



**NARRAGANSETT TOWN COUNCIL  
REGULAR MEETING  
AGENDA**

**February 1, 2016**

**7:30 p.m.**

Narragansett Town Hall  
25 Fifth Avenue  
Narragansett, RI 02882  
(401) 789-1044

Posted 01-27-16

**NARRAGANSETT  
TOWN COUNCIL**

**CALL TO ORDER:**

President

Matthew M. Mannix

**PLEDGE OF ALLEGIANCE:**

President Pro Tem

Susan Cicilline-Buonanno

**URGENT BUSINESS:**

**APPROVAL OF MINUTES:**

Members

Raymond A. Ranaldi  
Patrick W. Murray  
Christopher Wilkens

**ANNOUNCEMENTS/PRESENTATIONS:**

STATE/TOWN PROJECT UPDATES

Town Manager

Pamela T. Nolan

**OPEN FORUM:**

*Please conduct yourself in an orderly and respectful fashion. The comments of citizens accessing this portion of our meeting are neither adopted nor endorsed by this body, but heard as requested.*

Town Clerk

Anne M. Irons, CMC

**PUBLIC HEARING/DECISION – 8:00 P.M.:**

Town Solicitor

Dawson T. Hodgson, Esq.

**CONSENT AGENDA:**

*All items listed on the Consent Agenda are considered to be routine or have been previously reviewed by the Town Council, and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the General Order of Business, and considered in its normal sequence on the*

*Agenda.*

1. A **MOTION** to APPROVE the six seasonal agreements with two one year options for the rights to vend from a food truck at the town beach on Monday and Wednesday nights only in the south and north lots from May 16 through September 21, 2016 from 6:00 p.m. to 10:00 p.m. subject to state and local regulations.
2. A **MOTION** to APPROVE a contract with Narragansett Surf and Skate Shop, 74 Narragansett Avenue, Narragansett, for a one year surfing and rental concession with two one year options at the Town Beach, and authorize the Town Manager to sign the contract.
3. A **MOTION** to APPROVE a contract with Natural Fitness, 76 Narragansett Avenue, Narragansett, for a one year yoga concession with two one year options at the Town Beach, and authorize the Town Manager to sign the contract.
4. A **MOTION** to APPROVE a contract with the Newport Volleyball Club, P.O. Box 4926, Middletown, RI 02842-4926 for one year volleyball league agreement with two one year options at the town beach, and authorize the Town Manager to sign the contract.
5. A **MOTION** to APPROVE a contract with Warm Winds Ltd., 26 Kingston Road, Narragansett, for a one year surfing and rental concession with two one year options at the Town Beach, and authorize the Town Manager to sign the contract.
6. A **MOTION** to APPROVE the request from the RI State Police for their annual 5K Foot Pursuit Road Race to be held on Sunday April 24, 2016 from 10:00 a.m. to 12:00 pm, subject to approval of state and local regulations.
7. A **MOTION** to APPROVE the request from the American Diabetes Association to conduct a cycling fundraiser Tour de Cure to be held on Sunday June 5, 2016 from 7:00 am to 4:00 pm, subject to approval of state and local regulations.
8. A **MOTION** to APPROVE the list of Real Estate abatements in the amount of \$4,695.16
9. A **MOTION** to APPROVE the recommendations of the Sewer Policy Committee relative to the granting of waivers for Plat U, Lots 99-102 (52 Green Kinyon Driftway), Plat N-Q, Multiple Lots (Raymond Drive) and Plat N-M, Lot 22-15 (33 Harvey Lane).
10. A **MOTION** to APPROVE the one-year contract extension for Purchase of Wastewater and Water Chemicals with Carus Corporation for Potassium Permanganate at \$2.01/pound; Polydyne, Inc. for Polymer Zetag 7587 at \$1.60/pound, and Polymer Zetag 7878 at \$540.00/drum; JCI Jones Chemicals, Inc. for Sodium Bisulfite at \$1.75/gallon; and Univar USA, Inc. for Sodium Hypochlorite 15% at \$0.75/gallon and Sodium Hypochlorite 12.5-15% at \$38.385/15-gallon tamper resistant drum.
11. A **MOTION** to APPROVE two (2) Class F-1 Alcoholic Beverage Licenses and one (1) Class F-1 Alcoholic Beverage License for Narragansett Chamber of Commerce for February 25, 2016 at the Towers, September 10, 2016 at Veterans Park and October 20, 2016 at Kinney Bungalow, Narragansett, RI subject to state and local regulations.

12. A [MOTION](#) to GRANT PERMISSION to Janette Centracchio and NTA, Inc. to move a modular home over the streets of Narragansett to 1030 Point Judith Road, Plat L Lot 225-41A during the period of February, 2016 through March 2016, subject to local and state regulations.

13. A [MOTION](#) to APPROVE a one-year contract extension for the ClerkBase Retrieval System from ClerkBase, a division of CompBase, Inc., in the amount of \$5,190.00.

14. A [MOTION](#) to APPROVE, RATIFY, and CONFIRM the emergency repairs to the roof and gutters at Fire Station #3 by Abcore Restoration Company, Inc., in the total amount of \$5,474.96.

**OLD BUSINESS:**

**NEW BUSINESS:**

15. A [MOTION](#) to ACCEPT the balance of privately raised funds held by the Maury Loontjens Memorial Library Fund Committee, and AUTHORIZE the Finance Director to establish a Restricted Special Revenue Fund to hold such funds on behalf of the Library.

16. A [MOTION](#) to INTRODUCE, READ, PASS, and ACCEPT an ordinance in amendment of Chapter 78 Utilities, Article III (Sewers), Section 78-333 Construction by private parties; cost recovery.

17. A [MOTION](#) to APPROVE request to fill a vacant truck driver position in the Highway Division.

18. A [MOTION](#) to APPROVE the repairs to Basin Road Sea Wall, to be completed by George Sherman Sand and Gravel Co., Inc., in the amount \$23,000.00.

19. A [MOTION](#) to APPROVE the one-year contract extension for General Construction Services for all departments with Abcore Restoration Company, Inc., at their quoted and adjusted bid prices for a one-year period, ending July 21, 2016.

20. A [MOTION](#) to AWARD the bid for Road Materials to the following low bidders: Richmond Sand & Stone LLC for Washed Crushed Stone at \$17.45/ton; P.J. Keating Company for Recycled Asphalt at \$14.00/ton and Rip Rap at \$18/00/ton; and Dry Bridge Sand & Stone, Inc. for Processed Gravel at \$15.15/ton, Bank Gravel at \$11.25/ton, Screened Loam at \$17.68/ton, and Washed Sand at \$15.45/ton, all for a one year period.

21. A [MOTION](#) to SCHEDULE a WORKSESSION with Nyhart to discuss and review the actuarial study for the town's pension plan and other post-employment benefits (OPEB).

22. A [MOTION](#) to SCHEDULE a WORKSESSION in the month of March with the Economic Development Committee and the Narragansett Town Council.

23. A [MOTION](#) to APPOINT/ REAPPOINT individuals to the Land Conservancy Trust for three year terms to expire on 1/1/2018 and 11/1/2018.

**REPORTS FROM TOWN MANAGER:**

**REPORTS FROM TOWN COUNCIL:**

**EXECUTIVE SESSION:**

A MOTION to RETIRE to Executive Session of the Town Council at the end of the February 1, 2016 town council meeting in accordance with RI General Laws 42-46-4 to discuss collective bargaining Local 1589 –International Association of Fire Fighters AFL-CIO-CLC and collective bargaining Local #303 – International Brotherhood of Police Officers as in accordance with 42-46-5 (a) (2) and appoint Dawson T. Hodgson, Town Solicitor as Clerk Pro Tem.)

**ADJOURNMENT:**

Note: Documentation (if any) for items listed on this Agenda is available for public inspection, a minimum of 24 hours prior to the meeting, at any time during regular business hours at Town Clerk's Office, 25 Fifth Avenue, Narragansett, RI 02882. Interpreters for the hearing impaired can be made available at any meeting provided a request is received a minimum of three (3) business days prior to said meeting.

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**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

CC: 01

Amend No. \_\_\_\_\_

Date Prepared: January 19, 2016  
Council Meeting Date: February 1, 2016

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**TO:** Pamela Nolan, Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** Food Truck nights at Town Beach

**RECOMMENDATION:**

That the Town Council approves the six seasonal agreements with two one year options for the rights to vend from a food truck at the town beach on Monday and Wednesday nights only in the south and north lots from May 16 through September 21, 2016 from 6:00 p.m. to 10:00 p.m. subject to state and local regulations.

**SUMMARY:**

In 2012 the Town Council approved the concept of a food truck night at the town beach with a maximum of six vendors each season. Since 2012 this program has been extremely successful with positive feedback from the residents of the town and the visiting public. The original concept was that the Town Council stipulate that the six current vendors would be granted the first right of refusal if the service was offered in future years. The present food truck vendors are Eddie's BBQ, Shuckin Truck, Pizza by Fire, Buddy's Hot Rod Dogs, Lady Copacabana Food Truck and Like No Udder.

The Parks Department has reviewed the successful operation of the 2015 food truck nights and recommends the continuation of this program for three additional years. Beach staffing will be on site to provide access to rest room facilities each Monday and Wednesday night until 10:00 p.m. The six agreements attached have been reviewed and approved by Dawson Hodgson. These are revenue producing agreements with each vendor paying \$1100.00 to the Beach Fund per season.

**ATTACHMENTS:**

1. Food Truck Agreements

Town of Narragansett  
Narragansett Town Beach  
39 Boston Neck Road, Narragansett, RI 02882

Terms and Conditions for  
Operating a “Food Truck” Business at Narragansett Town Beach

This agreement provides the terms and conditions for a person or business entity that wishes to operate a food truck to sell food and beverages on **Monday and Wednesday Nights ONLY from 6:00 pm to 10:00 pm**. This agreement is limited to business conducted on the property limits of the South and North Lot at Narragansett Town Beach.

Vendor:           **Eddies BBQ**  
                          **Narragansett, RI 02882**

This agreement is restricted to the activities and dates/ times listed below. Any additions requested to the above list must be submitted to and approved in writing by the Director of Parks and Recreation.

This agreement is valid for one (1) year with two one year options as per #4.

Those applying for an agreement must adhere to and submit to the following terms.

1. A yearly fee of \$1100.00 will be paid in the following manner: \$500.00 at the signing of the agreement and \$600.00 on July 1<sup>st</sup>. There will only be six [6] agreements each calendar year. Current agreement holders will have first right of refusal, all others will be placed on a waiting list if the Town agrees to offer this service in the following year[s].
2. Only the registered vehicle documented in this agreement is permitted to vend in the south and north parking lots of the town beach.
3. The vendor shall be open for the sole purpose of vending food and beverages that are approved by the town, only during hours specified within this agreement. The vendor is permitted to park in specified spaces in the South and North Lot for the purpose of doing business as determined in this agreement. The sale of items not specifically mentioned in this agreement is not permitted. The truck is to be parked in the South or North Lot as per directed by beach staff and may only be present from 5:30 p.m. set-up to 10:00 p.m. on Monday and Wednesday nights from May 16, 2016 through September 21, 2016.
4. Agreements will be in place from **May 16, 2016 until September 21, 2016** with two one year options for the same time frame and at the rate of **\$1150.00 for 2017** and **\$1200.00 for 2018**. Any agreement signed after May 16 shall not be prorated. Any requests for exceptions shall be made in writing to the Director of Parks and Recreation for consideration.

5. The vendor shall provide at his/her own expense public liability insurance in amounts and in such form as may be satisfactory to the Town of Narragansett, which insurance shall name the Town of Narragansett as an additional insured.
6. The Vendor must submit the exact number of employees that will be doing business associated with this agreement. This list must include the names and contact information for each employee conducting business on Narragansett Town Beach. Any additions or subtractions to this list must be made known to the Director of Parks and Recreation or his/her designee in writing within one day of the change.
7. The vendor will keep active records of all transactions associated with business conducted under the terms of this agreement. Upon request, these records shall be made available to the Director of Parks and Recreation or his/her designee. The Director of Parks and Recreation shall make it known to the vendor if any other records are needed and give the vendor reasonable time to comply with the request.
8. The vendor and or employee(s) shall not give discounts to employees of the Narragansett Town Beach at any time.
9. Any parking associated with the vendors business shall adhere to the policies of the Narragansett Town Beach without exceptions. It is understood that limited parking or sold out conditions occur and as such may affect the ability of the vendor to do business on any given day.
10. Any advertising associated with the vendor will be limited to signs attached to vehicles. No other signage or advertising will be permitted. This includes, but is not limited to, coupons, windshield flyers. No form of advertising shall be distributed in the lots or on Narragansett Town Beach. All ads/signs to be approved in advance by the Town. Advertising signs are prohibited on the Route 108 Kingstown Road rotary.
11. The vendor shall be responsible to acquire any licenses or permits needed to conduct business on Town property that may be needed that is above and beyond the scope of this agreement.
12. The vendor shall provide all materials needed for conducting business in a safe manner. The Town is not responsible for damage or loss of property of either the vendor or his/her patron.
13. The Town of Narragansett reserves the right to suspend activity conducted under this agreement. Reasons may include but are not limited to severe weather, currents, special events or conduct of the operator.
14. Issues of concern regarding the terms of this agreement or the manner of business being conducted under this agreement shall be brought to the attention of the vendor and as such will be the responsibility of the vendor to remedy to the satisfaction of the Director of Parks and Recreation or his/her designee.

15. The Director of the Department of Parks and Recreation or his/her authorized representative may terminate the operation of the agreement when the terms or spirit of these terms and conditions have been broken. It is specifically understood and agreed by and between the vendor and Department of Parks and Recreation that this agreement may be cancelled and terminated by the Department, when services are not provided to the satisfaction of the Director of the Department of Parks and Recreation or his/her authorized representative, upon giving five days written notice to the vendor.
16. The vendor must comply with all local and state laws and regulations governing the operation of a food and beverage catering truck and also must pay all state and federal taxes.
17. The vendor cannot reassign this agreement without the approval in writing by the Town Council.
18. The Department of Parks and Recreation reserves the right to make any other rules and regulations pertaining to the vendor's operation in which are in the best interests of the town and the general public. The vendor agrees that the character of service shall be the best obtainable and shall at all times be sufficient to meet the reasonable demands of the public. The Department of Parks and Recreation shall have the right to object to the character of the service and to order the objectionable service or conditions discontinued or remedied. The same courtesy shall be extended to the visitors of the town beach as to the patrons of the catering truck that all beach visitors shall be permitted to avail themselves of the privileges offered and in no way shall the owner or his employees discriminate against race, color or creed.
19. The Department of Parks and Recreation reserves the right to conduct special events and activities on Narragansett Town Beach property. This agreement does not specifically allow the vendor exclusive rights to vending services during special events. The agreement acknowledges that the Department of Parks and Recreation may at times hold special events and may allow other vendor services to participate in the special event.
20. The owner who signs and submits this agreement will be the only responsible contact the Town of Narragansett, Department of Parks and Recreation will communicate with during the term of this agreement unless otherwise authorized in writing. It shall be the responsibility of the owner to administer the terms and conditions of this agreement with approved sub-operators. All official communication with regard to the provisions or enforcement of this contract shall be between the owner of record and the Director of Parks and Recreation or his/her authorized representative.
21. Vendor agrees to indemnify and hold harmless the Town from and against any and all liability in any way arising out of or related to vendor's performance of its obligations hereunder. The indemnity shall be the broadest form available and shall include indemnity against any liability arising out of or caused by the negligence of vendor, its agents, subcontractors, and employees.

Witness:

Town of Narragansett

\_\_\_\_\_

By: \_\_\_\_\_

Pamela Nolan, Town Manager

Dated: \_\_\_\_\_, 2016

Witness:

Vendor: **Steven McLaughlin**  
**Eddie's BBQ**  
**Narragansett, RI 02882**

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

END FOOD TRUCK AGREEMENT

Town of Narragansett  
Narragansett Town Beach  
39 Boston Neck Road, Narragansett, RI 02882

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Vendor:           **Shuckin Truck**  
                          **221 Broad Hill Way**  
                          **Wakefield, RI 02879**

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Witness:

Town of Narragansett

\_\_\_\_\_

By: \_\_\_\_\_

Pamela Nolan, Town Manager

Dated: \_\_\_\_\_, 2016

Witness:

Vendor: **Dave Roebuck**  
**Shuckin Truck**  
**221 Broad Hill Way**  
**Wakefield, RI 02879**

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

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**67 Sweet Allen Farm Road**  
**Wakefield, RI 02879**

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21. Vendor agrees to indemnify and hold harmless the Town from and against any and all liability in any way arising out of or related to vendor's performance of its obligations hereunder. The indemnity shall be the broadest form available and shall include indemnity against any liability arising out of or caused by the negligence of vendor, its agents, subcontractors, and employees.

Witness:

Town of Narragansett

\_\_\_\_\_

By: \_\_\_\_\_

Pamela Nolan, Town Manager

Dated: \_\_\_\_\_, 2016

Witness:

Vendor: **Jim Given**  
**Pizza By Fire**  
**67 Sweet Allen Farm Road**  
**Wakefield, RI 02879**

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

**END FOOD TRUCK AGREEMENT**

Town of Narragansett  
Narragansett Town Beach  
39 Boston Neck Road, Narragansett, RI 02882

Terms and Conditions for  
Operating a “Food Truck” Business at Narragansett Town Beach

This agreement provides the terms and conditions for a person or business entity that wishes to operate a food truck to sell food and beverages on **Monday and Wednesday Nights ONLY from 6:00 pm to 10:00 pm**. This agreement is limited to business conducted on the property limits of the South and North Lot at Narragansett Town Beach.

Vendor:           **Buddy’s Hot Rod Dogs**  
                      **David Azzinaro**  
                      **48 Riptide Drive**  
                      **Saunderstown, RI 02874**

This agreement is restricted to the activities and dates/ times listed below. Any additions requested to the above list must be submitted to and approved in writing by the Director of Parks and Recreation.

This agreement is valid for one (1) year with two one year options as per #4.

Those applying for an agreement must adhere to and submit to the following terms.

1. A yearly fee of \$1100.00 will be paid in the following manner: \$500.00 at the signing of the agreement and \$600.00 on July 1<sup>st</sup>. There will only be six [6] agreements each calendar year. Current agreement holders will have first right of refusal, all others will be placed on a waiting list if the Town agrees to offer this service in the following year[s].
2. Only the registered vehicle documented in this agreement is permitted to vend in the south and north parking lots of the town beach.
3. The vendor shall be open for the sole purpose of vending food and beverages that are approved by the town, only during hours specified within this agreement. The vendor is permitted to park in specified spaces in the South and North Lot for the purpose of doing business as determined in this agreement. The sale of items not specifically mentioned in this agreement is not permitted. The truck is to be parked in the South or North Lot as per directed by beach staff and may only be present from 5:30 p.m. set-up to 10:00 p.m. on Monday and Wednesday nights from May 16, 2016 through September 21, 2016.
4. Agreements will be in place from **May 16, 2016 until September 21, 2016** with two one year options for the same time frame and at the rate of **\$1150.00 for 2017** and **\$1200.00 for 2018**. Any agreement signed after May 16 shall not be prorated. Any requests for exceptions shall be made in writing to the Director of Parks and Recreation for consideration.

5. The vendor shall provide at his/her own expense public liability insurance in amounts and in such form as may be satisfactory to the Town of Narragansett, which insurance shall name the Town of Narragansett as an additional insured.
6. The Vendor must submit the exact number of employees that will be doing business associated with this agreement. This list must include the names and contact information for each employee conducting business on Narragansett Town Beach. Any additions or subtractions to this list must be made known to the Director of Parks and Recreation or his/her designee in writing within one day of the change.
7. The vendor will keep active records of all transactions associated with business conducted under the terms of this agreement. Upon request, these records shall be made available to the Director of Parks and Recreation or his/her designee. The Director of Parks and Recreation shall make it known to the vendor if any other records are needed and give the vendor reasonable time to comply with the request.
8. The vendor and or employee(s) shall not give discounts to employees of the Narragansett Town Beach at any time.
9. Any parking associated with the vendors business shall adhere to the policies of the Narragansett Town Beach without exceptions. It is understood that limited parking or sold out conditions occur and as such may affect the ability of the vendor to do business on any given day.
10. Any advertising associated with the vendor will be limited to signs attached to vehicles. No other signage or advertising will be permitted. This includes, but is not limited to, coupons, windshield flyers. No form of advertising shall be distributed in the lots or on Narragansett Town Beach. All ads/signs to be approved in advance by the Town. Advertising signs are prohibited on the Route 108 Kingstown Road rotary.
11. The vendor shall be responsible to acquire any licenses or permits needed to conduct business on Town property that may be needed that is above and beyond the scope of this agreement.
12. The vendor shall provide all materials needed for conducting business in a safe manner. The Town is not responsible for damage or loss of property of either the vendor or his/her patron.
13. The Town of Narragansett reserves the right to suspend activity conducted under this agreement. Reasons may include but are not limited to severe weather, currents, special events or conduct of the operator.
14. Issues of concern regarding the terms of this agreement or the manner of business being conducted under this agreement shall be brought to the attention of the vendor and as such will be the responsibility of the vendor to remedy to the satisfaction of the Director of Parks and Recreation or his/her designee.

15. The Director of the Department of Parks and Recreation or his/her authorized representative may terminate the operation of the agreement when the terms or spirit of these terms and conditions have been broken. It is specifically understood and agreed by and between the vendor and Department of Parks and Recreation that this agreement may be cancelled and terminated by the Department, when services are not provided to the satisfaction of the Director of the Department of Parks and Recreation or his/her authorized representative, upon giving five days written notice to the vendor.
16. The vendor must comply with all local and state laws and regulations governing the operation of a food and beverage catering truck and also must pay all state and federal taxes.
17. The vendor cannot reassign this agreement without the approval in writing by the Town Council.
18. The Department of Parks and Recreation reserves the right to make any other rules and regulations pertaining to the vendor's operation in which are in the best interests of the town and the general public. The vendor agrees that the character of service shall be the best obtainable and shall at all times be sufficient to meet the reasonable demands of the public. The Department of Parks and Recreation shall have the right to object to the character of the service and to order the objectionable service or conditions discontinued or remedied. The same courtesy shall be extended to the visitors of the town beach as to the patrons of the catering truck that all beach visitors shall be permitted to avail themselves of the privileges offered and in no way shall the owner or his employees discriminate against race, color or creed.
19. The Department of Parks and Recreation reserves the right to conduct special events and activities on Narragansett Town Beach property. This agreement does not specifically allow the vendor exclusive rights to vending services during special events. The agreement acknowledges that the Department of Parks and Recreation may at times hold special events and may allow other vendor services to participate in the special event.
20. The owner who signs and submits this agreement will be the only responsible contact the Town of Narragansett, Department of Parks and Recreation will communicate with during the term of this agreement unless otherwise authorized in writing. It shall be the responsibility of the owner to administer the terms and conditions of this agreement with approved sub-operators. All official communication with regard to the provisions or enforcement of this contract shall be between the owner of record and the Director of Parks and Recreation or his/her authorized representative.
21. Vendor agrees to indemnify and hold harmless the Town from and against any and all liability in any way arising out of or related to vendor's performance of its obligations hereunder. The indemnity shall be the broadest form available and shall include indemnity against any liability arising out of or caused by the negligence of vendor, its agents, subcontractors, and employees.

Witness:

Town of Narragansett

\_\_\_\_\_

By: \_\_\_\_\_

Pamela Nolan, Town Manager

Dated: \_\_\_\_\_, 2016

Witness:

Vendor: **Buddy's Hot Rod Dogs**  
**David Azzinaro**  
**48 Riptide Drive**  
**Saunderstown, RI 02874**

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

END FOOD TRUCK AGREEMENT

Town of Narragansett  
Narragansett Town Beach  
39 Boston Neck Road, Narragansett, RI 02882

Terms and Conditions for  
Operating a “Food Truck” Business at Narragansett Town Beach

This agreement provides the terms and conditions for a person or business entity that wishes to operate a food truck to sell food and beverages on **Monday and Wednesday Nights ONLY from 6:00 pm to 10:00 pm**. This agreement is limited to business conducted on the property limits of the South and North Lot at Narragansett Town Beach.

Vendor:           **Lady Copacabana Food Truck**  
                          **Westerly, RI**

This agreement is restricted to the activities and dates/ times listed below. Any additions requested to the above list must be submitted to and approved in writing by the Director of Parks and Recreation.

This agreement is valid for one (1) year with two one year options as per #4.

Those applying for an agreement must adhere to and submit to the following terms.

1. A yearly fee of \$1100.00 will be paid in the following manner: \$500.00 at the signing of the agreement and \$600.00 on July 1<sup>st</sup>. There will only be six [6] agreements each calendar year. Current agreement holders will have first right of refusal, all others will be placed on a waiting list if the Town agrees to offer this service in the following year[s].
2. Only the registered vehicle documented in this agreement is permitted to vend in the south and north parking lots of the town beach.
3. The vendor shall be open for the sole purpose of vending food and beverages that are approved by the town, only during hours specified within this agreement. The vendor is permitted to park in specified spaces in the South and North Lot for the purpose of doing business as determined in this agreement. The sale of items not specifically mentioned in this agreement is not permitted. The truck is to be parked in the South or North Lot as per directed by beach staff and may only be present from 5:30 p.m. set-up to 10:00 p.m. on Monday and Wednesday nights from May 16, 2016 through September 21, 2016.
4. Agreements will be in place from **May 16, 2016 until September 21, 2016** with two one year options for the same time frame and at the rate of **\$1150.00 for 2017** and **\$1200.00 for 2018**. Any agreement signed after May 16 shall not be prorated. Any requests for exceptions shall be made in writing to the Director of Parks and Recreation for consideration.

5. The vendor shall provide at his/her own expense public liability insurance in amounts and in such form as may be satisfactory to the Town of Narragansett, which insurance shall name the Town of Narragansett as an additional insured.
6. The Vendor must submit the exact number of employees that will be doing business associated with this agreement. This list must include the names and contact information for each employee conducting business on Narragansett Town Beach. Any additions or subtractions to this list must be made known to the Director of Parks and Recreation or his/her designee in writing within one day of the change.
7. The vendor will keep active records of all transactions associated with business conducted under the terms of this agreement. Upon request, these records shall be made available to the Director of Parks and Recreation or his/her designee. The Director of Parks and Recreation shall make it known to the vendor if any other records are needed and give the vendor reasonable time to comply with the request.
8. The vendor and or employee(s) shall not give discounts to employees of the Narragansett Town Beach at any time.
9. Any parking associated with the vendors business shall adhere to the policies of the Narragansett Town Beach without exceptions. It is understood that limited parking or sold out conditions occur and as such may affect the ability of the vendor to do business on any given day.
10. Any advertising associated with the vendor will be limited to signs attached to vehicles. No other signage or advertising will be permitted. This includes, but is not limited to, coupons, windshield flyers. No form of advertising shall be distributed in the lots or on Narragansett Town Beach. All ads/signs to be approved in advance by the Town. Advertising signs are prohibited on the Route 108 Kingstown Road rotary.
11. The vendor shall be responsible to acquire any licenses or permits needed to conduct business on Town property that may be needed that is above and beyond the scope of this agreement.
12. The vendor shall provide all materials needed for conducting business in a safe manner. The Town is not responsible for damage or loss of property of either the vendor or his/her patron.
13. The Town of Narragansett reserves the right to suspend activity conducted under this agreement. Reasons may include but are not limited to severe weather, currents, special events or conduct of the operator.
14. Issues of concern regarding the terms of this agreement or the manner of business being conducted under this agreement shall be brought to the attention of the vendor and as such will be the responsibility of the vendor to remedy to the satisfaction of the Director of Parks and Recreation or his/her designee.

15. The Director of the Department of Parks and Recreation or his/her authorized representative may terminate the operation of the agreement when the terms or spirit of these terms and conditions have been broken. It is specifically understood and agreed by and between the vendor and Department of Parks and Recreation that this agreement may be cancelled and terminated by the Department, when services are not provided to the satisfaction of the Director of the Department of Parks and Recreation or his/her authorized representative, upon giving five days written notice to the vendor.
16. The vendor must comply with all local and state laws and regulations governing the operation of a food and beverage catering truck and also must pay all state and federal taxes.
17. The vendor cannot reassign this agreement without the approval in writing by the Town Council.
18. The Department of Parks and Recreation reserves the right to make any other rules and regulations pertaining to the vendor's operation in which are in the best interests of the town and the general public. The vendor agrees that the character of service shall be the best obtainable and shall at all times be sufficient to meet the reasonable demands of the public. The Department of Parks and Recreation shall have the right to object to the character of the service and to order the objectionable service or conditions discontinued or remedied. The same courtesy shall be extended to the visitors of the town beach as to the patrons of the catering truck that all beach visitors shall be permitted to avail themselves of the privileges offered and in no way shall the owner or his employees discriminate against race, color or creed.
19. The Department of Parks and Recreation reserves the right to conduct special events and activities on Narragansett Town Beach property. This agreement does not specifically allow the vendor exclusive rights to vending services during special events. The agreement acknowledges that the Department of Parks and Recreation may at times hold special events and may allow other vendor services to participate in the special event.
20. The owner who signs and submits this agreement will be the only responsible contact the Town of Narragansett, Department of Parks and Recreation will communicate with during the term of this agreement unless otherwise authorized in writing. It shall be the responsibility of the owner to administer the terms and conditions of this agreement with approved sub-operators. All official communication with regard to the provisions or enforcement of this contract shall be between the owner of record and the Director of Parks and Recreation or his/her authorized representative.
21. Vendor agrees to indemnify and hold harmless the Town from and against any and all liability in any way arising out of or related to vendor's performance of its obligations hereunder. The indemnity shall be the broadest form available and shall include indemnity against any liability arising out of or caused by the negligence of vendor, its agents, subcontractors, and employees.

Witness:

Town of Narragansett

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

Witness:

Vendor: **Chris Stackpole**  
**Lady Copacabana**  
**Westerly, RI**

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

END FOOD TRUCK AGREEMENT

Town of Narragansett  
Narragansett Town Beach  
39 Boston Neck Road, Narragansett, RI 02882

Terms and Conditions for  
Operating a “Food Truck” Business at Narragansett Town Beach

This agreement provides the terms and conditions for a person or business entity that wishes to operate a food truck to sell food and beverages on **Monday and Wednesday Nights ONLY from 6:00 pm to 10:00 pm**. This agreement is limited to business conducted on the property limits of the South and North Lot at Narragansett Town Beach.

Vendor:           **Like No Udder**  
                          **Providence, RI 02904**

This agreement is restricted to the activities and dates/ times listed below. Any additions requested to the above list must be submitted to and approved in writing by the Director of Parks and Recreation.

This agreement is valid for one (1) year with two one year options as per #4.

Those applying for an agreement must adhere to and submit to the following terms.

1. A yearly fee of \$1100.00 will be paid in the following manner: \$500.00 at the signing of the agreement and \$600.00 on July 1<sup>st</sup>. There will only be six [6] agreements each calendar year. Current agreement holders will have first right of refusal, all others will be placed on a waiting list if the Town agrees to offer this service in the following year[s].
2. Only the registered vehicle documented in this agreement is permitted to vend in the south and north parking lots of the town beach.
3. The vendor shall be open for the sole purpose of vending food and beverages that are approved by the town, only during hours specified within this agreement. The vendor is permitted to park in specified spaces in the South and North Lot for the purpose of doing business as determined in this agreement. The sale of items not specifically mentioned in this agreement is not permitted. The truck is to be parked in the South or North Lot as per directed by beach staff and may only be present from 5:30 p.m. set-up to 10:00 p.m. on Monday and Wednesday nights from May 16, 2016 through September 21, 2016.
4. Agreements will be in place from **May 16, 2016 until September 21, 2016** with two one year options for the same time frame and at the rate of **\$1150.00 for 2017** and **\$1200.00 for 2018**. Any agreement signed after May 16 shall not be prorated. Any requests for exceptions shall be made in writing to the Director of Parks and Recreation for consideration.

5. The vendor shall provide at his/her own expense public liability insurance in amounts and in such form as may be satisfactory to the Town of Narragansett, which insurance shall name the Town of Narragansett as an additional insured.
6. The Vendor must submit the exact number of employees that will be doing business associated with this agreement. This list must include the names and contact information for each employee conducting business on Narragansett Town Beach. Any additions or subtractions to this list must be made known to the Director of Parks and Recreation or his/her designee in writing within one day of the change.
7. The vendor will keep active records of all transactions associated with business conducted under the terms of this agreement. Upon request, these records shall be made available to the Director of Parks and Recreation or his/her designee. The Director of Parks and Recreation shall make it known to the vendor if any other records are needed and give the vendor reasonable time to comply with the request.
8. The vendor and or employee(s) shall not give discounts to employees of the Narragansett Town Beach at any time.
9. Any parking associated with the vendors business shall adhere to the policies of the Narragansett Town Beach without exceptions. It is understood that limited parking or sold out conditions occur and as such may affect the ability of the vendor to do business on any given day.
10. Any advertising associated with the vendor will be limited to signs attached to vehicles. No other signage or advertising will be permitted. This includes, but is not limited to, coupons, windshield flyers. No form of advertising shall be distributed in the lots or on Narragansett Town Beach. All ads/signs to be approved in advance by the Town. Advertising signs are prohibited on the Route 108 Kingstown Road rotary.
11. The vendor shall be responsible to acquire any licenses or permits needed to conduct business on Town property that may be needed that is above and beyond the scope of this agreement.
12. The vendor shall provide all materials needed for conducting business in a safe manner. The Town is not responsible for damage or loss of property of either the vendor or his/her patron.
13. The Town of Narragansett reserves the right to suspend activity conducted under this agreement. Reasons may include but are not limited to severe weather, currents, special events or conduct of the operator.
14. Issues of concern regarding the terms of this agreement or the manner of business being conducted under this agreement shall be brought to the attention of the vendor and as such will be the responsibility of the vendor to remedy to the satisfaction of the Director of Parks and Recreation or his/her designee.

15. The Director of the Department of Parks and Recreation or his/her authorized representative may terminate the operation of the agreement when the terms or spirit of these terms and conditions have been broken. It is specifically understood and agreed by and between the vendor and Department of Parks and Recreation that this agreement may be cancelled and terminated by the Department, when services are not provided to the satisfaction of the Director of the Department of Parks and Recreation or his/her authorized representative, upon giving five days written notice to the vendor.
16. The vendor must comply with all local and state laws and regulations governing the operation of a food and beverage catering truck and also must pay all state and federal taxes.
17. The vendor cannot reassign this agreement without the approval in writing by the Town Council.
18. The Department of Parks and Recreation reserves the right to make any other rules and regulations pertaining to the vendor's operation in which are in the best interests of the town and the general public. The vendor agrees that the character of service shall be the best obtainable and shall at all times be sufficient to meet the reasonable demands of the public. The Department of Parks and Recreation shall have the right to object to the character of the service and to order the objectionable service or conditions discontinued or remedied. The same courtesy shall be extended to the visitors of the town beach as to the patrons of the catering truck that all beach visitors shall be permitted to avail themselves of the privileges offered and in no way shall the owner or his employees discriminate against race, color or creed.
19. The Department of Parks and Recreation reserves the right to conduct special events and activities on Narragansett Town Beach property. This agreement does not specifically allow the vendor exclusive rights to vending services during special events. The agreement acknowledges that the Department of Parks and Recreation may at times hold special events and may allow other vendor services to participate in the special event.
20. The owner who signs and submits this agreement will be the only responsible contact the Town of Narragansett, Department of Parks and Recreation will communicate with during the term of this agreement unless otherwise authorized in writing. It shall be the responsibility of the owner to administer the terms and conditions of this agreement with approved sub-operators. All official communication with regard to the provisions or enforcement of this contract shall be between the owner of record and the Director of Parks and Recreation or his/her authorized representative.
21. Vendor agrees to indemnify and hold harmless the Town from and against any and all liability in any way arising out of or related to vendor's performance of its obligations hereunder. The indemnity shall be the broadest form available and shall include indemnity against any liability arising out of or caused by the negligence of vendor, its agents, subcontractors, and employees.

Witness:

Town of Narragansett

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

Witness:

Vendor: **Karen Krinsky**  
**Like No Udder**  
**Providence, RI 02904**

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

END FOOD TRUCK AGREEMENT

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 02**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 19, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela Nolan, Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** Narragansett Surf and Skate Shop Surfing Contract

**RECOMMENDATION:**

That the Town Council approves a contract with Narragansett Surf and Skate Shop, 74 Narragansett Avenue, Narragansett, for a one year surfing and rental concession with two one year options at the Town Beach, and authorize the Town Manager to sign the contract.

**SUMMARY:**

The Parks and Recreation Department has reviewed the last three seasons in detail regarding the agreement with Narragansett Surf and Skate Shop at the town beach. Based on favorable reviews by staff and beach patrons at the beach the Parks and Recreation Department is recommending a new 2016 agreement with two one year options for \$3000.00 for the first year, \$3200.00 for second year and \$3400.00 for the third year. Narragansett Surf and Skate Shop will be providing the town with a certificate of insurance naming the town as additionally insured. Attached is a contract that documents the policies, procedures and restrictions of the contract and provides a tool for beach supervisory staff to better manage this one of two surfing lesson and rental contracts at the beach.

Town Solicitor Dawson Hodgson has reviewed and approved the content of the contract.

**ATTACHMENTS:**

1. Narragansett Surf and Skate Shop Contract

Town of Narragansett  
Narragansett Town Beach  
39 Boston Neck Road, Narragansett, RI 02882

Terms and Conditions for  
Operating and Conducting Surf Lessons/Rentals at Narragansett Town Beach

This contract provides the terms and conditions for a person or business entity that wishes to conduct teaching, instruction, lessons, and surf equipment rentals in any of the areas listed below. This contract is limited to business conducted on the property limits of Narragansett Town Beach.

Types of lessons allowed:	Vendor:	<b>Narragansett Surf &amp; Skate Shop</b>
1. Surfing		<b>74 Narragansett Ave</b>
2. Paddle Boarding		<b>Narragansett, RI 02882</b>
3. Skim Boarding		

This contract is restricted to the activities listed above and shall be awarded to surf shop owners in the Town of Narragansett and South Kingstown. Any additions requested to the above list must be submitted to and approved in writing by the Director of Parks and Recreation.

This contract is valid for the term listed below (#2) and must be renewed yearly.

1. For **2016, a yearly fee of \$ 3000.00** will be paid in the following manner: \$1000.00 at the signing of the contract, \$1000.00 on July 1<sup>st</sup> of the calendar year and \$1000.00 on August 1<sup>st</sup> of the calendar year. There will only be two contracts sold each calendar year. Current contract holders will have first right of refusal, all others will be placed on a waiting list.
2. The contract will be in place from **May 1, 2016 through October 31, 2016** with **two one year options** for the same time frame at the rate of **\$3200.00** for **2017** and **\$3400.00** for **2018**. Any contract signed after May 1<sup>st</sup> shall not be prorated. Any requests for exceptions shall be made in writing to the Director of Parks and Recreation for consideration.
3. The Town of Narragansett will distribute one (1) seasonal parking pass to the vendor; this pass must be visible on the assigned vehicle/kiosk and will be placed on the vehicle/kiosk by beach staff. Only the vehicle/kiosk with the pass is permitted to park in the assigned space. The parking space is guaranteed for the designated vehicle or kiosk.
4. The vendor shall be open for the sole purpose of providing lessons and rental only during hours specified within this contract and must be closed at all other times. The vendor is permitted to set up a kiosk for the purpose of doing business as determined in this contract. The sale of items not specifically mentioned in this contract is not permitted. The kiosk is to be placed in the South Lot only and only in the assigned, reserved spot; and may only be present from 8:30 a.m. until sunset daily. The design of the kiosk must be approved by the Director of the Department of Parks and Recreation and his/her designee.

5. Valid seasonal passes owned by the surf lesson patron for entrance into the lot and/or onto the beach are acceptable. At no time is it acceptable for the surf lesson patron to use or be in possession of passes originally issued to the vendor, its employees or sub-contractors to gain admission to Narragansett Town Beach. In all other cases the vendor is responsible for the purchase of the needed daily passes. It is not the responsibility of the Town of Narragansett to provide free parking or free admissions to the surf lesson patron or friends and/or relatives of the surf lesson patron.
6. The vendor shall provide at his/her own expense public liability insurance in amounts and in such form as may be satisfactory to the Town of Narragansett, which insurance shall name the Town of Narragansett as an additional insured.
7. The Vendor must submit along with his/her bid the exact number of subcontractors and/or employees that will be doing business associated with this contract. This list must include the names and contact information for each sub-contractor and employee conducting lessons on Narragansett Town Beach. Any additions or subtractions to this list must be made known to the Director of Parks and Recreation or his/her designee in writing within one day of the change.
8. If the Vendor is providing services for the Parks and Recreation Department summer surf camp, the vendor must provide BCI checks for all employees working at the surf camp for the summer season. The BCI checks must be performed by the Rhode Island Attorney General's Office and be provided to the Human Resources Manager for the Town of Narragansett prior to the start of the season or the start of the surf camp.
9. The vendor will keep all signed waivers associated under the terms of this contract. These records shall be made available to the Director of Parks and Recreation or his/her designee upon request. The Director of Parks and Recreation shall make it known to the vendor if any other records are needed and give the vendor reasonable time to comply with the request.
10. Any subcontractor conducting business as described in this contract for the vendor must provide insurance in the same manner as listed in Item #6 above.
11. The vendor and/or any subcontractors or employee(s) shall not give discounts to employees of the Narragansett Town Beach at any time.
12. The employees of the vendor represent the Town of Narragansett while on beach property and must conduct themselves in a professional manner at all times. Smoking, swearing, skateboards, hacky sack, volleyball, etc. are not permitted.
13. Any parking associated with the vendors business shall adhere to the policies of the Narragansett Town Beach without exceptions. It is understood that limited parking or sold out conditions occur and as such may affect the ability of the vendor to do business on any given day.

14. Any advertising associated with the vendor will be limited to signs attached to vehicles/kiosks. No other signage or advertising will be permitted. This includes, but is not limited to, coupons, windshield flyers or A-Frames. No form of advertising shall be distributed in the lots or on Narragansett Town Beach. All ads/signs to be approved in advance by the Town. Advertising signs are prohibited on the Route 108 Kingstown Road Rotary.
15. The vendor shall be responsible to acquire any licenses or permits needed to conduct business on Town property that may be needed that is above and beyond the scope of this contract.
16. All lessons shall be conducted in specified areas as designated by the Narragansett Town Beach staff.
17. The vendor shall provide all materials needed for conducting business in a safe manner. The Town is not responsible for damage or loss of property of either the vendor or his/her student.
18. The Town of Narragansett reserves the right to suspend activity conducted under this contract. Reasons may include but are not limited to severe weather, currents, special events or conduct of the instructor.
19. Issues of concern regarding the terms of this contract or the manner of business being conducted under this contract shall be brought to the attention of the vendor and as such will be the responsibility of the vendor to remedy to the satisfaction of the Director of Parks and Recreation or his/her designee.
20. The Director of the Department of Parks and Recreation or his/her authorized representative may terminate the operation of the contract when the terms or spirit of these terms and conditions have been broken. It is specifically understood and agreed by and between the vendor and Department of Parks and Recreation that this contract may be cancelled and terminated by the Department, when services are not provided to the satisfaction of the Director of the Department of Parks and Recreation or his/her authorized representative, upon giving five days written notice to the vendor.
21. The vendor must comply with all local and state laws and regulations governing the operation of surf lessons and rental, and also must pay all state and federal taxes.
22. The vendor cannot reassign this contract without the approval in writing by the Town Council.
23. The Department of Parks and Recreation reserves the right to make any other rules and regulations pertaining to the vendor's lesson and rental operation in which are in the best interests of the town and the general public. The vendor agrees that the character of service shall be the best obtainable and shall at all times be sufficient to meet the reasonable demands of the public. The Department of Parks and Recreation shall have the right to object to the character of the service and to order the objectionable service or conditions discontinued or remedied. The same courtesy shall be extended to the visitors of the town beach as to the patrons of the surf lesson that all beach visitors shall be permitted to avail themselves of the privileges offered and in no way shall the owner or his employees discriminate against race, color or creed.

24. The Department of Parks and Recreation reserves the right to conduct special events and activities on Narragansett Town Beach property. This contract does not specifically allow the vendor exclusive rights to vending services during special events. The contract acknowledges that the Department of Parks and Recreation may at times hold special events and may allow other vendor services to participate in the special event.
25. The owner who signs and submits a contract will be the only responsible contact the Town of Narragansett, Department of Parks and Recreation will communicate with during the term of this contract unless otherwise authorized in writing. It shall be the responsibility of the owner to administer the terms and conditions of this contract with approved sub-operators. All official communication with regard to the provisions or enforcement of this contract shall be between the owner of record and the Director of Parks and Recreation or his/her authorized representative.
26. Vendor agrees to indemnify and hold harmless the Town from and against any and all liability in any way arising out of or related to vendor's performance of its obligations hereunder. The indemnity shall be the broadest form available and shall include indemnity against any liability arising out of or caused by the negligence of vendor, its agents, subcontractors, and employees.
27. Vendor shall require all participants/customers to sign a release and waiver of liability prior to allowing any participant/customer to participate in any lessons and prior to renting any equipment.
28. All Surf Instructors will be required to register with the Director of Parks and Recreation or designee at the Beach Operations Office of the Narragansett Town Beach. Each Surf Instructor will receive a photo ID card and present this ID card for admission onto the beach for the sole purpose of conducting surf lessons for the Surf Shop they represent. (The card is not valid at any other time or for any other purpose). Proof of employment must be presented in the form of a W4 or 1099 supplied by the employer. Surf Instructors that are sub-contractors will be required to obtain a photo ID and must provide certificate of insurance at the time of registration.

Witness:

\_\_\_\_\_

Town of Narragansett

By: \_\_\_\_\_

Town Manager

Dated: \_\_\_\_\_, 2016

Vendor: **Narragansett Surf & Skate Shop**  
**74 Narragansett Ave**  
**Narragansett, RI 02882**

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

END SURF LESSON CONTRACT

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

CC:           03          

Amend No.           

**Date Prepared:** January 19, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela Nolan, Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** Natural Fitness Yoga Contract

**RECOMMENDATION:**

That the Town Council approves a contract with Natural Fitness, 76 Narragansett Avenue, Narragansett, for a one year yoga concession with two one year options at the Town Beach, and authorize the Town Manager to sign the contract.

**SUMMARY:**

The Parks and Recreation Department has reviewed the last three seasons in detail regarding the agreement with Natural Fitness at the town beach. Based on favorable reviews by staff and beach patrons at the beach the Parks and Recreation Department is recommending a new 2016 agreement with two one year options for \$1500.00 for the first year, \$1600.00 for second year and \$1700.00 for the third year. Natural Fitness will be providing the town with a certificate of insurance naming the town as an additional insured. Attached is a contract that documents the policies, procedures and restrictions for Natural Fitness and provides a tool for beach supervisory staff to better manage this concession operation at the beach.

Town Solicitor Dawson Hodgson has reviewed and approved the content of the contract.

**ATTACHMENTS:**

1. 2016 Natural Fitness Yoga Contract

Town of Narragansett  
Narragansett Town Beach  
39 Boston Neck Road, Narragansett, RI 02882

Terms and Conditions for  
Operating and Conducting Yoga Lessons and Yoga Sessions.

This contract provides the terms and conditions for **Natural Fitness** to conduct yoga sessions and yoga lessons at the Narragansett Town Beach. This contract is limited to business conducted on the property limits of Narragansett Town Beach.

Types of activities allowed:

1. Yoga Lessons
2. Yoga Sessions

Vendor:

**Natural Fitness**  
**76 Narragansett Avenue**  
**Narragansett, RI 02882**

This contract is restricted to the activities listed above and shall be awarded to Natural Fitness for activities at Narragansett Town Beach.

This contract is valid for the term listed below (#2) and must be renewed yearly.

Terms and Conditions:

1. A seasonal fee of \$ 1500.00 will be paid in the following manner: \$ 750.00 prior to the start of the May program and \$750.00 on July 15<sup>th</sup>, 2016. Activities will not be allowed until first payment is received in full, regardless of scheduled beginning date.
2. The contract will be in place from May 15<sup>th</sup> through Sept. 15<sup>st</sup>, each year. A specific calendar of dates, including beginning and ending dates must be submitted beforehand for approval by the Director of Parks and Recreation. Natural Fitness will only be allowed to conduct activities on the dates submitted. Any extra dates must be approved by the Director of Parks and Recreation prior to scheduling. Two option years; one year at a time will be provided if both the Parks Department and the vendor agree on any specific changes in operational contract language when required. **Option year one [2017]** seasonal fee is **\$1600.00** and **Option year two [2018]** seasonal fee is **\$1700.00** with the same payment schedule as in 2016.
3. Activities conducted by Natural Fitness are not to begin before 8:00 am and must end at 9:00 am. This does not include set-up and break down of equipment. Yoga activities are to take place between Life Guard Chairs #3 and #4.
4. Parking for participants associated with Yoga activities may begin at 7:45 am on the scheduled dates. Special Hang Tag West Lot Parking will be provided for Yoga participants only. Participants will not be allowed in the West lot prior to 7:45. All Yoga participants must leave the West lot no later than 9:30 am. Any vehicle remaining in the lot after 9:30 am will be charged for a full day of parking. It is the responsibility of Natural Fitness be alert its participants regarding

the parking policies. It is understood that parking is not guaranteed on any given date and may not be available due to certain circumstances.

5. Natural Fitness shall provide at its own expense public liability insurance in amounts and in such form as may be satisfactory to the Town of Narragansett; which insurance shall name the Town of Narragansett as an additional insured.
6. Natural Fitness must submit all necessary contact information of all sub-contractors and/or substitute instructors that may be doing business associated with this contract. Any additions or subtractions to this list must be made known to the Director of Parks and Recreation or his/her designee in writing within one day of the change.
7. Natural Fitness will keep active records of all transactions associated with the program located at Narragansett Town Beach under the terms of this contract. These shall be, but not limited to, receipts of financial transactions, waivers, usage forms, rental agreements and insurance forms. These records shall be made available to the Director of Parks and Recreation or his/her designee. The Director of Parks and Recreation shall make it known to Natural Fitness if any other records are needed and give Natural Fitness reasonable time to comply with the request.
8. Natural Fitness shall not give any discounts to employees of the Narragansett Town Beach.
9. Natural Fitness shall provide or make provisions for all materials needed for conducting business in a safe manner. The Town is not responsible for damage or loss of property of Natural Fitness, its members or participants.
10. The Town of Narragansett reserves the right to suspend activity conducted under this contract. Reasons may include but are not limited to severe weather, currents, special events or conduct of the instructor, the vendor and/or its membership.
11. Issues of concern regarding the terms of this contract or the manner of business being conducted under this contract shall be brought to the attention of the Signee of this contract and as such will be the responsibility of the Signee to remedy to the satisfaction of the Director of Parks and Recreation or his/her designee.
12. The Director of the Department of Parks and Recreation or his/her authorized representative may terminate the operation of the contract when the terms or spirit of these terms and conditions have been broken. It is specifically understood and agreed by and between Natural Fitness and Department of Parks and Recreation that this contract may be cancelled and terminated by the Department, when services are not provided to the satisfaction of the Director or Parks and Recreation or his/her authorized representation, upon giving five days written notice to Natural Fitness.
13. Natural Fitness must comply with any and all local and state laws and regulations governing the operation of this organization, and comply with any and all state and federal taxes.
14. Natural Fitness cannot reassign this contract without the approval, in writing, by the Town Council.

15. The Department of Parks and Recreation reserves the right to conduct special events and activities on Narragansett Town Beach property. This contract does not specifically allow Natural Fitness exclusive rights to operating their activities on the dates of special events sponsored by the Town of Narragansett on beach property. The town is obligated to give Natural Fitness as much prior notice as possible of any special events that may interfere.
  
16. The signee submitting this contract will be the only responsible contact the Town of Narragansett, Department of Parks and Recreation will communicate with during the term of this contract unless otherwise authorized in writing. It shall be the responsibility of Natural Fitness and it's designee to administer the terms and conditions of this contract with approved personnel associated with Natural Fitness operations at Narragansett Town Beach.
  
17. Natural Fitness agrees to indemnify and hold harmless the Town from and against any and all liability in any way arising out of or related to Natural Fitness and/or its designee's performance of its obligations hereunder. The indemnity shall be the broadest form available and shall include indemnity against any liability arising out of or caused by the negligence of Natural Fitness, its agents, subcontractors, members and participants.
  
18. Natural Fitness shall require all participants/members to sign a release and waiver of liability including the Town of Narragansett prior to allowing any participant/member to participate in any activities associated with Natural Fitness and Yoga activities on the beach.

Witness:

\_\_\_\_\_

Town of Narragansett

By: \_\_\_\_\_

Town Manager

Dated: \_\_\_\_\_, 2016

Vendor: Natural Fitness

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

End of Contract with Natural Fitness

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 04**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 19, 2016  
**Council Meeting Date:** February 1, 2016

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**TO:** Pamela Nolan, Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** Newport Volleyball Contract

**RECOMMENDATION:**

That the Town Council approves a contract with the Newport Volleyball Club, P.O. Box 4926, Middletown, RI 02842-4926 for a one year volleyball league agreement with two one year options at the town beach, and authorize the Town Manager to sign the contract.

**SUMMARY:**

The Parks and Recreation Department has reviewed the past three seasons in detail regarding the agreement with the Newport Volleyball Club at the town beach. Based on favorable reviews by staff and beach patrons at the beach the Parks and Recreation Department is recommending a new 2016 agreement with two one year options for \$1050.00 for the first year, \$1200.00 for second year and \$1250.00 for the third year. The Newport Volleyball Club will be providing the town with a certificate of insurance naming the town as an additional insured. Attached is a contract that documents the policies, procedures and restrictions of the club and provides a tool for beach supervisory staff to better manage league play at the beach.

Town Solicitor Dawson Hodgson has reviewed and approved the content of the contract.

**ATTACHMENTS:**

1. 2016 Newport Volleyball Contract

Town of Narragansett  
Narragansett Town Beach  
39 Boston Neck Road, Narragansett, RI 02882

Terms and Conditions for  
Operating and Conducting Volleyball league play and Tournaments.

This contract provides the terms and conditions for Newport Volleyball Club to conduct league play, tournaments and instructional clinics at the Narragansett Town Beach. This contract is limited to business conducted on the property limits of Narragansett Town Beach.

Types of play allowed:

1. League play
2. Tournaments
3. Instructional Clinics

This contract is restricted to the activities listed above and shall be awarded to Newport Volleyball Club (NVC) for play at Narragansett Town Beach.

This contract is valid for the term listed below (#2) and must be renewed yearly.

Terms and Conditions:

1. For **2016, a yearly fee of \$1150.00** will be paid in the following manner: \$550.00 prior to the start of the program and \$600.00 on July 15<sup>th</sup> of the same calendar year. Play will not be allowed until the first payment is received, regardless of scheduled beginning date.
2. The contract will be in place from June 1<sup>st</sup> through August 31<sup>st</sup>, 2016 with two one year options for the same time frame at a rate of **\$1200.00 for 2017** and **\$1250.00 for 2018**. A specific calendar of dates, including beginning and ending dates and any tournament dates must be submitted beforehand for approval by the Director of Parks and Recreation. The Newport Volleyball Club will be awarded two days per week to hold club activities, any extra dates must be approved by the Director of Parks and Recreation prior to scheduling.
3. Activities conducted by the NVC are not to begin before 6:00pm and must end at sunset. This does not include set-up and break down of equipment. Volleyball set ups are to be positioned between Life Guard chairs 3 and 5.
4. Parking for the members of the NVC may begin after 5 pm on the scheduled dates. Members arriving prior to 5 pm will be required to adhere to any payment and restrictions associated with parking on that date. It is understood that parking is not guaranteed on any given date and may not be available due to certain circumstances.
5. The NVC shall provide at its own expense public liability insurance in amounts and in such form as may be satisfactory to the Town of Narragansett; such insurance shall name the Town of Narragansett as an additional insured.

6. The vendor must submit all necessary contact information of the President of Newport Volleyball Club and members directly associated with NVC program specific to Narragansett Town Beach.
7. The NVC will keep active records of all transactions associated with the program located at Narragansett Town Beach under the terms of this contract. These shall be, but not limited to, receipts of financial transactions, waivers, usage forms, rental agreements and insurance forms. These records shall be made available to the Director of Parks and Recreation or his/her designee. The Director of Parks and Recreation shall make it known to NVC if any other records are needed and give the NVC reasonable time to comply with the request.
8. The NVC shall not give any discounts to employees of the Narragansett Town Beach.
9. Newport Volleyball Club shall provide all materials needed for conducting business in a safe manner. The Town is not responsible for damage or loss of property of the NVC, its members or participants.
10. The Town of Narragansett reserves the right to suspend activity conducted under this contract. Reasons may include but are not limited to severe weather, currents, special events or conduct of the instructor, the club and/or its membership.
11. Issues of concern regarding the terms of this contract or the manner of business being conducted under this contract shall be brought to the attention of the President of NVC and as such will be the responsibility of the President to remedy to the satisfaction of the Director of Parks and Recreation or his/her designee.
12. The Director of the Department of Parks and Recreation or his/her authorized representative may terminate the operation of the contract when the terms or spirit of these terms and conditions have been broken. It is specifically understood and agreed by and between the NVC and Department of Parks and Recreation that this contract may be cancelled and terminated by the Department, when services are not provided to the satisfaction of the Director or Parks and Recreation or his/her authorized representation, upon giving five days written notice to NVC.
13. The NVC must comply with any and all local and state laws and regulations governing the operation of this organization, and comply with any and all state and federal taxes.
14. The NVC cannot reassign this contract without the approval, in writing, by the Town Council.
15. The Department of Parks and Recreation reserves the right to conduct special events and activities on Narragansett Town Beach property. This contract does not specifically allow the NVC exclusive rights to operating and/or organizing matches on the dates of special events sponsored by the Town of Narragansett on beach property. The town is obligated to give NVC as much prior notice as possible of any special events that may interfere.

16. The President of NVC or his/her designee who signs and submits this contract will be the only responsible contact the Town of Narragansett, Department of Parks and Recreation will communicate with during the term of this contract unless otherwise authorized in writing. It shall be the responsibility of the President of NVC to administer the terms and conditions of this contract with approved personnel associated with NVC's operations at Narragansett Town Beach.
  
17. The NVC agrees to indemnify and hold harmless the Town from and against any and all liability in any way arising out of or related to NVC performance of its obligations hereunder. The indemnity shall be the broadest form available and shall include indemnity against any liability arising out of or caused by the negligence of NVC, its agents, subcontractors and members.
  
18. The NVC shall require all participants/members to sign a release and waiver of liability prior to allowing any participant/member to participate in any set-up, play or break down associated with NVC activities on the beach.

Witness:

\_\_\_\_\_

Town of Narragansett

By: \_\_\_\_\_

Town Manager

Dated: \_\_\_\_\_, 2016

President/Designee NVC:  
 PO Box 4926  
 Middletown, RI 02842

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

End of Contract with Newport Volleyball Club (NVC)

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 05**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 19, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela Nolan, Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** Warm Winds Surfing Contract

**RECOMMENDATION:**

That the Town Council approves a contract with Warm Winds Ltd., 26 Kingston Road, Narragansett, for a one year surfing and rental concession with two one year options at the Town Beach, and authorize the Town Manager to sign the contract.

**SUMMARY:**

The Parks and Recreation Department has reviewed the last three seasons in detail regarding the agreement with Warm Winds Ltd. at the town beach. Based on favorable reviews by staff and beach patrons at the beach the Parks and Recreation Department is recommending a new 2016 agreement with two one year options for \$3000.00 for the first year, \$3200.00 for second year and \$3400.00 for the third year. Warm Winds Ltd. will be providing the town with a certificate of insurance naming the town as additionally insured. Attached is a contract that documents the policies, procedures and restrictions of the contract and provides a tool for beach supervisory staff to better manage this one of two surfing lesson and rental contracts at the beach.

Town Solicitor Dawson Hodgson has reviewed and approved the content of the contract.

**ATTACHMENTS:**

1. Warm Winds Surfing Contract

Town of Narragansett  
Narragansett Town Beach  
39 Boston Neck Road, Narragansett, RI 02882

Terms and Conditions for  
Operating and Conducting Surf Lessons/Rentals at Narragansett Town Beach

This contract provides the terms and conditions for a person or business entity that wishes to conduct teaching, instruction, lessons, and surf equipment rentals in any of the areas listed below. This contract is limited to business conducted on the property limits of Narragansett Town Beach.

Types of lessons allowed:	Vendor:	<b>Warm Winds Ltd.</b>
1. Surfing		<b>26 Kingston Road</b>
2. Paddle Boarding		<b>Narragansett, RI 02882</b>
3. Skim Boarding		

This contract is restricted to the activities listed above and shall be awarded to surf shop owners in the Town of Narragansett and South Kingstown. Any additions requested to the above list must be submitted to and approved in writing by the Director of Parks and Recreation.

This contract is valid for the term listed below (#2) and must be renewed yearly.

1. For **2016, a yearly fee of \$3000.00** will be paid in the following manner: \$1000.00 at the signing of the contract, \$1000.00 on July 1<sup>st</sup> of the calendar year and \$1000.00 on August 1<sup>st</sup> of the calendar year. There will only be two contracts sold each calendar year. Current contract holders will have first right of refusal, all others will be placed on a waiting list.
2. The contract will be in place from **May 1, 2016 through October 31, 2016** with **two one year options** for the same time frame at the rate of **\$3200.00** for **2017** and **\$3400.00** for **2018**. Any contract signed after May 1<sup>st</sup> shall not be prorated. Any requests for exceptions shall be made in writing to the Director of Parks and Recreation for consideration.
3. The Town of Narragansett will distribute one (1) seasonal parking pass to the vendor; this pass must be visible on the assigned vehicle/kiosk and will be placed on the vehicle/kiosk by beach staff. Only the vehicle/kiosk with the pass is permitted to park in the assigned space. The parking space is guaranteed for the designated vehicle or kiosk.
4. The vendor shall be open for the sole purpose of providing lessons and rental only during hours specified within this contract and must be closed at all other times. The vendor is permitted to set up a kiosk for the purpose of doing business as determined in this contract. The sale of items not specifically mentioned in this contract is not permitted. The kiosk is to be placed in the South Lot only and only in the assigned, reserved spot; and may only be present from 8:30 a.m. until sunset daily. The design of the kiosk must be approved by the Director of the Department of Parks and Recreation and his/her designee.

5. Valid seasonal passes owned by the surf lesson patron for entrance into the lot and/or onto the beach are acceptable. At no time is it acceptable for the surf lesson patron to use or be in possession of passes originally issued to the vendor, its employees or sub-contractors to gain admission to Narragansett Town Beach. In all other cases the vendor is responsible for the purchase of the needed daily passes. It is not the responsibility of the Town of Narragansett to provide free parking or free admissions to the surf lesson patron or friends and/or relatives of the surf lesson patron.
6. The vendor shall provide at his/her own expense public liability insurance in amounts and in such form as may be satisfactory to the Town of Narragansett, which insurance shall name the Town of Narragansett as an additional insured.
7. The Vendor must submit along with his/her bid the exact number of subcontractors and/or employees that will be doing business associated with this contract. This list must include the names and contact information for each sub-contractor and employee conducting lessons on Narragansett Town Beach. Any additions or subtractions to this list must be made known to the Director of Parks and Recreation or his/her designee in writing within one day of the change.
8. If the Vendor is providing services for the Parks and Recreation Department summer surf camp, the vendor must provide BCI checks for all employees working at the surf camp for the summer season. The BCI checks must be performed by the Rhode Island Attorney General's Office and be provided to the Human Resources Manager for the Town of Narragansett prior to the start of the season or the start of the surf camp.
9. The vendor will keep all signed waivers associated under the terms of this contract. These records shall be made available to the Director of Parks and Recreation or his/her designee upon request. The Director of Parks and Recreation shall make it known to the vendor if any other records are needed and give the vendor reasonable time to comply with the request.
10. Any subcontractor conducting business as described in this contract for the vendor must provide insurance in the same manner as listed in Item #6 above.
11. The vendor and/or any subcontractors or employee(s) shall not give discounts to employees of the Narragansett Town Beach at any time.
12. The employees of the vendor represent the Town of Narragansett while on beach property and must conduct themselves in a professional manner at all times. Smoking, swearing, skateboards, hacky sack, volleyball, etc. are not permitted.
13. Any parking associated with the vendors business shall adhere to the policies of the Narragansett Town Beach without exceptions. It is understood that limited parking or sold out conditions occur and as such may affect the ability of the vendor to do business on any given day.

14. Any advertising associated with the vendor will be limited to signs attached to vehicles/kiosks. No other signage or advertising will be permitted. This includes, but is not limited to, coupons, windshield flyers or A-Frames. No form of advertising shall be distributed in the lots or on Narragansett Town Beach. All ads/signs to be approved in advance by the Town. Advertising signs are prohibited on the Route 108 Kingstown Road Rotary.
15. The vendor shall be responsible to acquire any licenses or permits needed to conduct business on Town property that may be needed that is above and beyond the scope of this contract.
16. All lessons shall be conducted in specified areas as designated by the Narragansett Town Beach staff.
17. The vendor shall provide all materials needed for conducting business in a safe manner. The Town is not responsible for damage or loss of property of either the vendor or his/her student.
18. The Town of Narragansett reserves the right to suspend activity conducted under this contract. Reasons may include but are not limited to severe weather, currents, special events or conduct of the instructor.
19. Issues of concern regarding the terms of this contract or the manner of business being conducted under this contract shall be brought to the attention of the vendor and as such will be the responsibility of the vendor to remedy to the satisfaction of the Director of Parks and Recreation or his/her designee.
20. The Director of the Department of Parks and Recreation or his/her authorized representative may terminate the operation of the contract when the terms or spirit of these terms and conditions have been broken. It is specifically understood and agreed by and between the vendor and Department of Parks and Recreation that this contract may be cancelled and terminated by the Department, when services are not provided to the satisfaction of the Director of the Department of Parks and Recreation or his/her authorized representative, upon giving five days written notice to the vendor.
21. The vendor must comply with all local and state laws and regulations governing the operation of surf lessons and rental, and also must pay all state and federal taxes.
22. The vendor cannot reassign this contract without the approval in writing by the Town Council.
23. The Department of Parks and Recreation reserves the right to make any other rules and regulations pertaining to the vendor's lesson and rental operation in which are in the best interests of the town and the general public. The vendor agrees that the character of service shall be the best obtainable and shall at all times be sufficient to meet the reasonable demands of the public. The Department of Parks and Recreation shall have the right to object to the character of the service and to order the objectionable service or conditions discontinued or remedied. The same courtesy shall be extended to the visitors of the town beach as to the patrons of the surf lesson that all beach visitors shall be permitted to avail themselves of the privileges offered and in no way shall the owner or his employees discriminate against race, color or creed.

24. The Department of Parks and Recreation reserves the right to conduct special events and activities on Narragansett Town Beach property. This contract does not specifically allow the vendor exclusive rights to vending services during special events. The contract acknowledges that the Department of Parks and Recreation may at times hold special events and may allow other vendor services to participate in the special event.
25. The owner who signs and submits a contract will be the only responsible contact the Town of Narragansett, Department of Parks and Recreation will communicate with during the term of this contract unless otherwise authorized in writing. It shall be the responsibility of the owner to administer the terms and conditions of this contract with approved sub-operators. All official communication with regard to the provisions or enforcement of this contract shall be between the owner of record and the Director of Parks and Recreation or his/her authorized representative.
26. Vendor agrees to indemnify and hold harmless the Town from and against any and all liability in any way arising out of or related to vendor's performance of its obligations hereunder. The indemnity shall be the broadest form available and shall include indemnity against any liability arising out of or caused by the negligence of vendor, its agents, subcontractors, and employees.
27. Vendor shall require all participants/customers to sign a release and waiver of liability prior to allowing any participant/customer to participate in any lessons and prior to renting any equipment.
28. All Surf Instructors will be required to register with the Director of Parks and Recreation or designee at the Beach Operations Office of the Narragansett Town Beach. Each Surf Instructor will receive a photo ID card and present this ID card for admission onto the beach for the sole purpose of conducting surf lessons for the Surf Shop they represent. (The card is not valid at any other time or for any other purpose). Proof of employment must be presented in the form of a W4 or 1099 supplied by the employer. Surf Instructors that are sub-contractors will be required to obtain a photo ID and must provide certificate of insurance at the time of registration.

Witness:

\_\_\_\_\_

Town of Narragansett

By: \_\_\_\_\_

Town Manager

Dated: \_\_\_\_\_, 2016

Vendor: **Warm Winds Ltd.  
26 Kingston Road  
Narragansett, RI 02882**

\_\_\_\_\_

By: \_\_\_\_\_

Dated: \_\_\_\_\_, 2016

END SURF LESSON CONTRACT

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 06**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 14, 2016  
**Council Meeting Date:** February 1, 2016

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**TO:** Pamela Nolan, Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** "RI State Police 5K Foot Pursuit"

**RECOMMENDATION:**

That the Town Council approves the request from the RI State Police for their annual "5K Foot Pursuit" Road Race to be held on Sunday April 24, 2016 from 10:00 a.m. to 12:00 pm, subject to approval of state and local regulations.

**SUMMARY:**

The "5K Foot Pursuit" Road Race has been established by the Rhode Island State Police as a fundraiser for the RI State Police Charitable Fund which has annually provided funding sources for countless individuals, groups, and organizations locally as well as state wide. This road race has been typically one of the top rated events in the spring for hundreds of runners and walkers to kick off the season for road races. This event draws upwards to 800 participants and even more spectators to be a part of this event.

**ATTACHMENTS:**

1. Application for Special Use
2. Proposed Course Map



**CONDITIONS OF APPLICATION ACCEPTED**

RACE EVENT & DATE: RISP 5K Foot Pursuit Apr 24, 2016

X Kyle Shibley DATE 1/11/14  
Conditions of Application Accepted [APPLICANT]

[Signature]  Accept  Denied DATE 1/12/16  
Parks Director

Pen Email  Accept  Denied DATE 1/13/16  
Public Works Director

PER EMAIL  Accept  Denied DATE 1/12/16  
Police Chief

Pen Email  Accept  Denied DATE 1/14/16  
Fire Chief w/CONCERN

\_\_\_\_\_  Accept  Denied DATE \_\_\_\_\_  
Town Manager

\_\_\_\_\_  Accept  Denied DATE \_\_\_\_\_  
Town Council

**Town of Narragansett**  
Department of Parks and Recreation  
170 Clarke Road, Narragansett, RI 02882  
[www.narragansettri.gov](http://www.narragansettri.gov)

Phone # (401) 782-0658

Fax # (401) 788-2553

Email form to [recreation@narragansettri.gov](mailto:recreation@narragansettri.gov)

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 07**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 12, 2016  
**Council Meeting Date:** February 1, 2016

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**TO:** Pamela Nolan, Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** The American Diabetes Association Cycling Fundraiser

**RECOMMENDATION:**

That the Town Council approves the request from the American Diabetes Association to conduct a cycling fundraiser "Tour de Cure" to be held on Sunday June 5, 2016 from 7:00 am to 4:00 pm, subject to approval of state and local regulations.

**SUMMARY:**

The American Diabetes Association is requesting permission to conduct a cycling fundraiser "Tour de Cure" on Sunday June 5, 2016 from 7:00 am to 4:00 pm. This annual event will have five different routes all starting and ending at the University of Rhode Island in Kingston, RI with various lengths as per the attached course description passing through North Kingstown, South Kingstown, Charlestown, Westerly and Narragansett. Four of the five routes extend into the town of Narragansett, the 15 mile, 30 mile, 62 mile and 100 mile route. Police, Fire and Public Works Departments have approved this event. Narragansett Police will be hired for traffic control if required.

**ATTACHMENTS:**

1. Application for Special Use
2. Proposed Course Map
3. Request Letter

**TOWN OF NARRAGANSETT  
DEPARTMENT OF PARKS AND RECREATION  
170 Clarke Road, Narragansett, RI 02882  
www.narragansetttri.gov**

APPLICATION FOR SPECIAL USE

**ROAD RACE/WALK-A-THON**

TODAY'S DATE 1/4/16

**Ninety [90] DAYS IN ADVANCE IS REQUIRED FOR ALL APPROVALS.**

1. NAME OF APPLICANT Jennifer Kennedy
2. ORGANIZATION American Diabetes Association
3. ADDRESS 10 Speen Street, 2nd Floor, Framingham, MA 01701  
E-MAIL jkennedy@diabetes.org
4. TELEPHONE ( ) 617-482-4580 X3499
5. NATURE OF EVENT Bike Ride
6. DATE REQUESTED Sunday, June 5, 2016
7. TIME 7am-4pm
8. SITES, AREA, BUILDING REQUESTED Narragansett roads ( see attached maps for details)
9. COURSE LAYOUT 5 routes starting and finishing at URI. 4 of the routes go through Narragansett  
MAP OF COMPLETE COURSE ROUTE MUST BE ATTACHED.
10. WHO WILL PARTICIPATE IN THE RACE Bike riders who register and raise \$200 for diabetes
11. NUMBER OF PARTICIPANTS 600 SPECTATORS 150
12. WILL THERE BE ANY VOLUNTEERS? Yes IF YES, HOW MANY 175
13. WILL PARTICIPANTS OBTAIN ACCESS BY:
  - CAR (ESTIMATE NUMBER) 400
  - BUS (ESTIMATE NUMBER OF PASSENGERS) 0
14. DESCRIBE IN DETAIL ANY SPECIAL SERVICES REQUESTED We request permission to mark all routes with temporary paint three weeks prior to the event
15. WILL THERE BE ANY ADVERTISING USED? Yes IF YES, WHAT TYPE Brochures
16. WOULD YOU LIKE THIS EVENT ADVERTISED ON OUR WEB SITE? Yes
17. ANY VENDORS PROVIDING SERVICES? Yes IF YES, NO GOODS FOR SALE  
UNLESS APPROVED IN WRITING AS PART OF THIS APPLICATION.
18. IS ADDITIONAL FIRST AID NEEDED? NO

- LIABILITY INSURANCE CERTIFICATES CO-NAMING THE TOWN OF NARRAGANSETT WILL BE REQUIRED IN THE AMOUNT OF \$1,000,000.
- VOLUNTEERS AND OR APPLICANTS REPRESENTATIVES WILL NOT BE ALLOWED TO DIRECT TRAFFIC WITHIN TOWN ROADS UNLESS SPECIFICALLY APPROVED BY THE NARRAGANSETT POLICE DEPARTMENT.
- ALL TRASH AND LITTER MUST BE PICKED UP BEFORE LEAVING THE AREA. TRASH RECEPTACLES ARE NOT PROVIDED.
- APPLICATIONS NOT SIGNED WILL BE RETURNED.
- NO ALCOHOLIC BEVERAGES ALLOWED.
- APPLICANT IS RESPONSIBLE FOR ALL DAMAGE WHICH MAY HAVE BEEN CAUSED BY THIS EVENT.
- APPLICANT IS RESPONSIBLE FOR ANY HOURLY COSTS FOR TOWN EMPLOYEES REQUIRED FOR THE RACE; POLICE DETAILS, FIRE, EMS, PUBLIC WORKS EMPLOYEES, PARK EMPLOYEES, ETC.
- ALL APPLICATIONS MUST BE SCHEDULED FOR REVIEW AND APPROVAL BY THE NARRAGANSETT TOWN COUNCIL. THE COUNCIL MEETS THE 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY OF EVERY MONTH.
- IF STATE ROADS ARE INCLUDED WITHIN THE RACE COURSE, THE RHODE ISLAND DEPARTMENT OF TRANSPORTATION APPROVAL IS REQUIRED.
- ATTACHEMENTS REQUIRED:
  1. RACE COURSE MAP
  2. INSURANCE CERTIFICATE NAMING THE TOWN OF NARRAGANSETT AS ADDITIONAL INSURED

**CONDITIONS OF APPLICATION ACCEPTED**

RACE EVENT & DATE: Ocean State Tour de Cure 6/5/16

Jenny King DATE 1/4/16  
Conditions of Application Accepted [APPLICANT]  
[Signature] Accept Denied DATE 1/12/16  
Parks Director

Den Email  Accept Denied DATE 1/12/16  
Public Works Director

Den Email  Accept Denied DATE 1/11/16  
Police Chief

Den Email  Accept Denied DATE 1/12/16  
Fire Chief

\_\_\_\_\_ Accept Denied DATE \_\_\_\_\_  
Town Manager

\_\_\_\_\_ Accept Denied DATE \_\_\_\_\_  
Town Council

**Town of Narragansett**  
Department of Parks and Recreation  
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www.narragansettri.gov

Phone # (401) 782-0658 Fax # (401) 788-2553

Email form to [recreation@narragansettri.gov](mailto:recreation@narragansettri.gov)

**Our Mission** is to prevent and cure diabetes and to improve the lives of all people affected by diabetes.

Monday, January 4, 2016

Town of Narragansett  
25 Fifth Avenue  
Narragansett, RI 02882

**2016 OCEAN STATE TOUR  
VOLUNTEER COMMITTEE**

*Kathie Mulkerin*

*Ioannis Saratsis*

*Aimee Bowater*

*Reed Caster*

*Suzanne Cullion*

*Anthony Gallonio*

*Alan Gates*

*Eric Hudson*

*Lindsey Jones*

*Jennifer Joslyn*

*Emily McDaniel*

*Jeffrey Medeiros*

*Dana Millar*

*Ed Norberg*

*Scott Petrin*

*Al Roda*

*Nancy Severance*

*Kristin Wilkes*

**Diabetes Information**  
1.800.DIABETES  
(1.800.342.2383)  
www.diabetes.org

To Whom it May Concern,

On Sunday, June 5<sup>th</sup>, 2016 the American Diabetes Association will host the Ocean State Tour de Cure - our annual one-day bicycling fundraising event. All routes begin and end at the University of Rhode Island in Kingston, RI. Funds raised from this event support the Association's mission: to prevent and cure diabetes and to improve the lives of all people affected by diabetes.

The Ocean State Tour de Cure is a fully-supported ride, not a race. All participants are required to sign waivers, wear helmets and follow the rules of the road. In addition they are all briefed multiple times leading up to, and the morning of the event on bicycle safety and Tour de Cure safety protocol. All routes will be clearly marked and we will have HAM radio operators, medical volunteers, and support vehicles to provide additional safety for our riders.

The ride begins at 7:00 am and we expect the last rider to have completed the course by 3:00 pm. We have five ride route length options (7, 15, 30, 62, and 100 mi). The 15, 30, 62, and 100 mile routes pass through Narragansett. The routes have a staggered start so although we expect 600 riders, they will not all be leaving URI at the same time. At no time will more than 100 riders pass through your town as a group. For your convenience, I have our route maps. Electronic versions of our maps are also available on our website at [www.diabetes.org/oceanstatetourdecure](http://www.diabetes.org/oceanstatetourdecure).

With the permission of the town, we would like to mark all routes with temporary paint three weeks prior to the event. All routes will be clearly marked in advance of the ride. All participants are required to wear helmets and follow the rules of the road. We will have volunteer support vehicles staffed with medical volunteers to help provide additional safety to our participants. As usual, our staff and volunteers will make sure all areas are cleaned of all Tour de Cure materials when we leave.

I have also included the Rhode Island Department of Transportation Parade/Event Permit. We ask that you sign this in the Municipal Approvals section, and return it to us at your earliest convenience. Please use the self-addressed envelope, enclosed. (After we receive your paperwork, we will send it to the RIDOT for final approval.)

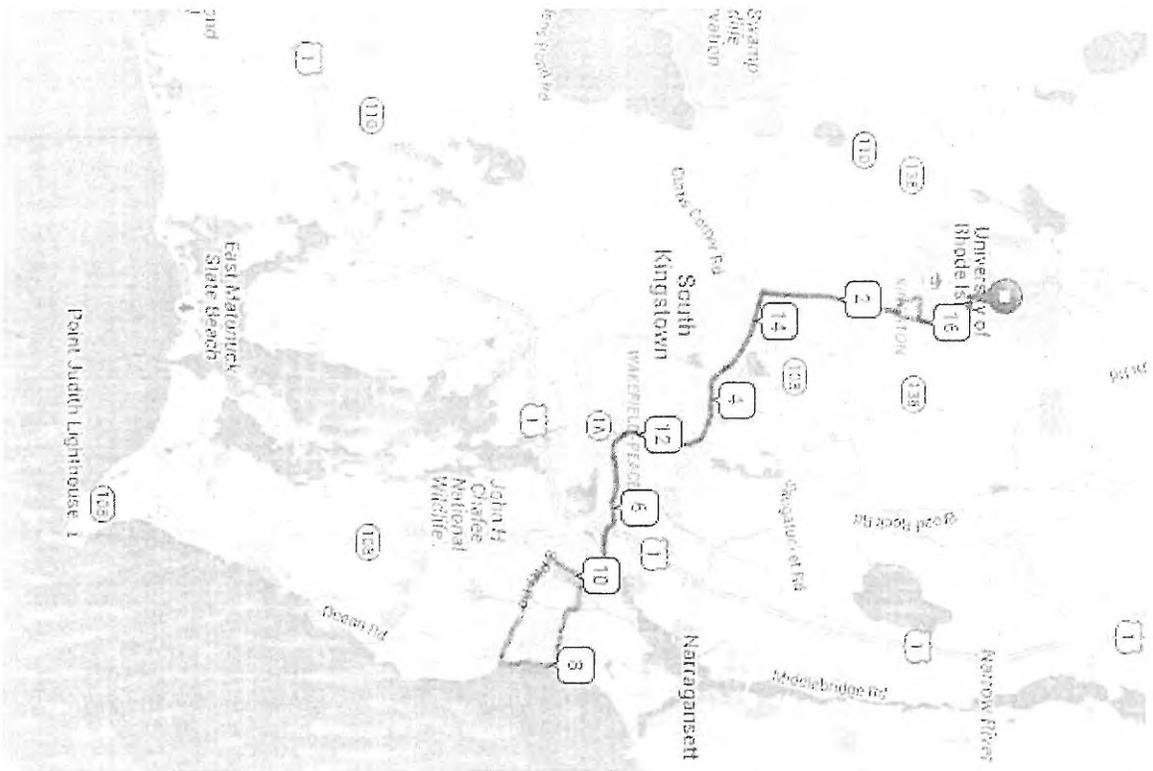
I will be in touch with you in February to answer any questions you may have. **If there are any special permits, applications, or other requirements that are 401-714-3555** or by email at [jkennedy@diabetes.org](mailto:jkennedy@diabetes.org) with any questions or concerns you may have before the event.

Your continued support of Tour de Cure and the American Diabetes Association is greatly appreciated and we are looking forward to working with you this year.

Sincerely,

**Jennifer Kennedy**  
Manager, Special Events





## 2016 15 Mile TdC Route 11/1/2015

16.8 miles

Leg	Dir	Type	Notes	Total
	→	Right	Turn right onto Flagg Rd	0.0
0.4	→	Right	Turn right onto Old North Rd	0.4
0.4	→	Right	Turn right onto Briar Ln	0.8
0.2	←	Left	Turn left onto Upper College Rd	1.1
0.2	←	Left	Turn left onto Kingstown Rd	1.2
0.1	→	Right	Turn right onto S Rd	1.4
1.4	←	Left	Turn left onto William C. O'Neill Bike Path	2.8
1.9	↑	Straight	Continue onto William C. O'Neill Bike Path	4.7
1.3	←	Left	Turn left onto Kingstown Rd	6.0
0.0	→	Right	Turn right onto MacArthur Blvd	6.0
0.2	→	Right	Turn right onto William C. O'Neill Bike Path	6.2
0.5	→	Right	Turn right onto Mumford Rd	6.7
0.3	←	Left	Turn left onto Kingstown Rd	7.0
0.3	→	Right	Turn right to stay on Kingstown Rd	7.3
0.5	↑	Straight	Continue onto Exchange St	7.9
0.1	→	Right	Turn right onto Ocean Rd	7.9
0.6	→	Right	Turn right onto S Pier Rd	8.5
1.2	→	Right	Turn right onto Lakewood Dr	9.7
0.4	→	Right	Turn right onto Kingstown Rd	10.1
0.0	←	Left	Turn left onto Mumford Rd	10.1
0.3	←	Left	Turn left onto William C. O'Neill Bike Path	10.4
0.5	←	Left	Turn left onto MacArthur Blvd	10.9
0.2	←	Left	Turn left onto Kingstown Rd	11.1
0.0	→	Right	Turn right onto William C. O'Neill Bike Path	11.1
1.3	↑	Straight	Continue onto Railroad St	12.4
0.2	↑	Straight	Continue onto William C. O'Neill Bike Path	12.6
1.7	→	Right	Turn right onto S Rd	14.3
1.4	→	Right	Slight right onto Kingstown Rd	15.7
0.0	←	Left	Turn left onto Old North Rd	15.7
0.6	←	Left	Turn left onto Flagg Rd	16.4
0.4	←	Left	Turn left onto Greenhouse Rd	16.7

Ride With GPS · <http://ridewithgps.com>



## 2016 30 Mile TdC Route 11/1/2015

30.2 miles

Leg	Dir	Type	Notes	Total
	→	Right	Turn right onto Flagg Rd	0.0
0.5	→	Right	Turn right onto Old North Rd	0.5
0.4	→	Right	Turn right onto Briar Ln	0.9
0.2	←	Left	Turn left onto Upper College Rd	1.1
0.2	→	Right	Turn right onto Kingstown Rd	1.3
1.7	←	Left	Slight left onto RI-138 W	3.0
0.1	←	Left	Turn left onto Railroad Ave	3.1
0.1	←	Left	Turn left to stay on Railroad Ave	3.2
0.1	↑	Straight	Continue onto William C. O'Neill Bike Path	3.3
4.7	↑	Straight	Continue onto Railroad St	8.0
0.2	↑	Straight	Continue onto William C. O'Neill Bike Path	8.2
1.3	←	Left	Turn left onto Kingstown Rd	9.5
0.0	→	Right	Turn right onto MacArthur Blvd	9.5
0.2	→	Right	Turn right onto William C. O'Neill Bike Path	9.7
0.5	→	Right	Turn right onto Mumford Rd	10.2
0.1	↑	Generic	NARRAGANSETT ELEM. REST STOP	10.3
0.2	←	Left	Turn left onto Kingstown Rd	10.5
0.3	→	Right	Turn right to stay on Kingstown Rd	10.8
0.5	↑	Straight	Continue onto Exchange St	11.4
0.1	→	Right	Turn right onto Ocean Rd	11.4
5.5	↑	Generic	U-turn at Pt. Judith Lighthouse	16.9
1.0	↑	Generic	AUNT CARRIES REST STOP	17.8
3.8	←	Left	Turn left onto Earles Ct	21.6
0.3	→	Right	Turn right onto Gibson Ave	21.9
0.2	←	Left	Turn left onto S Pier Rd	22.1
0.9	→	Right	Turn right onto Lakewood Dr	23.1
0.4	→	Right	Turn right onto Kingstown Rd	23.5
0.0	←	Left	Turn left onto Mumford Rd	23.5
0.3	←	Left	Turn left onto William C. O'Neill Bike Path	23.8
0.5	←	Left	Turn left onto MacArthur Blvd	24.3
0.2	←	Left	Turn left onto Kingstown Rd	24.5
0.0	→	Right	Turn right onto William C. O'Neill Bike Path	24.5
1.3	↑	Straight	Continue onto Railroad St	25.8
0.2	↑	Straight	Continue onto William C. O'Neill Bike Path	26.0
1.7	→	Right	Turn right onto S Rd	27.7
1.4	→	Right	Slight right onto Kingstown Rd	29.1
0.0	←	Left	Turn left onto Old North Rd	29.1
0.6	←	Left	Turn left onto Flagg Rd	29.7

Ride With GPS · <http://ridewithgps.com>



60.2 miles

## 2016, 62 mile TdC Route 11/1/2015

Leg	Dir	Type	Notes	Total
	→	Right	Turn right onto Flagg Rd	0.1
0.5	→	Right	Turn right onto Old North Rd	0.5
0.4	→	Right	Turn right onto Briar Ln	1.0
0.2	←	Left	Turn left onto Upper College Rd	1.2
0.2	→	Right	Turn right onto RI-138/Kingstown Rd	1.4
1.9	←	Left	Turn left onto Fairgrounds Rd	3.3
0.5	↑	Straight	Continue straight onto Liberty Ln	3.8
1.3	←	Left	Slight left onto RI-2 S/S County Trail	5.1
3.9	→	Right	Turn right onto Shannock Rd	9.0
0.5	↑	Straight	Continue onto Shannock Village Rd	9.5
0.4	↑	Straight	Continue onto Old Shannock Rd	9.9
0.9	←	Left	Turn left onto RI-112 S	10.9
2.8	←	Left	Slight left onto RI-2 N	13.7
0.3	→	Right	Turn right onto Shannock Rd	14.0
-1.3	←	Left	Turn left toward RI-2 N	12.6
0.0	←	Left	Turn left onto RI-2 N	12.7
1.3	→	Right	Turn right onto Shannock Rd	14.0
0.6	→	Right	Turn right to stay on Shannock Rd	14.6
0.9	←	Left	Turn left onto Wordens Pond Rd	15.5
2.5	→	Right	Turn right	18.0
0.4	↑	Straight	Continue onto Tuckertown Rd	18.4
2.4	←	Left	Turn left onto RI-1A N	20.8
1.2	→	Right	Turn right onto Robinson St	22.0
0.2	→	Right	Turn right onto Woodruff Ave	22.2
1.0	→	Right	Turn right onto Old Point Judith Rd/Point Judith Rd	23.2
3.8	→	Right	Turn right onto Galilee Escape Rd	26.9
1.1	←	Left	Turn left onto Great Island Rd	28.0
0.3	←	Left	Turn left onto Sand Hill Cove Rd	28.4
1.4	→	Right	Turn right onto RI-108 S	29.8
0.3	→	Right	Turn right onto RI-108 S/Ocean Rd	30.0
0.5	←	Left	Slight left to stay on RI-108 S/Ocean Rd	30.5
1.3	↑	Generic	AUNT CARRIE's REST STOP	31.9
4.7	→	Right	Turn right onto Beach St	36.5
1.4	→	Right	Turn right onto Old Boston Neck Rd	37.9
0.3	←	Left	Turn left to stay on Old Boston Neck Rd	38.2
0.3	→	Right	Turn right onto RI-1A N/Boston Neck Rd/US-1 Scenic N	38.5
2.1	→	Right	Slight right to stay on RI-1A N/Boston Neck Rd/US-1 Scenic N	40.6
0.7	→	Right	Slight right to stay on RI-1A N/Boston Neck Rd/US-1 Scenic N	41.3
2.5	←	Left	Turn left onto Snuff Mill Rd	43.8
1.0	↑	Straight	Continue straight onto Gilbert Stuart Rd	44.9
1.5	←	Left	Slight left onto RI-1A N/Boston Neck Rd/US-1 Scenic N	46.3
0.7	↑	Generic	HAMILTON ELEM. REST STOP	47.0
1.6	↑	Straight	Continue onto RI-102 N/Phillips St	48.6
2.0	←	Left	Turn left onto Lafayette Rd	50.6

0.5	→	Right	Turn right onto Hatchery Rd Bypass	51.1
0.4	←	Left	Turn left onto Hatchery Rd	51.5
1.3	←	Left	Turn left onto RI-2 S/S County Trail	52.8
0.3	→	Right	Turn right onto Dry Bridge Rd	53.1
1.4	←	Left	Turn left onto Exeter Rd	54.4
0.5	→	Right	Turn right onto Indian Corner Rd	54.9
1.2	↑	Straight	Continue onto Slocum Rd	56.2
2.2	→	Right	Turn right onto Stony Fort Rd	58.4
0.4	←	Left	Turn left onto Old North Rd	58.8
0.9	→	Right	Turn right onto Flagg Rd	59.7
0.5	←	Left	Turn left	60.1

Ride With GPS · <http://ridewithgps.com>



101.1 miles

## 2016, 100 mile TdC Route 11/1/2015

Leg	Dir	Type	Notes	Total
	→	Right	Turn right onto Flagg Rd	0.0
0.5	→	Right	Turn right onto Old North Rd	0.5
0.4	→	Right	Turn right onto Briar Ln	0.9
0.2	←	Left	Turn left onto Upper College Rd	1.2
0.2	→	Right	Turn right onto Kingstown Rd	1.4
1.7	→	Right	Slight right to stay on RI-138 W	3.0
0.3	←	Left	Turn left onto Fairgrounds Rd	3.3
0.5	↑	Straight	Continue straight onto Liberty Ln	3.8
1.3	←	Left	Slight left onto RI-2 S	5.1
3.9	→	Right	Turn right onto Shannock Rd	9.0
0.5	↑	Straight	Continue onto Shannock Village Rd	9.5
0.3	↑	Straight	Continue onto Main St	9.9
0.0	↑	Straight	Continue onto Railroad St	9.9
0.1	↑	Straight	Continue onto Old Shannock Rd	10.0
0.9	→	Right	Turn right onto RI-112 N	10.8
0.4	←	Left	Turn left onto RI-91 W	11.2
8.5	→	Right	Slight right onto Westerly Bradford Rd	19.7
2.2	→	Right	Slight right to stay on Westerly Bradford Rd	21.9
0.3	↑	Straight	Continue onto Oak St	22.2
0.1	←	Left	Turn left toward Oak St	22.3
0.0	→	Right	Turn right onto Oak St	22.3
0.9	←	Left	Turn left onto High St	23.2
0.2	↑	Straight	Continue onto Grove Ave	23.4
0.2	→	Right	Turn right onto Broad St	23.6
0.1	←	Left	Broad St turns slightly left and becomes Elm St/US-1 Scenic N	23.7
5.3	↑	Straight	Continue onto Wauwinnet Ave	28.9
0.3	↑	Straight	Continue onto Bay St	29.2
0.2	←	Left	Bay St turns slightly left and becomes Larkin Rd	29.4
0.1	←	Left	Larkin Rd turns slightly left and becomes Bluff Ave	29.5
0.2	→	Right	Turn right onto Westerly Rd	29.7
0.1	→	Right	Turn right onto Everett Ave	29.8
0.0	←	Left	Turn left onto Niantic Ave	29.9
0.4	↑	Straight	Continue onto Ocean View Hwy	30.2
1.6	→	Right	Turn right onto Shore Rd/US-1 Scenic N	31.8
0.2	→	Right	Turn right onto Uzzi Ave	32.0
0.5	←	Left	Turn left onto Atlantic Ave	32.5
2.9	←	Left	Turn left onto Weekapaug Rd	35.4
0.8	↑	Straight	Continue onto Old Shore Rd	36.3
0.6	↑	Generic	DUNN'S CORNER REST STOP	36.9
0.0	↑	Straight	Continue onto Dunns Corner Rd	37.0
0.1	→	Right	Turn right	37.1
0.0	→	Right	Turn right onto Dunns Corner Rd	37.1
2.0	→	Right	Slight right onto Dunns Corners Bradford Rd	39.1
0.1	↑	Straight	Continue onto Bradford Rd	39.2

1.6	→	Right	Turn right onto Church St	40.8
1.3	←	Left	Turn left onto Buckeye Brook Rd	42.1
2.8	←	Left	Turn left onto Shumankanuc Hill Rd	44.8
2.0	←	Left	Turn left onto BIA Route 411/Kings Factory Rd	46.9
0.5	↑	Straight	Continue onto New Kings Factory Rd	47.4
0.4	→	Right	Turn right onto RI-91 E	47.8
0.3	←	Left	Turn left onto Switch Rd	48.1
1.8	→	Right	Turn right onto Pine Hill Rd	49.9
2.2	↑	Straight	Continue onto Shannock Hill Rd	52.1
0.9	→	Right	Turn right onto W Shannock Rd	53.1
1.0	←	Left	Turn left onto Shannock Village Rd	54.0
0.3	↑	Straight	Continue onto Shannock Rd	54.4
1.2	→	Right	Turn right to stay on Shannock Rd	55.5
0.9	←	Left	Turn left onto Wordens Pond Rd	56.4
1.0	↑	Generic	CAMP JORI REST STOP	57.4
1.9	↑	Straight	Continue onto Tuckertown Rd	59.3
2.4	←	Left	Turn left onto RI-1A N	61.7
1.2	→	Right	Turn right onto Robinson St	62.9
0.2	→	Right	Turn right onto Woodruff Ave	63.1
1.0	→	Right	Turn right onto Old Point Judith Rd/Point Judith Rd	64.1
3.8	→	Right	Turn right onto Galilee Escape Rd	67.9
1.1	←	Left	Turn left onto Great Island Rd	69.0
0.4	→	Right	Slight right	69.3
0.0	→	Right	Turn right onto Great Island Rd	69.3
0.0	←	Left	Slight left onto Sand Hill Cove Rd	69.3
0.1	→	Right	Turn right to stay on Sand Hill Cove Rd	69.4
1.3	→	Right	Turn right onto RI-108 S	70.7
0.3	→	Right	Turn right to stay on RI-108 S	71.0
0.5	←	Left	Slight left to stay on RI-108 S	71.5
0.9	↑	Generic	AUNT CARRIE'S REST STOP	72.4
5.1	→	Right	Turn right onto Beach St	77.5
1.4	→	Right	Turn right onto Old Boston Neck Rd	78.9
0.3	←	Left	Slight left	79.2
0.1	↑	Straight	Continue straight onto Old Boston Neck Rd	79.3
0.2	→	Right	Turn right onto RI-1A N	79.5
2.1	←	Left	Slight left to stay on RI-1A N	81.6
0.7	→	Right	Slight right to stay on RI-1A N	82.3
2.5	←	Left	Turn left onto Snuff Mill Rd	84.8
1.0	↑	Straight	Continue straight onto Gilbert Stuart Rd	85.8
1.5	←	Left	Slight left onto RI-1A N	87.3
0.7	↑	Generic	HAMILTON ELEM. REST STOP	88.0
1.6	↑	Straight	Continue onto RI-102 N	89.6
2.0	←	Left	Turn left onto Lafayette Rd	91.6
0.6	→	Right	Turn right onto Hatchery Rd Bypass	92.1
0.4	←	Left	Turn left onto Hatchery Rd	92.5
1.3	←	Left	Turn left onto RI-2 S	93.8
0.2	←	Left	Turn left onto Dry Bridge Rd	94.0
1.4	←	Left	Turn left onto Exeter Rd	95.4

0.5	→	Right	Turn right onto Indian Corner Rd	95.9
1.2	↑	Straight	Continue onto Slocum Rd	97.1
2.2	→	Right	Turn right onto Stony Fort Rd	99.4
0.4	←	Left	Turn left onto Old North Rd	99.7
0.9	→	Right	Turn right onto Flagg Rd	100.6
0.5	←	Left	Turn left	101.1

Ride With GPS · <http://ridewithgps.com>

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 08**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** January 13, 2016  
**Council Meeting Date:** February 1, 2016

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**TO:** Pamela Nolan, Town Manager

**FROM:** Laura Kenyon, Finance Director

**SUBJECT:** Real Estate Abatements

**RECOMMENDATION:**

That the Town Council approves the list of Real Estate abatements in the amount of \$4,695.16

**SUMMARY:**

These Real Estate abatements concern:

- (1) Several applications for an Appeal of Property Tax were filed with the Tax Assessment Board of Review; upon review, the board made a reduction to these values; therefore generating an abatement of tax for the 2015 billing period.

The abatement process involves corrections of errors that are found as a matter of our daily tasks. They may be found by our office, or the property owner may have a property characteristic corrected upon an inspection. Many homes are not inspected during the reval process, and when an absent landlord finds an incorrect property characteristic, they schedule a complete inspection.

**ATTACHMENT:** Copy of spreadsheet for real estate abatements.



**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 09**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 20, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela T. Nolan, Town Manager

**FROM:** Jeffry Ceasrine, P.E., Town Engineer

**SUBJECT:** Sewer Policy Committee Recommendations; Plat U, Lots 99-102 (52 Green Kinyon Driftway), Plat N-Q, Multiple Lots (Raymond Drive) and Plat N-M, Lot 22-15 (33 Harvey Lane)

**RECOMMENDATION:**

That the Town Council approve the recommendations of the Sewer Policy Committee relative to the granting of waivers for Plat U, Lots 99-102 (52 Green Kinyon Driftway), Plat N-Q, Multiple Lots (Raymond Drive) and Plat N-M, Lot 22-15 (33 Harvey Lane)

**SUMMARY:**

The Sewer Policy Committee meets on an ad hoc basis to hear appeals from staff level decisions relating to the Town's Sewer Policy. The Committee met on January 19, 2016 to consider the following requests for relief, and made the recommendations noted therein.

**Plat U, Lots 99 - 102; 51 Green Kinyon Driftway (John McAleer, applicant)**

It was noted that the waiver requested here was relative to the "one time" extension rule within the Policy, wherein sewer extensions in the area tributary to the Scarborough WWTF are limited to a single extension of no more than 350 feet. It was also noted that the Scarborough WWTF has sufficient capacity to accept additional flow.

**After discussion, it was the consensus of the Committee members to recommend that the waiver be granted, with the intent to close the unsewered gap on Green Kinyon Driftway between the two (2) existing sewers (at the Park and at Julia Avenue.**

**Plat N-Q, Multiple Lots; Raymond Drive (Judi Molinari, applicant)**

It was noted that there are seven (7) homes on Raymond Drive that are not serviced by sewer. It was further noted that the Town has Raymond drive slated for reconstruction under the Pavement Management Program, and that it would make sense to have the sewers installed first. The residents have asked for both a waiver of the Sewer Policy as well as for the Town to manage the project, as a mini-assessment sewer program.

A discussion was held over the topic of Town-sponsored sewer projects, noting that the Town has opted not to promote same for Jerusalem, Wood Avenue, and Wandsworth Street over the last several years.

**It was the consensus of the Committee members to recommend that the waiver be granted, but to advise the property owners that the Town would most likely not “manage” the project, and that they would have to form some sort of association and implement it themselves.** It was further recommended that the reconstruction of the road be delayed for one (1) year to allow for this work.

**Plat N-M, Lot 22-5, 33 Harvey Lane (Jody Shue, applicant)**

Attorney John Kenyon presented documentation and testimony showing the age of the OWTS (installed in 1988) and the surrounding land (all owned by the Nature Conservancy). He further noted the ‘greenbelt’ designation from the Town’s Comprehensive Plan, and offered the opinion that a sewer connection would be better for the environment in the long term. **After discussion, it was the consensus of the Committee members to recommend that the waiver be granted. It was noted that this will be the only property eligible to connect, and that permission from the Nature Conservancy will be required, as the sewer line will cross their property.**

**ATTACHMENT:**

1. Sewer Policy Committee Notes – January 19, 2016

## Narragansett Sewer Policy Committee

### Meeting Notes – January 19, 2016

The Sewer Policy Committee convened on January 19, 2016 at 6:30 PM to hear requests for waivers of the Sewer Policy for the following properties:

#### **Plat N-R, Lots 1154 & 1155: Sebago Trail (Steven Rei, applicant)**

#### **Plat U, Lots 99 - 102; 51 Green Kinyon Driftway (John McAleer, applicant)**

#### **Plat N-Q, Multiple Lots; Raymond Drive (Judi Molinari, applicant)**

#### **Plat N-M, Lot 22-5, 33 Harvey Lane (Jody Shue, applicant)**

In attendance at the meeting were Sewer Policy Committee members Susan Cicilline-Buonanno (Council President Pro-Tem) and Patrick Murray (Council Member), John McAleer, Jeff Berry (Green Kinyon Driftway), Robert Quirk (Raymond Drive), Bernie Buonanno (Harvey Lane), John Kenyon (Harvey Lane), Jody Shue, and Jeffrey Ceasrine, P.E., Town Engineer.

Mr. Ceasrine read an introduction relative to the Sewer Policy Committee procedures.

#### **Plat N-R, Lots 1154 & 1155: Sebago Trail (Steven Rei, applicant)**

Council Member Murray noted that Mr. Rei had contacted him and asked that his request be continued, as he could not attend the meeting. The Committee agreed.

#### **Plat U, Lots 99 - 102; 51 Green Kinyon Driftway (John McAleer, applicant)**

It was noted that the waiver requested here was relative to the “one time” extension rule within the Policy, where sewer extensions in the area tributary to the Scarborough WWTF are limited to a single extension of no more than 350 feet. It was also noted that the Scarborough WWTF has sufficient capacity to accept additional flow.

After discussion, it was the consensus of the Committee members to recommend that the waiver be granted, with the intent to close the unsewered gap on Green Kinyon Driftway between the two (2) existing sewers (at the Park and at Julia Avenue. This will appear on the February 1, 2016 Town Council agenda for approval.

#### **Plat N-Q, Multiple Lots; Raymond Drive (Judi Molinari, applicant)**

It was noted that there are seven (7) homes on Raymond Drive that are not serviced by sewer. It was further noted that the Town has Raymond drive slated for reconstruction under the Pavement Management Program, and that it would make sense to have the sewers installed first. The residents have asked for both a waiver of the Sewer Policy as well as for the Town to manage the project, as a mini-assessment sewer program. A discussion was held over the topic of Town-sponsored sewer projects, noting that the Town has opted not to promote same for Jerusalem, Wood Avenue, and Wandsworth Street over the last several years.

It was the consensus of the Committee members to recommend that the waiver be granted, but to advise the property owners that the Town would most likely not “manage” the project, and that they would have to form some sort of association and implement it themselves. It was further recommended that the reconstruction of the road be delayed for one (1) year to allow for this work.

As an aside, the staff was requested to draft a change to the cost recovery ordinance to extend the payback period from five (5) years to ten (10) years.

#### **Plat N-M, Lot 22-5, 33 Harvey Lane (Jody Shue, applicant)**

Mr. Kenyon presented documentation and testimony showing the age of the OWTS (installed in 1988) and the surrounding land (all owned by the Nature Conservancy). He further noted the ‘greenbelt’ designation from the Town’s Comprehensive Plan, and offered the opinion that a sewer connection would be better for the environment in the long term. After discussion, it was the consensus of the Committee members to recommend that the waiver be granted. It was noted that this will be the only property eligible to connect, and that permission from the Nature Conservancy will be required, as the sewer line will cross their property.

The meeting was subsequently adjourned at approximately 7:30 PM.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Jeffry Ceasrine". The signature is stylized with a large, looping initial "J" and a horizontal line extending to the right.

Jeffry Ceasrine  
Town Engineer  
January 20, 2016

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

CC:   10  

Amend No.         

**Date Prepared:** January 22, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela Nolan, Town Manager  
**FROM:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Contract Extension for Purchase of Wastewater and Water Chemicals

**RECOMMENDATION:**

That the Town Council approves the one-year contract extension for “Purchase of Wastewater and Water Chemicals” with Carus Corporation for Potassium Permanganate at \$2.01/pound; Polydyne, Inc. for Polymer Zetag 7587 at \$1.60/pound, and Polymer Zetag 7878 at \$540.00/drum; JCI Jones Chemicals, Inc. for Sodium Bisulfite at \$1.75/gallon; and Univar USA, Inc. for Sodium Hypochlorite 15% at \$0.75/gallon and Sodium Hypochlorite 12.5-15% at \$38.385/15-gallon tamper resistant drum.

**SUMMARY:**

The original bid was for five chemicals used by Wastewater Treatment Facility: Potassium Permanganate, Polymer (Zetag 7587), Polymer (Zetag 7878), Sodium Bisulfite, and Sodium Hypochlorite as well as one chemical used by the Water Division: Sodium Hypochlorite. The extension period is: February 15, 2016 through February 14, 2017.

Town Council awarded the original bid on March 17, 2014 and approved a one-year extension on February 17, 2015. The vendors have all offered to extend their contracts under the same terms and conditions for a one-year period.

Funding is available in the Operating Account, “50402”, Chemicals and Gases in both the Wastewater and Water Enterprise Funds.

**ATTACHMENTS:**

1. Solicitation spreadsheet for February 13, 2014 bid opening.
2. Email from Peter Eldridge, Wastewater Superintendent
3. Contract extension emails from Carus Corporation; Polydyne, Inc.; JCI Jones Chemicals, Inc.; and Univar USA, Inc.

Town of Narragansett, RI  
Purchase of Wastewater and Water Chemicals - B14024  
Wastewater and Water Divisions

Bid Opening -Thursday, February 13, 2014 - 12:00 pm

Contract period: 2/15/14-2/14/15

		<b>Vendor 1</b>	<b>Vendor 2</b>	<b>Vendor 3</b>	<b>Vendor 4</b>	<b>Vendor 5</b>	
		Atlantic Coast	Holland	Harcros	JCI Jones	Marubeni	
	<b>Unit</b>	Polymers, Inc.	Company, Inc.	Chemicals, Inc.	Chemicals, Inc.	Specialty Chem.	
<b>Bid Item:</b>	<b>Of Measure</b>	<b>Price</b>	<b>Price</b>	<b>Price</b>	<b>Price</b>	<b>Price</b>	
1. Potassium Permanganate	Per Pound	No Bid	No Bid	\$2.03	No Bid	\$2.05	
2. Polymer (Zetag 7587 or ACP22A)	Per Pound	\$2.34	No Bid	No Bid	No Bid	No Bid	
3. Polymer (Zetag 7878 or ACP67)	Per Drum	\$995.00	No Bid	No Bid	No Bid	No Bid	
4. Sodium Bisulfite 38% solution	Per Gallon	No Bid	\$2.00	No Bid	\$1.75	No Bid	
5. Sodium Hypochlorite 15%	Per Gallon	No Bid	No Bid	No Bid	\$0.98	No Bid	
6. Sodium Hypochlorite 12.5 - 15%	Per 15-gall Drum	No Bid	No Bid	No Bid	No Bid	No Bid	
		<b>Vendor 6</b>	<b>Vendor 7</b>	<b>Vendor 8</b>	<b>Vendor 9</b>	<b>Vendor 10</b>	
		George S. Coyne	Polydyne, Inc.	Borden &	Carus	H. Krevit &	
	<b>Unit</b>	Chemical Co., Inc.		Remington Corp.	Corporation	Company, Inc.	
<b>Bid Item:</b>	<b>Of Measure</b>	<b>Price</b>	<b>Price</b>	<b>Price</b>	<b>Price</b>	<b>Price</b>	
1. Potassium Permanganate	Per Pound	\$2.0706	No Bid	\$2.0580	\$2.01	No Bid	
2. Polymer (Zetag 7587 or ACP22A)	Per Pound	\$2.4765	\$1.6000	No Bid	No Bid	No Bid	
3. Polymer (Zetag 7878 or ACP67)	Per Drum	\$900.1600	\$540.0000	No Bid	No Bid	No Bid	
4. Sodium Bisulfite 38% solution	Per Gallon	No Bid	No Bid	No Bid	No Bid	No Bid	
5. Sodium Hypochlorite 15%	Per Gallon	No Bid	No Bid	\$0.7829	No Bid	\$0.9100	
6. Sodium Hypochlorite 12.5 - 15%	Per 15-gall Drum	No Bid	No Bid	\$38.3550	No Bid	\$177.8000	
		See bid for subs, too					Plus \$30 dr dep



## Susan Gallagher

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**From:** Peter Eldridge  
**Sent:** Friday, January 08, 2016 6:53 AM  
**To:** Susan Gallagher; Kristen Giblin  
**Cc:** Jeff Ceasrine  
**Subject:** Chemical Contract Extension  
**Attachments:** Univar Bleach Renewal; FW: Contract Extension for sodium bisulfite; Extension of Cairox Potassium Permanganate in 25 KG pails ; Polymer Contract Renewal

Susan,

Please see the attached emails from our chemical suppliers whose contracts will be expiring on 2/14/2016.

The following vendors all have agreed to extend their contract till February 14, 2017

- **Univar** - Sodium Hypochlorite \$0.7500 per gallon
- **Jones Chemical Inc.** - Sodium Bisulfite \$1.75 per gallon.
- **Carus Corporation** - Cairox Potassium Permanganate \$2.01 per pound
- **Polydyne Inc.** – Polymer Zetag 7587 at \$1.60 per pound  
Polymer Zetag 7878 at \$540.00 per drum

Peter

Peter D. Eldridge, Superintendent  
Wastewater Division  
Narragansett, RI 02882  
Office: 401-782-0682  
Cell: 401-480-2847  
Fax: 401-782-0681

## Susan Gallagher

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**From:** Bergagna, Maria <Maria.Bergagna@caruscorporation.com>  
**Sent:** Tuesday, December 29, 2015 2:09 PM  
**To:** Peter Eldridge  
**Subject:** Extension of Cairox Potassium Permanganate in 25 KG pails

Good Afternoon Pete:

Carus Corporation appreciates the opportunity to extend the current price of \$2.01/lb for the Cairox Potassium Permanganate in 25 KG pails for the term of 2/15/16 thru 2/14/17.

Thank you for your consideration of the extension of this contract.

We look forward to working with you for years to come. Please contact me with any questions or concerns you may have.

Thank you and have a happy new year.

Maria Bergagna | Bid Specialist  
Office: +1 815 224-6596 | [maria.bergagna@caruscorporation.com](mailto:maria.bergagna@caruscorporation.com)

Carus Corporation  
Office: +1 800 435-6856 | +1 815 223-1500 | Fax: +1 815 224-6697  
315 Fifth St | Peru, Illinois, USA 61354  
<http://www.caruscorporation.com>



CARUS CORPORATION  
WATER • REMEDIATION • INDUSTRIAL • AIR



## Susan Gallagher

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**From:** Rebecca Beasley <rbeasley@polydyneinc.com>  
**Sent:** Thursday, January 07, 2016 4:29 PM  
**To:** Peter Eldridge  
**Cc:** Alex Krantz; Larry Fenimore; Heather James; Pam McDermitt; Randal Vickery; Kimberly Fleming; Sandy Wells  
**Subject:** Polymer Contract Renewal  
**Attachments:** Contract Renewal\_Narragansett RI.pdf

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Hi Pete,

As discussed, please find attached a one-year renewal of our current polymer agreement. Please let me know if you have any questions. Thank you for your business.

Rebecca Beasley  
Business Analyst



SNF Polydyne Inc.  
1 Chemical Plant Road  
Riceboro, GA 31323  
Office: 912.880.8013  
Fax: 912.880.2078  
[rbeasley@snfhc.com](mailto:rbeasley@snfhc.com)  
[www.polydyneinc.com](http://www.polydyneinc.com)



www.polydyneinc.com

Emailed to: peldridge@narragansettri.gov

January 7, 2016

Mr. Pete Eldridge  
Town of Narragansett  
25 Fifth Avenue  
Narragansett, RI 02882

SUBJECT: Purchase of Wastewater and Water Chemicals - Polymer

Dear Mr. Eldridge,

Polydyne Inc. is pleased to offer the Town of Narragansett a one-year renewal of our current contract. Products and prices will remain the same and are as follows:

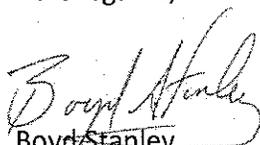
Product	Price	Package
Clarifloc® NE-1678 (ZETAG 7878 equiv.)	\$540.00/Drum	450 LB. Drum
Clarifloc® NE-1679 (ZETAG 7587 equiv.)	\$1.60/Lb.	55 LB. Bags

The new contract term will be 2/15/2016 – 02/14/2017.

All other terms and conditions will remain the same.

Thank you for your business. Should you have any questions regarding this correspondence, please feel free to contact me at (912) 880-8013.

Best regards,

  
Boyd Stanley  
Business Director

## Susan Gallagher

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**From:** Cindy Lemieux <clemieux@jcichem.com>  
**Sent:** Wednesday, December 30, 2015 9:51 AM  
**To:** Peter Eldridge  
**Subject:** FW: Contract Extension for sodium bisulfite

Good Morning Pete,

JCI Jones Chemicals, Inc. is pleased to extend your current contract for sodium bisulfite for another year at \$1.75/gal. The effective dates of this contract will be from 2/15/16 – 2/14/17.

Please confirm you have received this email.

Regards,  
Cindy LeMieux



Cindy LeMieux  
Office Manager  
40 Railroad Ave.  
Merrimack, NH 03054  
E-mail: [CLemieux@JCIChem.com](mailto:CLemieux@JCIChem.com)  
Phone: 603-424-7212  
Fax: 603-424-7343

## Susan Gallagher

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**From:** Max Malmborg <Max.Malmborg@univarusa.com>  
**Sent:** Thursday, January 07, 2016 12:32 PM  
**To:** Peter Eldridge  
**Subject:** Univar Bleach Renewal

Peter,  
Univar is pleased to offer an extension of pricing firm through 2/14/17.

➔ Bulk deliveries of sodium hypochlorite will be offered at \$0.7500 per gallon.  
Deliveries of 15-gallon sodium hypochlorite carboys will be offered at \$38.385 per 15 gallon container.

We appreciate your continued business.

**Max Malmborg**  
*Municipal Bid Specialist*  
401-784-6629 phone  
401-256-7344 cell  
401-781-2236 fax  
800-556-2426 ext 6629  
max.malmborg@univarusa.com

**Univar**  
175 Terminal Road  
Providence, RI  
02905  
www.univar.com



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**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 11**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 25, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela T. Nolan, Town Manager

**FROM:** Anne M. Irons, CMC - Town Clerk

**SUBJECT:** Class F and Class F-1 Liquor License Application – Narragansett Chamber of Commerce – Towers, Veterans Park, Kinney Bungalow

**RECOMMENDATION:**

That the Town Council approve two (2) Class F-1 Alcoholic Beverage Licenses and one (1) Class F for Narragansett Chamber of Commerce for February 25, 2016 at the Towers, September 10, 2016 at Veterans Park and October 20, 2015 at Kinney Bungalow, Narragansett, RI subject to state and local regulations.

**SUMMARY:**

Narragansett Chamber of Commerce will be hosting the “Spring Restaurant Week Kick Off” at the Towers on February 25, 2016, the “2<sup>nd</sup> Annual Calamari Cook-Off” on September 10, 2016 and “Fall Restaurant Week Kick Off” on October 20, 2016. As part of these three events, they will be serving alcohol and food. Under state law a Class F-1 Liquor License is required for special events when alcohol is served to the public.

**ATTACHMENT:**

1. Applications (3)

'16 JAN 12 12:41

CLASS F/CLASS F-1 LICENSE APPLICATION

PLEASE CHECK ONE:

CLASS F LICENSE \_\_\_\_\_

CLASS F-1 LICENSE

(PLEASE PRINT)

DATE OF APPLICATION: January 12, 2016

NAME OF APPLICANT: Narragansett Chamber of Commerce  
(AGENCY/NON-PROFIT ORGANIZATION)

ADDRESS OF APPLICANT: PO Box 742  
Narragansett, RI 02882

LOCATION TO BE USED: The Towers

KIND OF EVENT: Spring Restaurant Week Kick-off Party

DATE OF EVENT: Thursday, February 25, 2016

TELEPHONE # WHERE APPLICANT CAN BE REACHED: 783-7121

SIGNATURE: Christine M. Quigley

(Please print name of person signing) Christine M. Quigley

FEE SCHEDULE: CLASS F \$15.00 (Beer & Wine Only)  
CLASS F-1 \$35.00 (Full Privilege)

'16 JAN 12 12:41

CLASS F/CLASS F-1 LICENSE APPLICATION

PLEASE CHECK ONE:

CLASS F LICENSE \_\_\_\_\_

CLASS F-1 LICENSE \_\_\_\_\_ ✓

(PLEASE PRINT)

DATE OF APPLICATION:

January 12, 2016

NAME OF APPLICANT:

(AGENCY/NON-PROFIT ORGANIZATION)

Narragansett Chamber of Commerce

ADDRESS OF APPLICANT:

PO Box 742

Narragansett, RI 02882

LOCATION TO BE USED:

Kinney Bungalow

KIND OF EVENT:

Fall Restaurant Week Kick-Off Party

DATE OF EVENT:

Thursday, October 20, 2016

TELEPHONE # WHERE APPLICANT CAN BE REACHED:

783-7121

SIGNATURE:

Christine M. Quigley

(Please print name of person signing)

Christine M. Quigley

FEE SCHEDULE:

CLASS F

\$15.00 (Beer & Wine Only)

CLASS F-1

\$35.00 (Full Privilege)

'16 JAN 12 12:42

CLASS F/CLASS F-1 LICENSE APPLICATION

PLEASE CHECK ONE:

CLASS F LICENSE

CLASS F-1 LICENSE

(PLEASE PRINT)

DATE OF APPLICATION: January 12, 2016

NAME OF APPLICANT: Narragansett Chamber of Commerce  
(AGENCY/NON-PROFIT ORGANIZATION)

ADDRESS OF APPLICANT: PO Box 742  
Narragansett, RI 02882

LOCATION TO BE USED: Veteran's Park

KIND OF EVENT: 2nd Annual Calamari Cook-off

DATE OF EVENT: Saturday, September 10, 2016

TELEPHONE # WHERE APPLICANT CAN BE REACHED: 783-7121

SIGNATURE: Christine M. Quigley

(Please print name of person signing) Christine M. Quigley

FEE SCHEDULE: CLASS F \$15.00 (Beer & Wine Only)  
CLASS F-1 \$35.00 (Full Privilege)

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 12**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 25, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela T. Nolan, Town Manager

**FROM:** Anne M. Irons, CMC - Town Clerk

**SUBJECT:** Request to Transport a Modular Home through Narragansett to  
1030 Point Judith Road, Plat L Lot 225-41A

**RECOMMENDATION:**

That the Town Council grant permission to Janette Centracchio and NTA, Inc. to move a modular home over the streets of Narragansett to 1030 Point Judith Road, Plat L Lot 225-41A during the period of February, 2016 through March 2016, subject to local and state regulations.

**SUMMARY:**

Janette Centracchio has applied for a building permit to demolish an existing house and replace with a modular home from NTA, Inc. They are seeking permission to have the modular home transported and delivered to Point Judith Road, in Narragansett, Plat L, Lot 225-41A in the period of late February through March 2016.

**ATTACHMENTS:**

1. Letter from Janette Centracchio
2. Building Application Permit & Routes

January 13, 2016

Town Council

Town of Narragansett

'15 JAN 13 16:09

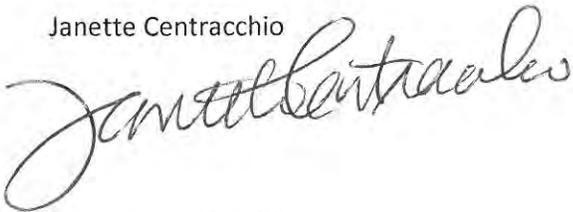
I am requesting permission to transport a modular home over state roads, through town, to our land at 1030 Point Judith Road, Narragansett.

Assuming we are granted a building permit, the modular will arrive in the late February, early March timeframe. It will be a convoy of two trucks with escorts.

Thank you for your consideration.

Sincerely,

Janette Centracchio

A handwritten signature in cursive script that reads "Janette Centracchio". The signature is written in black ink and is positioned below the typed name.

Cc: Anthony Santilli

Building Official

PLEASE PRINT OR TYPE 1/20/16 **BUILDING PERMIT APPLICATION**

332-16  
501158.8

MUNICIPALITY NARRAGANSETT NUMERICAL CODE 20 PERMIT NO. 332-16  
 APPLICATION DATE 12/30/15 CE SUBTRACT \_\_\_\_\_ FEE RECEIVED: \$ 1008(50.16) BY 501158.8  
 1. STREET LOCATION 1030 POINT JUDITH ROAD 2. ZONING DISTRICT R20  
 3. PLAT/MAP L 4. LOT/BLOCK 225-4A 5. FILE/PARCEL \_\_\_\_\_ 6. AREA 20,021 7. REHAB CODE (Circle one) YES  NO   
 8. USE OF STRUCTURE: PREVIOUS SINGLE FAMILY PROPOSED SINGLE FAMILY  
 9. OWNER JANETTE L. CENTRACCHIO ADDRESS PO BOX 5476, WARFIELD, RI TEL. NO. 932-7328  
 10. CONTRACTOR (0 OR 1\*) BARRY M. CENTRACCHIO TEL. NO. 932-4468  
 11. CONTRACTOR ADDRESS 1030 POINT JUDITH ROAD, NARRA. 12. RI CONTR. REG. # 16804 13. EXPIR. DATE 3/1/17  
 14. ARCH. OR ENG. NTH, INC. ADDRESS 305 NORTH OAKLAND AVE. TEL. NO. 574-773-  
 15. LEAD LICENSE NAME \_\_\_\_\_ ADDRESS PO BOX 490, NARRAGANSETT, RI 16. LIC. # \_\_\_\_\_ 17. EXPIR. DATE 7975  
 18. RHODE ISLAND REG. NO. \_\_\_\_\_ 19. Stamped Prints (Circle one) Yes  No  20. Certificate of Occupancy Required Yes  No

21. DESCRIPTION OF WORK TO BE PERFORMED DEMOLISH EXISTING HOUSE, BUILD NEW 27'6" X 44' HOUSE AND MAKE REPAIRS TO EXISTING 24' X 40' GARAGE INCLUDING NEW SIDING. PERMITS 10' X 4' X 16' X 10' (regular room) 22. USE OF EACH FLOOR  
 BSMT. Full  
 1st Living 3 Bdr  
 2nd 1 LIT  
 3rd \_\_\_\_\_  
 Other \_\_\_\_\_

A. TYPE OF IMPROVEMENT  
 1.  NEW STRUCTURE  
 2. \_\_\_\_\_ ADDITION TO EXISTING  
 3. \_\_\_\_\_ MODIFICATION TO EXISTING  
 4. \_\_\_\_\_ FOUNDATION ONLY

B. OWNERSHIP  
 PUBLIC \_\_\_\_\_ PRIVATE   
 1. \_\_\_\_\_ STATE 4.  TAXABLE  
 2. \_\_\_\_\_ CITY OR TOWN 5. \_\_\_\_\_ TAX EXEMPT  
 3. \_\_\_\_\_ OTHER SPECIFY \_\_\_\_\_

C. PRINCIPAL TYPE OF CONSTRUCTION (CONSTRUCTION CLASS (Check one))  
WOOD FRAME  
 1. 1A \_\_\_\_\_ 4. 2B wood  
 2. 1B \_\_\_\_\_ 5. 3A 8.5A  
 3. 2A \_\_\_\_\_ 6. 3B \_\_\_\_\_ 9. 5B \_\_\_\_\_

D. PROPOSED USE RESIDENTIAL  
 1. \_\_\_\_\_ R-1 HOTELS  
 2. \_\_\_\_\_ R-2 APARTMENTS  
 3. \_\_\_\_\_ R-3 Attached One and Two Family  
 4. \_\_\_\_\_ R-4 ASSISTED LIVING 9-16  
 5. \_\_\_\_\_ GARAGE  
 6. \_\_\_\_\_ CARPORT  
 7.  MANUFACTURED HOME  
 8. \_\_\_\_\_ SWIMMING POOL  
 9. \_\_\_\_\_ One and Two Family Detached  
 10. \_\_\_\_\_ FIREPLACE  
 11. \_\_\_\_\_ OTHER SPECIFY \_\_\_\_\_

E. PROPOSED USE NON-RESIDENTIAL  
 1. ~~\_\_\_\_\_ A-1 THEATRES~~ 13. ~~\_\_\_\_\_ I-1 INSTITUTIONAL SUPERVISED~~  
 2. ~~\_\_\_\_\_ A-2 RESTAURANT/ NIGHT CLUB~~ 14. ~~\_\_\_\_\_ I-2 INSTITUTIONAL INCAPACITATED~~  
 3. ~~\_\_\_\_\_ A-3 ASSEMBLY~~ 15. ~~\_\_\_\_\_ I-3 INSTITUTIONAL RESTRAINED~~  
 4. ~~\_\_\_\_\_ A-4 ARENAS~~ 16. ~~\_\_\_\_\_ I-4 INSTITUTIONAL DAYCARE~~  
 5. ~~\_\_\_\_\_ B BUSINESS~~ 17. ~~\_\_\_\_\_ M MERCANTILE STORAGE MOD HAZARD~~  
 6. ~~\_\_\_\_\_ F-1 FACTORY (MOD HAZARD)~~ 18. ~~\_\_\_\_\_ S-1 STORAGE LOW HAZARD~~  
 7. ~~\_\_\_\_\_ F-2 FACTORY (LOW HAZARD) HIGH HAZARD~~ 19. ~~\_\_\_\_\_ S-2 STORAGE LOW HAZARD UTILITY~~  
 8. ~~\_\_\_\_\_ H-1 BETONATION~~ 20. ~~\_\_\_\_\_ U MISCELLANEOUS~~  
 9. ~~\_\_\_\_\_ H-2 DEFLAGRATION~~ 21. ~~\_\_\_\_\_ OTHER SPECIFY \_\_\_\_\_~~  
 10. ~~\_\_\_\_\_ H-3 PHYSICAL HAZARD HIGH HAZARD~~ 22. ~~\_\_\_\_\_ MIXED USE~~  
 11. ~~\_\_\_\_\_ H-4 CORROSIVE TOXIC HIGH HAZARD~~  
 12. ~~\_\_\_\_\_ H-5 HIGH HAZARD, HPM~~

F. RESIDENTIAL (COMPLETE FOR NEW BUILDINGS AND RECONSTRUCTION)  
 SINGLE FAMILY  
 1. 1 TOTAL SINGLE FAMILY UNITS  
 2. 3 TOTAL NO. OF BEDROOMS  
 TOTAL NO. OF BATHROOMS 3. 2 Full 4. \_\_\_\_\_ Half  
 MULTI-FAMILY  
 5. \_\_\_\_\_ TOTAL NO. OF KITCHENS  
 TOTAL NO. OF BATHROOMS 6. \_\_\_\_\_ Full 7. \_\_\_\_\_ Half  
 TOTAL NO. OF APARTMENTS BY NO. OF BEDROOMS  
 8. Effic. \_\_\_\_\_ 9. 1 \_\_\_\_\_ 10. 2 \_\_\_\_\_  
 11. 3 \_\_\_\_\_ 12. 4 \_\_\_\_\_ 13. 5 \_\_\_\_\_  
 14. \_\_\_\_\_ MORE, Please Specify \_\_\_\_\_  
 15. \_\_\_\_\_ TOTAL NUMBER OF BUILDINGS IN PROJECT.

G. FOUNDATION SETS BACK FROM PROPERTY LINES  
 1. FRONT 30 ft. \_\_\_\_\_ in.  
 2. REAR 30 ft. \_\_\_\_\_ in.  
 3. LEFT SIDE 60 ft. \_\_\_\_\_ in.  
 4. RIGHT SIDE 45 ft. \_\_\_\_\_ in.

H. DIMENSIONS Full  
 1. No. of Stories 1 2. Basement Yes  No   
 3. Height of Construction Ft. 29 MAX. 27.5 MAX. 44  
 WIDTH 10'0" DEPTH \_\_\_\_\_  
 4. Total Floor Area Sq. Ft. w/o Basement 1000

I. ESTIMATED COST MATERIAL AND LABOR  
 1. GENERAL TO BE INSTALLED BUT NOT INCLUDED IN THE ABOVE COST \$ 130,000 .00  
 2. ELECTRICAL \$ 2,000 .00  
 3. PLUMBING OR PIPING \$ 3,000 .00  
 4. HEATING, AIR COND. \$ 5,000 .00  
 5. FIRE SUPPRESSION \$ \_\_\_\_\_ .00  
 6. OTHER, ELEVATOR, ETC. \$ \_\_\_\_\_ .00  
 TOTAL COST \$ 139,000 .00

J. FLOOD HAZARD AREA - 1. YES  NO   
 1. Elev. (MSL) of lowest floor incl. basement \_\_\_\_\_  
 2. Elev. (MSL) of 100 year flood \_\_\_\_\_

K. TYPES OF SEWAGE DISPOSAL 25201  
 1.  PUBLIC 2. \_\_\_\_\_ PRIVATE SYSTEM\*  
 3. ISDS NO. \_\_\_\_\_ DATE \_\_\_\_\_

L. NUMBER OF OFF-STREET PARKING SPACES  
3 BDR 3 GARAGE  
 1. ENCLOSED \_\_\_\_\_  
 2. OUTDOORS 600/PARKING

M. TYPE OF WATER SUPPLY  
 1.  PUBLIC 2. \_\_\_\_\_ PRIVATE  
 3. \_\_\_\_\_ INDIVIDUAL WELL

N. EQUIPMENT\*  
 1. INCINERATOR \_\_\_\_\_  
 2. ELEVATOR (Enter Number) \_\_\_\_\_

O. FEES  
 1. MUNICIPAL BUILDING PERMIT FEE = \$ \_\_\_\_\_ .00  
 2. STATE FEE: + \_\_\_\_\_ x .001 \$ \_\_\_\_\_ .00  
 (I) ITEM #1 + ITEM #5 x .001 \$ \_\_\_\_\_ .00  
 TOTAL PERMIT FEE \$ 1108.40 .00  
 (1 & 2 FAMILY DWELLING LIMITED) TO STATE FEE OF \$50.00

I hereby certify that I have the authority to make the foregoing application, that the application is correct and that the owner of this building and the undersigned agree to conform to all applicable codes and ordinances of this jurisdiction.  
 TEL. NO. 932-4468 APPLICANT'S SIGNATURE B.M. Centracchio  
 FOR JANETTE CENTRACCHIO  
 11179312

\* IN-STATE CONTRACTOR = 0  
 OUT-OF-STATE CONTRACTOR = 1  
 \* STATE APPROVAL REQUIRED. SEE BACK OF FORM FOR INFORMATION.

Google Maps

Monsignor Matthew F. Clarke Catholic Regional School to  
1030 Point Judith Road, Narragansett, RI

Drive 5.7 miles, 10 min



Map data ©2016 Google 1 mi

via RI-108 S/Point Judith Rd

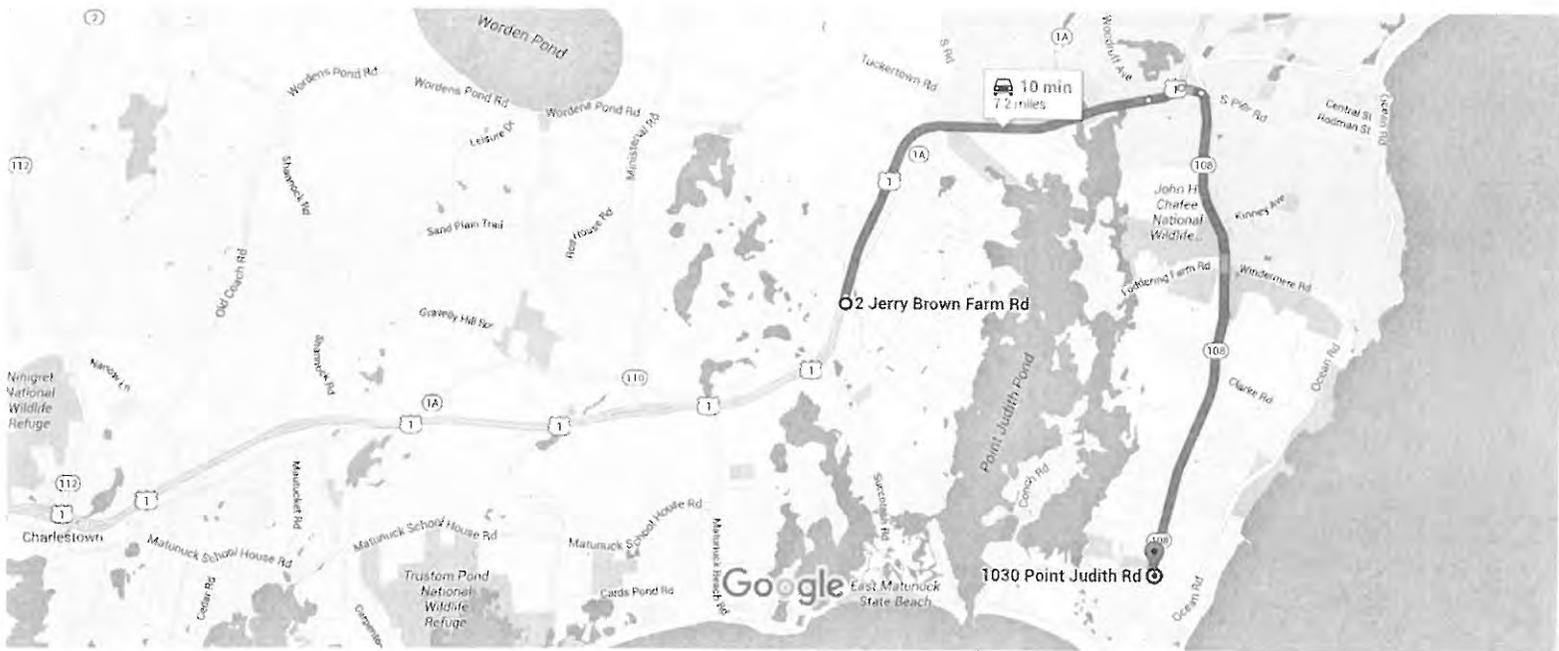
10 min

9 min without traffic

5.7 miles



2 Jerry Brown Farm Rd, South Kingstown, RI 02879 to 1030 Point Judith Road, Narragansett, RI Drive 7.2 miles, 10 min



Map data ©2016 Google 1 mi

via US-1 N and RI-108 S/Point Judith Rd  
10 min without traffic

10 min  
7.2 miles

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 13**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 11, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela T. Nolan, Town Manager  
**FROM:** Anne Irons, Town Clerk  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Contract Extension of ClerkBase

**RECOMMENDATION:**

That the Town Council approves a one-year contract extension for the ClerkBase Retrieval System from ClerkBase, a division of CompBase, Inc., in the amount of \$5,190.00.

**SUMMARY:**

This annual, automatic contract renewal is to extend the license agreement for the indexing of Town Council Meetings online. All information regarding the Town Council meeting agendas is posted on this system and available to any individual with internet access. This one-year contract extension is from January 7, 2016 – January 6, 2017. The proposed cost of \$5,190.00 reflects the same price we paid for last year's contract.

This indexing software is only produced and supported by CompBase, Inc. In accordance with the Town of Narragansett Code of Ordinances, Section 70-326 and Rhode Island General Laws, Chapter 55, Section 45-55-8, I, the Purchasing Manager, have determined this to be a sole source item.

Funding is available in the Town Clerk's Office Operating Account, 01-205-50202, Contracted Services.

**ATTACHMENTS:**

1. Invoice from ClerkBase, dated January 7, 2016.

# ClerkBase

ClerkBase  
2220 Plainfield Pike  
Cranston, RI 02921

401.727.1567  
toll free: 866-676-9486  
mail@clerkbase.com

## INVOICE

Invoice # I1183  
Account # C1010  
Date 01-07-2016

Terms NET-30  
**15 JAN 11 12:01**

**Bill To**

Town of Narragansett  
Attn: Anne Irons, Town Clerk  
25 Fifth Avenue  
Narragansett, RI 02882

Code	Description	QTY	Rate	T	Amount
CB Annual Subscription	Annual Renewal - ClerkBase Retrieval System Annual Subscription: Town Council Agenda and Minutes (Jan 5th)	1	\$5,190.00	N	\$5,190.00

Subtotal \$5,190.00  
Tax \$0.00  
Total \$5,190.00  
Balance Due \$5,190.00

**SUBSCRIPTION EXTENSION CONTRACT**

AGREEMENT made this \_\_\_ day of \_\_\_\_\_, 2016, between ClerkBase, a division of CompBase, Inc., a Rhode Island corporation with a principal place of business at 2220 Plainfield Pike, Cranston, Rhode Island ("ClerkBase"), and the Town of Narragansett, Rhode Island, a municipal corporation chartered under the laws of Rhode Island, with a principal place of business at 25 Fifth Ave, Narragansett, Rhode Island ("Licensee").

The undersigned ("Licensee") may, by initialing in the appropriate space below, accept or decline to extend the subscription for the ClerkBase Retrieval System from CompBase, Inc. (ClerkBase).

Licensee agrees to pay the annual subscription charge if acceptance is indicated. This subscription extension is for a period of one (1) year commencing on January 7, 2016 and is automatically renewable for each subsequent year unless notified in writing prior to the start of a new term. This contract, if accepted, includes the following:

<b>ClerkBase Retrieval System (annual charge)</b>	<b>\$1,795.00</b>
- annual hosting, licensing & document archival	
- annual telephone support	
<b>Town Council Agenda &amp; Minutes Processing (annual charge)</b>	<b>\$3,395.00</b>
- processing of Town Council minutes for electronic retrieval	
- processing of Town Council agendas for electronic retrieval	
- attachment of ordinances, resolutions and other items	
- immediate Internet updates	

If subscription is accepted, this charge is billed according to the following schedule:

Payment	\$5,190.00	January 7, 2016
---------	------------	-----------------

If LICENSEE declines this standard subscription extension contract, telephone support will still be available to LICENSEE, but will be billed separately on an "as used" basis at the rate of One Hundred Dollars (\$100.00) per hour with a fifteen (15) minute minimum per call and calls of longer duration will be marked-up to the next highest quarter-hour.

Any questions regarding this subscription extension contract can be directed to ClerkBase at the address shown above. LICENSEE should make and retain a copy of this form for its records.

Subscription Declined: \_\_\_\_\_

Subscription Accepted: \_\_\_\_\_

For LICENSEE:

(Name of Municipality)

By:  
(Authorized Representative)

Title:

Date:

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 14 \_\_\_\_\_**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 13, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela Nolan, Town Manager  
**FROM:** Scott M. Partington, Fire Chief  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Emergency Repairs to Roof at Fire Station #3

**RECOMMENDATION:**

That the Town Council approve, ratify, and confirm the emergency repairs to the roof and gutters at Fire Station #3 by Abcore Restoration Company, Inc., in the total amount of \$5,474.96.

**SUMMARY:**

Abcore Restoration (utilizing the General Construction Services contract) was scheduled to repair the gutter system including soffit, and two new casement windows at Station #3. It was determined soon after that the roof had water damage and was leaking. An estimate was requested from Abcore Restoration Co for the roof repairs and is attached in the amount of \$1,524.96. A purchase order #20163093 in the amount of \$3,950.00 was initiated for the gutter system. We will increase the amount to \$5,474.96 to include the additional emergency roof repairs upon town council approval.

Abcore has the contract with the Town for General Construction Services (one-year extension is concurrently on the agenda), awarded by Town Council on July 21, 2014. Under the Town Council adopted policy, projects with a value over \$4,000.00 need prior Town Council approval.

Funding is available in the Fire Department Operating Account #1521 50507, Building Maintenance & Repairs.

**ATTACHMENTS:**

1. Estimates (#1 and #3) from Abcore Restoration
2. Purchase Order #20163093.

Abcore Restoration Company, Inc.

401-782-2578 Fax

2 Secluded Drive

Narragansett, RI 02882

# Estimate

Date	Estimate #
12/23/2015	1

Name / Address
Narragansett Fire Station #3 Chief Partington Narragansett, RI 02882

Project
Gutter Repair

Description	Qty	Total
Narragansett Fire Station #3:  North side: Complete Cornice & Fascia Remove existing gutter, fascia, soffit, and freeze molding Sister block all soft rafter tails Install new soffit, fascia and freeze molding, Cortex concealed fastener system Install new commercial 6" aluminum gutter Install two new commercial downspouts  Two casement windows Paradigm vinyl clad Total		3,950.00
<b>Total</b>		<b>\$3,950.00</b>

Abcore Restoration Company, Inc.

401-782-2578 Fax  
 2 Secluded Drive  
 Narragansett, RI 02882

# Estimate

Date	Estimate #
12/28/2015	3

Name / Address
Town of Narragansett Attn: Chief Partington Fire Station #3 Boston Neck Road Narragansett, RI

Project
Roof Leak

Description	Qty	Total
Narragansett Fire Station #3 Roof leak and Water damage		0.00
Remove damaged ceiling tiles and insulation in affected areas (80 sq. ft.)		
Install fans and negative air for 48 hours		
Treat affected areas with Microban disinfectant		
Install new 8" insulation. Install sixteen new 2 ft. x 4 ft. ceiling tiles		
Repair roof: Re-seal lifted shingles: (400 sq. ft.)		
Materials: Ceiling tiles: \$86.24. Insulation: \$48.70 Lexel Roof Sealant: \$179.00. Microban & Cleaning products: \$64.62		378.56
Labor: Two workers: 10 hr. each = 20 hrs. total x \$57.32 (Town approved general construction rate)		1,146.40
<b>Total</b>		<b>\$1,524.96</b>



ORIGINAL

# Purchase Order

Fiscal Year 2016

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS

Purchase Order # **20163093-00**

Delivery must be made within doors of specified destination.

BILL TO

TOWN OF NARRAGANSETT  
ATTENTION: ACCOUNTS PAYABLE  
25 FIFTH AVENUE  
NARRAGANSETT, RI 02882  
Questions? Call Purchasing (401) 782-0644

VENDOR

Abcore Restoration Co., Inc  
2 Secluded Drive  
Narragansett RI 02882

SHIP TO

Fire Department  
40 Caswell Street  
Narragansett RI 02882

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
401-421-5656		401-782-2578		16003401			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
01/12/2016	11				Fire Department		
Item#	Description/Part No.			Qty	UOM	Unit Price	Extended Price
1	The Above Purchase Order Number Must Appear On All Correspondence - Packing Slips And Bills Of Lading Repairwork to the gutters at Station #3, using the General Construction Services contract.			1.0	EACH	\$3,950.000	\$3,950.00

By Ann W. Gallagher  
Purchasing Manager

VENDOR COPY

Total Ext. Price	\$3,950.00
PO Total	\$3,950.00

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 15**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** January 19, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Honorable Town Council  
**FROM:** Dawson Hodgson, Town Solicitor  
**SUBJECT:** Maury Loontjens Memorial Library Fund

**RECOMMENDATION:**

That the Town Council vote to accept the balance of privately raised funds held by the Maury Loontjens Memorial Library Fund Committee, and authorize the Finance Director to establish a "Restricted Special Revenue Fund" to hold such funds on behalf of the Library.

**SUMMARY:**

The Maury Loontjens Memorial Library Fund Committee was established in 2007 to raise private funds intended to enhance the library experience of Narragansett citizens in honor of the memory of Maury Loontjens, former Town Manager, Councilman and civic leader.

The funds held by the committee were privately raised and distributed as the Committee deemed appropriate to fund small projects and initiatives at the library (as opposed to operational expenses). To date, the Committee has distributed over \$60,000 to the library.

As it has been several years since the Committee formed and the bulk of these funds were raised, the Committee has not met regularly in some time to administer the fund. The members now desire to dissolve the Committee and transfer the balance of the fund (just over \$98,000) to the Town, to hold on behalf of the library.

The Committee's primary concern is that the fund be administered to support capital projects and initiatives that enhance the citizens' library experience, not to be used to replace funding in the Library's operating budget.

A Restricted Special Revenue Fund provides the appropriate vehicle for the Town to hold these funds under these guidelines on the Library's behalf.

MAURY LOONTJENS MEMORIAL LIBRARY FUND INC.

RESOLUTION NO.

WHEREAS, the MAURY LOONTJENS MEMORIAL LIBRARY FUND, INC. was formed in memory of the late Honorable Maury Loontjens to support and enhance the public library offerings to the people of Narragansett; and

WHEREAS, members of the Narragansett community and members of the MAURY LOONTJENS MEMORIAL LIBRARY FUND, INC. have given generously of their time to support MAURY LOONTJENS MEMORIAL LIBRARY FUND, INC.; and

WHEREAS, the MAURY LOONTJENS MEMORIAL LIBRARY FUND, INC. has already provided over \$60,000 to further the library experience of the people of Narragansett; and

WHEREAS, the MAURY LOONTJENS MEMORIAL LIBRARY FUND, INC. now holds \$98,961.98, dedicated to advancing the Library further; and

WHEREAS, the MAURY LOONTJENS MEMORIAL LIBRARY FUNDS, INC. wishes to dissolve and make the balance of funds available to the MAURY LOONTJENS MEMORIAL LIBRARY for new capital projects and initiatives, not operating or maintenance expenditures;

In consideration of the foregoing, the MAURY LOONTJENS MEMORIAL LIBRARY FUND, INC. has **RESOLVED**, by unanimous vote:

1. To dissolve the corporation and transfer all remaining funds to the Library, to be received and held on the Library's behalf by the Town of Narragansett, in a Restricted Special Revenue Fund for the benefit of the MAURY LOONTJENS MEMORIAL LIBRARY. These funds shall only be used for capital projects for the Library and may not be used to defer any operating or maintenance expenditures of the Library.
2. That if any of the funds are not used for the purposes set forth above, then this donation shall be rescinded, all remaining funds from the donation and all funds not used for the purposes and conditions set forth in this donation shall be returned to the MAURY LOONTJENS MEMORIAL LIBRARY FUND, INC. so that they may redirect the donation to another appropriate charitable purpose.

MAURY LOONTJENS MEMORIAL FUND INC.

  
\_\_\_\_\_  
David L. Krugman, Treasurer

Dated: 1/11/2016

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 16**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 21, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela T. Nolan, Town Manager

**FROM:** Jeffry Ceasrine, P.E., Town Engineer

**SUBJECT:** Proposed Ordinance Amendment – Chapter 78 “Utilities”, Article III (Sewers), Section 78-333 “Construction by private parties; cost recovery”

**RECOMMENDATION:**

That the Town Council introduce, read, pass, and accept an ordinance in amendment of Chapter 78 “Utilities”, Article III (Sewers), Section 78-333 “Construction by private parties; cost recovery”.

**SUMMARY:**

In 2001, the Town Council adopted an Ordinance (Chapter 804) that allowed for the developers of public sanitary sewer extensions to recover a pro-rata share of the installation cost from the abutting\benefitting property owners along the extension for a period of five (5) years. It has been suggested by Council Member Patrick Murray that the time period allowed for an individual to recover his\her costs from the installation of a sewer line be extended to ten (10) years. The staff offers no objection to this – this part of the process is financially-neutral for the Town. The private developer pays to extend the sewer line, and is responsible for collecting the pro-rata share of the costs from the eligible abutters. We track the cost recovery program through the issuance of connection permits, but have no responsibility or role in the assessment or collection of monies.

A draft ordinance noting the proposed changes is attached, along with a “clean” version for the first reading.

**ATTACHMENT:**

1. Proposed language changes (mark-up version)
2. First Reading

**Proposed language changes noted in *bold italics***

SECTION 1. Section 78-333 “Construction by private parties; cost recovery” of Article III (Sewers), Chapter 78 of the Code of Ordinances of the Town of Narragansett entitled “Utilities” is hereby amended to read as follows:

- (a) All property owners who receive permission from the town to tie into a sewer line which has been constructed by a private party shall reimburse the private parties who have paid for the sewer line extension a pro rata share of the cost of construction of the sewer line and sewer laterals. The intent of this section is to require that all people and users of the system who connect to the system within ***five ten*** years from the date of approval of the private party’s request to construct the sewer line shall share equally in the cost of the installation of the sewer line and sewer laterals. For the purposes of this section, the term “sewer lateral” shall be defined as that portion of the building sewer between the main sewer and the property line.
  
- (d) Upon acceptance of the sewer lines by the town, it shall be unlawful for any person, for a period of ***five ten*** years from the date of the approval of the private party’s request, to construct a sewer line or to tie into the sewer line, and the engineering department shall not issue sewer connection permits for such tie-ins, unless and until the person seeking to tie in to the line shall have paid his proportionate share of the cost of the installation to the person or persons who have constructed the sewer line and sewer laterals and provided written proof thereof to the engineering department.

**TOWN OF NARRAGANSETT**

**CHAPTER \_\_\_\_\_**

AN ORDINANCE IN AMENDMENT OF CHAPTER 78, ARTICLE III (SEWERS) OF THE CODE OF ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND, ENTITLED "UTILITES".

The Town Council of the Town of Narragansett hereby ordains as follows:

SECTION 1. Section 78-333 "Construction by private parties; cost recovery" of Article III (Sewers), Chapter 78 of the Code of Ordinances of the Town of Narragansett entitled "Utilities" is hereby amended to read as follows:

- (a) All property owners who receive permission from the town to tie into a sewer line which has been constructed by a private party shall reimburse the private parties who have paid for the sewer line extension a pro rata share of the cost of construction of the sewer line and sewer laterals. The intent of this section is to require that all people and users of the system who connect to the system within ten years from the date of approval of the private party's request to construct the sewer line shall share equally in the cost of the installation of the sewer line and sewer laterals. For the purposes of this section, the term "sewer lateral" shall be defined as that portion of the building sewer between the main sewer and the property line.
  
- (d) Upon acceptance of the sewer lines by the town, it shall be unlawful for any person, for a period of ten years from the date of the approval of the private party's request, to construct a sewer line or to tie into the sewer line, and the engineering department shall not issue sewer connection permits for such tie-ins, unless and until the person seeking to tie in to the line shall have paid his proportionate share of the cost of the installation to the person or persons who have constructed the sewer line and sewer laterals and provided written proof thereof to the engineering department.

SECTION 2. This Ordinance shall take effect upon its passage and all other ordinances or parts of ordinances inconsistent herewith are hereby repealed.

First reading read and passed in Town Council Meeting legally assembled the \_\_\_ day of \_\_\_\_\_, 2016, A.D.

Second reading read and passed in Town Council Meeting legally assembled the \_\_\_ day of \_\_\_\_\_, 2016, A.D.

ATTEST:

\_\_\_\_\_  
Anne M. Irons, CMC, Town Clerk

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 17 \_\_\_\_\_  
Amend No. \_\_\_\_\_**

**Date Prepared:** January 20, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela Nolan, Town Manager  
**FROM:** Michael DiCicco, Director of Public Works  
**SUBJECT:** Requesting approval to fill a vacant truck driver position

**RECOMMENDATION:**

That the Town Council approves the request to fill a vacant truck driver position in the Highway Division.

**SUMMARY:**

With the recent promotion of Peter Russo to Highway Foreman and Marcel LaCroix to Heavy Equipment Operator, a Truck Driver position has become vacant.

This position is a result of internal transfers following the appointment of Stephen Daignault as Deputy Director of Public Works in July 2015. Funding for this position was included in the FY2016 budget and filling the vacancy was postponed until after the first of the year.

**ATTACHMENTS:**

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 18**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** January 12, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela Nolan, Town Manager  
**FROM:** Michael DiCicco, Director of Public Works  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Repairs to Basin Road Sea Wall

**RECOMMENDATION:**

That the Town Council approves the repairs to Basin Road Sea Wall, to be completed by George Sherman Sand and Gravel Co., Inc., in the amount \$23,000.00.

**SUMMARY:**

Basin Road has short breach way about 200' long and tidal marsh on both sides of the road. Over the years, wave and storm actions have eroded sand and rock causing many of the existing boulders to slide and shift out of place causing weaknesses in the sea wall and the road base. Department of Public Works would like to have those issues remedied before we have any complete failure of the roadway.

George Sherman Sand and Gravel Co., Inc has the contract with the Town for Miscellaneous Repair and Construction (one-year extension approved April 6, 2015). Under the Town Council adopted policy, projects with a value over \$4,000.00 need prior Town Council approval.

Funding is available in the Department of Public Works Capital Projects Account, #00200710 57002, Pavement Management.

**ATTACHMENTS:**

1. Proposal from George Sherman Sand and Gravel Co., Inc. dated January 6, 2016.

GEORGE SHERMAN SAND & GRAVEL CO., INC.

881 Curtis Corner Road

Wakefield, RI 02879

401-789-6304 FAX 401-789-8140

Email – [GSherman-sg@verizon.net](mailto:GSherman-sg@verizon.net)

PROPOSAL

January 6, 2016

Town of Narragansett Public Works

Great Island – Basin Rd. Causeway

Existing rock seawall to rebuild, adding new rocks and resetting existing rocks, both sides of road.

Loam and seed shoulders of road.

Price \$20,000.00

Asphalt repairs of existing road – allowance \$3,000.00

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

CC:     19    

Amend No.         

Date Prepared: January 22, 2016  
Council Meeting Date: February 1, 2016

---

**TO:** Pamela Nolan, Town Manager  
**FROM:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Contract Extension for General Construction Services

**RECOMMENDATION:**

That the Town Council approves the one-year contract extension for “General Construction Services” for all departments with Abcore Restoration Company, Inc., at their quoted and adjusted bid prices for a one-year period, ending July 21, 2016.

**SUMMARY:**

The original bid was for general construction services for typical routine and emergency building trades work (carpentry, painting, flooring, and roofing); to be used as needed by all Town departments.

Town Council awarded the original bid on July 21, 2014. Abcore has agreed to extend the contract for one year at the adjusted hourly rates to meet the State of Rhode Island prevailing wages requirements as follows: Carpentry: \$59.31; Painting: \$50.87; Flooring: \$61.43; and Roofing: \$55.37. The one year contract extension is July 22, 2015 – July 21, 2016 with all of the same terms and conditions as the original bid specifications.

Any project initiated under this contract with a value exceeding \$4,000.00 requires prior Town Council authorization. In addition, work under this contract will be limited to a value of less than \$50,000.00 unless further Town Council approval has been granted.

Funding is available in the respective departmental operating account for building maintenance and repair or in the appropriate capital projects account.

**ATTACHMENTS:**

1. Solicitation spreadsheet for June 27, 2014 bid opening (first page showing the current adjusted hourly rates to meet State prevailing wages; second page showing the original bid prices adjusted to meet the 2014 State prevailing wages)
2. Contract extension letter signed by Abcore Restoration Company, Inc.

Town of Narragansett, RI  
 General Construction Services, B14039  
 All Departments

Bid Opening - Friday, June 27, 2014 - 11:00 am

	Vendor 1	Vendor 2	Vendor 3
	Legacy General	Tower	Abcore Restoration
	Contracting Inc.	Construction Corp	Company, Inc.
	Price	Price	Price
<b>1. Regular Service - 10 day response</b>			
a. Carpentry - per hour	\$70.00	\$87.00	\$59.31
b. Painting - per hour	\$58.00	\$74.00	\$50.87
c. Flooring - per hour	\$68.00	\$87.00	\$61.43
d. Roofing - per hour	\$70.00	\$87.00	\$55.37
<b>2. Emergency Serv/Reg hours</b>			
a. Carpentry - per hour	\$95.00	\$87.00	\$59.31
b. Painting - per hour	\$80.00	\$74.00	\$50.87
c. Flooring - per hour	\$95.00	\$87.00	\$61.43
d. Roofing - per hour	\$95.00	\$87.00	\$55.37
Response Time	8 hours	2 hours	1 hour
<b>3. Emergency Serv/Nights/Wknd/Hol</b>			
a. Carpentry - per hour	\$150.00	\$97.00	\$59.31
b. Painting - per hour	\$150.00	\$84.00	\$50.87
c. Flooring - per hour	\$150.00	\$97.00	\$61.43
d. Roofing - per hour	\$150.00	\$97.00	\$55.37
Response Time	4 hours	2 hours	1 hour
<b>4. Mark-up for parts &amp; materials (%)</b>	No answer	10%	0%
<b>5. Mark-up for equipment (%)</b>	No answer	10%	0%
* Adjusted to meet RI prevailing wages as of 1/16			
Sg B14039			



Town of Narragansett, RI  
 General Construction Services, B14039  
 All Departments

Bid Opening - Friday, June 27, 2014 - 11:00 am

	Vendor 1	Vendor 2	Vendor 3
	Legacy General	Tower	Abcore Restoration
	Contracting Inc.	Construction Corp	Company, Inc.
	Price	Price	Price
<b>1. Regular Service - 10 day response</b>			
a. Carpentry - per hour	\$70.00	\$87.00	\$57.32
b. Painting - per hour	\$58.00	\$74.00	\$49.57*
c. Flooring - per hour	\$68.00	\$87.00	\$58.93*
d. Roofing - per hour	\$70.00	\$87.00	\$53.57*
<b>2. Emergency Serv/Reg hours</b>			
a. Carpentry - per hour	\$95.00	\$87.00	\$57.32
b. Painting - per hour	\$80.00	\$74.00	\$49.57*
c. Flooring - per hour	\$95.00	\$87.00	\$58.93*
d. Roofing - per hour	\$95.00	\$87.00	\$53.57*
Response Time	8 hours	2 hours	1 hour
<b>3. Emergency Serv/Nights/Wknd/Hol</b>			
a. Carpentry - per hour	\$150.00	\$97.00	\$57.32
b. Painting - per hour	\$150.00	\$84.00	\$49.57*
c. Flooring - per hour	\$150.00	\$97.00	\$58.93*
d. Roofing - per hour	\$150.00	\$97.00	\$53.57*
Response Time	4 hours	2 hours	1 hour
<b>4. Mark-up for parts &amp; materials (%)</b>	No answer	10%	0%
<b>5. Mark-up for equipment (%)</b>	No answer	10%	0%
* Adjusted to meet RI prevailing wages			
Sg B14039			



Town of Narragansett

Finance Department • 25 Fifth Avenue • Narragansett, RI 02882-3699  
Tel. (401) 782-0644 TDD (401) 782-0610 Fax (401) 788-2555

January 13, 2016

Abcore Restoration Company, Inc.  
Attention: Keith Lescarbeau, President/Owner  
2 Secluded Drive  
Narragansett, RI 02882

RE: Bid – General Construction Services

Dear Keith:

The Narragansett Town Council awarded the referenced bid on July 21, 2014 for a one-year period, ending July 21, 2015. In the contract documents, there is an option to renew the bid annually upon agreement between the vendor and the Town. This optional one-year extension will be from July 22, 2015 – July 21, 2016 with no changes in the contract terms. This extension requires both your agreement and ours.

The Town of Narragansett would like to extend this contract for one year, pending Town Council approval. We would need to adjust the hourly rates to meet the State prevailing wages as follows: Carpentry: \$59.31; Painting: \$50.87; Flooring: \$61.43; and Roofing: \$55.37. Please indicate below with your signature as to whether you are in agreement with or would like to decline this extension. After you have indicated your choice, please return this letter to me.

Thank you for your cooperation in this matter.

Abcore Restoration Company, Inc.  
(Company Name)

hereby agrees to an extension of the contract for the period through July 21, 2016.

Keith Lescarbeau  
(Signature)

1/21/16  
(Date)

Or

\_\_\_\_\_  
(Company Name)

hereby declines an extension of the contract for the period through July 21, 2016.

\_\_\_\_\_  
(Signature)

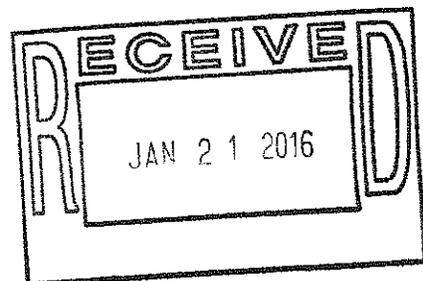
\_\_\_\_\_  
(Date)

Sincerely,

Susan W. Gallagher

Susan W. Gallagher, MBA  
Purchasing Manager

SG/L16006



**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 20**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 12, 2016  
**Council Meeting Date:** February 1, 2016

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**TO:** Pamela Nolan, Town Manager  
**FROM:** Michael DiCicco, Director of Public Works  
**Prepared By:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Award of bid – Road Materials

**RECOMMENDATION:**

That the Town Council awards the bid for “Road Materials” to the following low bidders: Richmond Sand & Stone LLC for Washed Crushed Stone at \$17.45/ton; P.J. Keating Company for Recycled Asphalt at \$14.00/ton and Rip Rap at \$18/00/ton; and Dry Bridge Sand & Stone, Inc. for Processed Gravel at \$15.15/ton, Bank Gravel at \$11.25/ton, Screened Loam at \$17.68/ton, and Washed Sand at \$15.45/ton, all for a one year period.

**SUMMARY:**

This bid is for road materials that will be ordered by the Department of Public Works (DPW) on an as-needed basis for various road repairs and improvements. The bid includes unit pricing for processed gravel, bank gravel, screened loam, recycled asphalt, washed sand, washed crushed stone, and rip rap stone. Materials will be delivered by the vendors to the DPW. The contract period is: January 20, 2016 – January 19, 2017.

Request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Eight vendors were solicited and six responded. The attached spreadsheet lists the results from the solicitation.

Funding is available in the Highway Division Operating Account #0001730 50509, Roadway Maintenance & Repair.

**ATTACHMENTS:**

1. January 7, 2016 solicitation spreadsheet for bid opening.

Town of Narragansett, RI

Road Materials, B16014

Public Works Department

Bid Opening - Thursday, January 7, 2016 - 11:00 am

Contract Period: 1/20/16 - 1/19/17

	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Item Description	South County	Richmond	J.R. Vinagro	P.J.
	Sand & Gravel Co.	Sand & Stone LLC	Corporation	Keating Co.
1. Processed Gravel per ton	\$17.00	\$16.45	\$20.89	No Bid
2. Bank Gravel per ton	No Bid	No Bid	\$20.89	No Bid
3. Screened Loam per ton	\$20.00	\$24.45/Cu Yd	\$21.89	No Bid
4. Recycled Asphalt per ton	\$16.00	\$19.45	\$18.89	\$14.00
5. Washed Crushed Stone per ton	\$20.00	\$17.45	\$22.89	\$19.00
6. Washed Sand per ton	\$20.00	\$16.95	\$25.89	\$27.00
7. Rip Rap per ton	No Bid	\$22.45	\$21.89	\$18.00
Totals - For bid comparison only	\$93.00	\$92.75	\$153.23	\$78.00
	Vendor 5	Vendor 6		
Item Description	Material Sand	Dry Bridge		
	& Stone Corp.	Sand & Stone, Inc.		
1. Processed Gravel per ton	\$17.00	\$15.15		
2. Bank Gravel per ton	No Bid	\$11.25		
3. Screened Loam per ton	\$24.45	\$17.68		
4. Recycled Asphalt per ton	\$15.50	\$17.15		
5. Washed Crushed Stone per ton	\$19.00	\$19.15		
6. Washed Sand per ton	\$27.00	\$15.45		
7. Rip Rap per ton	\$24.00	No Bid		
Totals - For bid comparison only	\$126.95	\$95.83		
B16014/SG				

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 21**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 20, 2016  
**Council Meeting Date:** February 1, 2016

---

**TO:** Pamela T. Nolan, Town Manager

**FROM:** Laura Kenyon, Finance Director

**SUBJECT:** Schedule a Work Session – Pension Plan & OPEB

**RECOMMENDATION:**

That the Town Council schedule a work session with Nyhart to discuss and review the actuarial study for the town's pension plan and other post-employment benefits (OPEB).

**SUMMARY:**

A member of the Nyhart staff will be in attendance to review and discuss the latest actuarial studies. The suggested date is Tuesday, February 16, 2016 at 6:30 pm.

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 22**

**Amend No. \_\_\_\_\_**

**Date Prepared:** January 25, 2016  
**Council Meeting Date:** February 1, 2016

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**TO:** Honorable Town Council

**FROM:** Susan Cicilline Buonanno, President Pro Tem

**SUBJECT:** A MOTION to SCHEDULE a WORKSESSION with the Economic Development Committee and the Narragansett Town Council.

**RECOMMENDATION:**

That the Town Council schedule a WORKSESSION in the month of March with the Economic Development Committee and the Narragansett Town Council.

**SUMMARY:**

The past few months the Economic Development Committee has been discussing a concept of a proposed Trolley for the summer months (Routes and schedule) at their meetings.

The committee is requesting to meeting with the council at a work session to discuss the concept of a trolley, parking availability at the schools, potential partnership with the Town for collection of parking fees.

This proposal will be no cost to the town.

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 23**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** January 20, 3016  
**Council Meeting Date:** February 1, 2016

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**TO:** Pamela T. Nolan, Town Manager  
**FROM:** Anne M. Irons, CMC -Town Clerk  
**SUBJECT:** Land Conservancy Trust

**RECOMMENDATION:**

That the Town Council reappoint individuals to the Land Conservancy Trust for three year terms to expire on 1/1/2018 and 11/1/2018.

**SUMMARY:**

The Land Conservancy Trust has two seats available for reappointment. Jill A. Lawler has requested reappointment to her seat for a term to expire on 1/1/2018 and Patricia S. Sylvia has also requested reappointment to her seat for a term to expire on 11/1/2018. There are no applications currently on file. The following indicates the original board appointment date and expiration date.

<u>Name</u>	<u>Appointed</u>	<u>Expiration Date</u>
Jill A. Lawler	12/17/2012	1/1/2015
Patricia S. Sylvia	11/5/2012	11/1/2015

Attached are the Town Council Rules for Commission, Committee and Board Appointments. According to the Council rules, no person shall be appointed to serve concurrently on more than one commission, committee or board created by the Town Council, with the exception of ad hoc commissions, committees or boards, or dual appointments required by charter, ordinance or resolution.

Dual office may be permitted if all applications on file are given appropriate consideration before a person is appointed to a second board or committee and the appointment will not violate the town charter.

**ATTACHMENTS:**

1. Council Rules for Commission, Committee and Board Appointments



**TOWN OF NARRAGANSETT**  
Town Hall • 25 Fifth Avenue • Narragansett, RI 02882  
Tel. (401)789-1044 Fax (401)783-9637

**Town Clerk's Office**  
[www.narragansettri.gov](http://www.narragansettri.gov)

## TOWN OF NARRAGANSETT

### RULES FOR COMMISSION, COMMITTEE AND BOARD APPOINTMENTS

#### I. SELECTION PROCESS OF MEMBERS

1. As authorized by the Town Council, the Town Clerk shall advertise once a year in a local newspaper, the commissions, committees, and boards that will have upcoming appointments. When a vacancy occurs it will be placed on the Town's website.
2. Upon receipt of an application, the Town Clerk shall date stamp it and retain the original.
3. The application shall remain on file for a period of two (2) years from the date received. The Town Clerk will contact applicant after the two year period to seek availability and interest. The Town Clerk will forward all applications on file for an open board when a vacancy becomes available on that particular committee, commission or board to the Town Council and to the Town Manager.
4. All new vacancies on the Planning or Zoning Boards will require that the Town Council interview those candidates.
5. The Town Council motion to appoint a candidate to a particular committee, commission or board, shall have the names of each applicant candidate listed on the summary.
6. A written staff recommendation may be submitted to the council through the Town Manager.

7. All applications received shall be available for public review to the extent under law, in the office of the Town Clerk.
8. The mission for each board, commission or committee shall be available in the office of the Town Clerk and on the town's website.

## II. REQUIREMENT FOR MEMBERSHIP

1. Applications for the various commissions, committees and boards shall be available in the Town Clerk's Office or on the Town's website.
2. Applications shall be completed and submitted to the Town Clerk no later than the advertised filing date also unless otherwise approved by the unanimous consent of the council only applications received before the scheduled appointment date shall be considered for appointment.
3. The Town Clerk shall notify individuals whose terms are about to expire by letter, to determine if that individual wishes to be considered for reappointment. Members are reappointed at the discretion of the Town Council.
4. Individuals wishing to be considered for reappointment shall notify the Town Clerk prior to the expiration of the date in the letter sent to them.
5. The chairperson of each commission, committee or board shall submit an *Annual Report* including an attendance record, to the Town Clerk, for those individuals wishing to be considered for reappointment.
6. No person shall be appointed to serve concurrently on more than one commission, committee, or board created by the Town Council, with the exception of AdHoc commissions, committees or boards, or dual appointments required by Charter, Ordinance or Resolution. Dual office may be permitted if all applications on file are given appropriate consideration before a person is appointed to a second board or committee and the appointment will not violate the town charter.
7. Any appointee who is absent without cause for three (3) consecutive meetings may be subject to removal by the Town Council.
8. When any member of a commission, committee or board is absent for (3) consecutive meetings, the Chairperson shall notify the Town Clerk, who shall in turn notify the Town Council for direction. Should the Chairperson recognize any other attendance deficiencies, the Town Clerk shall be notified, who shall in turn notify the Town Council for direction.

9. The applicant shall comply with all State Laws and Regulations, as well as Ethics Commission requirements for appointees.

### III. APPOINTMENT REVIEW PROCESS

1. The Town Council shall review each application and may invite specific candidates to an interview with the Council prior to a regularly scheduled meeting or work session. Candidates interviewed by the Town Council will be sent a letter of appreciation by the Town Clerk.
2. When making a nomination, the Council member making the recommendation will verbally outline reasons for the nomination.

Adopted February 1, 2010

Amended 11-15-10

Amended 11-18-13