## **TOWN COUNCIL MEETING**

**February 1, 2016**

## **ROLL CALL**

Town Council Members present:

Mary E. Meagher, Vice President

Blake A. Dickinson

Michael G. White

Thomas P. Tighe

Town Council Members absent:

Kristine S. Trocki, President

Also in attendance:

Andrew E. Nota, Town Administrator

Christina D. Collins, Finance Director

Michael Gray, Public Works Director

Cathy Kaiser, School Committee Chair

Mary Lou Sanborn, Library Board of Trustees Chair

Peter D. Ruggiero, Town Solicitor

Cheryl A. Fernstrom, Town Clerk

## **CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Council Vice President Meagher called the regular meeting of the Jamestown Town Council to order at 7:06 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue, and Councilor Dickinson led the Pledge of Allegiance.

## **ACKNOWLEDGEMENTS, ANNOUNCEMENTS, RESOLUTIONS**

None.

## **PUBLIC HEARINGS, LICENSES AND PERMITS**

*All approvals for licenses and permits are subject to the resolution of debts, taxes and appropriate signatures as well as, when applicable, proof of insurance.*

None.

1. **OPEN FORUM**

*Please note that, under scheduled requests to address, if the topic of the address is available to be put on the agenda, the Council may discuss the issue.*

1. Scheduled to address. None.
2. Non-scheduled to address. None.

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

1. Administrator’s Report: Town Administrator Andrew E. Nota.

Mr. Nota referenced his report available on the Town website and reported on the following:

1. Golf Course Club House Update

Architect Bill Burgin was reengaged and met several times with Town staff on the club house. The proposed design is a simple structure that will fit into the location and addresses core elements needed for a golf course operation – office, rest rooms, storage areas, member services – as well as other features that can be added by the Town or a future operator – equipment storage, cart storage wing, expanded service area, seasonal tented area or small pavilion. Another element is financing of the new structure. Mr. Burgin felt the design with cost estimates could be ready this spring (perhaps April). Funding options could be voted at an FTM or General Election or in 2017. The project should be done over the next 2 to 3 years based on the current club house building condition. Vice President Meagher commented there would be a future meeting dedicated to the Golf Course for further discussion of options. Joe and Jon Mistowski in attendance were noted and will be involved in discussions. The focus is to complete the planning and design process for the club house replacement and work with the current operator to develop a plan that addresses the facilities needed so that the golf course remains a vibrant part of the community. Discussion continued.

Councilor Dickinson inquired about the lease expiration (end of 2016) and if the lease should be synced with a new project. Mr. Nota stated yes, and a short term lease extension may be a possible option. It is possible to have an RFP ready for this summer, and a new lessee could work through the process. There is no need to rush the process, and the Town is getting closer to a proposal that will work and grow with the operator. The project would have to be in order for August for inclusion on the November election ballot.

1. OPEB – RI Interlocal Risk Management Trust

The joint session with the School and Town Administrations and RI Interlocal Risk Management Trust (The Trust) representatives held in January focused on a Revocable Trust designed to address future funding of OPEB liability. A tentative date for a joint Town Council and School Department workshop with presentation by The Trust is Thursday, February 18th at 6:00 p.m. at the Melrose School (prior to the School Committee session) or prior to the March 24th School Budget work session for further review and information. Mr. Nota reviewed benefits and advantages of the program. Specific data for the School Department and Town and date of the session will be forwarded to Council. Discussion continued.

1. 2016 Legislative Issues Impacting Municipalities – RI League of Cities and Towns

The list of Legislation for the 2016 session was referenced. Town Administrator Nota will keep Council informed of updates and provide additional information on any legislation requested.

1. Senior Services Program Update

The Jamestown Seniors has been working with Town staff and Town Council Liaison to provide future stability, improved relations, and financial management. The part time employees are now working for the Town of Jamestown. Executive Director of Senior Services Ellen Conway Vietri now reports to Parks and Recreation Director Wade, creating a direct link to a Town Department head that can provide administrative oversight, broadening programming and facility management, and improving cost savings and efficiencies. The end result is an improved program to better serve our senior population.

Vice President Meagher asked if a public presentation session was in order for more information for the public. Mr. Nota agreed. The Seniors maintain their own 501c(3) organization. The support the Town can provide will be helpful in broadening their activities, expanded programs, and efficiencies.

1. Preliminary Budget Planning

Town departments have completed preliminary capital and operating budget meetings for FY 2016-17, with follow-up sessions in the coming weeks, in order to complete the Town Administrator’s proposed budget slated for submission to the Town Council at the March 7th meeting (in compliance with the Town Charter). A series of public budget hearings are scheduled on the calendar and other dates are tentatively scheduled, in the event additional sessions are required to complete the budget. The School Department budget will be received by the end of February and the Town budget will be finalized at that time. Discussion ensued of projected Revenues, the Governor’s State of the State Address, and working with the State to receive timely information. The Financial Town Meeting is scheduled for Monday, June 6, 2016.

1. West Ferry Lease 5-Year Extension

Lease extension terms have been finalized with Dutch Harbor Boatyard, and the proposed lease terms are being reviewed by Solicitor Ruggiero and should be presented to the Council for review and potential approval at the February 16th meeting.

1. Bike Path Design Update: Public Works Director Michael C. Gray

Mr. Gray is here to share the preliminary design and engineering for comment and give an update as we enter the budget cycle. A PowerPoint presentation proceeded depicting the location, including North Road, North Reservoir dam, Route 138, Community Farm, Eldred Avenue and East Shore Road. The Town received capital funding for permitting and design development, and a Preliminary Wetlands Permit was received from RIDEM. The public approved funding for the bridge section of the project at the 2015 FTM ($50,000 allocated). Due to wetlands this portion requires retaining walls at the bridge section. The Spillway and stone wall were noted, and grading and retaining wall are required. Locations on the plan and work required were noted and discussed, including the ice road, stone walls, dam, maintenance access and stream. The project is referred to as the shared use path, and this alignment gets our equipment out of the stream.

Councilor Dickinson inquired about the project and an estimated cost of $1.2 million (3 Councils ago), with funding by RIDOT, that the Town is now funding. Vice President Meagher stated this was placed on the TIP for partial funding. Over time it became more evident we need real numbers and the Town needed to determine costs and required work before moving forward. Councilor Dickinson stated we keep spending and will continue to spend until it is finished. We need to stop and get voter input/approval before moving any further. Vice President Meagher commented this is the next step; we have spent less than $100,000 to date, and need to determine costs and what is required in order to make a decision to move forward. Public Works Director Gray explained steps, permitting, and costs to date. Pare Engineering developed a design the Town could construct, built to a standard to meet RIDOT requirements. There will be further discussion during the budget process. Town Administrator Nota stated completion of the design gives us information needed to make decisions. There is legislation for a Bike Path Bond, and there may be an opportunity for State funding, if we are ready and have the design work and financial commitment. Vice President Meagher commented we have to get to a point to be able to determine whether this can be done, what the cost is, and whether we should proceed to bid.

Bob Sutton, Bike Path Design Committee Chair, commented it was never stated that RIDOT would fund the project. We met with RIDOT, who receives Federal funding, and in order to be eligible for such funding, you must be in the TIP, but it was never stated they would pay for the project. The project must be designed and built within State standards, and it could be built in intervals, which is a legitimate way to proceed, as it cannot be done all at once. Mr. Sutton referenced his experience working at the State level; the Blackstone Valley Bike Path was given as an example, completed over a fifteen-year period. From the outset the belief was that if the project was kept consistent with RIDOT specifications and Federal Highway Administration specifications, we would have a better opportunity for funding the project if such funding became available. If you can bridge the causeway, people will use it and use it now, it doesn’t have to be done all at once, and the process the Town is following makes sense. Ultimately bike paths are a quality of life issue and are completed over a period of time with funding spread out.

Councilor Dickinson stated reservoirs are not zoned for recreational activities and that activity is prohibited; things are happening there that shouldn’t. We either have to revise the Zoning Ordinance or enforce it, and a number of things need to happen prior to proceeding. Vice President Meagher commented we would like a sense of costs and then it becomes a public discussion.

Mary Lou Sanborn asked for clarification of the length for the project. Mr. Sutton stated the completed bike path is about 2 miles. Mr. Gray stated the section under discussion is about one half mile. Mr. Gray displayed the abutment, wall, bridge, and travel over the spillway. The drawings, financed through the 2015 FTM, are done. Discussion ensued of the design. The bridge would be manufactured and purchased, then installed (elevation view presented). Long range, if the project continues to be funded, there would be a pedestrian path along North Road connecting the Shores, East Passage and West Reach (6,000 feet). The first phase of the project is drainage, and permitting and design for that portion is complete. The plan is to construct the project in-house, purchase the bridge, and put it in place.

Vice President Meagher noted the open space discussion should be done with the Town Planner in attendance. Mr. Nota stated ordinance revision would not take place until the project is fully approved, and any revision would be restricted just for that area. Councilor Dickinson stated he is strongly in favor of the North Road improvements. Mr. Gray stated there are benefits to the dam and that is why he supports it. This would improve the area and gives people a place to go, keeping them off the dam.

1. **UNFINISHED BUSINESS**

None.

1. **NEW BUSINESS**
2. Proposed 2016 Harbor Permit Rates; review and discussion and/or potential action and/or vote

Chief Mello noted the proposed rates approved by the Harbor Commission at their meeting on in January 13. The Harbor Commission’s recommended operating budget will be amended based on the leases for West Ferry and East Ferry that are being signed. It is planned the operating budget will be amended and approved by the Harbor Commission at their February meeting and be back before the Council in the coming weeks. Adoption of the rates is time sensitive as invoices need to be prepared. The rates for 2016 remain unchanged from 2015.

##### **A motion was made by Councilor Dickinson with second by Councilor Tighe to accept the proposed 2016 rates. President Trocki, Absent; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

1. Town Council Meeting Calendar/Schedule; review and discussion and/or potential action and/or vote

1) Town Council meeting schedule

Town Administrator Nota referenced changes to the calendar for Town Council meetings beginning in March, the February 18th session if the School Committee and Council members are available, and March 24th for the School Department budget work session. Discussion ensued of the start time for the February 16th Council meeting, and it will begin at 7:00 p.m.

2) Town Council budget work session schedule

Budget work sessions were reviewed. Vice President Meagher noted she has a conflict with the March 14th capital budget work session. Mr. Nota will consult with Council members and make schedule adjustments as needed.

## Discussion of upcoming Public Workshops on the Jamestown Police Department and Community Policing

Chief Mello reviewed topics for the upcoming Public Workshops.

Accreditation Process. Chief Mello stated the department is moving through the professional peer review process. Command staff is preparing for a mock assessment, which will be scheduled during March. After the mock assessment, adjustments will be made as needed, followed by the actual assessment. Prior to the assessment a public comment period is advertised, allowing the public the opportunity to comment in writing in advance regarding the accreditation process and/or the Police Department.

Comprehensive Strategic Plan related to Community Policing. Chief Mello defined Community Policing as developing relationships between the Police and the community we serve in advance of a dire need or catastrophic event. There is no one solution, and in a small community it is more of a philosophy, that everyone is a community police officer, which is our goal. As part of the Strategic Plan process the Community Leadership Council (CLC) was developed, with 10 to 12 leaders from various segments of the community, and meet quarterly. The two processes are intersecting. We want to continue the dialogue and expand the comment period beyond the Accreditation Process and hold public forums so that people understand the accreditation process before the Assessment team comes in. The second and succeeding forums would focus on Community Policing and what we can do to improve it in our community. To achieve this Chief Mello has asked the CLC to schedule and advertise the forums and solicit comments in advance. CLC Chair is Jim Rugh, and Accreditation Manager is Lt. Angela Denault. The first session on accreditation is scheduled for the end of February, and we should be ready to make the request for a mock assessment in March. The CLC meets March 14th to formulate topics for the open forums on community policing, tentatively scheduled for March 29th, and facilitated by the CLC, not the Police Department. This is a great opportunity to create a useful, helpful dialogue.

Vice President Meagher commented CLC members are volunteers selected by Chief Mello. Chief Mello agreed and stated members of CLC can suggest citizens from other segments of the community who need to be brought onboard to complete the roster. Those suggestions would then be addressed by the CLC.

Councilor Dickinson asked if there is a document available on the accreditation process for public information and if that would be noticed and available to citizens. Chief Mello stated there is public notice and advertisement in the newspaper, and a public document that would be available and posted on the Police Department website.

Councilor Dickinson appreciates the philosophy and efforts of the CLC and the facilitated workshops. What is missing is that no one has sought to include the Council in the process. Vice President Meagher suggested community policing could be a topic for a public discussion. It could produce be a fruitful discussion that might be broken down into sub-groups focused on schools, the need for a resource officer, interaction in schools and with children, the library, and business community. If there were smaller discussions perhaps the target audience would show up and that dialogue brought back to a larger discussion. What is community policing in Jamestown and how do we communicate with the Community Leadership Council with suggested topics and input?

Chief Mello stated the series of three articles being prepared by the CLC for the upcoming sessions would reveal the process and how they would solicit and take input. He will speak to the CLC at the March 14th meeting to see if forums could be broken down into focus groups. This may delay the process. Vice President Meagher stated this is an ongoing process and one discussion on community policing is not going to be the end all. Chief Mello stated we will still go forward with the Accreditation forum and process. Accreditation is about professionalism and accountability, which builds trust within the community, which builds for better communication and better relationships, which intersects with Community Policing.

Vice President Meagher commented improving communications and keeping people in the process is important. We are trying to reduce friction and improve communication, and including people in the process is helpful. Chief Mello will ask the CLC to go forward with newspaper articles and get back to the Council after the next meeting, and the two phases will run concurrently. Councilor Dickinson hopes the CLC does not operate in a vacuum, as the Council is as interested as they are. Chief Mello noted the newspaper articles and information publicized will build momentum for community involvement.

## **ORDINANCES AND APPOINTMENTS AND VACANCIES**

## Appointments & Vacancies

###  Jamestown Planning Commission (One vacancy with an unexpired four year-term ending date of December 31, 2018); duly advertised; interview conducted; review and discussion and/or potential action and/or vote

####  Letter of interest

##### Dana Prestigiacomo

##### There was one letter of interest and Dana was an excellent candidate, but she stated she is not a registered voter. The appointment will be continued to the next meeting and advertising continued.

### Jamestown Tree Preservation and Protection Committee (One vacancy with a three-year term ending date of December 31, 2018); duly advertised; interviews conducted; review and discussion and/or potential action and/or vote

####  Letters of interest

##### Peter Kallman

##### Dana Prestigiacomo

### Jamestown Zoning Board of Review – 3rd Alternate (One vacancy with a one-year term ending date of December 31, 2016) duly advertised; interview conducted; discussion and/or potential action and/or vote

####  Letter of interest

1. Dana Prestigiacomo

##### **A motion was made by Councilor Tighe with second by Councilor Dickinson to continue the Appointments and Vacancies to the February 16th meeting. President Trocki, Absent; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

1. **CONSENT AGENDA**

*An item on the Consent Agenda need not be removed for simple clarification or correction of typographical errors. Approval of the Consent Agenda shall be equivalent to approval of each item as if it had been acted upon separately.*

##### **A motion was made by Councilor Tighe with second by Councilor Dickinson to approve and accept the Consent Agenda. President Trocki, Aye; Vice President Meagher, Absent; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Consent Agenda approved consists of the following:

## A) Adoption of Council Minutes

### 1) January 19, 2016 (regular meeting)

### 2) January 19, 2016 (executive session)

## B) Minutes from Boards, Commissions and Committees

#### Jamestown Charter Review Committee (11/04/2015)

#### Jamestown Charter Review Committee (11/18/2015)

#### Jamestown Charter Review Committee (12/02/2015)

#### Jamestown Charter Review Committee (12/16/2015)

#### Jamestown Harbor Commission (12/07/2015)

#### Jamestown Harbor Commission (12/09/2015)

#### Jamestown Traffic Committee (12/15/2015)

#### Jamestown Zoning Board of Review (12/15/2015)

## C) Attendance Records from Boards, Commissions and Committees

### 1) Jamestown Housing Authority

### 2) Jamestown Tax Assessment Board of Review

### 3) Jamestown Zoning Board of Review

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1. **COMMUNICATIONS, PETITIONS AND PROCLAMATIONS AND RESOLUTIONS FROM OTHER RI CITIES AND TOWNS**

**A motion was made by Councilor Dickinson with second by Councilor White to receive the Communications and Resolutions. President Trocki, Absent; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Communications, Petitions and Proclamations and Resolutions from other RI Cities and Towns received consists of the following:

## A) Resolutions and Proclamations from other Rhode Island cities and towns

### 1) Resolution of the Narragansett Town Council Opposing Governor Raimondo’s proposed truck toll gantries

# ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS

None.

1. **EXECUTIVE SESSION**

None.

1. **ADJOURNMENT**

**A motion was made by Councilor Dickinson with second by Councilor White to adjourn. President Trocki, Absent; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The regular meeting was adjourned at 8:21 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council

 Town Administrator

 Finance Director

 Solicitor