



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
**93 Narragansett Avenue**  
**Monday, December 18, 2023**  
**5:30 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 INTERVIEWS: The Jamestown Town Council will conduct interviews of applicants for the committee vacancies as follows:**

TIME	NAME	COMMITTEE
5:30	Jeffrey Boal	Conservation Commission
5:40	Nicholas Godena	Conservation Commission

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

- A) Acknowledgements:
  - 1) Jamestown Police Department formal swearing-in probationary officer Liam Robberson
  - 2) Jamestown Police Department Promotions presentation:
    - a) Lt. Angela Deneault promoted from the rank of Lieutenant to the rank of Captain.
    - b) Sgt. Karen Catlow promoted from the rank of Sergeant to the rank of Lieutenant
    - c) Ptlm. Jeffrey Petrarca promoted from Patrol Officer to the rank of Detective.

**VI. JOINT TOWN COUNCIL AND SCHOOL COMMITTEE WORK SESSION 6:00 P.M.**

- A) Review, Discussion, and/or Action and/or Vote of budget issues for the remainder of the current fiscal year (July 1, 2023 to June 30, 2024) and pre-budget review and discussion of issues for the next fiscal year (July 1, 2024 to June 30, 2025) pursuant to RIGL §16-2-21

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

- A) Acknowledgements, Announcements, Presentations, Resolutions, And Proclamations:
  - 1) Review, Discussion, and/or Action and/or Vote: Presentation by Attorney Kensley Barrett of Marin, Barrett, and Murphy re: PFAS Litigation
  - 2) Review, Discussion, and/or Action and/or Vote: Resolution 2024-01 of the Water and Sewer Commission Relative to Request Certain Amendments to Chapter 15 of Title 46 of the General Laws.
- B) Approval of Minutes; Review, Discussion, and/or Action and/or Vote:
  - 1) November 20, 2023 (regular meeting)
- C) Open Forum – Water & Sewer Matters  
*Comments are not limited to items on this agenda. However, items not on this agenda will only be heard and not acted upon by the Town Council. Note: Section 42-46-6 of the Open Meetings Act and Department of the Attorney General Advisory Opinions relevant to this item on any public body meeting agenda specifically prohibit the Town Council from discussing, considering, or acting on any topic, statement, or question presented. The Town Council may, if warranted, refer such matters to an appropriate committee, to another body or official, or post the matter for consideration at a properly-noticed, future meeting.*
  - 1) Scheduled request to address - none
  - 2) Non-scheduled request to address

- D) Report of Town Officials: Review, Discussion, and/or Action and/or Vote:
  - 1) Pumping Report
  - 2) Town Project Reports
    - a) Town Wells
    - b) Water Treatment Plant
    - c) Transfer Pumping/Reservoir
    - d) Distribution System
    - e) Wastewater Treatment Facility
  
- E) Letters and Communication: Review, Discussion, and/or Action and/or Vote:
  - 1) No items at this time.
  
- F) Unfinished Business:
  - 1) Review, Discussion, and/or Action and/or Vote: Approval of Agreement for Engineering Services by and between the Town of Jamestown and Weston & Sampson Inc.:
    - a) Scope of Engineering Services for Wastewater Facilities Improvements (the Bid was awarded on November 20, 2023, as recommended by Public Works Director Mike Gray).
  - 2) Review, Discussion, and/or Action and/or Vote: Continued from November 20<sup>th</sup>, updating the Rules and Regulations of the Board of Water and Sewer Commissioners
  
- G) New Business:
  - 1) No items at this time.

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

**VIII. 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.

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

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

- A) Licenses: Review, Discussion, and/or Action and/or Vote: Approval of Renewal Applications that have been received by the Town Council for Holiday License for the year December 1, 2023- November 30, 2024, upon resolution of debts, taxes, State approval, and appropriate signatures:
  - 1) Zeek's Creek Bait & Tackle, Inc.
  - 2) Clark Boat Yard & Marine Works, LLC.

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

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

- A) Town Administrator’s Report: Edward A. Mello
  - 1) Short-Term Rental Regulations and Registration update.
  - 2) 91 Carr Lane update. (Consent Agenda)
  - 3) Senior Center update.
  - 4) North Kingston Water Agreement update.
  - 5) Ft. Getty Lower Bathroom Project (Unfinished Business).
  - 6) Tax Abatements (Credits) Ordinance updates.
  - 7) Solar Project update.
  - 8) Facility Tour postponed until January.

**XI. UNFINISHED BUSINESS**

- A) Review, Discussion, and/or Action and/or Vote: Approval of the proposed Ft. Getty Lower Bathroom project draft plans:
  - 1) Union Studio Arch Ft. Getty Lower Bathroom Project Plans.

**XII. NEW BUSINESS**

- A) Review, Discussion, and/or Action and/or Vote: Review of the proposed Jamestown Senior Services Committee Timeline, Goals and Objectives:
  - 1) Memorandum from Senior Services Chairperson Joseph Cannon and copy of the proposed Jamestown Senior Services Committee Timeline, Goals and Objectives.

**XIII. 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 January 16, 2024, 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) Conservation Commission, One (1) member vacancy, with an unexpired three-year term ending December 31, 2024, duly advertised in the November 30<sup>th</sup> and December 7<sup>th</sup> editions of the Jamestown Press:
    - a) Interested Applicant(s):
      - i) Jeffrey Boal
        - Application Received November 27, 2023.
        - Interview scheduled for December 18, 2023.
      - ii) Nicholas Godena
        - Application Received December 12, 2023.
        - Interview scheduled for December 18, 2023.



**XIV. CONSENT AGENDA**

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

- A) Adoption of Town Council Minutes
  - 1) December 4, 2023 (Regular Meeting & Workshop)
  
- B) Minutes of Boards/Commissions/Committees
  - 1) Conservation Commission (September 12, 2023)
  - 2) Conservation Commission (October 10, 2023)
  - 3) Conservation Commission (November 14, 2023)
  - 4) Conservation Commission (Biennial Report December 2023)
  - 5) Harbor Management Commission (November 8, 2023)
  - 6) Planning Commission (November 15, 2023)
  - 7) Planning Commission Attendance (2023)

C) Tax Assessor’s Abatements and Addenda of Taxes

ADDENDA TO THE TAX ROLL			
ACCT	TAX YEAR	ACCOUNT INFORMATION	AMOUNT
06-0033-00	2021	TAXPAYER DECEASED – REMOVE EXEMPTION	\$ 250.00
06-0033-00	2022	TAXPAYER DECEASED – REMOVED EXEMPTION	\$ 250.00
06-0033-00	2023	TAXPAYER DECEASED – REMOVED EXEMPTION	\$ 250.00
23-0209-00	2023	REMOVED EXEMPTION- SOLD	\$ 375.00
12-0868-50	2023	REMOVED EXEMPTION – SOLD	\$ 125.00
28-0210-00	2023	REMOVED EXEMPTION – SOLD	\$ 183.57
01-0002-25	2023	NEW BUSINESS	\$ 349.00
<b>TOTAL ADDENDA/GRAND TOTAL TO TAX ROLL</b>			<b>\$1,782.57</b>

- D) Approval of the request to authorize Town Administrator Mello to sign the HUD-1 Settlement Statement for the property transfer of 91 Carr Lane, Jamestown, Rhode, 02835 from the Town of Jamestown to Church Community Housing Corp.
  
- E) Ratification of the Administratively approved One-Day Event/Entertainment License Applications: All One-Day Event/ Entertainment license application approvals are subject to any COVID-19 protocols in effect at the time of the event:
  - 1) Applicant: Jamestown Arts Center
  - Event: Newport Live Presents: The Sweetback Sisters
  - Date: December 16, 2023
  - Location: 18 Valley Street

- F) Ratification of the Administratively approved Short-Term Rental application for the period of January 1, 2024 through December 31, 2024:
- 1) Nancy Hendry, STR-47, 14 Fairview Street
  - 2) Casey Duva, STR-4, 128 Garboard Street
  - 3) Lawrence Goss, STR-21, 15 Buloid Avenue
  - 4) Peter Muckell, STR-69, 61 Narragansett Avenue
  - 5) Cynthia Long-Raterron, STR-44, 164 Capstan Street
  - 6) Huyen Doan, STR-54, 125 Circuit Avenue
  - 7) Christine Sierra, STR-52, 73 Conanicus Avenue, Unit 4
  - 8) Susan Zwick, STR-45, 73 Standish Avenue
  - 9) Despina Prassas, STR-74, 83 Mast Street
  - 10) Katie Young, STR-31, 16 Southwest Avenue
  - 11) Sarah Dittelman, STR-40, 173 East Shore Road
  - 12) Marguerite Crocker, STR-29, 14 Buoy Street
  - 13) Elizabeth Gooding, STR-32, 83 Clarke Street
  - 14) Ray Conover, STR-68, 52 Lawn Avenue
  - 15) Lauren Frankenbach, STR-70, 47 Clinton Avenue
  - 16) Darcy Magratten, STR-8, 100 Clinton Avenue
  - 17) Dana Paskalis, STR-37, 7 Grey Gull Lane
  - 18) Pamela Storey, STR-65, 87 Bow Street
  - 19) Melissa Petrillo, STR-1, 2 Stern Street
  - 20) William Fortenberry, STR-30, 29 Arnold Avenue
  - 21) Andrew Hancock, STR-84, 76 Howland Avenue
  - 22) Janet Gargaro-Larson, STR-12, 15 Melrose Avenue
  - 23) Katherine Maxwell, STR-59, 170 Narragansett Avenue
  - 24) James Clark, STR-23, 120 Racquet Road
  - 25) Mark Ozer, STR-93, 2 Harbor Street
  - 26) Jonathan Whitney, STR-15, 195 Seaside Drive
  - 27) Jonathan Whitney, STR-18, 143 Frigate Street
  - 28) Jonathan Whitney, STR-19, 15 Starboard Street
  - 29) Jonathan Whitney, STR-20, 14 Mizzen Avenue

**XV. 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 Administrator Mello  
 From: Meg Myles, CISF Executive Director  
 Dated: December 8, 2023  
 Re: 2023 CISF Annual Report(s)
  - 2) Copy of Letter to: Town Administrator Ed Mello, Town Council and Finance Director Tina Collins  
 From: Jamestown Conservation Commission  
 Dated: December 5, 2023  
 Re: Letter of Thanks 2023 Conanicut Island Trail Guide

- 3) Copy of Letter to: Town Administrator Ed Mello  
From: Jamestown Conservation Commission  
Dated: December 13, 2023  
Re: Oversight Responsibility for Public Right of Way(s)
  
- 4) Copy of Letter to: Town Administrator Ed Mello  
From: Jamestown Conservation Commission  
Dated: December 14, 2023  
Re: Town-Wide Outreach Education Forum for Sustainability in Jamestown
  
- 5) Copy of Email: Town Administrator Ed Mello  
From: Marla Romash, Jamestown Representative to Discover Newport  
Dated: December 4, 2023  
Re: State of Rhode Island September hospitality revenue reports

**XVI. ADJOURNMENT**

***Pursuant to RIGL § 42-46-6(c), Notice of this meeting shall be posted on the Secretary of State’s website and at the Town Hall and the Jamestown Clubhouse Library. Notice is also posted at the Jamestown Police Station and on the Internet at [www.jamestownri.gov](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 December 14, 2023.*



## MEMORANDUM

*From the desk of Chief James P. Campbell*

DATE: 12/7/23

TO: Roberta Fagan, Town Clerk

FROM: Chief James P. Campbell

SUBJECT: Police Department Promotion Ceremony December 18, 2023

Roberta,

I just wanted to let you know that on the evening of December 18<sup>th</sup>, 2023, at the Town Council Meeting, I would like to conduct a swearing-in of a new patrol officer as well as make several departmental promotions. The following officers will be taking part in the ceremony that evening.

Lt. Angela Deneault will be promoted from the rank of lieutenant to the rank of captain.

Sgt. Karen Catlow will be promoted from the rank of sergeant to the rank of lieutenant.

Ptlm. Jeffrey Petrarca will be promoted from patrol officer to the rank of detective.

Recruit Officer Liam Robberson will be sworn in as a patrol officer.

Sincerely,

A handwritten signature in blue ink, appearing to read "James P. Campbell", is written over a light blue circular stamp.

James P. Campbell  
Chief Of Police



## Town of Jamestown

# Resolution of the Water and Sewer Commission

Resolution No.: 2024-\_\_\_

## A Resolution Relative to Request Certain Amendments to Chapter 15 of Title 46 of the General Laws

**WHEREAS** Chapter 273 of the Public Laws of 1968 authorized, in relevant part, the establishment of a board of water commissioners for the town of Jamestown; and

**WHEREAS** Chapter 273 at Section 4 authorized the commission to “acquire by purchase, subject to approval of a special or annual financial town meeting the assets of the Jamestown Water Company, and thereafter may construct, operate, maintain, extend and improve a water works system for the town and to provide an adequate supply of water for the town or any part thereof (emphasis added); and

**WHEREAS** the Water and Sewer Commission of the Town of Jamestown as it presently exists operates and provides a public water system that services a geographic area less than the entire legal territory on the Town; and

**WHEREAS** Chapter 15 of Title 46 of the General Laws which governs public water supply facilities such as the Jamestown public water system was amended by act of the General Assembly in their 2022 session by Public Law 2022, chapter 66, § 1 which, in pertinent part, actually or implicitly requires the provision of public water beyond the limited service area of the existing water works without a clear regulatory framework by which the applicant’s need can be assessed, nor any regard to the capacity of the existing water system to supply water, the precedent established in enlarging the service area of the water system or the subsequent financial burdens on the ratepayers; and

**WHEREAS** the Water and Sewer Commission for the Town of Jamestown has determined that these amendments of Chapter 15 of Title 46 of the General Laws impairs the ability of the Commission to maintain adequate water supply and service for its present users due to the limited supply of water available to the Commission. The amendments also exposes ratepayers to unlimited liability to provide public water to any resident regardless of whether they are located within the existing public water service area.

**NOW, THEREFORE, BE IT RESOLVED**, that we, the Commissioners of the Water and Sewer Commission for the Town of Jamestown, do hereby act and resolve to request that the R.I. General Assembly amend the Chapter 15 of Title 46 of the General Laws to specifically limit a public water system’s obligation to supply water only to those applicants who reside within its designated and described service area and not the entire legal jurisdiction of the Town of Jamestown.



**BE IT FURTHER RESOLVED** the Town Clerk is hereby authorized to forward this Resolution to the representatives of the Town of Jamestown in the R.I. General Assembly for its introduction and advocacy for passage and to forward to all other Rhode Island communities and public water supply facilities which may be similarly affected for their consideration and request of support for passage of these requested amendments to Chapter 15 of Title 46 of the General Laws.

By Order of the Jamestown Water and Sewer Commission

\_\_\_\_\_  
Nancy Bye, President

\_\_\_\_\_  
Mary E. Meagher, Vice President

\_\_\_\_\_  
Randall White

\_\_\_\_\_  
Michael White

\_\_\_\_\_  
Erik Brine

IN WITNESS WHEREOF, I hereby attach my hand and the official seal  
of the Town of Jamestown this \_\_\_ day of June, 2016.

Denise Jennings, Water and Sewer Commission Clerk

DRAFT



**GENERAL RULES**  
**SHARED USE PATH**  
**NORTH RESERVOIR PROPERTY**

General public access within the North Reservoir Property is restricted to the alignment of the Shared Use Path one hour before sunrise and one hour after sunset through gates located at North Main Road and Eldred Avenue. Access to all other lands is strictly prohibited unless authorized by a written permit from the Commission or its designee.

General Regulations

1. The Shared Use Path is open to the public for walking, jogging, skating, bicycling, cross country skiing, and other means of non-motorized transportation within the limits of the designated path alignment. Recreational vehicles are strictly prohibited from the property.
2. Entrance on and exit from the property shall be made through the gate at North Main Road and Eldred Avenue.
3. All motorized vehicles are strictly prohibited except by use of Town Staff for general maintenance of the property. Motorized carts are permitted for use by individuals with ADA disability.
4. No person is allowed upon any other land on the property. Access onto the Dam is strictly prohibited.
5. Horses are prohibited from the property including the Shared Use Path.
6. Dogs are only allowed within the limits of the Shared Use Path and must be leashed at all times. Maximum length of the leash is six feet including retractable leashes. Owners will be responsible for cleaning waste from their Dog and removing from the property.
7. All acts which pollute or may pollute the water supply are prohibited. No litter or refuse of any sort may be thrown out on any land on the reservoir property.
8. Parking on reservoir property is prohibited except for authorized personnel.
9. No person shall wade or swim in any tributary or surface water on or within the property.
10. Fishing is prohibited except as allowed by the Water and Sewer Commission.
11. Night access within reservoir property including the Shared Use Path is prohibited.
12. The Shared Use Path may be closed for public access at the discretion of the Commission or its designee when necessary to protect the lands and water under the care and control of the Commission.

It is important that all users of the Shared Use Path, regardless of skill level, obey the rules of the property to ensure that everyone who visits the path is safe.

## **BIKE RIDERS**

- Pass on the Left - Be sure that when you are passing someone on the path, stay on their left side and move to the right after you have passed them. Call out "passing on your left" so you do not startle the person you are passing.
- Pull completely off the path if you need to stop - By pulling off the path, you are less likely to get hit by bike traffic and cause an accident.
- Wear a helmet - It is required for children under 18 years of age and it's a good idea for adults as well.
- Pay attention when you ride - Don't wear headphones and make sure you keep your eyes on the path to look for potential hazards. Stay in your lane.
- Ride in Single File - Even if you are in a group, riding single-file helps keep the path clear of congestion and reduces the chances of an accident.
- The Speed limit is 15 mph - The path is not designed for extreme biking and too much speed can be a hazard to you and the public.
- Stay on the path - Bicycles are not allowed on any other lands within the reservoir property.
- The path is best used for experienced riders - While there is no age limit for bike riders, the path is probably not the best place for someone to learn how to ride a bike. Children and adults who visit the path should know how to ride.

## **PEDESTRIANS**

- Use the left side- Joggers and walkers should stay to the left facing the flow of traffic to minimize the chance of an accident.
- Stay Single File - This reduces the chance of people straying into the path of a bicycle and being involved in an accident.
- Keep your dog on a short leash - Dogs are not allowed to be off-leash within the Shared Use Path. The maximum length of a leash is six feet including retractable leads.

## **OTHER TRAFFIC**

- Skaters - Both roller skating and rollerblading are permitted on the path, and all skaters must obey the same rules as bicyclists. Skateboards are not permitted on the path.

- No motorized traffic- No motorized traffic is permitted on the path.
- Equestrians - Horses are no allowed on the reservoir property including the path.

If you have an emergency while on the Shared Use Path, please call 911. If you have any questions or want to report any issues with the path please contact the Public Works Director at (401) 423-7225.

DRAFT

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

Monday, November 20, 2023

A regular meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners was called to order at the Jamestown Town Hall, Council Chambers, 93 Narragansett Avenue at 6:33 PM by Commission President Nancy A. Beye.

The following members were present:

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**

(None)

**READING AND APPROVAL OF MINUTES**

1) 10/16/23 (regular meeting)

Motion was made by Commission Vice-President Meagher, seconded by Commissioner Michael White to accept the 10/16/23 regular meeting minutes. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye.

**OPEN FORUM**

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

1) Scheduled requests to address:

(None)

2) Non-scheduled request to address:

(None)

## REPORT OF TOWN OFFICIALS

### 1) Pumping Report:

The Public Works Director reported the following:

- JR-1 well is in service.
- Transfer pumping remains inactive.
- Pumping was down for the month of October.
- Rainfall was down for the month of October, compared to the previous month and also compared to the previous years.
- 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 November 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.
- The Town is required by the RIDOH and the EPA to collect multiple water samples for PFAS analysis. One round of sampling has been completed and he has included the analytical results with his report. The report received from the State stated that the Town is in compliance with the State PFAS law. PFAS informational notices will be going out to customers with their next Water and Sewer bills in December.

#### **Distribution System-**

The Public Works Director reported the following:

- Atlas Painting has completed the painting of the second tower.
- Contractors for RIDEM have completed the installation of a new 4" watermain into Beavertail State Park and that this new watermain project is to replace an old cast iron distribution line that ran throughout the park, which was found to be leaking by Town water staff.

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

## LETTERS AND COMMUNICATIONS

(None)

## UNFINISHED BUSINESS

### 1) **Water Supply System Management Plan-5 Year Update (October 2023) cont.** from 10-16-23

The Public Works Director reported that he continues to work with the Town Planner on some changes for a new draft of the Water Supply System Management Plan-5 Year Update and that he hopes to have the new draft for the next meeting in December.

Brief discussion ensued regarding short term rentals, redevelopment of lots, specifically the old bank building and the new structure on Conanicus Avenue and future development.

NEW BUSINESS

- 1) **Application of Looking Upwards Inc. (Bridges Inc.) of 2 Hammett Ct.-Plat 9, Lot 183-2 for Utility Service Expansion/Change of Use.**

The Public Works Director reported the following:

- The applicant is seeking a change of use for their property located at 2 Hammett Ct. from a commercial condo office unit to a multi-family residential structure with (8) 1-bedroom units and (4) 2-bedroom units.
- The owner of the property has received approval through the comprehensive permit process.
- The new project is similar in scope to the 5-unit residential building on this property, which provides affordable housing.

Attorney Christian Infantolino of Murphy, Prior & Infantolino stated that he was present this evening to represent the applicant Looking Upwards Inc. (Bridges Inc.). Attorney Infantolino stated that the applicant has received approval through the comprehensive permit process, to convert the existing commercial building into 12 units, specifically (8) 1-bedroom units and (4) 2-bedroom units. Commission Vice-President Meagher asked Attorney Infantolino to describe Looking Upwards. Attorney Infantolino stated that Looking Upwards has merged with Bridges Inc. and is a non-profit organization that supplies housing for disabled individuals and affordable housing.

Brief discussion ensued regarding the proposed usage for the new structure. Commission Vice-President Meagher stated that this new structure will increase the affordable housing on the island.

Following clarification on a few items, motion was made by Commission Vice-President Meagher, seconded by Commissioner Randall White to approve the application of Looking Upwards Inc. (Bridges Inc.) of 2 Hammett Ct.-Plat 9, Lot 183-2 for Utility Service Expansion/Change of Use, for 12 units, specifically (8) 1-bedroom units and (4) 2-bedroom units. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye.

- 2) **Permission to begin the process of updating the Rules and Regulations of the Board of Water and Sewer Commissioners.**

The Public Works Director briefly outlined some of the suggested changes to the Rules and Regulations of the Board of Water and Sewer Commissioners. Brief discussion ensued regarding a possible change to the urban and rural water district, watermain extensions/connections and the 2022 amendment to the RIGL.

It was the consensus of the Commission, to move forward with discussion on this matter and continue discussion to the next meeting in December.

- 3) **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 General Assembly in support of Jamestown's requested amendment to RIGL 46-15-2.**

The Public Works Director stated that the RI General Assembly approved a bill in 2022, which is now law and that this affects all communities and their public water supply. Motion was made by Commissioner Randall White, seconded by Commission Vice-President to move forward to ask the Town Solicitor to 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 to grant permission to the Town

to request other municipalities to join the Town of Jamestown in sending resolutions to Rhode Island General Assembly in support of Jamestown's requested amendment to RIGL 46-15-2. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye.

- 4) 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 11-6-23.

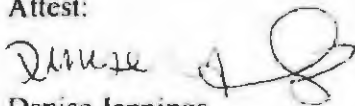
The Public Works Director briefly outlined the scope of the project. The Public Works Director stated that the project went out to bid. The Town received 8 requests for proposal and interviewed 2 applicants. The Public Works Director recommended that the project be awarded to Weston and Sampson.

Motion was made by Commission Vice-President Meagher, seconded by Commissioner Michael White to approve 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 11-6-23 and as recommended by the Public Works Director. Commission Vice-President Meagher, Aye; Commissioner Brine, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye.

**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 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**

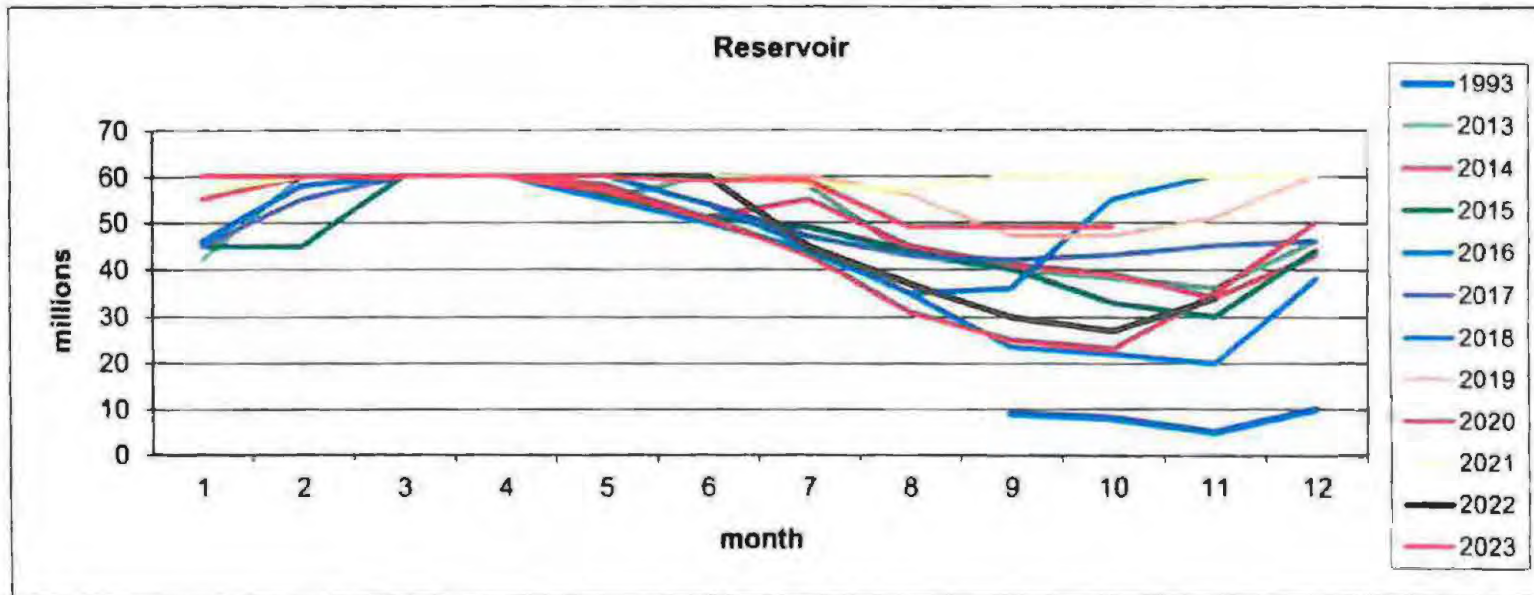
- The monthly average daily flow at the treatment plant for October was 0.327 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.61 million gallons.





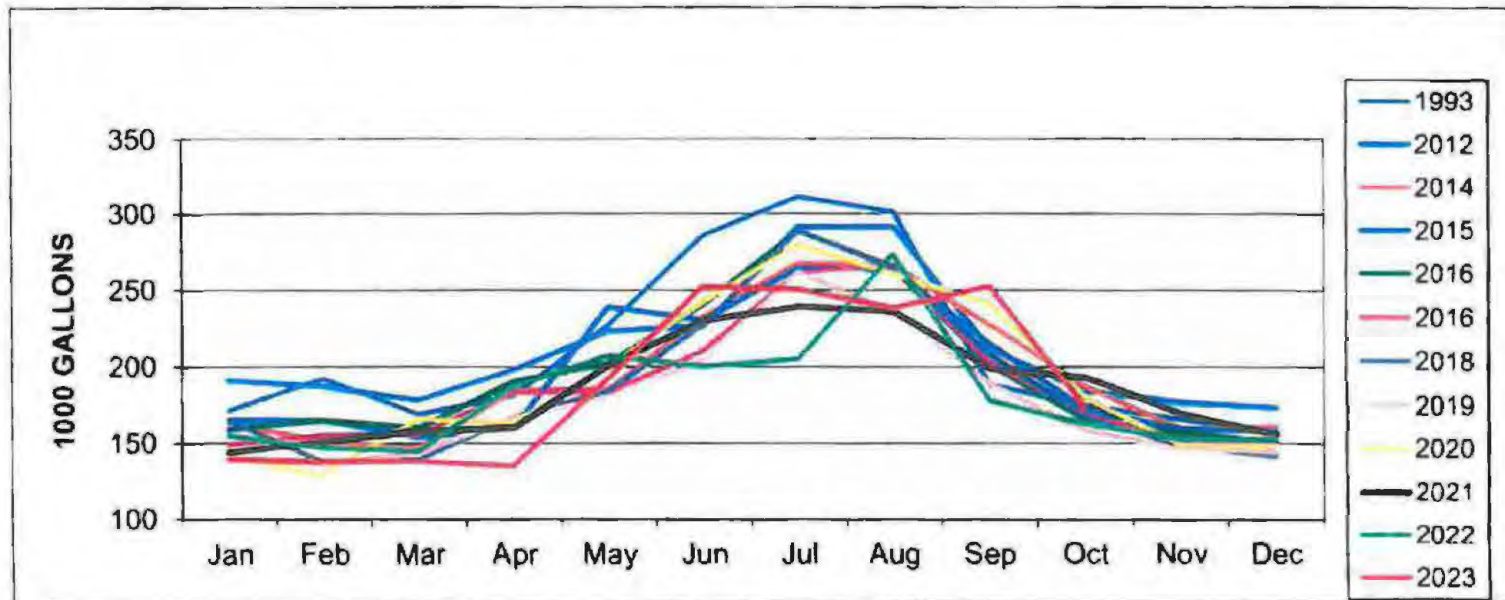
### RESERVOIR LEVEL

	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**

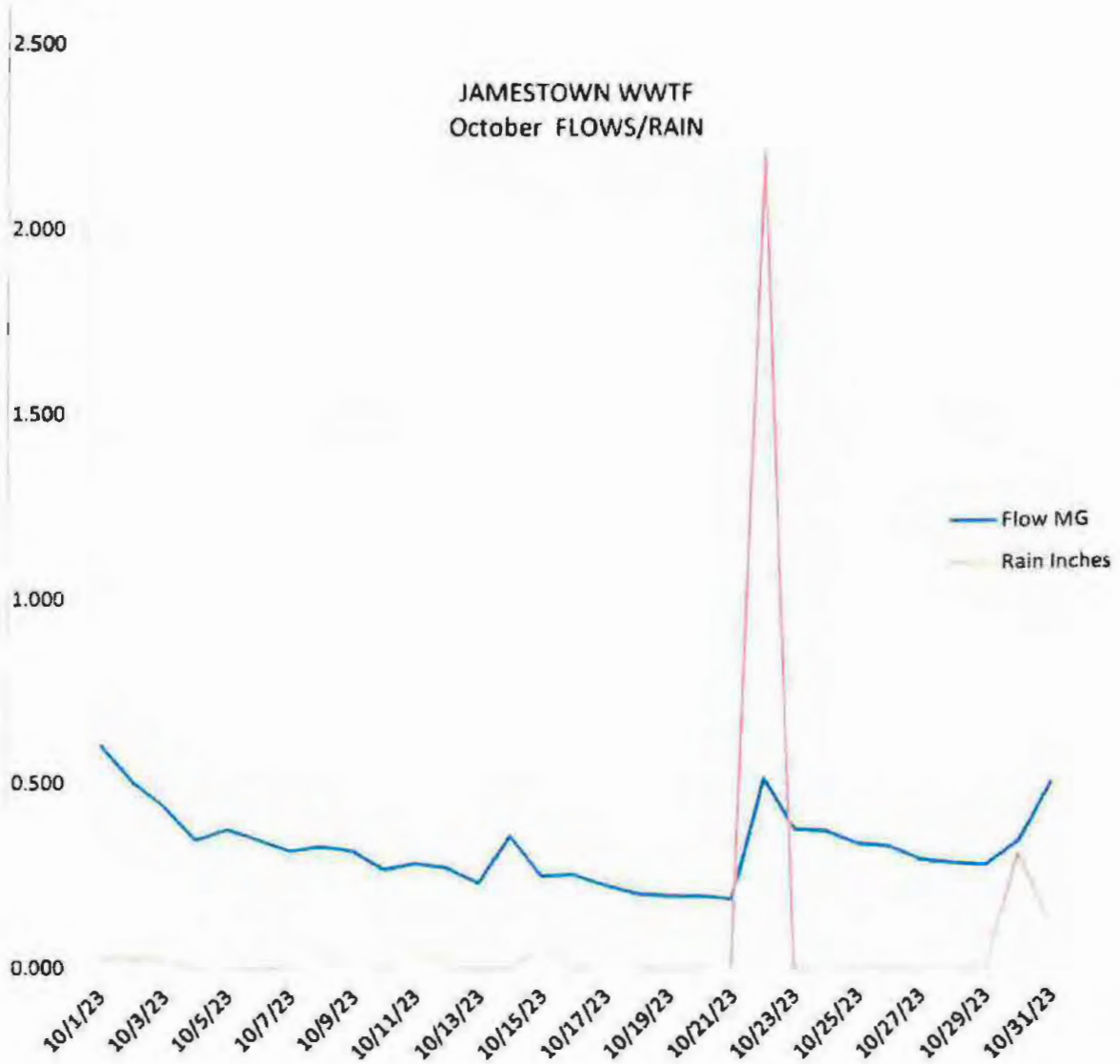
No water was requested in the month of October.

### **Work Orders**

69 work orders were completed.



### Graphs



## **Project Update December 2023**

### **WELLS**

JR-1, JR-3

- JR-1 is in service.

### **TREATMENT PLANT**

- A licensed operator from Veolia has been training with our staff at the water treatment plant. He is fully licensed and has a great deal of experience in water treatment.
- Pare is working on updating the build-out projections for our water district. The original analysis used for our Water Supply System Management Plan was conducted in 2010 for the comprehensive plan. Once complete the plan will be finalized and be provided for the commission to review.
- I am requesting assistance from Pare Corporation with our revisions to the Water and Sewer Regulations. I am waiting on a proposal for the work.

### **TRANSFER PUMPING/RESERVOIR**

- The water department is not transferring water from south pond to north pond.
- Water department staff have been working on upgrades to the logic controls that operate the well at the reservoir. The new control panels replaces parts and instruments that are no longer supported by the manufacturer.

### **DISTRIBUTION SYSTEM**

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 49 MG

Usable Storage 53 Million Gallons

- Diprete Engineering has been hired to complete the design and permitting of the watermain extension to 68 East Shore Road. Engineers have contacted me on requirements and they are working on a formal submission for review and approval. They are also working on the permit application to RIDOT.

### **WASTEWATER TREATMENT PLANT**

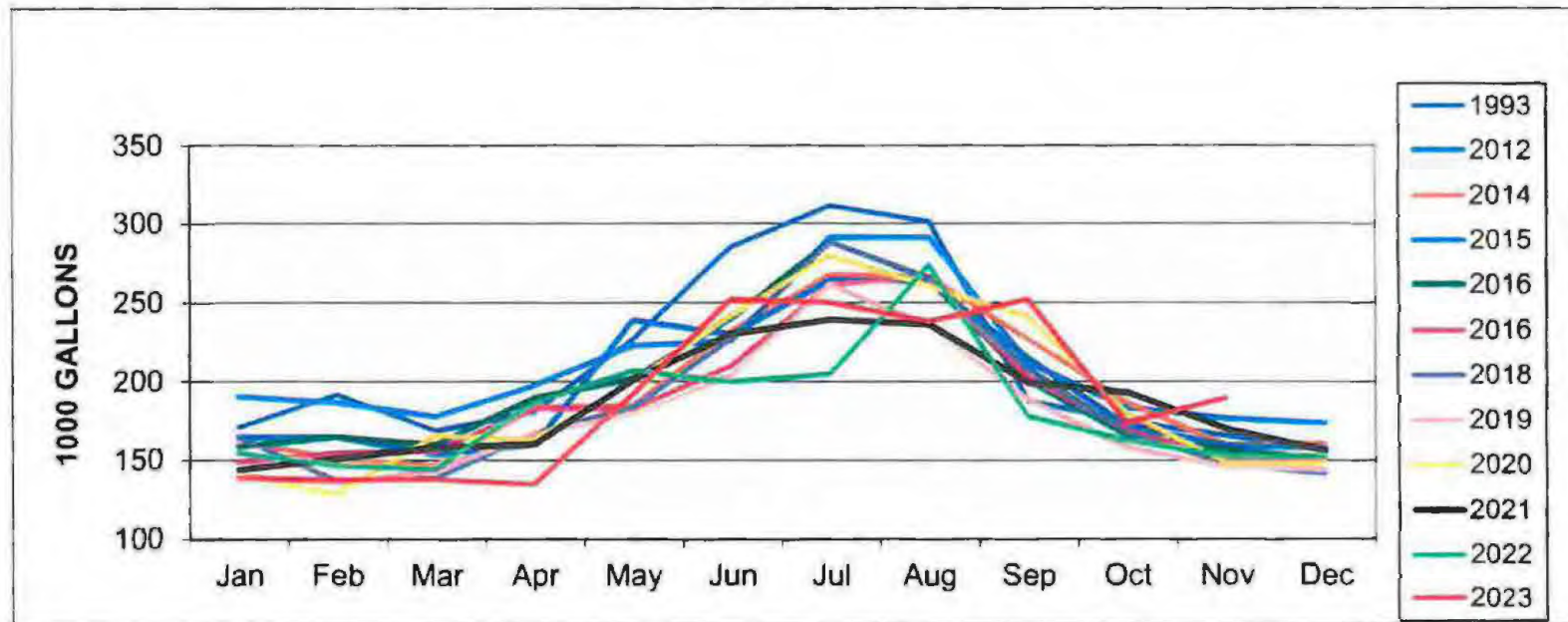
- The monthly average daily flow at the treatment plant for November was 0.2557 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.36 million gallons.
- We have received a draft Rhode Island Pollutant Discharge Elimination System (RIPDES) from the RIDEM for the Jamestown Wastewater Facility. A permit renewal application was submitted on May 20, 2021 as required. The wastewater staff and I have been reviewing the effluent limitations and conditions of the draft permit. Comments are due by December 18<sup>th</sup>.

#### Notable Changes to the permit

- There is a new requirement for quarterly influent and effluent monitoring for PFAS contaminants. The lab analytical will cost an additional \$8,000 annually for this requirement.
- Whole Effluent Toxicity testing requirements have changed for the annual bioassay testing. Under the old permit Jamestown bioassay was performed with 50% dilution of a sample of our wastewater. The new requirements are for the test to be performed with 100% concentration of our wastewater with no dilution. Tests are performed on Mysids (aquatic organisms). Under the new requirement there cannot be more than 50% acute toxicity for Mysids using 100% concentration of the wastewater. We have consistently met the 50% requirement at 50% dilution.
- Submission of an Outfall Inspection Report within one year of the effective date of the permit
- Development and submission of a Resiliency Plan and schedule of short- and long term actions to be taken to maintain, operate and protect key collection and treatment system assets.

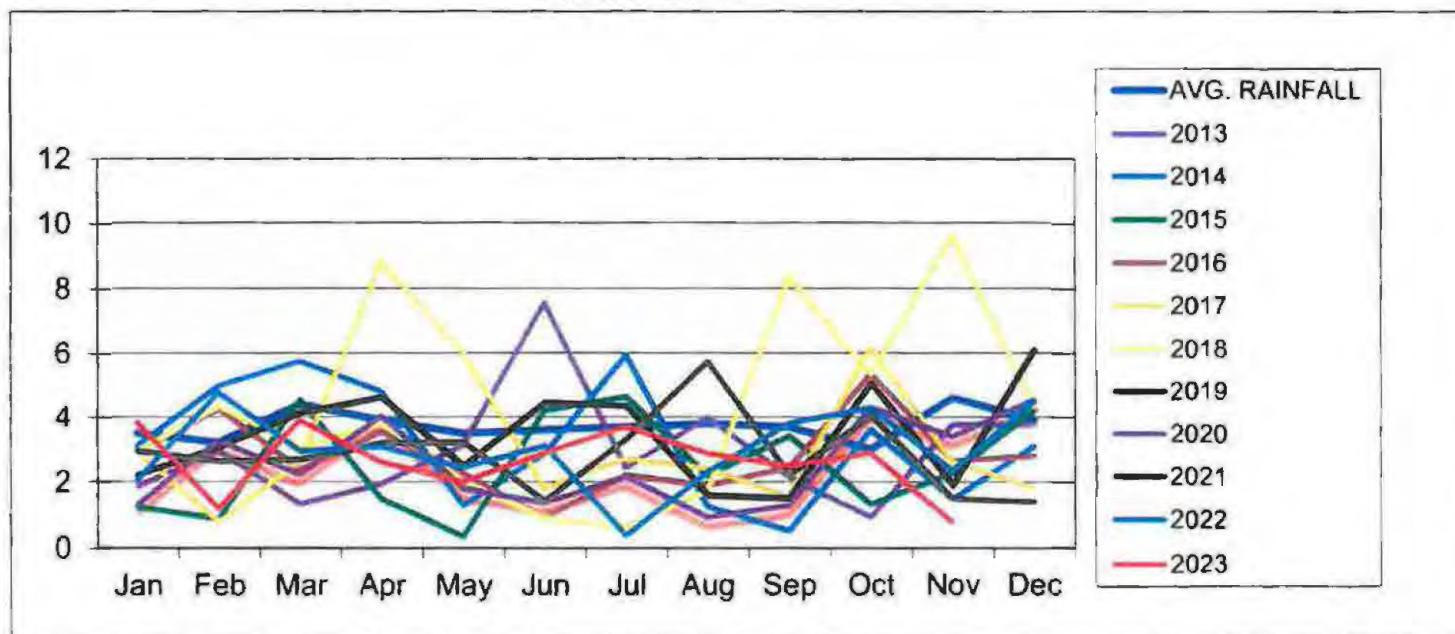
	1993	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
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Nov	166	160	164	167	177	160	160	157	151	148	146	149	170	153	190
Dec	158	167	158	180	174	161	158	151	151	142	145	149	156	153	

**PUMPING REPORT**



	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	2.88
Nov	4.6	3.76	1.47	2.27	2.63	2.61	9.61	1.89	3.39	1.47	2.33	0.75
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	29.07

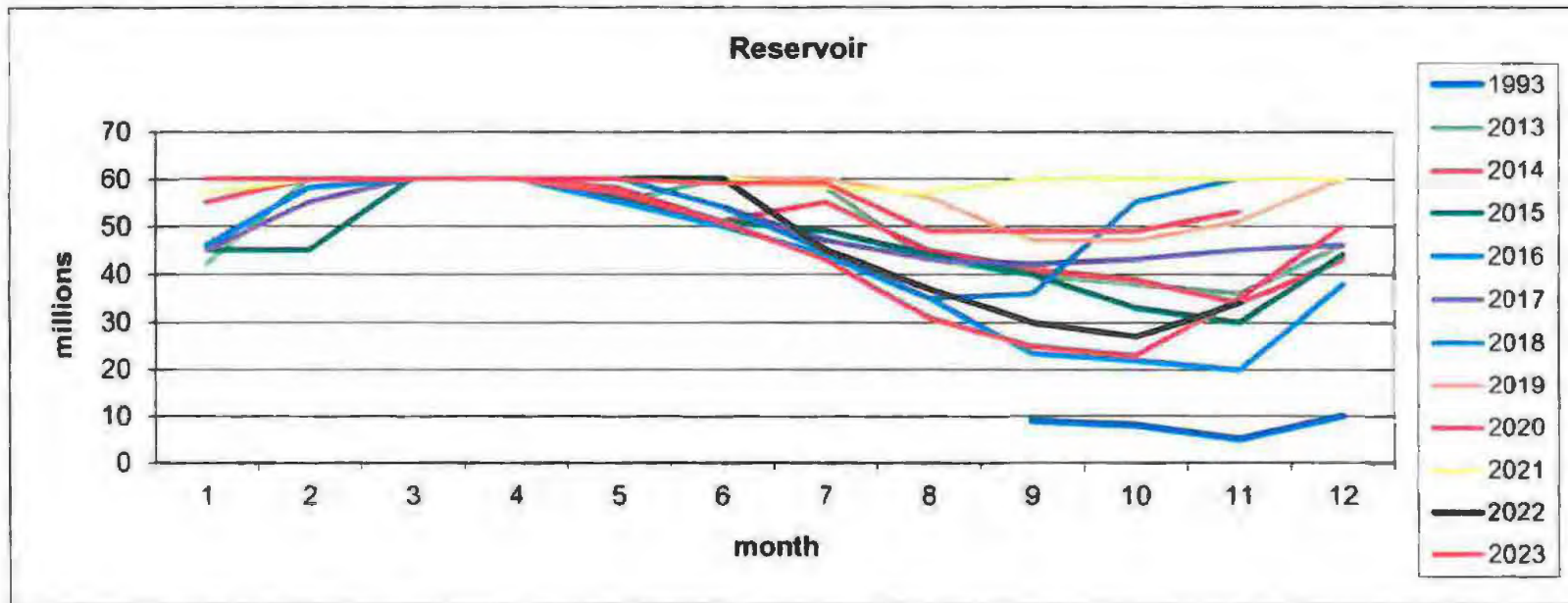
### RAINFALL



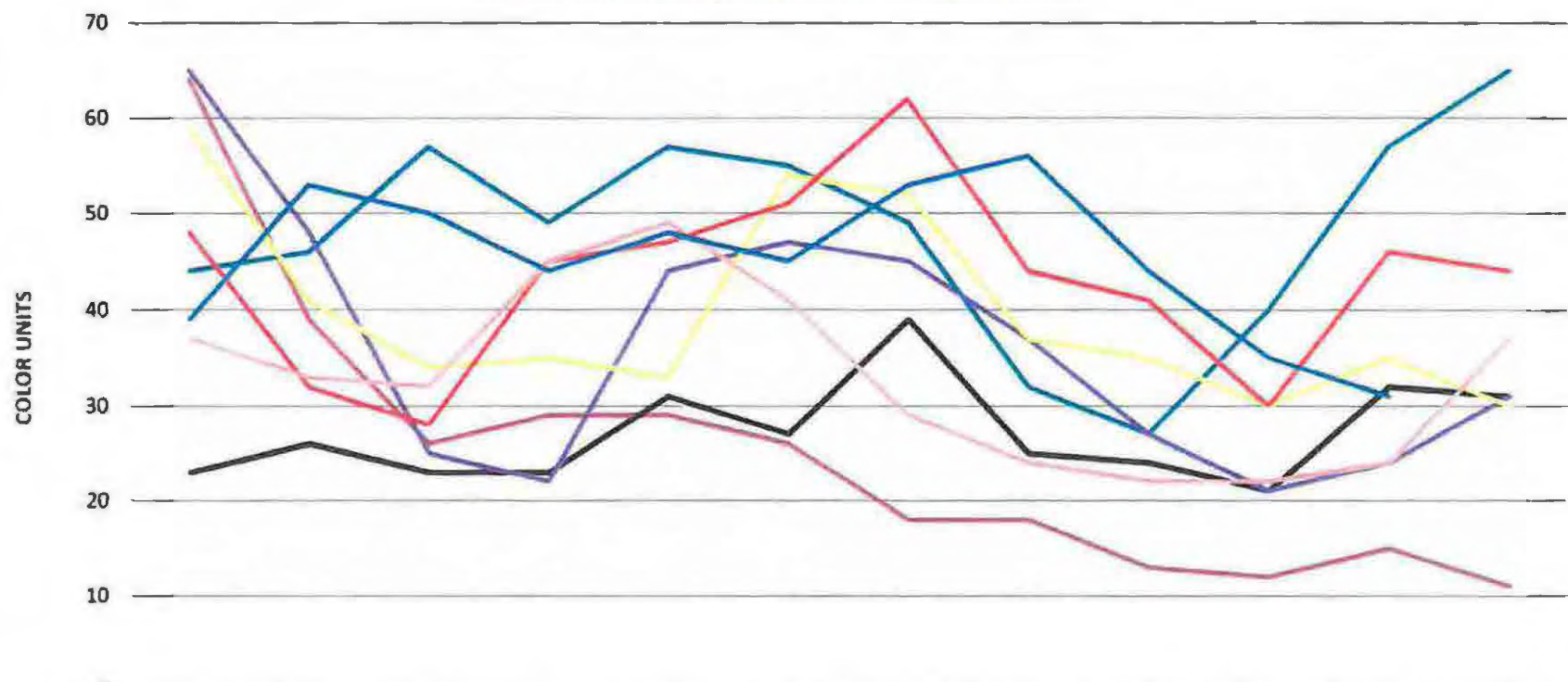


### RESERVOIR LEVEL

	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	53
Dec	10	46	43	44	38	46	60	60	50	60	48	



## Transfer Pumping NORTH POND WATER QUALITY



	1	2	3	4	5	6	7	8	9	10	11	12
2016	54	39	26	29	29	26	18	18	13	12	15	11
2017	23	26	23	29	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	35	31	



TOWN OF JAMESTOWN WWTF  
MONTHLY REPORT  
NOVEMBER 2023

Douglas Ouellette, Superintendent



**Parameters**

	<u>Monthly Avg.</u>	<u>Permit Limit</u>	<u>Notes</u>
Flow	.2557 MGD	.73 MGD	
Daily Max	.3570 MGD		
BOD Removal	99.8 %	85%	% Removed
TSS Removal	97.0 %	85%	% Removed
Fecal Coliform	1.17	No limit, report only	
Enterococci	1.1	(<35 cfu/100ml Monthly)	(<276 cfu/100ml Daily)

**Environmental Compliance (Violations)**

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

**Complaints**

There were 0 complaints reported for the month of November.

**Alarms**

The facility had 0 alarms.

**Septage**

The facility did not receive any septage for the month of November.

**Sludge Production**

The facility processed 49,500 gallons of sludge through Wastewater Services Incorporated.

### **Maintenance Management**

Replaced Rotex Coupling on aerator #3

### **Chemical Use**

The facility used 310 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.

### **Energy Use**

Energy use for November was: 17,672 KWH

### **Precipitation**

Precipitation for November was .75"

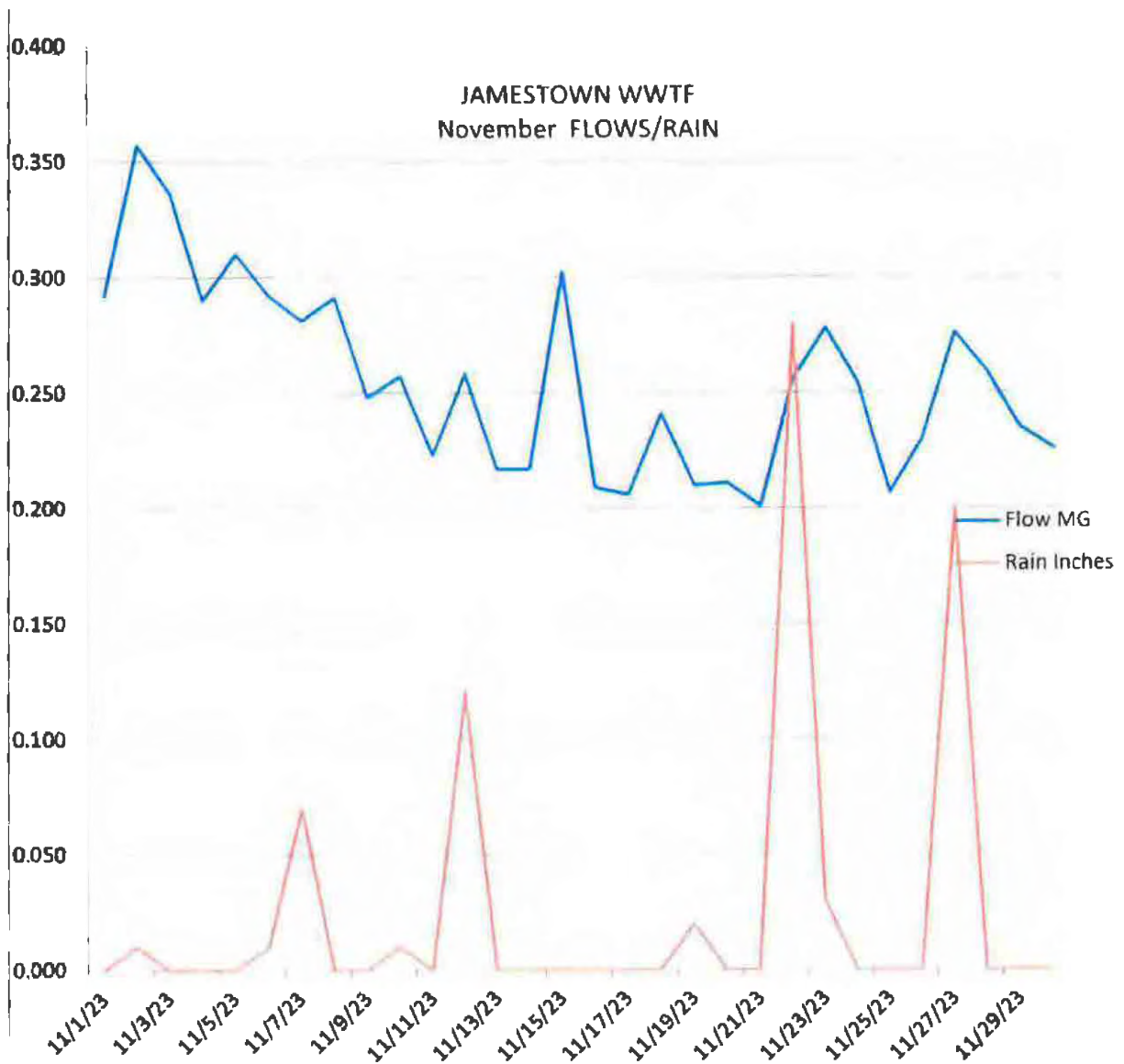
### **Golf Course**

Pumping has stopped for the season, will resume in spring.

### **Work Orders**

66 work orders were completed.

### Graphs



AGREEMENT FOR ENGINEERING SERVICES  
BY AND BETWEEN THE  
TOWN OF JAMESTOWN, RI  
AND  
WESTON & SAMPSON ENGINEERS, INC.

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the TOWN OF JAMESTOWN, RHODE ISLAND, acting herein by and through its Department of Public Works, hereinafter called the OWNER and WESTON & SAMPSON ENGINEERS, INC., with offices at 55 Walkers Brook Drive, Suite 100, Reading, Massachusetts 01867, hereinafter called the ENGINEER.

WITNESSETH, for the consideration hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1 - ENGAGEMENT OF THE ENGINEER AND STANDARD OF CARE

- 1.1 THE OWNER hereby engages the ENGINEER, and the ENGINEER hereby accepts the engagement to perform certain professional engineering services for the **Engineering Services for Wastewater Facilities Improvements**, hereinafter called the PROJECT.
- 1.2 The ENGINEER's services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing design professionals performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions. The ENGINEER makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder.

ARTICLE 2 - SCOPE OF SERVICES

- 2.1 An initial working session will be conducted with the OWNER to define project goals and limitations. Specific topics will include equipment maintenance and repair history, known operational issues and equipment age and condition. Review drawings, reports, permits, operational performance data, O&M manuals and other relevant documents provided by the OWNER prior to the session.
- 2.2 Visit the site to evaluate and inventory assets at each facility. Perform visual inspection and condition assessment of existing equipment, piping, instruments, etc. A member(s) of the OWNER wastewater staff will participate for efficiency. ENGINEER'S personnel will include process, electrical, H/V, plumbing and instrumentation engineers, as well as architects, CMR and services personnel as appropriate.
- 2.3 Develop 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). 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. A detailed alternatives analysis will be provided for the aeration process.

- 2.4 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. Meet with the OWNER to discuss report findings, prioritize recommendations, and determine which items shall be carried forward into the next phase of design. Participate in a hybrid meeting with ENGINEER's PM on site in Jamestown and technical experts participating virtually. Deliver a Final PDR based upon the discussions with the OWNER and the desired packaging of future projects based upon available Capital to support the overall Project.
- 2.5 Conduct a dedicated collection system kickoff meeting with the OWNER to identify known infiltration/inflow (I/I) and operation & maintenance (O&M) problem areas in the sewer collection system. Review data provided by the OWNER 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. Prioritize areas of the sewer system for evaluation and 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. 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 OWNER, 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. 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. Develop an updated map of the sewer collection system. The map will be based upon existing GIS and updated with information from the OWNER 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.

### ARTICLE 3 - RESPONSIBILITIES OF THE OWNER

The OWNER, without cost to the ENGINEER, shall do the following in a timely manner so as not to delay the services of the ENGINEER:

- 3.1 Designate in writing a person to act as the OWNER 's representative with respect to work to be performed under this AGREEMENT, such person to have complete authority to transmit instructions, receive information, interpret and define the OWNER'S policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this AGREEMENT.

- 3.2 Through its officials and other employees who have knowledge of pertinent conditions, confer with the ENGINEER regarding both general and special considerations relating to the PROJECT.
- 3.3 Assist the ENGINEER by placing at the disposal of the ENGINEER, all available information pertinent to the PROJECT including previous reports and any other data relative to design or construction of the PROJECT.
- 3.4 Pay all application and permit fees associated with approvals and permits from all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from others as may be necessary for completion of the PROJECT.
- 3.5 Arrange for access to and make all provisions for the ENGINEER to enter upon public and private lands as required for the ENGINEER to perform its work under this AGREEMENT.
- 3.6 Furnish the ENGINEER all needed property, boundary and right-of-way maps.
- 3.7 Cooperate with and assist the ENGINEER in all additional work that is mutually agreed upon.
- 3.8 Pay the ENGINEER for work performed in accordance with the terms specified herein.
- 3.9 Pay for concrete and soils testing laboratory services as required for the PROJECT.
- 3.10 Operate all valves, pumps, instrumentation, and other equipment as required to support the ENGINEER and Contractor personnel in carrying out systems and plant startup and testing operations.
- 3.11 Provide all criteria and full information as to OWNER's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards, which OWNER will require to be included in the Drawings and Specifications.
- 3.12 Examine all studies, reports, sketches, Drawings, specifications, proposals and other documents presented by ENGINEER, obtain advice of an attorney, insurance counselor and other consultants, as OWNER deems appropriate for such examination, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the ENGINEER.
- 3.13 Give prompt written notice to ENGINEER whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of ENGINEER's services or any defect or non-conformance of the work of any Contractor(s).



- 3.14 Submit to ENGINEER the proposed language of certifications, affidavits and/or assignments requested of ENGINEER or ENGINEER's independent contractors and consultants for review and approval at least 14 days prior to execution. OWNER shall not request certifications and/or affidavits that would require expertise, knowledge or services beyond the scope of this AGREEMENT.

#### ARTICLE 4 - TIME OF PROJECT

- 4.1 The ENGINEER will initiate work under this AGREEMENT following formal acceptance of this AGREEMENT by the OWNER. The ENGINEER agrees to provide services for the estimated duration of work, starting within 10 days of signing this AGREEMENT and concluding within 180 days.
- 4.2 If the specific periods of time for services provided under this AGREEMENT are changed through no fault of the ENGINEER, the rates and compensation provided for herein shall be subject to equitable adjustment.
- 4.3 If ENGINEER's services are delayed or suspended in whole or in part by the OWNER for more than three months through no fault of the ENGINEER, ENGINEER shall be entitled to an equitable adjustment of the rates and compensation to be paid herein.

#### ARTICLE 5 - PAYMENTS TO THE ENGINEER

- 5.1 For services performed under this AGREEMENT, the OWNER agrees to pay the ENGINEER the lump sum fee of \$95,000.00 for the scope of services described in Article 2 of this AGREEMENT. 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.
- 5.2 If the OWNER fails to make any payment due the ENGINEER for services and expenses within thirty (30) days after receipt of the ENGINEER'S statement therefore, the ENGINEER may, after giving seven (7) days' written notice to the OWNER, suspend services under this AGREEMENT. Unless the ENGINEER receives payment within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the ENGINEER shall have no liability to the OWNER for delay or damage caused the OWNER because of such suspension of services.

#### ARTICLE 6 - INSURANCE

##### 6.1 General Liability Insurance

The ENGINEER shall secure and maintain, for the duration of this PROJECT, the following General Liability Insurance policy or policies at no cost to the OWNER. With respect to the operations the ENGINEER performs, the ENGINEER shall carry Commercial General Liability Insurance for bodily injury, death, and property damage in the amount of \$2,000,000 per occurrence and \$5,000,000 in the aggregate.

## 6.2 Automobile Liability Insurance

The ENGINEER shall secure and maintain, for the duration of this PROJECT, Automobile Liability Insurance covering the operation of all motor vehicles, including those hired or borrowed, used by the ENGINEER in connection with this AGREEMENT, in the amount of \$1,000,000 combined single limit per accident.

## 6.3 Umbrella Liability Insurance

In addition to the above-mentioned coverage, the ENGINEER shall carry a minimum of One Million Dollar (\$1,000,000) umbrella liability policy for the duration of the PROJECT.

## 6.4 Professional Services Liability Insurance

The ENGINEER shall secure, at its own expense, a Professional Services Liability Insurance policy with a limit of \$3,000,000 per claim and in the aggregate, and maintain such policy for the duration of the PROJECT.

## 6.5 Workers Compensation Coverage

6.5.1 The ENGINEER shall maintain statutory Worker's Compensation insurance coverage for all of its employees at the PROJECT as required by the State of Rhode Island.

6.5.2 The OWNER shall maintain statutory Worker's Compensation insurance coverage for all of its employees at the PROJECT as required by the State of Rhode Island.

## 6.6 Additional Insured

OWNER shall be named an additional insured for insurance coverage included in Articles 6.1, 6.2 and 6.3 only.

## ARTICLE 7 - LIMITATION OF LIABILITY AND INDEMNIFICATION

7.1 To the fullest extent permitted by law, the total liability in the aggregate, of ENGINEER and its officers, directors, employees, agents, and independent professional associates, and any of them, to the OWNER and any one claiming by, through or under OWNER, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to ENGINEER'S services, the project, or this AGREEMENT, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of ENGINEER or its officers, directors, employees, agents or independent professional associates, or any of them, and any causes arising from or related to the COVID-19 pandemic, shall not exceed the total amount recoverable from the available limits of the insurance identified in Article 6. ENGINEER shall have no upfront duty to defend the OWNER but shall reimburse defense costs of the OWNER to the same extent of its indemnity obligation herein.



7.2 To the fullest extent permitted by law, and subject to the limitation of liability set forth in 7.1, the ENGINEER agrees to indemnify and hold harmless the OWNER and its officers, directors, employees, agents, and independent professional associates, and any of them, from any claims, losses, damages or expense (including reasonable attorneys' fees) arising out of the death of, injuries, or damages to any person, or damage or destruction of any property, in connection with the ENGINEER'S services under this AGREEMENT to the extent caused by the negligent acts, errors, or omissions of the ENGINEER or its officers, directors, employees, agents or independent professional associates, or any of them.

7.3 Hazardous Waste Indemnifications

7.3.1 The ENGINEER and its consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous waste or viruses, including COVID-19, in any form at the PROJECT site. Accordingly, the OWNER hereby agrees to bring no claim for negligence, breach of contract, strict liability, indemnity, contribution or otherwise against the ENGINEER, its principals, employees, agents or consultants if such claim in any way arises from such services. The OWNER further agrees to defend, indemnify and hold the ENGINEER and its consultants and their principals, employees and agents harmless from and against any claims, demands, loss or damage (including reasonable attorneys' fees) sustained by any person or entity arising from such services or circumstances. The ENGINEER shall not be liable for any damages or injuries, of any nature whatsoever, due to any delay or suspension in the performance of its services caused by or arising out of the discovery of hazardous substances or pollutants at the PROJECT site or exposure of any parties to the COVID-19 virus.

7.3.2 The OWNER hereby warrants that, if it knows or has any reason to assume or suspect that hazardous materials, including materials or persons with viral contamination, may exist at the PROJECT site, it has so informed the ENGINEER. The OWNER also warrants that it has done its best to inform the ENGINEER of such known or suspected hazardous materials' type, quantity and location.

7.3.3 If, in the performance of the work, hazardous materials are encountered and are judged by the ENGINEER to be an imminent threat to on-site personnel and/or the general public, the ENGINEER shall take all steps immediately available which are, in its judgment, prudent and necessary to mitigate the existing threat. The OWNER agrees to compensate the ENGINEER for any time spent or expenses incurred by the ENGINEER to mitigate the threat, in accordance with the ENGINEER'S prevailing fee schedule and expense reimbursement policy.

- 7.3.4 The OWNER recognizes that special risks occur whenever engineering or related disciplines are applied to identify subsurface conditions. Even a comprehensive sampling and testing program, implemented with appropriate equipment and experience with personnel under the direction of a trained professional who functions in accordance with the prevailing standard of care may fail to detect certain hidden conditions. For similar reasons, actual environmental, geological, and technical conditions that the ENGINEER properly inferred to exist between sampling points may differ significantly from those that actually exist. The passage of time also must be considered, and the OWNER recognizes that due to natural occurrences or direct or indirect human intervention at the Site or distance from it, actual conditions may quickly change.

## ARTICLE 8 - EXTENSION OF SERVICES

### 8.1 Additional Work

In the event the ENGINEER, as requested by the OWNER, is to make investigations or reports on matters not covered by this AGREEMENT, or is to perform other services not included herein, additional compensation shall be paid the ENGINEER as is mutually agreed upon by and between the OWNER and the ENGINEER. Such services shall be incorporated into written amendments to this AGREEMENT, or into a new written AGREEMENT.

### 8.2 Changes in Work

The OWNER, from time to time, may require changes or extensions in the Scope of Services to be performed hereunder. Such changes or extensions, including any increase or decrease in the amount of compensation, to be mutually agreed upon by and between the OWNER and the ENGINEER, shall be incorporated into written amendments to this AGREEMENT.

### 8.3 Litigation Support Services

In the event the ENGINEER is to prepare for or appear in any litigation on behalf of the OWNER, additional compensation shall be paid to the ENGINEER.

The OWNER agrees to compensate the ENGINEER for time spent and expenses incurred in preparation for and attendance at meetings and appearances, including depositions. This shall include appearances before the OWNER'S attorney and before the attorney of any other party to the litigation, in addition to all other support services as requested by the OWNER. Additional compensation shall be paid the ENGINEER as is mutually agreed upon by and between the OWNER and the ENGINEER. Such services shall be incorporated into written amendments to this AGREEMENT, or into a new written AGREEMENT.

#### 8.4 Hazardous Materials Encountered

If, in the performance of the work, hazardous materials are encountered and are judged by the ENGINEER to be an imminent threat to on-site personnel and/or the general public, the ENGINEER shall inform the Local and State Emergency Personnel of the release. The OWNER agrees to compensate the ENGINEER for any time spent or expenses incurred by the ENGINEER to mitigate the threat, in accordance with the ENGINEER'S prevailing fee schedule and expense reimbursement policy. Such services shall be incorporated into written amendments to this AGREEMENT or into a new written AGREEMENT.

### ARTICLE 9 - OWNERSHIP AND USE OF DOCUMENTS

#### 9.1 Use of Documents

- 9.1.1 All Documents are instruments of service in respect to this Project, and the ENGINEER shall retain an ownership and property interest therein (including the right of reuse at the discretion of the ENGINEER) whether or not the Project is completed.
- 9.1.2 Copies of Documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by the ENGINEER. Files in electronic media format of text, data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- 9.1.3 Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. The party delivering the electronic files will correct any errors detected within the 60-day acceptance period. ENGINEER shall not be responsible to maintain documents stored in electronic media format after acceptance by OWNER.
- 9.1.4 When transferring documents in electronic media format, ENGINEER makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by ENGINEER at the beginning of this Project.

- 9.1.5 OWNER may make and retain copies of Documents for information and reference in connection with use on the Project by OWNER. Such Documents are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other project. Any such reuse or modification without written verification or adaptation by ENGINEER, as appropriate for the specific purpose intended, will be at OWNER's sole risk and without liability or legal exposure to ENGINEER or to ENGINEER's Consultants. OWNER shall indemnify and hold harmless ENGINEER and ENGINEER's Consultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting therefrom.
- 9.1.6 If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- 9.1.7 Any verification or adaptation of the Documents for extensions of the Project or for any other project will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER

#### ARTICLE 10 – TERMINATION

- 10.1 The obligation to provide further services under this AGREEMENT may be terminated by either party upon thirty (30) days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
- 10.2 If the PROJECT is suspended or abandoned in whole or in part for more than three (3) months, the ENGINEER shall be compensated for all services performed prior to receipt of written notice from the OWNER of such suspension or abandonment, together with other direct costs then due and all Termination Expenses as defined in Article 10.4. If the PROJECT is resumed after being suspended for more than three (3) months, the ENGINEER'S compensation shall be equitably adjusted.
- 10.3 In the event of termination by the OWNER under Article 10.1, the ENGINEER will be paid a percentage of the lump sum fee based on work completed on the PROJECT through the completion of services necessary to affect termination, in accordance with the provisions of Article 5 of this AGREEMENT.
- 10.4 In the event of termination by the ENGINEER under Article 10.1, or termination by the OWNER for the OWNER'S convenience, the ENGINEER will be paid a percentage of the lump sum fee based on work completed on the PROJECT through the completion of services necessary to affect termination, plus termination expenses. Payment for services will be in accordance with the provisions of Article 5 of this AGREEMENT. Termination expenses means additional costs of services and other direct costs directly attributable to termination, which shall be an additional amount computed as the costs the ENGINEER reasonably incurs relating to commitments, which had become firm before the termination.



## ARTICLE 11 - GENERAL PROVISIONS

### 11.1 Precedence

The terms and conditions in this AGREEMENT shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding the ENGINEER'S services.

### 11.2 Severability

If any of the terms and conditions in this AGREEMENT shall be finally determined to be invalid or unenforceable in whole or part, the remaining provisions hereof shall remain in full force and effect, and be binding upon the parties hereto. The parties agree to reform this AGREEMENT to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.

### 11.3 Mediation

All claims, disputes or controversies arising between the OWNER and the ENGINEER shall be submitted to non-binding mediation prior to and as a condition precedent to the commencement of any litigation between those parties. The American Arbitration Association, or such other person or mediation service shall conduct the non-binding mediation as the parties mutually agree upon. The party seeking to initiate mediation shall do so by submitting a formal written request to the other party to this AGREEMENT and the American Arbitration Association or such other person or mediation service as the parties mutually agree upon. The costs of mediation shall be borne equally by the parties. All statements of any nature made in connection with the non-binding mediation shall be privileged and will be inadmissible in any subsequent court or other proceeding involving or relating to the same claim. The parties may engage in remote mediation if in-person mediation is not possible or practicable due to the COVID-19 pandemic, or if mutually agreed upon between the parties.

### 11.4 Subrogation

The OWNER and the ENGINEER waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, but only to the extent covered by any property or other insurance in effect whether during or after the PROJECT. The OWNER and the ENGINEER shall each require similar waivers from their contractors, consultants and agents.

#### 11.5 Consequential Damages

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the ENGINEER, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty, including costs arising from the COVID-19 pandemic. Both the OWNER and ENGINEER shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in the Project.

#### 11.6 Sole Remedy

Notwithstanding anything to the contrary contained herein, OWNER and ENGINEER agree that their sole and exclusive claim, demand, suit, judgment or remedy against each other shall be asserted against each other's corporate entity and not against each other's shareholders, A/E's, directors, officers or employees.

#### 11.7 Third Party Obligations

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the OWNER or the ENGINEER.

#### 11.8 Statute of Limitations

Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of completion of services performed for acts or failures to act occurring prior to the date of completion of services performed or the completion date contained in this AGREEMENT for acts or failures to acts occurring after the date of completion of services performed. In no event shall such statutes of limitations commence to run any later than the date when the ENGINEER's services are substantially completed.

#### 11.9 Engineer's Liability for Construction Contract Award Recommendations

In consideration of the ENGINEER'S performance of its obligation to review and evaluate the various bidders and bid submissions and to make recommendations to the OWNER regarding the award of the construction contract, the OWNER agrees to hold harmless the ENGINEER for all costs, expenses, damages and attorneys' fees which are incurred by the ENGINEER as a result of any claims, allegations, administrative or court proceedings, arising out of or relating to any bid protest or such other action taken by any person or entity with respect to the review and evaluation of the bidders and bid submissions and/or recommendations concerning the award of the construction contract. This paragraph shall

not apply in circumstances in which the ENGINEER is finally adjudicated by a court to have actually engaged in intentional and willful conduct without any legitimate justification, privilege or immunity.

#### 11.10 Limitation of Engineer's Responsibilities During Construction

The ENGINEER shall not be responsible for the acts or omissions of any Contractor(s), or of any subcontractor(s) or supplier(s), or any of Contractor(s)' or subcontractor(s)' or supplier(s)' agents or employees or any other persons (except ENGINEER's own employees and agents) at the site or otherwise furnishing or performing Contractor(s)' work.

#### 11.11 Engineer Not Responsible for Accuracy of Contractor-Supplied Information Used in Record Drawings

The ENGINEER shall not be responsible for any errors in or omissions in the information provided by Contractor that is incorporated in the record drawings or other record documents. ENGINEER shall not check the Contractor's record drawings information unless included in the scope of the ENGINEER's services contained in Article 2, and then ENGINEER will only be responsible for checking what is not hidden behind walls, in the floor or roof slabs, etc.

#### 11.12 Opinions of Probable Construction Cost

The ENGINEER makes opinions of probable costs using its best judgement as an experienced and qualified professional engineer generally familiar with the construction industry. ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or the Contractor's methods of determining prices, or competitive bidding or market conditions or when the Project will be constructed. ENGINEER cannot and does not guarantee that Contractor's bids or actual construction costs will not vary from opinions of probable construction cost prepared by ENGINEER. If OWNER desires greater assurance as to probable construction cost, OWNER shall employ an independent cost estimator.

#### 11.13 Changed Conditions

If concealed or unknown conditions that affect the performances of the services are encountered, that are not ordinarily found to exist or that differ materially from those generally recognized as inherent in the services of the character provided for under this AGREEMENT or which could not have reasonably been anticipated, notice by the observing party shall be promptly given to the other party and, if possible before the conditions are disturbed. If the ENGINEER makes the claim, ENGINEER's schedule and compensation shall be equitably adjusted to reflect additions that result from such changed conditions.

**11.14 Force Majeure**

If delays or failures of performance of the ENGINEER are caused by occurrences beyond the reasonable control of the ENGINEER, the ENGINEER shall not be in default of this AGREEMENT. Said occurrences shall include Acts of God or the public enemy; expropriation or confiscation; compliance with any quarantine or other order of any governmental authority; pandemic; epidemic; public health crisis; labor or materials shortage; changes in law; act of war, rebellion, terrorism or sabotage or damage resulting therefrom; fires, floods, explosions, accidents, riots, strikes or other concerted acts of workmen, whether direct or indirect; delays in permitting; OWNER's failure to provide data in OWNER's possession or provide necessary comments in connection with any required reports prepared by the ENGINEER, or any other causes which are beyond the reasonable control of the ENGINEER. ENGINEER's scheduled completion date shall be adjusted to account for any force majeure delay and ENGINEER shall be compensated for all costs incurred in connection with or arising from a force majeure event or in the exercise of reasonable diligence to avoid or mitigate a force majeure event.

**ARTICLE 12 - DISCLOSURE RIGHTS**

12.1 OWNER agrees the ENGINEER has the authority to use its name as a client and a general description of the project as a reference for other prospective clients.

**ARTICLE 13 - NOTICES**

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address that appears below, and given personally, by registered or certified mail, return receipt requested, by facsimile, or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

Notices shall be provided to:

Owner:  
Name: Michael Gray  
Title: Director  
Department of Public Works  
93 Narragansett Ave.  
Jamestown, RI 02835

Engineer:  
Name: Kent Nichols  
Title: Vice President  
Weston & Sampson Engineers, Inc.  
55 Walkers Brook Drive, Suite 100  
Reading, MA 01867

**ARTICLE 14 - CONTROLLING LAW**

This Agreement is to be governed by the law of the State of Rhode Island.



IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year first above written.

ACCEPTED FOR:

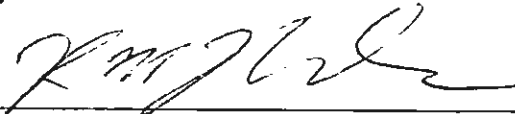
TOWN OF JAMESTOWN

WESTON & SAMPSON ENGINEERS, INC.

By:

By:

\_\_\_\_\_



Kent Nichols, Jr., PE, Vice President

\_\_\_\_\_

12.5.2023

DATE

DATE

CERTIFICATION OF AVAILABLE FUNDS

Certification is herewith given that funds are available for payments required by the terms of this AGREEMENT.

By: \_\_\_\_\_  
OWNER Accountant

Date: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
OWNER Solicitor

Date: \_\_\_\_\_

A TRUE COPY, ATTEST:

By: \_\_\_\_\_  
OWNER Clerk

Date: \_\_\_\_\_

OWNER'S Rhode Island Sales and Use Tax Certificate Exemption Number \_\_\_\_\_



State of Rhode Island  
Department of State | Office of the Secretary of State  
Gregg M. Amore, Secretary of State

### CERTIFICATE OF GOOD STANDING

I, Gregg M. Amore, Secretary of State and custodian of the seal and corporate records of the State of Rhode Island, hereby certify that:

**Weston & Sampson Engineers, Inc.**

is a Business Corporation formed under the laws of **MASSACHUSETTS**

that qualified to conduct business in this state on **June 05, 1989.** I further certify

that revocation proceedings are not pending; a certificate of withdrawal has not been filed; all annual reports are of record and the corporation is active and in good standing with this office.

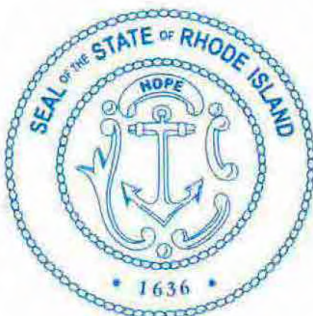
This certificate is not to be considered as a notice of the corporation's tax status, financial condition or business practices; such information is not available from this office.

SIGNED and SEALED on

December 04, 2023

A handwritten signature in blue ink, appearing to read "Gregg M. Amore".

Secretary of State



Certificate Number: 23120013170

Verify this Certificate at: <http://business.sos.ri.gov/CorpWeb/Certificates/Verify.aspx>

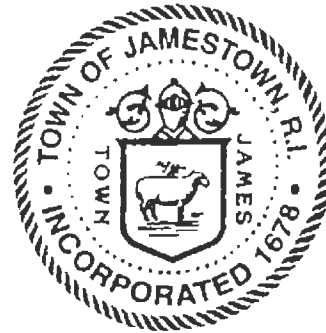
Processed by: dantonelli



**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:** December 13, 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

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At the October meeting we began the process for updating our current rules with the discussion of four major elements: Water District, watermain extension, water connection, and applications for development and change of use. The commissioners discussed having one water district vs. having an urban and rural district. I have attached a copy of a document that I found regarding the urban and rural district that was adopted by the board in 1986. I thought it might be important to review the land use categories as a matter of history.

In October we also began our discussion water connections. I thought it might be helpful to review the rules and regulations of the Board of Water and Sewer Commissioners dated August 18, 2008. On page 10 (2)(i) and III(c) the rules were tied to annual consumption for applications other than one or two family dwelling units. This language was deleted in 2009.

URBAN  
WATER AND SEWER  
DISTRICT

To: Town Council  
 From: Town Administrator  
 Subject: Urban and Rural Water District Regulations  
 Date: June 4, 1986

*Adopted by Board 7/21/86*

In 1979 the Town Council of the Town of Jamestown adopted by unanimous vote the Community Guide Plan for the Town. It was the stated purpose of that plan "to provide public policy guidelines which permits orderly growth that respects the natural resources of the Island, which provides for government services and facilities to support such growth, and which preserves the unique quality of life that has historically favored the community."

Town officials have since the adoption of this plan tried to act in a manner consistent with the goals and objectives outlined in the plan. This report is a continuation of that action. It is an attempt to refine a process of implementation for the policy objective outlined on page 31 of the "Plan" that "In order to centralize development in the Village, utility extensions and zoning laws will be coordinated to allow for higher densities in the village than in outlying areas." ( Appendix A has a copy of part of Section III "Land Management Plan" pages 24-31 which are relevant to this discussion.) Because of severely limited resources in both the water and sewer division it is necessary to identify a strategy for the future that will allow the Town to continue to allocate these limited resources in a way that is consistent with the policies outlined and adopted in the "Community Guide Plan".

With some notable exceptions the existing water and sewer lines closely approximate the district identified in the comprehensive plan as the "Village Area". The most obvious exception to this is the outlying areas presently serviced by only the water system specifically:

1. North Road (north of Arnold Ave.)
2. Weeden Lane
3. East Shore Road (north of Weeden Lane)
4. Highland Drive (portions of)
5. Beavertail Road
6. Walcott Ave (south of Hamilton)

( Appendix B includes a small scale map of this village area.)

The zoning in the village areas allows for the following:

1. Residential 8000 sq ft (R8)
2. Residential 20,000 sq ft (P20)
3. Downtown Condominium
4. Commercial Downtown (CD)
5. Commercial Waterfront (CW)
6. Commercial Limited (CL)

These uses allow for the most intense development in the Town and without exception are allowed nowhere else in the entire community.

To some extent the past and present zoning reflects the historical development of the community; and, in addition, the existing zoning reflects the policy objective expressed in the Comprehensive Plan and referred to above. In any event, the intense use of the land would not have been possible historically without the availability of a public water and sewer system and more importantly the present and future of this village area as outlined in the "Plan" is totally dependant upon the continuing availability of these two public utilities.

Recommendation #1. The Town of Jamestown Board of Water and Sewer Commissioners adopt the urban water and sewer district map and the rural water district map as indicated in Appendix B.

Recommendation #2. The Town of Jamestown Board of Water and Sewer Commissioners adopt the following changes to the "Pules and Regulations" of the Board of Water and Sewer Commissioners.

Change No. 1:

"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.

Change No. 2:

"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 kitchen facilities;
- c) Any structure having washroom, bathroom and/or kitchen facilities;
- d) Any undeveloped property.

Change No. 3:

"Street main" means the water or sewer pipe normally maintained by the Board under any street.

Change No. 4:

"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 more than two (2) premises.



Change No. 5:

"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.

Change No. 6:

## Application and Transfer:

- a) All requests for water or sewer extensions and/or service connections shall be made on forms provided by the Board of Water and Sewer Commissioners and signed by the owner of the premises to be supplied or his duly authorized representative.
- b) Within the urban water and sewer district requests for water and sewer extensions to single or two family residential uses may be allowed under the following conditions:
  1. That the owner, at his expense, shall extend a municipal water and sewer main in a street in accordance with specifications approved by the Town Engineer. All cost associated with the extension including but not limited to engineering, materials and labor shall be the responsibility of the owner.
  2. That the above described extension of water and sewer 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 Town Engineer.
  3. That a performance bond with surety in an amount satisfactory to the Board shall be required to insure the proper construction and completion of the extension.
  4. That any service connection is subject to the payment to the Board of such fee as is from time to time established by the Board.
  5. That permanently installed water saving devices, approved by the Town Engineer, shall be used for all new construction.

- c) All service connections and/or extensions to uses other than one or two family dwelling units shall be subject to the approval of the Board of Water and Sewer Commissioners.

The applicants shall show to the satisfaction of the Board that the proposed extension or service connection requested is:

1. Consistent with the Comprehensive Community Guide Plan adopted March 12, 1979;
2. Will not impair the available resources of the urban water district;
3. Will not reduce the level of fire protection of the community;
4. Will not reduce the quality or quantity of water provided to existing users by the Board of Water and Sewer Commissioners.

- d) All proposed changes in existing uses shall be subject to the approval of the Board of Water and Sewer Commissioners.

The applicants shall show to the satisfaction of the Board that the proposed extension or service connection requested is:

1. Consistent with the Comprehensive Community Guide Plan adopted March 12, 1979;
2. Will not impair the available resources of the urban water district;
3. Will not reduce the level of fire protection of the community;
4. Will not reduce the quality or quantity of water provided to existing users by the Board of Water and Sewer Commissioners.

#### Rural Water District

- a) All service connections and/or extensions in the rural water district shall be subject to the approval of the Board of Water and Sewer Commissioners.

The applicants shall show to the satisfaction of the Board that the proposed extension requested is:

1. Consistent with the Comprehensive Community Guide Plan adopted March 12, 1979;
2. Will not impair the available resources of the urban water district;
3. Will not reduce the level of fire protection of the community;
4. Will not reduce the quality or quantity of water provided to existing uses by the Board of Water and Sewer Commissioners.

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 users.

## Appendix A

## III LAND MANAGEMENT PLAN

This element of the Community Guide Plan is concerned with the establishment of general land use standards for Jamestown. To determine these standards, an investigation into the natural resources and environmental constraints on development was made, and a determination of the ability of the land to support development was made. These are presented in Section IV and on Maps 3-5.

Second, the extent of present and proposed public water and waste disposal facilities, and other relevant public services, was investigated with regard to their ability to support development. A discussion of these services and facilities is presented in Section VI.

This Section begins with an analysis of the present uses and needs of land for residential, commercial, industrial, recreational, agricultural and other activities in Jamestown. In the Land Use Analysis to follow, the inter-relationships among land use, public facilities and environmental considerations are analyzed, and recommendations are made in the following areas: 1) Land Use Intensities; 2) Commercial Land Use; 3) Planned Tourist Development; and 4) Waterfront Development.

Land Use Analysis

An investigation of land uses in Jamestown indicates a very low proportion of land in developed human use to land in vacant or conservation use. That is, Jamestown is relatively undeveloped at this point in its history, and most of the developed land is concentrated in the central "Village" area, and in the Jamestown Shores neighborhood. A quantitative analysis of all such uses is as follows:

An examination can be made of these various land uses, their nature, distribution and intensity by establishing three general categories of land use intensity: 1) urban land, 2) transitional land, and 3) rural land.

These categories are further described as follows:

Urban Land is defined as land which typically includes:

- (1) areas where public sewer service exists or is under construction; or
- (2) areas where public water service exists or is under construction and the predominant soil groups are well-drained; or
- (3) areas of less than one hundred acres completely surrounded by land defined as urban, and which also have well-drained soils.

The intent of an urban land use category is to define and allow for future areas of higher level of public services and facilities. Residential densities will vary from low estate-type areas to high densities of multi-family areas. Such areas in Jamestown include portions of the central "Village" area which has historically served as the commercial and residential focus of the Town.

Map 2, entitled Land Use Intensities shows the areas proposed for urban use during the planning period.

Transitional Land is defined as land not in the urban land category where the predominant soil groups are well-drained or moderately well-drained compact till soils, and at the same time where any of the following conditions are present:

- (1) public water or sewer service exists or is scheduled for the area within five years,
- (2) the area is within one-half mile of land defined above as Urban Land.

The intent of the transitional land use category is to allow for areas that are approaching urban conditions in the sense of both space and time; they are on the fringes of urban land, and in the future they may become urban as development continues to fill in and public services are improved. Of course the growth

policies contained in this Plan, and regulatory ordinances which may be later adopted, will directly effect the rate, amount and nature of new development in transitional areas.

Another intent of the transitional category is to allow for the development in planned villages or neighborhood centers. Neither urban nor rural, such new centers can be in already developed areas, or in areas of no existing development at all. Transitional areas in Jamestown as shown on Map 2 are capable of supporting land uses of moderate intensity: high enough to result in economical provision of necessary public services that are in place or programmed, but sufficiently low to enable on-site services (such as a well or sanitary waste disposal system) in areas that do not have these public services. Residential densities may range from 1/2 to two (2) dwelling units per acre.

Rural Land typically includes all land not in an urban or transitional category. The intent of a rural land use category is to allow for areas of rural life-style, with few public services and in predominantly open space use: recreation and conservation areas, farmlands, forests and open land. Rural lands are intended to maintain the rural character of an area, but to allow some development (such as low intensity residential, commercial, government and institutional use) only in isolated instances and at low intensities that will require minimal public services. Generally, public water and sewer lines are not required (but may be present) and residential densities are below 1/2 dwelling unit per acre.<sup>1/</sup>

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<sup>1/</sup>Residential densities are measured in numbers of dwelling units (such as a house, apartment, etc. for an individual family) per acre of land equaling 43,560 square feet.

This Plan encourages the preservation of woodland, open land and farmland in Jamestown's rural land areas, and any development which may take place therein should only be done according to careful site design principles. Development must recognize rural landscape elements and must avoid disturbing the natural qualities of open space areas, the historic character of early farmland development patterns, and the sensitive balance of environmental features such as watersheds, groundwater recharge areas and vegetation.



### Land Use Intensities

As indicated on Map 2, Land Use Intensities, it is the purpose of this Plan to encourage a central village core composed of mixed commercial and medium-density residential uses, and to preserve significant open spaces on the periphery of the Village. The basic intent of the major elements of this Plan are as follows:

#### Village Area

Approximately defined as that area between the Creek and Hamilton Avenue, and extending between the east and west shorelines of the Town, the Village is planned as the central focus of community activity. Major components of the Village are:

- a) Central Business Area - The Village should continue to be the Island's only business area. Located here will be the commercial businesses, offices, professional services, entertainment and retail trade establishments for the Town. These uses will continue to concentrate in the Narragansett Avenue - Conanicus Avenue vicinity, where they have traditionally been located. No new outlying shopping centers are recommended, particularly along Eldred Avenue, but smaller neighborhood or special-purpose shops may be located outside the Village.

b) Population Center - The role which the Village plays in Jamestown's future development cannot be overemphasized. Not only must it continue its role as a business focus, but it must continue as a population center and must absorb a significant portion of future residential development. This will act to increase net residential densities in the Village, as vacant lots are built on, and as new residential subdivisions are developed. Overall net residential density in the Village should not exceed four dwelling units per acre, but on any individual site, project density could very well exceed that figure. There will of course be a range of densities within the Village, from single-family homes on an acre or more, to garden apartments in the vicinity of ten units to the acre. It is precisely this mixture and range of uses and densities that will give the Village its vitality and character. Particularly along Narragansett Avenue, shops, offices and houses, including townhouses, can exist in harmony if careful site planning is provided for in zoning regulations. A more complete proposal for the business area is provided in later sections of this Plan.

Within the Village area, most public services and facilities will be found. In particular, the Village will be the location of Jamestown's school, municipal offices, library, police and fire headquarters, and other major facilities. It is most important to provide this area with public sewer and water service, for individual wells and sewage disposal systems cannot

support the projected residential densities, given the soil conditions of the area. It is equally important to restrict the expansion of sewer and water service to within the Village area alone, as discussed in Section VI. These utilities, along with highway access, are the primary determinants of development; i.e., where utilities are provided, development will follow.

Policy: In order to centralize development in the Village, utility extensions and zoning laws will be coordinated to allow for higher densities in the Village than in outlying areas.

Within the Village are two key land parcels that may be the location for new - and major - land development projects. In particular, the areas shown on Map 8 are indicated as areas suitable for new development, as discussed below.

A. Golf Course

The 75 acre Jamestown Golf and Country Club presently provides a natural buffer between the built-up portion of the Village and the Great Creek and salt marsh. As a "greenbelt", the golf course limits the northward expansion of development from the Village. It also protects the sensitive ecology of the Creek, and prevents excessive runoff, siltation and pollution.

It would be the best long-range interests of the Town to preserve the golf course in its present use. It serves a valuable role in the Town's



# Board of Water and Sewer Commissioners

TOWN OF JAMESTOWN, RHODE ISLAND 02835

## Application For Water and Sewer Extensions

Date: \_\_\_\_\_

Applicant:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Service Extension Being Requested: Water \_\_\_\_\_ Sewer \_\_\_\_\_

Use: Residential (single family) \_\_\_\_\_ Residential (multi family) \_\_\_\_\_

Residential multi family on existing line \_\_\_\_\_

Commerical \_\_\_\_\_

Other \_\_\_\_\_

Location of Extension Request:

Street \_\_\_\_\_

Plat \_\_\_\_\_

Lot \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant agrees to take water and sewer service in full compliance with the rules and regulations of the Commission. Applicant agrees to accept all costs associated with the requested extension. In addition, applicant agrees to pay \$1500. water service connection fee at the time of meter installation. All work according to approved plans and specifications. Town will inspect all work before final acceptance.

Date \_\_\_\_\_

Applicants Signature \_\_\_\_\_

This Section Completed by Public Works Department

Location of Proposed Water \_\_\_\_\_ Sewer \_\_\_\_\_ Extension \_\_\_\_\_

Street or Right of Way \_\_\_\_\_ Urban District \_\_\_\_\_

Rural District \_\_\_\_\_

Location of Nearest Main: Water Main \_\_\_\_\_  
Sewer Main \_\_\_\_\_

Number of Feet Proposed Extension: Water Main \_\_\_\_\_  
Sewer Main \_\_\_\_\_

Number of lots served by proposed extension: Improved \_\_\_\_\_  
Unimproved \_\_\_\_\_

Estimated total cost of project: Water Line \_\_\_\_\_  
Sewer Line \_\_\_\_\_

Estimated total cost per foot: Water Line \_\_\_\_\_  
Sewer Line \_\_\_\_\_

Would Town Provide:

Manpower: Yes\_\_ No\_\_ Equipment: Yes\_\_ No\_\_ Materials: Yes\_\_ No\_\_

Public Works Director Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town Engineer Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach "sketch" of proposed installations

Approved by Board of Water and Sewer Commission

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Date

Agreement is valid for 1 year from date of approval.



RULES AND REGULATIONS  
of  
BOARD OF WATER AND SEWER COMMISSIONERS  
As amended August 18, 2008

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 423-7200 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>.

In case of emergency occurring after normal working hours, please call the Jamestown Police Department at 423-1212. Please leave your name and telephone number and a Water Department employee will contact you.

CONTENTS

Definitions ..... 2

General Rules ..... 4

Applications and Transfers ..... 5

Conservation ..... 11

Services ..... 15

Meters ..... 17

Billing and Collection ..... 18

Discontinuation of Service .. 21

Private Fire Service Connections ... 22

Public Fire Service .... 22

Water Mains ..... 23

Extension and Financing of Water Mains .. 23

RULES AND REGULATIONS  
of  
BOARD OF WATER AND SEWER COMMISSIONERS

As amended August 18, 2006

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 1-63, 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. Level 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.

6. 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

13B 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.

4A 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 \$1,650 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.

II. 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

(1) The applicant dedicated the use of the premises to single or two family use as allowed by the Zoning Ordinance, consuming no more water than the average single or two family use; the consumption of an average single or two family use being the quotient derived by dividing the total consumption for all such uses by the total number of such uses connected to the water supply within the Town, averaged over a 3 year period.

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

III. 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) and (3) of this section, 14A II; and

c. The applicant shall show to the satisfaction of the Commission that the proposed expansion of use or change of use will not result in an annual consumption of water that is greater than the three year running annual average for the three previous years prior to the application, or an amount allowable under paragraph b(2) of this section, 14(A) II, whichever is greater.

14B Rural Water Districts All service connections and/or extensions in the Rural Water District shall be subject to the following conditions:

a. The applicants shall be subject to the requirements described for extensions 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 extension or service connection requested is:

1. 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 premises shall not be part of a subdivision except an Administrative Subdivision;

4. Is necessary because the land will not produce a sufficient quantity of potable water by drilling private wells. The minimum well depth shall be 300'

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

2. No customer shall use water furnished by the municipal water system for lawn irrigation, house washing, boat washing, or residential car washing from June 30th through October 1st of each year; nor at any time between October 2<sup>nd</sup> and June 29<sup>th</sup> when the height of the North Reservoir is more than one foot below the top of the spillway and after publication in the manner set forth in this subsection 3. When the height of the North Reservoir is from one foot to three feet 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, no customer shall use water furnished by the municipal water system for the irrigation of vegetables or flowers for more than fifteen (15) minutes per day and on such days as hereinafter set forth. No irrigation shall occur on Saturdays or Sundays. Properties with a legal address with an even number may irrigate flowers and vegetables only on an even day of the month. The above properties may irrigate on August 1st, provided it does not fall on a Saturday or Sunday. Properties with a legal address with an odd number may irrigate flowers and vegetables only on an odd day of the month.

3. When the height of the North Reservoir is from four feet to five feet 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. When the height of the North Reservoir is from five feet to six feet below the top of the spillway and after publication as described in subsection 2, above, no commercial customer shall wash any vehicle using water furnished by the municipal water system.

5. 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.

6. 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. 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 after meeting one of the conditions set forth in subsections a & b below 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.

a ) The height of North Reservoir is no more than twelve (12) inches below the top of the spillway.

b ) The height of North Reservoir is no more than thirty-six (36) inches below the top of the spillway and the date falls between the first Tuesday after Labor Day and until October 31<sup>st</sup>.

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 60 psi
Lavatory, private	2.2 gallons per minute at 60 psi
Lavatory, public	0.5 gallons per minute at 60 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.

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-intervening 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.

#### FILLING 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.



### TOWN OF JAMESTOWN

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

RECEIVED:  
NOV 17, 2023 01:23 PM  
Robert L. Fagan  
TOWN OF JAMESTOWN Town Clerk

December 1, 2023 - November 30, 2024

### Renewal Holiday License

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

Retail Sales Tax Permit                       Holiday License Fee \$20.00

Department of Health Certificate

Name of Applicant : Zeeks Creek bait & tackle inc

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

Business Address: 194 North Rd. Jamestown R.I

Business Phone: 401-423-1170

Hours of Operation: 11-6 every day

Owner Name & Address: \_\_\_\_\_ Owner Phone: 401-423-2419

Gregory + Deanne Zeek Email: dedezeek@yahoo.com  
11 Mercy Weeden Ct  
Jamestown RI 02835

Signature of Applicant: Deanne Zeek

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



12/12/16

**TOWN OF JAMESTOWN**

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

NOV 1 2023 01:23 PM  
Robert C. J. Tison  
TOWN OF JAMESTOWN Town Clerk

December 1, 2023 - November 30, 2024

**Renewal Holiday License**

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

Retail Sales Tax Permit

Holiday License Fee \$20.00

Department of Health Certificate

Name of Applicant: Clark Boat Yard & Marine Works, LLC

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

Business Address: 110 Racquet Rd, Jamestown, RI 02835

Business Phone: 401-423-3625

Hours of Operation: 8-4:30 M-F

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

Owner Phone: 401-835-8227

Sarah E. Clark  
797 E. Shore Rd  
Jamestown, RI 02835

Email: clarkboatyard@gmail.com

Signature of Applicant: Sarah E. Clark

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

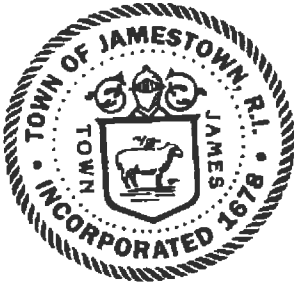
# Town of Jamestown

Town 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: December 15, 2023**  
**SUBJECT: Report for Town Council Meeting December 18, 2023**

**Short-Term Rentals-** The RI General Assembly appointed a "Special Commission" to develop recommendations for policies regarding short-term rentals. I was invited to testify on December 6 on behalf of Jamestown. I provided testimony regarding our current ordinance and status of our registration process. My comments focused on quality-of-life issues, impact on housing market, inspections and potential impacts on water usage and strain on septic systems. I suggested that every community should be allowed to regulate STRs individually as the impacts to each community are not the same.

Staff is currently processing a total of 95 short-term rental applications.

**91 Carr Lane:** Request authorization to finalize the sale (close) on the 91 Carr Lane property. Selling to Church Community Housing for the amount of \$150,000. (consent agenda)

**Senior Center:** I have spoken with legal counsel for the State Grange and requested a meeting to further discuss the 6 West Street property. I have been in contact with the property owners of the adjacent lot to 6 West Street to begin discussions. I have requested further details from Union Study regarding the Knowles Court property regarding the existing structure, the cost to replace and the viability to add a second floor. I will provide an update in January.

**North Kingstown Water Agreement:** I have met with North Kingstown Officials and requested that we address the expired emergency water use agreement. I expect to have a draft agreement for your consideration in January.

**Ft. Getty Bathroom:** Enclosed in your packet is the set of construction documents for the lower Ft Getty Bathroom project for your consideration. If approved, we would move forward with developing a site plan focused to that area. (Unfinished business)

**Tax Abatement (Credits):** There are three items for your consideration related to tax abatements:

A revision to the ordinance which would update the tax credit offered to gold star parents and veterans as well developing one tax exempt schedule. Subject to Council approval, this can be prepared as an ordinance to advertise. See memo from Christine Brochu. (new business)

A request for a resolution to the General Assembly which request a revision to the General Law that updates the exemptions for Gold Star Parents and the Visually Impairs Persons. Subject to Council approval, this can be prepared as a formal resolution. See memo from Christine Brochu. (new business)

A request for the Town Council to consider a revised ordinance to support the increase of the tax abatement currently offered to members of the fire department. This would also include a transition plan. Subject to Council approval, this can be prepared as an ordinance to advertise  
Memo attached. (new business)

**Solar Project:** As an update to the potential solar project at the landfill; we have partnered with the RI Infrastructure Bank to further investigate the potential project. They are providing technical assistance to assess the project and develop any necessary request for proposal (RFP).

**Facility Tour:** We unsuccessfully attempted to schedule a tour of facilities during the month of December. We will look for a date in January to schedule.

# Town of Jamestown

Town Administrator

93 Narragansett Avenue

Jamestown, Rhode Island 02835-1199

401-423-9805



Edward A. Mello  
Town Administrator

**MEMORANDUM TO: Honorable Town Council**  
**FROM: Town Administrator, Edward A. Mello**  
**DATE: December 15, 2023**  
**SUBJECT: Fire Department Tax Abatement**

In January of 2023, the Town Council authorized a resolution which requested the Rhode Island General Assembly to amend enabling legislation that would allow for fire and EMS members of the Jamestown Fire Department to receive a tax abatement up to \$2000.

The current abatement or cash in lieu of is \$700. Members must be in good standing in order to receive the tax abatement. The legislation was passed and require two further actions:

- The Town Council must revise the current ordinance.
- The electors of the town of Jamestown qualified to vote upon a proposition to impose a tax for the expenditure of money, must vote to accept this act.

Included is a draft ordinance revision for your consideration to be ordered for advertisement. The ordinance as revised:

- Defines previous life members as those retiring in good standing prior to July 1, 2023 and continues to be awarded the tax credit of \$700 annually.
- Clarifies that the abatement (tax credit) includes members of both fire and EMS.
- Defines eligibility based upon years of service and good standing.
- Defines a schedule of abatement (tax credit) based upon years of service.

1-9 years of completed service	\$1000
10-19 years of completed service	\$1500
20 years or more of completed service	\$2000
Life Member (July 1, 2023 or later)	\$2000
Life Member (June 30, 2023 or earlier)	\$700

The increase to the abatement will be reflected in two areas of the future budget(s). A direct tax credit to the member will result in a decrease in tax revenue. A payment in lieu of tax credit to the member will result in an increase expense to the operating budget of the fire department.

For the EMS division, the current estimated cost is \$26,000 in both categories (tax revenue and operating budget). The proposed increase will result in an estimated combined cost increase of \$19,900.

For the FIRE division, the current estimated cost is \$42,700 in both categories (tax revenue and operating budget). The proposed increase will result in a combined cost increase of \$26,400, for a total estimated cost increase of \$46,300 (67%) for both divisions.

Staff is recommending that if the tax abatement as presented is approved by the Town Council, that it be introduced over a two-year period.

For the period of July 1, 2023 through December 31, 2023, a member in good standing would receive a tax abatement (credit) or payment in lieu of on July 1, 2024 for 50% of the scheduled amount. For the 2024 calendar year and all years going forward, members in good standing would then receive the full-amount as eligible according the schedule.

**Sec. 66-86. Definitions.**

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Due evidence* means no ~~abatement from taxation of property tax credit~~, as provided in this division, shall be allowed, except upon written application therefore, which application shall be on a form prescribed by the assessor and received by the tax assessor prior to March 15 of each tax year. The assessor may, at any time, inquire into the right of the claimant to an ~~abatement tax credit~~ under this division or any continuance of the ~~abatement tax credit~~ and, for that purpose, he/she may require the filing of a new application or the submission of such proof as he/she shall deem necessary to determine the right of the claimant to an ~~abatement tax credit~~ in the original instance or any continuance of the ~~abatement tax credit~~.

*Life member* means a member of the town fire department who has achieved life membership status, ~~as such status is defined in the rules and regulations of the fire department by completing twenty-five (25) years of service in good standing and who has reached the age of 55 years. Should a member die before reaching their 55th birth date, and is otherwise qualified as a life member, their spouse shall commence receipt of the tax abatement in the year the life member would have attained the age of 55 years.~~

**Sec. 66-87. Abatement .**

The town council grants to every fire and/or EMS member of the Jamestown fire department, and to the surviving spouse of any deceased life member of the same who satisfies the eligibility qualifications stipulated in the incentive policies adopted by the town and the fire department, which said policies shall be reviewed and approved by the town council annually, a tax abatement in the form of a tax credit, on proper claim being made thereof, commencing in the year of adoption hereof, in accordance with Section 66-90 of this division ~~the amount of \$700.00~~. Such ~~abatement tax credit~~ shall be in addition to any other abatement or pay incentive to which said person shall be entitled. Provided, however, that such ~~abatement tax credit~~ shall not be allowed in favor of any person unless he or she shall have been certified by the fire department, in accordance with, established policies, rules and regulations of said organization for the year for which the ~~abatement tax credit~~ is claimed, together with due evidence that he or she is so entitled to such ~~abatement tax credit~~. In the event that a person does not own property within the town of Jamestown or is unable to take advantage of said tax ~~abatement credit~~ for any reason, the cash equivalent shall be paid up to the amount earned.

**Sec. 66-88. Eligibility.**

- (a) ~~To qualify for a tax abatement the member or spouse of a deceased member must own one or more taxable real estate or other property within the town as of the date of assessment for the year for which the abatement is claimed. In the event that a person does not own property within the town of Jamestown or is unable to take advantage of said tax abatement for any reason, the cash equivalent shall be paid up to the amount earned.~~

- (b) For a member to qualify for an ~~abatement tax credit~~ under this division, he or she must be certified to be a member in good standing, as defined in the policies, rules and regulations of the fire department.
- (c) The spouse of any qualified member who has not yet reached life member status and who became deceased is qualified to receive the tax credit for that qualifying year only.
- (d) A life member as defined in this section as having served twenty-five (25) of service in good standing and after reaching the age of 55.
- (e) The spouse of a member who has died before reaching their 55th birth date, and had previously completed twenty-five (25) years of service in good standing shall commence receipt of the tax credit in the year in which the member would have attained the age of 55 years. This spousal tax credit shall terminate upon re-marriage or death.
- ~~(e) A life member shall be entitled to an abatement tax credit under this division if he or she has been entitled to an abatement tax credit under this division for 13 years or he receives an abatement tax credit under this division for not less than one half of the years remaining between the date life membership status is acquired and the effective date of the ordinance from which this division is derived, or he has achieved life membership status as of the effective date of the ordinance from which this division is derived.~~
- (d) Notwithstanding any language to the contrary, any retired life member who retired on or prior to June 30, 2023, currently receiving a tax abatement credit or cash equivalent in the amount of \$700 shall continue to be eligible.

#### **Sec. 66-89. Administration.**

- (a) The town council shall appoint a compensation committee for the fire department. The committee shall consist of five persons, three of whom **shall be active members** of the fire department and two persons who are not members. Each member shall serve for a three-year term.
- (b) Members shall be appointed for overlapping three-year terms so that no more than two membership terms will expire each year. In the event of resignation during a term, the town council shall appoint a new member to fill the unexpired portion of the term. It shall be the duty of such committees to make annual recommendations to the tax assessor regarding the eligibility for an ~~abatement tax credit~~ under this division of each member. Pursuant thereto, such committees shall promulgate rules and regulations for the maintenance and safekeeping of such attendance records as are reasonably calculated to provide suitable evidence of eligibility under this division.
- (c) The town council may review and approve the rules, regulations and policies of the fire department annually for compliance with the terms and provisions of these sections.

#### **Sec. 66-90 Tax Credit Schedule-Fire Department**

<u>1-9 years of completed service</u>	<u>\$1000</u>
<u>10-19 years of completed service</u>	<u>\$1500</u>
<u>20 years or more of completed service</u>	<u>\$2000</u>
<u>Life Member (July 1, 2023 or later)</u>	<u>\$2000</u>
<u>Life Member (June 30, 2023 or earlier)</u>	<u>\$700</u>





# Town of Jamestown

## Tax Assessor

93 Narragansett Ave ♦ Jamestown, RI 02835 – 1509

Phone: (401) 423-9802  
 Fax: (401) 423-7230  
 cbrochu@jamestownri.net

To: Edward Mello, Town Administrator  
 From: Christine Brochu, Tax Assessor  
 Subject: Ordinance Book updates  
 Date: November 27, 2023

While reviewing the Veteran's Exemption and the taxation chapter in the Jamestown Ordinance Book, the following updates are needed to the Jamestown Ordinance Book.

### Sec. 66-46. Gold Star parents' tax credit exemption.

- (a) The property of every person whose son or daughter has served with the Armed Forces of the United States of America and has lost his life as a result of his service with the Armed Forces of the United States of America, providing the death was determined to be in the line of duty, as designated in RIGL 44-3-5, shall be ~~exempted from taxation~~ eligible for a tax credit in the amount of \$5,000.00 as prescribed in section 66-90 of this chapter; provided, however, that there shall be but one exemption granted where both parents of the deceased son or daughter are living.
- (b) The tax credit exemption shall be applied in accordance with the provisions of applicable state law

### Sec. 66-47. Veterans' tax credit exemption.

- (a) The property of each person who served in the military or naval service of the United States regardless of their qualified service dates, designated in G.L. 1956, § 44-3-4(a)1 or G.L. 1956, § 44-3-4 (a)2, and who was honorably discharged from the service, or who was discharged under conditions other than dishonorable, or who, if not discharged, served honorably, or of the unmarried widow or widower of that person, shall be eligible for a tax credit in the amount as prescribed in section 66-90 of this chapter ~~is exempted from taxation in the amount of \$5,000.00~~.
- (b) Any veteran of the United States armed services regardless of their qualified service dates, who is considered one hundred percent (100%) totally disabled through a service-connected disability and who was honorably discharged or who was discharged under conditions other than dishonorable, or to the unmarried widow or widower of that person, as designated in RIGL 44-3-4 (a)3, shall be eligible for an additional tax credit in the amount as prescribed in section 66-90 of this chapter.
- (c) An additional tax credit of \$500 may be applied to the real property of any veteran and the unmarried widow or widower of a deceased veteran of the military or naval service of the United States who is determined, under applicable federal law by the Veterans Administration of the United States, to be totally disable through service-connected disability and who, by reason of the disability, has received assistance in acquiring "specially adopted housing" under laws administered by the veterans' administration; provided, that the real estate is occupied as his or her domicile by the person; and, provided, that if the property is designed for occupancy by more than one family then only that value of so much of the house as is occupied by the person as his or her domicile is credited; and, provided, that satisfactory evidence of receipt of the assistance is furnished to the assessor. As designated in RIGL 44-3-4 (b)(10), shall be eligible for a tax credit in the amount as prescribed in section 66-90 of this chapter



- (d) Any veteran of military or naval service of the United States or the unmarried widow or widower of the person who has been or shall be classified as, or determined to be, a prisoner of war by the Veterans' Administration of the United States, as designated in RIGL 44-3-4 (e)(5), shall be eligible for an additional tax credit in the amount as prescribed in section 66-90 of this chapter.
- (e) The ~~tax credit exemption~~ shall be applied to the property in accordance with the provisions of applicable state law.

### **Sec. 66-48. Exemption of persons visually impaired.**

- (a) The property of every person who has permanent impairment of both eyes of the following status: central visual acuity of 20/200 or less in the better eye, with corrective glasses, or central visual acuity of more than 20/200 if there is a field defect in which the peripheral field has contracted to the extent that the widest diameter of visual field subtends an angular distance no greater than 20 degrees in the better eye, as designated in RIGL 44-3-12, shall be eligible for a tax credit as prescribed in section 66-90.
- (b) The exemption shall be applied in accordance with the provisions of applicable state law.

## **DIVISION 5 - TAX EXEMPT SCHEDULE**

### Sec 66-90

The following tax exemption shall be available as defined in this chapter:

<u>Gold Star Parent (s)</u>	<u>Section 66-46</u>	<u>\$300</u>
<u>Veteran</u>	<u>Section 66-47</u>	<u>\$250</u>
<u>Widow/widower of Veteran</u>	<u>Section 66-47</u>	<u>\$250</u>
<u>100% Disable Veteran</u>	<u>Section 66-47</u>	<u>\$500</u>
<u>Veteran specially adopted housing</u>	<u>Section 66-47</u>	<u>\$500</u>
<u>Prisoner of War</u>	<u>Section 66-47</u>	<u>\$500</u>
<u>Visually Impaired</u>	<u>Section 66-48</u>	<u>\$125.</u>



## Town of Jamestown

### Tax Assessor

93 Narragansett Ave ♦ Jamestown, RI 02835 – 1509

Phone: (401) 423-9802  
 Fax: (401) 423-7230  
 cbrochu@jamestownri.net

To: Edward Mello, Town Administrator  
 From: Christine Brochu, Tax Assessor  
 Subject: Rhode Island General Law updates regarding exemptions  
 Date: November 27, 2023

While reviewing the Veteran's Exemption and the taxation chapter in the Jamestown Ordinance Book, I found two Rhode Island General Laws that need updating.

- 1) The Gold Star Parents' Exemption RIGL 44-3-5 (copy attached) allows Jamestown to offer an exemption not to exceed \$5,000 (or \$34.90 credit) on real or personal property. Jamestown has historically allotted this exemption to be a tax credit of \$300.00. We currently do not have any qualified Gold Star Parents utilizing this section, but we would like the Rhode Island law to be updated to Replace 44-3-5(a) (8) with the following: The town of Jamestown may provide, by ordinance, a tax dollar credit reduction for persons receiving a gold star exemption.
- 2) Visually impaired persons – Exemption, RIGL 44-3-12 (copy attached) allows for all Cities and Towns to give a \$6,000 exemption (or \$41.88 credit) on property of each person who is legally blind.

The Jamestown Ordinance states the following:

#### Sec. 66-48. - Exemption of persons visually impaired.

- (a) The property of every person who has permanent impairment of both eyes of the following status: central visual acuity of 20/200 or less in the better eye, with corrective glasses, or central visual acuity of more than 20/200 if there is a field defect in which the peripheral field has contracted to the extent that the widest diameter of visual field subtends an angular distance no greater than 20 degrees in the better eye, shall be exempted from taxation to the amount of \$15,000.00.
- (b) The exemption shall be applied in accordance with the provisions of applicable state law.

(Code 2003, § 66-48; Ord. of 12-9-2002)

The \$15,000 exemption is equivalent to a \$104.70 tax credit. We currently have five taxpayers who qualify for the Visually Impaired Exemption and recommend the Rhode Island law to be updated to Replace 44-3-12 with the following: **The town of Jamestown may provide, by ordinance, a tax dollar credit reduction on real property.**

State law edits are as follows:

# **Title 44**

## **Taxation**

### **Chapter 3**

#### **Property Subject to Taxation**

##### **R.I. Gen. Laws § 44-3-5**

##### **§ 44-3-5. Gold star parents' exemption.**

(a) The property of every person whose son or daughter has served with the armed forces of the United States of America and has lost his or her life as a result of his or her service with the armed forces of the United States of America, providing the death was determined to be in the line of duty, shall be exempted from taxation to the amount of three thousand dollars (\$3,000) in accordance with similar provisions of § 44-3-4 applying to honorably discharged veterans of the armed forces; provided, that there shall be but one exemption granted where both parents of the deceased son or daughter are living; provided:

(1) **Cranston.** The city of Cranston may provide, by ordinance, an exemption from taxation not to exceed forty-five hundred dollars (\$4,500);

(2) **Warren.** The town of Warren may provide, by ordinance, an exemption from taxation not to exceed nine thousand seven hundred eighty-three dollars (\$9,783);

(3) **Cumberland.** The town of Cumberland may provide, by ordinance, an exemption not to exceed twenty-three thousand seven hundred seventy-two dollars (\$23,772) for persons receiving a gold star exemption;

(4) **North Providence.** The town of North Providence may provide, by ordinance, an exemption not to exceed five thousand dollars (\$5,000) for persons receiving a gold star exemption;

(5) **Smithfield.** The town of Smithfield may provide, by ordinance, an exemption not to exceed six thousand dollars (\$6,000) for persons receiving a gold star exemption;

(6) **Westerly.** The town of Westerly may provide, by ordinance, an exemption on the total value of real and personal property not to exceed forty-six thousand five hundred dollars (\$46,500);

**(7) Barrington.** The town of Barrington may provide, by ordinance, an exemption not to exceed six thousand dollars (\$6,000) for real property for persons receiving a gold star exemption;

**(8) Jamestown.** The town of Jamestown may provide, by ordinance, ~~an tax dollar credit reduction for persons receiving a gold star exemption. exemption on the total value of real and personal property not to exceed five thousand dollars (\$5,000);~~

**(9) Lincoln.** The town of Lincoln may provide, by ordinance, an exemption not to exceed five thousand dollars (\$5,000) for persons receiving a gold star exemption;

**(10) West Warwick.** The town of West Warwick may provide, by ordinance, an exemption not to exceed two hundred twenty-five dollars (\$225) for persons receiving a gold star exemption;

**(11) Narragansett.** The town of Narragansett may provide, by ordinance, an exemption not to exceed twenty thousand dollars (\$20,000) from the assessed value of real property, or twelve thousand dollars (\$12,000) from the assessed value of a motor vehicle, for persons receiving a gold star exemption;

**(12) Tiverton.** The town of Tiverton may provide, by ordinance, a tax credit of one hundred twenty dollars (\$120) or greater for persons receiving a gold star exemption;

**(13) Charlestown.** The town of Charlestown may provide, by ordinance, a tax dollar credit reduction for persons receiving a gold star exemption; and

**(14) North Smithfield.** The town council may, by ordinance, as may be amended from time to time, provide for a tax dollar credit reduction of three hundred and fifty dollars (\$350) or greater for persons receiving a gold star exemption.

**(b)** The adjustment shall be made to reflect the same monetary savings that appeared on the property tax bill that existed for the year prior to reevaluation of the real property. If any provision of this section is held invalid, the remainder of this section and the application of its provisions shall not be affected by that invalidity.

#### **44-3-12. Visually impaired persons — Exemption.**

(a) The property of each person who is legally blind according to federal standards as certified by a licensed physician or as certified by the Rhode Island services for the blind and visually impaired shall be exempted from taxation to the amount of six thousand dollars (\$6,000), except for the towns of:

**Tiverton.** Which exemption shall be provided by town ordinance as a tax credit of three hundred dollars (\$300) or greater; and

**Warren.** Which exemption shall be up to forty thousand eight hundred ninety-five dollars (\$40,895); and

**Barrington.** Which exemption shall be sixteen thousand dollars (\$16,000) for real property. The exemption shall apply to the property in the municipality where the person resides, and if there is not sufficient property to exhaust the exemption, the person may proclaim the balance in any city or town where he or she may own property; except for the town of Cumberland, which exemption shall be up to forty-seven thousand five hundred forty-four dollars (\$47,544); and

**Westerly.** Which may provide, by ordinance, an exemption on the total value of real and personal property not to exceed twenty-nine thousand dollars (\$29,000). The city or town council of any city or town may, by ordinance, increase the exemption within the city or town to an amount not to exceed twenty-two thousand five hundred dollars (\$22,500). The exemption shall not be allowed in favor of any person who is not a legal resident of the state, or unless the person entitled to the exemption shall have presented to the assessors, on or before the last day on which sworn statements may be filed with the assessors for the year for which exemption is claimed, due evidence that he or she is so entitled, which evidence shall stand so long as his or her legal residence remains unchanged. The exemption provided for in this section, to the extent that it shall apply to any city or town, shall be applied in full to the total value of the person's real and tangible personal property located in the city or town and shall be applied to intangible personal property only to the extent that there is not sufficient real property or tangible personal property to exhaust the exemption. This exemption shall be in addition to any other exemption provided by law except as provided in § 44-3-25.

**West Warwick.** Which exemption shall be equal to three hundred thirty-five dollars (\$335).

(b) In each city or town that has not increased the exemption provided by subsection (a) above the minimum of six thousand dollars (\$6,000), except for the town of:

**Barrington.** Which exemption shall be sixteen thousand dollars (\$16,000) for real property. The exemption shall increase automatically each year by the same percentage as the percentage increase in the total amount of taxes levied by the city or town. The automatic increase shall not apply to cities or towns that have increased the exemption provided by subsection (a) above the minimum of six thousand dollars (\$6,000), except for the town of:

**Barrington.** Which exemption shall be sixteen thousand dollars (\$16,000) for real property. If the application of the automatic increase to an exemption of six thousand dollars (\$6,000) on a continuous basis from December 31, 1987, to any subsequent assessment date would result in a higher exemption than the exemption enacted by the city or town council, then the amount provided by the automatic increase applies.

(c) The town of Charlestown may, by ordinance, provide a tax dollar credit reduction for such legally blind person.

(d) The Town of Jamestown may provide, by ordinance, a tax dollar credit reduction on real property





JAMESTOWN SENIOR SERVICES COMMITTEE

**TIMELINE GOALS AND OBJECTIVES**

**SUBMITTED TO:** Jamestown Town Council

**SUBMITTED BY:** Joseph Cannon, Chair  
 BJ Whitehouse, Vice Chair  
 Karen Montoya, Secretary  
 Emile Tamboe, Member  
 Joyce Watson-O'Neil, Member  
 Molly Rose, Ex Officio, Senior Service Director

**DATE:** December 5, 2023

**SHORT TERM GOALS: to be achieved from one year – 18 months**

1. Submit proposal for funding/hiring Support Staff Position, under the direction of the Senior Service Director, to Town Council for consideration during the budget process.
2. Develop Job Description for a Support Staff Position under direction of the Senior Service Director
3. identify needs and potential resources to extend the current useful life of the Grange as a Senior Center site, to include associated cost.
4. Research / Identify all potential sites and town owned properties as an alternative to current Senior Center site.
5. Develop a formal recommendation to the Town Council regarding the physical needs and potential alternate site acquisition for the Center.
6. Collaborate with Friends of the Jamestown Seniors regarding fiscal and functional needs of the Center.
7. Explore interest in pursuing The Village Concept for Jamestown, to include discussion regarding potentially joining other local communities.
8. Work closely with the Senior Service Director in supporting the overall mission of the center

**INTERIM GOALS: to be achieved from 18 months – to two years**

9. Once a Senior Center site has been identified, work closely with the architect to ensure the plan meets the long term needs of the Jamestown Community.
10. Maintain communication and transparency with the public regarding the work of the Senior Service Committee.
11. Collaborate with Friends of the Jamestown Seniors regarding ongoing needs of the Center.
12. Continue work on The Village application if interest is present.

**LONG TERM GOALS: to be achieved from 24 months to three – five years**

13. Assuming a site has been identified and funded, continue working closely with Friends of Jamestown Seniors, Senior Service Director and all interested parties in ensuring a smooth transition, continuation and development of on-site programming, advocacy and outreach within the community.



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TOWN OF JAMESTOWN

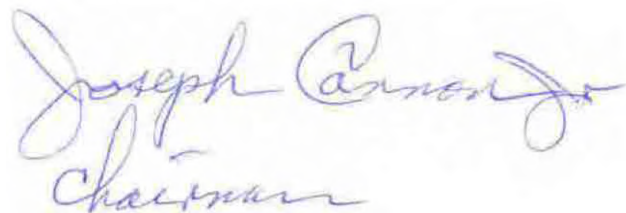
December 6, 2023

Town Council  
Jamestown RI 02835

Council Members,

The enclosed Timeline Goals and Objectives Plan is intended to be used as a guide for the Senior Services Committee in support of the Senior Services Director. As we work thru this plan we do expect to make changes and adjustments. When change is necessary we will endeavor to keep the Council informed.

Respectfully Submitted For the  
Senior Services Committee



Joseph Cannon Jr  
Chairman



## Office of the Town Planner MEMORANDUM

**TO:** The Honorable Town Council, Nancy Beye, President  
Edward A. Mello, Town Administrator  
**FROM:** Lisa W. Bryer, AICP, Town Planner  
**RE:** Zoning Ordinance Amendments  
**DATE:** December 11, 2023

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 (bulleted), 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 dated 12-18-23. **The document you received Titled Zoning Ordinance Final Draft dated 12-18-23 includes all of the changes discussed in this memo and detailed in the document titled Zoning Ordinance Changes proposed dated 12-18-23.**

### 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.
- C. Uses in Table 6-1 were reviewed again and appropriate changes made.

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

### 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

~~**Short-Term Rental.** Any lodging unit in a residential building (whether in the primary or an accessory building) that is occupied or intended or designed to be occupied on a short term basis of less than 30 consecutive days and where the property owner may or may not be in residence during the transient occupancy. A short term rental shall not include a hotel, motel, or bed and breakfast house.~~

**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.

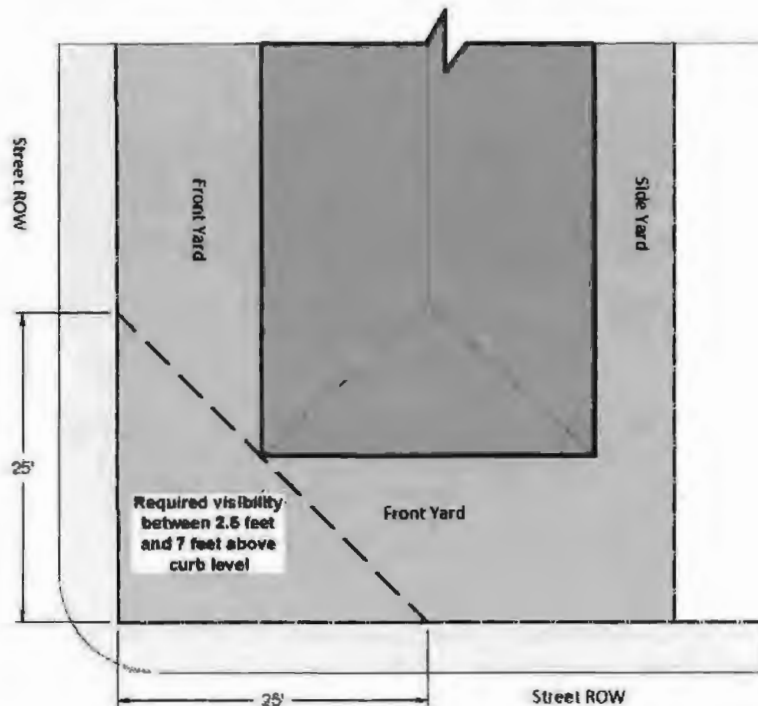
This would only allow ADUs on lots in the CD district that meets that criteria, i.e.: that have one single family or one duplex dwelling as stated above in the highlighted language. The Use Table 6-1 has been amended to include the CD as a yes (Y) in the Accessory Dwelling Unit category.

**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 street-pavement edge lines and a third line joining points on the street-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 A. and B:**  
 These changes were made to clarify that parking or storage of commercial and major recreational equipment can only occur on residentially developed lots and not vacant lots and also clarifies the number permitted and size of the vehicles as follows. The current Ordinance only permits one per lot hence the removal of "of each type of" below:

- 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 ~~1 1/2 tons rated capacity~~ **10,000 pounds 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.
- B. The parking or storing of major recreational equipment must comply with the following regulations:
  1. Not more than one ~~of each type of~~ registered major recreational equipment, as defined in **Sec. 82-104** (Definitions), may be parked or stored per dwelling unit on any one lot.
  2.
    - **Public Comment - 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 PROPOSED ORDINANCE CHANGES document for the proposed changes.

### 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.

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

## **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.

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

## **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 has been removed.

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



## 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 and December 6. 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 continued discussion led to only allowing this type of development where public water and sewer are provided. The second discussion was around design and whether the footprint could be less and the height be more. This discussion resulted in proposed changes.

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

**Sec. 82-1204. Solar Energy Systems and Facilities**

Sec. 82-1204.3. General requirements.

The Solar Energy Systems Section of the Zoning Ordinance is a new section intended to provide guidance for solar energy systems. This section was not intended to hamstring or prevent the currently proposed solar energy system envisioned at the landfill. The Town will still be responsible for receiving a Special Use Permit from the Zoning Board of Review as noted in Table 6-1.

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

**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 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.*

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

## **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.



**TOWN COUNCIL MEETING**  
**Monday, December 4, 2023**  
**5:30 P.M.**

**I. ROLL CALL OF THE TOWN COUNCIL**

A regular meeting of the Jamestown Town Council was held on December 4, 2023. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, and Randy White. Erik Brine was absent.

Also, in attendance: Town Administrator Edward A. Mello, Solicitor Peter Ruggiero, Finance Director Christina Collins, Chief Jamie Campbell, Public Works Director Michael Gray, Town Planner Lisa Bryer, Senior Service Director Molly Rose, and Town Clerk Roberta Fagan.

**II. ROLL CALL OF THE SENIOR SERVICE COMMITTEE**

Senior Service Committee Members present were as follows: Joseph Cannon, Bruce (BJ) Whitehouse, Karen Montoya, Emilie Tamboe, and Joyce Watson-O'Neil.

**III. JOINT TOWN COUNCIL AND SENIOR SERVICES COMMITTEE WORK SESSION- 5:30 P.M.**

- A) Review, Discussion, and/or Action and/or Vote: Jamestown Senior Center feasibility report and presentation by Union Studio Arch Senior Associate Kevin Beaulieu.

Town Administrator Mello opened with a brief history and summary of the Senior Center project. The Union Studio Arch feasibility report and presentation provide a very broad assessment of programming and spatial needs for the Senior Center. The 6 West Street chain of title report has been received. The Town has a very good prospect of purchasing the property, but uncertainty remains. Town Administrator Mello recommends 1) selecting the location and then 2) basing the scope of work on the desired location. Other factors for consideration include Town funding (Financial Town Meeting) and the potential for a Federal appropriation reward.

Union Studio Arch Senior Associate Kevin Beaulieu made a presentation to the Town Council (attached). Pros and cons were analyzed for both potential locations. Discussion included parking challenges, ADA accessibility, design, engineering, and structural analysis of both the West Street and Knowles Court properties.

Senior Service Committee Chairperson Joe Cannon stated either direction will present unique challenges regarding cost, programming, and future direction for senior programming. There are options for both locations, but control of the property i.e. a lease or ownership would be essential to the viability and predictability of Senior Services programs.

The senior population continues to grow in Jamestown, member BJ Whitehouse stated. He reiterated the feasibility study demonstrates "good numbers". The committee will return with a formal recommendation outlining present and future programming needs and strategies.

Cynthia Smith, 58 Pennsylvania Avenue, questioned if more space could be added to the exterior of 6 West Street.

Fred Pease, 29 Maple Avenue, stated the privately-owned property adjacent to 6 West Street would provide an opportunity if the Town were able to acquire it.

Frank Meyer, 141 Southwest Avenue, questioned whether Knowles Court has occupancy and flood plain challenges. Also, has the highway barn at Fort Wetherill been considered?

#### **IV. ADJOURNMENT OF THE JOINT TOWN COUNCIL AND SENIOR SERVICES COMMITTEE WORK SESSION**

A motion was made by Vice President Meagher with a second by Councilor M. White to adjourn from the Joint Town Council and Senior Services Work Session at 6:23 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

Vote: Joseph Cannon, Aye; Bruce Whitehouse, Aye; Karen Montoya, Aye; Emilie Tamboe, Aye; and Joyce Watson-O'Neil, Aye.

#### **V. TOWN COUNCIL INTERVIEWS: The Jamestown Town Council conducted interviews of applicants for the committee vacancies as follows:**

TIME	NAME	COMMITTEE
6:20	Gordon Rapkin	Beavertail State Park Advisory, Library Board of Trustees, and Zoning Board Alternate

#### **VII. CALL TO ORDER, PLEDGE OF ALLEGIANCE**

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

A motion was made by Vice President Meagher with a second by Councilor M. White to move the Consent Agenda to be considered after the Open Forum. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

#### **VIII. OPEN FORUM**

- A) Scheduled request to address- none at this time.
- B) Non-scheduled request to address

John Lucido, 156 Seaside Drive, expressed his concerns regarding the tree on Steamboat Right-of-Way. He urges the Town Council to reconsider their decision regarding the tree in the public right way. The tree does not comport with the tree ordinance, the Jamestown Comprehensive Plan, and the rural character of the town in its current, risky state. This is more than a question of a healthy tree; it is about public access to the water and the safety of the community.

**XVI. CONSENT AGENDA (Moved up on agenda)**

- C) Ratification of the Administratively approved Short-Term Rental application for the period of January 1, 2024-December 31, 2024.
- 1) Elaine Buchanan, STR-3, 12 Friendship Street
  - 2) Martin Casey, STR-16, 77 East Shore Road
  - 3) Leigh MacDonald, STR-7, 26 Starboard Avenue
  - 4) Connie Slick, STR-10, 49 Narragansett Avenue, first floor
  - 5) Connie Slick, STR-26, 49 Narragansett Avenue, third floor
  - 6) Denise Rounds, STR-22, 14 Harbor Street
  - 7) Freebody LLC, STR-11, 230 Conanicus Avenue, Unit 1
  - 8) Andrea Wassel, STR-27, 16 Emerson Road
  - 9) Ross Williams, STR-2, 135 Longfellow Road
  - 10) Robert Zimmermann, STR-14, 23 Conanicus Avenue
  - 11) John Deresky, STR-9, 318 Seaside Drive
  - 12) John Lawless, STR-6, 14 Pemberton Avenue

**Discussion ensued.**

Vice President Meagher read the names and addresses of the short-term rental application for the period of January 1, 2024-December 31, 2024.

Tyrone Sutton, 31 North Road, had questions regarding the approval process, licensing authority, and the basis for denying an application.

Town Clerk Roberta Fagan referenced the Short-Term Rental ordinance, Section 14-85 (b): "Once a completed registration and licensing application is submitted to the registrar's office on or before October 1 of each year, the registrar shall place all completed applications on a licensing authority agenda for consideration, discussion, and potential action. The registrar shall cause an advertisement to be made no less than two weeks prior to the date selected for the license authority meeting containing the list of applications filed and forwarded to the licensing authority. A public hearing shall be available to any person so requesting to make comment or contest any short-term rental unit application pending before the license authority. Absent any objections being filed either before or at the licensing authority meeting on a short-term rental application, the licensing authority may approve an application on their consent agenda, without a public hearing or deliberation. The licensing authority may conditionally approve and/or deny a short-term rental license to an applicant only for just cause. Just cause may include, but not be limited to, complaints, regulatory contacts, misleading or inaccurate filing information, or ordinance violations to name a few."

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Short-Term Rental applications for licensing as presented on the Consent Agenda.

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

- A) Adoption of Town Council Meeting Minutes
  - 1) October 16, 2023 (Regular meeting)
  - 2) October 17, 2023 (Special Meeting)
  - 3) November 1, 2023 (Special Meeting)
  - 4) November 6, 2023 (Regular Meeting)
  - 5) November 14, 2023 (Special Meeting)
  - 6) November 20, 2023 (Regular Meeting)
  
- B) Minutes of Boards/Commissions/Committees
  - 1) Affordable Housing (September 20, 2023)
  - 1) Affordable Housing (October 18, 2023)
  - 2) Planning Commission Minutes (October 18, 2023)
  - 3) Planning Commission/Town Council (November 1, 2023)
  - 4) Zoning Board of Review (October 24, 2023)
  
- D) One-Day Event/Entertainment License Applications: All One-Day Event/Entertainment license application approvals are subject to any COVID-19 protocols in effect at the time of the event:
  - 1) Applicant: Rhode Races & Events, Inc.  
 Event: Jamestown Road Race  
 Date: September 28, 2024  
 Location: see attached

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

- A) No items at this time.

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

- A) Licenses and Permits
  - 2) One-Day Event/Entertainment License: All One-Day Event/Entertainment license application approvals are subject to any COVID-19 protocols in effect at the time of the event; Review, Discussion, and/or Take Action and/or Vote for the following:
    - a) Applicant: Quononoquott Garden Club  
 Event: Quononoquott Garden Club Plant Sale  
 Date: June 1, 2023  
 Location: Fort Getty Pavilion
    - i) Letter from Quononoquott Garden Club Co-Chair Mary Ann Williamson requesting a waiver of the Fort Getty Pavilion rental fee, as historically granted.

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Quononoquott Garden Club Plant Sale One-Day Event/Entertainment License scheduled for June 1, 2024, taking place at the Fort Getty Pavilion; and approval of the request to waive the Fort Getty Pavilion rental fee, as historically granted. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

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

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

#### **1) North Road Bike Path update.**

The Department of Public Works (DPW) and Lynch Construction have completed the paving of the bike path on North Road. DPW will continue to clean up the edges of the path and roadway and installation of signage and road markings.

Paving has been completed in the Reise Road, Penny Road, and Bay Terrace neighborhoods. DPW will continue the clean-up and road edge restoration.

#### **2) Recreation Center Bathroom improvements report.**

The floors of the outdoor public bathrooms at the rec center were recently refinished using an epoxy finish. The cost was approximately \$6500 funded through a small tourism grant.

#### **3) 91 Carr Lane update.**

Church Community Housing Corporation (CCHC) has indicated the desire to close on the purchase of the 91 Carr Lane property. This will transfer the ownership of the property from the Town to CCHC. They will then proceed to sell the existing house and detached garage at market rate and begin the construction of the two (2) affordable houses.

#### **4) Steamboat ROW Tree update.**

The private contractor has trimmed and installed cabling at the Steamboat ROW tree. This was done at the expense of the abutting property owner, Mr. Rosati. Signage has been installed and will be monitored. The tree will be reassessed in the spring.

## **XII. UNFINISHED BUSINESS**

### **1) No items at this time.**

## **XIII. NEW BUSINESS**

### **A) Review, Discussion, and/or Action and/or Vote: At the request of the Board of Canvassers, to approve the draft Elections Training and Advisory Ad Hoc Committee Charge:**

#### **1) The Board of Canvassers has determined it is necessary to develop an action plan for developing and advising on election-related policies, procedures, and training programs to guarantee the integrity of the electoral process.**

Discussion ensued.

Canvassing Clerk Keith Ford briefed the Town Council on the goals and objectives of the proposed Elections Training and Advisory Ad Hoc Committee. He reported the Secretary of State is currently developing a certification program for all election officials and is looking for the local Board of Canvasser's input.

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Elections Training and Advisory Ad Hoc Committee Charge and ordered to advertise the vacancy(s). Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.



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

- A) 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~~ December 31, 2026, duly advertised in the October 5<sup>th</sup> and 12<sup>th</sup> editions of the Jamestown Press:
    - a) Interested Applicant(s):
      - i) Gordon Rapkin
        - i. Application received November 6, 2023
        - ii. Interview scheduled for December 4, 2023

No action was taken.

- 2) Library Board of Trustees, One (1) member vacancy, with a three-year term ending ~~12/31/2026~~ December 31, 2026 duly advertised in the October 5<sup>th</sup> and 12<sup>th</sup> editions of the Jamestown Press
  - a) Interested Applicant(s):
    - i) Gordon Rapkin
      - i. Application received November 6, 2023
      - ii. Interview scheduled for December 4, 2023
    - ii) Holly Turton
      - i. Application received November 15, 2023
      - ii. Interview scheduled for December 4, 2023

Discussion ensued. No action was taken.

- 3) Planning Commission, Three (3) member vacancy(s), with a one-year term ending December 31, 2024; a three-year term expiring December 31, ~~2025~~ (scrivener's error) 2026 and a four-year term expiring December 31, 2027\*; duly advertised in the November 9<sup>th</sup> and 16<sup>th</sup> editions of the Jamestown Press:
  - a) Request for reappointment
    - i) Rosemary Enright
    - ii) Duncan Pendlebury
    - iii) Michael Swistak

\*staggered terms in compliance with RIGL 45-22-3(a)

A motion was made by Vice President Meagher with a second by Councilor M. White to appoint Rosemary Enright to the Planning Commission for a one-year term ending December 31, 2024; to appoint Duncan Pendlebury to the Planning Commission for a three-year term ending December 31, 2026; and to appoint Michael Swistak to the Planning Commission for a four-year term ending December 31, 2027. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

**XV. FUTURE MEETINGS AND CALENDAR**

- A) December 18, 2023 Town Council Meeting:
- 1) Joint School Committee/Town Council meeting at 5:45-6:15 p.m.
  - 2) Interview Session at 6:20 p.m.

B) Review, Discussion, and/or Action and/or Vote: Setting of the 2024 Town Council of Jamestown meeting calendar:

1) The Town Council of Jamestown proposed 2024 calendar.

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the 2024 Town Council of Jamestown meeting schedule. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

Communications were acknowledged.

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

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

A) Communications Received:

- 1) Copy of letter to: Town Council  
From: Michael Dupre and Don Ocasso  
Dated: November 20, 2023  
Re: Proposed Zoning Amendment – Section 82-1207
- 2) Copy of letter to: Town Council  
From: Valerie Southern and Judy Grisevich  
Dated: November 24, 2023  
Re: Intersection of Clinton Avenue and Narragansett Avenue.
- 3) Copy of email to: Town Council  
From: Carol Crafts  
Dated: November 20, 2023  
Re: Bike Path & Stop Signs
- 4) Copy of email to: Town Council  
From: Carl Bednarczyk  
Dated: November 19, 2023  
Re: 3 Way Stop at Sloop- Nov 20

**XVIII. ADJOURNMENT**

A motion was made by Vice President Meagher with a second by Councilor M. White to adjourn at 6:58 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

**Attest:**

Roberta J. Fagan, Town Clerk

# LOCATIONS FEASIBILITY STUDY



## JAMESTOWN SENIOR CENTER

6 WEST ST - 11 KNOWLES CT  
JAMESTOWN, RI

DECEMBER, 2023

Program	Avg. Participation	Daily Program	Monthly Program	Weekly Programs	Located Upstairs	Located Downstairs (meal site)	Notes
Meal Site	25-30 *avg. number increasing	X				X	
Tai Chi	20-25			X	X		
Chair Yoga	16			X			
South County Health Checks with RN	12		X		X	X	*in need of privacy
Bridge/Cards/Tile Games	8-12			X	X		
6-8 Week Workshop Sessions (topics vary)	15-30			X	X		
Movie Screenings	15-30		X		X		
Lectures/ One day Presentations	30-50		X		X		
Medicare, Resources & Counseling	4-8		X			X	* in need of privacy
Health Screenings/Various Health Related Services	8-20				X		*in need of privacy
BINGO	20-30			X	X		
Tax Assistance Program	80						*Jan-April Appointments scheduled from 9-1 PM on Tuesdays and Thursdays during these months *more privacy needed
Crafts (painting, floral arranging)	15-20		X		X		*would like to offer more, but limited availability upstairs prevents that
Holiday Meals (special luncheons)	40-50					X	*quarterly meals

- Large Gathering Programs**
- Meal Site
  - Tai Chi
  - Workshop Sessions
  - Bingo
  - Movie Screenings
  - Lectures / One day Presentations
  - Tax Assistance Program

Occupancy: 30-50  
Approx. SF Required: 500 sf

- Moderate Gathering Programs**
- Chair Yoga
  - Crafts
  - Bridge / Cards / Tile Games

Occupancy: 8-20  
Approx. SF Required: 250 sf

- Small Private Programs**
- South County Health Checks w/ RN
  - Medicare, Resources & Counseling
  - Health Screenings & Service

Occupancy: 4-20  
Approx. SF Required: 100-200sf.  
Separate rooms where possible?

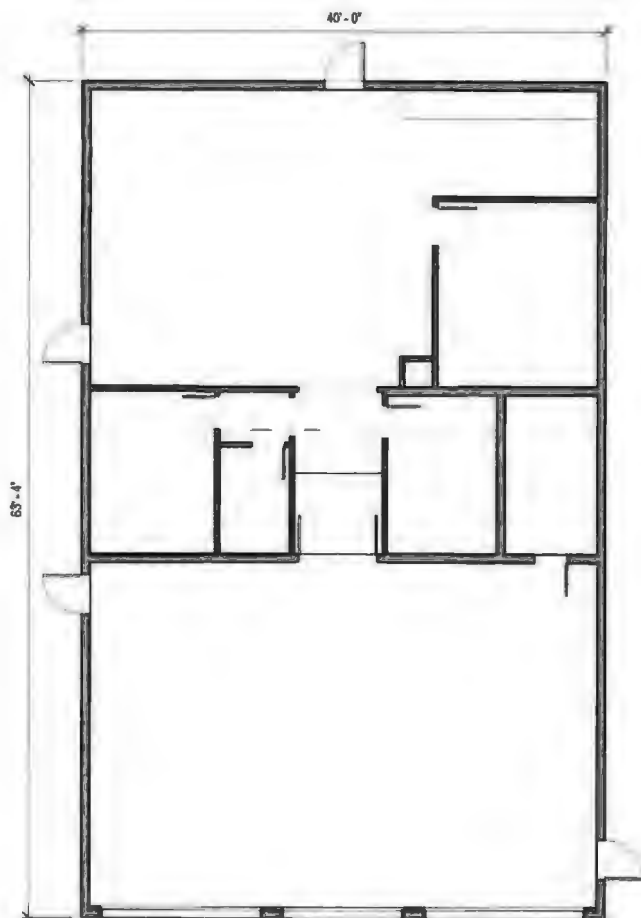
- Building Support Program Spaces**
- Kitchen
  - Public restrooms
  - Mechanical spaces
  - Coat closet/room
  - Manager's office
  - Storage space

Occupancy: N/A  
Approx. SF Required: +/-100 sf ea.

# JAMESTOWN SENIOR CENTER

FEASIBILITY INFORMATION | DECEMBER, 2023





EXISTING FLOOR PLAN LAYOUT



EXISTING SITE IMAGE

# JAMESTOWN SENIOR CENTER

FEASIBILITY INFORMATION | DECEMBER, 2023

11 KNOWLES CT





**Parking:**

- On-Site = 15
- Street (within 250') = 14  
(40 more within 500')
- Handicap parking on site

**Accessibility:**

- At grade entry area
- At grade rear entrance/exit
- All one-story building

**PROS:**

- More on-site parking
- One level for accessibility
- Short connection to ocean
- Durable building shell
- Good open floor plan with minimal interior bearing walls
- Town owned property
- Safer public access with adjacent municipal sidewalks and more on-site parking
- Building/Site allows for future expansion
  - ◊ Potential second floor adding as much as 2200 sf (would need structural assessment)
- Outside area for small function space

**CONS:**

- Need more openings for natural light
- Higher construction cost
- Smaller Sf building



GROSS AREA FLOOR PLAN

**JAMESTOWN SENIOR CENTER**

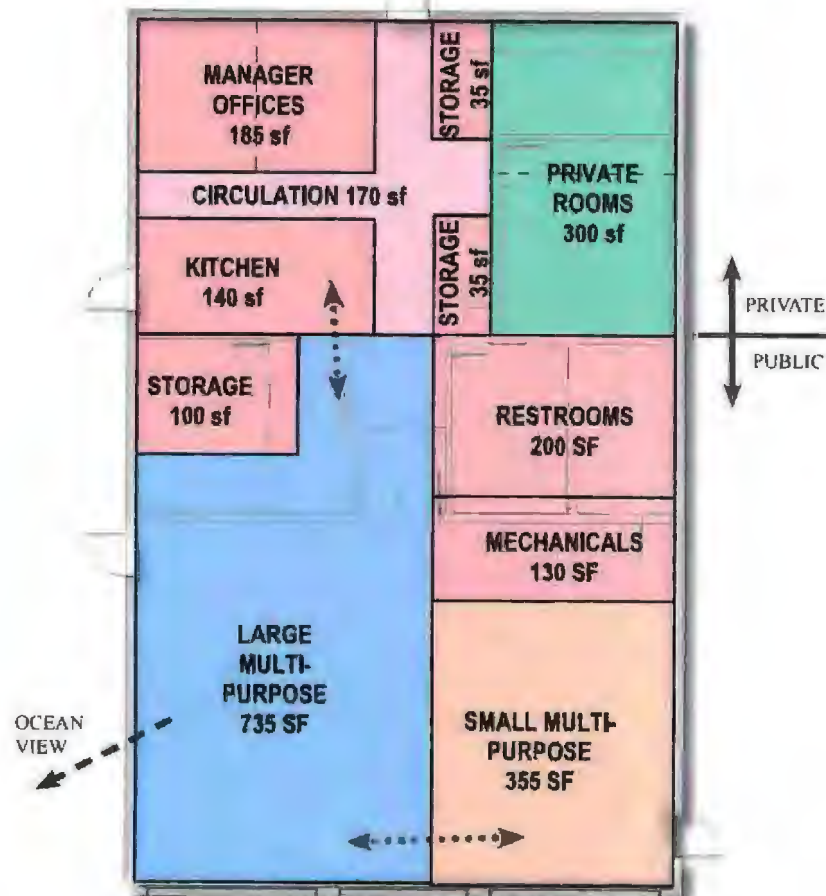
FEASIBILITY INFORMATION | DECEMBER, 2023

11 KNOWLES CT



11 Knowles Court		
Space	Sf	Type
Large Multi-purpose	735	Large Gathering
Small Multi-purpose	355	Moderate Gathering
Storage	100	Building Support
Restrooms	200	Building Support
Mechanical	130	Building Support
Kitchen	140	Building Support
Storage closet 1	35	Building Support
Storage closet 2	35	Building Support
Manager's Offices	185	Building Support
Private rooms	300	Private Programs
Circulation	170	Circulation

Total Large Gathering	735
Total Moderate Gathering	355
Total Private Program space	300
Total Building Support	825
Total Circulation	170
Total Functional space *	2215
* total spaces minus circulation	



PROPOSED PROGRAM DIAGRAM

# JAMESTOWN SENIOR CENTER

FEASIBILITY INFORMATION | DECEMBER, 2023

11 KNOWLES CT

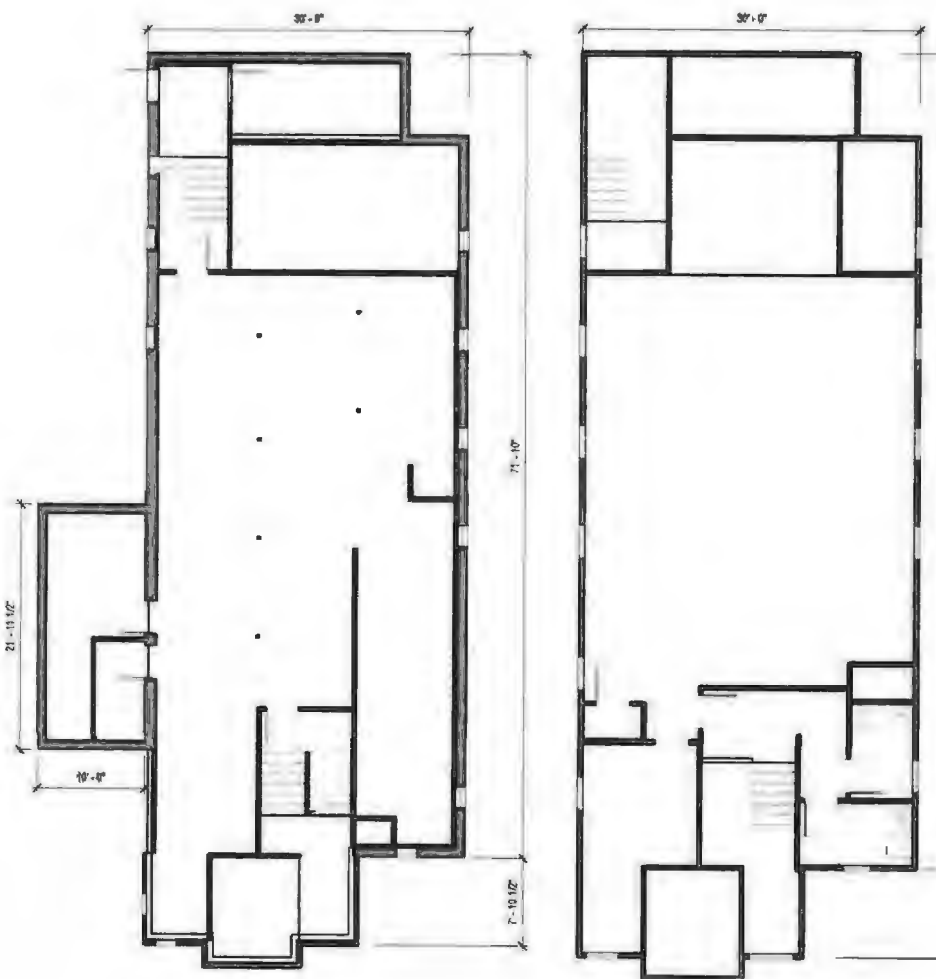


11 Knowles Ct		
High Level Cost Opinion		
Work Scope: Renovate existing structure to accommodate current senior center needs and program elements		
Task		Subtotal
<b>Interior</b>		
1	Selective demolition of existing walls and finishes	\$ 10,000
2	Rough carpentry	\$ 100,000
3	Finish carpentry	\$ 40,000
4	Doors and hardware	\$ 25,000
5	Painting	\$ 25,000
6	Drywall	\$ 40,000
7	Flooring	\$ 35,000
8	Electrical	\$ 60,000
9	Interior wall insulation	\$ 20,000
10	Mechanical - Electric ducted heat pump system w/ ducted ERV system (\$25/sf)	\$ 80,000
11	Add ducted ERV system to building for fresh air requirements	\$ 30,000
12	Concrete slab repairs for new layouts and plumbing	\$ 15,000
13	Fire suppression service	\$ 25,000
14	Upgrade fire alarm service	\$ 18,000
<b>Exterior</b>		
1	Roofing and continuous roof rigid insulation system	\$ 60,000
2	Rain screen, rigid insulation, and cedar shingle siding w/ manuf. Stone veneer base	\$ 100,000
3	Entry patio and canopy - Post & beam, metal roof canopy, conc. patio	\$ 75,000
4	Windows - new openings, triple pane double hung	\$ 35,000
5	Doors - storefront at front, half light steel on side and rear	\$ 35,000
6	Exterior wall insulation (on interior face)	\$ 35,000
7	Gutters and downspouts	\$ 10,000
<b>Site</b>		
1	Entry walks	\$ 15,000
2	Electric service upgrade	\$ 75,000
3	Fire suppression water service	\$ 10,000
4	Slight regrading, sealcoating, and striping parking lot	\$ 25,000
5	Site solar lighting	\$ 15,000
6	Landscaping	\$ 20,000
7	Site sign	\$ 12,000
<b>Total cost</b>		<b>\$ 1,051,000</b>
Cost per sf (2550 SF)		\$ 412.16

THIS COST OPINION IS FOR CONSTRUCTION COSTS REQUIRED TO PROVIDE THE MINIMUM NEEDS FOR THE BUILDING USE. THIS EXCLUDES FURNISHING, FIXTURES, AND EQUIPMENT AS WELL AS ASSOCIATED SOFT COSTS.

THE ACTUAL CONSTRUCTION COST FOR THE PROJECT IN THE END SHOULD BE EXPECTED TO BE MORE LIKE \$450 TO \$500/SF WHICH IS A TOTAL OF \$1.2M TO \$1.4M WITH SOFT COSTS ADDED TO THAT





**EXISTING LOWER LEVEL  
FLOOR PLAN LAYOUT**

**EXISTING UPPER LEVEL  
FLOOR PLAN LAYOUT**



**EXISTING SITE IMAGE**

# JAMESTOWN SENIOR CENTER

FEASIBILITY INFORMATION | DECEMBER, 2023

6 WEST STREET



**Parking:**

- On-Site = 0
- Street (within 250') = 25
- (Additional parking with 500')
- No handicap parking on site

**Accessibility Notes:**

- Existing entry ramp into entrance
- Existing interior 2 stop elevator
- Restrooms don't meet current codes and require modifications

**PROS:**

- Existing established senior center
- Neighboring church with large off-street parking lot allowing use
- Has a fairly large commercial kitchen
- Is currently fully accessible, though difficult disjointed a bit
- Expected lower cost of construction

**CONS:**

- Multi-level creates disconnected uses
- Space adjacent to kitchen used as the cafeteria has multiple columns causing limited layout possibilities and feels like a basement space.
- Cafeteria area is only large enough for a moderate gathering area, and based on meal site occupancy should be a large gathering area size.
- Little to no private areas for needed private rooms
- No sizeable private office space for support staff
- Property ownership is in question

**Note:**

Because the property currently serves as the Senior Center, these noted renovations project would require a temporary center be established at another location for 18-24 months



GROSS AREA FLOOR PLANS

**JAMESTOWN SENIOR CENTER**

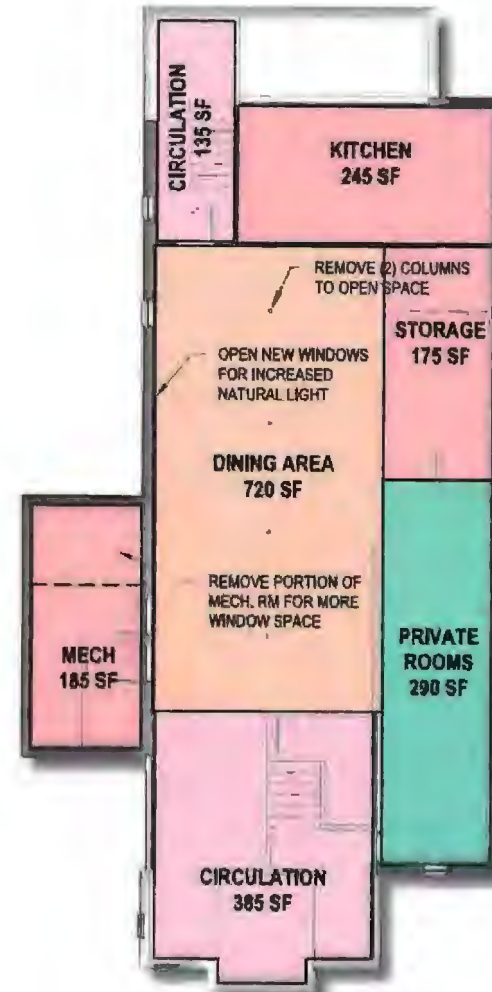
6 WEST STREET

FEASIBILITY INFORMATION | DECEMBER, 2023



6 West St		
Space	Sf	Type
Main Open Hall	1065	Large Gathering
Office Space	250	Building Support
Storage	115	Building Support
Restrooms	100	Building Support
Rear stairs	135	Circulation
Front stairs and elevator	470	Circulation
Dining Area	720	Moderate Gathering
Kitchen	245	Building Support
Mechanical	185	Building Support
Storage	175	Building Support
Private Rooms	290	Private programs
Rear Stair	135	Circulation
Front stair and elevator	385	Circulation

Total Large Gathering	1065
Total Moderate Gathering	720
Total Private Program space	290
Total Building Support	1070
Total Circulation	1125
Total Functional space *	3145
* total spaces minus circulation	



PROPOSED LOWER LEVEL PROGRAM DIAGRAM



PROPOSED UPPER LEVEL PROGRAM DIAGRAM

# JAMESTOWN SENIOR CENTER

FEASIBILITY INFORMATION | DECEMBER, 2023

6 WEST STREET





6 West St.		
High Level Cost Opinion		
Work Scope: Renovate existing structure to accommodate current senior center needs and program elements		
Task		Subtotal
<b>Lower Level</b>		
1	Remove 50% of columns and install supporting beams in lower level cafeteria area	\$ 70,000
2	Reduce mechanical addition to allow for more light into space (includes all work)	\$ 125,000
3	New finishes including flooring, ceiling, paint	\$ 30,000
4	Revise mechanical distribution for updated layouts	\$ 15,000
5	Construct new private rooms, including selective demolition of exist walls	\$ 50,000
6	Update finishes within circulation spaces	\$ 22,500
7	Upgrade Mechanical systems in the building. Electric ducted heat pump system (\$25/sf)	\$ 120,000
8	Add ducted ERV system to building for fresh air requirements	\$ 50,000
9	Doors and hardware	\$ 15,000
10	Remove existing rotting raised floor structure	\$ 18,000
11	Provide new concrete slab w/ ADA compliant ramp section to elevator entrance	\$ 40,000
<b>Upper Level</b>		
1	Remove stage, construct office space	\$ 75,000
2	Enlarge restrooms for ADA accessibility	\$ 50,000
3	New finishes including flooring, ceiling, paint	\$ 50,000
4	Update finishes within circulation spaces	\$ 25,000
5	Doors and hardware	\$ 15,000
<b>Exterior</b>		
1	Fix rear roof flashing leak	\$ 10,000
2	Minor water damage repairs to trim and siding	\$ 10,000
3	Increase electrical power for new mechanicals	\$ 40,000
<b>Total cost</b>		<b>\$ 830,500</b>
<b>Cost per sf (4800 SF)</b>		<b>\$ 173.02</b>

THIS COST OPINION IS FOR CONSTRUCTION COSTS REQUIRED TO PROVIDE THE MINIMUM NEEDS FOR THE BUILDING USE. THIS EXCLUDES FURNISHING, FIXTURES, AND EQUIPMENT AS WELL AS ASSOCIATED SOFT COSTS.

THE ACTUAL CONSTRUCTION COST FOR THE PROJECT IN THE END SHOULD BE EXPECTED TO BE MORE LIKE \$325/SF WHICH IS A TOTAL OF \$1.5M WITH SOFT COSTS ADDED TO THAT





## JAMESTOWN CONSERVATION COMMISSION

Tuesday, September 12, 2023, 6:30 p.m.

### Meeting Minutes

**In attendance:** J. Antoniello, R. Laman, B. Lundy, A. Kuhn-Hines, S. Shim-Gorelick, L. Orsi

**Absent:** R. Shein

Others in Attendance: Carol Nelson-Lee (JTN Friends of ROWs)

#### I. Roll Call and Call to Order: 6:35 pm

II. **Approval of Minutes:** Regular Meeting Minutes: July 11, 2023, **Motion to approve Meeting minutes 1<sup>st</sup> Barbara Lundy 2<sup>nd</sup> Susan Shim-Gorelick, all in favor - motion passed.**

#### III. OPEN FORUM:

A) Scheduled Requests to Address: None

B) Carol Nelson-Lee of JTN Friends of ROWs, discussed several maintenance issues related to three ROWs: High Street ROW (town-owned ROW)-needs trimming-maintenance assent permit from CRMC (town needs to request permit); Spirketing CRMC ROW and Spindrift CRMC ROW: both CRMC ROWs need maintenance, trimming, moving split rail fences to start of the ROW, and the addition of benches. The JTN Friends of ROWs has asked the town to apply for the CRMC assent-permits for these 3 ROWs.

C) Bob Laman reported back on the Eagle Scout Candidate, Nick Bridges; and the Environmental Senior Project Student, Kate Bridges re: Educational Signage Project at Conanicut Sanctuary Trail. The Eagle Scout project has been completed and is being well received-the project included the installation of 8 QR code stations located along the Conanicut Island Sanctuary Trail. The 8 QR code stations developed by Kate Bridges along the trail include: 1) History; 2) Animals; 3) Plants; 4) Salt Marsh; 5) Perc Pipe; 6) Trees; 7) Stone wall; 8) Succession. Each QR code links to a Google site welcoming the user to the Conanicut Island Sanctuary, with a wealth of in-depth, yet accessible and interesting information about each of the 8 topics. Bob reported that the low profile-small footprint signage posts for the 8 QR codes and numbers were installed along the trail, by the Eagle Scout, Nick Bridges. Nick used pressure treated 4 x 4 posts for the signage. Additionally, Nick completed some trail maintenance and trail improvements along the trail, including, ramp boardwalk replacements, mulch work, etc. The JCC members expressed their enthusiastic and grateful support and approval of this impressive environmental educational project.

#### IV. CORRESPONDENCE AND BILLS

A) Jamestown Press Summer Guide Ad invoice: \$240. **Motion to approve Meeting minutes 1<sup>st</sup> Bob Laman, 2<sup>nd</sup> Joyce Antoniello, all in favor - motion passed.**

#### V. CRMC, RIDEM AND TOWN OF JAMESTOWN ORDINANCE REVIEW

Nothing new to report or update

## VI. Old Business & Committee Reports:

A) **Rights of Way/Parks/Greenways & Public Access:** No updates on Trail Grant applications for upgrading and adapting the Kit Wright trail, as there has been no new announcements from RI DEM or other state granting sources with funding available. The JCC will keep searching for trail grant funding opportunities. Bob Laman (liaison to the HMC) reported that the HMC is supportive of the JCC updating the Jamestown island-wide inventory of shoreline access points and the inventory map which were last updated in 2013. Bob described how the Conservation Commission letter to the Town Council, proposing that the JCC with input from other stakeholders such as the Harbor Commission and Friends of Jamestown ROWs & Roads, produce an update to the 2013 report with current images, maps, and descriptions, has not been added to the Town Council agenda yet for discussion and approval. There was a short discussion about the North End Government Lot ("Conanicut Woods"; Plat 1 Lot 266) being auctioned by the U.S. General Services Administration-the bidding is currently underway (currently over \$50K)-the Town is not going to be bidding on this property. The JCC continued discussing long-term plans for planting American beach grass (*Anemophila breviligulata*) at the JTN Community Farm for sustainable annual dune replenishment at Mackerel Cove and other sites across the island. Susan Shim-Gorelick is continuing to explore this option with the JTN Community farm (Bob and Linda Sutton), and researching cultivation methods (e.g., Rhode Island Wild Plant Society and others) for the establishment of American beach grass (and possibly other dune plants in the future) at the JTN Community farm.

B) **Land Protection and Stewardship:** Barbara Lundy reported that a final draft of the revised Conanicut Island Trails Guide has been finalized. The JCC and the Town Finance Director, Christina Collins, are exploring printing costs and quotes from a few printing companies-and the town will handle the procurement process for printing the new Trail Guides (possibly 5,000 copies).

C) **Cross-Jamestown Collaboration:** Susan Shim-Gorelick reported that she is setting up meetings with the Jamestown School principals, curriculum director, interim superintendent to discuss establishing a town wide sustainability outreach education forum. The JCC discussed drafting a letter to the Town and Town Council requesting their authorization and support in this town-wide endeavor. The JCC will continue to explore community-wide collaborations with the other JTN environmental groups and try to coordinate a meeting with town council members and the other environmental groups working across Jamestown as soon as possible to discuss setting up a website supported by the Town. Education outreach initiatives could include water conservation, eco-friendly yard care, feeding wildlife, invasive plant control, dog waste/watershed protection; stormwater protection; coastal resiliency; community composting, etc.

D) **Harbor Management Commission-** Bob Laman updated that there are requests for 2 aquaculture eastward expansions for existing aquaculture farms in Dutch Harbor: Mark Goerner and Adam Silkes. Bob also reported that the Harbor Management Commission is updating and renewing their 5-year Harbor Management plan that will be reviewed by and submitted to CRMC. Bob Laman will review drafts of the updated Harbor Management Plan and report back to JCC with summary/overview of changes and the draft HMC management plan for JCC review before submittal to CRMC. Bob and Leo Orsi reported that there is some interest by a non-profit from Florida in establishing an accessible boating facility at Gould Island.

E) **Tree Committee-** Barbara Lundy reported that the Tree Committee is in discussion about the controversy surrounding a tree in the Steamboat ROW-one neighbor wants it saved and the Town Tree Warden, Steve Saracino, says it is not safe. Barbara also reported that the Tree Committee has finished their tree inventory on town properties.



**G) Gould Island Restoration-** Leo Orsi reported that there are no new updates beyond the current sediment analyses which is measuring the concentration of various contaminants from the monitoring sites at Gould Island.

**I) Jamestown Affordable Housing Committee-** no new updates Susan Shim-Gorelick is in touch with Bob Plain and Quaker Case and they will provide updates on any future meetings.

**J) Jamestown Bike Path Committee-**no new updates

**A) NEW BUSINESS**

A) The next JCC meeting will be Tuesday, October 10, 2023, at 6:30 pm.

**B) ADJOURNMENT**

Adjourn –7:45 PM –Motion to adjourn Bob Laman 1<sup>st</sup>, Susan Shim-Gorelick 2<sup>nd</sup>, all in favor-motion passed.

*Respectfully submitted by Anne Kuhn-Hines*



## JAMESTOWN CONSERVATION COMMISSION

Tuesday, October 10, 2023, 6:30 p.m.

### Meeting Minutes

**In attendance:** J. Antonello, A. Kuhn-Hines, S. Shim-Gorelick, and L. Orsi

**Absent:** R. Laman, B. Lundy

#### I. Roll Call and Call to Order: 6:48 pm

II. **Approval of Minutes:** Regular Meeting Minutes: September 12, 2023, **Motion to approve Meeting minutes 1<sup>st</sup> Susan Shim-Gorelick, 2<sup>nd</sup> Leo Orsi, all in favor - motion passed.**

#### III. OPEN FORUM:

- A) Scheduled Requests to Address: re expansion application for CRMC Aquaculture Lease Application # 2020-08-001, Antonio and Joseph Pinheiro, Dutch Island Harbor/West Passage (Sunset Beach Aquaculture, LLC). No discussion- Sunset Beach Aquaculture, LLC owners not able to attend-discussion tabled to next month's JCC meeting on November 14, 2023.
- B) Non-scheduled request to address: None.

#### IV. CORRESPONDENCE AND BILLS

- A) Approved \$200 expenditure for lumber materials for restoring the viewing platform on the Kit Wright Trail. **Motion to approve \$200 for lumber materials 1<sup>st</sup> Joyce Antonello, 2<sup>nd</sup> Susan Shim Gorelick, all in favor motion passed.**
- B) Discussed correspondence from J. Christopher Powell written to Town Council regarding the proposal to locate pickleball courts in protected designated Open Space. The JCC agreed with Christopher Powell's concern with the Town considering potential sites (AP 4, Lots 86 & 98) for constructing pickleball courts. Both properties are in the Town watershed, are currently open space and used for passive recreation. Of deeper concern is the notion that the Town would consider asking RI DEM to modify deed restrictions that came with the acquisition of these properties. When the Town acquired this property through the State Open Space Program it was the intent to keep this property open for "educational, research and passive recreation" only. The JCC agreed that this is a concern and will keep up to date on any proposals by the Town and weigh in on the issue directly when appropriate.

#### V. CRMC, RIDEM AND TOWN OF JAMESTOWN ORDINANCE REVIEW

Nothing new to report or update

#### VI. Old Business & Committee Reports:

A) **Rights of Way/Parks/Greenways & Public Access:** No updates on Trail Grant applications for upgrading and adapting the Kit Wright trail, as there has been no new announcements from RI DEM or other state granting sources with funding available. The JCC will keep searching for trail grant funding opportunities. The JCC continued discussing long-term plans for planting American beach grass (*Anmophila breviligulata*) at the JTN Community Farm for sustainable annual dune replenishment at Mackerel Cove and other sites across the island. Susan Shim-Gorelick is continuing to explore this option with the JTN Community farm (Bob and Linda Sutton), and researching cultivation methods (e.g., Rhode Island Wild Plant Society and others) for the establishment of

American beach grass (and possibly other dune plants in the future) at the JTN Community farm.

**B) Land Protection and Stewardship:** The JCC and the Town Finance Director, Christina Collins, are handling the procurement process for printing the new Trail Guides using WB Mason as the printer (possibly 5,000 copies).

**C) Cross-Jamestown Collaboration:** Susan Shim-Gorelick reported that she had meetings with the Jamestown School principals, curriculum director, interim superintendent to discuss establishing a town wide sustainability outreach education forum and program. Susan also reported that she has met with the Central Baptist Church and the Jamestown Arts Center to discuss setting up the town wide sustainability education program. The JCC discussed drafting a letter to the Town and Town Council requesting their authorization and support in this town-wide endeavor, and Susan will draft a letter for review at next JCC meeting in November. The JCC will continue to explore community-wide collaborations with the other JTN environmental groups and try to coordinate a meeting with town council members and the other environmental groups working across Jamestown as soon as possible to discuss reviving and setting up a new sustainability website supported by the Town.

**D) Harbor Management Commission-** Nothing new to report

**E) Tree Committee-** Nothing new to report

**G) Gould Island Restoration-** Leo Orsi reported that there are no new updates beyond the current sediment analyses which is measuring the concentration of various contaminants in the groundwater from the monitoring sites at Gould Island.

**I) Jamestown Affordable Housing Committee-** no new updates Susan Shim-Gorelick is in touch with Bob Plain and Quaker Case and they will provide updates on any future meetings.

**J) Jamestown Bike Path Committee-**Joyce Antoniello reported that the Bike Path committee put out a bid for a feasibility study, and they are applying for \$40K grant to pay for the feasibility study, with the state grant requiring a 20% matching grant from the town.

#### **A) NEW BUSINESS**

A) The next JCC meeting will be Tuesday, November 14, 2023, at 6:30 pm.

#### **B) ADJOURNMENT**

Adjourn –8:02 PM –Motion to adjourn Leo Orsi 1<sup>st</sup>, Susan Shim-Gorelick 2<sup>nd</sup>, all in favor-motion passed.

*Respectfully submitted by Anne Kuhn-Hines*



## JAMESTOWN CONSERVATION COMMISSION

Tuesday, November 14, 2023, 6:30 p.m.

### Meeting Minutes

**In attendance:** S. Shim-Gorelick, A. Kuhn-Hines, B. Laman, B. Lundy

**Absent:** L. Orsi, J. Antonietello

**Others in Attendance:** Steven Bois (Executive Director Harbor Management Commission), Antonio and Joseph Pinheiro (Sunset Beach Aquaculture, LLC), Darcy Magratten (JTN Tree Committee)

#### I. Roll Call and Call to Order: 6:34 pm

II. **Approval of Minutes:** Regular Meeting Minutes: October 10, 2023, **Motion to approve Meeting minutes 1<sup>st</sup> Bob Laman, 2<sup>nd</sup> Susan Shim-Gorelick, all in favor - motion passed.**

#### III. OPEN FORUM:

A) Scheduled Requests to Address: re expansion application for CRMC Aquaculture Lease Application # 2020-08-001, Antonio and Joseph Pinheiro, Dutch Island Harbor/West Passage (Sunset Beach Aquaculture, LLC). The JCC reviewed the CRMC Aquaculture Lease Application # 2020-08-001, submitted by Antonio and Joseph Pinheiro, requesting an extension of 0.57 acres landward of their existing shellfish farm 2014-12-056 located in Dutch Harbor. The expansion request is exclusively for bottom culture of three species: eastern oysters (*Crassostrea virginica*), quahogs (*Mercenaria mercenaria*), and soft-shell clams (*Mya arenaria*). The JCC also reviewed all the associated supporting documents (comments from abutting riparian neighbors, RI Marine Fisheries Council, Army Corp of Engineers, RI DEM's Division of Marine Fisheries (DMF) and Division of Fish and Wildlife (DWF)), and the 11 responses to Section 300.1 of the Aquaculture Operations Plan and the HACCP plan form. The JCC discussed the application and asked technical questions of Antonio and Joseph Pinheiro related to seeding and harvesting operations for the various species. After discussion the JCC agrees with the RI DEM's DMF and DWF assessment that adverse impacts to marine fisheries and their habitats at this proposed site would be minimal. The JCC members noted that they are pleased to see this application for extension proposes to use **bottom culture with no deployed gear**. Using the bottom culture approach eliminates many of the complicating issues for neighboring riparian owners described in the Good Neighbor Policy section in the *Best Practices for the East Coast Shellfish Aquaculture Industry* guide published in 2023

([http://www.crmc.ri.gov/aquaculture/BestPractices\\_ECSAI.pdf](http://www.crmc.ri.gov/aquaculture/BestPractices_ECSAI.pdf))

**Motion to write a letter of support for this application to CRMC: 1<sup>st</sup> Barbara Lundy, 2<sup>nd</sup> Susan Shim-Gorelick, all in favor - motion passed.**

B) Non-scheduled request to address: Darcy Magratten presented information related to the detrimental use of neonicotinoids (neonics). Neonics are a class of synthetic, neurotoxic insecticides that are used on agricultural crops, lawns, gardens, golf courses, and in flea and tick pet treatments. Developed in the mid-1990s, neonics are now the single-most popular insecticide class in the United States. Darcy

described how neonics work by permanently binding to the nerve cells of insects, overstimulating, and destroying them. Exposed insects often exhibit uncontrollable shaking and twitching followed by paralysis before eventually dying. One of the main reasons that neonics are so harmful is that they are designed to be systemic—that is, to get into the system of the plant, making the pollen, nectar, and other parts of the plant toxic to insects. And, they are long-lasting, leading to toxic residues in the soil and waterways around the world. On a local level, Darcy informed the JCC that she and Susan Maffei Plowden have met with the JTN Town Planner (Lisa Bryer) and the Director of Public Works (Mike Gray) to discuss the use of neonics on town properties. Darcy reports that the Town is not using neonics on any of the town properties. At the Rhode Island state level the state passed legislation ([2022-H 7129](#)), [2022-2299](#)) that restricts the use of neonicotinoids outdoors, allowing only certified applicators to purchase or use them. It also prohibits their use on any linden or basswood tree, or to any plant when it is blossoming. The law takes effect Jan. 1, 2024. Darcy and Susan would ultimately like to develop an ordinance against using neonics with an island-wide ban on the use of neonics. Darcy will keep the JCC updated and aware of any actions or events planned by their group as they progress in their campaign to rid the island of neonics.

#### IV. CORRESPONDENCE AND BILLS

A) Jamestown Press Invoice for Earth Day Fair: \$500. There was discussion about this bill—and the JCC will ask the Jamestown Press for clarification and details.

#### V. CRMC, RIDEM AND TOWN OF JAMESTOWN ORDINANCE REVIEW

Nothing new to report or update: [http://www.crmc.ri.gov/calendars/2023\\_11.html](http://www.crmc.ri.gov/calendars/2023_11.html)

#### VI. Old Business & Committee Reports:

A) **Rights of Way/Parks/Greenways & Public Access:** No updates on Trail Grant applications for upgrading and adapting the Kit Wright trail, as there has been no new announcements from RI DEM or other state granting sources with funding available. The JCC will keep searching for trail grant funding opportunities. Bob Laman provided an update on discussions about proposals for the JCC to take on a leadership/oversight role for managing oversight of the ROWs across the island—collaborating with the JTN Friends of ROWs and the harbor Commission. Steve Bois of the Harbor Management Commission voiced support for this proposal and has begun discussions with the Town Administrator about the JCC taking on a leadership role overseeing the ROWs across the island. The JCC in this role would oversee the development of an updated ROW report and associated map (last produced in 2013). Bob Laman and Steve Bois will continue discussions with Town Administrator (Ed Mello) about requesting authority for the JCC in this leadership role. Bob Laman also noted that there has not been anything new to report about ROW # 20 (East Shore Road). The JCC continued discussing long-term plans for planting American beach grass (*Ammophila breviligulata*) at the JTN Community Farm for sustainable annual dune replenishment at Mackerel Cove and other sites across the island. Susan Shim-Gorelick is continuing to explore this option with the JTN Community farm (Bob and Linda Sutton), and researching cultivation methods (e.g., Rhode Island Wild Plant Society and others) for the establishment of American beach grass (and possibly other dune plants in the future) at the JTN Community farm.

B) **Land Protection and Stewardship:** The JCC and the Town Finance Director, Christina Collins, completed the procurement process with WB Mason for printing 5,000 new Trail Guides now stored in the Town Hall basement. Barbara Lundy is going to

organize the boxes at various locations for selling the new Trail Guide maps (\$2 each) across the island.

**C) Cross-Jamestown Collaboration:** Susan Shim-Gorelick reported that she had meetings with the Jamestown School principals, curriculum director, interim superintendent to discuss establishing a town wide sustainability outreach education forum and program. Susan also reported that she has met with the Central Baptist Church and the Jamestown Arts Center to discuss setting up the town wide sustainability education program. The JCC has been reviewing and providing feedback to Susan Shim-Gorelick on a letter she has drafted to the Town and Town Council requesting their authorization and support in this town-wide endeavor. The JCC will finalize this letter and submit it to the Town Council in December 2023. The JCC will continue to document and explore community-wide collaborations with the other JTN environmental groups and try to coordinate a meeting with town council members and the other environmental groups working across Jamestown as soon as possible to discuss reviving and setting up a new sustainability website supported by the Town. The JCC will ask the Town Planner (Lisa Bryer) to provide any information and job description she can share about a potential "sustainability" job the Town will be advertising for soon. The JCC assumes that they will be working and collaborating with the person hired into this position.

**D) Harbor Management Commission-** Bob Laman reported that the HMC is working on a Public Access report

**E) Tree Committee-** JTN tree committee wants to landscape and provide tree plantings along the bike path and reservoir, and to control invasives.

**G) Gould Island Restoration-** Nothing new to report

**I) Jamestown Affordable Housing Committee-** Susan Shim-Gorelick reported that she attended a joint Housing workshop held by the Jamestown Affordable Housing Committee with the JTN Zoning board (with Town Council member, Mary Meagher in attendance) on November 1, 2023.

**J) Jamestown Bike Path Committee-**nothing new to report

#### **A) NEW BUSINESS**

A) The next JCC meeting will be Tuesday, December 12, 2023, at 6:30 pm.

#### **B) ADJOURNMENT**

Adjourn –8:19 PM –Motion to adjourn **Barbara Lundy 1<sup>st</sup>**, **Susan Shim-Gorelick 2<sup>nd</sup>**, all in favor-motion passed.

*Respectfully submitted by Anne Kuhn-Hines*






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## JAMESTOWN CONSERVATION COMMISSION

### Biennial Report to Town Council December 2023

The Jamestown Conservation Commission is pleased to present a list of activities for the calendar years 2021-2023. Activities included:

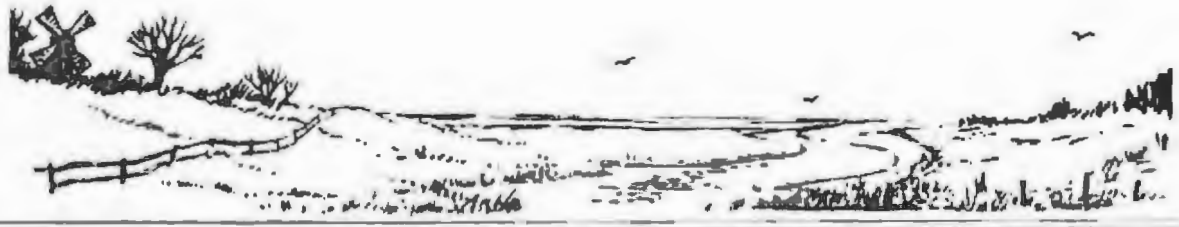
#### Restoration

- Organized and implemented volunteer Mackerel Cove dune restoration/replenishment initiatives for planting 8,000 culms of American Beachgrass (*Ammophila breviligulata*) in the Spring of 2022
- Planted 48 Switch Grass (*Panicum virgatum*) plants, and 44 Little Bluestem (*Schizachyrium scoparium*) in September 2022. These dune restoration efforts have become necessary almost every year after destructive winter storms and extreme events.
- Initiated a sustainability project to grow at least 3 species of dune plants collaborating with the Jamestown Community Farm. Cultivating our own JCC dune plants for annual replenishment and restoration of the Mackerel Cove dunes provides a more sustainable and economical approach for the ongoing efforts to maintain the dunes as part enhancing coastal resiliency across Jamestown. Plants that will be cultivated at the JCC plot at the JTN Community farm include American Beachgrass (*Ammophila breviligulata*), Seaside goldenrod (*Solidago sempervirens*), and Little Bluestem (*Schizachyrium scoparium*). Other dune plants may be added in the future.

#### Open Space Protection and Stewardship

- Continued implementation of the updated management plan (updated in 2019) for the 108 Jamestown Shores Conservation Lots, in partnership with the Conanicut Island Land Trust (CILT) and the Jamestown Shores Association (JSA). As part of the management plan, JCC members meet with members from CILT and JSA for stewardship field monitoring sessions in the Spring and Fall each year, to monitor town-owned lots in the Jamestown Shores on a rotating basis. JCC submits reports and photographs to the Town Administrator, Building Inspector and Town Planner detailing and documenting encroachments and other violations (cutting of trees, boats stored on town lots, fire pits on town lots, etc.) along with recommendations for mitigating and restoring the natural resources and beneficial function of the town-owned lots. Prior to surveying the lots, the JCC sends letters to property owners abutting the town-owned lots informing them of our monitoring efforts and describing the importance of these lots for the protection of the ground water resources within the Jamestown Shores.
- The Jamestown Conservation Commission (JCC) reviewed the initial 91 Carr Lane mixed-income development project narrative and the Church Community Housing

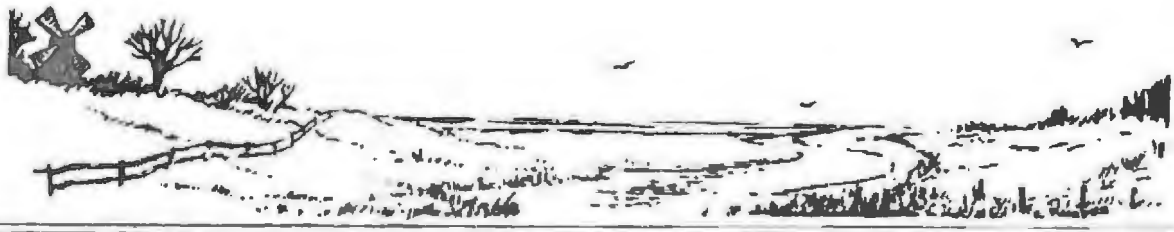




## JAMESTOWN CONSERVATION COMMISSION

Corporation's (CCHC) development plans that were provided to the JCC for review on April 29, 2021, and provided a detailed review with comments in May 2021. Almost a year later the JCC received a revised CCHC project plan (March 29, 2022), and the JCC provided a detailed review with comments to the Jamestown Planning Commission in May 2022. The JCC held two special meetings to meet with the CCHC to gather more information and discuss details of the proposed mixed-income development project at Carr Lane. The JCC focused its review mainly on the ecological, natural resources, and the drinking water supply watershed aspects of the proposed plan. In summation, the JCC enthusiastically supports the Town's efforts at creating affordable housing options, however, the JCC recommends and advises that affordable housing projects are proposed in less environmentally sensitive areas of the island. The JCC concerns center around the protection and preservation of the critical and fragile drinking water supply for the island, and the dependence on engineered controls to protect the functional elements of these natural resources providing the island with inestimable ecosystem services and benefits. The JCC detailed its concerns that with increasing extreme weather precipitation events, the engineered controls proposed by the project will be overwhelmed and will have reduced functional efficacy in the future.

- Distributed and sold printed JCC Trail Guides town-wide to maximize public awareness and access to island conservation properties. The proceeds from the sale of Trail Guides supports maintenance on the Conanicut Island Sanctuary and supports the development of new redesigned Trail Guides.
- Redesigned and updated new JCC Trail Guides with new GPS trails, new information about parking and dog ordinance rules, secured funding and printed 5,000 copies of new JCC Trail Guides for distribution.
- With the support of volunteer trail steward Chris Powell, managed ongoing maintenance and stewardship of the Conanicut Island Sanctuary, South Pond, and Kit Wright trails. In the Spring of 2021, the JCC installed 200 feet of new boardwalk planking at the Conanicut Island Sanctuary Trail, assisted by a generous donation of materials from Arnold Lumber, West Kingston.
- The JCC reviewed and approved of Eagle Scout Candidate, Nick Bridges; and the Environmental Senior Project Student, Kate Bridges re: Educational Signage Project at Conanicut Sanctuary Trail. The Eagle Scout project was completed in August 2023, the project included the installation of 8 QR code stations located along the Conanicut Island Sanctuary Trail. The 8 QR code stations developed by Kate Bridges along the trail include: 1) History; 2) Animals; 3) Plants; 4) Salt Marsh; 5) Perc Pipe; 6) Trees; 7) Stone wall; 8) Succession. Each QR code links to a Google site welcoming the user to the Conanicut Island Sanctuary, with a wealth of in-depth, yet accessible and interesting information about each of the 8 topics. The low profile-small footprint signage posts for the 8 QR codes and numbers were installed along the trail, by the Eagle Scout, Nick Bridges. Nick used pressure treated 4 x 4 posts for the signage. Additionally, Nick



## JAMESTOWN CONSERVATION COMMISSION

completed some trail maintenance and trail improvements along the trail, including, ramp boardwalk replacements, mulch work, etc.

- The JCC reviewed and approved of Eagle Scout Projects from Kyle Pierce and Alex Rutherford. Kyle's project consisted of trail maintenance, trail improvements, spreading mulch, and the rebuilding of one of the observation platforms at the Conanicut Island Sanctuary. Alex's project consisted of trail maintenance, trail improvements, spreading mulch, water control improvements on the trail, and building board walks over wet sections at the Conanicut Island Sanctuary.
- Continued geospatial tracking and assessment of currently unprotected natural areas using GIS software, developed into an updatable ArcMap project.

### Public Education

- Initiated a proposal to Town Council to create a town-wide outreach education platform or infrastructure for sustainability, cultivating collective climate actions. This endeavor is to provide a focus concentrated on sustainability through an environmental conservation lens, to holistically foster sustainability that intersects and encompasses environmental, social, and economic domains by underscoring interconnectedness and interdependence of various facets of our daily decisions. The JCC would like to see this endeavor seed collective paradigm shifts from individual to collective levels in Jamestown by making connections between such daily choices and impact of their consequences on all sustainability fronts.
- Initiated the first annual Jamestown Earth Day Fair on Saturday, April 22, 2023, held at the Recreation Center in Jamestown. This event showcased the environmentally focused work being done across Jamestown by several different entities: the JCC, Conanicut Island Sailing Foundation, Jamestown Tree Committee, Conanicut Island Land Trust, Rolling Agenda, Friends of Jamestown ROWs, Historic New England's Watson Farm, Friends of Jamestown Bees, Conanicut Island Raptor Project, Jamestown Community Farm. In addition to Jamestown environmental groups, other groups across Rhode Island participated: Clean Ocean Access, Save the Bay, RI Audubon, RI Wild Plant Society, and the Coalition Center for Environmental Sustainability (CC4ES) Rhody Grows Hope. This event was wildly successful and will continue to evolve in future years as an annual event building upon this first years' success.
- Continued oversight of a Lyme Disease Prevention Program in collaboration between the Town Council and the JCC (building upon the foundation of the Jamestown Tick Task Force) to coordinate and oversee the implementation of an awareness campaign with public education sessions and QR code signage at Trail locations across the island, including the development of the "Tick Talk" for Lyme Disease awareness and prevention on the Town webpage: <https://jamestownri.gov/residents/tick-talk>
- In June of 2021, the JCC participated in a Community Resilience Building Workshop facilitated by the Nature Conservancy (TNC) in partnership with Rhode Island



## JAMESTOWN CONSERVATION COMMISSION

Infrastructure Bank (RIIB). The central objectives of the workshop were to 1) define top local, natural, and climate-related hazards of concern; 2) identify existing and future strengths and vulnerabilities; 3) identify and prioritize action for the Town; 4) identify opportunities to collaboratively advance actions to increase resilience alongside residents and organizations from across the Town and beyond. Link to a summary of findings for Jamestown: <https://riib.org/wp-content/uploads/2022/05/Final-Jamestown-Community-Resilience-Building-Summary-of-Findings-July-2021.pdf>

### **Rights of Way**

- Collaborated with the grassroots Friends of Jamestown Rights of Way volunteer group to support their efforts to conduct site visits, update status, and make recommendations for enhancements to Rights of Way Island wide. Conducted on-site surveys of all ROWs across the island collaborating with JTN Friends of ROWs and Harbor Management Commission. Participated in surveys of ROWs in Jamestown Shores neighborhood with Jamestown Friends ROW.
- JCC proposed to the Town Council that the JCC initiate an update to the Jamestown ROW's 2013 report with current images and descriptions of all island ROWs. An updated list of recommendations will also be provided for Town Council review and discussion.

### **Protection of Natural and Coastal Areas**

- Ongoing input and advice to CRMC; DEM; and town section 308 review, to ensure planning, regulation and implementation that protects the island's natural resources.
- Continued to advocate for a multi-year JCC initiative, in partnership with town staff and the Planning Commission, to fulfill Comprehensive Plan Conservation Development in town ordinances for subdivision planning.
- The JCC reviewed multiple CRMC application/proposals for expansion of Aquaculture farms in the Dutch Harbor area:  
<https://ridemgis.maps.arcgis.com/apps/webappviewer/index.html?id=8beb98d758f14265a84d69758d96742f>
- JCC participating in the Rhode Island Climate Resilience Learning Network- a group of coastal communities across Rhode Island seeking collaborative approaches to "Increase Rhode Island's capacity to prepare for and respond to climate resilience challenges."

### **Litter Cleanup**

- Organized an annual town-wide Earth Day coastal cleanup in April; coordinated with Clean Ocean Access for beach cleanups at mackerel Cove and Taylor Point; coordinated beach cleanups for the International Coastal Cleanup on the 3<sup>rd</sup> Saturday of September





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## JAMESTOWN CONSERVATION COMMISSION

each year ( <https://www.surfrider.org/pages/intl-coastal-cleanup-day>); collaborated with Save the Bay to support additional cleanups at coastal sites year-round.

- Conducted bi-annual seasonal cleanups (Fall and Spring) of North Road by Conservation Commissioners as part of the Adopt a Highway program.

### **Commission and Task Force Liaisons**

Jamestown Conservation Commissioners serve as liaisons and represent the Conservation Commission priorities on the following boards: Planning Commission, Harbor Management Commission, Tree Preservation Commission, Bike Path Design Committee, JTN Friends of Rights of Way, Beavertail State Park Advisory, Gould Island Restoration Advisory Board, Jamestown Affordable Housing Committee. The JCC is also represented on the Rhode Island Climate Resilience Learning Network.

*Respectfully submitted by Anne Kuhn-Hines, Chair  
December 2023*

*Anne Kuhn-Hines*



**TOWN OF JAMESTOWN  
HARBOR COMMISSION**

Approved: 12/13/23

A meeting of the Jamestown Harbor Commission (JHC) was held on Wednesday, November 8, 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  
Dan Wurzbacher, Vice-Chairman  
Sue Romano, Commissioner  
Mark Campbell, Commissioner

Absent:

Jessica McCarthy, Commissioner  
Tom Alexander, Commissioner

Also in Attendance:

Steven Bois, Executive Director  
Joan Rich, Harbor Clerk  
Randy White, Town Council Liaison  
Bob Laman, Conservation Commission Liaison

**II. Approval of Meeting Minutes – Review, discussion, and/or action and/or vote;**

**A. Thursday, October 5, 2023 – Work Session**

Commissioner Romano moved to approve the minutes of the work session that was held on Thursday, October 5, 2023, and Commissioner Campbell seconded. There was no discussion. So voted: 4 aye, 0 nay.

**B. Wednesday, October 11, 2023**

Commissioner Romano moved to approve the minutes of the meeting held on Wednesday, October 11, 2023, and Chairman Banks seconded. There was no discussion. 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**

Everyone wishing to address the Commission would be given the opportunity to do so during Open Forum at the end of the meeting.

#### **IV. Executive Director and Harbormaster Report – S. Bois**

Executive Director Bois stated that both boats are out of the water and are being winterized. He also stated that he and the Harbormasters met with the Fire Chief and the fire boat captains regarding coordination of the Fire Department and Harbormasters in case of future emergencies. The harbormasters have finished their duties for the season and anyone who has a vessel left on the kayak racks has been asked to remove it.

Executive Director Bois stated the Budget Committee met to draw up a budget for FY 2025, which runs from July 1, 2024 through June 30, 2025. The Harbor Management Plan has been updated, and the roles and responsibilities of the Executive Director, the Harbormasters, and the Harbor Clerk are listed in the plan as an appendix. He discussed a summary sent by Foth Engineering regarding the condition of the New York Yacht Club floating dock, and included a proposal from Tighe & Bond in the amount of \$36,000 to study how and where the dock could best be used in Jamestown.

Executive Director Bois stated he met with Tom Alexander, who is the new Harbor Commissioner, and also informed the commission of the resignation of Eric Lexow. He met with the Facilities Committee to draft a 5-year plan. Chairman Banks had a question about the structure of the NYYC club dock and whether or not there was any corrosion. Executive Director Bois also explained the difference between the Harbor Management Plan, the Harbor Ordinance, and the Harbor Rule Book. There was some discussion. Commissioner Romano stated that residents have been contacting her with concerns that people will have to have their boats on their mooring by June 1 and she is wondering what the forum would be for them to address their concern. Executive Director Bois stated that the June 1 date only applies to occupancy of the kayak racks. He has no plan at this time to require mooring occupancy by June 1.

#### **V. Year-to-Date Financial Report**

Commissioner Romano is combining the YTD Financial Report with the Budget Sub-Committee report.

#### **VI. Sub-Committee Reports**

##### **A. Budget – S. Romano – Review, discussion, and/or action and/or vote;**

Commissioner Romano combined the YTD Financial Report with the FY25 budget proposal. She first thanked retiring Budget Sub-Committee member Eric Lexow for his assistance in preparing the budget and helping her get up to speed with the process. She also met with Town Administrator Edward Mello and Executive Director Bois. The budget was developed with the goal of ensuring public access, keeping up with infrastructure requirements, and improving the wait times on the mooring and outhaul wait lists. A capital line item was created that will include Improvements for docks and float repairs, and a 10% increase in mooring and permit



rates is being proposed to offset the capital budget. They are also collaborating with different town departments for improvements to facilities in East and West Ferry and Ft. Getty. The budget will be presented to the Town Council for approval upon approval by the Harbor Commission.

**B. Facilities – W. Banks and J. McCarthy – Review, discussion, and/or action and/or vote;**

Chairman Banks stated he and Executive Director Bois met with Mike Gray to discuss the big picture of who is repairing what facility. Executive Director Bois stated that the lease fees generated from the marinas do not go to the Harbor Commission, they go to the Town, and there are budgeted expenses for waterfront improvements that the Town pays for.

**C. Mooring Implementation – D. Wurzbacher and M. Campbell – Review, discussion, and/or action and/or vote;**

Commissioner Campbell stated that there are proposed changes in the ordinance as to how grace periods for moorings and outhauls are granted. Other changes address swim floats, the process of applying for a mooring, and defining a vessel in need of a mooring. These changes are proposed but they have not been implemented yet.

**D. Gould Island Restoration – W. Banks & M. Campbell – Review, discussion, and/or action and/or vote;**

Chairman Banks had nothing to report. Executive Director Bois is going to ask more towns to endorse Jamestown's request to improve conditions on Gould Island. There is supposed to be a meeting in May, 2024, wherein the Army Corps of Engineers will explain the levels of contamination on Gould Island, risk areas, and mitigation plans.

**VII. Liaison Reports**

**A. Conservation Commission – B. Laman – Review, discussion, and/or action and/or vote;**

Commissioner Laman had nothing to report.

**B. Town Council – R. White – Review, discussion, and/or action and/or vote;**

Councilor White stated that the Town Council has accepted the resignation of Commissioner Eric Lexow but he will be missed. He stated the Town Council will make a decision at their next meeting whether they will appoint a replacement for Commissioner Lexow from the same pool of candidates, if they are still interested, that were used to appoint Commissioner Alexander, or if they will re-advertise the vacancy. Councilor White also discussed the use agreement between the Town and Conanicut Marine Services of the concrete float where the Jamestown/Newport Ferry lands. There were a few minor issues during the summer that were addressed promptly. The agreement expires December 31, and the Town Council will discuss, at their next meeting, renewing the agreement and the length of time the agreement would be in place.

**VIII. Old Business**

**A. Comprehensive Harbor Management Plan – Review, discussion, and/or action and/or vote;**

Executive Director Bois asked the Harbor Commissioners to continue the review process. Commissioner Romano moved to continue the review process of the Comprehensive Harbor Management Plan and take any necessary action, and Vice-Chairman Wurzbacher seconded. So voted: 4 aye, 0 nay.

**B. Harbor Management Rule Book – Review, discussion, and/or action and/or vote;**  
Executive Director Bois explained that the Rule Book is not bound by any CRMC regulation and can be amended at any time. Vice-Chairman Wurzbacher made a motion to send the Rule Book to the Town Council for approval and Commissioner Romano seconded. So voted: 4 aye, 0 nay.

**IX. Correspondence**

There was no correspondence.

**X. New Business**

**A. Sunset Farm Oyster Farm Upweller Request – Review, discussion, and/or action and/or vote;**

Joseph Pinheiro and Tony Pinheiro of Beacon Avenue requested a continuation of approval to place the upweller for their oyster farm at Ft. Getty. There was some discussion. Vice-Chairman Wurzbacher moved to approve the upweller at Ft. Getty with the same conditions as are in place now, and Commissioner Campbell seconded. So voted: 4 aye, 0 nay.

**B. Assignment of Commissioner Tom Alexander to the Budget Sub-Committee – Review, discussion, and/or action and/or vote;**  
Chairman Banks moved that Commissioner Alexander be assigned to the budget sub-committee and Commissioner Romano seconded. So voted: 4 aye, 0 nay.

**C. FY 2025 Proposed Budget – Review, discussion, and/or action and/or vote;**  
Commissioner Romano had presented the FY 2025 budget earlier in the meeting. Vice-Chairman Wurzbacher moved to approve the proposed budget and Commissioner Campbell seconded. There was some discussion. So voted: 4 aye, 0 nay.

**D. Proposed Permit Fee Increases – Review, discussion, and/or action and/or vote;**  
A 10% increase in the harbor fees across the board was proposed. There was some discussion as to the last time fees were raised, and it was unclear. Harbor rates from surrounding towns were provided to the Harbor Commission this past spring. There was more discussion. Chairman Banks moved to approve the 10% rate increase and Commissioner Romano seconded. So voted: 4 aye, 0 nay.

**E. Allowing Trailers on the Beach at East Ferry – Review, discussion, and/or action and/or vote;**

Executive Director Bois stated two over-the-road boat trailers (not dollies) were left on the beach at East Ferry at the end of September. One had a catamaran on it and the other had an approximately 17-foot Rhodes type boat on it. He received complaints about the trailers, but there is no specific prohibition about parking trailers on the beach. Chairman Banks moved to add a prohibition to the ordinance against parking street legal trailers on the beach at East Ferry and Commissioner Campbell seconded. So voted 4 aye, 0 nay.

**F. Adding a Second Level to the Ft. Getty Kayak Rack – Review, discussion, and/or action and/or vote;**

Executive Director Bois stated the north kayak rack at Ft. Getty only has two levels, while the southern rack has three. He is proposing the addition of a third level on the northern rack, which would add six more spots. He would also like to add a second level on the dinghy rack, which would add four more dinghy spots. He stated that Ft. Getty was the only rack that was at full capacity all summer. There was some discussion over the cost of the project and who would build the additions. Commissioner Romano moved to add a third level to the northern kayak rack and a second level to the dinghy rack, and Vice-Chairman Wurzbacher seconded. So voted: 4 aye, 0 nay.

**XI. Open Forum – Continued (If Necessary) – Review, discussion, and/or action and/or vote;**

Alek Bronovitsky of Riptide Street addressed the Commission regarding his opposition to requiring mooring holders to have their boat on a mooring by June 1. He has had a mooring between 15 and 20 years, and he has never had his boat on the mooring by June 1. There are too many variables that the recreational boater has no control over, such as boat haulers, mechanics, parts, and the weather. He feels making people have a boat in the water by June 1 could force someone to put an unsafe boat in the water, causing a danger to everyone.

Ethan Brown of Reservoir Circle also addressed the Harbor Commission. He stated that he wasn't sure what the confusion was about the June 1 date because he addressed the Commission last month when he appealed his grace period denial, and stated that commissioners told him the rules were going to change next year and he would have to have his boat on his mooring by June 1. He also stated that it was difficult to find information about proposed rule changes on the Harbor website. There was some discussion.

Brad Boehringer of South Kingstown stated he purchased the Walrus and Carpenter Oyster Farm this summer. He has another oyster farm in South Kingstown. He stated that when he purchased Walrus and Carpenter, he lost the pier permits that went along with the operation. He asked the Commission to prioritize commercial fishing/aquaculture operations at the Ft. Getty pier. Executive Director Bois stated he would also like to prioritize commercial fishing and aquaculture at Ft. Getty. He is going to include this on the agenda for the December meeting. There was some discussion.

Marion Falla of Green Lane wanted to know how the June 1 date for mooring occupation came about because so many rumors are going around town. Executive Director Bois stated that he believes people misinterpreted his request to the Harbor Commission to have the kayak racks occupied by June 1 to mean he wanted moorings occupied by June 1 as well. He stated that was not his intention. There was some discussion.

Joseph Pinheiro of Beacon Avenue brought up the Ft. Getty boat ramp and the water use categories near the ramp. He suggested changing the water use categories near the boat ramp and the outhauls from conservation back to the original designation, which could make it easier for work to be done in that area, such as dredging and installing new infrastructure. There was some discussion.

James Blanton of Norman Road wanted to know if any of the outhaul holders had gotten an email regarding the proposed changes to the outhaul regulations. There was some discussion.

There being no further business, Commissioner Romano moved to adjourn and Chairman Banks seconded. So voted: 4 aye, 0 nay.

Attest,

  
Joan Rich, Harbor Clerk



**TOWN OF JAMESTOWN**  
P.O. Box 377  
93 Narragansett Ave.  
JAMESTOWN, RHODE ISLAND 02835

Planning Office (401) 423-7210

**Approved as amended**  
**PLANNING COMMISSION MINUTES**  
**November 15, 2023**  
**7:00 PM**  
**Jamestown Town Hall**  
**93 Narragansett Ave.**

**I. Call to Order and Roll Call**

The meeting was called to order at 7:02pm and the following members were present:

Michael Swistak – Chair

Duncan Pendlebury – Vice Chair

Rosemary Enright – Secretary

Diane Harrison

Bernie Pfeiffer

Dana Prestigiacomo

Not present: Mick Cochran

Also present:

Lisa Bryer - Town Planner

Carrie Kolb – Planning Assistant

Wyatt Brochu, Esq. – Ruggiero, Brochu & Petrarca

Bob Plain

Mary Meagher

**II. Citizen's Non-Agenda Item**

**III. Correspondence**

1. Memo to Zoning Board for High Groundwater Table and Impervious Overlay District  
Section 82-314 - Sub-district A, Brian and Ada Haskell, AP 14, Lot 70; 66 Seaside Drive  
Correspondence recognized as received.

**IV. New Business**

1. No items at this time.

**V. Old Business**

1. Zoning Ordinance changes based on joint work session with Town Council on  
November 1, 2023 - review, discussion and/or action and/or vote

Planning Commission Minutes  
November 15, 2023  
Page 2 of 16

### ZONING ORDINANCE CHANGES PROPOSED

**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 lodgingdwelling, 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



Planning Commission Minutes

November 15, 2023

Page 3 of 16

Bryer said that Commercial Waterfront East (CWe) and Commercial Waterfront West (CWw) now have their own columns on the table below. Bryer discussed all the changes made to the tables below.

Article 6. Application of District Regulations

Permitted Uses		Table 6-1												
Use		District												
		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	<del>YN</del>
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	<del>NY</del>	<del>NY</del>	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	<del>YN</del>	<del>N</del>	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	<del>NY</del>	N	N	N
11.	Compact Cottage Development – See 1203	N	N	N	N	<del>NS</del>	<del>NS</del>	Y	Y	Y	N	N	N	N
12.	<del>Assisted Living Facilities – See</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>N</del>	<del>S</del>	<del>S</del>	<del>S</del>	<del>S</del>	<del>Y</del>	<del>Y</del>	<del>N</del>	<del>N</del>	<del>N</del>
<b>II. LODGING</b>														
1.	Motel or hotel	N	N	N	N	N	N	N	N	S	S	N	N	<del>SN</del>
2.	Bed and breakfast home - See 1202	N	N	N	N	N	N	N	N	S	S	<del>SN</del>	<del>SN</del>	<del>SN</del>
<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	<del>SY</del>	<del>SY</del>	<del>SY</del>	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





Planning Commission Minutes  
November 15, 2023  
Page 5 of 16

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	NS	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	SN	SN	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	SN	
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	YN	
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	YN	
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	





Planning Commission Minutes  
 November 15, 2023  
 Page 8 of 16

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	SY	SY	SY	N	N	N	N	N
----	---	---	---	---	---	---	----	----	----	---	---	---	---	---

**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 **street-pavement edge** lines and a third line joining points on the **street-pavement edge** line of 25 feet from the intersection.



Planning Commission Minutes  
November 15, 2023  
Page 9 of 16

## 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 <del>Buildings</del> <del>(in Units)</del>
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 ~~buildings~~structures within the RR-80 and RR-200 are exempt from these provisions.

D. Accessory Structures are ~~prohibited~~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. ~~unless the zoning board grants a special use permit per Article 3.~~ 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. ~~Such a special use permit shall only be considered for waterfront lots, through lots, and corner lots.~~

### Sec 82-703. Swimming Pools, ~~and~~ 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 ~~surface~~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 or other permanent ball courts (measured by playing surface) shall meet setbacks for accessory ~~buildings~~structures and shall be included as part of the Lot Coverage calculation. ~~This section shall include~~

Planning Commission Minutes  
November 15, 2023  
Page 10 of 16

~~decks associated with swimming pools.~~ Driveways used ~~also~~ 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 ~~1 1/2 tons rated capacity~~ 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.

## 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. Exterior addition with a gross floor area of 1,000 square feet or more to an existing structure.~~
- ~~C. Accessory Dwelling Units as allowed in Sec. 82-1201.~~
- B. Any substantial modification of a municipal property.
- ~~D.C.~~ Any application as noted in Sec. 82-410.C.
- F.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.
- ~~F.E.~~ Any application that is referred to the Planning Commission by the Administrative Officer or the TRC.



Planning Commission Minutes  
November 15, 2023  
Page 11 of 16

## **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 in or within 200 feet of the perimeter of the proposed project shall be notified by certified mail of the hearing. 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.

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- ~~D-E. Any application as noted in Sec. 82-410.C.~~
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Planning Commission Minutes  
November 15, 2023  
Page 12 of 16

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 in or within 200 feet of the perimeter of the proposed project shall be notified by certified mail of the hearing. 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 Sec. 82-1103. Jamestown Village Special Development Overlay District Design Standards**

C. Frontage – R-B, 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.

Discussion ensued regarding Accessory Dwelling Units (ADUs).

Bob Plain, 18 Calvert Place, asked that both primary and ADU be allowed to be rented long term because long term rentals increase economic diversity. He explained that not doing so incentivizes Short-term Rentals.

Commissioner Swistak said that a boom in ADUs could disrupt a neighborhood. He would like to move forward slowly, and not create dense living areas.

Mary Meagher, 23 Melrose Avenue, gave the example that the Village district is denser by design.

Commissioner Enright said that since the 19<sup>th</sup> century people would live in a shack on their property in the summer and rent out the big/main house.

Discussion of the use town water relating to ADUs ensued. In the summer months, especially July and August, there are approximately 3,500 bedrooms in the village district for 8,000 people. The water treatment facility and septic treatment facility has to provide a supply based on the number of bedrooms.

A vote was taken to determine if both the principal dwelling and ADU can be rented for long-term occupancy through a long-term lease (one year or more).

Aye: Commissioner Enright, Commissioner Pendlebury, Commissioner Pfeiffer and Commissioner Prestigiacomo.

Nay (one must be owner occupied and not both rented): Commissioner Swistak and Commissioner Harrison.

4-2 vote.

Planning Commission Minutes  
November 15, 2023  
Page 13 of 16

## 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 ~~must should appear to be clearly subordinate to that the principal dwelling. The ADU shall be no more than permitted to be 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, 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 buildings-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). The owner may occupy the ADU and may only rent the principal dwelling if it is 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

Planning Commission Minutes  
November 15, 2023  
Page 14 of 16

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 through 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 ~~buildings-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 ~~900-800~~ square feet. Habitable floor area in a two-story cottage for the second floor shall not exceed ~~350400~~ 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 ~~eighteen-twenty-two (1822)~~ 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.

Planning Commission Minutes  
November 15, 2023  
Page 15 of 16

## 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 ~~require a temporary sign permit from the zoning enforcement officer~~ 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 ~~60~~ 45 days ~~after the issuance of a permit~~. Sandwich boards are not considered temporary residential signs.



Planning Commission Minutes  
November 15, 2023  
Page 16 of 16

**VI. Reports**

1. Planner's Report

A. Future meetings – topics and applications

This agenda item was not discussed.

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

1. October 18, 2023

A motion was moved by Commissioner Enright and seconded by Commissioner Harrison to approve the minutes from the October 18, 2023 meeting with minor changes as amended.

All in favor.

Page 2: Paragraph 1: Sentence 5: remove "~~the~~" now reads "Haskell described proposed..."

2. November 1, 2023

A motion was moved by Commissioner Enright and seconded by Commissioner Harrison to approve the minutes from the joint public workshop with the Town Council and Planning Commission on November 1, 2023 meeting with minor changes as amended all. All in favor.

Page 1: Paragraph 2: Sentence 4: to read "The State enacted laws that make..."

Page 2: Paragraph 10: Sentence 4: change "in" to "into" to read "...into Short-Term Rentals."

Page 3: Paragraph 2: Sentence 2: to read "...solar cannot be the primary use of land so that big open spaces..."

**VIII. Adjournment**

A motion to adjourn at 10:01 was moved by Commissioner Enright and seconded by Commissioner Harrison. All in favor.

Attest:

Carrie Kolb

Planning Commis. 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
Mick Cochran	P	P	P	P	A	P
Rosemary Enright	P	P	P	P	P	P
Diane Harrison	P	P	P	P	P	P
Dana Prestigiacomo	P	P	P	A	P	P
Bernie Pfeiffer	P	P	P	P	P	P
Duncan Pendlebury	P	P	P	P	P	P
Michael Swistak	P	P	P	P	P	A







**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 **DECEMBER 18, 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: 12/7/2023				
YEAR	NAME/ADDRESS	COC INFO	ACCOUNT # UNIQUE ID LIST NUMBER	GROSS OLD GROSS CHANGE GROSS NEW	EXEMPT OLD EXEMPT CHANGE EXEMPT NEW	NET OLD NET CHANGE NET NEW	TAX OLD TAX CHANGE TAX NEW	SEWER OLD SEWER CHANGE SEWER NEW
2021	[REDACTED]	18749R	06-0033-00	413,900	30,193	383,707	3,177.04	0.00
		12/05/2023	3/418	0	-30,193	30,193	250.00	0.00
Accept	JAMESTOWN, RI 02835	TAXPAYER DECEASED- REMOVED EXE	1049	413,900	0	413,900	3,427.04	0.00
Totals For -2021 R						30,193	250.00	
						Total Inc's:	250.00	
						Total Dec's:	0.00	
2022	[REDACTED]	18749R	06-0033-00	507,400	0	507,400	3,445.25	0.00
		12/05/2023	3/418	0	0	0	250.00	0.00
Accept	JAMESTOWN, RI 02835	TAXPAYER DECEASED- REMOVED EXE	1049	507,400	0	507,400	3,445.25	0.00
Totals For -2022 R						0	250.00	
						Total Inc's:	250.00	
						Total Dec's:	0.00	
2023	[REDACTED]	18749R	06-0033-00	507,400	0	507,400	3,541.65	0.00
		12/05/2023	3/418	0	0	0	250.00	0.00
Accept	JAMESTOWN, RI 02835	TAXPAYER DECEASED- REMOVED EXE	1049	507,400	0	507,400	3,541.65	0.00
2023	[REDACTED]	18750R	23-0208-00	1,518,100	0	1,518,100	9,832.38	0.00
		12/06/2023	9/834	0	0	0	375.00	0.00
Accept	JAMESTOWN, RI 02835	REMOVED EXEMPTION- SOLD	3251	1,518,100	0	1,518,100	10,207.38	0.00
2023	[REDACTED]	18751R	12-0868-50	487,900	0	487,900	3,225.34	0.00
		12/07/2023	5/441	0	0	0	125.00	0.00
Accept	JAMESTOWN, RI 02835	REMOVED EXEMPTION- SOLD	1874	487,900	0	487,900	3,350.34	0.00
2023	[REDACTED]	18752R	28-0710-00	28,300	18,400	0	0.00	0.00
		12/07/2023	1/228	-83,100	-18,400	26,300	183.57	0.00
Accept	PROVIDENCE, RI 02903	EXEMPT PROP.SOLD- NOW TAXABLE	3730	28,300	0	28,300	183.57	0.00
Totals For -2023 R						26,300	933.57	
						Total Inc's:	933.57	
						Total Dec's:	0.00	

**BAA/COC Listing Report**

TYPE: All

JAMESTOWN

YEAR: 2013 TO 2023

Page 2

Conditions:

District:

Reported Type: All

DATE: 12/7/2023

YEAR	NAME/ADDRESS	COC INFO	ACCOUNT # UNIQUE ID LIST NUMBER	GROSS OLD GROSS CHANGE GROSS NEW	EXEMPT OLD EXEMPT CHANGE EXEMPT NEW	NET OLD NET CHANGE NET NEW	TAX OLD TAX CHANGE TAX NEW	SEWER OLD SEWER CHANGE SEWER NEW
TOTAL	# Of Accts 6					56,493	1,433.57	

Grand Total Inc's: 1,433.57  
Grand Total Dec's: 0.00

BAA/COC Listing Report		TYPE: All	JAMESTOWN	YEAR: 2013 TO 2023			Page		
Conditions:		District:	Reported Type: All	DATE: 12/12/2023					
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	[REDACTED]	18754P	01-0002-25	0	0	0	0.00	0.00	
	[REDACTED]	12/11/2023	01-0002-25	50,000	0	50,000	349.00	0.00	
Accept	JAMESTOWN, RI 02835	NEW BUSINESS	40270	50,000	0	50,000	349.00	0.00	
Totals For -2023 F						50,000	349.00		
							Total Inc's:	349.00	
							Total Dec's:	0.00	
TOTAL # Of Accts 1						50,000	349.00		
							Grand Total Inc's:	349.00	
							Grand Total Dec's:	0.00	

<b>A.</b> U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT  <b>SETTLEMENT STATEMENT</b>		<b>B. TYPE OF LOAN:</b>				
		1. <input type="checkbox"/> FHA	2. <input type="checkbox"/> FmHA	3. <input type="checkbox"/> CONV. UNINS.	4. <input type="checkbox"/> VA	5. <input type="checkbox"/> CONV. INS.
		6. FILE NUMBER: 91 CARR LANE			7. LOAN NUMBER:	
8. MORTGAGE INS CASE NUMBER:						
<b>C. NOTE:</b> <i>This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "POC" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.</i> 1.0 358 (91 CARR LANE PPOB1 CARR LANE/2)						
<b>D. NAME AND ADDRESS OF BORROWER:</b>		<b>E. NAME AND ADDRESS OF SELLER:</b>		<b>F. NAME AND ADDRESS OF LENDER:</b>		
Church Community Housing Corp 50 Washington Square Newport, RI 02840		Town of Jamestown 93 Narragansett Avenue Jamestown, RI 02835				
<b>G. PROPERTY LOCATION:</b>		<b>H. SETTLEMENT AGENT:</b>		<b>I. SETTLEMENT DATE:</b>		
91 Carr Lane Jamestown, RI 02835 Newport County, Rhode Island		Moore Virgadamo & Lynch Ltd				
		<b>PLACE OF SETTLEMENT</b>				
		97 John Clarke Rd Middletown, RI 02842-5641				
<b>J. SUMMARY OF BORROWER'S TRANSACTION</b>			<b>K. SUMMARY OF SELLER'S TRANSACTION</b>			
<b>100. GROSS AMOUNT DUE FROM BORROWER:</b>			<b>400. GROSS AMOUNT DUE TO SELLER:</b>			
101. Contract Sales Price		150,000.00	401. Contract Sales Price		150,000.00	
102. Personal Property			402. Personal Property			
103. Settlement Charges to Borrower (Line 1400)		611.00	403.			
104.			404.			
105.			405.			
<i>Adjustments For Items Paid By Seller in advance</i>			<i>Adjustments For Items Paid By Seller in advance</i>			
106. City/Town Taxes	to		406. City/Town Taxes	to		
107. County Taxes	to		407. County Taxes	to		
108. Assessments	to		408. Assessments	to		
109.			409.			
110.			410.			
111.			411.			
112.			412.			
120. GROSS AMOUNT DUE FROM BORROWER		150,611.00	420. GROSS AMOUNT DUE TO SELLER		150,000.00	
<b>200. AMOUNTS PAID BY OR IN BEHALF OF BORROWER:</b>			<b>500. REDUCTIONS IN AMOUNT DUE TO SELLER:</b>			
201. Deposit or earnest money			501. Excess Deposit (See Instructions)			
202. Principal Amount of New Loan(s)			502. Settlement Charges to Seller (Line 1400)			
203. Existing loan(s) taken subject to			503. Existing loan(s) taken subject to			
204.			504. Payoff First Mortgage			
205.			505. Payoff Second Mortgage			
206.			506.			
207.			507.			
208.			508.			
209.			509.			
<i>Adjustments For Items Unpaid By Seller</i>			<i>Adjustments For Items Unpaid By Seller</i>			
210. City/Town Taxes	to		510. City/Town Taxes	to		
211. County Taxes	to		511. County Taxes	to		
212. Assessments	to		512. Assessments	to		
213.			513.			
214.			514.			
215.			515.			
216. CDBG Funds \$113,500.00 POC)			516.			
217.			517.			
218.			518.			
219.			519.			
220. TOTAL PAID BY/FOR BORROWER			520. TOTAL REDUCTION AMOUNT DUE SELLER			
<b>300. CASH AT SETTLEMENT FROM/TO BORROWER:</b>			<b>600. CASH AT SETTLEMENT TO/FROM SELLER:</b>			
301. Gross Amount Due From Borrower (Line 120)		150,611.00	601. Gross Amount Due To Seller (Line 420)		150,000.00	
302. Less Amount Paid By/For Borrower (Line 220)		( )	602. Less Reductions Due Seller (Line 520)		( )	
303. CASH ( X FROM ) ( TO ) BORROWER		150,611.00	603. CASH ( X TO ) ( FROM ) SELLER		150,000.00	

**L. SETTLEMENT CHARGES**

700. TOTAL COMMISSION Based on Price			\$	@	%	PAID FROM BORROWERS FUNDS AT SETTLEMENT	PAID FROM SELLERS FUNDS AT SETTLEMENT
<i>Division of Commission (line 700) as Follows:</i>							
701. \$	to						
702. \$	to						
703. Commission Paid at Settlement							
704.	to						
<b>800. ITEMS PAYABLE IN CONNECTION WITH LOAN</b>							
801. Loan Origination Fee	%	to					
802. Loan Discount	%	to					
803. Appraisal Fee		to					
804. Credit Report		to					
805. Lender's Inspection Fee		to					
806. Mortgage Ins. App. Fee		to					
807. Assumption Fee		to					
808.							
809.							
810.							
811.							
<b>900. ITEMS REQUIRED BY LENDER TO BE PAID IN ADVANCE</b>							
901. Interest From	to	@ \$	/day	(	days	)	%
902. Mortgage Insurance Premium	for	months	to				
903. Hazard Insurance Premium	for	1.0 years	to				
904.							
905.							
<b>1000. RESERVES DEPOSITED WITH LENDER</b>							
1001. Hazard Insurance		@ \$					per
1002. Mortgage Insurance		@ \$					per
1003. City/Town Taxes		@ \$					per
1004. County Taxes		@ \$					per
1005. Assessments		@ \$					per
1006.		@ \$					per
1007.		@ \$					per
1008.		@ \$					per
<b>1100. TITLE CHARGES</b>							
1101. Settlement or Closing Fee	to						
1102. Abstract or Title Search	to						
1103. Title Examination	to						
1104. Title Insurance Binder	to						
1105. Document Preparation	to						
1106. Notary Fees	to						
1107. Attorney's Fees	to						
<i>(includes above item numbers:</i>						)	
1108. Title Insurance	to	Chicago Title Insurance Company				525.00	
<i>(includes above item numbers:</i>						)	
1109. Lender's Coverage	\$						
1110. Owner's Coverage	\$	150,000.00				525.00	
1111.							
1112.							
1113.							
<b>1200. GOVERNMENT RECORDING AND TRANSFER CHARGES</b>							
1201. Recording Fees: Deed \$	86.00	; Mortgage \$				Releases \$	86.00
1202. City/County Tax/Stamps: Deed						; Mortgage	
1203. State Tax/Stamps:							
1204.							
1205.							
<b>1300. ADDITIONAL SETTLEMENT CHARGES</b>							
1301. Survey	to						
1302. Pest Inspection	to						
1303.							
1304.							
1305.							
<b>1400. TOTAL SETTLEMENT CHARGES (Enter on Lines 103, Section J and 502, Section K)</b>						<b>611.00</b>	

By signing page 1 of this statement, the signatories acknowledge receipt of a completed copy of page 2 of this two page statement.

certified to be a true copy.

Moore Virgadamo & Lynch Ltd  
Settlement Agent



**HUD-1, Page 3**

**Borrower (s):** Church Community Housing Corp  
50 Washington Square  
Newport, RI 02840

**Seller(s):** Town of Jamestown  
93 Narragansett Avenue  
Jamestown, RI 02835

**Settlement Agent:** Moore Virgadamo & Lynch Ltd  
(401)846-0120

**Place of Settlement:** 97 John Clarke Rd  
Middletown, RI 02842-5641

**Settlement Date:**

**Property Location:** 91 Carr Lane  
Jamestown, RI 02835  
Newport County, Rhode Island

I have carefully reviewed the HUD-1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the HUD-1 Settlement Statement.

Church Community Housing Corp.

Town of Jamestown

BY: \_\_\_\_\_  
President

BY: \_\_\_\_\_  
President

ATTEST:

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

To the best of my knowledge, the HUD-1 Settlement Statement which I have prepared is a true and accurate account of the funds which were received and have been or will be disbursed by the undersigned as part of the settlement of this transaction.

\_\_\_\_\_  
Moore Virgadamo & Lynch Ltd  
Settlement Agent

**WARNING:** It is a crime to knowingly make false statements to the United States on this or any similar form. Penalties upon conviction can include a fine and imprisonment. For details see: Title 18 U.S. Code Section 1001 and Section 1010.



# Town of Jamestown One Day Event/Entertainment Application

**\$5.00 Application Fee**

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

Please complete the following information:

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

Name of Event: (if applicable) Newport Live Presents: The Sweetback Sisters  
 Date of Event: Saturday, December 16, 2023 Hours of Event: 6:00-9:30 pm  
 Location of Event: 18 Valley Street, Jamestown, RI 02835 Number of people attending: 100  
 Name of Applicant/ Business: Jamestown Arts Center  
 Mailing Address: 18 Valley Street, Jamestown, RI 02835 Business Phone #: (401)560-0979  
 Email Address: charlie@jamestownartcenter.org  
 Contact Person: Charlie Tregenza Phone Number: (401)560-0979

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

Who will the event benefit? Jamestown Arts Center

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

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

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

RI Tax ID #: 000307630 Non-Profit ID #: 30-0507266

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

What types of items will be sold at this event? \_\_\_\_\_

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

Will traffic control be needed? No

*If yes, Please contact the Jamestown Police Department*

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

Certificate of insurance: Yes No

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

Signature of Applicant. 

Please attend the Town Council meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for Council review.



**Roberta Fagan**

---

**From:** ddprassas@aol.com  
**Date:** Monday, December 11, 2023 7:39 PM  
**To:** Roberta Fagan  
**Subject:** Re: Short-Term Rental On-line Registration is open

**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, Roberta,

Unfortunately, I will not be able to attend the Town Council meeting regarding the STR situation for my property at 83 Mast Street. What I would like the Town Council to know is that I have already discussed this situation, namely, my putting my house up for short term rental, with many of my neighbors and none have voiced any dissent. Also, with regard to potential renters, the property will be rented through Airbnb and Island Realty (a local real estate firm). In selecting the renters through Airbnb, I will only rent to renters who have ratings of 4.5-5.0 (with 5.0 being the highest rating a renter can achieve). Therefore, I am closely vetting the potential renters who consist of families with small children.

If you could convey this information to the Town Council, that is all I would have said during the meeting to assure both the Town Council and any neighbors with whom I've not had the chance to discuss the rental situation that my goal first and foremost is the safety and security of my neighbors.

Thank you,  
 Despina Prassas  
 83 Mast Street

On Monday, November 6, 2023 at 05:35:46 PM EST, Roberta Fagan <rfagan@jamestownri.net> wrote:

Dear Short-Term Rental Host,

The Jamestown Short-Term Rental online registration is open. Please visit [www.jamestownri.gov/str](http://www.jamestownri.gov/str) to register.

requently asked questions and important dates:

- If you rent or lease property for less than thirty (30) consecutive days, you need to register as a Short-term Rental with both the State of RI and the Town of Jamestown.
- Inspections are anticipated to be completed by *November/December* 2023.
- Completed registrations will be on the Town Council agenda for consideration/approval on December 4 and 18, 2023.





### Conanicut Island Sailing Foundation Free Sailing Program Report, 2023

Free Community Sailing was held on Wednesday's from 4:30 – 6:30 pm for six weeks from July 5 – August 9. **More than 400 people went sailing with us** during this time. Participation numbers each week were as follows:

- July 5: 6 boats, 34 participants
- July 12: 6 boats, 71 participants
- July 19: 6 boats, 72 participants
- July 26: 5 boats, 85 participants
- August 2: 5 boats, 62 participants
- \*August 9: 5 boats, **105 participants**

\*Because there were so many people waiting to go sailing, CISF staff stayed until 7 pm to ensure all who were waiting got on the water.

The goals of this free program are to give people an opportunity to experience sailing; to teach some basic sailing skills; and to provide an opportunity for people of all ages to connect with nature and the beautiful waters surrounding Jamestown.

We have kept the same basic format for Free Sailing for the past seventeen years (CISF started offering free community sailing in 2006 from the Town Beach). Safety is our primary concern. There is an instructor on board each boat and a landside coordinator. The landside coordinator greets participants, ensures waivers are signed, organizing sailing times and groups, and ensures life jackets are fit properly. We have a motorboat on standby for safety purposes and each instructor has a VHF radio to keep in contact with the shore person in charge. Additionally, all participants are required to wear a life jacket. Life jackets are supplied when needed. The free, community program provides a safe, hands-on, on-the-water opportunity to give more people a chance to get on the water and experience sailing.

This summer we used 5-6 of our Hobie Wave catamarans each week to take people sailing. Instructors teach people as they sail. Typically, participants steer the boats and handle the sails by the end of their session that evening. Oftentimes, Sea Adventure Camp participants sail the boat with their parents on board to demonstrate what they have learned. Target times for sailing sessions are a minimum of twenty minutes per group. If it is not too busy, sail times are longer.

There were no incidents to report during free sailing in 2023. The use of the ramp was still available for use by the public.

Thank you for your time and for allowing CISF to continue to run this free public program at Fort Getty for Jamestown residents and visitors. We consider our Free Sailing program as one of the cornerstones of our mission to both provide and promote marine access, marine education, and boating to people of all ages, abilities and backgrounds. We look forward to running this program again next year.

Sincerely,

A handwritten signature in blue ink that reads 'Meg Myles' with a small flourish at the end.

Meg Myles  
CISF Executive Director





### CISF Boat Rental Report, 2023

This year we decided to pull back on our Hobie Wave rentals. We did not advertise and accepted rental requests on a case-by-case basis which was determined by our staffing ability. We did this for a variety of reasons. The two main reasons were staffing and prioritizing our time and energy.

We had a surprising number of requests for rentals this year even without advertising. And, one summer staff person who has taken the lead on rentals over the past two years, indicated that he was happy to be in charge of rentals. We had fewer than five rentals in 2023.

We started renting our Hobies in 2021 on Sunday afternoons and Monday evenings.

- In 2021 there were 6-8 rentals.
- In 2022, we had 18-20 rentals (approximately 80 people)

#### Details:

- 2-3 of our Hobie Waves available for rent
- Sundays from 12 – 4 pm & Monday's from 4:30-6:30 pm
- Cost: \$50/boat/hour
- One-hour time slots, but additional time could be added
- Skills check-out requirement with each rental
- Brief boating resume submitted online
- Life jackets required (we supplied when needed)
- Reservations required with 24 hours advance needed, no exceptions
- Reservations taken via Jot Form; that receipt was to be shown at the gatehouse for entry to the park
- Waivers mandatory and filled out on site
- Payments were made via credit card online when making the reservation
- Rentals started July 1 and ended August 28

There were no issues or incidents to report.

We do anticipate renting our boats again in 2024. We will likely accept rentals on a case-by-case basis again determined by staff availability. Because our boats are used all week, week day rentals are only possible after 4 pm. On the weekends, our rental availability is inconsistent and the number of rentals are so small that there is little to-no impact on other weekend activities at Fort Getty.



### **CISF's 2023 Jamestown Sea Adventure Summer Report**

As always, Town and Recreation Department staff have been wonderful to work with. Our partnership with the Town is so important to us and our mission. **THANK YOU!!!**

**Sea Adventure Camp had a great summer with 602 camp spots filled in 2023!**

#### **Sea Adventure Camp Overview, 2023:**

- **9 weeks of camp offered**
- **Dates: June 19 - August 18**
- **The focus of Sea Adventure Camp remains the same:**
  - **To explore nature and the coastal environment around Fort Getty and on local waters**
  - **Increase children's awareness of the unique and beautiful marine environment surrounding Jamestown.**
  - **Introduce and teach sailing and related maritime skills, i.e. knot tying**
  - **Explore the marine environment to better understand the creatures that live there, the ecosystem, and impacts on that ecosystem.**
- **Each week of camp is tailored to the interests of the group attending, while still focusing on our main goals of boating and marine and environmental education.**
- **Fort Getty's easy access to a salt marsh, rocky shore, and sandy beach provides an ideal setting and allows kids to explore and learn.**
- **We were fortunate to have many of our main staff return again in 2023.**



CISF Camp Photo, 2023

**Mission:** *Through boating and education, we inspire and engage people of all ages, backgrounds and abilities with the marine environment.*

**Vision:** *To connect the community to the water and our environment*

### Sea Adventure Staff, 2023:

- **Haley Barber**, BA in Environmental Education & Master of Arts in Early Childhood Education, CISF Program Director & Sea Adventure Camp Manager
- **Fiona Christie**, US Sailing Level 1 certified sailing instructor, BA Elementary Education and a BA in Fine Arts; CISF year-round educator and our Home-school Program Manager
- **Heather Moore** – camper turned instructor since 2016. Heather joined our full-time staff in fall 2022!
- **Ian Bryer** - camper turned instructor since 2016. Ian also helps with programs and special events throughout the year
- **Madi Henry** - camper turned instructor since 2018
- **Theo Simmons** – Theo helps with programs and administratively throughout the year, and has been with Sea Adventure Camp intermittently for years
- **Ryan Goodburn**– camper turned instructor – this was his first summer as a full-time instructor
- **Maggie Taplin** – also a camper turned instructor; 2023 was Maggie’s third year as a full-time instructor
- **Rachel Bryer** – Rachel is a US Sailing Level 1 instructor and a Collegiate All-American sailor. Rachel took a break from her pharmaceutical work during the summer to work with CISF in the summer of 2023.
- **Matt Cotter** – another a camper turned instructor; 2023 was Matt’s third year as a full-time instructor
- **Isabella Museler** – 2023 was Isabella’s third year with Sea Adventure Camp
- **Cam Chadronet** – Cam was previously a camper at Sea Adventure Camp. He is now a passionate student of marine biology at URI. Cam works at the Beavertail Lighthouse Aquarium, the Save the Bay Aquarium and found a few days each week to spend with our campers imparting his knowledge and excitement about creatures, flora and fauna in the Bay and the marsh with our participants.

#### Junior Instructors:

- Peter Huntley-Robinson
- Ruby Starr
- Rowan McIntyre
- Stevie Ramponi

#### \*Councilors in Training (CITs):

- Charlie Dagget
- Sophie Tamboe
- Cooper Andrew
- Greta Murray
- Todd McDonough
- Amy Guyard
- Abigail Brodin

\*CIT’s must be at least 14 years old, and work on a volunteer basis.

We have a camper to instructor pathway that includes participating in camp for at least one summer (at least one week); ideally participating in our leadership program; then moving into a CIT role followed by a junior instructor role the following summer. There is an online application form to become a CIT or a junior instructor. Eligibility starts at age 14.

CITs volunteer their time for 1-2 weeks a summer. They are essentially campers with age-appropriate responsibilities.

Junior Instructors are a bit older (typically 15-16 years old), are asked to commit to more weeks of camp, and are paid.

**The combination of Fort Getty's environment with *Sea Adventure Camp's* intuitive and talented staff continues to make Sea Adventure Camp unique and popular.**

### **2023 Camp Details:**

There were **nine weeks of camp** this summer. Eight of the nine weeks were for children ages 5-16. We started the summer the week of June 19-23 with a week of camp for children ages 4 – 6. We used to have a few more weeks of camp for this age group but have found that though we LOVE them, it is difficult to have other age groups at the same time. Thus, we have chosen to offer only one week for this group, and to focus our efforts with ages 6-16.

### **Schedule:**

- *Explorers*: ages 4-6, June 19-23, 9 am–12 pm, 1 week offered, 28 children participated (2 groups of 14 children). This group is land-based (no sailing)
- *Marine Adventurers*, ages 5 (if K completed) – 8: six half-day sessions offered over the course of 4 weeks, 149 children participated
- \*Ages 7-12: half-day, 3 sessions over the course of two weeks offered, 111 children participated
- Ages 8-10: full day, 6 weeks offered, 151 children participated
- Ages 11-16: 6 weeks offered, 109 children participated
- Ages 12 – 16 with Leadership: 2 weeks offered, 24 children participated
- O'Pen Skiff Adventures: 3 sessions over the course of two weeks offered, 30 children participated

\*We changed the age range of our half day camps to allow more flexibility for families to send children in a wider age range to Sea Adventure Camp together.

When creating the schedule each summer, we consider the following factors:

- Ways to include multiple age groups each week
- A balance of younger age (ages 5-8) offerings throughout the summer
- Waiting lists from previous years – is there consistency from year to year in which weeks we have waitlists; how can we minimize those waitlists/meet demand without jeopardizing the camp experience?

### **Leadership Program:**

CISF launched a **leadership program in 2018** for teens ages 13-16. (In 2022, we opened up the leadership program to include those who are age 12 and older.) Leadership started as an add-on to the older age group, and has since become its' own entity and pod of 10 – 12 participants. Participants are taught **what it means to be a leader, different leadership styles, and how to lead** using the **leadership style that best suits him/her/them**. Leadership skills are taught through discussion, purposeful training, games, and goal achievement in sailing, marine science, and environmentalism. CISF strongly believes that **“leaders are made, not born”** (Vince Lombardi).

This summer we added in an overnight for this group! Nine leadership campers participated along with three CISF instructors. They camped in “our” area at Fort Getty (cleared with Town Recreation Department ahead of time). They cooked dinner over the fire, went on a night hike, and reflected on the summer.

**O'Pen Skiff Camp:**

In 2020, we launched a pilot program called O'Pen Skiff Adventures. It is a sailing-focused half day program. Boats called O'Pen Skiffs are used. They are small, unstable, but super fun boats. This program has proven to be quite popular and will continue in 2024. We started with three boats in 2020 and now have 5.

**Waiting Lists:**

2023 saw a continued demand for Sea Adventure Camp waiting. Registration opens annually on March 1 for Jamestown residents and those connected to Jamestown, i.e. have family who live in Jamestown, work in Jamestown, etc... in 2023, we sold out most of our spots by the end of the first day, with a few exceptions. Our registration was NOT smooth. Our website got overwhelmed as it has the previous two years. We are working on a way to fix this for 2024. We are also considering imposing limits on the number of camp weeks a child may participate in, or at least starting with a limit to allow more children to have at least one week of camp. We had waiting lists for every week of camp. We added two additional sessions of camp to accommodate our waiting lists, and added more children when possible and as spots opened up.

**Annually, the growth of Sea Adventure Camp has been to meet demand.** We are sensitive to trying to meet the demand for camp while also keeping the experience as fun and safe as possible. While we want to accommodate all who want to participate, we also do not want to jeopardize what makes camp so special, which, amongst other things, is having small enough groups that campers really get to know their instructors and other children in their group.

**Numbers & Metrics:**

2023 participation numbers were actually quite high, significantly higher than in 2022. The way we set up the schedule enabled us to increase the overall number of spots and then, as previously stated, we added two sessions to be able to get more youth off of waiting lists.

**The total number of available spots was 602 spots and we had 602 camp spots filled.**

This is **100% capacity** and approximately a **16% increase** from 2022.

- 2022: 517 of 522 spots filled
- 2021: 486 spots filled

Annually we report on the maximum capacity of each week of camp. And annually, we do our best to safely push the limits and find ways to allow a few more children in each week. This year I am not going to report on our maximum capacity numbers because we were at capacity. All of the credit for the success of this program goes to our dedicated staff. Our full-time staff work tirelessly all year to set the stage for success for our summer staff, and this year they went above and beyond. They worked on camp values and goals with our "OG" staff during the winter to ensure that what has historically made Sea Adventure Camp SO fun is both institutionalized and thoughtfully acknowledged, making staff roles and expectations clear from day one.

**Participation Metrics:**

- **602 total camp spots filled**
- **394 'unique' participants**
- **140 children participated in multiple weeks**
  - 254 children participated in one week of camp
  - 96 children participated in 2 weeks of camp
  - 30 children participated in 3 weeks of camp
  - 14 children participated in 4 weeks of camp or more (this is almost twice as many as in 2022)

### **Where did Sea Adventure campers come from in 2023?**

- **95%** of participants are **residents, relatives of residents, rent or teach in Jamestown**
- **5%** of participants **come from off island**, just for *Sea Adventure Camp*

### **Other Activities:**

#### **Arts & Crafts:**

Arts & crafts projects are done during periods of transition such as morning drop off as well as times with bad weather. Making friendship bracelets, building structures out of rocks on the beach, and having volcano building contests are among the most popular activities. Additionally, tie-dying t-shirts each week has become a signature Sea Adventure activity.

**Marine Debris & Environmental Impact:** One of the focuses of Sea Adventure Camp continues to be marine debris - what is it, where it comes from, how is it harmful, & what can we do to mitigate this problem. Campers clean up trash wherever they are – on the water, on the beach – and dispose of it properly. On August 1, we held a competition between pods to see who could pick up the most amount of trash and a total of 456 pieces was picked up.

**Worm Composting:** CISF started worm composting during the 2017-18 school year in the Melrose School. A worm bin designated for the Lawn school and was added in 2018-19 school year. (CISF provided the bin for Melrose, and a grant from Jamestown Education Foundation funded the Lawn School bin.) CISF Program Director, Haley Barber, has led the worm composting programs in both schools. The worm bins are used at camp each summer to ensure the health of the worms and the continuation of this project. The bins are used to educate children about the cycle of life of food.

**Fox Hill Farm Gardens:** Abby & Jeff Boal at Fox Hill Farm have allowed CISF use of several of their vegetable beds for the past three years. Getting kids involved in growing food, the soil web, the details of growing food, and generally getting their hands dirty gardening fits right in with our mission. Land and sea are intricately connected. How we treat the land and soil ultimately flows into the ocean and severely impacts ocean health. Understanding how food grows and finding value in that is critical to creating a connection to the earth and to nature. Getting children to understand the connection between land and sea is an integral part of marine education. To that end, during the summer, groups spend time each week at Fox Hill Farm tending to the gardens.

**Environmental Summary:** CISF takes a number of measures to minimize our garbage output and our environmental footprint. Worm composting, beach clean-ups, camp giveaways that are not plastic and are environmentally friendly, a water re-fill station, and recycling are all measures that we take to be environmentally responsible.

#### **Life Jackets:**

Thanks to a grant years ago from the Sea Tow Foundation, CISF maintains a life jacket stand at Fort Getty for anyone going boating and in need of a life jacket. **Not having or wearing a life jacket is still the leading cause of fatalities when boating.**

#### **Financial Information:**

CISF continues to make significant financial investments to make Sea Adventure Camp and all of our other programs safe and viable.

Staff - we pay our staff competitive rates to ensure quality & safety.

Providing safe, fun, and engaging programs that create leadership and confidence-building

opportunities for future generations is incredibly important to us. **Jamestown Sea Adventure Camp and all of CISF's programs are priced below market value, and are often free** - fourth grade sailing is a good example of one of our free programs (for 4<sup>th</sup> graders in the Jamestown School system). Additionally, **CISF funds our Program Director, Haley Barber, to be in the Jamestown School system** to assist Jamestown teachers with their projects and to **create and implement** additional hands-on, fun, **marine and outdoor educational programs that support grade-level curriculum.**

### **2023 Camp Prices:**

Camp prices went up for the third time since 2012.

- The full day camp price went up \$10 to \$315 for a week from 9 am – 4 pm
- The half-day camp price actually went up \$5 to \$160
- O'Pen Skiff price went up \$5 to \$175
- The younger age group price (*Marine Adventurers & Explorers*) went up \$5 to \$160
- Leadership also went up \$5 to \$375

### **Scholarships:**

**CISF received and approved thirteen scholarships for camp.** (CISF received and approved more than 40 scholarship requests throughout the year in total.)

CISF **scholarship applications are accepted** at any time, but must be submitted before a program starts in order to be considered. We keep rolling acceptances for financial aid requests to make sure that we don't add barriers for those in need.

Scholarship announcements (reminders) are included in all of our program and camp email communications.

### **Incidents, Weather, & Port-o-Potties:**

#### Incidents:

There were no incidents on land or at the boat ramp.

#### Weather:

It was a rainy summer for sure. We had delayed starts to four different camp weeks and cancelled one day of a half-day camp week. We were able to use the Pavilion space twice to hide from the rain. (Our tent and inside space help but cannot accommodate the same size as the Pavilion can.)

We were set up to send text notifications to all parents with reminders and about any changes to the schedule to due weather, but the system stopped working as soon as the summer started. We will get something to work in 2024.

#### Port-o-Potties

CISF had **3 port-o-potties for our use exclusively** throughout the summer. They were **located just to the left of the road leading to the Kit Wright Trail.** This **location was ideal.** It allowed children **quicker access** to the bathroom, and instructors could keep an eye on children using the bathroom without having to leave the rest of the group. Though the location required crossing the road, CISF staff were able to manage that without issue.

Quite a few people not associated with Sea Adventure Camp stopped to use the port-o-potties. **Adding signage within the park to indicate directions to the parks' bathrooms would be super helpful to the public.**



### Dumpster

We added a small dumpster next to our port-o-potties. It is incredibly helpful to have a garbage nearby. It helped us with our marine debris clean-ups as well as to keep our area looking cleaner.

### Boats

CISF owns and maintains the following:

- 7 Hobie Waves
- 5 O'Pen Skiff's <https://www.openskiff.org/>
- 1 J/22 keelboat 3 powerboats (1 whaler, 1 inflatable, 1 small skiff donated in 2023)
- 1 Sonar keelboat
- 1 WETA Trimaran
- 1 Laser Pico

We also own several kayaks, SUP boards, and windsurfing boards. All of those are stored on the rack in the Kit Wright Trail.

### **Conclusions:**

On behalf of CISF I would like to **thank the Town of Jamestown for being fantastic partners!** **We are passionate about our mission** to inspire and engage people of all ages, backgrounds, and abilities with the marine environment through boating and education. Our **CORE Values** drive every decision that we make and every program that we offer. **Opportunity, Education, Stewardship, and Positive Youth Development** are our guiding principles.

CISF provides a significant number of Jamestowners with a local, safe learning environment in which to experience boating and learn about Jamestown's coastal environment. Residents are thrilled to have quality summer programs on island for their children, grandchildren, and visiting relatives and friends. **We continue to be a resource for the Town of Jamestown and are only able to do because of our successful partnership with the Town.**

Thank you for your time. Please contact me with any questions, comments or concerns. I can be reached at 401-855-6643 or via e-mail at [CISFSailing@gmail.com](mailto:CISFSailing@gmail.com).

Sincerely,



Meg Myles  
CISF Executive Director



### **CISF Programming Report, 2023**

CISF continues to provide year-round programming – after-school programs, in-school programs, home-school programs, field trips, vacation day programs, December craft programs, small community events, outreach programs and more. During COVID, we were able to expand our programming to year-round thanks to an availability of amazing staff and a demand for outdoor offerings. As an organization, we increased all of our offerings and our capacity during COVID. Since then we have continued to expand our programs, to deepen our impact and learning, as well as to modify and continue to add more programs to our offerings in order to keep things fun, fresh, and exciting for participants. This report gives more detail about all of those programs.

Fall and spring programs run in 2 five-week sessions. Fall programs begin the second week of school in September and end the week of Thanksgiving. In December we run craft and holiday celebration programs around the Fort Getty fire pit twice a week (Tuesdays and Thursdays). Because it gets dark so early, those programs are shorter than our typical afterschool program - they end thirty minutes earlier. (Our tent comes down in the end of December, quickly after the last program.)

Spring programs – Spring programs start in mid-late March, once our tent is put back up the first or second week of March. Spring programs end the last week of May. This allows us time in June to run field trips, have staff training for the summer, collaborate with other groups and organizations, and support a variety of events, like the 8<sup>th</sup> grade beach day for Lawn School.

Below is a list of after-school programs that were offered in 2023.

#### **2023 After-School Programs:**

- \*Backyard Explorers, Grades 1– 4, winter, spring, & fall
- Fort Investigators, Grades 3-6, spring
- Games at Getty, Grades 1 – 3, spring
- Foraging and Cooking, Grades 5-8, spring
- Fairy House Building, Grades 1 – 4, spring
- Jr Naturalist Training, Grades 2 – 4, spring & fall
- Outdoor Rocks! Grades 3- 8, spring
- Intermediate Sailing, Grades 4-6, spring
- K-2 Nature Exploration, spring & fall
- After-school Sailing, Grades 3– 8, fall
- After-school Kayaking, Grades 5 – 8, fall
- Nature Art, Grades 4 – 6, fall, & vacation day program
- Outdoor Survival Skills, Grades 5 – 8, fall & fall vacation day program
- Marshing and Games at Getty, Grades 5 – 8, fall vacation day program
- Engineering with Simple Machines, Grades 5 – 8, fall vacation day program



### **Home-school Programs Summary:**

We launched our homeschool program during COVID in 2020 at the request of parents. It had been an area that we had been considering expanding to before that though. CISF has two homeschool groups, ages 5-7 that meet twice a week in the mornings, and a group of children in grades 3-8, who also meet twice a week (in the afternoons). Both groups run in five-week sessions in the fall and spring. The younger group typically also has a winter session for four to five weeks.

We also offer three-hour exploration sessions with a singular focus on Friday's. The age range for these sessions is 5 – 15.

### **Home-school programs:**

2 sessions each season for 2 age groups

- Ages 5 – 7, they meet in the mornings for two and a half hours on Tuesdays & Thursdays. This group is called Jr Nature Explorers
- Grades 3 – 8, they meet from 12:30-3 pm Tuesdays and Thursdays. Each session has a focus.

### **2023 Focuses for grades 3-8 homeschool programs:**

- ROVs and Trees, spring
- Farming and Weather Systems, spring
- Sailing and Marine Education, fall
- ROVs and Outdoor Survival Skills, fall

### **2023 Friday Exploration Sessions:**

#### **Spring:**

- Birding Hike at Conanicut Sanctuary Trail
- Winter Animal Tracking
- Rock Climbing Hike at Fort Getty (winter & fall)
- Recycle Regatta STEM Challenge
- Geology
- Foraging and Cooking
- Earth Week Trash Clean-up and Audit
- All About Trees
- Full Moon Marshing
- Sailing
- Kayaking

#### **Fall:**

- Salt Marsh Biodiversity
- Sailing 101
- Fall Gardening
- Basic Navigation
- Invasive Species
- All About Trees
- Putting the Garden to Bed
- Engineering with Simple Machines
- Naturalist Skills and Illustration
- Tides and currents



### Participation Numbers and Pricing:

#### **Afterschool Programs**

Our after-school programs in 2023 had consistent participation of more than 150 youth in each of the five-week sessions. Our programs that involve getting on the water, i.e. sailing and kayaking, always have high participation numbers. Additionally, our programs for kids in K-4\* grades tend to also have great participation numbers. Backyard Explorers is our only program that takes place at the Jamestown Schools (outside). It continues to be one of our most popular programs and we believe this is partly because it does not require transportation from a parent after school.

In total there were **more than 620 registrations in our after-school and homeschool programs in 2023**. Approximately 230 of these registrations were 'unique' participants, meaning 230 children participated in multiple CISF programs for a total of about 628 registrations in 2023. Said another way, about 50% of our afterschool program youth and almost 65% of our homeschool students participated in multiple programs and sessions.

Breaking this down by season, looks like this:

#### **Spring:**

##### After-school Program

178 total registrations

103 'unique' participants

47% participated in more than one program

##### Homeschool Program

133 total registration

33 'unique' participants

60% participated in more than one program

#### **Fall:**

##### After-school Program

153 total registrations

195 'unique' participants

45% participated in more than one program

##### Homeschool Program

164 total registration

50 'unique' participants

72% participated in more than one program

#### **Pricing:**

The cost for after-school programs is generally \$95/child for a five-week program that meets once a week and is 1.5 hours long. Pricing exceptions include:

Backyard Explorers - \$55/child

After-school sailing - \$110/child

We continue to look at our program costs and refining our pricing. We want to ensure that our programs stay affordable for all, but as an organization, we also need to have a better balance of earned income versus fundraising. Any increased program pricing is balanced by available financial aid and scholarship availability. Currently, the majority of applicants are approved and receive full financial support. There has been an increase in financial aid requests over the year.

#### **Homeschool**

Fiona Christie, our Homeschool Director, has done an exceptional job at connecting with the homeschool community and the participation in our homeschool programs reflects this. This group organizes well in advance, so we communicate our program offerings quite early and often.

##### Jr Nature Explorers, ages 5-7

5 5-week sessions run in 2023

Capacity: 15 children

Average class size was 7 in 2023

##### Grades 3-8

4 5-week sessions run in 2023

Capacity: 15 children

Average class size was 11 in 2023

\*Class capacity is significantly reduced depending on the number of youths who are divergent learners as those children need more one on one attention.



Our Homeschool Explorations on Fridays have also been a great way to have new homeschool families try us out and our programs. Friday Explorations are a short, one day, three-hour commitment with a lower price point. In the fall, we had an average 12 participants/exploration and in the spring 8/exploration program.

Pricing for homeschool programs is \$270 for Junior Nature Explorers and \$300/5 week session for grades 3-8.

The Friday Exploration programs cost \$30/person/session. (This price increased \$5 from 2022.)

#### **December Campfire Crafts & Celebrations:**

We are again offering after-school holiday activities twice a week. Tuesdays are crafts and Thursdays are Holiday Celebrations, which looks at how other cultures celebrate in the month of December. Both programs utilize the Fort Getty fire pit from 3-4:30. (This is communicated with the Recreation Dept. annually.)

Participation this year has been tremendous! There are more than 25 children in each Tuesday and Thursday program. There are a total of 207 participants, which translates into 37 individual children participating in multiple programs. For reference, in 2022 there were 119 total registrations, with 16-18 children in each program.

The cost is \$18/program. We offered a registration "bundle" (participate in all programs) at a slightly discounted rate of \$130.

One amazing addition to our late fall and December afterschool programs is a stronger partnership with the Jamestown schools and bussing. Thanks to the 365 Municipal Grant through the Town of Jamestown, CISF has been able to offer scholarships and transportation to students who typically don't have afterschool enrichment opportunities. Bussing to our programs has been opened up to approximately 15-18 students for our December crafts and celebrations programs. We are working through how best to organize this and communicate to all parties (both schools, teachers, bus company, parents, etc.), and hope to continue to offer bussing to our spring programs at Fort Getty which will start again in March.

#### **Holiday Tree:**

We have added lights to the tree near our tent, designating it as a community holiday tree. (The lights are on a timer.) The Community is invited to help us decorate this holiday tree in their own time.

#### **Other Programs:**

Outside of our after-school and homeschool program, we have forged partnerships and collaborated with other off-island organizations, held two community events, participated in the Town Earth Day celebration, ran our 4<sup>th</sup> grade free sailing program for Jamestown 4<sup>th</sup> Graders, launched a marine trades work force development pilot program, and more.

#### **4<sup>th</sup> Grade Free Sailing:**

We held our 4<sup>th</sup> Grade Free Sailing Program August 28 – September 1, the week before Jamestown schools started. The Melrose school emailed a google interest form to third grade parents on our behalf at the end of the 2022-2023 school year. That form was sent a few more times to incoming 4<sup>th</sup> grade students in an effort to try to ensure we reached all Jamestown School 4<sup>th</sup> grade families. We also added a few students as the week approached in August. We always do our best to accommodate any and all. We have never turned anyone away.



#### 4<sup>th</sup> Grade Participation:

- Total # of 4<sup>th</sup> grade students in Melrose School: @ 35
- # of Students who participated: 28
- 2 Groups: group 1: 9 am – 12 pm; group 2: 1 – 4 pm

#### Collaborations:

In 2023 we continued to collaborate with off-island organizations to provide boating and marine education opportunities to underserved group. Collaborations were as follows:

- **FabNewport** - We continue to be a part of their ecosystem of learning. We hosted Fab Newport youth in the spring and fall on multiple occasions. In spring, 2023 we held a 5-week team building/CIT training with their youth leaders to help them get ready for their summer programs. We offered another Fab Newport group three sessions of sailing, kayaking and marsh exploration. We repeated this program again in the fall, as well as added an afternoon with the Thompson Middle School *Warrior* students. (*Warrior* students are those students that the school has determined have behavioral issues. FabNewport just started working with them in fall, 2023. They chose CISF as their first visit with another organization due to our amazing staff and great programming.) **We worked with approximately 35 FabNewport youth in 2023.**
- **MEO** – Movement Education Outdoors – MEO is a small organization focused on environmental access and justice. One of their focuses is getting youth of color outdoors and into nature. MEO works with a variety of organizations like Sankofa in Newport, SquashBusters and more. We hosted the MEO Agua Day camp students in July for a week of sailing on our keelboats. We hosted three other MEO groups on different occasions for kayaking, sailing, and marsh exploration. In total, **we worked with approximately 50 youth through our collaborations with MEO.**
- **URI GSO Shark Camp Week** - URI GSO hosts high school students from Providence for a week in July to learn about sharks, tag sharks and learn about college opportunities. CISF supported this program by taking the high school students sailing and then providing them with dinner afterwards at our tent. There were **approximately 12 youth** this year who participated. (\*GSO Program participation was lower this year despite a record number of applications.)
- **Youth Build** – Youth Build is a program in Providence that helps youth ages 15-24 get their high school diploma and then puts them on one of two tracks – culinary or construction. CISF partnered with Youth Build to launch a Marine Trades Work Force Development Pilot Program in 2022-2023. It was a series of field trips to businesses in the marine industry, including a trip to the Steel Yard, where students learned how to weld. In the spring we took this group sailing on a beautiful 55' wooden yacht. Year 2 of this partnership and program is moving forward. We took a new Youth Build group sailing in October and have our first field trip on Friday, December 8. In 2022-2023 there were about 11 students in the program, one student got a job in the marine industry afterwards. We worked with approximately 25 YouthBuild students over the course of the pilot program. We started our second year of this program by taking the students sailing first. In October, **we took 19 YouthBuild students sailing. There are 10 students signed up for our first field trip.**



- **PVP Prep** – is a charter middle school in Providence. We connected with them over the winter to work together ahead of including them in our new climate change educational program, Ocean State Citizens. We hosted PVD prep students twice in June to go sailing, explore the saltmarsh, and explore nature. **12 students** participated in total.
- **Ocean Race Exploration Zone** – CISF participated in the Ocean Race's Exploration Zone in May. We used clay in a hands-on project to explore the scientific concept of buoyancy. Children were given a piece of clay and challenged to make it into a shape that would hold pennies. The goal was to float as many pennies in their designs as possible. **5,000 children participated** (1,000/day Monday – Friday), plus more over the course of two weekends that the event ran.

### **Field Trips:**

CISF provides on-site field trips for schools (all grade levels) as well as other groups and organizations. Each field trip is customized for each group and grade level but can include any of the following:

- Marsh exploration and learning
- Pulleys & levers activities
- Sailing
- Nature Exploration & identification
- Geology
- Orienteering and mapping
- US Sailing REACH modules

### **In 2023, we hosted the following field trips:**

- Melrose School – 3<sup>rd</sup> grade, at Great Creek, focusing on marine biodiversity. (no cost to students)
- South County Montessori School (two times in the fall), focusing on marsh exploration (\$10/student cost)

### ***Island Treasurers:***

CISF has been participating in *Island Treasurers* since 2012. It is always a great event! We take 10-15 students each session (am and pm) and take them sailing and exploring the marsh. Typically we will do an ice breaker with the group, and then separate into two groups. One group will go sailing, one will go into the marsh. About half-way through our time, we will switch groups and their activities so that all students sail and explore the marsh.

In 2023, we had two groups of thirteen students each.

### **School Vacation Day Programs:**

In 2023 we held four school vacation day programs on the following holidays: 9/25 Yom Kippur, 10/9 Indigenous People's Day, 11/13 Veteran's Day Observed, and 12/5 Parent-Teacher Conferences. The programs were Marshing & Games at Getty; Survival Skills; Engineering with Simple Machines; and a wind farm program in partnership with South Coast Wind and US Sailing.

These programs typically fill up quickly and are popular as they provide a service for parents when there is no school, and kids LOVE them! The programs get children outside, connecting with nature, and exploring science in a hands-on, fun, and real way.

In total, there were about 90 registrations. The cost for each three-hour program was \$40.





### **Bay Day Community Event:**

CISF hosted our first annual open house community event on June 18 from 1 – 4 pm. This family-friendly, free event featured lots of outdoor activities, food, a raffle, and a great time for all to enjoy the outdoors, learn more about CISF and get out onto the water. Due to inclement weather on the original date, June 17, we had to postpone to the following day, which was Father's Day. While we believe quite a few people could not attend because of the date change, there were approximately 125 people who attended the event. Some came for an hour, some stayed for the afternoon. Many came on bicycles and neither car traffic nor parking was an issue.

The goals for this event were to raise awareness about CISF's year-round programs, provide a platform for people to try out "typical" CISF activities, as well as a place for current young participants to show their parents around one of their favorite places. Additionally, the event helped us to build our mailing list for future program participants and supporters; to have an opportunity to invite current and future donors to see our programs in action; and served as a training opportunity for summer staff.

Thanks to sponsorship from Bank Newport and other wonderful business and individual sponsors, our costs to host this event were mostly mitigated. Our sponsors were as follows:

Bank Newport, title sponsor  
 Beech  
 Safe Harbor, JBY  
 Island Realty  
 Atlantic Land and Garden  
 Forster Orthodontics  
 Jamestown Fire Dept  
 Dianne Grippi  
 Kimberly and Brad Dimeo

#### In-kind donors:

GT3 Creative  
 Matt Vieira

Activities held were things that youth do at CISF often – rock painting, tie dying, knot tying, sailing, marsh exploration, playing Newcombe, volcano making, and new in 2023, \*fishing! Additionally, we held a raffle for an O'Pen Skiff sailboat (approved by the State of RI Gambling Unit). We had 200 tickets to sell and sold all but about 35. The cost of each ticket was \$50. The raffle was held as the culminating event of Bay Day.

Bay Day was a wonderful, community event. We plan to hold it again in 2024.

### **Earth Day Community Event:**

Like many other organizations in town, CISF participated in the inaugural Jamestown Earth Day event hosted by the Conservation Commission and the Jamestown Recreation Dept. CISF provided a variety of activities including a worm bin to inform people about the value of worms in composting and an activity in partnership with the Jamestown Friends of the Bees, where participants made their own pollinator gardens, planting seeds in recycled salad containers and cardboard toilet paper rolls. It was a fantastic event!

### **Fairy House Treasure Hunt Community Event:**

Program participants in our after-school Fairy House Building program created an array of wonderful fairy houses. The focus in 2023 was to use building materials that were as eco-friendly as possible. The children used items they scavenged from nature, and any store-bought items were all compostable.



Five fairy houses were built and hidden throughout Ft. Getty. With each fairy house, was a container that had a story of about the house and a booklet that people could use to leave notes. It was so fun to see how many people wrote in the booklet and shared their excitement of finding the hidden fairy houses.

CISF educators did create a map that showed the location of each fairy house, and the map could be accessed by a QR code. The fairy houses were hidden on April 29th and were kept hidden for about 1.5 months, allowing community members to participate in the scavenger hunt at their leisure.

It was a bit more challenging to calculate how many people participated in the event, we believe about 100 people participated. It was one of our first "DIY" events and was a success.

#### **Parent Marsh Explorations:**

As mentioned in the CISF camp report, we were fortunate to hire Cam Chadronet this summer to deepen our marsh and marine education. Cam was only available part-time, but was very generous with his time. Cam held two parent marsh explorations with camp parents this summer, both in August. One was held in the morning at drop-off and the other just before pick-up in the afternoon. Both times coincided with low-tide. We were a bit late in advertising the first exploration, thus there were about four parents and one of our Board members who participated. The second exploration was communicated with more advance notice and approximately 10 parents participated. We did this to enable parents to get a taste of what their children are learning. Providing a place of common knowledge also helps parents to connect with the children.

#### **In-School Support:**

CISF continued to support the Jamestown Schools, teachers and students with support from our educator and Program Director, Haley Barber. Haley supported the following:

- o Kindergarten Science Fridays, 34 students
- o 1<sup>st</sup> Grade, 21st Century support and STEM building, 32 students
- o 2<sup>nd</sup> Grade, 21st Century support (with Mrs. Connelly), 45 students
- o 3<sup>rd</sup> Grade, 21st Century support (with Mrs. Connelly), 33 students
- o 4<sup>th</sup> Grade, 21st Century support (with Mrs. Connelly), 35 students
- o K-4 Worm Wednesday's, 66 students
- o 6<sup>th</sup> Grade ROV testing at Lawn School, 45 students
- o 8<sup>th</sup> Grade Creek Support throughout the school year, 36 students
- o 8<sup>th</sup> Grade Beach Day - Sailing, 36 students

#### **Fishing - Added in 2023:**

In spring 2023, CISF staff participated in a morning of training with DEM to learn about fishing. One of our staff truly embraced fishing and facilitated adding fishing to all of our programs. CISF purchased 8 sets of rods and reels plus a fishing tackle box. This has been hugely popular with participants in all of our programs, including summer camp.

One of our goals for 2024 is to connect with a few locals who love to fish so that we can start a fishing club. The idea is that CISF will provide a volunteer leader of fishing who will be on the dock with fishing gear and some bait to help others get started, or give tips on a published schedule. Participants would need to have a fishing license (those can be purchased using a mobile phone on site) and the volunteer will have a background check in case minors participate. (We will also consider a part-time paid position, especially if we can get that position funded.)



### **Staff Professional Development:**

CISF staff participated in a variety of professional development in 2023.

- US Sailing Leadership Conference, February
- DEI training & Native American History education with Silvermoon LaRose at the Tomaquag Museum
- Sailing Museum Field Trip, March
- Fishing Training with DEM, May
- Brendan Training, June – training and tips on working with neurodivergent learners
- Ocean Literacy Conference, October

### **Ocean State Citizens (OSC) Climate Change Program:**

OSC is a combination in-school and field trip program for grades 6, 7, 8 that focuses on a specific subject for each grade through the lens of climate change. The focuses for each grade level are as follows:

- Grade 6: Biodiversity
- Grade 7: Watersheds
- Grade 8: Sailing

This program is an outreach program that we will use to reach students and schools who typically have underserved populations. We will roll this program out in spring 2024 with four schools, including Jamestown since we already have a strong relationship with the school and teachers (though it is not an underserved community).

### **TIDES:**

A program on our horizon is one that we are working to launch on a small scale for Jamestown high school students with the help of the 365 GEER Municipal Grant through the Town of Jamestown. TIDES – Teens Investigating Diverse Experiences at Sea, is a program that targets students who are struggling in school and lack academic interest. It is a similar model to our marine trades field trip program in that once we get to know students, we go on field trips to try to provide sparks of interest in life and work outside of school, whether that is recreational fishing or aquaculture, or something else. The premise of this program is stated best in our grant and thus, I provide this excerpt from the grant application:

“Student needs, in a post-COVID and high-tech world, are more nuanced and far reaching today. They want more hope - they want more relevance - they want to know why what they are doing matters. In the early 1990s, Dr. Charles Synder identified the concept of hope as an important predictor of academic success (Synder, 1991). This nebulous idea of “hope” found its place in more recent research on education, where, for example, Gallup focuses on the following “hope not as a thing with feathers, but as a “strategy” of forming goals, understanding the paths to take to reach those goals, and having the energy to set off on that path” (Kemenetz, 2018 NPR recording). The programs provided in TIDES present all participants with the opportunity to engage in real application of academic learning. They will find the definition of hope as envisioned by Gallup and in doing so they will once again see the relevance of classroom learning. In the town of Jamestown, our students are growing up adjacent to the ocean, but so many of them know very little about how to protect this precious resource. They learn in school about ocean cycles, but do they understand what that looks like from the lens of the aquaculture farmers or the marine tourism industry? The science in their classrooms will come to life when they tour the EPA or meet URI oceanography graduate students. Our vision is that all student participants will complete these programs with a renewed sense of hope - anything and everything is possible with goals, paths to those goals, and harnessing their own power as entrepreneurs to follow those paths to completion.”



### **Other Details:**

**Staff** – CISF are a mighty staff of four full-time employees. Three of four are educators. Our educators are great with children of all ages. They are smart, funny, engaging, love to learn and to share their passions. We are beyond fortunate to have them involved in our organization.

We also have several part-time staff: a bookkeeper, a social media person, a development associate who started in May, and a newly added (October) email marketing/MailChimp person.

**Tent** – Our tent is put up mid-March and comes down at the end of December. Due to the threat of one storm in late August, we did have the top of our tent taken off and put back down just in case the hurricane did make turn towards us. (Our tent is rated to 60 mph.)

**New Trailer** – At the end of 2022, we added a new, large trailer that is heated and provides a much-needed indoor classroom space, an office and even a storage closet! This trailer has enabled us to do more, including running programs that extend our season on both ends (spring and fall); deepening learning by providing access to materials like microscopes that are usually buried in boxes somewhere in a trailer, and even adding small aquariums! Recently, we just added a small patio outside of this trailer with pavers that were generously donated.

**Finances** – Annually, CISF runs at a loss and this year has been no different. We purposefully run programs that are affordable, often for less than the costs to cover our expenses. We also provide scholarships and financial aid when needed. Thus, fundraising continues to be a critical part of our success and future.

**Scholarships** – There were 136 scholarships awarded in 2023 for our homeschool, after-school, and outreach programs at a cash value of \$14,200.

### **Summary:**

We have been remained incredibly focused on implementing our strategic 2022-2024 plan. In addition to administrative and organizational goals, the plan calls for increasing program participation along with an increase in outreach. We are working hard on both of these goals. The 365 GEER Municipal Grant through the Town that was approved this fall has been instrumental in helping us to achieve both of these goals. The grant helps us to continue to reach out to Jamestowners who are underserved and lack enrichment opportunities. It also helps us solve the transportation issue of getting these youth to us.

In creating this report, it is wild to reflect on all of the programs that we have been able to run in a year, and with the sailboat resources of only 8 Hobie Waves, 2 keelboats, and 5 O'Pen Skiffs. Getting people on the water and engaged in hands-on programs in nature is what motivates us. Enabling positive experiences in nature is not only incredibly important to us as an organization, but to the health of our oceans.

In summary, CISF continues to expand our programs and offerings to reach more youth and more of our community. As stated previously in other reports, our partnership with the Town of Jamestown is critical to our mission of engaging and inspiring people of all backgrounds, ages, and abilities with the marine environment through boating and education. **Thank you!**



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JAMESTOWN CONSERVATION COMMISSION

To: Jamestown Town Council, Town Administrator, Ed Mello, Town Finance Director,  
Christina Collins

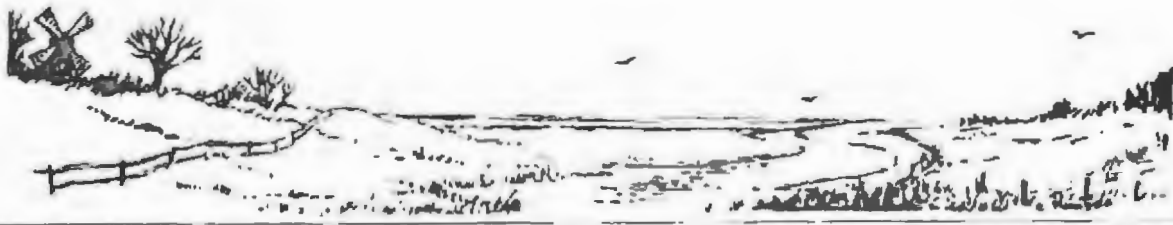
From: Jamestown Conservation Commission (JCC), Anne Kuhn-Hines, JCC Chair  
*Anne Kuhn-Hines*

Date: December 5, 2023

Re: 2023 Conanicut Island Trails Guide

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The Jamestown Conservation Commission wishes to express its sincere gratitude for the generous financial support provided by the Town for the production and printing of the newly revised and updated Conanicut Island Trails Guide. We also want to especially recognize the critical support provided by the Town Financial Director, Christina Collins, who working with the JCC solicited multiple printing quotes and procured the most economical and high-quality printing option with a vendor to produce 5,000 copies of the Trails Guide. The sale of the Trail Guides supports the JCC with its ongoing maintenance and preservation of trails across the island.



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JAMESTOWN CONSERVATION COMMISSION

To: Honorable Town Council, Ed Mello

From: Jamestown Conservation Commission

Date: December 13<sup>th</sup>, 2023

Subject: Oversight Responsibility for Public Right of Ways

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The Jamestown Conservation Commission is currently working on an update to the 2013 report of the Jamestown Public Rights of Ways (ROWs) and expects to have the report completed in early 2024.

As part of the process of gathering information for the update, it has become clear that there seems to be a lack of clarity when it comes to which commission or group has oversight responsibility for the towns ROWs. The Harbor Commission, Conservation Commission, and the citizens group Friends of Jamestown ROWs all have interest in maintaining and preserving our public ROWs, however no one group is responsible for providing leadership to oversee the ROWs across the island.

Given this lack of clarity, the Conservation Commission would respectfully like to request that the Town Council grant the authority to the Conservation Commission to take on a leadership role overseeing Jamestown's ROWs. In its leadership role, the Conservation Commission would look to be responsible for providing updates to the Town Council as to the status of any current or potential ROW's and work with all interested groups in maintaining and preserving Jamestown's Public ROWs.

Respectfully  
Robert Laman  
Jamestown Conservation Commission






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## JAMESTOWN CONSERVATION COMMISSION

1

To: Jamestown Town Council, Town Administrator, Ed Mello, Town Planner, Lisa Bryer

From: Jamestown Conservation Commission (JCC)

Date: December 14, 2023

Re: Town-wide Outreach Education Forum for Sustainability in Jamestown

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Jamestown Conservation Committee (JCC) members are seeking your support for our endeavor to establish a town-wide outreach education platform for sustainability in Jamestown.

In addition to JCC's concentration on sustainability through an environmental conservation lens, this endeavor aims to holistically foster sustainability that intersects and encompasses environmental, social, and economic domains by underscoring interconnectedness and interdependence of various facets of our daily decisions. We would like to see this endeavor seed collective paradigm shifts from individual to collective levels in Jamestown by making connections between such daily choices and impact of their consequences on all sustainability fronts.

On behalf of JCC, our fellow JCC member, Susan Shim Gorelick, reached out to various Jamestown community organizations and schools as a preliminary needs assessment. Enthusiastically supportive responses and positive feedback from the assessment encouraged us to reach out to the town council to propose launching this initiative with the town council's support and authorization in taking further steps as detailed below:

1. Complete the needs assessment while continuously compiling a comprehensive inventory of "who is doing what" within the sustainability realm within Jamestown
2. Revitalize and update the existing *Sustainable Jamestown* website, created by Lisa Bryer as the online go-to resource forum for sustainability and a gateway for dynamic collaboration and communication between Jamestown community members and the Town of Jamestown
3. Designate a sustainability outreach educator coordinator to:
  - a. Update and maintain the *Sustainable Jamestown* website
  - b. Coordinate the town-wide outreaching education that cultivates continual learning
  - c. Communicate with systemic resource sharing and information dissemination for collective and coordinated efforts
  - d. Research and explore funding opportunities for sustainability and coastal resiliency

Upon town council's approval, Susan Shim Gorelick is to apply for various grants to finance these steps. One upcoming grant particularly pertinent to this endeavor is the EPA's Climate Change Community Engagement due this Friday, December 15, 2023 <https://climatechange.ri.gov/act-climate/2025-climate-update> Susan's



non-profit Coalition Center for Environmental Sustainability (CC4ES, [www.cc4es.org](http://www.cc4es.org)) is a 501 (c)(3), a requirement for many funding opportunities, which enables CC4ES to apply on behalf of JCC, thus the Town of Jamestown.

CC4ES' *Rhody Grows Hope*, a container gardening program that repurposed recyclables as containers to grow food has been implemented in Jamestown since 2022. CC4ES' *Rhody Greeners* are community scientists for sustainability, born of skills training programs (Please see the second link below). Its outreach education component to raise awareness and cultivate sustainable lifestyle practices inspired us to propose this endeavor – an island-wide outreach forum for sustainability.

Susan Shim Gorelick, CC4ES founder and executive director, coined the term *Rhody Greeners* from “Rhody” for Rhode Island, and “Greeners”, a contraction of ‘green’ for sustainability and ‘eers’ from engineers, and developed curricula for all three tiers of *Rhody Greeners* (as explained in the slides below). We would like to replicate this program’s success from the urban setting of Providence and Pawtucket in Jamestown, customizing it to Jamestown's unique needs and environmental, social, and economic landscapes.

(1) Y4US (Youths for Urban Sustainability) *Rhody Greeners* Summer 2023 program at JSEC H.S.

[https://drive.google.com/file/d/1GhFJpT\\_KXOCYKnWWfTLpeaOTij3kPt0/view?usp=drive\\_link](https://drive.google.com/file/d/1GhFJpT_KXOCYKnWWfTLpeaOTij3kPt0/view?usp=drive_link)

(2) General description of *Rhody Grows Hope* with *Rhody Greeners* at Gardens of Second Chances

[https://drive.google.com/file/d/1f8smLR0FpwmVtu8kiSDeCklGsJ-75cl\\_/view?usp=drive\\_link](https://drive.google.com/file/d/1f8smLR0FpwmVtu8kiSDeCklGsJ-75cl_/view?usp=drive_link)

Conservation and protection of natural trails, rights of way, bike paths, coastal climate resilience, aquaculture, organic farming, composting, recycling, and water conservation and more are all interrelated and support sustainability. These important issues call for an island-wide "clearinghouse" platform to engage us in sustainable actions and keep everyone continually informed, cultivating community social norm shifts with continual learning. People are political and paradigm shifts always start by individual actions and become collective organically, which is feasible by creating a platform that brings out the commonality among us beyond our political, socioeconomic, and cultural differences.

We thank you in advance for your time and consideration.

If you have any questions or would like to continue this discussion, please let us know.

Sincerely,

Jamestown Conservation Commission

**Roberta Fagan**

**From:** Edward Mello  
**t:** Monday, December 4, 2023 12:53 PM  
**To:** Roberta Fagan  
**Cc:** Marla Romash  
**Subject:** FW: September hospitality revenue reports are out  
**Attachments:** State Hotel Report September 2023.pdf; Local Hotel Tax Report September 2023.pdf; Local M&B Report September 2023.pdf; DiscoverNewport\_LodgingTax Breakdown\_jan2022.pdf

Roberta  
 Please see the attached report as provided by Marla (appointed as the Jamestown rep).  
 I ask that this be included on 12/18 TC meeting as a communication.

Thank you.

**From:** Marla Romash <marlaromash@gmail.com>  
**Sent:** Monday, December 4, 2023 11:00 AM  
**To:** Edward Mello <emello@jamestownri.net>  
**Subject:** FW: September hospitality revenue reports are out

**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, Chief,  
 Not sure if I should be reporting from Discover Newport and, if I should, to whom I should be reporting. Can you advise?  
 Thanks,  
 Marla

**From:** Evan Smith <[esmith@discovernewport.org](mailto:esmith@discovernewport.org)>  
**Date:** Monday, December 4, 2023 at 10:48 AM  
**To:** andrew moore <[andrewmoorewilder@gmail.com](mailto:andrewmoorewilder@gmail.com)>, Ann Hof <[annahof@gmail.com](mailto:annahof@gmail.com)>, Charles Holder <[cmholder69@gmail.com](mailto:cmholder69@gmail.com)>, Gillian Friedman Fox <[gfox@newportclassical.org](mailto:gfox@newportclassical.org)>, [john@newportvineyards.com](mailto:john@newportvineyards.com) <[john@newportvineyards.com](mailto:john@newportvineyards.com)>, Karen Binder <[kbinder@blithewold.org](mailto:kbinder@blithewold.org)>, [keith@newportexperience.com](mailto:keith@newportexperience.com) <[keith@newportexperience.com](mailto:keith@newportexperience.com)>, [kerimcronin@gmail.com](mailto:kerimcronin@gmail.com) <[kerimcronin@gmail.com](mailto:kerimcronin@gmail.com)>, Marla Romash <[marlaromash@gmail.com](mailto:marlaromash@gmail.com)>, [matt@graymattermarketing.com](mailto:matt@graymattermarketing.com) <[matt@graymattermarketing.com](mailto:matt@graymattermarketing.com)>, Melissa A. Varao <[melissa.varao@salve.edu](mailto:melissa.varao@salve.edu)>, Patrick Fitzgerald <[patrick@sardellas.com](mailto:patrick@sardellas.com)>, [pbaldwin@newportharborisland.com](mailto:pbaldwin@newportharborisland.com) <[pbaldwin@newportharborisland.com](mailto:pbaldwin@newportharborisland.com)>, Peter Connerton <[pconnerton@middletownri.com](mailto:pconnerton@middletownri.com)>, Rocky Kempenaar <[Rocky@kempenaarre.com](mailto:Rocky@kempenaarre.com)>, Sean O'Connor <[sean.peter.oconnor@gmail.com](mailto:sean.peter.oconnor@gmail.com)>, [tivertonfarmersmarket@gmail.com](mailto:tivertonfarmersmarket@gmail.com) <[tivertonfarmersmarket@gmail.com](mailto:tivertonfarmersmarket@gmail.com)>, TR McGrath <[trmcgrath@riclambake.com](mailto:trmcgrath@riclambake.com)>  
**Cc:** Kathryn Farrington <[kfarrington@discovernewport.org](mailto:kfarrington@discovernewport.org)>, Tim Walsh <[twalsh@discovernewport.org](mailto:twalsh@discovernewport.org)>, Alyson Adkins <[aadkins@discovernewport.org](mailto:aadkins@discovernewport.org)>  
**Subject:** FW: September hospitality revenue reports are out

Good morning board members,  
 At our last board meeting I walked you through the August 2023 revenue stats for the **1% local meals tax** and the **1% local lodging tax**. Attached are the numbers for September 2023. 100% of that revenue go to the local township. In addition you will

notice a third attachment which is the **5% state lodging tax** also for Sept 2023. The State lodging tax is split amongst 4 organizations. See attached pie chart.

Please review and let me know if you have any questions. Have a good week everyone. - Evan & the DN team

m: Grimaldi, Paul (DOR) <[Paul.Grimaldi@revenue.ri.gov](mailto:Paul.Grimaldi@revenue.ri.gov)>  
**Sent:** Monday, December 4, 2023 10:24 AM  
**To:** Grimaldi, Paul (DOR) <[Paul.Grimaldi@revenue.ri.gov](mailto:Paul.Grimaldi@revenue.ri.gov)>  
**Subject:** September hospitality revenue reports are out

We've published the end of the summer season hospitality revenue reports. Ping me if you have questions or if you cannot open the attachments.

Sincerely,  
*Paul E. Grimaldi*  
Chief/Program Development  
R.I. Department of Revenue  
Cell: (401) 378-1080  
@RIRevenue

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STATE OF RHODE ISLAND  
Governor Daniel J. McKee



Office of Revenue Analysis

State of Rhode Island Monthly State Hotel Tax Report  
FY 2024 State 5% Hotel Tax Allocation September 2023

The report provides information on the fiscal year-to-date over fiscal year-to-date and year-over-year allocation of the revenues collected for the state 5% hotel tax. The state 5% hotel tax is levied on the rental of rooms in traditional hotels/motels as well as the rental of rooms as transient lodging by room resellers and via hosting platforms. The report is meant to be descriptive and does not purport to project or assess the collection of the state 5% hotel tax.

State hotel tax collections are received by the Division of Taxation and the City of Newport in the month following the rental activity and distributed the subsequent month. For example, state hotel tax collected from a room rental in July is received in August and distributed in September. Changes in state law that affect the distribution of state hotel tax revenues typically specify a date after which the state hotel tax collections are allocated based on the newly mandated legislative formula. It should be noted that early payments, late payments, and adjustments may be included in this report.

**Hotel Situs and Regional Tourism Districts**

According to Rhode Island General Laws § 42-63.1-5, Rhode Island is divided into seven regional tourism districts, which are administered by (i) a regional council, (ii) a municipal government entity, or, (iii) in the case of the Statewide Tourism District, the Rhode Island Commerce Corporation. The tourism districts and member municipalities are as follows:

- Aquidneck Island: Barrington, Bristol, Jamestown, Little Compton, Middletown, Newport, Portsmouth, Tiverton, and Warren
- Block Island: New Shoreham
- Convention Authority of the City of Providence: Providence
- Northern Rhode Island: Burrillville, Central Falls, Cumberland, East Providence, Glocester, Lincoln, North Smithfield, Pawtucket, Smithfield, and Woonsocket



- South County: Charlestown, Coventry, East Greenwich, Exeter, Hopkinton, Narragansett, North Kingstown, Richmond, South Kingstown, West Greenwich, and Westerly
- Statewide Tourism District: Cranston, Foster, Johnston, North Providence, Scituate, and West Warwick
- Warwick Department of Economic Development: Warwick

### **Summary of the State 5% Hotel Tax Allocation**

#### ***Fiscal Year-to-Date over Fiscal Year-to-Date through September:***

The following table is a summary of the year-over-year allocation of revenues generated from the state 5% hotel tax.

<b>State Hotel Tax Recipient</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>Percent Change</b>	<b>Nominal Difference</b>
<b><i>Regional Tourism Districts</i></b>				
Traditional Hotels	\$4,559,013	\$4,797,574	-5.0%	\$(238,561)
Hosting Platforms and Room Resellers	253,155	246,247	2.8%	6,908
<b><i>Subtotal: Regional Tourism Districts</i></b>	<b><i>\$4,812,168</i></b>	<b><i>\$5,043,821</i></b>	<b><i>-4.6%</i></b>	<b><i>\$(231,653)</i></b>
<b><i>Municipalities</i></b>				
Traditional Hotels	\$2,716,589	\$2,851,915	-4.7%	\$(135,326)
Hosting Platforms and Room Resellers	152,740	148,277	3.0%	4,463
<b><i>Subtotal: Municipalities</i></b>	<b><i>\$2,869,330</i></b>	<b><i>\$3,000,193</i></b>	<b><i>-4.4%</i></b>	<b><i>\$(130,863)</i></b>
<b><i>Rhode Island Commerce Corporation</i></b>				
Traditional Hotels	\$2,847,501	\$3,007,082	-5.3%	\$(159,581)
Hosting Platforms and Room Resellers	152,697	147,962	3.2%	4,735
<b><i>Subtotal: RI Commerce Corporation</i></b>	<b><i>\$3,000,198</i></b>	<b><i>\$3,155,044</i></b>	<b><i>-4.9%</i></b>	<b><i>\$(154,846)</i></b>
<b><i>Providence Warwick Convention &amp; Visitors Bureau</i></b>				
Traditional Hotels	\$1,063,486	\$1,115,052	-4.6%	\$(51,566)
Hosting Platforms and Room Resellers	52,368	50,622	3.5%	1,747
<b><i>Subtotal: PWCVB</i></b>	<b><i>\$1,115,854</i></b>	<b><i>\$1,165,673</i></b>	<b><i>-4.3%</i></b>	<b><i>\$(49,819)</i></b>
<b>TOTAL STATE 5% HOTEL TAX</b>	<b>\$11,797,550</b>	<b>\$12,364,731</b>	<b>-4.6%</b>	<b>\$(567,181)</b>

#### ***Year-over-Year Allocation for September:***

<b>State Hotel Tax Recipient</b>	<b>September 2023</b>	<b>September 2022</b>	<b>Percent Change</b>	<b>Nominal Difference</b>
<b><i>Regional Tourism Districts</i></b>				
Traditional Hotels	\$1,293,598	\$1,415,291	-8.6%	\$(121,692)
Hosting Platforms and Room Resellers	52,308	50,915	2.7%	1,393
<b><i>Subtotal: Regional Tourism Districts</i></b>	<b><i>\$1,345,906</i></b>	<b><i>\$1,466,206</i></b>	<b><i>-8.2%</i></b>	<b><i>\$(120,299)</i></b>
<b><i>Municipalities</i></b>				
Traditional Hotels	\$779,430	\$841,786	-7.4%	\$(62,356)
Hosting Platforms and Room Resellers	32,798	31,640	3.7%	1,158
<b><i>Subtotal: Municipalities</i></b>	<b><i>\$812,228</i></b>	<b><i>\$873,427</i></b>	<b><i>-7.0%</i></b>	<b><i>\$(61,198)</i></b>

<b>State Hotel Tax Recipient</b>	<b>September 2023</b>	<b>September 2022</b>	<b>Percent Change</b>	<b>Nominal Difference</b>
<i><u>Rhode Island Commerce Corporation</u></i>				
Traditional Hotels	\$824,131	\$891,043	-7.5%	\$(66,913)
Hosting Platforms and Room Resellers	32,826	31,479	4.3%	1,347
<b>Subtotal: RI Commerce Corporation</b>	<b>\$856,956</b>	<b>\$922,522</b>	<b>-7.1%</b>	<b>\$(65,565)</b>
<i><u>Providence Warwick Convention &amp; Visitors Bureau</u></i>				
Traditional Hotels	\$334,774	\$343,494	-2.5%	\$(8,720)
Hosting Platforms and Room Resellers	13,261	12,527	5.9%	734
<b>Subtotal: PWCVB</b>	<b>\$348,035</b>	<b>\$356,022</b>	<b>-2.2%</b>	<b>\$(7,987)</b>
<b>TOTAL STATE 5% HOTEL TAX</b>	<b>\$3,363,126</b>	<b>\$3,618,175</b>	<b>-7.0%</b>	<b>\$(255,049)</b>

### **Detail of the State 5% Hotel Tax Allocation**

The tables *Detail of Rhode Island State 5% Hotel Tax Allocation* provides a breakdown of state hotel tax receipts by regional tourism district and the sources of state hotel tax receipts for the Rhode Island Commerce Corporation and the Providence Warwick Convention & Visitors Bureau. The detail provided includes both year-over-year and fiscal year-to-date over fiscal year-to-date receipts. Information on the state hotel tax receipts generated by room resellers and via hosting platforms, on a year-over-year and a fiscal year-to-date over fiscal year-to-date basis, is included in the *Collections by Component* tables.

### ***Municipalities***

The tables *Rhode Island State 5% Hotel Tax Allocation to Municipalities* provides data by municipality on the year-over-year and fiscal year-to-date over fiscal year-to-date collections for the state hotel tax. A color-coding scheme is used to indicate the municipalities with the largest percentage and nominal increases and decreases. The largest five percentage and nominal increases are shaded in green with the darkest green shade representing the largest value and the lightest green shade representing the fifth largest value. An analogous shading scheme is used for the largest five percentage and nominal decreases with red being used in place of green. Information on the state hotel tax receipts generated by room resellers and via hosting platforms, on a year-over-year and a fiscal year-to-date over fiscal year-to-date basis, is included in the *Collections by Component* tables.

The report can be found on the Department of Revenue's web site at <https://dor.ri.gov/revenue-analysis/fy-2024>.

Questions or comments on the report should be directed to Paul Grimaldi, Chief/Program Development, by e-mail at [paul.grimaldi@revenue.ri.gov](mailto:paul.grimaldi@revenue.ri.gov) or by phone at (401) 378-1080.

**DETAIL OF RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION**      4  
**Fiscal Year-to-Date Collections**

Allocation	Share	FY 2024 YTD	FY 2023 YTD	Percent Change	Difference
<b><u>Regional Tourism Districts</u></b>					
Aquidneck Island	45%	\$ 2,292,210	\$ 2,478,621	-7.5%	\$ (186,411)
Block Island	45%	392,794	391,012	0.5%	1,782
Convention Authority of Providence	30%	575,204	586,467	-1.9%	(11,263)
Northern Rhode Island	45%	207,949	217,023	-4.2%	(9,074)
South County	45%	1,068,500	1,069,804	-0.1%	(1,304)
Warwick Dept. of Economic Development	30%	275,511	300,894	-8.4%	(25,383)
<b>Subtotal - Tourism Districts</b>		<b>\$ 4,812,168</b>	<b>\$ 5,043,821</b>	<b>-4.6%</b>	<b>\$ (231,653)</b>
<b><u>Municipalities</u></b>					
All Municipalities ^	25%	2,869,330	3,000,193	-4.4%	\$ (130,863)
<b>Subtotal - Municipalities</b>		<b>\$ 2,869,330</b>	<b>\$ 3,000,193</b>	<b>-4.4%</b>	<b>\$ (130,863)</b>
<b><u>Rhode Island Commerce Corporation</u></b>					
Providence and Warwick Hotels	21%	\$ 528,252	\$ 544,721	-3.0%	\$ (16,469)
Omni Providence Hotel	50%	160,116	181,981	-12.0%	(21,865)
Statewide Tourism District	70%	111,024	119,198	-6.9%	(8,175)
All Other Hotels in the State	25%	2,200,807	2,309,144	-4.7%	(108,337)
<b>Subtotal - CommerceRI</b>		<b>\$ 3,000,198</b>	<b>\$ 3,155,044</b>	<b>-4.9%</b>	<b>\$ (154,846)</b>
<b><u>Providence Warwick Convention &amp; Visitors Bureau</u></b>					
Providence and Warwick Hotels	24%	\$ 603,716	\$ 622,538	-3.0%	\$ (18,822)
Omni Providence Hotel	20%	64,046	72,792	-12.0%	(8,746)
All Other Hotels in the State	5%	448,092	470,343	-4.7%	(22,251)
<b>Subtotal - PWCVB</b>		<b>\$ 1,115,854</b>	<b>\$ 1,165,673</b>	<b>-4.3%</b>	<b>\$ (49,819)</b>
<b>TOTAL 5% STATE HOTEL TAX</b>		<b>\$ 11,797,550</b>	<b>\$ 12,364,731</b>	<b>-4.6%</b>	<b>\$ (567,181)</b>
^ The City of Providence does not receive any share of the state 5% hotel tax revenues generated from the Omni Providence Hotel.					



**DETAIL OF RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION**  
**FY 2024 Year-to-Date Collections by Component**

5

Allocation	Share	Hotels	Hosting Platforms and Room Resellers *	Grand Total
<b>Regional Tourism Districts</b>				
Aquidneck Island	45%	\$ 2,182,092	\$ 110,118	\$ 2,292,210
Block Island	45%	379,304	13,490	392,794
Convention Authority of Providence	30%	547,776	27,428	575,204
Northern Rhode Island	45%	200,535	7,414	207,949
South County	45%	980,820	87,680	1,068,500
Warwick Dept. of Economic Development	30%	268,486	7,025	275,511
<b>Subtotal - Tourism Districts</b>		<b>\$ 4,559,013</b>	<b>\$ 253,155</b>	<b>\$ 4,812,168</b>
<b>Municipalities</b>				
All Municipalities ^	25%	\$ 2,716,589	\$ 152,740	\$ 2,869,330
<b>Subtotal - Municipalities</b>		<b>\$ 2,716,589</b>	<b>\$ 152,740</b>	<b>\$ 2,869,330</b>
<b>Rhode Island Commerce Corporation</b>				
Providence and Warwick Hotels	21%	\$ 504,134	\$ 24,117	\$ 528,252
Omni Providence Hotel	50%	160,116	-	160,116
Statewide Tourism District	70%	103,945	7,079	111,024
All Other Hotels in the State	25%	2,079,306	121,501	2,200,807
<b>Subtotal - CommerceRI</b>		<b>\$ 2,847,501</b>	<b>\$ 152,697</b>	<b>\$ 3,000,198</b>
<b>Providence Warwick Convention &amp; Visitors Bureau</b>				
Providence and Warwick Hotels	24%	\$ 576,154	\$ 27,563	\$ 603,716
Omni Providence Hotel	20%	64,046	-	64,046
All Other Hotels in the State	5%	423,286	24,806	448,092
<b>Subtotal - PWCVB</b>		<b>\$ 1,063,486</b>	<b>\$ 52,368</b>	<b>\$ 1,115,854</b>
<b>TOTAL 5% STATE HOTEL TAX</b>		<b>\$ 11,186,589</b>	<b>\$ 610,961</b>	<b>\$ 11,797,550</b>

^ The City of Providence does not receive any share of the state 5% hotel tax revenues generated from the Omni Providence Hotel.

\* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount was carried forward to the next month. For all municipalities, no amount was carried forward to October 2023.

**DETAIL OF RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION**  
**FY 2023 Year-to-Date Collections by Component**

6

Allocation	Share	Hotels	Hosting Platforms and Room Resellers *	Grand Total
<b>Regional Tourism Districts</b>				
Aquidneck Island	45%	\$ 2,362,994	\$ 115,627	\$ 2,478,621
Block Island	45%	382,200	8,812	391,012
Convention Authority of Providence	30%	561,885	24,582	586,467
Northern Rhode Island	45%	212,050	4,973	217,023
South County	45%	986,073	83,731	1,069,804
Warwick Dept. of Economic Development	30%	292,371	8,523	300,894
<b>Subtotal - Tourism Districts</b>		<b>\$ 4,797,574</b>	<b>\$ 246,247</b>	<b>\$ 5,043,821</b>
<b>Municipalities</b>				
All Municipalities ^	25%	\$ 2,851,915	\$ 148,277	\$ 3,000,193
<b>Subtotal - Municipalities</b>		<b>\$ 2,851,915</b>	<b>\$ 148,277</b>	<b>\$ 3,000,193</b>
<b>Rhode Island Commerce Corporation</b>				
Providence and Warwick Hotels	21%	\$ 521,548	\$ 23,173	\$ 544,721
Omni Providence Hotel	50%	181,981	-	181,981
Statewide Tourism District	70%	112,822	6,376	119,198
All Other Hotels in the State	25%	2,190,732	118,412	2,309,144
<b>Subtotal - CommerceRI</b>		<b>\$ 3,007,082</b>	<b>\$ 147,962</b>	<b>\$ 3,155,044</b>
<b>Providence Warwick Convention &amp; Visitors Bureau</b>				
Providence and Warwick Hotels	24%	\$ 596,054	\$ 26,484	\$ 622,538
Omni Providence Hotel	20%	72,792	-	72,792
All Other Hotels in the State	5%	446,205	24,138	470,343
<b>Subtotal - PWCVB</b>		<b>\$ 1,115,052</b>	<b>\$ 50,622</b>	<b>\$ 1,165,673</b>
<b>TOTAL 5% STATE HOTEL TAX</b>		<b>\$ 11,771,623</b>	<b>\$ 593,108</b>	<b>\$ 12,364,731</b>

^ The City of Providence does not receive any share of the state 5% hotel tax revenues generated from the Omni Providence Hotel.

\* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount was carried forward to the next month. For all municipalities, \$(0.02) amount was carried forward to October 2022.

## RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION TO MUNICIPALITIES

### Fiscal Year-to-Date Collections

7

Municipality	FY 2024	FY 2023	Percent Change ^	Difference ^
BARRINGTON	\$ 800	\$ 389	105.5%	\$ 411
BRISTOL	20,123	20,501	-1.8%	(378)
BURRILLVILLE	46	7	591.9%	39
CENTRAL FALLS	149	135	10.9%	15
CHARLESTOWN	8,596	7,845	9.6%	751
COVENTRY	24,031	21,966	9.4%	2,065
CRANSTON	5,168	5,885	-12.2%	(717)
CUMBERLAND	116	124	-6.5%	(8)
EAST GREENWICH	727	439	65.5%	288
EAST PROVIDENCE	11,278	8,424	33.9%	2,854
EXETER	254	66	284.6%	188
FOSTER	60	106	-43.4%	(46)
GLOCESTER	308	547	-43.6%	(238)
HOPKINTON	320	427	-25.1%	(107)
JAMESTOWN	4,442	9,031	-50.8%	(4,589)
JOHNSTON	2,999	2,452	22.3%	547
LINCOLN	39,456	41,723	-5.4%	(2,267)
LITTLE COMPTON	7,287	8,243	-11.6%	(957)
MIDDLETOWN	368,418	368,091	0.1%	327
NARRAGANSETT	73,256	65,610	11.7%	7,647
NEWPORT	861,678	959,355	-10.2%	(97,677)
NEW SHOREHAM	218,219	217,229	0.5%	990
NORTH KINGSTOWN	24,258	21,477	12.9%	2,781
NORTH PROVIDENCE	410	576	-28.9%	(166)
NORTH SMITHFIELD	760	800	-5.0%	(40)
PAWTUCKET	17,322	16,358	5.9%	963
PORTSMOUTH	8,753	9,166	-4.5%	(413)
PROVIDENCE	399,279	397,732	0.4%	1,546
RICHMOND	5,200	12,213	-57.4%	(7,012)
SCITUATE	1,150	4,036	-71.5%	(2,886)
SMITHFIELD	38,024	42,688	-10.9%	(4,664)
SOUTH KINGSTOWN	84,504	81,542	3.6%	2,962
TIVERTON	1,115	1,610	-30.8%	(495)
WARREN	834	624	33.7%	210
WARWICK	229,592	250,745	-8.4%	(21,153)
WESTERLY	352,402	359,863	-2.1%	(7,461)
WEST GREENWICH	20,062	22,888	-12.3%	(2,827)
WEST WARWICK	29,864	29,515	1.2%	349
WOONSOCKET	8,069	9,762	-17.3%	(1,694)
<b>TOTAL</b>	<b>\$ 2,869,330</b>	<b>\$ 3,000,193</b>	<b>-4.4%</b>	<b>\$ (130,863)</b>

^ Cells highlighted in green show the five municipalities with the largest percentage and nominal increases year-over-year and fiscal year-to-date over fiscal year-to-date, and cells highlighted in red show the five municipalities with the largest percentage nominal decreases year-over-year and fiscal year-to-date over fiscal year-to-date.

**RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION TO MUNICIPALITIES  
FY 2024 Year-to-Date Collections by Component**

<b>Municipality</b>	<b>Hotels</b>	<b>Hosting Platforms and Room Resellers *</b>	<b>Grand Total</b>
BARRINGTON	\$ -	\$ 800	\$ 800
BRISTOL	17,477	2,646	20,123
BURRILLVILLE	-	46	46
CENTRAL FALLS	-	149	149
CHARLESTOWN	5,961	2,636	8,596
COVENTRY	23,340	691	24,031
CRANSTON	4,053	1,115	5,168
CUMBERLAND	-	116	116
EAST GREENWICH	72	655	727
EAST PROVIDENCE	10,339	938	11,278
EXETER	-	254	254
FOSTER	-	60	60
GLOCESTER	291	17	308
HOPKINTON	-	320	320
JAMESTOWN	1,788	2,654	4,442
JOHNSTON	2,872	127	2,999
LINCOLN	39,061	395	39,456
LITTLE COMPTON	5,068	2,218	7,287
MIDDLETOWN	344,324	24,094	368,418
NARRAGANSETT	49,936	23,320	73,256
NEWPORT	839,155	22,523	861,678
NEW SHOREHAM	210,724	7,494	218,219
NORTH KINGSTOWN	21,721	2,538	24,258
NORTH PROVIDENCE	-	410	410
NORTH SMITHFIELD	722	38	760
PAWTUCKET	16,034	1,288	17,322
PORTSMOUTH	4,461	4,292	8,753
PROVIDENCE	376,422	22,857	399,279
RICHMOND	4,809	391	5,200
SCITUATE	1,083	68	1,150
SMITHFIELD	37,209	815	38,024
SOUTH KINGSTOWN	75,239	9,265	84,504
TIVERTON	-	1,115	1,115
WARREN	-	834	834
WARWICK	223,738	5,854	229,592
WESTERLY	343,996	8,406	352,402
WEST GREENWICH	19,826	235	20,062
WEST WARWICK	29,116	748	29,864
WOONSOCKET	7,751	317	8,069
<b>TOTAL</b>	<b>\$ 2,716,589</b>	<b>\$ 152,740</b>	<b>\$ 2,869,330</b>

\* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount was carried forward to the next month. For all municipalities, no amount was carried forward to October 2023.

**RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION TO MUNICIPALITIES**  
**FY 2023 Year-to-Date Collections by Component**

9

<b>Municipality</b>	<b>Hotels</b>	<b>Hosting Platforms and Room Resellers *</b>	<b>Grand Total</b>
BARRINGTON	\$ -	\$ 389	\$ 389
BRISTOL	17,952	2,549	20,501
BURRILLVILLE	-	7	7
CENTRAL FALLS	-	135	135
CHARLESTOWN	5,497	2,348	7,845
COVENTRY	21,765	200	21,966
CRANSTON	4,689	1,196	5,885
CUMBERLAND	-	124	124
EAST GREENWICH	1	438	439
EAST PROVIDENCE	7,529	895	8,424
EXETER	-	66	66
FOSTER	106	-	106
GLOCESTER	532	15	547
HOPKINTON	-	427	427
JAMESTOWN	1,440	7,591	9,031
JOHNSTON	2,362	91	2,452
LINCOLN	41,652	71	41,723
LITTLE COMPTON	5,673	2,570	8,243
MIDDLETOWN	349,737	18,354	368,091
NARRAGANSETT	47,706	17,903	65,610
NEWPORT	933,236	26,120	959,355
NEW SHOREHAM	212,333	4,896	217,229
NORTH KINGSTOWN	15,397	6,081	21,477
NORTH PROVIDENCE	-	576	576
NORTH SMITHFIELD	748	52	800
PAWTUCKET	15,713	645	16,358
PORTSMOUTH	4,736	4,431	9,166
PROVIDENCE	377,247	20,485	397,732
RICHMOND	7,293	4,919	12,213
SCITUATE	4,023	13	4,036
SMITHFIELD	42,294	394	42,688
SOUTH KINGSTOWN	75,089	6,453	81,542
TIVERTON	-	1,610	1,610
WARREN	-	624	624
WARWICK	243,643	7,102	250,745
WESTERLY	352,298	7,565	359,863
WEST GREENWICH	22,772	116	22,888
WEST WARWICK	29,114	401	29,515
WOONSOCKET	9,338	424	9,762
<b>TOTAL</b>	<b>\$ 2,851,915</b>	<b>\$ 148,277</b>	<b>\$ 3,000,193</b>

\* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount was carried forward to the next month. For all municipalities, \$(0.02) amount was carried forward to October 2022.

**DETAIL OF RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION** 10  
**Year-over-Year Collections**

Allocation	Share	September 2023	September 2022	Percent Change	Difference
<b>Regional Tourism Districts</b>					
Aquidneck Island	45%	\$ 652,167	\$ 793,556	-17.8%	\$ (141,389)
Block Island	45%	91,743	80,810	13.5%	10,932
Convention Authority of Providence	30%	199,295	185,110	7.7%	14,185
Northern Rhode Island	45%	68,502	67,371	1.7%	1,131
South County	45%	242,262	240,113	0.9%	2,150
Warwick Dept. of Economic Development	30%	91,937	99,245	-7.4%	(7,308)
<b>Subtotal - Tourism Districts</b>		<b>\$ 1,345,906</b>	<b>\$ 1,466,206</b>	<b>-8.2%</b>	<b>\$ (120,299)</b>
<b>Municipalities</b>					
All Municipalities ^	25%	812,228	\$ 873,427	-7.0%	\$ (61,198)
<b>Subtotal - Municipalities</b>		<b>\$ 812,228</b>	<b>\$ 873,427</b>	<b>-7.0%</b>	<b>\$ (61,198)</b>
<b>Rhode Island Commerce Corporation</b>					
Providence and Warwick Hotels	21%	\$ 179,878	\$ 172,910	4.0%	\$ 6,968
Omni Providence Hotel	50%	57,106	62,235	-8.2%	(5,129)
Statewide Tourism District	70%	34,042	30,794	10.6%	3,249
All Other Hotels in the State	25%	585,930	656,584	-10.8%	(70,654)
<b>Subtotal - CommerceRI</b>		<b>\$ 856,956</b>	<b>\$ 922,522</b>	<b>-7.1%</b>	<b>\$ (65,565)</b>
<b>Providence Warwick Convention &amp; Visitors Bureau</b>					
Providence and Warwick Hotels	24%	\$ 205,575	\$ 197,611	4.0%	\$ 7,963
Omni Providence Hotel	20%	22,842	24,894	-8.2%	(2,051)
All Other Hotels in the State	5%	119,618	133,516	-10.4%	(13,899)
<b>Subtotal - PWCVB</b>		<b>\$ 348,035</b>	<b>\$ 356,022</b>	<b>-2.2%</b>	<b>\$ (7,987)</b>
<b>TOTAL 5% STATE HOTEL TAX</b>		<b>\$ 3,363,126</b>	<b>\$ 3,618,175</b>	<b>-7.0%</b>	<b>\$ (255,049)</b>
^ The City of Providence does not receive any share of the state 5% hotel tax revenues generated from the Omni Providence Hotel.					



**DETAIL OF RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION**    11  
**September 2023 Collections by Component**

Allocation	Share	Hotels	Hosting Platforms and Room Resellers *	Grand Total
<b>Regional Tourism Districts</b>				
Aquidneck Island	45%	\$ 627,278	\$ 24,889	\$ 652,167
Block Island	45%	89,332	2,410	91,743
Convention Authority of Providence	30%	190,912	8,383	199,295
Northern Rhode Island	45%	66,317	2,185	68,502
South County	45%	230,019	12,244	242,262
Warwick Dept. of Economic Development	30%	89,739	2,198	91,937
<b>Subtotal - Tourism Districts</b>		<b>\$ 1,293,598</b>	<b>\$ 52,308</b>	<b>\$ 1,345,906</b>
<b>Municipalities</b>				
All Municipalities ^	25%	\$ 779,430	\$ 32,798	\$ 812,228
<b>Subtotal - Municipalities</b>		<b>\$ 779,430</b>	<b>\$ 32,798</b>	<b>\$ 812,228</b>
<b>Rhode Island Commerce Corporation</b>				
Providence and Warwick Hotels	21%	\$ 172,471	\$ 7,407	\$ 179,878
Omni Providence Hotel	50%	57,106	-	57,106
Statewide Tourism District	70%	31,805	2,237	34,042
All Other Hotels in the State	25%	562,748	23,182	585,930
<b>Subtotal - CommerceRI</b>		<b>\$ 824,131</b>	<b>\$ 32,826</b>	<b>\$ 856,956</b>
<b>Providence Warwick Convention &amp; Visitors Bureau</b>				
Providence and Warwick Hotels	24%	\$ 197,110	\$ 8,465	\$ 205,575
Omni Providence Hotel	20%	22,842	-	22,842
All Other Hotels in the State	5%	114,821	4,796	119,618
<b>Subtotal - PWCVB</b>		<b>\$ 334,774</b>	<b>\$ 13,261</b>	<b>\$ 348,035</b>
<b>TOTAL 5% STATE HOTEL TAX</b>		<b>\$ 3,231,933</b>	<b>\$ 131,193</b>	<b>\$ 3,363,126</b>

^ The City of Providence does not receive any share of the state 5% hotel tax revenues generated from the Omni Providence Hotel.

\* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount carried forward to the next month. For all municipalities, no amount was carried forward to October 2023.



**DETAIL OF RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION**      12  
**September 2022 Collections by Component**

Allocation	Share	Hotels	Hosting Platforms and Room Resellers *	Grand Total
<b>Regional Tourism Districts</b>				
Aquidneck Island	45%	\$ 768,700	\$ 24,857	\$ 793,556
Block Island	45%	79,097	1,714	80,810
Convention Authority of Providence	30%	177,703	7,407	185,110
Northern Rhode Island	45%	65,703	1,668	67,371
South County	45%	227,224	12,889	240,113
Warwick Dept. of Economic Development	30%	96,864	2,381	99,245
<b>Subtotal - Tourism Districts</b>		<b>\$ 1,415,291</b>	<b>\$ 50,915</b>	<b>\$ 1,466,206</b>
<b>Municipalities</b>				
All Municipalities ^	25%	\$ 841,786	\$ 31,640	\$ 873,427
<b>Subtotal - Municipalities</b>		<b>\$ 841,786</b>	<b>\$ 31,640</b>	<b>\$ 873,427</b>
<b>Rhode Island Commerce Corporation</b>				
Providence and Warwick Hotels	21%	\$ 166,058	\$ 6,852	\$ 172,910
Omni Providence Hotel	50%	62,235	-	62,235
Statewide Tourism District	70%	29,015	1,779	30,794
All Other Hotels in the State	25%	633,735	22,848	656,584
<b>Subtotal - CommerceRI</b>		<b>\$ 891,043</b>	<b>\$ 31,479</b>	<b>\$ 922,522</b>
<b>Providence Warwick Convention &amp; Visitors Bureau</b>				
Providence and Warwick Hotels	24%	\$ 189,781	\$ 7,830	\$ 197,611
Omni Providence Hotel	20%	24,894	-	24,894
All Other Hotels in the State	5%	128,820	4,697	133,516
<b>Subtotal - PWCVB</b>		<b>\$ 343,494</b>	<b>\$ 12,527</b>	<b>\$ 356,022</b>
<b>TOTAL 5% STATE HOTEL TAX</b>		<b>\$ 3,491,615</b>	<b>\$ 126,561</b>	<b>\$ 3,618,175</b>
<p>^ The City of Providence does not receive any share of the state 5% hotel tax revenues generated from the Omni Providence Hotel.</p> <p>* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount was carried forward to the next month. For all municipalities, \$(0.02) amount was carried forward to October 2022.</p>				

**RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION TO MUNICIPALITIES**  
**Year-over-Year Collections**

Municipality	September 2023	September 2022	Percent Change ^	Difference ^
BARRINGTON	\$ 224	\$ 57	295.6%	\$ 167
BRISTOL	5,936	5,986	-0.8%	(50)
BURRILLVILLE	9	2	431.4%	8
CENTRAL FALLS	41	73	-43.9%	(32)
CHARLESTOWN	1,279	1,966	-34.9%	(687)
COVENTRY	6,402	5,969	7.3%	433
CRANSTON	1,721	1,847	-6.8%	(126)
CUMBERLAND	13	47	-72.7%	(34)
EAST GREENWICH	240	129	86.5%	111
EAST PROVIDENCE	3,569	2,658	34.3%	911
EXETER	65	19	236.9%	46
FOSTER	14	83	-83.6%	(69)
GLOCESTER	110	540	-79.7%	(430)
HOPKINTON	73	72	1.7%	1
JAMESTOWN	975	2,240	-56.5%	(1,265)
JOHNSTON	950	582	63.1%	367
LINCOLN	14,140	11,812	19.7%	2,328
LITTLE COMPTON	1,792	1,876	-4.5%	(84)
MIDDLETOWN	109,499	128,038	-14.5%	(18,539)
NARRAGANSETT	12,888	12,212	5.5%	676
NEWPORT	241,393	300,007	-19.5%	(58,615)
NEW SHOREHAM	50,968	44,895	13.5%	6,073
NORTH KINGSTOWN	7,445	5,923	25.7%	1,523
NORTH PROVIDENCE	186	172	7.8%	14
NORTH SMITHFIELD	267	295	-9.4%	(28)
PAWTUCKET	5,296	5,290	0.1%	6
PORTSMOUTH	2,053	2,135	-3.8%	(82)
PROVIDENCE	137,526	123,141	11.7%	14,385
RICHMOND	1,673	3,050	-45.2%	(1,378)
SCITUATE	20	537	-96.2%	(517)
SMITHFIELD	11,767	13,550	-13.2%	(1,783)
SOUTH KINGSTOWN	23,859	22,267	7.1%	1,592
TIVERTON	251	367	-31.5%	(116)
WARREN	193	160	20.7%	33
WARWICK	76,614	82,704	-7.4%	(6,090)
WESTERLY	73,301	74,919	-2.2%	(1,618)
WEST GREENWICH	7,366	6,870	7.2%	496
WEST WARWICK	9,267	7,776	19.2%	1,492
WOONSOCKET	2,844	3,161	-10.0%	(317)
<b>TOTAL</b>	<b>\$ 812,228</b>	<b>\$ 873,427</b>	<b>-7.0%</b>	<b>\$ (61,198)</b>

^ Cells highlighted in green show the five municipalities with the largest percentage and nominal increases year-over-year and fiscal year-to-date over fiscal year-to-date, and cells highlighted in red show the five municipalities with the largest percentage nominal decreases year-over-year and fiscal year-to-date over fiscal year-to-date.

## RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION TO MUNICIPALITIES

### September 2023 Collections by Component

14

Municipality	Hotels	Hosting Platforms and Room Resellers *	Grand Total
BARRINGTON	\$ -	\$ 224	\$ 224
BRISTOL	5,378	558	5,936
BURRILLVILLE	-	9	9
CENTRAL FALLS	-	41	41
CHARLESTOWN	863	416	1,279
COVENTRY	6,178	224	6,402
CRANSTON	1,411	310	1,721
CUMBERLAND	-	13	13
EAST GREENWICH	17	223	240
EAST PROVIDENCE	3,311	258	3,569
EXETER	-	65	65
FOSTER	-	14	14
GLOCESTER	103	6	110
HOPKINTON	-	73	73
JAMESTOWN	547	428	975
JOHNSTON	918	31	950
LINCOLN	14,011	129	14,140
LITTLE COMPTON	1,413	379	1,792
MIDDLETOWN	104,040	5,459	109,499
NARRAGANSETT	10,551	2,336	12,888
NEWPORT	235,960	5,433	241,393
NEW SHOREHAM	49,629	1,339	50,968
NORTH KINGSTOWN	6,901	545	7,445
NORTH PROVIDENCE	-	186	186
NORTH SMITHFIELD	255	13	267
PAWTUCKET	4,893	404	5,296
PORTSMOUTH	1,151	903	2,053
PROVIDENCE	130,540	6,986	137,526
RICHMOND	1,582	90	1,673
SCITUATE	-	20	20
SMITHFIELD	11,522	245	11,767
SOUTH KINGSTOWN	22,326	1,532	23,859
TIVERTON	-	251	251
WARREN	-	193	193
WARWICK	74,783	1,831	76,614
WESTERLY	72,093	1,208	73,301
WEST GREENWICH	7,277	89	7,366
WEST WARWICK	9,029	238	9,267
WOONSOCKET	2,749	96	2,844
<b>TOTAL</b>	<b>\$ 779,430</b>	<b>\$ 32,798</b>	<b>\$ 812,228</b>

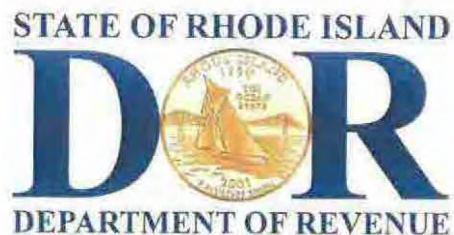
\* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount was carried forward to the next month. For all municipalities, no amount was carried forward to October 2023.

**RHODE ISLAND STATE 5% HOTEL TAX ALLOCATION TO MUNICIPALITIES**  
**September 2022 Collections by Component**

<b>Municipality</b>	<b>Hotels</b>	<b>Hosting Platforms and Room Resellers *</b>	<b>Grand Total</b>
BARRINGTON	\$ -	\$ 57	\$ 57
BRISTOL	5,426	561	5,986
BURRILLVILLE	-	2	2
CENTRAL FALLS	-	73	73
CHARLESTOWN	1,653	313	1,966
COVENTRY	5,921	48	5,969
CRANSTON	1,534	313	1,847
CUMBERLAND	-	47	47
EAST GREENWICH	1	127	129
EAST PROVIDENCE	2,413	245	2,658
EXETER	-	19	19
FOSTER	83	-	83
GLOCESTER	532	8	540
HOPKINTON	-	72	72
JAMESTOWN	627	1,613	2,240
JOHNSTON	554	29	582
LINCOLN	11,790	22	11,812
LITTLE COMPTON	1,385	491	1,876
MIDDLETOWN	123,614	4,424	128,038
NARRAGANSETT	10,527	1,685	12,212
NEWPORT	294,815	5,193	300,007
NEW SHOREHAM	43,943	952	44,895
NORTH KINGSTOWN	4,550	1,372	5,923
NORTH PROVIDENCE	-	172	172
NORTH SMITHFIELD	279	16	295
PAWTUCKET	5,027	263	5,290
PORTSMOUTH	1,189	946	2,135
PROVIDENCE	116,969	6,172	123,141
RICHMOND	1,980	1,071	3,050
SCITUATE	526	11	537
SMITHFIELD	13,423	127	13,550
SOUTH KINGSTOWN	21,251	1,016	22,267
TIVERTON	-	367	367
WARREN	-	160	160
WARWICK	80,720	1,984	82,704
WESTERLY	73,523	1,396	74,919
WEST GREENWICH	6,829	41	6,870
WEST WARWICK	7,666	110	7,776
WOONSOCKET	3,038	124	3,161
<b>TOTAL</b>	<b>\$ 841,786</b>	<b>\$ 31,640</b>	<b>\$ 873,427</b>

\* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount was carried forward to the next month. For all municipalities, \$(0.02) amount was carried forward to October 2022.

STATE OF RHODE ISLAND  
Governor Daniel J. McKee



Office of Revenue Analysis

State of Rhode Island Monthly Local Hotel Tax Report  
FY 2024 Local 1% Collections September 2023

The data contained in the *Local 1% Hotel Tax Report* is for the month in which the lodging rental activity occurred. The receipts generated from this activity were paid to the Division of Taxation or the City of Newport the month following the lodging rental activity and distributed to the municipalities the month after receipt by the Division of Taxation. The City of Newport retains the local 1% hotel tax it receives.

Information on both lodging rentals by hotels, room resellers and hosting platforms, and by realtors and homeowners is included in the report. Traditional hotels and room resellers and hosting platforms rent lodging by the room whereas realtors and homeowners rent lodging by the dwelling unit (i.e. an entire house, apartment, or condominium).

The report provides data by municipality on fiscal year-to-date-over-fiscal year-to-date collections. Given that July is the first month of the fiscal year there are no differences between fiscal year-to-date and monthly cash collections. A color-coding scheme is used to indicate the municipalities with the largest percentage and nominal increases and decreases. The largest five percentage and nominal increases are shaded in green with the darkest green shade representing the largest value and the lightest green shade representing the fifth largest value. An analogous shading scheme is used for the largest five percentage and nominal decreases with red being used in place of green.

The findings of the September 2023 Local 1% Hotel Tax Collections Report on a statewide basis are summarized in the table below:

<b>Fiscal YTD-over-Fiscal YTD</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>\$ Difference</b>	<b>% Difference</b>
Hotels	\$2,237,318	\$2,354,325	\$(117,007)	-5.0%
Room Resellers and Hosting Platforms	122,191	118,622	3,570	3.0%
Realtors and Homeowners	453,078	387,409	65,669	17.0%
<b>Total</b>	<b>\$2,812,587</b>	<b>\$2,860,355</b>	<b>\$(47,768)</b>	<b>0.7%</b>

<b>Year-over-Year</b>	<b>September 2023</b>	<b>September 2022</b>	<b>\$ Difference</b>	<b>% Difference</b>
Hotels	\$646,387	\$698,323	\$(51,936)	-7.4%
Room Resellers and Hosting Platforms	26,239	25,312	926	3.7%
Realtors and Homeowners	113,144	62,838	50,306	80.1%
<b>Total</b>	<b>\$785,769</b>	<b>\$786,473</b>	<b>\$(704)</b>	<b>-0.1%</b>

The report can be found on the Department of Revenue's web site at <https://dor.ri.gov/revenue-analysis/fy-2024>.

Questions or comments on the report should be directed to Paul Grimaldi, Chief/Program Development, by e-mail at [paul.grimaldi@revenue.ri.gov](mailto:paul.grimaldi@revenue.ri.gov) or by phone at (401) 378-1080.



## RHODE ISLAND 1% LOCAL HOTEL TAX REPORT

### Fiscal Year-to-Date Over Fiscal Year-to-Date Collections

MUNICIPALITY	FY 2024 YTD	FY 2023 YTD	Percent Change *	Difference *
BARRINGTON	\$ 739	\$ 541	36.7%	\$ 198
BRISTOL	16,521	16,563	-0.3%	(42)
BURRILLVILLE	37	5	591.9%	31
CENTRAL FALLS	119	187	-36.4%	(68)
CHARLESTOWN	51,488	47,561	8.3%	3,927
COVENTRY	19,442	17,600	10.5%	1,842
CRANSTON	4,450	5,132	-13.3%	(682)
CUMBERLAND	460	214	115.3%	246
EAST GREENWICH	602	352	71.4%	251
EAST PROVIDENCE	9,121	6,801	34.1%	2,320
EXETER	203	53	284.6%	150
FOSTER	48	85	-43.4%	(37)
GLOCESTER	247	437	-43.6%	(190)
HOPKINTON	256	342	-25.1%	(86)
JAMESTOWN	15,127	22,767	-33.6%	(7,640)
JOHNSTON	2,399	1,962	22.3%	437
LINCOLN	31,880	33,533	-4.9%	(1,653)
LITTLE COMPTON	15,438	14,617	5.6%	821
MIDDLETOWN	311,591	305,862	1.9%	5,729
NARRAGANSETT	148,087	142,896	3.6%	5,191
NEWPORT	772,083	838,885	-8.0%	(66,802)
NEW SHOREHAM	283,861	253,227	12.1%	30,635
NORTH KINGSTOWN	32,047	17,973	78.3%	14,075
NORTH PROVIDENCE	328	461	-28.9%	(133)
NORTH SMITHFIELD	608	640	-5.0%	(32)
PAWTUCKET	13,982	13,131	6.5%	852
PORTSMOUTH	7,815	8,372	-6.7%	(557)
PROVIDENCE	389,938	392,732	-0.7%	(2,794)
RICHMOND	8,744	15,358	-43.1%	(6,614)
SCITUATE	926	3,244	-71.4%	(2,318)
SMITHFIELD	30,535	34,202	-10.7%	(3,667)
SOUTH KINGSTOWN	83,374	83,521	-0.2%	(147)
TIVERTON	1,189	1,822	-34.7%	(633)
WARREN	733	499	46.9%	234
WARWICK	185,261	202,065	-8.3%	(16,804)
WESTERLY	326,352	326,838	-0.1%	(486)
WEST GREENWICH	16,062	18,345	-12.4%	(2,283)
WEST WARWICK	24,007	23,693	1.3%	314
WOONSOCKET	6,485	7,839	-17.3%	(1,354)
<b>Total</b>	<b>\$ 2,812,587</b>	<b>\$ 2,860,355</b>	<b>-1.7%</b>	<b>\$ (47,768)</b>

\* Cells highlighted in green show the five municipalities with the largest percentage and nominal increases fiscal year-to-date over fiscal year-to-date, and cells highlighted in red show the five municipalities with the largest percentage and nominal decreases fiscal year-to-date over fiscal year-to-date.



**RHODE ISLAND 1% LOCAL HOTEL TAX REPORT**  
**FY 2024 Year-to-Date Collections by Component**

<b>MUNICIPALITY</b>	<b>Hotels</b>	<b>Hosting Platforms and Room Resellers *</b>	<b>Realtors and Home Owners *</b>	<b>Grand Total</b>
BARRINGTON	\$ -	\$ 640	99	\$ 739
BRISTOL	13,982	2,116	423	16,521
BURRILLVILLE	-	37	-	37
CENTRAL FALLS	-	119	-	119
CHARLESTOWN	4,768	2,109	44,611	51,488
COVENTRY	18,672	553	217	19,442
CRANSTON	3,242	892	315	4,450
CUMBERLAND	-	93	367	460
EAST GREENWICH	58	524	21	602
EAST PROVIDENCE	8,271	751	99	9,121
EXETER	-	203	-	203
FOSTER	-	48	-	48
GLOCESTER	233	14	-	247
HOPKINTON	-	256	-	256
JAMESTOWN	1,430	2,123	11,573	15,127
JOHNSTON	2,298	102	-	2,399
LINCOLN	31,249	316	316	31,880
LITTLE COMPTON	4,055	1,775	9,608	15,438
MIDDLETOWN	275,459	19,275	16,857	311,591
NARRAGANSETT	39,949	18,656	89,482	148,087
NEWPORT	671,324	18,019	82,740	772,083
NEW SHOREHAM	168,579	5,996	109,286	283,861
NORTH KINGSTOWN	17,377	2,030	12,641	32,047
NORTH PROVIDENCE	-	328	-	328
NORTH SMITHFIELD	578	30	-	608
PAWTUCKET	12,827	1,030	125	13,982
PORTSMOUTH	3,569	3,433	813	7,815
PROVIDENCE	365,184	18,285	6,469	389,938
RICHMOND	3,847	313	4,584	8,744
SCITUATE	866	54	6	926
SMITHFIELD	29,767	652	116	30,535
SOUTH KINGSTOWN	60,191	7,412	15,771	83,374
TIVERTON	-	892	297	1,189
WARREN	-	667	66	733
WARWICK	178,991	4,683	1,587	185,261
WESTERLY	275,197	6,725	44,430	326,352
WEST GREENWICH	15,861	188	12	16,062
WEST WARWICK	23,292	599	116	24,007
WOONSOCKET	6,201	254	30	6,485
<b>Total</b>	<b>\$ 2,237,318</b>	<b>\$ 122,191</b>	<b>\$ 453,078</b>	<b>\$ 2,812,587</b>

\* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount was carried forward to the next month. For all municipalities, no amount was carried forward to October 2023.

## RHODE ISLAND 1% LOCAL HOTEL TAX REPORT

### FY 2023 Year-to-Date Collections by Component

5

MUNICIPALITY	Hotels	Hosting Platforms and Room Resellers *	Realtors and Home Owners *	Grand Total
BARRINGTON	\$ -	\$ 311	229	\$ 541
BRISTOL	14,362	2,039	162	16,563
BURRILLVILLE	-	5	-	5
CENTRAL FALLS	-	108	80	187
CHARLESTOWN	4,397	1,879	41,285	47,561
COVENTRY	17,412	160	27	17,600
CRANSTON	3,751	957	424	5,132
CUMBERLAND	-	100	114	214
EAST GREENWICH	1	351	-	352
EAST PROVIDENCE	6,023	716	62	6,801
EXETER	-	53	-	53
FOSTER	85	-	-	85
GLOCESTER	425	12	-	437
HOPKINTON	-	342	-	342
JAMESTOWN	1,152	6,073	15,542	22,767
JOHNSTON	1,889	72	-	1,962
LINCOLN	33,322	57	155	33,533
LITTLE COMPTON	4,539	2,056	8,022	14,617
MIDDLETOWN	279,790	14,683	11,390	305,862
NARRAGANSETT	38,165	14,323	90,409	142,896
NEWPORT	746,589	20,896	71,401	838,885
NEW SHOREHAM	169,867	3,917	79,443	253,227
NORTH KINGSTOWN	12,317	4,865	791	17,973
NORTH PROVIDENCE	-	461	-	461
NORTH SMITHFIELD	599	42	-	640
PAWTUCKET	12,571	516	44	13,131
PORTSMOUTH	3,789	3,544	1,039	8,372
PROVIDENCE	374,590	16,388	1,754	392,732
RICHMOND	5,835	3,935	5,588	15,358
SCITUATE	3,218	10	15	3,244
SMITHFIELD	33,835	316	51	34,202
SOUTH KINGSTOWN	60,071	5,163	18,287	83,521
TIVERTON	-	1,288	534	1,822
WARREN	-	499	-	499
WARWICK	194,914	5,682	1,469	202,065
WESTERLY	281,839	6,052	38,948	326,838
WEST GREENWICH	18,218	93	34	18,345
WEST WARWICK	23,291	321	81	23,693
WOONSOCKET	7,470	339	29	7,839
<b>Total</b>	<b>\$ 2,354,325</b>	<b>\$ 118,622</b>	<b>\$ 387,409</b>	<b>\$ 2,860,355</b>

\* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount was carried forward to the next month. For all municipalities, \$(0.02) was carried forward to October 2022.

## RHODE ISLAND 1% LOCAL HOTEL TAX REPORT

### Year-over-Year Collections

MUNICIPALITY	September 2023	September 2022	Percent Change *	Difference *
BARRINGTON	\$ 225	\$ 73	207.0%	\$ 152
BRISTOL	4,846	4,855	-0.2%	(9)
BURRILLVILLE	7	1	-431.4%	6
CENTRAL FALLS	33	70	-53.5%	(38)
CHARLESTOWN	10,330	7,330	40.9%	2,999
COVENTRY	5,240	4,777	9.7%	463
CRANSTON	1,420	1,481	-4.1%	(61)
CUMBERLAND	10	38	-72.7%	(28)
EAST GREENWICH	192	103	86.5%	89
EAST PROVIDENCE	2,905	2,149	35.2%	756
EXETER	52	15	236.9%	37
FOSTER	11	66	-83.6%	(55)
GLOCESTER	88	432	-79.7%	(344)
HOPKINTON	58	58	1.7%	1
JAMESTOWN	3,917	3,468	12.9%	449
JOHNSTON	760	466	63.1%	294
LINCOLN	11,354	9,467	19.9%	1,887
LITTLE COMPTON	2,245	2,313	-3.0%	(68)
MIDDLETOWN	90,571	104,033	-12.9%	(13,462)
NARRAGANSETT	19,218	18,029	6.6%	1,189
NEWPORT	213,344	264,524	-19.3%	(51,180)
NEW SHOREHAM	90,482	44,465	103.5%	46,017
NORTH KINGSTOWN	8,833	4,912	79.8%	3,921
NORTH PROVIDENCE	149	138	7.8%	11
NORTH SMITHFIELD	214	236	-9.4%	(22)
PAWTUCKET	4,253	4,262	-0.2%	(9)
PORTSMOUTH	1,759	1,928	-8.8%	(169)
PROVIDENCE	136,575	124,286	9.9%	12,289
RICHMOND	2,680	4,269	-37.2%	(1,590)
SCITUATE	17	434	-96.0%	(417)
SMITHFIELD	9,451	10,844	-12.8%	(1,393)
SOUTH KINGSTOWN	22,147	20,368	8.7%	1,778
TIVERTON	306	312	-1.8%	(6)
WARREN	170	128	33.1%	42
WARWICK	61,798	66,760	-7.4%	(4,962)
WESTERLY	64,481	65,071	-0.9%	(590)
WEST GREENWICH	5,899	5,514	7.0%	386
WEST WARWICK	7,454	6,249	19.3%	1,205
WOONSOCKET	2,275	2,546	-10.6%	(270)
<b>Total</b>	<b>\$ 785,769</b>	<b>\$ 786,473</b>	<b>-0.1%</b>	<b>\$ (704)</b>

\* Cells highlighted in green show the five municipalities with the largest percentage and nominal increases year-over-year, and cells highlighted in red show the five municipalities with the largest percentage and nominal decreases year-over-year.

## RHODE ISLAND 1% LOCAL HOTEL TAX REPORT

### September 2023 Collections by Component

7

MUNICIPALITY	Hotels	Hosting Platforms and Room Resellers *	Realtors and Home Owners *	Grand Total
BARRINGTON	\$ -	\$ 179	\$ 46	\$ 225
BRISTOL	4,302	446	97	4,846
BURRILLVILLE	-	7	-	7
CENTRAL FALLS	-	33	-	33
CHARLESTOWN	690	333	9,306	10,330
COVENTRY	4,942	179	119	5,240
CRANSTON	1,129	248	43	1,420
CUMBERLAND	-	10	-	10
EAST GREENWICH	13	178	-	192
EAST PROVIDENCE	2,649	207	50	2,905
EXETER	-	52	-	52
FOSTER	-	11	-	11
GLOCESTER	83	5	-	88
HOPKINTON	-	58	-	58
JAMESTOWN	437	342	3,137	3,917
JOHNSTON	735	25	-	760
LINCOLN	11,209	103	42	11,354
LITTLE COMPTON	1,130	303	812	2,245
MIDDLETOWN	83,232	4,367	2,972	90,571
NARRAGANSETT	8,441	1,869	8,908	19,218
NEWPORT	188,768	4,346	20,230	213,344
NEW SHOREHAM	39,703	1,071	49,707	90,482
NORTH KINGSTOWN	5,520	436	2,877	8,833
NORTH PROVIDENCE	-	149	-	149
NORTH SMITHFIELD	204	10	-	214
PAWTUCKET	3,914	323	16	4,253
PORTSMOUTH	921	722	116	1,759
PROVIDENCE	127,275	5,589	3,711	136,575
RICHMOND	1,266	72	1,342	2,680
SCITUATE	-	16	1	17
SMITHFIELD	9,218	196	38	9,451
SOUTH KINGSTOWN	17,861	1,226	3,060	22,147
TIVERTON	-	201	105	306
WARREN	-	154	16	170
WARWICK	59,826	1,465	507	61,798
WESTERLY	57,675	966	5,840	64,481
WEST GREENWICH	5,821	72	6	5,899
WEST WARWICK	7,224	190	40	7,454
WOONSOCKET	2,199	76	-	2,275
<b>Total</b>	<b>\$ 646,387</b>	<b>\$ 26,239</b>	<b>\$ 113,144</b>	<b>\$ 785,769</b>

\* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount was carried forward to the next month. For all municipalities, no amount was carried forward to October 2023.

## RHODE ISLAND 1% LOCAL HOTEL TAX REPORT

### September 2022 Collections by Component

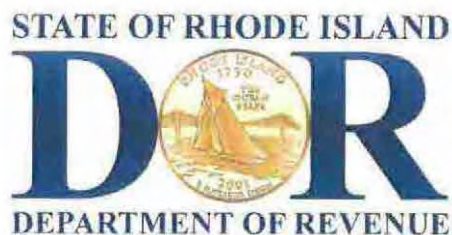
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MUNICIPALITY	Hotels	Hosting Platforms and Room Resellers *	Realtors and Home Owners *	Grand Total
BARRINGTON	\$ -	\$ 45	\$ 28	\$ 73
BRISTOL	4,341	449	66	4,855
BURRILLVILLE	-	1	-	1
CENTRAL FALLS	-	58	12	70
CHARLESTOWN	1,322	250	5,758	7,330
COVENTRY	4,736	39	2	4,777
CRANSTON	1,227	250	3	1,481
CUMBERLAND	-	38	-	38
EAST GREENWICH	1	102	-	103
EAST PROVIDENCE	1,930	196	23	2,149
EXETER	-	15	-	15
FOSTER	66	-	-	66
GLOCESTER	425	6	-	432
HOPKINTON	-	58	-	58
JAMESTOWN	502	1,290	1,676	3,468
JOHNSTON	443	23	-	466
LINCOLN	9,432	17	17	9,467
LITTLE COMPTON	1,108	393	813	2,313
MIDDLETOWN	98,891	3,539	1,603	104,033
NARRAGANSETT	8,422	1,348	8,260	18,029
NEWPORT	235,852	4,154	24,519	264,524
NEW SHOREHAM	35,154	762	8,549	44,465
NORTH KINGSTOWN	3,640	1,098	173	4,912
NORTH PROVIDENCE	-	138	-	138
NORTH SMITHFIELD	223	13	-	236
PAWTUCKET	4,022	210	30	4,262
PORTSMOUTH	951	757	220	1,928
PROVIDENCE	118,469	4,938	879	124,286
RICHMOND	1,584	857	1,829	4,269
SCITUATE	421	9	5	434
SMITHFIELD	10,738	102	4	10,844
SOUTH KINGSTOWN	17,001	813	2,555	20,368
TIVERTON	-	293	19	312
WARREN	-	128	-	128
WARWICK	64,576	1,588	597	66,760
WESTERLY	58,818	1,117	5,136	65,071
WEST GREENWICH	5,463	33	18	5,514
WEST WARWICK	6,133	88	28	6,249
WOONSOCKET	2,430	99	16	2,546
<b>Total</b>	<b>\$ 698,323</b>	<b>\$ 25,312</b>	<b>\$ 62,838</b>	<b>\$ 786,473</b>

\* Includes refunds and adjustments to correct payments made in prior periods. The Division of Taxation distributed to municipalities the local hotel tax collected and the municipality share of the state hotel tax collected from hosting platforms, room resellers, and realtors and homeowners in one payment if the total accumulated amount was \$5 or more. If the total accumulated amount was less than \$5, the amount was carried forward to the next month. For all municipalities, \$(0.02) was carried forward to October 2022.



STATE OF RHODE ISLAND  
Governor Daniel J. McKee



Office of Revenue Analysis

State of Rhode Island Monthly Meal and Beverage Report  
FY 2024 Local 1% Collections September 2023

The data contained in the *Local 1% Meal and Beverage Report* is for the month in which the meal and beverage sales activity occurred. The receipts generated from this activity were paid to the Division of Taxation the month following the sales activity and distributed to the municipalities the month after receipt by the Division of Taxation.

The report provides data by municipality on the year-over-year and fiscal year-to-date-over-fiscal year-to-date collections. A color-coding scheme is used to indicate the municipalities with the largest percentage and nominal increases and decreases. The largest five percentage and nominal increases are shaded in green with the darkest green shade representing the largest value and the lightest green shade representing the fifth largest value. An analogous shading scheme is used for the largest five percentage and nominal decreases with red being used in place of green.

The findings of the September 2023 Local 1% Meal and Beverage Tax Collections Report on a statewide basis are summarized in the table below:

Period of Comparison	September 2023	September 2022	\$ Difference	% Difference
Fiscal YTD-over-Fiscal YTD	\$11,435,055	\$11,189,230	\$245,826	2.2%
Year-over-Year	\$3,642,319	\$3,656,871	\$(14,552)	-0.4%

The report can be found on the Department of Revenue's website at <https://dor.ri.gov/revenue-analysis/fy-2024>.

Questions or comments on the report should be directed to Paul Grimaldi, Chief/Program Development, by e-mail at [paul.grimaldi@revenue.ri.gov](mailto:paul.grimaldi@revenue.ri.gov) or by phone at (401) 378-1080.

**STATE OF RHODE ISLAND MONTHLY MEAL AND BEVERAGE REPORT**  
**Fiscal Year-to-Date over Fiscal Year-to-Date Collections**

	<b>FY 2024 YTD</b>	<b>FY 2023 YTD</b>	<b>Percent Change *</b>	<b>Difference *</b>
BARRINGTON	\$ 67,302	\$ 62,491	7.7%	\$ 4,811
<b>BRISTOL</b>	<b>224,467</b>	<b>233,628</b>	<b>-3.9%</b>	<b>(9,161)</b>
<b>BURRILLVILLE</b>	<b>68,422</b>	<b>60,227</b>	<b>13.6%</b>	<b>8,195</b>
CENTRAL FALLS	72,469	64,090	13.1%	8,380
CHARLESTOWN	95,070	84,939	11.9%	10,130
COVENTRY	132,768	136,965	-3.1%	(4,197)
CRANSTON	663,369	661,253	0.3%	2,116
CUMBERLAND	171,193	160,197	6.9%	10,996
EAST GREENWICH	334,300	315,650	5.9%	18,650
EAST PROVIDENCE	343,053	333,724	2.8%	9,329
<b>EXETER</b>	<b>47,131</b>	<b>57,944</b>	<b>-18.7%</b>	<b>(10,813)</b>
FOSTER	9,805	9,634	1.8%	172
<b>GLOCESTER</b>	<b>24,735</b>	<b>26,471</b>	<b>-6.6%</b>	<b>(1,736)</b>
<b>HOPKINTON</b>	<b>13,842</b>	<b>17,563</b>	<b>-21.2%</b>	<b>(3,721)</b>
JAMESTOWN	71,453	64,965	10.0%	6,488
JOHNSTON	253,549	234,360	8.2%	19,189
LINCOLN	231,470	213,292	8.5%	18,179
<b>LITTLE COMPTON</b>	<b>23,678</b>	<b>19,102</b>	<b>24.0%</b>	<b>4,576</b>
MIDDLETOWN	368,902	377,234	-2.2%	(8,332)
<b>NARRAGANSETT</b>	<b>407,303</b>	<b>420,228</b>	<b>-3.1%</b>	<b>(12,925)</b>
<b>NEWPORT</b>	<b>1,378,410</b>	<b>1,446,991</b>	<b>-4.7%</b>	<b>(68,581)</b>
<b>NEW SHOREHAM</b>	<b>393,570</b>	<b>429,037</b>	<b>-8.3%</b>	<b>(35,467)</b>
NORTH KINGSTOWN	258,398	233,486	10.7%	24,913
<b>NORTH PROVIDENCE</b>	<b>191,220</b>	<b>162,122</b>	<b>17.9%</b>	<b>29,098</b>
NORTH SMITHFIELD	109,075	100,350	8.7%	8,726
<b>PAWTUCKET</b>	<b>319,297</b>	<b>283,788</b>	<b>12.5%</b>	<b>35,510</b>
PORTSMOUTH	141,214	135,258	4.4%	5,955
<b>PROVIDENCE</b>	<b>1,978,598</b>	<b>1,929,636</b>	<b>2.5%</b>	<b>48,962</b>
<b>RICHMOND</b>	<b>61,606</b>	<b>52,415</b>	<b>17.5%</b>	<b>9,191</b>
SCITUATE	31,382	28,640	9.6%	2,742
<b>SMITHFIELD</b>	<b>315,040</b>	<b>264,928</b>	<b>18.9%</b>	<b>50,112</b>
SOUTH KINGSTOWN	398,685	389,403	2.4%	9,281
TIVERTON	129,175	130,284	-0.9%	(1,109)
WARREN	150,102	152,069	-1.3%	(1,967)
WARWICK	1,052,338	1,032,478	1.9%	19,859
<b>WESTERLY</b>	<b>526,144</b>	<b>500,903</b>	<b>5.0%</b>	<b>25,241</b>
WEST GREENWICH	44,960	44,622	0.8%	338
WEST WARWICK	133,638	126,409	5.7%	7,229
WOONSOCKET	197,920	192,453	2.8%	5,467
<b>Total</b>	<b>\$ 11,435,055</b>	<b>\$ 11,189,230</b>	<b>2.2%</b>	<b>\$ 245,826</b>

\* Cells highlighted in green show the five municipalities with the largest percentage and nominal increases fiscal year-to-date over fiscal year-to-date, and cells highlighted in red show the five municipalities with the largest percentage and nominal decreases fiscal year-to-date over fiscal year-to-date.



## STATE OF RHODE ISLAND MONTHLY MEAL AND BEVERAGE REPORT

### Year-over-Year Collections

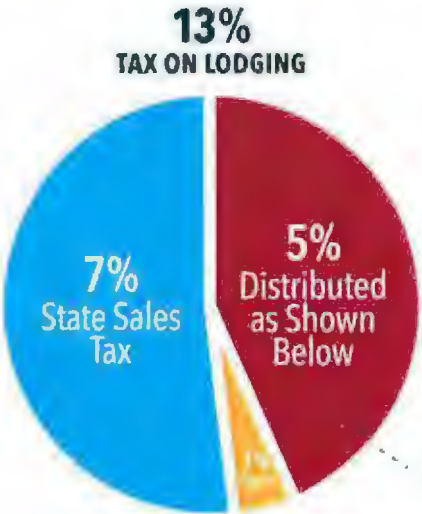
	September 2023	September 2022	Percent Change *	Difference *
<b>BARRINGTON</b>	\$ 21,111	\$ 27,793	-24.0%	\$ (6,681)
BRISTOL	84,464	80,156	5.4%	4,308
BURRILLVILLE	23,013	20,603	11.7%	2,410
CENTRAL FALLS	25,721	24,441	5.2%	1,280
CHARLESTOWN	23,333	22,382	4.3%	952
COVENTRY	43,709	45,713	-4.4%	(2,004)
CRANSTON	225,328	231,458	-2.6%	(6,130)
CUMBERLAND	58,505	56,997	2.6%	1,507
<b>EAST GREENWICH</b>	<b>103,718</b>	<b>114,678</b>	<b>-9.6%</b>	<b>(10,960)</b>
<b>EAST PROVIDENCE</b>	<b>115,910</b>	<b>100,926</b>	<b>14.8%</b>	<b>14,984</b>
<b>EXETER</b>	<b>13,992</b>	<b>32,479</b>	<b>-56.9%</b>	<b>(18,487)</b>
FOSTER	3,235	2,739	18.1%	496
GLOCESTER	7,591	9,613	-21.0%	(2,023)
<b>HOPKINTON</b>	<b>3,173</b>	<b>8,058</b>	<b>-60.6%</b>	<b>(4,885)</b>
<b>JAMESTOWN</b>	<b>15,723</b>	<b>24,031</b>	<b>-34.6%</b>	<b>(8,308)</b>
JOHNSTON	89,748	78,478	14.4%	11,269
LINCOLN	72,307	73,865	-2.1%	(1,558)
LITTLE COMPTON	6,055	5,437	11.4%	618
<b>MIDDLETOWN</b>	<b>116,728</b>	<b>130,169</b>	<b>-10.3%</b>	<b>(13,442)</b>
<b>NARRAGANSETT</b>	<b>92,874</b>	<b>137,397</b>	<b>-32.4%</b>	<b>(44,523)</b>
<b>NEWPORT</b>	<b>419,692</b>	<b>442,406</b>	<b>-5.1%</b>	<b>(22,714)</b>
NEW SHOREHAM	94,584	93,766	0.9%	818
NORTH KINGSTOWN	78,793	79,212	-0.5%	(419)
<b>NORTH PROVIDENCE</b>	<b>73,380</b>	<b>56,773</b>	<b>29.3%</b>	<b>16,607</b>
NORTH SMITHFIELD	35,277	32,492	8.6%	2,784
<b>PAWTUCKET</b>	<b>123,008</b>	<b>98,959</b>	<b>24.3%</b>	<b>24,050</b>
<b>PORTSMOUTH</b>	<b>47,328</b>	<b>35,760</b>	<b>32.3%</b>	<b>11,567</b>
PROVIDENCE	666,623	672,337	-0.9%	(5,715)
RICHMOND	19,789	18,132	9.1%	1,657
<b>SCITUATE</b>	<b>10,636</b>	<b>8,593</b>	<b>23.8%</b>	<b>2,043</b>
<b>SMITHFIELD</b>	<b>110,897</b>	<b>98,937</b>	<b>12.1%</b>	<b>11,961</b>
SOUTH KINGSTOWN	116,143	116,468	-0.3%	(325)
TIVERTON	38,728	38,678	0.1%	50
WARREN	48,828	58,138	-16.0%	(9,310)
WARWICK	343,232	335,716	2.2%	7,516
WESTERLY	129,500	122,844	5.4%	6,656
WEST GREENWICH	15,312	13,495	13.5%	1,818
WEST WARWICK	44,802	47,098	-4.9%	(2,295)
<b>WOONSOCKET</b>	<b>79,529</b>	<b>59,656</b>	<b>33.3%</b>	<b>19,873</b>
<b>Total</b>	<b>\$ 3,642,319</b>	<b>\$ 3,656,871</b>	<b>-0.4%</b>	<b>\$ (14,552)</b>

\* Cells highlighted in green show the five municipalities with the largest percentage and nominal increases year-over-year, and cells highlighted in red show the five municipalities with the largest percentage and nominal decreases year-over-year.

# HOW LODGING TAXES ARE DISTRIBUTED

(For hotels and inns, but not for short-term rentals)

## GROSS LODGING REVENUE



**Lodging Tax:** When a traveler stays in a Newport and Bristol County hotel or inn they pay 13% tax. That is a combination of a 7% state sales tax and a 6% lodging tax. Of the 6% lodging tax, 5% is distributed by a formula; the additional 1% is distributed directly to the city/township.

