## **TOWN COUNCIL MEETING**

**March 7, 2016**

## **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

Lisa Bryer, Town Planner

Michael Gray, Public Works Director

Cathy Kaiser, School Committee Chair

Edward E. Mello, Police Chief

Andrew Wade, Parks & Recreation Director

Peter D. Ruggiero, Town Solicitor

Wyatt A. Brochu, Town Solicitor

Cheryl A. Fernstrom, Town Clerk

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

Council President Trocki 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.*

### Request for a motion that the application listed below will be in order for hearing at a meeting of the Town Council sitting as the Alcoholic Beverage Licensing Board on Monday, April 4, 2016 at 7:00 p.m. and advertised in the *Jamestown Press*, as provided under Title 3, Chapters 1-12 of the General Laws of Rhode Island 1956, and as amended, for a NEW LICENSE under said Act, for the period April 4, 2016 to November 30, 2016:

**CLASS BT (TAVERN) LICENSE**

Bay Voyage, LLC

dba: Bay Voyage

150 Conanicus Avenue

Jamestown, RI 02835

**A motion was made by Councilor White with second by Councilor Dickinson to convene as the Alcoholic Beverage Licensing Board at 7:07 for the Town of Jamestown. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

**A motion was made by Councilor Tighe with second by Vice President Meagher to proceed to advertise for public hearing for a new Class B (Tavern) Liquor License at the April 4, 2016 Council meeting. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

**A motion was made by Vice President Meagher with second by Councilor Dickinson to adjourn as the Alcoholic Beverage Licensing Board at 7:08 p.m.** **President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Council determined the agenda order will be revised and VII. B) is the next item addressed.

**VII. UNFINISHED BUSINESS**

1. Town Policy/Procedure for Fort Getty Pavilion expense reimbursement; review and discussion and/or potential action and/or vote

President Trocki referenced recently adopted Pavilion fees for 2016. Mr. Nota stated this item is on the agenda for clarification as waivers were not addressed when the Pavilion fees were adopted. When Pavilion rental fees are waived, the Town still incurs an expense for restrooms, supplies, clean-up, and personnel, based on the size of the event. There are eight to ten requests for waiver of the Pavilion fee from non-profit, charitable organizations annually. The 2016 fee schedule is based on peak and non-peak times and reflects increased rental fees over the previous $300 flat rate Pavilion rental fee. The new restrooms may save citizens money, as they will no longer have to rent port-a-johns.

Town Council members agreed: the Pavilion is an amenity for the Town, improved Pavilion amenities are provided over past seasons, fee waiver should continue for non-profits, a record of the costs incurred for fee-waived events should be compiled, and an analysis of the costs incurred during the 2016 season should be performed and reviewed prior to next season. This discussion puts the public on notice the policy may be revised to include expense reimbursement for the 2017 season. Discussion ensued of costs incurred for set-up, clean-up, restroom maintenance, staffing, and breakdown for events - which range from minimal to significant based on event size.

**A motion was made by Vice President Meagher with second by Councilor White to waive the Pavilion rental and expense reimbursement for non-profits for 2016 and make this a policy. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

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

## B) Licenses and Permits

### 1) One Day Event/Entertainment License Applications; review and discussion and/or potential action and/or vote; subject to future adoption of policy/procedures for expense reimbursement by non-profit entities granted Pavilion rental fee waivers

###  a) Applicant: Quononoquott Garden Club

 Event: Annual Plant Sale

 Date: May 14, 2016

 Location: Fort Getty Pavilion

 **Additional Request for: Waiver of Pavilion Rental Fee**

**A motion was made by Vice President Meagher with second by Councilor White to approve the One Day Event/Entertainment License for the Quononoquott Garden Club and use of the Pavilion for May 14th and waive the Pavilion rental fee. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

#### b) Applicant: Payton Elizabeth Watson Memorial Foundation

####  Event: Payton’s Pace 5K Run/Walk

#### Date: May 15, 2016

#### Location: Fort Getty Pavilion and streets of Jamestown

 **Additional Request for: Waiver of Pavilion Rental Fee**

**A motion was made by Vice President Meagher with second by Councilor White to approve the One Day Event/Entertainment License for Payton’s Pace and use of the Pavilion for May 15th and waive the Pavilion rental fee. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

#### c) Applicant: Rotary Club of Jamestown

####  Event: Rotary Club Spring Picnic

#### Date: May 28, 2016

#### Location: Fort Getty Pavilion

 **Additional Request for: Waiver of Pavilion Rental Fee**

**A motion was made by Vice President Meagher with second by Councilor Dickinson to approve the One Day Event/Entertainment License for the Rotary Club Spring Picnic and use of the Pavilion for May 28th and waive the Pavilion rental fee. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

Rotary Club President Win Reed thanked the Council for their generosity.

#### d) Applicant: Jamestown Parent/Teacher Organization

#### Event: PTO Drink & Dabble Benefit Event

#### Date: June 2, 2016

#### Location: Fort Getty Pavilion

 **Additional Request for: Waiver of Pavilion Rental Fee**

**A motion was made by Vice President Meagher with second by Councilor Dickinson to approve the One Day Event/Entertainment License for the Jamestown PTO Drink & Dabble event and use of the Fort Getty Pavilion for June 2nd and waive the Pavilion rental fee. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

President Trocki thanked the applicants for coming out this evening, supporting their organizations, and all that they do on behalf of Jamestown. Garden Club member Pat Newman thanked the Council for the fee waiver. Liz Watson expressed appreciation for the Council’s generosity and noted Payton’s Pace will have extra port-a-johns for their event. President Trocki stated Parks and Recreation Director Andy Wade will assist the groups with their rental experience.

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.

Cathy Kaiser of Knowles Court, School Committee Chair, commented Budget season is upon us and the two bodies have enjoyed a good working relationship. The School Committee would like to challenge the Town Council to a Trivia Night at the Ganney. President Trocki thanked the School Committee for the invitation and will take it under advisement.

**A motion was made by Vice President Meagher with second by Councilor Dickinson to move up the Fort Getty presentation before the Town Administrator’s Report. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

**VII. UNFINISHED BUSINESS**

1. Fort Getty Up-date; review and discussion, and/or potential action and/or vote
2. Pavilion
3. Programming Improvements

Town Administrator Nota introduced the update on Fort Getty facility improvements and timeline to be presented by Public Works Director Gray, summer programming improvements and enhancements to be presented by Parks and Recreation Director Wade, and visions for the future to be reviewed by Town Planner Bryer.

Public Works Director Gray presented a slide show demonstrating improvements to the Pavilion area. Road construction, drainage improvements, parking area reconfiguration and landscaping performed prior to last season were noted. This winter DPW employees constructed two handicapped accessible bathrooms (men/women) and the 5,000 gallon tank (bid awarded last month) is set for delivery tomorrow; due to soil quality and water levels pumping will be required (location noted). RIDEM approval was granted for the project, which was designed with a 5 gallon capacity allocated per person, which should be adequate for weekend activities. The majority of amenities on the plan are proposed in the budget. The dumpster pad, retaining wall faced in stone with landscaping, grading, and horseshoe pits were noted. The stone pavers, stone seat, western wall, and two rooms on the Pavilion with hard scaping were noted and explained. The future outdoor chimney and fireplace with hanging grills on either side, was noted. Perhaps donations by local groups would assist with the outdoor wall. Discussion ensued of access and parking for catering and service trucks and utilities improvements (next season). Discussion ensued of overflow parking with proper signage, two-way traffic, traffic calming devices for special events, and additional plantings. The existing walkways will be finished with shells for this season. Vice President Meagher commented on the attractiveness of the facility.

Town Administrator Nota commented the 2016-2017 capital improvement budget includes an additional $100,000 for redesign and replacement of the gatehouse and a combined small storage, office, restroom, and shower facility for tent campers. The goal is to convert the current restrooms into a storage area for equipment and supplies for the campground. The final component, to be completed over several years, is a fully modernized main restroom and shower facility closer to the waterfront with possible program space for extended season use. These are major improvements and a considerable investment. The Pier will also be reviewed, with Harbor Commission input, to balance the recreation and commercial uses.

John Murphy inquired about the status of the benches (funded by the Lions Club). He was informed they were delivered a few weeks ago, and their location needs to be determined.

Parks and Recreation Director Wade thanked DPW for their efforts and commented Fort Getty is a beautiful place and very important to the community. The department’s goal is to bring the community to Fort Getty during the camping season. Pavilion scheduling has been a priority, with 15 weekend dates still available, and planning for summer activities is underway with a brochure ready for Memorial Day weekend. Some Fort Getty activities include summer concerts, family movie nights, storytelling, small acoustic concerts, trivia night, bingo, and similar activities. In addition Jamestown Day and other events could be brought back. Vice President Meagher inquired how the Story Circle would be managed. Mr. Wade stated a facilities request form would be submitted to reserve the space and an insurance binder provided by users; residents would be allowed to use the fire pit. Mr. Nota proposed a small kiosk to inform people of reservations, how to access the reserved area, and where to park for an event. Discussion ensued of providing firewood for a fee (perhaps by the new gatehouse), community and family activities, and various groups that would use the Pavilion facility and fire pit. Council members comment on various activities and look forward to the season ahead.

Town Administrator Nota noted Town Planner Bryer in attendance, who has been active in the planning and vision for the Park, and Finance Director Collins, who has been managing the finances. Police Chief Mello is confident the area can be managed effectively and efficiently. Discussion ensued of year-round use of the Fort Getty Pavilion and area. This is a well-built outdoor space and residents may want to use it off-season; any interested parties should contact Director Wade for information on use of the facility and facilities use request forms and reservations.

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

1. Town Administrator’s Report Town Administrator Andrew E. Nota
2. Meeting Schedule/Calendar.

Mr. Nota reviewed dates for future discussions on outdoor parks and recreation facilities, including grant opportunities. The second Council Meeting of each month would be a good place to add discussions, beginning on April 19th or May 16th, focused on outdoor facilities, to include Lawn Avenue, Eldred Avenue, and Playground. The second meeting on recreation facilities, May 16th or June 21st, to include on the Recreation Center, Ft. Wetherill, Fort Getty or the future of the EMS facility. The final meeting, this summer or in September, would focus on recreation programs and senior services.

Council members review the dates and schedules, and prefer not to meet in June, July or August. Discussion of the golf course ensued, and future lease negotiations and a potential RFP could be reviewed on an upcoming agenda. Town Administrator Nota referenced the Ordinance Review Committee Meeting tomorrow at 3:00 p.m. with Short Term Rental Properties, Noise Ordinance/Construction Ordinance, and Peddler’s License on the agenda. Additional meetings for public input will be needed. Several other ordinances will be reviewed in the future, including animal control and an alcohol policy for public properties.

1. **UNFINISHED BUSINESS, continued**

C) Policy for outside agency requests for funding; review and discussion and/or potential action and/or vote.

Town Administrator Nota stated this covers health related organizations and local non-profit agencies requesting Town funding. Discussion ensued of inviting them to the April 11th budget work session or set a budget threshold amount for appearance before the Council. Mr. Nota does not anticipate requests over $5,000, with a majority between $500 and $1,000. Council members would like the agencies to provide information to validate their activities and agencies seeking an increase should appear in person. Town Administrator Nota will contact the agencies to request written backup and inform them an appearance is not required (unless they seek an increase).

1. **NEW BUSINESS**
2. FY 2016-2017 Budget; submission to Town Council.

Town Administrator Nota delivered the proposed FY 2017 budget. The budget proposal of $23.5 million dollars represents an increase of $485,000 or 2.1% and a tax rate decrease of 11 cents from $8.78 to $8.67. The budget represents early projections on State aid and hotel tax, which will not be known until the end of the current fiscal year. Expenditure items could fluctuate for both Town and School. Revaluation notices went out with an impact to be realized by residents of the village area. More information is forthcoming.

There are a number of items reflecting the capital improvements increase, including North Road improvements ($200,000 increase), recreation projects at the Lawn Avenue complex, and Playground. The total budgeted capital program is $1,388,500. Police Department, Fire Department, and Public Works personnel transitions were noted. The Town Council meets with the School Committee on March 24th for an OPEB presentation and budget review. The Council thanked Town Administrator Nota and Town staff for their budget preparation efforts.

## **ORDINANCES AND APPOINTMENTS AND VACANCIES**

## Ordinances

### Amendment of the Jamestown Code of Ordinances Chapter 38 Offenses and Miscellaneous Provisions, Article V. Weapons, Sec. 38-112. Definitions (add new), Sec. 38-113 Shooting Prohibited (add new), Sec. 38-114 Use of Weapons in Self-Defense (add new) and Sec. 38-115 Enforcement (add new); review and discussion and/or potential action and/or vote to proceed to advertise in the *Jamestown Press* for public hearing on April 4, 2016

President Trocki noted the ordinance has been vetted through the Ordinance Review Committee. Discussion ensued of advertising and potential dates.

**A motion was made by Councilor Dickinson with second by Councilor Tighe to proceed to advertise for public hearing for amendment of the Code of Ordinances Chapter 38 for April 4, 2016.**

Discussion.This topic may require a separate session to cover the discussion. April 12th at 6:00 p.m. is slated for a budget session.

**A motion was made by Councilor Dickinson with second by Councilor Tighe to change the public hearing date for amendment of the Code of Ordinances Chapter 38 from April 4th to April 12th at 6:00 p.m. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

## Appointments & Vacancies

### Jamestown Conservation Commission (One vacancy with an unexpired four year-term ending date of December 31, 2016); duly advertised; no applicants

### Jamestown Juvenile Hearing Board (One vacancy with a two-year term ending date of December 31, 2017) duly advertised; no applicants

### Jamestown Zoning Board of Review – 3rd Alternate (One vacancy with a one-year term ending date of December 31, 2016) duly advertised; no applicants

President Trocki noted the vacancies and urged members of the public in attendance to apply for the vacancies, urge others to apply, and urge past applicants to apply.

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 Vice President Meagher with second by Councilor White to approve and accept the Consent Agenda. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Consent Agenda approved consists of the following:

## A) Adoption of Council Minutes

### 1) February 16, 2016 (special meeting)

### 2) February 16, 2016 (executive session)

### 3) February 16, 2016 (regular meeting)

## B) Minutes from Boards, Commissions and Committees

#### Jamestown Charter Review Committee (02/10/2016)

#### Jamestown Ordinance Review Committee (07/22/2015)

#### Jamestown Ordinance Review Committee (11/30/2015)

#### Jamestown Philomenian Library Board of Trustees (01/12/2016)

#### Jamestown Tax Assessment Board of Review (02/10/2016)

#### Jamestown Zoning Board of Review (01/26/2016)

#### Zoning Board of Review Abutter Notification

#### Notice of Administrative Decision: Application of David and Kathleen Maurice whose property is located at 130 Frigate Street and further identified as Assessor’s Plat 16 Lot 28, for an Accessory Family Dwelling from Article 14, Section 1404, A.1 Notice Requirements, to allow an in-law kitchen for parents where no exterior changes are needed. Said property is located in a R-40 Zone and contains 21,759 sq. ft. An Accessory Family Dwelling will be granted unless valid written objection is received within 10 days of the mailing of such notice.

#### CRMC Notices

#### March 2016 Calendar

1. Semi-Monthly Meeting Agenda (03/08/2016)

## Abatements/Addenda of Taxes

 Total Abatements: $44,932.29 Total Addenda: $44,932.293.14

###  Properties/Tangibles – Abatements to 2015 Tax Roll

 **Account/Abatement Amount**

#### 01-0470-50 $ 2,843.04

#### 01-0471-00 $ 2,618.00

#### 02-0227-50 $ 9,645.51

#### 03-0115-00 $ 236.18

#### 03-0115-00 $ 4,307.27

#### 04-0992-50 $ 7,690.35

#### 06-0149-90 $ 2,946.37

#### 07-0025-00 $ 2,748.86

#### 11-0534-35 $ 2,840.14

#### 19-0055-40 $ 3,501.27

#### 21-0054-00 $ 5,555.30

###  Properties – Addenda to 2015 Tax Roll

 **Account/Addenda Amount**

####  02-0621-10 $ 2,618.00

####  03-1237-51 $ 2,946.37

####  04-0542-20 $ 5,555.30

####  06-0375-50 $ 3,501.27

####  06-0375-50 $ 4,307.27

####  06-0375-50 $ 236.18

####  07-0689-90 $ 2,748.86

####  08-0650-50 $ 9,645.51

####  13-0268-00 $ 2,843.04

####  21-0001-12 $ 2,840.14

####  21-0054-01 $ 7,690.35

## Finance Director’s Report

## Licenses and Permits

###  Marine Vessel Beverage License – Class G (Renewal)

####  Conanicut Marine Services

#### dba: MV The Jamestown

#### Location: East Ferry Wharf

####  Conanicut Marine Services, Inc.

####  dba: MV The Katherine

####  Location: East Ferry Wharf

###  Holiday License Renewal

####  Ace’s Pizza, Inc. dba: Ace’s Pizza

 Location: 1 Clarke Street

####  Cumberland Farms, Inc. dba: Cumberland Farms Store #1108

 Location: 41 North Road

####  Zeek’s Bait & Tackle, Inc. dba: Zeek’s Bait & Tackle

 Location: 194 North Road

###  One Day Event/Entertainment License Applications

####  Applicant: TRIMOM Productions, LLC

 Event: Jamestown Bridge 10K and 5K

 Date: April 3, 2016

####  Location: Route 138 and streets of Jamestown

####  Applicant: Arnold-Zweir Post 22 American Legion

####  Event: Memorial Day Parade

####  Date: May 30, 2016

####  Location: Lawn Avenue, Watson Avenue, North Road, Narragansett Avenue to Veterans’ Square

####  Applicant: Jane Mead

####  Event: Miller-Fossner Wedding

####  Date: June 11, 2016

####  Location: Fort Getty Pavilion

####  Applicant: James Chaves

####  Event: Chaves Wedding

####  Date: June 18, 2016

####  Location: Fort Getty Pavilion

####  Applicant: William Richard

 Event: Memorial Celebration

 Date: June 25, 2016

 Location: Fort Getty Pavilion

####

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

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

## Communications

### Invitation of Newport Mayor Napolitano to Jamestown Town Council members to participate in the 60th Annual Saint Patrick’s Day Parade and festivities on Saturday, March 12, 2016

###  Letter of Armenian National Committee of RI re: Observance of April 24, 2016 as “Armenian Genocide Remembrance Day” to commemorate the Armenian Genocide of 1915 to 1923 in honor of Armenian Americans

###  Letter of RI Housing announcing their application for US Department of Agriculture Section 533 Housing Preservation Grants for FY 2016 for deferred loans to conduct rehabilitation on rental properties with 5 or more units for low-income households

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

###  Resolution of the Foster Town Council Supporting the Formation of a Coalition among Rhode Island’s Regional School Districts

# ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS

None.

1. **EXECUTIVE SESSION**

*The Town Council may seek to go into Executive Session to discuss the following items:*

1. Pursuant to RIGL §42-46-5(a) Subsection (2) collective bargaining (union negotiations with NAGE 69); discussion and/or potential action and/or vote in executive session and/or open session

**A motion was made by Councilor Dickinson with second by Councilor White to enter into Executive Session at 8:43 p.m. pursuant to RIGL §42-46-5(a) Subsection (2) Collective Bargaining.**

**Pursuant to RIGL §42-46-5(a) Subsection (2) Collective Bargaining the following vote was taken: President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Jamestown Town Council reconvened the regular meeting at 11:09 p.m. President Trocki announced that no votes were taken in the Executive Session.

**A motion was made by Vice President Meagher with second by Councilor White to seal the Minutes of the Executive Session. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

1. **ADJOURNMENT**

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

The regular meeting was adjourned at 11:10 p.m.

Attest:

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to: Town Council

 Town Administrator

 Finance Director

 Solicitor