



TOWN COUNCIL MEETING
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, December 16, 2024
6:00 P.M.

THIS MEETING WILL BE CONDUCTED IN PERSON ONLY.

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

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

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

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

I. ROLL CALL

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

III. 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) Collective Bargaining (NAGE 69 negotiation and tentative Memorandum of Agreement).
- B) Review, Discussion, and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL §42-46-5(a) Subsection (5) the acquisition and/or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public. (Potential acquisition of real property).

- C) Review, Discussion, and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL §42-46-5(a) Subsection (5) the acquisition and/or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public. (Potential acquisition of real property).
- D) Review, Discussion, and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL §42-46-5(a) Subsection (5) the acquisition and/or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public. (Potential lease of publicly held property).
- E) Review, Discussion, and/or Action and/or Vote in Executive Session and/or open session pursuant to RIGL §42-46-5(a) Subsection (5) the acquisition and/or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public. (Potential lease of publicly held property).

IV. JOINT TOWN COUNCIL AND SCHOOL COMMITTEE WORK SESSION 6:30 P.M.

- A) Roll Call
- B) Review, Discussion, and/or Action and/or Vote of budget issues for the remainder of the current fiscal year (July 1, 2024 to June 30, 2025) and pre-budget review and discussion of issues for the next fiscal year (July 1, 2025 to June 30, 2026) pursuant to RIGL §16-2-21

V. 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.
 - 2) Non-scheduled request to address.
- B) 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

- C) Letters and Communication:
- 1) Review, Discussion, and/or Action and/or Vote on the letter from Valorie Molloy of 70 Columbia Avenue regarding the request for sewer relief from her 10/2024 Water and Sewer bill.
- D) New Business:
- 1) Review, Discussion, and/or Action and/or Vote: APRA Funds – Resolution of the Board of Water and Sewer Commissioners authorizing Water Department acting by Public Works Director Michael Gray, to enter into an Interdepartmental/Interagency Agreement with the Town Administrator to obtain up to \$858,344 of the Town’s American Rescue Plan Act (APRA)/State and Local Fiscal Recovery Funds (SLFRF) to fund the costs of goods and services including engineering, bid preparation and procurement and installation of meters for the Jamestown Water Meter Replacement Program.
 - 2) Review, Discussion, and/or Action and/or Vote: At the recommendation of the Town Administrator Edward Mello for the approval of the agreement between the Board of Water and Sewer Commissioners and Veolia Water North America – Northeast, LLC for the Operation and Maintenance of the Jamestown Water Treatment Facility for a three-year contract for a total amount not to exceed \$1,852,839.
 - a) Memo from Town Administrator dated December 12, 2024.
 - 3) Review, Discussion, and/or Action and/or Vote: At the recommendation of the Public Works Director Michael Gray approval of the Proposal and Agreement from Pare Corporation dated November 21, 2024, for the Jamestown Water Meter Replacement Bid Assistance for an amount not to exceed \$70,800. The funding Source is ARPA funds.
 - 4) Review, Discussion, and/or Action and/or Vote on the letter from Julie Gaither c/o Gaither H Rowan III Trustee et Gaither Charlotte Canning Trust, of 93 Clarke Street regarding the appeal/request for sewer relief from her 10/2024 Water and Sewer bill and the upcoming 01/2025 bill, due to a leak that was located in November 2024.
- 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) October 21, 2024 (regular meeting)

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

VI. 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.

VII. ACKNOWLEDGEMENTS, ANNOUNCEMENTS PRESENTATIONS, RESOLUTIONS, AND PROCLAMATIONS

- A) Resolutions and Proclamations:
 - 1) Review, Discussion, and/or Action and/or Vote: Proclamation 2024-26, Honoring the members of the Jamestown School Committee during School Committee Recognition Month January 2025
 - 2) Review, Discussion, and/or Action and/or Vote: Resolution 2024-27, APRA Funds – Resolution of the Board of Water and Sewer Commissioners authorizing Water Department to enter into interdepartmental/interagency agreements regarding American Rescue Plan Act (APRA)/State and Local Fiscal Recovery Funds (SLFRF) for the Jamestown Water Meter Replacement Project.

VIII. 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) Public Hearing Continued from the November 18, 2024, Town Council Meeting: A public hearing shall be available to any person so requesting to make comment or contest any short-term rental unit application pending before the licensing authority. Two requests were received regarding the Short-Term Rental license applications listed below. Review, Discussion, and/or Action and/or Vote on the following Short-Term Rental license applications:
 - a) Edward DePhillips, STR-17, 36 Cole Street

IX. 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) RT 138 Construction Project
 - 2) Beavertail Road/Mackerel Cove
 - 3) Ft. Getty CISF
 - 4) Legal Services Budget Increase Request
- B) Jamestown Police Department: Chief Jamie Campbell
 - 1) Department overview.
- C) Senior Services Committee Report: Bruce Whitehouse
 - 1) Status update of Committee activities.

X. UNFINISHED BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: Proposed revision of Town Council Agenda preamble and Town Council rules.
- B) Review, Discussion, and/or Action and/or Vote: New Town Employees Exemption – Qualifying and eligible current Full-Time Town Employee(s) Tax Credit of \$1,000 annually of Jamestown primary residence home property tax bill.
- C) Review, Discussion, and/or Action and/or Vote: New Homestead Primary Residence Exemption (abatement) equal to 30% of the currently assessed median value of a home in Jamestown, Rhode Island, for qualifying, eligible property owners.
- D) Review, Discussion, and/or Action and/or Vote: New Homestead Long-Term Rental Exemption (abatement) equal to 20% of the currently assessed median value of a home in Jamestown, Rhode Island, for qualifying, eligible property owners.
- E) New Tax Stabilization Program enabling qualifying, eligible fixed-income residents to defer taxes that are more than 5% of their current income.

XI. NEW BUSINESS

- A) Review, Discussion, and/or Action and/or Vote: Town Council Liaison positions; review, discussion and/or potential action and/or vote
 - 1) Jamestown School Committee Liaison
 - 2) Jamestown Harbor Management Commission Liaison

- B) Review, Discussion, and/or Action and/or Vote: Jamestown Zoning Ordinance Amendments, as approved by the Jamestown Planning Commission on October 16, 2024:
 - 1) Memo from Town Planner dated December 3, 2024
 - 2) Proposed Zoning Ordinance Amendments dated October 16, 2024
 - 3) Discussion and Possible Action to Proposed Amendments to the Zoning Code of Ordinances. The amendments must be advertised for 3 consecutive weeks in the Jamestown Press, which may include the week in which the hearing is to be held.

- C) Review, Discussion, and/or Action and/or Vote: Conanicut Island Sailing Foundation Request for Temporary Relocation of Program Operations and Equipment for the duration of construction.
 - 1) Communication from Conanicut Island Sailing Foundation with relocation diagram.

XII. ORDINANCES, APPOINTMENTS, VACANCIES, AND EXPIRING TERMS

- A) Request to the Town Council for authorization to begin the appointment process for One (1) Board of Canvassers Member, for One (1) Six-year unexpired term ending March 2028, pursuant to RIGL § 17-8-1 and RIGL § 17-8-2; review, discussion and/or potential action and/or vote.
 - 1) Memorandum of the request of Board of Canvassers Clerk Keith Ford to contact the Jamestown Republican and Democratic Town Committee(s) to solicit a list of qualified individuals for Town Council consideration to fill the Board of Canvassers Member vacancy.
 - a) RIGL § 17-8-1 and § 17-8-2
 - b) Copy of letter of resignation from Carol Nelson-Lee

- B) Appointments, Vacancies, and Expiring Terms; Review, Discussion, and/or Action and/or Vote, duly advertised in the October 3rd and 10th editions of the Jamestown Press, **the appointment of and or request to schedule interviews:**
 - 1) Beavertail State Park Advisory Committee, One (1) member vacancy; with a three-year term ending 12/31/2027:
 - a) Interested Applicant(s):
 - i) Linda Warner- 2 terms and seeking reappointment
 - ii) Richard J. Smith, Jr.
 - i. Application received October 24, 2024.
 - iii) Andrew Wade
 - i. Application received October 11, 2024.

- 2) Conservation Commission, Two (2) member vacancy(s); with a three year-term ending 12/31/2027:
 - a) Letter of Resignation
 - i) Leo Orsi- not seeking reappointment
 - a) Interested Applicant(s):
 - i) Jeff Boal, completed unexpired term (R. Shein), seeking reappointment.

- 3) Harbor Management Commission, Three (3) member vacancy(s); with a three-year term ending 12/31/2027:
 - a) Interested Applicant(s):
 - i) Wayne Banks, 3 terms, seeking reappointment.
 - ii) Jim Archibald, completed unexpired term, seeking reappointment.
 - i. Letter of recommendation for reappointment from Chair Wayne Banks.
 - iii) Robert Laman, completed unexpired term, seeking reappointment.
 - i. Letter of recommendation for reappointment from Chair Wayne Banks
 - iv) Andrew Williams
 - i. Application received October 11, 2024.
 - v) Nicholas Insana
 - i. Application received October 11, 2024.
 - vi) Paul Sprague
 - i. Applications received November 29, 2021, and October 2, 2023.
 - ii. Interviewed on January 10, 2022.
 - iii. Confirmed continued interest on November 26, 2024.
 - iv. Interviewed on May 29, 2024.
 - vii) Antonio DaRosa Pinheiro
 - i. Initial application received on April 11, 2024.
 - ii. Confirmed continued interest on November 30, 2024.
 - iii. Interviewed on May 29, 2024.

- 4) Jamestown Housing Authority, One (1) member vacancy(s); with a five year-term ending 12/31/2029:
 - a) Interested Applicant(s):
 - i) Lisa Rafferty, completed unexpired term, seeking reappointment.

- 5) Juvenile Hearing Board, Two (2) full-member vacancy(s); with a three-year term ending 12/31/2027; and Two (2) alternate member vacancy(s) with a two-year unexpired term ending 12/21/2026:
- a) Letter of resignation
 - i) Joseph Cannon, not seeking reappointment.
 - ii) Andrew Wade, not seeking reappointment.
 - b) Interested Applicant(s):
 - i) Nancy Ventrone, alternate seeking full member appointment.
 - ii) Marianne Kirby
 - i. Application received November 25, 2024.
 - iii) Laura Clarke
 - i. Application received November 26, 2024.
 - iv) Sandra Reynolds
 - i. Application received December 3, 2024.
- 6) Library Board of Trustees, Two (2) member vacancy, with a three-year term ending 12/31/2027:
- a) Interested Applicant(s):
 - i) Eugene Mihaly, 2 term(s), seeking reappointment.
 - ii) Marla Romash, 1 term, seeking reappointment.
 - iii) Ourida Mostefai
 - i. Application received October 11, 2024.
- 7) Planning Commission, Two (2) member vacancy(s), with a four-year term ending December 31, 2028;(***staggered terms in compliance with RIGL 45-22-3(a)**):
- a) Letter of Resignation
 - i) Rosemary Enright – not seeking reappointment.
 - b) Letter of Interest
 - i) Diane Harrison, 1 term, seeking reappointment.
 - ii) Nicholas Insana
 - i. Application received October 11, 2024.
- 8) Tax Assessment Board of Review, One (1) alternate member vacancy(s) with a three year term ending 12/21/2027:
- a) Interested Applicant(s): No applications at this time.
- 9) Tree Preservation and Protection Committee, Three (3) member vacancy(s); with a three year-term ending 12/31/2027:
- a) Interested Applicant(s):
 - i) James Simmons, 1 term, seeking reappointment.
 - ii) Michele S. Foster, completed unexpired term, seeking reappointment.
 - iii) Mark Carneval, completed unexpired term, seeking reappointment.

- 10) Zoning Board of Review, One (1) full member*, five-year term ending 12/31/2029, and three (3) alternate members*, one year-term ending 12/31/2025:
 - a) Letter of resignation
 - i) Richard Boren- not seeking reappointment.
 - b) Letter of Interest
 - i) John Shekarchi, seeking reappointment.
 - ii) James Sisson- seeking reappointment.
 - iii) Robert Macini – seeking reappointment.
 - iv) Nicholas Insana
 - i. Application received October 11, 2024

*Must designate which applicant for full member, 1st alternate, 2nd alternate, and 3rd alternate.

XIII. CONSENT AGENDA

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

- A) Minutes of Boards/Commissions/Committees
 - 1) Board of Canvassers, October 15, 2024
 - 2) Board of Canvassers, October 18, 2024
 - 3) Board of Canvassers, October 31, 2024
 - 4) Board of Canvassers, November 5, 2024
 - 5) Board of Canvassers, November 6, 2024
 - 6) Elections Training and Advisory Ad Hoc, August 8, 2024
 - 7) Elections Training and Advisory Ad Hoc, September 4, 2024
 - 8) Elections Training and Advisory Ad Hoc, September 18, 2024
 - 9) Planning Commission, October 16, 2024
 - 10) Zoning Board of Review, October 22, 2024

B) Tax Assessor’s Abatements and Addenda of Taxes

ABATEMENT/ADDENDA TO THE TAX ROLL			
ACCT	TAX YEAR	ACCOUNT INFORMATION	AMOUNT
02-0992-00	2024	REMOVED EXEMPTION- SOLD	\$ 375.00
03-1007-44	2024	REMOVED EXEPTION NO LONGER OWNER	\$ 125.00
TOTAL ABATEMENTS TO TAX ROLL			-\$0.00000
TOTAL ADDENDA TO TAX ROLL			\$ 500.00

- C) Ratification of the administratively approved One-Day Event/Entertainment License: JAC, Gaucho/Gaucho (ENT-24-41), 18 Valley Street, December 5, 2024.

- D) One-Day Event/Entertainment License Applications: All One-Day Event/Entertainment license application approvals are subject to any COVID-19 protocols in effect at the time of the event:
- 1) Applicant: Jennifer Frechette, Children’s Wellness & Dev. Center
 - Event: Chill for a Cause: Family Polar Plunge for local charities (ENT-24-40)
 - Date: January 1, 2025
 - Location: Mackerel Cove Beach
- E) 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 November 27th and December 5th editions of the Jamestown Press; upon resolution of debts, taxes, State approval, and appropriate signatures:
- 1) STR-121, John Potter, 2 Westwood Road
- F) Ratification of Legal Services Budget Request
- 1) Legal Counsel Monthly Retainer and Non-Retainer Hourly fee

XIV. 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: None

XV. 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 December 12, 2024.*

Project Update December 2024

WELLS

- JR-1 is in service.

TREATMENT PLANT

- We continue to operate with two staff in the water department.
- Pare Corporation has provided me with a second draft of the rules and regulations for review.
- I attended a meeting with the RI water resources board (WRB) and other water suppliers in the state to review the Water System Supply Management Plan process. WRB is seeking input from water suppliers with a goal of improving how the plan is updated. All water suppliers agreed that there is a lot of redundant information in the plan and the cost to prepare the 5-year updates can be expensive. The meeting was productive and the staff will be working on changes to make the plan more streamlined to reduce time and cost to prepare.
- We finally received comments from the RI Department of Health (RIDOH) on the Corrosion study that was submitted in December 2021 regarding the emergency interconnection with North Kingstown. RIDOH requested that a study of NK water be performed to determine if NK water would impact the water quality in Jamestown if the interconnection was in use. The study determined that there would be no impact to the Jamestown system. Our consultant has completed a response to comments and submitted to RIDOH.

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 49 million gallons

- Over the past several months Jean Lambert and I have been working on the service line inventory that was due on October 16th. RIDOH prepared a notice that had to be sent by November 15th to customers who had steel service or had an “unknown” service because it was not verified for the initial inventory. I have provided a copy of the notice that was sent to the customers. We were able to identify hundreds of service pipes in our system but 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.
- 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.
- Customers have been responding to the notices that were sent asking questions about the program and getting information about lead. Unfortunately there is misinformation being circulated that there is lead in the water. Jamestown Water does not have lead. Lead gets introduced when water comes in contact with lead connections or plumbing in individual homes. I have provided information that EPA prepared about the lead and copper rule and the requirements for water suppliers.

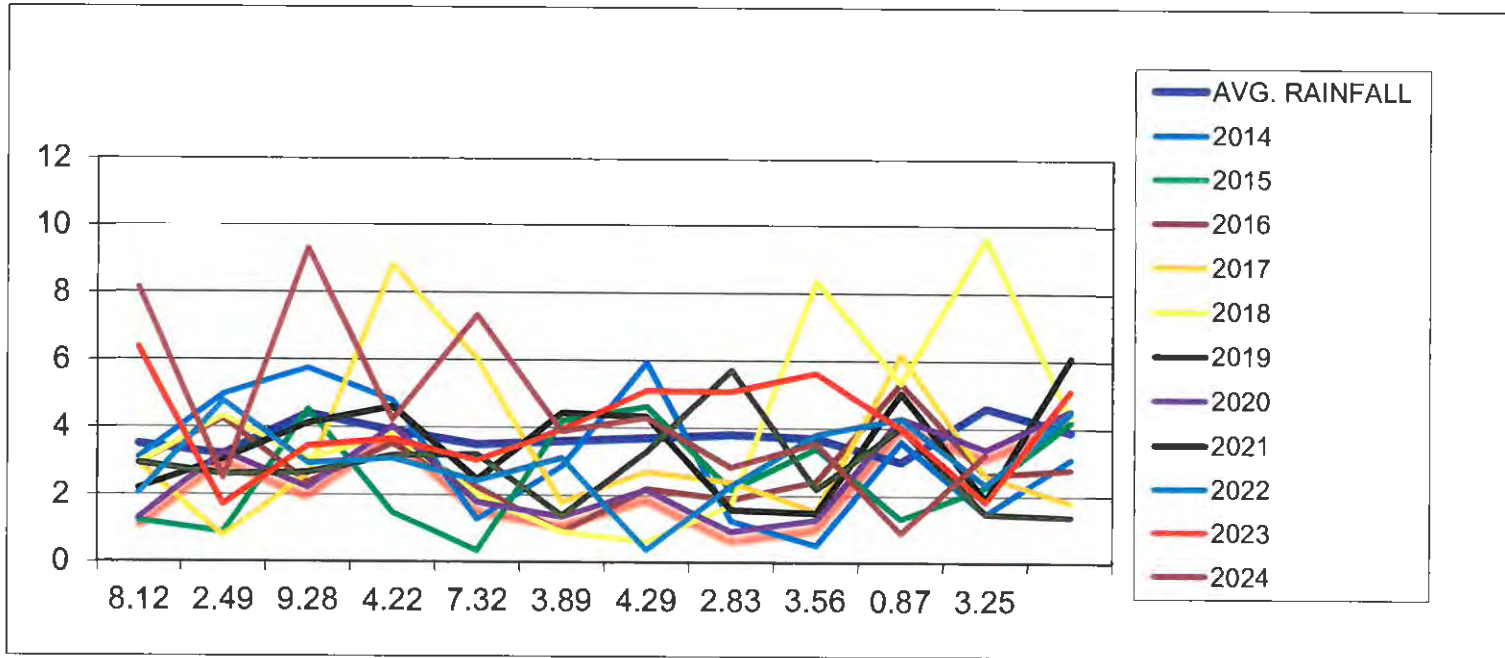
- Jamestown water is also required to provide a water pitcher with filter that removes lead to any customer who receives a notice and makes a request. To date 65 customers have received water pitchers and filters.

WASTEWATER TREATMENT PLANT

- The monthly average daily flow at the treatment plant for November was 0.120 million gallons per day. The monthly average allowed by our discharge permit is 0.73 million gallons per day. The peak daily flow was 0.238 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.

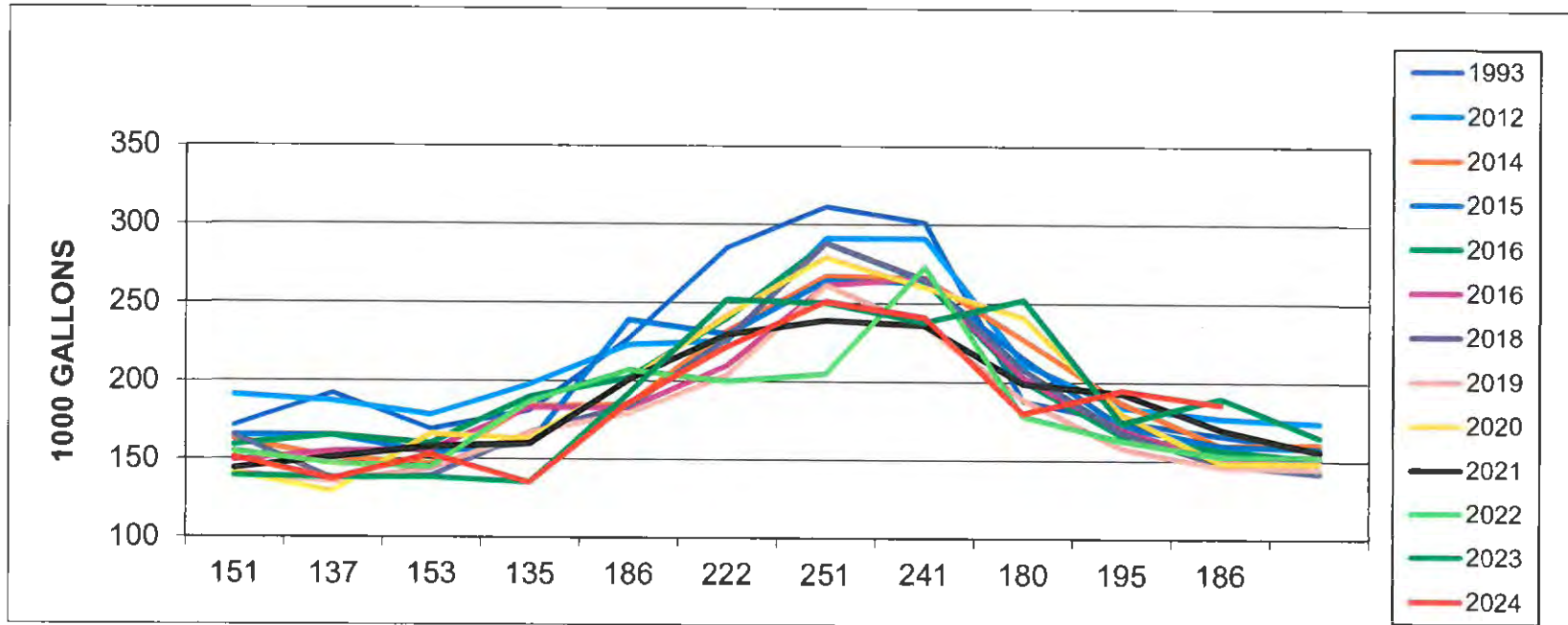
	AVG. RAINFALL	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Jan	3.5	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04	6.36	8.12
Feb	3.2	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62	4.77	1.7	2.49
Mar	4.4	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94	3.44	9.28
Apr	3.9	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	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	0.87
Nov	4.6	1.47	2.27	2.63	2.61	9.61	1.89	3.39	1.47	2.33	1.83	3.25
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	50.12

RAINFALL



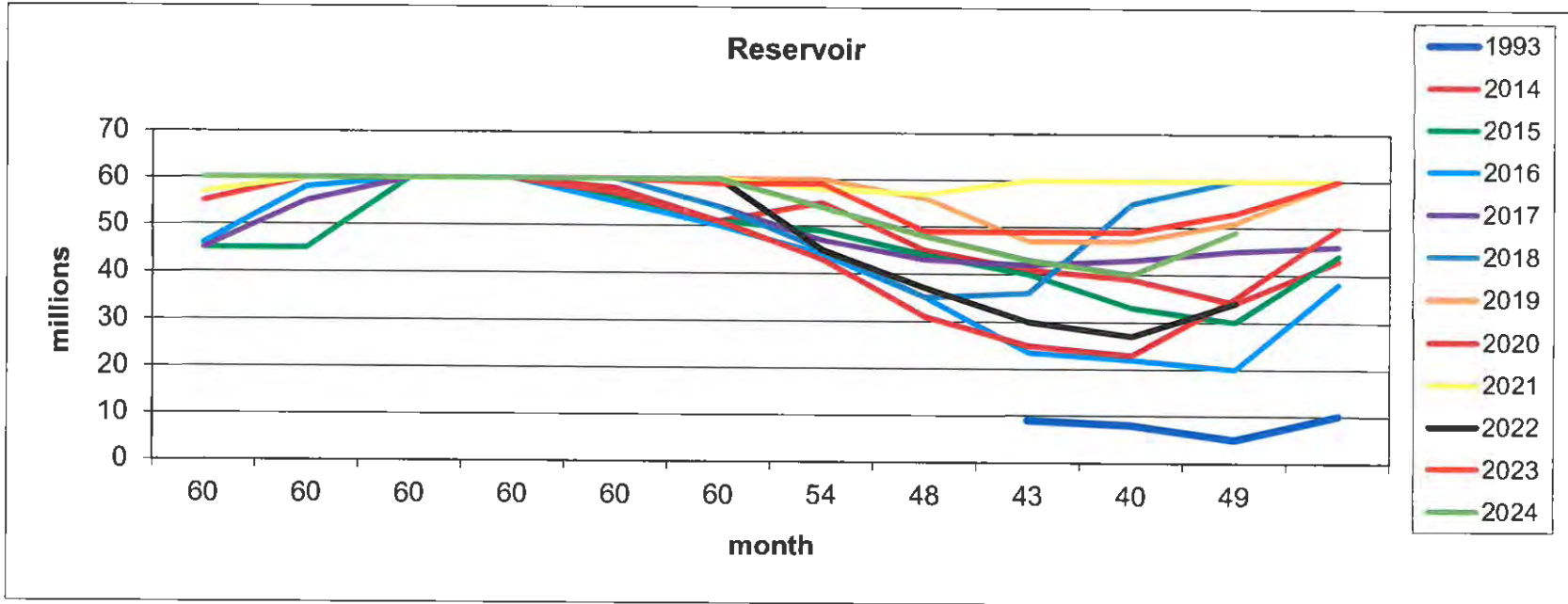
	1993	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Jan	171	172	155	191	163	165	159	149	165	141	141	144	155	139	151
Feb	192	158	156	187	151	165	165	155	137	135	129	151	147	138	137
Mar	169	157	155	178	147	154	160	156	139	144	166	158	145	138	153
Apr	181	180	170	198	184	160	190	183	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	195
Nov	166	164	167	177	160	160	157	151	148	146	149	170	153	190	186
Dec	158	158	180	174	161	158	151	151	142	145	149	156	153	165	

PUMPING REPORT

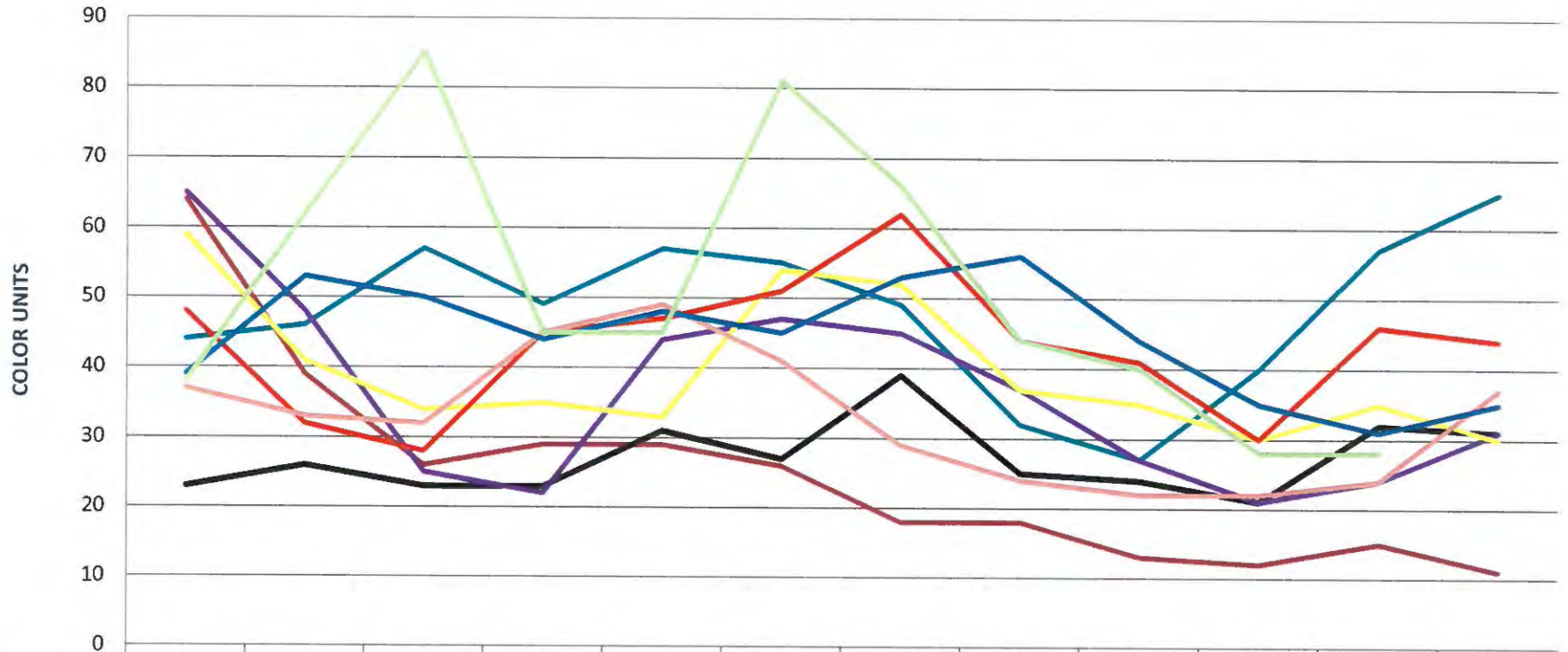


RESERVOIR LEVEL

	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	40
Nov	5	34	30	20	45	60	51	35	60	34	53	49
Dec	10	43	44	38	46	60	60	50	60	48	60	



Transfer Pumping NORTH POND WATER QUALITY



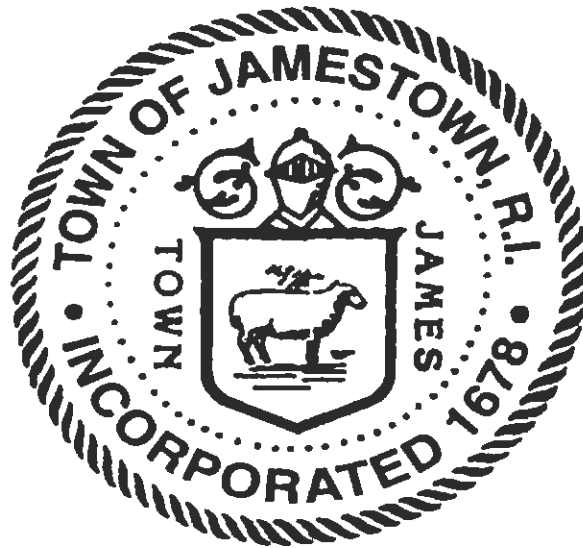
	1	2	3	4	5	6	7	8	9	10	11	12
2016	64	39	26	29	29	26	18	18	13	12	15	11
2017	23	26	23	23	31	27	39	25	24	21	32	31
2018	44	46	57	49	57	55	49	32	27	40	57	65
2019	65	48	25	22	44	47	45	37	27	21	24	31
2020	59	41	34	35	33	54	52	37	35	30	35	30
2021	48	32	28	45	47	51	62	44	41	30	46	44
2022	37	33	32	45	49	41	29	24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

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
November 2024

Environmental Compliance (Violations)

There were no violations for the month of November

Complaints

There are no complaints to report for November.

Alarms

There are no alarms to report for November.

Septage

The facility received 1000 gallons of septage for the month.

Sludge Production

The facility processed 25,500 gallons of sludge in November.

Maintenance Management

The Crew completed 61 work orders for November.

TREATMENT PLANT

Influent Totals Lbs.

TSS	
Total	3,551.31
High	554.03
Low	272.19
Average	355.13

BOD	
Total	3,166.28
High	427.39
Low	242.07
Average	316.63

Effluent Totals

LOADING Lbs

TSS		Permit Limits
Daily Max	9.21	304
Low	1.96	
Average	3.82	183

BOD		Permit Limits
Daily Max	3.97	304
Low	1.22	
Average	1.92	183

CONCENTRATION

Percent TSS Removal		Permit Limits
Percent Removed	98.6%	85%
Percent BOD Removal		
Percent Removed	99.9%	85%

BOD Concentration mg/L		Permit Limits
Monthly Average	0.3	30 mg/L
Weekly Average	1.00	45 mg/L
Daily Max	2.64	50 mg/L

TSS Concentration mg/L		Permit Limits
Monthly Average	4.00	30 mg/L
Weekly Average	4.61	45 mg/L
Daily Max	5.44	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

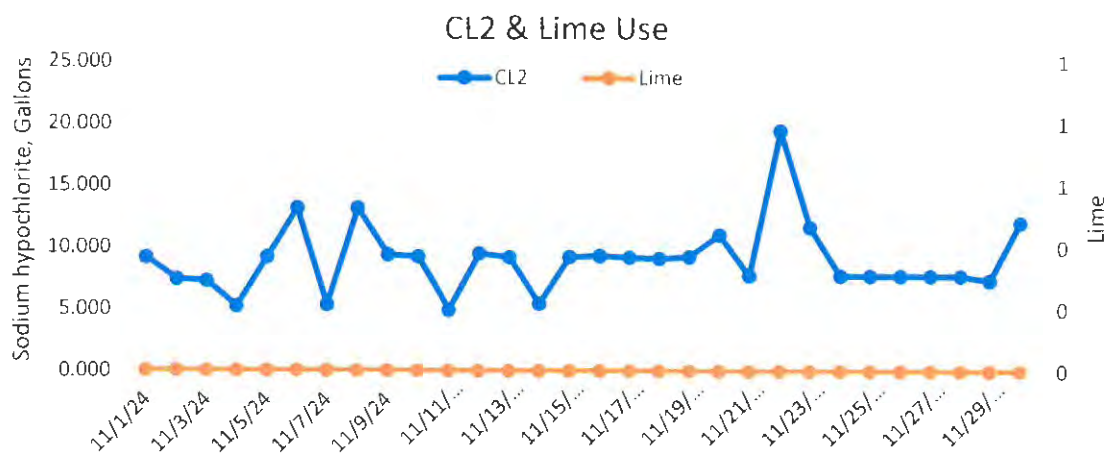
Energy use at the plant for the month was: 14,768 KWH

Precipitation

Precipitation measured in at 3.25"

Chemical Use

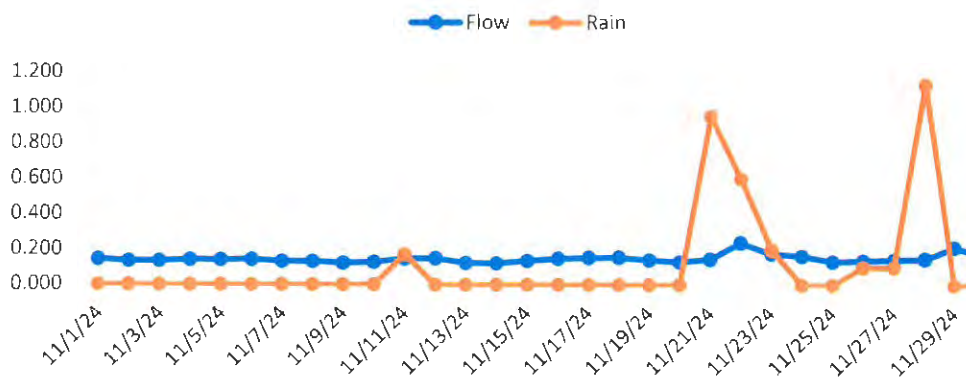
The facility used 271.4 gallons of Sodium hypochlorite and 0 pounds of lime for process



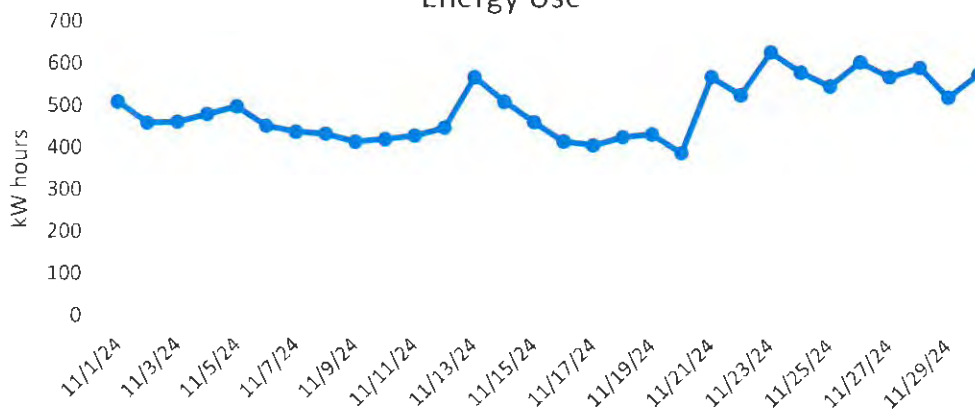
FLOWS

FLOW MGD		Permit Limits
Maximum	0.238	/
Minium	0.073	/
Monthly Average	0.12	0.73
Total	3.49	/

Flow & Rain



Energy Use



Notable Events:

The valve operator for the scumwell failed. Facility staff removed the operator gear box cannibalized another lesser used valve and are able to use the scumwell valve again by use of a large valve lever. Staff also cleaned the line on Baldwin Court from High St. south to the end. A section of High St. was also cleaned from Green Lane east to the where Baldwin Court and High St. intersect.

Drinking Water Consumer Notice

PWS #I 1858419

Jamestown Water

93 Narragansett Avenue, Jamestown, RI 02835

Jamestown Water Customer
Address
Jamestown, RI 02835

Lead Status Unknown Service Line Found in Jamestown Water Service Area

This letter is notification that Jamestown Water records indicate that the water service material connecting this property to our water service has not been confirmed, therefore the Lead Status is *Unknown*. If the service to the property is steel, the service line may contain lead. Please read this notice to understand what actions you can take to prevent exposure to lead and what Jamestown Water 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.

Jamestown water 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*. In 2025, Jamestown Water will be replacing all water meters in the system. At that time, staff will be verifying all service line piping material to each customer and updating the inventory records.

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

In the meantime, Jamestown Water will provide you with a filter pitcher and six months of filter replacements upon request. The filter in the pitcher will significantly reduce lead levels in water. To request a water filter, please contact Michael Gray at mgray@jamestownri.net or Jean Lambert at jlambert@jamestownri.net.

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 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?

Jamestown Water will be replacing all lead service lines over the next ten years. Please contact Michael Gray at mgray@jamestownri.net or Jean Lambert at jlambert@jamestownri.net for information on scheduling a free service line inspection.

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 Michael Gray, Public Works Director at mgray@jamestownri.net. Jamestown water 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 Michael Gray at mgray@jamestownri.net or Jean Lambert at jlambert@jamestownri.net to request a filter pitcher and six months of filter replacements. Follow the filter instructions for installation, use, and maintenance. 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. **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 12 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

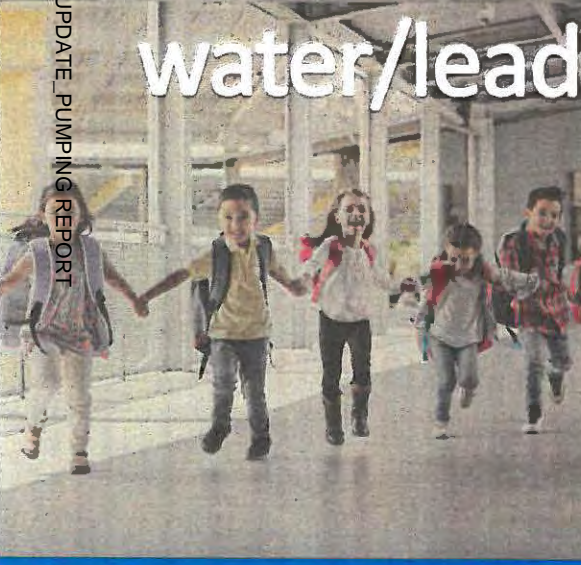
Contact us at Jamestown Water, Michael Gray, Public Works Director, at (401) 423-7225 or mgray@jamestownri.net. For more information on reducing lead exposure around your home and the health effects of lead, visit the Rhode Island Department of Health website health.ri.gov/lead or contact your health 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 **Jamestown Water, PWS ID#: RI1858419,
93 Narragansett Avenue, Jamestown, RI 02835**

Date distributed: November 6, 2024

EPA's LCRI Website:

<https://www.epa.gov/ground-water-and-drinking-water/lead-and-copper-rule-improvements>



Resources

• Fact Sheets

- General Overview
- General One-Pager
- Information for states and systems
- Inventory Validation Requirements
- Replacement Rate
- Deferred Deadlines for Service Line Replacement
- Tap Sampling Protocol
- Cost-benefit fact sheet
- Corrosion Control Treatment

- Public Education
- Sampling in Schools and Child Care Facilities
- Small Systems
- Questions and Answers
 - External Q&A
 - Detailed Q&As for states and systems
- Webinar Presentations
 - November 14th for the drinking water professional community

WaterTA

12.04.2024 WS-PROJECT UPDATE_PUMPING REPORT

- EPA’s water technical assistance (WaterTA), including the Get the Lead Out Initiative, helps disadvantaged communities identify lead services lines, develop replacement plans, and apply for funding to get the lead out.
- This effort is changing the odds for communities that have faced barriers to planning and accessing funding for lead service line replacements.
- Communities seeking to access GLO Initiative resources can request assistance by completing the [WaterTA request form](https://www.epa.gov/water-infrastructure/water-technical-assistance-waterta) on [EPA’s WaterTA website](https://www.epa.gov/water-infrastructure/water-technical-assistance-waterta) (<https://www.epa.gov/water-infrastructure/water-technical-assistance-waterta>).

Available Funding Sources

- There are a number of pathways for systems to receive financial support for lead service line replacement.
 - Low- to no-cost financing through annual funding provided through the Drinking Water State Revolving Fund (DWSRF).
 - Low-cost financing from the Water Infrastructure Finance and Innovation Act (WIFIA) program.
 - Funding may also be available from other federal agencies, state, and local governments.
- Funding through the Bipartisan Infrastructure Law, includes:
 - \$26 billion over five years in drinking water infrastructure funding for lead-related activities.
 - \$15 billion over five years for lead service line replacement activities;
 - \$11.7 billion over five years, \$2.6 announced with LCRI, additional funding to the DWSRF program.
- Water Infrastructure for the Nation Act (WIIN) Grants
 - EPA announced \$35 million for communities to apply directly for removing sources of lead in drinking water, such as lead pipes and reducing lead in drinking water in schools and child care facilities.

Benefits and Costs

- EPA estimates that on average, each year after the LCRI is issued it will:
 - Protect up to 900,000 infants from being born with low birthweight, which puts them at risk of longer and more expensive hospital stays after birth.
 - Prevent Attention Deficit Hyperactivity Disorder (ADHD) in up to 2,600 children.
 - Reduce up to 1,500 cases of premature death from heart disease.
 - Prevent up to 200,000 IQ points lost in children.
- There are other avoided health impacts that EPA could not quantify including cancer, reproductive and developmental, immunological and neurological effects.
- The estimated annual benefits of the rule are up to 13 times greater than its estimated annual costs.
 - EPA estimates benefits to be \$13 to \$25 billion per year.
 - EPA estimates the costs to be \$1.5 to \$2 billion per year.

Communicating Transparently and Frequently

- Requires more frequent and proactive communications on lead service lines and the system's plans for replacement.
- Requires communities to include clear health language about the dangers of lead in Consumer Confidence Reports and public education materials.
- The Consumer Confidence Reports will also provide information about
 - Testing for lead in schools and child care facilities.
 - Inform consumers where they can find the water system's lead service line replacement plan.
 - The corrosion control efforts the system is taking.

Supports Reducing Exposure at Home

- Water systems with multiple lead action level exceedances are required to conduct additional outreach to consumers and make filters available to all consumers.
- Water systems must provide filters following disturbances of lead service lines and lead service line replacements.
- The filters must be certified to reduce lead.

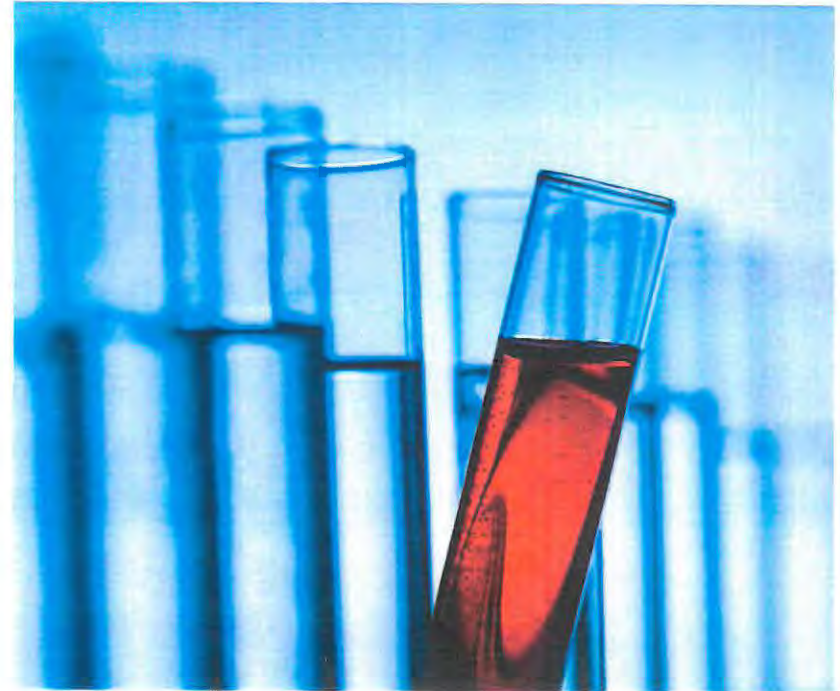


Lowers the Action Level and Eliminates the Trigger Level

- The LCRI lowers the threshold for taking action, known as the lead action level from 15 µg/L to 10 µg/L
- Eliminates the overly complex trigger level
- When a water system's 90th percentile lead sampling result exceeds this level, the system would be required to:
 - Notify the public
 - Install or adjust corrosion control treatment
 - Conduct public education program
- Note that systems must expeditiously replace all lead service lines irrespective of whether or not they exceed the action level

Strengthen Tap Sampling

- Changes to tap sampling requirements, informed by best practices already being used by leading states like Michigan.
- Requires water systems to collect first-liter and fifth-liter samples at sites with a lead service line.
- Systems must use the higher of the two values when calculating the system's 90th percentile lead level.



Locate Existing Lead Pipes

- Knowing where lead pipes are is critical to replacing them efficiently and equitably.
- Water systems are currently required to provide the state with an initial inventory of their lead service lines by October 16, 2024 that must be made publicly available.
- Under the LCRI, all water systems are required to regularly update their inventories and identify the materials of all service lines of unknown material.
 - Systems are required to complete baseline inventories 3 years after the publication date of the LCRI in the *Federal Register*.

Lead Service Line Replacement

- Where lead service lines are present, they represent the greatest source of exposure to lead in drinking water.
- Water systems will be required to replace lead services lines under their control within 10 years.
- In limited circumstances, additional time for systems with a high proportion of lead service lines will be provided to complete service line replacement.
- Systems must create a service line replacement plan and make it publicly available.
- Lead service line replacement removes the greatest lead in drinking water risk to many communities.



Key Provisions in the Final LCRI

- Replace lead services lines within 10 years
- Locate existing lead pipes
- Strengthens tap sampling
- Lowers the threshold for taking action and eliminates the overly complex trigger level
- Supports reducing exposure at home
- Communicating transparently and frequently



Key Messages

- The health and economic benefits of the Rule exceed the costs by more than tenfold. Investments in removing lead pipes will create good-paying local jobs.
- Thanks to the Bipartisan Infrastructure Law and funding programs like Water Infrastructure Finance and Innovation Act (WIFIA), there has never been more federal funding available to remove lead pipes.
- The Biden-Harris Administration is taking a whole of government approach to get the lead out of our communities, deliver clean water for all, and advance environmental justice.

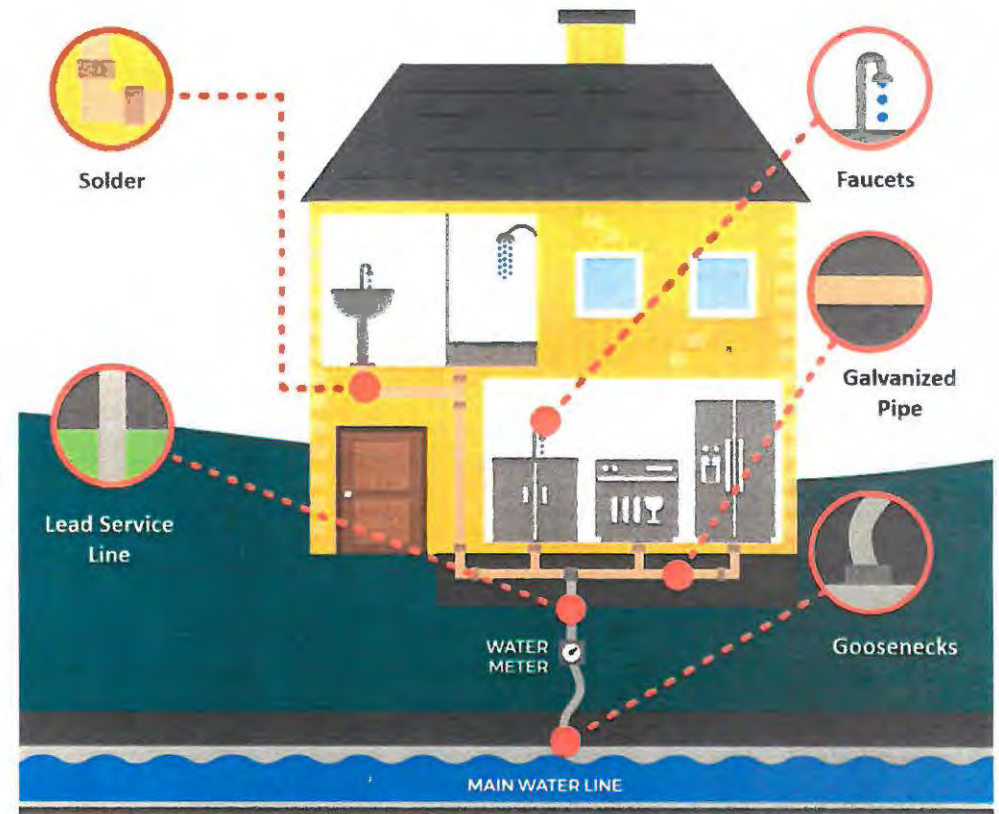
Key Messages

- Lead and Copper Rule Improvements (LCRI) strengthens nationwide requirements to protect the public from lead in drinking water. These advancements are commonsense, achievable, and built on actions taken by states and cities.
- The LCRI requires water systems to replace lead services lines within 10 years.
- The final rule establishes additional requirements to better protect communities from lead in drinking water including requirements to,
 - Locate legacy lead pipes,
 - Improve tap sampling,
 - Lower the lead action level,
 - Strengthen public health protection through filter requirements, and
 - Improve communication.

12.04.2024 WSR PROJECT UPDATE_PUMPS REPORT

Lead in Drinking Water

- Lead in drinking water irreparably harms the health of children and adults and disproportionately impacts lower-income communities and communities of color.
- Legacy lead pipes have exposed generations of Americans to health-harming lead and will continue to do so until they are removed.
- EPA estimates that up to 9 million homes are connected to water mains through lead pipes, posing an ever-present risk to American's health and wellbeing.



12.04.2024 WS PROJECT UPDATE_PUMPING REPORT

Final Lead and Copper Rule Improvements

October 24, 2024



**Town of
Jamestown, Rhode Island**

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



Date: December 4, 2024

To: Board of Water and Wastewater Commissioners

From: Michael Gray
Public Works Director

RE: Water and Wastewater Department Summary

Attached is my monthly report to the Commission entitled Project Update December 2024. Each month I provide a report to provide information for the major components of our water system consisting of Wells, Treatment Plant, Transfer pumping/Reservoir, Distribution, and general information on the Wastewater Treatment Plant operation. Attached to the report are graphs showing trends in rainfall (inches), reservoir storage (million gallons), and daily average pumping (thousand gallons) from the water treatment plant, and north pond water quality in color units. Color is a reflection of the raw water quality at the reservoir which changes based upon rainfall runoff and seasonally from organic matter and dissolved minerals.

I thought it might be helpful to provide some general information on the water system and wastewater system for new members of the Council. On Monday I will spend a few minutes to review this information and answer any questions. Attached you will find the following:

1. **Water System Map** – The Map shows the location of the North and South Reservoir, Treatment Plant, Water Storage standpipes at Howland Avenue, and the distribution piping network. There are two districts within the Town regulated by the Commission: Urban and Rural. The Urban District is the Village area bound to the north by a line running from the West Passage or Narragansett Bay extending across Arnold Avenue through Shoreby Hill and Mount Hope Avenue to the East Passage and bounded to the south by a line across the island through Hamilton Avenue. In the Urban District water is available to the property owners and they are allowed to tie-in. The Rural District is essentially any areas outside of the Urban District. There are watermains within the Rural District in the Wetherill and Beavertail areas and also a short section of main within East Shore Road servicing a few properties

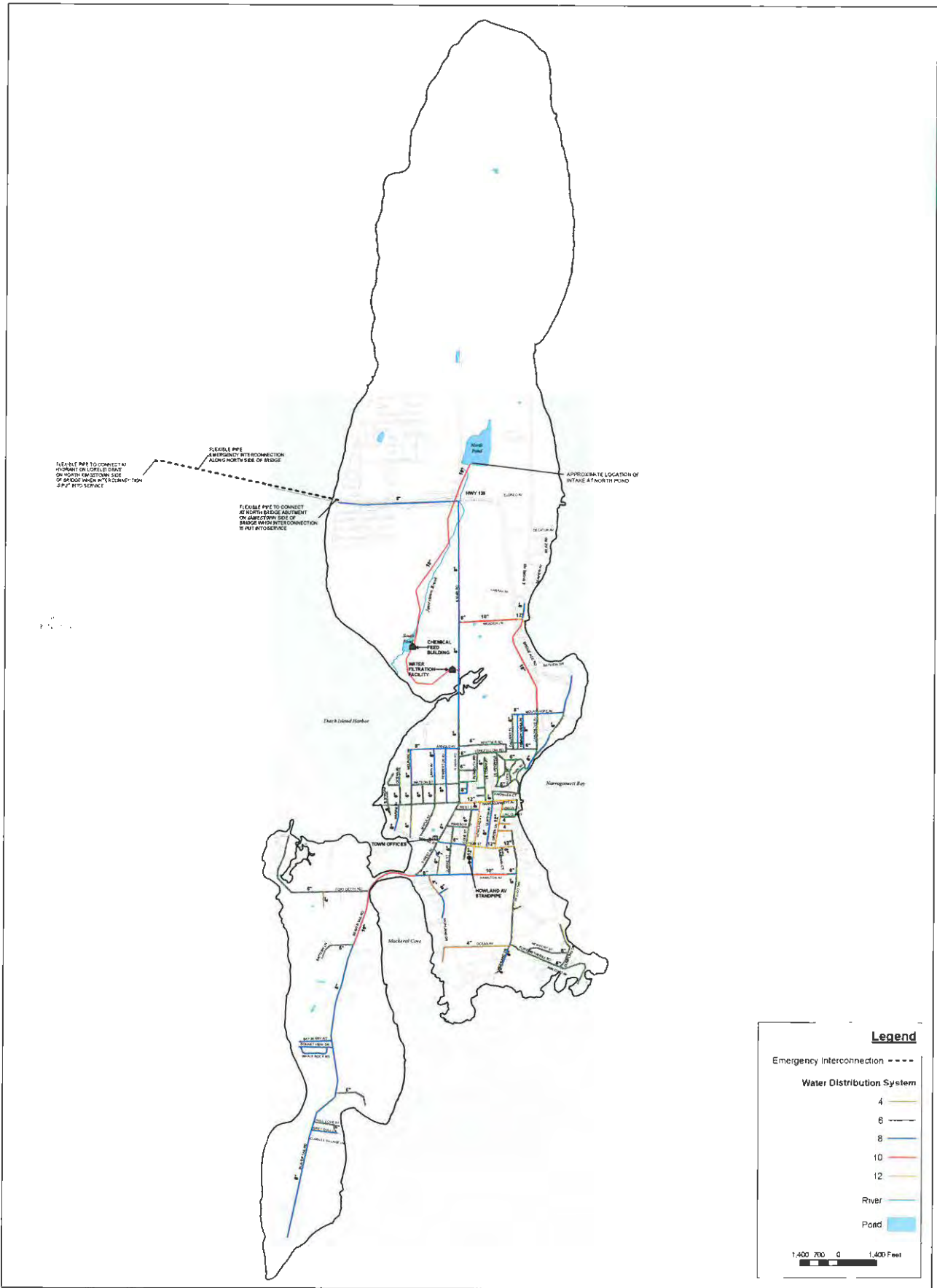
located north of the Toll Plaza. In the Rural District property owners who are seeking a new connection to an existing watermain are required to apply to the Commission for approval. The rules and regulations prohibit any watermain extensions in the Rural District.

2. **Executive Summary – Water Supply System Management Plan** – The attached summary provides an overview of our Water System, population served, projected future demands, water consumption, water system management, and financials. The entire water supply system management plan is posted on the Towns Website listed with documents on this page: <https://www.jamestownri.gov/town-departments/public-works/water-sewer-division> The Plan is required to be updated and submitted to the RI Water Resources Board every 5 years.
3. **Water Supply System Management Plan Powerpoint** – This presentation was given to the Commission in April providing a summary of the Water Supply Management Plan update submission to the Rhode Island Water Resources Board.
4. **Wastewater System - Figures showing the Jamestown Sewer System and the Sewer Collection System**

The sewer service area is approximately 650 acres consisting of the village area in Jamestown (Urban Sewer) as shown on the attached figures. The sewer collection system contains approximately 80,000 linear feet of sewer main piping and four pump stations. Properties outside of the service area shown are considered the Rural Sewer District.

Every drop of wastewater collected in the sewer system must be pumped to the treatment plant at Taylor Point. Daily flows to the plant fluctuate during the year. During dry periods or summer months the plant receives between 100,000 and 200,000 gallons per day. During spring and periods of heavy rain the treatment plan can experience a daily flow above 2 million gallons due to inflow/infiltration (I/I) from groundwater or sump pump discharges to the system. Over the past several years we have been slip-ling the old sewer piping to seal joints and eliminate excess flows into the system.

Treated wastewater is discharged to Narragansett Bay through an outfall pipe beneath the water north of the Newport Bridge. The discharge is regulated by a permit approved by the RIDEM. During the Golf season treated wastewater is pumped from the plant to a storage lagoon located on the Course to be used for irrigation purposes. This allows the Town to reuse millions of gallons of wastewater that would otherwise be discharged and lost to Narragansett Bay.

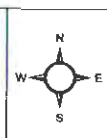


PROJECT NO.: 1000000
 DATE: JANUARY 2024
 DRAWN BY: JAS
 CHECKED BY: JAS
 DESIGNED BY: JAS
 REVIEWED BY: JAS
 DRAWING TITLE:
 SYSTEM MAP

REVISIONS:
 SOURCES:
 DRAWING NO.: 1

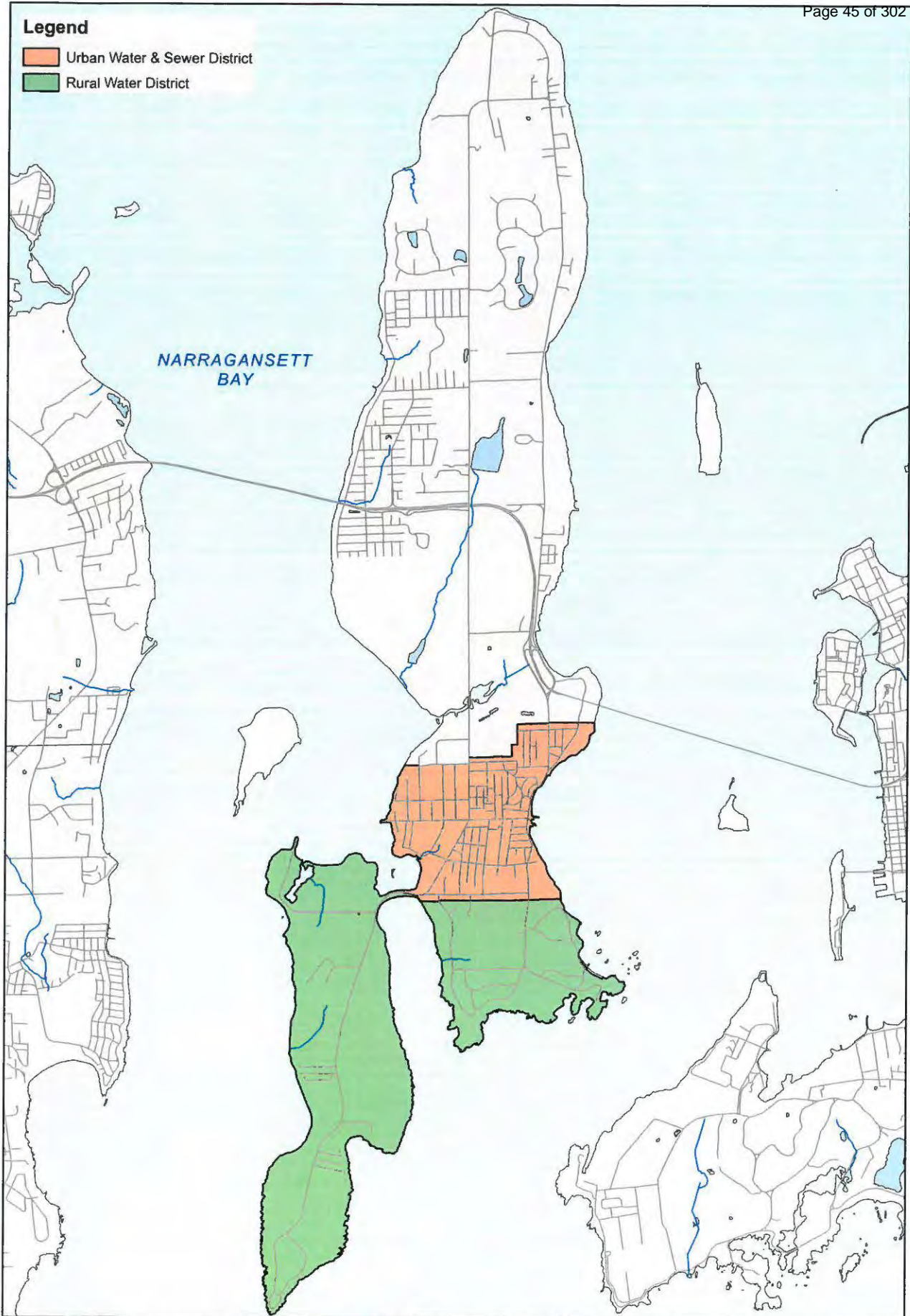


TOWN OF JAMESTOWN WATER SYSTEM SYSTEM MAP



Legend

- Urban Water & Sewer District
- Rural Water District



PARE CORPORATION
ENGINEERS • SCIENTISTS • PLANNERS
12.04.2024 WS DEPT SUMMARY

JAMESTOWN PUBLIC WATER AND SEWER SERVICE AREA (EXISTING)

1"=3,000'
0" 1"
BAR IS ONE INCH ON ORIGINAL DRAWING

PROJECT NO.: 17103.04
DATE: APRIL 2024
SCALE: AS NOTED
DESIGNED BY: SJP
APPROVED BY: JA

FIGURE 2.3

Pare Project No. 17103.04

**TOWN OF JAMESTOWN RHODE ISLAND
DEPARTMENT OF PUBLIC WORKS
WATER DEPARTMENT**

**WATER SUPPLY SYSTEM MANAGEMENT PLAN
5-YEAR UPDATE**

EXECUTIVE SUMMARY

Prepared for:

Rhode Island Water Resources Board
Division of Statewide Planning
235 Promenade Street, Suite 230
Providence, RI 02908

Prepared by:



Pare Corporation
8 Blackstone Valley Place
Lincoln, RI 02865

ORIGINAL SUBMISSION - APRIL 2024

FINAL

04/12/2024 12:28:37 PM



EXECUTIVE SUMMARY

This Water Supply System Management Plan (WSSMP) has been prepared as required under Rhode Island General Laws 46-15.3, as amended and titled “The Water Supply System Management Planning Act” (Act). The legislative authority to effectuate the goals and policies of this Act has been conferred to the Rhode Island Water Resources Board (RIWRB). To this end, the RIWRB has promulgated the Rules and Regulations for Water Supply System Management Planning (490 RICR-00-00-2) and the Water Use and Efficiency Rule for Major Public Water Suppliers (490 RICR-00-00-1).

The Jamestown Water District (JWD), as a water purveyor supplying over 50 million gallons (MG) of water a year, is responsible for updating its WSSMP every 5 years. This WSSMP update has been prepared to be consistent with the goals of the Rules as well as the strategies and goals articulated in the RIWRB’s 2012 Strategic Plan and the RIWRB’s Water Use and Efficiency Rule for Major Water Suppliers. It is also consistent with the goals of State Guide Plan Element No. 721 – RI Water 2030 and the goals stipulated in the Comprehensive Plan for the Town of Jamestown.

Background

The JWD was established by special act of the General Assembly of the State of Rhode Island in March 1969. The original system, privately developed and owned, dated back to 1890. This system was limited to the village area of Jamestown and did not service the entire Town. The source of supply was derived from two surface water storage impoundments, the North and South Ponds, constructed in 1901 and 1909, respectively. North Pond was expanded to increase overall capacity in the early 1900s. The JWD, to this day, continues to derive its primary source of supply from North Pond.

A conventional water treatment plant was originally installed in 1920 and upgraded periodically over time. By the 1950s, the system served approximately 2,000 year-round residents and up to 4,000 seasonal residents. A distribution system and storage tank was in place to serve the southern portion of the island south of Rhode Island Route 138. In 1991, the Town constructed a new pretreatment facility and main treatment plant. The Town has since constructed a new treatment plant to replace the prior facility, which was put into service in 2010

The service area for the public water supply is the Village area of Jamestown. This area consists of commercial and more densely developed residential properties within Jamestown. Water distribution piping was developed and extended to Fort Wetherill, Fort Getty, and Beavertail located south of the urban district when there was a military presence in Jamestown. This area is referenced as the rural district and over time residential properties were permitted to connect in this district. Water service connections in the rural water district area are subject to the approval of the Town’s Board of Water and Sewer Commissioners and must be consistent with the Comprehensive Community Plan.

Water System Description

The JWD supply and distribution system is classified by the Rhode Island Department of Health as a “Community” Public Water Supply System. As such, the system is required to conform to applicable rules and regulations of the Rhode Island Department of Health (RIDOH) and the Federal Safe Drinking Water Act (SDWA). The water system currently maintains full compliance with the stipulations of these rules and regulations.



The existing JWD system was developed primarily from the original water supply system that originated in the 1890's. Improvements to the infrastructure have been implemented over the years to maintain and upgrade the system to keep pace with increasingly stringent water quality regulations. The water quality has consistently been rated as good to excellent with occasional exceedances of secondary water quality standards for color and turbidity from the surface water supply of the reservoirs.

The water supply consists of two reservoirs that capture surface water runoff and two supply wells. The North Pond reservoir has a watershed of approximately 192 acres and a water body of 25.4 acres with a net usable water volume of 60 million gallons (70 million gallons total storage). The South Pond reservoir has a watershed of approximately 449 acres and a water body of 4.67 acres with a net useable volume of 8 million gallons (10 million gallons total storage). The two reservoirs are interconnected and deliver water to the treatment facility through a 10-inch PVC main. The total maximum safe day yield for North Pond is 194,000 gallons per day (gpd) and it is 89,000 gpd for South Pond. Two supply wells, JR-1 (installed 1996) and JR-3 (installed 2004), are each rated for 50,000 gpd though only one can be used at a given time. The JWD also maintains a non-permanent emergency interconnection (6-inch flexible water line) with the Town of North Kingstown water system across the Jamestown Verrazano Bridge. The interconnection has the capability of supplying the JWD with up to 200,000 gallons daily but is only used for emergencies. It has not been used since 2002.

The system employs a pretreatment facility located at South Pond. This facility pretreats between 180,000 to 350,000 gpd. Pretreatment consists of pH adjustment, chlorine dioxide (ClO₂) bleaching for odor, color, and taste, and flow monitoring. The main water treatment plant is a new facility that was constructed in 2010, replacing a facility that had been in service since 1991. The new facility was designed to treat up to 500,000 gpd, including raw water from South Pond. It also produces higher-quality finished water and reduces backwash water discharges to Great Creek.

Raw water enters into the clearwell of the 1991 treatment plant before passing through a screener and then into a chemical mixing tank where it undergoes pH adjustment and coagulant addition. Flow then splits into parallel treatment trains consisting of coagulation basins and membrane filtration basins. Finished water is pumped to the system's two storage tanks by a pump station with two 350 gpm pumps.

The transmission and distribution system consists of upwards of 20.5 miles of asbestos cement, cast iron, and polyvinyl chloride (PVC) pipeline, the majority of PVC piping is less than 20 years in age and ranges in size from 6 inches to 12 inches. New and replacement main sections consist predominantly of PVC pipe. The service area is operated as a single pressure zone that is controlled by the overflow elevation (204.0 feet MSL) of two (2) one-million-gallon storage standpipes. The original standpipe was constructed in 1974 and a second standpipe was constructed in 2007. These tanks establish the hydraulic grade and maintain system pressure in the range of 30 to 60 psi. The tanks are located alongside one another, and the useable storage capacity of each tank is estimated at 0.7 million gallons but there is a transfer pump station between the two tanks which effectively increases the usable storage of the two-tank system.

The source and distribution system is 100% metered. The water department staff is responsible for the daily operation and maintenance of the water system that also includes metering and billing of customers. The JWD is operated as an "Enterprise Fund Agency" within the municipal corporation of the Town of Jamestown. The Town has established enterprise funds for operations that are organized to be self-supporting through user charges. It is the intent that all costs of providing the



services to the general public on a continuing basis be financed or recovered fully through user charges.

The service population is comprised of residential, commercial, and government customers of which there are approximately 1,548 metered accounts as of 2022. Of the 1,548 metered accounts, there are 1,420 residential accounts, 96 commercial accounts, and 32 governmental accounts. The residential service population is approximately 3,323 of the roughly 5,538 residents in Town. The residential service population was estimated using recent US Census Data that suggests there are approximately 2.34 people per household throughout Jamestown. The remaining residents not serviced by the public water system are served via private individual wells. Current average day demand (ADD), based on measured water withdrawals from the JWD's supply sources in 2022, is approximately 168,000 gallons per day. Total water withdrawals were 61.17 million gallons in 2022, primarily from North Pond with supplemental withdrawals from well JR-1. On this basis, the maximum day demand (MDD) is estimated to be 335,000 gallons per day using an assumed MDD to ADD multiplier of 2.0.

Actual metered water use in the system was estimated to be 53.90 million gallons in 2022, representing an ADD of 0.148 MGD. The vast majority of total water use, approximately 47.81 million gallons or 89%, was residential water use. Per capita residential water use for 2022 was estimated at approximately 39.4 gallons per capita per day (gpcd) on average, which is less than the last WSSMP 5-year update (41.3 gpcd).

Given the limitations of supply and capacity of the existing system there is no ability to service the entire Town with water. The existing water system is limited in scope geographically to the village area within Jamestown and is not capable of extending beyond the water service area.

Water Quality Protection Component

Water quality protection is an important aspect to the JWD as the source of supply continues to be affected by growth, potential pollution sources, and increases in demand. The Source Water Assessment Plan (SWAP) for Jamestown was reviewed and updated as part of this WSSMP Update and has been included as Volume II of the WSSMP.

The Town currently employs zoning ordinances, site plan reviews, and has made numerous land purchases within the watershed and wellhead protection area. It has also created conservation easements for parcels within the wellhead protection area and an overlay district has been established for the Center Island Watershed. The Town also instituted a wastewater management ordinance which specifically addresses onsite wastewater treatment systems (OWTS) in the Jamestown Shores area. The intent of this ordinance is to increase inspection and maintenance requirements on existing OWTS to help protect water resources in order to reduce potential future pressures to extend water service to this area of Town. The Town does not believe the extension of water service to Jamestown Shores is feasible based on the current available supply.

Anticipated Future Demands

JWD projected the anticipated future demand of the water system through service area population data as a result of a build-out analysis based on recent and projected land use data. Tables 3 and 4 outline the results. JWD also compared the current bedroom data to provide the most conservative worst-case scenario with the existing town dwellings in place. The population in Jamestown is expected to rise gradually but modestly over time, and it is anticipated that the population changes in the JWD service area will generally mirror population changes throughout the Town. Also, future estimates of population for 5-year and 20-year planning periods were made using available US



Census data and projections made by the RI Division of Planning and outlined in Tables 1 and 2. These population projections, as well as their anticipated impacts on future demand, are summarized in the following tables.

**Table 1
CURRENT AND PROJECTED WATER CONSUMPTION RATES –
INCLUDES CENSUS POPULATION GROWTH ONLY**

Year	Total Population in Jamestown	Population Projected in Service Area	Metered/Projected Water Usage			Total	Average Day Demand*
			Residential	Commercial**	Government		
2022	5,538	3,323	47.81 MG	4.21 MG	1.87 MG	53.89 MG	0.148 MGD
2027	5,597	3,382	48.66 MG	5.05 MG	1.87 MG	55.58 MG	0.152 MGD
2042	5,679	3,464	49.84 MG	7.58 MG	1.87 MG	59.29 MG	0.162 MGD

* Based on consumption alone (i.e. non-account water not included)

** Commercial projections based on 2024 Build-Out Analysis Data

Residential water use for the 5-year period was projected based on a service area population of 3,382 people and an average per capita residential water use of 39.4 gpcd equivalent to the average per capita residential water use for 2022. Only modest population growth is expected over this timeframe and residential water use is anticipated to remain relatively consistent. Similarly, residential water use for the 20-year planning period was projected based on a service area population of 3,464 and 39.4 gpcd. This assumes that efficient residential water use continues to be a priority in Jamestown.

Water use by the government sectors in Jamestown has declined over time, and relatively little governmental development is expected in the JWD service area or in Jamestown as a whole. Governmental water usage for the 5-year and 20-year planning periods were projected to be equivalent to the fiscal year 2022 governmental usage of 1.87 MG. As part of the 2024 build-out analysis, the current commercial vacant land use for new development is almost at capacity and not much commercial growth is expected from vacant land use. There is potential commercial growth for existing commercial non-vacant lots that could be sub-divided into new lots that would increase system demand overtime. The commercial zone growth from non-vacant commercial lots is expected to be for residential usage with two (2) condos per lot. However, this growth would not be expected to occur all at once. As a result, commercial water usage for the 5-year and 20-year planning periods were projected to increase by five (5) new commercial connections each year. In 2042, the potential commercial growth would be close to capacity based on the development of non-vacant lots. Commercial non-vacant lot build-out development would be at capacity in 2053 if five (5) new commercial connection is established each year from 2022.

The JWD has traditionally used a maximum day to average day peaking factor of 2.0 to estimate maximum day demand (MDD) in the system. Table 2 shows the current ADD and MDD as well as projections for the 5-year and 20-year planning periods, based on consumption.



**Table 2
CURRENT AND PROJECTED AVERAGE DAY & MAXIMUM DAILY DEMANDS ON
CENSUS POPULATION GROWTH ONLY**

YEAR	AVERAGE DAY DEMAND*	MAXIMUM DAY DEMAND**
2022	0.148 MGD	0.296 MGD
2027	0.152 MGD	0.304 MGD
2042	0.162 MGD	0.324 MGD

* Based on consumption alone (i.e., non-account water excluded)

** Estimated using MDD to ADD ratio of 2.0

Projected estimates for water produced have been made assuming 11.88% non-account water, consistent with State goals. Therefore, the ADD and MDD based on water production are estimated to be 0.168 MGD and 0.336 MGD, respectively. For the 5-year planning period, the ADD and MDD are estimated to be 0.171 MGD and 0.342 MGD, respectively. Similarly, the ADD and MDD are estimated to be 0.175 MGD and 0.350 MGD for the 20-year planning period. It is noted that non-account water currently is below 15% (11.88%) but it has met the State's goal of 15% in the past. This is mostly attributed to the process water requirements for the operation of the water treatment plants.

In January 2023, Rhode Island General Law 45-24, as amended and titled, "An Act Relating to Towns and Cities – Zoning Ordinances", allows the owner to build an accessory dwelling unit (ADU) on any lot with a total area of 20,000 square feet or more for which the primary use is residential and where the proposed ADU is located within the existing footprint of the primary structure or existing secondary attached or detached structure and does not expand the footprint of the structure. The legislation was passed to address the projected shortage of housing by making it easier to build ADUs.

In 2024, the Town of Jamestown conducted an updated build-out analysis to reflect the current residential and commercial land use within the Town to forecast the potential new dwelling units and its impact on the existing water system. The potential new dwelling units were calculated using the current residential and commercial minimum lot zoning requirements on the developable vacant and non-vacant lots, and ADUs on residential vacant and non-vacant properties with lot sizes equal to or greater than 20,000 square-feet.

Table 3 contains the 5-year (2027) and 20-year (2042) future water use projections in the JWD water system estimating the residential and commercial population growth from potential current developable vacant and non-vacant lots, and ADUs. For this analysis, the governmental water usage remained the same as in Table 1 since it's not anticipated that there will be much growth in these areas in the coming years. The commercial water projections as explained above and noted in Table 1 will be used in Table 3.

ADUs in Table 3 are estimated based on 12 new dwelling units constructed each year with half of the dwelling units being one-bedroom and the other half of the dwelling units being two-bedroom. Each year estimates that the Jamestown population will grow by 36 people (two people per bedroom) with the construction of ADUs alone. Table 3 also estimates that each year 4.0 vacant lots and 5.5 sub-dividable lots are used for new home construction with includes condominiums. Each year estimates that the Jamestown population will grow by 22 people (2.34 persons per



household) with the development of vacant and non-vacant developable sub-dividable properties. In total, each year there is an estimated population growth of 58 people in Jamestown.

**Table 3
CURRENT AND PROJECTED WATER CONSUMPTION RATES
INCLUDES POPULATION GROWTH BASED ON BUILD-OUT ANALYSIS DATA****

Year	Total Population in Jamestown***	Population Projected in Service Area With 2024 Build-Out Analysis	Metered/Projected Water Usage				Average Day Demand*
			Residential	Commercial	Government	Total	
2022	5,538	3,323	47.81 MG	4.21 MG	1.87 MG	53.89 MG	0.148 MGD
2027	6,023	3,614	51.99 MG	5.05 MG	1.87 MG	58.91 MG	0.161 MGD
2042	7,479	4,488	64.57 MG	7.58 MG	1.87 MG	74.02 MG	0.203 MGD

* Based on consumption alone (i.e., non-account water not included) with residential population increase from 2024 Build-Out Analysis)

** Based on residential and commercial projections from 2024 Build-Out Analysis Data

*** Assumed growth at the same rate as the water district

**Table 4
CURRENT AND PROJECTED AVERAGE DAY & MAXIMUM DAILY DEMANDS
BASED ON
BUILD-OUT ANALYSIS DATA**

YEAR	AVERAGE DAY DEMAND*	MAXIMUM DAY DEMAND**
2022	0.148 MGD	0.296 MGD
2027	0.161 MGD	0.322 MGD
2042	0.203 MGD	0.406 MGD

* Based on consumption alone (i.e., non-account water excluded)

** Estimated using MDD to ADD ratio of 2.0

Projected Future Demand Based on Bedroom Data Only

JWD also compared the current bedroom count in the water district to get a sense of what the future water demand would be if every bedroom currently in the water district was occupied. Currently, there are 4,271 total bedrooms in the water district and with two people per bedroom at 39.4 gpcd (estimated above), the future water demand could be as high as 337,000 gpd. This value represents the MDD that is currently experienced within the system at times and provides the most conservative worst-case scenario. The MDD is reached normally at the height of the summer season when there are a lot of seasonal visitors to the Town.



Available Water

The primary supply for the JWD is surface water from North Pond, supplemented with water from South Pond. Supplemental water from South Pond can be transferred to North Pond but only when water is flowing over the dam at South Pond. The capacity and safe yield of North and South Ponds, based on the most recent safe yield analysis performed in 2000, is as follows:

<u>Reservoir</u>	<u>Area</u>	<u>Usable Capacity</u>	<u>Safe Yield</u>
North Pond	25.4 Acres	60 MG	194,000 gallons/day*
South Pond	4.67 Acres	8 MG	89,000 gallons/day

South Pond has not been used for a number of years due to water quality concerns. The new treatment plant was designed with the ability to treat water from South Pond but the treatment process is inefficient due to the amount of sludge generated. *Currently, JWD is using the safe yield for North Pond of 185,000 gpd as a result of the RIDEM analysis and Drought of Record. South Pond is not available during dry periods and is only used to transfer water to North Pond when water is flowing over the South Pond dam.

The JWD also has two supply wells, JR-1 and JR-3, which each has a 50-gpm pumping capacity and safe yield of 50,000 gallons per day. Only one well is used at a given time, typically JR-1. Water from JR-1 is pumped only when the water treatment plant is in operation. As a result and based on plant data, flow from JR-1 varies between the range of 24,000 and 48,000 gallons per day. Flow from JR-1 varies throughout the year between this range and is at maximum pumping capacity during summer months. Currently, supply well JR-3 is not being used due to water quality concerns.

The current and projected future MDD, as well as the ADD during the peak summer season, exceed the safe yield of North Pond and often exceeds the combined safe yield of North Pond and JR-1. The JWD has taken a number of actions to manage demand, which is reflected by the decreases in water use when compared to previous versions of this WSSMP. However, it is imperative that the JWD continue to promote efficient water use, monitor land use and development within the service area, reduce leakage, improve their understanding and accounting of non-account water, and implement other demand management strategies to reduce pressures on the supply sources currently available to the JWD.

Demand Management

The *Rules and Procedures Governing the Water Use and Efficiency Act for Major Public Water Suppliers*, adopted May 16, 2011, established efficient water use targets for major public water suppliers, which includes the JWD. The JWD's 2012 Demand Management Strategy, and this update of the WSSMP, showed that the JWD is in general compliance with the residential average per capita water use goal of 65 gpcd, which was most recently estimated at 39.4 gpcd for 2022.

The JWD estimates non-billed water from various uses, such as firefighting, system flushing, and use at the treatment plant meets the metering and billing requirements stipulated in the Act, which includes quarterly billing for the entire system and the use of radio-read meters. The JWD encourages the use of water-efficient appliances and provides educational materials to the customer base.

The 2012 Demand Management Strategy estimated average leakage in the distribution system to be approximately 8.6% of system-wide water use, meeting the State's goal of 10%. However,



recent estimates of leakage as reported in this WSSMP are lower, estimated at about 1.6% for 2022 based on 1.0 MG of estimated leakage. This change in estimated leakage suggests that there may be other sources of non-account water that are not being adequately accounted for and estimated. The JWD will continue to assess leakage rates and will review their accounting of non-billed water as a whole.

System Management

The major goals of system management include the following:

- Maintaining non-account water use to below 15% of total system demand, in accordance with State Guide Plan Element 721;
- Reducing leakage to below 10% of system demand;
- Establishing a preventive maintenance program; and
- Maintaining compliance with the applicable requirements of the *Rules and Procedures Governing the Water Use and Efficiency Act for Major Public Water Suppliers*.

The JWD shall continue to employ proper system management procedures including programs for meter management (source and distribution), leak detection and repair, implementation of their preventive maintenance plan, infrastructure rehabilitation, and a billing rate schedule which promotes efficient and non-wasteful water use. It is intended that the financial management of the system will be one in which normal operation, maintenance, and rehabilitation will be funded through operating revenue from the customer base. Where possible, the JWD shall seek alternate funding sources such as State and Federal grants, for major improvement projects.

Emergency Management

The Emergency Response Section of this WSSMP was reviewed and modified accordingly as part of this WSSMP Update. The Emergency Response section generally establishes the following:

- Responsibilities and authority within the JWD for responding to most probable emergencies;
- Most probable causes for emergencies and their potential impacts to the system;
- System components that are vulnerable to damage or incapacitation based on the most likely causes for emergency; and
- Specific tasks for carrying out functional and constructive solutions based on a review of the potential emergencies and the associated system risks.

The procedures outlined are believed to be consistent with the goals of the State Emergency Water Supply System Management Plan. In addition to emergency response, it is also intended that this section of the WSSMP provide guidance to ensure that the primary aspects of recovery from an emergency are addressed in an organized manner to aid in an efficient response and in maintaining drinking water quality and quantity.

Drought Management

The JWD recognizes the Drought Watch/Warning System of the National Weather Service, as follows:

1. Normal;
2. Advisory;
3. Watch;



-
- 4. Warning; and
 - 5. Emergency

The Water Resources Board administers these phases with aid from the Drought Steering Committee. The JWD takes a variety of demand and supply management actions based on the various stages of drought. The JWD also monitors the water levels in their own supply sources and takes a series of actions in the distribution system based on these measurements, as follows:

- Step 1 Capacity to -6" below capacity
No restrictions
- Step 2 -6" to -1' below capacity
Public notification – voluntary conservation.
- Step 3 -1' to -2' below capacity
Restrict outside water use to odd/even days for residential use.
- Step 4 -2' to -3' below capacity
Reduce water pressure 5 psi.
Continue public notification for voluntary conservation.
- Step 5 -3' to -3.5' below capacity
Reduce pressure 5 psi.
Establish a residential ban on car washing and lawn watering.
Restrict swimming pool filling.
- Step 6 -3.5' to -5' below capacity
Ban outside water use entirely.
- Step 7 -5' to -6' below capacity
Reduce pressure 5 psi.
Restrict water use at marinas to potable water use only.
Begin commercial carwash and other non-essential commercial use restrictions.
- Step 8 -6' to -7' below capacity
Restrict all non-essential water use.
- Step 9 -7' to -8' below capacity
Reduce pressure 5 psi.
Continue restrictions on all non-essential water use.

There is no formal procedure for restricting water use beyond Step 9. In 1993, the drought reached Step 7. Water conservation resulted in a reduction in use of 20%. If a situation arises which requires further restriction of water use, all commercial and industrial users will be restricted.

As an additional effort to conserve water, JWD has the following rules to control use:

1. No customer shall connect an in-ground or underground irrigation or sprinkler system to the municipal water system. Lawn irrigation shall be prohibited from June 1 to August 31.
2. No customer shall use water furnished by the municipal water system for lawn irrigation, house washing, boat washing, or residential car washing when the height of North Pond is more than



42 inches below the top of the spillway and after publication of said information in a daily or weekly newspaper of general circulation within the Town of Jamestown.

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

Implementation and Financial Management

The JWD has undertaken two projects in an effort to increase supply, which is the most significant challenge facing the JWD system. One of these projects was a pumping system that recirculates treatment plant backwash water as opposed to dumping it to Great Creek. It is anticipated to be completed soon and is estimated to save the JWD approximately 6.05 million gallons annually once completed. A second project, which is currently in the preliminary evaluation stage, would include modifications to a stormwater pump station operated by the Rhode Island Bridge and Turnpike Authority (RIBTA) on North Road and Route 138 that may allow for recharge of the watershed to North Pond.

The JWD is operated as an Enterprise Fund, with annual operating revenue of approximately \$1.4 Million and annual expenses typically around \$1.1 Million. The remaining revenue is used for debt service. The JWD bills residential and commercial customers quarterly. Current rates, which went into effect in June 2022, are as follows:

Table 5
WATER RATES - MINIMUM IN ADVANCE CHARGES

Source: Jamestown Water Department

Meter Size	Quarterly Billing Rates	Seasonal Billing Rates	Miscellaneous Charges
5/8"	\$89.82	\$340.84	Turn-on/off \$30.00
3/4"	\$134.80	\$511.59	Install/Remove \$100.00
1"	\$167.42	\$635.36	Early Install/Remove \$50.00
1-1/2"	\$206.22	\$781.78	Sprinkler Charge/unit \$0.18
2"	\$268.63	\$1,019.50	Frozen Meter Charge \$125.00
3"	\$495.25	\$1,879.56	Special Reading \$20.00
4"	\$745.46	\$2,828.23	Call Out \$150.00
			Lien Discharge Recording Fee \$49.00



Table 6
CURRENT EXCESS WATER RATES

Source: Jamestown Water Department

Gallon Tier Structure		Rate per 1,000 Gallons
0	5,000	\$0.00
5,001	9,999	\$7.98
10,000	14,999	\$8.58
15,000	19,999	\$10.87
20,000	49,999	\$15.13
50,000	99,999	\$18.56
100,000	199,999	\$23.76
200,000	999,999.999	\$30.24

Table 7
EXCESS SEASONAL WATER RATES

Source: Jamestown Water Department

Minimum	Maximum	Rate per 1,000 Gallons
0	20,000	\$0.00
20,001	49,999	\$15.13
50,000	99,999	\$18.56
100,000	199,999	\$23.76
200,000	999,999.999	\$30.24

Coordination

The 2015 Jamestown Comprehensive Plan, which was adopted by the Jamestown Planning Commission and Jamestown Town Council on June 18, 2014, was reviewed while updating this WSSMP and it is the intent that this WSSMP be consistent with the goals and policies of the Town's Comprehensive Plan.

The Preamble to the Comprehensive Plan identifies that the driving theme of the plan is to maintain the town's rural character. The Comprehensive Plan also indicates that the "Center Island Watershed should continue to be protected. Development should not exceed on-island natural supplies of water. Conservation of existing water supplies should continue to be emphasized, as well as finding new methods to supplement the existing yield." The Comprehensive Plan lays out a number of goals and recommended actions in order to protect the quality and quantity of the potable water resources on the Island. The JWD acknowledges and supports these goals and recommended actions.

The JWD has a non-permanent emergency interconnection with the Town of North Kingstown and maintains a close working relationship with the Town with regard to the maintenance of the



emergency interconnection. The JWD also coordinates with the local fire department to track water usage for firefighting and training exercises. The JWD estimates that approximately 100,000 gallons of water is used annually by the fire department.

Municipal wastewater collection and treatment, in addition to water supply, is provided by the water and sewer division of the town's Department of Public Works. The Jamestown Town Council sits as the Board of Water and Sewer Commissioners. Joint billing is not currently in place but may be a future consideration in Jamestown.



Town of Jamestown Water Supply System Management Plan

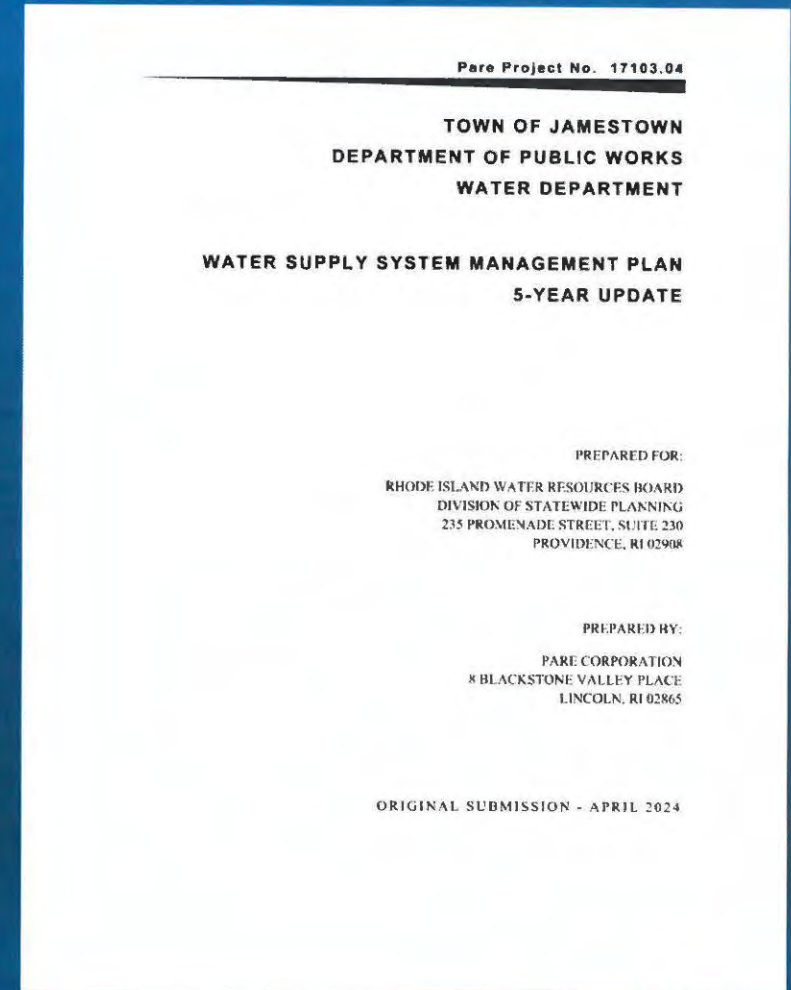


Presented by:
Jason Anderson
Project Engineer
April 1, 2024



Town of Jamestown WSSMP

- WSSMP Update – Submittal to Water Resources Board (WRB) Upcoming After Being Granted A One-Year Extension By the WRB



Water System Description

- Original water system in Jamestown dates to 1890.
- An initial conventional water treatment plant installed in 1920.
- New pretreatment process and main treatment plant constructed in 1991.
- Current treatment plant constructed in 2010.



Water System Description

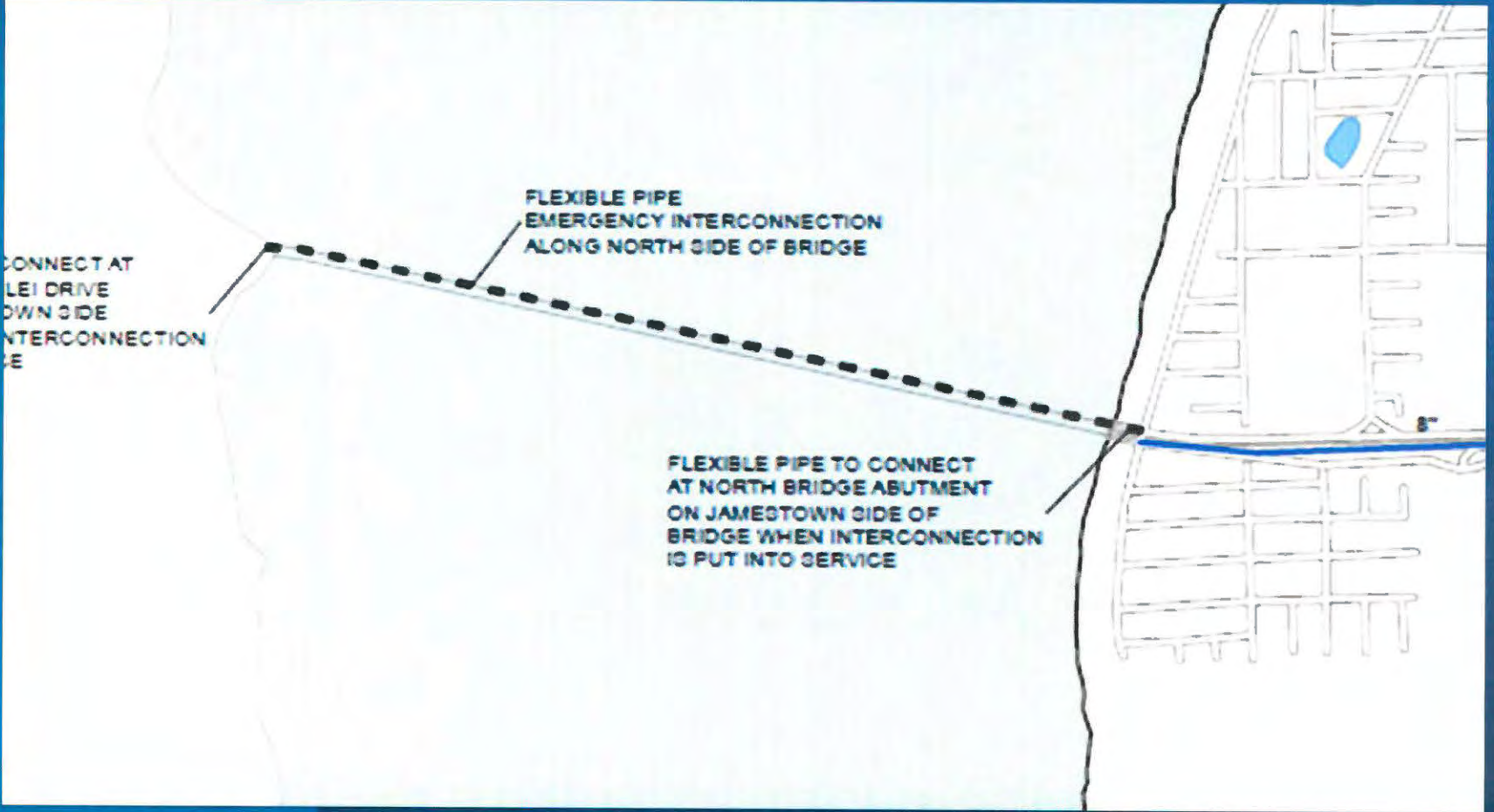
- Village area of Jamestown is main service area (urban water district).
- Water service is also supplied to the rural water district, south of the Village area (Beavertail).
- Distribution system upwards of 20.5 miles of pipe:
 - Primarily 6” – 12” pipe
 - Most piping < 20-years old



Water System Description

- Primary supply is North Pond
- Supplemental supply from South Pond (Pumped to North Pond only when water is flowing over the dam at South Pond), Wells JR-1 & JR-3 (JR-3 currently not being used due to water quality concerns)
- Two (2) - 1.0 MG Standpipes
- Non-Permanent Emergency Interconnection with Town of North Kingstown
 - 6" flex line
 - 200,000 gpd capacity





Water Quality Protection Component

- Source Water Assessment Plan (SWAP)
 - North Pond, JR-1/JR-3: LOW RISK
 - South Pond: MODERATE RISK
- Overlay District in Center Island Watershed
- Wastewater Management Ordinance: Jamestown Shores

Current Water Use

- Approximately 1,548 metered accounts (1,420 Residential, 96 Commercial and 32 Governmental)
- Service population 3,323 of 5,538 total residents
- Total withdrawals: 61.17 MG in 2022
 - ADD: 0.168 MGD (based on withdrawals)
- Metered water use: 53.90 MG in 2022
 - ADD of 0.148 MGD (based on metered use)
- Average per capita residential demand: 39.4 gpcd

Anticipated Future Demands – Census Population Growth Only

- Population in Jamestown expected to rise modestly
- Town population to mirror population changes for the service area
- Future population projections cite RI Division of Planning

Year	Town Population	Service Area Population
2022	5,538	3,323
2027	5,597	3,382
2042	5,679	3,464

Anticipated Future Demands - Includes Vacant Lots, Sub-dividable Lots, and ADUs

- Population in Jamestown expected to rise 9% in 5 years and 35% in 20 years
- Town population to mirror population changes for the service area
- Sub-dividable lots estimated based on doubling the square footage of each district zone (R-8, R-20, R-40, RR-80, etc.)
- Also includes estimated growth from current developable vacant lots, developable sub-dividable lots, and accessory dwelling units (ADUs) for properties equal to or greater than 20,000 ft²

Year	Town Population	Service Area Population
2022	5,538	3,323
2027	6,023	3,614
2042	7,479	4,488



Current/Projected Water Use – Census Population Growth Only

Year	Metered/Projected Water Usage			Average Day Demand
	Residential	Commercial	Government	
2022 (Current)	47.81 MG	4.21 MG	1.87 MG	0.148 MGD
2027 (5-YR)	48.66 MG	5.05 MG	1.87 MG	0.152 MGD
2042 (20-YR)	49.84 MD	7.58 MG	1.87 MG	0.162 MGD

1. *Estimated ADD excludes non-account water.*
2. *Residential water use projections use 39.4 gpcd.*
3. *Commercial projections based on 2024 Build-Out Analysis Data.*
4. *Governmental use projections equivalent to current governmental use.*

Current/Projected Water Use – Vacant Lots, Sub-dividable Lots, and ADUs From 2024 Build-Out Analysis

Year	Metered/Projected Water Usage			Average Day Demand
	Residential	Commercial	Government	
2022 (Current)	47.81 MG	4.21 MG	1.87 MG	0.148 MGD
2027 (5-YR)	51.99 MG	5.05 MG	1.87 MG	0.161 MGD
2042 (20-YR)	64.57 MD	7.58 MG	1.87 MG	0.203 MGD

1. *Estimated ADD excludes non-account water.*
2. *Residential water use projections use 39.4 gpcd.*
3. *Based on residential and commercial projections from 2024 Build-Out Analysis Data.*
4. *Governmental use projections equivalent to current governmental use.*

Current/Projected ADD & MDD

Year	Average Day Demand	Maximum Day Demand
2022 (Current)	0.148 MGD	0.296 MGD
2027 (5-YR)	0.152 MGD	0.304 MGD
2042 (20-YR)	0.162 MGD	0.324 MGD
2027 (5-YR)*	0.161 MGD	0.322 MGD
2042 (20-YR)*	0.203 MGD	0.406 MGD

1. *Estimated water use excludes non-account water.*
2. *MDD/ADD Peak Factor of 2.0 is assumed.*
3. **Also includes estimated population growth with vacant lots, sub-dividable lots, ADUs, commercial growth from 2024 Build-Out Analysis Data.*

Bedroom Count Comparison Estimate

- Currently 4,271 total bedrooms in water district and with two people per bedroom at 39.4 gpcd, the future water demand (ADD) could be high as 0.337 MGD. This value is close to the highest MDD value of 0.350 MGD which is currently reached at times during the summer season.

Available Water

- Primary supply is surface water from North Pond, supplemented with water from South Pond
- Capacity/safe yield of Supply Reservoirs based on analysis performed in 2000
- *185,000 gpd is the Safe Yield which is based on the RIDEM analysis and Drought of Record

Reservoir	Area	Usable Capacity	Safe Yield
North Pond	25.4 Acres	60 MG	194,000 gpd*
South Pond	4.67 Acres	8 MG	89,000 gpd

Available Water

- South Pond supplements North Pond – capacity of reservoir system effectively North Pond (South Pond only provides water to North Pond when water is overflowing the dam)
- Well JR-1: 50 gpm pump capacity, 50,000 gpd safe yield. JR-1 operates only when the plant is operating, and flow varies from 24,000 and 48,000 gpd depending on the season. Well JR-3 currently not used due to water quality concerns.
- Combined Safe Yield of (Reservoir and Wells) ~ 0.233 MGD.
- Current/projected ADD within combined safe yield for both Census and 2024 Build-Out Analysis Data.
- Current/projected MDD exceeds combined safe yield for both Census and 2024 Build-Out Analysis Data.

Supply/Demand Management

- Town has acted to manage supply and demand:
 - Promote efficient water use
 - Encourages the use of energy efficient appliances
 - Outdoor water use bans
 - Issue notices, fliers, and other educational materials
 - Tiered/excess water use rates
 - Residential use ~ 39.4 gpcd
 - Protect Water Supply

System Management

- Monitor land use and development
 - Restrict types of commercial use (car wash)
 - Enforce Center Island Watershed Overlay District
 - Enforce Wastewater Management Ordinance
 - Restrict expansion of water supply system

- Lower non-account water
 - Improve tracking of non-account water (Goal: 15%)
 - Perform leak studies, associated repairs (Goal: 10%)
 - Implement system management, preventative maintenance

Emergency Management

- Emergency Management Plan updated
- Jamestown recognizes Drought Watch/Warning
- 9-Step Process to monitor drought and act
 - Public notification, voluntary action
 - Outdoor water use restrictions
 - Lower water supply pressure
 - Restrict non-essential water use
 - Request emergency supply/assistance

Implementation Plan

- Recover Treatment Plant Backwash
 - Currently waste ~12 MG annually to Great Creek
 - Can recover ~ 8 MG of this at plant headworks
 - Construction to be determined
- Update Emergency Interconnection Agreement
- Supplement North Pond Supply
 - RIDOT Stormwater PS discharges to Bay
 - Evaluate redirecting discharge to North Pond watershed
 - Evaluation of Area Wells

Financial Management & Coordination

- Water Department operates as enterprise fund
 - ~\$1.4 Million Annual Revenue
 - ~\$1.1 Million Annual Expenses
- Quarterly billing, higher rates for excess use
- Joint water/sewer billing future consideration
- WSSMP consistent with Town of Jamestown Comprehensive Community Plan

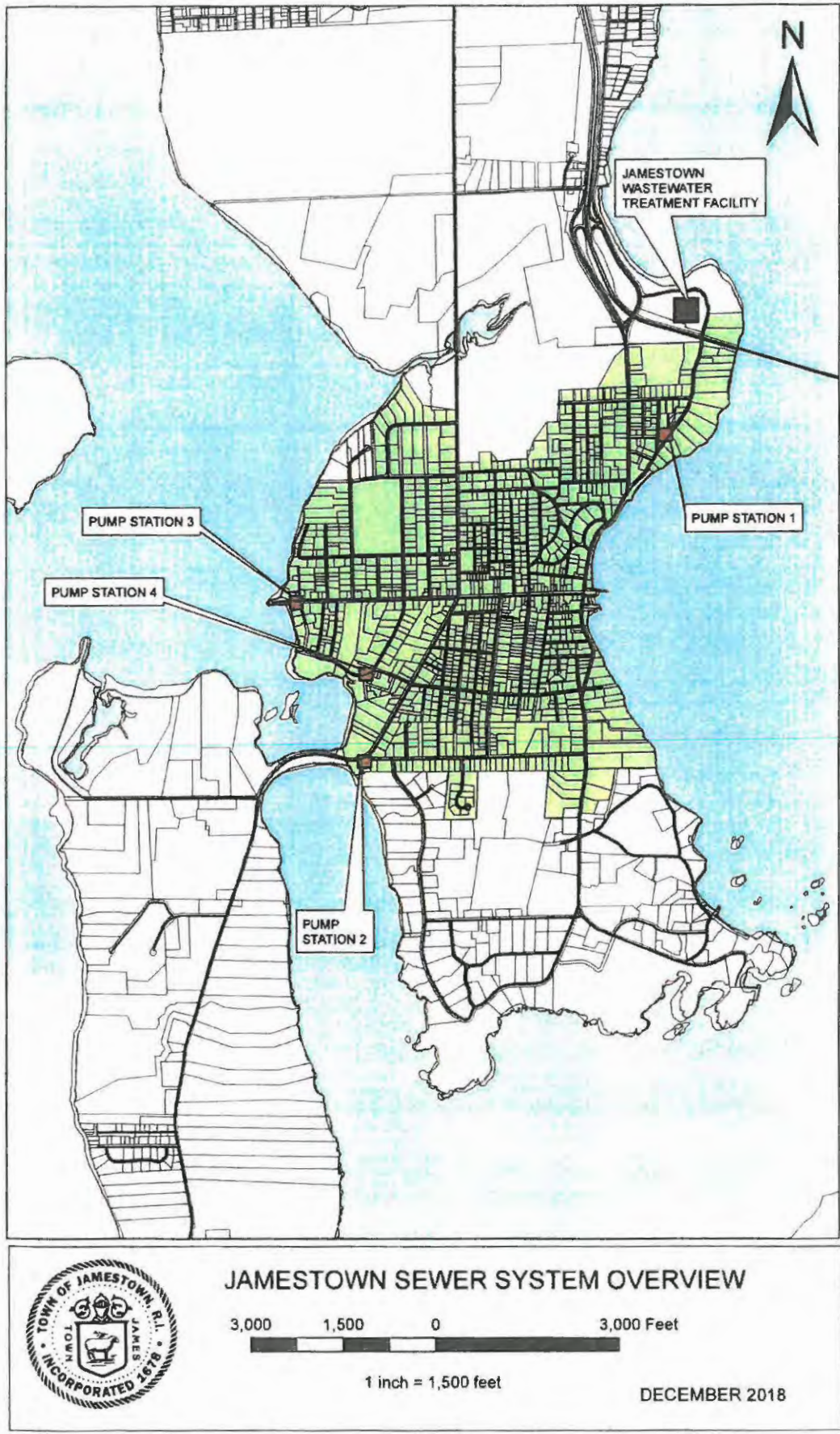
Questions?



Jason Anderson
Project Engineer
Pare Corporation
8 Blackstone Valley Place
Lincoln, RI 02865
401.375.4113
janderson@parecorp.com

Michael Gray, P.E.
Public Works Director
Town of Jamestown
93 Narragansett Avenue, 2nd Floor
Jamestown, RI 02835
401.423.7225
mgray@jamestownri.net







11/7/24

To the Honorable Jamestown Town Council

I Valerie Molloy of 70 Columbia Ave

respectfully request you forgive the

excessive sewer charges from the

* Oct 24th 2024 billing for Water

and sewer as the excessive use

was due to the exterior hose to

fill the bird bath was left running

accidentally by a young lad that

was to feed birds & fill the bird

bath while I was out of town.

Thank you for your consideration

Sincerely & respectfully

Valerie Molloy

* enclosed

TOWN OF JAMESTOWN

Water & Sewer Division

Plat and Lot Number: 9/86
 Location: 70 COLUMBIA AVE
 Account Number: [REDACTED]

MOLLOY VALORIE
 70 COLUMBIA AVENUE
 JAMESTOWN, RI 02835

Total Amount Due:	Page 86 of 302 \$2,236.71
Due Date:	Due upon receipt
Amount Enclosed:	

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

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 ^

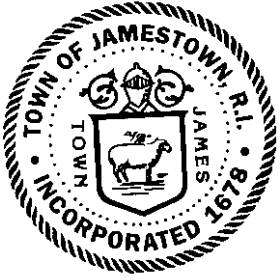
Read Information	Charge Description	Units	Rate	Amount Due
Read Type: Actual (Mtr#: 35992301, Size: 5/8)	MINIMUM IN ADV.	1.0000	108.6800 \$/FLAT	108.68
Current Read: 346,000 on 08/30/2024	EXCESS WATER	41.0000	20.0100 \$/1000 GAL	* 820.41
Prior Read: 300,000 on 05/30/2024	STATE SURCHARGE 1	46.0000	0.1054 \$/1000 GAL	4.85
Consumption: 46,000 GAL	STATE SURCHARGE 2	46.0000	0.1664 \$/1000 GAL	7.65
	SEWER CHARGE USAGE	46.0000	20.8100 \$/1000 GAL	* * 957.26
	SEWER DEBT FLAT FEE	1.0000	38.0200 \$/FLAT	38.02
	SEWER DEBT USAGE FEE	46.0000	6.4900 \$/1000 GAL	* * 298.54
	Current Bill Total			2235.41

* excessive usage my responsibility
 * * asking for relief & reversal
 \$ 1,255.80

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
2024 WATER SEWER	676.56	0.00	675.28	1.28	0.02	1.30
Total Amount Due:						\$2,236.71

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 [REDACTED]	Plat and Lot Number 9/86
MOLLOY VALORIE 70 COLUMBIA AVENUE JAMESTOWN, RI 02835	Town: JAMESTOWN WATER & SEWER DIVISION 93 NARRAGANSETT AVE P.O. BOX 377 JAMESTOWN, RI 02835 Phone: (401) 423-9808



Town of Jamestown
Resolution of the Town Council
Acting as the Board of Water and Sewer Commissioners

No. 2024-27

**RESOLUTION OF THE BOARD OF WATER AND SEWER COMMISSIONERS
AUTHORIZING WATER DEPARTMENT TO ENTER INTO
INTERDEPARTMENTAL/INTERAGENCY AGREEMENTS REGARDING AMERICAN
RESCUE PLAN ACT (“ARPA”)/STATE AND LOCAL FISCAL RECOVERY FUNDS
(“SLFRF”) FOR THE JAMESTOWN WATER METER REPLACEMENT PROJECT**

RESOLVED THAT:

Section 1. The Water Department acting by and through Michael Gray as Public Works Director is hereby authorized to enter into an interagency agreement with the Town Administrator to obtain up to \$858,344 of SLFRF/ARPA funds to fund for the costs of goods and services including engineering, bid preparation and procurement and installation of meters for the Jamestown Water Meter Replacement Program, to impose conditions on the use of SLFRF/ARPA funds by the Water Department as recipient such of funds and the procurement of goods or services. Such interagency agreement (1) shall set forth specific requirements, such as a scope of work and project deliverables, (2) shall be signed by the Water Department as a party to such agreement and (3) shall be binding and enforceable.

Section 2. The Water Department acting by and through Michael Gray as Public Works Director hereby is, authorized and directed to execute and deliver any and all necessary or desirable applications, instruments, certificates, affidavits and other documents, and are authorized to do or cause to be done any and all other acts and things necessary or proper for carrying out this Resolution; including to comply with all SLFRF/ARPA-related federal and State of Rhode Island regulations, guidelines, terms and conditions including record retention and access requirements. In all such actions the Water Department and the aforesaid signatory shall be guided by the instructions of the Town Solicitor.

Section 3. By Order of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners.

Nancy A. Beye, President

Erik G. Brine, Vice President

Mary E. Meagher

Mary G. Glackin

E. Edward Ross

IN WITNESS WHEREOF, I hereby attach my hand and the official seal
of the Town of Jamestown this ____ day of December, 2024.

Robert J. Fagan, CMC, Town Clerk

Town of Jamestown

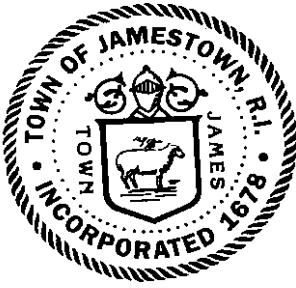
Page 88 of 302

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: December 12, 2024

SUBJECT: Staffing Water Treatment Facility-Contract Recommendation

BACKGROUND

The water treatment facilities have been operated by three full time licensed operators, a Superintendent, Assistant Superintendent, and Operator. All three staff members 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 an employee from the recreation department. In June 2023 on the day he started, the Superintendent left on extended absence and subsequently resigned. Jamestown water department 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.

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.

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 to their salary, the employee can expect \$8-12,000 of built in overtime pay, and compensation package including PTO, paid holidays, longevity, health care and a defined pension plan with an additional value of approximately 28%.

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.

We have received numerous applications, of which only six (6) 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 two (2) ultimately decided to remain in their current position.

We have learned that staffing shortages are an industry wide challenge. This is further substantiated in the 2023 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

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.

We have developed a memorandum of agreement (MOA) with the union which includes the water department staff members. This allows the contract for staffing to move forward for the three-year period.

The water treatment and distribution system which provides water to 1583 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.

It is for these reason that it is my recommendation for the Commission to consider a contract for three-years to staff the treatment plant. This contract would become effective January 1, 2025 and terminate December 31, 2027 for a cost not exceed \$1,852,839.

This contract assumes that the vendor would be supplying three (3) employees to operate the treatment plant. However, the MOA reached with the Union include the provision that one (1) town employee would fill one of these positions. This will result is an expected credit to Town of approximately \$402, 040 over the three (3) year contract. This does increase the total staff members assigned to the water department from three (3) to four (4).

Cost:

January 1, 2025 through June 30, 2025: \$297,500-\$64,000 credit=**\$233,500**

July 1, 2025 through June 30, 2026: \$606,167 -\$132,000 credit=**\$474,167**

July 1, 2026 through June 30, 2027: \$628,919-\$136,000 credit=**\$492,919**

July 1. 2027 through December 31,2027: \$320,252-\$70,040 credit=**\$250,212**

Operations, Maintenance and Management Services Agreement

THIS AGREEMENT is entered into this ____ day of _____, 2024, by and between

The **Town of Jamestown, Rhode Island**, with its mailing address at 93 Narragansett Avenue, Jamestown, Rhode Island 02835 (hereinafter the “Owner”)

and

Veolia Water North America-Northeast, LLC, with its principal address at 461 From Road, Suite 400, Paramus, New Jersey 07652 (hereinafter “Company”).

WHEREAS, Owner owns and provides for the operation of water and wastewater system, including maintenance, repair, expansion administration, billing, collection, customer service and permitting functions; and,

WHEREAS, Owner desires to employ Company to perform the operation, maintenance, and management of Owner’s water treatment plant for the compensation provided for herein.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, Owner and Company agree as follows:

1. General
 - 1.1 Definitions of words and phrases used in this Agreement and the attachments are contained in Appendix A.
 - 1.2 All land, buildings, facilities, easements, licenses, rights-of-way, equipment, and vehicles presently or hereinafter acquired or owned by Owner shall remain the exclusive property of Owner unless specifically provided for otherwise in this Agreement.
 - 1.3 This Agreement shall be governed by and interpreted in accordance with the laws of the State.
 - 1.4 This Agreement shall be binding upon the successors and assigns of each of the parties, but neither party shall assign this Agreement without the prior written consent of the other party. Consent shall not be unreasonably withheld.
 - 1.5 All notices shall be in writing and transmitted to the party’s address stated above. All notices shall be deemed given when delivered, if delivered personally or by courier mail service, e.g., Federal Express, delivered after such notice has been

deposited in the United States mail postage prepaid, if mailed certified or registered U.S. mail, return receipt requested; or received by the party for which notice is intended if given in any other manner.

- 1.6 This Agreement, including Appendices A through D, is the entire Agreement between the parties. This Agreement may be modified only by written agreement signed by both parties. Wherever used, the terms “Company” and “Owner” shall include the respective officers, agents, directors, elected or appointed officials and employees and, where appropriate, subcontractors or anyone acting on their behalf.
- 1.7 If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
- 1.8 It is understood that the relationship of Company to the Owner is that of independent contractor. The services provided under this Agreement are of a professional nature and shall be performed in accordance with good and accepted industry practices for contract operators similarly situated. However, such services shall not be considered engineering services, and nothing herein is intended to imply that Company is to supply professional engineering services to Owner unless specifically stated in this Agreement to the contrary.
- 1.9 If any litigation is necessary to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys’ fees which are directly attributed to such litigation in addition to any other relief to which it may be entitled.
- 1.10 Nothing in this Agreement shall be construed to create in any third party or in favor of any third party any right(s), license(s), power(s) or privilege(s).
- 1.11 Prior to the commencement of work under this Agreement, each party shall designate in writing an employee or other representative of the designating party who shall have full authority to approve changes in the Scope of Work and compensation therefor, execute written Change Orders reflecting such changes, render decisions promptly, and furnish information expeditiously to the other party when necessary.
- 1.12 This Agreement shall be interpreted in accordance with its plain meaning and not strictly for or against either party hereto.
- 1.13 There are no warranties which extend beyond those expressed in this Agreement. Company disclaims, and Owner waives, any implied warranties or warranties imposed by law, including warranties of merchantability, fitness for a particular purpose, custom and usage, as to any of Company’s services.

2. Company's Services – General

- 2.1 Company shall provide not less than three (3) certified and qualified personnel, including management, administrative, operational, technical, laboratory and clerical, who meet relevant State requirements and certifications regarding water treatment operations, maintenance, and management and are capable and demonstrate experience necessary to operate the facilities covered by this Agreement.

Subject to Company providing advance notice to Owner and Owner's consent, Company shall be entitled to share the on-site employees with another of Company's projects on a regular basis, and, in such event, the parties shall equitably adjust the Annual Fee, by an amount consistent with industry standards and customs, to reflect the proportion of time the on-site employee(s) is/are shared. The foregoing notwithstanding, Company shall be entitled to share an on-site employee with another project on an emergency or other short-term basis (e.g., one week or less) so long as required staffing levels are at all times satisfied.

- 2.2 Company shall provide ongoing training and education for appropriate personnel in all necessary areas of modern water process control, maintenance, safety, and supervisory skills.
- 2.3 Company shall supply and install an asset management program and otherwise utilize Owner's computerized programs, including but not limited to Owner's SCADA system, for maintenance, process control, cost accounting, and laboratory quality assurance/quality control. Such programs shall be capable of readily providing historical data and trends. The foregoing notwithstanding, Owner shall be responsible for information technology ("IT") cybersecurity for all information systems that process, store, or transmit Project data, regardless of location. Owner shall establish, implement, and maintain a cybersecurity plan, in compliance with applicable laws, that describes the processes and procedures that will be followed to ensure the appropriate security of IT resources that are used at the Project under this Agreement. If Owner or Company suspects or becomes aware of any unauthorized access to any data by an unauthorized person or third party, or becomes aware of any other security breach relating to data held or stored under this Agreement or in connection with the performance of the services provided under this Agreement (each a "Data Breach"), Owner or Company shall immediately notify the other party upon becoming aware of such a Data Breach, and Company shall fully cooperate with Owner, and/or Owner's personnel, consultants, and insurance carriers, at Owner's expense, to prevent or stop such Data Breach. To the extent permitted by law, Owner agrees to defend, indemnify, and hold Company harmless from and against any and all claims, suits, causes of action, liability, loss, costs and damages, including reasonable attorneys' fees, arising out of or relating to any Data Breach.
- 2.4 Within ninety (90) days after Company begins service under this Agreement, Company will provide a physical inventory of the Owner's vehicles and rolling

stock in use at the Project and a general statement as to the condition of each vehicle or piece of rolling stock.

- 2.5 Within ninety (90) days after Company begins service under this Agreement, Company will provide Owner with a physical inventory of chemicals and other consumables on hand when Company begins services under this Agreement. Company will provide Owner with the same quantity of chemicals or equivalent upon termination of this Agreement.
- 2.6 Company shall be responsible for maintaining all manufacturers' warranties on new equipment purchased by Owner and assist Owner in enforcing existing equipment warranties and guarantees.
- 2.7 Company shall provide the Owner with full documentation that preventive maintenance is being performed on Owner's owned equipment in accordance with either manufacturer's recommendations or good industry practice at intervals and in sufficient detail as may be determined by the Owner. Such a maintenance program must include documentation of corrective and preventive maintenance and a spare parts inventory.
- 2.8 Company shall operate, maintain and/or monitor the Project on a 24-hour per day, seven day per week schedule, but the facilities will only be staffed Monday through Friday for eight (8) hours a day.
- 2.9 Visits may be made by Owner's officers so designated by the Owner's representative Monday through Friday while the Project is staffed. All visitors to the Project shall check in with Company staff upon arrival, comply with Company's operating and safety procedures, and, at Company's option, be accompanied by Company personnel.
- 2.10 Company will implement and maintain an employee safety program in compliance with applicable laws, rules, and regulations and make recommendations to Owner regarding the need, if any, for Owner to rehabilitate, expand or modify the Project to comply with governmental safety regulations applicable to Company's operations hereunder and federal regulations promulgated pursuant to the Americans With Disability Act ("ADA"). Nothing herein shall be construed to place upon Company a duty to find and report violations of either the safety laws or the ADA at the Project.
- 2.11 Company may modify the process and/or facilities to achieve the objectives of this Agreement and invoice the Costs to Owner; provided, however, no modification shall be made without Owner's prior written approval if the complete modification Cost shall be in excess of One Thousand Dollars (\$1,000).
- 2.12 In any emergency affecting the safety of persons or property, Company may act without written amendment or change order, at Company's discretion, to prevent

threatened damage, injury, or loss. Company shall be compensated by Owner for any such emergency work notwithstanding the lack of a written amendment. Such compensation shall include Company's non-labor direct Costs for the emergency work. Nothing contained in this Section shall impose upon Company a duty to perform any emergency work absent a change order and failure to perform any such emergency work shall not impose upon Company any liability for errors and omissions.

- 2.13 As required by law, permit, or court order, Company will prepare plant performance reports and submit them to Owner for signature and transmission to appropriate authorities.
- 2.14 Company will provide laboratory testing and sampling presently required by the Clean Water Act, the Safe Drinking Water Act, and/or any federal, state, or local rules and regulations, statutes, or ordinances, permit, or license requirements or judicial and regulatory orders and decrees.
- 2.15 Company will handle the collection and hauling of solid waste, screenings, grit, sludge, and scum ("Waste") to Owner's existing or approved disposal sites and invoice the cost thereof to Owner. It shall be the sole right and responsibility of Owner to designate, approve or select disposal sites to be used by Company for Owner's waste materials. All Waste and/or byproduct treated and/or generated during Company's performance of services is and shall remain the sole and exclusive property of Owner. All manifests or other documentation required for disposal of Waste shall be signed by or in the name of the Owner.
- 2.16 Within the first 180 days of this Agreement, Company shall provide Owner with a listing of recommended capital improvements that Company believes will be required for any of the facilities covered by the Agreement. Subject to the terms of this Agreement, Company shall not be relieved of its responsibilities to perform the services required hereunder if the recommendations are not implemented.
- 2.17 Company shall supply all vehicles, rolling stock and related equipment (e.g., trailers) necessary for the operation of the Project (collectively, "the Vehicles"). Title to the Vehicles shall remain at all times in the name of the Company. The Company shall assume all liability arising from the use of the Vehicles by Company personnel and be responsible for insuring same in accordance with Appendix D. Maintenance and Repair of the Vehicles shall be Company's responsibility. Company shall be responsible for replacement of the Vehicles when each reaches the end of its useful life.
- 2.18 [Intentionally omitted.]
- 2.19 Company shall comply with the requirements of Owner regarding affirmative action and provisions for minority hiring.

- 2.20 Company shall provide Owner with a full accounting of all expenditures at intervals and in sufficient detail as may be determined by Owner and assist Owner in the preparation of annual operating budgets.
3. [Intentionally omitted.]
4. Company's Scope of Services – Water Treatment Plant
- 4.1 This Article shall apply to Company's services for the Owner's water treatment plant.
- 4.2 Within the design capacity and capabilities of the water treatment plant described in more detail in Appendix B, Company will manage, operate, and maintain the water treatment plant designed to treat 0.50 million gallons per day so that finished water produced from the plant meets the requirements specified in Appendix C-2.
- 4.3 Company shall monitor storage tank levels.
- 4.4 Company will perform all Maintenance and Repairs and submit a monthly accounting to Owner, along with a detailed invoice. Before performing any Repair that will cost in excess of \$5,000, Company will provide notice to and obtain the consent of Owner, such consent not to be unreasonably withheld. The cost of any such Repairs shall be invoiced to Owner at Cost plus fifteen percent (15%).
5. [Intentionally omitted.]
6. [Intentionally omitted.]
7. Owner's Duties
- 7.1 The Owner shall fund all necessary Capital Expenditures, which will be performed by Company under a written change order to this Agreement. Priority shall be given to safety and the ADA related expenses described in Section 2.10. Any loss, damage, or injury resulting from Owner's failure to provide capital improvements when reasonably requested by Company shall be the sole responsibility of Owner.
- 7.2 The Owner shall keep in force all Project warranties, guarantees, easements and licenses that have been granted to Owner and are not transferred to Company under this Agreement.
- 7.3 The Owner shall pay all sales, excise, *ad valorem*, property, franchise, occupational and disposal taxes, or other taxes associated with the Project other than taxes imposed upon Company's net income and/or payroll taxes for Company employees. In the event Company is required to pay any sales tax or use taxes on the value of the services provided by Company hereunder or the services provided by any subcontractor of Company, such payments shall be reimbursed by the

Owner unless the Owner furnishes a valid and properly executed exemption certificate relieving the Owner and Company of the obligation for such taxes. In the event the Owner furnishes an exemption certificate which is invalid or not applicable to services by Company, the Owner shall indemnify Company for any taxes, interest, penalties, and increment costs, expenses, or fees which it may incur as a result of Company's reliance on such certificate.

- 7.4 The Owner shall provide Company, within a reasonable time after request and on an "as available" basis, with the temporary use of any piece of Owner's heavy equipment that is available so that Company may discharge its obligations under this Agreement in the most cost-effective manner.
- 7.5 If and to the extent that Owner participated in the Aqueous Film-Forming Foam Product Liability Litigation brought against 3M, DuPont, Tyco and any other parties joined therein in the District Court for the District of South Carolina, Master Docket No. 2:18-MN-2873-RMG (the "PFAS Class Actions") and has or will receive settlement funds, Owner covenants to segregate the settlement funds and to use such funds solely to install, operate, and maintain a PFAS treatment system for the Project. To the maximum extent allowed under applicable law, Owner shall indemnify and hold harmless Company from and against any and all losses, liabilities, damages, and expenses (including reasonable attorneys' fees) incurred by Company as a result of Owner's failure to use the settlement funds from the PFAS Class Actions for purposes other than as set forth in this paragraph or for any other matters addressed or resolved through Owner's participation in the PFAS Class Actions.
- 7.6 [Intentionally omitted.]
- 7.7 Owner shall provide for Company's entry into existing disposal sites for disposal of garbage, screenings, grit, sludge, and scum.
- 7.8 Owner shall provide the Project with appropriate security personnel and/or devices to protect against any losses resulting from the theft, damage, or unauthorized use of property owned by Owner and shall accept liability for such losses except to the extent such losses are directly caused by the negligent acts or omissions of Company.
- 7.9 Owner warrants that during the interim period between the initial Project inspection by Company and the Commencement Date, the plants, facilities, and equipment have been operated only in the normal course of business, all scheduled and proper maintenance have been performed and there are no issues known to Owner regarding the condition of the Project, and facilities composing the Project and/or any equipment used by the Project. Owner warrants and agrees that it will turn over the plants, facilities, and equipment to Company in good working order and in compliance with all permit(s) and all other applicable laws, rules, and regulations.

- 7.10 Apart from Company's labor and administrative costs, Owner will pay all Costs incurred in normal water operations, including but not limited to chemicals, electricity, gas, parts, supplies, waste disposal, and permit fees.
- 7.11 The Owner shall continue to be responsible and pay for the general administration and enforcement of (i) the water, wastewater, collection, and distribution systems, (ii) Owner's Industrial Pretreatment Program, (iii) new water and sewer connections unless Company is retained to perform such functions as a Change in Scope hereunder, and (iv) long-term Project and service area planning. Typical administration costs associated with the above activities include costs such as the services of the auditor, lawyer, and liability insurance.
- 7.12 Owner shall provide Company with full access to the Owner's Project as may be necessary for Company to carry out its obligations under this Agreement.
- 7.13 Influent, effluent, raw water, residuals, biosolids, and other waste that contain Hazardous Substances shall remain the sole responsibility of Owner, and Company shall not be, or be deemed to be, an owner, generator, co-generator, provider, manufacturer, vendor, arranger, or transporter ("arranger") of any Hazardous Substances. If and to the extent, a Company employee signs a waste manifest or other documentation relating to the presence of Hazardous Substances on or for the Project, such act will be deemed solely for the benefit and convenience of Owner, such employee will be deemed an agent of Owner, and such signature shall not subject Company to liability as an arranger or otherwise.

8. Compensation

- 8.1 Company's compensation under this Agreement shall consist of an Annual Fee. The Annual Fee for the period December 1, 2024, through November 30, 2025, shall be \$595,000.00. The Annual Fee for the period December 1, 2025, through November 30, 2026 shall be \$617,334. The Annual Fee for the period December 1, 2026, through November 30, 2027, shall be \$640,505.00.
- 8.2 During any renewal term, the Annual Fee shall be negotiated each year at least four (4) months prior to the anniversary of this Agreement's effective date. Should Owner and Company fail to agree, the Annual Fee will be adjusted by multiplying the then current Annual Fee by the percentage increase in the Employment Cost Index for total compensation for private industry workers in the Boston-Worcester-Providence, MA-RI-NH-CT CSA, 12-month percent change, Series ID: CIU2010000000LBA, Not Seasonally Adjusted, as published by the U.S. Department of Labor, Bureau of Labor Statistics, for the twelve (12) months prior to the beginning of the period for which an adjusted Annual Fee is being calculated.
- 8.3 The services being provided under this Agreement are based on reasonably expected overtime for normal breakdowns or services required after hours. Any additional expenses including straight or overtime wages caused by severe weather,

a disaster or unplanned event that may be recovered through billing any third party including the State or Federal Government FEMA funds will be billed to the Owner for reimbursement.

9. Payment of Compensation

- 9.1 One-twelfth (1/12) of the Annual Fee for the current year shall be due and payable on the first of the month for each month that services are provided.
- 9.2 All other compensation to Company is due upon receipt of Company's invoice and payable within forty-five (45) days.
- 9.3 Owner shall pay interest at an annual rate equal to the prime rate as published in the Wall Street Journal plus two percent (2%), said rate of interest not to exceed any limitation provided by law, on payments not paid and received within fifteen (15) calendar days of the due date, such interest being calculated from the due date of the payment. In the event the charges hereunder might exceed any limitation provided by law, such charges shall be reduced to the highest rate or amount within such limitation.
- 9.4 Upon the expiration or earlier termination of this Agreement, Company will prepare and submit to Owner a final invoice for all services performed by and amounts due to Company through the termination or expiration of this Agreement, such final invoice will be submitted to Owner after the termination or expiration of this Agreement, and Owner's obligation to pay said invoice shall survive the expiration or termination of this Agreement.

10. Scope Changes

- 10.1 A Change in Scope of services shall occur when and as Company's costs of providing services under this Agreement change as a result of:
 - 10.1.1 any change in Project operations, personnel qualifications or staffing or other cost which is a result of an Unforeseen Circumstance;
 - 10.1.2 increases or decreases in rates or other related charges (including taxes) imposed upon Company by a taxing authority, excluding taxes based on Company's net income; and/or
 - 10.1.3 Owner's request of Company and Company's consent to provide additional services.
- 10.2 For Changes in Scope described in Section 10.1.1, the Annual Fee shall be increased (or decreased) by an amount equal to Company's additional (reduced) Cost associated with the Change in Scope plus fifteen percent (15%).

- 10.3 For Changes in Scope described in Section 10.1.2, the Annual Fee shall be increased (or decreased) by an amount equal to Company's additional (reduced) Cost associated with such Change in Scope.
- 10.4 Owner and Company shall negotiate an increase in Company's Annual Fee for Changes in Scope based on Section 10.1.3.

11. Indemnity, Liability, and Insurance

- 11.1 Company hereby agrees to indemnify and hold Owner harmless from any liability or damages for bodily injury, including death, property damages and pollution damages that may arise from Company's negligence or willful misconduct under this Agreement; provided, Company shall be liable only for that percentage of total damages that corresponds to its percentage of total negligence or fault.
- 11.2 Owner agrees to indemnify and hold Company harmless from any liability or damage or bodily injury, including death, property damages, and pollution damages which may arise from all causes of any kind other than Company's negligence or willful misconduct, including, but not limited to, breach of an Owner representation or warranty.
- 11.3 It is specifically agreed and understood that neither party will be responsible to the other for any indirect, special, punitive, incidental, or consequential loss or damage whatsoever (including lost profits and opportunity costs) arising out of this Agreement or anything done in connection herewith. This section shall apply whether any such indirect, special, punitive, incidental, or consequential loss or damage is based on a claim brought or made in contract, in tort (including negligence and strict liability), under any warranty, or otherwise.
- 11.4 Company shall be liable for those fines or civil penalties imposed by a regulatory or enforcement agency for violations occurring on or after the date the Company assumes operations of the Project that are a result of Company's negligent or intentional acts or omissions. Owner will assist Company to contest any such fines in administrative proceedings and/or in court prior to any payment by Company. Company shall pay the cost of any such contest.
- 11.5 Owner shall be liable for those fines or civil penalties imposed by any regulatory or enforcement agencies on Owner and/or Company that are not a result of Company's negligence or are otherwise directly related to the ownership of the Project and shall indemnify and hold Company harmless from the payment of any such fines and/or penalties.
- 11.6 To the fullest extent permitted by law and notwithstanding any other provision of this Agreement, Company's liability for performance or non-performance of any obligation arising under the Agreement (whether arising under breach of contract, tort, strict liability, or any other theory of law or equity) including, but not limited

to its indemnity obligations specified in Section 11.1 of the Agreement, shall not exceed the Annual Fee for the first year of the term cumulatively for the duration of the Agreement, provided that the foregoing limitation shall not apply to any losses resulting from the gross negligence or willful misconduct of Company or Company's subcontractors, employees or agents in breach of Company's obligations under this Agreement.

- 11.7 Each party shall obtain and maintain insurance coverage of a type and in the amounts described in Appendix D. Each party shall provide the other party with satisfactory proof of insurance.
- 11.8 To the maximum extent allowed under applicable law, Owner agrees to defend, indemnify, and hold harmless Company and its officers, directors, employees, contractors, and agents from and against any and all claims, losses, liabilities, damages, fines, costs, penalties, and expenses (including reasonable attorneys' fees and costs of investigation and defense) arising out of or relating to the presence, alleged presence, or exposure of or to any Hazardous Substances on, at, under, or emanating from the Project, whether actively or passively received or utilized. Absent gross negligence or intentional act or breach by Company, Owner's indemnification obligations shall survive the expiration or termination of this Agreement.
- 11.9 Owner's indemnification obligations in Section 11.8 above shall include, without limitation, (i) claims for personal injury, property damage, damage to natural resources, or remediation costs attributable to the presence or alleged presence of any Hazardous Substances, regardless of whether such Hazardous Substances originated on or from the Project; and (ii) all obligations, liabilities, and costs incurred by the Company to investigate, remediate, or otherwise respond to the actual or alleged presence of Hazardous Substances in accordance with applicable laws and regulations.
- 11.10 Nothing set forth in this Agreement shall be deemed to waive or limit rights or remedies of Company under common law or applicable laws, rules, orders, or regulations, including, without limitation, common law indemnity, contribution, or impleader.
- 11.11 The provisions of Sections 11.1 through 11.10 above shall survive the expiration or termination of the Agreement.
12. Term, Termination and Default
- 12.1 The initial term of this Agreement shall be three (3) years commencing on the Commencement Date (the "Initial Term"). Thereafter, this Agreement may be renewed for two (2) additional periods of five (5) years each by mutual agreement of the parties.

- 12.2 A party may terminate this Agreement only for a material breach of the Agreement by the other party; only after giving written notice of breach; and, except in case of a breach by Owner for nonpayment of Company's invoices, in which case termination may be immediate by Company, only after allowing the other party thirty (30) days to cure or commence taking reasonable steps to cure the breach.
- 12.3 In the event that this Agreement is terminated for any reason prior to the ending date of the Initial Term, Owner shall pay to Company any funds identified in Section 9.2 that have not been paid to Company through the date of termination.
- 12.4 Upon notice of termination by Owner, Company shall assist Owner in assuming operation of the Project. If additional Cost is incurred by Company at request of Owner, Owner shall pay Company such Cost within 15 days of invoice receipt.
- 12.5 Upon termination of this Agreement and all renewals and extensions of it, Company will return the Project to Owner in the same condition as it was upon the effective date of this Agreement, ordinary wear and tear excepted. Equipment and other personal property purchased by Company for use in the operation or maintenance of the Project shall remain the property of Company upon termination of this Agreement unless the property was directly paid for by Owner or Owner specifically reimbursed Company for the cost incurred to purchase the property or this Agreement provides to the contrary.
13. Disputes and Force Majeure
- 13.1 In the event that a dispute under the Agreement arises between the parties, the disputing party shall provide the other party with written notice of the dispute and within twenty (20) days after receipt of said notice, the receiving party shall submit to the other a written response. The notice and response shall include a statement of each party's position and a summary of the evidence and arguments supporting its position. Each party shall designate a high-level executive or officer to work together in good faith to resolve the dispute; the name and title of said executive shall also be included in the notice and response. The executives shall meet at a mutually acceptable time and place within thirty (30) days of the date of the disputing party's notice and thereafter as they reasonably deem necessary to resolve the dispute. If the executives have not resolved the dispute through good faith efforts within sixty (60) days, then, before resorting to litigation, the parties shall submit the dispute to binding arbitration administered by the American Arbitration Association ("AAA") under its Commercial Arbitration Rules and Mediation Procedures. All costs attributed to the arbitration shall be borne equally by both parties.

Absent mutual consent by both parties, in the event that one of the parties brings a dispute immediately to court without first following the afore-mentioned dispute resolution process, then the opposing party shall be entitled to recover reasonable attorneys' fees and costs from the party initiating the litigation if either (a) the case

is remanded and the parties are ordered to follow the dispute resolution process outlined herein or (b) the dispute is heard and judgment is awarded in favor of the opposing party. Further, each party hereto hereby waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of or relating to this Agreement or the transactions contemplated hereby (whether based on contract, tort or any other theory).

- 13.2 In the event activities by employee groups or unions cause a disruption in Company's ability to perform at the Project, Owner, with Company's assistance or Company at its own option, may seek appropriate injunctive court orders. During any such disruption, Company shall operate the facilities on a best-efforts basis until any such disruptions cease.
- 13.3 Neither party shall be liable to the other for any loss, damage, delay, default, or failure to perform its obligations under this Agreement to the extent it results from an Unforeseen Circumstance. However, this Section may not be used by either party to avoid, delay, or otherwise affect any payments due to the other party. If and to the extent that Unforeseen Circumstances interfere with, delay or increase the cost of the Company's performing the contract services in accordance herewith, the Company shall be entitled to relief from its performance obligations, an increase in the Annual Fee, or an extension of schedule which properly reflects the interference with performance, the amount of the increased cost, or the time lost as a result thereof.
- 13.4 Changes in law, standard industry practices relating to any Hazardous Substances, or the levels of Hazardous Substances on, at, under, or affecting the Project shall warrant and require Owner to: (i) grant an equitable adjustment to the Annual Fee and Company's time for performance for increases in performance times, resource requirements, financial requirements, costs, or other increases, and (ii) make capital expenditures and increase operating expenses as such changes require.

14. Representations and Warranties

The Company hereby represents and warrants to Owner as follows:

- 14.1 Company has full power and authority to perform and observe its covenants contained in this Agreement, has taken all action necessary for the execution, delivery and performance of this Agreement and to carry out and consummate all transactions contemplated hereby, and this Agreement has been duly authorized, executed and delivered by Company and constitutes the legal, valid and binding obligation of Company, enforceable against it in accordance with its terms.
- 14.2 The authorization, execution, and delivery by the Company of this Agreement do not and will not (i) violate any laws or any regulation, order, injunction or decree of any court, governmental body, agency or other instrumentality or (ii) result in a

breach of any of the terms and conditions or, or constitute a default under, or result in the creation or imposition of any mortgage, lien, charge or encumbrance of any nature whatsoever upon any of the properties of assets of Company pursuant to the terms of any agreement or other instrument to which Company is a party or by which Company or any of its properties is bound.

- 14.3 There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, public board or body pending or threatened in writing against or affecting Company or any basis thereof, wherein an unfavorable decision ruling or finding would materially adversely affect the transactions contemplated hereby or which, in any way, would adversely affect the validity of enforceability of this Agreement.

The Owner hereby represents and warrants to Company as follows:

- 14.4 The Owner has full power and authority to perform and observe its covenants contained in this Agreement, has taken all action necessary for the execution, delivery and performance of this Agreement and to carry out and consummate all transactions contemplated hereby, and this Agreement has been duly authorized, executed and delivered by the Owner and constitutes the legal, valid and binding obligation of the Owner, enforceable against it in accordance with its terms.
- 14.5 The authorization, execution, delivery and performance of this Agreement, the compliance with the terms and conditions hereof and the consummation of the transactions herein contemplated on part of the Owner do not and will not (i) violate any laws or any regulation, order, injunction or decree of any court, governmental body, agency or other instrumentality or (ii) result in a breach of any of the terms and conditions or, or constitute a default under, or result in the creation or imposition of any mortgage, lien, charge or encumbrance of any nature whatsoever upon any of the properties of assets of the Owner pursuant to the terms of any agreement or other instrument to which the Owner is a party or by which the Owner or any of its properties is bound.
- 14.6 There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, public board or body pending or threatened in writing against or affecting the Owner or any basis thereof, wherein an unfavorable decision ruling or finding would materially adversely affect the transactions contemplated hereby or that in any way would adversely affect the validity of enforceability of this Agreement.
- 14.7 The Owner has obtained and is in compliance in all respects with all permits and approvals that are necessary to operate the Project.
- 14.8 Except as has been disclosed by Owner to Company, Owner has not entered into, and is not subject to, any agreement, consent order, decree, judgment, license,

permit condition, notice of violation, or other directive of any Governmental Entity in existence as of the date hereof that relates to the operation of the Project.

- 14.9 To Owner's knowledge, there are no actual or suspected past or present Hazardous Substances, or Releases of Hazardous Substances on, at, or otherwise affecting the Project, the operation of the Project, any facilities associated with the Project, or those persons who operate or otherwise are expected to have access to the Project.
15. Rev. Proc. 2017-13 Compliance. It is the intent of the Owner and Company that this Agreement shall be construed and applied so as to constitute a management contract that does not result in private business use of property financed by the Owner within the meaning and intent the applicable provisions of the Internal Revenue Code and related regulations, rulings and revenue procedures (including without limitations Rev. Proc. 2017-13, as amended and supplemented). Accordingly, Company agrees that it is not entitled to and will not take any tax position that is inconsistent with being a service provider to the qualified user with respect to the managed property. In the event this Agreement results in the private business use of the managed property by either the Internal Revenue Service or a court of competent jurisdiction, the parties shall attempt, in good faith, to renegotiate the terms of this Agreement so as to bring this Agreement into compliance with the Internal Revenue Code.

[The signatures of the parties appear on the following page.]

Both parties indicate their approval of this Agreement by their signatures below, and each party warrants that all corporate or governmental action necessary to bind the parties to the terms of this Agreement has been and will be taken.

Town of Jamestown, Rhode Island

Veolia Water North America-Northeast, LLC

By: _____

By: _____

Name:

Name:

Title:

Title:

CERTIFICATE OF COUNSEL

The undersigned, as counsel for the Town of Jamestown, Rhode Island (“Owner”) in this transaction, hereby certifies that (s)he has examined the circumstances surrounding the selection of Veolia Water North America-Northeast, LLC (“Company”) and the award and letting of the foregoing contract to Company by Owner, and has found that said selection and award process comply with the procurement laws of the State of Rhode Island and Owner.

Counsel for Owner

Date: _____

APPENDIX A

DEFINITIONS

- A.1 “Adequate Nutrients” means plant influent nitrogen, phosphorus and iron contents proportional to BOD₅ in the ratio of five (5) parts nitrogen, one (1) part phosphorus, and one-half (0.5) part iron for each one hundred (100) parts BOD₅.
- A.2 “Annual Fee” means a predetermined, fixed sum for Company’s services. The Annual Fee includes Cost and profit.
- A.3 “Biologically Toxic Substances” means any substance or combination of substances contained in the plant influent in sufficiently high concentration so as to interfere with the biological processes necessary for the removal of the organic and chemical constituents of the wastewater required to meet the discharge requirements of Owner’s Certificate of Approval. Biologically toxic substances include, but are not limited to, heavy metals, phenols, cyanides, pesticides and herbicides.
- A.4 “Capital Expenditures” means any expenditures for (1) the purchase of new equipment or facility items that cost more than Five Thousand Dollars (\$5,000); or (2) major repairs which significantly extend equipment or facility service life and cost more than Five Thousand Dollars (\$5,000) or (3) expenditures that are planned, non-routine and budgeted by Owner.
- A.5 “Commencement Date” shall mean December 1, 2024.
- A.6 “Cost” means all Direct Cost and indirect cost determined on an accrual basis in accordance with generally accepted accounting principles.
- A.7 “Direct Cost” means the actual cost incurred for the direct benefit of the Project including, but not limited to, expenditures for project management and labor, employee benefits, chemicals, lab supplies, Repairs, repair parts, maintenance parts, safety supplies, gasoline, oil, equipment rental, legal and professional services, quality assurance, travel, office supplies, other supplies, uniforms, telephone, postage, utilities, tools, memberships and training supplies.
- A.8 “Emerging Contaminants” means a chemical or compound, including but not limited to PFOA, PFOS and PFAS, for which a national primary drinking water regulation has not been promulgated and that may have an adverse effect on the health of individuals.
- A.9 “Hazardous Substance” means any waste, substance, object, or material deemed hazardous under applicable law, including (a) “hazardous substances” as defined in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended; (b) “hazardous waste” as defined in the “hazardous waste” under the Resource, Conservation and Recovery Act; and (c) “emerging contaminants” as identified by the U.S.

Environmental Protection Agency or other governmental authorities due to their potential for adverse impacts to human health or the environment, specifically including, without limitation, perfluoroalkyl and polyfluoroalkyl substances (“PFAS”) such as perfluorooctanoic acid (“PFOA”) and perfluoro octane sulfonate (“PFOS”). As used herein, “Hazardous Substances” also means materials, equipment, physical property, soil, groundwater or stormwater that are contaminated with Hazardous Substances.

- A.10 “Maintenance” means those routine and/or repetitive activities required or recommended by the equipment or facility manufacturer or by Company to maximize the service life of the equipment, sewer, vehicles and facilities.
- A.11 [Intentionally omitted.]
- A.12 “Project” means all equipment, vehicles, grounds, rights of way, sewers and facilities described in Appendix B and, where appropriate, the management, operations and maintenance of such.
- A.13 “Release” means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment.
- A.14 “Repairs” means those non-routine/non-repetitive activities required for operational continuity, safety and performance generally due to failure or to avert a failure of the equipment, sewer, vehicles or facilities or some component thereof.
- A.15 “State” means the State of Rhode Island.
- A.16 “Unforeseen Circumstances” shall mean any event or condition which has an effect on the rights or obligations of the parties under this Agreement, or upon the Project, which is beyond the reasonable control of the party relying thereon and constitutes a justification for a delay in or non-performance of action required by this Agreement, including but not limited to (i) an act of God, landslide, lightning, earthquake, tornado, fire, explosion, flood, failure to possess sufficient property rights, acts of the public enemy, war, blockade, sabotage, insurrection, riot, epidemic, pandemic, or civil disturbance, (ii) preliminary or final order of any local, province, administrative agency or governmental body of competent jurisdiction, (iii) any change in law, regulation, rule, requirement, permit, interpretation or statute adopted, promulgated, issued or otherwise specifically modified or changed by any local, province or governmental body, (iv) labor disputes, strikes, work slowdowns or work stoppages, but excluding labor disputes, strikes, work slowdowns or work stoppages by employees of Company; and (v) loss of or inability to obtain service from a utility necessary to furnish power for the operation and maintenance of the Project.

APPENDIX B

DESCRIPTION OF PROJECT

Jamestown Membrane Water Treatment Plant

The water treatment plant is a direct ultrafiltration membrane plant constructed in 2008 with a 0.5 MGD capacity. It is comprised of two (2) (Zee Weed 500D) treatment trains and uses Alum for coagulation. Filtration is followed by sodium hypochlorite for disinfection.

The raw water receives primary treatment in the form of chlorine dioxide at a pre-treatment facility located on the transmission main before it enters the water treatment facility property. Raw water is then pumped into the treatment building from an onsite tank and station.

Corrosion Control

Water from the membrane plants flows to an on-site underground clear well and is pumped into the distribution system through two (2) high service (HS) facilities. Finished water entering the distribution system receives Zinc-orthophosphate for corrosion control treatment.

Residuals Handling Facility

Wastewater/backwash from the treatment facility flows into an equalization tank where it is pumped into two settling tanks and clarifier tank to remove solids before discharging to Narragansett Bay under a RIPDES permit. Solids are transported off-site for disposal.

Storage Tanks

There are two-1 million gallon stand pipes for water storage located on Howland Avenue in the Village. The system operates as a single pressure zone.

APPENDIX C

WATER TREATMENT CHARACTERISTICS

C-2.1 The water treatment plant has the following design characteristics:

A capacity of 0.50 MGD of finished water production with ability for chemical additions, flocculation, sedimentation and filtration based on ___ gallons per minute per square foot of filter area. The water treatment plant has the capability for post treatment by chlorination and fluoridation. The average daily flow of raw water is ___ MGD per day.

The raw water has the following characteristics

NTU Raw _____
 pH Low _____
 pH High _____
 Alkalinity _____
 Hardness _____

C-2.2 Company will operate the water treatment plant so that the finished water will meet the following standards:

	Parameter	Performance Indicator
1.	Turbidity	Consistent with Federal SDWA, Surface Water Treatment Rule
2.	Disinfection	Consistent with Federal SDWA, Surface Water Treatment Rule Chlorine - >1.0 mg/l leaving the plant
3.	pH	7.0 - 8.5 (Optimum 7.4)

C-2.3 The daily flows and raw water characteristics set forth in Paragraph C-2.1 are the actual twelve (12) months' average for the period ended _____.

APPENDIX D
INSURANCE COVERAGE

Company shall maintain:

1. Statutory workers' compensation for all Company employees at the Project as required by the State.
2. Employers' Liability coverage in an amount of \$1,000,000.
3. Commercial general liability insurance, insuring Company' negligence, in an amount of \$5,000,000 per occurrence and \$10,000,000 aggregate, for bodily injury and/or property damage.
4. Professional Liability coverage in an amount of \$2,000,000.
5. Automobile liability insurance for all owned (if any), non-owned and hired automobiles in an amount of \$1,000,000.
6. Contractor's Pollution Liability insurance with a limit of \$5,000,000 per occurrence and \$10,000,000 aggregate.
7. Business Interruption insurance in an amount equal to the Annual Fee.
8. Cybersecurity Insurance coverage in an amount equal to \$2,000,000.

Owner shall maintain:

1. Statutory workers' compensation for all of Owner's employees associated with the Project as required by the State.
2. Property insurance on a "special form causes of loss" form or its equivalent for Owner's owned, leased, rented or personal property at replacement cost with business interruption coverage.
3. Automobile liability insurance for all owned (if any), non-owned and hired automobiles in an amount of \$1,000,000.

Each party shall cause the other party to be included as additional insured on the above insurance policies (except workers' compensation) and shall provide the other party at least thirty (30) days' notice of the cancellation of required policies. Each Party shall waive subrogation in favor of the other Party. Additionally, each Party's insurance policies shall waive, or be endorsed to waive, rights of recovery by subrogation in favor of the other Party.

The Company shall maintain a performance bond to secure its services to the Owner. The performance bond shall be in an amount equal to the Annual Fee for the first year of the term.

DRAFT

Add to Appendix A:

“Municipal Employee” means the employee of the Owner working on, or in connection with, the operation, maintenance, repair and management of the Project as of the date hereof.

Add this qualifier to the first sentence of Section 2.1:

Except as otherwise provided herein,

Add New Section 2.22 to the O&M Agreement:

2.22.1 The Company has agreed to use the services of the Municipal Employee in connection with its duty to operate, maintain, and repair the System. As provided herein, Company shall manage the operation of the System using the services of the Municipal Employee. The Owner and Company acknowledge and agree that the Municipal Employee’s job title, duties, compensation, and benefits may change from time to time in accordance with the provisions of the applicable collective bargaining agreement between the Town and the union representing the Municipal Employee. The Parties understand and acknowledge that the Municipal Employee is the employee of the Owner, subject to all rights and privileges afforded to public employees as provided by the laws and ordinances of the State and Town, respectively, and this Agreement is conditioned upon such Municipal Employee being paid by the Town pursuant to the compensation provisions of the collective bargaining agreements by and between the Town and the union representing the Municipal Employee. Notwithstanding any other provision herein, Company shall not be deemed the employer, individually or jointly, of the Municipal Employee.

2.22.2 The Company shall direct said Municipal Employee in the performance of his/her job functions through a Company employee or a Town-appointed liaison mutually agreeable to the Town and the Company and in accordance with the requirements of the applicable collective bargaining agreement. Specifically, the Town shall direct the Municipal Employee to act at the lawful direction of the Company in all respects such that the Company shall have management authority over the Municipal Employee including, but not limited to, the authority to (i) direct day to day work assignments and responsibilities; (ii) prepare or alter work schedules; and (iii) remove the Municipal Employee from the Project. The Municipal Employee shall remain employees of the Town at all times and for all purposes and are not and shall not be deemed to be an employee of the Company. The Parties recognize that nothing in this Agreement shall give the Company any right

to fire the Municipal Employee, or to enforce any collective bargaining agreement between the Town and the union representing the Municipal Employee. The Town shall maintain all applicable driver qualification files and perform any DOT required drug and alcohol testing for the Municipal Employee.

- 2.22.3 Company acknowledges receipt of the Town's collective bargaining agreement with the union representing the Municipal Employee, in effect as of the Commencement Date, and agrees to conduct its management of the Municipal Employee and the performance of its services to Owner, pursuant to this Agreement, in accordance with such collective bargaining agreement, the State Civil Service Laws and other applicable laws.
- 2.22.4 The Company shall advise the Owner of any matters that may arise with the Municipal Employee, including but not limited to disciplinary matters or the failure of the Municipal Employee to perform his/her required services with the necessary diligence, skill, and care required for said employee. All disciplinary or adverse actions with respect to the Municipal Employee shall be performed by Owner in accordance with any applicable collective bargaining agreement, Owner's personnel policies, and Applicable Law based upon information provided by the Company and any other relevant facts Owner may wish to consider. In the event that the Company notifies Owner that in the Company's reasonable judgment the Municipal Employee's performance is unsatisfactory, Owner shall address the issue with regard to the Municipal Employee within the time frame prescribed in any collective bargaining agreement, any applicable municipal personnel policy, and Applicable Law. Notwithstanding the foregoing, the Company may require immediate removal of the Municipal Employee from the Project for any lawful reason in the event that the Company determines in good faith that the Municipal Employee's continuation significantly impairs the Company's ability to perform any material obligation under this Agreement and/or impacts a safe and secure work site for the Owner, Company and/or the general public.
- 2.22.5 To the extent that performance or discipline issues with the Municipal Employee affect the Company's performance of its obligations and responsibilities in the Agreement, including whether the Owner has adequately addressed any discipline issues communicated by the Company or not, the Company shall be afforded relief in accordance with Section 13.3 of this Agreement (Uncontrollable Circumstances).
- 2.22.6 As an employee of Owner, the Municipal Employee shall be compensated directly by the Owner through the Owner's payroll system. The Town shall also be responsible for Municipal Employee's benefits, including, but not limited to, health, hospitalization and other insurance obligations, grievance payments,

reimbursement or payment of employee expenses as may be required by the collective bargaining agreements and payments to pension/retirement funds (the “Compensation Costs”) during the Term, consistent with the collective bargaining agreement.

- 2.22.7 Company shall be responsible for tracking the Municipal Employee’s regular and overtime hours. Company shall share that information with the Owner on a _____ basis. For as long as Municipal Employee remains an employee of Owner and works at the Project under Company’s management, Owner shall be entitled to a credit applicable against the Annual Fee in the amount of Municipal Employee’s regular hours multiplied by \$____ per hour, and Municipal Employee’s overtime hours multiplied by \$____ per hour.
- 2.22.8 Owner shall indemnify, defend and hold harmless the Company, and its officers, directors, employees, representatives, agents and contractors (each, a “Company Indemnitee”), from and against any and all loss and expense resulting from any legal proceeding originated by any third party arising from or in connection with (or alleged to arise from or in connection with) the Municipal Employee’s work at the Project, including but not limited to wage and hour claims, wage payment claims, overtime claims, leave or disability claims, workers’ compensation claims, and unemployment claims. Owner’s indemnification obligations hereunder shall not be limited by any coverage exclusions or other provisions in any insurance policy maintained by Owner which is intended to respond to such events. A Company Indemnitee shall promptly notify Owner of the assertion of any claim against it for which it is entitled to be indemnified hereunder, and Owner shall have the right to assume the defense of the claim in any legal proceeding and to approve any settlement of the claim. These indemnification provisions are for the protection of the Company Indemnitees only and shall not establish, of themselves, any liability to third parties.
- 2.22.9 In the event the Municipal Employee retires during the Term of this Agreement, Owner shall be responsible for the cost of such retiring Municipal Employee’s accrued vacation and sick time benefits, if any, that have accrued beginning as of the Commencement Date and ending on the date of the Municipal Employee’s retirement.

**Town of
Jamestown, Rhode Island**

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



Date: December 4, 2024

To: Board of Water and Sewer Commissioners

From: Michael Gray
Public Works Director

RE: Meter Replacement Project
Pare Corporation Proposal for Water Meter Replacement Bid Assistnace

The water and sewer commission approved the reallocation of ARPA funding that the Town received to replace water meters on the system. The existing mechanical meters were installed more than 20 years ago and use an older technology for measuring water flow and use a radio to transmit the meter reading.

Existing mechanical meters rely on water to either displace or rotate parts inside the meter to measure flow. Today newer meters referred to advanced metering technology, no longer need moving parts to accurately measure water flow. Meters use solid state technology using ultrasonic waves to measure water flow making them significantly more accurate. They have no moving parts and require no maintenance, can measure water at low flows, and can also provide leak detection capabilities.

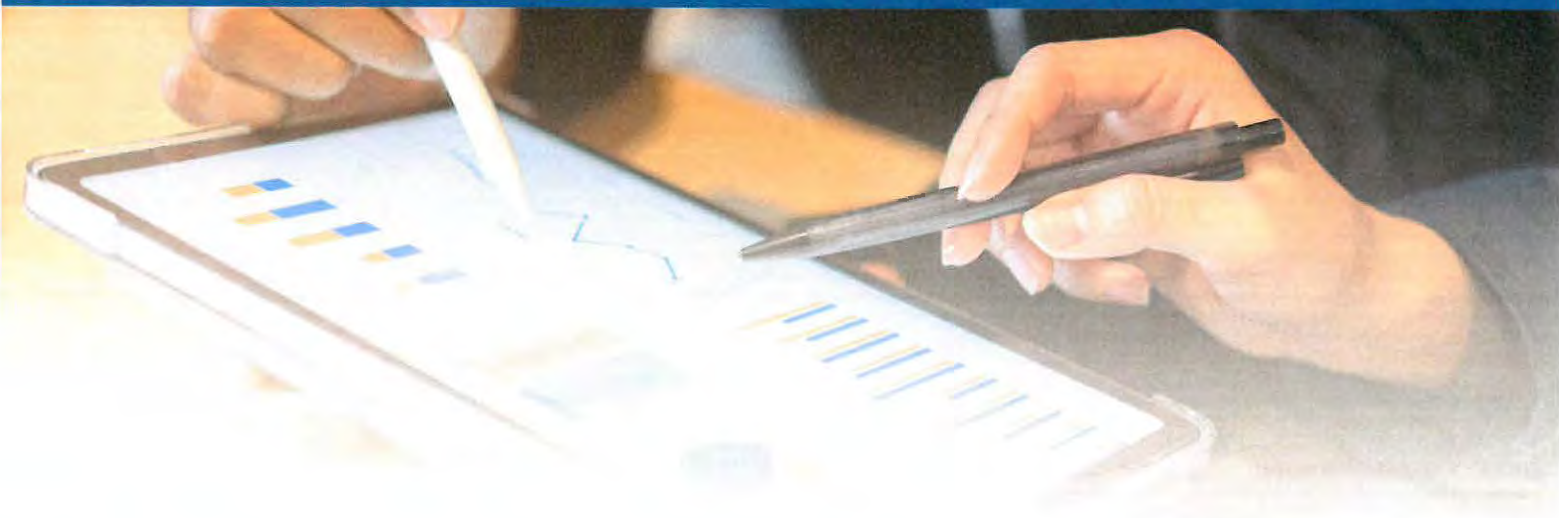
This project will also include replacing radio reading with an Advanced Meter Infrastructure (AMI) System. Today water department staff use a hand held data collector to receive the meter reading information from the radio device installed at each address. Using the hand held the water department drives by each house or business collecting the data which then is downloaded into the billing software for each account. The AMI system can be built as either a fixed Network system or a Direct Network system. The fixed Network system is a dedicated network using a data collector installed on the water tower to receive information from each account and transmit this information directly to our office. The Direct Network system uses cellular networks (Verizon, TMobile, AT&T) to transmit the data directly to our office. I have attached information prepared by the EPA regarding the use of AMI and the benefits for water utilities.

Attached is a proposal prepared by Pare Corporation to assist with bidding for our meter replacement program. Recently Pare completed a meter replacement project in East Providence and they are currently working with the City of Woonsocket upgrading their water meters. Pare will work with me to review technologies in preparation of a request for proposals. After we have received bids they will assist Jamestown with evaluating technical qualifications, products, and costs in making a recommendation to the Commission for award. Pare will then assist me with preparing an invitation for bid for a contractor to install the new meters.

I am recommending that the Commission approve the proposal from Pare Corporation for an amount not to exceed **\$70,800** for Bid Assistance for our meter replacement project.



Improving Water Management Using Advanced Metering Infrastructure Data: A Guide for Facility Managers



Beyond labeling products, homes, and professional certification programs that help save water, the U.S. Environmental Protection Agency's (EPA's) WaterSense® program also develops technical tools and resources to assist commercial and institutional facilities in identifying and implementing water efficiency best management practices. Measuring and monitoring water consumption data is a great first step for property owners and facility managers to take to improve facility or campus water management, and advanced metering infrastructure (AMI) can be a useful tool to support that process. This guide provides an overview of the benefits of AMI, common ways to access AMI data, and tips for using AMI data to improve facility water efficiency and water management.

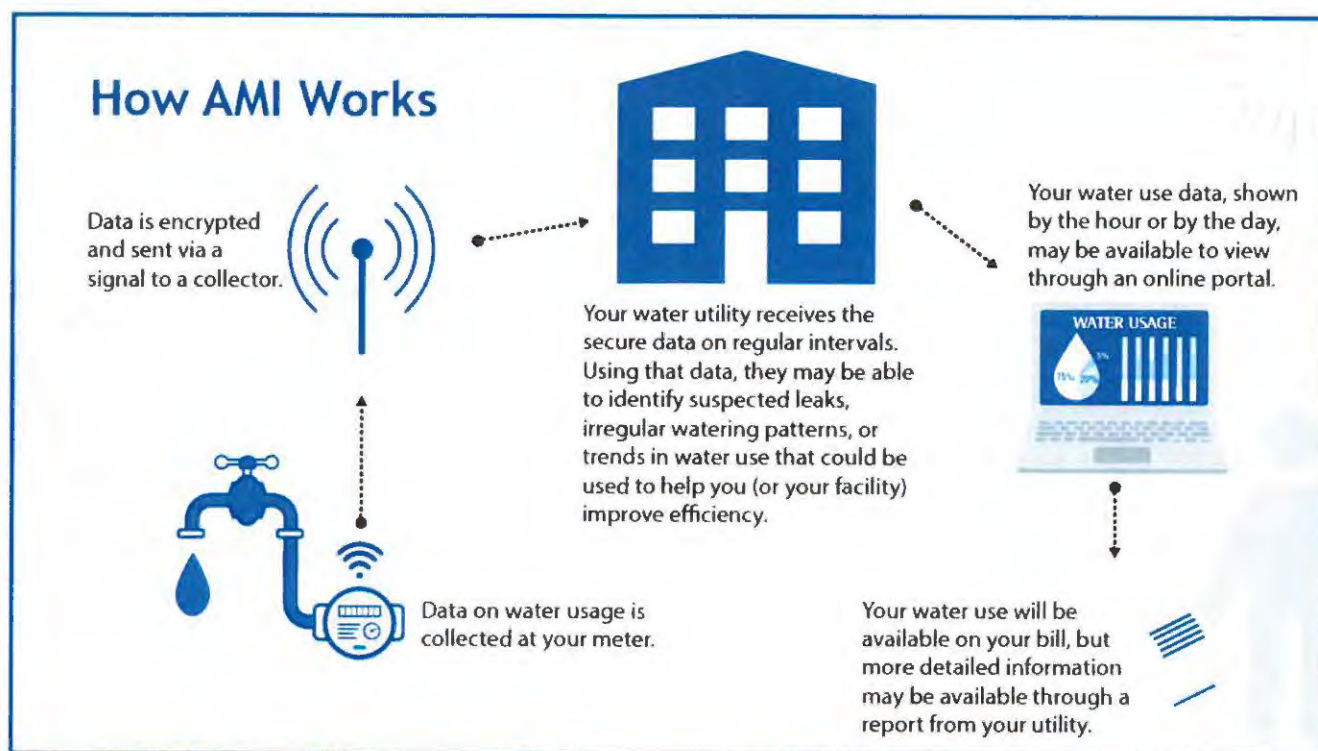


Figure 1: How AMI works

What Is AMI?

AMI is a collection of devices and systems used by utilities to collect, measure, communicate, and analyze water use data from treatment through delivery to customers. Many water utilities are embracing AMI to modernize and streamline their operations. The increase in data improves their ability to serve their customers, target and monitor conservation programs, detect and measure water loss, and increase security and reliability. AMI also improves time efficiency, allowing utilities to redirect time and resources spent reading meters to other projects.

In many cases, AMI technology also provides commercial and institutional facilities easy access to accurate, timely, and on-demand water use information that can be used to operate a facility more efficiently. AMI meters often collect water consumption data hourly (or more frequently), providing property owners and facility managers with a resource to identify use trends, uncover leaks, anticipate equipment failures before they occur, and seek opportunities for improving water efficiency.

Why Use AMI Data?

Save Water and Money

Water and sewer costs are included in overhead and considered part of the cost of doing business. However, when it comes to cutting costs, these utilities are often overlooked. Saving water can also result in energy savings for fixtures and appliances that consume hot water. By using AMI to implement informed efficiency practices, you could be saving money and water.

Protect Equipment and Facilities

Commercial water damage is one of the most common and costly claims for businesses, yet it is a regular exception in insurance policies. Beyond the cost of the water itself, average repairs may exceed \$10,000, as water damage can affect floors, walls, ceilings, equipment, and even foundations. Facility flooding can also damage electrical equipment or lead to environmental or safety hazards related to gray or black water damage and mold, which can result in operational downtime.

Demonstrate Value

Unexpected shutdowns or service interruptions can mean lost revenue and poor perceptions from management or building occupants. AMI

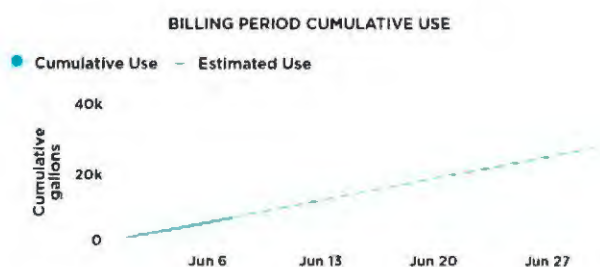
equips facility staff with data to quickly identify water-related problems, so you can make repairs or spot an issue before it becomes a crisis. Facility managers can also use meter data to report savings to executive management and get buy-in for additional efficiency projects. Sharing and promoting data-based decision-making for water conservation demonstrates the value of a facilities management team.

Avoid Surprise Bills

Many facility managers only interact with water on a monthly or quarterly basis when the bill comes, if they even see the bills, but they are the first ones management will call when a leak sends a water or sewer bill skyrocketing. With the ability to check water use in near-real time, you can monitor for irregular water use and make repairs before the bill increases. Many customer portals even offer the ability to set alerts for exceeding a certain amount of water use over a period of time or receive notifications if the system suspects a leak.

Perform Preventative Maintenance

Does your facility have old, water-cooled air conditioning units, dishwashers, or toilets? Is an old irrigation system starting to fail? By referencing AMI data, you may be able to isolate



You've used 7,104.90 Gallons this billing period

At this rate we estimate you'll use about 27,909 Gallons total, which is 29% more than your typical use. These estimates are informational only.



Increasing use

You used about 130% more water during the most recent twelve-month period compared to the prior twelve-month period.

Figure 2: Some customer portals offer a monthly projection including your total bill amount, as well as total water use. They may also show a comparison of water use month-over-month or year-over-year. Image of VXengage portal (previously known as the WaterSmart portal) provided by VertexOne, care of Scotts Valley Water District.

the water use of your equipment. From there you can detect if it is operating efficiently or starting to fail. You can also conduct a payback analysis to determine the return on investment for replacing or upgrading fixtures, appliances, and equipment.

Exhibit Leadership

Water efficiency goes beyond protecting your facility and equipment from damage. Data from AMI can help you address changing regulations, business priorities, and sustainability objectives. Green building certifications and other recognition for green businesses are growing. Many organizations are establishing environmental, social, and governance (ESG) or sustainability goals to reduce energy and water use to lessen their environmental impacts. AMI data can assist facility managers in accurately tracking consumption and targeting efficiency projects to meet these goals.

Strive for Sustainability

Engaging in sustainable practices can help businesses grow. Studies show that customers and employees care more about sustainability than ever before. According to recent NielsenIQ data, about 73 percent of consumers claim they are willing to change their purchasing habits to reduce their environmental impact.¹ The same practices show a positive impact on employee recruitment and retention.

How Do You Access AMI Data?

One of the benefits of AMI is making information on water use readily available to customers through an online portal. Customer portals are ideally integrated into existing online billing and account systems; however, in some cases they can be housed on a separate, secure website. Even if an online portal is not available, it still may be possible for facilities to access their water use

data. Below are a few strategies for accessing data.

Online Customer Portals

Many AMI utility programs include an online customer portal that provides access to the meter data. This portal is commonly integrated with customer billing, so you may need to talk to the person at your facility who is responsible for paying water bills to get access. Portals regularly provide hourly water use data for days, weeks, months, and sometimes even years. Customer portals sometimes include additional information on local incentive or rebate programs, watering regulations, conservation tips, resources on finding and repairing leaks, and more. Some utilities have even gamified their portals, developing ways to reward customers for using water efficiently, educating themselves, or participating in conservation programs.

Many portals allow the customer to set notifications. Most systems have at least one or more customizable options including email, call, text, or U.S. mail. Setting notifications is especially useful when you are not onsite, or if suspicious water use is difficult to detect (e.g., underground leaks, during times of vacancies). Depending on the utility and software, the AMI system usually offers notifications of a potential leak (defined by a minimum volume of continuous use over a certain duration or a sharp increase in use). You may also be able to set alerts based on hitting a dollar or volume of water threshold, which is helpful for meeting budgets, as well as avoiding higher priced water consumption tiers. The options may be programmed or modified specifically for your facility. For example, if you have normal continuous use as part of your operations, you can override or customize the notification setting for a leak.

¹<https://nielseniq.com/global/en/insights/analysis/2019/a-natural-rise-in-sustainability-around-the-world/>

Use History

BILLING **AMI** LEAKS

Jan 1, 2022 — Jun 9, 2022

DAY WEEK 2 WEEKS 2 MONTHS YEAR

● Normal Use ● Possible Leak ● Timed Irrigation ● Data Unavailable

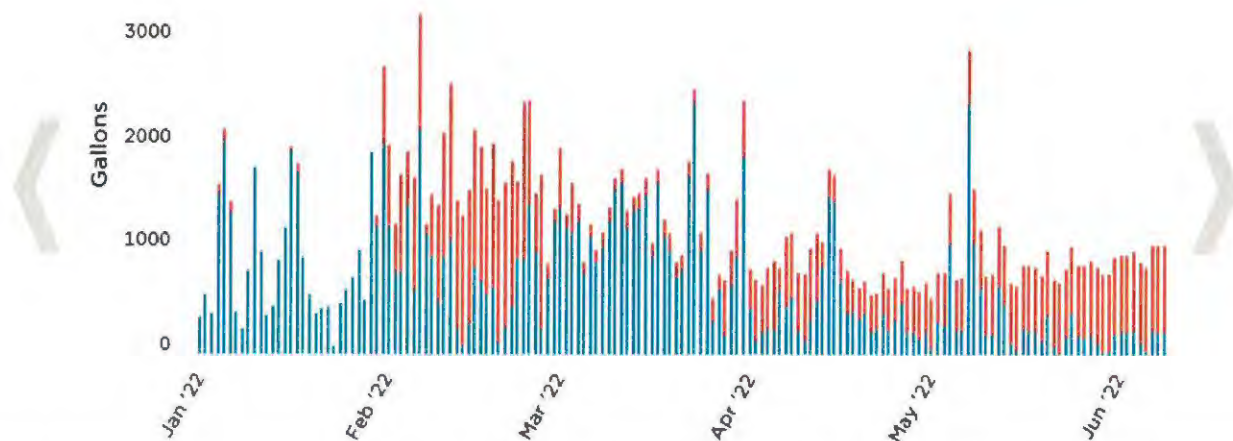


Figure 3: Customer portal showing daily water use and the volume of daily use that may be indicative of a possible leak for the facility to investigate. Image of VXengage portal (previously known as the WaterSmart portal) provided by VertexOne, care of Scotts Valley Water District.

Improving AMI-Based Utility Programs

Utilities continue to explore new ways to use AMI data to help customers. For example, the Metropolitan North Georgia Water Planning District has convened an AMI Users Group, a statewide group to facilitate discussion among water utilities that have implemented AMI or are interested in doing so. Members connect with other utilities within the region and share their successes, challenges, and overall journey. With over 20 water utilities and growing, they work together to solve issues, develop standards, and implement best practices to help customers access and benefit from AMI data. Utilities often welcome input from their customers, especially in the commercial, industrial, or institutional sectors.

Water Utility Staff

Some utilities install AMI meters prior to—or without—developing a customer portal. In that case, the utility usually still has access to the data. This data could be updated multiple times each day, overnight, or on an otherwise regular schedule. One of the many benefits of AMI is its ability to help utilities reduce costs by reducing water waste and increasing water use efficiency. To that end, utility staff are generally eager to share this data with customers and could be willing to provide recent meter reads by request or on a regular basis. They may even be able to program the software to run a report on specific days or intervals.

Water Bills

By using AMI, customer bills can become more transparent and accurate. Water bills for your facility may compare billing periods or include

information on accessing AMI data. Information on AMI, accessing portals, or requesting reports could be included as an insert into your water bill.

What and How Can AMI Data Be Used?

With multiple AMI technologies on the market, your water data could be displayed in one of several formats with varying degrees of detail and functionality. Ideally, and most often, data are shown on an hourly basis with bar charts that can be customized to reflect a day, week, month, or any period in between. There are a variety of programs and software available to help analyze and visualize time-interval water use data, including ENERGY STAR® [Portfolio Manager](#).®

By analyzing more granular data, facility managers can begin to identify trends and patterns. Unexplained usage or anomalies to these trends could indicate leaks or other issues. For example, if the business has a general baseline use and the data show a steady or sudden increase, it could indicate an open valve running to a drainpipe, a cracked pipe that has started to spread, or even a burst pipe or stuck irrigation valve. AMI data may also help to look for other patterns, such as when your irrigation system is running. This can help inform you if your irrigation schedule may need to be adjusted or reduced in time, especially if the local water utility has watering restrictions at certain times or on certain days during periods of drought.

The following summarizes types of available data and common applications that can help with water management.

Total Water Use

While AMI provides meter readings on a more frequent basis, the total water use for a billing period is generated using the same data. These advanced and automated meter readings are less

susceptible to human error, as well as problems that can result in estimated readings (e.g., a meter being blocked by snow or a vehicle).

Trends and Outliers

Since data are available more frequently, water utility staff and customers with portal access can quickly identify water use trends. By looking at week-to-week water usage, for example, you may be able to spot peak production periods, or the exact hours when your irrigation system is running. You could also compare water use across a day, week, or month to evaluate changes. For example, by comparing water use during certain periods of time, facility managers may be able to:

- Estimate water use from certain end uses, such as irrigation or cooling towers.
- Evaluate the impacts of weather on water use.
- Understand how building occupancy or operating conditions impact water use.
- Quantify water savings from fixing leaks, efficiency projects, or conservation campaigns.
- Identify errors in equipment programming, such as irrigation running at the wrong time or on the wrong days.

Leak Detection and Isolation

Most AMI systems have integrated technology that generates continuous use reports, also known as leak reports. The parameters may be a default value or they could be set by the water utility. Default values can range in terms of the volume of water per hour, as well as the length of time before continuous use shows up on a report. These reports can be used to generate notifications in an online portal, or your utility may contact you directly. Even if alerts indicate only a small leak, it is important to investigate and repair them before they become worse and waste more.



Figure 4: Customer Portal Leak Alert. Image of VXengage portal (previously known as the WaterSmart portal) provided by VertexOne, care of Scotts Valley Water District.

It is worth noting that continuous use does not always indicate a leak. For example, some equipment uses water continuously (e.g., medical equipment for kidney dialysis treatment). AMI can often interpret these types of equipment as a possible leak.

Benchmarking Facilities

If you manage multiple buildings, businesses, or irrigation systems, it can be perplexing when one of them is using more water and/or energy than the others. By benchmarking your facilities, you can compare and analyze water use patterns and volumes and target high-water-consuming buildings to incorporate best management practices. ENERGY STAR Portfolio Manager or other utility management software can help manage AMI data and offer insights on water performance.

Specialized Information

Depending on the system installed by the water utility, AMI may provide more than just the volume of water used. Some AMI systems provide information on water pressure, temperature, or water quality. Depending on the type of facility you manage, water quality could be vital to product development (e.g., a beverage manufacturer) or for maintaining equipment prone to scaling (e.g., cooling towers). Appropriate water pressure can be important for the proper functionality of equipment that is designed to operate within a specific range. High pressure can be a contributing factor for equipment failure,

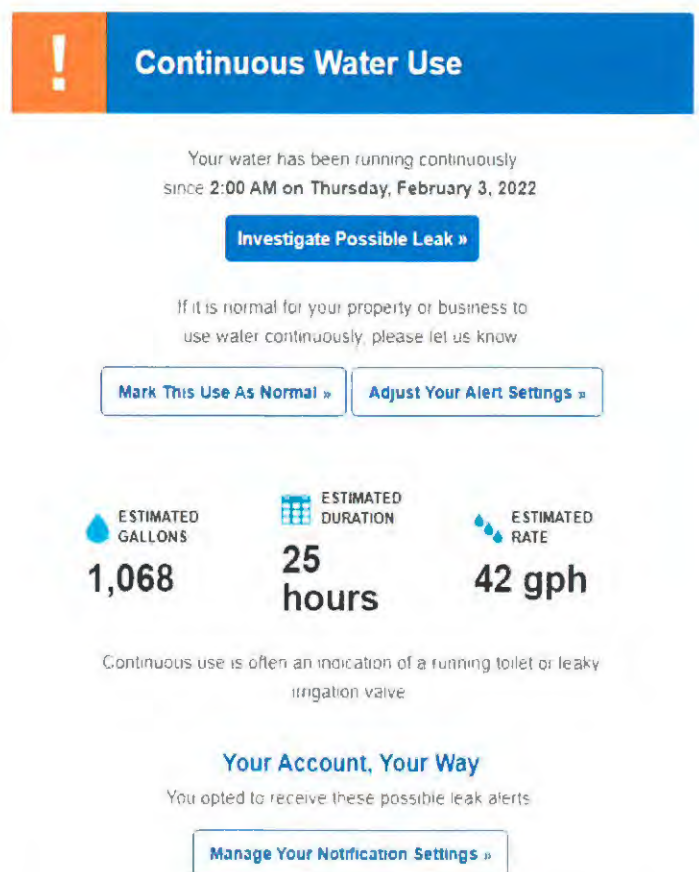


Figure 5: Additional information on continuous water use and options to resolve offered through a customer portal. Image of VXengage portal (previously known as the WaterSmart portal) provided by VertexOne, care of Scotts Valley Water District.

as well as excessive water consumption, and may indicate the need for a pressure regulator. Some AMI systems allow utilities to turn a water meter off or on remotely. In the event

your business has a catastrophic leak, calling your utility to have the water shut off quickly could save thousands of dollars in damage. AMI systems that include this function can also be beneficial when you need the water shut off for repairs and reduce the wait time before water service can be restored.

Real-Time Feedback

Large facilities can have multiple sources of water use—and water loss, such as leaks. If you undertake a repair, it is good to know if that repair has solved the problem. With access to data in real-time through AMI, you could fix a stuck valve or toilet leak in the morning and know by afternoon if that leak was the only problem. You can also use the data to isolate issues. For example, if you turn off the water supply line to equipment with a suspected issue, such as an air conditioning unit or irrigation line, you could check your portal shortly thereafter to see if it is still reflecting continuous water use. If it is still showing use, you can rule out that equipment or systems fed by that water supply line. If the water use stops, then you know that is where you have to investigate further.

Take Action on AMI

1. Contact Your Utility

Contacting your utility is a good first step to determining if your facility currently has AMI and whether they provide access to a customer portal or can otherwise share interval water use data. As illustrated in the case studies on the following pages, it also pays to check with your local water supplier to ask about rebates or other incentives that could help you make the case for water efficiency projects and offset the costs of improvements. Utilities may offer bill adjustments for timely leak repairs, as well as rebates for turf removal, toilet replacement, high-

efficiency sprinklers, cooling tower controllers, and more. Some even offer assistance in locating leaks or surveying the facility or irrigation systems. WaterSense maintains a list of rebate opportunities at www.epa.gov/watersense/rebate-finder.

2. Pursue Leak Detection

You can review AMI data to determine whether water use is occurring continuously or during unexpected periods, such as overnight, on weekends, or during holidays. Once you know a leak exists, the next step is to isolate the location in preparation for repair. Walk through the property and visually inspect water-using equipment both inside and outside, including checking in storm drains, under sinks, or other places where water may be unexpectedly flowing or puddling. Many leaks are silent and challenging to uncover, so work with your utility or a specialized leak detection company, as necessary.

3. Set Up Facility-Specific Notifications

AMI portals are typically designed to meet the needs of most—but perhaps not all—customers. If your facility has continuous use as part of its regular operations, you could receive false or nuisance notifications. You may be able to revise these notifications within the portal or ask your utility how they can be customized. Some software allows the customer to respond to notifications directly online, for example, when you are investigating a leak or if continuous usage was intentional for a time period, such as when filling a storage tank, fountain, or pool.

4. Monitor Consumption and Get Recognized

As discussed previously, regularly monitoring water consumption is a critical step in a facility's water efficiency and water management efforts. Whether tracking for leak detection, internal

reporting, pursuing green building certification, or participating in a buildings challenge, AMI data can help property owners and facility managers more easily monitor water consumption and progress towards meeting water efficiency goals.

Explore Additional Resources and Case Studies

EPA has developed additional resources that can help you track utility consumption, understand water-using systems, and identify strategies for improving water efficiency and reducing operating costs.

- ENERGY STAR Portfolio Manager. www.energystar.gov/buildings/benchmark
- *WaterSense at Work: Best Management Practices for Commercial and Institutional Facilities*. www.epa.gov/watersense/best-management-practices
- WaterSense Fix a Leak Week. www.epa.gov/watersense/fix-leak-week

The case studies on the following pages show AMI in action and demonstrate water savings results.

Case Study: Freeman Toyota and Santa Rosa Water

Santa Rosa Water in California offers customized assistance to help commercial customers eliminate water waste and improve water efficiency through comprehensive water audits by dedicated professional technical staff. The utility has worked with many local businesses to achieve water savings and reduce water loss due to breaks and leaks.

After Santa Rosa Water’s WaterSmart Portal identified continuous use of approximately 140 gallons of water per hour for 48 consecutive hours at Freeman Toyota, Ryan Freeman immediately created a customer account to access water use data for all of the dealership’s water meters. Ryan also contacted the utility’s water efficiency team for assistance finding the leak.

An onsite water audit revealed several toilet leaks, but these were not wasting enough water to account for the volume of continuous use. After additional investigation, Santa Rosa Water and Freeman Toyota were able to isolate an issue with the facility’s car wash. The car wash vendor



Image Courtesy Freeman Toyota

was called in and discovered the recirculating water system was malfunctioning and running continuously. The leaking toilets and car wash recirculating system were repaired (see Figure 6), and these repairs reduced Freeman Toyota’s water usage by 50 percent. “I appreciated getting a courtesy call from Santa Rosa Water after their system flagged a spike in water use on one of our meters. The onsite audit was informative and helped us quickly identify and resolve the issue,” Ryan Freeman said.

The onsite survey also pre-qualified Freeman Toyota for Santa Rosa Water rebates. Based on the audit recommendations combined with water use statistics, Freeman Toyota decided to replace all of its urinals. Santa Rosa Water provided a rebate that covered the cost of the new fixtures.

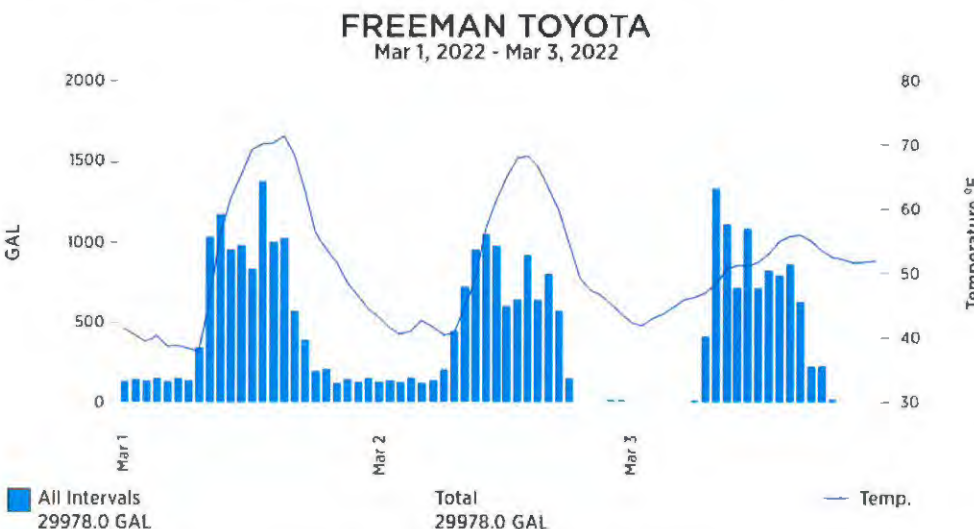


Figure 6: AMI data indicating that the car wash and toilet leaks were resolved on March 3.

“One of our managers now keeps a close eye on all of our water usage. This alerted us to the fact that our irrigation system was leaking water during the wintertime even though the system was turned off. We can now gauge our water use and identify issues as they arise, and we’re working proactively to reduce our water use,” Freeman said.

Case Study: WorldMark by Wyndham and Big Bear Lake Department of Water

Over the course of three years, WorldMark by Wyndham, located in Big Bear Lake, California, removed more than 34,000 square feet of grass. Facility Manager Francisco “Mike” Duran got started by contacting the City of Big Bear Lake Department of Water and Power (BBLDWP), where he learned that the business would qualify for a turf buyback. While the BBLDWP did not have a customer portal at the time of publication, they offer reports to customers upon request, answer inquiries, and send AMI use charts to customers whenever they detect an irregularity.

WorldMark compared data from 2011 to 2014, prior to the turf removal and just prior to having their AMI meter installed. During the following four years, the business was able reduce their water consumption by more than 40 percent, saving over 5 million gallons of water from 2015 to 2018 during one of California’s severe droughts. Having the ability to track daily and weekly water use using AMI meant that they could quickly begin to measure their savings and start making the case for future projects.



Figure 8: WorldMark Facility Manager Mike Duran and Housekeeping Manager Chelsea Coulthard stand on the patch of mulch that once was turf.

Their good work went beyond turf removal; when an employee started installing high-efficiency sprinkler heads on the remaining turf, Duran submitted their efforts to the corporate headquarters as part of “Green-Handed,” a Wyndham sustainability initiative, and they are featured in the company newsletter. The facility continues to remove non-functional turf and uses the buyback funds to install mulch, plant drought-tolerant species, and create recreational facilities.

Reviewing utility notices also helped WorldMark stay in compliance with local watering restrictions, resolve leaks, and identify other efficiency opportunities. After changing landscaping contractors, WorldMark received a notice that they were irrigating out-of-cycle and not in compliance with the local utility’s regulations. With illustrated usage charts, they were quickly able to resolve the issue with the new contractor. They also received a continuous use notice from the utility’s AMI reports; upon investigation, the team discovered a failed toilet flapper. Duran also worked with their housekeeping manager to start replacing old toilets and received rebates from the City of Big Bear Lake.

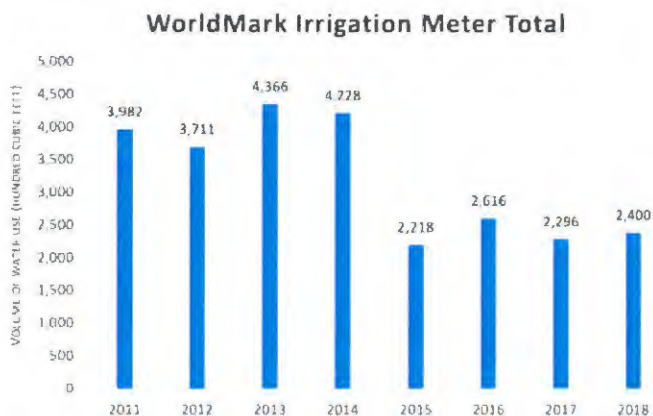


Figure 7: A BBLDWP chart using partial AMI data to indicate a drop in water use after turf removal

Case Study: Albuquerque Public School System and Albuquerque Bernalillo County Water Utility Authority

With help from the local water utility, the Albuquerque Public School (APS) system received an education in water conservation. The Albuquerque Bernalillo County Water Utility Authority (ABCWUA) in New Mexico rolled out an AMI leak inspection program between June 2020 and May 2021, with partner Smart Use. ABCWUA conducted more than 100 indoor and outdoor leak inspections in the schools and found over 400 leaks. One cooling system, for example, was leaking 1,000 gallons per hour. When APS facilities staff saw water at the base of the system, they assumed it was from normal condensation. Working together, ABCWUA began training APS staff on how to identify irregular water use stemming from different equipment found at school sites.

At the beginning of the program, APS had an average continuous use of 300 gallons of

water per hour across all school sites. At the end of the year, and with the help of ABCWUA, they had identified and fixed so many leaks that the continuous use dropped to less than 25 gallons per hour. “The most important thing out of this effort is that we developed a really good relationship with these folks and now we are able to not only identify the leaks, but we became partners in the story,” said Carlos Bustos Landivar, water conservation manager for ABCWUA. “We can work together to identify the best way to correct the situation.”

Figure 9 shows the history of APS and ABCWUA working together to find and repair leaks. The dotted trendline shows how the number of leaks per day has declined from around 180 to below 100.

Since the inception of this program, APS made significant changes to the way leaks in the schools are handled. Work orders for leak-related issues are tracked daily to avoid long-term, unresolved leaks, regular meetings are held to discuss persistent problems, and a training program is being planned for the custodial staff to increase their role in leak mitigation.

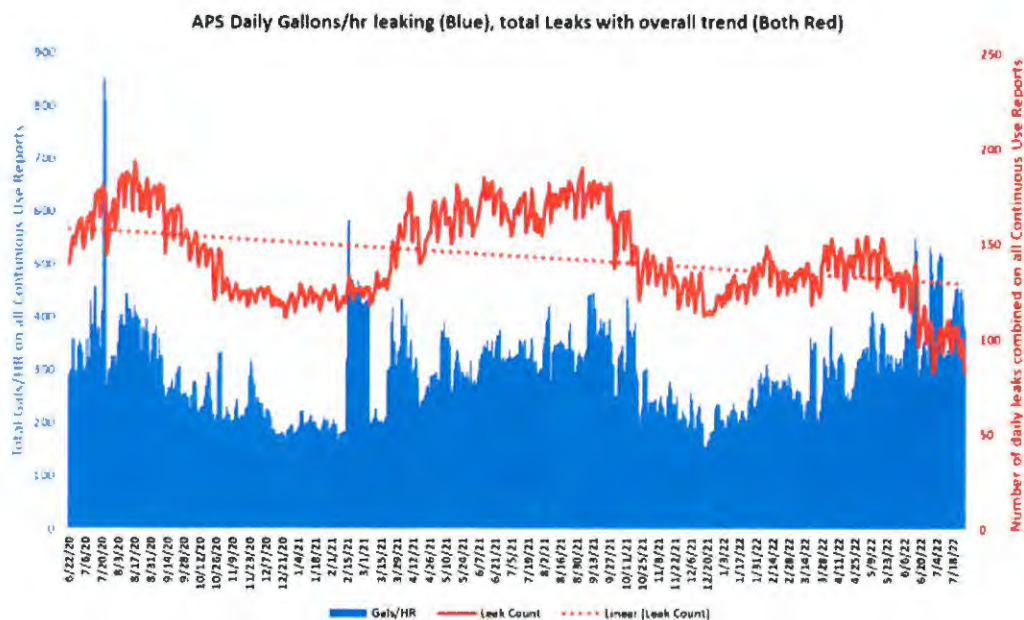


Figure 9: APS undertaking leaks at schools
12.04.2024 PARE RECOMMENDATION

Case Study: The Coddington Center and Santa Rosa Water

When making repairs to eliminate leaks, it is vital to check the data to verify that continuous water flow is no longer occurring and your water use has otherwise returned to normal. Coddington Center is a Santa Rosa, California, shopping center that includes a mix of over 40 specialty shops, large department stores and restaurants. Coddington General Manager Jimmy Scales contacted Santa Rosa Water after noticing that their water bill had more than doubled. Data confirmed that usage on one of the large commercial meters had recently spiked and was flowing continuously at over 1,000 gallons per hour.

Santa Rosa Water's water efficiency team met with Coddington staff and performed an inspection of all areas served by the meter. No obvious leaks were found; however, a submeter to one of the restaurants in the mall showed that water usage had been increasing. This pointed to a potential mainline leak somewhere inside a restaurant.

A leak detection company was hired, which found and repaired a large mainline break under the restaurant's concrete slab. Data confirmed that the continuous usage had been significantly reduced but was not resolved. After additional investigation, another mainline break was found and repaired, then a third leak was found and repaired. Each time, utility staff provided data and informed the mall's general manager that the usage was still continuous. Ultimately, all mainline leaks were repaired, saving thousands of gallons of water per day.



Image Courtesy Coddington Center

"We would have never found these leaks without Santa Rosa Water's help and the AMI report data," said Jimmy Scales, Coddington Center general manager. "The hourly usage helped us narrow down our investigation and pinpoint the exact time the usage was occurring. Without it, we may have thought the problem was solved after the first repair was done. Who knows how long it would have taken us to find all of the other mainline breaks?"



November 21, 2024

Mr. Michael Gray, P.E., Director
Department of Public Works
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835

Re: **Jamestown Department of Public Works
Jamestown, Rhode Island
Jamestown Water Meter Replacement Bid Assistance
Pare Proposal No. EP533.24**

Dear Mr. Gray:

Pare Corporation (Pare) is pleased to have the opportunity to submit this Proposal and Agreement for Professional Services to the Jamestown Department of Public Works (Jamestown) for the above-referenced project. Outlined herein is the Description of your Project, our Scope of Services, and the Method and Basis of Compensation for our services.

The Terms and Conditions of the engagement shall be in accordance with the State of Rhode Island's Master Price Agreement 584.

PROJECT DESCRIPTION

It is our understanding that Jamestown would like to replace its entire water meter system with a new, modern meter system including new state-of-the-art ultrasonic meters with an integrated Advanced Meter Infrastructure (AMI) System.

SCOPE OF SERVICES

This section provides a detailed description of the services that Pare proposes for the completion of this project (Basic Services) and services to be provided by others under contract to Pare (Outside Services).

Basic Services

Task 1 – Project Coordination and Administration

Prior to initiating work on the project, Pare will obtain from Jamestown the specific requirements for this project and any existing information directly related to the work to be accomplished. A remote Kick-Off Meeting will be held with Jamestown. Throughout this project, close coordination and support will be maintained with Jamestown to ensure that the goals of this project are addressed.


8 Blackstone Valley Place
Lincoln, RI 02865
401-334-4100

10 Lincoln Road, Suite 210
Foxborough, MA 02035
508-543-1755

14 Bobala Road, Suite 2B
Holyoke, MA 01040
413-507-3448



Mr. Michael Gray, P.E.

(2)

November 21, 2024

The additional project management responsibilities in Task 1 shall include:

- Contract management;
- Scheduling, coordination, and supervision of project work;
- Maintaining communication with Jamestown;
- Participating in virtual update meetings; and
- Monitoring project budget.

Task 2 – Prepare RFP for Meters and AMI System (Bid 1)

Pare will meet with potential vendors interested in bidding on this project to gather information and understand the current technological trends. Pare will coordinate and attend up to three (3) virtual meetings. Pare will utilize any findings to help inform the development of the Request for Proposals (RFP).

Pare will prepare an RFP suitable for bidding with the following criteria:

1. The RFP will solicit qualifications as well as a price proposal to install an AMI System and procure the necessary meters. The evaluation will take into account the qualifications and cost as well as the preferences of Jamestown and will not be based strictly on price.
2. A scoring matrix will be established at the outset such that the RFP is tailored to Jamestown's desires and needs.
3. The RFP will be developed to provide Jamestown with flexibility in making a selection by balancing the technical qualifications, product preferences, and cost (both upfront capital costs and long-range operation and maintenance costs).

Pare will provide electronic bid documents (in PDF format), suitable for uploading to Jamestown's Purchasing website and/or other Bidder portals.

Task 3 – Bidding and Evaluation of Proposals (Bid 1)

Pare will assist Jamestown with soliciting Bids and administering the Bid process. Our participation in the process is anticipated to be as follows.

1. Assist Jamestown with advertising the project;
2. Attend and administer a Pre-Bid meeting with Jamestown and prospective Bidders;
3. Respond to questions from prospective Bidders;
4. Prepare the necessary Addenda for the Bid package;
5. Tabulate the Bids of the Contractors;
6. Evaluate the Technical Proposals and the Cost Proposals and prepare a matrix summarizing our ranking of each proposal based on the evaluation criteria and scoring established during previous Tasks;
7. Conduct in-person interviews with up to three (3) Bidders;
8. Check references for up to two (2) Bidders;
9. Prepare a Bid Review Letter that can be utilized by Jamestown in their evaluation and selection of a Contractor; and
10. Attend one (1) Town Council Meeting to review the evaluations.



Mr. Michael Gray, P.E.

(3)

November 21, 2024

Task 4 – Initial Contract Administration (Bid 1)

Pare will assist Jamestown with the initial contract administration for Bid 1, as follows:

- Coordinate with Jamestown and the selected Contractor to commence the construction phase;
- Assist Jamestown in executing the Contract Documents (Notice of Award, Notice to Proceed, Bonds, Agreement, etc.);
- Assemble a set of Conformed Documents;
- Attend and administer a pre-construction meeting;

Note, that this Task concludes with a Pre-Construction Meeting. Construction Administration throughout the duration of construction is not included. A Contract Addendum can be prepared once the meter technology is selected and the Scope of Work is more defined.

Task 5 – Prepare IFB for Meter Installation (Bid 2)

After the meter system has been selected, Pare will prepare an Invitation for Bids (IFB) for the installation of the water meters purchased under Bid 1. This will utilize the Bidding documents prepared under Task 2 to the extent that they are applicable. However, it is assumed that Jamestown will make an award to the lowest responsive, responsible bidder.

Pare will provide electronic bid documents (in PDF format), suitable for uploading to Jamestown's Purchasing website and/or other Bidder portals.

Task 6 – Bidding and Review of Bids (Bid 2)

Pare will assist Jamestown with soliciting Bids and administering the Bid process. Our participation in the process is anticipated to be as follows.

1. Assist Jamestown with advertising the project;
2. Attend and administer a Pre-Bid Meeting with Jamestown and prospective Bidders;
3. Respond to questions from prospective Bidders;
4. Prepare any necessary Addenda to the Bid package; and
5. Review and tabulate Contractor Bids, check references, and provide Jamestown with a Review Letter that they can utilize in their evaluation and selection of a Contractor.

Outside Services

No outside services are included in this proposal.

SERVICES PROVIDED BY JAMESTOWN

Jamestown shall provide Pare with existing water meter system information, including a database of meters by address and size. Jamestown shall also provide access to the Sites or related facilities as needed to facilitate this project. Jamestown shall provide a timely review of all deliverables prepared by Pare.



Mr. Michael Gray, P.E.

(4)

November 21, 2024

LIMITATIONS

This proposal is subject to the following limitations:

1. The Construction Phase Services conclude at the Pre-Construction Meeting.
2. It is assumed that this project will not utilize funding from the Rhode Island Drinking Water State Revolving Loan Fund (SRF).

PERIOD OF SERVICE

The time period for the performance of the services as set forth in the Scope of Services for Task 2 will be **ninety (90) days** from receipt of a written authorization to proceed. The schedule beyond Task 2 will be based on Jamestown's schedule for bidding and the availability of funds for construction. It is understood that the funds for this project must be disbursed by the end of 2026 (see the attached Schedule).

Additional Services may materially add to the time required to complete the work of the Project. Pare Corporation will be entitled to an equitable adjustment in the Period of Service as a result of services added.

BASIS OF COMPENSATION AND METHOD OF PAYMENT

Jamestown shall pay Pare Corporation for **Basic Services** rendered, as described above, a Lump Sum Fee of **Seventy Thousand Eight Hundred Dollars and Zero Cents (\$70,800.00)**. A breakdown of Pare's fee is provided below.

Task 1 – Project Coordination and Administration	\$ 3,500.00
Task 2 – Prepare RFP for Meters and AMI System (Bid 1)	\$ 10,500.00
Task 3 – Bidding and Evaluation of Proposals (Bid 1)	\$ 32,200.00
Task 4 – Initial Contract Administration (Bid 1)	\$ 8,200.00
Task 5 – Prepare IFB for Meter Installation (Bid 2)	\$ 6,500.00
Task 6 – Bidding and Review of Bids (Bid 2)	\$ 9,900.00
<u>TOTAL FEE</u>	<u>\$ 70,800.00</u>

Pare Corporation reserves the right to renegotiate or adjust our fee accordingly if our Proposal for Service is not accepted within a sixty (60) day period.

This represents our best judgement at this time as to the effort required to achieve the stated objectives. It should be recognized that should the Scope of Services or corresponding level of effort upon which this Proposal is based change, an increase or decrease in charges may result. You will be notified of any change regarding an increase in charges and we will not exceed the recommended budget without your approval, nor will we be required to work beyond the approved budget.



Mr. Michael Gray, P.E.

(5)

November 21, 2024

ADDITIONAL SERVICES

Services required by Jamestown that are not part of the Scope of Services, as described above, shall be considered Additional Services. Additional Services shall be furnished by Pare or obtained from others by Pare if requested in writing by Jamestown. Jamestown shall pay Pare for Additional Services in accordance with rates and charges agreed to in writing prior to authorization by Jamestown.

Oral directives by Jamestown authorizing Additional Services will be confirmed in writing by Pare. Jamestown shall pay Pare for orally directed Additional Services furnished by Pare in accordance with Pare's current Schedule of Fees unless other rates and charges for compensation are agreed to subsequent to completion of authorized Additional Services.

ACCEPTANCE

This Proposal and Agreement may be accepted by signing in the appropriate spaces below and returning one copy to us. Your signing of this letter constitutes your acceptance of all of the paragraphs included within the Statement of Terms and Conditions of the Master Price Agreement 584.

Thank you for the opportunity to submit this Proposal. If you have any questions, please contact us at your convenience.

Sincerely,

Timothy P. Thies, P.E.
Senior Vice President

TPT/PBG/kji

Enclosure:
Preliminary Schedule

This Proposal for Services and Statement of Terms and Conditions are hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he/she has full authority to act for, in the name of, and on behalf of the **Jamestown Department of Public Works**.

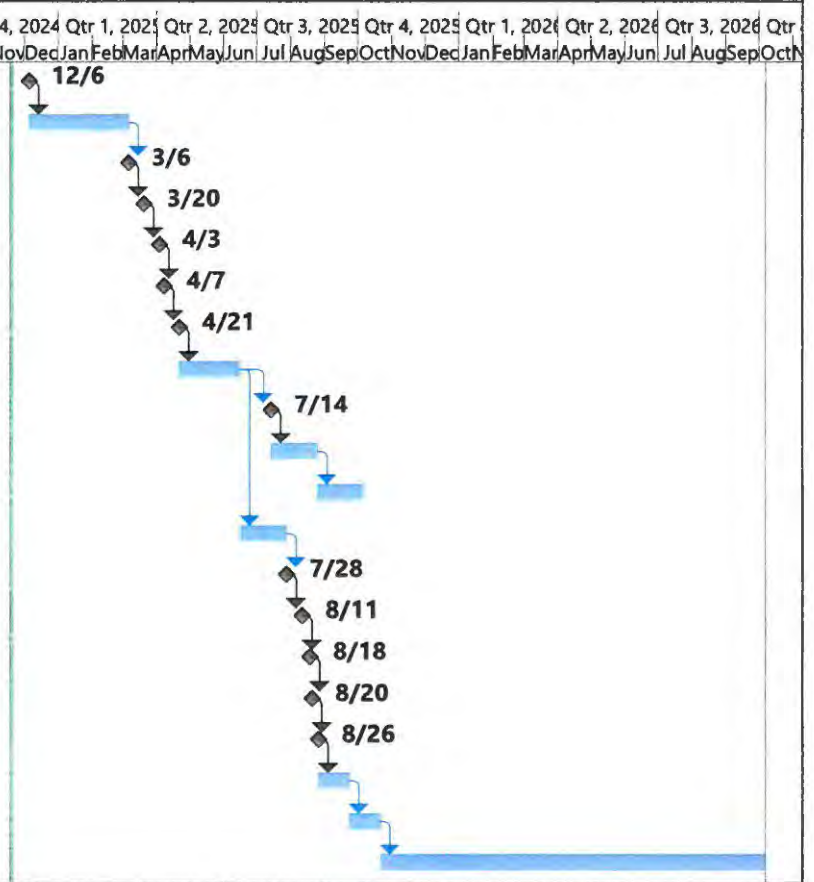
JAMESTOWN DEPARTMENT OF PUBLIC WORKS

By _____ Title _____

Typed Name _____ Date _____

PRELIMINARY SCHEDULE TOWN OF JAMESTOWN WATER METER REPLACEMENT PROJECT

ID	Task Name	Duration	Start	Finish	Timeline																	
					4, 2024	Qtr 1, 2025	Qtr 2, 2025	Qtr 3, 2025	Qtr 4, 2025	Qtr 1, 2026	Qtr 2, 2026	Qtr 3, 2026	Qtr 4, 2026	Qtr 1, 2027	Qtr 2, 2027	Qtr 3, 2027						
1	Notice to Proceed	0 days	12/6/24	12/6/24	12/6																	
2	Prepare RFP for Meters and AMI System (Bid 1)	65 days	12/6/24	3/6/25																		
3	Advertise for Bid	0 days	3/6/25	3/6/25																		
4	Pre-Bid Meeting	0 days	3/20/25	3/20/25																		
5	Questions Due	0 days	4/3/25	4/3/25																		
6	Addendum	0 days	4/7/25	4/7/25																		
7	Bid Opening	0 days	4/21/25	4/21/25																		
8	Review Bids/Award	40 days	4/22/25	6/16/25																		
9	Notice to Proceed - AMI	20 days	6/17/25	7/14/25																		
10	Procure Equipment - AMI	30 days	7/15/25	8/25/25																		
11	Install Network - AMI	30 days	8/26/25	10/6/25																		
12	Prepare IFB for Meter Installation (Bid 2)	30 days	6/17/25	7/28/25																		
13	Advertise for Bid	0 days	7/28/25	7/28/25																		
14	Pre-Bid Meeting	0 days	8/11/25	8/11/25																		
15	Questions Due	0 days	8/18/25	8/18/25																		
16	Addendum	0 days	8/20/25	8/20/25																		
17	Bid Opening	0 days	8/26/25	8/26/25																		
18	Review Bids/Award	20 days	8/27/25	9/23/25																		
19	Notice to Proceed - AMI	20 days	9/24/25	10/21/25																		
20	Install Meters	250 days	10/22/25	10/6/26																		



Project: Project Schedule
Date: 11/21/24

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

December 10th, 2024

Jamestown Town Council sitting as Board of Water and Sewer Commissioners
Town of Jamestown Water & Sewer Division
93 Clarke Street
Jamestown, RI 02835

Dear Commissioners:

My name is Julie Gaither and I live at 93 Clarke Street in a small ranch set approximately 150 feet back from the street. The house is owned by my father H. Rowan Gaither and I am the sole occupant and tenant. It has been my primary residence since 2017, although I currently spend a good deal of my time in Washington DC, helping to care for my father who is in ill health.

I am writing on behalf of myself and my father to respectfully ask for relief on the October 2024 and January 2025 bills, both of which were impacted by a significant underground leak in our water service line. I apologize for the length of this letter, but I believe the details are important ones and the potential financial impact that we are facing is significant.

I'll begin by explaining that until a year ago my average consumption had been 3000 gallons per quarter with the highest quarterly consumption standing at 6000 gallons since my move-in back in 2017. Last January we received a quarterly bill showing 14,000 gallons used. It was startling but as there had been some increased use for fall watering, we let it go and planned to keep an eye on it. When the April bill showed 2000 gallons used and the July bill 5750 gallons used, we thought we were back on track. I have included snapshots of our usage history. We did not realize until researching the current situation that the April bill was estimated. The July bill was unfortunately also estimated, even though there is record of an actual reading taken on 6/26/24 which I will address further on.

Suffice it to say, we were devastated to open the attached October bill and see a consumption of 219,250 gallons with a total amount due of \$14,759.67. We hadn't had leaking pipes in the house or running toilets. When I opened the bill on November 6th and contacted the office to request an emergency shut off, it was to learn that much more water had gone through the meter. The attached draft of the January bill shows another 125,000 gallons used since the October bill reading and \$7305.77 due, even with the water shut off since November 6th. That brings the total consumption over the past year to more than 344,000 gallons - 28 years' worth of water based on our previous average - and a grand total of \$22,065.44 owed.

Since that Nov 6th shut off we have had the water on only once for a brief period of time, when Mark Robertson helped us try to locate the leak on the property. There were no obvious signs that we could see but using sonar he narrowed it down to an area approximately 15' back from the water pit and meter (30' in from the curb stop). Ultimately, we decided to replace the whole line rather than patching the leak. We are also replacing the pit to allow for a new meter and back flow preventer. The excavation work started this morning, and we anticipate that final costs for the new line, pit and hook-up will run between \$11,000 and \$12,000.

I would like to add here that Mark Robertson was incredibly helpful during that first push to sort out what was going on, and that Denise Jennings has been equally helpful throughout. Please know that we have the utmost respect for the Water and Sewer Department staff. We have always been - and remain - deeply grateful for all the work that they do in service to the residents of Jamestown. I believe that these departments should remain in the public sector and fully support the sentiments that the workers expressed in their letter to the town council last June, as outlined in the Jamestown Press article.

My father is elderly and while I try to stay abreast of the bills currently going to Washington, we acknowledge that there are occasional delays in going through those bills with him. While we deeply regret the delayed opening of the October bill, we would ask that the Commissioners consider that the news of the high consumption rate and potential leak - originally discovered in June - was months delayed in getting to us. Be it due to staffing shortages, heavy workloads or new hire training periods, we believe that opportunities to take actions which could have prevented a water loss of this magnitude may have been missed by the water department. I have outlined those opportunities here:

The attached work order #11912 includes details of an actual meter read on 6/26/24 which reflected a consumption of 111,000 gallons since the actual taken 6 months earlier. A re-read taken 7/2/24, just 7 days later, showed an additional 6000 gallons consumed. The notes acknowledge that usage was much higher than usual and raise the question of a potential leak. The July bill that we received, however, was based on an estimated 5750 gallons. Had that bill been based on the actual read or if we had been informed of the read and suspected leak we would have taken immediate action. No notices were received.

The comment section of this same work order cites a 9/16/24 meter read of 507,000 with a re-read taken 9/18/24, only 2 days later, showing the meter at 511,000. It was another 2 weeks before the bill and leak notice were put in the mail - the envelope was postmarked 10/2. It is hard to understand how these usage levels, when held against our historical use, did not trigger an emergency shut off or more immediate attempts to contact us, particularly given that the island's water resources are limited.

With the above in mind, and in consideration measures we are taking now (as well as the costs involved) to safeguard against future leaks and risk to the town's water supply, we ask that you consider the following:

On the sewer side:

Given that the majority of the water never ran through the system, we would ask that an adjustment be made accordingly. We understand that in past situations an average water usage has been calculated based on usage for the previous 3 years. We just ask that the calculation be based on actual readings and that the October '24 and January '25 bills be excluded.

On the water side:

We ask that July bill be revised to reflect the actual reading taken on 6/26/24, and that it be spread over a period of 6 months with tiers calculated accordingly and previous payments credited. I would also note that the excess gallons should be charged in staggered tiers according to the rate schedule rather than all falling under a single tier.

We further ask that the excess water charges on the October and January bills be based on the lower of a) the lowest tier or b) the actual per gallon cost to the town. Given that we were not made aware of the reading taken in June and therefore not give the opportunity to stop the leak when it was first detected we feel that this is fair. Our support of the Water and Sewer Departments remains unchanged and I hope that a creative way to attract skilled workers to Jamestown during this the industry wide staffing shortage can found soon.

We are aware that historically relief has not been given on the water side because water treatment costs the town money. It is for this reason that we are requesting a rate reduction on the October '24 and January '25 bills, not forgiveness of charges. Granting this might be unprecedented, but this is a highly unusual situation.

Thank you very much for your time, patience and consideration. If any further detail is needed, we can be contacted via my email at [REDACTED]

Sincerely,

Julie Gaither and H. Rowan Gaither III
Appeal rights reserved.

Account Information

Account Status: Active

Account Number: [REDACTED]

Utility Billing Address:

GATHER, H. ROWAN

[REDACTED]
RECTORTOWN, VA 20140

Parcel ID: 91772

Location: 93 CLARKE STREET

Property Type: RESIDENTIAL

District: JAMESTOWN

Business Type: DISTRICT 1

Section:

Billing Freq:

Mtr. Number: 83542191

Mtr. M/U:

Water Billing History

Billing Roll	Read Type	Reading	Reading Date	Consumption	Total
2021-10-01 W/S	ACTUAL	249,000	09/09/2021	2,000	\$169.88
2021-07-01 W/S	ACTUAL	247,000	06/22/2021	3,000	\$187.39
2021-04-01 W/S	ACTUAL	244,000	03/08/2021	3,000	\$187.39
2021-01-01 W/S	ACTUAL	241,000	12/10/2020	2,000	\$184.24
2020-10-01 W/S	ACTUAL	239,000	09/08/2020	4,000	\$210.53
2020-07-01 W/S	ACTUAL	235,000	06/08/2020	4,000	\$200.76
2020-04-01 W/S	ACTUAL	231,000	03/11/2020	1,000	\$125.81
2020-01-01 W/S	ACTUAL	230,000	12/10/2019	1,000	\$125.81
2019-10-01 W/S	ACTUAL	229,000	09/09/2019	6,000	\$250.82
2019-07-01 W/S	ACTUAL	223,000	06/10/2019	2,000	\$155.37
2019-04-01 W/S	ACTUAL	221,000	03/11/2019	2,000	\$155.37
2019-01-01 W/S	ACTUAL	219,000	12/10/2018	2,000	\$155.37
2018-10-01 W/S	ACTUAL	217,000	09/10/2018	4,000	\$196.80
2018-07-01 W/S	ACTUAL	213,000	06/08/2018	4,000	\$223.96
2018-04-01 W/S	ACTUAL	209,000	03/09/2018	4,000	\$183.96
2018-01-01 W/S	ACTUAL	205,000	12/08/2017	3,000	\$174.61
2017-10-01 W/S	ACTUAL	202,000	09/12/2017	4,000	\$193.96
2017-07-01 W/S	ACTUAL	198,000	06/09/2017	4,000	\$191.20
2017-04-01 W/S	ACTUAL	194,000	03/10/2017	3,000	\$171.94
2017-01-01 W/S	ACTUAL	191,000	12/09/2016	0	\$114.15
2016-10-01 W/S	ACTUAL	191,000	09/09/2016	2,000	\$152.67
2016-07-01 W/S	ACTUAL	189,000	06/10/2016	2,000	\$151.93
2016-04-01 W/S	ACTUAL	187,000	03/08/2016	4,000	\$189.72
2016-01-01 W/S	ACTUAL	183,000	12/09/2015	2,000	\$151.93
2015-10-01 W/S	ACTUAL	181,000	09/14/2015	7,000	\$259.19
2015-07-01 W/S	ACTUAL	174,000	06/11/2015	5,000	\$206.61
2015-04-01 W/S	ACTUAL	169,000	03/11/2015	4,000	\$185.43
2015-01-01 W/S	ACTUAL	165,000	12/10/2014	9,000	\$302.13
2014-10-01 W/S Adj	ACTUAL	156,000	09/15/2014	7,000	\$6.40
2014-10-01 W/S	ACTUAL	156,000	09/15/2014	7,000	\$246.55
2014-07-01 W/S	ACTUAL	149,000	06/09/2014	6,000	\$217.88
2014-04-01 W/S	ACTUAL	143,000	03/10/2014	6,000	\$217.88
2014-01-01 W/S	ACTUAL	137,000	12/09/2013	8,000	\$264.60
2013-10-01 W/S	ACTUAL	129,000	09/11/2013	5,000	\$194.52
2013-07-01 W/S	ACTUAL	124,000	06/11/2013	7,000	\$231.32
2013-04-01 W/S	ACTUAL	117,000	03/12/2013	9,000	\$85.94
2009-01-01 W/S	ACTUAL	0,000	12/10/2008	1,000	\$89.90

Meter #	Reading Date	Prior Reading	Current Reading	Usage Reading	Read Type	Bill Flag	Billing Date	Sequence	Status	Edit
83542191	9/18/2024	291,750.00	511,000.00	219,250.00	R	Y	10/1/2024	1	A	Edit
83542191	6/26/2024	286,000.00	291,750.00	5,750.00	E	Y	7/1/2024	1	A	Edit
83542191	3/19/2024	284,000.00	286,000.00	2,000.00	E	Y	4/1/2024	1	A	Edit
83542191	12/8/2023	270,000.00	284,000.00	14,000.00	R	Y	1/1/2024	1	A	Edit
83542191	9/7/2023	266,000.00	270,000.00	4,000.00	R	Y	10/1/2023	1	A	Edit
83542191	6/8/2023	263,000.00	266,000.00	3,000.00	R	Y	7/1/2023	1	A	Edit
83542191	3/8/2023	262,000.00	263,000.00	1,000.00	R	Y	4/1/2023	1	A	Edit
83542191	12/8/2022	260,000.00	262,000.00	2,000.00	R	Y	1/1/2023	1	A	Edit
83542191	9/12/2022	257,000.00	260,000.00	3,000.00	R	Y	10/1/2022	1	A	Edit
83542191	6/9/2022	254,000.00	257,000.00	3,000.00	R	Y	7/1/2022	1	A	Edit
83542191	3/10/2022	250,000.00	254,000.00	4,000.00	R	Y	4/1/2022	1	A	Edit
83542191	12/16/2021	249,000.00	250,000.00	1,000.00	R	Y	1/1/2022	1	A	Edit

TOWN OF JAMESTOWN
Water & Sewer Division

Total Amount Due:	Page 143 of 302 \$14,759.67
Due Date:	Due upon receipt
Amount Enclosed:	

Plat and Lot Number: 9/772
 Location: 93 CLARKE STREET
 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

GAITHER H. ROWAN III TRUSTEE
 GAITHER CHARLOTTE CANNING TRUS
 WASHINGTON, DC 20016

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 (Murf: 83542191, Size: 5/8)	MINIMUM IN ADV.	1.0000	108.6800 \$/FLAT	108.68
Current Read: 511,000 on 09/18/2024	EXCESS WATER	214.2500	39.9900 \$/1000 GAL	8567.86
Prior Read: 291,750 on 06/26/2024	STATE SURCHARGE 1	219.2500	0.1054 \$/1000 GAL	23.11
Consumption: 219,250 GAL	STATE SURCHARGE 2	219.2500	0.1664 \$/1000 GAL	36.48
	SEWER CHARGE USAGE	219.2500	20.8100 \$/1000 GAL	4562.59
	SEWER DEBT FLAT FEE	1.0000	38.0200 \$/FLAT	38.02
	SEWER DEBT USAGE FEE	219.2500	6.4900 \$/1000 GAL	1422.93
	Current Bill Total			14759.67

Handwritten: 63528
 09/30/24 146

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:								\$14,759.67

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 09/30/2024

Account Number [REDACTED]	Plat and Lot Number 9/772
GAITHER H. ROWAN III TRUSTEE GAITHER CHARLOTTE CANNING TRUS [REDACTED] WASHINGTON, DC 20016	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]

DATE:

9/30/24

Page 444 of 302

Caithner

**TOWN OF JAMESTOWN
WATER DEPARTMENT**



Dear Water and/or Sewer customer:

Please note the item number circled below. Please call the Denise Jennings, Water Clerk at the Water Department as soon possible at 423-9808 to schedule an appointment, so that we can perform this task. Thank you!

- Read/Re-read meter.
- Check meter, may have been installed backwards.
- Remove meter for testing.
- Install new meter and outside remote.
- Install new updated radio reader.
- Our records indicate you may have a leak or a toilet issue, please investigate and/or call us to assist.

↓

*Rough draft
1/25 Bill
Gaither*



93 Clarke St.

Active Meters

Inactive meters

Add

Update All

ver Type

Meter #	Meter Size	Chart Type	Service	Rate	Consumption	Billable	Seq#	Status
83542191	5/8 0003	0100	MINIMUM IN ADV.	Flat	1,000.00	108.68	1	Active
83542191	5/8 0003	0110	EXCESS WATER	0.0314300	124,000.00	3,740.17	1	Active
83542191	5/8 0003	0120	STATE SURCHARGE 1	0.0001054	124,000.00	13.07	1	Active
83542191	5/8 0003	0121	STATE SURCHARGE 2	0.0001664	124,000.00	20.63	1	Active
83542191	5/8 0003	0201	SEWER CHARGE USAGE	0.0208100	124,000.00	2,580.44	1	Active
83542191	5/8 0003	0205	SEWER DEBT FLAT FEE	Flat	1,000.00	38.02	1	Active
83542191	5/8 0003	0206	SEWER DEBT USAGE FEE	0.0064900	124,000.00	804.76	1	Active
TOTAL: 7					622,000.00	7,305.77		

WORK ORDER INVOICE

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

<u>Account Number:</u> [REDACTED]	<u>Work Order:</u> 11912
<u>Customer Name:</u> GAITHER H. ROWAN III TRUSTEE [REDACTED] WASHINGTON, DC 20016	<u>Status:</u> Closed
<u>Parcel ID:</u> 0000900	<u>Work Order Type:</u> 0009 - RE-READ
<u>Location:</u> 93 CLARKE STREET	<u>Scheduled Time:</u> 08/15/2024 12:00:00 PM
<u>Property Type:</u>	<u>Performed By:</u> MARK OR JIM
<u>Property Use:</u>	<u>Description:</u> 120823-READ WAS 284000 031924-ESTIMATED READ WAS 286000 062624- READ WAS 395000 IF THIS IS CORRECT, THERE IS AN ISSUE. 070224- REREAD WAS 401000 need to have staff investigate. usage is much higher than usual, is there a toilet issue or was/is there a leak'
	<u>Meter Location:</u>

Meter Information

Meter Manuf:
Meter Number: 83542191
Meter Size: 5/8
Installation Date: 6/25/2008 12:00:00 AM
Radio Read #: 1471454834
Route Name: 8
Read Sequence: 17
Savings Device:
Backflow Type:
Meter Pit Account:

Reading History

<i>Billing Roll</i>	<i>Read Type</i>	<i>Read Date</i>	<i>Reading</i>	<i>Consumption</i>
10/01/2024 WATER SEWER	R	09/18/2024	511000.00	219250.00
07/01/2024 WATER SEWER	E	06/26/2024	291750.00	5750.00
04/01/2024 WATER SEWER	E	03/19/2024	286000.00	2000.00
01/01/2024 WATER SEWER	R	12/08/2023	284000.00	14000.00
10/01/2023 WATER SEWER	R	09/07/2023	270000.00	4000.00

Comments

09162024 READ WAS 507000. STAFF STATED THAT THERE IS A PIT OFF ROAD UP NEAR BERM IN FRONT. SLIP WAS PUT IN THE CUSTOMERS 1024 BILL TO PUT THEM ON NOTICE THAT SOMETHING MAY BE GOING ON AND TO CONTACT US IF ASSISTANCE IS NEEDED.

Signature

Property Owner

Date

WORK ORDER INVOICE

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

<u>Account Number:</u> [REDACTED]	<u>Work Order:</u> 11967
<u>Customer Name:</u> GAITHER H ROWAN III TRUSTEE [REDACTED] WASHINGTON, DC 20016	<u>Status:</u> Closed
<u>Parcel ID:</u> 0000900	<u>Work Order Type:</u> 0016 - READ METER
<u>Location:</u> 93 CLARKE STREET	<u>Scheduled Time:</u> 09/13/2024 12:00:00 PM
<u>Property Type:</u>	<u>Performed By:</u> MARK OR JIM
<u>Property Use:</u>	<u>Description:</u> NO READ PROCESSED
	<u>Meter Location:</u>

Meter Information

Meter Manuf:

Meter Number: 83542191

Meter Size: 5/8

Installation Date: 6/25/2008 12:00:00 AM

Radio Read #: 1471454834

Route Name: 8

Read Sequence: 17

Savings Device:

Backflow Type:

Meter Pit Account:

Reading History

<i>Billing Roll</i>	<i>Read Type</i>	<i>Read Date</i>	<i>Reading</i>	<i>Consumption</i>
10/01/2024 WATER SEWER	R	09/18/2024	511000.00	219250.00
07/01/2024 WATER SEWER	E	06/26/2024	291750.00	5750.00
04/01/2024 WATER SEWER	E	03/19/2024	286000.00	2000.00
01/01/2024 WATER SEWER	R	12/08/2023	284000.00	14000.00
10/01/2023 WATER SEWER	R	09/07/2023	270000.00	4000.00

Comments

09182024- READ WAS 511000
092424-SENT STAFF BACK TO SITE. PREVIOUS DURING PREVIOUS BILLING TO VERIFY THE ACCURACY OF THE HIGH READ GIVEN. STAFF STATES READING IS CORRECT 092424- I FOUND EMAIL ADDRESS ON TAXES. I WAS NOT SURE ON THE ACCURACY OF THE EMAIL, THEREFORE I DID NOT SEND AN EMAIL. I WILL PUT A SLIP IN THE BILL.

Signature

Property Owner

Date

WORK ORDER INVOICE

JAMESTOWN WATER & SEWER DIVISION

P.O. BOX 377

JAMESTOWN, RI 02835

<u>Account Number:</u> 08-014012	<u>Work Order:</u> 12109
<u>Customer Name:</u> GAITHER H. ROWAN III TRUSTEE [REDACTED] WASHINGTON, DC 20016	<u>Status:</u> Closed
<u>Parcel ID:</u> 0000900	<u>Work Order Type:</u> 0008 - WATER LEAK
<u>Location:</u> 93 CLARKE STREET	<u>Scheduled Time:</u> 11/06/2024 01:00:00 AM
<u>Property Type:</u>	<u>Performed By:</u> MARK OR JIM
<u>Property Use:</u>	<u>Description:</u> Julie Gaither (daughter) called pertaining to the very high consumption and possible leak. Is it possible to turn the water off until she can get back from DC? contact: [REDACTED]
	<u>Meter Location:</u>

Meter Information

Meter Manuf:
Meter Number: 83542191
Meter Size: 5/8
Installation Date: 6/25/2008 12:00:00 AM
Radio Read #: 1471454834
Route Name: 8
Read Sequence: 17
Savings Device:
Backflow Type:
Meter Pit Account:

Reading History

<i>Billing Roll</i>	<i>Read Type</i>	<i>Read Date</i>	<i>Reading</i>	<i>Consumption</i>
10/01/2024 WATER SEWER	R	09/18/2024	511000.00	219250.00
07/01/2024 WATER SEWER	E	06/26/2024	291750.00	5750.00
04/01/2024 WATER SEWER	E	03/19/2024	286000.00	2000.00
01/01/2024 WATER SEWER	R	12/08/2023	284000.00	14000.00
10/01/2023 WATER SEWER	R	09/07/2023	270000.00	4000.00

Comments

110624-MAJOR LEAK PER STAFF. STAFF PUMPED OUT METER PIT AND TURNED THE WATER OFF. ACTUAL READING WAS 635230. PER STAFF 124230 GALLONS HAVE GONE THROUGH THE METER SINCE 091824 READING.
112024- I SPOKE TO JULIE, SHE IS TRYING Julie Gaither <[REDACTED]> TO LOCATE AN AVAILABLE EXCAVATOR. SHE HAS CALLED ARCHIE, TOM GADOURY, RICHARD WOLFE AND WILL TRY KEN GLADDING. Julie Gaither EMAIL IS [REDACTED] SHE STATED THAT SHE WILL EMAIL ME WITH A REQUEST FOR INFORMATION, AS SHE WILL REQUEST RELIEF ON HER HIGH WATER BILL.

Signature

Property Owner

Date

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

Monday, October 21, 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, 93 Narragansett Avenue at 6:34 PM by Commission President Nancy A. Beye.

The following members were present:

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

Also present were:

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

Absent:

Erik G. Brine, Commissioner

OPEN FORUM

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

1) Scheduled requests to address:

(None)

2) Non-scheduled request to address:

Jane Bentley of 70 Mount Hope Avenue stated that she has a communication on the agenda, requesting sewer charge relief from her 10/24 Water and Sewer bill. Mrs. Bentley stated that she recently received her water and sewer bill and the water usage and bill were very high. Mrs. Bentley further stated that with the assistance of the water clerk and further investigation, she found a leak in a pipe in a crawl space leading to her outside shower. She stated that her husband turned off the valve and immediately called a plumber and that the leak has since been repaired. She further stated that leak continued into the next billing cycle and that she anticipates getting a second high water and sewer bill. Commission President Beye thanked Mrs. Bentley for her report and stated that her matter will be discussed later on the agenda.

REPORT OF TOWN OFFICIALS

1) **Pumping Report:**

The Public Works Director reported the following:

- JR-1 well is in service.
- Transfer pumping remains inactive.
- Pumping was down for the month of September and also compared to last year.

- Rainfall was up slightly for the month September and down compared to the previous year.
- North Reservoir is @ 43 MG, usable storage-60 MG.
- South Pond is @ capacity, usable storage-6 MG.

2) **Town project reports: (See attached Project Update Report dated October 2024)**

Treatment Plant:

The Public Works Director reported the following:

- We continue to operate with two staff members in the Water Department and stated that Administrator Mello has a staffing report on the agenda this evening.
- Pare Corporation has a final draft of the rules and regulations for the Commission to review and that he will have it for the new Commissions review at the next meeting in November.

Distribution System:

The Public Works Director reported the following:

- We have completed the initial service line inventory submission to the EPA and RIDOH for the October 16th deadline. Unfortunately, there are still many homes that must be inspected to verify the pipe material.

The Public Works Director briefly outlined the results of the service line inventory and stated that he has provided a copy of a sample notice prepared by the RIDOH and that Jamestown is required to provide a pitcher with a filter that removes lead to any customer who receives a notice and makes a request. The Public Works Director stated that funding is available, although the Town does not meet those requirements.

- In 2025, we will be completing a system wide meter replacement program where the water department staff will be in each home to install new meters and at that time, we will be able to verify all service pipe material and update the service line inventory. The Public Works director stated that the new metering system will allow the customer via an app and the town to be notified on real time, of any issues that may arise, such as the Bentley leak.

Wastewater Treatment Plant:

The Public Works Director updated the Commission on the three projects that Weston and Sampson are currently working on.

Commission consensus: To accept the Public Works Director's report, as submitted.

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

- a) **Status Update: Staffing at the Water Treatment Plant (See attached memorandum dated October 16, 2024 from the Town Administrator Edward A. Mello)**

The Town Administrator gave a brief report on the status of staffing at the Water Treatment Plant. The Commission asked for clarification on a few items, as reported by the Town Administrator.

LETTERS AND COMMUNICATIONS

- 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.**

Jane Bentley of 70 Mount Hope Avenue gave a brief report earlier in the evening, under non-scheduled request to address.

The Public Works Director stated that this was an unfortunate situation, although historically we do not give relief on the water side, as it takes money to treat that excess water.

Commission President stated that typically relief can only be given on the sewer side of the bill. The Finance Director stated that historically, an average of water usage is taken over a three-year period and

the sewer relief will be given on the difference.

Motion was made by Commission Vice-President Meagher, seconded by Commissioner Randall White to grant sewer relief, as reported by the Public Works Director and the Finance Director. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Michael White, Aye; Commissioner Randall White, Aye.

NEW BUSINESS

- 1) No items at this time.

CONSENT AGENDA

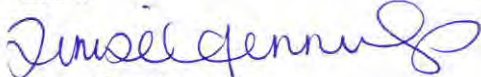
- 1) Adoption of Minutes:
 - a) September 16, 2024 (regular meeting)
- 2) Finance Director's Report: Comparison Budget to Actuals as of October 16, 2024.

Motion was made by Commission Vice-President Meagher, seconded by Commissioner Michael White to accept the Consent Agenda, as presented. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Michael White, Aye.

ADJOURNMENT

Motion was made by Commission Vice-President Meagher, seconded by Commissioner Michael White to adjourn the meeting of the Jamestown Town Council sitting as the Board of Water and Sewer Commissioners at 7:08 PM. Vote: President Beye, Aye; Commission Vice-President Meagher, Aye; Commissioner Michael White, Aye.

Attest:



Denise Jennings
Water and Sewer Clerk

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

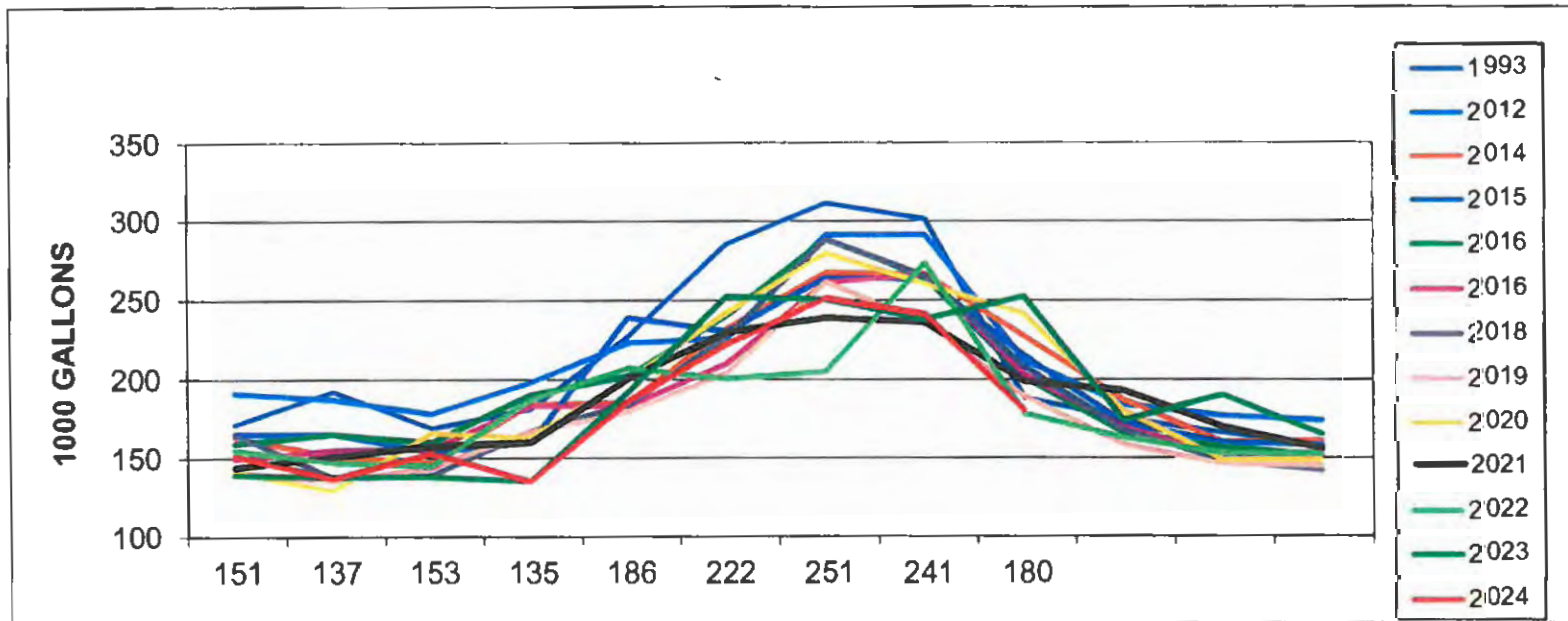
- We completed the initial service line inventory submission to the EPA and RIDOH for the October 16th deadline. Over the past several weeks we completed in home service pipe inspections for customers who responded to our mailing. We were able to identify hundreds of service pipes in our system. Unfortunately 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.

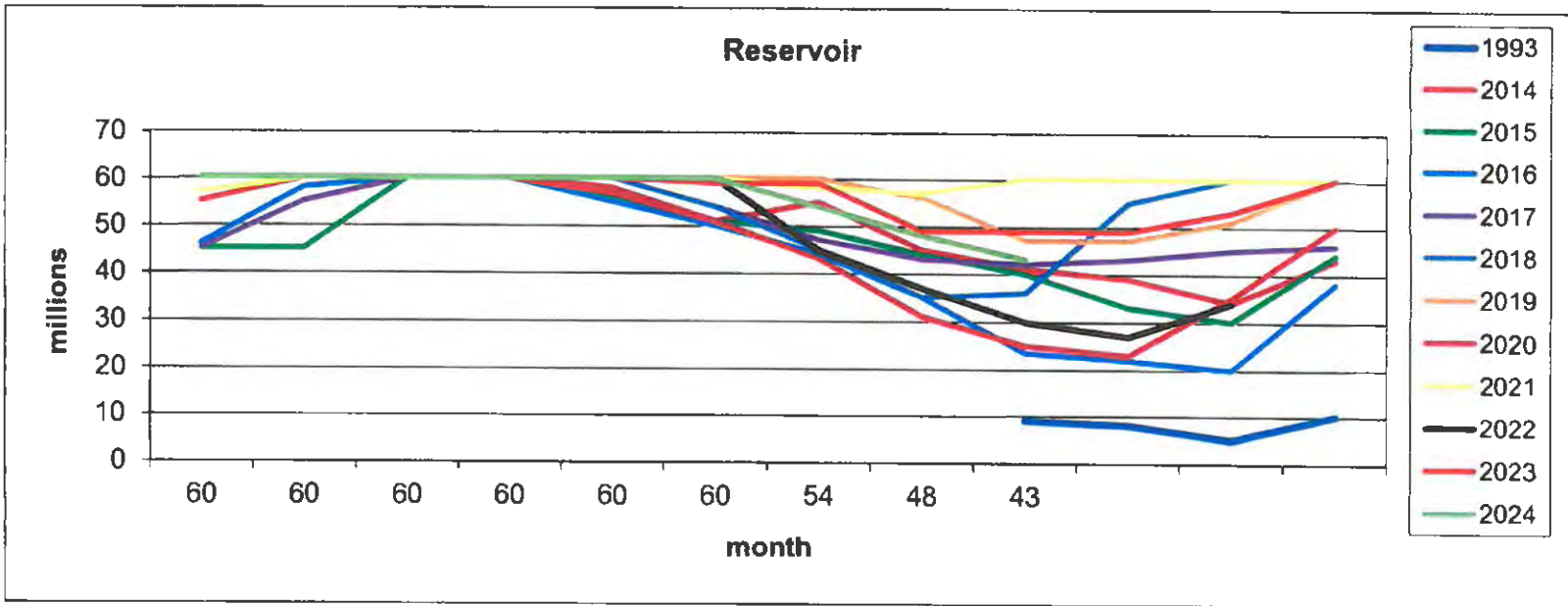
	1993	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Jan	171	172	155	191	163	165	159	149	165	141	141	144	155	139	151
Feb	192	158	156	187	151	165	165	155	137	135	129	151	147	138	137
Mar	169	157	155	178	147	154	160	156	139	144	166	158	145	138	153
Apr	181	180	170	198	184	160	190	183	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



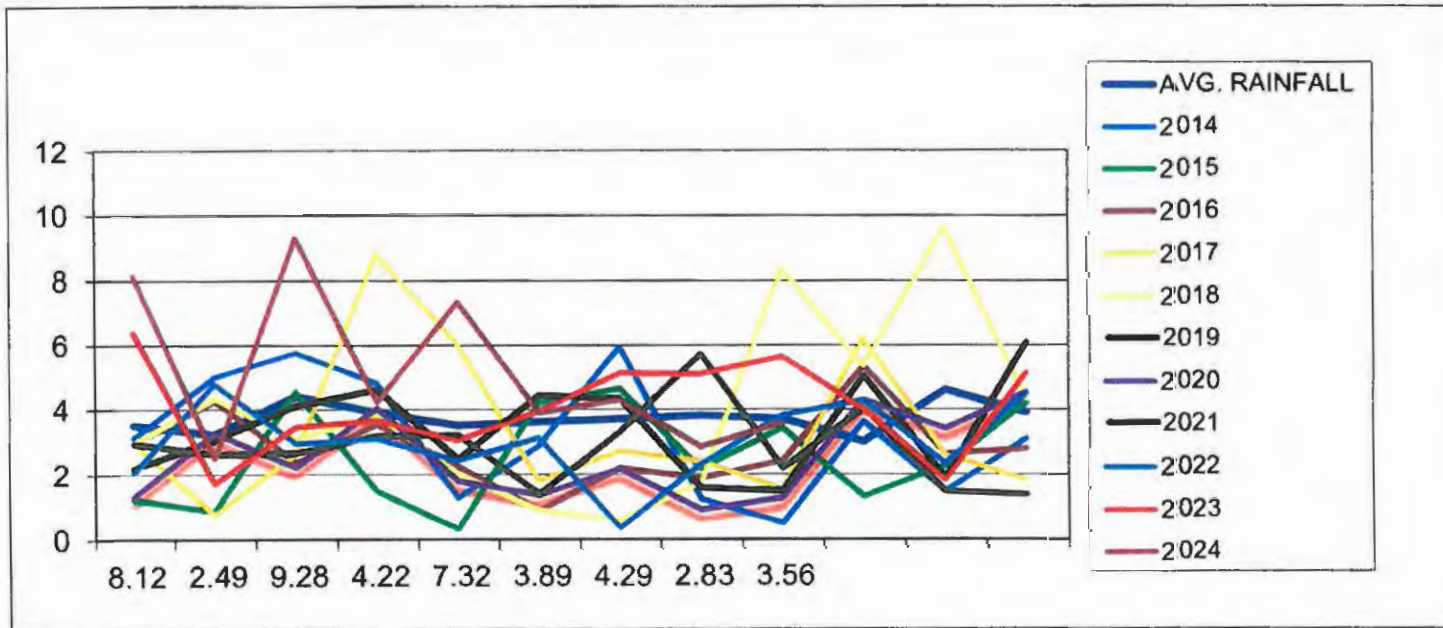
RESERVOIR LEVEL

	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	

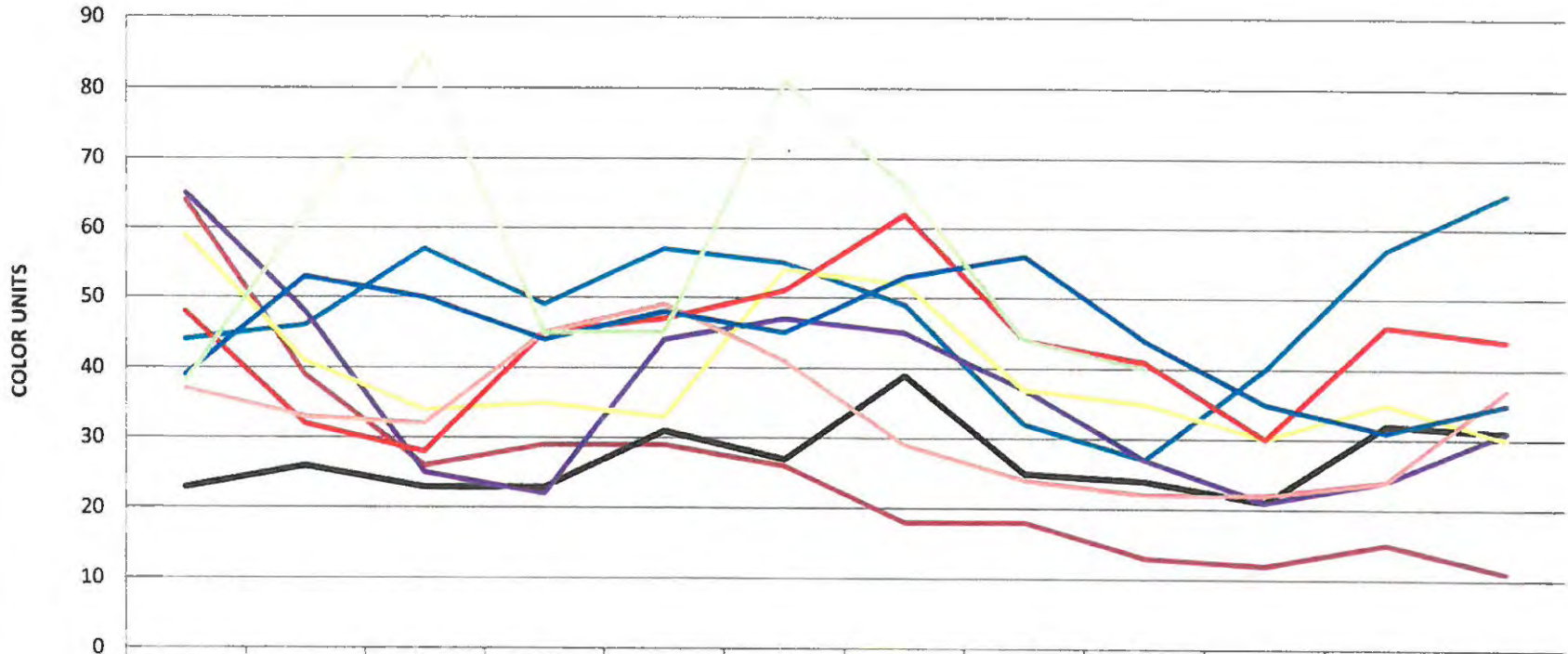


	AVG. RAINFALL	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Jan	3.5	3.1	1.22	2.94	2.94	2.94	2.19	1.3	2.94	2.04	6.36	8.12
Feb	3.2	4.98	0.86	4.25	0.76	4.33	3.06	3.26	2.62	4.77	1.7	2.49
Mar	4.4	5.74	4.53	2.36	2.62	3.07	4.11	2.21	2.66	2.94	3.44	9.28
Apr	3.9	4.8	1.47	3.53	8.8	3.79	4.61	4.03	3.18	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

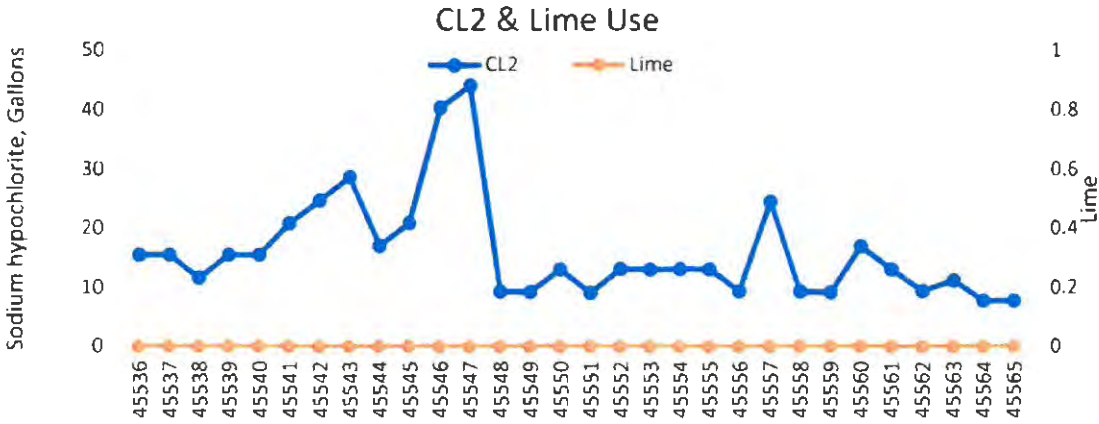
Energy use at the plant for the month was: 15,676 KWH

Precipitation

Precipitation measured in at 3.56"

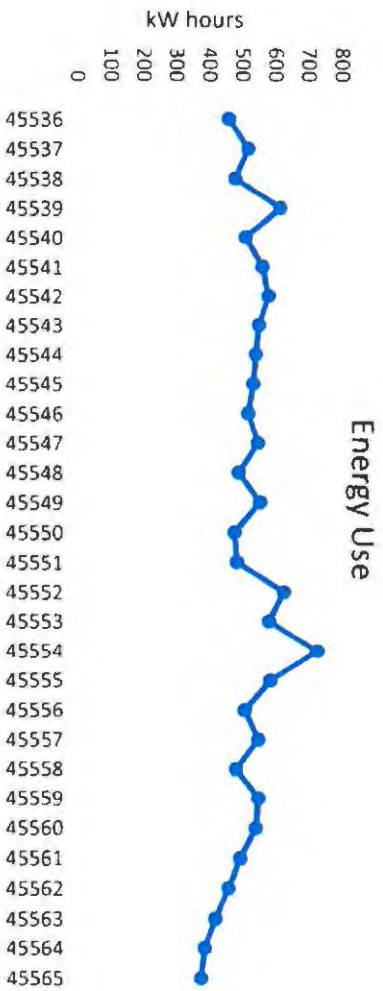
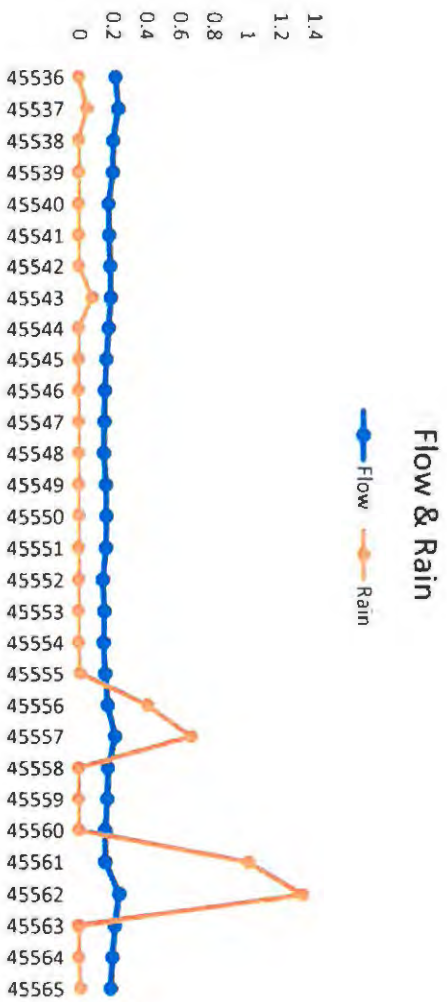
Chemical Use

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



Flows

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#: R1XXXXX, ADDRESS]**

Date distributed: _____.

[Family of brands](#) 

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

Close

Why
Brita®
Community
Water
Systems



Search 

Support 

Account  Cart 

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](#)



Notice: We've updated our [Terms of Use](#), effective immediately. By continuing to use the site, you agree to the updated [Terms of Use](#).

[Cookie Settings](#)

We use technology, such as cookies, to personalize and enhance your experience. By continuing to use this site, you agree to our use of cookies. [Privacy Policy](#)

[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:

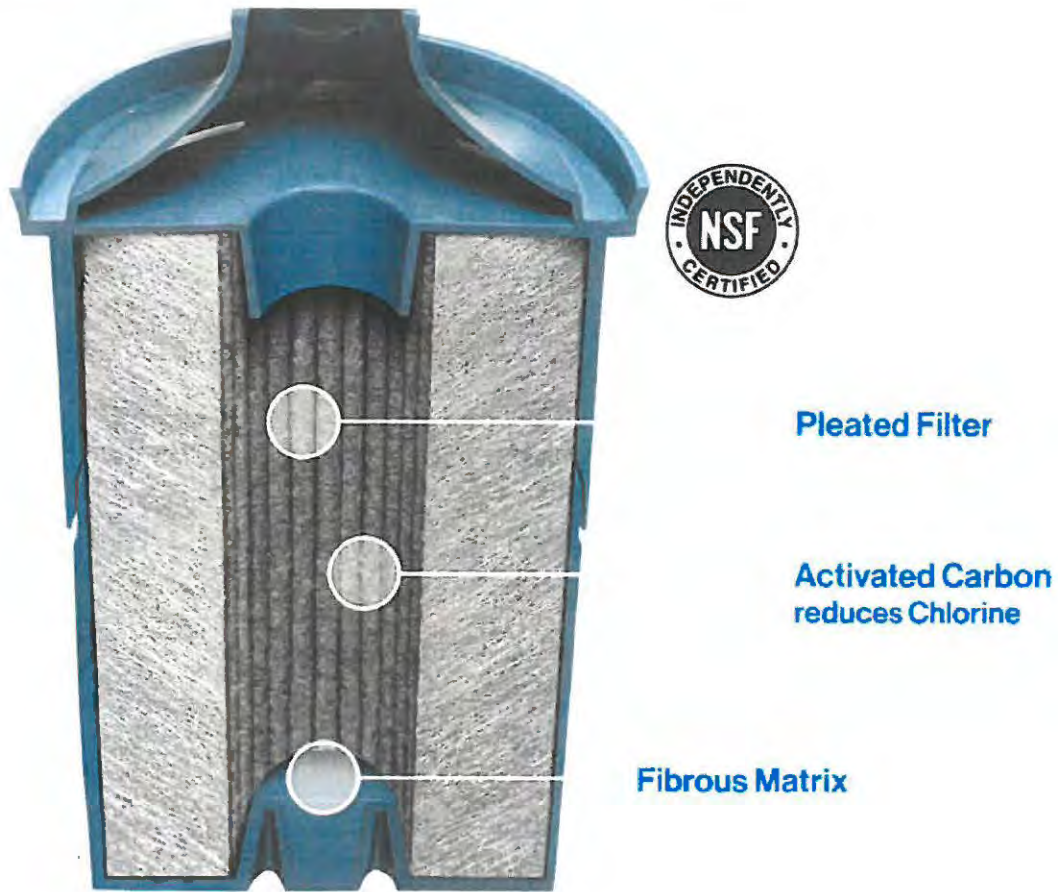
Certified Performance You Can Trust: The Brita Elite™ filter is NSF Certified against NSF/ANSI Standard 53 for lead reduction.**

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.

Notice: We've updated our [Terms of Use](#), effective immediately. By continuing to use the site, you agree to the updated [Terms of Use](#).

[Cookie Settings](#)

We use technology, such as cookies, to personalize and enhance your experience. By continuing to use this site, you agree to our use of cookies. [Privacy Policy](#)



Notice: We've updated our [Terms of Use](#), effective immediately. By continuing to use the site, you agree to the updated [Terms of Use](#).

[Cookie Settings](#)

We use technology, such as cookies, to personalize and enhance your experience. By continuing to use this site, you agree to our use of cookies. [Privacy Policy](#)



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

Notice: We've updated our [Terms of Use](#), effective immediately. By continuing to use the site, you agree to the updated [Terms of Use](#).

[Cookie Settings](#)

We use technology, such as cookies, to personalize and enhance your experience. By continuing to use this site, you agree to our use of cookies. [Privacy Policy](#)

Certified to NSF/ANSI 53 Standard for PFOA/PFOS reduction



Meets 6-month EPA LCRR filtration requirement with a single filter



Filter life

120 gal
6 mo*

40 gal
2 mo*

15 gal
3 wk*

Volume-based electronic filter life indicator



Retailer filter repurchase option



Direct to Consumer filter repurchase option



*Time based on certified filter life and average household usage of 11 glasses per day

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

Notice: We've updated our [Terms of Use](#), effective immediately. By continuing to use the site, you agree to the updated [Terms of Use](#).

[Cookie Settings](#)

We use technology, such as cookies, to personalize and enhance your experience. By continuing to use this site, you agree to our use of cookies. [Privacy Policy](#)



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

Notice: We've updated our [Terms of Use](#), effective immediately. By continuing to use the site, you agree to the updated [Terms of Use](#).

[Cookie Settings](#)

We use technology, such as cookies, to personalize and enhance your experience. By continuing to use this site, you agree to our use of cookies. [Privacy Policy](#)



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

Notice: We've updated our [Terms of Use](#), effective immediately. By continuing to use the site, you agree to the updated [Terms of Use](#).

[Cookie Settings](#)

We use technology, such as cookies, to personalize and enhance your experience. By continuing to use this site, you agree to our use of cookies. [Privacy Policy](#)

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

Notice: We've updated our [Terms of Use](#), effective immediately. By continuing to use the site, you agree to the updated [Terms of Use](#).

[Cookie Settings](#)

We use technology, such as cookies, to personalize and enhance your experience. By continuing to use this site, you agree to our use of cookies. [Privacy Policy](#)

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](#)

[Cookie Settings](#)

Notice: We've updated our [Terms of Use](#), effective immediately. By continuing to use the site, you agree to the updated [Terms of Use](#).

We use technology, such as cookies, to personalize and enhance your experience. By continuing to use this site, you agree to our use of cookies. [Privacy Policy](#)



Shop

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

Notice: We've updated our [Terms of Use](#), effective immediately. By continuing to use the site, you agree to the updated [Terms of Use](#).

[Cookie Settings](#)

We use technology, such as cookies, to personalize and enhance your experience. By continuing to use this site, you agree to our use of cookies. [Privacy Policy](#)

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.

RI DOH 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 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.

TOWN OF JAMESTOWN



PROCLAMATION OF THE TOWN COUNCIL

No. 2024-26

Honoring the members of the Jamestown School Committee
 during
 School Committee Recognition Month
 January 2025

WHEREAS: our community values a quality education as a vital step along the pathway to success for our children; and

WHEREAS: Kristine Lapierre, Drew Allsopp, Christian Cowan, Lisa Tuttle, and Josh Furtado contribute greatly to this community through their service on the Jamestown School Committee; and

WHEREAS: these decision-makers are responsible for maintaining strong, effective budgetary oversight, high standards for employment and a safe, well-managed set of school facilities; and

NOW, THEREFORE, We, the Town Council of the Town of Jamestown, Rhode Island, hereby proclaim the month of January 2025 throughout this community as **School Committee Recognition Month** and urge all citizens to honor Kristine Lapierre, Drew Allsopp, Christian Cowan, Lisa Tuttle, and Joshua Furtado for their service.

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 16th day of December, 2024.

Roberta J. Fagan, CMC, Town Clerk



Town of Jamestown Resolution of the Town Council

No. 2024-28

RESOLUTION OF TOWN COUNCIL APPROPRIATING AND AUTHORIZING INTERDEPARTMENTAL/INTERAGENCY AGREEMENTS REGARDING THE TOWN'S AMERICAN RESCUE PLAN ACT ("ARPA")/STATE AND LOCAL FISCAL RECOVERY FUNDS ("SLFRF")

WHEREAS, the Town of Jamestown is the recipient of State and Local Fiscal Recovery Funds under the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program under the American Rescue Plan Act of 2021 ("ARPA"), as amended by the federal Consolidated Appropriations Act, 2023;

WHEREAS, under current federal guidelines, the SLFRF/ARPA funds must be obligated by December 31, 2024 and spent by April 30, 2027; and

WHEREAS, the Town Administrator and/or Finance Director are responsible for the oversight of the expenditure of SLFRF/ARPA funds received by the Town;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JAMESTOWN AS FOLLOWS:

Section 1. The Town Administrator and all town departments, agencies, commissions, boards and other parts of town government including the (each an "agency") are hereby authorized to enter into interagency agreements to provide SLFRF/ARPA funds from one such agency to another to carry out an eligible use of SLFRF/ARPA funds, to impose conditions on the use of SLFRF/ARPA funds by the agency receiving such funds and/or the procurement of goods or services from one agency to another. Each such interagency agreement (1) shall set forth specific requirements, such as a scope of work and project deliverables, (2) shall be signed by the agencies party to such agreement and (3) shall be binding and enforceable amongst the agencies. Further, each such interagency agreement not executed by the Town Administrator as a party thereto shall additionally be approved by the Town Administrator who is hereby authorized and directed to enter into and/or approve such interagency agreements as he may deem appropriate. Without limiting the generality of the foregoing the Town Administrator is authorized and directed to enter into an interagency agreement ("MOU") with the Town Water Department for the costs of goods and services including engineering, bid preparation and procurement and installation of meters for the Jamestown Water Meter Replacement Program to be funded by up to \$858,344 of such ARPA/SLFRF funds.

Section 2. All such SLFRF/ARPA funds as may be so obligated by said interagency agreements as may be executed or approved by the Town Administrator are hereby appropriated from the unexpended balance of SLFRF/ARPA funds and such amounts are hereby encumbered.

Section 3. The proper officers of the Town, including the Town Administrator, Finance Director and Town Clerk be and department heads, and each of them hereby is, authorized and directed to execute and deliver any and all necessary or desirable applications, instruments, certificates, affidavits and other documents, and they and the Town Solicitor are authorized to do or cause to be done any and all other acts and things necessary or proper for carrying out this Resolution; including to comply with all SLFRF/ARPA-related federal and State of Rhode Island regulations, guidelines, terms and conditions including record retention and access requirements.

Section 4. This Resolution shall take effect upon its passage.

Nancy A. Beye, President

Erik G. Brine, Vice President

Mary E. Meagher

Mary G. Glackin

E. Edward Ross

IN WITNESS WHEREOF, I hereby attach my hand and the official seal
of the Town of Jamestown this ____ day of December, 2024.

Robert J. Fagan, CMC, Town Clerk

Short-term Rental Registration

Applicant

Primary Location

STR-17 Renewal

Submitted On: Sep 30, 2024

Edward DePhillips

36 COLE STREET
Jamestown, RI 02835

Confirmation of Primary Property Owner Information

Owner First Name

Edward

Owner Last Name

DePhillips

Business/Trust Name

N/A

Owner Street Address

Owner State - 2 letters - i.e. RI

CT

Owner City

Fairfield

Owner Phone Number - xxx-xxx-xxxx

Owner Zip Code

06824

Are there additional Property Owners?

No

Owner Email Address

Local Representative Contact Information

Authorized to receive any process, notice or demand required or permitted to be served upon the owner of the premises. Said local representative shall:

Per town ordinance, chapter 14-90, The record owner shall designate on the registration form, if different from themselves, an individual who permanently resides in Rhode Island, or a property manager with a physically staffed office within Rhode Island, as the record owner's local representative, who shall be authorized to receive any process, notice or demand required or permitted to be served upon the owner of the premises. The record owner may be designated as the local representative, only if he or she resides in Rhode Island.

1. Provide contact information that is monitored twenty-four (24)-hours a day.

2. In the case of a complaint regarding use of the Short-term Rental, response shall be within four (4) hours to the Jamestown Police Department or Town Official inquiries. The failure of the record owner or local representative to respond in person or via telephone shall be considered a violation per town ordinance, chapter 14-90.

Representative Company Name - if applicable

Island Dreams Property Management

Representative First Name

Heather

Representative Last Name

Lopes

Representative E-mail Address

Representative Phone Number xxx-xxx-xxxx

Representative Street Address

Representative City

Jamestown

Representative State 2 letters - i.e. RI

RI

Representative Zip Code

02835

Property Details

- Rental Unit within CD (Commercial Downtown District)
- Owner Occupied Unit – Jamestown resident where the Owner of the Property is residing on the property and it serves as their primary residence.
- Resident Owned-Not Occupied - Jamestown resident where Short-term rental is not primary residence.
- Non-Owner-Occupied Properties - owned by non-Jamestown Resident

Property Type

Non-Owner Occupied - owned by non-Jamestown Resident

Please select rental type

Full Dwelling

Please note: Jamestown Resident means the record owner of a parcel of real estate who (1) physically resides in the town for no less than 183 days per year; and (2) has designated a property in the town as their legal residence.

YOU WILL BE REQUIRED AS A NON-OWNER OCCUPIED PROPERTY TO SELECT THE "FULL DWELLING" OPTION ABOVE.

Number of Bedrooms Rented

4

Maximum Occupancy

8

State of Rhode Island Department of Business Regulation

Registration Number

RE.00485-STR

State of Rhode Island Department of Business Regulation Registration Expiration Date?

-

What evening of the week should the recycle bin be placed curbside?

Tuesday

What evening of the week should the trash receptacle be placed curbside?

Tuesday

Does this unit allow dogs?

does NOT allow

Select your Rental Unit utility connection(s) from the options below:

Town Sewer
true

Number of On-Site Available Parking Spaces
5

Typical Leased/Rental period per nights (check all that apply):

3-7
-

Will tenants have access to any of the following:

Porch Access
true

Grill Access
true

Outdoor Shower Access
-

Hose Access
-

Hot Tub
-

Town Water
true

On-Site Wastewater Treatment System (OWTS)
-

When do you plan on Renting?
June 1 through September 30

15-29
true

8-14
true

Less than 3
-

Deck Access
true

Screened Porch Access
-

Fire Pit Access
true

Sprinkler Access
-

Pool
true

Other Access
-

Fees Calculation

Registration Fees

Application Fee \$
125

Subtotal Fees. *Total Fees due will be calculated on the following page.

NOTE: If you are registering 4 or more bedrooms, the maximum Bedroom Fee you will be charged is \$800.

Bedroom Fee \$
800

Total Non-Owner Occupied Non-Jamestown Resident Fees
985

*Fees will be calculated on the following page. Fee Total is subject to Administrative Review and may change.

Scheduling Inspections - Inspections are required every two years.**

Inspections will be available on Fridays during the the following timeframe. Please select your preference. An email confirmation will be sent to confirm the date and time.

Friday AM (8:30 AM-12:00 PM)
true

Friday PM (1:00 PM-4:00 PM)
true

Not applicable
-

Date of last inspection(s)
-

Certification

I HEREBY CERTIFY that the above information is true and correct. I understand that it is my responsibility as the property owner, to ensure that the residential rental registered above meets all applicable residential codes and ordinances per RiGL §34-18-22. I understand that any false statements made herein are subject to penalties of law. I further understand that, in accordance with Chapter 14, Article V Section 14.89 of the Town of Jamestown Code of Ordinances, a notice of compiled town ordinances will be maintained in a conspicuous place in said Short-term rental. The Notice contains ordinances of the Town of Jamestown with regard to Noise, Leashing of Dogs, Trash Disposal, Recycling, Parking, Dwelling Occupancy Limits, Water Restrictions, and any other pertinent ordinances or law the Town Council may deem appropriate from time to time.

I HEREBY CERTIFY that I have reviewed Chapter 14- Buildings and Building Regulations, Article V, Short-Term Rentals Ordinance and will comply with the rules and regulations as written. This registration shall be valid for the calendar year (January 1- December 31) and shall not be prorated.

Applicant Signature
true

Date
09/30/2024

Roberta Fagan

From: Edward Mello
Date: Wednesday, September 11, 2024 8:19 AM
To: ernie savastano
Cc: Chief James Campbell; Roberta Fagan
Subject: RE: 36 Cole St

Ernie

Thank you for the email. I will be sure that the TC is aware of your concerns as we look to consider renewals for next year as well as any changes related to parking requirements.

Thank you.

Ed

From: ernie savastano <[REDACTED]>
Sent: Monday, September 9, 2024 8:47 AM
To: Edward Mello <emello@jamestownri.net>
Subject: 36 Cole St

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.

A house at 36 Cole St has been running as an AirBnB for two or three years now. There have been loud parties and many cars at the house. Two weeks before the town council met to approve the license this past April, I approached the owner, Eddie, and told him of the problem we had with the many cars and the way they were parked. The driveway in front of the garage can fit two cars but they park four and five across at times. Our car has been hit twice by cars backing out of the spaces, both times by cars parked that were not in the garage spaces.

When I met the owner that day we agreed that

-we (37 Cole) won't put cars in the way they (36 Cole) can back out of the garage spaces safely,

-and he would see that the front door spaces would not be used for cars to keep our car safe, and that he would have a sign there to keep cars out of the space in front of his door.

We made a neighborly agreement so I did not ask the Council to intervene in the licensing time, and the license went through.

The first weekend of July saw a huge party with eight cars at the house and five parked abreast in the space in front.

I called his property manager and she told me to call Jessica and gave me her number. When I talked to her she identified herself as the owner, and told me that they could park wherever they wanted. I even told them about the agreement we had.

Then the property manager called and told me the sign was being made and had not yet been put up, indicating to me that all persons knew of the agreement. Still now there is no sign.

Since then there have been cars filling the spaces whenever there are people there.

Cole Street is a small street. When so many cars are there, uncontrolled, there is a safety hazard as well as a nuisance in a small neighborhood. Cars can't pass safely through the small spaces.

I ask the town to regulate this problem when the next licensing application is received.

Ernie Savastano
 [REDACTED]
 [REDACTED]

Roberta Fagan

From: Carrie Kolb
Date: Thursday, September 26, 2024 10:56 AM
To: Edward Mello; Roberta Fagan; Dennis Begin
Subject: parking on Cole Street

Below is the email chain about parking on Cole Street. Ed DePhillips owns 36 Cole Street which is a STR. Ernie Savastano owns 39 Cole Street, and came in to Town Hall (after DePhillips got the STR licensed) because he believes that his car, parked on the street, was hit last summer (2023) by a renter but he realized it after the fact and could never prove it.

From: Ed DePhillips <[REDACTED]>
Sent: Wednesday, July 17, 2024 11:54 AM
To: Peter Medeiros <pmedeiros@jamestownri.net>
Cc: Carrie Kolb <ckolb@jamestownri.net>
Subject: Re: 2025 Short-Term Rental Registration Renewal campaign - Renew by October 1, 2024

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.

Thank you for your reponse.

[THE HARTFORD GRANITE & MARBLE CO.](#)

[REDACTED] Phone
[REDACTED] Fax

www.hartfordgraniteandmarble.com

From: Peter Medeiros <pmedeiros@jamestownri.net>
Sent: Wednesday, July 17, 2024 9:09 AM
To: Ed DePhillips <[REDACTED]>
Cc: Carrie Kolb <ckolb@jamestownri.net>
Subject: RE: 2025 Short-Term Rental Registration Renewal campaign - Renew by October 1, 2024

Ed, Jessica,

I am unaware of any Town ordinance or statute that would prohibit the occupants of your property from parking in your driveway.

You may want to talk to the Police Department regarding this issue.

Thank you,

Peter Medeiros CBO

Building & Zoning Official

Town of Jamestown, R.I. 02835

401 423 9803

pmedeiros@jamestownri.net



From: Carrie Kolb <ckolb@jamestownri.net>
Sent: Tuesday, July 16, 2024 12:04 PM
To: Peter Medeiros <pmedeiros@jamestownri.net>
Subject: FW: 2025 Short-Term Rental Registration Renewal campaign - Renew by October 1, 2024

Hi Pete,

Please see email below and respond to Jessica/Ed DePhillips because they are asking for advice on guests being able to park in the driveway.

Many thanks,

Carrie

From: Keith Ford <kford@jamestownri.net>
Sent: Tuesday, July 16, 2024 11:35 AM
To: Carrie Kolb <ckolb@jamestownri.net>
Subject: FW: 2025 Short-Term Rental Registration Renewal campaign - Renew by October 1, 2024

Carrie,

Is complaints your department? Not sure he to respond. I believe that area of Cole St does not have parking regulations. Is there anything in the STR Regulations?

Keith

From: Ed DePhillips <[REDACTED]>
Sent: Friday, July 12, 2024 9:27 PM
To: Keith Ford <kford@jamestownri.net>
Subject: Fwd: 2025 Short-Term Rental Registration Renewal campaign - Renew by October 1, 2024

CAUTION: This email originated from outside the Jamestown email system. Please do not click links or open attachments unless you recognize the sender and determine the content is safe.

Hi Keith,

We are the owners at 36 Cole Street. I am running into an issue with our across the street neighbor and I wanted to see if you could advise.

Our across the street neighbor likes to park in the street, directly across from our driveway. He has asked us a few times to relay to our renters that they can not park in a particular area in the driveway. We have relayed this to our guests out of courtesy for the neighbor, but we cannot always guarantee guests will not park in the driveway as they have a right to while renting the home. This evening the neighbor has been calling me and my property manager relentlessly to ask the renter to again move out of our driveway so he doesn't have to worry about his car being hit in the road when they back up. I told him there is not much else I can do and he became angry and said he would be going to town council.

I am wondering if you can please advise if there is any reason our guests wouldn't be able to park in our driveway. I am sorry if this is silly but I am not sure where to go from here with him.

Thank you,

Jessica

Get [Outlook for iOS](#)

From: Roberta Fagan <rfagan@jamestownri.net>

Sent: Tuesday, July 2, 2024 2:49:17 PM

Subject: 2025 Short-Term Rental Registration Renewal campaign - Renew by October 1, 2024

Good afternoon,

Over the weekend emails were sent to all registered Short-Term Rental hosts regarding renewals. The 2025 Short-Term Rental Renewal period is between July 1-October 1, 2024 for the 2025 calendar year as per Chapter 14 – Buildings and Building Regulations, Article V. Short-Term Rentals, Sec. 14-85 Filing date; term. (see attached).

Please renew your existing STR record; do not create a new/duplicate STR record.

All property taxes, and water/sewer taxes must be up to date for your license to be reissued.

As a reminder, you will only be required to pay the application fee and bedroom fee (where applicable). Building and Fire reinspection(s) are only required every two years, unless required sooner by the Building Official and/or Fire Marshal.

The number of bedrooms registered must match what is on file with the Town of Jamestown Tax Assessor database:

- Sec. 14-87. Occupancy location, limits, and other requirements. (b) The maximum occupancy for the dwelling and Short-term Rental unit shall be two persons per bedroom, excluding children under 12 years of age, and in cases where dwelling units use an On-site Wastewater Treatment System ("OWTS") maximum occupancy shall not exceed the number of bedrooms supported by the design load of the property's OWTS.

If your property listing on host web hosting sites is not in compliance, your license will not be reissued:

- Sec. 14-87. Occupancy location, limits, and other requirements. (d) The record owner shall be jointly and severally liable for compliance with the Short-term Rental Ordinance provisions, including but not limited to, rental term limits, occupancy limits, and other requirements. Non-compliance with any of the provisions of this ordinance or any other Code of Ordinance provisions of the Town of Jamestown by users of the Short-term Rental unit shall constitute a violation of this chapter.


Please call or email with any questions.

Thank you and wishing you a safe and happy Independence Day!

Sincerely,

Roberta

Roberta J. Fagan - Town Clerk



Roberta J. Fagan
Town of Jamestown
Town Clerk

401-423-9800 Work
rfagan@jamestownri.net
93 Narragansett Avenue
Jamestown, RI 02835
www.jamestownri.net

Business Hours: Monday-Friday 8:00 AM – 4:30 PM – last recording 4:00 PM

This e-mail message is confidential and is intended only for the named recipient(s). It may contain information that is subject to the attorney-client privilege or the attorney work-product doctrine or that is otherwise exempt from disclosure under applicable law. If you have received this e-mail message in error, or are not the named recipient(s), please immediately notify the sender and delete this message from your computer and destroy all copies. Thank you.

Roberta Fagan

From: Edward Mello
it: Tuesday, October 22, 2024 8:10 AM
To: Roberta Fagan
Subject: FW: 36 Cole St

Roberta
Good morning
Please confirm when 36 cole might be on the TC agenda for consideration as an STR

Thank you

From: ernie savastano [REDACTED]
Sent: Tuesday, October 22, 2024 5:04 AM
To: Edward Mello <emello@jamestownri.net>
Subject: 36 Cole St

CAUTION: This email originated from outside the Jamestown email system. Please do not click links or open attachments unless you recognize the sender and determine the content is safe.

Hello
I live at 37 Cole Street and you may remember the letter I sent to you about the Airbnb across the street and their cars hitting our car as they pulled out of the so-called driveway. Well, I got a call from my sister who is staying at the house that it happened again, a third time, but this time she was able to get the insurance information and take pictures. I hope that because I am in Italy right now, the town Council will not hear the application for 2025 until I get back in November. Can you please inform me as to the progress of their application?
Thank you.

Ernie Savastano

Vin'Oliva
[REDACTED]

November 25, 2024

Edward DePhillips



Re: STR-17, 36 Cole Street

Dear Edward DePhillips,

At the November 18, 2024, Town Council meeting as part of the Consent Agenda, Short-Term Rental Applications, including your application, were reviewed for Town Council approval.

As per Chapter 14, Article V- Short-Term Rentals Section 14-85 (b): "A public hearing shall be available to any person so requesting to make comment or contest any short-term rental unit application pending before the licensing authority. Absent any objections being filed either before or at the licensing authority meeting on a short-term rental application, the licensing authority may approve an application on their consent agenda, without a public hearing or deliberation. The licensing authority may conditionally approve and/or deny a short-term rental license to an applicant only for just cause. Just cause may include, but not be limited to, complaints, regulatory contacts, misleading or inaccurate filing information, or ordinance violations to name a few."

As a result of an objection being made on your application at the Town Council meeting and pursuant to the relevant requirements set forth herein preceding, your application was removed from the Consent Agenda and will be considered at a Public Hearing to take place on December 16, 2024, at 6:30 p.m. Please note, you are encouraged to attend the meeting to answer any questions the Town Council or others may have concerning your Short-Term Rental Application #17, 36 Cole Street, Jamestown, RI 02835.

Should you have any questions, please feel free to call at 423-9800.

Sincerely,

Roberta J. Fagan, CMC

Town Clerk

Copy to: Town Administrator
 Town Solicitor

Roberta Fagan

From: Ed DePhillips <[REDACTED]>
t: Tuesday, December 3, 2024 3:04 PM
To: Roberta Fagan
Subject: Letter to town council

CAUTION: This email originated from outside the Jamestown email system. Please do not click links or open attachments unless you recognize the sender and determine the content is safe.

Dear Edward Mello & Nancy Beye,

I hope this email finds you well. I recently received a letter requesting my attendance at a public hearing on December 16, 2024, regarding a complaint about my property at 36 Cole Street.

In mid-July, my daughter received a phone call from our neighbor across the street, who was upset about our tenant parking in an area of our driveway that he disapproved of. He also mentioned that he believes a tenant or cleaning crew from our property backed into his car months ago when leaving the driveway. However, he did not provide any proof of this incident nor did he file a police report.

This neighbor has also expressed that he prefers to park his car on the street, directly behind our driveway, rather than using his own driveway. After receiving his call, I sought clarification from Peter Medeiros, who confirmed the following:

ed, Jessica, I am unaware of any Town ordinance or statute that would prohibit the occupants of your property from parking in your driveway. You may want to talk to the Police Department regarding this issue."

Given this context, I am quite confused about the nature of the formal complaint and how my rental property has violated any laws or restrictions. Could you please provide additional details about the complaint and clarify whether I should bring legal representation to the meeting? I want to ensure that I am fully prepared to address any concerns raised.

Thank you for your time and assistance. I look forward to your response.

Edward DePhillips

THE HARTFORD GRANITE & MARBLE CO.

[REDACTED] Phone
[REDACTED] Fax

www.hartfordgraniteandmarble.com

Roberta Fagan

From: Edward Mello
Sent: Tuesday, December 3, 2024 3:40 PM
To: Roberta Fagan; Nancy Beye; [REDACTED]
Subject: RE: Letter to town council
Attachments: Ernie Savastano letters re 36 Cole Street_.pdf

Good afternoon Mr. Dephillips;

Thank you for confirming receipt of the letter indicating that a hearing will be held on December 16 before the Town Council regarding your rental property located at 36 Cole Street. As indicated in the letter, the Town Ordinance allows for a hearing should any person request.

"Chapter 14, Article V- Short-Term Rentals Section 14-85 (b): "A public hearing shall be available to any person so requesting to make comment or contest any short-term rental unit application pending before the licensing authority."

The Town Council had received a letter of concern from a neighbor and as such elected to move the application to a public hearing. Regarding legal counsel, that is your prerogative to have representation.

Respectfully,
Edward Mello

From: Roberta Fagan <rfagan@jamestownri.net>
Sent: Tuesday, December 3, 2024 3:08 PM
To: Edward Mello <emello@jamestownri.net>; Nancy Beye <jtownelc@aol.com>
Subject: FW: Letter to town council

Good afternoon Ed and Nancy,

Please see Edward DePhillips email below regarding STR-17, 36 Cole Street. I sent the attached letter after the November 18th Town Council meeting.

Sincerely,
Roberta

Roberta J. Fagan, CMC - Town Clerk



Roberta J. Fagan, CMC
Jamestown Town Clerk
401-423-9800 Work
rfagan@jamestownri.net
93 Narragansett Avenue
Jamestown, RI 02835
www.jamestownri.net

Business Hours: Monday-Friday 8:00 AM – 4:30 PM – last recording 4:00 PM

This e-mail message is confidential and is intended only for the named recipient(s). It may contain information that is subject to the attorney-client privilege or the attorney work-product doctrine or that is otherwise exempt from disclosure under applicable law. If you have received this e-mail message in error, or are not the named recipient(s), please immediately notify the sender and delete this message from your computer and destroy all copies. Thank you.

Roberta Fagan

From: Edward Mello
it: Wednesday, September 11, 2024 8:19 AM
To: ernie savastano
Cc: Chief James Campbell; Roberta Fagan
Subject: RE: 36 Cole St

Ernie

Thank you for the email. I will be sure that the TC is aware of your concerns as we look to consider renewals for next year as well as any changes related to parking requirements.

Thank you.

Ed

From: ernie savastano <[REDACTED]>
Sent: Monday, September 9, 2024 8:47 AM
To: Edward Mello <emello@jamestownri.net>
Subject: 36 Cole St

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.

A house at 36 Cole St has been running as an AirBnB for two or three years now. There have been loud parties and many cars at the house. Two weeks before the town council met to approve the license this past April, I approached the owner, Eddie, and told him of the problem we had with the many cars and the way they were parked. The driveway in front of the garage can fit two cars but they park four and five across at times. Our car has been hit twice by cars backing out of the spaces, both times by cars parked that were not in the garage spaces.

When I met the owner that day we agreed that

-we (37 Cole) won't put cars in the way they (36 Cole) can back out of the garage spaces safely,

-and he would see that the front door spaces would not be used for cars to keep our car safe, and that he would have a sign there to keep cars out of the space in front of his door.

We made a neighborly agreement so I did not ask the Council to intervene in the licensing time, and the license went through.

The first weekend of July saw a huge party with eight cars at the house and five parked abreast in the space in front.

I called his property manager and she told me to call Jessica and gave me her number. When I talked to her she identified herself as the owner, and told me that they could park wherever they wanted. I even told them about the agreement we had.

Then the property manager called and told me the sign was being made and had not yet been put up, indicating to me that all persons knew of the agreement. Still now there is no sign.

Since then there have been cars filling the spaces whenever there are people there.

Cole Street is a small street. When so many cars are there, uncontrolled, there is a safety hazard as well as a nuisance in a small neighborhood. Cars can't pass safely through the small spaces.

I ask the town to regulate this problem when the next licensing application is received.

Ernie Savastano
 [REDACTED]
 [REDACTED]

Roberta Fagan

From: Edward Mello
it: Tuesday, October 22, 2024 8:10 AM
To: Roberta Fagan
Subject: FW: 36 Cole St

Roberta
Good morning
Please confirm when 36 cole might be on the TC agenda for consideration as an STR

Thank you

From: ernie savastano [REDACTED]
Sent: Tuesday, October 22, 2024 5:04 AM
To: Edward Mello <emello@jamestownri.net>
Subject: 36 Cole St

CAUTION: This email originated from outside the Jamestown email system. Please do not click links or open attachments unless you recognize the sender and determine the content is safe.

Hello
I live at 37 Cole Street and you may remember the letter I sent to you about the Airbnb across the street and their cars hitting our car as they pulled out of the so-called driveway. Well, I got a call from my sister who is staying at the house that it happened again, a third time, but this time she was able to get the insurance information and take pictures. I hope that because I am in Italy right now, the town Council will not hear the application for 2025 until I get back in November. Can you please inform me as to the progress of their application?
Thank you.

Ernie Savastano

Vin'Oliva
[REDACTED]

Town of Jamestown

Page 197 of 302

Town Administrator

93 Narragansett Avenue

Jamestown, Rhode Island 02835-1199

401-423-9805



Edward A. Mello
Town Administrator

MEMORANDUM TO: Honorable Town Council

FROM: Town Administrator, Edward A. Mello

DATE: December 12, 2024

SUBJECT: Report for Town Council Meeting December 16, 2024

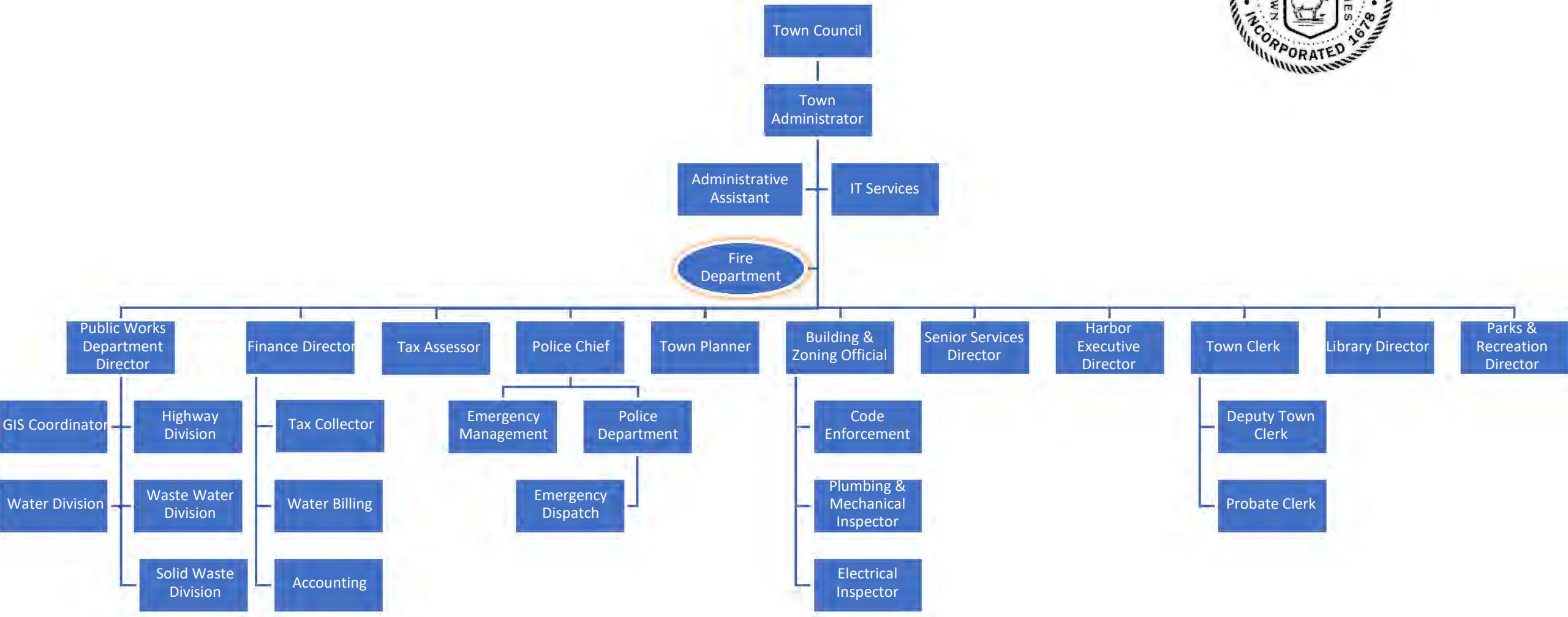
RT 138 Construction Project-Chief Campbell and I both spoke with Lori Caron Silveira, Executive Director of the RIBTA to address continuing concerns surrounding both the entrance and exit from RT 138 in the area of the former toll plaza. We were informed that adjustments were made and additional signage installed on December 3. We were further informed that the west bound lanes including a designated lane for exiting traffic should be completed by December 25. The east bound lanes including a designated lane for merging traffic should be completed in February.

Beavertail Road/Mackerel Cove-We have met with the planning division of RIDOT regarding Beavertail Road. They have indicated that they plan to apply for a significant grant that would fund two planning projects, including design work for Beavertail Road at Mackerel Cove.

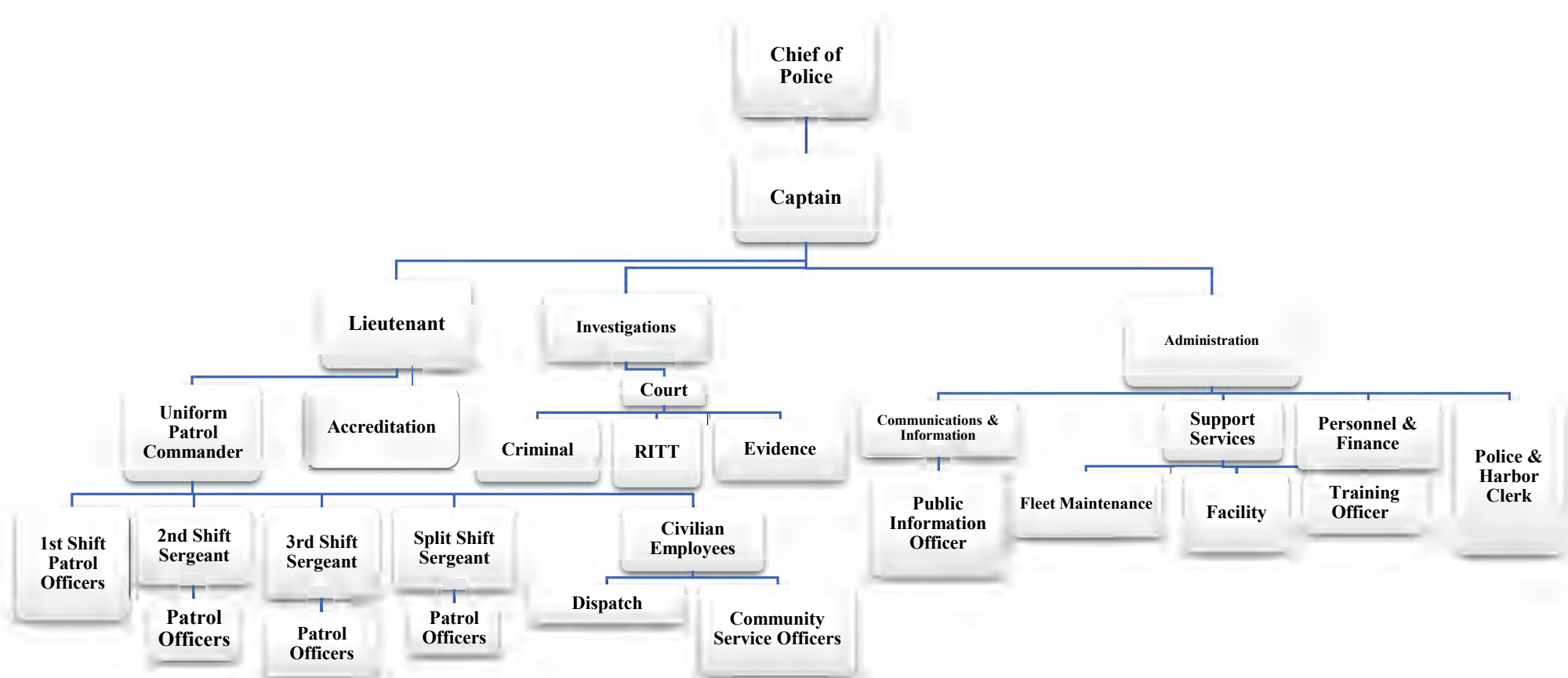
Ft. Getty CISF- CISF is requesting approval to temporarily relocate tents and trailers during the anticipated construction period of August 2025 through August 2026. This is likely to cause traffic and parking congestion in the area of the construction site, pier and boat ramp parking. We have met with CISF staff and will continue to do so in an effort to best mitigate those concerns. (new business)

Legal Services-I am requesting the Council to consider my recommendation to adjust legal service retainer services and hourly rate fees. (consent agenda)

Town of Jamestown



Jamestown Police Department Organizational Chart



Police Chief -Hired in September of 2023

Police Department oversees - EMA, EMA Director is Captain Angela Deneault

- POLICE/FIRE/EMS – Emergency dispatch from Police Headquarters. Jamestown Police Department is an Accredited Agency under RIPAC - RI POLICE ACCREDITATION COMMISSION - The RIPAC accreditation program is a department-initiated process by which police departments in Rhode Island voluntarily strive to meet and maintain standards that have been established for the police profession, by the police profession. Participation in the program is a signal to all of the citizens of Rhode Island that we are committed to professional standards, willing to be assessed by an Accreditation Commission and correct any deficiencies in order to re-establish compliance with the standards .

Police Staff Including Command Staff/Patrol 14 sworn Officers & 4 Full Time Civilian Dispatchers

COMMAND STAFF

- **Police Chief** Mon-Friday Day shift
- **Police Captain** Monday- Friday Day Shift / Traffic Court Prosecutor
- **Police Lieutenant** – Patrol Commander/Accreditation Assigned to Day shift works a 4 on 2 off schedule

Police Staff Day Shift 7am -3pm

- Lieutenant
- 3 patrol Officers (Typically 2 Officers on Patrol during a normal shift)
- 1 Dispatcher

Police Staff Second Shift 3pm -11pm

- Patrol Sergeant
- 2 patrol Officers
- 1 Dispatcher

Police Staff Swing Shift 2 Shifts 11pm - 7am & 2 Shifts 3pm - 11pm

- Patrol Sergeant
- 1 patrol Officer
- 1 Dispatcher

Police Staff Third Shift 11pm -7am

- Patrol Sergeant
- 1 Officer
- 1 Dispatcher

1 Detective assigned also to Court Prosecution Monday -Friday 7am -3pm

Current Police Fleet

- 3 Vehicles assigned to the Chief/Captain/Detective
- 5 Patrol Vehicles
- 2 Detail Vehicles

2 Police Mopeds - Assigned to Community Service Officers/ Parking Enforcement

2 Police Bicycles

1 Drone Utilized by EMA/Police



Rhode Island Police Chiefs Association

1d · 🌐

...

Today's Holiday Hero is Officer Liam Robberson of the [Jamestown RI Police Department!](#)

"Serving in law enforcement has always been my aspiration, and it's an honor to protect the community I once called home," said Officer Robberson. "Traffic safety, especially DUI enforcement, is a top priority because ensuring the well-being of residents is essential. The increase in impaired driving during the holiday season makes these efforts even more crucial during this time."

Thank you for your commitment to keeping our communities safe, Officer Robberson!

Rhode Islanders are encouraged to nominate their own holiday heroes by sending an e-mail to info@ripolicechiefs.org with the officer's name, department, and a description of why they are being nominated. Nominations can be made now through December 31, 2024.

[#HolidayHeroes](#) [#LeadersInSafety](#)

cc: [NHTSA Rhode Island Department of Transportation](#)



JAMESTOWN SENIOR SERVICES COMMITTEE

TIMELINE GOALS AND OBJECTIVES

UPDATED: 11/19/2024

SHORT TERM GOALS: to be achieved from one year – 18 months (7/23 – 1/25)

1. Submit proposal for funding/hiring Support Staff Position, under the direction of the Senior Service Director, to Town Council for consideration during the budget process.
COMPLETED; STAFF POSITION APPROVED BY TOWN COUNCIL and HIRED
2. Develop Job Description for a Support Staff Position under direction of the Senior Service Director
COMPLETED WITH REVISIONS BY SENIOR SERVICE DIRECTOR AND TOWN ADMINISTRATOR
3. Identify needs and potential resources to extend the current useful life of the Grange as a Senior Center site, to include associated cost.
COMPLETED; information provided to Senior Service Director and Town Administrator
4. Research / Identify all potential sites and town owned properties as an alternative to current Senior Center site.
WEST STREET IDENTIFIED AS PERMANENT SITE
Letter sent to Town Council to consider all options, including a complete rebuild cost comparison to renovation on My 13, 2024.
5. Develop a formal recommendation to the Town Council regarding the physical needs and potential alternate site acquisition for the Center.
REFER TO #4
6. Collaborate with Friends of the Jamestown Seniors regarding fiscal and functional needs of the Center.
ONGOING; President of FJS has attended SSC meetings
Consider removing as it is repeated in #11
7. Explore interest in pursuing The Village Concept for Jamestown, to include discussion regarding potentially joining other local communities.
COMPLETED
8. Work closely with the Senior Service Director in supporting the overall mission of the center.
ONGOING

INTERIM GOALS: to be achieved from 18 months – to two years (1/25-1/27)

(Consider changing Interim Goals to Ongoing goals with 18 months going forward as the time frame)

9. Once a Senior Center site has been identified, work closely with the architect to ensure the plan meets the long term needs of the Jamestown Community.
REVISIONS IN PROGRESS; REPRESENTATIVE FROM COMMITTEE AND SSD COLLABORATING WITH UNION STUDIOS RE: NEEDS.

Update: Union Studios is developing a revised proposal focusing on cost of complete rebuild versus renovation. It is anticipated this will be available for submission to Town Council by December.

10. Maintain communication and transparency with the public regarding the work of the Senior Service Committee.

NOT MET

11. Collaborate with Friends of the Jamestown Seniors regarding ongoing needs of the Center.

ONGOING – Refer to # 6

12. Continue work on The Village application if interest is present.

COMPLETED WITH TENTATIVE LAUNCH DATE SET FOR EARLY DECEMBER 2024

LONG TERM GOALS: to be achieved from 24 months to three – five years (7/25-7/30)

(Consider Incorporating Long Term Goals into Ongoing with the time frame of 18 months going forward)

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

Long Term Future Focus:

Intensive outreach to the community via multiple forums (newspaper interview, public meetings, info sessions) on the importance of supporting town funding for the physical overhaul of the current Senior Center Site.

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 Town Council meetings in several ways:*

- *Citizens are invited to speak on the topic of a Public Hearing which will be listed on the agenda.*
- *Open Forum provides citizens the opportunity to clarify or comment on an item on the agenda or address items not on the agenda. Citizens may speak during Open Forum in two ways. If a citizen schedules a Request to Address with the Town Clerk no less than seven day before the meeting in which they would like to appear, their topic will be listed on the agenda and, as a result of being so listed, Town Councilors may respond to their comments.*
- *Citizens may also simply request to speak in Open Forum at a Council meeting by raising their hands and being recognized by the Town Council President. (See below)*
- *At other times during a Town Council meeting, citizens may speak at the discretion of the Council President or of a majority of Councilors present.*

Anyone wishing to speak should use the microphone at the front of the room and state 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, and mindful of everyone's time. For those speaking on an agenda item, please note that this is the time reserved for councilors to discuss these items and your participation in the discussion is at the discretion of the Council. A more effective way to express your thoughts on an issue would be to put them in writing via email via each councilor's town council account or in care of the Town Clerk. These will appear under Communications on a subsequent agenda

OPEN FORUM

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 prohibits the Town Council from discussing, considering, or acting on any topic, statement, or question presented to the Council that is not on the Agenda. The Town Council may refer such matters to an appropriate committee, to another body or official, or post the matter for consideration at a properly noticed, future meeting.



Office of the Town Planner MEMORANDUM

TO: The Honorable Town Council, Nancy Beye, President
Edward A. Mello, Town Administrator
FROM: Lisa W. Bryer, AICP, Town Planner
RE: Zoning Ordinance Update/Rewrite
DATE: December 3, 2024

At a meeting of the Jamestown Planning Commission held Wednesday, October 16, 2024 the Planning Commission unanimously voted to approve the Final Draft of the 2024 Update/Rewrite, as amended, and also to recommend the Town Council approve the 2024 Amendments to the Zoning Ordinance.

Please accept this Final Draft for review and to schedule the required public hearing at a subsequent Town Council meeting after proper advertising. The Town Council must hold a public hearing on these changes prior to adoption of this Zoning Ordinance for the Town of Jamestown.

The majority of changes in this amendment are mandatory due to the state law changes enacted in the 2023 and 2024 legislative sessions. The sections listed below with these mandatory changes are labeled with an *.

A comprehensive presentation will be provided for the Town Council Public Hearing when scheduled. Please contact me if you need any clarification on any of the proposed changes. The changes proposed to *Multifamily Dwellings*, Section 82-1200, once adopted, will satisfy the existing “moratorium” that was adopted by the Town Council. This moratorium will be lifted upon the adoption of these new multifamily dwelling regulations.

These amendments are consistent with the Jamestown Comprehensive Plan, including the goals and policies stated, the implementation program, and all other applicable elements of the comprehensive plan; and demonstrates a recognition and consideration of each of the applicable purposes of zoning, as presented in R.I. General Laws § 45-24-30. The Planning Commission approval is based on the following Findings of Fact, Consistency with the Comprehensive Plan and Consistency with the Rhode Island Zoning Enabling Act:

A. FINDINGS OF FACT

The Planning Commission hereby finds the following evidence in support of amendments to the Jamestown Zoning Ordinance (the “Zoning Ordinance”) related to the maintenance of the rural character of Jamestown as its number one goal in the Comprehensive Community Plan.

Memo to Jamestown Town Council
 2024 Final Draft-Zoning Ordinance Update/Rewrite
 December 3, 2024

1. The Rhode Island State Legislature implemented changes to state Zoning Act - Chapter 45-24 in both the 2023 and 2024 sessions which must be implemented on a local level to be consistent with state law.
2. The Planning Commission held 5 meetings on the Zoning Changes, since the last Zoning Ordinance adoption on March 12, 2024, and accepted public participation and input on all changes.
3. On October 16, 2024, the Planning Commission approved the Amendments to the Zoning Ordinance in the draft dated October 2024 and voted to forward the proposed amendments to the Town Council for hearing and adoption.
4. The amendments include amendment to the following Zoning Ordinance sections:
 - a. New initiatives:
 - i. * Sec. 82-1212. Adaptive reuse projects
 - ii. Sec. 82-708. Basements
 - iii. *Article 12. Use Performance Standards (Special Use Permit standards for all uses permitted by special use are now required by state law)
 - a) Sec. 82-1209. Underground storage tanks
 - b) Sec. 82-1213. Standards for Non-Residential Uses in Residential Zoning Districts
 - c) Sec. 82-1214. Motel or Hotel
 - d) Sec. 82-1215. School or College
 - e) Sec. 82-1216. Religious Institution; Library, museum, etc.
 - f) Sec. 82-1217. Hospital or clinic; Emergency counseling service
 - g) Sec. 82-1218. Nursing or convalescent home; Assisted living facility
 - h) Sec. 82-1219. Government-owned penal, garage or utility facility
 - i) Sec. 82-1220. Charitable or fraternal organization
 - j) Sec. 82-1221. Recreational ballfields
 - k) Sec. 82-1222. Park and recreation use, including skateboard or ice rinks and playgrounds together with buildings, ancillary to the park use, such as bathrooms, educational space, and storage
 - l) Sec. 82-1223. Seasonal off-site marina parking
 - m) Sec. 82-1224. Public and semipublic structure
 - n) Sec. 82-1225. Radio and TV studios
 - o) Sec. 82-1226. Satellite dish
 - p) Sec. 82-1227. Sale of produce raised on premise
 - q) Sec. 82-1228. Lunchroom or restaurant (no alcoholic beverages)
 - r) Sec. 82-1229. Tavern, bar or nightclub (alcoholic beverages)
 - s) Sec. 82-1230. Motor vehicle dealers, including repairs conducted in a building; Autobody or paint shop; General auto repair; Vehicle rental agency
 - t) Sec. 82-1231. Commercial recreation facilities
 - u) Sec. 82-1232. Theater or concert hall
 - v) Sec. 82-1233. Golf course
 - w) Sec. 82-1234. Tent or recreational vehicle camps
 - x) Sec. 82-1235. Riding academies

Memo to Jamestown Town Council
 2024 Final Draft-Zoning Ordinance Update/Rewrite
 December 3, 2024

- y) Sec. 82-1236. Marina; Yacht clubs and beach clubs; Boat and ship storage, and repair
 - z) Sec. 82-1237. Temporary real estate office or model home
 - aa) Sec. 82-1238. Boarding of animals (excluding dogs)
 - bb) Sec. 82-1239. Ship and boat building including sales
- b. Amended regulations:
- i. Definitions
 - ii. *Article 3. Special Use Permits and Variances
 - a) * Sec. 82-308. Modifications granted by Building Official
 - iii. *Sec. 82-309. Unified Development Review
 - iv. Sec. 82-601. Uses and districts
 - v. Sec. 82-602. District dimensional regulations
 - vi. Sec. 82-602.1 Exceptions to height regulations
 - vii. Sec. 82-800. High groundwater table and impervious layer overlay district
 - viii. Article 9. Nonconforming Uses Buildings and Structures
 - ix. * Sec. 82-908. Single nonconforming lots of record (Substandard lots of record)
 - x. * Sec. 82-909. Merger of contiguous nonconforming lots of record (Substandard lots of record)
 - xi. * Article 10. Development Plan Review (moved to Subdivision and Land Development Regulations per state law)
 - xii. *Sec. 82-1005. Project review fees
 - xiii. Article 11. Jamestown Village Special Development District
 - xiv. *Article 12. Use Performance Standards (Special Use Permit standards for all uses permitted by special use are now required by state law)
 - a) Sec. 82-1200. Multifamily Dwellings
 - b) *Sec. 82-1201. Accessory Dwelling Units
 - c) Sec. 82-1204. Solar Energy Systems and Facilities
 - d) Sec. 82-1205. Wind Energy Systems
 - xv. Article 15. Conservation Developments
 - xvi. *Article 16. Low- and Moderate-Income Housing
 - xvii. *Sec. 82-1703. Notice and hearing requirements
- c. No zoning district boundaries are proposed for amendment.

B. CONSISTENCY WITH THE COMPREHENSIVE PLAN

The Planning Commission finds that the proposed amendments are consistent with the 2015 Comprehensive Community Plan. The Comprehensive Community Plan finds the following Goals, Policies and Actions to be in support of this Zoning Ordinance Amendment:

Memo to Jamestown Town Council
2024 Final Draft-Zoning Ordinance Update/Rewrite
December 3, 2024

Land Use Element

Policy #1: Maintain and Update Jamestown’s Land Use Regulations to be consistent with the Comprehensive Community Plan.

Cultural and Historical Resources Element

Policy #4: Continue to focus on Narragansett Avenue streetscape to protect village character.

Open Space, Agriculture and Recreation Element

Open Space Policy #1:

d. Consider Conservation Development as a means of preserving significant open space areas as part of the subdivision development process.

Economic Development Element

Policy #1: Continue to direct commercial development into existing commercial zones.

a. Review and consider amending the Zoning Ordinance for permitted uses in non-commercial zones and the conditions for granting special use permits and variances to prevent commercialization of these zones.

Policy #4: Ensure that new or expanded development within the commercial zones is compatible with existing character of the community.

d. Review and amend zoning ordinance to ensure permitted uses, requirements, etc. are compatible with community character and will foster desired results.

e. Be alert to changes in technology that require updating Zoning Ordinance.

Circulation Element

Policy #4: Provide an acceptable level of service for parking in the village commercial area.

c. Consider amending Zoning Ordinance to ensure commercial parking is located within commercial zones.

Housing Element

Goal # 1: Create a Diversity of Housing Types (such as homeownership, rental, employee preference, etc.) to meet the needs of Jamestown’s low-moderate income residents, employees, and special populations while maintaining Jamestown’s unique mixture of village and rural character.

Goal # 2: Attain the 10% low and moderate housing goal set by the state.

Goal # 3: Ensure the Long-Term Affordability of Jamestown’s Housing Stock.

Policy #2: Revise the zoning ordinance to promote affordable housing.

e. Consider Zoning Ordinance Provisions that encourage a diversity of housing types that are affordable.

C. CONSISTENCY WITH ZONING

The Planning Commission finds that the proposed Zoning amendments recognize and take into account the following applicable purposes of zoning as stated in the Rhode Island Zoning Enabling Act of 1991, as amended:

- (1) Promoting the public health, safety, and general welfare.
- (2) Providing for a range of uses and intensities of use appropriate to the character of the city or town and reflecting current and expected future needs.
- (3) Providing for orderly growth and development that recognizes:
 - (i) The goals and patterns of land use contained in the comprehensive plan of the city or town adopted pursuant to chapter 22.2 of this title;
 - (ii) The natural characteristics of the land, including its suitability for use based on soil characteristics, topography, and susceptibility to surface or groundwater pollution;
 - (iii) The values and dynamic nature of coastal and freshwater ponds, the shoreline, and freshwater and coastal wetlands;
 - (iv) The values of unique or valuable natural resources and features;
 - (v) The availability and capacity of existing and planned public and/or private services and facilities;
 - (vi) The need to shape and balance urban and rural development; and
 - (vii) The use of innovative development regulations and techniques.
- (4) Providing for the control, protection, and/or abatement of air, water, groundwater, and noise pollution, and soil erosion and sedimentation.
- (5) Providing for the protection of the natural, historic, cultural, and scenic character of the city or town or areas in the municipality.
- (6) Providing for the preservation and promotion of agricultural production, forest, silviculture, aquaculture, timber resources, and open space.
- (7) Providing for the protection of public investment in transportation, water, stormwater management systems, sewage treatment and disposal, solid waste treatment and disposal, schools, recreation, public facilities, open space, and other public requirements.
- (8) Promoting a balance of housing choices, for all income levels and groups, to assure the health, safety, and welfare of all citizens and their rights to affordable, accessible, safe, and sanitary housing.
- (9) Providing opportunities for the establishment of low- and moderate-income housing.
- (10) Promoting safety from fire, flood, and other natural or unnatural disasters.
- (11) Promoting a high level of quality in design in the development of private and public facilities.

Memo to Jamestown Town Council
2024 Final Draft-Zoning Ordinance Update/Rewrite
December 3, 2024

- (12) Promoting implementation of the comprehensive plan of the city or town adopted pursuant to chapter 22.2 of this title.
- (13) Providing for coordination of land uses with contiguous municipalities, other municipalities, the state, and other agencies, as appropriate, especially with regard to resources and facilities that extend beyond municipal boundaries or have a direct impact on that municipality.
- (14) Providing for efficient review of development proposals, to clarify and expedite the zoning approval process.
- (15) Providing for procedures for the administration of the zoning ordinance, including, but not limited to, variances, special-use permits, and, where adopted, procedures for modifications.
- (16) Providing opportunities for reasonable accommodations in order to comply with the Rhode Island Fair Housing Practices Act, chapter 37 of title 34; the United States Fair Housing Amendments Act of 1988 (FHAA); the Rhode Island Civil Rights of Persons with Disabilities Act, chapter 87 of title 42; and the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 et seq.



To: Jamestown Town Council

From: CISF

██████████
Jamestown, RI 02835

December 10, 2024

Re: Relocation during construction

Dear Jamestown Town Councilors,

CISF respectfully requests to relocate at Fort Getty Park during our construction. Fundraising has been successful thus far, and enough has been raised that we can commit to the commencement of construction in fall of 2025 pending building permit approvals. The rough timeframe is to begin construction in September, 2025 and have all construction complete by August 31, 2026. The first project will be grading the site and getting infrastructure set. Following that will be foundations. The goal is to complete the storage and workshop building in time for camp in 2026. Once that building is complete, we can operate camp in 2026 from our site using that building plus the tent, while the main building is completed.

2025 Relocation Request:

CISF intends to keep operating during construction, but can only do so by relocating within the park. Our relocation plan is spelled out below and illustrated graphically on the attached map. The ideal plan, with Town Council approval is as follows:

- At the conclusion of Camp on August 15, 2025, CISF will pack up all materials and assets with the exception of materials needed to continue to operate, such as enough boats for 4th Grade sailing and after-school sailing, science equipment, afterschool materials, and some tables and benches which we have purchased over the years.
- All other materials will be put in our enclosed trailers.
- CISF's "colorful" trailer (eagle leasing trailer that sits on our site facing an east/west direction) will be re-located to sit next to the white enclosed trailer which is along the main road to the boat ramp, by the port-o-potties that we rent (next to the Kit Wright Trail). We have measured, and there is room for both trailers at that location. (The white trailer will be moved away from the road more to make room for the colorful trailer.) Both trailers can fit in that location, be off the road, and will not obstruct traffic flow or parking.



- The large Willscot trailer will be relocated just to the south of us, on the grass where we park (event overflow parking), adjacent to the telephone pole. We do not intend to do any grading to make it level for the trailer. We are hopeful that it is already level enough that we can correct any issues with added material like wheel blocks and the like. This trailer requires access to electricity and thus this location is ideal for its' relocation. Give that this trailer is heated, it will allow us to use it for construction headquarters and maintain our administrative office on site.

- The small enclosed trailer, some of our boats, plus our tent:
 We'd like to move all of these "pieces" of our operations to the northwest section of the green opposite the boat ramp (see map). The closer we can move to the last camper site in that row, the better as that will leave plenty of room for boat truck and trailer parking through the fall. To that end, we can take out tent down after camp ends and operate without it until that last camper leaves sometime in September. We would then use pop up tents in space allotted to us to run 4th Grade Sailing the week before Labor Day weekend (August 25-29, 2025; 9 am – 4 pm, Monday through Friday). We can start our after-school programs also using pop-up tents. In this scenario, when there is inclement weather, we may need to ask if the Pavilion is available or we will need to cancel programs. Once we can relocate our tent, we can also bring over our heater and proceed as usual (which includes seldomly cancelling programs). The area requested is ideal for several reasons:
 - 1.) It is relatively flat and will accommodate the tent
 - 2.) There is access to electricity, which will be needed for the heater
 - 3.) There is water available, which also is important when running programs to clean hands, have potable water (using our water filter unit), wash boats (in the absence of a drought), and the like.
 - 4.) Easy access to the boat ramp, while still leaving room for truck and trailer parking through the fall.
 - 5.) We are distanced from construction.

- We plan to run programs "as normal" in the relocated spot through December, 2025, with our tent coming down towards the end of December as per usual. Obviously, this plan to continue to operate is pending relocation approval.

2026:

In spring, 2026, our goal is to erect the tent in our area in its' intended location for the year. This location is noted on the attached map and can be easily moved around in this general area with minimal impact. (The tent will be turned to match the angle of the campus.) We anticipate that we will likely not be able to do this until late March or sometime in April. Thus, we intend to run fewer programs in the spring of 2026. This will give us more time to build out



programming with the new campus; it will save us moving equipment multiple times; and we will not be in anyone else's "spot" when the campers move back in.

All large enclosed trailers will stay in their relocated spots until the completion of construction. Once construction is finished and we have moved in, we will empty the enclosed trailers and sell them or move them out of Fort Getty Park.

*The smallest enclosed trailer will move twice. It will move with the tent and boats as the contents of the trailer are boat parts like sails and life jackets. It also holds marine science equipment, like out nets. It will move again once the tent is removed in December, 2025. We would like to park this trailer near the Willscot trailer from January – May, 2026. Once we are able to unload the contents of this trailer into the storage building, we will sell or move the trailer out of the Park.

Conclusion:

CISF respectfully requests to relocate program operations from the end of August through December, 2025. This will enable us to keep children a safe distance away from construction activity. It will also allow us to continue to serve our community and fulfill our mission of engaging and inspiring people of all ages, abilities, and backgrounds with the coastal environment through boating and education.

CISF also requests that we be allowed to move our larger, enclosed trailers to new locations as described above and seen on the map for the duration of construction, approximately one year, from the end of August 2025 – the end of August, 2026.

During construction, we understand that there will be disruption in the area. We will do our best to mitigate these disruptions as we are able.

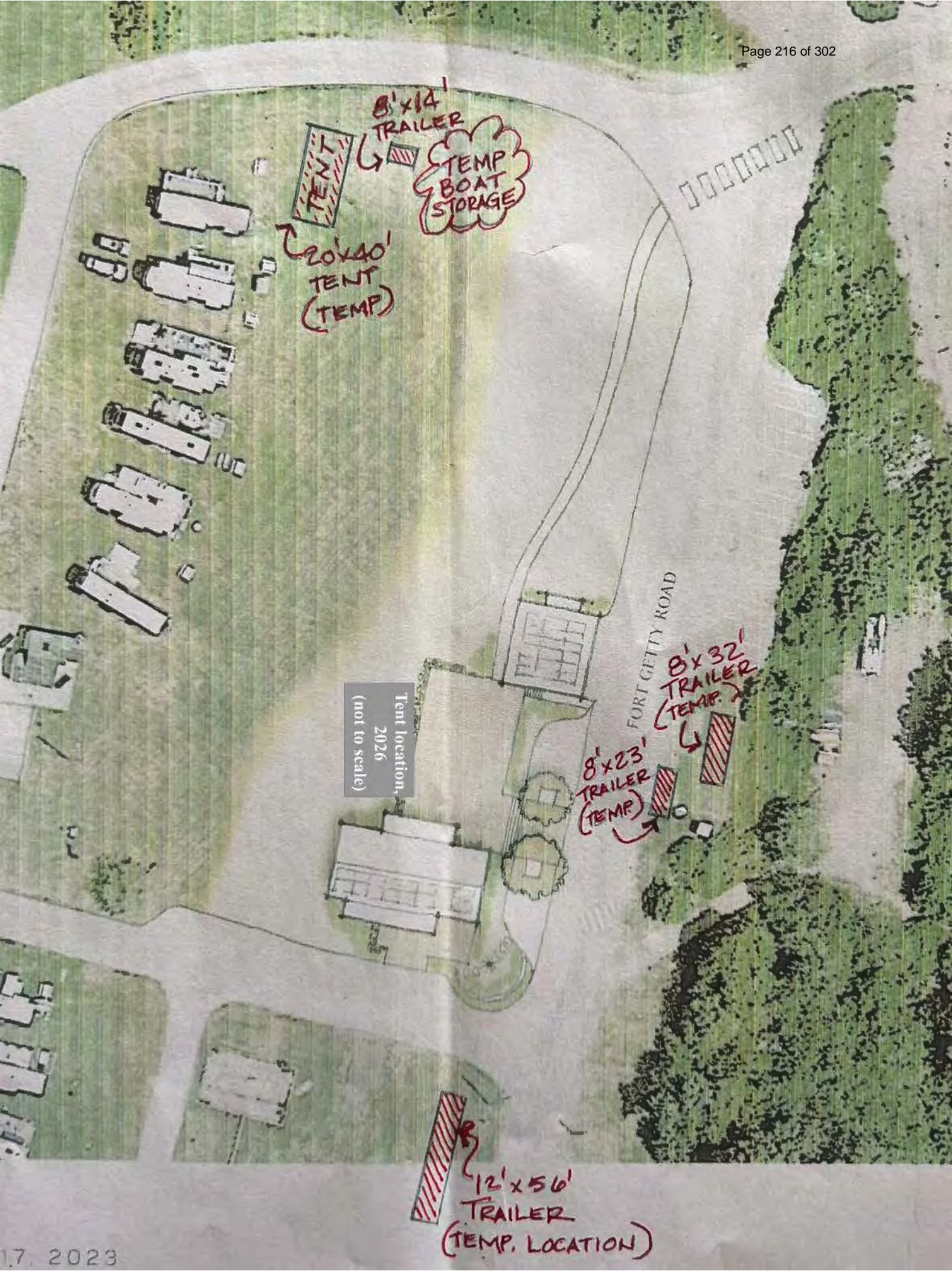
On behalf of the organization, thank you for considering our request.

Sincerely,

A handwritten signature in blue ink that reads "Meg Myles". The signature is written in a cursive, flowing style.

Meg Myles
CISF Executive Director





8'x14'
TRAILER

TEMP
BOAT
STORAGE

20'x40'
TENT
(TEMP)

Tent location,
2026
(not to scale)

8'x32'
TRAILER
(TEMP.)


8'x23'
TRAILER
(TEMP.)

12'x56'
TRAILER
(TEMP. LOCATION)

Town of Jamestown

Memo

To: Roberta Fagan, Town Clerk

From: Keith Ford, Deputy Town Clerk / Clerk to the Board of Canvassers 

cc:

Date: December 2, 2024

Re: Vacancy on the Board of Canvassers

Please be advised that pursuant to RIGL 17-18-1 there is a vacancy for a Full Member position on the Board of Canvassers, term ending March 2028.

I am requesting the Town Council's permission to contact the Democrat and Republican Town Committee to a provide a list of qualified individuals to be considered by the Council to fill the full member position. Please add this request to the next Town Council Agenda.

For insertion on October 3 & 10, 2024

**Attention Jamestown Residents
Committee Volunteers Needed**

There are openings on the following Committees:

Committee Name	# of openings	Term Ending Date
Beavertail State Park Advisory Committee	1	12/31/2027
Conservation Commission	2	12/31/2027
Harbor Management Commission	3	12/31/2027
Jamestown Housing Authority	1	12/31/2029
Juvenile Hearing Board*		
Full Member	2	12/31/2027
Alternate	2	12/31/2026
Library Board of Trustees	2	12/31/2027
Planning Commission	2	12/31/2028
Tax Assessment Board of Review Alternate	1	5/31/2027
Tree Committee	3	12/31/2027
Zoning Board		
Full Member	1	12/31/2029
Alternate Members	3	12/31/2025

Any resident who is a qualified elector in the Town of Jamestown and is interested in serving should contact the Town Clerk by submitting an application and resume. Applications can be found on the internet at www.jamestownri.gov or at the Jamestown Library, 26 North Road and the Town Clerk's Office at 93 Narragansett Avenue. Persons who have submitted letters in the past are encouraged to do so again. **Please forward all applications to the Town Clerk prior to October 25, 2024**

* all of whom shall have been a resident for at least three (3) years within the town and none of whom shall be attorneys admitted to practice before the state supreme court

**JAMESTOWN BOARD OF CANVASSERS MEETING MINUTES
THURSDAY, OCTOBER 15, 2024
3:00 P.M.**

I. CALL TO ORDER; ROLL CALL

A meeting of the Board of Canvassers was called to order at 3:13 P.M. at 93 Narragansett Ave in the Rosamond A. Tefft Council Chambers. Board of Canvassers Members present were as follows: Ms. Carol Nelson-Lee, Mr. Kenneth Newman, Mr. Hugh Murphy, and Ms. Jennifer Thran. Absent from the meeting were as follows: Ms. Katherine Wineberg.

Also in attendance was Keith Ford, Deputy Town Clerk/Clerk to the Board of Canvassers.

II. MINUTES

A) Review, Discussion, and/or Action and/or Vote:

1) Board of Canvassers meeting of September 13, 2024 which was held at 9:30 A.M.

The members of the Board reviewed the minutes from this meeting. Mr. Murphy made a motion to approve the minutes from the September 13, 2024 meeting with a second from Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

2) Board of Canvassers meeting of September 13, 2024 which was held at 3:00 P.M.

The members of the Board reviewed the minutes from this meeting. Mr. Newman made a motion to approve the minutes from the September 13, 2024 meeting with a second from Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

Mr. Murphy made a motion to move agenda item IV. New Business B) Review, Discussion, and/or Action, and/or Vote: Poll Worker pay increase as Ms. Laura Goldstein is here to make a presentation with a second by Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

IV. NEW BUSINESS

B) Review, Discussion, and/or Action, and/or Vote: Poll Worker pay increase.

1) Elections Training and Advisory Committee Member Laura Goldstein presentation to the Board.

Ms. Nelson-Lee opened the agenda item with welcoming Ms. Laura Goldstein to make a presentation to the Board on increasing poll worker pay. Ms. Goldstein, 35 Calvert Place, sent a correspondence to Ms. Nelson-Lee requesting an increase in poll workers pay in Jamestown. Ms. Goldstein commented that she is on the Jamestown's Elections Training and Advisory Committee and while on the committee Ms. Goldstein reviewed the poll worker payrates for the different cities and towns in Rhode Island and found a great disparity. Ms. Goldstein read the correspondence to Ms. Nelson-Lee to the Board. Ms. Goldstein presented the Board with Poll Worker Pay Rates for 2020 and 2024 from the Board of Elections website. Also presented to the Board was a payrate chart created by Ms. Goldstein outlining payrates and percentages of communities in different pay ranges. Ms. Goldstein also commented that poll worker rates should increase to fifteen (\$15) dollars an hour for Supervisors working election day and sixteen (\$16) dollars an hour for Clerks/Moderators on election day. Training should be twenty-five (\$25) dollars additional per training class as the classes are mandatory.

Mr. Murphy inquired on the use of greeters. Mr. Newman commented that we have used them in the past to assist with lines in previous years. Mr. Newman commented that other cities and towns have issues manning the polls with bi-partisan pairs and in turn have raised their rates to help find workers. *A discussion ensued.* Ms. Nelson-Lee inquired as to when the last time the Board itself increased it stipend. Mr. Newman commented we attempted to with the last budget but with it being a last-minute request was not approved.

Mr. Newman made a motion to support the proposal of poll workers payrate increase going into effect in 2025 with a second by Mr. Murphy. *A discussion ensued.* Mr. Murphy commented that the Board should come back with projected figures for an increase of the Board's stipend to include the addition hours in meetings and additional responsibilities. Ms. Goldstein has commented that her request for pay increases should be presented at the same time as the Boards request for their increase in their stipend. Vote: Ms. Nelson-Lee, Nay; Mr. Newman, Nay; and Mr. Murphy, Nay. Vote Did Not Pass.

Mr. Murphy made a motion to combine the proposed poll worker pay increase with more compensation to the Board of Canvassers with a second by Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

III. UNFINISHED BUSINESS

A) Review, Discussion, and/or Action and/or Vote: The Certification of the Mail Ballot Applications received. Ms. Nelson-Lee opened the agenda item for the Certification of the Mail Ballot Application received. Mr. Ford presented the Board with the mail ballot applications received. The Board reviewed each mail ballot. Mr. Murphy made a motion to approve and certify the mail ballots received with a second by Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

IV. NEW BUSINESS

A) Review, Discussion, and/or Action and/or Vote: Polling Place change notification mailing. Ms. Nelson-Lee opened the agenda item of the polling place change notification mailing created by Mr. Ford. Mr. Ford commented that this is the new postcard that will be mailed to all voters in District 1501 since we will no longer be voting at the Philomenian Library location as the Board voted to move back to the Recreation Center. Mr. Murphy made a motion to approving the mailing of the cards to all voters in District 1501 with a second by Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

C) Review, Discussion, and/or Action and/or Vote: Updates to the November 5, 2024 General Election. Ms. Nelson-Lee opened the agenda item of updates to the November 5, 2024 General Election. Mr. Ford commented that early voting starts tomorrow, the schedule is complete and full. All the equipment for early voting was delivered on last Wednesday and was checked and everything seems to be in working order. Mr. Ford commented that for early voting we have two DS-200's one main and one spare. For Election Day we will only have one DS-200 per precinct and have a back-up with our technician. Mr. Ford commented that on Election Day we will have wheelchairs available at each location for assistance. *A discussion ensued* regarding equipment minimums and the Board of Elections preparations for the 2024 General Elections. A discussion then ensued regarding the Board of Elections not giving or receiving feedback from local boards issues that have or may arise. Mr. Ford will reach out to the Board of Elections to see if it is possible to have two DS-200's at each precinct. No votes or action taken at this time.

D) Review, Discussion, and/or Action and/or Vote: The Town Final Canvass and to correct the voting list for the General Election on November 5, 2024. Ms. Nelson-Lee opened the agenda item for the Final Canvass. Mr. Ford presented the Board Final Canvass list of voters. The Board reviewed the list. Mr. Murphy made a motion to approve and certify the Final Canvass List with a second by Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

V. ADJOURNMENT

Mr. Murphy made a motion to adjourn with a second by Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously. Meeting was adjourned at 5:29 P.M.

Attest:



Keith Ford

Deputy Town Clerk/Clerk to the Board of Canvassers

CC: Town Council Members (5)
Board of Canvassers (5)
Roberta Fagan, Town Clerk

**JAMESTOWN BOARD OF CANVASSERS MEETING MINUTES
FRIDAY, OCTOBER 18, 2024
9:00 A.M.**

I. CALL TO ORDER; ROLL CALL

A meeting of the Board of Canvassers was called to order at 9:01 A.M. at 93 Narragansett Ave in the Small Conference Room. Board of Canvassers Members present were as follows: Ms. Carol Nelson-Lee, Mr. Kenneth Newman, Mr. Hugh Murphy, and Ms. Jennifer Thran. Absent from the meeting were as follows: Ms. Katherine Wineberg.

Also in attendance was Keith Ford, Deputy Town Clerk/Clerk to the Board of Canvassers.

Mr. Newman made a motion to move agenda item **V. Executive Session** to the beginning to allow for more Board members to be involved with a second by Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

V. EXECUTIVE SESSION

A) The Board of Canvassers may convene into Executive Session to discuss, take possible action, and/or vote pursuant to the relevant requirements of R.I.G.L. § 42-46-5(a) Subsection (3) Discussion regarding the matter of security including, but not limited to, the deployment of security or devices. Review, Discussion and/or Action, and/or Vote(s) from Executive Session concerning the Elections Incident Action Plans.

A motion was made by Mr. Murphy to move into Executive Session with a second by Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

Ms. Wineberg joined the meeting at 9:05 A.M.

A motion was made by Mr. Newman to seal the minutes and adjourn from Executive Session with a second by Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

Mr. Ford announced that one vote was taken by the Board. Mr. Newman made a motion to accept the Elections Incident Action Plan with a second by Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

Mr. Murphy made a motion to move agenda item IV. New Business D) Review, Discussion, and/or Action, and/or Vote: 2025-2026 Budget discussions to be next on the agenda with a second by Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

IV. NEW BUSINESS

D) Review, Discussion, and/or Action, and/or Vote: 2025-2026 Budget discussions

Ms. Nelson-Lee opened the agenda item with discussion of the 2025-2026 budget and the pay increases to poll workers. Ms. Thran commented that we should have a workshop to discuss the future budget. Mr. Ford commented that we should have a workshop with the Town to go over the budget. The Board could visit the budget but it would have to be an open meeting with the agenda posted and open to the public since there would be more than one member present and two members will make quorum. Mr. Newman commented that with the increase of responsibilities and increased number of meetings and hours the Board should have an increase in compensation as well as the poll workers. *A discussion ensued.* Mr. Murphy made a motion that he will develop a proposal for the increase for the Board with a second by Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

Ms. Thran left the meeting at 9:53 P.M.

II. UNFINISHED BUSINESS

A) Review, Discussion, and/or Action and/or Vote: The Certification of the Mail Ballot Applications received. Ms. Nelson-Lee opened the agenda item for the Certification of the Mail Ballot Application received. Mr. Ford presented the Board with the mail ballot applications received. The Board reviewed each mail ballot. Mr. Murphy made a motion to

approve and certify the mail ballots received with a second by Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

IV. NEW BUSINESS

A) Review, Discussion, and/or Action and/or Vote: Updates to the November 5, 2024 General Election.

Ms. Nelson-Lee opened the agenda item of updates to the November 5th General Election. Mr. Ford commented we had 295 people have voted already. Our equipment will be delivered on October 28 to each polling location. The schedule for all the precincts is completed along with backup workers if needed.

B) Review, Discussion, and/or Action and/or Vote: Letter to the Board of Elections regarding communications.

Ms. Nelson-Lee opened the agenda item of the letter to the Board of Elections regarding communications. All Board members reviewed the drafted letter from Mr. Ford. Mr. Murphy commented that in the letter we should have specific instances. Mr. Newman agreed that we need specific instances and how they affected the election as well as forwarding these issues to Board of Canvassers around the state that may have a similar issue. *A discussion ensued.* Mr. Newman made a motion to table this until a later date and Mr. Ford will revise the letter to include instances or miscommunications with the Board of Elections with a second by Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

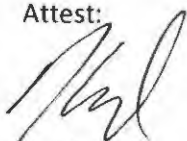
C) Review, Discussion, and/or Action and/or Vote: Additional Jamestown Press advertisements for elections related material

Ms. Nelson-Lee opened the agenda item for additional Jamestown Press advertisements. Ms. Nelson-Lee commented that in 2020 additional ads we placed in the Jamestown Press from the Board as informational ads. Mr. Newman made a motion to advertise five "Did you know" ads between this coming week and next week's Jamestown Press with a second by Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

VI. ADJOURNMENT

Mr. Newman made a motion to adjourn with a second by Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously. Meeting was adjourned at 10:39 A.M.

Attest:



Keith Ford

Deputy Town Clerk/Clerk to the Board of Canvassers

CC: Town Council Members (5)
Board of Canvassers (5)
Roberta Fagan, Town Clerk

JAMESTOWN BOARD OF CANVASSERS MEETING MINUTES
THURSDAY, OCTOBER 31, 2024
12:30 P.M.

I. CALL TO ORDER; ROLL CALL

A meeting of the Board of Canvassers was called to order at 12:31 P.M. at 93 Narragansett Ave in the Small Conference Room. Board of Canvassers Members present were as follows: Ms. Carol Nelson-Lee, Mr. Kenneth Newman, and Mr. Hugh Murphy. Absent from the meeting were as follows: Ms. Katherine Wineberg and Ms. Jennifer Thran.

Also in attendance was Keith Ford, Deputy Town Clerk/Clerk to the Board of Canvassers and Edward Mello, Town Administrator.

II. NEW BUSINESS

D) Review, Discussion, and/or Action, and/or Vote: Issues with political signage around Jamestown. Ms. Nelson-Lee opened the agenda item with discussion of political signage around Jamestown. Mr. Newman commented that there have been several complaints to the Board of Canvassers with regards to political signs. These complaints range from signs on private property with the owner's permission to those signs on private property where the owner may not be aware or did not permit the signs to be placed. There are also complaints about signs on public property whether it be town owned, state-owned property or placed upon telephone poles. There were also questions as to who complaints can be filed with. Ms. Nelson-Lee commented that Mr. Ford has contacted the Rhode Island Department of Transportation (RIDOT) who has not confirmed if they can and will be removing any signs.

Town Administrator (TA) Mello commented that with regards to signs placed on private property without permission the owner can simply remove it. The signs that are clearly on town owned property are removed by the building official or other town employees. The signs related to utility poles are in most cases are in a right-of-way, either town or state, when they are within a set distance from the roadway. The signs that are clearly on state property can be reported to the RIDOT or the Rhode Island Turnpike and Bridge Authority. The problem is when a private property owner has a sign in front of their property near the roadway, we have no way to determine where the private property ends and the public right-of-way begins. There is however a zoning ordinance regarding residential signs. If the signs are in violation the zoning official cannot remove the sign but can issue a notice of violation. Mr. Murphy inquired as to the zoning ordinance. TA Mello commented that no one sign can be larger than four square feet and the property cannot display more than twelve square feet altogether. Mr. Newman inquired as to the duration the signs can be placed. TA Mello commented that the ordinance as it relates to signs on private property cannot be displayed for more than 45 days. *A discussion ensued.* Mr. Newman inquired as to where complaints can be filed. TA Mello commented that all complaints of this nature can be taken by Mr. Ford, the Police, or the Building/Zoning Official. All complaints will ultimately end up with the Building/Zoning Official.

TA Mello commented that if the Board of Canvassers feels that the sign issue needs to be addressed through an ordinance change there will be an opportunity in the coming months as there is an ordinance change in the works. With that in mind any sign ordinance change should be generic, not specific to political signs. *A discussion ensued.*

Mr. Newman inquired as to the legality of placing signs on private property without the owner's permission and if there was any penalty for the individual. TA Mello commented that there is no law against that per say, unless they were forewarned not to be on their property. *A discussion ensued.* Mr. Newman commented that he would like to be proactive in response to sign complaints asking if it would be feasible to have the Town ask the state if any complaints came in regarding signs on state property that town employees could remove them. TA Mello reiterated the difficulty of determining if the signs are on private, public, or right-a-way land. TA Mello commented on things that the Board should think about with regards to a future ordinance change; length of time, proximity to the road, and height restrictions.

Ms. Nelson-Lee suggested the next steps moving forward whether this would be for the Board to investigate or have the Elections Training and Advisory Committee. Mr. Murphy commented that there is an issue with vandalism, one resident has had her signs vandalized three times, and the evidence has been turned over to the police. Mr. Newman commented that he feels this may be a task for the Elections Training and Advisory Committee. Mr. Newman made a motion to have the Elections Training and Advisory Committee to research and make recommendations to the Town Council on changes

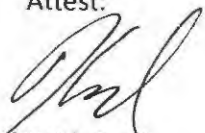
to the Town Ordinances with regards to residential signs with a second by Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

Ms. Kristan Peters-Hamlin, 134 Battery Lane, commented that she raised an issue with Mr. Newman regarding a vacant lot on the corner of Beavertail Road and Battery Lane owned by Procaccianti Realty Group that had signs she believes were placed by another neighbor. She made a complaint with the police department who were going to investigate the issue and contact the owner regarding the signs and has not heard a response. TA Mello commented that the owner can remove any signs from their property that they did not permit, second if the sign is in violation of town ordinance, the zoning official may issue a violation notice. *A discussion ensued.*

VI. ADJOURNMENT

Mr. Murphy made a motion to adjourn with a second by Ms. Nelson-Lee. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, *abstained*; and Mr. Murphy, Aye. Vote Passed. Meeting was adjourned at 1:22 P.M.

Attest:



Keith Ford

Deputy Town Clerk/Clerk to the Board of Canvassers

CC: Town Council Members (5)
Board of Canvassers (5)
Roberta Fagan, Town Clerk

JAMESTOWN BOARD OF CANVASSERS MEETING MINUTES
TUESDAY, November 5, 2024
7:00 A.M.

I. CALL TO ORDER; ROLL CALL

A meeting of the Board of Canvassers was called to order at 7:00 A.M. at 93 Narragansett Avenue, the Jamestown Town Hall. Board of Canvassers Members present were as follows: Ms. Carol Nelson-Lee, Mr. Kenneth Newman, Mr. Hugh Murphy, Ms. Katherine Wineberg and Ms. Jennifer Thran.

Also in attendance was Keith Ford, Deputy Town Clerk/Clerk to the Board of Canvassers.

II. NEW BUSINESS

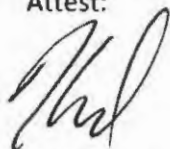
- A) Board of Canvassers in session for the 2024 State Primary to oversee and monitor operations of the electoral process.

No meeting minutes were taken during this time. Board of Canvassers were present at each of the polling locations for the duration of the Election. Ms. Nelson-Lee and Mr. Murphy were located at precinct 1504 (Town Hall). Ms. Wineberg and Ms. Thran were located at precinct 1501 (Recreation Center). Mr. Newman was located at precinct 1502 (Lawn Ave School)

III. ADJOURNMENT

Mr. Murphy made a motion to adjourn with a second by Ms. Nelson-Lee. Vote: Ms. Nelson-Lee, Aye; Mr. Murphy, Aye. Vote Passed Unanimously. Meeting was adjourned at 8:01 P.M.

Attest:



Keith Ford
Deputy Town Clerk/Clerk to the Board of Canvassers

Cc: Town Council Members (5)
Board of Canvassers (5)
Roberta Fagan, Town Clerk

**JAMESTOWN BOARD OF CANVASSERS MEETING MINUTES
WENSDAY, NOVEMBER 6, 2024
9:00 A.M.**

I. CALL TO ORDER; ROLL CALL

A meeting of the Board of Canvassers was called to order at 9:02 A.M. at 93 Narragansett Ave in the Small Conference Room. Board of Canvassers Members present were as follows: Ms. Carol Nelson-Lee, Mr. Kenneth Newman, Mr. Hugh Murphy, and Ms. Jennifer Thran. Absent from the meeting were as follows: Ms. Katherine Wineberg.

Also in attendance was Keith Ford, Deputy Town Clerk/Clerk to the Board of Canvassers.

II. UNFINISHED BUSINESS

A) Review, Discussion, and/or Action and/or Vote: The Certification of the Mail Ballot Applications received. Ms. Nelson-Lee opened the agenda item for the Certification of the Mail Ballot Application received. Mr. Ford presented the Board with the mail ballot applications received. The Board reviewed each mail ballot. Mr. Murphy made a motion to approve and certify the mail ballots received with a second by Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

Ms. Wineberg entered the meeting at 9:22 A.M.

III. NEW BUSINESS

D) Review, Discussion, and/or Action, and/or Vote: The Tabulation of Write-In Votes cast in the 2024 General Election on November 5, 2024

Ms. Nelson-Lee opened the agenda item with the tabulation of write-in votes cast in the 2024 General Election held on November 5, 2024. All write-ins were tabulated and Board of Elections (BoE) as well as the Board of Canvassers Tally Sheet were completed. Mr. Murphy made a motion to accept and sign the Tally Sheets with a second from Mr. Newman. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously.

VI. ADJOURNMENT

Mr. Newman made a motion to adjourn with a second by Mr. Murphy. Vote: Ms. Nelson-Lee, Aye; Mr. Newman, Aye; and Mr. Murphy, Aye. Vote Passed unanimously. Meeting was adjourned at 10:39 A.M.

Attest:



Keith Ford

Deputy Town Clerk/Clerk to the Board of Canvassers

CC: Town Council Members (5)
Board of Canvassers (5)
Roberta Fagan, Town Clerk

**JAMESTOWN ELECTIONS TRAINING AND ADVISORY AD HOC COMMITTEE
MINUTES
AUGUST 8, 2024
2:00 p.m.**

I. CALL TO ORDER

Linda Jamison, Chair of the Committee, called the meeting of the Jamestown Elections Training and Advisory Ad hoc Committee to order at 2:02 p.m. in the Jamestown Town Hall small conference room at 93 Narragansett Avenue.

II. ROLL CALL

A scheduled meeting of the Jamestown Elections Training and Advisory Ad hoc Committee was held on Thursday, August 8 2024. Committee members present were as follows: Ms. Laura Goldstein, Ms. Linda Jamison, Ms. Daphne Meredith, and Ms. Marlene Murphy.

III. MINUTES

A) Review, Discussion, and/or Action and/ or Vote:

1.) Minutes of the Elections Training and Advisory Ad hoc Committee meeting of July 31, 2024

Ms. Murphy moved to waive the reading of the minutes; Ms. Meredith seconded the motion and it was approved as follows: Ms. Goldstein, Aye; Ms. Jamison, Aye; Ms. Meredith Aye; Ms. Murphy, Aye. The vote passed unanimously. Ms. Meredith corrected typographical errors at the committees request and Ms. Goldstein moved to approve the minutes as corrected, seconded by Ms. Murphy. The motion was approved as follows: Ms. Goldstein, Aye; Ms. Jamison, Aye; Ms. Meredith Aye; Ms. Murphy, Aye. The vote passed unanimously.

IV. PUBLIC COMMENTS / OPEN FORUM

No public comment was given

V. UNFINISHED BUSINESS

A) Review, Discussion, and/or Action and/or Vote:

1.) Continue review/discussions on draft of Elections Training and Advisory Ad hoc Committee Problem/ Action plan (the "Reports") and

2.) Update Jamestown Voter Brochure based on Report revisions

Ms. Goldstein discussed changes to the title pages of the Reports to be more reflective of our charge. The committee then reviewed changes to the reports based on discussion at our previous meeting. The voter Brochure (Appendix A to the Reports) has been changed to reflect changes discussed previously.

3.) Next steps, including presentation to the Town Council, BOE, SOS and others.

The Committee reiterated its intent to present the Report to the Town Council at its meeting on August 19th, and to state entities as soon as possible thereafter. Ms. Jamison will follow up with Mr. Ford to ensure our inclusion on the Town Council's agenda on August 19, 2024. The Committee will request Mr. Newman's assistance with our presentation(s) to state entities. The Committee also discussed the importance of the Board of Canvassers' review and approval of the Brochure before it is printed.

4.) Requirements for becoming a standing committee.

The Committee reviewed a draft of the letter to the Town Council requesting permanent status for our committee. Members of the Committee suggested changes to the wording. Ms. Murphy moved to approve the letter to the Town Council as amended in today's meeting for presentation to the council at the meeting on August 19th. Ms. Goldstein seconded the motion. The motion was approved as follows: Ms. Goldstein, Aye; Ms. Jamison, Aye; Ms. Meredith Aye; Ms. Murphy, Aye. The vote passed unanimously.

VI. NEW BUSINESS

A) Review, Discussion, and/or Action and/ or Vote:

1.) Next meeting date

The next meeting of this committee will be held on Thursday, September 5, 2024 at 10:00 a.m.

2.) Town Council Presentation

Those members of the Committee who will present the Reports to town Council will meet in the interim for the purpose of streamlining our presentation.

VII. ADJOURNMENT

Ms. Meredith made a motion to adjourn with a second by Ms. Murphy. Vote: Ms. Goldstein, Aye; Ms. Jamison, Aye; Ms. Meredith Aye; Ms. Murphy, Aye. The vote passed unanimously. Meeting was adjourned at 2:53 p.m.

Attest:



Daphne Meredith
Secretary

Cc: Town Council Members(5); Roberta Fagan, Town Clerk

**JAMESTOWN ELECTIONS TRAINING AND ADVISORY AD HOC COMMITTEE
MINUTES
SEPTEMBER 4, 2024
10:00 a.m.**

I. CALL TO ORDER

Linda Jamison, Chair of the Committee, called the meeting of the Jamestown Elections Training and Advisory Ad hoc Committee to order at 10:08 a.m. in the Jamestown Town Hall small conference room at 93 Narragansett Avenue.

II. ROLL CALL

A scheduled meeting of the Jamestown Elections Training and Advisory Ad hoc Committee was held on Wednesday, September 4, 2024. Committee members present were as follows: Ms. Laura Goldstein, Ms. Linda Jamison, Mr. Ken Newman, and Ms. Marlene Murphy.

III. MINUTES

A) Review, Discussion, and/or Action and/ or Vote:

1.) Minutes of the Elections Training and Advisory Ad hoc Committee meeting of August 8, 2024

Mr. Newman moved to waive the reading of the minutes; Ms. Goldstein seconded the motion and it was approved as follows: Ms. Goldstein, Aye; Ms. Jamison, Aye; Mr. Newman, Aye; Ms. Murphy, Aye. The vote passed unanimously. Ms. Murphy moved to approve the minutes, seconded by Mr. Newman. The motion was approved as follows: Ms. Goldstein, Aye; Ms. Jamison, Aye; Mr. Newman, Aye; Ms. Murphy, Aye. The vote passed unanimously.

IV. PUBLIC COMMENTS / OPEN FORUM

No public comment was given

V. UNFINISHED BUSINESS

A) Review, Discussion, and/or Action and/or Vote:

1.) Presentation to BOE, SOS and various other boards

Mr. Newman suggested that it would be beneficial to do a joint presentation to the BOE and the SOS. He explained that the BOE is sometimes harder to schedule than the SOS. He told us that more towns have been joining the working group of the Boards of Canvassers and are adding their election and voting issues to those already discussed by the Jamestown committee as well as some new issues. Mr. Newman also said that the State has agreed to use, produce, and distribute the informational brochure created by Ms. Goldstein at a cost of about \$45,000. Mr. Newman suggested that we find a couple of dates when every member of our committee could attend a joint meeting with the BOE and SOS. The suggested dates are September 24 or 25 and October 8 or 9. Ms. Jamison will check with Ms. Meredith for her availability. Mr. Newman also suggested that a "rehearsal" of the presentation would be beneficial. Mr. Newman and Ms. Goldstein will meet to plan a PowerPoint presentation also.

VI. NEW BUSINESS

A) Review, Discussion, and/or Action and/ or Vote:

- 1.) Review of town council presentation.
- 2.) Conversion to permanent committee from ad hoc committee

Ms. Goldstein and Ms. Jamison informed that committee that the presentation to the Town Council at the August 19 meeting went very well. Council President, Nancy Beye, gave an overview of our work and the Council was ready to vote that our committee be made permanent. On the advice of Counsel, that vote has been postponed. However, they did vote to extend out charter as an Ad hoc committee for another 6 months.

VII. ADJOURNMENT

Mr. Newman made a motion to adjourn with a second by Ms. Goldstein. Vote: Ms. Goldstein, Aye; Ms. Jamison, Aye; Mr Newman Aye; Ms. Murphy, Aye. The vote passed unanimously. Meeting was adjourned at 11:02 a.m.

Attest:

Marlene Murphy
Substituting for Daphne Meredith

Cc: Town Council Members(5); Roberta Fagan, Town Clerk

**JAMESTOWN ELECTIONS TRAINING AND ADVISORY AD HOC COMMITTEE
MINUTES
SEPTEMBER 18, 2024
10:00 a.m.**

I. CALL TO ORDER

Linda Jamison, Chair of the Committee, called the meeting of the Jamestown Elections Training and Advisory Ad hoc Committee to order at 10:11 a.m. in the Jamestown Town Hall small conference room at 93 Narragansett Avenue.

II. ROLL CALL

A scheduled meeting of the Jamestown Elections Training and Advisory Ad hoc Committee was held on Wednesday, September 18, 2024. Committee members present were as follows: Ms. Linda Jamison, Ms. Daphne Meredith, and Mr. Ken Newman,

III. MINUTES

A) Review, Discussion, and/or Action and/ or Vote:

1.) Minutes of the Elections Training and Advisory Ad hoc Committee meeting of September 4, 2024

Mr. Newman moved to waive the reading of the minutes; Ms. Meredith seconded the motion and it was approved as follows: Ms. Jamison, Aye; Ms. Meredith Aye; Mr. Newman, Aye. The vote passed unanimously. Mr. Goldstein moved to approve the minutes, seconded by Ms. Meredith. The motion was approved as follows: Ms. Jamison, Aye; Ms. Meredith Aye; Mr. Newman, Aye. The vote passed unanimously.

IV. PUBLIC COMMENTS / OPEN FORUM

No public comment was given

V. UNFINISHED BUSINESS

A) Review, Discussion, and/or Action and/or Vote:

1.) Presentation to BOE, SOS and various other boards

Mr. Newman is currently working on a date for the committee to present its findings jointly to the Board of Elections and the Secretary of State's office.

Ms. Goldstein entered the meeting at 10:13 a.m.

VI. NEW BUSINESS

A) Review, Discussion, and/or Action and/ or Vote:

1.) Powerpoint presentation for BOE

Ms. Goldstein presented the committee with a draft of a slideshow/ presentation intended for the Board of Elections and Secretary of State's office. The committee reviewed the presentation and commented on it/made minor corrections and edits.

2.) Next steps for committee


Mr .Newman volunteered to draft an introductory statement for the presentation to the above-mentioned entities. The committee also agreed to prepare a press release/press packet for distribution to various news outlets following the presentation. It was further agreed to invite a representative from the Secretary of State's office to a future meeting of this committee.

3.)The next meeting of this committee will be held on a date to be determined

VII. ADJOURNMENT

Ms. Meredith made a motion to adjourn with a second by Mr. Newmwn. Vote: Ms. Goldstein, Aye;Ms. Jamison, Aye; Ms. Meredith Aye; Mr. Newman, Aye. The vote passed unanimously. Meeting was adjourned at 11:05 a.m.

Attest:



Daphne Meredith
Secretary

Cc: Town Council Members(5); Roberta Fagan, Town Clerk



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

Planning Office (401) 423-7210

Approved as amended

PLANNING COMMISSION MINUTES

October 16, 2024

6:30 PM

**Jamestown Town Hall
93 Narragansett Ave.**

I. Call to Order and Roll Call

The meeting was called to order at 6:34pm. The following members were present:

Michael Swistak – Chair
Mick Cochran
Diane Harrison
Dana Prestigiacomio

Duncan Pendlebury – Vice Chair
Rosemary Enright – Secretary
Bernie Pfeiffer

Also present:

Lisa Bryer, AICP - Town Planner
Carrie Kolb – Planning Assistant
Wyatt Brochu, Esq. – Ruggiero, Brochu & Petrarca
Jeff Davis, Horsley Witten
Ashley Sweet, Weston & Sampson

II. Citizen’s Non-Agenda Item - none

III. Correspondence

1. Memo to the Zoning Board, Susan and David Gorelick, 20 Bark Avenue, AP 16 Lot 38, High Groundwater Table and Impervious Overlay District – Zoning Ordinance Section 82-800 - Sub-district A
2. Memo to the Zoning Board, Chris Duva, 509 Seaside Drive, AP 3, Lot 14, High Groundwater Table and Impervious Overlay District – Zoning Ordinance Section 82-800 - Sub-district A
3. Conditional Administrative Subdivision, Rebecca Small, AP 5, Lots 270 & 271, Pole #17, Seaside Drive, Jamestown, RI
4. Administrative Subdivision, 1261 North Main Road LLC, AP 1, Lots 234 & 302, 1261 North Main Road, Jamestown, RI

Correspondence was recognized as received.

IV. Public Hearing: Review, Discussion and/or Action and/or Vote

1. Jamestown Subdivision and Land Development Regulation
 - a. Adopting of Regulations

A motion was moved by Commissioner Swistak and seconded by Commissioner Pendlebury to open the Public Hearing for the Jamestown Subdivision and Land Development Regulations. All in favor.

Planning Commission Minutes
 October 16, 2024
 Page 2 of 4

Bryer explained that State law changed in 2023 and 2024. Bryer presented background, definitions, procedures for review and approval, administration of regulations and amendments, appeals and conservation developments. Bryer said that Jeff Davis with Horsley Witten was present and thanked him for helping with the additional 2024 updates.

A handout with single pages with the changes to the Subdivision and Land Development Regulations was reviewed and discussed.

Discussion of Unified Development Review (UDR) ensued. A subdivision that requires a Special Use Permit and/or Variance previously needed to go before the Planning Commission and the Zoning Board of Review. Under UDR, the Planning Commission, can issue the Special Use Permit and/or Variance. It is similar to Comprehensive Permit Review for Low-and Moderate-Income projects.

Discussion of uniformity and consistency ensued. There are many instances in the document where Planning Commission, Administrative Officer, Special Use Permit, Variances, etc., are not capitalized. Bryer said that the document will be reviewed for uniformity and consistency.

Discussion of timing ensued. When discussing the time frames in applications are they business days or calendar days? Davis said that it is calendar days.

The Chair opened the hearing up to the public for comments. None were provided.

A motion was moved by Commissioner Swistak and seconded by Commissioner Enright to adopt the Jamestown Subdivision and Land Regulations as presented at the Jamestown Planning Commission Meeting Public Hearing as advertised in the Jamestown Press on October 16, 2024 to include the draft copy, and changes presented by staff at the public hearing and further changes discussed at the public hearing to include definitions, capitalization, and staff to check and update the cross references if necessary.

The motion carried by a vote of 7-0.

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

A motion was moved by Commission Swistak and seconded by Commissioner Enright to adjourn and close the public hearing at 7:05 pm. All in favor.

V. New Business

1. No items at this time

VI. Old Business

1. Zoning Ordinance Amendments - Review, Discussion and/or Action and/or Vote
 Additional zoning ordinance changes.

Planning Commission Minutes
 October 16, 2024
 Page 3 of 4

Bryer is ready to send the revised Zoning Ordinance to the Town Council and in the meantime, she has found a few other changes that are necessary. Bryer reviewed the additional Zoning changes.

Discussion ensued regarding groundwater table verification. The Town decides if a previous determination may be used, and it is the decision of the Town Engineer.

Discussion ensued regarding Accessory Dwelling Units (ADUs). The size of the ADU is limited to the size determined by the State law, whether it is within the footprint to the main dwelling unit or detached. An "as of date" was left out of the Zoning Ordinance, but was discussed. This allows someone to build large accessory structure, and then go back to add an ADU within the existing footprint, which is larger than the State law. Bryer will check which date should be used, the date when the State adopted the ADU ordinance, or when the Town adopts the Zoning Ordinance.

A motion was moved by Commissioner Swistak and seconded by Commissioner Pendlebury to authorized the Town Planner to incorporate the additional Zoning Ordinance changes presented at the 10-16-24 meeting and to include the "as of date" for Accessory Dwelling Units. All in favor.

2. Comprehensive Community Plan Update & Re-write 204/2025 – Review, Discussion, and/or Action and/or Vote

Ashley Sweet with Weston and Sampson discussed the Comprehensive Community Plan updates & re-write for 2024/2025.

1) Review of Workshop Meeting Plan

The Public Workshop is set for Wednesday, November 13 starting at 5:30 pm at the Recreation Center. Sweet asked the Commissioners if they would like to help facilitate the discussion that evening or sit as participants. The Commissioners said that they will help as facilitators. Sweet said that the facilitators should stay neutral and are the scribes for the table. There will be 8 tables total at the Public Workshop. There will be topics to discuss and two tables each topic

Sweet said the doors will open at 5:30pm. There will be food and drinks. There will be easels with writing boards set up inside the room. Attendees will be able to write their responses to "what do you love about Jamestown" or "what are your areas of concern"

The program will start at 6:00pm. There will be a brief presentation by Weston and Sampson and then instructions on how the workshop will work.

The roundtable discussions will have pre-selected topics to discuss at four tables. Each table will have their own discussion, not the two tables with the same topics discussing together. Tables will report out, and then switch to the next table. At the end of the evening (Lisa – at the end or

Planning Commission Minutes
October 16, 2024
Page 4 of 4

in between) everyone will get 5 color stickers and dot vote on what they believe is the highest priority.

2) Project Website Review

The website that will be updated throughout the planning process is planjamestownri.com

3) Review of Action Items from 2015 Comp Plan –

Bryer has sent to other groups sections of the 2015 Comp Plan for input. Harbor Commission, Conservation Commission, Affordable Housing, Rec Director and Public Works. The Planning Commission will look at responses once completed.

4) Vision and Preamble discussion

This item was not discussed at this meeting and will be on a future agenda.

VII. Reports - Review, Discussion and/or Action and/or Vote

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

VIII. Approval of Minutes – Review, Discussion and/or Action and/or Vote

1. October 2, 2024

A motion was moved by Commissioner Enright and seconded by Commissioner Cochran to approve the minutes of October 2, 2024 meeting as amended. All in favor.

Page 2: Sentence 2: add "OWTS" to read "advanced treatment OWTS system"

Page 4; section B: First paragraph: remove: "Build a high tunnel. Covered Nov – March to extent growing season for vegetables. Open for most of the year to grow through the summer."

Page 4; section B: Fourth paragraph, first sentence: replace listed with ensued.

Page 5: Existing Conditions numbering corrected to 1 – 6

Page 5; Proposed Site Conditions numbering corrected to 1-5

IX. Adjournment

A motion to adjourn at 8:31 pm was moved by Commissioner Enright and seconded by Commissioner Cochran. All in favor.

Attest:

Carrie Kolb

JAMESTOWN ZONING BOARD OF REVIEW
Minutes of the October 22, 2024 Meeting

A regular meeting of the Jamestown Zoning Board of Review was held at the Jamestown Town Hall, 93 Narragansett Avenue. The Chairman called the meeting to order at 7:07 p.m. The clerk called the roll and noted the following members present:

Richard Boren, Chair
James King, Member
Jane Bentley, Member
John Shekarchi, 1st Alternate
James Sisson, 2nd Alternate
Robert Maccini, 3rd Alternate

Also present:

Wyatt Brochu, Counsel
Dennis Begin, Zoning Officer
Brenda Hanna, Stenographer
Pat Westall, Zoning Clerk

MINUTES

Minutes of August 27, , 2024

A motion was made by Jane Bentley and seconded by James Sisson to accept the minutes of the August 27, 2024 meeting as presented.

The motion carried by a vote of 5 – 0.

Richard Boren, James King, Jane Bentley, John Shekarchi, and James Sisson voted in favor of the motion.

Robert Maccini was not seated and Dean Wagner & Terence Livingston were absent.

CORRESPONDENCE

Nothing at this time.

NEW BUSINESS

Brooks

A motion was made by John Shekarchi and seconded by Richard Boren to grant the request of Brook William Matthews Trustee whose property is located at 16 Walnut Street, and is further identified as Assessor's Plat 10, Lot 46 for a variance from Article 6, Application of District Regulations, Section 82-600, Table 6-2 to approve the location of a single-family home generator.

In particular reference to Article 6, Section 82-305.

This motion is based on the following findings of fact:

1. Said property is located in an RR80 zone and contains 99,270 sq. ft.
2. The petitioner has satisfied the standards for the dimensional variance in the Board's opinion.
3. The approval is subject to the condition that
 - A) A plot plan is entered into the record which demonstrates the location of the generator (which has been provided).
 - B) That there is adequate planting between the generator and the street line resulting in the generator to not be visible from the street.

The motion carried by a vote of 4 – 1.

Richard Boren, Jane Bentley, John Shekarchi, and James Sisson voted in favor of the motion.

James King voted against the motion.

Robert Maccini was not seated and Dean Wagner & Terence Livingston were absent.

Mitchell

A motion was made by Richard Boren and seconded by James King to grant the request of Glenn and Numi Mitchell whose property is located at 67 Howland Avenue, and further identified as Tax Assessor's Plat 9, Lot 191, for a variance from Article 3, Section 82.302 - District Dimensional Regulations to renovate an existing bathroom to 5 feet 2 inches from the lot line instead of the required 7 feet.

This Board has determined that this application does satisfy the requirements of Article 6, Section 600, Section 606, and Section 607, Paragraph 6.

This Variance is granted with the following restriction/condition(s):

This project must be constructed in strict accordance with the site and building plans duly approved by this Board.

This motion is based on the following findings of fact:

1. Said property is located in an R8 zone and contain ½ acre.
2. The residence located on the property was constructed in or around 1939.
3. The residence is 1228 sq. ft.
4. The lot is 21,545 sq. ft.
5. The lot is large for the R8 zone, but the residence sits on the south set back of 7 feet.
6. Although correspondence from an attorney for an abutter, questioned that the current set back was closer to the property line of 7 feet, Exhibit 3 is a Class 1, Surveyed Certification, that establishes the current set back of 7 feet, 7 inches.
7. The applicants have owned the property for 29 years.
8. The master bedroom is located on the south side of the house at the 7 foot set back.
9. The master bathroom (there is only one full bathroom) is located immediately to the east of the master bedroom and is currently approximately 7 feet from the property line.
10. The master bathroom has a sink, toilet and an old steal bathtub smaller than today's standard bathtub. The old bathtub also serves as a shower.
11. The master bathroom is approximately 4 feet, 4 ½ inches by 11 feet, 3 inches.
12. The current bathroom will not accommodate both a separate shower and tub.
13. The antiquated bath tub currently serves as a shower.
14. The master bedroom is 12 feet, 10 inches by 13 feet, 4 inches and not large enough to add a bathroom.
15. Currently, the master bathroom cannot be extended into the house as there is a large masonry fireplace.
16. Currently, the master bathroom is also adjacent to the kitchen which is only 7 feet by 10 feet and is not large enough to accommodate an expansion of the bathroom.
17. The half-bathroom cannot be extended, which is currently 6 feet, 10 inches by 2 feet, 7 ½ inches and abuts a basement stairway.
18. In summary, the master bathroom cannot be extended north, east, or west. The only possible extension is to the south into the 7 foot set back.
19. The proposed set back per Exhibit 5, Bath floor plan, is to extend the bathroom by moving the south wall 5 feet, 2 inches from the property line.
20. Shahin Barzin, architect, credibly testified that the only way of making the bathroom suitable for modern living conditions is to extend the master bath south so that a bath and a shower may be built.
21. It is noted that currently a 3 foot, 8 inch antiquated tub is in a 4 foot, 4 inch bathroom.

22. Mr. Barzin, credibly testified that there is no other way to reconfigure the bathroom and no other reasonable location.
23. Mr. Barzin credibly testified that the hardship is due to the unique characteristics of the structure and its location; the residence was built in 1939 and the applicants didn't create the need for a variance; the general character of the surrounding area is residential and the general character of the surrounding area will not be altered.

CONCLUSION

It would appear that the Mitchell application was filed after the zoning amendment to the state enabling act, RIGL-45-24-41 et seq took effect on January 1, 2024 and the hearing itself occurred after the Jamestown Town Council amended its Zoning Ordinance to incorporate RIGL 45-24-41.

However, whether the application is governed by the present or pre-existing Jamestown zoning code and State Enabling Act, the Mitchells have met their burden.

It is further noted that new section 82-309 entitled Modification Granted by Building Official, provides inter alia, that the Zoning Enforcement Officer shall be permitted to grant modification from lateral dimensional requirements of the zoning ordinance up to 25 percent. If written objection is received, the request shall be denied by the Zoning Officer and be considered by the Zoning Board as a request for a variance.

Here, based upon the application and the exhibits, the modification sought is less than 25 per cent. The written objector appeared at the hearing, objected, but presented no testimony.

The motion carried by a vote of 5 – 0.

Richard Boren, James King, Jane Bentley, John Shekarchi, and James Sisson voted in favor of the motion.

Robert Maccini was not seated and Dean Wagner & Terence Livingston were absent.

Guerin

A motion was made by James King and seconded by John Shekarchi to grant the request of Zachary, Hunter, and Jake Guerin whose property is located at 40 Narragansett Ave and is further identified as Tax 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 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.

This Board has determined that this application does satisfy the requirements of Article 3, Sections 300 and 302.

This Special Use Permit is granted with the following restriction/condition(s):

The Liquor license has to be granted by the Town Council.

This project must be constructed in strict accordance with the site and building plans duly approved by this Board.

This motion is based on the following findings of fact:

1. Said property is located in a CD zone and contains 1,920 sq. ft.
2. The property has been a bar/restaurant for the past 50 years.
3. No one objected to the continued use as a restaurant.

The motion carried by a vote of 5 – 0.

Richard Boren, James King, Jane Bentley, John Shekarchi, and James Sisson voted in favor of the motion.

Robert Maccini was not seated and Dean Wagner & Terence Livingston were absent.

ADJOURNMENT

A motion was made and seconded to adjourn at 7:50 p.m.

The motion carried unanimously.



**Town of Jamestown
Tax Assessor**

**93 Narragansett Avenue
Jamestown, RI 02835**

**Phone: 401-423-9802
Email: cbrochu@jamestownri.net**

To: COUNCIL PRESIDENT BEYE, JAMESTOWN TOWN COUNCIL

From: CHRISTINE BROCHU, JAMESTOWN TAX ASSESSOR

Subject: ADDITIONS OF TAXES FOR THE **DECEMBER 16, 2024** MEETING

Please see the attached.

RESPECTFULLY SUBMITTED,

Christine Brochu

CHRISTINE BROCHU
TAX ASSESSOR

YEAR	NAME/ADDRESS	COC INFO	ACCOUNT #	GROSS OLD	EXEMPT OLD	NET OLD	TAX OLD	SEWER OLD	
			UNIQUE ID	GROSS CHANGE	EXEMPT CHANGE	NET CHANGE	TAX CHANGE	SEWER CHANGE	
			LIST NUMBER	GROSS NEW	EXEMPT NEW	NET NEW	TAX NEW	SEWER NEW	
2024	[REDACTED]	18798R	02-0992-00	516,600	0	516,600	2,956.14	0.00	
		12/03/2024	3/347	0	0	0	375.00	0.00	
Accept	JAMESTOWN, RI 02835	REMOVED EXEMPTION- SOLD	347	516,600	0	516,600	3,331.14	0.00	
2024	[REDACTED]	18799R	03-1007-44	378,400	0	378,400	2,464.68	0.00	
		12/03/2024	5/362	0	0	0	125.00	0.00	
Accept	JAMESTOWN, RI 02835	REMOVED EXEMPTION-NO LONGER O	611	378,400	0	378,400	2,589.68	0.00	
Totals For -2024 R							0	500.00	
							Total Inc's:	500.00	
							Total Dec's:	0.00	
TOTAL	# Of Accts 2					0	500.00		
							Grand Total Inc's:	500.00	
							Grand Total Dec's:	0.00	

Town of Jamestown

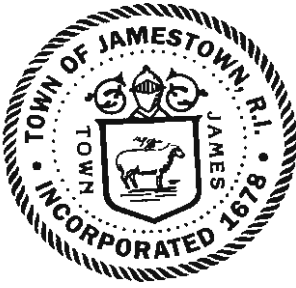
Page 301 of 302

Town Administrator

93 Narragansett Avenue

Jamestown, Rhode Island 02835-1199

401-423-9805



Edward A. Mello
Town Administrator

MEMORANDUM TO: Honorable Town Council

FROM: Town Administrator, Edward A. Mello

DATE: December 12, 2024

SUBJECT: Retainer Fee for Legal Counsel

Please see the attached memorandum from Solicitor Peter Ruggiero requesting consideration for an increase in legal services fees. The current monthly retainer fee at \$6,500 was set in 2007 and no increases have occurred since.

During the 2024/25 budget process, I had recommended an increase to legal services in the operating budget in anticipation of an increase to the legal services. This was approved by the Town Council and at the FTM.

In my short time in my current capacity, I have come to greatly appreciate the sound judgement and guidance which Peter has provided. I suspect that the Town Council members share this same experience.

As such, I request that the Town Council approve an increase of the monthly retainer fee to \$10,500 per month and the hourly non-retainer rate to \$200/ hour.

1130 Ten Rod Road
 Suite D-102
 North Kingstown, RI 02852
 (401) 737-8700

RUGGIERO, BROCHU & PETRARCA

To: Ed Mello, Town Administrator
From: Peter Ruggiero, Town Solicitor
Date: November 20, 2023
RE: Legal Services Budget Request

I am requesting a review of the legal services budget and service payment schedule. Since my original appointment as an Assistant Town Solicitor in 2003 and my subsequent appointment to Town Solicitor in 2007, no review or adjustment of my monthly retainer or hourly fee rates have been undertaken. Additional duties and assignments have been added to the legal services duties over time, yet no evaluation or adjustment to the base or hourly fee rates have been approved.

Over the past few years, the demands and expectations of performance and workload of legal services have increased. In addition, basic costs and inflation have significantly eroded the value of the legal services rates set nearly twenty years ago. The CPI increased about 63 percent in that time period.

For example, current legal budgets in comparable communities are as follows:

<u>Adopted Legal Budgets FY 2023</u>	
Narragansett	\$170,000
Richmond	127,000
Hopkinton	250,000
North Kingstown	184,000
Middletown	194,000
Charlestown	273,000

Of these comparable communities, the average monthly expense for legal services is about \$16,000 per month (Highest and lowest budgets excluded for calculation purposes). My present monthly retainer to attend two Town Council meetings, two Planning Commission meetings, one Zoning Board meeting, four District Court sessions, and provide day-to-day assistance and support of officials and staff is \$6,500. My non-retainer hourly rate is \$135 per hour.

Just applying the cumulative CPI from 2004 to 2023 of 63 percent to these historical payment rates results in a monthly retainer of \$10,595 and a non-retainer hourly rate of \$221. I wish to meet and discuss how to make an equitable and affordable adjustment to the legal services rates and establish a plan to attain comparability with the legal services provided and in line with current market rates and conditions.