



TOWN COUNCIL MEETING
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, October 21, 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

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

A) 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.
- 1) Non-scheduled request to address.

A) 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

- B) 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) Status Update: Staffing at the Water Treatment Plant.
- C) Letters and Communication:
- 1) Review, Discussion, and/or Action and/or Vote: on the letter from Jane Bentley of 70 Mount Hope Avenue regarding the request for sewer relief from her 10/2024 Water and Sewer bill and possibly her 01/2025 Water and Sewer Bill.
- D) New Business:
- 1) No items at this time.
- E) 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) September 16, 2024 (regular meeting)
 - 2) Finance Director’s Report: Water and Sewer Comparison Budget to Actuals as of October 16, 2024.

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

II. 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.

III. ACKNOWLEDGEMENTS, ANNOUNCEMENTS PRESENTATIONS, RESOLUTIONS, AND PROCLAMATIONS

- A) Resolutions and Proclamations:
 - 1) Review, Discussion, and/or Action and/or Vote: regarding a Proclamation in Recognition of the 75th Anniversary of the Jamestown Community Chorus, 2024-21

IV. PUBLIC HEARINGS, LICENSES, AND PERMITS

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

- A) Public Hearings
- 1) Review, Discussion, and/or Action and/or Vote: Proposed Amendment of the Jamestown Code of Ordinances, **Chapter 34 – Article II Parking**; duly advertised in the Jamestown Press October 3rd and 10th editions.
- B) Town Council Sitting as the Alcohol Beverage Licensing Board
- Notice is hereby given by the Town Council of Jamestown, being the Licensing Board in said Town as provided under Title 3, Chapters 1-12 of the General Laws of Rhode Island 1956, and as amended, the following has been received:
- 1) Pursuant to RIGL §3-7-14, the following license application has been received under said Act for a one-day license on November 14, 2024 (F-24-11)

CLASS F (NON-PROFIT)
Out of the Box Studio & Gallery (OBSG)
11 Clinton Avenue
Jamestown, RI 02835

 - a) Review, Discussion, and/or Action and/or Vote for Approval of the OBSG CLASS F (NON-PROFIT) LIQUOR LICENSE (Number 5 of 12 licenses per calendar year issued RIGL§3-7-14).

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

V. 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) RI Infrastructure Bank Grant Application request.
 - 2) FY25/25 Harbor Operating Budget and 2025 Harbor Permit Rates.
 - 3) Expansion of Broadband in Jamestown.
 - 4) RIDOT Paving Grant request.
 - 5) Right-of-Way Adoption Program suspension recommendation.
 - 6) Senior Center update.
 - 7) Tax Assessment Settlement Agreement.
 - 8) Building/Zoning Personnel.

VI. UNFINISHED BUSINESS

- A) No items at this time.

VII. NEW BUSINESS

- A) No items at this time.

VIII. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS

- A) No items at this time.

IX. CONSENT AGENDA

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

- A) Adoption of Town Council Meeting Minutes
 - 1) October 7, 2024 (Regular Meeting)
- B) Minutes of Boards/Commissions/Committees
 - 1) Harbor Management Commission (July 10, 2024)
 - 2) Harbor Management Commission (September 11, 2024)
 - 3) Planning Commission (September 18, 2024)
- C) Finance Director's Report: Comparison Budget to Actuals as of October 16, 2024.
- D) Public Hearing Notifications: Notice is hereby given that the Jamestown Zoning Board of Review will hold a public hearing on October 22, 2024, at the Jamestown Town Hall 93 Narragansett Avenue, Jamestown, Rhode Island at 7:00 p.m. upon the following:
 - 1) Application of Zachary, Hunter, and Jake Guerin whose property is located at 40 Narragansett Avenue, and further identified as Assessor's Plat 8, Lot 471 in application for a special use permit from Article 3 of Sections 82-300, 82-303, & 82-304 expiration and extension of a special use permit to grant a liquor license for a new restaurant with the same seating and parking. In accordance with A-K and no changes shall be made. Said property is located in a CD zone and contains 1,920 sq. ft.
- E) At the request of Town Administrator Mello authorization to submit a RI Infrastructure Bank Grant Application in the amount of \$150,000 to conduct a public drinking water feasibility study.
- F) At the recommendation of the Harbor Management Commission approval of the proposed FY 25/26 Operating Budget and 2025 Harbor Permit Rates.
- G) At the request of Town Administrator Mello authorization to submit a RIDOT Municipal Road and Bridge Program Grant application of \$184,211 for Jamestown road paving projects.
- H) At the recommendation of the Jamestown Conservation Commission, suspension of the previously approved Jamestown Right-of-Way Adoption Program (Jamestown 550.10).

- D) At the recommendation of Town Administrator Mello, approval of a request to Union Studios to provide an additional proposal for an amount not to exceed \$22,500, for design work of the Jamestown Senior Center, 6 West Street. The proposal would include the option to raze and rebuild the senior on the same site; a conceptual design for a new facility; a formalized hardline schematic building floor plans; exterior elevations, abbreviated outline specifications, and a professional construction cost estimate.
- J) At the request of Town Administrator Mello authorization to execute the RI Superior Court settlement agreement between the Town of Jamestown and Mark & Cornelia Sertl, 34 Dumpling Drive, LLC, related to the tax assessment of the property located at 34 Dumpling Drive, Jamestown, RI.
- K) Ratification of Administratively approved Jamestown Yacht Club One-Day Class F Liquor License application (F-24-9) taking place on October 18, 2024, in the Jamestown Golf Course Function Room.
- L) 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: Out of the Box Studio & Gallery (OBSG)
 - Event: Fort Territory (ENT-24-31)
 - Date: November 14, 2024
 - Location: OBSG, 11 Clinton Avenue
- M) Ratification of the Administratively approved Short-Term Rental application(s) for the period of January 1, 2025, through December 31, 2025, duly advertised in the October 3rd and 10th editions of the Jamestown Press; upon resolution of debts, taxes, State approval, and appropriate signatures:
- 1) STR-1 Melissa Petrillo 2 Stern Street
 - 2) STR-2 Ross Williams 35 Longfellow Road
 - 3) STR-4 Casey Duva 28 Garboard Street
 - 4) STR-6 John Lawless 14 Pemberton Avenue
 - 5) STR-11 Steve Munger 230 Conanicus Avenue, Unit 1
 - 6) STR-12 Janet Gargaro-Larson 15 Melrose Avenue
 - 7) STR-14 Robert Zimmermann 23 Conanicus Avenue
 - 8) STR-15 Jonathan Whitney 195 Seaside Drive
 - 9) STR-18 Jonathan Whitney 143 Frigate Street
 - 10) STR-19 Jonathan Whitney 15 Starboard Avenue
 - 11) STR-20 Jonathan Whitney 14 Mizzen Avenue
 - 12) STR-22 Denise Rounds 14 Harbor Street
 - 13) STR-23 James Clark 120 Racquet Road
 - 14) STR-26 Connie Slick 49 Narragansett Avenue, 3rd Floor
 - 15) STR-27 Andrea Wassel 16 Emerson Road
 - 16) STR-28 Adam Wright 46 Carr Lane
 - 17) STR-29 Marguerite Crocker 14 Buoy Street
 - 18) STR-30 William Fortenberry 29 Arnold Avenue
 - 19) STR-31 Katie Young 16 Southwest Avenue

20)	STR-32 Elizabeth Gooding	83 Clarke Street
21)	STR-33 Susan Maffei Plowden	45 Calvert Place
22)	STR-35 Michael Abbood	391 Sampan Avenue
23)	STR-36 Raymond Bazzano	10 Narragansett Avenue, Apt 4
24)	STR-37 Dana Paskalis	7 Grey Gull Lane
25)	STR-38 Marianne Kirby	83 Bay View Drive
26)	STR-39 Anne Livingston	51 Howland Avenue
27)	STR-44 Cynthia Long-Raterron	164 Capstan Street
28)	STR-45 Susan Zwick	73 Standish Road
29)	STR-47 Nancy Hendry	14 Fairview Street
30)	STR-48 Paul Sylvia	59 North Road, Unit A&B
31)	STR-50 Lisa Musco	6 Knowles Court
32)	STR-52 Christine Sierra	73 Conanicus Avenue, Unit 4
33)	STR-53 Jill Hubbard	88 Columbia Avenue
34)	STR-54 Huyen Doan	125 Circuit Avenue
35)	STR-56 Frederic Liss	44 Columbia Avenue
36)	STR-58 Stephen Bernath	67 North Road
37)	STR-59 Katherine Maxwell	170 Narragansett Avenue
38)	STR-62 Christopher Sorlien	189 Beavertail Road
39)	STR-63 Pamela Storey	32 Pemberton Avenue, Unit 1
40)	STR-64 Pamela Storey	32 Pemberton Avenue, Unit 2
41)	STR-65 Pamela Storey	87 Bow Street
42)	STR-66 Caroline Boden	71 Howland Avenue
43)	STR-67 Caroline Boden	36 Newport Street
44)	STR-69 Peter Muckell	61 Narragansett Avenue
45)	STR-71 Numi Mitchell	70 Southwest Avenue
46)	STR-72 Joanne Calore	97 Spindrift Street
47)	STR-74 Despina Prassas	83 Mast Street
48)	STR-77 Reva & Bruce Digennaro	49 Hamilton Avenue
49)	STR-80 Marcia Sallum	7 High Street
50)	STR-84 Andrew Hancock	76 Howland Avenue
51)	STR-86 Charles Higgins	24 Pierce Avenue
52)	STR-89 Lia Miller & Johnnie Spicer	76 Reservoir Circle
53)	STR-92 Sarah Baines	59 Intrepid Lane
54)	STR-93 Mark Ozer	2 Harbor Street
55)	STR-95 Lise Santamour	20 Union Street
56)	STR-103 Richard Foote	143 Hamilton Avenue
57)	STR-104 Debra Bjorklund	43 Helm Street
58)	STR-106 Amy Barclay	85 Westwind Drive
59)	STR-107 Cheryl Levesque	6 Coronado Street
60)	STR-111 Shawn Wagner	107 Steamboat Street
61)	STR-117 Raymond Bazzano	10 Narragansett Avenue, Apt. 5
62)	STR-118 Raymond Bazzano	10 Narragansett Avenue, Apt 6
63)	STR-119 Josephine Brak	27 Brook Street
64)	STR-124 Richard Boschen	67 Dumpling Drive
65)	STR-125 Mary And John Brittain	14 Clinton Avenue, Unit 4, 2nd Floor
66)	STR-128 Noreen Drexel	953 Fort Getty Road

67)	STR-136 Tor Holtan	61 Bay View Drive
68)	STR-143 Michaela Turnquist	44 Southwest Avenue
69)	STR-144 Robert Roach	170 Conanicus Avenue
70)	STR-150 Matthew Thompson	120 Bay View Drive

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

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

A) Communications Received:

- 1) Copy of email to: Town Council
From: Sav Rebecchi
Dated: October 6, 2024
Re: Website changes
- 2) Copy of letter to: Town Council
From: Janice B. Bell
Dated: October 3, 2024
Re: Parking restrictions Lawn Avenue/Watson Avenue
- 3) Copy of letter(s) to: Town Council
From: Robert Sutton
Dated: October 10, 2024
Re: Jamestown Community Farm/
New President Richard Steinbach
- 4) Copy of letter(s) to: Town of Jamestown
From: RIDEM
Dated: October 8, 2024
Re: 20 Bark Avenue, Application for a Freshwater
Wetlands Permit

XI. EXECUTIVE SESSION

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

- A) Review, Discussion, and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL § 42-46-5(a) Subsection (2) Pending or Potential Litigation, Bruno vs. Town of Jamestown C.A. No.: NC-2019-0433.

XII. ADJOURNMENT

Pursuant to RIGL § 42-46-6(c) Notice of this meeting shall be posted on the Secretary of State's website and at the Town Hall and the Jamestown 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 October 18, 2024.*

Project Update October 2024

WELLS

- JR-1 is in service.

TREATMENT PLANT

- We continue to operate with two staff in the water department. Jobs remain posted searching for a licensed operator.
- Pare Corporation is preparing a final draft of the rules and regulations for the commission to review.
- Pare is also assisting me with a bid to advertise for replacing all of the meters in our system. They just completed a system wide meter replacement bid for Woonsocket.

TRANSFER PUMPING/RESERVOIR

- No water has been transferred from South Pond.

DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 60 MG

Usable Storage 43 million gallons

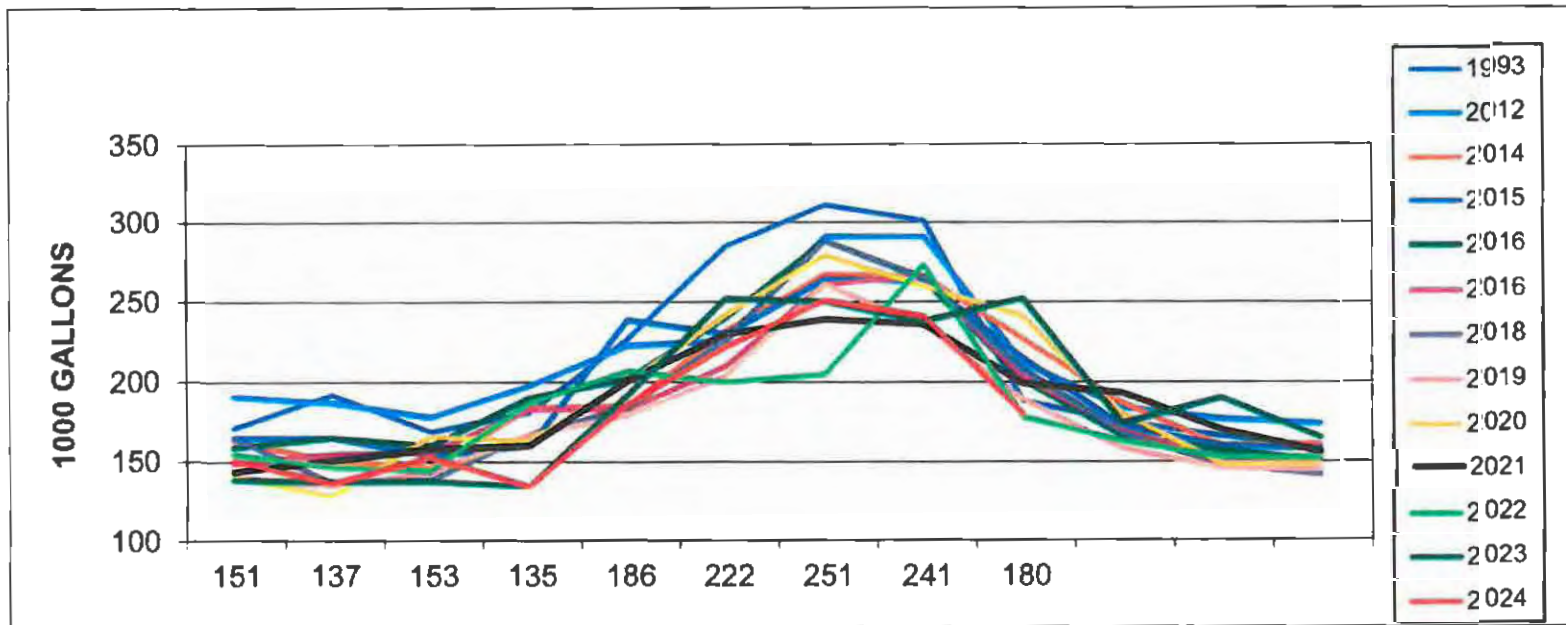
- We completed the initial service line inventory submission to the EPA and RIDOH for the October 16th deadline. Over the past several weeks we completed in home service pipe inspections for customers who responded to our mailing. We were able to identify hundreds of service pipes in our system. Unfortunately there are still many homes that must be inspected to verify the pipe material. In 2025 we will be completing a system wide meter replacement program where water department staff will be in each home to install new meters. During that project we will be able to verify all service pipe material and update the inventory.
- Jean Lambert completed the initial inventory spread sheet and made the submission to the EPA and RIDOH prior to the deadline. RIDOH rules define any service that is galvanized steel or iron as having likely lead connections. There are 1583 service lines in the system. Based on services that could be verified there are 26 steel and 621 non-lead as copper or plastic piping material. 936 services are unknown for this initial inventory. In 1987 lead was banned so houses constructed after that date will not have services or connections with lead. Of the 936 unknowns there are 414 houses constructed after 1987. In Jamestown we generally find houses that were constructed pre-1950 had steel piping. Many of those services were replaced over the years due to leaks or loss of water pressure and flow from corrosion of the steel piping. After 1950 copper was used for water service installation in Jamestown. There are 330 houses constructed before 1950 of the unknown in the inventory.
- Jamestown Water must notify all customers by November 16th that they may have a lead service line or a lead status unknown service line. I have provided a sample consumer notice prepared by RIDOH. Jamestown water is also required to provide a pitcher with filter that removes lead available to any customer who receives a notice and makes a request. We will be required to provide filter replacements until the steel water service is replaced. I have attached the pitcher and filter that was selected for use and approved by the RIDOH.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for September was 0.14 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.242 million gallons.
- Weston and Sampson started design of improvements to the wastewater treatment facility and pump stations based on the scope presented to the Commission in August. Over the next several months W&S will be preparing design drawings, technical specifications, and construction estimates for the two projects. Their goal is to develop the plans and specifications for a detailed estimate in time for our 2025/2026 budget process for a potential bond authorization. Plans will also need to be submitted to the RIDEM as a facilities plan update review and approval.

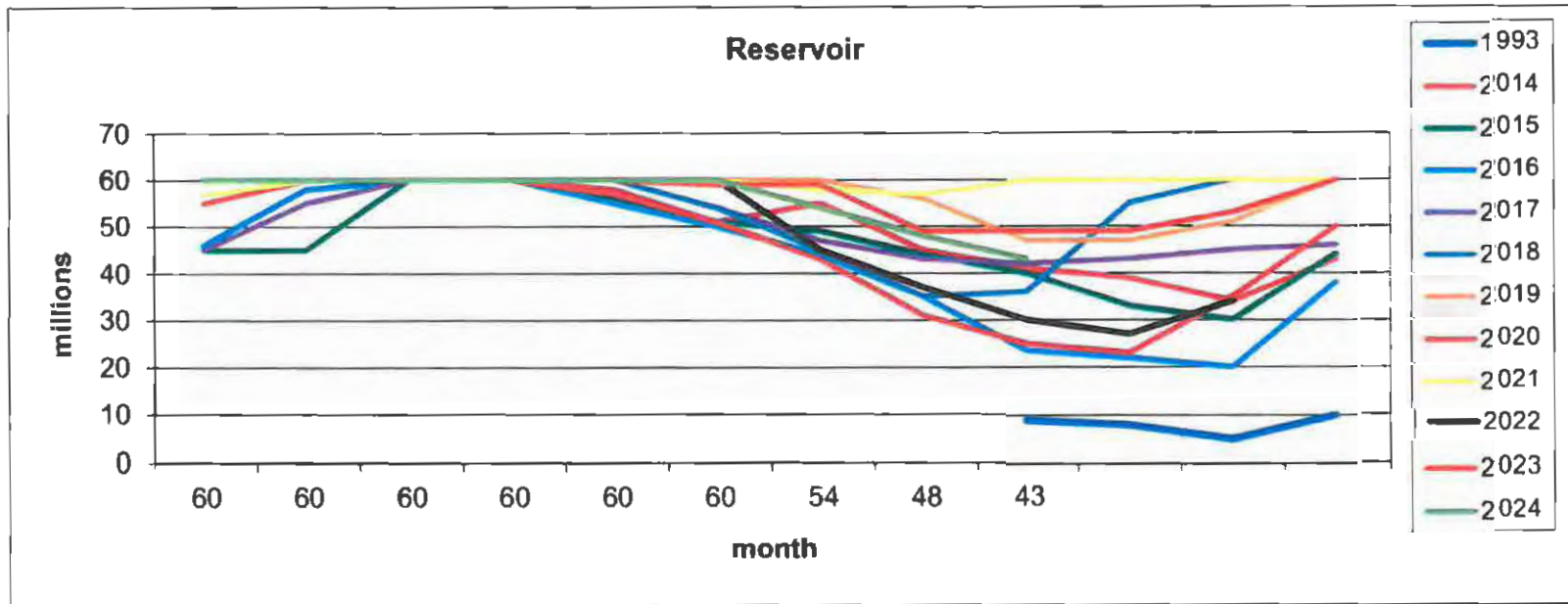
	1993	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Jan	171	172	155	191	163	165	159	149	165	141	141	144	155	139	151
Feb	192	158	156	187	151	165	165	155	137	135	129	151	147	138	137
Mar	169	157	155	178	147	154	160	156	139	144	166	158	145	138	153
Apr	181	180	170	198	184	160	190	183	167	167	163	160	187	135	135
May	227	212	190	223	185	239	202	183	184	179	200	201	207	192	186
Jun	285	226	221	226	232	230	240	210	227	204	242	230	200	252	222
Jul	311	279	278	291	267	264	288	261	288	261	279	239	205	250	251
Aug	301	254	242	291	266	263	264	266	265	235	260	236	273	238	241
Sep	188	205	210	212	227	215	201	203	208	189	241	199	178	252	180
Oct	175	175	175	184	187	172	166	170	168	158	180	193	163	174	
Nov	166	164	167	177	160	160	157	151	148	146	149	170	153	190	
Dec	158	158	180	174	161	158	151	151	142	145	149	156	153	165	

PUMPING REPORT



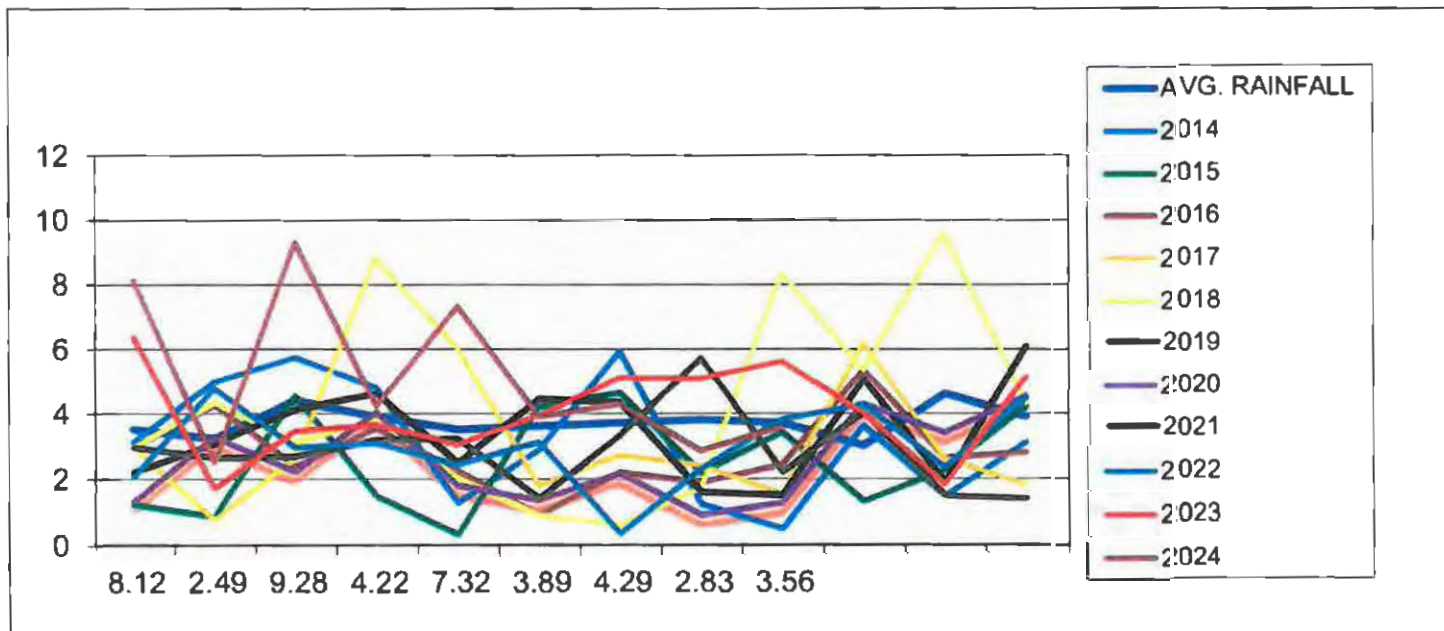
RESERVOIR LEVEL

	1993	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Jan		55	45	46	45	60	60	60	57	60	60	60
Feb		60	45	58	55	60	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		58	56	55	60	60	60	57	60	60	60	60
Jun		51	51	50	54	54	60	51	60	60	59	60
Jul		55	49	44	47	45	60	43	58	45	59	54
Aug		45	44	35	43	35	56	31	57	37	49	48
Sep	9	41	40	23.5	42	36	47	25	60	30	49	43
Oct	8	39	33	22	43	55	47	23	60	27	49	
Nov	5	34	30	20	45	60	51	35	60	34	53	
Dec	10	43	44	38	46	60	60	50	60	48	60	

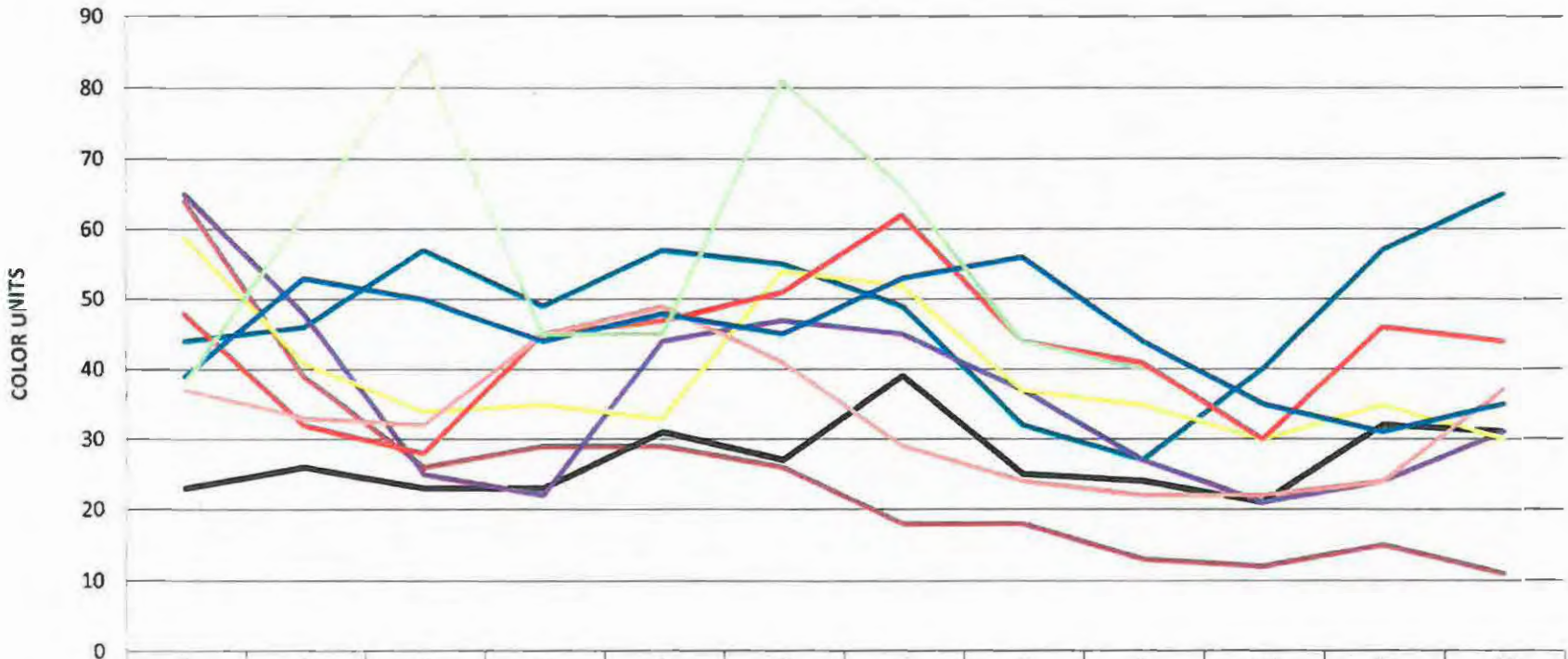


	AVG. RAINFALL	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Jan	3.5	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04	6.36	8.12
Feb	3.2	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62	4.77	1.7	2.49
Mar	4.4	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94	3.44	9.28
Apr	3.9	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	3.08	3.65	4.22
May	3.5	1.27	0.32	2.24	6.03	2.03	2.46	1.79	3.2	2.43	3.03	7.32
Jun	3.6	2.86	4.2	0.89	1.79	0.89	4.44	1.36	1.4	3.11	3.93	3.89
Jul	3.7	5.93	4.63	2.19	2.7	0.61	4.33	2.16	3.3	0.35	5.1	4.29
Aug	3.8	1.23	2.17	1.88	2.4	1.73	1.58	0.91	5.71	2.29	5.08	2.83
Sep	3.7	0.5	3.41	2.42	1.54	8.35	1.49	1.27	2.19	3.81	5.62	3.56
Oct	3	3.61	1.31	5.33	6.18	5.34	5.04	4.29	4.03	4.28	4	
Nov	4.6	1.47	2.27	2.63	2.61	9.61	1.89	3.39	1.47	2.33	1.83	
Dec	3.9	3.1	4.2	2.79	1.81	4.33	6.09	4.53	1.38	4.48	5.12	
Total	44.8	38.59	30.59	33.45	40.18	47.02	41.29	30.5	34.08	35.91	48.86	46

RAINFALL



Transfer Pumping NORTH POND WATER QUALITY



	1	2	3	4	5	6	7	8	9	10	11	12
2016	64	39	26	29	29	26	18	18	13	12	15	11
2017	23	26	23	23	31	27	39	25	24	21	32	31
2018	44	46	57	49	57	55	49	32	27	40	57	65
2019	65	48	25	22	44	47	45	37	27	21	24	31
2020	59	41	34	35	33	54	52	37	35	30	35	30
2021	48	32	28	45	47	51	62	44	41	30	46	44
2022	37	33	32	45	49	41	29	24	22	22	24	37
2023	39	53	50	44	48	45	53	56	44	35	31	35
2024	38	62	85	45	45	81	66	44	40			

JAMESTOWN WASTEWATER TREATMENT FACILITY

Freebody Drive, Jamestown RI 02835

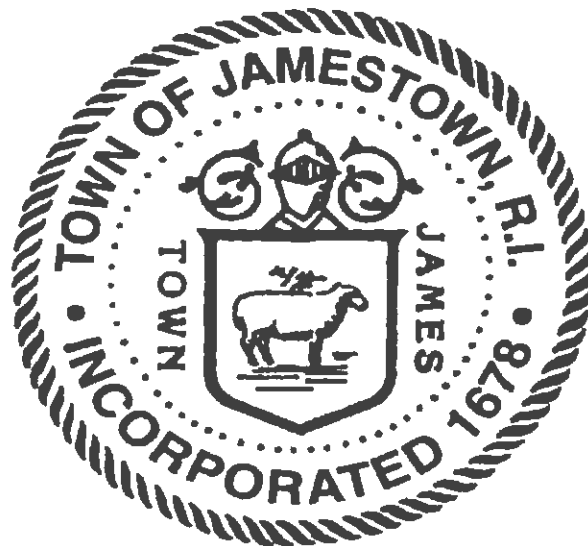
401-423-7295 Fax: 401-423-7195 Email: douellette@jamestownri.net

Douglas Ouellette

1

Phone:

Superintendent:



OPERATIONS & MAINTENANCE MONTHLY REPORT
September 2024

Environmental Compliance (Violations)

There were no violations for the month of September

Complaints

There are two complaints to report for September. One at 9 Coronado St and the other at 7 Windsor St. Facility staff responded and determined that the problem was in the service lines at both homes but still jetted and video inspected the town lines as a precaution.

Alarms

There were no alarms in this September

Septage

The facility received no septage for the month.

Sludge Production

The facility Processed 52,000 of sludge in September.

Maintenance Management

The Crew completed 70 work orders for September.

TREATMENT PLANT

Influent Totals Lbs.

TSS	
Total	4,853.55
High	561.08
Low	0.00
Average	346.68

BOD	
Total	4,551.35
High	531.70
Low	129.60
Average	350.10

Effluent Totals

LOADING Lbs

TSS		Permit Limits
Daily Max	12.31	304
Low	3.20	
Average	7.20	183

BOD		Permit Limits
Daily Max	10.34	304
Low	1.63	
Average	3.77	183

CONCENTRATION

Percent TSS Removal		Permit Limits
Percent Removed	97.5%	85%
Percent BOD Removal		
Percent Removed	98.9%	85%

BOD Concentration mg/L		Permit Limits
Monthly Average	2.5	30 mg/L
Weekly Average	4.41	45 mg/L
Daily Max	6.05	50 mg/L

TSS Concentration mg/L		Permit Limits
Monthly Average	6.40	30 mg/L
Weekly Average	4.41	45 mg/L
Daily Max	9.4	50 mg/L

Collection System

30 pump station inspections were completed. 12 Gen Set inspections were performed. All stations are operating as designed.

Energy Use

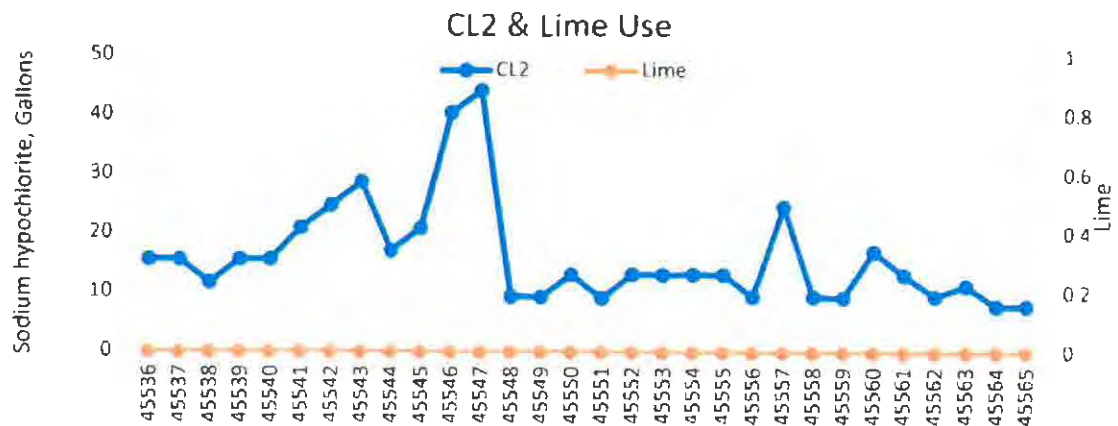
Energy use at the plant for the month was: 15,676 KWH

Precipitation

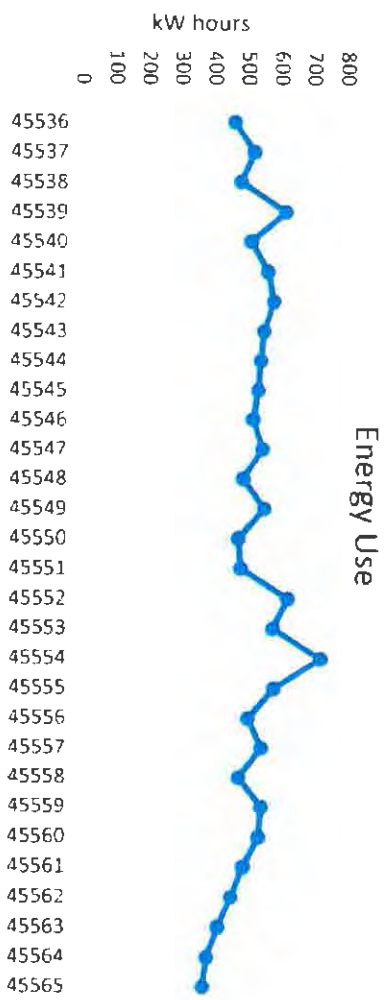
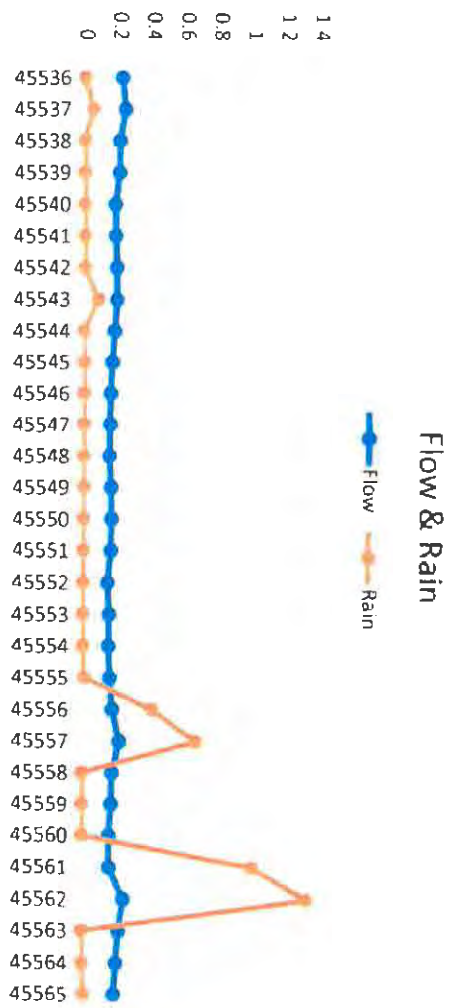
Precipitation measured in at 3.56"

Chemical Use

The facility used 497 gallons of Sodium hypochlorite and 0 pounds of lime for process



FLOW MGD		Permit Limits
Maximum	0.242	
Minimum	0.089	
Monthly Average	0.14	0.73
Total	4.18	



Notable Events:

Drinking Water Consumer Notice

[PWS #ID]

[Water System Name]

[Water System Address]

[Confirmed Lead/Lead Status Unknown] Service Line Found in [Water System Name] Service Area

This is a notification that [Water System Name] discovered a [Confirmed Lead/Lead Status Unknown] service line connecting your property to our system. This service line [contains/may contain] lead. Please read this notice to understand what actions you can take to prevent exposure to lead and what [Water System Name] is doing

Lead from service lines can get into drinking water as the metal in old pipes wears away. Exposure to lead – by drinking contaminated water or eating food prepared with contaminated water – can cause long-term health problems, especially for children younger than six years old and people who are pregnant.

[Water System Name] identified the service line material within the last 30 days, on [DATE] [Water System Name] is working to identify the material of all service lines to complete a Service Line Inventory and meet the requirements of recent amendments to the *Rhode Island Lead Poisoning Prevention Act*.

We want to reassure you that [Water System Name] will be replacing all lead service lines and lead status unknown service lines over the coming years to protect public health and comply with federal and state laws and regulations.

In the meantime, [Water System Name] will provide you with a filter pitcher or point-of-use device and six months of filter replacements upon request. The filter in the pitcher or point-of-use device will significantly reduce lead levels in water. To request a water filter, please contact [Water System contact information]

What Are the Health Effects of Lead?

Anyone can suffer health effects from exposure to lead, but lead is most dangerous to children younger than six years old and people who are pregnant. Lead can hurt a child's brain and nervous system and slow down growth and development. People exposed to lead as children can have lifelong difficulties with learning and behavior and may have trouble paying attention. Even small amounts of lead can harm a child. Adults can have increased risks of heart disease, high blood pressure, kidney or nervous system problems. Lead poisoning is preventable.

What Are the Sources of Lead?

Lead can be found in many places in and around the home. Children in Rhode Island are most often exposed to lead through lead-based paint and paint dust found in homes built before 1978. Over time, lead-based paint can peel or crack. Children may accidentally breathe or swallow lead dust or lead paint chips. Lead can also be found in soil around the home, some spices, and some pottery, crystal, or ceramic dishes.

While it is rarely the primary cause of lead poisoning in Rhode Island, drinking water can also be a source of lead. Lead and galvanized steel pipes were used in water infrastructure for much of

Updated August 2024

the 1900s and were banned from use in Rhode Island in 1978. Lead solder was used to fuse pipe segments together until 1987. If a building was built or plumbed before 1987, it could have plumbing materials containing lead.

How Does Lead Get into Drinking Water?

As plumbing materials age, they begin to wear away (called corrosion). If they are made with lead, it can get into the drinking water. When water sits still and remains in contact with plumbing materials containing lead for a period of time, the lead may dissolve into the water. **If water has not been used for several hours – for example first thing in the morning or when you get home from school or work – it may have elevated levels of lead.**

What is a Service Line?

Service lines are the individual pipes that run from the water main in the street to a home or building. They consist of two sections: the *public-side* and the *private-side*. The *public side* of the service line runs from the water main to the curb stop (a valve that is often located near the property line or sidewalk) and the *private side* runs from the curb stop to the home.

Why and When Are Lead Service Lines Being Replaced?

[Water System Name] will be replacing lead service lines over the next ten years. Please contact [Water system contact information] for information on scheduling a free service line inspection and/or a service line replacement.

Important: If you or the property owner (if different) decide to replace the private side portion of the lead service line on your/their own, please contact [Water system contact information]. [Water System Name] must attempt to coordinate simultaneous replacement of the public side portion or replace the public side portion in a timely manner after being notified, at no cost to the property owner.

Steps You Can Take to Reduce Exposure to Lead in Drinking Water

- **Treat the water.** Some water filters can remove lead from water. This water is safe to use for drinking and cooking. To request a water filter please contact [Water System contact information], and a filter pitcher or point-of-use device and six months of filter replacements will be provided to you, along with filter use instructions. Follow the instructions for the installation (if applicable), use, and maintenance of any filter. Change out replacement cartridges according to the filter instructions.

Note: Water softeners and reverse osmosis units will also remove lead from water but can make the water more corrosive to lead solder and plumbing by removing certain minerals. The installation of these treatment units at the point of entry into homes with lead plumbing should only be done under supervision of a qualified water treatment professional.

- **Run the cold water to flush out lead, even if you have a filter.** Flushing the tap means running the cold-water faucet for 3 to 5 minutes before using the water for drinking or cooking. Lead can build up in water when it sits still in the pipes. Flushing the pipes (or letting the cold water run before using it) will remove the water that may contain higher lead levels. Flush the pipes before using water for drinking or cooking any time the water has gone unused for more than six hours.

Flushing tap water is a simple and low-cost measure you can take to protect your health. It usually uses less than one gallon of water. **See the attached flier or visit the Rhode Island Department of Health website <https://health.ri.gov/water/about/lead/> for more detailed instructions on flushing your plumbing.**

- **Use cold water for preparing baby formula, even if you have a filter** It is recommended that bottled or filtered water be used for drinking and preparing baby formula. If you need hot water, draw water from the cold tap and then heat it.
- **Use cold water for cooking, even if you have a filter.** Because lead from lead-containing plumbing materials and pipes can dissolve into hot water more easily than cold water, never drink, cook, or prepare beverages using hot water from the tap. Boiling water can kill bacteria, viruses, and other disease-causing organisms, but it will not reduce lead levels.
- **Remove and clean aerators/screens on plumbing fixtures, even if you have a filter.** Aerator screens are located at the tip of faucets. Over time, particles and sediment can collect in the aerator screen. Remove and clean aerators screens every two weeks.

Protect Your Child from Lead – Information from the Rhode Island Department of Health

Get your child tested for lead. Lead can be measured in the blood. Your child should have at least two blood lead screening tests by 36 months (one screening by 18 months and the second screening at least 9 months after) and an annual lead screening until the age of six. Contact the Rhode Island Department of Health or your healthcare provider to find out when their most recent lead screening test was and the results. Your family doctor or pediatrician can perform a blood test for lead and provide you with information about the health effects of lead. In Rhode Island, lead screening is a mandated coverage health insurance benefit and is free of charge. Learn more at health.ri.gov/lead/.


Get your home tested for lead. If your home was built before 1978, it likely has lead-based paint. A licensed lead inspector can inspect your home and test the paint and soil for lead. Most rental housing built before 1978 is required to have a Certificate of Lead Conformance, showing the property has passed a lead inspection. Contact RIDOH to learn more about lead inspections.

For More Information

Contact us at [insert your water system's phone number and email]. For more information on reducing lead exposure around your home and the health effects of lead, visit the Rhode Island Department of Health website health.ri.gov/lead/ or contact your health care provider. For more information about lead exposure through drinking water visit <https://health.ri.gov/water/about/lead/>.

This notice is being sent to you by **[PWS NAME, ID#: RIXXXXX, ADDRESS]**

Date distributed: _____


[Family of brands](#) 

Wondering About Lead in Your Water? [Learn More](#)


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Brita®
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Water
Systems



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Community Water System Leaders: Brita is Your Partner for LCRR/LCRI Compliance

Let's work together to help meet new requirements and provide your residents with the longest-lasting lead-reducing filter available.

[Contact Us Today](#)



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[The Elite Filter](#)[A Turnkey Solution](#)[Filter Comparisons](#)[Case Study](#)[Our Ap](#)

Brita Elite™ Filter

The Only 6-Month Lead-Reducing Point of Use Filter

If your home has lead pipes or you are concerned about lead in your water, [Brita's Elite™ Filter](#) may be the perfect solution for you and your family.

The 6-Month LCRI Compliance Solution

With a single filter, the Brita Elite™ filter offers full compliance for the LCRR/LCRI requirement to provide a pitcher/filter lasting 6 months following a lead service line replacement. Brita's pitcher filter solution also provides:

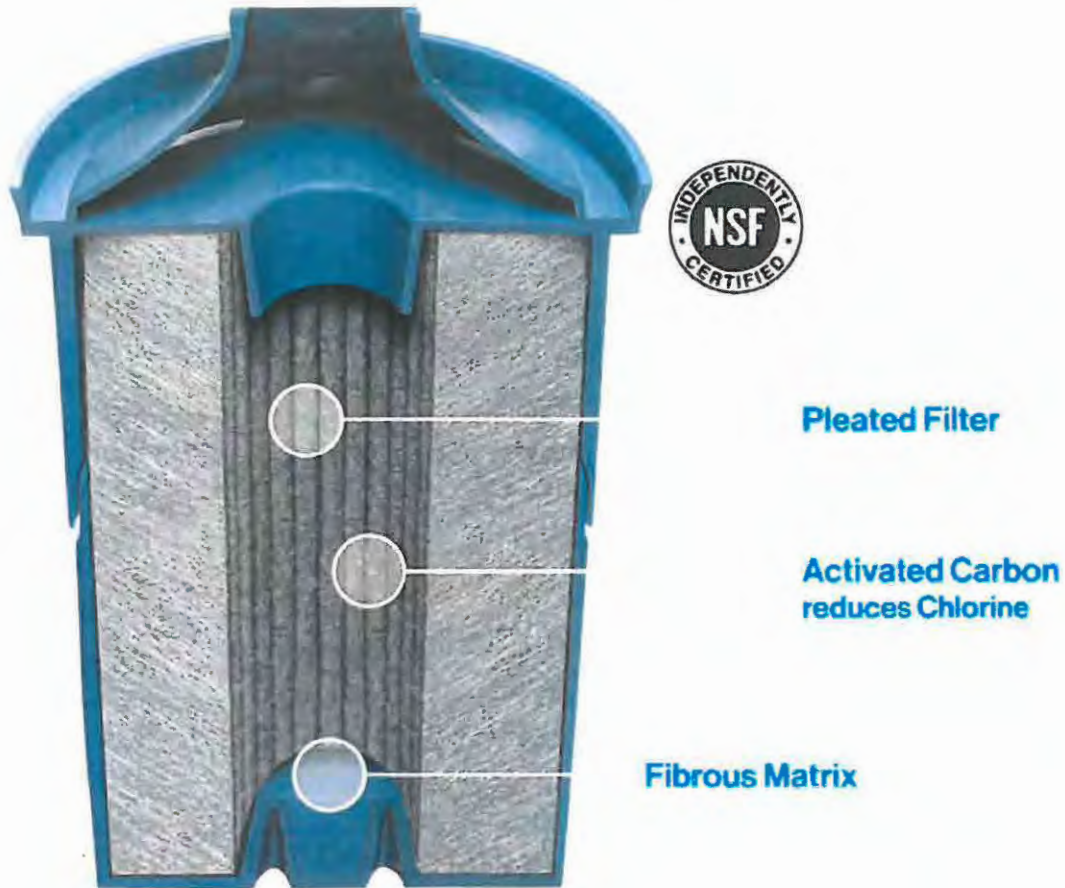
Certified Performance You Can Trust: The Brita Elite™ filter is NSF Certified against NSF/ANSI Standard 53 for lead reduction.**

Resident-Friendly Features: Brita water pitchers feature an electronic volume-based indicator, ensuring that households will know exactly when to change their filter no matter how much water they use.

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The Brita Elite™ filter is **NSF certified against NSF/ANSI Standard 53 for lead reduction, and it lasts for 6 months** – longer-lasting filters mean fewer or zero required filter changes for your residents during the 6 months following a lead service line replacement.**

Need additional filters for your community to help residents while your replacement program is underway? Brita stands ready with a dedicated supply chain to meet your needs, so you can stay focused on your lead line replacement program while meeting immediate resident concerns or needs.

[Contact Us](#)

Filters Needed to Meet

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Certified to NSF/ANSI 53 Standard for PFOA/PFOS reduction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Meets 6-month EPA LCRR filtration requirement with a single filter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Filter life	120 gal 6 mo*	40 gal 2 mo*	15 gal 3 wk*
Volume-based electronic filter life indicator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Retailer filter repurchase option	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Direct to Consumer filter repurchase option	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*Based on certified life. PC and other lead based filters may vary.

Build trust and credibility in your community.

Brita is **America's #1 brand[†] in water filtration** – which means we're already known and trusted by members of your community.

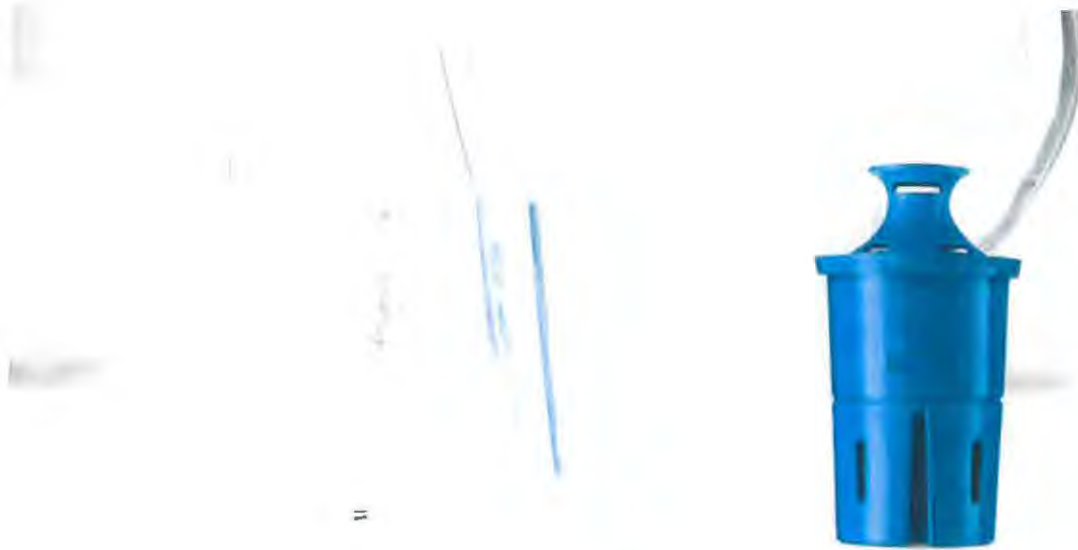
Are your residents asking for support now? Brita can help bridge the gap between now and your multi-year lead service line replacement program.

Contact Us

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Mile-High Success: Brita & Denver Partner on EPA-Recognized Lead Reduction Program

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The Denver Case Study

We partnered up with the city of Denver to proactively provide our 6-month lead reducing Elite filters to residents before, during and after lead service lines are replaced. [Download](#) our case study and see how Brita helped support Denver's best in class lead reduction program for communities in the Mile High City.

[View Case Study](#)

Our Approach

The Clear Choice for Your Communities

Brita is committed to providing water systems and residents with lead-reducing solutions as

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Scalable Distribution

Brita® can support short-term fixes or large-scale program requests with tailored solutions to meet the unique needs of your municipality, from large scale shipments to individual household deliveries.

[Contact us](#) for a consultation on filtration performance and technology options, product fulfillment or resident communication best practices.

Partnerships

With Brita, your city is in good company. Today Brita is partnered with over 125 cities and water systems, including:

- Birmingham, AL
- San Francisco, CA
- Denver, CO
- Washington, D.C.
- Cedar Rapids, IA
- Aurora, IL
- Peoria, IL
- Fort Wayne, IN
- South Bend, IN
- New Orleans, LA
- Buffalo, NY
- Rochester, NY
- Cincinnati, OH
- Toledo, OH
- Youngstown, OH
- Hershey, PA
- Pittsburgh, PA
- Scranton, PA
- Charleston, SC
- Fort Worth, TX

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Let's team up.

This form is for leaders of US municipalities who are spearheading their municipality's lead remediation efforts. Brita is ready to help – contact us today to learn how.

First name

Last name

Email Address

Organization

Zip Code

Sign me up for Brita® emails, including newsletters, MyBrita™ updates and more.

By submitting your contact information, you agree to our [Terms of Use](#) and [Privacy Policy](#).

Submit

Are you a consumer looking for at-home filtration options?

[Shop Filters](#)

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- Pitchers
- Dispensers
- Replacement Filters
- Bottles
- Faucet Mounts
- Whole Home

Help

- Support
- Contact Us
- Recycling your filters
- Performance Data

Company

- Why Brita
- Patents
- Retailers & Distributors Policy
- Water Systems

Connect

1-800-24-BRITA

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Town of Jamestown
Town Administrator
93 Narragansett Avenue
Jamestown, Rhode Island 02835-1199
401-423-9805



Edward A. Mello
Town Administrator

MEMORANDUM TO: Jamestown Water & Sewer Commission
FROM: Town Administrator, Edward A. Mello
DATE: October 16, 2024
SUBJECT: Status Update -Staffing Water Treatment Plant

BACKGROUND

The water treatment facilities have been operated by three full time licensed operators, a Superintendent, Assistant Superintendent, and Operator. All three operators employed by Jamestown Water prior to March of 2023 were fully licensed Class III Water Treatment Plant Operators and Class II Water Distribution Operators. The Jamestown Water Department is under the management of the Jamestown Public Works Director. The system provides drinking water to 1583 properties.

In March of 2023, the Operator resigned and the position was posted within the union as an entry level water department operator with no prerequisite license required. The position does require the operator to receive the Class I and Class II water treatment and distribution licensing within the first two years of employment. No applications were received from within the public works department union. The position was then publicly advertised. After two months of searching, the Town hired a non-union employee from the recreation department. In June 2023 on the day he started, the Superintendent left on extended absence. Jamestown water was left with only one fully licensed operator (Class III-treatment and Class II-distribution), the assistant superintendent. This remains as the current condition today.

As required the Public Works Director notified the RI Department of Health that the assistant superintendent would be in charge of both the water treatment facility and the distribution system.

On August 7, 2023, the Water and Sewer Commission approved a one-year emergency contract with Veolia to provide operator assistance to the Water Treatment Facility. In September 2023 the Superintendent resigned his position with the Town. The Town has advertised various forms of positions for the water treatment plant since the original resignation of the operator in March of 2023.

September 11, 2023 Veolia staff started working at the water treatment facility providing assistance to the Interim Superintendent. Veolia provided this assistance until May 2024 while the Town continued to advertise for positions in the Jamestown Water Department.

RIDOH LICENSING

The Rhode Island Department of Health (RIDOH) certifies drinking water operators for Water Treatment Facilities and Water Distribution Facilities. There are four levels of certification with Grade 1 being the lowest and Grade 4 being the highest based on the complexity of the systems. The Classification of the Jamestown Water Treatment Facility is a Grade III and the Water Distribution System is a Grade II as determined by the RIDOH. It is mandatory for the Superintendent and Assistant Superintendent who are assigned direct responsibility for the management, operation, and maintenance of the water treatment and distribution facilities to hold a full certification at Grade III for treatment and Grade II for distribution. Since June of 2023 the assistant superintendent has been the only fully licensed operator responsible for the treatment facility and distribution system.

The public works director contacted the Chief of the Office of Drinking Water Quality about the issues with staffing at Jamestown Water. She understood the challenges faced by water suppliers for recruiting and retaining experienced certified operators. She stated that we must have fully certified operators for our facilities. If we do not have certified operators in charge of our facility, they will issue a “No Drink Notice” (NDN) to the residents of Jamestown with a “Notice of Violation” and Fine. A NDN would mean that water cannot be consumed in any form. She stated if we cannot hire operators then Jamestown will need to contract for the service. There must be fully certified operators treating and distributing water.

SALARIES

Salaries which are defined within the Union Collective Bargaining Agreement must be negotiated. There is no latitude for the administration to adjust these salaries outside of the collective bargaining process.

We reviewed two sources of salary comparisons. The first is the 2024 salary study for water officials (highest management level positions) as conducted by the Rhode Island League of Cities and Towns. The annual salary and longevity for these municipal positions range from \$72,108 (Town of Portsmouth with more than 5,000 properties) to \$149,661 (City of Newport Director of Utilities including both water and wastewater with more than 15,000 properties in Newport as well as providing water to the remainder of Aquidneck Island).

The last twelve-months of salary and longevity of the former Jamestown Superintendent was \$87,413. An additional \$11,537 in overtime was earned (at a time when the plant was fully staffed).

The current acting superintendent salary and longevity is \$92,730. This does not include overtime.

The second source of salaries which we compared was from the RI DEM Wastewater Sector Salary Survey (2023) that included water and wastewater treatment plant and system operators which places industry standard hourly rates at a range of \$26.61/ hour and \$34.49/hour depending on experience and level of management responsibility. The current hourly rate for Jamestown water treatment staff positions range between \$34.53/hour and \$44.58/hour including longevity.

EFFORTS TO RECRUIT

As previously indicated, the first vacancy realized in the water department staffing occurred in March of 2023. At that time, this position which had no prerequisite license was offered to all current union members. None of which applied for the position. The position was then advertised publicly and was filled by a non-union town employee.

There have been various versions of job postings which were publicly advertised since early 2023. Advertising included the Town website, Newport Daily News (both print and digital), the Providence Journal (both print and digital), New England Water Works Association and Indeed. The salary ranged from \$68,411 as an entry level operator requiring no licensing to \$76,523 as an assistant superintendent.

In addition, we have met with both the Town of North Kingstown and the City of Newport in an effort to seek a collaboration in staffing efforts. Both respectfully declined as they have their own respective staffing challenges.

We met with the leadership from Rhode Island Clean Water Association (RICWA) and requested their assistance in recruiting staff-to no avail.

In total, we have received numerous applications, of which only five (5) met any sort of licensing requirement. Various in-person and phone interviews were conducted. Of the five (5) applicants,

two (2) were found to have become recently unemployed due to resignation in lieu of termination; one (1) was not interested in the position after learning that it included distribution; one (1), a Jamestown resident had no desire to return to work in the industry from which he left in Connecticut; and one (1) ultimately decided to remain in their current position.

*The Town does not advertise on Glassdoor which is an AI driven platform that may not accurately gather information from other platforms and advertisements.

We have learned that staffing shortages are an industry wide challenge. This is further substantiated in the RI DEM Wastewater Treatment facility survey in which respondents indicated:

“Respondents identified that holiday and weekend work requirements, shift assignments, working conditions, duties, and licensure requirements, may be deterring entry-level candidate interest and retention.”

“Respondents identified job security, familiarity with one’s present position, and/or the mission of clean water as the most important considerations for sector retention among all surveyed occupations, rather than wages/salaries, benefits, or opportunities to learn.”

“Potential for financial advancement is generally average to low throughout all surveyed occupations, more so for municipally run facilities.”

SUMMARY

As previously reported, we have published a request for proposal (RFP) for the contracted staffing operation of the water treatment facilities. This ultimately resulted in receiving one proposal to provide a staffing solution for the water treatment plant.

The RFP proposal included the assumption by the both the Town and the vendor that a current water department member would work directly for the vendor and no longer be employed by the Town as he planned to retire. This staffing plan was submitted as part of the response to the RFP.

We learned this week that the current Town employee has now indicated that he does not wish to retire from Town employment.

We had developed a memorandum of agreement (MOA) with the union which includes the water department staff members. This would have allowed the contract for staffing to move forward for the three-year period, while requiring that the issue be addressed through future collective

bargaining. This MOA was scheduled to be considered by the union membership this week.

The water treatment and distribution system which provides water to approximately 1500 homes and businesses is a critical life safety service. For nearly 18-months, the water treatment facility and distribution system has been operating with only one (1) adequately licensed staff member while previously staffed at three (3) licensed employees.

Based upon the original staffing proposal as submitted by the vendor, we were prepared to make a recommendation to the Commission to consider a contract for three-years to staff the treatment plant. However, due to the recent change in the staffing condition, we cannot at this time make such a recommendation. As such, we will again meet with the vendor and union in an attempt to find another staffing solution.

In the meantime, the critical staffing issue remains.

October 15, 24

21
Town Council Members,

I received a water bill of \$1,807.18 and discovered that I had a leak outside the house. The water never went into the sewer and I would like some relief on my sewer bill. This leak continued after the August bill and I anticipate another large bill for the next quarter.

The leak has been discovered and taken care of.

Thank-you for your consideration in this matter.

Sincerely,

Jane Bentley
70 Mt. Hope Avenue

TOWN OF JAMESTOWN
Water & Sewer Division

Total Amount Due:	\$1,807.18
Due Date:	Due upon receipt
Amount Enclosed:	

Plat and Lot Number: 8/107
 Location: 70 MT HOPE AVE
 Account Number: [REDACTED]

PAYMENTS CAN BE MADE BY MAIL, IN PERSON,
 OR BY DROP BOX, WHICH IS LOCATED AT THE
 TOWN HALL 93 NARR AVE

BENTLEY JANE LEWIS TRUSTEE
 70 MT HOPE AVE
 JAMESTOWN, RI 02835

Please Remit Water Bill Payment To:

JAMESTOWN WATER & SEWER DIVISION
 93 NARRAGANSETT AVE
 P.O. BOX 377
 JAMESTOWN, RI 02835

^ DETACH HERE ^ PLEASE DETACH AND RETURN TOP PORTION OF BILL WITH YOUR PAYMENT ^ DETACH HERE ^

Read Information	Charge Description	Units	Rate	Amount Due
Read Type: Actual (Mtr#: 82040325, Size: 5/8)	MINIMUM IN ADV	1.0000	108.6800 \$/FLAT	108.68
Current Read: 530,000 on 08/30/2024	EXCESS WATER	32.0000	20.0100 \$/1000 GAL	640.32
Prior Read: 493,000 on 05/30/2024	STATE SURCHARGE 1	37.0000	0.1054 \$/1000 GAL	3.90
Consumption: 37,000 GAL	STATE SURCHARGE 2	37.0000	0.1664 \$/1000 GAL	6.16
	SEWER CHARGE USAGE	37.0000	20.8100 \$/1000 GAL	769.97
	SEWER DEBT FLAT FEE	1.0000	38.0200 \$/FLAT	38.02
	SEWER DEBT USAGE FEE	37.0000	6.4900 \$/1000 GAL	240.13
	Current Bill Total			1807.18

Description	Original Bill	- Adjustments	- Payments	= Balance Due	+ Interest	= Amount Due
2025 WATER SEWER	0.00	0.00	0.00	0.00	0.00	0.00
Total Amount Due:						\$1,807.18

WATER SERVICES SHALL BE TERMINATED ON ALL DELINQUENT ACCOUNTS IN COMPLIANCE WITH RI STATE LAW...
 Interest is calculated at 8.00 per annum and is accrued daily. Your bill reflects interest calculated as of 10/31/2024

Account Number 05-075519	Plat and Lot Number 8/107
BENTLEY JANE LEWIS TRUSTEE 70 MT HOPE AVE JAMESTOWN, RI 02835	Town: JAMESTOWN WATER & SEWER DIVISION 93 NARRAGANSETT AVE P.O. BOX 377 JAMESTOWN, RI 02835 Phone: (401) 423-9808



Check your balance and pay on-line at: Jamestownri.gov
 Your Account number is: [REDACTED]

**TOWN OF JAMESTOWN
TOWN COUNCIL MEETING
For
TOWN, WATER AND SEWER MATTERS
Monday, September 16, 2024**

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 at 93 Narragansett Avenue at 6:31 p.m.

The following members were present:

Commission President Beye
Commission Vice President Meagher
Commissioner Brine (arrived at 6:33 p.m.)
Commissioner M. White
Commissioner R. White

Also, present were:

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

I. 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.

Public Works Director Michael Gray introduced Justin Gould, Weston & Sampson (W&S). W&S was selected to evaluate all wastewater facilities throughout the Town, including collections, pumping, and treatment. The Wastewater Treatment Facility and Sanitary Sewage Pump Stations evaluation dated September 2024, included a condition assessment and recommended improvements.

Over the past several months W&S staff completed a condition assessment of assets at the Wastewater Treatment Facility and the four pump stations. Assets were divided into five discipline categories including Process Mechanical, Architectural and Buildings, Electrical, Instrumentation, and HVAC and plumbing. Existing conditions were evaluated for each asset and an estimated useful lifetime was determined. Appendix A in the report provides a summary table of all the assets with details.

Section 3 of the report provides a summary of recommended improvements for the treatment facility and pump stations based on the evaluation. Table 1 and 2 on pages 3-11 includes a budget-

level cost estimate of the improvements based on a priority that was assigned to the assets. Priority 1 grouping is assets that need to be replaced or repaired in the first-year project (2025). Priorities 2-5 are programmed for future projects in the years 2030-2045. As shown in the table the first-year improvements for the pump stations are estimated to be \$1,681,750 and \$6,683,250 for the wastewater treatment facility.

Appendix E of the report includes a Program for investigating and rehabilitating the sewer collection system. W& S has divided the collection system into subareas for investigating manholes and television inspections of piping. Recommendations for improvements will then be determined for the sewer collection system based on condition and to remove inflow and infiltration. This program will be conducted from 2024-2027 as shown in Table 2 of their report.

Commissioner Brine questioned what the cost would be to replace the existing water treatment plant. Would it be in the range of a \$100 million investment?

Mr. Gould agreed it would be very costly and not feasible. The existing water treatment facility is a very valuable asset.

Vice President Meagher stated the water and sewer ratepayers bear the cost of the repairs. Property taxes are not used for the water/sewer projects.

Public Works Director Michael Gray summarized debt service the Town already has will be used to get the infrastructure project started; as well as piecing together capital funds to maintain infrastructure.

B) Open Forum – Water & Sewer Matters

- 1) Scheduled request to address – None.
- 2) Non-scheduled request to address. None

C) Report of Town Officials: Review, Discussion, and/or Action and/or Vote:

- 1) Pumping Report

Public Works Director Michael Gray reported the following:

- 2) Town Project Reports
 - a) Town Wells

JR-1 well is in service

b) Water Treatment Plant

- The water department continues to operate with only two staff members. An advertisement for an assistant water superintendent, fully licensed to operate the water treatment facility, has been posted on the New England Water Career website for months.

- One proposal was received on August 29th in response to the request for proposals to operate and maintain the water treatment facility. The second company did not submit a bid because they could not find operators to fill the jobs required to operate the facility. We are reviewing the proposal we received from Veolia.

- Pare Corporation is preparing a final draft of the rules and regulations for the commission to review.

c) Transfer Pumping/Reservoir

No water has been transferred from South Pond.

d) Distribution System

South Pond @ 6 MG

Usable Storage, 6 Million Gallons

North Pond @ 60 MG

Usable Storage 48 Million Gallons

- The online survey for homeowners to complete and submit for the lead service inventory has not been successful. A mailing was sent to homeowners to schedule a date with our staff to inspect their home service. The deadline for the inventory is October 16th. I have attached the letter that was received from the RIDOH explaining the requirements for lead service line inventories and replacement. Following our inventory Jamestown Water must notify all customers within 30 days that may have a lead service line or lead status unknown service line. I have provided a sample consumer notice prepared by RIDOH. Annual reports will be required until all services are replaced.

- Jamestown Water has been selected by the EPA as one of 200 communities to participate in the Get the Lead Out initiative. Public Works Director Michael Gray attended a meeting with staff from the EPA, RIDOH, and their consultant who provided an overview of the program to the selected water suppliers in Rhode Island. Unfortunately, this program is late in providing any assistance with our inventory program but they can assist with lead service line replacement plans and State Revolving Fund applications.

e) Wastewater Treatment Facility

- The monthly average daily now at the treatment plant for August was 0.16 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily now was 0.344 million gallons.

- W&S has completed the final report for the Wastewater and Pump Station Evaluation. Staff will be attending the Commission meeting to present the report and their recommendations for improvements to our facilities.

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

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

Town Administrator Mello reported the Town is still waiting for the prehearing conference to be scheduled with the state of Rhode Island Water Resource Board regarding the water line extension application appeals.

2) Water Treatment Plant Operations Contract

Town Administrator Mello, Finance Director Tina Collins, and Public Works Director Michael Gray met with the proposed water treatment plant operations contractor and hope to bring a recommendation to the Commission at the October meeting.

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.

A motion was made by Commissioner Meagher with a second by Commissioner M. White to approve the Wastewater Treatment Facility and Sanitary Sewage Pump Station evaluation, and final report dated September 2024. Vote: Commission President Beye, Aye; Commission Vice President Meagher, Aye; Commissioner Brine, Aye; Commissioner M. White, Aye; and Commissioner R. White, Aye.

- 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. 2024-17-20.

A motion was made by Commission Vice President Meagher with a second by Commissioner M. White to approve the 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. 2024-20. Vote: Commission President Beye, Aye; Commission Vice President Meagher, Aye; Commissioner Brine, Aye; Commissioner M. White, Aye; and Commissioner R. White, Aye.

A motion was made by Commission Vice President Meagher with a second by Commissioner M. White to approve the Board of Water and Sewer Commissioners Consent Agenda, as presented. Vote: Commission President Beye, Aye; Commission Vice President Meagher, Aye; Commissioner Brine, Aye; Commissioner M. White, Aye; and Commissioner R. White, Aye.

G) Consent Agenda

- 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 20.

II. ADJOURNMENT

A motion was made by Commission Vice President Meagher with a second by Commissioner M. White to adjourn the meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners at 8:51 p.m. Commission President Beye, Aye; Commission Vice President Meagher, Aye; Commissioner Brine, Aye; Commissioner M. White, Aye; and Commissioner R. White, Aye.

Attest:

Roberta J. Fagan, CMC, Town Clerk

Project Update September 2024

WELLS

- JR-1 is in service.

TREATMENT PLANT

- We continue to operate with two staff in the water department. An advertisement for an assistant water superintendent fully licensed to operate the water treatment facility has been on the New England Water Career website for months
- One proposal was received on August 29th in response to our request for proposals to operate and maintain the water treatment facility. The second company did not submit a bid because they could not find operators to fill the jobs required to operate the facility. We are reviewing the proposal we received from Veolia.
- Pare Corporation is preparing a final draft of the rules and regulations for the commission to review

TRANSFER PUMPING/RESERVOIR

- No water has been transferred from South Pond.

DISTRIBUTION SYSTEM

South Pond @ 6 MG

Usable Storage. 6 Million Gallons

North Pond @ 60 MG

Usable Storage 48 Million Gallons

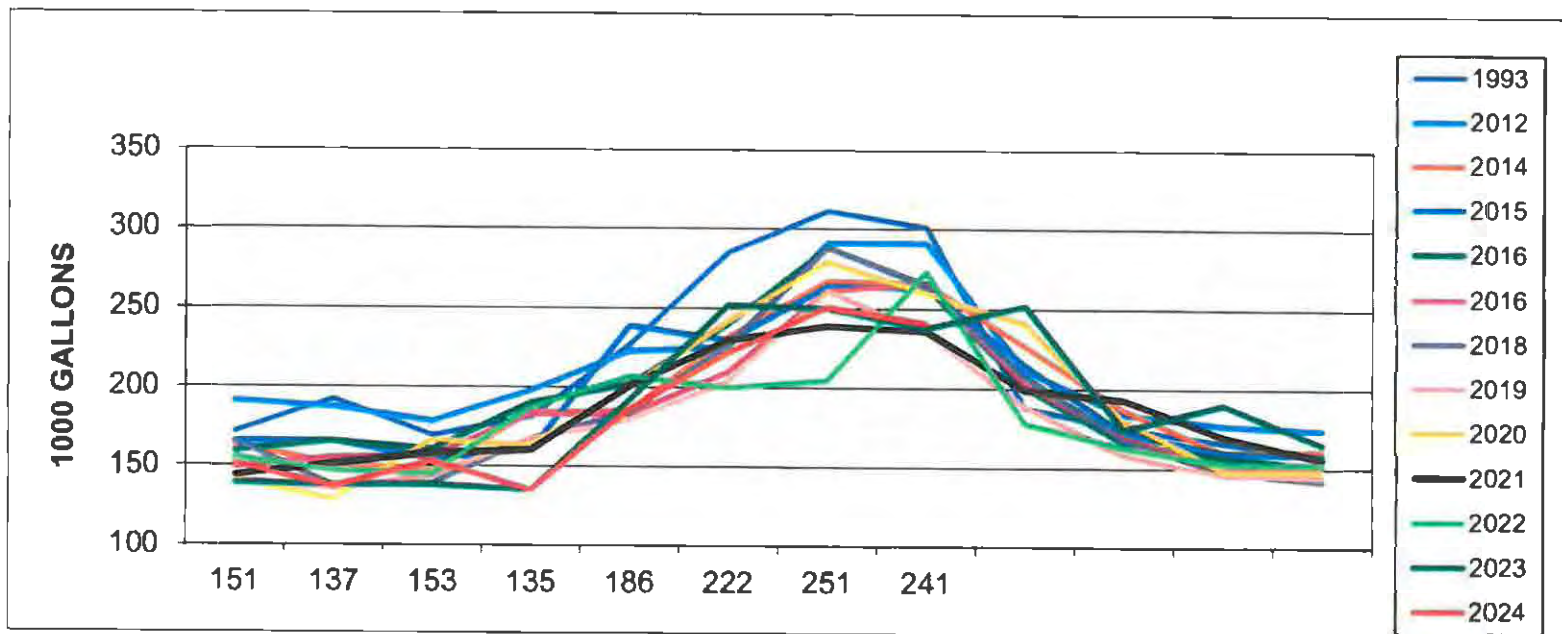
- The online survey for homeowners to complete and submit for the lead service inventory has not been successful. A mailing was sent to homeowners to schedule a date with our staff to inspect their home service. The deadline for the inventory is October 16th. I have attached the letter that was received from the RIDOH explaining the requirements for lead service line inventories and replacement. Following our inventory Jamestown Water must notify all customers within 30 days that may have a lead service line or lead status unknown service line. I have provided a sample consumer notice prepared by RIDOH. Annual reports will be required until all services are replaced.
- Jamestown water has been selected by the EPA as one of 200 communities to participate in the Get the Lead Out initiative. I attended a meeting with staff from the EPA, RIDOH, and their consultant who provided an overview of the program to the selected water suppliers in Rhode Island. Unfortunately this program is late in providing any assistance with our inventory program but they can assist with lead service line replacement plans and State Revolving Fund applications.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for August was 0.16 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.344 million gallons.
- Weston and Sampson has completed the final report for the Wastewater and Pump Station Evaluation. Staff will be attending the Commission meeting to present the report and their recommendations for improvements to our facilities.

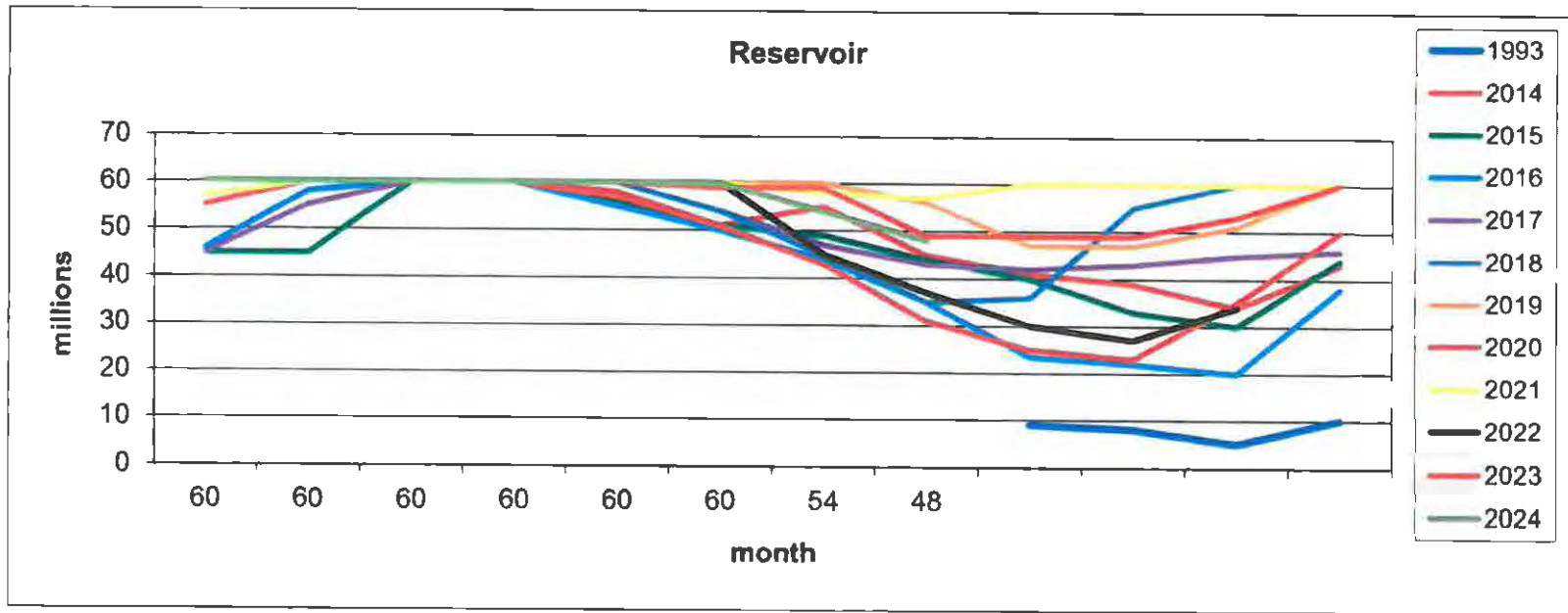
	1993	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Jan	171	172	155	191	163	165	159	149	165	141	141	144	155	139	151
Feb	192	158	156	187	151	165	165	155	137	135	129	151	147	138	137
Mar	169	157	155	178	147	154	160	156	139	144	166	158	145	138	153
Apr	181	180	170	198	184	160	190	183	167	167	163	160	187	135	135
May	227	212	190	223	185	239	202	183	184	179	200	201	207	192	186
Jun	285	226	221	226	232	230	240	210	227	204	242	230	200	252	222
Jul	311	279	278	291	267	264	288	261	288	261	279	239	205	250	251
Aug	301	254	242	291	266	263	264	266	265	235	260	236	273	238	241
Sep	188	205	210	212	227	215	201	203	208	189	241	199	178	252	
Oct	175	175	175	184	187	172	166	170	168	158	180	193	163	174	
Nov	166	164	167	177	160	160	157	151	148	146	149	170	153	190	
Dec	158	158	180	174	161	158	151	151	142	145	149	156	153	165	

PUMPING REPORT



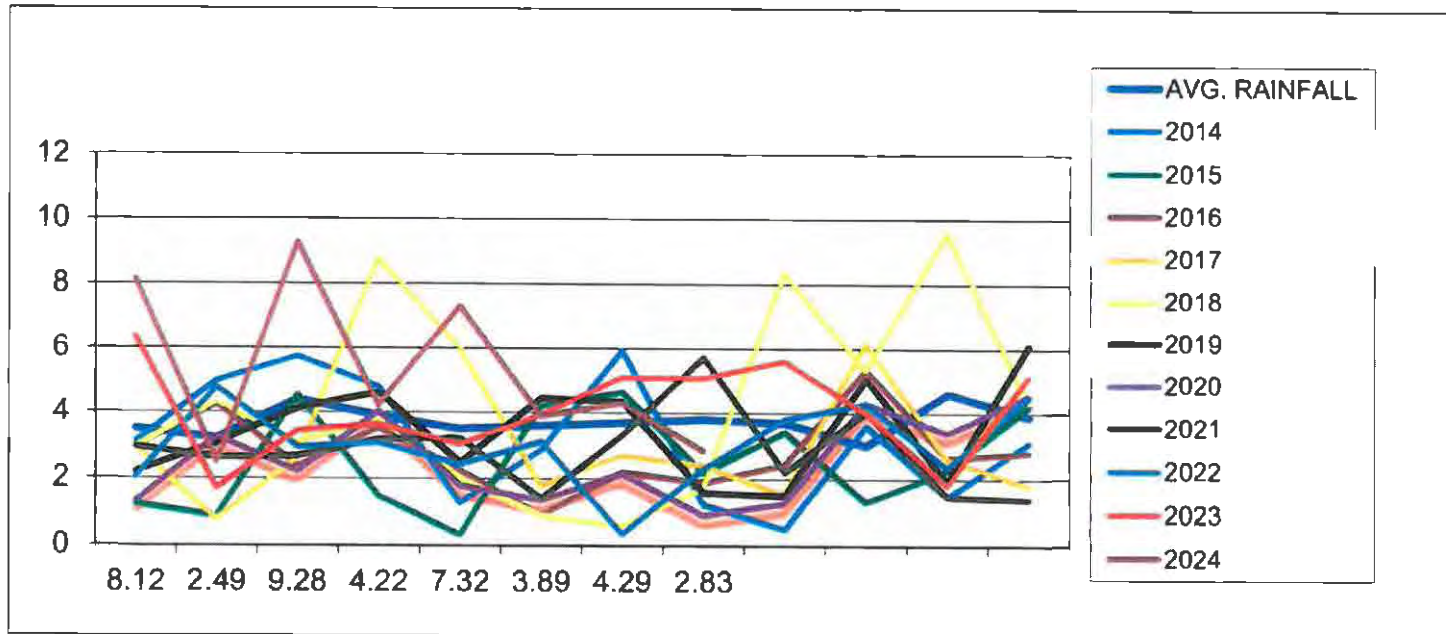
RESERVOIR LEVEL

	1993	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Jan		55	45	46	45	60	60	60	57	60	60	60
Feb		60	45	58	55	60	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		58	56	55	60	60	60	57	60	60	60	60
Jun		51	51	50	54	54	60	51	60	60	59	60
Jul		55	49	44	47	45	60	43	58	45	59	54
Aug		45	44	35	43	35	56	31	57	37	49	48
Sep	9	41	40	23.5	42	36	47	25	60	30	49	
Oct	8	39	33	22	43	55	47	23	60	27	49	
Nov	5	34	30	20	45	60	51	35	60	34	53	
Dec	10	43	44	38	46	60	60	50	60	48	60	

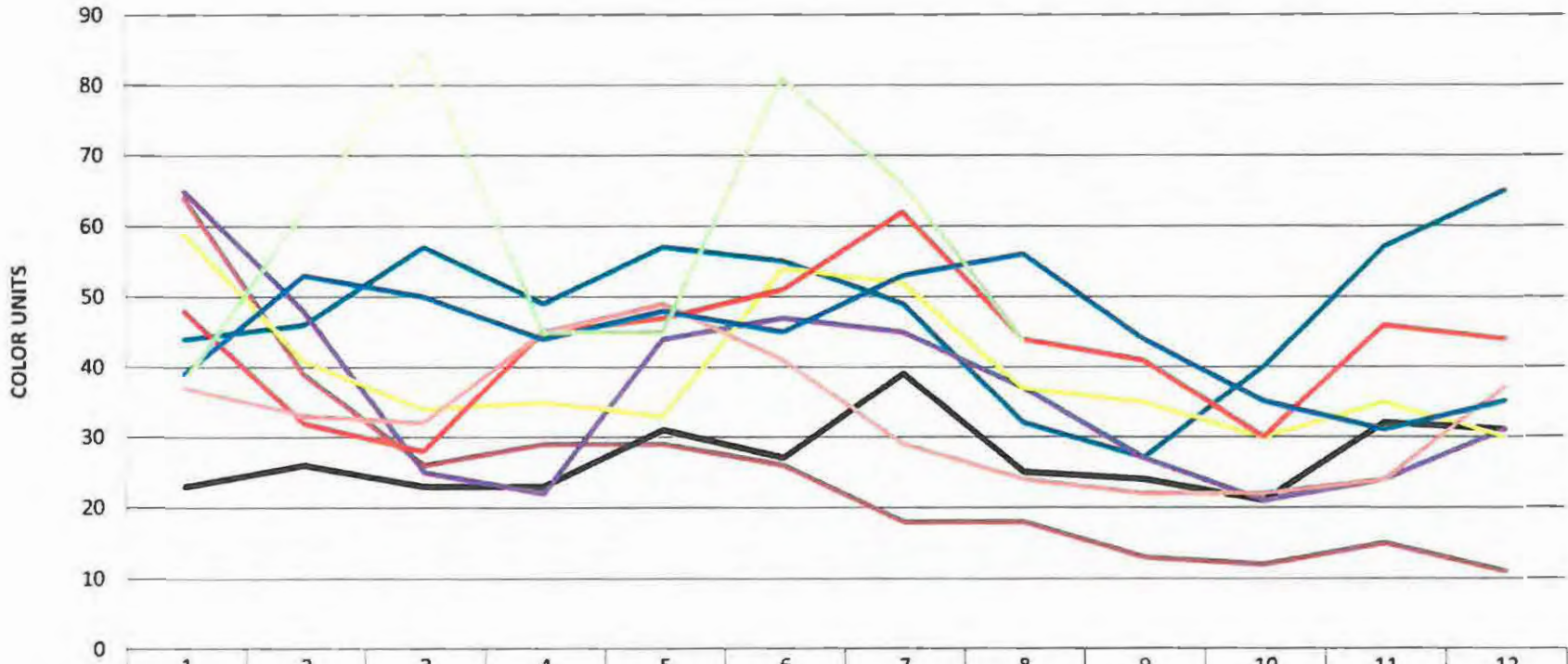


	AVG. RAINFALL	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Jan	3.5	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04	6.36	8.12
Feb	3.2	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62	4.77	1.7	2.49
Mar	4.4	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94	3.44	9.28
Apr	3.9	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	3.08	3.65	4.22
May	3.5	1.27	0.32	2.24	6.03	2.03	2.46	1.79	3.2	2.43	3.03	7.32
Jun	3.6	2.86	4.2	0.89	1.79	0.89	4.44	1.36	1.4	3.11	3.93	3.89
Jul	3.7	5.93	4.63	2.19	2.7	0.61	4.33	2.16	3.3	0.35	5.1	4.29
Aug	3.8	1.23	2.17	1.88	2.4	1.73	1.58	0.91	5.71	2.29	5.08	2.83
Sep	3.7	0.5	3.41	2.42	1.54	8.35	1.49	1.27	2.19	3.81	5.62	
Oct	3	3.61	1.31	5.33	6.18	5.34	5.04	4.29	4.03	4.28	4	
Nov	4.6	1.47	2.27	2.63	2.61	9.61	1.89	3.39	1.47	2.33	1.83	
Dec	3.9	3.1	4.2	2.79	1.81	4.33	6.09	4.53	1.38	4.48	5.12	
Total	44.8	38.59	30.59	33.45	40.18	47.02	41.29	30.5	34.08	35.91	48.86	42.44

RAINFALL



Transfer Pumping NORTH POND WATER QUALITY



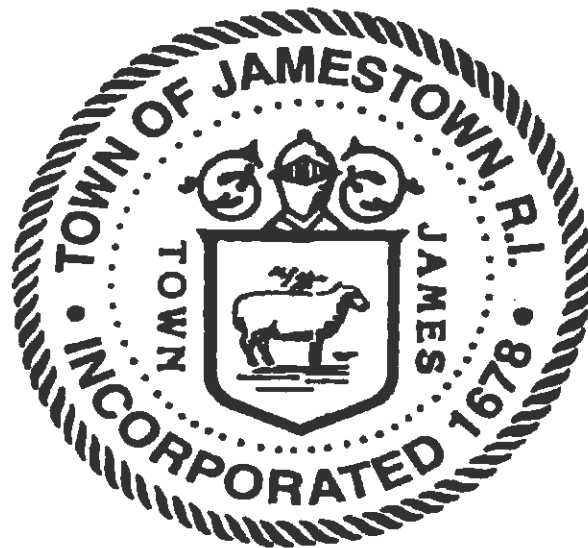
	1	2	3	4	5	6	7	8	9	10	11	12
2016	64	39	26	29	29	26	18	18	13	12	15	11
2017	23	26	23	23	31	27	39	25	24	21	32	31
2018	44	46	57	49	57	55	49	32	27	40	57	65
2019	65	48	25	22	44	47	45	37	27	21	24	31
2020	59	41	34	35	33	54	52	37	35	30	35	30
2021	48	32	28	45	47	51	62	44	41	30	46	44
2022	37	33	32	45	49	41	29	24	22	22	24	37
2023	39	53	50	44	48	45	53	56	44	35	31	35
2024	38	62	85	45	45	81	66	44				

JAMESTOWN WASTEWATER TREATMENT FACILITY

1 Freebody Drive, Jamestown RI 02835

Phone: 401-423-7295 Fax: 401-423-7195 Email: douellette@jamestownri.net

Superintendent: Douglas Ouellette



OPERATIONS & MAINTENANCE MONTHLY REPORT
August 2024

Environmental Compliance (Violations)

There were no violations for the month of August

Complaints

There is one complaint to report for the month. On the 21st 87 North Rd reported blockage trouble. Facility staff responded and determined that the problem was in the building service but still jetted and flushed the town line as a precaution.

Alarms

There is one alarm to report for the month of August, this alarm was at pumping station #2. This alarm was caused by voltage issues, the result of high demand and corrosion on the main breaker to the station. The problem was corrected.

Septage

The facility received 2500 gallons of septage for the month.

Sludge Production

The facility processed 59,500 gallons of sludge in August.

Maintenance Management

The Crew completed 65 work orders for August.

TREATMENT PLANT

Influent Totals Lbs.

TSS	
Total	6,876.36
High	794.70
Low	398.34
Average	528.95

BOD	
Total	5,740.57
High	584.03
Low	355.30
Average	478.38

Effluent Totals

LOADING Lbs

TSS		Permit Limits
Daily Max	28.00	304
Low	7.49	/
Average	12.76	183

BOD		Permit Limits
Daily Max	14.63	304
Low	5.86	/
Average	8.15	183

CONCENTRATION

Percent TSS Removal		Permit Limits
Percent Removed	97.5%	85%
Percent BOD Removal		
Percent Removed	98.3%	85%

BOD Concentration mg/L		Permit Limits
Monthly Average	4	30 mg/L
Weekly Average	4.6	45 mg/L
Daily Max	5.1	50 mg/L

TSS Concentration mg/L		Permit Limits
Monthly Average	6.20	30 mg/L
Weekly Average	4.6	45 mg/L
Daily Max	9.76	50 mg/L

Collection System

31 pump station inspections were completed. 12 Gen Set inspections were performed. All stations are operating as designed.

Energy Use

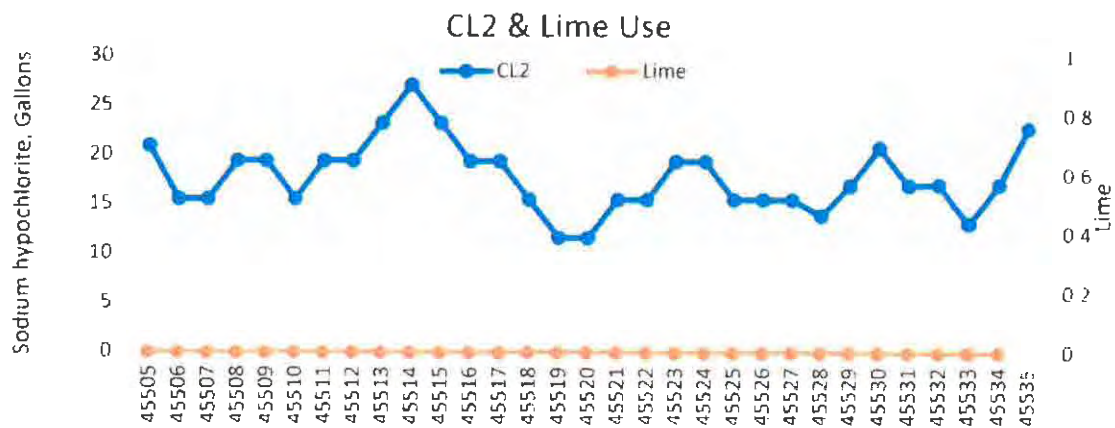
Energy use at the plant for the month was: 17,394 KWH

Precipitation

Precipitation measured in at 2.83"

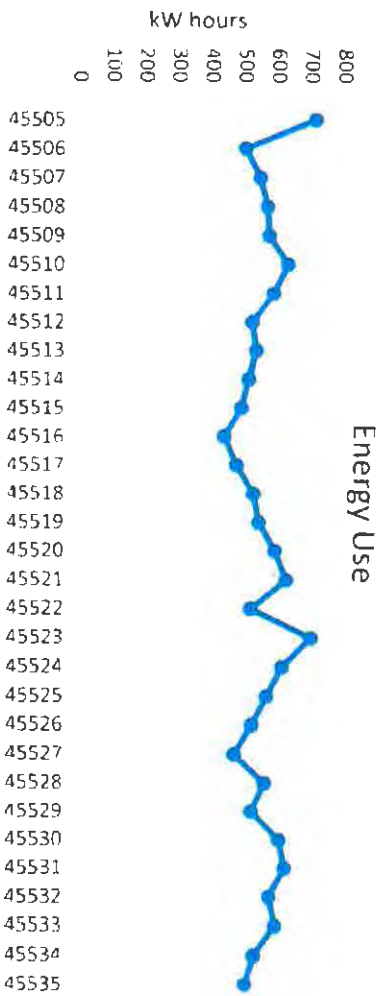
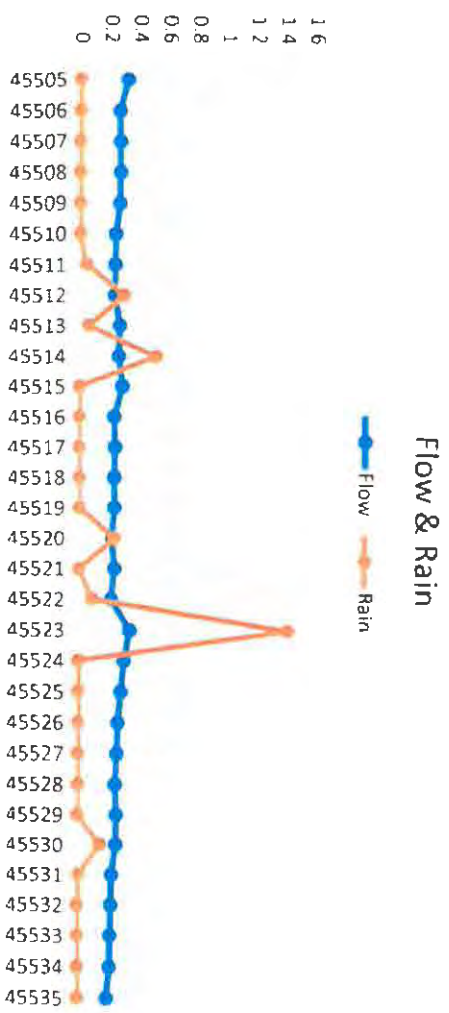
Chemical Use

The facility used 551 gallons of Sodium hypochlorite and 0 pounds of lime for process



FLOW

FLOW MGD		Permit Limits
Maximum	0.344	/
Minimum	0.162	/
Monthly Average	0.24	0.73
Total	7.43	/



Notable Events:

The issues at pumping station #2 were the result of high demand due to the hot weather and corrosion on the top terminals of the main breaker at that station. That station had to operate on backup genset power for five days while the electrician located a replacement. The replacement was a secondhand unit because that particular breaker is no longer being made. The used breaker was installed and the station is back on line.



FACT SHEET

Get the Lead Out (GLO) Initiative

All communities need access to safe, reliable drinking water. Yet an estimated 9.2 million pipes (also called service lines) that provide drinking water to homes across the United States contain lead. To protect families, children and communities from lead exposure, EPA has established the Get the Lead Out Initiative (GLO Initiative). Through the GLO Initiative, EPA will partner with 200 underserved communities, helping them identify lead services lines, develop replacement plans, and apply for funding to get the lead out. This new resource from EPA helps achieve President Biden's goal of 100% lead pipe removal and builds on EPA's existing water technical assistance (WaterTA) portfolio.

Working Together to Get the Lead Out

In 2021, President Biden signed the Bipartisan Infrastructure Law. This historic \$50 billion investment in water and wastewater infrastructure dedicates more than \$15 billion to removing and replacing lead service lines (LSLs). Through the GLO Initiative, 200 communities will have access to their fair share of this unprecedented funding and ensure safer drinking water for all. The GLO Initiative will help communities nationwide address barriers to lead pipe removal by providing tools, best practices, and peer exchange and learning.

EPA will work with communities to get the lead out by supporting the development of:

1. **LSL Inventories** that meet 2021 Lead and Copper Rule Revisions requirements deadline. An LSL Inventory is necessary to fully identify the funding needs of the community;
2. **Community Engagement Plans** that invite community-wide input, provide educational resources, and meaningfully engage affected residents and community members while identifying and replacing LSLs;
3. **Lead Service Line Replacement Plans** to provide each municipality a roadmap for 100% identification and full replacement of all LSLs, including public and private portions; and/or
4. **State Revolving Fund (SRF) Applications** to help communities fund their service line replacement. Each recipient of this technical assistance will receive a customized plan to facilitate their work with the state.

Additionally, EPA will develop tools and case studies to share information and best practices between the Agency, state and Tribal programs, water system managers, and community leaders.

An All of Government Approach

Through its [Lead Pipe and Paint Action Plan](#), the Biden-Harris Administration has made accelerating lead service line replacement a top priority. EPA is committed to using every tool available including our statutory authority under the Safe Drinking Water Act, water technical assistance, infrastructure investments, and more to replace lead pipes and protect children and communities across America from lead in drinking water.

For More Information

For more information about EPA's ongoing technical assistance programs, please visit www.epa.gov/waterta. Communities can request assistance by completing the WaterTA request form at: <https://www.epa.gov/water-infrastructure/forms/water-technical-assistance-request-form>



Department of Health
 Center for Drinking Water Quality
 Three Capitol Hill, Rm 209
 Providence, RI 02908-5097
 401-222-6867
 TTY: 711
www.health.ri.gov

January 18, 2024

Re: Regulatory Update: Rhode Island Service Line Inventory and Lead Service Line Replacement Requirements

Dear Public Water System Official,

Recent updates to state legislation and federal regulations intended to reduce lead in drinking water have resulted in new service line inventory and lead service line replacement requirements. All non-transient, non-community and community public water systems (collectively referred to herein as “PWSs”) are required to conduct and submit a service line inventory to the Rhode Island Department of Health (RIDOH) by **October 16, 2024**. Please find additional information about the requirements, available technical assistance, and funding opportunities in this letter.

Lead is toxic. Exposure to even small amounts of lead during childhood can have lifelong impacts. Creating a service line inventory is an important step toward eliminating lead in drinking water. By meeting the requirements of the National Primary Drinking Water Regulations, including the Lead and Copper Rule, Rhode Island public water systems have made significant contributions to public health and safe drinking water for decades. Updates to the Lead and Copper Rule as well as to Rhode Island law will improve upon those contributions by better protecting communities from the risks of lead exposure and getting the lead out of our state’s drinking water.

Relevant Laws, Regulations, and Guidance

The new service line requirements were established by recent amendments to the *Rhode Island Lead Poisoning Prevention Act* (LPPA), R.I. Gen. Laws § 23-24.6-1 *et seq.* (<http://webserver.rilin.state.ri.us/Statutes/TITLE23/23-24.6/INDEX.HTM>) and amendments to the federal Lead and Copper Rule, known as the Lead and Copper Rule Revisions (LCRR).

Please note that on December 6, 2023, the Environmental Protection Agency (EPA) proposed a new rule—the Lead and Copper Rule Improvements (LCRI)—that, when finalized, may change certain requirements and deadlines in the LCRR. EPA has said it expects to publish the final LCRI before October 16, 2024. More information about the LCRI can be found on EPA’s LCRI webpage (<https://www.epa.gov/ground-water-and-drinking-water/proposed-lead-and-copper-rule-improvements>).

RIDOH is developing guidance for PWSs on how the LPPA and the LCRR will be implemented. RIDOH is awaiting further guidance information from EPA on the final LCRI, which may impact RIDOH's regulatory implementation plan. Please look out for additional guidance from RIDOH in the form of emails and updates to RIDOH's website (health.ri.gov/water/about/RevisedLeadCopperRule) in the coming months. Please contact the RIDOH Center for Drinking Water Quality if you have any questions.

Service Line Inventory and Replacement Requirements

Key Definitions

The following terms are necessary to understand how to designate service lines in compliance with the service line inventory and replacement requirements in Rhode Island:

- *Lead service lines* are broadly defined as any part of a public or private service line that is made of, lined with, or contains materials consisting of lead, and **importantly, includes service lines with galvanized steel or iron.**
- *Galvanized* refers to iron or steel piping that has been dipped in zinc to prevent corrosion or rusting.
- *Galvanized requiring replacement* refers to galvanized service lines that are or were at any time downstream of a lead service line or are currently downstream of a lead status unknown service line. This term may be applicable when a system is classifying a service line as "non-lead" or "lead status unknown." See the *Service Line Inventory* section below for more on galvanized requiring replacement service lines.
- *Non-lead* refers to service lines that are determined through an evidence-based record, method, or technique not to be lead or galvanized requiring replacement.
- *Lead status unknown* refers to the designation given to service lines where the service line material is not known to be lead, galvanized requiring replacement, or a non-lead service line. A service line must be classified as lead status unknown if there is no documented evidence supporting material classification or if a non-lead determination cannot be made. Under the LPPA, service lines that are "lead status unknown" will be considered lead service lines.

Initial Service Line Inventory – due by October 16, 2024

In Rhode Island, PWSs must develop an inventory of **all public- and private-side service lines** connected to the public water distribution system that classifies the lines as lead service lines, non-lead service lines, or lead status unknown service lines.

PWS are also strongly encouraged to identify the specific material (e.g., copper, plastic, galvanized iron, etc.) of all components of the service lines. This information will be needed for determining whether replacement of certain service lines and components is eligible for funding under certain Drinking Water State Revolving Fund (DWSRF) sources.

PWSs must submit their initial inventories to RIDOH by October 16, 2024. Please see our website for current acceptable methods for identifying service line materials, including an inventory template modified to meet both EPA and Rhode Island requirements: health.ri.gov/water/about/RevisedLeadCopperRule

About classifying galvanized service lines: It is important to note that Rhode Island and EPA differ on how galvanized service lines should be classified. Rhode Island's LPPA is stricter than EPA's LCRR in how it classifies galvanized service lines as lead lines and omits the "galvanized requiring replacement" classification. RIDOH encourages systems to classify its service lines according to both the LCRR and LPPA requirements and to identify the specific material (e.g., copper, plastic, galvanized iron, etc.) of all components of the service lines. Doing so will help the PWS if and when seeking DWSRF funding for replacement of its service lines.

Because the Rhode Island LPPA's classification requirements are stricter than EPA's LCRR requirements, PWSs are required to classify service lines according to Rhode Island's classification standards. If a PWS seeks funding from certain federal pots of money, the PWS will also need to classify its service lines following EPA's specific classification requirements as further detailed below. RIDOH has created an inventory template that includes two columns for classifying service lines: (1) a "RI Service Line Material Classification" column, and (2) an "EPA Service Line Classification" column. RIDOH encourages PWSs to use this template.

Under the LPPA, PWSs must classify their service lines into one of three categories: lead, non-lead, or lead status unknown. In Rhode Island all galvanized service lines must be classified as lead service lines, with two exceptions. The PWS can classify a galvanized service line as "non-lead" if it can demonstrate that any part of the line is not and was never downstream of a lead service line and is not currently downstream of an unknown service line (i.e., that the galvanized line is not "galvanized requiring replacement"); or it can classify a galvanized service line as "lead status unknown" if applicable.

In contrast, under the LCRR, systems must classify their service lines into one of four categories: lead, galvanized requiring replacement, non-lead, or lead status unknown. Though "galvanized requiring replacement" is not a required classification in Rhode Island, knowing whether a service line is "galvanized requiring replacement" is necessary if a system seeks funding for the replacement of galvanized service lines or components under certain DWSRF sources. Under the LCRR, a galvanized service line must be classified as "galvanized requiring replacement" if it is or was at any time downstream of a lead service line or is currently downstream of a lead status unknown service line. By contrast, under Rhode Island's LPPA, such a line would be classified as "lead."

Lead Service Line Discovery, Consumer Notice, and Filters

PWSs must send written notification to property owners and the tenants of a building within 30 days of identifying a public or private lead service line or lead status unknown service line that supplies drinking water to their building or dwelling. To reach both the property owner and any tenants of the building, the PWS must send the notification to the billing address (to inform the property owner) of the building, as well as all mailing addresses at the building (to reach every unit within the affected address). The PWS must also send a copy of each notification to RIDOH within the same 30-day deadline.

PWSs are strongly encouraged to use the template notification RIDOH developed, which includes all of the elements required by LPPA. It is available in English and Spanish on the webpage: health.ri.gov/water/about/RevisedLeadCopperRule. If the PWS's community speaks a

language other than English or Spanish, the PWS should seek translation services to provide the notice in the appropriate languages.

At this time, RIDOH is not requiring systems that previously detected lead service lines or lead status unknown service lines prior to the LPPA's effective date of June 24, 2023, to send consumer notifications. However, the LCRR requires a similar notification to consumers within 30 days of completion of the required inventory and a repeat notice every year thereafter. Assuming the LCRI does not change that requirement, PWSs must be prepared to comply with it. Additional guidance will be made available in the coming months.

PWSs that have identified a public or private lead service line or lead status unknown service line must provide to the consumer, upon request, a filter pitcher or point-of-use device certified by an American National Standards Institute accredited certifier to reduce lead, instructions to use the filter, and six months of filter replacement cartridges. Filters that are certified to comply with NSF Standard 53 for the removal of lead will meet the certification requirement. Before distributing any filters to consumers, PWSs must get approval from RIDOH for the type of filter the PWS intends to provide. PWSs may send an email attaching the filter's specifications, including the appropriate certification, to RIDOH at DOH.RIDWQ@health.ri.gov with "Service Line Inventory" in the subject line.

Private Side Service Line Inspection, Replacement, and Consumer Notice

PWSs that have detected a public side lead service line or a public or private side lead status unknown service line, must inspect the private side service lines, at no cost to the property owner, to determine if lead, galvanized iron, or galvanized steel is present. If lead is detected in any service line, the lead service line must be replaced. Contingent on available funding, all lead service lines must be replaced over the next 10 years.

PWSs must notify RIDOH if a property owner refuses to allow an inspection or replacement of private side service lines. The form notification is available on the following webpage: health.ri.gov/water/about/RevisedLeadCopperRule. RIDOH also prepared template notifications to send the property occupants, available in English and Spanish, for an inspection refusal and for a replacement refusal. PWS are strongly encouraged to use these templates which include all required elements of the LPPA. If the PWS's community speaks a language other than English or Spanish, the PWS should seek translation services to provide the notice in the appropriate language(s). The templates are available on the webpage: health.ri.gov/water/about/RevisedLeadCopperRule.

After inventories are completed, PWSs that have identified lead or lead status unknown service lines must develop lead service line replacement plans. These plans will need to be submitted to RIDOH. RIDOH will have more guidance on the required deadline and contents of the replacement plans after EPA promulgates the LCRI.

Under the LCRR, after any disturbance to a lead service line or lead status unknown service line or after any partial or full replacement of such service lines, PWSs must notify affected consumers. RIDOH will follow up with additional guidance on notification requirements and with template notifications when available. PWSs must also provide consumers with a filter

pitcher or point-of-use device certified by an American National Standards Institute accredited certifier to reduce lead, instructions to use the filter, and six months of filter replacement cartridges before the affected service line is returned to service. As noted above in the “Lead Service Line Discovery, Consumer Notice, and Filters” section, PWSs must get advance approval from RIDOH for the type of filter the PWS intends to provide consumers by emailing RIDOH the filter’s specifications.

Annual Reporting

PWSs must submit an annual report with information about their service line inventories and replacement statuses to the Governor, the President of the Rhode Island State Senate, the Speaker of the Rhode Island House of Representatives, the Director of Health, and the Executive Director of the Rhode Island Infrastructure Bank within 90 days of the end of each fiscal year. The State of Rhode Island’s fiscal year ends on June 30 of each year. PWSs that have not begun inventory and replacement work can voluntarily submit a report for the year 2023 indicating that they are in the process of planning for future work. PWS whose initial inventories contain only non-lead service lines are not required to provide subsequent annual reports.

Technical Assistance

RIDOH has created a webpage for public water systems with information about inventory and replacement plans: health.ri.gov/water/about/RevisedLeadCopperRule. The webpage includes submission requirements, links to EPA’s inventory template and guidance for PWSs (by size), instructions for getting started on the inventory and verifying service line materials, notification templates, and more.

Additionally, RIDOH will be hiring a contractor with expertise in LCRR compliance and specialized experience in service line inventory and lead service line replacement plan development. The contractor will be available to PWSs that need assistance with developing their inventories, reporting, and creating their lead service line replacement plan. Assistance will be available at no cost to the PWSs. Watch for additional communications from RIDOH as more information about the technical assistance opportunity becomes available.

Funding Opportunities

Eligible systems will be able to apply for funding through the DWSRF for service line inventory development. Funding is also available for lead service line replacement through the DWSRF.

In order to receive funding through the DWSRF for a project, PWSs must apply to have the project added to the RIDOH Project Priority List (PPL) by March 2024. Every year, RIDOH sends a letter to PWSs eligible for the PPL. For PPL applications and more information about DWSRF, you can visit the webpage health.ri.gov/DWSRF or contact the Center for Drinking Water Quality using the information below.

PWSs that serve a population of less than 10,000 people should consider the DWSRF as a funding source even for relatively small projects. If it is determined that the PWS is economically disadvantaged, then subsidies such as lower interest rates, zero interest rates, and/or additional forgiveness may be available.

Another possible source of funding is the *Water Infrastructure Improvements for the Nation (WIIN) Act's* Small, Underserved, and Disadvantaged Communities grant. To express interest, contact Anna Coelho Cortes at the Rhode Island Infrastructure Bank by emailing acoelho@riib.org with a project description and cost estimate by February 29, 2024. For grant details, please visit www.epa.gov/dwcapacity/wiin-grant-small-underserved-and-disadvantaged-communities-grant-program-0.

This letter will also be sent by email. If you have any questions regarding this letter, you may contact the RIDOH Center for Drinking Water Quality by emailing DOH.RIDWQ@health.ri.gov with "Service Line Inventory" in the subject line or by calling 401-222-6867.

Thank you for your cooperation and ongoing work to ensure access to safe drinking water for all Rhode Islanders.

Sincerely,

Amy Parmenter
Chief Administrator
Center for Drinking Water Quality

Drinking Water Consumer Notice

[PWS #ID]

[Water System Name]

[Water System Address]

[Confirmed Lead/Lead Status Unknown] Service Line Found in [Water System Name] Service Area

This is a notification that [Water System Name] discovered a [Confirmed Lead/Lead Status Unknown] service line connecting your property to our system. This service line [contains/may contain] lead. Please read this notice to understand what actions you can take to prevent exposure to lead and what [Water System Name] is doing.

Lead from service lines can get into drinking water as the metal in old pipes wears away. Exposure to lead – by drinking contaminated water or eating food prepared with contaminated water – can cause long-term health problems, especially for children younger than six years old and people who are pregnant.

[Water System Name] identified the service line material within the last 30 days, on [DATE]. [Water System Name] is working to identify the material of all service lines to complete a Service Line Inventory and meet the requirements of recent amendments to the *Rhode Island Lead Poisoning Prevention Act*.

We want to reassure you that [Water System Name] will be replacing all lead service lines and lead status unknown service lines over the coming years to protect public health and comply with federal and state laws and regulations.

In the meantime, [Water System Name] will provide you with a filter pitcher or point-of-use device and six months of filter replacements upon request. The filter in the pitcher or point-of-use device will significantly reduce lead levels in water. To request a water filter, please contact [Water System contact information].

What Are the Health Effects of Lead?

Anyone can suffer health effects from exposure to lead, but lead is most dangerous to children younger than six years old and people who are pregnant. Lead can hurt a child's brain and nervous system and slow down growth and development. People exposed to lead as children can have lifelong difficulties with learning and behavior and may have trouble paying attention. Even small amounts of lead can harm a child. Adults can have increased risks of heart disease, high blood pressure, kidney or nervous system problems. Lead poisoning is preventable.

What Are the Sources of Lead?

Lead can be found in many places in and around the home. Children in Rhode Island are most often exposed to lead through lead-based paint and paint dust found in homes built before 1978. Over time, lead-based paint can peel or crack. Children may accidentally breathe or swallow lead dust or lead paint chips. Lead can also be found in soil around the home, some spices, and some pottery, crystal, or ceramic dishes.

While it is rarely the primary cause of lead poisoning in Rhode Island, drinking water can also be a source of lead. Lead and galvanized steel pipes were used in water infrastructure for much of

Updated August 2024

the 1900s and were banned from use in Rhode Island in 1978. Lead solder was used to fuse pipe segments together until 1987. If a building was built or plumbed before 1987, it could have plumbing materials containing lead.

How Does Lead Get into Drinking Water?

As plumbing materials age, they begin to wear away (called corrosion). If they are made with lead, it can get into the drinking water. When water sits still and remains in contact with plumbing materials containing lead for a period of time, the lead may dissolve into the water. **If water has not been used for several hours – for example first thing in the morning or when you get home from school or work – it may have elevated levels of lead.**

What is a Service Line?

Service lines are the individual pipes that run from the water main in the street to a home or building. They consist of two sections: the *public-side* and the *private-side*. The *public side* of the service line runs from the water main to the curb stop (a valve that is often located near the property line or sidewalk) and the *private side* runs from the curb stop to the home.

Why and When Are Lead Service Lines Being Replaced?

[Water System Name] will be replacing lead service lines over the next ten years. Please contact [Water system contact information] for information on scheduling a free service line inspection and/or a service line replacement.

Important: If you or the property owner (if different) decide to replace the private side portion of the lead service line on your/their own, please contact [Water system contact information]. [Water System Name] must attempt to coordinate simultaneous replacement of the public side portion or replace the public side portion in a timely manner after being notified, at no cost to the property owner.

Steps You Can Take to Reduce Exposure to Lead in Drinking Water

- **Treat the water.** Some water filters can remove lead from water. This water is safe to use for drinking and cooking. To request a water filter please contact [Water System contact information], and a filter pitcher or point-of-use device and six months of filter replacements will be provided to you, along with filter use instructions. Follow the instructions for the installation (if applicable), use, and maintenance of any filter. Change out replacement cartridges according to the filter instructions.

Note: Water softeners and reverse osmosis units will also remove lead from water but can make the water more corrosive to lead solder and plumbing by removing certain minerals. The installation of these treatment units at the point of entry into homes with lead plumbing should only be done under supervision of a qualified water treatment professional.

- **Run the cold water to flush out lead, even if you have a filter.** Flushing the tap means running the cold-water faucet for 3 to 5 minutes before using the water for drinking or cooking. Lead can build up in water when it sits still in the pipes. Flushing the pipes (or letting the cold water run before using it) will remove the water that may contain higher lead levels. Flush the pipes before using water for drinking or cooking any time the water has gone unused for more than six hours.

Flushing tap water is a simple and low-cost measure you can take to protect your health. It usually uses less than one gallon of water. **See the attached flier or visit the Rhode Island Department of Health website <https://health.ri.gov/water/about/lead/> for more detailed instructions on flushing your plumbing.**

- **Use cold water for preparing baby formula, even if you have a filter.** It is recommended that bottled or filtered water be used for drinking and preparing baby formula. If you need hot water, draw water from the cold tap and then heat it.
- **Use cold water for cooking, even if you have a filter.** Because lead from lead-containing plumbing materials and pipes can dissolve into hot water more easily than cold water, never drink, cook, or prepare beverages using hot water from the tap. Boiling water can kill bacteria, viruses, and other disease-causing organisms, but it will not reduce lead levels.
- **Remove and clean aerators/screens on plumbing fixtures, even if you have a filter.** Aerator screens are located at the tip of faucets. Over time, particles and sediment can collect in the aerator screen. Remove and clean aerators screens every two weeks.

Protect Your Child from Lead – Information from the Rhode Island Department of Health

Get your child tested for lead. Lead can be measured in the blood. Your child should have at least two blood lead screening tests by 36 months (one screening by 18 months and the second screening at least 9 months after) and an annual lead screening until the age of six. Contact the Rhode Island Department of Health or your healthcare provider to find out when their most recent lead screening test was and the results. Your family doctor or pediatrician can perform a blood test for lead and provide you with information about the health effects of lead. In Rhode Island, lead screening is a mandated coverage health insurance benefit and is free of charge. Learn more at health.ri.gov/lead.

Get your home tested for lead. If your home was built before 1978, it likely has lead-based paint. A licensed lead inspector can inspect your home and test the paint and soil for lead. Most rental housing built before 1978 is required to have a Certificate of Lead Conformance, showing the property has passed a lead inspection. Contact RIDOH to learn more about lead inspections.

For More Information

Contact us at [insert your water system's phone number and email]. For more information on reducing lead exposure around your home and the health effects of lead, visit the Rhode Island Department of Health website health.ri.gov/lead or contact your health care provider. For more information about lead exposure through drinking water visit <https://health.ri.gov/water/about/lead/>.

This notice is being sent to you by **[PWS NAME, ID#: R1XXXXX, ADDRESS]**

Date distributed: _____.

Town of Jamestown

Finance Department

Town Hall

93 Narragansett Avenue

Jamestown, Rhode Island 02835-1199

401-423-9809 Fax 401-423-7229

Email: ccollins@jamestownri.net



Christina D. Collins
Finance Director

MEMORANDUM

TO: Edward A. Mello, Town Administrator

FROM: Christina D. Collins, Finance Director

DATE: October 16, 2024

SUBJECT: Budget to Actual- Water & Sewer

A handwritten signature in black ink, appearing to be "CW", is written over the "DATE" line.

Attached is the Budget to Actual report for the Fiscal Year 2025. The report contains the expenses that have been paid through October 15, 2024.

Please do not hesitate to contact me with any questions or concerns.

**Budget vs Actual - Sewer
TOWN OF JAMESTOWN, RI
For 10/31/2024**

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
2103 7000 70100 00 Salary, Public Works Director	30,033.00	0.00	8,657.01	21,375.99	28.82
2103 7000 70101 00 Salary- Superintendent	92,739.00	0.00	19,766.40	72,972.60	21.31
2103 7000 70102 00 Salary, Clerical	50,745.00	0.00	12,793.04	37,951.96	25.21
2103 7000 70103 00 Salaries, Ass't Superintendent	82,650.00	0.00	21,947.48	60,702.52	26.55
2103 7000 70104 00 Salaries- Plant Operator	73,887.00	0.00	15,774.34	58,112.66	21.35
2103 7000 70335 00 License- Contractual	1,800.00	0.00	0.00	1,800.00	0.00
2103 7000 70336 00 Clothing	1,500.00	0.00	1,250.00	250.00	83.33
2103 7000 70511 00 Wastewater Superintendent - OT	14,000.00	0.00	3,745.56	10,254.44	26.75
2103 7000 70513 00 Ass't Superintendent - OT	14,000.00	0.00	3,085.80	10,914.20	22.04
2103 7000 70514 00 Plant Operator - OT	13,000.00	0.00	1,065.60	11,934.40	8.20
2103 7000 70639 00 License Fees	0.00	0.00	1,800.00	(1,800.00)	0.00
2103 7000 70900 00 Social Security Tax	28,386.00	0.00	907.21	27,478.79	3.20
2103 7000 70901 00 Blue Cross/Delta Dental	51,602.00	0.00	10,052.11	41,549.89	19.48
2103 7000 70902 00 Worker'S Compensation	8,000.00	0.00	0.00	8,000.00	0.00
2103 7000 70903 00 Retirement System	38,250.00	0.00	6,633.28	31,616.72	17.34
2103 7000 70906 00 Life Insurance	695.00	0.00	174.15	520.85	25.06
7000 Salaries	501,287.00	0.00	107,651.98	393,635.02	21.48
7000/7001 Salaries & Benefits	501,287.00	0.00	107,651.98	393,635.02	21.48
2103 7002 70001 00 Power- Electricity	55,000.00	4,267.30	9,123.50	45,876.50	16.59
2103 7002 70002 00 Chemicals	5,000.00	0.00	0.00	5,000.00	0.00
2103 7002 70003 00 Heat	15,000.00	0.00	1,076.90	13,923.10	7.18
2103 7002 70004 00 Water	3,000.00	564.21	564.21	2,435.79	18.81
2103 7002 70005 00 Chlorine	10,000.00	2,293.49	2,293.49	7,706.51	22.93
2103 7002 70006 00 Equipment Maintenance	45,000.00	8,590.49	12,402.99	32,597.01	27.56
2103 7002 70007 00 Misc. Supplies, Office, Cleani	10,000.00	295.66	2,554.47	7,445.53	25.54
2103 7002 70008 00 Lab Supplies	4,000.00	0.00	160.00	3,840.00	4.00
2103 7002 70009 00 Telephone	1,000.00	40.17	117.41	882.59	11.74
2103 7002 70010 00 Alarm Line- N.E.T.	7,500.00	602.35	1,551.19	5,948.81	20.68
2103 7002 70011 00 Sludge Composting	50,000.00	6,622.48	16,707.27	33,292.73	33.41
2103 7002 70012 00 Truck Operation & Maintenance	2,000.00	0.00	0.00	2,000.00	0.00
2103 7002 70013 00 Gas- Truck	3,500.00	0.00	371.30	3,128.70	10.61
2103 7002 70014 00 State Mandated Testing	40,000.00	4,229.21	10,328.18	29,671.82	25.82
2103 7002 70201 00 Professional Services - Legal	2,500.00	0.00	0.00	2,500.00	0.00
2103 7002 70315 00 Training Of Members	1,000.00	0.00	95.00	905.00	9.50
2103 7002 70600 00 Professional Services	3,000.00	120.00	120.00	2,880.00	4.00
7002 Wastewater Treatment Facility	257,500.00	27,625.36	57,465.91	200,034.09	22.32
2103 7003 70017 00 Pumping Station #3	6,000.00	304.85	631.84	5,368.16	10.53
2103 7003 70018 00 Pumping Station #1	35,000.00	1,736.44	3,515.13	31,484.87	10.04
2103 7003 70019 00 Pumping Station #2	17,000.00	631.86	1,300.89	15,699.11	7.65
2103 7003 70020 00 Pumping Station #4	1,000.00	59.11	121.74	878.26	12.17
7003 Pumping Stations	59,000.00	2,732.26	5,569.60	53,430.40	9.44
2103 7004 70598 00 Equipment Insurance	10,000.00	0.00	0.00	10,000.00	0.00
7004 Insurance	10,000.00	0.00	0.00	10,000.00	0.00
2103 7005 70021 00 Maintenance Sewer Mains	12,000.00	0.00	3,570.00	8,430.00	29.75
2103 7005 70504 00 Payment Of Principal - Town	8,004.00	0.00	0.00	8,004.00	0.00
2103 7005 70605 00 Interest Payments	37,875.00	0.00	756.84	37,118.16	2.00
7005 Sanitary Sewers, Laterials & Mains	57,879.00	0.00	4,326.84	53,552.16	7.48
2103 7081 70801 00 Waste Water Improvment FY24	80,000.00	0.00	0.00	80,000.00	0.00
7081 Capital Improvements	80,000.00	0.00	0.00	80,000.00	0.00
2103 7082 71000 00 Sewer Capital - Rehab project	0.00	6,750.00	11,500.00	(11,500.00)	0.00
Total Expenses	0.00	6,750.00	11,500.00	(11,500.00)	0.00
Total Expenses	965,666.00	37,107.62	186,514.33	779,151.67	19.31

Budget vs Actual - Water
TOWN OF JAMESTOWN, RI
For 10/31/2024

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
2102 7000 70100 00 Salary- Public Works Director	30,033.00	0.00	8,657.01	21,375.99	28.82
2102 7000 70102 00 Salary- Accounting	50,745.00	0.00	12,793.03	37,951.97	25.21
2102 7000 70103 00 Salary - Treatment Plant Operator	91,991.00	0.00	0.00	91,991.00	0.00
2102 7000 70104 00 Ass't Plant Operator w/longevity	76,528.00	0.00	21,028.92	55,499.08	27.48
2102 7000 70105 00 Salary - Plant Operator	73,192.00	0.00	16,259.68	56,932.32	22.22
2102 7000 70339 00 License Yrly	1,800.00	0.00	0.00	1,800.00	0.00
2102 7000 70513 00 Treatment Plant Operator - OT	15,000.00	0.00	0.00	15,000.00	0.00
2102 7000 70514 00 Ass't Treatment Plant Operator OT	15,000.00	0.00	6,337.73	8,662.27	42.25
2102 7000 70515 00 Plant Operator- OT	10,000.00	0.00	3,503.62	6,496.38	35.04
7000 Salaries	364,289.00	0.00	68,579.99	295,709.01	18.83
2102 7001 70900 00 SOCIAL SECURITY TAX	27,730.00	0.00	(907.21)	28,637.21	(3.27)
2102 7001 70901 00 Blue Cross/Delta Dental	37,000.00	0.00	4,394.08	32,605.92	11.88
2102 7001 70902 00 Worker's Compensation	10,000.00	0.00	0.00	10,000.00	0.00
2102 7001 70903 00 Retirement System	26,750.00	0.00	4,795.84	21,954.16	17.93
2102 7001 70906 00 Life Insurance	670.00	0.00	116.10	553.90	17.33
2102 7001 70910 00 Clothing	1,500.00	0.00	580.00	920.00	38.67
7001 Benefits	103,650.00	0.00	8,978.81	94,671.19	8.66
7000/7001 Salaries & Benefits	467,939.00	0.00	77,558.80	390,380.20	16.57
2102 7005 70601 00 Maintenance	6,500.00	0.00	0.00	6,500.00	0.00
2102 7005 70606 00 ALARM LINES	4,000.00	463.52	728.83	3,271.17	18.22
7005 Reservoirs/Rights of Way	10,500.00	463.52	728.83	9,771.17	6.94
2102 7006 70601 00 Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
2102 7006 70636 00 Wells- Electricity	12,000.00	1,245.78	2,619.05	9,380.95	21.83
7006 Wells	13,000.00	1,245.78	2,619.05	10,380.95	20.15
2102 7010 70008 00 Lab Supplies - Water	15,000.00	895.03	1,348.76	13,651.24	8.99
2102 7010 70201 00 Consultant	100,000.00	0.00	0.00	100,000.00	0.00
2102 7010 70631 00 Chemicals	65,000.00	4,246.01	11,724.30	53,275.70	18.04
2102 7010 70632 00 Heat	18,000.00	137.95	137.95	17,862.05	0.77
2102 7010 70633 00 Equip. Maintenance	60,000.00	210.95	2,004.12	57,995.88	3.34
2102 7010 70634 00 Professional Services	30,000.00	2,234.50	5,283.00	24,717.00	17.61
2102 7010 70635 00 Telephone	3,000.00	118.10	269.03	2,730.97	8.97
2102 7010 70636 00 Pumpout- Electricity	55,000.00	5,304.08	11,244.01	43,755.99	20.44
2102 7010 70637 00 Bldg Maint	10,000.00	719.24	2,035.38	7,964.62	20.35
2102 7010 70638 00 State Testing	12,000.00	1,752.95	2,429.95	9,570.05	20.25
2102 7010 70639 00 License Fees	6,000.00	0.00	1,200.00	4,800.00	20.00
2102 7010 70643 00 PUMP OUT TREATMENT PLANT	3,500.00	0.00	500.00	3,000.00	14.29
2102 7010 70645 00 WATER SLUDGE DISPOSAL	28,000.00	0.00	2,890.00	25,110.00	10.32
7010 Pump Station & Treatment Plant	405,500.00	15,618.81	41,066.50	364,433.50	10.13
2102 7011 70636 00 South Pond- Electricity	6,000.00	36.07	36.07	5,963.93	0.60
2102 7011 70637 00 South Pond Transfer Pump	4,000.00	0.00	0.00	4,000.00	0.00
7011 South Pond Pre-Treatment Bldg	10,000.00	36.07	36.07	9,963.93	0.36
2102 7012 70636 00 Water Tower- Electricity	2,000.00	77.06	164.02	1,835.98	8.20
2102 7012 70643 00 Water Tower - Maintenance	500.00	0.00	0.00	500.00	0.00
7012 Water Tower	2,500.00	77.06	164.02	2,335.98	6.56
2102 7013 70644 00 Vehicles Gas & Oil	2,000.00	118.00	340.64	1,659.36	17.03
2102 7013 70645 00 Repair and Maintenance	4,000.00	0.00	0.00	4,000.00	0.00
7013 Vehicles	6,000.00	118.00	340.64	5,659.36	5.68
2102 7020 70651 00 Clamps	2,000.00	232.86	232.86	1,767.14	11.64
2102 7020 70652 00 Pipe	6,000.00	9,156.00	13,601.72	(7,601.72)	226.70
2102 7020 70653 00 Backfill & Excavation	2,000.00	0.00	1,135.00	865.00	56.75
7020 Maintenance & Laterials	10,000.00	9,388.86	14,969.58	(4,969.58)	149.70
2102 7030 70661 00 Service Repairs	10,000.00	0.00	519.66	9,480.34	5.20
2102 7030 70663 00 New Services	6,000.00	0.00	0.00	6,000.00	0.00
7030 Water Division Services	16,000.00	0.00	519.66	15,480.34	3.25
2102 7040 70672 00 Supplies/Expenses	18,000.00	3,728.46	8,452.32	9,547.68	46.96
7040 Meters	18,000.00	3,728.46	8,452.32	9,547.68	46.96
2102 7050 70681 00 Hydrants- Maintenance	8,500.00	0.00	0.00	8,500.00	0.00
7050 Hydrants	8,500.00	0.00	0.00	8,500.00	0.00

**Budget vs Actual - Water
TOWN OF JAMESTOWN, RI
For 10/31/2024**

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
2102 7060 70923 00 Billing	6,500.00	22.18	1,467.85	5,032.15	22.58
2102 7060 70924 00 Insurance	15,000.00	0.00	0.00	15,000.00	0.00
2102 7060 70925 00 Audit	3,000.00	0.00	0.00	3,000.00	0.00
2102 7060 70926 00 Supplies	8,000.00	0.00	1,362.40	6,637.60	17.03
7060 Administration	32,500.00	22.18	2,830.25	29,669.75	8.71
2102 7070 70300 00 Water Debt	490,000.00	0.00	0.00	490,000.00	0.00
2102 7070 70940 00 Interest	79,156.00	0.00	62,891.80	16,264.20	79.45
7070 Debt Service	569,156.00	0.00	62,891.80	506,264.20	11.05
2102 7080 70800 00 Water- Capital	100,000.00	0.00	0.00	100,000.00	0.00
7080 Capital	100,000.00	0.00	0.00	100,000.00	0.00
2102 7081 70604 00 Distribution	0.00	2,340.00	15,020.23	(15,020.23)	0.00
2102 7081 71303 00 WATER MANAGEMENT PLAN	0.00	2,550.00	4,500.00	(4,500.00)	0.00
Total Expenses	0.00	4,890.00	19,520.23	(19,520.23)	0.00
Total Expenses	1,669,595.00	35,588.74	231,697.75	1,437,897.25	13.88



PROCLAMATION OF THE TOWN COUNCIL

No. 2024-21

75th Anniversary of the Jamestown Community Chorus

WHEREAS: the Jamestown Community Chorus has been an integral part of the cultural and artistic life of the Town of Jamestown for 75 years, enriching the lives of residents and visitors alike through its dedication to the performance of choral music; and

WHEREAS: the Chorus was founded in 1949 with the goal of bringing together individuals who share a passion for music and performance, fostering community spirit, collaboration, and artistic expression; and

WHEREAS: over the past 75 years, the Jamestown Community Chorus has demonstrated an enduring commitment to excellence, presenting countless performances of both classical and contemporary works, often featuring local talent and contributing to the cultural vitality of our town; and

WHEREAS: the Chorus has provided an opportunity for singers of all ages and abilities to develop their musical skills, and has inspired generations of musicians and music lovers while promoting a spirit of volunteerism and community engagement through its concerts and outreach; and

WHEREAS: the 75th anniversary of the Jamestown Community Chorus represents not only a significant milestone in its history but also a testament to the power of music to unite, uplift and strengthen the fabric of our community;

NOW, THEREFORE, LET IT HEREBY BE RESOLVED, the Town Council for the Town of Jamestown, do hereby recognize and celebrate the Jamestown Community Chorus on its 75th Anniversary, and we express our deepest gratitude for its lasting contributions to the cultural enrichment of Jamestown.

FURTHER, we encourage all residents to join in celebrating this remarkable achievement by attending the commemorative events and performances, and by continuing to support the arts and culture that make Jamestown a vibrant and unique place to live.

By Order of the Jamestown Town Council,

Nancy A. Beye, President

IN WITNESS WHEREOF, I hereby attach my hand and the
Official seal of the Town of Jamestown this 21ST day of October 2024.

Roberta J. Fagan, CMC, Town Clerk

**PUBLIC HEARING NOTICE
TOWN OF JAMESTOWN**

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Notice is hereby given that the Town Council of the Town of Jamestown will conduct a public hearing on the 21st day of October 2024 at the Jamestown Town Hall, 93 Narragansett Avenue on the following proposed amendment to the Code of Ordinances regarding **Chapter 34 – Article II Parking**. Opportunity shall be given to all persons interested to be heard upon the matter at the public hearing. The following proposed ordinance amendment is under consideration and may be adopted and/or altered or amended prior to the close of the public hearing without further advertising, as a result of further study or because of the views expressed at the public hearing. Any alteration or amendment must be presented for comment in the course of the public hearing. The proposed amendment is available for review at the Town Clerk’s Office between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding Holidays and at www.Jamestownri.gov.

Section 1. The Town Council of the Town of Jamestown does hereby resolve that the Jamestown Code of Ordinances, **Chapter 34 - Article II Parking**. As the same may have been heretofore amended, is hereby amended by changing the text of the Chapter, as follows:

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

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

NOTE: amendments to the terms and conditions set forth at Exhibit A may be made based on comments received during the public hearing.

Section 2. The Town Clerk is hereby authorized to cause said changes to be made to **Chapter 34** of the Town of Jamestown’s Code of Ordinances.

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

Ad Date(s): October 3rd and October 10th
Publication Source: Jamestown Press
Hearing Date: October 21, 2024
Action:
Certified:



PUBLIC HEARING NOTICE TOWN OF JAMESTOWN

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1 ARTICLE II. - PARKING

2
3 DIVISION 1. - GENERALLY

4 Sec. 34-21. - Definitions.

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

7
8 Trailer means any structure used or intended to be used or capable of being used as permanent or
9 temporary living quarters by any person, which is mounted upon wheels and which may be
10 removed from place to place either by its own power or power supplied by some vehicle attached
11 to it or to be attached to it which includes but is not limited to travel trailers, pickup campers or
12 coaches, motorized dwellings, and/or recreational vehicles (RVs).

13
14 Secs. 34-22—34-40. - Reserved.

15
16 DIVISION 2. – PERMIT PROHIBITED USE

17 Sec. 34-41. -~~Required.~~ Prohibited Use

18 No person shall park or leave any trailer ~~either along or attached to another conveyance~~ on any
19 street or public highway, nor shall any person keep or maintain any trailer upon any lot or parcel
20 of land, for the purpose of living or dwelling therein, nor shall any person live or dwell in any
21 trailer or use any trailer for a place of habitation in the town, ~~unless and until a permit shall have~~
22 ~~been granted to such person by the town council, except as is provided in section 34-42~~ with regard
23 to temporary permits.

24
25 ~~Sec. 34-42. — Temporary permit.~~

26 ~~The police department is authorized and directed to issue temporary trailer parking permits. Such~~
27 ~~temporary permits shall be revoked immediately if objections are made as provided in section 34-~~
28 ~~43. Temporary police department trailer permits, if not sooner revoked, shall remain in effect until~~
29 ~~the second meeting of the town council subsequent to the date of the temporary permit.~~

30
31 ~~Sec. 34-43. — Objection by adjacent owner.~~

32 ~~No such permit shall be granted by the town council if there is written objection of any owner of~~
33 ~~adjoining property to the lot or parcel of land upon which it is proposed to park the trailer.~~

34
35 ~~Sec. 34-44. — Application; fee.~~

36 ~~Every applicant for a permit to park a trailer as provided in this division shall file in the office of~~
37 ~~the town clerk an application to the town council for such proposed parking place, the name of the~~
38 ~~owner or proprietor, the toilet and sanitary facilities and equipment in such parking place, and~~
39 ~~deposit with the town clerk a fee as provided in appendix C for such permit.~~

40
41 ~~Sec. 34-45. — Approval by health authority.~~

42 ~~No person shall be granted any such permit unless and until the health authority shall have filed~~
43 ~~with the town council written approval of the application for a permit.~~

44
45 ~~Secs. 34-46—34-65. — Reserved.~~

1 Secs. 34-42 – 34-65. – Reserved.



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: October 16, 2024
SUBJECT: Report for Town Council Meeting October 21, 2024

RI Infrastructure Bank Grant Application-Seeking approval to submit a grant application in the amount of \$150,000 to the RIIB to conduct a feasibility study related to public drinking water. Included in the application and study would research the feasibility of connecting to the North Kingstown Water system and necessary systems to the north; the viability of the wells previously drilled in terms of rate, quantity, permitting, and treatment; determining the current physical and engineering limitations of our current distribution system; legal challenges related to regulating private well water usage. (consent agenda)

Harbor Rates and Budget- The Jamestown Harbor Commission is recommending the FY25/26 Budget and 2025 Seasonal Rates which includes a 5% increase. Seeking approval of the Town Council. (consent agenda)

Broadband Update: The RI Commerce Corporation has announced a grant award in the amount of \$2 million to Verizon for the expansion of broadband in Jamestown. We have been advocating for this additional investment which will bring the availability of broadband to nearly half of our residents and businesses in Town. As previously reported, Cox Communications has made its own investment in its broadband infrastructure. The introduction of a second vendor not only gives our residents options in service, but it is also likely to cause competitive market rates.

RIDOT Paving Grant- Seeking approval to apply for a RIDOT paving grant in the amount of \$184,211. These funds would require a Town match of \$368,422 over the next two years for a total of \$552,633 to be invested in various road paving projects. (consent agenda)

The current road paving program which is funded at nearly \$1 million is still on hold as we wait for the paving contractor to perform the work. There is a remote possibility that this work may be delayed to the spring as a result.

Right-of-Way Adoption Program: The Town Council previously approved the adopt a right-of-way policy as recommended by the Jamestown Conservation Commission (JCC). One right-of-way has been adopted to date. Mike Gray and I have met with the JCC Chair at which time we learned of concerns regarding the overcutting of trees and vegetation at the right of way. As such,

the JCC has recommended to the Town Council that the policy and program be suspended while they re-evaluate it along with a potential solution for the maintenance of rights-of-way. (consent agenda)

Senior Center Update: As previously indicated to the Town Council, we have requested Union Studios to provide an additional proposal for the design work of the West Street property. This second proposal would include the option to raze and rebuild the senior center on the same site. The work will include the conceptual design for a new facility, formalized hardline schematic building floor plans and exterior elevations, abbreviated outline specifications, and a professional construction cost estimate.

This combined with the design work and professional cost estimate for the renovation of the existing building will provide accurate information for both options for the project.

I am seeking approval of the proposal in the amount of \$22,500. (consent agenda)

Tax Assessment Settlement Agreement- Seeking approval to execute a settlement agreement between the Town of Jamestown and Mark & Cornelia Sertl through the Superior Court as it relates to the tax assessment of the property located at 34 Dumpling Drive. (consent agenda)

Personnel: Joe Kaufman, the code enforcement officer is leaving his position.

Pat Westall has informed me of her intention to retire. Pat has been employed by the Town of Jamestown in various capacities since 1977. She came to Town Hall in 1988 to work in the Building Department. For those **36-plus** years, Pat has supported a number of building officials and our zoning board members. Pat has indicated that she will be retiring in November.

Both of these positions are within the building and zoning department. We will be looking at the best options to restaff this office as soon as possible.

TOWN COUNCIL MEETING MINUTES

Monday, October 7, 2024

I. TOWN COUNCIL INTERVIEW SCHEDULE: The Jamestown Town Council met to conduct interviews of applicants for the committee vacancies as follows:

TIME	NAME	COMMITTEE
6:10	Joyce Hooley Bartlett	250 th Commission
6:20	Mark Carnevale	Tree Preservation & Protection

II. ROLL CALL

A regular meeting of the Jamestown Town Council was held on October 7, 2024. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, Michael G. White, Randy White, and Erik Brine (arrived at 6:18 p.m.).

Also, in attendance: Town Administrator Edward A. Mello, Solicitor Peter Ruggiero, Finance Director Christina Collins, Chief Jamie Campbell, and Town Clerk Roberta Fagan.

III. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Town Council President Beye called the meeting of the Jamestown Town Council to order at 6:24 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue and led the Pledge of Allegiance.

IV. OPEN FORUM

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

V. ACKNOWLEDGEMENTS, ANNOUNCEMENTS PRESENTATIONS, RESOLUTIONS, AND PROCLAMATIONS

- A) Not items at this time.

VI. PUBLIC HEARINGS, LICENSES, AND PERMITS

- A) No items at this time.

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) Homeland Security Grant awards received

The town has been awarded two grants totaling \$32,000. The grants were applied for through the RI Emergency Management Agency by the police department. The funds will be used to deploy various applications related to cybersecurity.

- 2) Sustainability Coordinator position update

The town has created a job description and posted the sustainability coordinator position. This will be a project/task-based role. Numerous applications have been received in the past week.

3) New Town website

Town Administrator Mello reported researching options to replace the current town website. The process of creating a new website will take several months and will include the transfer of useful and up-to-date data. Town staff are looking for products that are more user-friendly and compatible with mobile platforms.

4) Short-Term Rental Update

In 2024, 120 Short-Term Rental (STR) permits were approved. The deadline to apply for the 2025 permit period was October 1, 2024. A total of 129 applications have been received, out of which 70 have been administratively approved. These will be advertised, including the property owner and property address, for consideration at the October 21st Town Council meeting.

No further applications will be accepted unless there is a change in property ownership.

VIII. UNFINISHED BUSINESS

- A) No items at this time.

IX. NEW BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: At the request of President Beye, direct staff to conduct a survey on the impacts of Short-Term Rentals in Jamestown.

President Beye stated she would like a Short-Term Rental (STR) Ad Hoc Committee formed to study the impacts of STRs in Jamestown.

Solicitor Peter Ruggiero stated that any ad hoc committees created by the sitting Town Council would automatically expire after the sitting council's term (November 5th). He recommended that Town Administrator Mello create an outline and a charge for the ad hoc committee to be reviewed and approved by the incoming Town Council.

X. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS

- A) Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote:
- 1) Jamestown 250th Commission, Five to Seven (5-7) member vacancy, for a term ending December 1, 2027, duly advertised in the February 15th and 22nd editions of the Jamestown Press:
 - a) Interested Applicant(s)
 - i) Joyce Hooley Bartlett
 - Application received June 12, 2024.
 - Interview scheduled for October 7, 2024.

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

- 2) Tree Preservation and Protection Committee, One (1) member vacancy with an unexpired term ending December 31, 2024:
 - a) Interested Applicant(s)
 - i) Richard Steinbach
 - Re-applied on August 30, 2024
 - Previously Interviewed on August 7, 2023
 - ii) Mark Carnevale
 - Application received, August 29, 2024
 - Interview scheduled for October 7, 2024.

A motion was made by Councilor Brine with a second by Councilor M. White to appoint Mark Carnevale to the Tree Preservation and Protection Committee, One (1) member vacancy with an unexpired term ending December 31, 2024. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

XI. CONSENT AGENDA

- A) Adoption of Town Council Meeting Minutes
 - 1) September 16, 2024 (Regular Meeting and Executive Session)

- B) Minutes of Boards/Commissions/Committees
 - 1) Board of Canvassers (May 13, 2024)
 - 2) Board of Canvassers (May 20, 2024)
 - 3) Board of Canvassers (July 10, 2024)
 - 4) Board of Canvassers (July 17, 2024)
 - 5) Board of Canvassers (August 15, 2024)
 - 6) Board of Canvassers (August 22, 2024)
 - 7) Board of Canvassers (September 10, 2024)
 - 8) Elections Training and Advisory Ad Hoc (June 25, 2024)
 - 9) Elections Training and Advisory Ad Hoc (July 17, 2024)
 - 10) Jamestown Housing Authority, (June 27, 2024)
 - 11) Library Board of Trustees (June 11, 2024)
 - 12) Library Board of Trustees (August 13, 2024)
 - 13) Planning Commission (August 21, 2024)

- C) Tax Assessor’s Abatements and Addenda of Taxes

ABATEMENT/ADDENDA TO THE TAX ROLL			
ACCT	TAX YEAR	ACCOUNT INFORMATION	AMOUNT
02-1135-00	2024	UPDATED PROPERTY INFORMATION	-\$ 479.94
13-0946-00	2024	CERT OF OCCUPANCY	\$ 1753.79
03-0594-80	2024	CERT OF OCCUPANCY	\$ 494.90
13-1640-00	2024	CERT OF OCCUPANCY	\$ 554.34
TOTAL ABATEMENTS TO TAX ROLL			-\$ 479.94
TOTAL ADDENDA TO TAX ROLL			\$ 2,803.09

- D) At the recommendation of Parks and Recreation Director DeFalco approval of the Jamestown Community Group Application submitted by Jamestown Ukraine Relief Project.
- E) Ratification of the Administratively approved Short-Term Rental application for the period of October 7, 2024, through December 31, 2024:
- 1) STR-87 Nicholas Neagoy, 59 Coronado Street
 - 2) STR-88 Nicholas Neagoy, 24 Cole Street
 - 3) STR-150 Matthew Thompson 120 Bay View Drive
- F) 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: Save the Bay
Event: International Coastal Cleanup – Potter Cove (ENT-24-27)
Date: October 20, 2024
Location: Potter Cove
 - 2) Applicant: Save the Bay
Event: International Coastal Cleanup- Hull Cove (ENT-24-28)
Date: October 19, 2024
Location: Hull Cove
 - 3) Applicant: Jamestown Shores Association
Event: Fall Fest (ENT-24-29)
Date: October 20, 2024
Location: Head’s Beach
 - 4) Applicant: St. Mark Church
Event: Annual Christmas Bazaar (ENT-24-30)
Date: December 7, 2024
Location: St. Mark Church, 60 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.

XII. 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: September 19, 2024
Re: Newport Approves Short-Term Rental Ban, but Another Vote Needed.

- 2) Copy of public notice
From: CRMC
Dated: September 12, 2024
Re: Liberati, LLC, 40 Seaview Avenue, 122ft long hybrid shoreline protection facility. The toe of the existing failed non-structural shoreline protection facility is proposed to be fortified with riprap and the remainder of the bluff above 3.5ft is proposed to be vegetated. No variances are required.

XIII. ADJOURNMENT

A motion was made by Councilor Brine with a second by Councilor M. White to adjourn at 6:43 p.m. Vote: President Beye, Aye; Vice President Meagher, Aye; Councilor Brine, Aye; Councilor M. White, Aye; and Councilor R. White, Aye.

Attest:

Roberta J. Fagan, CMC, Town Clerk

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Approved: 9/11/2024

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, July 10, 2024 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 5:04 p.m. and welcomed the new Commissioner, Bob Laman.

Present:

Wayne Banks, Chairman
Jessica McCarthy, Commissioner
Sue Romano, Commissioner
Mark Campbell, Commissioner
Jim Archibald, Commissioner
Bob Laman, Commissioner

Absent:

Tom Alexander, Vice-Chairman

Also in Attendance:

Fred Pease, Interim Executive Director
Bart Totten, Harbormaster
Joan Rich, Harbor Clerk

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

A. June 12, 2024

Commissioner Romano moved to approve the minutes with corrections. There was discussion about the time period Gould Island could be used and the wishes of the Conservation Commission for the use of Gould Island. Chairman Banks seconded the motion. So voted: 5 aye, 1 abstain, and the minutes were approved as amended.

III. Open Forum

A. Scheduled Requests to Address

There were no scheduled requests to address.

B. Non-Scheduled Requests to Address

Chairman Banks stated that Open Forum would be moved to the end of the meeting tonight, and stated he wanted to move Open Forum to the end of all the meetings, so people would be

able to comment on that meeting's business, and it would streamline the agenda. None of the other Commissioners had any objection to this.

Chairman Banks stated that he, the Town Administrator, Ed Mello, and the Harbormaster, Bart Totten, had interviewed two candidates for the Executive Director position, and they would be interviewing a third on Monday. There was some discussion.

IV. Executive Director's Report – F. Pease

Interim Executive Director Pease went over the costs to repair the Ft. Getty Pier, which totaled \$90,477.00. The biggest expense was the engineering report, and because Public Works personnel performed the repairs, there was a big savings in labor. Commissioner Romano thanked Commissioner Archibald for taking the time to oversee the repairs, and Commissioner Campbell asked if the Harbor Commission could send a letter of thanks or appreciation to the Town Manager, recognizing the Public Works personnel for their efforts in repairing the Ft. Getty pier. There was some discussion. Commissioner Archibald will draft the letter and it will be on the agenda for next month's meeting.

Interim Executive Director Pease also reported that the new harbormaster boat has been put through the manufacturer's sea trials, and one of the assistant Harbormasters, Larry Goss, and one of the interns, Ben Klossner, will be going up to Ribcraft tomorrow to pick it up.

Commissioner Romano asked Harbormaster Totten to report on his role in rescuing a person who had jumped off the Jamestown Bridge, and he stated that on June 18, he and Shannon Brecher, who is another Harbor intern, were patrolling on the Dutch Harbor side of the island, when they heard a call over the police radio that a person had jumped off the Jamestown Bridge. They responded and were on scene in a few minutes. Harbormaster Totten described how they rescued the person, and the communications with the police and fire departments. The person was transported to a private dock on Seaside Drive, where fire department personnel took the person and transported them to the hospital. Harbormaster Totten was especially thankful to the police and fire departments for their assistance, and also to Ms. Brecher for her assistance. There was some discussion.

Harbormaster Totten also reported that they assisted with the start of the Newport/Bermuda Race, and they patrolled in the area of the fireworks barge for the town fireworks display. They will be assisting in the upcoming Save the Bay swim.

Harbormaster Totten also recognized the Assistant Harbormasters, Larry Goss and Jim Heagney, and the Interns, Shannon Brecher and Ben Klossner. There is a harbormaster on duty 7 days a week, and with the interns, there are usually two staff members on the boat.

V. Year-To-Date Financial Report

Commissioner Romano discussed the overages in the FY 2024 budget, which were due to staffing, as the Executive Director had been the Police Chief and did not draw a salary, and the expenses to repair the Ft. Getty pier. A separate line item has been created for the repairs, and

it will be reimbursed. The other overage in the budget was for channel markers and buoys. The FY 2025 budget started July 1 and goes to June 30, 2025. The FY 2026 budget must be presented to the Town Council, and Commissioners Romano and Alexander will meet to prepare the new budget. There was some discussion.

VI. Sub-Committee Reports

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

Commissioner Romano discussed the process for developing the FY 2026 budget. There was some discussion about upcoming repairs at Dutch Harbor and the closure and subsequent repair of the pier at Ft. Wetherill.

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

Chairman Banks had nothing to report.

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

Commissioner Campbell had nothing to report.

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

Commissioner Campbell reported that the next meeting of the Restoration Advisory Board will take place in October.

VII. Liaison Reports

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

Commissioner Laman reported the Conservation Commission is trying to get funding to make a portion, if not all, of the Kit Wright Trail at Ft. Getty handicapped accessible. Commissioner Romano asked what the status was of Hull Cove, and Commissioner Laman stated that it is still in litigation, and the grant money that was allocated is in jeopardy of expiring. The commission was attempting to have those funds reallocated so they could be used for the Kit Wright Trail, but there are some conditions that may affect the reallocation. There was some discussion.

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

Councilor White was not in attendance.

VIII. Old Business – None

IX. Correspondence – None

X. New Business

A. Review of Sub-Committee Assignments – Review, discussion, and/or potential action and/or vote;

Commissioner Archibald has expressed interest in being assigned to the Facilities Sub-Committee, and Commissioner McCarthy is willing to be reassigned. Commissioner Romano

made a motion to assign Commissioner Archibald to the Facilities Sub-Committee in place of Commissioner McCarthy, and was seconded by Chairman Banks. So voted: 6 aye, 0 nay.

Discussion ensued about the Mooring Implementation Sub-Committee, and Commissioner Campbell stated he thought that it should be a function of the Harbormaster and the Harbor Clerk, as they have the information readily available. There was some discussion, including a question on the status of the kayak rack at Park Dock, which is under construction, and should be ready in a few weeks. Commissioner Campbell made a motion to move the reporting of mooring implementation to the Harbormaster, and it was seconded by Chairman Banks. So voted: 6 aye, 0 nay.

Chairman Banks moved to have Commissioner Laman assigned to the Gould Island Restoration Sub-Committee and was seconded by Commissioner Campbell. So voted: 6 aye, 0 nay.

XI. Open Forum – Continued (If Necessary)

Russ Paskoski of Clarkes Village Road addressed an earlier comment regarding funds potentially being reallocated from a Hull Cove project and wanted to know what was supposed to be done there. The project would have improved the access to the cove by installing raised decking but one of the abutting property owners has filed a lawsuit over the right of way access. There was some discussion.

Dave Leonard of Clarkes Village Road has an outhaul at Ft. Getty and asked who would be in charge of cleaning up the area around the outhauls. He stated that there is brush and debris from storms accumulating and asked if someone can clean it up and create better access to the outhauls. There was some discussion.

There being no further business, Commissioner Archibald made a motion to adjourn and was seconded by Commissioner Romano. So voted: 6 aye, 0 nay, and the meeting adjourned at 5:45 p.m.

Attest,


Joan Rich, Harbor Clerk

**TOWN OF JAMESTOWN
HARBOR COMMISSION**

Approved: 10/9/24

A meeting of the Jamestown Harbor Commission (JHC) was held on Wednesday, September 11, 2024 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
James Archibald, Commissioner
Robert Laman, Commissioner
Mark Campbell, Commissioner
Susan Romano, Commissioner

Absent:

Jessica McCarthy, Commissioner
Thomas Alexander, Commissioner

Also in Attendance:

Fred Pease, Interim Executive Director
Bart Totten, Harbormaster
Keith Ford, Deputy Town Clerk

II. Approval of Meeting Minutes – Review, Discussion, and/or Potential Action and/or Vote:

A. July 10, 2024

Commissioner Romano moved to approve the minutes with a second by Commissioner Archibald. Vote: Chairman Banks, Aye; Commissioner Archibald, Aye; Commissioner Campbell, Aye; Commissioner Laman, Aye; and Commissioner Romano, Aye. Vote Passed Unanimously.

III. Executive Director’s Report – F. Pease.

Interim Executive Director Pease not present at this time.

IV. Harbormaster’s Report – B. Totten

Harbormaster Totten reported that the new boat is at East Ferry and they are very happy with it. He invited the commissioners down to the boat to check it out.

The new kayak/dingy rack was installed within the last month at Park Dock. Applications have been received already.

Both Harbormasters boats ~~have had~~ will have radar installed on them, they should be 100% operational by next season.

The Harbormasters have been training Jamestown Police Officers to operate the boats if needed in emergencies and a harbormaster was not available. They have also trained the Jamestown Fire Department in the use of the boat at West Ferry.

The Harbormasters have supported both the Folk and Jazz festivals both on the dock and on the water in Newport. Also supported was the Save the Bay Swim and the Fool's Rule's Regatta which were both successful. Most recently was an unadvertised private airshow near Fort Getty which they assisted with the US Coast Guard.

There are no upcoming events as of this time as it is towards the end of the season.

Usage reports have been attached in the meeting packets; they include the number of permits issued at each of the locations. Also on the report are new permits issued (reassigned) and a list of totals regarding waitlists. There are photos of the racks themselves in the packets as well.

The online mooring database was used to find those moorings that did not have a boat registration attached to it. From there our office checked the moorings to see if they had been occupied. If you didn't have a boat registration uploaded it would be assumed that you do not have a boat. So, this was an easy way to find unoccupied moorings in which a letter was sent to the permit holder requesting documentation. This could lead to a turnover of around 10 moorings with this project.

Chairman Banks asked what the usage rates were for outhauls, kayak racks and moorings. Harbormaster Totten commented that the racks were almost completely full and the outhauls were full except for a few that took grace periods this year. The moorings were all permitted, the ones that aren't being used are being investigated about turning them over and re-issuing them. Commissioner Campbell asked if we would pursue occupying those moorings during a grace period. Harbormaster Totten that there are plans to possibly do this in the future.

Commissioner Archibald asked regarding the new boat, is there adequate space to complete their jobs on the boat. Harbormaster Totten commented there is plenty of room for mobility, they have installed radar and boarding ladders. One major advantage is that the two boats are very similar to operate.

III. Executive Director's Report – F. Pease.

Interim Executive Director Pease now present had no formal report, he did comment that there should be a way to allow for moorings to be used while unoccupied for a period during the season. This would be immensely clerical but may be beneficial. A discussion ensued.

Commissioner Romano asked for the status of all the documents; ordinances, rules, etc. Also, the decisions that the Town Council made regarding the Conanicut Island Sailing Foundation and the usage of shared areas. A discussion ensued. No action/vote taken.

V. Year-to-Date Financial Reports

Commissioner Romano commented they do not have a report at this time.

VI. Sub-Committee Reports

A. Budget

Commissioner Romano commented that herself, Joan Rich, and Commissioner Alexander met with Town Administrator Mello to review the budget and components. Commissioner Campbell inquired about

boat capitalization, as there is nothing on that line item. There should be funds on that line for future replacement of the older boat. He also asked about the line item 'Utilities' and what utilities we pay, Commissioner Romano commented that this line item as added as the police station has limited space for the executive director, harbormasters, and interns. She had asked the Town Administrator to investigate an alternative space for the summer season. Commissioner Campbell inquired as to the \$75,000 capital that is in the budget. Commissioner Romano commented that is money that the Commission has in its budget for use.

Commissioner Archibald inquired as to if there is a 5-year plan, as this should be in line with the budget. James Heagney commented that once he begins his position as Executive Director that is one of the items he wants to complete. No action/vote taken.

B. Facilities

Commissioner Archibald commented a previously mentioned was the 5-year plan. He has also been approached by several individuals regarding "No Wake, 5 MPH" signs on the Fort Getty Pier. Commissioner Romano stated that there is a need and funds available.

C. Gould Island Restoration

Commissioner Banks commented that there is a meeting in October. There is a wait on the Army Corp of Engineers report as the RI Department of Environmental Management has not made a change in their usage law. They need to recalculate the data of the risk of 365-day usage over 90-day usage. No action/vote taken.

VII. Liaison Reports

A. Conservation Committee

Commissioner Laman commented he has no report from Conservation. He did comment that the Right-of-Way (ROW) program is active, Mr. Aquino is maintaining the Hull St ROW and two other groups interested in other ROW's. The ROW on the southern part of East Shore Rd is still under litigation.

B. Town Council

Councilor White was absent, no report.

VIII. Old Business – None at this time;

IX. Correspondence

Commissioner Romano made a motion to accept the letter from Mr. Pinksaw with a second by Councilor Campbell. Vote: Chairman Banks, Aye; Commissioner Archibald, Aye; Commissioner Campbell, Aye; Commissioner Laman, Aye; and Commissioner Romano, Aye. Vote Passed Unanimously.

X. New Business

A. Letter to Public Works

Commissioner Campbell made a motion to approve the letter as written and send it with a second by Councilor Laman. Vote: Chairman Banks, Aye; Commissioner Archibald, Aye; Commissioner Campbell, Aye; Commissioner Laman, Aye; and Commissioner Romano, Aye. Vote Passed Unanimously.

B. Proposed Budget for FY 26

Commissioner Romano commented that this budget will go to the Town Council once it is approved by the Harbor Commission. This budget will be for year starting July 1, 2025 through June 30, 2026. This includes a \$75,000 capital project planning. Maintains a part-time executive director for 600 hours per year, harbormaster for 1,000 hours a season, two assistance harbormasters, and two interns. This assumes a 5% increase in the rate across the board. A discussion ensued. No action/vote taken.

C. Proposed 2025 Harbor Rates

Commissioner Romano commented that a 5% increase across the board was recommended. This is lower than other towns that were compared. Commissioner Campbell moved to accept the proposed harbor permit fees with a second by Commissioner Archibald. Vote: Chairman Banks, Aye; Commissioner Archibald, Aye; Commissioner Campbell, Aye; Commissioner Laman, Aye; and Commissioner Romano, Aye. Vote Passed Unanimously.

XI. Open Forum

Marian Falla, 75 Green Lane, commented that she had worked with Mr. Steven Bois on documents that will be reviewed by the Commission. She inquired about the process going forward with the review of the Town Ordinance and Harbor Plan, will it be an open forum and public comment? Mr. Heagney commented that he plans to meet with the Town Administrator regarding the plans, review them to see what the next step will be. No action/vote taken.

XII. Adjournment

Commissioner Banks made a motion to adjourn with a second from Commissioner Romano. Vote: Chairman Banks, Aye; Commissioner Archibald, Aye; Commissioner Campbell, Aye; Commissioner Laman, Aye; and Commissioner Romano, Aye. Vote Passed Unanimously meeting was adjourned at 5:44 P.M.

Attest:



Keith Ford, Deputy Town Clerk

Approved as written
PLANNING COMMISSION MINUTES
September 18, 2024
6:00 PM
Jamestown Town Hall
93 Narragansett Ave.

I. Call to Order and Roll Call

The meeting was called to order at 6:07pm. The following members were present:

Michael Swistak – Chair

Duncan Pendlebury – Vice Chair

Mick Cochran

Diane Harrison

Bernie Pfeiffer

Dana Prestigiacomo

Not present: Rosemary Enright – Secretary

Also present:

Lisa Bryer, AICP - Town Planner

Carrie Kolb – Planning Assistant

David Petrarca, Esq. – Ruggiero, Brochu & Petrarca

Ashley Sweet, Weston & Sampson

II. Citizen’s Non-Agenda Item - none

III. Correspondence

1. Approval letter for Jamestown Golf Course additional parking, 245 Conanicus Avenue, AP 8, Lot 283

Correspondence was recognized as received.

IV. New Business

1. CDBG – PY23 application consistency with the Comprehensive Plan - review, discussion and/or action and/or vote

Bryer explained that the Town applies for Community Development Block Grant (CDBG) funding each year and this round of funding is for housing. The town is applying for 3 projects. The Affordable Housing committee has made a recommendation to the Town Council with a priority listing of projects. The Town Council approved the priority list of projects. The Planning Commissions role is to insure the projects are not in conflict with the Comprehensive Plan. The town has held two public hearings on the CDBG funding.

The three projects are:

- 1) Funding for Jamestown Housing Authority to renovate bathrooms at the Pemberton Apartment complex. Amount \$500,000.
- 2) Funding to support creation of one permanently affordable single-family homeownership

Planning Commission Meeting
 September 18, 2024
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opportunity on a lot to be subdivided and placed in a Jamestown/CCHC Housing Land Trust. Amount \$375,000.

- 3) Funding to support creation of one permanently affordable single-family homeownership opportunity through Jamestown/CCHC Housing Land Trust. Amount \$250,000.

A motion moved by Commissioner Pendlebury and seconded by Commissioner Cochran as follows:

The Jamestown Planning Commission hereby certified that all the community development and housing needs, particularly the needs of low- and moderate-income housing, were considered in the development of the city/town's currently state-approved, local Comprehensive Plan.

The Jamestown Planning Commission future hereby certifies to the best of its knowledge, the activities proposed are not in conflict with the general policies set forth in the Comprehensive Community Plan of the Town of Jamestown.

The motion carried by a vote of 6-0.

Commissioner Cochran, Commissioner Harrison, Commissioner Pfeiffer, Commissioner Prestigiacomo, Commissioner Pendlebury and Commissioner Swistak voted in favor of the motion. Commissioner Enright was absent.

2. Comprehensive Plan kick-off Meeting with Weston & Sampson, Ashley Sweet, Planner. Overview of Purpose and Process of Update/Rewrite, Public Engagement Plan. Schedule, Budget – review, discussion and/or action and/or vote

Ashley Sweet, team leader at Weston and Sampson in planning group. She grew up in Jamestown. Sweet gave a Comprehensive Plan (Comp Plan) overview and purpose presentation – see attached. The purpose of the Comprehensive Plan is that it is a guidance document for long term planning and development that balances the needs in the community. Per State mandate, Comp Plans must be updated every 10 years.

Role of Planning Commission

- Work with the Planning Department to provide consultants with direction
- Review draft chapters
- Provide Planning Department/consultants with feedback
- Encourage public participation

Next Steps

- Existing conditions updates
- Start thinking about “vision”
- Finalize public engagement plan
- Schedule first public event

Planning Commission Meeting
September 18, 2024
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Discussion of public engagement ensued. Bryer asked what the best method of public engagement is because the Town has a charette in 2007 and people still talk about it because they felt that they were heard. Sweet said that extracting issues and opportunities from the 2015 Comp Plan is a good idea. Commissioner Swistak asked how many public engagement meetings will be scheduled. Sweet said that the scope is for two. Sweet can do another topical group discussion. Sweet hopes that website will get feedback as well.

Sweet explained that a meeting held in Cranston had tables with topics at each table. People had set times at each table and rotated through the whole room. Commissioner Pendlebury said he participated in a meeting in Providence where the tables didn't rotate and were picked out ahead of time.

Discussion of committees helping with the Comp Plan ensued. Commissioner Swistak said that each committee has work to do. Bryer said that for example the Affordable Housing Committee will review the housing section. Each committee will be given their chapters and the expectation is that they will respond to their accomplishments and future vision for the Chapter.

Discussion of Comp Plan website ensued. There will be a website dedicated to the Comp Plan. As sections are reviewed, they will be published on the website for the Town Council and public to review and comment on.

Discussion of Comp Plan at Planning Commission meetings ensued. Sweet will attend the second meeting of each month. She will coordinate with Bryer to get the Planning Commission all the information needed. Commissioner Swistak asked that the Comp Plan be put on the agenda of each meeting moving forward.

Discussion of next steps ensued. Bryer asked the Planning Commission to review the draft Public Engagement Plan included in the information packet. She would like assistance with identifying the key stakeholders. The Planning Commission should re-read the 2015 Comp Plan. Bryer will send a to do list.

The first public engagement meeting will be on Wednesday, November 13 or 20 from 6-9pm with food & drink served at 5:30pm. The location is TBD, but the thought is the Rec Center will be a large meeting venue to use.

V. Old Business

I. Zoning Ordinance Amendments – nonconforming lots of record - review, discussion and/or action and/or vote

Bryer said that state law changes addressed substandard lots of record which can now reduce setbacks by a ratio of their substandard size. The State law has no distinction between residential and commercial. In Jamestown there are substandard lots of record in every district.

Planning Commission Meeting
September 18, 2024
Page 4 of 4

In Jamestown in the R-40 and R-80 zones only, if your lot is less than half the size then you go by the lesser size zoning requirements.

Discussion ensued regarding changing the setback in the CD zone for 0 to 5 feet. Commissioner Pendlebury asked about wanting commercial to have a 0-foot setback for first floor retail.

Petrarca said that there is a process for a retailer to get a dimensional variance if they need a less than 5-foot setback.

A motion was moved by Commissioner Swistak and seconded by Commissioner Cochran substandard lots of record changes a delineated in the memo to the Planning Commissioner from Lisa Bryer dated September 12, 2024 specifically changes to the front and side setbacks in the CD Zone and changes to section 82-908 for single non-conforming lots of record.

The motion carried by a vote of 6-0.

Commissioner Cochran, Commissioner Harrison, Commissioner Pfeiffer, Commissioner Prestigiacomio, Commissioner Pendlebury and Commissioner Swistak voted in favor of the motion. Commissioner Enright was absent.

VI. Reports

1. Planner's Report
 - A. Future meetings – topics and applications

There will be a meeting on October 2, 2024. There will be two high-ground water applications that night.

A question was asked about the Grow Smart session in Newport on September 30? Bryer said she did not know about the agenda for the evening, however Grow Smart is a good organization and she did register for it.

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

1. August 21, 2024

A motion was moved by Commissioner Pendlebury and seconded by Commissioner Cochran to approved the minutes of August 21, 2024 meeting as written. Commissioner Swistak abstained from the vote. All in favor.

VIII. Adjournment

A motion to adjourn at 7:58 pm was moved by Commissioner Pendlebury and seconded by Commissioner Cochran. All in favor.

Attest:

Carrie Kolb

Town of Jamestown

Finance Department

Town Hall

93 Narragansett Avenue

Jamestown, Rhode Island 02835-1199

401-423-9809 Fax 401-423-7229

Email: ccollins@jamestownri.net



Christina D. Collins
Finance Director

MEMORANDUM

TO: Edward A. Mello, Town Administrator

FROM: Christina D. Collins, Finance Director

DATE: October 16, 2024

SUBJECT: Budget to Actual- General Fund

A handwritten signature in black ink, appearing to be "C. Collins", is written over the "FROM:" line of the memorandum.

Attached is the Budget to Actual report for the Fiscal Year 2025. The report contains the expenses that have been paid through September 30, 2024.

Please do not hesitate to contact me with any questions or concerns.

**Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 9/30/2024**

Run: 10/16/2024 at 4:34 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7001 70101 00 Salaries	13,800.00	3,450.00	3,450.00	10,350.00	25.00
1100 7001 70302 00 Fees And Supplies	500.00	0.00	0.00	500.00	0.00
1100 7001 70305 00 Advertising	750.00	0.00	0.00	750.00	0.00
Town Council Expenses	15,050.00	3,450.00	3,450.00	11,600.00	22.92
1100 7002 70101 00 Salary, Town Administrator	134,183.00	9,846.16	30,584.64	103,598.36	22.79
1100 7002 70102 00 Salary, Clerical	72,820.00	5,600.00	16,759.61	56,060.39	23.02
1100 7002 70302 00 Fees And Supplies	2,500.00	211.30	1,755.88	744.12	70.24
1100 7002 70303 00 Travel Expenses	5,000.00	350.00	1,050.00	3,950.00	21.00
Town Administrator Expenses	214,503.00	16,007.46	50,150.13	164,352.87	23.38
1100 7003 70101 00 Salaries	5,636.00	433.48	1,300.44	4,335.56	23.07
1100 7003 70302 00 Fees And Supplies	1,200.00	96.40	252.20	947.80	21.02
Probate Court Expenses	6,836.00	529.88	1,552.64	5,283.36	22.71
1100 7004 70101 00 Salaries	5,234.00	1,309.00	1,309.00	3,925.00	25.01
1100 7004 70102 00 Salary, Clerical	1,878.00	0.00	0.00	1,878.00	0.00
1100 7004 70103 00 Salaries, Moderator & Sergeant	1,450.00	323.68	323.68	1,126.32	22.32
1100 7004 70104 00 Election Supervisors	9,508.00	2,994.00	2,994.00	6,514.00	31.49
1100 7004 70112 00 Election - OT	1,440.00	421.61	421.61	1,018.39	29.28
1100 7004 70302 00 Fees And Supplies	3,800.00	446.92	1,010.98	2,789.02	26.60
1100 7004 70305 00 Advertising And Printing	1,140.00	0.00	0.00	1,140.00	0.00
Election and Town Meeting Expenses	24,450.00	5,495.21	6,059.27	18,390.73	24.78
1100 7005 70201 00 Professional Services - Legal	175,000.00	7,040.00	22,740.00	152,260.00	12.99
Legal Expenses	175,000.00	7,040.00	22,740.00	152,260.00	12.99
1100 7006 70101 00 Salaries	78,291.00	6,018.40	18,055.20	60,235.80	23.06
1100 7006 70102 00 Salary, Clerical	116,015.00	8,314.51	29,805.67	86,209.33	25.69
1100 7006 70104 00 Clerk - OT	550.00	0.00	0.00	550.00	0.00
1100 7006 70302 00 Fees, Supplies & Dues	37,000.00	2,423.97	7,524.41	29,475.59	20.34
1100 7006 70305 00 Advertising	3,800.00	0.00	138.75	3,661.25	3.65
Clerks And Records Expenses	235,658.00	16,756.88	55,524.03	180,131.97	23.56
1100 7007 70101 00 Salaries	99,350.00	7,014.22	21,042.66	78,307.34	21.18
1100 7007 70102 00 Salary, Clerical	51,714.00	4,158.00	12,252.00	39,462.00	23.69
1100 7007 70105 00 Salary, Planning Comission	7,000.00	0.00	0.00	7,000.00	0.00
1100 7007 70201 00 Sustainability Consultant	25,000.00	0.00	0.00	25,000.00	0.00
1100 7007 70302 00 Fees, Supplies & Dues	4,500.00	0.00	318.23	4,181.77	7.07
Planning Expenses	187,564.00	11,172.22	33,612.89	153,951.11	17.92
1100 7008 70201 00 Salaries, Zoning Board	8,000.00	325.00	325.00	7,675.00	4.06
1100 7008 70302 00 Fees, Supplies & Dues	2,500.00	30.69	(203.51)	2,703.51	(8.14)
Zoning Expenses	10,500.00	355.69	121.49	10,378.51	1.16
1100 7009 70900 00 Social Security Tax	372,500.00	0.00	0.00	372,500.00	0.00
1100 7009 70901 00 Blue Cross/Delta Dental	743,715.00	49,601.56	166,670.67	577,044.33	22.41
1100 7009 70902 00 Worker's Compensation	85,000.00	0.00	0.00	85,000.00	0.00
1100 7009 70903 00 Retirement System	350,000.00	23,923.45	72,632.12	277,367.88	20.75
1100 7009 70906 00 Life Insurance	13,000.00	1,125.40	3,279.45	9,720.55	25.23
1100 7009 70907 00 General Liability Insurance	120,000.00	(369.00)	(369.00)	120,369.00	(0.31)
1100 7009 70910 00 Salary Adjustment	31,227.00	0.00	0.00	31,227.00	0.00
1100 7009 70912 00 OPEB	25,000.00	0.00	0.00	25,000.00	0.00
1100 7009 70920 00 Police Retiree Health	115,005.00	9,595.63	29,256.87	85,748.13	25.44
Personnel Expenses	1,855,447.00	83,877.04	271,470.11	1,583,976.89	14.63
1100 7010 70100 00 Salary, Finance Director	123,153.00	8,651.44	36,874.32	86,278.68	29.94
1100 7010 70101 00 Salaries- Dep. Tax Collector	85,677.00	5,986.51	28,084.93	57,592.07	32.78
1100 7010 70201 00 Professional Services	21,000.00	2,586.31	6,695.75	14,304.25	31.88
1100 7010 70302 00 Fees, Supplies & Dues	22,000.00	(1,797.08)	(117.43)	22,117.43	(0.53)
Finance Expenses	251,830.00	15,427.18	71,537.57	180,292.43	28.41
1100 7011 70101 00 Salaries	88,808.00	6,600.36	22,804.25	66,003.75	25.68
1100 7011 70302 00 Fees, Supplies, Dues	13,501.00	10.00	5,260.00	8,241.00	38.96
1100 7011 70305 00 Advertising	900.00	225.00	225.00	675.00	25.00
Tax Assessor Expenses	103,209.00	6,835.36	28,289.25	74,919.75	27.41
1100 7012 70201 00 Professional Services	25,000.00	11,660.00	11,660.00	13,340.00	46.64
Audit of Accounts Expenses	25,000.00	11,660.00	11,660.00	13,340.00	46.64
1100 7013 70201 00 IT- Consultant	65,000.00	7,770.00	16,211.25	48,788.75	24.94
1100 7013 70303 00 Software	52,575.00	15,734.34	41,161.79	11,413.21	78.29

Budget vs Actual - Expenditures TOWN OF JAMESTOWN, RI For 9/30/2024

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
Total Expenses	117,575.00	23,504.34	57,373.04	60,201.96	48.80
1100 7030 70302 00 EMA- SUPPLIES	7,500.00	0.00	0.00	7,500.00	0.00
EMA Expenses	7,500.00	0.00	0.00	7,500.00	0.00
1100 7031 70100 00 Salary, Police Chief	107,120.00	8,240.00	24,720.00	82,400.00	23.08
1100 7031 70101 00 Salaries - Police	1,003,336.00	80,397.97	249,643.07	753,692.93	24.88
1100 7031 70102 00 Police Longevity	71,988.00	0.00	18,244.97	53,743.03	25.34
1100 7031 70103 00 Police Benefits	62,761.00	4,444.20	14,108.62	48,652.38	22.48
1100 7031 70104 00 Police - OT	185,000.00	15,493.65	50,001.95	134,998.05	27.03
1100 7031 70105 00 Police Retirement	288,397.00	0.00	0.00	288,397.00	0.00
1100 7031 70111 00 Salary - Dispatch/Admin/Seasonal	224,718.00	17,918.99	60,289.55	164,428.45	26.83
1100 7031 70112 00 Dispatch, Longevity	8,764.00	0.00	5,236.02	3,527.98	59.74
1100 7031 70113 00 Dispatch - Benefits	12,132.00	895.12	1,698.34	10,433.66	14.00
1100 7031 70114 00 Dispatch - OT	27,500.00	3,509.91	10,325.49	17,174.51	37.55
1100 7031 70302 00 Fees & Supplies	21,000.00	944.04	7,458.55	13,541.45	35.52
1100 7031 70303 00 Computer Software	24,200.00	0.00	20,382.90	3,817.10	84.23
1100 7031 70307 00 Building Maintenance	5,000.00	53.98	918.98	4,081.02	18.38
1100 7031 70308 00 Vehicle Insurance	9,017.00	0.00	0.00	9,017.00	0.00
1100 7031 70309 00 Telephone	12,500.00	689.29	3,377.05	9,122.95	27.02
1100 7031 70310 00 Personal Equipment	2,500.00	0.00	50.40	2,449.60	2.02
1100 7031 70311 00 Maintenance Of Uniforms	29,400.00	0.00	0.00	29,400.00	0.00
1100 7031 70312 00 Ammunition And Supplies	3,500.00	0.00	0.00	3,500.00	0.00
1100 7031 70313 00 Maintenance Of Police Cars	15,000.00	931.18	1,827.05	13,172.95	12.18
1100 7031 70314 00 Gas & Tires	23,000.00	1,851.78	5,905.22	17,094.78	25.67
1100 7031 70315 00 Training Of Members	15,000.00	1,693.56	4,085.17	10,914.83	27.23
1100 7031 70317 00 Maintenance Of Radio System	3,500.00	0.00	0.00	3,500.00	0.00
1100 7031 70318 00 Equipment	1,500.00	0.00	331.00	1,169.00	22.07
1100 7031 70322 00 Dispatch Uniforms	2,000.00	0.00	1,500.00	500.00	75.00
Police Protection Expenses	2,158,833.00	137,063.67	480,104.33	1,678,728.67	22.24
1100 7032 70100 00 Fire Chief/Fire Inspector	74,165.00	0.00	0.00	74,165.00	0.00
1100 7032 70101 00 Fire Inspector/Clerk	12,854.00	0.00	0.00	12,854.00	0.00
1100 7032 70102 00 Stipend, Deputy Fire Chief	6,000.00	0.00	0.00	6,000.00	0.00
1100 7032 70103 00 Stipend - Fire Inspector	38,563.00	0.00	0.00	38,563.00	0.00
1100 7032 70104 00 Fire Dept Incentive Program	75,000.00	0.00	0.00	75,000.00	0.00
1100 7032 70105 00 Equip/Safety Maint. - Per Diem	32,126.00	0.00	0.00	32,126.00	0.00
1100 7032 70302 00 Fees And Supplies	11,750.00	1,201.87	1,729.35	10,020.65	14.72
1100 7032 70303 00 Software	0.00	2,750.50	2,750.50	(2,750.50)	0.00
1100 7032 70308 00 Vehicle Insurance	37,500.00	1,862.00	8,072.00	29,428.00	21.53
1100 7032 70309 00 Telephone	8,180.00	608.20	1,146.64	7,033.36	14.02
1100 7032 70313 00 Maintenance Of Fire Apparatus	40,000.00	74.78	3,581.50	36,418.50	8.95
1100 7032 70314 00 Gas, Tires & Oil	21,000.00	666.65	2,197.40	18,802.60	10.46
1100 7032 70315 00 Training Of Members	8,000.00	232.49	232.49	7,767.51	2.91
1100 7032 70321 00 Electricity	21,000.00	4,544.01	4,544.01	16,455.99	21.64
1100 7032 70322 00 Maintenance Of Radio System	5,500.00	2,240.00	5,817.60	(317.60)	105.77
1100 7032 70323 00 Oxygen & Air Packs	7,000.00	0.00	0.00	7,000.00	0.00
1100 7032 70324 00 Water	1,600.00	0.00	0.00	1,600.00	0.00
1100 7032 70325 00 Fire Equipment	18,000.00	0.00	2,208.10	15,791.90	12.27
1100 7032 70326 00 Fire Ext. Agent	5,250.00	0.00	0.00	5,250.00	0.00
1100 7032 70343 00 Heating	15,000.00	0.00	987.47	14,012.53	6.58
1100 7032 70344 00 Repairs And Maintenance	15,000.00	1,750.65	3,000.49	11,999.51	20.00
1100 7032 70399 00 Subscriptions & Journals	5,800.00	0.00	0.00	5,800.00	0.00
1100 7032 70900 00 Social Security Tax	12,632.00	0.00	0.00	12,632.00	0.00
1100 7032 70903 00 Fire Chief - Benefit	7,416.00	0.00	0.00	7,416.00	0.00
Fire Protection Expenses	479,336.00	15,931.15	36,267.55	443,068.45	7.57
1100 7033 70103 00 Stipend - Medical Director	12,000.00	2,000.00	2,000.00	10,000.00	16.67
1100 7033 70104 00 ALS - Per Diem	411,177.00	0.00	0.00	411,177.00	0.00
1100 7033 70105 00 EMS Incentive Program	78,500.00	0.00	0.00	78,500.00	0.00
1100 7033 70302 00 Fees And Supplies	29,995.00	751.48	15,000.45	14,994.55	50.01
1100 7033 70303 00 Computer Software	0.00	8,251.50	8,251.50	(8,251.50)	0.00
1100 7033 70308 00 Vehicle Insurance	37,500.00	0.00	(3,587.75)	41,087.75	(9.57)
1100 7033 70309 00 Telephone	0.00	94.89	191.11	(191.11)	0.00
1100 7033 70313 00 Maintenance of Vehicles	16,500.00	0.00	0.00	16,500.00	0.00
1100 7033 70315 00 Training Of Members	16,000.00	0.00	0.00	16,000.00	0.00
1100 7033 70333 00 Ambulance Medical	22,000.00	1,084.02	4,652.97	17,347.03	21.15
1100 7033 70900 00 Social Security Tax	31,455.00	0.00	0.00	31,455.00	0.00
EMS Expenses	655,127.00	12,181.89	26,508.28	628,618.72	4.05
1100 7034 70101 00 Salary - Building Inspector	91,237.00	8,011.48	24,212.58	67,024.42	26.54
1100 7034 70102 00 Salary, Clerical	32,094.00	2,332.40	10,069.15	22,024.85	31.37
1100 7034 70103 00 Salary - Zoning Enforcement	15,450.00	0.00	0.00	15,450.00	0.00

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 9/30/2024

Run: 10/16/2024 at 4:34 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7034 70117 00 Salary, Electrical Inspector	11,500.00	958.33	2,874.99	8,625.01	25.00
1100 7034 70118 00 Salary, Plumbing Inspector	5,750.00	0.00	0.00	5,750.00	0.00
1100 7034 70119 00 Salary, Mechanical Inspector	5,750.00	0.00	0.00	5,750.00	0.00
1100 7034 70302 00 Supplies And Expenses	5,250.00	7,846.36	8,030.25	(2,780.25)	152.96
1100 7034 70303 00 E-PERMITTING	6,000.00	0.00	0.00	6,000.00	0.00
1100 7034 70328 00 Hydrant Rental	170,000.00	0.00	0.00	170,000.00	0.00
Protection Services Expenses	343,031.00	19,148.57	45,186.97	297,844.03	13.17
1100 7041 70101 00 Salaries	71,477.00	4,620.36	17,314.02	54,162.98	24.22
1100 7041 70302 00 Fees And Supplies	1,000.00	0.00	70.50	929.50	7.05
Public Works Administration Expenses	72,477.00	4,620.36	17,384.52	55,092.48	23.99
1100 7042 70101 00 Salaries	51,904.00	3,820.80	11,434.56	40,469.44	22.03
1100 7042 70103 00 Intern	3,200.00	0.00	0.00	3,200.00	0.00
1100 7042 70302 00 Fees And Supplies	1,200.00	0.03	36.09	1,163.91	3.01
Engineering Expenses	56,304.00	3,820.83	11,470.65	44,833.35	20.37
1100 7043 70100 00 Salary, Highway Supervisor	85,100.00	6,022.60	20,539.51	64,560.49	24.14
1100 7043 70101 00 Salaries - Public Works	774,291.00	61,753.65	198,718.82	575,572.18	25.66
1100 7043 70104 00 Highway -OT	45,000.00	691.00	4,118.75	40,881.25	9.15
1100 7043 70308 00 Vehicle Insurance	19,300.00	0.00	0.00	19,300.00	0.00
1100 7043 70313 00 Upkeep Of Equipment	100,000.00	13,320.90	27,173.55	72,826.45	27.17
1100 7043 70314 00 Oil And Gas	75,000.00	1,346.74	11,145.56	63,854.44	14.86
1100 7043 70330 00 Sand And Gravel	17,000.00	1,319.22	7,775.92	9,224.08	45.74
1100 7043 70331 00 Cold Patch	13,500.00	2,304.78	4,748.04	8,751.96	35.17
1100 7043 70333 00 Other Road Supplies	14,000.00	991.90	2,979.71	11,020.29	21.28
1100 7043 70334 00 Equipment Rental	2,500.00	2,425.00	2,425.00	75.00	97.00
1100 7043 70335 00 License - Contractual	6,000.00	0.00	6,300.00	(300.00)	105.00
1100 7043 70336 00 Clothing	6,000.00	0.00	0.00	6,000.00	0.00
1100 7043 70399 00 Safety And Licensing	5,500.00	298.50	903.76	4,596.24	16.43
Highway Expenses	1,163,191.00	90,474.29	286,828.62	876,362.38	24.66
1100 7044 70101 00 Snow Removal - OT	34,000.00	0.00	0.00	34,000.00	0.00
1100 7044 70337 00 Equipment And Supplies	54,000.00	0.00	(519.40)	54,519.40	(0.96)
Snow Removal Expenses	88,000.00	0.00	(519.40)	88,519.40	(0.59)
1100 7045 70101 00 Salaries	71,677.00	5,157.29	20,066.10	51,610.90	28.00
1100 7045 70104 00 Transfer Station -Sunday OT	8,228.00	632.96	1,735.92	6,492.08	21.10
1100 7045 70309 00 Telephone	800.00	71.82	71.82	728.18	8.98
1100 7045 70321 00 Electricity	1,400.00	86.31	185.05	1,214.95	13.22
1100 7045 70340 00 Maintenance And Testing	44,000.00	285.91	331.99	43,668.01	0.75
1100 7045 70341 00 Transfer And Trucking	420,000.00	32,247.97	84,768.79	335,231.21	20.18
1100 7045 70350 00 Hazardous Waste Recycling	300.00	0.00	0.00	300.00	0.00
Waste Removal Expenses	546,405.00	38,482.26	107,159.67	439,245.33	19.61
1100 7046 70321 00 Electricity	64,000.00	335.75	372.09	63,627.91	0.58
Street Lighting Expenses	64,000.00	335.75	372.09	63,627.91	0.58
1100 7047 70101 00 Salaries	10,000.00	0.00	0.00	10,000.00	0.00
1100 7047 70302 00 Fees And Supplies	1,800.00	0.00	0.00	1,800.00	0.00
1100 7047 70360 00 Tree Pruning	18,000.00	0.00	1,149.50	16,850.50	6.39
1100 7047 70370 00 Purchase Of Trees	5,000.00	0.00	0.00	5,000.00	0.00
Tree Warden Expenses	34,800.00	0.00	1,149.50	33,650.50	3.30
1100 7048 70342 00 Town Cemetery And Parade	35,000.00	0.00	124.50	34,875.50	0.36
Other Public Works Expenses	35,000.00	0.00	124.50	34,875.50	0.36
1100 7049 70101 00 Cleaning Contracts	60,000.00	4,340.57	12,082.71	47,917.29	20.14
1100 7049 70302 00 Supplies	8,000.00	433.92	1,280.06	6,719.94	16.00
1100 7049 70309 00 Telephone	16,000.00	333.29	1,452.48	14,547.52	9.08
1100 7049 70321 00 Electricity	70,000.00	8,334.12	17,760.73	52,239.27	25.37
1100 7049 70324 00 Water	11,000.00	155.24	370.42	10,629.58	3.37
1100 7049 70343 00 Heating	50,000.00	1,055.56	7,578.13	42,421.87	15.16
1100 7049 70344 00 Repairs And Maintenance	70,000.00	5,034.64	7,332.52	62,667.48	10.48
1100 7049 70375 00 Landscape	12,000.00	589.84	1,282.19	10,717.81	10.68
Public Buildings Expenses	297,000.00	20,277.18	49,139.24	247,860.76	16.55
1100 7060 70456 00 Visiting Nurse/Mental Health	35,000.00	0.00	18,000.00	17,000.00	51.43
General Expenses	35,000.00	0.00	18,000.00	17,000.00	51.43
1100 7061 70302 00 Fees And Supplies	5,000.00	0.00	0.00	5,000.00	0.00
1100 7061 70306 00 Tick Tack Force	2,500.00	580.00	580.00	1,920.00	23.20
Animal Control Expenses	7,500.00	580.00	580.00	6,920.00	7.73

Budget vs Actual - Expenditures
TOWN OF JAMESTOWN, RI
For 9/30/2024

Run: 10/16/2024 at 4:34 PM

	Annual Budget	P-T-D Actual	Y-T-D Actual	Remaining \$	% of Budget
1100 7065 70101 00 Salaries	70,210.00	5,119.24	16,683.24	53,526.76	23.76
1100 7065 70102 00 Ass't Sr. Services	22,724.00	2,849.75	7,738.61	14,985.39	34.05
1100 7065 70103 00 Salary, Meal Site Coordinator	20,748.00	0.00	0.00	20,748.00	0.00
1100 7065 70104 00 Salary, Meal Site Aide	12,064.00	0.00	0.00	12,064.00	0.00
1100 7065 70105 00 Salary, Sr. Services Transportation	3,016.00	0.00	0.00	3,016.00	0.00
1100 7065 70201 00 Cleaning Contract	9,096.00	0.00	1,516.00	7,580.00	16.67
1100 7065 70202 00 Wellness Coord.	10,000.00	0.00	925.00	9,075.00	9.25
1100 7065 70302 00 Fees, Supplies & Dues	4,000.00	1,456.47	3,794.09	205.91	94.85
1100 7065 70305 00 Advertising	2,500.00	0.00	0.00	2,500.00	0.00
1100 7065 70309 00 Telephones	500.00	10.89	32.46	467.54	6.49
1100 7065 70321 00 Electricity	4,500.00	0.00	0.00	4,500.00	0.00
1100 7065 70324 00 Water	1,345.00	0.00	0.00	1,345.00	0.00
1100 7065 70341 00 Trash Removal	466.00	0.00	74.00	392.00	15.88
1100 7065 70343 00 Heat	5,000.00	0.00	135.81	4,864.19	2.72
1100 7065 70344 00 Repairs & Maintenance	6,720.00	0.00	786.66	5,933.34	11.71
1100 7065 70380 00 Program	10,000.00	756.49	1,959.21	8,040.79	19.59
Total Expenses	182,889.00	10,192.84	33,645.08	149,243.92	18.40
1100 7070 70100 00 Salary, Library Director	90,802.00	6,497.50	23,592.87	67,209.13	25.98
1100 7070 70101 00 Salaries	171,083.00	13,481.49	39,612.91	131,470.09	23.15
1100 7070 70104 00 Library-OT	600.00	0.00	0.00	600.00	0.00
1100 7070 70302 00 Fees And Supplies	8,500.00	503.67	2,049.39	6,450.61	24.11
1100 7070 70308 00 Insurance	20,694.00	0.00	0.00	20,694.00	0.00
1100 7070 70309 00 Telephone	1,356.00	139.57	418.71	937.29	30.88
1100 7070 70310 00 Equipment	1,000.00	0.00	0.00	1,000.00	0.00
1100 7070 70321 00 Electricity	23,520.00	5.28	4,477.25	19,042.75	19.04
1100 7070 70343 00 Heating	24,500.00	0.00	0.00	24,500.00	0.00
1100 7070 70344 00 Repairs And Maintenance	20,000.00	346.34	1,285.37	18,714.63	6.43
1100 7070 70345 00 Computer Repairs And Maintenance	10,000.00	0.00	239.99	9,760.01	2.40
1100 7070 70351 00 Books And Periodicals	19,000.00	992.56	3,310.59	15,689.41	17.42
1100 7070 70352 00 Books - State Aid	117,542.00	8,711.18	30,663.19	86,878.81	26.09
1100 7070 70355 00 CREDITS (LIB SALES & GIFTS)	0.00	(243.00)	(1,383.14)	1,383.14	0.00
100 7070 70375 00 Landscaping	2,500.00	0.00	0.00	2,500.00	0.00
Library Expenses	511,097.00	30,434.59	104,267.13	406,829.87	20.40
1100 7080 70101 00 Salary- Recreation Director	80,643.00	6,203.32	20,115.62	60,527.38	24.94
1100 7080 70102 00 Salaries- Recreation Staff	256,254.00	24,606.40	65,910.61	190,343.39	25.72
1100 7080 70104 00 Salaries -Teen Center Support Staff	16,720.00	325.63	325.63	16,394.37	1.95
1100 7080 70105 00 Seasonal Support Staff	150,000.00	26,388.83	115,597.19	34,402.81	77.06
1100 7080 70112 00 Recreation - OT	3,000.00	406.29	724.07	2,275.93	24.14
1100 7080 70302 00 Supplies	6,200.00	205.41	643.39	5,556.61	10.38
1100 7080 70305 00 Advertising	3,000.00	0.00	0.00	3,000.00	0.00
1100 7080 70308 00 Vehicle Insurance	10,000.00	0.00	0.00	10,000.00	0.00
1100 7080 70309 00 Telephone	1,900.00	237.96	425.63	1,474.37	22.40
1100 7080 70310 00 Equipment	4,500.00	372.42	973.24	3,526.76	21.63
1100 7080 70314 00 Gas And Oil	11,200.00	702.67	2,141.17	9,058.83	19.12
1100 7080 70321 00 Electricity	31,000.00	7,583.51	18,329.81	12,670.19	59.13
1100 7080 70322 00 Fort Getty Water Removal	10,500.00	1,950.00	4,575.00	5,925.00	43.57
1100 7080 70323 00 Shores Beach/Sanitary Facilities	5,000.00	0.00	0.00	5,000.00	0.00
1100 7080 70324 00 Water	13,500.00	66.88	115.49	13,384.51	0.86
1100 7080 70341 00 Trash Removal	13,000.00	1,872.00	5,616.00	7,384.00	43.20
1100 7080 70344 00 Repairs, Maintenance And Impro	24,000.00	2,389.49	6,552.97	17,447.03	27.30
1100 7080 70345 00 Eldred Ave. Field Improvements	25,611.00	0.00	4,761.00	20,850.00	18.59
1100 7080 70382 00 Summer Program	3,500.00	51.00	3,414.00	86.00	97.54
1100 7080 70383 00 Winter Program	1,200.00	0.00	1,360.17	(160.17)	113.35
Parks, Beaches & Recreation Expenses	670,728.00	73,361.81	251,580.99	419,147.01	37.51
1100 7090 70504 00 Payment Of Principal - Town	1,257,206.00	0.00	0.00	1,257,206.00	0.00
1100 7090 70505 00 Payment Of Interest - Town	345,253.00	0.00	88,275.00	256,978.00	25.57
1100 7090 70507 00 School - Interest	0.00	(64,310.31)	(64,310.31)	64,310.31	0.00
Debt Service Expenses	1,602,459.00	(64,310.31)	23,964.69	1,578,494.31	1.50
1100 7092 70527 00 Incidentals And Emergencies	50,000.00	2,690.00	2,690.00	47,310.00	5.38
1100 7092 70530 00 Conservation Commission	2,200.00	0.00	0.00	2,200.00	0.00
1100 7092 70533 00 Eastern RI Conservation District	2,000.00	0.00	0.00	2,000.00	0.00
1100 7092 70550 00 CHAMBER OF COMMERCE	4,000.00	0.00	679.00	3,321.00	16.98
Other Expenses	58,200.00	2,690.00	3,369.00	54,831.00	5.79
Total Department Expenses	12,291,497.00	597,396.14	2,110,123.83	10,181,373.17	17.17

TOWN OF JAMESTOWN as an abutter.

TOWN OF JAMESTOWN
ZONING BOARD OF REVIEW
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE JAMESTOWN ZONING BOARD OF REVIEW WILL HOLD A PUBLIC HEARING OCTOBER 22, 2024, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT 7:00 P.M. UPON THE FOLLOWING:

Application of Zachary, Hunter, and Jake Guerin whose property is located at 40 Narragansett Ave., and further identified as Assessor's Plat 8, Lot 471 in application for a special use permit from Article 3 of Sections 82-300, 82-303, & 82-304 expiration and extension of a special use permit to grant a liquor license for a new restaurant with the same seating and parking. In accordance with A-K and no changes shall be made. Said property is located in a CD zone and contains 1,920 sq. ft.

BY ORDER OF THE ZONING BOARD OF REVIEW

RICHARD BOREN, CHAIRMAN

DENNIS BEGIN, ZONING OFFICER

THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.

The public is invited to observe and participate in the deliberations of this meeting, in person @ Town Hall.

TO VIEW THE MEETING LIVE STREAM WITH NO INTERACTION, PLEASE VISIT THE FOLLOWING LINK:
<https://jamestownri.gov/how-do-i/watch-live-streamed-town-meetings>

PLEASE NOTE: All Correspondence you wish the Board to consider on any of the above matters must be received by the Zoning Office no later than Oct. 9, 2024. Email to pwestall@jamestownri.net or via drop box located on the West Street side entrance of Town Hall, or by regular mail 93 Narragansett Avenue, Jamestown, RI 02835.

This meeting location is accessible to the physically challenged. Hearing or speech impaired individuals requiring the services of an interpreter should call 1-800-745-5555 not less than 3 business days prior to the meeting.

Harbor Division Operating Budget 2025/2026

Description	Current Rates	5% Increase
Revenues		
Resident Moorings	\$ 97,277.00	\$ 102,140.00
Commercial Moorings	\$ 154,250.00	\$ 161,963.00
Non-Resident Moorings	\$ 7,140.00	\$ 7,497.00
West Ferry Outhauls	\$ 14,300.00	\$ 15,015.00
Ft. Getty Outhauls	\$ 14,300.00	\$ 15,015.00
Beach Permits	\$ 16,000.00	\$ 16,800.00
Ft. Getty Dock	\$ 5,500.00	\$ 5,775.00
Wait List Fees	\$ 7,200.00	\$ 7,560.00
Club Moorings	\$ 8,000.00	\$ 8,400.00
West Ferry Dinghy Dock	\$ 7,500.00	\$ 7,875.00
TOTAL REVENUES	\$ 331,467.00	\$ 348,040.00
FUND BALANCE TRANSFER	\$ -	
TOTAL	\$ 331,467.00	\$ 348,040.00
Expenses		
Harbor Director	\$ 24,000.00	
Harbormaster Salary	\$ 31,000.00	
Harbor Clerk Salary (75%)	\$ 36,652.00	
Harbormaster Asst. Salary	\$ 17,000.00	
Harbor Summer Intern	\$ 12,000.00	
Total Harbor Staff		\$ 120,652.00
Administrative Fees to Town	\$ 32,000.00	
Office Equipment Purchase	\$ 2,800.00	
Mileage	\$ 450.00	
Boat Maintenance/Repairs	\$ 9,000.00	
Maintenance-Docks & Harbor	\$ 18,000.00	
Floating Docks	\$ 6,000.00	
Pumpout Maintenance	\$ 7,000.00	
Patrol Craft Purchase/Fixtures	\$ 2,000.00	
Data Package	\$ 1,000.00	
Fees/Dues/Supplies	\$ 3,120.00	
Printing & Mailing	\$ 3,125.00	
Telephone	\$ 2,500.00	
Maintenance of Uniforms	\$ 800.00	
Maintenance of Vehicles	\$ 525.00	
Boat-Patrol Gas	\$ 4,000.00	
Training of Members		
Equipment	\$ 2,000.00	
Boat Capitalization		
Channel Markers and Buoys	\$ 15,000.00	
Inspection Services		
Social Security Tax	\$ 9,258.00	
Blue Cross/Delta Dental	\$ 15,000.00	
Worker's Compensation	\$ 5,320.00	
Life Insurance	\$ 175.00	
General Liability Insurance	\$ 10,000.00	
Utilities	\$ 3,315.00	
TOTAL OPERATING EXPENSES	\$ 273,040.00	
CAPITAL	\$ 75,000.00	
TOTAL	\$ 348,040.00	

2025 HARBOR PERMIT RATES*DRAFT*

plus5%

Permit Type	2024 Rate	2025 Rate
Resident Mooring (per foot)	\$5.06	\$5.31
Non-Resident Mooring (per foot)	\$10.12	\$10.63
Commercial Mooring (per foot)	\$10.12	\$10.63
Yacht Club Mooring (flat rate)	\$1,501.50	\$1,577.00
Recreational Outhaul (flat rate)		
West Ferry Recreational Outhaul Rate	\$660.00	\$693.00
Ft. Getty Recreational Outhaul Rate	\$605.00	\$635.00
Commercial Outhaul (flat rate)		
West Ferry Commercial Outhaul Rate	\$660.00	\$693.00
Ft. Getty Commercial Outhaul Rate	\$605.00	\$635.00
Recreational Pier (per foot)	\$88.00	\$92.40
Commercial Pier (per foot)	\$44.00	\$46.20
Concrete Ferry Dock-East Ferry-RIPUC Ferry	\$0.00	\$0.00
Concrete Ferry Dock-East Ferry-Charter-Non Profit	\$50.00	\$50.00
Concrete Ferry Dock-East Ferry-Charter 50 pax or less	\$750.00	\$750.00
Concrete Ferry Dock-East Ferry-Charter 51 pax or more	\$1,000.00	\$1,000.00
Beach - Under 12' (flat rate)	\$69.30	\$73.00
Beach - Over 12' (per foot of beam)	\$27.50	\$29.00
Wait List Fees (flat rate)	\$12.10	\$12.70
West Ferry Dinghy Dock	\$495.00	\$515.00

MUNICIPAL ROAD AND BRIDGE PROGRAM
STATE FUNDS

Local Public Agency Agreement

By and between the

STATE OF RHODE ISLAND

And the

Town of Jamestown

AGREEMENT made and entered into by and between the STATE OF RHODE ISLAND acting through its Department of Transportation (hereinafter the STATE), and the Town of Jamestown (hereinafter the MUNICIPALITY).

WHEREAS, the STATE has made transportation funds available from the State and Local Fiscal Recovery Funds (SLFRF) Program to Rhode Island municipalities through the Municipal Road and Bridge Program (hereinafter MRBP); and

WHEREAS, the STATE has determined that certain types of transportation projects to be funded under MRBP have minor potential to affect historic properties included or eligible for inclusion in the National Register of Historic Places; and

WHEREAS, the STATE has approved the MUNICIPALITY's work plan identifying improvements eligible for MRBP funding (hereinafter the Project); and

WHEREAS, the Project will be implemented under STATE requirements and procedures; and

WHEREAS, the STATE has agreed to contribute a match of Thirty Three Percent (33%) in STATE funds not exceeding one hundred eighty-four thousand and two-hundred eleven dollars (\$184,211) towards the Project.

NOW THEREFORE, in consideration of the foregoing premises and the mutual obligations contained herein, the STATE and the MUNICIPALITY hereby agree as follows:

1. The MUNICIPALITY shall be responsible for the scope of the Project including but not limited to the choice and application of the means, methods, and materials on the Project.
2. Project will consist of multiple road rehabilitation projects throughout the MUNICIPALITY.
3. The MUNICIPALITY shall be responsible for design of the Project at its own cost and expense without reimbursement by the STATE. The MUNICIPALITY shall be responsible for construction and construction administration of the Project.
4. The MUNICIPALITY shall be responsible for payment of all costs associated with design, provided that not more than 10% of total program year funding may be

reimbursed by the state for project design costs. The remainder of the funding is to be used for construction administration, and construction of the Project. The STATE shall reimburse the MUNICIPALITY for eligible costs, up to and not exceeding Thirty Three Percent (33%) or one hundred eighty-four thousand and two-hundred eleven dollars (\$184,211) for such costs; costs in excess of said reimbursement are the responsibility of the MUNICIPALITY. Supporting documentation of payment shall be required for all reimbursements.

5. The authorized match period shall be governed by dates in the purchase order. All project activities must be performed prior to October 31, 2026, and all state match amounts must be made to municipalities before December 31, 2026.
6. The MUNICIPALITY shall certify to the STATE that all improvements made as part of the Project are on public right-of-way and that no private properties, acquisitions, easements or other right-of-way permissions are required.
7. The MUNICIPALITY shall select a Project Manager to administer the Project. Such administration shall include but not be limited to the maintenance of a Project account, as well as processing invoices, change orders and contract addenda. The MUNICIPALITY shall maintain all financial records.
8. Pursuant to the Provisions of Title 37, Chapter 14.1 of the General Laws of Rhode Island, the STATE reserves the right to require a plan to ensure that Minority Business Enterprises [MBE] minimum goal of Ten percent (10%) as defined therein have the maximum opportunity to compete for and perform contracts and subcontracts under this Agreement. The STATE shall not issue a notice to proceed to construction of the Project until such MBE plan, if required, has been approved. The MUNICIPALITY and its contractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of work under this agreement.
9. The MUNICIPALITY shall submit the design of the Project to the STATE for approval. The design of the Project shall include, at a minimum, a set of all contract documents, distribution of quantities and engineer's estimate of the costs.
 - A. The MUNICIPALITY shall submit the design plans of the Project to the STATE for review of the plans, specifications and estimate at 100% stage of design.
 - B. The MUNICIPALITY shall be responsible for all permitting requirements, as applicable to the Project.
 - C. The STATE shall respond to the submission within thirty (30) days of receipt.
 - D. Review by the STATE is for the limited purpose of confirming that final design documents shall be acceptable to the STATE and is not intended to relieve the MUNICIPALITY of full responsibility with respect to errors and omissions.
10. The STATE and the Rhode Island State Historical Preservation Officer (hereinafter the RISHPO) have determined that the following elements of work within existing

bituminous asphalt paved roadway create no adverse effect to historic properties: pavement overlay, pavement matching, roadway surface joint repairs, pavement milling, pavement crack sealing, pavement seal coating, and in-kind replacement of pavement markings (striping) exclusive of curb painting (hereinafter the Elements).

- A. Work comprised entirely of the Elements shall not require review by the RISHPO unless it is determined that a known historic roadway feature will be altered or an unknown historic roadway feature is uncovered during construction.
- B. If such a feature is to be altered or is uncovered, the MUNICIPALITY, the STATE and the RISHPO shall consult to develop an appropriate work plan that addresses the potential effects as soon as practical in order to complete the projects within the program's time constraints.
- C. Work occurring outside of the Elements identified in Section 9 must be submitted by the MUNICIPALITY for review and approval by the RISHPO.

11. The MUNICIPALITY shall construct the Project using the design approved by the STATE.

- A. In awarding the construction contract to the lowest qualified bidder, the MUNICIPALITY shall use competitive bidding for the Project and shall comply with all provisions of Title 37, Chapter 2 of the Rhode Island General Laws.
- B. The MUNICIPALITY shall be responsible for ensuring that materials incorporated into the Project are in conformance with those standards and specifications utilized on STATE funded projects.
 - 1. Gravel, soils, concrete and asphalt used in construction of the Project shall be obtained from STATE approved sources.
 - 2. The MUNICIPALITY must certify that all materials used as part of the project comply with STATE funded project standards and that all materials are placed within the Project area.
- C. The MUNICIPALITY is responsible for certifying that the Public Rights-of-Way Accessibility Guidelines (PROWAG) shall be followed, with the ADA Accessibility Guidelines (2010 Standards) being followed when conditions are encountered that aren't addressed in the PROWAG.
- D. The MUNICIPALITY is responsible for certifying that prevailing wage rates have been paid during construction of the Project in accordance with STATE procedures.
- E. The MUNICIPALITY shall invoice the STATE for work completed by the contractor and the cost of materials supplied by the contractor to the Project in accordance with STATE requirements and procedures. All costs billed under this Agreement are subject to audit. All invoices shall include proper

documentation, including but not limited to proof of payment for expenses and certified payroll included in the invoice. All invoices shall be sent directly to:

Department of Transportation
Attn: Accounts Payable
Two Capitol Hill, Room 222
Providence, RI 02903

- F. The MUNICIPALITY shall submit reimbursement requests with a cover letter signed by the Project Manager containing the following language and provisions:

"I hereby certify that the materials and work for which payment is being requested meets the requirements of the contract documents and approved change orders in all respects, except as noted below. This certification is made in full cognizance of the Federal False Statements provisions under United States Code, Title 18, Section 1020, and I am duly authorized to certify on behalf of the Town of Jamestown"

- G. The Project shall be subject to inspections by the STATE in accordance with STATE funded project procedures. All findings must be satisfactorily addressed before final reimbursement by the STATE.

12. Upon completion of the Project, the MUNICIPALITY will be responsible for the maintenance of the facility/facilities construction under this Agreement, in accordance with plans and specifications developed for the Project at its own cost and expense. The facility shall be in an accessible condition for all pedestrians, including persons with disabilities, with only isolated and temporary interruptions in accessibility. This maintenance obligation includes reasonable snow removal efforts.
13. All costs billed under this Agreement are subject to audit. The MUNICIPALITY agrees to maintain all records pertaining to the costs incurred in performance of the Project and this Agreement for a period of three (3) years from the date of final payment and all other pending matters are closed.
14. Prior to commencement of construction, the MUNICIPALITY shall acquire, or cause its contractor to acquire liability insurance at the minimum amounts as specified in the STATE's Standard Specification for Road and Bridge Construction (latest edition and/or compilation). The STATE must be listed as an additional insured and Loss Payee on any such insurance policy, and the STATE must be provided a certificate and endorsement page as proof. All insurance policies shall provide thirty (30) days' notice of cancellation to the STATE and must be maintained through the duration of the Project until final acceptance of the Project.
15. The City or Town Administrator, Manager, or Mayor will take all necessary steps to receive authority from Council to enter into and execute this Agreement including but not limited to submission of the Agreement to the Council for ratification and submission of proof of such authority to the STATE prior authorized start date of the Project.

16. The MUNICIPALITY agrees to indemnify, defend and hold harmless the STATE, its officers, employees, and agents from any and all suits, actions, claims, liabilities, damages, losses, penalties, or costs of any character or nature brought on account of any injuries, death, damages sustained by any person or property, or from any violations of local, state, or federal laws or regulations arising out of or from any cause whatsoever in relation to the Project or this Agreement.
17. The STATE reserves the right to terminate this Agreement if funds are rescinded or not authorized.
18. This Agreement may not be altered or amended except by written agreement of the parties.


SIGNATURES APPEAR ON NEXT PAGE

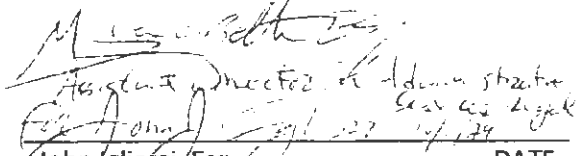
IN WITNESS WHEREOF, The Rhode Island Department of Transportation and the Town of Jamestown have caused this Agreement to be executed by their duly authorized officials on the twenty-sixth day of September 2024.

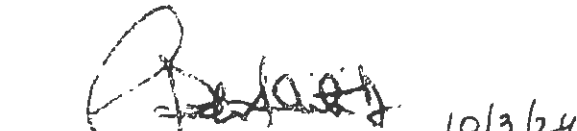
DEPARTMENT OF TRANSPORTATION
RECOMMENDED FOR APPROVAL:

Town of Jamestown
RECOMMENDED FOR APPROVAL:


John-Paul Verducci 9/26/24
DATE
ASSOCIATE DIRECTOR OF
MANAGEMENT SERVICES


Loren Doyle 10/2/24
DATE
CHIEF OPERATING OFFICER


Assistant Director of Administration
Services Dept
John Iglizzi Esq. 9/27/24
DATE
ASSISTANT DIRECTOR FOR LEGAL
SERVICES


Peter Alviti, Jr. P.E. 10/3/24
DATE
DIRECTOR

DATE
CHIEF FINANCIAL OFFICER

DATE
CITY SOLICITOR

DATE
MAYOR/TOWN ADMINISTRATOR



JAMESTOWN CONSERVATION COMMISSION

To: Honorable Town Council, Ed Mello

From: Jamestown Conservation Commission, Robert Laman

Date: October 9, 2024

Subject: Suspension of the Rights of Way Adoption Program

Recently Ed Mello, Mike Gray, Anne Kuhn and I met to discuss issues with the Rights of Way (ROW) Adoption Program (Jamestown 550.10). Issues with both current adopter of the Hull St ROW and with applications for the Steamboat St. ROW have brought us to realize that the program in its current form is not meeting its intended purpose.

Members of the Conservation Commission discussed these issues and at our October 8, 2024 meeting and have voted unanimously to recommend that the **Town Council suspend the Rights of Way Adoption Program (Jamestown 550.10) indefinitely.**

Whether changes to the current program can be made in order for it meet its intended purpose will be discussed at a future date and a recommendation on whether the program should be continued will be made at that time.



Edward A. Mello
Town Administrator
Town of Jamestown
93 Narragansett Avenue
Jamestown RI 02835
Via Email: emello@jamestownri.net

RE: Proposal for Architectural & Estimating Services:
Jamestown Senior Center – Raze & Rebuild, New Construction

October 08, 2024

Dear Ed,

We are excited about the opportunity to continue our work with you on the Jamestown Senior Center project and look forward to working with you to achieve your goals and see this project through to fruition.

For the purposes of the proposal the parties to this Agreement are Ownership Parties, hereinafter called the “Owner”, and Union Studio Architecture & Community Design, Inc. hereinafter called the “Architect”, for the architectural services stipulated below.

PROJECT UNDERSTANDING

Based on our discussions, we understand this Project to consist of the following major components:

- The Town of Jamestown would like to engage the Architect to provide conceptual, schematic design documents and a construction cost estimate for the new Jamestown Senior Center located at 6 West Street in Jamestown, RI.
- The proposed project will entail the complete demolition of the existing Jamestown Senior Center structure and the construction of a brand new 2-story conventional wood-frame facility on the existing property along with exterior site improvements.



SCOPE OF SERVICES

The Scope of Services that will be performed under this contract is:

TASK 1: SCHEMATIC DESIGN

1. Design, develop and formalize conceptual building floor plans depicting the general building configuration and layout to a level sufficient to describe the proposed scope of work and as required to develop a high-level construction cost estimate.
2. Design, develop and formalize conceptual building exterior elevations to a level sufficient to describe the proposed scope of work and as required to develop a high-level construction cost estimate.
3. Prepare abbreviated outline specifications to a level sufficient to describe the proposed scope of work and as required to develop a high-level construction cost estimate.
4. Collaborate with the Town (Owner) to develop and refine the proposed program.
5. The Architect will contract with and will work with a professional third-party construction cost estimator to develop and deliver a detailed construction cost estimate for the proposed design.
6. An MEP engineer (consultant) will not be engaged during the Schematic Design Phase, but the Architect will provide conceptual recommendations for mechanical, electrical, and plumbing systems based on specifications provided for renovation & rehabilitation scheme.
7. A Structural engineer (consultant) will not be engaged during the Schematic Design Phase, but the Architect will provide conceptual recommendations based on typical requirements for a structure of this nature located in a high-wind zone.
8. The Architect will present both the design developed under this contract and the design developed under the previous contract in Town public forum. Town collaboration & coordination meetings as well as Town public forum meetings are included in the Scope of Services of the previous contract dated April 10, 2024.

Deliverables:

- Formalized schematic design package in electronic PDF file format, including proposed building floor plans, exterior elevations and outline specifications developed to a level sufficient to describe the proposed scope of work and as required to develop a high-level construction cost estimate.
- Formalized construction Cost Estimate, prepared by others.

EXCLUSIONS: Unless stated otherwise, the following are excluded from the Scope of Services covered by this proposal. Should these or other services be requested by the Owner, they will be invoiced as Additional Services as described below.

- Existing Conditions drawings
- Site Surveying
- Geotechnical Engineering
- HAZMAT / Environmental Engineering
- Civil Engineering
- Mechanical, Electrical, Plumbing or Fire Protection Engineering
- Structural Engineering



- Building or Site Security, i.e. cameras and/or low voltage access design
- Acoustical Consulting and/or Detailing
- Energy modeling
- Solar design
- PHIUS (Passive House) liaison and certification coordination
- Carbon, materials or life cycle analysis
- Graphic illustrations/Renderings/3D perspective views (more than those already provided)
- Interior Design, FF&E (other than the scope listed above)
- Elevator consultant
- Meetings with Authorities Having Jurisdiction
- Meetings for permitting and/or approval
- Presentations and meetings not specified in the Scope of Services above
- Hydrant flow test
- Preparation of design development documents and construction documents
- Construction administration, procurement and permitting services.

BASE FEE STRUCTURE

Based on the definition of the Project provided to date, our Fee is \$22,500.

Additional Services: If the Owner requires Additional Services by the Architect, or the Architect's employees or consultants are required by you or by circumstances beyond our control, the Architect will undertake such services in accordance with a written agreement signed by the parties setting forth a mutual understanding as to the change. In the absence of a mutual agreement in writing, the Architect will notify the Owner prior to providing Additional Services.

Unless otherwise agreed in writing, Additional Services will be compensated on the basis of the time reasonably required by our personnel to perform such Additional Services, at the rates in the Billing Rate Schedule in the Standard Terms & Conditions. Compensation for Additional Services by the Architect's consultants shall be the amount invoiced to the Architect plus 10%.

PAYMENT

Payments on account of the Architect's invoices shall be made within 15 days after the Owner receives the invoice. Data, accounts, and receipts reasonably substantiating the amounts invoiced will be provided at your request.

We hope that you will find this proposal to be acceptable and look forward to working with you on this Project. If the scope of Services and terms of this proposal as outlined herein are agreeable, please acknowledge and accept



them with your signature below and return a signed copy to our office as your authorization for us to proceed. We are ready to begin work on this Project immediately.

If you have any questions or require further information, please feel free to contact me at (401) 272-4724.

Very truly yours,

A handwritten signature in blue ink that reads "C. O. Anderson".

Craig Anderson

Senior Associate



Acknowledged and accepted:

Signature: _____
Name: _____
Date: _____



UNION STANDARD TERMS & CONDITIONS

GENERAL PROVISIONS

The services to be performed by Union Studio Architecture & Community Design (the "Architect") shall include any and all activities, services, efforts and actions required under this agreement, including those that are reasonably necessary to produce the deliverables required herein (the "Services"). The Services shall be completed in accordance with the requirements of this agreement. In addition, the Architect agrees to use its professional skill and judgment at all times to provide the Services in furtherance of your goals for the Project in terms of program, design, budget, time and quality. The Architect shall perform the Services expeditiously in accordance with the expertise, care and skill exercised by similarly credentialed professionals for projects of comparable size and complexity.

OWNER RESPONSIBILITIES

The Owner will furnish such surveys and reports that are known by the Owner to be in its possession, are directly relevant to the Services and are readily available to the Owner describing the existing conditions of the Project. The Owner makes no representations or warranties as to the accuracy of information that such surveys and reports may provide. The Architect may rely on such surveys and reports to the extent that it would be prudent to do so in the exercise of its professional judgment.

REIMBURSABLE EXPENSES

Reimbursable Expenses shall consist of the costs reasonably and necessarily incurred by the Architect and its employees in the proper performance of the Services, including but not limited to project-related travel; postage or messenger service; expense of reproduction of drawings, specifications and other documents for Owner's use; and Owner requested reproduction, photographic reproduction, and expense of contracted renderings and models. For Reimbursable Expenses as described above, a multiple of 1.10 times the expenses incurred by the Architect, the Architect's employees and consultants in the interest of the Project shall be applied.

UNION BILLING RATE SCHEDULE (effective 08/01/2024)

Unless otherwise agreed in writing, Hourly Services and Additional Services will be compensated on the basis of the time reasonably required by our personnel to perform such services, at the following hourly rates:

Partner	\$250 / hr	Associate	\$160 / hr	Designer 2	\$115 / hr
Principal / Director	\$230 / hr	Professional 3	\$150 / hr	Designer 1	\$105 / hr
Associate Principal	\$190 / hr	Professional 2	\$140 / hr	Administrative	\$70 / hr
Senior Associate	\$190 / hr	Professional 1	\$130 / hr	Intern	\$50 / hr

The foregoing hourly rates may be reasonably adjusted on a yearly basis in the ordinary course of business.

INSURANCE

The Architect shall maintain all forms of insurance required by law. The Architect shall also maintain insurance coverage for commercial general liability, errors and omissions, automobile liability and workers' compensation by a carrier that is satisfactory to the Owner and licensed in the State of Rhode Island. The Architect shall ensure that any and all subconsultants engaged or employed by the Architect will carry and maintain similar insurance, unless



otherwise authorized in writing by the Owner. Upon request by the Owner, the Architect and its subconsultants shall submit proof of such insurance, naming the Owner as an additional insured (with the exception of workers' compensation and errors and omissions), before submittal of the first invoice and shall maintain such insurance in full force and effect until three (3) years past completion of the Project. The insurance policies shall incorporate a provision under which the carrier(s) will endeavor to give written notice to the Owner at least thirty (30) days prior to any cancellation, nonrenewal, or material modification of the policy(ies). The Owner and Architect waive all rights against each other and those for whom the other is responsible for any damage covered by insurance, and to the extent of actual recovery of insurance proceeds, excluding any applicable deductible amount(s).

TERMINATION AND SUSPENSION

Suspension: Either party may suspend or interrupt the Services in whole or in part for its convenience and without cause for such period as either party may require, upon not less than seven (7) days written notice, specifying the extent of the suspension, the effective date and, if known, the duration of the suspension.

Termination for Convenience: Either party may terminate this agreement in whole or in part for its convenience and without cause upon not less than seven (7) days written notice, specifying the extent of termination and the effective date. If the Owner terminates some or all of the Services for its convenience, the Architect shall receive compensation for Services performed as of the effective date of termination together with all Reimbursable Expenses properly incurred by the Architect as of the effective date of termination.

Termination for Cause: The Architect may terminate this agreement upon seven (7) days written notice in the event of a material breach of the terms of this agreement by the Owner, through no fault of the Architect, and provided such material breach is not corrected within said notice period. If the Architect terminates some or all of the Services for cause, the Architect shall receive, compensation for Services performed as of the effective date of termination together with all Reimbursable Expenses properly incurred by the Architect as of the effective date of termination. In addition, the Architect is entitled to all lost profits.

CLAIMS AND DISPUTE RESOLUTION

Claims: If a controversy or claim arises between the parties arising out of this agreement, prior to mediation or arbitration, the parties agree to convene a meeting of persons with decision-making authority to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) days, the parties have not resolved the dispute, they agree to submit the dispute to mediation with a mutually acceptable dispute resolution administrator in accordance with the Construction Industry Mediation Rules of the American Arbitration Association then in effect.

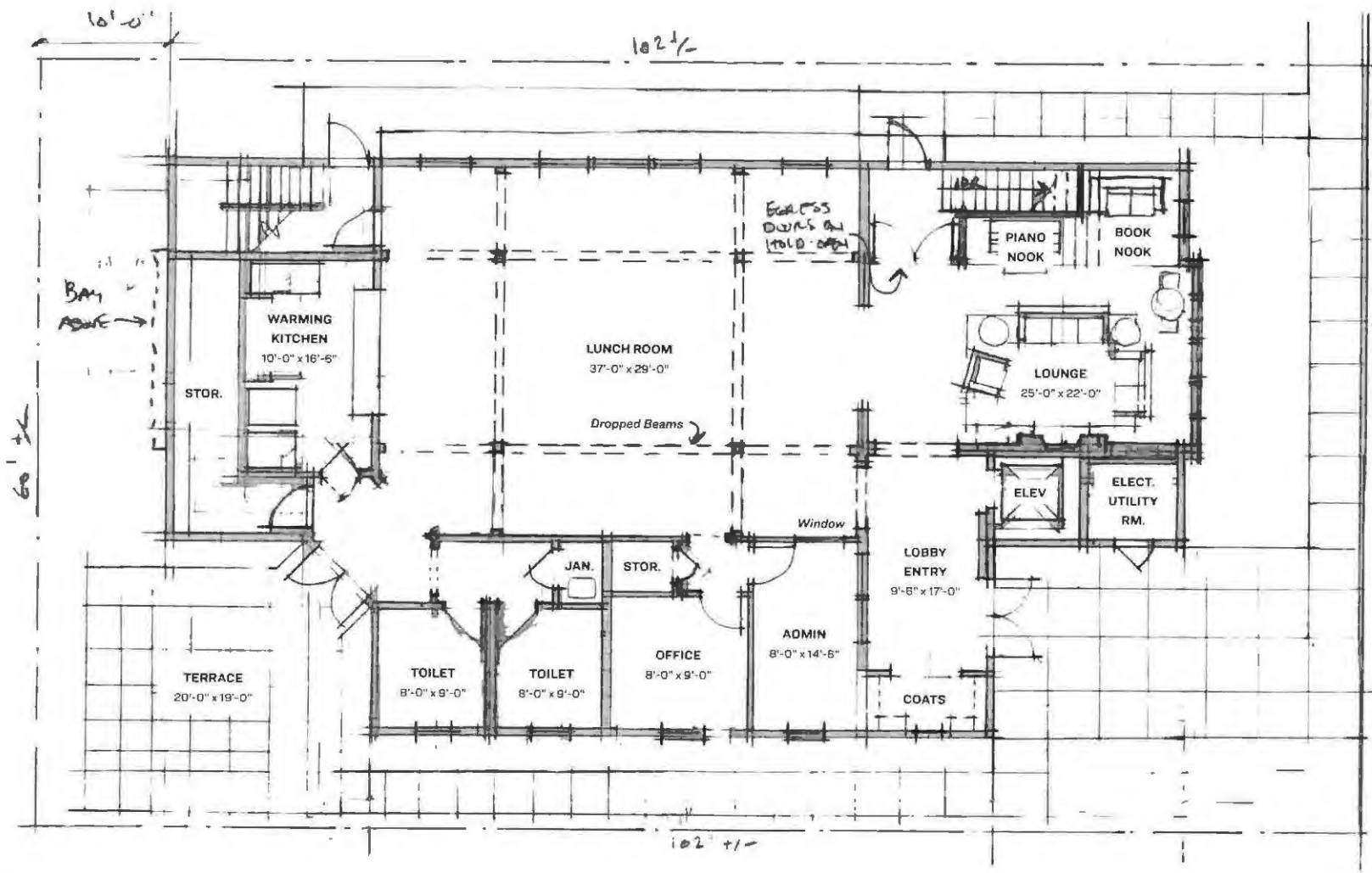
Dispute Resolution: If mediation proves unsuccessful, all claims, disputes or other matters in question shall be decided by arbitration administered by a mutually acceptable dispute resolution administrator in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen, but in no event after the date when institution of legal proceedings would be barred by the applicable statute of limitation.

Limitation on Damages. The Owner expressly waives all rights, interest and claims against the Architect for indirect, incidental, special, punitive or consequential damages arising out of or relating to the Project.



MISCELLANEOUS PROVISIONS

Ownership of Deliverables. All documents including Drawings and Specifications furnished by the Architect pursuant to this agreement are instruments of the Services in respect to the Project. They are not intended or represented to be suitable for reuse by the Owner or others on extensions of the Project or on any other project. Use of any interim documents on such other projects or extension of this Project without a specific written verification or adoption by the Architect will be at the Owner's sole risk and without liability or legal exposure to the Architect. Any verification or adaptation by the Architect will entitle the Architect to further compensation at rates to be agreed upon by the Owner and Architect.



WEST STREET

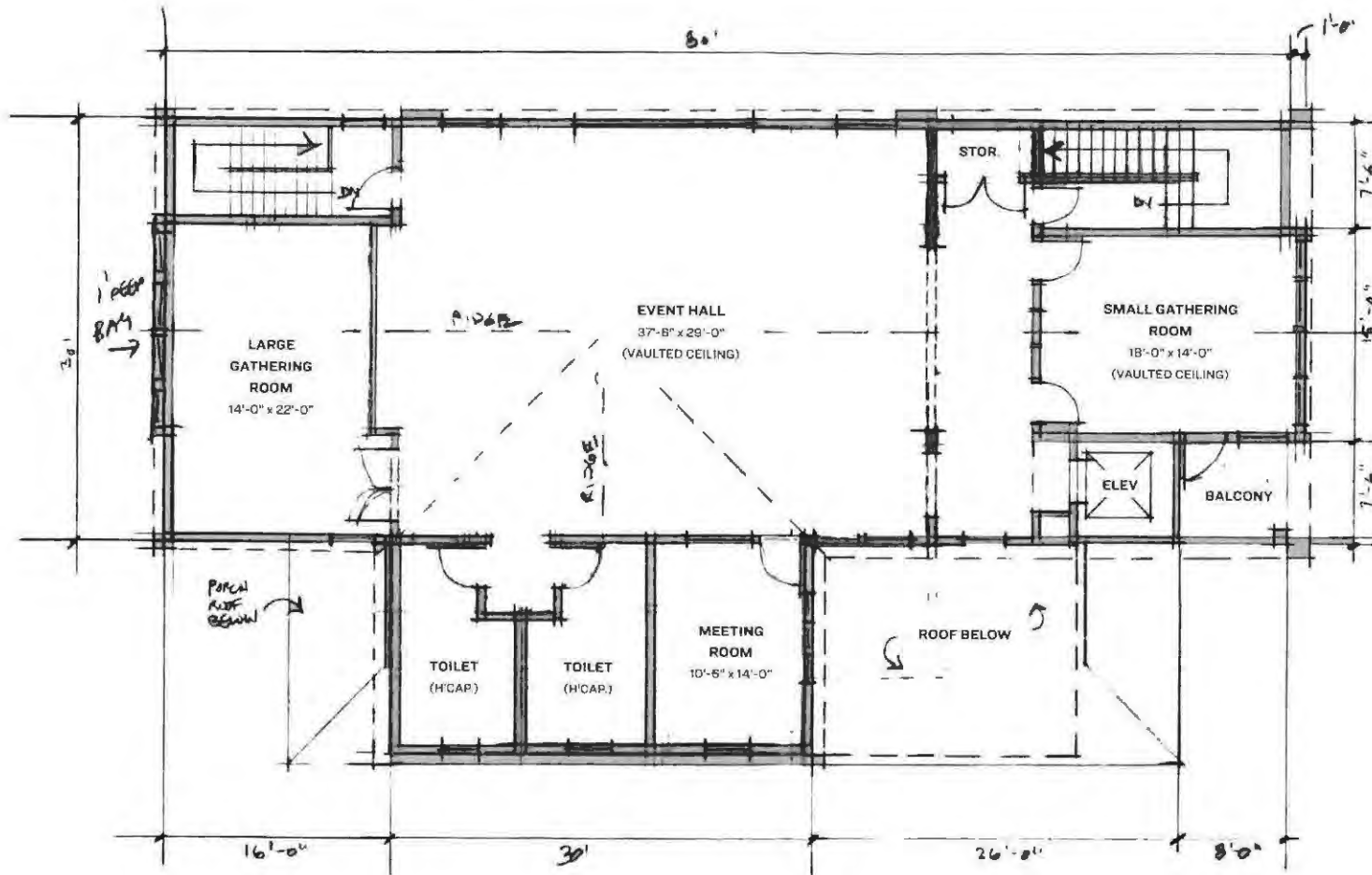
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Jamestown Senior Center
PROPOSED FIRST FLOOR PLAN
 SEPTEMBER 23, 2024



DATE

2024.09.23 JSC

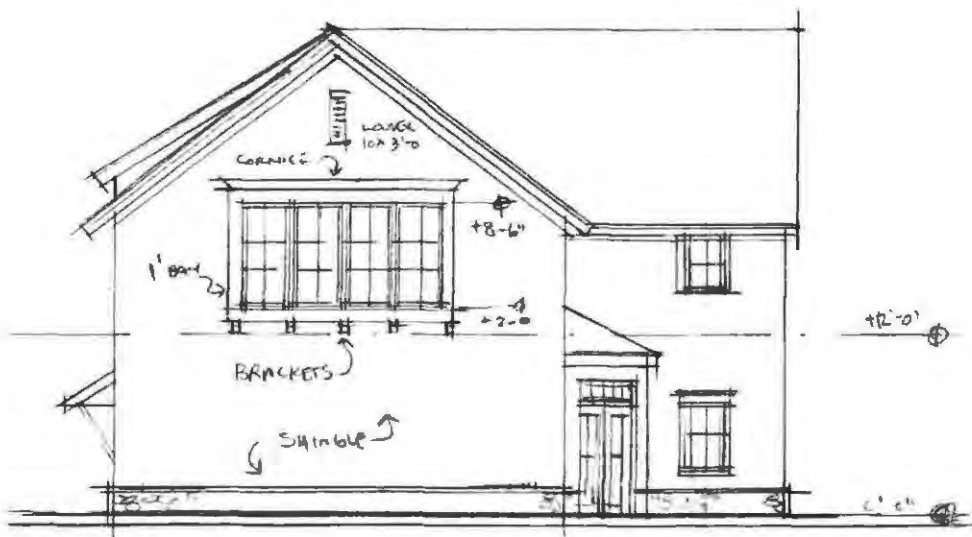


WEST STREET

SCALE 1/8"=1'-0"

Jamestown Senior Center
PROPOSED SECOND FLOOR PLAN
 SEPTEMBER 23, 2024





CONCEPTUAL NORTH (REAR) ELEVATION



CONCEPTUAL SOUTH (FRONT) ELEVATION



Jamestown Senior Center
 PROPOSED EXTERIOR ELEVATIONS
 SEPTEMBER 23, 2024

Roberta Fagan

From: [REDACTED]
it: Sunday, October 6, 2024 2:03 PM
To: Nancy Beye; Mary Meagher; Michael White; Randall White; Erik Brine; Edward Mello
Cc: Roberta Fagan
Subject: Website Changes!

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 Councilors and Administrator Mello,

I noticed on this week's agenda that the Town is considering a change to the public website. Wow!

From my years of experience as a developer, software systems engineer, website builder and software consultant, I can tell you that it is... a very large undertaking... and I am concerned that without proper planning and oversight the experience will turn into a very expensive nightmare. I know that vendors make it sound easy-peasy but in ALL cases, it is not!

So, I've provided below, the universal advice given to tech consultants about upgrading systems like we have.

My concern is so great... that I am willing to **volunteer** my time to help with the decision/evaluation process, as an experienced systems analyst, to attend meetings with vendors and answer questions about the sales and software jargon and point out potential problems.

I would also volunteer to participate in a technology committee should there be one established, knowing that there's a great resource of Jamestowners who have software systems backgrounds.

Sincerely

Sav Rebecchi

The Challenges of Changing Software

When a town or any organization changes the software behind its public-facing website, there are several hidden problems and challenges that can arise. These issues can affect functionality, user experience, security, and more. Here are some potential hidden problems:

1. Data Migration Issues

- **Loss of Data Integrity:** Migrating large datasets (like user accounts, documents, or public records) from an old system to a new one may result in data corruption or loss if not handled carefully.
- **Incompatible Formats:** Old and new systems may store data differently, leading to formatting or compatibility issues.

2. Downtime and Service Disruptions

- **Website Unavailability:** Even with careful planning, there can be periods of downtime where the website is inaccessible, frustrating users.
- **Interrupted Services:** Essential public services (e.g., online payments, form submissions, event registrations) may be unavailable during the transition.

3. User Confusion

- **Unfamiliar Interface:** Regular users may struggle with a redesigned interface, causing confusion and frustration, especially for those who rely heavily on the website for services.
- **Lost Bookmarks and Links:** Old URLs might change, causing broken bookmarks, dead links, and SEO penalties, resulting in users not finding the information they need.

4. Training and Support Needs

- **Staff Training:** Website administrators, support staff, and public-facing employees may need retraining to use the new system effectively.
- **Increased Support Tickets:** Users experiencing issues with the new system may flood help desks or support lines, overwhelming support resources.

5. Integration Challenges

- **Third-Party Systems:** Many municipal websites integrate with external systems for things like payments, maps, or public records. Ensuring these integrations work properly with the new system can be difficult.
- **Legacy Software Compatibility:** There may be older software still in use that isn't fully compatible with the new website, requiring additional development or replacement.

6. SEO and Ranking Issues

- **Search Engine Optimization (SEO) Drops:** Changing URLs, structure, and content without proper planning can negatively impact search rankings, making the town's services harder to find online.
- **Redirect Problems:** Failing to set up proper redirects from old URLs to new ones can lead to 404 errors and poor user experience.

7. Security Vulnerabilities

- **New Security Gaps:** The new system may introduce unknown security vulnerabilities that hackers could exploit, especially if the platform is new or less tested.
- **Loss of Familiarity with Security Protocols:** The team may be unfamiliar with the new system's security controls, leading to poor configuration or slower response to security incidents.

8. Performance Issues

- **Speed and Responsiveness:** If the new software is not properly optimized, it could lead to slower load times, affecting user experience.

- **Server Load:** The new system might place a heavier load on existing infrastructure, requiring hardware or cloud upgrades.

9. Compliance and Legal Risks

- **Accessibility Standards (ADA Compliance):** If the new website does not comply with accessibility standards (such as WCAG or Section 508), the town may face legal challenges.
- **Privacy Concerns:** New privacy policies or lack of data protection features may put user data at risk or lead to non-compliance with privacy laws like GDPR or CCPA.

10. Hidden Costs

- **Unexpected Expenses:** Even if the software is cheaper or has better features, hidden costs such as maintenance, upgrades, staff training, and new hardware can add up.
- **Vendor Lock-In:** The new system could tie the town into a contract or ecosystem that's difficult to leave, limiting future flexibility.

11. Public Perception

- **Negative Feedback:** If the transition does not go smoothly, or if users are inconvenienced, public perception can suffer, potentially causing political backlash or reputational damage.

By addressing these issues through careful planning, testing, and communication, the transition to new website software can go more smoothly.

[REDACTED]

Jamestown, RI 02835-0222

October 3, 2024

Town Council of Jamestown, Rhode Island
93 Narragansett Avenue
Jamestown RI 02835

RECEIVED
OCT 03 2024 11:40 AM
Robt. J. Deneault
TOWN OF JAMESTOWN

Dear Town Council:

Caution! Caution, please. I urge you to err on the side of caution. Please decide to act in a careful way, rather than to take risks to children at a school crosswalk.

Please allow me to introduce myself. I am a resident at [REDACTED] Lawn Avenue, which is the corner property adjacent to the Lawn School Crosswalk at the intersection of Watson Avenue. I am also a retired elementary school teacher of 33 years serving in Connecticut Public Schools. I have seen many forms of School Zone Safety and School Crosswalk Safety in my life experience.

My residence is in the Lawn School Zone where 3 of the 4 corners leading to this School Crosswalk intersection have various, complex parking restrictions under various ordinances. The only road without any School Zone parking restrictions is the section of Lawn Avenue between Narragansett Avenue and Watson Avenue (Lawn Avenue #7-31). In 2019 the Traffic Safety Commission did restrict parking on this 4th corner based upon my letter of concern as a new resident. However, the Police Dept. reversed the Committee's decision in 2020, based on ordinance Sec. 70-85, according to Lt. Deneault. Could that ordinance mean "all side streets have to be treated the same"? A policewoman shared with me that explanation at the crosswalk. I have translated that verbal exchange to: the signage "No Parking Here to Corner" must be installed at the same distance on all side streets.

Last Spring 2023 I noticed NEW parking restriction signage on Watson Avenue on the north side of the street, "No Parking 6 am to 6 pm". I wrote to ask the Traffic Safety Commission what the ordinance was to cause the Town to add yet another parking restriction on a section of Watson Avenue that already had "No Parking Any Time" on the south side of the street. I was hoping I could use the same ordinance to support a request for an additional parking ordinance on Lawn Avenue. To my pleasant surprise I received a letter from Lt. Deneault, Interim Chief of Police, explaining the Traffic Safety Committee was dissolved some time in 2022 and I should not expect her to forward my 2023 letter. I wonder where my letter of concern written in 2022 went? I now know the Town Council never saw my letter of 2023. I appreciate all the information Lt. Deneault provided in her Police Dept letter, which I have attached. However, I now have more questions than answers.

Moving forward I am writing to you, the Town Council, as directed by Lt. Deneault (now Captain Deneault). Very briefly I am asking you to consider expanding the parking restrictions at the School Crosswalk at the intersection of Lawn Avenue and Watson Avenue. Please consider all 4 corners. I would ask you to consider my concerns as an education professional as well as a concerned citizen. Please do not judge my concerns based on where I live or on personal attributes.

In closing I urge you to err on the side of caution for the safety of children. I believe one person can make a difference, but I have to reach the town-appointed decision makers. I would be happy to meet with anyone to further explain my concerns, which I have expressed in detail in 5 previous letters, some of which were never forwarded by the Police Dept. to the appropriate decision makers.

Sincerely,

Janice B. Bell

Janice B. Bell

Attachment: Jamestown Police Dept. letter of August 8, 2023

CC: Police Chief J. Campbell



JAMESTOWN POLICE DEPARTMENT

250 Conanicus Avenue, Jamestown, RI 02835

Tel: (401) 423-1212 Fax: (401) 423-3710

www.jamestownri.gov/police



Edward A. Mello
Chief of Police

August 8, 2023

Ms. Janice Bell
[redacted] Lawn Avenue
Jamestown, RI 02835

RECEIVED
OCT 12 2024 11:49 AM
Roberto J. Pardo
TOWN OF JAMESTOWN Town Clerk

Dear Ms. Bell,

I am in receipt of your letter, dated August 4, 2023, addressed to me and the "Traffic Safety Committee". Please note that I am not a member of a "Traffic Safety Committee" and wanted to ensure that you were not expecting me to forward this letter. I am told by the Deputy Town Clerk that this committee was dissolved some time in 2022.

With regard to parking and signage, former Chief Ed Mello worked diligently to post and correct signage that is consistent with current town ordinance. This included and prioritized school zone signage. The signage you refer to on Watson Avenue does not reflect any new ordinance, rather, it supports the existing parking ordinance that reads,

"Watson Avenue, no parking south side entire length.

Watson Avenue, no parking on the north side from the intersection of Pemberton Avenue to the intersection of Washington Street, between 6:00 a.m. and 6:00 p.m. Such prohibition shall apply to all vehicles except school buses serving the Jamestown School.

Watson Avenue, no parking on the north side within 30 feet of the intersection with North Road or 40 feet from the intersection with Pemberton Avenue."

As far as your request for an "explanation" for this ordinance I can only offer that every ordinance is passed by the Town Council with the safety of the public foremost in mind. To address your comment regarding the "policewoman" you spoke to, you didn't specify what explanation she gave you for the sign being moved, so I am not able to assess its veracity. The "true town policy for side streets" may be found within ordinance Sec. 70-85 which reads,

"No parking at intersections.

There shall be no parking permitted at any time for the distance of 40 feet back from the intersection of all town streets, with the exception of Narragansett Avenue."

Therefore, the sign was moved to comply with the existing ordinance after a thorough assessment of the area. It was determined that the ordinance-compliant signage in front of your residence did not create any additional hazard nor any additional line of sight obstruction with regard to the intersection or crosswalk. There are no plans to further restrict parking in this area at this time.

Sincerely,

Lt. Angela M. Deneault

Interim Chief of Police

cc:/Katherine Sipala, Interim Superintendent



October 10th 2024

Ms. Nancy A. Beye
President
Jamestown Town Council
93 Narragansett Avenue
Jamestown, RI 02835

Dear Nancy:


I wanted to reach out to you individually and express my sincerest appreciation for all that you have done for the farm over the years. Knowing that we had a sturdy backer within town leadership has helped the farm tremendously, especially as we raise the means to purchase the land. You have been a real champion of ours... Thank You!

So now, with the 2024 harvest all gathered it is a good time for me to share that I am enthusiastically passing along responsibilities for governance of the farm with support from the Board of Directors to our new President – Dick Steinbach. Dick is a current JCF volunteer and board member. He has worked on boards of several community organizations as well as the El Sereno Community Garden while living in Los Angeles. Dick is well suited to help us navigate future opportunities and challenges and I'll be involved certainly during this transition.

I am excited for what the future holds for the JCF: we launched the ONE CHANCE Capital Campaign to purchase the land; we have a terrific Board of Directors; we have support from the community as well regional institutions that care about our work and providing quality food to those in need.

Again Nancy, I can't thank you enough for your help and support for the farm it's meant a lot to me. I'll look forward to introducing you to Dick. Thanks again!

Fondly,


Bob Sutton
President Emeritus



**RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

235 Promenade Street, Providence, RI 02908-5767 TDD 711

October 8, 2024

Town of Jamestown
Lisa Bryer, Town Planner
Roberta Fagan, Town Clerk
Peter Medeiros, Building & Zoning Official
Jean Lambert, Engineering/GIS

Re: 20 Bark Avenue, Jamestown (Plat 16, Lot 38, 46)

Dear Municipal Officials,

Please be advised that an Application for a Freshwater Wetlands Permit has been received by the RI Department of Environmental Management's ("DEM") Permit Application Center ("PAC"). This application has been forwarded to the Office of Water Resources for review.

The Department will allow **fifteen (15) days** for the municipality to provide written comment to the Department on any such Application for a Freshwater Wetlands Permit. Written comments must be submitted by email to DEM.FWW@dem.ri.gov.

Additional information regarding the Freshwater Wetland Regulations is available on the DEM website at: www.dem.ri.gov/newwetlandrules.

Please continue to visit our Wetlands Online Permit Search for a list of all new applications received **within 30 days**, or to view permitting activity for all wetlands applications at: www.ri.gov/DEM/wetlands.

This letter should not be construed as a permit or as an indication that a permit for this project will ultimately be granted.

Sincerely,

Ronald N. Gagnon, P.E.
Administrator
Office of Customer & Technical Assistance