

**TOWN COUNCIL MEETING MINUTES**  
**Monday, March 4, 2024**  
**6:30 P.M.**

**I. ROLL CALL**

A regular meeting of the Jamestown Town Council was held on March 4, 2024. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, Randy White, and Erik Brine

Also, in attendance: Town Administrator Edward A. Mello, Solicitor Peter Ruggiero, Finance Director Christina Collins, Town Planner Lisa Bryer, and Town Clerk Roberta Fagan.

**II. 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.

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

- A) Review of the FY2023 Financial Statements with Paul Dansereau, representing Damiano & Company, LLP.

Paul Dansereau, representing Damiano & Company, LLP presented a review of the Town of Jamestown FY2023 Financial Statements. (attached)

- B) Review, Discussion, and/or Action and/or Vote: regarding Proclamation 2024-07 declaring April 26, 2024, as Arbor Day in the Town of Jamestown.

Councilor M. White read Proclamation 2024-07, declaring April 26, 2024, as Arbor Day in the Town of Jamestown.

A motion was made by Councilor M. White with a second by Vice President Meagher to approve Proclamation 2024-07 declaring April 26, 2024, as Arbor Day in the Town of Jamestown. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

- C) Review, Discussion, and/or Action and/or Vote: regarding Proclamation 2024-08, in honor of Robert W. "Bob" Sutton, and his lifetime of public service and dedication to the Town of Jamestown and the community.

Vice President Meagher read Proclamation 2024-08, in honor of Robert W. "Bob" Sutton, and his lifetime of public service and dedication to the Town of Jamestown and the community.

A motion was made by Councilor M. White with a second by Vice President Meagher to approve Proclamation 2024-08, in honor of Robert W. "Bob" Sutton, and his lifetime of public service and dedication to the Town of Jamestown and the community. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

- D) Review, Discussion, and/or Action and/or Vote: regarding Proclamation 2024-09, thank you to Peter Ceppi, Bob Sutton, Mark Liberati, Jamestown Community Farm Board Members, and all contributors to the “One Chance” fundraising campaign.

Vice President Meagher read Proclamation 2024-09, thank you to Peter Ceppi, Bob Sutton, Mark Liberati, Jamestown Community Farm Board Members, and all contributors to the “One Chance” fundraising campaign.

A motion was made by Councilor M. White with a second by Vice President Meagher to approve Proclamation 2024-09, thank you to Peter Ceppi, Bob Sutton, Mark Liberati, Jamestown Community Farm Board Members, and all contributors to the “One Chance” fundraising campaign. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

#### IV. OPEN FORUM

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

Bowdyn Mooney, 135 Cedar Hill Drive, a Jamestown resident and North Kingston High School Senior made a request to the Town Council to make a presentation at the March 18<sup>th</sup> Town Council meeting, on a proposed mural at the Jamestown Skate Park.

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

#### V. PUBLIC HEARINGS, LICENSES, AND PERMITS

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

- A) Town Council Sitting as the Alcohol Beverage Licensing Board.
  - 1) Pursuant to RIGL §3-7-14, the following license application has been received under said Act for a one-day license on May 23, 2024:

CLASS F (NON-PROFIT)  
Jamestown Historical Society  
92 Narragansett Avenue  
Jamestown, RI 02835

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

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the Jamestown Historical Society One-Day Class F (Non-Profit) Liquor License scheduled for May 23, 2024, taking place at 92 Narragansett Avenue. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

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

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

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

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

1) Short-Term Rental Application and Licensing update.

As of March 4<sup>th</sup> Town staff have processed sixty-six (66) STR permits. There are approximately fifty-two (52) additional properties that are "in process", with deficiencies that the applicants will attempt to resolve. There are approximately thirty (30) other known properties that have made no effort to become licensed. Town Clerk Roberta Fagan has notified these property owners by email and/or regular mail of the need to register. The ordinance requires that all properties be permitted before January 1st of each year. As previously reported, Town staff have allowed for a "grace period" during the start of the program. However, unless otherwise indicated, the staff would consider any property operating after May 15 without a permit issued by the Town Council to be in violation

2) Ft. Getty Pier storm damage assessment and repair update.

An engineering firm was on-site at Ft. Getty Pier on Friday. A damage assessment and repair report will be provided in the coming weeks. Based upon that report, Town staff will work to develop a cost proposal to repair the pier. The cost proposal plan will be presented to both the Harbor Commission and Town Council to expedite the repair process.

3) 6 West Street Property status update and Friends of Jamestown Seniors use agreement.

Numerous meetings have taken place with the Union Studios team since the February 20 Town Council meeting. They will prepare a report on the existing conditions, as well as developing a conceptual floor plan and elevations. The analysis and conceptual plan will inform a solid construction cost budget to be presented to the Town Council on April 1. If the Town Council and voters elect to move the project forward along with a bond, there will be an opportunity to refine the plan and include public input.

Town staff will continue to work with the Friends of Jamestown Seniors and the solicitor to develop a use agreement for the property.

4) Summer Employment Posting, Recruitment, and Application Process.

All departments that typically employ seasonal staff have collaborated in one effort to more effectively advertise and recruit staff. This includes one public advertisement through both print and social media, a streamlined application, and a hiring process. Parks and Recreation Director DeFalco will be in discussion with the Chamber of Commerce to plan a job fair for Town departments as well as other businesses seeking summer employment.

5) Jamestown Conservation Commission (JCC)-Grant Application (Consent).

Grant Application-Seeking consent for the JCC to apply to the RI Wild Plant Society Grant in the amount \$2475. See attached (consent agenda)

6) Right of Way Program Policy Proposal (New Business).

Town staff and Jamestown Conservation Commission (JCC) member, Bob Laman have met with Coastal Resource Management Council (CRMC) regarding rights of way (ROW). CRMC has an established "Adopt A ROW" program which allows for the adoption of CRMC-designated ROWs. The program and the involvement of the respective communities vary. The JCC has drafted a policy defining the Jamestown program. Pending the Town Council's approval, Town staff will continue to work with the JCC on developing the program and report back at a later date. See attached (new business).

**VII. UNFINISHED BUSINESS**

- A) Review, Discussion, and/or Action and/or Vote: Review and/or Discussion of the Jamestown Affordable Housing Committee (JAH) recommendations:
  - 1) At the request and recommendation of the Jamestown Affordable Housing Committee, Town Council support of the Jamestown Sustainable Resident Program and permission to develop an enabling ordinance by the Town staff with final review by the Town Solicitor.
    - a) Jamestown Sustainable Resident program fact sheet and criteria, prepared by Jamestown's Affordable Housing Committee.

Vice President Meagher gave opening remarks on the proposed Jamestown Sustainable Resident Program (description attached). The Town Council discussed eligibility requirements, legacy scenarios, management of the program (Town staff or an outside vendor), and the number of units needed to meet the 10% affordable housing stock state mandate.

A motion was made by Vice President Meagher with a second by Councilor Brine to support the Jamestown Sustainable Resident Program concept and the development of an enabling ordinance by the Town staff with final review by the Town Solicitor. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

- 2) At the request of the Jamestown Affordable Housing Committee Town Council support for the authorization to prepare a warrant for the Financial Town Meeting (FTM) for a bond in the amount of \$3 million to support the Jamestown Sustainable Resident Program, the Affordable Conforming Lot Program and the production of workforce and/or affordable housing.
  - a) Why we need a bond for Affordable Housing prepared by Jamestown's Affordable Housing Committee and Planning Department
  - b) Article about Telluride, Colorado seeking \$31.8 million bond for affordable housing

Town Planner Lisa Bryer provided a data sheet on affordable housing in Rhode Island. Jamestown currently has 116 units or 4.4% of affordable housing. An additional 140+/- units are needed to meet the 10% requirement. The Affordable Housing Trust Fund coupled with a potential Community Development Block Grant funds could enable the development of 4-6 units in 2024.

Bob Plain, 18 Calvert Place, referred to the Telluride, CO Affordable Housing Bond. Investment in affordable housing now will save Jamestown money in the future.

Mike Swistak, 143 Narragansett Avenue, questioned why the bond questions would be considered at the Financial Town Meeting, rather than on the November ballot. He asked for clarification on the following: the process to prioritize affordable housing units for existing residents, how this would be done legally; the \$3 million proposed bond for affordable housing has no defined plan; what is the Town's bond capacity with new bonding projects including the senior center, solar project, firefighting equipment, resiliency needs. What is the Town's total bond capacity? The proposed affordable housing bond should be on the November ballot.

President Beye asked if the Town Bond Council had been consulted.

Bond Councilor David Ferrara was consulted and had reservations concerning whether the proposed Bond would be permissible.

The Town Administrator's proposed budget does not include funds for the proposed bond debt. The 4% tax levy restriction does not allow the Town to take on any additional initiatives Town Administrator Mello explained.

No action taken.

- B) Review, Discussion, and/or Action and/or Vote: At the request of Councilor Brine and the Tax Relief Ad Hoc Working Group schedule workshop(s) to further review potential tax relief concept(s) recommendations.

- 1) Tax Relief Ad Hoc Committee Report to the Town Council

Councilor Brine reviewed the goal and priorities of the Tax Relief Ad Hoc Working Group:

- Make Jamestown more affordable for primary residents
- Create opportunities to meet town budgetary objectives while minimizing impact on Jamestown residents
- Protect and/or support Jamestown businesses
- Keep taxes low for elderly and need-based populations on fixed budgets
- Make Jamestown more affordable for town employees whose salaries have not risen commensurate with property values and who the community depends on
- Incentivize long-term rentals

A lengthy discussion ensued. A special meeting was scheduled for March 19<sup>th</sup> at 5:30 p.m. to fully vet the Tax Relief Ad Hoc Committee recommendations

## VIII. NEW BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: Proposed dates for the (3) three Budget Work Sessions and eventual vote to adopt the budget for Fiscal Year (FY) 2024-2025 (July 1, 2024- June 30, 2025) at the Financial Town Meeting:

- 1) Town Council Budget Work Session: Operating Budget for FY 2024-2025, March 11<sup>th</sup> at 5:00 p.m. (before the 6:30 p.m. Zoning Ordinance Public Hearing) or an alternate date/time.
- 2) Town Council Budget Work Session: Operating Budget and Capital Improvement Programs, for FY 2024-2025, March 12<sup>th</sup> at 5:00 p.m.; or 6:00 p.m., or an alternate date/time.
- 3) Joint Town Council and School Department Budget Work Session and Hearing for FY 2024-2025, March 18<sup>th</sup>, March 19<sup>th</sup> or 20<sup>th</sup> at 5:00 p.m. or

6:00 p.m., or an alternate date/time.

The following dates and times were decided:

Town Council Budget Work Session: Operating Budget for FY 2024-2025, March 11<sup>th</sup> at 5:00 p.m.

Town Council Budget Work Session: Operating Budget and Capital Improvement Programs, for FY 2024-2025, March 12<sup>th</sup> at 6:00 p.m.

Joint Town Council and School Department Budget Work Session and Hearing for FY 2024-2025, at 6:00 p.m.

- B) Review, Discussion, and/or Action and/or Vote: Review and/or Discussion: At the recommendation of the Jamestown Conservation Commission development of the Jamestown Adopt-A-ROW (Right of Way) Program:
- 1) Draft Jamestown Adopt-A-ROW Program guideline, application, 2024 Shoreline Access Existing and Potential Rights-of Way map, and supplemental documents.

Town Administrator Mello gave a brief overview of the proposed draft Jamestown Adopt-A-ROW program. Town staff and Conservation Commission members have started updating the ROW map. The Town recommends only the designated Coastal Resource Management Council (CRMC) ROWs to be included in the initial program offering. A qualified person(s) and/or entity would apply to adopt a ROW, with clearly defined requirements to maintain the ROW.

Jamestown Conservation Commissioner Robert Laman, 224 Conanicus Avenue, stated the draft proposed program policy would give more control and clear expectations for both the Town and “adopting parties”. He explained this is a first draft and would require further review with Town staff and the Town Solicitor.

No action taken.

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

- A) Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
- 1) Jamestown 250<sup>th</sup> Commission, Five to Seven (5-7) member vacancy, for a term ending December 1, 2027, duly advertised in the February 15<sup>th</sup> and 22<sup>nd</sup> editions of the Jamestown Press:
    - a) Interested Applicant(s)
      - i) Dennis Webster
        - Application received February 27, 2024.
        - Interview to be scheduled.
    - b) Request to Order to re-advertise the vacancy(s)

A motion was made by Vice President Meagher with a second by Councilor Brine to appoint Dennis Webster to the Jamestown 250<sup>th</sup> Commission for a term ending December 1, 2027. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye; and Councilor Brine, Aye.

- 2) Juvenile Hearing Board, One (1) alternate member vacancy, with a two-year term ending December 31, 2025, duly advertised in the February 15<sup>th</sup> and 22<sup>nd</sup> editions of the Jamestown Press:
  - a) Request to Order to re-advertise the vacancy(s)
  
- 3) Tick Task Force Ad hoc Committee, Five to Seven (5-7) member vacancy, for an unspecified term, February 15<sup>th</sup> and 22<sup>nd</sup> editions of the Jamestown Press:
  - a) Request to Order to re-advertise the vacancy(s)

A motion was made by Vice President Meagher with a second by Councilor M. White to approve the request to re-advertise the Committee/Board/Commission vacancy(s). Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor M. White, Aye; Councilor R. White, Aye; and Councilor Brine, Aye.

**X. CONSENT AGENDA**

- A) Minutes of Boards/Commissions/Committees
  - 1) Affordable Housing Committee, January 10, 2024
  - 2) Bike Path Committee, January 19, 2024
  - 3) Harbor Commission Mooring Sub-Committee, February 6, 2024
  - 4) Harbor Management Commission, January 10, 2024
  - 5) Planning Commission, January 17, 2024
  - 6) Planning Commission, February 7, 2024
  - 7) Zoning Board of Review, November 28, 2023

B) Tax Assessor’s Abatements and Addenda of Taxes

ABATEMENT/ADDENDA TO THE TAX ROLL			
ACCT	TAX YEAR	ACCOUNT INFORMATION	AMOUNT
11-0404-30	2022	COURT SETTLEMENT	-\$ 604.31
11-0404-30	2023	COURT SETTLEMENT	-\$ 621.22
<b>TOTAL ABATEMENTS TO TAX ROLL</b>			<b>-\$ 1,225.53</b>
<b>TOTAL ADDENDA TO TAX ROLL</b>			<b>\$ 0.00</b>
<b>GRAND TOTAL TO THE TAX ROLL</b>			<b>-\$ 1,225.53</b>

- C) At the recommendation of Public Works Director Michael Gray, granting an Electrical Easement, Coulter Street, AP 7 Lot 117, to SREG Residential LLC, to install underground electric service to the subject property.
- D) At the request of the Jamestown Conservation Commission approval to apply for the Rhode Island Wild Plant Society grant in the amount of \$2475.
- E) Ratification of the Administratively approved Short-Term Rental application for the period of January 1, 2024 through December 31, 2024:
  - 1) Charles Beal, STR-96, 53 Standish Road
- F) Trash Collector License 2024 Renewal Application(s):
  - 1) Waste Management of RI, Inc., 1610 Pontiac Avenue, Cranston, RI 02920
- G) 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: Senior Services Department  
Event: Aging Disgracefully  
Date: March 28, 2024  
Location: 6 West Street
  - 2) Applicant: St. Matthew's Church  
Event: Sunrise Easter Service  
Date: March 31, 2024  
Location: East Ferry Green
  - 3) Applicant: Jamestown Conservation Commission  
Event: Earth Day Fair  
Date: April 20, 2024  
Location: Jamestown Recreation Center
  - 4) Applicant: Jamestown Historical Society  
Event: Jamestown Museum Exhibit Opening  
Date: May 23, 2024  
Location: 92 Narragansett Avenue

Vice President Meagher read aloud each Short-Term Rental host application name and address, asking those in attendance for any objections or comments to be known.

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 listed on the Consent Agenda. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor R. White, Aye; and Councilor M. White, Aye.

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



**Communications were acknowledged**

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

A) Communications Received:

- 1) Copy of article to: Town Council  
From: Marian Falla  
Dated: February 15, 2024  
Re: Regulating Short-Term Rentals
- 2) Copy of letter to: Town Council  
From: Sav Rebecchi  
Dated: February 15, 2024  
Re: New Tax Formula Info

B) Proclamations and Resolutions from other Cities and Towns:

- 1) Burrillville Town Council Resolution Supporting House Bill – H7462, Relating to Amendments to the Energy Facility Siting Act.
- 2) Resolution of the Town of Middletown, Increasing the Allowance for Reimbursement for New Library Construction, 2024-10.
- 3) Resolution of the Town of Middletown, In Support of Fully Funding State Aid to Libraries to the Full Twenty-five (25) Percent, 2024-11.
- 4) Resolution of the Town of Hopkinton in Opposition to H7062 Related to “Accessory Dwelling Units”.
- 5) Town of Narragansett, Resolution in Opposition of House Bill 7382 That Redefines “Household” in the State Enabling Legislation, 2024-03
- 6) Town of Narragansett, Resolution in Opposition of House Bill 7324 and Requesting the Rhode Island General Assembly Sustain Local Authority to Regulate Land Use, 2024-04

**XII. ADJOURNMENT**

A motion was made by Vice President Meagher with a second by Councilor M. White to adjourn at 8:56 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; Councilor R. White, Aye.

**Attest:**

  
**Roberta J. Fagan, Town Clerk**