**TOWN COUNCIL BUDGET WORK SESSION**

**April 11, 2016**

1. **ROLL CALL**

Town Council Members present:

Kristine S. Trocki, President

Mary E. Meagher, Vice President

Blake A. Dickinson

Michael G. White

Thomas P. Tighe

Also in attendance:

Andrew E. Nota, Town Administrator

Christina D. Collins, Finance Director

James Bryer, Fire Chief

Michael Gray, Public Works Director

Andrew Wade, Parks and Recreation Director

Cathy Kaiser, School Committee Chair

Cheryl A. Fernstrom, Town Clerk

1. **CALL TO ORDER**

The Town Council Operating Budget Work Session and Hearing and Capital Budget Work Session and Hearing for FY 2017 (July 1, 2016 to June 30, 2017) continuation was called to order at 6:08 p.m. in the Rosamond A. Tefft Council Chambers of the Jamestown Town Hall at 93 Narragansett Avenue by President Trocki.

1. **TOWN COUNCIL WORK SESSION**
2. Town Operating Budget continued and Outside Agency Contribution Requests

President Trocki announced that public health agencies would be addressed first and formal requests will be addressed this evening. Town Administrator Nota gave a PowerPoint Presentation to review the Operating Budget continuation and Outside Agency Contribution requests.

1) Public Health/Seniors

Account 70600.000 General - Total Public Health $16,500

.456 Visiting Nurses/Mental Health/South County Hospice/Substance Abuse

East Bay Community Action Program $2,000

Visiting Nurses (Newport) $1,500

Substance Abuse $4,000

South County Home Health $7,000

Thundermist $1,500

Women’s Resource Center (no request)

Discussion ensued of the agencies, past allocations, and FY 2017 proposed allocations, a decrease of -5.71%. The Visiting Nurses line item was reviewed further and the breakdown explained.

Account 70600.458 – Total Senior Center Operations $72,000

Salaries – 3 PT $46,540

Fees, Supplies & Dues $ 2,500

Telephone & Alarms $ 1,850

Electricity $ 5,500

Water $ 1,000

Heat $ 5,400

Repairs & Maintenance $ 5,885

Trash Removal $ 325

Programs $ 3,000

Discussion ensued of the Jamestown Seniors and the new relationship with the Town, with Jamestown Seniors employees as part time Town employees. Finance Director Collins worked closely with the Seniors Board to develop the new, detailed budget, proposed at $72,000, an increase of 0.43%. Jamestown Seniors and Recreation Department staff are working together to develop programming as part of the ongoing transition. Ed Holland spoke on behalf of the Seniors and commented participation is up significantly. Recreation Director Wade explained expanded programs, ongoing activities, and plans for the future.

2) Miscellaneous Accounts

Account 70920.000 – Total Miscellaneous $61,200

Incidentals & Emergencies $50,000

Conservation Commission $ 2,200

Chamber of Commerce $ 4,000

Economic Development $ 5,000

The account is level funded at $61,200. Discussion ensued of the line items. President Trocki submitted a Conflict of Interest form and left the dais as she is a Chamber of Commerce Board member. Vice President Meagher presides over the session. Director Aileen Flath addressed the Council. Their request is the same as last year, $4,000. Various activities, programs, increased memberships, events, advertising, and new brochure were noted and reviewed. Last year’s “Night At” event resulted in a $1,500 donation to the Friends of the Jamestown Seniors. President Trocki returns to preside over the session.

Rotary Club President Mark Holland gave an update on the annual Rotary Club Bike Race scheduled for Monday, October 10, 2016. This year’s race course will begin and end at Fort Getty, using the Pavilion for registration, avoiding the town center and East Ferry where parking is an issue. The Bike Race will no longer qualify as a USA Cycling event due to the new route and police coverage (11 offices required). The race will run from 8:00 a.m. to 10:00 a.m. (approximately). Police coverage is $2200 and Pavilion rental $400, which they ask the Town to cover. This will be a smaller event that will not realize past revenues but would be easier to manage. Discussion ensued of the police coverage required. The Race Route has not been approved by the Police Chief (submitted last week). Chief Mello commented why police coverage is required (at high pressure points). Mr. Nota stated the town is challenged with 11 required officers and would have to hire outside officers. Discussion ensued of whether the town should pay for the police officers and outside officers or make a direct contribution to Rotary of $2200 (projected cost). Council discussion ensued of how funding would be determined and distributed as a donation to Rotary. Councilor Tighe suggested using retired officers, whether this would be possible/allowed with mutual aid agreements. The IBPO contract language regarding retired officers and a provision they be called first before police officers from other communities was discussed. Councilor Dickinson likes the route change and new policy. Discussion continued.

Jimmy Winters is in attendance requesting funding for the Housing Hotline for an amount the Council deems appropriate, referenced the May Fair Housing Forum, thanked the Council for past support, and referenced his agency’s support and assistance for Jamestown residents in securing housing. Council members appreciate the work done by this agency. In recent years the Housing Hotline received $1500 from CDBG funding, which has taken a different path this year. Discussion of CDBG funding and support for health agencies ensued.

Church Community Housing. Christian Belden in attendance is here to request funding as CDBG did not fund public service activities through RI Housing and the Town of Jamestown this year. A letter of request for funding in the amount of $5,940 was submitted to Council by Mr. Belden. Town Administrator Nota explained the State sets the priorities for funding and the Town’s priorities are not always honored. Discussion ensued. Mr. Belden explained some of their current programs including housing repair program, homebuyer training classes, down payment assistance, foreclosure prevention, and homeowner assistance.

Economic Development. This is the second year for the Newport County Communities Economic Development Initiatives for $5,000. It is hoped the initiative will move forward and a professional hired to lead the program.

3) Fire/EMS Departments

Account 70320.000 Fire Protection - Sub Total $355,005

This represents a 10.41% decrease, mainly due to two major changes: the relocation of an employee from the Fire Department to Public Works (custodial and maintenance) at $53,311 plus longevity of $3,199 and related personnel and overtime costs of $3,731. This transition will be the only major increase in the Public Works Department budget. Other slight modifications for Equipment/Safety Maintenance for a part time employee (new) for $20,000 (3-4 hours/day) and Apparatus & Truck Repair for $30,000, a 20% increase, for work that is outsourced. Chief Bryer explained the necessity for the line item increase and the qualifications needed to perform such duties. Other minor adjustments were noted. Discussion ensued of the Fire Chief and Deputy Chief salaries and Fire Inspector duties for residential and commercial inspections, which will be broken down on the budget for both the Chief and Deputy Chief for clarity.

Account 70600.000 Emergency Medical Services - Sub Total $398,130

This represents a .99% budget decrease from the current year. Discussion ensued of line item .334 which is for office expenses. There are no personnel increases reflected in the budget. Discussion ensued of Rescue Training. Chief Bryer explained the differences between EMT Training and Fire Training. Per diem trainings are done on a weekly basis, and street location training is very important.

Total Fire Department is $753,135, a 5.67% decrease

4) Public Works

Account 70410.000 Administration - Sub Total $51,557

Salary Public Works Director .5 $45,477

Longevity $ 4,880

Fees supplies & Dues $ 1,200

This is the same as the current year

Account 70420.000 Engineering Sub Total $47,473

Salary Environmental Services .6 $40,000

The Personnel adjustment is due to the GIS Coordinator (with longevity) leaving. A new employee is anticipated in the near future.

Account 70430.000 Highway - Sub Total $913,843

This represents a 6.59% increase for the four accounts noted with increases. The other line items remain constant. The new accounts not assigned numbers were noted, transferred from the Fire Department. There is trending for two accounts for .313 Upkeep of Equipment at $80,000, a 23.08% increase, and .314 Engine Oil & Fuel at $65,000, an 18.75% decrease. The overall increase of 6.9% reflects the transfer of the employee from the Fire Department to Public Works. All else is status quo.

Account 70440.000 Snow Removal - Sub Total $77,000

This account is down based on the milder winter. The expenditures do not reflect the last storm. The proposed budget is based on average winters. As of March 31st expenditures are $65,794. As the year is completed, salt and supplies will be stockpiled to prepare for next season.

Account 60450.000 Waste Removal - Sub Total $416.342.00

This account should be stable over the coming year, but will change in 2017-2018 when tipping fees at the Central Landfill are revised. Notable events were loss of the e-waste recycling vendor and depository for leaves and grasses. There is no charge at the Transfer Station for the grass and leaf disposal, which may have to be revised in the future based on costs. Annual revenue from stickers is $115,000 ($125 per sticker). Councilor Dickinson referenced recycling and the Transfer Station operating deficit of $290,000. Public Works Director Gray noted the $180,000 expense for curbside pickup by Island Rubbish, recycling diversion rate, and $70,000 for tipping fees. The cost for electricity, the attendant, and purchase of the compactor were noted. Discussion ensued of future operation of the Transfer Station as the Central Landfill reaches capacity.

Account 70460.000 Street Lighting - Sub Total $81,000

This will be back before the Council for the 350 street lights in Town. This year Prism was engaged to perform an analysis of streets lights at a cost of $1 per light. The Town can purchase the street lights for $5,000. This will come back to Council with a presentation for support to engage a participation agreement with Prism to perform a full evaluation to determine costs and options, savings, and a maintenance program. Discussion ensued of technology upgrades and other cost savings and funding mechanisms. This will not increase the number of street lights, but will improve lighting, control brightness, and lower costs. Discussion continued.

Account 70480.000 Other Public Works - Sub Total $2,100

This represents level funding for the Town Cemetery and the Parade.

Account 70490.000 Public Buildings - Sub Total $265,599 7:23

The change is for .101 Service Contract for Custodial work at $80,000 as a result of the Fire Station consolidation and elimination of the Dispatch and custodial person and transfer to Public Works for outsourcing of services, an increase of $80,000 or 33.33%. The remaining expenses represent minor adjustments based on trending for a 6.93% total increase.

Account 70495.000 Tree Management Program - Sub Total $31,400

This line item is level funded.

The Total Public Works budget is $1,886,215, an increase of 3.83%.

5) Review and Discussion

The Operating Budget presentation is complete. Continuation of the Capital Budget review follows. Dates for further review, if needed, are April 14th (tentative session) and April 19th, the next regular meeting; other flexible dates are also available. Councilor Dickinson asked for clarification of .309 Telephones & Alarms on Page 53. Finance Director Collins explained it includes phones in the Centrex system at Town Hall, Highway, Police, Fire and Recreation Department and cell phones. Police and Fire have some lines that are not included in the Centrex.

1. Town Capital Budget, continued

1) Review and Discussion

Sidewalk Projects. Town Administrator Nota gave an update noting the sidewalk assessment performed by summer interns. $20,000 was budgeted for FY 2016 and $18,000 carried forward from prior years for $38,000 in the account. Public Works Director Gray reviewed sidewalk panel replacements planned this spring and fall. Review continued of repairs to Lawn Avenue (Narragansett to Watson) asphalt ($7,000), Narragansett Avenue (North to St. Marks) concrete ($28,000), Pemberton Avenue (Narragansett to Watson) concrete ($24,000), Pemberton Avenue (Watson to Pemberton Apts) concrete ($17,000), Conanicus Avenue (Knowles Ct. To Shoreby Hill) concrete ($15,000), and Walcott Avenue (Brook & Friendship) asphalt ($8,000). Discussion ensued of the TIP. Mr. Gray stated DPW is trying to keep projects in-house wherever possible. Lifting panels, tree issues and Tree Committee Report were noted.

Fort Getty Pier Repairs. Town Administrator Nota gave an update. The consultant upgraded preliminary estimates for Pier and Approach work which does not include a new deck. The project out-sourced, with no in-house participation, is estimated between $700,000 and $800,000 – Phase 1: $530,000 and Phase 2: $200,000. The consultant’s 20-page report noted five main reasons for cost-per-foot increases, and there are limited marine contractors who can perform the work. Discussion ensued of the Harbor Commission’s request, the project request should have been made at the beginning of the capital budget process, this project is part of the Harbor Asset Management Plan, and outside funding sources. Discussion ensued of the project phases: 1) underneath structure; 2) pilings and attached structures. Discussion ensued of breaking up the project and bidding out the two phases. The waterfront reserve fund could be used after the East Ferry project is completed. Discussion ensued of future planning, pursuing grant funding, and accessing the waterfront reserve. Lengthy discussion ensued of Fort Getty and how to use the asset. The Pier Project was included in the TIP.

Next meeting and Budget adoption.

Discussion ensued of the budget process, revising the budget based on this evening’s discussions, what is required to prepare the budget for adoption by the Council on April 19th and advertising timeline for the FTM. The tentative meeting date of Thursday, April 14th was referenced.

Councilor Dickinson suggested delaying the bike path project until the zoning issues are addressed. The Town presented the bike path project as being funded by the State which will not occur. The Town has an east/west travel problem and there should be consolidation of the entire project and transparent presentation to the voters for approval. Partnering with the Bridge and Turnpike Authority should also be investigated. Vice President Meagher commented that may not be realistic and project cost is not $350,000 to date it is $250,000. Discussion ensued that the citizens want the bike path, it has been discussed for years, and the Council has been transparent on the project and costs. State funding does not look likely, but the Council felt it was in the best interest of the community to continue with the bike path. Councilor White commented the Council determined the zoning would be reviewed and it is on the Water & Sewer agenda for April 19th. Vice President Meagher noted the town had to pursue the design phase to determine the overall project costs. Discussion ensued.

Scheduling of Meetings. Council schedules were reviewed. Town Administrator Nota will have adjustments and a fully updated capital and operating budget with modifications for the work session on Thursday, April 14th at 5:00 p.m., with department heads in attendance, so that the budget can be ready for Council approval on April 19th. Council should forward any revision/discussion issues to the Town Administrator prior to Thursday. Council stipends will be reviewed.

Councilor Dickinson commented on the cooperation of the School Department regarding budget reductions in conjunction with declining enrollment. The Town’s capital budget has increased significantly in recent years and the town should consider holding the line on increases. President Trocki noted initiatives such as Fort Getty, North Road project, ALS, maintaining our buildings, water and sewer infrastructure, and others undertaken that the community can see and approves of. Town Administrator Nota commented on the total capital budget amount and the Town’s ability to fund capital projects as we go, incurring a minimum amount of debt, rather than going to bond, which reflects the strength of the town. Discussion continued.

1. Open Forum

Scheduled to address. None

Non-scheduled to address. None.

1. **ADJOURNMENT**

There being no further business to address, the work session was adjourned at 8:14 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council

Town Administrator

Finance Director

Town Solicitor