process, at a minimum from a procedural standpoint. This also begs the question if the applicant is now going to get hit with 2 application fees and 2 mailing fees on top of the increased amount of time to get a permit.

I believe it is clear, by virtue of the fact this is the section on “Development Plan Review”. The only applications that need Planning Commission review and recommendation to the Zoning Board are those that require Development Plan Review, NOT all Special Use Permits. The Zoning Board always has the option of sending any application to the Planning Commission for an advisory opinion. This process is common and the Planning Commission routinely provides recommendations to the Zoning Board on such applications. such as High Groundwater applications and Commercial Development plans that require special use permits such as Multifamily housing. The thresholds for what applications require review and recommendation are clear in this section. No changes are proposed for this section.

- **Section 1007.1:** Looks like a requirement for certified mail for notices. I believe that zoning has gone to regular USPS mailing. The mailing requirement for notices should be the same.

The requirement for certified mail should be removed.

## **Article 11. Jamestown Village Special Development District.**

Public Comments:

- **Section 82-1103.2(D):** you account for waterfront lots in every district EXCEPT for the R8 and R20. What about waterfront lots NOT in the overlay district?

This section is proposed as follows:

- C. Frontage – R-8, R-20, CW, CL, CD and P Districts
1. Buildings on corner lots shall have two Private Frontages as shown in **Table 11-1.a.**
  2. For waterfront lots, the applicant shall propose whether the street frontage, the waterfront, or both should serve as the primary frontage for the purposes of designating layers.

This section refers only to the street frontage designation and does not impact setbacks. There is no harm in adding R-8 and R-20 to these standards.

## **Article 12. Use Performance Standards**

### **Sec. 82-1201.2. A. Accessory Dwelling Units – Standards**

This section states “The ADU shall be no more than 1/2 the size of the existing home or in the case of a duplex shall be no more than 2/3 the size of the larger duplex unit.

There was concern from the Affordable Housing Committee and the Town Council that this would penalize existing small homes and encourage demolition of smaller homes or the addition/construction of much larger homes. Several changes were made to this section after long deliberation by the Planning Commission with input by the Affordable Housing Committee. Regardless of existing home size, allowing accessory dwelling units for family use or in long term rental situations, in my professional opinion, will be to the benefit of Jamestown’s village character. We have been plagued with large homes all over the island. It should not be our intent or unintended consequence to encourage demolition of existing, smaller or historic homes, which seems to be all too prevalent these days. Allowing modest accessory dwelling units of 800 square feet on lots less than 20,000 square feet and larger, per 82-700, to serve the needs of family members or other long term rental needs seems to benefit Jamestown.

Please see the PROPOSED ORDINANCE CHANGES document for the proposed changes.

### **Sec. 82-1201.2. G. Accessory Dwelling Units – Standards**

“Either the principal dwelling or the ADU must be owner occupied.”

This had much debate at the joint workshop on November 1 and again by the Planning Commission on November 15. The state law RIGL 45-24-37 states:

Notwithstanding any other provision of this chapter, an accessory dwelling unit in an owner-occupied residence that complies with §§ 45-24-31 and 45-24-73 shall be permitted as a reasonable accommodation for family members with disabilities or who are sixty-two (62) years of age or older, or to accommodate other family members.

In my opinion this would indicate that Rhode Island believes it is appropriate/legal to utilize the requirement of owner occupancy.

Please see the PROPOSED ORDINANCE CHANGES document for the proposed changes.

### **Sec. 82-1203. Compact Cottage Development (CCD)**

A detailed discussion at the Planning Commission yielded some useful discussion around design of these units. It was agreed that the purpose of the standards in this section are primarily to manage the massing of this type of compact development and to insure their appropriateness within a neighborhood or on a lot. One point of discussion being that they may be appropriate outside the village district and that RIDEM will dictate whether septic systems are appropriate



for the density proposed. The second being that the footprint could be less and the height be more. Those changes are shown in the ZONING ORDINANCE CHANGES document.

**Sec. 82-1207. Keeping of chicken hens.**

A discussion ensued at the Planning Commission meeting regarding the limitation of 6 chicken hens permitted regardless of the size of the lot. For the purposes of this discussion and the proposed changes that are shown in the ZONING ORDINANCE CHANGES document, RIDEM classifies a farm as follows:

*Farmland Classification For the purposes of this Program, farmland means a parcel of land, exclusive of the house site, that meets any of the following conditions and has a current Conservation Plan (less than ten years old) or has applied for one. Farmland includes: \* Land which constitutes a "farm unit," meaning land owned by a farmer, including woodland and wetlands, at least five (5) acres of which are actively devoted to agricultural and horticultural use, and which have produced a gross income from the sale of its farm products of at least \$2500.00 in one of the last two years. The farm unit may be less than (5) acres if the farmer is meeting the \$2500.00 or more gross income requirement. \* Land that is actively devoted to agricultural use by a "subsistence farmer" who derives his or her primary means of sustenance from the consumption of agricultural products grown on their land. Non-farm related income must be low enough to make them eligible for assistance under Title 20 Programs. \* Land that meets the requirements and qualifications for a Government set aside or land that has a combination of income, crop, and acreage which (in the Director's opinion) qualifies it for inclusion.*

*Land classified as farmland must be actively devoted to agricultural or horticultural use, using normally acceptable practices, in the production of plants and animals useful to man including but not limited to: forages and sod; fruits of all kinds including nuts, berries, grapes and vegetables; floral, ornamental and greenhouse products; poultry and poultry products; sheep and sheep products; livestock including beef cattle, swine, horses and mules, the stabling of horses; the commercial breeding or grazing of any or all such animals for the production of meat, milk, fiber in saleable livestock; and the production of fish, shellfish, plant material and fish products through aquacultural practices.*

*The definitions R.I.G.L. 44-27-2 specifies the house site means the zoned lot size or one acre, whichever is smaller, and land surrounding dwellings or devoted to developed facilities. If there is no house on the property, no site is excluded.*

## **Article 14. Sign Regulations**

### **Sec. 82-1407. Regulations for residential districts.**

The requirement for temporary residential signage to be subject to a permit from the Building Official seemed overly onerous on the resident and overly burdensome on the Building Official. This section was changed to allow these types of signs by right and not with the issuance of a permit by the Building Official.

## ZONING ORDINANCE CHANGES PROPOSED

### Section 82-104. Definitions

***Assisted living facility.*** A non-institutional shared living environment which integrates shelter and service needs for functionally impaired and older persons who can maintain a semi-independent lifestyle and who do not require constant supervision or intensive health care as provided by an institution. Each congregate unit has its own bedroom and may have a separate and shared living room, kitchen, dining area or bathroom.

***Bed and breakfast home.*** A single building or part thereof used only for residential lodging, occupied by the owner thereof, and made available on an overnight basis for transient guests for compensation, and which adheres to the standards in Sec. 82-1202.

***Lot coverage.*** That portion of the lot that is or may be covered by buildings and accessory buildings and accessory structures. See Sec 82-703

***Major Recreational Equipment.*** See Recreational Equipment, Major, See Sec 82-706

### Article 6. Application of District Regulations

Permitted Uses		Table 6-1												
		District												
Use		P	OS-I	OS-II	RR-200	RR-80	R-40	R-20	R-8	CL	CD	CWe	CWw	DC
<b>I. RESIDENTIAL</b>														
1.	Single-family dwelling	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
2.	Conservation Development*	N	N	N	Y	Y	Y	Y	N	N	N	N	N	N
3.	Two-family dwelling or duplex	N	N	N	N	N	N	S	Y	Y	Y	Y	Y	Y
4.	Multifamily dwelling development/structure – See 1200	N	N	N	N	N	S	S	S	S	S	N	N	S
5.	Community residence	N	N	N	Y	Y	Y	Y	Y	Y	Y	N	N	Y
6.	Family day care home	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7.	Mobile Home/ Manufactured Home/Trailer Park	N	N	N	N	N	N	N	N	N	N	N	N	N
8.	Transient Trailer Park	N	N	N	N	N	N	N	N	N	N	N	N	N
9.	Mixed use +	N	N	N	N	N	N	N	N	Y	Y	Y	S	S
10.	Accessory Dwelling Unit – See 1201	N	N	N	Y	Y	Y	Y	Y	Y	Y	N	N	N
11.	Compact Cottage Development – See 1203	N	N	N	N	S	S	Y	Y	Y	N	N	N	N
12.	Assisted Living Facilities – See _____	N	N	N	N	S	S	S	S	Y	Y	N	N	N
<b>II. LODGING</b>														
1.	Motel or hotel	N	N	N	N	N	N	N	N	S	S	N	N	N
2.	Bed and breakfast home - See 1202	N	N	N	N	N	N	N	N	S	S	N	N	N
<b>III. AGRICULTURAL</b>														
1.	Farm, Crops and Nurseries	Y	N	S	Y	Y	Y	Y	Y	Y	Y	N	N	N
2.	Farm, Livestock	Y	N	S	Y	Y	S	S	N	N	N	N	N	N
3.	Keeping and raising of chicken hens accessory to permitted use – See 1207	Y	N	S	Y	Y	Y	Y	Y	N	N	N	N	N
4.	Aquaculture	S	N	S	S	S	S	S	S	S	N	S	S	S
<b>IV. GOVERNMENT, EDUCATION, INSTITUTIONAL</b>														
1.	School or college	S	N	N	N	S	S	S	S	S	S	N	N	N
2.	Religious institution	N	N	N	N	S	S	S	S	S	S	N	N	N

Zoning Ordinance Amendments  
November 20, 2023 Town Council Meeting  
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Use	District													
	P	OS-I	OS-II	RR-200	RR-80	R-40	R-20	R-8	CL	CD	CWe	CWw	DC	
6.	Nursing or Convalescent home	N	N	N	N	S	S	S	S	S	S	N	N	S
7.	Emergency counseling service	N	N	N	N	N	N	N	N	S	S	N	N	N
8.	Fire or police station	S	N	N	N	S	S	S	S	Y	Y	N	N	N
9.	Government facility (except penal, utility or garage)	S	N	N	N	S	S	S	S	S	S	N	N	N
10.	Government-owned penal, garage or utility facility	S	N	N	N	N	N	N	N	S	S	N	N	N
11.	Halfway house	N	N	N	N	N	N	N	N	N	N	N	N	N
12.	Charitable or fraternal organization	S	N	N	N	N	N	N	N	S	S	N	N	N
13.	Recreational ballfields	S	N	S	N	S	S	S	S	S	S	N	N	N
14.	Park and recreation use, including skateboard or ice rinks and playgrounds together with buildings, ancillary to the park use, such as bathrooms, educational space, and storage.	Y	N	Y	S	S	S	S	S	S	S	S	S	S
<b>V. TRANSPORTATION AND UTILITIES</b>														
1.	Off-street parking (accessory)	Y	N	S	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
2.	Off-street parking (commercial)	N	N	N	N	N	N	S	S	Y	N	N	N	Y
3.	Seasonal off-site marina parking	N	N	N	N	N	S	S	N	Y	Y	Y	Y	N
4.	Off-site parking (municipal)	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5.	Special event parking	Y	N	S	N	Y	Y	Y	S	Y	Y	N	N	N
6.	Boat and ship storage (noncommercial)	N	N	S	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
7.	Motor freight terminal	N	N	N	N	N	N	N	N	N	N	N	N	N
8.	Bus passenger shelter	S	N	N	N	N	N	S	S	Y	Y	Y	Y	N
9.	Public and semipublic structure	S	N	N	S	S	S	S	S	Y	Y	N	N	N
10.	Power generating station (commercial)	N	N	N	N	N	N	N	N	N	N	N	N	N
11.	Sewage treatment plant (publicly owned)	S	N	N	N	N	N	N	N	N	N	N	N	N
12.	Transmission lines, towers or substations	S	N	N	S	S	S	S	S	S	S	N	N	N
13.	Incinerator, landfill or waste disposal facility	N	N	N	N	N	N	N	N	N	N	N	N	N
14.	Radio or TV studios	N	N	N	N	N	N	N	N	S	Y	N	N	N
15.	Solid waste transfer station	S	N	N	N	S	N	N	N	N	N	N	N	N

Zoning Ordinance Amendments  
 November 20, 2023 Town Council Meeting  
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Use	District												
	P	OS-I	OS-II	RR-200	RR-80	R-40	R-20	R-8	CL	CD	CWe	CWw	DC
19. Heliport/Helistop++	N	N	N	N	N	N	N	N	N	N	N	N	N
20. Accessory Solar Energy System – See 1204	A	A	A	A	A	A	A	A	A	A	A	A	A
21. Major Solar Energy System – See 1204	S	N	N	N	N	N	N	N	N	N	N	N	N
22. Communications Towers – See 1206	S	S	S	S	S	N	N	N	N	N	N	N	N
<b>VI. COMMERCIAL, RETAIL</b>													
<b>A. Heavy equipment</b>													
1. Lumber and building materials	N	N	N	N	N	N	N	N	Y	S	N	N	N
2. Heating, plumbing, electrical or hardware	N	N	N	N	N	N	N	N	Y	Y	N	N	N
3. Heavy equipment sales or rentals	N	N	N	N	N	N	N	N	S	S	N	N	N
<b>B. Food</b>													
1. Grocery, bakery, dairy, fruit and vegetable, meat and fish, etc.	N	N	N	N	N	N	N	N	Y	Y	S	S	N
2. Sale of produce raised on premise	N	N	S	Y	Y	Y	Y	Y	Y	Y	N	N	N
3. Packaged liquor stores	N	N	N	N	N	N	N	N	S	Y	N	N	N
<b>C. Eating and drinking places</b>													
1. Lunchroom or restaurant (no alcoholic beverages)	N	N	N	N	N	N	N	N	Y	Y	Y	S	N
2. Tavern, bar or nightclub (alcoholic beverages)	N	N	N	N	N	N	N	N	N	S	N	N	N
3. Lunchroom or restaurant (alcoholic beverages)	N	N	N	N	N	N	N	N	S	S	S	S	N
4. Drive-in restaurant (no alcoholic beverages)	N	N	N	N	N	N	N	N	N	N	N	N	N
<b>D. Motor vehicles</b>													
1. Motor vehicle dealers, including repairs conducted in a building	N	N	N	N	N	N	N	N	S	N	N	N	N
2. Tire, battery and accessories sales	N	N	N	N	N	N	N	N	Y	Y	N	N	N
3. Fuel service station – see 1211	N	N	N	N	N	N	N	N	S	S	N	N	N
4. Auto body or paint shop	N	N	N	N	N	N	N	N	S	N	N	N	N
5. General auto repair	N	N	N	N	N	N	N	N	S	S	N	N	N
6. Vehicle rental agency	N	N	N	N	N	N	N	N	S	S	N	N	N

Zoning Ordinance Amendments  
 November 20, 2023 Town Council Meeting  
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Use	District												
	P	OS-I	OS-II	RR-200	RR-80	R-40	R-20	R-8	CL	CD	CWe	CWw	DC
<b>E. Commercial recreation</b>													
1. Commercial recreation facilities	N	N	N	N	N	N	N	N	S	S	N	N	N
2. Theater or concert hall	N	N	N	N	N	N	N	N	S	Y	N	N	N
3. Casino gambling, gaming, wagering or any gaming of any type	N	N	N	N	N	N	N	N	N	N	N	N	N
4. Adult businesses	N	N	N	N	N	N	N	N	N	N	N	N	N
5. Amusement or video arcades	N	N	N	N	N	N	N	N	N	N	N	N	N
6. Golf course, including clubhouse, outdoor lawn tennis courts (unlighted), maintenance facility, all accessory to operation of a golf course	N	N	S	S	S	S	S	N	N	N	N	N	N
7. Miniature golf, driving ranges, pitch and putt, etc.	N	N	N	N	N	N	N	N	N	N	N	N	N
8. Tent or recreational vehicle camps	N	N	S	N	N	N	N	N	N	N	N	N	N
9. Riding academies	N	N	N	S	S	S	N	N	N	N	N	N	N
10. Roller, ice skating or skateboard rink	N	N	N	N	N	N	N	N	N	N	N	N	N
11. Amusement parks	N	N	N	N	N	N	N	N	N	N	N	N	N
12. Drive-in theater	N	N	N	N	N	N	N	N	N	N	N	N	N
13. Marina	S	N	S	N	S	S	S	S	Y	Y	Y	Y	N
14. Boat and ship storage, and repair	S	N	N	N	S	S	S	S	Y	S	Y	Y	N
15. Yacht clubs and beach clubs (no alcoholic beverages)	N	N	N	N	S	S	S	S	S	S	N	N	S
16. Yacht clubs and beach clubs (alcoholic beverages)	N	N	N	N	N	N	N	N	S	S	N	N	N
17. Beach cabanas and bath (no alcoholic beverages)	N	N	N	N	S	S	S	S	S	N	N	N	N
<b>F. Miscellaneous retail</b>													
1. Retail, general	N	N	N	N	N	N	N	N	Y	Y	N	N	N
2. Furniture, floor covering and furnishings	N	N	N	N	N	N	N	N	Y	Y	N	N	Y
3. Radio, TV, records and tapes	N	N	N	N	N	N	N	N	S	Y	N	N	N
4. Fuel oil, bottled gas, etc., including storage	N	N	N	N	N	N	N	N	S	S	S/A	S/A	N
5. Marine supplies, bait and accessories	N	N	N	N	N	N	N	N	Y	Y	Y	Y	N

Zoning Ordinance Amendments  
 November 20, 2023 Town Council Meeting  
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Use		District												
		P	OS-I	OS-II	RR-200	RR-80	R-40	R-20	R-8	CL	CD	CWe	CWw	DC
8.	Sale of home crafts products manufactured on premises	N	N	N	S	S	S	S	S	Y	Y	S	S	S
9.	Marijuana growing, processing, cultivating, testing, and sales, including but not limited to: marijuana compassion center; licensed marijuana cultivator; marijuana processing and testing; marijuana wholesale and retail sales; (Excludes state medical marijuana program for individual qualified patient cardholder, primary caregiver, and licensed medical marijuana cooperative); and Cannabis establishments. +++	N	N	N	N	N	N	N	N	N	N	N	N	N
<b>VII. COMMERCIAL SERVICES</b>														
<b>A.</b>	<b>Professional office</b>													
1.	General commercial office or bank	N	N	N	N	N	N	N	N	Y	Y	N	N	S
2.	Temporary real estate office or model home**	N	N	N	N	S	S	S	S	S	S	N	N	S
3.	Home occupation – See 1211	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4.	Freestanding automated teller machine (ATM)	N	N	N	N	N	N	N	N	S	S	S	S	N
5.	Day care center	N	N	N	N	N	N	N	S	Y	Y	N	N	N
<b>B.</b>	<b>Personal services</b>													
1.	Personal Services, General	N	N	N	N	N	N	N	N	Y	Y	N	N	N
2.	Caterer	N	N	N	N	N	N	N	N	S	S	N	N	S
3.	Kennels	N	N	N	N	N	N	N	N	N	N	N	N	N
4.	Boarding of animals (excluding dogs)	N	N	N	S	S	N	N	N	N	N	N	N	N
<b>VIII. INDUSTRIAL, NON-MANUFACTURING</b>														
1.	Earth removal	N	N	N	N	N	N	N	N	N	N	N	N	N
2.	Extractive industries	N	N	N	N	N	N	N	N	N	N	N	N	N
3.	Welding/sheet metal	N	N	N	N	N	N	N	N	S	S	N	N	N
4.	Wholesale business and storage of nonhazardous materials in a building	N	N	N	N	N	N	N	N	S	S	N	N	N
5.	Self-Storage Facilities	N	N	N	N	N	N	N	N	N	N	N	N	N



Zoning Ordinance Amendments  
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Use		District												
		P	OS-I	OS-II	RR-200	RR-80	R-40	R-20	R-8	CL	CD	CWe	CWw	DC
9.	Open or enclosed storage of hazardous materials	N	N	N	N	N	N	N	N	N	N	N	N	N
10.	Storage or transfer of fishery products	N	N	N	N	N	N	N	N	S	S	Y	Y	N
11.	Storage or transfer of fishery equipment (fishing industry, limited to storage and transfer) – See 1208	S	N	S>	Y	S	N	N	S	Y	Y	Y	Y	N
12.	Underground storage tanks – See 1209	N	N	N	N	N	N	N	N	S/A	S/A	S/A	S/A	N
<b>IX. INDUSTRIAL, MANUFACTURING</b>														
1.	Manufacturing industries except those specifically regulated herein	N	N	N	N	N	N	N	N	N	N	N	N	N
2.	Fish packing or processing	N	N	N	N	N	N	N	N	N	N	S/A	S/A	N
3.	Petroleum refining and related industries	N	N	N	N	N	N	N	N	N	N	N	N	N
4.	Ship and boat building including sales	N	N	N	N	N	N	N	N	S	N	Y	Y	N
5.	Acetylene gas	N	N	N	N	N	N	N	N	N	N	N	N	N
6.	Ammonia or bleach	N	N	N	N	N	N	N	N	N	N	N	N	N
7.	Asphalt	N	N	N	N	N	N	N	N	N	N	N	N	N
8.	Glue	N	N	N	N	N	N	N	N	N	N	N	N	N
9.	Rubber	N	N	N	N	N	N	N	N	N	N	N	N	N
10.	Smelter, blast furnace or blooming mill	N	N	N	N	N	N	N	N	N	N	N	N	N
11.	Pulp mill	N	N	N	N	N	N	N	N	N	N	N	N	N
12.	Wooden boat building	N	N	N	N	N	N	N	N	Y	S	Y	Y	N

Based on the comments at the joint meeting, the regulation in 82-1207 has been amended to regulate number of hens based on size of lot. In turn, the "S" has been changed to "Y" in the R-40, R-20 and R-8 districts. The discussion for this will be under section 1207.

3.	Keeping and raising of chicken hens accessory to permitted use – See 1207	Y	N	S	Y	Y	Y	Y	Y	N	N	N	N	N
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**Sec. 82-604. Vision clearance at street corners.**

At street intersections in all districts, no building or structure shall be erected and no vegetation shall be maintained between a height of 2.5 feet and seven feet above street level of the triangle formed by the two pavement edge lines and a third line joining points on the pavement edge line of 25 feet from the intersection.

**Article 7. Misc. Structure and Site Regulations**

**Sec. 82-700. Accessory structures.**

The following shall apply to the floor area of all Accessory Structures:

Lot Size	Maximum Size of Accessory Structures
0 – 8,000 square feet	600 square feet
>8,000-20,000 square feet	700 square feet
>20,000 – 40,000 square feet	850 square feet
>40,000 square feet	1,000 square feet

In addition, the following shall apply to all Accessory Structures:

A. In no case shall any accessory structure have a gross floor area which is greater than 50% of the above grade gross floor area of the principal building.

B. The following height standards will apply, depending on the height of the principal building on the lot in keeping with **Table 6-2**:

- Where the principal building is no higher than one story, the height of an accessory structure shall not exceed the height of the principal building.
- Where the principal building is higher than one story, the height of an accessory structure shall not exceed a point 5 feet lower than the height of the principle building.

C. Agricultural structures within the RR-80 and RR-200 are exempt from these provisions.

D. Accessory Structures are permitted in front yards but must meet the principal building setback and receive approval by the TRC. In cases where the primary setback cannot be achieved in the Jamestown Village Special Development District, the secondary front setback may be utilized only after review and recommendation by the TRC and a dimensional variance received by the zoning board. In cases where the primary setback cannot be achieved in the R-40, R-80, RR-200 zoning districts, approval by the TRC is required. . In addition to the considerations of the zoning board found in **Sec. 82-300**, the TRC and zoning board will consider the standards of the Jamestown Pattern Book and Design Guidelines for Building in the Village, including but not limited to the guidance for garages and ancillary structures, and whether

efforts will be made to screen the accessory structure from any public ways or neighboring residential uses.

**Sec 82-703. Swimming Pools, Tennis Courts, Decks and Patios**

A. Swimming Pools and any other in-ground man-made water feature with an impervious bottom (measured at the water edge), including impervious decks and patios associated with swimming pools, Tennis or other permanent ball Courts, including the outer fence of tennis or other permanent ball courts shall meet setbacks for accessory structures and shall be included as part of the Lot Coverage calculation. Driveways used for court activities shall not be regulated under this section.

B. All swimming pools and any other in-ground man-made water feature more than two feet deep with an impervious bottom shall be provided with a safety enclosure which shall comply with the following:

1. The top of the safety enclosure shall be at least 48 inches above grade measured on the side of the barrier which faces away from the swimming pool or water feature. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches measured on the side of the barrier which faces away from the swimming pool or water feature.
2. Openings in the barriers shall not allow passage of a 4-inch diameter sphere.

C. Lighting of private tennis courts or other permanent ball courts is permitted only by Special Use Permit per **Articles 2 and 3** of this Ordinance.

D. Impervious Decks and Patios 12" above proposed grade shall be included as part of the Lot Coverage calculation.

**Sec. 82-706. Parking or storage of commercial and major recreational equipment.**

Requirements for parking or storage of commercial and major recreational equipment are as follows:

- A. On any residentially developed lot, parking lot, driveway, or garage located in a residential district, no more than one commercial vehicle may be stored overnight. Such vehicle or bus shall be no more than 10,000 gross vehicle weight. In an RR-200 or RR-80 district, registered farm vehicles and trucks may be stored provided they are 30 feet from any lot line.

**Section 82-800. High Groundwater Table and Impervious Layer Overlay District**

J. Special Use Permit Criteria. The proposal shall incorporate, to the greatest extent possible, the following design criteria and explanation of such shall be provided as a narrative to the proposal

where practical. Where a special use permit is required pursuant to the provisions of the High Groundwater Overlay, the Zoning Board of Review may approve, deny, or approve with conditions based on the standards and criteria within this section of the zoning ordinance.

**1. General Criteria**

- a. The proposed use and site design are appropriate to the natural characteristics of the land, including its suitability for use based on soil characteristics, geology, topography and susceptibility to surface and groundwater pollution.
- b. The proposal preserves the values of unique or valuable natural resources and features.
- c. The proposal is appropriate to the availability and capacity of existing public and/or private services and facilities.
- d. The proposal is consistent with the goals and pattern of land use contained in the Jamestown Comprehensive Plan.

## **Article 9. Nonconforming Uses, Buildings and Structures**

### **Sec. 82-900. General intent.**

Nonconforming uses are incompatible with and detrimental to permitted uses in the zoning districts in which they are located, cause disruption of the comprehensive land use pattern of the town, inhibit present and future development of nearby properties, and confer upon their owners and users a position of unfair advantage. It is a fundamental principle of this chapter [article] that nonconformities may be continued as allowed by law. It is also the intent of this ordinance [chapter] that existing nonconformities shall not be a reason for authorizing uses otherwise prohibited in the same zoning district.

### **Sec. 82-901. Completion of construction.**

Nothing in this ordinance [chapter] shall be deemed to require a change in the plans, construction, or authorized use of any structure for which a building permit was lawfully issued prior to the effective date of the adoption or amendment of this ordinance [from which this chapter is derived].

### **Sec. 82-902. Prior illegal establishment.**

Any nonconforming use or structure illegally established prior to the effective date of [the ordinance from which] this chapter [is derived] shall not become legally established by virtue of such enactment or subsequent amendment.

### **Sec. 82-903. Restrictions on nonconforming uses.**

The nonconforming use of a building or structure may be continued, subject to the following regulations:

A. The building or structure is not enlarged, extended, structurally altered or reconstructed, except for alteration, maintenance and repair work as is required to keep the building or structure in a safe condition.

B. No nonconforming use of a building or structure shall be changed to another nonconforming use.

**Sec. 82-904. Alteration of a nonconforming use.**

Any alteration of a nonconforming use shall make the use more closely adhere to the intent and purposes of this ordinance [chapter]. Applications for alteration of a nonconforming use shall be made as a request for a special use permit to the zoning board. The board shall ensure that no alteration is permitted which would increase the degree of nonconformity, except in the CD and CW zoning districts where the zoning board may allow alteration or expansion at its discretion.

**Sec. 82-905. Alteration of a nonconforming building or structure.**

Any alteration of a nonconforming building or structure shall be in accordance with the provisions of this ordinance [chapter]. All such alterations that meet all other requirements of this ordinance [chapter] shall be reviewed by the Building Official during the building permit process (See Article 11 for specific requirements in the Jamestown Village Special Development District).

## **Article 10. Development Plan Review**

**Sec. 1004.1. Planning Commission as DPR Approving Authority**

The Planning Commission shall review and provide a decision on the following applications:

- A. Proposal for any new multi-family, commercial, industrial, or mixed-use building.
- B. Any substantial modification of a municipal property.
- C. Any application as noted in Sec. 82-410.C.
- D. Any development proposals specifically designated for DPR by the Planning Commission specific to individual districts or uses including, but not limited to, the Jamestown Village Special Development District, the High Groundwater Overlay, and Wind Energy Facilities.
- E. Any application that is referred to the Planning Commission by the Administrative Officer or the TRC.

**Sec. 1007. Review of Applications.**

**Sec. 1007.1. Submission of Material.**

- A. Submittal and certification: An application for DPR shall be submitted to the Administrative Officer and certified as complete or incomplete by the Administrative Officer within a fifteen (15) day period from the date of its submission.
  
- B. Applications that require review before the Planning Commission: Within 30 days of the receipt of a complete DPR application, the Planning Commission shall hold a public hearing upon the plan. Notice of hearing shall be sent by first-class mail to the applicant, and to at least all owners of real property within 200 feet of the perimeter of the proposed project. The notice shall also include the street address of the subject property. Such mailings shall be paid for and mailed by the applicant. This also includes applications reviewed by the Planning Commission in an advisory role to the Zoning Board of Review for any variance or Special Use Permit.

**Sec. 82-1103. Jamestown Village Special Development Overlay District Design Standards**

- C. Frontage – R-8, R-20, CW, CL, CD and P Districts
  - 1. Buildings on corner lots shall have two Private Frontages as shown in Table 11-1.a.
  - 2. For waterfront lots, the applicant shall propose whether the street frontage, the waterfront, or both should serve as the primary frontage for the purposes of designating layers.

## **Article 12. Use Performance Standards**

### **Sec. 82-1201. Accessory Dwelling Units**

#### **Sec. 82-1201.2. Standards.**

An accessory dwelling unit may be permitted, by right, in any residential zoning district with the following limitations:

- A. Accessory dwelling units are only allowed on a lot with one single-family or with a duplex dwelling as the principal dwelling and should appear to be subordinate to the principal dwelling. The ADU shall be permitted to be 800 square feet, or larger, as permitted by Section 82-700 – Accessory Structures.
- B. Only one ADU may be allowed per lot by right:
  - i. On any lot with a total lot area of twenty thousand (20,000 s.f.) or more for which the primary use is residential; or
  - ii. Within the existing footprint of the principal dwelling or existing secondary attached or detached structure and does not expand the footprint of the structure.
- C. Accessory dwelling units located within or attached to the principal dwelling shall meet all the requirements of Sec. 82-602 - District dimensional regulations, as they pertain to the principal dwelling.
- D. Accessory dwelling units located in a new or existing accessory structure:
  - 1) Shall meet the requirements of Sec. 82-602 - District dimensional regulations, as they pertain to the principal dwelling, except for height which shall be maintained at or below the maximum requirement for accessory structures of 25 feet;
  - 2) Shall meet all applicable requirements for accessory structures in Section 82-700 – Accessory Structures;
  - 3) Except that in no case can an ADU be located in the front yard. ADUs are not eligible for the special permits described in Sec. 82-700.D. Accessory structures;
  - 4) A special use permit shall be sought for an ADU in a detached structure on the lot where that detached structure does not meet the setbacks required for the primary structure.
- E. All new or expanded detached ADUs shall have architectural detailing compatible with the main structure, including roof shape, window patterns, proportions and materials per 82-1106.1.C. All new detached ADUs shall be designed in a way that does not compete in scale or volume with the primary building mass.
- F. Units located within or attached to the principal dwelling may be accessible either through the same means of ingress and egress as the principal dwelling or a separate entrance located to the side or the rear.
- G. Either the principal dwelling or the ADU must be owner occupied unless both dwelling units are made available for long-term occupancy through a long-term lease (one-year or more).
- H. At least one (1) off-street parking space will be provided in addition to the required parking spaces of the primary use.
- I. ADUs shall not be offered or rented for tourist or transient use or through a hosting

platform (as such terms are defined in RIGL 42-63.1-2. as a short-term rental).

- J. ADUs that meet these regulations and are not part of a larger development proposal shall be reviewed by the Zoning/Building Official and shall not, by themselves, be reviewed as minor land developments, major land developments, or special use permits.
- K. On any lot serviced with an on-site wastewater treatment system (OWTS), if the ADU results in an increase in the total number of bedrooms, the State Permitted OWTS shall meet the total bedroom demand or the owner shall have the existing or any new system approved by RIDEM.
- L. The ADU will comply with all applicable state and local regulations.
- M. Length of occupancy. All ADUs and Accessory Family Dwelling Units formerly granted though this Ordinance, if rented, must be made available for long-term occupancy through a long-term lease (one-year or more).

### **Sec. 82-1203. Compact Cottage Development (CCD)**

#### **Sec. 82-1203.6. Dimensional Requirements**

A. A CCD may be developed with dwelling units on separate lots, a single lot, or a combination thereof.

B. No detached accessory structures shall be allowed except as development facilities such as storage sheds, garages, utility structures, or similar common facilities.

C. Dwelling units shall be separated by a minimum of ten (10) feet from the side edge of one building to another. Where attached architectural features such as eaves, window bays, bulkheads, etc. project into the space between residences, the ten (10) foot separation shall be measured from the outside edge of these features.

D. Dwelling units not abutting or oriented towards a right-of-way shall have a front yard oriented towards the common open space.

E. The total habitable floor area, as defined in **Sec. 82-104** of the Zoning Ordinance, of each cottage unit shall not exceed 1,200 square feet. No building footprint, excluding any enclosed porch area, shall exceed 800 square feet. Habitable floor area in a two-story cottage for the second floor shall not exceed 400 square feet.

F. The distance between the front building edge and the right of way or the edge of the common space shall be at least fifteen (15) feet.

G. The building height for all structures shall not exceed twenty-two (22) feet.



H. The nearest building in the cottage community shall not be closer than 50 feet from the lot line of any abutting residential use.

**Sec. 82-1207. Keeping of chicken hens.**

A. General. The owner of any house lot containing at least one dwelling may keep or permit to be kept on the house lot no more than six chicken hens on lots less than one acre, and 12 on lots between one acre and two acres and 20 on lots larger than two acres. Lots qualifying as farms have no restrictions on the number of chicken hens.

**Article 14. Sign Regulations**

**Sec. 82-1407. Regulations for residential districts.**

E. Temporary residential signs. Temporary signs, banners, posters and special promotions, except posters intended for window display, will be permitted by right. The content of such signs has no bearing on the requirements of this section, but such signs traditionally include notices for special events, yard sales, political signs, or other signs expressing the views of the property owner(s). Any property may display such signs up to 12 square feet in cumulative area, with no one sign being larger than 4 square feet. No such sign shall be displayed for more than 45 days. Sandwich boards are not considered temporary residential signs.

For insertion on October 5 & 12

**Attention Jamestown Residents  
Committee Volunteers Needed**

*There are openings on the following Committees:*

Committee Name	# of openings	Term Ending Date
Beavertail State Park Advisory Committee	1	12/31/2026
Conservation Commission	2	12/31/2026
Harbor Management Commission	2	12/31/2026
Jamestown Housing Authority Resident Commissioner	1	12/31/2028
Juvenile Hearing Board		
Full Member	2	12/31/2026
Alternate	1	12/31/2025
Library Board of Trustees	3	12/31/2026
Planning Commission	3	12/31/2027
Tree Committee	2	12/31/2026
Zoning Board		
Full Member	1	12/31/2028
Alternate Members	3	12/31/2024

Any resident who is a qualified elector in the Town of Jamestown and is interested in serving should contact the Town Clerk by submitting an application and resume. Applications can be found on the internet at [www.jamestownri.gov](http://www.jamestownri.gov) or at the Jamestown Library, 245 Conanicus Avenue and the Town Clerk's Office at 93 Narragansett Avenue. Persons who have submitted letters in the past are encouraged to do so again. **Please forward all applications to the Town Clerk prior to October 25, 2023**

October 25, 2023

Town Clerk  
Town Hall  
93 Narragansett Avenue  
Jamestown, RI 02835

Dear Town Clerk,

I have enjoyed serving on the Beavertail State Park Advisory, but I will not be reapplying for the position.

Thank you,



Kathleen Schweitzer



RECEIVED:  
NOV 06 2023 09:28 AM  
TOWN CLERK

# Town of Jamestown

## Public Service Appointment Application

Committee, Commission or Board applying for: (MAY APPLY FOR MORE THAN ONE)\*\*

Beavertail State Park Committee, Library Board of Trustees,  
Zoning Board - Alternate

Name: Gordon Rapkin  
Address: 7 Harriet St.  
City: Jamestown Zip Code: 02835  
Home Phone #: [REDACTED] Business Phone #: \_\_\_\_\_

Are you a registered voter in the town of Jamestown:  Y  N

May we contact you at work:  Y  N

Occupation: Consultant - Semi Retired E-mail address: [REDACTED]

Is your request for reappointment?  Y  N

If yes, how long have you served on the Committee, Commission or Board? -N/A-

Have you attended meetings of a Committee, Commission or Board in the past?  Y  N

If yes, which one: \_\_\_\_\_

Is there a specific evening or other period of time you would be unavailable to attend meetings?  Y  N

If so, please indicate: \_\_\_\_\_

Do you anticipate having to refrain from participating in discussions or voting on any particular matter(s) that may come before said Committee, Commission or Board because of a conflict of interest?  Y  N

If so, please explain: \_\_\_\_\_

Please be advised that appointment to the Zoning Board of Review, the Planning Commission, and several other Boards require time during the regular work day to review plans and conduct site inspections. Do you understand the time requirements necessary to serve and are you able to make that commitment?  Y  N

Applications are kept on file for one (1) year from the date of receipt. Would you like your application to be kept on file for future consideration?  Y  N

PLEASE BE SURE TO ATTACH A RESUME

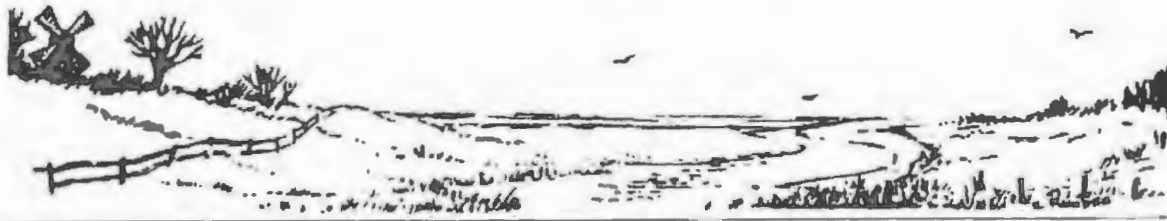
Gordon Rapkin  
Signature

Nov. 3, 2023  
Date

Please be advised that you will need to go before the Town Council for an interview.

Interview scheduled for: \_\_\_\_\_ at \_\_\_\_\_ PM.

Please return to: **Town Clerk's Office** 93 Narragansett Avenue, Jamestown, RI 02835  
Email: [rfagan@jamestownri.net](mailto:rfagan@jamestownri.net) or [dqamon@jamestownri.net](mailto:dqamon@jamestownri.net) or Fax # (401) 423-7230



---

**JAMESTOWN CONSERVATION COMMISSION**

To: Ed Mello, Jamestown Town Administrator; Roberta Fagan, Jamestown Town Clerk; Jamestown Town Council

From: Jamestown Conservation Commission (JCC), Anne Kuhn-Hines, JCC Chair

Date: October 24, 2023

Re: Letter of support for Reappointment of Jamestown Conservation Commissioner, Susan Shim Gorelick

I am pleased to submit this letter of support for the reappointment of Susan Shim Gorelick to a 3-year term as commissioner on the Jamestown Conservation Commission. Susan joined the JCC in July 2019 and has attended almost every JCC meeting since she has joined. Susan consistently participates in and volunteers for numerous JCC projects and initiatives. Most recently, Susan has initiated an effort to establish a town-wide outreach education platform for sustainability in Jamestown. Susan has also recently volunteered to lead one of the JCC's projects to cultivate and maintain a variety of dune grasses and plants at the Jamestown Community farm, so that the JCC can be more self-sustaining providing dune plants to restore and strengthen the resiliency of the dunes at Mackerel Cove and elsewhere around the island. Susan is a very dedicated Conservation Commissioner, with a valued and unique skill set.

Respectfully,

*Anne Kuhn-Hines*  
Anne Kuhn-Hines, Chair Jamestown Conservation Commission

## Roberta Fagan

---

**From:** Barbara Lundy [REDACTED]  
**It:** Thursday, October 19, 2023 6:30 PM  
**To:** Roberta Fagan; Denise Gamon  
**Subject:** Conservation Commission

**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 and Denise,

I wasn't sure who to write to but I am *guessing* it is one of you.

I would like to have another term on the Conservation Commission and I received a notice that my term ends this December. If the Town Council agrees, yes I would like to be on this Commission. Please let me know, if there is more that I need to do to facilitate this process.

Thanks in advance for your help.

Barbara

--

*Barbara Lundy*

**Susan Shim Gorelick**

[REDACTED], Jamestown, RI, 02835  
[REDACTED]  
[REDACTED]

RECEIVED:  
OCT 18 2023 12:28 PM  
Robert J. Fazio  
TOWN CLERK  
JAMESTOWN TOWN

October 18, 2023

Town Clerk's Office  
Town Hall, 93 Narragansett Avenue  
Jamestown, RI, 02835-1199

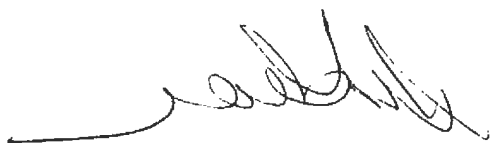
RE: a letter for reappointment to Jamestown Conservation Commission

To whom it may concern:

Please accept this letter of interest for my reappointment to Jamestown Conservation Commission. I would like to continue serving on Jamestown Conservation Commission beyond December 31, 2023 when my current appointment expires.

If you have any questions, please let me know.  
Thank you.

Sincerely,



Susan Shim Gorelick

## Roberta Fagan

---

**From:** Roberta Fagan  
**Sent:** Wednesday, November 8, 2023 4:25 PM  
**To:** Denise Gamon (dgamon@jamestownri.net)  
**Subject:** FW: Jamestown Conservation Commission members

**From:** Kuhn, Anne <Kuhn.Anne@epa.gov>  
**Sent:** Wednesday, November 8, 2023 4:21 PM  
**To:** Roberta Fagan <rfagan@jamestownri.net>  
**Subject:** Jamestown Conservation Commission members

**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,

I know the Town Council is reviewing (or is about to review or has reviewed already?) applications for various town committees and commissions, and I know that there is at least one vacancy for the Conservation Commission. I just wanted to give you and the council a “heads up” that I plan to resign at the end of this calendar year. I have served on the Conservation Commission for 10 years and I feel like now is a good time to infuse some new energy and perspectives with a new member. I have not drafted my resignation letter-but I can, if need be, for them to officially interview, select new JCC member if necessary. I just thought it would be helpful if they knew how many spots would be available while conducting interviews.

Thanks very much,  
Anne Kuhn-Hines

~~~~~  
Anne Kuhn, PhD  
US Environmental Protection Agency  
Office of Research and Development  
Center for Environmental Measurements & Modeling  
Atlantic Coastal Environmental Sciences Division  
27 Tarzwell Drive  
Narragansett, RI 02882  
Office: 401-782-3199  
Cell: 401-525-8041  
Email: [kuhn.anne@epa.gov](mailto:kuhn.anne@epa.gov)  
~~~~~



## Roberta Fagan

---

**From:** Joan Rich  
**Date:** Thursday, October 12, 2023 10:46 AM  
**To:** Roberta Fagan  
**Subject:** FW: McCarthy wishes to continue

Hi Roberta,

Here is Jessica McCarthy's email regarding continuing to serve on the Harbor Commission. Thanks,

Joanie

Joan Rich  
Administrative Assistant/Harbor Clerk  
Jamestown Police Department  
250 Conanicut Avenue  
Jamestown, RI 02835  
(401) 423-1212 x4339  
(401) 423-7190  
jrich@jamestownri.net

-----Original Message-----

**From:** jess mccarthy [REDACTED]  
**Sent:** Wednesday, October 11, 2023 6:38 PM  
**To:** Joan Rich <jrich@jamestownri.net>  
**Subject:** McCarthy wishes to continue

**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.

Joan,

I received my notice that I need to express my interest to continue on the Harbor Commission. I do wish to continue. Thank you very much.

Jessica McCarthy  
[REDACTED]

Mark J.Campbell  
185 America Way  
Jamestown, RI  
02835

Town of Jamestown  
Town Clerk's Office  
93 Narragansett Ave  
Jamestown, RI

RE: Jamestown Harbor Commission

Dear Ms. Fagan,

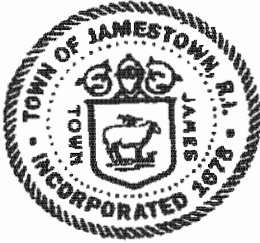
In response to your letter of October 4, 2023, my desire is to continue my work on the Harbor Commission and I request to be considered for reappointment. Having filled an incomplete term on the commission, my current term is slated to expire on December 31, 2023.

If you need any additional information, or have questions, please contact me.

Thank you,

  
Mark J. Campbell





# Town of Jamestown

## Public Service Appointment Application

Committee, Commission or Board applying for: (MAY APPLY FOR MORE THAN ONE)\*\*

HARBOR COMMISSION

Name: CAPT. PAUL D SPRAGUE  
Address: 11 MAST ST  
City: JAMESTOWN Zip Code: 02835  
Home Phone #: [REDACTED] Business Phone #: \_\_\_\_\_

Are you a registered voter in the town of Jamestown?  Y  N  
May we contact you at work:  Y  N

Occupation: SELF EMPLOYED E-mail address: [REDACTED]

[REDACTED] request for reappointment?  Y  N

If yes, how long have you served on the Committee, Commission or Board? \_\_\_\_\_

Have you attended meetings of a Committee, Commission or Board in the past?  Y  N  
If yes, which one: TOWN COUNCIL + HARBOR COMMISSION

Is there a specific evening or other period of time you would be unavailable to attend meetings?  Y  N  
If so, please indicate: \_\_\_\_\_

Do you anticipate having to refrain from participating in discussions or voting on any particular matter(s) that may come before said Committee, Commission or Board because of a conflict of interest?  Y  N  
If so, please explain: \_\_\_\_\_

Please be advised that appointment to the Zoning Board of Review, the Planning Commission, and several other Boards require time during the regular work day to review plans and conduct site inspections. Do you understand the time requirements necessary to serve and are you able to make that commitment?  Y  N

Applications are kept on file for one (1) year from the date of receipt. Would you like your application to be kept on file for future consideration?  Y  N

[Signature]  
Signature

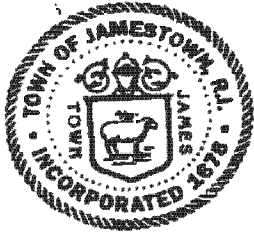
PLEASE BE SURE TO ATTACH A RESUME

10/2/2023  
Date

Please be advised that you will need to go before the Town Council for an interview.

Interview scheduled for: January 10 22 at 5:40 PM.

5/15



RECEIVED  
MAY 20 2020 02:24 PM  
Robert J. Fagan

# Town of Jamestown

## Public Service Appointment Application

Committee, Commission or Board applying for: (MAY APPLY FOR MORE THAN ONE)\*\*

Harbor Commission

Name: Kristopher Matthews

Address: [Redacted]

[Redacted] Code: 02835

Home Phone #: [Redacted] Business Phone #: [Redacted]

Are you a registered voter in the town of Jamestown:  Y  N

May we contact you at work:  Y  N

Occupation: Sailing Team Manager / Yacht Captain E-mail address: [Redacted]

Is your request for reappointment?  Y  N

If yes, how long have you served on the Committee, Commission or Board? \_\_\_\_\_

Have you attended meetings of a Committee, Commission or Board in the past?  Y  N

If yes, which one: Town Council, School

Is there a specific evening or other period of time you would be unavailable to attend meetings?  Y  N

If so, please indicate: I do travel for work, but am in Jamestown 3 weeks per month most of the year. Can meet via ZOOM as well when required

Do you anticipate having to refrain from participating in discussions or voting on any particular matter(s) that may come before said Committee, Commission or Board because of a conflict of interest?  Y  N

If so, please explain: \_\_\_\_\_

Please be advised that appointment to the Zoning Board of Review, the Planning Commission, and several other Boards require time during the regular work day to review plans and conduct site inspections. Do you understand the time requirements necessary to serve and are you able to make that commitment?  Y  N

Applications are kept on file for one (1) year from the date of receipt. Would you like your application to be kept on file for future consideration?  Y  N

PLEASE BE SURE TO ATTACH A RESUME

March 30, 2020

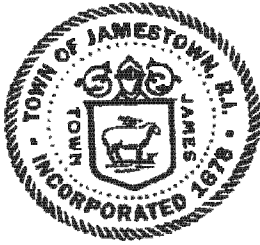
Signature \_\_\_\_\_

Date \_\_\_\_\_

Please be advised that you will need to go before the Town Council for an interview.

Interview scheduled for: 5/15 at 6:20 PM.

Please return to: Town Clerk's Office 93 Narragansett Avenue, Jamestown, RI 02835  
Email: rfagan@jamestownri.net or dgamon@jamestownri.net or Fax # (401) 423-7230



# Town of Jamestown

## Public Service Appointment Application

Committee, Commission or Board applying for: (MAY APPLY FOR MORE THAN ONE)\*\*

Name: JAMES ARCHIBALD  
Address: [REDACTED]  
City: JAMESTOWN Zip Code: 02835  
Home Phone #: [REDACTED] Business Phone #: N/A

Are you a registered voter in the town of Jamestown?  Y  N  
May we contact you at work: Retired  Y  N  
Occupation: MANAGED JOB 34 YEARS E-mail address: [REDACTED]

Is your request for reappointment?  Y  N  
If yes, how long have you served on the Committee, Commission or Board? 10-12 YEARS

Have you attended meetings of a Committee, Commission or Board in the past?  Y  N  
If yes, which one: MANY, MANY, MANY

Is there a specific evening or other period of time you would be unavailable to attend meetings?  Y  N  
If so, please indicate: \_\_\_\_\_

Do you anticipate having to refrain from participating in discussions or voting on any particular matter(s) that may come before said Committee, Commission or Board because of a conflict of interest?  Y  N  
If so, please explain: any items that include JAMESTOWN Boat Yard

Please be advised that appointment to the Zoning Board of Review, the Planning Commission, and several other Boards require time during the regular work day to review plans and conduct site inspections. Do you understand the time requirements necessary to serve and are you able to make that commitment?  Y  N

Applications are kept on file for one (1) year from the date of receipt. Would you like your application to be kept on file for future consideration?  Y  N

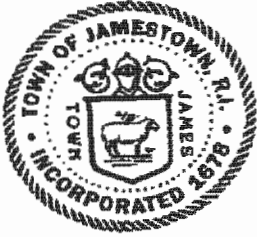
PLEASE BE SURE TO ATTACH A RESUME

James T. Archibald  
Signature

02/15/2023  
Date

Please be advised that you will need to go before the Town Council for an interview.

Interview scheduled for: 10/16/23 at 5:20 PM.



# Town of Jamestown Public Service Appointment Application

Committee, Commission or Board applying for: (MAY APPLY FOR MORE THAN ONE)\*\*

HARBOUR COMMISSION

Name:

KARL SEELEG

Address:

[REDACTED]

City:

JAMESTOWN

Zip Code:

Home Phone #:

[REDACTED]

Business Phone #:

[REDACTED]

Are you a registered voter in the town of Jamestown:

Y  N

May we contact you at work:

Y  N

Occupation: SEMI-RETIRED CONSULTANT E-mail address:

[REDACTED]

Is your request for reappointment?

Y  N

If yes, how long have you served on the Committee, Commission or Board? \_\_\_\_\_

Have you attended meetings of a Committee, Commission or Board in the past?

Y  N

If yes, which one: \_\_\_\_\_

Is there a specific evening or other period of time you would be unavailable to attend meetings?

Y  N

If so, please indicate: \_\_\_\_\_

Do you anticipate having to refrain from participating in discussions or voting on any particular matter(s) that may come before said Committee, Commission or Board because of a conflict of interest?

Y  N

If so, please explain: \_\_\_\_\_

Please be advised that appointment to the Zoning Board of Review, the Planning Commission, and several other Boards require time during the regular work day to review plans and conduct site inspections. Do you understand the time requirements necessary to serve and are you able to make that commitment?

Y  N

Applications are kept on file for one (1) year from the date of receipt. Would you like your application to be kept on file for future consideration?

Y  N

PLEASE BE SURE TO ATTACH A RESUME

Phil Duby

Signature

9/27/2023

Date

Please be advised that you will need to go before the Town Council for an interview.

Interview scheduled for: 10/16/23 at 5:00 PM.

Please return to: **Town Clerk's Office** 93 Narragansett Avenue, Jamestown, RI 02835  
Email: [rfaqan@jamestownri.net](mailto:rfaqan@jamestownri.net) or [dgamon@jamestownri.net](mailto:dgamon@jamestownri.net) or Fax # (401) 423-7230

9/27/2023

Dear Roberta,

Thank you for sending me the application. Since I moved here in 1982, I have been in love with Jamestown. My wife and I raised 4 children here and we are all committed to maintain Jamestown beauty. After traveling for many years for work, I am now committed to giving back to Jamestown.

I have been boating and fishing on the coast and waters since I first stepped on the island. This is my time to give back. I am very interested in the Harbor commission, and you can see from present volunteer positions, the waterfront is very important to me.

Thank you for your consideration,

Karl Seelig

██████████

████████████████████

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>UNIT #</u>
		G-34
✓ Alexander	Judith	C-10
Amaral	Russell	C-15
✓ Anderson	Jim	C-14
✓ Baugh III	Sam	G-29
Boss	Judith	G-31
Courtney	Bernie	A-1
Csisar	Barbara	G-30
✓ Dell, Doreen	Doreen	D-20
Diccecco, Jr.	David	C-11
Donabedian	Lynn	C-12
✓ Fisher	Kathleen	D-18
Ford	Kim	F-25
Gills	Keith	E-21
Gray	Janet	F-26
Horan	Robert	A-3
✓ Koehler	Joanne	D-19
Madison	William	G-32
✓ Mahoney	Vicky	A-4
Martino	Thomas	B-6
Marzano	Raymond	G-35
✓ McCarter	Bruce	D-17
McDonald	Kathleen	B-5
McGrath	Diona	E-22
McNamee	Joanne	A-2
✓ McPhillips	John	C-9
Meli	Frederick	E-23
✓ Mulligan	Elizabeth	G-33
Nelson	Kenneth	C-13
✓ Precious <del>HH</del> <del>HH</del> <del>HH</del> <del>HH</del>	Gerald	F-27
		F-28
Santos	Georgina	B-7

Attest: Roberta J Fagan 11/16/2023

Russell McSweeney 11/16/2023 RE LEAGUE OF WOMEN VOTERS,  
HERBERT COUNTY



October 20, 2023

Ms. Roberta J. Fagan, Town Clerk  
Town Hall  
93 Narragansett Ave.  
Jamestown, RI 02835

Dear Ms. Fagan:

I recently received the letter informing me that my current term on the Juvenile Hearing Board will be expiring soon. However, I am writing this letter to ask that you consider to reappoint me due to my professional experience and my time helping to develop this Hearing Board.

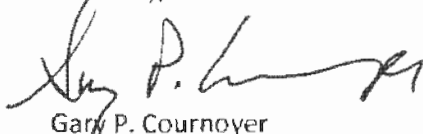
I feel that with my previous work as a social worker at the Rhode Island Training School; my previous work as an administrator at Newport Mental Health overseeing all child and family clients; my current private practice in Newport working with children and families; and my having actively worked to have our town develop this Board and my assistance in helping to draft the policies and procedures we currently utilize, I hope that I will be considered for reappointment to this Board.

I feel that the JHB is one of the most important committees in our town. I know we have helped re-direct the lives of many of the young people who have come before us. I also have been told that we have helped the Jamestown Police Department in their involvement with these youth. This all has been especially important to me and I hope to continue.

If you would like to discuss this matter further, please feel free to contact me at your convenience.

Thank you for your time and consideration.

Sincerely,



Gary P. Cournoyer

[REDACTED]

Jamestown, RI 02835

[REDACTED]

cc: Jamestown Town Council

Hi Denise,

I received your letter dated 10/4/23 about staying on the juvenile hearing board. It would be my pleasure to continue on this board. If you need a signed letter indicating as such I can drop one off at the Town Clerk's Office. I believe my academic expertise as the Director of Rhode Island College's Justice Studies Program is relevant to this board, as is my research and experience. In 2020, attached below, is my view on why juvenile hearing boards and diversion programs are important to communities.

Best wishes,

Jill Harrison

██████████t.

Jamestown, RI 02835

Jill Harrison, Ph.D.

Justice Studies Program Director

Department of Sociology

Gaige Hall

Rhode Island College

600 Mt. Pleasant Avenue

Providence, RI 02908

Zoom Link: <https://ri-college.zoom.us/my/jhharrison>

11/1/23

RECEIVED  
NOV 01 2023 01:30 PM  
Roberto J. Fozar  
TOWN OF JAMESTOWN 10011

Barbara Szepatowski

[REDACTED]

Jamestown, RI 02835

To whom It may concern,

I wish to remain on the "Juvenile Hearing Board" as a full time/permanent member and not as an alternate.

Thank you for your consideration.

*Barbara Szepatowski*

Barbara A. Szepatowski

2023/03/17  
9:01 AM  
Subject: [redacted]  
[redacted]

Robert P. Flath  
[redacted]  
Jamestown, RI 02835

Roberta Fagan  
Town Clerk Office  
Town Hall  
93 Narragansett Ave  
Jamestown, RI 02835-1199

Dear Ms. Fagan,

It is with mixed feelings that I choose not to reapply to the **Library Board** at the end of my term. I had spent a number of years serving on the **Building Committee** during the design phase and then rolled into my position on the Board to assist in the construction phase.

Now that that phase is coming to a close, I would prefer not continue serving on the Board as there are other endeavors I would like to pursue.

I am grateful for having had the opportunity to serve on this Board and offer my best wishes for its continued success.

Sincerely,

**Robert Flath**  
Secretary

## Roberta Fagan

---

**From:** Devi Ross [REDACTED]  
**Sent:** Friday, October 6, 2023 11:40 AM  
**To:** Roberta Fagan  
**Cc:** Eugene Mihaly; Lisa Sheley  
**Subject:** Library Board of Trustees

**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.

Dear Roberta and Town Council Members,

I received a letter this week notifying me that my term as a Trustee on the Library Board will be coming to an end in December 2023. I am writing to let you know I would like to be considered for a second term.

Currently, I am helping Lisa Sheley with interior design and decor choices for the Library. I would like the opportunity to see the project through until it is completed. I estimate this will take the better part of a year as we move back into the library building and make changes and adjustments to fit the requirements of the new layout.

Lastly, I have truly enjoyed serving the last three years and feel I have a good working relationship with my fellow trustees and the library staff. I look forward to the opportunity to continue serving in this role.

Thanks for your consideration,  
Devi Ross

[REDACTED] Jamestown RI

RECEIVED:  
OCT 10 2023 12:18 PM  
Roberta J. Fagan  
TOWN OF JAMESTOWN Town Clerk

Oct.6 2023

Christopher Walsh

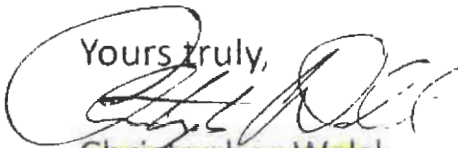
[REDACTED]  
Jamestown, RI 02835

Roberta Fagan  
Town Clerk  
Town of Jamestown

Dear Ms. Fagan,

I have been asked by the leadership of the **Library Board of Trustees** to inquire if it might be possible that my appointment to the Board be extended for a year until 12/31/2024. The reason for the request is that I might continue to assist the Board in the business of the current renovation/addition of the library. I appreciate any time you can devote to this and I certainly will respect any decision of the Town Council on this request. Thanks.

Yours truly,

  
**Christopher Walsh**



# Town of Jamestown

## Public Service Appointment Application

Committee, Commission or Board applying for: (MAY APPLY FOR MORE THAN ONE)\*\*

Library

Name: Holly M. Turton

Address: [REDACTED]

City: Jamestown RI Zip Code: 02835

Home Phone #: 4 [REDACTED] 0405 Business Phone #:                     

Are you a registered voter in the town of Jamestown:  Y  N

May we contact you at work:  Y  N

Occupation: retired E-mail address: [REDACTED]

Is your request for reappointment?  Y  N

If yes, how long have you served on the Committee, Commission or Board?                     

Have you attended meetings of a Committee, Commission or Board in the past?  Y  N

If yes, which one: Harbor Commission

Is there a specific evening or other period of time you would be unavailable to attend meetings?  Y  N

If so, please indicate:                     

Do you anticipate having to refrain from participating in discussions or voting on any particular matter(s) that may come before said Committee, Commission or Board because of a conflict of interest?  Y  N

If so, please explain:                     

Please be advised that appointment to the Zoning Board of Review, the Planning Commission, and several other Boards require time during the regular work day to review plans and conduct site inspections. Do you understand the time requirements necessary to serve and are you able to make that commitment?  Y  N

Applications are kept on file for one (1) year from the date of receipt. Would you like your application to be kept on file for future consideration?  Y  N

**PLEASE BE SURE TO ATTACH A RESUME**

Holly M. Turton  
Signature

November 17, 2023  
Date

Please be advised that you will need to go before the Town Council for an interview.

Interview scheduled for:                      at                     

RECEIVED  
NOV 17 2023 12:03 PM  
TOWN OF JAMESTOWN  
TOWN CLERK

Please return to: **Town Clerk's Office** 93 Narragansett Avenue, Jamestown, RI 02835  
Email: [rfagan@jamestownri.net](mailto:rfagan@jamestownri.net) or [dqamon@jamestownri.net](mailto:dqamon@jamestownri.net) or Fax # (401) 423-7230

October <sup>10</sup>~~19~~, 2023

RECEIVED:  
OCT 10 2023 11:44 AM  
Robert J. Fusco  
TOWN OF JAMESTOWN Town Clk

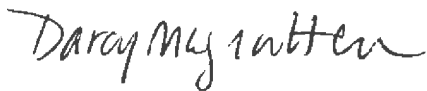
Town of Jamestown  
Town Clerk's Office  
93 Narragansett Ave  
Jamestown, RI 02835

Re: Jamestown Tree Preservation and Protection Committee

Hi Denise,

I love being on the Tree Committee!  
Please consider this my letter of interest for another term

Many thanks,



Darcy Magratten



October 18, [REDACTED]  
[REDACTED]  
Jamestown, RI 02835

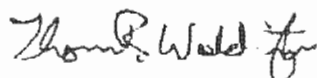
Town of Jamestown  
Town Hall, Town Clerk's Office  
93 Narragansett Avenue  
Jamestown, RI 02835-1199

Dear Ms. Gannon -

In response to your letter from 10/4/2023 regarding the completion of my term on the Tree Preservation and Protection Committee, I would like to express my interest in reappointment to that Committee. My term has been a short one, but I have enjoyed participating in the regular activities of the Committee. I missed the 09/2023 monthly meeting due to work travel, but have attended all of the other monthly meetings (and sporadic field trips).

Let me know if you need any additional information from me.

Thanks -



Thomas R. Waddington

October 4, 2023

Roberta Fagan  
Town Clerk  
Jamestown Town Council  
93 Narraganset Avenue  
Jamestown, Rhode Island 02835

Roberta,

I was appointed by the Jamestown Town Council, to the Jamestown Zoning Board of Review, 3rd alternate on or about January 1, 2014. I was reappointed as an alternate in the years 2015, 2016. On January 2, 2017, I was reappointed as a full member. On January 2, 2019, I was reappointed as a full member. My term expires on December 31, 2023. I am interested in being reappointed to the Board for an additional term, as a full member position.

If you have any questions, please feel free to contact me.

Sincerely,



Terence Livingston,  
[REDACTED]  
Jamestown, Rhode Island 02835  
[REDACTED]

October 2, 2023

Roberta Fagan  
Town Clerk  
Town of Jamestown  
93 Narragansett Avenue  
Jamestown, RI. 02835

RE: Jamestown Zoning Board of Review

Dear Ms. Fagan:

It appears the current term of my zoning board appointment expires on 12/31/23. I would like to be considered for reappointment to the board. If you have any questions, please do not hesitate to contact me.

Sincerely,



Robert J. Maccini

[REDACTED]  
Jamestown, RI 02835  
[REDACTED]

**John E. Shekarchi, Esquire**

---

51 Jefferson Blvd, 4<sup>th</sup> Floor, Warwick, RI 02888  
Phone 401-722-3600 ~ Fax 401-287-8575

October 6, 2023

Town of Jamestown  
Town Clerk's Office  
Attn. Denise Gamon  
Town Hall, 93 Narragansett Avenue  
Jamestown, RI 02835-1199

Re: Jamestown Zoning Board of Review

Dear Town Council,

I have enjoyed my time on the zoning board of Review and would like to be considered for reappointment.

Thank you for your consideration.

Yours truly,



John Shekarchi, Esquire

## Roberta Fagan

---

**From:** Sisson, James [REDACTED]  
**nt:** Monday, October 2, 2023 9:26 AM  
**To:** Denise Gamon; Roberta Fagan  
**Subject:** ZBA

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

Good morning:

It is my intention to extend my service on the **Jamestown Zoning Board of Appeals**.

I hope this email finds you well and that it suffices for my commitment to continue service.

Please let me know if you have any questions or concerns.

Thank you, as always.

Jay Sisson

[REDACTED]  
Jamestown RI 02835

--

**James Sisson** | Senior Construction Manager  
own Planning Design & Construction

**BOARD OF CANVASSERS  
JAMESTOWN, RHODE ISLAND  
September 1, 2023**

An advertised meeting of the Board of Canvassers was called to order at 9:42 AM by Carol Nelson-Lee at 93 Narragansett Ave. The following member was present.

Hugh Murphy – Member  
Ken Newman - Member

Absent: Kitty Wineberg - Alternate

Also present was: Keith Ford, Clerk to the Board of Canvassers  
Interim Chief Angela Deneault  
IT Consultant Michael Glier

**NEW BUSINESS**

Ms. Nelson-Lee opened with the Review, Discussion, and/or Action and/or Vote concerning the police presence at the polling location. Ms. Nelson-Lee commented that the Board of Canvassers has discretion over the area within 50ft of the polling location. Mr. Newman commented that he understands the issues with school security. The school department has to worry about the children and faculty, the Board must worry about voters. Police should be in the area as a deterrent but not always posted. Interim Chief Deneault commented that many of the people in attendance have the feeling of safety while an officer is around. A discussion ensued. Mr. Newman made a motion to have officers periodically, ever two hours for 5 minutes, also be present in the morning for the student arrivals and in the afternoon for dismissals with a second by Ms. Nelson-Lee. Vote: Ms. Nelson-Lee, Aye; Mr. Newman; Aye; and Mr. Murphy, Nay. Vote Passed

Ms. Nelson-Lee opened the discussion with Mr. Glier, the Town's IT Consultant, regarding the livestream and audio recording. She commented on the need of the livestream for government transparency. Mr. Glier had advised that this was not a requirement but a courtesy of the Town to livestream. Mr. Newman commented that the Board wants transparency and made a point that the board has never gone into executive session in any of their prior meetings. Mr. Murphy commented he did not think that this livestreaming was necessary as it's an open meeting people can attend and in the past was not well attended. A discussion ensued. Mr. Newman made a motion to request that every Board of Canvassers meeting be livestream and video/audio recorded with a second by Ms. Nelson-Lee. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Nay. Vote passed.

Ms. Nelson-Lee opened the discussion of minutes from August 11, 2023. Mr. Newman made a motion to accept the minutes with a second by Ms. Nelson-Lee. Vote, Ms. Nelson-Lee, Aye; and Mr. Newman, Aye. Mr. Murphy abstained. Vote Passed. Ms. Nelson-Lee opened the discussion of the minutes from August 15, 2023. Mr. Newman made a motion to accept the minutes with a second by Ms. Nelson-Lee. Voted: Ms. Nelson-Lee, Aye; Mr. Newman Aye's; and Mr. Murphy abstained. Vote Passed. Ms. Nelson-Lee

opened the discussion of the minutes from August 17, 2023. Mr. Murphy made a motion to accept the minutes with a second by Ms. Nelson-Lee. Voted: Ms. Nelson-Lee, Aye; and Mr. Murphy, Aye; Mr. Newman abstained.

Ms. Nelson-Lee started the discussion of the Congressional District 1 Primary (CD1) on September 5, 2023. Mr. Ford commented that students will be being dropped off by buses on Watson Ave, Walkers will be entering the school by Watson Ave as well, and parent drop-off will be happening at both the front of the school and Watson Ave. The schedule for the CD1 Primary will be 1 clerk, 1 moderator, 4 supervisors, all 4 Board members and Fred Pease. Mr. Ford will be posting signs at the Recreation Center to redirect voters to the correct location. Don Carlson withdrawal signs will be posted at the polling place, check-in tables and privacy booths. Equipment has already been delivered to the school and is secured. New regulation requires that a mail ballot receptacle be placed on a table with 10ft of the supervisor table and must be monitored.

Ms. Nelson-Lee moved to the next agenda item which was the review, discussion and/or action and/or vote for the certification of emergency mail ballot applications. All board members present signed the emergency mail ballot certification sheets.

Mr. Newman made a motion to adjourn with a second by Mr. Newman. Voted: Ms. Nelson-Lee, Aye; and Mr. Murphy, Aye; Mr. Newman, Aye. Meeting was adjourned at 10:36 AM.

Attest:



Keith Ford  
Clerk to the Board of Canvassers

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

**BOARD OF CANVASSERS  
JAMESTOWN, RHODE ISLAND  
September 5, 2023**

An advertised meeting of the Board of Canvassers was called to order at 7:00 AM by Carol Nelson-Lee at 93 Narragansett Ave. The following member was present.

Ken Newman - Member  
Hugh Murphy – Member  
Kitty Wineberg - Member

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

Board of Canvassers in session for the Congressional District 1 Special Primary to oversee and monitor operations of the electoral process.

No meeting minutes were taken during this time.

Mr. Newman made a motion to adjourn with a second by Ms. Nelson-Lee. Voted: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; Mr. Murphy, Aye; Ms. Wineberg, Aye.

Vote Passed unanimously. Meeting was adjourned at 9:00 PM.

Attest:



Keith Ford  
Clerk to the Board of Canvassers

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



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

An advertised meeting of the Board of Canvassers was called to order at 9:40 PM by Carol Nelson-Lee at 93 Narragansett Ave. The following member(s) was present.

Ken Newman - Member

Absent: Hugh Murphy – Member  
Kitty Wineberg - Alternate

Also present was: Rob Rock, Department of State – Deputy Secretary of State  
Keith Ford, Deputy Town Clerk / Clerk to the Board of Canvassers  
Roberta Fagan, Town Clerk

**NEW BUSINESS**

Ms. Nelson-Lee opened with the request of a motion to move agenda item 'E' to the front. Mr. Newman made the motion to move the agenda item up to the top with a second by Ms. Nelson-Lee. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye. Vote Passed Unanimously.

Ms. Nelson-Lee opened the discussion of the correspondence received from Mr. Rock and the concepts of additions and changes to trainings and nomination papers. Mr. Rock commented that the Secretary of State's Office (SOS) has been working on a training and certification program for Local Election Officials. Mr. Rock presented the draft document to the Board and advised that this draft was given to the Board of Elections yesterday for review. They have identified a number of training modules that they think will be really helpful for the local Boards to make them Certified Election Officials. A discussion ensued regarding the training and certifications. Ms. Nelson-Lee commented on the Boards interest in timelines for nominations papers and changing those. Mr. Rock commented that this is something their legislative committee is working on now for the next legislation session. Such as moving the Primary back a week, allowing for more time to review and adjudicate issues the Board of Elections may have. They have also added legislation to allow for unaffiliated voters in primaries to automatically stay unaffiliated. A discussion ensued. Ms. Nelson-Lee commented that candidates may need more information on running for office. Mr. Rock advised that the SOS currently gives out information and has seminars to all candidates with regards to the requirement of getting on the ballot and has a frequently asked question regarding that. They do not explain how to run a campaign as that would be a fine line as they cannot give advice on how to run a campaign. A discussion ensued. Mr. Newman commented that many of the issues candidates of this elections had not had a full grasp of what was needed for the nomination papers and where they were to be returned to. In addition, were the impediments some candidates faced of harassment and no process within the Board of Elections to address these issues and the recourse to them. Mr. Rock commented that the biggest thing for 2024 election is voter education, securing voting by mail and early voting as well as getting voters/candidates knowledgeable on the process. Ms. Nelson-Lee moved the discussion to what is required of the Board to create a subcommittee. Mr. Ford commented that the SOS

advised him that the Board could do an ad hoc committee with one Board member and two to five committee members. This committee would have to have a charge and be approved by the Town Council, the Town Clerks Office would have to advertise and the Town Council interview candidates, then ultimately appoint members to the committees. The committee will also have to abide by the Open Meetings Act (OMA) by having agendas', meeting minutes ad be open to the public. Mr. Ford commented t will take over a month to get full approval and membership. Ms. Fagan commented they will advertise for the membership twice. With all considered it could be on the agenda for the end of October or beginning of November. Ms. Nelson-Lee made the motion that the Board requests of the Town Council to advertise for letters of interest for the soon to be created committee and that Mr. Ford will create a charge for the committee, motion seconded by Mr. Newman. Vote, Ms. Nelson-Lee, Aye; and Mr. Newman, Aye. Vote Passed unanimously.

Ms. Nelson-Lee opened the discussion with Roberta Fagan, Town Clerk, regarding OMA and Roberts Rules. Ms. Fagan commented that every year the Attorney General's Office (AG) has a seminar which covers a lot of case law that have gone in front of the AG for OMA violations and other topics. Ms. Fagan covered when OMA applies and what is needed notification wise. Ms. Fagan commented that one topic they were interested in was if a member could vote for meeting minutes even though they may not have been at the meeting. This is okay to do as the member, who may have been absent, is making the motion or second you are voting on the veracity of the secretary, the actions of your colleagues and the correctness of the meeting minutes. Ms. Fagan also discussed members being in person attendance, and for the ability for a public body may livestream and may offer remote participation. But this is not mandatory. The Town does offer livestream as requested but they do not allow for remote participation. Ms. Fagan brought up the discussion of wording on agenda's when voting and making an action must have certain wording to make sure that the Board is in compliance with OMA. No vote was taken at this time.

Ms. Nelson-Lee opened the discussion of minutes from September 1, 2023. Mr. Newman made a motion to accept the minutes with a second by Ms. Nelson-Lee/ Vote, Ms. Nelson-Lee, Aye; and Mr. Newman, Aye. Vote Passed unanimously.

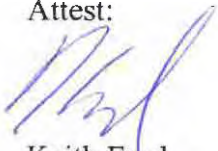
Ms. Nelson-Lee opened the discussion of the review of Congressional District 1 Primary (CD1) on September 5, 2023. Mr. Ford commented we had 581 early voters, 519 Primary day voters and 56 mail ballots received which is almost 25% of the registered voters and the largest turnout in the state. Ms. Nelson-Lee commented it was an uneventful day, which she is pleased with. Mr. Newman commented that it did go very well. The physical setup was great, the police presence was nice every two hours. A discussion ensued. No vote was taken at this time.

Ms. Nelson-Lee moved to the next agenda item which was the review, discussion and/or action and/or vote on updates to the CD1 Special Election. Mr. Ford gave a synopsis of the upcoming CD1 Special Election on November 7, 2023. The deadline to register to vote is Sunday, October 8, 2023 the Town Hall will be open from 1:00 PM to 4:00 PM. The Final Canvass and regular mail in ballot applications deadline are both October 17, 2023. Early Voting and Emergency Mail Ballots start on October 18, 2023. Deadline to certify mail ballots is on October 30, 2023. The Special Election is on November 7, 2023. There is a poll worker training session; Supervisors on October 17, 2023 via Zoom; Moderators on October 24, 2023 at 5:00 PM; and Clerks on October 24, 2023 at 6:30 PM. Ms. Nelson-Lee requested Mr. Ford contact Anne Deffley regarding the catering. No vote was taken at this time.

Ms. Nelson-Lee opened the next agenda item which is the review, discussion and/or action and/or vote on changing the polling location from the Lawn Ave School to the Recreation Center for the November 7, 2023 CD1 Special Election. The school department requested that we host the election at the Recreation Center as their school schedule has been set prior to the Special Election being schedule. With that the school will be in session as to not cause a conflict the Board will vote to move locations. A discussion ensued. Mr. Newman made a motion to move the polling place to the recreation center with a second by Ms. Nelson-Lee. Vote: Ms. Nelson-Lee, Aye; and Mr. Newman, Aye. Vote Passed unanimously.

Mr. Newman made a motion to adjourn with a second by Ms. Nelson-Lee. Voted: Ms. Nelson-Lee, Aye; and Mr. Newman, Aye. Vote Passed unanimously. Meeting was adjourned at 10:43 AM.

Attest:



Keith Ford

Clerk to the Board of Canvassers

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

**BOARD OF CANVASSERS  
JAMESTOWN, RHODE ISLAND  
October 17, 2023**

An advertised meeting of the Board of Canvassers was called to order at 2:40 PM by Carol Nelson-Lee at 93 Narragansett Ave. The following member(s) was present.

Hugh Murphy – Member  
Kitty Wineberg – Alternate

Absent: Ken Newman - Member

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

**NEW BUSINESS**

Ms. Nelson-Lee opened with the approval of minutes from September 5, 2023 and September 15, 2023. All members reviewed the minutes. Mr. Murphy made a motion to approve the September 5, 2023 and September 15, 2023 minutes with a second by Ms. Wineberg. Vote: Ms. Nelson-Lee, Aye; Mr. Murphy, Aye; and Ms. Wineberg, Aye. Vote Passed unanimously.

Ms. Nelson-Lee opened the review and discussion of the mail ballot certification. Ms. Wineberg made a motion to move this agenda item to between agenda item 'F' and 'G', with a second by Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Murphy, Aye; and Ms. Wineberg, Aye. Vote Passed unanimously.

Ms. Nelson-Lee opened the discussion on the Board of Canvassers subcommittee, the Elections Training and Advisory Committee. She commented on what the subcommittee will be tasked with doing and wished to continue the discussion to another meeting at which Mr. Newman is in attendance as he was willing to be a member of the committee. This will be revisited at a later meeting.

Ms. Nelson-Lee opened the discussion concerning supporting Rob Rock with the Secretary of States Office and their training program. Ms. Nelson-Lee commented on the different trainings in the program as well as with the completion of the program making Certified Local Election Official certification. Ms. Wineberg made a motion to support the Secretary of States Office in this training program with a second by Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Murphy, Aye; and Ms. Wineberg, Aye. Vote Passed unanimously.

Ms. Nelson-Lee opened the next agenda of the relocation of the Polling Place being moved from the Lawn Ave School to the Recreation Center as to not interfere with students, staff and the school day. No Vote taken at this time, information only.

Ms. Nelson-Lee opened the discussion of the updates to the Congressional District 1 Special Election on November 7, 2023. Mr. Ford commented that the schedule for Early Voting and November 7<sup>th</sup> are set. Equipment for Early Voting is delivered and ready to go for the start of early voting. Ray Defalco was

advised of the approval of the polling place change. Mr. Ford will be talking with the Jamestown Fire Department about borrowing a couple wheelchairs for November 7<sup>th</sup> as well as the Jamestown Police about borrowing a handicap sign to make an additional temporary spot at the Recreation Center. Mr. Ford also commented he is working with Anne Deffley again for the catered lunch and dinner on election day. Mr. Ford also commented that Jennifer Thran was appointed by the Town Council on October 16 as the republican alternate for the Board of Canvassers. She will now need to be sworn in at the Town Clerks Office at her convenience. Information only, no vote taken.

Ms. Nelson-Lee opened the review, discussion and action of the mail ballots received for the election. All applications were signed by the members that were present.

Ms. Nelson-Lee opened the review, discussion and action of the Final Canvass and correction of the voting list for the November 7, 2023 CD1 Special Election. All member present canvassed the list. Mr. Murphy made the motion to accept the Final Canvass and corrected voter list with a second by Ms. Wineberg. Vote: Ms. Nelson-Lee, Aye; Mr. Murphy, Aye; and Ms. Wineberg, Aye. Vote Passed unanimously.

Mr. Murphy made a motion to adjourn with a second by Ms. Wineberg. Voted: Ms. Nelson-Lee, Aye; Mr. Murphy, Aye; Ms. Wineberg. Vote Passed unanimously. Meeting was adjourned at 5:08 PM.

Attest:



Keith Ford  
Clerk to the Board of Canvassers

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

**BOARD OF CANVASSERS  
JAMESTOWN, RHODE ISLAND  
November 1, 2023**

An advertised meeting of the Board of Canvassers was called to order at 12:42 PM by Carol Nelson-Lee at 93 Narragansett Ave. The following member(s) was present.

Hugh Murphy – Member  
Ken Newman – Member

Absent: Kitty Wineberg – Alternate

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

**OLD BUSINESS**

Ms. Nelson-Lee opened the discussion on the Board of Canvassers subcommittee, the Elections Training and Advisory Committee. Ms. Nelson-Lee commented that in the Board meeting packet there is two different charges for the subcommittee created by Mr. Ford. Mr. Newman commented that this is to aid the Board of Elections and the Secretary of States' Office in best practices in elections and how to train the poll workers and election workers. The two charges are different versions but similar with the last paragraph in each charge is how the committee is comprised. Ms. Nelson-Lee commented regarding the composition in each charge being different. One has a Town Council Member on it one does not. She commented the committee must have an odd number. Mr. Newman asked Mr. Ford if he knew if any Town Council Member would be interested in being on the Board. Mr. Ford stated he was not sure at this time. Mr. Newman brought up whether the Town Council member would be a voting member or Ex-Officio member. The Town Council may like the idea of Ex-Officio as many of the Town Council members are on Boards and committees and may be more inclined if they were not a voting member. Ms. Nelson-Lee brought up the fact that this board must have an odd number. Mr. Newman commented about merging the two documents into one. The first 4 paragraphs in one document and the 5<sup>th</sup> paragraph into one. Mr. Newman made a motion to merge the documents as stated and accept the draft for the committee with a second from Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Murphy, Aye; and Mr. Newman, Aye. Vote Passed unanimously.

**NEW BUSINESS**

Ms. Nelson-Lee opened with the approval of minutes from October 17, 2023. All members reviewed the minutes. Mr. Murphy made a motion to approve the October 17, 2023 with a second by Mr. Newman. Discussion on to whether there was any negative push back from the Board of Elections on the polling place change. Mr. Ford commented that there was not, it was a quick approval on their part. Mr. Murphy also questioned whether Ms. Thran has been sworn into her position on the Board. Mr. Ford commented he has been in contact with Ms. Thran who will be in this week. Mr. Newman commented that the wheelchairs discussed in the minutes were a great addition. Mr. Ford commented the Jamestown Fire Department will be loaning us two wheelchairs for the Special Election. Vote: Ms. Nelson-Lee, Aye; Mr. Murphy, Aye; and Mr. Newman, Aye. Vote Passed unanimously.

Ms. Nelson-Lee opened the review and action of the emergency mail ballot certification received for the election. All applications were signed by the members that were present.

Ms. Nelson-Lee opened the discussion of the updates to the Congressional District 1 Special Election on November 7, 2023. Mr. Ford commented that the equipment for the CD1 will be delivered on November 2. Ray Defalco was advised and will be there to secure them. Mr. Ford also commented that due to activities at the Recreation Center we are unable to setup from night before. We must setup everything in the morning. Mr. Ford commented he has talked with the Jamestown Fire Department about borrowing a couple wheelchairs and they will loan us a couple and will deliver them the day of. Mr. Newman commented it was great to have wheelchairs and many people had used them. Mr. Ford also advised he spoke with the Jamestown Police Department about a handicap sign to make an additional temporary spot at the Recreation Center, the sign previously used may still be at the school in storage. If not, one will be created. Mr. Ford commented regarding the best practices for this upcoming election. One point was during a primary we cannot advise people to disaffiliate or remind them, you can direct them where and how to disaffiliate. The Board should suggest to candidates/campaigns to not stand on the sidewalks. There should be not political clothing, accessories, hats, shirts or buttons by poll workers or Board members. Refrain from any comments towards candidates or issues. Catered meals/refreshments are for poll workers, Board members, or other town staff not for candidates, campaigns or poll watchers. Conversations in any fashion shall be in a professional manner and no beverages on tables.

Mr. Newman made a motion to adjourn with a second by Mr. Murphy. Voted: Ms. Nelson-Lee, Aye; Mr. Murphy, Aye; Ms. Wineberg. Vote Passed unanimously. Meeting was adjourned at 1:07 PM.

Attest:



Keith Ford  
Clerk to the Board of Canvassers

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

**Jamestown Conservation Commission 2022-23 Meetings-Attendance**

February 8, 2022

In attendance: Joyce Antoniello, Susan Shim Gorelick, Leo Orsi, Barbara Lundy, George Souza, Robert Shein, Anne Kuhn-Hines

March 8, 2022

In attendance: Joyce Antoniello, Susan Shim Gorelick, Leo Orsi, Barbara Lundy, George Souza, Robert Shein, Anne Kuhn-Hines

April 12, 2022

In attendance: Joyce Antoniello, Susan Shim Gorelick, Leo Orsi, Barbara Lundy, George Souza, Robert Shein, Anne Kuhn-Hines

May 10, 2022

In attendance: Joyce Antoniello, Susan Shim Gorelick, Leo Orsi, Barbara Lundy, George Souza, Anne Kuhn-Hines

Absent: Robert Shein

June 14, 2022

In attendance: Joyce Antoniello, Susan Shim Gorelick, Leo Orsi, Barbara Lundy, George Souza, Anne Kuhn-Hines

Absent: Robert Shein

September 13, 2022

In attendance: Joyce Antoniello, Susan Shim Gorelick, Barbara Lundy, Robert Shein, George Souza, Anne Kuhn-Hines

Absent: Leo Orsi

November 8, 2022

In attendance: Joyce Antoniello, Susan Shim Gorelick, Leo Orsi, Barbara Lundy, George Souza, Robert Shein, Anne Kuhn-Hines

December 13, 2022

In attendance: Joyce Antoniello, Susan Shim Gorelick, Barbara Lundy, George Souza, Anne Kuhn-Hines

Absent: Robert Shein, Leo Orsi

February 21, 2023

In attendance: Joyce Antoniello, Robert Laman, Barbara Lundy, Leo Orsi, Anne Kuhn-Hines

Absent: Susan Shim Gorelick, Robert Shein

March 14, 2023

In attendance: Susan Shim Gorelick, Robert Laman, Barbara Lundy, Leo Orsi, Anne Kuhn-Hines

Absent: Joyce Antoniello, Robert Shein

-continued-



April 11, 2023

In attendance: Joyce Antoniello, Susan Shim Gorelick, Robert Laman, Barbara Lundy, Anne Kuhn-Hines

Absent: Leo Orsi, Robert Shein

May 9, 2023

In attendance: Joyce Antoniello, Susan Shim Gorelick, Robert Laman, Barbara Lundy, Anne Kuhn-Hines

Absent: Leo Orsi, Robert Shein

June 13, 2023

In attendance: Susan Shim Gorelick, Robert Laman, Barbara Lundy, Leo Orsi, Anne Kuhn-Hines

Absent: Joyce Antoniello, Robert Shein

July 11, 2023

In attendance: Susan Shim Gorelick, Robert Laman, Barbara Lundy, Leo Orsi, Anne Kuhn-Hines

Absent: Joyce Antoniello, Robert Shein

September 12, 2023

In attendance: Joyce Antoniello, Susan Shim Gorelick, Robert Laman, Barbara Lundy, Leo Orsi, Anne Kuhn-Hines

Absent: Robert Shein

October 10, 2023

In attendance: Joyce Antoniello, Susan Shim Gorelick, Leo Orsi, Anne Kuhn-Hines

Absent: Robert Laman, Barbara Lundy, Robert Shein

2023 Jamestown Harbor Commission Attendance

Commissioner	1/11	2/8	3/8	4/12	5/10	6/14	7/12*	8/9	9/13	10/11	11/8	12
Wayne Banks, Chair	A	P	P	P	P	P		A	P			
Michael Junge, Vice-Chair	P	P	P	P	P	P		N/A	N/A			
Eric Lexow	P	P	A	P	P	A		P	A			
Dan Wurzbacher	P	P	P	P	P	A		P	A			
Steven Bois	P	P	P	N/A	N/A	N/A		N/A	N/A			
Jessica McCarthy	A	A	P	A	P	P		P	P			
Sue Romano	N/A	P	P	A	P	P		P	P			
Mark Campbell						P		P	P			
Liaisons												
Randall White, Town Council	P	A	P	P	P	A		A	A			
Leo Orsi, Conservation	A	A	N/A	N/A	N/A	N/A		N/A	N/A			
Bob Laman, Conservation			P	P	P	P		P	P			
Administrative												
Chief Mello, Executive Dir.	P	P	P	P	P	N/A		N/A	N/A			
Steve Bois, Executive Dir.	N/A	N/A	N/A	N/A	P	P		P	P			
Joan Rich, Harbor Clerk	P	P	P	P	P	P		P	P			

\*7/12/23 Meeting was cancelled

**TOWN OF JAMESTOWN  
HARBOR COMMISSION WORK SESSION**

Minutes of the October 5, 2023 Work Session of the Jamestown Harbor Commission.

Approved: 11/8/23

A work session of the Jamestown Harbor Commission was held on Thursday, October 5, 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 5:05 p.m.

Present:

Wayne Banks, Chairman  
Jessica McCarthy, Commissioner  
Sue Romano, Commissioner  
Mark Campbell, Commissioner

Absent:

Dan Wurzbacher, Vice-Chairman  
Eric Lexow, Commissioner

Also in Attendance:

Steven Bois, Executive Director  
Joan Rich, Harbor Clerk

**II. Harbor Commission Harbor Management Plan Work Session – Roles and Responsibilities of Harbor Commissioners - Review and Discussion;**

Executive Director Bois has developed a spreadsheet and gave a presentation of the roles and responsibilities of the Harbor Commissioners, and whether the roles and responsibilities had been outlined in the Harbor Management Plan or the Harbor Management Ordinance.

Most of the additions to the roles and responsibilities were documenting what the Harbor Commissioners and the Harbor Office already do. There was discussion over the wording of the Harbor Commission's involvement in the discussion of potential impediments to public access.

**III. Open Forum**

**A. Scheduled Requests to Address**

There were no scheduled requests to address.

**B. Non-Scheduled Requests to Address**

There were no non-scheduled requests to address.

**IV. Adjournment**

A motion to adjourn was made by Commissioner Romano and seconded by Chairman Banks. So voted: 4 aye, 0 nay. The meeting was adjourned at 5:58 p.m.

Attest,

  
Joan Rich, Harbor Clerk

**TOWN OF JAMESTOWN  
HARBOR COMMISSION**

Approved: 11/8/23

A meeting of the Jamestown Harbor Commission (JHC) was held on Wednesday, October 11, 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, Vice-Chairman  
Eric Lexow, Commissioner

Also in Attendance:

Steven Bois, Executive Director  
Joan Rich, Harbor Clerk  
Randy White, Town Council Liaison

**II. Approval of Meeting Minutes – Review, discussion, and/or action and/or vote;**

**A. Wednesday, September 13, 2023**

Commissioner Romano moved to approve the minutes of the meeting of September 13, 2023 and Commissioner McCarthy 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**

Erin Escher of Seaside Drive stated he has an outhaul at Ft. Getty and has been on the wait list for an outhaul at West Ferry for about 15 years. He noticed this year that some of the outhauls

at West Ferry were vacant and was wondering if anything could be done so those on the wait list could use the vacant outhauls. He has also noticed that a few outhauls have dinghies attached to them and didn't think that was an appropriate use of an outhaul.

#### **IV and V. Executive Director and Harbormaster Report – S. Bois**

Executive Director Bois stated that Freedom is out of the water and is being winterized, and the RHIB is still in the water until October 31. Both of the harbormasters have finished for the season. Commissioner Campbell asked about the sale of Freedom and Executive Director Bois stated that two parties are interested in it.

Executive Director Bois stated that the new kayak rack policies were passed by the Town Council, and he has only had a few complaints about the new policies. He is meeting with the budget sub-committee to develop the budget for FY25, which needs to be completed by the end of November. He also hired an independent mooring inspector to conduct an audit of the mooring inspections that were due this year. Approximately 40 moorings were audited on the west side of Jamestown and about 20% had issues with things that the inspectors had reported as being sufficient.

Executive Director Bois also discussed the Harbor Management Plan, the Harbor Ordinance, and the Harbor Guidebook. He has been working on revising and updating them, and they must be approved before being submitted to CRMC. He also talked about the number of commercial moorings, their distribution among the six commercial operators in town, and the fees collected from each; and the number of private moorings on the east and west side of the island, number of riparian/non-riparian, and resident/non-resident moorings. Also included were the various mooring areas around the island and whether or not there was public access to the areas. Commissioner McCarthy questioned who would propose building stairs on the rights of way where access to the water was impeded by a steep slope or other obstacle.

#### **VI. Year-to-Date Financial Report**

The year-to-date financial report was not available.

#### **VII. Sub-Committee Reports**

##### **A. Budget – S. Romano & E. Lexow – Review, discussion, and/or action and/or vote;**

Commissioner Romano stated she would be meeting with Executive Director Bois tomorrow to begin development of the FY25 budget.

##### **B. Facilities – W. Banks & J. McCarthy – Review, discussion, and/or action and/or vote;**

Executive Director Bois stated he was working with Mike Gray of Public Works to update the facilities plan.

**C. Mooring Implementation – D. Wurzbacher & M. Campbell – Review, discussion, and/or action and/or vote;**

Commissioner Campbell had nothing to report.

**D. Gould Island Restoration – W. Banks & M. Campbell – Review, discussion, and/or action and/or vote;**

Executive Director Bois stated that Town Administrator Ed Mello met with Terry Gray of RIDEM, and Terry Gray supports the development of the southern portion of Gould Island, along with a facility for the Shake-A-Leg Foundation, but Mr. Gray did not articulate any plan for such development. Chairman Banks asked if anything had been scheduled with personnel from Prudence Island to see their operation, but Executive Director Bois has not heard from the manager of the DEM facility there.

**VIII. Liaison Reports**

**A. Conservation Commission – B. Laman – Review, discussion, and/or action and/or vote;**

Commissioner Laman was not in attendance.

**B. Town Council – R. White – Review, discussion, and/or action and/or vote;**

Council White had nothing to report other than the Town Council approved the changes to the kayak/paddleboard rack policy.

**IX. Old Business**

**A. Concrete Floating Dock Options – Review, discussion, and/or action and/or vote;**

Executive Director Bois stated that he hired a diver from Fathom Resources to inspect the underside of the concrete dock that is available from the New York Yacht Club. It turns out the dock was built in 1988 and there were plans to refurbish the dock in 2020, but there is no evidence those plans were completed. He presented plans for options to use the dock in various ways in East Ferry and West Ferry. Bill Munger of Conanicut Marine Services had some comments about the construction of the NYYC dock, explaining the difference between the NYYC dock, which is meant to be used in calm water within a sheltered harbor or boat basin, and a wave attenuator, which is used as a breakwater to stop wave action. Commissioner McCarthy asked why the yacht club is getting rid of the dock, and Commissioner Bois stated that they are reconfiguring their waterfront operations. There was some discussion. Commissioner Campbell suggested using pieces of the dock at Ft. Getty as a touch and go dock for people launching their boats from that ramp.

**B. Roles and Responsibilities of Harbor Commission Members – Review, discussion, and/or action and/or vote;**

Executive Director Bois stated he is finalizing the roles and responsibilities of the harbor commission members. He is also defining the roles and responsibilities of the Executive Director, the Harbormaster(s) and the Harbor Clerk. Commissioner Campbell pointed out the document also refers to a Harbor Administrator and asked who that would be. Executive Director Bois stated that the Harbor Administrator is the Harbor Clerk and that the terms are used interchangeably. Commissioners Campbell and Romano both suggested dropping the “Administrator” and only referring to the Harbor Clerk. Executive Director Bois stated he would like to vote on the roles and responsibilities in November.

**C. One Year Lease of Approved Grace Period Moorings to Wait List Applicants – Review, discussion, and/or action and/or vote;**

Executive Director Bois stated that his proposal would allow the transfer of the use of a mooring or outhaul, that has been approved for a one-year grace period, to a person on the wait list. The mooring tackle or outhaul equipment would be transferred to the wait list person and it would be a private transaction between the two parties. The proposal would disallow the previous practice of allowing a transfer of the mooring to whomever the permittee chose. There was some discussion. Chairman Banks moved to accept the proposal of transferring the use of a mooring that has been granted a grace period to someone on the wait list, and Commissioner Campbell seconded. So voted: 4 aye, 0 nay.

**X. Correspondence**

There was no correspondence.

**XI. New Business**

**A. Appeals of Grace Period Denials – Review, discussion, and/or action and/or vote;**

**1. Ethan Brown**

Executive Director Bois stated that he denied Mr. Brown’s request for a grace period because it was received at the end of the season, and that a note in his Online Mooring account indicated he had been granted a grace period two years previously, although he could not verify that information. Mr. Brown stated that he did have his boat on his mooring two years ago and the note was incorrect. He also stated that he was intending on launching his boat this season but he discovered damage to his rudder, and had a difficult time finding someone to repair the damage. Mr. Brown contacted the Harbor Office in August because he did not think his boat would get launched this year and asked what his options were. There was some discussion. Commissioner McCarthy moved to grant Mr. Brown’s appeal and Chairman Banks seconded. So voted: 4 aye, 0 nay.



## **2. Jan/Roland Cavanagh**

Executive Director Bois stated that he denied the Cavanagh's request for a grace period because again, it was received at the end of the season. Roland Cavanagh stated that at the end of 2022 he took his boat down to Atlantic Yacht Basin in Norfolk, VA, and was unable to bring it back north until Labor Day weekend this year, when he discovered the engine needed a new heat exchanger, and had to turn around. Mr. Cavanagh submitted copies of invoices for the engine work and stated he applied for a grace period right after he got back from Virginia. There was some discussion. Chairman Banks moved to grant Mr. Cavanagh's appeal and Commissioner McCarthy seconded. There was some discussion. So voted: 4 aye, 0 nay.

### **B. New Outhaul Permit Conditions – Review, discussion, and/or action and/or vote;**

Executive Director Bois stated that the changes he is proposing for the West Ferry and Ft. Getty outhauls for 2024 are that boats are to be between 16 and 20 feet, no dinghies will be allowed; if someone requests a grace period for their outhaul, it must be transferred to someone on the wait list; and no commercial business/marina may use an outhaul. This rule does not include fishermen and aquaculture farmers. There was some discussion over the minimum length of 16 feet. Commissioner McCarthy moved to approve the three changes to the outhaul permit conditions, with the stipulation that the Harbormaster has the discretion to make exceptions to the length of a boat on an outhaul, with a second by Commissioner Romano. So voted: 4 aye, 0 nay.

### **C. Edits to Harbor Rulebook – Review, discussion, and/or action and/or vote;**

Executive Director Bois stated the significant changes to the rulebook were the changes to the kayak rack permitting process voted on last month, the outhaul changes just voted on, and swim floats, which were not really addressed in the previous edition. There was discussion about the CRMC regulations governing swim floats.

### **D. Ft. Getty Workboat Storage – Review, discussion, and/or action and/or vote;**

Executive Director Bois is proposing that fishermen who do not have a pier or outhaul permit be allowed to use space in Ft. Getty for 30- or 60-day storage of their boats. The space would be near where Conanicut Island Sailing Foundation stores their boats and is somewhat screened from the rest of the park. Permission rests with the Parks & Recreation Department and a vote is needed by the Harbor Commission so the proposal can be added to the next Parks & Rec. agenda. There was some discussion. Chairman Banks moved to approve the proposal to allow workboat storage at Ft. Getty and Commissioner Romano seconded. So voted: 4 aye, 0 nay.

Chairman Banks reminded the rest of the commissioners that if they had any comments regarding applicants for the vacant Harbor Commissioner position to email Nancy Beye or Randy White no later than 10/12/2023.

**XII. Open Forum – Continued (if necessary)**

Roland Cavanagh of Columbia Avenue commented that the proposed rule that boats must be on their moorings by June 1 is somewhat unrealistic, because boat owners cannot always control when their boat gets put in the water. His boat did not get into the water last year until June 14 because it was in the back of the yard.

There being no further business, Chairman Banks made a motion to adjourn that was seconded by Commissioner Romano. So voted: 4 aye, 0 nay. The meeting adjourned at 6:22 p.m.

Attest,

  
\_\_\_\_\_  
Joan Rich,  
Harbor Clerk

## Roberta Fagan

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**From:** gcourno492@cox.net  
**nt:** Friday, October 20, 2023 1:45 PM  
**To:** Roberta Fagan  
**Subject:** JHB Attendance Records

**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,

This is in response to your request for attendance records for the Juvenile Hearing Board.

We have not had a hearing in this current year.

Please let me know if you require any additional information.

Sincerely,

Gary P. Cournoyer, MSW, LICSW  
401-842-1158

Planning Commission Attendance

1/18/2023 - 12/22/2023

	1/18/2023	2/1/2023	2/15/2023	3/15/2023	4/19/2023	5/3/2023	5/17/2023	6/21/2023	7/5/2023	7/19/2023
Mick Cochran**	LA	LA	P	P	P	P	A	P	P	P
Rosemary Enright	P	P	P	P	P	P	P	P	P	P
Diane Harrison	P	P	P	P	A	P	P	P	P	P
Dana Prestigiacomo	A	P	P	P	P	P	P	P	P	P
Bernie Pfeiffer	P	P	P	P	P	P	P	P	P	P
Duncan Pendlebury	P	P	P	P	P	P	P	P	P	P
Michael Swistak	P	P	A	P	P	P	P	P	P	P
**leave of absence until February 1, 2023										

	9/6/2023	9/20/2023	10/18/2023	11/1/2023	11/15/2023	12/6/2023	12/20/2023
Mick Cochran							
Rosemary Enright	P	P					
Diane Harrison	P	P					
Dana Prestigiacomo	P	P					
Bernie Pfeiffer	P	P					
Duncan Pendlebury	P	P					
Michael Swistak	P	P					

Approved as amended  
**PLANNING COMMISSION MINUTES**  
**October 18, 2023**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

**I. Call to Order and Roll Call**

The meeting was called to order at 7:01pm 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  
Brian Haskell, PE

**II. Citizen’s Non-Agenda Item**

**III. Correspondence**

1. TRC recommendation to Zoning Board of Review for 29 Marine Avenue, AP 9 Lot 442, for Development Plan Review for construction of a detached crafted cottage and west end workshop on an undersized lot in the Jamestown Special Development District  
Correspondence was recognized as received.

**IV. New Business**

1. Brian and Ada Haskell, 66 Seaside Drive, AP 14 Lot 70, High Groundwater Table and Impervious Overlay District – Zoning Ordinance Section 82-314 - Sub-district A, review and recommendation to the Jamestown Zoning Board: review, discussion, and/or action, and/or vote

Brian Haskell, PE of 66 Seaside Drive represented himself before the Planning Commission. Haskell is a PE in Rhode Island with a background working on various projects and he has construction experience. The objective for the project is to create laundry room and home office.

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The original laundry is in an unfinished basement, which his wife does not like. The current office desk space is very small and he works from home.

66 Seaside Drive is at the corner of Seaside Drive and Hull Street. The lot is 19,050 sq ft. Zoning allows for 13% lot coverage, and the high groundwater ordinance restricts development to 2,000 sq ft. A soil evaluation was done one year ago with the results of ground water at 46 inches and impervious soil at 36 inches. These results place the property in subdistrict A and require special use permit. Haskell described proposed addition plans with foundation of slab on grade that supports a 2 story structures. The addition will be on the east side in the backyard and doesn't encroach on setbacks. The addition will be 9 ft by 14 ft and perpendicular to the house.

There is an existing brick paver patio. The plans call to re-construct most of the existing patio into a permeable patio. The new patio has additional storm water retainage. Net reduction of stormwater of 67 cubic feet of stormwater with reducing the impervious surface in the patio and adding retention under the deck.

Commissioner Pendlebury asked about a note in the plans for a carport? Haskell explained that "carport" area of the patio is not going to be part of the re-construction. It is not car friendly, but more the size of the area. The O&M plan says not to use salt and sand in the permeable area and the "carport" is near an entry way door. Commissioner Enright suggested re-naming the "carport" to entry patio. Bryer noted that there is no way to get an automobile to the "carport" area without driving over the permeable paving patio and it should not be driven over for compaction reasons. It was agreed.

Discussion ensued regarding existing structure and the addition. There is an existing two-story structure with a bedroom and stair case up to the second floor. Haskell will build up on part of the existing because there is a gable wall on grid line 1 and grid line 2. There will also be an outside staircase from the second floor as a second egress.

Discussion ensued regarding stormwater. Commissioner Swistak said that the new permeable pavers are what makes this project work and asked Haskell about his planning and stormwater experience. Haskell said Jean Lambert helped him with the stormwater and he did use the RI Stormwater Manual. Haskell spent four years in Bangladesh and dealt with stormwater there. He worked on the Navy base on projects and lived in international destinations with challenging weather conditions.

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

At the October 18, 2023 Planning Commission meeting, the Planning Commission voted unanimously to recommend to the Jamestown Zoning Board, approval of the application of Brian and Ada Haskell: AP 14, Lot 70; 66 Seaside Drive, Jamestown, RI; being reviewed under Zoning Ordinance Section 314 - High Groundwater Table and Impervious Overlay District Sub-District A review in accordance with the plans entitled "Site Plan, 66 Seaside Drive, Jamestown RI" dated 6/21/23, and supporting documents prepared by Brian Haskell,

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PE for the above referenced property.

The recommendation for approval is based on the following findings of facts and recommended conditions of approval as amended at the Planning Commission meeting and as noted in the Memo from Jean Lambert, PE dated October 12, 2023:

#### **Findings of Fact Section 314**

##### **Existing Site**

1. The property is 19,050 square feet (sf) in area;
2. The existing site is developed with a house, shed and driveways (total existing impervious area is **2268 sf or 11.9%**). The existing dwelling is a 3-bedroom house and the applicants are proposing 4-bedrooms (see proposed site #2 information on 4 bedroom OWTS approval);
3. Topography on the lot slopes from east to west (towards Seaside Drive) on the site;
4. There are no freshwater wetlands on the property;
5. Soil evaluation results show that the site falls under **Sub-district "A"** requirements of the High Groundwater Table and Impervious Overlay District with 48" to the seasonal highwater table and 36" to impervious soil;
6. The maximum impervious cover allowed is 13.0% (note stated as 10% on application) or 2000 sf. maximum by ordinance;
7. The applicant represented himself and is a registered PE in the State of Rhode Island.

##### **Proposed Site**

1. The applicant is proposing to construct an addition (126 sf) and remove a 403 sf concrete patio. The patio will be reconstructed with permeable pavers (detail provided on site plan);
2. The existing OWTS (RIDEM #0815-0874: 4-bedroom conventional) is current for maintenance (last inspection October 2022);
3. The total proposed impervious cover will be **1986 sf (10.0%)**;
4. Stormwater runoff associated with the site improvements will be mitigated via infiltration in a separate proposed permeable paver area. A storage volume of 69 cf is proposed (67 cf required);
5. The proposed project complies with the requirements of the HGWT Ordinance;
6. The site is an existing nonconforming lot where all setbacks will be conforming;
7. Jamestown Engineer Jean Lambert provided correspondence to the Building File and Lisa Bryer, Town Planner dated October 12, 2023 regarding the application.

#### **Recommended Conditions of Approval**

1. NO additional bedrooms allowed – existing OWTS permit allows 4 bedrooms only;
2. Erosion and sediment controls must be installed at the down gradient limits of site disturbance and maintained until stabilization of the site is attained;
3. After installation, maintenance and inspection of the OWTS shall continue as

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- required by the Town Onsite Wastewater Management Ordinance;
4. The permeable pavers shown on the approved site plans must be installed and maintained as outlined on the approved site plan and the submitted Operation and Maintenance Plan. The installation of the permeable pavers must be in accordance with the Rhode Island Stormwater Manual;
  5. There is no driving over or parking on the permeable pavers;
  6. There is no roof over the “carport” as labeled and change wording to “patio” on the plans;
  7. Clarification and change is needed on plans; label as existing plans and proposed plans;
  8. Any additional future site work that increases the area of impervious coverage will require a review following the requirements of the High Groundwater Ordinance.

So voted:

Commissioner Pendlebury – aye	Commissioner Cochran - aye
Commissioner Enright – aye	Commissioner Harrison – aye
Commissioner Pfeiffer – aye	Commissioner Prestigiacommo – aye
Commissioner Swistak – aye	

Motion carries 7-0

## V. Old Business

1. 2023 Community Survey update, review, discussion, and/or action, and/or vote  
 The survey with new questions has been uploaded into Alchmer, the new survey company. We will be sending a link in a few weeks so the Planning Commission can test the survey. The survey takes about 20 minutes to complete.

## VI. Reports

1. Planner’s Report
  - A. Future meetings – topics and applications
    - 1) Joint Town Council workshop on the Zoning Ordinance (tentatively November 1, 2023)

The Town Council scheduled the Zoning Workshop to be held during regularly scheduled Planning Commission meeting as a joint Planning Commission/Town Council workshop on Wednesday, November 1, 2023 at 7pm. The Planning Commission will start at 6:00pm if there are any applications, and at this time there are none.

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

1. September 20, 2023

A motion was moved by Commissioner Enright and seconded by Commissioner Cochran to approve the minutes from the September 20, 2023 meeting as amended. All in favor. Swistak abstained

Page 3: Paragraph 3, Sentence: remove “as”

Page 3: Paragraph 4, Sentence 6: remove “the” add “to”: The application is to...

Page 3: Paragraph 4, Sentence 8: add “in”: Also included in the application...



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Page 4; Paragraph 1, Sentence 2: changed to: "There is a list of relief in the application package marked as Exhibit A"

Page 5; Paragraph 2, Sentence 2: remove "on": "not expanding the impervious"

Page 5; Paragraph 2, Sentence 3: add "and": "use, and traffic impacts..."

Page 5; Paragraph 5, Sentence 5: "Narragansett Avenue for which the Village District Regulations were developed and so it is really administrative housekeeping"

Page 5; Paragraph 6, Sentence 4: remove "on it"

Page 5; Paragraph 7, Sentence 1: remove "taking a lower level and turning it" change to "turning the sub-grade"

Page 5; Paragraph 7, Sentence 2: remove "which" and "takes you"

Page 6; Paragraph 1, Sentence 1: change "created aesthetic" to "aesthetic created"

Page 6; Paragraph 1, Sentence 2: remove "there"

Page 6; Paragraph 3, Sentence 1: change "less" to "fewer"

Page 6; Paragraph 4, Sentence 4: change to "...but that the Zoning Ordinance enacted in 2010 laid upon the lot created non-conformities."

Page 7; Paragraph 3, Sentence 1: remove: "the": "Freeman explained that..."

Page 7; Paragraph 3, Sentence 6: remove: "there is" change to "and", remove "it" change to "water"

Page 7; Paragraph 3, Sentence 7: remove "them" change to "the run-off"

Page 7; Paragraph 3, Sentence 9: remove "it" change to "the water"

Page 7; Paragraph 3, Sentence 10: "connection that will direct all run-off into the retention pond when it is at a low level. Once..."

Page 7; Paragraph 3, Sentence 13: remove "It" change to "The plan"

Page 8; Paragraph 5, Sentence 4: combine "down" and "ward" into "downward"

Page 9; Paragraph 2: Sentence 1: remove "at" change to "and"

Page 9; Paragraph 2: Sentence 2: "They are summarized in the report."

Page 9; Paragraph 2: Sentence 3: remove "on"

Page 9; Paragraph 3: Sentence 2: remove "the": "The differential is that special..."

Page 9; Paragraph 3: Sentence 4: remove "were" change to "was"

Page 10; Paragraph 5: Sentence 9: after "into" add "a Looking Upwards unit"

Page 10; Paragraph 5: Sentence 10: change "Totten's" to "Tottens"

Page 11; Paragraph 1: Sentence 1: remove "in"

Page 11; Paragraph 1: Sentence 2: remove "that"

Page 11; Paragraph 5; Sentence 2: remove "it" change to "the pond"

### VIII. Adjournment

A motion to adjourn at 7:49pm was moved by Commissioner Enright and seconded by Commissioner Cochran. All in favor.

Attest:

Carrie Kolb

JERRY L. MCINTYRE ✕  
DEBORAH MILLER TATE \*Δ  
ROBERT S. PARKER \*^  
STEPHEN M. PRIGNANO \*^  
LAURA RUZZO REALE \*  
RICHARD A. BOREN  
NICHOLAS T. HUNT

October 10, 2023

Also member  
✕ New York Bar  
\* Massachusetts Bar  
^ Connecticut Bar  
Δ Florida Bar

Roberta J. Fagan, Town Clerk  
TOWN OF JAMESTOWN  
Town Hall, 93 Narragansett Avenue  
Jamestown, RI 02835

Re: *Zoning Board of Review*

Dear Roberta:

Upon receipt of your October 4, 2023 letter, I contacted Pat Westall and asked her to forward the attendance records to you for Terrance Livingston, John Shekarchi and Jay Sisson. Robert Maccini has only attended one meeting since his recent appointment to the Zoning Board of Review.

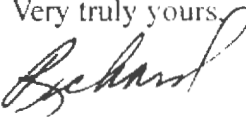
By this letter, I will comment on the above three members.

First, it is a pleasure serving with Terry Livingston, who has been a board member for a number of years. Terry is knowledgeable in the law of zoning and is quite capable of drafting a well-written decision.

John Shekarchi is certainly knowledgeable in the law of zoning, and if John can attend meetings on a more regular basis, he would be a superb zoning board member.

Jay Sisson has not missed a meeting since his appointment. Jay has been thoughtful in his opinions and is a great addition to the zoning board.

Please contact me at (401)578-4434 with any questions or comments.

Very truly yours,  
  
Richard A. Boren

RAB/mas

ZONING BOARD OF REVIEW  
Attendance 2023

\*= Attendance

Date	Jan. 24	Feb. 28	Mar. 28	Apr. 25	May 23	June 27	July 25	Aug. 22	Oct. 24	Nov. 28	Dec. 19
Richard Boren	*	*	*	*	*	*	*	*			
Dean Wagner	-	*	*	*	*	*	-	*			
Terence Livingston	-	*	-	*	*	-	*	*			
James King	*	*	*	*	*	*	*	*			
Jane Bentley	*	*	*	*	-	*	-	*			
Judith Bell	*	*	*	* (Resigned 5/17/23)							
John Shekarchi	*	*	*	-	*	-	-	*			
James Sisson	Appt. 3/6/23		*	*	*	*	*	*			
Robert Maccini	Appt. 7/10/23						*	-			



**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 **NOVERMBER 20, 2023** MEETING

Please see the attached.

RESPECTFULLY SUBMITTED,

*Christine Brochu*

CHRISTINE BROCHU  
TAX ASSESSOR

BAA/COC Listing Report      TYPE: All      JAMESTOWN      YEAR: 2013 TO 2023      Page 1  
 Conditions:      District:      Reported Type: All      DATE: 11/14/2023

YEAR	NAME/ADDRESS	COC INFO	ACCOUNT # UNIQUE ID LIST NUMBER	GROSS OLD	EXEMPT OLD	NET OLD	TAX OLD	SEWER OLD
				GROSS CHANGE	EXEMPT CHANGE	NET CHANGE	TAX CHANGE	SEWER CHANGE
				GROSS NEW	EXEMPT NEW	NET NEW	TAX NEW	SEWER NEW
2023		18746R	02-1034-00	0	0	0	0.00	0.00
		11/14/2023	3/139	0	0	0	20.00	0.00
Accept		SW/ISDS CHANGE	3763	0	0	0	20.00	0.00
2023		18745R	02-1034-00	0	0	0	0.00	0.00
		11/14/2023	3/139	83,964	0	83,964	586.07	0.00
Accept		C/O ISSUED	3763	83,964	0	83,964	586.07	0.00
		10/26/2023						
Totals For -2023 R						83,964	606.07	
						Total Inc's:	606.07	
						Total Dec's:	0.00	
TOTAL	# Of Accts 2					83,964	606.07	
						Grand Total Inc's:	606.07	
						Grand Total Dec's:	0.00	

**Town of  
Jamestown, Rhode Island**

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



**Date:** November 15, 2023

**To:** Edward Mello  
Town Administrator

**From:** Michael Gray  
Public Works Director

**RE:** Bid Award  
East Ferry Sidewalk Improvements

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A bid was advertised for Sidewalk improvements around the Veterans Square located at East Ferry. The project includes the following:

- Removal and disposal of sidewalks
- Excavation of soils along seawall to the high tide elevation
- Installation of filter fabric and backfill with compacted gravel
- Construction of exposed aggregate sidewalks
- Refurbish concrete posts and curb at seawall

Bids were received on November 14, 2023 from three (3) contractors and were open and read in public. The following is a summary of the three bids received:

New England Building and Bridge Co.	\$246,635
John Roccio Corporation	\$291,978
Key Corporation	\$378,500

The improvements will be paid for with funding from the Water Front Reserve.

I have reviewed the bids received and recommend that the bid for the East Ferry Sidewalk Improvements Project be awarded to **New England Building and Bridge for an amount not to exceed \$246,635.**

Construction of the project must be completed by Memorial Day weekend in May 2024.



# Town of Jamestown

*Tax Assessor*

93 Narragansett Ave ♦ Jamestown, RI 02835

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Phone: (401) 423-9802  
Fax: (401) 423-7230  
cbrochu@jamestownri.net

November 15, 2023

Edward Mello  
Jamestown Town Administrator  
93 Narragansett Avenue  
Jamestown, RI 02835

Re: Revaluation Recommendation

Dear Mr. Mello:

On November 9, 2023 we opened the following three bids for our Statistical Revaluation of property values as of December 31, 2024 and CAMA software. (maintenance or webhosting fees are not included in the below prices):

Catalis	\$72,900
VGSI (Vision)	\$89,000
eQuality Valuation Services	\$109,000

The CAMA software currently used by the Town is Catalis CAMA. Formally known as Northeast Revaluation. The Town of Jamestown starting using this software in the 2021 Full Revaluation. Prior to that the Town of Jamestown used Vision CAMA since 2009.

I have personal experience using both Catalis and Vision software. I received a demonstration of the eQuality Valuation Services software. All three systems are similar in quality.

Since the last revaluation, I have worked closely with the staff at Catalis and have been satisfied with their customer service and software. They are also the lowest bidder.

Based on the following, I am recommending Catalis to complete our next revaluation. They have a Rhode Island office which helps to expedite customer service requests and have significant experience with Rhode Island waterfront communities that include Barrington, Warren, Bristol, Tiverton, East Greenwich, Narragansett and Newport.

Catalis is highly regarded in the assessment community, with strong customer references. They are a growing company with 250 installations in 18 states and service 18 municipalities in Rhode Island. They also have a significant clientele base in Massachusetts and Connecticut. They have experience and a good working relationship with the Town's other software providers, Quality Data Services, MainStreetGIS and OpenGov. Their appraisal staff have a long history of performing quality revaluations. They offer local training on the software and a responsive technical support team.

Therefore, it is my recommendation that we award the contract for this project to Catalis at a price of \$72,900.

Respectfully,

*Christine Brochu*

Christine Brochu, Tax Assessor

<b>STATISTICAL REVALUATION AS OF 12-31-24 - BIDS</b>					
<b>DATE: November 15, 2023</b>					
<b>COMPANY</b>	<b>PRICE</b>	<b>CONVERSION &amp; SOFTWARE UPGRADE</b>	<b>ANNUAL MAINTENANCE FEE</b>	<b>ANNUAL WEBHOSTING FEE</b>	<b>LITIGATION INCLUDED</b>
Catalis	\$72,900	no fee	\$5,250	\$1,800	3 Days
VGSI (Vision)	\$89,000	no fee	Not included	Not included	3 DAYS
eQuality	\$109,000	no fee	\$5,000	\$1,000	3 Days



STATISTICAL REVALUATION AS OF 12-31-24 - detail							
DATE: November 15, 2023							
COMPANY	PRICE	CONVERSION & SOFTWARE UPGRADE	ANNUAL MAINTENANCE FEE	ANNUAL WEBHOSTING FEE	UTIGATION INCLUDED	Board of review support	total for this year
Catalis - Formerly Northeast Revaluation - current software provider	\$72,900	No conversion fee. Current software provider	\$5,250 annual fee. UNLIMITED USERS	\$1,800 yearly	3 days included (\$950.00 per day after)	yes	\$79,950
VGSI (Vision)	\$89,000	No conversion fee. Requirements the use of Catalis software	Not offered in bid. Would require paying the maintenance fee to Catalis (\$5,250)	Not offered in bid. Would require paying the Hosting fee to Catalis (\$1,800)	3 Days included (\$1,200.00 per day after)	Yes	\$89,000 for revaluation only; for revaluation - by Vision, maintenance and webhosting by Catalis \$96,050
eQuality	\$109,000	No conversion fee.	\$5,000 annual fee. Unlimited users	\$1,000 yearly	3 days included (\$1,000 per day after)	Yes	\$115,000 with no Rhode Island revaluation history

STATISTICAL REVALUATION AS OF 12-31-24 - Detail						
DATE: November 15, 2023						
COMPANY	PRICE	CONVERSION & SOFTWARE UPGRADE	ANNUAL MAINTENANCE FEE	ANNUAL WEBHOSTING FEE	LITIGATION INCLUDED	total over 3 years
Catalis - Formerly known as Northeast Revaluation (current software)	\$72,900	AssessPro 5.0 - Current software	\$5,250 (\$15,750 for 3 year total) unlimited users	\$1,800 (\$5,400 for 3 year total)	3 Days included (\$900 per day afer)	\$94,050
VGSI (Vision)	\$89,000	No conversion, would use current software, AssessPro 5; No additional cost;	Not applicable. Not included in proposal. Would require Catalis annual Maintenance of \$5,200 per year or \$15,750 for 3 year total	Not applicable. Not included in proposal. Would require Catalis annual Webhosting Fee of \$1,800 or \$5,400 for 3 year total.	3 Days included (\$1,200.00 per day after)	\$89,000 just for revaluation; total cost of revaluation, software maintenance & Webhosting \$110,150
eQuality Valuation Servies, LLC	\$109,000	No fee, would require conversion to eQuality CAMA	\$5,000 (\$15,000 for 3 year total) unlimited users.	\$1,000 (\$3,000 for 3 year total)	3 days included (\$1,000 per day after)	\$127,000



# TOWN OF JAMESTOWN

## One Day Event/Entertainment Application

ROBERT G. FLEMING  
TOWN CLERK  
TOWN OF JAMESTOWN, RI 02832

**\$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)  
workshop - paint night

Name of Event: (if applicable) ~~the~~ Sip of Paint  
 Date of Event: Dec 1 2023 Hours of Event: 7-9pm  
 Location of Event: 11 Clinton Ave. Number of people attending: 8 or less  
 Name of Applicant/ Business: Out of the Box  
 Mailing Address: P.O. Box 263 Business Phone #: 401-328-5066  
Jamestown RI 02832 Email Address: cweiswt@lookingupward.org  
 Contact Person: \_\_\_\_\_ Phone Number: 401-328-5066

List the type of entertainment being requested, if applicable (Band, DJ, etc.) \_\_\_\_\_  
 Who will the event benefit? members of the community - OOTB artists

Type of Operation: (Private, State Sponsored, Non-Profit): \_\_\_\_\_  
 R.I. Show Promoter's Permit Number, per RIGL § 44-19-1, (if applicable): \_\_\_\_\_

If the applicant is a Non-Profit organization, is it registered with the State?  Yes  No  
 RI Tax ID #: 05-037-6075 Non-Profit ID #: 7232

Number of Vendors/Peddlers: (circle one) N/A 1-10 11-20 21-30 31-40 41-50  
*All vendor/peddlers must submit an application to the Town Clerk's Office*  
 What types of items will be sold at this event? \_\_\_\_\_

Will alcohol be provided and/or served at this event? If yes, Alcohol Liability Insurance must be provided  Yes  No  
 Will traffic control be needed?  Yes  No  
 If yes, Please contact the Jamestown Police Department

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

Certificate of Insurance:  Yes  No

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

Signature of Applicant: *C. Weiswt*

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

**Roberta Fagan**

**From:** Hayes, Deirdra (DOT) <Deirdra.Hayes@dot.ri.gov>  
**Sent:** Tuesday, November 14, 2023 12:20 PM  
**To:** Roberta Fagan  
**Cc:** Carrie Kolb  
**Subject:** Upcoming Construction Project: 2023-CM-020 Conanicus Seawall Repairs

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

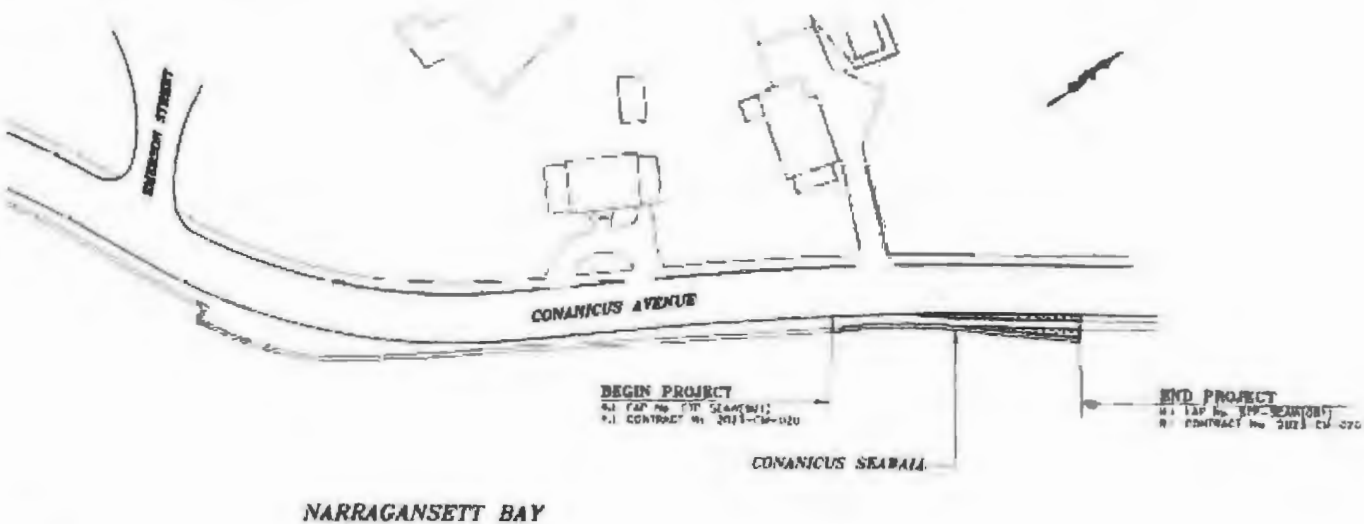
Good afternoon, Ms. Fagan,

This is notification that the State will be administering the above contract in the near future. Please find details below for distribution to the appropriate municipal officials.

**Location:** Conanicus Avenue, Jamestown / see image below  
**Duration:** Winter / Spring 2023-2024  
**Construction Start:** Anticipated end of November 2023  
**Traffic Pattern:** Allowances for a one-lane alternating pattern Sunday through Saturday between 7:00am and 5pm  
**Traffic Control:** Flaggers / police detail may be sought during onset of project

Should the Town have any holiday events within this timeframe that they would like us to be aware of, we can certainly coordinate with the contractor.

**Scope of Work:** repairs to a portion of the seawall along Conanicus Av. Project includes stone masonry repairs and repointing; reconstruction of eroded portions of seawall with concrete; low pressure washing of the stone masonry seawall; installation of new bituminous sidewalk



Best,

*Deirdra J. Hayes*

Project Manager I  
 Division of Project Management  
 Rhode Island Department of Transportation  
 Two Capitol Hill  
 Providence, Rhode Island, 02903

RECEIVED  
NOV 14 2023  
TOWN OWI

Jamestown Clerk's Office  
c/o The Town Council  
93 Narragansett Ave.  
1st Floor  
Jamestown, RI 02835S  
[rfagan@jamestownri.net](mailto:rfagan@jamestownri.net)

November 14, 2023

**Via Electronic and Regular Mail**

Dear Members of the Town Council,

We are a group of Jamestown residents standing in categorical opposition to the Town Council's vote—taken at the October 16, 2023 public hearing—approving departure from the Decision reached by the Tree Preservation and Protection Committee (the “TP&P Committee”) concerning the tree located on the Steamboat Street Right of Way (hereinafter the “Tree”).

For the reasons that follow, before any action is taken with respect to the Tree, the Town should (a) conduct a re-hearing to ensure the right decision is made before potentially irreversible, catastrophic injury is inflicted on those living in proximity to the Tree and/or anyone using the *public right of way*; (b) order that the TP&P Committee provide notice for hearing and public comment on whether the proposed cabling of the Tree aligns with the Town's Comprehensive Plan and the overall purpose of Article IV, Chapter 22 of the Town's Code of Ordinances, entitled “Tree Preservation and Protection,” (hereinafter the “TP&P Code”); and/or (c) provide any further relief that the Council deems appropriate and just.

**A. Procedural Issues**

First and foremost, there are deficiencies with the TP&P Code and the procedures established in connection therewith—or more aptly, the lack of procedural clarity allowing

residents to safeguard their due process rights. Our issues do not extend to the initial application process or the ability to take an appeal concerning a decision reached by the TP&P Committee. The provisions concerning those aspects of the process are clear and readily discernable under the TP&P Code. *See* Jamestown Code of Ordinances, Tree Preservation and Protection, §§ 22-89, 22-91, 22-167, 22-169, 22-171 (2023 ed.) (setting forth applicability of TP&P Code, applications, how to appeal decisions, etc.) (hereinafter the “Jamestown Code”). We respectfully submit, however, that there is a lack of any reasonable clarity, concerning (a) what the Town Council is required to do when taking a vote on appeal from a decision of the TP&P Committee and (b) at which point an individual aggrieved may take an appeal to the Superior Court following a vote of the Town Council on appeal of a decision from the TP&P Committee.

The TP&P Code does not enumerate what the Town Council is to do after taking a vote on an appeal of a decision from the TP&P Committee. Does the Council have to issue a written decision? If not, then is a vote and associated pronouncement enough to make sure all interested and/or aggrieved parties have sufficient notice of such action to uphold procedural due process rights? If so, when does the decision become official? Is it the moment when a vote is concluded like the one concerning the Tree on October 16, 2023? If not, then is it official once the Official Meeting Minutes are posted on the Town’s website?<sup>1</sup> Without any clear directive as to how and through what medium the Town is to issue a final decision on appeal from the TP&T Committee,

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<sup>1</sup> It must be noted that publication of the Town’s Meeting Minutes typically implicates a significant lag time, and understandably so. Thus, should the answer to these various questions be that G.L. 1956 § 42-35-15 governs, the Town should make sure its residents have adequate notice of when its decision becomes final to avoid the need to take an appeal to the Superior Court without any certainty as to the timeliness of such an appeal. This is a critical consideration for the Town because a common and powerful defense available to municipalities is the defense of failing to exhaust administrative remedies.

interested and aggrieved parties are left to engage in guesswork and expend valuable resources pursuing what might be an unsuccessful appeal *ab initio*.

Therefore, at a minimum, the Town Council must provide clarity to its residents concerning these issues and/or hold a public hearing so this issue can be openly addressed.

### **B. The October 16, 2023 Vote to Cable the Tree Was In Violation of the Town's Comprehensive Plan**

The contested case at issue is not, at its core, about the health of the Tree. On the one hand, there are those who wish to safeguard a public right-of-way by ensuring residents and visitors around them do not have to risk life and limb to enjoy coastal resources. On the other hand, there are those who would sacrifice safe, reasonable access to the Steamboat Public Right-of-Way at the expense of trying to “preserve” a large, dangerous, and diseased tree. The former comports with the Town's Comprehensive plan. The latter does not.

On April 6, 2015, the Town certified and announced its Comprehensive Plan for the entire municipality. *See generally* Town of Jamestown, RI, Jamestown Rhode Island – Comprehensive Plan, JAMESTOWNRI.GOV, (Apr. 6, 2015), <https://www.jamestownri.gov/home/showpublisheddocument/52656/636753663532230000> (hereinafter “Comprehensive Plan”).

Our Comprehensive Plan could not be more clear regarding the importance and value of public rights-of-way like the Steamboat Street Public Right of Way. As an Ocean State Town deeply embedded in the heart of the Narragansett Bay, our Town has publicly decreed the following concerning coastal resources in our municipality:

*“The coast is one of Jamestown's most valuable resources. The value of the coast is economic, recreational and aesthetic. The shore offers opportunities for a multitude of active and passive recreational pursuits as well as commercial and residential development. Jamestown residents and visitors as well as boaters on*

Narragansett Bay enjoy the Island's scenery and water related activities. The coast is also important as wildlife habitat and serves as a buffer to prevent property damage from flooding and erosion. "Narragansett Bay surrounds Conanicut Island on all sides. The Island separates the Bay into the East and West Passages. As the desire to live and recreate at the shoreline has increased over time, *Jamestown's location has significantly contributed to the community's growth and development.*

"In Jamestown, *all residents live less than half of a mile from the shoreline.* Waterfront access is available through Town and State beaches, parks, and piers. *Neighborhood waterfront access is provided by undeveloped public and private rights-of-way. Jamestown's waterfront is an asset to the economy as it relates to tourism, fishing and recreational boating.*" (Comprehensive Plan at 74 (emphasis added).)

Accordingly, the Town's Code of Ordinances goes into great detail concerning the public rights-of-way located around our beautiful island. *See id.* at 76-77; *id.* at Map 14.

In particular, the Comprehensive Plan enumerates "three separate categories, called 'priority' ratings. This priority rating serves to place each right-of-way into a category based on the functionality of the right-of-way to serve the public. For example, is there ample parking, access, and public facilities." *Id.* at 76. Here, the Steamboat Right-of-Way—as demonstrated by Map 14 of the Comprehensive Plan—is a "Number 3 Site[.]" *Id.* at Map 14 (positioned in between pages 76 and 77 of the electronic version of the Comprehensive Plan).

In describing so-called "Number 3 Sites," the Comprehensive Plan states, in pertinent part, as follows:

**"Number 3 sites** should be maintained as pedestrian access only sites.

"Number 3 sites are largely neighborhood rights-of-way that in most cases *were first established for neighborhood, pedestrian access. Most are in dense neighborhoods and are currently maintained by abutting neighbors for neighborhood access.* These sites are of the lowest priority because they would require planning, public workshops, clearing, stair construction, boundary markers, posting



and possible parking arrangements in order for them to be safe and fully accessible. This would be at a considerable cost to the Town and would not provide access for a substantial number of people. Unless the Town is able to make the commitment to do the above and continue to monitor, clean and maintain these rights-of-way, there is increased liability to the Town by posting them as public rights-of-way. Where there are or have been encroachments, it is advised that the Town mark the boundaries. The Town should not provide services, facilities or parking at these sites. Maintenance (mowing and clearing) may be provided if not done by the neighborhoods.” *Id.* at 77 (*emphasis added*).

Clearly, the Town gave considerable thought to the categorization of public rights-of-way. We understand and wish to uphold that intent, but the October 16, 2023 vote to cable the tree and “wait and see” demonstrates a failure to reach a similar understanding.

The Steamboat Public Right-of-Way is one that “should be maintained as [a] pedestrian access site[] only.” *Id.* As the Town has declared, it was “first established *for neighborhood, pedestrian access*” and “maintained by abutting neighbors for *neighborhood access*.” *Id.* (*emphasis added*). We are trying to continue that tradition, but we cannot do so without the Town’s compliance with its own Comprehensive Plan. Moreover, the Town’s deviation from the Comprehensive Plan—by employing the “wait-and-see” approach—adversely impacts the use and enjoyment of those living within the area of “neighborhood access,” and the value of properties within the “neighborhood access” area. What is more, the “wait-and-see” approach is inimical to public health and safety, forces pedestrians and nearby residents to face serious risk of injury, and could even force hard-working, tax-paying residents to foot the bill stemming from injuries wrought upon property and/or individual persons notwithstanding the ability to avoid such risks altogether.

### **C. The Vote Approving a “Wait-and-See” Approach is a Clear Departure from the Town’s Code of Ordinances**

Section 22-87 of the TP&P Code enumerates the various goals and purposes of said Code, providing in pertinent part as follows:

***“(a) The purpose of this article is to promote the public health, safety and welfare of the citizens of the town, and to enhance the aesthetic qualities of the environment by regulating the protection, maintenance, removal and planting of trees in the public rights-of-way.***

***“(b) Maintenance and perpetuation of a canopy effect, where possible, is a major goal of public shade tree planting.***

**“(c) All utility easements should be written to support the goals of this article.**

***“(d) The protection of these valuable material resources will serve to enhance the community in the following ways:***

***“(1) Aid in the prevention of air, noise and visual pollution.***

***“(2) Aid in the stabilization of soil.***

***“(3) Enhance property values.***

***“(4) Provide glare and heat protection.***

***“(5) Reduce stormwater runoff and costs associated therewith and replenish groundwater supplies.***

***“(6) Enhance the aesthetics and general quality of life on the island and maintain the island’s rural character.”***  
Jamestown Code § 22-87 (emphasis added).

Deciding to take the “wait-and-see” approach is contrary to so many of these stated goals that it begs the question of how the Council could vote in favor of such a risky approach. There is no dispute that the Tree is diseased. There is also no dispute that the Tree poses a significant risk to life and limb, as well as potentially irreversible destruction to surrounding properties. There is

a clear dispute, however, as to whether trying to preserve this tree will achieve the goals outlined in the Town's Code of Ordinances. It will not.

Here, the Tree clearly poses a threat to the public health, safety, and welfare of the citizens of the Town (and *anyone* accessing the Steamboat **Public** Right-of-Way). An extensive record was made on that very point at the October 16, 2023 hearing. Thus, attempting a last-ditch effort to “preserve” the diseased Tree will *not* serve to enhance the community in the ways specifically codified under § 22-87. Trying to save the Tree through cabling efforts and the like will only detract from the aesthetic value of our beautiful Town, not to mention the fact that the Tree, in its diseased state, is not a particularly pleasant item to look at already.

As far as we are concerned, posting warning signs and cabling the tree, or using exposed support systems to prop the Tree up, will generate visual pollution of what is otherwise a serene area to lay eyes upon. Furthermore, posting signs stating that one must proceed down the right of way at their own risk—effectively communicating that it is not a public right-of-way—will only serve to decrease the value of surrounding properties, whilst detracting from the “aesthetics and general quality of life on the island” and failing to “maintain the island’s rural character.”

What is more, the Town's vote to approve the “wait-and-see” approach constitutes a clear departure from § 22-143 of the Jamestown Code. That provision states as follows:

***“Every person who is the owner of land abutting a public walkway shall keep such walkway free of all vegetation from ground level up to a height of at least eight feet above the walkway. This shall include any tree under public or private control, which overhangs a public walkway. A public walkway shall mean any walkway that is improved by gravel, asphalt or concrete. A public walkway shall also include established dirt paths in public rights-of-way.”***  
Section 22-143 (emphasis added).

Under Rhode Island law, this ordinance is clear and unambiguous, meaning it must be interpreted according to the plain and ordinary meaning of its language. *See Grasso v. Raimondo*, 177 A.3 482, 488 (R.I. 2018) (citing *State v. Diamante*, 83 A.2d 546, 548 (R.I. 2014)).

Section 22-143 is clear. It *mandates* that every person who is an owner of land abutting a dirt path on a public right of way—i.e., the Steamboat Street Public Right-of-Way—shall keep them clear from the ground level up to a height of at least eight feet above the walkway. Section 22-143. In fact, the section specifically states that “[t]his shall include *any tree under public or private control, which overhangs a public walkway.*” *Id.* (emphasis added). This provision could not be more on point. While we are not tree arborists or tree experts, it seems that common sense would dictate that there is no other way to clear the Steamboat Street Public Right-of-Way other than to remove the diseased Tree. Those of us signing this letter owning properties that abut the Steamboat Street Public Right-of-Way are fully prepared to honor this obligation out of respect for our Town’s public ordinances and laws. We respectfully submit that the Town Council must convene to ensure the laws it enacted are faithfully upheld.

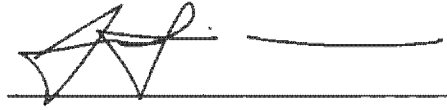
Based on the foregoing discussion, we respectfully request that the Town Council provide the following forms of relief before any action is taken with respect to the Tree:

- (a) Conduct a re-hearing to ensure the right decision is made before any potentially irreversible, catastrophic injury is inflicted on those living in proximity to the Tree and/or those using the *public right of way*;
- (b) Order that the Tree Preservation and Protection Committee allow for hearing and public comment on whether the proposed cabling of the Tree aligns with the Town’s Comprehensive Plan and the overall purpose of the TP&P Code; and/or,
- (c) Provide any further relief that the Council deems appropriate and just.


In sum, as much as we love and revere trees, along with the value they typically provide, the Tree in question must come down to reach the only appropriate legal, equitable, pragmatic, and safe outcome. We thank you for your time and attention to this important matter of public safety, health, and welfare.

**[INTENTIONALLY LEFT BLANK – SIGNATURE PAGES TO FOLLOW]**

Respectfully Submitted,



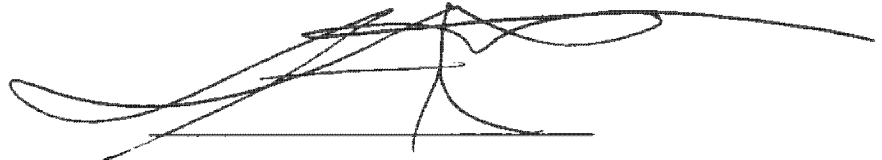
Jonathan J. Lucido, Esq., [REDACTED]

DocuSigned by:  
  
77F400265888417...

Amanda N. Lucido, [REDACTED]

DocuSigned by:  
  
A703E867E0CB403...


Susan Little, 165 Seaside Dr.



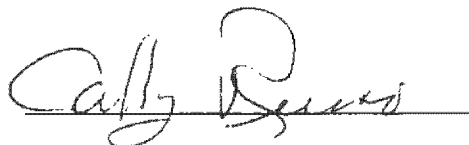
Allen Sexton, [REDACTED]



Phillip Tickner, [REDACTED]



John Russo, [REDACTED]



Cathy Russo, [REDACTED]

*Kevin P. Evans*

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Kevin Evans, [REDACTED]:

*Cathy Page-Evans*

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Cathy Page-Evans, [REDACTED]

*John P. Gouvin -  
John Gouvin*

---

John Gouvin, [REDACTED]



Taxpayers Association of Jamestown  
Jamestown, RI 02835  
02835taj@gmail.com

November 12, 2023

RI State Representative Alex Finkelman  
28 Bayberry Road  
Jamestown, RI 02835

RI State Senator Dawn Euer  
40 Bliss Road  
Newport, RI 02940

RE RI Energy Rate Increase

Dear Representative Finkelman and Senator Euer:

The Taxpayers Association of Jamestown is writing to you to express our concern and disapproval of the recent RI Energy electric rate increase. Other measures should be taken so residential and commercial property owners are not subject to yet another rate increase.

Each year the RI Energy Company uses the reasoning that the demands for natural gas increase in the winter. If this is an annual known factor then RI Energy should use other alternatives. It is apparent that the installation of wind and solar field/farms is not lowering energy costs for residential and commercial property owners, so who are the cost savings going to?

We would like to suggest that the Gross Earnings Tax be eliminated as well as the Renewable Energy Distribution Charge (both of these charges are indicated on your electric bill) . Solar and wind farm owners are receiving millions of dollars in cred from the federal government with no reduction in costs to the consumer. Both these charges should be eliminated.

We would appreciate you investigating both these charges and responding to our concerns.

Thank you

Sincerely,

The Taxpayers Association of Jamestown





Taxpayers Association of Jamestown  
Jamestown, RI 02835  
02835taj@gmail.com

November 12, 2023

Jamestown School Committee  
76 Melrose Avenue  
Jamestown, RI 02835

RE: 2024-2025 Proposed School Budget

Dear Jamestown School Committee Members:

As the process begins for the 2024-2025 School Budget, the Taxpayers Association of Jamestown would like to request that you review all and other options rather than once again increasing the school budget. With a constant decline in school enrollment, it is not fiscally responsible for the School Committee to continue to increase the school budget. While you have an obligation to students, you also have an obligation to taxpayers. This past year was the second in a row that Jamestown residents have had their taxes increased by the state maximum of 4%. Families are not moving to the island because of the taxes and high assessed property values.

Jamestown has one of the highest per pupil spending costs in Rhode Island. It is time to "think out of the box" regarding school spending. Does Jamestown really need two schools with full time administration for its declining school population? A recent article in the Jamestown Press indicated that capital improvements to the buildings was going to cost approximately \$1.2M. Is it time to discuss "school choice"? co-share Lawn Avenue School with a Senior Center?

Not everyone in Jamestown can afford to continue to live in Jamestown as the annual school budgets continues to increase. Property taxes are not the only expenses a person incurs.

We hope you will review options for the school district and find a solution besides increasing yet again another school budget. A long range plan is needed to address these issues. A response would be appreciated.

Thank you ,

The Taxpayers Association of Jamestown

cc: Jamestown Town Council Members  
Ed Mello, Town Administrator  
Tina Collins, Jamestown Finance Director