



**TOWN COUNCIL MEETING**  
**Jamestown Town Hall**  
**Rosamond A. Tefft Council Chambers**  
**93 Narragansett Avenue**  
**Tuesday, April 19, 2016**  
**6:30 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, PLEDGE OF ALLEGIANCE**

**III. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, RESOLUTIONS AND PROCLAMATIONS**

A) Presentation:

- 1) Eagle Scout Service Project Presentation by Josh Neronha, Troop 1 Jamestown: Erosion Control at Conanicut Battery; request for Town approval to proceed with proposed project; review and discussion and/or potential action and/or vote
  - a) Jamestown Historical Society Letter of Support

B) Proclamations and Resolutions; review and discussion and/or potential action and/or vote

- 1) No. 2016-02 April 29, 2016 as Arbor Day in Jamestown
- 2) No. 2016-03 April as Fair Housing Month

**IV. 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.*

A) **Town Council Sitting as the Alcoholic Beverage Licensing Board**

- 1) **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 Tuesday, May 17, 2016 at 5:30 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 May 17, 2016 to November 30, 2016 (contingent upon Zoning Board of Review approval on April 26, 2016); review and discussion and/or potential action and/or vote:

**CLASS B – VICTUALER - LIMITED**

PP Jamestown, LLC  
dba: Preppy Pig BBQ  
35 Narragansett Avenue  
Jamestown, RI 02835

- B) Licenses and Permits; review and discussion and/or potential action and/or vote
  - 1) One Day Event/Entertainment License
    - a) Applicant: Jamestown Chamber of Commerce
    - Event: Chamber “Night at Fort Getty” 2016
    - Date: August 20, 2016
    - Location: Fort Getty Pavilion

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

**V. 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*

- A) Scheduled to address
- B) Non-scheduled to address

**VI. COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS**

- A) Administrator’s Report: Town Administrator Andrew E. Nota
  - 1) CDBG Program Grant Award – Office of Housing and Community Development announcement of grant award in the amount of \$109,000
  - 2) Moody’s Bond Rating Update – AA1
  - 3) City and Town Priorities for Legislative Action – RI League of Cities and Towns
  - 4) Taylor Point Restoration Project – CRMC announcement of funding award in the amount of \$10,000
  - 5) Hull Cove Right-of-Way Project
  - 6) Target Shooting Ordinance and Public Hearing Update
- B) Fort Getty and Outdoor Parks and Recreation sites Update: Parks and Recreation Director Andrew Wade
- C) Narragansett Avenue Update of Projects – Preppy Pig, former Bank of America building: Town Planner Lisa Bryer

**VII. UNFINISHED BUSINESS**

**VIII. NEW BUSINESS**

- A) Awarding of Bid: site improvements to the Fort Getty Pavilion walkways for 2,500 sq. ft. of Techo-Block Borealis masonry pavers (color Hazlenut Brandy) to Watson Mulch and Loam, Inc. for an amount not to exceed \$18,025.00 as recommended by Public Works Director Michael C. Gray

- B) Approval of Recreation Trails Program Grant request for Big Boulder Trail Rehabilitation at Conanicut Battery and Authorization for signing by Town Council President Trocki; review and discussion and/or potential action and/or vote
- C) Verizon Wireless Lease Agreement; review and discussion and/or potential action and/or vote
  - 1) Lease fee
  - 2) Authorization for signing
- D) Sanitary Sewer Line and Rehabilitation Project - Resolution 6 approved by the voters at the June 1, 2015 Financial Town Meeting; review and discussion and/or potential action and/or vote
  - 1) Adoption of Resolution No. 2016-04: Approving Issuance of Bonds
- E) Jamestown Charter Review Committee Report; review and discussion and/or potential action and/or vote
- F) Affordable Housing Committee Recommendation: Town Council Comment on Rhode Island Housing Annual Plan – Land Trust/Ground Lease as eligible affordability; review and discussion and/or potential action and/or vote
  - 1) Cover Memorandum
  - 2) Draft Letter to RI Housing
  - 3) Ground Lease
- G) Adoption of the FY 2017 (July 1, 2016 to June 30, 2017) Town, School, and Capital Budget; review and discussion and/or potential action and/or vote

## **IX. ORDINANCES AND APPOINTMENTS AND VACANCIES**

- A) Appointments and Vacancies; review and discussion and/or potential action and/or vote
  - 1) Jamestown Juvenile Hearing Board – Alternate (One vacancy with a two-year term ending date of December 31, 2016); duly advertised
    - a) Letters of interest
      - i) Judith DiBello
      - ii) Susan Heffner
    - b) Application rescinded
      - i) Christian Infantolino
  - 2) Jamestown Zoning Board of Review – 3<sup>rd</sup> Alternate (One vacancy with a one-year term ending date of December 31, 2016); duly advertised (no applicants)
  - 3) Tax Assessment Board of Review (One vacancy with a one-year term ending date of May 31, 2016)
    - a) Letter of resignation
      - i) Joan McCauley (Democrat)
  - 4) Jamestown Philomenian Library Board of Trustees (One vacancy with a three-year term ending date of December 31, 2017)

- a) Letter of resignation
  - i) Laura A. Yentsch

**X. 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) Adoption of Council Minutes
  - 1) March 15, 2016 (special meeting)
  - 2) March 15, 2016 (executive session)
  - 3) March 22, 2016 (regular meeting)
  - 4) March 22, 2016 (executive session)
  - 5) March 23, 2016 (budget work session)
  - 6) March 24, 2016 (budget work session)
  - 7) March 28, 2016 (special meeting)
  - 8) March 28, 2016 (executive session)
  - 9) March 28, 2016 (budget work session)
  - 10) April 11, 2016 (budget work session)
- B) Minutes from Boards, Commissions and Committees
  - 1) Jamestown Charter Review Committee (03/16/2016)
  - 2) Jamestown Charter Review Committee (04/06/2016)
  - 3) Jamestown Conservation Commission (02/09/2016)
  - 4) Jamestown Conservation Commission (03/08/2016)
  - 5) Jamestown Harbor Commission (02/10/2016)
  - 6) Jamestown Harbor Commission (03/09/2016)
  - 7) Jamestown Philomenian Library Board of Trustees (02/09/2016)
  - 8) Jamestown Philomenian Library Board of Trustees (03/14/2016)
- C) CRMC Notices
  - 1) Public Hearing Notice for Proposed Amendments to the CRMC Shoreline Change Maps on April 26, 2016 at 6:00 p.m., Conference Room A, One Capitol Hill, Providence, with written comments due by April 21, 2016
  - 2) April 2016 Calendar
- D) Abatements/Addenda of Taxes
 

Total Abatements: \$86.84

  - 1) Properties – Abatements to 2015 Tax Roll
 

	<u>Account/Abatement</u>	<u>Amount</u>
a)	02-0580-20	\$2,531.67
b)	02-1393-00	\$2,607.47
c)	02-1456-00	\$ 14.05
d)	04-0299-10	\$2,535.47
e)	04-0465-00	\$2,874.52
f)	06-0500-08	\$ 43.90
g)	10-0075-00	\$5,301.17
h)	11-0483-00	\$ 28.89
i)	14-0035-80	\$6,970.35

- j) 19-0054-00 \$7,694.00
    - k) 19-0740-80 \$2,181.64
    - l) 23-0209-00 \$2,403.77
  - 2) Properties – Addenda to 2015 Tax Roll
 

<u>Account/Addenda Amount</u>	
a) 03-0144-40	\$2,531.66
b) 03-1679-25	\$2,874.52
c) 07-0392-30	\$2,535.47
d) 06-0435-50	\$6,970.35
e) 13-0527-05	\$7,694.60
f) 16-0054-40	\$2,181.64
g) 16-1342-62	\$2,607.47
h) 19-0880-10	\$5,301.17
i) 22-0320-00	\$2,403.77
j) 23-0453-20	\$ 668.84
- E) Zoning Board of Review Abutter Notifications
  - 1) Notice is hereby given that the Jamestown Zoning Board of Review will hold a public hearing on April 26, 2016 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, RI at 7:00 p.m. upon the following: Application of Scott et Christine L. Metcalfe, whose property is located on 11 Union Street and further identified as Assessor’s Plat 9 Lot 261, for a variance from Article 3, Section 82-302, Table 3.2 Lot coverage, side and rear yard setbacks. To construct a rear deck which will result in 44% lot coverage, an increase of 9% where 30% is required, a rear yard setback 24’ where 30’ is required, and a west side yard setback of 6’ where 7’ is required. Said property is located in a R8 zone and contains 4791.6 sq. ft.
  - 2) Notice is hereby given that the Jamestown Zoning Board of Review will hold a public hearing on April 26, 2016 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, RI at 7:00 p.m. upon the following: Application of PP Jamestown, LLC dba: Preppy Pig BBQ (N. Meadow Properties LLC, owner) a tenant at the property located at 35D Narragansett Avenue and further identified as Assessor’s Plat 9 Lot 246, for a special use permit Article 3 Section 302, Table 301, 6B-3 Lunchroom or Restaurant (Alcoholic Beverages). The request is to allow us to serve beer and wine at the restaurant. Said property is located in a CL zone and contains 1200 sq. ft.
- F) Finance Director’s Report
- G) One Day Event/Entertainment License Applications
  - 1) Applicant: Jamestown Cal Ripken Baseball
  - Event: Opening Day Parade
  - Date: April 30, 2016
  - Location: Narragansett Avenue to Lawn Avenue fields

- 2) Applicant: Lisa Brown  
Event: Brown-Hutchison Wedding  
Date: June 4, 2016  
Location: Fort Getty Pavilion
- 3) Applicant: Suzanne Aubois  
Event: Graduation Party  
Date: June 10, 2016  
Location: Fort Getty Pavilion
- 4) Applicant: Richard George “DJ Car-Guy Productions”  
Event: Classics by the Sea Car Show  
Date: June 26, 2016  
Location: Fort Getty Pavilion

**XI. COMMUNICATIONS, PETITIONS, AND PROCLAMATIONS AND RESOLUTIONS FROM OTHER RHODE ISLAND CITIES AND TOWNS**

*Approval of the Communications, Petitions, and Proclamations and Resolutions from other Rhode Island Cities and Towns shall be equivalent to approval of each item as if it had been acted upon separately.*

- A) Communications
  - 1) Letter and announcement of RI Conservation Development Council, Inc. for forestland stewardship workshop on Saturday, April 16, 2016, 10:15 a.m. to 12:30 p.m., at the Tiverton Library
  - 2) Letter of Community Housing Resource Board requesting April 2016 be proclaimed “Fair Housing Month”
- B) Resolutions and Proclamations of other Rhode Island cities and towns
  - 1) Narragansett Town Council Resolution in Support of Budget Article 15 of the Governor’s FY 2017 Budget
  - 2) Burrillville Town Council Resolution in Support of Legislation Restoring funding for State Aid to Libraries to the full 25 Percent

**XII. AGENDA ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS**

**XIII. EXECUTIVE SESSION**

**XIV. 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](http://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, please call 1-800-745-5555, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to [cfernstrom@jamestownri.net](mailto:cfernstrom@jamestownri.net) not less than three (3) business days prior to the meeting.

Josh Neronha  
7 Ranger Court  
Jamestown, RI 02835

March 17, 2016

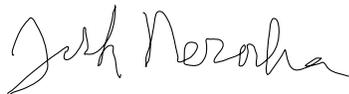
Town Council  
Town of Jamestown  
93 Narragansett Avenue  
Jamestown, RI 02835

Dear Councilors,

My name is Josh Neronha, and I am a Life Scout with Troop 1 Jamestown, RI. I am working with the Jamestown Historical Society on my Eagle Scout Service Project at the Conanicut Battery. The project will work to control erosion at the steep hill of the Great Boulder Trail and will be funded by a grant from the Rhode Island Department of Environmental Management.

The project takes place at the town-owned Conanicut Battery. As a result, I request that the Jamestown Town Council vote to approve my project proposal at the Battery.

Respectfully,

A handwritten signature in cursive script that reads "Josh Neronha".

Josh Neronha  
Life Scout, Troop 1 Jamestown

## Cheryl Fernstrom

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**From:** Rosemary Enright [rxenright@gmail.com]  
**Sent:** Friday, March 18, 2016 9:03 AM  
**To:** Cheryl Fernstrom  
**Subject:** Support of Eagle Scout Project

To: Jamestown Town Council  
From: Rosemary Enright, Jamestown Historical Society President

The Jamestown Historical Society supports Josh Neronha's Eagle Scout project to rehabilitate the upper portion of the Big Boulder Trail in Conanicut Battery Historic Park. The JHS Battery Committee has worked with Josh in the development of his plans and in his application for a DEM Trail grant. The JHS Board as agreed to monitor expenditures under the grant and to provide funds, if necessary, to complete the project.

Town Council approval of the activity and Council President signature on the grant request is needed for this project, which will greatly improve park accessibility, to go forward.

# Town of Jamestown



## PROCLAMATION OF THE TOWN COUNCIL

NO. 2016-02

### ARBOR DAY

**WHEREAS:** Arbor Day is observed throughout the nation and world, and

**WHEREAS:** Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife, and

**WHEREAS:** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

**WHEREAS:** Trees in our town increase property values and enhance the economic vitality of business areas, and

**WHEREAS:** Trees, wherever they are planted, are a source of joy and spiritual renewal, and

**WHEREAS:** Our community has been blessed with a plentiful number and variety of trees which have beautified our landscape and added a touch of nature,

**NOW, THEREFORE,** the Town Council of the Town of Jamestown, Rhode Island does hereby proclaim Friday, April 29, 2016 as **ARBOR DAY IN THE TOWN OF JAMESTOWN**, and does hereby urge all citizens to support efforts to protect our trees and woodlands, and

**FURTHERMORE,** all citizens are urged to plant trees to gladden the hearts and promote the well-being of present and future generations.

By Order of the Jamestown Town Council,

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Kristine S. Trocki, President

IN WITNESS WHEREOF, I hereby attach my hand and  
the official seal of the Town of Jamestown this 19<sup>th</sup> day of April, 2016.

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Cheryl A. Fernstrom, CMC, Town Clerk



# Town of Jamestown

## Resolution of the Town Council

No. 2016-03

### **APRIL AS FAIR HOUSING MONTH**

**RESOLVED:** That it be known to all persons of the Town of Jamestown that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion or national origin is prohibited by Title VIII of the 1965 Civil Rights Act (Federal Fair Housing Law). It is the policy of the Town of Jamestown to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, or national origin, and be it further

**RESOLVED:** That within available resources the Town of Jamestown will assist all persons who feel they have been discriminated against because of race, color, religion, sex, or national origin to seek equity under federal and state laws by filing a complaint with the Rhode Island Civil Commission Regional Office Compliance Division, and be it further

**RESOLVED:** That the Town of Jamestown shall make this Resolution part of its record and through this shall cause owners of real estate, developers and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state or local laws or ordinances, and be it further

**RESOLVED:** That said program will at a minimum include, but not be limited to: (1) the printing and publicizing of this policy and other applicable fair housing information through local media and community contacts, (2) distribution of posters, flyers and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing, and (3) information for this program shall be provided by the Community Housing Resource Board/Housing Hot Line, and now, therefore,

**LET IT HEREBY BE RESOLVED** that the Town Council of the Town of Jamestown does hereby proclaim the month of April as **FAIR HOUSING MONTH**.

By Order of the Jamestown Town Council

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Kristine S. Trocki, President

IN WITNESS WHEREOF, I hereby attach my hand and the official seal  
of the Town of Jamestown this 19<sup>th</sup> day of April 2016.

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Cheryl A. Fernstrom, CMC, Town Clerk

Please run the following ad in the *Jamestown Press* editions of April 28<sup>th</sup> and May 5<sup>th</sup>:



**Jamestown, Rhode Island**  
**NOTICE**

It is hereby given by the Town Council of the Town of Jamestown, being the Licensing Board in said Town as provided under Title 3, Chapters 1-12 of the General Laws of Rhode Island 1956, and as amended, that the following application has been received by the Town Council for the **NEW** license under said Act, for the period May 17, 2016 to November 30, 2016.

**NEW LICENSE:**

**CLASS B – VICTUALER – LIMITED**

**PP Jamestown, LLC**  
dba: Preppy Pig BBQ  
35 D Narragansett Avenue  
Jamestown, RI 02835

The above application will be in order for hearing at a meeting of said Licensing Board on **Tuesday, May 17, 2016 at 5:30 p.m.** at the Jamestown Town Hall, Rosamond A. Tefft Council Chambers, 93 Narragansett Avenue, in said Jamestown, at which time and place all remonstrants may make their objections against granting this license.

By Order of the Town Council  
Cheryl A. Fernstrom, CMC, Town Clerk

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, or contact the Town Clerk at 401-423-9800, via facsimile to 401-423-7230, or email to [cfernstrom@jamestownri.net](mailto:cfernstrom@jamestownri.net) not less than three (3) business days prior to the meeting.



**The Jamestown Chamber of Commerce**  
**PO Box 35**  
**Jamestown, RI 02835**  
**(401) 423-3650**  
**info@jamestownrichamber.com**

January 27, 2016

Dear Mr. Wade,

Attached please find the completed application for the reservation of Fort Getty for the Annual Night Party for the Chamber of Commerce to be held Saturday August 20, 2016.

I have enclosed the check for the \$5.00 entertainment fee. Customarily, the Chamber goes before the Town Council later in the year to request a waiver of the fee for rental as we are a non-profit and a portion of our proceeds will also be donated to an "on island" not-for profit as well. Please let me know if this is satisfactory to reserve the date at this time.

Please feel free to call me at (914)325-0682 if you have any concerns.

Many thanks and welcome!

Sincerely,

Aileen Flath  
Director

Cc: Cheryl Fernstrom, Town Clerk



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

**OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT**  
**One Capitol Hill**  
**Providence, RI 02908-5890**

March 4, 2016

Mr. Andrew Nota  
Jamestown Town Hall  
93 Narragansett Avenue  
Jamestown, RI 02835-1199

Dear Mr. Nota:

It is my pleasure to inform you that the Town of Jamestown has been preliminarily selected to receive a grant in the amount of \$109,000 from the Rhode Island Community Development Block Grant (CDBG) Program.

Priority, this year, has been given to activities designed to improve or increase the supply of housing available to low and moderate income families. Among the excellent programs supported this year are development of affordable housing opportunities; job training/development programs assisting low-moderate income persons and various public facilities, social and community services agencies.

Approximately \$5 million is being awarded to 20 Rhode Island communities. The number and quality of applications received is indicative of the commitment Rhode Island cities and towns have to provide decent housing, expand economic opportunity and improve the quality of life in local neighborhoods.

Specifically, the Town of Jamestown is being awarded a grant of \$109,000 for the following activities:

<b>Activity</b>	<b>Recommendation</b>
HA Pemberton Apts Roof Replacements	\$92,908
Senior Center Plumbing	\$8,092
Housing Rehabilitation Set Aside	\$0
Affordable Housing Set Aside	\$0
Administration	\$8,000

Jamestown has been approved for use of the Housing Rehabilitation Set Aside. These funds are set aside from the State's annual CDBG allocation to fund housing rehabilitation projects in Rhode Island communities. When Jamestown has a locally approved Housing Rehabilitation application, it will then submit that application to the State for funding through the CDBG Housing Rehabilitation Set Aside. Funds will be approved through the Housing Rehabilitation Set Aside on an application by application basis.

Jamestown has also been approved to use the Rhode Island Community Development Block Grant Affordable Housing Set Aside. Similar to the Housing Rehabilitation Set Aside, these funds are set aside from the State's annual CDBG allocation to fund affordable housing development and preservation projects in Rhode Island communities. When the town has a locally approved Affordable Housing Development or Preservation application, it will then submit that application to the State for funding through the CDBG Affordable Housing Set Aside. Funds will be approved through the Affordable Housing Set Aside on an application by application basis.

Communities should begin the environmental review process for funded activities, including set asides. A copy of the environmental review checklist is enclosed with this letter. The state will generally not execute final agreements until local responsibilities relative to environmental review have been undertaken. The final grant award is subject to specific conditions/limitations to be detailed in the community contract agreement and/or communications from the Office of Housing and Community Development.

I wish you every success with your community development projects.

You may contact Melanie Jewett Army, AICP, Supervisor of Community Development, at 401-222-6183 if you have any questions or require further information.

Sincerely,

A handwritten signature in cursive script, appearing to read "M. Tondra".

Michael Tondra, Chief  
Office of Housing and Community Development

Enclosure

## CREDIT OPINION

12 April 2016

### New Issue

Rate this Research >>

#### Contacts

Robert Azrin 212-553-7436  
 VP-Senior Analyst  
 robert.azrin@moodys.com

Geordie Thompson 212-553-0321  
 VP-Sr Credit Officer  
 geordie.thompson@moodys.com

## Jamestown (Town of), RI

New Issue: Moody's Upgrades Jamestown, RI's GO to Aa1;  
 Assigns Aa1 to 2016 Series A Bonds

### Summary Rating Rationale

Moody's Investors Service has assigned a Aa1 to Jamestown, RI's \$4.9 million General Obligation Refunding Bonds, 2016 Series A. Concurrently, we have upgraded the rating to Aa1 from Aa2 for the town's approximately \$8 million of general obligation debt.

The upgrade reflects the town's solid financial position resulting from its multi-year trend of growing reserves. The Aa1 also reflects the town's affluent residential tax base, low debt burden and manageable pension and OPEB obligations.

### Credit Strengths

- » Strong reserve levels resulting from conservative financial management
- » Above average wealth and income levels
- » Manageable debt, pension, and OPEB liabilities
- » Very low taxpayer concentration

### Credit Challenges

- » Lack of diversity across property classes as minimal commercial/industrial property in town

### Rating Outlook

Outlooks are usually not assigned to local government credits with this amount debt outstanding.

### Factors that Could Lead to an Upgrade

- » Sustained growth in reserves
- » Significant growth in the town's tax base

### Factors that Could Lead to a Downgrade

- » Erosion of reserve levels
- » Significant increase in debt burden

» Prolonged decline in the tax base

## Key Indicators

Exhibit 1

Jamestown (Town of) RI	2011	2012	2013	2014	2015
<b>Economy/Tax Base</b>					
Total Full Value (\$000)	\$ 2,034,106	\$ 2,047,760	\$ 2,063,484	\$ 2,208,419	\$ 2,222,613
Full Value Per Capita	\$ 376,338	\$ 378,864	\$ 381,773	\$ 403,438	\$ 406,031
Median Family Income (% of US Median)	N/A	160.9%	160.9%	160.9%	160.9%
<b>Finances</b>					
Operating Revenue (\$000)	\$ 21,051	\$ 21,341	\$ 21,971	\$ 21,973	\$ 21,844
Fund Balance as a % of Revenues	22.0%	23.1%	28.5%	30.6%	32.5%
Cash Balance as a % of Revenues	38.6%	39.6%	38.9%	42.7%	43.9%
<b>Debt/Pensions</b>					
Net Direct Debt (\$000)	\$ 21,080	\$ 19,749	\$ 18,408	\$ 18,087	\$ 16,624
Net Direct Debt / Operating Revenues (x)	1.0x	0.9x	0.8x	0.8x	0.8x
Net Direct Debt / Full Value (%)	1.0%	1.0%	0.9%	0.8%	0.7%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	N/A	0.9x	0.8x	1.1x	1.2x
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	N/A	1.0%	0.8%	1.1%	1.2%

Source: Moody's Investors Service

## Detailed Rating Considerations

### Economy and Tax Base: Residential, Affluent Tax Base

The town is a primarily residential community situated on an island located in the center of Narragansett Bay and connected to the mainland by two state bridges. The town's \$2.2 billion tax base will likely remain stable given the desirability of its waterfront property and proximately to the City of Providence (Baa1 negative) and surrounding metropolitan region. The community is largely built out so new tax base growth will be driven by redevelopment of existing lots. Taxpayer concentration is very low, with top ten taxpayers representing under 3% of assessed value.

Wealth and income indicators are very strong. Full value per capita at \$406,031 is more than twice the Aa1 median for Rhode Island municipalities. Income levels in Jamestown are also high with median family income at 161% of the US level.

### Financial Operations and Reserves: History of Surpluses Resulting in Above-Average Reserves

The town's financial position will likely remain stable due to the town's conservative fiscal management and history of generating surpluses. The town's available General Fund balance has averaged 27% of revenues over the last five audited fiscal years.

The fiscal 2015 budget grew 2.4% and included a modest \$150,000 reserve appropriation and no increase in the mill rate. Fiscal 2015 results were favorable with the town generating a \$153,000 operating surplus. The largest contributor to the surplus resulted from property taxes coming in \$326,516 above budget due to a strong collection rate. Total General Fund balance at the end of fiscal 2015 was \$7.8 million, or a healthy 35.4% of revenues; available fund balance was \$7.1 million, or 32.2% of revenues.

The fiscal 2016 budget increased by 1.3% and included a minimal 0.34% increase in the mill rate with a \$150,000 reserve appropriation. Town management reports stable operations year to date and forecasts another small operating surplus with property taxes likely coming in above budget.

The town administrator's proposed fiscal 2017 budget represents a 2.1% increase over the adopted 2016 budget and again includes a small \$150,000 appropriation of reserves with the mill rate declining 1.25% due to an increase in AV.

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on [www.moody's.com](http://www.moody's.com) for the most updated credit rating action information and rating history.

Property taxes represent the town's largest revenue source, accounting for 86% of fiscal 2015 General Fund revenues. Collection rates are satisfactory, with a five-year average of 98.7%. The town's largest expenditure line item is education at 56% of General Fund spending.

#### LIQUIDITY

General Fund liquidity is very strong at \$9.6 million or nearly 44% of operating revenues. This compares favorably to the US and state Aa1 medians of 42% and 26%, respectively.

#### Debt and Pensions: Manageable Long-Term Fixed Costs

The town's debt levels are generally in line with Aa1 rated towns in the state and will likely remain so due to the regular use of pay-go capital, average amortization of existing debt and manageable planned future borrowings. The town's direct debt burden is 0.8%, compared to the state median for Aa1 rated Rhode Island cities and towns of 0.7%. We include the GO backed water and sewer debt in our calculation of debt burden as it has not been self-supporting (i.e. debt service coverage of > 1.0x) for three consecutive years. Debt service paid out of the General Fund is affordable at 4.9% of expenditures.

The town makes regular use of pay-go capital, with the town budgeting \$1.4 million and \$1.3 million in fiscal years 2015 and 2016, respectively. As such, future debt issuance amounts will not likely be significant. In the next few years, the town has identified a fire station and fire truck as possible bonded capital expenditures totaling \$2.5 million.

Fixed costs, comprised of General Fund debt service, OPEB contributions and required annual pension payments are moderate at 12.3% of fiscal 2015 General Fund expenditures.

#### DEBT STRUCTURE

All of Jamestown's debt is fixed rate. Approximately 80% of principal on outstanding debt will be retired within 10 years.

#### DEBT-RELATED DERIVATIVES

Jamestown has no derivatives.

#### PENSIONS AND OPEB

The town contributes to two state and one local defined benefit plans. The local police pension plan annual required contribution (ARC) is \$189,000, or 15.5% of the total \$1.2 million ARC for all three plans. While the town has not made the full ARC payment for the police plan since 2010, the funded ratio is strong at 105%.

The combined adjusted net pension liability (3 year average) for all plans, under Moody's methodology for adjusting reported pension data, for the state administered plans and local police plan is \$26.2 million, which represents an average 1.2 times operating revenues. Moody's uses the adjusted net pension liability to improve comparability of reported pension liabilities. The adjustments are not intended to replace the town's reported liability information, but to improve comparability with other rated entities. We determined the town's share of liability for the state-run plans in proportion to its contributions to the plans.

The total unfunded OPEB liability is \$8.6 million as of July 1, 2015, the most recent valuation report. The town contributed nearly \$397,000 in fiscal 2015, which represents 52% of the ARC and less than 2% of expenditures. Favorably, the town is planning to set up an OPEB trust fund to address this liability.

#### Management and Governance: Conservative Budgeting Practices

Rhode Island towns and cities have an institutional framework score of "A," or moderate. Revenues, consisting mostly of property taxes and state aid, are moderately predictable with economically sensitive revenues accounting for a fairly small portion. Revenue raising flexibility is moderate; although there is a limit on annual property tax levy increases, the cap is a fairly generous 4%. Expenditures mostly consist of personnel costs which are moderately predictable. Expenditure reduction ability is also moderate given the presence of public sector unions in the state. Pension costs will continue to rise despite reform on the state level.

The town has demonstrated strong financial management as is evidenced by its conservative budgeting practices and long-term capital planning.

## Legal Security

The bonds are general obligations of the town and are secured by an unlimited property tax pledge

## Use of Proceeds

The proceeds of the bonds will be used to refund the town's 2007 and 2008 GO bonds.

## Obligor Profile

The Town of Jamestown is an island located in the center of Narragansett Bay. The town is nearly all residential with an estimated population of 5,474.

## Methodology

The principal methodology used in this rating was US Local Government General Obligation Debt published in January 2014. Please see the Rating Methodologies page on [www.moody.com](http://www.moody.com) for a copy of this methodology.

## Ratings

Exhibit 2

### Jamestown (Town of) RI

Issue	Rating
General Obligation Refunding Bonds, 2016 Series A	Aa1
Rating Type	Underlying LT
Sale Amount	\$4,855,000
Expected Sale Date	04/20/2016
Rating Description	General Obligation

Source: Moody's Investors Service

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REPORT NUMBER 1022003

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The advocacy agenda of Rhode Island City and Town officials  
in the 2016 General Assembly Session is focused on  
**three essential priorities.**



City and Town

# Priorities

for Legislative Action

2016

# Three Essential Priorities

This year's advocacy agenda focuses on three essential priorities for action in the 2016 General Assembly Session.

## 1. Injured on Duty and Disability

Our state's IOD statute (45-19-1) provides an injured or sick police officer or firefighter 100% of their pay and benefits for the duration of their incapacity or any reoccurrence of any prior injury or sickness. The most recent state effort to provide some resolution on the finality of IOD benefits and to also expedite the appeal rights of injured workers who appealed denials of their disability retirement applications took place in 2011. The change impacted only

There is nothing more frustrating to municipal CEOs than lack of resolution on injured-on-duty (IOD) cases for public safety employees.

those police officers and firefighters who are members of the Municipal Employees Retirement System (MERS) which is administered by the RI State Retirement Board. This law made two important changes: it provided for final jurisdiction of disability appeals to the Worker's Compensation Court (WCC) rather than to the Superior Court; and, it finally made it statutorily

clear that IOD benefits would actually cease to be paid to the injured employee if the WCC either awarded or denied the employee's claim for accidental disability benefits. However, in 2013, an amendment to the 2011 law made it crystal clear that while IOD benefits would cease if the Worker's Compensation Court awarded an accidental disability, the amendment's deletion of two words ("or denied") made it alarmingly unclear if the IOD benefits would cease if the accidental disability appeal was denied by the court! This law needs to be amended again to make it crystal clear that the right to continue to receive IOD payments shall terminate in the event of a final ruling of the worker's compensation court either allowing or denying accidental disability benefits.

## 2. Police Officers Bill of Rights

Municipal officials have reached out to representatives of both the International Brotherhood of Police Officers (IBPO) and the Fraternal Order

The length of time required to reach a final conclusion in disciplinary hearings under the Police Officer's Bill of Rights is unnecessarily long in the minds of municipal officials.

of Police (FOP). It is their hope that modifications to this law to both expedite and rebalance the hearing process can be mutually agreed by all parties affected by this controversial statute. If such an agreement can be reached, the League, IBPO and FOP would seek amendments to this law!

## 3. Municipal Solid Waste Tipping Fees

Cities and Towns pay a per ton charge of \$32/ton to dump their waste at the Central Landfill. Recently, the RI Resource Recovery Corporation (RIRRC) initiated a rate setting process to increase the municipal tip fee effective July 1, 2017. The rate would be based upon cash needs of RIRRC and is initially estimated by RIRRC officials to be \$57 a ton, an increase of 87%! Municipal

The General Assembly must work with their municipal partners in coming up with a financially viable solution that will both extend the life of the landfill and simultaneously pay for the costs of maintaining same.

officials question a number of RIRRC assumptions they intend to use to calculate the increase; their projected costs for future landfill capping, the appropriateness of using cash needs as the driver for municipal tipping fee rates, and whether the current reserve of over \$80 million for post landfill closure is the right number. Municipal officials also question the reasonableness of a 78%

increase in one fell swoop rather than a graduated increase over a period of years, something RIRRC officials have rejected! Local leaders believe that while current law gives the RIRRC the right to establish *reasonable fees* to operate the Central Landfill, the General Assembly must rethink the reasonableness of a 78% hike in tip fees and find a better approach to extend the life of the landfill and pay for the necessary costs of operating the RIRRC!

# Other Issues of Concern

While municipal officials will be focused on the three issues listed on the previous pages, it is important that they continue to articulate their position on the following issues of critical interest

## Financial

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### State Aid:

**School Aid:** The adoption of a fair funding formula six years ago and the commitment to sticking to that formula through three administrations has been a huge positive for most of our cities and towns. A group now seeks to fine tune the calculations. At the least, we support efforts to insure full disclosure to our school committees and all city and town officials on any proposed expansion of Charter schools and how such expansion will affect state resources available to support our traditional public schools.

**Regular state aid:** Since the loss of over \$200 million in general revenue sharing and motor vehicle aid at the trough of the recession, very little has been restored. These losses most adversely affected our distressed and least affluent communities. They have struggled the most to restore their financial position. Payment in Lieu of Taxes, Distressed Aid, and Motor Vehicle Aid are the existing mechanisms to assist them. At the end of FY 2014, general fund and school fund balances statewide were almost \$390,000,000. Fund balances of the seven distressed communities representing 40% of the state's population were just \$48 million or 12% of the total. Our distressed cities and towns need additional resources.

### Tax and Revenue Policy:

**Motor Vehicle Taxes:** There are two critical components of the property tax where Rhode Island communities are not competitive within the state and are not competitive with our neighboring states. The first is the motor vehicle

excise tax. This has been a problem for many years. The first solution was to increase the exempt value of each vehicle. This worked until the recession. It could still be part of the solution. The bottom line is that reform in this area most adversely affects cities with high tax rates and sometimes precarious financial condition. Any solution needs state dollars along with a multi-year phase in. Connecticut has gone down this path. Massachusetts did it 25 years ago. We need leadership from the top on state assistance and a phase-in to achieve a full solution.

**Tangible Personal Property Taxes:** Similarly, the tax rate on tangible personal property varies significantly from one community to another and in many places is not competitive with similar cities or towns in Massachusetts or Connecticut. A balanced solution has to be carefully crafted. Municipal officials have supported the creation of a high profile study commission composed of municipal leaders and others to craft an answer to this problem.

**Special Property Tax Exemptions:** Builders, farmers, affordable housing advocates, renewable energy interests and others have sought special tax exemptions to encourage their special enterprise or issue. Municipal officials must continue to oppose special these special treatments as they do nothing more than transfer the burden to other property taxpayers. Local officials and the legislature need to monitor the implications of a recent RI Supreme Court decision which held that wind turbines were exempt from property taxation.

**Building Permit Fees:** In the waning days of the 2015 legislative session, a bill was enacted to standardize building permit fees. The actions to execute the new fee structure are still underway. Local officials believe there was insufficient preparation and foundation for the bill enacted and insufficient time or notice was provided for them to give their input. While they understand that part of the objective was to create a balanced fee structure, they still have objections on the details.

## Borrowing Money:

**Sovereign Debt :** We have seen a gradual erosion of municipal authority to issue debt in the name of the individual city or town. School debt, water and wastewater debt (with a Federal subsidy), and now municipal infrastructure debt are being consolidated in state agencies. We are not persuaded that this is in the best interest of our cities and towns. We will listen but resist the argument that this is best for cities and towns. We are suspicious about who benefits – is it the underwriters and banks – or is it cities and towns? Our municipal CEOs and finance leaders have the best judgment on the direction to take.

## Financial Successes

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**Moderating Property Taxes:** The Rhode Island Public Expenditures Council's recently released "How Rhode Island Revenues Compare" included a table which showed that in the five year interval from 2009 to 2013 property taxes in Rhode Island increased 4.1% (from \$1.39 Billion to \$1.45 Billion). This compares with a 21.3% increase in the income tax, 8.9% in the sales tax, and 13.4% in all other taxes. Cities and towns have lead the way in restraint despite only modest increases in state aid (almost all of it in school aid). Those successes have continued. In FY 2014, statewide property taxes increased 1.87%, in FY 2015 1.60%, and 2.10% in FY 2016.

**Improved Financial Position:** Despite modest increases in the property tax, cities and towns have progressively improved their financial position. Since 2010, fund balances of our cities and towns have increased by more than \$125,000,000!

## Management

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**Scope of Bargaining:** State statutory language on the scope of bargaining essentially says that all issues are subject to bargaining. This goes beyond what is authorized in most states. Local officials believe that management rights as provided for in city and town charters should and do take precedence over state guidance. Municipal officials have always respected their employees, but they need the authority to manage their city or town to meet the needs of their citizens. State law should confirm the Constitutional and judicial guidance on local management rights. Our citizens appreciate municipal government because they believe they have control. We need to preserve that preference by improving, not eroding the balance in management rights.

## Post Employment

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**Pensions:** Cities and Towns have made great strides in addressing their pension liabilities. For those cities and towns participating in the state program, the liabilities are now a sum certain. For local plans, virtually all cities and towns have adopted a strategy for increasing contributions and/or modifying benefits over a period of years until the Annual Required Contribution (ARC) is paid. Our mayors, managers, and councils need help in assuring that modest cost of living (COLA) amendments mimicking state plan COLA adjustments are affirmed. Only in this way can we balance our costs for current services with legitimate costs for our retirees.

**Health Insurance:** As the League suggested in last year's "Seeking Assurances" publication, cities and towns need assistance in modifying health plan design for retirees such that the benefit is no greater than that received by active employees. The current situation of preserving legacy health benefits is out of balance. Our municipal leaders continue to initiate trust accounts to prefund post employment retiree health costs. Our cities and towns need support in executing reasonable plan design modifications.

## Environmental

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**Other state oversight:** DEM was successful last session in shepherding through bills which modified wetlands regulations, required the removal of cesspools, and established a framework for requiring municipal sewer systems to offer service to neighboring communities. Some municipal officials worked with DEM on the first two acts. The wetlands bill included some provisions helpful to cities and towns. We welcome future participation with DEM on future reform efforts but believe our CEO's and Councils have the best judgment on the right balance of oversight.

## Working Together

Local Government Officials are ready and willing to work with the Governor, state officials and the General Assembly on finding the right balance in responsibilities on many issues whether they are financial, managerial, or environmental.



### **Rhode Island League of Cities and Towns**

One State Street  
Suite 502  
Providence, RI 02908  
401-272-3434  
[www.rileague.org](http://www.rileague.org)



State of Rhode Island and Providence Plantations  
**Coastal Resources Management Council**  
Oliver H. Stedman Government Center  
4808 Tower Hill Road, Suite 3  
Wakefield, RI 02879-1900

(401) 783-3370  
Fax (401) 783-3767

February 25, 2016

Mr. Edward Gromada  
Taylor Point Restoration Association  
PO Box 21  
Jamestown, RI 02835

Dear Mr. Gromada,

I am pleased to inform you on behalf of the Rhode Island Coastal Resources Management Council that your project proposal, entitled "Taylor Point Restoration Project" has been approved for funding in the amount of \$10,000 through the Coastal and Estuarine Habitat Restoration Trust Fund.

As project manager, you will be responsible for submitting annual project progress reports to CRMC beginning one year from the date of receipt of the CRMC funds. You will also be required to submit a final report upon completion of the project. Reports should be submitted to: Caitlin Chaffee, RI CRMC, 4808 Tower Hill Road, Wakefield, RI 02879. Please note that the award of funding from the Trust Fund does not exempt this project from any required CRMC permits.

Should you have any questions or concerns regarding the funding for this project or project reporting requirements, please do not hesitate to contact Caitlin Chaffee at (401) 783-3370 or via email at [cchaffee@crmc.ri.gov](mailto:cchaffee@crmc.ri.gov).

The CRMC is proud to support this project and thanks you for your habitat restoration efforts.

Sincerely,

Anne Maxwell Livingston, Chair  
Coastal Resources Management Council

cc: Grover Fugate, Executive Director  
Caitlin M. Chaffee, Policy Analyst



**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

TO: ANDREW E. NOTA, TOWN ADMINISTRATOR  
FROM: ANDREW J. WADE, PARKS & RECREATION DIRECTOR  
SUBJECT: SPRING 2016 – Status of Outdoor Recreation Facilities  
DATE: April 15, 2016

Attached please find a brief presentation prepared for the 4/19/16 Town Council meeting regarding the work and preparations the Parks and Recreation Department has completed, or is scheduled to complete in the coming weeks. The presentation covers the areas of Elred Field, the Lawn Avenue Complex, and Fort Getty. In addition, I will discuss the upcoming RIDEM Open Space Grants that the Town will be submitting by May 27.

# Jamestown Parks & Recreation Outdoor Recreational Space 4/19/2016

- Eldred Field
- Fort Getty
- Lawn Avenue Complex
- Community Playground
- RI DEM Open Space Grants
  - Community Playground
  - Lawn Avenue Complex

# Eldred Field



## **Spring Preparations:**

- Delayed from late winter/early spring storms
- Cutting of grass has begun
- Fields aerated last week
- Seed spread, focus on playing fields

## **Spring Field Use:**

- Jamestown Youth Soccer
  - Super Liga Games
  - JSA Team Practices

# Fort Getty Park & Campground

- \* Work commencing this week on site preparations for the 2016 Fort Getty Camping Season
- \* Definition of RV site lines
- \* Painting of Gate House
- \* New signage to be installed for new parking patterns. Pavilion Overflow parking
- \* Interviews begin this week for Getty Seasonal positions (Gate House, Security, Ranger)



# Lawn Avenue Complex

- \* Play Ball! Jamestown Cal Ripen and Recreation Softball League opening day April 30
- \* **Piva Field** – With cooperation with Cal Ripken
  - \* Final layer of clay mix dropped and spread at Piva Field
  - \* Fencing work on backstop and dugout areas replaced
  - \* Warning track weeded and groomed
  - \* Batting Cage: replaced by league after winter damage
  - \* New Soft-Touch Quick Release bases installed for player safety



# Lawn Avenue Complex

- \* **Rookie Field** (small field close to Melrose School)
  - \* Previous infield skinned – made larger to accommodate multiple play/practice levels
  - \* Additional mix dropped and spread to improve playing surface
  - \* Backstop to be replaced with 10ft tall x 20ft wide backstop with 8 ft. angled wings. Work to be completed by opening day
  - \* Above work allows for more levels of play to utilize space

**Newly skinned Infield**



**Location of soon to be constructed new backstop**

# Lawn Avenue Complex

## \* Full Sized Diamond

- \* Ready to play by April 11
- \* New “Hollywood” Bases installed
- \* New Pitching Rubber installed
- \* Weeded, groomed, and infield mix added
- \* Lining for Lawn School Home Games

## \* Softball Field

- \* New Soft-Touch Quick Release bases installed for player safety
- \* Replaced Pitching Rubber

**New Bases at  
Full Size Field**



**New Bases at  
Softball Field**



# RI DEM Open Space Grants

- \* **Small Grant** – Grants will be for 80% of the project cost and require a 20% match of which 100% may be In-kind. The maximum grant award will be \$100,000.
  - \* Community Playground Renovation Application to be submitted by May 27<sup>th</sup>
  - \* Received Playground Equipment Designs from Kompan and Landscape Structures
  - \* Equipment designs will be used only as “concepts” for grant purposes, final choices will be vetted through community meetings
  - \* Scope of grant will include demolition of existing equipment(done by the town), replacing old equipment with newly designed innovative structures, fencing, additional parking spaces along Valley St. , new playground surfacing, performance area adjacent to Library, and ADA accessible play structures

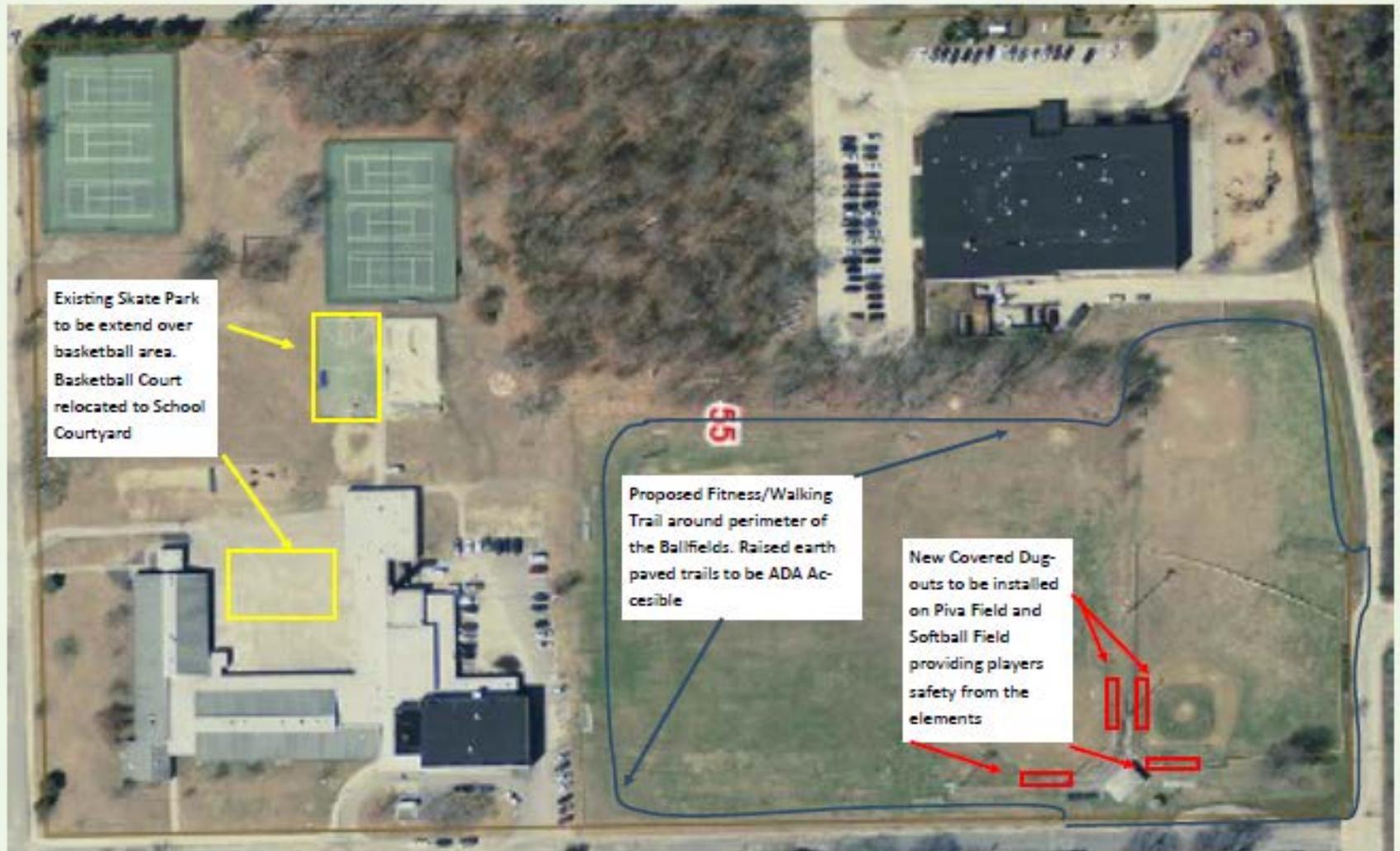


# RI DEM Open Space Grants

- \* **Large Grant** – Grants will be for 80% of project costs and require a 20% match of which 100% may be In-kind. The maximum grant award will be \$400,000.
- \* Lawn Avenue Complex Grant Due May 27
- \* Scope of the project will include: expansion of skate park facility onto existing basketball court, relocation of the existing basketball court to courtyard of Lawn School, upgrades to player dugout areas to provide coverings and new player benches at Piva Field and the Softball Field, and walking trail around perimeter of Lawn Facility

## LAWN AVENUE COMPLEX SCOPE OF 2016 RIDEM GRANT

Aerial Photo  
from 2014





## Office of the Town Planner MEMORANDUM

**TO:** Andrew E. Nota, Town Administrator  
**FROM:** Lisa Bryer, AICP, Town Planner  
**RE:** Narragansett Avenue update of projects: Preppy Pig and  
(formerly) Bank of American Building  
**DATE:** April 13, 2016

---

Per Town Council request, the following is an update of the proper process and approvals required for the following applications.

Preppy Pig needs the following approvals:

- 1) Development Plan Approval - Received Development Plan approval from the Planning Commission on March 2, 2016. Restaurant is a permitted use and notification to abutters is not required. This application was listed on the publicly posted agenda.
- 2) Special Use Permit by the Zoning Board – Seeking approval for liquor (beer and wine) and that is a permitted use by Zoning as a “special use”. This will be heard by the Zoning Board on April 26. 200’ abutter notification and public advertisement is required.
- 3) Town Council for Liquor License - Need approval from the Town Council for liquor. This will be scheduled when Zoning Board approval is received per Town Solicitor Ruggiero.
- 4) Board of Water and Sewer Commissioners – scheduled to be heard for a “change of use” on Tuesday April 19.

J’Town Main Street Commissary Kitchen (formerly Bank America) needs the following approvals:

- 1) Development Plan Approval –Technical Committee (staff) Meeting held on this application April 11. This use is not specifically listed in the use table of the Zoning Ordinance and Chris Costa, Building Official, has determined it to be a permitted use, similar to restaurant and/or bakery, which are permitted uses. It is tentatively scheduled for Planning Commission review on May 4 pending receipt of revised plans. Abutter notification is not required for this type of application. This application will be listed on the publicly posted agenda when scheduled.
- 2) Board of Water and Sewer Commissioners –approval needed for a “change of use”. I do not know if they have submitted an application yet.

C: Chris Costa, Building Official  
Mike Gray, P.E., Public Works Director  
Cheryl Fernstrom, Town Clerk

**Town of  
Jamestown, Rhode Island**

---

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



**Date:** April 1, 2016

**To:** Andrew Nota  
Town Administrator

**From:** Michael Gray  
Public Works Director

**RE:** Bid Award  
Pavers  
Fort Getty Pavilion

---

The proposed site improvements for the Fort Getty Pavilion includes the installation of masonry pavers for the walkways around the immediate perimeter of the building. The paver selected for the project is Techo-Bloc Borealis with the color Hazelnut Brandy. The project requires 2,500 SF of masonry pavers with all work to be completed by the public works department.

Two bids were received on March 31, 2016 for the supply and delivery of the masonry pavers for the project:

- Watson Mulch and Loam, Inc. - \$18,025
- United Builders Supply Co. - \$22,093.20

I have reviewed the bids received and recommend that the bid for supply and delivery of masonry pavers for the Fort Getty Project be awarded to **Watson Mulch and Loam, Inc. for an amount not to exceed \$18,025.**

Conanicut Battery Committee  
Jamestown Historical Society  
P. O. Box 156  
Jamestown, RI 02835

March 15, 2016

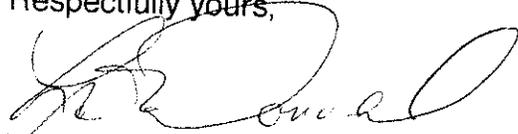
Town Council  
Town of Jamestown  
93 Narragansett Avenue  
Jamestown, RI 02835

Dear Councillors:

The Battery Committee of the Jamestown Historical Society is applying for a grant from the Rhode Island Department of Environmental Management to fund the rehabilitation of the Big Boulder Trail by prospective Eagle Scout Josh Neronha.

The grant requires the signature of the Chief Elected Official of the Town. Therefore, we request the Town Council vote to approve the attached grant application and that the Town Council President sign it.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Larry McDonald", written over a faint circular stamp or watermark.

Larry McDonald  
Chair, Conanicut Battery Committee

**State of Rhode Island  
Department of Environmental Management and Department of Transportation**

***Recreational Trails Program Grant Request***

**Project Name:** Big Boulder Trail Rehabilitation, Conanicut Battery, Jamestown

**Grant Amount requested: \$876.00**

**A. Type of grant:**

*Category A*, maintenance and restoration of existing trails:

*Category B*, development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails:

*Category C*, purchase and lease of recreational trail construction and maintenance equipment:

*Category D*, construction of new recreational trails:

*Category E*, acquisition of easements and fee simple title to property:

**B. Grant funds will be used for (check all that apply):**

Trail maintenance, restoration, rehabilitation, or relocation including maintenance and restoration of trail bridges, or providing appropriate signage along a trail:

Extensive repairs needed to bring a facility up to standards suitable for public use (not routine maintenance):

Equipment to construct and maintain recreational trails:

Construction of new recreational trails:

Acquisition of easements and fee simple title to property:

**C. Applicant Information:**

Applicant: *Jamestown Historical Society, Battery Committee*

Contact Person: *Dennis Webster*

Address: *8 Mount Hope Avenue  
Jamestown, RI 02835*

E-mail: *dennishwebster@hotmail.com*

Telephone: *401-423-1808*

Fax:

Federal Employer Identification Number (FEIN): *05-6017148*

**D. Trail Description Project Location (attach locus map):**

Trail name: *Big Boulder Trail, part of the network of trails at the Conanicut Battery Historic Park*

Trail location (city/town and nearest road) *Jamestown, off South Battery Lane*

Total length of the trail: *400 feet*

Length of trail to be created or improved: *115 feet*

User groups (hikers, equestrian, mountain biking, etc.) that the trail will benefit? *Hikers, walkers and those interested in history.*

Are there any restrictions on public access or limitations to public use?

Yes No If yes, please explain: *Conanicut Battery Historic Park is open from sunrise to sunset. Bicycles are not allowed, both to protect the trails from erosion and to prevent damage to the Conanicut Battery, the Revolutionary War earthwork that is the centerpiece of the park. Alcohol and fires are also prohibited.*

Are fees charged for use:

Yes No If yes, amount

**E. Planning Consistency**

Has this trail project been identified in:

1. A Greener Path: Greenspace and Greenways for Rhode Island's Future (State Guide Plan Element 155, 1994), Yes  No

2. Ocean State Outdoors: Rhode Island's Comprehensive Outdoor Recreation Plan (State Guide Plan Element 152, 2003), Yes  No

3. Community Comprehensive Plan Yes  No

4. Other  Yes  No

(Identify the Plan(s): *Historic Preservation and Treatment Plan for Conanicut Battery on Prospect Hill, Jamestown, Rhode Island, prepared by Landscapes LLC, 1999*

**F. Project Description:**

What is the purpose of this project? *To rehabilitate a steep section of the trail that has experienced considerable erosion (up to 7 inches) since it was constructed in 2001.*

What will be done? *This project will restore the trail to its original condition, with the following improvements to help prevent future erosion: (1) re-grade the trail so that water runs off the side of the trail rather than straight down it; (2) install two water bars and three French drains, to divert water off the trail (3) improve drainage along the lower parts of the trail so that water diverted from the trail higher up does not return to erode the trail lower down.*

What will the grant funds be used for? *(1) Purchase of materials (timber, PVC pipe, and other materials) for construction of water bars and French drains. (2) Rental of a walk-behind front-end loader to move gravel from stockpile to construction site. (3) Purchase of a Pullerbear (similar to the no-longer-manufactured Weed Wrench) for pulling invasive Morrow Honeysuckle shrubs for installation of new drainage alongside trail; this tool will see long-term use at the Conanicut Battery to remove invasive trailside vegetation after this project is complete.*

What is the timeframe for completion? *Project will start in April 2016, finish in August 2016*

How will the 20% share be provided? *A combination of volunteer hours and construction materials donated by the Town Public Works Dept.*

Who will maintain the Trail? *Volunteers from the Jamestown Historical Society's Battery Committee, with as-needed assistance from the Jamestown Public Works Department, have maintained the trails since 2001 and will continue to do so.*

**G. Budget (Detailed budget is on next page)**

Items not listed in the budget will not be eligible for reimbursement

<b>Task</b>	<b>Amount</b>	<b>Timeline</b>
<i>Purchase of "Pullerbear Grip XL" to remove invasive shrubs</i>	<i>\$116</i>	<i>April</i>
<i>Purchase of construction materials</i>	<i>\$267</i>	<i>July</i>
<i>Rental of construction equipment and purchase of fuel</i>	<i>\$493</i>	<i>July</i>
<b>Total</b>	<b>876</b>	

**Detailed Budget  
Big Boulder Trail Rehabilitation  
Conanicut Battery, Jamestown, RI**

**To Be Funded by Recreational Trails Grant:**

Materials to be purchased with grant funds:

2 pieces 4" x 10" x 10' treated lumber, for water bar construction @ \$74.00 each	\$148.00
1 piece 3/4" reinforcing bar, 20' long, to hold water bars in place	28.00
4 pieces 1 1/2" PVC pipe, 10 feet long, fittings, and PVC cement, for French drains	33.00
Tarpaulin, 20' x 20'	30.00
Rope, 1/2" x 50'	8.00
Material for signs	<u>20.00</u>
<b>TOTAL:</b>	<b>\$267.00</b>

Equipment to be rented with grant funds:

Dingo (small front-loader) from Taylor Rental, to move gravel, 2 days @ \$230/day=	\$460.00
15 gal gasoline for Dingo @ \$2.20/gal =	<u>33.00</u>
<b>TOTAL:</b>	<b>\$493.00</b>

Hand tool to be purchased with grant funds:

Fullerbear Grip XL (similar to the no-longer-manufactured Weed Wrench) for pulling invasive Morrow Honeysuckle shrubs for installation of new drainage along lower part of trail. \$150.00 Canadian, \$116 US, based on March 3, 2016 exchange rate. This tool will see long-term use at the Conanicut Battery to remove trailside invasive vegetation after this project is complete.	<u>\$116.00</u>
---	-----------------

**TOTAL Estimated Grant Funds Required: \$876.00**

\*\*\*\*\*

**Matching in-kind support for the project:**

Materials to be donated by Jamestown Public Works Department:

3 pieces of geotextile, 4' x 12', for French drains (donated by Town)	\$24.00
1/2 cu yd 3/4" crushed rock for French Drains (donated by Town)	20.00
15 cu yds 3/4" (-) gravel to re-build eroded trail (donated by Town)	<u>315.00</u>
<b>TOTAL:</b>	<b>\$359.00</b>

Volunteer time: 130 estimated volunteer hours x \$23.07 per hour \$3000.00

Jamestown DPW time  
(2 men and equipment for 2 hours to deliver materials) \$140.00

**TOTAL value of in-kind support: \$3499.00**

**H. Design & Permitting.**

Please describe any anticipated design & permitting work as a result of this proposal. Include wetlands, archeological, engineering and/or design.

*This is an Eagle Scout project. Design is being done by the prospective Eagle Scout with mentoring by an experienced member of the Battery Committee. The Scout will present his proposal to the Battery Committee and the Jamestown Town Council to get permission to do the project. The project will cause limited ground disturbance and is not in or adjacent to a wetland. The Historic Preservation and Treatment Plan for Conanicut Battery on Prospect Hill, prepared in 1999, did not identify any archeological resources or rare species at the immediate construction site. An historic concrete in-ground fire control station, constructed c. 1916, is within 15 feet of the project and will be protected from damage during construction. The erosion-control portion of this project will contribute to the long-term protection of the fire control station.*

**I. Project Assurances**

By signature of its authorized representative below, the applicant certifies that if awarded a Recreational Trails Grant for this project, it will comply with the program requirements: 1) Diligently manage and execute the project to deliver the specified results within the project period and budget. 2) Operate and properly maintain all public-use facilities developed pursuant to the project. 3) Not discriminate in the availability and usage of any public facilities developed pursuant to the project.

  
\_\_\_\_\_  
Authorized Representative

*15 May 2016*  
\_\_\_\_\_  
Date

**Municipal Project Endorsement (if applicable)**

By signature of its authorized representative, the City or Town certifies its endorsement of and support for this project, and agrees to assume responsibility for the Project Assurances made under the item above, should the applicant fail to perform or comply with same.

I certify that there is sufficient funding available to complete this grant project in advance of State Reimbursement.

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Date

## FIRST AMENDMENT TO WATER TOWER LEASE AGREEMENT

THIS FIRST AMENDMENT TO WATER TOWER LEASE AGREEMENT (this "First Amendment") is executed as of this \_\_\_\_ day of \_\_\_\_\_, 2016 by and between the **TOWN OF JAMESTOWN** with its principal mailing address of P.O. Box 377, Jamestown, Rhode Island 02835 (hereinafter "**LESSOR**"), and **CELLCO PARTNERSHIP**, d/b/a Verizon Wireless, with its principal offices at 180 Washington Valley Road, Bedminster, New Jersey 07921 (hereinafter "**LESSEE**").

### WITNESSETH:

**WHEREAS**, LESSOR and LESSEE (collectively, the "Parties") entered into that certain Water Tower Lease Agreement dated July 25, 2002 (the "Lease") for the lease of space on and adjacent to LESSOR's Water Tower located in Jamestown, Newport County, State of Rhode Island, as shown on the Tax Map of the Town of Jamestown as Plat 9, Lot 152 and being further described in Deed Book 62 at Page 1056 as recorded in the Jamestown Land Evidence Records (the "Property") which is more particularly described in Exhibit "A" to the Lease and certain easements, rights and privileges appurtenant thereto ("Leased Premises"); and

**WHEREAS**, LESSEE desires to lease an additional eighty-four square feet of the Property in order to expand LESSEE's existing equipment shelter for the installation of distributed antenna system equipment (the "Additional Space"); and

**WHEREAS**, LESSOR desires to lease to LESSEE the Additional Space subject to the terms and conditions set herein.

**NOW, THEREFORE**, for good and valuable consideration paid in hand by LESSEE to LESSOR, the receipt and sufficiency of are hereby acknowledged, the Lease is hereby amended as follows:

1. The location of the Additional Space and the modified equipment is listed more specifically on Exhibit "A-1" attached hereto, which LESSOR and LESSEE hereby acknowledge and agree shall amend, restate and replace the Exhibit "A" attached to the Lease in its entirety. In the event of inconsistency or discrepancy between the Exhibit "A" and Exhibit "A-1", Exhibit "A-1" shall control.
2. The rent as set forth in the Lease shall be increased by nine hundred dollars (\$900) per month (the "Rent Increase") to be paid on the first day of the month, in advance, to LESSOR or to such other person, firm or place as the LESSOR may, from time to time, designate in writing at least thirty (30) days in advance of any rental payment date. The Rent Increase shall commence on the first day of the month following the date LESSEE is granted a building permit by the governmental agency charged with issuing such permits (the "Commencement Date").

Jamestown, RI  
Site Number: 251597  
McLane Middleton/March 2016

3. Except as otherwise set forth herein, all other terms and conditions of the Lease remain in full force and effect.

*[End of page]*

*[Signatures appear on the following page]*

Jamestown, RI  
Site Number: 251597  
McLane Middleton/March 2016

BY THEIR SIGNATURES, the Parties hereto have set their hands and affixed their respective seals on the dates written below.

**LESSOR:**

TOWN OF JAMESTOWN

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**LESSEE:**

CELLCO PARTNERSHIP, d/b/a  
VERIZON WIRELESS

By: \_\_\_\_\_  
Name: Lynn Ramsey  
Title: Vice President Field Network  
Date: \_\_\_\_\_

Jamestown, RI  
Site Number: 251597  
McLane Middleton/March 2016

EXHIBIT "A-1"

See attached



# Town of Jamestown

## Resolution of the Town Council

No. 2016-04

### **RESOLUTION APPROVING ISSUANCE OF BONDS**

#### **RESOLVED THAT:**

Section 1. Pursuant to the Resolution 6 passed by the Financial Town Meeting on June 1, 2015, and to fund the award of a bid for Sanitary Sewer Line and Rehabilitation Project to Green Mountain Pipeline Services in an amount not to exceed \$372,900 made October 5, 2015, and such additional contracts as may be awarded by the Council, the Finance Director is authorized to borrow and issue bonds and bond anticipation notes in the name of the Town, from time to time, but not to exceed in the whole, the sum of Five Hundred Fifty Thousand dollars (\$550,000.00), to finance repairs and improvement to the sewer lines consisting principally of a sewer slip lining, including installation and any design costs and costs of issuance and payment of interest on any temporary notes, and repayment of any advances made from the general fund pursuant to such Resolution of the Financial Town Meeting and this Resolution.

Section 2. Pending any issue of bonds hereunder or pending or in lieu of any issue of notes hereunder, the Finance Director, may, to the extent that bonds or notes may be issued hereunder, apply funds in the treasury of the district to the purposes for which bonds or notes are authorized hereunder, such advances to be repaid without interest from the proceeds of bonds or notes subsequently issued or from the proceeds of applicable federal or state assistance or from other available funds. This resolution constitutes a statement of official intent to reimburse and a declaration of official intent under Section 1.150-2 of the Treasury Regulations.

Section 3. All terms and conditions of the bonds and/or notes authorized herein including the manner of sale, amount, denominations, maturities and conversion or registration privileges and the designation of a securities depository and paying agent, not fixed by provisions of law, may be fixed by the Finance Director. Bonds and notes issued pursuant to the authority hereof shall be signed by the Finance Director and counter-signed by the President of the Town Council, and such counter-signature shall be conclusive evidence to all holders of such bonds and notes of the consent and approval of the Town Council to the borrowings evidenced thereby. The Finance Director is hereby authorized to execute and deliver on behalf of the Town such additional agreements as are necessary to effect the issuance of bonds and notes hereunder, the due authorization thereof being conclusively demonstrated by her execution and delivery of such agreements. The Finance Director is hereby authorized to deliver such bonds and notes to the purchasers thereof and said officer is authorized and instructed to take all actions, on behalf of the Town, necessary to ensure that the interest on the bonds and notes will be excludable from gross income for federal income tax purposes, and to refrain from all actions which would cause interest on the bonds or notes to be subject to federal income taxes. The Finance Director is authorized to deem the bonds and notes, and to the extent not deemed to be, to designate the bonds and notes as "qualified tax-exempt obligations" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986 as amended. The Finance Director is hereby authorized to take such action as to comply with Rule 15 c 2 – 12 (b) (5) of the Securities and Exchange Commission and is authorized to execute and deliver a Continuing Disclosure Certificate.

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

By Order of the Jamestown Town Council

---

Kristine S. Trocki, President

---

Mary E. Meagher, Vice President

---

Blake A. Dickinson

---

Michael G. White

---

Thomas P. Tighe

IN WITNESS WHEREOF, I hereby attach my hand and the official seal  
of the Town of Jamestown this 19<sup>th</sup> day of April 2016.

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Cheryl A. Fernstrom, CMC, Town Clerk

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**INTEROFFICE MEMORANDUM**

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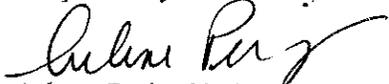
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**TO:** HONORABLE JAMESTOWN TOWN COUNCIL  
**FROM:** TOWN CHARTER REVIEW COMMITTEE  
**SUBJECT:** REPORT TO COUNCIL  
**DATE:** APRIL 6, 2016

The Town Charter Review Committee would like to thank the Jamestown Town Council for the opportunity to review the Town Charter. We ask that the Council review and consider the recommendations made by the Town Charter Review Committee in the attached report.

The Town Charter Review Committee would also like to thank the individuals that assisted us in our deliberations; most notably, Mary Meagher, Vice President of the Jamestown Town Council and ex-officio member of the Town Charter Review Committee, the Town Administrator, Town Solicitor, and Town Clerk and members of her office, and other interested parties that gave their suggestions and encouragement.

Respectfully submitted,

  
Arlene Petit, Chairperson

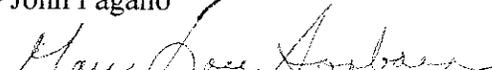
  
James Rugh, Vice Chairperson

  
Edward Gromada, Secretary

  
Anthony Antine

  
Blake Dickinson

  
John Pagano

  
Mary Lou Sanborn

# JAMESTOWN HOME RULE CHARTER

## Town Charter Review

2015 – 2016

The TCRC consisted of the following voting members:

Arlene Petit, Chairperson  
James Rugh, Vice Chairperson  
Edward Gromada, Secretary  
Anthony Antine  
Blake Dickinson  
John Pagano  
Mary Lou Sanborn

Ex Officio member, Mary E. Meagher, Town Council Vice President

This Town Charter Review Committee (TCRC), being a diverse and dedicated group was charged by the Town Council to complete a review of the Charter solely for the purpose of determining if there were any changes necessary. Any recommendations for changes to the Charter were to be submitted to the Town Council for their consideration. This ad hoc committee was given a nine month term to complete their task

The TCRC held sixteen (16) meetings beginning on August 11, 2015 and ending on April 6, 2016. All meetings were held at the Jamestown Town Hall, all were properly posted and open to the public.

There was some Jamestown Press coverage, but it was minimal. Public participation although posted at several locations and on the Secretary of State's website was also minimal.

The TCRC set the process for review of the Charter at their second meeting on August 26, 2015. "The committee would defer voting for two weeks on any recommendations for change." The committee followed that process with the exception of one meeting held on October 28. Four sections were voted on at their first appearance on the agenda; therefore to keep with the set process those specific votes were considered to be null and void and were revisited at the December 2 meeting.

The Jamestown Home Rule Charter was established in 1974 by the people of the Town of Jamestown, in order to secure the right of self-government in all local matters pursuant to the provisions of the State of Rhode Island and Providence Plantations. Since that time there have been several changes to the document; all adopted by the voters of Jamestown. The Charter has continued to be a legal guide to our local Councils in governing and protecting the health, safety and welfare of its citizens.

After much study, research, and due diligence the TCRC recommends the following changes to the Charter. The recommendations are in order of those most significant; however, all should be considered by the Town Council.

## RECOMMENDATIONS

Perhaps most significant to the committee was its discussion of the Financial Town Meeting (FTM) and the means by which citizens vote on the Town Budget. The TCRC did review alternatives to the FTM in their charter review, but chose instead to unanimously support the following resolution.

While the FTM voting process is not described in the Charter, it is the Committee's hope that the Town Council will give the budget approval process, whether it be at an FTM or referendum, a thorough review and support this resolution.

### Resolution

Article XI. Financial Provisions

The TCRC strongly recommends the implementation of a paper ballot or electronic ballot to approve the Town, School, and combined budgets and any warrant item exceeding fifty thousand dollars (\$50,000), whether through a Financial Town Meeting or through an all-day Referendum.

---

This change more closely follows the Open Meetings Act:

Article II. The Town Council

#### Section 206 Special Meetings

The town council may convene a special meeting only by majority consent of the town council. ~~The town council may meet sooner than 48 hours after each member has been notified of a special meeting, but only by unanimous consent of the town council. Any member may waive the requirement of notice of a special meeting, and such waiver shall be entered in the record of the proceedings of such special meeting.~~ Special Meetings shall be subject to and comply with the Open Meetings legislation of the State as set forth in Title 42, Chapter 42-46 of the Rhode Island General Laws. The town council may by a majority vote convene an Emergency Meeting as set forth in § 42-46-6 to address only an unexpected occurrence that requires immediate action to protect the public.

---

Following discussions with the Town Clerk and the Board of Canvass Clerk it was decided that there was no need for party designation:

Article IV. Administrative Departments

#### Section 405. Board of Assessment Review

There shall be a board of assessment review consisting of three members and one alternate member who shall sit only when any one of the three members is unavailable. All members shall be qualified electors and residents of the town and shall be appointed by the town council for a term of three years. ~~There shall be no more than two board members belonging to the same political party noninclusive of the alternate member.~~ If a member of such board shall cease to be a qualified elector and resident of the town that office shall thereby become vacant. The board of assessment review shall hear and consider the appeal of any property owner concerning the amount of the assessed valuation as determined by the assessor. The board shall keep an accurate record of its proceedings which shall be available for public inspection. If it shall appear that the valuation of any property has been erroneous or incorrect, the board shall have authority to order a correction. Such determination shall be certified by the board to the tax assessor

whose duty it shall be to make such corrections in the valuation as the board may determine. If the tax roll has been certified by the tax assessor the tax assessor shall transmit the findings of the board to the town council, which may cancel in whole or in part the tax based on such valuation in order to effect a correction. The town council shall provide by ordinance for the organization and procedure of the board of assessment review and for the manner of receiving, considering and disposing of appeals. The taking of an appeal to the board of assessment review of any action thereon shall not be construed to limit or restrict the right of any taxpayer to apply to a court of competent jurisdiction for relief from any assessed valuation or tax.

---

**This section has been changed to reflect the process if there were not a next vote getter:**

**Section 406. Town Moderator**

There shall be a town moderator, who shall be elected at the regular town election and shall have those powers and perform those duties prescribed now or in the future by the constitution and laws of the state not inconsistent with this Charter. In the event the office of the town moderator becomes vacant during the term of office, ~~the next highest vote getter from the most recent election shall be elevated to serve until a replacement is found~~ the Town Council will appoint a replacement until the next regularly scheduled election.

---

**The changes in this section identifies Emergency Medical Services and provides a reporting standard for the Jamestown Fire Department, a 501(c)3 charitable organization:**

**Article IV. Administrative Departments (continued)**

**Section 418. Fire and Emergency Services**

There shall be a Jamestown volunteer fire department and emergency medical services, the organization of which shall be consistent with its current operating Charter of incorporation and the fire department ordinance established by the town council.

- (1) *Budget.* The fire and emergency medical services departments shall submit budget estimates in the same manner as other departments. The fire department shall operate under the same budget constraints as every other department.
  - (2) *Annual report.* The ~~volunteer fire~~ department shall make a written annual report to the town council of the condition of all fire stations, ~~fire~~ apparatus, fire alarm systems and of all matters and property relating thereto and such other matters as the town council may request.
  - (3) Jamestown Fire Department. The Jamestown Fire Department, a 501(c)3 charitable organization, shall make a written annual report to the town council on the condition of its financial position. This report may be in the form of its current year Form 990 filing statement with the IRS or other audited financial statement.
-

**This section was changed to correctly identify Emergency Medical Services:**

**Article VIII. Miscellany**

**Section 805. Elected Officials**

For the purposes of this Charter, volunteer firefighters, volunteer ambulance emergency medical service members, town constables, and members of the special police shall not be considered elected or appointed officials of town government nor as town employees.

---

**This change allows the Town Council the ability to retain a key committee member with specific qualifications:**

**Article X. Boards,**

**Commissions and Committees**

**Section 1002. Membership and Terms**

(3) Unless otherwise mandated by state law or regulations, all terms of board, commission and committee membership shall be limited to three years. With the exception of the zoning board of review alternate members, no person shall serve more than three consecutive terms on the same committee and that person shall not be reappointed to that body for one year thereafter, unless the person has special qualifications required by the board, or for other good reason, with a unanimous vote of the council concurring with the reappointment.

---

**This change allows for expanded notification to the public:**

**Article II. The Town Council**

**Section 216. Procedure for Adopting Ordinance**

An ordinance or amendment to [an] existing ordinance may be introduced by any member at any regular or special meeting of the town council. Upon introduction of any ordinance or amendment to an existing ordinance, the town clerk shall distribute a copy to each town council member and to the town administrator; shall file a reasonable number of copies in the office of the town clerk and shall publish the ordinance. Following the publication by at least seven days, the town council may adopt the ordinance with or without amendment or reject it, but if it is amended as to any matter of substance, the town council may not adopt it until the ordinance or its amended sections have been subjected to all the procedures hereinbefore required in the case of a newly introduced ordinance. As soon as practicable after adoption of any ordinance, the town clerk shall have sufficient printed copies of the ordinance available at the town hall.

As used in this section, the term "publish" means to print in one or more newspapers of general circulation in the town "and to post on the Town's website": (1) the complete ordinance and (2) the places where copies of it have been filed and the times when they are available for public inspection.

---

**This addresses the issue of there being no higher vote getter:**

**Article V. Schools**

**Section 503. Vacancies**

Any vacancy in the membership of the school committee shall be filled by the town council by the next highest vote getter from the most recent election and so on until someone fills the vacancy until the next regular town election, when the office shall be filled for the unexpired term thereof. Should there be no next higher vote getter or if none of the vote getters be willing to serve then the council shall appoint a member, pursuant to the laws of the State of Rhode Island.

---

**The changes to the following three (3) sections reflect consistency in hiring qualification for all Department Directors (Sections 301, 404 and 421)**

**Article III. Town Administrator**

**Section 301. Appointment and Qualifications**

“The town council shall appoint a town administrator for an indefinite term period of time, based solely upon the executive and administrative qualifications of the applicant, as outlined by generally accepted professional standards. The town administrator need not be a resident of the town or state at the time of appointment, but must become and remain a qualified elector and resident of the state within six months after appointment, unless an extension is approved by town council. The relationship between the town and the town administrator shall be contractual and not that between a municipality and a civil officer.

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**Article IV. Administrative Departments**

**Section 404. Tax Assessor**

There shall be a tax assessor with training and experience who shall be nominated by the town administrator with the approval of the town council, and shall have those powers and perform those duties prescribed now or in the future by town ordinance, the constitution and laws of the state not inconsistent with this Charter.

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**The Editor’s Note has no legal impact on this section and should be removed. It is believed that this is editorial in nature and does not require any other action that removing it.**

**Section 422. Library Trustees**

**Editor’s note**

Proposition 12 submitted to the voters at the November 3, 2009 read as follows: “Shall the Charter be amended to add the phrase “a free and public library for all the inhabitants thereof” after the term Jamestown Philomenian Library? (Amends Article IV, § 422).”

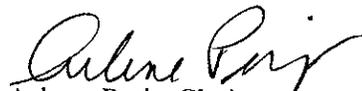
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The Town Charter Review Committee would like to thank the Town Council for giving us the opportunity to review the Charter and make recommendations to improve the Charter.

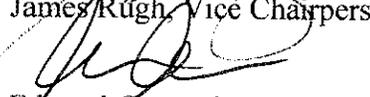
In addition the Committee would like to thank the individuals that assisted in their deliberations; most notably, Mary Meagher, the Town Administrator, Town Solicitor, Town Clerk and members of her office and other interested parties that gave their suggestions.

If the Honorable Town Council finds this report acceptable, please release the TCRC from their charge.

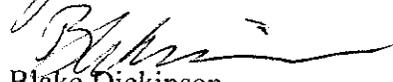
Respectfully submitted,

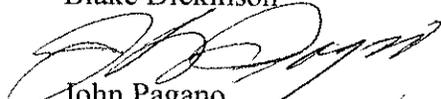
  
Arlene Petit, Chairperson

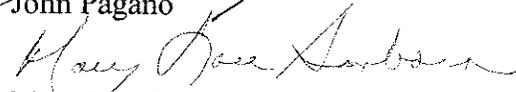
  
James Kugh, Vice Chairperson

  
Edward Gromada, Secretary

  
Anthony Antine

  
Blake Dickinson

  
John Pagano

  
Mary Lou Sanborn



## Affordable Housing Committee MEMORANDUM

**TO:** The Honorable Town Council  
Ms. Kristine S. Trocki, Esq., President

**FROM:** Barbara A. Szepatowski, Chair, Jamestown Affordable Housing  
Committee

**RE:** Recommendation for Town Council to comment on RI Housing  
Annual Plan

**DATE:** April 15, 2016

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At the meeting of the Affordable Housing Committee, the Committee voted unanimously to recommend to the Town Council that they write a letter to RI Housing commenting on Rhode Island Housing's Annual Plan - Land Trust/Ground Lease as eligible affordability. A Draft letter is attached for your consideration. Christian Belden, CCHC and I will be at the meeting to discuss this issue.

Attachments: 1) Draft Letter to RIH  
2) CCHC Ground Lease

C: Christian Belden, CCHC  
Barbara A. Szepatowski, Chair  
Jamestown Affordable Housing Committee  
A. Nota, Town Administrator  
C. Fernstrom, Town Clerk

April 14<sup>th</sup>, 2016

Ainsley M. Cantoral  
HOME Program Coordinator  
Rhode Island Housing  
44 Washington Street  
Providence, RI 02903

RE: Draft Rhode Island Second Year Annual Action Plan

Dear Ainsley,

Please accept this letter as public comment on the draft Rhode Island Second Year Annual Action Plan open for comment through April 30<sup>th</sup> 2016. The Town of Jamestown has learned that the draft plan proposes to utilize the Recapture Provision for **all** HOME-assisted units purchased on or after 2016 and disallow the Resale Provision that has been utilized historically. The Town would like to request that an exception be made to allow the resale provision for properties that will be held in the Church Community Housing Corporation (CCHC) Land Bank utilizing their 99 year Ground Lease (attached). The CCHC Land Bank has been used to successfully create 102 units of permanently affordable homeownership opportunities. The affordability period required by the HOME Program utilizing the Recapture Provision is a minimum of 5 years and a maximum of only 15 years. Given the amount of public funds required to create these Affordable homeownership opportunities the Town believes the affordability should be preserved for at least 30 years, and preferably, permanently. Furthermore, the Town hereby requests that in the case of CCHC Land Bank properties, the Fair Return on Investment be calculated using the resale provisions contained within the CCHC Ground Lease, and that these provisions be explicitly stated within the Annual Action Plan. Lastly, the Town would like to request that priority be given to proposals including the CCHC Land Bank and Ground Lease given its long term affordability advantages and the likelihood of the loss of significant amounts of HOME funds when used to create affordable homeownership units, secured with the Recapture Provision, in an appreciating market with strong real estate values.

Thank you for your consideration of these requests.

Sincerely,

Kristine S. Trocki  
President, Jamestown Town Council

**CHURCH COMMUNITY HOUSING CORPORATION  
GROUND LEASE**

THIS LEASE (“this Lease” or “the Lease”) entered into this \_\_\_ day of \_\_\_\_, 20\_\_\_, between **Church Community Housing Corporation** (“CCHC”) and \_\_\_\_\_ (“Homeowner”).

Physical Address of Leased Premises:

\_\_\_\_\_  
Street City//Town State Zip Code

NUMBER OF BEDROOMS: \_\_\_\_\_ BEDROOMS  
HOUSING TYPE: \_\_\_\_\_ SINGLE FAMILY  
\_\_\_\_\_ MULTI FAMILY (Number of Living Units: \_\_\_\_\_ units)

**RECITALS**

- A. CCHC is organized exclusively for charitable purposes, including the purpose of providing homeownership opportunities for low and moderate income people who would otherwise be unable to afford homeownership.
- B. A goal of CCHC is to preserve affordable homeownership opportunities through the long-term leasing of land under owner-occupied homes.
- C. The Leased Land described in this Lease has been acquired and is being leased by CCHC in furtherance of this goal.
- D. The Homeowner shares the purposes of CCHC and has agreed to enter into this Lease not only to obtain the benefits of homeownership, but also to further the charitable purposes of CCHC.
- E. Homeowner and CCHC recognize the special nature of the terms of this Lease, and each of them accepts these terms, including those terms that affect the marketing and resale price of the property now being purchased by the Homeowner.
- F. Homeowner and CCHC agree that the terms of this Lease further their shared goals over an extended period of time and through a succession of owners.

**NOW THEREFORE**, Homeowner and CCHC agree on all of the terms and conditions of this Lease as set forth below.

**DEFINITIONS:** Homeowner and CCHC agree on the following definitions of key terms used in this Lease:

*Leased Land:* the parcel of land, described in Exhibit: LEASED LAND, that is leased to the Homeowner.

*Home:* the residential structure and other permanent improvements located on the Leased Land and owned by the Homeowner, including both the original Home described in Exhibit: BILL OF SALE, and all permanent improvements added thereafter by Homeowner at Homeowner’s expense.

*Purchase Option Price:* the maximum price the Homeowner is allowed to receive for the sale of the Home and the Homeowner’s right to possess, occupy and use the Leased Land, as defined in Article 10 of this Lease.

*Lease Fee:* The monthly fee that the Homeowner pays to CCHC for the continuing use of the Leased Land and any additional amounts that CCHC charges to the Homeowner for reasons permitted by this Lease.

*Permitted Mortgage:* A mortgage or deed of trust on the Home and the Homeowner’s right to possess, occupy and use the Leased Land granted to a lender by the Homeowner with CCHC’s Permission. The Homeowner may not mortgage CCHC’s interest in the Leased Land, and may not grant any mortgage or deed of trust without CCHC’s Permission.

*Event of Default:* Any violation of the terms of the Lease unless it has been corrected (“cured”) by Homeowner or the holder of a Permitted Mortgage in the specified period of time after a written Notice of Default has been given by CCHC.

**ARTICLE 1: Homeowner’s Letter of Agreement and Attorney’s Letter of Acknowledgment are Attached as Exhibits.**

Attached as Exhibit: HOMEOWNER’S LETTER OF AGREEMENT AND ATTORNEY’S LETTER OF ACKNOWLEDGMENT and made part of this Lease by reference are a Letter of Agreement from the Homeowner, describing the Homeowner’s understanding and acceptance of this Lease (including the parts of the Lease that affect the resale of the Home), and a Letter of Acknowledgment from the Homeowner’s attorney, describing the attorney’s review of the Lease with the Homeowner.

**ARTICLE 2: Leasing of Rights to the Land**

2.1 CCHC LEASES THE LAND TO HOMEOWNER: CCHC hereby leases to the Homeowner, and Homeowner hereby accepts, the right to possess, occupy and use the Leased Land (described in the attached Exhibit LEASED LAND) in accordance with the terms of this Lease. Homeowner accepts title to the Leased Land in its condition “as is” as of the signing of this Lease. Without limiting the foregoing, this Lease is subject to any and all previously recorded instruments.

2.2 MINERAL, OIL AND NATURAL GAS RIGHTS NOT LEASED TO HOMEOWNER: CCHC does not lease to Homeowner the right to remove from the Leased Land any minerals, oil or natural gas lying beneath the Leased Land’s surface, or the right to permit another party to explore the Leased Land for the presence of oil, minerals or natural gas. Ownership of such minerals, oil or natural gas remains with CCHC, but CCHC shall not remove any such minerals, oil or natural gas from the Leased Land without the Homeowner’s written permission.

**ARTICLE 3: Term of Lease, Change of Land Owner**

3.1 TERM OF LEASE IS 99 YEARS: This Lease shall remain in effect for 99 years, beginning on the \_\_\_day of \_\_\_\_, 20\_\_, and ending on the \_\_\_ day of \_\_\_\_, 21\_\_, unless ended sooner or renewed as provided below.

3.2 HOMEOWNER CAN RENEW LEASE FOR ANOTHER 99 YEARS: Homeowner may renew this Lease for one additional period of 99 years. CCHC may change the terms of the Lease for the renewal period prior to the beginning of the renewal period but only if these changes do not materially and adversely interfere with the rights possessed by Homeowner under the Lease. Not more than 365 nor less than 180 days before the last day of the first 99-year period, CCHC shall give Homeowner a written notice that states the date of the expiration of the first 99-year period and the conditions for renewal as set forth in the following paragraph (“the Expiration Notice”). The Expiration Notice shall also describe any changes that CCHC intends to make in the Lease for the renewal period as permitted above.

The Homeowner shall then have the right to renew the Lease only if the following conditions are met: (a) within 60 days of receipt of the Expiration Notice, the Homeowner shall give CCHC written notice stating the Homeowner’s desire to renew (“the Renewal Notice”); (b) this Lease shall be in effect on the last day of the original 99-year term, and (c) the Homeowner shall not be in default under this Lease or under any Permitted Mortgage on the last day of the original 99-year term.

When Homeowner has exercised the option to renew, Homeowner and CCHC shall sign a memorandum stating that the option has been exercised. The memorandum shall comply with the requirements for a notice of lease as stated in Section 14.12 below. CCHC shall record this memorandum in accordance with the requirements of law promptly after the beginning of the renewal period.

3.3 WHAT HAPPENS IF CCHC DECIDES TO SELL THE LEASED LAND: If ownership of the Leased Land is ever transferred by CCHC (whether voluntarily or involuntarily) to any other person or institution, this Lease shall not cease, but shall remain binding on the new land-owner as well as the Homeowner. If CCHC agrees to transfer the Leased Land to any person or institution other than a non-profit corporation, charitable trust, government agency or other similar institution sharing the goals described in the Recitals above, the Homeowner shall have a right of first refusal to purchase the Leased Land. The details of this right shall be as stated in the attached Exhibit: FIRST REFUSAL. Any sale or other transfer contrary to this Section 3.3 shall be null and void.

**ARTICLE 4: Use of Leased Land**

4.1 HOMEOWNER MAY USE THE HOME ONLY FOR RESIDENTIAL AND RELATED PURPOSES: Homeowner shall use, and allow others to use to the extent permitted by this Lease, the Home and Leased Land only for residential purposes and any accessory uses permitted by local zoning law.

**[To be added when needed: Use of the Leased Land shall be further limited by the restrictions described in the attached Exhibit: RESTRICTIONS.]**

4.2 HOMEOWNER MUST USE THE HOME AND LEASED LAND RESPONSIBLY AND IN COMPLIANCE WITH THE LAW: Homeowner shall use the Home and Leased Land in a way that will not cause harm to others or create any public nuisance. Homeowner shall dispose of all waste in a safe and sanitary manner. Homeowner shall maintain all parts of the Home and Leased Land in safe, sound and habitable condition, in full compliance with all laws and regulations, and in the condition that is required to maintain the insurance coverage required by Section 9.4 of this Lease.

4.3 HOMEOWNER IS RESPONSIBLE FOR USE BY OTHERS: Homeowner shall be responsible for the use of the Home and Leased Land by all residents and visitors and anyone else using the Leased Land with Homeowner's permission and shall make all such people aware of the restrictions on use set forth in this Lease.

4.4 HOMEOWNER OCCUPANCY REQUIREMENT: During each year of this Lease, Homeowner shall occupy the Home as Homeowner's primary residence (as defined by the Internal Revenue Code), unless otherwise agreed by CCHC. Occupancy by Homeowner's child, spouse (including parties to a civil union) or other persons approved by CCHC shall be considered occupancy by Homeowner. Neither compliance with the occupancy requirement nor CCHC's permission for an extended period of non-occupancy constitutes permission to sublease the Leased Land and Home, which is addressed in Section 4.5 below.

4.5 LEASED LAND MAY NOT BE SUBLEASED WITHOUT CCHC'S PERMISSION: Except as otherwise provided in Article 8 and Article 10, Homeowner shall not sublease, sell or otherwise convey any of Homeowner's rights under this Lease, for any period of time, without the written permission of CCHC. Homeowner agrees that CCHC shall have the right to withhold such consent in order to further the purposes of this Lease.

If permission for subleasing is granted, the sublease shall be subject to the following conditions.

- a) Any sublease shall be subject to all of the terms of this Lease.
- b) The rental or occupancy fee charged the sub-lessee shall not be more than the amount of the Lease Fee charged the Homeowner by CCHC, plus an amount approved by CCHC to cover Homeowner's costs in owning the Home, including but not limited to the cost of taxes, insurance and mortgage payments.

4.6 CCHC HAS A RIGHT TO INSPECT THE LEASED LAND: CCHC may inspect any part of the Leased Land except the interiors of fully enclosed buildings, at any reasonable time, after notifying the Homeowner at least 48 hours before the planned inspection. In an emergency, CCHC may inspect any part of the Leased Land except the interiors of fully enclosed buildings, after making reasonable efforts to inform the Homeowner before the inspection.

If CCHC has received an Intent-To-Sell Notice (as described in Section 10.4 below), then CCHC has the right to inspect the interiors of all fully enclosed buildings to determine their condition prior to the sale. CCHC must notify the Homeowner at least 48 hours before carrying out such inspection.

4.7 HOMEOWNER HAS A RIGHT TO QUIET ENJOYMENT: Homeowner has the right to quiet enjoyment of the Leased Land. CCHC has no desire or intention to interfere with the personal lives, associations, expressions, or actions of the Homeowner in any way not permitted by this Lease.

4.8 RESPONSIBILITY FOR ENVIRONMENTAL REMEDIATION: Homeowner agrees to not to contaminate the Leased Land with fuel oils or any other type of pollutant that would cause local, state or federal agencies to require environmental remediation of the Land. If Homeowner does pollute the Leased Land to an extent that remediation is required, Homeowner agrees to bear all costs of such required remediation and indemnification of CCHC.

**ARTICLE 5: Lease Fee**

5.1 AMOUNT OF LEASE FEE: The Homeowner shall pay a monthly Lease of \$ 25 to be paid in return for the continuing right to possess, occupy and use the Leased Land.

5.2 WHEN THE LEASE FEE IS TO BE PAID: The Lease Fee shall be payable to CCHC on the first day of each month for as long as this Lease remains in effect, unless the Lease Fee is to be escrowed and paid by a Permitted Mortgagee, in which case payment shall be made as directed by that Mortgagee.

5.3 CCHC MAY REDUCE OR SUSPEND THE LEASE FEE TO IMPROVE AFFORDABILITY: CCHC may reduce or suspend the total amount of the Lease Fee for a period of time for the purpose of improving the affordability of the Homeowner's monthly housing costs. Any such reduction or suspension must be in writing and signed by CCHC.

5.4 FEES MAY BE INCREASED FROM TIME TO TIME: In order to keep the Ground Lease Fee reasonably current, the amount specified in Section 5.1 shall be recalculated every 3 years, beginning in 2015, such that increases will occur in 2015, 2018, 2021, and every 3<sup>rd</sup> year thereafter during the term of the Lease. The recalculation will take into account inflation and other factors as CCHC may reasonably choose. The maximum increase that may be imposed at any one time is ten percent (10%). CCHC shall notify Homeowner promptly in writing upon recalculation of the new Lease Fee amount.

5.5 LAND USE LEASE FEE WILL BE INCREASED IF RESTRICTIONS ARE REMOVED: If, for any reason, the provisions of Article 10 regarding transfers of the Home or Sections 4.4 and 4.5 regarding occupancy and subleasing are suspended or invalidated for any period of time, then during that time the Lease Fee shall be increased to an amount calculated by CCHC to equal the fair rental value of the Leased Land for use not restricted by the suspended provisions. Such increase shall become effective upon CCHC's written notice to Homeowner. Thereafter, for so long as these restrictions are not reinstated in the Lease, CCHC may, from time to time, further increase the amount of such Lease Fee, provided that the amount of the Lease Fee does not exceed the fair rental value of the property, and provided that such increases do not occur more often than once every year.

5.6 LATE FEE: Homeowner will be assessed a late fee for any payment, including ground lease fees, that CCHC does not receive within thirty days of its due date. The late fee will be \$15 per month every month there exists an outstanding balance due. In order to keep the Late Fee reasonably current, the monthly late fee shall be recalculated in the same manner the Lease Fee is recalculated in Section 5.4 above.

5.7 CCHC CAN COLLECT UNPAID FEES WHEN HOME IS SOLD: In the event that any amount of payable Lease Fee remains unpaid when the Home is sold, the outstanding amount of payable Lease Fee, including any interest as provided above, shall be paid to CCHC out of any proceeds from the sale that would otherwise be due to Homeowner. CCHC shall have, and the Homeowner hereby consents to, a lien upon the Home for any unpaid Lease Fee. Such lien shall be prior to all other liens and encumbrances on the Home except (a) liens and encumbrances recorded before the recording of this Lease, (b) Permitted Mortgages as defined in Section 8.1 below; and (c) liens for real property taxes and other governmental assessments or charges against the Home.

**ARTICLE 6: Taxes, Assessments & Fees**

6.1 HOMEOWNER IS RESPONSIBLE FOR PAYING ALL TAXES AND ASSESSMENTS: Homeowner shall pay directly, when due, all taxes, governmental and homeowner's association assessments, and all other obligations that relate to the Home and the Leased Land (including any taxes relating to CCHC's interest in the Leased Land).

6.2 CCHC WILL PASS ON ANY TAX BILLS IT RECEIVES TO HOMEOWNER: In the event that the local taxing authority bills CCHC for any portion of the taxes on the Home or Leased Land, CCHC shall pass the bill to Homeowner and Homeowner shall promptly pay this bill.

**6.3 HOMEOWNER HAS A RIGHT TO CONTEST TAXES:** Homeowner shall have the right to contest the amount or validity of any taxes relating to the Home and Leased Land. Upon receiving a reasonable request from Homeowner for assistance in this matter, CCHC shall join in contesting such taxes. All costs of such proceedings shall be paid by Homeowner.

**6.4 IF HOMEOWNER FAILS TO PAY TAXES AND ASSESSMENTS, CCHC MAY INCREASE LEASE FEE:** In the event that Homeowner fails to pay the taxes or other charges described in Section 6.1 above, CCHC may increase Homeowner's Lease Fee to offset the amount of taxes and other charges owed by Homeowner. Upon collecting any such amount, CCHC shall pay the amount collected to the taxing authority in a timely manner.

**6.5 PARTY THAT PAYS TAXES MUST SHOW PROOF:** When either party pays taxes relating to the Home or Leased Land, that party shall furnish satisfactory evidence of the payment to the other party. A photocopy of a receipt shall be the usual method of furnishing such evidence.

#### **ARTICLE 7: The Home**

**7.1 HOMEOWNER OWNS THE HOUSE AND ALL OTHER IMPROVEMENTS ON THE LEASED LAND:** All structures, including the house, fixtures, and other improvements purchased, constructed, or installed by the Homeowner on any part of the Leased Land at any time during the term of this Lease (collectively, the "Home") shall be property of the Homeowner. Title to the Home shall be and remain vested in the Homeowner. However, Homeowner's rights of ownership are limited by certain provisions of this Lease, including provisions regarding the sale or leasing of the Home by the Homeowner and CCHC's option to purchase the Home. In addition, Homeowner shall not remove any part of the Home from the Leased Land without CCHC's prior written consent.

**7.2 HOMEOWNER PURCHASES HOME WHEN SIGNING LEASE:** Upon the signing of this Lease, Homeowner is simultaneously purchasing the Home located at that time on the Leased Land, as described in the BILL OF SALE, a copy of which is attached to this Lease as Exhibit: BILL OF SALE.

**7.3 CONSTRUCTION CARRIED OUT BY HOMEOWNER MUST COMPLY WITH CERTAIN REQUIREMENTS:** Any construction in connection with the Home is permitted only if the following requirements are met: (a) all costs shall be paid for by the Homeowner; (b) all construction shall be performed in a professional manner and shall comply with all applicable laws and regulations; (c) all changes in the Home shall be consistent with the permitted uses described in Article 4; (d) the footprint, square-footage, or height of the house shall not be increased and new structures shall not be built or installed on the Leased Land without the prior written consent of CCHC; (e) any changes that increase or decrease the number of bedrooms in the Home must be approved by CCHC, as they affect the affordability of the Home; (f) the construction of in-ground swimming pools is not permitted.

For any construction requiring CCHC's prior written consent, Homeowner shall submit a written request to CCHC. Such request shall include:

- a) a written statement of the reasons for undertaking the construction;
- b) a set of drawings (floor plan and elevations) showing the dimensions of the proposed construction;
- c) a list of the necessary materials, with quantities needed;
- d) a statement of who will do the work;

If CCHC finds it needs additional information it shall request such information from Homeowner within two weeks of receipt of Homeowner's request. CCHC then, within two weeks of receiving all necessary information (including any additional information it may have requested) shall give Homeowner either its written consent or a written statement of its reasons for not consenting. Before construction can begin, Homeowner shall provide CCHC with copies of all necessary building permits, if not previously provided.

**7.4 HOMEOWNER MAY NOT ALLOW STATUTORY LIENS TO REMAIN AGAINST LEASED LAND OR HOME:** No lien of any type shall attach to CCHC's title to the Leased Land. Homeowner shall not permit any statutory or similar lien to be filed against the Leased Land or the Home which remains more than 60 days after it has been filed. Homeowner shall take action to discharge such lien, whether by means of payment, deposit, bond, court order, or other means permitted by law. If Homeowner fails to discharge such lien within the 60-day period, then Homeowner shall

immediately notify CCHC of such failure. CCHC shall have the right to discharge the lien by paying the amount in question. Homeowner may, at Homeowner's expense, contest the validity of any such asserted lien, provided Homeowner has furnished a bond or other acceptable surety in an amount sufficient to release the Leased Land from such lien. Any amounts paid by CCHC to discharge such liens shall be treated as an additional Lease Fee payable by Homeowner upon demand.

**7.5 HOMEOWNER IS RESPONSIBLE FOR SERVICES, MAINTENANCE AND REPAIRS:** Homeowner hereby assumes responsibility for furnishing all services or facilities for or on the Leased Land, including but not limited to heat, electricity, air conditioning water, lawn care, landscaping, and snow removal. CCHC shall not be required to furnish any services or facilities or to make any repairs to the Home. Homeowner shall maintain the Home and Leased Land as required by Section 4.2 above and shall see that all necessary repairs and replacements are accomplished when needed.

**7.6 WHEN LEASE ENDS, OWNERSHIP REVERTS TO CCHC, WHICH SHALL REIMBURSE HOMEOWNER:** Upon the expiration of this Lease, ownership of the Home shall revert to CCHC. Upon thus assuming title to the Home, CCHC shall promptly pay Homeowner and Permitted Mortgagee(s), as follows: FIRST, CCHC shall pay any Permitted Mortgagee(s) the full amount owed to such mortgagee(s) by Homeowner; SECOND, CCHC shall pay the Homeowner the Purchase Option Price calculated in accordance with Article 10 below, as of the time of reversion of ownership, less the total amount of any payments made to any Permitted Mortgagee(s) as specified in this Section 7.7, any unpaid Lease Fee and any other amounts owed to CCHC under the terms of this Lease. The Homeowner shall be responsible for any costs necessary to clear any additional liens or other charges related to the Home which may be assessed against the Home. If the Homeowner fails to clear such liens or charges, the balance due the Homeowner shall also be reduced by the amount necessary to release such liens or charges, including reasonable attorney's fees incurred by CCHC.

#### **ARTICLE 8: Financing**

**8.1 HOMEOWNER CANNOT MORTGAGE THE HOME WITHOUT CCHC'S PERMISSION:** The Homeowner may mortgage the Home only with the written permission of CCHC. Any mortgage or deed of trust permitted in writing by CCHC is defined as a Permitted Mortgage, and the holder of such a mortgage or deed of trust is defined as a Permitted Mortgagee.

**8.2 BY SIGNING LEASE, CCHC GIVES PERMISSION FOR ORIGINAL MORTGAGE:** By signing this Lease, CCHC gives written permission for any mortgage or deed of trust signed by the Homeowner effective on the day this Lease is signed for the purpose of financing Homeowner's purchase of the Home.

**8.3 HOMEOWNER MUST GET SPECIFIC PERMISSION FOR REFINANCING OR OTHER SUBSEQUENT MORTGAGES:** If, at any time subsequent to the purchase of the Home and signing of the Lease, the Homeowner seeks a loan that is to be secured by a mortgage on the Home (to refinance an existing Permitted Mortgage or to finance home repairs or for any other purpose), Homeowner must inform CCHC, in writing, of the proposed terms and conditions of such mortgage loan at least 15 business days prior to the expected closing of the loan. The information to be provided to CCHC must include:

- a. the name of the proposed lender;
- b. Homeowner's reason for requesting the loan;
- c. the principal amount of the proposed loan and the total mortgage debt that will result from the combination of the loan and existing mortgage debt, if any;
- d. expected closing costs;
- e. the rate of interest;
- f. the repayment schedule;
- g. a copy of the appraisal commissioned in connection with the loan request.

CCHC may also require Homeowner to submit additional information. CCHC will not permit such a mortgage loan if the loan increases Homeowner's total mortgage debt to an amount greater than 90% of the then current Purchase Option Price, calculated in accordance with Article 10 below, or if the terms of the transaction otherwise threaten the interests of either the Homeowner or CCHC, unless CCHC chooses to lower or waive this requirement.

**8.4 A PERMITTED MORTGAGE MUST CONTAIN THE PROVISIONS OF THE EXHIBIT PERMITTED MORTGAGES:** Any Permitted Mortgage and related documentation shall include the requirements stated in “Exhibit: Permitted Mortgages, Part A, Obligations of Permitted Mortgagee,” or CCHC’s provided STANDARD PERMITTED MORTGAGE RIDER signed by the Homeowner and Permitted Mortgagee shall be recorded with the Mortgagee’s standard Mortgage; unless these particular requirements are removed, contradicted or modified by a Lease Rider signed by the Homeowner and CCHC to modify the terms of the Lease during the term of the Permitted Mortgage.

**8.5 A PERMITTED MORTGAGEE HAS CERTAIN RIGHTS UNDER THE LEASE:** Any Permitted Mortgagee shall have all of the rights and protections stated in “Exhibit: Permitted Mortgages, Part B, Rights of Permitted Mortgagee,” which is made a part of this Lease by reference.

**8.6 IN THE EVENT OF FORECLOSURE, ANY PROCEEDS IN EXCESS OF THE PURCHASE OPTION PRICE WILL GO TO CCHC:** Homeowner and CCHC recognize that it would be contrary to the purposes of this agreement if Homeowner could receive more than the Purchase Option Price as the result of the foreclosure of a mortgage. Therefore, Homeowner hereby irrevocably assigns to CCHC all net proceeds of sale of the Home that would otherwise have been payable to Homeowner and that exceed the amount of net proceeds that Homeowner would have received if the property had been sold for the Purchase Option Price, calculated as described in Section 10.10 below. Homeowner authorizes and instructs the Permitted Mortgagee, or any party conducting any sale, to pay such excess amount directly to CCHC. If, for any reason, such excess amount is paid to Homeowner, Homeowner hereby agrees to promptly pay such amount to CCHC.

**ARTICLE 9: Liability, Insurance, Damage and Destruction, Eminent Domain**

**9.1 HOMEOWNER ASSUMES ALL LIABILITY:** Homeowner assumes all responsibility and liability related to Homeowner’s possession, occupancy and use of the Leased Land.

**9.2 HOMEOWNER MUST DEFEND CCHC AGAINST ALL CLAIMS OF LIABILITY:** Homeowner shall defend, indemnify and hold CCHC harmless against all liability and claims of liability for injury or damage to person or property from any cause on or about the Leased Land. Homeowner waives all claims against CCHC for injury or damage on or about the Leased Land. However, CCHC shall remain liable for injury or damage due to the grossly negligent or intentional acts or omissions of CCHC or CCHC’s agents or employees.

**9.3 HOMEOWNER MUST REIMBURSE CCHC:** In the event CCHC shall be required to pay any sum that is the Homeowner’s responsibility or liability, the Homeowner shall reimburse CCHC for such payment and for reasonable expenses caused thereby.

**9.4 HOMEOWNER MUST INSURE THE HOME AGAINST LOSS AND MUST MAINTAIN LIABILITY INSURANCE ON HOME AND LEASED LAND:** Homeowner shall, at Homeowner’s expense, keep the Home continuously insured against “all risks” of physical loss, using Insurance Services Office (ISO) Form HO 00 03, or its equivalent, for the full replacement value of the Home, and in any event in an amount that will not incur a coinsurance penalty. The amount of such insured replacement value must be approved by CCHC prior to the commencement of the Lease. Thereafter, if CCHC determines that the replacement value to be insured should be increased, CCHC shall inform the Homeowner of such required increase at least 30 days prior to the next date on which the insurance policy is to be renewed, and the Homeowner shall assure that the renewal includes such change. If Homeowner wishes to decrease the amount of replacement value to be insured, Homeowner shall inform CCHC of the proposed change at least 30 days prior to the time such change would take effect. The change shall not take effect without CCHC’s approval.

Should the Home lie in a flood hazard zone as defined by the National Flood Insurance Plan, the Homeowner shall keep in full force and effect flood insurance in the maximum amount available.

The Homeowner shall also, at its sole expense, maintain in full force and effect public liability insurance using ISO Form HO 00 03 or its equivalent in the amount of \$500,000 per occurrence and in the aggregate. CCHC shall be named as an additional insured using ISO Form HO 04 41 or its equivalent, and copies of the policy and all policy renewals will be provided to both Homeowner and CCHC. The policy will also contain an endorsement providing that it will not be

cancelled, reduced in amount or otherwise modified by the insurance carrier without at least thirty (30) days' prior written notice to CCHC. CCHC will be entitled to participate in the settlement or adjustment of any losses covered by the policies of insurance. The dollar amounts of such coverage may be increased from time to time at CCHC's request but not more often than once in any one-year period. CCHC shall inform the Homeowner of such required increase in coverage at least 30 days prior to the next date on which the insurance policy is to be renewed, and the Homeowner shall assure that the renewal includes such change. The amount of such increase in coverage shall be based on current trends in homeowner's liability insurance coverage in the area in which the Home is located.

**9.5 WHAT HAPPENS IF HOME IS DAMAGED OR DESTROYED:** Except as provided below, in the event of fire or other damage to the Home, Homeowner shall take all steps necessary to assure the repair of such damage and the restoration of the Home to its condition immediately prior to the damage. All such repairs and restoration shall be completed as promptly as possible. Homeowner shall also promptly take all steps necessary to assure that the Leased Land is safe and that the damaged Home does not constitute a danger to persons or property.

If Homeowner, based on professional estimates, determines either (a) that full repair and restoration is physically impossible, or (b) that the available insurance proceeds will pay for less than the full cost of necessary repairs and that Homeowner cannot otherwise afford to cover the balance of the cost of repairs, then Homeowner shall notify CCHC of this problem, and CCHC may then help to resolve the problem. Methods used to resolve the problem may include efforts to increase the available insurance proceeds, efforts to reduce the cost of necessary repairs, efforts to arrange affordable financing covering the costs of repair not covered by insurance proceeds, and any other methods agreed upon by both Homeowner and CCHC.

If Homeowner and CCHC cannot agree on a way of restoring the Home in the absence of adequate insurance proceeds, then Homeowner may give CCHC written notice of intent to terminate the Lease. The date of actual termination shall be no less than 60 days after the date of Homeowner's notice of intent to terminate. Upon termination, any insurance proceeds payable to Homeowner for damage to the Home shall be paid as follows.

FIRST, to the expenses of their collection;

SECOND, to any Permitted Mortgagee(s), to the extent required by the Permitted Mortgage(s);

THIRD, to the expenses of enclosing or razing the remains of the Home and clearing debris;

FOURTH, to CCHC for any amounts owed under this Lease;

FIFTH, to the Homeowner, up to an amount equal to the Purchase Option Price, as of the day prior to the loss, less any amounts paid with respect to the second, third, and fourth clauses above;

SIXTH, the balance, if any, to CCHC.

**9.6 WHAT HAPPENS IF SOME OR ALL OF THE LAND IS TAKEN FOR PUBLIC USE:** If all of the Leased Land is taken by eminent domain or otherwise for public purposes, or if so much of the Leased Land is taken that the Home is lost or damaged beyond repair, the Lease shall terminate as of the date when Homeowner is required to give up possession of the Leased Land. Upon such termination, the entire amount of any award(s) paid shall be allocated in the way described in Section 9.5 above for insurance proceeds.

In the event of a taking of a portion of the Leased Land that does not result in damage to the Home or significant reduction in the usefulness or desirability of the Leased Land for residential purposes, then any monetary compensation for such taking shall be allocated entirely to CCHC.

In the event of a taking of a portion of the Leased Land that results in damage to the Home only to such an extent that the Home can reasonably be restored to a residential use consistent with this Lease, then the damage shall be treated as damage is treated in Section 9.5 above, and monetary compensation shall be allocated as insurance proceeds are to be allocated under Section 9.5.

**9.7 IF PART OF THE LAND IS TAKEN, THE LEASE FEE MAY BE REDUCED:** In the event of any taking that reduces the size of the Leased Land but does not result in the termination of the Lease, CCHC shall reassess the fair rental value of the remaining Land and shall adjust the Lease Fee if necessary to assure that the monthly fee does not exceed the monthly fair rental value of the Land for use as restricted by the Lease.

**9.8 IF LEASE IS TERMINATED BY DAMAGE, DESTRUCTION OR TAKING, CCHC WILL TRY TO HELP HOMEOWNER BUY ANOTHER CCHC HOME:** If this Lease is terminated as a result of damage, destruction or taking,

CCHC shall take reasonable steps to allow Homeowner to purchase another home on another parcel of leased land owned by CCHC if such home can reasonably be made available. If Homeowner purchases such a home, Homeowner agrees to apply any proceeds or award received by Homeowner to the purchase of the home. Homeowner understands that there are numerous reasons why it may not be possible to make such a home available, and shall have no claim against CCHC if such a home is not made available.

#### **ARTICLE 10: Transfer of the Home**

10.1 INTENT OF THIS ARTICLE IS TO PRESERVE AFFORDABILITY: Homeowner and CCHC agree that the provisions of this Article 10 are intended to preserve the affordability of the Home for lower income households and expand access to homeownership opportunities for such households.

10.2 HOMEOWNER MAY TRANSFER HOME ONLY TO CCHC OR QUALIFIED PERSONS: Homeowner may transfer the Home only to CCHC or an Income-Qualified Person as defined below or otherwise only as explicitly permitted by the provisions of this Article 10. All such transfers are to be completed only in strict compliance with this Article 10. Any purported transfer that does not follow the procedures set forth below, except in the case of a transfer to a Permitted Mortgagee in lieu of foreclosure, shall be null and void.

“Income-Qualified Person” shall mean a person or group of persons whose household income does not exceed 80 percent (80%) of the median household income for the applicable Standard Metropolitan Statistical Area or County as calculated and adjusted for household size from time to time by the U.S. Department of Housing and Urban Development (HUD) or any successor.

10.3 THE HOME MAY BE TRANSFERRED TO CERTAIN HEIRS OF HOMEOWNER: If Homeowner dies (or if the last surviving co-owner of the Home dies), the executor or personal representative of Homeowner’s estate shall notify CCHC within ninety (90) days of the date of the death. Upon receiving such notice CCHC shall consent to a transfer of the Home and Homeowner’s rights to the Leased Land to one or more of the possible heirs of Homeowner listed below as “a,” “b,” or “c,” provided that a Letter of Agreement and a Letter of Attorney’s Acknowledgment (as described in Article 1 above) are submitted to CCHC to be attached to the Lease when it is transferred to the heirs.

- a) the spouse (including parties to a civil union) of the Homeowner; or
- b) the child or children of the Homeowner; or
- c) member(s) of the Homeowner’s household who have resided in the Home for at least one year immediately prior to Homeowner’s death.

Any other heirs, legatees or devisees of Homeowner, in addition to submitting Letters of Agreement and Attorney’s Acknowledgment as provided above, must demonstrate to CCHC’s satisfaction that they are Income-Qualified Persons as defined above. If they cannot demonstrate that they are Income-Qualified Persons, they shall not be entitled to possession of the Home but must transfer the Home in accordance with the provisions of this Article 10.

10.4 HOMEOWNER’S NOTICE OF INTENT TO SELL: In the event that Homeowner wishes to sell Homeowner’s Property, Homeowner shall notify CCHC in writing of such wish (the Intent-to-Sell Notice). This Notice shall include a statement as to whether Homeowner wishes to recommend a prospective buyer as of the date of the Notice.

10.5 AFTER RECEIVING NOTICE, CCHC SHALL COMMISSION AN APPRAISAL: No later than ten (10) days after CCHC’s receipt of Homeowner’s Intent-to-Sell Notice, CCHC shall commission a market valuation of the Leased Land and the Home (The Appraisal) to be performed by a duly licensed appraiser who is acceptable to CCHC and Homeowner. Homeowner shall pay the cost of such Appraisal. The Appraisal shall be conducted by analysis and comparison of comparable properties as though title to Leased Land and Home were held in fee simple absolute by a

single party, disregarding all of the restrictions of this Lease on the use, occupancy and transfer of the property. The Appraisal shall state the values contributed by the Leased Land and by the Home (consisting of improvements only) as separate amounts. Copies of the Appraisal are to be provided to both CCHC and Homeowner.

**10.6 CCHC HAS AN OPTION TO PURCHASE THE HOME:** Upon receipt of an Intent-to-Sell Notice from Homeowner, CCHC shall have the option to purchase the Home at the Purchase Option Price calculated as set forth below. The Purchase Option is designed to further the purpose of preserving the affordability of the Home for succeeding Income-Qualified Persons while taking fair account of the investment by the Homeowner.

If CCHC elects to purchase the Home, CCHC shall exercise the Purchase Option by notifying Homeowner, in writing, of such election (the Notice of Exercise of Option) within forty-five (45) days of the receipt of the Appraisal, or the Option shall expire. Having given such notice, CCHC may either proceed to purchase the Home directly or may assign the Purchase Option to an Income-Qualified Person.

The purchase (by CCHC or CCHC's assignee) must be completed within sixty (60) days of CCHC's Notice of Exercise of Option, or Homeowner may sell the Home and Homeowner's rights to the Leased Land as provided in Section 10.7 below. The time permitted for the completion of the purchase may be extended by mutual agreement of CCHC and Homeowner.

Homeowner may recommend to CCHC a prospective buyer who is an Income-Qualified Person and is prepared to submit Letters of Agreement and Attorney's Acknowledgement indicating informed acceptance of the terms of this Lease. CCHC shall make reasonable efforts to arrange for the assignment of the Purchase Option to such person, unless CCHC determines that its charitable mission is better served by retaining the Home for another purpose or transferring the Home to another party.

**10.7 IF PURCHASE OPTION EXPIRES, HOMEOWNER MAY SELL ON CERTAIN TERMS:** If the Purchase Option has expired or if CCHC has failed to complete the purchase within the sixty-day period allowed by Section 10.6 above, Homeowner may sell the Home to any Income-Qualified Person for not more than the then applicable Purchase Option Price.

**10.8 AFTER ONE YEAR CCHC SHALL HAVE POWER OF ATTORNEY TO CONDUCT SALE:** If CCHC does not exercise its option and complete the purchase of Homeowner's Property as described above, and if Homeowner (a) is not then residing in the Home and (b) continues to hold Homeowner's Property out for sale but is unable to locate a buyer and execute a binding purchase and sale agreement within one year of the date of the Intent to Sell Notice, Homeowner does hereby appoint CCHC its attorney in fact to seek a buyer, negotiate a reasonable price that furthers the purposes of

this Lease, sell the property, and pay to the Homeowner the proceeds of sale, minus CCHC's costs of sale and any other sums owed CCHC by Homeowner.

**10.9 PURCHASE OPTION PRICE:** In no event may the Improvements be sold for a price that exceeds the "Purchase Option Price." The "Purchase Option Price" shall be the lesser of:

- (a) The appraised value of the Improvements as set forth in Section 10.5 ("*APPRAISAL*"), or
- (b) The amount that is affordable to a low to moderate income family as calculated herein:
  - (i) The applicable household size for the purpose of calculating the Purchase Option Price shall be based on the number of bedrooms as stated on Page 1 of this Ground Lease (unless modified pursuant to section 7.3 *CONSTRUCTION*) and the following schedule:

0	Bedroom	=	1 person household
1	Bedroom	=	2 person household

2	Bedrooms	=	3 person household
3	Bedrooms	=	4 person household
4	Bedrooms	=	5 person household
5	Bedrooms	=	6 person household
5+	Bedrooms	=	a household equal to the number of bedrooms plus 1 additional person

- (ii) Determine the Area Median Income (AMI) based on household size. AMI shall be the Area Median Income reported annually for single persons and households of various size by the United States Department of Housing and Urban Development (HUD), or by any successor United States Government department, agency, or instrumentality, for the metropolitan statistical area in which the leased premises is located.
- (iii) Multiply that AMI by five (5) percentage points less than the Income-Qualification percentage stated in the lease or as further restricted in Exhibit "RESTRICTIONS". That is, if the Income-Qualification percentage is 80% (eighty percent), then the multiplier will be 75% (seventy-five percent).
- (iv) Divide the result by twelve (12) to get a monthly gross income.
- (v) Multiply the result by thirty percent (30%) to get the maximum permitted housing cost.
- (vi) Subtract the monthly cost of property taxes, hazard insurance, mortgage insurance, association fees, and lease fee.
- (vii) Calculate the mortgage principal that the remainder can amortize using the following criteria:
  - a. The mortgage shall be a thirty year ("30-year"), fixed rate, fully amortizing loan.
  - b. The interest rate shall be the current Freddie Mac's Northeast Weekly 30-Year Fixed Mortgage Rate. If that rate is not available, the interest rate shall be determined by averaging the rate offered by the three largest mortgage lenders in the Metropolitan Statistical area in which the premises is located for such a mortgage assuming no discount points paid and no more than one origination point.
  - c. The cost of private mortgage insurance shall be calculated based on the current Federal Housing Administration Monthly (Periodic) Mortgage Insurance Premium Calculation found on [www.hud.gov](http://www.hud.gov).
- (viii) Assuming a 3% downpayment, the resulting mortgage amount divided by "0.97" shall equal the Purchase Option Price.

**10.10 QUALIFIED PURCHASER SHALL RECEIVE NEW LEASE:** CCHC shall issue a new lease to any person who purchases the Home in accordance with the terms of this Article 10. The terms of such lease shall be the same as those of new leases issued to homebuyers at that time for land not previously leased by CCHC.

**10.11 SELLER MAY BE CHARGED A TRANSFER FEE:** In the event that Homeowner sells the home to a party other than CCHC (whether directly to such party or as a result of CCHC's assignment of its Purchase Option to such party), the Homeowner, at the discretion of CCHC, may be charged a transfer fee to compensate CCHC for carrying out its responsibilities with regard to the transaction. The amount of the transfer fee shall be no more than 6% of the Purchase Option Price.

**ARTICLE 11: Default**

**11.1 DEFAULT BY HOMEOWNER:** It will be an event of default if Homeowner fails to abide by any material term or condition in this Lease, or if Homeowner fails to pay the Ground Lease Fee or other charges required by the terms of this Lease, a permitted mortgage, or any relevant owner's association declaration, or other monetary obligations for which a lien may be recorded against the Home or Leased Land, and the failure is not cured by Homeowner or a Permitted Mortgagee within sixty (60) days after notice of the failure is given by CCHC to Homeowner and Permitted Mortgagee. Subsequent to a first default on the part of Homeowner, it will be an event of default if Homeowner fails to cure such failures within thirty (30) days after notice of failure is given by CCHC to Homeowner and Permitted Mortgagee.

Subsequent to a second default by Homeowner, CCHC may immediately declare the Homeowner to be in default if Homeowner fails to abide by any material term or condition in this Lease, or if Homeowner fails to pay the Ground Lease Fee or other charges required by the terms of this Lease, a permitted mortgage, or any relevant owner's association declaration, and CCHC will so notify the Homeowner and Permitted Mortgagee.

Homeowner will be assessed a late fee for any payment, including ground lease fees, that CCHC does not receive within thirty days of its due date. The late fee will be \$15 per month for every month there exists an outstanding balance.

**11.2 WHAT HAPPENS IF HOMEOWNER DEFAULTS AS A RESULT OF JUDICIAL PROCESS:** It shall be an event of default if the estate hereby created is taken on execution or by other process of law, or if Homeowner is judicially declared bankrupt or insolvent according to law, or if any assignment is made of the property of Homeowner for the benefit of creditors, or if a receiver, trustee in involuntary bankruptcy or other similar officer is appointed to take charge of any substantial part of the Home or Homeowner's interest in the Leased Land by a court of competent jurisdiction, or if a petition is filed for the reorganization of Homeowner under any provisions of the Bankruptcy Act now or hereafter enacted, or if Homeowner files a petition for such reorganization, or for arrangements under any provision of the Bankruptcy Act now or hereafter enacted and providing a plan for a debtor to settle, satisfy or extend the time for payment of debts.

**11.3 A DEFAULT (UNCURED VIOLATION) GIVES CCHC THE RIGHT TO TERMINATE THE LEASE OR EXERCISE ITS PURCHASE OPTION:**

a) **TERMINATION:** In the case of any of the events of default described above, CCHC may terminate this lease and initiate summary proceedings under applicable law against Homeowner, and CCHC shall have all the rights and remedies consistent with such laws and resulting court orders to enter the Leased Land and Home and repossess the entire Leased Land and Home, and expel Homeowner and those claiming rights through Homeowner. In addition, CCHC shall have such additional rights and remedies to recover from Homeowner arrears of rent and damages from any preceding breach of any covenant of this Lease

If CCHC elects to terminate the Lease, then the Permitted Mortgagee shall have the right (subject to Article 8 above and the attached Exhibit: Permitted Mortgages) to postpone and extend the specified date for the termination of the Lease for a period sufficient to enable the Permitted Mortgagee or its designee to acquire Homeowner's interest in the Home and the Leased Land by foreclosure of its mortgage or otherwise.

b) **EXERCISE OF OPTION:** In the case of any of the events of default described above, Homeowner hereby grants to CCHC (or its assignee) the option to purchase the Home for the Purchase Option Price as such price is defined in Article 10 above. Within thirty (30) days after the expiration of any applicable cure period as established in Sections 11.1 or 11.2 above or within 30 days after any of the events constituting an Event of Default under Section 11.3 above, CCHC shall notify the Homeowner and the Permitted Mortgagee(s) of its decision to exercise its option to purchase under this Section 11.4(b). Not later than ninety (90) days after CCHC gives notice to the Homeowner of CCHC's intent to exercise its option under this Section 11.4(a), CCHC or its assignee shall purchase the Home for the Purchase Option Price.

**11.4 WHAT HAPPENS IF CCHC DEFAULTS:** CCHC shall in no event be in default in the performance of any of its obligations under the Lease unless and until CCHC has failed to perform such obligations within sixty (60) days, or such additional time as is reasonably required to correct any default, after notice by Homeowner to CCHC properly specifying CCHC's failure to perform any such obligation.

## **ARTICLE 12: Mediation and Arbitration**

12.1 Nothing in this Lease shall be construed as preventing the parties from utilizing any process of mediation or arbitration in which the parties agree to engage for the purpose of resolving a dispute.

12.2 Homeowner and CCHC shall each pay one half (50%) of any costs incurred in carrying out mediation or arbitration in which the parties have agreed to engage.

## **ARTICLE 13: General Provisions**

13.1 **HOMEOWNER'S MEMBERSHIP IN THE COMMUNITY HOUSING LAND TRUST OF RI:** The Homeowner under this Lease shall automatically be a member of the Community Housing Land Trust of RI.

13.2 NOTICES: Whenever this Lease requires either party to give notice to the other, the notice shall be given in writing and delivered in person or mailed, by certified or registered mail, return receipt requested, to the party at the address set forth below, or such other address designated by like written notice:

If to CCHC: Church Community Housing Corporation  
Attn: Land Trust Administrator  
50 Washington Square  
Newport, RI 02840

with a copy to: Stephen Haire, Esq.  
Moore, Virgadamo & Lynch  
97 John Clarke Road  
Middletown, RI 02842

If to Homeowner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All notices, demands and requests shall be effective upon being deposited in the United States Mail or, in the case of personal delivery, upon actual receipt.

13.3 NO BROKERAGE: Homeowner warrants that it has not dealt with any real estate broker in connection with the purchase of the Home. If any claim is made against CCHC regarding dealings with brokers, Homeowner shall defend CCHC against such claim with counsel of CCHC's selection and shall reimburse CCHC for any loss, cost or damage which may result from such claim.

13.4 SEVERABILITY AND DURATION OF LEASE: If any part of this Lease is unenforceable or invalid, such material shall be read out of this Lease and shall not affect the validity of any other part of this Lease or give rise to any cause of action of Homeowner or CCHC against the other, and the remainder of this Lease shall be valid and enforced to the fullest extent permitted by law. It is the intention of the parties that CCHC's option to purchase and all other rights of both parties under this Lease shall continue in effect for the full term of this Lease and any renewal thereof, and shall be considered to be coupled with an interest.

13.5 RIGHT OF FIRST REFUSAL IN LIEU OF OPTION: If the provisions of the purchase option set forth in Article 10 of this Lease shall, for any reason, become unenforceable, CCHC shall nevertheless have a right of first refusal to purchase the Home at the highest documented bona fide purchase price offer made to Homeowner. Such right shall be as specified in Exhibit FIRST REFUSAL. Any sale or transfer contrary to this Section, when applicable, shall be null and void.

13.6 WAIVER: The waiver by CCHC at any time of any requirement or restriction in this Lease, or the failure of CCHC to take action with respect to any breach of any such requirement or restriction, shall not be deemed to be a waiver of such requirement or restriction or with regard to any subsequent breach of such requirement or restriction, or of any other requirement or restriction in the Lease. CCHC may grant waivers in the terms of this Lease, but such waivers must be in writing and signed by CCHC before being effective.

The subsequent acceptance of Lease Fee payments by CCHC shall not be deemed to be a waiver of any preceding breach by Homeowner of any requirement or restriction in this Lease, other than the failure of the Homeowner to pay the particular Lease Fee so accepted, regardless of CCHC's knowledge of such preceding breach at the time of acceptance of such Lease Fee payment.

13.7 CCHC'S RIGHT TO PROSECUTE OR DEFEND: CCHC shall have the right, but shall have no obligation, to prosecute or defend, in its own or the Homeowner's name, any actions or proceedings appropriate to the protection of its own or Homeowner's interest in the Leased Land. Whenever requested by CCHC, Homeowner shall give CCHC all reasonable aid in any such action or proceeding.

13.8 CONSTRUCTION: Whenever in this Lease a pronoun is used it shall be construed to represent either the singular or the plural, masculine or feminine, as the case shall demand.

13.9 HEADINGS AND TABLE OF CONTENTS: The headings, subheadings and table of contents appearing in this Lease are for convenience only, and are not a part of this Lease and do not in any way limit or amplify the terms or conditions of this Lease.

13.10 PARTIES BOUND: This Lease sets forth the entire agreement between CCHC and Homeowner with respect to the leasing of the Land; it is binding upon and inures to the benefit of these parties and, in accordance with the provisions of this Lease, their respective successors in interest. This Lease may be altered or amended only by written notice executed by CCHC and Homeowner or their legal representatives or, in accordance with the provisions of this Lease, their successors in interest.

13.11 GOVERNING LAW: This Lease shall be interpreted in accordance with and governed by the laws of the State of Rhode Island. The language in all parts of this Lease shall be, in all cases, construed according to its fair meaning and not strictly for or against CCHC or Homeowner.

13.12 RECORDING: The parties agree, as an alternative to the recording of this Lease, to execute a so-called Notice of Lease or Short Form Lease in form recordable and complying with applicable law and reasonably satisfactory to CCHC's attorneys. In no event shall such document state the rent or other charges payable by Homeowner under this Lease; and any such document shall expressly state that it is executed pursuant to the provisions contained in this Lease, and is not intended to vary the terms and conditions of this Lease.

IN WITNESS WHEREOF, the parties have executed this lease at Newport, RI on the day and year first above written.

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
\_\_\_\_\_,  
Board Member, Church Community Housing Corporation  
Its duly authorized agent

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
\_\_\_\_\_, Homeowner

STATE OF RHODE ISLAND

COUNTY OF NEWPORT

On this the \_\_\_ day of \_\_\_\_, 20\_\_, before me personally appeared the above named Board Member \_\_\_\_\_, to me known and known by me to be the party executing the foregoing instrument, and acknowledged said instrument by her executed as her free act and deed and the free act and deed of said corporation.

\_\_\_\_\_  
Notary:  
My commission expires:

STATE OF RHODE ISLAND

COUNTY OF NEWPORT

On this the \_\_\_ day of \_\_\_\_, 20\_\_, before me personally appeared the above named \_\_\_\_\_ to me known and known by me to be the party executing the foregoing instrument, and acknowledged said instrument by her executed to be her free act and deed.

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Notary:

My commission expires:

**Exhibit: LETTERS OF AGREEMENT AND ATTORNEY'S ACKNOWLEDGMENT**

**Letter of Agreement**

To: Church Community Housing Corporation (CCHC)

Date: \_\_\_\_\_

This letter is given to CCHC to become an exhibit to a Lease between CCHC and me. I will be leasing a parcel of land from CCHC and will be buying the home that sits on that parcel of land. I will therefore become what is described in the Lease as "the Homeowner."

My legal counsel, \_\_\_\_\_, has explained to me the terms and conditions of the Lease and other legal documents that are part of this transaction. I understand the way these terms and conditions will affect my rights as a CCHC homeowner, now and in the future. In particular I understand and agree with the following points.

One of the goals of CCHC is to keep CCHC homes affordable for lower income households from one CCHC homeowner to the next. I support this goal as a CCHC homeowner and as a member of CCHC.

The terms and conditions of my Lease will keep my home affordable for future "income-qualified persons" (as defined in the Lease). If and when I want to sell my home, the lease requires that I sell it either to CCHC or to another income-qualified person. The terms and conditions of the lease also limit the price for which I can sell the home, in order to keep it affordable for such income-qualified persons.

It is also a goal of CCHC to promote resident ownership of CCHC homes. For this reason, my Lease requires that, if I and my family move out of our home permanently, we must sell it. We cannot continue to own it as absentee owners.

I understand that I can leave my home to my child or children or other members of my household and that, after my death, they can own the home for as long as they want to live in it and abide by the terms of the Lease, or they can sell it on the terms permitted by the Lease.

As a CCHC homeowner and a member of CCHC, it is my desire to see the terms of the Lease and related documents honored. I consider these terms fair to me and others.

Sincerely,

\_\_\_\_\_, Homeowner

**Letter of Attorney's Acknowledgment**

I, \_\_\_\_\_, have been independently employed by \_\_\_\_\_ (hereinafter "the Client") who intends to purchase a house and other Home (the "Home") on land to be leased from Church Community Housing Corporation. The house and land are located at \_\_\_\_\_.

In connection with the contemplated purchase of the Home and the leasing of the land, I reviewed with the Client the following documents:

- a) this Letter of Attorney's Acknowledgment and a Letter of Agreement from the Client;
- b) a proposed Deed conveying the Home to the Client;
- c) a proposed Ground Lease conveying the "Leased Land" to the Client;
- d) other written materials provided by CCHC.

The Client has received full and complete information and advice regarding this conveyance and the foregoing documents. In my review of these documents my purpose has been to reasonably inform the Client of the present and foreseeable risks and legal consequences of the contemplated transaction.

The Client is entering the aforesaid transaction in reliance on his own judgment and upon his investigation of the facts. The advice and information provided by me was an integral element of such investigation.

Name

Date

Title

Firm/Address

**Exhibit: BILL OF SALE**

**Exhibit: LEASED LAND**

## **Exhibit: PERMITTED MORTGAGES**

The rights and provisions set forth in this Exhibit shall be understood to be provisions of Section 8.2 of the Lease. All terminology used in this Exhibit shall have the meaning assigned to it in the Lease.

**A. OBLIGATIONS OF PERMITTED MORTGAGEE.** Any Permitted Mortgagee shall be bound by each of the following requirements unless the particular requirement is removed, contradicted or modified by a rider to this Lease signed by the Homeowner and CCHC to modify the terms of the Lease during the term of the Permitted Mortgage.

**1.** If Permitted Mortgagee sends a notice of default to the Homeowner because the Homeowner has failed to comply with the terms of the Permitted Mortgage, the Permitted Mortgagee shall, at the same time, send a copy of that notice to CCHC. Upon receiving a copy of the notice of default and within that period of time in which the Homeowner has a right to cure such default (the "cure period"), CCHC shall have the right to cure the default on the Homeowner's behalf, provided that all current payments due the Permitted Mortgagee since the notice of default was given are made to the Permitted Mortgagee.

**2.** If, after the cure period has expired, the Permitted Mortgagee intends to accelerate the note secured by the Permitted Mortgage or begin foreclosure proceedings under the Permitted Mortgage, the Permitted Mortgagee shall first notify CCHC of its intention to do so, and CCHC shall then have the right, upon notifying the Permitted Mortgagee within thirty (30) days of receipt of such notice, to acquire the Permitted Mortgage by paying off the debt secured by the Permitted Mortgage.

**3.** If the Permitted Mortgagee acquires title to the Home through foreclosure or acceptance of a deed in lieu of foreclosure, the Permitted Mortgagee shall give CCHC written notice of such acquisition and CCHC shall then have an option to purchase the Home from the Permitted Mortgagee for the full amount owing to the Permitted Mortgagee under the Permitted Mortgage. To exercise this option to purchase, CCHC must give written notice to the Permitted Mortgagee of CCHC's intent to purchase the Home within thirty (30) days following CCHC's receipt of the Permitted Mortgagee's notice. CCHC must then complete the purchase of the Home within sixty (60) days of having given written notice of its intent to purchase. If CCHC does not complete the purchase within this 60-day period, the Permitted Mortgagee shall be free to sell the Home to another person.

**4.** Nothing in the Permitted Mortgage or related documents shall be construed as giving Permitted Mortgagee a claim on CCHC's interest in the Leased Land, or as assigning any form of liability to CCHC with regard to the Leased Land, the Home, or the Permitted Mortgage.

**5.** Nothing in the Permitted Mortgage or related documents shall be construed as rendering CCHC or any subsequent Mortgagee of CCHC's interest in this Lease, or their respective heirs, executors, successors or assigns, personally liable for the payment of the debt secured by the Permitted Mortgage or any part thereof.

**6.** The Permitted Mortgagee shall not look to CCHC or CCHC's interest in the Leased Land, but will look solely to Homeowner, Homeowner's interest in the Leased Land, and the Home for the payment of the debt secured thereby or any part thereof. (It is the intention of the parties hereto that CCHC's consent to such the Permitted Mortgage shall be without any liability on the part of CCHC for any deficiency judgment.)

**7.** In the event any part of the Security is taken in condemnation or by right of eminent domain, the proceeds of the award shall be paid over to the Permitted Mortgagee in accordance with the provisions of ARTICLE 9 hereof.

**8.** CCHC shall not be obligated to execute an assignment of the Lease Fee or other rent payable by Homeowner under the terms of this Lease.

**B. RIGHTS OF PERMITTED MORTGAGEE.** The rights of a Permitted Mortgagee as referenced under Section 8.6 of the Lease to which this Exhibit is attached shall be as set forth below.

**1.** Any Permitted Mortgagee shall, without further consent by CCHC, have the right to (a) cure any default under this Lease, and perform any obligation required under this Lease, such cure or performance being effective as if it had been performed by Homeowner; (b) acquire and convey, assign, transfer and exercise any right, remedy or privilege granted to Homeowner by this Lease or otherwise by law, subject to the provisions, if any, in the Permitted Mortgage, which may limit any exercise of any such right, remedy or privilege; and (c) rely upon and enforce any provisions of the Lease to the extent that such provisions are for the benefit of a Permitted Mortgagee.

**2.** A Permitted Mortgagee shall not be required, as a condition to the exercise of its rights under the Lease, to assume personal liability for the payment and performance of the obligations of the Homeowner under the Lease. Any such payment or performance or other act by Permitted Mortgagee under the Lease shall not be construed as an agreement by Permitted Mortgagee to assume such personal liability except to the extent Permitted Mortgagee actually takes possession

of the Home and Leased Land. In the event Permitted Mortgagee does take possession of the Home and Leased Land and thereupon transfers such property, any such transferee shall be required to enter into a written agreement assuming such personal liability and upon any such assumption the Permitted Mortgagee shall automatically be released from personal liability under the Lease.

3. In the event that title to the estates of both CCHC and Homeowner are acquired at any time by the same person or persons, no merger of these estates shall occur without the prior written declaration of merger by Permitted Mortgagee, so long as Permitted Mortgagee owns any interest in the Security or in a Permitted Mortgage.

4. If the Lease is terminated for any reason, or in the event of the rejection or disaffirmance of the Lease pursuant to bankruptcy law or other law affecting creditors' rights, CCHC shall enter into a new lease for the Leased Land with the Permitted Mortgagee (or with any party designated by the Permitted Mortgagee, subject to CCHC's approval, which approval shall not be unreasonably withheld), not more than thirty (30) days after the request of the Permitted Mortgagee. Such lease shall be for the remainder of the term of the Lease, effective as of the date of such termination, rejection or disaffirmance, and upon all the terms and provisions contained in the Lease. However, the Permitted Mortgagee shall make a written request to CCHC for such new lease within sixty (60) days after the effective date of such termination, rejection or disaffirmance, as the case may be. Such written request shall be accompanied by a copy of such new lease, duly executed and acknowledged by the Permitted Mortgagee or the party designated by the Permitted Mortgagee to be the Homeowner thereunder. Any new lease made pursuant to this Section shall have the same priority with respect to other interests in the Land as the Lease. The provisions of this Section shall survive the termination, rejection or disaffirmance of the Lease and shall continue in full effect thereafter to the same extent as if this Section were independent and an independent contract made by CCHC, Homeowner and the Permitted Mortgagee.

5. CCHC shall have no right to terminate the Lease during such time as the Permitted Mortgagee has commenced foreclosure in accordance with the provisions of the Lease and is diligently pursuing the same.

6. In the event that CCHC sends a notice of default under the Lease to Homeowner, CCHC shall also send a notice of Homeowner's default to Permitted Mortgagee. Such notice shall be given in the manner set forth in Section 14.2 of the Lease to the Permitted Mortgagee at the address which has been given by the Permitted Mortgagee to CCHC by a written notice to CCHC sent in the manner set forth in said Section 14.2 of the Lease.

7. In the event of foreclosure sale by a Permitted Mortgagee or the delivery of a deed to a Permitted Mortgagee in lieu of foreclosure in accordance with the provisions of the Lease, at the election of the Permitted Mortgagee the provisions of Article 10, Sections 10.1 through 10.11 shall be deleted and thereupon shall be of no further force or effect as to only so much of the Security so foreclosed upon or transferred.

8. Before becoming effective, any amendments to this Lease must be approved in writing by Permitted Mortgagee, which approval shall not be unreasonably withheld. If Permitted Mortgagee has neither approved nor rejected a proposed amendment within 60 days of its submission to Permitted Mortgagee, then the proposed amendment shall be deemed to be approved.

C. STANDARD PERMITTED MORTGAGE RIDER. A Standard Permitted Mortgage RIDER, as identified in Section 8.4 of this Lease, shall be written as follows, and shall be signed by Mortgagee and Homeowner.

#### *STANDARD PERMITTED MORTGAGE RIDER*

*This Rider is made on this \_\_\_ day of \_\_\_, 20\_\_ and is incorporated into and shall be deemed to amend and supplement the Mortgage, Deed of Trust, or Security Deed (the "Mortgage") of the same date given by the undersigned (the "Borrower", whether there are one or more persons undersigned) to secure Borrower's note to \_\_\_\_\_, (the "Lender") of the same date and covering the leasehold estate and improvements thereon described on Exhibit A of the Mortgage (the "Property"), which is located at:*

---

*WHEREAS, the undersigned has acquired the leasehold estate and improvements from The Church Community Housing Corporation; and*

*WHEREAS The Church Community Housing Corporation is a not for profit Corporation under the Rhode Island General Laws and is organized exclusively as a perpetual Corporation for purposes including: development and preservation of decent, affordable housing for low and moderate income people in the Newport County area; the promotion of neighborhood stability and improvement in low-income communities in the Newport County area; and the*

creation of home ownership opportunities for low and moderate income people, who otherwise would be denied such opportunities because of limited financial resources;

WHEREAS, the goal of The Church Community Housing Corporation is to stimulate the conveyance of decent, affordable housing among low and moderate income people by providing access for such people to land at affordable prices through the long-term leasing of land under said housing; and

WHEREAS, the improvements and leased premises described in the above referenced mortgage have been acquired and are being leased by The Church Community Housing Corporation to the undersigned in furtherance of these charitable purposes; and

WHEREAS, the undersigned shares the purposes and goals of The Church Community Housing Corporation and has agreed to enter into the aforesaid lease not only to obtain the benefits of decent and affordable housing for themselves, but also to further the non-profit purposes of The Church Community Housing Corporation; and

WHEREAS, it is mutually understood and accepted by The Church Community Housing Corporation and the undersigned that the terms and conditions set forth herein further the parties' shared goal of preserving access to land and the availability of decent, affordable housing and home ownership opportunities for low and moderate income people over an extended period of time and through a succession of owners;

**IT IS HEREBY AGREED THAT**

In addition to the covenants and agreements made in the Mortgage, Borrower and Lender further covenant and agree that the Mortgage is hereby amended to incorporate by reference the terms and conditions relating to the financing, transfer, sale or disposition of improvements of the Ground Lease between the Borrower, as Homeowner and The Church Community Housing Corporation, a Rhode Island corporation, as Lessor, dated \_\_\_\_\_, 20\_\_ and recorded prior hereto at Book \_\_\_\_\_ Page \_\_\_ of the land evidence records of the city/town in which the Property is located. Borrower and Lender further covenant and agree that if the terms and conditions of the Mortgage shall vary from the terms and conditions of the Ground Lease referred to above and incorporated in the Mortgage by reference herein, then the terms and conditions of said Ground Lease shall prevail.

Owner: \_\_\_\_\_  
Bank: \_\_\_\_\_

**STATE OF RHODE ISLAND  
COUNTY OF NEWPORT, SC.**

In Newport, on the \_\_\_ day of \_\_\_, 20\_\_\_, before me personally appeared \_\_\_\_\_ to me known and known by me to be the party/parties executing the foregoing instrument, and they acknowledged the same to be their free act and deed.

\_\_\_\_\_  
Notary:  
My Commission Expires: \_\_\_\_\_

**STATE OF RHODE ISLAND  
COUNTY OF NEWPORT, SC.**

In Newport, on the \_\_\_ day of \_\_\_, 20\_\_\_, before me personally appeared \_\_\_\_\_, acting as \_\_\_\_\_ for \_\_\_\_\_ to me known and known by me to be the party executing the foregoing instrument in such capacity, and he/she acknowledged the same to be his/her free act and deed and the free act and deed of \_\_\_\_\_.

\_\_\_\_\_  
Notary:  
My Commission Expires: \_\_\_\_\_

## **Exhibit FIRST REFUSAL**

Whenever any party under the Lease shall have a right of first refusal as to certain property, the following procedures shall apply. If the owner of the property offering it for sale ("Offering Party") shall within the term of the Lease receive a bona fide third party offer to purchase the property which such Offering Party is willing to accept, the holder of the right of first refusal (the "Holder") shall have the following rights:

a) Offering Party shall give written notice of such offer ("the Notice of Offer") to Holder setting forth (a) the name and address of the prospective purchaser of the property, (b) the purchase price offered by the prospective purchaser and (c) all other terms and conditions of the sale. Holder shall have a period of forty-five (45) days after the receipt of the Notice of Offer ("the Election Period") within which to exercise the right of first refusal by giving notice of intent to purchase the property ("the Notice of Intent to Purchase") for the same price and on the same terms and conditions set forth in the Notice of Offer. Such Notice of Intent to Purchase shall be given in writing to the Offering Party within the Election Period.

b) If Holder exercises the right to purchase the property, such purchase shall be completed within sixty (60) days after the Notice of Intent to Purchase is given by Holder (or if the Notice of Offer shall specify a later date for closing, such date) by performance of the terms and conditions of the Notice of Offer, including payment of the purchase price provided therein.

c) Should Holder fail to exercise the right of first refusal within the Election Period, then the Offering Party shall have the right (subject to any other applicable restrictions in the Lease) to go forward with the sale which the Offering Party desires to accept, and to sell the property within one (1) year following the expiration of the Election Period on terms and conditions which are not materially more favorable to the purchaser than those set forth in the Notice. If the sale is not consummated within such one-year period, the Offering Party's right so to sell shall end, and all of the foregoing provisions of this section shall be applied again to any future offer, all as aforesaid. If a sale is consummated within such one-year period, the purchaser shall purchase subject to the Holder having a renewed right of first refusal in said property.

**Exhibit: RESTRICTIONS**

Terms and conditions of Rhode Island Housing and Mortgage Finance Corporation Home Investment Partnerships Program Deed Restriction dated February\_\_\_\_\_, 2016, recorded herewith in the \_\_\_\_\_ Land Evidence Records.

Summary of changes 4/14/2016

Expenditure	Town Reductions	Blue Cross	- \$10,932.00
		Blue Cross - Retireee	- \$3,732.00
		Debt Service	- \$64,701.00
	Capital	Bike Path	- \$35,000.00
		Road Improvements	- \$50,000.00
		Ambulance 1/2	- \$100,000.00
			- \$264,365.00
Addition		Council Adj.	\$1,875.00 *Incr is for 3 qtrly payments
			\$0.00
Capital		Sidewalks	\$10,000.00
			\$0.00
Capital			\$0.00
			\$0.00
		<b>Town Total</b>	<b>- \$252,490.00</b>
Expenditure	School		\$0.00
		<b>School Total</b>	<b>\$0.00</b>
		<b>Town and School Operating Budget change</b>	<b>- \$252,490.00</b> reduction from original budget submission

**TOWN OF JAMESTOWN  
TOWN ADMINISTRATORS RECOMMENDED BUDGET 2016/2017**

ACCOUNT	EXPENDITURES 2014/2015	BUDGET 2015/2016	DEPARTMENT PROPOSED	ADMIN PROPOSED	ADMIN PERCENT INCREASE	ADMIN Changes	EXPENDITURES YEAR TO DATE THRU 3/31/2016
<b>GENERAL GOVERNMENT</b>							
<b>COUNCIL</b>							
70001.000							
.101	11,300.00	11,300.00	11,300.00	13,175.00	16.59%	1,875.00	8,475.00
.302	190.00	1,250.00	1,250.00	1,250.00	0.00%	0.00	89.13
.305	273.00	2,000.00	1,500.00	1,500.00	-25.00%	0.00	0.00
	<b>Sub Total:</b>	<b>11,763.00</b>	<b>14,050.00</b>	<b>15,925.00</b>	<b>9.45%</b>	<b>1,875.00</b>	<b>8,564.13</b>
<b>TOWN ADMINISTRATOR</b>							
70002.000							
.101	108,572.00	108,572.00	108,572.00	108,572.00	0.00%	0.00	81,324.18
.102	61,601.00	58,652.00	58,652.00	58,652.00	0.00%	0.00	47,168.43
	0.00	4,350.00	4,350.00	4,350.00	0.00%	0.00	0.00
.302	1,741.00	2,500.00	2,400.00	2,400.00	-4.00%	0.00	1,282.09
.303	9,376.00	12,000.00	12,000.00	12,000.00	0.00%	0.00	8,342.10
	<b>Sub Total:</b>	<b>181,290.00</b>	<b>185,974.00</b>	<b>185,974.00</b>	<b>-0.05%</b>	<b>0.00</b>	<b>138,116.80</b>
<b>PROBATE COURT</b>							
70003.000							
.101	4,957.00	5,081.00	5,081.00	5,081.00	0.00%	0.00	3,712.79
.302	713.00	1,750.00	1,750.00	1,700.00	-2.86%	0.00	1,443.94
	<b>Sub Total</b>	<b>5,670.00</b>	<b>6,831.00</b>	<b>6,781.00</b>	<b>-0.73%</b>	<b>0.00</b>	<b>5,156.73</b>
<b>ELECTION &amp; TOWN MEETINGS</b>							
70004.000							
.101	3,927.00	5,234.00	5,234.00	5,234.00	0.00%	0.00	3,927.00
.102	1,243.00	700.00	1,667.00	1,600.00	128.57%	0.00	0.00
.103	1,295.00	1,450.00	1,450.00	1,450.00	0.00%	0.00	1,096.04
.104	8,184.00	1,000.00	5,000.00	5,000.00	400.00%	0.00	0.00
.302	1,981.00	2,300.00	3,258.00	2,800.00	21.74%	0.00	519.21
.305	2,176.00	500.00	810.00	1,000.00	100.00%	0.00	156.00
	<b>Sub Total:</b>	<b>18,806.00</b>	<b>17,419.00</b>	<b>17,084.00</b>	<b>52.75%</b>	<b>0.00</b>	<b>5,698.25</b>
<b>LEGAL</b>							
70050.000							
.201	97,563.00	95,000.00	95,000.00	95,000.00	0.00%	0.00	60,602.00
	<b>Sub Total:</b>	<b>97,563.00</b>	<b>95,000.00</b>	<b>95,000.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>60,602.00</b>





TOWN OF JAMESTOWN  
TOWN ADMINISTRATORS RECOMMENDED BUDGET 2016/2017

ACCOUNT	EXPENDITURES 2014/2015	BUDGET 2015/2016	DEPARTMENT PROPOSED	ADMIN PROPOSED	ADMIN PERCENT INCREASE	ADMIN Changes	EXPENDITURES YEAR TO DATE THRU 3/31/2016
<b>PUBLIC SAFETY</b>							
<b>POLICE PROTECTION</b>							
70310.000							
.100	86,361.00	88,521.00	88,521.00	88,521.00	0.00%	0.00	64,687.97
	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
.101	871,828.00	929,487.00	966,790.00	966,058.00	3.93%	0.00	710,633.74
	0.00	0.00	0.00	0.00	0.00%	0.00	
.102	51,280.00	47,409.00	50,438.00	50,513.00	6.55%	0.00	37,916.22
.103	48,185.00	47,252.00	57,465.00	57,465.00	21.61%	0.00	46,760.21
.104	312,411.00	165,000.00	165,000.00	165,000.00	0.00%	0.00	135,117.10
.105	141,332.00	165,215.00	165,215.00	175,000.00	5.92%	0.00	82,607.50
.302	23,122.00	21,000.00	21,000.00	21,000.00	0.00%	0.00	7,298.16
.303	21,240.00	18,500.00	18,500.00	18,500.00	0.00%	0.00	21,631.10
.305	164.00	0.00	0.00	0.00	#DIV/0!	0.00	65.10
.307	4,315.00	5,000.00	5,000.00	5,000.00	0.00%	0.00	960.55
.308	8,197.00	8,197.00	8,197.00	8,197.00	0.00%	0.00	8,197.00
.309	20,312.00	21,500.00	14,500.00	14,500.00	-32.56%	0.00	8,844.38
.310	11,249.00	8,000.00	8,000.00	8,000.00	0.00%	0.00	3,535.80
.311	25,850.00	32,150.00	32,150.00	32,150.00	0.00%	0.00	25,395.13
.312	6,231.00	4,000.00	4,000.00	4,000.00	0.00%	0.00	2,606.00
.313	10,713.00	17,500.00	14,000.00	14,000.00	-20.00%	0.00	7,469.04
.314	26,765.00	38,000.00	4,000.00	35,000.00	-7.89%	0.00	16,100.79
.315	17,577.00	20,000.00	20,000.00	20,000.00	0.00%	0.00	9,444.01
.316	18,309.00	0.00	0.00	0.00	0.00%	0.00	0.00
.317	7,915.00	14,000.00	10,000.00	10,000.00	-28.57%	0.00	5,690.35
.318	2,317.00	8,000.00	5,000.00	5,000.00	-37.50%	0.00	2,392.70
	1,715,673.00	1,658,731.00	1,653,776.00	1,697,904.00	2.36%	0.00	1,197,352.85
70311.xxx	0.00	10,000.00	5,000.00	5,000.00	-50.00%	0.00	2,757.59
	0.00	10,000.00	5,000.00	5,000.00	-50.00%	0.00	2,757.59
70320.000							
<b>FIRE PROTECTION</b>							
.100	53,975.00	55,325.00	55,325.00	43,325.00	-21.69%	-12,000.00	40,429.72
	0.00	0.00	0.00	12,000.00	0.00%	12,000.00	0.00
.101	56,161.00	53,311.00	53,311.00	0.00	-100.00%	0.00	16,819.23
	0.00	3,199.00	3,199.00	0.00	0.00%	0.00	0.00
	0.00	3,731.00	3,731.00	0.00	0.00%	0.00	0.00
.102	2,000.00	2,000.00	2,000.00	2,000.00	0.00%	0.00	0.00
.103	13,639.00	17,980.00	17,980.00	17,980.00	0.00%	0.00	12,914.91

TOWN OF JAMESTOWN  
TOWN ADMINISTRATORS RECOMMENDED BUDGET 2016/2017

ACCOUNT	EXPENDITURES 2014/2015	BUDGET 2015/2016	DEPARTMENT PROPOSED	ADMIN PROPOSED	ADMIN PERCENT INCREASE	ADMIN Changes	EXPENDITURES YEAR TO DATE THRU 3/31/2016
.104	70,000.00	70,000.00	70,000.00	70,000.00	0.00%	0.00	0.00
	0.00	0.00	0.00	20,000.00	#DIV/0!	0.00	0.00
.302	4,582.00	5,000.00	5,000.00	5,000.00	0.00%	0.00	1,394.41
.308	48,883.00	55,000.00	55,000.00	55,000.00	0.00%	0.00	43,875.50
.309	9,226.00	8,800.00	8,800.00	8,800.00	0.00%	0.00	6,381.16
.313	19,236.00	25,000.00	25,000.00	30,000.00	20.00%	0.00	13,704.65
.314	9,349.00	15,000.00	15,000.00	14,000.00	-6.67%	0.00	7,205.52
.315	7,829.00	12,000.00	12,000.00	10,000.00	-16.67%	0.00	610.44
.319	10,680.00	14,000.00	14,000.00	13,000.00	-7.14%	0.00	2,658.41
.320	10,224.00	13,500.00	13,500.00	12,500.00	-7.41%	0.00	13,453.61
.321	8,568.00	12,000.00	12,000.00	12,000.00	0.00%	0.00	5,815.98
.322	6,225.00	6,000.00	6,000.00	6,000.00	0.00%	0.00	2,259.91
.323	1,523.00	5,000.00	5,000.00	4,500.00	-10.00%	0.00	969.44
.324	1,074.00	1,500.00	1,500.00	1,500.00	0.00%	0.00	601.37
.325	12,341.00	15,000.00	15,000.00	14,500.00	-3.33%	0.00	10,622.43
.326	2,353.00	2,400.00	2,400.00	2,400.00	0.00%	0.00	1,053.00
.399	456.00	500.00	500.00	500.00	0.00%	0.00	0.00
	348,324.00	396,246.00	384,246.00	355,005.00	-10.41%	0.00	180,769.69
70600.000							
	80,000.00	80,000.00	80,000.00	80,000.00	0.00%	0.00	0.00
.101	29,464.00	27,930.00	27,930.00	27,930.00	0.00%	0.00	16,944.00
.102	1,000.00	0.00	0.00	0.00	0.00%	0.00	0.00
.103	0.00	3,000.00	3,000.00	3,000.00	100.00%	0.00	0.00
	72,000.00	175,200.00	175,200.00	175,200.00	0.00%	0.00	132,000.00
.330	12,490.00	16,000.00	16,000.00	16,000.00	0.00%	0.00	6,551.70
.332	5,265.00	10,000.00	10,000.00	9,000.00	-10.00%	0.00	0.00
.333	18,139.00	20,000.00	20,000.00	20,000.00	0.00%	0.00	12,572.38
.334	5,833.00	5,000.00	5,000.00	5,000.00	0.00%	0.00	1,800.77
.336	6,939.00	12,000.00	12,000.00	11,000.00	-8.33%	0.00	5,934.56
.337	7,494.00	23,000.00	23,000.00	23,000.00	0.00%	0.00	10,531.38
.455	16,500.00	30,000.00	30,000.00	28,000.00	-6.67%	0.00	19,081.00
	255,124.00	402,130.00	402,130.00	398,130.00	-0.99%	0.00	205,415.79
70330.000							
	97,695.00	64,564.00	64,564.00	64,564.00	0.00%	0.00	75,250.61
.101	0.00	5,395.00	0.00	0.00	0.00%	0.00	0.00
.102	24,735.00	22,709.00	22,709.00	22,709.00	0.00%	0.00	19,603.94
.117	10,000.00	2,305.00	2,305.00	2,305.00	0.00%	0.00	0.00
	10,000.00	10,000.00	10,000.00	10,000.00	0.00%	0.00	7,499.97

**TOWN OF JAMESTOWN  
TOWN ADMINISTRATORS RECOMMENDED BUDGET 2016/2017**

ACCOUNT	EXPENDITURES 2014/2015	BUDGET 2015/2016	DEPARTMENT PROPOSED	ADMIN PROPOSED	ADMIN PERCENT INCREASE	ADMIN Changes	EXPENDITURES YEAR TO DATE THRU 3/31/2016
.118	5,000.00	5,000.00	5,000.00	5,000.00	0.00%	0.00	3,750.03
.119	5,000.00	5,000.00	5,000.00	5,000.00	0.00%	0.00	3,750.03
.302	4,429.00	4,500.00	4,500.00	4,500.00	0.00%	0.00	3,805.90
.328	125,000.00	160,000.00	165,000.00	165,000.00	3.13%	0.00	0.00
Sub Total:	271,859.00	279,473.00	279,078.00	279,078.00	-0.14%	0.00	113,660.48
<b>TOTAL PUBLIC SAFETY</b>	2,590,980.00	2,746,580.00	2,724,230.00	2,735,117.00	-0.42%	0.00	1,697,198.81
<b>PUBLIC WORKS DEPARTMENT</b>							
<b>ADMINISTRATION</b>							
70410.000							
.101	53,031.00	45,477.00	45,477.00	45,477.00	0.00%	0.00	37,016.11
	0.00	4880	4,880.00	4,880.00	0.00%	0.00	0.00
.302	1,257.00	1,200.00	1,200.00	1,200.00	0.00%	0.00	95.64
Sub Total:	54,288.00	51,557.00	51,557.00	51,557.00	0.00%	0.00	37,111.75
70420.000							
<b>ENGINEERING</b>							
.101	38,042.00	36,273.00	40,000.00	36,273.00	0.00%	0.00	24,685.18
	0.00	2,654.00	0.00	0.00	-100.00%	0.00	0.00
.103	10,364.00	10,000.00	10,000.00	10,000.00	0.00%	0.00	7,519.50
.302	1,207.00	1,200.00	1,200.00	1,200.00	0.00%	0.00	617.84
Sub Total:	49,613.00	50,127.00	51,200.00	47,473.00	-5.29%	0.00	32,822.52
70430.000							
<b>HIGHWAY</b>							
.100	66,356.00	63,488.00	63,488.00	63,488.00	0.00%	0.00	46,921.05
	0.00	3,559.00	3,559.00	3,559.00	0.00%	0.00	0.00
.101	540,477.00	520,778.00	520,778.00	520,778.00	0.00%	0.00	435,021.39
	0.00	19,488.00	19,488.00	19,488.00	0.00%	0.00	0.00
	0.00	28,000.00	28,000.00	28,000.00	0.00%	0.00	0.00
	0.00	0.00	53,311.00	53,311.00	100.00%	0.00	0.00
	0.00	0.00	3,199.00	3,199.00	100.00%	0.00	0.00
.308	13,200.00	14,520.00	14,520.00	14,520.00	0.00%	0.00	14,520.00
.313	90,406.00	65,000.00	80,000.00	80,000.00	23.08%	0.00	57,610.54
.314	54,093.00	80,000.00	65,000.00	65,000.00	-18.75%	0.00	33,004.26
.330	14,527.00	15,000.00	15,000.00	15,000.00	0.00%	0.00	8,987.42
.331	14,856.00	17,500.00	17,500.00	17,500.00	0.00%	0.00	7,153.74
.333	15,956.00	15,000.00	15,000.00	15,000.00	0.00%	0.00	5,402.07
.334	3,650.00	3,000.00	3,000.00	3,000.00	0.00%	0.00	1,450.00

TOWN OF JAMESTOWN  
TOWN ADMINISTRATORS RECOMMENDED BUDGET 2016/2017

ACCOUNT	EXPENDITURES 2014/2015	BUDGET 2015/2016	DEPARTMENT PROPOSED	ADMIN PROPOSED	ADMIN PERCENT INCREASE	ADMIN Changes	EXPENDITURES YEAR TO DATE THRU 3/31/2016
.336	5,423.00	5,500.00	5,500.00	5,500.00	0.00%	0.00	5,700.10
.399	7,822.00	6,500.00	6,500.00	6,500.00	0.00%	0.00	4,518.75
Sub Total:	826,766.00	857,333.00	910,284.00	913,843.00	6.59%	0.00	620,289.32
70440.000							
.336	30,035.00	28,000.00	28,000.00	28,000.00	0.00%	0.00	16,253.76
.337	49,406.00	49,000.00	49,000.00	49,000.00	0.00%	0.00	49,540.65
Sub Total:	79,441.00	77,000.00	77,000.00	77,000.00	0.00%	0.00	65,794.41
70450.000							
.101	62,299.00	51,727.00	51,727.00	51,727.00	0.00%	0.00	47,824.49
	0.00	3,880.00	3,880.00	3,880.00	0.00%	0.00	0.00
	0.00	6,335.00	6,335.00	6,335.00	0.00%	0.00	0.00
.309	600.00	600.00	600.00	600.00	0.00%	0.00	415.95
.321	1,012.00	1,300.00	1,300.00	1,300.00	0.00%	0.00	801.84
.340	40,015.00	42,000.00	42,000.00	42,000.00	0.00%	0.00	23,128.00
.341	272,782.00	310,000.00	310,000.00	310,000.00	0.00%	0.00	199,401.97
.350	433.00	500.00	500.00	500.00	0.00%	0.00	0.00
Sub Total:	377,141.00	416,342.00	416,342.00	416,342.00	0.00%	0.00	271,572.25
70460.000							
.321	63,426.00	82,500.00	82,500.00	81,000.00	-1.82%	0.00	47,092.27
Sub Total:	63,426.00	82,500.00	82,500.00	81,000.00	-1.82%	0.00	47,092.27
70480.000							
.342	1,918.00	2,100.00	2,100.00	2,100.00	0.00%	0.00	789.69
Sub Total:	1,918.00	2,100.00	2,100.00	2,100.00	0.00%	0.00	789.69
70490.000							
.101	57,226.00	60,000.00	80,000.00	80,000.00	33.33%	0.00	40,132.13
.302	6,090.00	5,300.00	5,300.00	5,500.00	3.77%	0.00	812.59
.309	16,248.00	15,000.00	15,000.00	15,000.00	0.00%	0.00	11,145.35
.321	46,430.00	60,000.00	60,000.00	58,000.00	-3.33%	0.00	33,981.84
.324	7,630.00	10,500.00	10,500.00	10,000.00	-4.76%	0.00	4,562.69

**TOWN OF JAMESTOWN  
TOWN ADMINISTRATORS RECOMMENDED BUDGET 2016/2017**

ACCOUNT	EXPENDITURES 2014/2015	BUDGET 2015/2016	DEPARTMENT PROPOSED	ADMIN PROPOSED	ADMIN PERCENT INCREASE	ADMIN Changes	EXPENDITURES YEAR TO DATE THRU 3/31/2016
Heat	37,749.00	45,000.00	45,000.00	44,000.00	-2.22%	0.00	11,435.59
Repairs & Maintenance	53,266.00	43,000.00	43,000.00	45,000.00	4.65%	0.00	37,951.35
Landscape	5,222.00	9,500.00	9,500.00	8,000.00	-15.79%	0.00	3,127.75
Sub Total:	229,861.00	248,300.00	268,300.00	265,500.00	6.93%	0.00	143,149.29
<b>70495.000</b>							
<b>TREE MANAGEMENT PROGRAM</b>							
Consultant	11,150.00	9,600.00	9,600.00	10,500.00	9.38%	0.00	8,400.00
Materials & Supplies	1,895.00	1,800.00	1,800.00	1,800.00	0.00%	0.00	939.35
Tree Pruning	16,749.00	15,000.00	15,000.00	15,000.00	0.00%	0.00	16,068.07
Purchase of Trees	1,485.00	5,000.00	5,000.00	4,100.00	-18.00%	0.00	2,375.00
Sub Total:	31,279.00	31,400.00	31,400.00	31,400.00	0.00%	0.00	27,782.42
<b>TOTAL PUBLIC WORKS</b>	<b>1,713,733.00</b>	<b>1,816,659.00</b>	<b>1,890,683.00</b>	<b>1,886,215.00</b>	<b>3.83%</b>	<b>0.00</b>	<b>1,246,403.92</b>
<b>PUBLIC WELFARE</b>							
Administration							
Salary, Welfare Director	3,964.00	3,964.00	0.00	0.00	-100.00%	0.00	2,973.00
New Visions, Newport County	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
<b>TOTAL PUBLIC WELFARE</b>	<b>3,964.00</b>	<b>3,964.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-100.00%</b>	<b>0.00</b>	<b>2,973.00</b>
<b>PUBLIC HEALTH</b>							
GENERAL							
Visiting Nurse/Mental Health/ S.C. Hospice/Substance Abuse	11,000.00	17,500.00	16,500.00	16,500.00	-5.71%	0.00	10,500.00
Senior Center Operations	71,882.00	71,693.00	0.00	0.00	-100.00%	0.00	53,571.82
Salaries 3 PT			46,540.00	46,540.00			
Fees, Supplies & Dues			2,500.00	2,500.00			
Telephones & Alarms			1,850.00	1,850.00			
Electricity			5,500.00	5,500.00			
Water			1,000.00	1,000.00			
Heat			5,400.00	5,400.00			
Repairs & Maintenance			5,885.00	5,885.00			
Trash Removal			325.00	325.00			
Programs			3,000.00	3,000.00			
<b>TOTAL PUBLIC HEALTH</b>	<b>82,882.00</b>	<b>89,193.00</b>	<b>87,500.00</b>	<b>88,500.00</b>	<b>-0.78%</b>	<b>0.00</b>	<b>64,071.82</b>

TOWN OF JAMESTOWN  
TOWN ADMINISTRATORS RECOMMENDED BUDGET 2016/2017

ACCOUNT	EXPENDITURES 2014/2015	BUDGET 2015/2016	DEPARTMENT PROPOSED	ADMIN PROPOSED	ADMIN PERCENT INCREASE	ADMIN Changes	EXPENDITURES YEAR TO DATE THRU 3/31/2016
<b>ANIMAL CONTROL</b>							
70610.000							
<b>ANIMAL CONTROL</b>							
.XXX	0.00	5,000.00	5,000.00	5,000.00	0.00%	0.00	0.00
.302	3,984.00	0.00	0.00	0.00	0.00%	0.00	0.00
.306	18,834.00	15,000.00	15,000.00	15,000.00	0.00%	0.00	1,166.28
	22,818.00	20,000.00	20,000.00	20,000.00	0.00%	0.00	1,166.28
	<b>TOTAL ANIMAL CONTROL:</b>						
<b>LIBRARY</b>							
70700.000							
<b>LIBRARY</b>							
.100	66,552.00	68,216.00	68,216.00	68,216.00	0.00%	0.00	51,555.51
	0.00	1,705.00	1,705.00	1,705.00	0.00%	0.00	0.00
.101	137,357.00	139,475.00	156,932.62	147,288.00	5.60%	0.00	100,887.56
	0.00	5,515.00	5,515.00	5,515.00	0.00%	0.00	0.00
.102	3,954.00	0.00	0.00	0.00	0.00%	0.00	2,612.20
.302	7,560.00	8,500.00	8,500.00	8,500.00	0.00%	0.00	6,382.76
.308	11,689.00	12,850.00	12,850.00	12,850.00	0.00%	0.00	12,850.00
.309	917.00	1,200.00	1,000.00	1,200.00	0.00%	0.00	621.86
.310	787.00	500.00	1,000.00	500.00	0.00%	0.00	538.95
.311	20,294.00	24,000.00	24,000.00	23,000.00	-4.17%	0.00	12,048.55
.343	14,584.00	18,500.00	18,500.00	18,500.00	0.00%	0.00	3,689.28
.344	23,791.00	19,000.00	19,000.00	19,000.00	0.00%	0.00	10,946.66
.345	6,349.00	6,000.00	6,000.00	6,000.00	0.00%	0.00	1,112.07
.351	31,229.00	29,000.00	30,000.00	30,000.00	3.45%	0.00	21,445.84
.352	87,741.00	87,697.00	87,375.00	87,375.00	-0.37%	0.00	58,863.00
	412,804.00	422,158.00	440,593.62	429,649.00	1.77%	0.00	283,554.24
	<b>TOTAL LIBRARY:</b>						
<b>PARKS, BEACHES &amp; RECREATION</b>							
70800.000							
<b>PARKS, BEACHES &amp; RECREATION</b>							
.101	63,244.00	62,685.00	64,564.00	64,564.00	3.00%	0.00	39,682.32
	0.00	2,821.00	0.00	0.00	-100.00%	0.00	0.00
.102	243,225.00	118,834.00	118,834.00	118,834.00	0.00%	0.00	203,821.70
	0.00	5,730.00	5,730.00	5,730.00	0.00%	0.00	0.00
	0.00	142,221.00	142,221.00	132,221.00	-7.03%	0.00	0.00
.103	34,754.00	35,653.00	35,653.00	35,653.00	0.00%	0.00	26,030.74

**TOWN OF JAMESTOWN  
TOWN ADMINISTRATORS RECOMMENDED BUDGET 2016/2017**

ACCOUNT	EXPENDITURES 2014/2015	BUDGET 2015/2016	DEPARTMENT PROPOSED	ADMIN PROPOSED	ADMIN PERCENT INCREASE	ADMIN Changes	EXPENDITURES YEAR TO DATE THRU 3/31/2016
	3,701.00	15,749.00	15,750.00	15,750.00	0.01%	0.00	4,540.50
.302 Salaries, Teen Center Support Staff	3,773.00	5,965.00	5,965.00	5,965.00	0.00%	0.00	4,584.94
.305 Fees, Supplies & Dues	3,226.00	3,750.00	3,750.00	3,750.00	0.00%	0.00	1,355.75
.308 Advertising & Printing	5,882.00	6,470.00	7,117.00	7,117.00	10.00%	0.00	6,470.00
.309 Insurance	2,409.00	2,500.00	2,750.00	2,750.00	10.00%	0.00	1,723.63
.310 Telephone	4,237.00	4,500.00	4,500.00	4,500.00	0.00%	0.00	2,209.50
.314 Equipment	9,551.00	10,000.00	15,500.00	14,000.00	40.00%	0.00	5,523.79
.321 Gas & Oil	22,562.00	30,000.00	30,000.00	29,000.00	-3.33%	0.00	14,149.39
.322 Electricity & Field Lighting	6,000.00	7,000.00	13,000.00	13,000.00	85.71%	0.00	4,620.00
.323 Fort Getty - Waste Water Removal	0.00	3,000.00	3,000.00	3,000.00	0.00%	0.00	0.00
.324 Shores Beach/Sanitary Facility	11,390.00	12,000.00	12,950.00	14,000.00	16.67%	0.00	18,974.48
.341 Water	8,331.00	10,000.00	10,000.00	10,000.00	0.00%	0.00	7,035.89
.344 Trash Removal	27,617.00	26,000.00	26,000.00	26,000.00	0.00%	0.00	16,775.23
.382 Repairs, Maintenance & Improvements	3,650.00	3,825.00	3,825.00	3,825.00	0.00%	0.00	471.93
.383 Summer Programs	1,093.00	1,200.00	1,200.00	1,200.00	0.00%	0.00	500.00
	0.00	3,000.00	3,000.00	0.00	-100.00%	0.00	0.00
	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
PAC-Operational* 15k moved to Capital							
<b>TOTAL RECREATION:</b>	454,645.00	512,903.00	515,309.00	510,859.00	-0.40%	0.00	358,469.79
<b>DEBT SERVICE</b>							
70900.000 DEBT SERVICE							
.504 Payment of Principal	520,000.00	520,000.00	520,000.00	455,299.00	-12.44%	-64,701.00	265,000.00
.505 Payment of Interest	297,392.00	276,060.00	252,160.00	252,160.00	-8.66%	0.00	177,923.75
	0.00	71,362.00	69,286.00	69,286.00	-2.91%	0.00	67,576.81
Fire Station Improvements/PAC- 28.5 k moved to capital	0.00	47,750.00	0.00	0.00	-100.00%	0.00	0.00
Fire Station Improvements (\$2.2 Mill. @ 20 yrs.)	0.00	0.00	38,500.00	38,500.00	#DIV/0!		
Fire Truck (\$300,000 @ 10 yr)	0.00	0.00	3,750.00	3,750.00	#DIV/0!		
<b>TOTAL DEBT SERVICE:</b>	817,392.00	915,172.00	883,696.00	818,995.00	-10.51%	-64,701.00	510,500.56
<b>MISCELLANEOUS</b>							
70920.000 MISCELLANEOUS							
.527 Incidentals & Emergencies	16,869.00	50,000.00	50,000.00	50,000.00	0.00%	0.00	6,040.36
.530 Conservation Commission	1,093.00	2,200.00	2,200.00	2,200.00	0.00%	0.00	-565.45
Chamber of Commerce (Development)	4,000.00	4,000.00	4,000.00	4,000.00	0.00%	0.00	1,500.00

TOWN OF JAMESTOWN  
TOWN ADMINISTRATORS RECOMMENDED BUDGET 2016/2017

ACCOUNT	EXPENDITURES 2014/2015	BUDGET 2015/2016	DEPARTMENT PROPOSED	ADMIN PROPOSED	ADMIN PERCENT INCREASE	ADMIN Changes	EXPENDITURES YEAR TO DATE THRU 3/31/2016
Economic Development	0.00	5,000.00	5,000.00	5,000.00	0.00%	0.00	0.00
<b>TOTAL MISCELLANEOUS:</b>	21,962.00	61,200.00	61,200.00	61,200.00	0.00%	0.00	6,974.91
<b>CAPITAL IMPROVEMENT FUND FY16 + \$43.5 k reapprop.</b>	1,407,000.00	1,283,500.00	1,703,000.00	1,213,500.00	-5.45%	-175,000.00	0.00
<b>TOTAL CAPITAL IMPROVEMENT:</b>	1,407,000.00	1,283,500.00	1,703,000.00	1,213,500.00	-5.45%	-175,000.00	
<b>TOTAL GENERAL BUDGET</b>	10,080,170.00	10,424,047.00	10,938,985.62	10,373,535.00	-0.48%	-252,490.00	5,911,024.63
<b>PUBLIC SCHOOLS</b>							
70690.000							
PUBLIC SCHOOLS							
Operating Budget	11,652,671.00	11,652,671.00	11,860,021.00	11,860,021.00	1.78%	0.00	0.00
Capital Budget	158,360.00	158,360.00	130,745.00	130,745.00	-17.44%	0.00	0.00
Grant Funds	316,871.00	316,871.00	410,762.00	410,762.00	29.63%	0.00	0.00
Nutrition	139,950.00	139,950.00	145,450.00	145,450.00	3.93%	0.00	0.00
Debt Service	258,605.00	258,605.00	262,647.00	262,647.00	1.56%	0.00	0.00
<b>TOTAL PUBLIC SCHOOLS:</b>	12,526,457.00	12,526,457.00	12,809,625.00	12,809,625.00	2.26%	0.00	0.00
<b>TOTAL TOWN AND SCHOOL</b>	22,606,627.00	22,950,504.00	23,748,610.62	23,183,160.00	1.01%	-252,490.00	5,911,024.63

**TOWN OF JAMESTOWN  
CAPITAL IMPROVEMENT FUND FY2016-2017**

	Department Head Request	Administrator Proposed w/ changes	Administrator Changes
<b>GENERAL GOVERNMENT</b>			
Town Hall - General Maintenance	20,000	20,000	
<b>TOWN CLERK</b>			
Microfilming probate records	5,000	5,000	
Codification	2,500	2,500	
<b>TAX ASSESSOR</b>			
Annual revaluation set aside	15,000	10,000	
<b>PLANNING</b>			
Planning & Development documents	15,000	10,000	
Affordable Housing	75,000	75,000	
<b>INFORMATION TECHNOLOGY</b>			
Information Technology - Annual	34,500	34,500	
Printing/Copying Services Upgrade	8,500	0	
Fiber Network - Phase III - (H.W./Wastewater/Towers)	22,500	22,500	
<b>POLICE PROTECTION</b>			
Communication Equipment	10,000	10,000	
Police Cruiser - Patrol Equipped Vehicle	34,000	34,000	
<b>FIRE DEPARTMENT</b>			
	0	0	
<b>FIRE DEPARTMENT - EMS DIVISION</b>			
EMS Rescue Replacement #2 1998 Ford	200,000	100,000	-100,000
<b>PUBLIC WORKS</b>			
Road Improvement Program	200,000	100,000	-50,000
North Road Improvements	290,000	290,000	
Road Drainage - Miscellaneous Repairs	20,000	15,000	
Street Repairs	15,000	15,000	
Sidewalk Repairs	20,000	30,000	10,000
Fort Getty Projects	100,000	100,000	
Fort Wetherill Building Improvements	25,000	25,000	
Highway Garage Improvements	30,000	10,000	
GIS Program	15,000	15,000	
Bike Path Bridge Design - engineering	75,000	40,000	-35,000
Stormwater Management Phase II	5,000	5,000	
Transfer Station Improvements	25,000	0	
Equipment Acquisition	40,000	40,000	
<b>LIBRARY</b>			
Carpeting Replacement	30,000	0	
Painting - Exterior	15,000	0	
HVAC System Improvements	150,000	50,000	
Sidewalk Repairs and ADA Improvements	25,000	15,000	
Electrical /Lighting and Energy Improvements	0	5,000	
<b>PARKS AND RECREATION</b>			
Lawn Avenue Field Improvements	10,000	10,000	
Playground Reserve	50,000	35,000	
Basketball Court	30,000	20,000	
Skateboard Park	5,000	0	
Public ROW Management	0	5,000	
Community Center Improvements	31,000	25,000	
Equipment Purchase/Replacement	30,000	20,000	
Senior Center Facility Improvements	25,000	20,000	
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$1,703,000</b>	<b>\$1,213,500</b>	<b>-\$175,000</b>

**TOWN COUNCIL MEETING**  
**March 15, 2016**

**I. 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  
Peter D. Ruggiero, Town Solicitor  
Cheryl A. Fernstrom, Town Clerk

**II. CALL TO ORDER**

Council President Trocki called the special meeting of the Jamestown Town Council to order at 6:05 in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue.

**III. NEW BUSINESS/EXECUTIVE SESSION**

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

- A) Pursuant to RIGL §42-46-5(a) Subsection (1) Personnel (Jamestown Fire Department volunteer/employee status); 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 Vice President Meagher to enter into Executive Session at 6:06 p.m. pursuant to RIGL §42-46-5(a) Subsection (1) Personnel.**

**Pursuant to RIGL §42-46-5(a) Subsection (1) Personnel the following vote was taken: President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Clerk announced that the Town Council entered into Executive Session by unanimous vote and the session was moved to the Town Hall Conference Room.

The Jamestown Town Council reconvened the special meeting at 9:35 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.**

#### **IV. ADJOURNMENT**

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

The special meeting was adjourned at 9:36 p.m.

Attest:

---

Cheryl A. Fernstrom, CMC, Town Clerk

Copies to:     Town Council  
                  Town Administrator  
                  Finance Director  
                  Solicitor

**TOWN COUNCIL MEETING**  
**March 22, 2016**

The Clerk announced at 5:30 p.m. that the Jamestown Town Council would open in Executive Session in the Town Hall Conference Room. The regular meeting would then proceed at 6:30 p.m. in open session in the Town Council Chambers.

**III. EXECUTIVE SESSION**

- A) 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
- B) Pursuant to RIGL §42-46-5(a) Subsection (2) pending litigation (Tarbox et al. v. Jamestown Zoning Board of Review); discussion and/or potential action and/or vote in executive session and/or open session

President Trocki announced that the Jamestown Town Council originally started this meeting in Executive Session at 5:30 p.m. and the regular Town Council Meeting will now proceed, beginning with Roll Call, Call to Order, and Pledge of Allegiance. The Executive Session was recessed by Council vote will be continued at the conclusion of the open session portion of the regular meeting.

**I. 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  
Peter D. Ruggiero, Town Solicitor  
Kenneth Gray, Tax Assessor  
Cathy Kaiser, School Committee Chair  
James Bryer, Fire Chief  
Howard Tighe, Deputy Chief  
Steven Tiexiera, Deputy Chief  
Michael Pinksaw, Deputy Chief  
Polly Bullock, Lieutenant  
Cheryl A. Fernstrom, Town Clerk

## II. CALL TO ORDER

Council President Trocki called the regular meeting of the Jamestown Town Council to order at 6:40 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue and Councilor Dickinson led the Pledge of Allegiance.

## IV. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, RESOLUTIONS AND PROCLAMATIONS

- A) Acknowledgements
  - 1) Alcina Blair
  - 2) Michael Brown
  - 3) Charlotte Richardson

President Trocki read a prepared statement on the loss of three special members of the Jamestown community noting their accomplishments, services, and contributions to the community and expressing condolences on behalf of the Town of Jamestown to their family, friends, and the community. They will be missed.

- B) Eagle Scout Service Project Presentation by Josh Neronha, Troop 1 Jamestown: Erosion Control at Conanicut Battery; request for Town approval to proceed with proposed project; review and discussion and/or potential action and/or vote
  - 1) Jamestown Historical Society Letter of Support

Josh Neronha has requested to continue the presentation as he has a band concert this evening.

**A motion was made by Vice President Meagher with second by Councilor White to continue this item to the April 4, 2016 Town Council Meeting agenda. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

Item IX. New Business C) Approval of Recreation Trails Program Grant request for Big Boulder Trail Rehabilitation at Conanicut Battery accompanies the Eagle Scout Presentation.

**A motion was made by Vice President Meagher with second by Councilor White to continue Item IX. C) to the April 4<sup>th</sup> Town Council meeting agenda. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

- C) Resolution; review and discussion and/or potential action and/or vote
  - 1) No. 2016-01: Authorizing Issuance of Refunding Bonds

President Trocki read the Resolution.

**A motion was made by Vice President Meagher with second by Councilor White to adopt Resolution No. 2016-01 Authorizing Issuance of Refunding Bonds. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye;**

**Councilor White, Aye; Councilor Tighe, Aye.**

Town Administrator Nota thanked Finance Director Collins for managing the process. This refunding creates a significant savings for the community. Finance Director Collins explained the process for the 2007 and 2008 Bonds that will result in an 8% cost savings to the taxpayers to be visible in next year's budget.

**V. 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.

**VI. 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*

- A) Scheduled to address. None.
- B) Non-scheduled to address

Richard Koster of West Reach Drive inquired about the Bike Path Bridge and its expense. The original amount he heard was \$50,000 for design and \$250,000 for construction. Mr. Nota explained the \$50,000 was for the design phase, which is complete. Tomorrow evening at 6:00 p.m. the Capital Budget review will explain the process and expense to construct the bridge over the spillway and complete the connector to the Community Farm at an estimated cost of \$225,000. The bridge will protect the dam from foot and bicycle traffic and improve drainage for the area.

**A motion was made by Vice President Meagher with second by Councilor White to move XII. A) Communications 1) to the next item to be addressed. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

- A) Communications
    - 1) Email of Robert Rodgers requesting a Town Council Resolution in Support of House Bill 7243 Relating to Criminal Offenses – Weapons
- Robert Rodgers of Clinton Avenue asked for the Town Council's endorsement of House Bill 7243 which proposes to close the loophole in the RI General Laws that allows any private citizen with a concealed carry permit to bring a gun onto school grounds. President Trocki stated as this is an item under Communications the Council cannot take a vote on it, but will place this on the April 4<sup>th</sup> agenda for action.

**VII. COUNCIL, ADMINISTRATOR, SOLICITOR, COMMISSION/COMMITTEE COMMENTS & REPORTS**

- A) Administrator's Report: Town Administrator Andrew Nota
  - 1) Statistical Revaluation

Mr. Nota reported the statistical revaluation is wrapping up and Tax Assessor Kenneth Gray and Vision Solutions Regional Director Steve Ferrara are here to give an overview

and update on the revaluation process.

Tax Assessor Gray stated he will answer common questions asked regarding revaluation. The statistical revaluation is done to comply with State law that requires property assessment at fair market value, not to raise taxes. Taxation is a common and fair way to tax property owners.

The money needed to run our government doesn't come from increasing assessments it comes from the tax rate that is set, based on the budget that is approved by the voters at the Financial Town Meeting. Assessment is not an exact science, and there is an appeal process in four phases – to Vision Solutions, the Tax Assessor, Tax Assessment Board of Review, and Superior Court. Jamestown has high property values as it is a desirable community where people want to live. People get confused between an assessment and an appraisal. Appraisals are done for individual properties and are very extensive. Revaluation assessment is done to determine fair market of properties value through a mass appraisal not an individual appraisal.

Tax Assessor Gray stated he is here to answer taxpayer questions at any time and introduced Mr. Ferrara.

Steve Ferrara, District Manager for Vision Solutions (Scituate resident)

Mr. Ferrara explained the mass appraisal process or statistical revaluation as compared to a full revaluation. The data from the full revaluation is used in conjunction with recent sales and data on file in the Assessor's Office to analyze real estate sales over the last two years. The methodology used for determining property assessments was explained further. Mr. Ferrara reported the median selling price for a home in Jamestown is now \$536,000.

The data used comes through sales and there is a ratio determined (95% to 96%). The crew of appraisers reviews properties on the exterior and implements the sales ratio consistently to the non-sale properties. Every assessment is an opinion of value and there are opportunities to speak to the appraisers, and hearings are underway and will end on Thursday, March 24<sup>th</sup>. After review by Assessor Gray, each appeal will receive a notice of the results of their hearing. All data and revaluations will be posted on the town website for comparison and transparency.

This process is done in RI and all over the country. All property tax revenues benefit Jamestown. Further explanation of the property tax ensued.

#### Council comments and questions.

Vice President Meagher asked about the notation appraisal/assessment on the form. Steve explained the language is general and represents the Farm Forest and Open Space properties, as they are in the State program and taxed differently.

Vice President Meagher asked if a few large, high level properties affect all valuations in

town.

Mr. Ferrara explained that high level properties are measured individually and should not affect overall valuations. There is no average property value increase. All aspects are analyzed and each component tested against the sale sample from a group to determine if the model is working. There are 12 to 14 groups in Jamestown. Their statistics show that assessments are 95% to 96% of the sales price. Not every sale will fit the model exactly, there will be a high, low, and middle, which is the benchmark.

Vice President Meagher referenced her property assessment that went up 20%. Mr. Ferrara noted with the new assessments some property taxes may go up, some down, and some stay the same. The assessments reflect what the sales represent; village properties are evaluated against village properties. The village area experienced a higher than median price and the sales reflect that.

Tax Assessor Gray referenced a question to ask when reviewing a new assessment: Would the owner of the property sell it for the assessed value. If the answer is yes, it is more palatable. Vice President Meagher commented her property valuation is about what it would sell for. The *Providence Journal* article was referenced “properties soaked in luxuries” and some of those went down in valuation. Discussion ensued. Mr. Ferrara noted a number of areas where properties have sold for less than assessed value.

Public comments.

A taxpayer asked why short sales and cash sales are not in the statistical revaluation. Mr. Ferrara stated they are looked at and comps will be reviewed if brought to them; sometimes cash sales are used if there is a large enough sample size.

A taxpayer asked what would be the incentive for home improvement if it raises property valuations. Mr. Ferrara stated properties are evaluated by what attracts a buyer and condition is important. A seller will get a higher sale price for a house that is more appealing due to its condition.

A taxpayer asked if there can be a second review and referenced neighbors with waterfront properties assessed lower than his. Mr. Ferrara directed the taxpayer to see Tax Assessor Gray and noted an inspection could be scheduled and should be done within the next couple of days. Discussion ensued.

President Trocki thanked Mr. Gray and Mr. Ferrara for their reports.

2) Town Council meeting schedule/calendar

Town Administrator Nota reviewed scheduling for the next few weeks as follows:

March 23 <sup>rd</sup>	Capital Budget Hearing (6:00 p.m.)
March 24 <sup>th</sup>	OPEB Liability Presentation & School Budget Hearing (5:00 p.m.)
March 28 <sup>th</sup>	1 <sup>st</sup> Operating Budget Hearing (6:00 p.m.)
April 4 <sup>th</sup>	Water and Sewer Meeting (6:30 p.m.)

April 11 <sup>th</sup>	Town Council Meeting (7:00 p.m.) 2 <sup>nd</sup> Operating Budget (Fire and DPW and Outside Agency Contribution Requests Hearing (6:00 p.m.)
April 12 <sup>th</sup>	Town Council Special Meeting with Public Hearing for the Target Shooting Ordinance (6:00 p.m.)
April 14 <sup>th</sup>	Town Council Budget Review, if needed (6:00 p.m.)
April 19 <sup>th</sup>	Town Council Meeting (5:30 p.m.) Budget Adoption (5:30 p.m.)
Additional date	Special Town Council meeting for budget adoption, if needed.

### VIII. UNFINISHED BUSINESS

- A) Town Council Rules and Procedures; review and discussion and/or potential action and/or vote

Rule 4. Mr. Nota commented this is a slight rewrite to reflect current practices. Council members are comfortable with the revision.

**A motion was made by Vice President Meagher with second by Councilor White to adopt the amendment to the Town Council Rules and Procedures Section 4. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

New procedures will be forwarded in the next packet by the Clerk.

### IX. NEW BUSINESS

- A) FY 2016-2017 Harbor Operating Budget; review and discussion and/or potential action and/or vote

Member Clifford Kurz is in attendance representing the Harbor Commission. Councilor Dickinson commented the Harbor budget proposed is consistent and reflects the intent of the fee increases for revenue. Town Administrator Nota will assist with information in Chief Mello's absence. The modification represents the renegotiation of leases. At West Ferry the Commission now receives \$9,600 and the Dingy Dock now provides \$4,500 in new revenue. Increases are due to the fee schedule approved last year for FY 2016-2017, for a total of \$245,985 in operating revenues. Mr. Nota referenced the capital program, paid through the Harbor budget, which is an enterprise fund. The Maintenance of Docks and Harbor line item at \$48,700 was reviewed at length including the capital priorities improvements. The long-term capital projects compiled by the Harbor Commission were reviewed. The short-term capital projects valued at less than \$10,000 were reviewed. Other sources for revenue, including grants, would need to supplement the budget as there isn't sufficient revenues to cover all of the capital projects. Discussion continued.

Notable adjustments reviewed were the consolidated Harbor Clerk and Police Department Clerk, lowering overall expenses, and the retirement of the long-time Harbor Master. The applicant review process is underway with upcoming interviews; previously this was a NAGE 69 union position and the scope of that position may be revised. The

West Ferry lease now includes a floating dock maintenance expense of \$1,900 per hauling of floats annually and potentially more for severe storms. The cost is now included in the lease and eliminated from harbor budget (reduction). The West Ferry outhauls, Dingy Dock revenues (\$450 for 10 or \$4,500), and \$14,000 increase in mooring fees were noted. Councilor Dickinson referenced savings from renegotiated leases that offset rate increases from last year, which he considers unnecessary.

Mr. Nota commented if the budget was to fund only the operating expenditures the rates could be lowered. To fund waterfront capital improvements included in the asset management plan, there is a sufficient amount to address the small projects and help supplement the larger capital projects noted in the asset management plan. If operating is consistent, it would probably result in \$20,000 to \$30,000 annually. The office supplies line item facilitates the Harbor Office transition to the Police Station.

Harbor Commission Member Clifford Kurz commented on the Harbor budget and the Fort Getty Pier not being included on the long-term capital budget plan. Town Administrator Nota stated as an enterprise fund there is funding available in retained earnings for the structural aspect agreed upon by the Harbor Commission (\$69,000 available). Lengthy discussion ensued. The operating budget could be approved this evening and the discussion continued to tomorrow evening when the capital budget work session is scheduled. Discussion ensued of the Harbor Commission recommendation for \$150,000 for structural changes to the Fort Getty Pier in the coming year. Discussion continued.

**A motion was made by Councilor Dickinson with second by Councilor White to accept the FY 2016-2017 Jamestown Harbor Commission approved Operating Budget. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

B) Town/Fire Department Sub Committee – Five (5) members; review and discussion and/or potential action and/or vote.

President Trocki noted the Executive Session has been continued. Mr. Nota stated based on this evening's conversation he recommends the Council continue this item to the April 4<sup>th</sup> regular meeting.

**A motion was made by Vice President Meagher with second by Councilor White to move this agenda item to the April 4<sup>th</sup> meeting agenda, if needed. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

C) Approval of Recreation Trails Program Grant request for Big Boulder Trail Rehabilitation at Conanicut Battery and Authorization for signing by Town Council President Trocki; review and discussion and/or potential action and/or vote

Continued to the April 4<sup>th</sup> meeting agenda.

## **X. ORDINANCES AND APPOINTMENTS AND VACANCIES**

- A) Appointments & Vacancies
- 1) Jamestown Conservation Commission (Two vacancies; one vacancy with an unexpired three-year term ending date of December 31, 2016 and one vacancy with an unexpired three-year term ending date of December 31, 2018); duly advertised
    - a) Letters of interest
      - i) Joyce Antonello
      - ii) Philip Larson
  - 2) Jamestown Juvenile Hearing Board – Alternate (One vacancy with a two-year term ending date of December 31, 2016; duly advertised)
    - a) Letters of interest
      - i) Judith DiBello
      - ii) Susan Heffner
      - iii) Christian Infantolino
  - 3) Jamestown Zoning Board of Review – 3<sup>rd</sup> Alternate (One vacancy with a one-year term ending date of December 31, 2016); duly advertised (no applicants)

President Trocki noted some candidates have been interviewed previously. Members of RI Bar are not eligible to sit on the Juvenile Hearing Board (this will be confirmed). There are two vacancies on the Conservation Commission and two applicants.

**A motion was made by Vice President Meagher with second by Councilor Tighe to appoint Joyce Antonello and Phil Larson to the Conservation Commission.**

Discussion. Both are excellent candidates and Joyce was interviewed previously. They have excellent credentials and would be terrific assets to the Conservation Commission. As a volunteer group they want to serve their community.

Back to the vote on the motion. **President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

Interviews for the Juvenile Hearing Board will be scheduled and continued to the next agenda. The Zoning Board 3<sup>rd</sup> Alternate position will be continued and citizens are urged to apply.

## **XI. 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 Vice President Meagher 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) March 7, 2016 (regular meeting)
  - 2) March 7, 2016 (executive session)
- B) Minutes from Boards, Commissions and Committees
  - 1) Jamestown Affordable Housing Committee (08/19/2015)
  - 2) Jamestown Affordable Housing Committee (09/01/2015)
  - 3) Jamestown Affordable Housing Committee (12/17/2015)
  - 4) Jamestown Charter Review Committee (02/17/2016)
  - 5) Jamestown Harbor Commission (02/10/2016)
  - 6) Jamestown Planning Commission (12/02/2015)
  - 7) Jamestown Planning Commission (01/06/2016)
  - 8) Jamestown Planning Commission (01/20/2016)
  - 9) Jamestown Planning Commission (02/03/2016)
  - 10) Jamestown Planning Commission (02/17/2016)
  - 11) Jamestown Traffic Committee (02/18/2016)
- C) Abatements/Addenda of Taxes
  - Total Abatements: \$1,497.87                      Total Addenda: \$619.87
  - 1) Properties – Abatements to 2015 Tax Roll
    - Account/Abatement Amount**
    - a) 12-0236-01                      \$878.00
    - b) 16-0209-00                      \$619.87
  - 2) Properties – Addenda to 2015 Tax Roll
    - Account/Addenda Amount**
    - a) 04-0775-75                      \$619.87
- D) One Day Event/Entertainment License Applications
  - 1) Applicant: Elaine Barone  
Event: Wedding  
Date: July 3, 2016  
Location: Fort Getty Pavilion
  - 2) Applicant: Jane Caldwell  
Event: Wedding  
Date: July 15, 16, & 17, 2016  
Location: Fort Getty Pavilion
  - 3) Applicant: Jamestown Historical Society  
Event: Jamestown Windmill Day  
Location: Windmill  
Date: July 16, 2016
  - 4) Applicant: Paul and Patricia Jutras  
Event: Dance Party

- Location: Fort Getty Pavilion
  - Date: July 24, 2016
- 5) Applicant: John Littlefield
  - Event: Wedding
  - Location: Fort Getty Pavilion
  - Date: July 23, 2016
- 6) Applicant: Robert Dutson
  - Event: Family Reunion
  - Location: Fort Getty Pavilion
  - Date: July 30, 2016
- 7) Applicant: Marcia Sallum
  - Event: Wedding
  - Location: Fort Getty Pavilion
  - Date: August 6, 2016
- 8) Applicant: Save The Bay
  - Event: 40<sup>th</sup> Annual Save The Bay Swim
  - Location: Bridge Authority Lawn
  - Date: August 13, 2016
- 9) Applicant: Kathleen Banks
  - Event: Marriage Celebration
  - Location: Fort Getty Pavilion
  - Date: September 3, 2016
- 10) Applicant: Marianne Kirby
  - Event: Wedding
  - Location: Fort Getty Pavilion
  - Date: September 9, 2016
- 11) Applicant: Richard Smith
  - Event: Wedding
  - Location: Fort Getty Pavilion
  - Date: September 10, 2016
- 12) Applicant: Brendan Crawford
  - Event: Wedding
  - Location: Fort Getty Pavilion
  - Date: September 16, 2016
- 13) Applicant: Colinslaw.org, Inc.
  - Event: Colinslaw.org Benefit Road Rally Buffet
  - Location: Fort Getty Pavilion
  - Date: October 1, 2016
- E) Holiday License Application
  - 1) KM Caicos, LLC dba: Jamestown Outdoors (new)
    - Location: 35 Narragansett Avenue

**XII. COMMUNICATIONS, PETITIONS, AND PROCLAMATIONS AND RESOLUTIONS FROM OTHER RHODE ISLAND CITIES AND TOWNS**

**A motion was made by Vice President Meagher with second by Councilor Tighe to accept the Communications and Proclamations and Resolutions from other Rhode Island Cities and Towns. President Trocki, Aye; Vice President Meagher, Aye; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Communications and Resolutions accepted consists of the following:

- A) Communications
  - 1) Email of Robert Rodgers requesting a Town Council Resolution in Support of House Bill 7243 Relating to Criminal Offenses – Weapons Addressed earlier in the agenda during Open Forum
- B) Resolutions and Proclamations of other Rhode Island cities and towns
  - 1) Resolution of the Warren Town Council “Relative to Transportation Categorical Aid to Regional Districts”

### **XIII. AGENDA ITEMS FOR THE NEXT MEETING AND FUTURE MEETINGS**

Addressed previously.

### **III. EXECUTIVE SESSION, continued**

**A motion was made by Councilor Dickinson with second by Vice President Meagher to reenter Executive Session 8:08 p.m. pursuant to RIGL §42-46-5(a) Subsection (2) Collective Bargaining and Subsection (2) Pending Litigation.**

**Pursuant to RIGL §42-46-5(a) Subsection (2) Collective Bargaining and Subsection (2) Pending Litigation 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 8:45 p.m. President Trocki announced that no votes were taken in the Executive Session.

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

### **XIV. ADJOURNMENT**

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

The regular meeting was adjourned at 8:46 p.m.

Attest:

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Cheryl A. Fernstrom, CMC, Town Clerk

Copies to:   Town Council  
                  Town Administrator  
                  Finance Director  
                  Solicitor

## **TOWN COUNCIL WORK SESSION**

March 23, 2016

### **I. CALL TO ORDER**

The work session of the Jamestown Town Council for review of the Capital Budget was called to order by President Trocki at 6:00 p.m. in the Rosamond A. Tefft Council Chambers of the Jamestown Town Hall at 93 Narragansett Avenue, Jamestown.

### **II. ROLL CALL**

The following members were present:

Kristine S. Trocki, President  
Mary E. Meagher, Vice-President  
Blake E. Dickinson  
Michael G. White  
Thomas P. Tighe

Also present:

Andrew E. Nota, Town Administrator  
Christine Collins, Finance Director  
Cheryl Fernstrom, Town Clerk  
Michael Gray, Public Works Director  
Lisa Bryer, Town Planner  
James Bryer, Fire Chief  
Edward Mello, Police Chief  
Andrew Wade, Parks & Recreation Director  
Donna Fogarty, Library Director

### **III. TOWN COUNCIL WORK SESSION**

Town Administrator Nota explained the primary focus of a Capital Program is to provide a broad based community needs assessment. The second element is the development of an implementation schedule that addresses the community needs assessment priorities and the final action is to evaluate the Town's financial ability to manage and finance the costs. The Capital Program identifies projects and equipment purchases and includes all facilities and infrastructure for the whole Town. The proposed budget is \$1,388,500, and increase of \$144,500 over last year.

Debt Service Requirements were reviewed. Total debt service proposed is \$883,696, including Fire Station Improvements (2.2 Mill @ 25 yrs.) and Fire Truck (\$300,000 @ 10 yrs.).

**Town Clerk:** These are recurring capitol projects. The proposed items are Clerk Records Management at \$2,500 and Codification at \$5,000.

**Tax Assessor:** Revaluation set aside is \$10,000, with statistical revaluations for 2015 and 2018 and a full revaluation for 2021.

**Planning:** \$10,000 was proposed for Planning and Development Documents and \$75,000 for Affordable Housing.

**Technology:** Phase III of the Fiber Network (Water Towers) is \$22,500 and the annual set aside is \$34,500. Councilor Dickinson questioned how the Town has made the website more responsive to the needs of the community, because it seems to offer the same information that the old website did. Mr. Nota listed the expanded community information, the forms and all the other Department information on line. He also noted that user hits has remained flat and has not gone up as he had thought it would. Councilor Dickinson asked for a report and Mr. Nota will provide one to him.

**Police:** A total of \$44,000 is proposed for the Police Protection. One cruiser needs to be replaced, and a voice recorder for \$10,000 to be used for Communication Equipment is needed. Chief Mello explained that Crown Victoria cruisers were no longer being made and that the replacement was much smaller, exacerbated by all the electronic equipment. The utility type vehicles were bigger to accommodate all of the necessary equipment. Every car is in use all the time. Chief would like to see a cap of 120,000 miles, but currently cars are pushing 130,000.

**Fire Department and EMS:** \$200,000 has been proposed for a new EMS rescue vehicle. Currently we have 3 aging vehicles. Rescue #1 cannot handle the ALS equipment and Rescue #2 has problems with the ALS equipment staying charged during the run. Rescue #3 is the newest one and will become the secondary one if Rescue #2 is replaced. The newly purchased one will be used to make the run to Providence.

**Public Works:** In December 2014 the data from the November 2011 inventory of the condition of the Town roads was updated. Of the 50 miles of Town roads, 59% are in good or excellent condition, 23% are in poor or failed condition and 18 % are in fair condition. The North Road project cost is for Phase II. Currently Phase I for drainage will begin in late Spring with Phase II slated for Spring/Summer 2017. Bay View Drive will be done this Spring. All the work has been done by our highway department saving the tax payers much money. Sidewalks are being done in increments. Councilor Dickinson asked about which sections were being done and expressed a desire for sidewalks from PAC to West Ferry to bring in more people to the town center. Mr. Gray said that they were concentrating on Howland Ave. to the Four Corners. We save the Town's people a lot of tax money by fixing the sidewalks in increments and by using our own highway laborers. The spillway bridge for the proposed bike path was discussed. Councilor Dickinson questioned why the Town continued to push the bike path agenda when the use over the reservoir was in clear violation of the zoning laws. He continued to ask why we don't address the zoning ordinance first and then go forth with the proposal. Mr. Gray said that this wasn't a Town project but an ongoing Bike path committee project for the last 15 years. The issue should be addressed in a Town Council meeting. David Cain addressed the council with a figure of upwards of \$500,000 to repair the dock at Ft. Getty. Phase one would be the structural at \$150,000 and the remainder of the amount for phase two for the decking. Councilor Dickinson questioned whether a study should be done as to the use (recreational or commercial) so we

could then determine the amount and type of work to be done. Mr. Cain was asked if the structural was an emergency. Since it was not, the Council requested that the Harbor Commission and the Council meet to discuss the issue. More discussion ensued. The Council agreed to look into a future meeting time. Mr. Nota said that there are also many grants to help pay for this project. The bathroom at the Fort Getty Pavilion will be finished soon. Building improvements will include a new gatehouse, small bathroom and office space then converting lower restroom to maintenance storage and in the future the main restroom. The total proposed budget amount is \$760,000.

**Library:** Proposed funds are for the HVAC compressors, sidewalk repairs and cutouts for ADA compliance and lighting and energy improvements. Total funds are \$70,000.

**Parks and recreation:** The proposed budget is \$135,000. The improvements include Lawn Avenue fields, basketball court, public playground, public rights-of-way management, community center improvements, senior center improvements and lawn mowing equipment.

There were no more questions or discussion. President Trocki thanked everyone for their input and hard work in preparing this budget. The next budget hearing is March 24, 2016.

#### IV. ADJOURNMENT

There being no further business to discuss the work session was adjourned at 8:36 p.m.

Attest:

Karen Montoya, Deputy Town Clerk

Copies to:     Town Council  
                  Town Administrator  
                  Town Solicitor  
                  Finance Director

## **TOWN COUNCIL WORK SESSION**

March 24, 2016

### **I. ROLL CALL**

Town Council members present:

Kristine Trocki, President  
Mary E. Meagher, Vice-President  
Blake Dickinson  
Michael G. White  
Thomas P. Tighe

School Committee members present:

Cathy Kaiser, School Committee Chair  
Julia Held, School Committee Vice Chair  
Sara Baines  
Melissa Mastrostefano  
Bruce Whitehouse

Also in attendance:

Andrew E. Nota, Town Administrator  
Christina Collins, Finance Director  
Carol Blanchette, Superintendent  
Jane Littlefield, Director of Finance  
Ken Duva, Director of Student Services  
Nate Edmunds, Lawn School Principal  
Carole Petersen, Melrose School Principal  
Samira Hakke, Director of Technology  
Lewis Kitts, Director of Buildings and Maintenance  
Denise Gamon, Assistant Clerk

### **II. CALL TO ORDER**

The work session of the Jamestown Town Council for a presentation by RI Interlocal Risk Management Trust and review of the School Department Operating Budget and Capital Budget for FY 2016-2017 was called to order by President Trocki at 5:00 p.m. in the Rosamond A. Tefft Council Chambers of the Jamestown Town Hall at 93 Narragansett Avenue, Jamestown.

### **III. TOWN COUNCIL WORK SESSION**

- A) Colleen Bodziony, Director of Operations & Member Services of the RI Interlocal Risk Management Trust gave a PowerPoint presentation of The Trust OPEB Funding Program, beginning with an overview of how PARS OPEB Investment Partnership relates to a relationship between Vanguard and PARS where Vanguard manages three

trusts (Conservative, Balanced, and Growth) in which individual OPEB clients can invest their assets according to their appropriate investment objective.

The Investment objection with the Conservative Portfolio seeks to provide current income and low to moderate capital appreciation consistent with its current allocation.

The investment strategy for the Conservative Portfolio is investing in Vanguard mutual funds using an asset allocation strategy designed for investors seeking both current income and low to moderate capital appreciation. The underlying funds are: Vanguard Total Stock Market Index Fund, Vanguard Total International Stock Index Fund, Vanguard Total Bond Market Index Fund, Vanguard Intermediate-Term Investment Grade Fund, Vanguard Short-Term Investment-Grade Fund, Vanguard Inflation-Protected Securities Fund, and Vanguard REIT Index Fund.

The Portfolio's indirect stock holdings are a diversified mix of U.S. and foreign large-, mid-, and small-capitalization stocks. The Portfolio's indirect bond holdings are a diversified mix of short- intermediate-, and long-term U.S. government, U.S agency, and investment-grade U.S. corporate bonds.

The fees for managing the portfolio consists of the expense ratios of the individual funds and the advisor fee. Both of these fees are dependent on the assets under management. Currently the average expense ratio is 0.09% which consists of averaging the expense ratio of the individual funds which are outlined above. The average advisory fee is 0.07% based on the current assets under management.

Council President Trocki thanked Ms. Bodziony for the presentation. There being no further discussion, the OPEB presentation adjourned at 5:50 p.m.

- B) Joint Town Council and School Department Budget Work Session and Hearing for FY 2017 was called to order by President Trocki at 6:04 p.m.

Superintendent Blanchette gave a PowerPoint presentation of the School Department Operating and Capital budget, beginning with the Mission Statement and the FY 2017 budget goals. Review of cost fluctuations since adoption of the budget were noted, which include Health and Dental insurance premiums, Heating Fuel, Transportation, and Out of District Tuition Rates.

The Proposed FY 2017 Operating Budget is \$11,860,021, an increase of \$207,350 or +1.78%. Major costs include contractual obligations, salaries, benefits; State and federal mandates and regulations; tuitions, transportation and plant operations. Budget breakdown follows:

Lawn School	\$3,540,385
Melrose School	\$3,969,197
System-wide	\$1,143,764
Out of District	\$2,928,129
Retirees	\$ 240,957

Contingency	\$	37,589	
Projected Enrollment:	Melrose School	276	
	Lawn School	219	
	High School	179	
High School Tuition summary:	General education	\$1,875,674	
	Special education	\$ 227,954	
	Career and Technical	\$ 117,341	
	Out of District Special Education	\$ 395,810	
	Charter Schools	<u>\$ 33,526</u>	
		\$2,650,305	

Increase of \$14,825; Tuitions= 22.35% of total FY'17 budget

Student Services. Budget reflects commitment to high standards, quality programs, regular compliance, and fiscal responsibility (Special education represents \$65,829 budget increase).

Key Budget Factors include: Federal and State regulations IEP requirements and ADA 504 compliance, Special education salaries and benefits, and out-of-district tuitions and transportation. Out-of-district tuitions are impossible to predict. Evaluations/homebound tutoring. Special Education out-of-district placements are:

Pre-K – Grade 8	1
Grade 9	1
Grade 10	0
Grade 11	1
Grade 12	1
Grade 12+through age 21	<u>1</u>
TOTAL Anticipated	5

Proposed FY 2017 Capital Budget as follows:	Melrose School	\$47,000
	Lawn School	\$66,000
	Technology	<u>\$17,745</u>
	TOTAL Capital	\$130,745

Conclusion. Major unknowns are funding from Federal and State grants, our-of-district transportation, energy/fuel, military enrollment, new students services and tuition costs and number of high school students attending schools of choice. Revenue assumptions are:

State Aid	\$458,543
Pre-school tuitions	\$ 45,000
Medicaid reimbursement	\$100,000
Impact aid	<u>\$ 75,000</u>
TOTAL	\$678,543

FY 2017 Anticipated local appropriation needed:	\$10,975,649
FY 2016 Actual	\$10,710,950
Increase of:	\$ 264,699 (or 2.47%)

Superintendent Blanchette thanked the Town Council for their support.

Council Michael White thanked both the School Committee and School Administration for their presentation on “the most important budget, the education of our children”.

No motions were made by the Town Council or School Committee members, but they reacted positively to the presentation. The School Committee will discuss the opportunity at their upcoming meeting April 14, 2016.

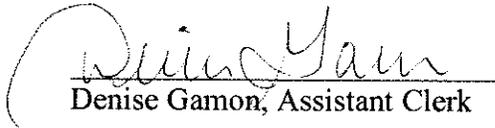
- C) Open Forum
- 1) Scheduled to address. None
  - 2) Non-scheduled to address. None

Council President Kristine Trocki thanked everyone for attending this evening.

#### IV. ADJOURNMENT

There be no further business to discuss, the budget work session was adjourned at 6:45 p.m.

Attest:

  
Denise Gamon, Assistant Clerk

Copies to:   Town Council  
                  Town Administrator  
                  Town Solicitor  
                  Finance Director

## TOWN COUNCIL SPECIAL MEETING

March 28, 2016

### I. CALL TO ORDER

Council President Trocki called the special meeting of the Jamestown Town Council to order at 5:01 p.m. in the Conference Room of the Jamestown Town Hall at 93 Narragansett Avenue, Jamestown.

### II. ROLL CALL

Town Council Members Present:

Kristine S. Trocki, President  
Mary E. Meagher (arriving late)  
Blake A. Dickinson  
Michael G. White  
Thomas P. Tighe

Also in attendance:

Andrew E. Nota, Town Administrator  
Peter D. Ruggiero, Town Solicitor  
Christina D. Collins, Finance Director  
Cheryl A. Fernstrom, Town Clerk

### III. NEW BUSINESS/EXECUTIVE SESSION

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

- A) Pursuant to RIGL §42-46-5(a) Subsection (2) Collective Bargaining (Union Contract 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 White with second by Councilor Dickinson to enter into Executive Session at 5:01 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, Absent; Councilor Dickinson, Aye; Councilor White, Aye; Councilor Tighe, Aye.**

The Jamestown Town Council reconvened the special meeting at 6:01 p.m. President Trocki announced that no votes were taken in the Executive Session.

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

**Aye.**

#### **IV. ADJOURNMENT**

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

The special meeting was adjourned at 6:01 p.m.

Attest:

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Cheryl A. Fernstrom, CMC, Town Clerk

Copies to:     Town Council  
                  Town Administrator  
                  Finance Director  
                  Solicitor

**TOWN COUNCIL WORK SESSION**  
**March 28, 2016**

**I. 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 Planer  
Ken Gray, Tax Assessor  
Chris Costa, Zoning Official  
Cheryl A. Fernstrom, Town Clerk  
Edward Mello, Police Chief  
Andrew Wade, Recreation Director  
Donna Fogarty, Library Director  
Cathy Kaiser, School Committee Chair

**II. CALL TO ORDER**

President Trocki call the Town Council Operating Budget Work Session to order at 6:10 p.m. on Monday March 28, 2016 in the Rosamond A. Tefft Council Chambers of the Jamestown Town Hall at 93 Narragansett Avenue, Jamestown.

**III. TOWN COUNCIL WORK SESSION**

Town Administrator Andrew Nota presented the breakdown of the Town and School budgets. The estimated budget represents an increase of 2.1% or \$485,146 of the proposed budget of \$23,435,650. The Town budget is \$10,626,025, an increase of 1.9% or \$201,978. The school budget is \$12,809,625 an increase of 2.1% or \$283,168. The proposed estimated property tax rate is \$8.67 down \$.11 from last year's rate of \$8.78. The Tax Levy would increase from \$18,686,186 to \$19,059,601 and increase of \$373,415 or 2%. Review of the town's five-year tax rate history, the average residential property assessed at \$500,000 would result in an estimated tax of \$4,335 a decrease of \$55.

The annual Capital Budget is \$1,388,500, an increase of \$105,000 or 8.18%. The unassigned fund balance at the end of FY 2015 was \$4,159,484.

**Revenues.** Revenues by town departments were reviewed. Total town revenue for FY 2016 was budgeted at \$1,738,550 and for FY 2017 \$1,741,805. School Department revenue for FY 2016 was budgeted at \$1,082,329 and for FY 2017 \$1,132,820. Review of general revenue included

interest on late tax payments, motor vehicle tax, and investment income. Total local revenue budgeted for FY 2016 is \$3,445,879 and for FY 2017 \$3,524,625 an increase of \$78,746. Anticipated state revenues to town included various state aid, telephone tax, meal and beverage tax, and hotel tax.

**Expenditure Program.** Review of the General Fund distribution proceeded with a \$133,454 increase or 1.61% in the Operating Program and a \$448,104 increase or 2.04% for the Functional Distribution total.

**Review of Expenditures by Department.**

**Town Council.** The salary line item is \$11,300 level funded, and fees, supplies and advertising are reduced, for a total of \$14,050, a 3.44% reduction. Councilor Meagher proposed a salary increase for the Town council. President Trocki asked for a breakdown from other communities in Rhode Island. Mr. Nota said the Rhode Island League of Cities and Towns has a breakdown and there is a large variation among the different towns. President Trocki suggested waiting for the background information and then talking about this at the next Town Council meeting.

**Town Administrator.** The total proposed is \$185,974 a 0.05% decrease.

**Probate Court.** The total proposed is \$6,781, a 0.73% decrease.

**Elections and Town Meetings.** A total of \$17,084 is proposed, an increase of 52.75%, because this is a Presidential election year with two Primaries and one Election.

**Legal.** The proposed budget is \$95,000, level funded.

**Clerk and Records.** A total of \$191,030 is proposed, a decrease of 0.10%.

**Planning.** A total of \$126,989 is proposed, a 0.12% decrease.

**Zoning.** The proposed budget is \$8,700, an 18.69% decrease.

**Personnel.** A total of \$1,643,215 is proposed, an increase of 3.46%.

**Finance.** A total of \$239,086 an increase of 2.79%.

**Tax Assessor.** A total of \$72,380 is proposed an increase of 7.86%.

**Professional Audit.** Proposed is \$22,000 level funded

**Police Protection.** Proposed budget is \$1,697,904 an increase of 2.36%. Emergency Management Agency a reduction of \$5,000 was proposed.

**Protective Services.** A total of 279,078 is proposed a decrease of 0.14%.

**Public Welfare.** The budget was eliminated. The Town staff will direct people with questions or problems to the correct agencies.

**Animal Control.** This budget includes the Tick Task Force to support the education component. The proposed amount is \$20,000.

**Library.** The proposed budget is \$429,649, an increase of 1.77%.

**Parks and Recreation.** The proposed budget is \$510,859, a decrease of 0.40%. Senior programming was moved to a separate account and the proposed budget is \$72,000.

**Debt service** is \$883,696.00 a reduction of 3.44%.

**Miscellaneous.** This account will be continued to work session #2.

**Capital Improvement Fund, and School.** These have already been addressed at a previous work session.

Mr. Nota concluded with a recap of the Total School and the Town Bonds. He ended with a summary of the General Obligation and Anticipated Principal and Interest.

The next workshop will be April 11, 2016.

There being no further business the meeting ended at 7:45 p.m.

Attest:

Karen Montoya  
Deputy Town Clerk

Copies to:     Town Council  
                  Town Administrator  
                  Town Solicitor  
                  Finance Director

**TOWN COUNCIL BUDGET WORK SESSION**  
**April 11, 2016**

**I. 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

**II. 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.

**III. TOWN COUNCIL WORK SESSION**

A) 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 officers 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 31<sup>st</sup> 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 14<sup>th</sup> (tentative session) and April 19<sup>th</sup>, 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.

B) 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 19<sup>th</sup> and advertising timeline for the FTM. The tentative meeting date of Thursday, April 14<sup>th</sup> 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 19<sup>th</sup>. 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 14<sup>th</sup> at 5:00 p.m., with department heads in attendance, so that the budget can be ready for Council approval on April 19<sup>th</sup>. 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.

- C) Open Forum
  - 1) Scheduled to address. None
  - 2) Non-scheduled to address. None.

#### **IV. 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

Approved: \_\_\_\_\_

Charter Review Committee  
Town of Jamestown, Rhode Island  
Minutes of the March 16, 2016 Meeting

The meeting of the Jamestown Charter Review Committee was held at the Jamestown Town Hall, in the Rosamond A. Tefft Council Chambers, 93 Narragansett Avenue, Jamestown, RI. The Committee Chairman, Arlene Petit, called the meeting to order at 4:37 PM.

**I. ROLL CALL**

The Co-Chairman called the roll and noted the following members were present:

James Rugh, Co-Chairman  
Anthony Antine  
Blake A. Dickinson  
John Pagano  
Mary Lou Sanborn  
Edward Gromada, Secretary

Mary E. Meagher (Ex Officio Member)

Arlene D. Petit was absent.

**II. MINUTES**

A motion was made by Ed Gromada and seconded by Mary Lou Sanborn to accept the amended minutes from the meeting of February 17, 2016. Tony Antine, Blake Dickinson, Ed Gromada, John Pagano, Jim Rugh and Mary Lou Sanborn voted in favor of the motion. Time of motion 4:44 PM.

**III. OLD BUSINESS**

- A. Jim Rugh made the following motion that was seconded by Mary Lou Sanborn to separate the approval of recommendations to be made to the Town Council into two categories. The motion as read, "I move that the proposed report of the Town Charter Review Committee, as drafted by Arlene Petit, be separated into two parts and considered individually. Part one to be the introduction of page 1 and changes to Articles II, IV, VIII, X as presented on pages 2 through 6. The second part to be the Recommendation for changes to Article XI on page 2." After much discussion the

motion was approved by Jim Rugh, Tony Antine, Blake Dickinson, Ed Gromada and John Pagano. Mary Lou Sanborn voted no. The motion passed at 4:50 PM.

B. Discussion followed regarding Section One: the introduction on page 1 and changes to Articles II, IV, VIII, X as presented on pages 2 through 6. Blake Dickinson made a motion that was seconded by Jim Rugh regarding the Section one, "Approved as presented in Section One of the previous motion." Tony Antine, Blake Dickinson, Ed Gromada, John Pagano, Jim Rugh and Mary Lou Sanborn voted in favor of the motion. Time of motion 4:55 PM.

C. Regarding Section Two of the recommendations, Mary Meagher proposed striking out the current wording:

1. ~~"The TCRC absolutely agreed that all budgets and warrants should be voted by paper or electronic ballot.~~
2. ~~The TCRC was split on changing the process from a Financial Town Meeting to an all-day referendum. It was thought that the Town Council should specifically discuss the pros and cons of changing the process.~~

Article XI. Financial Provisions

Resolution

~~The TCRC strongly recommends the implementation of a paper ballot or electronic ballot to approve the Town, School, and combined budgets and any warrant item exceeding fifty thousand dollars (\$50,000), whether through a Financial Town Meeting or through an all-day Referendum."~~

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In its place the following wording should be substituted:

"Perhaps most significant to the committee was its discussion of the Financial Town Meeting and the means by which citizens vote on the Town Budget. The TCRC did review alternatives to the Financial Town Meeting in their Charter Review, but chose instead to unanimously support the following resolution.

While the FTM voting process is not described in the Charter, it is the Committee's hope that the Town Council will give the budget approval process, whether it be at an FTM or referendum, a thorough review and support this resolution.

**Article XI. Financial Provisions**

**Resolution**

The TCRC strongly recommends the implementation of a paper ballot or electronic ballot to approve the Town, School, and combined budgets and any warrant item exceeding fifty thousand dollars (\$50,000), whether through a Financial Town Meeting or through an all-day Referendum."

---

A motion was by Blake Dickinson and seconded by Mary Lou Sanborn to "Approve Section Two as amended." Tony Antine, Blake Dickinson, Ed Gromada, John Pagano, Jim Rugh and Mary Lou Sanborn voted in favor of the motion. Time of motion 5:09 PM.

- D. Ed Gromada introduced an Interoffice Memorandum that was drafted by Arlene Petit as a cover document for the TCRC recommendation. The Memo reads as follow:

**"TO:** HONORABLE JAMESTOWN TOWN COUNCIL  
**FROM:** TOWN CHARTER REVIEW COMMITTEE  
**SUBJECT:** REPORT TO COUNCIL  
**DATE:** MARCH 16, 2016

The Town Charter Review Committee would like to thank the Jamestown Town Council for the opportunity to review the Town Charter. We ask that the Council review and consider the recommendations made by the Town Charter Review Committee in the attached report.

The Town Charter Review Committee would also like to thank the individuals that assisted us in our deliberations; most notably, Mary Meagher, Vice President of the Jamestown Town Council and ex-officio member of the Town Charter Review Committee, the Town Administrator, Town Solicitor, and Town Clerk and members of her office, and other interested parties that gave their suggestions and encouragement.

Respectfully submitted."

Mary Lou Sanborn made a motion, which was seconded by Blake Dickinson, to "Accept the Memorandum as read." Tony Antine, Blake Dickinson, Ed Gromada, John Pagano, Jim Rugh and Mary Lou Sanborn voted in favor of the motion. Time of motion 5:19 PM.

#### **IV. NEW BUSINESS**

- A. The next meeting of the Committee, if necessary, will be held on April 6, 2016.

#### **V. ADJOURNMENT**

A motion was made by Blake Dickinson, and seconded by John Pagano to adjourn the meeting. Anthony Antine, Blake Dickinson, Edward Gromada, John Pagano, Jim Rugh and Mary Lou Sanborn voted in favor of the motion. The meeting adjourned at 5:30 PM.

  
\_\_\_\_\_  
Secretary

Approved: \_\_\_\_\_

Charter Review Committee  
Town of Jamestown, Rhode Island  
Minutes of the April 6, 2016 Meeting

The meeting of the Jamestown Charter Review Committee was held at the Jamestown Town Hall, in the Rosamond A. Tefft Council Chambers, 93 Narragansett Avenue, Jamestown, RI. The Committee Chairman, Arlene Petit, called the meeting to order at 4:34 PM.

**I. ROLL CALL**

The Chairman called the roll and noted the following members were present:

Arlene D. Petit, Chairman  
James Rugh, Co-Chairman  
Mary Lou Sanborn  
Edward Gromada, Secretary

Anthony Antine, Blake A. Dickinson, Mary E. Meagher and John Pagano were absent.

**II. MINUTES**

The Minutes of the March 16, 2016 meeting will stand as submitted to the Town Council.

**III. OLD BUSINESS**

A) The following Sections were reviewed by the Committee:

- a. A motion was made by Jim Rugh and seconded by Mary Lou Sanborn to “approve the final report and forward it to the Town Council for its review.” Arlene Petit, Jim Rugh, Ed Gromada and Mary Lou Sanborn voted in favor of the motion. The time of the motion was 4:48 PM.
- b. Mary Lou Sanborn suggested, and everyone on the Committee agreed, that if the Resolution for Article XI, Financial Provisions, is approved by the Town Council, then the entirety of Article XI and any related articles in the Charter will need to be reviewed and possibly revised.

**IV. NEW BUSINESS**

- a. This is the final meeting of the Charter Review Committee, unless for some reason this Committee is called back into session. These Minutes will stand as submitted to the Town Council.

## V. ADJOURNMENT

A motion was made by Ed Gromada, and seconded by Mary Lou Sanborn to adjourn the meeting. Ed Gromada, Jim Rugh, Arlene Petit and Mary Lou Sanborn voted in favor of the motion. The meeting adjourned at 4:53 PM.



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Secretary

# JAMESTOWN CONSERVATION COMMISSION

Tuesday, February 9, 2016, 7:00 PM

Jamestown Town Hall, Small Conference Room

93 Narragansett Ave., Jamestown, RI

## Meeting Minutes

In attendance: M. Brown, M. Coleman, B. DiGennaro, D. Reardon, G. Souza

Absent: A. Kuhn-Hines, T. Smayda

Others in attendance: Blake Dickinson, Town Council; Margo Sullivan, Jamestown Press

- I. Call to Order: The meeting was called to order at 8:04 p.m.
- II. Approval of Minutes, January 12, 2016 Regular Meeting: MOTION B. DiGennaro/D. Reardon 2<sup>nd</sup> (all in favor, G. Souza abstaining)
- III. Requests to address the Commission: None scheduled
- IV. Correspondence & Bills
  1. Invoice Jamestown Hardware \$3.32: previously approved
  2. JCC Letter to Walrus & Carpenter Oysters re: aquaculture siting in conservation zone
  3. JCC Letter to Jamestown Boatyard re: location of moorings
  4. JCC Letter to Harbor Commission re: incorporating Conservation Zones in review of coastal development proposals: Review of draft letter.
  5. Naval Station Newport (Gould Island): Environmental Restoration Program update & request for comments: Consensus to address in New Business in March meeting.
- V. CRMC, RIDEM, & Town of Jamestown Section 308 Ordinance Review:
  1. CRMC February 2016 Calendar
  2. Aquaculture in Conservation Zones: Discussion of draft letter to Harbor Commission. MOTION to revise letter to Harbor Commission to reference concerns around cumulative impact of aquaculture; specific Conservation Zone goals in minimizing the impact of human activity; mention a specific concern around viewshed off conserved property at great creek; and cc town council (D. Reardon/G. Souza 2<sup>nd</sup>, all in favor). Discussion of opportunities for public education around the purpose and value of conservation zones as well as the benefits of aquaculture; consensus to defer discussion of potential action to a future meeting.
- VI. Old Business & Committee Reports:
  1. Rights of Way Improvements: Island-wide planning (M. Coleman): site visits and recommendation compilation continues and Friends group has been meeting through the winter; High Street (A. Kuhn-Hines): plan to develop planting plan for early spring; Taylor Point (G. Souza): not updates, the group meets next week; Hull Cove (M. Brown): Informal feedback from CRMC was positive re: a revised design featuring planks on top of 6x6s on the ground. Next step to submit formal application to CRMC. Town will pursue pressure-treated wood as well as recycled plastic. M. Brown noted that Hull Cove is a significant accumulator of plastic debris, so recycled plastic materials would be fitting. Park Dock & Dutch Island (M. Coleman): No updates, goal to include JCC in future planning.
  2. Restoration/Shorelines: Round Marsh restoration project update; Mackerel Cove dune restoration (A. Kuhn-Hines): no updates; plantings have fared well through the winter. Sheffield Cove (M. Coleman): A recent DEM grant award notice included remediation funding for Jamestown.
  3. Town Planning: Comp Plan / Recreation & Open Space plan (B. DiGennaro): no updates

4. Planning Commission, Conservation Development (M. Coleman): no updates, scheduling for a public workshop is being delayed in order to time advertisements with other workshops.
5. Land Protection and Stewardship: Trail maps (T. Smayda): no updates, renewed consensus of goal to expand distribution locations; land protection planning (JCC): Annual stewardship visits for Jamestown Shores lots will be scheduled for the spring.
6. Harbor Commission (G. Souza): no updates, JHMC meets tomorrow.
7. Tree Committee (G. Souza): no updates, group meets next week
8. Litter Control: Cleanup/prevention activities (M. Brown)
9. Public education: Storm Drain Education project with JAC (M. Brown / A. Kuhn-Hines): Good progress in identifying potential sites, process for stakeholder buying, and for JAC fleshing out education program specifics. Goal to review the project plan in detail at the JCC March meeting; Ideas for future initiatives (eco-friendly yard care, feeding wildlife, dog waste/watershed protection) (JCC)

VII. New Business:

1. Schedule next meeting (JCC): March 8, 2016 (Tuesday), 7PM, Town Hall.

VIII. Adjourn: the meeting was adjourned at 8:04 p.m. MOTION M. Brown/D. Reardon 2<sup>nd</sup>, all in favor

*Respectfully submitted by Maureen Coleman*

# JAMESTOWN CONSERVATION COMMISSION

Tuesday, March 8, 2016, 7:00 PM

Jamestown Town Hall, Small Conference Room

93 Narragansett Ave., Jamestown, RI

## Meeting Minutes

In attendance: M. Coleman, A. Kuhn-Hines, B. DiGennaro, D. Reardon, G. Souza

Absent: Michael Brown

Others in attendance: Margo Sullivan, Jamestown Press; Barbara Lundy

- I. Call to Order: The meeting was called to order at 7:06 p.m.
- II. Approval of Minutes: February 9, 2016 Regular Meeting: MOTION to approve the minutes as amended, G. Souza / G. DiGennaro 2<sup>nd</sup> (all in favor, A. Kuhn-Hines abstaining)
- III. Requests to address the Commission: None scheduled
- IV. Correspondence & Bills
  1. JCC Letter to Jamestown Boatyard re: location of moorings
  2. JCC Letter to Harbor Commission re: incorporating Conservation Zones in review of coastal development proposals
- V. CRMC, RIDEM, & Town of Jamestown Section 308 Ordinance Review:
  1. CRMC March 8, 2016 Semi-Monthly Meeting Agenda
  2. Aquaculture in Conservation Zones: A. Kuhn-Hines attended a recent Town Council meeting that was reviewing CRMC requests for aquaculture permitting. Reinforced JCC support for environmental benefits of aquaculture with only concern being sighting within Conservation Zones. One suggestion from the meeting was to consider Dave Beutel of CRMC as a resource for participation in a public forum on aquaculture growth. Consensus among JCC that JCC is not the appropriate host for a public forum since JCC concerns are very limited and most of the potential areas of concern from the public fall outside of our charge; G. Souza will suggest to Harbor Management Commission to serve in this role if needed.
- VI. Old Business & Committee Reports:
  1. Rights of Way Improvements: Island-wide planning (M. Coleman): the Friends of Jamestown Rights of Way is continuing visiting ROWs to assess status and consider recommendations. Need to pursue with town staff options for adjusting any planning/ordinance documentation that doesn't reflect best practice re: conservation, state laws, public access; High Street (A. Kuhn-Hines): planting plan is primary priority for early spring; Taylor Point (G. Souza): the Friends group has earned non-profit status and is making strong progress in vegetation planning and securing grants; Hull Cove (M. Coleman): initial ballpark pricing for scaled-back design, which seems to be amenable to CRMC, appears dramatically lower than designs that conformed to previous CRMC requirements. Work cannot possibly be completed in time to use the DEM trails grant of \$80K before month-end expiration, but costs should be under \$20k. Will need to pursue formal documentation from CRMC and detailed pricing to move forward. Park Dock, Dutch Island (M. Coleman): no updates, pending rescheduling a meeting with Andy Nota.
  2. Restoration/Shorelines: Round Marsh restoration project update: Post-restoration data monitoring is in process; final excavation and hand digging will begin in the fall after bird nesting season; intern resources for that work have been secured; \$12k is still available from the NRCS grant funding. A URI group plans to use Round Marsh as an ongoing experiential learning case study to train undergrads; Mackerel Cove dune restoration; (A. Kuhn-Hines);

Sheffield Cove (M. Coleman): Discussion of the town successfully securing grant funding to implement biofiltration technology—town staff have done excellent work taking action to identify sources and clean up bacterial pollution. D. Reardon offered to monitor progress and identify opportunities for related public education.

3. Town Planning: Comp Plan / Recreation & Open Space plan (B. DiGennaro): no updates
4. Planning Commission, Conservation Development (M. Coleman): no updates, still pending posting notifications for a public hearing
5. Land Protection and Stewardship: Trail maps (A. Kuhn-Hines): working on a plan for creating new boxes; goal to increase monitoring of trail map sales boxes at retail outlets town-wide; land protection planning (JCC): no updates; Jamestown Shores conservation lot stewardship (M. Coleman): goal to schedule a day for site visits with CILT and Jamestown shores later in the spring.
6. Harbor Commission (G. Souza): At most recent HC meeting G. Souza raised JCC concerns around boatyard mooring expansion, potential for increased mooring density, goal to avoid mooring locations in eelgrass, and concern that new conservation mooring technology be used to improve existing moorings but not as a justification for adding moorings in sensitive areas; HC was responsive and reinforced shared concerns about eelgrass. Discussion of spring activity and goal to confirm that plans are on track to re-install, and have harbormaster enforce, buoys at Fox Hill Marsh conservation zone area. Also goal to reinforce HC efforts to consider Conservation Zones when reviewing proposals of all kinds.
7. Tree Committee (G. Souza): Some changes in roles due to term limits; the Tree Committee received an America the Beautiful grant of \$4k.
8. Litter Control: Cleanup/prevention activities (M. Coleman): A date for the JCC's annual Earth Day shoreline cleanup will be arranged by email.
9. Public education: Storm Drain Education project with JAC, plan review and possible vote to approve (A. Kuhn-Hines): JAC with great support from Alicia Bell is prepared to begin after-school education programming for children in April-May; JAC has done extensive research on paints including non-toxic products and paints that are only visible after it rains; Students in URI Environmental Education major will serve as mentors and will lead education in the field at Jamestown sites including Sheffield Cove and Round Marsh. Ideas for future initiatives (eco-friendly yard care, feeding wildlife, dog waste/watershed protection) (JCC): consensus that watershed health and Sheffield Cove pollution are a top priority for building awareness; goal to integrate with storm drain education.

#### VII. New Business:

1. Naval Station Newport (Gould Island): Environmental Restoration Program update & request for comments (D. Reardon): Navy provided JCC with an information packet notifying of upcoming meetings, comment period, and detailed progress updates and plans for final stages of remediation of toxic pollution on Gould Island; the southern portion of the island is owned by the state but is part of the town of Jamestown. The upcoming phase will include extensive soil excavation and well monitoring. Consensus that no action is needed from JCC.
2. Schedule next meeting (JCC): April 12, 2016 (Tuesday), 7PM, Town Hall (M. Coleman): Ted Smayda has submitted his resignation from JCC so will not be attending subsequent meetings. Motion to thank Ted for his years of enthusiasm and service to JCC; send card of thanks, A. Kuhn-Hines, 2<sup>nd</sup> B. DiGennaro, all in favor.

VIII. Adjourn: Motion to adjourn at 8:39, B. DiGennaro / G. Souza 2<sup>nd</sup>, all in favor

*Respectfully submitted by Maureen Coleman*



Jamestown Harbor Office  
250 Conanicus Avenue  
Jamestown, RI 02835  
401-423-7190

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**TOWN OF JAMESTOWN  
HARBOR COMMISSION**

Minutes of the February 10, 2015 Meeting of the Jamestown Harbor Commission  
*Approved: 3/9/2016*

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, February 10, 2016 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

**I. CALL TO ORDER AND ROLL CALL**

Chairman Cain called the meeting to order at 7:00 PM with roll call:

Present:

David Cain, Chairman  
Bruce Dickinson, Commissioner  
William Harsch, Commissioner  
Clifford Kurz, Commissioner  
Joseph McGrady, Commissioner  
Wayne Banks, Commissioner

Absent:

Dan Wurzbacher, Commissioner

Also in attendance:

Chief Edward Mello, Executive Director  
George Souza, Conservation Commission Liaison  
Kim Devlin, Harbor Clerk & Recording Secretary

**II. APPROVAL OF MEETING MINUTES**

**A. Wednesday, January 13, 2016**

Commissioner Harsch moves to accept the minutes of the December 7, 2015 Jamestown Harbor Commission meeting, Commissioner Dickinson seconded. So voted; (4 ayes, 0 nays, 1 abstention (McGrady)).

**B. Wednesday, December 9, 2015**

Commissioner Harsch moved to approve the minutes of the December 9, 2015 Jamestown Harbor Commission meeting. Commissioner Dickinson seconded. So voted (4 ayes, 0 nays, 1 abstention (McGrady)).

**III. OPEN FORUM**

**A. Scheduled Requests to Address**

No Scheduled requests to address.

**B. Non-scheduled Requests to Address**

No Non-Scheduled requests to address.

**IV. EXECUTIVE DIRECTOR MELLO'S REPORT**

Executive Director Mello reported that we took possession of the new harbormaster vessel. The vessel was inspected by a marine surveyor and the engine was evaluated by an Evinrude dealer and both reports concluded the vessel was fine. The vessel was winterized and shrink wrapped.

Executive Director Chief Mello reported that the Harbormaster job posting is open until the 19 (February) and we are receiving applications.

The Town Council approved the harbor rates as recommended, but we did not present the operating budget. Executive Director Chief Mello talked to Town Administrator Andy Nota and decided we will wait until the leases are finalized and we will re-approve the budget. The lease will be signed in the near future.

Executive Director Chief Mello reported that there has been an administrative discussion on the East Ferry parking lot, curbs, sidewalks, railings, etc. which need repairs. There will be some overlap in the project between the town and harbor. Public Works Director Mike Gray and Town Administrator Andy Nota plan on making a proposal to start the improvements. An example of the overlap is that the railings would be paid for by harbor and the balance of the project will be paid for by the town.

## **V. MARINE DEVELOPMENT FUND BUDGET**

### **A. 2015/2016 MDF YTD Budget**

The Marine Development Fund budget was presented to the Jamestown Harbor Commission.

## **VI. HARBOR CLERK REPORT**

Harbor Clerk Devlin reported that the wait list renewals will be closed on the 15<sup>th</sup> of February. .

## **VII. SUB-COMMITTEE REPORTS**

### **A. Budget**

Commissioner Kurz had nothing to report.

### **B. Facilities**

Executive Director Chief Mello reminded the Jamestown Harbor Commission of the principle we follow when handling projects. Projects costing \$10,000 and under will be completed using funds from the operating budget and projects over \$10,000 are capital projects.

Executive Director Chief Mello presented the Jamestown Harbor Commission with the list of small projects to work from. The list consisted of the following small project options:

- West Ferry – Water line to the touch and go
- West Ferry – Grinder pump replacement
- West Ferry – Electricity to the touch and go
- West Ferry – Pumpout line check
- West Ferry – Repairs to two pilings
- West Ferry – Additional touch and go
- Ft. Getty – Safety repairs
- Ft. Getty – Kayak racks
- Head's Beach – Railing addition
- Head's Beach – Additional kayak/dinghy racks
- East Ferry – Railing repairs

Executive Director Chief Mello went through the list item by item to explain the reason these small projects are being presented to the Jamestown Harbor Commission as options.

### **C. Mooring Implementation**

Chairman Cain had nothing to report.

### **D. Traffic Committee**

Chairman Cain reported that the next Traffic Committee meeting will be held on February 18 at 6:00PM.

## **VIII. LIAISON REPORTS**

### **A. Conservation Commission Liaison**

Conservation Commission Liaison Souza reported that the Conservation Commission is supportive of conservation moorings, but are also concerned about eelgrass beds. The Conservation Commission is asking Jamestown Boat Yard to be sensitive of this issue in light of their approval for additional commercial moorings.

Regarding aquaculture, the Conservation Commission agrees that shellfish are beneficial to water quality, but also wanted to point out that aquaculture also increases human activity.

## **IX. OLD BUSINESS**

There was no Old Business to discuss.

## **X. CORRESPONDENCE**

### **A. Chief Mello – Memo Re: Commercial Mooring Request**

### **B. Harry & Gail Chase – Re: CRMC File #2014-12-056 Pinheiro Aquaculture; 1-12-2016**

### **C. CRMC – Re: February Calendar**

Vice-Chairman Harsch moved to accept Correspondence Items A, B, and C; Commissioner Dickinson seconded. So voted; (6 ayes, 0 nays).

## **XI. NEW BUSINESS**

### **A. Commercial mooring requests – Conanicut Yacht Club, Dutch Harbor Boat Yard, Clark’s Boat Yard; potential approval of additional mooring permits**

Chairman Cain recused himself, based on his membership with the Conanicut Yacht Club.

Executive Director Chief Mello reported that the approval of the additional commercial mooring permits is permissible based on CRMC regulations. As a condition of the approval the commercial moorings may be granted with the following provisions: CRMC approval, Army Corps approval, the submission to the Town of the exact coordinates of the proposed moorings, the capacity for each mooring, and the submission of a parking plan to the Town. The final determination and assessment will be based on the Harbormaster’s final approval.

Commissioner Dickinson moved to approve the additional commercial moorings under Executive Director Chief Mello’s conditions for approval; Vice-Chairman Harsch seconded. So voted; (6 ayes, 0 nays).

### **B. Long Range Infrastructure Plan**

Executive Director Chief Mello reviewed the Long Range Infrastructure Plan with the Jamestown Harbor Commission.

A discussion ensued, regarding the level of involvement the Town Council would like the Jamestown Harbor Commission to have in the determination of the use of the Ft. Getty pier.

Executive Director Chief Mello stated he could ask the Town Council how they would like the Jamestown Harbor Commission to proceed.

Commissioner Kurz moved to request the Chief ask the Town Council how they want the Jamestown Harbor Commission to interact with the Ft. Getty improvements; Commissioner Dickinson seconded. So voted; (6 ayes, 0 nays).

Executive Director Chief Mello requested the Jamestown Harbor Commission review the Long Range Infrastructure Plan before the next meeting so the final determination will be made at the March meeting.

The item will be continued to the March meeting.

## **XII. OPEN FORUM – CONTINUED**

## **XIII. ADJOURNMENT**

Vice-Chairman Harsch moved to adjourn at 8:15 PM, Commissioner Dickinson seconded. So voted; (6 ayes, 0 nays).

Respectfully submitted,



Kim Devlin  
Jamestown Harbor Clerk



Jamestown Harbor Office  
250 Conanicus Avenue  
Jamestown, RI 02835  
401-423-7190

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**TOWN OF JAMESTOWN  
HARBOR COMMISSION**

Minutes of the March 9, 2015 Meeting of the Jamestown Harbor Commission  
*Approved: 4/13/2016*

A meeting of the Jamestown Harbor Commission (JHC) was held Wednesday, March 9, 2016 at the Jamestown Town Hall, 93 Narragansett Avenue, Jamestown, Rhode Island.

**I. CALL TO ORDER AND ROLL CALL**

Chairman Cain called the meeting to order at 7:02 PM with roll call:

Present:

David Cain, Chairman  
Dan Wurzbacher, Commissioner  
William Harsch, Commissioner  
Clifford Kurz, Commissioner  
Joseph McGrady, Commissioner

Absent:

Wayne Banks, Commissioner  
Bruce Dickinson, Commissioner

Also in attendance:

Chief Edward Mello, Executive Director  
George Souza, Conservation Commission Liaison  
Kim Devlin, Harbor Clerk & Recording Secretary

**II. APPROVAL OF MEETING MINUTES**

**A. Wednesday, February 10, 2016**

Commissioner Harsch moves to accept the minutes of the February 10, 2016 Jamestown Harbor Commission meeting, Commissioner McGrady seconded. So voted; (4 ayes, 0 nays).

**III. OPEN FORUM**

**A. Scheduled Requests to Address**

No Scheduled requests to address.

**B. Non-scheduled Requests to Address**

Mr. Chris Brown, of 55 Gondola (Avenue), addressed the Jamestown Harbor Commission regarding the additional mooring permits issued to commercial entities. Mr. Brown stated that he is a former member of the Jamestown Harbor Commission and, according to the Harbor Management Ordinance, there is a ratio of 60% private moorings to 40% commercial moorings for each zone.

Chairman Cain stated that he is familiar with the Harbor Management Ordinance and the additional permits were granted based on CRMC (Coastal Resources Management Council) recommendation.

Executive Director Chief Mello stated that there are conditions under which the permits were granted that have not yet been met, and all permits must be within the marina perimeters and must be approved by the Harbormaster.

Mr. Brown stated that the main concern for him is the increase of density in the area of his mooring, as he is already having issues with his mooring that he will discuss with the Harbormaster.

#### **IV. EXECUTIVE DIRECTOR MELLO'S REPORT**

Executive Director Mello reported that the application period for the Harbormaster applications to be submitted closed on February 19. Other than accepting the applications the Town has not yet taken any steps towards filling the position, but will do so rapidly.

Executive Director Chief Mello reported that there are a few projects at West Ferry that are being evaluated. One is the addition of a pumpout hydrant on the touch and go dock. We have a purchase order ready and will be moving forward with that project when the docks are launched this spring and the existing pumpout is commissioned.

Chairman Cain stated that he received an email from Carol Cronin stating the fenders at West Ferry need repaired.

Executive Director Chief Mello stated he is aware of the email and the plan is to repair the fenders when the docks are commissioned.

Executive Director Chief Mello stated that the pumpout line will be tested to make sure it is operating at maximum efficiency at the same time the company is installing the additional hydrant at West Ferry.

Executive Director Chief Mello reported that Public Works Director Mike Gray is working on the replacement of two sewer pumps at West Ferry.

Executive Director Chief Mello reported that there is a broken dolphin at the West Ferry out hauls and, based on the quote to make the repairs, we will need to obtain additional estimates. In addition, Executive Director Chief Mello received a quote to repair the pier at Ft. Getty and, based on that quote, we will need to go out to bid. The cost is much higher and the scope of work is much greater than expected.

Executive Director Chief Mello reported that he is preparing the new vessel for the season.

Chairman Cain asked if Executive Director Chief Mello has had any communication with the Town Council on the Jamestown Harbor Commission participation in discussions on the use of Ft. Getty.

Executive Director Chief Mello stated that the Town Council is aware that the Jamestown Harbor Commission would like to participate in the discussions on Ft. Getty, however; the Town Council is unsure of how they are going to proceed, but they are aware the Jamestown Harbor Commission is ready to participate as requested.

#### **V. MARINE DEVELOPMENT FUND BUDGET**

##### **A. 2015/2016 MDF YTD Budget**

The Marine Development Fund budget was presented to the Jamestown Harbor Commission.

#### **VI. HARBOR CLERK REPORT**

Harbor Clerk Devlin had nothing to report.

#### **VII. SUB-COMMITTEE REPORTS**

##### **A. Budget**

Commissioner Kurz had nothing to report.

##### **B. Facilities**

Commissioner Dickinson was absent.

##### **C. Mooring Implementation**

Chairman Cain had nothing to report.

##### **D. Traffic Committee**

Chairman Cain reported that at the next Traffic Committee meeting they will be discussing parking in the north end of the shores.

#### **VIII. LIAISON REPORTS**

##### **A. Conservation Commission Liaison**

Conservation Commission Liaison Souza thanked the Jamestown Harbor Commission for their support in the siting of moorings and aquaculture projects around the island and for considering the impacts those actions will have on conservation efforts. Conservation Commission Liaison Souza also asked the Jamestown Harbor Commission if they would be willing to collaborate on a meeting to discuss the impacts of such projects.

Chairman Cain stated that, at this time, there is no issue raised so maybe the Jamestown Harbor Commission and the

Conservation Commission should monitor the situation and take that action when needed. Chairman Cain thanked Conservation Commission Liaison Souza for his kind words.

## **IX. OLD BUSINESS**

### **A. Long Range Infrastructure Plan**

Executive Director Chief Mello requested the Jamestown Harbor Commission prioritize the projects for the Long Range Infrastructure Plan in order to submit projects to the Town Council for consideration as a capital improvement project, with an offer of contributing funds from retained earnings. That being said Executive Director Chief Mello reminded the Jamestown Harbor Commission that there is not much money in retained earnings and it doesn't take long to burn through the money in the event of an emergency.

Chairman Cain requested input from the Jamestown Harbor Commission members.

Commissioner Kurz stated he would like to see improvements to the Ft. Getty pier, but we need to know the future use of the pier and would also like to have input from the community.

A discussion on Ft. Getty pier ensued.

Chairman Cain asked Executive Director Chief Mello if the safety repairs at East Ferry would make the railing repairs a priority.

Executive Director Chief Mello stated that the Town is going to spend a significant amount on the repairs to the East Ferry parking lot and include the railings in the project. The majority of the project will be funded by the Town, but the railings will come out of the harbor budget. Executive Director Chief Mello stated the Town has fixed a lot of the safety issues.

A discussion on the West Ferry touch and go ensued.

Executive Director Chief Mello stated that if funds are placed in the West Ferry touch and go line item we will have the spring to evaluate and determine if there is a need for additional touch and go space and we don't have to spend the money until spring of 2017.

Commissioner McGrady stated he feels there needs to be a solid plan for Ft. Getty before committing funding to that project.

Executive Director Chief Mello stated that if Ft. Getty pier is a priority then the Jamestown Harbor Commission should send that message to the Town Council by requesting funding for the project in the next year or two. Executive Director Chief Mello pointed out that just because the request is made doesn't mean the Town Council will commit tax dollars to the project to make the point that the Jamestown Harbor Commission feels the project should be a priority.

Executive Director Chief Mello stated, based on the discussion, he will draft a Long Range Infrastructure Plan and bring it back to the Jamestown Harbor Commission for review at the next meeting.

### **B. Revised 2016/2017 Budget**

Executive Director Chief Mello detailed the changes made to the 2016/2017 budget:

- West Ferry outhaul revenue was increased to \$9600
- West Ferry dinghy dock revenue added to the budget at \$4500
- West Ferry floating docks (new cost per lease) expenditure added at \$7600
- Maintenance of docks and harbors expenditure increased to \$48,700

Executive Director Chief Mello reported that the net change to the budget is an increase of \$18,000. The budget would require the Jamestown Harbor Commission's approval and then it will be sent back to the Town Council for the final approval.

Commissioner Kurz moved to approve the 2016-2017 budget; Vice-Chairman Harsch seconded. So voted; (4 ayes, 0 nays).

## **X. CORRESPONDENCE**

### **A. CRMC – Re: Semi-Monthly meeting agenda; 3/4/2016**

### **B. Chris Brown – Re: Feb 10 JHC meeting for new commercial moorings; 3/4/2016**

**XI. NEW BUSINESS**

There was no New Business to discuss.

**XII. OPEN FORUM – CONTINUED**

There was no Continued Open Forum.

**XIII. ADJOURNMENT**

Vice-Chairman Harsch moved to adjourn at 7:55 PM, Commissioner Kurz seconded. So voted; (4 ayes, 0 nays).

Respectfully submitted,



Kim Devlin  
Jamestown Harbor Clerk

JAMESTOWN PHILOMENIAN LIBRARY  
Board of Trustees  
February 9, 2016 Meeting Minutes

- A. **Call to order: Roll call** - The meeting was called to order by chair, Mary Lou Sanborn, at 5:01PM  
In attendance: Peter Carson, Jennifer Cloud, Donna Fogarty, Paul Housberg, Marianne Kirby,  
Mary Lou Sanborn, Chris Walsh  
Absent: Laura Yentsch
- B. **Chair's report:** Mary Lou Sanborn discussed/reviewed the following:
- thanked everyone for electing her as chair of the Library Board of Trustees and promised to "give it my best" in guidance and leadership
  - at the joint January 12<sup>th</sup> meeting of the Town Council and Library Board of Trustees, she heard two key words mentioned by Karen Mellor, OLIS Director, during her presentation. Those words being "cooperation" and "collaboration". She indicated those would be her personal goals as chair in working with the town and the community. She hoped the board of trustees would also adopt those same words.
  - would also like to include a "future agenda items" to the agenda and to please let her know a week in advance of the monthly meetings if any items are to be added to the agenda
  - indicated she will not be here to chair/attend the March meeting and has asked Peter Carson to chair the meeting
  - distributed a thank you note from the library staff for the luncheon provided to them on January 7<sup>th</sup>
  - reviewed the new format and wording of the monthly meeting agendas. This format is now compliant with the Secretary of State's Office
  - distributed a packet of information regarding the Open Meetings Act. The board will invite the Town Solicitor in a future monthly to review/discuss this material
- C. **Consent Agenda** – A motion was made by board member Housberg, seconded by board member Carson to accept the Consent Agenda as presented. The motion passed unanimously.
- D. **Friends of the Library Report** – Board chair Sanborn attended the February 3<sup>rd</sup> meeting of the Friends of the Library and reported the results of the meeting. There still is not a liaison from the Friends of the Library to the Library Board of Trustees. Mary Lou will discuss with "Friends" chair, Arlene Petit. The March meeting will be attended by board member Kirby and the April meeting by board member Cloud.

## **E. Unfinished Business**

1. Library Renovation Project – board chair Sanborn suggested that for continuity the name of the project and current sub-committee should be identified. It was discussed and decided the entire project would be called the “Library Renovation Project” and the current sub-committee would be called the “Library Space Sub-Committee”. Board chair Sanborn indicated that as a result of Karen Mellor’s discussion at the January 12<sup>th</sup> meeting, she downloaded the OLIS Construction Checklist that will need to be updated for this project. She will do this for the April meeting and also feels the need to discuss the formation of other possible project sub-committees at that same meeting.
  - i. Board members Cloud and Walsh distributed the survey that was approved by the Library Space Sub-Committee at its January 26<sup>th</sup> meeting. Board members reviewed and discussed revisions to the survey. The costs associated with the survey were also distributed, reviewed, and discussed. Details of the survey cost analysis need to be finalized. A motion was made by board member Housberg, seconded by board member Kirby to have the survey available electronically and in paper format, advertised in the Jamestown Press with results tallied at a cost not to exceed \$1,500. The motion passed unanimously.
  - ii. Board chair Sanborn indicated she has discussed the time line of the project with the current fundraising company. Based on information they provided, it will take a minimum of two years to acquire the pledged funds. Therefore the end date of the timeline needs to be adjusted. Board chair Sanborn distributed a draft letter to Karen Mellor, director of OLIS, asking for an extension. Board members approved the letter. At the January 12<sup>th</sup> meeting board members voted to approve the Library Renovation Project outline as a work in progress document. Board chair Sanborn asked board members to approve this document be presented to Town Council members to give them an idea of the current tasks involved and associated time frame. A motion was made by board member Housberg, seconded by board member Cloud to have the board chair present the Library Renovation Project Timeline to Town Council members. The motion passes unanimously. A copy of the completed survey will also be presented to them.
2. 2016 LBOT Proposed Budget – a copy of a proposed budget was distributed to board members by board chair Sanborn. The proposed budget was reviewed and discussed. Board member Carson suggested the amount attributed to Brakeley Briscoe be increased from \$6,000 to \$12,000. A motion was made by board member Carson, seconded by board member Cloud to approve a 2016 LBOT budget for a total of \$26,300. The motion passed unanimously. The funding for this budget will be from the RI Foundation.

## **F. New Business**

1. 2016 LBOT Meeting dates and times - Board chair Sanborn asked if all board members agreed to meet on the second Tuesday of each month at 5:00PM. All board members were in agreement.
2. Slate of LBOT Officer– Secretary vacancy - Board chair Sanborn indicated the vacancy of Secretary still remains vacant on the board. She asked if anyone board member was interested. No board member expressed interest. She therefore suggested a secretary be hired by the board of trustees to attend monthly meetings, take minutes of the meeting, prepare agendas, and file such with the Secretary of State’s office. This position would involve approximately 5-7 hours monthly. Board members agreed to having board chair Sanborn look into this position further and report on it at a future meeting.
3. Board of Trustee Sub-Committees – Board chair Sanborn indicated she has been reviewing the RI Trustees Handbook, Duties and Responsibilities of Trustees. A copy of this document was distributed to board members. She feels the board needs to align itself better with these duties and responsibilities and felt the best way of doing this would be to form sub-committees – Facilities, Finance, and Policy (by-laws). By having each board member a member of a sub-committee, tasks would become the responsibility of that sub-committee and allows for equal participation of each board member. Sub-committees would be permanent and require a by-law revision. Board member Housberg suggested using Ad-Hoc Committees. Board chair Sanborn indicated Ad-Hoc Committees have their purpose but are not effective in aligning duties and responsibilities as a board of trustees. After further discussion it was decided to postpone this agenda item until the April meeting.
4. Fiscal year versus calendar year and potential bylaw revision – Board chair Sanborn mentioned the board of trustees budget is currently on a calendar year while the library’s CIP and Operating budgets are on a fiscal year from June – July. She suggested aligning both to a fiscal year in order to expedite the CIP and Operational budget process. A motion was made by board member Kirby, seconded by board member Walsh to align both budgets to a fiscal year. The motion passed unanimously.
5. Letter to Town Council regarding appointments to LBOT - At the January 12<sup>th</sup> meeting of the LBOT, it was discussed and decided that board chair Sanborn would compose a letter to the Town Council requesting a change in the process of the approval/appointment of future LBOT members. A copy of the letter was distributed. After discussion it was decided to postpone this agenda item until the April meeting.
6. Library Director’s Annual Review – Board chair Sanborn indicated the LBOT By-laws state a review must be completed in order to comply with the by-laws. A review of the Library Director has not been completed since 2011. Board chair Sanborn asked board members

Kirby and Carson to meet with Donna Fogarty, Library Director, to review the parameters of the review. This agenda item will be included on the April agenda.

7. 2016-2017 Capital Improvement Plan - Board chair Sanborn indicated that Donna Fogarty and she have met several times with Andy Nota, Town Administrator, Tina Collins, Town Treasurer, and Mike Gray, Department Head of Public Works to work on this budget for this coming year and the following five (5) years. Copies of the proposed budget were distributed. Discussion of the proposed budget and a relation to the Library Renovation Project took place. Some of the items included in future years of the CIP may be potentially included as part of the renovation project, but at this time would be included as part of the CIP. A copy of the suggested use of current outstanding CIP funds was distributed and discussed. A motion was made by board member Carson, seconded by board member Housberg to approve the 2016-2017 Capital Improvement Plan and the use of current outstanding CIP funds as presented. The motion passed unanimously.
8. 2016 – 2017 Operational Budget – Board chair Sanborn distributed a copy of the proposed 2016-2017 Operational Budget and corresponding documentation. She and Donna Fogarty have been working on this budget for the last several weeks. Increases for library staff have been requested based on industry standards within Rhode Island. Further discussion took place. A motion was made by board member Cloud, seconded by board member Carson to approve the budget as presented. The motion passed unanimously. Andy Nota and Tina Collins would be notified by board chair Sanborn of the approval of both budgets by the board of trustees.

A motion was made by board member Carson, seconded by board member Kirby to adjournment the meeting. The meeting adjourned at 7:11PM.

The next meeting of the Library Board of Trustees will be on Tuesday, March 8, 2016.

Respectfully submitted,

Mary Lou Sanborn  
Secretary  
Pro temp

JAMESTOWN PHILOMENIAN LIBRARY  
Board of Trustees  
March 14, 2016 Meeting Minutes

- A. **Call to order: Roll call** - The meeting was called to order by chair, Mary Lou Sanborn, at 5:01PM  
In attendance: Peter Carson, Jennifer Cloud, Donna Fogarty (library director), Paul Housberg, Marianne Kirby, Mary Lou Sanborn, Kristine Trocki (Town Council liaison), Chris Walsh  
Absent: Laura Yentsch
- B. **Report of the Chair:** Board chair Sanborn indicated the meeting agendas will now include "future agenda items". Please contact her one week prior to the meetings if you would like to include an agenda item. She asked LBOT members to consider including LBOT meeting minutes on the JPL web site. Laura Yentsch sent a thank you note for the flowers the LBOT sent to her.
- C. **Consent Agenda:** A motion was made by board member Carson, seconded by board member Kirby to accept the Consent Agenda as presented. The motion passed unanimously. Note: typo errors will be corrected.
- D. **Friends of the Library report:** Board member Carson attended the March 2<sup>nd</sup> meeting of the "Friends". Board member Carson reported the "Friends" reviewed their programs slated for this year and also mentioned they will electing a new board of officers. A nominating committee was formed. It was also suggested that "Friends" member Scott Gray be considered as a liaison to the LBOT. Chair member Sanborn will contact Mr. Gray prior to the April LBOT to see if he would consider this position. Board member Kirby will attend the April "Friends" meeting.
- E. **Champlin Grant:** Donna Fogarty, library director, provided an explanation of the sound system equipment recommended by Jack Evans of New Architects that would be included as part of the 2013 Champlin Grant. The installation of this equipment would complete the funding of the grant. The RFP was awarded to Flint Audio at an amount not to exceed \$5,988.79. In the event the meeting room is renovated, all the equipment can be moved. A one day installation is needed. Board chair Sanborn indicated that with all equipment, the new sound system would now be included as part of the library's operational budget. A motion was made by board member Carson, seconded by board member Housberg to accept the bid for the installation of the new sound system as presented by Flint Audio not to exceed an amount of \$5,988.79. The motion passed unanimously.

**F. Unfinished Business:**

**1. Library Renovation Project**

**a. Building Space Committee:**

i. Survey and analysis: Board members Walsh and Cloud reported the survey is available online. Five hundred (500) paper copies were printed and placed in different areas around town. The librarians are including a copy of the survey when a book is checked out. An article and ad was included in the Jamestown Press. Another add will be included in the Jamestown Press to notify Jamestown residents of the last day the survey can be completed. To date 117 online surveys have been completed. It was indicated by board members Walsh and Cloud that Kathryn Taylor, OLIS Consultant, can have the paper survey information input into Survey Monkey at a cost of \$35.00. The date would take approximately 2 hours to input. Board chair asked that this cost be put in writing. In order to stay on target with the project outline, Board chair Sanborn asked that the analysis of the survey and other building space information be completed and presented to the LBOT members no later than the May meeting.

ii. Survey budget: Board members Walsh and Cloud indicated to date expenses of the survey are \$150.00

iii. Population Study: Board member Walsh indicated there is information available that should meet the population study requirements.

**b. Project outline:**

i. Project outline and timeframe: Board chair Sanborn reported she attended the February 16<sup>th</sup> meeting of the Town Council and presented both the approved Renovation Project outline and survey to the Town Council members. Both were well received.

ii. Letter to OLIS: Board chair Sanborn reported she mailed the LBOT approved letter to Karen Mellor at OLIS asking for an extension on the application of a grant. Since an official grant application was never filed, our letter only needed to be noted. Once the final specifications of the project are determined, a formal grant application will have to be filed with OLIS.

c. Budget Schedule/Process 2016-2017: Board chair Sanborn reported the Library's 2016-2017 proposed CIP and Operational Budgets were presented to the Town Council at their March 7th meeting by Town Administrator Andy Nota. Not having heard from Andy, both budgets should have been presented as approved by the LBOT. This was the initial budget presentation with budget workshops to follow in the next several weeks. The proposed budgets could possibly be revised. She will keep the LBOT

members informed. The budget workshop schedules are as follows: March 23<sup>rd</sup> – CIP, and March 28<sup>th</sup> – Operational.

- d. Annual Evaluation – Library Director: Board members Kirby and Carson presented the LBOT with different evaluation forms used by the town and other sources. Board member Kirby met with the Town Administrator to discuss a shared review of the library director. Discussion took place regarding the practice in other towns. This information will be determined and shared with the LBOT at the April meeting as well as a proposed (draft) evaluation form. Board chair Sanborn indicated the annual review should also include measurable goals for the library director.
- G. Future Agenda Items:
  - 1. Weather Emergency Policy
  - 2. LBOT Meeting minutes/library website
- H. Public Comment – none
- I. Adjournment and date of next meeting: A motion was made by board member Kirby, seconded by board member Cloud to adjourn the meeting at 6:35PM. The motion passed unanimously. The date of the next meeting will be Tuesday, April 12, 2016.

Respectfully submitted,

Mary Lou Sanborn

Secretary Pro Temp



State of Rhode Island and Providence Plantations  
**Coastal Resources Management Council**  
Oliver H. Stedman Government Center  
4808 Tower Hill Road, Suite 3  
Wakefield, RI 02879-1900

(401) 783-3370  
Fax (401) 783-2069

**PUBLIC NOTICE for PROPOSED RULE-MAKING and  
PUBLIC HEARING**

**Proposed Amendments to the Coastal Resources Management Program  
CRMC Shoreline Change Maps**

Pursuant to Chapter 46-23 of the State of Rhode Island General Laws, as amended, the Coastal Resources Management Council proposes to amend and take public comment on the following sections only of the Coastal Resources Management Program (CRMP): **Shoreline Change Maps**. Comments will not be taken on any other section of the Coastal Resources Management Program during this notice period. In accordance with the procedures of the RI Administrative Procedures Act (R.I.G.L. § 42-35-3) and the Rules and Regulations of the Coastal Resources Management Council, notice is hereby given of the intent of the Coastal Resources Management Council to hold a public hearing, accept public comment, and afford interested persons reasonable opportunity to submit data, views or arguments orally or in writing during the 30-day comment period and the public hearing.

The **public hearing** will be held at **6:00 p.m. on Tuesday, April 26, 2016 in Conference Room A at the Department of Administration, One Capitol Hill, Providence, RI**. The room is accessible to the disabled and persons requesting interpreter services for the hearing impaired must notify the Council office at 401-783-3370 or RI 711 at least three (3) business days in advance of the hearing date so that such assistance can be provided at no cost to the person requesting.

**Summary of Proposed Amendment to CRMC Shoreline Change Maps**

The CRMC intends to adopt revised Shoreline Change Maps for the Washington County communities of Westerly, Charlestown, South Kingstown, Narragansett and North Kingstown. The purpose of the amendment is to replace older 2003 and 2004 maps that were adopted by the CRMC in 2008 with 45 newly updated maps based on 2014 orthophoto aerial images that have been prepared as part of the CRMC Shoreline Change Special Area Management Plan, also referred to as the Beach SAMP. Due to the very high image resolution and extremely large files sizes (294MB in total) the individual maps are not being uploaded to the Secretary of State's website. The 45 new maps are publically accessible on the CRMC website at: [http://www.crmc.ri.gov/maps/maps\\_shorechange.html](http://www.crmc.ri.gov/maps/maps_shorechange.html) as PDF files and are listed under Washington County (2016).

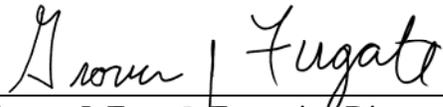
The Council has complied with the requirements of R.I. General Laws §§ 42-35.1-3 and 42-35.1-4 and has filed copies of the proposed regulations with the Governors Office and the Office of Regulatory Reform of the Department of Administration's Office of Management and Budget. The Council has determined that the proposed regulations do not overlap or duplicate any other state regulation and will not have any adverse effect on small businesses.

The proposed regulations are available on the CRMC website – [www.crmc.ri.gov](http://www.crmc.ri.gov). Additionally, the proposed regulations can be reviewed in person at the Coastal Resources Management Council offices located at the Oliver Stedman Government Center, 4808 Tower Hill Road, Wakefield, RI. Further information may be obtained by contacting the Coastal Resources Management Council offices at 783-3370.

CRMC PUBLIC NOTICE for PROPOSED RULE-MAKING and  
PUBLIC HEARING  
March 22, 2016  
Page Two

All interested persons are invited to submit written comments on the proposed amendments to Section 145 of the Coastal Resources Management Program by the close of business on **April 21, 2016** to provide advance notice to the Council prior to the public hearing. All such comments should be directed to Grover J. Fugate, Executive Director, at the above address.

Signed this 22nd day of **March**, 2016

  
\_\_\_\_\_  
Grover J. Fugate, Executive Director  
Coastal Resources Management Council

**Proposed Amendment**

**RI Coastal Resources Management Program – Shoreline Change Maps**

**Revise existing Shoreline Change Map cover page (last page of Red Book) as follows:**

**Unaltered text is existing text, while new text is underlined and deleted text is ~~struck-through~~**

# Shoreline Change Maps

## Watch Hill to Little Compton

The Coastal Resources Management Council ~~has developed~~ adopted in 2008 orthophoto aerial image shoreline change maps that were developed by the University of Rhode Island. These maps comprise the state's shoreline from Watch Hill to Pt. Judith, into and inclusive of Narragansett Bay and its islands, to the eastern shoreline of Little Compton.

The purpose of these maps is to show shoreline rates of change that will be applied to pertinent sections of the Council's regulatory programs to address issues including setbacks of activities from coastal features. These shoreline change maps detail accretion and erosion rates for the shoreline, ~~and are further detailed into~~ associated with shoreline transect segments for each map. In total there are ~~173-178~~ such maps, which are herein incorporated as regulations of the RICRMP. ~~A map~~ Maps for Block Island ~~is~~ are not currently included, however, setbacks and erosion rates for Block Island shall be assessed on a case-by-case basis. The Block Island maps will be added when analysis is completed at a later date.

The maps for the communities of Westerly, Charlestown, South Kingstown, Narragansett and North Kingstown are based on 2014 orthophoto aerial images and are listed under Washington County (2016). These maps show various shorelines from 1939, 1951, 1963, 2012 and 2014 aerial images. In addition, four new panels for the Narrow River have been included. The remaining maps adopted in 2008 include only the shorelines interpreted from aerial images of 1939, 1975 and 2003 for maps covering Narrow River northward into the Bay, islands and to Little Compton or 2004 for the shoreline from Napatree Point to Narragansett Beach.

These shoreline change maps are orthophoto aerial images which individually are very large digital computer files. They can be examined ~~at the Council's office in Wakefield, at the secretary of state's office, and~~ on-line at the Council's website:  
[http://www.crmc.ri.gov/maps/maps\\_shorechnage.html](http://www.crmc.ri.gov/maps/maps_shorechnage.html).



State of Rhode Island and Providence Plantations  
**Coastal Resources Management Council**  
Oliver H. Stedman Government Center  
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Fax (401) 783-3767

## **APRIL 2016 CALENDAR**

- Tuesday, April 12**                      **Semimonthly Meeting.** Administration Building, Conference Room A, One Capitol Hill, Providence, RI.  
**6:00 p.m.**
- Tuesday, April 19**                      **Policy and Planning Subcommittee Meeting.** CRMC; Conference Room, Oliver Stedman Government Center, 4808 Tower Hill Road, Wakefield, RI.  
**8:30 p.m.**
- Tuesday, April 26**                      **ROW Subcommittee Meeting.** Administration Building, Conference Room A, One Capitol Hill, Providence, RI.  
**5:45 p.m.**
- Tuesday, April 26**                      **Semimonthly Meeting.** Administration Building, Conference Room A, One Capitol Hill, Providence, RI.  
**6:00 p.m.**
- Friday, April 22**                      **Administrative Fine Hearings.** CRMC Offices, Conference Room, Oliver Stedman Government Center, 4808 Tower Hill Road, Wakefield, RI.  
**9:30 a.m.**

*Individuals requesting interpreter services for the hearing impaired for any of the above meetings must notify the Council office at (783-3370) 72-hours in advance of the meeting date.*

/lat



401-423-9802

# Town of Jamestown

## Tax Assessor

93 Narragansett Avenue

Jamestown, Rhode Island 02835

To: PRESIDENT, JAMESTOWN TOWN COUNCIL

From: JAMESTOWN TAX ASSESSOR

Subject: ABATEMENTS/ADDENDA OF TAXES FOR APRIL 19, 2016 MEETING

RECEIVED  
TOWN OF JAMESTOWN, R.I.  
16 APR 12 AM 8:18

### REAL PROPERTY ABATEMENTS TO 2015 TAX ROLL

#02-0580-20 Toll, Jane et al	Plat 8, Lot 445 - Property transfer 3-28-16 to Account #03-0244-40	\$2,531.67
#02-1393-00 Brown, Diane B. & Ira R.	Plat 16, Lot 208 - Property transfer 3-11-16 to Account #16-1342-62	\$2,607.47
#02-1456-00 Browning, Diann H., Trust	Plat 8, Lot 170-1A - Correction to property card No generator - New Value \$632,700	\$14.05
#04-0299-10 Delbene-Pizzi, Jo-Ann M.	Plat 16, Lot 183 - Property transfer 4-1-16 to Account #07-0392-30	\$2,535.47
#04-0465-00 DeSoito Trust	Plat 9, Lot 606 - Property transfer 3-11-16 to Account #03-1679-25	\$2,874.52
#06-0500-08 Furtado, Evelyn F. Trust	Plat 8, Lots 323 & 753 Widow of Veteran Exemption	\$43.90
#10-0075-00 Jamison, Bonnie Sue et al	Plat 9, Lot 736 - Property transfer 3-28-16 to Account #19-0880-10	\$5,301.17
#11-0483-00 Knowles, Alexander B. & Linda D.	Plat 9, Lot 26 - Reduced assessment based on correction to number of baths - Value \$1,935,600	\$28.89
#14-0035-80 Nationstar Mortgage, LLC	Plat 8, Lot 493 - Property transfer 3-9-16 to Account #06-0435-50	\$6,970.35
#19-0054-00 Sanborn, Mary Lou, Trustee	Plat 10, Lot 97 - Property transfer 3-31-16 to Account #13-0527-05	\$7,694.60
#19-0740-80 Sheridan, Christopher J.	Plat 14, Lot 224 - Property transfer 3-30-16 to Account #16-0054-40	\$2,181.64
#23-0209-00 Ward, David John & Alison Monds	Plat 15, Lot 306 - Property transfer 3-9-16 to Account #22-0320-00	\$2,403.77

### REAL PROPERTY ADDENDA TO 2015 TAX ROLL

#03-0144-40 Capaldo, Salvatore & Paula	Plat 8, Lot 445 - Property transfer 3-28-16 from Account #02-0580-20	\$2,531.67
#03-1679-25 Curci, D.A. Builders, LLC	Plat 9, Lot 606 - Property transfer 3-11-16 from Account #04-0465-00	\$2,874.52
#07-0392-30 Gillis, L. Alexandra	Plat 16, Lot 183 - Property transfer 4-1-16 from Account #04-0299-10	\$2,535.47
#06-0435-50 Freebody, LLC	Plat 8, Lot 493 - Property transfer 3-9-16 from Account #14-0035-80	\$6,970.35

#13-0527-05 Marshall, John & Lucia	Plat 10, Lot 97 - Property transfer 3-31-16 from Account #19-0054-00	\$7,694.60
#16-0054-40 Page-Evans, Catherine L.	Plat 14, Lot 224 - Property transfer 3-30-16 from Account #19-0740-80	\$2,181.64
#16-1342-62 Purnell, David	Plat 16, Lot 208 - Property transfer 3-11-16 from Account #02-1393-00	\$2,607.47
#19-0880-10 Simmons, Michael E., Trustee	Plat 9, Lot 736 - Property transfer 3-28-16 from Account #10-0075-00	\$5,301.17
#22-0320-00 Volpe, Jean D. & David Z.	Plat 15, Lot 306 - Property transfer 3-9-16 from Account #23-0209-00	\$2,403.77
#23-0453-20 Welch, David C. & Leigh W.	Plat 9, Lot 432 - Property transfer 3-30-16 from Account #14-0315-02 - Loss of exemptions	\$668.84

<b>TOTAL ABATEMENTS</b>	<b>\$35,187.50</b>
<b>TOTAL ADDENDA</b>	<b>\$35,769.50</b>

RESPECTFULLY SUBMITTED,



KENNETH S. GRAY,  
TAX ASSESSOR

Town of Jamestown as an abutter.

Town Property: Plat 9, Lot 252.

TOWN OF JAMESTOWN  
ZONING BOARD OF REVIEW  
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE JAMESTOWN ZONING BOARD OF REVIEW WILL HOLD A PUBLIC HEARING APRIL 26, 2016, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT **7:00** P.M. UPON THE FOLLOWING:

Application of Scott et Christine L. Metcalfe, whose property is located on 11 Union St., and further identified as Assessor's Plat 9, Lot 261 for a variance from Article 3, Section 82-302, Table 3.2 Lot coverage, side and rear yard setbacks. To construct a rear deck which will result in 44% lot coverage an increase of 9% where 30% is required, a rear yard setback 24' where 30' is required, and a west side yard setback of 6' where 7' is required. Said property is located in a R8 zone and contains 4791.6 sq. ft.

BY ORDER OF THE ZONING BOARD OF REVIEW  
RICHARD BOREN, CHAIRMAN  
CHRIS COSTA, ZONING OFFICER

This meeting location is accessible to the physically challenged. Hearing or speech impaired individuals requiring the services of an interpreter should call 1-800-745-5555 not less than 3 business days prior to the meeting.

Town of Jamestown as an abutter.

Town Property: Plat 8, Lot 161.

TOWN OF JAMESTOWN  
ZONING BOARD OF REVIEW  
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE JAMESTOWN ZONING BOARD OF REVIEW WILL HOLD A PUBLIC HEARING APRIL 26, 2016, AT THE JAMESTOWN TOWN HALL 93 NARRAGANSETT AVENUE, JAMESTOWN, RHODE ISLAND AT **7:00** P.M. UPON THE FOLLOWING:

Application of PP Jamestown, LLC, dba Preppy Pig BBQ (N. Meadow Properties LLC, owner) a tenant at the property located at 35D Narragansett Ave., and further identified as Assessor's Plat 9, Lot 246 for a special use permit Article 3, Section 302, Table 301, 6B-3 Lunchroom or Restaurant (Alcoholic Beverages). The request is to allow us to serve beer & wine at the restaurant. Said property is located in a CL zone and contains 1,200 sq. ft.

BY ORDER OF THE ZONING BOARD OF REVIEW  
RICHARD BOREN, CHAIRMAN  
CHRIS COSTA, ZONING OFFICER

This meeting location is accessible to the physically challenged. Hearing or speech impaired individuals requiring the services of an interpreter should call 1-800-745-5555 not less than 3 business days prior to the meeting.



**Town of Jamestown**  
Finance Department  
Town Hall  
93 Narragansett Avenue  
Jamestown, Rhode Island 02835-1199  
401-423-9809 Fax 401-423-7229  
Email: ccollins@jamestownri.net

**Christina D. Collins**  
Finance Director

## MEMORANDUM

**TO:** Andrew E. Nota, Town Administrator

**FROM:** Christina D. Collins, Finance Director

**DATE:** 3/30/2016

**SUBJECT:** Budget to Actual

Attached is the Budget to Actual reports for the Fiscal Year 2015/2016. The report contains the expenses that have been paid through March 30, 2016.

Please do not hesitate to contact me with any questions or concerns.

**TOWN OF JAMESTOWN  
BUDGET VS. ACTUAL  
JULY 2015 - JUNE 2016  
March 1, 2016 - March 31, 2016**

<u>Account Number &amp; Description</u>	<u>Annual Budget</u>	<u>PTD Expenses</u>	<u>YTD Expenses</u>	<u>Remaining \$</u>	<u>% of Budget</u>
<b>TOWN COUNCIL</b>					
70001101 Salaries (5)	11,300.00	2,825.00	8,475.00	2,825.00	75.00%
70001302 Fees & Supplies	1,250.00	0.00	89.13	1,160.87	7.13%
70001305 Advertising	2,000.00	0.00	0.00	2,000.00	0.00%
<b>70001 Town Council</b>	<b>14,550.00</b>	<b>2,825.00</b>	<b>8,564.13</b>	<b>5,985.87</b>	<b>58.86%</b>
<b>TOWN ADMINISTRATOR</b>					
70002101 Salary, Administrator	108,572.00	8,560.44	81,324.18	27,247.82	74.90%
70002102 Salary, Clerical w/longevity	63,002.00	4,511.64	47,168.43	15,833.57	74.87%
70002302 Fees, Supplies & Dues	2,500.00	-39.59	1,282.09	1,217.91	51.28%
70002303 Travel Expenses	12,000.00	750.00	8,342.10	3,657.90	69.52%
<b>70002 Town Administrator</b>	<b>186,074.00</b>	<b>13,782.49</b>	<b>138,116.80</b>	<b>47,957.20</b>	<b>74.23%</b>
<b>PROBATE COURT</b>					
70003101 Salary, Judge	5,081.00	390.82	3,712.79	1,368.21	73.07%
70003302 Fees, Supplies & Dues	1,750.00	656.60	1,443.94	306.06	82.51%
<b>70003 Probate Court</b>	<b>6,831.00</b>	<b>1,047.42</b>	<b>5,156.73</b>	<b>1,674.27</b>	<b>75.49%</b>
<b>ELECTION &amp; TOWN MEETINGS</b>					
70004101 Salaries, Canvassers (3 & 2alt.)	5,234.00	1,309.00	3,927.00	1,307.00	75.03%
70004102 Salary, Clerical	700.00	0.00	0.00	700.00	0.00%
70004103 Salaries, Moderator & Sergeant	1,450.00	323.68	1,096.04	353.96	75.59%
70004104 Election Supervisors	1,000.00	0.00	0.00	1,000.00	0.00%
70004302 Fees, Supplies & Dues	2,300.00	37.80	519.21	1,780.79	22.57%
70004305 Advertising & Printing	500.00	156.00	156.00	344.00	31.20%
<b>70004 Election &amp; Town Meetings</b>	<b>11,184.00</b>	<b>1,826.48</b>	<b>5,698.25</b>	<b>5,485.75</b>	<b>50.95%</b>
<b>LEGAL</b>					
70050201 Professional Services	95,000.00	7,121.00	60,602.00	34,398.00	63.79%
<b>70005 Legal</b>	<b>95,000.00</b>	<b>7,121.00</b>	<b>60,602.00</b>	<b>34,398.00</b>	<b>63.79%</b>
<b>CLERK &amp; RECORDS</b>					
70060101 Salary, Town Clerk w/longevity	67,550.00	6,680.83	49,796.91	17,753.09	73.72%
70060102 Salary, Clerical (2) w/longevity	87,680.00	6,479.23	62,551.53	25,128.47	71.34%
70060302 Fees, Supplies & Dues	33,000.00	1,277.97	10,942.22	22,057.78	33.16%
70060305 Advertising & Printing	3,000.00	185.63	2,069.23	930.77	68.97%
<b>70060 Clerk &amp; Records</b>	<b>191,230.00</b>	<b>14,623.66</b>	<b>125,359.89</b>	<b>65,870.11</b>	<b>65.55%</b>
<b>PLANNING</b>					
70070101 Salary, Town Planner w/longevity	77,545.00	5,508.22	58,266.23	19,278.77	75.14%
70070102 Salary, Clerical (.8) w/longevity	36,444.00	2,612.20	24,666.17	11,777.83	67.68%
70070201 Planning Commission	7,150.00	0.00	0.00	7,150.00	0.00%
70070302 Fees, Supplies & Dues	5,500.00	91.70	3,088.05	2,411.95	56.15%
70070305 Advertising	500.00	43.50	364.50	135.50	72.90%
<b>70070 Planning</b>	<b>127,139.00</b>	<b>8,255.62</b>	<b>86,384.95</b>	<b>40,754.05</b>	<b>67.95%</b>
<b>ZONING</b>					
70080101 Salaries, Zoning Board (10)	10,000.00	325.00	2,275.00	7,725.00	22.75%
70080302 Supplies	700.00	-187.47	-810.83	1,510.83	-115.83%
<b>70080 Zoning</b>	<b>10,700.00</b>	<b>137.53</b>	<b>1,464.17</b>	<b>9,235.83</b>	<b>13.68%</b>
<b>PERSONNEL</b>					
70090900 Social Security Tax	291,485.00	10,581.06	203,133.30	88,351.70	69.69%
70090901 Blue Cross/Delta Dental	681,500.00	45,967.33	414,411.23	267,088.77	60.81%
70090902 Worker's Compensation	70,000.00	0.00	60,187.00	9,813.00	85.98%
70090903 Retirement System	296,425.00	9,343.39	169,042.10	127,382.90	57.03%
70090906 Life Insurance	10,000.00	1,023.80	8,009.98	1,990.02	80.10%
70090907 General Liability Insurance	110,000.00	25.90	108,519.77	1,480.23	98.65%
70090910 Salary Study Adjustment	30,000.00	0.00	0.00	30,000.00	0.00%
70090920 Blue Cross - Police Retirees	118,805.00	11,841.81	92,461.07	26,343.93	77.83%
<b>70090 Personnel</b>	<b>1,608,215.00</b>	<b>78,783.29</b>	<b>1,055,764.45</b>	<b>552,450.55</b>	<b>65.65%</b>

**TOWN OF JAMESTOWN  
BUDGET VS. ACTUAL  
JULY 2015 - JUNE 2016  
March 1, 2016 - March 31, 2016**

<u>Account Number &amp; Description</u>	<u>Annual Budget</u>	<u>PTD Expenses</u>	<u>YTD Expenses</u>	<u>Remaining \$</u>	<u>% of Budget</u>
<b>FINANCE OFFICE</b>					
70100100 Salary, Finance Director w/longevity	89,597.00	6,411.24	68,408.70	21,188.30	76.35%
70100101 Salary, Deputy Tax Collector w/long	64,989.00	4,664.55	46,532.81	18,456.19	71.60%
70100102 Consultant, Computer Technican	40,000.00	6,009.08	34,005.97	5,994.03	85.01%
70100201 Professional Services	16,000.00	2,850.52	14,907.65	1,092.35	93.17%
70100302 Fees, Supplies & Dues	22,000.00	1,018.63	16,642.62	5,357.38	75.65%
<b>70100 Finance</b>	<b>232,586.00</b>	<b>20,954.02</b>	<b>180,497.75</b>	<b>52,088.25</b>	<b>77.60%</b>
<b>TAX ASSESSOR</b>					
70110101 Salary, Assessor (.8) w/longevity	53,508.00	3,864.78	36,715.41	16,792.59	68.62%
70110102 Clerical (as needed)	0.00	0.00	0.00	0.00	#DIV/0!
70110302 Fees, Supplies & Dues	12,500.00	0.00	12,281.79	218.21	98.25%
70110305 Advertising & Printing	1,100.00	0.00	784.98	315.02	71.36%
70110308 Field Inspections	0.00	0.00	0.00	0.00	#DIV/0!
<b>70110 Tax Assessor</b>	<b>67,108.00</b>	<b>3,864.78</b>	<b>49,782.18</b>	<b>17,325.82</b>	<b>74.18%</b>
<b>AUDIT OF ACCOUNTS</b>					
70120201 Professional Services	22,000.00	0.00	22,320.00	-320.00	101.45%
<b>70120 Audit of Accounts</b>	<b>22,000.00</b>	<b>0.00</b>	<b>22,320.00</b>	<b>(320.00)</b>	<b>101.45%</b>
<b>POLICE PROTECTION</b>					
70310100 Salary, Police Chief	88,521.00	6,809.26	64,687.97	23,833.03	73.08%
70310101 Salaries, Police(13)/ Dispatch(4.5) /Support (.8 & 1 seasonal)	911,986.00	70,609.97	710,633.74	201,352.26	77.92%
70310102 Longevity, Officers/Dispatch	45,943.00	16,131.39	37,916.22	8,026.78	82.53%
70310103 Police Benefits	46,320.00	4,234.01	46,760.21	-440.21	100.95%
70310104 Overtime & Sick Leave	165,000.00	12,825.95	135,117.10	29,882.90	81.89%
70310105 Police Retirement	165,215.00	0.00	82,607.50	82,607.50	50.00%
70310302 Fees, Supplies & Dues	21,000.00	639.01	7,298.16	13,701.84	34.75%
70310303 Computer Maintenance	18,500.00	952.13	21,631.10	-3,131.10	116.92%
70310305 Advertising	0.00	0.00	65.10	-65.10	#DIV/0!
70310307 Building Maintenance	5,000.00	0.00	960.55	4,039.45	19.21%
70310308 Vehicle Insurance	8,197.00	0.00	8,197.00	0.00	100.00%
70310309 Telephone	21,500.00	864.69	8,844.38	12,655.62	41.14%
70310310 Personal Equipment, Uniforms	8,000.00	347.00	3,535.80	4,464.20	44.20%
70310311 Maintenance Of Uniforms	32,150.00	23,850.00	25,395.13	6,754.87	78.99%
70310312 Ammunition & Supplies	4,000.00	0.00	2,606.00	1,394.00	65.15%
70310313 Maintenance, Police Cars	17,500.00	1,923.94	7,469.04	10,030.96	42.68%
70310314 Gas & Tires	38,000.00	0.00	16,100.79	21,899.21	42.37%
70310315 Training	20,000.00	2,556.99	9,444.01	10,555.99	47.22%
70310316 Police Incentive	0.00	0.00	0.00	0.00	#DIV/0!
70310317 Maintenance of Radio System	14,000.00	0.00	5,690.35	8,309.65	40.65%
70310318 Equipment	8,000.00	99.97	2,392.70	5,607.30	29.91%
<b>70310 Police Protection</b>	<b>1,638,832.00</b>	<b>141,844.31</b>	<b>1,197,352.85</b>	<b>441,479.15</b>	<b>73.06%</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>					
70311302 Emergency Management Agency	10,000.00	0.00	2,757.59	7,242.41	27.58%
<b>70311 Emergency Management Agency</b>	<b>10,000.00</b>	<b>0.00</b>	<b>2,757.59</b>	<b>7,242.41</b>	<b>27.58%</b>
<b>FIRE PROTECTION</b>					
70320100 Salary, Fire Chief/Fire Inspector	55,325.00	4,255.76	40,429.72	14,895.28	73.08%
70320101 Salary, Dispatch/Maintenance OT & Fill-in for Dispatch	56,510.00	1,008.03	16,819.23	39,690.77	29.76%
70320102 Deputy Fire Chief Stipend (2)	2,000.00	0.00	0.00	2,000.00	0.00%
70320103 Salary, Fire Inspector	17,980.00	1,021.02	12,914.91	5,065.09	71.83%
70320104 Fire Incentive Program	70,000.00	0.00	0.00	70,000.00	0.00%
70320302 Fees, Supplies & Dues	5,000.00	112.90	1,394.41	3,605.59	27.89%
70320308 Insurance	55,000.00	17,270.50	43,875.50	11,124.50	79.77%
70320309 Telephone	8,800.00	902.46	6,381.16	2,418.84	72.51%
70320313 Apparatus & Truck Repair	25,000.00	310.72	13,704.65	11,295.35	54.82%

**TOWN OF JAMESTOWN  
BUDGET VS. ACTUAL  
JULY 2015 - JUNE 2016  
March 1, 2016 - March 31, 2016**

<b>Account Number &amp; Description</b>	<b>Annual Budget</b>	<b>PTD Expenses</b>	<b>YTD Expenses</b>	<b>Remaining \$</b>	<b>% of Budget</b>
<b>70320314</b> Gas, Tires & Oil	15,000.00	0.00	7,205.52	7,794.48	48.04%
<b>70320315</b> Training	12,000.00	0.00	610.44	11,389.56	5.09%
<b>70320319</b> Fuel Oil	14,000.00	1,199.84	2,658.41	11,341.59	18.99%
<b>70320320</b> Maintenance	13,500.00	4,903.21	13,453.61	46.39	99.66%
<b>70320321</b> Electricity	12,000.00	613.30	5,815.98	6,184.02	48.47%
<b>70320322</b> Alarm & Radio	6,000.00	0.00	2,259.91	3,740.09	37.67%
<b>70320323</b> Oxygen & Air Pack	5,000.00	319.49	969.44	4,030.56	19.39%
<b>70320324</b> Water	1,500.00	0.00	601.37	898.63	40.09%
<b>70320325</b> Fire Equipment	15,000.00	2,892.54	10,622.43	4,377.57	70.82%
<b>70320326</b> Fire Extinguisher Agents	2,400.00	0.00	1,053.00	1,347.00	43.88%
<b>70320399</b> Subscriptions & Journal	500.00	0.00	0.00	500.00	0.00%
<b>70320 Fire Protection</b>	<b>396,246.00</b>	<b>34,809.77</b>	<b>180,769.69</b>	<b>215,476.31</b>	<b>45.62%</b>
<b>EMERGENCY MEDICAL SERVICES</b>					
<b>70600101</b> Ambulance Incentive Program	80,000.00	0.00	0.00	80,000.00	0.00%
<b>70600102</b> EMS Director	27,930.00	2,318.03	16,944.00	10,986.00	60.67%
<b>70600103</b> JFD EMS Captain	0.00	0.00	0.00	0.00	#DIV/0!
<b>70600xxx</b> Medical Director Stipend	3,000.00	0.00	0.00	3,000.00	0.00%
<b>70600104</b> ALS Per Diem (12 months)	175,200.00	14,880.00	132,000.00	43,200.00	75.34%
<b>70600330</b> Ambulance Building	16,000.00	1,201.39	6,551.70	9,448.30	40.95%
<b>70600332</b> Ambulance Personal Equip/Uniforms	10,000.00	0.00	0.00	10,000.00	0.00%
<b>70600333</b> Ambulance Medical	20,000.00	2,156.01	12,572.38	7,427.62	62.86%
<b>70600334</b> Ambulance Office	5,000.00	111.96	1,800.77	3,199.23	36.02%
<b>70600336</b> Ambulance Vehicles	12,000.00	243.16	5,934.56	6,065.44	49.45%
<b>70600337</b> Ambulance Training	23,000.00	0.00	10,531.38	12,468.62	45.79%
<b>70600455</b> Insurance on Ambulance	30,000.00	0.00	19,081.00	10,919.00	63.60%
<b>70600 EMS</b>	<b>402,130.00</b>	<b>20,910.55</b>	<b>205,415.79</b>	<b>196,714.21</b>	<b>51.08%</b>
<b>PROTECTIVE SERVICE</b>					
<b>70330101</b> Salary, Building Inspector	64,564.00	4,966.44	75,250.61	-10,686.61	116.55%
PT for New Position	5,395.00	0.00	0.00	5,395.00	0.00%
<b>70330102</b> Salary, Clerical (.5) w/longevity	25,014.00	1,836.82	19,603.94	5,410.06	78.37%
<b>70330117</b> Salary, Electrical Inspector	10,000.00	833.33	7,499.97	2,500.03	75.00%
<b>70330118</b> Salary, Plumbing Inspector	5,000.00	416.67	3,750.03	1,249.97	75.00%
<b>70330119</b> Salary, Mechanical Inspector	5,000.00	416.67	3,750.03	1,249.97	75.00%
<b>70330302</b> Fees, Supplies & Dues	4,500.00	168.34	3,805.90	694.10	84.58%
<b>70330328</b> Hydrant Rental	160,000.00	0.00	0.00	160,000.00	0.00%
<b>70330 Protective Service</b>	<b>279,473.00</b>	<b>8,638.27</b>	<b>113,660.48</b>	<b>165,812.52</b>	<b>40.67%</b>
<b>ADMINISTRATION</b>					
<b>70410101</b> Salary, Public Works Director (.5)	50,357.00	3,498.26	37,016.11	13,340.89	73.51%
<b>70410302</b> Fees, Supplies & Dues	1,200.00	0.00	95.64	1,104.36	7.97%
<b>70410 Administration</b>	<b>51,557.00</b>	<b>3,498.26</b>	<b>37,111.75</b>	<b>14,445.25</b>	<b>71.98%</b>
<b>ENGINEERING</b>					
<b>70420101</b> Salary/Environ Services (.6)	38,927.00	0.00	24,685.18	14,241.82	63.41%
<b>70420103</b> Intern	10,000.00	0.00	7,519.50	2,480.50	75.20%
<b>70420302</b> Fees, Supplies & Dues	1,200.00	0.00	617.84	582.16	51.49%
<b>70420 Engineering</b>	<b>50,127.00</b>	<b>0.00</b>	<b>32,822.52</b>	<b>17,304.48</b>	<b>65.48%</b>
<b>HIGHWAY</b>					
<b>70430100</b> Salary, Supervisor w/longevity	67,047.00	4,883.68	46,921.05	20,125.95	69.98%
<b>70430101</b> Salaries (10) w/longevity & Overtime	568,266.00	47,449.84	435,021.39	133,244.61	76.55%
<b>70430308</b> Vehicle Insurance	14,520.00	0.00	14,520.00	0.00	100.00%
<b>70430313</b> Upkeep of Equipment	65,000.00	3,656.80	57,610.54	7,389.46	88.63%
<b>70430314</b> Oil & Gas	80,000.00	2,642.18	33,004.26	46,995.74	41.26%
<b>70430330</b> Sand & Gravel	15,000.00	2,347.68	8,987.42	6,012.58	59.92%
<b>70430331</b> Cold Patch	17,500.00	0.00	7,153.74	10,346.26	40.88%
<b>70430333</b> Road Supplies/Street Signs	15,000.00	1,175.49	5,402.07	9,597.93	36.01%
<b>70430334</b> Equipment Rental	3,000.00	0.00	1,450.00	1,550.00	48.33%

**TOWN OF JAMESTOWN  
BUDGET VS. ACTUAL  
JULY 2015 - JUNE 2016  
March 1, 2016 - March 31, 2016**

<b>Account Number &amp; Description</b>	<b>Annual Budget</b>	<b>PTD Expenses</b>	<b>YTD Expenses</b>	<b>Remaining \$</b>	<b>% of Budget</b>
<b>70430336</b> Clothing (contractual)	5,500.00	0.00	5,700.10	-200.10	103.64%
<b>70430399</b> Safety & Licensing	6,500.00	477.66	4,518.75	1,981.25	69.52%
<b>70430 Highway</b>	<b>857,333.00</b>	<b>62,633.33</b>	<b>620,289.32</b>	<b>237,043.68</b>	<b>72.35%</b>
<b>SNOW REMOVAL</b>					
<b>70440336</b> Snow Removal (overtime)	28,000.00	0.00	16,253.76	11,746.24	58.05%
<b>70440337</b> Equipment & Supplies	49,000.00	15,140.02	49,540.65	-540.65	101.10%
<b>70440 Snow Removal</b>	<b>77,000.00</b>	<b>15,140.02</b>	<b>65,794.41</b>	<b>11,205.59</b>	<b>85.45%</b>
<b>WASTE REMOVAL</b>					
<b>70450101</b> Salary, Operator w/longevity	55,607.00	8,223.81	47,824.49	7,782.51	86.00%
Sunday OT hours	6,335.00	0.00	0.00	6,335.00	0.00%
<b>70450309</b> Telephone	600.00	52.99	415.95	184.05	69.33%
<b>70450321</b> Electricity	1,300.00	278.59	801.84	498.16	61.68%
<b>70450340</b> Maintenance & Testing	42,000.00	95.00	23,128.00	18,872.00	55.07%
<b>70450341</b> Transfer Trucking & Recycling	310,000.00	22,583.11	199,401.97	110,598.03	64.32%
<b>70450350</b> Hazardous Waste Recycling	500.00	0.00	0.00	500.00	0.00%
<b>70450 Waste Removal</b>	<b>416,342.00</b>	<b>31,233.50</b>	<b>271,572.25</b>	<b>144,769.75</b>	<b>65.23%</b>
<b>STREET LIGHTING</b>					
70460321 Electricity	82,500.00	5,776.33	47,092.27	35,407.73	57.08%
<b>70460 Street Lighting</b>	<b>82,500.00</b>	<b>5,776.33</b>	<b>47,092.27</b>	<b>35,407.73</b>	<b>57.08%</b>
<b>OTHER PUBLIC WORKS</b>					
<b>70480342</b> Town Cemetery & Parade	2,100.00	0.00	789.69	1,310.31	37.60%
<b>70480 Other Public Works</b>	<b>2,100.00</b>	<b>0.00</b>	<b>789.69</b>	<b>1,310.31</b>	<b>37.60%</b>
<b>PUBLIC BUILDINGS</b>					
<b>70490101</b> Service Contract Custodial	60,000.00	3,055.57	40,132.13	19,867.87	66.89%
<b>70490302</b> Building/Cleaning Supplies	5,300.00	0.00	812.59	4,487.41	15.33%
<b>70490309</b> Telephone & Alarms	15,000.00	1,232.67	11,145.35	3,854.65	74.30%
<b>70490321</b> Electricity	60,000.00	5,175.39	33,981.84	26,018.16	56.64%
<b>70490324</b> Water	10,500.00	68.50	4,562.69	5,937.31	43.45%
<b>70490343</b> Heat	45,000.00	3,764.32	11,435.59	33,564.41	25.41%
<b>70490344</b> Repairs & Maintenance	43,000.00	9,014.55	37,951.35	5,048.65	88.26%
<b>70490375</b> Landscape	9,500.00	0.00	3,127.75	6,372.25	32.92%
<b>70490 Public Buildings</b>	<b>248,300.00</b>	<b>22,311.00</b>	<b>143,149.29</b>	<b>105,150.71</b>	<b>57.65%</b>
<b>TREE MANAGEMENT PROGRAM</b>					
<b>70495101</b> Consultant	9,600.00	2,875.00	8,400.00	1,200.00	87.50%
<b>70495302</b> Materials & Supplies	1,800.00	0.00	939.35	860.65	52.19%
<b>70495360</b> Tree Pruning	15,000.00	3,759.66	16,068.07	-1,068.07	107.12%
<b>70495370</b> Purchase Of Trees	5,000.00	0.00	1,875.00	3,125.00	37.50%
<b>70495375</b> Water	0.00	0.00	500.00	-500.00	#DIV/0!
<b>70495 Tree Management Program</b>	<b>31,400.00</b>	<b>6,634.66</b>	<b>27,782.42</b>	<b>3,617.58</b>	<b>88.48%</b>
<b>PUBLIC WELFARE</b>					
<b>70500101</b> Salary, Welfare Director	3,964.00	991.00	2,973.00	991.00	75.00%
<b>70500347</b> New Visions, Newport County	0.00	0.00	0.00	0.00	#DIV/0!
<b>70500 Public Welfare</b>	<b>3,964.00</b>	<b>991.00</b>	<b>2,973.00</b>	<b>991.00</b>	<b>75.00%</b>
<b>PUBLIC HEALTH</b>					
<b>70600456</b> Visiting Nurse/Mental Health/ SC Hospice/ Substance Abuse	17,500.00	0.00	10,500.00	7,000.00	60.00%
<b>70600458</b> Senior Center Operations	71,693.00	3,802.81	53,571.82	18,121.18	74.72%
<b>70600 Public Health</b>	<b>89,193.00</b>	<b>3,802.81</b>	<b>64,071.82</b>	<b>25,121.18</b>	<b>71.84%</b>

**TOWN OF JAMESTOWN  
BUDGET VS. ACTUAL  
JULY 2015 - JUNE 2016  
March 1, 2016 - March 31, 2016**

<b>Account Number &amp; Description</b>	<b>Annual Budget</b>	<b>PTD Expenses</b>	<b>YTD Expenses</b>	<b>Remaining \$</b>	<b>% of Budget</b>
<b>ANIMAL CONTROL</b>					
70610xxx Animal Control Services/Shelter	5,000.00	0.00	0.00	5,000.00	0.00%
70610302 Fees, Supplies & Dues	0.00	0.00	0.00	0.00	#DIV/0!
70610306 Tick Task Force	15,000.00	0.00	1,166.28	13,833.72	7.78%
<b>70610 Animal Control</b>	<b>20,000.00</b>	<b>0.00</b>	<b>1,166.28</b>	<b>18,833.72</b>	<b>5.83%</b>
<b>LIBRARY</b>					
70700100 Salary, Librarian w/longevity	69,921.00	5,247.38	51,555.51	18,365.49	73.73%
70700101 Salaries (2FT & 2@.875)w/longevity	144,990.00	11,022.86	100,887.56	44,102.44	69.58%
70700102 Custodian	0.00	0.00	2,612.20	-2,612.20	#DIV/0!
70700302 Fees, Supplies & Dues	8,500.00	1,358.21	6,382.76	2,117.24	75.09%
70700308 Insurance	12,850.00	0.00	12,850.00	0.00	100.00%
70700309 Telephone	1,200.00	76.75	621.86	578.14	51.82%
70700310 Equipment	500.00	0.00	538.95	-38.95	107.79%
70700321 Electricity	24,000.00	1,504.18	12,048.55	11,951.45	50.20%
70700343 Heat	18,500.00	1,214.72	3,689.28	14,810.72	19.94%
70700344 Repairs & Maintenance	19,000.00	110.00	10,946.66	8,053.34	57.61%
70700345 Information Technology	6,000.00	0.00	1,112.07	4,887.93	18.53%
70700351 Books & Periodicals	29,000.00	1,617.59	21,445.84	7,554.16	73.95%
70700352 Books - State Aid	87,697.00	7,894.71	58,863.02	28,833.98	67.12%
<b>70700 Library</b>	<b>422,158.00</b>	<b>30,046.40</b>	<b>283,554.26</b>	<b>138,603.74</b>	<b>67.17%</b>
<b>PARKS, BEACHES &amp; RECREATION</b>					
70800101 Salary, Director w/longevity	65,506.00	4,966.42	39,682.32	25,823.68	60.58%
70800102 Salaries, Rec, Parks (3) w/longevity	124,564.00	11,052.90	203,821.70	-79,257.70	163.63%
Seasonal Support Staff	142,221.00	0.00	0.00	142,221.00	0.00%
70800103 Salary, Teen Center Coordinator	35,653.00	2,742.55	26,030.74	9,622.26	73.01%
70800104 Salaries, Teen Center Support Staff	15,749.00	799.25	4,540.50	11,208.50	28.83%
70800302 Fees, Supplies & Dues	5,965.00	336.12	4,584.94	1,380.06	76.86%
70800305 Advertising & Printing	3,750.00	84.00	1,355.75	2,394.25	36.15%
70800308 Insurance	6,470.00	0.00	6,470.00	0.00	100.00%
70800309 Telephone	2,500.00	212.49	1,723.63	776.37	68.95%
70800310 Equipment	4,500.00	0.00	2,209.50	2,290.50	49.10%
70800314 Gas & Oil	10,000.00	0.00	5,523.79	4,476.21	55.24%
70800321 Electricity & Field Lighting	30,000.00	120.89	14,149.39	15,850.61	47.16%
70800322 Ft Getty Waste Water Removal	7,000.00	0.00	4,620.00	2,380.00	66.00%
70800323 Shores Beach/Sanitary Facility	3,000.00	0.00	0.00	3,000.00	0.00%
70800324 Water	12,000.00	0.00	18,974.48	-6,974.48	158.12%
70800341 Trash Removal	10,000.00	726.89	7,035.89	2,964.11	70.36%
70800344 Repairs, Maintenance &	26,000.00	228.10	16,775.23	9,224.77	64.52%
70800382 Summer Programs	3,825.00	0.00	471.93	3,353.07	12.34%
70800383 Winter Programs	1,200.00	0.00	500.00	700.00	41.67%
Senior Programs	3,000.00	0.00	0.00	3,000.00	0.00%
PAC-Operational	15,000.00	0.00	0.00	15,000.00	0.00%
<b>70800 Parks, Beaches &amp; Recreation</b>	<b>527,903.00</b>	<b>21,269.61</b>	<b>358,469.79</b>	<b>169,433.21</b>	<b>67.90%</b>
70801381 Special Activities	0.00	-840.00	4,319.69	4,319.69	
70801384 Exercise	0.00	1,265.50	-836.30	0.00	
70801386 Flag Football S/F	0.00	0.00	0.00	0.00	
70801388 Basketball S/F	0.00	389.53	-784.87	-784.87	
70801391 Sports Camp S/F	0.00	0.00	3,482.93	3,482.93	
70801392 Tennis S/F	0.00	0.00	638.99	638.99	
70801393 Soccer S/F	0.00	-346.00	-910.00	-910.00	
70801395 Girl's Softball S/F	0.00	-480.00	-480.00	-480.00	
70801396 Restoration Rec Ctr S/F	0.00	0.00	0.00	0.00	
70801398 Pavilion	0.00	0.00	-3,008.62	-3,008.62	
70801399 Miscellaneous	0.00	0.00	0.00	0.00	
70801400 Volleyball S/F	0.00	0.00	0.00	0.00	
70801401 Summer Playground S/F	0.00	0.00	-11,191.76	-11,191.76	
70801402 J.Y.O. S/F	0.00	0.00	0.00	0.00	
<b>70801 Recreation Programs</b>	<b>0.00</b>	<b>-10.97</b>	<b>-8,769.94</b>	<b>-7,933.64</b>	

*The RI RC&D  
Area Council, Inc.*



HELPING PEOPLE HELP THE LAND SINCE 1973

RECEIVED  
TOWN OF JAMESTOWN, R.I.  
16 MAR 21 AM 10:35

March 18, 2016

Dear Friend of the Environment:

The Rhode Island Resource Conservation and Development Council have been awarded a grant from the Natural Resource Conservation Service to work to educate small forest landowners (those that own 5 acres or more) about forest stewardship on their property. In Rhode Island there are 38,400 forestland owners with an average acreage of 9.9 acres. This is a significant amount of landowners in our rural areas, whom look at their land just for privacy and not as an asset. Two years we worked with 4 communities in the Northern part of the state with great success, and the same last year in the southern part of the state. This year we would like to work with 5 communities in the eastern part of the state. Jamestown, Little Compton, Tiverton, Portsmouth, and Middletown)

If you be so kind as to help us spread the word about our workshops, it would be greatly appreciated.. The first one is on Saturday April 16, 2016 at the Tiverton Library from 10:15 to 12:30. I have included a couple flyers dealing with the topics that day. Future workshops will be a tour of a Tree Farm in Little Compton in June and other Forestry topics in Portsmouth some time in early fall.

This program is in cooperation with the Eastern Rhode Island Conservation District

Any questions call me at 401-500-0399 or email me at [rircd2283@gmail.com](mailto:rircd2283@gmail.com)

Sincerely,

Paul C. Dolan  
Area Director



*Rhode Island Resource Conservation and Development  
Area Council, Inc.*

***Small Scale Forestry***

***Free Workshop presented by:***

***RI RC&D (Resource Conservation and Development)  
Council and***

***ERICD (Eastern Rhode Island Conservation District)***

A program of forestry concepts and practices catering  
to Forest Landowners with 5 acres or more

**Saturday, April 16, 2016**

Tiverton Library 10:15am to 12:30pm

34Roosevelt Ave

Tiverton, RI 02878

**Topics include:**

\*Forest History

\*Forest Ecology

\* Tree Identification

\*How to Get Started with a  
Forest Management Plan

**To register:**

CALL: 401-500-0399 or

EMAIL: [rircd2283@gmail.com](mailto:rircd2283@gmail.com)



**COMMUNITY HOUSING RESOURCE BOARD**  
**HOUSING HOTLINE**  
**10 A COLLINS STREET**  
**NEWPORT RI 02840**  
**401-846-4896**  
**FAX 401-324-4081**

*March 28, 2016*

*Town Hall*  
*Town President*  
*Kristen Trocki*  
*93 Narragansett Ave*  
*Jamestown RI 02835*

*Dear Council President & Council Members:*

*The Community Housing Resource Board/Housing Hotline request April 2016 be proclaimed fair housing month. Thank you .*

*Sincerely,*

*Jimmy Winter*  
*Executive Director*

# TOWN OF BURRILLVILLE

# 16-084

Office of Town Clerk  
Louise R. Phaneuf  
Town Clerk



TOWN BUILDING  
HARRISVILLE, R.I.

Telephone: (401) 568-4300 ext. 114  
FAX: (401) 568-0490  
E-mail: townclerk@burrillville.org  
RI Relay 1-800-745-5555 (TTY)

## Burrillville Town Council Resolution In support of Legislation restoring funding for the State Aid to Libraries to the full 25 percent

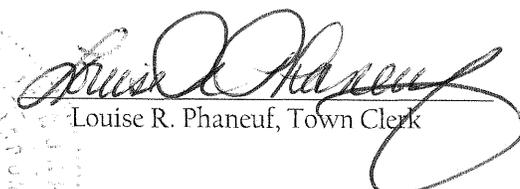
- WHEREAS, for many people, public libraries are their only means of access to computer services and all forms of media essential for fulfilling and productive lives; and
- WHEREAS, in recognition of the importance of libraries in our society, the State of Rhode Island passed legislation setting the level of state aid for library services at a minimum of 25% of the amount spent from local tax funds and the library's private endowment; and
- WHEREAS, due to level funding the past several years, the actual funding percentage of library aid has been reduced to between 21 and 22%. For FY 2016, the town will receive \$144,949 (22%), which is \$20,047 less than the Town of Burrillville would have received if funding was at 25%; and
- WHEREAS, the Boards of Directors of the Jesse M. Smith Memorial Library and the Pascoag Ladies Library Association have voted to support 25 percent state aid for libraries and have sought the support of the Burrillville Town Council in realizing this objective; and
- WHEREAS, the Town of Burrillville supports fully funding State Aid to Libraries at the 25% level in FY 2017.

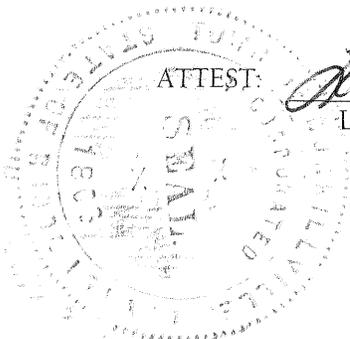
NOW THEREFORE, BE IT RESOLVED that we, the Town Council of Town of Burrillville, do hereby support legislation which would restore funding for state aid to libraries to the full 25% required in Rhode Island General Laws § 29-6-2 (a) and urges the Burrillville delegation to the General Assembly to work diligently for its passage.

Adopted this 23rd day of March 2016

  
John F. Pacheco III, President  
Burrillville Town Council

ATTEST:

  
Louise R. Phaneuf, Town Clerk





# Town of Narragansett

Rhode Island

Resolution No. 2016-06



## A RESOLUTION IN SUPPORT OF BUDGET ARTICLE 15 (RELATING TO MUNICIPALITIES) OF THE GOVERNOR'S FY 2017 BUDGET

**WHEREAS:** The Narragansett Town Council desires to address the issue of expanding the time frame between State mandated statistical property evaluations; and

**WHEREAS:** Passage of Article 15 will amend the requirement to revalue property from 3 (three) years to 5 (five) years thus collectively saving the Town of Narragansett and the state approximately \$1M annually; and

**WHEREAS:** The Town of Narragansett is desirous of escaping the endlessly 36 month cycle of revaluations, appeals and law suits that bring such instability and consternation to our community; and

**WHEREAS:** Expanding the time between "statistical revaluation" from every 3 years to one mid-point 5 year revaluation will not only help to relieve fiscal and administrative burdens on our town, more importantly, it will help give our tax-weary residents a better sense of property value stability and help restore confidence and trust in state government so

**THEREFORE BE IT RESOLVED:** That the Narragansett Town Council joins with other towns, cities and concerned citizens and hereby strongly urges passage of Article 15 by the Rhode Island General Assembly during this 2016 legislative session; and

**BE IT FURTHER RESOLVED:** That a copy of this resolution shall be forwarded to our legislative delegations and all cities and towns in Rhode Island requesting support in our mutual endeavor.

Adopted this 21<sup>st</sup> day of March, 2016.

**TOWN OF NARRAGANSETT**

Matthew M. Mannix, President

**ATTEST:**

Anne M. Irons, CMC  
Town Clerk

