

TOWN COUNCIL SPECIAL MEETING MINUTES
BUDGET WORK SESSION
Monday, March 10, 2025
6:00 P.M.

I. ROLL CALL

A special meeting of the Jamestown Town Council was held on March 10, 2025. Town Council Members present were as follows: Nancy A. Beye, Mary Meagher, E. Edward Ross, Mary G. Glackin, and Erik Brine (via Zoom per RIGL 42-46-5(b)(2)).

Also, in attendance: Town Administrator Edward A. Mello, Assistant Solicitor Wyatt Brochu, Jamestown Bond Counsel David Ferrara, Finance Director Christina Collins, and Town Clerk Roberta Fagan.

II. CALL TO ORDER, PLEDGE OF ALLEGIANCE

Town Council President Beye called the meeting of the Jamestown Town Council to order at 6:12 p.m. in the Jamestown Town Hall Rosamond A. Tefft Council Chambers at 93 Narragansett Avenue and led the Pledge of Allegiance.

III. TOWN COUNCIL BUDGET WORK SESSION for FY 2025/2026 (July 1, 2025 to June 30, 2026)

- A) Town Council Budget Work Session for FY 2025/ 2026; review and discussion:
 - 1) Discussion on potential bonds with Town of Jamestown Bond Counsel David Ferrara.

David Ferrara provided an in-depth explanation on the types of bonds the town may issue, including General bonding pathway via Financial Town Meeting (FTM) or General Assembly bond act with voter referendum.

Categories of bonds were explained. Water and sewer bonds have different rules due to assessment capabilities. School bonds require General Assembly approval and may mandate use of the Rhode Island Health and Educational Building Corporation. The Town receives the minimum 35% state reimbursement for school construction.

Mr. Ferrara explained Taxable versus Tax-exempt bonds. Tax-exempt bonds offer lower interest rates but require extensive compliance. Affordable housing bonds typically must be taxable due to limited public use, resulting in higher rates and shorter terms. He emphasized Jamestown's high bond rating (AA2 from Moody's), which enables independent borrowing at competitive rates.

Councilor Meagher commented she appreciated the clarity on affordable housing bonds and acknowledged a lack of understanding previously about taxable status and short repayment periods. She discussed a potential project: building nine or more units of workforce housing on town-owned land.

Ferrara indicated this could be feasible given the project's structure and town ownership.

Vice President Brine asked what is the State's bond rating. Ferrara responded it was around AA- or AA. Google reports AA-.

President Beye recapped and asked about the timeframe for using the funds.

Ferrara explained the advantage of Jamestown's form of governance (financial time meeting), a referendum could be schedule something within 45 days. The Town could advance the money with counsel approval while issuing a request for proposals (RFP) to the banks on how much the town would like to finance. Clearly define the project and what the town plans to do with the money.

2) Capital Improvement Program/Operating Budget

Town Administrator Mello reviewed the proposed FY25-26 capital budget (see attached).

- Total Proposed Capital Budget: \$961,500. Historical capital spending averages and fluctuations have been noted since 2017.
- Departmental Breakdown:
 - Clerk's Office: Codification (\$10,000) not funded via capital; covered in operations.
 - Tax Assessor: Revaluation fund (\$27,700) funded.
 - Planning Department: Development documents (\$20,000 funded out of \$40,000 requested); Affordable Housing (\$100,000 funded out of \$225,000).
 - Information Technology: Network backup (\$50,000) not funded; computer upgrades (\$32,800) funded.
 - Police Department: 1 cruiser (\$56,000) and portable radios (\$30,000) funded.
 - Fire Department:
 - Turnout gear (\$25,000) and stretcher (\$30,000) funded.
 - Other items (e.g., dispatch upgrades, station maintenance) funded via bond.
 - Public Works:
 - Road paving (\$300,000) leveraged to gain \$100,000 in state grants.
 - Final bike path section (\$80,000).
 - Sidewalk, stormwater, and drainage work funded in smaller increments.
 - DPW equipment (\$920,000) moved to bond.
 - Recreation Department: Leaf vacuum (\$10,000) funded.
- Multi-Year Capital Plan:
 - Outlined projected needs through FY2031, totaling ~\$14 million.
 - Notable: potential ladder truck replacement (\$2.5 million).
 - Equipment & Maintenance:
 - Strong maintenance record highlighted.
 - Example: Police vehicles reaching 150,000+ miles due to good servicing.
 - Kenwood vs. Motorola Radios are the only two brands permitted:
 - Police radios will be replaced with Kenwood models due to cost-effectiveness and full compatibility with the statewide system.

Walter Bop, 118 Highland Drive, asked about public input timing and the implications of removing the budget cap. He expressed concern about growing debt service and its impact on operational flexibility.

Town Administrator Mello clarified that debt service is part of the operating budget and must be offset within the 4% cap. Taking into consideration the debt service schedule. It is a fluctuation of increases and decreases when debt service falls off, from year to year.

Councilor Ross emphasized the town's frugality and lean operations.

Councilor Meagher noted that historical underspending may have led to deferred maintenance.

Vice President Brine pointed out the structural issues with the cap incentivizing debt rather than saving.

Town Administrator Mello praised department heads for realistic and responsible budgeting. The capital budget remains a “maintenance” budget with no excessive proposals.
Next steps and acknowledgments delivered by the Council President.

IV. ADJOURNMENT

A motion was made by Councilor Meagher with a second by Vice President Brine to adjourn at 7:17 p.m. Vote: President Beye, Aye; Vice President Brine, Aye; Councilor Meagher, Aye; Councilor E. Ross, Aye; and Councilor M. Glackin, Aye.

Attest:

/s/ Roberta J. Fagan

Roberta J. Fagan, CMC, Town Clerk

TOWN OF JAMESTOWN		
CAPITAL IMPROVEMENT FUND FY2025-2026		
	Department Head Request	Town Administrator Proposed
TOWN CLERK		
Codification	\$10,000.00	\$0.00
TAX ASSESSOR		
Revaluation Set Aside	\$27,677.00	\$27,700.00
PLANNING DEPARTMENT		
Planning & Development Documents	\$40,000.00	\$20,000.00
Affordable Housing/Community Trust	\$225,000.00	\$100,000.00
INFORMATION TECHNOLOGY		
Backup Town Internet Service	\$49,554.00	\$0.00
Annual Program-IT	\$32,800.00	\$32,800.00
POLICE PROTECTION		
Vehicle Replacement/Police Cruiser	\$55,792.00	\$56,000.00
Portable Radio Replacement Project	\$37,944.00	\$30,000.00
FIRE DEPARTMENT		
Radio Replacement - Base Station/Mobile	\$25,000.00	\$0.00
Fire Station Facility Maintenance	\$20,000.00	\$0.00
Firefighter PPE	\$25,000.00	\$25,000.00
Patient Power Load Stretcher	\$30,000.00	\$30,000.00
SCBA	\$100,000.00	\$0.00
North End Fire Station Planning	\$50,000.00	\$40,000.00
Replace Squad 1	\$50,000.00	\$50,000.00
PUBLIC WORKS		
Road Paving	\$300,000.00	\$300,000.00
North Rd/Bike Path	\$80,000.00	\$80,000.00
Miscellaneous Road Drainage	\$25,000.00	\$15,000.00
Street Repair	\$30,000.00	\$15,000.00
Sidewalk Repair	\$15,000.00	\$15,000.00
Stormwater Management	\$5,000.00	\$5,000.00
Road Striping - Traffic Management	\$10,000.00	\$10,000.00
Grey Gull & Clarkes Village Drainage	\$75,000.00	\$75,000.00
DPW Equipment	\$920,000.00	\$10,000.00
GIS Program	\$15,000.00	\$15,000.00
Town Buildings -	\$3,070,000.00	\$0.00
PARKS AND RECREATION		
Recreation Center Patio Repair	\$10,000.00	\$10,000.00
Recreation Center Radiator Replacement	\$10,000.00	\$0.00
Recreation Center Exterior	\$500,000.00	\$0.00
Fort Getty Bathroom	\$150,000.00	\$0.00
TOTAL CAPITAL IMPROVEMENT PROGRAM	\$5,993,767.00	\$961,500.00

Town of Jamestown
6YR Capital Program FY26-FY31

General Fund Department Head Requests	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029	Fiscal Year 2029-2030	Fiscal Year 2030-2031	6-Year Total
TAX ASSESSOR							
Reval set aside	\$ 27,677	\$ 27,700	\$ 27,700	\$ 27,700	\$ 27,700	\$ 27,700	\$ 166,177
TOWN CLERK							
Codification	\$ 10,000		\$ 10,000		\$ 10,000		\$ 30,000
PLANNING DEPARTMENT							
Affordable Housing	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 1,350,000
Plan/Development Documents	\$ 40,000	\$ 30,000	\$ 35,000	\$ 40,000	\$ 45,000	\$ 50,000	\$ 240,000
							\$ -
INFORMATION TECHNOLOGY	\$ 32,800	\$ 34,100	\$ 35,500	\$ 37,000	\$ 38,400	\$ 39,800	\$ 217,600
Camera upgrade		\$ 15,000	\$ 15,000				\$ 30,000
Switch update		\$ 12,500	\$ 12,500	\$ 12,500			\$ 37,500
Equipment/Phone		\$ 11,500		\$ 18,500	\$ 26,000	\$ 26,000	\$ 82,000
Backup Internet	\$ 49,554						
POLICE DEPARTMENT							
police cruiser	\$ 55,792	\$ 65,000	\$ 66,000	\$ 68,000	\$ 70,000	\$ 70,000	\$ 394,792
portable radios (10)	\$ 37,944						\$ 37,944

Town of Jamestown
6YR Capital Program FY26-FY31

General Fund Department Head Requests	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029	Fiscal Year 2029-2030	Fiscal Year 2030-2031	6-Year Total
FIRE DEPARTMENT							
Station repairs	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 120,000
Dispatch renovations	\$ 25,000						\$ 25,000
FF Turn-out gear	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
SCBA Replacement	\$ 100,000						\$ 100,000
Hose replacement							\$ -
Utility Truck replacement							\$ -
North End Station Study	\$ 50,000	\$ 100,000	\$ 100,000	\$ 50,000			\$ 300,000
Portable Radios					\$ 38,000		\$ 38,000
Extrication Tool			\$ 100,000				\$ 100,000
Car 5 Replacement	\$ 50,000					\$ 50,000	\$ 100,000
Marine 1 Replacement						\$ 500,000	\$ 500,000
Ladder Truck		\$ 2,500,000					\$ 2,500,000
Fire Alarm upgrade	\$ -	\$ 50,000	\$ -				\$ 50,000
FIRE DEPARTMENT-EMS							
12 lead monitor				\$ 40,000			\$ 40,000
Stretcher	\$ 30,000						\$ 30,000
LUKAS CPR			\$ 50,000				\$ 50,000
PUBLIC WORKS							
road paving	\$ 300,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,550,000
North Rd./Bike Path	\$ 80,000						
sidewalk, striping, drainage	\$ 85,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 485,000
Grey Gull & Clarkes Village	\$ 75,000						
Town Hall		\$ 100,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ 170,000
GIS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000
DPW Equipment	\$ 920,000						\$ 920,000
Town Buildings	\$ 3,070,000						\$ 3,070,000

Town of Jamestown
6YR Capital Program FY26-FY31

General Fund Department Head Requests	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027-2028	Fiscal Year 2028-2029	Fiscal Year 2029-2030	Fiscal Year 2030-2031	6-Year Total
EMA							
							\$ -
Generator/radio	\$ -	\$ 10,000					\$ 10,000
LIBRARY							
Carpet Replacement						\$ 126,000	\$ 126,000
							\$ -
PARKS AND RECREATION							
Compact Tractor				\$ 65,000			\$ 65,000
PAL-Eldred Avenue Study		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 20,000
REC Center Exterior	\$ 500,000	\$ 100,000	\$ 20,000	\$ 20,000	\$ 20,000		\$ 660,000
REC Center Radiator Replace	\$ 10,000						
Truck Replacement		\$ 75,000					\$ 75,000
Mower Replacement		\$ 15,000					\$ 15,000
Lower Tennis Courts				\$ 80,000			\$ 80,000
Upper Tennis Courts					\$ 25,000		\$ 25,000
Basketball Court Resurfacing		\$ 90,000					\$ 90,000
Lawn Avenue Fencing		\$ 50,000	\$ 50,000				\$ 100,000
Rec center Masonary Repairs	\$ 10,000		\$ 25,000				\$ 35,000
Ft Getty Bathroom/Septic	\$ 150,000			\$ 75,000	\$ 75,000		\$ 300,000
Ft Getty Water Line/CISF	\$ -						\$ -
TOTALS	\$ 5,993,767	\$ 3,905,800	\$ 1,186,700	\$ 1,173,700	\$ 1,015,100		\$ 14,575,013