

Content Summary by Category

1. **FOJS By-Laws**
2. **FOJS Agendas** –Feb. 17, 2016, Oct. 16, 2016, Dec. 14, 2016, Nov. 15, 2017, March 26, 2018.
3. **FOJS Minutes** – Feb. 17, 2015 Minutes, Dec. 10, 11, 18, & 21 email, Feb. 18, 2016 email reference, Oct. 19, 2016, Dec. 14, 2016, March 26, 2018 Executive Session
4. **Correspondence with Town Council:** Sept. 14, 2017 – Administrator Memorandum to Town Council, Feb. 1, 2016, Administrator Update to Council, Dec. 15, 2015 Administrator memorandum to Town Council.
5. **FOJS Membership Letter:**
6. **FOJS Board of Directors Memorandum**
7. **Senior Coordinator and Meal Site Coordinator Job Descriptions**
8. **University of Massachusetts, Edward J. Collins Center for Public Management:** (2013-2014) Introduction and Overview of study on recreational services, facilities and space utilization and need in the community. Includes recommendation to consolidate senior services within the Recreation Department.
9. **2018 Materials:** Outline of transition of Senior Services.
Communications with FOJS: Emails: March 23, 2018, Feb. 24, 2018, Feb. 23, 2018, FOJS Letter – Feb. 23, 2018, Feb., 21, 2018, Feb. 15, 2018, Feb. 14, 2018, Jan. 24, 2018, Ja. 10, 2018, Senior Services Presentation.
10. **Intergenerational Picnic Communications:** Includes notice of Senior Coordinator scheduling and later resignation. Also communications relating to transition planning.
11. **Grange Lease Discussions:** Emails: March 15, 2016, Dec. 21, 2015, Nov. 3, 2015.
12. **Jamestown Press Articles:** (2011-2018)
13. **FOJS Questionnaire:** Copy of one page, 7 question survey used in 2016.
14. **2017 Town Council Work Session:** Discussion points include, Transition of past/present services and program enhancements and future trending and program needs.
 - Including presentation on transition of services between Town/Friends.
 - Administrative Update to Council at Sept. 14, 2017 Council meeting.
15. **General Communications:** Includes notice of Senior Coordinator scheduling and later resignation. Also communications relating to transition planning.
16. **Budget Communications:** Emails: Jan. 9, 2017, Feb. 9, 2017, Jan. 10, 2017, Feb. 17, 2016, Feb. 6, 2015

17. **Miscellaneous Communications with staff and FOJS:** Emails: Feb. 22, 2017, Jan. 18, 2017, Jan. 10, 2017, March 23, 2016, March 15, 2016, Feb. 19, 2016, Dec. 14th 2015, Dec. 1, 2015, May 11, 2015, May 1, 2015, May 23, 2014.
18. **2017 Town Senior Services Guide:**
19. **Senior Coordinator Transition:** Emails: Jan. 10, 2018, Jan. 9, 2018, Aug. 28, 2017, June 12, 2017, May 18, 2017, May 8, 2017, May 3, 2017, May 2, 2017, April 24, 2017, April 15, 2017, March 27, 2017, March 8, 2017, Aug. 23, 2016, Aug. 22, 2016, Memo Aug 22, 2016, Feb. 18, 2016, Jan. 8, 2016, Council Minutes Dec. 17, 2015, Administrator Memo Dec. 15, 2015,
20. **Grange Capital Improvements/Equipment/ and Services:** Emails: July 24, 2017, April 7, 2017, April 6, 2017, Feb 15, 2017, Feb. 14, 2017, Feb. 13, 2017, Feb. 17, 2016, Feb 2, 2017, Jan. 10, 2017, Dec. 5, 2016, Dec. 2, 2016, Oct. 31, 2016, Oct. 20, 2016, Sept. 23, 2016, July 18, 2016, Feb. 10, 2016, July 29, 2014.
21. **Living and Aging in Jamestown:** report materials on programs and population statistics.
22. **Senior Program Schedule and Information:** 2017 Winter, 2016 Fall, Summer 2016, 2017 program report, Emails: May 10. 2017, Feb. 20, 2017, Jan14, 2016, Jan. 14, 2016, Jan. 11, 2016:
23. **Centennial Community Grant Materials:**
24. **Meal Site:** Employee relations.
25. **Town Fiscal Year Proposed Budget Program:** Second budget session held on March 28, 2018 includes proposed senior operations program at \$102,620. Additional transportation funding, administration, Parks, Highway, Finance support etc. are built into other department programs.
26. **2015/2016/2017 Meal Site Summary:** information on specific program and monthly usage included.
27. **Presentation for Public Workshop:** May 15, 2017. Emails: May 12, 2017, May 3, 2017
28. **Healthy Aging Community Profile – Jamestown**
29. **2015 Public Review of Parks and Recreation Department:** Nov. 9, 2015. Also review and discussion on Collins Center Study Assessment and Recommendations.

**FRIENDS OF
JAMESTOWN SENIORS
BY-LAWS**

FRIENDS OF JAMESTOWN SENIORS INC

6 WEST STREET

JAMESTOWN, RHODE ISLAND

BY-LAWS

ARTICLE I

NAME

Section 1. The name of this organization shall be the Friends of Jamestown Seniors Inc.

ARTICLE II

PURPOSE

Section 1. The purpose of the Friends of the Jamestown Seniors shall be to maintain an association of persons interested in seniors, so as to develop and maintain an active senior citizen program in the Jamestown area, that creates an atmosphere, provides opportunities and encourages older adults to use their skills, develop their potential and continue their involvement in the community.

Section 2. To create senior programs that will be inviting, enjoyable and will include nutrition, recreational activities, entertainment educational, informational programs, health and welfare programs, designed to overcome the patterns of isolation and depression.

Section 3. To serve as a focal point for senior services by providing transportation, for such purpose as FOJS events, and rides to the meal site, outreach programs, information and assistance, by coordination and scheduling with the Town of Jamestown, services and programs.

ARTICLE III

OBJECTIVES

Section 1. To foster community awareness of senior citizen needs interests and attitudes.

Section 2. To serve as a planning and organizing body to establish programs goals, objectives and priorities.

Section 3. To coordinate with the Town of Jamestown in developing financial resources to operate and maintain the Friends of the Jamestown Senior Center and its program.

Section 4. To serve as an advocate of social issues facing the Jamestown Senior citizens.

Section 5. To coordinate with the Town of Jamestown in developing and ongoing monitoring and evaluation of the Friends of Jamestown Seniors programs.

ARTICLE IV

MEMBERSHIP

Section 1. The membership of the Friends of the Jamestown Seniors Center, shall be those who are fifty plus years or older and are active dues members.

Section 2. There shall be an Annual membership campaign held each year during the month of January. The term of membership shall be for a period of one (1) year from January 1st of each year until December 31st of that year.

Section 3. Each member who has paid dues shall be entitled to one (1) vote at the Annual Meeting.

Section 4. Dues shall be payable by January 1st of each year, for a member to be eligible to vote at the Annual meeting or to be elected too or hold any office in the organization. The amount of dues shall be determined by the Board of Directors.

ARTICLE V

BOARD OF DIRECTORS

Section 1. The Friends of the Jamestown Seniors, shall have a Board of Directors numbering nine (9) members. The Board of Directors shall consist of the following: One (1) designated member who is an active member of the Grange. One (1) designated member of the Veterans of Foreign Wars, Jamestown Memorial Post 9447, and one (1) member designated by the Jamestown Pemberton Housing or Jamestown Village Housing. The name of these designees will be obtained by the Nominating Committee, for announcement at the Annual Meeting.

Section 2. The remaining six (6) members shall be elected at the Annual Meeting. Names will be place in nomination by the Nominating Committee. Additional nominations, with the consent of the nominee, may be made from the floor at the time of the meeting.

Section 3. The Executive Director of the Friends of the Jamestown Seniors, shall be a non-voting member of the Board. The liaison person from the Town of Jamestown shall also be a non-voting member of the Board

Section 4. The Board of Directors shall conduct the routine business of the organization. A majority of the Board shall constitute a quorum.

Section 5. Officers of the Board shall be elected by the Board from those as indicated in Second 2 of Article V. The election of officers shall take place annually at the first meeting of the Board of Director after the Annual meeting.

Section 6. Each Director will serve a term of three (3) years. No director can serve more than three (3) consecutive terms, a total of nine (9) years. Once a director completes three (3) consecutive terms, that director is not eligible to returned to the board for a period of one (1) year.

Section 7. The Officers of the Board of Directors shall be the President, Vice-President, Treasurer, and Secretary.

Section 8. There shall be an Executive Committee consisting of the elected officers as follows: President, Vic-President, Treasurer and Secretary. All members of the Executive Committee shall be members of the Board of Director.

Section 9. Any board member who cannot attend board meeting on a regular basis, and is absent for four (4) or more consecutive meeting will be consider to have resigned from the board. The exception shall be if the members is hospitalized or undergoing medical treatment.

Section 10. Vacancy on the Board of Director shall be filled by the action of the remaining members of the board for the unexpired term of the member being replaced.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. President: The president shall preside at all meetings of the Board of Directors and Executive Committee, and shall conduct business as prescribed by the FOJS. The president shall be authorized to call special meetings as required. The president shall appoint all committee and appoint the committee chairperson, with the exception of the Nominating Committee, By-laws Committee, and the Fundraising Committee. The president shall be an ex-officio member of all committee.

Section 2. Vice-President: The Vice-president shall serve in the absence of the president. The vice-president shall chair the Nominating Committee, By-Laws Committee, and to perform such other duties as the president may assign. To fill the office of President if the presidency is vacated for any reason for the remainder of the president term.

Section 3. Secretary: The secretary shall be responsible for recording all minutes of the Board of Directors and the Executive Committee meetings. Maintain a roster of all members, take custodial care

of the records, seeing that all notices are duly given for all meeting in accordance with the provision of these by-laws and RI State law, to perform all duties incident to the office of Secretary, including correspondence.

Section 4. Treasurer: To keep and maintain the financial records of the organization in accordance with standard accounting procedure and to provide a Financial Report at each meeting and to present an Annual financial Report at the Organization Annual meeting. To make all relevant records available for independent review and audit. The treasurer, at the direction of the Board shall open and close all bank and investment accounts, and shall regularly deposit income, donation, pledges and gifts to the proper account. There shall be two (2) signature required to conduct all financial matters for the organization. The treasurer shall serve as the chairperson of the Fundraising Committee

Section 5. In the event that the position of treasurer or secretary cannot be filled, the Board may combined the position of Secretary/Treasurer, until the position is filled.

Section 6. The Executive Director shall be responsibility, in general, to supervise and conduct all activities and operations of the Friends of the Jamestown Seniors (FJOS), subject to the control, advice and consent of the Board of Directors. The Executive Director shall keep the Board of Directors completely informed, shall freely consult with them in relation to all activities of the organization, and shall see that all orders and/or resolutions of the Board are carried out to the effect intended. The Board of Director may place the Executive Director under a contract of employment where appropriate. The Executive Director shall be empowered to act, speak for, or otherwise represent the Friends of the Jamestown Seniors between meetings of the Board. The Executive Director shall recommend to the Board, for their approval the hiring and firing of all personnel. The Executive Director shall be responsible for keeping the Board informed at all times of new and concurrent program and of staff performance, and for implementing any personnel policies, which shall be adopted by the board of Director before being implemented. The executive director is authorized to contract, receive, deposit, disburse for all funds of the Friends of the Jamestown Seniors (FOJS), and to execute in the name of the Friends of the Jamestown Seniors (FJOS) all contracts and other documents authorized, either generally or specifically with the approval of the Board of Directors.

ARTICLE VII

MEETINGS

Section 1. The annual meeting of the FOJS shall be held on the second Wednesday in the month of May. The time and place to be determined by the Board of Directors. All members shall be notified in writing by the Secretary of the time, date and place of the meeting, at least three (3) weeks prior to the meeting. Included in the notification will be and agenda of the meeting along with the names of person who are to fill seats on the Board of Directors.

Section 2. A quorum for the **annual meeting** shall consist of fifteen (15) active members of the Friends of the Jamestown Seniors (FOJS).

Section 3. The regular Board of Director meeting shall be held on the third (3) Wednesday of each month at a time set by the BOD.

Section 4. A quorum for the Board of Director meeting shall be one more than half (1/2) of the voting members of the BOD.

Section 5. Both the Annual meeting and meetings of the Board of Director shall be conduct according to the FJOS By-Laws and "**ROBERTS RULES OF ORDER**".

ARTICLE VIII

COMMITTEES

Section 1. Nominating Committee shall be comprised of the Vice President, who shall be the chairperson of the committee. The president shall appoint two (2) other directors and two (2) members from the general membership. The committee shall hold a meeting to determined a slate of officers to fill any position that is vacant or terms that are expiring at least three (3) months in advance of the Annual Meeting of the organization. The committee shall be responsible for contacting the organizations noted in Article V., section 1, whose position is expiring, with respect to their designees'.

Section 2. By-Laws Committee. There shall be a By-law committee, comprised of the Vice President, who shall be the chairperson of the Committee. The president shall appoint two (2) other directors and two (2) members from the general membership. These By-Laws will be review by the committee annually following their adoption. Any revisions recommended by this committee shall be forward to the Board of Directors for ratification, and then put before the General Membership at its annual meeting.

Section 3. Fundraising Committee. The shall be a Fundraising Committee, comprised of the Treasurer, who shall be the chairperson of the Committee. The president shall appoint two (2) other members to the committee. The committee is also authorized to select other members of the organization to assist the fundraising committee in their endeavor. The committee shall be responsible for establishing various events to raise revenue to assist the board in the maintenance of the building and programs, and to help to defray costs of events, that are non-budget items.

Section 4. Audit Committee. There shall be an audit committee comprised of a director, not to be the treasurer, appointed by the president, the finance director for the Town of Jamestown, and a member of the general membership appointed by the president. The audit committee shall review the financial affairs of the Friends of the Jamestown Seniors (FOJS) to assure they are in order. After the review the committee will forward to the Board of Director their recommendation to accept the audit. The committee may also make a recommendation to the Board to hire an independent auditor, who shall be a certified public accountant.

Section 5. Ad Hoc Committee: The president my appoint any other committee that may be necessary to assist with the business of the organization.

ARTICLE IX

AMENDMENTS

Section 1. Amendment to these By-Laws, in according to Article VII, Section 2, shall be forward to the General Membership at its Annual Meeting. All active members shall be eligible to vote on the amendment. A two-thirds vote of those present and entitled to vote is required to pass the amendments. All members must have received a notice of the amendments to the by-laws, along with a copy of the revisions, at least two week prior to the Annual Meeting.

ARTICLE X

CONFLICT OF INTEREST

Section 1. The purpose of the Conflict of Interest is to protect the Friends of the Jamestown Seniors (FJOS) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one or more of its officers or directors, or that might otherwise result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state or federal laws governing conflict of interest applicable to nonprofits and charitable organization and is not intended as an exclusive statement of responsibilities.

**FRIENDS OF
JAMESTOWN SENIORS
AGENDAS**

FRIENDS OF THE JAMESTOWN SENIORS, INC.

West Street Café

6 West Street

Jamestown, RI 02835

Wednesday, February 17, 2016

4:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A) January 20, 2016

IV. OPEN FORUM

- A) Scheduled to Address
- B) Non-Scheduled to Address

V. REPORTS

- A) President's Report; review and discussion and/or potential action and/or vote
 - 1) Building Maintenance update
 - 2) Building Lease Update
- B) Executive Director's Report; review and discussion and/or potential action and/or vote
 - 1) 2016/2017 Budget.
- C) Treasurer's Report; review and discussion and/or potential action and/or vote

VI. UNFINISHED BUSINESS

- A) Revised Friends of the Jamestown Seniors By-laws; Article IV. and V; review and discussion and/or possible action and/or vote

VII. NEW BUSINESS

- A) Letter of Resignation from Mr. Bruce Wigton from position of Secretary.
- B) Election of New Secretary.
- C) Saint Patrick Day Party/Lunch/Band

VIII. REPORT OF COMMITTEE

- A) Membership
- B) Fundraising

IX. NEXT MEETING DATE/TIME

- A) New Items to be placed on the agenda.

X. 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. In addition notice also may be posted at the following locations: Jamestown Police Station and on the Internet at www.jamestownri.gov

NOTE: This meeting location is accessible to the physically challenged. If communications assistance is needed or other accommodations to ensure equal participation, please call 1-800-745-5555, by facsimile to 401-423-7230, or email cfernstrom@jamestownri.net not less than three (3) business days prior to the meeting.

FRIENDS OF JAMESTOWN SENIORS, INC

WEST STREET CAFÉ

6 WEST STREET

JAMESTOWN, RI 02835

WEDNESDAY November 15, 2017

4:00 pm

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

A). Minutes of October 19, 2017

IV. OPEN FORUM

A). Schedule to Address

B). Non-Schedule to Address

V. Reports

A). President's Report: review and discussion and/or potential action and/or vote

B). Senior Coordinators Report: review and discussion and/or potential action and/or vote

C). Treasurer's Report: review and discussion and/or potential action and/or vote

D). Secretary's Report: review and discussion and/or potential action and/or vote

VI. UNFINISHED BUSINESS

A). Needs of Jamestown Seniors. Discussion and/or potential action/vote

B). Update on Planned Events. Discussion and/or potential action/vote

C). FOJS Website: www.friendsofjamestownseniors.org

D). No Fee Membership. Discussion and/or potential action/vote

VII. NEW BUSINESS

A). Sign Board purchase. Discussion and/or potential action/vote

B). Christmas Dinner Discussion and/or potential action/vote

C). Legislative Grand. Discussion and/or potential action/vote

D). Research on FOJS at Historical Society. Discussion and/or potential action/vote

E). Bills to be paid for October/November. Review and discussion and/or potential action/vote

VIII. REPORTS OF COMMITTEES

A).

IX. NEXT MEETING DATE/TIME

A). New Items to be placed on the Agenda

XI. COMMUNICATIONS

A).

XII. EXECUTIVE SESSION

A). Pursuant to RIGL: 42-46-5(a) subsection (1) Personnel: Discussion and/or potential action or
Vote in executive session/or open session

XIII. 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. In addition to the two above-
mentioned locations, notice also may be posted at the following locations: Jamestown Police Station
and on the Internet at www.jamestownri.gov.**

**FRIENDS OF
JAMESTOWN SENIORS
MINUTES**

FRIENDS OF THE JAMESTOWN SENIORS INC

WEST STREE CAFÉ

6 WEST STREET

JAMESTOWN RI

MINUTES OF FEBRUARY 17, 2015 MEETING

The meeting was called to order by the President, Mr. Edward Holland at 4:00 pm on Thursday, February 17, 2015 at the Senior center 6 West Street, Jamestown, RI. Those present were, President Mr. Edward Holland, Vice President Ms. Ellie Chase, Treasurer Ms. Nancy Beye and Secretary Thomas Tighe, member Mr. Donald Richardson and Mr. Bruce Wigton. Absent were Mr. Donald Gillis and Bruce Livingston. Also present were Ms. Ellen Conway Vietri Executive Director and Mr. Andy Wade Recreation Department Director.

The next order of business was the approval of the minutes of the January 20, 2015 meeting. The secretary advised those minutes had been emailed to all member with the exception of Mr. Richardson, whose copy was mailed to him. The secretary made a motion that the minutes be approved as mailed, unless there were any corrections. Second by Ms. Ellie Chase. Motion approved.

The next order of business was the Open Forum. Being no one present that wish's to speak under scheduled to address or Non-scheduled to address, the president we will move on to The Reports.

The next order of business was the reports of the following:

The President Report: The president advised that he would have the secretary speak in regards to the building maintenance. Mr. Tighe advised the board that they must understand that the Town of Jamestown is not going to maintain the building for the Friends. Rather the Town of Jamestown is willing to assist in doing some maintenance work that could help save them the expense of hiring someone. He advised a good example of that was a few days ago, Ms. Collins, was able to get Mr. Lew Kitts, Maintenance Head of the School department, to come and look at the grease trap in the kitchen. Mr. Kitts came with one of his men and cleaned the grease trap, and will come back and check on it so a schedule of cleaning can be done. This saved the FOJS the expense of hire someone like Roto Rotor. The Town is more than willing to do such maintenance. But the Town is not going to take on major capital improvements to the building. The example of that is the case of the both the downstairs floor and the second floor which could cost several thousand dollars. It would be up to the FOJS to attempt to get a grant for the work, put their own money into after the Town assesses what they might be able to do to reduce the costs for the FOJS. Mr. Wade advised that with the Town assuming liability for the Senior Center, responsibility of building maintenance falls with the Town. That Parks and Recreation personnel will assist with day to day maintenance issues and larger projects can be coordinated between the Town of Jamestown and the FOJS for funding sources.

In regards to the Building Lease, the president advised that it is still being look at with the Town's Insurance. Mr. Wade advised that to his knowledge the Trust would be looking at the Town to provide certain safety issues are addressed. He said like he would have his people come and clean the walk way

during a storm and things like that, to make sure things were in a safe condition. The president advised that he will continue to update the board.

The next report was the Director's Report. Ms. Vietri advised that the FJOS has received a legislative grant from Senator Piva Weed of \$5,000.00 dollars. A donation from the Penguin Plunge in the amount of \$3,000.00 dollars. A donation from the RI Foundation of \$250.00 dollars. That she has submitted a Centennial Community Grant to the RI Foundation of \$15,000 dollars to replace entry and kitchen floors. She expects the grant to be awarded by March 31, 2015. A few issues on the operations she advised that the Boiler inspection has been resolved. As mentioned earlier, Mr. Kitts from the School department cleaned the grease trap. Recreation employee assembled the TV stand. That her and Mr. Wade were going through the capital improvement projects, so the board would know what needed to be done and costs. Happy to announce that the Senior programs are now posted on the Town Website. She also advised that there would be a State of RI Citations presentation/press release for those senior of 90 plus years. Mr. Ed Silva, long time resident of Jamestown and two others would be receiving these citations this month. A State House tour with Rep. Deb Ruggiero was plan for March 10th, and she was working on a Day/overnight trip with the AAA.

She stated that in her report she had included to defined scope of her position as Director with the FOJS, since she was now an employee of the Town of Jamestown and worked twenty hours a week.

(Note) Mr. Donald Richardson advised that he had to leave, and left the meeting at 4:35PM.

A discussion was held on the scope of the role of the Director. Mr. Tighe advised that the president appoint a few members to meet with Mr. Nota and Mr. Wade and discuss what each expected. As the positions has changed from Executive Director, to more of a Senior Program coordinator. The president advised that he along with Tom Tighe and Nancy Beye would meet with Mr. Nota and Mr. Wade. The secretary will set up the meeting. Mr. Wade stated that Ellen's role is that of Senior Program coordinator, and under that role she reports to the Parks and Recreation Director. That Senior Program Coordinator (SPC) will attend Board meeting and inform the members of programs and funding needs.

The next report was the Treasurer Report. The treasurer advised that at the present time The operation account has \$6,518.77 dollars. The donation account has \$3,934.62 dollars, and the CD has account has \$1,285.69 dollars. The total of the three accounts is \$11,739.08

(Note) At this time the treasurer was required to leave due to an emergency situation, at 4:48 PM. There no longer be a quorum the president adjourn the meeting, at 4:50 pm.

Respectfully Submitted

Mr. Thomas P. Tighe

Secretary FJOS

Andrew Nota

From: Thomas Tighe <chiefthomas2@verizon.net>
Sent: Thursday, December 10, 2015 10:22 AM
To: Andrew Nota
Subject: By-Laws

Good Morning: I was wondering if you might get a chance to review the by-laws I sent you? I have a meeting tomorrow on them and if possible I would like you input on them. Thanks Tom

Andrew Nota

From: Thomas Tighe <tighejamestowntc@gmail.com>
Sent: Friday, December 11, 2015 11:05 AM
To: Andrew Nota
Subject: Re: Senior By-laws

thanks. for reviewing and will make changes, Tom

On Thu, Dec 10, 2015 at 8:59 PM, Andrew Nota <anota@jamestownri.net> wrote:

Tom,

Take a look and tweak as you feel necessary. As the organization continues to slowly evolve, the by-laws may need to also in future years.

Andy

Andrew Nota

From: Thomas Tighe <chiefthomas2@verizon.net>
Sent: Friday, December 18, 2015 2:36 PM
To: Andrew Nota
Subject: minutes
Attachments: Mr. Nota at FOJS.docx

Hi: Could you please review these notes I took on your appearance before the FOJS Board. Please make any corrections or addition that you feel are needed. Thanks Tom

Andrew Nota

From: Andrew Nota <anota@jamestownri.net>
Sent: Monday, December 21, 2015 10:34 AM
To: Thomas Tighe
Subject: RE: minutes
Attachments: FOJS minutes from board meeting december 2015.docx

Tom,

I made a few small adjustments to the minutes. They should be all set.

Andy

From: Thomas Tighe [mailto:chiefthomas2@verizon.net]
Sent: Friday, December 18, 2015 2:36 PM
To: 'Andrew Nota' <anota@jamestownri.net>
Subject: minutes

Hi: Could you please review these notes I took on your appearance before the FOJS Board. Please make any corrections or addition that you feel are needed. Thanks Tom

At this time the President introduced Mr. Andy Nota, Town Administration to the board and advised he was he to explain how the Town would assist the FOJS with their budget and programs.

Mr. Nota thanks everyone for wanting to work with the Town in establishing a relationship to benefit the seniors. He then introduced Mr. Andy Wade the new Department head of the Jamestown Recreation and Parks Department. Mr. Wade gave a brief description of his experience as a recreation director for the last fifteen years with the Town of Lincoln. He that he had worked with the Seniors association in Lincoln and was looking forward to working with the FOJS.

Mr. Nota explained that he wanted Mr. Wade to work with the Ms. Vietri and the seniors in assisting with programs, arrange bus trip and tours. He advised that by the Town taking over the Budget, that his the money in which the Town of Jamestown gives to the FOJS for their operational costs, it could help save them expense that they now incur. He said such expense would be insurance on the building, payroll expenses, and they would be able to help with some building maintenances. this he said would be that town workers could or might be able to do some repairs that were needed, rather than hire and outside vendor. He further stated that hopefully next week he and Ms. Collins would meeting with the four employee as to whether or not they are part-time employee's or consider a contract vendor. But that would be settle after discussing with them. He also stated that he was hoping that this transfer would take place on the 1st of January, this would be when the Town starts to handled payroll and to pay the bills. So he was hoping that the board was in favor of having the Town come on board. Mr. Holland advised that the board had vote in October to pursued the matter with the town. He asked Mr. Nota if he would like another vote to reaffirm that action. Mr. Nota advised that he had a scheduled meeting with the Town Council in which he would explain all this with them and get their approval, so he would like another vote to show that the FOJS was willing to work with the Town.

Mr. Bruce Wigton motion that the FOJS allow the Town of Jamestown to handled the operation budget as it deals with Town money and payroll. Second by Mr. Tighe, motion carried.

Andrew Wade

From: Andrew Nota <anota@jamestownri.net>
Int: Friday, February 19, 2016 11:51 AM
To: awade@jamestownri.net; 'collins'
Subject: Senior Meeting

If you're available I'd like you to attend a meeting with some members of the Senior Bd. next Thursday, 2/25 at 4:00pm at Town Hall.

Andy

/FRIENDS OF JAMESTOWN SENIORS

WEST STREET CAFÉ

6 WEST STREET

JAMESTOWN, R.I. 02835

MINUTES OF THE OCTOBER 19, 2016

The meeting of the FOJS was called to order by the president, Mr. Edward Holland, 4:04 pm on Wednesday, October 19, 2016, at the Senior Center 6 West Street, Jamestown, RI. Those presents were, President, Edward Holland, Vice President, Ms. Ellie Chase, Secretary Mr. Tom Tighe, Treasurer Ms. Nancy Beye. Directors, Mr. Bruce Wigton, Mr. Donald Gillis, Mr. Bruce Livingston, Mr. Larry Bartley. Absent: Director Donald Richardson.

The next order of Business was the approval of the October 19th minutes of the meeting. Motion by Mr. Tighe to approve the minutes, second by Bruce Livingston. Motion passed.

The next Order of Business was Open Forum: There was no one schedule to address the board.

The Next Order of Business was Reports from Officers.

The president report: The president welcome Mr. Larry Bartley as the new member of the board. He advised that thing is running smoothly.

The next report was from the Senior Coordinator. Ms. Vietri advised she has no written report but would give a verbal report.

She advised the Board that Mr. Anthony will be on vacation from October 28th to November 4th. They have volunteers to assist. Ellie Chase will assist on the 31st.

She reported that there were seven people who took the trip to Foxwoods. Mr. Tighe advised that the Foxwood trip was set up to have a tour bus, to take those going to Foxwoods, but unfortunately we need twenty-five people at a minimum for the bus, which we did not meet. The people taking the bus were to pay \$25.00 dollars and members were to pay \$15.00. and the FOJS was to contribute the remaining \$10.00 dollars for members. Since we were unable to make the minimum number Ellen was able to secure the Recreation Bus for us to make the trip, which did not require us to pay a fee, and there for the FOJS will not have to make the difference up for members. The consensus was that the non-members out be asked if they would become members of the FOJS in payment for the bus fee. Ms. Vietri state she would contact the non-members to see if they were willing to become members. The other two members agreed that their fee would be donation to the FOJS.

Ms. Vietri then went over what was coming up on the Fall Schedule. Movies at the library on Tuesday afternoon, someone from Medicare will be here on Monday, Tuesday, Thursday and Friday.

She advised that she had attend a Director Meeting and received a report of health in the State and high need for seniors. If anyone is interested in the report she will email it to members of the board.

The next report was the Treasurer Report. The treasurer advised the starting balance of the allocated account for the month of September was \$1,260.73. Expenses: \$500.00 for the Grange Lease. Income was \$525.00. She advised the ending balance as of today is \$1,951.64. The report did not include income received between October first and today. The donation account starting balance was \$5,543.54. Income was \$720.00. Ending balance was of today is \$6,398.54. The 18-month certificate is \$1,293.36.

Mr. Wigton advised that the PayPal not installed with the Town. Mr. Holland to follow up with the town.

The next order of business was Unfinished Business: Mr. Tighe advised the board that the Christmas Show trip has been filled and we are now starting a stand-by list in case of any cancellations.

The Foxwoods trip had only seven people as stated earlier. The town supplied the small bus and it is now insured with the trust. The FOJS has registered the bus with Foxwoods, which entitled them to the bonuses that are offered when they call and inform Foxwoods the bus is coming.

The next order of business was New Business: Ms. Chase advised that she is still looking into a band for the St. Paddy party. The party will be held upstairs.

She has been informed by the Jamestown Community Farms that they are willing to purchase some table for upstairs. They only request that the Community Farms have their name written on the back of the tables. Ms. Chase to look into purchasing the tables.

Ms. Vietri advised that they were unable to put anything together as to what should be charged for a rental fee of the hall. Working on an application for the use of the kitchen. Tom Tighe motion to continues the rental fee to the next meeting. Second by Larry Bartley. Motion passed.

Mr. Tighe asked if Mr. Livingston had spoken with Mr. Richardson in regards to attending our meeting. He advised he has not at this time.

The next order of business was Reports of Committee: There were no Committee Reports.

The next order of Business was the setting of the November agenda and the date. Ms. Vietri advised she would like to invite her new supervisor, Deb Heg to our next meeting. The next meeting is on Wednesday, November 16, 2016 at 4:00 pm at the Senior center, 6 West Street, Jamestown.

Being no other business a motion was made by Bruce Wigton to adjourn. Motion second by Bruce Livingston. Motion passed and meeting was adjourned at 4: 52.pm.

Respectfully submitted

Thomas P. Tighe
Secretary.

From: chiefthomas2@verizon.net
To: [Andrew Wade](#)
Subject: RE: FOJS
Date: Thursday, November 17, 2016 1:11:11 PM
Attachments: [FOJS_October_Minutes.docx](#)

Sorry forgot the minutes. Let me know what you think. Tom

Sent from [Mail](#) for Windows 10

From: [Andrew Wade](#)
Sent: Thursday, November 17, 2016 12:49 PM
To: chiefthomas2@verizon.net
Subject: RE: FOJS

Thanks Tom

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: chiefthomas2@verizon.net [<mailto:chiefthomas2@verizon.net>]
Sent: Thursday, November 17, 2016 12:32 PM
To: Andrew Wade
Subject: FOJS

Fyi Tom

Sent from [Mail](#) for Windows 10

From: [Andrew Nota](#)
To: "[Andrew Wade](#)"
Subject: RE: Friends of Jamestown Seniors statements for Minutes
Date: Thursday, February 18, 2016 4:45:37 PM

Sounds good

From: Andrew Wade [mailto:awade@jamestownri.net]
Sent: Thursday, February 18, 2016 3:00 PM
To: 'Andy Nota ' <anota@jamestownri.net>
Subject: Friends of Jamestown Seniors statements for Minutes

Good Afternoon Andy,

Below is what I was sending to Tom as a summary of what I stated at last night's meeting. Do you see anything you would like me to amend?

Good Afternoon Tom,

Here is a summary of what I stated regarding the scope of work for Ellen during the meeting last night.

- Under the new agreement with the Town of Jamestown Ellen's role is that of the Senior Program Coordinator.
- Ellen's role as the Senior Coordinator reports to the Parks and Recreation Director.
- With the Town Assuming liability for the Senior Center, responsibility of building maintenance falls to the Town.
- Parks and Recreation maintenance personnel will assist with day to day maintenance issues, changing light bulbs, minor repairs, snow removal, moving furniture, etc.
- Larger projects can be coordinated between the Town of Jamestown and the Friends of Jamestown Seniors for funding sources.
- The Senior Program Coordinator will attend Board meetings and inform the members of Programs and Funding needs.

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

/FRIENDS OF JAMESTOWN SENIORS

WEST STREET CAFÉ

6 WEST STREET

JAMESTOWN, R.I. 02835

MINUTES OF THE OCTOBER 19, 2016

The meeting of the FOJS was called to order by the president, Mr. Edward Holland, 4:04 pm on Wednesday, October 19, 2016, at the Senior Center 6 West Street, Jamestown, RI. Those presents were, President, Edward Holland, Vice President, Ms. Ellie Chase, Secretary Mr. Tom Tighe, Treasurer Ms. Nancy Beye. Directors, Mr. Bruce Wigton, Mr. Donald Gillis, Mr. Bruce Livingston, Mr. Larry Bartley. Absent: Director Donald Richardson.

The next order of Business was the approval of the October 19th minutes of the meeting. Motion by Mr. Tighe to approve the minutes, second by Bruce Livingston. Motion passed.

The next Order of Business was Open Forum: There was no one schedule to address the board.

The Next Order of Business was Reports from Officers.

The president report: The president welcome Mr. Larry Bartley as the new member of the board. He advised that thing is running smoothly.

The next report was from the Senior Coordinator. Ms. Vietri advised she has no written report but would give a verbal report.

She advised the Board that Mr. Anthony will be on vacation from October 28th to November 4th. They have volunteers to assist. Ellie Chase will assist on the 31st.

She reported that there were seven people who took the trip to Foxwoods. Mr. Tighe advised that the Foxwood trip was set up to have a tour bus, to take those going to Foxwoods, but unfortunately we need twenty-five people at a minimum for the bus, which we did not meet. The people taking the bus were to pay \$25.00 dollars and members were to pay \$15.00. and the FOJS was to contribute the remaining \$10.00 dollars for members. Since we were unable to make the minimum number Ellen was able to secure the Recreation Bus for us to make the trip, which did not require us to pay a fee, and there for the FOJS will not have to make the difference up for members. The consensus was that the non-members out be asked if they would become members of the FOJS in payment for the bus fee. Ms. Vietri state she would contact the non-members to see if they were willing to become members. The other two members agreed that their fee would be donation to the FOJS.

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The next order of Business was the setting of the November agenda and the date. Ms. Vietri advised she would like to invite her new supervisor, Deb Heg to our next meeting. The next meeting is on Wednesday, November 16, 2016 at 4:00 pm at the Senior center, 6 West Street, Jamestown.

Being no other business a motion was made by Bruce Wigton to adjourn. Motion second by Bruce Livingston. Motion passed and meeting was adjourned at 4: 52.pm.

Respectfully submitted

Thomas P. Tighe
Secretary.

FRIENDS OF JAMESTOWN SENIORS

WEST STREET CAFÉ

6 WEST STREET

JAMESTOWN, R.I. 02835

MINUTES OF THE DECEMBER 14, 2016

The meeting of the FOJS was called to order by the Vice President, Ms. Ellie Chase at 4:00 pm on Wednesday December 14, 2016, at the Senior Center 6 West Street, Jamestown RI. Those presents were: Vice President Ms. Ellie Chase, Secretary Tom Tighe, Treasurer Nancy Beye, Directors, Larry Bartley, Don Gillis, Bruce Livingston and Bruce Wigton. Absent were: President Edward Holland, Donald Richardson.

The next order of business was the approval of the Minutes of the November 16, 2016 meeting. Nancy Bye motion to accept the minutes. Second by Larry Bartley, motion passed.

The next order of business was open forum: There was no one present who wishes to speak at open forum.

The next order of business was the reports of Officers.

The senior coordinator report was present by Vice President Ellie Chase. The new phones have been order. We have received 100 survey responses for the 2017 planning. Some of the 2017 program highlights are: Mahjong instruction, fitness classes, warm water therapeutic class, caregiver support group, live stream Bolshoi ballet – Swan Lake, Brian health series, a train trip to Boston, Day Trip to Twin Rivers Casino. Looking for 2 or 3-part time bus driver drivers. So far, we have 70 registered people to attend the holiday celebration on Thursday. Motion by Tom Tighe to accept the senior coordinators report. Second by Bruce Wigton. Motion passed.

The next report was the treasurer report; Ms. Beye advised that the general account starting balance was \$2,041.64. Expense was \$86.00 for the P.O. Box, leaving us with an ending balance of \$1,955.64. The donation account had a starting balance of \$6,758.50, There was \$286.22 expense to Ms. Ellie Chase for Christmas party supplies. And \$60.00 to the Jamestown S. Center. Leaving us a balance of \$6,412.32. The 18-month certificate is \$1,294.34.

Tom Tighe passed out our current budge as provided by the Town. The big item is the fees and supplies and dues line, where we are \$485.64 over are line items. As of today, we have spent \$43,977.85 of our \$72,000.00 budget. He also mentions that we need to go over our current expense so we can make up our budget to submit to the administrator for the 2017/2018 budget year.

Motion by Tom Tighe to accept the treasurer report. Second by Bruce Wigton. Motion passed.

The next order of business was unfinished business:

Ms. Chase advised she is still checking on a cost for the St. Paddy Day Party, and hopes to have the cost for our next meeting.

The hall rentals fees are still being look at and the committee hopes to have something for the board at the next meeting.

The Christmas party on December 15th has 70 registered guest attending. It will be held upstairs and service will be done as a buffet.

Tom Tighe advised the NYC Christmas show trip was a success, a total of 50 people had sign up. All indication from those attending where they had a great time and enjoyed the meal at the Crackall barrel provided by the FOJS. Mr. Livingston just wanted to say he was on the tip and cannot say enough about it and how well it was organized.

Tom Tighe submitted a bill to the treasurer for reimbursement for the cost of the trip, and the dinner. The reimbursement would come from the money we collected for the cost of the trip. The dinner would come from the donation account. The dinner cost had been approved at an earlier meeting.

The next order of business was New Business.

Members ID Badges. Tom Tighe advised badges have been made and passed one out. Everyone felt these were acceptable. Tom advised he had taken care of the costs.

The estimate on the painting to the entrance hallway was continue to the next meeting.

No action was taken on the donation to the Elderly Elp.

A letter was read from Maria Romash and Marc Alexander in regards to the renting for the Senior Kitchen so they could produce sugar cookies that would be topped with a caricature of Donald Trump. A discussion was held on the matter and it was felt that this would not seem to fit with what the seniors center is all about. Mr. Wigton motion to denied the request and since the letter was sent to the president Mr. Holland he respond back with our answer. Motion second by Larry Bartley.

That the kitchen Rental fees would be given to the committee on hall rental fees. Ms. Chase to get more information on Kitchen rentals.

The next meeting is to be held on January 18, 2017 at 4:00 pm at the Senior Center 6 West Street.

Being no other business a motion to adjourn was made by Brue Wigton and Second by Larry Bartley. Motion passed and meeting was adjourned at 4:57 PM

Respectfully submitted

Thomas P. Tighe

Secretary.

**FRIENDS OF JAMESTOWN SENIORS ISSUES TO BE ADDRESSED WITH TOWN OF
JAMESTOWN IN EXECUTIVE SESSION
March 26, 2018**

- 1. Separate Offices for Senior Coordinator and Friends**
 - a. When the Town offered employee status to Friends Executive Director Ellen Vietri they continued to use and effectively appropriate the office at the Grange without any discussion with the Friends;
 - b. Bustle of senior activity at the Grange disruptive; issues of privacy, security, phone calls, messages and voice mail, phone bill, use of printer and other equipment, Wi-Fi
- 2. Scheduling, oversight and use of Grange property**
 - a. Scheduling for complementary use
 - b. Programing issues
 - i. No senior programs or services provided by Town prior to 2015, all Friends generated;
 - ii. Details of payment for programs need to be agreed upon i.e. Town has advertised some Friends programs as Parks and Recreation Department programs charging fees that Friends had provided for free
 - c. Kitchen
 - i. Use
 - ii. Contract with Westbay – has it been revised without consultation and notice to Friends?
 - d. Custody and management of keys
- 3. Grant applications and distribution entity**
 - a. Who applies - history of Friends having applied, i.e. CDBG, Sen. Paiva-Weed, Rep. Ruggeri
 - b. Distribution recipient: to Friends directly? to Town, earmarked for Friends?
- 4. Specific projects at the property that were budgeted**
 - a. Downstairs floor \$20K (2017-2018 budget)
 - b. Air conditioning, soundproofing \$20K (2018-2019 budget)

Have not been done and the funds for these continue to be held by the town. Further, **grant money obtained by the Friends organization**

 - c. \$8K community development grant to fix pipes, also being held back by the Town
- 5. Van**

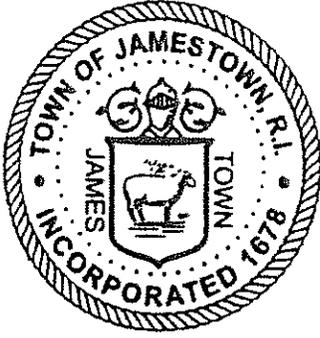
The town asked to use the Friends organization's charitable 501©3 status to obtain a grant to purchase a 15-passenger van. They succeeded in getting the grant while the Friends separately raised more funds. The Town was then able to purchase the van. Subsequently, the Town advised the Friends they they would need to pay a portion of the cost of insurance, fuel and driver salary. No terms and conditions of use were ever discussed between the Town and the Friends.

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**CORRESPONDENCE
WITH
TOWN COUNCIL**



TOWN OF JAMESTOWN
93 NARRAGANSETT AVENUE
P.O. Box 377
JAMESTOWN, RHODE ISLAND 02835

Pg 2

TO: HONORABLE TOWN COUNCIL.
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR *AEN*
SUBJECT: SEPTEMBER 2017 – PROJECT AND MISCELLANEOUS UPDATE
DATE: September 14, 2017

The following business items are provided as part of the September 2017 Administrators Report. These items reflect ongoing projects and initiatives that are under review and in various stages of development with the Town staff and some that will require further Town Council direction during the various stages of development.

1) **State Legislative Update on September 19th Session:**

H5593 Perpetual Contract Veto Override: The General Assembly passed H5593, a perpetual contract bill that would maintain provision of existing collective bargaining agreements for teachers and municipal employees indefinitely until a successor agreement is reached. The Governor vetoed the bill and public sector unions are now lobbying House and Senate Leadership to override the veto during the Sept. 19th legislative session. The following are key points to consider:

- 1) This legislation is not necessary and ties the hands of local elected officials when negotiating in the best interests of the taxpayers;
- 2) Automatic extension would unfairly benefit employees at the expense of taxpayers;
- 3) A vote to override the Governor's veto can impact local taxes;
- 4) Cities and Towns (Do) support contract continuation when voluntarily and agreed to by both sides.

H6172 Relating to Agriculture and Forestry: It remains unclear as to whether this bill will surface during this legislative session, although there is always the potential of a rekindling of the discussion. The House approved the bill language and the Senate chose to not take action during the last session. There remains overwhelming opposition to this bill, although monitoring any movement on this bill during the Sept. 19th session will be important. The amended version of the bill addressing secondary agricultural operations does provide local communities the ability to enact a regulatory structure and specific limitations to manage the activity, although not the authority to prohibit the activity, thus taking local land use controls away from the Cities and Towns.

Tracking of these and other proposed legislative items will need to be monitored closely over the duration of this abbreviated session.

- 2) **Local Internet Service:** In recent months, questions have arisen regarding the quality in performance of the Internet Service in the community. In having met with Mike Glier the Towns contacted IT Specialist on such matters, he is continuing his research into this topic and should be in a position to provide additional information to the Council on this topic later in the year. In the interim, provided is some background and perspective on this issue.

In Jamestown, Cox residential Internet and other residential services (telephone, television) use copper cabling that is at least 25-30 years old. These types of cables gradually deteriorate over time and can become somewhat useless for high performance communications as they reach their end-of-life, typically at 50-60 years of age. In general, copper cabling is no longer used to deploy and deliver new, high-speed technology services to businesses or high density residential areas. Fiber cabling is the preferred method of service distribution for urban or concentrated residential areas of use or where extremely high performance communications are required. Most government, school buildings and some businesses in Jamestown will eventually use all fiber-based communications services. The communications industry is rapidly opting to provide technology services using wireless communications methods instead of direct cabling. The reason for this is strictly financial. Infrastructure deployment costs of high-performance wireless communication services to residential areas can be between (10-25) times less than when using copper or fiber cables to each residence. Maintenance and replacement costs for cabling infrastructure in residential areas dwarf the costs to maintain a wireless infrastructure over the lifetimes of these technologies. Wireless carriers and other communications companies are hedging their future that consumers and many businesses will eventually convert to all wireless communication services delivery methods. For Jamestown and other similar communities, wireless will eventually be the preferred method of delivering residential communications services.

As Cox remains the only high performance Internet provider in the community, with demand continuing to increase for this and related services in the home like front door security videos, which can be accessed via the Internet, tablets and other readers that utilize a wireless connection, based on these behaviors and problems above, it is most likely a bandwidth issue over an older copper cable system. This limited availability of band width and increase in demand for use during specific periods will continue to present this issue with high quality service delivery without service improvements by local providers.

Another option available to providers is the introduction of a Fiber Cabling network, although the cost of such an installation on a community-wide basis would be excessive based on local service demand and the limited customer base. Discussion within the industry reflects the potential of an introduction of wireless services in the community potentially within the next several years. Other providers have recently made wireless system infrastructure upgrades in the community, some of which is not yet in service or permitted for consumer use, although this is a good sign that competition and improvements in the quality of service may not be too far in the distant future for Jamestown consumers.

- 3) **Senior Coordinator and Food Service Positions:**

In recent weeks, the part-time Town personnel overseeing the Senior Lunch program and the Senior Program have left their respective positions. The Parks and Recreation Department provides oversight of the Senior Program and both positions are employees within the Department. The Food Specialist position, previously held by Ernie Anthony was advertised

and interviews were conducted. This past week, Local Jamestown resident Carrie Anderson was hired to fill this post and is being scheduled to receive the necessary training that accompanies this food service position.

The part-time Senior Coordinator position recently vacated by Ellen Vietri, will be temporarily filled with existing Recreation Department program staff. The job description for this position is presently being upgraded and once completed the Department Director will develop the hiring process for this position.

4) RITBA Construction Schedule:

A recent meeting was held with RITBA officials, at which time they provided further detail regarding the continuation of the deck construction project on the Newport Bridge. This work is expected to recommence on a Monday – Friday schedule, as of Tuesday, September 19th through mid – November. A main topic at this meeting was to also address several of the more challenging local traffic issues that were encountered during the initial phase of construction in the spring. Chief Mello will be working with RITBA officials in monitoring the situation once construction begins and be prepared to add additional signage and a law enforcement presence, if needed, to dissuade motorists from detouring through town to gain a faster route to the toll plaza. Additional updates will follow on this topic in the coming months.

5) Statewide School Facilities Conditions Assessment:

In recent weeks, Governor Raimondo and RIDE's Education Commissioner, Ken Wagner began to speak more publicly regarding the 2017 RI School Facilities Report with yesterday being the official release of the Report findings. The data included in the assessment is relevant to all school facilities in the state, and forecasts over \$2.2 billion in needed infrastructure improvements over a range of five priority areas and approximately \$630 million in improvements to ensure that all buildings can at least maintain a warm, safe and dry environment for students, teachers and staff.

The initial report findings for the Jamestown School District include estimated costs totaling \$16,293,628 million dollars in improvements at the Melrose and Lawn Avenue facilities. In brief, provided below is a snapshot of each facility:

Melrose Elementary: Building systems with most need include: Mechanical \$2.4 million, Site work, \$725,000 and Technology at \$525,000.

Total Five-year program: \$4,823,839 with added life cycle costs of \$1,904,882 for an estimated overall program cost totaling: \$6,728,721.

Lawn Avenue Middle School: Building systems with most need include: Mechanical \$3.9 million, Site work, \$947,000 and Plumbing at \$750,000.

Total Five-year program: \$7,268,152 with added life cycle costs of \$2,296,755 for an estimated overall program cost totaling: \$9,564,907.

The School Department has hired RGB Consulting to conduct an internal district assessment to corroborate RIDE's findings and to provide the data necessary to submit an application with RIDE in seeking state reimbursement for future district enhancements. The School Departments Building Committee will review and compare RIDE's findings with those of RGB and formulate a recommended course of action once all assessments are completed.

The Governor at yesterday's meeting, through an Executive Order, established a State Task Force that will consider district feedback and public input to develop an action plan that includes potential funding streams and recommendations on how to effectively maximize state and local resources, with the expectation that a report will be presented to the Governor in December 2017.

As part of the Task Force process being formed, I was fortunate to be appointed to the 15 member group, as the representative for the RI League of Cities and Towns. This appointment will allow for added insight into the process and future direction of this program in the coming months, in anticipation of FY2019 Statewide and local budget development. The other members of the Task Force are listed below:

- * Education Commissioner, Ken Wagner
- * General Treasurer, Seth Magaziner
- * DOA Director Michael DiBiase, School Building Authority Advisory Board
- * Senator Hanna Gallo (Cranston, West Warwick) on behalf of the Senate
- * Jamestown Town Administrator Andy Nota, on behalf of the League of Cities and Towns
- * Joseph Dewhirst, Chairman, Rhode Island Health and Educational Building Corporation
- * Michael Sabitoni, President, RI Building and Construction Trades Council and Business Manager, Laborers Local 271
- * Frank Flynn, President, Rhode Island Federation of Teachers and Health Professionals
- * Larry Purtil, President, National Education Association of Rhode Island and Member, Council of Elementary and Secondary Education
- * Kinzel Thomas, Providence School Board, on behalf of the RI Association of School Committees
- * Barry Ricci, Chariho Superintendent, on behalf of the RI Superintendent's Association
- * Patricia Flanagan, M.D., Pediatrician-in-Chief at Hasbro Children's Hospital and professor of pediatrics at the Warren Alpert Medical School of Brown University
- * Neil Steinberg, Rhode Island Foundation President
- * John Hazen White, Jr., Chairman and Owner, Taco Comfort Solutions
- * Elizabeth Burke Bryant, Executive Director, Rhode Island KIDS COUNT

- 6) **Coyote Management Action Steps:** Since the Town Council's last meeting in August, various actions, research and planning steps have occurred regarding the community's recent discussion and encounters with the local coyote population. A memorandum from Chief Mello highlighting these action steps is included.
- 7) **East Ferry Renovation Project:** The Town staff have been working on bid specification development since the Council's last review of the East Ferry project at your August meeting. At that meeting, the Planning Commission's recommendation was discussed, ultimately resulting in the Town Council's approval of the project plan. Included is a memorandum from

Public Works Director, Mike Gray, and a series of schematics including the last version you reviewed at your August meeting, a site conditions plan and a final iteration that includes several minor adjustments that were synthesized from public comment, Town Council input and the Planning Commission's recommendation. The staff should be prepared to bid-out Phase One of the project inclusive of curbing, sidewalk and asphalt installation in the coming weeks. In Phase 2 that includes site amenities and landscaping, it is anticipated that much of this work will be conducted in-house by Town personnel. At this point in time, the project specifications have not been released for public bid. Town staff remain optimistic that they will be able to complete a water line replacement, drainage reconstruction and re-piping of the conduit used for the CMS fuel supply electronic controls this fall, with the potential of beginning the larger project elements in the spring 2018.



TOWN OF JAMESTOWN

93 NARRAGANSETT AVENUE
P.O. BOX 377
JAMESTOWN, RHODE ISLAND 02835

Town Offices - 423-7201
Fax - 423-7229

TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR
SUBJECT: TOWN ADMINISTRATORS REPORT
DATE: February 1, 2016

The following information is provide as part of the February 2016 Administrators report. Please advise if you should have any questions or require additional information on any of the matters noted.

- 1) **Golf Course Clubhouse Project:** Since the beginning of the new year, Town staff have hosted several meetings with Architect, Bill Burgin, from Burgin, Lambert Architects who was hired to evaluate and design a replacement clubhouse facility to meet the future needs of the Town's Golf Course operation. The second of these meetings involved a golf course consultant that was included in the discussion to offer the Town another perspective as to this asset and options regarding the development of a Request for Proposals (RFP) that would be used to format the next lease for the course. The present management lease expires at the end of 2016 with no option available for an additional extension of the present lease terms. The Administration is working on the development of several options for the Town Council to consider in how to address both the new lease development as well as the future replacement of the deteriorating clubhouse facility. I remain hopeful that a facility design will be available for Council discussion and consideration in the very near future. This design will be simple in function, although architecturally appropriate for Jamestown and this specific location. It will include a facility that will offer the basic needs of a golf course clubhouse, with several flexible components that may be included for future development as add-alternates to the base-bid project requirements. These optional project elements will provide a future course operator or the Town choices they may consider for buildout at some future date to enhance course and event operations. These project elements may include, an unfinished basement area for additional golf services and storage, potential development of an outdoor event space with permanent or temporary roof covering, cart storage facility, equipment storage facility, and expanded deck area capable of handling a seasonal tent to expand the seating area to host larger local events and group outings.

The focus of the Town's efforts at this stage is to complete the planning and design process for replacing the existing Clubhouse facility. In addition, we will be working closely with the course operator in developing a plan to address the additional support facilities necessary for the course to remain a vibrant part of the community and to maintain the overall property. The present lease generates a base bid amount of \$175,000 with an additional \$8,000 annually to support the wastewater division supplying effluent to irrigate the course. Of this total \$150,000 has been used annually since the original bond issue was retired to supplement general fund revenues. Some of

this amount will be used to accommodate any future bond payments required to support this project. Additional information will be available during the Towns capital program review for the FY2016-2017 budget development.

- 2) **Other Post Employment Benefits: (OPEB)** A joint meeting of the School and Town Administrations and RI Interlocal Risk Management Trust representatives was held on Friday, January 08, 2016. The Interlocal Trust provided a presentation focused on a specialized program involving an Irrevocable Trust designed to address the funding of future Other Post Employment Benefit Liability. This initial discussion reviewed the Interlocal Trusts role as Program Sponsor, PARS (Pubic Agency Retirements Services role as Trust Administrator, Vanguard's role as Investment Manager and the role of U.S. Bank as Trustee and Custodian. After hearing the details of the program, it was evident to me that there exists certain benefits to be achieved by participating in this program. The more apparent benefits include, dramatic cost savings through the avoidance of program fees, no required IRS application, flexible investment options (conservative, balanced or growth), option to withdraw from program with 30 day notice, no sharing of liabilities with other accounts, decreasing fee structure as investments grow, via cumulative totaling of investments. The other beneficial aspect of the program is the flexibility nature of how and when to make funding decisions. The Town has the option of investing according to any schedule that we establish, whether that be annually or based on another timeline that suits our specific needs. We are able to utilize funds in this account to address retirement benefit costs, whether that be annual costs being incurred or future liabilities. The Town has been paying annually to meet our pay-as-you-go OPEB obligations, although when a balance is eventually established, this obligation could be paid down from the Trust balance in a given year, if the Town for whatever reason chose not to make a contribution to the Trust balance during that period. I am presently working with the School Department to coordinate a date that the Town Council and School Committee can meet to hear this same presentation, so we can assess the interest of the Town and School Department to consider joining this program in the coming months.

- 3) **Legislative Issues in 2016:** Attached to this report is a newly released summary of all preliminary Legislative matters impacting municipalities that will be heard during this session. The more notable topics of the proposed legislation includes, matters pertaining to Education, State Affairs and Government, Cities and Towns, Taxation, Management and Infrastructure Programs, Labor Relations, Health and Safety, Excise on Motor Vehicles and Property Revaluation.

- 4) **Senior Services Program Update:** The Town's Senior Services Program has recently moved into alignment with the Town's other service programming in that the Town is now in direct oversight of the Senior Services appropriation and directly responsible for Senior Service personnel that are now considered part-time employees of the Town. This coordination is being initiated through the cooperation and efforts of the Friends of the Jamestown Seniors, the Town's Parks and Recreation Department, Public Works Department and Finance Department. The part-time Executive Director of Senior Services now reports to the Director of Parks and Recreation providing for a direct link to an established Town Department Head that can provide the Administration with the oversight, and program and facility management that is required. In addition, it is anticipated that the future collaboration of program staff in both senior services and recreation as well as in the area of facility management and maintenance will greatly improve our cost savings and efficiencies in these areas.

- 5) **Preliminary Budget Development:** As noted on the budget calendar, all Town Departments have completed their preliminary capital and operating budget meetings for the 2016-2017 fiscal year. Numerous follow-up meetings will take place with select departments in the coming weeks in anticipation of completing the Administrators proposed budget and submitted it to the Town Council for the March 7, 2016 Town Council meeting, as required by the Town Charter. In accordance with the Budget calendar there will be held a series of public budget hearings on the Capital Program Town Operating Program and School Budget. Several other dates are being tentatively held for public discussions should the Town Council require additional time to complete the Town Council budget proposal in anticipation of the Financial Town Meeting, scheduled for June 6, 2016.

- 6) **West Ferry Lease 5-year Extension:** The details associated with the West Ferry lease extension negotiations have been finalized with the Town's tenant, Dutch Harbor Boatyard. The proposed lease terms will be presented to the Town Council in Executive Session at the Tuesday, February 16th regular meeting for review, discussion and possible action.

If anyone has a question regarding these items, please contact me at your earliest convenience.



TOWN OF JAMESTOWN

93 NARRAGANSETT AVENUE
P.O. Box 377
JAMESTOWN, RHODE ISLAND 02835

Town Offices - 423-7201
Fax - 423-7229

TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR
SUBJECT: TOWN ADMINISTRATORS REPORT
DATE: February 1, 2016

The following information is provide as part of the February 2016 Administrators report. Please advise if you should have any questions or require additional information on any of the matters noted.

- 3) **Legislative Issues in 2016:** Attached to this report is a newly released summary of all preliminary Legislative matters impacting municipalities that will be heard during this session. The more notable topics of the proposed legislation includes, matters pertaining to Education, State Affairs and Government, Cities and Towns, Taxation, Management and Infrastructure Programs, Labor Relations, Health and Safety, Excise on Motor Vehicles and Property Revaluation.

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Senior Center Public Meeting Minute Notes

12/17/15 – Consolidation of Administrative Services

VIII. New Business

A) Jamestown Senior Services: consolidation of administrative services; discussion and/or potential action and/or vote

Town Administrator Nota reported that he and Town staff, along with Senior Association Liason Tighe, have interacted with Senior Center Board members. At their recent meeting the Senior Association Board supported working jointly with the Town to manage the funds provided by the Town. This year's allocation was \$71,693. If Council is in agreement, the Town would begin assisting the association with operational support for benefits and efficiencies, including maintenance and personnel management, on January 1, 2016 in order to provide better delivery of services and stability to the operation. The Association will not lose its identity as a 501(c)3 corporation. The Town will work with the Board, with assistance by the Recreation Director, Finance Director, and Public Works Director, to provide expanded programs and services. *Liason Tighe commented on coordination, and that this is a great idea. Ellie Chase of Gondola Avenue, Senior Association Board Member, stated that the Board is very much in favor of this relationship as it will help them moving forward.* With Mr. Wade's help, the Seniors will be able to implement additional programs and services in town and increase participation, especially the lunch program.

President Trocki expressed that the Council is looking forward to this cooperative endeavor. Ms. Chase commented on potential cost savings. *Liason Tighe commented the Town will be able to be active in the Lease agreement with the Grange and its extension. This is a win/win situation.*

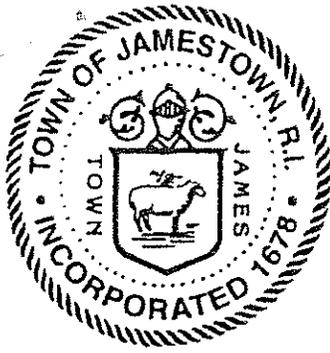
A motion was made by Thomas Tighe with a second by Councilor White to consolidate the senior services with the Town of Jamestown. Unanimous vote to approve.

8/16/16 – Jamestown Seniors Grange Lease

- Motion made by councilor White and seconded by Tighe to approve lease agreement. All Councilors voted in favor of the lease agreement of the Grange Building

5/15/17 – Senior Workshop

- Ed Holland – of Howland Avenue stated he is the President of the Friends of Jamestown Seniors. Since partnering with the Town they have assisted with activities and budgeting, and they have done a great job working with us to improve senior programs. We are very happy with the Recreation Department, and Andy Wade is wonderful to work with.



TOWN OF JAMESTOWN
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Town Offices - 423-7201
Fax - 423-7229

TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR
SUBJECT: SENIOR CENTER CONSOLIDATION OF SERVICES
DATE: December 15, 2015

In recent months, the Town Administration has been meeting with representatives of the Jamestown Senior Association Executive Board and general Board Members to discuss matters of mutual interest regarding the management of Senior Services in the community. As a component of this ongoing dialogue, concepts were discussed regarding the Town's management of Town funds allotted (\$71,693) in FY2015-2016 to the Association for Senior programming, facility maintenance and enhancements, equipment, personnel, transportation and various other operational costs. It quickly became evident in our conversation and financial review of these service areas that there was an overlap in costs that were being incurred by the Association that could be eliminated and addressed in a much more efficient manner by addressing these operational issues through a joint management approach rather than an independent model. In order to effectuate the wanted changes, the Administration and Senior Association Board are seeking Town Council support for this new joint model to be implemented beginning January 1, 2016. A change that will not occur, is that the Association will maintain its identity as a 501c-3 non-profit organization and continue to manage its own funds generated through both donations and grant sources on an annual basis. The Town will work with the Board on an annual basis to determine those areas where these private funds will best serve the needs of the Association and its annual program.

In brief, the changes will include the following, with the expectation that the main program and services will continue in a seamless fashion during this transition:

The Town staff will work hand and hand with the Senior Association Board in the development of an annual budget to be represented to the Town Council for consideration as part of the annual budget process. Any required contracts and independent contractor or employee relations that are needed to provide for necessary services will be managed by the Town, although communicated with the Board at their monthly meetings. All purchasing and payroll function will be managed in the Finance Office in accordance with the Town's regulations and policies in these areas.

In addition, the Board is in the process of researching options regarding the extension of their lease with the Jamestown Grange for the Grange property on West Street. This matter will be coming back before the Council in the coming months as the Town will need to be added to the lease as a partner agency with the non-profit senior association, in order to provide the necessary support and receive the assurances that the Town will require in making future improvements to this facility. The Town Department that will serve in a liaison capacity with the Senior Association will be the Recreation Department, with support from both the Public Works and Finance Departments. This change is viewed as a positive and necessary step to support the Association, Friends of Jamestown Seniors and the Community Recreation Program in

providing for needed program enhancements for this specific population. Members of the Association are expected to be present at the December 17, 2015 Town Council meeting at which time this matter will be discussed for consideration.

Please contact me at your convenience should require any additional information regarding this matter.
Thank you.

**FRIENDS OF
JAMESTOWN SENIORS
MEMBERSHIP LETTER**



FRIENDS OF JAMESTOWN SENIORS, INC.
 P.O. Box 184
 Jamestown, RI 02835

Dear Fellow Jamestowners,

The Conanicut Grange building at 6 West St is a very happening place these days as the Jamestown Senior Center. Under the able direction of Ellen Vietri, our Senior Program Coordinator, the variety of programs offered to our senior population has increased tremendously. Our Monday to Friday lunch program has increased 37 % due to wonderful food and a very social atmosphere. Activities include Tai Chi for Arthritis and Rusty Pens Writing Workshop on Monday, Tuesday and Thursday join the Yoga class, Wednesday is the Open Studio for Portrait Artists and the Heartwise Walking Group, Friday play Mah Jongg or come explore our town with the Walking Group. We have teamed up with the Park and Rec Department as well as the Library for Tuesday afternoon movies, Jamestown Fitness for additional exercise and balance classes, Wickford Lanes for Duck Pin bowling, Absolute Fitness for Aqua Therapeutics. Check out all the options at the Senior Center and come join the fun.

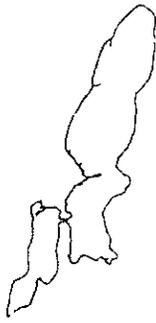
In addition to the senior activities, our building is home to Al Anon, AA, Democratic Club, VFW and American Legion, Girl Scout Daisies and Boy Scouts on a weekly basis. We are happy to host these community groups. Many residents ask about being able to age in place at their home and we are glad to offer several helpful classes-Chronic Disease Self-Management Workshop, Wellness clinics, Senior Health Insurance Counseling, Caregiver Support Group, Unveil Hidden Benefits of Your Health Plan. Watch for additional free programs and see if this information answers some of your concerns.

In coordination with South Kingstown Senior Center several trips are coming up-Boston Red Sox vs Blue Jays, Provincetown Fast Ferry, and an overnight to Saratoga Springs Racing. We will be taking the Marina Ferry on a Bay tour and Fort Adams Tour. Edward King House has invited us to join a 5 day trip to Pennsylvania Dutch Country. Additional local day trips are also in the works. Things are hopping at your Senior Center.

We invite you to join the Friends of Jamestown Seniors and keep the ball rolling. We welcome your suggestions and participation. Membership is open to all Jamestowners who are 55 and older. We are a 503c tax exempt organization and your contribution is tax deductible to the full extent of the law. The first 100 people to join this year will receive an insulated lunch bag. We look forward to welcoming you to the Friends. Regardless of your method of payment, please complete the form below and return to the above address.

Name	Membership
Address	Single \$25
Phone	Family \$35
Email	Over 90 Zero
Pay Pal: jamestownri.gov/town-departments/parks-recreation/senior-center	
DONATIONS: Supporter (up to \$250)	Champion (over \$250)

**FRIENDS OF
JAMESTOWN SENIORS
BOARD OF DIRECTORS
MEMORANDUM**



FRIENDS OF JAMESTOWN SENIORS, INC.
PO Box 184
Jamestown, RI 02835

July 26, 2017

Mr. Andrew Nota
Town Administrator
93 Narragansett Avenue
Jamestown, R.I. 02835

Dear Mr. Nota.

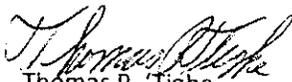
I would like to inform you that the Friends of Jamestown Seniors at it recent meeting has elected the following members to its Board of Directors. They are as follows:

Mr. Thomas P. Tighe, President
Ms. Eleanor Chase, Vice President
Mr. Lawrence Bartley, Secretary
Ms. Nancy Beye, Treasurer.
Mr. Donald Richardson, Director
Mr. Fred Pease, Director
Ms. Elizabeth Mancini, Director
Ms. Heidi Moon, Director
Ms. Karen Bell, Director

The Board of Director would like to extend our appreciation and thanks for all the help and assistance that the Town has given to assist in making and developing and maintaining an active and enjoyable senior program for our community.

I hope that we can continue to maintain this cooperation between the Friends and the Town of Jamestown. If you have any questions, please do not hesitate to contact me.

Sincerely,


Thomas P. Tighe
President, FOJS

**SENIOR COORDINATOR
AND
MEAL SITE
COORDINATOR
JOB DESCRIPTIONS**

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: PARKS & RECREATION - Senior Activities Coordinator

NATURE OF WORK

Under the direct supervision of the Parks & Recreation Director, this position is responsible for the effective planning, coordination, supervision, delivery and evaluation of, recreational activities and programs targeted specifically for the senior population. He/she will receive guidance from the Recreation Supervisor while carrying out duties under minimum supervision.

The position is a non-union position and is appointed by the Town Administrator.

SUPERVISION RECEIVED

This is a year-round position under the general guidance and direction of the Parks & Recreation Director and/or other duly assigned management staff within the department.

SUPERVISION EXERCISED

Supervision is exercised over a varying number of paid part-time employees and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the promotion, coordination and implementation of approved senior center programs and activities.
- Coordinate and communicate with agency staff, senior citizens, volunteers and other community organizations to assure that agency and project goals are achieved on a continuous basis.
- Attend monthly meetings while acting as the liaison between the Friends of Jamestown Seniors and the Parks & Recreation Department.
- Maintain a physical environment that conforms to senior center policies as related to safety and cleanliness. Provide individual care and assistance with instrumental activities of daily living.
- Help supervise and schedule volunteers.
- When needed, assist with driving the 15 passenger vehicle to transport participant to and from programs.
- Assist participants throughout the day to ensure their comfort and safety while participating in programs and events facilitated by the Parks & Recreation Department.
- Work closely with Meal Site Program providing assistance and direction when needed.
- Observe participants daily health and behavioral changes, discuss changes with Recreation Supervisor.
- Maintain participant records of needs and services.
- Assist with the inventory of program supplies.
- When time permits; attend trainings, workshops and interviews that pertain to senior centers and other related issues.
- Perform other reasonably related duties as requested by the Parks & Recreation Department.

DESIRED MINIMUM QUALIFICATIONS

Preferred – Minimum of an Associate Degree or equivalent with 2 years' work experience with the geriatric population and knowledge of the field assignment.

KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the principles and practices of modern senior programs.
- Knowledge of community senior population needs and resources.
- Proficiency in Microsoft Office software (Word, Excel, etc.) and general computer skills.
- Must possess exceptional organizational skills.
- Must be able to work at times in confidential work environment.
- Requires a valid driver's license with a Chauffeurs endorsement or ability to obtain one within the first month of employment.

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: Senior Activities Coordinator

PERIPHERAL DUTIES

Senior Coordinator will represent the department at meetings with other committees and task forces as assigned. Assists program staff and volunteers in the performance of their duties as required. Senior Coordinator may also be required to physically set up programs prior to their start. Evening and weekend hours may be required.

TOOLS and EQUIPMENT USED

Personal computer including word processing, spreadsheet and data base applications; Motor vehicle; 15 passenger vehicle; one line or multi-line phone system and cell phone; Fax, copy and other modern office machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, find, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and which are normally found in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderately quiet and occasionally loud in indoor/outside conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview(s) and reference checks; job related tests may be required. The selection will be made by the Town Administrator based on a recommendation from the Department Director.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: PARKS & RECREATION - Senior Meal Site Coordinator

NATURE OF WORK

Under the direct supervision of the Senior Programs Coordinator, this position is responsible for the effective daily operation and management of the Meal Site offered at the Senior Center. He/she will receive guidance from the Senior Programs Coordinator while carrying out duties under minimum supervision.

The position is a non-union position and is appointed by the Town Administrator.

SUPERVISION RECEIVED

This is a year-round position under the general guidance and direction of the Parks & Recreation Director and/or other duly assigned management staff within the department.

SUPERVISION EXERCISED

Supervision is exercised over a minimal number of paid part-time employees and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain a clean and safe kitchen, matching the required Food Safety Certification standards.
- Take the temperature of food. Record the temperature immediately upon receiving the food and a half-an-hour prior to serving.
- Set tables, serve lunch and clean tables after lunch.
- Collect money from lunch participants.
- Train and supervise volunteers and keep a record of volunteer hours for West Bay Community Action.
- Take lunch reservations and cancellations. Meal counts must be sent to Encore Catering and West Bay Community on the Thursday prior to the upcoming week
- In the event of inclement weather or lunch cancellation, Encore Catering MUST be informed by 6:00am that morning or West Bay will incur a charge in the full amount of the meals ordered.
- Provide refreshments for periodic programs and clean up refreshments after the programs.
- Perform related duties and paper work as required:
 - ALL new participants MUST fill out a PIF form in its entirety and faxed/scanned to West Bay Community Action.
 - Complete a bank deposit slip and deposit money into the West Bay Community Action bank account.
 - Complete a weekly sales report w/deposit slip(s) and volunteer hour sheet (if applicable) and fax/scan to West Bay Community Action by Wednesday of the following week.
 - Complete a monthly participant roster for West Bay Community Action and fax/scan to West Bay Community action upon completion
- Additional duties as assigned by Senior Coordinator as deemed necessary.

DESIRED MINIMUM QUALIFICATIONS

Preferred – Minimum of an Associate Degree or equivalent with 2 years' work experience with the geriatric population and knowledge of the field assignment.

Food Safety Certification

TOOLS and EQUIPMENT USED

Kitchen appliances, kitchen utensils, oven, stove, dishwasher, cleaning supplies, etc.

TOWN OF JAMESTOWN POSITION DESCRIPTION

Class Title: PARKS & RECREATION - Senior Meal Site Coordinator

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed in a kitchen setting. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, find, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, and which are normally found in a kitchen setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderately quiet and occasionally loud in indoor/outside conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview(s) and reference checks; job related tests may be required. The selection will be made by the Town Administrator based on a recommendation from the Department Director.

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**UNIVERSITY OF
MASSACHUSETTS
EDWARD J. COLLINS
CENTER FOR PUBLIC
MANAGEMENT
RECREATION STUDY**

INTRODUCTION AND OVERVIEW

This report presents the results of the management assessment of the Jamestown Department of Parks and Recreation ("Department") conducted by the University of Massachusetts Boston's Edward J. Collins, Jr. Center for Public Management ("Center"). This section introduces the analysis – outlining principal objectives and how the analysis was conducted – and presents an Executive Summary.

AUDIT SCOPE AND OBJECTIVES

The project team conducted a comprehensive organization and management analysis of the Department's existing operations, service levels, infrastructure management, organizational structures and staffing levels. Additionally, the Center conducted three public input sessions and administered a survey to obtain input on programmatic services. The goal of the analysis was to be fact-based and include all aspects of service provision by the Department. The analysis focused on:

- Organizational structure, including an analysis of the appropriate grouping of functions and activities related to parks maintenance and the provision of recreational services.
- Effectiveness of staffing levels including, but not be limited to, staff assignments, workload, and cost-effectiveness of service levels and service delivery; and,
- Benchmarks and other objective indicators of program effectiveness.

To fulfill this scope, the project team:

- Developed an understanding of the key issues impacting the Parks and Recreation Department. The project team conducted interviews with Department management and staff, as well as Town management, current and former Town employees, and residents. Interviews focused on goals and objectives, management systems, the use of technology, the levels of service provided by the Department, the resources available to provide those services, etc.
- Developed a descriptive profile of the Parks and Recreation Department. The project team interviewed department staff to document the current organization of services, the structure and functions of the Department, budgets, workload data, management systems, inventory of the infrastructure, etc.
- Compared Parks and Recreation Department programs and practices to 'best management practices.' The best management practices included comparisons to the American Public Works Association's, *Public Works Management Practices Manual*, American Parks and Recreation Association, and the experience of the project team.
- Evaluated the staffing, organization structure, and service levels in the Parks and Recreation

Department. This included interviews with key staff to develop an understanding of the current service delivery model, evaluation of the adequacy of current service levels, work practices, work planning and scheduling systems, productivity and staffing levels, the plan of organization, and asset management.

OVERVIEW

The objective of this assessment was to identify opportunities for improvement in the operational, organizational and economic efficiency of the Department and practicable opportunities for enhancing the quality of its product and services.

1. The Parks and Recreation Department displays a number of strengths.

An organizational and management analysis by its nature focuses on opportunities for improvement. However, there are a number of strengths in the Parks and Recreation Department, as well as in the Town that supports the Department. Examples of these strengths are portrayed below:

- Town residents display a strong sense of involvement and ownership in their parks and the recreational services provided by the Parks and Recreation Department;
- The Parks and Recreation Director, Program Supervisor and Teen Center Coordinator solicit input and feedback regarding participants' desires for new programs, and satisfaction with others;
- The Department attempts to work with multiple community groups to accommodate their recreational needs in an equitable fashion. The recent closure of the Country Club at the Golf Course has made this effort more challenging, however, there appears to be an honest attempt to work with groups such as Bridges, the Community Theater Group, Conanicut Island Art Association, the String Ensemble Group, and others, all while providing daily scheduled activities at the Recreation Center;
- The Department solicits sponsorships from local businesses to support many of its annual events; and,
- The Department provides many popular events, such as the Jack-O-Lantern Jog, Summer Concert Series, and others.

These strengths provide a sound basis for further enhancements.

2. There are significant improvement opportunities for the Department going forward.

The Jamestown Parks and Recreation Department is typical of many small parks and recreational service providers across the country, in that it has provided services in the same way, with similar numbers of staff, for many years. Parks, grounds and beaches are opened, cleaned and maintained in accordance with plans, procedures and schedules that are largely undocumented, but well known to the staff.

Similarly, recreational services are provided with relatively little variation, although they may be altered and enhanced based on informal comments received by participants. When faced with new challenges, these organizations tend to confront them within the context of historical operations.

The project team has recommended that the Jamestown Parks and Recreation Department incorporate new, and more formalized, management and planning techniques that will result in greater accountability for results. Further, the project team has recommended that the Town engage in a formal strategic planning process that incorporates input from a broad range of residents. This strategic plan will help guide the Department's future actions and responses to changing needs, and will ensure that programming is a reflection of community desires. In short, the Jamestown Parks and Recreation Department, like many others, can no longer plan its future service provision based on a linear projection of what has happened in the past, but must change and adapt to changes in residents' needs.

The project team received excellent input from many sources during the course of the project, and has related the results within the following pages. However, the provision of the optimum menu of recreational services cannot solely be a product of a consulting report. It must be a collaborative effort by the residents of the town, in concert with the staff who provide them. One of the singularly fortunate attributes for the Town of Jamestown is that there is a knowledgeable and engaged populace with no lack of excellent ideas to share, and a willingness to participate.

With these considerations in mind, the project team has, in the following pages, made recommendations to enhance the operations of the Jamestown Parks and Recreation Department. The over-arching themes for enhanced operations fall into the following categories:

- Use of information systems and technologies;
- Management and planning efforts;
- Programmatic services;
- Facilities; and,
- Staffing and organization.

USE OF INFORMATION SYSTEMS AND TECHNOLOGY

The Parks and Recreation Department, like many small departments, tends to focus its efforts primarily on the direct provision of services to its participants. With limited staff and budgets, this is understandable to a certain degree. However, the incorporation of information systems and other technologies can, once implemented, act as workforce multipliers by minimizing efforts related to repetitive and duplicate data entry, and facilitating the analysis of metrics such as cost of programs and services, accounting for fees, trends in participation – both on a demographic and programmatic basis, trends participant interests, as well as many others.

Interviews and observations by the project team during on-site activities indicated that the Parks and Recreation Department utilizes technology on a very limited scale. The Teen Center utilizes "Youth Services.net" to track attendance, however, the extent of technology use in the Department is otherwise limited to the use of electronic spreadsheets and word processing software.

MANAGEMENT AND PLANNING EFFORTS

The Parks and Recreation Department currently has no guiding structure in place to enable it to analyze, anticipate, plan or manage its work. Further, the Department lacks any asset management plan that identifies its infrastructure, its worth, its maintenance requirements, and the service levels and staffing resources required to maintain it. This is, in some respects, due to the lack of funding for such efforts, but is also related to the lack of managerial focus on these efforts.

Another element of management and planning efforts that should be a part of a well-functioning department is the establishment of performance measures and a reporting structure to ensure the accountability for the attainment of agreed-upon levels of service. This is absent in the Jamestown Parks and Recreation Department. The Department does issue an annual report that reflects certain workload metrics such as the numbers of broad numbers of participants in programs and activities. However, these are simple reflections of outputs, and without proper context, have no meaning to the reader. The real objective of performance measurement should be to report on the efficient and effective use of the resources utilized in attaining service level goals over time, and this is a lacking element of management and planning in the Department of Parks and Recreation currently.

PROGRAMMATIC SERVICES

As noted above, the recreational programs offered by the Department tend to be those that have been offered in the past, with the exception that if an instructor has an idea for a new program, the Department will explore it and, if successful, will continue the program. This is no small task as each program needs to be scheduled, instructors identified, participants registered, and any challenges that arise during the program addressed. However, due to the current day-to-day approach, there is no articulated overarching vision or philosophy related to the provision of recreational services. From the community input it became clear that many potential customers, such as those who do not participate in organized athletic activities and seniors, felt left out of the existing programs. Research is needed to determine the potential customer base and what services they might desire. This can be accomplished by reviewing data sources, such as census and public health data, and by surveying Jamestown residents and program participants.

FACILITIES

Indoor space in Jamestown is not sufficient for the types of programs that are currently ongoing, in addition to those desired by the community in the future. As a result, tension exists between different organizations that believe their space needs are not being met in favor of other groups. This situation has only been exacerbated by the recent closure of the second floor of the Country Club. The Town needs to prepare a long term plan for facility development that is based on a vision of the types of services it wishes to offer presently and in the future. Using the concept of "form follows function" would mean that the recreational and cultural programs should be identified first (aka, "function") and then buildings and sites designed second (aka, "form"). The attributes of different sites should also be taken into account, considering that while the golf course has space for parking, it is remote from the core downtown area where businesses are located that could benefit from foot traffic to recreational or

cultural activities.

STAFFING AND ORGANIZATION

At present, the Department has two significant areas of responsibility that are inherently different. This is the provision of recreational services and special events and the maintenance of parks, beaches, and Department-operated facilities. In many communities as they seek to be cost effective with operations, they look for organizational alignment that can also improve the quality of services. In the case of Jamestown, the project team recommends that the maintenance functions of the Parks and Recreation Department be moved to the Public Works Department. This will increase the number of resources, including staff and equipment, able to maintain open space and buildings in town, while also freeing up Department staff to focus on programmatic activities. In addition, it is recommended that senior services be added and the Department be renamed the Community Services Department. This will increase the opportunity for high quality programming to be offered for different generations of Jamestown residents and intergenerational activities to be increased.



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EXECUTIVE SUMMARY

The Center has prepared this summary of the recommendations and their fiscal impacts contained in the report.

SUMMARY OF RECOMMENDATIONS						
<i>Organizational Study of the Jamestown Parks and Recreation Department</i>						
Page	Recommendation	Time Frame	Revenue Increase	Cost Increase	Cost Reduction	Capital Outlay
Information Systems and Technology						
11	The Department should acquire, or develop, a new software package that allows for on-line registration and records critical information regarding its program participants.	FY2015	NA	NA	NA	\$10,000 to \$20,000
12	The Parks and Recreation Department should enhance its website to provide both more information and more interactivity for visitors.	Begin Winter 2014	NA	NA	NA	NA
Management and Planning						
15	The Department should develop a set of performance measures against which it reports progress to the Town Manager on a periodic basis.	FY2015	NA	NA	NA	NA
16	The Department should engage in a strategic planning process that involves a wide segment of the Town.	Winter 2014 – Summer 2015	NA	NA	NA	NA
17	The Town should develop new job descriptions for each of the positions in the Parks and Recreation Department.	Spring 2014	NA	NA	NA	NA
18	The Finance Department should conduct random field audits of cash handling and night deposit	Immediate and ongoing	NA	NA	NA	NA

SUMMARY OF RECOMMENDATIONS						
<i>Organizational Study of the Jamestown Parks and Recreation Department</i>						
Page	Recommendation	Time Frame	Revenue Increase	Cost Increase	Cost Reduction	Capital Outlay
	collections performed by personnel in the Parks and Recreation Department.					
Programmatic Services						
21	The Department should be much more strategic and visionary when developing a package of recreational programs.	Immediate and ongoing	NA	NA	NA	NA
23	The Department should establish targets for attendance at the Teen Center, with actual attendance be regularly monitored.	Immediate and ongoing	NA	NA	NA	NA
24	The Department should enhance communication about program offerings so that potential customers learn of programmatic offerings.	Immediate and ongoing	NA	NA	NA	NA
25	The Town should go through a process to determine what constitutes a "Town program"	Immediate	NA	NA	NA	NA
26	The Town should develop a standardized manner of compensating instructors of programs.	Immediate, for implementation in FY2015	NA	NA	NA	NA
Facilities						
27	The Town should explore constructing a cultural arts facility.	Begin engaging community members in gathering input in Fall-Winter 2014	NA	NA	NA	
28	The Town should identify uses and a design for the second floor of the Country Club that alleviate some of the space challenges faced at the Recreation Center currently.	Fall 2014	NA	NA	NA	

SUMMARY OF RECOMMENDATIONS

Organizational Study of the Jamestown Parks and Recreation Department

Page	Recommendation	Time Frame	Revenue Increase	Cost Increase	Cost Reduction	Capital Outlay
29	The Town should identify alternate locations to hold adult fitness activities that were displaced from the second floor of the Country Club.	Immediate	NA		NA	NA
30	The Town should improve its bicycle facilities and develop a bicycle master plan.	FY2015-16	NA	NA	NA	NA
31	The Town should consider building a year-round public swimming pool.	TBD	NA	NA	NA	
Staffing and Operations						
33	The Town should transfer the responsibility for parks and grounds maintenance from the Parks and Recreation Department to the Public Works Department.	FY2015	NA	NA	NA	NA
34	The Town should transfer the responsibility for the maintenance of Ft. Getty Park to the Public Works Department.	FY2015	NA	NA	NA	NA
34	The Town should transfer the responsibility for the enforcement of rules and regulations at Ft. Getty from the Parks and Recreation Department to another department in the Town organization.	FY2015	NA	NA	NA	NA
35	The Town should consolidate the current Senior Center and Parks and Recreation Department operations under a single organization.	FY2015	NA	NA	NA	NA
36	The Department Director should schedule leave time during lower-volume	Immediate and ongoing	NA	NA	NA	NA

SUMMARY OF RECOMMENDATIONS

Organizational Study of the Jamestown Parks and Recreation Department

Page	Recommendation	Time Frame	Revenue Increase	Cost Increase	Cost Reduction	Capital Outlay
	activity periods to the extent possible.					
37	The Town should certify at least one Parks Maintenance employee as a Certified Playground Safety Inspector.	FY2015	NA	\$340 one-time cost	May reduce insurance costs	NA
38	The Town should create a "Fort Getty Improvement Fund" that funds capital improvements at that park, and supplements current capital expenditures on the Park.	FY2015	NA	NA	NA	NA

INFORMATION SYSTEMS AND TECHNOLOGY

- 1. THE PARKS AND RECREATION DEPARTMENT SHOULD ENHANCE ITS MANAGEMENT INFORMATION SYSTEMS CAPABILITIES TO OBTAIN AND UTILIZE PARTICIPANT DATA FOR A VARIETY OF PURPOSES, WHILE ALSO IMPROVING EFFICIENCY.**

The Parks and Recreation Department has no automated records of participants in its programs. Therefore, each time someone enrolls in a programmatic offering, critical identifying information is re-entered for each event, thus creating a multitude of separate and unrelated databases of participant information. Not only does this consume staff time, it is ineffective in targeting potential participants based upon their participation in similar programs in the past.

The entry of participant information into a single database that is updated each time an individual participates in a program is vital in the targeting of potential participants who may have interests in programmatic offerings that are similar to those in which he or she has participated in the past. Further, the capture of personal information about the participant in a single database will eliminate the need for duplicative data entry in the future.

In addition, existing registration processes are not customer-friendly. Today, to sign up for a program, registrants must either print and mail a registration form to the Department along with a check for the associated fee, or they must come to the Recreation Building to fill out the paperwork and make payment. This process is time-consuming for staff who have to re-enter the data from the forms into a spreadsheet so that they know who has registered, is difficult for registrants, especially those who work full time during the week when the Department is open, and it generates significantly more foot traffic to the Recreation Center than is necessary given today's technology. In the absence of clerical support, the inability of the information system to accommodate on-line registration also causes regular and constant interruptions of staff as they attempt to perform their other duties. In addition, staff handle many more checks and cash payments than is necessary. On-line registration is what customers expect, it will allow staff more time to engage in the programmatic aspects of their work, and it will have an added benefit of providing data that can be used to see which programs are most popular and fill quickly versus those in which enrollment is slow. One added benefit of an online registration system would be to establish minimum participation rates, below which a program would not be offered. Early registrants would likely encourage friends and family members to sign up if they saw that registration figures were low.

Any selected IT system should also have the capability of entering revenues associated with each program as well. Currently, Department personnel enter these revenues into an electronic spreadsheet that does not facilitate break-even analysis, revenue trend analysis, and other useful information.

Recommendation: The project team recommends that the Parks and Recreation Department acquire, or develop, a new software package that allows for on-line registration and records critical information regarding its program participants. Any new package should include the following data elements:

- Participant name, age (to be updated automatically on birth date), gender, address, phone
- Parent(s) name (if under 18), and alternate contact
- Program(s) being registered for and preferred date/time (if multiple sessions are offered, registrants could indicate their first, second, and third choices)
- Program identification numbers in which the individual has participated
- Personal Identification Number (PIN)
- Allergies
- Medications needed
- Other medical conditions or assistance needed
- Resident/Non-Resident
- Permission (Y/N) to photograph/video participant

In addition, the Department should integrate the participant information with the Town's GIS.

2. THE DEPARTMENT SHOULD ENHANCE THE FUNCTIONALITY OF ITS WEBSITE TO CONFORM TO BEST PRACTICES IN THE INDUSTRY.

In the not-too-distant past, the simple provision of a web site of any description for a parks and recreation department was considered a progressive and customer-oriented feature of government. Today, however, residents expect that their governments' web sites will be informative, interactive, and easily navigated. In fact, "web surfers" throughout the country and the world scan websites for information, and a well-designed website says much about a municipality, just as does a poorly-designed one.

The project team has made numerous visits to the Parks and Recreation Department's website throughout the course of this project, and there are several facets of its content and design that could be refined and enhanced to provide a more informative and useful experience for visitors, whether they are residents, other governmental entities, or simply interested viewers.

Darrell West, of the Brookings Institute, in his book, *Digital Government: Technology and Public Sector Performance*, describes four stages of government websites that progress from the "billboard style," that simply houses information, up to the "interactive democracy style," that offers residents services and a variety of ways to get in touch with public officials and to accomplish tasks. It is this latter style that West says that governments should aspire to in order to develop a more knowledgeable and empowered citizenry.

Although the Parks and Recreation Department's website is more than a simple "billboard" of information, it falls short of being truly interactive. Further, it does not provide certain information that the project team believes should be shared with visitors to the site. The project team noted several areas in which the website should be enhanced and has listed these below.

- The website provides descriptions of the three primary parks and beaches in the Town, however there are many more that are not noted on the site. The site may potentially be enhanced to provide photographs and driving directions.
- The Department should provide rules and regulations on its website for all beaches and parks.

- There is no mention of the Recreation Center on the website other than the address. The Center is the primary location of indoor services and programs, and the amenities should be described. In interviews and conversations with residents, many people mentioned the Recreation Center as a place they fondly remember in years past. The history, of the Recreation Center should be included on the website, along with, perhaps, a pictorial history of the facility.
- There is no information on how residents can volunteer to assist the Department. Further, there is no mention of programs and services for which volunteers are needed.
- There is currently no method by which visitors may offer suggestions for improvement in programs or services.
- Not all programmatic offerings are listed on the website (i.e., only seasonal programs are shown, year-round offerings are not).
- The site does not allow for online registration and payment.

The current Department website does list upcoming events in a bullet-style fashion, although two of the events listed had already occurred as of the writing of this document. This bullet listing is not as helpful as a community calendar would be in helping visitors visualize the timing of scheduled events. In this regard, the Department may wish to post and update events in a calendar style format, with links provided to a description of the event, as well as any related fees.

Recommendation: The website of the Parks and Recreation Department should be enhanced to provide both more information and more interactivity for visitors. The project team has provided several suggested enhancements that reflect best practices in the parks and recreation industry, and these should be incorporated into the Jamestown Parks and Recreation website.

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MANAGEMENT AND PLANNING

1. THE PARKS AND RECREATION DEPARTMENT SHOULD DEVELOP PERFORMANCE MEASURES AND REPORT ON THE ATTAINMENT OF THESE MEASURES.

The Jamestown Parks and Recreation Department provides grounds maintenance and recreational services in the town on a daily basis in accordance with what are perceived to be the expectations of Town management and the residents it serves. However, as many municipalities have found, simply providing the service in the same manner as has been performed in years past ensures that little or no progress will be made. For this reason, as well as others, the project team recommends the development and institution of performance measures that apprise stakeholders of the Department's progress.

Performance management and performance measures can help the Department develop a continuous system of improvement. Consistent performance measures can help reveal when a program or service is not being delivered properly or effectively, which can result in insufficient services to the public. Conversely, performance measures can help in identifying those programs or services that the Department is delivering well. Other benefits of a performance management program include the following:

- It can stimulate productivity and creativity of staff;
- It improves accountability for performance of agreed-upon goals and objectives;
- It facilitates communication from the Department to its stakeholders;
- It assists in focusing the Department, as well as its stakeholders, on results rather than process; and,
- It can improve the delivery of the services themselves.

In designing the performance measures in the Parks and Recreation Department, the project team recommends that the Department focus on the efficient and effective use of resources, and not solely on volume of work. The project team conducted an assessment of the Department's performance against "best management practices" (provided in Appendix B of this report), and this may serve as a basis for the development of a comprehensive performance measures program, however, the table below also provides some sample measures.

Performance Measure	Comment
Parks acreage per thousand population	Should be in the range of 15 to 20 acres
Total earned program revenue per capita	Should be in the range of \$12 to \$17
Break even on 90% of program offerings	Ensure consistency of costs captured from year to year
Percent increase in program participation	Should be measured on an overall basis, as well as on individual programs
Percent increase in volunteer hours worked	This measures the outreach efforts of the Department, as well as the level of community

	support
Decrease in number of staff injuries/participant injuries	This measures the effectiveness of staff in adhering to safety principles

Once established, the Parks and Recreation Department should report on these measures at least quarterly to the Town Manager. Deficiencies in performance should be explained, as well as remedial actions.

The Department should also formally issue periodic surveys to determine the levels of satisfaction with current services and programs, as well as to identify any that are desired but not currently provided.

Recommendation: The Parks and Recreation Department should develop a set of performance measures against which it reports progress to the Town Manager on a periodic basis. Negative variances should be explained, as well as corrective actions. The Department should also periodically formally solicit input from the Town to assess the satisfaction levels with current programming, as well as to determine any desired services that are not being provided.

2. THE PARKS AND RECREATION DEPARTMENT SHOULD DEVELOP A STRATEGIC PLAN.

Interviews with Parks and Recreation Department staff, Council members, and members of the general public indicate that, although many have their favorite programs and services, and many have ideas about the future direction of the Department, there is no clear consensus regarding what the Department is attempting to achieve through its provision of services. In many ways, this is typical of small municipal departments in general, as the daily required duties of management and staff take precedence over strategic thinking.

The failure to think strategically can, over time, ensure that programs and services stagnate and fail to reflect the needs of the public the Department is attempting to serve. The project team facilitated a series of three public input sessions related to recreational services, and it was clear that residents had many ideas regarding desired services that are not currently being offered. This may or may not be a symptom of a disconnect between the Department and the general public, but it was equally clear that there were many suggestions that indicated that the Department had not included at least some of the residents in attendance in the planning of the programs and services it offers.

Managers may think strategically with or without a strategic plan. However, without a "blueprint" to guide this thought process, strategic thinking reflects the thoughts and desires of a single individual or, at best, a small group of individuals. A formal strategic plan that engages a wide spectrum of ideas from the Jamestown community is necessary, particularly for a provider of services that affect so many in a personal way. This would allow the Department to respond to such factors as:

- Changing levels of available resources;
- New or changing public expectations;
- Demographic changes;
- Changes in the profiles and availability of private service providers; and,
- Changes in the national economy.

The Jamestown Parks and Recreation Department provides an array of services that satisfy the needs of many in the Town. (See the Descriptive Profile in Appendix A of this report for a listing of programs and services, as well as estimated attendance at each). However, the service offerings are not reflections of any strategic effort, but rather appear to be the offerings that are made in reaction to individual, sporadic requests for programming, as well as the suggestions of staff for new programs.

Perhaps emblematic of this observation is the operation of the Teen Center. Interviews and input gathered by the project team during the public input sessions indicates that this is a very popular program, and is by all accounts providing a valued service for the Town's teen population. However, when asked to articulate the mission of the Teen Center and enumerate measures of success, the staff were unable to clearly define these important facets of operation. This is not to disparage the efforts of staff, nor the value of the services provided, but rather is an illustration of how even very popular programs should be challenged to define their future directions and measures of success, and these may be defined through a formal strategic planning process.

The project team recommends that the Department undertake in a strategic planning process that engages stakeholders from the Town at large. Although the process may be amended as necessary, the basic elements of the process should include the following elements:

- Initiating and agreeing on a strategic planning process;
- Identifying any organizational mandates;
- Clarifying the Department's mission and values;
- Assessing the internal environment (i.e., strengths and weaknesses);
- Assessing the external environment (i.e., opportunities and threats);
- Analyzing the customer base and its wants/needs (e.g., demographics, areas of interest as gathered via survey or community meeting, geographic location, etc.);
- Identifying the strategic issues facing the Department;
- Formulating strategies to manage the issues; and,
- Establishing an effective vision for the future.

There may be many outcomes of the process, however, it should, at minimum, identify a vision (e.g., "Creating a community through parks and recreational services") and mission (e.g., "Parks and Recreation will work with residents and visitors to be stewards of the environment, and specifically the beaches and parks, to provide safe and welcoming opportunities to play, learn and build community"). It should also state the Department's service delivery goals related to:

- People – residents, staff, diversity, inclusion, etc.;
- Parks – preservation, environmental sustainability, etc. This should also address Ft. Getty as a unique Town asset;
- Programs – encourage health and fitness for individuals and families; provide opportunities for lifelong play, creativity and learning; strengthen accountability for the provision of programs and services; enhance inter-generational ties; as well as others;
- Effective Partnerships – with youth and adult groups, private and non-profit providers, senior center, etc.; and,
- Communications with the public – through the web site, through community groups, solicitation of input from the public, etc.

The outcome of this process should be a formal document that provides guidance in many areas of the operation of the Parks and Recreation Department. It should not be viewed as a roadmap to provide specific instructions in arriving at a specific end-point, but rather as a flexible document that provides guidance in response to events as they occur. These responses should be based on the core mission and values of the Department, as well as those of the Town, that have been defined through a consensus-gathering process.

Recommendation: The Department of Parks and Recreation should engage in a strategic planning process that involves a wide segment of the Town.

3. THE TOWN SHOULD UPDATE THE JOB DESCRIPTIONS OF STAFF IN THE PARKS AND RECREATION DEPARTMENT.

The project team requested job descriptions for each of the positions in the Parks and Recreation Department, and received descriptions for the Director, the Recreation Supervisor, and the Recreation Clerk. The project team reviewed these job descriptions and determined that there are several missing elements, including the following:

- The job description for the Director lacks any reference to duties related to financial controls. One of the duties refers to the preparation of the budget and to the preparation of vouchers, however, there is no mention of the responsibility for the receipt and accurate accounting for fees for service.
- The Director's job description perhaps unnecessarily attempts to provide a listing of all of the parks, grounds, and beaches for which the Director is ultimately responsible, however, the listing is incomplete.
- The Director's job description does not refer to the position's duties to report on programs and services as they relate to metrics such as attendance and participation, financial position, maintenance performed, capital needs, etc.
- The Program Supervisor's job description lists the title of the position as "Program Supervisor" on one page and "Assistant Recreation Director" on the next page.
- There are relatively few "Illustrative Examples of Work" provided in the Program Supervisor's job description and none of these addresses the position's financial responsibilities or the responsibilities related to public reception, greeting, and communication.
- Neither the Program Supervisor's nor the Director's job descriptions list any physical demands or any description of their work environments. These descriptions are necessary in order to comply with the Americans with Disabilities Act (ADA).
- The job descriptions provided to the project team were apparently developed at different times, as the formats are different. For example, the Director's job description lists job duties under the heading, "Essential Duties and Responsibilities", whereas the similar section of the Program Supervisor's job description is entitled, "Illustrative Examples of Work."

There are other inconsistencies and omissions, however it is not the intent of this study to note each of these, but rather to point out that these job descriptions should be reviewed to provide more consistency and to reflect accurate job duties. Further, these job descriptions should be written to conform to the requirements of ADA in terms of listing each job's essential mental and physical requirements.

Recommendation: Develop new job descriptions for each of the positions in the Parks and Recreation Department that are consistent in the levels of description of work duties, are in the same format, and are in compliance with the requirements of ADA.

4. THE TOWN'S FINANCE DEPARTMENT SHOULD CONTINUE TO CONDUCT PERIODIC RANDOM CHECKS OF THE PARKS AND RECREATION DEPARTMENT'S CONFORMANCE TO THE NEW CASH-HANDLING POLICY.

At least partially in response to an alleged misappropriation of funds at Fort Getty, the Town issued new policies related to cash handling and overnight deposit collection. These policies are provided in Appendix E.

There are several important elements to the new cash-handling policy that should, with strict adherence by Parks and Recreation personnel, minimize any future misappropriations. These include, for example:

- The requirement that two people reconcile all deposits, and that one of these is always "management";
- The two people who reconcile deposits should rotate;
- Gatehouse receipts are issued in triplicate, with copies given to the customer and to management, with one copy retained at the Gatehouse; and,
- The Finance Department conducts an itemized listing of activity of individual deposits, with any unusual activity flagged for investigation.

The issuance of policies is imperative in ensuring that rules and procedures related to cash-handling is both understood and performed in a standard and approved manner. However, the issuance of the policies alone cannot ensure that the defined procedures are consistently followed. Over time, employees in any organization tend to follow rote procedures and get careless in executing them if there have been no recent problems, or if it is believed that management no longer places the same emphasis on following precise procedures as was once the case.

The project team strongly recommends that the Finance Department randomly, yet frequently, send a qualified designee to perform a field audit of the cash handling and night deposit collection procedures to ensure that staff in the Parks and Recreation Department are adhering to defined policies and procedures, and to ensure that there are no future allegations of impropriety.

Recommendation: The Finance Department should conduct random field audits of cash handling and

night deposit collections performed by personnel in the Parks and Recreation Department.

PROGRAMMATIC SERVICES

1. THE DEPARTMENT SHOULD BE MORE STRATEGIC AND VISIONARY IN DETERMINING THE RECREATIONAL PROGRAMS IT OFFERS.

The Department's program offerings do not appear to have a strategic underpinning, rather they are largely a continuation of programs that have been offered in the past, with some exceptions when an instructor has come forward willing to offer a new class. While this does not mean that the existing programs are not successful, opportunity exists to make the overall recreation program more successful.

It is important to recognize that recreation is a customer service function and one that has a responsibility for generating revenue to cover at least a portion of its operating costs. However, to do so, program offerings must be attractive to Jamestown residents at a price that they are willing to pay. Therefore, identifying and anticipating customer needs and providing good quality programs is essential. Further, capturing a larger cross section of town residents will also be important for generating revenue. At present, since program offerings are exclusively athletic in nature some people who do not engage in athletic activities, or do so elsewhere, are being left out.¹

Information is available that can be used to strategically plan for recreational programs. Census data, public health data, and information from customers themselves can be used to create a comprehensive package of program offerings. Census data, for example, is very enlightening. It reveals that Jamestown has a lower proportion of children and youth below the age of 20 (21.1% or 1,141 total youth) than Rhode Island as a whole (24.9%) and its median age is significantly higher, 50.7 years of age for Jamestown residents as opposed to 39.4 years for the State. While this does not mean that programing for youth should be diminished, it does indicate that there may be a large market of adults and seniors that could participate in recreational programs, if they were available.

Data from the Rhode Island Department of Public Health reveals that childhood obesity in children aged 2 to 5 in the state exceeded the national average. In fact as of 2008, 34% of kindergarteners and 37% of 7th graders were overweight or obese, and that the rates vary by gender.² Even though baseball and basketball programs may address this issue for some children, at best, only a subset of children in town participate in these activities. A youth running club, dance classes, cooking classes, or a fitness program that introduces young people to multiple sports, including strength training, may capture even more. When asked what the Department is doing to address childhood obesity, one of the staff said they had not really thought about it. Another source of information about childhood fitness would be local school administrators. Department staff should meet at least once a year with the school superintendent to see how they can collaborate. For example, classroom curriculum in nutrition could be reemphasized in fitness classes at the Recreation Center.

¹ It should be noted that the Jamestown Library does offer some non-athletic programs such as films, crafts, etc..

² Rhode Island Department of Public Health, *Initiative for Healthy Weight Program (2010)*, retrieved at <http://www.health.ri.gov/publications/burdendocuments/2010OverweightAndObesity.pdf>, October 5, 2013, p. 8.

Even though census and public health data can be illustrative, local residents truly are the best source of information regarding what programs to offer. The recent survey generated a number of suggestions from Jamestown residents and a more focused survey could possibly generate more and, importantly, would make residents feel as if they were part of the planning process for the Department.

According to the survey, some residents felt that certain age groups were not represented in the existing recreation program. Multiple people commented on the need for additional activities for seniors and more than one wrote about the need for activities for very young children, other than taking them to the playground. On the issue of seniors, data shows that more seniors are increasingly able-bodied and interested in participating in activities and events in their communities, including volunteering. They can be both customers of and an asset to the Department. For very small children, some communities and organizations offer "mommy and me" classes for infants that promote early development in learning and motor skills, coordination, and balance. Early childhood educators could help the Town identify the needs of its youngest residents.

In terms of actual programmatic suggestions, survey respondents offered multiple suggestions which can be found in appendices C and D. (See Appendix C for an overview of findings from the survey and community meetings and Appendix D for survey data and meeting notes.) A few comments from the survey include:

- Reasonably priced classes (water color, knitting, sewing, yoga, etc.) at rec (sic) center;
- Open country club to cross-country skiing in winter;
- Try to find activities that different age groups could do together. Old learning from the young skills like twitter "the Twitter abbreviations", their dances, the young interacting with older people in something that promotes conversation;
- Painting classes;
- Dodge ball, tug o war (sic), fishing, hunting, beach volleyball, indoor volleyball, golf, homework club, computers, field trips, youth group, afterschool snacks, kite flying, skate club, farming, self-defense and karate, kickboxing, surf club, canoe, kayak, bowling, bike club, horseback riding, bird watching, cooking, arts and crafts, puppet show;
- More sailing and ocean awareness programs for children;
- Adult walking group;
- Cultural classes in farming, scuba, swimming, bird watching, fishing, gardening; and,
- Ballroom and tango dance lessons.

In addition to surveying all Town residents on what programs they thought should be offered, actual program participants are an even greater source of information. They should be regularly asked about their thoughts on the program(s) they just participated in, i.e., quality of the instruction, cost, hours/dates available, equipment, etc. With an electronic registration system that would collect contact information including email address, this type of survey would be relatively easy to administer.

In terms of revenue generation, the Town has been reinvesting any difference between revenue and expenditure on recreational programs back into the department for years. The result of this is a relatively modest fund balance³ that can be used by the Department to enhance its programs. These

³ According to the Finance Director, the balance as of June 30, 2013 was approximately \$56,500.

funds can be appropriated out of the fund balance by the Town Council for Department expenses. It is recommended that they be used for one-time expenses, such as new equipment, building or playing field improvements, etc. as opposed to ongoing operations. As part of the strategic planning effort, participants should consider how best to use this resource to make the programs even more successful.

Recommendation: The Department should be much more strategic and visionary when developing a package of recreational programs. Consideration should be taken into identifying the potential customer base for the Department and identifying their needs, via use of publicly available data and outreach directly to community residents and program participants.

2. WHILE THE TEEN CENTER IS WELL-LOVED AND OFFERS DIVERSE ACTIVITIES, ITS OPERATION SHOULD BE REGULARLY EVALUATED TO MAINTAIN, IF NOT GROW, THE LEVEL OF PARTICIPATION AND TO ENSURE THE SAFETY OF THE YOUNG PEOPLE WHO PARTICIPATE.

Nearly all of the attendees at the community meeting on Recreational Activities for Youth and Teens were there to show their support of the Teen Center. They indicated it was a very welcoming environment where the teens actively participated in leadership roles, including identifying and planning for future activities and trips. Parents indicated that they felt safe knowing that their child(ren) was at the teen center and explained that in high school when teens go to school off-island it was important for them to have a local place to go to see their friends. Teen Center participants expressed how open everyone was to individual differences and indicated that the anti-bullying program supported this. Attendance figures provided by the Center Director show that an average of 20 to 30 youth participate in activities at the Center on a daily basis. It is apparent from this that the Teen Center is an important part of the Department's programming. However, for the Teen Center to be successful, it must always remain vibrant and relevant, as what draws teens to the Center may change over time. As such, targets for attendance should be established and attendance closely watched to ensure that it remains an active place for young people.

The project team would like to offer two concerns regarding the operation today. First, attendance at the Teen Center is taken on paper and appears to be done predominantly by the Center director. Since the facility has seven (7) doors, a fact of which the Center director was very aware, she cannot always see who is exiting and entering the facility, even though she is very diligent in monitoring the youth. As a result, the attendance records may not always be accurate. In event of an emergency, teens could be listed as being in the building when they are not, or may not be listed even though they are there. Research should be done regarding whether a "tap card" type of technology (similar to those used in transit systems) might be an option for the Town so that the teens tap their cards when entering and exiting the building. Perhaps such a system could allow parents to monitor attendance remotely. Of course, the youth would need to be rigorous about tapping the cards, which should be included in the Center rules and posted online.

A second concern is regarding the space for the Teen Center. It appears that at times the Teen Center is both the room in the back of the Recreation Center and, at other times, it is the entire Recreation Center. However, when the Teen Center takes up the entire building, this can make it unavailable for other groups who would also like to use the space. This is creating a level of tension among organizations that should be addressed. (See Facilities Section, Recommendation #1 for further discussion.)

Recommendation: Targets for attendance at the Teen Center should be established and actual attendance be regularly monitored to ensure that facility remains a vibrant center of activity. Steps should be taken make check in electronic to provide more, and more accurate, data about attendance.

3. COMMUNICATION REGARDING PROGRAM OFFERINGS SHOULD BE SIGNIFICANTLY ENHANCED.

With 350 out of 411 respondents indicating that they learned about recreational programs and special events from the Jamestown Press and 209 respondents indicating they learned by "word of mouth" (respondents were asked to list all ways they receive information, so the total of all information sources is greater than the number of respondents), it is clear that the Town's direct communication mechanisms are far from the first place that residents look for information. In fact, the Town website and the Department's Facebook Page only received 57 responses combined. In the comments, multiple people indicated that they did not know about all of the programs offered by the Department and were learning them from the survey itself.

In order to keep in touch with its customers and to bring in new customers, the Department needs to greatly enhance its outreach and information sharing. Fortunately, technology makes this much more manageable than in the past. A few steps the Department and Town should take include:

- The Department should create a customer database that identifies the type of information different customers are interested in. For example, youth athletics, youth crafts, senior trips, etc. Customers can be asked to self-identify what they are interested in;
- The Department should prepare a calendar of all activities in Department facilities or operated by the Department and post it on the website. A monthly pdf of a calendar with information about how to register on the back should be sufficient until something more sophisticated can be developed;
- The Department should print and distribute calendars at the library, senior center, and other locations where people gather;
- The Department should more regularly use its Facebook page. It is a credit to the Department that they took the initiative to set up the page, but weeks can pass without a posting;
- The Department should develop list serves on different topics or for different age groups;
- The Town should consider creating a master database of residents who voluntarily sign up to get notice of activities, events, or other offerings. In many communities, this starts as a means to get out public safety information to residents quickly, but can be used for other purposes so long as they can opt out of information for which they are not interested.

To the Department's credit, it should be noted that they actively provide announcement to the Jamestown Press for inclusion in the paper and that is part of the reason that residents look to the paper for information.

Recommendation: Communication about program offerings needs to be significantly enhanced so that potential customers learn of Departmental offerings.

4. **TOWN OFFICIALS SHOULD ESTABLISH A POLICY ABOUT WHAT CONSTITUTES A "TOWN PROGRAM" AND THEN IDENTIFY THOSE PROGRAMS THAT TAKE PLACE IN TOWN FACILITIES, BUT ARE NOT TOWN PROGRAMS IN ITS PUBLICATIONS SO THAT COMMUNITY MEMBERS ARE AWARE WHO IS MANAGING THE PROGRAM.**

Recreational programs in Jamestown can be provided with Department staff as instructors, with vendors hired by the Town as instructors, or by outside organizations, such as the Jamestown Soccer Association. While those who are very familiar with the program offerings may be clear about type of arrangement, it is not so transparent to others. For example, the posting for "Fall Soccer Registration" on the Town's website links directly to the Jamestown Soccer Association website without explaining that the Association is responsible for managing the program, but they are using Town fields.

The definition of Town program is particularly important as it relates to liability in the case of injury and in determining the proper rate to be charged for the use of the public asset (i.e., playing fields, recreation center, beaches, etc.). Liability, of course, is a significant issue because if an injury does occur on a Town field, the injured party will likely seek some type of remuneration. If a program is not clearly under the umbrella of the Town's insurance, yet is also not clearly marketed as being run by a separate organization and properly insured, the Town may be compelled to make payment without having the ability to access its own insurance policy.

A second issue is that in using the fields, an outside organization is using Town property much in the same way the private golf course operator is using that facility. A written agreement with an associated fee is routine in many communities today. The Town of Brookline, Massachusetts, has a particularly sophisticated registration and payment process for use of its fields. Fees range from \$10 to \$40 per hour depending on the level of amenities at the field (i.e., turf vs. grass, lighting, etc.) and the entity seeking to use the space (i.e., resident, not-for-profit, for-profit). The hourly rate applies even to groups that may use a field or fields for an entire season, although the Town does offer scholarships that can offset up to 30% of the costs. In Carver, it is the project team's understanding that some of the organizations offset their fees by performing in kind service. If the Town Council determines that this should continue to be an option, it would be appropriate to calculate the cost as if payment was to be made and then determine the value of the in kind work to be applied against the total fee.

Recommendation: The Town should go through a process to determine what constitutes a "Town program", ensure that all Town programs are included on the Town's insurance, and then clearly distinguish between Town programs and programs by other organizations that take place in Town facilities when advertising recreational program options.

5. **THE PAYMENT STRUCTURE AND PAYMENT MECHANISM FOR INSTRUCTORS SHOULD BE FAIR, CONSISTENT, AND TRANSPARENT.**

Since the Department has limited staff, outside instructors are regularly sought and paid by the Department. However, the means by which they are paid varies. Some get paid hourly on the Town's payroll while others get paid via check as if they are a vendor. For those paid through the vendor system, they are paid a percentage share of the revenue that is generated by each class taught (i.e., 25% instructor, 75% Town). In the case of the percentage share payment arrangement, the project team has

significant concerns. First, in a typical vendor arrangement, a vendor is paid a rate that is based upon the work that is to be performed, whether this be a fixed rate for a defined deliverable, an hourly rate for a service, or a unit price for something that may be recurring. In the case of the percentage share, the amount paid varies depending upon the number of attendees even though neither the length of the class nor the curriculum is being changed.

Second, this percentage share payment mechanism also raises question about whether the instructor is a vendor at all or rather is a private business operation that is leasing space from the Town and paying for use of that space through a revenue sharing agreement. If the instructor is actually paying the Town for the cost of using the space, that cost also should be fixed and not vary by number of attendees or at least not vary for anything less than large swings in attendance levels that would have significantly different impacts on facility maintenance.

Recommendation: The Town should determine whether instructors who are not on payroll are either vendors paid by the Town or whether they are private businesses renting Town facilities. If they are vendors, the rate paid should be consistent based upon the work being performed and not vary based upon the number of attendees. If they are private businesses, then a fair facility rental fee should be established.

FACILITIES

1. **THE NUMBER, SIZE, AND TYPE OF RECREATIONAL AND CULTURAL FACILITIES SHOULD BE DRIVEN BY THE TOWN'S GOALS AS THEY RELATE TO THE PROGRAMS THE TOWN WISHES TO OFFER.**

The recent closure of the Country Club and the second floor space previously used for adult recreational activities and theater rehearsals has exacerbated the tension that has existed for some time regarding the availability of indoor space for public activities in Jamestown. Residents are fortunate to have so many active groups interested in using space in the Recreation Center, but space limitations and scheduling in recent years has meant that some groups have not been able to use the space as often as they might like.

A particular challenge appears to exist between two of Jamestown's most popular activities: the Teen Center and the Jamestown Community Theater which both have evening activities. In addition, when the Art Show occupies the building, it is not available to anyone else. The perception of many is that the Teen Center takes precedence over other activities, including rehearsals for theater productions, regardless of how many youth are in attendance at the Teen Center. While the project team did not analyze the actual space allocation by week or day, and space allocation is ultimately at the discretion of Town policymakers and Department staff, the perception of unfairness is important. At present, no calendar is posted for the public to see when or if space is available. While transparency in government is always important, in an environment of constrained resources, it is even more so. In Jamestown's case, different groups want to be able to see when space might be available so that they can reserve it. A secondary benefit is that groups might be willing to switch dates/times with others, but may not be aware of that option since the scheduling information is kept closely by staff. It is therefore recommended that the reservation calendar for the Recreation Center be posted online so that interested groups can see when space is open.

Over the longer term, the Town needs to establish a vision for the level of recreational and cultural arts programming it seeks to offer so that comprehensive space needs can be determined. Theater, chorus, string ensembles, basketball, yoga, tai chi, the teen center, the craft show, and many other programs, events, and activities are currently vying for space on a regular basis. Many of these have storage needs, in addition to space needed for the activities themselves. If, as suggested in a recommendation above, the Town is to consider additional program offerings, they too, will require space to be able to function.

One of the projects that should be considered over the long term is a constructing a cultural arts facility. Residents' active participation in special events and the many recommendations for non-athletic programs that were gathered the survey, suggest that Jamestown residents highly value their arts-related activities. At the same time, sports activities are important to many families and individuals. At present, since the Town's stage and the open gym are located in the same room, scheduling conflicts are commonplace and neither group of users is particularly satisfied. Of course, building a cultural center will require a substantial financial commitment and strong community support, but successful examples of such developments do exist and could serve as a model for Jamestown. The Watertown,

Massachusetts Arsenal Center for the Arts consists of 30,000 square feet of space, housing two theaters, classrooms and workshop spaces, artist studios, gallery and exhibit space, rehearsal rooms, and informal gathering places. It presently provides a home for three resident companies: New Repertory Theatre; Watertown Children's Theatre; and the Quilters' Connection. The Center was made possible by \$6.5 million in donations. One consideration is that in Watertown and in many other locations, cultural facilities are built and managed by non-profit organizations. Jamestown will need to determine if the community is willing to engage in the type of multi-year effort needed to create a cultural center and, importantly, whether demand is great enough to support the operation over the long term. Nevertheless, it appears that the concept is worth exploring.

Recommendation: The Town should develop a community-driven long term plan that quantifies space needs for recreational programs and cultural activities and identifies actions to be taken to meet demand. Specifically, the Town should explore constructing a cultural arts facility.

2. THE SECOND FLOOR OF THE COUNTRY CLUB SHOULD BE DESIGNED IN A MANNER THAT MAXIMIZES ITS CAPACITY FOR MULTI-PURPOSE USE.

Currently, the Town is considering how best to renovate the Country Club, and expanding the facility is one potential option being explored. The Town Council has asked the project team to provide its thoughts on how the space could or should be used. First, the project team would like to suggest that although the Country Club is most immediately available space, it should be considered within the context of town-wide goals and needs. If the facility ends up being oversized, then public resources that could have gone into another building will have been expended there and if it is too small or too specialized, it may not meet long term community needs. As such, it should be considered as part of a broader picture that may take multiple years to fully come to fruition. Second, the project team wishes to suggest that the design of the building should be a community-wide decision that balances community needs/desires with the resources available. At present, since the project team does not know what resources might be made available, at best what can be offered are some process suggestions.

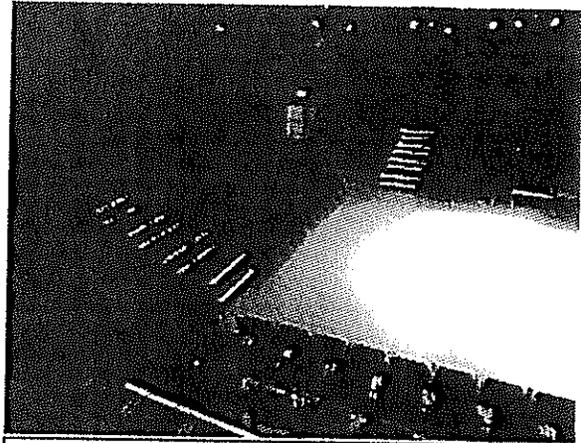
Even though developing a long range plan may take some time, some relatively quick steps could be taken to begin to frame what activities could take place at the Country Club. Steps would include:

1. Generate a list of possible activities that could take place in Town facilities, the number of potential attendees, and any unique space needs – for example, live performances for 200+ with a stage and lighting, adult athletic classes with 20 participants, weddings, open basketball, etc.
2. Group those that are similar or could potentially share a space, while also identifying the outliers that are particularly large or small, or have highly specialized requirements (ex. a kiln for pottery class).
3. Consider which activities should take place in a central location, such as the town center, versus those that could take place anywhere. This is a particularly important step since the golf course location and the downtown offer different strengths. The golf course has considerable land area and parking (at times when the golf course is not in heavy use), while the downtown is the true town center, with Town Hall and attractive restaurants and businesses, but has limited parking.

When considering location, ways to support the downtown businesses should also be taken into account. For example, live performances should perhaps take place near the downtown restaurants to that they could take advantage of the crowds, while small tai chi classes could take place anywhere on the island.

Those activities that do not need to be in the downtown could be considered for inclusion in the Golf Course project.

Since, it appears that the Country Club will be the facility most quickly available to begin address recreational and cultural space needs in Jamestown, design will be very important. If it is built for a single purpose, such as a theater with fixed seating, it will not provide much relief to the competing uses of space. If, however, its design is flexible, it could be creatively used for different purposes. One possible option is to use some of the design concepts in modern day black box theater spaces. These are typically unadorned spaces with (re)movable seating that allows for flexible staging. Instead of having a stage, the performance takes place on the floor with the audience on risers above. The example in the photo is a 4,125 square foot space, but one built at the Boston Center for the Arts is only 1,150 square feet in size while seating 90 audience members.



Edmonds Community College, Seattle, WA

A flexible space, together with substantial storage, on the second floor of the Country Club may begin to address some of the short term space needs in Jamestown.

Recommendation: In the short term, the Town should identify uses and a design for the second floor of the Country Club that alleviate some of the space challenges faced at the Recreation Center currently.

3. THE TOWN SHOULD PROVIDE AN INTERIM LOCATION(S) FOR THE PROGRAMS OFFERED AT THE COUNTRY CLUB UNTIL A NEW FACILITY IS BUILT.

Several respondents to the survey expressed dismay with the loss of the adult athletic programs previously offered at the Country Club. Based on the survey results and attendance records provided by Town staff, it is clear that these activities had regular constituencies who participated. According to staff records, yoga and pilates combined had nearly 100 attendees, while the survey actually showed a higher number of 154 combined. (Note that these figures may have some duplicates as a single individual may attend more than one type of yoga/pilates class.)

An alternate opinion was expressed by some participants at the community meetings for the study who indicated that they thought the Town should not offer any recreational programs that competed with businesses in Jamestown. Their thought appeared to be that the public sector should not be in the same market as the private sector. However, in researching this question, the project team found

multiple examples where classes offered in the private sector were also offered by the local recreation department. These include:

- Charlestown, RI – tai chi, zumba, pilates, yoga;
- Narragansett, RI – crossfit, senior yoga; and,
- Provincetown, MA – adult dance, yoga.

Prices ranged from \$5 to \$15 per class.

One potential location that should be explored would be the Senior Center on West Street. Although other groups do use the building at different times during the week, potential exists for some time to be made available for adult fitness programs. A second benefit is that this co-location could attract some seniors to the activities who might not otherwise participate.

While the project team would place finding an alternate location for the displaced programs as a somewhat lower priority than other recommendations in this report, if one or more of the potential uses on the revamped second floor of the Country Club is to be for adult fitness, then maintaining the Department's customer base during the interim may be a consideration. As one of the survey respondents indicated, "consistency is important".

Recommendation: The Town should identify alternate locations to hold adult fitness activities that were displaced from the second floor of the Country Club.

4. THE TOWN SHOULD IMPROVE ITS BICYCLE FACILITIES.

At least 22 respondents to the community survey raised the issue of bicycle facilities on the island, expressing support for improvements and dissatisfaction with the situation today. They expressed the need for adults and young people to be able to get around town, noting that bicycling is a good way to get exercise and also reduce parking demand. Those who ride on the existing road surfaces indicated concerns about the lack of bike lanes, despite what appear to have been years of discussion, and the quality of the road surfaces, which can make it uncomfortable and/or difficult for cyclists to ride safely. Many others, however, expressed a strong desire for bike paths to be built in town that can be used by families and individuals. Several called for the Town to prepare a bicycle plan that would especially help unite the north and south sides of town. Other specific ideas were for a north-south bike path and a bike path that ringed the island. Across New England and the country, many more people are getting on their bicycles and communities are responding by striping bike lanes, constructing cycle tracks (where the cyclists are separated from the moving traffic and are riding at the same level as the pedestrians), and building off-road paths for pedestrians and cyclists. With its relatively flat topography and beautiful parks and beaches scattered across the island, Jamestown is well-positioned to be attractive to cyclists, both local and people coming from elsewhere.

Recommendation: The Town should develop a bicycle master plan, but even while developing the plan, the Town should start striping some of the wider roads with bicycle lanes and installing "share the road" signs where appropriate to let drivers know there may be cyclists on the road.

5. THE TOWN SHOULD CONSIDER BUILDING A PUBLIC SWIMMING POOL.

The desire to have a year round swimming pool was expressed by participants in the survey and at the community meetings. In the survey, 212 residents indicated that swimming was "very important" to them when using the Town's parks, beaches, and recreational facilities and at least seven mentioned building a swimming pool in one or more of the open ended questions. Several mentioned that they would like to swim year round for fitness, while others specifically mentioned the need for classes to teach local children how to swim. In the past, the Town transported children to the Newport/Middletown YMCA for a swimming program but that was discontinued in 2002. Since then, it has been up to individual households to transport their children to swimming classes off the island. Department staff indicated that there are not swimming classes on the island because of the water currents. In fact, lifeguards who work all beaches in Rhode Island must be surf certified.

One respondent suggested that the pool be open air during the warmer months and then closed in the winter. Another respondent suggested that a building at Fort Wetherill could possibly be used for this purpose.

It should be noted that Jamestown would be somewhat unique among some of its neighbors and other beach communities if it built a public swimming pool. The project team contacted five beach communities in Rhode Island and Massachusetts and found that none of them had public pool facilities and only one had a privately owned and operated pool.

PUBLIC POOLS IN SELECTED RI AND MA BEACH COMMUNITIES				
Town	Indoor Pool	Outdoor Pool	Private Pool	Town beach
Charlestown, RI	N	N	N	Y
Marion, MA	N	N	N	Y
Middletown, RI	N	N	Y	Y
Narragansett, RI	N	N	N	Y
Provincetown, MA	N	N	N	Y

Although the cost of a public swimming pool will vary depending upon the size and amenities offered, the project team did look for examples in other communities or public agencies. The Worcester Polytechnic just completed a multi-use fitness center and its marketing materials indicated the pool had a construction cost of \$5 million. In Concord, Massachusetts a 35,000 square feet fitness complex including a pool opened in 2006 at cost of \$11 million. More recently, in February 2013, the City Council in the City of Mission Hill, Kansas approved a \$4.1 million design build contract for a new pool, park, and amenities funded by a sales tax surcharge approved by local voters.

Recommendation: The Town should consider building a year-round public swimming pool.

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STAFFING AND ORGANIZATION

This section of the report analyzes the current organizational structure, alternatives for change, and the staffing levels that are required to meet desired service levels.

- 1. PARK AND FIELD MAINTENANCE SERVICES PROVIDED BY THE PARKS AND RECREATION DEPARTMENT BOTH DUPLICATE THOSE PROVIDED BY PUBLIC WORKS, AND DIVERT THE FOCUS OF THE DEPARTMENT FROM OTHER CORE SERVICES.**

Currently, the Parks and Recreation Department provides park and field maintenance services at seven parks and beach areas, two schools (including three fields, a skateboard facility, and six tennis courts), a playground, a cemetery, the Recreation Center facility, and various facilities on the grounds of the aforementioned parks and grounds. Maintenance services are provided by a Parks Supervisor, a Maintenance Technician, and two temporary Maintenance Workers who generally work from May through October.

The project team did not analyze the services provided in the Town's Public Works Department, nor the adequacy of maintenance staff to provide services for the grounds and other infrastructure for which it is responsible. However, that Department is responsible for rights of way maintenance on at least 42 center line miles of roadway, as well as tree maintenance, water and sewer maintenance, paving and other similar services.

Local government organizational structures are often developed over time and not frequently adjusted to address changes in service delivery approach, workloads, and/or changes in technology. The "way we've done it" becomes the understood, accepted, and unquestioned approach to providing services. This sometimes results in an overall system that can be duplicative, fragmented, inefficient and difficult to alter once in place; especially when considering services that are similar in nature but provided by two related yet independent entities – such as the Town's Public Works and Parks and Recreation Departments. Incremental changes with no overall strategy are often detrimental to the organization's overall performance or do not result in achieving the desired outcomes.

The Parks and Recreation Department and the Public Works Department both provide grounds maintenance services using low-skilled labor in a relatively small geographic area. Further, the services provided by the Parks and Recreation Department are much more cyclical than are those provided by Public Works. With a transfer of parks and grounds maintenance services to Public Works, a consolidated maintenance function would have the flexibility to allocate resources more efficiently and effectively as needs arose throughout the year. The equipment utilized in both departments for maintenance functions is similar, and the work occurs in locations that are, in many cases, contiguous, or in very close proximity. These factors weigh strongly in favor of consolidating the parks and grounds maintenance functions under a single department, and the project team recommends that they be transferred out of Parks and Recreation, and into the Department of Public Works. This is not only because of the similarity of functions to other services provided by Public Works, but because it allows the Parks and Recreation Department to focus more heavily on its core recreational services.

Recommendation: Transfer the responsibility for parks and grounds maintenance from the Parks and Recreation Department to the Public Works Department. This includes the responsibility for each of the parks noted in Appendix A, and the maintenance staff as well.

2. THE RESPONSIBILITY FOR MAINTAINING FORT GETTY PARK SHOULD BE TRANSFERRED TO THE PUBLIC WORKS DEPARTMENT.

The largest area of responsibility of the Parks and Recreation Department is Fort Getty Park, which is approximately 31 acres. The operation of this park reportedly consumes about 80% of the Parks and Recreation Director's time by his own estimate. It likely consumes a similar amount of time of the maintenance workers assigned to its care and upkeep, although there are no departmental records of work to substantiate this estimate. However, multiple interviews by the project team with campers and staff indicate that there is a substantial amount of dissatisfaction with the degree of care provided there.

Observations by the project team, which were reinforced through interviews, indicate that there are some long-standing maintenance issues at the park. The restroom was maintained poorly on the single visit made by the project team, and interviews indicate that this is not an uncommon occurrence, with complaints about the restroom lacking hand towels and soap. There are several structural deficiencies at the park, such as a poor pavement condition on the road leading into the park, lack of potable water, lack of sewerage, and substandard electrical service.

The project team has previously recommended that transfer of parks and grounds maintenance from the Parks and Recreation Department to the Public Works Department, and reiterates that recommendation here as it relates to Ft. Getty, the largest single park in the Town. This responsibility should encompass not only the maintenance, but the identification and implementation of capital improvements as well.

Recommendation: Transfer the responsibility for the maintenance of Ft. Getty Park to the Public Works Department.

3. THE PROVISION OF SECURITY AND RULES ENFORCEMENT SHOULD BE TRANSFERRED OUT OF THE PARKS AND RECREATION DEPARTMENT.

Interviews conducted by the project team also indicated a general dissatisfaction with the level of oversight at Fort Getty Park provided by the Parks and Recreation Department. Specific complaints related to the inattention to rules enforcement of the Department and the Maintenance/Security Worker assigned to the Park during the duty hours that the employee is assigned. There were many anecdotal instances described to the project team of campers violating rules related to washing boats and trailers on site, campfires that are not extinguished until well after midnight, park visitors spending many hours at the pavilion after telling Gate Attendants that they are at the park for the purpose of going to the Sailing School, and others.

As is the case in many parks and camp sites at which groups of people congregate, there are rules violations at Fort Getty, and these can be expected. The rules violations, and the alleged inattention to them, may or may not have occurred as they were anecdotally related to the project team. It is notable,

though, that multiple interviewees related similar accounts. However, it is true that enforcement of rules and regulations and correction of structural deficiencies such as the ones related above, are not core services of a recreational services organization.

Recommendation: Transfer the responsibility for the enforcement of rules and regulations at Ft. Getty from the Parks and Recreation Department to another department in the Town organization. This organizational move will allow the Parks and Recreation Department to focus its attention on its core recreational services.

4. THE TOWN SHOULD CONSIDER THE CREATION OF A COMMUNITY SERVICES DEPARTMENT THAT CONSOLIDATES RECREATIONAL SERVICES WITH THE SENIOR CENTER.

One of the recurring themes throughout the course of this study was the lack of coordination between the Parks and Recreation Department and the Senior Center in the provision of programs and services. Although there are some intergenerational programs, these are not provided through any cooperative effort between the two organizations. Moreover, there appears to be a certain amount of tension between the Parks and Recreation Department and the Senior Center, particularly in the use of the recently-purchased van. Clearly, the Town could benefit from a much greater degree of cooperation between the two organizations in terms of their programmatic offerings

In addition to the potential benefits related to programmatic coordination, many municipalities have found that they can save taxpayer dollars by consolidating existing organizations under a single management structure. The more successful of these organizational efficiencies, however, do not consolidate services simply to save taxpayer dollars, but rather they seek a logical nexus that capitalizes on the similarity of service provision..

The project team has, in the previous two sections, noted that Public Works has as its primary mission the provision of maintenance services. For this reason, as well as others, it was recommended that the Public Works Department assume the responsibility for the parks and grounds maintenance services currently provided by the Parks and Recreation Department. In turn, this will allow for a greater degree of focus of the Department on its core recreational programming. Similarly, as the Jamestown Senior Center provides health, recreational and leisure programming opportunities to the Town's senior population, these are logically related to the recreational programming offered to the Town's adult population by the Parks and Recreation Department.

Many local governments have consolidated the recreational services that have been historically provided by their separate parks and recreation departments and senior centers. The benefits of this consolidation include:

- A greater degree of focus on inter-generational programming
- Enhanced administrative support
- Shared information systems that require and maintain similar attributes for participants
- Potential shared use of facilities

In Jamestown's particular case, the recommended organizational consolidation is timely, as the current Senior Center Director's retirement was imminent as of the date of the project team's on-site activities. Although the operations of the Senior Center were not a part of this project's scope of services, the project team requested a tour of the Center, as well as a description of some of the services provided. The Senior Center, in fact, is a spacious facility that is suitable for programming that exceeds the uses for which it is currently utilized. The attendance of seniors at the Senior Center has reportedly declined markedly in recent years. This is in contradiction to trends not only nation-wide, but also in the actual experience of the project team, as seniors increasingly account for a larger percentage of municipalities' populations. Again, the project team was not engaged to conduct a study of the services provided at the Senior Center, however it was clear in a brief tour and interview that its programming efforts could benefit from a renewed focus on programming.

Another factor favoring consolidation of Jamestown's senior and non-senior recreational services is that the Town recently applied for, and received, a grant to purchase a new van for transporting program participants to recreational events. The Parks and Recreation Department reportedly initiated and applied for this grant, and included the Senior Center as a participant in the grant application. However, there has been some degree of confusion and disagreement between the two organizations in the past year as to the use of the van. The Parks and Recreation Department provides the van and a driver for the Senior Center's weekly trips to its bowling activity, however there is some lack of agreement over the Parks and Recreation Department's provision of the van and a driver for other senior activities. The project team cannot definitively state whether the sources of confusion are valid from the point of view of either organization, however, the consolidation of the two organizations would appear to offer a potential solution and would, in fact, foster a much greater degree of cooperation.

Recommendation: Consolidate the current Senior Center and Parks and Recreation Department operations under a single organization. The new "Community Services Department" should be responsible for all recreational and leisure services to the entire population of Jamestown.

5. THE NEW COMMUNITY SERVICES DEPARTMENT SHOULD MANAGE LEAVE TIME TO ENSURE THAT STAFF ARE AVAILABLE DURING THE HEAVY VOLUME PROGRAMMING SUMMER MONTHS.

During on site interviews in the mid to late summer months, the project team noted that the Parks and Recreation Director had taken a relatively substantial amount of leave time. Investigation by the project team indicates that the Director took 21 days of leave time during the period of June 18, through September 30⁴, which is one of the primary periods of the year for programmatic services. Further, given that by the Director's estimation, 80% of his time is expended on Ft. Getty-related activities, the taking of leave time during the primary camping season leaves much of this burden to the Program Supervisor, who is otherwise engaged in providing and coordinating other programs.

The project team recommends that the Department Director and the Program Supervisor schedule time off, to the greatest extent possible, during time periods that do not coincide with the heaviest volume of programmatic activity. The Jamestown Parks and Recreation Department has a very small staff, and it

⁴ This included two sick days, one personal day and 18 vacation days.

may not always be possible to provide two employees in the Recreation Center at all times, however leave time for the times of heaviest workload and programming activities should be avoided if at all possible, and scheduled well in advance.

Recommendation: Schedule the leave time of the Department Director during lower-volume activity periods to the extent possible.

6. THE TOWN SHOULD CERTIFY AN EMPLOYEE AS A CERTIFIED PLAYGROUND INSPECTOR.

Interviews indicate that the Parks and Recreation Department is inspecting the equipment at the Town's playgrounds. Given the relatively small investment necessary to obtain certification as a Playground Inspector, this would appear to be a cost-effective initiative on the part of the Department.

A Certified Playground Safety Inspector (CPSI) is a career that was developed by the National Playground Safety Institute (NSPI) and is recognized nationally by the National Recreation and Park Association (NRPA). No prior experience is necessary, but a candidate for the certification must attend a training course, pass a final exam and be re-certified every three years.

The training course costs, on average \$340, which includes all course materials, and is generally a two-day, 15-hour course. The course entails classroom lectures, discussions and examples of maintenance problems with playgrounds through hands-on-training. It is based on the Consumer's Product Safety Commission (CPSC) guidelines and the American Society for Testing Materials (ASTM).

The course focuses on understanding the standards and guidelines for public playgrounds, identifying safety hazards within the play environment, establishing repair priorities, fixing items on-site, providing the necessary knowledge to establish a comprehensive program of playground and safety within a given agency and developing long-term plans to upgrade playgrounds.

The project team has previously recommended that the parks and grounds maintenance functions be transferred to Public Works from the Department of Parks and Recreation. The project team did not interview Public Works personnel to determine whether that Department has a CPSI, however if there is no such position, the project team recommends that it certify at least one employee.

Recommendation: Certify at least one Parks Maintenance employee as a Certified Playground Safety Inspector (CPSI). The cost is minimal, and would result in greater flexibility as to when these inspections are performed, and could potentially result in a small cost savings for the Division.

7. THE TOWN SHOULD CREATE AN INFRASTRUCTURE RENEWAL FUND FOR FORT GETTY PARK.

Fort Getty Park is perhaps the centerpiece of Jamestown's rich collection of parks and beaches. Initially used as a U.S. Military fort during World Wars I and II, it overlooks the West Passage of Conanicut Island, and was used as an observation point protecting entry into the Narragansett Bay. Today, it is a Town park at which visitors may engage in a variety of leisure activities including sailing, fishing, hiking, or simply gazing at the Bay. The Park has a pavilion that has picnic tables, a charcoal pit, and a sand volleyball court.

In addition to these amenities, Fort Getty serves as a campground for visitors using recreational vehicles (RVs) and tents. The Town recently reduced the number of RV spaces from 105 to 83, and increased the fee from \$3,700 for 20 weeks, to \$4,500 for 16 weeks. In addition, visitors may pay fees for the use of the boat ramp, nightly tent space fees, parking and for the use of the dump station. In total, annual revenues from fees at Fort Getty exceed \$400,000.

The Fort Getty Committee, a group of residents and Town staff, updated the 1994 Fort Getty Master Plan in 2005. This Plan was approved by the Town Council, and assessed many options for the use of Fort Getty. These will not be discussed here, however, it is worth noting that many of the needed infrastructure improvements that were identified in the 1994 and 2005 reports could still be listed as being needed today. For example, in 1994, it was noted that additional showers should be constructed, the electric and water distribution systems should be upgraded, and that the Town should "seek outside funding for long-term restoration of forts to maintain (a) sense of historic setting." None of these had been accomplished as of 2005, and the project team heard complaints from residents, campers and staff that these were particular concerns today.

One of the notable recommendations from the 1994 Plan was that "(c)apital improvements should be implemented by the years referred to in (the) Capital Improvement Section, or as funding permits." In commenting on the actions taken on the 1994 recommendations, the 2005 Master Plan also noted that capital improvements should be implemented "(a)s funding permits."

Clearly, sufficient funding has not been available to keep pace with the infrastructure improvements necessary at Fort Getty, as many of the same issues remain today that were identified in 1994. The project team acknowledges that the Town has budgeted and spent \$580,000 on Ft. Getty improvements from FY2006 through FY2013, however these expenditures alone have been insufficient to keep pace with needed infrastructure repairs.

The project team recommends that the Town create a "Fort Getty Improvement Fund" for the express purpose of making capital improvements at the site. As is noted elsewhere in this report, many interviews conducted by the project team during the course of the study made reference to sub-standard facilities, particularly the restrooms, the boat dock and the electrical services. Some campers expressed negative comments on the condition of these facilities, particularly in view of the nearly 22% increase in campground fees, and for a shorter camping season. The Fort Getty Improvement Fund should be maintained in a separate account that receives a percentage of the fees charged at Fort Getty, and should be used for capital improvements. Given that the revenues generated at Fort Getty exceed \$400,000 annually, the deposit of 10% of these revenues into the Fund would generate in excess of \$40,000 per year for capital improvements. This Fund may also be supplemented by other capital funding as is deemed to be necessary on an ad hoc basis.

The finding that many capital improvements at Fort Getty needed today are the same ones identified in 1994 is one that deserves notice by the Town. Clearly, funding needed infrastructure improvements on the basis of "as funding permits", as was noted in the 2005 Master Plan, is failing to keep pace with the needs of the park. This is particularly true given the visibility of the park, and the pride that residents have in its upkeep.

Recommendation: Create a "Fort Getty Improvement Fund" that funds capital improvements at that

park. The Town may debate the appropriate percentage of revenues generated by Fort Getty that should be diverted into this Fund, but for illustrative purposes, if the Fund received 10% of all generated revenues, it would receive over \$40,000 annually for these improvements.

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2018 MATERIALS

Rough timeline of relationship between Parks & Recreation Department and FOJS

- January 2016 – Ellen Vietri, Ernest Anthony, & Jan Burns become TOJ Employees
 - Initial Meetings held between newly acquired staff and JPR Staff
- February 2016
 - Feb. 17 FOJS Board Meeting - I attended to clarify Ellen's new role and relationship to town.
 - Feb 25 FOJS Board Members meet with Mr. Nota, Tina Collins, and Andy Wade to discuss relationship and expectations between FOJS and Town.
- August 2016
 - Ed Holland and Tom Tighe meet with Andy Wade to clarify Ellen's role with town and relationship to FOJS. Memo distributed to Ellen, Tom, Ed, and Mr. Nota in response what was discussed.
- Fall 2016
 - Deb Hagie brought onto team. Senior Coordinator begins reporting to Recreation Supervisor. Decision made to streamline coordination of programs and space in facilities shared by Youth/Adults/Seniors
- Winter 2017
 - Discussions begin with FOJS to evaluate potential flooring options for grange
 - Carpet One meets with Ed Holland, Tom Tighe, and Andy Wade onsite at grange to develop a quote.
 - Materials discussed at time are Luxury Vinyl Tile with wood grain similar to Recreation Center Lobby
 - Tom Tighe and Ellie Chase schedule meeting with me to change flooring type to industrial style VCT Tile.
 - Upon my recommendation to revisit wood grain options, process stalls.

- Spring 2017
 - Public Workshop held to discuss Senior Services. Full support for joint town and FJOS was expressed at that meeting by President Ed Holland.
 - Ellen begins to experience health issues, begins to miss work.
- Summer 2017
 - Summer Picnic issues arise between FOJS Volunteers and TOJ paid personnel. Menu discrepancies, date of event, cost of picnic are cited. Joint ad purchased by TOJ.
 - Event well attended, over 125 citizens served.
 - Meal site Coordinator resigns to pursue personal interests.
 - Ellen misses a month of work. Resigns prior to Labor Day citing health concerns.
- Fall 2017
 - Recreation Supervisor begins to manage Senior Services in Ellen's absence.
 - One on One meeting held between Andy Wade and Tom Tighe to find resolution to perceived conflicts between groups.
 - Search for Senior Coordinator begins late fall after rewriting Job Description
 - New Meal Site coordinator hired
 - Andy Wade has conversation with Tom Tighe regarding building security in response to below. In conversation Andy Wade offers to cover expense. Tom insists that Town shouldn't be responsible, and makes no mention that any action will be taken.
 - Outside group came to Recreation office looking for extra keys because they had "lost" theirs.
 - Deb Hagie made mention to meal site staff that town may look into changing locks
 - Elizabeth Mancini reports to FOJS that "town is changing locks"

- Parks Director Andy Wade denies request from FOJS to pay for Advertisement announcing private Friends NYC Trip.
- Friends stop publically posting FOJS Board Meetings
- Winter 2017 – 18
 - Christmas Party a success, FOJS request reimbursement for decorations after being upset that funds collected for meals were not given to representative to cover out of pocket expenses.
 - FOJS were reimbursed despite having been given prior notice that the town would be purchasing items for party directly using program monies.
 - Betsey Anderson Hired as Senior Coordinator, role expanded
 - FOJS President states to newly hired Senior Coordinator “I hope that we are not going to have a problem” and “you are going to be stuck in the middle here”
 - Open House for Betsey’s hire held in conjunction with the public, FOJS Board, TC, and Town Staff in attendance.
 - Friends invited to discuss FY19 budget
 - Meeting postponed
 - Meeting Canceled
 - FOJS change locks over the weekend, without prior notice to Town staff. Ellie Chase distributes keys to town staff and FOJS volunteers, without input from Town Operations.
 - Friends receive multiple communications from Andy Nota requesting talks.
 - FOJS send letter to Council requesting executive session.

Andrew Nota

From: Andrew Nota
Sent: Friday, March 23, 2018 4:49 PM
To: 'Blake A. Dickinson'; 'Eugene Mihaly'; 'Eugene Mihaly'; 'Kristine Trocki'; 'Kristine Trocki'; 'Mary E. Meagher'; 'Mike White (mgblanco@cox.net)'
Cc: 'Cheryl Fernstrom'; 'Cheryl Fernstrom'; 'awade@jamestownri.net'; 'Peter Ruggiero'
Subject: Senior Meeting Materials
Attachments: Jamestown Senior Services4.0.pptx; Aging Community Profile - Jamestown.pdf; Administator Reports - Seniors.pdf; Senior Program Workshop Presentation.pdf; Town offers wealth of senior activities _ www.jamestownpress.pdf; Town_ More options available for seniors _ www.jamestownpress.pdf; Senior center sees change in leadership _ www.jamestownpress.pdf; Our senior citizens need activities too _ www.jamestownpress.pdf; 'Underserved' seniors _ www.jamestownpress.pdf

Members of the Council,

Attached are some background materials for those members wishing to review and refresh your recollection of this topic and actions taken before Monday's initial discussion. Included is some background materials on the senior center and its program as compiled by the Town staff. Hard copies will be made available for you on Monday. These are not all of the materials or articles that are available, and should you require copies of minutes, etc. for any specific meeting(s), we'd be happy to provide you with this information upon request. The materials include some specific as well as general information regarding the senior program and various actions that have occurred since late 2015.

Should you require additional information either before or after Monday's discussion, please so advise. Thank you.

Andy

Andrew E. Nota, Town Administrator
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835
401- 423-7201 Office
401- 423-9805 Desk
anota@jamestownri.net

Andrew Nota

From: Andrew Nota
Sent: Saturday, February 24, 2018 11:29 AM
To: 'ccollins'; 'awade@jamestownri.net'; 'Mike Gray'
Subject: FW: Letter
Attachments: Scan_0003.pdf

Everyone,

I will need to provide some dates for a possible meeting with the Friends Board in the coming weeks. Please advise as to some possible dates/times. This list includes each of you due to your involvement in, Tina on Finance/program/historical relationship with group, Andy on Program, Buildings/staffing and Mike on buildings.

Andy

From: Thomas Tighe [mailto:chiefthomas2@verizon.net]
Sent: Friday, February 23, 2018 3:15 PM
To: Andrew Nota <anota@jamestownri.net>
Cc: Cheryl Fernstrom <cfernstrom@jamestownri.net>
Subject: Letter

Mr. Nota: At the request of the Board of Directors of the Friends of the Jamestown Seniors I'm forwarding you this letter expressing our concerns and request some new dates that we might meet. Copy has been sent to the Town Clerk asking that she forward it members of the council. Tom Tighe

Andrew Nota

From: Thomas Tighe <chiefthomas2@verizon.net>
Sent: Friday, February 23, 2018 3:15 PM
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FRIENDS OF JAMESTOWN SENIORS, INC.
PO Box 184
Jamestown, RI 02835

By Email and US mail

Feb 23, 2018

Mr. Andrew E. Nota
Town Manager
Town of Jamestown
93 Narragansett Ave., 2nd floor
Jamestown, RI 02835

Dear Andy,

Thank you for your 2/14/18 email in which you requested some time to discuss "a few matters that impact the Town's Senior Program, the Senior Center and the Friends organization." The Friends of Jamestown Seniors (FOJS) is grateful that you acknowledged that our members might have some issues and concerns that belong at this meeting. Towards that end we engaged the assistance of Jamestown attorney and mediator Kristen Sloan Maccini who helped us to draft this letter, which has the unanimous approval of our board. While I respect your interest in resolving your stated bulleted items, I believe we have bigger issues than dirty pots and pans in the sink at 6 West Street.

As you know since its creation in 1989 Friends of Jamestown, Seniors Inc. has a proud tradition of attending to the needs and interests of its senior community in support of its charitable purposes. Financially, grants, donations and various fund raising efforts have been and continue to be successful. Nevertheless we are mindful that our expanded budget provided by the town, supports some joint goals of both organizations.

↖ Our overarching concern is that since agreeing to work together late in 2015 we have not developed a satisfactory working relationship. Back then you offered financial and logistical help. Ellen Vietri was at the helm working hard putting programs together and generating interest in the senior activities. When you offered town employee status to her and to the other 2 employees, no memo of understanding was ever created to determine the philosophy, logistics or any other aspect of our working together going forward. Instead the town appears to have taken an ad hoc approach thereafter with FOJS and matters previously under our domain. Our members experienced this as an encroachment upon our organization. For example: Ellen became a town employee but stayed in our West Street location; the parks and recreation department simply took over the summer picnic at Ft. Getty; the town felt entitled to proceeds from the FOJS Christmas party.

A. Nota
2/23/18
Page Two

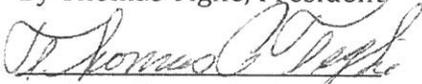
Your 11/16/18 email to me raised a number of problems and questions:

1. You stated confidently that "The entire senior program has been strengthened and is much more comprehensive in its total program than it was just a short time ago" but that "...there still seems to be an underlying confusion and at times possibly an undermining effort to stall this positive and coordinated effort." I would ask you to consider that confusion is created when changes are made as here, without prior discussion, collaboration and agreement. The FOJS board believes there has been no such positive and coordinated effort. Instead it is actions like these that have sown confusion, resentment and some degree of mistrust on the part of some members of FOJS.
2. In par. 2 what do you mean by "...the lease in terms of the future protection of the program and preservation of the Conanicut Island Grange, etc."?
3. Also in par. 2 you reference the Friends Donor Letter FY2017-18 "...which like other documents, leaves the town of Jamestown completely out of the discussion..." What other documents are you referring to?

FOJS does not experience our relationship as a well functioning partnership. In fact, several of our members have expressed a desire to return to our prior way of handling things: town issues quarterly check to be administered by FOJS. While I will concede that there may be benefits to us working together, I don't think FOJS has experienced enough of these yet. Know that we do share your interest in creating a healthy and sustainable working relationship going forward. Towards that end we are working on having some concrete suggestions to offer at our meeting. We will also respond to your bullet items. May I ask you to send me some new dates and times that you are available? I would like to include Kristen Sloan Maccini and so would defer to your judgment regarding also including Peter Ruggerio.

Thanks for your patience and your interest in resolving these matters as presented by both the town and FOJS.

Friends of Jamestown Seniors,
By Thomas Tighe, President



cc: Peter Ruggerio, Town of Jamestown
Town Council

Kristen Sloan Maccini, Attorney at law/Mediator

Andrew Nota

From: Thomas Tighe <chiefthomas2@verizon.net>
Sent: Wednesday, February 21, 2018 2:04 PM
To: Andrew Nota
Subject: Meeting:

Mr. Nota: I should have a date for a meeting tomorrow. Up to now the Board had not wanted to meet until they have a clear idea of what they feel the relationship between the Town and Friends. Tom

Andrew Nota

From: Andrew Nota
Sent: Wednesday, February 21, 2018 2:41 PM
To: 'Thomas Tighe'
Cc: 'ccollins'; 'awade@jamestownri.net'; Betsey Anderson
Subject: RE: Meeting:

Tom,

Sounds great, I'm looking forward to it.

Andy

From: Thomas Tighe [mailto:chiefthomas2@verizon.net]
Sent: Wednesday, February 21, 2018 2:04 PM
To: Andrew Nota <anota@jamestownri.net>
Subject: Meeting:

Mr. Nota: I should have a date for a meeting tomorrow. Up to now the Board had not wanted to meet until they have a clear idea of what they feel the relationship between the Town and Friends. Tom

Andrew Nota

From: Thomas Tighe <chiefthomas2@verizon.net>
Sent: Thursday, February 15, 2018 7:52 AM
To: Andrew Nota
Subject: RE: Senior Services

Mr. Nota: It might be better if you gave me a couple of dates and time that would fit your schedule to set up a meeting. I can poll the board and see what is the best date for them to attend a meeting. I believe late in the afternoon is best for most of the board. Tom

From: Andrew Nota [mailto:anota@jamestownri.net]
Sent: Wednesday, February 14, 2018 12:09 PM
To: chiefthomas2@verizon.net
Cc: Andrew Wade <awade@jamestownri.net>; Betsey Anderson <banderson@jamestownri.net>; 'Peter Ruggiero' <peter@rubroc.com>
Subject: Senior Services

Tom,

I understand everyone is very busy, although it is becoming increasingly important that we schedule some time to discuss a few matters that impact the Towns Senior Program, the Senior Center and the Friends organization. I along with Andy Wade have reached out to you on a number of occasions in recent months to schedule this discussion although we have yet to hear from you with a time/date that works.

A short list is provided below (not in priority ranking), although this is by no means a complete list of all matters that require our attention. I'm confident the Friends may like to add to this list also as it has been some time since our last meeting.

- Dedicated work space – shared space with friends can be confusing to the public and raises concerns over privacy with the senior coordinator.
- Storage space for Town Senior Programs – Secured & Dedicated space needs
- Private Rentals (prioritization in balancing access for senior programs)
 - Public has access to meal site refrigerator and dry goods-added controls/security may be needed;
 - Public uses building unsupervised – added controls may be needed;
 - Rentals are using much of our paper goods and soap for restrooms, as well as trash bags, added controls may be needed;
 - Many keys have been distributed to regular users, lack of building control and security;
 - Front door has been discovered unlocked on numerous occasions while building has been unoccupied;
 - Coordinated use/reservation of building needs to be addressed - Rentals tend to come before needs of Senior-based Recreation Programs (is this a concern of revenue generation for Friends or addressing specific program need) Need to determine if the Grange is the priority location for senior services or community use?; As programs grow in number and demand increases, this will become more of an issue moving forward;
 - Meal site kitchen left with dirty pots & pans as well as in an untidy state; users need to be responsible for condition of building;

- Telephone line paid for by the Town used as primary contact line for the Friends organization, multiple messages have been cleared by someone other than the Senior Coordinator. The inability to leave sensitive messages for the coordinator is not possible with shared voicemail. Need to address possible expansion of phone service.
- Need to coordinate messaging and role and relationship of Friend's organization to clarify for public;
- Town FY2019 budget will be delivered to the Council on March 5th, I have completed the budget draft budget and requested Andy Wade reach out for input and a meeting with the Friends Board or a designee, although have not received a response; Draft budget total reflects \$101,620 or a 38.54% inc. from the present year and a \$20,000 capital request to support the upgrading of the HVAC systems. This is not inclusive of all Town staff support or other building and managerial support provided by the Recreation/Parks and Highway Departments. These figure may change upon the final budget total being submitted on March 5th.
- General discussion on Town program role of Friends, building, future program and space needs;
- Discussion on Golf Course project and most recent planning discussing to be brought to Council in March;
- General Building improvements at Grange (joint lease) including floor and HVAC improvements;
- Town's and Friends financial and in-kind service contributions to overall program.

Please let me know when the Friends Board may be available to meet in the coming week(s). Thank you.

Andy

Andrew E. Nota, Town Administrator
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835
401- 423-7201
anota@jamestownri.net

Andrew Nota

From: Andrew Nota
Sent: Thursday, February 15, 2018 8:12 AM
To: 'Thomas Tighe'
Cc: 'awade@jamestownri.net'; 'ccollins'; Betsey Anderson
Subject: RE: Senior Services

Tom,

As of today, in the coming week(s) I'm available on the following afternoons, between the hours of 1:00pm – 4:00pm.

Thursday, 2/22
Friday 2/23
Monday, 2/26
Tuesday, 2/27
Wednesday, 2/28
Friday, 3/2

Andy

From: Thomas Tighe [mailto:chiefthomas2@verizon.net]
Sent: Thursday, February 15, 2018 7:52 AM
To: Andrew Nota <anota@jamestownri.net>
Subject: RE: Senior Services

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Sent: Wednesday, February 14, 2018 12:09 PM
To: chiefthomas2@verizon.net
Cc: Andrew Wade <awade@jamestownri.net>; Betsey Anderson <banderson@jamestownri.net>; 'Peter Ruggiero' <peter@rubroc.com>
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Andy

Andrew E. Nota, Town Administrator
 Town of Jamestown
 93 Narragansett Avenue
 Jamestown, RI 02835
 401- 423-7201
anota@jamestownri.net

Andrew Nota

From: Andrew Nota
Sent: Wednesday, January 24, 2018 1:58 PM
To: 'Thomas Tighe'
Subject: RE: Meeting

Tom,

Thanks - a meeting with the Board, Tina and Andy would be very helpful in allowing everyone to get on the same page and open communication, as plans are ongoing to improve and expand the senior program in the community.

On a separate note, I would like to speak with you about your recent interaction on Tuesday, with Mrs. Anderson in her new role as Senior Coordinator. In prior communications you were made aware of her appointment and her start date of Monday, January 22nd. I was placed in an awkward situation yesterday when the matter was brought to my attention from her supervisor, immediately after your conversation yesterday morning. No type of formal complaint was made, although a perception and interpretation was made regarding your comments about Mrs. Anderson's role, your position and the role of the Friends in the community's senior program which clearly made Mrs. Anderson uncomfortable. I will say that she is equally experienced as she is excited about working with everyone to make our senior program something we can all be proud of. Members of the Town staff and I look forward to working together to make that a reality.

I'll wait to hear from you regarding the possible dates/times of both discussions. Thank you.

Andy

From: Thomas Tighe [mailto:chiefthomas2@verizon.net]
Sent: Wednesday, January 24, 2018 1:13 PM
To: Andrew Nota <anota@jamestownri.net>
Subject: Meeting

Mr. Nota: I received Mr. Ruggiero call and attempting to set up a meeting with the Board to see what they want to do and to have a meeting with you with the board. I will get back to you after today meeting. Tom.

Andrew Nota

From: Thomas Tighe <chiefthomas2@verizon.net>
Sent: Wednesday, January 10, 2018 11:16 AM
To: Andrew Nota
Subject: RE: Senior Coordinator Position

Good Morning: Thank You for the info and I have passed it on to the board. The board would still like to meet with you, I/m trying to pin down a date and time. Tom

From: Andrew Nota [mailto:anota@jamestownri.net]
Sent: Tuesday, January 9, 2018 12:29 PM
To: chiefthomas2@verizon.net
Cc: Andrew Wade <awade@jamestownri.net>; Christina Collins <ccollins@jamestownri.net>
Subject: Senior Coordinator Position

Tom,

I hope your new year and holidays went well and you're feeling better, I had heard you were under the weather a bit.

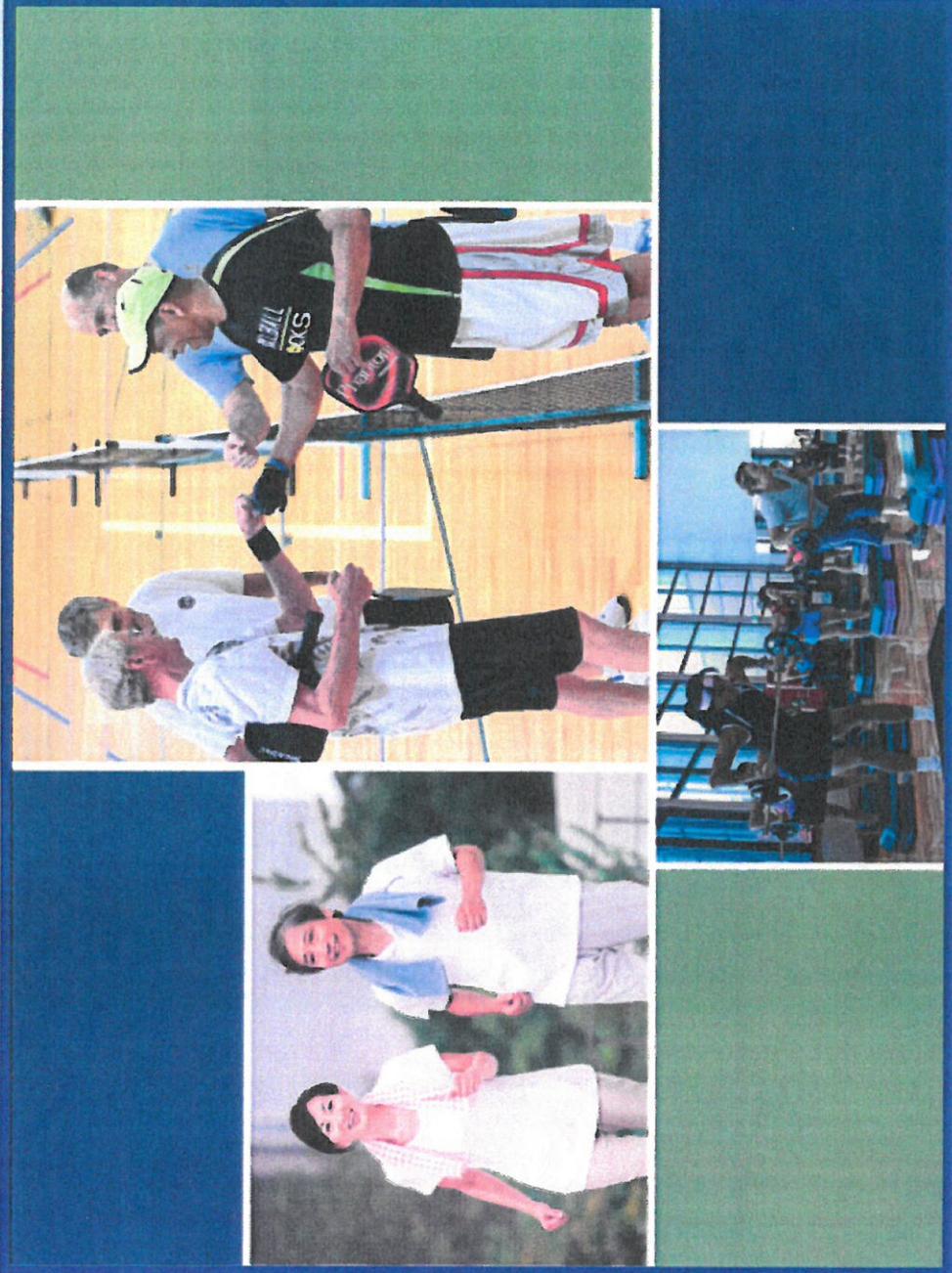
I wanted to let you and the Friends Board members know before it is released publicly to anyone even the other candidates, that I was able to finalize the hiring of Betsey Anderson as the Towns new Senior Coordinator. I'm assuming that Ellie brought you up to speed on the interviews and that the committee was all in agreement regarding pursuing Betsey for this position. Betsey comes to this position with a wealth of knowledge and direct experience in the field as she is presently serving as the Assistant Director of the North Kingstown Senior Center.

I truly believe that the Town is very fortunate to have had a candidate of Betsey's caliber apply for the position and want to become part of this program in serving Jamestown seniors. Her experience and skill set will provide for the support and professional background that the community needs to build a well-rounded program in a positive manner in addressing the needs of the community's growing senior population. In my last communication with Betsey, she is scheduled to begin work on January 22nd you will be notified should this change for any reason. As we move forward, I will rely on Betsey and of course Andy as her supervisor as facilitators of any future discussions and coordination of activities at the Center between the Town and the Friends organization.

Should you or the Board have any questions, please contact me at your convenience. Thank you.

Andy

Urban Administration



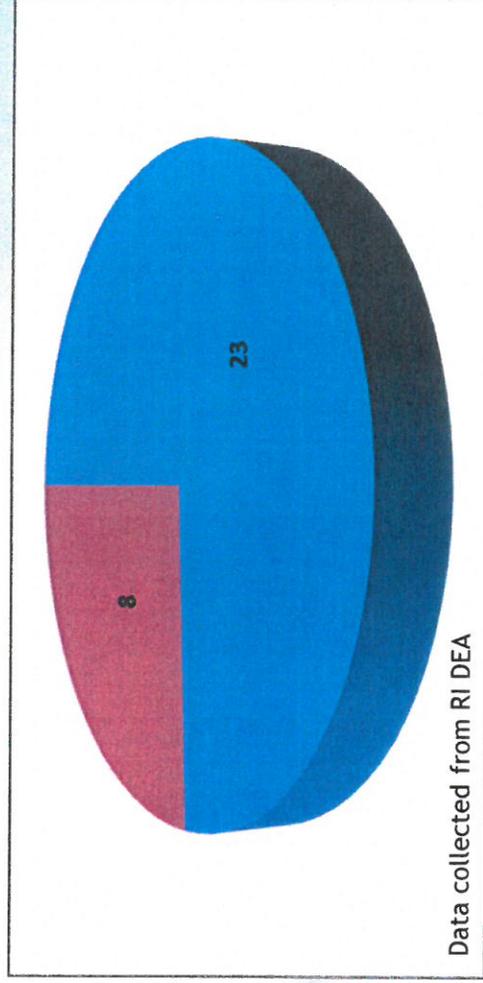
Jamestown Senior Services

A collaborative approach to service.

The Town of Jamestown has contributed to the funding of local senior services for decades, since FY1982/1983. After the 12/17/15 Town Council meeting, where it was decided upon to consolidate services, the Town has partnered with the Friends of Jamestown Seniors organization to provide senior services to local residents.

- Our goal is to follow successful models currently in practice throughout the state, in which local government manages the day to day operation, with support from an affiliated advisory board.

- Town Operated Senior Centers 23
- Privately Operated Senior Centers 8



Of the 23 municipally operated Senior Centers, many have advisory boards that support local programs and services through the following:

- Volunteerism
- Advocates of Senior needs in the community
- Fundraising to supplement town funds
- Sharing of Program or Event ideas

According to the 9 Principles of operating an accredited Senior Center by the NCOA

“the advisory boards can perform a variety of roles from advice to feedback. Management needs to be receptive to counsel and open for advice. Standards and policies facilitate uniformity and fairness-important elements when dealing with a variety of personalities.”

Benefits of Consolidation

By becoming part of Jamestown's local governmental structure, management of senior services can rely upon support from multiple existing department's expertise.

- Recreation staff assist with the administration of programs through:

- Joint marketing programs for adults 50 and over
- Assisting in the participant registration process
- Coordinating shared program space
- Assisting with large group functions
- Providing drivers for trips and programs

- Parks Maintenance Staff provide support by:

- Assisting in minor repairs and upkeep at the grange
- Setup for larger functions offered to seniors
- Snow/Ice removal during storm events

- Department of Public Works

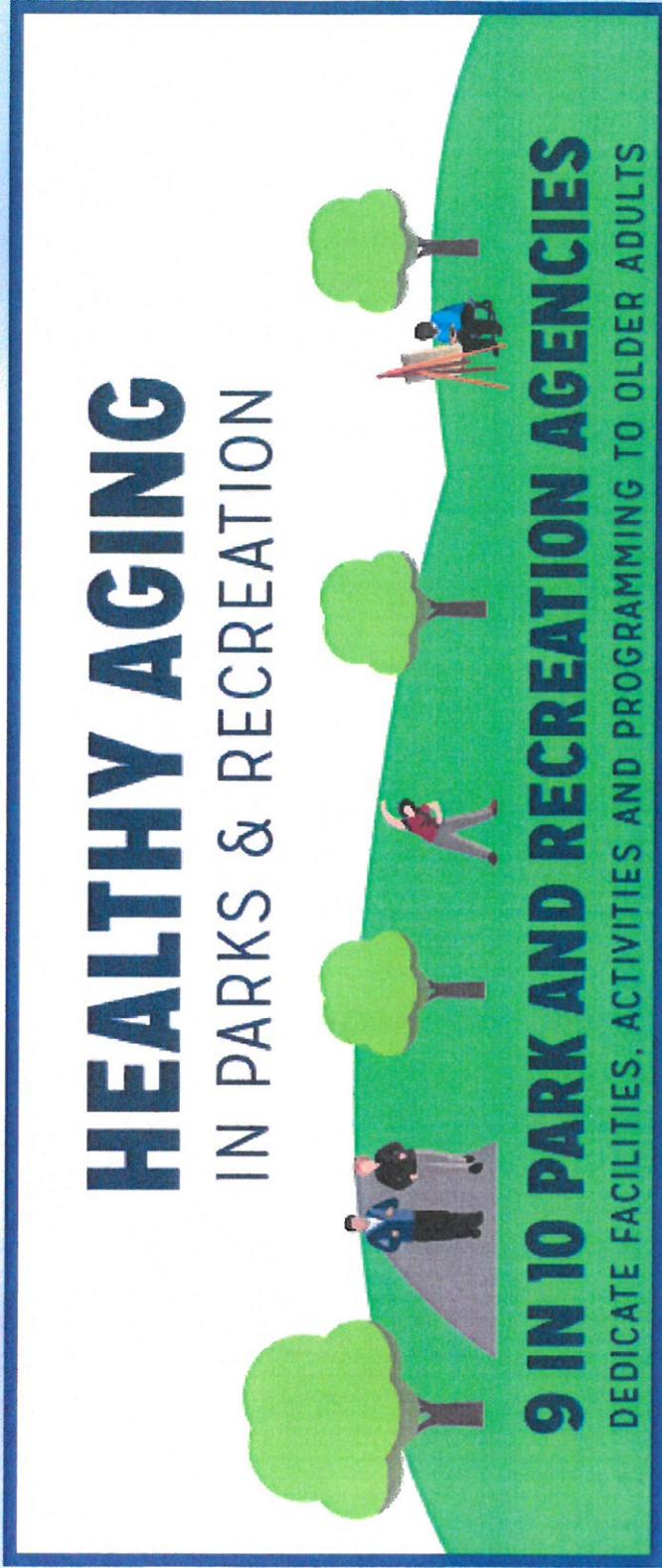
- Provides support on capital projects to 6 West Street
- Assists on larger maintenance and repairs to building.
- Provides additional support during storm events.

According to the 9 Principles of operating an accredited Senior Center by the NCOA

"A senior center shall participate in cooperative community planning, establish service delivery arrangements with other community agencies and organizations, and serve as a focal point in the community. A senior center shall be a source of public information, community education, advocacy, and opportunities for older adults."

Why Senior Services works with Parks & Recreation

According to a recent study by the National Recreation and
Parks Association on healthy aging in parks



HEALTHY AGING
IN PARKS & RECREATION

9 IN 10 PARK AND RECREATION AGENCIES
DEDICATE FACILITIES, ACTIVITIES AND PROGRAMMING TO OLDER ADULTS

The Parks & Recreation Department routinely supports seniors throughout the year by lending staff time and town resources to aid in community activities that are popular to island seniors.

Community Band

- The Community Band offers multiple concerts per year through the Recreation Center as well as performing in our Summer Concert - Many Band members as well as audience members are over 50.

Community Chorus

- The Community Chorus rehearses at the Recreation Center on weekend between public performances, many of which are hosted in the Recreation Center. Many members of the chorus are over 50.

Veterans

- Local Veteran's also receive support from the Parks & Recreation Department during remembrance ceremonies including hosting a meal on Veteran's Day inside the Recreation Center. Many of the veterans serviced through these events are over 50.

Summer Concert Series

- The Summer Concert Series, offered free to residents, provides a popular Sunday evening experience frequented by our senior population during the summer months.

Senior Services expanded since 2016

Program Offerings Expanded

- Prior to 2015, the Senior Center offered very limited programs such as walking club, tai chi, and portrait painting as well as some out of town trips. Mainly operated as a meal site to island seniors.
- Between May of 2017 and April of 2018, a total of 74 individual programs were directly offered to island adults over the age of 50
 - Programs included Fitness Programs, Group Trips, Social Activities, Arts & Craft classes, and Educational Speakers
- A variety of locations are currently being utilized on and off the island to host senior activities. (The Grange, Recreation Center, Library, Central Baptist Church, Jamestown Fitness, Absolute Fitness)

Increased Enrollment

- Since 2015, Meal Site attendance has shown an increase of 30%
- In the last year, 335 different Jamestown Residents over the age of 50 have registered for a program offered by the Parks & Recreation Department

Concerns Expressed to FOJS during an email communication from Mr. Nota on 2/14/2018

Expanded details have been added in brown.

- Many keys have been distributed to regular users, lack of building control and security; *Since the distribution of this email, the FOJS changed the locks on the exterior of the building and distributed keys to the Town Staff. It is unknown to the Town who currently possesses access to the building.*
- Front door has been discovered unlocked on numerous occasions while building has been unoccupied;

As noted above, controls may need to be put in place to ensure the use of the space.

- Coordinated use/reservation of building needs to be addressed - Rentals tend to come before needs of Senior-based Recreation Programs (is this a concern of revenue generation for Friends or addressing specific program need) Need to determine if the Grange is the priority location for senior services or community use?; As programs grow in number and demand increases, this will become more of an issue moving forward;

The Town is not consulted in regards to our potential future plans for use of the space to support the Senior Program. A plan to provide both the FOJS and Town use of the space needs to be developed. Time, preferably during the hours that the Town's staff is on duty, should be left unscheduled by outside renters in consideration for the Senior Program's flexibility to offer a revolving set of programs.

- Meal site kitchen left with dirty pots & pans as well as in an untidy state; users need to be responsible for condition of building;

As stated previously, on numerous occasions the Meal Site staff have reported to duty to discover the grange kitchen and/or other areas have been left in a condition not suitable for serving the public and not as it was left.

Concerns Expressed from FOJS to Mr. Nota in a letter on 2/23/2018

Expanded details have been added in brown.

Concerns Expressed through "Friends of Jamestown Seniors" Letter to the Administrator

"Our members experienced this as an encroachment upon our organization. For example: "the parks and recreation department simply took over the summer picnic at Ft. Getty";

- *The Town has never felt as though it has "taken over" the Summer Picnic, or any other program.*
- *Rather, we have embraced a program that was spearheaded by the former Senior Coordinator and Park's and Recreation Department's Teen Coordinator as a multigenerational picnic.*
- *The picnic is held at the Fort Getty Pavilion, a Town Facility.*
- *The meal is ordered through the Nutrition Program, which is funded and staffed by the Town.*
- *Town staff has worked the event to assist in setup, parking, distribution of food, advertising, and cleanup.*
- *Help was always accepted and input was always taken from members of the Friends during coordinating meetings that were held between Parks & Recreation staff and members of the FOJS leading up to the event.*

Concerns Expressed from FOJS to Mr. Nota in a letter on 2/23/2018

Expanded details have been added in brown.

Concerns Expressed though "Friends of Jamestown Seniors" Letter to the Administrator

"Reference in letter regarding confusion and undermining effort to stall this positive and coordinated effort":

- The fact that the Town funds the senior program is not known to all residents.
- Senior residents are confused about paying dues to the FJOS or (Town?), and what they get for those dues?
- Fundraising efforts of the FJOS, utilizes letters that do not disclose the role and financial support of the Town which can be misleading.
- Scheduling community use of the grange without coordination with Town staff, limits the available time for senior dedicated programming.
- The FJOS banner located in the grange indicates the FJOS provides for all senior programming and support services, which can be confusing to residents.
- There can be liability for the Town in having volunteers attempt to "direct" town personnel in their official capacity.

**INTERGENERATIONAL
PICNIC
COMMUNICATION**

From: Ellen Vietri
To: "Tim Riel"; "Robert"
Cc: "Andrew Wade"; "Molly Conlon"
Subject: Feature Story for next issue
Date: Wednesday, August 03, 2016 12:46:42 PM

Hi Robert and Tim,

Since we had such success at last year's intergenerational summer picnic, we are planning on an even bigger turnout this year. The date is Wednesday, August 24. The menu is amazing for the \$5 fee and there will be intergenerational bingo, yoga on the beach, live music, etc. all from people on the island. Many people (like Deb Ruggiero) are bringing parents and other families will have 3-4 generations attending. It's really a community celebration worth writing about. Also, Andrea will have left a number of pics from last year and said she's on tap to come again this year. Please come yourselves if you can - it'll hopefully be a nice wind down from putting the paper to be Tuesday night ☺

Thank you,
Ellen

Ellen Conway Vietri
Jamestown Senior Center
401.423.2761

From: Ellen Vietri
To: news@jamestownpress.com
Cc: "[Andrew Wade](#)"; "[Molly Conlon](#)"
Subject: 2nd Annual Picnic @ the Pavilion
Date: Tuesday, July 26, 2016 10:42:07 AM
Attachments: [DSCN0473.jpg](#)

Intergenerational picnic tickets available

Once again, the senior center and the teen center are collaborating to bring a picnic to the Fort Getty pavilion on Wednesday, August 24th. This year promises to be another opportunity for island residents to gather at the recently renovated Lt. Col. John C. Rembijas Pavilion for picnic fare and a throwback to community gatherings with live music, games, etc. Tickets for the Picnic @ the Pavilion event will be on sale August 1 through August 19 at both the senior center and the community centers.

Keeping the event affordable and accessible, tickets will be \$5 for either a lobster or a BBQ pulled pork roll. Also included are Rhode Island clam chowder, cole slaw, assorted cold salads, brownies and coffee ice cream as well as cold refreshments. Transportation availability and tickets are on a first come, first served basis. Call the senior center at 423-2658 or the teen center at 423-7261 for more information. This event will occur regardless of weather and ample handicapped parking will be available.

Photo caption: Walter Boll has a delightful day of seafood and bay breezes at the 2015 Picnic @ the Pavilion. Photo by Ellen Vietri

Quick question on a different topic – Did you get any photos submitted from last week's trip to Portland, Maine?

Thank you,
Ellen

Ellen Conway Vietri
Jamestown Senior Center
401.423.2761

From: Ellen Vietri
To: "Andrew Wade"
Cc: "Molly Conlon"
Subject: Picnic @ the Pavilion August 24th
Date: Monday, July 25, 2016 12:59:11 PM

Hi Andy,

Here's the plan that Molly and I have worked out so far for the event. We'll be meeting on Wednesday at 11am here at the Center to finalize and present your final approval:

Promotion: Jamestown Press articles, email blasts, fliers at the Rec, Senior Center and around town.

Tickets sales: \$5 cost and available at the Senior Center and Rec Center.

Pavilion Prep: Maintenance staff will manage set-up for tables, chairs, garbage pails, coolers filled with ice, wind screens up/down as needed, orange cones for extra handicapped parking, sound system, etc.

Food and serving prep: Kitchen staff will prepare transfer of food from Senior Center to pavilion. They will plan how to keep food cold/warm at the pavilion as required. Order food, refreshments, paper/plastic ware, etc.

Menu

- Rhode Island Clam chowder
- Lobster salad or BBQ pulled pork roll
- Cole slaw
- Tomato, basil, mozzarella salad (using fresh Community Farm produce)
- Fruit salad
- Brownies and coffee ice cream
- Cold refreshments

Plate preparation: We and other adults will prepare the bowls/plates and have the teens serve all the tables.

Table serving: Teens will serve tables. (This time I'll prepare two different colored tickets so people will put in front of them so the teens know where to put the meal.)

Activity:

- Issue certificates of appreciation to volunteers who support Centers regularly
- BJ Whitehouse and others provide live music
- Team Bingo following lunch

Clean-up: All hands on deck

Things to consider doing:

- Finding some silly photo set-up
- Order some small Bingo prizes
- Order some large coolers w wheels
- Come up with certificate of appreciation list
- Come up with draft letter to invite Town Council, etc.

Let us know your thoughts and what might be missing. Last year we had over 100 people attend so it's a great intergenerational program,
Ellen

Ellen Conway Vietri
Jamestown Senior Center
401.423.2761

From: Ellen.Vietri
To: "[Andrew Wade](mailto:Andrew.Wade)"; "[Andrew Wade](mailto:Andrew.Wade)"
Cc: "[Molly Conlon](mailto:Molly.Conlon)"
Subject: Picnic @ the Pavilion August 24th - Update
Date: Thursday, July 28, 2016 2:11:49 PM
Attachments: [PICNIC 8.24.16 poster.pub](#)

Hi Andy,

Here's the draft poster for your review and comment. The tickets and sign-up sheets are in development.

During our meeting yesterday, Molly and I came up with some questions for you:

1. Would you like to send out an invitation to the Town officials? Last year, Andy and Tina were invited.
2. What is the budget available for some small Bingo prizes, a couple of large coolers with wheels and t-shirts for the Teen/Litter Corp/volunteers/staff?
3. Who would you like to include in your certificates of appreciation?

Also, let us know if you'd like to review with the Maintenance guys for the night before and day-of preparations of if we should handle it. We intend to cap the ticket sales to 150 as we'll be using both picnic tables and portable tables and chairs.

If you have other questions, just let us know.

Thank you,
Ellen

From: Andrew Wade [<mailto:awade@jamestownri.net>]
Sent: Monday, July 25, 2016 1:11 PM
To: 'Ellen Vietri'
Subject: RE: Picnic @ the Pavilion August 24th

You guys seem to be well on your way to an excellent event. At first look seems great, I look forward to hearing your final plans.

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Ellen Vietri [<mailto:evietri@jamestownri.net>]
Sent: Monday, July 25, 2016 12:59 PM

To: 'Andrew Wade'
Cc: 'Molly Conlon'
Subject: Picnic @ the Pavilion August 24th

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- Order some large coolers w wheels
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- Come up with draft letter to invite Town Council, etc.

Let us know your thoughts and what might be missing. Last year we had over 100 people attend so it's a great intergenerational program,

Ellen

Ellen Conway Vietri
Jamestown Senior Center
401.423.2761

**2015 PUBLIC REVIEW
OF PARKS AND
RECREATION
DEPARTMENT**

2015 Community Discussion and Review of Jamestown's Parks and Recreation Department



*Andrew E. Nota, Town Administrator
November 9, 2015*

Background Materials

- 2014 Department-wide Assessment and Inventory of Facilities and Programs
- University of Massachusetts Edwards J. Collins, Jr. Center for Public Management
- “Organizational Assessment of Jamestown Parks and Recreation Department”
- “Community Space Needs Survey”



Audit Scope and Objectives

Step 1 – Comprehensive organization and management analysis, including:

- Existing Operations
- Service Levels
- Infrastructure Management
- Organizational Structure and Staffing Levels

Also,

- Held Three Public Input Sessions and Acquired Data through use of a Program Survey



Overview

- **Strengths:**
 - Strong sense of involvement and ownership in Parks and Recreation Services as displayed by residents;
 - Staff engage and solicit input from program participants, desires for new programs, and satisfaction of others;
 - Department works with community groups to accommodate needs, although difficult to meet needs equitably;
 - Department partners with and solicits sponsorships from the local business community;
 - Department provides various popular annual events.
- 

Improvement Opportunities

Recommendations:

- Implement more formalized management and planning techniques that will result in greater accountability to achieve results;
- Development of a strategic Plan to guide future actions of the Department in terms of changing needs and reflect community desires;
- Planning in a linear fashion with no periods of adjustment is not conducive to addressing changing community needs.



Categorical Breakdown of Critical Areas

1. Use of Information Systems and Technology;
2. Management and Planning Efforts;
3. Programmatic Services;
4. Facilities; and
5. Staffing and Organization.



Use of Information Systems and Technology

- Typical of small departments with limited staff and budgets to focus on direct provision of services to participants' –
 - Use of systems and technology can assist in minimizing efforts related to repetitive functions, facilitating analysis of metrics, cost of services, accounting for fees, trends in participation on a demographic and programmatic basis;
- Interviews and observations reflected that the Department utilizes technology on a very limited scale.



Use of Information Systems and Technology

1. Enhance its MIS capabilities to obtain and utilize data for a variety of purposes while also approving efficiency.
2. Enhance Functionality of website to conform to best practices in the industry.



Management and Planning Efforts

- The Department currently has no guiding structure in place to analyze and anticipate, plan or manage its work. It also lacks a comprehensive asset management plan that identifies, infrastructure, its worth, maintenance requirements, and service levels and staffing resources required to maintain it;
- The Department lacks performance measures and a reporting structure to ensure accountability for the attainment of agreed upon service levels;
- This effort will result in an annual report that reflects the efficient and effective use of resources, utilized in attaining service level goals over time;
- This system and reporting mechanism is currently lacking in the department.

Management and Planning Efforts

- 1) Develop Performance Measures and report on the attainment of these measures.
- 2) Department should develop a Strategic Plan.
- 3) Update job descriptions of entire staff.
- 4) Conduct periodic checks on compliance with cash handling policies.



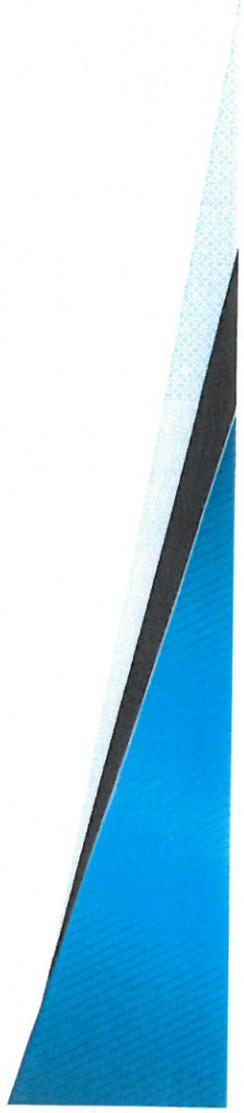
Programmatic Services

- Historically programs change very little from year to year;
- The Department lacks a vision or philosophy related to the delivery of recreational services;
- This structure alienates certain users that are left out of existing programs;
- Further research and public outreach will be required to determine the potential seasonal and year-round customer base, via reviewing data, census information, public health data and direct input from residents and program participants.



Programmatic Services

1. Department should be more strategic and visionary in determining the recreation program it offers.
2. Teen Center program should be regularly re-evaluated to adjust program to maintain the level of participation, ensure safety of participants, assess facility requirements, and to ensure long-term efficiency and effectiveness of the program.
3. Improve and enhance communication regarding program offerings.
4. Establish policy as to what is a “Town Program” and identify programs to take place in Town buildings, so community members are aware who is managing a specific program.
5. Establish payment structure for instructors that is fair, consistent and transparent.



Facilities

- Indoor space is insufficient to meet present program requirements, creating tension amongst user groups and a stifling of new programming at certain times;
- The Town requires accurate data to develop a long-term plan for facility development that is based on a vision of the types of services it wishes to offer now and in the future;
- Programs are identified first and then the buildings and sites are designed to address that need and population segment.



Facilities

1. The number, size, and type of recreational and cultural arts facilities should be driven by the town's goals as they relate to the programs the Town wishes to offer.
2. The second floor of the Golf Course facility should be designed in a manner that maximizes its capacity for multi-purpose use.
3. The Town should provide an interim location(s) for the programs offered at the Golf Course until a new facility is provided.
4. The Town should improve its bicycle facilities.
5. The Town should consider building a public swimming pool.



Staffing and Organization

- Two areas of Responsibility:
 - Recreational Services and Special Events and Parks and Maintenance Services;
 - It is recommended that the Parks Division be integrated with the Public Works Department to achieve a level of improved service and to broaden the resources available;
- In recreation programming it is recommended an effort be made to further integrate senior services into the Towns program.



Staffing and Organization

1. Parks and field maintenance services both duplicate those provided by public works, and divert the focus of the department from other core services.
2. The responsibility for maintaining Fort Getty should be transferred to the Public Works Department.
3. The provision of security and rules enforcement should be transferred out of the department.
4. The Town should consider the creation of a community services department that consolidates recreational services with senior services.
5. The new community services department should manage leave time to ensure staff are available during the heavy volume programming summer months.
6. The Town should certify an employee as a playground inspector.
7. The Town should create an infrastructure renewal fund for Fort Getty

Overview of Collins Center Assessment

Value Points:

1. Comprehensive overview and general industry observations;
2. Technical reports and facility inventory;
3. Best Management Practices Assessment;
4. Community Survey and Public Meeting data and input.



P&R Department Today and Moving Forward

Initiatives Today:

Recreation Program Assessment

Demographics, seasonal v. year-round participants, special events, technology, staffing, support facilities, integration of senior services.

Parks Capital and Asset Management Plan

Develop Diversified comprehensive 6-year program.

Staffing and Organization

Reevaluate staffing requirements for Full-time and Part-time/seasonal personnel.

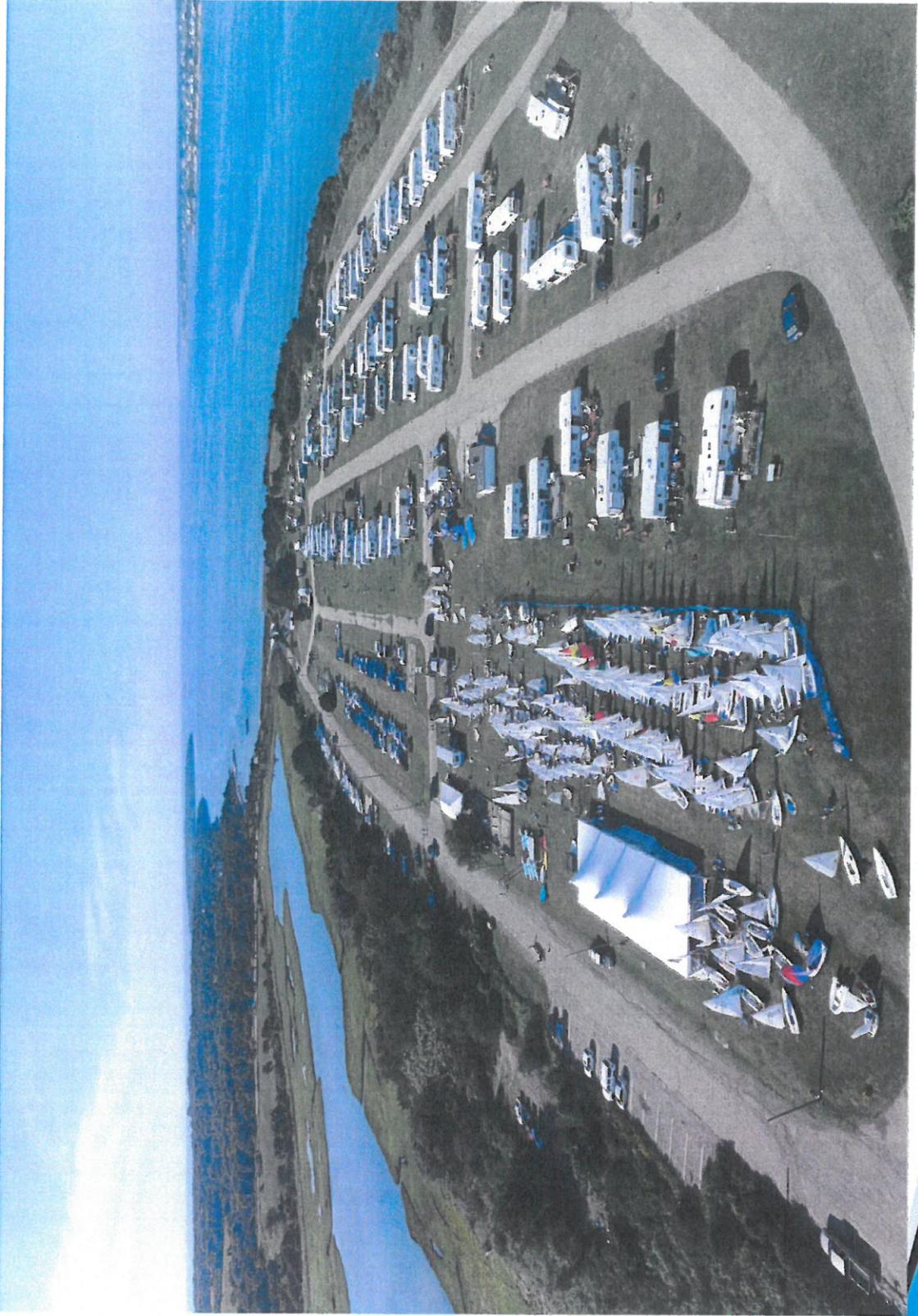
Recreation Division
Parks Division



Capital Program

Town Administrator Proposed Capital Improvement Program								
General Fund	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021	Six Year Total
<i>Parks and Recreation Program</i>								
Eldred Avenue Field Improvements		\$10,000		\$30,000	\$0		\$20,000	\$60,000
Lawn Avenue Field Improvements		10,000	10,000	50,000	0	50,000	10,000	\$130,000
Park Dock						25,000	25,000	\$50,000
Heads Beach					5,000			\$5,000
Mackerel Cove Beach				5,000			5,000	\$10,000
Playground Reserve		50,000	50,000	25,000				\$125,000
Basketball Court		30,000	30,000					\$60,000
Skateboard Park		5,000		10,000			5,000	\$20,000
Tennis Court Improvements						10,000		\$10,000
Public ROW Management	\$10,000				5,000		5,000	\$15,000
Community Center - 41 Conanicus Ave		25,000	25,000	50,000	50,000			\$150,000
Recreation Center-138 Narragansett Ave.								\$0
Vehicle Replacement Program							30,000	\$75,000
Equipment Purchase/ Replacement	10,000		30,000	45,000				\$85,000
Recreation Depart. - Subtotal	\$20,000	\$130,000	\$150,000	\$245,000	\$65,000	\$100,000	\$105,000	\$795,000

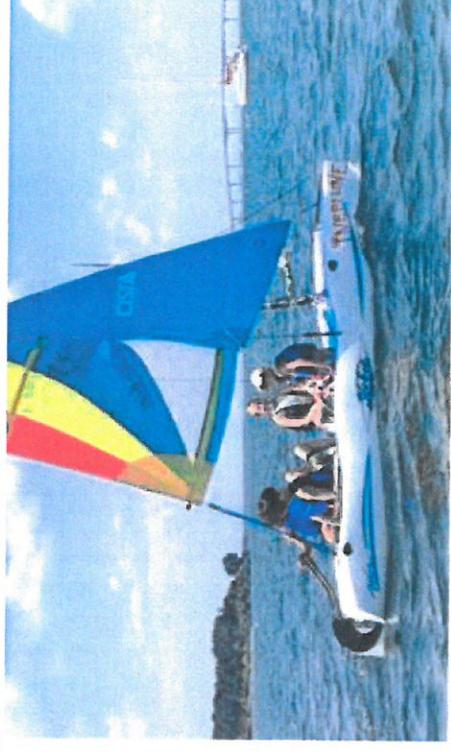
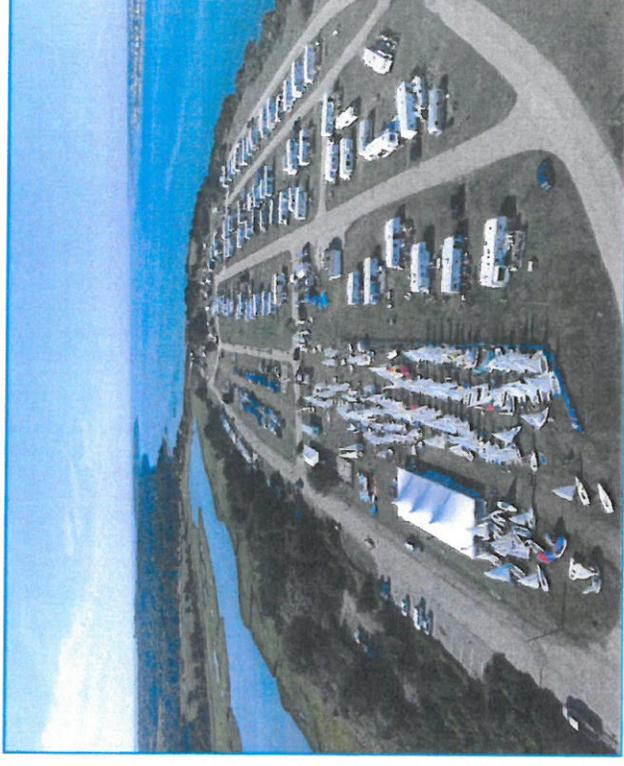
FORT GETTY



FORT GETTY

Areas of Interest

- Pavilion Project Completion
- Building Improvements
 - Gatehouse
 - Lower restrooms/showers
 - Upper restrooms/showers
 - Partnership opportunities
 - Waterfront improvements
 - Pier Improvements
 - Balancing Recreational and Commercial Uses
 - Beach Improvements
 - Historical Military Structures



Fort Getty Pavilion

Pavilion Prices

(May 14-October 12)

\$300 Friday, Saturday, or Sunday- Residents

\$200 Monday thru Thursday-Residents

\$600 Friday, Saturday, or Sunday-Non

Residents

\$400 Monday thru Thursday-Non Residents

2014 Revenue

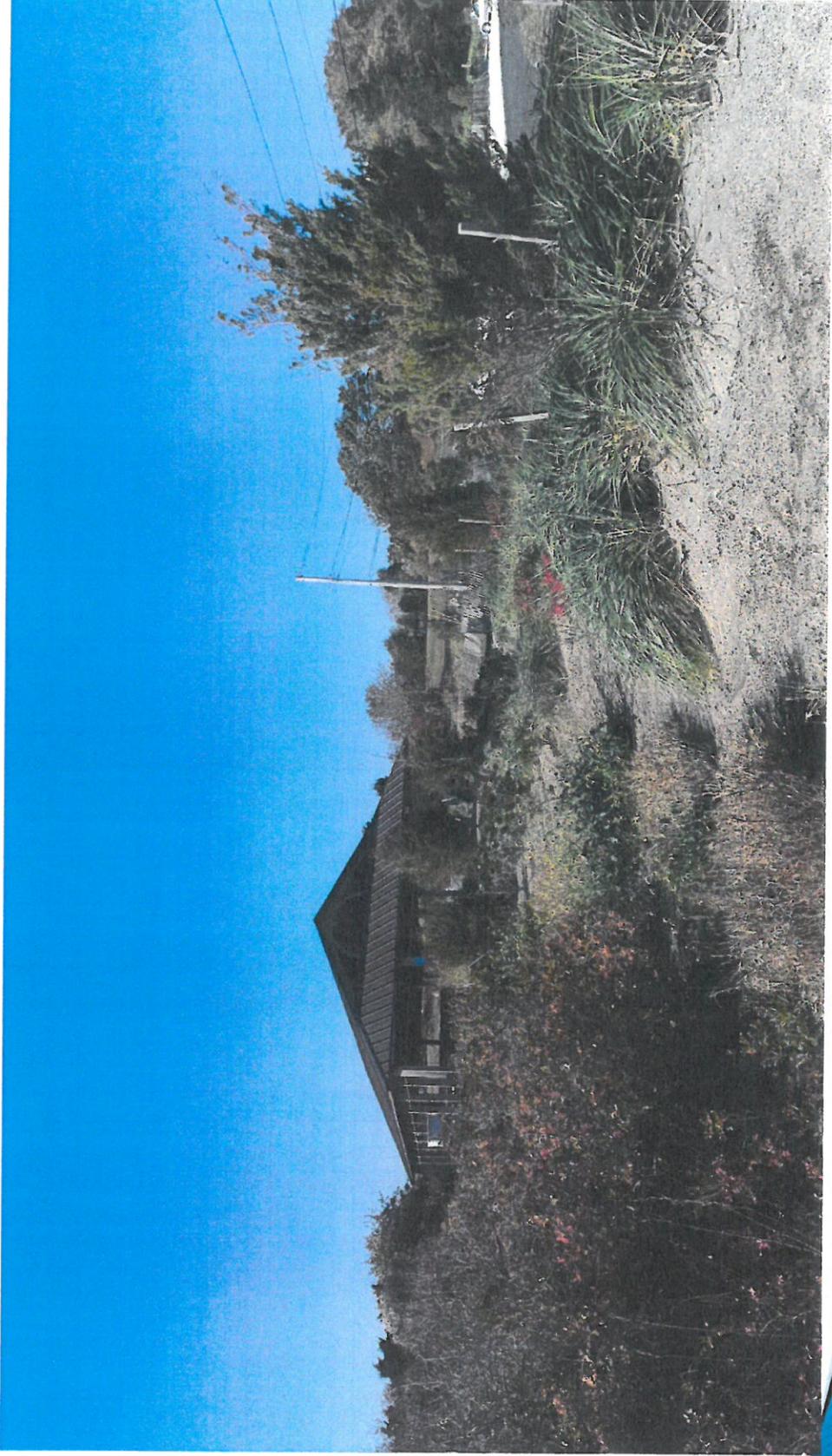
\$8,600.00

2015 Revenue

\$11,400.00



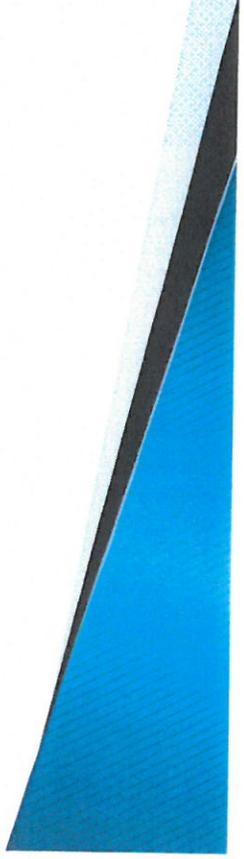
Fort Getty Pavilion



Fort Getty

Getty Facts from 2015

- ▶ 83 R.V. Sites Total
- ▶ 71 R.V. Sites were filled for season (two sites were Jamestown Residents, two sites were prorated)
- ▶ 12 R.V. Sites were transient
- ▶ 24 Tent Sites Total
- ▶ 26 Boat Sites Total (17 were occupied all season)
- ▶ Season: May 15 - September 15



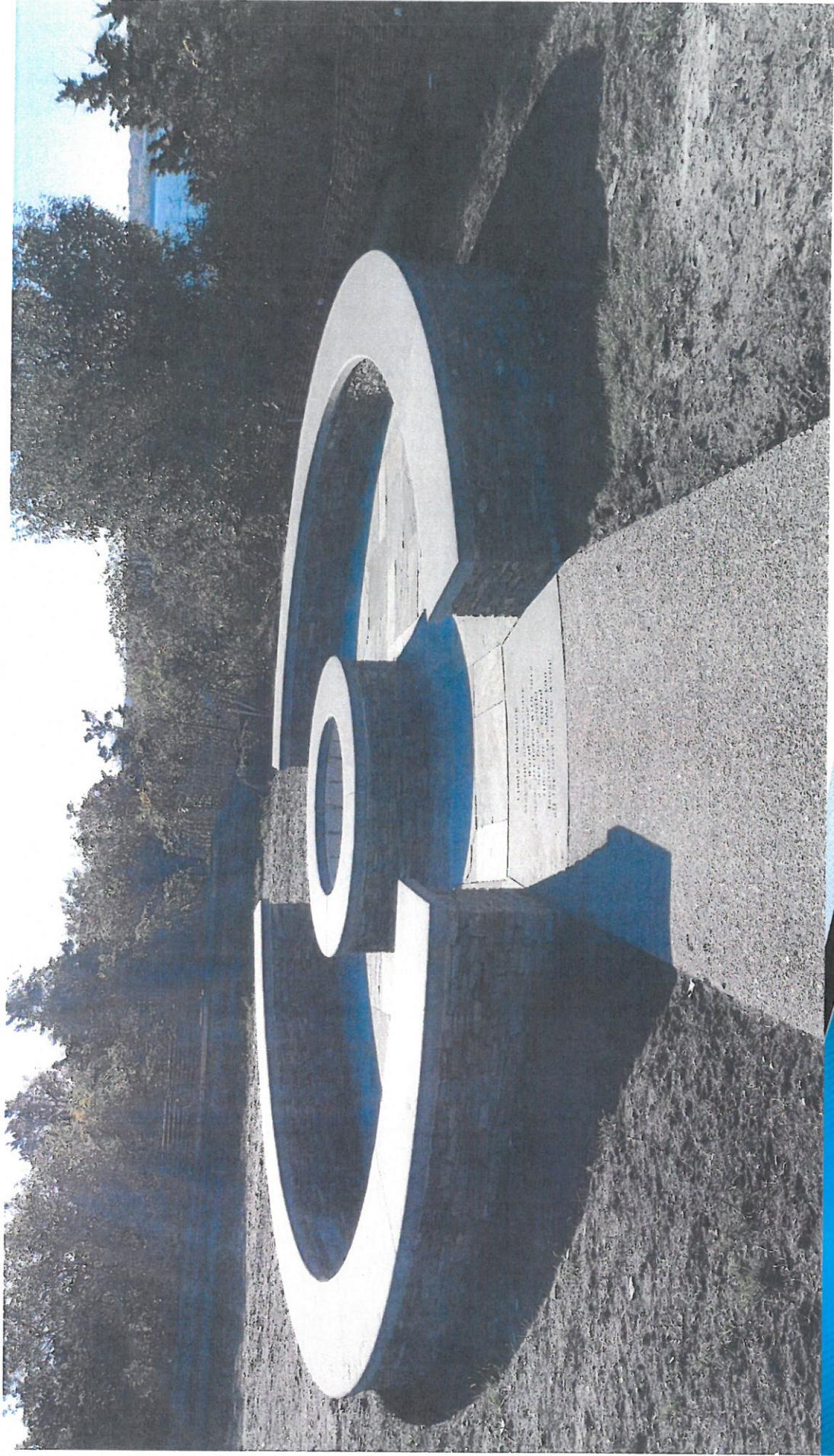
Fort Getty

2015 Fees

- ▶ Season May 14-September 14
- ▶ Seasonal Campers \$4,500
- ▶ Seasonal Campers \$3,700 – residents
- ▶ RV Reservations \$40 per night 2 + weeks,
or \$50 per night
- ▶ Tent Reservations \$27 per night
- ▶ Daily Parking \$20 per day
- ▶ Daily Parking \$30 per day w/boat
- ▶ Guest Parking \$5 per day
- ▶ Seasonal Boat \$600 per season
- ▶ Dump Station \$20 per use
- ▶ Waiting List \$10 per year

Fort Getty Story Circle

Roach Family Contribution



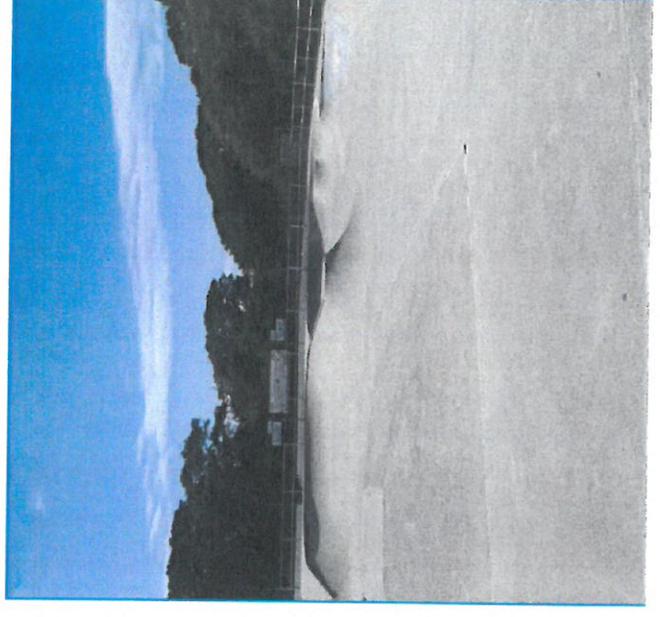
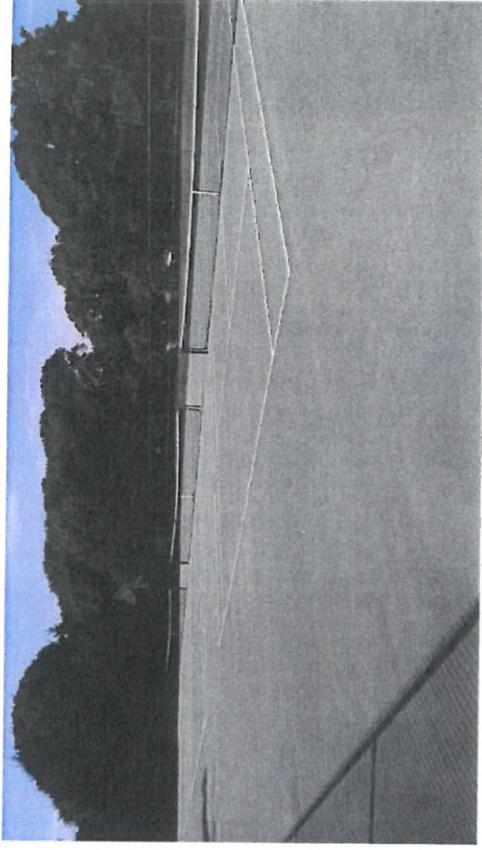
Mackerel Cove

Areas of Interest

- Fee Structure
- 2016 Facility Improvements
- Parking
- Fee Schedule
- Programming
- Staffing



Lawn Avenue Complex



Areas of Interest

- Tennis Court Resurfacing
 - 6 courts completed 2015
- New Basketball Installation
 - Phase 1 –funded in FY2016
 - Phase II – proposed funding in FY2017
- Skate Park Expansion
 - Proposed funding in FY2017
- Bleacher/Bench Installations
- Install Walking/Exercise Path
- Field Enhancements

Lawn Avenue Fields

Areas of Interest

- Fencing Enhancements
- Bleacher Replacement
- Infield Rehabilitation
- Building Improvements
- Well Installation
- Lighting Improvements



Eldred Avenue Fields

Areas of Interest

Field Improvements

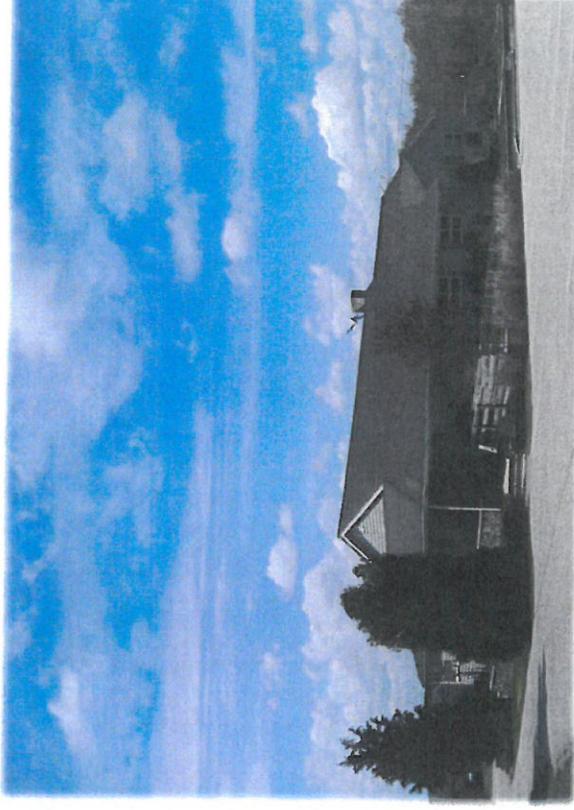
- Turf Enhancements
- Fencing Improvements
- Parking
- Install Well for field irrigation
- Coordinated Maintenance program with league and users



Golf Course

Areas of Interest

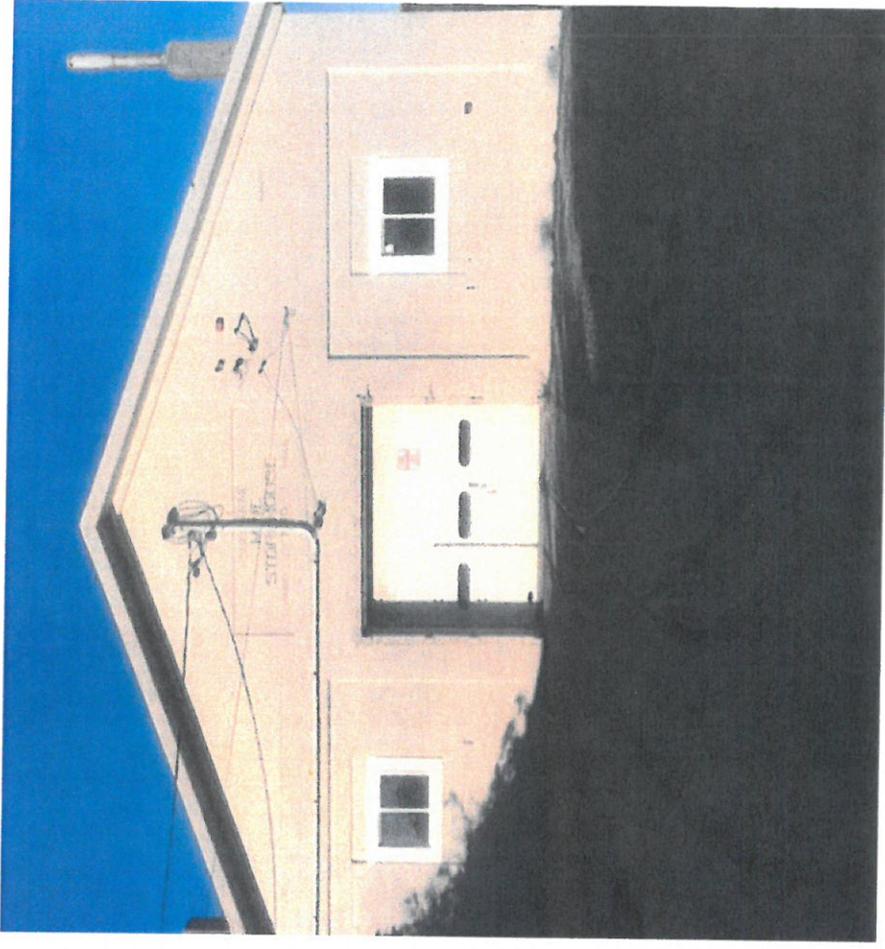
- Building Replacement
- Consolidate and diversify bldg. Functions working with Operator
- Secure New Lease for 2017
- Programming



Fort Wetherill

Areas of Interest

- Exterior Refurbishment
- Roof Replacement
- Window/Door Installation
- Interior Improvements
 - Utility upgrades
 - Water/Electrical
- Parks Division and Town Storage



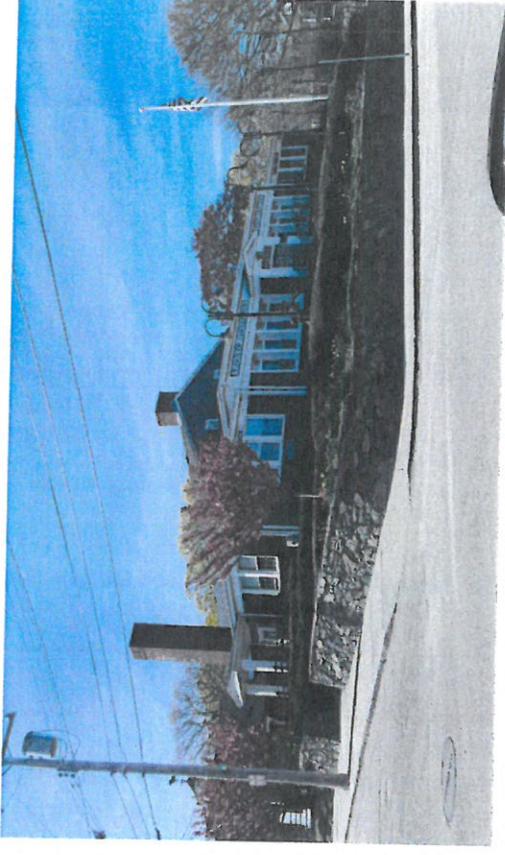
Recreation Center



Recreation Center

Areas of Interest

- Facility Rehabilitation
- Design changes to allow for diversification in use;
- Improve Accessibility (ADA)
- Maintain active play space with ability to divide interior space;
- Accommodate events
- Address broad recreational programming needs
- Enhance surrounding grounds and outdoor patio area

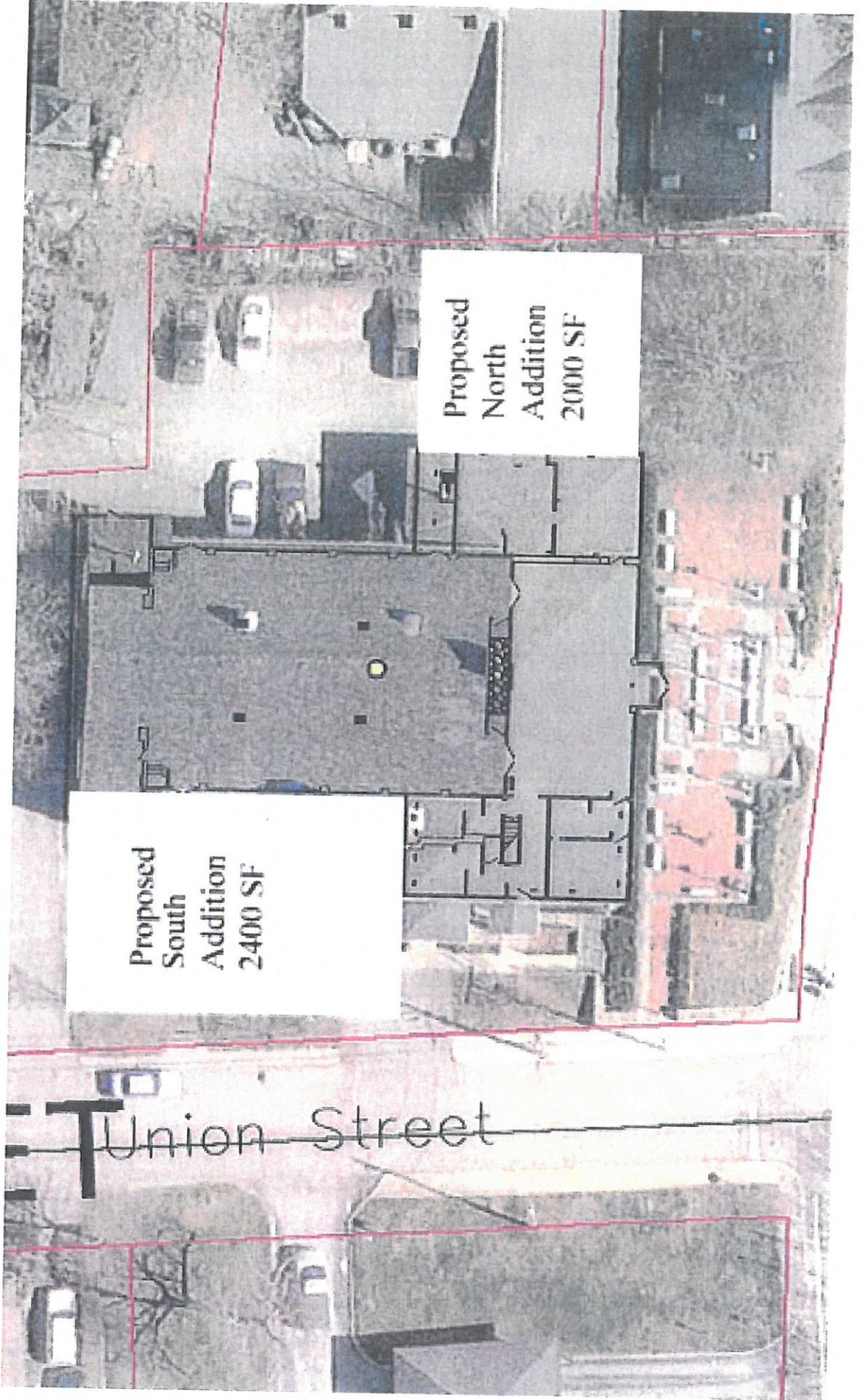


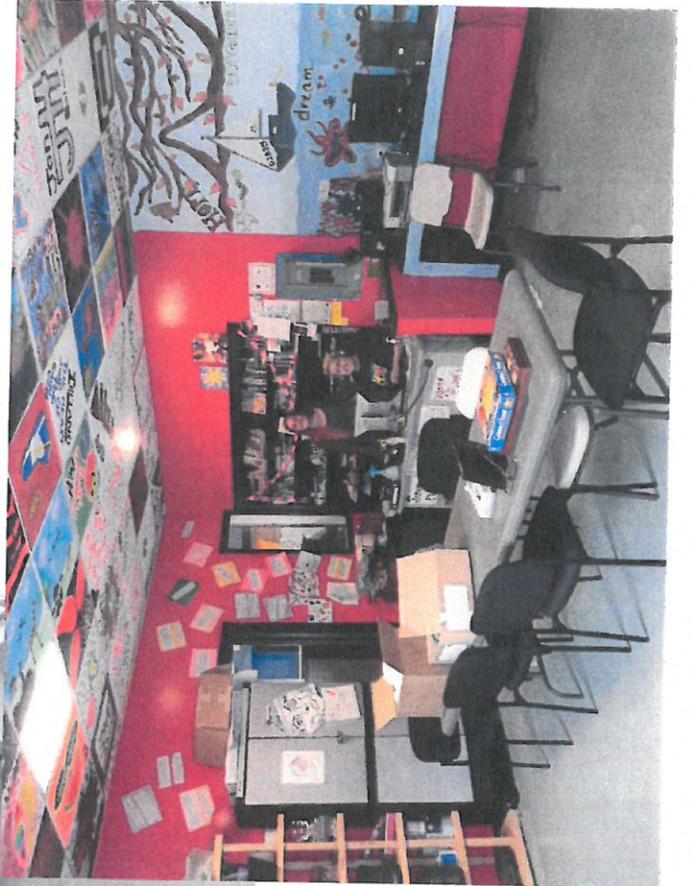
8,116 SF of useable space on the First Floor

Former USO Building acquired by Town from Federal Government in 1947

23,000 SF lot with water view

Proposed Recreation Center Renovations *Building and Facilities Committee*





Special Events

Areas of Interest

- Develop centralized annual calendar of community events;
- Expand Concert and Public Event Series;
- Offer Fort Getty Events and Programing;
- Improve coordination with community groups and other local agencies in offering events



GRANGE LEASE DISCUSSIONS

Andrew Nota

From: Andrew Nota <anota@jamestownri.net>
Sent: Tuesday, March 15, 2016 9:02 AM
To: rsuttodesign@cox.net; 'Peter Ruggiero'; Ed Holland
Cc: 'ccollins'
Subject: Grange/Senior Center

Peter and Ed,

Bob and I met yesterday to discuss a letter he recently received for the State Grange and their concern for the lack of activity at the local grange. The letter was explicit in terms of notice needing to be made to the state grange regarding a reorganization plan by a date certain in June or they will move to capture the assets of the Grange. Bob has recommend and I concur that the four of us need to meet in the next week to finalize the next steps in this process so Bob can respond to the state grange and reset this process so they turn their attention away from Jamestown. I also noted for Bob that we need to gain a better understanding as to what will be required of the local grange on a yearly basis so a review by the state is not initiated in the future.

Are there dates and times in the next week that you are available so I can coordinate such a meeting?

Andy

Andrew Nota

From: Ed Holland <hvaced@yahoo.com>
Sent: Tuesday, March 15, 2016 4:03 PM
To: Andrew Nota
Subject: Fw: Grange/Senior Center

29 or 31 at 11 is good for me.
Ed Holland

Sent from Yahoo Mail on Android

On Tue, Mar 15, 2016 at 1:36 PM, Peter Ruggiero
<peter@rubroc.com> wrote:

Andy:

Either the 29th or 31st at 10 or 11 work for me.

Peter Ruggiero

From: Andrew Nota [mailto:anota@jamestownri.net]
Sent: Tuesday, March 15, 2016 9:02 AM
To: rsuttondesign@cox.net; Peter Ruggiero; 'Ed Holland'
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To: rsuttondesign@cox.net; Peter Ruggiero; 'Ed Holland'

c: 'collins'

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Andy

Andrew Nota

From: Andrew Nota <anota@jamestownri.net>
Sent: Tuesday, March 15, 2016 4:19 PM
To: rsuttodesign@cox.net
Cc: Ed Holland; 'Peter Ruggiero'
Subject: RE: Grange/Senior Center

Bob,

Based on everyone's schedule, the earliest we can have the full group together is Thursday, March 31, 2016 at 11:00am at Town Hall. In the interim, are you anticipating that you will communicate with the State Grange and forward them some membership dues, if you have such funding available in the Grange account. If you do not have a sufficient amount, please communicate with me and between the Town and Friends of Jamestown Seniors we will see what we can do to assist the local Grange in this regard. As discussed, you plan to communicate with State Grange representatives why the local grange has been out of communication for some time and that everything is in order and you plan to continue with normal operations.

At our meeting on March 31st, we will address all remaining outstanding concerns to set a plan in motion to secure the facility for the long-term use of the Towns seniors with the Towns cooperation and support and to maintain its availability for use by the local Grange. Please give me a call should you have any questions or need the Town to take any action prior to our meeting on March 31st. Thank you.

Andy

From: Ed Holland [mailto:hvaced@yahoo.com]
Sent: Tuesday, March 15, 2016 4:03 PM
To: Andrew Nota <anota@jamestownri.net>
Subject: Fw: Grange/Senior Center

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Andy:

Either the 29th or 31st at 10 or 11 work for me.

Peter Ruggiero

Andrew Nota

From: Thomas Tighe <chiefthomas2@verizon.net>
Sent: Monday, December 21, 2015 9:41 AM
To: Andrew Nota
Subject: Info

Good Morning: Hope you had a good weekend and got a lot done on the house? I now know what the grange is looking for in the lease. They want to make sure it is written in that the purpose of the building will remain what the original purpose was for and that is to be used by the seniors. Tom

Andrew Nota

From: ccollins <ccollins@jamestownri.net>
Sent: Tuesday, November 3, 2015 11:31 AM
To: Andrew Nota; Peter Ruggiero
Subject: Grange lease
Attachments: SKM_C454e15110311071.pdf

Hi-

Attached is the current lease with the Grange. Ed Holland has asked me to pass this along for Peter's review. Bob Sutton has indicated that he would sign a new lease with a current date that would extend for 50 years and with an automatic 50 yr renewal. We would have to establish the relationship between the Town and the Friends to satisfy the Trust and to be able to have the Friends be covered when doing Town programs. I also think that they should amend the By-laws to reflect the arrangement also.

Thanks,
Tina

CHRISTINA D. COLLINS
FINANCE DIRECTOR
TOWN OF JAMESTOWN
93 NARRAGANSETT AVE.
JAMESTOWN, RI 02835
ccollins@jamestownri.net
P)401-423-9809
F)401-423-7229

Andrew Nota

From: ccollins <ccollins@jamestownri.net>
Sent: Tuesday, November 3, 2015 1:09 PM
To: 'Peter Ruggiero'; Andrew Nota
Subject: RE: Grange lease

No, I was only given a PDF.

CHRISTINA D. COLLINS
FINANCE DIRECTOR
TOWN OF JAMESTOWN
93 NARRAGANSETT AVE.
JAMESTOWN, RI 02835
ccollins@jamestownri.net
P)401-423-9809
F)401-423-7229

From: Peter Ruggiero [mailto:peter@rubroc.com]
Sent: Tuesday, November 03, 2015 12:49 PM
To: ccollins <ccollins@jamestownri.net>; 'Andrew Nota' <anota@jamestownri.net>
Subject: RE: Grange lease

Tina:

Do you have a Word version of this agreement?

Peter Ruggiero

From: ccollins [mailto:ccollins@jamestownri.net]
Sent: Tuesday, November 03, 2015 11:31 AM
To: 'Andrew Nota'; Peter Ruggiero
Subject: Grange lease

Hi-

Attached is the current lease with the Grange. Ed Holland has asked me to pass this along for Peter's review. Bob Sutton has indicated that he would sign a new lease with a current date that would extend for 50 years and with an automatic 50 yr renewal. We would have to establish the relationship between the Town and the Friends to satisfy the Trust and to be able to have the Friends be covered when doing Town programs. I also think that they should amend the By-laws to reflect the arrangement also.

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JAMESTOWN PRESS

ARTICLES



2018-02-15 / Front Page

Senior center sees change in leadership

BY RYAN GIBBS



They may share a last name, but the two newest faces at the senior center have more in common — their passion for the town's largest demographic.

Senior coordinator Betsey Anderson and meal coordinator Carrie



Anderson began their jobs on West Street within six months of each other. The two women, who are not related, have been collaborating for three weeks as co-workers.

"Betsey's been an amazing addition to our team," said Carrie, who was hired in September.

"We're excited to see what she has planned going forward. She's very enthusiastic and energetic about being here."

Prior to her appointment last month, Betsey was assistant director for the senior center in North Kingstown, a position she had for nearly three years. She started as the kitchen supervisor, then became program coordinator before then named second-in-command. She said her favorite part of the job is interacting with seniors. While she misses the familiarity of the North Kingstown constituency, Betsey already is meshing with the Conanicut Grange guests.

"I'm feeling very welcomed here," she said. "It's definitely eased the transition from one job to the other."

Betsey, 44, is a North Kingstown native who began working with seniors as a certified nursing assistant while in high school. She currently lives in East Greenwich with her husband, Peter, who is the school district's maintenance director.

When the job opened following the departure of Ellen Vietri in the fall, Anderson applied because she wanted to leave her mark on a new community. Andy Wade, who oversees the senior center as the town's recreation director, said Betsey stood out from other candidates because of her experience. He was impressed by her ability to implement programming, "which is exactly what we're asking her to do here."

"She worked her way through the ranks, and all those ranks really encompassed all the details of this job," he said.

Betsey is the fourth director of the senior center. The late Charlotte Richardson led the center from its founding in 1992 until her retirement in 2014. She was then replaced by Annie McIntyre, who resigned in January 2015. Vietri was appointed four months later.

Apart from the size, Betsey said there aren't any striking differences between the North Kingstown and Jamestown senior centers.

"The same types of programs are provided here, just at a smaller scale," she said.

While Betsey is a newcomer, Carrie has been familiar with the town well before she was hired at the senior center. The 40-year old Philadelphia native has lived on the island for 11 years with her father and daughter, but she had summered in town since she was a child. In addition to her role at the senior center, Anderson is the aquatic director at the Newport Athletic Club in Middletown.

Carrie applied for the job so she could get to know the senior population in her hometown.

"I've become a part of their daily routine of coming in and having a nice meal," she said. "I'm new to the food services industry, and I absolutely love it."

During weekday mornings, Carrie and her crew receive the day's meals from their caterer at 8:45 a.m. The hot lunches are then prepared for the senior center and Meals on Wheels.

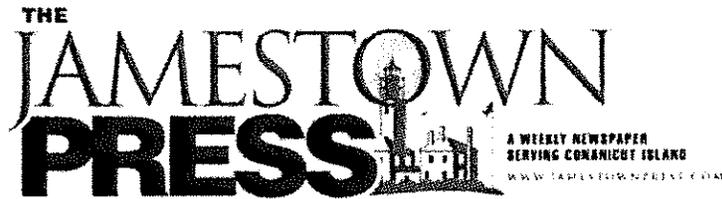
"It's busy from the get-go," she said.

Although no food is made in the kitchen, Carrie makes suggestions to the caterer based on the taste buds of her customers.

Betsey said she already has noticed the rapport between Carrie and lunchtime regulars.

"The atmosphere down here is very welcoming," Betsey said. "The seniors obviously enjoy engaging with her and vice versa. Being that the meal site is the core of the senior center, they've been impressed."

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2018-01-18 / News

New senior coordinator begins role this Monday

After a four-month search, the town has named Betsey Anderson as the town's new senior coordinator.

Anderson, 44, comes to the job with a history of working with senior citizens dating to 1996.

She was the town of North Kingstown's assistant director of senior services and also worked for about seven years at a nursing home in the region.

She beat out four other candidates for a position that's been vacant since Ellen Vietri stepped down in September after 2 1/2 years on the job.

Andy Wade, recreation director, said Anderson checked off several boxes for him, including having operated and created programming in a town for seniors, someone who can work with community groups and management experience.

He also liked that she "worked her way up inside that organization" from kitchen supervisor in North Kingstown to the role of assistant director.

"She has a passion within the field and worked hard to climb the ladder to an administrative position," Wade said.

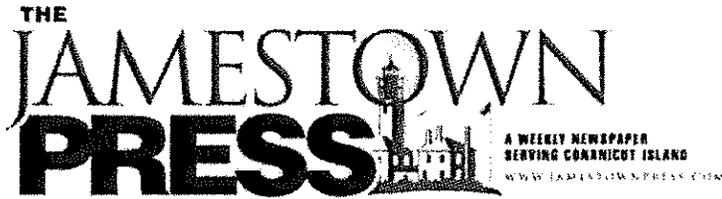
He expects the North Kingstown native will fit in well, meeting with her new constituency and listening to their ideas for new programs.

The town's goal is to expand programs and services for its largest demographic "to address the needs of this growing population," Wade said.

"I think she's gonna come up with a lot of great ideas for suggested programs based on her previous experiences," he added.

Anderson starts Monday and there will be an official meet-and-greet event from 1-2 p.m. Jan. 25 at the senior center, 6 West St. Refreshments will be provided.

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2017-08-31 / Upcoming Events

JAMESTOWN PARKS & RECREATION



Senior Services and Programs — Fall Schedule

SENIOR SERVICES

Jamestown Ferry Trip to Ft. Adams for an Updated Tour and Lunch Afterwards

Where: East Ferry Dock (Departure)

When: Wednesday, September 13, 10am – 1pm
(Lunch starts at Noon)

Cost: \$50 per person

Tour Guide from Fort Adams Trust

Join us as we meet at East Ferry dock to enjoy a wonderful passage through the mouth of Narragansett Bay and motor over to Fort Adams. A docent will provide a dynamic tour to learn the 180 years of American history, military culture, architecture & engineering. The trip provides a chance to explore Fort Adams Secret underground listening tunnels. View the Naval War College Museum Exhibit: "Technological Transformation and the Defenses of Narragansett Bay and the Nation, 1704-2004, as well as the former Officers' Quarters. Also learn about past and future plans for restoration. We will return to the Jamestown shore and enjoy a made-to-order lunch hosted by Spinnaker's Café. There is a good deal of walking, so wear comfortable shoes.

Bridge for Beginners – Six Week Course

Where: Jamestown Senior Center, Hall

When: Six-week session starts Wednesday, September 13, 1-2:30pm

Cost: N/A

Instructor: Don Haskell

Learn to play the world's greatest game! These lessons are designed for players with little or no previous knowledge of bridge. Learn the basics, and start playing in no time! *Maximum Players:*

12

Bridge (Drop-in for Experienced Players)

Where: Senior Center, Hall

When: Ongoing Thursdays 1-3pm; new session starts September 14

Fee: N/A

Jamestown Sewing Circle – Eight Week Course

Where: Central Baptist Church

When: Thursdays from 2-4pm starting September 14

Cost: \$40

Instructor: Peggy Burse, former Home Economics Teacher

Bring together the spirit of community and creativity by learning to sew or developing your skills further. This program is intended for anyone interested in having fun while learning new techniques – helping boost your confidence in tackling projects on your own. All equipment and tools are provided. Bring your own patterns and material to start or finish a project.

Jamestown Sewing Circle – Eight Week Course

THE JAMESTOWN PRESS
PUBLISHED WEEKLY
Subscription Rates: Single Copy \$2.00, 6 Months \$10.00, 1 Year \$18.00. Payment in Advance. Add \$5.00 per year for postage. The newspaper is published every Wednesday except on Wednesdays that are holidays. For advertising rates and information, please contact the office at 423-2761.
Printed on Recycled Paper
Jamestown Press
423-2761
www.jamestownpress.com

To register for programs online go to jamestownrecdesk.com. To register in person or by phone, contact Ellen Vietri at the Senior Center, 6 West St. or by calling 423-2761. For more info e-mail Ellen at evietri@jamestownri.net

Where:

Central Baptist Church

When: Thursdays from 4:30-6:30pm starting

September 14

Cost: \$40

Instructor: Peggy Burse, former Home Economics



Teacher

Bring together the spirit of community and creativity by learning to sew or developing your skills

further. This program is intended for anyone interested in having fun while learning new techniques – helping boost your confidence in tackling projects on your own. All equipment and tools are provided. Bring your own patterns and

material to start or finish a project.

Chihuly Nights: An Evening Exhibit of Glass Sculpture at the New York Botanical Garden

Where: Jamestown Senior Center (Departure)

When: Thursday, September 28, Noon – Around

Midnight

Cost: \$120

Take advantage of a rare viewing of the spectacular exhibition infused with magical energy as the artworks are illuminated amid NYBG's sweeping vistas and magnificent Conservatory. After sunset, the atmosphere is thrilling as you experience the heightened dram and luminous quality of Dale Chihuly's colors and forms lit by the evening sky. Additionally, meander through performing artists and musicians as you take-in the visual feast. Prior to the exhibit, we will take you to a local highly-rated family Italian ristorante – Antonio's Trattoria, known for its brick-oven thin-crust pies & other home style Italian dishes. This will be a long, active day so please dress accordingly.



Diabetes Prevention: Education & Support

Where: Jamestown Library, Sydney Wright Meeting Room

When: Thursdays 8/19-11/30(class does not meet on 11/23), 1-3:30pm

Cost: N/A

Instructor: Trained instructors approved by the

RI Dept. of Health

Did you know, 1 in 3 American adults have prediabetes and most do not know it? You can take advantage of this no cost program to avoid heart attack, stroke, kidney failure and a number of other serious conditions. This is a clinically-proven six-week course developed by researchers at

Stanford University that provides information, resources and motivation to set and meet short-term and long-term goals to improve your quality of life. This is program by taught It is designed to better self-manage your health in a supportive environment. The program includes: healthy, flavorful recipes, a trained-lifestyle coach. A workbook and a \$25 gift card incentive is offered for completing the course. *Minimum 8 enrollees needed to hold the program.*

Senior Health Insurance Counseling

Where: Jamestown Housing Authority

When: Tuesdays, September 26 and October 24, 10am – 2pm

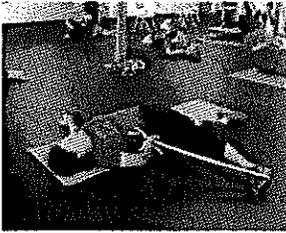
Cost: N/A

Need help navigating the complex waters of health insurance and the bills? Get all of your Medicare or Medicaid questions answered with a Medicare insurance expert. These one-on-one sessions are available to understand the nuances of Medicare Part A, B, C and D; Medicare Advantage, and several supplemental plans that meet your health needs. Our counselors can also help



you better understand your medical bills.

WEEKLY PROGRAMS



Rusty Pens Writing Workshop

Where: Senior Center, 2nd floor

When: Ongoing Mondays 10:30 – 11:30am

Cost: N/A

Facilitator: Gayen Thompson

Activate the writer and your memories of life's experience. This creative writing workshop is designed to elicit reflections on your own stories, memories or new ideas. Beginners are welcome as well as

those who simply wish to write for fun.

Heartwise Walking

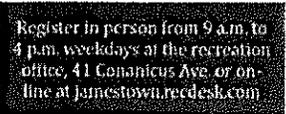
Where: Meet at Senior Center; Inclement weather go to the Recreation Bldg.

When: Ongoing Wednesdays and Fridays from 9–10am

Cost: N/A

There's nothing's better than starting the day off with a brisk walk and conversation. For the winter, we walk in the gym at the Community Center to varied intervals of speed music to help keep to a

quick pace and warm-up and warm down safely.



Tai Chi for Arthritis

Where: Senior Center, 2nd floor

When: Ongoing Mondays 9-10am

Cost: N/A

Give yourself a gift and start the week off gently.

This program is based on a medically-proven form of gentle movement designed by arthritis specialists to relieve pain, help prevent falls and improve overall health and wellness.



Aqua Therapeutics – Eight Week Session

Where: Absolute Fitness in East Greenwich

When: Tuesdays, 9/12-10/31, 10:30-11:15am

Van transportation: Leaves Senior Center at 9:30am

Cost: \$40 for 8 weeks; \$32 for 4 weeks

Head to toe water aerobics in a heated, saltwater pool. Fee includes steam room, Jacuzzi and transportation.

Tuesday Matinees – The Home Before Dark Series

Where: Jamestown Library, Meeting Hall

When: Ongoing Tuesdays, 1:30pm

Cost: N/A

Current and classic shown on a wide screen with a new sound system in the large room at the library. Soon we'll be including the Oscar nominated films so keep an eye out for the both the Hollywood and independent movies that get the high ratings.



Strength, Balance & Posture (Wednesday Class)

Eight Week Session

Where: Jamestown Fitness Club

When: Wednesdays, 9/13-11/1, 11am-11:45 am

Cost: \$40 for 8 weeks; \$32 for 4 weeks

Instructor: Sam Pease

Offers an aerobic, full-body strength training to maintain balance and coordination through flexibility and resistance training. Mat work on the floor is involved.

Strength, Balance & Posture (Thursday Class)

— Eight Week Session

Where: Jamestown Fitness Club

When: Thursdays, 9/14-11/2, 2:45-3:30 pm

Cost: \$40 for 8 weeks; \$32 for 4 weeks

Instructor: Bill House

Offers slow-paced muscle conditioning along with tendon and ligament flexion for improved balance and coordination. Use of standing or seated positions with the aid of a ballet bar are included (no mat work on the floor).

Weekday Full Service, 3-Course Luncheon

Where: Senior Center, 1st floor

When: Ongoing weekdays Mon-Fri, 11:30 am - 12:45pm

Cost: Suggested donation of \$3 for 62+ or disabled; \$7 otherwise

Meet your friends and relax over a lovely 3-course meal. We invite you to reserve a place at the West Street Café. Offered each weekday, you enjoy a nutritious, three-course meal or lighter options such as salads and sandwiches. Reservations are required 48 hours in advance by calling 423-2658.

Mah Jongg (Drop-in for Experienced Players)

Where: Senior Center, Hall

When: Ongoing Fridays, 9:30am-12:00pm

Cost: N/A

Adult and Youth Programs — Fall Schedule

ADULT PROGRAMS

Over 35 Adult Kickball

Where: Lawn Avenue Field

When: Mondays, starting 9/11-11/20 (no class on Columbus Day 10/9) from 6:30-7:30pm

Cost: \$20 for Residents, \$30 Non-Residents

Raise your level of fun on MONDAYS by joining an over 35 coed league for some good competition and exercise. This league welcomes all levels of play and ability. Teams are formed each night, games are informal. KICK IT at Lawn Avenue Field

Level I Dog Obedience

Where: Lt. Col. John C. Rembijas Pavilion

When: Wednesdays, starting 9/13-11/8, from 6:30-7:30pm

Cost: \$100 for Residents, \$125 Non-Residents

Using clickers and positive reinforcement, learn how to train your dog to walk on a loose leash, come when called, do sit and down stays. A well-mannered dog is weeks away. Our method is dog and people friendly. Vaccination certificates for rabies, parvo, distemper, etc. must be presented at the first class. Dogs must be at least 16 weeks of age. *Please do not bring your dog to the first class.* Beth McGuire has been teaching and training dogs for over 19 years. Beth's gentle approach and love of both dogs and people is evident!

Line Dancing with Nan Beaulieu

Where: Recreation Center Gymnasium

When: Mondays, starting 9/11-11/20 (no class on Columbus Day 10/9) from 6-7pm

Cost: \$40 for Residents, \$50 Non-Residents

Line dancing is a great workout for both mind and body, and a wonderful way to meet new friends.

Learn dances to some of your favorite songs:

"Sugar" by Maroon 5, "Uptown Funk" by Bruno Mars and "Jim & Jack & Hank" by Allan Jackson. No prior dance experience needed. The only rule is to have fun!

Pickleball**Where:** Recreation Center Gymnasium**When:** Tuesdays 9-11am (no class on 10/31) & Fridays 11am-1pm, starting 9/12-11/14**Cost:** \$10 for Residents, \$20 Non-Residents

Swing into it with Pickleball! It is a paddle sport created for all ages and skill levels. The rules are simple and the game is easy for beginners to learn, and can develop into a quick, fast-paced, competitive game for experienced players. All levels of play are welcome

YOUTH PROGRAMS**Youth Volleyball****Where:** Recreation Center Gymnasium**Who:** Youth grades 5th-9th**When:** Monday's, starting 9/11-11/20 (no class on

Columbus Day 10/9) from 5-6pm

Cost: \$35 for Residents, \$45 Non-Resident

Youth volleyball is back for a fall session. Join us in learning the basics of passing, serving, digging and hitting. All skill levels welcome as the class will be adjusted to meet the needs and challenge all who participate. This program is run by Matt Ferreira, a two time All-American volleyball player and the current assistant volleyball coach at Salve Regina in Newport.

Culinary Kids**Where:** Teen Center (Inside the Recreation Center)**Who:** Youth in grades 5th-8th**When:** Tuesdays starting 9/12-11/14 (no class on 10/31) from 5:30-7pm**Cost:** \$40 for Residents, \$50 Non-Residents

Cooking with kids is a great way to educate them about good nutrition and to encourage them to try new and healthy foods that they might otherwise be afraid to try. Step in to our kitchen and learn some good basic cooking skills and explore more about seasonal, healthy cooking and eating. Bon appetite!

Kids Crochet**Where:** Teen Center (Inside the Recreation Center)**Who:** Youth in grades 5th – 8th**When:** Tuesdays, starting 9/12-11/14 (no class on 10/31) from 3:30-5:30pm**Cost:** \$40 for Residents, \$50 Non-Residents

One of our most popular arts and crafts classes is back this fall! Come learn to crochet cozy creations for the cold months ahead. Whether you're brand new to crocheting or looking to expand your skills, all skill levels are welcome. You may bring your own yarn and hooks if you have them but materials will be available at every class.

Youth Pickleball**Where:** Recreation Center Gymnasium**Who:** Youth in grades 5th – 8th**When:** Thursdays, starting 9/14-11/2 from 5-6pm**Cost:** \$20 for Residents, \$30 for Non-Residents

Pickleball is growing in popularity across the US and we have it here at the rec! Pickleball is a racquet sport that combines elements of badminton, tennis and table tennis. This program will be run by a dynamic duo of our favorite rec instructors, Molly and Matt. Youth will learn the rules and skills of the game and play matches against their friends and instructors.

Youth Book Club**Where:** Teen Center (Inside the Recreation Center)

Who: Youth in grades 5th – 8th

When: Mondays, starting 9/11-11/13 (No Class on Columbus Day) from 4-5pm

Cost: \$5 for Residents & Non-Residents

Love to get lost in a good book? This is the club for you! Join us for our second book club, where we will engage in a lively discussion about our chosen book, do some fun activities associated with the story and get to know our fellow book loving peers. Light refreshments will be provided at each meeting.

Upcycling Club

Where: Teen Center (Inside the Recreation Center)

Who: Youth in grades 5th – 9th

When: Wednesday's, starting 9/13-11/8 from 4-6pm

Cost: Residents \$10, Non-Residents \$20

Calling all crafty kids! Join us at the Rec this fall to learn to turn basic household items and even some junk into amazing new treasures! Upcycling is a growing trend in the crafting community. Every home has a closet, attic or garage full of 'someday I'll do something with that' items. This program will help you see the potential in every item to be something beautiful and creates awareness about the benefits of recycling and reducing waste.

Parents Night Out

Where: Recreation Center

Who: Youth ages K-6th grade

When: 4 Friday Night Sessions; 9/15, 9/29, 10/13 & 10/27 from 5:30-9:30 PM

Cost: \$10 per child, \$20 per family

Back by popular demand! Parents night out is back for 4 fall sessions. Drop your kids (grades K-6) off at the rec center for a night of structured games and activities, and we even feed them dinner! Pre-registration is a must as there are a limited number of spots and these nights fill up fast. Visit jamestownri.recdesk.com to pre-register now!

Middle School Movie Night

Where: Teen Center (Inside the Recreation Center)

When: 4 Friday-Night Sessions starting @ 5pm 5th and 6th grade movie nights: 9/22 & 11/3 7th and 8th grade movie nights: 10/20 & 12/1

Cost: No fee

Youth grades 5-8 come hang out, watch an age appropriate movie and enjoy some light refreshments. This will also give you a chance to get to know the staff of the teen center and familiarize yourself with the space and what we have to offer here at the rec. Parents may pre-register online at jamestownri.recdesk.com as there are a limited number of spots available.

11TH ANNUAL SKATEFEST

The Jamestown Teen Center along with Kettlebottom, will hold the 11th Annual Jamestown Skatefest on Friday, October 6th (rain date, October 7th) beginning at 5pm at the Jamestown Skate Park, behind Lawn Ave School. There will be free gear tosses, raffles and food! Cash prizes are awarded for skateboarding, live music and the dance competition winners. The cost is \$10 enter competitions. Spectators watch for free. There will be music and food truck! This is a family-friendly, alcohol free event. Hope to see you there.

Please call or email for more information: Molly Conlon at, 423-7261 or at, mconlon@jamestownri.com.



2017-05-18 / Editorial

Town offers wealth of senior activities

There's no doubt senior citizens are a vital part of Jamestown. About one-fifth of the island's population is 65 or older and they play a large role in many of the town's organizations, committees, boards, etc.

While the town and the Friends of the Jamestown Seniors have done a laudable job in vastly increasing the number of programs, trips, speakers and services, some residents still would like to see more. They reference nearby North Kingstown or Middletown as places that offer more and in more modern facilities. Those communities also have 4 and 2.5 times as many seniors as Jamestown's approximately 1,000.

Yes, the building at 6 West St. could use some sprucing up and the aesthetics can be improved and perhaps that's why some folks are adverse to going to the senior center for its weekday meal program or other offerings.

Without spending a large amount of money — and that's a whole other important conversation — the current budget of about \$73,000 has helped add dozens of programs (both active and passive), day trips, health screenings and speakers that weren't being offered a couple of years ago.

Most importantly, let's not forget these activities complement a wide array of existing local organizations and groups that offer a haven for those with myriad interests. There are numerous arts-based (music, theater, artists), outdoor (birds, trees, trails), sport (sailing, golf, walking), educational (books, history), government (boards and committees) and philanthropic (lighthouse, art center, library) groups that should sate anyone's appetite for being involved and staying active (both mentally and physically). There's also a wide range of events hosted weekly by the library.

Our town as a whole is one large senior center to a degree with an abundance of options. Yes, there could be more and the recreation department seems to be moving in that direction. In the meantime, venture on down to the senior center or recreation center and peruse what they have to offer. You may be pleasantly surprised.

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2017-05-18 / Front Page

Town: More options available for seniors

BY TIM RIEL

With 15 months in the rearview mirror, about two dozen stakeholders gathered with the town council Monday night to discuss the transition of the senior center into a municipal operation.

Council President Kristine Trocki said she wanted an open, informal discussion. The 70-minute meeting began with a presentation from the town's recreation team that oversees the center, Andy Wade, Deb Hagie and Ellen Vietri. According to Wade, the department's director, the change has helped streamline services. Prior to January 2016, the senior center, which is housed in the Conanicut Grange on West Street, was administered by the Friends of the Jamestown Seniors, a nonprofit corporation. That group, led by Ed Holland, now acts as an advisory body.

In the fiscal year before the transition, the town allocated roughly \$75,000 to the friends. As a town operation, that number remains nearly identical, although insurance, maintenance, payroll and workers' compensation do not come from that budget. Because the town is absorbing those costs, the true number is closer to \$119,000, according to Wade. This allows the center to use its budgeted money to increase programming instead of paying \$5,100 for cleanup crews, for example.

"We all spend time dedicated to the program at 6 West St.," he said.

Hagie, the recreation supervisor, said working alongside senior coordinator Ellen Vietri and the friends has increased programs, field trips, participation and lunch attendance.

"It's become a great partnership," she said. "We've bonded."

According to Wade's report, the senior center served 4,870 meals in 2015, which includes 3,415 in-house diners and 1,455 meals delivered to homes. Last year, that number was 5,897 meals, an increase of 18 percent. Following the first quarter of 2017, those figures are trending to a 30 percent uptick for this year.

"The numbers speak for themselves," Hagie said. "Food is love. You eat. You talk. Meals warm the belly. They warm the heart. They warm the conversation."

According to Hagie, the increased lunch attendance represents more than just meals served. "The meal site is the hub," she said. "It expands to more things."

Vietri said the programs also have been a success. Of the dozens of programs scheduled since the town took over operations, most have attracted participants.

"We're really trying a whole bunch of different things," she said. "But I'll admit that there's been some duds."

Vietri cited ballet, opera and Scrabble as whiffs, but said there is no way to know what works until they've tried. She has been working with the state to recognize trends, but said talking to seniors in town is the best barometer.

"It's a little bit of science and a little bit of heart," she said. "But it's mostly input. We're having a good time."

Ron Ratcliffe, of Ship Street, suggested developing a mission statement and action plan with goals and objections. Also, he acknowledged the programming has increased, but the benchmark to measure that against was "zero" prior to 2016.

"Two years ago, we were like people dying of thirst," he said.

Council Vice President Mike White, one of three seniors on the five-person panel, said that wasn't the case. When he was running for office in 2005, his first political speech was during an event at the senior center. "It can't really be categorized as zero," he said. "That's unfair."

Ratcliffe's wife, Brenda, advocated for a consulting board to draft the mission statement and action plan.

"I was under the impression that the friends were acting as an advisory board," said Seaside Drive's Gary Girard. "We have a good, strong foundation."

Holland, the group's president, said there were two senior groups in town working against each other for 30 years. Instead of having sparring groups, he suggested, they should unite.

Trocki agreed. "If everybody is only talking to themselves or in their small groups, it becomes very disenfranchising," she said.

Holland also commended the partnership with Wade's team.

"They've done a great job working with us to accomplish a common goal," he said. "We're very happy with the rec department."

Along with operations since the merger, the town has become a joint lessee of the building, which has about 3,800 square feet of usable space. That includes a 2,100-square-foot ballroom upstairs and a basement cafe that seats 45 people. The Conanicut Grange has rented the building to the seniors for \$500 annually

for the next half century.

The councilors agreed senior services have been on the upswing since the merger.

"This is a good start," Councilman Gene Mihaly said. "I think what's been done is great. There's been a lot more dialogue and a lot more testing."

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2017-05-04 / Letters to the Editor

Senior programs should be applauded, appreciated

To the editor:

Just a few years ago, the senior lunch, a federal/state program sponsored by the Friends of the Jamestown Seniors and served at the grange on West Street, was the only program for seniors in Jamestown.

After more than a year of participating in senior activities, it's time to publicly thank the town, the Friends of Jamestown Seniors and, most especially,

Ellen Vietri, the recreation department's senior coordinator, for the significant improvements.

The growth in senior services is a perfect example of the town's interagency collaboration and coordination. On Tuesday afternoons, current films are screened at the library, often evoking an exchange of opinions. On Wednesday and Friday mornings, walkers meet at the recreation center for indoor quick stepping and head outdoors when warmer weather arrives. Mah jongg, yoga, tai chi, bowling and swimming all are on the weekly schedule.

The grange meal site has such a cheery look these days and the staff of food preparers and servers add to the friendly atmosphere. Attendance has greatly increased since 2006, which was my only visit until recently. How they are able to remember diners' names astounds me.

The dollars budgeted for senior programs is money well spent. Many of us are year-round residents benefitting from the physical activity, mental stimulation and socialization these programs offer.

Thanks again to the Friends of Jamestown Seniors, the town and especially Ellen Vietri.

Edwina Cloherty

Pierce Avenue

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2017-03-16 / Upcoming Events

JAMESTOWN PARKS & RECREATION



Senior Services and Programs — Spring Schedule

WEEKDAY LUNCHEON

Meet your friends and relax over a lovely 3-course meal from 11:30 a.m. to 12:45 p.m. weekdays at the senior center's West Street Café. Offered each weekday.

you enjoy a nutritious, three-course meal or lighter options such as salads and sandwiches. Suggested donation of \$3. Reservations are required 48 hours in advance by calling 423-2658. Watch for other special event listings and weekly menus in The Jamestown Press.

TRANSPORTATION TO MEAL SITE ON THURSDAYS APRIL 6 THROUGH MAY 25

Take advantage of our new Transportation Service on Thursdays! Catch a ride from home to go to the Senior Center with a return trip after lunch. Please call Ellen Vietri to reserve a spot at least 48 hours in advance by calling 423-2658.

Special event Luncheons (Reservations required)

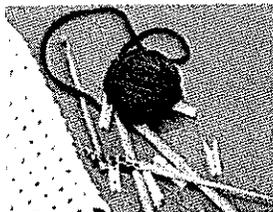
n St. Patrick's Day Celebration – Thursday, March 16th at 11:30am. Served in the upstairs hall. Live music from Patchy Caubeens (Tom Perotti, Tom McGuire and Jack Wright)

n St. Joseph's Day Celebration – Tuesday, March 21st at 11:30 am

n Thursday Hall Luncheons April 6 – May 26 – Enjoy our caterer's most winning meals served to your table. We are offering this pilot in conjunction with transportation to and from the senior center to take advantage of our lovely light-filled space. So come and have a hearty meal with some friends for laughter and conversation. Meals on Wheels also available onsite. Give us a try! You won't be disappointed.



WEEKLY ACTIVITIES



Tai Chi for Arthritis

Who: All Adults

Where: Senior Center, 2nd floor

When: Mondays (except holidays) session starts April 3rd-May 22nd

Cost: No cost to participants

Give yourself a gift and start the week off gently. This

program is based on a medically-proven form of gentle movement designed by arthritis specialists to relieve pain, help prevent falls and improve overall health and wellness.

Rusty Pens Writing Workshop

Who: Seniors

Where: Senior Center, 2nd floor

When: Mondays 10:30 – 11:30am, starting April 3rd-

May 22nd

Cost: No cost to participants

Facilitator: Gayen Thompson

Activate the writer and your memories of life's experience. This creative writing workshop is designed to elicit reflections on your own stories, memories or new ideas. Beginners are welcome as well as those who simply wish to write for fun.

Duck Pin Bowling

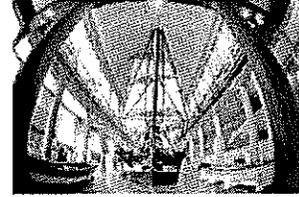
Who: Seniors

Where: Wickford Lanes

When: Fridays starting April 7-May 26th from 9:30-11:30am (shuttle leaves senior center at 9am)

Cost: \$20 for 4-week package or \$40 for eight-week package

Bowling is a sport of individual accomplishment and competitiveness. It used to hold the title of "the sport of everyone" and the reason was everyone can play at their level and enjoy themselves. Even if you have been out of the sport for some time, you may consider getting together with some friends and head over to Wickford Lanes, 'RI's home of duck pin' to enjoy a good reintroduction to the game. Includes transportation, three games, shoes and even a complimentary cup of coffee!



Aqua Therapeutics

Who: Seniors

Where: Absolute Fitness in East Greenwich

When: Tuesdays 10:30 – 11:15 am , shuttle

leaves Senior Center at 9:30am and returns at 12:00pm starting on April 4th-May 23rd

Cost: Fee for Seniors: \$20 for 4-week package, or

\$40 for 8-week package. Fee for Younger Adults.

\$32 for 4-week package, or \$64 for 8-week package

Glide into the comfort of a heated to 86 degree salt water pool for this gentle aerobics program. The benefits of this class include decreasing swelling, improving circulation, increasing flexibility, and strengthening and toning muscles -- without putting added stress on your joints from your body weight. Class fee includes use of a steam room, a Jacuzzi and transportation. Bring lock if desired for locker.

Tuesday Afternoon Matinee

Who: All Adults

Where: Jamestown Library, large meeting room

When: Tuesdays 1:30 – 3:30pm, starts April 4th – May 23rd

Cost: No cost to participants

Now's the time to get out and enjoy the Oscar winners and those independent gems specially chosen for our regular audience members. The films are shown on the latest audio visual technology on wide. Refreshments are provided courtesy of the library.

Heartwise Walking

Who: All Adults

Where: Recreation Center Gym in inclement weather, and meet at the senior center on nice days

When: Wednesdays and Fridays from 9:00 – 10:00am, starts April 5th-May 26th

Cost: No cost to participants

There's nothing's better than starting the day off with a brisk walk and conversation. For the winter, we walk in the gym at the Community Center to varied intervals of speed music to help keep to a quick pace and warmup and warm down safely.





Open Studio for Portrait Artists

Who: All Adults
 Where: Senior Center, 2nd floor
 When: Wednesdays 10am, starts April 5th – May 24th
 Cost: No cost to participants
 Facilitator: Tom Martino

Practice your portrait skills with live models. This is an uninstruced open studio for experienced artists looking to practice skills on various mediums. (Bring your own materials.) Older adult models sign-up and see what magic artist Tom Martino can do with an acrylic portrait on canvas for you to keep!

Yoga Tools for Wellness™

Who: All Adults
 Where: Central Baptist Church, Clarke Hall
 When: Wednesdays from 1:00 – 2:00pm, starts April 5th – May 24th
 Cost: Fee for Seniors: \$12 for 4-week package, or \$24 for 8-week package
 Fee for Younger Adults: \$32 for 4-week package, or \$64 for 8-week package
 Instructor: Certified Yoga Therapist and Instructor, Janet Larson

Our unique spring workshops will include a yoga practice along with beneficial life-style suggestions to reduce the effects of Osteoporosis. Osteoporosis is responsible for more than 1.5 million fractures annually and is one of the most widespread chronic conditions. It affects 44 million Americans, almost half of everyone over the age of 50 and approximately 50% of all women. Yoga has been shown to support both skeletal strength and alignment and emotional well-being. Yoga poses create resistance and stretch the bones from many angles that may stimulate the formation of healthy bone structure. Yoga mats provided.

STATE TO GO! GOVERNOR'S BUDGET FOR 2018

For the 2018 fiscal year, the Governor's Office has released the following budget information. This information is preliminary and subject to change. For more information, visit www.governor.state.nh.gov.

Category	Amount	Change from 2017
Total State Budget	\$10.1 billion	-\$1.1 billion
Operating Expenses	\$7.8 billion	-\$1.2 billion
Capital Expenditures	\$2.3 billion	-\$0.1 billion
Reserve Funds	\$0.1 billion	-\$0.1 billion
Debt Service	\$0.1 billion	\$0.0 billion
State Pensions	\$0.6 billion	\$0.0 billion
State Employees	\$4.5 billion	-\$0.5 billion
State Contractors	\$3.3 billion	-\$0.7 billion
State Grants	\$0.9 billion	-\$0.2 billion
State Loans	\$0.1 billion	\$0.0 billion
State Investments	\$0.1 billion	\$0.0 billion
State Assets	\$0.1 billion	\$0.0 billion
State Liabilities	\$0.1 billion	\$0.0 billion
State Equity	\$0.1 billion	\$0.0 billion



Get Together for Mah Jongg

Who: All Adults
 Where: Senior Center, 2nd floor
 When: Fridays 10:30-Noon, starts April 7th – May 26th
 Cost: No cost to participants

Do you enjoy strategic games to keep the brain buzzing? We have formed a Mahjong group on the island that meets weekly. The game originated in China and is played with domino like tiles. Game sets and new 2017 cards will be available in April.

NEW HEALTH AND WELLNESS OFFERINGS

Chronic Disease Self-Management Workshop

Who: All Adults
 Where: Senior Center, 2nd floor
 When: Thursdays, from 1-3:30pm, starts March 30th – May 4th, pre-registration required (6 weeks)
 Cost: No cost to participants
 Instructor: Maureen Rozes, MS, RD Patient Education Coordinator, RI Geriatric Education Center

Are you living with heart disease, lung issues, severe arthritis, or another chronic condition? This a way to bring more wellness into your life. We are making available an evidence-based course developed by researchers at Stanford University that provides information and motivation to set and meet short-term and long-term goals to help improve your quality of life — even as you age with a chronic illness. This is a nonclinical program taught by health educators trained by RI Geriatric Education Center. It is designed to better teach ways to self-manage your health in a supportive environment. A workbook and a \$25 gift card incentive is offered for completing the course. Stop in to join our lunch and learn info session at the senior center on March 23rd from 11:30am – 12:30pm to learn more.

2017 SEASONAL SUMMER JOBS

The Town of Jamestown Parks & Rec. is seeking experienced and motivated applicants for the following positions:

- Street Safety Aide - \$10.50/hr
- First Aid/First Aid Aide - \$14.00/hr
- Park Guard - \$12.00/hr
- Maintenance Aide - \$12.00/hr
- Seasonal Park Crew - \$10.50/hr
- Seasonal Program Coordinator - \$9.00/hr
- Seasonal Board Letter Carrier - \$9.00/hr
- Seasonal Staff - positions require previous work experience

Job Applications are available at the Recreation Center, 81 Commercial Ave. or online at www.jamestownnh.com. Call 403-423-7266 for more information.



Below the Belt Basics (Two-part Workshop)

Who: All Adults

Where: Senior Center, 2nd floor

When: Thursdays on April 6th and 13th, from 9-10am
(pre-registration required)

Cost: No cost to participants

Instructor: Jolene Faught, Certified Physical Therapist
and Pelvic Health Specialist

Experience bladder control issues when coughing, sneezing or laughing? This is a very common health condition for older men and women. In fact, anxiety and stress impact our overall gastrointestinal health.

This two-part series of workshops take a proactive, mindful approach to awareness of hip, back and core muscle posture for maintaining balance, stability and overall muscle strength in the stomach and pelvis.

Strength, Balance and Posture

Who: All Adults

Where: Jamestown Fitness
Club, 1st floor

When: Wednesdays at 11am
– 11:45am –

Instructor: Sam

Pease, Certified

Fitness Instructor Thursdays

at 2:45pm –

3:30pm - Instructor: Bill

House, Certified

Fitness Instructor *Eight week session for Wednesdays starts April

5- May 24th

*Eight-week

session for

Thursdays starts

April 6 through

May 25

Cost: Fee for

Seniors: \$12 for

4-week package,

or \$24 for 8-week package

Fee for Younger Adults: \$32 for 4-week package, or \$64

for 8-week package

This newly designed class offers basic strength building, balance and coordination and flexibility training designed to improve posture. All fitness levels are welcome as each student will receive an assessment and exercises accordingly. You will get conditioning to strengthen the major muscle groups needed for performing daily activities and those muscles that only get the workout specific times of the year (eg. gardening!).

Wellness Clinics

Who: Seniors

Where: Senior Center, 1st floor for April 4 and May 2
with Rhonda Bernaro, RN 10-11:30 AM

Jamestown Housing Authority for April 25th and May
23rd from 10-11:30 AM from

When: April 4th & May 2nd at Senior Center from

10-11:30 AM and April 25th & May 23rd at Housing

Authority from 10-11:30 AM

Cost: Blood pressure and consults no charge, blood

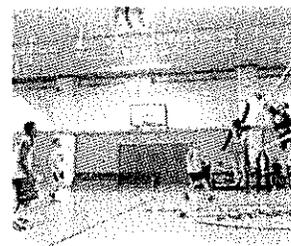
glucose screening \$1, cholesterol screening \$5

Take advantage of these monthly health screening

and one-on-one consultations. It's an opportunity to

ask a nurse about your health status, medications, etc.

Screenings available include blood pressure, blood



glucose screening (cost \$1) and/or cholesterol screening (\$5).

Senior Services and Programs — Spring Schedule

Pet Massage Therapy Workshop

Who: Seniors

Where: Senior Center

When: 10am – Noon on Saturday, May 6th

Cost: \$30

Instructor: Certified Pet Massage Therapist, Amber Lockspeiser, CAMT

Relax and relieve pain for your dog. This two-hour training class includes hands-on training with your dogs (50-lbs or under) to improve the human/ animal bond and support your pet's improving overall wellness. Well-socialized dogs only with proof of up-to-date vaccinations required upon registration. Class size limited to 8.

The Sewing Circle

Who: Teens and All Adults (Beginner through Intermediate) Where: Central Baptist Church, Clarke Hall

When: Thursdays from 4:30-6:30pm starting April 6th – May 25th

Cost: Fee for Seniors: \$35

Fee for Teens and Younger Adults: \$50

Instructor: Peggy Burse, former Home Economics Teacher

Bring together the spirit of community and creativity by learning to sew or developing your skills further.

This program is intended for anyone interested in having fun while learning new techniques – helping boost your confidence in tackling projects on your own. All equipment and tools are provided. Bring your own patterns and material to start or finish a project.

Crocheting Class

Who: All Adults

Where: Recreation Center

When: Tuesdays at 6:30-8:00pm from April 6th – May 25th

Cost: Fee for Seniors: \$35

Fee for Younger Adults: \$50

Instructor: Lealah O'Neill

There's been a resurgence of crocheting recently so come on out to learn the basics at your own pace. These and other crafts are not only productive, they are proven to reduce stress and keep the hands nimble. In this adults-only class, you'll learn beginner-level skills by the talented Lealah O' Neill. She will help you along on the project of your choosing so get on Pinterest and scout out something that looks fun. All supplies provided.

MONTHLY PROGRAMS

Senior Health Insurance Counseling

Who: All Adults

Where: Pemberton Apartments/Jamestown Housing Authority

When: Fourth Tuesday of the month; April 25 and May 23; 11am – 2pm

Cost: No cost to participants

Need help navigating the complex waters of health insurance and the bills? Get all of your Medicare or Medicaid questions answered with a Medicare insurance expert. These one-on-one sessions are available to understand the nuances of Medicare Part A, B, C and D; Medicare Advantage, and several supplemental plans that meet your health needs. Our counselors can also help you better understand your medical bills.

Caregiver Support Group

Who: All Adults

Where: Central Baptist Church, Clarke Hall

When: First Thursday of the month, 9:45-11:15am

(April 6th and May 4th)

Cost: No cost to participants

Often times, we hear caregivers say they are looking for support from people who "really understand because they've been there, too." A caregiver takes on a lot of stress and added responsibility. We are holding a

self-facilitated monthly support group for Jamestowners -- a safe place for caregivers, family and friends of persons with dementia, Parkinson's, and other health conditions limiting self-independence for loved ones who need the extra help.

SENIOR TRIPS

Guided Tour of New Bedford Whaling Museum and Lunch at Tia Maria's European Café

Who: Seniors

When: Tuesday, March 28th from 9:30am to 4:30pm

Cost: \$20 includes museum pass and transportation (lunch not included in fee)

Walking Level: Moderate

Join us for an afternoon filled with many mysteries.

Enjoy a customized guided 2-hour tour with a docent

and an exhibit curator to learn and explore the rich

history, art and culture of the whaling world through

exhibitions and an in-depth scrimshaw, paintings,

Yankee whaling implements, etc. Before the tour, we'll

experience a local Azorean-inspired lunch at a family-run restaurant right next door to the museum.

Magical Mystery Tour

Who: Seniors

Where: Our secret, but you'll LOVE it!

When: 11am – 5pm on Sunday, June 4th (Registration and payment due by Friday, May 12th)

Cost: \$30 per person

So some of you decided that it would be fun to get off

the island and go somewhere that is a mystery. Basically, we plan it and you trust us in climbing aboard our

van and heading off into a day trip of an unknown location for sightseeing, lunch and, likely, lots of laughter

– all for an affordable price. Are you game?!?!

EDUCATIONAL FORUMS

Tips and Strategies About Elder Law

Who: All Adults

Where: Jamestown Library, Wright Museum Room

When: 10am – 11:30am on Tuesday, April 4th

Cost: There is no fee to participants

In this workshop, you will learn invaluable information on basic estate planning (wills/trusts), asset

protection, Medicaid eligibility, reverse mortgages VA

benefits, and much more in this information from an

experienced attorney from the RI Bar Association.

Overview of Rhode Island's Affordable Housing Initiatives for Seniors

Who: All Adults

Where: Senior Center

When: Talk starts at 11:30am, lunch served at Noon on

Thursday, April 6th

Cost: There is no fee to participants

Executive Director of the RI Housing Authority, Barbara Fields, will join us for lunch and for a forum afterwards to provide an overview of the latest initiatives

in the state's efforts in expanding access to affordable

housing for seniors and building livable, sustainable

communities for the aging. Fields has deep expertise in

affordable housing finance and community real estate

development as well as a strong track record of developing successful collaborations among government,

private sector, nonprofit and community partners.

Within the past few years she served as HUD's New

England Regional Administrator representing the HUD

Secretary as liaison to mayors, state and local officials, members of Congress, private and non-profit developers, public housing authorities and the media.

Unveil the Hidden Benefits of Your Health Plan

Who: Seniors (for those with BlueCHIP for Medicare or another plan)

Where: Jamestown Library, Large Conference Room

When: 10am – 11:00am on Tuesday May 9th

Cost: There is no fee to participants

In this informative workshop, you will learn invaluable, otherwise less promoted information about health insurance benefits (including allowed home care (PT, RN, etc.) reimbursements, prescription drugs, vision components, health and wellness features, fitness center membership discounts, etc. This is not a sales promotion program, only an education session to have you able to best use your benefits before the next enrollment period in the fall.

To register, contact 423- 2761, e-mail evietri@jamestownri.net or go to the Jamestown Senior Center, 6 West St. between 10am – 1pm weekdays.

Registration forms also can be downloaded at www.jamestownri.gov/town-departments/parksrecreation/senior-center

Youth and Teen Programs — Spring Schedule

WEEKLY ACTIVITIES

Guitar and Drum Class

Who: Youth ages 8-12 years old

Where: Jamestown Teen Center

When: Saturdays; April 8th-May 20th (7 weeks)

Cost: \$50 Resident, \$60 Non-Resident

Beginner guitar, bass and drum class will offer instruction in a small setting to learn basic chords, strumming patterns and playing techniques. Class will also provide opportunity for learning songs. All abilities and types of string instruments are welcome! Students are encouraged to bring their own instrument, but some will be provided. Don't miss a "beat" on this as class size is very limited! Private classes are also offered, call Deb for more information.

Karate w/Sensei Bobby Benner from Narragansett Bay Budokai

Who: First Class: Ages 3-5 years old, Second Class: Ages 6-12 years old.

Where: Jamestown Recreation Center

When: Wednesdays; April 5th-May 24th

First Class: 3:30-4:00 pm (3-5 years old)

Second Class: 4:00-4:45 pm (6-12 years old)

Cost: \$50 for Resident, \$60 Non-Resident

Allow your child to grow physically and mentally by practicing Karate. Karate offers many benefits such as improved concentration, stress reduction, positive mental focus, discipline as well as flexibility and balance. Children learn to respect themselves and others.

Gymnastics II w/Aim High Academy

Who: First Class: K-2nd grade, Second Class: 3rd-5th grade

Where: Jamestown Recreation Center

When: Thursdays; April 6th-May 25th

First Class: 4:30-5:15 (K-2nd grade)

Second Class: 5:15-6:00 (3rd-5th grade)

Cost: \$100 Residents, \$120 Non-Residents

Program offers 8 weeks of gymnastics at the Recreation Center. Practice floor routines, tumbling, low beams, vault & more! Professionally trained staff from Aim High Academy, work with each individual student with the goal of getting better each week! Staff encourage each student to "Aim High" and have fun. Space is limited.

Girls Youth Softball

Who: Ages 7-14 years
old

Where: Lawn Ave Fields

When: Practices &
Games, Weeknights and
some Saturdays starting
on April 29th-June 24th

Cost: \$50 Residents &
\$60 Non Residents

Swing into spring by
joining girls' softball with
the Recreation Department! Youth will develop
skills weekly. During
team practices youth will
learn a stronger sense of
gameplay in areas such

as hitting, fielding, pitching and catching. Dust of your
mitts and cleats... its game time!

Youth Volleyball

Who: 5th-8th grade students

Where: Rec Center Gym

When: Mondays, starting April 3rd- May 22nd from
5-6pm

Cost: \$40 for Residents and \$50 for Non-Residents

Set, serve & game on! Back by popular demand-please
join us in learning basic volleyball skills such as passing, serving, digging and hitting. For those who have
already learned such skills in the previous volleyball
session, we will be adjusting the class to meet the
needs and appropriately challenge each youth! This
program is taught by Matt Ferreira, a two-time All-
American volleyball player at Rivier University and the
current assistant volleyball coach at Salve Regina in
Newport.

Fun with Felt

Who: 5th-8th grade students

Where: Jamestown Teen Center

When: Mondays starting April 3rd-May 22nd from
3:30-4:45pm

Cost: Cost: \$50 for Residents and \$60 for Non-Residents Our beloved crochet instructor, Lealah O'Neill, is also
quite crafty in other areas and will now be teaching youth to create their own felt projects! If you are
someone who enjoys crafts-this class is for you! There

are so many patterns to choose from, from animals- to
monsters and more! Youth will be able to work on a
project over the course of the 8-week session and will
leave with their very own, finished product!

Youth Pickleball

Who: 5th-8th grade students

Where: Rec Center Gym

When: Wednesdays starting April 5th-May 24th from
5-6pm

Cost: \$30 for Residents, \$40 for Non-Residents

Pickleball is becoming more and more popular all
around the United States and we have it here at the
Recreation Center! Pickleball is a racquet sport that
combines elements of badminton, tennis and table
tennis. Pickleball has gained popularity amongst adults
in Jamestown and we are hoping to give youth the
opportunity to enjoy this exciting game as well. Youth
will learn the rules and skills and will be able to play
matches with their friends!

Culinary Kids Part 2

Who: 5th -8th grade students

Where: Jamestown Teen Center

When: Tuesdays starting April 4th-May 23rd from 6-7pm

Cost: \$40 for Residents, \$50 for Non-Residents

We had so much fun in our winter cooking class that we are now offering a spring class! Our spring class will focus on healthier meals, as well as some practice learning how to cook with a grill. Youth are able to give input into meals they would be interested in learning how to make. Our culinary kids will help in cooking all meals and are able to taste their delicious culinary creations!

Youth Leadership Group

Who: 6th-10th grade students

Where: Jamestown Teen Center

When: Thursdays starting April 6th-May 25th from 5-6pm

Cost: \$10 for Residents, \$20 for Non-Residents

Come join us on Thursdays to become a more involved Jamestown citizen. This advisory group will plan community service projects, social events here at the recreation center and will encourage leadership development. This group is offered to students in grades 6th-10th. This group also serves as a terrific resume builder. The group will meet for an hour. Snacks provided.

Circuit Training for Youth

Who: Students in grades 5th-8th

Where: Jamestown Rec Center

When: Wednesdays starting April 5th-May 24th from 6-7pm

Cost: \$30 for Residents, \$40 for Non-Residents

During this program we will partake in circuit training exercises such as, relay races, jumping rope, hop scotch, sprints, etc. Youth will have the circuit explained to them in the beginning of the class and instructors will demonstrate the proper exercise at each station before beginning the circuit. Circuits will last a half an hour. During the last half hour of each class will play a sport/game such as; basketball, soccer, volleyball and more!

Rabid Readers Book Club

Who: Students in grades 5th-8th

Where: Jamestown Teen Center

When: Thursdays starting April 6th-May 25th from 5-6pm

Cost: FREE! & includes the reading material

Join us in our first ever "rabid readers" book club! We will meet each week to have lively discussions about our age appropriate book! Light snacks will be provided

at each club meeting. Join us and become a part of our fun, new reading club! Let the reading begin...

Parents Night Out

Who: Youth ages 6-10 years old

Where: Jamestown Recreation Center

When: Friday, April 7, April 21, May 5 and May 12

Cost: \$10 per person, \$20 per family

For youth ages 6-10 years old parents can drop children off @ Recreation Center and enjoy a night to them-selves! Go shop, dine hang with friends...whatever your heart desires. Staff will actively engage children in games, activities, movies and even provide DINNER.

There is nothing like a safe, structured place for you family to be while you go OUT to enjoy the night.

3rd Annual Dodgeball Tournament with Teen Center and Jamestown Police Department

Who: Youth in grades 5th & up

Where: Lawn School Gym

When: Friday, April 14th 2017

Cost: \$10 to play (includes a t-shirt) *Free to spectators

The Jamestown Teen Center and Jamestown Police Department together will host the 3rd Annual Dodgeball Tournament. There will be food available at this family-friendly event, as well as a raffle! Last year we had over 150 people attend and we would love for you to all join us again this year. Teams will be put together prior to the tournament. Please call Molly Conlon, at 423-7261, to sign up for a spot on a team by the registration deadline: Monday, April 10th. Waivers are required to play and are available at the Teen Center. Hope you will join us!

Adult Programs — Spring Schedule

Level II Dog Obedience

Who: Adults (18+)

Where: Jamestown Recreation Center

When: Thursdays starting April 6th-April 27th (4 week class)

Cost: Residents \$85, Non-Residents \$100 (Max Enrollment 10 people)

Using clickers and positive reinforcement, learn how to train your dog to walk on a loose leash, come when called, do sit, and down stays. A well-mannered dog is 4 weeks away. Our method is dog and people friendly! Open to dogs of all ages. Vaccination certificates for rabies, parvo, distemper, etc. must be presented at the first class. Please do not bring your dog to the first class. Instructor: Diana Caldarelli & Beth McGuire have been teaching and training dogs for over 19 years. They're gentle approach

and love of both dogs and people is evident!

Adult Basketball

Who: Adults (30+)

When: Wednesdays, 7:30pm-9:00pm starting April 5th-May 24th

Where: @ Lawn Avenue Gym

Cost: Residents \$30, Non-Residents \$40

Sign up for some BALL! Held right in the gym at Lawn Avenue school every Wednesday! Opportunity for some great exercise and pickup Basketball games. All abilities welcome. Teams are formed each night and games are informal.

Line Dancing with Nan Beaulieu

Who: Adults (18+)

When: Mondays 6:00-7:00pm, starting April 3rd-May 22nd

Where: Recreation Center

Cost: Residents \$40, Non Residents \$50 (max enrollment 20 people)

Come on in and join the fun! Learn line dances to not just your favorite country songs, but also Uptown Funk by Bruno Marks and Emergency by Icona Pop. It's a work out for both your body and your mind and a great way to meet new friends. No experience needed, but a smile is!

Pickleball

Who: Adults (18+)

When: Tuesdays from 9-11am starting April 4th-May 23rd and Fridays from 11am-1pm starting April 7th-May 26th

Where: Recreation Center

Cost: Residents \$10, Non-Residents \$20

Swing into it with Pickleball! It is a paddle sport created for all ages and skill levels. The rules are simple and the game is easy for beginners to learn.

and can develop into a quick, fast-paced, competitive game for experienced players. All levels of play are

welcome!

Adult Volleyball

Who: Adults (18+)

When: Mondays 7:30-9:00pm starting April 3rd-
May 22nd

Where: Recreation Center

Cost: Residents \$20, Non-Residents \$30

Serve it up! Come to the Recreation center and bump, dig, volley and spike. All skill levels encouraged and games are informal.

Intro to Bike Maintenance

Who: Ages 10 and Up

When: Saturday May 20th, 10am-12:30pm

Where: Recreation Center

Cost: \$25.00

We have partnered with Jamestown Outdoors bring you this class. Designed to introduce you to bike assembly and maintenance, from handlebars & brakes to pedals and tires, we got you covered!

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2017-02-16 / Letters to the Editor

Council should focus on seniors not parking lots

To the editor:

I am writing in response to the Feb. 9 article in The Jamestown Press, "Town council OKs redesign of East Ferry."

I agree with Donald Richardson indicating the change is unnecessary. There is nothing wrong with the parking lot the way it is. Where or when has there been an indicated need for an improvement plan for the redesign of the East Ferry parking lot? Furthermore there is no comprehensive plan or a cost estimate for this project.

The town council's priorities to redesign the East Ferry parking lot are woefully misplaced. I believe, the priorities of our council should be directed to the people of our town not a parking lot. In particular, the town's priorities should focus on the over 55 seniors, who are the largest population of our town, and those families who can not afford to remain on the island in which they were raised.

Based on the recent senior survey and the recreation survey results, the town has still not developed nor implemented a plan for the senior population in our town. There has been some progress made for the senior population but the needs are greater than the services provided. The council needs to consider providing a permanent town-owned home for a senior center. There needs to be more funding for for senior programs and activities with a fulltime director, who can devote more time to the seniors. There also is a need for more affordable housing for seniors. Currently, there is a two-year waiting time for seniors to get into Pemberton or Jamestown Village.

"Sustainable Jamestown" planning for the future, is an important concept. But I believe planning for the present, with the people of our town in mind, should be of paramount importance.

*Brenda (Novasad) Ratcliff
Ship Street*

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2017-01-12 / Letters to the Editor

Spend more on senior services, programs

To the editor:

This past year, we had many reasons to be thankful as 2016 was a good year in our island town. As always, seniors provided volunteer hours and skills to keep our town running, including serving in many public roles.

About three years ago, our town council, with our planning department, contracted a professional independent study of our recreation department's organization and programs. The study's conclusion emphasized a need to initiate more programs and services for our town's older adults. The terms "elderly" and "seniors" are inexact terms. Nationwide, seniors are the fastest-growing population group in many communities.

Since the study's completion, our town's response has varied. News coverage by The Press needs ongoing interest and reporting. Our town's annual overall expenditure for school-age children exceeds \$8,000, while we continue to spend less than \$10 per senior. But the attendance for senior programs is growing.

I always have supported expenditures for our schools and our children. I do not begrudge careful expenditures for our future adults. I accept that childhood education and recreation is costly.

However, I am deeply discouraged by the ongoing enormous spending disparity between our children versus our much larger group of older residents, who make up more than 50 percent of our town's residents and taxpayers.

Our town's support on behalf of our older residents needs to grow, as does our town's budget for senior services and programs.

Gayen Thompson
Grinnell Street

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BANKRUPTCY
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Attorney David B. Hathaway
Former Chapter 7 Bankruptcy Trustee

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dave@ribankruptcy.net

This firm is a debt relief agency

Town of Jamestown Dog Licenses
BEGINNING APRIL 1st

Pursuant to the provisions of Title 4, Chapter 13 of the General Laws of Rhode Island 1956, and as amended, notice is hereby given that every owner or keeper of any dog over the age of six (6) months living within the town limits shall be licensed by the Town Clerk during the month of April.

Licensing fee is as follows:

- \$6.00 Spayed and Neutered dogs
- \$16.00 Non-Spayed and Non-Neutered dogs

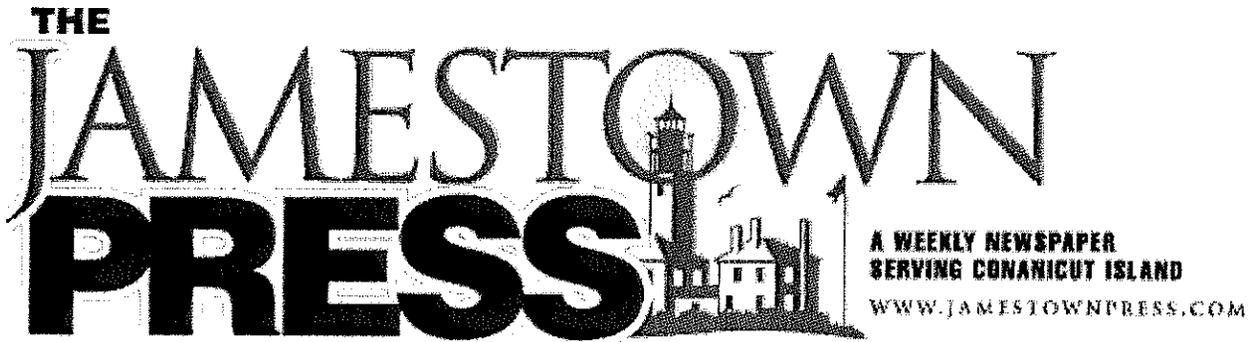
A late fee of twenty-five dollars (\$25.00) will be charged for any licensing after April 30th per RIGL 4-13-4. A valid Certificate of Rabies Vaccination indicating the vaccination expiration date is required and must be presented at time of registration. Receipts and rabies tags are not accepted. *Ed.*

State law prohibits the sale of dog licenses prior to April 1, 2016.

Licenses will be on sale **beginning April 2nd** at the Town Clerk's Office, 93 Narragansett Avenue. Monday through Friday from 8:30 am to 4:00 pm.

If your dog was not licensed in Jamestown for 2017-2016 licensing at the Town Clerk's Office is required.

For a full text of RIGL 4-13-4 and Jamestown Code of Ordinances Chapter 16 Animals, visit the Town website at www.jamestownri.gov or call the Town Clerk's office at 401-423-9801.



2016-12-29 / Letters to the Editor

Golf clubhouse should be multiple-purposed

To the editor:

There has been a lot of talk about the future life of the golf clubhouse. The taxpayers of Jamestown are about to make a large financial investment, and I believe the new building would better serve the majority of Jamestowners as a combination clubhouse, senior center and community center.

The new building could be raised to provide the clubhouse with a new lower level equal in size to the entire building but with large windows around. It would provide easy ground-level access for golfers and restaurant patrons with a nice patio area. No stairs to climb and a floor that won't be damaged by golf shoes.

The upper level can be designed to provide multiple uses. If it were a large open room with a folding wall, it could be used by a few parties simultaneously. One use can be the senior center.

The present center provides lunch five days a week to its seniors. The facility is old, noisy and offers limited handicap access. Parking is also a major problem. As Jamestown's senior population is 55 percent, it seems reasonable to consider the golf club as a nice solution. I believe if that were to happen, there would be an increase in the center's participation.

Another major usage for the large upstairs room would be to provide the town with a place to have events and meetings. It could also be rented as a beautiful spot for receptions and functions, which more importantly, provides income to the town. It would be the only large hall space in town and if designed well, a steady stream of income.

The golf building is a great asset to the town of Jamestown and should provide the most use for all Jamestown residents.

Jean Britton
Sampan Avenue

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Jamestown Arts Center

DANCE

Island Moving Company's
Junior Company Presents:

Carnival of the Animals



An Interactive Story Ballet

FREE Family Friendly Event!

SUNDAY, MARCH 25th
2:30 pm

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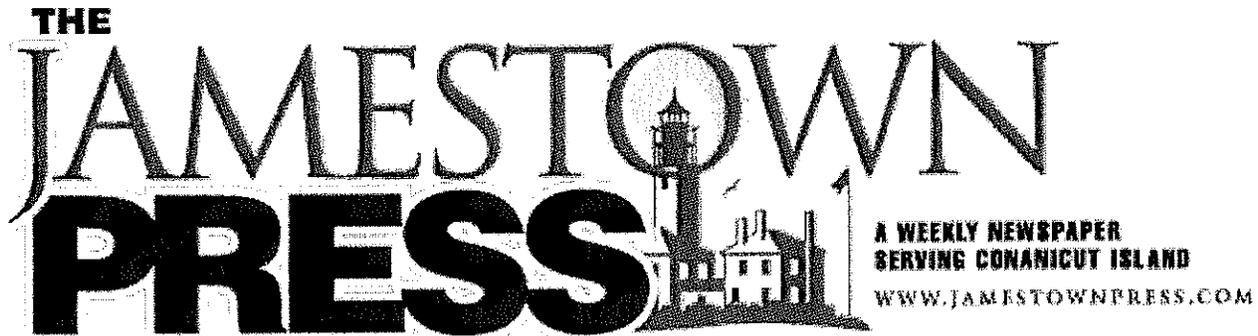
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Town of Jamestown

The Water Department will be flushing water mains throughout the distribution system Monday, March 26, 2018 through Friday, April 27, 2018 from 7:00 AM to 5:00 PM. Flushing removes sediment from the system and improves water quality. Your water may become discolored during this period and particular care should be taken while washing clothes. Your cooperation is appreciated.



2016-08-25 / News

Seniors ink 50-year lease for Grange hall

The seniors will rule the hall for another half century, but this time they have a powerful ally by their side — the municipality.

The Friends of Jamestown Seniors Inc. agreed to a 50-year lease with Conanicut Grange No. 21 to continue its operations at 6 West St. A second agreement will include Town Administrator Andy Nota's signature, making the town a supporting partner in the lease. The seniors are the leading tenants.

In an attempt to establish a more official relationship, workers at the meal site, including director Ellen Vietri, have been added to the municipal payroll as part-time employees of the recreation department. Now, the town has a stake in its headquarters.

"This lease was the last piece of the puzzle," Nota said.

The president of the Grange, Bob Sutton, agreed to lease the building for \$500 a year.

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2016-05-26 / Upcoming Events

JAMESTOWN PARKS & RECREATION

Senior Services Programs — Summer Schedule



WEEKDAY LUNCHEON

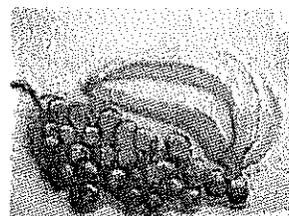
Full Course or Lighter Fare Luncheon. Every weekday from 11:30 a.m. to 12:30 p.m. Senior Center, 1st floor. Only \$3 (suggested donation only). Meet your friends and relax over a lovely three-course meal or lighter options, such as salads and sandwiches. We invite you to reserve a place at the West Street Café. Reservations 48 hours in advance required by calling 423-2658.

WEEKLY PROGRAMS

Tai Chi — Every Monday from 9-10 a.m. Senior Center, 2nd floor. Free Ongoing Program, drop-ins welcome. Give yourself a gift and start the week off gently. This program is based on a medically-proven form of gentle movement designed by tai chi experts and arthritis specialists to relieve pain, help prevent falls and improve overall health and wellness. Instructor: Gary Girard. Meet at Ft. Wetherill on nice days; the Senior Center in inclement weather.

Zumba — Mondays June 6 through July 25 1-2 p.m. Senior Center, 2nd floor Residents \$15 or non-residents \$25 (for four-week package) or \$5 drop-in. Get ready to party yourself into shape! This exhilarating, easy-to-follow, Latin-inspired, calorie-burning dance fitness class will move YOU! Instructor: Certified Zumba Instructor Dierdre Sharp.

Knitting Circle — Tuesdays 9:30-11:30 a.m. Senior Center, 1st floor. Free Ongoing Program, drop-ins welcome. Drop-in to knit with needles, use machines or frames. Many people have projects in progress they'd like to pick-up again and complete and others come to swap yarn or learn new patterns. We gladly accept completed project donations to be distributed locally. Light refreshments provided. No instructor/facilitator required.



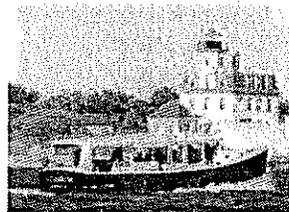
Classic Scrabble — Every Monday 1-2:30 p.m. Senior Center, 1st floor. Free Ongoing Program, drop-ins welcome .

If you've been thinking of getting back into "old school" Scrabble, then come to the senior center Monday afternoons. We aim to get two players per board but can work three players depending on the size of the group. There's no instructor but if you need a refresher on the rules, the other attendees will be glad to review.



Tuesday afternoon matinee — Tuesdays 1:30-3:30 p.m. Library, large meeting room. Free Ongoing Program, drop-ins welcome. Our Tuesday matinee presents current and classic movies shown on a wide screen with a new sound system in the large room at the library. We'll be running PG-13 dramas, comedies, musicals and documentaries so grandparents can bring the kids as desired. Monthly schedules are available at the Library, Senior Center and Recreation Center.

MIXED MEDIA STILL-LIFE COURSE — Wednesdays 9:30-11:30 a.m. housing authority Community room. Residents \$20 and non-residents \$35 for four-week package. This is an instructed series for beginners or experienced artist looking for some guidance on technique on different media (acrylic, water color, pen and ink, etc.). Bring your own materials if desired. Instructor: Rick Meli (BA, MA, RISD trained).



REV-IT-UP BU WALKING Wednesdays and Fridays from 10-11 a.m. Meet at the Senior Center on nice days, Rec Center in inclement weather. Free Ongoing Program, drop-ins welcome. This offering helps you start the day to rev-up your heart rate. We walk all around Jamestown and at the local state parks as dictated by group consensus. No instructor/facilitator required.

Yoga Tools for Wellness™ — Wednesdays from 1-2 p.m. senior Center, 2nd floor. Residents \$20 and non-residents \$35 (four-week package) or \$5 drop-in. These workshops will focus on breath and movement to improve strength, flexibility and awareness benefiting both physical and emotional well-being. Various health topics include how to sleep better, boosting the immune system, relief from chronic illness, etc. Each series is four weeks, however drop-ins are welcome. Instructor: Certified Yoga Therapist and Instructor, Janet Larson.

IMPROVING YOUR BALANCE — Session i: Starts Thursday, June 9, 2:45-3:45 p.m. session ii: starts saturday, June 11, 11 a.m. to noon. Jamestown Fitness Club, 1st floor. As we age, the ability to maintain our balance decreases. This class will focus on

strengthening the muscles that aid us in walking, lifting and maintaining stability. First class free, residents are \$45 and non-residents \$55 for eight-week session; Drop-in \$12. Instructor: Certified personal trainer and fitness instructor, Bill House.

Bingo—(starting July 6) Fridays from 10-11:30 p.m. Senior Center, 1st floor.

MONTHLY PROGRAMS

IT'S YOUR HEALTH — every first Tuesday of the month 10-11:30 a.m. Senior Center, 1st floor. Free ongoing program, drop-ins welcome. Take advantage of this health screening and one-on-one consultation. It's an opportunity to ask a nurse about your health and wellness, etc. Screenings available include blood pressure, blood glucose screening (\$1) and/or cholesterol screening (\$5). Registered Nurse Rhonda Bernaro.

Senior Health Insurance Counseling — every 4th Tuesday of the month 1-2 p.m. Pemberton apts./housing authority Community room. free ongoing program, appointments required. Contact: SHIP Counselor, Dale Dupuis, 401-682-2100 Ext 1452. Need help navigating the complex waters of health insurance and the bills? Get all of your Medicare or Medicaid questions answered. Dale specializes in health insurance plans, such as Medicare Part A, B, C and D; Medicare Advantage, and several supplemental plans. She also can help you with your medical bills. Each month a different topic will be discussed. Watch for more dates, times and locations.

TRIPS AND EVENTS

Foxwoods Casino — July 12 Take advantage of free travel to Foxwoods for the day. We're off to the casino to allow you to enjoy the multitude of adult games, shop, tour the Native American Museum or enjoy the spa. Transportation will be provided and available on a first-come, first-served basis. Games, tours, spa fees and lunch are NOT included. **Sign-ups required by Friday, July 8.**

2nd annual Picnic @ the Pavilion — Wednesday, Aug. 24 11:30 a.m. to 1 p.m. Join us again for intergenerational seafood-by-the-sea picnic lunch at the Lt. Col. John C. Rembijas Pavilion. Our local Teen Center kids will serve the older adults and join in on bingo teams for what promises to be a fun-filled day on our shores. Transportation available. Families welcome. **Tickets on sale at the Senior Center and the Community Center through Friday, Aug. 19.**

Newport Harbor Lighthouse Tour/Lunch at Spinnakers Café — Tuesday, Aug. 30 Take a two-hour narrated lighthouse tour on the Jamestown ferry, which includes a brief stop-over at the Rose Island for Q&A with a docent. Then, we'll leisurely motor past Goat Island and Castle Hill lighthouses. You get a close-up view of Ft. Wetherill, Clingstone ("house on the rocks") and head back to enjoy lunch at Spinnakers Café. Transportation to and from home available. Fee includes transportation, landing fee, Rose Island tour and lunch for \$50. This is an option to bring your grandchildren along! **Space is limited and full payments due by Friday, Aug. 26.**

New York City Weekend Tour —Sept. 3-5 A trip to The Big Apple is planned for Labor Day weekend. It will include luxury motor coach transportation from Jamestown, two nights lodging, four meals (two breakfasts, two dinners) and two guided tours. The new National 9/11 Museum, the Statue of Liberty, Central Park, Rockefeller Center, Times Square, and Wall Street will be on the schedule. There will be a high level of walking, so wear comfortable shoes! The price is a bargain at \$350 for double occupancy or \$455 for a single room. For more information, call the senior center office at 423-2761. **Full payments due by June 10.**

SPEAKERS

Jamestown Middle School Mentoring information Session 12:30-1:30 p.m. Thursday, June 9 Courtney Hancur, Jamestown Mentor Program Coordinator, will be at the Senior Center, 2nd floor, to provide information on The Jamestown Middle School's adult mentoring program, which aims to enrich the learning experience for the school-aged and bring skills and talents forward for the older adult. Come learn how to share your knowledge.

Ask the Pharmacist and nurse about your Medications 12:30-1:30 p.m. Tuesday, June 14. Dr. Madeleine Ng, of Visiting Nurses of Newport & Bristol Counties, will be at the Senior Center, 2nd floor, for this free ongoing program. She will cover: 1. What are medications? 2. How should I take my medications? 3. Other "healthy aging" steps and 4. Individual medication review. She will be accompanied by a nurse. Bring your questions and your list of current medications.

Parks & Recreation Director: Andrew Wade

Senior Coordinator: Ellen Vietri

For more information,
please call Ellen at 423-2761

or e-mail seniorcenter@jamestownri.net

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2016-03-24 / Upcoming Events

Indoor exercises slated for seniors

During the next few weeks, senior citizens will have a handful of indoor aerobics to keep them busy while spring takes its time to arrive in full bloom.

Line dancing will be conducted from 6-7 p.m. Mondays from March 28 through May 23 at the recreation center. The instructor will be Nan Beaulieu. According to senior director Ellen Vietri, line dancing is a great workout and a wonderful way to meet new friends. Among the songs, dancers will boogie to "Sugar" by Maroon 5, "Uptown Funk" by Bruno Mars, and "Jim & Jack & Hank" by Alan Jackson.

No dance experience is needed. The cost for the nine-week session is \$40.

Each Wednesday from March 30 through May 20, yoga instructor Janet Larson will show seniors how to improve strength, flexibility and awareness using the ancient discipline. The workshops will focus on breathing and movement aimed to help students sleep better, boost their immune systems and relieve themselves from chronic pain. The cost is \$20 for a four-week session. Dropins are welcome. Workshops are from 1-2 p.m. on the second floor of the senior center.

Every Thursdays from March 31 through May 26, trainer Daryl Brazo will teach exercises to help maintain cardiovascular health. The program, Vietri said, is designed for active aging people.

Hand weights and resistance bands will be available. The cost is \$40 for the nine-week session. Classes will be from 1-2 p.m. at the recreation center.

The final course will be taught by professional dancer Laurette Mathers. Ballroom dancing will take place from 1-2 p.m. Fridays, April 1 through May 20 at the rec center. Ballroom basics will be taught, including the foxtrot, waltz, rumba, cha cha and swing. Dancers should wear comfortable shoes. Singles and couples are welcome.

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2015-09-24 / Letters to the Editor

Finding a home for senior citizens

By Rosemary Enright and Sue Maden



The Jamestown Senior Citizens Association Inc. was chartered by the state of Rhode Island as a nonprofit organization at the end of December 1980. Its mission was "to access and further operation at a senior center/meal site and to improve the quality of life for seniors in general."

Finding a permanent home took almost 15 years.

For the first seven years, the association operated out of the basement of St. Mark Church on Narragansett Avenue. About 55 seniors came daily for noon meals and to meet friends. Special events could draw as many as 200.

In 1987, the Town Council charged a Jamestown Senior Center Commission, chaired by Clifford Largess, to develop a plan to build a center especially for seniors. In the meantime, the organization continued to meet at St. Mark.

The commission submitted its report early in 1989. In a letter to the Town Council, Largess requested town-owned land on which to build the center. The preferred site was across from the country club on Conanicut Avenue. The second choice was an empty lot next to the town library on North Road. The third choice was on the 21-acre school lot.

The competition for town land was too intense; a new police station was approved for the numberone site later that year. The town playground was built a year later on the second-choice site. The building of Melrose School ended the possibility of using the school lot.

Keenly aware of the seniors' needs, the Town Council voted unanimously in November 1989 to allow the seniors to use the second floor of the country club as a senior center. The area had been a restaurant and had the facilities necessary to serve meals and the space needed for get-togethers. With a potential home in view, the Friends of Jamestown

Seniors Inc., a separate nonprofit formed to operate and fund the senior center, began fundraising with the aim of raising between \$250,000 and \$350,000.

The council's decision passed over an offer made by the Holy Ghost Society, owners of the Portuguese American Citizens Club, to lease the seniors an 18,000 acre lot on Pemberton Avenue for \$1 a year for 99 years. Although 177 of the town's seniors had signed a petition urging the council to approve the country club site, the Senior Center Study Commission met with members of the Holy Ghost Society early in January and again in March to discuss the possibility of building a new senior center on society-owned land. Other proposals were also presented, including one in November 1990 to build a \$1 million combined senior and community center on Hammett Court.

By the end of 1990, the study commission had narrowed its options to two choices. Both plans called for building the new center on the land leased from the Holy Ghost Society. Option one, designed by Andy Yates, showed a two-story building with a total space of 6,784 square feet. Option two, designed by Mary Meagher, proposed a single-story building with 5,200 square feet. Both proposals were finally voted down by the commission because of concerns that the building could not be expanded to meet future space requirements.

After five years, the study commission had still not been able to get a building plan off the ground or even locate a site. Eight of its 16 members resigned in frustration. In August 1992, the Town Council disbanded the commission. A work session was held on Sept. 16, and the following week the Town Council agreed to form a new study committee.

The new panel had seven members. Like their predecessors, they were charged with finding a building site for senior activities and developing a program and budget. They quickly came up with a plan to purchase the professional building at 87 North Road (now the Jamestown Early Learning Center), and in July 1993, the Town Council agreed to the plan, provided that grants could be found to fund the purchase.

The grants were not found.

Six months later, in December 1993, a more economical solution to the seniors' dilemma was found. The members of the Conanicut Grange offered the hall on West Street as a site for senior activities. The details were worked out over the next nine months, and the renovation of the hall began the following September.

On Nov. 16, 1995, the new senior center was dedicated at a standing-room-only ceremony. Renovations weren't complete, and the two-floor split-level building didn't have an elevator until 1997, but Jamestown seniors finally had a home.

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2015-02-12 / Front Page

Seniors want more exercise programs, survey indicates

By Tim Riel

The seniors have spoken, and they want to exercise more.

According to the recent senior survey, 42 of 62 men and 132 of 167 women said wellness and exercise was important to them. Second was learning programs, following by trips outside of Jamestown.

Only one of the 229 respondents was younger than 56.

The survey was a joint effort of the Friends of Jamestown Seniors and a newly formed senior advocacy group founded by resident Brenda Ratcliff, who spearheaded the questionnaire. It was inserted into 3,200 postal issues of the Dec. 4 Jamestown Press.

Ratcliff's activism began following discussions from town officials to acquire the Portuguese American Citizens Club to expand the recreation department. However, she noticed one glaring issue – the senior citizens weren't mentioned in the discussions.

With 76 percent of respondents agreeing that health and wellness was important, the senior advocates established specifics. Among the activities and programs identified were tai chi, aerobics, yoga, zumba, tennis, golf, caregiver instruction, nutrition education and weight management.

Next, 60 percent of the respondents wanted more learning programs. Among them, book discussions, chess club, speaker programs, and computer, sign language and investing classes. Third, trips out of town was desired by 59 percent of the seniors surveyed. Outings would include Trinity Rep, Pawtucket Red Sox, Mystic, New York City and Boston.

The other activities to choose from were arts and crafts (39 percent), board games (26 percent), support services (23 percent) and dances (11 percent).

Arts and crafts, however, was the most contrasting between genders. While only 13 of 62 men were interested, it appealed to nearly half of the women (77 of 167).

Of the respondents, 26 didn't know where the senior center was located. From the residents who knew about the center, about 60 percent of each gender said they had visited the senior center in the past, although the majority of women went for activities, and the majority of men went for lunch.

Ratcliff is hopeful that town officials will address the needs during this budget season.

"Since the previous budget mainly addressed funding for the meal site, director and building, I believe we need to provide the Jamestown seniors with more services and programs within our community to meet our current needs," she wrote in an email. "I would like to suggest we ask for additional money to fund the number-one priority ... for the coming budget year to move these programs forward."

Ratcliff said the funds could come from the town through the recreation department, from fundraising by the Friends of Jamestown Seniors, and from grant money.

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2015-01-22 / Editorial

Viewpoint

Programs offered for island seniors

By Ellie Chase

In the late 80s, Jamestown's senior citizens, after having been hosted by each of the churches, were looking for a permanent home. The Grange building at 6 West St. was chosen and the Friends of Jamestown Seniors was formed to raise money and oversee the installation of a commercial kitchen and elevator for a new senior center. The Friends are still responsible for the lease of the building, as well as its upkeep. This has included a new roof several years ago and a new furnace last year. These were accomplished by generous donations from citizens.

The Friends receive support from the Town Council as well as grants from the state legislature. This, however, is our only regular funding. Salaries for the staff, taxes, general maintenance and insurance must all be provided from these funds.

A recent survey, formulated by the Friends and a newly formed Jamestown advocacy group for seniors, was printed by the Press and is being tabulated. It will be published shortly. We offer our sincere thanks to the many Jamestowners who responded.

One of the items on the survey referred to exercise programs. At present, there are several exercise programs provided each week. On Mondays at 9 a.m., there is tai chi for arthritis held in the Grange hall. On Tuesdays and Thursdays at 10 a.m., gentle yoga is provided in the Grange hall for a nominal fee. On Wednesdays and Fridays at 10 a.m., the West Street walkers are meeting at the rec center for indoor walking to music. Once the weather turns nice again, we will continue to explore the neighborhoods on the island. Everyone is welcome to join in these health exercises.

The West Street Cafe offers a delicious and nutritious lunch Monday thru Friday. Your choice of a full dinner or the soup and sandwich (or salad) option can be made with your reservation. Cost is \$3 and is certainly a great bargain. The menu is published each week in the paper's Island Calendar. The vendor requires that reservations be made (423- 2658) at least 48 hours in advance. The meal program is provided by federal and state funds, and is open to all residents 60 and older.

The Friends and the recreation department are interested in hearing from any resident who does not have access to transportation to the cafe for lunch or programs. At first, we are hoping to offer bus service on Tuesdays and Thursdays. If you think you would use it, call me at 423-1617 and leave your name and number so we can determine if this is a needed service. The bus is handicapped accessible.

Please know you are always welcome to stop into the cafe for coffee between 9 a.m. and 1 p.m. on weekdays.

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2014-11-26 / Letters to the Editor

Senior groups unite

There is currently a petition being circulated in Jamestown that states, "We the undersigned seek to bring awareness, to improve the recreational, social, physical services, activities and programs for the senior citizens in the town of Jamestown."

To date, almost 300 signatures have been collected in support of these goals.

The petition group has also established a Facebook page, listed under "Jamestown, R.I., Advocacy for Senior Citizens." The interest in the petition has generated the web page, letters to the editor of the Jamestown Press, and a recent Jamestown Press editorial. In short, there has been an overwhelming response of interest in the development of new and additional senior programs and activities.

Another senior group, the Friends of the Jamestown Seniors, has reached out to the advocacy group because both groups share the same common goals. The Friends of the Jamestown Seniors is a nonprofit corporation that has operated the Jamestown Senior Center since 1989. Over the years it has sponsored programs and activities for Jamestown's seniors, but the primary focus has been to operate both the daily meal site and Meals on Wheels programs at the Grange building on West Street, in the center of town.

The senior advocates and the Friends of the Jamestown Seniors have decided to partner and work together to develop additional programs and services for the Jamestown seniors. Together we are in the process of distributing a survey to allow Jamestown's seniors to communicate their needs and experiences while gaining a better insight into the social, educational and recreational activities desired by our older residents. Once the survey is completed, a meeting will be held to present the findings of this survey and solicit additional information to guide in future planning for our seniors.

Together with the information obtained from the senior survey and the recommendations from the Collins Center study of the Jamestown Parks and Recreation Department, we can provide more opportunities to improve programs and services for seniors. This effort will require additional funding by the town along with obtaining grants and donations from nonprofits. Moreover, if the town moves forward on the purchase of the PAC, then Jamestown seniors would like the town to consider providing additional funding for the development of programs and services in the renovated PAC building.

Edward Holland

President

Friends of the

Jamestown Seniors

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2014-11-13 / Editorial

Our senior citizens need activities too

Recent letters to the editor in the Press have pointed out a serious deficiency in our community's lifestyle: There are no organized activities for our senior citizens.

Seniors probably represent the largest growing portion of the population on this island. The town should do more for these folks who have contributed so much to our society.

A letter this week reminds us that the local senior citizens organization used to plan a few activities, but those were limited usually to off-island trips to events such as concerts. Now there are no activities or events planned for our seniors. Those residents have been simply overlooked and it is something that can be corrected without spending a fortune.

When one compares Jamestown to surrounding communities, the island definitely fails to measure up. Other communities have what appears to be lots of scheduled activities for their senior citizens. Jamestown's size may prevent the town from offering the same scope of activities, but there should be an effort to meet at least some of our seniors' recreation needs.

In Jamestown we have a successful teen center that is managed by the town's recreation department. Something similar should be done for the town's seniors. A senior center already exists where hot lunches are served on weekdays, so a location is already available. All that is needed is the organization of activities that would be of interest to our senior citizens.

How should we get started? It should seem logical that the first step would be to assess neighboring communities as to what type of activities are successful with their seniors. The second step would be to survey Jamestown's seniors to determine what type of activities would interest them. Finally, the recreation department could roll out the programming.

Another suggestion would be to combine activities with another town, such as North Kingstown, and supply the necessary transportation to that community for our seniors.

Let's show our island's seniors that we care about them and provide them with interesting recreation activities.

— Jeff McDonough

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2014-11-06 / Letters to the Editor

'Underserved' seniors

As I read the account of the latest proposal for the potential purchase of the PAC facility ("Town may purchase PAC Club," Oct. 9), I was saddened to see there was no mention of including anything for Jamestown's senior citizens. I am beginning to believe the seniors of our town are a forgotten population.

Since I became aware the town had an interest in purchasing the PAC to improve the "over-scheduled" recreation center, some questions came to mind. What activities are taking place during the school year from 9 a.m. to 3 p.m. at the recreation center? What recreation activities are scheduled for our senior citizens? Are there any programs, other than the meal site, for seniors being offered? When the island was surveyed a few years ago, the results clearly indicated Jamestown was lacking senior programs. What are we doing to address this need?

I researched what services, programs and activities were available for the seniors in town. Here are my findings:

- Jamestown has a senior center (Grange hall) that offers a meal site from Monday through Friday. There are no other senior activities offered on a daily basis at the center.
- The town website lists all the various programs offered by the town; there is no mention of any programs or services for seniors.
- The library is the only town facility that offers a variety of multigenerational programs open to our community.

Since then, I've had a positive conversation with Town Administrator Andy Nota regarding the lack of recreation programs offered to seniors. I also inquired about what impact would the potential purchase of the PAC have for the seniors. He acknowledged there definitely was a need to increase our senior activities. The Grange, which is leased by the town for a period of time, is considered the senior center, but the building only provides a meal site for seniors. The Grange is utilized by other organizations for their programs but the space does have some limitations.

When I look at our surrounding communities, seniors in Jamestown are totally being underserved. There is a petition currently being circulated around town, which reads, "We, the undersigned, seek to bring awareness to improve the recreational, social and physical services, activities and programs for the senior citizens of the town of Jamestown."

If you feel the same, please voice your concern in the Press, at meetings or online. Our Facebook page is "Jamestown, R.I., advocacy for senior citizens."

Brenda Ratcliff

Ship Street

Jamestown

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2013-08-01 / News

Residents mull adult activities

By Margo Sullivan

Residents met on Tuesday to discuss the town's adult and senior recreation programs with Monica Lamboy, a consultant from the Edward J. Collins Jr. Center for Public Management at the University of Massachusetts.

Attendance was sparse, but the ideas were abundant. Residents Ed Holland and Bruce Livingston, both involved with the senior center, discussed developing new offerings for the community by building partnerships, both on and off the island.

Holland and Livingston said the senior center is a potential rec department partner. The two want to develop more programs for seniors, Holland said, and a partnership with the town might be one way to proceed.

"We struggle frankly in reaching out to seniors," Holland said.

Livingston said transportation is one of the ongoing problems.

The seniors were supposed to share a bus, which the town purchased, but the bus has frequently been unavailable for the seniors.

Livingston said some older residents don't like to go out at night, and some want door-to-door transportation.

Councilor Mary Meagher and School Committee member Ryan Conlon also attended the meeting.

The consultants agreed to hold three public meetings on the rec department, in addition to conducting a survey, which is available online and was delivered to each residence last week. Residents have until Aug. 16 to respond. The paper version is also available at numerous locations around town.

Lamboy and colleague Rob Haley were hired by the town to conduct a comprehensive study of recreational facilities and programs. Haley did not attend the meeting on July 30, but Lamboy said he will be back next week for the third and final session of public outreach designed to collect ideas to improve the Recreation Department's programs and facilities. The last topic will focus on programs for youth.

Holland said he was not aware of the adult sailing program. He also did not know about many offerings there are for adults and seniors.

"I'm surprised to see that many programs being offered by the rec department," Holland said. "It's nice to know the guys down there are doing their jobs."

But he also wondered if there is a communications problem.

"I don't know they're getting that message out to us," he said.

Lamboy said this was a "nice problem" to have and suggested it was easy to fix.

Livingston said Lamboy might want to visit the senior center in Wickford to get ideas.

Later, Lamboy asked the residents to "think big" and identify some future directions Jamestown could take, if money were no object.

Livingston said the senior center on West Street could become a place to go after a big event, like the fireworks display.

"There would be meals, and, periodically, fancy meals," he said. One example Livingston mentioned, residents could be invited to a buffet after the Memorial Day parade.

Lamboy asked what the future senior center, for example, would look like.

Holland said it would be open more. Today it's closed for much of the afternoons. It would also be used more, and more people would come in to socialize.

Lamboy asked the average number of people using the center.

"A good day would be a dozen people," Holland said.

Livingston suggested the numbers might improve if the bus could be made more convenient.

Meagher asked if Holland and Livingston thought the senior center should offer more programs.

"There's a certain stigma right now with the senior center," Holland said. "We don't offer as much as we should."

Livingston said an agreement with Conanicut Grange – where the center is located – against alcohol use in the building was another issue.

"There are some lease restrictions," Holland said.

Nonetheless, he thought the senior center could apply to the Town Council for a liquor license for a special event.

"I think the grange is very excited about us using the building," Holland said. The deal gave the senior center a 99-year lease and provided the building with a new roof, boiler and other improvements.

"We'd be happy to show you the facility," he told Lamboy. He said the building looks much the way it did in the 1930s, but "spiffed up a bit."

Lamboy asked about attractions that adults and seniors like.

"What brings people out of their houses?" she said.

"Fireworks," Livingston replied, adding the fireworks displays are important events.

Holland said he liked Livingston's idea about using the senior center as a place to go after events as a way to build up the facility to become "more of a social meeting place." All age groups would be welcome, he said.

One Halloween, Livingston said, the facility was turned into a haunted house, and that proved to be a popular event.

"It was a super show," he said.

Livingston said seniors also come out for concerts and sailing competitions. Jamestown has added boating facilities, with a new ramp at Fort Getty, for example, and those facilities are important to residents, he said.

Holland said years ago Jamestown did more in connection with Newport. Livingston said partnerships with other senior centers might also be pursued as a way to expand the recreational opportunities.

Conlon said he would like to have opportunities to play some basketball, but he was not sure if the rec center offered any games. He checked on the website and reported, in fact, the rec center does offer adult basketball and soccer.

Holland and Livingston said islanders also enjoy the parks and go sometimes just for a change of scene. They also use the golf course. Overall, they feel the rec department does a good job on maintenance. In summary, Lamboy said transportation is one issue that needs improvement. Parking is sometimes a problem at the beach, for example. Jamestown also may need more adult sports facilities with storage.

Meagher said the town could use more lecture series. The arts center and the library provide some, she said.

Among the big ideas, Holland suggested building a field house with a swimming pool.

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2011-05-19 / News

Hot meals and companionship each weekday at the senior center

By Cindy Cingone



Executive Director Charlotte Richardson, from left, along with Earnest Anthony Jr. and Janet Burns, help plan, prepare and serve hot meals to seniors and other Jamestown residents during the weekdays. Photo by Cindy Cingone

The Jamestown Senior Center and Meal Site has been serving up hot weekday lunches and sandwiches to elderly and disabled islanders since 1994.

"[The food] is very, very, very good," said Amedeo Cuomo, a retired World War II Navy veteran who has been going to the center since it opened.

The meals are prepared and delivered to the center by Westbay Community Action in Warwick. "The senior dining program has the Ocean State's only hearthealthy menu," Westbay boasts.

Charlotte Richardson, executive director of the center, said the meals are great. "I haven't had something I didn't like," she said.

With choices such as Moroccan lentil soup, baked scrod with Ritz topping, cheese lasagna with meat sauce and Yankee pot roast, the center serves nutritious lunches sure to please most palettes.

Westbay updates its menus monthly. Meals are high in fiber and low in salt. The meats and poultry are unprocessed, gravies are few and nothing is ever fried. Meals are well proportioned and ample, providing 30 percent protein,

30 percent carbohydrates with the remaining balance comprised of fruits and vegetables.

According to experts, healthy eating habits are crucial to senior citizens and the disabled, and can lead to a positive attitude on life. People feel better when they eat right. Proper nutrition enables a person to live stronger, fight illness, boost the immune system, sharpen the mind and keep muscles and bones strong.

In this hard economic climate of rising food costs, the senior center has been a culinary oasis to local islanders. The meals are free to any disabled person or senior citizen over the age of 60, although there is a suggested donation of \$3. Anyone who doesn't meet the requirement can purchase a meal for \$6. Every islander is welcome, according to Richardson.

Each weekday patrons have their choice of a hot lunch or sandwich from 11:30 a.m. to 1 p.m. Coffee and tea are self-service. The center accommodates on average about 60 people per week.

Richardson has wanted to do something for the island seniors from her days she served on the Town Council in the 1980s. Together with the Friends of the Jamestown Seniors group, Richardson leased the Grange Hall on West Street from the Conanicut Grangers in April 1994. The lease expires in 2044.

"We used to get our funding from the state," Richardson said, "but that funding has dropped over 75 percent." The town has since picked up some of the \$57,000 annual budget.

"The town is very supportive and generous," Richardson added.

State Rep. Deb Ruggerio and state Sen. M. Teresa Paiva Weed help Richardson keep the center's doors open to the public by allocating the needed funds. Recently, Weed presented a \$5,000 check to Richardson and Bruce Livingston, president of the Friends of the Jamestown Seniors, to help fund the center.

In addition to public funding, the center has also been graced with private donations of some amenities such as a microwave, cooking utensils, tables and chairs.

"We strive to make the center feel like home," Richardson said. "We want our diners to feel comfortable."

That feeling of comfort includes seasonable tablecloths and flower centerpieces. Volunteer Ellen Chase does the interior decorating at the center as well as the exterior gardening. Chase brought the center "up from next to nothing," Richardson said. Chase coordinates the center to match the holidays and seasons.

Manager Earnest Anthony Jr. staffs the senior center and Janet Burns is Anthony's assistant. Together the team prepares and serves the meals to the diners. Clifford Guy keeps the building clean.

"We had the center painted two to three years ago," said Richardson. "This year a new roof was put on. No more leaks."

The center will be purchasing a van this year thanks to a generous grant from BankNewport. Together with other funding, the center hopes to have the van shortly. It will be used to pick up seniors who cannot come to the center on their own.

The senior center also provides weekday meals to eight participants at the Alite Care on North Road. In addition, there is an allvolunteer Meals On Wheels program that brings weekday meals to 55 people on the island. The Marra Meal Services prepares the food for the Meals On Wheels program.

Richardson calls in the meal requirements to Westbay and Marra every Thursday.

"We have 24 hours to add or subtract the required meals," said Richardson. The meals come in exactly as needed and there is no waste, she added. The center provides coffee and tea as well as bottled water.

More people would come to the senior center, said Richardson, if they knew more about the program and had access to the upcoming monthly menu selections. The tight budget makes it impossible to mail out the menu so the center must rely on word of mouth or making the menu available for pick up.

The center offers both companionship and a healthy balanced serving of food to islanders in need of a good meal.

For more information, contact the senior center located at 6 West St. at 423-2658.

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**FRIENDS OF
JAMESTOWN SENIORS
QUESTIONNAIRE**



Jamestown Parks and Recreation

Senior Services

Senior Coordinator, Ellen Vietri
423-2761 – evietri@jamestownri.net

2016 Jamestown Senior Services Questionnaire

1. What is your age?

50-60 years 60-70 years 70-80 years 80-90 years 90+

2. Do you have any of the following health challenges? *Please check all that apply:*

Mobility Balance/Stability Sensory Weakness
 Vision Hearing Memory Pain

3. Do you currently drive a motor vehicle?

Yes Yes, with limitations No

If you checked "No" or "Yes, with limitations", please share more detail:

4. Have you ever participated in Town of Jamestown Senior Services programs at the Senior Center, Recreation Center, or Library?

Yes No

If "Yes", *please check all that apply:*

Tai Chi Yoga Wellness/Flu Clinic Film Speaker Event Trip Walking
 Exercise held at Jamestown Fitness Luncheon Mahjong Computer Drawing
 Other _____

If "No", please share more detail: _____

5. How do you learn about programs for Seniors in Jamestown? *Please check all that apply:*

Brochure Jamestown Recreation Center Senior Center Newspaper Library
 Town Website Other I don't know about them

6. Has transportation been a factor in determining your level of participation in activities offered?

Yes No

7. In the future, how interested would you be in accessing Town supported transportation services to off-island health and leisure activities?

Very Somewhat Not-at-all

Thank you!

*Your participation is appreciated and will be used to create 2017 programs.
Please submit in folder provided or drop off at the Jamestown Senior Center at 6 West Street.*

2017
TOWN COUNCIL
WORK SESSION



TOWN COUNCIL WORK SESSION
Jamestown Town Hall
Rosamond A. Tefft Council Chambers
93 Narragansett Avenue
Monday, May 15, 2017
6:00 PM

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. It is the Town Council's hope 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.

I. ROLL CALL

II. CALL TO ORDER

III. WORK SESSION

- A) Senior Services in the Town of Jamestown
 - 1) Transition of Past/Present Services and Program Enhancements
 - 2) Trending of Future Program Needs and Services
- B) Public Comment/Review and Discussion

IV. 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. In addition notice also may be posted at the Jamestown Police Station and on the Internet at www.jamestownri.gov.

ALL NOTE: This meeting location is accessible to the physically challenged. If communications assistance is needed or other accommodations to ensure equal participation, call 1-800-745-5555, via facsimile to 401-423-7230, or email cfernstrom@jamestownri.net not less than three (3) business days prior to the meeting.

Posted on the RI Secretary of State Website May 12, 2017.



Senior Services - Jamestown, RI

Town Council Public Workshop:

Monday, May 15

6:00pm



RHODE ISLAND HEALTHY AGING COMMUNITY PROFILE

Jamestown (Newport)

Jamestown is a town located in Newport County with a population of 5,405. About 18% of Jamestown residents are age 65 or older. With the exception of a higher than state rate of excessive drinking, Jamestown older adults fare better than or the same as state estimates on most other health indicators. Child and Family Services part of the state Aging and Disability Resource Center, the POINT Network, provides information, referral and assessment services and case management for seniors receiving state-funded home and community services. Age-friendly community resources include the senior center that offers weekday full-service luncheons, yoga tools for wellness, crazy quilting, knitting, Tai Chi, and line dancing. The Jamestown recreation department facilitates indoor and outdoor walking clubs. The Jamestown Philomenian Library offers special programs such as technology demonstrations and matinee movies. The Town provides some transportation for shopping and appointments.

POPULATION CHARACTERISTICS

	COMMUNITY ESTIMATE	STATE ESTIMATE
Total population all ages	5,405	1,052,567
Population 60 years or older as % of total population	25.6%	20.6%
Total population 60 years or older	1,387	217,066
Population 65 years or older as % of total population	18.1%	14.8%
Total population 65 years or older	981	155,558
% 65-74 years	65.5%	50.4%
% 75-84 years	25.1%	32.0%
% 85 years or older	9.4%	17.6%



Jamestown Senior Services

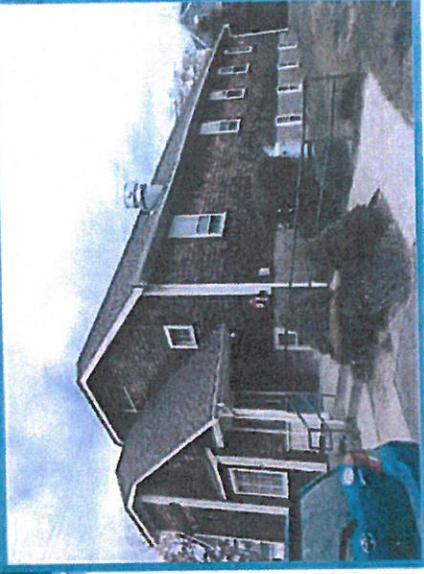
- Prior to January 2016 Senior Services were overseen by the Friends of Jamestown Seniors;
- Friends of Jamestown Seniors Private 501 (c)(3) who received funding from Town of Jamestown to deliver Senior Meal Site Program and offer programs to the elderly population of Jamestown, in addition to securing grant funds and some private donations;
- Programs included: Walking Club, Rusty Pens, Tai Chi, Portrait Drawing, Holiday Meals

Jamestown Senior Services



- January 2016 - Upon an agreement reached between the Friends of Jamestown Seniors and the Town, the Town has taken on all direct oversight and management responsibilities of all part-time program personnel;
- The Parks & Recreation Department was selected to oversee the Senior Program Coordinator and the two meal site staff;
- The Town is now a joint lessee of the Grange building along with the Friends of Jamestown Seniors for a 50 – year term;
- The Friends of Jamestown Seniors remain active as a advisory body over programmatic services and facility needs.

Current Senior Facility



- The Grange – Approximately 3,800 sq/ft of useable space
- Meal Site 1,680 sq/ft, Capacity: 45 persons
- Multi-purpose ballroom upstairs – 2,100 sq/ft
 - Exercise Classes (Yoga/Tai Chi/Dance)
 - Passive Recreational pursuits (Arts/Board Games/Reading)
 - Hosts Seasonal Large Group Meals/Events
 - Thanksgiving
 - Christmas Party
 - St. Patrick's Day
- Limited Parking
- In need of updates (floors, HVAC, plumbing)



Senior Center
Capital Improvement Plan

2016

\$20,000 Replace Flooring in meal site.

2017

\$15,000 Refinish upstairs floor, update
HVAC ductwork in building

Town of Jamestown - Senior Operating Budget

TOWN COUNCIL RECOMMENDED BUDGET 2017/2018

ACCOUNT	EXPENDITURES 2015/2016	BUDGET 2016/2017	TOWN COUNCIL W/CHANGES
SENIOR CENTER OPERATIONS			
.458 Senior Center Operations	76,333.73	0.00	0.00
70650.101 Salaries 3PT	0.00	46,540.00	47,703.00
.302 Fees, Supplies & Dues	0.00	2,500.00	3,000.00
.309 Telephones & Alarms	0.00	1,850.00	1,850.00
.321 Electricity	0.00	5,500.00	5,500.00
.324 Water	0.00	1,000.00	900.00
.341 Trash Removal	0.00	325.00	400.00
.343 Heat	0.00	5,400.00	4,000.00
.344 Repairs & Maintenance	0.00	5,885.00	6,000.00
.380 Programs	0.00	3,000.00	4,000.00
TOTAL SENIOR CENTER OPERATIONS	76,333.73	72,000.00	73,353.00

Town of Jamestown - Senior Operating Budget

- 2017-18 Total Operating Budget: \$73,353.00
- There are other resources extended to Senior Operations
 - Grange and Senior Program liability now covered under Town's insurance – savings of over \$6,000.00
 - Employee Payroll services, Workman's Compensation, FICA all covered by the town.
 - Facility Cleaning \$5,100.00 per year
 - Additional Town staff now dedicates time to supporting senior program
 - Parks & Recreation Director
 - Recreation Supervisor
 - Parks & Recreation Maintenance Crew

**Total Town of Jamestown Funding:
Approximately \$119,000**

Parks & Recreation Management Tree - Senior Services

Parks & Recreation Director



Recreation Supervisor



Senior Coordinator



Senior Program Staff

Program Building - A Strategic Approach

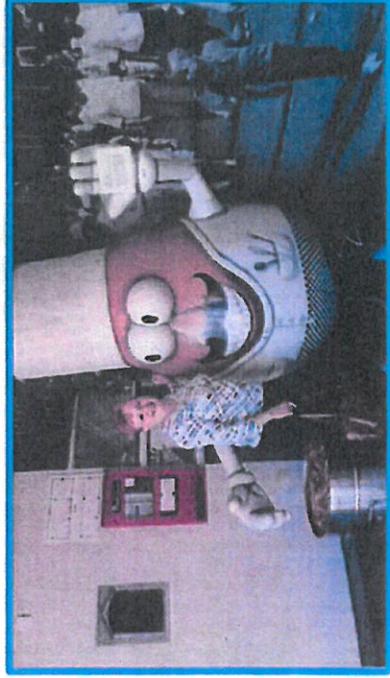
- Recreation Supervisor Deb Hagie and Senior Coordinator Ellen Vietri design programs
- Programs run on quarterly 8 week sessions
- Variety of Programs offered to match varied interests and abilities

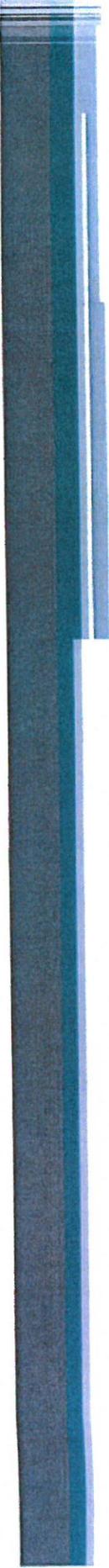
Meal Site - Increase in use

- In 2015 a total of 4,870 meals were served out of the Jamestown Senior Center.
 - 3,415 at the Café, 1,455 meals on wheels
- In 2016 a total of 5,897 meals were served out of the Jamestown Senior Center 18% Increase from 2015
 - 4,730 at the Café, 1,167 meals on wheels
- In the 2017 Q1 - 1,730 meals were served out of the Senior Center Projected yearly increase of 30% from 2015
 - 1,385 at the Café, 345 meals on wheels

It's not just a meal...

- Social Interactions
- Making new friends
- Expanded program offerings
- Off island adventures





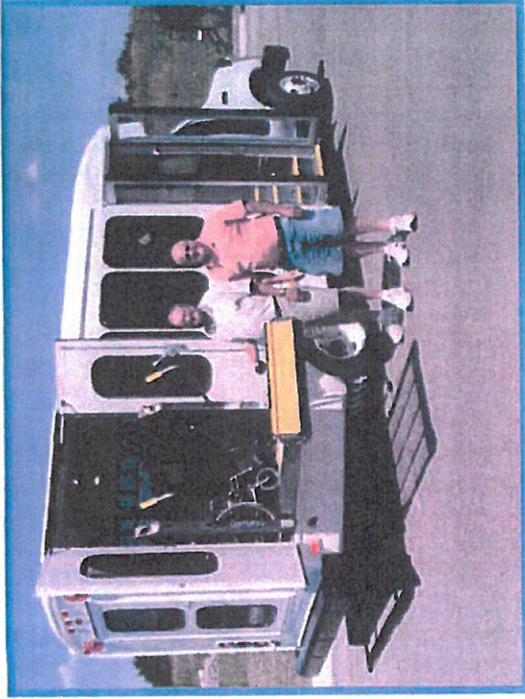
Expanded Programs - Utilizing Island Resources

- Senior Programs held at multiple locations to meet programmatic needs;
- Central Baptist Church, The Grange, Jamestown Fitness, the Library, Jamestown Recreation Center, Pemberton Apartments, and the Jamestown Arts Center all used for programs;
- Off island programs held at Absolute Fitness and Wickford Lanes with transportation provided by the Parks & Recreation Department



Program Offerings at a glance...

- **Exercise Programs** (Aqua Therapy, Yoga, Functional Fitness)
- **Speaker Series** (Rep. Deb Ruggiero, Reverse Mortgages, Elder Law)
- **Health Check Series** (Mind Fit/Wellness Screenings/Chronic Condition Management)
- **Tuesday Matinees at the Library**
- **Social Programs** (Mah Jong, Crochet Class, Rusty Pens)
- **Weekly Off Island Adventures** (Bowling & Swimming)
- **Other Trips** (Trinity Rep, New Bedford Whaling Museum, Magical Mystery Tour)

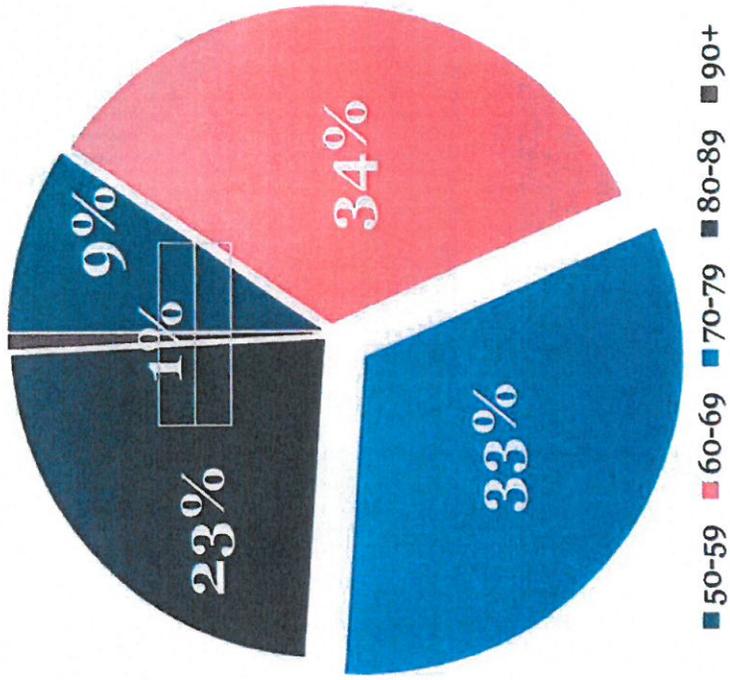


Transportation Needs?

A recent survey conducted by a URI student Kellie Cunningham-Toland as part of her Community Health Project administered to Jamestown residents 50 years of age and older in December 2016. The survey attempted to gather information regarding transportation services provided to Jamestown's aging population.

90 Survey Responders, broken down by Age Group

% by Age Category

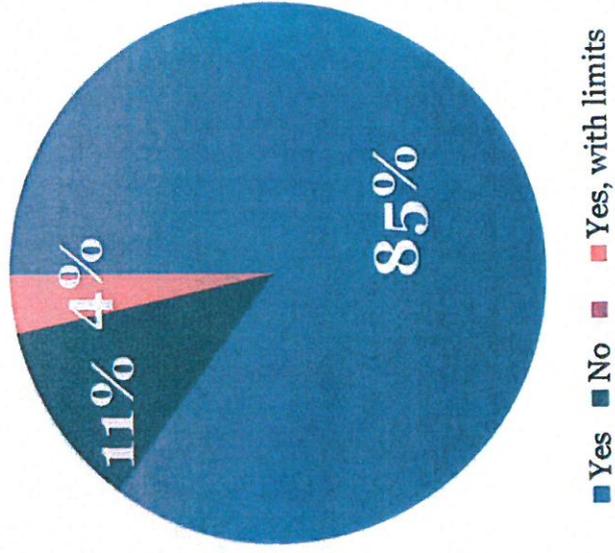


Transportation

- 85% Drive
- 4% Drive with limitations
- 11% Do Not Drive
- 15% of Respondents Reported Transportation as an issue for Participation in Programs

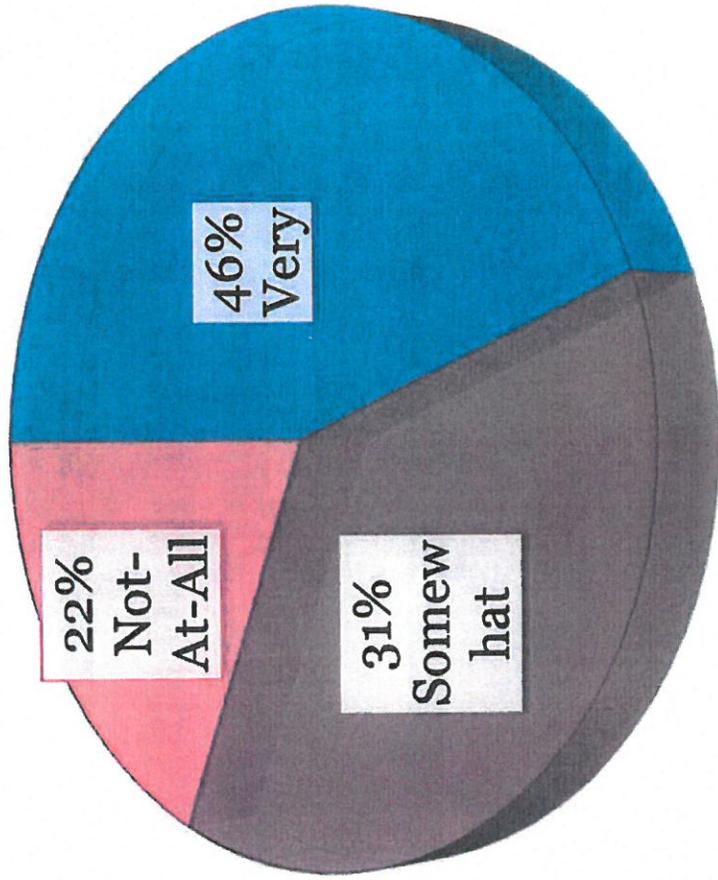
Currently Drive a Motor Vehicle

Percent



**Level of Interest in Future
Transportation for Off-
Island Health and Leisure
Activities**

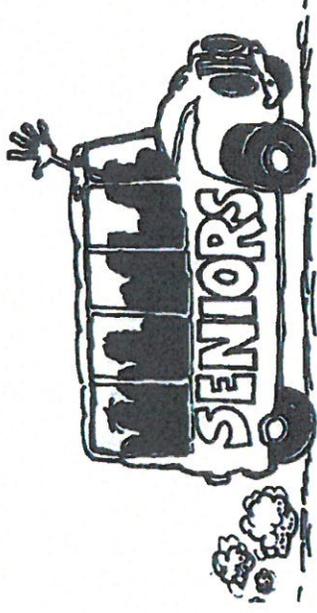
**PERCENT %
INTEREST**



**46% Very
31% Somewhat
22% Not-At-All**

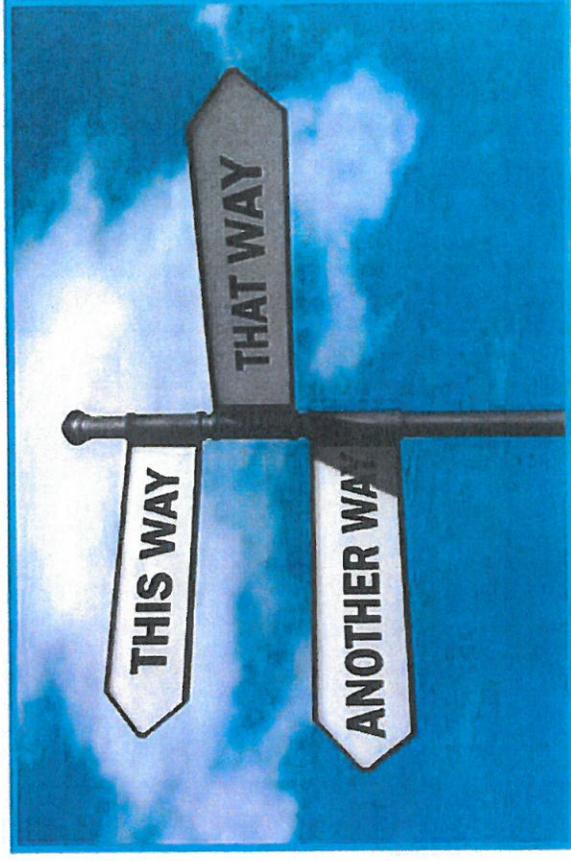
Is there a need for daily transportation to Senior Center Activities?

- Spring 2017 – Trial program for meal site transportation;
- 8 week program promoted in Jamestown Press, Fliers distributed to Meals on Wheels, Posted at Center, Pemberton Apt, word of mouth, etc.;
- To date, 6 total rides given.



Where do we go from here?

- Trial & Error – Continue to offer new programs
- Gather public feedback
- Expand services as demand requires





Jan – Dec 2015 Meal Summary



Jan – Mar 2015 Meal Summary

	Jan (17 days)	Feb (17 days)	Mar (22 days)	Quarterly Total (56 days)
Meals at Café	160	224	297	681
Meals on Wheels	79	95	154	328
Total Meals Served	239	319	451	1,009

Apr – Jun 2015 Meal Summary

	Apr (22 days)	May (20 days)	Jun (22 days)	Quarterly Total (64 days)
Meals at Café	320	329	309	958
Meals on Wheels	146	137	138	421
Total Meals Served	466	466	447	1,329

Jul – Sept 2015 Meal Summary

	Jul	Aug	Sept	Quarterly Total
Meals at Café	256	312	288	856
Meals on Wheels	152	119	119	390
Total Meals Served	408	431	407	1,246

Oct – Dec 2015 Meal Summary

	Oct	Nov	Dec	Quarterly Total
Meals at Café	314	298	308	920
Meals on Wheels	124	114	128	366
Total Meals Served	438	412	436	1,286



Jan – Dec 2016 Meal Summary

JAMESTOWN SENIOR CENTER MEAL REPORT SUMMARY

- Findings: 1. Meal participation increased 50% in 2016 over 2015**
2. Meal participation increased 30% comparing Jul – Dec 2016 vs 2015

Jan – Mar 2016 Meal Summary

	Jan (19 days)	Feb (18 days)	Mar (21 days)	Quarterly Total
Meals at Café	272	280	344	896
Meals on Wheels	85	96	124	305
Total Meals Served	357	376	468	1,201

Apr – June 2016 Meal Summary

	Apr (21 days)	May (21 days)	Jun (22 days)	Quarterly Total (64 days)
Meals at Café	348	392	351	1091
Meals on Wheels	113	98	71	282
Total Meals Served	461	490	422	1,373

Jul – Sept 2016 Meal Summary

	Jul (20 days)	Aug (22 days)	Sept (21 days)	Quarterly Total
Meals at Café	306	531	453	1,290
Meals on Wheels	40	84	118	242
Total Meals Served	346	615	571	1,532

Oct – Dec 2016 Meal Summary

	Oct (20 days)	Nov (19 days)	Dec (21 days)	Quarterly Total
Meals at Café	441	507	505	1453
Meals on Wheels	112	112	114	338
Total Meals Served	583	619	619	1,791



Jan – Dec 2017 Meal Summary



Jan – Dec 2017 Meal Summary

Jan – Mar 2017 Meal Summary

Meal participation increased 44% from this quarter last year.

	Jan (20 days)	Feb (17 days)	Mar (21 days)	Quarterly Total
Meals at Café	472	403	510	1,385
Meals on Wheels	109	106	130	345
Monthly Total Prepared	581	509	640	1,730

	Apr (days)	May (days)	Jun (days)	Quarterly Total
Meals at Café				
Meals on Wheels				
Monthly Total Prepared				

SENIOR SERVICES SUMMER 2016 PROGRAM REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR	HOURLY RATE	FEE	DEPOSIT
Tai Chi	Mondays	9-10am	~ 13 per week	Gary Girard	N/A	N/A	N/A
Walking Club	Wed&Fri	10-11am	~ 4 per week	Ellie Chase	N/A	N/A	N/A
Yoga	Wednesdays	1-2pm	~ 5 per week	Janet Larson	\$65	\$5/8 per class	223.00
Balance	Thursdays	2:45-3:45pm	~ 5 per week	Bill House	\$40	\$8	275.00
Health Consultations	Aug 2, Sept 6	10-11:30am	18	Rhonda Bernaro	N/A	N/A	N/A
Portland, Me	19-Jul	All day	31	Ellen Vietri	N/A	\$95	2,848.00
Foxwoods	12-Jul	8:30am-2:30pm	5	Nancy Beye	N/A	N/A	N/A
Picnic at Pavilion	24-Aug	11:30am-2pm	158	Ellen Vietri	N/A	\$5	886.00
Rose Island Lighthouse	30-Aug	10am-1pm	23	Deet Dodge	N/A	\$50	1,235.00
New York City Wknd	Sept 3 - Sept 5	Labor Day Wknd	23	Ellie Chase	N/A	\$440/\$505	N/A
Mentoring Talk	9-Jun	12:30-1:30pm	8	Ellen Vietri	N/A	N/A	N/A
Crafts Club	Mondays	5-7pm	~6 per week	Cindy Smith	N/A	N/A	N/A
Knitting Club	Tuesdays	9:30-11:30am	no sign in sheet	N/A	N/A	N/A	N/A
Scrabble Club	Mondays	1-2:30pm	no sign in sheet	N/A	N/A	N/A	N/A
Portrait Painting	Wednesdays	9:30-11:30am	~ 5 per week	Tom Martino	N/A	N/A	N/A
Ask the Pharmacist	14-Jun	12:30-1:30pm	13	Ellen Vietri	N/A	N/A	N/A

SENIOR SERVICES FALL 2016 PROGRAMS REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR
Wellness Clinic - NEW - Flu Vacc, Hearing Screening and Medicare Open Enrollment #1	1-Nov	11:30am-1:30pm	21 flu vacc., 10 hearing screens, 5 insurance consults	Ellen Vietri
Wellness Clinic - NEW - Flu Vacc, Hearing Screening and Medicare Open Enrollment #2	29-Nov	11:30am-1:30pm	13 flu, 10 hearing	Ellen Vietri
Cyber Seniors - NEW	Wed. & Fri	10am - 1:30pm	44 sessions/25 indiv.	Ellen Vietri
NYC Radio City (with FOJS) - NEW		7am-8pm	51	Ellen Vietri/Tom Tighe
Interval Training Class - NEW	Wednesdays	11am - Noon	~6 per week	Sam Pease
Rebecca Schiff Canddiate Overview - NEW	Thurs., Oct 6	1-2pm	14	Ellen Vietri
Deb Ruggiero Candidate Overview - NEW	Thurs., Oct 20	1-2pm	8	Ellen Vietri
Intergenerational Holiday Wreathmaking with the Quonanicuet Garen Club at The Jamestown Arts Center - 2nd Annual/Expanded	Sun., Nov 27	Noon-2pm	31 adults, 16 middle schoolers	Ellen Vietri/Nicole Contino
Pros and Cons of Reverse Mortgages - NEW - RI Bar Assoc. Attorney Michael Castner	Thurs., Nov 13	1-2pm	5	Ellen Vietri
Balance and Stability -NEW -	Thursdays	2:45-3:45pm	~ 5 per week	Bill House
A Day at Foxwoods - NEW	Fridays	10:00am Noon	~ 4 per week	Ellen Vietri
Intro to Sewing - NEW	Tuesdays	1:30-3:30	~27 per week	Peggy Burse
Basic Portrait Techniques - NEW -	Tuesdays	10-11:30am	~ 10 per week	Wendy Crooks
Tai Chi	Mondays	9-10am	~ 10 per week	Gary Girard
Rusty Pens Writing Wkshp	Mondays	10:30-11:30am	~ 3 per week	Gayen Thompson
Walking Club	Wed&Fri	10-11am	~ 4 per week	Ellie Chase
Yoga Tools for Welness	Wednesdays	1-2pm	~ 7 per week	Janet Larson
Nurse Health Consults	Tuesdays	10:30-Noon	~ 12 per month	Rhonda Bernaro
Tuesday Afternoon Matinee	Mondays	10am - Noon	1	Ellen Vietri/Deb Homer
Open Studio Portraits	Mondays	2pm-4pm	3	Tom Martino
Mahjong Group Meets	Wednesdays	9:30-11:30am	~ 4 per week	Jill Meyers

SENIOR SERVICES WINTER 2017 PROGRAMS REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR
Warm Water Therapeutics with Bus Transport - NEW	Tuesdays	9:30-11:45	4	Ellen Vietri
MindFit Brain Health Series - NEW	Thursdays	1-3:30pm	17	Ellen Vietri
Mah Jong Course - NEW	Saturdays	Noon-2pm	10	Carol Desforges
Functional Fitness - NEW	Wednesdays	11-Noon	4	Sam Pease
Johnson & Wales Culnary Arts Museum and Lunch at Brass Monkey - NEW	Friday, Feb. 24	10am - 4pm	14, plus driver	Ellen Vietri/Ellie Chase
Tuesday Afternoon Matinees		1:30-3:30pm	~43 per week	Ellen Vietri/Deb Homer
Caregiver Support Group	Thursdays		~4 per month	Ellen Vietri
Tai Chi	Mondays	9-10am	~ 10 per week	Gary Girard
Walking Club	Wed&Fri	9-10am	~ 10 per week	Ellie Chase
Yoga	Wednesdays	1-2pm	~ 8 per week	Janet Larson
Balance and Stability	Thursdays	2:45-3:45pm	~ 6 per week	Bill House
It's Your Health Health Consultations	Tuesdays	10-11:30am	~12 per month	Rhonda Bernaro
Open Studio Portrait Painting	Wednesdays	9:30-11:30am	~ 5 per week	Tom Martino
Rusty Pens Writing Workshop	Mondays	10:30-11:30am	4	Gayen Thompson
Bolshoi Ballet - Swan Lake in HD	Sat. Feb 5	1-4pm	0	Ellen Vietri
Metropolitan Opera in HD	Sat., Jan 21	1-4pm	0	Ellen Vietri

SENIOR SERVICES SPRING 2017 PROGRAMS REPORT

PROGRAM	DATE(S)	TIME	LOCATION	INSTRUCTOR/FA CILIATOR	INSTRUCTOR RATE	PER PERSON FEE	PARTICIPAT ION	SUBSIDY APPLIED	BANK DEPOSIT TO DATE	ASSUMPTIONS
Aqua Therapeutics	Tuesdays	10:30-11:30am	Absolute Fitness	Mary	\$6pp/class	\$40/\$5 per class	11 per wk	376	\$560	\$1 subsidy pp/wk. Driver cost of \$288 included in fee (\$12x3 hrsx6wks)
Strength, Balance & Posture (Wed Class) - NEW	Wednesdays	11-11:45am	JFC	Sam Pease	\$35/class	\$24/\$5 class	~12 per wk	288	check cd	\$X subsidy pp/wk. Instructor rate is \$35.6wks at \$280. 12 participants paid \$24 @ \$3 subsidy pp/wk. Instructor rate is \$50.6wks=\$400
Yoga Tools for Wellness - NEW	Wednesdays	1-2pm	CBC	Janet Larson	\$0/20 split	\$24/\$5 class	~8 per wk	320	\$188	\$9 subsidy pp/wk. Instructor rate is \$35.6wks @ \$280.
Strength, Balance & Posture (Thurs Class) - NEW	Thursdays	2:45-3:45pm	JFC	Bill House	\$35/class	\$24/\$5 class	~5 per wk	120	check cd	\$2 subsidy pp/wk. Driver cost of \$336 included in fee (\$12x3.5 hrsx6wks)
Duck Pin Bowling - NEW	Fridays	9:30-11:30am	Wickford Lanes	N/A	\$7 pp/class	\$40/\$5 per class	~7 per wk	448	\$150	
Crochet Class - NEW	Tuesdays	6:50-8:30pm	Rec Center	Leelah O'Neill	??	\$35	??		\$70	
Chronic Condition Management - NEW	Thursdays	1-2:30pm	Senior Center	Maureen Rozaz	N/A	N/A	11 per wk			
The Sewing Circle - NEW	Thursdays	4:30-6:30pm	CBC	Peggy Burse	\$20/class	\$35	6 per wk	15	\$145	Instructor fee is \$20.6wks=\$150 Driver cost of \$84 (\$12x7hrs) included in fee. Museum cost \$117. Total cost=\$201
New Bedford Whaling Museum Tour - NEW	28-Mar	All day	New Bedford	Rod Bennett	N/A	\$20	B. plus dr		\$340	Driver cost of \$84 included in fee (\$12x7hrs). River boat tik \$10pp. 15 participants @ \$150. Brunch cost expected \$15ppx15 participants=\$225. Total cost=\$459
Magical Mystery Tour - NEW	4-Jun	All day	Blackstone Valley	Ellen Vietri	N/A	\$30	14, pl dr	99	\$360	
RI Affordable Housing for Seniors	April 6	11:30-1:00pm	Senior Center	Ellen Vietri	N/A	N/A	32			
Per Massage Workshop - NEW	6-May	Noon-2pm	Senior Center	Amber Lockspeil	\$20pp	\$30	Resched		\$30	
Tips and Strategies About Elder Law - NEW	4-Apr	11-Noon	JPL	RI Bar Assoc Attorney	N/A	N/A	12			
Tai Chi for Arthritis	Mondays	9-10am	Senior Center	Gary Girard	N/A	N/A	~20 per wk			
Rusty Pens Writing Group	Mondays	10:30-11:30am	Senior Center	Seyen Thompson	N/A	N/A	~5 per wk			
Tuesday Afternoon Matinee	Tuesdays	1:30-3:30pm	JPL	Ellen Vietri/Deb Homer	N/A	N/A	~ 42 per wk			
Health Consultations	Tuesdays	10am-2pm	Senior Center	Ellie Chase	N/A	N/A	15 for May			
Walking Club	Wed&Fri	9-10am	Senior Center	Ellie Chase	N/A	N/A	~10per wk			
Open Studio Portrait Painting	Wednesdays	9:30-11:30am	Senior Center	Tom Martino	N/A	N/A	~6			
Below the Belt Basics - NEW	Thursdays	9-10am	Senior Center	N/A	N/A	N/A	7 per wk			
Health Consultations	Thursdays	10-11:30am	Housing Authority	Dale Dupuis	N/A	N/A	9 for Apr			
Mah Jongg (Drop in group)	Fridays	10:30-Noon	Senior Center	N/A	N/A	N/A	~8			
Caregiver Support Group	Thursdays	9:45-11_15am	CBC Hall	N/A	N/A	N/A	~5			
*denotes subsidy applied								1666		

Town of Jamestown Senior Services

Spring Program Guide

Session Dates 3/1/17 - 5/20/17

The background of the entire page is a photograph of two daisies in a field. One daisy is in the foreground, slightly to the left, with a dark brown center. The other is to its right and slightly behind, with a bright orange center. The sky is a clear, vibrant blue. The foreground is filled with tall, green grass.

INSIDE:

- SENIOR PROGRAMS
- SPECIAL EVENTS
- COMMUNITY PROGRAMS



Jamestown Parks & Recreation

Main Office: 423-7260 Senior Center: 423-7261 Teen Center: 423-7261

Director of Parks & Recreation: Andrew Wade

Recreation Supervisor: Deb Hagie

Teen Center Coordinator: Molly Conlon

Senior Program Coordinator: Ellen Vietri

Foreman: Ron Parfitt, Greg Pimentel

NOW HIRING!!!

Currently the Parks and Recreation Department is accepting applications for the following seasonal job opportunities.

- Fort Getty - Gatehouse & Park Security
- Mackerel Cove - Lifeguards & Lot Attendants
- Seasonal Maintenance
- Summer Camp Counselors

[CLICK HERE FOR AN APPLICATION](#)



Wanna get away?

We are happy to share with you that we have teamed up with South Kingstown Parks and Recreation to join them on their upcoming trips! These trips are open to all ages. However, youth under 16 must be accompanied by a guardian. To sign up for any of the below events or for answers to any questions, please call Deb Hagie at, 423-7260 or by email at:

recreationinfo@jamestownri.net

<u>DATE</u>	<u>TRIP</u>	<u>PAYMENT DUE</u>
April 20 th	Boston Symphony Orchestra Open Rehearsal	April 1 st
May 2 nd	Boston Trolley Tour/ Boston Adventure	April 15 th
May 13 th	9/11 Memorial and Museum	April 15 th
June 15 th	Blackstone Valley Tour	June 1 st
July 18 th	Isles of Shoals, Portsmouth, NH	July 1 st
July 20 th	Boston Red Sox vs. Toronto Blue Jays	July 1 st
August 8 th	Provincetown Fast Ferry	July 15 th
August 20 th -21 st	Saratoga Racing	June 28 th
September 14 th	Westport Rivers Winery	August 15 th
October 5 th	Covered Bridges Tour, Troy NH	September 15 th
December 2 nd	Christmas in NYC	November 15 th



Senior Meal Service

Weekday Full Service, 3-Course Luncheon

Who: Seniors

Where: Senior Center, 1st floor

When: Every Weekday from 11:30am - 12:45pm starting April 3rd-May 25th

Cost: Suggested donation of \$3

Meet your friends and relax over a lovely 3-course meal. We invite you to reserve a place at the West Street Café. Offered each weekday, you enjoy a nutritious, three-course meal or lighter options such as salads and sandwiches. Reservations are required 48 hours in advance by calling 423-2658.

April 6 through May 25 after lunch is being offered. Watch for other special event listings and weekly menus in the *Jamestown Press*.

TRANSPORTATION TO MEALSITE ON THURSDAYS APRIL 6 THROUGH MAY 25

Take advantage of our new Transportation Service on Thursdays! Catch a ride from home to go to the Senior Center with a return trip after lunch. Please call Ellen Vietri to reserve a spot at least 48hrs in advance by calling 423-2658.

Special event Luncheons

(Reservations required)

St. Patrick's Day Celebration – Thursday, March 16th at 11:30am

Served in the upstairs hall. Live music from Patchy Caubeens (Tom Perotti, Tom McGuire and Jack Wright)

St. Joseph's Day Celebration – Tuesday, March 21st at 11:30 am

Thursday Hall Luncheons April 6 - May 26 - Enjoy our caterer's most winning meals served to your table. We are offering this new opportunity in conjunction with transportation to and from the senior center to take advantage of our lovely light-filled space. So come and have a hearty meal with some friends for laughter and conversation. Meals on Wheels also available onsite. Give us a try! You won't be disappointed.

For Registration Information Call Ellen Vietri Senior Coordinator: 423-2761

Senior Programs

Tai Chi for Arthritis

Who: All Adults

Where: Senior Center, 2nd floor

When: Mondays (except holidays) session starts April 3rd-May 22nd

Cost: No cost to participants

Give yourself a gift and start the week off gently. This program is based on a medically-proven form of gentle movement designed by arthritis specialists to relieve pain, help prevent falls and improve overall health and wellness.



Rusty Pens Writing Workshop

Who: Seniors

Where: Senior Center, 2nd floor

When: Mondays 10:30 - 11:30am, starting April 3rd-May 22nd

Cost: No cost to participants

Facilitator: Gayen Thompson

Activate the writer and your memories of life's experience. This creative writing workshop is designed to elicit reflections on your own stories, memories or new ideas. Beginners are welcome as well as those who simply wish to write for fun.



Aqua Therapeutics

Who: Seniors

Where: Absolute Fitness in East Greenwich

When: Tuesdays 10:30 - 11:15 am, shuttle leaves Senior Center at 9:30am and returns at 12:00pm starting on April 4th-May 23rd

Cost: Fee for Seniors: \$20 for 4-week package, or \$40 for 8-week package

Fee for Younger Adults: \$32 for 4-week package, or \$64 for 8-week package

Glide into the comfort of a heated to 86 degree salt water pool for this gentle aerobics program.

The benefits of this class include decreasing swelling, improving circulation, increasing flexibility, and strengthening and toning muscles -- without putting added stress on your joints from your body weight. Class fee includes use of a steam room, a Jacuzzi and transportation. Bring lock if desired for locker.



Tuesday Afternoon Matinee

Who: All Adults

Where: Jamestown Library, large meeting room

When: Tuesdays 1:30 - 3:30pm, starts April 4th - May 23rd

Cost: No cost to participants

Now's the time to get out and enjoy the Oscar winners and those independent gems specially chosen for our regular audience members. The films are shown on the latest audio visual technology on wide. Refreshments are provided courtesy of the library.



Heartwise Walking

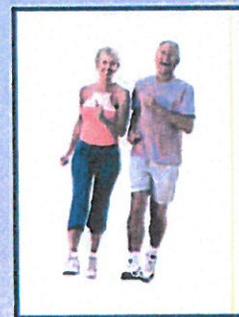
Who: All Adults

Where: Recreation Center Gym in inclement weather, and meet at the senior center on nice days

When: Wednesdays and Fridays from 9:00 - 10:00am, starts April 5th-May 26th

Cost: No cost to participants

There's nothing's better than starting the day off with a brisk walk and conversation. For the winter, we walk in the gym at the Community Center to varied intervals of speed music to help keep to a quick pace and warmup and warm down safely.



Open Studio for Portrait Artists

Who: All Adults

Where: Senior Center, 2nd floor

When: Wednesdays 10am, starts April 5th - May 24th

Cost: No cost to participants

Facilitator: Tom Martino

Practice your portrait skills with live models. This is an unstructured open studio for experienced artists looking to practice skills on various mediums. (Bring your

own materials.) Older adult models sign-up and see what magic artist Tom Martino can do with an acrylic portrait on canvas for you to keep!



Senior Programs

Yoga Tools for Wellness™

Who: All Adults

Where: Central Baptist Church, Clarke Hall

When: Wednesdays from 1:00 – 2:00pm, starts April 5th – May 24th

Cost: Fee for Seniors: \$12 for 4-week package, or \$24 for 8-week package

Fee for Younger Adults: \$32 for 4-week package, or \$64 for 8-week package

Instructor: Certified Yoga Therapist & Instructor, Janet Larson



Our unique spring workshops will include a yoga practice along with beneficial life-style suggestions to reduce the effects of Osteoporosis. Yoga has been shown to support both skeletal strength and

alignment and emotional well-being. Yoga poses create resistance and stretch the bones from many angles that may stimulate the formation of healthy bone structure. Yoga mats provided.



Duck Pin Bowling

Who: Seniors

Where: Wickford Lanes

When: Fridays starting April 7-May 26th from 9:30-11:30am (shuttle leaves senior center at 9am)

Cost: \$20 for 4-week package or \$40 for eight-week
Bowling is a sport of individual accomplishment and competitiveness. It used to hold the title of "the sport of everyone" and the reason was everyone can play at their level and enjoy themselves. Includes transportation, three games, shoes and even a complimentary cup of coffee!

The Sewing Circle

Who: Teens and All Adults (Beginner through Intermediate)

Where: Central Baptist Church, Clarke Hall

When: Thursdays from 4:30-6:30pm starting April 6th – May 25th

Cost: Fee for Seniors: \$35

Instructor: Peggy Burse, Bring together the spirit of community and creativity by learning to sew or developing your skills further. This program is intended for anyone interested in having fun while learning new techniques – helping boost your confidence in tackling projects on your own. All equipment and tools are provided. Bring your own patterns and material to start or finish a project.



Get Together for Mah Jongg

Who: All Adults

Where: Senior Center, 2nd floor

When: Fridays 10:30-Noon, starts April 7th – May 26th

Cost: FREE

Do you enjoy strategic games to keep the brain buzzing? We have formed a Mahjong group on the island that meets weekly. The game originated in China and is played with domino like tiles. Game sets and new 2017 cards will be available in April.



Crocheting Class

Who: All Adults

Where: Recreation Center

When: Tuesdays at 6:30-8:00pm from April 6th – May 25th

Cost: Fee for Seniors: \$35

Instructor: Lealah O'Neill

There's been a resurgence of crocheting recently so come on out to learn the basics at your own pace. These and other crafts are not only productive, they are proven to reduce stress and keep the hands nimble. In this adults-only class, you'll learn beginner-level skills by the talented Lealah O' Neill. She will help you along on the project of your choosing so get on Pinterest and scout out something that looks fun. All supplies provided.



Pet Massage Therapy Workshop

Who: Seniors

Where: Senior Center

When: 10am – Noon on Saturday, May 6th

Cost: \$30

Instructor: Certified Pet Massage Therapist, Amber Lockspeiser, CAMT

Relax and relieve pain for your dog. This two-hour training class includes hands-on training with your dogs (50lbs or under) to improve the human/ animal bond and support your pet's improving overall wellness. Well-socialized dogs only with proof of up-to-date vaccinations required upon registration. Class size limited to 8.



Senior Trips, Events & Speakers



Guided Tour of New Bedford Whaling Museum and Lunch at Tia Maria's European Café

Who: Seniors

When: Tuesday, March 28th from 9:30am to 4:30pm

Cost: \$20 includes museum pass and transportation (lunch not included in fee)

Walking Level: Moderate

Join us for an afternoon filled with many mysteries. Enjoy a customized guided 2-hour tour with a docent and an exhibit curator to learn and explore the rich history, art and culture of the whaling world through exhibitions and an in-depth scrimshaw, paintings, Yankee whaling implements, etc. Before the tour, we'll experience a local Azorean-inspired lunch at a family-run restaurant right next door to the museum.

Tips and Strategies About Elder Law

Who: All Adults

Where: Jamestown Library, Wright Museum Room

When: 10am – 11:30am on Tuesday, April 4th

Cost: FREE

In this workshop, you will learn invaluable information on basic estate planning (wills/trusts), asset protection, Medicaid eligibility, reverse mortgages VA benefits, and much more in this information from an experienced attorney from the RI Bar Association.

Overview of Rhode Island's Affordable Housing Initiatives for Seniors

Who: All Adults

Where: Senior Center

When: Talk starts at 11:30am, lunch served at Noon on Thursday, April 6th

Cost: FREE

Executive Director of the RI Housing Authority, Barbara Fields, will join us for lunch and for a forum afterwards to provide an overview of the latest initiatives in the state's efforts in expanding access to affordable housing for seniors and building livable, sustainable communities for the aging. Fields has deep expertise in affordable housing finance and community real estate development as well as a strong track record of developing successful collaborations among government, private sector, nonprofit and community partners. Within the past few years she served as HUD's New England Regional Administrator representing the HUD Secretary as liaison to mayors, state and local officials, members of congress, private and non-profit developers, public housing authorities and the



Con-media.



Unveil the Hidden Benefits of Your Health Plan

Who: Seniors (for those with BlueCHIP for Medicare or another plan)

Where: Jamestown Library, Large Conference Room

When: 10am – 11:00am on Tuesday May 9th

Cost: FREE

In this informative workshop, you will learn invaluable, otherwise less promoted information about health insurance benefits (including allowed home care (PT, RN, etc.) reimbursements, prescription drugs, vision components, health and wellness features, fitness center membership discounts, etc. This is not a sales promotion program, only an education session to have you able to best use your benefits before the next enrollment period in the fall.

To register for these programs, contact 423- 2761 or email evietri@jamestownri.net between 10am – 1pm M-F. Jamestown Senior Center, 6 West Street. Registration forms can be [downloaded here](#).

2018-02-15 / Front Page

Senior center sees change in leadership

BY RYAN GIBBS



B. ANDERSON

They may share a last name, but the two newest faces at the senior center have more in common — their passion for the town's largest demographic.

Senior coordinator Betsey Anderson and meal coordinator Carrie

Anderson began their jobs on West Street within six months of each other. The two women, who are not related, have been collaborating for three weeks as co-workers.



C. ANDERSON

"Betsey" s been an amazing addition to our team," said Carrie, who was hired in September.

"We're excited to see what she has planned going forward. She's very enthusiastic and energetic about being here."

Prior to her appointment last month, Betsey was assistant director for the senior center in North Kingstown, a position she had for nearly three years. She started as the kitchen supervisor, then became program coordinator before then named second-in-command. She said her favorite part of the job is interacting with seniors. While she misses the familiarity of the North Kingstown constituency, Betsey already is meshing with the Conanicut Grange guests.

"I'm feeling very welcomed here," she said. "It's definitely eased the transition from one job to the other."

Betsey, 44, is a North Kingstown native who began working with seniors as a certified nursing assistant while in high school. She currently lives in East Greenwich with her husband, Peter, who is the school district's maintenance director.

When the job opened following the departure of Ellen Vietri in the fall, Anderson applied because she wanted to leave her mark on a new community. Andy Wade, who oversees the senior center as the town's recreation director, said Betsey stood out from other candidates because of her experience. He was impressed by her ability to implement programming, "which is exactly what we're asking her to do here."

"She worked her way through the ranks, and all those ranks really encompassed all the details of this job," he said.

Betsey is the fourth director of the senior center. The late Charlotte Richardson led the center from its founding in 1992 until her retirement in 2014. She was then replaced by Annie McIntyre, who resigned in January 2015. Vietri was appointed four months later.

Apart from the size, Betsey said there aren't any striking differences between the North Kingstown and Jamestown senior centers.

"The same types of programs are provided here, just at a smaller scale," she said.

While Betsey is a newcomer, Carrie has been familiar with the town well before she was hired at the senior center. The 40-year old Philadelphia native has lived on the island for 11 years with her father and daughter, but she had summered in town since she was a child. In addition to her role at the senior center, Anderson is the aquatic director at the Newport Athletic Club in Middletown.

Carrie applied for the job so she could get to know the senior population in her hometown.

"I've become a part of their daily routine of coming in and having a nice meal," she said. "I'm new to the food services industry, and I absolutely love it."

During weekday mornings, Carrie and her crew receive the day's meals from their caterer at 8:45 a.m. The hot lunches are then prepared for the senior center and Meals on Wheels.

"It's busy from the get-go," she said.

Although no food is made in the kitchen, Carrie makes suggestions to the caterer based on the taste buds of her customers.

Betsey said she already has noticed the rapport between Carrie and lunchtime regulars.

"The atmosphere down here is very welcoming," Betsey said. "The seniors obviously enjoy engaging with her and vice versa. Being that the meal site is the core of the senior center, they've been impressed."

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Jamestown (Newport)

Jamestown is a town located in Newport County with a population of 5,405. About 18% of Jamestown residents are age 65 or older. With the exception of a higher than state rate of excessive drinking, Jamestown older adults fare better than or the same as state estimates on most other health indicators. Child and Family Services part of the state Aging and Disability Resource Center, the POINT Network, provides information, referral and assessment services and case management for seniors receiving state-funded home and community services. Age-friendly community resources include the senior center that offers weekday full-service luncheons, yoga tools for wellness, crazy quilting, knitting, Tai Chi, and line dancing. The Jamestown recreation department facilitates indoor and outdoor walking clubs. The Jamestown Philomenian Library offers special programs such as technology demonstrations and matinee movies. The Town provides some transportation for shopping and appointments.



POPULATION CHARACTERISTICS	COMMUNITY ESTIMATE	STATE ESTIMATE
Total population all ages	5,405	1,052,567
Population 60 years or older as % of total population	25.6%	20.6%
Total population 60 years or older	1,387	217,066
Population 65 years or older as % of total population	18.1%	14.8%
Total population 65 years or older	981	155,558
% 65-74 years	65.5%	50.4%
% 75-84 years	25.1%	32.0%
% 85 years or older	9.4%	17.6%
Gender (65+ population)		
% female	53.1%	58.4%
Race/Ethnicity (65+ population)		
% White	92.0%	93.0%
% African American	2.3%	2.6%
% Asian	0.0%	1.3%
% Other	5.6%	3.2%
% Hispanic/Latino	1.9%	3.7%
Marital Status (65+ population)		
% married	70.3%	50.1%
% divorced/separated	7.5%	12.6%
% widowed	22.1%	30.8%
% never married	0.0%	6.4%
Education (65+ population)		
% with less than high school education	0.0%	26.8%
% with high school or some college	55.0%	50.7%
% with college degree	45.0%	22.5%
% of 60+ LGBT	1.2%	2.0%
% of 65+ population living alone	17.8%	30.4%
% of 65+ population who speak only English at home	100.0%	81.7%
% of 65+ population who are veterans of military service	30.7%	22.7%
Age-sex adjusted 1-year mortality rate	4.2%	4.8%

HEALTHY AGING INDICATORS	BETTER / WORSE STATE RATE¹	COMMUNITY ESTIMATE²	STATE ESTIMATE²
Geographic Migration (65+ population)			
% moved within same county		0.0%	3.5%
% moved from different county in Rhode Island		0.0%	0.8%
% moved from different state		3.1%	1.1%
% 60+ lived at same address 25 years or more		49.2%	48.1%
WELLNESS and PREVENTION			
% any physical activity within last month	B	78.7%	70.0%
% injured by a fall within last year		10.0%	10.0%
% ever had a hip fracture	B	2.6%	3.9%
% with self-reported fair or poor health status	b	16.3%	20.4%
% with 15+ physically unhealthy days last month		11.7%	13.9%
% with physical exam/check-up in past year		91.7%	91.9%
% met CDC preventive health screening goals		41.1%	39.5%
% flu shot past year		60.2%	59.1%
% pneumonia vaccine		74.9%	73.8%
% shingles vaccine		35.5%	30.3%
% cholesterol screening		87.2%	88.4%
% mammogram within last 2 years (women)		77.9%	81.8%
% colorectal cancer screening		78.9%	76.1%
Oral Health			
% with complete tooth loss	B	23.9%	32.4%
% with annual dental exam	B	84.7%	74.7%
# dentists per 100,000 persons (all ages)		37	58
NUTRITION/DIET			
% with 5 or more servings of fruit or vegetables per day		23.9%	23.0%
% obese		22.1%	25.4%
% high cholesterol	B	66.7%	78.0%
% current smokers		7.3%	8.9%
% excessive drinking	W	13.9%	8.9%
MENTAL HEALTH			
% with 15+ days poor mental health last month	B	4.8%	7.5%
% 60+ talked with family or friends almost daily	b	79.9%	75.3%
% ever diagnosed with depression	B	20.8%	30.0%
CHRONIC DISEASE			
% with Alzheimer's disease or related dementias	B	9.0%	14.4%
% with diabetes	B	19.8%	35.7%
% with stroke	B	8.8%	12.5%
% with chronic obstructive pulmonary disease	B	15.7%	24.1%
% with asthma	B	9.8%	14.0%

HEALTHY AGING INDICATORS	BETTER / WORSE STATE RATE¹	COMMUNITY ESTIMATE²	STATE ESTIMATE²
% with hypertension	B	63.4%	79.0%
% ever had a heart attack	B	3.6%	5.4%
% with ischemic heart disease	B	32.6%	45.9%
% with congestive heart failure	B	15.5%	24.8%
% with atrial fibrillation	B	12.6%	15.2%
% with osteoarthritis/rheumatoid arthritis	B	44.0%	52.0%
% with osteoporosis	B	13.2%	21.0%
% with glaucoma		26.7%	26.6%
% with cataract		69.6%	67.9%
% women with breast cancer		13.9%	10.7%
% with colon cancer		2.1%	3.2%
% men with prostate cancer		11.8%	13.8%
% with lung cancer		1.3%	2.1%
% with hypothyroidism	B	14.3%	21.1%
% with anemia	B	37.0%	52.2%
% with benign prostatic hyperplasia	B	31.8%	40.3%
% with chronic kidney disease	B	17.3%	23.3%
Summary chronic disease measures			
% with 4+ chronic conditions	B	45.1%	63.9%
% with 0 chronic conditions	B	13.0%	8.4%
LIVING WITH DISABILITY			
% 65+ with hearing difficulty		10.5%	13.8%
% 65+ with vision difficulty		1.9%	5.2%
% 65+ with cognition difficulty		7.0%	7.8%
% 65+ with ambulatory difficulty		7.4%	19.9%
% 65+ with self-care difficulty		5.1%	6.6%
% 65+ with independent living difficulty		5.1%	13.7%
ACCESS TO CARE			
Medicare (65+ population)			
% Medicare managed care enrollees	*	27.4%	39.4%
% dually eligible for Medicare and Medicaid	*	3.6%	14.6%
% with a regular doctor	B	98.2%	96.5%
% did not see a doctor when needed due to cost	b	4.1%	6.3%
# of primary care providers (within 5 miles)		51	1,566
# of hospitals (within 5 miles)		1	11
# of nursing homes (within 5 miles)		0	84
# of home health agencies (in same town)		13	38

HEALTHY AGING INDICATORS**BETTER / WORSE
STATE RATE¹****COMMUNITY
ESTIMATE²****STATE
ESTIMATE²****SERVICE UTILIZATION**

Physician visits per year	*	7.2	8.0
Emergency room visits/1000 persons 65+ years per year	*	403	628
Part D monthly prescription fills per person per year	*	39.9	54.2
Home health visits per year	*	2.3	3.7
Durable medical equipment claims per year	*	0.8	2.0
Inpatient hospital stays/1000 persons 65+ years per year	*	168	284
Inpatient hospital readmissions (as % of admissions)		14.4%	16.9%
Skilled nursing facility stays/1000 persons 65+ years per year	*	60	100
Total skilled nursing home Medicare beds/1000 persons 65+ years		0	52
% 65+ getting Medicaid long term services and supports		1.9%	6.2%

COMMUNITY VARIABLES & CIVIC ENGAGEMENT**Air Pollution/Air Quality Index**

Annual # of unhealthy days for older adults		NA	NA
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Walkability of Community

Walkability score (0-100)		52	NA
% of vacant housing units in community		23.9%	11.3%
% 60+ who are satisfied with neighborhood	B	87.0%	80.0%
# of registered voters (age 18+)		4,793	725,309
Voter participation rate in 2012 presidential election (age 18+)		75.2%	61.5%
% 60+ who believe local service orgs understand needs	B	54.1%	44.1%
% 60+ who believe he/she can make a difference	B	61.1%	51.6%
% 60+ who believe working together can make a difference		84.4%	81.0%
% 60+ who volunteer at least once per month	b	27.8%	22.8%
% 60+ who attend community events (e.g., church, club) at least once per month	B	54.2%	44.2%

SAFETY AND TRANSPORTATION

Violent crime rate / 100,000 persons		18	253
Property crime rate / 100,000 persons		1,011	2,394
# of motor vehicle fatalities involving adult age 60+/town		0	90
# of motor vehicle fatalities involving adult age 60+/county		14	90
# of alternative transportation programs by county		7	43
Municipal senior transportation available		Yes	NA
Volunteer driver programs available		RSVP	NA

HEALTHY AGING INDICATORS

COMMUNITY
ESTIMATE²

STATE
ESTIMATE²

ECONOMIC AND FINANCIAL

Poverty (65+ Population)

% with income below the poverty level past year	1.2%	8.6%
% 60+ receiving food stamps past year	6.1%	11.9%
% 65+ working past year	29.4%	16.3%
Household income (65+ householder)		
% households with annual income < \$20,000	11.8%	28.0%
% households with annual income \$20,000-49,999	9.1%	34.2%
% households with annual income ≥ \$50,000	79.2%	37.7%
% 60+ own home	55.0%	43.9%
% 60+ homeowners with mortgage	36.3%	45.3%

COST OF LIVING

Elder Economic Security Standard Index

	\$ COUNTY ESTIMATE	\$ STATE ESTIMATE	RATIO OF COUNTY TO STATE
Single, homeowner without mortgage, good health	\$23,256	\$22,188	1.05
Single, renter, good health	\$24,996	\$23,544	1.06
Couple, homeowner without mortgage, good health	\$33,420	\$32,352	1.03
Couple, renter, good health	\$35,160	\$33,708	1.04

TECHNICAL NOTES: Read our technical report for information on data sources and methodology at <http://healthyagingdatareports.org/ri/technicalreport>.

¹ For most indicators the community and state values are both statistical estimates derived from sample data. Thus, it is possible that some of the differences between state and community estimates may be due to chance associated with population sampling. We use the terms "better" and "worse" to highlight differences between community and state estimates that we are confident are not due to chance. When an upper case letter is used the 95% confidence intervals were used, the lowercase indicates a 90% confidence interval. When the implication for healthy aging is unclear we use an *.

² "C" indicates that the community rate is censored due to inadequate sample size and "NA" indicates that the data were not available.

Other notes:

- We used a hierarchical approach to reporting estimates for every city/town in Rhode Island when data allow. In other cases, we could only report indicators for aggregated areas (e.g., cities and towns with similar demographic and socioeconomic population composition were combined for some indicators and counties were used for others). The same estimate is reported for all cities/towns within aggregated geographic areas.
- Total population estimates are from the 2010 Census and are reported for the 41 geographic units. Other population characteristic estimates are from the American Community Survey (ACS) (2009-2013) and are reported for 41 geographic units. Note that % may not add up to 100% due to rounding error.
- Mortality rate, specific chronic disease, access and utilization estimates are for beneficiaries 65 years or older in 2013 from the 2012 and 2013 Centers for Medicare and Medicaid Services (CMS) Master Beneficiary Summary File (MBSF).
- The 2009-2014 Behavioral Risk Factor Surveillance System (BRFSS) is the source for wellness, health behavior, and some prevention estimates. BRFSS indicators were estimated for persons 60 years or older for 14 aggregated geographic areas derived by combining cities and towns with similar population composition. The same rate is reported for all cities/towns within the same unit.
- Access to care data pertaining to the # of primary care providers, hospitals, nursing homes, and home health agencies were obtained from the following CMS websites: <http://www.medicare.gov/nursinghomecompare/search.html>, <http://www.medicare.gov/homehealthcompare/search.html>, <http://www.medicare.gov/hospitalcompare/search.html>, <http://www.medicare.gov/physiciancompare/results.html>. The dentist data come from the RI Department of Health (<http://www.health.ri.gov/find/oralhealthservices/>).
- Walkability Estimates were downloaded from <http://www.walkscore.com/> using the finder term "city/town name, Rhode Island."
- Air pollution/air quality estimates are from the US Environmental Protection Agency reported for 3 RI counties for older adults with no specific health concerns (2015). The same rate is reported for cities/towns within the same county.
- 2012 voter participation data from the Rhode Island Board of Elections.
- Crime estimates are from 2013 FBI Uniform Crime Reports (<http://www.fbi.gov/stats-services/crimestats>).
- Data on fatal auto (driver, passenger) and pedestrian accidents for persons age 60+ is from the Fatal Accident Reporting System of the National Highway Traffic Safety Administration (2009-2013), reported at the town and county level.
- The housing, migration, and income indicators are from the ACS (2009-2013) and are reported for individual cities/towns.
- The 2016 Elder Economic Security Standard Index estimates were obtained from researchers at the University of Massachusetts Boston Center for Social and Demographic Research on Aging.
- Our research team: Elizabeth Dugan, Frank Porell and Nina Silverstein. Graduate Student researchers included: Chae Man Lee, Hyo Jung Lee, Bon Kim, and Krystal Kittle. We thank Amanda Cox from the [NYTimes.com](http://www.nytimes.com) for data visualizations; and Maureen Maigret for sharing data on municipal senior transportation and volunteer driver programs collected by Mensel & Maigret (April, 2016). Please send your questions, comments, or ideas to beth.dugan@umb.edu. Let us know how you are using the Data Report in your community!

Percentage of Population Age 65+ Years

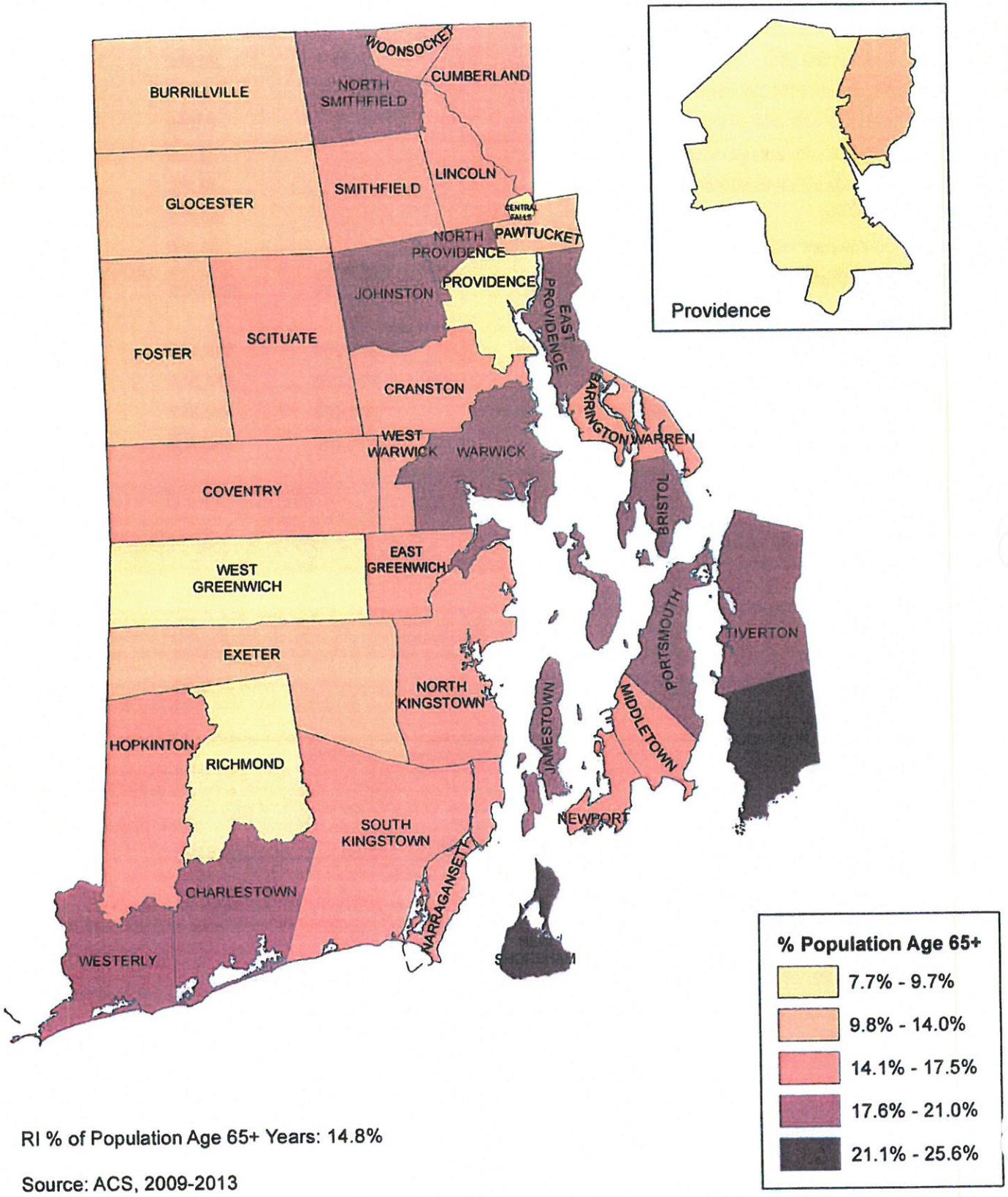
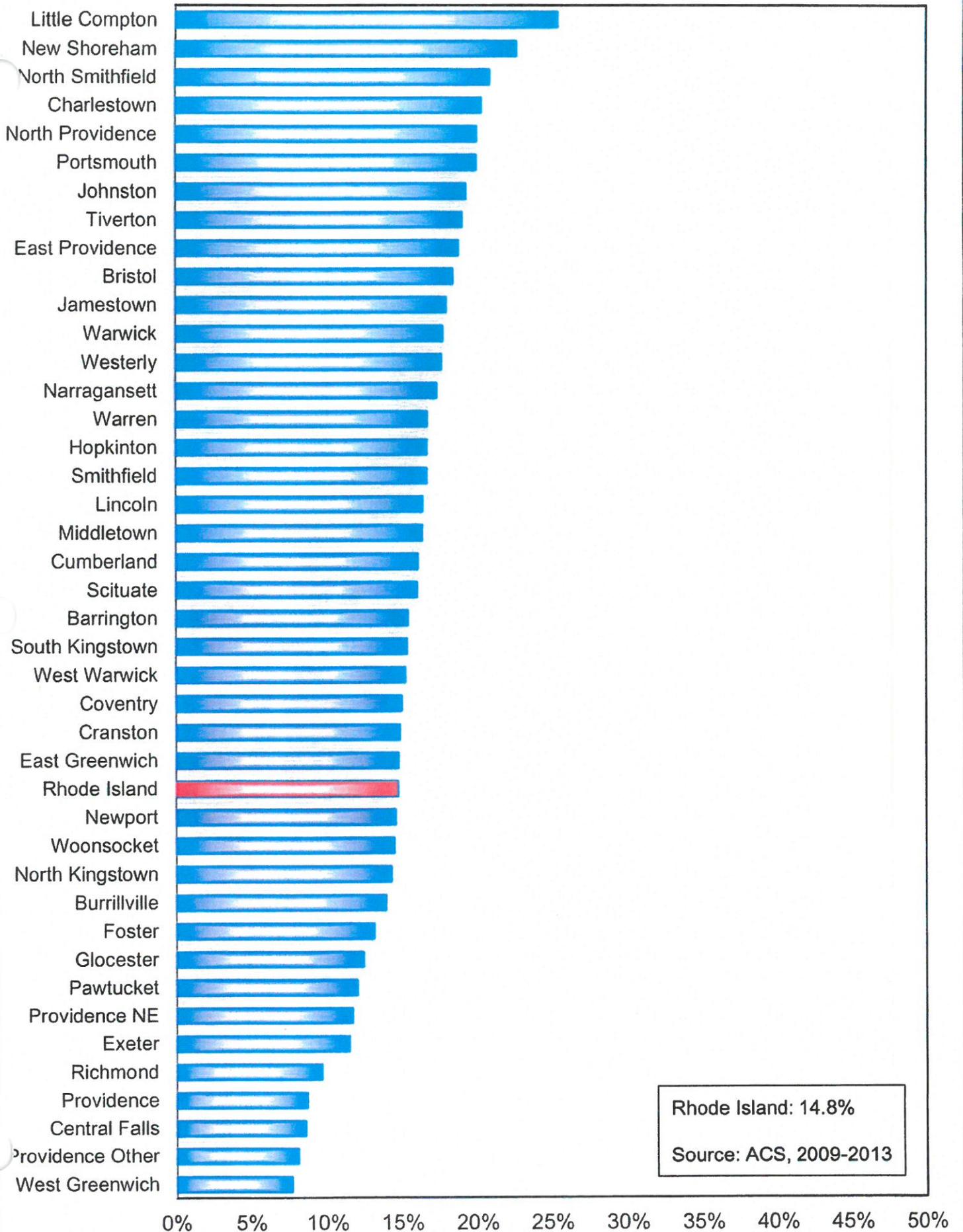


Figure 4

% of Population Age 65+ Years



Rhode Island: 14.8%
Source: ACS, 2009-2013

Percentage of Population Age 75 - 84 Years among People Age 65+ Years

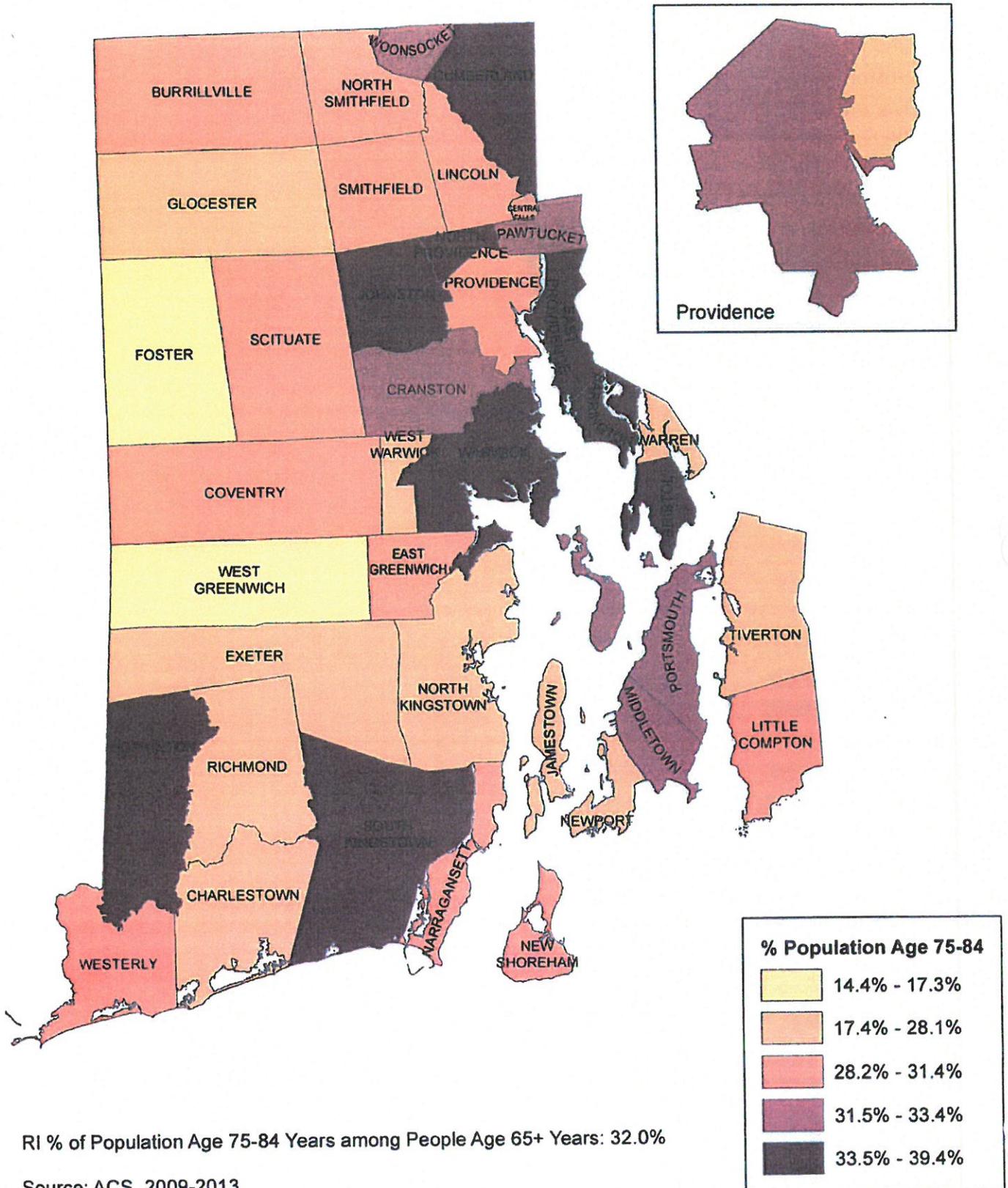
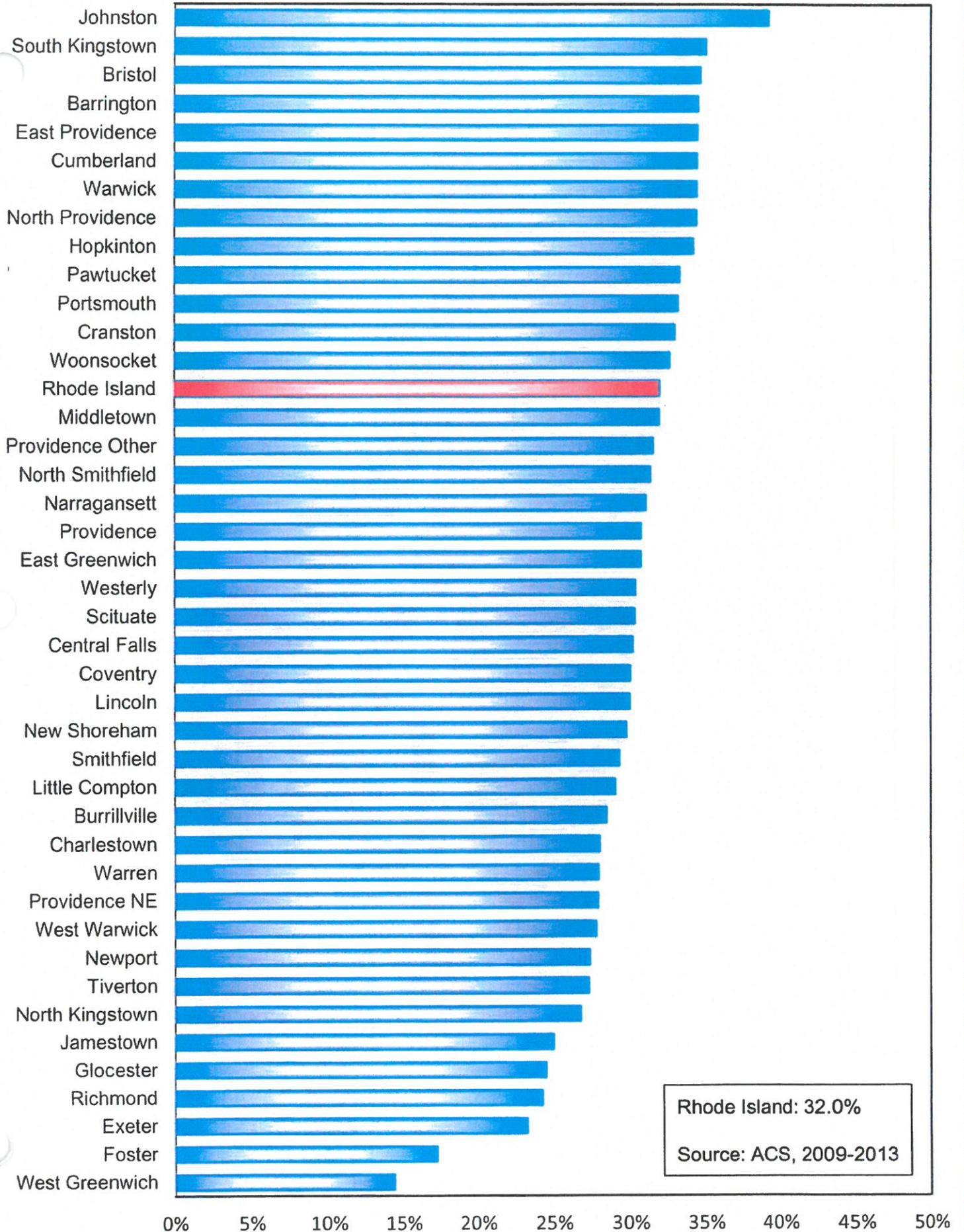


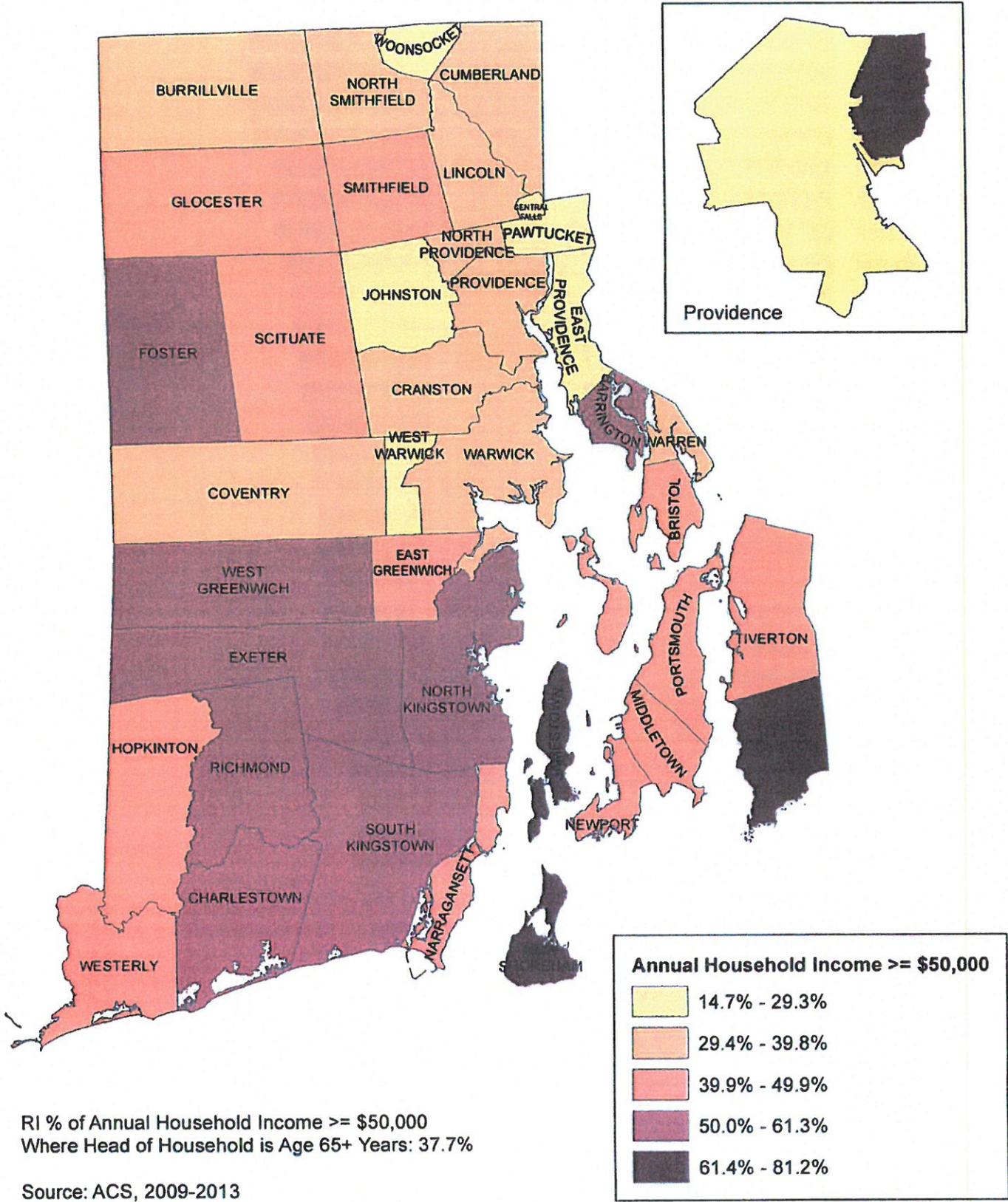
Figure 7

% of Population Age 75-84 Years among People Age 65+ Years



Rhode Island: 32.0%
Source: ACS, 2009-2013

Percentage of Annual Household Income \geq \$50,000 Where Head of Household is Age 65+ Years

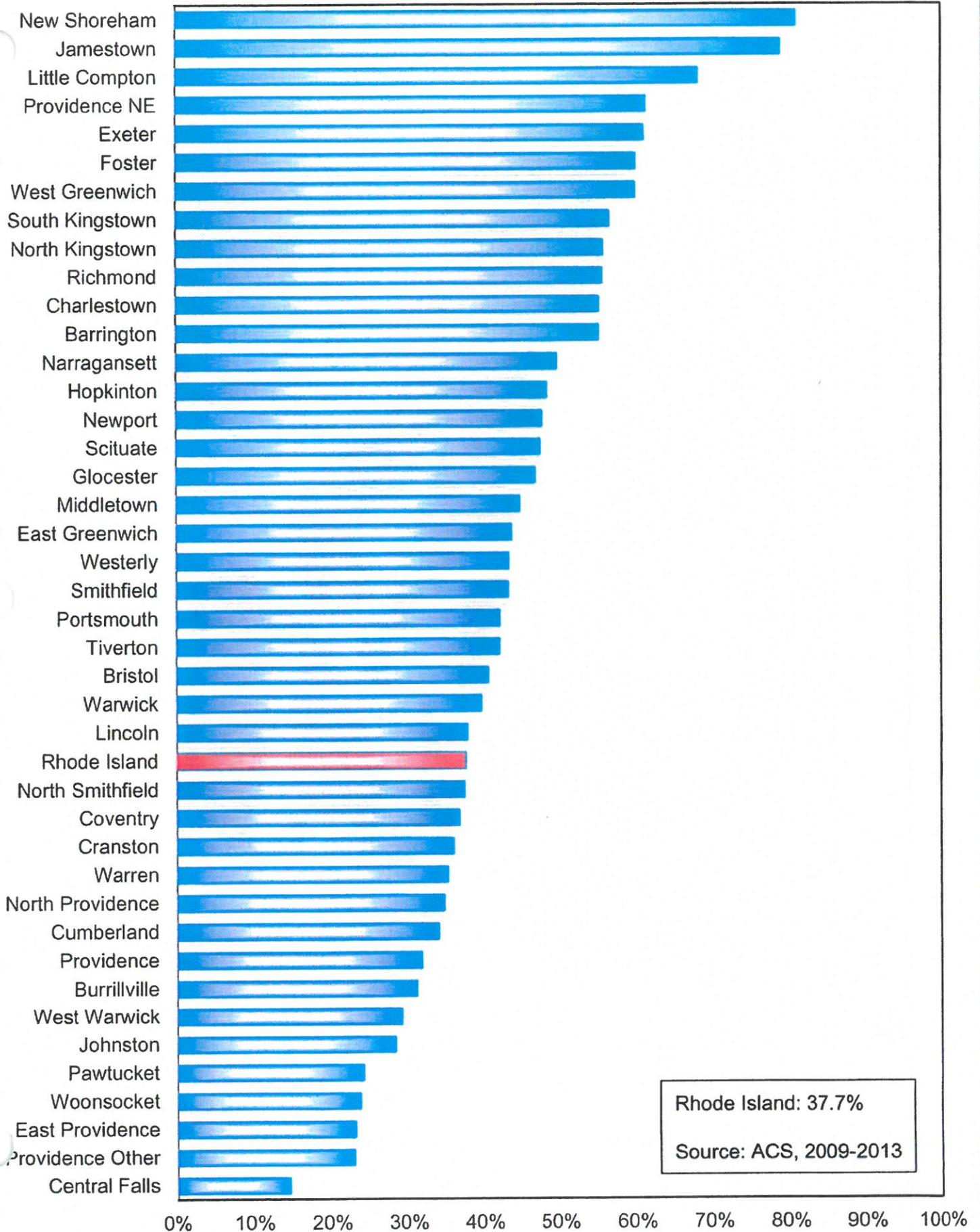


RI % of Annual Household Income \geq \$50,000
Where Head of Household is Age 65+ Years: 37.7%

Source: ACS, 2009-2013

Figure 124

% Annual Household Income \geq \$50,000 Where Head of Household is Age 65+ Years



Rhode Island: 37.7%
Source: ACS, 2009-2013

Percentage of Population Age 65+ Years College Education

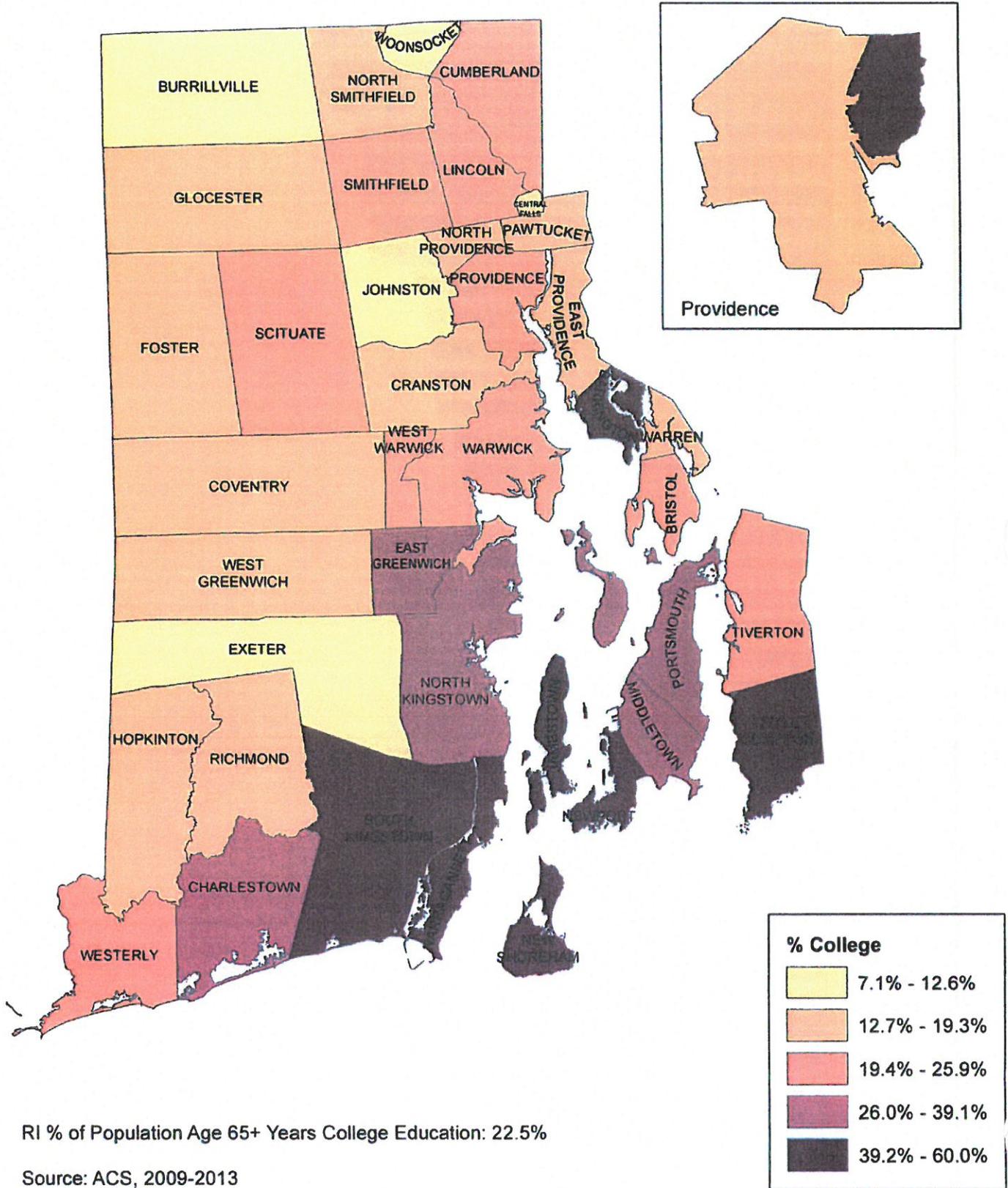
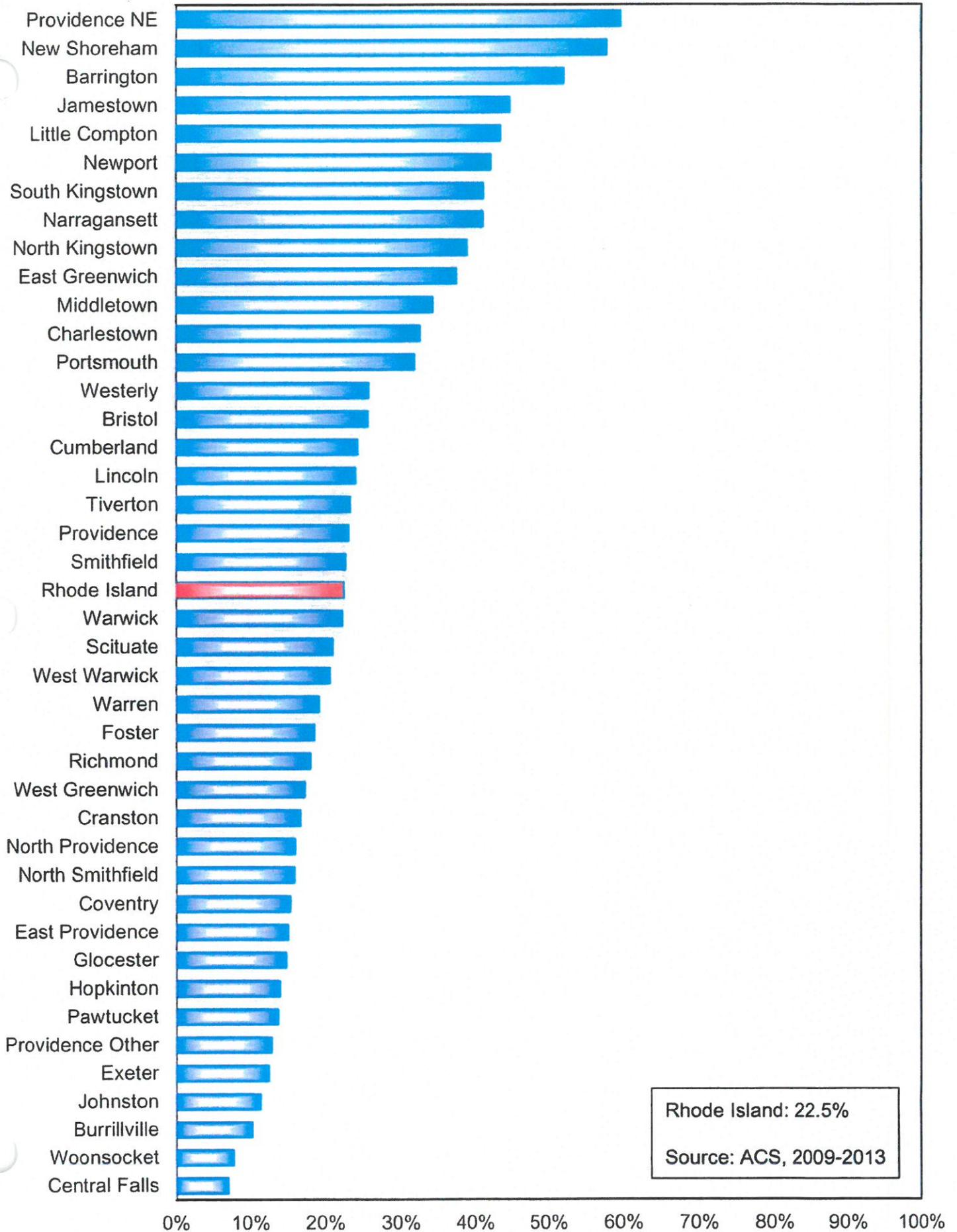


Figure 21

% Population Age 65+ Years College Education



Rhode Island: 22.5%
Source: ACS, 2009-2013

Percentage of Population Age 65+ Years with Income below the Poverty Level Past Year

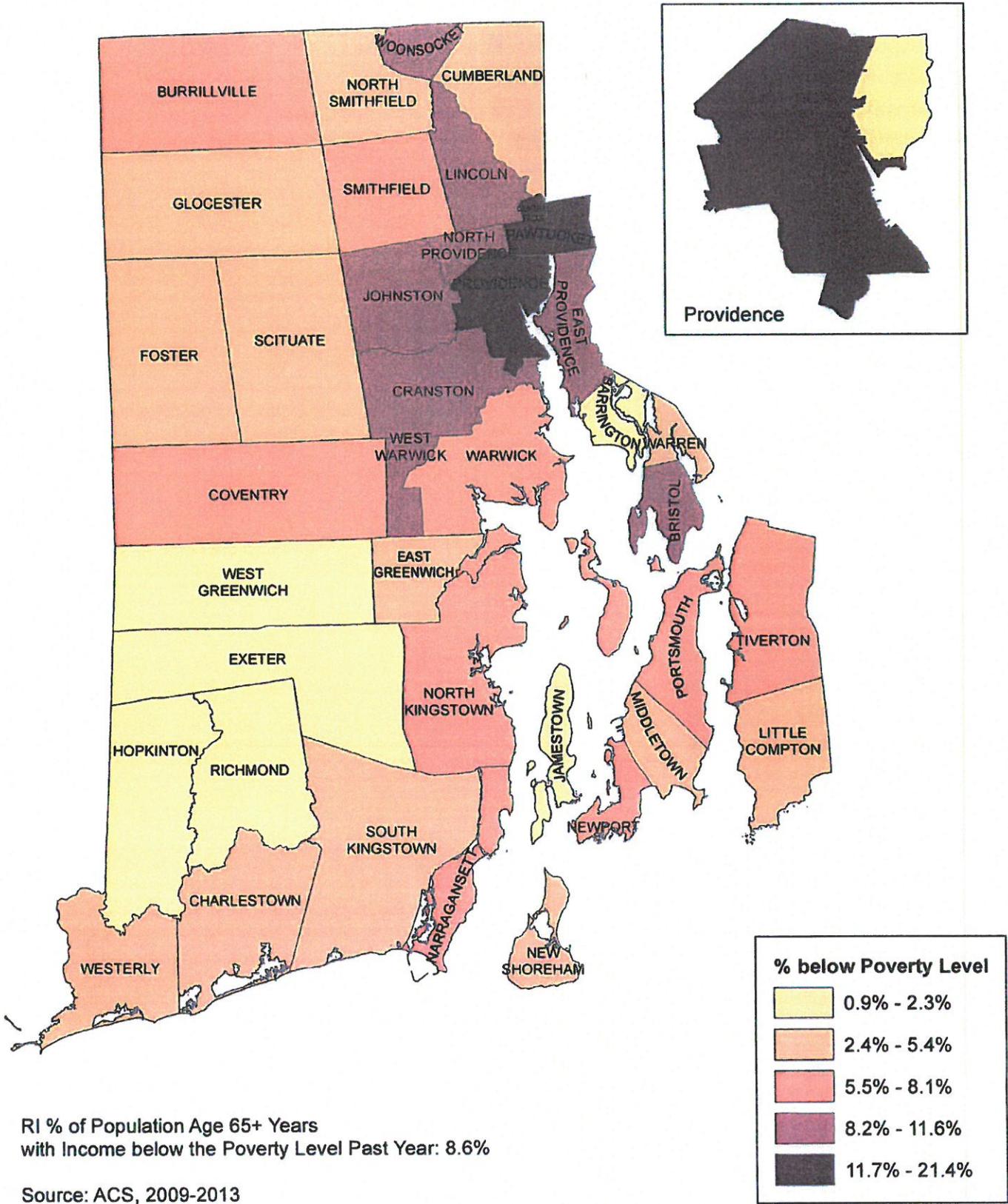
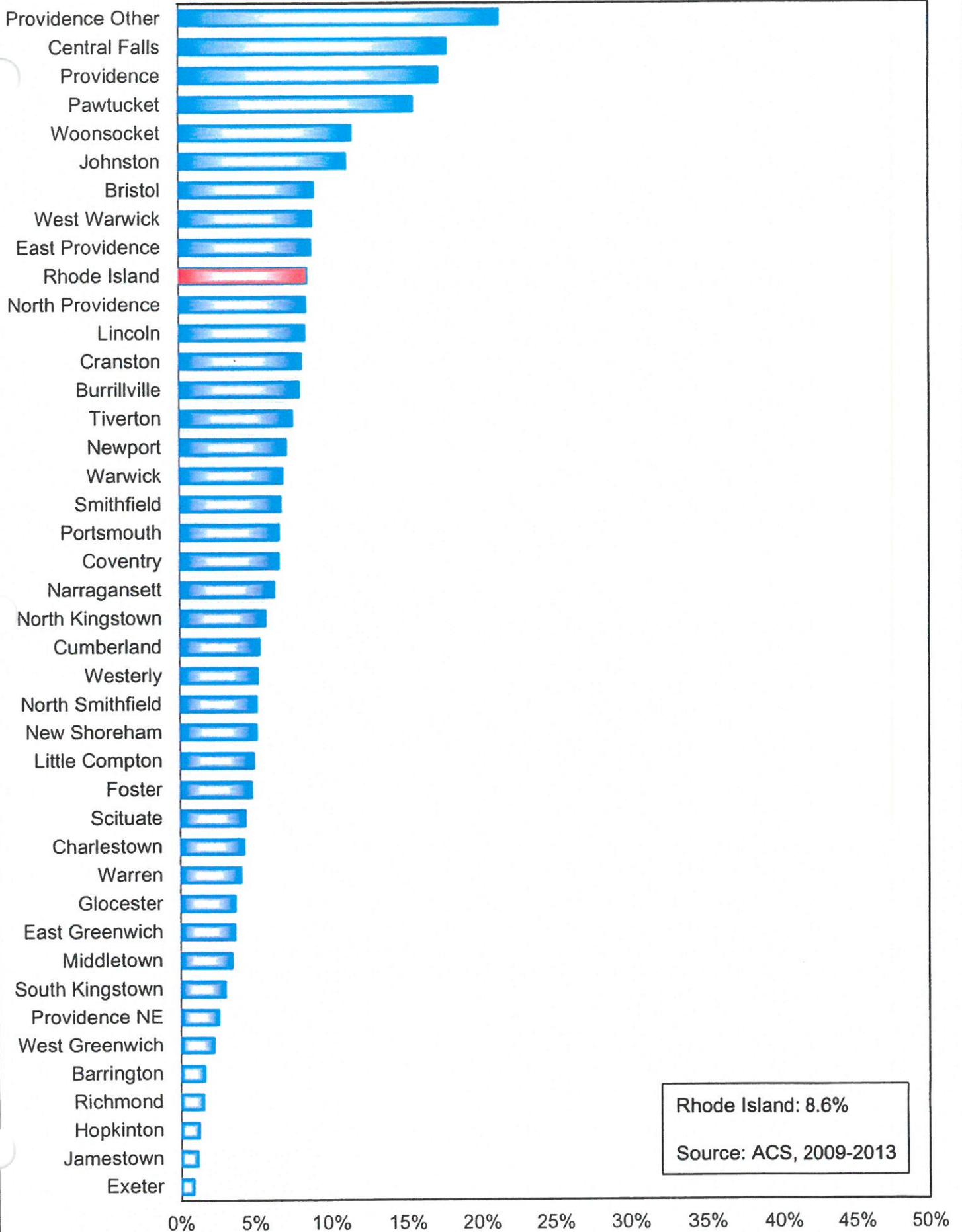
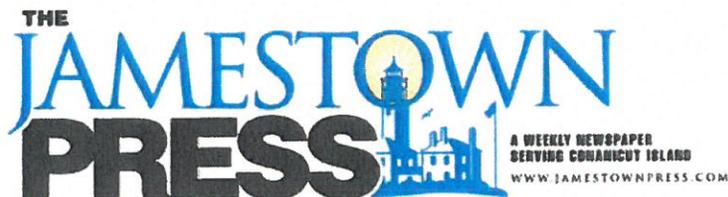


Figure 119

% Population Age 65+ Years with Income below the Poverty Level Past Year



Rhode Island: 8.6%
Source: ACS, 2009-2013



2017-05-18 / Editorial

Town offers wealth of senior activities

There's no doubt senior citizens are a vital part of Jamestown. About one-fifth of the island's population is 65 or older and they play a large role in many of the town's organizations, committees, boards, etc.

While the town and the Friends of the Jamestown Seniors have done a laudable job in vastly increasing the number of programs, trips, speakers and services, some residents still would like to see more. They reference nearby North Kingstown or Middletown as places that offer more and in more modern facilities. Those communities also have 4 and 2.5 times as many seniors as Jamestown's approximately 1,000.

Yes, the building at 6 West St. could use some sprucing up and the aesthetics can be improved and perhaps that's why some folks are adverse to going to the senior center for its weekday meal program or other offerings.

Without spending a large amount of money — and that's a whole other important conversation — the current budget of about \$73,000 has helped add dozens of programs (both active and passive), day trips, health screenings and speakers that weren't being offered a couple of years ago.

Most importantly, let's not forget these activities complement a wide array of existing local organizations and groups that offer a haven for those with myriad interests. There are numerous arts-based (music, theater, artists), outdoor (birds, trees, trails), sport (sailing, golf, walking), educational (books, history), government (boards and committees) and philanthropic (lighthouse, art center, library) groups that should sate anyone's appetite for being involved and staying active (both mentally and physically). There's also a wide range of events hosted weekly by the library.

Our town as a whole is one large senior center to a degree with an abundance of options. Yes, there could be more and the recreation department seems to be moving in that direction. In the meantime, venture on down to the senior center or recreation center and peruse what they have to offer. You may be pleasantly surprised.

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2014-11-13 / Editorial

Our senior citizens need activities too

Recent letters to the editor in the Press have pointed out a serious deficiency in our community's lifestyle: There are no organized activities for our senior citizens.

Seniors probably represent the largest growing portion of the population on this island. The town should do more for these folks who have contributed so much to our society.

A letter this week reminds us that the local senior citizens organization used to plan a few activities, but those were limited usually to off-island trips to events such as concerts. Now there are no activities or events planned for our seniors. Those residents have been simply overlooked and it is something that can be corrected without spending a fortune.

When one compares Jamestown to surrounding communities, the island definitely fails to measure up. Other communities have what appears to be lots of scheduled activities for their senior citizens. Jamestown's size may prevent the town from offering the same scope of activities, but there should be an effort to meet at least some of our seniors' recreation needs.

In Jamestown we have a successful teen center that is managed by the town's recreation department. Something similar should be done for the town's seniors. A senior center already exists where hot lunches are served on weekdays, so a location is already available. All that is needed is the organization of activities that would be of interest to our senior citizens.

How should we get started? It should seem logical that the first step would be to assess neighboring communities as to what type of activities are successful with their seniors. The second step would be to survey Jamestown's seniors to determine what type of activities would interest them. Finally, the recreation department could roll out the programming.

Another suggestion would be to combine activities with another town, such as North Kingstown, and supply the necessary transportation to that community for our seniors.

Let's show our island's seniors that we care about them and provide them with interesting recreation activities.

— *Jeff McDonough*

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TOWN OF JAMESTOWN
93 NARRAGANSETT AVENUE
P.O. Box 377
JAMESTOWN, RHODE ISLAND 02835

Pg 2

TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR *AEN*
SUBJECT: SEPTEMBER 2017 – PROJECT AND MISCELLANEOUS UPDATE
DATE: September 14, 2017

The following business items are provided as part of the September 2017 Administrators Report. These items reflect ongoing projects and initiatives that are under review and in various stages of development with the Town staff and some that will require further Town Council direction during the various stages of development.

1) State Legislative Update on September 19th Session:

H5593 Perpetual Contract Veto Override: The General Assembly passed H5593, a perpetual contract bill that would maintain provision of existing collective bargaining agreements for teachers and municipal employees indefinitely until a successor agreement is reached. The Governor vetoed the bill and public sector unions are now lobbying House and Senate Leadership to override the veto during the Sept. 19th legislative session. The following are key points to consider:

- 1) This legislation is not necessary and ties the hands of local elected officials when negotiating in the best interests of the taxpayers;
- 2) Automatic extension would unfairly benefit employees at the expense of taxpayers;
- 3) A vote to override the Governor's veto can impact local taxes;
- 4) Cities and Towns (Do) support contract continuation when voluntarily and agreed to by both sides.

H6172 Relating to Agriculture and Forestry: It remains unclear as to whether this bill will surface during this legislative session, although there is always the potential of a rekindling of the discussion. The House approved the bill language and the Senate chose to not take action during the last session. There remains overwhelming opposition to this bill, although monitoring any movement on this bill during the Sept. 19th session will be important. The amended version of the bill addressing secondary agricultural operations does provide local communities the ability to enact a regulatory structure and specific limitations to manage the activity, although not the authority to prohibit the activity, thus taking local land use controls away from the Cities and Towns.

Tracking of these and other proposed legislative items will need to be monitored closely over the duration of this abbreviated session.

- 2) **Local Internet Service:** In recent months, questions have arisen regarding the quality in performance of the Internet Service in the community. In having met with Mike Glier the Towns contacted IT Specialist on such matters, he is continuing his research into this topic and should be in a position to provide additional information to the Council on this topic later in the year. In the interim, provided is some background and perspective on this issue.

In Jamestown, Cox residential Internet and other residential services (telephone, television) use copper cabling that is at least 25-30 years old. These types of cables gradually deteriorate over time and can become somewhat useless for high performance communications as they reach their end-of-life, typically at 50-60 years of age. In general, copper cabling is no longer used to deploy and deliver new, high-speed technology services to businesses or high density residential areas. Fiber cabling is the preferred method of service distribution for urban or concentrated residential areas of use or where extremely high performance communications are required. Most government, school buildings and some businesses in Jamestown will eventually use all fiber-based communications services. The communications industry is rapidly opting to provide technology services using wireless communications methods instead of direct cabling. The reason for this is strictly financial. Infrastructure deployment costs of high-performance wireless communication services to residential areas can be between (10-25) times less than when using copper or fiber cables to each residence. Maintenance and replacement costs for cabling infrastructure in residential areas dwarf the costs to maintain a wireless infrastructure over the lifetimes of these technologies. Wireless carriers and other communications companies are hedging their future that consumers and many businesses will eventually convert to all wireless communication services delivery methods. For Jamestown and other similar communities, wireless will eventually be the preferred method of delivering residential communications services.

As Cox remains the only high performance Internet provider in the community, with demand continuing to increase for this and related services in the home like front door security videos, which can be accessed via the Internet, tablets and other readers that utilize a wireless connection, based on these behaviors and problems above, it is most likely a bandwidth issue over an older copper cable system. This limited availability of band width and increase in demand for use during specific periods will continue to present this issue with high quality service delivery without service improvements by local providers.

Another option available to providers is the introduction of a Fiber Cabling network, although the cost of such an installation on a community-wide basis would be excessive based on local service demand and the limited customer base. Discussion within the industry reflects the potential of an introduction of wireless services in the community potentially within the next several years. Other providers have recently made wireless system infrastructure upgrades in the community, some of which is not yet in service or permitted for consumer use, although this is a good sign that competition and improvements in the quality of service may not be too far in the distant future for Jamestown consumers.

- 3) **Senior Coordinator and Food Service Positions:**

In recent weeks, the part-time Town personnel overseeing the Senior Lunch program and the Senior Program have left their respective positions. The Parks and Recreation Department provides oversight of the Senior Program and both positions are employees within the Department. The Food Specialist position, previously held by Ernie Anthony was advertised

and interviews were conducted. This past week, Local Jamestown resident Carrie Anderson was hired to fill this post and is being scheduled to receive the necessary training that accompanies this food service position.

The part-time Senior Coordinator position recently vacated by Ellen Vietri, will be temporarily filled with existing Recreation Department program staff. The job description for this position is presently being upgraded and once completed the Department Director will develop the hiring process for this position.

4) **RITBA Construction Schedule:**

A recent meeting was held with RITBA officials, at which time they provided further detail regarding the continuation of the deck construction project on the Newport Bridge. This work is expected to recommence on a Monday – Friday schedule, as of Tuesday, September 19th through mid – November. A main topic at this meeting was to also address several of the more challenging local traffic issues that were encountered during the initial phase of construction in the spring. Chief Mello will be working with RITBA officials in monitoring the situation once construction begins and be prepared to add additional signage and a law enforcement presence, if needed, to dissuade motorists from detouring through town to gain a faster route to the toll plaza. Additional updates will follow on this topic in the coming months.

5) **Statewide School Facilities Conditions Assessment:**

In recent weeks, Governor Raimondo and RIDE's Education Commissioner, Ken Wagner began to speak more publicly regarding the 2017 RI School Facilities Report with yesterday being the official release of the Report findings. The data included in the assessment is relevant to all school facilities in the state, and forecasts over \$2.2 billion in needed infrastructure improvements over a range of five priority areas and approximately \$630 million in improvements to ensure that all buildings can at least maintain a warm, safe and dry environment for students, teachers and staff.

The initial report findings for the Jamestown School District include estimated costs totaling \$16,293,628 million dollars in improvements at the Melrose and Lawn Avenue facilities. In brief, provided below is a snapshot of each facility:

Melrose Elementary: Building systems with most need include: Mechanical \$2.4 million, Site work, \$725,000 and Technology at \$525,000.

Total Five-year program: \$4,823,839 with added life cycle costs of \$1,904,882 for an estimated overall program cost totaling: \$6,728,721.

Lawn Avenue Middle School: Building systems with most need include: Mechanical \$3.9 million, Site work, \$947,000 and Plumbing at \$750,000.

Total Five-year program: \$7,268,152 with added life cycle costs of \$2,296,755 for an estimated overall program cost totaling: \$9,564,907.

The School Department has hired RGB Consulting to conduct an internal district assessment to corroborate RIDE's findings and to provide the data necessary to submit an application with RIDE in seeking state reimbursement for future district enhancements. The School Departments Building Committee will review and compare RIDE's findings with those of RGB and formulate a recommended course of action once all assessments are completed.

The Governor at yesterday's meeting, through an Executive Order, established a State Task Force that will consider district feedback and public input to develop an action plan that includes potential funding streams and recommendations on how to effectively maximize state and local resources, with the expectation that a report will be presented to the Governor in December 2017.

As part of the Task Force process being formed, I was fortunate to be appointed to the 15 member group, as the representative for the RI League of Cities and Towns. This appointment will allow for added insight into the process and future direction of this program in the coming months, in anticipation of FY2019 Statewide and local budget development. The other members of the Task Force are listed below:

- * Education Commissioner, Ken Wagner
- * General Treasurer, Seth Magaziner
- * DOA Director Michael DiBiase, School Building Authority Advisory Board
- * Senator Hanna Gallo (Cranston, West Warwick) on behalf of the Senate
- * Jamestown Town Administrator Andy Nota, on behalf of the League of Cities and Towns
- * Joseph Dewhirst, Chairman, Rhode Island Health and Educational Building Corporation
- * Michael Sabitoni, President, RI Building and Construction Trades Council and Business Manager, Laborers Local 271
- * Frank Flynn, President, Rhode Island Federation of Teachers and Health Professionals
- * Larry Purtill, President, National Education Association of Rhode Island and Member, Council of Elementary and Secondary Education
- * Kinzel Thomas, Providence School Board, on behalf of the RI Association of School Committees
- * Barry Ricci, Chariho Superintendent, on behalf of the RI Superintendent's Association
- * Patricia Flanagan, M.D., Pediatrician-in-Chief at Hasbro Children's Hospital and professor of pediatrics at the Warren Alpert Medical School of Brown University
- * Neil Steinberg, Rhode Island Foundation President
- * John Hazen White, Jr., Chairman and Owner, Taco Comfort Solutions
- * Elizabeth Burke Bryant, Executive Director, Rhode Island KIDS COUNT

- 6) **Coyote Management Action Steps:** Since the Town Council's last meeting in August, various actions, research and planning steps have occurred regarding the community's recent discussion and encounters with the local coyote population. A memorandum from Chief Mello highlighting these action steps is included.
- 7) **East Ferry Renovation Project:** The Town staff have been working on bid specification development since the Councils last review of the East Ferry project at your August meeting. At that meeting, the Planning Commission's recommendation was discussed, ultimately resulting in the Town Council's approval of the project plan. Included is a memorandum from

Public Works Director, Mike Gray, and a series of schematics including the last version you reviewed at your August meeting, a site conditions plan and a final iteration that includes several minor adjustments that were synthesized from public comment, Town Council input and the Planning Commission's recommendation. The staff should be prepared to bid-out Phase One of the project inclusive of curbing, sidewalk and asphalt installation in the coming weeks. In Phase 2 that includes site amenities and landscaping, it is anticipated that much of this work will be conducted in-house by Town personnel. At this point in time, the project specifications have not been released for public bid. Town staff remain optimistic that they will be able to complete a water line replacement, drainage reconstruction and re-piping of the conduit used for the CMS fuel supply electronic controls this fall, with the potential of beginning the larger project elements in the spring 2018.



TOWN OF JAMESTOWN

93 NARRAGANSETT AVENUE
P.O. Box 377
JAMESTOWN, RHODE ISLAND 02835

Town Offices - 423-7201
Fax - 423-7229

TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR
SUBJECT: SENIOR CENTER CONSOLIDATION OF SERVICES
DATE: December 15, 2015

In recent months, the Town Administration has been meeting with representatives of the Jamestown Senior Association Executive Board and general Board Members to discuss matters of mutual interest regarding the management of Senior Services in the community. As a component of this ongoing dialogue, concepts were discussed regarding the Town's management of Town funds allotted (\$71,693) in FY2015-2016 to the Association for Senior programming, facility maintenance and enhancements, equipment, personnel, transportation and various other operational costs. It quickly became evident in our conversation and financial review of these service areas that there was an overlap in costs that were being incurred by the Association that could be eliminated and addressed in a much more efficient manner by addressing these operational issues through a joint management approach rather than an independent model. In order to effectuate the wanted changes, the Administration and Senior Association Board are seeking Town Council support for this new joint model to be implemented beginning January 1, 2016. A change that will not occur, is that the Association will maintain its identity as a 501c-3 non-profit organization and continue to manage its own funds generated through both donations and grant sources on an annual basis. The Town will work with the Board on an annual basis to determine those areas where these private funds will best serve the needs of the Association and its annual program.

In brief, the changes will include the following, with the expectation that the main program and services will continue in a seamless fashion during this transition:

The Town staff will work hand and hand with the Senior Association Board in the development of an annual budget to be represented to the Town Council for consideration as part of the annual budget process. Any required contracts and independent contractor or employee relations that are needed to provide for necessary services will be managed by the Town, although communicated with the Board at their monthly meetings. All purchasing and payroll function will be managed in the Finance Office in accordance with the Town's regulations and policies in these areas.

In addition, the Board is in the process of researching options regarding the extension of their lease with the Jamestown Grange for the Grange property on West Street. This matter will be coming back before the Council in the coming months as the Town will need to be added to the lease as a partner agency with the non-profit senior association, in order to provide the necessary support and receive the assurances that the Town will require in making future improvements to this facility. The Town Department that will serve in a liaison capacity with the Senior Association will be the Recreation Department, with support from both the Public Works and Finance Departments. This change is viewed as a positive and necessary step to support the Association, Friends of Jamestown Seniors and the Community Recreation Program in

providing for needed program enhancements for this specific population. Members of the Association are expected to be present at the December 17, 2015 Town Council meeting at which time this matter will be discussed for consideration.

Please contact me at your convenience should require any additional information regarding this matter.
Thank you.



TOWN OF JAMESTOWN

93 NARRAGANSETT AVENUE
P.O. Box 377
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Town Offices - 423-7201
Fax - 423-7229

TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR 
SUBJECT: TOWN ADMINISTRATORS REPORT
DATE: February 1, 2016

The following information is provide as part of the February 2016 Administrators report. Please advise if you should have any questions or require additional information on any of the matters noted.

- 1) **Golf Course Clubhouse Project:** Since the beginning of the new year, Town staff have hosted several meetings with Architect, Bill Burgin, from Burgin, Lambert Architects who was hired to evaluate and design a replacement clubhouse facility to meet the future needs of the Town's Golf Course operation. The second of these meetings involved a golf course consultant that was included in the discussion to offer the Town another perspective as to this asset and options regarding the development of a Request for Proposals (RFP) that would be used to format the next lease for the course. The present management lease expires at the end of 2016 with no option available for an additional extension of the present lease terms. The Administration is working on the development of several options for the Town Council to consider in how to address both the new lease development as well as the future replacement of the deteriorating clubhouse facility. I remain hopeful that a facility design will be available for Council discussion and consideration in the very near future. This design will be simple in function, although architecturally appropriate for Jamestown and this specific location. It will include a facility that will offer the basic needs of a golf course clubhouse, with several flexible components that may be included for future development as add-alternates to the base-bid project requirements. These optional project elements will provide a future course operator or the Town choices they may consider for buildout at some future date to enhance course and event operations. These project elements may include, an unfinished basement area for additional golf services and storage, potential development of an outdoor event space with permanent or temporary roof covering, cart storage facility, equipment storage facility, and expanded deck area capable of handling a seasonal tent to expand the seating area to host larger local events and group outings.

The focus of the Town's efforts at this stage is to complete the planning and design process for replacing the existing Clubhouse facility. In addition, we will be working closely with the course operator in developing a plan to address the additional support facilities necessary for the course to remain a vibrant part of the community and to maintain the overall property. The present lease generates a base bid amount of \$175,000 with an additional \$8,000 annually to support the wastewater division supplying effluent to irrigate the course. Of this total \$150,000 has been used annually since the original bond issue was retired to supplement general fund revenues. Some of

this amount will be used to accommodate any future bond payments required to support this project. Additional information will be available during the Towns capital program review for the FY2016-2017 budget development.

- 2) **Other Post Employment Benefits: (OPEB)** A joint meeting of the School and Town Administrations and RI Interlocal Risk Management Trust representatives was held on Friday, January 08, 2016. The Interlocal Trust provided a presentation focused on a specialized program involving an Irrevocable Trust designed to address the funding of future Other Post Employment Benefit Liability. This initial discussion reviewed the Interlocal Trusts role as Program Sponsor, PARS (Public Agency Retirements Services role as Trust Administrator, Vanguard's role as Investment Manager and the role of U.S. Bank as Trustee and Custodian. After hearing the details of the program, it was evident to me that there exists certain benefits to be achieved by participating in this program. The more apparent benefits include, dramatic cost savings through the avoidance of program fees, no required IRS application, flexible investment options (conservative, balanced or growth), option to withdraw from program with 30 day notice, no sharing of liabilities with other accounts, decreasing fee structure as investments grow, via cumulative totaling of investments. The other beneficial aspect of the program is the flexibility nature of how and when to make funding decisions. The Town has the option of investing according to any schedule that we establish, whether that be annually or based on another timeline that suits our specific needs. We are able to utilize funds in this account to address retirement benefit costs, whether that be annual costs being incurred or future liabilities. The Town has been paying annually to meet our pay-as-you-go OPEB obligations, although when a balance is eventually established, this obligation could be paid down from the Trust balance in a given year, if the Town for whatever reason chose not to make a contribution to the Trust balance during that period. I am presently working with the School Department to coordinate a date that the Town Council and School Committee can meet to hear this same presentation, so we can assess the interest of the Town and School Department to consider joining this program in the coming months.

- 3) **Legislative Issues in 2016:** Attached to this report is a newly released summary of all preliminary Legislative matters impacting municipalities that will be heard during this session. The more notable topics of the proposed legislation includes, matters pertaining to Education, State Affairs and Government, Cities and Towns, Taxation, Management and Infrastructure Programs, Labor Relations, Health and Safety, Excise on Motor Vehicles and Property Revaluation.

- 4) **Senior Services Program Update:** The Town's Senior Services Program has recently moved into alignment with the Town's other service programming in that the Town is now in direct oversight of the Senior Services appropriation and directly responsible for Senior Service personnel that are now considered part-time employees of the Town. This coordination is being initiated through the cooperation and efforts of the Friends of the Jamestown Seniors, the Town's Parks and Recreation Department, Public Works Department and Finance Department. The part-time Executive Director of Senior Services now reports to the Director of Parks and Recreation providing for a direct link to an established Town Department Head that can provide the Administration with the oversight, and program and facility management that is required. In addition, it is anticipated that the future collaboration of program staff in both senior services and recreation as well as in the area of facility management and maintenance will greatly improve our cost savings and efficiencies in these areas.

- 5) **Preliminary Budget Development:** As noted on the budget calendar, all Town Departments have completed their preliminary capital and operating budget meetings for the 2016-2017 fiscal year. Numerous follow-up meetings will take place with select departments in the coming weeks in anticipation of completing the Administrators proposed budget and submitted it to the Town Council for the March 7, 2016 Town Council meeting, as required by the Town Charter. In accordance with the Budget calendar there will be held a series of public budget hearings on the Capital Program Town Operating Program and School Budget. Several other dates are being tentatively held for public discussions should the Town Council require additional time to complete the Town Council budget proposal in anticipation of the Financial Town Meeting, scheduled for June 6, 2016.
- 6) **West Ferry Lease 5-year Extension:** The details associated with the West Ferry lease extension negotiations have been finalized with the Town's tenant, Dutch Harbor Boatyard. The proposed lease terms will be presented to the Town Council in Executive Session at the Tuesday, February 16th regular meeting for review, discussion and possible action.

If anyone has a question regarding these items, please contact me at your earliest convenience.

GENERAL COMMUNICATIONS

Andrew Nota

From: Andrew Nota
Sent: Tuesday, September 5, 2017 10:47 AM
To: 'Blake A. Dickinson'; 'Eugene Mihaly'; 'Eugene Mihaly'; 'Kristine Trocki'; 'Kristine Trocki'; 'Mary E. Meagher'; 'Mike White (mgblanco@cox.net)'
Subject: Local Update
Attachments: Resignation Letter - Vietri.pdf

Town Council,

The following includes updates on several matters of local importance, some that have just surfaced while others remain ongoing initiatives.

Senior Program:

Last Friday Andy Wade received a letter of resignation from Ellen Vietri, noting that for personal health reasons she needs to step down from her role as Senior Coordinator. I have attached her letter which explains the basis of her decision. Andy will be informing the Friends of Jamestown Seniors(FOJS) of the Town's short-term plans to stabilize programming and services and our long-term plan to solicit applicants for this position. We are presently in the process of updating the job description for this year-round part-time position. Andy will be informing Tom Tighe as Chair of the FOJS organization about Ellen's resignation and review with him our management plans for this program.

Beavertail Incident:

The Police Department is working with State Police and RIDEM officials regarding this matter. In spite of what at times can be difficult communication and coordination with state agencies, the department is leading the investigation and believes to have located an abandoned vehicle that may be linked to the deceased individual.

IBPO Contract Review:

In recent weeks, the Town and IBPO agreed to enter the arbitration process to provide for clarity in the interpretation of a clause within the IBPO contract. The specific clause impacts the number of patrol officers that can be on leave at a given time and the discretion afforded the Chief within the agreement to make that determination. All parties have agreed to this non-adversarial process to provide the necessary clarity on this issue and the Solicitor and IBPO legal counsel are in communication with the Arbitration Association in scheduling this discussion in the coming months.

In recent months due to a significant staffing shortage, flexibility in this area had been lost due to the limited number of patrol officers available to cover open shifts. As the department introduces the next three academy candidates to the department in the coming year, this matter should dissipate. This issue addresses one of management rights to make such staffing decisions and the Town feels that the contract is very clear in this respect.

Coyote Management:

As of last week, I met again with Dr. Numi Mitchell in coordination and development of an appropriate local approach to address this concern. The Chief has formulated a public education ad that will be in the Jamestown Press this week with the potential of additional runs in the coming weeks. We are in the process of formulating educational signs to be erected at specific locations in the community to support the Town's public education messaging in this area. Dr. Mitchell has ordered tags for her upcoming efforts to tag a coyote in the area of Wright Lane and we anticipate that

effort to begin shortly. The Chief has also been in touch with Stephen Lepre and they plan to meet this week sometime.

Hurricane Preparedness:

As noted in the Jamestown Press in last week's edition, the town conducts several planning and coordination sessions throughout the year in anticipation of major storm events. This seasons meeting is scheduled for tomorrow morning (wed. 9/6) at which time local EMA officials (covering all public safety (Police, Fire/EMS, Harbor, Animal), shelters, school, and town/state resources) will convene to coordinate local assets, resources and action plans for a weather event or other local incident.

Should you have any questions, please contact me at your convenience.

Andy

September 1, 2017

Andrew Wade
Jamestown Parks and Recreation Director
41 Conanicus Ave.
Jamestown, RI 02835

Dear Andy,

As you know, I've had health issues for several months that have continued to deteriorate. Although I was planning and hoping to be able to overcome and improve with some upcoming treatments, it weighs on me to consider the extra responsibility to maintain the high service level continuity when I return in October. The added kitchen coordinator administration and meal site supervision has been quite challenging given the delivery of a successful summer season of activities and fall schedule planning.

So it is with a heavy heart, I resign from my position as senior coordinator. I understand that the role does not afford a flexible schedule and it's important that the senior program continue to grow and succeed with the momentum that it has currently.

Many thanks for the opportunity to work as part of the team. Our staff should be very pleased and proud of the progress made in only a year and a half. I wish you all the best and good health moving forward.

Truly,

A handwritten signature in cursive script, appearing to read "Ellen".

From: [Ellen Vietri](#)
To: [Andrew Wade](#)
Subject: Re: Medical Procedure
Date: Thursday, August 31, 2017 10:18:11 AM

Thanks so much, Andy. I appreciate the well-wishes and will keep Deb informed on status of programs and the recovery. Fortunately, given there was time to plan, most of the program content will be easy to administer.

Ellen

From: Andrew Wade
Sent: Thursday, August 31, 2017 8:38 AM
To: Ellen Vietri
Subject: Medical Procedure

Ellen,

I wanted to take the time to thank you for all your efforts leading into the Fall season. You have a really nice slate of programs and opportunities for the island senior this coming autumn. As we come closer to the time of your absence for your procedure please provide Deb and myself with any pertinent information that you would believe is important to share so that we can take great care of those whom you serve regularly and provide them the same level of service they have come to expect.

As I am sure you are aware, medical procedures can be trying times on a person, and I wish you the best in your recovery. Having endured a pair of back surgeries myself, I fully understand how dealing with constant pain along with daily limitations to what were routine life activities may affect an individual. Please do what is right for you in terms of taking the proper recovery time to allow for yourself to heal. We will do our best to keep the ship headed in the right direction in your absence and look forward to your return on the other side. Please feel free to reach out if you are in need of any assistance during that time, I would be glad to help.

Sincerely,

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Ellen Vietri
Sent: Tuesday, August 22, 2017 9:56 AM
To: Andrew Wade; Debra Hagie
Cc: Christina Collins
Subject: Re: Time off request

Andrew Wade

From: Ellen Vietri
nt: Wednesday, May 24, 2017 1:28 PM
To: Andrew Wade
Subject: Re: JD follow-up

Thanks for the direction, Andy. No problems for me.
Ellen

From: Andrew Wade
Sent: Wednesday, May 24, 2017 1:16 PM
To: Ellen Vietri
Cc: Debra Hagie
Subject: RE: JD follow-up

I spoke with Andy Nota recently and he plans to address this soon. As far as your attendance at FOJS meetings, you are still the best person to be the conduit on day to day activities in our senior program to report to them. It is also your responsibility to manage your "swing" hours from your weekly schedule to remain inside the 20hrs. If a busy week comes up, reach out to Deb and I and I will gladly attend in your place.

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
01-423-7266

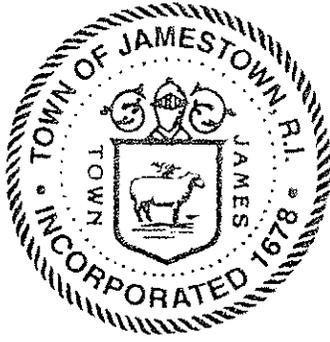
From: Ellen Vietri
Sent: Tuesday, May 23, 2017 10:23 AM
To: Andrew Wade
Subject: JD follow-up

Andy,

Any new update on the approval of the job description?

Just thinking about it because at last week's FOJS Bd. mtg., they asked me to pass along the monthly program report and if they had questions on it they would invite me to attend that meeting. Just want to be sure that follows yours and Deb's expectation for my attendance as well. I didn't think to mention to Deb when I saw her Friday.

Thank you,
Ellen



TOWN OF JAMESTOWN
Parks & Recreation Office
P.O. Box 377
41 Conanicus Ave.
JAMESTOWN, RHODE ISLAND 02835

Recreation Office (401) 423-7260
Teen Center (401) 423-7261
Fort Getty (401) 423-7211
Fax (401) 423-7229

MEMORANDUM:

To: Ellen Vietri
CC: Andy Nota, Tina Collins
From: Andrew Wade
Date: 4/27/2016
Re: Work Scheduling

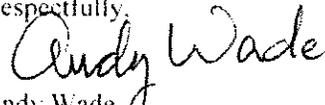
Weekly Work Schedule

As of Monday May 2nd please make arrangements for your weekly work schedule to be as follows:

- The Senior Coordinator shall report to the Senior Center, Monday-Friday 10am-1pm: 15hrs
- The remaining 4.5hrs of your work schedule may be used accordingly for out of office meetings, trips, seminars, and program visits.
- When reporting to work a minimum of 3 hours is mandatory to be recorded on a time card when reporting for a shift.
- You are allotted a maximum of 19.5 hours during a given work week.
- If an adjustment to this schedule is required, written notice no less than 48hrs in advance is required to be given to the Director of the Parks & Recreation Department.

Thank you for your cooperation in this matter.

Respectfully,


Andy Wade
Director of Parks and Recreation

BUDGET COMMUNICATIONS

Andrew Nota

From: Thomas Tighe <chiefthomas2@verizon.net>
Sent: Tuesday, January 10, 2017 11:41 AM
To: Andrew Nota
Subject: RE: Senior Center and Association business

Andy: I'm working with the board to get an idea as to what we might ask for on our budget. AS you know we have the \$8,500 grant, which I believe they have not release the money yet, for the pipes. You put \$20,000 in the CP for the downstairs floor and believe you were waiting for this year budge to put whatever we need to complete the job. These project need to be discussed with Mike Grey. I know that Gayen Thompson wants to come to our next meeting to discuss have a new ceiling put in, because of the noise. As how she arrived at the figure she gave I have no idea, unless she was talking with someone. Since she not on the board I believe any business about the seniors she should bring to the board and we make a decision and then discuss it with you, or do it yourself. Tom

From: Andrew Nota [mailto:anota@jamestownri.net]
Sent: Monday, January 9, 2017 11:54 AM
To: chiefthomas2@verizon.net; Ed Holland <hvaced@yahoo.com>
Cc: Andrew Wade <awade@jamestownri.net>; Christina Collins <ccollins@jamestownri.net>
Subject: Senior Center and Association business

Tom and Ed,

Hope you're enjoying this frigid cold as much as I am?

I'm reaching out to you in regards to the Senior Association on a few matters.

- 1) First, is that I've recently spoken with Andy Wade and asked him to set up a meeting to talk with the Board regarding next year's Operating and Capital Budget proposals. In anticipation of that meeting, you may want to talk with the board or group responsible for building maintenance regarding, a few projects we've touched on in the past including upgrades to the heating and duct work in the building, windows, and second floor improvements. Also, I would speak with Tina and see what you have already for Capital funds and when you were hoping to complete the basement floor replacement.
- 2) Second is whether either of you may be aware that Gayen Thompson was at the last Council meeting and made the statement that she felt more funding needed to be invested by the Town in the areas of senior of programs and transportation. She quoted a figure that we annually spend \$5 per senior in the community and intimated that the town should be embarrassed by this. I don't know how she formulated this number or where it came from, but I'd like to manage it before she forces me to make a public statement about this in the future. I was wondering if this has come up at any of your meetings or if you've heard this kind of discussion from the staff or at any senior programs?

I plan to meet with Gayen on the topic of ADA projects in general and I plan to ask her directly about her comment regarding senior programs and funding, to determine what or who may have prompted her to make such a comment, or if this is purely her feeling, based on her own individual research? I'm thinking that someone may want to speak with Gayen such that all future comments are managed through the Board and that the overall senior population being served by the Association does not feel this way, unless you tell me that this feeling does exist.

If you need anything please don't hesitate to give me a call and I'll follow up with you after my meeting with Gayen. Thanks.

From: [Andrew Nota](#)
To: chiefthomas2@verizon.net; [Ed Holland](#)
Cc: [Andrew Wade](#); [Christina Collins](#)
Subject: Senior Center and Association business
Date: Monday, January 09, 2017 11:54:06 AM

Tom and Ed,

Hope you're enjoying this frigid cold as much as I am?

I'm reaching out to you in regards to the Senior Association on a few matters.

- 1) First, is that I've recently spoken with Andy Wade and asked him to set up a meeting to talk with the Board regarding next year's Operating and Capital Budget proposals. In anticipation of that meeting, you may want to talk with the board or group responsible for building maintenance regarding, a few projects we've touched on in the past including upgrades to the heating and duct work in the building, windows, and second floor improvements. Also, I would speak with Tina and see what you have already for Capital funds and when you were hoping to complete the basement floor replacement.
- 2) Second is whether either of you may be aware that Gayen Thompson was at the last Council meeting and made the statement that she felt more funding needed to be invested by the Town in the areas of senior of programs and transportation. She quoted a figure that we annually spend \$5 per senior in the community and intimated that the town should be embarrassed by this. I don't know how she formulated this number or where it came from, but I'd like to manage it before she forces me to make a public statement about this in the future. I was wondering if this has come up at any of your meetings or if you've heard this kind of discussion from the staff or at any senior programs?

I plan to meet with Gayen on the topic of ADA projects in general and I plan to ask her directly about her comment regarding senior programs and funding, to determine what or who may have prompted her to make such a comment, or if this is purely her feeling, based on her own individual research? I'm thinking that someone may want to speak with Gayen such that all future comments are managed through the Board and that the overall senior population being served by the Association does not feel this way, unless you tell me that this feeling does exist.

If you need anything please don't hesitate to give me a call and I'll follow up with you after my meeting with Gayen. Thanks.

Andy

From: [Andrew Wade](#)
To: "[ccollins](#)"
Subject: FW: Proposed Budget Items for senior center
Date: Tuesday, February 09, 2016 1:02:00 PM

FYI, just got this from Ellen,

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Ellen Vietri [<mailto:evietri@jamestownri.net>]
Sent: Tuesday, February 09, 2016 12:10 PM
To: 'Andrew Wade'
Subject: Proposed Budget Items for senior center

Hi Andy,

I just spoke with Tina about the 16/17 budget estimates. We set up a meeting for Thursday the 18th at 10am to review together. I'll send an Outlook invite but wanted to show you the items on my list. I'm gathering the estimates and will have it prepared for the 2/18 meeting.

- Keyless entry system
- Rest room supplies
- Full grip landing rugs
- AED holder
- Blood pressure/station
- Plastic folding tables
- Brochure kiosk/holders
- Bulletin boards
- Internal signage
- Sandwich board
- Internal glass case in front for notices/program schedule
- 2nd floor light bulbs
- Internal signage
- Space heaters
- Mop head replacements
- Trash cans
- Bacteria enzyme for grease trap
- PC backup storage

Thank you,
Ellen

Ellen Conway Vietri
Executive Director
Jamestown Senior Center
401.423.2761

Andrew Wade

From: Ellen Vietri <evietri@jamestownri.net>
nt: Wednesday, February 17, 2016 1:12 PM
To: 'Andrew Wade'
Subject: FY 2016/2017 Senior Center Budget Estimate
Attachments: Senior Services 2016.xlsx

Hi Andy,

Here's the budget estimate for your review. I've attached the workbook that also includes projects, trips, building schedule.

Also, I'm attending the February Friends of Jamestown Seniors Board meeting today @ 4pm and communicating the role scope now that the operation is under the Town umbrella. If you'd like to join me, feel free.

Thank you,
Ellen

Ellen Conway Vietri
Senior Center Director
Jamestown Senior Center
(401)423.2761

From: Ellen_Vietri
To: "Andrew Wade"
Subject: FY 2016/2017 Senior Center Budget Estimate
Date: Wednesday, February 17, 2016 1:12:05 PM
Attachments: Senior Services 2016.xlsx

Hi Andy,

Here's the budget estimate for your review. I've attached the workbook that also includes projects, trips, building schedule.

Also, I'm attending the February Friends of Jamestown Seniors Board meeting today @ 4pm and communicating the role scope now that the operation is under the Town umbrella. If you'd like to join me, feel free.

Thank you,
Ellen

Ellen Conway Vietri
Senior Center Director
Jamestown Senior Center
401.423.2761

Andrew Nota

From: Andrew Nota <anota@jamestownri.net>
Sent: Friday, February 6, 2015 9:39 AM
To: 'ccollins'
Subject: Senior Budget

Tina,

I've scheduled a meeting with Ed Holland for 2:00pm on Tuesday to finalize their budget submittal. Please confirm if you're available to attend.

Andy

**MISCELLANEOUS
COMMUNICATIONS
WITH STAFF AND
FRIENDS OF
JAMESTOWN SENIORS**

From: [Andrew Nota](#)
To: [Andrew Wade](#)
Subject: senior meeting
Date: Wednesday, February 22, 2017 8:33:00 AM

Andy,

How does 11:00am on Thursday work to meet with Ellen?

Andy

From: [Andrew Nota](#)
To: [Andrew Wade](#)
Cc: [Michael Gray](#); [Lisa Bryer](#)
Subject: Senior Center Discussion
Date: Wednesday, January 18, 2017 10:41:24 AM

I've contacted Jean Britton regarding her interest in developing an improved senior center. She is working to gather a few individuals that share her advocacy and we plan to meet possibly late this week. Once I know the date/time I'll get back to you. I am not looking to overwhelm them with all of us present, but we may want to have one or more of you available for the discussion. I'll let you know.

Andy

From: [Thomas Tighe](#)
To: [Andrew Wade](#)
Subject: agenda
Date: Wednesday, January 18, 2017 3:19:33 PM
Attachments: [FOJS Capital Improvement Budget 2017.docx.xlsx](#)
[FOJS minutes December.docx](#)
[FOJS January 2017.pdf](#)

Hi Andy: Let see if this works. Tom

From: Andrew Wade
To: Ellen Vietri
Subject: Friends of the Jamestown Seniors
Date: Tuesday, January 10, 2017 10:01:00 AM

Good Morning Ellen,

Could you please tell me when the next meeting of the Friends of the Jamestown Seniors will be?

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

Andrew Nota

From: Andrew Nota <anota@jamestownri.net>
Sent: Wednesday, March 23, 2016 8:40 AM
To: 'Peter Ruggiero'; Ed Holland; rsuttondesign@cox.net
Cc: 'ccollins'
Subject: Grange/Senior Seniors Meeting

Ed, Bob and Peter,

Everyone has confirmed their attendance for a meeting at Town Hall on Thursday, March 31st at 11:00am.
If any conflicts should arise, please let me know.

Andy

Andrew Nota

From: Ed Holland <hvaced@yahoo.com>
Sent: Tuesday, March 15, 2016 4:03 PM
To: Andrew Nota
Subject: Fw: Grange/Senior Center

29 or 31 at 11 is good for me.
Ed Holland

Sent from Yahoo Mail on Android

On Tue, Mar 15, 2016 at 1:36 PM, Peter Ruggiero
<peter@rubroc.com> wrote:

Andy:

Either the 29th or 31st at 10 or 11 work for me.

Peter Ruggiero

From: Andrew Nota [mailto:anota@jamestownri.net]
Sent: Tuesday, March 15, 2016 9:02 AM
To: rsuttondesign@cox.net; Peter Ruggiero; 'Ed Holland'
Cc: 'ccollins'
Subject: Grange/Senior Center

Peter and Ed,

Bob and I met yesterday to discuss a letter he recently received for the State Grange and their concern for the lack of activity at the local grange. The letter was explicit in terms of notice needing to be made to the state grange regarding a reorganization plan by a date certain in June or they will move to capture the assets of the Grange. Bob has recommend and I concur that the four of us need to meet in the next week to finalize the next steps in this process so Bob can respond to the state grange and reset this process so they turn their attention away from Jamestown. I also noted for Bob that we need to gain a better understanding as to what will be required of the local grange on a yearly basis so a review by the state is not initiated in the future.

Are there dates and times in the next week that you are available so I can coordinate such a meeting?

Andy

Andrew Wade

From: Andrew Nota <anota@jamestownri.net>
Content: Friday, February 19, 2016 11:51 AM
To: awade@jamestownri.net; 'ccollins'
Subject: Senior Meeting

If you're available I'd like you to attend a meeting with some members of the Senior Bd. next Thursday, 2/25 at 4:00pm at Town Hall.

Andy

Andrew Nota

From: Thomas Tighe <chiefthomas2@verizon.net>
Sent: Monday, December 14, 2015 9:15 AM
To: Andrew Nota
Subject: meeting

Good Morning: The senior meeting is this Wednesday. Could you and Tine do 4:30 pm? Tom

Andrew Nota

From: Thomas Tighe <tighejamestowntc@gmail.com>
Sent: Tuesday, December 1, 2015 11:09 AM
To: Andrew Nota
Subject: Re: Senior Meeting

ok tks. I'll let everyone know your office or conference room at 3:30 pm, Give me a call anytime. Tom

On Tue, Dec 1, 2015 at 8:36 AM, Andrew Nota <anota@jamestownri.net> wrote:

Tom,

All set for Monday Dec. 7th with Senior Board – at 3:30pm at my office or possibly in conference room. I'll give you a call to discuss. Thanks.

Andy

Andrew Nota

From: Thomas Tighe <tighejamestowntc@gmail.com>
Sent: Monday, May 11, 2015 3:23 PM
To: Andrew Nota
Subject: Re: Senior Assoc. Meeting

Hi: She will get back to you as soon as she speak with Mr. Holland. tom

On Fri, May 8, 2015 at 4:07 PM, Andrew Nota <anota@jamestownri.net> wrote:

Tom,

Can you check with Ann to see if Thursday, May 14th at 4:30 pm is ok for a meeting with Peter and I regarding the Associations staffing concerns? Thank you.

Andy

Andrew Nota

From: Thomas Tighe <tighejamestowntc@gmail.com>
Sent: Monday, May 11, 2015 3:23 PM
To: Andrew Nota
Subject: Re: Senior Assoc. Meeting

Hi: She will get back to you as soon as she speak with Mr. Holland. tom

On Fri, May 8, 2015 at 4:07 PM, Andrew Nota <anota@jamestownri.net> wrote:

Tom,

Can you check with Ann to see if Thursday, May 14th at 4:30 pm is ok for a meeting with Peter and I regarding the Associations staffing concerns? Thank you.

Andy

Andrew Nota

From: Ed Holland <hvaced@yahoo.com>
Sent: Friday, May 1, 2015 2:31 PM
To: Andrew Nota
Subject: PAC

Andy,

Just wanted you to know how sorry I was that the PAC vote was not what we wanted. I know that you devoted a lot of time and energy into the proposal and it is unfortunate that the voters did not share your vision.

I can remember when I was on the council in the late 70's and our plan for a new Town Hall was defeated, at the Annual Town Meeting, by one vote.

Just letting you know how much I appreciate your efforts.
Best, Ed Holland

HV Holland, Inc. ** Heating & Air Conditioning Contractors **
P.O. Box 335, ** Jamestown RI 02835-0335 ** 401/423-0614 **
*****Fax: 401/423-0619 ** hvaced@yahoo.com *****
An Authorized Trane Comfort Specialist -----"It's Hard To Stop A Trane"

Andrew Nota

From: Thomas Tighe <chiefthomas2@verizon.net>
Sent: Friday, May 23, 2014 1:54 PM
To: Andrew Nota
Subject: Retirement of Charlotte Richardson

Mr. Nota: On June 7, 2014, the board of director for the Friends of the Jamestown Seniors, will be hosting a little get together in Honor Mrs. Charlotte Richardson, who served as the Executive Director of the Friends of the Jamestown Seniors for the past 25 years. It will be held at the Senior Center at 6 West Street, on Saturday, June 7, 2014, from 2 – 4 pm. we would very much like you to attend and if you could extend an invitation to members of the Jamestown Town Council.

If you have any question, please do not hesitate to contact me at 423-1713.

Ms. Anne Tighe, Treasurer
Friends of Jamestown Seniors.

2017

TOWN SENIOR

SERVICES GUIDE



Town of Jamestown Senior Services

Spring Program Guide

Session Dates 3/1/17 - 5/20/17

INSIDE:

- SENIOR PROGRAMS
- SPECIAL EVENTS
- COMMUNITY PROGRAMS



Jamestown Parks & Recreation

Main Office: 423-7260 Senior Center: 423-7261 Teen Center: 423-7261

Director of Parks & Recreation: Andrew Wade

Recreation Supervisor: Deb Hagie

Teen Center Coordinator: Molly Conlon

Senior Program Coordinator: Ellen Vietri

Foreman: Ron Parfitt, Greg Pimentel

NOW HIRING!!!

Currently the Parks and Recreation Department is accepting applications for the following seasonal job opportunities.

- Fort Getty - Gatehouse & Park Security
- Mackerel Cove - Lifeguards & Lot Attendants
- Seasonal Maintenance
- Summer Camp Counselors

[CLICK HERE FOR AN APPLICATION](#)



Wanna get away?

We are happy to share with you that we have teamed up with South Kingstown Parks and Recreation to join them on their upcoming trips! These trips are open to all ages. However, youth under 16 must be accompanied by a guardian. To sign up for any of the below events or for answers to any questions, please call Deb Hagie at, 423-7260 or by email at:

recreationinfo@jamestownri.net

<u>DATE</u>	<u>TRIP</u>	<u>PAYMENT DUE</u>
April 20 th	Boston Symphony Orchestra Open Rehearsal	April 1 st
May 2 nd	Boston Trolley Tour/ Boston Adventure	April 15 th
May 13 th	9/11 Memorial and Museum	April 15 th
June 15 th	Blackstone Valley Tour	June 1 st
July 18 th	Isles of Shoals, Portsmouth, NH	July 1 st
July 20 th	Boston Red Sox vs. Toronto Blue Jays	July 1 st
August 8 th	Provincetown Fast Ferry	July 15 th
August 20 th -21 st	Saratoga Racing	June 28 th
September 14 th	Westport Rivers Winery	August 15 th
October 5 th	Covered Bridges Tour, Troy NH	September 15 th
December 2 nd	Christmas in NYC	November 15 th



Senior Meal Service

Weekday Full Service, 3-Course Luncheon

Who: Seniors

Where: Senior Center, 1st floor

When: Every Weekday from 11:30am - 12:45pm starting April 3rd-May 25th

Cost: Suggested donation of \$3

Meet your friends and relax over a lovely 3-course meal. We invite you to reserve a place at the West Street Café. Offered each weekday, you enjoy a nutritious, three-course meal or lighter options such as salads and sandwiches. Reservations are required 48 hours in advance by calling 423-2658.

April 6 through May 25 after lunch is being offered. Watch for other special event listings and weekly menus in the *Jamestown Press*.

TRANSPORTATION TO MEALSITE ON THURSDAYS APRIL 6 THROUGH MAY 25

Take advantage of our new Transportation Service on Thursdays! Catch a ride from home to go to the Senior Center with a return trip after lunch. Please call Ellen Vietri to reserve a spot at least 48hrs in advance by calling 423-2658.

Special event Luncheons

(Reservations required)

St. Patrick's Day Celebration - Thursday, March 16th at 11:30am

Served in the upstairs hall. Live music from Patchy Caubeens (Tom Perotti, Tom McGuire and Jack Wright)

St. Joseph's Day Celebration - Tuesday, March 21st at 11:30 am

Thursday Hall Luncheons April 6 - May 26 - Enjoy our caterer's most winning meals served to your table. We are offering this new opportunity in conjunction with transportation to and from the senior center to take advantage of our lovely light-filled space. So come and have a hearty meal with some friends for laughter and conversation. Meals on Wheels also available onsite. Give us a try! You won't be disappointed.

For Registration Information Call Ellen Vietri Senior Coordinator: 423-2761

Senior Programs

Tai Chi for Arthritis

Who: All Adults

Where: Senior Center, 2nd floor

When: Mondays (except holidays) session starts April 3rd-May 22nd

Cost: No cost to participants

Give yourself a gift and start the week off gently. This program is based on a medically-proven form of gentle movement designed by arthritis specialists to relieve pain, help prevent falls and improve overall health and wellness.



Rusty Pens Writing Workshop

Who: Seniors

Where: Senior Center, 2nd floor

When: Mondays 10:30 - 11:30am, starting April 3rd-May 22nd

Cost: No cost to participants

Facilitator: Gayen Thompson

Activate the writer and your memories of life's experience. This creative writing workshop is designed to elicit reflections on your own stories, memories or new ideas. Beginners are welcome as well as those who simply wish to write for fun.



Aqua Therapeutics

Who: Seniors

Where: Absolute Fitness in East Greenwich

When: Tuesdays 10:30 - 11:15 am, shuttle leaves Senior Center at 9:30am and returns at 12:00pm starting on April 4th-May 23rd

Cost: **Fee for Seniors:** \$20 for 4-week package, or \$40 for 8-week package

Fee for Younger Adults: \$32 for 4-week package, or \$64 for 8-week package

Glide into the comfort of a heated to 86 degree salt water pool for this gentle aerobics program.

The benefits of this class include decreasing swelling, improving circulation, increasing flexibility, and strengthening and toning muscles -- without putting added stress on your joints from your body weight. Class fee includes use of a steam room, a Jacuzzi and transportation. Bring lock if desired for locker.



Tuesday Afternoon Matinee

Who: All Adults

Where: Jamestown Library, large meeting room

When: Tuesdays 1:30 - 3:30pm, starts April 4th - May 23rd

Cost: No cost to participants

Now's the time to get out and enjoy the Oscar winners and those independent gems specially chosen for our regular audience members. The films are shown on the latest audio visual technology on wide. Refreshments are provided courtesy of the library.



Heartwise Walking

Who: All Adults

Where: Recreation Center Gym in inclement weather, and meet at the senior center on nice days

When: Wednesdays and Fridays from 9:00 - 10:00am, starts April 5th-May 26th

Cost: No cost to participants

There's nothing's better than starting the day off with a brisk walk and conversation. For the winter, we walk in the gym at the Community Center to varied intervals of speed music to help keep to a quick pace and warmup and warm down safely.



Open Studio for Portrait Artists

Who: All Adults

Where: Senior Center, 2nd floor

When: Wednesdays 10am, starts April 5th - May 24th

Cost: No cost to participants



Facilitator: Tom Martino
Practice your portrait skills with live models.

This is an unstructured open studio for experienced artists looking to practice skills on various mediums. (Bring your

own materials.) Older adult models sign-up and see what magic artist Tom Martino can do with an acrylic portrait on canvas for you to keep!

Senior Programs

Yoga Tools for Wellness™

Who: All Adults

Where: Central Baptist Church, Clarke Hall

When: Wednesdays from 1:00 - 2:00pm, starts April 5th - May 24th

Cost: Fee for Seniors: \$12 for 4-week package, or \$24 for 8-week package

Fee for Younger Adults: \$32 for 4-week package, or \$64 for 8-week package

Instructor: Certified Yoga Therapist & Instructor, Janet Larson



Our unique spring workshops will include a yoga practice along with beneficial life-style suggestions to reduce the effects of Osteoporosis. Yoga has been shown to support both skeletal strength and

alignment and emotional well-being. Yoga poses create resistance and stretch the bones from many angles that may stimulate the formation of healthy bone structure. Yoga mats provided.



Duck Pin Bowling

Who: Seniors

Where: Wickford Lanes

When: Fridays starting April 7-May 26th from 9:30-11:30am (shuttle leaves senior center at 9am)

Cost: \$20 for 4-week package or \$40 for eight-week

Bowling is a sport of individual accomplishment and competitiveness. It used to hold the title of "the sport of everyone" and the reason was everyone can play at their level and enjoy themselves. Includes transportation, three games, shoes and even a complimentary cup of coffee!

The Sewing Circle

Who: Teens and All Adults (Beginner through Intermediate)

Where: Central Baptist Church, Clarke Hall

When: Thursdays from 4:30-6:30pm starting April 6th - May 25th

Cost: Fee for Seniors: \$35

Instructor: Peggy Burse, Bring together the spirit of community and creativity by learning to sew or developing your skills further. This program is intended for anyone interested in having fun while learning new techniques - helping boost your confidence in tackling projects on your own.

All equipment and tools are provided. Bring your own patterns and material to start or finish a project.



Get Together for Mah Jongg

Who: All Adults

Where: Senior Center, 2nd floor

When: Fridays 10:30-Noon, starts April 7th - May 26th

Cost: FREE

Do you enjoy strategic games to keep the brain buzzing? We have formed a Mahjong group on the island that meets weekly. The game originated in China and is played with domino like tiles. Game sets and new 2017 cards will be available in April.



Crocheting Class

Who: All Adults

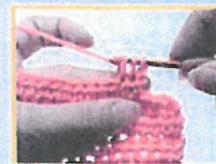
Where: Recreation Center

When: Tuesdays at 6:30-8:00pm from April 6th - May 25th

Cost: Fee for Seniors: \$35

Instructor: Lealah O'Neill

There's been a resurgence of crocheting recently so come on out to learn the basics at your own pace. These and other crafts are not only productive, they are proven to reduce stress and keep the hands nimble. In this adults-only class, you'll learn beginner-level skills by the talented Lealah O'Neill. She will help you along on the project of your choosing so get on Pinterest and scout out something that looks fun. All supplies provided.



Pet Massage Therapy Workshop

Who: Seniors

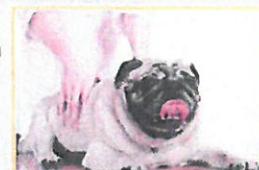
Where: Senior Center

When: 10am - Noon on Saturday, May 6th

Cost: \$30

Instructor: Certified Pet Massage Therapist, Amber Lockspeiser, CAMT

Relax and relieve pain for your dog. This two-hour training class includes hands-on training with your dogs (50lbs or under) to improve the human/ animal bond and support your pet's improving overall wellness. Well-socialized dogs only with proof of up-to-date vaccinations required upon registration. Class size limited to 8.



Senior Trips, Events & Speakers



Guided Tour of New Bedford Whaling Museum and Lunch at Tia Maria's European Café

Who: Seniors

When: Tuesday, March 28th from 9:30am to 4:30pm

Cost: \$20 includes museum pass and transportation (lunch not included in fee)

Walking Level: Moderate

Join us for an afternoon filled with many mysteries. Enjoy a customized guided 2-hour tour with a docent and an exhibit curator to learn and explore the rich history, art and culture of the whaling world through exhibitions and an in-depth scrimshaw, paintings, Yankee whaling implements, etc. Before the tour, we'll experience a local Azorean-inspired lunch at a family-run restaurant right next door to the museum.

Tips and Strategies About Elder Law

Who: All Adults

Where: Jamestown Library, Wright Museum Room

When: 10am - 11:30am on Tuesday, April 4th

Cost: FREE

In this workshop, you will learn invaluable information on basic estate planning (wills/trusts), asset protection, Medicaid eligibility, reverse mortgages VA benefits, and much more in this information from an experienced attorney from the RI Bar Association.

Overview of Rhode Island's Affordable Housing Initiatives for Seniors

Who: All Adults

Where: Senior Center

When: Talk starts at 11:30am, lunch served at Noon on Thursday, April 6th

Cost: FREE

Executive Director of the RI Housing Authority, Barbara Fields, will join us for lunch and for a forum afterwards to provide an overview of the latest initiatives in the state's efforts in expanding access to affordable housing for seniors and building livable, sustainable communities for the aging. Fields has deep expertise in affordable housing finance and community real estate development as well as a strong track record of developing successful collaborations among government, private sector, nonprofit and community partners. Within the past few years she served as HUD's New England Regional Administrator representing the HUD Secretary as liaison to mayors, state and local officials, members of congress, private and non-profit developers, public housing authorities and the



Con-media.

Unveil the Hidden Benefits of Your Health Plan

Who: Seniors (for those with BlueCHip for Medicare or another plan)

Where: Jamestown Library, Large Conference Room

When: 10am - 11:00am on Tuesday May 9th

Cost: FREE

In this informative workshop, you will learn invaluable, otherwise less promoted information about health insurance benefits (including allowed home care (PT, RN, etc.) reimbursements, prescription drugs, vision components, health and wellness features, fitness center membership discounts, etc. This is not a sales promotion program, only an education session to have you able to best use your benefits before the next enrollment period in the fall.



To register for these programs, contact 423- 2761 or email evietri@jamestownri.net between 10am - 1pm M-F. Jamestown Senior Center, 6 West Street. Registration forms can be [downloaded here](#).

SENIOR COORDINATOR TRANSITION

Andrew Nota

From: ccollins <ccollins@jamestownri.net>
Sent: Friday, January 8, 2016 4:55 PM
To: Andrew Nota
Cc: Ed Holland
Subject: Clifford

Hi Andy-

I have Clifford Guy scheduled for Wednesday @ 3:30 Town Hall.

Ellen is scheduled for 1:15ish on Wednesday @ Sr. Ctr.

And I have left message for Ernest Anthony to re-schedule to Wednesday @ 1.

Tina

CHRISTINA D. COLLINS
FINANCE DIRECTOR
TOWN OF JAMESTOWN
93 NARRAGANSETT AVE.
JAMESTOWN, RI 02835
ccollins@jamestownri.net
P)401-423-9809
F)401-423-7229

*Meeting to schedule transition of personnel
to Town employee status.*

From: [Andrew Nota](#)
To: [Captain Ron](#)
Cc: [Christina Collins](#); [Andrew Wade](#)
Subject: RE: Town Budget 2017-18 - Senior Center Operations
Date: Monday, May 08, 2017 12:29:45 PM

Ron and Brenda,

Below is a response to your senior program questions as provided by Tina Collins, Finance Director and Andy Wade, Parks and Recreation Director.

Grants: (applied for and received)

- \$5,000.00 LEG Grant - directly to the Friends of the Jamestown Seniors
 - (Legislative Grant)
- \$1,000.00 LEG Grant - directly to the Friends of the Jamestown Seniors
 - (Legislative Grant)
- \$4,387.00 DEA Grant – Applied to Sr. Programs - Town
 - (Department of Elderly Affairs)

The Town does not receive any funds (grant or other subsidies) for the meal site program.

Senior Programming: \$4,000

These funds are dedicated for Programming supplies and subsidies for program offerings by the Town's Parks & Recreation Senior Programs. These are ever changing as the department is in the process of developing much more comprehensive base of Senior Service offerings. Currently, these funds have been utilized for purchasing Mah Jong equipment, Tai Chi videos, Bus Driver salaries for special trips, Subsidized group trips(i.e. Foxwoods, Whaling Museum, Bowling, etc.), and Subsidized programs(Yoga, Balance & Stability, & Aqua Therapy). The part-time Senior Coordinator and the Full-time Recreation Supervisor are responsible to monitor these funds to ensure they are used to support a wide array of options for program participants.

It is also important to point out that much of the Senior Operating Budget, albeit not specifically labeled "Program" dollars, are utilized to support the programs offered through the Grange facility, for Senior age participants.

- The salaries for the Senior Coordinator & Nutrition Program attendants are truly dedicated to services provided under programs. The Coordinator dedicates approximately 80% of their working hours to designing, implementing, marketing and facilitating all senior programs and activities(\$18,875). The remaining salary dollars are used for the Senior Nutrition Program staff these staffing dollars (\$24,440) exist solely for the purpose of providing this program.
- It is also important to acknowledge other resources the Parks and Recreation Department expends on the overall Senior Services Operation. Administratively, the Parks & Recreation Director is responsible for much of the oversight for book keeping, facility maintenance, and direction of program personnel.

- In terms of program implementation, the full-time Recreation Coordinator, directly oversees and manages the part-time Senior Coordinator. Approximately 10% (\$4,500.00) of their time is dedicated to supporting programs, driving the bus to offsite locations when needed, and working with the Senior Coordinator on designing programs.
- The Parks and Recreation Maintenance staff makes regular visits to the site to address minor routine maintenance such as monthly cleaning of the grease trap, plumbing repairs, painting walls, clogged toilets, etc. All of which directly impacts the level of service our programs provided seniors on the island.
- The Senior Center is cleaned daily by an external cleaning company contracted by the Town of Jamestown(\$425.00 monthly). This services also directly impact the level of programmatic service provided to the public. In addition to the cleaning other routine bills are paid by the town that support program functions out of the Grange. Elevator maintenance fee of \$238.00 allow for accessibility to both floors by all. Cox television, phone, and Internet, \$230.00/month provide staff with phone service to take calls for meals and rides, while giving the center's patrons access to the news and information provided for by the internet and cable.
- Recently, the Parks and Recreation Department hired a driver to increase transportation services. Weekly trips to bowling, swimming program, and the meal site have been added. The cost of this operation, driver, gasoline, bus maintenance, insurance, and vehicle registration all fall under the Parks and Recreation Budget line.
- The Parks and Recreation Department also supports adult programs that are geared towards our local aging population. Weekly programs such as the Walking Club & Pickleball are facilitated by Recreation Department Staff dollars and housed inside the Recreation Center. Funds to support this facility are under the Parks & Recreation budget as well.
- In addition to these, the Summer Programs line in the Parks & Recreation Departments budget are earmarked for the delivery of the Summer Concert Series at East Ferry. Open to the public free of charge, this program is frequented by much of the aging population on the island.

The Town budget has specific line items with designations, although when it comes to staffing, transportation, facility upkeep and equipment, it is not always descriptive enough for you to easily see where the funds have been dedicated and what programs they are actually supporting. The Town has taken initial steps to broaden its senior program offerings since December of 2015 when it formally assumed direct oversight of the Senior Center Coordinator position and all meal site staff. Previously the Town provided the needed funding to the Friends of the Jamestown Seniors who maintained this direct oversight and responsibility for all paid personnel. Since that time, the program base has more than doubled in size, attendance has increased dramatically at the Nutrition Program, and the Town is working towards making some major renovations to the facility, including (basement floor, refinish upstairs wood flooring, and upgrading the HVAC), totaling \$35,000 in past two years. These improvements directly impact programs and the service provided to seniors. Over time, with continued growth of demand and participation in programs, increased funding may be necessary to fulfill the needs of the growing aging population in Jamestown. However, I view the steps made over the past two years in expanding and improving our local senior program has resulted in significant program enhancement and is now finally providing the needed attention to an area that had not witnessed such improvement in some time.

Please don't forget about the Senior Program workshop planned for 6:00pm on Monday, May 15th prior to the Town Council meeting. Should you have any follow up questions please contact me at any time.

Andy

Andrew E. Nota, Town Administrator
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835
401-423-7201
anota@jamestownri.net

From: Captain Ron [mailto:capron1@cox.net]
Sent: Wednesday, May 3, 2017 10:37 AM
To: Andrew Nota <anota@jamestownri.net>
Subject: Re: Town Budget 2017-18 - Senior Center Operations

Andy, thank you for your response and I look forward to the additional info you mentioned.
Ron

From: [Andrew Nota](mailto:anota@jamestownri.net)
Sent: Wednesday, May 03, 2017 8:24 AM
To: [Captain Ron](mailto:capron1@cox.net)
Subject: RE: Town Budget 2017-18 - Senior Center Operations

Ralph and Brenda,

I am acquiring the details you requested in response to your questions and will forward to you in the coming days. Senior programming is funded through many sources, not just the \$4,000 program account which serves as a supplement to support general programming. Staffing at both the center and recreation department provide oversight, program leadership and development at a cost of tens of thousands of dollars annually in support of the senior program. In addition, transportation and facility costs are also directly attributable to this program. I believe what you will see from the data and senior program discussion slated before the Town Council at 6:00pm on May 15th, that the senior program had presented little demand and justification for expanded programs in the past, although with many of the new initiatives spurring increased attendance at many of the programs the town is now supporting, demand is building and the senior program is expanded and will continue to do so as long as local demand warrants such increased investment.

As part of this discussion is the investment and improvements in the senior center facility that houses many of the programs and coordination with other agencies and senior programs statewide to take advantage of economies of scale and opportunity to expand programs at little cost. A dollar for dollar comparison is not always a fair comparison with other departments /services, when it

comes to a specific investment in a program based on community population. As an example, there is no way to fairly compare investment in education services with recreational services for a given population, (adult/youth/senior) as education is broadly controlled and mandated by the state that requires specific services, facilities, and staffing. There is much positive movement and support in this area in town, and I would hope that you will both want to be part of this effort.

Once I have all the information, I'll be in touch.

Andy Nota

From: Captain Ron [<mailto:capron1@cox.net>]
Sent: Tuesday, May 2, 2017 12:23 AM
To: Andrew Nota <anota@jamestownri.net>
Subject: Town Budget 2017-18 - Senior Center Operations

Andy,

Am trying to understand the details of the 2017-2018 town budget for Senior Center Operations. As I reviewed the budget I was astonished to read that of the proposed \$73,353.00 budget submission, only 5.5% of that budget (\$4000) is targeted for senior programs? While that amount is a one third increase over the previous year, it is still shocking to the uninitiated just how little the town actually spends on senior programs. It appears that \$69,353.00 (95% of the Senior Center Operations budget) is spent on staff and overhead expenses in order to deliver \$4000 worth of programs. In other words, the town proposes to pay \$17.34 for every \$1.00 spent on senior programs. Is my math correct?

In that regard I have two questions:

1. What revenues does the Town of Jamestown receive from the Federal and State governments for "Elderly/Senior Citizen Programs" not to include grants provided to the "Friends of Jamestown Seniors" for meals?
2. What specific programs are included in line item 70650.380 and their dollar amount that constitute the \$4000 request?

Respectfully yours,

Ron Ratcliff
23 Ship Street
Jamestown, RI 02835

Andrew Wade

From: Andrew Nota
Sent: Thursday, May 18, 2017 10:39 AM
To: Ed Holland
Cc: chiefthomas2@verizon.net; Christina Collins; Andrew Wade
Subject: seniors

Ed,

At some point we should talk about this series of emails from the Ratcliffs and the appropriate steps to consider moving forward. Some of the emails are of concern to me as I feel the Friends may be used in this discussion to move the agenda of some. This may not be the case, I just have that sense at this point in the conversation. I'd prefer to rely on you and the Friends as the main senior organization and for the Town and Friends to be coordinating and leading any future steps or recommendations to come out of our future community discussions. In the coming weeks maybe we can get a few key people together in an informal setting to talk about what we should be looking at as the next steps in this process.

Andy

Andrew Nota

From: Andrew Nota
Sent: Monday, June 12, 2017 12:25 PM
To: Chief Tighe
Subject: Fwd: Senior Center Accreditation Standards

FYI - communication today with Ron Ratliff.

Andy

Get [Outlook for iOS](#)

From: Andrew Nota <anota@jamestownri.net>
Sent: Monday, June 12, 2017 11:13 AM
Subject: Re: Senior Center Accreditation Standards
To: Captain Ron <cappron1@cox.net>, Ed Holland <hvaced@yahoo.com>
Cc: <trockijamestowntc@gmail.com>, <meagherjamestowntc@gmail.com>, Christina Collins <ccollins@jamestownri.net>, Andrew Wade <awade@jamestownri.net>

Ron,

I understand you have a strong sense that you have a comprehensive handle on Senior Services in Town and on the Friends organization, although before you jump to such strong conclusions about the program or a person, a brief conversation or a phone call may have been the better option here. Ed was not ignoring you, as if you knew Ed, that is something he just would not do. He recently made the tough decision to step down as President of the Friends of Jamestown Seniors for personal reasons after a long-time involvement, dedication and commitment to this organization. His effort should be commended.

In this transition the organization is now developing their next step(s). I would recommend you speak with Tom Tighe (423-1713) who is on the Board. Tom or Ellie Chase can direct you appropriately if you have an issue that requires immediate attention or to further discuss how one can become more active in the organization.

As I've recommended in the past, I feel at some point in the future an in-person meeting would be very beneficial and add to this discussion. I would anticipate little progress to be made solely through email communications.

I look forward to hearing from you in the future. Thank you.

Andy

Andrew E. Nota, Town Administrator
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835
423-7201
anota@jamestownri.net

Andrew Nota

From: Andrew Nota
Sent: Wednesday, January 10, 2018 11:50 AM
To: 'Thomas Tighe'
Cc: 'awade@jamestownri.net'
Subject: RE: Senior Coordinator Position

Tom,

That sounds good – once you have some optional dates/times let me know and I'll try to clear my schedule for that time. In terms of Betsey, I believe you will be very impressed and pleased with the professional support she will be able to provide the program. I believe we were very lucky to secure her services.

Andy

From: Thomas Tighe [mailto:chiefthomas2@verizon.net]
Sent: Wednesday, January 10, 2018 11:16 AM
To: Andrew Nota <anota@jamestownri.net>
Subject: RE: Senior Coordinator Position

Good Morning: Thank You for the info and I have passed it on to the board. The board would still like to meet with you, I/m trying to pin down a date and time. Tom

From: Andrew Nota [mailto:anota@jamestownri.net]
Sent: Tuesday, January 9, 2018 12:29 PM
To: chiefthomas2@verizon.net
Cc: Andrew Wade <awade@jamestownri.net>; Christina Collins <ccollins@jamestownri.net>
Subject: Senior Coordinator Position

Tom,

I hope your new year and holidays went well and you're feeling better, I had heard you were under the weather a bit.

I wanted to let you and the Friends Board members know before it is released publicly to anyone even the other candidates, that I was able to finalize the hiring of Betsey Anderson as the Towns new Senior Coordinator. I'm assuming that Ellie brought you up to speed on the interviews and that the committee was all in agreement regarding pursuing Betsey for this position. Betsey comes to this position with a wealth of knowledge and direct experience in the field as she is presently serving as the Assistant Director of the North Kingstown Senior Center.

I truly believe that the Town is very fortunate to have had a candidate of Betsey's caliber apply for the position and want to become part of this program in serving Jamestown seniors. Her experience and skill set will provide for the support and professional background that the community needs to build a well-rounded program in a positive manner in addressing the needs of the community's growing senior population. In my last communication with Betsey, she is scheduled to begin work on January 22nd you will be notified should this change for any reason. As we move forward, I will rely on Betsey and of course Andy as her supervisor as facilitators of any future discussions and coordination of activities at the Center between the Town and the Friends organization.

Should you or the Board have any questions, please contact me at your convenience. Thank you.

Andy

Andrew Nota

From: Andrew Nota
Sent: Monday, August 28, 2017 4:43 PM
To: Andrew Wade
Cc: 'ccollins'
Subject: RE: Senior Coordinator Job Description

Andy,

There are several items I'd like to change and/or add to in this description, so let's plan on updating this in the coming days before we consider its release.

Andy

From: Andrew Wade
Sent: Monday, August 28, 2017 3:24 PM
To: Andrew Nota <anota@jamestownri.net>
Subject: FW: Senior Coordinator Job Description

Andy,

Please find the job description that I had developed regarding the Senior Coordinator's position. I feel it is important that we can approve this or an edited form of this so that I may begin to better hold Ellen more accountable in her role or the town.

As an interesting side note, Tom Tighe mentioned to me in conversation, and seemingly out of the blue that he felt like Ellen needs direction from having a job description. I mentioned that we were finalizing one, but that it has been made clear to Ellen what her role is verbally on numerous occasions.

I am available to review when you have time.

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Andrew Wade
Sent: Monday, April 24, 2017 5:20 PM
To: Andrew Nota
Subject: Senior Coordinator Job Description

Good Afternoon Andy,

I have been working on creating a job description for the Senior Coordinator's role for a bit of time. This was in response to a request by Ellen who was looking for more clarification as to what her role with the town specifically was. When you have time could you please review so that I may deliver it to Ellen?

Respectfully,

From: Andrew Wade
To: [Ellen Vietri](#)
Cc: [Debra Hagie](#)
Subject: Job Description
Date: Tuesday, April 25, 2017 8:16:00 AM

Good Morning Ellen,

I wanted to give you an update on the formal job description that you had requested for the role of Senior Coordinator with the Town. I received your bulleted points from Deb, thank you very much for sending them. I took that information and along with some thoughts of my own and some requirements that go along with all job descriptions for Jamestown and put a document together that I have forwarded to Andy Nota for approval. When he and I finalize the document I will be sure to pass it along to you. If you have any questions or concerns regarding your role until that time please feel free to reach out to Deb or myself.

Respectfully,

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Andrew Wade
To: [Andrew Nota](#)
Subject: Senior Coordinator Job Description
Date: Monday, April 24, 2017 5:19:00 PM
Attachments: [Senior Job Description 2017.docx](#)

Good Afternoon Andy,

I have been working on creating a job description for the Senior Coordinator's role for a bit of time. This was in response to a request by Ellen who was looking for more clarification as to what her role with the town specifically was. When you have time could you please review so that I may deliver it to Ellen?

Respectfully,

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Andrew Wade
To: [Andrew Nota](#)
Subject: FW: Ellen's Responsibilities
Date: Tuesday, August 23, 2016 2:27:00 PM
Attachments: [8.22.16 Memo.docx](#)

Please see attached.

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Andrew Wade
Sent: Monday, August 22, 2016 9:49 AM
To: 'Chiefthomas2@verizon.net'; 'hvac@yahoo.com'
Subject: Ellen's Responsibilities

Good Morning Gentlemen,

Please find attached the memo I have drafted as a result of our last meeting. Please review and let me know of any changes that you would like to see made to this. I believe it accurately represents the discussion we had in regards to Ellen's responsibilities moving forward.

Sincerely,

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

Memo

To: Ellen Vietri
From: Andrew Wade
cc: Andy Nota, Ed Holland, Tom Tighe
Date: August 22, 2016
Re: Senior Coordinator Responsibilities

In effort to continue to improve upon services to the senior population in the Town of Jamestown, I recently sat down with Ed Holland and Tom Tighe of the Friends of Jamestown Seniors to discuss the transition of Ellen Vietri as an employee of the Friends of Jamestown Seniors to being a Town of Jamestown employee. In an effort to stream line and clarify Ellen's role, the following list of responsibilities were discussed and agreed upon.

Ellen Vietri in her role as the Town of Jamestown Senior Coordinator will be responsible for the following, reporting to the Parks & Recreation Department:

- Work 19.5hrs per week. M-F 10am-1pm, 4 flex hours to be used at Coordinators discretion for meetings or other programs. Alterations to schedule require approval from Parks & Recreation Director.
- Developing a comprehensive slate of programs for Jamestown's Senior Population.
- Budgeting, advertising, and staffing programs.
- Collecting Meal Site timecards and turning them in to Town Hall.
- Maintaining information on Senior webpage on www.jamestownri.gov
- Attending Friends of Jamestown Senior Meetings and giving a report of programs and receiving input of program suggestions from Friends.

Friends of Jamestown Seniors will be responsible for the following in relation to the Senior Services:

- Facilities - upkeep, maintenance, & repair. Once notified of a facility issue, the Friends of Jamestown Seniors will be responsible for reaching a solution to the problem.
- Assist in recruiting Volunteers to support Jamestown Senior Programs.
- Review Programs offered, provide feedback, offering suggestions of new programs to be offered.

Please make a time to discuss with me in person the details of this memo, we look forward to the continued growth of Senior Programming in the Town of Jamestown.

Andrew Wade

From: Andrew Wade <awade@jamestownri.net>
Sent: Thursday, February 18, 2016 5:13 PM
To: 'Chiefthomas2@verizon.net'
Subject: Meeting Statements

Good Afternoon Tom,

Here is a summary of what I stated regarding the scope of work for Ellen during the meeting last night.

- Under the new agreement with the Town of Jamestown Ellen's role is that of the Senior Program Coordinator.
- Ellen's role as the Senior Coordinator reports to the Parks and Recreation Director.
- With the Town Assuming liability for the Senior Center, responsibility of building maintenance falls to the Town.
- Parks and Recreation maintenance personnel will assist with day to day maintenance issues, changing light bulbs, minor repairs, snow removal, moving furniture, etc.
- Larger projects can be coordinated between the Town of Jamestown and the Friends of Jamestown Seniors for funding sources.
- The Senior Program Coordinator will attend Board meetings and inform the members of Programs and Funding needs.

Thanks,

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Andrew Wade
To: "Andy Nota"
Subject: Friends of Jamestown Seniors statements for Minutes
Date: Thursday, February 18, 2016 2:59:00 PM

Good Afternoon Andy,

Below is what I was sending to Tom as a summary of what I stated at last night's meeting. Do you see anything you would like me to amend?

Good Afternoon Tom,

Here is a summary of what I stated regarding the scope of work for Ellen during the meeting last night.

- Under the new agreement with the Town of Jamestown Ellen's role is that of the Senior Program Coordinator.
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- The Senior Program Coordinator will attend Board meetings and inform the members of Programs and Funding needs.

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

Andrew Wade

From: Andrew Nota <anota@jamestownri.net>
Sent: Thursday, February 18, 2016 4:46 PM
To: 'Andrew Wade'
Subject: RE: Friends of Jamestown Seniors statements for Minutes

Sounds good

From: Andrew Wade [<mailto:awade@jamestownri.net>]
Sent: Thursday, February 18, 2016 3:00 PM
To: 'Andy Nota ' <anota@jamestownri.net>
Subject: Friends of Jamestown Seniors statements for Minutes

Good Afternoon Andy,

Below is what I was sending to Tom as a summary of what I stated at last night's meeting. Do you see anything you would like me to amend?

Good Afternoon Tom,

Here is a summary of what I stated regarding the scope of work for Ellen during the meeting last night.

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- Larger projects can be coordinated between the Town of Jamestown and the Friends of Jamestown Seniors for funding sources.
- The Senior Program Coordinator will attend Board meetings and inform the members of Programs and Funding needs.

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

VII. UNFINISHED BUSINESS

12/17/2015

- A) Conanicut Island Sailing Foundation at Fort Getty; discussion and/or potential action and/or vote
- 1) Authorization for Town Administrator to negotiate terms and conditions for Multi-year Memorandum Of Agreement

Mr. Nota explained the MOA that would provide the same as the current MOA for the use of Fort Getty.

A motion was made by Councilor Tighe with second by Councilor Dickinson to authorize the Town Administrator to negotiate a multi-year Memorandum of Agreement with the Conanicut Island Sailing Foundation. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

VIII. NEW BUSINESS

- A) Jamestown Senior Services: consolidation of administrative services; discussion and/or potential action and/or vote

Town Administrator Nota reported that he and Town staff, along with Senior Association Liaison Tighe, have interacted with the Senior Center Board members. At their recent meeting the Senior Association Board supported working jointly with the Town to manage funds provided by the Town. This year's allocation was \$71,693. If Council is in agreement, the Town would begin assisting the Association with operational support for benefits and efficiencies, including maintenance and personnel management, on January 1, 2016 in order to provide better delivery of services and stability to the operation. The Association will not lose its identity as a 501(C)3 corporation. The Town will work with the Board, with assistance by the Recreation Director, Finance Director, and Public Works Director, to provide expanded programs and services. Liaison Tighe commented on coordination, and that this is a great idea.

Town Council Meeting 12.17.2015

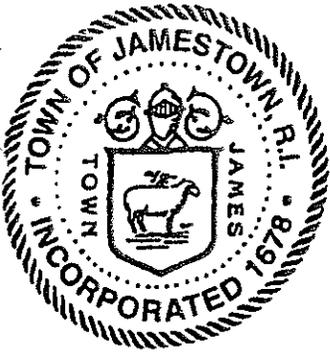
Page 2 of 6

Ellie Chase of Gondola Avenue, Senior Association Board member, stated the Board is very much in favor of this relationship as it will help them moving forward. With Mr. Wade's help, the Seniors will be able to implement additional programs and services in town and increase participation, especially the lunch program.

President Trocki expressed that the Council is looking forward to this cooperative endeavor. Ms. Chase commented on potential cost savings. Liaison Tighe commented the Town will be able to be active in the lease agreement with the Grange and its extension. This is a win/win situation. Discussion continued.

A motion was made by Councilor Tighe with second by Councilor White to consolidate the senior services and administrative services with the Town of Jamestown. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.

- B) Town Council Meeting calendar; additions/revisions
- Town Administrator Nota commented on the annual legislative session with Senator Paiva-Weed and Representative Ruggiero, who are available to meet on January 4, 2016. Council members request to have the Water and Sewer Meeting at 6:00 p.m., followed by the Legislative Session at 6:30 p.m.



TOWN OF JAMESTOWN

93 NARRAGANSETT AVENUE

P.O. Box 377

JAMESTOWN, RHODE ISLAND 02835

Town Offices - 423-7201

Fax - 423-7229

TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR
SUBJECT: SENIOR CENTER CONSOLIDATION OF SERVICES
DATE: December 15, 2015

In recent months, the Town Administration has been meeting with representatives of the Jamestown Senior Association Executive Board and general Board Members to discuss matters of mutual interest regarding the management of Senior Services in the community. As a component of this ongoing dialogue, concepts were discussed regarding the Town's management of Town funds allotted (\$71,693) in FY2015-2016 to the Association for Senior programming, facility maintenance and enhancements, equipment, personnel, transportation and various other operational costs. It quickly became evident in our conversation and financial review of these service areas that there was an overlap in costs that were being incurred by the Association that could be eliminated and addressed in a much more efficient manner by addressing these operational issues through a joint management approach rather than an independent model. In order to effectuate the wanted changes, the Administration and Senior Association Board are seeking Town Council support for this new joint model to be implemented beginning January 1, 2016. A change that will not occur, is that the Association will maintain its identity as a 501c-3 non-profit organization and continue to manage its own funds generated through both donations and grant sources on an annual basis. The Town will work with the Board on an annual basis to determine those areas where these private funds will best serve the needs of the Association and its annual program.

In brief, the changes will include the following, with the expectation that the main program and services will continue in a seamless fashion during this transition:

The Town staff will work hand and hand with the Senior Association Board in the development of an annual budget to be represented to the Town Council for consideration as part of the annual budget process. Any required contracts and independent contractor or employee relations that are needed to provide for necessary services will be managed by the Town, although communicated with the Board at their monthly meetings. All purchasing and payroll function will be managed in the Finance Office in accordance with the Towns regulations and policies in these areas.

In addition, the Board is in the process of researching options regarding the extension of their lease with the Jamestown Grange for the Grange property on West Street. This matter will be coming back before the Council in the coming months as the Town will need to be added to the lease as a partner agency with the non-profit senior association, in order to provide the necessary support and receive the assurances that the Town will require in making future improvements to this facility. The Town Department that will serve in a liaison capacity with the Senior Association will be the Recreation Department, with support from both the Public Works and Finance Departments. This change is viewed as a positive and necessary step to support the Association, Friends of Jamestown Seniors and the Community Recreation Program in

providing for needed program enhancements for this specific population. Members of the Association are expected to be present at the December 17, 2015 Town Council meeting at which time this matter will be discussed for consideration.

Please contact me at your convenience should require any additional information regarding this matter.
Thank you.

From: [Ellen Vietri](#)
To: [Andrew Wade](#)
Cc: [Debra Hagie](#)
Subject: Re: Development of a Job Description
Date: Wednesday, March 08, 2017 12:44:55 PM

Hi Andy, I'll draft something for the deadline.

Thank you,
Ellen

From: Andrew Wade
Sent: Wednesday, March 8, 2017 12:20 PM
To: Ellen Vietri
Cc: Debra Hagie
Subject: Development of a Job Description

Good Morning Ellen,

As a follow-up to our recent meeting with Andy and Tina, I wish to develop for you a formal job description for the role of Senior Coordinator. I believe that your input is important to include during the process of creating this document. Please provide for me a bulleted list of duties that you see as vital to the role. Please provide these to me by the end of this month so that we can move this process forward in a timely fashion. Please let me know if you have any questions or concerns regarding this process.

Thanks,

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: [Ellen Vietri](#)
To: [Andrew Wade](#)
Subject: Fw: Job Responsibility Bullets
Date: Monday, March 27, 2017 10:44:58 AM

Hi Andy,

Here you go...

Ellen

From: Ellen Vietri
Sent: Monday, March 27, 2017 9:45 AM
To: Debra Hagie
Subject: Job Responsibility Bullets

Good morning, Deb:

Here are the draft bullets that I plan to send Andy as he requested by 3/31. Please take a look and give me your feedback:

Senior Program Coordinator

- Develop a comprehensive slate of recreation, arts and community programs for -Jamestown's adults over age 55
- Plans and reports on programming
- Seeks, organizes and oversees instructors
- Promotes programs using Town website, news paper, and social media
- Coordinates program registration
- Tracks and monitors senior program budget expenditures
- Monitors senior center nutrition (Meal site) operation, staff and facility
- Coordinates senior center time card reporting
- Ensures all senior center certifications and inspections are up-to-date

Thank you,
Ellen

**GRANGE CAPITAL
IMPROVEMENTS
EQUIPMENT
AND SERVICES**

From: [Ellen Vietri](#)
To: [Andrew Wade](#)
Cc: [Debra Hagie](#)
Subject: Senior Center Floor Restoration
Date: Monday, July 24, 2017 9:37:52 AM

Good morning Andy and Deb,

Ellie told me that the senior center hardwood floors on the 2nd floor are scheduled to be refinished starting 8/7 and that she just spoke to you regarding the maintenance staff removing the furniture. The elevator landing and the hall will be closed for any foot traffic through the 15th. Patrons will be asked to use the stairway for the restrooms.

I'll be making a sign and I already made an announcement to the Tai Chi people at the start of class today,

There are another couple of programs that have to be notified as well yet they will have the option to use the first floor.

My office will be off limits too so I'll need to work out of the teen center and/or from the first floor that week.

Thank you,
Ellen

From: Andrew Wade
To: "Peter Ruggieri"
Subject: Senior Flooring Samples
Date: Thursday, April 06, 2017 10:29:00 AM

Good Morning Peter,

Thanks for the work at the Recreation Center. The floor looks great and is being appreciated by the many public through its doors. I would like to take some additional steps forward in the project you quoted us on at our senior center. DO you have flooring samples I could borrow so that I can let the Senior Center Board of Directors look over the option so that I can properly put something out to bid?

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Andrew Wade
To: [Michael Gray](mailto:Michael.Gray)
Subject: FW: Back Hall
Date: Wednesday, February 15, 2017 2:22:00 PM
Attachments: [Jamestown.pdf](#)

Here is the floor info from Ruggieri

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Peter Ruggieri [<mailto:peter@ruggieribros.com>]
Sent: Tuesday, February 14, 2017 6:29 PM
To: Andrew Wade
Subject: RE: Back Hall

Don't worry, we have flooring walk all the time!!

I have attached three prices. The first is the entrance mat. The second is the back hallway at the Rec Center. For that I priced two new boxes of flooring assuming we will use the one you have as well.

The last price is the Senior Center. I dropped off the asbestos test on Monday, so I will have that next week. I gave you a list of options, and I think I covered most of the concerns, but let me know if you need any more detail.

From: Andrew Wade [<mailto:awade@jamestownri.net>]
Sent: Tuesday, February 14, 2017 8:48 AM
To: Peter Ruggieri
Subject: RE: Back Hall

Good Morning Peter,

I was only able to find 1 of the extra boxes. I fear that the others may have walked. So I have 1 box.

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Peter Ruggieri [<mailto:peter@ruggieribros.com>]
Sent: Monday, February 13, 2017 5:35 PM
To: Andrew Wade
Subject: Back Hall

How much extra vinyl wood flooring do you have. I think you said three boxes, which would be enough for the back hall if you have that much.

Let me know, so I can get your pricing finished

Peter J. Ruggieri

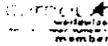
Ruggieri Bros., Inc.

110 Comstock Parkway

Cranston, RI 02921

401-463-9100 extension 203

401-580-5815



www.ruggieribros.com

Phone 401-463-9100
 Fax 401-463-7922
 119 Comstock Parkway
 Cranston, RI 02921

Attn: ANDY WADE
From: PETER J RUGGIERI
Estimator
Admin:
Revision #

Proposal

Date: 2/14/2017
Plan Date:
Bid Due Date 2/13/2017
Addendum :

<u>To</u>	<u>Project</u>
TOWN OF JAMESTOWN 93 NARRAGANSETT AVE PO BOX 377 JAMESTOWN, RI 02835 Phone: (401) 423-7266-	BACK HALLWAY-JAMESTOWN REC CENTER 41 CONANICUS AVE JAMESTOWN, RI

PROPOSAL TO

Manufacturer
Style

Color Name
Color Number **Quantity** **UOM**

THESE LINE ITEMS TAX EXEMPT

1 LABOR TO REMOVE, PREP AND INSTALL - RUGGIERI BROTHERS, INC. LABOR	HOURS	10.00	HR
2 ARMSTRONG FLOORING ADHESIVE - ARMSTRONG WORLD INDUSTRIES, INC. ADHESIVE S-288 GALLON	N/A N/A	1.00	GA
3 SUPPLY FOOR PATCH - ARDEX ® ARDEX (SD-F) **FEATHER FINISH CEMENT BASED-	NA NA	2.00	EA
4 SUPPLY FLOORING - ARMSTRONG WORLD INDUSTRIES, INC. NATURAL CREATIONS ARBOR ART	TBD TBD	90.00	SF
TOTAL (THESE LINE ITEMS TAX EXEMPT)		\$1,368.00	
PROPOSAL TOTAL		\$1,368.00	

RUGGIERI BROTHERS, INC. will furnish, deliver, and install the above material in accordance with all transmitted plans, specifications and general conditions for the listed price. The price includes all applicable freight and taxes, unless otherwise noted. Unless specifically included in this proposal: excludes all demolition, repair or take-up of existing flooring; excludes vacuuming, damp mopping, buffing, waxing or floor protection; excludes floor floating, leveling or repair, excludes sealing of floor, cleaning or removal of oil, grease, solvents, paints, plaster or other foreign substances; excludes asbestos control/abatement; includes no attic stock of material beyond installation coverage; includes work only during regular hours and for a single phase job; excludes any furniture movement; excludes any addenda beyond the base bid; Per CRI-104-96, 6.3 site conditions: The owner or general contractor must submit to the flooring contractor a written report on moisture and surface alkalinity of the slab to determine its suitability as a substrate for the material to be installed. Floor preparation will be billed on a time and material basis at \$100.00 per man-hour plus the cost of the materials. Client is subject to payment for stored materials. RUGGIERI BROTHERS, INC. will not accept charge backs of damage or cleaning without the option to inspect claim(s) to repair or without the option to make arrangements for acceptable repairs at their expense. RUGGIERI BROTHERS, INC. is not responsible for any claims that might result from product delivery date changes beyond their control. If a manufacturer requires a deposit to manufacture/ship certain items, client will pay that amount. This proposal is valid for one hundred twenty (120) days. Full payment is due ten (10) days from receipt of invoice unless otherwise specified.

WARRANTY DOES NOT INCLUDE ANY MOISTURE RELATED SUBFLOOR FAILURES

RUGGIERI BROTHERS, INC.
Signed: 
PETER J. RUGGIERI
Proposal Total: \$1,368.00

TOWN OF JAMESTOWN

Signed:
Proposed Installation Start Date:



www.ruggieribros.com

1000 E. MAIN ST.
TOWN OF JAMESTOWN, RI 02835
PHONE: (401) 423-7266
FAX: (401) 423-7267

Att: **ANDY WADE**
From: PETER J RUGGIERI

Estimator
Admin:
Revision #

Proposal

Date: 2/13/2017
Plan Date:
Bid Due Date 2/13/2017
Addendum :

<u>To</u>	<u>Project</u>
TOWN OF JAMESTOWN 93 NARRAGANSETT AVE PO BOX 377 JAMESTOWN, RI 02835 Phone: (401) 423-7266.	ENTRANCE MAT-JAMESTWON REC CENTER 41 CONANICUS AVE JAMESTOWN, RI

PROPOSAL TO

Manufacturer

Style

Color Name

Color Number

Quantity

UOM

THESE LINE ITEMS TAX EXEMPT

1 SUPPLY MATTING -

MATS INC.

TBD

55.93

SF

BERBER MAT 67" WIDE

TBD

2 LABOR TO INSTALL -

RUGGIERI BROTHERS, INC.

HOURS

3.00

HR

LABOR

TOTAL (THESE LINE ITEMS TAX EXEMPT) \$567.00

PROPOSAL TOTAL \$567.00

RUGGIERI BROTHERS, INC. will furnish, deliver, and install the above material in accordance with all transmitted plans, specifications and general conditions for the listed price. The price includes all applicable freight and taxes, unless otherwise noted. Unless specifically included in this proposal excludes all demolition, repair or take-up of existing flooring, excludes vacuuming, damp mopping, buffing, waxing or floor protection, excludes floor floating, leveling or repair, excludes sealing of floor, cleaning or removal of oil, grease, solvents, paints, plaster or other foreign substances, excludes asbestos control/abatement, includes no attic stock of material beyond installation coverage, includes work only during regular hours and for a single phase job, excludes any furniture movement, excludes any addenda beyond the base bid, Per CR1-104-96, 6.3 site conditions. The owner or general contractor must submit to the flooring contractor a written report on moisture and surface alkalinity of the slab to determine its suitability as a substrate for the material to be installed. Floor preparation will be billed on a time and material basis at \$100.00 per man-hour plus the cost of the materials. Client is subject to payment for stored materials. RUGGIERI BROTHERS, INC. will not accept charge backs of damage or cleaning without the option to inspect claims to repair or without the option to make arrangements for acceptable repairs at their expense. RUGGIERI BROTHERS, INC. is not responsible for any claims that might result from product delivery date changes beyond their control. If a manufacturer requires a deposit to manufacture ship certain items, client will pay that amount. This proposal is valid for one hundred twenty (120) days. Full payment is due ten (10) days from receipt of invoice unless otherwise specified.

WARRANTY DOES NOT INCLUDE ANY MOISTURE RELATED SUBFLOOR FAILURES

RUGGIERI BROTHERS, INC.

Signed:

PETER J RUGGIERI

Proposal Total: \$567.00

TOWN OF JAMESTOWN

Signed:

Proposed Installation Start Date:



110 Comstock Parkway
Cranston, RI 02921
P: 401-463-9100
F: 401-463-7922



Commercial Flooring Contractors since 1949 CARPETING • CERAMIC • RESILIENT FLOORING • SPECIALTY FLOORING • WOOD

February 13, 2017

Town of Jamestown
Attention: Andrew Wade
41 Conanicus Ave
Jamestown, RI 02835

Dear Andy:

Thank you for the opportunity to provide a quotation for flooring in the lower level of the Jamestown Senior Center. Per our discussion, I have broken out the pricing as follows:

RESILIENT FLOORING: We will supply and install luxury vinyl tile from the Armstrong Natural Creations collection. These tiles are 6" x 36" planks with a wood grain visual. The tiles will be cemented direct to the subfloor. The total price for material and labor is \$9,250.00. If they elect to install a 12" x 12" vinyl composition tile similar to the existing flooring, the price would be \$4,800.00.

FLOORING REMOVAL: Assuming that the existing flooring is tested free of asbestos, we will remove and dispose of the existing vinyl tiles. This work will be performed off-hours, and the price is \$3,500.00.

RESILIENT WALL BASE: We will remove and replace the existing 4" vinyl wall base for a price of \$450.00.

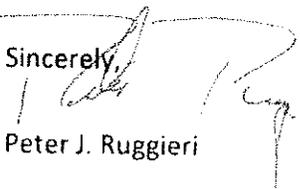
ENTRANCE: At the Main entrance, we will remove the existing vinyl tiles and supply and install new luxury vinyl tile to match the lower level. This work will be performed off-hours. The price is \$1,300.00.

STAIRS: We will remove and dispose of the existing stair treads. We will supply and install new rubber stair treads from Johnsonite. We have priced for stair treads with a hammered surface and a visually impaired grit strip. The price is \$2,400.00.

TOP HALLWAY: For the hallway on the second floor, we will supply install new luxury vinyl tile to match the lower level. This work will be performed off hours. The price is \$1,250.00.

The combined price for all the options quotes totals \$18,150.00. Our pricing all excludes RI State sales tax. The lead time to order material and schedule the work is 2-3 weeks. Please let me know if you have any additional questions.

Sincerely,



Peter J. Ruggieri

From: ccollins
To: "Andrew Wade"
Subject: FW: Estimated cost to refurbish Seniors HP laptop
Date: Wednesday, February 17, 2016 1:56:08 PM

Hi Andy-

When you have a chance can you please call to discuss.

Thanks,
Tina

CHRISTINA D. COLLINS
FINANCE DIRECTOR
TOWN OF JAMESTOWN
93 NARRAGANSETT AVE.
JAMESTOWN, RI 02835
ccollins@jamestownri.net
P)401-423-9809
F)401-423-7229

From: Michael Glier [<mailto:mglie@jamestownri.net>]
Sent: Wednesday, February 17, 2016 12:24 PM
To: 'Ellen Conway-Vietri' <ecvietri@gmail.com>
Cc: 'Andrew Wade' <awade@jamestownri.net>; 'ccollins' <ccollins@jamestownri.net>
Subject: RE: Estimated cost to refurbish Seniors HP laptop

Ellen,

A new machine would be a better investment given the age of the existing machine.

Does it need to be a laptop or can it be a desktop?

Mike

From: Ellen Conway-Vietri [<mailto:ecvietri@gmail.com>]
Sent: Wednesday, February 17, 2016 12:05 PM
To: mglie@jamestownri.net; Michael Glier <mglie@cox.net>
Subject: Fwd: Estimated cost to refurbish Seniors HP laptop

Mike,

I'm working on the FY 16/17 budget. I'm including a PC back-up system and we may have to get a new PC, etc. given this one is from FOJS. I'll ask Tina about it, but let me know anything else you think needed for this system to be fully compatible with the Town.

Thanks,
Ellen

----- Forwarded message -----

From: **Michael Glier** <mglrier@cox.net>
Date: Tue, Jun 9, 2015 at 10:19 AM
Subject: Estimated cost to refurbish Seniors HP laptop
To: Ellen Conway-Vietri <ecvietri@gmail.com>
Cc: ccollins@jamestownri.net

Ellen,

The Senior's HP laptop, while in excellent condition for its age, is very outdated and would need to be upgraded before the Town would permit it to be used on Town networks or to use Town computing resources.

The estimated cost to upgrade includes:

Software:

Microsoft Windows 7 SP 1 Upgrade - \$85.00
Microsoft 2013 Home & Business Basic - \$170.00
Symantec A/V Corporate v 12.5 - \$36.00
Acronis True Image Backup 2015 - \$33.00

Hardware:

4 GB memory upgrade - \$59-\$89 (est)
HD upgrade to 128 GB SSD - \$90.00

Labor:

3-4 hours \$120.00 - \$160.00

We can discuss when you are here today.

Michael

From: [Thomas Tighe](#)
To: [Andrew Wade](#)
Subject: RE: Senior Center Flooring - Meeting Date/Time Change
Date: Thursday, February 02, 2017 2:03:03 PM

That fine Tom

From: Andrew Wade [mailto:awade@jamestownri.net]
Sent: Thursday, February 2, 2017 1:31 PM
To: Thomas Tighe <chiefthomas2@verizon.net>; hvaced@yahoo.com
Cc: hvac@yahoo.com
Subject: Senior Center Flooring - Meeting Date/Time Change
Importance: High

Good Afternoon Gentlemen,

I wanted to reach out to both of you to inform you that the representative who is coming down to look at the flooring at the Senior Center asked if we could change the time to Tuesday the 7th at 11:30am. I hope that you can make that time, if not I will be sure to pass along the info I receive to both of you.

Thanks,

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: [Ellen Vietri](#)
To: [Andrew Wade](#)
Subject: Re: Senior Center Kitchen Inspection Report/Certification
Date: Wednesday, February 15, 2017 1:22:59 PM

Will do, Andy. I spoke with Deb and she will be joining the meeting w/ Ernie and Jan as well.

Ellen

From: Andrew Wade
Sent: Wednesday, February 15, 2017 12:59 PM
To: Ellen Vietri
Cc: Debra Hagie
Subject: RE: Senior Center Kitchen Inspection Report/Certification

Thank you Ellen,

I'm glad to hear there were no issues with our facility. It was my recollection however, that we specifically stated that both you and Deb together would address Ernie and Jan regarding what we discussed yesterday. Please coordinate with Deb to have a follow-up discussion with Ernie and Jan regarding the issues we addressed during our meeting.

Thank you,

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Ellen Vietri
Sent: Wednesday, February 15, 2017 10:05 AM
To: Debra Hagie; Andrew Wade
Subject: Senior Center Kitchen Inspection Report/Certification

Hi Deb and Andy,

The Dept of Health made a spot inspection yesterday and attached is the report. There were no violations.

The DOH Kitchen Certification expires at the end of April so I will add that to my list of 'to do's.

I also spoke with Jan and Ernie about the reporting transition and they are available for a meeting Friday or Tuesday morning anytime between 9am and 11:30am. There were no

issues expressed with the news.

Let me know which date/time works best so we can set expectation and priorities.

Thank you,
Ellen

From: Andrew Wade
To: "[Peter Ruggieri](#)"
Subject: RE: Senior Flooring Samples
Date: Friday, April 07, 2017 8:45:00 AM

I'm thinking a product similar to what we have at the Recreation Center, the luxury vinyl tile, however, I may need to have the Senior Board view both types of samples to show them the options. So if it would be possible to show them both that would be great. If needed I can meet you somewhere to save you a ride.

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Peter Ruggieri [<mailto:peter@ruggieribros.com>]
Sent: Thursday, April 06, 2017 7:33 PM
To: Andrew Wade
Subject: RE: Senior Flooring Samples

Are you think a vinyl composition tile similar to wat is the Senior Center or do you want a wood grain vinyl plank similar to what we used in your building?

From: Andrew Wade [<mailto:awade@jamestownri.net>]
Sent: Thursday, April 06, 2017 10:30 AM
To: Peter Ruggieri
Subject: Senior Flooring Samples

Good Morning Peter,

Thanks for the work at the Recreation Center. The floor looks great and is being appreciated by the many public through its doors. I would like to take some additional steps forward in the project you quoted us on at our senior center. DO you have flooring samples I could borrow so that I can let the Senior Center Board of Directors look over the option so that I can properly put something out to bid?

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Andrew Wade
To: [Thomas Tighe; "hvac@hvac.com"](mailto:Thomas.Tighe@hvac.com)
Cc: ["hvac@yahoo.com"](mailto:hvac@yahoo.com)
Subject: Senior Center Flooring - Meeting Date/Time Change
Date: Thursday, February 02, 2017 1:30:00 PM
Importance: High

Good Afternoon Gentlemen,

I wanted to reach out to both of you to inform you that the representative who is coming down to look at the flooring at the Senior Center asked if we could change the time to Tuesday the 7th at 11:30am. I hope that you can make that time, if not I will be sure to pass along the info I receive to both of you.

Thanks,

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: [Christina Collins](#)
To: [Andrew Wade](#)
Subject: RE: Trash bags
Date: Tuesday, January 10, 2017 2:27:15 PM

Thanks that would be great, I will let them know.

CHRISTINA D. COLLINS
FINANCE DIRECTOR
TOWN OF JAMESTOWN
93 NARRAGANSETT AVE.
JAMESTOWN, RI 02835
ccollins@jamestownri.net
P)401-423-9809
F)401-423-7229

From: Andrew Wade
Sent: Tuesday, January 10, 2017 2:22 PM
To: Christina Collins <ccollins@jamestownri.net>
Subject: RE: Trash bags

I do not know, I will follow up with Ellen to see. In the interim I can have greg drop some off tomorrow morning.

Thanks,

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Christina Collins
Sent: Tuesday, January 10, 2017 2:19 PM
To: Andrew Wade; Debra Hagie
Subject: FW: Trash bags

Hi-

Do you know if these were ever ordered?

Thanks,
Tina

CHRISTINA D. COLLINS
FINANCE DIRECTOR
TOWN OF JAMESTOWN

93 NARRAGANSETT AVE.
JAMESTOWN, RI 02835
ccollins@jamestownri.net
P)401-423-9809
F)401-423-7229

From: gbrogno@system4sne.com [mailto:gbrogno@system4sne.com]
Sent: Tuesday, January 10, 2017 1:27 PM
To: Christina Collins <ccollins@jamestownri.net>
Subject: Trash bags

Tina,

The Senior Center needs large black trash bags. Rom left a note, but hasn't seen anything arrive.

Thanks for your help.

Regards,

Gary Brogno

System4 SNE
O: 401-615-7043
C: 401-529-9357

From: Ellen_Vietri
To: "[Andrew Wade](mailto:Andrew_Wade)"
Subject: RE: Update on Senior Center equipment issues
Date: Monday, July 18, 2016 11:33:18 AM

Thank you, Andy. I'm glad for the clarification. You be well too. Tomorrow we're on the bus trip to Portland. We're leaving at 7:15am and returning around 7pm. The parking is all at the Lawn Ave school and the school and police are all notified. Talk soon. - Ellen

From: Andrew Wade [<mailto:awade@jamestownri.net>]
Sent: Monday, July 18, 2016 11:24 AM
To: 'Ellen Vietri'
Subject: RE: Update on Senior Center equipment issues

Thanks Ellen,

I have been told that all future Building related issues can be brought to the board's attention. If they are in need of assistance, they will reach out for Town resources.

Stay cool out there, it's a hot one!

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Ellen Vietri [<mailto:evietri@jamestownri.net>]
Sent: Monday, July 18, 2016 11:00 AM
To: 'Andrew Wade'; 'ccollins'
Cc: 'Thomas'; 'Ed Holland'
Subject: Update on Senior Center equipment issues

Hi all,

A service call was put in Friday to May Food Service and I spoke with them a couple of times today to confirm that the sanitizer and chemical balancing are their responsibility to service. I'm awaiting a call from the service dept for date/time to come by.

GKT Refrigeration previously serviced the freezer. They are booked out for a couple of weeks but we have a service number in the event we aren't able to tend to it sooner. Tom checked the temp over the weekend and it was steady at 20 degrees below. When I we checked this morning it was 32 and it's sweating on the exterior and has a grinding/churning noise coming from the motor. Tom is checking other resources to see if there's a faster service assessment/solution.

I'll keep you posted,
Ellen

Ellen Conway Vietri
Jamestown Senior Center
401.423.2761

From: [Andrew Wade](#)
To: "[Ellen Vietri](#)"
Subject: RE: Update on Senior Center equipment issues
Date: Monday, July 18, 2016 11:24:00 AM

Thanks Ellen,

I have been told that all future Building related issues can be brought to the board's attention. If they are in need of assistance, they will reach out for Town resources.

Stay cool out there, it's a hot one!

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Ellen Vietri [mailto:evietri@jamestownri.net]
Sent: Monday, July 18, 2016 11:00 AM
To: 'Andrew Wade'; 'ccollins'
Cc: 'Thomas'; 'Ed Holland'
Subject: Update on Senior Center equipment issues

Hi all,

A service call was put in Friday to May Food Service and I spoke with them a couple of times today to confirm that the sanitizer and chemical balancing are their responsibility to service. I'm awaiting a call from the service dept for date/time to come by.

GKT Refrigeration previously serviced the freezer. They are booked out for a couple of weeks but we have a service number in the event we aren't able to tend to it sooner. Tom checked the temp over the weekend and it was steady at 20 degrees below. When I we checked this morning it was 32 and it's sweating on the exterior and has a grinding/churning noise coming from the motor. Tom is checking other resources to see if there's a faster service assessment/solution.

I'll keep you posted,
Ellen

Ellen Conway Vietri
Jamestown Senior Center
401.423.2761

From: [Christina Collins](#)
To: [Andrew Wade](#); [Michael Glier](#)
Subject: RE: Senior Meal Site Phone
Date: Monday, December 05, 2016 8:26:42 AM

Hi Mike-

Any way you can stop by to troubleshoot for us this am?

Thank you,
Tina

CHRISTINA D. COLLINS
FINANCE DIRECTOR
TOWN OF JAMESTOWN
93 NARRAGANSETT AVE.
JAMESTOWN, RI 02835
ccollins@jamestownri.net
P)401-423-9809
F)401-423-7229

From: Andrew Wade
Sent: Monday, December 05, 2016 8:11 AM
To: Christina Collins <ccollins@jamestownri.net>
Subject: RE: Senior Meal Site Phone

I agree, and I assumed at some point that they would join our service and network. I was told that their phone wasn't working, I just wanted to make sure that their meal site had a phone so that there would be no interruption in service. What would you advise?

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Christina Collins
Sent: Monday, December 05, 2016 8:08 AM
To: Andrew Wade
Cc: Michael Glier
Subject: RE: Senior Meal Site Phone

Hi Andy-

I think we need to look at the big picture with Mike. Mike, are we going to add the Sr. Ctr to VOIP?

Tina

CHRISTINA D. COLLINS
FINANCE DIRECTOR
TOWN OF JAMESTOWN
93 NARRAGANSETT AVE.
JAMESTOWN, RI 02835
ccollins@jamestownri.net
P)401-423-9809
F)401-423-7229

From: Andrew Wade
Sent: Friday, December 02, 2016 3:24 PM
To: Christina Collins <ccollins@jamestownri.net>
Subject: Senior Meal Site Phone

Good Afternoon Tina,

Ellen has informed me that their phone in the meal site is not working properly and is requesting for a new one. I suggested she look up the hand set that would best serve their needs on Amazon and provide you with a link to purchase. We could go to the hardware store but it most likely will be more expensive. Let me know if you would rather tackle this another way.

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: [Michael Glier](#)
To: [Christina Collins](#)
Cc: [Andrew Wade](#); [Debra Hagie](#)
Subject: RE: Paypal button for FOJS membership
Date: Monday, October 31, 2016 8:18:07 AM

Tina,

This code has been installed on the Senior's page. The suggested text had grammar/construction errors and was modified.

We did not create a new box for the data, since it would have required editing the template for this page (and 8 others) to add a unique box/placement.

M

From: Christina Collins
Sent: Thursday, October 20, 2016 3:14 PM
To: Bruce Wigton <bewigton@gmail.com>; Michael Glier <mglier@jamestownri.net>
Cc: ecvietri@gmail.com
Subject: RE: Paypal button for FOJS membership

Hi Bruce-

Mike and I have discussed and he will have it done in the next week. The delay was due to overbooking Mike's time and having a few emergencies in the last few weeks that reprioritized his schedule.

Thanks,
Tina

CHRISTINA D. COLLINS
FINANCE DIRECTOR
TOWN OF JAMESTOWN
93 NARRAGANSETT AVE.
JAMESTOWN, RI 02835
ccollins@jamestownri.net
P)401-423-9809
F)401-423-7229

From: Bruce Wigton [<mailto:bewigton@gmail.com>]
Sent: Thursday, October 20, 2016 12:12 PM
To: Christina Collins <ccollins@jamestownri.net>
Cc: ecvietri@gmail.com
Subject: FW: Paypal button for FOJS membership

Hi Tina,

I thought this would be a simple thing for Mike to do. Is there any way we could expedite it? Please let me know if there would be a problem doing it.

Best Regards,
Bruce Wigton

From: Bruce Wigton [mailto:bewigton@gmail.com]
Sent: Friday, September 23, 2016 11:59 AM
To: 'mglier@jamestownri.net'
Cc: 'ccollins@jamestownri.net'; 'Ellen Vietri'; 'Jtownelc'; 'hvaced@yahoo.com'; 'Ellie Chase'
Subject: Paypal button for FOJS membership

Hi Michael,

I've attached a Word document with the HTML code for a Paypal button that we'd like to have added to the Parks and Recreation – Senior page of the Town website. The verbage I put above that should explain to users what it is for. The button would take the user off of the Town website and take them to a secure Paypal website, where their donation would be directly linked to the FOJS bank account.

Best Regards,
Bruce Wigton
401-423-1093
bewigton@gmail.com

From: Ellen Vietri
To: "Andrew Wade"; "ccollins"
Cc: "Thomas"; "Ed Holland"
Subject: Update on Senior Center equipment issues
Date: Monday, July 18, 2016 10:59:58 AM

Hi all,

A service call was put in Friday to May Food Service and I spoke with them a couple of times today to confirm that the sanitizer and chemical balancing are their responsibility to service. I'm awaiting a call from the service dept for date/time to come by.

GKT Refrigeration previously serviced the freezer. They are booked out for a couple of weeks but we have a service number in the event we aren't able to tend to it sooner. Tom checked the temp over the weekend and it was steady at 20 degrees below. When I checked this morning it was 32 and it's sweating on the exterior and has a grinding/churning noise coming from the motor. Tom is checking other resources to see if there's a faster service assessment/solution.

I'll keep you posted,
Ellen

Ellen Conway Vietri
Jamestown Senior Center
401.423.2761

From: Ellen Vietri
To: "Andrew Wade"
Subject: RE: Ruggiero Flooring
Date: Wednesday, February 10, 2016 2:24:23 PM

It is the same company. Thanks for the confirmation on the meeting time.

From: Andrew Wade [mailto:awade@jamestownri.net]
Sent: Wednesday, February 10, 2016 2:06 PM
To: 'Ellen Vietri'
Cc: 'Ellen Conway-Vietri'
Subject: RE: Ruggiero Flooring

<http://www.carpetone.com/>

This is the company that I was referring to. Is this who you contacted?

And we are on for 10:30am with Andy Nota

thanks

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Ellen Vietri [mailto:evietri@jamestownri.net]
Sent: Wednesday, February 10, 2016 12:09 PM
To: 'Andrew Wade'
Subject: Ruggiero Flooring

Andy,

Just a follow-up to let you know an estimator is coming between 9 and 10am tomorrow and bringing vinyl flooring samples.

Thank you,
Ellen

Ellen Conway Vietri
Executive Director
Jamestown Senior Center
401.423.2761

Andrew Nota

From: Ed Holland <hvaced@yahoo.com>
Sent: Tuesday, July 29, 2014 6:34 PM
To: Andrew Nota
Subject: Re: Friends of the Jamestown Seniors

Andy,
Thanks for getting back to me so soon. I will contact you as soon as I return, next week.
Ed

HV Holland, Inc. ** Heating & Air Conditioning Contractors **

P.O. Box 335, ** Jamestown RI 02835-0335 ** 401/423-0614 **

*******Fax: 401/423-0619 ** hvaced@yahoo.com *******

An Authorized Trane Comfort Specialist -----"It's Hard To Stop A Trane"

On Tuesday, July 29, 2014 1:34 PM, Andrew Nota <anota@jamestownri.net> wrote:

Ed,

When you get back please give me a call, I'd be happy to talk about this matter with you any time. Ideally, in the future we need to review these issues before the expenditure is made and the work performed. I have the sense that we both realize that the senior association can make the step to the next level with additional coordination and support from the town. We also know why that may be difficult in the short-term, but in looking forward future conversations could prove beneficial for the Association, in terms of its programming, transportation, facility upkeep, etc. Let me know what date/time works best for you.

Andy
423-9805 Office
932-5655 Cell
anota@jamestownri.net

From: Ed Holland [mailto:hvaced@yahoo.com]
Sent: Tuesday, July 29, 2014 12:20 PM
To: anota@jamestownri.net; Anne Livingston
Subject: Friends of the Jamestown Seniors

Hello Andrew,
Bruce Livingston and I would like to meet with you next week to discuss a potential safety hazard at the Senior Center. The hazard concerned electrical problems and they have been rectified. The meeting with you is to consider if the Town might help us pay some on the costs of the repairs.

I'm away until 8/6 and a late afternoon appointment is the best time of day for both Bruce & myself. Please let me know.

Ed Holland

HV Holland, Inc. ** Heating & Air Conditioning Contractors **

P.O. Box 335, ** Jamestown RI 02835-0335 ** 401/423-0614 **

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Andrew Nota

From: Andrew Nota <anota@jamestownri.net>
Sent: Tuesday, July 29, 2014 1:34 PM
To: Ed Holland
Subject: RE: Friends of the Jamestown Seniors

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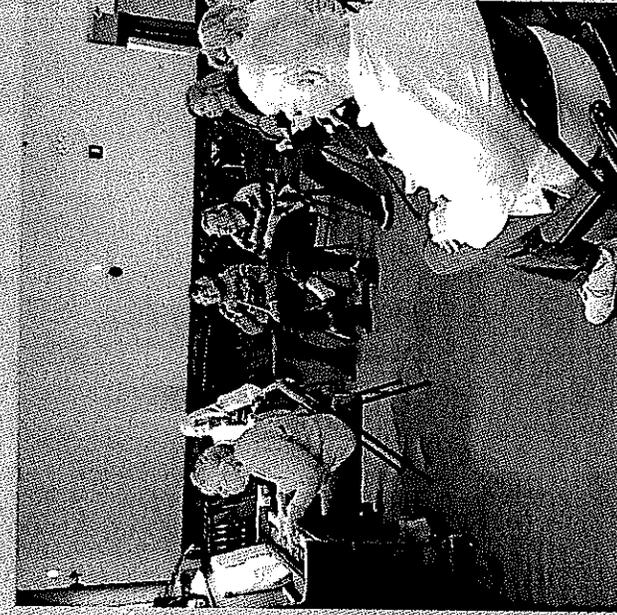
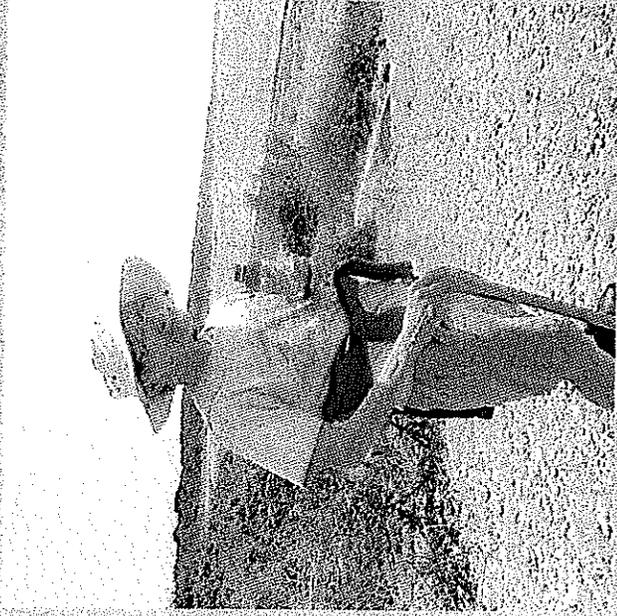
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**LIVING
AND AGING IN
JAMESTOWN**

Living and Aging in Jamestown



THE TOWN OF JAMESTOWN, RI

HOME

ORDINANCES

TOWN DEPARTMENTS

TOWN GOVERNMENT

RESIDENTS

SERVICES

HO

- ▶ Parks & Recreation
- ▶ Parks and Facilities
- ▶ Summer Concert Series
- ▶ Recreation Programs
- ▶ Recreation Department Staff
- ▶ Teen Center
- ▶ Senior Center
- ▶ Jamestown Community Theatre

Recreation Department Parks & Facilities

SENIOR CENTER

6 West Street

The Town of Jamestown proudly supports its senior center and provides a broad base of social, health and wellness and learning programs to its residents fifty (50+). The Jamestown Parks and Recreation department encourages engagement into its programs and provides affordable access. Transportation may be provided upon request. Please check back regularly as we will be updating offerings often.

The Jamestown Senior Center is located at 6 West Street and also offers weekday full-service lunches for a suggested donation of \$3.00.

Please contact Senior Coordinator Ellen Vietri for more info 401-423-2761 or via email: seniorcenter@jamestownri.net

Spring 2016 Programs

- Senior Coordinator
- Ellen Vietri
- Adminstrator
- Building & Zoning

NEWS

Spring Forward with Parks & Recreation
Sign Up now for the late and greatest Parks and Recreation Programs.
3/10/2016 9:51:00 AM

Transient RV Reservations at Fort Getty
3/22/2016 10:15:00 AM

Open Pavilion Dates
Several dates are still available for rental of the Lt. Col. John C Rembijas

Recreation Coordinator:

Ellen Vietri

Administrative:

Planning & Zoning:

Perk:

Permits & Licenses:

Document Archives:

Finance:

IT:

Arbor:

Swimming:

Library:

Utilities:

Parks & Recreation:

Planning:

Police:

Public Utilities:

Public Works:

SW Assessment:

Walk Task Force:

Asset Collector:

...

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Please contact Senior Coordinator Ellen Vietri for more info 401-423-2761 or via email: seniorcenter@jamestownmi.net

Spring 2016 Programs

Please "click" on program name to download registration form.

- [Yoga Tools for Wellness](#)
- [Ballroom Dancing](#)
- [Classic Games](#)
- [Crazy Quilting](#)
- [Knitting](#)
- [Line Dancing](#)
- [Matinee Movies](#)
- [Pickleball](#)
- [Rusty Pens](#)
- [Senior Fit](#)
- [Tai Chi](#)
- [Walking Club](#)

Parks & Recreation
Sign Up now for the latest and greatest Parks and Recreation Programs!

3/10/2016 9:37:00 AM

Transient RV Reservations at Fort Getty

3/22/2016 10:15:00 AM

Open Pavilion Dates
Several dates are still available for rental of the Lt. Col. John C Rembijas Pavilion. Be sure to book your event before they disappear.

2/17/2016 12:00:00 PM

[More »](#)

EVENTS

Walking Club

04/08/2016 10:00 AM - 11:00 AM

Over 40 Adult Coed Soccer

04/10/2016 9:00 AM - 11:00 AM

Adult Pick-Up Soccer

04/10/2016 10:00 AM - 12:00 PM

[More »](#)

HOME FACEBOOK

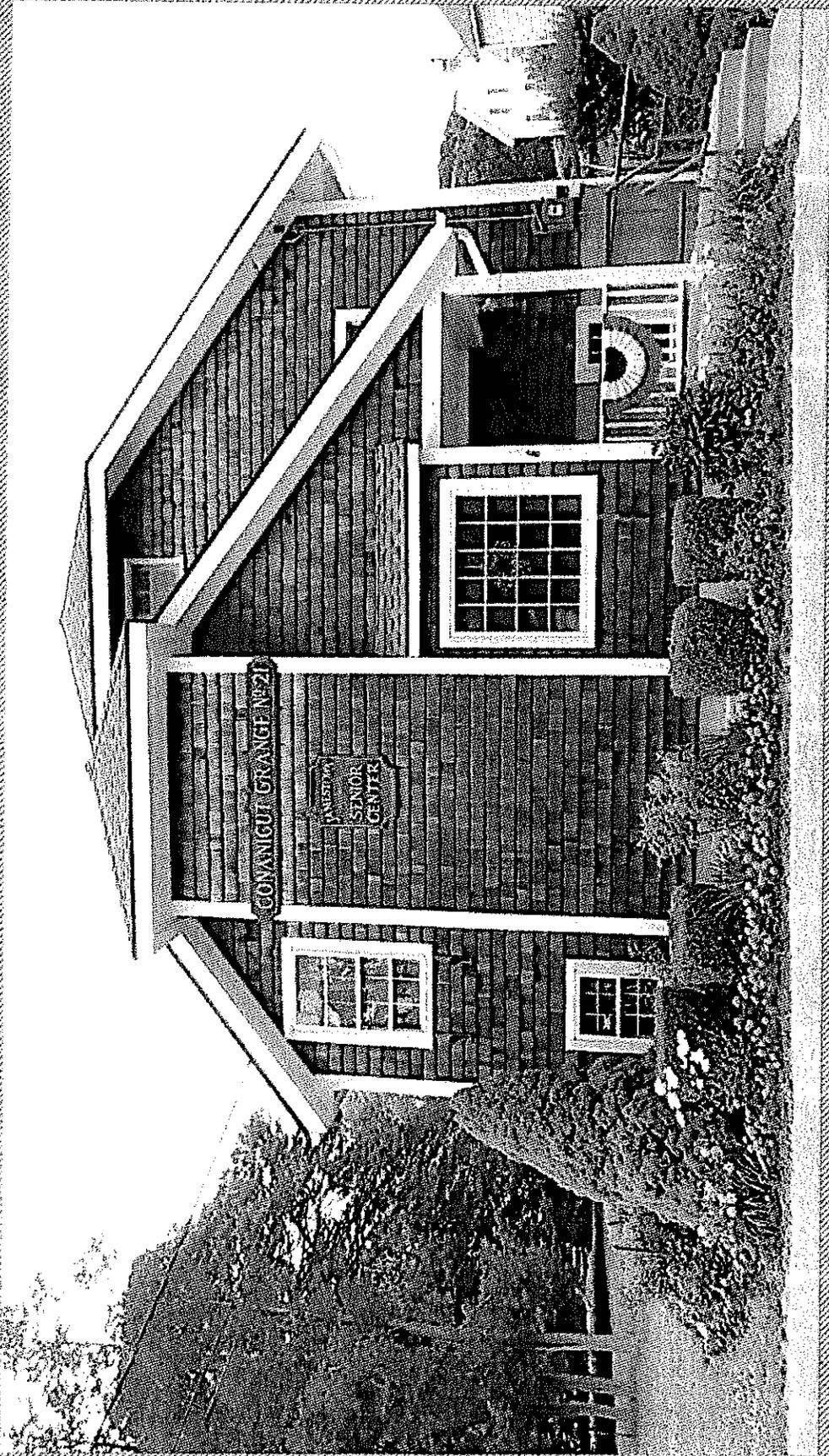


Mar 30

Jamestown Parks and Rec Dept.



Senior Center, 6 West Street



2



CERTIFICATE OF APPRECIATION
Jan Burns
JAMIESON SENIOR CENTER

CERTIFICATE OF APPRECIATION
Ernest Anthony
JAMIESON SENIOR CENTER

3

Jamestown Ranks Highest in Median Age and Population Percentage in Area Comparison

Town	Population Size	Median Age	Percent of Senior Population
Jamestown	5,443	51	55%
Warren	10,456	45	44%
East Greenwich	13,158	44	43%
Narragansett	16,174	41	42%
Middletown	16,420	45	41%

Table represents demographic data sourced by census, 2015

Jamestown's Demographic Has Shifted – Seniors Represent 55% of the Island's Population

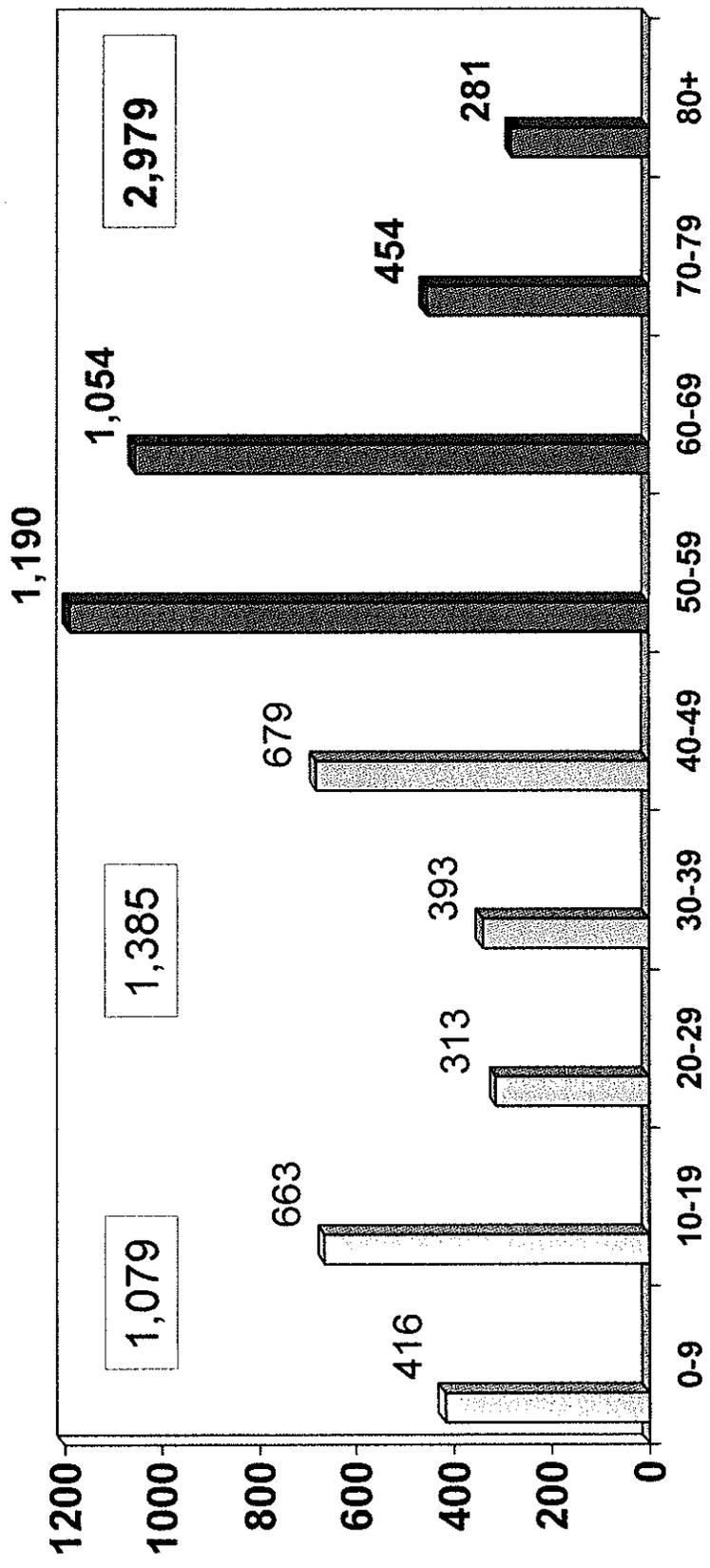
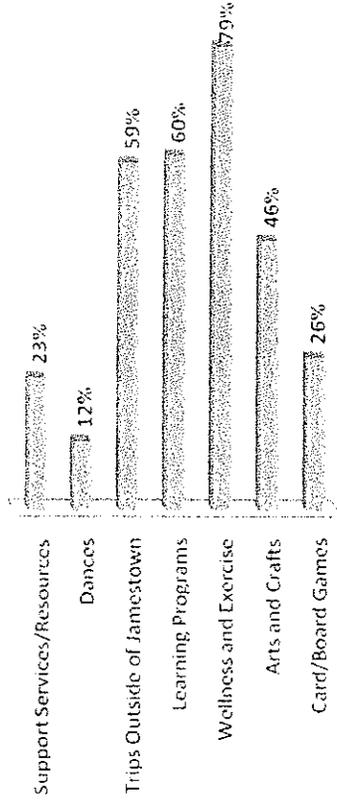


Table represents the distribution of the Jamestown's population by age group. Age demographic data is sourced by census, 2015

12/2014 "Survey for Jamestown Activities and Services for Seniors" Summary

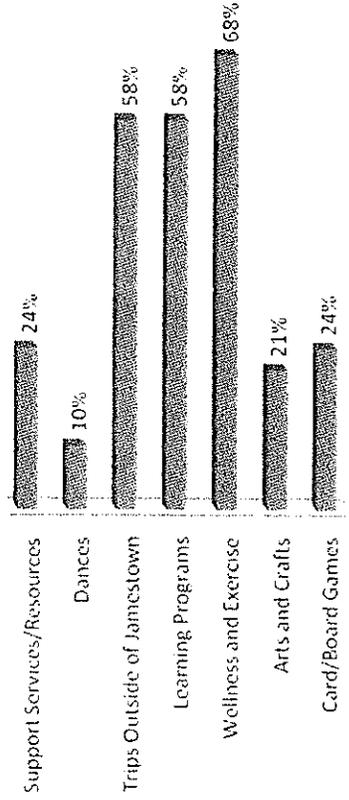
Women's Desired Senior Activities



“From the following list of possible activities and services, pick three that are most important to you.”

**Total Respondents: 224
(163 women and 61 men)**

Men's Desired Senior Activities



Top 3 Desired Activities:

1. Wellness & Exercise
2. Learning Programs
3. Trips Outside Jamestown

Friends of Jamestown Seniors, Inc.

Role	Name
President	Ed Holland
Vice President	Ellie Chase
Secretary, Town Council Liaison	Tom Tighe
Treasurer	Nancy Beye
President Emeritus	Bruce Livingston
Director	Don Gillis
Director	Don Richardson
Director	Bruce Wigton

Friends' Mission

- To maintain an association of persons interested in senior sites and activities;
- to receive and encourage gifts, endowments, and bequests for senior activities; and
- to build, improve and expand upon programs and opportunities for Jamestown seniors and the community at-large.

Available Resources



Jamestown Family Practice
makes house calls when needed

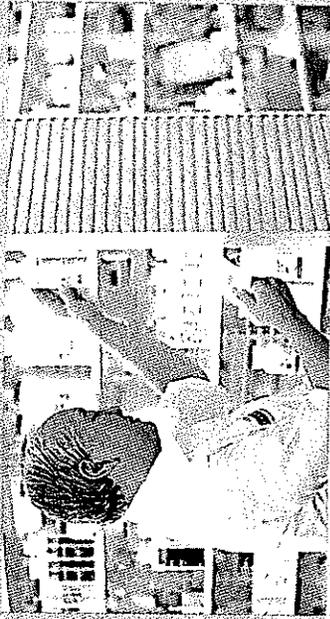


McQuade's Market delivers

Baker's Pharmacy delivers

Pizza shops deliver

Liquor stores deliver



Stop & Shop delivers

10 Common Challenges

1. Companions for spouse/parent
2. Temporary self-care assistance at home
3. Transportation to appointments/shopping
4. Help running errands
5. Light home, lawn maintenance and housekeeping
6. Trusted large service provider referrals - handyman, plumbing, painting, electrician, etc.
7. Technical support with gadgets
8. Resource referrals for medicare, elder law, alternative health care options
9. Advocate for navigating health system, insurance, prescriptions, finances, etc.
10. Assisted living or nursing home ratings, price points

Age-friendly Independence in Jamestown

- Large print and online resource directory
- Sustainable, organized volunteer network
- Ample handicap parking
- Accessible, affordable, frequent public transportation
- Accessible green spaces with outdoor seating
- Good street signage and lighting

Contact Information

Ellen Vietri: 423-2761

seniorcenter@jamestownri.net

Full-service luncheon served weekdays
starting at 11:30am

Call in advance for reservations: 423-2658

Website: [www.jamestownri.gov/senior center](http://www.jamestownri.gov/seniorcenter)

**SENIOR PROGRAM
SCHEDULE AND
INFORMATION**

SENIOR SERVICES WINTER 2017 PROGRAMS REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR
Warm Water Therapeutics with Bus Transport - NEW	Tuesdays	9:30-11:45	4	Ellen Vietri
MindFit Brain Health Series - NEW	Thursdays	1-3:30pm	17	Ellen Vietri
Mah Jong Course - NEW	Saturdays	Noon-2pm	10	Carol Desforges
Functional Fitness - NEW	Wednesdays	11-Noon	4	Sam Pease
Johnson & Wales Culnary Arts Museum and Lunch at Brass Monkey - NEW	Friday, Feb. 24	10am - 4pm	14, plus driver	Ellen Vietri/Ellie Chase
Tuesday Afternoon Matinees		1:30-3:30pm	~43 per week	Ellen Vietri/Deb Homer
Caregiver Support Group	Thursdays		~4 per month	Ellen Vietri
Tai Chi	Mondays	9-10am	~ 10 per week	Gary Girard
Walking Club	Wed&Fri	9-10am	~ 10 per week	Ellie Chase
Yoga	Wednesdays	1-2pm	~ 8 per week	Janet Larson
Balance and Stability	Thursdays	2:45-3:45pm	~ 6 per week	Bill House
It's Your Health Health Consultations	Tuesdays	10-11:30am	~12 per month	Rhonda Bernaro
Open Studio Portrait Painting	Wednesdays	9:30-11:30am	~ 5 per week	Tom Martino
Rusty Pens Writing Workshop	Mondays	10:30-11:30am	4	Gayen Thompson
Bolshoi Ballet - Swan Lake in HD	Sat. Feb 5	1-4pm	0	Ellen Vietri
Metropolitan Opera in HD	Sat., Jan 21	1-4pm	0	Ellen Vietri

SENIOR SERVICES FALL 2016 PROGRAMS REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR
Wellness Clinic - NEW - Flu Vacc, Hearing Screening and Medicare Open Enrollment #1	1-Nov	11:30am-1:30pm	21 flu vacc., 10 hearing screens, 5 insurance consults	Ellen Vietri
Wellness Clinic - NEW - Flu Vacc, Hearing Screening and Medicare Open Enrollment #2	29-Nov	11:30am-1:30pm	13 flu, 10 hearing	Ellen Vietri
Cyber Seniors - NEW	Wed. & Fri	10am - 1:30pm	44 sessions/25 indiv.	Ellen Vietri
NYC Radio City (with FOJS) - NEW		7am-8pm	51	Ellen Vietri/Tom Tighe
Interval Training Class - NEW	Wednesdays	11am - Noon	~6 per week	Sam Pease
Rebecca Schiff Canddiate Overview - NEW	Thurs., Oct 6	1-2pm	14	Ellen Vietri
Deb Ruggiero Candidate Overview - NEW	Thurs., Oct 20	1-2pm	8	Ellen Vietri
Intergenerational Holiday Wreathmaking with the Quonanicuet Garen Club at The Jamestown Arts Center - 2nd Annual/Expanded	Sun., Nov 27	Noon-2pm	31 adults, 16 middle schoolers	Ellen Vietri/Nicole Contino
Pros and Cons of Reverse Mortgages - NEW - RI Bar Assoc. Attorney Michael Castner	Thurs., Nov 13	1-2pm	5	Ellen Vietri
Balance and Stability -NEW -	Thursdays	2:45-3:45pm	~ 5 per week	Bill House
A Day at Foxwoods - NEW	Fridays	10:00am Noon	~ 4 per week	Ellen Vietri
Intro to Sewing - NEW	Tuesdays	1:30-3:30	~27 per week	Peggy Burse
Basic Portrait Techniques - NEW -	Tuesdays	10-11:30am	~ 10 per week	Wendy Crooks
Tai Chi	Mondays	9-10am	~ 10 per week	Gary Girard
Rusty Pens Writing Wkshp	Mondays	10:30-11:30am	~ 3 per week	Gayen Thompson
Walking Club	Wed&Fri	10-11am	~ 4 per week	Ellie Chase
Yoga Tools for Welness	Wednesdays	1-2pm	~ 7 per week	Janet Larson
Nurse Health Consults	Tuesdays	10:30-Noon	~ 12 per month	Rhonda Bernaro
Tuesday Afternoon Matinee	Mondays	10am - Noon	1	Ellen Vietri/Deb Homer
Open Studio Portraitures	Mondays	2pm-4pm	3	Tom Martino
Mahjong Group Meets	Wednesdays	9:30-11:30am	~ 4 per week	Jill Meyers

SENIOR SERVICES SUN _R 2016 PROGRAM REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR	HOURLY RATE	FEE	DEPOSIT
Tai Chi	Mondays	9-10am	~ 13 per week	Gary Girard	N/A	N/A	N/A
Walking Club	Wed&Fri	10-11am	~ 4 per week	Ellie Chase	N/A	N/A	N/A
Yoga	Wednesdays	1-2pm	~ 5 per week	Janet Larson	\$65	\$5/8 per class	223.00
Balance	Thursdays	2:45-3:45pm	~ 5 per week	Bill House	\$40	\$8	275.00
Health Consultations	Aug 2, Sept 6	10-11:30am	18	Rhonda Bernaro	N/A	N/A	N/A
Portland, Me	19-Jul	All day	31	Ellen Vietri	N/A	\$95	2,848.00
Foxwoods	12-Jul	8:30am-2:30pm	5	Nancy Beye	N/A	N/A	N/A
Picnic at Pavilion	24-Aug	11:30am-2pm	158	Ellen Vietri	N/A	\$5	886.00
Rose Island Lighthouse	30-Aug	10am-1pm	23	Deet Dodge	N/A	\$50	1,235.00
New York City Wknd	Sept 3 - Sept 5	Labor Day Wknd	23	Ellie Chase	N/A	\$440/\$505	N/A
Mentoring Talk	9-Jun	12:30-1:30pm	8	Ellen Vietri	N/A	N/A	N/A
Crafts Club	Mondays	5-7pm	~6 per week	Cindy Smith	N/A	N/A	N/A
Knitting Club	Tuesdays	9:30-11:30am	no sign in sheet	N/A	N/A	N/A	N/A
Scrabble Club	Mondays	1-2:30pm	no sign in sheet	N/A	N/A	N/A	N/A
Portrait Painting	Wednesdays	9:30-11:30am	~ 5 per week	Tom Martino	N/A	N/A	N/A
Ask the Pharmacist	14-Jun	12:30-1:30pm	13	Ellen Vietri	N/A	N/A	N/A

From: [Ellen Vietri](#)
To: ["Andrew Wade"](#)
Cc: [Janet Larson MS, MA](#)
Subject: FW: Senior Center Yoga Tools for Wellness Class
Date: Thursday, January 14, 2016 3:50:18 PM
Attachments: [Senior Center Jan-Feb 2016.docx](#)

Andy,

Attached is the program flier for the Wellness Tools for Yoga program that Janet Larson is offering, as we discussed.

Janet,

Andy and I spoke this morning about some of the things you and I discussed yesterday. He is checking in with the Town Administrator to see if there funds available in the Recreation Dept budget to help subsidize the class. I will follow-up with you on Tuesday with the other details so we're all in synch for the session to begin on Wednesday the 20th. Ansy is agreement that we don't want to delay the program further.

Regards,
Ellen

Yoga Tools for Wellness: An Ongoing Yoga Class for Your Wellness

Where: Jamestown Senior Center "The Grange", 6 West Street

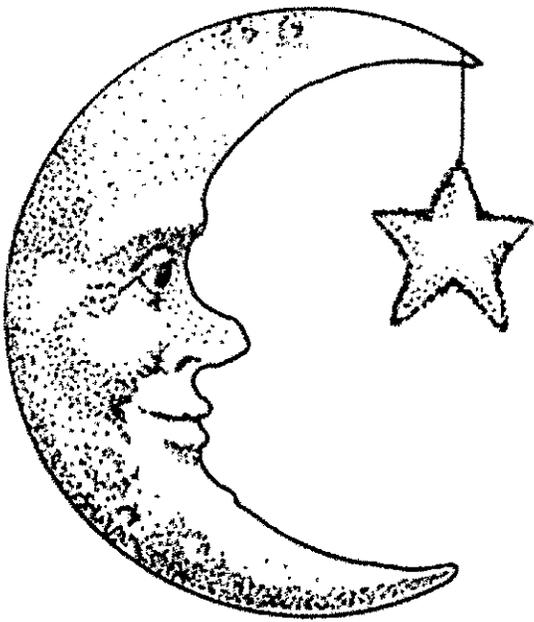
When: Wednesdays 1 – 2 pm

Beginning January 13, 2016

Details: 6 session pass \$42 or Drop-in \$10

January – February

Tools for a Good Night's Sleep



Join Janet Larson, Certified Yoga Therapist and Teacher to explore what is keeping you from a restful night's sleep. Classes will include a gentle yoga practice with the support of a chair and information to improve your sleep hygiene. All are welcome and no previous yoga experience is necessary.

February – March

Yoga Tools for Wellness: Waking up Your Immune System

April – May

Yoga Tools for Wellness: Chronic Illness? Breath and Movement

May - June

Yoga Tools for Wellness: Skeletal Support: Osteoporosis & Arthritis

From: Ellen Vietri
To: awade@jamestownri.net
Subject: Senior Program Coordination
Date: Monday, January 11, 2016 12:36:06 PM

Hi Andy and Happy New Year,

Ellie mentioned that you'd like to connect about some programming (specifically, ballroom dancing), collaborations, etc. How does next Wednesday at 1pm look for you? We could start mapping out quite a few things to get things booked through the summer and fall, too, if that makes sense to you.

Thank you,
Ellen

Ellen Conway Vietri
Executive Director
Jamestown Senior Center
401.423.2761

From: Andrew Nota
To: Andrew Wade; Christina Collins
Subject: Seniors
Date: Monday, February 20, 2017 2:59:57 PM

Andy and Tina,

I had an interesting conversation with Deb Ruggiero about senior programming today. I have a meeting with her on Thursday morning at which time I will need to have a good handle on the complete Senior Budget, P&R support for senior programming, programming in place, transportation use and potential future use, etc. Also, I need some actual figures on active seniors in programming, lunch program, etc. She stated that she is hearing it from "everyone" that they are left out and the step child to Recreation and not being adequately funded. A big part of this is transportation according to her, so I need to work through some basic costs and demand for the service, driver availability, etc.

Andy

From: Ellen Vietri
To: Andrew Wade
Subject: Transportation Pilot/Cafe Lunch Upstairs on Thursdays
Date: Wednesday, May 10, 2017 11:17:58 AM

Andy,

Here are the results of the transportation pilot to date:

WEEK	PASSENGERS
4/6	2
4/13	3 (1 no show)
4/20	2
4/27	Canceled for no requests
5/4	2 no shows
5/11	2 scheduled
5/18	TBD (2 scheduled)
5/25	TBD (2 scheduled)

PROMOTION

Jamestown Press release with photo of new driver with bus
Jamestown Press Ad for Spring
Fliers inserted into Meals on Wheels distribution
Fliers inserted into meals taken out
Fliers posted at senior center
Fliers posted at Pemberton Apts./Jamestown Housing Authority
Flier posted at the Village Apts.
Notification to FOJS Board
Announcements at various programs
Posting on Facebook and Instagram

FEEDBACK COLLECTED RE: LUNCH UPSTAIRS

Overall, patrons prefer the 1st floor/Cafe for daily lunch. Special occasions/functions makes sense to be upstairs to accommodate more people than 35.

Comments on first floor

More pleasant, cozy atmosphere
Nicely decorated
Hard to hear and noisy but no echo
Easier on staff, don't like seeing them carry everything up and down stairs

More accessible to water dispenser and coffee/tea

Comments on 2nd floor

Nice to be in natural light

More spread out

Less noisy (don't hear dishwasher running, etc.)

Double echo

Interferes with programs scheduled before and after lunch

2 frail, elderly and unsteady patrons canceled lunches because they do not feel comfortable with their balance upstairs. Prefer going down stairs vs up stairs (even though elevator accessible).

See you later,

Ellen

From: [Andrew Wade](#)
To: "[Ellen Vietri](#)"
Subject: RE: Senior Program Coordination
Date: Monday, January 11, 2016 12:49:00 PM

Hi Ellen!

You must have read my mind. I was hoping to reach out to you this week. I am interested very much in getting together with you to discuss programs. That time works fine for me. Your place or mine?

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Ellen Vietri [mailto:evietri@jamestownri.net]
Sent: Monday, January 11, 2016 12:36 PM
To: awade@jamestownri.net
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Ellen

Ellen Conway Vietri
Executive Director
Jamestown Senior Center
401.423.2761

From: Ellen Conway-Vietri
To: awade@jamestownri.net
Cc: evietri@jamestownri.net
Subject: coordination/discussion topics
Date: Thursday, January 14, 2016 8:52:31 AM

Good morning, Andy.

Here's the start of some clarifications we can work on together later this morning and into the coming weeks. Perhaps you could review and consider things that aren't captured here and then we can talk through and prioritize the list?

HEALTH AND WELLNESS

- What's the vetting process for determining instructor qualifications who will be offering senior-only or programs with older adults promoted to?
- What insurance coverage are instructors required to hold?
- Will there be preference to support local small businesses/contractors?
- Will the rec dept be offering a uniform fee for all physical fitness classes including yoga, dance, flex and stretch classes, strengthening routines etc.
- Will they be offering programs for a subsidy rate (e.g \$2 or \$3) like other area town-managed centers?
- Will there be consideration for classes offered to seniors e.g. sliding scale for those unable to afford standard rates such as \$10/\$12 per class?
- Will there be an hourly fee paid to contract instructors and how is that rate determined?
- What happens for classes that are 75 or 90 minutes?
- Are they required to submit invoices and how often are they paid?
- Will town-owned equipment be available at locations (yoga mats/blocks/straps, resistance bands, etc.)
- What are the standard tools for promotion, class evaluations?
- Who should develop the questions set and tally results for reporting?
- Should reporting on fitness vs social activities be coordinated or handled centrally by the rec staff?
- Will yoga/wellness students be allowed to "pay at the door" and pay the instructor?....

- How would cash receipt be handled and submission to rec dept.
- Is handing in \$ after class to rec dept permissible to facilitate ease for drop-in students
- Do we need to issue Rec dept waivers immediately for classes underway?

SOCIAL AND INTELLECTUAL ENRICHMENT

- Will clubs/groups (knitting, scrabble, walking, painting, etc.) be offered through or administered through the senior center as a community enrichment program or will they be planned, promoted, etc through the rec dept.
- Are all offerings by the senior center (speakers, day trips, overnight trips, overseas trips, health education series, wellness/flu shot clinics, etc.) expected to come under the recreation dept. umbrella
- What would be the approval process?
- Will rec dept coordinate with AAA/Conway Tours, professors,
- Will rec dept promote, handle registrations (sign-ups, payment, waivers), communicate updates to people registered, coordinate with Police for parking, etc ?
- Do you see a scenario for two separate waivers if 'programs' are offered
- through the senior center?

COORDINATION BETWEEN REC AND SENIOR CENTER/PARTNERSHIPS

- Which community groups should we prioritize in working together to reduce redundant/conflicting offerings in the community?
- Would your staff be available to support transportation to the meal site, local programs, etc.?
- What events do we want to co-sponsor together for 2016/2017 (Eg. Intergenerational picnics, intergenerational Bingo, music programs, etc.)

- What events would we like other orgs to support with donations (eg. Police fundraiser, Penguin Plunge, Chamber events, etc)
- What grant opportunities and program development initiatives should we partner together on this year?

OTHER

See you soon in a couple of minutes ... may be a few minutes late but def there before 10am.

Ellen

**CENTENNIAL
COMMUNITY GRANT
MATERIALS**

Centennial Community Grants Application

SECTION I: ORGANIZATION INFORMATION

Name of Organization: Friends of Jamestown Seniors, Inc.

Chief Executive Name: Edward N. Holland

Chief Executive Title: Friends of Jamestown Seniors, Inc. Board President

Chief Executive Email: hvaced@yahoo.com

Address: PO Box 184

Address: 6 West Street

City: Jamestown State: RI Zip Code: 02835

Telephone Number: (401)4 23-2761

Fax Number: (401) 423-0619

Organization's Website: Under development within Town of Jamestown website

Does your organization have its tax exempt 5501 (c) status: Yes

IRS 501 (c) tax determination letter: See attachment

EIN of organization or that of your fiscal sponsor: XXXXXX

SECTION II; FISCAL SPONSOR INFORMATION

Not applicable

SECTION III: PROJECT INFORMATION

Project Title (max 10 words): Jamestown Senior Center Hall and Stage Restoration Project

What community is your proposed project designed to serve? Select one

This project is designed to celebrate the unique character of Rhode Island's communities. What does the word "community" mean to you in regards to this project? What words would you use to describe your community? (max 100 words)

This project will serve senior citizens, as well as various youth and civic groups on Jamestown. Given the limited affordable, public spaces on the island, the project will provide a much needed venue for expanded arts, music and intergenerational programming for our 5,400 residents.

Our organization defines 'community' as enriching the lives of our neighbors and affording a high quality of life for our aging. This project will continue the community-spirit engendered by the resident volunteers that erected the building in 1926. They created a meeting place for social gatherings and it is our commitment to maintain that tradition.

Project Description (max 500 words):

This proposed project involves restoration of antique wood flooring and wainscoting, as well as replacement of the electrical stage lighting -- all of which was installed in 1926. Please see the sections below for details:

1. **Wood Flooring Restoration** - of XXX square feet of maple flooring (initial contractor inspections have indicated that no major repair is required)

The steps outlined are as follows:

Inspecting the Floor

- Perform a thorough inspection of the floor boards to identify areas that have been damaged by sunlight, wear, water and humidity, varnish wear, and wax build up
- Inspect for gaps between boards

Make Repairs

- Cut or chisel out and damaged boards and replace it.
- Sand any floor boards that are cupped on the diagonal
- Bleach any discolored boards
- Strip the finish

Filling and Sanding

- If broad filling is needed, then a thin layer of latex filler will be applied to the whole floor
- The floor will be lightly sanded to even-out the boards and remove and excess finish or build-up

Finishing

- Apply several coats of a penetrating oil finish
- Apply layers as needed for a hard-coat finish
- Replace four (4) forced hot air heating grates

2. Wainscoting Restoration

The steps outlined are as follows:

Cleaning

- Remove buildup of dirt and oil

Sand the Surface

- Sand to remove the first layer of stain
- Wipe away excess dust
- Apply a coat of mineral spirits

Fill and Refinish

- Apply fill as needed
- Apply stain
- Apply layers of shellac with sanding between coatings

3. Stage Lighting Replacement

The steps outlined are as follows:

- Obtain permit
- Remove existing wiring, tubes and lamps
- Replace wiring and lamps
- Replace (X) motors
- Provide options for customer to select spots, bulbs, etc
- Train customer on use

What specific permits or approvals does your project require, and have you already received them? If so, please upload any relevant supporting materials (i.e. letter of achieving whatever permissions your project requires. (max 250 words)

This project will require a permit for the electrical work.

ED, COULD YOU DESCRIBE THE PERMITTING PROCESS FOR THE ELECTRICAL WORK HERE

ANDY, WOULD YOU PLEASE PROVIDE A LETTER OF SUPPORT FOR THIS PROJECT IN A PDF THAT CAN BE UPLOADED

The Friends of Jamestown Seniors, Inc. follows the contracting protocol as the Town of Jamestown. For projects over \$5,000, a minimum of three bids are required. Upon award of this grant, a request for proposals will be advertised in local newspapers. The contractor with the best proposal evaluation will be selected and awarded the contract. Bids for the wood restoration work and the electrical will be required.

Amount requested: \$15,000

Start date: TBD based upon funding availability

End date: **TBD**

We commit to make exceptionally good use of the funds awarded.

SECTION IV: CONTACT PERSON

First Name: Ellen

Last Name: Vietri

Title: Executive Director

Tel: (401) 423-2761

Cell: (401) 864-2227

Email: evietri@jamestownri.net

From: [Andrew Nota](#)
To: "[Andrew Wade](#)"
Cc: "[ccollins](#)"; "[Mike Gray](#)"
Subject: RE: RI Foundation Centennial Community Grant
Date: Tuesday, February 09, 2016 3:24:20 PM

Andy,

My first question would be why does the grant have to be submitted for the FJOS and not the Town, adding another layer to the process? This is where I am unsure if Ellen understands her role and who she should be speaking with regarding projects of this type. We can submit the grant either way (town or FOJS) although our objective of becoming more engaged and supportive of the FJOS was to take on these types of professional responsibilities and lessen the burden on the board. Another question is where does the most immediate need lie in this building, in the activity room on the second floor or on the basement level, which needs a full floor replacement?

I would be more comfortable if we met with Ellen to review these issues and submit the grant in the name of the Town.

Andy

From: Andrew Wade [mailto:awade@jamestownri.net]
Sent: Tuesday, February 9, 2016 1:02 PM
To: 'Andrew Nota' <anota@jamestownri.net>
Subject: FW: RI Foundation Centennial Community Grant

Senior Grant

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Andrew Wade [mailto:andrewwade5577@gmail.com]
Sent: Tuesday, February 09, 2016 1:00 PM
To: awade@jamestownri.net
Subject: Fwd: RI Foundation Centennial Community Grant

----- Forwarded message -----

From: **Ellen Conway-Vietri** <ecvietri@gmail.com>
Date: Mon, Feb 8, 2016 at 2:09 PM
Subject: RI Foundation Centennial Community Grant
To: "hvaced@yahoo.com" <hvaced@yahoo.com>
Cc: awade@jamestownri.net

Ed,

Please take a look at this draft grant application. The application itself is online so I've created a Word version for reviews.

I need some language inserted re: electrical permits and process. I marked the area in red in Section III. If you or Andy have comments about the detail on the project, I'm open to feedback.

Mike Gray has been busy with the storms so we haven't been able to connect.

We're trying to get the draft to Andy Nota for his review and letter of support by Noon on Tuesday.

Thanks and call me with any questions,
Ellen

MEAL SITE

From: Andrew Wade
To: "Thomas Tighe"
Subject: Senior Meal Site
Date: Tuesday, July 25, 2017 8:58:00 AM

Good Morning Tom,

I am writing to inform you that yesterday I received a letter from Ernest Anthony declaring his formal resignation from his post at the Meal Site. We will be moving forward ASAP looking for his replacement and would very much like to receive input from the friends during this process. Please feel free to contact me in regards to this matter.

Sincerely,

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

**TOWN
FISCAL YEAR
PROPOSED BUDGET
PROGRAM**

Town of Jamestown

FY2018-2019

**Town Administrator
Proposed Operating Budget
March 26, 2018**

Operating Budget Work Session #1

Monday, March 26, 2018

Town Council	Finance Department
Town Administrator	Tax Assessor
Probate Court	Police Department & Animal Control
Election and Town Meetings	Protective Services/Building
Legal Counsel	Parks, Recreation and Senior Services
Clerk and Records	Misc. and Debt Service
Planning Department	
Zoning	
Personnel	

FY 2018-2019 Proposed Town and School Budget

	2015-16	2016-17	2017-18	2018-19	
	Adopted	Adopted	Adopted	Proposed	

					Inc/(Dec)	Change
Town						
Operations	\$8,225,375	\$8,341,040	\$8,581,899	\$8,812,469	\$230,570	2.69%
Capital	1,283,500	1,213,500	1,124,000	996,200	(\$127,800)	-11.37%
Debt Service	915,172	818,995	949,260	951,397	\$2,137	0.23%
subtotal	\$10,424,047	\$10,373,535	\$10,655,159	\$10,760,066	\$104,907	0.98%

Schools

Operations	\$11,652,671	\$11,860,021	\$12,140,553	\$12,779,566	\$639,013	5.26%
Capital	158,360	119,245	107,675	166,825	\$59,150	54.93%
Debt Service	258,605	262,647	262,920	263,081	\$161	0.06%
Grants	316,871	408,528	405,496	328,576	(\$76,920)	-18.97%
Nutrition	139,950	145,450	145,450	130,650	(\$14,800)	-10.18%
subtotal	\$12,526,457	\$12,795,891	\$13,062,094	\$13,668,698	\$606,604	4.64%

Total	\$22,950,504	\$23,169,426	\$23,717,253	\$24,428,764	\$711,511	3.00%
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PROPERTY TAX PROGRAM

To support the 2018-2019 fiscal year appropriation, a property tax rate of \$8.95 per thousand dollars of assessed valuation will be necessary. This includes a rate increase of (\$0.29) cents from the 2018 fiscal year rate of \$8.66. The distribution of the rate for Municipal Operations will require an increase from \$3.69 in FY 2018 to a new rate of \$3.74 in FY2019 or an increase of 1.49%. The School Department will realize a rate increase from \$4.97 in FY 2018 to \$5.21 in FY 2019 or an increase of \$0.24 or 4.79%.

Property Tax Levy Growth	Municipal Program	School Program	Total
Adopted FY 2014-2015 Tax Levy	\$7,973,411	\$10,510,346	\$18,483,757
FY 2014-2015 Tax Distribution Percentage	43.14%	56.86%	100.00%
Adopted FY 2015-2016 Tax Levy	\$8,132,046	\$10,554,140	\$18,686,186
FY 2015-2016 Tax Distribution Percentage	43.52%	56.48%	100.00%
Adopted FY 2016-2017 Tax Levy	\$8,031,182	\$10,815,963	\$18,847,145
FY 2016-2017 Tax Distribution Percentage	42.61%	57.39%	100.00%
Adopted FY 2017-2018 Tax Levy	\$8,194,531	\$11,031,077	\$19,225,608
FY 2017-2018 Tax Distribution Percentage	42.62%	57.38%	100.00%
Adopted FY 2018-2019 Tax Levy	\$8,351,591	\$11,608,423	\$19,960,014
FY 2017-2018 Tax Distribution Percentage	41.84%	58.16%	100.00%

TAX LEVY

The balance of the revenues necessary to support the Towns \$24.4 million budget is derived from the local property and motor vehicle taxes. As reflected in the below spreadsheet, a tax levy of \$19,960,014 is proposed for the 2018-2019 fiscal year.

Property Tax Levy		Proposed		Average				
FY2012-2013	FY2013-14	FY2014-15	FY2015-16	FY2016-17	2017-2018	2018-2019	Inc./ (dec.)	%
\$18,349,874	\$18,349,874	\$18,483,757	\$18,686,186	\$18,847,145	\$19,225,608	\$19,960,014	\$734,406	3.82%
Inc/(dec.)	\$0	\$133,883	\$202,429	\$160,959	\$378,463	\$734,406		
								\$268,357

Under the 4% cap requirement, the maximum tax levy increase the Town could have sought under the existing limit totaled \$19,994,632 or an increase of \$769,024. The proposed budget reflects an increase of \$734,406, an amount below the statutory cap by \$34,618.

TAX RATE HISTORY

Property Tax Rate History

	FY2011-12	FY2012-2013	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-2018	FY2018-2019	Perior Yr. Inc./ (Dec.)	FY12-FY19 Rate Inc./ (Dec.)	Avg. Ra
	\$9.21	\$9.35	\$8.75	\$8.75	\$8.78	\$8.58	\$8.66	\$8.95	\$0.29	(\$0.26)	\$8.88
	1.10%	1.52%	-6.42%	0.00%	0.34%	-2.28%	0.93%	3.35%			

Residential Property Tax

Examples of Rate Impact

	FY2015-16	FY2016-17	FY2017-18	Proposed FY2018-19	Change Inc./ (dec.)
Residential Assessed Value	500,000	500,000	500,000	500,000	
Tax Levy Per Average Residential Parcel	\$4,390	\$4,290	\$4,330	\$4,475	\$145.00
Residential Assessed Value	1,000,000	1,000,000	1,000,000	1,000,000	
Tax Levy Per Average Residential Parcel	\$8,780	\$8,580	\$8,660	\$8,950	\$290.00
Residential Assessed Value	2,000,000	2,000,000	2,000,000	2,000,000	
Tax Levy Per Average Residential Parcel	\$17,560	\$17,160	\$17,320	\$17,900	\$580.00
Tax Rate Differential	\$8.78	\$8.58	\$8.66	\$8.95	\$0.29

The tax liability for the average residentially assessed property in the value amounts indicated, reflect an increase based on the proposed \$0.26 tax rate increase. These figures reflect an increase based on a given property assessment not having changed from the prior year.

CAPITAL PROGRAM

In FY 2018-2019, a net general fund Municipal Capital Program of \$996,200 is proposed, reflecting a decrease of **(\$127,800)** or **(12.83%)** from the current fiscal year adopted budget of \$1,124,000. For the 2018-2019 fiscal year, a targeted program is offered to address a wide array of important and diverse community projects designed to address existing needs within the community. The School Departments proposed capital program for FY 2019 is \$166,825, reflecting an increase of \$59,150 or 54.93% from FY 2018.

Capital Program (Pay as You Go) Annual Program	2014-2015 Adopted	2015-2016 Adopted	2016-2017 Adopted	2017-2018 Adopted	2018-2019 Proposed	Inc./ (Dec.)
General Municipal Program	\$155,000	\$189,000	\$249,500	\$360,000	\$212,500	(\$147,500)
Public Safety (Police/Fire/EMS)	220,000	151,000	144,000	164,000	183,700	\$19,700
Public Works	1,022,000	813,500	685,000	515,000	550,000	\$35,000
Parks and Recreation	10,000	130,000	135,000	85,000	50,000	(\$35,000)
Town Capital Program	\$1,407,000	\$1,283,500	\$1,213,500	\$1,124,000	\$996,200	(\$127,800)
School Capital Program	\$120,000	\$158,360	\$119,245	\$107,675	\$166,825	\$59,150
Total Capital Program	\$1,527,000	\$1,441,860	\$1,332,745	\$1,231,675	\$1,163,025	(\$68,650)

FUND BALANCE

This Unrestricted Fund Balance reserve should amount to no less than two months of regular general fund operating revenues or general fund operating expenditures of 16.67%. At the end of the 2016-2017 fiscal year, the audited general fund unassigned fund balance was \$5,010,584 which equaled 21.63% of the total general fund expenditures FY17.

Fund Balance	6/30/2011	6/30/2012	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	Change FY11-17	%
Town									
Reserved	\$940,646	\$650,979	\$902,273	\$712,566	\$724,248	\$879,317	\$1,061,280	\$120,634	12.82%
Unreserved	3,787,541	3,929,992	3,585,628	3,767,245	4,159,484	\$4,608,201	\$5,010,584	\$1,223,043	32.29%
Subtotal Town	\$4,728,187	\$4,580,971	\$4,487,901	\$4,479,811	\$4,883,732	\$5,487,518	\$6,071,864	\$1,343,677	28.42%
Change in FB from Prior Year		(\$147,216)	(\$93,070)	(\$8,090)	\$403,921	\$603,786	\$584,346		
				Avg. Inc./ (dec.)					
School									
Reserved	\$496,453	\$399,611	\$1,822,729	\$2,331,702	\$2,288,195	\$2,280,595	\$1,905,083	\$1,408,630	283.74%
Unreserved	\$1,515,365	\$1,964,205	\$1,130,399	\$847,318	\$639,548	\$0	\$0	(\$1,515,365)	-100.00%
Subtotal Schools	\$2,011,818	\$2,363,816	\$2,953,128	\$3,179,020	\$2,927,743	\$2,280,595	\$1,905,083	\$268,777	-5.31%
Change in FB from Prior Year					(\$251,277)	(\$647,148)	(\$375,512)		
				Avg. Inc./ (dec.)				(\$17,789)	

UNRESERVED FUND BALANCE

In evaluating a five-year trend of the unreserved fund balance totals for the Town and School, the Town's overall balance has risen by 8.73% or \$402,374 while the School Department's has reflected a decrease to a \$0 balance or an overall reduction during the period to **(\$1,964,205)**.

6 - Year Trend

Undesignated Fund Balance

	6/30/2012	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	Change from FY16	Change FY12-17	%
Town									
Unreserved	\$3,771,626	\$3,585,628	\$3,767,245	\$4,159,484	\$4,608,210	\$5,010,584	\$402,374	\$1,238,958	32.85%
School									
Unreserved	\$1,964,205	\$1,130,399	\$847,318	\$639,548	\$0	\$0	\$0	(\$1,964,205)	-100.00%

The FY2018 Budget % to Fund Balance % is as follows: Town: \$10,655,159 School: \$12,511,148 Total: \$23,166,30

- Town Unreserved % to Town/School Total Budget \$5,010,584 21.36%
- Town Unreserved/Reserved % to Town/School Total Budget \$6,071,864 26.21%
- Town/School Unreserved % to Town/School Total Budget \$5,010,584 21.36%
- Town/School Unreserved/Reserved % to Town/School Total Budget \$7,976,947 34.43%

Additional Fund Balance detail
as of year ending FY 2017 for
General Fund and School Fund
programs.

FUND BALANCES	General Fund	School Fund	Other GASB 54 Funds	Total Go Funds
<u>Nonspendable:</u>				
Inventories	\$13,003	\$0	\$0	\$13,000
Prepays	\$243,461	\$0	\$0	\$243,460
<u>Restricted for:</u>				
Educational Programs	\$0	\$625,610	\$0	\$625,610
<u>Committed for:</u>				
2018 budget operations	\$150,000	\$200,000	\$0	\$350,000
Capital Programs	\$100,000	\$107,675	\$0	\$207,675
(OPEB) Post Employment Healthcare	\$0	\$650,000	\$0	\$650,000
Compensated Absences	\$554,816	\$321,798	\$0	\$876,614
<u>Assigned for:</u>				
Public Safety	\$0	\$0	\$47,299	\$47,299
Public Works	\$0	\$0	\$686	\$686
Recreation	\$0	\$0	\$170,870	\$170,870
Public Welfare	\$0	\$0	\$64,898	\$64,898
<u>Unassigned:</u>	\$5,010,584	\$0	\$0	\$5,010,584
Total Fund Balances	\$6,071,864	\$1,905,083	\$283,753	\$8,260,700

FY 2018-2019 Revenue Program

Golf Course Revenue:

- Reduction in Golf Course Revenue line is proposed amounting to \$100,000. For many years only \$25,000 out of \$175,000 in annual lease payments remained for Town dedicated Golf Course/Building improvements. In FY19, a total of \$125,000 will be available to support these proposed capital improvements.

Fund Balance Transfer:

- An increase of \$50,000 is proposed in FY19 as a Fund Balance Transfer for Projects. This increases the proposed total Fund Balance transfer to \$300,000.

Motor Vehicle Phase-Out:

- The phase-out is entering Year 2, thus reflecting an additional reduction of (\$26,988) which is reimbursed by the State and reflected as State Revenue.

Town Revenue	2016-2017 Adopted	2017-2018 Adopted	2018-2019 Proposed	Inc./Dec.
Town Clerk	\$300,000	\$300,000	\$300,000	
Building Inspection	150,000	150,000	150,000	
Parks and Recreation	475,000	475,000	475,000	
Dog Fines	5,000	5,000	5,000	
Finance Revenues	85,000	85,000	85,000	
Golf Course / County Club Rental	150,000	150,000	50,000	(100,000)
Ambulance Receipts	186,000	186,000	185,000	(1,000)
Transfer Station Fees	125,000	150,000	150,000	
Alarms - Residnetial Fire/Police Fees	8,000	8,000	8,000	
RI Turnpike and Bridge Authority	29,500	30,000	30,000	
RI Trust TOPS Dividend	16,000	25,000	25,000	
Harbor Management - Yr. 3 seawall	61,805	0	0	
Fund Balance Transfer	150,000	150,000	150,000	
Fund Balance Transfer for Projects	0	100,000	150,000	
Sub-total Town Revenue	\$1,741,305	\$1,814,000	\$1,763,000	(\$51,000)

General Revenue	2016-2017 Adopted	2017-2018 Adopted	2018-2019 Proposed	Inc./Dec.
Interest on Late Tax Payments	\$100,000	\$100,000	\$100,000	
Investment Income	35,000	35,000	35,000	
Motor Vehicle Phase out	515,000	480,145	453,157	(\$26,918)
Sub-total General Revenue	\$650,000	\$615,145	\$588,157	(\$26,918)
Total Local Revenue	\$2,391,305	\$2,429,145	\$2,351,157	(\$77,918)

Proposed School Revenue Reductions:

- Proposed reduction of \$76,920 in State Grant Revenue and \$14,800 in State Nutrition Sales and Reimbursements

Proposed School Revenue Increases:

- Proposed minor increases of \$5,000 in Pre-school Tuition, Medicaid Reimbursement, and Impact Aid.
- A proposed \$25,848 increase in Fund Balance Transfer for OPEB and increase of \$58,300 for Capital and \$850 for Equipment.

School Department Revenue	2016-2017 Adopted	2017-2018 Adopted	2018-2019 Proposed	Inc./ (Dec)
Preschool Tuition	\$45,000	\$50,000	\$55,000	\$5,000
Medicaid Reimbursement	100,000	125,000	130,000	5,000
Miscellaneous	0	0	0	0
Rental Income	1,000	1,000	1,000	0
Transportation Fees	0	0	0	0
Impact Aid	75,000	90,000	95,000	5,000
Grant Revenue	408,528	405,496	328,576	(76,921)
Nutrition Sales and Reimbursements	145,450	145,450	130,650	(14,800)
Transfer - Fund Balance To OPEB	204,829	200,000	225,848	25,848
Transfer - Fund Balance To Capital	93,000	91,700	150,000	58,300
Transfer - Fund Balance To Equipment	20,000	15,975	16,825	850
Total Local Revenues	\$1,092,807	\$1,124,621	\$1,132,899	\$8,277

- The above School Revenue spreadsheet indicates an increase in internal transfers of \$84,998 and \$15,000 in other funds. The major loss/reduction of revenue is attributed to a State Program revenue decline of \$91,720.

Proposed State Revenue:

- Proposed reduction of **(\$3,112)** in State Library Aid.
- Proposed increase of \$26,988 in State reimbursement on motor vehicle Phase-out program.
- Proposed minor increases of \$974 in hotel Tax revenue and \$6,885 in the Meal and Beverage Tax.

State Revenues	2016-2017 Adopted	2017-2018 Adopted	2018-2019 Proposed	Inc./ (Del) (\$3,11
State Library Aid	\$87,697	\$126,828	\$123,716	
Motor Vehicle Reimbursement	22,042	22,334	22,334	
Motor Vehicle Phase-out Reimbursement	0	49,855	76,843	\$26,9
Public Serv. Corp. Tax	67,109	68,263	68,263	
Hotel Tax	29,384	24,805	25,679	\$8
Meals and Beverage Tax	101,816	99,338	106,223	\$6,8
Subtotal - Aid to Town	\$308,048	\$391,423	\$423,058	\$31,63
Education Aid	\$543,376	\$540,646	\$561,626	\$20,9
Total State Aid	\$851,424	\$932,069	\$984,684	\$52,6

- Excluding the shift in Motor Vehicle reimbursement due to Stage 2 of the phase out program, the remaining changes amount to a net increase of \$4,647.

State Aid Reimbursement Program

State Library Aid: It is anticipated that the State will provide approximately \$123,716 in general Library Aid in FY 2018-2019, a slight reduction of **(\$3,112)**. This general aid revenue has increased over the prior two years, although it remains early in the budget process and these figures are subject to change. The municipality has the discretion to distribute funds to the library or libraries it designates as the provider of library services in that community in accordance with the municipality's application for Grant-in Aid (GIA). A municipality to be eligible for GIA Funds must at a minimum, "level fund" their library at an amount equal to or greater than the preceding year and comply with the "Minimum Standards for Rhode Island Public Libraries", as set forth in regulations by the Office of Library and Information Services (OLIS).

Motor Vehicle Excise Tax Phase-Out: As previously noted, the General Assembly instituted a \$500 per vehicle value credit in the FY2012-2013 adopted budget. Funding of \$22,334 is anticipated in FY 2018-2019, stable with the credit realized in FY2017-2018. The second year of the Motor Vehicle Excise Tax Phase-out will realize a total of \$76,843, an increase of \$26,988 from the reimbursement of \$49,855 in FY2017-2018.

Pass-Through Aid Programs

Public Service Corporations Tax: The tangible personal property of cable, telegraph, and telecommunications corporations are exempted from local taxation, although not from taxation from the State. Funds collected from the State from this tax are distributed to cities and towns on the basis of a ratio of the town population to the population of the state as a whole. For the 2018-2019 fiscal year, the Town is projecting funding in the amount of \$68,263, reflecting revenue stability with the same figure in FY2017-2018.

Meals and Beverage Tax: The State meal tax was changed by the General Assembly in 2003 when it was increased by 1% on the sale of all prepared foods and meals served by any food service provider. Receipts from this 1% tax are collected by the State Division of Taxation and transferred back to the municipality in which the meals and beverages were delivered. This tax is projected to exceed \$29.7 million in FY2019, an increase from \$27.8 million in FY2018. It is estimated that the Town will receive \$106,223 during the 2018-2019 fiscal year, an increase of \$6,896 over the FY2018 total of \$99,338.

Hotel Tax: In 1986 the General Assembly enacted the Hotel Tax, a five-percent (5%) tax upon the total charge for occupancy any space furnished by any hotel of the state. Twenty-five percent (25%) of the revenues generated from the five-percent (5%) tax are distributed to the municipalities where the individual hotels are located. In 2004, the General Assembly enacted a one-percent (1%) gross receipts tax on the total occupancy charge. The taxes are collected by the Division of Taxation and distributed at least quarterly to the city or town where the hotel is located.

In FY 2018-2019, \$10.9 million is estimated to be generated from this tax on a state-wide basis, an increase from \$9.9 million FY2018. It is anticipated that the Town will receive \$25,679 in FY 2018-2019, an increase of \$874 from FY 2017-2018.

FY2018-2019 Expenditure Program

GENERAL FUND FUNCTIONAL DISTRIBUTION

General Fund Functional Distribution	2015-2016		2016-2017		2017-2018		2018-2019		Increase Over (under)		Inc./Dec.) Percent
	Actual		Actual	Adopted	Adopted	Proposed	Adopted Budget				
General Administration	\$2,821,163		\$2,917,201	\$2,943,169	\$3,013,417	\$70,248	2.39%				
Police/Animal Control/EMA	1,612,840		1,728,746	1,741,823	1,819,860	\$78,037	4.48%				
Fire/EMS	787,917		754,135	774,035	796,635	\$22,600	2.92%				
Public Works	1,723,689		1,896,771	1,956,098	1,971,499	\$15,401	0.79%				
Parks and Recreation/Senior Program	579,116		585,865	599,818	633,863	\$34,045	5.68%				
Library	407,382		432,018	473,256	483,495	\$10,239	2.16%				
Public Welfare/Health	20,464		16,500	31,500	31,500	\$0	0.00%				
Operating Program Total	\$7,952,571		\$8,331,236	\$8,519,699	\$8,750,269	\$230,570	2.71%				
Debt Service	863,637		818,995	949,260	951,397	\$2,137	0.23%				
School Debt Service	258,605		262,647	262,920	263,081	\$161	0.06%				
Capital Program	1,283,500		1,213,500	1,124,000	996,200	(\$127,800)	-11.37%				
School Capital	158,360		119,245	107,675	166,825	\$59,150	54.93%				
School Fund Transfer	10,710,950		10,975,649	11,196,365	11,766,830	\$570,465	5.10%				
Cost Center Total	\$13,275,052		\$13,390,036	\$13,640,220	\$14,144,333	\$504,113	3.70%				
Functional Distribution Total	\$21,227,623		\$21,721,272	\$22,159,919	\$22,894,602	\$734,683	3.32%				

Summary of Changes:

- Town Administrator: line reflects eligibility for longevity.
- Legal Counsel: reflects a place holder for possible Council adjustment in 2019 based on legal service comparisons.
- Personnel: reflects increases in Social Security, Health/Dental Benefits and Worker's Compensation Costs.
- Police/EMA/Animal Control: reflects increases in salary, longevity, retirement benefits, uniforms for new hires, generator maintenance at Lawn Avenue and animal/tick management programs.
- Fire/EMS Services: reflects increases in Rescue Insurance, Medical Director costs, ALS Per Diem.
- Public Works: Reflects salary changes.
- Library Services: Reflects insurance and salary increases.
- Parks and Recreation: Reflects increases in insurance, salaries, seasonal sanitary facilities and Senior Services.
- School Department: Reflects increases in General Operations and Capital Improvements.

	2017-2018 Adopted	2018-2019 Proposed	Inc./ (Dec.)	Percent Change
General Administration				
Town Council	\$16,050	\$15,800		
Town Administrator	198,336	202,896		
Probate Court	6,964	7,098		
Election and Town Meetings	16,215	16,100		
Legal Counsel	95,000	115,000		
Clerk and Records	198,747	202,394		
Planning Department	134,581	137,785		
Zoning	8,700	9,500		
Personnel	1,625,583	1,656,579		
Finance	250,660	256,766		
Tax Assessor	86,350	84,312		
Town Audit	22,000	22,000		
Police Department/EMA/Animal Control	1,741,823	1,819,860		
Fire/EMS Services	774,035	796,635		
Protective Service/Building Inspections	283,983	287,187		
Public Works	1,956,098	1,971,499		
Public Health	31,500	31,500		
Library Services	473,256	483,495		
Parks and Recreation/Senior Services	598,818	633,863		
Miscellaneous	62,200	62,200		
Debt Service	949,260	951,397		
Public Schools	13,062,094	13,668,698		
<i>rounding may distort totals</i>				
			606,604	4.64%
			(\$250)	-1.56
			4,560	2.30
			134	1.92
			(115)	-0.71
			20,000	21.05
			3,647	1.83
			3,204	2.38
			800	9.20
			30,996	1.91
			6,106	2.44
			(2,038)	-2.36
			0	0.00
			78,037	4.48
			22,600	2.92
			3,204	1.13
			15,401	0.79
			0	0.00
			10,239	2.16
			35,045	5.85
			0	0.00
			2,137	0.23
			606,604	4.64

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT. HEAD		ADMIN		COUNCIL RECOMMEND
			DEPT HEAD PROPOSED	PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	
GENERAL GOVERNMENT							
1100-7001							
70101	13,175.00	13,800.00	13,800.00	0.00%	13,800.00	0.00%	
70302	326.04	1,000.00	1,000.00	0.00%	1,000.00	0.00%	
70305	405.75	1,250.00	1,250.00	0.00%	1,000.00	-20.00%	
Sub Total:	13,906.79	16,050.00	16,050.00	0.00%	15,800.00	-1.56%	

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD		ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDE
				PERCENT INCREASE	PERCENT INCREASE			
GENERAL GOVERNMENT								
1100-7002 TOWN ADMINISTRATOR								
70101	114,624.38	114,625.00	117,490.00	2.50%	2.50%	117,490.00	2.50%	0.0
	0.00	0.00	0.00	0.00%	0.00%	3,011.00	0.00%	0.0
70102	65,068.59	66,346.00	67,895.00	2.33%	2.33%	67,895.00	2.33%	0.0
70302	4,399.51	2,500.00	2,500.00	0.00%	0.00%	2,500.00	0.00%	0.0
70303	10,781.96	12,000.00	12,000.00	0.00%	0.00%	12,000.00	0.00%	0.0
Sub Total:	194,874.44	195,471.00	199,885.00	2.26%	2.26%	202,896.00	3.80%	0.0

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT. HEAD		ADMIN		COUNCIL RECOMMEND
			DEPT HEAD PROPOSED	PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	
GENERAL GOVERNMENT							
1100-7003 PROBATE COURT							
70101	5,233.02	5,364.00	5,364.00	0.00%	5,498.00	2.50%	0
70302	1,596.57	1,600.00	1,600.00	0.00%	1,600.00	0.00%	0
Sub Total	6,829.59	6,964.00	6,964.00	0.00%	7,098.00	1.92%	0

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	GENERAL GOVERNMENT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED
1100-7004	ELECTION & TOWN MEETINGS							
70101	Salaries, Canvassers (3 & 2 alt.)	5,236.00	7,865.00	5,236.00	-33.43%	5,300.00	-32.61%	0.00
70102	Salary, Clerical	1,011.18	600.00	1,784.00	197.33%	1,500.00	150.00%	0.00
70103	Salaries, Moderator & Sergeant	1,419.72	1,450.00	1,450.00	0.00%	1,450.00	0.00%	0.00
70104	Election Supervisors	4,225.00	2,700.00	5,800.00	114.81%	4,000.00	48.15%	0.00
70302	Fees, Supplies & Dues	2,025.56	2,500.00	3,418.00	36.72%	3,000.00	20.00%	0.00
70305	Advertising & Printing	1,309.33	1,100.00	850.00	-22.73%	850.00	-22.73%	0.00
	Sub Total:	15,226.79	16,215.00	18,538.00	14.33%	16,100.00	-0.71%	0.00

TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019

ACCOUNT	GENERAL GOVERNMENT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT. HEAD		ADMIN		COUNCIL RECOMMENDI
				PROPOSED	PERCENT INCREASE	PROPOSED	PERCENT INCREASE	
1100-7005	LEGAL							
70201	Professional Services	85,415.59	95,000.00	95,000.00	0.00%	115,000.00	21.05%	0.
	Sub Total:	85,415.59	95,000.00	95,000.00	0.00%	115,000.00	21.05%	0.

Summary:

In a recent review of select communities in the region, the cost of a full compliment of comparable legal services is in the range of \$150,000 - \$175,000 per year. I am proposing the same \$95,000 for FY19 until such time that the next Town Council reviews the Legal Service Agreement with Ruggiero, Brochu and Petrarca when they take office mid-fiscal year. The added placeholder of \$20,000 would address the majority of any such adjustment considered by the Council for this firm or another firm that is secured to provide municipal legal services. Additional research and service comparisons will be required during any such future review to be conducted.

Services include: General Counsel Services, including coverage of two Council meetings monthly, legal coverage for the Planning Commission and Zoning Board of Review and Special Counsel for Criminal Prosecution. All litigation, negotiation and other non-retainer matters are addressed on an hourly basis.

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	GENERAL GOVERNMENT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED
1100-7006	CLERK & RECORDS							
70101	Salary, Town Clerk (1) w/longevity	70,297.80	71,996.00	71,996.00	0.00%	74,374.00	3.30%	0.00
70102	Salary, Clerical (2) w/longevity	93,264.44	92,951.00	95,320.00	2.55%	95,320.00	2.55%	0.00
70302	Fees, Supplies & Dues	28,413.05	31,000.00	31,000.00	0.00%	30,000.00	-3.23%	0.00
70305	Advertising & Printing	1,024.42	2,800.00	2,800.00	0.00%	2,700.00	-3.57%	0.00
	Sub Total:	192,999.71	198,747.00	201,116.00	1.19%	202,394.00	1.83%	0.00

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT. HEAD		ADMIN		ADMIN PERCENT INCREASE	COUNCIL RECOMMEND
			DEPT HEAD PROPOSED	PERCENT INCREASE	ADMIN PROPOSED	PERCENT INCREASE		
GENERAL GOVERNMENT								
1100-7007	PLANNING							
70101	Salary, Town Planner (1) w/longevity	80,761.71	82,606.00	0.00%	84,496.00	2.29%	0	
70102	Salary, Clerical (.8) w/longevity	38,084.86	39,257.51	1.11%	40,239.00	3.64%	0	
70201	Planning Commission	7,000.00	7,150.00	0.00%	7,150.00	0.00%	0	
70302	Fees, Supplies & Dues	5,864.90	5,500.00	0.00%	5,500.00	0.00%	0	
70305	Advertising	0.00	500.00	0.00%	400.00	-20.00%	0	
	Sub Total	131,711.47	135,013.51	0.32%	137,785.00	2.38%	0	

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT. HEAD		ADMIN		ADMIN PERCENT INCREASE	COUNCIL RECOMMENDE
			DEPT HEAD PROPOSED	PERCENT INCREASE	ADMIN PROPOSED	PERCENT INCREASE		
GENERAL GOVERNMENT								
1100-7008								
70101	8,390.26	8,000.00	8,000.00	0.00%	8,000.00	0.00%	0.0	
70302	2,519.19	700.00	700.00	0.00%	1,500.00	114.29%	0.0	
Sub Total	5,871.07	8,700.00	8,700.00	0.00%	9,500.00	9.20%	0.0	

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	GENERAL GOVERNMENT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD		ADMIN		COUNCIL RECOMMENDI
					PERCENT INCREASE	PROPOSED	PERCENT INCREASE	PROPOSED	
1100-7009	PERSONNEL								
70900	Social Security Tax	284,774.88	293,223.00	300,000.00	2.31%	305,000.00	4.02%	0.	
70901	Blue Cross/Delta Dental	574,231.65	672,600.00	700,000.00	4.07%	686,000.00	1.99%	0.	
70902	Workers' Compensation	75,605.00	70,000.00	85,000.00	21.43%	85,000.00	21.43%	0.	
70903	Retirement System	321,837.66	296,425.00	300,000.00	1.21%	300,000.00	1.21%	0.	
70906	Life Insurance	11,412.87	10,000.00	11,000.00	10.00%	11,000.00	10.00%	0.	
70907	General Liability Insurance	113,218.21	110,000.00	112,000.00	1.82%	112,000.00	1.82%	0.	
70910	Salary Study Adjustment	0.00	45,000.00	0.00	-100.00%	12,937.00	-71.25%	0.	
70920	OPEB - Other Post Employment Benefits	0.00	25,000.00	25,000.00	0.00%	25,000.00	0.00%	0.	
	Blue Cross - Police Retiree	125,064.37	119,700.00	125,000.00	4.43%	119,642.00	-0.05%	0.	
	Sub Total	1,506,144.64	1,641,948.00	1,658,000.00	0.98%	1,656,579.00	0.89%	0.	
	TOTAL GENERAL GOVT:	2,152,980.09	2,313,676.00	2,339,266.51	1.11%	2,363,152.00	2.14%	0.	

Increases totaling .89% reflect costs in Health Benefits, Workers' Compensation based on claims history and other minor cost increases in the Social Security Tax and Retirement System costs.

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED
FINANCE							
1100-7010 FINANCE OFFICE							
70100 Salary, Finance Director (1) w/longevity	96,714.52	96,215.00	97,287.00	1.11%	99,720.00	3.64%	0.00
70101 Salary, Deputy Tax Collector (1) w/longevity	69,474.94	68,445.00	70,046.00	2.34%	70,046.00	2.34%	0.00
70102 Consultant, Computer Technician	46,111.94	44,000.00	45,000.00	2.27%	45,000.00	2.27%	0.00
70201 Professional Services	25,031.49	21,000.00	21,000.00	0.00%	21,000.00	0.00%	0.00
70302 Fees, Supplies & Dues	18,771.13	21,000.00	21,000.00	0.00%	21,000.00	0.00%	0.00
70305 Advertising & Printing	105.93	0.00	0.00	0.00%	0.00	0.00%	0.00
Sub Total:	256,209.95	250,660.00	254,333.00	1.47%	256,766.00	2.44%	0.00
1100-7011 TAX ASSESSOR							
70101 Salary, Assessor (.8) w/longevity	65,943.54	55,000.00	68,500.00	24.55%	70,212.00	27.66%	0.00
70102 Clerical (as needed)	2,499.00	2,000.00	0.00	0.00%	0.00	0.00%	0.00
70302 Fees, Supplies & Dues	12,404.37	12,750.00	15,675.00	22.94%	13,000.00	1.96%	0.00
70305 Advertising & Printing	849.22	1,100.00	1,100.00	0.00%	1,100.00	0.00%	0.00
70380 Field Inspections	2,500.00	2,000.00	0.00	-100.00%	0.00	-100.00%	0.00
Sub Total	84,196.13	72,850.00	85,275.00	17.06%	84,312.00	15.73%	0.00
1100-7012 AUDIT OF ACCOUNTS							
70201 Professional Services	18,200.00	22,000.00	22,000.00	0.00%	22,000.00	0.00%	0.00
Sub Total:	18,200.00	22,000.00	22,000.00	0.00%	22,000.00	0.00%	0.00
TOTAL FINANCE DEPT:	358,606.08	345,510.00	361,608.00	4.66%	363,078.00	5.08%	0.00

In the Finance Department, normal personnel cost increases are reflected while in the Tax Assessor's Office the shift back to a full-time Assessor has been recognized accounting for the 15.73% department increase back to the salary range utilized before the former Assessor had retired.

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	PUBLIC SAFETY	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED
1100-7031	POLICE PROTECTION							
70100	Salary, Police Chief	92,061.32	96,664.00	97,665.00	1.04%	100,107.00	3.56%	0.00
70101	Salaries, Police (13) Longevity, Officers	895,982.95	762,956.00	793,949.00	4.06%	793,949.00	4.06%	0.00
70102	Salaries Dispatch (4.5), (.5) Admin, Seasonal (1)		46,476.00	50,928.00	9.58%	50,928.00	9.58%	0.00
70103	Longevity, Dispatch/Support	55,826.50	210,883.00	220,094.00	4.37%	220,094.00	4.37%	0.00
70104	Police Benefits	50,499.07	47,160.00	11,288.00	0.53%	11,288.00	0.53%	0.00
	Dispatch Benefits		11,228.00	47,059.00	-0.21%	47,059.00	-0.21%	0.00
	Overtime - Police Officers	260,074.16	10,345.00	10,929.00	5.65%	10,929.00	5.65%	0.00
	Overtime - Dispatch		150,000.00	150,000.00	0.00%	150,000.00	0.00%	0.00
	Police Retirement	175,000.00	15,000.00	15,000.00	0.00%	15,000.00	0.00%	0.00
70302	Fees, Supplies & Dues	21,197.20	183,064.00	208,159.00	13.71%	208,159.00	13.71%	0.00
70303	Computer Maintenance	24,735.90	21,000.00	21,000.00	0.00%	21,000.00	0.00%	0.00
70305	Advertising	0.00	18,500.00	18,500.00	0.00%	18,500.00	0.00%	0.00
70307	Building Maintenance	6,463.77	0.00	0.00	0.00%	0.00	0.00%	0.00
70308	Vehicle Insurance	8,197.00	5,000.00	5,000.00	0.00%	5,000.00	0.00%	0.00
70309	Telephone	12,937.52	8,197.00	8,197.00	0.00%	8,197.00	0.00%	0.00
70310	Personal Equipment, Uniforms	7,451.92	14,500.00	13,000.00	-10.34%	14,500.00	0.00%	0.00
70311	Maintenance of Uniforms - Police	24,050.00	8,000.00	7,500.00	-6.25%	8,000.00	0.00%	0.00
	Maintenance of Uniforms - Dispatch		25,850.00	30,150.00	16.63%	30,150.00	16.63%	0.00
70312	Ammunition & Supplies	2,096.41	2,000.00	2,000.00	0.00%	2,000.00	0.00%	0.00
70313	Maintenance, Police Cars	14,458.70	4,000.00	2,500.00	-37.50%	2,500.00	-37.50%	0.00
70314	Gas & Tires	21,732.38	13,500.00	14,500.00	7.41%	13,500.00	0.00%	0.00
70315	Training	11,446.24	30,000.00	27,500.00	-8.33%	27,500.00	-10.00%	0.00
70316	Police Incentive	1,975.00	18,500.00	15,000.00	-18.92%	15,000.00	-18.92%	0.00
70317	Maintenance of Radio System	7,197.16	0.00	5,000.00	0.00%	5,000.00	0.00%	0.00
70318	Equipment	3,137.24	5,000.00	4,500.00	-10.00%	8,000.00	-11.11%	0.00
	Sub Total:	1,696,520.44	1,716,823.00	1,788,418.00	4.17%	1,789,860.00	4.25%	0.00
1100-7031	EMERGENCY MANAGEMENT AGENCY							
70302	EMA - program and generator maintenance	5,000.00	5,000.00	7,500.00	0.50	7,500.00	50.00%	0.00
	Sub Total:	5,000.00	5,000.00	7,500.00	50.00%	7,500.00	50.00%	0.00

Increases reflected in personnel costs, retirement, and uniforms amounting to a 4.25% overall increase.

Police Department	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Prior Year
Operating Budget	Adopted	Proposed	Inc./Dec								
	\$1,557,780	\$1,508,269	\$1,580,108	\$1,639,807	\$1,616,437	\$1,670,096	\$1,638,832	\$1,697,904	\$1,716,823	\$1,789,860	\$73,0
Total Budget Program	\$1,557,780	\$1,508,269	\$1,580,108	\$1,639,807	\$1,616,437	\$1,670,096	\$1,638,832	\$1,697,904	\$1,716,823	\$1,789,860	\$73,0
	-3.18%	4.76%	3.78%	-1.43%	3.32%	-1.87%	3.60%	1.11%	4.25%		

FY2018-2019 – Proposed increase of \$73,073 or 4.25%. Above Operating Budget review over 10 years reflects an increase of 14.9% or \$232,080. (5 – Year review reflects a 7.17% increase overall or \$119,764.)

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT. HEAD		ADMIN		ADMIN PERCENT INCREASE	COUNCIL RECOMMEN
			DEPT HEAD PROPOSED	PERCENT INCREASE	ADMIN PROPOSED	PERCENT INCREASE		
1100-7061								
.XXX	0.00	5,000.00	7,500.00	50.00%	7,500.00	50.00%		
70302	743.91	0.00	0.00	0.00%	0.00	0.00%		
70306	12,541.71	15,000.00	15,000.00	0.00%	15,000.00	0.00%		
TOTAL ANIMAL CONTROL:	13,285.62	20,000.00	22,500.00	12.50%	22,500.00	12.50%		

A modest increase of \$2,500 in Animal Control Services is being recommended to support the efforts underway in providing public education and direct action in the management of wildlife in the community. This program mainly deals with the deer and coyote populations, although is inclusive of other wild species.

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDE
1100-7033							
PROTECTIVE SERVICE							
70101	66,500.72	68,163.00	68,163.00	0.00%	69,867.00	2.50%	0.0
70102	28,023.57	26,320.00	27,820.00	5.70%	27,820.00	5.70%	0.0
70117	9,999.96	10,000.00	10,000.00	0.00%	10,000.00	0.00%	0.0
70118	2,916.69	5,000.00	5,000.00	0.00%	5,000.00	0.00%	0.0
70119	2,916.69	5,000.00	5,000.00	0.00%	5,000.00	0.00%	0.0
70302	4,624.90	4,500.00	5,000.00	11.11%	4,500.00	0.00%	0.0
70328	165,000.00	165,000.00	165,000.00	0.00%	165,000.00	0.00%	0.0
Sub Total:	279,982.53	283,983.00	285,983.00	0.70%	287,187.00	1.13%	0.0

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED
PARKS, BEACHES & RECREATION							
1100-7080 PARKS, BEACHES & RECREATION							
70101	66,500.46	68,163.00	68,163.00	0.00%	69,867.00	2.50%	0.00
70102	124,564.00	134,275.00	172,857.00	28.73%	177,046.00	31.85%	0.00
70103	38,098.02	38,582.00	0.00	-100.00%	0.00	-100.00%	0.00
70104	15,750.00	15,000.00	16,000.00	6.67%	16,000.00	6.67%	0.00
70105	132,221.00	139,208.00	139,500.00	0.21%	139,500.00	0.21%	0.00
70302	5,965.00	6,255.00	6,260.00	0.08%	6,200.00	-0.88%	0.00
70305	3,750.00	4,000.00	4,000.00	0.00%	4,000.00	0.00%	0.00
70308	7,117.00	7,117.00	7,828.70	10.00%	7,830.00	10.02%	0.00
70309	3,699.49	3,840.00	3,000.00	-21.88%	3,300.00	-14.06%	0.00
70310	4,390.44	4,500.00	4,500.00	0.00%	4,000.00	-11.11%	0.00
70314	7,845.03	12,500.00	12,500.00	0.00%	12,000.00	-4.00%	0.00
70321	22,699.58	27,000.00	27,000.00	0.00%	27,000.00	0.00%	0.00
70322	9,858.00	11,000.00	8,000.00	-27.27%	9,000.00	-18.18%	0.00
70323	3,805.00	3,000.00	4,000.00	33.33%	3,800.00	26.67%	0.00
70324	14,000.00	14,000.00	14,000.00	0.00%	14,000.00	0.00%	0.00
70341	8,979.96	10,000.00	10,000.00	0.00%	10,000.00	0.00%	0.00
70344	26,000.00	23,000.00	23,000.00	0.00%	23,000.00	0.00%	0.00
70382	5,180.00	3,825.00	3,500.00	-8.50%	3,500.00	-8.50%	0.00
70383	945.18	1,200.00	1,200.00	0.00%	1,200.00	0.00%	0.00
TOTAL PARKS, BEACHES AND RECREATION:							
	501,368.16	526,465.00	525,308.70	-0.22%	531,243.00	0.91%	0.00

Limited department increase of .91%, resulting from insurance, sanitary facilities and annual personnel costs.

Parks and Recreation	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Prior Yr.
Operating Budget	Adopted \$473,740	Adopted \$476,255	Adopted \$494,320	Adopted \$506,114	Adopted \$507,114	Adopted \$513,199	Adopted \$527,903	Adopted \$513,864	Adopted \$526,465	Proposed \$531,243	\$4,778
Total Budget Program	\$473,740	\$476,255	\$494,320	\$506,114	\$507,114	\$513,199	\$527,903	\$513,864	\$526,465	\$531,243	\$4,778
		0.53%	3.79%	2.39%	0.20%	1.20%	2.87%	-2.66%	2.45%	0.91%	

FY2018-2019 – Proposed increase of \$4,778 or .91%. Above Operating Budget review over 10 years reflects an increase of 12.1% or \$57,503. (5 – Year review reflects a 3.52% increase overall or \$18,075.)

**TOWN OF JAMESTOWN
TOWN ADMINISTRATOR RECOMMENDED BUDGET 2018/2019**

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT. HEAD		ADMIN		ADMIN PERCENT INCREASE	COUNCIL RECOMMEN
			PROPOSED	PERCENT INCREASE	PROPOSED	PERCENT INCREASE		
SENIOR CENTER OPERATIONS								
.458 Senior Center Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1100-7065 Salaries (Part-time)	43,155.09	47,703.00	69,620.00	45.94%	69,620.00	45.94%	45.94%	
70302 Fees, Supplies & Dues	5,551.06	3,000.00	4,000.00	33.33%	4,000.00	33.33%	33.33%	
70309 Telephones & Alarms	2,397.31	1,850.00	2,500.00	35.14%	2,500.00	35.14%	35.14%	
70321 Electricity	4,018.01	5,500.00	4,000.00	-27.27%	5,000.00	-9.09%	-9.09%	
70324 Water	887.36	900.00	1,000.00	11.11%	1,000.00	11.11%	11.11%	
70341 Trash Removal	335.00	400.00	400.00	0.00%	400.00	0.00%	0.00%	
70343 Heat	3,414.78	4,000.00	4,000.00	0.00%	4,000.00	0.00%	0.00%	
70344 Repairs & Maintenance	7,969.76	6,000.00	11,100.00	85.00%	11,100.00	85.00%	85.00%	
70380 Programs	5,764.27	4,000.00	4,000.00	0.00%	5,000.00	25.00%	25.00%	
TOTAL SENIOR CENTER OPERATIONS	73,492.64	73,353.00	100,620.00	37.17%	102,620.00	39.90%	39.90%	

An increase of 39.90% or \$29,267 is proposed, resulting from expansion in hours of Senior Coordinator and part-time bus drivers, fees and supplies, water usage, in "Repairs and Maintenance" line item is now added the contracted cleaning of the facility, and additional support to address program expenses.

Senior Services	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Prior Yr.
Operating Budget	Adopted	Adopted	Adopted	Adopted	Adopted	Proposed	Inc./ (Dec.)
	\$56,963	\$71,693	\$71,693	\$72,000	\$73,353	\$102,620	\$102,620
Total Budget Program		25.86%	0.00%	0.43%	1.88%	39.90%	
							\$29,267

FY2018-2019 – Proposed increase of \$29,267 or 39.90%. Above Operating Budget review over 6 years reflects an increase of 80% or \$45,657. (3 – Year review reflects a 42.52% increase overall or \$30,620).

FINAL SLIDE

Operating Budget Session #1

OPEATING BUDGET PRESENTATION

SESSION #2

March 28, 2018

Operating Budget Work Session #2

Wednesday, March 28, 2018

Public Health & Outside Agencies

Public Safety

Fire Protection

Emergency Medical Services

Public Works

Administration, Engineering, Highway, Snow Removal, Waste Removal
Street Lighting, Other Public Works, Public Buildings, Tree Management

Library Services

Misc. and Debt Service

Capital Budget Review, if needed.

TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
GENERAL GOVERNMENT								
1100-7001	COUNCIL							
70101	13,175.00	13,800.00	13,800.00	0.00%	13,800.00	0.00%		6,900.00
70302	326.04	1,000.00	1,000.00	0.00%	1,000.00	0.00%		50.21
70305	405.75	1,250.00	1,250.00	0.00%	1,000.00	-20.00%		0.00
	Sub Total:	16,050.00	16,050.00	0.00%	15,800.00	-1.56%	0.00	6,950.21
1100-7002	TOWN ADMINISTRATOR							
70101	114,624.38	117,490.00	117,490.00	0.00%	117,490.00	0.00%		74,946.71
	Salary, Administrator (1)	0.00	0.00	0.00%	3,011.00	0.00%		0.00
70102	65,068.59	66,346.00	67,895.00	2.33%	67,895.00	2.33%		44,854.06
70302	4,399.51	2,500.00	2,500.00	0.00%	2,500.00	0.00%		660.40
70303	10,781.96	12,000.00	12,000.00	0.00%	12,000.00	0.00%		7,858.96
	Sub Total:	194,874.44	199,885.00	0.78%	202,896.00	2.30%	0.00	128,320.13
1100-7003	PROBATE COURT							
70101	5,233.02	5,364.00	5,364.00	0.00%	5,498.00	2.50%		3,507.10
70302	1,596.57	1,600.00	1,600.00	0.00%	1,600.00	0.00%		33.21
	Sub Total	6,829.59	6,964.00	0.00%	7,098.00	1.92%	0.00	3,540.31
1100-7004	ELECTION & TOWN MEETINGS							
70101	5,236.00	7,865.00	5,236.00	-33.43%	5,300.00	-32.61%		2,618.00
70102	1,011.18	600.00	1,784.00	197.33%	1,500.00	150.00%		764.43
70103	1,419.72	1,450.00	1,450.00	0.00%	1,450.00	0.00%		647.36
70104	4,225.00	2,700.00	5,800.00	114.81%	4,000.00	48.15%		2,775.00
70302	2,025.56	2,500.00	3,418.00	36.72%	3,000.00	20.00%		1,065.35
70305	1,309.33	1,100.00	850.00	-22.73%	850.00	-22.73%		376.17
	Sub Total:	15,226.79	18,538.00	14.33%	16,100.00	-0.71%	0.00	8,246.31
1100-7005	LEGAL							
70201	85,415.59	95,000.00	95,000.00	0.00%	115,000.00	21.05%		48,065.20
	Sub Total:	85,415.59	95,000.00	0.00%	115,000.00	21.05%	0.00	48,065.20

TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
1100-7006	CLERK & RECORDS							
70101	70,297.80	71,996.00	71,996.00	0.00%	74,374.00	3.30%		45,519.88
70102	93,264.44	92,951.00	95,320.00	2.55%	95,320.00	2.55%		58,810.32
70302	28,413.05	31,000.00	31,000.00	0.00%	30,000.00	-3.23%		9,247.18
70305	1,024.42	2,800.00	2,800.00	0.00%	2,700.00	-3.57%		1,614.89
	192,999.71	198,747.00	201,116.00	1.19%	202,394.00	1.83%	0.00	115,192.27
1100-7007	PLANNING							
70101	80,761.71	82,606.00	82,606.00	0.00%	84,496.00	2.29%		56,436.78
70102	38,084.86	38,825.00	39,257.51	1.11%	40,239.00	3.64%		26,380.94
70201	7,000.00	7,150.00	7,150.00	0.00%	7,150.00	0.00%		0.00
70302	5,864.90	5,500.00	5,500.00	0.00%	5,500.00	0.00%		1,256.43
70305	0.00	500.00	500.00	0.00%	400.00	-20.00%		0.00
	131,711.47	134,581.00	135,013.51	0.32%	137,785.00	2.38%	0.00	84,074.15
1100-7008	ZONING							
70101	8,390.26	8,000.00	8,000.00	0.00%	8,000.00	0.00%		1,950.00
70302	-2,519.19	700.00	700.00	0.00%	1,500.00	114.29%		307.41
	5,871.07	8,700.00	8,700.00	0.00%	9,500.00	9.20%	0.00	2,257.41
1100-7009	PERSONNEL							
70900	284,774.88	293,223.00	300,000.00	2.31%	305,000.00	4.02%		198,006.89
70901	574,231.65	672,600.00	700,000.00	4.07%	686,000.00	1.99%		332,565.09
70902	75,605.00	70,000.00	85,000.00	21.43%	85,000.00	21.43%		93,842.00
70903	321,837.66	296,425.00	300,000.00	1.21%	300,000.00	1.21%		130,436.94
70906	11,412.87	10,000.00	11,000.00	10.00%	11,000.00	10.00%		5,731.36
70907	113,218.21	110,000.00	112,000.00	1.82%	112,000.00	1.82%		101,504.90
70910	0.00	28,635.00	0.00	-100.00%	12,937.00	-54.82%		0.00
	0.00	25,000.00	25,000.00	0.00%	25,000.00	0.00%		0.00
	125,064.37	119,700.00	125,000.00	4.43%	119,642.00	-0.05%		71,379.63
70920	1,506,144.64	1,625,583.00	1,658,000.00	1.99%	1,656,579.00	1.91%	0.00	933,466.81
	2,152,980.09	2,300,176.00	2,339,266.51	1.70%	2,363,152.00	2.74%	0.00	1,330,112.80
	TOTAL GENERAL GOVT:							

TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
FINANCE								
FINANCE OFFICE								
1100-7010								
70100	96,714.52	96,215.00	97,287.00	1.11%	99,720.00	3.64%		68,126.91
70101	69,474.94	68,445.00	70,046.00	2.34%	70,046.00	2.34%		44,150.56
70102	46,111.94	44,000.00	45,000.00	2.27%	45,000.00	2.27%		36,292.45
70201	25,031.49	21,000.00	21,000.00	0.00%	21,000.00	0.00%		14,035.63
70302	18,771.13	21,000.00	21,000.00	0.00%	21,000.00	0.00%		5,908.55
70305	105.93	0.00	0.00		0.00			0.00
	256,209.95	250,660.00	254,333.00	1.47%	256,766.00	2.44%	0.00	168,514.10
Sub Total:								
TAX ASSESSOR								
1100-7011								
70101	65,943.54	68,500.00	68,500.00	0.00%	70,212.00	2.50%		48,742.46
70102	2,499.00	2,000.00	0.00	0.00%	0.00	0.00%		0.00
70302	12,404.37	12,750.00	15,675.00	22.94%	13,000.00	1.96%		15,551.01
70305	849.22	1,100.00	1,100.00	0.00%	1,100.00	0.00%		551.56
70380	2,500.00	2,000.00	0.00	-100.00%	0.00	-100.00%		0.00
Sub Total	84,196.13	86,350.00	85,275.00	-1.24%	84,312.00	-2.36%	0.00	64,845.03
AUDIT OF ACCOUNTS								
1100-7012								
70201	18,200.00	22,000.00	22,000.00	0.00%	22,000.00	0.00%		19,395.00
Sub Total:	18,200.00	22,000.00	22,000.00	0.00%	22,000.00	0.00%	0.00	19,395.00
TOTAL FINANCE DEPT:	358,606.08	359,010.00	361,608.00	0.72%	363,078.00	1.13%	0.00	252,754.13

TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
PUBLIC SAFETY								
POLICE PROTECTION								
1100-7031								
70100	92,061.32	96,664.00	97,665.00	1.04%	100,107.00	3.56%		61,698.78
70101	895,982.95	762,956.00	793,949.00	4.06%	793,949.00	4.06%		501,899.77
70102	0.00	46,476.00	50,928.00	9.58%	50,928.00	9.58%		17,939.64
70102	0.00	210,883.00	220,094.00	4.37%	220,094.00	4.37%		137,614.17
70103	55,826.50	11,228.00	11,288.00	0.53%	11,288.00	0.53%		5,837.50
70103	50,499.07	47,160.00	47,059.00	-0.21%	47,059.00	-0.21%		32,112.35
70104	260,074.16	150,000.00	150,000.00	0.00%	150,000.00	0.00%		7,311.26
70105	0.00	10,345.00	10,929.00	5.65%	10,929.00	5.65%		12,675.90
70302	175,000.00	183,064.00	208,159.00	13.71%	208,159.00	13.71%		0.00
70302	21,197.20	21,000.00	21,000.00	0.00%	21,000.00	0.00%		12,975.72
70303	24,735.90	18,500.00	18,500.00	0.00%	18,500.00	0.00%		18,369.35
70305	0.00	0.00	0.00	0.00%	0.00	0.00%		0.00
70307	6,463.77	5,000.00	5,000.00	0.00%	5,000.00	0.00%		4,714.60
70308	8,197.00	8,197.00	8,197.00	0.00%	8,197.00	0.00%		8,197.00
70309	12,937.52	14,500.00	13,000.00	-10.34%	14,500.00	0.00%		8,331.17
70310	7,451.92	8,000.00	7,500.00	-6.25%	8,000.00	0.00%		8,419.85
70311	24,050.00	25,850.00	30,150.00	16.63%	30,150.00	16.63%		0.00
70312	0.00	2,000.00	2,000.00	0.00%	2,000.00	0.00%		2,030.00
70312	2,096.41	4,000.00	2,500.00	-37.50%	2,500.00	-37.50%		3,070.86
70313	14,458.70	13,500.00	14,500.00	7.41%	13,500.00	0.00%		5,699.82
70314	21,732.38	30,000.00	27,500.00	-8.33%	27,000.00	-10.00%		9,669.48
70315	11,446.24	18,500.00	15,000.00	-18.92%	15,000.00	-18.92%		11,484.84
70316	1,975.00	0.00	5,000.00	0.00%	5,000.00	0.00%		0.00
70317	7,197.16	9,000.00	9,000.00	0.00%	8,000.00	-11.11%		4,055.08
70318	3,137.24	5,000.00	4,500.00	-10.00%	4,000.00	-20.00%		3,919.47
	1,696,520.44	1,716,823.00	1,788,418.00	4.17%	1,789,860.00	4.25%	0.00	1,055,400.65
Sub Total:								
1100-7031								
EMERGENCY MANAGEMENT AGENCY								
70302	5,000.00	5,000.00	7,500.00	50.00%	7,500.00	50.00%		
	5,000.00	5,000.00	7,500.00	50.00%	7,500.00	50.00%	0.00	4,135.69
Sub Total:								

TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
4000-7032	FIRE PROTECTION							
70100	57,315.86	58,410.00	59,870.00	2.50%	59,870.00	2.50%		0.00
	0.00	5,840.00	5,987.00	2.52%	5,987.00	2.52%		5,840.00
70101	0.00	0.00	0.00	0.00%	0.00	0.00%		0.00
	0.00	4,468.00	4,580.00	2.51%	6,005.00	34.40%		0.00
70102	2,000.00	2,000.00	2,000.00	0.00%	2,000.00	0.00%		0.00
70103	17,195.07	18,179.00	18,633.00	2.50%	18,633.00	2.50%		0.00
70104	69,304.00	70,000.00	70,000.00	0.00%	70,000.00	0.00%		0.00
70105	8,860.00	20,800.00	20,800.00	0.00%	20,800.00	-3.85%		10,280.00
	0.00	0.00	6,720.00	0.00%	6,720.00	0.00%		0.00
70302	7,665.51	5,000.00	5,000.00	0.00%	5,000.00	0.00%		6,392.98
70308	39,032.50	60,500.00	63,987.00	5.76%	63,000.00	4.13%		32,181.75
70309	9,582.30	8,800.00	8,800.00	0.00%	8,800.00	0.00%		5,612.81
70313	30,322.81	28,000.00	28,000.00	0.00%	27,000.00	-3.57%		26,273.50
70314	8,536.23	14,000.00	14,000.00	0.00%	13,000.00	-7.14%		6,238.54
70315	5,240.87	10,000.00	10,000.00	0.00%	8,000.00	-20.00%		960.00
70343	5,454.05	13,000.00	15,000.00	15.38%	13,000.00	0.00%		5,072.15
70344	23,541.58	12,000.00	13,000.00	8.33%	13,000.00	8.33%		3,809.02
70321	16,797.99	12,000.00	15,600.00	30.00%	15,600.00	30.00%		6,251.87
70322	8,734.80	6,000.00	6,000.00	0.00%	5,500.00	-8.33%		4,963.97
70323	5,438.32	4,000.00	4,000.00	0.00%	4,000.00	0.00%		3,681.35
70324	838.35	1,400.00	1,400.00	0.00%	1,400.00	0.00%		861.39
70325	20,870.99	14,000.00	14,000.00	0.00%	14,000.00	0.00%		9,531.29
70326	2,569.00	2,400.00	2,400.00	0.00%	2,200.00	-8.33%		560.20
70399	435.05	425.00	425.00	0.00%	425.00	0.00%		399.00
	339,735.28	371,222.00	390,202.00	5.11%	383,140.00	3.21%	0.00	128,909.82
4000-7060	EMERGENCY MEDICAL SERVICES							
70101	80,000.00	80,000.00	80,000.00	0.00%	80,000.00	0.00%		0.00
70102	30,682.16	30,295.00	31,052.00	2.50%	30,295.00	0.00%		0.00
	8,177.78	2,318.00	2,330.00	0.52%	2,330.00	0.52%		0.00
70103	0.00	0.00	0.00	0.00%	0.00	0.00%		0.00
	0.00	3,000.00	5,000.00	100.00%	5,000.00	100.00%		0.00
	174,540.00	175,200.00	192,720.00	10.00%	192,720.00	10.00%		108,400.00
70330	17,308.08	16,000.00	8,000.00	-50.00%	8,000.00	-50.00%		8,215.60
70332	6,677.63	9,000.00	9,000.00	0.00%	8,000.00	-11.11%		548.22
70333	20,932.13	20,000.00	20,000.00	0.00%	20,000.00	0.00%		7,986.16
70302	4,433.84	5,000.00	5,000.00	0.00%	5,000.00	0.00%		4,305.31
70336	8,142.39	11,000.00	11,000.00	0.00%	10,000.00	-9.09%		98.50
70337	22,065.36	23,000.00	23,000.00	0.00%	22,500.00	-2.17%		18,682.52
70455	24,814.50	28,000.00	29,650.00	5.89%	29,650.00	5.89%		20,650.00
	397,773.87	402,813.00	416,752.00	3.46%	413,495.00	2.65%	0.00	168,886.31

TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
1100-7033	PROTECTIVE SERVICE							
70101	66,500.72	68,163.00	68,163.00	0.00%	69,867.00	2.50%		44,568.22
70102	28,023.57	26,320.00	27,820.00	5.70%	27,820.00	5.70%		19,228.22
70117	9,999.96	10,000.00	10,000.00	0.00%	10,000.00	0.00%		6,666.64
70118	2,916.69	5,000.00	5,000.00	0.00%	5,000.00	0.00%		2,916.69
70119	2,916.69	5,000.00	5,000.00	0.00%	5,000.00	0.00%		2,916.69
70302	4,624.90	4,500.00	5,000.00	11.11%	4,500.00	0.00%		3,172.47
70328	165,000.00	165,000.00	165,000.00	0.00%	165,000.00	0.00%		0.00
	279,982.53	283,983.00	285,983.00	0.70%	287,187.00	1.13%	0.00	79,468.93
	2,719,012.12	2,779,841.00	2,888,855.00	3.92%	2,881,182.00	3.65%	0.00	1,436,801.40
	TOTAL PUBLIC SAFETY							
	PUBLIC WORKS DEPARTMENT							
1100-7041	ADMINISTRATION							
70101	55,309.44	54,627.00	54,627.00	0.00%	55,839.00	2.22%		31,697.52
70302	137.30	1,100.00	1,100.00	0.00%	1,000.00	-9.09%		2.76
	55,446.74	55,727.00	55,727.00	0.00%	56,839.00	2.00%	0.00	31,700.28
1100-7042	ENGINEERING							
70101	36,273.00	41,174.00	41,174.00	0.00%	42,204.00	2.50%		26,882.92
70103	4,890.00	10,000.00	10,000.00	0.00%	9,000.00	-10.00%		9,045.00
70302	436.44	1,200.00	1,200.00	0.00%	1,200.00	0.00%		333.38
	41,599.44	52,374.00	52,374.00	0.00%	52,404.00	0.06%	0.00	36,261.30
1100-7043	HIGHWAY							
70100	70,124.24	70,586.00	70,586.00	0.00%	72,262.00	2.37%		43,296.52
70101	651,787.29	671,192.00	694,172.00	3.42%	696,000.00	3.70%		406,111.64
70308	14,520.00	14,520.00	15,975.00	10.02%	14,520.00	0.00%		14,520.00
70313	89,877.21	80,000.00	80,000.00	0.00%	80,000.00	0.00%		64,603.20
70314	50,595.15	65,000.00	65,000.00	0.00%	65,000.00	0.00%		41,389.02
70330	20,394.50	15,000.00	15,000.00	0.00%	15,000.00	0.00%		13,024.32
70331	8,061.99	17,000.00	17,000.00	0.00%	17,000.00	0.00%		3,774.60
70333	15,493.28	14,500.00	14,500.00	0.00%	14,500.00	0.00%		4,504.25
70334	0.00	2,500.00	2,500.00	0.00%	2,500.00	0.00%		2,500.00
70336	1,409.81	5,500.00	5,500.00	0.00%	5,500.00	0.00%		5,100.00
70399	0.00	0.00	5,100.00	0.00%	5,100.00	0.00%		5,100.00
	6,705.76	6,300.00	3,000.00	-52.38%	3,000.00	-52.38%	0.00	3,301.75
	928,969.23	962,098.00	988,333.00	2.73%	990,382.00	2.94%	0.00	602,125.30

TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
1100-7044	SNOW REMOVAL							
70336	15,891.77	28,000.00	28,000.00	0.00%	28,000.00	0.00%		21,812.28
70337	44,242.48	49,000.00	49,000.00	0.00%	49,000.00	0.00%		42,796.03
1100-7045	60,134.25	77,000.00	77,000.00	0.00%	77,000.00	0.00%	0.00	64,608.31
70101	48,980.62	58,706.00	58,706.00	0.00%	60,174.00	2.50%		41,284.43
70309	0.00	6,493.00	6,493.00	0.00%	6,000.00	-7.59%		0.00
70321	436.10	650.00	650.00	0.00%	650.00	0.00%		443.74
70340	953.95	1,100.00	1,100.00	0.00%	1,100.00	0.00%		673.34
70341	48,529.34	41,000.00	41,000.00	0.00%	41,000.00	0.00%		18,969.00
70350	286,287.44	335,000.00	335,000.00	0.00%	335,000.00	0.00%		193,990.83
	0.00	300.00	300.00	0.00%	300.00	0.00%		0.00
	385,187.45	443,249.00	443,249.00	0.00%	444,224.00	0.22%	0.00	255,361.34
1100-7046	STREET LIGHTING							
70321	65,880.36	67,500.00	67,500.00	0.00%	67,500.00	0.00%		39,456.95
	65,880.36	67,500.00	67,500.00	0.00%	67,500.00	0.00%	0.00	39,456.95
1100-7048	OTHER PUBLIC WORKS							
70342	1,139.61	2,100.00	2,100.00	0.00%	2,100.00	0.00%		478.91
	1,139.61	2,100.00	2,100.00	0.00%	2,100.00	0.00%	0.00	478.91
1100-7049	PUBLIC BUILDINGS							
70101	51,601.84	80,000.00	68,180.00	-14.78%	65,000.00	-18.75%		35,974.56
70302	3,804.48	5,000.00	5,000.00	0.00%	5,000.00	0.00%		3,507.46
70309	17,374.59	15,500.00	15,500.00	0.00%	15,500.00	0.00%		12,332.04
70321	45,688.76	55,000.00	55,000.00	0.00%	55,000.00	0.00%		25,963.47
70324	7,647.51	9,000.00	9,000.00	0.00%	9,000.00	0.00%		4,143.10
70343	25,508.76	40,000.00	40,000.00	0.00%	40,000.00	0.00%		19,235.77
70344	61,738.21	50,000.00	50,000.00	0.00%	50,000.00	0.00%		25,937.01
70375	8,849.50	7,500.00	7,500.00	0.00%	7,500.00	0.00%		3,464.42
	222,213.65	262,000.00	250,180.00	-4.51%	247,000.00	-5.73%	0.00	130,557.83

TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
1100-70497								
	TREE MANAGEMENT PROGRAM							
70101	10,600.00	11,250.00	11,250.00	0.00%	11,250.00	0.00%		5,725.00
70302	1,001.53	1,800.00	1,800.00	0.00%	1,800.00	0.00%		138.49
70360	17,520.59	15,000.00	15,000.00	0.00%	15,000.00	0.00%		9,636.88
70370	3,363.22	6,000.00	6,000.00	0.00%	6,000.00	0.00%		3,665.00
	32,485.34	34,050.00	34,050.00	0.00%	34,050.00	0.00%		19,165.37
	1,793,056.07	1,956,098.00	1,970,513.00	0.74%	1,971,499.00	0.79%		1,179,715.59
	TOTAL PUBLIC WORKS							
	PUBLIC HEALTH							
1100-7060	GENERAL							
70456	15,500.00	31,500.00	31,500.00	0.00%	31,500.00	0.00%		13,000.00
	15,500.00	31,500.00	31,500.00	0.00%	31,500.00	0.00%		13,000.00
	TOTAL PUBLIC HEALTH							
1100-7061	ANIMAL CONTROL							
.XXX	0.00	5,000.00	7,500.00	50.00%	7,500.00	50.00%		5,938.07
70302	743.91	0.00	0.00	0.00%	0.00	0.00%		1,392.07
70306	12,541.71	15,000.00	15,000.00	0.00%	15,000.00	0.00%		
	13,285.62	20,000.00	22,500.00	12.50%	22,500.00	12.50%		7,330.14
	TOTAL ANIMAL CONTROL:							
	SENIOR CENTER OPERATIONS							
1100-7065	43,155.09	47,703.00	69,620.00	45.94%	69,620.00	45.94%		22,211.52
70302	5,551.06	3,000.00	4,000.00	33.33%	4,000.00	33.33%		2,393.02
70309	2,397.31	1,850.00	2,500.00	35.14%	2,500.00	35.14%		1,826.92
70321	4,018.01	5,500.00	4,000.00	-27.27%	5,000.00	-9.09%		1,917.68
70324	887.36	900.00	1,000.00	11.11%	1,000.00	11.11%		250.13
70341	335.00	400.00	400.00	0.00%	400.00	0.00%		238.00
70343	3,414.78	4,000.00	4,000.00	0.00%	4,000.00	0.00%		2,840.79
70344	7,969.76	6,000.00	11,100.00	85.00%	11,100.00	85.00%		3,223.80
70380	5,764.27	4,000.00	4,000.00	0.00%	5,000.00	25.00%		986.73
	73,492.64	73,353.00	100,620.00	37.17%	102,620.00	39.90%		35,888.59
	TOTAL SENIOR CENTER OPERATIONS							

TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT	LIBRARY	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
1100-7070									
70100	Salary, Library Director (1) w/longevity	71,967.80	74,540.00	75,473.00	1.25%	76,340.00	2.41%		49,609.98
70101	Salaries, (2FT & 2 @ .875) w/longevity	153,904.76	169,503.00	173,603.00	2.42%	174,940.00	3.21%		117,693.85
70302	Fees, Supplies & Dues	8,337.20	8,250.00	8,250.00	0.00%	8,250.00	0.00%		5,065.25
70308	Insurance	12,850.00	14,135.00	15,549.00	10.00%	15,549.00	10.00%		14,135.00
70309	Telephone	844.32	1,000.00	1,000.00	0.00%	1,000.00	0.00%		715.48
70310	Equipment	745.21	1,000.00	1,000.00	0.00%	1,000.00	0.00%		811.50
70311	Electricity	19,497.62	21,000.00	21,000.00	0.00%	21,000.00	0.00%		9,317.92
70343	Heat	8,455.20	17,000.00	17,000.00	0.00%	17,000.00	0.00%		5,420.10
70344	Repairs & Maintenance	24,013.50	19,000.00	19,000.00	0.00%	19,000.00	0.00%		13,807.89
70345	Information Technology	5,328.99	6,000.00	6,000.00	0.00%	6,000.00	0.00%		2,309.60
	Landscaping	0.00	0.00	4,700.00	0.00%	4,700.00	0.00%		0.00
70351	Books & Periodicals	28,275.01	15,000.00	15,000.00	0.00%	15,000.00	0.00%		14,154.86
70352	Books - State Aid	110,016.93	126,828.00	126,828.00	0.00%	123,716.00	-2.45%		56,564.92
	TOTAL LIBRARY:	444,236.54	473,256.00	484,403.00	2.36%	483,495.00	2.16%	0.00	289,606.35

PARKS, BEACHES & RECREATION

ACCOUNT	PARKS, BEACHES & RECREATION	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
1100-7080									
70101	Salary, Director (1)	66,500.46	68,163.00	68,163.00	0.00%	69,867.00	2.50%		44,553.05
70102	Salaries, Recreation & Parks (3) w/longevity	124,564.00	172,857.00	172,857.00	0.00%	177,046.00	2.42%		120,347.21
70103	Salaries, Teen Center Coordinator* moved to	38,098.02	0.00	0.00	0.00%	0.00	0.00%		0.00
70104	Salaries, Teen Center Support Staff	15,750.00	15,000.00	16,000.00	6.67%	16,000.00	6.67%		10,592.00
70105	Seasonal Support Staff	132,221.00	139,208.00	139,500.00	0.21%	139,500.00	0.21%		113,249.80
70302	Fees, Supplies & Dues	5,965.00	6,255.00	6,260.00	0.08%	6,200.00	-0.88%		5,858.01
70305	Advertising & Printing	3,750.00	4,000.00	4,000.00	0.00%	4,000.00	0.00%		2,735.00
70308	Insurance	7,117.00	7,117.00	7,828.70	10.00%	7,830.00	10.02%		7,117.00
70309	Telephone	3,699.49	3,840.00	3,000.00	-21.88%	3,300.00	-14.05%		1,948.21
70310	Equipment	4,390.44	4,500.00	4,500.00	0.00%	4,000.00	-11.11%		1,731.91
70314	Gas & Oil	7,845.03	12,500.00	12,500.00	0.00%	12,000.00	-4.00%		3,726.14
70321	Electricity & Field Lighting	22,699.58	27,000.00	27,000.00	0.00%	27,000.00	0.00%		13,357.92
70322	Fort Getty - Waste Water Removal	9,856.00	11,000.00	8,000.00	-27.27%	9,000.00	-18.18%		5,670.00
70323	Shores Beach/Sanitary Facility	3,805.00	3,000.00	4,000.00	33.33%	3,800.00	26.67%		2,610.00
70324	Water	14,000.00	14,000.00	14,000.00	0.00%	14,000.00	0.00%		11,905.08
70341	Trash Removal	8,979.96	10,000.00	10,000.00	0.00%	10,000.00	0.00%		6,104.00
70344	Repairs, Maintenance & Improvements	26,000.00	23,000.00	23,000.00	0.00%	23,000.00	0.00%		9,672.53
70382	Summer Programs	5,180.00	3,825.00	3,500.00	-8.50%	3,500.00	-8.50%		2,460.00
70383	Winter Programs	945.18	1,200.00	1,200.00	0.00%	1,200.00	0.00%		1,158.32
	TOTAL PARKS, BEACHES AND RECREATION:	501,368.16	526,465.00	525,308.70	-0.22%	531,243.00	0.91%	0.00	364,796.18

TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
1100-7090 DEBT SERVICE								
70504 Payment of Principal	580,788.09	721,528.00	743,047.00	2.98%	743,047.00	2.98%		515,175.71
70505 Payment of Interest	212,859.78	227,732.00	201,475.00	-11.53%	201,475.00	-11.53%		190,823.31
Solar Project - Interest only	0.00	0.00	0.00	0.00%	6,875.00	0.00%		0.00
TOTAL DEBT SERVICE:	793,627.87	949,260.00	944,522.00	-0.50%	951,397.00	0.23%	0.00	705,999.02
MISCELLANEOUS								
1100-7092 MISCELLANEOUS								
70527 Incidentals & Emergencies	2,341.80	50,000.00	50,000.00	0.00%	50,000.00	0.00%		27,328.00
70530 Conservation Commission	1,124.17	2,200.00	2,200.00	0.00%	2,200.00	0.00%		430.00
70550 Chamber of Commerce (Development)	4,000.00	4,000.00	4,000.00	0.00%	4,000.00	0.00%		630.00
Economic Development	5,000.00	5,000.00	5,000.00	0.00%	5,000.00	0.00%		0.00
Eastern RI Conservation District	0.00	1,000.00	1,000.00	0.00%	1,000.00	0.00%		1,000.00
Bond Expense	38,250.00	0.00	0.00	0.00%	0.00	0.00%		0.00
TOTAL MISCELLANEOUS:	50,715.97	62,200.00	62,200.00	0.00%	62,200.00	0.00%	0.00	29,388.00
CAPITAL IMPROVEMENT FUND	1,213,500.00	1,124,000.00	20,000.00	-98.22%	996,200.00	-11.37%	0.00	5,645,392.20
TOTAL CAPITAL IMPROVEMENT:	1,213,500.00	1,124,000.00	20,000.00	-98.22%	996,200.00	-11.37%	0.00	5,645,392.20
TOTAL GENERAL BUDGET	10,129,381.16	10,655,159.00	9,751,296.21	-8.48%	10,760,066.00	0.98%	0.00	5,645,392.20
PUBLIC SCHOOLS								
70690.000 PUBLIC SCHOOLS								
Operating Budget	10,975,649.00	12,140,553.00	12,861,226.00	5.94%	12,779,566.00	5.26%		
Capital Budget	126,496.00	107,675.00	233,825.00	117.16%	166,825.00	54.93%		
Grant Funds	349,136.00	405,496.00	328,576.00	-18.97%	328,576.00	-18.97%		
Nutrition	115,910.00	145,450.00	130,650.00	-10.18%	130,650.00	-10.18%		
Debt Service	262,646.58	262,920.00	263,081.00	0.06%	263,081.00	0.06%		
TOTAL PUBLIC SCHOOLS:	11,829,837.58	13,062,094.00	13,817,358.00	5.78%	13,668,698.00	4.64%	0.00	0.00
TOTAL TOWN AND SCHOOL	21,959,218.74	23,717,253.00	23,568,654.21	-0.63%	24,428,764.00	3.00%	0.00	5,645,392.20

TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT	LIBRARY	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
1100-7070									
70100	Salary, Library Director (1) w/longevity	71,967.80	74,540.00	75,473.00	1.25%	76,340.00	2.41%		49,609.98
70101	Salaries, (2FT & 2 @ .875) w/longevity	153,904.76	169,503.00	173,603.00	2.42%	174,940.00	3.21%		117,693.85
70302	Fees, Supplies & Dues	8,337.20	8,250.00	8,250.00	0.00%	8,250.00	0.00%		5,065.25
70308	Insurance	12,850.00	14,135.00	15,549.00	10.00%	15,549.00	10.00%		14,135.00
70309	Telephone	844.32	1,000.00	1,000.00	0.00%	1,000.00	0.00%		715.48
70310	Equipment	745.21	1,000.00	1,000.00	0.00%	1,000.00	0.00%		811.50
70311	Electricity	19,497.62	21,000.00	21,000.00	0.00%	21,000.00	0.00%		9,317.92
70343	Heat	8,455.20	17,000.00	17,000.00	0.00%	17,000.00	0.00%		5,420.10
70344	Repairs & Maintenance	24,013.50	19,000.00	19,000.00	0.00%	19,000.00	0.00%		13,807.89
70345	Information Technology	5,328.99	6,000.00	6,000.00	0.00%	6,000.00	0.00%		2,309.60
	Landscaping	0.00	0.00	4,700.00	0.00%	4,700.00	0.00%		0.00
70351	Books & Periodicals	28,275.01	15,000.00	15,000.00	0.00%	15,000.00	0.00%		14,154.86
70352	Books - State Aid	110,016.93	126,828.00	126,828.00	0.00%	123,716.00	-2.45%		56,564.92
	TOTAL LIBRARY:	444,236.54	473,256.00	484,403.00	2.36%	483,495.00	2.16%	0.00	289,606.35

PARKS, BEACHES & RECREATION

ACCOUNT	PARKS, BEACHES & RECREATION	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
1100-7080									
70101	Salary, Director (1)	66,500.46	68,163.00	68,163.00	0.00%	69,867.00	2.50%		44,553.05
70102	Salaries, Recreation & Parks (3) w/longevity	124,564.00	172,857.00	172,857.00	0.00%	177,046.00	2.42%		120,347.21
70103	Salaries, Teen Center Coordinator* moved to	38,098.02	0.00	0.00	0.00%	0.00	0.00%		0.00
70104	Salaries, Teen Center Support Staff	15,750.00	15,000.00	16,000.00	6.67%	16,000.00	6.67%		10,592.00
70105	Seasonal Support Staff	132,221.00	139,208.00	139,500.00	0.21%	139,500.00	0.21%		113,249.80
70302	Fees, Supplies & Dues	5,965.00	6,255.00	6,260.00	0.08%	6,200.00	-0.88%		5,858.01
70305	Advertising & Printing	3,750.00	4,000.00	4,000.00	0.00%	4,000.00	0.00%		2,735.00
70308	Insurance	7,117.00	7,117.00	7,828.70	10.00%	7,830.00	10.02%		7,117.00
70309	Telephone	3,699.49	3,840.00	3,000.00	-21.88%	3,300.00	-14.06%		1,948.21
70310	Equipment	4,390.44	4,500.00	4,500.00	0.00%	4,000.00	-11.11%		1,731.91
70314	Gas & Oil	7,845.03	12,500.00	12,500.00	0.00%	12,000.00	-4.00%		3,726.14
70321	Electricity & Field Lighting	22,699.58	27,000.00	27,000.00	0.00%	27,000.00	0.00%		13,357.92
70322	Fort Getty - Waste Water Removal	9,858.00	11,000.00	8,000.00	-27.27%	9,000.00	-18.18%		5,670.00
70323	Shores Beach/Sanitary Facility	3,805.00	3,000.00	4,000.00	33.33%	3,800.00	26.67%		2,610.00
70324	Water	14,000.00	14,000.00	14,000.00	0.00%	14,000.00	0.00%		11,905.08
70341	Trash Removal	8,979.96	10,000.00	10,000.00	0.00%	10,000.00	0.00%		6,104.00
70344	Repairs, Maintenance & Improvements	26,000.00	23,000.00	23,000.00	0.00%	23,000.00	0.00%		9,672.53
70382	Summer Programs	5,180.00	3,825.00	3,500.00	-8.50%	3,500.00	-8.50%		2,460.00
70383	Winter Programs	945.18	1,200.00	1,200.00	0.00%	1,200.00	0.00%		1,158.32
	TOTAL PARKS, BEACHES AND RECREATION:	501,368.16	526,465.00	525,308.70	-0.22%	531,243.00	0.91%	0.00	364,796.18

**TOWN OF JAMESTOWN
DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019**

ACCOUNT	EXPENDITURES 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED	DEPT. HEAD PERCENT INCREASE	ADMIN PROPOSED	ADMIN PERCENT INCREASE	COUNCIL RECOMMENDED	EXPENDITURES YEAR TO DATE THRU 2/23/2018
1100-70497	TREE MANAGEMENT PROGRAM							
70101	10,600.00	11,250.00	11,250.00	0.00%	11,250.00	0.00%		5,725.00
70302	1,001.53	1,800.00	1,800.00	0.00%	1,800.00	0.00%		138.49
70360	17,520.59	15,000.00	15,000.00	0.00%	15,000.00	0.00%		9,636.88
70370	3,363.22	6,000.00	6,000.00	0.00%	6,000.00	0.00%		3,665.00
	Sub Total:	34,050.00	34,050.00	0.00%	34,050.00	0.00%	0.00	19,165.37
	TOTAL PUBLIC WORKS	1,793,056.07	1,970,513.00	0.74%	1,971,499.00	0.79%	0.00	1,179,715.59
	PUBLIC HEALTH							
1100-7060	GENERAL							
70456	15,500.00	31,500.00	31,500.00	0.00%	31,500.00	0.00%		13,000.00
	Visiting Nurse/Mental Health/ S.C. Hospice/Substance Abuse							
	TOTAL PUBLIC HEALTH	15,500.00	31,500.00	0.00%	31,500.00	0.00%	0.00	13,000.00
1100-7061	ANIMAL CONTROL							
.XXX	0.00	5,000.00	7,500.00	50.00%	7,500.00	50.00%		5,938.07
70302	743.91	0.00	0.00	0.00%	0.00	0.00%		1,392.07
70306	12,541.71	15,000.00	15,000.00	0.00%	15,000.00	0.00%		
	TOTAL ANIMAL CONTROL:	13,285.62	22,500.00	12.50%	22,500.00	12.50%	0.00	7,330.14
	SENIOR CENTER OPERATIONS							
1100-7065	43,155.09	47,703.00	69,620.00	45.94%	69,620.00	45.94%		22,211.52
70302	5,551.06	3,000.00	4,000.00	33.33%	4,000.00	33.33%		2,393.02
70309	2,397.31	1,850.00	2,500.00	35.14%	2,500.00	35.14%		1,826.92
70321	4,018.01	5,500.00	4,000.00	-27.27%	5,000.00	-9.09%		1,917.68
70324	887.36	900.00	1,000.00	11.11%	1,000.00	11.11%		250.13
70341	335.00	400.00	400.00	0.00%	400.00	0.00%		238.00
70343	3,414.78	4,000.00	4,000.00	0.00%	4,000.00	0.00%		2,840.79
70344	7,969.76	6,000.00	11,100.00	85.00%	11,100.00	85.00%		3,223.80
70380	5,764.27	4,000.00	4,000.00	0.00%	5,000.00	25.00%		986.73
	TOTAL SENIOR CENTER OPERATIONS	73,492.64	100,620.00	37.17%	102,620.00	39.90%	0.00	35,888.59

TOWN OF JAMESTOWN

DEPARTMENT HEAD RECOMMENDED BUDGET 2018/2019

ACCOUNT		BUDGET 2016/2017	BUDGET 2017/2018	DEPT HEAD PROPOSED FY19
SENIOR CENTER OPERATIONS				
70650.000	Senior Facilities and Services			
.101	Salaries	46,540.00	47,703.00	69,620.00
	<i>Senior Coordinator</i>			36,100.00
	<i>Mealsite Coordinator</i>			13,520.00
	<i>Mealsite Aid (1.5)</i>			15,000.00
	<i>Transportation</i>			5,000.00
.302	Fees, Supplies & Dues	2,500.00	3,000.00	4,000.00
	<i>Office Supplies (Paper, Ink, Staples, etc.)</i>			1,000.00
	<i>RISDA Membership</i>			50.00
	<i>Mealsite Supplies</i>			1,000.00
	<i>Cleaning Supplies</i>			500.00
	<i>Paper Goods</i>			500.00
	<i>Trash Liners</i>			500.00
	<i>Drinking Water</i>			50.00
	<i>Postage</i>			400.00
.309	Telephone	1,850.00	1,850.00	2,500.00
	<i>Cox Internet and Telephone</i>			2,500.00
.321	Electricity	5,500.00	5,500.00	4,000.00
.324	Water	1,000.00	900.00	1,000.00
.341	Trash Removal	325.00	400.00	400.00
.343	Heating			4,000.00
.344	Repairs & Maintenance	5,885.00	6,000.00	11,100.00
	<i>Elevator Servicing</i>			3,200.00
	<i>Pest Control</i>			600.00
	<i>Fire Alarms Servicing</i>			200.00
	<i>Cleaning Service</i>			5,100.00
	<i>Facility Repairs</i>			2,000.00
.380	Programs	3,000.00	4,000.00	4,000.00
	<i>Subsidised Fitness and Wellness</i>			2,500.00
	<i>Seasonal Meals/Parties</i>			1,500.00
	TOTAL SENIOR OPERATIONS:	66,600.00	69,353.00	100,620.00

Jan – Dec 2015 Meal Summary

Jan – Mar 2015 Meal Summary

	Jan (17 days)	Feb (17 days)	Mar (22 days)	Quarterly Total (56 days)
Meals at Café	160	224	297	681
Meals on Wheels	79	95	154	328
Total Meals Served	239	319	451	1,009

Apr – Jun 2015 Meal Summary

	Apr (22 days)	May (20 days)	Jun (22 days)	Quarterly Total (64 days)
Meals at Café	320	329	309	958
Meals on Wheels	146	137	138	421
Total Meals Served	466	466	447	1,329

Jul – Sept 2015 Meal Summary

	Jul	Aug	Sept	Quarterly Total
Meals at Café	256	312	288	856
Meals on Wheels	152	119	119	390
Total Meals Served	408	431	407	1,246

Oct – Dec 2015 Meal Summary

	Oct	Nov	Dec	Quarterly Total
Meals at Café	314	298	308	920
Meals on Wheels	124	114	128	366
Total Meals Served	438	412	436	1,286

Jan – Dec 2016 Meal Summary

JAMESTOWN SENIOR CENTER MEAL REPORT SUMMARY

- Findings: 1. Meal participation increased 50% in 2016 over 2015
 2. Meal participation increased 30% comparing Jul – Dec 2016 vs 2015

Jan – Mar 2016 Meal Summary

	Jan (19 days)	Feb (18 days)	Mar (21 days)	Quarterly Total
Meals at Café	272	280	344	896
Meals on Wheels	85	96	124	305
Total Meals Served	357	376	468	1,201

Apr – June 2016 Meal Summary

	Apr (21 days)	May (21 days)	Jun (22 days)	Quarterly Total (64 days)
Meals at Café	348	392	351	1091
Meals on Wheels	113	98	71	282
Total Meals Served	461	490	422	1,373

Jul – Sept 2016 Meal Summary

	Jul (20 days)	Aug (22 days)	Sept (21 days)	Quarterly Total
Meals at Café	306	531	453	1,290
Meals on Wheels	40	84	118	242
Total Meals Served	346	615	571	1,532

Oct – Dec 2016 Meal Summary

	Oct (20 days)	Nov (19 days)	Dec (21 days)	Quarterly Total
Meals at Café	441	507	505	1453
Meals on Wheels	112	112	114	338
Total Meals Served	583	619	619	1,791

Jan – Dec 2017 Meal Summary

Jan – Dec 2017 Meal Summary

Jan – Mar 2017 Meal Summary

Meal participation increased 44% from this quarter last year.

	Jan (20 days)	Feb (17 days)	Mar (21 days)	Quarterly Total
Meals at Café	472	403	510	1,385
Meals on Wheels	109	106	130	345
Monthly Total Prepared	581	509	640	1,730

	Apr (days)	May (days)	Jun (days)	Quarterly Total
Meals at Café				
Meals on Wheels				
Monthly Total Prepared				

Memo

To: Ellen Vietri
From: Andrew Wade
cc: Andy Nota, Ed Holland, Tom Tighe
Date: August 22, 2016
Re: Senior Coordinator Responsibilities

In effort to continue to improve upon services to the senior population in the Town of Jamestown, I recently sat down with Ed Holland and Tom Tighe of the Friends of Jamestown Seniors to discuss the transition of Ellen Vietri as an employee of the Friends of Jamestown Seniors to being a Town of Jamestown employee. In an effort to stream line and clarify Ellen's role, the following list of responsibilities were discussed and agreed upon.

Ellen Vietri in her role as the Town of Jamestown Senior Coordinator will be responsible for the following, reporting to the Parks & Recreation Department:

- Work 19.5hrs per week. M-F 10am-1pm, 4 flex hours to be used at Coordinators discretion for meetings or other programs. Alterations to schedule require approval from Parks & Recreation Director.
- Developing a comprehensive slate of programs for Jamestown's Senior Population.
- Budgeting, advertising, and staffing programs.
- Collecting Meal Site timecards and turning them in to Town Hall.
- Maintaining information on Senior webpage on www.jamestownri.gov
- Attending Friends of Jamestown Senior Meetings and giving a report of programs and receiving input of program suggestions from Friends.

Friends of Jamestown Seniors will be responsible for the following in relation to the Senior Services:

- Facilities - upkeep, maintenance, & repair. Once notified of a facility issue, the Friends of Jamestown Seniors will be responsible for reaching a solution to the problem.
- Assist in recruiting Volunteers to support Jamestown Senior Programs.
- Review Programs offered, provide feedback, offering suggestions of new programs to be offered.

Please make a time to discuss with me in person the details of this memo, we look forward to the continued growth of Senior Programming in the Town of Jamestown.

2015

2016

2017

MEAL SITE SUMMARY

Jan – Dec 2015 Meal Summary

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Meals at Café				
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Monthly Total Prepared				

**PRESENTATION
FOR
PUBLIC WORKSHOP**

Andrew Wade

From: Ellen Vietri
Sent: Friday, May 12, 2017 11:43 AM
To: Andrew Wade
Cc: Debra Hagie
Subject: Re: Power Point

Sure.

From: Andrew Wade
Sent: Friday, May 12, 2017 11:26 AM
To: Ellen Vietri
Cc: Debra Hagie
Subject: RE: Power Point

Thanks for your input. Let plan on meeting Monday during the day to catch up and review the final presentation.

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Ellen Vietri
Sent: Friday, May 12, 2017 11:19 AM
To: Andrew Wade
Subject: Re: Power Point

Included some info (FOJS mission, etc.) The demographics is different from the 2015 census data that is out there. I've heard speakers state it's higher than 2015 as of 2017 (about 60%) now. Not sure who might have the up-to-date info.

From: Andrew Wade
Sent: Friday, May 12, 2017 10:16 AM
To: Ellen Vietri
Subject: RE: Power Point

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Ellen Vietri
Sent: Friday, May 12, 2017 9:23 AM
To: Andrew Wade; Debra Hagie; Ellen Conway-Vietri
Subject: Re: Power Point

From: Andrew Wade
To: [Debra Hagie](#); [Ellen Vietri](#)
Cc: [Andrew Nota](#)
Subject: May 15th Workshop
Date: Wednesday, May 03, 2017 7:51:00 AM

Good Morning Deb and Ellen,

Upcoming is the Town Council's Special Workshop meeting to regarding the topic of Senior Services in Jamestown. This will be a great opportunity for our department to highlights its achievements in our greatly expanded program base and participation that we have been working together to provide since the Town's adoption of direct oversight at the end of 2015. I will be putting together a PowerPoint demonstration to jointly present to the Council alongside the both of you. Our meeting is scheduled for 6:00pm on May 15th in the Town Council Chambers at Town Hall. It is essential that our presentation in well-coordinated and professionally presented to the council and the public. In order to accomplish this we will have on Wednesday May 10th at 1:00pm in my office. Andy Nota has also expressed interest in sitting down with us prior to the presentation on the 15th. Please be prepared to adjust your schedules when he dictates the time to us. Understandably this comes at a busy time for our department, however when given the opportunity to show the town in a public forum the good that we do, specifically 2 weeks prior to the Financial Town Meeting, this must be looked upon as a great opportunity to garner public support.

As I start my process of building the PowerPoint, please forward me all pertinent information you may have in regards to the Senior programs/participation since January 2016. I'm looking for a list of programs, participation numbers for these programs, meal site statistics, important feedback obtained from the population we serve. If you have any other insights that you wish to share with me for consideration to be included in the presentation please pass it along. If you have any questions regarding this matter please feel free to contact me.

Keep up the good work,

Andy

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: [Ellen Vietri](#)
To: [Andrew Wade](#)
Subject: Re: Power Point
Date: Friday, May 12, 2017 11:19:32 AM
Attachments: [Senior Services – Jamestown v2 ecv.pptx](#)

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Subject: RE: Power Point

Andrew J. Wade
Parks & Recreation Director
Town of Jamestown
401-423-7266

From: Ellen Vietri
Sent: Friday, May 12, 2017 9:23 AM
To: Andrew Wade; Debra Hagie; Ellen Conway-Vietri
Subject: Re: Power Point

Hi Andy,

Here you go...

From: Andrew Wade
Sent: Friday, May 12, 2017 7:57 AM
To: Ellen Vietri; Debra Hagie; Ellen Conway-Vietri
Subject: Power Point

This is a rough draft, I will be continuing to refine this throughout the AM.

Couple quick questions I was hoping you could answer me quickly on Ellen.

- What is the total persons allowed in the building according to the fire code sign on each floor? 84 upstairs, 45 downstairs
- How many patrons can be served downstairs? 40
- How many patrons can be served upstairs? 70

If there is anything else that has been glaringly omitted please let me know.

I know there are so many programs that are offered, those mentioned are only there to start talking

points. When you are up there you can mention as many or as few as you would like.

The top 3 surprises are:

Picnic

Movies

Trips

Bottom 3 are:

HD Ballet/Opera

Fowoods/Twin Rivers Casinos

Transportation to lunch

Andy

Andrew J. Wade

Parks & Recreation Director

Town of Jamestown

401-423-7266

From: [Ellen Vietri](#)
To: [Andrew Wade](#)
Subject: Re: May 15th Workshop
Date: Wednesday, May 03, 2017 9:18:51 AM

Thanks for the support and advocacy, Andy. I'll start pulling together information today for it. Let me know if you want it in batches or all at once.

Ellen

From: Andrew Wade
Sent: Wednesday, May 3, 2017 7:51 AM
To: Debra Hagie; Ellen Vietri
Cc: Andrew Nota
Subject: May 15th Workshop

Good Morning Deb and Ellen,

Upcoming is the Town Council's Special Workshop meeting to regarding the topic of Senior Services in Jamestown. This will be a great opportunity for our department to highlights its achievements in our greatly expanded program base and participation that we have been working together to provide since the Town's adoption of direct oversight at the end of 2015. I will be putting together a PowerPoint demonstration to jointly present to the Council alongside the both of you. Our meeting is scheduled for 6:00pm on May 15th in the Town Council Chambers at Town Hall. It is essential that our presentation in well-coordinated and professionally presented to the council and the public. In order to accomplish this we will have on Wednesday May 10th at 1:00pm in my office. Andy Nota has also expressed interest in sitting down with us prior to the presentation on the 15th. Please be prepared to adjust your schedules when he dictates the time to us. Understandably this comes at a busy time for our department, however when given the opportunity to show the town in a public forum the good that we do, specifically 2 weeks prior to the Financial Town Meeting, this must be looked upon as a great opportunity to garner public support.

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Town of Jamestown

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- How many patrons can be served upstairs? 70

If there is anything else that has been glaringly omitted please let me know.

I know there are so many programs that are offered, those mentioned are only there to start talking points. When you are up there you can mention as many or as few as you would like.

The top 3 surprises are:

Picnic

Movies

Trips

Bottom 3 are:

HD Ballet/Opera

Fowoods/Twin Rivers Casinos

Transportation to lunch

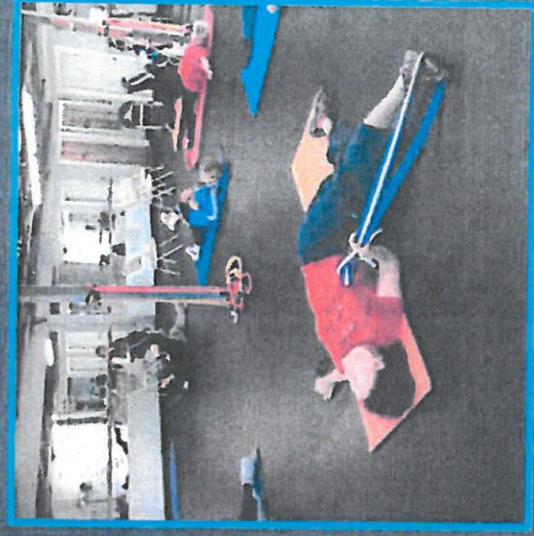
Andy

Andrew J. Wade

Parks & Recreation Director

Town of Jamestown

401-423-7266



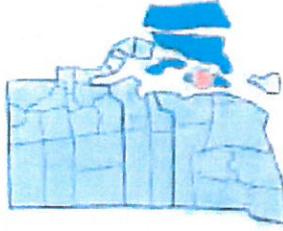
Senior Services - Jamestown, RI

Town Council Public Workshop:

Monday, May 15

6:00pm

Jamestown (Newport)



Jamestown is a town located in Newport County with a population of 5,405. About 18% of Jamestown residents are age 65 or older. With the exception of a higher than state rate of excessive drinking, Jamestown older adults fare better than or the same as state estimates on most other health indicators. Child and Family Services part of the state Aging and Disability Resource Center, the POINT Network, provides information, referral and assessment services and case management for seniors receiving state-funded home and community services. Age-friendly community resources include the senior center that offers weekday full-service luncheons, yoga tools for wellness, crazy quilting, knitting, Tai Chi, and line dancing. The Jamestown recreation department facilitates indoor and outdoor walking clubs. The Jamestown Philomenian Library offers special programs such as technology demonstrations and matinee movies. The Town provides some transportation for shopping and appointments.

POPULATION CHARACTERISTICS

	COMMUNITY ESTIMATE	STATE ESTIMATE
Total population all ages	5,405	1,052,567
Population 60 years or older as % of total population	25.6%	20.6%
Total population 60 years or older	1,387	217,066
Population 65 years or older as % of total population	18.1%	14.8%
Total population 65 years or older	981	155,558
% 65-74 years	65.5%	50.4%
% 75-84 years	25.1%	32.0%
% 85 years or older	9.4%	17.6%

* highest local % over 60 yrs old is 25.6%
state estimate is 20.6%

9.4% Columbia are not age 80 + older. like APPNP.



Jamestown Senior Services

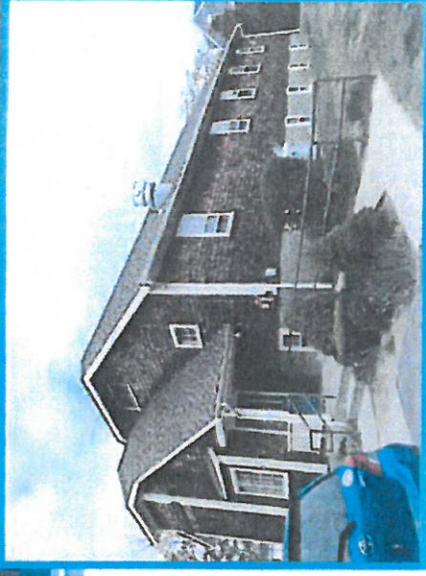
- Prior to January 2016 Senior Services were overseen by the Friends of Jamestown Seniors;
- Friends of Jamestown Seniors Private 501 (c)(3) who received funding from Town of Jamestown to deliver Senior Meal Site Program and offer programs to the elderly population of Jamestown, in addition to securing grant funds and some private donations;
- Programs included: Walking Club, Rusty Pens, Tai Chi, Portrait Drawing, Holiday Meals

Jamestown Senior Services



- January 2016 - Upon an agreement reached between the Friends of Jamestown Seniors and the Town, the Town has taken on all direct oversight and management responsibilities of all part-time program personnel;
- The Parks & Recreation Department was selected to oversee the Senior Program Coordinator and the two meal site staff;
- The Town is now a joint lessee of the Grange building along with the Friends of Jamestown Seniors for a 50 – year term;
- The Friends of Jamestown Seniors remain active as a advisory body over programmatic services and facility needs.

Current Senior Facility



- The Grange – Approximately 3,800 sq/ft of useable space
- Meal Site 1,680 sq/ft, Capacity: 45 persons
- Multi-purpose ballroom upstairs – 2,100 sq/ft
 - Exercise Classes (Yoga/Tai Chi/Dance)
 - Passive Recreational pursuits (Arts/Board Games/Reading)
 - Hosts Seasonal Large Group Meals/Events
 - Thanksgiving
 - Christmas Party
 - St. Patrick's Day
- Limited Parking
- In need of updates (floors, HVAC, plumbing)



Senior Center
Capital Improvement Plan

2016

\$20,000 Replace Flooring in meal site.

2017

\$15,000 Refinish upstairs floor, update
HVAC ductwork in building

Town of Jamestown - Senior Operating Budget

TOWN COUNCIL RECOMMENDED BUDGET 2017/2018

ACCOUNT	EXPENDITURES 2015/2016	BUDGET 2016/2017	TOWN COUNCIL W/CHANGES
SENIOR CENTER OPERATIONS			
.458 Senior Center Operations	76,333.73	0.00	0.00
70650.101 Salaries 3PT	0.00	46,540.00	47,703.00
.302 Fees, Supplies & Dues	0.00	2,500.00	3,000.00
.309 Telephones & Alarms	0.00	1,850.00	1,850.00
.321 Electricity	0.00	5,500.00	5,500.00
.324 Water	0.00	1,000.00	900.00
.341 Trash Removal	0.00	325.00	400.00
.343 Heat	0.00	5,400.00	4,000.00
.344 Repairs & Maintenance	0.00	5,885.00	6,000.00
.380 Programs	0.00	3,000.00	4,000.00
TOTAL SENIOR CENTER OPERATIONS	76,333.73	72,000.00	73,353.00

Town of Jamestown - Senior Operating Budget

- 2017-18 Total Operating Budget: \$73,353.00
- There are other resources extended to Senior Operations
 - Grange and Senior Program liability now covered under Town's insurance – savings of over \$6,000.00
 - Employee Payroll services, Workman's Compensation, FICA all covered by the town.
 - Facility Cleaning \$5,100.00 per year
 - Additional Town staff now dedicates time to supporting senior program
 - Parks & Recreation Director
 - Recreation Supervisor
 - Parks & Recreation Maintenance Crew

**Total Town of Jamestown Funding:
Approximately \$119,000**

Parks & Recreation Management Tree - Senior Services

Parks & Recreation Director



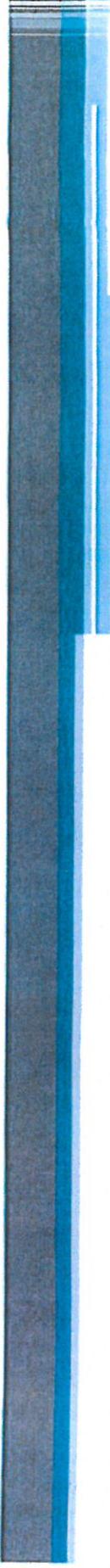
Recreation Supervisor



Senior Coordinator



Senior Program Staff



Program Building - A Strategic Approach

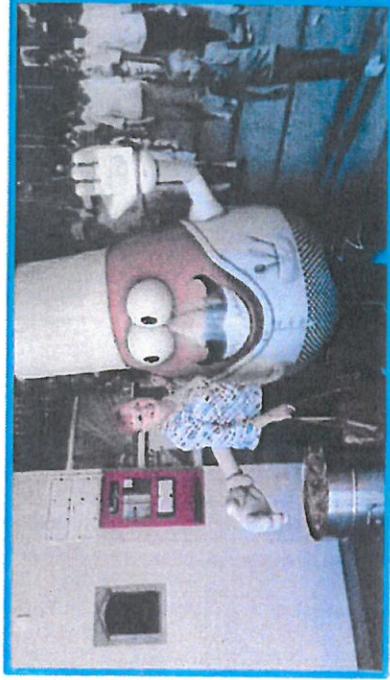
- Recreation Supervisor Deb Hagie and Senior Coordinator Ellen Vietri design programs
- Programs run on quarterly 8 week sessions
- Variety of Programs offered to match varied interests and abilities

Meal Site - Increase in use

- In 2015 a total of 4,870 meals were served out of the Jamestown Senior Center.
 - 3,415 at the Café, 1,455 meals on wheels
- In 2016 a total of 5,897 meals were served out of the Jamestown Senior Center 18% Increase from 2015
 - 4,730 at the Café, 1,167 meals on wheels
- In the 2017 Q1 - 1,730 meals were served out of the Senior Center Projected yearly increase of 30% from 2015
 - 1,385 at the Café, 345 meals on wheels

It's not just a meal site...

- Social Interactions
- Making new friends
- Expanded program offerings
- Off island adventures





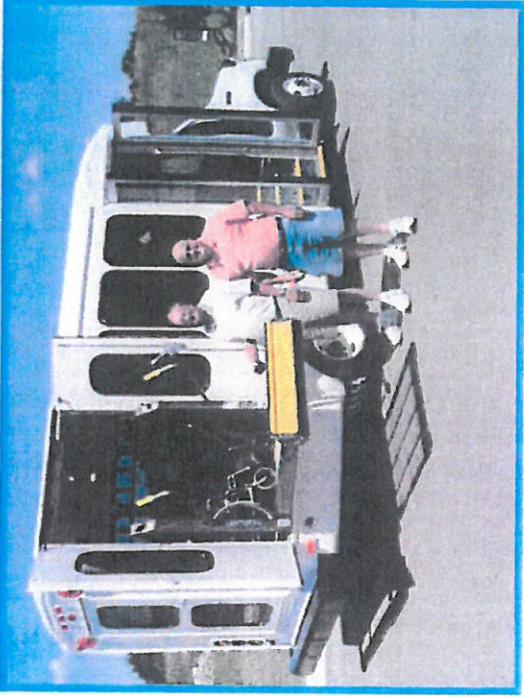
Expanded Programs - Utilizing Island Resources

- Senior Programs held at multiple locations to meet programmatic needs;
- Central Baptist Church, The Grange, Jamestown Fitness, the Library, Jamestown Recreation Center, Pemberton Apartments, and the Jamestown Arts Center all used for programs;
- Off island programs held at Absolute Fitness and Wickford Lanes with transportation provided by the Parks & Recreation Department



Program Offerings at a glance...

- Exercise Programs (Aqua Therapy, Yoga, Functional Fitness)
- Speaker Series (Rep. Deb Ruggiero, Reverse Mortgages, Elder Law)
- Health Check Series (Mind Fit/Wellness Screenings/Chronic Condition Management)
- Tuesday Matinees at the Library
- Social Programs (Mah Jong, Crochet Class, Rusty Pens)
- Weekly Off Island Adventures (Bowling & Swimming)
- Other Trips (Trinity Rep, New Bedford Whaling Museum, Magical Mystery Tour)

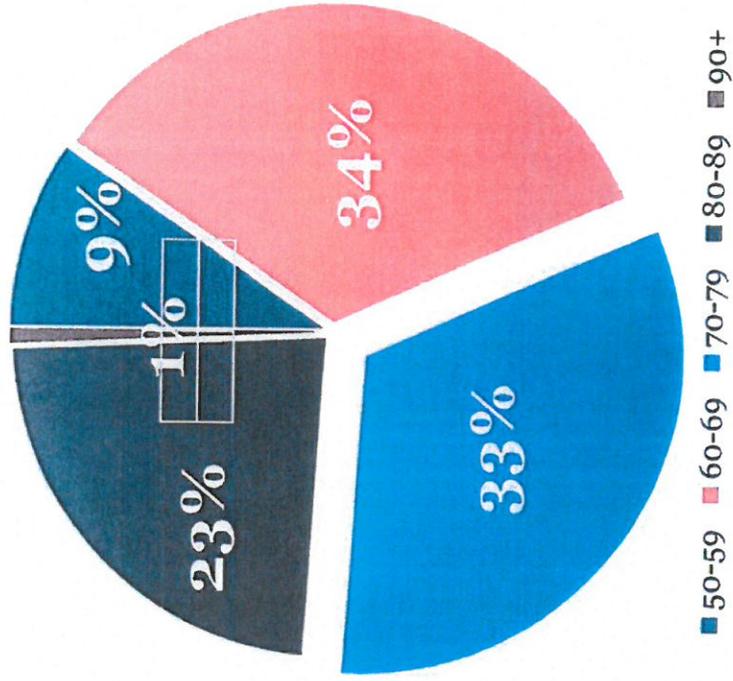


Transportation Needs?

A recent survey conducted by a URI student Kellie Cunningham-Toland as part of her Community Health Project administered to Jamestown residents 50 years of age and older in December 2016. The survey attempted to gather information regarding transportation services provided to Jamestown's aging population.

90 Survey Responders, broken down by Age Group

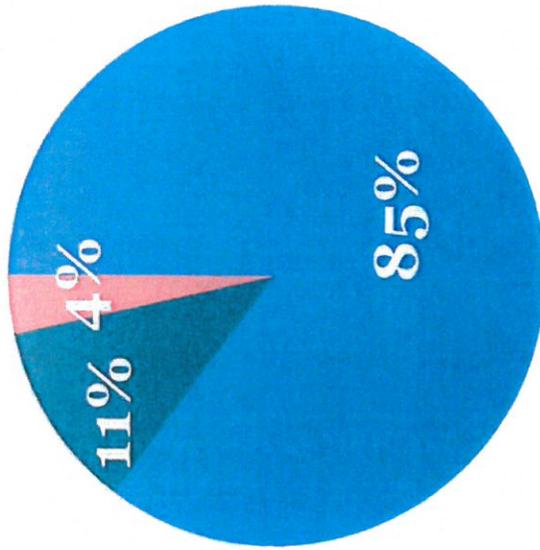
% by Age Category



Transportation

Currently Drive a Motor Vehicle

Percent



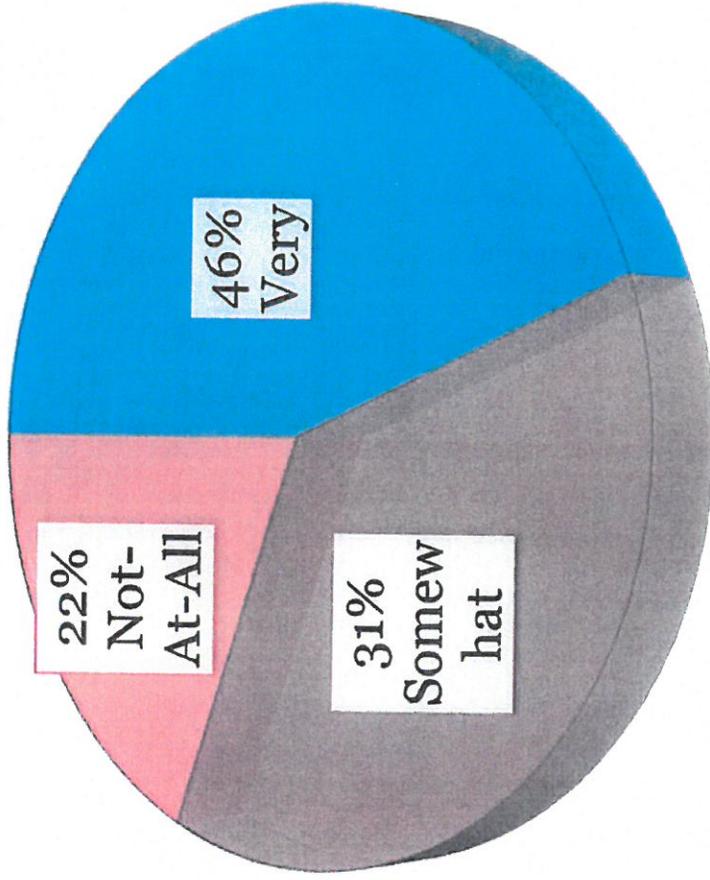
■ Yes ■ No ■ Yes, with limits

- 85% Drive
- 4% Drive with limitations
- 11% Do Not Drive
- 15% of Respondents Reported Transportation as an issue for Participation in Programs

**Level of Interest in Future
Transportation for Off-
Island Health and Leisure
Activities**

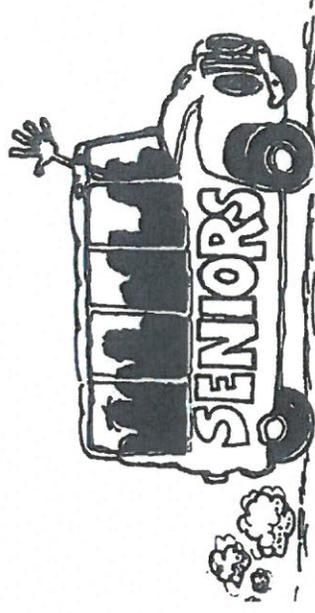
**46% Very
31% Somewhat
22% Not-At-All**

**PERCENT %
INTEREST**



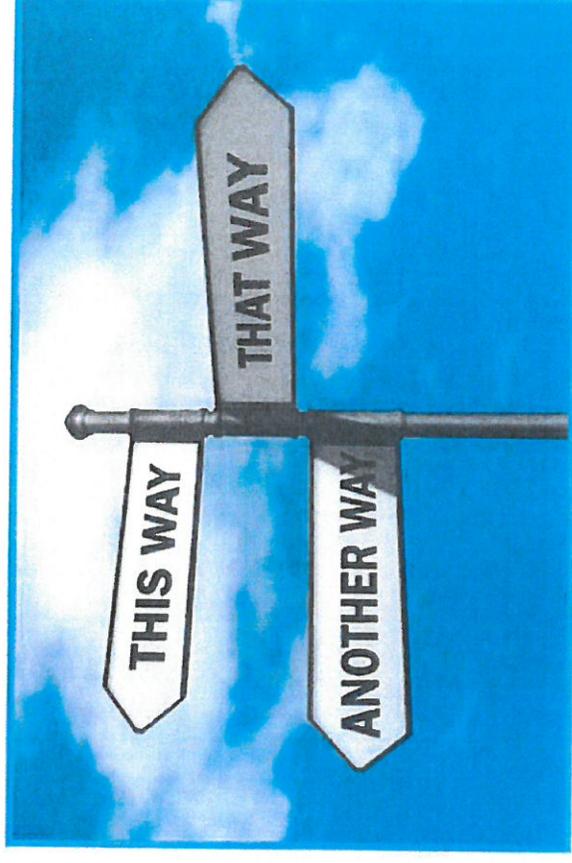
Is there a need for daily transportation to Senior Center Activities?

- Spring 2017 – Trial program for meal site transportation;
- 8 week program promoted in Jamestown Press, Fliers distributed to Meals on Wheels, Posted at Center, Pemberton Apt, word of mouth, etc.;
- To date, 6 total rides given.



Where do we go from here?

- Trial & Error –
Continue to offer new programs
- Gather public feedback
- Expand services as demand requires



Jan – Dec 2015 Meal Summary

Jan – Mar 2015 Meal Summary

	Jan (17 days)	Feb (17 days)	Mar (22 days)	Quarterly Total (56 days)
Meals at Café	160	224	297	681
Meals on Wheels	79	95	154	328
Total Meals Served	239	319	451	1,009

Apr – Jun 2015 Meal Summary

	Apr (22 days)	May (20 days)	Jun (22 days)	Quarterly Total (64 days)
Meals at Café	320	329	309	958
Meals on Wheels	146	137	138	421
Total Meals Served	466	466	447	1,329

Jul – Sept 2015 Meal Summary

	Jul	Aug	Sept	Quarterly Total
Meals at Café	256	312	288	856
Meals on Wheels	152	119	119	390
Total Meals Served	408	431	407	1,246

Oct – Dec 2015 Meal Summary

	Oct	Nov	Dec	Quarterly Total
Meals at Café	314	298	308	920
Meals on Wheels	124	114	128	366
Total Meals Served	438	412	436	1,286



Jan – Dec 2016 Meal Summary

JAMESTOWN SENIOR CENTER MEAL REPORT SUMMARY

- Findings: 1. Meal participation increased 50% in 2016 over 2015**
2. Meal participation increased 30% comparing Jul – Dec 2016 vs 2015

Jan – Mar 2016 Meal Summary

	Jan (19 days)	Feb (18 days)	Mar (21 days)	Quarterly Total
Meals at Café	272	280	344	896
Meals on Wheels	85	96	124	305
Total Meals Served	357	376	468	1,201

Apr – June 2016 Meal Summary

	Apr (21 days)	May (21 days)	Jun (22 days)	Quarterly Total (64 days)
Meals at Café	348	392	351	1091
Meals on Wheels	113	98	71	282
Total Meals Served	461	490	422	1,373

Jul – Sept 2016 Meal Summary

	Jul (20 days)	Aug (22 days)	Sept (21 days)	Quarterly Total
Meals at Café	306	531	453	1,290
Meals on Wheels	40	84	118	242
Total Meals Served	346	615	571	1,532

Oct – Dec 2016 Meal Summary

	Oct (20 days)	Nov (19 days)	Dec (21 days)	Quarterly Total
Meals at Café	441	507	505	1453
Meals on Wheels	112	112	114	338
Total Meals Served	583	619	619	1,791



Jan – Dec 2017 Meal Summary

Jan – Dec 2017 Meal Summary

Jan – Mar 2017 Meal Summary

Meal participation increased 44% from this quarter last year.

	Jan (20 days)	Feb (17 days)	Mar (21 days)	Quarterly Total
Meals at Café	472	403	510	1,385
Meals on Wheels	109	106	130	345
Monthly Total Prepared	581	509	640	1,730

	Apr (days)	May (days)	Jun (days)	Quarterly Total
Meals at Café				
Meals on Wheels				
Monthly Total Prepared				

SENIOR SERVICES SUMMER 2016 PROGRAM REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR	HOURLY RATE	FEE	DEPOSIT
Tai Chi	Mondays	9-10am	~ 13 per week	Gary Girard	N/A	N/A	N/A
Walking Club	Wed&Fri	10-11am	~ 4 per week	Ellie Chase	N/A	N/A	N/A
Yoga	Wednesdays	1-2pm	~ 5 per week	Janet Larson	\$65	\$5/8 per class	223.00
Balance	Thursdays	2:45-3:45pm	~ 5 per week	Bill House	\$40	\$8	275.00
Health Consultations	Aug 2, Sept 6	10-11:30am	18	Rhonda Bernaro	N/A	N/A	N/A
Portland, Me	19-Jul	All day	31	Ellen Vietri	N/A	\$95	2,848.00
Foxwoods	12-Jul	8:30am-2:30pm	5	Nancy Beye	N/A	N/A	N/A
Picnic at Pavilion	24-Aug	11:30am-2pm	158	Ellen Vietri	N/A	\$5	886.00
Rose Island Lighthouse	30-Aug	10am-1pm	23	Deet Dodge	N/A	\$50	1,235.00
New York City Wknd	Sept 3 - Sept 5	Labor Day Wknd	23	Ellie Chase	N/A	\$440/\$505	N/A
Mentoring Talk	9-Jun	12:30-1:30pm	8	Ellen Vietri	N/A	N/A	N/A
Crafts Club	Mondays	5-7pm	~ 6 per week	Cindy Smith	N/A	N/A	N/A
Knitting Club	Tuesdays	9:30-11:30am	no sign in sheet	N/A	N/A	N/A	N/A
Scrabble Club	Mondays	1-2:30pm	no sign in sheet	N/A	N/A	N/A	N/A
Portrait Painting	Wednesdays	9:30-11:30am	~ 5 per week	Tom Martino	N/A	N/A	N/A
Ask the Pharmacist	14-Jun	12:30-1:30pm	13	Ellen Vietri	N/A	N/A	N/A

SENIOR SERVICES FALL 2016 PROGRAMS REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR
Wellness Clinic - NEW - Flu Vacc, Hearing Screening and Medicare Open Enrollment #1	1-Nov	11:30am-1:30pm	21 flu vacc., 10 hearing screens, 5 insurance consults	Ellen Vietri
Wellness Clinic - NEW - Flu Vacc, Hearing Screening and Medicare Open Enrollment #2	29-Nov	11:30am-1:30pm	13 flu, 10 hearing	Ellen Vietri
Cyber Seniors - NEW	Wed. & Fri	10am - 1:30pm	44 sessions/25 indiv.	Ellen Vietri
NYC Radio City (with FOJS) - NEW		7am-8pm	51	Ellen Vietri/Tom Tighe
Interval Training Class - NEW	Wednesdays	11am - Noon	~6 per week	Sam Pease
Rebecca Schiff Candidate Overview - NEW	Thurs., Oct 6	1-2pm	14	Ellen Vietri
Deb Ruggiero Candidate Overview - NEW	Thurs., Oct 20	1-2pm	8	Ellen Vietri
Intergenerational Holiday Wreathmaking with the Quonanicuet Garen Club at The Jamestown Arts Center - 2nd Annual/Expanded	Sun., Nov 27	Noon-2pm	31 adults, 16 middle schoolers	Ellen Vietri/Nicole Contino
Pros and Cons of Reverse Mortgages - NEW - RI Bar Assoc. Attorney Michael Castner	Thurs., Nov 13	1-2pm	5	Ellen Vietri
Balance and Stability -NEW -	Thursdays	2:45-3:45pm	~ 5 per week	Bill House
A Day at Foxwoods - NEW	Fridays	10:00am Noon	~ 4 per week	Ellen Vietri
Intro to Sewing - NEW	Tuesdays	1:30-3:30	~27 per week	Peggy Burse
Basic Portrait Techniques - NEW -	Tuesdays	10-11:30am	~ 10 per week	Wendy Crooks
Tai Chi	Mondays	9-10am	~ 10 per week	Gary Girard
Rusty Pens Writing Wkshp	Mondays	10:30-11:30am	~ 3 per week	Gayen Thompson
Walking Club	Wed&Fri	10-11am	~ 4 per week	Ellie Chase
Yoga Tools for Welness	Wednesdays	1-2pm	~ 7 per week	Janet Larson
Nurse Health Consults	Tuesdays	10:30-Noon	~ 12 per month	Rhonda Bernaro
Tuesday Afternoon Matinee	Mondays	10am - Noon	1	Ellen Vietri/Deb Homer
Open Studio Portraits	Mondays	2pm-4pm	3	Tom Martino
Mahjong Group Meets	Wednesdays	9:30-11:30am	~ 4 per week	Jill Meyers

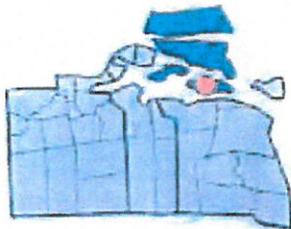
SENIOR SERVICES WINTER 2017 PROGRAMS REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR
Warm Water Therapeutics with Bus Transport - NEW	Tuesdays	9:30-11:45	4	Ellen Vietri
MindFit Brain Health Series - NEW	Thursdays	1-3:30pm	17	Ellen Vietri
Mah Jong Course - NEW	Saturdays	Noon-2pm	10	Carol Desforges
Functional Fitness - NEW	Wednesdays	11-Noon	4	Sam Pease
Johnson & Wales Culnary Arts Museum and Lunch at Brass Monkey - NEW	Friday, Feb. 24	10am - 4pm	14, plus driver	Ellen Vietri/Ellie Chase
Tuesday Afternoon Matinees		1:30-3:30pm	~43 per week	Ellen Vietri/Deb Homer
Caregiver Support Group	Thursdays		~4 per month	Ellen Vietri
Tai Chi	Mondays	9-10am	~ 10 per week	Gary Girard
Walking Club	Wed&Fri	9-10am	~ 10 per week	Ellie Chase
Yoga	Wednesdays	1-2pm	~ 8 per week	Janet Larson
Balance and Stability	Thursdays	2:45-3:45pm	~ 6 per week	Bill House
It's Your Health Health Consultations	Tuesdays	10-11:30am	~12 per month	Rhonda Bernaro
Open Studio Portrait Painting	Wednesdays	9:30-11:30am	~ 5 per week	Tom Martino
Rusty Pens Writing Workshop	Mondays	10:30-11:30am	4	Gayen Thompson
Bolshoi Ballet - Swan Lake in HD	Sat. Feb 5	1-4pm	0	Ellen Vietri
Metropolitan Opera in HD	Sat., Jan 21	1-4pm	0	Ellen Vietri

SENIOR SERVICES SPRING 2017 PROGRAMS REPORT

PROGRAM	DATE(S)	TIME	LOCATION	INSTRUCTOR/FA CULTIVATOR	INSTRUCTOR RATE	PER PERSON FEE	PARTICIPATION	SUBSIDY APPLIED	BANK DEPOSIT TO DATE	ASSUMPTIONS
Aqua Therapeutics	Tuesdays	10:30-11:30am	Absolute Fitness	Mary	\$6pp/class	\$40/\$5 per class	11 per wk	376	\$560	\$1 subsidy pp/wk. Driver cost of \$288 included in fee (\$12x3 hrsx8wks)
Strength, Balance & Posture (Wed Class) - NEW	Wednesdays	11-11:45am	JFC	Sam Pease	\$35/class	\$24/\$3 class	~12 per wk	288	check cd	\$X subsidy pp/wk. Instructor rate is \$35x8wks at \$280. 12 participants paid \$24 @ \$5
Yoga Tools for Wellness - NEW	Wednesdays	1-2pm	CBC	Janet Larson	80/20 split	\$24/\$3 class	~8 per wk	320	\$188	\$3 subsidy pp/wk. Instructor rate is \$50x8wks=\$400
Strength, Balance & Posture (Thurs Class) - NEW	Thursdays	2:45-3:45pm	JFC	Bill House	\$35/class	\$24/\$3 class	~5 per wk	120	check cd	\$3 subsidy pp/wk. Instructor rate is \$35x8wks @ \$280.
Duck Pin Bowling - NEW	Fridays	9:30-11:30am	Wickford Lanes	N/A	\$7 pp/class	\$40/\$5 per class	~7 per wk	448	\$150	\$2 subsidy pp/wk. Driver cost of \$336 included in fee (\$12x3.5 hrsx8wks)
Crochet Class - NEW	Tuesdays	6:30-8:30pm	Rec Center	Leslah O'Neill	??	\$35	??		\$70	
Chronic Condition Management - NEW	Thursdays	1-2:30pm	Senior Center	Maureen Rotez	N/A	N/A	11 per wk			
The Sewing Circle - NEW	Thursdays	4:30-6:30pm	CBC	Peggy Burse	\$20/class	\$35	6 per wk	15	\$145	Instructor fee is \$20x8wks=\$160
New Bedford Whaling Museum Tour - NEW	28-Mar	All day	New Bedford	Red Bennett	N/A	\$20	9, plus dr.		\$340	Driver cost of \$84 (\$12x7hrs) included in fee. Museum cost \$117. Total cost=\$201
Magical Mystery Tour - NEW	4-Jun	All day	Blackstone Valley	Ellen Vietri	N/A	\$30	14, pl dr	99	\$360	Driver cost of \$64 included in fee (\$12x7hrs). River boat fee \$10pp. 15part.x12= \$150. Brunch cost expected \$15ppx15 participants=\$225. Total cost=\$459
RI Affordable Housing for Seniors	April m6	11:30-1:00pm	Senior Center	Ellen Vietri	N/A	N/A	32			
Pet Massage Workshop - NEW	6-May	Noon-2pm	Senior Center	Amber Lockspeil	\$20pp	\$30	Reached		\$30	
Tips and Strategies About Elder Law - NEW	4-Apr	11-Noon	JPL	Ri Bar Assoc Attorney	N/A	N/A	12			
Tai Chi for Arthritis	Mondays	9-10am	Senior Center	Gary Girard	N/A	N/A	~20 per wk			
Rusty Pens Writing Group	Mondays	10:30-11:30am	Senior Center	Gaven Thompson	N/A	N/A	~5 per wk			
Tuesday Afternoon Matinee	Tuesdays	1:30-3:30pm	JPL	Ellen Vietri/Deb Homer	N/A	N/A	~42 per wk			
Health Consultations	Tuesdays	10am-2pm	Senior Center	Homer	N/A	N/A	15 for May			
Walking Club	Wed&Fri	9-10am	Senior Center	Ellie Chase	N/A	N/A	~10per wk			
Open Studio Portrait Painting	Wednesdays	9:30-11:30am	Senior Center	Tom Martino	N/A	N/A	~6			
Below the Belt Basics - Two-part Workshop - NEW	Thursdays	9-10am	Senior Center	N/A	N/A	N/A	7 per wk			
Health Consultations	Thursdays	10-11:30am	Housing Authority	Dale Dupuis	N/A	N/A	9 for Apr			
Wish Jongs (Drop In Group)	Fridays	10:30-Noon	Senior Center	N/A	N/A	N/A	~8			
Caregiver Support Group	Thursdays	9-11-11-15am	CBC Hall	N/A	N/A	N/A	~5			
*denotes subsidy applied								1666		

HEALTHY AGING COMMUNITY PROFILE



RHODE ISLAND HEALTHY AGING COMMUNITY PROFILE

Jamestown (Newport)

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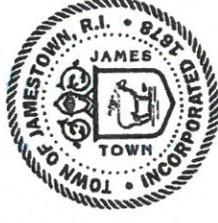
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Jamestown Senior Services

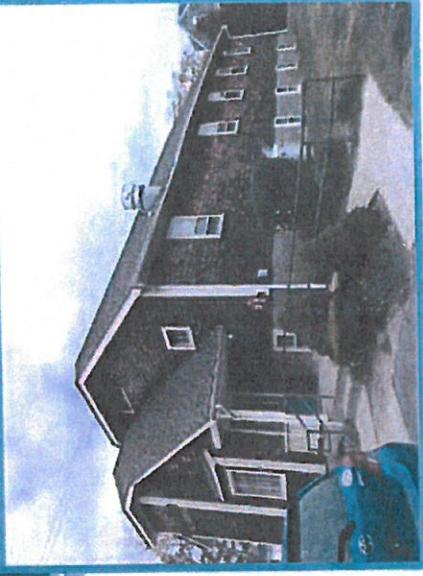
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Current Senior Facility



- The Grange – Approximately 3,800 sq/ft of useable space
- Meal Site 1,680 sq/ft, Capacity: 45 persons
- Multi-purpose ballroom upstairs – 2,100 sq/ft
 - Exercise Classes (Yoga/Tai Chi/Dance)
 - Passive Recreational pursuits (Arts/Board Games/Reading)
 - Hosts Seasonal Large Group Meals/Events
 - Thanksgiving
 - Christmas Party
 - St. Patrick's Day
- Limited Parking
- In need of updates (floors, HVAC, plumbing)



**Senior Center
Capital Improvement Plan**

2016

\$20,000 Replace Flooring in meal site.

2017

**\$15,000 Refinish upstairs floor, update
HVAC ductwork in building**

Town of Jamestown - Senior Operating Budget

TOWN COUNCIL RECOMMENDED BUDGET 2017/2018

ACCOUNT	EXPENDITURES 2015/2016	BUDGET 2016/2017	TOWN COUNCIL W/CHANGES
SENIOR CENTER OPERATIONS			
.458 Senior Center Operations	76,333.73	0.00	0.00
70650.101 Salaries 3PT	0.00	46,540.00	47,703.00
.302 Fees, Supplies & Dues	0.00	2,500.00	3,000.00
.309 Telephones & Alarms	0.00	1,850.00	1,850.00
.321 Electricity	0.00	5,500.00	5,500.00
.324 Water	0.00	1,000.00	900.00
.341 Trash Removal	0.00	325.00	400.00
.343 Heat	0.00	5,400.00	4,000.00
.344 Repairs & Maintenance	0.00	5,885.00	6,000.00
.380 Programs	0.00	3,000.00	4,000.00
TOTAL SENIOR CENTER OPERATIONS	76,333.73	72,000.00	73,353.00

Town of Jamestown - Senior Operating Budget

- 2017-18 Total Operating Budget: \$73,353.00
- There are other resources extended to Senior Operations
 - Grange and Senior Program liability now covered under Town's insurance – savings of over \$6,000.00
 - Employee Payroll services, Workman's Compensation, FICA all covered by the town.
 - Facility Cleaning \$5,100.00 per year
 - Additional Town staff now dedicates time to supporting senior program
 - Parks & Recreation Director
 - Recreation Supervisor
 - Parks & Recreation Maintenance Crew

**Total Town of Jamestown Funding:
Approximately \$119,000**

Parks & Recreation Management Tree - Senior Services

Parks & Recreation Director



Recreation Supervisor



Senior Coordinator



Senior Program Staff

Program Building - A Strategic Approach

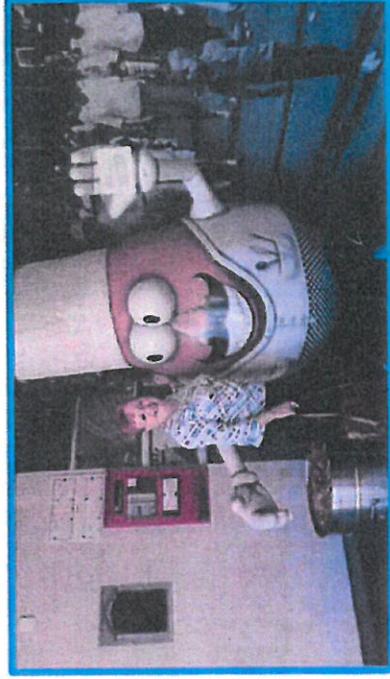
- Recreation Supervisor Deb Hagie and Senior Coordinator Ellen Vietri design programs
- Programs run on quarterly 8 week sessions
- Variety of Programs offered to match varied interests and abilities

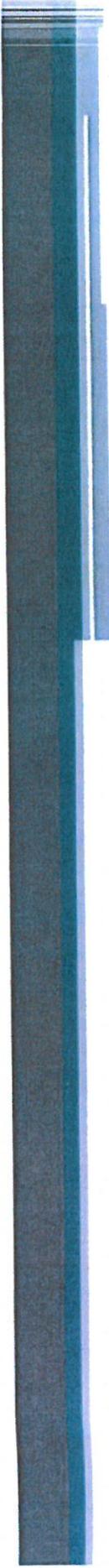
Meal Site - Increase in use

- In 2015 a total of 4,870 meals were served out of the Jamestown Senior Center.
 - 3,415 at the Café, 1,455 meals on wheels
- In 2016 a total of 5,897 meals were served out of the Jamestown Senior Center 18% Increase from 2015
 - 4,730 at the Café, 1,167 meals on wheels
- In the 2017 Q1 - 1,730 meals were served out of the Senior Center Projected yearly increase of 30% from 2015
 - 1,385 at the Café, 345 meals on wheels

It's not just a meal...

- Social Interactions
- Making new friends
- Expanded program offerings
- Off island adventures





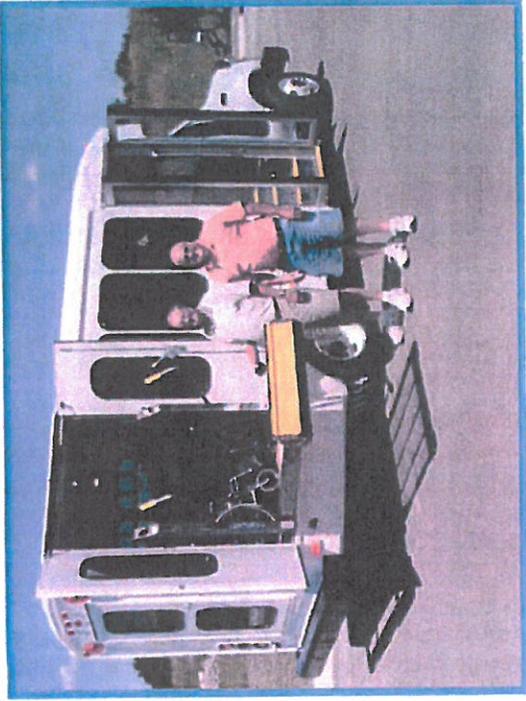
Expanded Programs - Utilizing Island Resources

- Senior Programs held at multiple locations to meet programmatic needs;
- Central Baptist Church, The Grange, Jamestown Fitness, the Library, Jamestown Recreation Center, Pemberton Apartments, and the Jamestown Arts Center all used for programs;
- Off island programs held at Absolute Fitness and Wickford Lanes with transportation provided by the Parks & Recreation Department



Program Offerings at a glance...

- **Exercise Programs** (Aqua Therapy, Yoga, Functional Fitness)
- **Speaker Series** (Rep. Deb Ruggiero, Reverse Mortgages, Elder Law)
- **Health Check Series** (Mind Fit/Wellness Screenings/Chronic Condition Management)
- **Tuesday Matinees at the Library**
- **Social Programs** (Mah Jong, Crochet Class, Rusty Pens)
- **Weekly Off Island Adventures** (Bowling & Swimming)
- **Other Trips** (Trinity Rep, New Bedford Whaling Museum, Magical Mystery Tour)

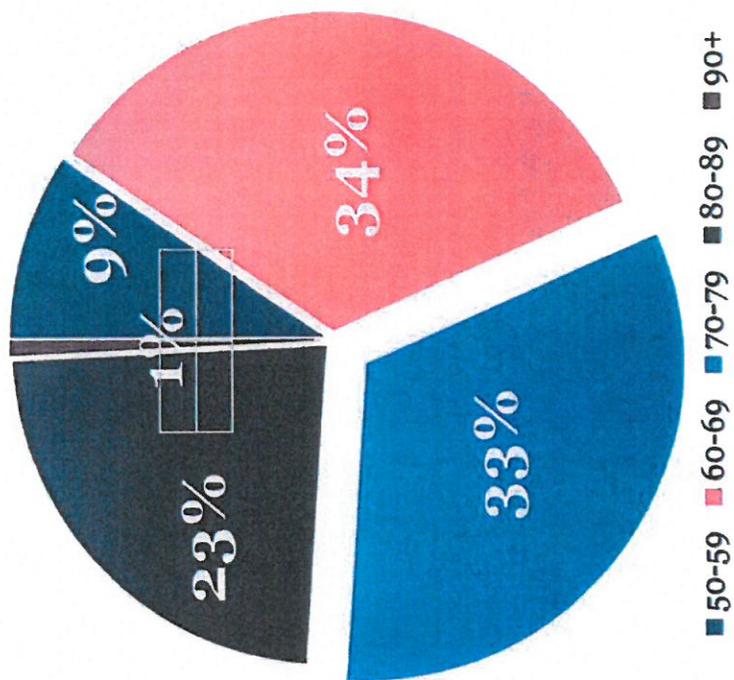


Transportation Needs?

A recent survey conducted by a URI student Kellie Cunningham-Toland as part of her Community Health Project administered to Jamestown residents 50 years of age and older in December 2016. The survey attempted to gather information regarding transportation services provided to Jamestown's aging population.

90 Survey Responders, broken down by Age Group

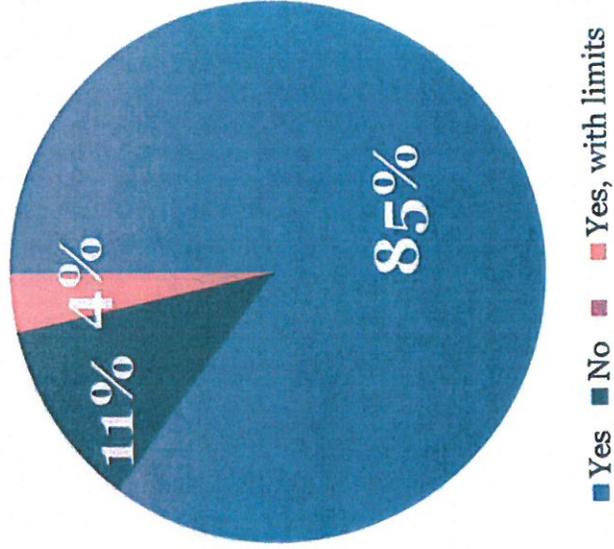
% by Age Category



Transportation

Currently Drive a Motor Vehicle

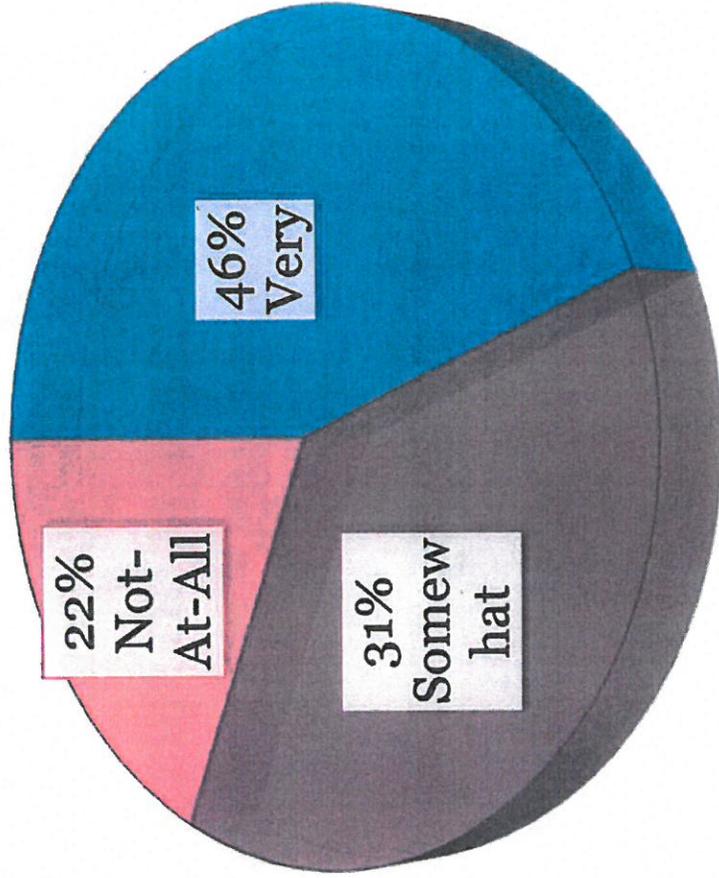
Percent



- 85% Drive
- 4% Drive with limitations
- 11% Do Not Drive
- 15% of Respondents Reported Transportation as an issue for Participation in Programs

**Level of Interest in Future
Transportation for Off-
Island Health and Leisure
Activities**

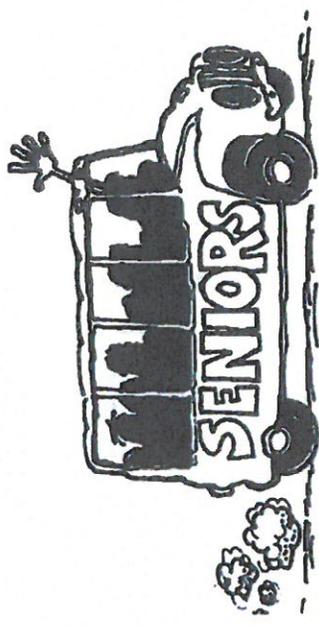
**PERCENT %
INTEREST**



**46% Very
31% Somewhat
22% Not-At-All**

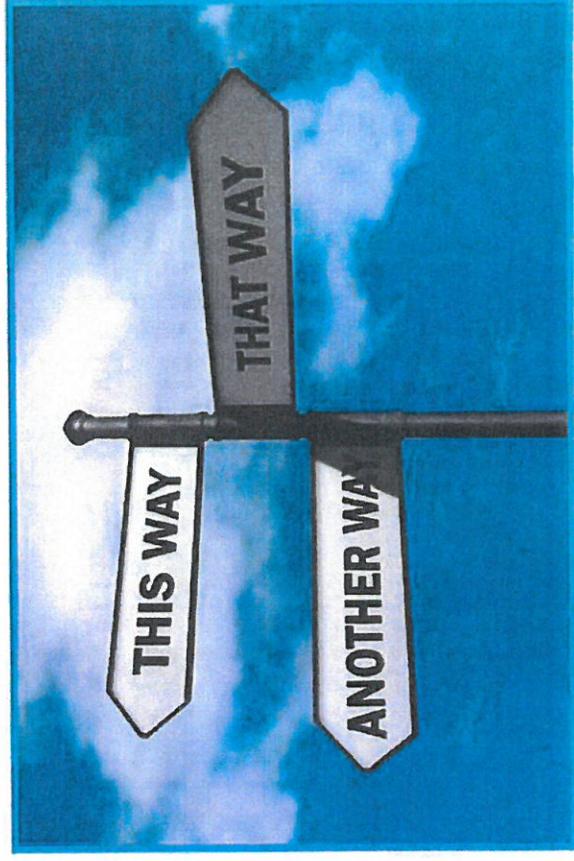
Is there a need for daily transportation to Senior Center Activities?

- Spring 2017 – Trial program for meal site transportation;
- 8 week program promoted in Jamestown Press, Fliers distributed to Meals on Wheels, Posted at Center, Pemberton Apt, word of mouth, etc.;
- To date, 6 total rides given.



Where do we go from here?

- Trial & Error –
Continue to offer new programs
- Gather public feedback
- Expand services as demand requires





Jan – Dec 2015 Meal Summary

Jan – Mar 2015 Meal Summary

	Jan (17 days)	Feb (17 days)	Mar (22 days)	Quarterly Total (56 days)
Meals at Café	160	224	297	681
Meals on Wheels	79	95	154	328
Total Meals Served	239	319	451	1,009

Apr – Jun 2015 Meal Summary

	Apr (22 days)	May (20 days)	Jun (22 days)	Quarterly Total (64 days)
Meals at Café	320	329	309	958
Meals on Wheels	146	137	138	421
Total Meals Served	466	466	447	1,329

Jul – Sept 2015 Meal Summary

	Jul	Aug	Sept	Quarterly Total
Meals at Café	256	312	288	856
Meals on Wheels	152	119	119	390
Total Meals Served	408	431	407	1,246

Oct – Dec 2015 Meal Summary

	Oct	Nov	Dec	Quarterly Total
Meals at Café	314	298	308	920
Meals on Wheels	124	114	128	366
Total Meals Served	438	412	436	1,286



Jan – Dec 2016 Meal Summary

JAMESTOWN SENIOR CENTER MEAL REPORT SUMMARY

- Findings: 1. Meal participation increased 50% in 2016 over 2015**
2. Meal participation increased 30% comparing Jul – Dec 2016 vs 2015

Jan – Mar 2016 Meal Summary

	Jan (19 days)	Feb (18 days)	Mar (21 days)	Quarterly Total
Meals at Café	272	280	344	896
Meals on Wheels	85	96	124	305
Total Meals Served	357	376	468	1,201

Apr – June 2016 Meal Summary

	Apr (21 days)	May (21 days)	Jun (22 days)	Quarterly Total (64 days)
Meals at Café	348	392	351	1091
Meals on Wheels	113	98	71	282
Total Meals Served	461	490	422	1,373

Jul – Sept 2016 Meal Summary

	Jul (20 days)	Aug (22 days)	Sept (21 days)	Quarterly Total
Meals at Café	306	531	453	1,290
Meals on Wheels	40	84	118	242
Total Meals Served	346	615	571	1,532

Oct – Dec 2016 Meal Summary

	Oct (20 days)	Nov (19 days)	Dec (21 days)	Quarterly Total
Meals at Café	441	507	505	1453
Meals on Wheels	112	112	114	338
Total Meals Served	583	619	619	1,791



Jan – Dec 2017 Meal Summary

Jan – Dec 2017 Meal Summary

Jan – Mar 2017 Meal Summary

Meal participation increased 44% from this quarter last year.

	Jan (20 days)	Feb (17 days)	Mar (21 days)	Quarterly Total
Meals at Café	472	403	510	1,385
Meals on Wheels	109	106	130	345
Monthly Total Prepared	581	509	640	1,730

	Apr (days)	May (days)	Jun (days)	Quarterly Total
Meals at Café				
Meals on Wheels				
Monthly Total Prepared				

SENIOR SERVICES SUMMER 2016 PROGRAM REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR	HOURLY RATE	FEE	DEPOSIT
Tai Chi	Mondays	9-10am	~ 13 per week	Gary Girard	N/A	N/A	N/A
Walking Club	Wed&Fri	10-11am	~ 4 per week	Ellie Chase	N/A	N/A	N/A
Yoga	Wednesdays	1-2pm	~ 5 per week	Janet Larson	\$65	\$5/8 per class	223.00
Balance	Thursdays	2:45-3:45pm	~ 5 per week	Bill House	\$40	\$8	275.00
Health Consultations	Aug 2, Sept 6	10-11:30am	18	Rhonda Bernaro	N/A	N/A	N/A
Portland, Me	19-Jul	All day	31	Ellen Vietri	N/A	\$95	2,848.00
Foxwoods	12-Jul	8:30am-2:30pm	5	Nancy Beye	N/A	N/A	N/A
Picnic at Pavilion	24-Aug	11:30am-2pm	158	Ellen Vietri	N/A	\$5	886.00
Rose Island Lighthouse	30-Aug	10am-1pm	23	Deet Dodge	N/A	\$50	1,235.00
New York City Wknd	Sept 3 - Sept 5	Labor Day Wknd	23	Ellie Chase	N/A	\$440/\$505	N/A
Mentoring Talk	9-Jun	12:30-1:30pm	8	Ellen Vietri	N/A	N/A	N/A
Crafts Club	Mondays	5-7pm	~6 per week	Cindy Smith	N/A	N/A	N/A
Knitting Club	Tuesdays	9:30-11:30am	no sign in sheet	N/A	N/A	N/A	N/A
Scrabble Club	Mondays	1-2:30pm	no sign in sheet	N/A	N/A	N/A	N/A
Portrait Painting	Wednesdays	9:30-11:30am	~ 5 per week	Tom Martino	N/A	N/A	N/A
Ask the Pharmacist	14-Jun	12:30-1:30pm	13	Ellen Vietri	N/A	N/A	N/A

SENIOR SERVICES FALL 2016 PROGRAMS REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR
Wellness Clinic - NEW - Flu Vacc, Hearing Screening and Medicare Open Enrollment #1	1-Nov	11:30am-1:30pm	21 flu vacc., 10 hearing screens, 5 insurance consults	Ellen Vietri
Wellness Clinic - NEW - Flu Vacc, Hearing Screening and Medicare Open Enrollment #2	29-Nov	11:30am-1:30pm	13 flu, 10 hearing	Ellen Vietri
Cyber Seniors - NEW	Wed. & Fri	10am - 1:30pm	44 sessions/25 indiv.	Ellen Vietri
NYC Radio City (with FOJS) - NEW		7am-8pm	51	Ellen Vietri/Tom Tighe
Interval Training Class - NEW	Wednesdays	11am - Noon	~6 per week	Sam Pease
Rebecca Schiff Canddiate Overview - NEW	Thurs., Oct 6	1-2pm	14	Ellen Vietri
Deb Ruggiero Candidate Overview - NEW	Thurs., Oct 20	1-2pm	8	Ellen Vietri
Intergenerational Holiday Wreathmaking with the Quonanicuet Garen Club at The Jamestown Arts Center - 2nd Annual/Expanded	Sun., Nov 27	Noon-2pm	31 adults, 16 middle schoolers	Ellen Vietri/Nicole Contino
Pros and Cons of Reverse Mortgages - NEW - RI Bar Assoc. Attorney Michael Castner	Thurs., Nov 13	1-2pm	5	Ellen Vietri
Balance and Stability -NEW -	Thursdays	2:45-3:45pm	~ 5 per week	Bill House
A Day at Foxwoods - NEW	Fridays	10:00am Noon	~ 4 per week	Ellen Vietri
Intro to Sewing - NEW	Tuesdays	1:30-3:30	~27 per week	Peggy Burse
Basic Portrait Techniques - NEW -	Tuesdays	10-11:30am	~ 10 per week	Wendy Crooks
Tai Chi	Mondays	9-10am	~ 10 per week	Gary Girard
Rusty Pens Writing Wkshp	Mondays	10:30-11:30am	~ 3 per week	Gayen Thompson
Walking Club	Wed&Fri	10-11am	~ 4 per week	Ellie Chase
Yoga Tools for Welness	Wednesdays	1-2pm	~ 7 per week	Janet Larson
Nurse Health Consults	Tuesdays	10:30-Noon	~ 12 per month	Rhonda Bernaro
Tuesday Afternoon Matinee	Mondays	10am - Noon	1	Ellen Vietri/Deb Homer
Open Studio Portraitures	Mondays	2pm-4pm	3	Tom Martino
Mahjong Group Meets	Wednesdays	9:30-11:30am	~ 4 per week	Jill Meyers

SENIOR SERVICES WINTER 2017 PROGRAMS REPORT

PROGRAM	DATE(S)	TIME	PARTICIPATION	FACILITATOR
Warm Water Therapeutics with Bus Transport - NEW	Tuesdays	9:30-11:45	4	Ellen Vietri
MindFit Brain Health Series - NEW	Thursdays	1-3:30pm	17	Ellen Vietri
Mah Jong Course - NEW	Saturdays	Noon-2pm	10	Carol Desforges
Functional Fitness - NEW	Wednesdays	11-Noon	4	Sam Pease
Johnson & Wales Culnary Arts Museum and Lunch at Brass Monkey - NEW	Friday, Feb. 24	10am - 4pm	14, plus driver	Ellen Vietri/Ellie Chase
Tuesday Afternoon Matinees		1:30-3:30pm	~43 per week	Ellen Vietri/Deb Homer
Caregiver Support Group	Thursdays		~4 per month	Ellen Vietri
Tai Chi	Mondays	9-10am	~ 10 per week	Gary Girard
Walking Club	Wed&Fri	9-10am	~ 10 per week	Ellie Chase
Yoga	Wednesdays	1-2pm	~ 8 per week	Janet Larson
Balance and Stability	Thursdays	2:45-3:45pm	~ 6 per week	Bill House
It's Your Health Health Consultations	Tuesdays	10-11:30am	~12 per month	Rhonda Bernaro
Open Studio Portrait Painting	Wednesdays	9:30-11:30am	~ 5 per week	Tom Martino
Rusty Pens Writing Workshop	Mondays	10:30-11:30am	4	Gayen Thompson
Bolshoi Ballet - Swan Lake in HD	Sat. Fe b 5	1-4pm	0	Ellen Vietri
Metropolitan Opera in HD	Sat., Jan 21	1-4pm	0	Ellen Vietri

SENIOR SERVICES SPRING 2017 PROGRAMS REPORT

PROGRAM	DATE(S)	TIME	LOCATION	INSTRUCTOR/FA CILIATOR	INSTRUCTOR RATE	PER PERSON FEE	PARTICIPAT ION	SUBSIDY APPLIED	BANK DEPOSIT TO DATE	ASSUMPTIONS
Aqua Therapeutics Strength, Balance & Posture (Wed Class) - NEW	Tuesdays	10:30-11:30am	Absolute Fitness	Mary	\$6pp/class	\$40/\$5 per class	11 per wk	376	\$560	\$1 subsidy pp/wk. Driver cost of \$288 included in fee (\$12x3 hrsx8wks)
Yoga Tools for Wellness - NEW	Wednesdays	11-11:45am	JFC	Sam Pease	\$35/class	\$24/\$3 class	~12 per wk	288	check cd	\$4 subsidy pp/wk. Instructor rate is \$35x8wks at \$280. 12 participants paid \$24 @ \$3
Strength, Balance & Posture (Thurs Class) - NEW	Wednesdays	1-2pm	CBC	Janet Larson	80/20 split	\$24/\$3 class	8 per wk	320	\$188	\$3 subsidy pp/wk. Instructor rate is \$30x8wks=\$240
Duck Pin Bowling - NEW	Thursdays	2:45-3:45pm	JFC	Bill House	\$35/class	\$24/\$3 class	~5 per wk	120	check cd	\$3 subsidy pp/wk. Instructor rate is \$35x8wks @ \$280.
Crochet Class - NEW	Fridays	9:50-11:30am	Wickford Lanes Rec Center	N/A	\$7 pp/class	\$40/\$5 per class	~7 per wk	448	\$150	\$2 subsidy pp/wk. Driver cost of \$336 included in fee (\$12x3.5 hrsx8wks)
Chronic Condition Management - NEW	Tuesdays	6:30-8:30pm	Senior Center	Leahh O'Neill	??	\$35	??		\$70	
The Sewing Circle - NEW	Thursdays	1-2:30pm	Senior Center	Maureen Rozsz	N/A	N/A	11 per wk			
New Bedford Whaling Museum Tour - NEW	Thursdays	4:30-6:30pm	CBC	Peggy Burse	\$20/class	\$95	6 per wk	15	\$145	Instructor fee is \$20x8wks=\$160 Driver cost of \$84 (\$12x7hrs) included in fee. Museum cost \$117. Total cost=\$201
Magical Mystery Tour - NEW	28-Mar	All day	New Bedford	Rod Bennett	N/A	\$20	9, plus dr	99	\$340	Driver cost of \$84 included in fee (\$12x7hrs). River boat tix \$10pp. 15partx12= \$150. Brunch cost expected \$15ppx15 participants= \$225. Total cost=\$459
RI Affordable Housing for Seniors	4-Jun	All day	Blackstone Valley	Ellen Vietri	N/A	\$30	14, pl dr			
Pet Massage Workshop - NEW	April m6	11:30-1:00pm	Senior Center	Ellen Vietri	N/A	N/A	32			
Tips and Strategies About Elder Law -NEW	6-May	Noon-2pm	Senior Center	Amber Lockspeit	\$20pp	\$30	Resched		\$30	
Tai Chi for Arthritis	4-Apr	11-Moon	JPL	RI Bar Assoc Attorney	N/A	N/A	12			
Rusty Pens Writing Group	Mondays	9-10am	Senior Center	Gary Girard	N/A	N/A	~20 per wk			
Tuesday Afternoon Matinee	Mondays	10:30-11:30am	Senior Center	Thompson	N/A	N/A	~5 per wk			
Health Consultations Walking Club	Tuesdays	1:30-3:30pm	JPL	Ellen Vietri/Deb Homer	N/A	N/A	~42 per wk			
Open Studio Portrait Painting	Tuesdays	10am-2pm	Senior Center	Ellie Chase	N/A	N/A	15 for May			
Below the Belt Basics - Two-part Workshop - NEW	Wed&Fri	9-10am	Senior Center	Tom Martino	N/A	N/A	~10per wk			
Health Consultations Mah Jongg (Drop in group)	Wednesdays	9:30-11:30am	Senior Center	Dale Dupuis	N/A	N/A	7 per wk			
Caregiver Support Group	Thursdays	9-10am	Housing Authority	N/A	N/A	N/A	9 for Apr			
*denotes subsidy applied	Fridays	10-11:30am	Senior Center	N/A	N/A	N/A	~8			
	Thursdays	9:45-11:15am	CBC Hall	N/A	N/A	N/A	~5			
								1666		

Town of Jamestown Senior Services

Spring Program Guide

Session Dates 3/1/17 - 5/20/17

INSIDE:

- SENIOR PROGRAMS
- SPECIAL EVENTS
- COMMUNITY PROGRAMS



Jamestown Parks & Recreation

Main Office: 423-7260 Senior Center: 423-7261 Teen Center: 423-7261

Director of Parks & Recreation: Andrew Wade

Recreation Supervisor: Deb Hagie

Teen Center Coordinator: Molly Conlon

Senior Program Coordinator: Ellen Vietri

Foreman: Ron Parfitt, Greg Pimentel

NOW HIRING!!!

Currently the Parks and Recreation Department is accepting applications for the following seasonal job opportunities.

- Fort Getty - Gatehouse & Park Security
- Mackerel Cove - Lifeguards & Lot Attendants
- Seasonal Maintenance
- Summer Camp Counselors

[CLICK HERE FOR AN APPLICATION](#)



Wanna get away?

We are happy to share with you that we have teamed up with South Kingstown Parks and Recreation to join them on their upcoming trips! These trips are open to all ages. However, youth under 16 must be accompanied by a guardian. To sign up for any of the below events or for answers to any questions, please call Deb Hagie at, 423-7260 or by email at:

recreationinfo@jamestownri.net

<u>DATE</u>	<u>TRIP</u>	<u>PAYMENT DUE</u>
April 20 th	Boston Symphony Orchestra Open Rehearsal	April 1 st
May 2 nd	Boston Trolley Tour/ Boston Adventure	April 15 th
May 13 th	9/11 Memorial and Museum	April 15 th
June 15 th	Blackstone Valley Tour	June 1 st
July 18 th	Isles of Shoals, Portsmouth, NH	July 1 st
July 20 th	Boston Red Sox vs. Toronto Blue Jays	July 1 st
August 8 th	Provincetown Fast Ferry	July 15 th
August 20 th -21 st	Saratoga Racing	June 28 th
September 14 th	Westport Rivers Winery	August 15 th
October 5 th	Covered Bridges Tour, Troy NH	September 15 th
December 2 nd	Christmas in NYC	November 15 th



Senior Meal Service

Weekday Full Service, 3-Course Luncheon

Who: Seniors

Where: Senior Center, 1st floor

When: Every Weekday from 11:30am - 12:45pm starting April 3rd-May 25th

Cost: Suggested donation of \$3

Meet your friends and relax over a lovely 3-course meal. We invite you to reserve a place at the West Street Café. Offered each weekday, you enjoy a nutritious, three-course meal or lighter options such as salads and sandwiches. Reservations are required 48 hours in advance by calling 423-2658.

April 6 through May 25 after lunch is being offered. Watch for other special event listings and weekly menus in the *Jamestown Press*.

TRANSPORTATION TO MEALSITE ON THURSDAYS APRIL 6 THROUGH MAY 25

Take advantage of our new Transportation Service on Thursdays! Catch a ride from home to go to the Senior Center with a return trip after lunch. Please call Ellen Vietri to reserve a spot at least 48hrs in advance by calling 423-2658.

Special event Luncheons

(Reservations required)

St. Patrick's Day Celebration - Thursday, March 16th at 11:30am

Served in the upstairs hall. Live music from Patchy Caubeens (Tom Perotti, Tom McGuire and Jack Wright)

St. Joseph's Day Celebration - Tuesday, March 21st at 11:30 am

Thursday Hall Luncheons April 6 - May 26 - Enjoy our caterer's most winning meals served to your table. We are offering this new opportunity in conjunction with transportation to and from the senior center to take advantage of our lovely light-filled space. So come and have a hearty meal with some friends for laughter and conversation. Meals on Wheels also available onsite. Give us a try! You won't be disappointed.

For Registration Information Call Ellen Vietri Senior Coordinator: 423-2761

Senior Programs

Tai Chi for Arthritis

Who: All Adults

Where: Senior Center, 2nd floor

When: Mondays (except holidays) session starts April 3rd-May 22nd

Cost: No cost to participants

Give yourself a gift and start the week off gently. This program is based on a medically-proven form of gentle movement designed by arthritis specialists to relieve pain, help prevent falls and improve overall health and wellness.



Rusty Pens Writing Workshop

Who: Seniors

Where: Senior Center, 2nd floor

When: Mondays 10:30 - 11:30am, starting April 3rd-May 22nd

Cost: No cost to participants

Facilitator: Gayen Thompson

Activate the writer and your memories of life's experience. This creative writing workshop is designed to elicit reflections on your own stories, memories or new ideas. Beginners are welcome as well as those who simply wish to write for fun.



Aqua Therapeutics

Who: Seniors

Where: Absolute Fitness in East Greenwich

When: Tuesdays 10:30 - 11:15 am, shuttle leaves Senior Center at 9:30am and returns at 12:00pm starting on April 4th-May 23rd

Cost: Fee for Seniors: \$20 for 4-week package, or \$40 for 8-week package

Fee for Younger Adults: \$32 for 4-week package, or \$64 for 8-week package

Glide into the comfort of a heated to 86 degree salt water pool for this gentle aerobics program.

The benefits of this class include decreasing swelling, improving circulation, increasing flexibility, and strengthening and toning muscles -- without putting added stress on your joints from your body weight. Class fee includes use of a steam room, a Jacuzzi and transportation. Bring lock if desired for locker.



Tuesday Afternoon Matinee

Who: All Adults

Where: Jamestown Library, large meeting room

When: Tuesdays 1:30 - 3:30pm, starts April 4th - May 23rd

Cost: No cost to participants

Now's the time to get out and enjoy the Oscar winners and those independent gems specially chosen for our regular audience members. The films are shown on the latest audio visual technology on wide. Refreshments are provided courtesy of the library.



Heartwise Walking

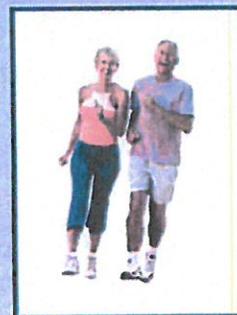
Who: All Adults

Where: Recreation Center Gym in inclement weather, and meet at the senior center on nice days

When: Wednesdays and Fridays from 9:00 - 10:00am, starts April 5th-May 26th

Cost: No cost to participants
There's nothing's better than starting the day off with a brisk walk and conversation.

For the winter, we walk in the gym at the Community Center to varied intervals of speed music to help keep to a quick pace and warmup and warm down safely.



Open Studio for Portrait Artists

Who: All Adults

Where: Senior Center, 2nd floor

When: Wednesdays 10am, starts April 5th - May 24th

Cost: No cost to participants



Facilitator: Tom Martino
Practice your portrait skills with live models. This is an unstructured open studio for experienced artists looking to practice skills on various mediums. (Bring your

own materials.) Older adult models sign-up and see what magic artist Tom Martino can do with an acrylic portrait on canvas for you to keep!

Senior Programs

Yoga Tools for Wellness™

Who: All Adults

Where: Central Baptist Church, Clarke Hall

When: Wednesdays from 1:00 – 2:00pm, starts April 5th – May 24th

Cost: Fee for Seniors: \$12 for 4-week package, or \$24 for 8-week package

Fee for Younger Adults: \$32 for 4-week package, or \$64 for 8-week package

Instructor: Certified Yoga Therapist & Instructor, Janet Larson



Our unique spring workshops will include a yoga practice along with beneficial life-style suggestions to reduce the effects of Osteoporosis. Yoga has been shown to support both skeletal strength and

alignment and emotional well-being. Yoga poses create resistance and stretch the bones from many angles that may stimulate the formation of healthy bone structure. Yoga mats provided.



Duck Pin Bowling

Who: Seniors

Where: Wickford Lanes

When: Fridays starting April 7-May 26th from 9:30-11:30am (shuttle leaves senior center at 9am)

Cost: \$20 for 4-week package or \$40 for eight-week
Bowling is a sport of individual accomplishment and competitiveness. It used to hold the title of "the sport of everyone" and the reason was everyone can play at their level and enjoy themselves. . Includes transportation, three games, shoes and even a complimentary cup of coffee!

The Sewing Circle

Who: Teens and All Adults (Beginner through Intermediate)

Where: Central Baptist Church, Clarke Hall

When: Thursdays from 4:30-6:30pm starting April 6th – May 25th

Cost: Fee for Seniors: \$35

Instructor: Peggy Burse, Bring together the spirit of community and creativity by learning to sew or developing your skills further. This program is intended for anyone interested in having fun while learning new techniques – helping boost your confidence in tackling projects on your own. All equipment and tools are provided. Bring your own patterns and material to start or finish a project.



Get Together for Mah Jongg

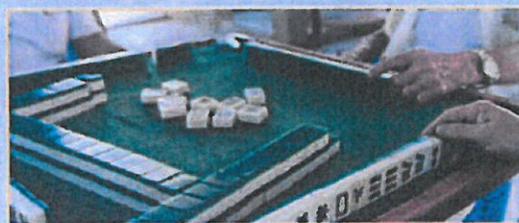
Who: All Adults

Where: Senior Center, 2nd floor

When: Fridays 10:30-Noon, starts April 7th – May 26th

Cost: FREE

Do you enjoy strategic games to keep the brain buzzing? We have formed a Mahjong group on the island that meets weekly. The game originated in China and is played with domino like tiles. Game sets and new 2017 cards will be available in April.



Crocheting Class

Who: All Adults

Where: Recreation Center

When: Tuesdays at 6:30-8:00pm from April 6th – May 25th

Cost: Fee for Seniors: \$35

Instructor: Lealah O'Neill

There's been a resurgence of crocheting recently so come on out to learn the basics at your own pace. These and other crafts are not only productive, they are proven to reduce stress and keep the hands nimble. In this adults-only class, you'll learn beginner-level skills by the talented Lealah O' Neill. She will help you along on the project of your choosing so get on Pinterest and scout out something that looks fun. All supplies provided.



Pet Massage Therapy Workshop

Who: Seniors

Where: Senior Center

When: 10am – Noon on Saturday, May 6th

Cost: \$30

Instructor: Certified Pet Massage Therapist, Amber Lockspeiser, CAMT

Relax and relieve pain for your dog. This two-hour training class includes hands-on training with your dogs (50lbs or under) to improve the human/ animal bond and support your pet's improving overall wellness. Well-socialized dogs only with proof of up-to-date vaccinations required upon registration. Class size limited to 8.



Senior Trips, Events & Speakers

Guided Tour of New Bedford Whaling Museum and Lunch at Tia Maria's European Café

Who: Seniors

When: Tuesday, March 28th from 9:30am to 4:30pm

Cost: \$20 includes museum pass and transportation (lunch not included in fee)

Walking Level: Moderate

Join us for an afternoon filled with many mysteries. Enjoy a customized guided 2-hour tour with a docent and an exhibit curator to learn and explore the rich history, art and culture of the whaling world through exhibitions and an in-depth scrimshaw, paintings, Yankee whaling implements, etc. Before the tour, we'll experience a local Azorean-inspired lunch at a family-run restaurant right next door to the museum.



Tips and Strategies About Elder Law

Who: All Adults

Where: Jamestown Library, Wright Museum Room

When: 10am - 11:30am on Tuesday, April 4th

Cost: FREE

In this workshop, you will learn invaluable information on basic estate planning (wills/trusts), asset protection, Medicaid eligibility, reverse mortgages VA benefits, and much more in this information from an experienced attorney from the RI Bar Association.

Overview of Rhode Island's Affordable Housing Initiatives for Seniors

Who: All Adults

Where: Senior Center

When: Talk starts at 11:30am, lunch served at Noon on Thursday, April 6th

Cost: FREE

Executive Director of the RI Housing Authority, Barbara Fields, will join us for lunch and for a forum afterwards to provide an overview of the latest initiatives in the state's efforts in expanding access to affordable housing for seniors and building livable, sustainable communities for the aging. Fields has deep expertise in affordable housing finance and community real estate development as well as a strong track record of developing successful collaborations among government, private sector, nonprofit and community partners. Within the past few years she served as HUD's New England Regional Administrator representing the HUD Secretary as liaison to mayors, state and local officials, members of press, private and non-profit developers, public housing authorities and the



Con-media.

Unveil the Hidden Benefits of Your Health Plan

Who: Seniors (for those with BlueCHIP for Medicare or another plan)

Where: Jamestown Library, Large Conference Room

When: 10am - 11:00am on Tuesday May 9th

Cost: FREE

In this informative workshop, you will learn invaluable, otherwise less promoted information about health insurance benefits (including allowed home care (PT, RN, etc.) reimbursements, prescription drugs, vision components, health and wellness features, fitness center membership discounts, etc. This is not a sales promotion program, only an education session to have you able to best use your benefits before the next enrollment period in the fall.



To register for these programs, contact 423- 2761 or email evietri@jamestownri.net between 10am - 1pm M-F. Jamestown Senior Center, 6 West Street. Registration forms can be [downloaded here](#).

2018-02-15 / Front Page

Senior center sees change in leadership

BY RYAN GIBBS



B. ANDERSON

They may share a last name, but the two newest faces at the senior center have more in common — their passion for the town's largest demographic.

Senior coordinator Betsey Anderson and meal coordinator Carrie

Anderson began their jobs on West Street within six months of each other. The two women, who are not related, have been collaborating for three weeks as co-workers.



C. ANDERSON

"Betsey's been an amazing addition to our team," said Carrie, who was hired in September.

"We're excited to see what she has planned going forward. She's very enthusiastic and energetic about being here."

Prior to her appointment last month, Betsey was assistant director for the senior center in North Kingstown, a position she had for nearly three years. She started as the kitchen supervisor, then became program coordinator before then named second-in-command. She said her favorite part of the job is interacting with seniors. While she misses the familiarity of the North Kingstown constituency, Betsey already is meshing with the Conanicut Grange guests.

"I'm feeling very welcomed here," she said. "It's definitely eased the transition from one job to the other."

Betsey, 44, is a North Kingstown native who began working with seniors as a certified nursing assistant while in high school. She currently lives in East Greenwich with her husband, Peter, who is the school district's maintenance director.

When the job opened following the departure of Ellen Vietri in the fall, Anderson applied because she wanted to leave her mark on a new community. Andy Wade, who oversees the senior center as the town's recreation director, said Betsey stood out from other candidates because of her experience. He was impressed by her ability to implement programming, "which is exactly what we're asking her to do here."

"She worked her way through the ranks, and all those ranks really encompassed all the details of this job," he said.

Betsey is the fourth director of the senior center. The late Charlotte Richardson led the center from its founding in 1992 until her retirement in 2014. She was then replaced by Annie McIntyre, who resigned in January 2015. Vietri was appointed four months later.

Apart from the size, Betsey said there aren't any striking differences between the North Kingstown and Jamestown senior centers.

"The same types of programs are provided here, just at a smaller scale," she said.

While Betsey is a newcomer, Carrie has been familiar with the town well before she was hired at the senior center. The 40-year old Philadelphia native has lived on the island for 11 years with her father and daughter, but she had summered in town since she was a child. In addition to her role at the senior center, Anderson is the aquatic director at the Newport Athletic Club in Middletown.

Carrie applied for the job so she could get to know the senior population in her hometown.

"I've become a part of their daily routine of coming in and having a nice meal," she said. "I'm new to the food services industry, and I absolutely love it."

During weekday mornings, Carrie and her crew receive the day's meals from their caterer at 8:45 a.m. The hot lunches are then prepared for the senior center and Meals on Wheels.

"It's busy from the get-go," she said.

Although no food is made in the kitchen, Carrie makes suggestions to the caterer based on the taste buds of her customers.

Betsey said she already has noticed the rapport between Carrie and lunchtime regulars.

"The atmosphere down here is very welcoming," Betsey said. "The seniors obviously enjoy engaging with her and vice versa. Being that the meal site is the core of the senior center, they've been impressed."

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Jamestown (Newport)

Jamestown is a town located in Newport County with a population of 5,405. About 18% of Jamestown residents are age 65 or older. With the exception of a higher than state rate of excessive drinking, Jamestown older adults fare better than or the same as state estimates on most other health indicators. Child and Family Services part of the state Aging and Disability Resource Center, the POINT Network, provides information, referral and assessment services and case management for seniors receiving state-funded home and community services. Age-friendly community resources include the senior center that offers weekday full-service luncheons, yoga tools for wellness, crazy quilting, knitting, Tai Chi, and line dancing. The Jamestown recreation department facilitates indoor and outdoor walking clubs. The Jamestown Philomenian Library offers special programs such as technology demonstrations and matinee movies. The Town provides some transportation for shopping and appointments.



POPULATION CHARACTERISTICS	COMMUNITY ESTIMATE	STATE ESTIMATE
Total population all ages	5,405	1,052,567
Population 60 years or older as % of total population	25.6%	20.6%
Total population 60 years or older	1,387	217,066
Population 65 years or older as % of total population	18.1%	14.8%
Total population 65 years or older	981	155,558
% 65-74 years	65.5%	50.4%
% 75-84 years	25.1%	32.0%
% 85 years or older	9.4%	17.6%
Gender (65+ population)		
% female	53.1%	58.4%
Race/Ethnicity (65+ population)		
% White	92.0%	93.0%
% African American	2.3%	2.6%
% Asian	0.0%	1.3%
% Other	5.6%	3.2%
% Hispanic/Latino	1.9%	3.7%
Marital Status (65+ population)		
% married	70.3%	50.1%
% divorced/separated	7.5%	12.6%
% widowed	22.1%	30.8%
% never married	0.0%	6.4%
Education (65+ population)		
% with less than high school education	0.0%	26.8%
% with high school or some college	55.0%	50.7%
% with college degree	45.0%	22.5%
% of 60+ LGBT	1.2%	2.0%
% of 65+ population living alone	17.8%	30.4%
% of 65+ population who speak only English at home	100.0%	81.7%
% of 65+ population who are veterans of military service	30.7%	22.7%
Age-sex adjusted 1-year mortality rate	4.2%	4.8%

HEALTHY AGING INDICATORS	BETTER / WORSE STATE RATE¹	COMMUNITY ESTIMATE²	STATE ESTIMATE²
Geographic Migration (65+ population)			
% moved within same county		0.0%	3.5%
% moved from different county in Rhode Island		0.0%	0.8%
% moved from different state		3.1%	1.1%
% 60+ lived at same address 25 years or more		49.2%	48.1%
WELLNESS and PREVENTION			
% any physical activity within last month	B	78.7%	70.0%
% injured by a fall within last year		10.0%	10.0%
% ever had a hip fracture	B	2.6%	3.9%
% with self-reported fair or poor health status	b	16.3%	20.4%
% with 15+ physically unhealthy days last month		11.7%	13.9%
% with physical exam/check-up in past year		91.7%	91.9%
% met CDC preventive health screening goals		41.1%	39.5%
% flu shot past year		60.2%	59.1%
% pneumonia vaccine		74.9%	73.8%
% shingles vaccine		35.5%	30.3%
% cholesterol screening		87.2%	88.4%
% mammogram within last 2 years (women)		77.9%	81.8%
% colorectal cancer screening		78.9%	76.1%
Oral Health			
% with complete tooth loss	B	23.9%	32.4%
% with annual dental exam	B	84.7%	74.7%
# dentists per 100,000 persons (all ages)		37	58
NUTRITION/DIET			
% with 5 or more servings of fruit or vegetables per day		23.9%	23.0%
% obese		22.1%	25.4%
% high cholesterol	B	66.7%	78.0%
% current smokers		7.3%	8.9%
% excessive drinking	W	13.9%	8.9%
MENTAL HEALTH			
% with 15+ days poor mental health last month	B	4.8%	7.5%
% 60+ talked with family or friends almost daily	b	79.9%	75.3%
% ever diagnosed with depression	B	20.8%	30.0%
CHRONIC DISEASE			
% with Alzheimer's disease or related dementias	B	9.0%	14.4%
% with diabetes	B	19.8%	35.7%
% with stroke	B	8.8%	12.5%
% with chronic obstructive pulmonary disease	B	15.7%	24.1%
% with asthma	B	9.8%	14.0%

HEALTHY AGING INDICATORS

	BETTER / WORSE STATE RATE ¹	COMMUNITY ESTIMATE ²	STATE ESTIMATE ²
% with hypertension	B	63.4%	79.0%
% ever had a heart attack	B	3.6%	5.4%
% with ischemic heart disease	B	32.6%	45.9%
% with congestive heart failure	B	15.5%	24.8%
% with atrial fibrillation	B	12.6%	15.2%
% with osteoarthritis/rheumatoid arthritis	B	44.0%	52.0%
% with osteoporosis	B	13.2%	21.0%
% with glaucoma		26.7%	26.6%
% with cataract		69.6%	67.9%
% women with breast cancer		13.9%	10.7%
% with colon cancer		2.1%	3.2%
% men with prostate cancer		11.8%	13.8%
% with lung cancer		1.3%	2.1%
% with hypothyroidism	B	14.3%	21.1%
% with anemia	B	37.0%	52.2%
% with benign prostatic hyperplasia	B	31.8%	40.3%
% with chronic kidney disease	B	17.3%	23.3%
Summary chronic disease measures			
% with 4+ chronic conditions	B	45.1%	63.9%
% with 0 chronic conditions	B	13.0%	8.4%
LIVING WITH DISABILITY			
% 65+ with hearing difficulty		10.5%	13.8%
% 65+ with vision difficulty		1.9%	5.2%
% 65+ with cognition difficulty		7.0%	7.8%
% 65+ with ambulatory difficulty		7.4%	19.9%
% 65+ with self-care difficulty		5.1%	6.6%
% 65+ with independent living difficulty		5.1%	13.7%
ACCESS TO CARE			
Medicare (65+ population)			
% Medicare managed care enrollees	*	27.4%	39.4%
% dually eligible for Medicare and Medicaid	*	3.6%	14.6%
% with a regular doctor	B	98.2%	96.5%
% did not see a doctor when needed due to cost	b	4.1%	6.3%
# of primary care providers (within 5 miles)		51	1,566
# of hospitals (within 5 miles)		1	11
# of nursing homes (within 5 miles)		0	84
# of home health agencies (in same town)		13	38

HEALTHY AGING INDICATORS**BETTER / WORSE
STATE RATE¹****COMMUNITY
ESTIMATE²****STATE
ESTIMATE²****SERVICE UTILIZATION**

Physician visits per year	*	7.2	8.0
Emergency room visits/1000 persons 65+ years per year	*	403	628
Part D monthly prescription fills per person per year	*	39.9	54.2
Home health visits per year	*	2.3	3.7
Durable medical equipment claims per year	*	0.8	2.0
Inpatient hospital stays/1000 persons 65+ years per year	*	168	284
Inpatient hospital readmissions (as % of admissions)		14.4%	16.9%
Skilled nursing facility stays/1000 persons 65+ years per year	*	60	100
Total skilled nursing home Medicare beds/1000 persons 65+ years		0	52
% 65+ getting Medicaid long term services and supports		1.9%	6.2%

COMMUNITY VARIABLES & CIVIC ENGAGEMENT**Air Pollution/Air Quality Index**

Annual # of unhealthy days for older adults

NA

NA

Walkability of Community

Walkability score (0-100)

52

NA

% of vacant housing units in community

23.9%

11.3%

% 60+ who are satisfied with neighborhood

B

87.0%

80.0%

of registered voters (age 18+)

4,793

725,309

Voter participation rate in 2012 presidential election (age 18+)

75.2%

61.5%

% 60+ who believe local service orgs understand needs

B

54.1%

44.1%

% 60+ who believe he/she can make a difference

B

61.1%

51.6%

% 60+ who believe working together can make a difference

84.4%

81.0%

% 60+ who volunteer at least once per month

b

27.8%

22.8%

% 60+ who attend community events (e.g., church, club) at least once per month

B

54.2%

44.2%

SAFETY AND TRANSPORTATION

Violent crime rate / 100,000 persons

18

253

Property crime rate / 100,000 persons

1,011

2,394

of motor vehicle fatalities involving adult age 60+/town

0

90

of motor vehicle fatalities involving adult age 60+/county

14

90

of alternative transportation programs by county

7

43

Municipal senior transportation available

Yes

NA

Volunteer driver programs available

RSVP

NA

HEALTHY AGING INDICATORS

COMMUNITY
ESTIMATE²

STATE
ESTIMATE²

ECONOMIC AND FINANCIAL

Poverty (65+ Population)

% with income below the poverty level past year	1.2%	8.6%
% 60+ receiving food stamps past year	6.1%	11.9%
% 65+ working past year	29.4%	16.3%
Household income (65+ householder)		
% households with annual income < \$20,000	11.8%	28.0%
% households with annual income \$20,000-49,999	9.1%	34.2%
% households with annual income ≥ \$50,000	79.2%	37.7%
% 60+ own home	55.0%	43.9%
% 60+ homeowners with mortgage	36.3%	45.3%

COST OF LIVING

\$ COUNTY
ESTIMATE

\$ STATE
ESTIMATE

RATIO OF COUNTY
TO STATE

Elder Economic Security Standard Index

Single, homeowner without mortgage, good health	\$23,256	\$22,188	1.05
Single, renter, good health	\$24,996	\$23,544	1.06
Couple, homeowner without mortgage, good health	\$33,420	\$32,352	1.03
Couple, renter, good health	\$35,160	\$33,708	1.04

TECHNICAL NOTES: Read our technical report for information on data sources and methodology at <http://healthyagingdatareports.org/ri/technicalreport>.

¹ For most indicators the community and state values are both statistical estimates derived from sample data. Thus, it is possible that some of the differences between state and community estimates may be due to chance associated with population sampling. We use the terms "better" and "worse" to highlight differences between community and state estimates that we are confident are not due to chance. When an upper case letter is used the 95% confidence intervals were used, the lowercase indicates a 90% confidence interval. When the implication for healthy aging is unclear we use an *.

² "C" indicates that the community rate is censored due to inadequate sample size and "NA" indicates that the data were not available.

Other notes:

- We used a hierarchical approach to reporting estimates for every city/town in Rhode Island when data allow. In other cases, we could only report indicators for aggregated areas (e.g., cities and towns with similar demographic and socioeconomic population composition were combined for some indicators and counties were used for others). The same estimate is reported for all cities/towns within aggregated geographic areas.
- Total population estimates are from the 2010 Census and are reported for the 41 geographic units. Other population characteristic estimates are from the American Community Survey (ACS) (2009-2013) and are reported for 41 geographic units. Note that % may not add up to 100% due to rounding error.
- Mortality rate, specific chronic disease, access and utilization estimates are for beneficiaries 65 years or older in 2013 from the 2012 and 2013 Centers for Medicare and Medicaid Services (CMS) Master Beneficiary Summary File (MBSF).
- The 2009-2014 Behavioral Risk Factor Surveillance System (BRFSS) is the source for wellness, health behavior, and some prevention estimates. BRFSS indicators were estimated for persons 60 years or older for 14 aggregated geographic areas derived by combining cities and towns with similar population composition. The same rate is reported for all cities/towns within the same unit.
- Access to care data pertaining to the # of primary care providers, hospitals, nursing homes, and home health agencies were obtained from the following CMS websites: <http://www.medicare.gov/nursinghomecompare/search.html>, <http://www.medicare.gov/homehealthcompare/search.html>, <http://www.medicare.gov/hospitalcompare/search.html>, <http://www.medicare.gov/physiciancompare/results.html>. The dentist data come from the RI Department of Health (<http://www.health.ri.gov/find/oralhealthservices/>).
- Walkability Estimates were downloaded from <http://www.walkscore.com/> using the finder term "city/town name, Rhode Island."
- Air pollution/air quality estimates are from the US Environmental Protection Agency reported for 3 RI counties for older adults with no specific health concerns (2015). The same rate is reported for cities/towns within the same county.
- 2012 voter participation data from the Rhode Island Board of Elections.
- Crime estimates are from 2013 FBI Uniform Crime Reports (<http://www.fbi.gov/stats-services/crimestats>).
- Data on fatal auto (driver, passenger) and pedestrian accidents for persons age 60+ is from the Fatal Accident Reporting System of the National Highway Traffic Safety Administration (2009-2013), reported at the town and county level.
- The housing, migration, and income indicators are from the ACS (2009-2013) and are reported for individual cities/towns.
- The 2016 Elder Economic Security Standard Index estimates were obtained from researchers at the University of Massachusetts Boston Center for Social and Demographic Research on Aging.
- Our research team: Elizabeth Dugan, Frank Porell and Nina Silverstein. Graduate Student researchers included: Chae Man Lee, Hyo Jung Lee, Bon Kim, and Krystal Kittle. We thank Amanda Cox from the [NYTimes.com](http://www.nytimes.com) for data visualizations; and Maureen Maigret for sharing data on municipal senior transportation and volunteer driver programs collected by Mensel & Maigret (April, 2016). Please send your questions, comments, or ideas to beth.dugan@umb.edu. Let us know how you are using the Data Report in your community!

Percentage of Population Age 65+ Years

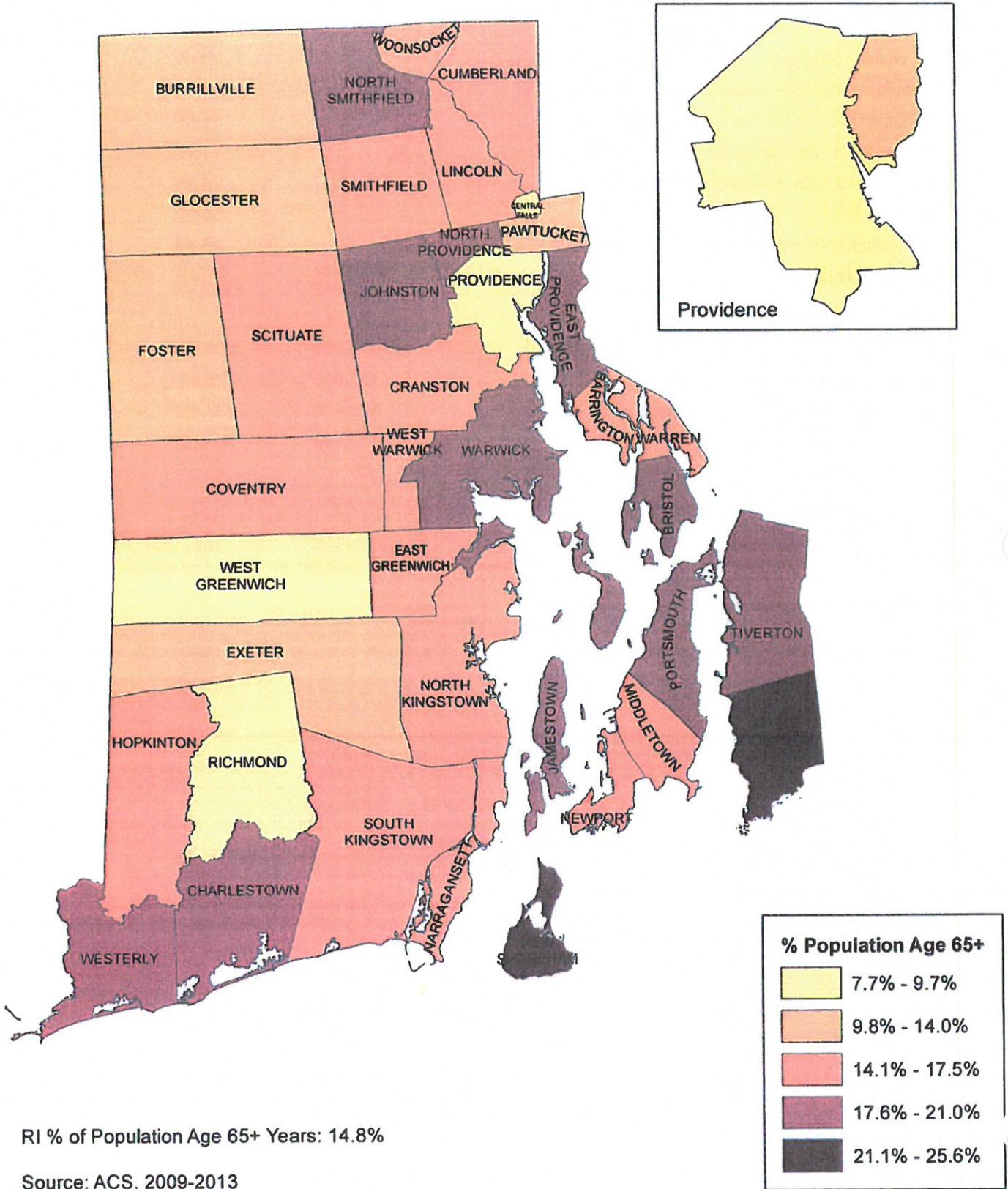
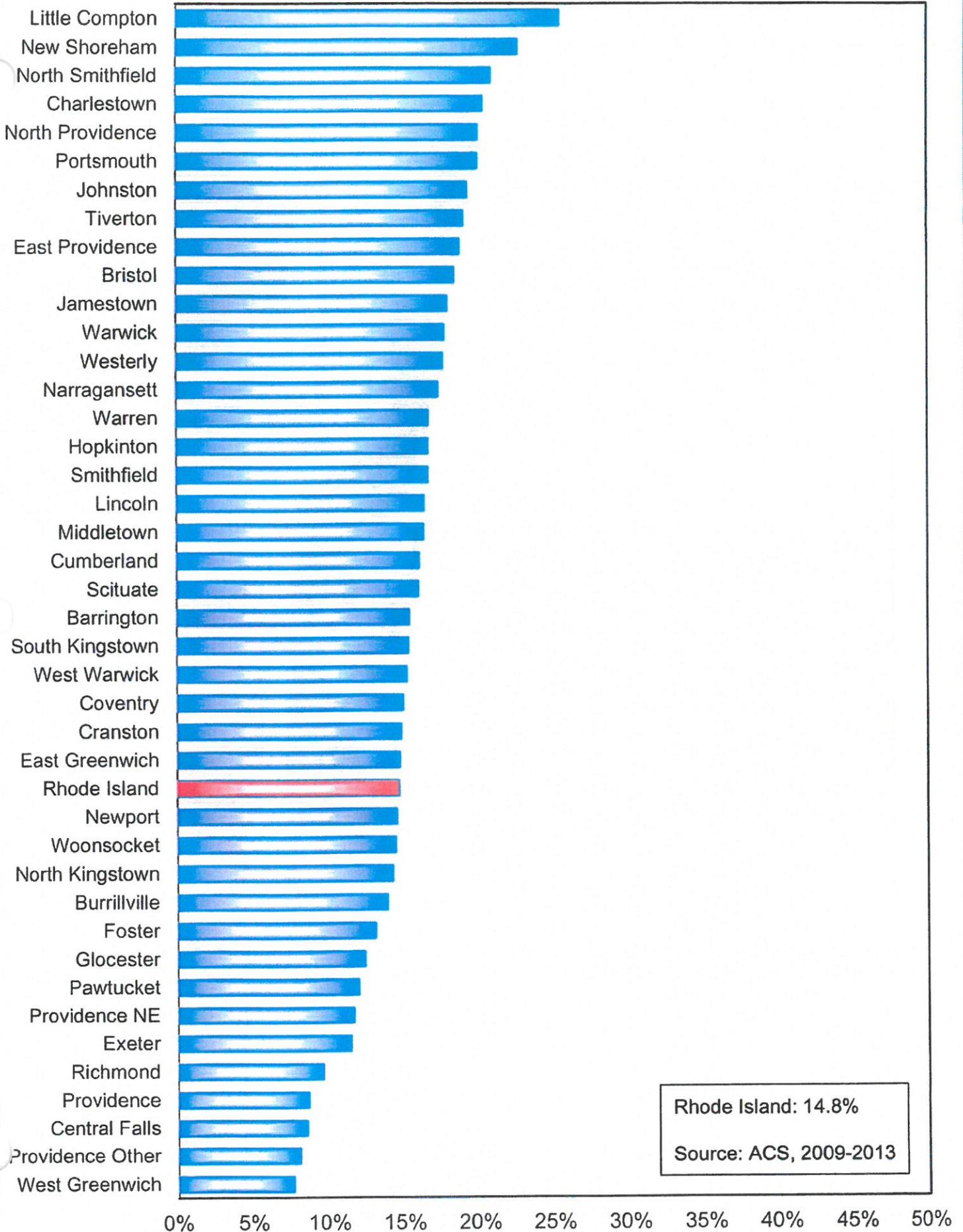


Figure 4

% of Population Age 65+ Years



Rhode Island: 14.8%
Source: ACS, 2009-2013

Percentage of Population Age 75 - 84 Years among People Age 65+ Years

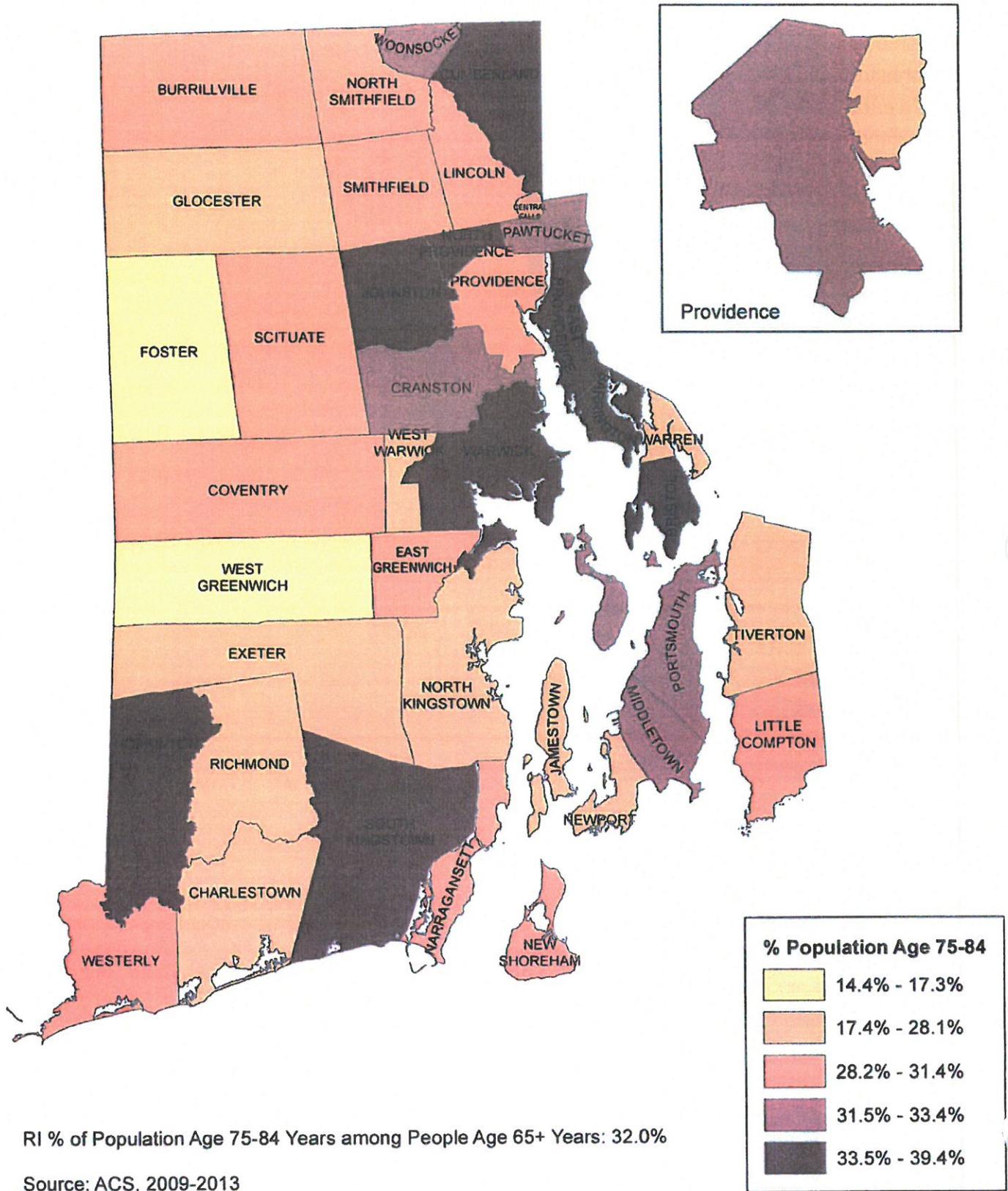
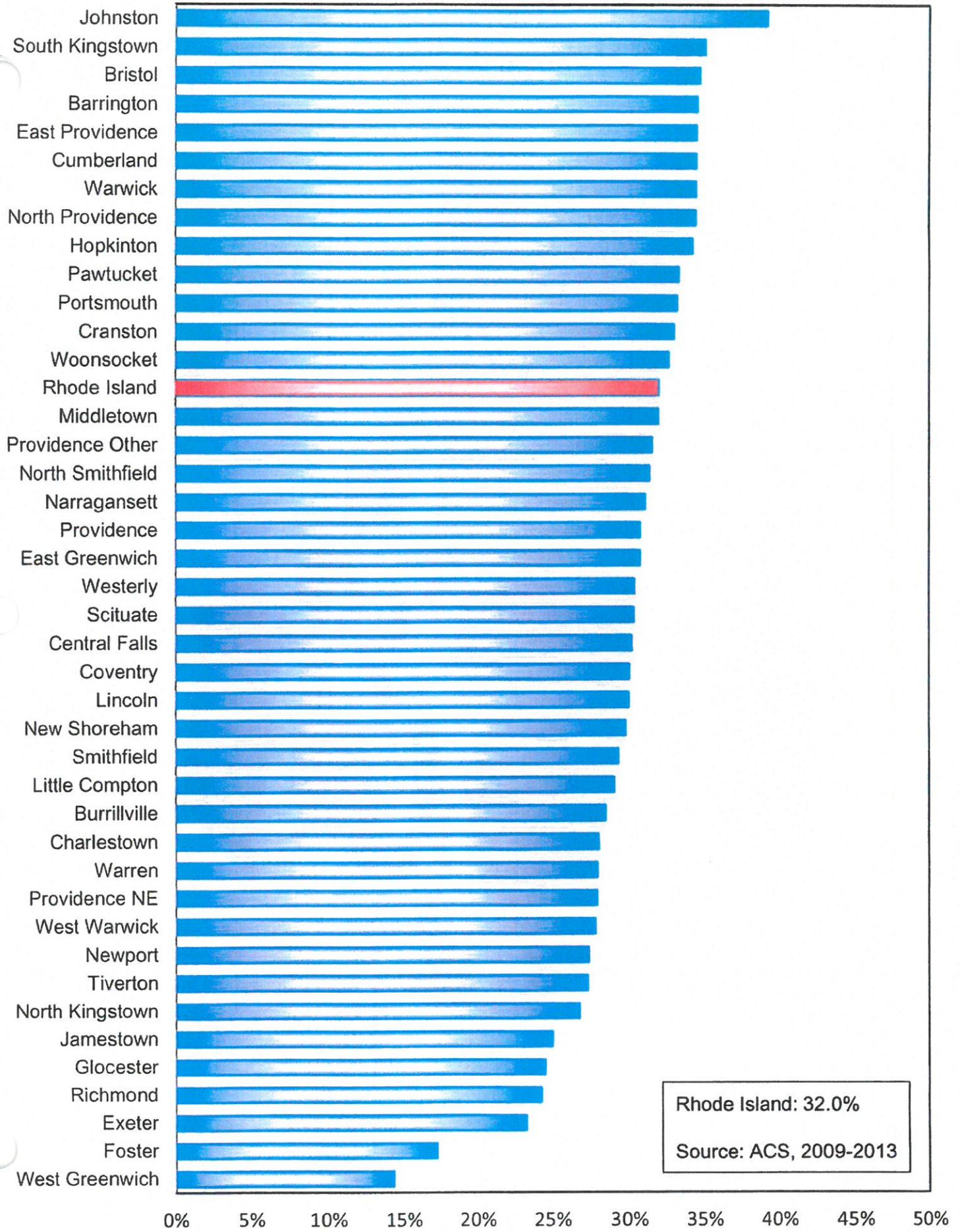


Figure 7

% of Population Age 75-84 Years among People Age 65+ Years



Rhode Island: 32.0%
Source: ACS, 2009-2013

Percentage of Annual Household Income \geq \$50,000 Where Head of Household is Age 65+ Years

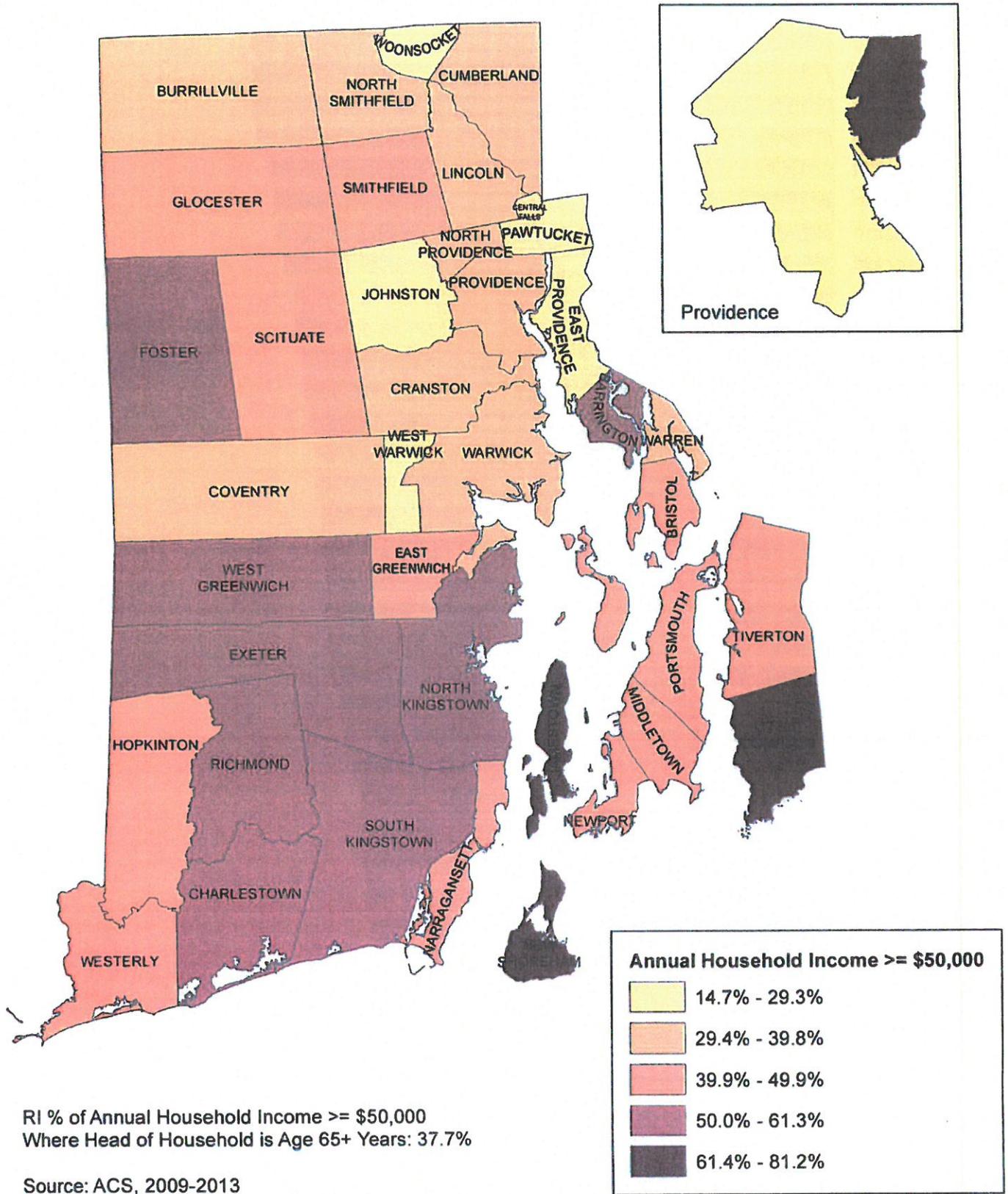
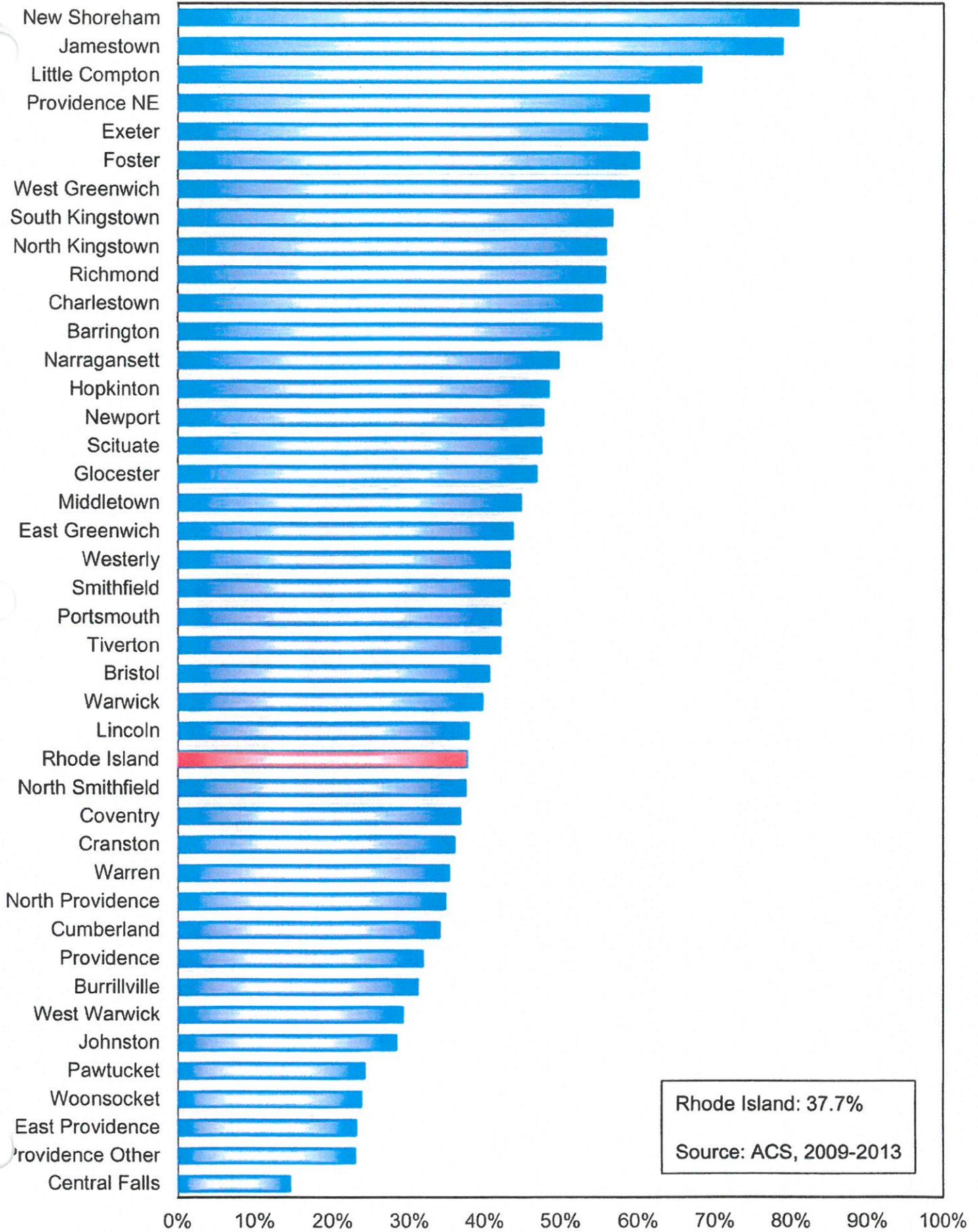


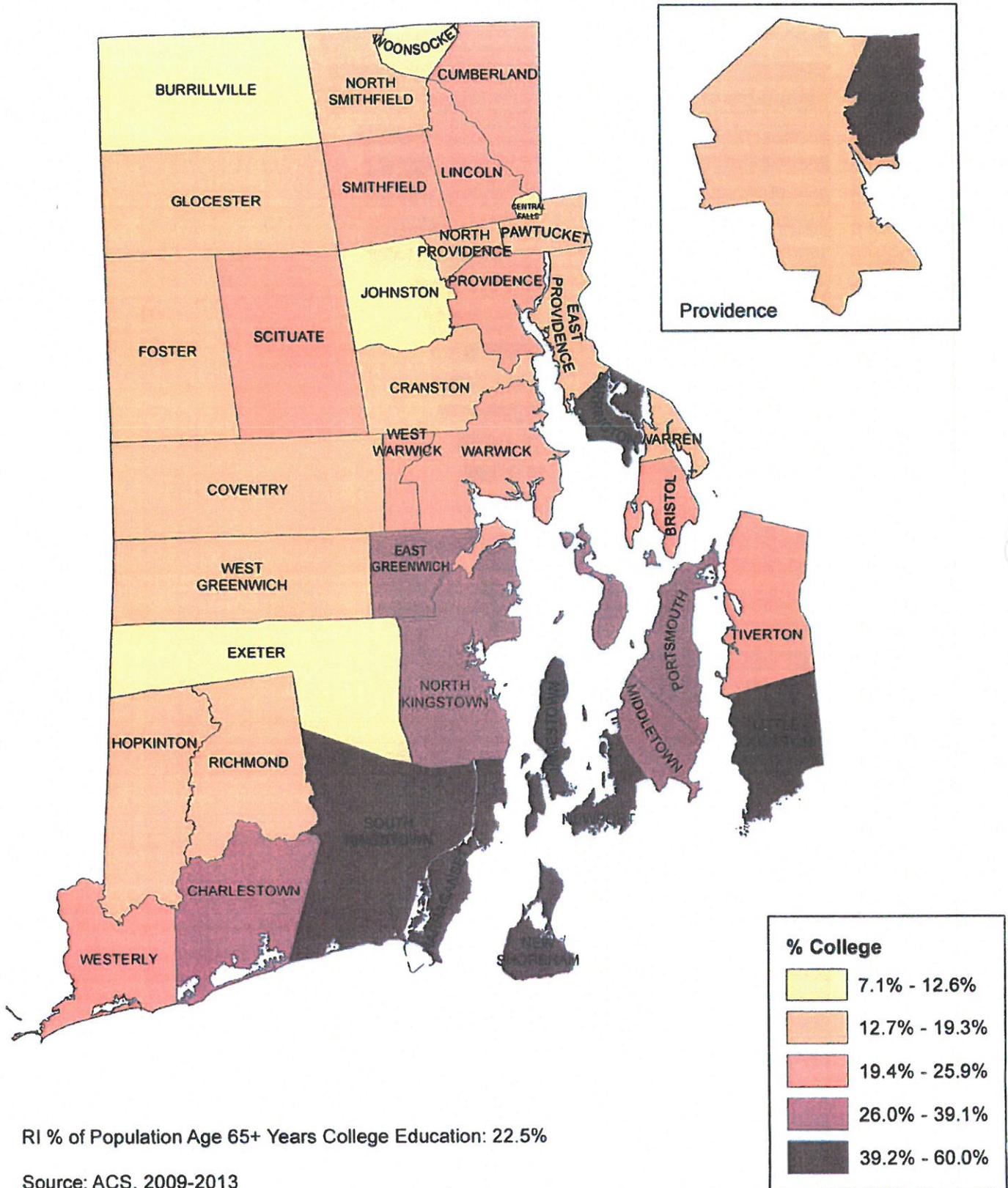
Figure 124

% Annual Household Income \geq \$50,000 Where Head of Household is Age 65+ Years



Rhode Island: 37.7%
Source: ACS, 2009-2013

Percentage of Population Age 65+ Years College Education

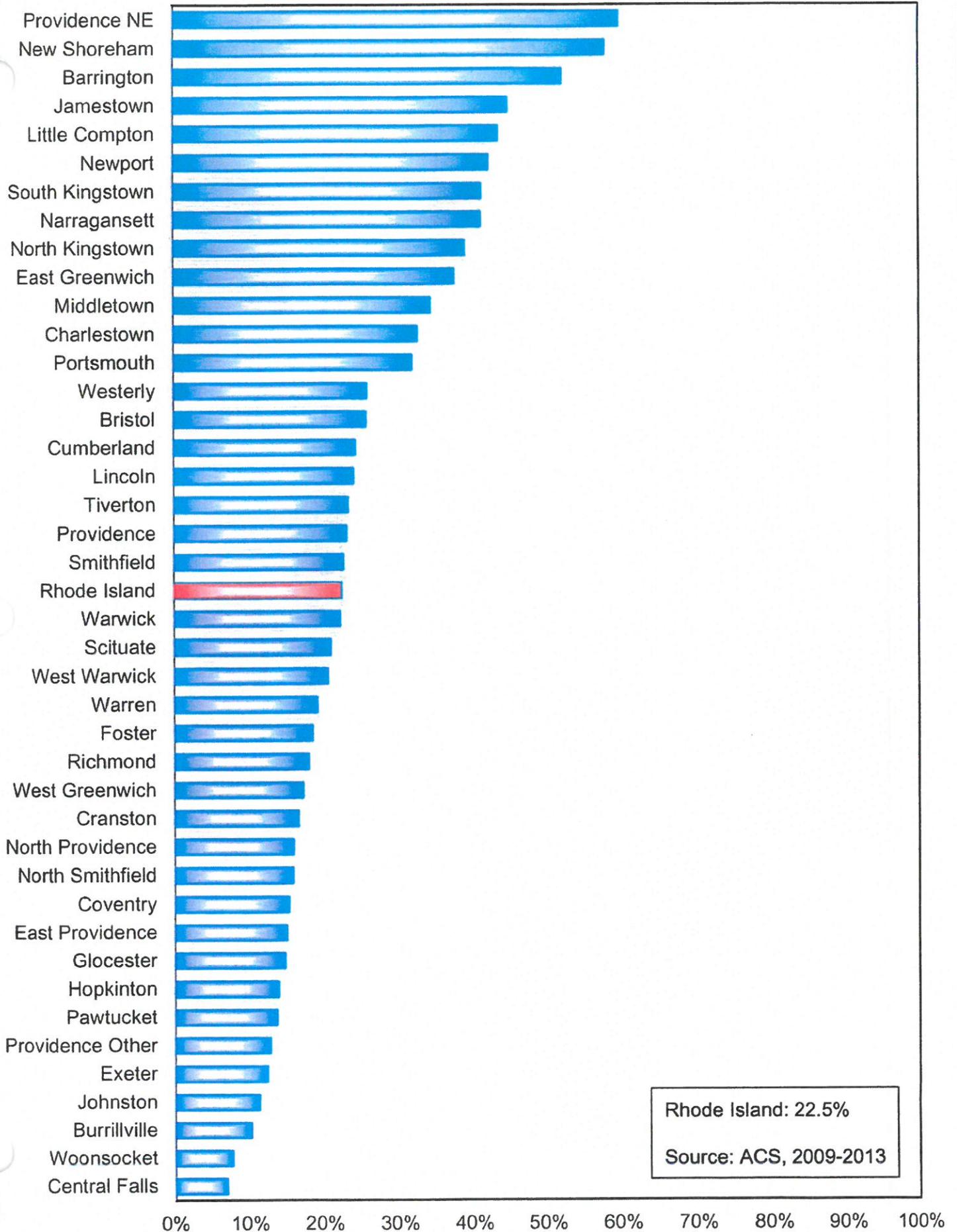


RI % of Population Age 65+ Years College Education: 22.5%

Source: ACS, 2009-2013

Figure 21

% Population Age 65+ Years College Education



Rhode Island: 22.5%
Source: ACS, 2009-2013

Percentage of Population Age 65+ Years with Income below the Poverty Level Past Year

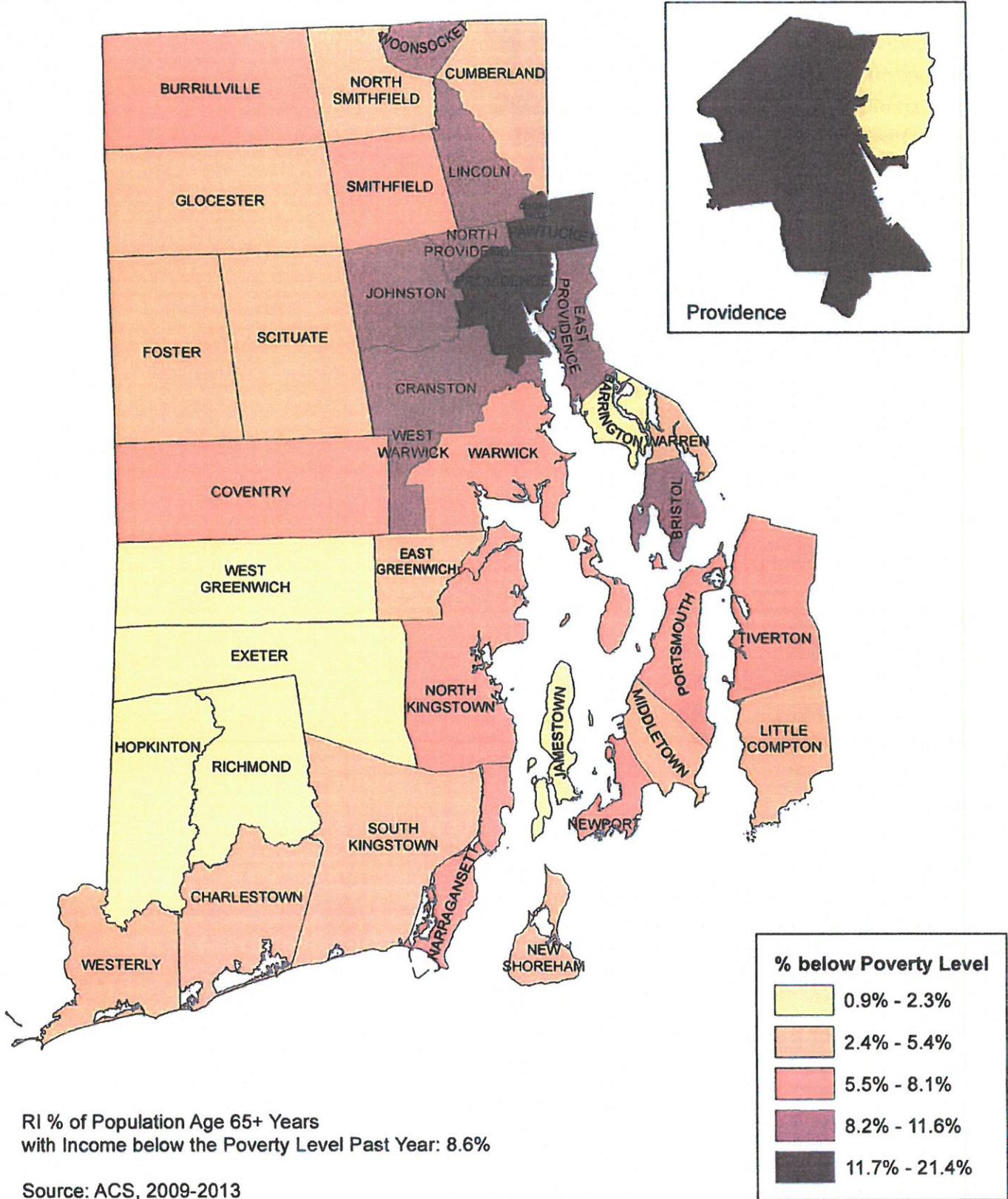
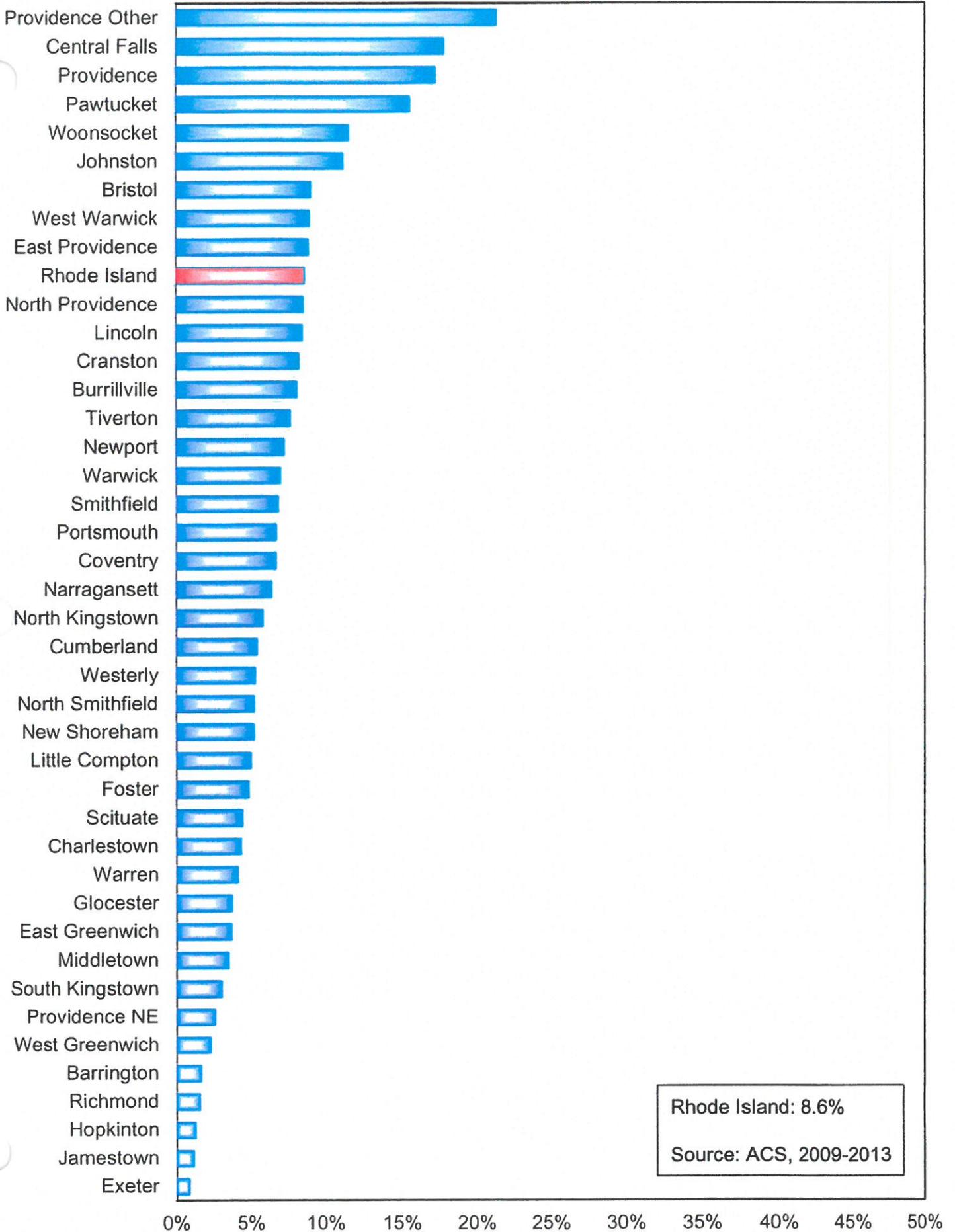
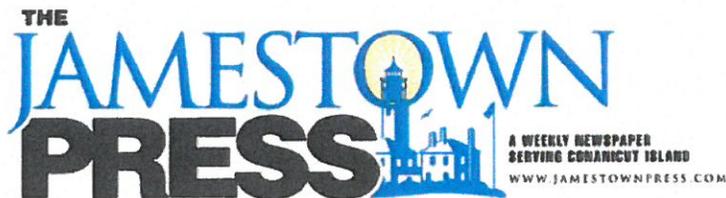


Figure 119

% Population Age 65+ Years with Income below the Poverty Level Past Year





2017-05-18 / Editorial

Town offers wealth of senior activities

There's no doubt senior citizens are a vital part of Jamestown. About one-fifth of the island's population is 65 or older and they play a large role in many of the town's organizations, committees, boards, etc.

While the town and the Friends of the Jamestown Seniors have done a laudable job in vastly increasing the number of programs, trips, speakers and services, some residents still would like to see more. They reference nearby North Kingstown or Middletown as places that offer more and in more modern facilities. Those communities also have 4 and 2.5 times as many seniors as Jamestown's approximately 1,000.

Yes, the building at 6 West St. could use some sprucing up and the aesthetics can be improved and perhaps that's why some folks are adverse to going to the senior center for its weekday meal program or other offerings.

Without spending a large amount of money — and that's a whole other important conversation — the current budget of about \$73,000 has helped add dozens of programs (both active and passive), day trips, health screenings and speakers that weren't being offered a couple of years ago.

Most importantly, let's not forget these activities complement a wide array of existing local organizations and groups that offer a haven for those with myriad interests. There are numerous arts-based (music, theater, artists), outdoor (birds, trees, trails), sport (sailing, golf, walking), educational (books, history), government (boards and committees) and philanthropic (lighthouse, art center, library) groups that should sate anyone's appetite for being involved and staying active (both mentally and physically). There's also a wide range of events hosted weekly by the library.

Our town as a whole is one large senior center to a degree with an abundance of options. Yes, there could be more and the recreation department seems to be moving in that direction. In the meantime, venture on down to the senior center or recreation center and peruse what they have to offer. You may be pleasantly surprised.

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2014-11-13 / Editorial

Our senior citizens need activities too

Recent letters to the editor in the Press have pointed out a serious deficiency in our community's lifestyle: There are no organized activities for our senior citizens.

Seniors probably represent the largest growing portion of the population on this island. The town should do more for these folks who have contributed so much to our society.

A letter this week reminds us that the local senior citizens organization used to plan a few activities, but those were limited usually to off-island trips to events such as concerts. Now there are no activities or events planned for our seniors. Those residents have been simply overlooked and it is something that can be corrected without spending a fortune.

When one compares Jamestown to surrounding communities, the island definitely fails to measure up. Other communities have what appears to be lots of scheduled activities for their senior citizens. Jamestown's size may prevent the town from offering the same scope of activities, but there should be an effort to meet at least some of our seniors' recreation needs.

In Jamestown we have a successful teen center that is managed by the town's recreation department. Something similar should be done for the town's seniors. A senior center already exists where hot lunches are served on weekdays, so a location is already available. All that is needed is the organization of activities that would be of interest to our senior citizens.

How should we get started? It should seem logical that the first step would be to assess neighboring communities as to what type of activities are successful with their seniors. The second step would be to survey Jamestown's seniors to determine what type of activities would interest them. Finally, the recreation department could roll out the programming.

Another suggestion would be to combine activities with another town, such as North Kingstown, and supply the necessary transportation to that community for our seniors.

Let's show our island's seniors that we care about them and provide them with interesting recreation activities.

— Jeff McDonough

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TOWN OF JAMESTOWN
93 NARRAGANSETT AVENUE
P.O. Box 377
JAMESTOWN, RHODE ISLAND 02835

TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR *AEN*
SUBJECT: SEPTEMBER 2017 – PROJECT AND MISCELLANEOUS UPDATE
DATE: September 14, 2017

The following business items are provided as part of the September 2017 Administrators Report. These items reflect ongoing projects and initiatives that are under review and in various stages of development with the Town staff and some that will require further Town Council direction during the various stages of development.

1) State Legislative Update on September 19th Session:

H5593 Perpetual Contract Veto Override: The General Assembly passed H5593, a perpetual contact bill that would maintain provision of existing collective bargaining agreements for teachers and municipal employees indefinitely until a successor agreement is reached. The Governor vetoed the bill and public sector unions are now lobbying House and Senate Leadership to override the veto during the Sept, 19th legislative session. The following are key points to consider:

- 1) This legislation is not necessary and ties the hands of local elected officials when negotiating in the best interests of the taxpayers;
- 2) Automatic extension would unfairly benefit employees at the expense of taxpayers;
- 3) A vote to override the Governor's veto can impact local taxes;
- 4) Cities and Towns (Do) support contract continuation when voluntarily and agreed to by both sides.

H6172 Relating to Agriculture and Forestry: It remains unclear as to whether this bill will surface during this legislative session, although there is always the potential of a rekindling of the discussion. The House approved the bill language and the Senate chose to not take action during the last session. There remains overwhelming opposition to this bill, although monitoring any movement on this bill during the Sept. 19th session will be important. The amended version of the bill addressing secondary agricultural operations does provide local communities the ability to enact a regulatory structure and specific limitations to manage the activity, although not the authority to prohibit the activity, thus taking local land use controls away from the Cities and Towns.

Tracking of these and other proposed legislative items will need to be monitored closely over the duration of this abbreviated session.

- 2) **Local Internet Service:** In recent months, questions have arisen regarding the quality in performance of the Internet Service in the community. In having met with Mike Glier the Towns contacted IT Specialist on such matters, he is continuing his research into this topic and should be in a position to provide additional information to the Council on this topic later in the year. In the interim, provided is some background and perspective on this issue.

In Jamestown, Cox residential Internet and other residential services (telephone, television) use copper cabling that is at least 25-30 years old. These types of cables gradually deteriorate over time and can become somewhat useless for high performance communications as they reach their end-of-life, typically at 50-60 years of age. In general, copper cabling is no longer used to deploy and deliver new, high-speed technology services to businesses or high density residential areas. Fiber cabling is the preferred method of service distribution for urban or concentrated residential areas of use or where extremely high performance communications are required. Most government, school buildings and some businesses in Jamestown will eventually use all fiber-based communications services. The communications industry is rapidly opting to provide technology services using wireless communications methods instead of direct cabling. The reason for this is strictly financial. Infrastructure deployment costs of high-performance wireless communication services to residential areas can be between (10-25) times less than when using copper or fiber cables to each residence. Maintenance and replacement costs for cabling infrastructure in residential areas dwarf the costs to maintain a wireless infrastructure over the lifetimes of these technologies. Wireless carriers and other communications companies are hedging their future that consumers and many businesses will eventually convert to all wireless communication services delivery methods. For Jamestown and other similar communities, wireless will eventually be the preferred method of delivering residential communications services.

As Cox remains the only high performance Internet provider in the community, with demand continuing to increase for this and related services in the home like front door security videos, which can be accessed via the Internet, tablets and other readers that utilize a wireless connection, based on these behaviors and problems above, it is most likely a bandwidth issue over an older copper cable system. This limited availability of band width and increase in demand for use during specific periods will continue to present this issue with high quality service delivery without service improvements by local providers.

Another option available to providers is the introduction of a Fiber Cabling network, although the cost of such an installation on a community-wide basis would be excessive based on local service demand and the limited customer base. Discussion within the industry reflects the potential of an introduction of wireless services in the community potentially within the next several years. Other providers have recently made wireless system infrastructure upgrades in the community, some of which is not yet in service or permitted for consumer use, although this is a good sign that competition and improvements in the quality of service may not be too far in the distant future for Jamestown consumers.

- 3) **Senior Coordinator and Food Service Positions:**

In recent weeks, the part-time Town personnel overseeing the Senior Lunch program and the Senior Program have left their respective positions. The Parks and Recreation Department provides oversight of the Senior Program and both positions are employees within the Department. The Food Specialist position, previously held by Ernie Anthony was advertised

and interviews were conducted. This past week, Local Jamestowneer Carrie Anderson was hired to fill this post and is being scheduled to receive the necessary training that accompanies this food service position.

The part-time Senior Coordinator position recently vacated by Ellen Vietri, will be temporarily filled with existing Recreation Department program staff. The job description for this position is presently being upgraded and once completed the Department Director will develop the hiring process for this position.

4) **RITBA Construction Schedule:**

A recent meeting was held with RITBA officials, at which time they provided further detail regarding the continuation of the deck construction project on the Newport Bridge. This work is expected to recommence on a Monday – Friday schedule, as of Tuesday, September 19th through mid – November. A main topic at this meeting was to also address several of the more challenging local traffic issues that were encountered during the initial phase of construction in the spring. Chief Mello will be working with RITBA officials in monitoring the situation once construction begins and be prepared to add additional signage and a law enforcement presence, if needed, to dissuade motorists from detouring through town to gain a faster route to the toll plaza. Additional updates will follow on this topic in the coming months.

5) **Statewide School Facilities Conditions Assessment:**

In recent weeks, Governor Raimondo and RIDE's Education Commissioner, Ken Wagner began to speak more publicly regarding the 2017 RI School Facilities Report with yesterday being the official release of the Report findings. The data included in the assessment is relevant to all school facilities in the state, and forecasts over \$2.2 billion in needed infrastructure improvements over a range of five priority areas and approximately \$630 million in improvements to ensure that all buildings can at least maintain a warm, safe and dry environment for students, teachers and staff.

The initial report findings for the Jamestown School District include estimated costs totaling \$16,293,628 million dollars in improvements at the Melrose and Lawn Avenue facilities. In brief, provided below is a snapshot of each facility:

Melrose Elementary: Building systems with most need include: Mechanical \$2.4 million, Site work, \$725,000 and Technology at \$525,000.

Total Five-year program: \$4,823,839 with added life cycle costs of \$1,904,882 for an estimated overall program cost totaling: \$6,728,721.

Lawn Avenue Middle School: Building systems with most need include: Mechanical \$3.9 million, Site work, \$947,000 and Plumbing at \$750,000.

Total Five-year program: \$7,268,152 with added life cycle costs of \$2,296,755 for an estimated overall program cost totaling: \$9,564,907.

The School Department has hired RGB Consulting to conduct an internal district assessment to corroborate RIDE's findings and to provide the data necessary to submit an application with RIDE in seeking state reimbursement for future district enhancements. The School Departments Building Committee will review and compare RIDE's findings with those of RGB and formulate a recommended course of action once all assessments are completed.

The Governor at yesterday's meeting, through an Executive Order, established a State Task Force that will consider district feedback and public input to develop an action plan that includes potential funding streams and recommendations on how to effectively maximize state and local resources, with the expectation that a report will be presented to the Governor in December 2017.

As part of the Task Force process being formed, I was fortunate to be appointed to the 15 member group, as the representative for the RI League of Cities and Towns. This appointment will allow for added insight into the process and future direction of this program in the coming months, in anticipation of FY2019 Statewide and local budget development. The other members of the Task Force are listed below:

- * Education Commissioner, Ken Wagner
- * General Treasurer, Seth Magaziner
- * DOA Director Michael DiBiase, School Building Authority Advisory Board
- * Senator Hanna Gallo (Cranston, West Warwick) on behalf of the Senate
- * Jamestown Town Administrator Andy Nota, on behalf of the League of Cities and Towns
- * Joseph Dewhirst, Chairman, Rhode Island Health and Educational Building Corporation
- * Michael Sabitoni, President, RI Building and Construction Trades Council and Business Manager, Laborers Local 271
- * Frank Flynn, President, Rhode Island Federation of Teachers and Health Professionals
- * Larry Purtill, President, National Education Association of Rhode Island and Member, Council of Elementary and Secondary Education
- * Kinzel Thomas, Providence School Board, on behalf of the RI Association of School Committees
- * Barry Ricci, Chariho Superintendent, on behalf of the RI Superintendent's Association
- * Patricia Flanagan, M.D., Pediatrician-in-Chief at Hasbro Children's Hospital and professor of pediatrics at the Warren Alpert Medical School of Brown University
- * Neil Steinberg, Rhode Island Foundation President
- * John Hazen White, Jr., Chairman and Owner, Taco Comfort Solutions
- * Elizabeth Burke Bryant, Executive Director, Rhode Island KIDS COUNT

- 6) **Coyote Management Action Steps:** Since the Town Council's last meeting in August, various actions, research and planning steps have occurred regarding the community's recent discussion and encounters with the local coyote population. A memorandum from Chief Mello highlighting these action steps is included.
- 7) **East Ferry Renovation Project:** The Town staff have been working on bid specification development since the Council's last review of the East Ferry project at your August meeting. At that meeting, the Planning Commission's recommendation was discussed, ultimately resulting in the Town Council's approval of the project plan. Included is a memorandum from

Public Works Director, Mike Gray, and a series of schematics including the last version you reviewed at your August meeting, a site conditions plan and a final iteration that includes several minor adjustments that were synthesized from public comment, Town Council input and the Planning Commission's recommendation. The staff should be prepared to bid-out Phase One of the project inclusive of curbing, sidewalk and asphalt installation in the coming weeks. In Phase 2 that includes site amenities and landscaping, it is anticipated that much of this work will be conducted in-house by Town personnel. At this point in time, the project specifications have not been released for public bid. Town staff remain optimistic that they will be able to complete a water line replacement, drainage reconstruction and re-piping of the conduit used for the CMS fuel supply electronic controls this fall, with the potential of beginning the larger project elements in the spring 2018.



TOWN OF JAMESTOWN

93 NARRAGANSETT AVENUE
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Town Offices - 423-7201
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TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR
SUBJECT: SENIOR CENTER CONSOLIDATION OF SERVICES
DATE: December 15, 2015

In recent months, the Town Administration has been meeting with representatives of the Jamestown Senior Association Executive Board and general Board Members to discuss matters of mutual interest regarding the management of Senior Services in the community. As a component of this ongoing dialogue, concepts were discussed regarding the Town's management of Town funds allotted (\$71,693) in FY2015-2016 to the Association for Senior programming, facility maintenance and enhancements, equipment, personnel, transportation and various other operational costs. It quickly became evident in our conversation and financial review of these service areas that there was an overlap in costs that were being incurred by the Association that could be eliminated and addressed in a much more efficient manner by addressing these operational issues through a joint management approach rather than an independent model. In order to effectuate the wanted changes, the Administration and Senior Association Board are seeking Town Council support for this new joint model to be implemented beginning January 1, 2016. A change that will not occur, is that the Association will maintain its identity as a 501c-3 non-profit organization and continue to manage its own funds generated through both donations and grant sources on an annual basis. The Town will work with the Board on an annual basis to determine those areas where these private funds will best serve the needs of the Association and its annual program.

In brief, the changes will include the following, with the expectation that the main program and services will continue in a seamless fashion during this transition:

The Town staff will work hand and hand with the Senior Association Board in the development of an annual budget to be represented to the Town Council for consideration as part of the annual budget process. Any required contracts and independent contractor or employee relations that are needed to provide for necessary services will be managed by the Town, although communicated with the Board at their monthly meetings. All purchasing and payroll function will be managed in the Finance Office in accordance with the Town's regulations and policies in these areas.

In addition, the Board is in the process of researching options regarding the extension of their lease with the Jamestown Grange for the Grange property on West Street. This matter will be coming back before the Council in the coming months as the Town will need to be added to the lease as a partner agency with the non-profit senior association, in order to provide the necessary support and receive the assurances that the Town will require in making future improvements to this facility. The Town Department that will serve in a liaison capacity with the Senior Association will be the Recreation Department, with support from both the Public Works and Finance Departments. This change is viewed as a positive and necessary step to support the Association, Friends of Jamestown Seniors and the Community Recreation Program in

providing for needed program enhancements for this specific population. Members of the Association are expected to be present at the December 17, 2015 Town Council meeting at which time this matter will be discussed for consideration.

Please contact me at your convenience should require any additional information regarding this matter.
Thank you.



TOWN OF JAMESTOWN

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TO: HONORABLE TOWN COUNCIL
FROM: ANDREW E. NOTA, TOWN ADMINISTRATOR
SUBJECT: TOWN ADMINISTRATORS REPORT
DATE: February 1, 2016

The following information is provide as part of the February 2016 Administrators report. Please advise if you should have any questions or require additional information on any of the matters noted.

- 1) **Golf Course Clubhouse Project:** Since the beginning of the new year, Town staff have hosted several meetings with Architect, Bill Burgin, from Burgin, Lambert Architects who was hired to evaluate and design a replacement clubhouse facility to meet the future needs of the Town's Golf Course operation. The second of these meetings involved a golf course consultant that was included in the discussion to offer the Town another perspective as to this asset and options regarding the development of a Request for Proposals (RFP) that would be used to format the next lease for the course. The present management lease expires at the end of 2016 with no option available for an additional extension of the present lease terms. The Administration is working on the development of several options for the Town Council to consider in how to address both the new lease development as well as the future replacement of the deteriorating clubhouse facility. I remain hopeful that a facility design will be available for Council discussion and consideration in the very near future. This design will be simple in function, although architecturally appropriate for Jamestown and this specific location. It will include a facility that will offer the basic needs of a golf course clubhouse, with several flexible components that may be included for future development as add-alternates to the base-bid project requirements. These optional project elements will provide a future course operator or the Town choices they may consider for buildout at some future date to enhance course and event operations. These project elements may include, an unfinished basement area for additional golf services and storage, potential development of an outdoor event space with permanent or temporary roof covering, cart storage facility, equipment storage facility, and expanded deck area capable of handling a seasonal tent to expand the seating area to host larger local events and group outings.

The focus of the Town's efforts at this stage is to complete the planning and design process for replacing the existing Clubhouse facility. In addition, we will be working closely with the course operator in developing a plan to address the additional support facilities necessary for the course to remain a vibrant part of the community and to maintain the overall property. The present lease generates a base bid amount of \$175,000 with an additional \$8,000 annually to support the wastewater division supplying effluent to irrigate the course. Of this total \$150,000 has been used annually since the original bond issue was retired to supplement general fund revenues. Some of

this amount will be used to accommodate any future bond payments required to support this project. Additional information will be available during the Towns capital program review for the FY2016-2017 budget development.

- 2) **Other Post Employment Benefits: (OPEB)** A joint meeting of the School and Town Administrations and RI Interlocal Risk Management Trust representatives was held on Friday, January 08, 2016. The Interlocal Trust provided a presentation focused on a specialized program involving an Irrevocable Trust designed to address the funding of future Other Post Employment Benefit Liability. This initial discussion reviewed the Interlocal Trusts role as Program Sponsor, PARS (Pubic Agency Retirements Services role as Trust Administrator, Vanguard's role as Investment Manager and the role of U.S. Bank as Trustee and Custodian. After hearing the details of the program, it was evident to me that there exists certain benefits to be achieved by participating in this program. The more apparent benefits include, dramatic cost savings through the avoidance of program fees, no required IRS application, flexible investment options (conservative, balanced or growth), option to withdraw from program with 30 day notice, no sharing of liabilities with other accounts, decreasing fee structure as investments grow, via cumulative totaling of investments. The other beneficial aspect of the program is the flexibility nature of how and when to make funding decisions. The Town has the option of investing according to any schedule that we establish, whether that be annually or based on another timeline that suits our specific needs. We are able to utilize funds in this account to address retirement benefit costs, whether that be annual costs being incurred or future liabilities. The Town has been paying annually to meet our pay-as-you-go OPEB obligations, although when a balance is eventually established, this obligation could be paid down from the Trust balance in a given year, if the Town for whatever reason chose not to make a contribution to the Trust balance during that period. I am presently working with the School Department to coordinate a date that the Town Council and School Committee can meet to hear this same presentation, so we can assess the interest of the Town and School Department to consider joining this program in the coming months.

- 3) **Legislative Issues in 2016:** Attached to this report is a newly released summary of all preliminary Legislative matters impacting municipalities that will be heard during this session. The more notable topics of the proposed legislation includes, matters pertaining to Education, State Affairs and Government, Cities and Towns, Taxation, Management and Infrastructure Programs, Labor Relations, Health and Safety, Excise on Motor Vehicles and Property Revaluation.

- 4) **Senior Services Program Update:** The Town's Senior Services Program has recently moved into alignment with the Town's other service programming in that the Town is now in direct oversight of the Senior Services appropriation and directly responsible for Senior Service personnel that are now considered part-time employees of the Town. This coordination is being initiated through the cooperation and efforts of the Friends of the Jamestown Seniors, the Town's Parks and Recreation Department, Public Works Department and Finance Department. The part-time Executive Director of Senior Services now reports to the Director of Parks and Recreation providing for a direct link to an established Town Department Head that can provide the Administration with the oversight, and program and facility management that is required. In addition, it is anticipated that the future collaboration of program staff in both senior services and recreation as well as in the area of facility management and maintenance will greatly improve our cost savings and efficiencies in these areas.

- 5) **Preliminary Budget Development**: As noted on the budget calendar, all Town Departments have completed their preliminary capital and operating budget meetings for the 2016-2017 fiscal year. Numerous follow-up meetings will take place with select departments in the coming weeks in anticipation of completing the Administrators proposed budget and submitted it to the Town Council for the March 7, 2016 Town Council meeting, as required by the Town Charter. In accordance with the Budget calendar there will be held a series of public budget hearings on the Capital Program Town Operating Program and School Budget. Several other dates are being tentatively held for public discussions should the Town Council require additional time to complete the Town Council budget proposal in anticipation of the Financial Town Meeting, scheduled for June 6, 2016.
- 6) **West Ferry Lease 5-year Extension**: The details associated with the West Ferry lease extension negotiations have been finalized with the Town's tenant, Dutch Harbor Boatyard. The proposed lease terms will be presented to the Town Council in Executive Session at the Tuesday, February 16th regular meeting for review, discussion and possible action.

If anyone has a question regarding these items, please contact me at your earliest convenience.



2017-05-18 / Front Page

Town: More options available for seniors

BY TIM RIEL

With 15 months in the rearview mirror, about two dozen stakeholders gathered with the town council Monday night to discuss the transition of the senior center into a municipal operation.

Council President Kristine Trocki said she wanted an open, informal discussion. The 70-minute meeting began with a presentation from the town's recreation team that oversees the center, Andy Wade, Deb Hagie and Ellen Vietri. According to Wade, the department's director, the change has helped streamline services. Prior to January 2016, the senior center, which is housed in the Conanicut Grange on West Street, was administered by the Friends of the Jamestown Seniors, a nonprofit corporation. That group, led by Ed Holland, now acts as an advisory body.

In the fiscal year before the transition, the town allocated roughly \$75,000 to the friends. As a town operation, that number remains nearly identical, although insurance, maintenance, payroll and workers' compensation do not come from that budget. Because the town is absorbing those costs, the true number is closer to \$119,000, according to Wade. This allows the center to use its budgeted money to increase programming instead of paying \$5,100 for cleanup crews, for example.

"We all spend time dedicated to the program at 6 West St.," he said.

Hagie, the recreation supervisor, said working alongside senior coordinator Ellen Vietri and the friends has increased programs, field trips, participation and lunch attendance.

"It's become a great partnership," she said. "We've bonded."

According to Wade's report, the senior center served 4,870 meals in 2015, which includes 3,415 in-house diners and 1,455 meals delivered to homes. Last year, that number was 5,897 meals, an increase of 18 percent. Following the first quarter of 2017, those figures are trending to a 30 percent uptick for this year.

"The numbers speak for themselves," Hagie said. "Food is love. You eat. You talk. Meals warm the belly. They warm the heart. They warm the conversation."

According to Hagie, the increased lunch attendance represents more than just meals served. "The meal site is the hub," she said. "It expands to more things."

Vietri said the programs also have been a success. Of the dozens of programs scheduled since the town took over operations, most have attracted participants.

"We're really trying a whole bunch of different things," she said. "But I'll admit that there's been some duds."

Vietri cited ballet, opera and Scrabble as whiffs, but said there is no way to know what works until they've tried. She has been working with the state to recognize trends, but said talking to seniors in town is the best barometer.

"It's a little bit of science and a little bit of heart," she said. "But it's mostly input. We're having a good time."

Ron Ratcliffe, of Ship Street, suggested developing a mission statement and action plan with goals and objections. Also, he acknowledged the programming has increased, but the benchmark to measure that against was "zero" prior to 2016.

"Two years ago, we were like people dying of thirst," he said.

Council Vice President Mike White, one of three seniors on the five-person panel, said that wasn't the case. When he was running for office in 2005, his first political speech was during an event at the senior center. "It can't really be categorized as zero," he said. "That's unfair."

Ratcliffe's wife, Brenda, advocated for a consulting board to draft the mission statement and action plan.

"I was under the impression that the friends were acting as an advisory board," said Seaside Drive's Gary Girard. "We have a good, strong foundation."

Holland, the group's president, said there were two senior groups in town working against each other for 30 years. Instead of having sparring groups, he suggested, they should unite.

Trocki agreed. "If everybody is only talking to themselves or in their small groups, it becomes very disenfranchising," she said.

Holland also commended the partnership with Wade's team.

"They've done a great job working with us to accomplish a common goal," he said. "We're very happy with the rec department."

Along with operations since the merger, the town has become a joint lessee of the building, which has about 3,800 square feet of usable space. That includes a 2,100-square-foot ballroom upstairs and a basement cafe that seats 45 people. The Conanicut Grange has rented the building to the seniors for \$500 annually

for the next half century.

The councilors agreed senior services have been on the upswing since the merger.

"This is a good start," Councilman Gene Mihaly said. "I think what's been done is great. There's been a lot more dialogue and a lot more testing."

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2014-11-06 / Letters to the Editor

'Underserved' seniors

As I read the account of the latest proposal for the potential purchase of the PAC facility ("Town may purchase PAC Club," Oct. 9), I was saddened to see there was no mention of including anything for Jamestown's senior citizens. I am beginning to believe the seniors of our town are a forgotten population.

Since I became aware the town had an interest in purchasing the PAC to improve the "over-scheduled" recreation center, some questions came to mind. What activities are taking place during the school year from 9 a.m. to 3 p.m. at the recreation center? What recreation activities are scheduled for our senior citizens? Are there any programs, other than the meal site, for seniors being offered? When the island was surveyed a few years ago, the results clearly indicated Jamestown was lacking senior programs. What are we doing to address this need?

I researched what services, programs and activities were available for the seniors in town. Here are my findings:

- Jamestown has a senior center (Grange hall) that offers a meal site from Monday through Friday. There are no other senior activities offered on a daily basis at the center.
- The town website lists all the various programs offered by the town; there is no mention of any programs or services for seniors.
- The library is the only town facility that offers a variety of multigenerational programs open to our community.

Since then, I've had a positive conversation with Town Administrator Andy Nota regarding the lack of recreation programs offered to seniors. I also inquired about what impact would the potential purchase of the PAC have for the seniors. He acknowledged there definitely was a need to increase our senior activities. The Grange, which is leased by the town for a period of time, is considered the senior center, but the building only provides a meal site for seniors. The Grange is utilized by other organizations for their programs but the space does have some limitations.

When I look at our surrounding communities, seniors in Jamestown are totally being underserved. There is a petition currently being circulated around town, which reads, "We, the undersigned, seek to bring awareness to improve the recreational, social and physical services, activities and programs for the senior citizens of the town of Jamestown."

If you feel the same, please voice your concern in the Press, at meetings or online. Our Facebook page is "Jamestown, R.I., advocacy for senior citizens."

Brenda Ratcliff

Ship Street

Jamestown

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**2015 PUBLIC REVIEW
OF PARKS AND
RECREATION
DEPARTMENT**

2015 Community Discussion and Review of Jamestown's Parks and Recreation Department



*Andrew E. Nota, Town Administrator
November 9, 2015*

Background Materials

- 2014 Department-wide Assessment and Inventory of Facilities and Programs
- University of Massachusetts Edwards J. Collins, Jr. Center for Public Management
- “Organizational Assessment of Jamestown Parks and Recreation Department”
- “Community Space Needs Survey”



Audit Scope and Objectives

Step 1 – Comprehensive organization and management analysis, including:

- Existing Operations
- Service Levels
- Infrastructure Management
- Organizational Structure and Staffing Levels

Also,

- Held Three Public Input Sessions and Acquired Data through use of a Program Survey



Overview

- **Strengths:**
 - Strong sense of involvement and ownership in Parks and Recreation Services as displayed by residents;
 - Staff engage and solicit input from program participants, desires for new programs, and satisfaction of others;
 - Department works with community groups to accommodate needs, although difficult to meet needs equitably;
 - Department partners with and solicits sponsorships from the local business community;
 - Department provides various popular annual events.
- 

Improvement Opportunities

Recommendations:

- Implement more formalized management and planning techniques that will result in greater accountability to achieve results;
- Development of a strategic Plan to guide future actions of the Department in terms of changing needs and reflect community desires;
- Planning in a linear fashion with no periods of adjustment is not conducive to addressing changing community needs.



Categorical Breakdown of Critical Areas

1. Use of Information Systems and Technology;
2. Management and Planning Efforts;
3. Programmatic Services;
4. Facilities; and
5. Staffing and Organization.



Use of Information Systems and Technology

- Typical of small departments with limited staff and budgets to focus on direct provision of services to participants' –
 - Use of systems and technology can assist in minimizing efforts related to repetitive functions, facilitating analysis of metrics, cost of services, accounting for fees, trends in participation on a demographic and programmatic basis;
- Interviews and observations reflected that the Department utilizes technology on a very limited scale.



Use of Information Systems and Technology

1. Enhance its MIS capabilities to obtain and utilize data for a variety of purposes while also approving efficiency.
2. Enhance Functionality of website to conform to best practices in the industry.



Management and Planning Efforts

- The Department currently has no guiding structure in place to analyze and anticipate, plan or manage its work. It also lacks a comprehensive asset management plan that identifies, infrastructure, its worth, maintenance requirements, and service levels and staffing resources required to maintain it;
- The Department lacks performance measures and a reporting structure to ensure accountability for the attainment of agreed upon service levels;
- This effort will result in an annual report that reflects the efficient and effective use of resources, utilized in attaining service level goals over time;
- This system and reporting mechanism is currently lacking in the department.

Management and Planning Efforts

- 1) Develop Performance Measures and report on the attainment of these measures.
- 2) Department should develop a Strategic Plan.
- 3) Update job descriptions of entire staff.
- 4) Conduct periodic checks on compliance with cash handling policies.



Programmatic Services

- Historically programs change very little from year to year;
- The Department lacks a vision or philosophy related to the delivery of recreational services;
- This structure alienates certain users that are left out of existing programs;
- Further research and public outreach will be required to determine the potential seasonal and year-round customer base, via reviewing data, census information, public health data and direct input from residents and program participants.



Programmatic Services

1. Department should be more strategic and visionary in determining the recreation program it offers.
2. Teen Center program should be regularly re-evaluated to adjust program to maintain the level of participation, ensure safety of participants, assess facility requirements, and to ensure long-term efficiency and effectiveness of the program.
3. Improve and enhance communication regarding program offerings.
4. Establish policy as to what is a “Town Program” and identify programs to take place in Town buildings, so community members are aware who is managing a specific program.
5. Establish payment structure for instructors that is fair, consistent and transparent.



Facilities

- Indoor space is insufficient to meet present program requirements, creating tension amongst user groups and a stifling of new programming at certain times;
- The Town requires accurate data to develop a long-term plan for facility development that is based on a vision of the types of services it wishes to offer now and in the future;
- Programs are identified first and then the buildings and sites are designed to address that need and population segment.



Facilities

1. The number, size, and type of recreational and cultural arts facilities should be driven by the town's goals as they relate to the programs the Town wishes to offer.
2. The second floor of the Golf Course facility should be designed in a manner that maximizes its capacity for multi-purpose use.
3. The Town should provide an interim location(s) for the programs offered at the Golf Course until a new facility is provided.
4. The Town should improve its bicycle facilities.
5. The Town should consider building a public swimming pool.



Staffing and Organization

- Two areas of Responsibility:
 - Recreational Services and Special Events and Parks and Maintenance Services;
 - It is recommended that the Parks Division be integrated with the Public Works Department to achieve a level of improved service and to broaden the resources available;
- In recreation programming it is recommended an effort be made to further integrate senior services into the Towns program.



Staffing and Organization

1. Parks and field maintenance services both duplicate those provided by public works, and divert the focus of the department from other core services.
2. The responsibility for maintaining Fort Getty should be transferred to the Public Works Department.
3. The provision of security and rules enforcement should be transferred out of the department.
4. The Town should consider the creation of a community services department that consolidates recreational services with senior services.
5. The new community services department should manage leave time to ensure staff are available during the heavy volume programming summer months.
6. The Town should certify an employee as a playground inspector.
7. The Town should create an infrastructure renewal fund for

Fort Getty

Overview of Collins Center Assessment

Value Points:

1. Comprehensive overview and general industry observations;
2. Technical reports and facility inventory;
3. Best Management Practices Assessment;
4. Community Survey and Public Meeting data and input.



P&R Department Today and Moving Forward

Initiatives Today:

Recreation Program Assessment

Demographics, seasonal v. year-round participants, special events, technology, staffing, support facilities, integration of senior services.

Parks Capital and Asset Management Plan

Develop Diversified comprehensive 6-year program.

Staffing and Organization

Reevaluate staffing requirements for Full-time and Part-time/seasonal personnel.

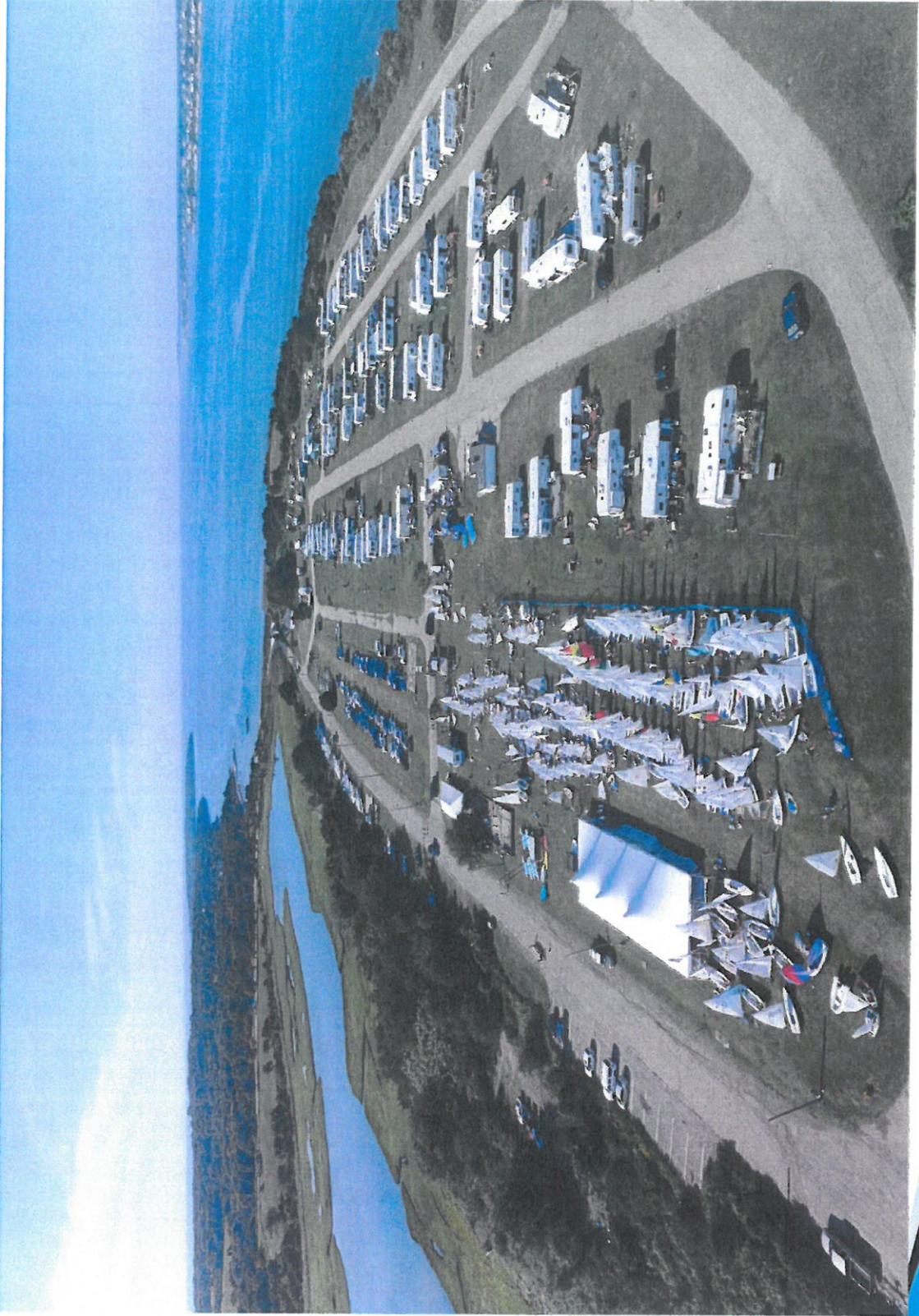
Recreation Division
Parks Division



Capital Program

Town Administrator Proposed Capital Improvement Program								
General Fund	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018	Fiscal Year 2018-2019	Fiscal Year 2019-2020	Fiscal Year 2020-2021	Six Year Total
<i>Parks and Recreation Program</i>								
Eldred Avenue Field Improvements		\$10,000		\$30,000	\$0		\$20,000	\$60,000
Lawn Avenue Field Improvements		10,000	10,000	50,000	0	50,000	10,000	\$130,000
Park Dock						25,000	25,000	\$50,000
Heads Beach					5,000			\$5,000
Mackerel Cove Beach				5,000			5,000	\$10,000
Playground Reserve		50,000	50,000	25,000				\$125,000
Basketball Court		30,000	30,000					\$60,000
Skateboard Park		5,000		10,000			5,000	\$20,000
Tennis Court Improvements						10,000		\$10,000
Public ROW Management	\$10,000				5,000		5,000	\$15,000
Community Center - 41 Conanicus Ave		25,000	25,000	50,000	50,000			\$150,000
Recreation Center-138 Narragansett Ave.								\$0
Vehicle Replacement Program							30,000	\$75,000
Equipment Purchase/ Replacement	10,000		30,000	45,000				\$85,000
Recreation Depart. - Subtotal	\$20,000	\$130,000	\$150,000	\$245,000	\$65,000	\$100,000	\$105,000	\$795,000

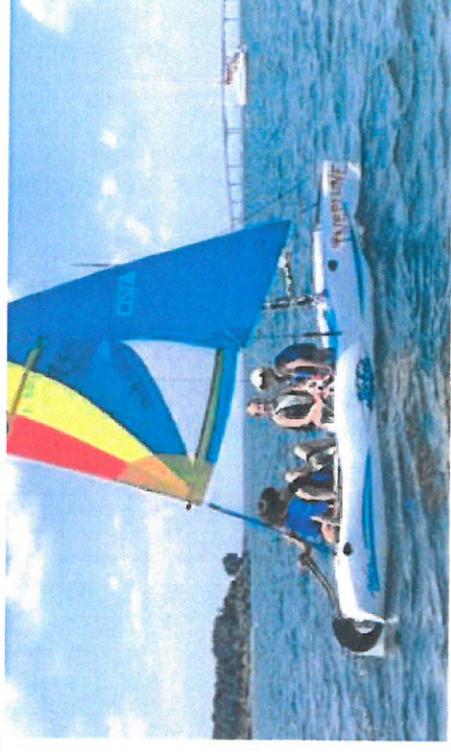
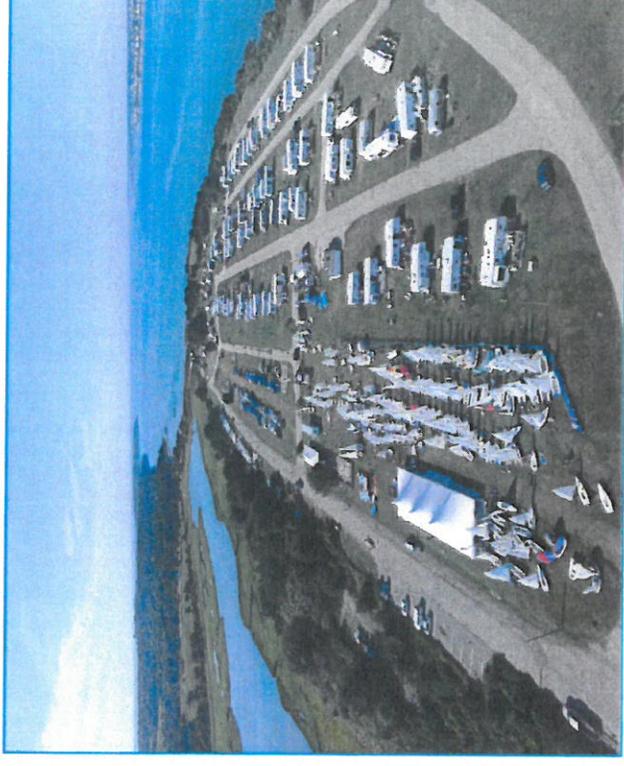
FORT GETTY



FORT GETTY

Areas of Interest

- Pavilion Project Completion
- Building Improvements
 - Gatehouse
 - Lower restrooms/showers
 - Upper restrooms/showers
 - Partnership opportunities
 - Waterfront improvements
 - Pier Improvements
 - Balancing Recreational and Commercial Uses
 - Beach Improvements
 - Historical Military Structures



Fort Getty Pavilion

Pavilion Prices

(May 14-October 12)

\$300 Friday, Saturday, or Sunday- Residents

\$200 Monday thru Thursday-Residents

\$600 Friday, Saturday, or Sunday-Non

Residents

\$400 Monday thru Thursday-Non Residents

2014 Revenue

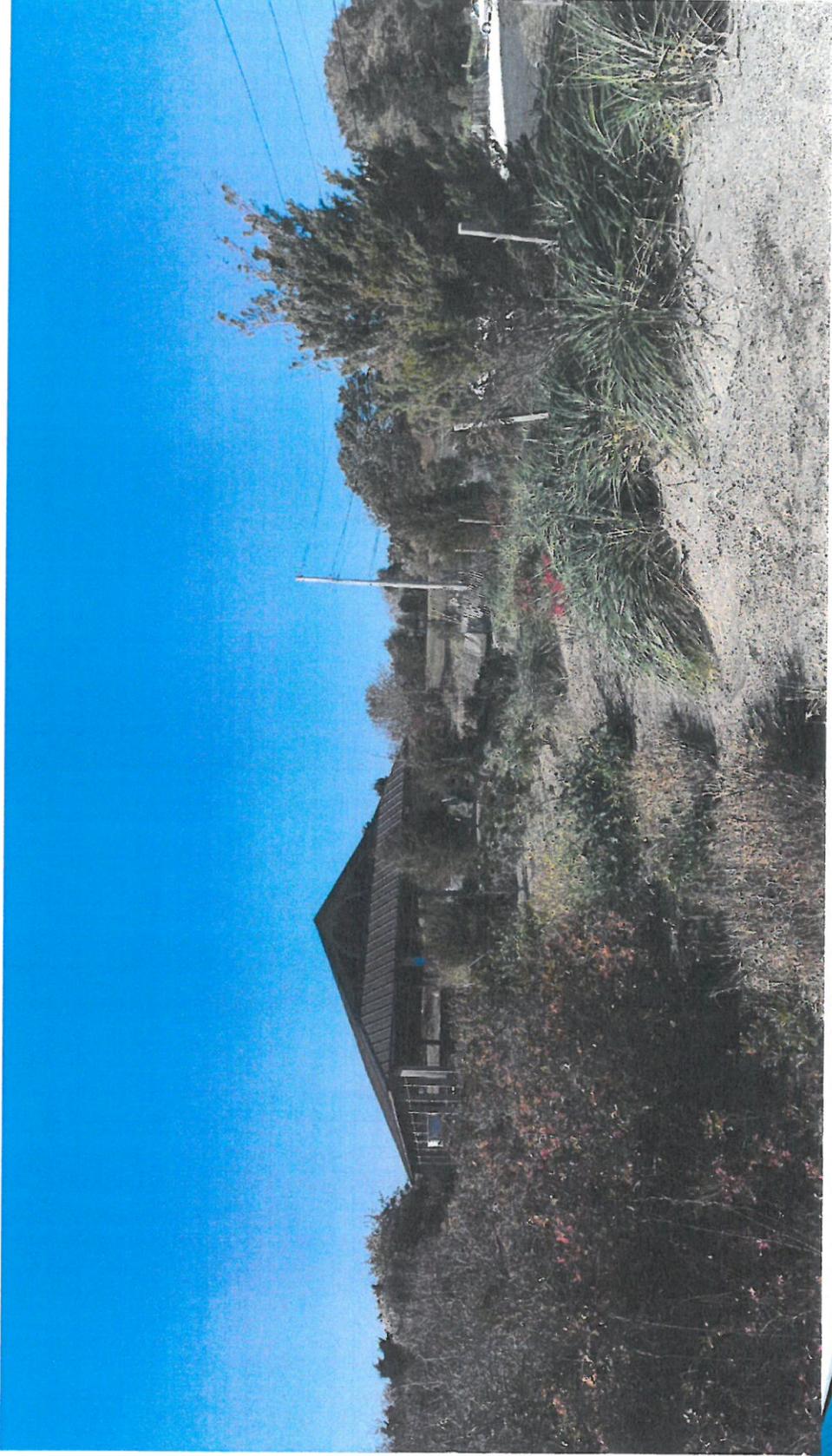
\$8,600.00

2015 Revenue

\$11,400.00



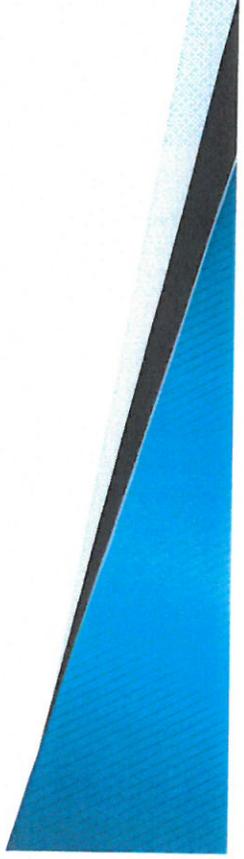
Fort Getty Pavilion



Fort Getty

Getty Facts from 2015

- ▶ 83 R.V. Sites Total
- ▶ 71 R.V. Sites were filled for season (two sites were Jamestown Residents, two sites were prorated)
- ▶ 12 R.V. Sites were transient
- ▶ 24 Tent Sites Total
- ▶ 26 Boat Sites Total (17 were occupied all season)
- ▶ Season: May 15 - September 15



Fort Getty

2015 Fees

- ▶ Season May 14-September 14
- ▶ Seasonal Campers \$4,500
- ▶ Seasonal Campers \$3,700 – residents
- ▶ RV Reservations \$40 per night 2 + weeks,
or \$50 per night
- ▶ Tent Reservations \$27 per night
- ▶ Daily Parking \$20 per day
- ▶ Daily Parking \$30 per day w/boat
- ▶ Guest Parking \$5 per day
- ▶ Seasonal Boat \$600 per season
- ▶ Dump Station \$20 per use
- ▶ Waiting List \$10 per year

Fort Getty Story Circle

Roach Family Contribution



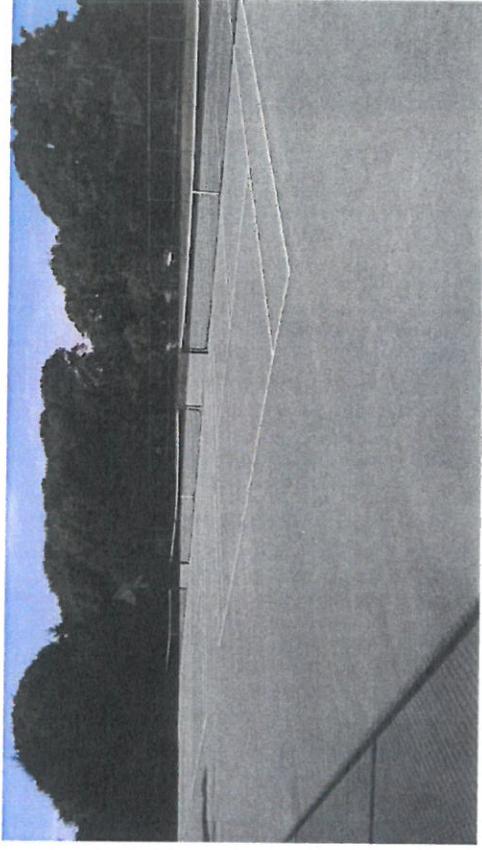
Mackerel Cove

Areas of Interest

- Fee Structure
- 2016 Facility Improvements
- Parking
- Fee Schedule
- Programming
- Staffing

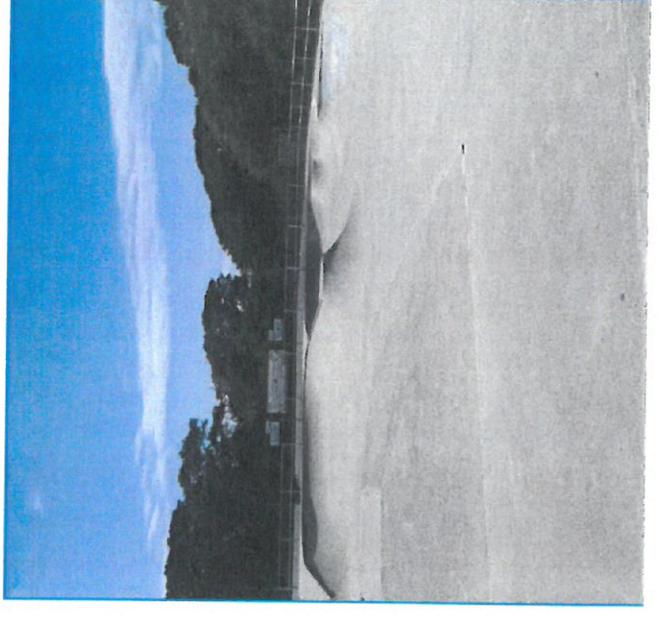


Lawn Avenue Complex



Areas of Interest

- Tennis Court Resurfacing
 - 6 courts completed 2015
- New Basketball Installation
 - Phase 1 –funded in FY2016
 - Phase II – proposed funding in FY2017
- Skate Park Expansion
 - Proposed funding in FY2017
- Bleacher/Bench Installations
- Install Walking/Exercise Path
- Field Enhancements



Lawn Avenue Fields

Areas of Interest

- Fencing Enhancements
- Bleacher Replacement
- Infield Rehabilitation
- Building Improvements
- Well Installation
- Lighting Improvements



Eldred Avenue Fields

Areas of Interest

Field Improvements

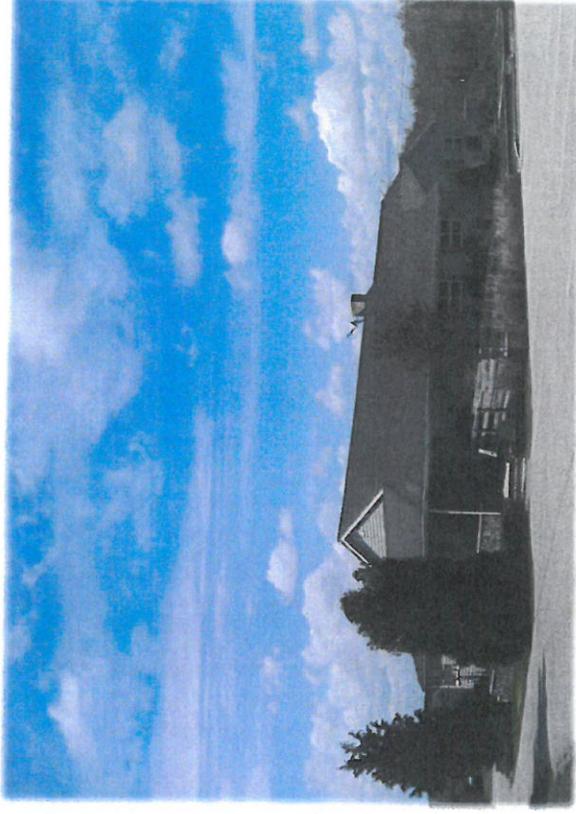
- Turf Enhancements
- Fencing Improvements
- Parking
- Install Well for field irrigation
- Coordinated Maintenance program with league and users



Golf Course

Areas of Interest

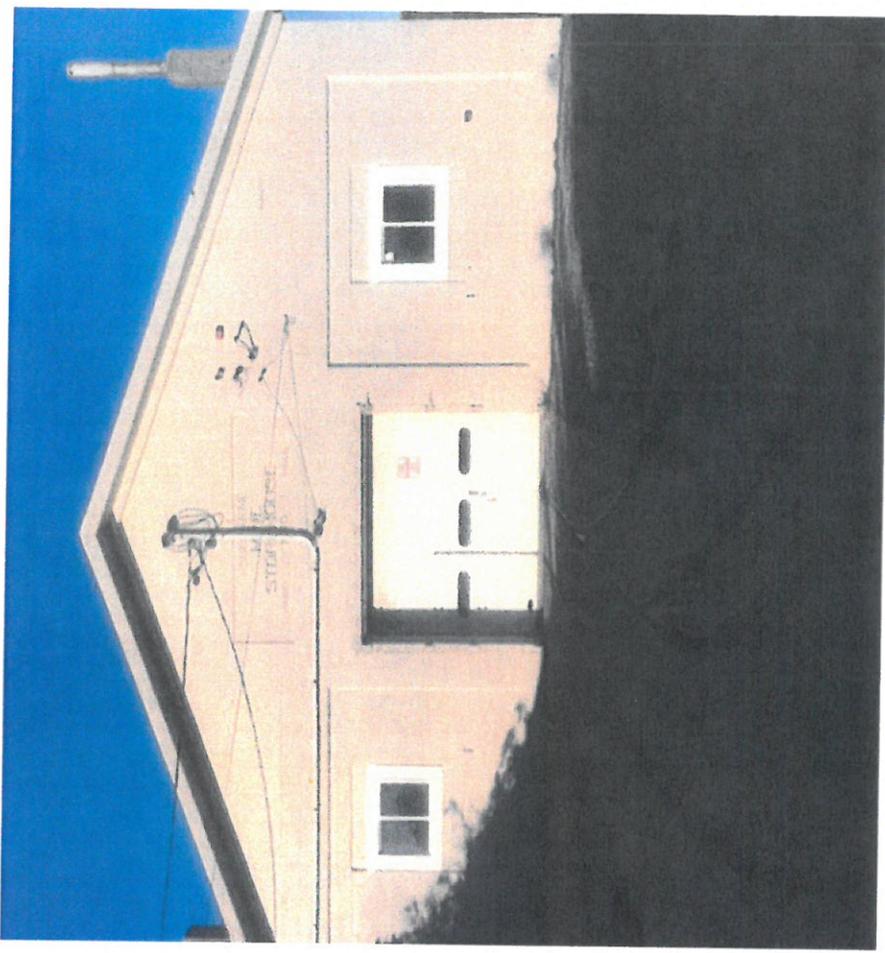
- Building Replacement
- Consolidate and diversify bldg. Functions working with Operator
- Secure New Lease for 2017
- Programming



Fort Wetherill

Areas of Interest

- Exterior Refurbishment
- Roof Replacement
- Window/Door Installation
- Interior Improvements
 - Utility upgrades
 - Water/Electrical
- Parks Division and Town Storage



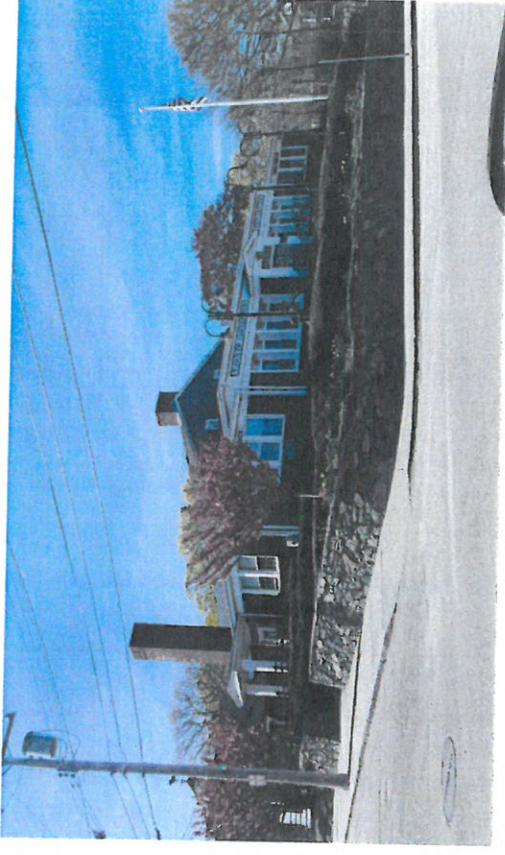
Recreation Center



Recreation Center

Areas of Interest

- Facility Rehabilitation
- Design changes to allow for diversification in use;
- Improve Accessibility (ADA)
- Maintain active play space with ability to divide interior space;
- Accommodate events
- Address broad recreational programming needs
- Enhance surrounding grounds and outdoor patio area

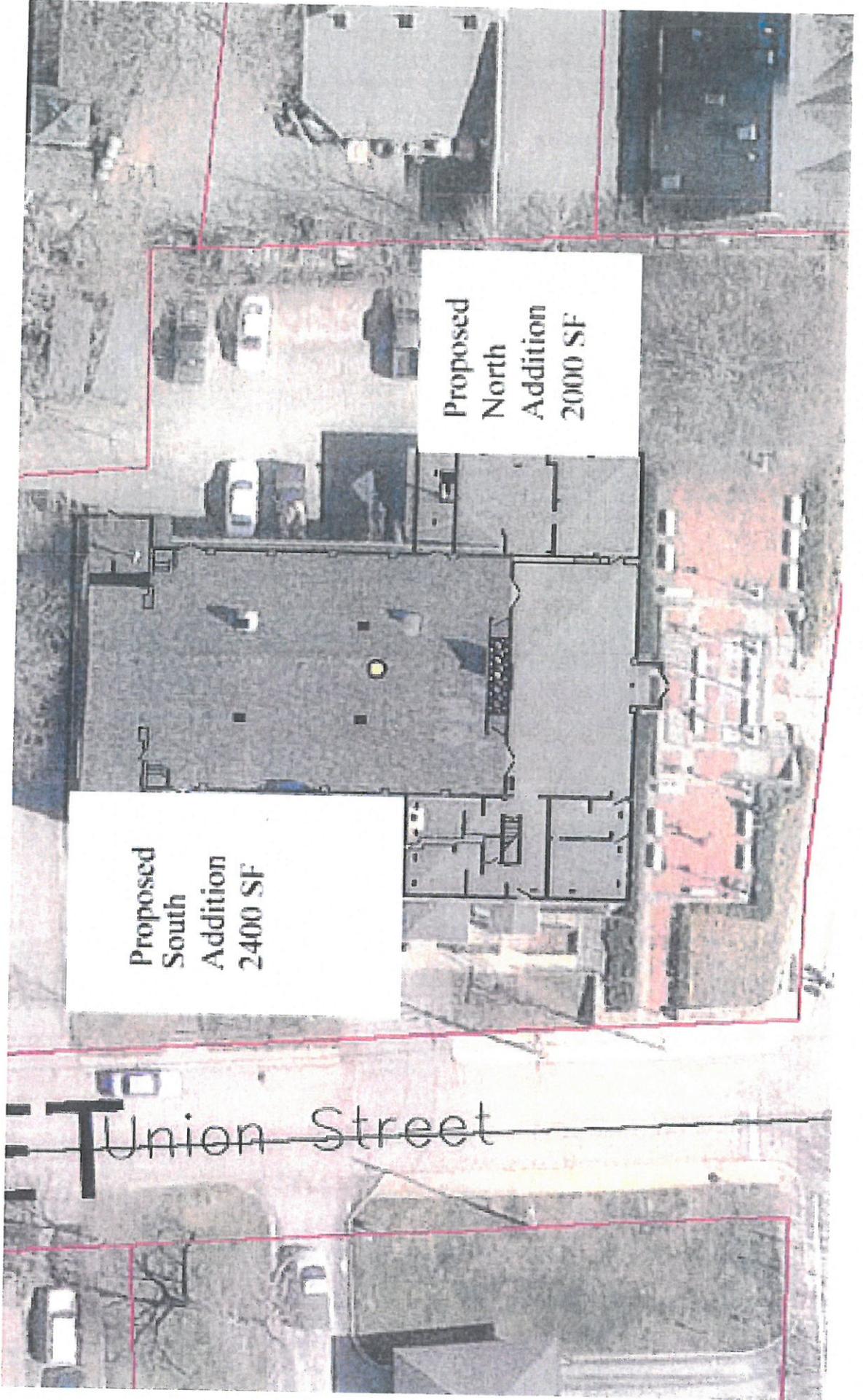


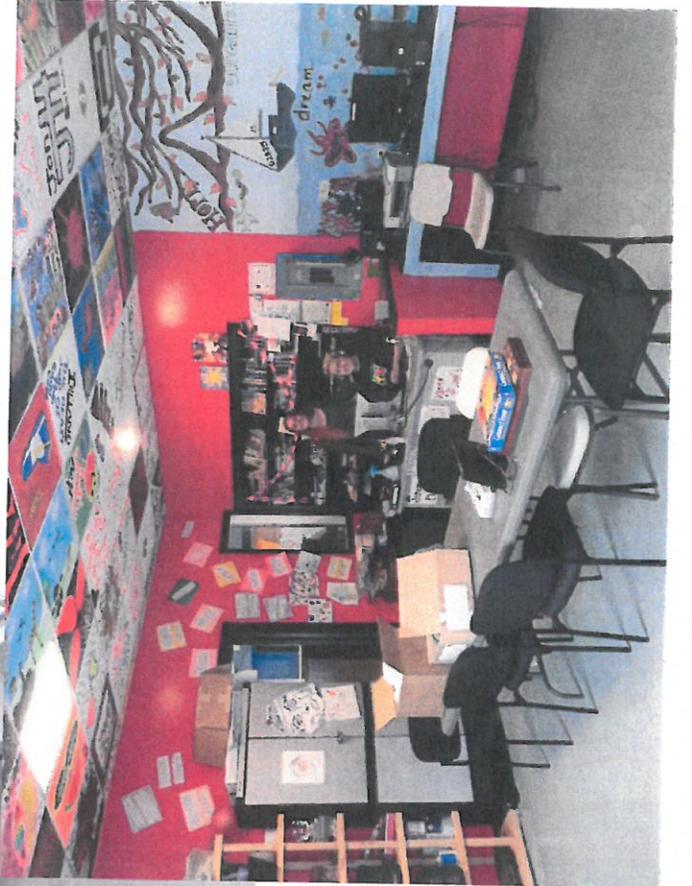
8,116 SF of useable space on the First Floor

Former USO Building acquired by Town from Federal Government in 1947

23,000 SF lot with water view

Proposed Recreation Center Renovations *Building and Facilities Committee*





Special Events

Areas of Interest

- Develop centralized annual calendar of community events;
- Expand Concert and Public Event Series;
- Offer Fort Getty Events and Programming;
- Improve coordination with community groups and other local agencies in offering events

