



TOWN COUNCIL MEETING
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, September 16, 2024
6:30 P.M.

THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.

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

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

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

Attachments for items on this meeting agenda are available to the public on the Town website at:
<https://jamestownri.gov/town-government/town-council/town-council-meetings-minutes/2024meetings-minutes>

I. ROLL CALL

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

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

- A) Acknowledgements, Announcements Presentations, Resolutions, And Proclamations
- 1) Presentations: Review, Discussion, and/or Action and/or Vote; Weston & Sampson to present their assessment and recommendations for Improvements to the Wastewater Treatment Facility and Sanitary Sewage Pump Stations.
- B) Open Forum – Water & Sewer Matters
Comments are not limited to items on this agenda. However, items not on this agenda will only be heard and not acted upon by the Town Council. Note: Section 42-46-6 of the Open Meetings Act and Department of the Attorney General Advisory Opinions relevant to this item on any public body meeting agenda specifically prohibit the Town Council from discussing, considering, or acting on any topic, statement, or question presented. The Town Council may, if warranted, refer such matters to an appropriate committee, to another body or official, or post the matter for consideration at a properly-noticed, future meeting.
- 1) Scheduled request to address – None.
 - 2) Non-scheduled request to address.

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

- D) Town Administrator’s Report: Edward A. Mello
Please Note the Following Items are Status Reports and Matters of Interest to the Commission and are for Informational Purposes unless Indicated Otherwise:
 - 1) Water Extension Application Appeals
 - 2) Water Treatment Plant Operations Contract

- E) Letters and Communication:
 - 1) No items at this time.

- F) New Business:
 - 1) Review, Discussion, and/or Action and/or Vote: Wastewater Treatment Facility and Sanitary Sewage Pump Station evaluation, and final report dated September 2024.
 - 2) Resolution of the Board of Water and Sewer Commissioners, Encumbering the Reserve For Sewer Facilities And Services Funded By Sewer Service Charges For Payment Of Engineering Expenses And Award Of Contracts, No. 2024-17.

- G) 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 sitting as the Board of Water and Sewer Commissioners for review, discussion, and/or potential action and or vote.
 - 1) Adoption of Minutes:
 - a) August 19, 2024 (regular meeting)
 - 2) Finance Director’s Report: Water and Sewer Comparison Budget to Actuals as of June 30, 2024.
 - 3) At the recommendation of Public Works Director Michael Gray approval of the agreement for Engineering Services by and between the Town of Jamestown, Rhode Island, and Weston & Sampson Engineering, Inc. for the Wastewater Treatment Facility Improvements for an amount not to exceed \$525,000. Funding source is reserve funds being held from the collection of Sewer flat fee and usage fee Resolution No. 2023-13 and Resolution 2024-17.

- 4) At the recommendation of Public Works Director Michael Gray approval of the agreement for Engineering Services by and between the Town of Jamestown, Rhode Island, and Weston & Sampson Engineering, Inc. for the Sanitary Sewage Pump Station Improvements for an amount not to exceed \$205,000. Funding source is reserve funds being held from the collection of Sewer flat fee and usage fee Resolution No. 2023-13 and Resolution 2024-17.

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

IV. OPEN FORUM

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

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

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

- A) Presentation: Jamestown Tick Task Force to provide a summary report, presentation, and recommendations to support a proactive community approach to Lyme and tick-borne disease prevention, education, and research.
 - 1) Letter and presentation from the Jamestown Tick Task Force Committee to the Town Council.

VI. PUBLIC HEARINGS, LICENSES, AND PERMITS

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

- A) **Public Hearings:** Review, Discussion, and/or Action and/or Vote: The Jamestown Housing Authority, 45 Pemberton Avenue, Jamestown, was awarded Emergency HUD funds to replace the existing oil-fired burner and federal pacific breakers with energy-efficient mini-splits, solar assisted water heaters and updated electrical. This site is within the West Ferry Archaeological District and known features have been located on this site. Some or all of the proposed activities will require review through Section 106 of the National Historic Preservation Act. The Jamestown Housing Authority is entering into an agreement with the Narragansett Indian Tribal Historic Preservation Office (The Tribe) to monitor the work, which is acceptable to the RI Historical Preservation and Heritage Commission, which will also be on site. A public hearing will be held on September 16, 2024, at 6:30 pm at the Town Council meeting to accept comments on issuance of a permit to “allow excavation or construction within twenty-five (25) feet of a historic cemetery.” The permit in question is a variance being issued in accordance with RIGL 23-18 et seq. for the excavation of the utility trenches. This variance would not constitute permission to alter or remove burials, should any be encountered.

- 1) Memorandum from Town Administrator Mello and Town Planner Lisa Bryer to the Town Council regarding the Notice of Public Hearing.

B) Town Council Sitting as the Alcohol Beverage Licensing Board

- 1) **REQUEST** that the applications listed below will be in order for hearing at a meeting of said Licensing Board on Monday, November 18, 2024, at 6:30 p.m. and advertised in the October 17th and October 24th editions of the *Jamestown Press*. **NOTICE:** Is hereby given by the Town Council of the Town of Jamestown, being the Licensing Board in said Town as provided under Title 3, Chapters 1-12 of the General Laws of Rhode Island 1956, and as amended, that the following **RENEWAL** applications have been received by the Town Council for licenses under said Act, for the year December 1, 2023, to November 30, 2024; review, discussion and/or potential action and/or vote:

CLASS A (PACKAGE STORE) – RETAIL

Tunstall, Inc.

dba: Grapes & Gourmet

9 Ferry Wharf

Varsha, Inc.

dba: Jamestown Wine & Spirits

30 Southwest Avenue

CLASS B – TAVERN

JB's On the Water, LLC

dba: JB's On the Water

150 Conanicus Avenue

CLASS B – VICTUALER

Conanicut Restaurant Group II, LLC

dba: Beech

13 Narragansett Avenue

Epic Decade, LLC

dba: Curiosity & Co.

14 Narragansett Avenue

Jamestown Locos LLC

dba: Narragansett Café

25 Narragansett Avenue

Jamestown Marina Beverage Operations LLC

dba: One Ferry Wharf

3 East Ferry Wharf

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

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

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

VHBC, LLC
dba: Village Hearth Bakery & Café
2 Watson Avenue

CLASS B – VICTUALER - LIMITED

Our Table, LLC
dba: Our Table
53 Narragansett Avenue

CLASS D – FULL (CLUB)

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

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

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

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

- A) Town Administrator's Report: Edward A. Mello
 - 1) RIDOT Bike Design Grant
 - 2) Jamestown Housing HVAC replacement project

VIII. UNFINISHED BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: No items at this time.

IX. NEW BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: No items at this time.

X. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS

- A) Ordinances: Discussion and Possible Action to *Order to Advertise* in the Jamestown Press; Notice of a Public Hearing for Proposed Amendments to the Code of Ordinances, Chapter 34- Article II Parking. These Amendments are proposed to update and to the existing Parking ordinance regarding trailers.

XI. CONSENT AGENDA

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

- A) Adoption of Town Council Meeting Minutes
 - 1) September 3, 2024 (Regular Meeting)

- B) Finance Director's Report: Comparison Budget to Actuals as of June 30, 2024.

- C) At the request of Town Administrator Mello authorization to execute the Bike Design Grant agreement between the Town of Jamestown and the Rhode Island Department of Transportation in the amount of \$100,000.

- D) Approval of request to the Town of Jamestown by the Jamestown Housing Authority to grant funding in the amount of \$6,000 for the Narragansett Indian Tribal Historic Preservation Office monitoring of site excavation for the installation of conduits for the HVAC replacement at the Jamestown Housing Authority, Pemberton Avenue, Jamestown, RI.

- E) Approval of request by the Jamestown Housing Authority, 45 Pemberton Avenue, Plat 8 Lot 775, for a permit/variance per RIGL 23-18 (Cemeteries) et seq. and the Rules and Regulations pertaining to Registration and Protection of Historic Cemeteries by RIHPHC, Adopted May 9, 2012, for ground disturbance within 25 feet of a cemetery for the purpose of excavation of the utility trenches for the installation of conduits for the HVAC replacement.

- F) Ratification of the Administratively approved Short-Term Rental application for the period of September 16, 2024, through December 31, 2024:
 - 1) STR-63, Pamela Storey, 32 Pemberton Avenue (Unit 1, 1st Floor/Rt)

- 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: Jamestown Arts Center (JAC)
Event: Multiple Film Screenings (ENT-24-24)
Date: September 27th& 28th, October 4th & 5th
Location: JAC, 18 Valley Street

 - 2) Applicant: Jamestown Police Department
Event: Halloween Parade (ENT-24-25)
Date: October 31, 2024
Location: 93 Narragansett Avenue

 - 3) Applicant: Jamestown Recreation Department
Event: Jamestown Educational Summit (ENT-24-26)
Date: September 20, 2024
Location: Fort Getty Pavilion

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

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

- A) Communications Received:
 - 1) Copy of public notice
 - From: Coastal Resource Management Council
 - Dated: September 5, 2024
 - Re: Riven Rock, Inc. 113 Melrose Avenue, for a State of Rhode Island Modification of Assent to construct and maintain a 16,000lb boat lift to an approved residential boating facility. This design is a modification from a previously approved 7,500lb boat lift.
 - 2) Copy of letter to: Town Council
 - From: Jamestown Ukraine Relief Project
 - Dated: August 29, 2024
 - Re: Letter of thanks to the Town of Jamestown

XIII. EXECUTIVE SESSION

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

- A) The Town Council may convene into Executive Session to discuss, take possible action, and/or vote pursuant to the relevant requirements of R.I.G.L. § 42-46-5(a) Subsection (1) Personnel (job performance, character, or physical or mental health of Town Administrator Edward Mello; Performance Review; provided that such person affected shall have been notified in advance in writing and advised that he may require that the discussion be held at an open meeting). Discussion and/or Potential action, announcement, and/or vote(s) from Executive Session and/or Open Session concerning Town Administrator Performance Review; with terms and conditions of employment to be discussed and voted upon by the Town Council at the meeting.
- B) The Town Council may convene into Executive Session pursuant to the relevant requirements of R.I.G.L. § 42-46-5 (a)(5) to review, discuss, and possibly vote or take other action regarding the possible disposition of publicly held property, the preliminary disclosure of which would be detrimental to the public interest. Discussion and/or Potential action, announcement, and/or vote(s) from Executive Session and/or Open Session concerning the possible disposition of publicly held property.

XIV. 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 Philomenian Library. Notice is also posted at the Jamestown Police Station and on the Internet at www.jamestownri.gov.

ALL NOTE: If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-5555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to rfagan@jamestownri.net not less than three (3) business days prior to the meeting.

Posted on the RI Secretary of State website on September 12, 2024.