



# NARRAGANSETT TOWN COUNCIL REGULAR MEETING AGENDA

March 7, 2016

7:30 p.m.

Posted 03-03-16

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

## NARRAGANSETT TOWN COUNCIL

### President

Matthew M. Mannix

### President Pro Tem

Susan Cicilline-Buonanno

### Members

Raymond A. Ranaldi  
Patrick W. Murray  
Christopher Wilkens

### Acting Town Manager

Jeffrey Ceasrine

### Town Clerk

Anne M. Irons, CMC

### Town Solicitor

Dawson T. Hodgson, Esq.

### CALL TO ORDER:

### PLEDGE OF ALLEGIANCE:

### APPROVAL OF MINUTES:

- August 3, 2015 Regular Meeting
- August 17, 2015 Work Session Meeting
- August 17, 2015 Regular Meeting

### ANNOUNCEMENTS/PRESENTATIONS:

Recognizing "Girl Scout Week"

### SWEARING IN CEREMONY

Probationary Firefighter [Raymond Deckel](#) to Firefighter 1<sup>st</sup> Class

Recognizing [Narragansett Middle School and Narragansett High School Basketball Teams](#) for winning their Division Championships.

### STATE/TOWN PROJECT UPDATES

**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.*

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

[A MOTION to SCHEDULE A PUBLIC HEARING](#) on the draft Comprehensive Plan.

### 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 GRANT** permission to Richard Boutiller and CRM Modular Homes, to move a modular home over the streets of Narragansett to 94 Allagash Road, Plat N-R Lot 1220 sometime in the month of April 2016 , subject to local and state regulations.
2. **A MOTION to APPROVE** the waiver of interest for taxpayers in accordance with Ordinance 2010-936.
3. **A MOTION to APPROVE** the list of Real Estate abatements in the amount of \$8,395.82.
4. **A MOTION to APPROVE** the request from the Narragansett Little League for the Annual Opening Day Parade to be held on Saturday April 30, 2016 at 11:00 am, subject to approval of state and local regulations.
5. **A MOTION to APPROVE** the request from Ampsurf to conduct a one day free surfing event for disabled veterans at the Town Beach on June 11, 2016 from 7:00 am to 1:00 pm subject to approval of state and local regulations.
6. **A MOTION to APPROVE** the sponsorship agreement with South County Hospital for the 2016 Movies on the Beach summer series.
7. **A MOTION to APPROVE** the sponsorship agreement with Belmont Market for the 2016 Music on the Beach summer concert series.
8. **A MOTION to APPROVE** the request from Four Corners Events to partner with the Parks and Recreation Department to conduct a new Northeast Sand Sculpting Championship at the Town Beach during Gansett Days from September 12 through September 18, 2016 subject to local and state regulations.
9. **A MOTION to APPROVE** the renewal of the Software for the Town Clerk's Office maintenance agreement with Town Clerk Software, in the amount of \$2,500.00 for Fiscal Year 2015/16.
10. **A MOTION to APPROVE** the renewal of nine (9) annual maintenance licenses for existing GIS software and three (3) annual maintenance licenses for existing ArcPad GIS software from Environmental Systems Research Institute (ESRI), in the amount of \$5,650.00.
11. **A MOTION to AWARD** the bid for the Purchase of Composite Decking and Related Materials for the Gazebo in Gazebo Park to the lowest bidder, Coventry Lumber, in the total amount of \$5,861.58.
12. **A MOTION to AWARD** the bid for Sign Materials to the lowest bidder, Allmac Signs, at their quoted prices for a one-year period ending February 14, 2017.
13. **A MOTION to APPROVE** the annual subscription for Records Management Software from Station Smarts LLC, in the amount of \$6,000.00 utilizing the State of Massachusetts contract.
14. **A MOTION to AUTHORIZE** the use of the General Electrical Services Contract with E.W. Audet & Sons, Inc. for the installation of electric service to the west lot of the Town Beach, in the amount of \$9,250.00.

15. **A MOTION to APPROVE** the two (2) year contract extension for Group Term Life Insurance for Town Employees with the Rhode Island Interlocal Risk Management Trust (as underwritten by the Standard Insurance Company) at the rate of \$0.457 per \$1,000 of coverage (Basic Life) and \$0.035 per \$1,000 of coverage (AD&D), with the term ending June 30, 2018.
16. **A MOTION to REJECT** the bids for Professional Services Relating to the Potential Acquisition and Maintenance of Street Lights.

**OLD BUSINESS:**

17. **A MOTION to APPOINT** an individual to the Board of Canvassers to fill an unexpired term, which will expire March 2020 and **APPOINT** two individuals as alternates for a one year term, which will expire March 1, 2017.

**NEW BUSINESS:**

18. **A MOTION to APPROVE** the Agreement for a three year contract between the Town of Narragansett and Local Union 1589, I.A.F.F. and **AUTHORIZE** the Town Manager to sign.
19. **A MOTION to ADOPT** a Resolution Supporting the Goals of the Rhode Island Energy Challenge.
20. **A MOTION to APPROVE and AWARD** the expenditure of \$12,500.00 to the Dunes Club which represents 50% of the total fee of the 2016 fireworks display on Monday July 4, 2016 with a rain date of July 6, 2016, subject to state and local regulations.
21. **A MOTION to APPROVE** a contract amendment with Weston & Sampson, Inc. for additional professional environmental remediation services at the DPW Facility in the amount of \$17,150.00.
22. **A MOTION to APPROVE** a contract amendment with the RT Group Inc., for final engineering services and bidding assistance for the Scarborough Wastewater Treatment Facilities (WWTF) Flood Proofing Project, in the amount of \$34,945.00.
23. **A MOTION to APPROVE** the purchase of seventeen (17) portable radios and accessories from Motorola Solutions Inc., pursuant to the State of Rhode Island Master Price Agreement, in the total amount of \$62,085.63.
24. **A MOTION to AWARD** the bid for Building Renovation, Restoration, and Reconstruction Services to the lowest bidder, Abcore Restoration Company, Inc., at their quoted bid prices and mark-up rates for a one-year period, ending March 7, 2017.
25. **A MOTION to ACCEPT or DISCLAIM** the bequest of the late Robert Couture of real property located Plat N-R Lot 1077 Bonnet Shores Rd.
26. **A MOTION to AUTHORIZE** the Town Manager to execute an agreement with CGI Communications, Inc. that provides promotional video clips about the Town of Narragansett at no cost to the Town.

27. **A MOTION to SCHEDULE a WORK SESSION** with Historic District Commission to discuss a proposed tax credit ordinance and review the historic district maps in the voluntary zones.
28. **A MOTION to INCREASE** the salary of Town Engineer Jeff Ceasrine during his appointment as Acting Town Manager by \$750.00 per week
29. **A MOTION to DISCUSS** the process and procedure of hiring the Town Manager for the Town of Narragansett.
30. **A MOTION to RECEIVE and PLACE on FILE** a report from the Town Clerk on applications to increase the number of liquor licenses.
31. **A MOTION to APPOINT** an individual to the Conservation Commission/Tree Board to fill a vacant seat for a three year term which term will expire on April 30, 2019

**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 March 7, 2016 town council meeting in accordance with RI General Laws 42-46-4 to discuss the acquisition or lease of real property for public purpose as in accordance with 42-46-5 (a) (5) and litigation Routhier v. Narragansett, WC 15-0167 vs Town of Narragansett as in accordance with 42-46-5 (a) (2) and appoint Dawson T. Hodgson, Town Solicitor as Clerk Pro Tem.)

**ADJOURNMENT:**

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

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

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

**Date Prepared:** March 2, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Jeffry Ceasrine, Acting Town Manager

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

**SUBJECT:** Approval of Town Council Minutes

**RECOMMENDATION:**

That the Town Council approves the minutes from the following meetings.

- August 3, 2015 Regular Meeting
- August 17, 2015 Work Session Meeting
- August 17, 2015 Regular Meeting

**SUMMARY:**

Attached are minutes as in accordance to state law. Executive Session minutes are sealed.

**NARRAGANSETT TOWN COUNCIL  
REGULAR TOWN COUNCIL MEETING  
AUGUST 3, 2015 MINUTES**

At a Regular Meeting of the Town Council of the Town of Narragansett held on  
Monday, August 3, 2015 at 7:30 p.m., at the Narragansett Town Hall.

Present: Matthew M. Mannix, President,

Susan Cicilline-Buonanno, President Pro Tem

Patrick W. Murray, Member

Raymond A. Ranaldi, Member

Christopher Wilkens, Member

Chief Dean Hoxsie, Acting Town Manager

Dawson T. Hodgson, Town Solicitor

Matthew M. Mannix, President calls the meeting to order and leads those in attendance in Pledging Allegiance to the Flag.

**APPROVAL OF MINUTES:**

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to approve the July 6, 2015 Executive Session Meeting Minutes as presented.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye

Matthew M. Mannix aye Christopher Wilkens abstain

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously to approve the April 13, 2015 Budget Public Hearing Meeting Minutes as presented.

Raymond A. Ranaldi aye, Patrick W. Murray aye Susan Cicilline-Buonanno aye,  
Matthew M. Mannix aye

**ANNOUNCEMENTS/PRESENTATIONS:**

**Historic District Commission –**

Presentation of a plaque was given to Linda O’Neill by Keith Lescarbeau for her dedication and hard work to the Historic District Commission and the preservation of the town of Narragansett

**OPEN FORUM:**

**Open Forum is now held and the following individuals address the Council, viz:**

Peter Gardiner commented on the overabundance of parking around the towers and the traffic in the area and the valet parking that is used. He said that town should be first for residents and taxpayers. He complained that parking is allowed up to crosswalks and corners. He said we should keep the town safe and visually beautiful and the historic structures get the sight they deserve; Stanley Wojciechowski commented that he did not want to town to have more debt and to continue down the road with more debt such as the library is looking for 8 Million Dollars for the library. He cautioned the town council;

## **CONSENT AGENDA**

**The consent agenda items were voted on with one motion.**

- 1. A MOTION to APPROVE the request from the Rotary Club of Wakefield, Rhode Island for the use of Veterans Memorial Park for the 34th Annual Art Festival to be held June 24, June 25 and June 26, 2016.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens, Matthew M. Mannix aye

- 2. A MOTION to APPROVE the list of Motor Vehicle abatements in the amount of \$489.00; the list of Real Estate & Personal Property abatements in the amount of \$221.92.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

- 3. A MOTION to APPROVE the annual preventative maintenance contract for the Fire Department's Plymovent Source Capture Emergency Vehicle Exhaust Fuel Removal System with Air Cleaning Specialists of New England, LLC, in the amount of \$2,652.00 and authorize the Town Manager to sign the contract after review by the Town Solicitor.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 4. A MOTION to APPROVE the annual contract for technical support for the Fire Department's computer software system with TriTech Software Systems (formerly Information Management Corporation/IMC), in the amount of \$2,895.00 and authorize the Town Manager to sign the contract after review by the Town Solicitor.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 5. A MOTION to APPROVE Change Order #2 for additional survey services related to Phase 2 of the Pavement Management Program with Frisella-Balch and Associates, in the amount of \$2,995.00.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 6. A MOTION to APPROVE the purchase of BIOXIDE for the Wastewater Division from Evoqua Water Technologies (formerly Siemens Water Technologies) at the price of \$2.50 per gallon for FY 2015-16.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 7. A MOTION to APPROVE the purchase of twelve (12) plant containers and plantings for Galilee from Clark Farms, Inc., in the amount of \$4,380.00.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 8. A MOTION to APPROVE the installation of a sewer connection at the Avice Street Garage to be completed by George Sherman Sand & Gravel Co., Inc., in the amount of \$8,450.00.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 9. A MOTION to APPROVE the design proposal for drainage upgrades for Newton Avenue by BETA Group, Inc., in the amount of \$9,200.00.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 10. A MOTION to APPROVE the use of the State of Rhode Island Master Price Agreement #498 for fencing repair and installation for the period ending October 31, 2017.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

**11. A MOTION to RECEIVE and ACCEPT a reimbursable FY2013 State  
Homeland Security Program Grant (CERT) in the amount of \$3,000.00 from  
the Rhode Island Emergency Management Agency and AUTHORIZE the  
Town Manager to sign acceptance of said grant.**

RECEIVED, ACCEPTED, AUTHORIZED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

**12. A MOTION to RECEIVE and ACCEPT a grant from the Rhode Island  
Justice Commission in the amount of \$16,100.00 and APPROVE the  
expenditure of funds.**

RECEIVED, ACCEPTED, APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

**OLD BUSINESS:**

**13. A MOTION to hold a hearing to APPROVE a request from Gilbane  
Development Company on behalf of GP Pier Retail LLC for the approval of  
landscape plans to the exterior of Building D in the Pier Market, and A  
MOTION to RECEIVE and PLACE on FILE the recommendation from  
the Planning Board.**

According to the Town's Supplementary Zoning Regulations, Section 7.1 Urban Renewal Zone (b) the Town Council has the right to review and approve all changes to any previously approved plan, site plan, construction or other work done within the urban renewal zone and to also review and approve all new construction projects, site plan changes or any other work proposed within the urban renewal zone and (c) all applications submitted to the town council for review and approval pursuant to either subsection 7.1(b) or any other provision of the redevelopment plan referenced in subsection 7.1(a) shall be referred to the planning board for their review and recommendation to the town council. As you know G.P. Pier Retail, LLC was approved in November for a building permit for renovations to Building D. The renovations have been ongoing since that time and are nearing completion. A site plan for landscaping renovations has been submitted for the next phase of the project for approval by the town council. The Planning Board reviewed the site plan at the July 21, 2015.

Susan Cicilline-Buonanno moved, Raymond Ranaldi seconded to APPROVE a request from Gilbane Development Company on behalf of GP Pier Retail LLC for the approval of landscape plans to the exterior of Building D in the Pier Market, and A MOTION to RECEIVE and PLACE on FILE the recommendation from the Planning Board.

Andrew Bourne from GP Pier Retail addressed the council on the proposed landscape plan and the Planning Board recommendation on some changes as well as getting tenants in the buildings.

Michael DeLuca spoke of the original plan from 1972 that showed 8 trees in the area for shading. He noted that the Board did not want to take away from the design but to create shade and did compromise on the original proposal. He noted it was an open green area. A discussion is held on placement of trees.

Raymond A. Ranaldi moved to amend, Patrick W. Murray seconded and it is so voted to allow to replace the trees on parts of the property to allow a view of the sign for the building and latitude would be allowed for tree planting with the approval of the Community Development Director.

Raymond A. Ranaldi aye, Patrick W. Murray aye, Christopher Wilkens aye,  
Susan Cicilline-Buonanno nay, Matthew M. Mannix nay

The vote was called for the main motion as amended and the vote was as follows:

Raymond A. Ranaldi aye, Patrick W. Murray aye, Christopher Wilkens aye,  
Susan Cicilline-Buonanno nay, Matthew M. Mannix nay

**PUBLIC HEARINGS:**

**A PUBLIC HEARING on the Petition from Colbea Enterprises LLC d/b/a**

**Shell/Seasons to operate a 24 hour gasoline station/convenience store at 1015**

**Boston Neck Road, Narragansett, Rhode Island.**

On September 16, 2013 Colbea Enterprises LLC d/b/a Shell/Seasons had requested to be opened additional hours from 2:00 a.m. to 6:00 a.m. to operate a 24 hour convenience store at its newly remodeled convenience/gas station. The vote was 2 to 2 and the motion failed with one councilmember absent from the meeting.

Since it has been nearly two years and they believe a good neighbor to the residents in that area Colbea Enterprises LLC is again requesting to be able to operate as a 24 hour gasoline station/convenience store.

In accordance to RI State Law 5-24-1 a public hearing is required before the town council in order to receive permission for the additional hours of operation.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to OPEN the PUBLIC HEARING on a Petition from Colbea Enterprises LLC d/b/a Shell/Seasons to operate a 24 hour gasoline station/convenience store at 1015 Boston Neck Road, Narragansett, Rhode Island.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens Matthew M. Mannix aye

Thomas Breckel and Norman Lemay representing Colbea Enterprises, LLC d/b/a/ Shell Seasons were sworn in and testified.

Thomas Breckel gives a brief history of the family owned business and the request of remaining open for 24 hours and noting that statistics on 24 hours stores shows less problems such as few vandalism, break-ins, graffiti, hanging out, beer bottles on the roof and the canopy over the gas pumps.

Norman Lemay noted that they have other stores that operate 24 hours in East Greenwich, Middletown, Newport and North Kingstown.

Police Chief Dean Hoxsie commented that there were no major issues there other than any other business, traffic accidents in the area and whatnot and there were no specific issues or problems with the business.

Proponents and opponents were as follows:

John Miller, Central Street commented that the competition would be coming in for a 24 hour license also.

Stanley Wojciechowski was in favor of the 24 hour opening.

Bill Gardiner spoke in favor

Marguerite Salvatore spoke in favor of the 24 hours however there was a concern on lighting shining on the property she owns that abuts it.

Thomas Breckel noted that the property had gone through planning and zoning a few years ago and lighting is mostly contained on the property and does not shine into neighbors windows.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to CLOSE the PUBLIC HEARING.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to APPROVE the Petition from Colbea Enterprises LLC d/b/a Shell/Seasons to operate a 24 hour gasoline station/convenience store at 1015 Boston Neck Road, Narragansett, Rhode Island.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix nay

**PLEASE SEE STENOGRAPHER TRANSCRIPT FOR MORE DETAILS**

**NEW BUSINESS:**

**14. A MOTION to APPROVE the contractual agreement between the Town of Narragansett and Raymond DeRosa to perform electrical inspections for the Building Official's Office from July 1, 2015 to June 30, 2016.**

This is a one year contract that will expire on June 30, 2016. The Inspector will have an annual salary of \$15,000.00. There is no increase in salary for this position. Raymond DeRosa has worked as the part-time electrical inspector for approximately 5 ½ years Mr. DeRosa receives no compensation for mileage or gas allowance from the Town.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to APPROVE the contractual agreement between the Town of Narragansett and Raymond DeRosa to perform electrical inspections for the Building Official's Office from July 1, 2015 to June 30, 2016.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Matthew M. Mannix aye

**15. A MOTION to APPROVE the contractual agreement between the Town of Narragansett and Michael Loffler to perform plumbing and mechanical inspections for the Building Official's Office from July 1, 2015 to June 30, 2016.**

This is a one year contract that will expire on June 30, 2016. The Inspector will have an annual salary of \$15,000.00. There is no increase in salary for this position.

Michael Loffler has worked as the part-time plumbing & mechanical inspector for 8 years. Mr. Loffler receives no compensation for mileage or gas allowance from the Town.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi Seconded and it is unanimously so voted to APPROVE the contractual agreement between the Town of Narragansett and Michael Loffler to perform plumbing and mechanical inspections for the Building Official's Office from July 1, 2015 to June 30, 2016.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Matthew M. Mannix aye

**16. A MOTION to APPROVE the purchase of three (3) new 2016 Ford Interceptor SUV style police cruisers from MHQ Municipal Vehicles, in the amount of \$103,451.00.**

These new 2016 Ford vehicles will replace two older Ford Crown Victoria patrol cars that have reached the end of their use as police vehicles. In addition, the third vehicle will replace a 2004 Ford Taurus administrative vehicle that has reached a point where it is no longer viable to repair the vehicle. The Town will be purchasing these vehicles under the Greater Boston Police Council (GBPC) contract that is administered and competitively bid by the Metropolitan Area Planning Council Cooperative (MAPCC). This competitive bid and award was executed by the MAPCC under the Massachusetts General Laws. The Town joined the GBPC to take advantage of these competitive bids with large-volume buying power. Funding is available in the Police Administration Capital Projects Account, #200190 57522, Vehicle Replacement.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to APPROVE the purchase of three (3) new 2016 Ford Interceptor SUV style police cruisers from MHQ Municipal Vehicles, in the amount of \$103,451.00.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

**17. A MOTION to AUTHORIZE the Town Manager to sign an agreement with the Town of South Kingstown for Police and Emergency Medical Services for Jerusalem subject to review and approval by the Town Solicitor.**

Due to the isolation of Jerusalem from the rest of the Town of Narragansett, the Town of South Kingstown has been providing police and emergency medical services through an agreement that was entered into on July 1, 1976. This agreement and has not been amended since that date.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to AUTHORIZE the Town Manager to sign an agreement with the Town of South Kingstown for Police and Emergency Medical Services for Jerusalem subject to review and approval by the Town Solicitor.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

**18. A MOTION to DIRECT town staff to develop and implement a comprehensive strategy to reduce the growing number of drowning fatalities at all Ocean Road public ROW access points leading to the ocean while preserving the free and open admittance to these areas.**

Town staff, in conjunction with appropriate State authorities, is to develop and implement a workable plan aimed at reducing the amount of tragic deaths at Ocean Road public coastal access points (Hazard Avenue, Newton Avenue and Bass Rock Road).

While it may not be possible to eliminate all accidental drownings, the recent tragic death of a 14-year-old girl at the Newton Avenue area stands as a reminder for the Town of Narragansett to do all it can to make these tragedies as few as possible. At the heart of this motion is the Town Council's desire to take a fresh approach to public safety at these areas by developing the most effective strategy possible. Elements of the strategic plan shall include (but not be limited to) the use of immediately recognizable IOS (International Organization for Standardization) warning signs, vastly improved line of sight & emergency first responder access to the shoreline and the establishment of jurisdictional responsibility over site improvements & maintenance.

**Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to DIRECT town staff to develop and implement a comprehensive strategy to reduce the growing number of drowning fatalities at all Ocean Road public ROW access points leading to the ocean while preserving the free and open admittance to these areas.**

Christopher Wilkens addresses the council on signage on Hazard Avenue area.

Chief Hoxsie noted he and the Fire Chief met with the town's insurance company. He noted there are adopted spots in all three areas of the shore at part of town; public works

always keeps brush back and cleans the garbage area. He noted that if the town improves the area it would be inviting people to visit the area. (Hazard Rock Area). The Chief believed it was not a destination sight for visitors. He noted that public works is looking into the International Organization for Standardization signs to be installed.

Michael DeLuca spoke on the "Adopt A Spots" in the area.

Matthew Mannix suggested that a representative from the Trust could come and share the liability pieces of it and signage, etc.

Mr. Wilkens said what his motion was for the staff to review everything for all safety concerns

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix nay

**19. A MOTION to SCHEDULE a Work Session to conduct interviews for the three (3) seats that expired on July 1, 2015 on the Zoning Board of Review to August 17, 2015 at 6:30 p.m.**

Zoning Board Member Anthony Brunetti and Joseph Paglia and John Kennedy, alternates have indicated that they wish to be reappointed in the alternate positions.

As in accordance with the Town of Narragansett Rules for Commission, Committee and Board Appointments I. Selection Process of Members #4 all new vacancies on the Planning and Zoning Board will require that the Town Council interview those candidates. These reappointments are not new vacancies, however at the July 20<sup>th</sup> council meeting it was decided to re interview the two alternates and Anthony Brunetti

who has been a member since 2005. Also on file is an application from Daniel Pirhala, Jr. Mr. Pirhala was interviewed on July 21, 2014 by the town council. Raymond Ranaldi noted he had asked the clerk to make it 4 seats as what member has not been available. Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to SCHEDULE a Work Session to conduct interviews for the three (3) seats that expired on July 1, 2015 on the Zoning Board of Review to August 17, 2015 at 6:30 p.m.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Matthew M. Mannix aye, Christopher Wilkens recused

**20. A MOTION to AUTHORIZE the Council President to sign and execute letters to the Governor, the RIDOT Director and our state legislative delegation objecting to the removal of trees on the salt barn site at the Dillon Rotary.**

Town staff was provided a copy of the site landscape plan for the salt barn at the Dillon Rotary in August last year, just days before construction began on the site. After reviewing the proposed landscaping, town staff expressed dissatisfaction to RIDOT citing inadequacy of the proposed landscaping to provide a meaningful visual buffer along the eastern edge of the site. Additionally, staff expressed specific objection to the proposal to remove two mature trees from the north end of the site. The Community Development Director met three times with the RIDOT staff and twice with officials of National Grid, who will be constructing a switchyard adjacent to the barn next year. In each meeting the

Community Development Director continuously expressed his misgivings about the loss of the trees and the inadequacy of the planting plan. He offered alternative ideas that would allow for the trees to remain and enhance the buffering. None of his suggestions were supported by RIDOT or the National Grid who stated that all engineering was complete and permits received. Both bodies were opposed to amending the plan or the permits. If the two trees in question are removed and the overall landscape plan is not amended to provide substantial vegetative buffering, the Town will be left with an eyesore that will severely impact the attractiveness of our Town's gateway. Despite town staff's best efforts to remedy this situation at the administrative level the State has made no change to their landscape plan. Due to the State's lack of response it is incumbent on the Town Council to suggest action at the legislative level.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to AUTHORIZE the Council President to sign and execute letters to the Governor, the RIDOT Director and our state legislative delegation objecting to the removal of trees on the salt barn site at the Dillon Rotary.

Representative Teresa Tanzi addressed the town council on the plantings and state property.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens, aye Matthew M. Mannix aye

**ADJOURNMENT:**

The meeting adjourns at 9:00 p. m.

ATTEST:



Anne M. Irons, CMC  
Council Clerk

MINUTES ACCEPTED AS  
PRESENTED/AMENDED

Anne M. Irons, CMC  
Council Clerk

A digital format is made a part of the record for a complete account of the council meeting

<https://www.youtube.com/channel/UCaXrjLKjolyaFtqVXBLwEfg>.

Statement of Conflict of Interest  
pursuant to R.I. Gen. Laws § 36-14-6

I Christopher Wilkens, holding the position of  
NARRAGANSETT TOWN COUNCILMAN, hereby under oath depose and say:  
(job title or appointed/elected position and name of board/commission/agency/department)

1. A matter involving SCHEDULING A WORK SESSION REGARDING  
is presently before THE NARRAGANSETT TOWN COUNCIL ZONING BOARD APPTS.  
(name of board/commission/agency/department)

2. I have the following interest in the matter noted in paragraph 1 above:  
I HAVE HAD BUSINESS BEFORE THE ZONING BOARD THIS YEAR

3. [Please select one of the following]:

- A. In compliance with R.I. Gen. Laws § 36-14-6(1), I hereby recuse from participating in the discussion of or taking official action relating to said matter. (This does not prohibit participation as a member of the public in an open meeting, pursuant to Commission Regulation 7003.)
- B. In compliance with R.I. Gen. Laws § 36-14-6(1), I hereby state that despite the interest described above, I believe I am able to participate fairly, objectively and in the public interest regarding said matter for the following reasons:

Signed under the penalties of perjury this 3 day of August, 2015

Christopher Wilkens  
Signature

**NARRAGANSETT TOWN COUNCIL  
WORK SESSION MEETING  
AUGUST 17, 2015 MINUTES**

At a Work Session Meeting of the Town Council of the Town of Narragansett held on Monday, August 17, 2015 at 6:40 p.m., at the Narragansett Town Hall.

Present: Matthew M. Mannix, President,

Susan Cicilline-Buonanno, President Pro Tem

Patrick W. Murray, Member

Raymond A. Ranaldi, Member

Pamela T. Nolan Town Manager

Dawson T. Hodgson, Town Solicitor

Christopher Wilkens, Member filed a recusal

Matthew M. Mannix, President calls the work session meeting to order. He stated the purpose of the meeting was to interview candidates for the Zoning Board of Review appointments. He reminded the council that it was for the two alternate positions and the seat that was held by Anthony Brunetti.

The council discusses the makeup of the committee and moving alternates up to a full position when a vacancy occurs.

The following individuals were interviewed by the town council for the Zoning Board of Review:

Joseph Paglia, current alternate member addresses the council on his experience as the alternate member.

Anthony Brunetti current member addresses the council on his experience as a member on the Zoning Board of Review for the past 10 years.

Joseph Patti, resident addressed the council on his background.

Christopher Almon, resident addressed the council on his background.

The meeting ends at 7:15 p.m.

ATTEST:



Anne M. Irons, CMC  
Council Clerk

MINUTES ACCEPTED AS  
PRESENTED/AMENDED

Anne M. Irons, CMC  
Council Clerk

Statement of Conflict of Interest  
pursuant to R.I. Gen. Laws § 36-14-6

I CHRISTOPHER WILKENS, holding the position of  
NARRAGANSETT TOWN COUNCILMAN, hereby under oath depose and say:  
(job title or appointed/elected position and name of board/commission/agency/department)

1. A matter involving INTERVIEWS OF ZONING BOARD MEMBERS  
is presently before THE NARRAGANSETT TOWN COUNCIL  
(name of board/commission/agency/department)

2. I have the following interest in the matter noted in paragraph 1 above:

I'VE HAD BUSINESS BEFORE THE ZONING BOARD THIS YEAR.

3. [Please select one of the following]:

- A. In compliance with R.I. Gen. Laws § 36-14-6(1), I hereby recuse from participating in the discussion of or taking official action relating to said matter. (This does not prohibit participation as a member of the public in an open meeting, pursuant to Commission Regulation 7003.)
- B. In compliance with R.I. Gen. Laws § 36-14-6(1), I hereby state that despite the interest described above, I believe I am able to participate fairly, objectively and in the public interest regarding said matter for the following reasons:

Signed under the penalties of perjury this 17 day of AUGUST, 2015

Christopher Wilkens  
Signature

**NARRAGANSETT TOWN COUNCIL  
REGULAR TOWN COUNCIL MEETING  
AUGUST 17, 2015 MINUTES**

At a Regular Meeting of the Town Council of the Town of Narragansett held on  
Monday, August 17, 2015 at 7:30 p.m., at the Narragansett Town Hall.

Present: Matthew M. Mannix, President,

Susan Cicilline-Buonanno, President Pro Tem

Patrick W. Murray, Member

Raymond A. Ranaldi, Member

Christopher Wilkens, Member

Pamela T. Nolan Town Manager

Dawson T. Hodgson, Town Solicitor

Matthew M. Mannix, President calls the meeting to order and leads those in attendance in Pledging Allegiance to the Flag.

**ANNOUNCEMENTS/PRESENTATIONS:**

The formal swearing in ceremony is held and the Fire Chief recognizes the recently promoted members of the Narragansett Fire Department

Probationary Firefighter Ryan Saber to Firefighter 1<sup>st</sup> Class

Probationary Firefighter Christopher Dubowski to Firefighter 1<sup>st</sup> Class

Probationary Firefighter Kyle Pezza to Firefighter 1<sup>st</sup> Class

Firefighter Kevin Tuthill to the rank of Fire Lieutenant

Matthew M. Mannix, Council President swears in the Firefighters.

**PUBLIC HEARINGS:**

**A PUBLIC HEARING on a Petition to amend Chapter 10 of the Comprehensive Plan entitled “Housing” by revising text of the 2005 Affordable Housing Plan under the heading of Policies to Promote Affordable Housing.**

**A MOTION to RECEIVE and PLACE on FILE the recommendations from the Planning Board.**

A petition and application has been submitted by William R. Landry, Esq., on behalf of 151 Ocean Road, LLC to amend the Comprehensive Plan, entitled Policies to Promote Affordable Housing.”

This matter was heard before the Planning Board on June 16, 2015 and was scheduled again to be heard on July 21, 2015.

This application was first scheduled for a June 1, 2015 public hearing and then rescheduled to July 6, 2015 and rescheduled again to August 17, 2015. On July 21, 2015, the attorney for the applicant, 151 Ocean Road, LLC, notified the town that the application for the amendment to the Comprehensive Plan was being withdrawn.

**A PUBLIC HEARING on a petition from 151 Ocean Road, LLC to amend the Zoning Ordinance, entitled Zoning, Section 7A entitled Affordable Housing.**  
**A MOTION to RECEIVE and PLACE on FILE the recommendations from the Planning Board.**

A Petition and application has been submitted by William R. Landry, Esq., on behalf of 151 Ocean Road, LLC to amend the Zoning Ordinance, entitled “Zoning”, Section 7A “Affordable Housing”.

This matter was heard before the Planning Board on June 16, 2015 and was scheduled again to be heard on July 21, 2015.

This application was first scheduled for a June 1, 2015 public hearing and then rescheduled to July 6, 2015 and rescheduled again to August 17, 2015. On July 21, 2015, the attorney for the applicant, 151 Ocean Road, LLC, notified the town that the application for the amendment to the Comprehensive Plan was being withdrawn.

**A MOTION to SCHEDULE A PUBLIC HEARING for minor text revisions to several sections of the Zoning Ordinance.**

The Community Development Department periodically reviews the Town’s Zoning Ordinance to consider minor changes in text that may relate to other regulatory provisions or need clarification in light of a real world experience. Some areas in need of minor change are brought to the staff’s attention by other departments.

This is the first time since 2007 that we are proposing text changes to our Zoning Code in a series of unrelated revisions. These “omnibus” amendments are intended to correct minor flaws in language, add efficiency and/or correct local provisions that are affected by changes in state or federal regulations. Some merely correct typographical errors. Staff suggests a public hearing date of October 5, 2015

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to SCHEDULE the PUBLIC HEARING to 10-5-15.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted REFERRED to PLANNING BOARD.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

**A PUBLIC HEARING on a Petition from Friends of S.R.I.M.S. (d/b/a/ Quest Montessori School) in conjunction with Gary and Mary C. Viera to amend Chapter 731 of the Code of Ordinances Section 3.2 Official Zoning Map of the Zoning Ordinances of the Town of Narragansett relating to Assessor’s Plat N-A, Lot 36 from R-80 to limited BB.**

**A MOTION to RECEIVE and PLACE on FILE the recommendation from the Planning Board.**

Quest Montessori School is requesting a zoning map amendment for Parcel N-A, Lot 36 which abuts the school property, Plat N-A, Lots 41B/C which is currently zoned "limited BB which allows a kindergarten and elementary school.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to OPEN the public hearing.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

James Hall, Attorney for Friends of Southern Rhode Island Montessori School, Inc. addresses the council on the request for the change of zone for Lot 36, Plat N-A from an R-80 zone to a Limited B-B zone. He notes that the school was in a contract to purchase the property and when purchased they would be able to construct an addition and have the property buffer zone with the new additional property. He gave a history of the current property and noted they were requesting that the new lot would have the same zone as the current school property and it would work out if the Montessori School owned both properties which had the same zoning and limitations. He noted that the special use would not change and there would be no additional students, no additional faculty or staff and no additional traffic. He noted that the lot would also be used for additional outdoor space with a rain garden and lawn. He also noted that engineering department has approved the onsite storm water capture which would have to be redone.

Mr. Mannix questioned why the applicant did not find a different zoning designation so the applicant wouldn't have to get a Use Variance.

Mr. Hall noted that when the original property was rezoned it was significantly reduced and was very limited.

Mr. Hall reviewed the limited uses and noted that the proposed structure was a multipurpose room to be used for theater use, indoor recreation and may be large enough for a low half court but it was not a gym. He noted in a BA Zone there would be more uses available and didn't know if that would take care of the concerns of the town council. He said the zone change would be consistent with what was done in the past and consistent with the town's conservation of the west side of Boston Neck Road.

Mr. Hall explained that the property has not yet been purchased by the school however, the addition would be paid for by the U.S.D.A. through a low interest loan and the permitting and purchase was the first step and then the funding.

Proponents and opponents were called and no one spoke for or against the application. A discussion is held with the councilmembers on a BA versus BB zone and continuing the matter for further research.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to CLOSE the PUBLIC HEARING.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens, aye Matthew M. Mannix aye

Christopher Wilkens moved Raymond A. Ranaldi seconded and it is so voted to APPROVE the Petition from Friends of S.R.I.M.S. (d/b/a/ Quest Montessori School) in conjunction with Gary and Mary C. Viera to amend Chapter 731 of the Code of Ordinances Section 3.2 Official Zoning Map of the Zoning Ordinances of the Town of Narragansett relating to Assessor's Plat N-A, Lot 36 from R-80 to limited BB.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix nay

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to RECEIVED and PLACED on FILE recommendation from the Planning Board.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye Matthew M. Mannix aye

**PLEASE SEE STENOGRAPHER TRANSCRIPT FOR MORE DETAILS**

**APPROVAL OF MINUTES:**

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is so voted to approve the July 18, 2015 Executive Session Meeting Minutes as presented.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye  
Matthew M. Mannix aye Christopher Wilkens aye

The April 20, 2015 minutes were held over until the next meeting.

**OPEN FORUM:**

**Open Forum is now held and the following individuals address the Council, viz:**

Jeffrey Dentler, Chair of the Ad Hoc Committee on URI Student Issues addressed the council and noted he had 4 points to make #1. The Committee of the 9 volunteers who worked over 10 months would appreciate more notice than a one day notice for #18 “A MOTION to DISCUSS the recommendation of the Narragansett Ad-Hoc Committee on the Rental Registration packet” which was on the agenda. #2. Item #14 “A MOTION to DIRECT Town Manager and the Chief of Police to form a Parking Committee to study problematic parking issues town wide during the summer seasons and recommend possible solutions to the Town Council” on the agenda was addressed by the committee and they offered it and they would like to offer insight on that when it goes forward. #3 If the Council approach is a working session it would be beneficial to have the Ad Hoc Committee volunteers invited and to attend should the council have the working session to address the recommendations from the 3 subcommittees offered. And #4. Suggestion is that the Town Council address the initial work session to the Zoning Committee’s recommendation first; Stanley Wojciechowski spoke on justice and spending money. He spoke of the plans for the school, roads and public safety building bonds and pension liabilities and now the library wants a new building. He said the town cannot afford to spend more money until the pension liability has a plan. He said the Library should continue to raise money and they have to wait until they have a donor as the town cannot afford another bond. He said it is not right and just to take money from the pension;

Harold Schofield said he wanted to reinforce what Jeffery Dentler has said earlier on the Ad Hoc Committee recommendations and that dates should be made available so all the members can make it to the meetings;

### **CONSENT AGENDA**

The consent agenda items were voted on with one motion with the exception of #4 which was voted separately from the other consent agenda items

- 1. A MOTION to APPROVE, RATIFY and CONFIRM the emergency repairs to the Parks Maintenance Truck #3, completed by Tasca Automotive Group, Inc., in the amount of \$2,854.62**

APPROVED, RATIFIED and CONFIRMED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

- 2. A MOTION to APPROVE, RATIFY, and CONFIRM the emergency repairs to the SCADA system at the Seaport Village Pump Station completed by Electrical Installations, Inc. (EII), in the amount of \$4,262.90.**

APPROVED, RATIFIED and CONFIRMED (Cicilline-Buonanno-Ranaldi 5/0)

- 3. A MOTION to APPROVE the list of Motor Vehicle abatements in the amount of \$587.67 and the list of Real Estate abatements in the amount of \$1,167.83.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 4. A MOTION to APPROVE the replacement of a fuel oil storage tank at the Scarborough WWTF Solids Handling Building to be completed by SmithCo Oil Service, Inc. in the amount of \$4,717.00.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 5. A MOTION to APPROVE the annual VOIP phone system hardware support and maintenance agreement with Carousel Industries, Inc., in the amount of \$5,015.68 for Fiscal Year 2015/2016.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 6. A MOTION to APPROVE the contract with Precision Concrete Cutting for sidewalk repairs/trip hazard removal, in the amount of \$5,337.00.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 7. A MOTION to APPROVE a Class F Alcoholic Beverage License for The Chamber of Commerce for September 12, 2015, at Veterans Park, Narragansett, Rhode Island, subject to state and local regulations.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 8. A MOTION to APPROVE the contract extension for Road Striping Services with Safety Marking, Inc., at their quoted unit prices for the Fiscal Year 2015/2016.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 9. A MOTION to APPROVE the waiver of interest for taxpayers in accordance with Ordinance 2010-936.**

APPROVED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

- 10. A MOTION to REFER a request from Diane Martin for a waiver of the Sewer Policy for Plat N-R, Lots 1029, 1030 and 1031 Algonquin Trail, to the Sewer Policy Committee for review.**

REFERRED (Cicilline-Buonanno-Ranaldi 5/0)

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**11. A MOTION to REAPPOINT one individual to the Zoning and Platting Board/Minimum Housing Board of Review for a 5-year term, which term will expire on July 1, 2020, and REAPPOINT two individuals as alternate members to the Zoning and Platting Board for a 1-year term to expire on July 1, 2016.**

The Zoning and Platting Board/Minimum Housing Board of Review has one seats available for reappointment. Anthony M. Brunetti has requested to be reappointed. There are also two seats as alternate members available for reappointment for which John C. Kennedy and Joseph Paglia have requested to be reappointed. Two applications are on file from Joseph L. Pattie and Christopher J. Almon. The following indicates the original board appointment and expiration dates.

<u>Name</u>	<u>Appointed</u>	<u>Expiration Date</u>
Anthony M. Brunetti	7/6/2010	7/1/2015
Joseph Paglia, Alternate	7/21/2014	7/1/2015
John C. Kennedy, Alternate	7/21/2014	7/1/2015

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.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to REAPPOINT Anthony Brunetti to the Zoning and Platting Board/Minimum Housing Board of Review for a 5-year term which term will expire on July 1, 2020 and APPOINTED Joeseeph Paglia, 1<sup>st</sup> Alternate and John Kennedy, 2<sup>nd</sup> alternate the Zoning and Platting Board for a 1-year term to expire on July 1, 2016.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Matthew M. Mannix aye, Christopher Wilkens recused

**12. A MOTION to RECEIVE and ACCEPT a reimbursable Fire Act grant from the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS) Port Security Grant Program in the amount of \$384,000.00 and approve the expenditure of funds.**

This matter was withdrawn from the agenda by President Mannix for further study.

**13. A MOTION to APPROVE the replacement of one (1) police officer due to a retirement in the department.**

Effective August 16, 2015 Patrol Officer Mark Allsup retired from the department after 24 years of service. The replacement of 1 police officer due to the retirement is needed. This will allow the police force to remain at 40 officers. Every officer and position is critical in for staffing for URI student issues, summer congestion and tourism pressures as well as maintaining the level of service for all of the various programs and community requested tasks.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to APPROVE the replacement of one (1) police officer due to a retirement in the department.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

**A MOTION to DIRECT Town Manager and the Chief of Police to form a Parking Committee to study problematic parking issues town wide during the summer seasons and recommend possible solutions to the Town Council.**

Susan Cicilline-Buonanno had placed the matter on the agenda as the town has experienced record breaking attendance of tourist and visitors this season which created parking and traffic issues throughout the area. She suggested a plan needs to be in place

for next summer however it should be sensitive to the summer beach season. She commented that the council received a lot of communication this season regarding parking issues throughout the town.

Chief Hoxsie noted that parking for the beach has spread to area neighborhoods that never had an issue before regarding parking.

A discussion is held that something needs to be done for the community signage, limited parking or restrictions. It was noted that a work session will be scheduled on the beach season and maybe that parking should be incorporated in that work session too.

Pamela Nolan that parking lots are filled up by 10:00 a.m. and residents aren't able to go to the beach and the parking should be discussed at it was related.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to CONTINUE to the MOTION to DIRECT Town Manager and the Chief of Police to form a Parking Committee to study problematic parking issues town wide during the summer seasons and recommend possible solutions to the Town Council to October 5, 2015 Meeting. It was noted it would be a staff committee.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

**14. A MOTION to RECONSIDER the vote taken on May 4, 2015 on the request from Eident Sports Marketing to conduct a new Ocean State Road Race Marathon and Half Marathon to be held on Sunday October 11, 2015 from 7:30 a.m. 1:30 p.m. subject to approval of state and local regulations.**

The Town Council approved this event on May 4, 2015. Since that time, the Parks and Recreation Department received a request from the event's organizer for a beer tent. After receiving that request Steve Wright, Parks and Recreation Director contacted me and I reviewed the race route and the original staff report from the May 4, 2015 meeting. This race will have too large of an impact on the town's resources as it will block roads and nearly half of the town on a Sunday morning. Furthermore, this event had been held in Newport in 2014 and is not being held in Newport in 2015. We need to be careful about allowing new events in town especially ones of this size and scope. In this case, the council has enough time prior to October 11, 2015 to withdraw its approval of this race because of the negative impact it will have on the town.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to reconsider the vote from May 4, 2015.

Matthew Mannix addresses the matter of the approved road race and the additional request for a beer tent. He noted he met with the Chief of Police and the Director of Parks and Recreation. He noted that police details have not been paid in other communities as

well and that was another concern and that was why the matter was back before the town council.

Christopher Alhquist and Karen Zyons representing Eident Sports Marketing addressed the council. It was noted that the beer garden was not a done deal and they were only exploring it. It was also noted that 1100 racers have signed up for the race in October. Raymond Ranaldi suggested a letter of credit list of volunteers and 10% of the detail costs be forwarded before the race.

A lengthy discussion is held on the road race issues among the council and representatives from Eident.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

**15. A MOTION to APPROVE/DENY the request from Eident Sports**

**Marketing to conduct a new Ocean State Road Race Marathon and**

**Half Marathon to be held on Sunday October 11, 2015 from 7:30 a.m.**

**1:30 p.m., subject to approval of state and local regulations.**

This is a new Ocean State Road Race Marathon and Half Marathon organized by Eident Sports Marketing of 19 Weaver Street, Newport, RI and scheduled for Sunday October 11, 2015 from 7:30 am to 13:00 pm. The race starts and finishes at Narragansett Town Beach. The Narragansett Police and Fire Departments have also reviewed the traffic plan and given their approval and will be hired for this race. A certificate of Liability

Insurance naming the Town of Narragansett as additionally insured will be provided by Eident Sports Marketing prior to the race.

Raymond A. Ranaldi moved, Susan Cicilline-Buonanno seconded and it is so voted to APPROVE the request from Eident Sports Marketing to conduct a new Ocean State Road Race Marathon and Half Marathon to be held on Sunday October 11, 2015 from 7:30 a.m. 1:30 p.m., subject to approval of state and local regulations and with public safety detail and any expenses to the town prepayment 30 days before the event, list of volunteers to be submitted to parks and recreation department and no beer tent allowed

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix nay

**16. A MOTION to SCHEDULE a work session to review and discuss beach fees, policies for the 2016 Season and capital projects with the staff, Parks & Recreation Director, and the Recreation Advisory Committee.**

Susan Cicilline-Buonanno moved Raymond A. Ranaldi seconded and it is unanimously so voted to SCHEDULE a work session to review and discuss beach fees, policies for the 2016 Season and capital projects with the staff, Parks & Recreation Director, and the Recreation Advisory Committee to 9-14-15 @ 6:00 p.m.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

**17. A MOTION to DISCUSS the recommendation of the Narragansett Ad-Hoc Committee on the Rental Registration packet.**

At the July 20<sup>th</sup> town council meeting the URI Ad Hoc Committee submitted several recommendations regarding the rental issues that arise during the academic year in town. Susan Cicilline-Buonanno placed the matter on the agenda to suggest that the rental registration portion be discussed first from the list of recommendations. Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded to DISCUSS the recommendation of the Narragansett Ad-Hoc Committee on the Rental Registration packet.

She noted that she placed the matter on the agenda. She thanked the committee for their hard for that they did for over ten months. She suggested placing the one subcommittee on the rental registration portion on the agenda to schedule a work session to discuss that recommendation only and maybe make decisions and then go forward with the other recommendations at a later time and then make decisions on them. She commented that it was time to act. She noted that she did not want to create any commotion and only wanted the council's input on that suggestion.

Matthew Mannix believed that zoning recommendation was the most important and should be done first and suggested that it should all be scheduled out and prioritized.

A very lengthy discussion is held on rental registration issues.

Susan Cicilline-Buonanno moved, Raymond Ranaldi seconded and it is unanimously so voted to amend the motion to include a lay out of a roadmap of a schedule.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye,  
Christopher Wilkens aye, Matthew M. Mannix aye

**18. A MOTION to APPROVE the installation of a new drainage structure  
and swale on Spring Cove Road by George Sherman Sand and Gravel  
Co., Inc., in the amount of \$11,460.00**

Spring Cove Road is a steep hill that ends at the bottom which creates severe ponding in the road with no outlet. In the summer, the ponding stays for days and up to weeks, making it haven for mosquitoes. In the winter months, it makes for severe icing, walking and driving hazard. DPW has obtained the permitting from CRMC to proceed with the installation of this drainage system. 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.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to APPROVE the installation of a new drainage structure and swale on Spring Cove Road by George Sherman Sand and Gravel Co., Inc., in the amount of \$11,460.00. Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

**19. A MOTION to AWARD the bid for the Purchase of a Manual Salt Brine System to the sole bidder, GVM, Inc., in the total amount of \$20,320.00.**

This bid was for the purchase of a new salt brine system and necessary accessories for the Public Works Department. As part of the DPW Winter Operations Plan the use of Salt Brine will be very valuable. The application of liquid anti-icing materials prior to the accumulation of snow utilizes significantly less salt compared to pre-treating road surfaces with dry salt and it can be applied to paved surfaces well ahead of the arrival of the storm. Because the application of liquid brine can be done well ahead of the storms arrival, it can be applied during regular working hours utilizing straight-time labor, as opposed to granular application which must be timed to coincide with storms arrival (which usually entails the use of drivers on overtime). Request for bids was advertised in

the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Three vendors were solicited and only one responded. GVM, Inc. is proposing their ABS-1500 system, which the DPW staff has reviewed and is satisfied that it will meet the needs of the department. GVM, Inc. also included four (4) hours of brine training for DPW operators, at no additional charge. Funding is available in the Highway Division Capital Improvement Account for Equipment #00200710 57071.

Christopher Wilkens moved, Susan Cicilline-Buonanno seconded and it is unanimously so voted to AWARD the bid for the Purchase of a Manual Salt Brine System to the sole bidder, GVM, Inc., in the total amount of \$20,320.00.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

**20. A MOTION to APPROVE the design and permitting professional services contract with BETA Group, Inc. for drainage upgrades/designs for Lake Road, in the amount of \$34,900.00.**

The Department of Public Works seeks to improve the conditions in the area by supplementing the existing 10" outlet pipe with a three-sided concrete culvert box at the east end of the swale(beneath Pawnee Tr.), which will discharge to a vegetated swale to be located along the north shoulder of Lake Road. The swale will run to the existing

stream east of Pawnee Tr., which crosses through an existing culvert beneath Lake Rd. before entering wetland associated with Wesquage Pond. The existing 10" discharge pipe will remain as an emergency overflow pipe from the swale. BETA Group, Inc. is currently designing the entire Town's new road infrastructure associated with the Road Improvements Project. Funding is available in the Street Improvement Capital Projects Account, # 0022 50201, Professional Services.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to APPROVE the design and permitting professional services contract with BETA Group, Inc. for drainage upgrades/designs for Lake Road, in the amount of \$34,900.00.

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

**21. A MOTION to APPROVE the recommendations of the Sewer Policy Committee relative to the granting of waivers for Plat F, Lot 4 (Sweenor Builders) and Plat T, Lots 187-192 (Richard DiNobile).**

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 August 3, 2015 to consider the following requests for relief, and made the recommendations noted therein.

*Applicant – Sweenor Builders, Inc.*

The applicant intends on developing three (3) single family house lots on the west side of Ocean Road, between Anna Olivo Court and Hazard Avenue. The northerly most lot has frontage on a public existing sewer line on Anna Olivo Court, and as such is eligible to connect without any Sewer Policy waiver. The remaining two (2) lots need Sewer Policy waivers, as extensions are currently not allowed within the area tributary to the Regional WWTF. At the SPC meeting of August 3, 2015, the applicant argued that the required preservation of specimen trees limited the available area for an On-site Wastewater Treatment System (OWTS) to be installed, and that these two (2) lots would be a “gap” between the existing sewer on Anna Olivo Court and the sewer that was installed (following a previous Council waiver) for the school at the Hazard Castle property. The SPC concurred with the argument, and is recommending that a waiver be granted allowing for the two (2) lots to be connected. The specific waiver would be to allow for a private sewer extension to be installed for the lots in question. It was noted that a Sewer Lot Development Fee (SLDF) of \$3,500.00 per unit would apply, under the current Code of Ordinances, as well as the Inflow\Infiltration (I/I) removal fee of \$3,330.00 per unit as required by the Sewer Policy. For the lot that already has frontage, only the Sewer Lot Development Fee will apply, as no relief is needed from the Sewer Policy.

**Applicant – Richard DiNobile, Plat T, Lots 187-192**

The applicant owns vacant property in the plat that includes Baltimore, Pennsylvania, and Rhode Island Avenues, on the west side of Ocean Road between Clarke Road and the

Christian Brothers property. The closest public sewer is on Clarke Road, roughly 1,100 feet away. The following points were discussed with the applicant:

1. The Town does not install neighborhood sewer systems unless a majority of the property owners petition the Town Council to do so, and even that does not create an obligation on the part of the Town to move the project forward. To that point, over the last two (2) years, two (2) neighborhoods have petitioned the Council for sewers, and the Council has decided not to take action, as they did not want the Town to incur any more long term debt. Public sewer projects are financed over twenty (20) years, and even though they are paid for by the benefitting property owners only, the debt still counts against the Town's credit rating.
2. Back in 2006, a resident in this neighborhood conducted an informal survey of the property owners to determine interest in petitioning the Town Council to install sewers. The petition effort failed, as the property owners (at that time) were apparently concerned about the possibility of "over development" that might come about once sewers were installed – in other words, sub-standard lots would probably be buildable once sewers were in place. As such, no formal request for sewers was ever made to the Town.
3. The applicant can petition the Town (through a waiver of the Sewer Policy) to install the sewers on his own, but the expense would be so considerable that it may not be a feasible option at all. He would need to design and install a system that is sized to accommodate the tributary area (as if it were a Town project), not just a

4. minimum system for his property alone. In this case, that would involve over 1,000 feet of sewer main sized for the neighborhood as a whole.
5. Under the Town's Code of Ordinances, a private party that finances a sewer extension within a public right-of-way must then turn the system over to the Town as a "public sewer" once it has been completed. Abutting property owners may then apply to the Town to connect –those property owners do not have to prove a failed OWTS, and the connection is optional. However, in fairness to the original party that installed the line, the Town did adopt a cost recovery ordinance a number of years ago – Section 78-333. This ordinance allows the original installing party to recover a pro-rata share of the sewer construction cost from abutters for a period of five (5) years from the date of the sewer waiver approval. This cost recovery process is in addition to the Town's own Sewer Lot Development Fee requirements for all connections (\$3,500 per unit for residential connections, payable over four (4) years, with interest, with the first payment due upon application to connect).
6. It would be appropriate for the Town to review the development potential of the neighborhood in terms of zoning and comprehensive plan issues. This is part of the discussion related to Item Number 2 above (potential build-out).

Discussion included asking the Department of Community Development and/or the Planning Board for input as to the potential development of the neighborhood, recognizing that once sewers are installed, previously "unbuildable" lots may now be indeed buildable.

The applicant requested a “soft” approval in order to be able to conduct research into the current neighborhood attitude towards a sewer project. While Sewer Policy relief is not specifically needed for this, the SPC did agree to endorse the request to the point of saying that they would support the concept of a future sewer project for the neighborhood. The Department of Community Development \ Planning Board would be asked to weigh in on the development potential of the neighborhood as part of this process.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi seconded and it is unanimously so voted to APPROVE the recommendations of the Sewer Policy Committee relative to the granting of waivers for Plat F, Lot 4 (Sweenor Builders) and Plat T, Lots 187-192 (Richard DiNobile).

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

**22. A MOTION to INTRODUCE, READ and ACCEPT as a First Reading  
An Ordinance in Amendment of Chapter 58, Article II (Town  
Employees) of the Code of Ordinances of the Town of Narragansett  
entitled “Retirement and Pensions”.**

Chapter 58 “Retirement and Pensions” of the Code of Ordinances describes the rules and procedures regarding retirement and pensions including death benefits.

This Act addresses the application of the death benefit provision of the Narragansett pension ordinance to the circumstances of an active employee who dies while discharging

vacation time, after his or her retirement application is approved and the employee has completed their work for the town.

The Act allows a deceased employee in such specific circumstances up to 30 days of accrued vacation time to be applied to the employee's death benefit calculation.

Susan Cicilline-Buonanno moved, Raymond A. Ranaldi Seconded and it is unanimously so voted to INTRODUCED, READ and ACCEPT as a First Reading An Ordinance in Amendment of Chapter 58, Article II (Town Employees) of the Code of Ordinances of the Town of Narragansett entitled "Retirement and Pensions".

Raymond A. Ranaldi aye, Susan Cicilline-Buonanno aye, Patrick W. Murray aye, Christopher Wilkens aye, Matthew M. Mannix aye

**ADJOURNMENT:**

The meeting adjourns at 10:15 p. m.

ATTEST:



Anne M. Irons, CMC  
Council Clerk

MINUTES ACCEPTED AS  
PRESENTED/AMENDED

Anne M. Irons, CMC  
Council Clerk

A digital format is made a part of the record for a complete account of the council meeting

<https://www.youtube.com/channel/UCaXrjLKjolyaFtqVXBLwEfg>.

Statement of Conflict of Interest  
pursuant to R.I. Gen. Laws § 36-14-6

I CHRISTOPHER WILKENS, holding the position of  
MARRAGANSETT TOWN COUNCIL MEMBER, hereby under oath depose and say:  
(job title of appointed/elected position and name of board/commission/agency/department)

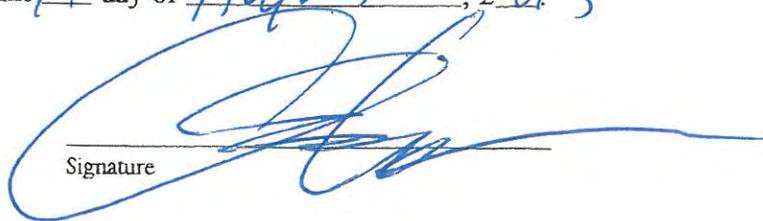
1. A matter involving APPOINTMENT TO ZONING BOARD  
is presently before THE MARRAGANSETT TOWN COUNCIL.  
(name of board/commission/agency/department)

2. I have the following interest in the matter noted in paragraph 1 above:  
I HAD BUSINESS BEFORE THE ZONING BOARD.

3. [Please select one of the following]:

- A. In compliance with R.I. Gen. Laws § 36-14-6(1), I hereby recuse from participating in the discussion of or taking official action relating to said matter. (This does not prohibit participation as a member of the public in an open meeting, pursuant to Commission Regulation 7003.)
- B. In compliance with R.I. Gen. Laws § 36-14-6(1), I hereby state that despite the interest described above, I believe I am able to participate fairly, objectively and in the public interest regarding said matter for the following reasons:

Signed under the penalties of perjury this 17 day of AUGUST, 2015

  
Signature

**GIRL SCOUT WEEK  
MARCH 6 – MARCH 12, 2016**

**WHEREAS,** Saturday, March 12, 2016 marks the 104<sup>nd</sup> anniversary of Girl Scouts of the U.S.A., founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and

**WHEREAS,** through Girl Scouting, girls grow in courage, confidence and character, and learn to make the world a better place; and

**WHEREAS,** throughout its long and distinguished history, Girl Scouts – the pre-eminent organization for girls – has inspired millions of girls and women with the highest ideals of character, conduct and patriotism; and

**WHEREAS,** Girl Scouting takes an active role in increasing the interest and skill levels of today's youth in math, science and technology careers and to fulfill our country's economic needs; and

**WHEREAS,** through participation in Project Undercover, a council wide community service project, every girl will learn that she can make a change for the better in her community; and

**WHEREAS,** the Girl Scout cookie sale is the world's largest girl-led business, teaching financial literacy to girls of all ages.

**WHEREAS,** the Girl Scouts of Southeastern New England which serves 12,000 girls in the Rhode Island area will be celebrating 103 years of an American tradition with more than 3.4 million current Girl Scout members nationwide.

**NOW, THEREFORE WE THE TOWN COUNCIL OF THE TOWN OF NARRAGANSETT** do hereby proclaim the week of March 6-12, 2016 as Girl Scout Week in the Town of Narragansett and urge our citizens to support Girls Scouts in their endeavors.

**WITNESS,** my hand and the official seal of the Town of Narragansett, County of Washington, State of Rhode Island, this 7<sup>th</sup> day of March 2016.

**TOWN OF NARRAGANSETT**

Matthew Mannix, Town Council President

**ATTEST:**

Anne M. Irons, CMC, Town Clerk

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

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

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

**Date Prepared:** January 19, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeff Ceasrine, Acting Town Manager

**FROM:** Scott Partington, Fire Chief

**SUBJECT:** Promotion

**RECOMMENDATION:**

To formally swear in and recognize the recently promoted member of the Narragansett Fire Department

**SUMMARY:**

The Narragansett Fire Department would like to formally recognize the following promotion:

Probationary Firefighter Raymond Deckel to Firefighter 1<sup>st</sup> Class

**NARRAGANSETT HIGH SCHOOL  
BOYS BASKETBALL TEAM**

**WHEREAS,** on February 26, 2016 the Narragansett High School Boys Basketball Team won the Rhode Island Interscholastic Division II State Title; and

**WHEREAS,** this has been an exciting, hard-fought and successful season and we are proud of the record the Mariners have earned; and

**WHEREAS,** the excellent performance, dedication and commitment of these basketball players, along with their coaching staff have proven to be a source of admiration and inspiration to the citizens of Narragansett;

**NOW, THEREFORE THE TOWN COUNCIL OF THE TOWN OF NARRAGANSETT** extend our pride in the Mariner's accomplishment and our appreciation for the fine publicity they have brought to our community by their good sportsmanship and inspired team play.

**WITNESS,** my hand and the official seal of the Town of Narragansett, County of Washington, State of Rhode Island, this 7<sup>th</sup> day of March, 2016 .

**TOWN OF NARRAGANSETT**

Matthew M. Mannix, Town Council President

**ATTEST:**

Anne M. Irons, CMC, Town Clerk

**NARRAGANSETT PIER SCHOOL  
BOYS BASKETBALL TEAM**

**WHEREAS,** the Middle School Boys Basketball Team won the Rhode Island Middle School State Championship; and

**WHEREAS,** the Pier Middle School Boys Basketball Team, under Coach Tom Tessitore is to be recognized and honored for their outstanding 2016 basketball season; and

**WHEREAS,** by its extraordinary efforts, this dynamic team has won the Middle School State Title and ended the season with an amazing record of 17-0; and,

**WHEREAS,** the excellent performance, dedication and commitment of these basketball players, along with Coach Tessitore have proven to be a source of admiration and inspiration to the citizens of Narragansett;

**NOW, THEREFORE THE TOWN COUNCIL OF THE TOWN OF NARRAGANSETT** honors the Pier School Boys Basketball team for their outstanding achievements and commends them for their display of sportsmanship and leadership.

**WITNESS,** my hand and the official seal of the Town of Narragansett, County of Washington, State of Rhode Island, this 7<sup>th</sup> day of March, 2016.

**TOWN OF NARRAGANSETT**

Matthew M. Mannix  
Town Council President

**ATTEST:** \_\_\_\_\_  
Anne M. Irons, CMC, Town Clerk

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

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

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

**Date Prepared:** February 29, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeffry Ceasrine, Acting Town Manager  
**FROM:** Michael DeLuca, Community Development Director  
**SUBJECT:** Comprehensive Plan – Schedule Public Hearing

**RECOMMENDATION:**

A motion to SCHEDULE A PUBLIC HEARING on the draft Comprehensive Plan.

**SUMMARY:**

The Planning Board with their consultant, the Horsley Witten Group, (HWG) has been working on the preparation of a new Town Comprehensive Plan for the past 3+ years. In that time they have conducted numerous workshops, special meetings and public hearings to determine the Town's current condition and its future public needs and direction.

The first product of this work was a "**Baseline Report**" of background information and formative issues on which the Plan is based. This report has been reviewed , revised and accepted by the Planning Board.

Last year HWG drafted new text of the plan (**The Roadmap**) because it will set the direction for policy decisions in the future. Draft #2 of the Plan was discussed by the Planning Board and Town Council in work sessions held on January 26, 2015, March 23, 2015, April 7, 2015 and May 11, 2015. Following this discussion the Planning Board held two full public hearings addressing the **Roadmap** and its associated **Action Plan** on September 10, 2015 and October 15, 2015.

Comments from the public and Town Council were considered in the formulation of revisions that resulted in Draft #3 of the Comprehensive Plan, (**Roadmap and Action Plan**) which was approved by the Planning Board at a special meeting on February 25, 2016. Copies of these documents will be distributed in the next 2 weeks.

In accordance with RI General Laws Section 45-22.2, the Town must hold a public hearing on the matter before adoption of any plan or revision thereto. The Staff requests the Town Council set aside one or more special evenings to hold a public hearing on the Plan.

Staff suggests the hearing be held in late April or early May to allow sufficient time for public notice.

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 01**

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

**Date Prepared:** February 19, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeffrey Ceasrine, Town Manager

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

**SUBJECT:** Request to Transport a Modular Home through Narragansett to  
94 Allagash Road, Plat N-R Lot 1220

**RECOMMENDATION:**

That the Town Council grants permission to Richard Boutiller and CRM Modular Homes, to move a modular home over the streets of Narragansett to 94 Allagash Road, Plat N-R Lot 1220 sometime in the month of April 2016 , subject to local and state regulations.

**SUMMARY:**

Richard Boutiller has applied for a building permit to demolish an existing house and replace with a modular home from CRM Modular Homes. They are seeking permission to have the modular 4 box home transported on Route 1, Route 138 to Boston Neck Road to the Bonnet Shores area to 94 Allagash Road in Narragansett, Plat N-R, Lot 1220 with an estimation of sometime during the month of April, 2016.

**ATTACHMENTS:**

1. Letter from CRM Modular Home
2. Building Application Permit



**Modular Homes**

February 7, 2016

Town of Narragansett  
Town Council  
25 Fifth Ave  
Narragansett RI 02882

To Whom It May Concern;

I am requesting to bring a modular home into the town.  
This four box modular home is going to be built at lot 94 Allagash Rd  
Narragansett

The house will be delivered via Rt. 1. To Rt. 138, to Boston Neck Rd, into Bonnet  
Shores  
Estimated time of delivery April 2016

Thank you for your consideration;  
Carol O'Donnell

CRM Modular Homes.com  
2143 Hartford Ave Johnston RI 02919  
401-339- 4903 401-934-1650  
Fax: 401-539-8193  
e-mail: CRMModularhomes@aol.com

Post # 911

POST THIS CARD SO IT IS VISIBLE FROM STREET

# BUILDING PERMIT

Fee Paid: \$ 1163.84  
Received By: \_\_\_\_\_  
Date Granted: 11  
Numerical Code: \_\_\_\_\_  
Permit Number: 20

Richard Bortolier

BCRB No. (If Applicable) 7871

THIS CERTIFIES THAT

has permission to

demolish / construct 42x28 modular  
home / deck 20x15 A, PIR Zoning by-law

Located at

9441991K Plat/Map APPROX / BUCK 857 P 47C Lot/Block 1220 Parcel/File 1056  
TRAIL

provided that the person accepting this Permit shall in every respect conform to the terms of the application on file in this office and to the provisions of the Statutes and Ordinances relating to Zoning, Construction, Alteration and Maintenance of Buildings in the municipality and shall begin work on said building within SIX MONTHS from the date hereof and prosecute the work thereon to a speedy Completion.

Any person who shall violate any of the Statutes and Ordinances relating to Zoning, Construction, Alteration and Maintenance in the municipality shall be punished by penalties imposed by the State Building Code and Local Zoning Ordinances.

SILT FINIC  
BSFA APPROV  
TOWN COUNCIL  
TRANSPORT APPROV

ASANTILLI  
Building Official  
800/PARK  
STONC/GRAV

Work shall not proceed until the inspector has approved the various stages of construction

## BUILDING INSPECTION APPROVALS:

STAGE OF CONSTRUCTION	SIGNATURE	STAGE OF CONSTRUCTION	SIGNATURE
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	8. _____	_____

**This Permit must be returned for Certificate of Occupancy.**  
On remote sites this card may be kept within the contractor's vehicle, readily available for inspection.

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

CC: 02

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

Date Prepared: February 22, 2016  
Council Meeting Date: March 7, 2016

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**TO:** Honorable Town Council  
**FROM:** Jeffry Ceasrine, Acting Town Manager  
**SUBJECT:** Waiver of Interest on Late Tax Payments

**RECOMMENDATION:**

That the Town Council approve the waiver of interest for taxpayers in accordance with Ordinance 2010-936.

**SUMMARY:**

The Town Council adopted Ordinance No. 2010-936 on September 20, 2010, that allows the waiver of interest penalties for taxpayers in certain circumstances. Under the current ordinance, taxpayers who are residents of the town and can demonstrate that they have had five years of on time tax payments are eligible to request a one-time waiver. The waiver of interest cannot exceed \$500. The ordinance authorizes the Town Council to approve the waiver interest of taxpayers who request the waiver as far back as July 1, 2008.

The Town Council is being asked to abate the interest penalties for the following taxpayers:

David, Brian & Elena Kwetkowski & Joan Ricciuti	25 Anna Olivo Court	\$67.28
John & Christine Blainey	40 Overlook Road	\$47.05
Joan Petracca	40 Houston Avenue	\$54.71

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 03 \_\_\_\_\_  
Amend No. \_\_\_\_\_**

**Date Prepared:** February 24, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeff Ceasrine, Interim 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 \$8,395.82.

**SUMMARY:**

This Real Estate abatement concerns:

- (1) A Tax Appeal was filed with the Tax Assessment Board of Review; upon discussion and review of this property, an adjustment was made to the account and a change to the property will be applied for the 2015 tax 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 abatement.



**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 04**

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

**Date Prepared:** February 16, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeff Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** Narragansett Little League Parade

**RECOMMENDATION:**

That the Town Council approves the request from the Narragansett Little League for their annual Opening Day Parade to be held on Saturday April 30, 2016 at 11:00 am, subject to approval of state and local regulations.

**SUMMARY:**

The Narragansett Little League is once again requesting permission for its annual opening day ceremonies and parade from the Sprague Park Tennis Courts along Kingstown Road to the Little League Field at Sprague Park on Saturday April 30, 2016 beginning at 11:00 am with a rain date of Sunday May 1, 2016. The parade includes approximately 29 teams including players and managers. These ceremonies kick off the 2016 Little League season, with activities, introductions, and honoring the previous season's awards winners.

**ATTACHMENTS:**

1. Application for Special Use
2. Proposed Course Map

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

**APPLICATION FOR SPECIAL USE**

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

TODAY'S DATE 2/11/16

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

1. NAME OF APPLICANT ~~NARRAGANSETT LITT~~ JEFF ABRAMS
2. ORGANIZATION NARRAGANSETT LITTLE LEAGUE
3. ADDRESS PO Box 179 NARRAGANSETT R2 02882  
E-MAIL JEFFABRAMS@ALLSTATE.COM
4. TELEPHONE (401) 885-6110 (Bus) 401-323-2225 (cell)
5. NATURE OF EVENT LITTLE LEAGUE OPENING DAY
6. DATE REQUESTED 04/30/2016
7. TIME: 11Am- 12 pm
8. SITES, AREA, BUILDING REQUESTED from Kingstown / Mumford intersection
9. COURSE LAYOUT to 179 Kingstown Rd (Sprague Park)  
MAP OF COMPLETE COURSE ROUTE MUST BE ATTACHED.
10. WHO WILL PARTICIPATE IN THE RACE LITTLE LEAGUE PLAYERS / MANAGERS / COACHES
11. NUMBER OF PARTICIPANTS Approx 240 SPECTATORS Approx 200 INVITED  
GUESTS
12. WILL THERE BE ANY VOLUNTEERS? YES IF YES, HOW MANY 20/30
13. WILL PARTICIPANTS OBTAIN ACCESS BY:
  - CAR (ESTIMATE NUMBER) 100
  - BUS (ESTIMATE NUMBER OF PASSENGERS) 0
14. DESCRIBE IN DETAIL ANY SPECIAL SERVICES REQUESTED NONE  
Police / Fire / Council members Along with Parks  
& REC officials will be invited
15. WILL THERE BE ANY ADVERTISING USED? NO IF YES, WHAT TYPE \_\_\_\_\_
16. WOULD YOU LIKE THIS EVENT ADVERTISED ON OUR WEB SITE? SURE
17. ANY VENDORS PROVIDING SERVICES? No 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: LITTLE LEAGUE OPENING DAY PARADE

DATE 2/11/16

Conditions of Application Accepted [APPLICANT]

[Signature]  Accept Denied DATE 2/12/16  
Parks Director

PER EMAIL  Accept Denied DATE 2/12/16  
Public Works Director

PER EMAIL  Accept Denied DATE 2/12/16  
Police Chief

PER EMAIL  Accept Denied DATE 2/12/16  
Fire Chief

\_\_\_\_\_  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)

# Google Maps 179 Kingstown Rd



Imagery ©2016 Google, Map data ©2016 Google 200 ft

## 179 Kingstown Rd

Narragansett, RI 02882

### At this location

**Narragansett Little League**  
 Youth Organization · Kingstown Rd

**Narragansett Tennis Courts**  
 Tennis Court · Kingstown Rd



**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 05**

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

**Date Prepared:** February 3, 2016  
**Council Meeting Date:** February 16, 2016

---

**TO:** Jeff Ceasrine, Acting Town Manager

**FROM:** Steve Wright, Director Parks and Recreation

**SUBJECT:** Vet Surf Day

**RECOMMENDATION:**

That the Town Council approves the request from Ampsurf to conduct a one day free surfing event for disabled veterans at the Town Beach on June 11, 2016 from 7:00 am to 1:00 pm subject to approval of state and local regulations.

**SUMMARY:**

AmpSurf is a 501-3 c non-profit organization dedicated in 2003 to helping disabled veterans, adults and children through adaptive surfing and other outdoor activities. With the assistance of the Veterans Administration in Boston AmpSurf is sponsoring this event in Narragansett. There is expected to be approximately 12 to 20 disabled participants and approximately 2 to 3 volunteers for each participant as they enter the water. The volunteer's will be comprised of "Primary Volunteers" experienced surfers some who are former lifeguards and or have taught others to surf in various capacities. All participants will be required to sign liability waivers and AmpSurf will provide Liability Insurance naming the Town of Narragansett as additionally insured prior to the event.

**ATTACHMENTS:**

1. Application for special use
2. Request letter



# Narragansett Parks & Recreation

170 Clark Road  
Narragansett, RI 02882  
401-782-0658

Organization (If applicable): Amp Surf

Contact Person: Mike Tubridy Phone: (617) 513-6074 Fax: \_\_\_\_\_

Email: mtubridy@yahoo.com Date of Birth: 8/9/55

Address: 81 East Shore Rd Town: Narragansett Zip: 02882

Time requested must include preparation and cleanup. Facility request is not approved until you receive signed confirmation from the Parks and Recreation Department.

Event: Vet Surf Day (Number of Participants & Volunteers) approximately 50-60

Dates: June 11, 2016 Start Time: 7:00 am End Time: 1:00 pm

Please give a brief description of your event (Please attach further documentation if needed):

See Attached

### Requested Facility(s)

- Big Sprague
- Clarke Road
- Little Sprague
- Boon Street
- Eastwood Look
- Lights will be needed at the facility I am requesting
- Tennis Building
- Christofaro Park
- George C near
- Town Beach surfing area
- Other

### Area(s) Requested

- Baseball Field
- Lower Soccer Field
- Upper Soccer Field
- Basketball Court
- Tennis Court
- Playground Area

### Participation Waiver

In consideration of the use of a Narragansett Parks and Recreation Facility, I hereby waive, release and discharge any and all claims for damages for death, personal injury, or property damage which I may have, or which hereafter accrue to me as a result of my use of the reserved facility. This release is intended to discharge in advance the Town of Narragansett, and all of its officers, agents and employees from and against any and all liability arising out of or connected with the use of said facility. It is understood by my signature below that I have agreed that this waiver, release and assumption of risk is to be binding on my heirs, personal representatives, next of kin, spouse and assigns. The signature below indicates the requesting group or individual it is in agreement with all Narragansett Parks and Recreation facility use procedures and the participation waiver.

**Note: Permit may be revoked at any given time by this department**

In consideration of the issuance of this permit, the above agrees to pay for any and all damages that may be incurred in connection with use of same.

Fee Due: N/A

Signature: Mike Tubridy Date: 1/10/16

Director's Signature: Stacy Z. Wright Date: 2/3/16

## VetSurf Day

We are planning surfing clinic for disabled veterans on Saturday June 11, 2016. It is being organized through AmpSurf, a 501-3(c) non-profit organization, based in Pismo Beach CA (<http://ampsurf.org>) and with the assistance of the Veterans Administration in Boston. AmpSurf was organized in 2003 and is dedicated to helping disabled veterans, adults and children through adaptive surfing and other outdoor activities. AmpSurf has been doing these type of events for over 10 years on both the west and east coasts. There is expected to be approximately 12 – 20 disabled participants and approximately 2 – 3 volunteers for each participant as they enter the water. The volunteers will be comprised of 'Primary Volunteers' who are physical or occupational therapists and 'Secondary Volunteers' who are primarily local, experienced surfers some who are former lifeguards and/or have taught others to surf in various capacities. It is expected that the time frame from set-up to break down will be from approximately 7:00 am to 1:00 pm. Here is a typical clinic schedule –

- 7:00 a.m. – Setup crew arrives
- 7:30 a.m. – All other volunteers arrive
- 7:45 a.m. – Volunteers briefing (all water staff must be present)
- 8:00 a.m. – Participants arrive – Meet, greet and suit up
- 9:00-9:30 a.m. – Dry land instruction
- 9:30-11:30 a.m. – In-water surf instruction
- 11:30-12:00 p.m. – Free surf
- 12:00-1:00 p.m. -Lunch and tear down

Here is the link to a TED Video explaining the benefits of this event -

<http://www.youtube.com/watch?v=WI6stMIEVgk>

Here's how it works:

Voting is restricted to one vote per person per day.

Voting will close at midnight on Thanksgiving Day, November 26th, 2015.

Winners will be announced in December.

The organization with the highest number of votes will be awarded \$5,000; second place will receive \$2,250; third place will receive \$1,000. All other organizations will receive a \$250 donation.

# WELCOME TO AMPSURF

## Mission

AmpSurf™ is a 501(c)(3) non-profit organization established to Promote, Inspire, Educate, and Rehabilitate (PIER) all people with disabilities and their families through adaptive surfing and other outdoor activities.

## Vision

All people with disabilities will experience the freedom of adaptive sports without limitations.



<http://ampsurf.org/wp-content/uploads/2015/02/ampsurf.png> Who We Serve

One in five Americans struggle with a life-long disability. Nearly two million men and women have served our country in Iraq and Afghanistan. They are coming home looking for ways to feel whole again and to fit back in to normal life. Whether they are an amputee, visually impaired, suffer from PTS (post traumatic stress), or have quadriplegia. Whether they served in WWII, Korea, Vietnam, the Gulf war, Iraq or Afghanistan. Whether they are an autistic child or a young woman who has lost a limb to cancer, AmpSurf™ offers a unique program to bring the healing power of the ocean and adaptive surfing together for an experience that is both mentally and physically one of the best forms of rehabilitation on the planet.

Our goal is simple, we want to help our disabled veterans, adults and children focus on their abilities not their disabilities. To do this we strive to Promote, Inspire, Educate, and Rehabilitate (PIER™) these great Americans and the public by providing a quality program and the opportunity for the participants and volunteers to come together and feel the joy and healing of



One Time Sponsor:



Unsubscribe

<https://www.paypal.com/cgi-bin/webscr?cmd= subscr-find&alias=CP8VZ5DGL3QKU>

GET INVOLVED

VOLUNTEER  
<http://ampsurf.org/volunteer/>

PARTICIPATE  
<http://ampsurf.org/participant-registration/>

2016 Events coming soon!!! Last of 2015 events below.

7:30 am – 7:30 pm, October 17, 2015 – North County Poker Run  
October 17th, 2015  
10:00 am – 3:00 pm, November 11, 2015 – Thank A Vet Month

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 06**

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

**Date Prepared:** February 12, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeff Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** Approval of 2016 "Movies on the Beach" Sponsorship

**RECOMMENDATION:**

That the Town Council approves the sponsorship agreement with South County Hospital as per attached for the 2016 "Movies on the Beach" summer series.

**SUMMARY:**

For the 7th consecutive year and based on the popularity of the past six seasons, the Parks Department has entered into preliminary agreement with South County Hospital to sponsor "Movies on the Beach" summer series. This program is designed to provide families a unique opportunity to experience a quality family movie on the beach for four [4] Wednesdays starting in late July and running through August at no cost. As part of the agreement the town is providing South County Hospital naming rights for promotional materials for the series as listed in the attachment.

Funding for this program is being paid entirely by South County Hospital excluding seasonal staffing costs for the four [4] nights and miscellaneous expenses which is estimated at \$400.00 for the entire 2016 series. Account # 34-50202 Professional Services will be utilized to procure the movies, set-up, advertising costs and be reimbursed by the South County Hospital as per attached contract.

**ATTACHMENTS:**

1. 2016 Title Sponsorship Contract with South County Hospital

# 2016 Title Sponsorship Contract

Seventh annual *Movies on the Beach* summer series.

## Presented to South County Hospital



Platinum/Title Sponsor – \$4,000.

- Receives recognition as *Movies on the Beach* presented by: *your company name here*.
- Sponsorship exclusivity as a health care provider
- Your banner prominently displayed on the deck of the North Beach Clubhouse during each movie night. (4)
- 60 second ad played on the movie screen pre-movie and during intermission on each of the four movie nights.
- Name and logo prominently placed on the town of Narragansett's website as title sponsor.
- Name and logo placed on all promotional material.
- Name and logo printed in the town of Narragansett's summer brochure as title sponsor.
- Access to distribute promotional material during each movie night. (4)
- Certificate of appreciation acknowledging your level of sponsorship.
- Two reserved parking spaces in the North lot for each movie night.

The Town of Narragansett agrees to provide the above services in return for a Sponsorship fee of \$4000.00 to be paid at the start of the movie series.

---

Print  
Martha Murphy  
Marketing & Public Relations  
South County Hospital

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Print  
Steve Wright  
Director, Parks and Recreation

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Sign  
Martha Murphy  
Marketing & Public Relations  
South County Hospital

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Sign  
Steve Wright  
Director, Parks and Recreation

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 07 \_\_\_\_\_**

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

**Date Prepared:** February 12, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeff Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** Approval of 2016 "Music on the Beach" Sponsorship

**RECOMMENDATION:**

That the Town Council approves the sponsorship agreement with Belmont Market as per attached for the 2016 "Music on the Beach" summer concert series.

**SUMMARY:**

For the 2016 season the Parks Department has entered into preliminary agreement with Belmont Market to sponsor Monday night "Music on the Beach" summer concert series. This program is designed to provide families a unique opportunity to experience quality music on the deck of the North Beach Clubhouse for seven [7] Mondays in July & August at no cost. As part of the agreement the town is providing Belmont Market naming rights for promotional materials for the series as listed in the attachment.

Funding for this program is being paid entirely by Belmont Market. Account # 34-50202 Professional Services will be utilized to procure the bands, advertising costs and be reimbursed by the Belmont Market as per attached contract.

**ATTACHMENTS:**

1. 2016 Title Sponsorship Contract with Belmont Market

## 2016 Title Sponsorship Opportunity

Fourth annual *Music on the Beach* summer series.



### Sponsorship Package – \$3,000.

- Receives recognition as *Music on the Beach* presented by: “*Belmont Market*” on all promotional material created to advertise the event.
- Sponsorship exclusivity.
- Your banner prominently displayed on the deck of the North Beach Clubhouse during each music night (7).
- Name and logo prominently placed on the Town of Narragansett’s website as title sponsor of Music on the Beach.
- Name and logo printed in the Town of Narragansett, Parks & Recreation summer brochure as title sponsor. (3,000 Printed and distributed throughout the community)
- Ability to distribute promotional material advertising your company during each music night (7).

The Town of Narragansett agrees to provide the above services in return for a Sponsorship fee of \$3000.00 to be paid prior to the Music series start date.

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Print  
Jack Siravo  
Owner, Belmont Market

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Print  
Steve Wright  
Director, Parks and Recreation

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Sign  
Jack Siravo  
Owner, Belmont Market

---

Sign  
Steve Wright  
Director, Parks and Recreation

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 08**

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

**Date Prepared:** February 10, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeff Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** The Northeast Sand Sculpting Championship

**RECOMMENDATION:**

That the Town Council approves the request from Four Corners Events to partner with the Parks and Recreation Department to conduct a new Northeast Sand Sculpting Championship at the Town Beach during Gansett Days from September 12 through September 18, 2016 subject to local and state regulations.

**SUMMARY:**

This Northeast Sand Sculpting Championship is projected to be a major event with first year attendance over the four day event of eight thousand people. Ten world class sand sculptures will be invited to participate and build on the beach under a tent between lifeguard chairs three and four from September 15<sup>th</sup> to September 18<sup>th</sup>. To pay for the artists and the entire event, admission to the festival area will be \$5.00 per person each day from 10:00 am to 9:00 pm. The promoter will donate \$5000.00 and 10% of the net gate sales to offset the Gansett Days event. Beach access and parking will remain open and free of charge for the entire period. Only access to the tent and festival site on the beach will have the \$5.00 admission fee.

The food trucks, crafts, clothing, tools and collectibles associated with sand sculpting will be invited to be available throughout the four day event. All vendors will be required to provide a "RI Permit to Make Sales at Retail" permit prior to any sales. Sponsors for the event will be solicited to also off-set the costs. Four Corners Events will provide a Certificate of Liability Insurance naming the Town as additionally insured.

**ATTACHMENTS:**

1. Letter of Interest



## Four Corners, LTD.

February 4, 2016

Steve Wright  
Director  
Department of Parks and Recreation  
Town of Narragansett  
Narragansett, RI 02882

Dear Mr. Wright,

Please accept this letter of intent for Four Corners, LTD., to partner with the Town of Narragansett to produce the 2016 Northeast Sand Sculpting Championship, September 15th through the 18th, 2016. Setup for the event will take place on September 12th through the 14th.

Four Corners, LTD., will market and produce the Sand Sculpting Championships as a family attraction on a \$5 per day general admission ticket and will host local craftsmen and food vendors to provide a fun, outdoor event that celebrates the beauty of Narragansett and the Rhode Island fall weather. We hope to attract 8,000 visitors to the event over the course of the four days. The Sand Sculpture Championship will invite eight very experienced sand sculptors to build artistic sculptures out of natural materials and compete for top honors. An amateur contest for local college students will complement the competition.

We greatly appreciate the willingness of the Town of Narragansett to work with us to produce a successful event that celebrates our beautiful state and gives local artisans an opportunity to promote their wares.

Our understanding is that the Town of Narragansett will allow Four Corners, LTD., to utilize the Town of Narragansett's beach, the parking lot closest to the South Pavilion, the South Pavilion and the area immediately surrounding it, for

the week of the setup and the event. The contest itself will take place under a tent to protect the sculptures from the elements and allow the artists to work in the evening. The artisans and food trucks will be housed in the open air parking lot. The South Pavilion will be utilized for the opening night gala on Thursday the 15th.

In addition to utilizing the space, we understand that the Town of Narragansett will furnish the permitting required for this event along with the police and fire detail needed to insure a safe environment.

In exchange for these considerations, Four Corners, LTD., will provide a fee of \$5,000. To make this event possible, Four Corners, LTD., will need to find two of four sponsors and half of the needed artisans by May 31st to cover our costs. That May 31st date is our go/no go date. If we can secure the required sponsorships and artisans commitment by that date, we commit to paying half the \$5,000 fee (\$2,500) by June 15th and the other half (\$2,500) upon completion of event.

In addition, Four Corners, LTD., will commit to including Gansett Days in all our promotional and marketing materials.

We look forward to a very successful event!

Sincerely yours,

Sue Tremblay

Principal, Four Corners, LTD.

cc: Chuck Carberry

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 09**

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

**Date Prepared:** February 4, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeffry Ceasrine, Acting Town Manager  
**FROM:** Anne M. Irons, CMC, Town Clerk  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Town Clerk Software Maintenance and License Fee Renewal

**RECOMMENDATION:**

That the Town Council approves the renewal of the "Software for the Town Clerk's Office" maintenance agreement with Town Clerk Software, in the amount of \$2,500.00 for Fiscal Year 2015/16.

**SUMMARY:**

This agreement renewal covers the annual licensing, support and updates for the Towns' software utilized for Business, Dog, Probate, and Vitals Licensing. The renewal period is: July 1, 2015 – June 30, 2016.

Town Council awarded the bid to Town Clerk Software for the purchase of the software on June 20, 2011. This renewal is the fifth year of a five-year maintenance agreement that was part of the original bid specifications.

Since Town Clerk Software is the only company that can provide this service, 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 two accounts: the Town Clerk's Office Operating Account # 1205 50202, Contracted Services (\$1,700.00) and in the Historical Records Trust (RIGL §42-8-1-20) Account #0518 49035, Special Programs (\$800.00).

**ATTACHMENTS:**

1. Invoice from Town Clerk Software, dated January 21, 2016.

# Town Clerk Software

35 South Killingly Road  
 Foster, RI 02825  
 401-487-3654

'16 JAN 25 13:18

# INVOICE

Number: 34859

Date: January 21, 2016

**Bill To:**

Teri Donovan  
 Town of Narragansett  
 25 Fifth Ave  
 Narragansett, RI 02882

**Ship To:**

Teri Donovan  
 Town of Narragansett  
 25 Fifth Ave  
 Narragansett, RI 02882

PO Number	Terms	Customer #	Service Rep.	Project
115212	NET 30		Don	Clerk Software

Date	Description	Quantity/Hours	Price/Rate	Amount
	Dog Licensing Module - Annual Licensing, Support, and Upgrades from 7/1/2015 through 6/30/2016	1.00	600.00	600.00
	Business Licensing Module - Annual Licensing, Support, and Upgrades 7/1/2015 through 6/30/2016	1.00	800.00	800.00
	Probate Module - Annual Licensing, Support, and Upgrades 7/1/2015 through 6/30/2016	1.00	800.00	800.00
	Vitals Licensing Module - Annual Licensing, Support, and Upgrades 7/1/2015 through 6/30/2016 - special pricing as part of package	1.00	300.00	300.00
<b>Total</b>				<b>\$2,500.00</b>

0 - 30 days	31 - 60 days	61 - 90 days	> 90 days	Total
\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 10**

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

**Date Prepared:** February 12, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeffry Ceasrine, Acting Town Manager  
**FROM:** Michael DeLuca, Director of Community Development  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Annual GIS Licensing and Software Maintenance Renewal

**RECOMMENDATION:**

That the Town Council approves the renewal of nine (9) annual maintenance licenses for existing GIS software and three (3) annual maintenance licenses for existing ArcPad GIS software from Environmental Systems Research Institute (ESRI), in the amount of \$5,650.00.

**SUMMARY:**

The annual maintenance licenses are necessary agreements which allow our currently licensed ArcView users to receive the most current versions and updates of GIS software. Currently, the Community Development Department maintains three (3) licenses, the Engineering Department maintains three (3) licenses, the Department of Public Works maintains two (2) licenses and Building Inspection maintains one (1) license.

The Town also maintains three (3) ArcPad licenses (one each for Community Development, Public Works and the Engineering Department). ArcPad is GIS software used on mobile tablet PCs and GPS handheld units (Trimble GeoExplorer). These devices and software enable the collection of GIS data associated with infrastructure components in the field and maintenance of existing utility database in accordance with GASB 34 requirements.

The Town will be utilizing the State of Rhode Island Master Price Agreement (MPA) #183. Bids were solicited and awarded by the State of Rhode Island, Office of Purchasing. The renewal period is March 2016 – March 2017.

Funding is available in the following accounts:

***Community Development – #1410 50320 (\$3,050.00)***

- 1 ArcGIS for Desktop Standard with Extensions, Single Use, Primary Maintenance **\$2,100**
- 1 ArcGIS for Desktop Basic, Single Use, Primary Maintenance **\$400**
- 1 ArcGIS for Desktop Basic, Single Use, Secondary Maintenance **\$300**
- 1 ArcPad Maintenance **\$250**

***Engineering/Wastewater – #0032 50320 (\$1,250.00)***

- 1 ArcGIS for Desktop Basic Single Use Primary Maintenance **\$400**
- 2 ArcGIS for Desktop Basic Single Use, Secondary Maintenance **\$600**
- 1 ArcPad Maintenance **\$250**

***Building Inspection – #1440 50320 (\$300.00)***

- 1 ArcGIS for Desktop Basic (formerly ArcView), Single Use, Secondary Maintenance **\$300**

***Public Works – #1710 50320 (\$1,050.00)***

- 2 ArcGIS for Desktop Basic Single Use Maintenance **\$800**
- 1 ArcPad Maintenance **\$250**

**ATTACHMENTS:**

1. ESRI Quotation Number 25717624, dated December 14, 2015.



Esri Inc  
380 New York Street  
Redlands CA 92373

## **Subject: Renewal Quotation**

**Date:** 12/14/2015  
**To:** Jill Sabo  
**Organization:** Town of Narragansett  
Planning Dept  
**Fax #:** 401-782-0664 **Phone #:** 401-782-0631  
**From:** Manny Ballesteros  
**Fax #:** 909-793-4801 **Phone #:** 888-377-4575 Ext. 2240  
**Email:** mballesteros@esri.com

Number of pages transmitted  
(including this cover sheet): 4

Quotation #25717624  
Document Date: 12/14/2015

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level  
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit  
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.

**esri**<sup>®</sup>

380 New York Street  
 Redlands, CA 92373  
 Phone: 888-377-45752240  
 Fax #: 909-793-4801

# Quotation

**Date:** 12/14/2015**Quotation Number:** 25717624**Contract Number:** 2012MPA2224**Send Purchase Orders To:**

Environmental Systems Research Institute, Inc.  
 380 New York Street  
 Redlands, CA 92373-8100  
 Attn: Manny Ballesteros

**Please include the following remittance address on your Purchase Order:**

Environmental Systems Research Institute, Inc.  
 File #54630  
 Los Angeles, CA 90074-4630

Town of Narragansett  
 Planning Dept  
 GIS Coordinator  
 25 5th Ave  
 Narragansett RI 02882  
**Attn:** Jill Sabo

**Customer Number:** 119790

For questions regarding this document, please contact Customer Service at 888-377-4575.

Item	Qty	Material#	Unit Price	Extended Price
10	1	87192 ArcGIS for Desktop Basic Single Use Primary Maintenance Start Date: 03/14/2016 End Date: 03/13/2017	400.00	400.00
1010	3	87192 ArcGIS for Desktop Basic Single Use Primary Maintenance Start Date: 03/14/2016 End Date: 03/13/2017	400.00	1,200.00
2010	4	87193 ArcGIS for Desktop Basic Single Use Secondary Maintenance Start Date: 03/14/2016 End Date: 03/13/2017	300.00	1,200.00
3010	1	93306 ArcGIS for Desktop Standard with Extensions Single Use Primary Maintenance Start Date: 03/14/2016 End Date: 03/13/2017	2,100.00	2,100.00
4010	3	114511	250.00	750.00

This quotation is good for 90 days. The items on this quotation are subject to the terms set forth herein and the terms of your signed agreement with Esri, if any, or, where applicable, Esri's standard terms and conditions at [www.esri.com/legal](http://www.esri.com/legal).

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

**Issued By:** Manny Ballesteros**Ext:** 2240

[CSBATCHDOM]

To expedite your order, please reference your customer number and this quotation number on your purchase order.



**esri**<sup>®</sup>

380 New York Street  
Redlands, CA 92373  
Phone: 888-377-45752240  
Fax #: 909-793-4801

# Quotation

Page 2

Date: 12/14/2015

Quotation Number: 25717624

Contract Number: 2012MPA2224

Item	Qty	Material#	Unit Price	Extended Price
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ArcPad Maintenance  
Start Date: 03/14/2016  
End Date: 03/13/2017

<b>Subtotal</b>	5,650.00
<b>Estimated Tax</b>	0.00
<b>Total</b>	<b>\$ 5,650.00</b>

DUNS/CEC: 06-313-4175 CAGE: 0AMS3



**esri**<sup>®</sup>

380 New York Street  
Redlands, CA 92373  
Phone: 888-377-45752240  
Fax #: 909-793-4801

# Quotation

Page 3

Date: 12/14/2015

Quotation No: 25717624

Customer No: 119790

Contract No: 2012MPA2224

Item Qty Material#

Unit Price

Extended Price

IF YOU WOULD LIKE TO RECEIVE AN INVOICE FOR THIS MAINTENANCE QUOTE YOU MAY DO ONE OF THE FOLLOWING:

- RESPOND TO THIS EMAIL WITH YOUR AUTHORIZATION TO INVOICE
- SIGN BELOW AND FAX TO 909-307-3083
- FAX YOUR PURCHASE ORDER TO 909-307-3083
- EMAIL YOUR PURCHASE ORDER TO [Service@esri.com](mailto:Service@esri.com)

REQUESTS VIA EMAIL OR SIGNED QUOTE INDICATE THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION AND THAT YOUR ORGANIZATION DOES NOT REQUIRE A PURCHASE ORDER.

If there are any changes required to your quotation, please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

This transaction is governed exclusively by the terms of the above-referenced contract, if any, or, where applicable, Esri's standard terms and conditions at [www.esri.com/legal](http://www.esri.com/legal); such terms are incorporated in this quotation by reference. Acceptance is limited to the terms of this quotation. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer or confirmation sent or to be sent by buyer.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

By signing below, you are authorizing Esri to issue a software support invoice in the amount of \$\_\_\_\_\_ plus sales tax, if applicable.

Please check one of the following:

\_\_\_\_\_ I agree to pay any applicable sales tax.

\_\_\_\_\_ I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

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

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

**Date Prepared:** February 12, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeff Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**PREPARED BY:** Susan Gallagher, Purchasing Manager  
**SUBJECT:** Award of bid - Purchase of Composite Decking and Related Materials

**RECOMMENDATION:**

That the Town Council awards the bid for the "Purchase of Composite Decking and Related Materials" for the Gazebo in Gazebo Park to the lowest bidder, Coventry Lumber, in the total amount of \$5,861.58.

**SUMMARY:**

This bid was for the purchase and delivery of composite decking (150 Trex boards) and related materials (20 boxes of deck screws) so the Parks Maintenance Division can replace the worn wooden decking at the Gazebo in Gazebo Park with low maintenance weather resistant composite decking. The Gazebo is the site for weekly weddings, summer music concerts series and special events throughout the year.

The 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 four responded. Please see the attached spreadsheet for the solicitation results.

Funding is available in the Parks and Recreation Capital Projects Account # 200810 57030, Park Rehabilitation.

**ATTACHMENTS:**

1. February 11, 2016 solicitation spreadsheet for bid opening.



**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 12**

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

**Date Prepared:** February 19, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Jeffry Ceasrine, Acting Town Manager  
**FROM:** Michael DiCicco, Director of Public Works  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Award of Bid – Sign Materials

**RECOMMENDATION:**

That the Town Council awards the bid for “Sign Materials” to the lowest bidder, Allmac Signs, at their quoted prices for a one-year period ending February 14, 2017.

**SUMMARY:**

The bid is for the purchase of various sizes and styles of sign blanks used by the Department of Public Works Highway Division for signage throughout the Town in accordance with Town Ordinance. The various products will be ordered by the Public Works Department as needed. The one-year contract period is from February 15, 2016 – February 14, 2017.

Request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Eleven vendors were solicited and nine responded (one as a “no bid”). Some of the bidders did not bid on every item as requested (noted on the spreadsheet as “PARTIAL”). The attached spreadsheet lists the results from the solicitation.

Funding is available in the Public Works Highway Division Operating Account #1730 50509, Roadway Maintenance and Repair.

**ATTACHMENTS:**

1. January 22, 2016 solicitation spreadsheet for bid opening.

Town of Narragansett, RI

Sign Materials - B16015

Public Works Department

Bid Opening - Friday, January 22, 2016 - 11:00 am

Sign materials: February 15, 2016 - February 14, 2017

	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6
Item	Lightle Enterpr of Ohio, LLC	Vulcan Signs	Allmac Signs	Newman Signs, Inc.	Traffic Sign & Safety, Inc.	Rocal, Inc.
1. Street sign blanks 6x18 (white)	\$4.68	\$4.72	\$4.27	\$7.86	\$5.21	\$4.46
1. Street sign blanks 6x20	\$5.20	\$5.27	\$4.74	\$10.83	\$6.10	\$4.95
1. Street sign blanks 6x24	\$6.24	\$6.13	\$5.69	\$9.11	\$6.94	\$5.94
1. Street sign blanks 6x30	\$7.79	\$7.57	\$7.11	\$10.35	\$8.83	\$7.43
1. Street sign blanks 9x24	\$9.35	\$9.21	\$8.54	\$11.63	\$9.21	\$8.91
1. Street sign blanks 9x28	\$10.91	\$10.20	\$9.96	\$14.33	No Bid	\$10.40
1. Street sign blanks 9x32	\$12.47	\$11.64	\$11.38	\$14.91	No Bid	\$11.88
1. Street sign blanks 9x36	\$14.03	\$13.61	\$12.80	\$15.35	\$13.70	\$13.37
2. Sign blanks 6x24 (yellow)	\$6.24	\$6.13	\$5.69	\$9.11	\$6.94	\$5.94
2. Sign blanks 9x36 (yellow)	\$14.03	\$13.61	\$12.80	\$15.35	\$13.70	\$13.37
3. Single-sided blanks 12x18	\$7.14	\$6.23	\$5.93	\$8.07	\$7.17	\$6.56
3. Single-sided blanks 18x30	\$17.87	\$14.84	\$14.82	\$16.05	\$18.48	\$16.39
4. Stop sign faces 3M Prismatic	\$12.70	\$9.79	\$12.44	\$11.54	\$16.25	\$12.25
4. Stop sign blanks, 30x30, sheets	\$25.50	\$23.76	\$24.65	\$25.09	\$26.95	\$15.27
<b>TOTAL - All items</b>	<b>\$154.15</b>	<b>\$142.71</b>	<b>\$140.82</b>	<b>\$179.58</b>	<b>\$139.48</b>	<b>\$137.12</b>
					<i>PARTIAL</i>	<i>Sub on 3M</i>

Town of Narragansett, RI  
Sign Materials - B16015  
Public Works Department

Bid Opening - Friday, January 22, 2016 - 11:00 am

Page 2

	Vendor 7	Vendor 8	Vendor 9			
Item	Atlantic	Kolob	Hall Signs			
	Highway Sign Co	Industries, LLC				
1. Street sign blanks 6x18 (white)	\$4.91	\$5.17	No Bid			
1. Street sign blanks 6x20	No Bid	\$5.74				
1. Street sign blanks 6x24	\$7.28	\$6.89				
1. Street sign blanks 6x30	\$8.50	\$8.61				
1. Street sign blanks 9x24	\$9.49	\$10.34				
1. Street sign blanks 9x28	No Bid	\$12.06				
1. Street sign blanks 9x32	No Bid	\$13.78				
1. Street sign blanks 9x36	\$14.99	\$15.50				
2. Sign blanks 6x24 (yellow)	\$7.28	\$6.89				
2. Sign blanks 9x36 (yellow)	\$14.99	\$15.50				
3. Single-sided blanks 12x18	\$6.34	\$7.56				
3. Single-sided blanks 18x30	\$16.34	\$18.90				
4. Stop sign faces 3M Prismatic	\$18.25	\$24.25				
4. Stop sign blanks, 30x30, sheets	\$28.35	\$31.50				
<b>TOTAL - All items</b>	<b>\$136.72</b>	<b>\$182.69</b>				
	<i>Partial</i>					
	<i>Sub on 3M</i>					
B16015/SG						

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

CC: 13

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

**Date Prepared:** February 16, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Jeffry Ceasrine, Acting Town Manager  
**FROM:** Scott Partington, Fire Chief  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Annual Subscription for Records Management Software

**RECOMMENDATION:**

That the Town Council approves the annual subscription for Records Management Software from Station Smarts LLC, in the amount of \$6,000.00 utilizing the State of Massachusetts contract.

**SUMMARY:**

This subscription to records management software will provide the department with the ability to help connect data across all fire department functions. The software will enable the department to track daily fire operations, including the fire prevention office. The annual subscription includes licenses, updates, onsite and remote training, and importing of data. This annual contract is valid from July 1, 2016 to June 30, 2017.

The Town is able to purchase this subscription under the State of Massachusetts contract # FIR04. This competitive bid and award was executed under the Massachusetts General Laws.

Funding is available in the Fire Department Operating Account # 1521-50320, PC Software/Programs.

**ATTACHMENTS:**

1. Quotation from Station Smarts LLC, dated January 27, 2016
2. State of Massachusetts FIR04 procurement contract.

Quote
16019
01/27/2016

ATTN: Chief Partington  
 Narragansett Fire Dept  
 RI



Note

Vendor authorized: FIR04 Contract

Start Date: 7/1/2016

Annual Subscription Period: 07/01/2016 – 06/30/2017

Product Description	Qty	Rate	Cost
Department License (Includes 2 Stations)	1	7,000.00	7,000.00
Device License: Desktop (PC, Laptop, MDT)	3	150.00	450.00
Device License: Tablet (iPad)	3	150.00	450.00
		<i>Subtotal \$</i>	7,900.00
		<i>Discount \$</i>	-1,900.00
		<i>Total \$</i>	6,000.00

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under Guidance For Vendors - Forms or [www.mass.gov/osd](http://www.mass.gov/osd) under OSD Forms.

<b>CONTRACTOR LEGAL NAME:</b> (and d/b/a): <u>StationSmarts, LLC</u>		<b>COMMONWEALTH DEPARTMENT NAME:</b> Operational Services Division MMARS Department Code: <u>OSD</u>	
<b>Legal Address: (W-9, W-4, T&amp;C):</b> <u>28 Plum Sound Road, Ipswich Ma 01938</u>		<b>Business Mailing Address:</b> <u>1 Ashburton Place, Room 1017, Boston, MA 02108</u>	
<b>Contract Manager:</b> <u>David Rocco</u>		<b>Billing Address (if different):</b>	
<b>E-Mail:</b> <u>dave@StationSmarts.com</u>		<b>Contract Manager:</b> <u>Betty Fernandez, Strategic Sourcing Services Lead (SSSL)</u>	
<b>Phone:</b> <u>617-395-8410</u>	<b>Fax:</b>	<b>E-Mail:</b> <u>Betty.Fernandez@state.ma.us</u>	
<b>Contractor Vendor Code:</b>		<b>Phone:</b> <u>617 728 3133</u>	<b>Fax:</b> <u>617 727 4527</u>
<b>Vendor Code Address ID (e.g. "AD001"):</b> <u>AD001</u> (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> <u>FIR0400000000000000</u>	
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <input type="checkbox"/> <b>STATEWIDE CONTRACT</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>COLLECTIVE PURCHASE</b> (Attach OSD approval, scope, budget) <input type="checkbox"/> <b>DEPARTMENT PROCUREMENT</b> (Includes State or Federal grants § 15 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <b>EMERGENCY CONTRACT</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>CONTRACT EMPLOYEE</b> (Attach Employment Status Form, scope, budget) <input type="checkbox"/> <b>LEGISLATIVE/LEGAL OR OTHER:</b> (Attach authorizing language/justification, scope and budget)		<b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: _____ Enter Amendment Amount: \$ _____ (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b> <input type="checkbox"/> <b>AMENDMENT TO SCOPE OR BUDGET</b> (Attach updated scope and budget) <input type="checkbox"/> <b>INTERIM CONTRACT</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>CONTRACT EMPLOYEE</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>LEGISLATIVE/LEGAL OR OTHER:</b> (Attach authorizing language/justification and updated scope and budget)	
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION: (Check ONE option):</b> The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <b>Rate Contract</b> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input type="checkbox"/> <b>Maximum Obligation Contract</b> Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended), \$ _____			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days 1.5% PPD; Payment issued within 15 days 1.25% PPD; Payment issued within 20 days 1% PPD; Payment issued within 30 days .5% PPD. If PPD percentages are left blank, identify reason: <input type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (G.L.c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) <p style="text-align: center;"><b>Public Safety Equipment &amp; Supplies, Services and Repairs FIR04</b> Duration January 1, 2015 through December 31, 2016 with options to renew through December 31, 2020</p>			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>December 31, 2016</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>[Signature]</u> Date: <u>12/24/14</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Rocco</u> Print Title: <u>CEO</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: <u>[Signature]</u> Date: <u>1/7/15</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Kathleen K. Reilly</u> Print Title: <u>Director of Strategic Sourcing Services</u>	

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 14**

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

**Date Prepared:** February 19, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Jeff Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** West Lot Electrical Installation

**RECOMMENDATION:**

That the Town Council authorizes the use of the General Electrical Services Contract with E.W. Audet & Sons, Inc for the installation of electric service to the west lot of the Town Beach, in the amount of \$9,250.00.

**SUMMARY:**

The installation of this conduit and electric service to the west lot of the Town Beach is to provide staff the ability to have a "Point of Sale" system [electrical cash register] along with a camera system at this lot. In addition, this electrical source will provide temporary access for lighting and safety needs for special events during the summer season. Recognizing the proposed location of this service along Anne Hoxsie Lane within the Canonchet Farm corridor, the utility will be buried in conduit and installed on one single pole no taller than 14 feet adjacent to the entrance booth which is 196' feet from Boston Neck Road. Parks and Recreation maintenance staff will provide the labor and equipment to perform the trenching and backfilling of the trench. CRMC has issued Assent # F2016-01-033 for this work on January 19, 2016.

Town Council approved the one-year contract extension with E.W. Audet & Sons, Inc. for "General Electrical Services" on January 19, 2016. The attached estimate for providing power to this lot is in the amount of \$9,250.00. Under the current Council policy, projects with a value of over \$4,000.00 under this format require Town Council approval.

Funding is available in the Beach Enterprise Operating Account #0034 50610, Other Improvements.

**ATTACHMENTS:**

1. Quotation from E.W. Audet & Sons, Inc., dated February 18, 2016.

February 18, 2016

Town of Narragansett, RI

Attn: Jeff Ceasrine

RE: RFQ – West Beach Parking Lot Electrical

Dear Jeff,

We are pleased to provide you with our cost to provide power to the parking lot at West Beach:

**\$9,250.00**

Included within this price is:

1. All labor required to complete work
2. Pipe
3. Wire (for power only)
4. String line in spare pipe
5. Service equipment
6. 14' wood pole
7. Permit fee – ADA ONLY as we assume Town fee would be waived

Excluded is:

1. Trenching & backfill
2. Security equipment (DVR, camera, etc)
3. NEMA 3X enclosure
4. Telephone cable or fiber
5. Overtime labor

Should the above meet with your approval, please sign in the space provide below & email back to [kate@ewaudet.com](mailto:kate@ewaudet.com) in an effort to expedite proceedings.

Please do not hesitate to contact us with any questions or if you require any additional information.

Respectfully submitted,

**E.W. AUDET & SONS, INC.**

**Jeff Audet**  
Project Manager

cc: #150003-008 file

---

You are authorized to proceed with work as described above.

Authorized by: \_\_\_\_\_

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

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 15**

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

**Date Prepared:** February 10, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Honorable Town Council

**FROM:** Jeffry Ceasrine, P.E., Town Engineer/Acting Town Manager  
Susan W. Gallagher, Purchasing Manager

**SUBJECT:** Contract Extension – Life Insurance for Town Employees

**RECOMMENDATION:**

That the Town Council approves the two (2) year contract extension for Group Term Life Insurance for Town Employees with the Rhode Island Interlocal Risk Management Trust (as underwritten by the Standard Insurance Company) at the rate of \$0.457 per \$1,000 of coverage (Basic Life) and \$0.035 per \$1,000 of coverage (AD&D), with the term ending June 30, 2018.

**SUMMARY:**

By collective bargaining agreements and Ordinance, the Town provides group life and accidental death and dismemberment (AD&D) insurance for active Town employees and group life insurance for retirees. Bids were solicited for these benefits in 2013, with four (4) vendors responding. The Rhode Island Interlocal Risk Management Trust offered the lowest rates, and was subsequently awarded the contract by the Town Council at their June 17, 2013 meeting. That contract term is set to expire on June 30, 2016.

As per the attached letter dated February 10, 2016 from the Trust, they have offered to extend the same rates for an additional two (2) years. Based on industry trends, it is the consensus of the staff that this is an advantageous arrangement for the Town, and we recommend extending the contract under the same terms, prices, and conditions through June 30, 2018.

Funding is available in each of the departmental operating accounts for Life Insurance.

**ATTACHMENTS:**

1. February 10, 2016 Correspondence from the Trust
2. Solicitation spreadsheet for June 11, 2013 bid opening.



February 10, 2016

Susan E. Healy  
Human Resources Manager  
Town of Narragansett  
25 Fifth Avenue  
Narragansett, RI 02882

501 WAMPANOAG TRAIL | SUITE 301  
EAST PROVIDENCE | RI | 02913  
PH: (401) 438-4511  
RI: (800) 511-5975  
FAX: (401) 438-8990  
CLAIMS FAX: (401) 434-6094  
www.ritrust.com

Re: Group Term Life Insurance Rate Renewal

Dear Susan:

As you know, your group life insurance rates will expire on June 30, 2016. I am pleased to inform you that Standard Insurance Company, the underwriter of The Trust's Life Insurance Program, has agreed to hold your current rates for the next two years as follows:

Basic Life	\$0.457 per \$1,000 of coverage
AD&D	\$0.035 per \$1,000 of coverage

Additionally, there will be no change in Employee Supplemental, Spousal, or Dependent rates. All rates are guaranteed through June 30, 2018.

We are pleased to retain the Town of Narragansett as a valued Member of our Group Life Insurance Program.

Please feel free to contact me if you need additional information or have any questions.

Sincerely,

LINDA A. GRASSINI  
Benefits Program Operations Manager

cc: Jeffrey Ceasrine, Acting Town Manager



**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 16**

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

**Date Prepared:** February 15, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Honorable Town Council

**FROM:** Jeffry Ceasrine, P.E., Town Engineer \ Acting Town Manager

**PREPARED BY:** Susan W. Gallagher, Purchasing Manager

**SUBJECT:** Reject Bids - Professional Services Relating to the Potential Acquisition and Maintenance of Street Lights

**RECOMMENDATION:**

That the Town Council rejects the bids for “Professional Services Relating to the Potential Acquisition and Maintenance of Street Lights.”

**SUMMARY:**

Proposals were received on October 22, 2015 for “Professional Services Relating to the Potential Acquisition and Maintenance of Street Lights – Towns of Middletown, Narragansett, North Kingstown, and South Kingstown”. This was a joint Request for Proposals that Narragansett took the lead in developing. It should be noted that the Request for Proposals was structured in such a way that each town could act independently – our rejection of this proposal is for the Narragansett portion only, and the other communities are free to act according to their own choice.

The Scope of Work under this proposal included the financial and legal due diligence necessary to advise each community of the costs and implications of purchasing the street lights from National Grid. Recent legislation allows for communities to do this, and the PUC established a new rate tariff accordingly for municipal-owned street lights, as opposed to those owned by National Grid. There are potential savings associated with town ownership, although there are new responsibilities associated with it, including having a licensed electrical contractor on-call for emergency and routine service.

Three (3) vendors responded to our Request for Proposals: PRISM, Source One, and Tanko Street Lighting, Inc. The costs offered to each community are noted on the attached bid tabulation spreadsheet. After careful review, the staff believes that all of the proposals are higher than the value of the work, and we are therefore recommending that the Town Council reject all bids received for this contract. We believe that we can prepare the required financial and legal due diligence in-house, and will begin this in the spring. We are also working with other cities and towns that have performed this due diligence, and are comfortable that we can complete this task accurately and effectively.

**ATTACHMENTS:**

1. October 22, 2015 solicitation spreadsheet for bid opening.



**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

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

**Date Prepared:** February 5, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Jeffry Ceasrine, Acting Town Manager

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

**SUBJECT:** Board of Canvassers Appointments

**RECOMMENDATION:**

That the Town Council appoints an individual to fill an unexpired term, which will expire March 2020 and appoints two individuals as alternates for a one year term, which will expire March 1, 2017.

**SUMMARY:**

The Board of Canvassers has an appointment of an unexpired term until March 2020 available due to the resignation of the Chair, Richard Leonard. According to the State Law alternate board members are allowed to be appointed which not more than one of whom shall belong to the same political party. At any meeting of the Canvassing Authority at which a member is to be absent, the member may request that an alternate replace him or her for that meeting; provided the alternate member must be of the same political party as the member. The Board of Canvassers is a board with only three members and at times it is difficult to have a quorum to hold a meeting to conduct time sensitive election deadlines that need to be submitted to the Secretary of State's Office and the Board of Elections.

The following indicates the original board appointment date and expiration date of the current member.

<u>Name</u>	<u>Appointed</u>	<u>Expiration Date</u>
Richard T. Leonard	03/01/2014	03/01/2020

According to RIGL§17-8-1, the President of the Town Council shall nominate the members of the canvassing authority from lists of party voters submitted by the respective chairpersons of the city or town political committee, which lists shall contain the names of five (5) times the number of persons to be appointed. If the Legislative

Body refuses to approve the nomination of any person to the canvassing authority, the president shall submit to the legislative body another person named on one of the lists, and so on until a person is appointed. If the Chairpersons of the political party entitled to the appointment fails or refuses to submit a list, the president shall nominate any party voter of the political party entitled to the appointment.

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. RIGL§17-8-1
2. Listing

**Name****Party**

James P. McKnight

Democratic

Carder P. Starr

Democratic

Ralph A. Balsamo, Jr.

Republican

Patricia Gardiner

Republican

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

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

Date Prepared: February 29, 2016  
Council Meeting Date: March 7, 2016

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**TO:** Honorable Town Council  
**FROM:** Dawson Hodgson, Town Solicitor  
**SUBJECT:** 2016-2019 Firefighter Contract

**RECOMMENDATION:**

That the Town Council approve the Agreement for a three year contract between the Town of Narragansett and Local Union 1589, I.A.F.F. and authorize the Town Manager to sign.

**SUMMARY:**

The negotiating team appointed by the Town Council has been engaged in contract negotiations with representatives of the firefighters union since October 29, 2015.

A Tentative Agreement (TA) has been reached for a three year contract to succeed the existing contract which expires on June 30, 2016. Local 1589 has scheduled the TA for ratification by their members on Friday, March 3rd.

If both parties vote to accept the Tentative Agreement, which is attached hereto, the terms it sets forth will be incorporated in to the Collective Bargaining Agreement containing contractual responsibilities, rights, and benefits of the parties.

**ATTACHMENTS:**

- 1: Tentative Agreement
- 2: TA Exhibit A - Health Insurance plan

**Town of Narragansett - IAFF Local 1589**

**Tentative Agreement Terms**

- **3 Year Contract**
- **Wage Increase**: 2% , 2%, 2%, with .5% on June 30, 2019 per year
- **Article III, Section 2 E** -
  - For promotion to Lieutenant, at least four years in department
- **Article III, Section 6 D**
  - Add EMA / EMS matriculating degree program
  - Effective July 1, 2016, paid up to \$1400 per fiscal year, other terms same as existing
- **Article III, Section 9** - language change, VJ Day to Victory Day, Armistice to Veterans Day
- **Article III, Section 10 B** -
  - The "vacation list" referenced herein is a scheduling tool of the Fire Department. Actual calculation of earned and discharged vacation days is maintained and certified by the Town Finance Department.
  - vacation days are earned from the members' employment start date within the Fire Department. The member shall accrue vacation days on a monthly basis with one-twelfth of the current year's vacation earned starting immediately upon completion of the members first month of service. The "vacation list" would not reflect the vacation for scheduling until the completion of one year of service.
  - a full year allotment of vacation days for each member as provided for with in the CBA shall be made available for scheduling purposes to each member of the Fire Department

**Exhibit B**

Fire table for vacation accrual and schedule posting					
Service Time	Months	Earn days/yr	Earn days/month	Posting Schedule Jan 1	"Vacation list"
0-1 yr	1-12	12	1.00	0	
1-4 yr	13-48	12	1.00	12	
5-9 yr	49-108	15	1.25	15	
10-15 yr	109-180	18	1.50	18	
16 yr	181-192	19	1.58	19	
17 yr	193-204	20	1.67	20	
18 yr	205-216	21	1.75	21	
19 yr	217-228	22	1.83	22	
20 yr	229-240	23	1.92	23	
21 yr	241-252	24	2.00	24	
22 yrs and over	253 and over	25	2.08	25	

Illustration A: Start date is February 10, 2015. An employee will earn, and finance will post, 1 vacation day on March 10, 2015 (applicable pay period) and continue to post in accordance with the corresponding months of service. This employee at January 1, 2016 would not have completed one year of service and as such no vacation will appear on the "vacation List" to schedule. However, the employee would have earned 10 days as of December 10, 2015. The first vacation to schedule "vacation list" is the list posted on January 1 2017 which will show 12 days. Conclusion - Employees will earn on a monthly basis but may not be posted for scheduling until the completion of a full year. If the employee leaves the service of the town all earned but unused vacation, as recorded in the finance office, will be paid out. If the balance is in the negative, the employee will refund the Town for the used but unearned time.

- Exhibit B, attached hereto illustrates the manner in which vacation days are accrued, consistent with this agreement.
- **Article III, Section 10 C** - No vacation leave shall result in more than two probationary firefighters on shift. vacation leave resulting in more than two probationary firefighters on shift will be filled with an order back of the junior permanent member. Art 3 Sec 15 Sub 6b shall be deleted.
- **Article III, Section 12 C** - Delete language "Subject to approval of Police Surgeon and town Physician"
- **Article III, Section 12 F New Section** - Employees must give 3 month notice of retirement to the chief of the Department. Such notice shall be waived upon written advisement of emergency circumstances which shall be made as soon as possible within the 3 month period. This provision is non punitive.

• **Article III, Section 13** -

- Commencing July 1, 2016, \$600.00 per fiscal year worth of clothing / equipment allowance shall be provided to each uniformed employee for the purchase of uniform clothing and equipment as agreed to between the Town and Local 1589 and in accordance with Town purchasing procedures and Fire Department uniform policy.

• **Article III, Section 14** -

- Remove Parity language by deleting last sentence of the first paragraph on existing page 20 ("During the term ... grant the same to members of Local 1589")
- Effective January 1, 2017 all employees will be enrolled in a High Deductible Health Plan with an accompanying Health Savings account, as listed in exhibit A attached to this Collective Bargaining Agreement. 100% of the premium for the Health Plan will be the responsibility of the Town and the 100% funding of the Health Savings account in the amount of \$2000/\$4000 annually will be the responsibility of the employee. A preloading of the Health Savings Account will be provided by the Town each year, ~~in the first full~~ <sup>on</sup> ~~week of~~ January 1, on behalf of each active employee, with a weekly deduction for each employee enacted by the Town for the repayment of the loan to the Health Savings Account. If at the end of each calendar year the loan has not been paid in full, the Town will deduct the balance of the loan from the last employees pay in the calendar year. If the employee leaves the service of the Town with a balance on the loan, the Town will deduct the balance of the loan from the employee's last paycheck and if insufficient to cover the balance arrangements will be made for repayment.
- Upon retirement, until medicare eligibility or age 65, the Town will pay 100% of the premium for the High Deductible Health Plan with \$2000/\$4000 HSA, as provided for in Exhibit A, for either the individual employee or a two person family. If an employee requests coverage for more than a two person family the employee will be responsible for

2/22/16  
2/22/16

the premium difference of the two person and family plans. The Town will not be responsible for the Health Savings Account in retirement, but will offer a payment to the Health Savings Account administrator and a corresponding earnings deduction similar to the method used for active employees.

- Dental Insurance coverage will continue with the Town responsible for 80% of the premium for an individual, two-person family or family coverage for active employees, and 80% of the premium for an individual or two person family for retired employees until medicare eligibility or age 65.)

• **Article III, Section 15 - new subsection F?** - Collateral Duty

- Training, Safety, Hazmat, *4th to be negotiated*
- \$750 annual stipend, prorated weekly
- Selected by seniority and bid process.
- Job descriptions to be mutually agreed upon by the Town and Local 1589

- **Article III, New Section** – Non-Punitive Performance evaluations for newly promoted officers upon completion of 6 months in new position. Said performance evaluations may be removed from personnel file at the member's request after completing 2.5 years in the new rank.

• **Article IV**

- Fire Prevention Captain will be increase to 10% above Line Captain

Signed,

Town of Narragansett



Jeffrey Ceasrine, P.E.

Acting Town Manager

Signed,

Local 1589, IAFF



2/22/2016

Pvt. Ryan Navakauskas

President



\$2,000/\$4,000

High Deductible Health Plan  
HSA Qualifying

# Understanding Your Benefits

**Deductibles**

You pay the following amounts each year before your health plan starts to pay toward the cost of covered services:

- \$2,000 per individual plan; \$4,000 per family plan in network

- \$4,000 per individual plan; \$8,000 per family plan out of network

- The deductible has an aggregate calculation which means that all deductible amounts paid count toward the family deductible amount, one or all can meet it.

**Out-of-pocket Limits**

The following is the maximum you would pay out of pocket for essential health benefits each year (including medical and pharmacy copayments, deductibles and coinsurance).

- \$2,000 per individual plan; \$4,000 per family plan in network

- \$4,000 per individual plan; \$8,000 per family plan out of network

- The out-of-pocket Limit has a hybrid calculation which means that all out-of-pocket amounts paid count toward the family out-of-pocket limit, but the individual will never pay more than their individual out-of-pocket amount.

**Please note:**

The deductible and out-of-pocket limits are separate for in-network and out-of-network services.

What's Covered Service	What You Pay	
	In-Network	Out-of-Network
<b>Preventive Care</b> <ul style="list-style-type: none"> <li>Adult preventive care</li> <li>Child preventive care</li> <li>Immunizations</li> <li>Preventive lab, X-ray, and imaging</li> </ul>	\$0 per visit	40% per visit after deductible
<b>Primary Care Office Visits</b> <ul style="list-style-type: none"> <li>Adult primary care</li> <li>Adult gynecological exam</li> <li>Pediatric primary care</li> </ul>	0% per visit after deductible	40% per visit after deductible
<b>Specialist Office Visits</b> <ul style="list-style-type: none"> <li>Specialty care</li> <li>Chiropractic (limit 12 visits per year)</li> <li>Routine eye exam (limit 1 visit per year)</li> </ul>	0% per visit after deductible	40% per visit after deductible
<b>Outpatient Services</b> <ul style="list-style-type: none"> <li>Diagnostic lab, x-ray, and imaging</li> <li>Medical/surgical care</li> <li>High-end radiology (e.g., MRI/CT/PET), nuclear medicine and sleep studies</li> </ul>	0% per visit after deductible	40% per visit after deductible
<b>Inpatient Services</b> <ul style="list-style-type: none"> <li>Hospitalization</li> <li>Maternity</li> <li>Mental Health</li> <li>Chemical dependency</li> <li>Rehabilitation (limit 45 days per year)</li> </ul>	0% per visit after deductible	40% per visit after deductible
<b>Hospital Emergency Services</b>	0% per visit after deductible	0% per visit after deductible
<b>Urgent Care</b>	0% per visit after deductible	0% per visit after deductible

What's Covered	What You Pay	
Service	In-Network	Out-of-Network
<b>Telemedicine Visits</b>	0% per visit after deductible	Not Covered
<b>Retail Based Clinic Visits</b>	0% per visit after deductible	40% per visit after deductible
<b>Ambulance</b>	0% per occurrence after deductible	0% per occurrence after deductible
▪ Ground		
▪ Air/Water	0% per occurrence after deductible	0% per occurrence after deductible
<b>Durable Medical Equipment</b>	0% per service/device after deductible	40% per service/device after deductible
<b>Physical/Occupational Therapy (limit 30 visits per year)</b>	0% per visit after deductible	40% per visit after deductible
▪ Physical therapy		
▪ Occupational therapy		
▪ Speech therapy		
<b>Prescription Drugs</b>	0% after deductible	Not covered

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 19**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** February 25, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Honorable Town Council  
**FROM:** Susan Cicilline-Buonanno, President Pro Tem  
**SUBJECT:** Rhode Island Energy Challenge 2016

**RECOMMENDATION:**

That the Town Council adopts a Resolution Supporting the Goals of the Rhode Island Energy Challenge.

**SUMMARY:**

The Rhode Island Energy Challenge is a community energy-efficient campaign sponsored by National Grid along with the marketing organization, Smart Power. Smart Power works with state agencies and utilities to create on the ground efficiency and renewable energy campaigns.

I challenge my co councilors to sign on and include the Town of Narragansett to be the next Energy Champion by involving town departments, involving volunteers, engage organizations and businesses, hold public events and by having 5% of the households join in reducing energy use.

Please sign up at [www.findyourfour.com](http://www.findyourfour.com)

**ATTACHMENTS:**

1. Proposed Resolution

## **A RESOLUTION SUPPORTING THE GOALS OF THE RHODE ISLAND ENERGY CHALLENGE**

**WHEREAS**, the Town of Narragansett and its residents are interested in controlling energy costs and reducing the energy used by homes and businesses across our community; and

**WHEREAS**, energy efficiency and conservation measures are proven ways to reduce energy use and lower utility bills; and

**WHEREAS**, SmartPower, a not-for-profit entity, along with National Grid is launching the Rhode Island Energy Challenge: Find Your Four! in Narragansett to encourage residents to take four actions to reduce energy use in their homes; and

**WHEREAS**, the Town of Narragansett has endorsed the goals of the Rhode Island Energy Challenge; and

**WHEREAS**, the Town of Narragansett desires to earn the designation of a *Rhode Island Energy Champion* by having 5% of households participate in the Challenge; and

**WHEREAS**, the Town of Narragansett will promote the Rhode Island Energy Challenge, including participating in joint outreach opportunities, such as generating press releases, posting information on the Town's website, providing cable access information, ensuring Town officials' attendance at promotional events, assisting with signage placement and other joint outreach efforts; and

**WHEREAS**, the Town of Narragansett will designate a person to coordinate communication activities with SmartPower and the Rhode Island Energy Challenge.

**NOW THEREFORE, BE IT RESOLVED** that the Town of Narragansett commits to meeting the goals of the Rhode Island Energy Challenge that 5% of households participate in the Challenge in order to earn the designation as a Rhode Island Energy Champion and receive a grant towards energy efficiency measures for a designated public building or site; and

A Resolution Supporting the Goals of the Rhode Island Energy Challenge  
March 7, 2016  
Page Two

**BE IT FURTHER RESOLVED** that the Town of Narragansett shall encourage all businesses, institutions and households within the Town to promote energy efficiency in our community by participating in the Rhode Island Energy Challenge.

**ADOPTED** this 7<sup>th</sup> day of March A.D. 2016.

**TOWN OF NARRAGANSETT**

Matthew M. Mannix, President

**ATTEST:**

Anne M. Irons, CMC  
Town Clerk

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 20 \_\_\_\_\_**

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

**Date Prepared:** February 10, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Jeff, Ceasrine, P.E., Acting Town Manager  
**FROM:** Steve Wright, Director Parks and Recreation  
**SUBJECT:** July 4, 2016 Fireworks Display

**RECOMMENDATION:**

That the Town Council approve and award the expenditure of \$12,500.00 to the Dunes Club which represents 50% of the total fee of the 2016 fireworks display from the Beach Enterprise Fund account number 34.50202. The Dunes Club has agreed to produce the 2016 fireworks from a barge subject to state and local regulations between the Town Beach and the Dunes Club on Monday July 4<sup>th</sup> with a rain date on July 5<sup>th</sup>.

**SUMMARY:**

For the 2016 summer season the Dunes Club has agreed to produce the fireworks from a barge between the Town Beach and the Dunes Club on Monday July 4<sup>th</sup> with a rain date of July 5<sup>th</sup> to celebrate Independence Day. In addition the Department of Parks and Recreation is planning as part of this event a family day of fun filled beach activities along with a band concert on the North Beach Club deck from 5:00 pm to 7:00 pm prior to the fireworks.

Funding is available in the beach enterprise fund account # 34.50202

**ATTACHMENTS:**

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 21**

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

**Date Prepared:** February 23, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Jeffry Ceasrine, P.E., Acting Town Manager  
**FROM:** Michael DiCicco, Director of Public Works  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** DPW Facility – Environmental Remediation (oil discharge)

**RECOMMENDATION:**

That the Town Council approves a contract amendment with Weston & Sampson, Inc. for additional professional environmental remediation services at the DPW Facility in the amount of \$17,150.00.

**SUMMARY:**

The Town has documented a release of hydraulic oil from a failed in-ground vehicle lift at the Westmoreland Street DPW Facility. The State Department of Environmental Management (RIDEM) has issued both a Notice of Intent to Enforce (NOITE) and a Letter of Responsibility (LOR) that detail required remediation activities at the site. These activities include groundwater and soil testing (by a certified laboratory), additional soil/water monitoring, removal of the failed lift system and all contaminated soil, detailed reporting, etc.

Weston & Sampson, Inc. was originally retained by the Town to conduct the preliminary groundwater and soil testing, prepare the necessary response plans to RIDEM, and oversee the removal of the contaminated soil and the placement of new gravel and concrete slab. That work has been completed, and we are now required to conduct quarterly groundwater testing, monitoring, laboratory analysis, and detailed reporting. This requirement will remain in place until all groundwater tests are negative for pollutants for at least three (3) consecutive quarters. When we removed some contaminated soil in 2011, it was impractical to remove all such soil without compromising the structural integrity of the building. As such, trace amounts of contaminants remain in the soil, and have historically been present in the quarterly sampling. Long-term, there are two (2) possible paths to take. First, through natural attenuation, the contaminants should ultimately decrease in concentration to levels below the reporting/action levels. This will likely take years.

A second path would be to investigate and develop a groundwater treatment system- these are typically very expensive, and may not make sense for the apparent small volume of contaminants that we are dealing with. While we are looking into this option further; under either scenario, we are responsible for the quarterly testing and monitoring as noted in the attached proposal until we have three (3) consecutive “clear” quarters.

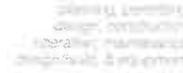
This contract amendment is for the 2016 calendar year quarterly sampling, testing, and

reporting of groundwater wells as ordered by RIDEM's Remedial Approval Letter of January 26, 2011. This price for annual monitoring has increased from the 2015 amount due to required repairs to two of the existing monitoring wells.

Funding is available in the Public Works Capital Projects Account #00200 710 57205, Building Renovation.

**ATTACHMENTS:**

1. Proposal from Weston & Sampson, Inc., dated February 17, 2016.



**Weston & Sampson**

**Town of Narragansett, Rhode Island - DPW Facility  
Weston & Sampson Project Number 2100218**

February 17, 2016

Mr. Jeff Ceasrine, P.E.  
Town Engineer  
Town of Narragansett  
25 Fifth Avenue  
Narragansett, RI 02882

Re: Proposal for Additional Environmental Consulting Services  
Quarterly Groundwater Monitoring - 2016  
Town of Narragansett Department of Public Works Facility  
260 Westmoreland Street, Narragansett, Rhode Island

Dear Jeff:

Weston & Sampson is pleased to submit this proposal to the Town of Narragansett, Rhode Island (the Town) for consulting services associated with the Town's Department of Public Works (DPW) Facility located at 260 Westmoreland Street, Narragansett, Rhode Island (the Site).

As you are aware, Weston & Sampson, on behalf of the Town, completed remedial activities at the Site in 2010 for a release of petroleum hydrocarbons and chlorinated volatile organic compounds (VOCs) identified in groundwater at the DPW facility. The Rhode Island Department of Environmental Management (RIDEM) issued a revised Remedial Approval Letter (RAL) on January 26, 2011, which requires three (3) consecutive quarters of groundwater monitoring exhibiting concentrations below the GA Groundwater Objectives, prior to the issuance of a No Further Action (NFA) Letter.

The 2010 through 2015 quarterly groundwater monitoring results indicate that trichloroethylene (TCE) continues to exceed the RIDEM Method 1 GA Groundwater Objective of 5 micrograms per liter ( $\mu\text{g/L}$ ) in one monitoring well (WS-3R) located inside the DPW garage. Vinyl chloride (VC) was also detected in this monitoring well above the RIDEM Method 1 GA Groundwater Objective and the GB Groundwater objective of 2  $\mu\text{g/L}$  for the fourth consecutive sampling event. The GB Groundwater objectives were promulgated to be protective of indoor air. Exceedances of this criterion have the potential to volatilize and create a vapor intrusion concern at the Site.

Conversely, tetrachloroethylene (PCE), which had exceeded the RIDEM Method 1 GA Groundwater Objective (5  $\mu\text{g/L}$ ) in WS-3R intermittently in prior sampling rounds, has continued to decrease below standards over the last two years. No other VOCs were detected above the RIDEM Method 1 GA Groundwater Objectives.

Based upon this information, Weston & Sampson has developed the following scope of work and budget to continue quarterly groundwater monitoring at the Site in accordance with the RIDEM's Remedial Decision Letter, dated October 15, 2010.

## **SCOPE OF WORK**

### **Task 1: Project Management and Coordination**

Weston & Sampson will perform project management and coordination activities throughout the course of the project including staffing, scheduling, and budget tracking. This task also includes correspondence and coordination with appropriate Site contacts, the Town and RIDEM. Please note, we have not anticipated any meetings during Task 1.0.

### **Task 2: Groundwater Monitoring**

Weston & Sampson will collect groundwater samples from existing monitoring wells WS-1, WS-3R, WS-4R, WS-6 and WS-7 utilizing low-flow sampling techniques in accordance with EPA's Region I "Low Stress (low flow) Purging and Sampling Procedure for the Collection of Ground Water Samples from Monitoring Wells", EPASOP-GW 001 (Revision 3, January 19, 2010). All groundwater samples will be analyzed for VOCs via EPA Method 8260. The samples will be placed directly into new laboratory-prepared sample containers and will be packed and transported to a laboratory in accordance with professional standards of care for analyses via EPA methods or equivalent State-approved methods. Chain-of-custody documentation will be maintained throughout the sampling process. Quarterly groundwater sampling will be completed in April 2016, July 2016, and October 2016. Weston & Sampson will gauge the depth-to-groundwater in viable groundwater monitoring wells at the time of the sampling events.

### **Task 3: Prepare Quarterly Groundwater Monitoring Letter Reports**

Weston & Sampson will prepare a total of three (3) Quarterly Groundwater Monitoring Letter Reports for the Site which will include the findings of the individual groundwater monitoring event. The letter report will contain a narrative describing the methods of the sampling activities and a table summarizing the analytical results. The letter report will also include a summary of our findings and evaluate the VOC concentration trends to assess whether additional response actions are recommended and/or necessary at the Site.

### **Task 4: Repair Existing Monitoring Wells**

Two of the existing monitoring wells located at the Site (WS-1 and WS-6) are currently damaged and missing road boxes. These wells need to be repaired as soon as possible; the monitoring wells in their current condition have the potential to act as conduits to any accidental releases at the ground surface and adversely impact the groundwater at the Site. Weston & Sampson will coordinate with a monitoring well installer to repair the damaged wells accordingly.

## **COST ESTIMATE**

Weston & Sampson developed the scope of work outlined herein and estimates the total cost for completing the 2016 Quarterly Groundwater Monitoring described in the preceding section to be approximately \$17,150. The cost estimate table on the following page provides the budgeting rationale. The tasks below will be billed on a Time and Materials basis. Please note that billing rates reflect current salary adjustments for 2016.

Task	Subcontractor Costs	Weston & Sampson Fees	Total Costs
Task 1: Project Management & Coordination	\$0	\$3,125	\$3,125
Task 2: Quarterly Groundwater Monitoring	\$1,785	\$5,090	\$6,875
Task 3: Quarterly Monitoring Letter Reports	\$0	\$6,500	\$6,500
Task 4: Monitoring Well Repair	\$300	\$350	\$650
<b>Estimated Total:</b>			<b>\$17,150</b>

\*Includes approximately \$1,785 for laboratory analytical fees

### ASSUMPTIONS

- Assumes a total of three (3) quarterly groundwater sampling events of the five (5) existing monitoring wells and a total of three (3) quarterly groundwater monitoring letter reports.
- Assumes additional groundwater monitoring beyond the scope of this proposal will not be required.
- Costs do not include any additional RIDEM regulatory submittals, permits, fees, assessment and/or remediation expenses.
- Liquid investigative derived waste (IDW) can be disposed of on-site.
- Assumes well repair only requires the replacement of two (2) road boxes.

### NOTICE TO PROCEED

Weston & Sampson is prepared to initiate the above scope of work immediately upon receipt of your written Notice to Proceed. We look forward to the opportunity to work on this project. If you have any questions on this scope of work, please do not hesitate to contact us at (978) 532-1900.

Please sign the Notice to Proceed below and email to [destefanos@wseinc.com](mailto:destefanos@wseinc.com) if this proposal is acceptable to you.

Very truly yours,  
WESTON & SAMPSON ENGINEERS, INC.



Sarah R. DeStefano  
Project Manager



Frank M. Ricciardi, PE  
Vice President

**NOTICE TO PROCEED**

For: Town of Narragansett, RI

By: \_\_\_\_\_  
Signed Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: \_\_\_\_\_ 22  
Amend No. \_\_\_\_\_**

**Date Prepared:** February 15, 2106  
**Council Meeting Date:** March 7, 2016

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**TO:** Honorable Town Council  
**FROM:** Jeffry Ceasrine, P.E., Town Engineer \ Acting Town Manager  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Scarborough WWTF Flood Proofing Project – Final Design Services – RT Group Inc.

**RECOMMENDATION:**

That the Town Council approve a contract amendment with the RT Group Inc., for final engineering services and bidding assistance for the Scarborough Wastewater Treatment Facilities (WWTF) Flood Proofing Project, in the amount of \$34,945.00.

**SUMMARY:**

On June 2, 2014, following a competitive procurement process, the Town Council awarded a contract to the RT Group, Inc. in the amount of \$19,700.00 for Preliminary Design Services related to the Scarborough WWTF Flood Proofing Project. The initial scope of work (Phase 1) was to identify potential flood proofing options based on design and sustainability criteria, and provide cost estimates for same, as well as permitting requirements. The Phase 1 Scope of Work was as follows:

*“The required Scope of Work under this contract will include four phases: Phase 1 - Survey and Preliminary Design; Phase 2- the preparation of Final Design plans and specifications (and regulatory permits), ready for bidding; Phase 3 - Bidding Services; and Phase 4 - Administrative Services during construction, all as are necessary to support the complete construction of the proposed improvements.*

- A. Phase 1a: *Survey and Preliminary Design services shall include all necessary field survey, soil borings of sufficient number to appropriately classify the underlying soil conditions, and technical research necessary to develop a matrix of up to six (6) potential flood proofing design options.*

Phase 1b: *Schematic design drawings of said option(s) selected by the Town for further investigation, calculations, and draft specifications along with a **probable estimate of construction cost for each selected option.** Also included in this phase will be the development of a construction sequence plan and time line.*

The Phase 1 work has been completed, and we have reviewed and recommended an alternative to pursue for further design, permitting, and ultimately, construction. The

selected alternative includes driven steel sheet piling, protected by an earthen wall with stone rip rap, and dewatering pumps connected to a piping network.

On May 4, 2015, the Town Council approved a Contract Amendment that authorized the RT Group, Inc. to proceed with additional engineering design services that were necessary to prepare the draft plans and specifications for bidding, and for the draft submissions to the various Federal and State regulatory agencies. This will be a complicated environmental review and permitting process – the work is located in a flood zone, which triggers US Army Corps, FEMA, RIDEM, and CRMC permitting. We have also petitioned FEMA for a Letter of Map Amendment (LOMA) for the property, which means that we are asking them to alter the federal flood zone boundary once the work has been completed. It also has positive property insurance implications. This is critical to our long range plans at this site – we wish to construct a Headworks Building in future years, which cannot be done within the current designated federal flood zone. However, once the proposed flood proofing wall is in place, if FEMA alters the flood zone boundary, we can construct our new building. Part of that contract amendment fee was for the specialized engineering flood zone computer modeling that is required to request a flood zone alteration.

The specific work tasks associated with the first contract amendment included:

1. CRMC Permit pre-application work – meeting with State officials to determine the appropriate supporting materials that will be required in order to move forward with the formal permitting process, and
2. Detailed design engineering (past the preliminary stage) , and
3. Preparation of plans and specifications up to the 90% level (this is the threshold for submittal to the various regulatory agencies – final design for bidding will be under a separate amendment once the regulatory review has been completed), and
4. Letter of Map Amendment computer modeling, preparation and submission of LOMA application, and response to federal review comments.

The second Contract Amendment was for the final regulatory permitting steps, and reflected the numerous meetings and re-designs that were necessary to complete the Federal and State permit applications. It also included an allowance for our upcoming public presentation to the full Coastal Resources Management Council. There are several key items to note – this project will be one of the first, if not the first major construction project in Rhode Island to be reviewed by CRMC with a sea level rise design factor included. While there are still differing opinions as to the correct science to apply to this issue, there seems to be little doubt that sea level rise is occurring, and CRMC included it within their review comments. This led to additional design costs that are reflected in this Contract Amendment, and will increase the construction cost as well. Also, under the current FEMA regulations, we have to pay a Federal permit application fee (note that State CRMC permit fees are waived for public projects) of \$7,250.00 plus \$60 per hour for FEMA staff review time (to be determined as the review process is underway).

During the CRMC review, Save the Bay filed a formal objection to the project, requesting that the proposed seawall be located further inland, to, in their opinion, better protect the shoreline from wave impacts that would reflect off the wall. The RT Group and this office

have spent a considerable amount of time answering this opinion letter, as it is part of the formal record at CRMC. We anticipate this being reviewed at length with CRMC at the March 8, 2016 public hearing.

It should also be noted that this engineering design work is necessary in order to continue our pursuit of the CDBG DR grant for this project (reference the Public Hearing held at the March 16, 2015 Town Council meeting).

The Contract Amendment before you (#3) is for the final design, the preparation of plans and specifications for bidding, copies of bid documents for distribution, and bidding services (answering questions from bidders, issuing addenda, reviewing bids, and making a formal bid recommendation), in a not-to-exceed amount of \$34,945.00. The attached proposal dated January 11, 2016 provides additional details.

Funding is available in the Wastewater Enterprise Fund Capital Projects Account # 0032 50617, Scarborough WWTF Flood Proofing. On a related funding note, we have received confirmation of a CDBG Disaster Recovery (DR) grant for \$1 million that can be applied towards the construction phase of this project.

**ATTACHMENTS:**

1. January 11, 2016 Proposal from RT Group, Inc.

January 11, 2016

Mr. Jeffrey Ceasrine, P.E., Town Engineer  
Town of Narragansett  
25 Fifth Avenue  
Narragansett, RI 02882

RE: Contract Amendment Request No. 3  
Scarborough Wastewater Treatment Facility (WWTF) Flood Proofing Project  
Town of Narragansett, Rhode Island  
RTG Project No. 14108.01

Dear Jeff:

As noted in RT Group, Inc.'s (RTG's) Proposal dated March 12, 2015, preparing Bidding Issue Plans and Specifications and providing Bidding Assistance was not included in our Conditional Letter of Map Revision (LOMR) Scope-of-Services. Accordingly, RTG has prepared this Contract Amendment Request (CAR) for the estimated labor and expenses that are expected to be incurred preparing Bidding Issue Plans and Specifications and providing Bidding Assistance. A separate CAR will be prepared by RTG for providing Construction Phase Services and preparing the FEMA Letter of Map Revision (LOMR).

Preparing Bidding Issue Plans and providing Bidding Assistance is expected to include the following Tasks:

1. Final Design;
2. Final Plans and Specifications;
3. Final Contract Documents;
4. Bidding Phase Services; and
5. Additional Meetings.

Also, and as you are aware, Save the Bay has stated that they are opposed to the currently proposed flood proofing barrier alignment. However, for the purposes of preparing this CAR it was assumed that the currently proposed flood proofing barrier alignment would be carried forward into Final Design. Should the barrier alignment need to be revised based on Save the Bay's or other comments, additional costs above and beyond those presented herein are expected to be incurred and would need to be captured under a separate CAR.

### Task A3.1—Final Design

The 90% Contract Documents were submitted to the Town on November 16, 2015. Under this Task, RTG will complete the final design necessary to prepare the final Contract Documents. Final design is expected to include finalizing RTG's internal calculations; designing the pipe sleeves for the utilities that will pass through the cast-in-place concrete portion of the proposed flood proofing barrier; evaluating if the WWTF's existing utilities can support the additional surcharge load imparted by the proposed flood proofing barrier; and final design of the concrete

2015-01-11 10:00 AM



stub wall at the termination point of the proposed flood proofing barrier (concrete wall design was not included in our original Scope-of-Services).

### **Task A3.2—Final Plans and Specifications**

Under this Task, RTG will prepare the Final Plans and Specifications for insertion into the final Contract Documents. Final Plans and Specifications are expected to include the same plans and specifications that were provided with the 90% Contract Documents. However, the Final Plans are expected to include additional details and notes with respect to the Final Design Items noted above, and will address general consistency issues between various plans, sections, and details.

### **Task A3.3—Final Contract Documents for Bidding**

Under this Task, RTG will prepare the Final Contract Documents that will consist of the Final Plans and Specifications and the Contract "Up-Fronts" (2013 EJCDC)/Supporting Data. RTG will provide the Town two (2) hard copies of the Final Contract Documents for its review. At the same time, RTG will prepare the final quantity take-off and provide the Town with the Final Engineer's Estimate based on the Final Plans & Technical Specifications.

Following the receipt of the Town's review comments, RTG will prepare up to twelve (12) sets of the Final Contract Documents for the Town's use in obtaining competitive bids. It is assumed that each set of the Final Contract Documents will be bound in a three (3) ring binder and will include half-size (11" x 17") plan sets. Electronic PDF copies will also be provided with each set of Contract Documents on CD. It is assumed that the Town will be responsible for all advertising costs and the distribution of the Final Contract Documents, including any Addenda, to potential bidders.

### **Task A3.4—Bidding Phase Services**

Under this Task, RTG will provide assistance to the Town during the Bidding Phase of the project. Bidding Phase Services are expected to include the following:

- Attending the on-site Pre-Bid Meeting and answering Bidder questions;
- Preparing Addenda as required (3 Addenda assumed);
- Providing and distributing the Addenda to the Town;
- Attending the Bid Opening;
- Reviewing and Tabulating the Bids, including Reference Checks; and
- Providing the Town with a written Recommendation for Award.

### **Task A3.5—Additional Meetings**

Under this Task, RTG will attend the following additional project meetings:

- A review meeting to discuss the Town's comments on the 90% Contract Documents; and
- A review meeting to discuss the Town's comments on the Final Contract Documents.



January 11, 2016

Meetings have been budgeted separately under this Task in order to allow a credit to be provided to the Town should the assumed number of meetings not be required.

### Assistance Provided by the Town

- Coordination with the local Building Official as required;
- Contract Document Review and attendance at review meetings;
- Payment for all bidding advertisement costs;
- Distribution and tracking of Final Contract Documents for Bidding; and
- Payment of all outside fees as required (e.g., permits).

### Implementation Schedule

In accordance with the most recently submitted Progress schedule.

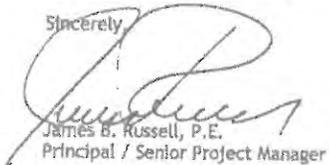
### Estimated Costs

Our estimated costs are summarized in Table 1. This is our best estimate as to the effort required to successfully complete the above Tasks. If the Scope-of-Services for the above Tasks changes, an increase or decrease in charges may result.

### Agreement

If this CAR is acceptable, we will proceed with the work described under our existing Agreement. If you have any questions, please do not hesitate to contact me.

Sincerely,



James B. Russell, P.E.  
Principal / Senior Project Manager

Attachment



**Table 1  
Contract Amendment Request No. 3-Labor and Expenses Breakdown  
Bourborough WWTF Flood Proofing Project  
Town of Narragansett, RI**

Labor/Hours	2018 Billing Rate	A3.4-Bidding Phase Services											Total
		A3.1 Final Design	A3.2 Final Plans and Specifications	A3.3 Final Contract Documents for Bidding	Pre-Bid Meeting	Addenda (3 Assumed)	Attending the Bid Opening	Reviewing and Tabulating the Bids	Written Recommendation for Award	80% Review Meeting	100% Review Meeting		
Principal / Senior Project Manager	\$185.00	8	8	12	4	0	2	2	2	4	4	4	55
Project Manager	\$125.00	18	24	6	4	24	4	4	2	2	4	4	94
Senior Project Engineer	\$115.00	8	8	8	0	8	0	8	8	8	0	4	94
Project Engineer	\$100.00	0	0	0	0	0	0	0	0	0	0	0	44
Staff Engineer	\$85.00	0	0	8	0	0	0	0	0	0	0	0	0
Office/Clerical	\$55.00	4	4	16	1	12	1	2	2	1	1	1	8
Principal / Senior Project Manager	\$185.00	\$1,560.00	\$1,660.00	\$2,340.00	\$780.00	\$1,755.00	\$390.00	\$390.00	\$390.00	\$780.00	\$780.00	\$780.00	\$10,725.00
Project Manager	\$125.00	\$2,000.00	\$3,000.00	\$1,000.00	\$500.00	\$3,000.00	\$800.00	\$500.00	\$250.00	\$500.00	\$500.00	\$500.00	\$11,750.00
Senior Project Engineer	\$115.00	\$920.00	\$920.00	\$920.00	\$0.00	\$890.00	\$0.00	\$920.00	\$890.00	\$0.00	\$0.00	\$0.00	\$5,080.00
Project Engineer	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Engineer	\$85.00	\$0.00	\$0.00	\$880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office/Clerical	\$55.00	\$220.00	\$220.00	\$880.00	\$55.00	\$880.00	\$55.00	\$110.00	\$110.00	\$55.00	\$55.00	\$55.00	\$880.00
<b>Labor Subtotal</b>		<b>\$4,700.00</b>	<b>\$5,700.00</b>	<b>\$5,820.00</b>	<b>\$1,335.00</b>	<b>\$8,105.00</b>	<b>\$945.00</b>	<b>\$1,920.00</b>	<b>\$1,440.00</b>	<b>\$1,395.00</b>	<b>\$1,395.00</b>	<b>\$1,395.00</b>	<b>\$2,420.00</b>
<b>Expenses</b>													
Copies, Paper, Fax, Postage, Computer, Misc.		\$50.00	\$150.00	\$1,500.00	\$25.00	\$500.00	\$25.00	\$50.00	\$50.00	\$25.00	\$25.00	\$25.00	\$2,400.00
Mileage		\$0.00	\$0.00	\$25.00	\$25.00	\$75.00	\$25.00	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	\$225.00
Materials & Equipment		\$0.00	\$0.00	\$517.50	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$592.50
Sub-Consultant (Whitcap Engineering, LLC)		\$218.50	\$218.50	\$218.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$437.00	\$0.00	\$0.00	\$1,082.50
Blank		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Expenses Subtotal</b>		<b>\$268.50</b>	<b>\$388.50</b>	<b>\$2,261.50</b>	<b>\$50.00</b>	<b>\$650.00</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$75.00</b>	<b>\$467.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$3,110.00</b>
<b>Task Estimate</b>		<b>\$4,968.50</b>	<b>\$6,088.50</b>	<b>\$8,081.50</b>	<b>\$1,385.00</b>	<b>\$8,765.00</b>	<b>\$995.00</b>	<b>\$1,970.00</b>	<b>\$1,515.00</b>	<b>\$1,822.00</b>	<b>\$1,388.00</b>	<b>\$1,388.00</b>	<b>\$34,846.00</b>
				<b>\$10,118.00</b>					<b>\$12,830.00</b>		<b>\$3,207.00</b>		

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 23**

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

**Date Prepared:** February 16, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Jeffry Ceasrine, Acting Town Manager  
**FROM:** Scott M. Partington, Fire Chief  
**PREPARED BY:** Susan W. Gallagher, Purchasing Manager  
**SUBJECT:** Purchase of Portable Radios for Police and Fire

**RECOMMENDATION:**

That the Town Council approves the purchase of seventeen (17) portable radios and accessories from Motorola Solutions Inc., pursuant to the State of Rhode Island Master Price Agreement, in the total amount of \$62,085.63.

**SUMMARY:**

The Narragansett Emergency Management has been awarded a grant to purchase seventeen (17) portable radios for the police (8) and fire (9) departments. The new radios will replace aging/outdated portable radios that the departments currently use.

The attached quotations are provided pursuant to the State of Rhode Island MPA #395. The original bid award was by the State of Rhode Island, Office of Purchasing. The radios are discounted 27% through this agreement.

Funding is available through a 100% reimbursable grant from the Rhode Island Emergency Management Agency (RIEMA) and the Department of Homeland Security (Grant award No. 23-04-2015 SHSP).

**ATTACHMENTS:**

1. Quotation #QU0000348158 and #QU0000348149 from Motorola Solutions
2. State MPA #395 (partial).



# MOTOROLA SOLUTIONS

Quote Number: QU0000348158

Effective: 20 JAN 2016

Effective To: 19 FEB 2016

**Bill-To:**

NARRAGANSETT, TOWN OF  
25 FIFTH AVE  
NARRAGANSETT, RI 02882  
United States

**Attention:**

Name: Chris McGrath  
Email: cmcgrath@narragansettri.gov

**Sales Contact:**

Name: Jon Lamoureux  
Email: Jon.Lamoureux@motorolasolutions.com  
Phone: 16176992749

Contract Number: NASPO ValuePoint  
Freight terms: FOB Destination  
Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	8	H98UCD9PW5AN	APX6000 7/800 MHZ MODEL 1.5 PORTABLE	\$2,276.00	\$1,661.48	\$13,291.84
1a	8	Q806BM	ADD: ASTRO DIGITAL CAL OPERATION	\$515.00	\$375.95	\$3,007.60
1b	8	QA01648AA	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY	\$5.00	\$3.65	\$29.20
1c	8	H869BZ	ENH: MULTIKEY	\$330.00	\$240.90	\$1,927.20
1d	8	Q884BC	ENH: 1 YR S/S LITE	\$44.00	\$44.00	\$352.00
1e	8	QA02006AA	ENH: APX6000XE RUGGED RADIO	\$800.00	\$584.00	\$4,672.00
1f	8	H38BT	ADD: SMARTZONE OPERATION	\$1,200.00	\$876.00	\$7,008.00
1g	8	Q361AR	ADD: P25 9600 BAUD TRUNKING	\$300.00	\$219.00	\$1,752.00
2	8	NNTN8092A	BATT IMP FM R LI ION 2300M 2350T BLK	\$142.00	\$103.66	\$829.28
3	8	WPLN7080A	CHR IMP SUC EXT US/NA/CA/LA	\$125.00	\$91.25	\$730.00
4	8	NNTN8203ABLK	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,IMPRES XE RSM, BLACK	\$335.00	\$244.55	\$1,956.40

Total Quote in USD

\$35,555.52

(Police)

PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)



Quote Number: QU0000348149  
 Effective: 20 JAN 2016  
 Effective To: 19 FEB 2016

**Bill-To:**

NARRAGANSETT, TOWN OF  
 25 FIFTH AVE  
 NARRAGANSETT, RI 02882  
 United States

**Attention:**

**Name:** Chris McGrath  
**Email:** cmcgrath@narragansettri.gov

**Sales Contact:**

**Name:** Jon Lamoureux  
**Email:** Jon.Lamoureux@motorolasolutions.com  
**Phone:** 16176992749

**Contract Number:** NASPO ValuePoint  
**Freight terms:** FOB Destination  
**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	9	H51UCF9PW6AN	APX 4600 7/800 MHZ MODEL 2 PORTABLE	\$1,756.00	\$1,281.88	\$11,536.92
1a	9	QA02756AB	ENH: 3600 OR 9600 TRUNKING BAUD SIN	\$1,570.00	\$1,146.10	\$10,314.90
1b	9	H869CE	ENH: MULTIKEY	\$330.00	\$240.90	\$2,168.10
1c	9	QA04865AA	ADD: TWO KNOB CONFIGURATION	-	-	-
1d	9	H885BK	ADD: 3 YEAR SERVICE FROM THE START LITE	\$84.00	\$84.00	\$756.00
1e	9	QA01648AA	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY	\$5.00	\$3.65	\$32.85
2	9	WPLN4232A	CHARGER, SINGLE-UNIT, IMPRES, 1.25A, 115VAC, US/NA	\$63.00	\$45.99	\$413.91
3	9	NNTN8128BR	BATT IMPRES LIION 2000T	\$102.00	\$74.46	\$670.14
4	9	PMMN4065A	MICROPHONE,IMPRES RSM, 1P57	\$97.00	\$70.81	\$637.29

**Total Quote in USD**

**\$26,530.11**

(Fire)

PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
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- >Include a Bill-To Address with a Contact Name and Phone Number
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- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)



# Notice of Contract Purchase Agreement

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
ONE CAPITOL HILL  
PROVIDENCE RI 02908

Refer to userguide for instruction and  
lead state master agreement (click here)

MOTOROLA SOLUTIONS INC  
12 WALKER WAY  
NORTH SCITUATE, RI 02857  
United States

PUBLIC SAFETY COMMUNICATIONS  
EQUIPMENT- MOTOROLA (MPA-395)

**Award Number** 3309688      **Effective Period:** 19-FEB-13 - 30-JUN-16

<b>S H I P  T O</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States	<b>Date:</b> 23-JAN-13 <b>Buyer:</b> C McGurn <b>Shipping:</b> Paid <b>Terms:</b> NET 30 <b>Vendor#:</b> 1013	<b>I N V O I C E</b>	MASTER PRICE AGREEMENT SEE BELOW RELEASE AGAINST,RI MPA United States
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Department	Type of Requisition	Bid Number	Requisition Number
		N/A	

CHANGE TO PO #3309688

CHANGE EFFECTIVE PERIOD:  
FROM: 02/19/13 - 12/31/2015  
TO: 02/19/13 - 6/30/2016

CONTRACT DATE EXTENSION PER PARTICIPATING AGREEMENT INCLUDING NEW PRICING DISCOUNTS FOR NASPO VALUEPOINT CONTRACT / MASTER AGREEMENT #06913 FOR PUBLIC SAFETY COMMUNICATION EQUIPMENT

<b>STATE PURCHASING AGENT</b>
Nancy R. McIntyre

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at www.purchasing.ri.gov. Delivery of goods or services as described herein shall be deemed acceptance of these requirements

SECTION 1

# CONTRACT/MASTER AGREEMENT #06913 FOR PUBLIC SAFETY COMMUNICATION EQUIPMENT

State of Washington, Department of Enterprise Services (DES) on behalf of the NASPO ValuePoint Cooperative Purchasing Program **Contract/Master Agreement #06913 For Public Safety Communication Equipment** between The State of Washington and Motorola Solutions Under the Authority of State of Washington, Chapter 39.26 RCW between The State of Washington and Motorola Solutions Under the Authority of State of Washington, Chapter 39.26 RCW <http://www.naspovaluepoint.org/#!/contract-details/61/contractor/345> Motorola Solutions has been awarded the following categories/subcategories:

<b>Category: Radios</b>			
Subcategory: Portable, Dual-Band			
Subcategory: Portable, Single-Band tier I			
Subcategory: Portable, Single-Band tier II			
Subcategory: Portable, Single-Band tier III			
Subcategory: Mobile, Dual-Band			
Subcategory: Mobile, Single-Band tier I			
Subcategory: Mobile, Single-Band tier II			
Subcategory: Mobile, Single-Band tier III			
Subcategory: Desktop, Dual-Band			
Subcategory: Desktop, Single-Band tier I			
Subcategory: Desktop, Single-Band tier II			
<b>Category: Base Stations/Repeaters: Single-Band tier I</b>			
<b>Category: Base Station/Repeaters, Single-Band tier II</b>			
<b>Category: Mobile Radio Antennas</b>			
<b>DISCOUNTS ON PRODUCTS &amp; SERVICES</b>			
Motorola Solutions - NASPO ValuePoint DISCOUNT MATRIX (Revised 12/7/15)			
REFER TO MANUFACTURER REFERENCE LIST: Motorola on-Line (MOL):			
<b>Category: Radios</b>			<b>DISCOUNT %</b>
<i>List price for Base Model, Additional features &amp; options quoted and sold at same discount</i>			
Excluding the state of Washington, the discounts apply to states with purchasing fees </=1%			

Upon request, and at no charge, Motorola will provide contract customers a copy of the manufacturer's reference product price(s) after application of discount.			
<b>Subcategory: Portable, Dual-Band</b>			
APX7000 MULTI-BAND			27%
APX7000XE MULTI-BAND			27%
APX7000L MULTI-BAND			27%
APX8000 ALL-BAND			27%
STANDALONE ACCESSORIES ORDERED WITHOUT BASE UNIT			27%
<b>Subcategory: Portable, Single-Band tier I</b>			
APX6000			27%
APX6000Li			27%
APX6000XE			27%
APX3000			27%
XTS1500/2500/3000/4000/5000 ACCESSORIES			27%
STANDALONE ACCESSORIES ORDERED WITHOUT BASE UNIT			27%
<b>Subcategory: Portable, Single-Band tier II</b>			
APX4000			27%
APX4000XH			27%
APX1000			27%
STANDALONE ACCESSORIES ORDERED WITHOUT BASE UNIT			
<b>Subcategory: Portable, Single-Band tier III</b>			
BPR40			17%
CP185			17%
STANDALONE ACCESSORIES ORDERED WITHOUT BASE UNIT			17%
<b>Subcategory: Mobile, Dual-Band</b>			
APX7500			27%
APX8500 ALL-BAND			27%
STANDALONE ACCESSORIES ORDERED WITHOUT BASE UNIT			27%
<b>Subcategory: Mobile, Single-Band tier I</b>			
APX6500			27%
APX6500Li			27%
All XTL1500/2500/3000/4000/5000 ACCESSORIES			27%
STANDALONE ACCESSORIES ORDERED WITHOUT BASE UNIT			27%
<b>Subcategory: Mobile, Single-Band tier II</b>			
APX4500			27%
APX1500			27%
STANDALONE ACCESSORIES ORDERED WITHOUT BASE UNIT			27%
<b>Subcategory: Mobile, Single-Band tier III</b>			
CDM120 Cancelled – replacement product under review			17%
STANDALONE ACCESSORIES ORDERED WITHOUT BASE UNIT			17%

November 12, 2015

State of Washington Department of Enterprise Services (DES)

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 24**

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

**Date Prepared:** February 10, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Honorable Town Council

**FROM:** Jeffry Ceasrine, P.E., Town Engineer/Acting Town Manager  
Susan W. Gallagher, Purchasing Manager

**SUBJECT:** Award of bid – Building Renovation, Restoration, & Reconstruction Services

**RECOMMENDATION:**

That the Town Council awards the bid for “Building Renovation, Restoration, and Reconstruction Services” to the lowest bidder, Abcore Restoration Company, Inc., at their quoted bid prices and mark-up rates for a one-year period, ending March 7, 2017.

**SUMMARY:**

The Town utilizes two separate contracts for general construction work. The first contract, “General Construction Services” is used for typical routine and emergency building trades work at all Town buildings. This bid for “Building Renovation, Restoration, and Reconstruction Services” is utilized for specialty projects and buildings of historical or other noteworthy significance (like the Towers). The bid encompasses carpentry, painting, flooring, and roofing trades at fixed hourly labor rates (State prevailing wage minimums) on a regular and emergency response basis. Please note that State law requires the payment of prevailing wages for all public contracts in excess of \$1,000.00. Response times, equipment mark-ups, and material mark-ups are also included in the bid.

The request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Nine vendors were solicited and five responded. Please see the attached spreadsheet for the solicitation results.

Two bidders: Narragansett Dock Works, Inc. and Abcore Restoration Co., Inc. bid the same hourly rates for regular service (item 1), emergency service during regular hours (item 2), and provided the same proposed mark-ups (items 4 and 5). Therefore, bid item 3 (emergency service during nights/weekends/holidays) was used as the tie breaker. Abcore Restoration had lower hourly rates (on item 3) than Narragansett Dock Works and therefore was determined to be the lowest bidder. It should be noted that the hourly wages bid in each category by Abcore Restoration match the current State prevailing wages, and that Abcore Restoration submitted a mark-up percentage of “zero” for equipment and materials.

This building renovation contract is non-exclusive so the Town may bid out similar work separately as appropriate and desired. Further, 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. February 10, 2016 solicitation spreadsheet for bid opening.

Town of Narragansett, RI  
 Building Renovation, Restoration, & Reconstruction Services, B16016  
 All Departments

Bid Opening - Wednesday, February 10, 2016 - 11:00 am

	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
	Tower	Joseph	Narragansett	Abcore	Martone
	Construction Corp.	Tavone Inc.	Dock Works, Inc.	Restoration Co, Inc.	Service Co.
	Price	Price	Price	Price	Price
<b>1. Regular Service - 10 day response</b>					
a. Carpentry - per hour	\$72.00	\$100.82	\$59.31	\$59.31	\$76.00
b. Painting - per hour	\$66.00	\$92.90	\$50.87	\$50.87	\$66.00
c. Flooring - per hour	\$72.00	96.12	\$61.43	\$61.43	\$74.00
d. Roofing - per hour	\$72.00	\$97.44	\$55.37	\$55.37	\$75.00
<b>2. Emergency Serv/Reg hours</b>					
a. Carpentry - per hour	\$108.00	\$115.94	\$59.31	\$59.31	\$76.00
b. Painting - per hour	\$99.00	\$106.85	\$50.87	\$50.87	\$66.00
c. Flooring - per hour	\$108.00	110.53	\$61.43	\$61.43	\$74.00
d. Roofing - per hour	\$108.00	\$112.05	\$55.37	\$55.37	\$75.00
Response Time	2 hours	2 hours	2 hours	1 hour	2-4 hours
<b>3. Emergency Serv/Nights/Week/Hol</b>					
a. Carpentry - per hour	\$108.00	\$151.23	\$225.00	\$59.31	\$114.00
b. Painting - per hour	\$99.00	\$139.35	\$225.00	\$50.87	\$99.00
c. Flooring - per hour	\$108.00	\$144.18	\$225.00	\$61.43	\$111.00
d. Roofing - per hour	\$108.00	\$146.16	\$225.00	\$55.37	\$112.50
Response Time	2 hours	2 hours	2 hours	1 hour	2-4 hours
<b>4. Mark-up for parts &amp; materials (%)</b>	8%	10.0%	0%	0%	12%
<b>5. Mark-up for equipment (%)</b>	7%	10.0%	0%	0%	12%
Sg B16016					

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 25**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** January 22, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Honorable Town Council

**FROM:** Dawson Hodgson, Town Solicitor

**SUBJECT:** Couture Bequest, Plat N-R Lot 1077 Bonnet Shores Rd

**RECOMMENDATION:**

That the Town Council vote to accept or disclaim the bequest of the late Robert Couture of real property located Plat N-R Lot 1077 Bonnet Shores Rd.

**SUMMARY:**

The late Robert Couture bequeathed the above described lot to the Town in his will. It is the Town Council's prerogative whether to accept or disclaim the bequest.

The Director of Community Development recommends the Town not accept the land, as it appears unsuitable for building or other use, and the Land Trust does not want the property.

Nevertheless, it should be noted that the Town already holds a tax deed to the property without intention to foreclose, and close to zero possibility of ever recovering tax monies from the lot.

Acceptance would give the town full ownership, remove the lot from the tax rolls, and close out the matter for the family of Mr. Couture, allowing them to complete their probate process.



**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

CC: 26

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

**Date Prepared:** February 18, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Honorable Town Council

**FROM:** Jeffry Ceasrine, P. E., Acting Town Manager

**SUBJECT:** Agreement with CGI Communications, Inc. to Produce Promotional Video Clips on Narragansett

**RECOMMENDATION:**

That the Town Council authorize the Town Manager to execute an agreement with CGI Communications, Inc. that provides promotional video clips about the Town of Narragansett at no cost to the Town.

**SUMMARY:**

Since 2008, the Town had a professional relationship with CGI Communications, Inc. to produce video clips that promote the Town of Narragansett. These clips were last updated in 2011. The videos are professional quality and promote Narragansett in terms of tourism, economic development, education, and other important town attributes. CGI wishes to update the video clips for the town in 2016. There is no cost to us for this service, as it is supported by advertising charged to local merchants and businesses during the three (3) year period of the agreement. The advertising does not appear on the Town's website when visitors to our website click on the video clips, they are taken to CGI's website to view the clips and the advertising. The only obligation from the Town is to have a letter signed by the Town Manager that indicates that the project is sanctioned by the Town of Narragansett. The letter is then used by the company to help secure advertisers.

Based on the fact that there is no cost to the Town for this important service, I recommend Council approval of this agreement.

**ATTACHMENTS:**

1. 2016 Community Video Program

## 2016 Community Video Program

CGI Communications, Inc.  
130 East Main Street, 5th Floor  
Rochester, NY 14604  
(800) 398-3029 phone  
(866) 429-8611 fax

Name: Patty Roosa

Title: Administrative Assistant

Address: 25 Fifth Ave

City, State, Zip: Narragansett, RI, 02882

Phone: 401-789-1044

Email: PROosa@narragansetttri.gov

Website: [www.narragansetttri.gov](http://www.narragansetttri.gov)

This agreement is between CGI Communications, Inc. ("CGI") and the Town of Narragansett (the "Town") and shall remain in effect from the date it is signed by both parties until the third anniversary of the date that the completed and approved Community Video Program is made available for viewing via a link on the [www.narragansetttri.gov](http://www.narragansetttri.gov) homepage, including any alternate versions of that homepage, for viewer access on different devices.

### During the term of this Agreement, CGI shall:

- Produce video content with subject matter that includes but is not limited to: *Welcome, Education, Healthy Living, Homes / Real Estate*, and two additional videos with Town's choice of subject matter
- Provide one *Community Organizations* chapter to promote charities, nonprofits and community development organizations
- Provide script writing and video content consultation
- Have a videographer come to Town's locations to shoot footage for the videos
- Reserve the right to use still images and photos for video production
- Provide all aspects of video production and editing, from raw footage to final video including professional voiceovers and background music
- Provide a final draft of Community Video Program content subject to your approval (up to 3 sets of revisions allowed). CGI's request for approval of content or revision, including final draft, shall be deemed approved if no response received by us within thirty (30) days of request
- Provide our patented OneClick™ Technology and encode all videos into multiple streaming digital formats to play on all computer systems, browsers, and Internet connection speeds; recognized player formats include WindowsMedia→ and QuickTime→
- Store and stream all videos on CGI's dedicated server
- Be solely responsible for sponsorship fulfillment including all related aspects of marketing, production, printing, and distribution
- Facilitate viewer access of the Community Video Program from Town website, including any alternate versions of Town's homepage, for different devices, by providing HTML source code for a graphic link to be prominently displayed on the [www.narragansetttri.gov](http://www.narragansetttri.gov) website homepage as follows: "Coming Soon" graphic link designed to coordinate with existing website color theme to be provided within 10 business days of execution of this agreement. "Community Video Program" graphic link to be provided to replace the "Coming Soon" link upon completion and approval of videos
- Grant to Town a license to use CGI's Line of Code to link to and/or stream the videos
- Own copyrights of the master Community Video Program
- Assume all costs for the Community Video Program
- Honor any request for termination of sales upon 30 day notice and only if the Town continues to provide the Community Video Program linkage from its homepage for the duration of this agreement

### During the term of this Agreement, the Town shall:

- Provide a letter of introduction for the program on Town's letterhead
- Assist with the content and script for the Community Video Program
- Grant CGI the right to use Town's name in connection with the preparation, production, and marketing of the Program
- Display the "Coming Soon" graphic link prominently on the [www.narragansetttri.gov](http://www.narragansetttri.gov) homepage within 10 business days of receipt of HTML source code
- Display the "Community Video Program" link prominently on its [www.narragansetttri.gov](http://www.narragansetttri.gov) homepage, including any alternate versions of your home page, for viewer access on different devices for the entire term of this agreement
- Feature business sponsors around the perimeter of video panels
- Allow businesses to purchase various digital media products and services from CGI and its affiliates
- Ensure that this agreement remains valid and in force until the agreed upon expiration date, regardless of change in administration
- Grant full and exclusive streaming video rights for CGI and its subsidiaries, affiliates, successors and assigns to stream all video content produced by CGI for the Community Video Program
- Represent and warrant that any and all photographs, videos, and other content it submits to us for use in any video or other production does not infringe on any third party's copyright, trademark or other intellectual property, privacy or publicity rights and shall defend and indemnify us from any such claim or action

**This Agreement constitutes the entire agreement of the parties and supersedes any and all prior communications, understandings and agreements, whether oral or written. No modification or claimed waiver of any provision shall be valid except by written amendment signed by the parties herein. Town warrants that it is a tax exempt entity. The undersigned, have read and understand the above information and have full authority to sign this agreement.**

**The Town of Narragansett, RI**

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**CGI Communications, Inc.**

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**Signature:**

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**Signature:**

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**Name (printed):**

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**Name (printed): Nicole Rongo**

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**Title:**

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**Title: Vice President of Marketing and Acquisitions**

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**Date:**

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**Date: February 9, 2016**

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**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 27**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** February 25, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Honorable Town Council

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

**SUBJECT:** Schedule a WORK SESSION – Historic District Commission

**RECOMMENDATION:**

That the Town Council schedules a WORK SESSION with Historic District Commission to discuss a proposed tax credit ordinance and review the historic district maps in the voluntary zones.

**SUMMARY:**

On December 28, 2015 Historic District Commission Chair, Keith Lescarbeau forwarded to the council a proposed tax credit ordinance regarding repairs to historic structures in local historic districts. The Commission also has been discussing the historic district zones and wishes to review the individual historic district maps with the council.

Suggested date March 28, 2016 @ 6:00 pm.

**ATTACHMENTS:**

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 28**

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

**Date Prepared:** February 26, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Honorable Town Council

**FROM:** Matthew M. Mannix, Council President

**SUBJECT:** A MOTION to increase the salary of Town Engineer Jeff Ceasrine during his appointment as Acting Town Manager by \$750.00 per week.

**RECOMMENDATION:**

On January 27, 2016, the Town Council appointed Town Engineer Jeff Ceasrine as Acting Town Manager after the sad and untimely death of Pamela Nolan. Due to the fact that Mr. Ceasrine will be performing the roles of both Town Engineer and Acting Town Manager until another Town Manager is selected, Mr. Ceasrine's salary should increase to reflect this increased workload.

This motion would result in Mr. Ceasrine's salary being increased by \$750.00 per week beginning on January 28, 2016. When he steps down as Acting Town Manager, the weekly increase of \$750.00 will terminate at that time.

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 29**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** February 25, 2016  
**Council Meeting Date:** March 7, 2016

---

**TO:** Honorable Town Council  
**FROM:** Susan Cicilline-Buonanno, President Pro Tem  
**SUBJECT:** Town Manager Position

**RECOMMENDATION:**

That the Town Council discusses the process and procedure of hiring the Town Manager for the Town of Narragansett.

**SUMMARY:**

With the unfortunate passing our most recent Town Manager Pamela Nolan we need to discuss the timeline and process of hiring a new manager for the Town of Narragansett.

I would like the Town Council to discuss and consider the following: Job Description, Advertisements in newspapers National or Local search, Duration of posting, search committee, or perhaps an intern manager until after the November Election.

**ATTACHMENTS:**

1. Job Description

**TOWN OF NARRAGANSETT**  
**OFFICE OF TOWN MANAGER**

**Title: Town Manager**

**Nature of Work:**

The employee in this position shall be the chief administrative officer of the town, responsible to the Council for the administration of town affairs placed in the manager's charge by or under the Town Charter and Code of Ordinances. The position of Town Manager is an at-will position.

**Essential Functions**

1. Supervises/manages the daily administration and functions of all Town departments.
2. Maintains the administration organization of the Town to ensure efficiency of Town operation
3. Provides direction and guidance to staff as necessary for the implementation of Town Council goals, objectives, and policies.
4. Prepares and presents an annual budget and capital program to the Council; responsible for the daily administration of approved annual appropriations.
5. Works closely with the Finance Director to ensure that complete and accurate records of the Town's financial status, controls, transaction, and administrative activities are maintained and reasonably available as required by law.
6. Prepares, in conjunction with the Finance Director, Finance Committee, and Town Council, a long-range financial management plan.
7. Develops, maintains and periodically assesses the need for new and/or revised policies and procedures of the Town
8. Ensures the development and maintenance of collaborative relationships with all Town Departments and that employees are treated fairly with dignity and respect
9. Implement and maintain an effective performance management system for all employees of the Town.
10. Oversees the receipt and resolution of complaints and grievances made by residents, employees, visitors, or business owners.
11. Represents the Town in regional, state and national organizations at meetings or conferences to ensure a continuing awareness of programs and opportunities available to the Town
12. As needed, negotiates collective bargaining agreements with union leaders and other governmental agreements
13. Works with elected officials in a positive, cooperative, and team approach to address issues and solve problems; work collaboratively and positively with the School Superintendent and the School Committee.

**Title: Town Manager (continued)**

14. Performs duties as stated in the Town Charter and Code of Ordinances
15. To serve as the Public Safety Director
16. Performs other such duties as may be assigned and as are consistent with this position or as directed by the Town Council.

**Critical Skills, Experience, and Knowledge**

1. Ability to communicate effectively, orally and in writing, with employees, union officials, consultants, elected officials, government officials, and the general public.
2. Proven record of strong administrative leadership skills combined with the ability to work cooperatively and effectively with employees, elected officials, other government officials and the general public.
3. Proven record of strong skills in contemporary personnel management and labor relations experience, including performance evaluation, establishing objectives, contract negotiation, grievance processes and promotion and discipline in a unionized environment.
4. Considerable knowledge of public administration, including financial management, budgeting, economic development, strategic planning, and public sector management principals, policies and practices.
5. Possess the ability to develop implement and oversee annual and multi-year goals and objectives.
6. Ability to promote a strong, service-oriented approach to all employees.
7. Ability to successfully facilitate and assist staff to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues which are critical toward meeting current and long range needs of the community.
8. Working knowledge of computer-based systems, including spreadsheets, word processing and database applications
9. Proven strong organization skills and detail-oriented

**Minimum Required Qualifications**

1. Possess, as a minimum, a Bachelor's Degree in Public Administration or related field. A Master's Degree in Public Administration or related field is strongly preferred,
2. Five to ten years increasingly responsible management experience
3. Two to three years municipal management experience preferred

**Title: Town Manager (continued)**

4. Valid Rhode Island Driver's License, with no restrictions that would limit or adversely affect insurability

**Physical Environment\Working Conditions\Physical Demands**

1. The work environment is typically within an office setting, although the employee may meet with other employees and agencies in an outside (jobsite) environment.

2. The working conditions (light, noise level, temperature, etc.,) are typical of (primarily) an office setting.

3. The employee may occasionally lift and/or move objects up to twenty-five (25) pounds. Specific physical abilities include close vision and the ability to use computer monitors for long period of time, as well as the ability to communicate verbally in person and on the telephone.

Effective Date: 6/19/2012

Town Council Adopted: 6/18/2012

Date

#14

Agenda Item

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 30  
Amend No. \_\_\_\_\_**

**Date Prepared:** February 8, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Jeffry Ceasrine, Acting Town Manager  
**FROM:** Anne M. Irons, CMC - Town Clerk  
**SUBJECT:** Advertisement - Consideration of Liquor License Requests

**RECOMMENDATION:**

That the Town Council RECEIVES and PLACES on file a report from the Town Clerk on the applications to increase the number of liquor licenses.

**SUMMARY:**

Two applications were requested from Shoobie's, 12 Sand Hill Cove Road and Bed and Bistro, 83 Narragansett Avenue. However, applications were never returned for filing from either establishment.

The Bed and Bistro is in the process of obtaining a special use permit and has not been before the Zoning Board of Review.

The owner of Shoobie's has inquired about a special use permit however a completed application has never been submitted to the Zoning Board of Review for a Special Use Permit.

The Town's adopted Liquor License Rules and Regulations read as follows:

**IX. NUMBER OF ALCOHOLIC BEVERAGE LICENSES:**

- A. In accordance with the authority granted to it by Rhode Island General Laws Section 3-5-16, the Town Council may set limits on the number of alcoholic beverage licenses available within the Town.
- B. Annually, in the month of February, the Town Council may, in its discretion, vote to increase the number of authorized licenses in any class so as to give interested persons the opportunity to apply for an alcoholic beverage license. If the Town Council decides to consider increasing the number of authorized licenses, it shall in the month of December direct the Town Clerk to advertise in the first week of January the fact that the Town Council is considering increasing the number of authorized licenses. The notice shall require all interested parties to submit an application and all of the material required under Section I hereof not later than February 10.

- C. At the second regular meeting of the Town Council in the month of February, the Town Clerk shall provide to the Town Council copies of all applications received. The Town Council may then, in its discretion, vote to increase the number of authorized licenses by the number of applications received. If the Town Council votes to increase the number of authorized licenses, then the following provisions shall apply:
1. The Town Council shall schedule public hearings in accordance with Section I hereof for all applicants who have in a timely manner submitted a completed application and all of the required material.
  2. Unless otherwise agreed to by the Town Council, only two public hearings per Council meeting shall be scheduled. Hearings will be scheduled in the order in which completed applications were filed in the Town Clerk's office. At the close of each public hearing, the Town Council in its discretion may either vote on the application or defer decision until a later date. After all of the public hearings are completed and decisions rendered, the Town Council shall if necessary reduce the number of authorized licenses to an amount equal to the number of approved licenses.
  3. The Town Council may deny any application for any of the reasons set forth in Section II hereof.
  4. Notwithstanding any provisions to the contrary, the Town Council reserves the right to refuse to schedule a public hearing for any applicant who does not comply with the provisions of State law, Town Ordinances or these Regulations.
  5. The terms of this section are not meant to and do not preclude the Town Council from raising the number of authorized licenses and scheduling public hearings at other times during the year if the need arises.

Also in accordance with the town's liquor rules and regulations the following is needed:

1. An application form must be obtained from the Town Clerk, be fully completed, and returned to the Town Clerk with the application processing fee and all required documentation to include:
  - a. Site Plan
  - b. Receipt of a Special Use Permit from the Zoning Board of Review.

Identification of all special exceptions, variances, and other legally authorized deviations from the Zoning Ordinance with dates of authorization including special exceptions granted for the expansion of existing uses.

Consideration of Liquor License Request Advertisement  
March 7, 2016 Town Council Meeting  
Page Three

Since the rules state that it does not preclude the Town Council from raising the number of authorized licenses and scheduling public hearings at other times during the year if the need arises, the council may address the matter if and when these two applicants have the proper special use permits and request consideration for an alcoholic beverage license.

**ATTACHMENTS:**

1. Advertisement

Narragansett Times 01-01-2016



**NARRAGANSETT TOWN COUNCIL  
NOTICE OF CONSIDERING ACCEPTING  
APPLICATIONS FOR NEW CLASS BV  
ALCOHOLIC BEVERAGE LICENSES**

The Town Council for the Town of Narragansett is considering accepting applications for new Class BV Beverage Licenses. Anyone interested must submit a completed application and all other required information, no later than February 10, 2016.

Any applicant must have already obtained a Special Use Permit from the Narragansett Zoning & Platting Board of Review. Applications and a list of the other required information may be obtained at the Office of the Town Clerk, 25 Fifth Avenue, Narragansett, RI.

By Order of the Town Council  
Anne M. Irons, Town Clerk

**TOWN OF NARRAGANSETT  
COUNCIL COMMUNICATION**

**CC: 31**  
**Amend No. \_\_\_\_\_**

**Date Prepared:** February 22, 2016  
**Council Meeting Date:** March 7, 2016

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**TO:** Jeffry Ceasrine, Acting Town Manager  
**FROM:** Anne M. Irons, CMC -Town Clerk  
**SUBJECT:** Conservation Commission/Tree Board

**RECOMMENDATION:**

That the Town Council appoint an individual to the Conservation Commission/Tree Board to fill a vacant seat for a three year term to expire on April 30, 2019.

**SUMMARY:**

The Conservation Commission/Tree Board has two vacant seats available for appointment. There is one application on file from John L. DiPanni. The following indicates the original board appointment date and expiration date.

<u>Name</u>	<u>Appointed</u>	<u>Expiration Date</u>
Vacant (Lee)	----	4/30/2016
Vacant (Bivona)	----	4/30/2016

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